

<b>COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST</b>				REQUEST NO. ATR24-B0705	
DEPARTMENT: SUSTAINABILITY DEPARTMENT				DATE: 6-17-24	
<b>1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:</b>					
	<b>CODES</b>			<b>AMOUNT</b>	<b>DESCRIPTION</b>
	<b>FUND or ORG</b>	<b>ACCOUNT</b>	<b>JL ORG CODE Measure K only</b>		
<b>FROM</b>	40523	8811		300,000	Capital Reserves (Non-General Fund)
<b>TO</b>	40523 40523	4161 5858		200,000 100,000	Extra Help Hours – Regular Pay Other Professional Contract Svc
<b>Justification (Attach Memo if Necessary):</b> Appropriates \$300,000 from 40523 Capital Reserves to cover unanticipated expenditures in the 4000 and 5000 Account Classes in order to remove a budget block for FY 23-24.					
DocuSigned by: <b>DEPARTMENT HEAD</b> <i>Carolyn Bloede</i> <small>08DD048598AE45E</small>				<b>DATE</b> 6/18/2024	
<b>2.</b> <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> <b>Four-Fifths Vote Required</b> <input type="checkbox"/> Board Action Not Required <b>Remarks:</b>					
DocuSigned by: <b>COUNTY CONTROLLER</b> <i>Ngoc Nguyen</i> <small>311A76FBA8404C2</small>				<b>DATE</b> 7/17/2024	
<b>3.</b> <input checked="" type="checkbox"/> <b>Approve as Requested</b> <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved <b>Remarks:</b>					
DocuSigned by: <b>COUNTY EXECUTIVE</b> <i>Roberto Mandujano</i> <small>5178A926843D471</small>				<b>DATE</b> 7/17/2024	
<b>DO NOT WRITE BELOW THIS LINE – FOR BOARD OF SUPERVISORS USE ONLY</b>					

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA  
RESOLUTION TRANSFERRING FUNDS  
RESOLUTION NO. \_\_\_\_\_

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Executive has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Executive be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

AYES and in favor of said resolution:

NOES and against said resolution:

Supervisors: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Supervisors: \_\_\_\_\_  
 \_\_\_\_\_  
 Absent \_\_\_\_\_  
 Supervisors: \_\_\_\_\_

\_\_\_\_\_  
 PRESIDENT, BOARD OF SUPERVISORS  
 COUNTY OF SAN MATEO

ATTEST: \_\_\_\_\_  
 Clerk of Said Board

<b>COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST</b>				REQUEST NO.	
DEPARTMENT SUSTAINABILITY DEPARTMENT				DATE: 6-17-24	
<b>1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:</b>					
	<b>CODES</b>			<b>AMOUNT</b>	<b>DESCRIPTION</b>
	<small>FUND or ORG</small>	<small>ACCOUNT</small>	<small>JL ORG CODE Measure K only</small>		
<b>FROM</b>	40523	8811		\$300,000	Capital Reserves (Non-General Fund)
<b>TO</b>	40523	4161		\$200,000	Extra Help Hours – Regular Pay
	40523	5858		\$100,000	Other Professional Contract Svc
<b>Justification (Attach Memo if Necessary):</b> Appropriates \$300,000 from 40523 Capital Reserves to cover unanticipated expenditures in the 4000 and 5000 Account Classes in order to remove a budget block for FY 23-24.					
<b>DEPARTMENT HEAD</b>				<b>DATE</b>	
<b>2.</b> <input type="checkbox"/> Board Action Required <input type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required <b>Remarks:</b>					
<b>COUNTY CONTROLLER</b>				<b>DATE</b>	
<b>3.</b> <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved <b>Remarks:</b>					
<b>COUNTY MANAGER</b>				<b>DATE</b>	
<b>DO NOT WRITE BELOW THIS LINE – FOR BOARD OF SUPERVISORS USE ONLY</b>					

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA  
RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. \_\_\_\_\_

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Ayes an in favor of said resolution:  
Supervisors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Noes and against said resolution:  
Supervisors: \_\_\_\_\_  
\_\_\_\_\_  
Absent  
Supervisors: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT, BOARD OF SUPERVISORS  
COUNTY OF SAN MATEO

ATTEST: \_\_\_\_\_  
Clerk of Said Board



COUNTY OF SAN MATEO

**Inter-Departmental Correspondence**

Sustainability Department

**DATE:** June 17, 2024

**BOARD MEETING DATE:** September 24, 2024

**TO:** Robert Manchia, County Chief Financial Officer  
**FROM:** Michael Leach, Financial Services Manager I  
**SUBJECT:** Countywide Year-End Appropriation Transfer Request:  
Sustainability Department AB 939 Use of Reserves

**Recommendation**

Approve an Appropriation Transfer Request ("ATR") in the amount of \$300,000 providing an appropriation for unanticipated staffing and contract expenses for AB 939 projects in 40523 of the Sustainability Department.

**Background/Discussion**

This ATR is necessary to transfer funds from 40523 reserves to cover staffing costs and invoices that have not been paid. This action allows the Sustainability Department cover existing unanticipated staffing costs and fulfill their existing contract agreement obligations with AB939 contractors. The expense does not involve a cash outlay and is recorded for bookkeeping purposes only.

**Fiscal Impact**

The contract expense is recorded for bookkeeping purposes only. There is no impact to the General Fund.