

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST					REQUEST NO. ATR25-B0710
DEPARTMENT: PUBLIC WORKS					DATE: 6/18/2025
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	47310	8612		\$500,000	Departmental Reserves
TO	47310	7541		\$500,000	Operating Transfer Out
<b>Justification (Attach Memo if Necessary):</b> Appropriation Transfer Request of \$500,000 from Facilities Services (4730B) general purpose revenue Reserves to Operating Transfer Out, which was greater than budgeted at year-end due to transfers to other funds.					
DEPARTMENT HEAD <i>Ann M. Stillman</i> <small>1F1EEA56C4AA49E...</small>				DATE 6/16/2025	
2. <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required					
Remarks:					
DocuSigned by:					
COUNTY CONTROLLER <i>Ngoc Nguyen</i> <small>311A76FBA8404C2...</small>				DATE 6/17/2025	
3. <input checked="" type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved					
Remarks:					
DocuSigned by:					
COUNTY EXECUTIVE <i>Roberto Manchia</i> <small>5178A926843D471...</small>				DATE 6/18/2025	
DO NOT WRITE BELOW THIS LINE – FOR BOARD OF SUPERVISORS USE ONLY					

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: \_\_\_\_\_

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

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

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DEPARTMENT HEAD				DATE	
2. <input type="checkbox"/> Board Action Required <input type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required					
Remarks:					
COUNTY CONTROLLER				DATE	
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved					
Remarks:					
COUNTY MANAGER				DATE	
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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 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



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**

Public Works

**DATE:** June 18, 2025

**BOARD MEETING DATE:** June 24, 2025

**TO:** Robert Manchia, Chief Financial Officer

**FROM:** Ann M. Stillman, Director of Public Works

**SUBJECT:** Countywide Year-End ATR  
Appropriation Transfer Request to Construction Services

**Recommendation**

Approve an Appropriation Transfer Request (ATR) in the amount of \$500,000 from Department of Public Works (DPW) general purpose revenue in Facilities Services (4730B) to Construction Services (4740B) to prevent negative year-end fund balances for those programs.

**Background/Discussion**

Construction Services has received less project reimbursement revenue than planned due in part to non-productive hours from employees on extended leaves of absence due to workers' compensation injuries. This has caused a negative fund balance for the Tower Road Construction Fund. The program has depleted its fund balance and needs additional funds to prevent a negative year-end fund balance. The transfer in of DPW general purpose funds will provide the program with a positive fund balance at Fiscal Year 2024-25 year-end.

**Fiscal Impact**

Funding for this transfer will come from DPW general purpose Reserves in 4730B. These funds come from cell tower lease revenue, which is not associated with facilities service charges.

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\* A D H O C R E P O R T W R I T E R \*  
\*  
\* Requester's Name: BATTAGLIA, GARY \*  
\* Requester's Location: PUBWORKS \*  
\* Current Date: FRI, JUN 13, 2025, 4:13 PM \*  
\* Name of Report File: GLREREDK \*  
\* Report Title: SUB UNIT SUMMARY BY CLASS/OBJECT \*  
\*  
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SELECT ORG SU 47310  
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SUB UNIT SUMMARY BY CLASS/OBJECT

Reporting Period 07/01/24 - 06/30/25  
Current Date: 06/13/25 4:13 PM

SUB UNIT: 47310 Facilities Gen Purpose Revenue

OBJECT CODE and DESCRIPTION	BUDGET	REV/EXP THIS MONTH	REV/EXP YTD	ENCUM	ACCOUNT YTD	VARIANCE ACCOUNT YTD	ATD % BUD
Revenue							
1500 Use of Money & Property	378,909	28,029	382,947	0	382,947	4,038	101
2600 Miscellaneous Revenue	0	2,636	2,636	0	2,636	2,636	0
TOTAL Revenue	378,909	30,665	385,583	0	385,583	6,674	102
Expenditure							
5000 Services and Supplies	24,020	0	9,827	0	9,827	14,193	41
7000 Fixed Assets	36,250	0	29,684	0	29,684	6,566	82
8500 Contingencies	550,621	0	0	0	0	550,621	0
TOTAL Expenditure	610,891	0	39,511	0	39,511	571,380	6
47310 Facilities Gen Purpose Revenue NET	(231,982)	30,665	346,072	0	346,072	578,054	108
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