



**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
County Manager's Office



**DATE:** August 28, 2013  
**BOARD MEETING DATE:** September 10, 2013  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** 4/5ths

**TO:** Honorable Board of Supervisors

**FROM:** John L. Maltbie, County Manager

**SUBJECT:** Countywide FY 2012-13 Year-End Appropriation Transfer Request (ATR) in the amount of \$19,152,625 from various budget units

**RECOMMENDATION:**

Adopt a Resolution authorizing an Appropriation Transfer Request transferring \$19,152,625 from various budget units: Salaries and Benefits (\$2,514,075), Services and Supplies (\$5,439,162), Other Charges (\$2,208,000), Fixed Assets (\$619,321), Other Financing Uses (\$1,044,321), Intrafund Transfers (\$435,243), Reserves and Contingencies (\$492,846), Fund Balance (\$1,699,285), Unclaimed Monies (\$178,005), and Unanticipated Revenues (\$4,522,367); to the following: Salaries and Benefits (\$682,996), Services and Supplies (\$8,759,276), Other Charges (\$2,689,229), Fixed Assets (\$5,213,015), Other Financing Uses (\$1,525,230), Reserves (\$60,553) and Reclassified Revenues (\$222,326).

**BACKGROUND:**

To close the County's financial records at the end of each fiscal year, a countywide ATR is submitted to ensure that expenditures are covered by sufficient appropriations and that expenditures are represented correctly in each of the County's funds. The amount of the attached ATR totals \$19,152,625, of which \$6,824,285 is for accounting purposes only. In addition, the Sheriff is transferring \$1,524,630 to the city revenue trust funds to be applied to services provided in FY 2013-14, and one transfer of \$60,553 is simply to true up reserves within operating units of Behavioral Health and Recovery Services. Finally, unclaimed monies totaling \$178,005 were transferred to Non-Departmental Services and will be placed in Non-Departmental Reserves. Actual transfers to address shortfalls at the expenditure object level total \$10,565,152, which is consistent with year-end ATRs in prior years.

There is one transfer from Non-Departmental ERAF Reserves of \$51,734 to cover outside Grand Jury auditor contract expenditures, one transfer from the Worker's Compensation Trust Fund of \$44,321 to cover equipment for the Coroner's duty van, and one transfer of \$302,502 from Prop. 172 to cover overtime costs in Public Safety Communications. All other adjustments are funded from savings, reserves or unanticipated revenue generated by the various budget units with no increase in Net County Cost. The attached ATR does the following:

1. Worker's Compensation Trust Fund (00600) and Coroner's Office (3300B) – Transfers \$44,321 from the Worker's Compensation Trust Fund to the Coroner's budget and makes corresponding appropriations in Services and Supplies and Fixed Assets for the purchase and installation of an ambulance cot and power load into the Coroner's duty van to assist with body removals in the field. (ATR# 13-040-A)
2. Facilities Maintenance (4730B) and Capital Projects (8500B) – Transfers \$600 from Services and Supplies to Operating Transfers Out and makes corresponding appropriations in the Capital Projects budget to cover the purchase of two ice machines at the Medical Center. (ATR# 13-040-B)
3. Courthouse Construction Fund (8300B) – Transfers \$75 from Non-General Fund Reserves to Other Charges to cover a shortfall in the amount budgeted for the Court's portion of the Youth Services Center's Debt Service. (ATR# 13-040-C)
4. Behavioral Health Services (6100B) –Transfers \$1,000,000 from Salaries and Benefits and \$400,000 from Other Charges to Services and Supplies (\$1,400,000) to cover residential treatment and outpatient mental health contract services. Also transfers \$8,000 from Other Charges to Fixed Assets for a fence at the Canyon Oaks Youth facility. (ATR# 13-040-D)
5. Unclaimed Money Trust Fund (03161) and Non-Departmental Services (8000B) – Transfers \$178,005 in unclaimed monies held for at least three years in the Unclaimed Monies Trust Fund to Escheated Revenue in Non-Departmental Services per Government Code Sections 50050-50057. (ATR# 13-040-E)
6. Assessor-County Clerk-Recorder's Office (1300B) – Recognizes \$98,897 in unanticipated revenue from Document Recording Fees and transfers \$198,739 from Salaries and Benefits savings to Services and Supplies (\$279,800) and Fixed Assets (\$37,836) for a number of IT related expenditures, including software license and maintenance charges, consulting services, purchase of FileNet servers and image scanners, and air conditioning and other maintenance charges for the server room. (ATR# 13-040-F)
7. Public Works Utilities (4840B) and County Airports (4850B) – Transfers \$1,436,627 in available Fund Balance from within various Public Works funds to Other Charges for the purpose of appropriating Depreciation Expense for Airports, County Service Areas, Sewer and Sanitation Districts, Flood Control Districts, and Lighting Districts. The recording of depreciation is for accounting purposes only and is a non-cash transaction. (ATR# 13-040-G)
8. Road Construction and Operations (4520B) – Transfers \$5,125,000 from Services and Supplies to Fixed Assets in order to reclassify and capitalize Road Fund infrastructure projects and the acquisition of capital equipment. The capitalization of fixed assets is made for accounting purposes only and is a non-cash transaction. (ATR# 13-040-H)

9. County Airports (485B) – Transfers \$75,000 from Fixed Assets to Services and Supplies (\$65,000) and Other Charges (\$10,000) to cover higher than anticipated engineering services and sewer charges. (ATR# 13-040-I)
10. Coyote Point Marina (3980B) – Transfers \$262,658 in available Fund Balance from within the Coyote Point Marina Operating Fund to Other Charges for the purpose of appropriating Depreciation Expense. The recording of depreciation is for accounting purposes only and is a non-cash transaction. (ATR# 13-040-J)
11. Parks Division (3900B) – Transfers \$163,949 from Salaries and Benefits and \$36,000 from Services and Supplies to Other Charges to make additional catch-up contributions towards the Division's Motor Vehicle Replacement expenses. (ATR# 13-040-K)
12. Public Safety Communications (1240B) – Recognizes unanticipated revenue of \$302,512 in Prop. 172 revenue and transfers Department Reserves of \$380,484 to Salaries and Benefits to cover overruns in overtime costs to backfill 18-month new hire training requirements and staffing vacancies. (ATR# 13-040-L)
13. Sheriff's Office (3000B) – Transfers \$1,089,387 from Salaries and Benefits, \$178,179 from Services and Supplies, and \$435,243 from Intrafund Transfers to Other Charges (\$178,179) to make additional contributions to the Motor Vehicle Replacement Fund and Operating Transfers Out (\$1,524,630) in order to return funds to the city revenue trust funds. The cities are billed quarterly for the full contract amount and the actual costs are trued up at year-end and any unused funds are returned to the trust fund. These funds will be applied towards policing services provided to the cities of San Carlos, Half Moon Bay and Millbrae in FY 2013-14. (ATR# 13-040-M)
14. Human Resources Department (1700B) – Transfers \$62,000 from Salaries and Benefits to Other Charges to cover ISD automation charges associated with mid-year transfer of core IT desktop and server support from HR to ISD in March 2013 and computer purchases. (ATR# 13-040-N)
15. San Mateo Medical Center (6600B) – Recognizes \$1,680,000 in unanticipated revenue from State Intergovernmental Transfers and transfers \$1,800,000 from Other Charges, \$1,000,000 from Other Financing Uses and \$500,000 from Fixed Assets to cover overruns related to contract nursing services, provider contracts, drugs and pharmaceuticals, medical supplies, software expenses, and office furniture and equipment. Also recognizes \$2,000,000 in unanticipated revenue for a grant from the Sequoia Health Care District for tenant improvements at the new South County Clinic. (ATR# 13-040-O)
16. Grand Jury (1920B) and Non-Departmental Services (8000B) – Transfers \$51,734 from ERAF Reserves to Services and Supplies within the Grand Jury budget to cover an overrun in outside auditor contract costs in FY 2012-13. The budget shortfall is due to the timing of the contract payments. Overall contract expenditures are as expected. (ATR# 13-040-P)

17. County Support of the Courts (2700B) – Transfers \$99,383 from Services and Supplies to Other Charges to cover higher than anticipated Revenue Collection Charges. Revenue Collection Charges are based on actual collections so this is a reflection of increased revenues from court-related fines, fees and forfeitures, which accrue to the County and the State. (ATR# 13-040-Q)
18. Non-Departmental Services (8000B) – Recognizes \$440,358 in unanticipated revenue from Property Tax Administration Fees (PTAF) and makes a corresponding appropriation in Other Charges to cover budget shortfall caused by a refund of \$1,804,894 made to the cities in June 2013 for under allocated PTAF for the period FY 2006-07 through FY 2011-12. The unanticipated revenue represents accrued PTAF reimbursements to the County from Special Districts, which were over paid \$2,073,315 during the same time period. The County has booked a long-term receivable (payable over six years) for the balance of funds owed by Special Districts. (ATR# 13-040-R)
19. Behavioral Health and Recovery Services (6100B) – Transfers \$60,553 in Department Reserves from Alcohol and Other Drug Services to Mental Health Services to true up Department Reserves used to fund the SB 90 payback that was approved by the Board on July 9, 2013. (ATR# 13-040-S)

**SHARED VISION 2025:**

Adoption of this ATR contributes to the Shared Vision outcome of a Collaborative Community by ensuring that expenditures are covered by sufficient appropriations and that expenditures are represented correctly in each of the County's budget units and funds in accordance with the County Budget Act.

**FISCAL IMPACT:**

There are sufficient funds and revenue sources to cover the transactions in this ATR, which totals \$19,152,625 for all County funds. Of this amount, \$6,824.285 is due to accounting changes, such as reclassifying revenues and expenditures and the recording of depreciation. Unclaimed monies totaling \$178,005, which were held in the Unclaimed Money Trust Fund for the statutory period of three years, were transferred to Non-Departmental Services and will be placed in Non-Departmental Reserves. There are one-time transfers from Non-Departmental ERAF Reserves of \$51,734, the Worker's Compensation Trust Fund of \$44,321, and Prop. 172 of \$302,502. All other adjustments are funded from savings, reserves or unanticipated revenue generated by the various budget units with no increase in Net County Cost.