

COUNTY OF SAN MATEO  
APPROPRIATION TRANSFER REQUEST

REQUEST NO.

ATR 10 051

DEPARTMENT

County Manager's Office

DATE

08-24-10

1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	Various	Various	34,190,851 00	See attached
To	Various	Various	34,190,851 00	See attached

Justification. (Attach Memo if Necessary)

See year-end ATR Board memo for Board meeting on August 24, 2010

DEPARTMENT HEAD

BY:

*Jim Sauer*

DATE

8/13/10

2. ☐ Board Action Required

☒ Four-Fifths Vote Required

☐ Board Action Not Required

Remarks:

COUNTY CONTROLLER

BY:

*AKS*

*22*

DATE

8/7/10

3. ☒ Approve as Requested

☐ Approve as Revised

☐ Disapprove

Remarks:

COUNTY MANAGER

BY:

*AKS*

DATE

8/25/2010

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BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

RESOLUTION TRANSFERRING FUNDS

RESOLUTION NO. 071002

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 24TH day of AUGUST, 2010

Ayes and in favor of said resolution:

Noes and against said resolution:

Supervisors: MARK CHURCH  
CAROLE GROOM  
RICHARD S. GORDON  
ROSE JACOBS GIBSON  
ADRIENNE J. TISSIER

Supervisors: NONE  
  
Absent  
Supervisors: NONE

ATTEST:

*AKS*

Clerk of Said Board

PRESIDENT

*AKS*  
BOARD OF SUPERVISORS  
COUNTY OF SAN MATEO

Certificate of Delivery  
(Government Code Section 25103)  
I certify that a copy of the original document filed in  
the Office of the Clerk of the Board of Supervisors of  
San Mateo County has been delivered to the  
President of the Board of Supervisors.

*Marie J. Peterson*  
Deputy Clerk of the Board of Supervisors

DISTRIBUTION:

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— BOARD OF SUPERVISORS  
— CONTROLLER  
— COUNTY MANAGER  
— DEPARTMENT  
— TREASURER




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



**DATE:** August 13, 2010  
**BOARD MEETING DATE:** August 24, 2010  
**SPECIAL NOTICE/HEARING:** None  
**VOTE REQUIRED:** 4/5ths

**TO:** Honorable Board of Supervisors

**FROM:** David S. Boesch, County Manager 

**SUBJECT:** Resolution Authorizing Countywide FY 2009-10 Year-End Transfer in the Amount of \$34,190,851 from Various Budget Units

**RECOMMENDATION:**

Approve a Countywide FY 2009-10 Year-End Appropriation Transfer Request (ATR) transferring \$34,190,851 from various budget units: Salaries and Benefits (\$505,000); Services and Supplies (\$21,839,760); Other Charges (\$4,812,166); Fixed Assets (\$3,276,228); Reserves and Contingencies (\$545,735); Fund Balance (\$1,094,700); Unclaimed Monies (\$980,581); Other Financing (\$237,200); Interfund Revenue (\$450,000); and Intergovernmental Revenue (\$449,481) to the following: Salaries and Benefits (\$514,620), Services and Supplies (\$29,305,714), Other Charges (\$2,423,255); Fixed Assets (\$966,681); and Fines, Forfeitures and Penalties (\$980,581).

**BACKGROUND:**

To close the County's financial records at the end of each fiscal year, a countywide Appropriation Transfer Request (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 ATR totals \$34,190,851.

Unclaimed monies totaling \$980,581, 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. Transfers from Non-Departmental Reserves to operating departments total \$57,069.

The remaining adjustments are funded from savings or unanticipated revenue generated by the various budget units with no increase in Net County Cost. The ATR does the following:

1. Health System (5000D) – transfers savings in Services and Supplies (\$72,000) to Other Charges (\$72,000) to offset unanticipated automation and space costs related to the transfer of staff from the San Mateo Medical Center to other programs within the Health System (ATR# 10-051-A)

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2. Board of Supervisors (1100D) – transfers Department Reserves (\$28,546) and Non-Departmental Reserves (\$57,069) to Salaries and Benefits (\$85,615) to offset unanticipated operating costs. (ATR# 10-051-B and 10-051-K)
3. Information Services Department (1800B) – transfers Department Reserves (\$150,000) to Services and Supplies (\$150,000) for the implementation of the CommVault Project. This system replaces the Tivoli Storage Manager (TSM) as the countywide data backup and recovery system, which has been in place since 1999. The CommVault system will be less costly to operate. (ATR# 10-051-C)
4. Public Safety Communications (1240B) – recognizes unanticipated State revenue (\$449,481) and appropriates Fixed Assets (\$449,481) for payment of the Positron Telephone System, which is a digital telephone system capable of answering wireless cellular calls and voice-over-internet protocol (VOIP). The system was installed in June 2008 and payment was made in FY 2009-10. (ATR# 10-051-D)
5. Department of Public Works Facilities Services (4730P) and Construction Services (4740B) – recognizes unanticipated Interfund Revenue (\$687,200) in Facilities Services from increased rent payments and makes a corresponding appropriation in Other Charges (\$687,200) to provide a loan to Construction Services. Also makes corresponding revenue and expenditure appropriations in Construction Services to recognize loan proceeds and cover budget shortfalls. This transfer was necessary to avoid Construction Services from closing the fiscal year with a negative cash balance. The loan will be paid back over three years, beginning in FY 2010-11. (ATR# 10-051-E and 10-051-S )
6. County Manager/Clerk of the Board (1200B) – transfers savings in Salaries and Benefits (\$80,000) and Services and Supplies (\$100,000) to Other Charges (\$180,000) to offset a retroactive payment to the Cabrillo School District and unanticipated automation service charges for the Boards and Commissions website and various community outreach projects. (ATR# 10-051-F) and (ATR# 10-051-W)
7. San Mateo Medical Center (6600B) – transfers savings in Other Charges (\$4,261,166) to Services and Supplies (\$4,261,166) to cover unbudgeted outside provider expenses for Access and Care for Everyone (ACE) County claims administered by the Health Plan of San Mateo. (ATR# 10-051-G)
8. Department of Child Support Services (2600B) – transfers savings from Services and Supplies (\$227,355) to Other Charges (\$227,355) for rent costs owed to the Department of Public Works. Reserves are used for the portion of rent charges that are unallowable under State claiming guidelines. (ATR# 10-051-H)
9. Department of Public Works Utilities (4840B) and Airports (4850B) – transfers available Fund Balance (\$1,094,700) from within various Public Works funds to Other Charges (\$1,094,700) to appropriate 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# 10-051-I)

10. Human Resources Department (1700B) – transfers savings from Salaries and Benefits (\$75,000) to Other Charges (\$75,000) to offset unanticipated service charges for technical and project support for the Learning Management System (LMS), Electronic Document Management System for digitalization of Civil Service Personnel files and the County's personnel/payroll system for changes related to benefits. (ATR# 10-051-J)
11. Department of Housing (7900D) – transfers savings from Other Charges (\$55,000) to Salaries and Benefits (\$55,000) to cover unanticipated employee benefits costs. (ATR# 10-051-L)
12. Non-Departmental Services (8000B) – transfers Unclaimed Monies (\$980,581) held for at least three years in the Unclaimed Monies Trust Fund to Escheated Revenue (\$980,581) in Non-Departmental Services per Government Code Sections 50053-50057. (ATR# 10-051-M)
13. Probation Department (3200B) – transfers Services and Supplies (\$374,005) to Salaries and Benefits (\$374,005) to cover under-budgeted extra-help costs. (ATR# 10-051-N)
14. Contributions to the San Mateo Medical Center (5850D) – transfers appropriations from Services and Supplies (\$20,508,200) and Operating Transfers Out (\$3,211,228) to Services and Supplies (\$23,719,428) to align the Contributions budget to the four expenditure categories funded by the General Fund: (1) Health Plan of San Mateo (HPSM) Intergovernmental Transfer (IGT) payments to the State; (2) Medi-Cal Waiver Disproportionate Share Hospital IGT payments to the State; (3) HPSM Third Party Administrator payments for ACE claims; and (4) Welfare & Institution Code Section 17000 contributions to the Medical Center. These adjustments are made for accounting purposes only and do not impact the overall General Fund subsidy to the Medical Center. (ATR# 10-051-P)
15. Probation Department (3200B) – transfers Services and Supplies (\$87,000) to Other Charges (\$87,000) to cover unanticipated automation service charges. (ATR# 10-051-Q)
16. Health System (5000D) – transfers savings in Salaries and Benefits (\$350,000) to Services and Supplies (\$350,000) to cover extraordinarily high diagnostic and treatment costs for one client in California Children's Services (CCS). (ATR# 10-051-R)
17. Department of Public Works Airports (4850P) – transfers savings in Fixed Assets (\$65,000) to Services and Supplies (\$65,000) to cover unanticipated Public Works engineering charges for Airport related projects. (ATR# 10-051-T)

18. Health System (5000D) – transfers savings in Other Charges (\$280,000) to Operating Transfers Out (\$280,000) for the remodel of the Daly City Clinic. (ATR# 10-051-U)
19. Health System (5000D) – transfers Reserves (\$310,120) to Services and Supplies (\$310,120) for unanticipated mandatory payments to trauma physicians. Payments to trauma physicians are calculated as a percentage of Court Fine revenue, which also has increased in FY 2009-10. (ATR# 10-051-V)

**FISCAL IMPACT:**

There are sufficient funds and revenue sources to cover the transactions in this ATR, which totals \$34,190,851 for all County funds. Transfers from Non-Departmental Reserves total \$57,069. The remaining adjustments are funded from savings and unanticipated revenue generated by the various operating budget units.

FROM: CODES				TO: CODES			
Org	Account	Amount		Org	Account	Amount	ATR#
55511	5969	\$ 72,000		55511	6713	\$ 10,000	ATR 10-051 A
				55511	6714	\$ 12,000	ATR 10-051 A
				55137	6713	\$ 50,000	ATR 10-051 A
11501	8612	\$ 12,931		11501	4111	\$ 70,000	ATR 10-051 B
80110	8612	\$ 57,069					
18556	8612	\$ 150,000		18520	5858	\$ 150,000	ATR 10-051 C
12410	1871	\$ 449,481		12410	7311	\$ 449,481	ATR 10-051 D
47350	6311	\$ 216,000		47350	7541	\$ 216,000	ATR 10-051 E
47350	5969	\$ 21,200		47350	7541	\$ 21,200	ATR 10-051 E
47420	2731	\$ 237,200		47420	6323	\$ 237,200	ATR 10-051 E
12110	4111	\$ 80,000		12110	6263	\$ 80,000	ATR 10-051 F
66750	6311	\$ 4,261,166		68190	5878	\$ 1,636,602	ATR 10-051 G
				66025	5878	\$ 2,624,564	ATR 10-051 G
80411	5969	\$ 227,355		80411	6714	\$ 227,355	ATR 10-051 H
00501	0813	\$ 155,000		48520	6815	\$ 155,000	ATR 10-051 I
00501	0813	\$ 185,000		48550	6815	\$ 185,000	ATR 10-051 I
00135	0813	\$ 22,000		48468	6817	\$ 22,000	ATR 10-051 I
00151	0813	\$ 1,700		48425	6817	\$ 1,700	ATR 10-051 I
00152	0813	\$ 256,000		48426	6817	\$ 256,000	ATR 10-051 I
00153	0813	\$ 150,000		48427	6817	\$ 150,000	ATR 10-051 I
00154	0813	\$ 1,500		48428	6817	\$ 1,500	ATR 10-051 I
00156	0813	\$ 500		45430	6817	\$ 500	ATR 10-051 I
00157	0813	\$ 16,000		45431	6817	\$ 16,000	ATR 10-051 I
00201	0813	\$ 283,000		48475	6818	\$ 283,000	ATR 10-051 I
00233	0813	\$ 17,000		45452	6819	\$ 17,000	ATR 10-051 I
00234	0813	\$ 7,000		45453	6819	\$ 7,000	ATR 10-051 I
17110	4111	\$ 75,000		17110	6713	\$ 75,000	ATR 10-051 J
11301	8612	\$ 15,615		11301	4111	\$ 15,615	ATR 10-051 K
79210	6811	\$ 55,000		79210	4128	\$ 35,000	ATR 10-051 L
				79210	4629	\$ 20,000	ATR 10-051 L
Trust Fund 03161-0913/90130-00000		\$ 314		80110	1468	\$ 980,581	ATR 10-051 M
Trust Fund 03161-0913/90140-00000		\$ 45					ATR 10-051 M
Trust Fund 03161-0913/90143-00000		\$ 33					ATR 10-051 M
Trust Fund 03161-0913/90151-00000		\$ 31					ATR 10-051 M
Trust Fund 03161-0913/90174-00000		\$ 25					ATR 10-051 M
Trust Fund 03161-0913/90175-00000		\$ 771					ATR 10-051 M
Trust Fund 03161-0913/90231-00000		\$ 40					ATR 10-051 M
Trust Fund 03161-0913/90233-00000		\$ 20					ATR 10-051 M
Trust Fund 03161-0913/90235-00000		\$ 65					ATR 10-051 M
Trust Fund 03161-0913/90240-00000		\$ 77					ATR 10-051 M
Trust Fund 03161-0913/90300-00000		\$ 30					ATR 10-051 M
Trust Fund 03161-0913/90320-00000		\$ 56					ATR 10-051 M
Trust Fund 03161-0913/90321-00000		\$ 410					ATR 10-051 M
Trust Fund 03161-0913/90330-00000		\$ 21					ATR 10-051 M
Trust Fund 03161-0913/90801-00000		\$ 304					ATR 10-051 M
Trust Fund 03161-0913/90130-00000		\$ 6,971					ATR 10-051 M
Trust Fund 03161-0913/90140-00000		\$ 205,672					ATR 10-051 M
Trust Fund 03161-0913/90143-00000		\$ 13,426					ATR 10-051 M
Trust Fund 03161-0913/90151-00000		\$ 236,704					ATR 10-051 M
Trust Fund 03161-0913/90174-00000		\$ 11,671					ATR 10-051 M
Trust Fund 03161-0913/90175-00000		\$ 175,133					ATR 10-051 M
Trust Fund 03161-0913/90231-00000		\$ 5,752					ATR 10-051 M
Trust Fund 03161-0913/90233-00000		\$ 5,238					ATR 10-051 M
Trust Fund 03161-0913/90235-00000		\$ 5,274					ATR 10-051 M
Trust Fund 03161-0913/90240-00000		\$ 15,644					ATR 10-051 M
Trust Fund 03161-0913/90300-00000		\$ 24,785					ATR 10-051 M

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FROM: CODES				TO: CODES			
Org	Account	Amount		Org	Account	Amount	ATR#
Trust Fund	03161-0913/90320-00000	\$ 1,755					ATR 10-051 M
Trust Fund	03161-0913/90321-00000	\$ 63,343					ATR 10-051 M
Trust Fund	03161-0913/90330-00000	\$ 2,204					ATR 10-051 M
Trust Fund	03161-0913/90450-00000	\$ 3,776					ATR 10-051 M
Trust Fund	03161-0913/90660-00000	\$ 264					ATR 10-051 M
Trust Fund	03161-0913/90801-00000	\$ 177,269					ATR 10-051 M
Trust Fund	03161-0913/90130-00000	\$ 16					ATR 10-051 M
Trust Fund	03161-0913/90140-00000	\$ 16					ATR 10-051 M
Trust Fund	03161-0913/90151-00000	\$ 1,938					ATR 10-051 M
Trust Fund	03161-0913/90175-00000	\$ 1,637					ATR 10-051 M
Trust Fund	03161-0913/90300-00000	\$ 83					ATR 10-051 M
Trust Fund	03161-0913/90320-00000	\$ 115					ATR 10-051 M
Trust Fund	03161-0913/90701-00000	\$ 513					ATR 10-051 M
Trust Fund	03161-0913/90801-00000	\$ 13,259					ATR 10-051 M
Trust Fund	03161-0913/90140-00000	\$ 2,521					ATR 10-051 M
Trust Fund	03161-0913/90151-00000	\$ 150					ATR 10-051 M
Trust Fund	03161-0913/90175-00000	\$ 2,604					ATR 10-051 M
Trust Fund	03161-0913/90801-00000	\$ 607					ATR 10-051 M
32114	5211	\$ 30,000		32811	4161	\$ 374,005	ATR 10-051 N
32114	5212	\$ 10,000					ATR 10-051 N
32811	5215	\$ 4,000					ATR 10-051 N
32811	5421	\$ 20,000					ATR 10-051 N
32511	5423	\$ 40,000					ATR 10-051 N
32114	5423	\$ 10,000					ATR 10-051 N
32511	5445	\$ 4,000					ATR 10-051 N
32455	5483	\$ 3,550					ATR 10-051 N
32811	5461	\$ 5,000					ATR 10-051 N
32910	5641	\$ 500					ATR 10-051 N
32511	5641	\$ 10,000					ATR 10-051 N
32111	5641	\$ 4,500					ATR 10-051 N
32152	5724	\$ 10,000					ATR 10-051 N
32514	5724	\$ 5,000					ATR 10-051 N
32111	5724	\$ 1,000					ATR 10-051 N
32151	5724	\$ 1,000					ATR 10-051 N
32151	5731	\$ 50,000					ATR 10-051 N
32152	5731	\$ 10,000					ATR 10-051 N
32152	5735	\$ 40,000					ATR 10-051 N
32920	5874	\$ 115,455					ATR 10-051 N
58511	7544	\$ 3,211,228		58511	5969	\$ 23,719,428	ATR 10-051 P
58712	5919	\$ 2,050,433					ATR 10-051 P
58712	5918	\$ 18,457,767					ATR 10-051 P
32920	5874	\$ 87,000		32511	6712	\$ 18,000	ATR 10-051 Q
				32111	6713	\$ 69,000	ATR 10-051 Q
62410	4111	\$ 220,000		62920	5916	\$ 350,000	ATR 10-051 R
62600	4111	\$ 130,000					ATR 10-051 R
47330	5631	\$ 450,000		47330	6311	\$ 450,000	ATR 10-051 S
47420	2546	\$ 450,000		47420	5969	\$ 450,000	ATR 10-051 S
48570	7411	\$ 65,000		48510	5861	\$ 65,000	ATR 10-051 T
55350	6744	\$ 280,000		55350	7546	\$ 280,000	ATR 10-051 U
56311	8821	\$ 310,120		56311	5876	\$ 310,120	ATR 10-051 V
19110	5331	\$ 100,000		19110	6263	\$ 100,000	ATR 10-051 W

\$ 34,190,851\$ 34,190,851

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