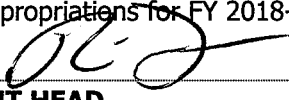
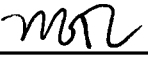
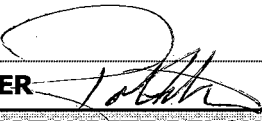


<b>COUNTY OF SAN MATEO</b>				REQUEST NO.	
<b>APPROPRIATION TRANSFER REQUEST</b>				ATR 19-056 A	
DEPARTMENT PARKS				DATE: 6/3/2019 (Year End ATR)	
<b>1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:</b>					
	<b>CODES</b>			<b>AMOUNT</b>	<b>DESCRIPTION</b>
	<b>FUND or ORG</b>	<b>ACCOUNT</b>	<b>JL ORG CODE Measure K only</b>		
<b>FROM</b>	00500	0813		313,703	Fund Balance Available
<b>TO</b>	39800	6815		313,703	Depreciation – Structures & Improvements
<b>Justification (Attach Memo if Necessary):</b> To provide appropriations for FY 2018-19 depreciation for Coyote Point Marina. 					
<b>DEPARTMENT HEAD</b>				<b>DATE</b> 6/3/19	
<b>2. <input type="checkbox"/> Board Action Required      <input checked="" type="checkbox"/> Four-Fifths Vote Required      <input type="checkbox"/> Board Action Not Required</b> <b>Remarks:</b>					
<b>COUNTY CONTROLLER</b> 				<b>DATE</b> 6/10/19	
<b>3. <input type="checkbox"/> Approve as Requested      <input type="checkbox"/> Approve as Revised      <input type="checkbox"/> Disapproved</b> <b>Remarks:</b>					
<b>COUNTY MANAGER</b> 				<b>DATE</b> 6/11/19	
<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: \_\_\_\_\_

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

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



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

Parks Department

**DATE:** June 3, 2019

**BOARD MEETING DATE:** September 27, 2019

**TO:** Robert Manchia, Budget Director

**FROM:** Rolando Jorquera, Administrative Services Manager

**SUBJECT:** Countywide Year-End ATR  
Appropriation for Depreciation Expense in Coyote Point Marina (3980B)

**Recommendation**

Approve an ATR in the amount of \$313,703 providing appropriation for Depreciation Expense in Coyote Point Marina (3980B)

**Background/Discussion**

The depreciation expense represents the annual allocation of the cost of capital assets over the estimated number of years benefited by such capital assets. The expense does not involve a cash outlay and is recorded for bookkeeping purposes only.

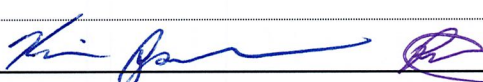


**Fiscal Impact**

The depreciation expense is recorded for bookkeeping purposes only. There is no impact to the general fund.

County of San Mateo  
Fixed Assets - Coyote Point Marina (Fund 0500) - Final  
6/30/2019

Type	Dept	Unit	Description	Acq Date	Life (Yr)	Life (Mo)	Cut-off Depr.	Adjusted Cost 6/30/2018	Additions	Transfers In (Out)	Deletions	Adjusted Cost 6/30/2019	Accum. 6/30/2018	Cut-off Dep.	Mos. Dep.	Depreciation 6/30/2019	Transfers In (Out)	Deletions	TOTAL Accum. 6/30/2019	Net Book 6/30/2019
<b>Land (0510)</b>																				
	39800	39800	Land		n/a	n/a	n/a	1,334,356.00				1,334,356.00								1,334,356.00
			<b>Total Land</b>					<b>1,334,356.00</b>	-	-	-	<b>1,334,356.00</b>	-	-	-	-	-	-	-	<b>1,334,356.00</b>
<b>Structures and Improvements (0520)</b>																				
	39800	39800	Structures and Improvements		50	600	6/30/2018	10,570,611.78				10,570,611.78	6,728,834.59	6/30/2019	12	211,412.24			6,940,246.83	3,630,364.95
	39800	39800	Marina Harbor dredging	02/04	50	600	6/30/2018	1,102,380.88				1,102,380.88	319,690.47	6/30/2019	12	22,047.62			341,738.09	760,642.79
	39800	39800	Dredging fees	3/7/05	50	600	6/30/2018	22,185.00				22,185.00	6,211.80	6/30/2019	12	443.70			6,655.50	15,529.50
	39800	39800	Fuel system upgrade	6/30/07	50	600	6/30/2018	17,504.25				17,504.25	3,850.95	6/30/2019	12	350.09			4,201.04	13,303.21
	39800	39800	Marina maintenance dredging Phase II	2011	50	600	6/30/2018	1,259,284.52				1,259,284.52	201,485.52	6/30/2019	12	25,186.69			226,671.21	1,032,613.31
	39800	39800	Marina Ramp Restroom	2011	50	600	6/30/2018	69,669.44				69,669.44	11,147.12	6/30/2019	12	1,393.39			12,540.51	57,128.93
	39800	39800	Marina Pumpout Replacement	2011	50	600	6/30/2018	5,657.88				5,657.88	905.27	6/30/2019	12	113.16			1,018.43	4,639.45
	39800	39800	Dock 29 Replacement	5/15/14	50	600	6/30/2018	2,078,398.69				2,078,398.69	169,735.89	6/30/2019	12	41,567.97			211,303.86	1,867,094.83
	39800	39800	Navigational Light & Piling	11/17/14	50	600	6/30/2018	54,965.40				54,965.40	3,939.19	6/30/2019	12	1,099.31			5,038.50	49,926.90
	39800	39800	Fuel Dock 10	7/13/15	50	600	6/30/2018	504,474.54				504,474.54	29,427.68	6/30/2019	12	10,089.49			39,517.17	464,957.37
			<b>Total Structures &amp; Improvements</b>					<b>15,685,132.38</b>	-	-	-	<b>15,685,132.38</b>	<b>7,475,228.45</b>			<b>313,702.66</b>	-	-	<b>7,788,931.11</b>	<b>7,896,201.27</b>
<b>Equipment (0530)</b>																				
	39800	39800	84329 Marina rescue vessel	08/98	5	60	6/30/2018	69,026.00				69,026.00	69,026.00	6/30/2019	12	-			69,026.00	-
	39800	39800	Boat engines and propellers	12/16/03	10	120	6/30/2018	17,116.23				17,116.23	17,116.23	6/30/2019	12	-			17,116.23	-
			<b>Total Equipment</b>					<b>86,142.23</b>	-	-	-	<b>86,142.23</b>	<b>86,142.23</b>			-	-	-	<b>86,142.23</b>	-
<b>WIP (0540)</b>																				
			<b>Total WIP</b>					-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Capital Assets - Coyote Point (00500)</b>								<b>17,105,630.61</b>	-	-	-	<b>17,105,630.61</b>	<b>7,561,370.68</b>			<b>313,702.66</b>	-	-	<b>7,875,073.34</b>	<b>9,230,557.27</b>

\*\* Marina dredging expenditures are being expensed

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST					REQUEST NO. ATR 19-056B
DEPARTMENT: DEPARTMENT OF PUBLIC WORKS					DATE:7/11/19
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	88670	2731		\$500,000	Operating Transfer In
	88670	7211		\$500,000	Fixed Assets- Structure/Improv
TO	85130	2731		\$500,000	Operating Transfer In
	85130	7211		\$500,000	Fixed Assets- Structure/Improv
Justification (Attach Memo if Necessary): Appropriation Transfer Request transfers the appropriations related to a previously approved project, the Crystal Springs Fencing Project (P29X1), from org 88670 to 85130 for accounting purposes. See attached memorandum for further description.					
DEPARTMENT HEAD 				DATE 7/12/19	
2. <input checked="" type="checkbox"/> Board Action Required <input type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required					
Remarks:					
COUNTY CONTROLLER 				DATE 7/15/19	
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved					
Remarks:					
COUNTY MANAGER 				DATE 7/17/19	
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 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: \_\_\_\_\_

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

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





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

Department of Public Works

**DATE:** July 11, 2019

**BOARD MEETING DATE:** September 17, 2019

**TO:** Robert Manchia, Budget Director  
**FROM:** Kevin Sporer, Acting Director of Public Works  
**SUBJECT:** Countywide Year-End ATR  
Crystal Springs Fencing Project

**Recommendation**

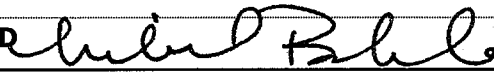
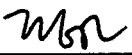
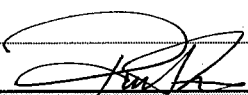
Approve Appropriation Transfer Request to transfer revenue and expenditures appropriation for \$500,000 respectively related to the Crystal Springs Fencing Project to org 85130 from 88670 for accounting purposes only.

**Background/Discussion**

This ATR is necessary to transfer the Crystal Springs Fencing Project from org 88670 to org 85130 within the Capital Projects Budget unit for accounting purposes only. This project is a Parks Department project that is reimbursed via non-departmental. All other such projects are budgeted in org 85130. For accounting tracking purposes, this ATR facilitates the transfer of the appropriation of expense and non-departmental reimbursement revenue from org 88670 to 85130.

**Fiscal Impact**

None. There is no impact to the General Fund.

<b>COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST</b>				REQUEST NO. ATR 19 - 056C	
DEPARTMENT: COUNTY SERVICE AREA #8				DATE: 07/15/2019	
<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>	40712	8821		\$335,045.00	Solid Waste Services / Non-General Fd Reserves
<b>TO</b>	40712	5634		\$274,820.00	Solid Waste Services / Scav. Recy Svcs
	40712	5858		\$46,225.00	Solid Waste Services / Other Professional Cont
	40712	6713		\$14,000.00	Solid Waste Services / Automation Services-ISD
<b>Justification (Attach Memo if Necessary):</b> See attached memorandum.					
<b>DEPARTMENT HEAD</b> 				<b>DATE</b> 07/16/2019	
<b>2. <input checked="" type="checkbox"/> Board Action Required      <input checked="" type="checkbox"/> Four-Fifths Vote Required      <input type="checkbox"/> Board Action Not Required</b> <b>Remarks:</b>					
<b>COUNTY CONTROLLER</b> 				<b>DATE</b> 7/16/19	
<b>3. <input type="checkbox"/> Approve as Requested      <input type="checkbox"/> Approve as Revised      <input type="checkbox"/> Disapproved</b> <b>Remarks:</b>					
<b>COUNTY MANAGER</b> 				<b>DATE</b> 7/17/19	
<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 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



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

Office of Sustainability

**DATE:** July 16, 2019

**BOARD MEETING DATE:** September 24, 2019

**TO:** Robert Manchia, Budget Director

**FROM:** Michael Bolander *MB*

**SUBJECT:** Countywide Year-End ATR  
County Service Area #8

**Recommendation**


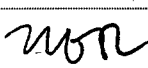

Approve an Appropriation Transfer Request in the amount of \$335,045.

**Background/Discussion**

County Service Area #8 provides waste management and fire protection services for the community of North Fair Oaks. During FY 2018-19, CSA #8 conducted an audit of the solid waste services provided by Recology. This audit was not included in the budget and now are requesting the transfer of Non-General Fund Reserves to cover the costs. Additionally, one payment from FY 2017-18 to Recology for solid waste collection services was paid in FY 2018-19. This amount was not accrued at the end of FY 2017-18 and therefore was not included in the FY 2018-19 budget. The transfer of Non-General Fund Reserves is being requested to cover the additional payment in FY 2018-19. Lastly, charges for ISD services came in above budget. The transfer of Non-General Fund Reserves is being requested to cover those additional charges.

**Fiscal Impact**

County Service Area # 8 – Solid Waste Services is fully funded by a franchise fee for solid waste collection services. The transfer of \$335,045 in Non-General Fund Reserves will have no impact on the General Fund.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR 19-056D	
DEPARTMENT: NON-DEPARTMENTAL SERVICES				DATE: 07/10/19	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	80125	1135	NDSEL	\$3,432,144.00	NDS-Measure K / Sales and Use Tax Measure A
TO	80125	5875	NDSEL	\$932,144.00	NDS-Measure K / InterAgcy Agmt Non-Co
	80125	6263	NDSEL	\$2,500,000.00	NDS-Measure K / Project Cont. Other Agency
Justification (Attach Memo if Necessary): See attached memorandum.					
DEPARTMENT HEAD 				DATE 7/17/19	
2. <input checked="" type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required					
Remarks:					
COUNTY CONTROLLER 				DATE 7/18/19	
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved					
Remarks:					
COUNTY MANAGER 				DATE 7-22-2019	
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 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: \_\_\_\_\_

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

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





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

Non-Departmental Services

**DATE:** July 10, 2019

**BOARD MEETING DATE:** September 24, 2019

**TO:** Robert Manchia, Budget Director  
**FROM:** Michael Bolander *MB*  
**SUBJECT:** Countywide Year-End ATR  
Non-Departmental Measure K Unanticipated Revenue

**Recommendation**

Approve an Appropriation Transfer Request in the amount of \$3,432,144.

**Background/Discussion**

The Big Lift is a Measure K funded initiative that is aimed at improving reading scores and future academic success of children from families with low incomes or other hardships with the goal of improving the percentage of third graders reading at grade level from 50 percent to 80 percent.

In FY 2013-14, your Board approved initial funding in the amount of \$10 million for the Big Lift and committed an additional \$2.5 million beginning in FY 2014-15 onward. During the FY 2018-19 budget cycle, \$2.5 million from the prior year was not rolled over and, therefore, the budget is understated by that amount.

Additionally, on March 26, 2019 the county entered into a Memorandum of Understanding with the San Mateo County Library to reimburse the Library for the Big Lift Inspiring Summers (BLIS) Program in the amounts of \$401,922 for FY 2017-18 and \$530,222 for FY 2018-19.

**Fiscal Impact**

The total Measure K amount authorized by your Board is \$20,932,144 (\$10 million in FY 2013-14 + \$10 million (\$2.5 million for FYs 2014-19) + \$401,922 for FY 2017-18 and \$530,222 for FY 2018-19) and recognizing this \$3,432,144 in unanticipated revenue is still within the Board authorized allocation with no increase to the General Fund.

<b>COUNTY OF SAN MATEO</b>				REQUEST NO.	
<b>APPROPRIATION TRANSFER REQUEST</b>				ATR 19-056E	
DEPARTMENT: NON-DEPARTMENTAL SERVICES				DATE: 07/17/19	
<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>	80125	1135	SWAGG	\$125,000.00	NDS-Measure K / Sales and Use Tax Measure A
<b>TO</b>	80125	5858	SWAGG	\$125,000.00	NDS-Measure K / Other Professional Contracts
<b>Justification (Attach Memo if Necessary):</b> See attached memorandum.					
<b>DEPARTMENT HEAD</b> 				<b>DATE</b> 7/17/19	
<b>2. <input checked="" type="checkbox"/> Board Action Required      <input checked="" type="checkbox"/> Four-Fifths Vote Required      <input type="checkbox"/> Board Action Not Required</b>					
<b>Remarks:</b>					
<b>COUNTY CONTROLLER</b> 				<b>DATE</b> 7/16/19	
<b>3. <input type="checkbox"/> Approve as Requested      <input type="checkbox"/> Approve as Revised      <input type="checkbox"/> Disapproved</b>					
<b>Remarks:</b>					
<b>COUNTY MANAGER</b> 				<b>DATE</b> 7-22-2019	
<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 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



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

Non-Departmental Services

**DATE:** July 17, 2019

**BOARD MEETING DATE:** September 24, 2019

**TO:** Robert Manchia, Budget Director  
**FROM:** Michael Bolander *MB*  
**SUBJECT:** Countywide Year-End ATR  
Non-Departmental Measure K Unanticipated Revenue

**Recommendation**

Approve an Appropriation Transfer Request in the amount of \$125,000.00.

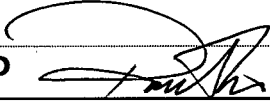

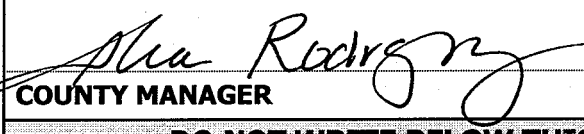
**Background/Discussion**

The Students with Amazing Goals (SWAG) program provides comprehensive case management, educational support, mentoring, life skills, physical and mental health, leadership, and other services to high school-aged at risk of not graduating who live in East Palo Alto and the Belle Haven neighborhood of Menlo Park.

Due to a delay in receiving invoices from the contractor providing these services, a number of FY 2017-18 invoices were paid in FY 2018-19. Additionally, funds were not rolled over from FY 2017-18 to FY 2018-19 to cover those expenses and now the FY 2018-19 budget is understated by approximately \$125,000.

**Fiscal Impact**

The total Measure K amount authorized by your Board for the SWAG program is \$350,000 per year and recognizing this \$125,000 in unanticipated revenue is still within the Board approved total allocation with no increase to the General Fund.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR 19-056 F	
DEPARTMENT: NON-DEPARTMENTAL SERVICES				DATE: 07/16/19	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	80125	1135	MAADM	\$1,113.00	NDS-Measure K / Sales and Use Tax Measure A
TO	80125	5721	MAADM	\$113.00	NDS-Measure K / Meetings & Conf. Exp
	80125	5876	MAADM	\$1,000.00	NDS-Measure K / Other Professional Svcs.
Justification (Attach Memo if Necessary): See attached memorandum.					
DEPARTMENT HEAD 				DATE 7/17/19	
2. <input checked="" type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required					
Remarks:					
COUNTY CONTROLLER 				DATE 7/16/19	
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved					
Remarks:					
COUNTY MANAGER 				DATE 7-22-2019	
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 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: \_\_\_\_\_

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

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



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

Non-Departmental Services

**DATE:** July 16, 2019

**BOARD MEETING DATE:** September 24, 2019

**TO:** Robert Manchia, Budget Director  
**FROM:** Michael Bolander *MB*  
**SUBJECT:** Countywide Year-End ATR  
Non-Departmental Measure K Unanticipated Revenue

**Recommendation**

Approve an Appropriation Transfer Request in the amount of \$1,113.

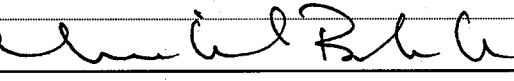
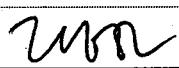
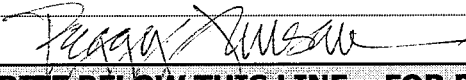
**Background/Discussion**

Measure K is a countywide half-cent sales tax passed by the voters in November 2016 to support essential County services and to maintain or replace critical facilities. In approving Measure K, voters required the appointment of a committee to oversee an annual audit of revenues. The Board has appointed 10 members, two from each of the five supervisorial districts, and meets in public at least twice a year and produces an annual report.

In order to support this committee, an allocation of Measure K funds was approved but not budgeted in FY 2018-19 and this ATR is correcting that administrative error.

**Fiscal Impact**

Recognizing this \$1,113 in unanticipated revenue is still within the overall Board approved Measure K allocation and has no increase to the General Fund.

<b>COUNTY OF SAN MATEO</b>				REQUEST NO.	
<b>APPROPRIATION TRANSFER REQUEST</b>				ATR 19-0566	
DEPARTMENT: CORONER'S OFFICE				DATE: 07/22/2019	
<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>	33111	1851		\$130,000.00	Administration / State Aid-Public Safety
	33111	8612		\$44,000.00	Administration / Departmental Reserves
<b>TO</b>	33111	4128		\$174,000.00	Administration / Regular Pay Adjustments
<b>Justification (Attach Memo if Necessary):</b> See attached memorandum.					
<b>DEPARTMENT HEAD</b> 				<b>DATE</b> 07/22/2019	
<b>2. <input checked="" type="checkbox"/> Board Action Required      <input checked="" type="checkbox"/> Four-Fifths Vote Required      <input type="checkbox"/> Board Action Not Required</b>					
<b>Remarks:</b>					
<b>COUNTY CONTROLLER</b> 				<b>DATE</b> 7/24/19	
<b>3. <input type="checkbox"/> Approve as Requested      <input type="checkbox"/> Approve as Revised      <input type="checkbox"/> Disapproved</b>					
<b>Remarks:</b>					
<b>COUNTY MANAGER</b> 				<b>DATE</b> 7/25/2019	
<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 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





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

Coroner's Office

**DATE:** July 22, 2019

**BOARD MEETING DATE:** September 24, 2019

**TO:** Robert Manchia, Budget Director  
**FROM:** Michael Bolander  
**SUBJECT:** Countywide Year-End ATR  
Coroner's Office Proposition 172 Unanticipated Revenue

**Recommendation**

Approve an Appropriation Transfer Request in the amount of \$174,000.

**Background/Discussion**

In FY 2017-18 the Coroner's Office was allocated \$130,000 in additional Proposition 172 funds for a limited term Deputy Coroner to continue the elder death investigation pilot program. In FY 2018-19 the pilot was extended an additional year, however, the funding and expenditure for the position was not added in the budget.

Additionally, due to an unanticipated increase in overtime in the Office, \$44,000 in Departmental Reserves is being used to cover these increased costs.

**Fiscal Impact**

Recognizing \$130,000 in unanticipated Proposition 172 Revenue and the one-time use of \$44,000 in Departmental Reserves will correct a negative budget variance in the Coroner's Office.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR 19-056 H	
DEPARTMENT				DATE: 7/25/2019 (FY 2018-19)	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	16111	2658		\$203,912	All Other Miscellaneous Revenue
	16111	6714		\$35,299	County Facility Rental Charges
	16111	7313		\$10,000	Capital Assets-Software
TO	16111	5834		\$203,912	Contract Legal Services
	16111	4128		\$45,299	Regular Pay Adjustments
Justification (Attach Memo if Necessary): The County Counsel's Office has executed legal services agreements on behalf of clients and is increasing 5000 series appropriations and 2600 series revenue in order to fund the agreements. The office has recorded savings in 6700 series and 7300 series expenditures and is transferring funds in order to fund higher than anticipated salary and benefits charges.					
DEPARTMENT HEAD				DATE 7/25/19	
2. <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required					
Remarks:					
COUNTY CONTROLLER				DATE 7/25/19	
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved					
Remarks:					
COUNTY MANAGER				DATE 7/29/19	
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 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

DISTRIBUTION: Board of Supervisors - Controller - County Manager - Department - Treasurer



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

County Counsel's Office

**DATE:** July 25, 2019

**BOARD MEETING DATE:** September 17, 2019

**TO:** Robert Manchia, Budget Director  
**FROM:** John C. Beiers, County Counsel  
**SUBJECT:** Countywide Year-End ATR  
[County Counsel's Office]

**Recommendation**

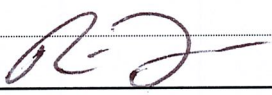
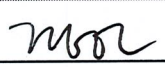
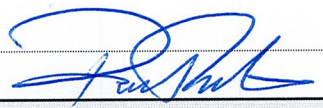
Approve Appropriation Transfer Request to appropriate \$203,912 in unanticipated revenue from the County Counsel's Office All Other Miscellaneous Revenue (16111-2658) to the County Counsel's Office Contract Legal Services (16111-5834). Authorize transfer of \$35,299 from County Counsel's Office County Facility Rental Charges (16111-6714) to County Counsel's Office Regular Pay Adjustments (16111-4128). Authorize transfer of \$10,000 from the County Counsel's Office Capital Assets-Software (16111-7313) to County Counsel's Office Regular Pay Adjustments (16111-4128).

**Background/Discussion**

The County Counsel's Office has executed legal services agreements on behalf of clients and is recognizing unanticipated revenue. The office experienced higher than anticipated salary and benefits charges, and has recorded savings in Other Charges and Fixed Assets.

**Fiscal Impact**

The transfer of the funds will result in no impact to net county cost.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR 19-056I	
DEPARTMENT PARKS				DATE: July 25, 2019 (FY 2018-19 YE ATR)	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	39335	2646		600	Gifts & Donations
	39321	2646		1,200	Gifts & Donations
TO	39335	5726		600	County-Hosted Events
	39321	5726		1,200	County-Hosted Events
Justification (Attach Memo if Necessary): See attached.					
DEPARTMENT HEAD 				DATE 7/25/19	
2. <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required					
Remarks:					
COUNTY CONTROLLER 				DATE 7/25/19	
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved					
Remarks:					
COUNTY MANAGER 				DATE 7/29/19	
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 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: \_\_\_\_\_

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

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

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR 19-056J
DEPARTMENT: PUBLIC WORKS				DATE 07/24/19
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:				
	CODES			
	FUND OR ORG	ACCOUNT	AMOUNT	DESCRIPTION
FROM	Various	0813	1,817,166	Fund Balance Available
TO	Various	6812	125,182	Depreciation - Equipment
	Various	6815	588,666	Depreciation – Structures & Improvements
	Various	6817	705,868	Depreciation – Infrastructures Water/Sewer
	Various	6818	340,721	Depreciation – Infrastructures Flood Control
	Various	6819	56,679	Depreciation – Infrastructures Lighting
Justification (Attach Memo if Necessary) To provide appropriation for FY 2018-2019 depreciation expense for Airports, County Service Areas, Sewer & Sanitation Districts, Flood Control Districts, and Lighting Districts.				
DEPARTMENT HEAD    Jim Porter			DATE    7-25-19	
2. <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required				
Remarks:				
COUNTY CONTROLLER			DATE    7/26/19	
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved				
Remarks:				
COUNTY MANAGER			DATE    7/29/19	
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 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.

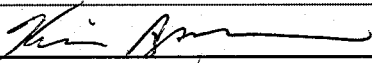

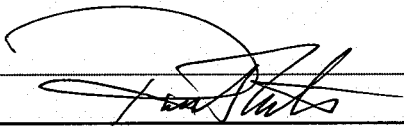
Regularly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_. 20\_\_\_\_

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

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

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

PRESIDENT, BOARD OF SUPERVISORS  
COUNTY OF SAN MATEO

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST				REQUEST NO. ATR 19-056 K	
DEPARTMENT: DEPARTMENT OF PUBLIC WORKS				DATE: 7/17/19	
1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:					
	CODES			AMOUNT	DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only		
FROM	88670	2731		\$153,537	Operating Transfer In
TO	88670	7211		\$153,537	Fixed Assets- Structure/Improv
Justification (Attach Memo if Necessary): Appropriation Transfer Request appropriates \$153,537 in unanticipated revenue from the Parks Department and corresponding appropriations for the Wunderlich Carriage House ADA Restroom Renovation (P29Z1). See memo.					
DEPARTMENT HEAD 				DATE 7/18/19	
2. <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required					
Remarks:					
COUNTY CONTROLLER 				DATE 7/20/19	
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved					
Remarks:					
COUNTY MANAGER 				DATE 7/29/19	
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 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:

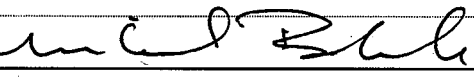
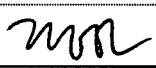
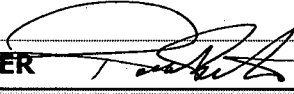
Supervisors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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



COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST					REQUEST NO. ATR 19-056L
DEPARTMENT: CORONER'S OFFICE					DATE: 07/31/2019
<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>	33111	6714		\$10,000.00	Administration / County Facility Rental Chrgs
	33111	8612		\$18,000.00	Administration / Departmental Reserves
<b>TO</b>	33111	5838		\$28,000.00	Administration / Contract Administrative Svcs.
<b>Justification (Attach Memo if Necessary):</b> See attached memorandum.					
<b>DEPARTMENT HEAD</b> 				<b>DATE</b> 07/31/2019	
<b>2. <input checked="" type="checkbox"/> Board Action Required      <input checked="" type="checkbox"/> Four-Fifths Vote Required      <input type="checkbox"/> Board Action Not Required</b>					
<b>Remarks:</b>					
<b>COUNTY CONTROLLER</b> 				<b>DATE</b> 7/31/19	
<b>3. <input checked="" type="checkbox"/> Approve as Requested      <input type="checkbox"/> Approve as Revised      <input type="checkbox"/> Disapproved</b>					
<b>Remarks:</b>					
<b>COUNTY MANAGER</b> 				<b>DATE</b> 7/31/19	
<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 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



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

Coroner's Office

**DATE:** July 31, 2019

**BOARD MEETING DATE:** September 24, 2019

**TO:** Robert Manchia, Budget Director  
**FROM:** Michael Bolander *MB*  
**SUBJECT:** Countywide Year-End ATR  
Coroner's Office

**Recommendation**

Approve an Appropriation Transfer Request in the amount of \$28,000.

**Background/Discussion**

Re-allocating Other Charges and using Departmental Reserves to cover an increase in accounting and administrative services provided to the Coroner's Office by the County Manager's Office.

**Fiscal Impact**

Re-allocating \$10,000 from Other Charges and using \$18,000 in Departmental Reserves to correct a negative budget variance in the Coroner's Office.