			SAN MATEO		REQUEST NO.
	APP	PROPRIATIO	N TRANSFER	REQUEST	ATR 19-056 A
DEPARTMENT PARKS				-	DATE: 6/3/2019 (Year End ATR)
1. REQUEST	TRANSFER C	F APPROPRI	ATION AS LIS	TED BELOW:	
•		CODES			
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION
	00500	0813		313,703	Fund Balance Available
FROM					
	39800	6815		313,703	
то					Improvements
Justification	(Attach Memo	if Nococcomy)			<u> </u>
			eciation for Coyot	e Point Marina.	
	116				
DEPARTMEN	T HEAD			D	ATE 6/3/19
2. D Board	Action Require	ed 🖄	Four-Fifths Vote	e Required	☐ Board Action Not Required
Remarks:	•	•			•
,					
COUNTY COM	NTROLLER	mor		D	ATE 6/10/19
3.  Appro	ve as Requeste		Approve as Rev	/ised	☐ Disapproved
Remarks:	•				••
					~94.
5					
COUNTY-MAI	NAGER 1			D	ATE 6/11/19
	700	E BELOW TH	IS LINE — FOR	1	PERVISORS USE ONLY
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	BOAR			SAN MATEO, STAT SFERRING FUNDS	TE OF CALIFORNIA
		RES	SOLUTION NO		and the second s
RES	OLVED, by the B	Board of Supervi	sors of the County	y of San Mateo, tha	t
WH	EREAS, the Depa	ortment hereinal	oove named in the	e Request for Appro	priation, Allotment or
				as described in said	
WH	EREAS, the Coun	itv Controller ha	s approved said R	lequest as to accou	nting and available balances, and the
				et forth hereinabov	
NOV	W. THEREFORE.	IT IS HEREBY O	RDERED AND DE	TERMINED that the	recommendations of the County
				rth in said Request	
Rec	ularly passed a	and adopted th	is	day of	. 20
•	es an in favor of s:				ainst said resolution:
Super visor.	J			.pc: vi3013	
				sent	· · · · · · · · · · · · · · · · · · ·
			 	pervisors:	
					· .
				•	BOARD OF SUPERVISORS
ATTEST:			•	COUN	TY OF SAN MATEO ,
, <b>L</b> OI.	Claula a	Said Board	<del></del>		



### 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

6/30/2019 Type		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	
Land (05	10)																			1,334,356.00	
Luna (00		39800 Land			n/a	n/a	n/a	1,334,356.00				1,334,356.00 1,334,356.00				•				1,334,356,00	ok
		Total Land				11474	nukian kal	1,334,356.00		54 (0.0000 ( <b>5</b> 0)	300 ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (	1,334,330.00		<u> </u>			<u></u>				
Structure	e and In	provements (052	0)										{						6 040 046 03	3,630,364.95	
Ottactare			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 22,047.62			6,940,246.83 341,738.09	760,642.79	
	39800	39800 Marina Ha	rbor dredging	02/04	50	600	6/30/2018	1,102,380.88				1,102,380.88 22,185.00	319,690.47 6.211.80	6/30/2019 6/30/2019	12 12	443.70			6.655.50	15.529.50	
	39800			3/7/05		600	6/30/2018	22,185.00				22,185.00 17,504.25	3.850.95	6/30/2019	12	350.09			4,201.04	13,303.21	
	39800			6/30/07	50	600	6/30/2018 6/30/2018	17,504.25 1,259,284.52				1,259,284.52	201.485.52	6/30/2019	12	25,185.69			226,671.21	1,032,613.31	
	39800	□ 39800 Marina ma □ 39800 Marina Ra	aintenance dredging Phase II	2011 2011	50 50	600 600	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		mpout 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		•	5/15/14		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		•	11/17/1		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	· .
		-	= -	7/13/15		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	
	39800	39800 Fuel Dock	10 ctures & Improvements	7713/10	) 50	000	0/30/2016	15,685,132.38		integrate in .		15,685,132.38	7,475,228.45			313,702.66	. Sayan A	•	7,788,931.11	7,896,201,27	ok
		Total Siru	ciules a improvementa		ST CASHEELD	bride.	. n ev ev 30eaann v. <u>2</u>	10,000,102,00													
Equipme	nt (0530)	)										69,026.00	69.026.00	6/30/2019	12	_			69.026.00		
	39800		rina rescue vessel	08/98	. 5	60	6/30/2018	69,026.00 17,116.23				17,116.23	17.116.23	6/30/2019		-			17,116.23		
	39800	39800 Boat engir		12/16/0	3 10	120	6/30/2018	86,142.23				86.142.23	86,142.23		3800 P	1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1			86,142.23		ok
		Total Equi	pment				elt strande	00, 172,20													
WIP (054	0)																			_	
							ara kana an T					- 1870 : Janes J. 2014	-			-		•	-	•	ok
		Total WIP			Wald. V		Ga 1960 2	<u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>	<u> </u>		taronar (Filee f N. c.		O 5.00 Cu.,								
Total Ca	oital Ass	ets - Coyote Point	(00500)				_	17,105,630.61		-		17,105,630.61	7,561,370.68			313,702.66	<u> </u>		7,875,073.34	9,230,557.27	
		-					-														

<sup>\*\*</sup> 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				
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION	
	88670	2731		\$500,000	Operating Transfer In	
FROM	88670	7211		\$500,000	Fixed Assets- Structure/Improv	
	85130	2731		\$500,000	Operating Transfer In	
то	85130	7211		\$500,000	Fixed Assets- Structure/Improv	

то	85130	7211	\$	500,000	Fixed A	Assets- Structure/Improv
		7 1				
Appropriation <sup>1</sup>		t transfers the a	appropriations relate			oved project, the Crystal Springs cached memorandum for further
DEPARTMEN	T HEAD Th	- Ron			DATE	7/12/19
2. 🗹 Board	Action Requir	ed 🔲 F	Four-Fifths Vote I	Required		<b>Board Action Not Required</b>
Remarks:						
COUNTY CON	NTROLLER	Mix	7		DATE	7/15/19
_		7031		_		
	ove as Request	ed 🔲 .	Approve as Revis	sed		Disapproved
Remarks:						
			,			
COUNTY MAI	NAGER -	touch	· · · · · · · · · · · · · · · · · · ·		DATE	7/13/19
	O NOT WRIT	E BELOW THI	IS LINE – FOR B	OARD OF S	UPERVI	SORS USE ONLY
	BOAR		ORS, COUNTY OF S ESOLUTION TRANS			CALIFORNIA
		RES	SOLUTION NO		5	
RES	SOLVED, by the B	Board of Supervis	sors of the County	of San Mateo, 1	hat	
			oove named in the I r of certain funds as			
38/11	IEDEAC the Com	at Controllor be	a annual and Da	augst as to ass	ounting s	and available balances, and the

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:	PRESIDENT, BOARD OF COUNTY OF SAN	



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.

### REQUEST NO. **COUNTY OF SAN MATEO** APPROPRIATION TRANSFER REQUEST ATR 19 - 056C DATE: 07/15/2019 DEPARTMENT: COUNTY SERVICE AREA #8 1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW: CODES **AMOUNT DESCRIPTION** JL ORG CODE **ACCOUNT FUND or ORG** Measure K only Solid Waste Services / Non-General Fd Reserves 8821 \$335,045.00 40712 **FROM** Solid Waste Services / Scav. Recy Svcs 40712 5634 \$274,820.00 Solid Waste Services / Other Professional Cont 40712 5858 \$46,225.00 TO Solid Waste Services / Automation Services-ISD 40712 6713 \$14,000.00 Justification (Attach Memo if Necessary): See attached memorandum. DATE **DEPARTMENT HEAD** 2. S Board Action Required X **Four-Fifths Vote Required Board Action Not Required** Remarks: **COUNTY CONTROLLER** DATE Won 7/18/19 **Disapproved** 3. Approve as Requested Approve as Revised Remarks: **DATE COUNTY MANAGER** 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. \_ 20 \_ Regularly passed and adopted this\_ NOES and against said resolution: AYES and in favor of said resolution:

Supervisors:\_

Supervisors:

PRESIDENT, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

**Absent** 

Clerk of Said Board

Supervisors:

ATTEST:



Office of Sustainability

**DATE:** July 16, 2019

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

TO:

Robert Manchia, Budget Director

FROM:

Michael Bolander (18)

**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.

# COUL / OF SAN MATEO APPROPRIATION TRANSFER REQUEST

REQUEST NO. ATR 19-056D

DEPARTMENT: NON-DEPARTMENTAL SERVICES

DATE: 07/10/19

		CODES	•	_		
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION	
FROM	80125	1135	NDSEL	\$3,432,144.00	NDS-Measure K / Sales and Use Tax Measure A	
	80125	5875	NDSEL	\$932,144.00	NDS-Measure K / InterAgcy Agmt Non-Co	
ТО	80125	6263	NDSEL	\$2,500,000.00	NDS-Measure K / Project Cont. Other Agency	
see attached	memorandum.					
•••••••						
DEPARTMEN	NT HEAD	State		D	ATE - /17/19	
	NT HEAD  d Action Require	AM D	Four-Fifths Vote		ATE $-\sqrt{\iota \gamma}/\iota q$ Board Action Not Required	
		ed Ø	Four-Fifths Vote		1/1/14	
2. 🖫 Boar	d Action Require	ed &	Four-Fifths Vote	e Required	1/1/14	
2. S Boar Remarks: COUNTY CO	d Action Require	wn	Four-Fifths Vote  Approve as Rev	e Required	□ Board Action Not Required	
2. See Board Remarks:  COUNTY CO  3. Appr	d Action Require	wn	· · · · · · · · · · · · · · · · · · ·	e Required	Board Action Not Required  ATE 7/18/19	

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

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.

Re	egularly passed and adopted this	day of	20	
A١	YES and in favor of said resolution:	NOES and agair	nst said resolution:	
Superviso	ors:	Supervisors:		
		Absent Supervisors:		
ATTEST:		-	OARD OF SUPERVISORS OF SAN MATEO	



### Non-Departmental Services

**DATE:** July 10, 2019

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

TO:

Robert Manchia, Budget Director

FROM:

Michael Bolander

**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.

### COUNTY OF SAN MATEO REQUEST NO. APPROPRIATION TRANSFER REQUEST ATR 19-056E DATE: 07/17/19 **DEPARTMENT: NON-DEPARTMENTAL SERVICES** 1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW: **CODES AMOUNT** DESCRIPTION JL ORG CODE **FUND or ORG ACCOUNT** Measure K only NDS-Measure K / Sales and Use Tax Measure A 1135 80125 **SWAGG** \$125,000.00 **FROM** NDS-Measure K / Other Professional Contracts 80125 5858 **SWAGG** \$125,000.00 TO Justification (Attach Memo if Necessary): See attached memorandum. DEPARTMENT HEAD **DATE ☑**- Four-Fifths Vote Required 2. 2 Board Action Required **Board Action Not Required** Remarks: **COUNTY CONTROLLER Disapproved** 3. 🔲 Approve as Requested **Approve as Revised** Remarks: **COUNTY MANAGER DATE** 7-22-0019 DO NOT WRITE BELOW THIS LINE - FOR BOARD OF SUPERVISORS USE ONL 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\_\_\_ AYES and in favor of said resolution: NOES and against said resolution: Supervisors: Supervisors:

Absent

Supervisors:

PRESIDENT, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

Clerk of Said Board

ATTEST:



Non-Departmental Services

**DATE:** July 17, 2019

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

TO:

Robert Manchia, Budget Director

FROM:

Michael Bolander

**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.

# COUL / OF SAN MATEO APPROPRIATION TRANSFER REQUEST

REQUEST NO. ATR 19-056 F

DEPARTMENT: NON-DEPARTMENTAL SERVICES

Supervisors:

ATTEST:

DATE: 07/16/19

		CODES			
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K-only	AMOUNT	DESCRIPTION
EDOM	80125	1135	MAADM	\$1,113.00	NDS-Measure K / Sales and Use Tax Measure A
FROM			·		* * * * * * * * * * * * * * * * * * * *
то	80125	5721	MAADM	\$113.00	NDS-Measure K / Meetings & Conf. Exp
10	80125	5876	MAADM	\$1,000.00	NDS-Measure K / Other Professional Svcs.
	(Attach Memo memorandum.			D	ATE 7/17/19
Z. & Board Remarks:	d Action Requir	ed <u>⊠</u>	Four-Fifths Vote	kequirea	☐ Board Action Not Required
COUNTY COI	NTROLLER	mon		D	ATE -/14/19
3. D Appro	ove as Request		Approve as Revis	sed	☐ Disapproved
Remarks:					
Mi	« Rodr	en	·		
COUNTY MA	NAGER	J'/		D.	ATE 7-22-2019
		E BELOW TH	TS I THE _ FOR F	ROARD OF SHE	PERVISORS USE ONLY
	DO NOT WRIT	L DLLVII ili	AD LIKE I VIX I	JOAND OI JOI	ERVISURS USE UNLI
	S S S S S S S S S S S S S S S S S S S	D OF SUPERVIS	SORS, COUNTY OF S ESOLUTION TRANS	SAN MATEO, STAT	
	S S S S S S S S S S S S S S S S S S S	D OF SUPERVIS	SORS, COUNTY OF S	SAN MATEO, STAT	
	BOAR	D OF SUPERVIS R RE	SORS, COUNTY OF S ESOLUTION TRANS	SAN MATEO, STAT	TE OF CALIFORNIA
RE:	BOAR SOLVED, by the E	D OF SUPERVIS R RE Board of Superv artment hereina	SORS, COUNTY OF SESOLUTION TRANS SOLUTION NO isors of the County	SAN MATEO, STATE FERRING FUNDS  of San Mateo, tha	TE OF CALIFORNIA  t  opriation, Allotment or
RES WH Transfer of WH	BOAR SOLVED, by the E HEREAS, the Depa Funds has reque	D OF SUPERVIS R RE Board of Superv artment hereina sted the transfe	SORS, COUNTY OF SESOLUTION TRANS SOLUTION NO isors of the County bove named in the er of certain funds a	SAN MATEO, STATERRING FUNDS  of San Mateo, thate Request for Approx s described in said	TE OF CALIFORNIA  It Opriation, Allotment or Id Request; and Inting and available balances, and the
RES WH Transfer of WH County Mar	BOAR SOLVED, by the E HEREAS, the Depa Funds has reque HEREAS, the Cour nager has recomn	D OF SUPERVIS R RE Board of Superv artment hereina sted the transfe nty Controller ha mended the trar	SORS, COUNTY OF SESOLUTION TRANS SOLUTION NO isors of the County bove named in the er of certain funds a as approved said Reasfer of funds as set	SAN MATEO, STATERRING FUNDS  of San Mateo, that Request for Approximates a described in said quest as to account forth hereinabove  ERMINED that the	t opriation, Allotment or d Request; and nting and available balances, and the e:
RES WH Transfer of WH County Mar NO Manager be	BOAR SOLVED, by the E HEREAS, the Depa Funds has reque HEREAS, the Cour nager has recomn DW, THEREFORE, e approved and the	D OF SUPERVIS R RE Board of Superv artment hereina sted the transfe nty Controller ha mended the trar IT IS HEREBY ( nat the transfer	SORS, COUNTY OF SESOLUTION TRANS SOLUTION NO isors of the County bove named in the er of certain funds a last approved said Reasfer of funds as set DRDERED AND DET of funds as set fortilities.	SAN MATEO, STATERRING FUNDS  of San Mateo, that Request for Approximates a described in said quest as to account forth hereinabove ERMINED that the hin said Request	t opriation, Allotment or d Request; and nting and available balances, and the e:

Supervisors:\_

Supervisors: \_

PRESIDENT, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

Absent



Non-Departmental Services

**DATE:** July 16, 2019

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

TO:

Robert Manchia, Budget Director

FROM:

Michael Bolander W

**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.

### **YOF SAN MATEO APPROPRIATION TRANSFER REQUEST**

REQUEST NO. ATR 19-056G

**PEPARTMENT: CORONER'S OFFICE** 

DATE: 07/22/2019

### 1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:

		CODES			DECORTATION	
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION	
TDOM:	33111	1851		\$130,000.00	Administration / State Aid-Public Safety	
FROM	33111	8612		\$44,000.00	Administration / Departmental Reserves	
	33111	4128		\$174,000.00	Administration / Regular Pay Adjustments	
TO		,				

**Justification (Attach Memo if Necessary):** See attached memorandum. DEPARTMENT HEAD **DATE** 2019 **Four-Fifths Vote Required** 2. Board Action Required **Board Action Not Required** Remarks: COUNTY CONTROLLER DATE Disapproved 3. 

Approve as Requested Approve as Revised Remarks: DATE **COUNTY MANAGER** 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\_\_\_ NOES and against said resolution: AYES and in favor of said resolution: Supervisors: Supervisors: **Absent** Supervisors: \_ PRESIDENT, BOARD OF SUPERVISORS **COUNTY OF SAN MATEO** 

Clerk of Said Board

ATTEST:



### 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.

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			SAN MATEO ON TRANSFEI		REQUEST NO. ATR 19-056 H
DEPARTMENT			· · · · · · · · · · · · · · · · · · ·		DATE:7/25/2019
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T' KEGOE21	TRANSFER		IATION AS LIS	TED BELOW:	
	FUND or ORG	ACCOUNT	JL ORG CODE	AMOUNT	DESCRIPTION
	16111	2658	Measure K only	\$203,912	All Other Miscellaneous Revenue
	16111	6714		\$35,299	County Facility Rental Charges
FROM	16111	7313		\$10,000	Capital Assets-Software
	16111	5834		\$203,912	Contract Legal Services
то	16111	4128		\$45,299	Regular Pay Adjustments
The County Co appropriations	and 2600 series es expenditures	s executed lega revenue in orde	al services agreemer er to fund the agr	eements. The of	f clients and is increasing 5000 series ffice has recorded savings in 6700 series an anticipated salary and benefits  DATE  2/25/65
2. D Board	Action Reguir	ou A	Four-Fifths Vot	e Required	☐ Board Action Not Required
Remarks:					
COUNTY CON	NTROLLER	Moss	2		DATE 7/25/19
3.  Appro	ve as Request	ed 📮	Approve as Re	vised	☐ Disapproved
Remarks:					
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COUNTY MAI	NAGER 🗀	tun let	7 7		DATE 7/29/19
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RES	SOLVED, by the E	Board of Supervi	isors of the Count	y of San Mateo, t	that
					propriation, Allotment or said Request; and
WH	EREAS, the Cour	nty Controller ha	as approved said I	Request as to acc	counting and available balances, and the
County Man	lager nas recomr	nended the trar	nsfer of funds as s	set forth hereinad	oove:
			ORDERED AND DE of funds as set fo		the recommendations of the County est be effected.
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ATTEST:	Clerk of	f Said Board			



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.

### REQUEST NO. COUNT. OF SAN MATEO APPROPRIATION TRANSFER REQUEST ATR 19-056I DATE: July 25, 2019 DEPARTMENT (FY 2018-19 YE ATR) **PARKS** 1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW: CODES **DESCRIPTION AMOUNT** 1L ORG CODE **ACCOUNT FUND or ORG** Measure K only 600 Gifts & Donations 39335 2646 1,200 Gifts & Donations 2646 39321 **FROM** 5726 600 County-Hosted Events 39335 1,200 County-Hosted Events 5726 TO 39321 Justification (Attach Memo if Necessary): See attached. DATE **DEPARTMENT HEAD Board Action Not Required 区** Four-Fifths Vote Required 2. Board Action Required Remarks: **COUNTY CONTROLLER** DATE Disapproved **Approve as Revised** 3. Approve as Requested Remarks: DATE **COUNTY MANAGER** 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. \_\_\_\_\_. 20\_\_\_\_ Regularly passed and adopted this \_\_\_\_\_ \_\_\_\_day of\_ Noes and against said resolution: Ayes an in favor of said resolution: Supervisors:\_\_ Supervisors: \_ **Absent** Supervisors: \_ PRESIDENT, BOARD OF SUPERVISORS COUNTY OF SAN MATEO ATTEST: Clerk of Said Board

### REQUEST NO. **COUNTY OF SAN MATEO** APPROPRIATION TRANSFER REQUEST ATR 19-056 J DEPARTMENT: PUBLIC WORKS DATE 07/24/19 1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW: **CODES FUND OR ORG ACCOUNT AMOUNT DESCRIPTION** Various 0813 1,817,166 Fund Balance Available **FROM Various** 6812 125,182 Depreciation - Equipment **Various** Depreciation – Structures & Improvements 6815 588,666 **Various** Depreciation – Infrastructures Water/Sewer TO 6817 705,868 Various 340,721 Depreciation – Infrastructures Flood Control 6818 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. 7-25-19 **DEPARTMENT HEAD** Jim Porter DATE 2. Board Action Required Four-Fifths Vote Required **Board Action Not Required** Remarks: **COUNTY CONTROLLER DATE** 7/20/19 3. ☐ Approve as Requested **Approve as Revised Disapproved** Remarks: COUNTY MANAGER **DATE** DO NOT WRITE BELOW THIS LINE - FOR BOARD OS SUPERVISOR'S 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: Noes and against said resolution: Supervisors:\_ Supervisors: \_ Absent

PRESIDENT, BOARD OF SUPERVISORS

COUNTY OF SAN MATEO

ATTEST:

Supervisors: \_

### REQUEST NO. **COUNTY OF SAN MATEO** ATR 19-056 K APPROPRIATION TRANSFER REQUEST DEPARTMENT: DEPARTMENT OF PUBLIC WORKS DATE:7/17/19 1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW: **CODES AMOUNT DESCRIPTION** JL ORG CODE **FUND or ORG ACCOUNT** Measure K only Operating Transfer In \$153,537 88670 2731 **FROM** Fixed Assets- Structure/Improv 88670 7211 \$153,537 TO 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. Board Action Required **Four-Fifths Vote Required Board Action Not Required** Remarks: DATE **COUNTY CONTROLLER** Disapproved 3. Approve as Requested **Approve as Revised** Remarks: DATE **COUNTY MANAGER** 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: \_\_\_ PRESIDENT, BOARD OF SUPERVISORS **COUNTY OF SAN MATEO** ATTEST: Clerk of Said Board

### COUL\_Y OF SAN MATEO **APPROPRIATION TRANSFER REQUEST**

REQUEST NO.

ATR 19 - 056L DATE: 07/31/2019

DEPARTMENT: CORONER'S OFFICE

REQUEST TRANSFE	OF APPROPRIATION A	AS LISTED BELOW:
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	CODES				
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION
FROM	33111	6714		\$10,000.00	Administration / County Facility Rental Chrgs
	33111	8612		\$18,000.00	Administration / Departmental Reserves
то	33111	5838		\$28,000.00	Administration / Contract Adminstrative Svcs.

	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION
	33111	6714	Pleasure K Offiny	\$10,000.00	Administration / County Facility Rental Chrg
FROM	33111	8612		\$18,000.00	
то	33111	5838		\$28,000.00	Administration / Contract Adminstrative Svo
See attached	(Attach Memo memorandum.	if Necessary)	: -		
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COUNTY CO	NTROLLER	W	m	D	ATE 1/31/19
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Transfer of WH	Funds has reques	sted the transfe ty Controller ha	r of certain funds s approved said R	as described in said	inting and available balances, and th
				TERMINED that the	e recommendations of the County be effected.
Re	gularly passed a	nd adopted th	is	_day of	20
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Supervisor	rs:		Su	ipervisors:	
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### Coroner's Office

**DATE:** July 31, 2019

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

TO:

Robert Manchia, Budget Director

FROM:

Michael Bolander

**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.