		COUNTY OF	SAN MATEO			REQUEST NO.		
			N TRANSFER			ATR 20 - 70A		
DEPARTMENT PARKS						DATE: 5/28/2020 (Year End ATR)		
1. REQUEST	TRANSFER C	F APPROPRI	ATION AS LIS	TED BELOW:				
		CODES		AMOUNT		DESCRIPTION		
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT		DESCRIPTION		
	00500	0813		313,703	Fund Ba	alance Available		
FROM								
· ·	39800	6815		313,703	Deprecia Improve	ation – Structures & ements		
то								
Justification (To provide app	(Attach Memo ropriations for F	if Necessary): Y 2019-20 depre	eciation for Coyot	e Point Marina.				
DEPARTMENT	r HEAD Rolar	ndo Jorquera	Digitally signed b	y Rolando Jorquera 09:18:47 -07'00'	ATE 6/15	5/2020		
2. Board	Action Requir	ed 🗹	Four-Fifths Vot	e Required		Board Action Not Required		
Remarks:		٠						
COUNTY CON	COUNTY CONTROLLER MATE 6/16/20							
3. Appro	ve as Request		Approve as Rev	vised		Disapproved		
Remarks:	-							
• •								
		<u></u>						
COUNTY MAN		Aleb	CLINE FOR	BOARD OF SUF		G/15/20		
<u> </u>								
	BOAR	D of Supervis RE	ORS, COUNTY OF ESOLUTION TRAN	F SAN MATEO, STAT NSFERRING FUNDS	TE OF CA	LIFORNIA		
		RES	SOLUTION NO			_		
RES	OLVED, by the E	Board of Supervi	sors of the Count	y of San Mateo, tha	t			
WHI Transfer of I	EREAS, the Departments	artment hereinal sted the transfe	oove named in the r of certain funds	e Request for Appro as described in said	priation, d Reques	Allotment or t; and		
WHI County Man	EREAS, the Cour	nty Controller ha mended the tran	s approved said F sfer of funds as s	Request as to accou et forth hereinabov	nting and e:	d available balances, and the		
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.								
Reg	jularly passed a	and adopted th	is	_day of		20		
Aye	s an in favor o	f said resolutio	n:	Noes and agupervisors:	ainst said	d resolution:		
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			Sı	pervisors:				
	·					OF SUPERVISORS SAN MATEO		
ATTEST:	Clade	Said Board		3301		·		



Parks Department

DATE: June 1, 2020

BOARD MEETING DATE: September 29, 2020

TO: Robert Manchia, County Chief Financial Officer

FROM: Rolando Jorquera, Financial Services Manager II

SUBJECT: Countywide Year-End Appropriation Transfer Request:

Depreciation Expense in Coyote Point Marina Budget

Recommendation

Approve an Appropriation Transfer Request ("ATR") in the amount of \$313,703, providing an appropriation for depreciation expense in Coyote Point Marina's budget (i.e., 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.

REQUEST NO. ATR 20- 70B

DEPARTMENT: NON-DEPARTMENTAL SERVICES / COUNTY SUPPORT OF THE COURTS

DATE: 06/16/20

L. REQUEST TRANSFER	OF APPROPRIATION	AS LISTED BELOW:
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		CODES			
li l	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION
FROM	80120	8612		\$1,839,949	Departmental Reserves
FRUM	27500	8142		\$1,839,949	Other Intrafund Transfers
то	80110	5901		\$1,839,949	Other Spec Criminal Justice Exp
то	27500	6265		\$1,839,949	Misc Other Contributions

		CODES			
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION
FROM	80120	8612		\$1,839,949	Departmental Reserves
FROM	27500	8142		\$1,839,949	Other Intrafund Transfers
то	80110	5901		\$1,839,949	Other Spec Criminal Justice Exp
10	27500	6265		\$1,839,949	Misc Other Contributions
	(Attach Memo memorandum.	if Necessary):			
DEPARTMEN	IT HEAD	to F	Lh	D	ATE 06 16 2020
2. Degraere Board Remarks:	d Action Require	ed 🗹	Four-Fifths Vot		☐ Board Action Not Require
COUNTY CO	NTROLLER	nos	7	D	ATE 6/24/20
Remarks:	ove as Requesto		Approve as Rev		☐ Disapproved
COUNTY MA	NAGER	wills		D	ATE 6/16/20
		D OF SUPERVIS RI	ORS, COUNTY OF	SAN MATEO, STA	PERVISORS USE ONLY TE OF CALIFORNIA
RE	SOLVED, by the B	Board of Supervi	sors of the Count	y of San Mateo, tha	t
				e Request for Appro as described in said	priation, Allotment or d Request; and
County Mai	nager has recomn	nended the tran	sfer of funds as s	et forth hereinabov	
				rth in said Request	e recommendations of the County be effected.
Re	gularly passed a	and adopted th	is	_day of	20
AY	ES and in favor	of said resolut	ion:	NOES and ag	ainst said resolution:
Supervisor	rs:		Su	upervisors:	
				sent pervisors:	
ATTEST:					BOARD OF SUPERVISORS ITY OF SAN MATEO
	Clerk of	Said Board			



Non-Departmental Services / County Support of the Courts

DATE: June 16, 2020

BOARD MEETING DATE: September 29, 2020

TO:

Robert Manchia, Chief Financial Officer

FROM:

Michael Bolander, Principal Management Analyst

SUBJECT:

Countywide Year-End ATR

State Audit Report for Court Revenues

Recommendation

Authorize an Appropriation Transfer Request in the amount of \$1,839,949 from Non-Departmental Services Reserves to the County Support of the Courts Budget Unit due to the County underremitting state court revenues to the State Treasurer.

Background/Discussion

The State Controller's Office audited the County's court revenues for the period of July 1, 2014 through June 30, 2018.

On June 9, 2020 the State Controller issued their audit report finding that the county under-remitted \$1,899,949 in state court revenues to the State Controller. In addition, the State Controller found that the county incorrectly calculated its 50% excess of qualified revenues and incorrectly remitted state parking surcharges.

Fiscal Impact

Approval of the Appropriation Transfer Request will appropriate funds from Non-Departmental Services to the County Support of the Court's Budget Unit in order to record the remittance of \$1,839,949 in state court revenue to the State Treasurer.

REQUEST NO.

ATR 70-070C

DEPARTMENT: NON-DEPARTMENTAL SERVICES

DATE: 07/06/20

	-	CODES			DESCRIPTION
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	
FROM	80125	1135	NDSST	\$625,000.00	Measure K Sales Tax
FROM					
то	80125	5856	NDSST	\$625,000.00	Contract Special Program Services
10			THE PERSON NAMED IN COLUMN NAM		

TO stification (A e attached me PARTMENT Board A emarks: DUNTY CONT Approve emarks:	HEAD Action Require ROLLER e as Requeste	ed 🗆	JL ORG CODE Measure K only NDSST NDSST Pour-Fifths Vote Approve as Revis	Required D. Seed	DESCRIPTION Measure K Sales Tax Contract Special Program Services ATE 07/06/1002 Board Action Not Required Program Services Disapproved
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PARTMENT Board A marks: DUNTY CONT Approve marks:	HEAD Action Require ROLLER e as Requeste	ed d	Four-Fifths Vote	Required D. Seed	Board Action Not Requare 7/1/2020
Board A emarks: DUNTY CONT Approve emarks:	ROLLER e as Requeste	ed 🗆		Required D. Seed	Board Action Not Requare 7/1/2020
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emarks:	AGER	+ mAlm	Approve as Revi		☐ Disapproved
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	BOAR		SORS, COUNTY OF S RESOLUTION TRANS		E OF CALIFORNIA
		RE	ESOLUTION NO		
RESO	LVED, by the B	Board of Superv	risors of the County	of San Mateo, tha	t
			above named in the er of certain funds a		priation, Allotment or d Request; and
			as approved said Re nsfer of funds as sel		nting and available balances, and e:
			ORDERED AND DET of funds as set fort		recommendations of the County be effected.
Regu	larly passed a	and adopted th	his	day of	20
AYES	and in favor	of said resolu	tion:	NOES and ag	ainst said resolution:
Supervisors:			Sup		
			Abso Sup	ent	
					BOARD OF SUPERVISORS ITY OF SAN MATEO



Non-Departmental Services

DATE: July 6, 2020

BOARD MEETING DATE: September 29, 2020

TO:

Robert Manchia, Chief Financial Officer

FROM:

Michael Bolander, Principal Management Λnalyst

SUBJECT:

Countywide Year-End ATR Subsidized Ride Program

Recommendation

Authorize an Appropriation Transfer Request in the amount of \$625,000 in Measure K funds to subsidize youth, elderly, and disabled San Mateo County residents through FY 2018-19.

Background/Discussion

On October 22, 2013, your Board authorized an agreement to subsidize SamTrans services to youth, elderly and disabled San Mateo County residents in the amount of \$5 million annually for Fiscal Years 2013-14 and 2014-15.

On December 15, 2015, your Board authorized an amendment to the agreement and continued the \$5 million subsidy for another two fiscal years for a total of \$10 million, for a cumulative total of \$20 million for Fiscal Years 2013-14 through 2016-17.

On November 21, 2017, your Board authorized an amendment to the agreement extending the term for two more years and providing \$3.75 million in FY 2017-18 and \$2.5 million in FY 2018-19.

The final invoice under this agreement was received by the County Manager's Office on July 19, 2019, which was past the AP cutoff date for the year end close process for FY 2018-19. Additionally, the balance of the budget for this item was not rolled over from FY 2018-19 to FY 2019-20.

In order to claim these funds from the Measure K Trust Fund and meet the Controller's Measure K audit requirements, it is necessary to appropriate the Revenue and Expenditure in FY 19-20.

Fiscal Impact

Approval of the Appropriation Transfer Request will appropriate funds from Measure K, the county's ½ cent sales tax, to Non-Departmental Services for the final payment of the subsidized ride program administered by SamTrans.

REQUEST NO.

ATR 20-070D

DEPARTMENT: NON-DEPARTMENTAL SERVICES

DATE: 07/09/20

1. REQUEST TRANSFER OF APPROPRIATION AS	S LISTED	BELOW:
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	CODES					
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION	
FROM	80125	1135	MAADM	\$500.00	Sales and Use Tax Measure A	
FKUM						
	80125	5721	MAADM	\$500.00	Meetings & Conf. Exp	
то						

		CODES		****	DECODERTION	
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION	
FROM	80125	1135	MAADM	\$500.00	Sales and Use Tax Measure A	
то	80125	5721	MAADM	\$500.00	Meetings & Conf. Exp	
то						
	(Attach Memo memorandum.	if Necessary)	:			
DEPARTMEN	IT HEAD	uil (She	D	ATE 07/09/2020	
2. Degree Board Remarks:	d Action Requir	ed 🗹	Four-Fifths Vote	Required	☐ Board Action Not Require	
COUNTY CO	NTROLLER	7265	l	D	ATE 7/9/2020	
3. Appro	ove as Request	ed 🔲	Approve as Rev	ised	☐ Disapproved	
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COUNTY MA	NAGER	Lunth		D	ATE 7/9/20	
	DO NOT WRIT	E BELOW TH	IIS LINE – FOR	BOARD OF SUF	PERVISORS USE ONLY	
	BOAR		SORS, COUNTY OF ESOLUTION TRAN		TE OF CALIFORNIA	
		RE	SOLUTION NO			
RE	SOLVED, by the E	Board of Superv	isors of the County	of San Mateo, tha	at	
			above named in the er of certain funds		opriation, Allotment or d Request; and	
			as approved said R nsfer of funds as se		unting and available balances, and the re:	
NC Manager b	OW, THEREFORE, e approved and t	IT IS HEREBY hat the transfer	ORDERED AND DE	TERMINED that the	e recommendations of the County be effected.	
Re	egularly passed	and adopted t	his	_day of	20	
AY	ES and in favor	of said resolu	tion:	NOES and ag	gainst said resolution:	
Superviso	rs:		Su	ipervisors:		
			Ab Su	sent pervisors:		
					, BOARD OF SUPERVISORS NTY OF SAN MATEO	
ATTEST:	Clerk o	f Said Board				



Non-Departmental Services

DATE: July 9, 2020

BOARD MEETING DATE: September 29, 2020

TO:

Robert Manchia, Chief Financial Officer

FROM:

Michael Bolander, Principal Management Analyst

SUBJECT:

Countywide Year-End ATR

Non-Departmental Measure K Unanticipated Revenue

Recommendation

Approve an Appropriation Transfer Request in the amount of \$500.00.

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 2019-20 and this ATR is correcting that administrative error.

Fiscal Impact

Recognizing this \$500 in unanticipated revenue is still within the overall Board approved Measure K allocation and has no increase to the General Fund.

REQUEST NO.

ATR 20-070 E

DEPARTMENT: NON-DEPARTMENTAL SERVICES

DATE: 07/08/20

 REQUEST TRANSFER OF APPROPRIATION AS LIS 	TED BELOW:
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		CODES			
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION
FROM	80125	1135	BOSLG	\$3,000,000.00	Measure K Sales Tax
FROM					
то	80125	6124	BOSLG	\$3,000,000.00	Emergency Assistance
то					,

		CODES				
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION	
FROM	80125	1135	BOSLG	\$3,000,000.00	Measure K Sales Tax	
TROM						
то	80125	6124	BOSLG	\$3,000,000.00	Emergency Assistance	
				ч	,	
Justification (See attached n	(Attach Memo nemorandum.	if Necessary)	1			
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DEPARTMENT	Γ HEAD 🕡	held	Blil	u D	ATE 07/08/2020	
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Remarks:						
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		wood			7/9/2020	
	ve as Request	ed 🔲	Approve as Rev	vised	☐ Disapproved	
Remarks:						
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		E RELOW TH	TS I THE _ FOR		PERVISORS USE ONLY	
				SAN MATEO, STA		
	DUAR			ISFERRING FUNDS	TE OF CALIFORNIA	
		RE	SOLUTION NO			
RES	OLVED, by the E	Board of Supervi	isors of the Count	y of San Mateo, tha	t	
WHI	EREAS, the Depa	artment hereina	bove named in the	e Request for Appro	opriation, Allotment or	
Transfer of I	unds has reque	sted the transfe	er of certain funds	as described in said	d Request; and	
					nting and available balances, and the	
				et forth hereinabov		
				TERMINED that the orth in said Request	e recommendations of the County be effected.	
_					20	
_	S and in favor				gainst said resolution:	
	S:					
Supervisors	o			upei visoi s		
				sent		
				ipci visors. ———		
				PRESIDENT	BOARD OF SUPERVISORS	
					NTY OF SAN MATEO	
ATTEST:	Clerk of	f Said Board				

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



Non-Departmental Services

DATE: July 9, 2020

BOARD MEETING DATE: September 29, 2020

TO:

Robert Manchia, Chief Financial Officer

FROM:

Michael Bolander, Principal Management Analyst

SUBJECT:

Countywide Year-End ATR San Mateo County Strong Fund

Recommendation

Authorize an Appropriation Transfer Request recognizing unanticipated Measure K revenue in the amount of \$3,000,000 for seed money for the San Mateo County Strong Fund, a COVID-19 recovery fund.

Background/Discussion

On March 24, 2020, your Board approved a \$3 million allocation of Measure K funds to seed the San Mateo County Strong Fund, a COVID-19 recovery fund.

On March 31, 2020, your Board approved an agreement with the Silicon Valley Community Foundation as well as a partial distribution of \$2 million in Measure K funds.

On April 14, 2020, a plan was presented to your Board to use the remaining \$1 million in Measure K funds to provide grants of up to \$10,000 to small businesses in the county. The San Mateo Credit Union, through the SMCU Community Fund, was selected to administer that grant program on behalf of the county.

Fiscal Impact

Approval of the Appropriation Transfer Request will recognize unanticipated Measure K revenue in the amount of \$3,000,000 to Non-Departmental Services for the initial funding of the San Mateo County Strong Fund.

REQUEST NO. ATR 20-070F

DEPARTMENT: COUNTY MANAGER'S OFFICE/ REVENUE SERVICES DIVISION

DATE: 07/15/2020

1. REQUEST TRANSFER OF APPRO	PRIATION AS LISTED BELOW:
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		CODES			DESCRIPTION	
I	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT		
FROM	12711	8142		\$125,800	Other Intrafund Transfer	
FROM						
то	12711	5872		\$125,800	In-House Admin & Accounting Svs	
то						

	CODES			DECCRIPTION			
ı	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION		
FROM	12711	8142		\$125,800	Other Intrafund Transfer		
то	12711	5872		\$125,800) In-House Admin & Accounting Svs		
Justification (Attack Mana	if Nanaanan).					
	ransfer request		nticipated reveni	ue in Revenue Se	rvices to fund management services and		
DEPARTMENT	HEAD	west is			DATE 7616020		
2. Depart Remarks:	Action Require	ed 🗹 F	our-Fifths Vot	e Required	☐ Board Action Not Required		
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COUNTY MAN		frest to	CLINE FOR		DATE 7/21/20		
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	BOAR			- SAN MATEO, STA ISFERRING FUND:	ATE OF CALIFORNIA S		
		RES	OLUTION NO				
RES	OLVED, by the B	oard of Supervis	ors of the Count	y of San Mateo, th	nat		
				e Request for App as described in sa	ropriation, Allotment or aid Request; and		
				Request as to acco	ounting and available balances, and the ove:		
				TERMINED that the track of the said Reques	ne recommendations of the County st be effected.		
Reg	ularly passed a	and adopted thi	S	_day of	20		
AYE	S and in favor	of said resoluti	on:	NOES and a	against said resolution:		
Supervisors: Supervisors:							
				osent opervisors:			
ATTEST:	PRESIDENT, BOARD OF SUPERVISORS COUNTY OF SAN MATEO ATTEST:						
	Clerk of	Said Board					



Department of Public Works

DATE: July 20, 2020

BOARD MEETING DATE: September 29, 2020

TO:

Robert Manchia, Budget Director

FROM:

Rochelle Kiner, Deputy Director, Department of Public Works

SUBJECT:

Countywide Year-End ATR

Revenue Services Management Services

Recommendation

Approve Appropriation Transfer Request to appropriate \$125,800 in unanticipated revenue from non-departmental and corresponding expenditures for management services for the County Managers Office's Division of Revenue Services.

Background/Discussion

This ATR is necessary to appropriate unanticipated revenue from non-departmental and corresponding expenditures to cover the cost of management services and oversight of the division of Revenue Services. In January 2020, Rochelle Kiner and Bonnie Tendencia were promoted to interim Director and Deputy Director respectively to plan, organize, direct, review, and coordinate functions within Revenue Services; financial, programmatic, staff and organizational development, human resources, and contracts; recommend, develop, implement and evaluate goals and objectives as directed by the County Manager's Office to maximize revenues for Revenue Services' clients and work towards full cost recovery. This assignment is anticipated to last through FY 2020-21.

Fiscal Impact

The net appropriations of 12710B will increase by \$125,800 as a result of this action. This action impacts the General Fund.

COUNTY OF SAN MATEO REQUEST NO. APPROPRIATION TRANSFER REQUEST ATR 20-070 G. ASSESSOR-COUNTY CLERK-RECORDER 7/17/2020 1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW: **CODES FUND OR ORG** ACCOUNT **AMOUNT DESCRIPTION** 13300 2545 486,670.00 Other Interfund Revenue **FROM** 7311 13300 476,553.00 Fixed Assets - Equipment 13300 7312 TO 10,117.00 Capital Assets - Software Justification (Attach Memo if Necessary): Transfer of funds needed to cover to the New Mail Sorter System for Elections. Please see attached Memo for additional information. Funding is coming from Election Software System Trust Fund per Resolution No. 71944, adopted May 22, 2012. There is no Net County Cost. **DEPARTMENT HEAD** 7-21-20 2. Board Action Required Four-Fifths Vote Required **Board Action Not Required** COUNTY CONTROLLER 7/24/20 3. Approve as Requested Approve as Revised Disapproved COUNTY MANAGER DATE 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___ Ayes an 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



Assessor-County Clerk-Recorder & Elections

DATE: July 20, 2020

BOARD MEETING DATE: September 29, 2020

TO:

Robert Manchia, Chief Financial Officer

FROM:

Jim Irizarry, Assistant Assessor-County Clerk-Recorder & Chief Elections Officer

SUBJECT:

Countywide Year-End ATR

Transfer of Funds Related to the BlueCrest Elections Mail Sorter.

Recommendation

Approve \$486,670 ATR for the FY 2019-20 Assessor-County Clerk-Recorder Budget for the transfer of funds related to the BlueCrest Elections mail sorter system from the Election Software System Trust Fund per Resolution No 71944, adopted on May 22, 2012.

Background/Discussion

The San Mateo County Registration & Elections Division (the "Division") first deployed the Olympus II Multi-Tier Mail Sorting System in 2007 to serve the Division's needs in sorting and processing mailed ballots. The Olympus Mail Sorter is reaching the end of its operational life and costly technical issues have caused delays in ballot processing. At the same time, the County has experienced an increase in processing requirements due to rising voter registration and the California Voter's Choice Act, which requires all registered voters be provided with a mailed ballot. As a result, the Olympus Mail Sorter was no longer sufficient to meet the County's needs.

On February 21, 2019, the Chief Elections Officer issued a Request for Information regarding mail sorting systems. After an extensive review of the responses received and on-site vendor demonstrations, the Chief Elections Officer determined that the Vantage Mail Sorter was best suited to the Division's requirements. The Vantage Mail Sorter relies on the same software as the Olympus, which will reduce necessary staff retraining, and it has a number of improvements that will increase efficiency. These improvements include more than twice the amount of 'pockets', allowing Vote by Mail envelopes to be sorted more rapidly, and a maximum ballot processing speed of 50,000 ballots per hour, which is double the processing speed of the Olympus model.

The agreement with DMT Solutions Global Corporation (dba BlueCrest) includes the Vantage Mail Sorter and related equipment and both staff training and recurring support services.

Fiscal Impact

There is no Net County Cost.



County of San Mateo

Inter-Departmental Correspondence

Department: ASSESSOR-COUNTY CLERK-

RECORDER-ELECTIONS

File #: 19-901

Board Meeting Date: 9/24/2019

Special Notice / Hearing:

None

Vote Required:

Majority

To:

Honorable Board of Supervisors

From:

Mark Church, Chief Elections Officer & Assessor-County Clerk-Recorder

Subject:

Authorization of an Agreement with DMT Solutions Global Corporation for the Purchase

of a Mail Sorting System

RECOMMENDATION:

Adopt a resolution authorizing an agreement with DMT Solutions Global Corporation (dba BlueCrest) for the purchase of a mail sorting system and associated maintenance and support services, for a total amount of \$1,231,541.31.

BACKGROUND:

The San Mateo County Registration & Elections Division (the "Division") first deployed the Olympus II Multi-Tier Mail Sorting System in 2007 to serve the Division's needs in sorting and processing mailed ballots. The Olympus Mail Sorter is reaching the end of its operational life and costly technical issues have caused delays in ballot processing. At the same time, the County has experienced an increase in processing requirements due to rising voter registration and the California Voter's Choice Act, which requires all registered voters be provided with a mailed ballot. As a result, the Olympus Mail Sorter is no longer sufficient to meet the County's needs.

DISCUSSION:

On February 21, 2019, the Chief Elections Officer issued a Request for Information regarding mail sorting systems. After an extensive review of the responses received and on-site vendor demonstrations, the Chief Elections Officer determined that the Vantage Mail Sorter was best suited to the Division's requirements. The Vantage Mail Sorter relies on the same software as the Olympus, which will reduce necessary staff retraining, and it has a number of improvements that will increase efficiency. These improvements include more than twice the amount of 'pockets', allowing Vote by Mail envelopes to be sorted more rapidly, and a maximum ballot processing speed of 50,000 ballots per hour, which is double the processing speed of the Olympus model.

The agreement with DMT Solutions Global Corporation (dba BlueCrest) includes the Vantage Mail

Sorter and related equipment and both staff training and recurring support services.

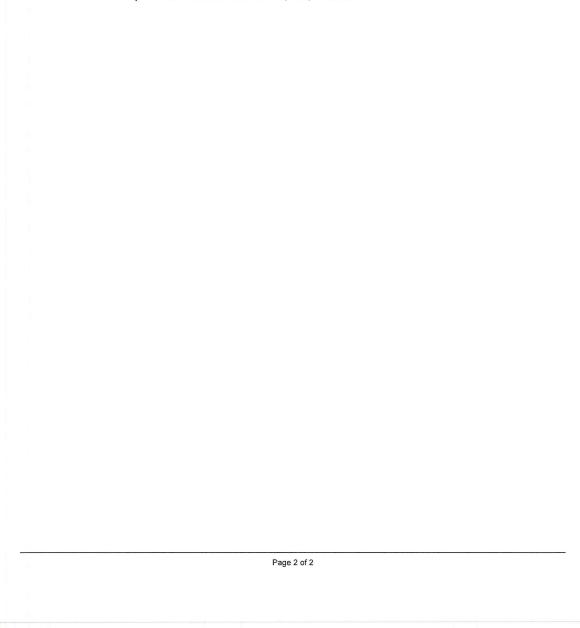
County Counsel has reviewed and approved the Resolution as to form.

SHARED VISION 2025:

Approval of this Resolution contributes to the Shared Vision 2025 of a Collaborative Community. Fast, accurate, and transparent election results increase voter confidence.

FISCAL IMPACT:

All costs for this purchase will be paid for from the Assessor-County Clerk-Recorder-Elections trust fund. The cost of this purchase will not exceed \$1,231,541.31.



REQUEST NO.

ATR 20-070 H

COUNTY MANAGER'S OFFICE

DATE: 7/23/20

1	REQUEST	TRANSFER	ΩF	APPROPRIATIO	N AC	ITCTED	RELOW.
	KEQUESI	INAMOLEK	OI-	ALLKOLKTALIO	IN AS	LISIED	DELUVV:

1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:							
	CODES						
	FUND or ORG	ACCOUNT	JL ORG CODE Measure K only	AMOUNT	DESCRIPTION		
	35710	2658		18,402	DPW map review charges		
FROM							
	35710	5861		18,402	Engineering Services		
то							
Moving fees Services		if Necessary): ant for DPW ei	: ngineering revi		n map and legal to PW-Engineering		
DEPARTMEN	IT HEAD &	andra &	- Legat	2>	DATE 1-23-20		
2. Board Remarks:	d Action Requir	ed ⊈	Four-Fifths Vot	e Required	☐ Board Action Not Required		
COUNTY CONTROLLER DATE 7/24/20							
3. ☐ Approve as Requested ☐ Approve as Revised ☐ Disapproved							
Remarks:							
COUNTY MA		Hun to	>		DATE 7 /24/20		
	DO NOT WRIT	E BELOW TH	IS LINE - FOR	BOARD OF SU	JPERVISORS USE ONLY		

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

RESOLUTION	NO.			
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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:		OARD OF SUPERVISORS Y OF SAN MATEO		



Local Agency Formation Commission (LAFCo)

DATE: June 23, 2020

BOARD MEETING DATE: September 29, 2020

TO: Robert Manchia, Chief Financial Officer

FROM: Martha Poyatos, Executive Officer, LAFCo

Ellie Dallman, Fiscal Officer, LAFCo

SUBJECT: Countywide Year-End ATR

Year-End ATR Recognizing Unanticipated Revenue, increasing All Other

Miscellaneous Revenue and increasing Engineering Services

Recommendation

Approve a year-end Appropriation Transfer Request (ATR) recognizing unanticipated revenue, increasing All Other Miscellaneous Revenue (\$18,402) and increasing Engineering Services (\$18,402).

Background/Discussion

The FY 2019-20 Engineering Services budget must be increased to include the cost charged by County Department of Public Work to review the Belmont annexation map that was covered by unanticipated revenue from applicant fees that were submitted to LAFCo and deposited in All Other Miscellaneous Revenue.

Fiscal Impact

There is no change to the Net County Cost as a result of this ATR.

COUNTY OF SAN MATEO REQUEST NO. **APPROPRIATION TRANSFER REQUEST** ATR 20-070 I DEPARTMENT: PUBLIC WORKS DATE 07/24/2020 1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW: CODES FUND OR ORG ACCOUNT AMOUNT DESCRIPTION Various 0813 1,723,708 Fund Balance Available FROM Various 6812 142,091 Depreciation - Equipment Various 6815 584,504 Depreciation - Structures & Improvements Various 6817 770,073 TO Depreciation - Infrastructures Water/Sewer Various 6818 170,361 Depreciation - Infrastructures Flood Control Various 6819 56,679 Depreciation - Infrastructures Lighting Justification (Attach Memo if Necessary) To provide appropriation for FY 2019-2020 depreciation expense for Airports, County Service Areas, Flood Control District, Sewer & Sanitation Districts, and Lighting Districts. DEPARTMENT HEAD Jim Porter DATE 7-24-20 2. Board Action Required Four-Fifths Vote Required **Board Action Not Required** Remarks: **COUNTY CONTROLLER** DATE 3. Approve as Requested Approve as Revised Disapproved Remarks: **COUNTY MANAGER** 2020 DO NOT WRITE BELOW THIS LINE - FOR BOARD OS 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_ Ayes an 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:

Department of Public Works

DATE: July 24,2020

BOARD MEETING DATE: September 15, 2020

TO:

Robert Manchia, County Budget Director

FROM:

James Porter, Director of Public Works

SUBJECT:

Countywide Year-End Appropriation Transfer Request:

Appropriation for Depreciation Expense in Airports (4850B) and County Service Areas, Sewer and Sanitation Districts, and Lighting Districts within

the Utilities Division Budget Unit (4840B)

Recommendation

Approve an ATR in the total amount of \$1,723,708 providing appropriation for Depreciation Expense in Airports (4850B), and County Service Areas, Flood Control District, Sewer and Sanitation Districts, and Lighting Districts within the Utilities Division (4840B).

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.

REQUEST NO. **COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST** ATR20-070 J DEPARTMENT: CORONER'S OFFICE DATE: 08/03/2020 1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW: CODES **AMOUNT** DESCRIPTION JL ORG CODE **FUND or ORG ACCOUNT** Measure K only 33111 8612 Departmental Reserves \$6,000.00 **FROM** 33111 5969 \$6,000.00 Other Special Dept. Expense TO Justification (Attach Memo if Necessary): One time use of Departmenal Reserves to clear a negative budget variance in the Coroner's Office. DEPARTMENT HEAD DATE 2. Board Action Required Four-Fifths Vote Required **Board Action Not Required** Remarks: **COUNTY CONTROLLER** DATE nosi 3. Approve as Requested □ Approve as Revised Disapproved Remarks: COUNTY MANAGER DATE 03/2020 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 ____



Coroner's Office

DATE: August 3, 2020

BOARD MEETING DATE: September 29, 2020

TO:

Robert Manchia, Chief Financial Officer

FROM:

Michael Bolander, Principal Management Analyst

SUBJECT:

Countywide Year-End ATR

Coroner's Office Negative Budget Variance

Recommendation

Approve an Appropriation Transfer Request in the amount of \$6,000.00.

Background/Discussion

In order to clear a negative budget variance in the Coroner's Office, a one-time use of Departmental Reserves is required.

Fiscal Impact

Approval of the Appropriation Transfer Request will appropriate Reserves to cover a negative budget variance in the Services and Supplies class accounts.