

<b>COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST</b>				REQUEST NO. <i>ATR 20-70A</i>	
DEPARTMENT PARKS				DATE: 5/28/2020 (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 2019-20 depreciation for Coyote Point Marina.					
<b>DEPARTMENT HEAD</b> Rolando Jorquera				Digitally signed by Rolando Jorquera Date: 2020.06.15 09:18:47 -07'00'	
				<b>DATE</b> 6/15/2020	
<b>2.</b> <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> <b>Four-Fifths Vote Required</b> <input type="checkbox"/> Board Action Not Required Remarks:					
<b>COUNTY CONTROLLER</b> <i>WBJ</i>				<b>DATE</b> 6/16/20	
<b>3.</b> <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved Remarks:					
<b>COUNTY MANAGER</b> <i>[Signature]</i>				<b>DATE</b> 6/15/20	
<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 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 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.

<b>COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST</b>				REQUEST NO. <i>ATR 20-70B</i>	
DEPARTMENT: NON-DEPARTMENTAL SERVICES / COUNTY SUPPORT OF THE COURTS				DATE: 06/16/20	
<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>	80120	8612		\$1,839,949	Departmental Reserves
	27500	8142		\$1,839,949	Other Intrafund Transfers
<b>TO</b>	80110	5901		\$1,839,949	Other Spec Criminal Justice Exp
	27500	6265		\$1,839,949	Misc Other Contributions
<b>Justification (Attach Memo if Necessary):</b> See attached memorandum.					
<b>DEPARTMENT HEAD</b> <i>[Signature]</i>				<b>DATE</b> <i>06/16/2020</i>	
<b>2.</b> <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required <b>Remarks:</b>					
<b>COUNTY CONTROLLER</b> <i>[Signature]</i>				<b>DATE</b> <i>6/24/20</i>	
<b>3.</b> <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved <b>Remarks:</b>					
<b>COUNTY MANAGER</b> <i>[Signature]</i>				<b>DATE</b> <i>6/16/20</i>	
<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: \_\_\_\_\_  
 \_\_\_\_\_  
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Supervisors: \_\_\_\_\_  
 Absent \_\_\_\_\_  
 Supervisors: \_\_\_\_\_

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

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



COUNTY OF SAN MATEO  
Inter-Departmental Correspondence

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 under-remitting 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.

<b>COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST</b>				REQUEST NO. <i>ATR 20-070C</i>	
DEPARTMENT: NON-DEPARTMENTAL SERVICES				DATE: 07/06/20	
<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	NDSST	\$625,000.00	Measure K Sales Tax
<b>TO</b>	80125	5856	NDSST	\$625,000.00	Contract Special Program Services
<b>Justification (Attach Memo if Necessary):</b> See attached memorandum.					
<b>DEPARTMENT HEAD</b> <i>[Signature]</i>				<b>DATE</b> <i>07/06/2020</i>	
<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> <i>[Signature]</i>				<b>DATE</b> <i>7/7/2020</i>	
<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> <i>[Signature]</i>				<b>DATE</b> <i>7/6/20</i>	
<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: \_\_\_\_\_  
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Supervisors: \_\_\_\_\_  
 \_\_\_\_\_  
 Absent  
 Supervisors: \_\_\_\_\_

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

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



COUNTY OF SAN MATEO  
Inter-Departmental Correspondence

Non-Departmental Services

**DATE:** July 6, 2020

**BOARD MEETING DATE:** September 29, 2020

**TO:** Robert Manchia, Chief Financial Officer  
**FROM:** Michael Bolander, Principal Management Analyst  
**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.

<b>COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST</b>				REQUEST NO. <i>ATR 20-070D</i>	
DEPARTMENT: NON-DEPARTMENTAL SERVICES				DATE: 07/09/20	
<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	MAADM	\$500.00	Sales and Use Tax Measure A
<b>TO</b>	80125	5721	MAADM	\$500.00	Meetings & Conf. Exp
<b>Justification (Attach Memo if Necessary):</b> See attached memorandum.					
<b>DEPARTMENT HEAD</b> <i>[Signature]</i>				<b>DATE</b> <i>07/09/2020</i>	
<b>2.</b> <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required <b>Remarks:</b>					
<b>COUNTY CONTROLLER</b> <i>[Signature]</i>				<b>DATE</b> <i>7/9/2020</i>	
<b>3.</b> <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved <b>Remarks:</b>					
<b>COUNTY MANAGER</b> <i>[Signature]</i>				<b>DATE</b> <i>7/9/20</i>	
<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: \_\_\_\_\_  
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Supervisors: \_\_\_\_\_  
Absent \_\_\_\_\_  
Supervisors: \_\_\_\_\_

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

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



COUNTY OF SAN MATEO  
Inter-Departmental Correspondence

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.

<b>COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST</b>				REQUEST NO. <i>ATR 20-070E</i>	
DEPARTMENT: NON-DEPARTMENTAL SERVICES				DATE: 07/08/20	
<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	BOSLG	\$3,000,000.00	Measure K Sales Tax
<b>TO</b>	80125	6124	BOSLG	\$3,000,000.00	Emergency Assistance
<b>Justification (Attach Memo if Necessary):</b> See attached memorandum.					
<b>DEPARTMENT HEAD</b> <i>Muel Rubin</i>				<b>DATE</b> <i>07/08/2020</i>	
<b>2.</b> <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required <b>Remarks:</b>					
<b>COUNTY CONTROLLER</b> <i>WBL</i>				<b>DATE</b> <i>7/9/2020</i>	
<b>3.</b> <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved <b>Remarks:</b>					
<b>COUNTY MANAGER</b> <i>[Signature]</i>				<b>DATE</b> <i>7/9/20</i>	
<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: \_\_\_\_\_  
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Supervisors: \_\_\_\_\_  
\_\_\_\_\_  
Absent  
Supervisors: \_\_\_\_\_

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

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



COUNTY OF SAN MATEO  
Inter-Departmental Correspondence

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.

<b>COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST</b>				REQUEST NO. <i>ATR 20-070F</i>	
DEPARTMENT: COUNTY MANAGER'S OFFICE/ REVENUE SERVICES DIVISION				DATE: 07/15/2020	
<b>1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:</b>					
	<b>CODES</b>			<b>AMOUNT</b>	<b>DESCRIPTION</b>
	<small>FUND or ORG</small>	<small>ACCOUNT</small>	<small>JL ORG CODE Measure K only</small>		
<b>FROM</b>	12711	8142		\$125,800	Other Intrafund Transfer
<b>TO</b>	12711	5872		\$125,800	In-House Admin & Accounting Svs
<b>Justification (Attach Memo if Necessary):</b> Appropriation transfer request recognizing unanticipated revenue in Revenue Services to fund management services and oversight.					
<b>DEPARTMENT HEAD</b> <i>[Signature]</i>				<b>DATE</b> <i>7/16/2020</i>	
<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> <i>[Signature]</i>				<b>DATE</b> <i>7/21/2020</i>	
<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> <i>[Signature]</i>				<b>DATE</b> <i>7/21/20</i>	
<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: \_\_\_\_\_  
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Supervisors: \_\_\_\_\_  
Absent \_\_\_\_\_  
Supervisors: \_\_\_\_\_

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

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



COUNTY OF SAN MATEO  
Inter-Departmental Correspondence

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.

<b>COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST</b>			REQUEST NO. <i>ATR 20-070G</i>
ASSESSOR-COUNTY CLERK-RECORDER			7/17/2020
<b>1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:</b>			
	<b>CODES</b>		
	<b>FUND OR ORG</b>	<b>ACCOUNT</b>	
<b>FROM</b>	13300	2545	486,670.00
			Other Interfund Revenue
<b>TO</b>	13300	7311	476,553.00
	13300	7312	10,117.00
			Fixed Assets - Equipment Capital Assets - Software
<b>Justification (Attach Memo if Necessary):</b> 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.			
<b>DEPARTMENT HEAD</b> <i>[Signature]</i>			<b>DATE</b> <i>7-21-20</i>
2. <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required			
<b>COUNTY CONTROLLER</b> <i>[Signature]</i>			<b>DATE</b> <i>7/24/20</i>
3. <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved			
<b>COUNTY MANAGER</b> <i>[Signature]</i>			<b>DATE</b> <i>7/23/20</i>
<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

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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 in favor of said resolution:  
Supervisors: \_\_\_\_\_  
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Noes and against said resolution:  
Supervisors: \_\_\_\_\_  
\_\_\_\_\_  
Absent  
Supervisors: \_\_\_\_\_

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

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



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

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

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**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.

<b>COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST</b>				REQUEST NO. <i>ATR 20-070 H</i>	
COUNTY MANAGER'S OFFICE			DATE: 7/23/20		
<b>1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:</b>					
	<b>CODES</b>			<b>AMOUNT</b>	<b>DESCRIPTION</b>
	<small>FUND or ORG</small>	<small>ACCOUNT</small>	<small>JL ORG CODE Measure K only</small>		
<b>FROM</b>	35710	2658		18,402	DPW map review charges
<b>TO</b>	35710	5861		18,402	Engineering Services
<b>Justification (Attach Memo if Necessary):</b> Moving fees paid by applicant for DPW engineering review of annexation map and legal to PW-Engineering Services					
<b>DEPARTMENT HEAD</b> <i>Markus J. Payato</i>				<b>DATE</b> <i>7-23-20</i>	
<b>2.</b> <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required <b>Remarks:</b>					
<b>COUNTY CONTROLLER</b> <i>MSL</i>				<b>DATE</b> <i>7/24/20</i>	
<b>3.</b> <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved <b>Remarks:</b>					
<b>COUNTY MANAGER</b> <i>[Signature]</i>				<b>DATE</b> <i>7/29/20</i>	
<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 in favor of said resolution:  
Supervisors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

ATTEST: \_\_\_\_\_



COUNTY OF SAN MATEO  
Inter-Departmental Correspondence

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.

<b>COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST</b>				REQUEST NO. <i>ATR 20-070 I</i>
DEPARTMENT: PUBLIC WORKS				DATE 07/24/2020
<b>1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:</b>				
	<b>CODES</b>			
	FUND OR ORG	ACCOUNT	AMOUNT	DESCRIPTION
<b>FROM</b>	Various	0813	1,723,708	Fund Balance Available
<b>TO</b>	Various	6812	142,091	Depreciation - Equipment
	Various	6815	584,504	Depreciation - Structures & Improvements
	Various	6817	770,073	Depreciation - Infrastructures Water/Sewer
	Various	6818	170,361	Depreciation - Infrastructures Flood Control
	Various	6819	56,679	Depreciation - Infrastructures Lighting
<b>Justification (Attach Memo if Necessary)</b> 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 <b>Jim Porter</b> <i>[Signature]</i>			DATE <b>7-24-20</b>	
<b>2.</b> <input type="checkbox"/> Board Action Required <input type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required Remarks:				
COUNTY CONTROLLER <i>[Signature]</i>			DATE <b>7/27/2020</b>	
<b>3.</b> <input checked="" type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved Remarks:				
COUNTY MANAGER <i>[Signature]</i>			DATE <b>07/27/2020</b>	
<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 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**

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.

<b>COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST</b>				REQUEST NO. <i>ATR 20-070 J</i>	
DEPARTMENT: CORONER'S OFFICE				DATE: 08/03/2020	
<b>1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW:</b>					
	<b>CODES</b>			<b>AMOUNT</b>	<b>DESCRIPTION</b>
	<small>FUND or ORG</small>	<small>ACCOUNT</small>	<small>JL ORG CODE Measure K only</small>		
<b>FROM</b>	33111	8612		\$6,000.00	Departmental Reserves
<b>TO</b>	33111	5969		\$6,000.00	Other Special Dept. Expense
<b>Justification (Attach Memo if Necessary):</b> One time use of Departmental Reserves to clear a negative budget variance in the Coroner's Office.					
<b>DEPARTMENT HEAD</b> <i>[Signature]</i>				<b>DATE</b> <i>08/03/2020</i>	
<b>2.</b> <input type="checkbox"/> Board Action Required <input checked="" type="checkbox"/> Four-Fifths Vote Required <input type="checkbox"/> Board Action Not Required <b>Remarks:</b>					
<b>COUNTY CONTROLLER</b> <i>[Signature]</i>				<b>DATE</b> <i>8/3/2020</i>	
<b>3.</b> <input type="checkbox"/> Approve as Requested <input type="checkbox"/> Approve as Revised <input type="checkbox"/> Disapproved <b>Remarks:</b>					
<b>COUNTY MANAGER</b> <i>[Signature]</i>				<b>DATE</b> <i>08/03/2020</i>	
<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: \_\_\_\_\_

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

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



COUNTY OF SAN MATEO  
Inter-Departmental Correspondence

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 <sup>MB</sup>  
**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.