COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST

REQUEST NO.

ATR 21 - 070A

DEPARTMENT: PUBLIC WORKS

DATE:6/7/2021

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|---|----------|----------|----------|--|-----------|---------------|
| , | " PAHEAT | TRANSFER | AF IBEN | OPRIATION | | ~ ~~~ |
| i | | INDIVERN | the vana | CHULIATE | ACTICIES | 3 REI / 338/2 |
| | | | VI ATTI | OFILMITOIL | MJ LIJIEI | J. DELLIVE |
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| | | CODES | | | |
|------|---------------------|-------|-------------------------------|-----------|-------------------------------------|
| | FUND or ORG ACCOUNT | | JL ORG CODE Measure K only | AMOUNT | DESCRIPTION |
| | 88670 | 2731 | | \$200,000 | Operating Tsfr In |
| FROM | | | | | |
| | | | | | |
| | 88670 | 7211 | | \$200,000 | Fixed Assets-Structure Improvements |
| то | | | | | |
| | | | | | |

| This appropriation request appropriates \$200,000 in unanticipated reimburse (HSA) to the Capital Projects Budget Unit for increased funding for Safe Harbo Additional funding is required due to unforseen conditions in ceiling and crawl scope, including the need for additional mechanical equipment and an ADA versions. | r Homeless Shelter Expansion Project. space, which necessitate an expanded |
|--|---|
| DEPARTMENT HEAD | DATE 6/7/21 |
| 2. Board Action Required Four-Fifths Vote Required | ☐ Board Action Not Required |

| . ← Board Action Required | ☑ Four-Fifths Vote Required | Board Action Not Required |
|----------------------------------|-----------------------------|---------------------------|
| COUNTY CONTROLLER | MADL | DATE 6/11/21 |
| 3. Approve as Requested Remarks: | ☐ Approve as Revised | ☐ Disapproved |
| COUNTY MANAGER | | DATE 6/15/21 |
| DO NOT WRITE BE | OW THIS LINE – FOR BOARD O | OF SUPERVISORS USE ONLY |

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

| RESOLUTION NO. | |
|----------------|--|
| KESOFOLION 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 DETE | RMINED that the recomn | nendations of the County |
|--|-------------------------|----------------------------|--------------------------|
| Manager be approved and that the transfe | r of funds as set forth | n in said Request be effec | ted. |

| Dogulari, respect and side that | alama a C | 20 |
|-----------------------------------|-----------|-------------|
| Regularly passed and adopted this | day of | 7 (1 |
| | | |

AYES and in favor of said resolution:

NOES and against said resolution:



Public Works

DATE: June 7, 2021

BOARD MEETING DATE: September 28, 2021

TO:

Robert Manchia, Chief Financial Officer

FROM:

Jim Porter, Director of Public Works

Ken Cole, Director Human Services Agency

SUBJECT:

Countywide Year-End ATR

Appropriation Transfer Request for Safe Harbor Homeless Shelter Expansion

Project

Recommendation

Recommendation to approve:

- A) An Appropriation Transfer Requests (ATR) in the amount of \$200,000 in unanticipated revenue from Human Services Agency to corresponding expenditures to the Capital Projects Budget Unit (8500B) for the execution of the Safe Harbor Homeless Shelter Expansion Project; and
- B) Transferring \$200,000 from Human Services Agency to the above-mentioned project

Background/Discussion

Safe Harbor Shelter offers emergency and short-term housing options in a 90-bed and 10-cot shelter: safety, warmth, sustenance, and healthcare are the essentials we start with to help the homeless become self-sufficient. Comprehensive, personalized case management and services include: counseling; Redi-clinic care; meals; job search assistance; financial coaching and assistance; transportation assistance; permanent housing placement; and various community gatherings to encourage socializing and to build clients' self-esteem. More than 400 homeless individuals are served at Safe Harbor each year.

Fiscal Impact

The appropriation fund transfer of \$200,000 from the Human Services Agency will be moved into FY 2020-21 Capital Projects budget 8500B. Total Project cost is estimated at a not-to-exceed amount of \$1,700,000. There is no impact to the General Fund.

REQUEST NO. **COUNTY OF SAN MATEO** APPROPRIATION TRANSFER REQUEST ATR 21-070 B 06/01/2021 CORONER (3300D) 1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW: CODES **AMOUNT DESCRIPTION** JL ORG CODE ACCOUNT **FUND or ORG** Measure K only See attached Excel Shee FROM 33111 33161 TO 33211 Justification (Attach Memo if Necessary): Year-End ATR for FY2020-21 to encompass remainder of 6000 series service charges which were underbudgeted, additional funds required for forensic autopsy services for an underanticipated case load and cost, and remainder of 5000 series costs for regular services and supplies DATE 06/01/2021 DEPARTMENT HEAD Ø 2. Board Action Required **Board Action Not Required** Four-Fifths Vote Required Remarks: DATE COUNTY CONTROLLER 6/14/2021 3. 🗷 Approve as Requested Approve as Revised Disapproved Remarks: COUNTY MANAGER DATE 121 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 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

| | FUND or ORG | CODES ACCOUNT | JL ORG CODE MEASURE K ONLY | AMOUNT | DESCRIPTION |
|------|----------------|------------------|-------------------------------|---------|---|
| FROM | | | | | |
| | 33111 | 1851 | \$ | 119,163 | State Aid - Public Safety Trust (PROP 172) Fund |
| | 33161 | 1851 | \$ | 21,993 | State Aid - Public Safety Trust (PROP 172) Fund |
| | 33211 | 1851 | \$ | 214,098 | State Aid - Public Safety Trust (PROP 172) Fund |
| Sum | | | \$ | 355,254 | |
| TO | | | | | |
| | 33111 | 4161 | \$ | 8,035 | Outstanding 4000 Account Class Costs |
| | 33111 | 5876 | \$ | 76,469 | Outstanding 5000 Account Class Costs |
| | 33111 | 6265 | \$ | 34,659 | Outstanding 6000 Account Class Costs |
| | 33161 | 5969 | \$ | 8,624 | Outstanding 5000 Account Class Costs |
| | 33161 | 6265 | \$ | 13,369 | Outstanding 6000 Account Class Costs |
| | 33211 | 5812 | \$ | 200,340 | Outstanding 5000 Account Class Costs |
| | 33211 | 6265 | \$ | 13,758 | Outstanding 6000 Account Class Costs |
| Sum | | | \$ | 355,254 | |



CORONER

DATE: 06/11/2021

BOARD MEETING DATE: September 28, 2021

TO:

Robert Manchia, Chief Financial Officer

FROM:

Robert J. Foucrault, Coroner

SUBJECT:

Year-End ATR In the Amount of \$355,254 from Public Safety Trust (Prop 172)

funds to the Coroner's Office

Recommendation

Approve a Fiscal Year 2020-21 Year-End Appropriation Transfer Request (ATR) transferring \$355,254 from the Public Safety Trust (Prop 172) fund to the Coroner's Office.

Background/Discussion

Coroner's Office (3300D) – transfers Public Safety Trust (Prop 172) fund balance (\$8,035) to Salaries and Benefits, (\$285,433) to Services and Supplies to offset unanticipated operating costs and (\$61,786) to Other Charges resulting from incorrect budgeting for service charges in FY 2020-21.

Fiscal Impact

There are insufficient funds and revenue sources within the Coroner's Office to cover existing obligations. The Coroner's Office requests the transactions in this ATR – totaling \$355,254, from existing Prop 172 fund balance.

REQUEST NO. **COUNTY OF SAN MATEO** ATR 21-070C APPROPRIATION TRANSFER REQUEST DATE: 06/16/21 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 \$4,511,572.00 **ERAF** Reserves 80120 8612 **FROM** 80120 \$4,511,572.00 General Liability Insurance 6725 TO Justification (Attach Memo if Necessary): Year-end ATR, see attached memorandum. **DEPARTMENT HEAD** DATE 2. Board Action Required \mathbb{Z} **Four-Fifths Vote Required Board Action Not Required** Remarks: **COUNTY CONTROLLER DATE** 3. 🖄 Approve as Requested **Disapproved** 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 ___ 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:



Non-Departmental Services

DATE: June 16, 2021

BOARD MEETING DATE: September 28, 2021

TO:

Robert Manchia, Chief Financial Officer

FROM:

Michael Bolander

SUBJECT:

Countywide Year-End ATR

General Liability Insurance Renewal

Recommendation

Approve an Appropriation Transfer Request in the amount of \$4,511,572 from Excess ERAF Reserves to the General Liability Insurance sub-account for the renewal of the county's general liability insurance policy.

Background/Discussion

The county's general liability insurance policy is expiring on May 22, 2021 and the renewal policy has increased. The General Liability Trust Fund has not collected enough revenue from Departments to cover the renewal policy and, after this ATR is approved, Non-Departmental Services will transfer the required funds to cover the difference.

Fiscal Impact

The approval of the Appropriation Transfer Request in the amount of \$4,511,572 will appropriate Excess ERAF Reserves to the General Liability Insurance sub-account in Non-Departmental Services to facilitate the transfer of additional funds to the General Liability Insurance Trust Fund to cover the cost of the county's General Liability Insurance renewal policy. There are enough Excess ERAF Reserves available to make this transfer.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST

REQUEST NO.

ATR 21 - 070 D

DEPARTMENT: NON-DEPARTMENTAL SERVICES

DATE: 06/25/21

| 1. | REQUEST | TRANSFER | OF. | APPROF | PRIATIO | ON AS | LISTED | BELOW: |
|----|----------------|-----------------|-----|---------------|---------|-------|---------------|---------------|
| | | | | | | | | |

| | CODES | | | | |
|---------------|-----------------------------|---------------|-------------------------------|----------------|-------------------------------------|
| | FUND or ORG | ACCOUNT | JL ORG CODE Measure K only | AMOUNT | DESCRIPTION |
| FROM | 80125 | 1135 | NDSIR | \$2,000,000.00 | Sales and Use Tax Measure A |
| | | | | | · |
| то | 80125 | 6263 | NDSIR | \$2,000,000.00 | Project Contribution - Other Agency |
| | | | | ÷ | |
| Justification | (Attach Memo i | f Necessary): | 1 | | |
| Year-e | nd ATR, | see atta | ched me | moranduı | m. |
| DEPARTMEN | IT HEAD | for the |) | D | PATE 6/26/SW |
| 2. Lt- Board | d Action Require | d 🗹 | Four-Fifths Vote | Required | ☐ Board Action Not Required |
| Remarks: | | | | | |
| | | | | | |
| | | | | | |
| COUNTY CO | NTROLLER | Ma | \mathcal{V} | | PATE 6/29/2021 |
| COUNTY CO | NTROLLER ove as Requeste | - 01 | V Approve as Rev | | DATE (/29 / 202 ☐ Disapproved |
| | | - 01 | | | |
| J. 🕱 Appro | | - 01 | | | |
| J. 🕱 Appro | | - 01 | | | |
| J. 🕱 Appro | ove as Requeste | - 01 | | rised | |

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: | |



Non-Departmental Services

DATE: June 25, 2021

BOARD MEETING DATE: September 28, 2021

TO:

Robert Manchia, Chief Financial Officer

FROM:

Michael Bolander

SUBJECT:

Countywide Year-End ATR

Immigrant Relief Fund Contribution

Recommendation

Approve an Appropriation Transfer Request in the amount of \$2,000,000 from Measure K to the Project Contribution – Other Agency sub-account for the contribution to the San Mateo County Immigrant Relief Fund.

Background/Discussion

On July 7, 2020; the Board approved a contribution of \$2,000,000 in Measure K funds to the San Mateo County Immigrant Relief Fund to provide financial assistance to residents of the County who have been economically impacted by COVID-19 and who are ineligible for federal financial assistance programs because of their immigration status.

These funds were intended to be included in the FY 2020-21 September Budget Revision package that went to the Board, however, it was unintentionally excluded. This ATR will correct that omission to include these funds in the FY 2020-21 budget as the contribution to the Fund has already been made.

Fiscal Impact

The approval of the Appropriation Transfer Request in the amount of \$2,000,000 will appropriate Measure K funds to the Project Contribution — Other Agency sub-account in Non-Departmental Services to correct an oversight of not including these funds as part of the September Revision package that went to the Board. There are enough Measure K funds available to make this transfer.

| | | | SAN MATEO N TRANSFER | | REQUEST NO. ATR 21-070E |
|------------------------------------|---|---------------------------------------|---|--|---|
| DEPARTMENT: PARKS | | | | | DATE: 6/7/2021 (Year-End ATR for FY 2020-21) |
| 1. REQUEST | TRANSFER O | F APPROPRI | ATION AS LIS | TED BELOW: | |
| | | CODES | | AMOUNT | DESCRIPTION |
| | FUND or ORG | ACCOUNT | JL ORG CODE Measure K only | AMOUNT | DESCRIPTION |
| FROM | 00500 | 0813 | | 313,703 | Fund Balance Available |
| то | 39800 | 6815 | | 313,703 | Depreciation – Structures & Improvements |
| | | | | | |
| To provide an | orded for bookke | depreciation in | the Coyote Point | | t (i.e., 3980B). The depreciation |
| | Action Requir | ed 🗹 | Four-Eifthe Vot | e Required | ☐ Board Action Not Required |
| Remarks: COUNTY COM 3. Approx | NTROLLER ove as Request | Mar ed 🖟 | Approve as Re | | DATE 7/12/21 |
| Remarks: | NACED / | | | · In | PATE 7/12/21 |
| | | E BELOW TH | IS LINE LEFOR | | PERVISORS USE ONLY |
| gyer an eta eta ji Saya Lilawa kum | BOAR | D OF SUPERVIS RI RE | ORS, COUNTY OF | | TE OF CALIFORNIA |
| WH Transfer of | IEREAS, the Department of the Tends has reque | artment hereinal ested the transfe | bove named in the r of certain funds | e Request for Approsas as described in sai | opriation, Allotment or id Request; and |
| Wh County Mai | HEREAS, the Cou nager has recomi | nty Controller ha mended the tran | s approved said sfer of funds as | Request as to accouset forth hereinabov | unting and available balances, and the ve: |
| NO Manager be | W, THEREFORE, e approved and t | IT IS HEREBY O hat the transfer | ORDERED AND DI of funds as set fo | ETERMINED that the orth in said Request | e recommendations of the County be effected. |
| Re | gularly passed | and adopted th | nis | day of | . 20 |
| | es an in favor o | | | | ainst said resolution: |
| | | | A | bsent upervisors: | |
| | | | | PRESIDENT | , BOARD OF SUPERVISORS |

ATTEST:

COUNTY OF SAN MATEO



Parks Department

DATE: June 7, 2021

BOARD MEETING DATE: September 28, 2021

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.

| · | | | SAN MATEO N TRANSFER | REQUEST | REQUEST NO. ATR 21 -070F |
|------------------------|-----------------|-----------------------------------|---------------------------------------|--|---|
| COUNTY MANA | GER'S OFFICE | | | | |
| 1. REQUEST | TRANSFER C | F APPROPRI | ATION AS LIS | TED BELOW: | |
| ÷. | FUND or ORG | CODES | JL ORG CODE | AMOUNT | DESCRIPTION |
| FROM | 80110 | 5969 | Measure K only | 94,640 | Other Special Dept Expense |
| то | | | | | |
| | 28110 | 5858 | | 94,640 | Other Professional Contract Svs |
| Moving funds fi | rom Non-Depart | if Necessary): mental Services | to the Private De | efender Program to pay | contract expenses for FY 2020-21. |
| DEPARTMENT | HEAD | | · · · · · · · · · · · · · · · · · · · | DAT | E 7/19/2/ |
| 2. 🗹 Board Remarks: | Action Requir | ed 🗆 | Four-Fifths Vot | e Required | Board Action Not Required |
| COUNTY CON | TROLLER | M | M | DAT | E 7/19/2021 |
| 3. X Appro | ove as | | Approve as Re | vised | ☐ Disapproved |
| Requested Re | emarks: | | | | |
| | | | | | <u> </u> |
| COUNTY MAN | | | | DAT | |
| ַ | O NOI WRII | E BELOW IH | 15 LINE - FUR | BUAKD OF SUPER | RVISORS USE ONLY |
| | BOAF | | • | F SAN MATEO, STATE NSFERRING FUNDS | OF CALIFORNIA |
| | | RE | SOLUTION NO. $_$ | | |
| RES | OLVED, by the I | Board of Supervi | isors of the Count | y of San Mateo, that | |
| | | | | e Request for Appropri as described in said R | |
| | | | | Request as to accounti set forth hereinabove: | ng and available balances, and the |
| | | | | ETERMINED that the re orth in said Request be | ecommendations of the County effected. |
| Reg | jularly passed | and adopted th | nis | day of | 20 |
| • | | of said resolutio | _ | _ | st said resolution: |
| | | | At | osent upervisors: | |
| | | | | PRESIDENT, BO | OARD OF SUPERVISORS |
| ATTEST: | | Cold Doord | · · · · · · · · · · · · · · · · · · · | COUNT | Y OF SAN MATEO |

Clerk of Said Board



<u>COUNTY OF SAN MATEO</u> <u>Inter-Departmental Correspondence</u>

County Manager's Office

DATE: July 16, 2021

BOARD MEETING DATE: September 28, 2021

TO: Robert Manchia, Chief Financial Officer

FROM: Heather Ledesma, Principal Analyst

SUBJECT: Countywide Year-End ATR

Private Defender Program

Recommendation

Approve a Year-End Appropriation Transfer Request in the amount of \$94,640.

Background/Discussion

The payment on the contract with the San Mateo County Bar Association for the Private Defender Program went over the FY 2020-21 budget by \$94,640. This contract is funded through County General Fund and is included in the Non-Departmental Services budget. This contract was recently renegotiated, and additional allocation will be included in the September Revisions to the FY 2021-22 budget.

Fiscal Impact

\$94,640 will be transferred from the Non-Departmental Services to the Private Defender Program budget to close out FY 2020-21.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST

REQUEST NO.
ATR 21-070G

DEPARTMENT OFFICE OF SUSTAINABILITY

DATE: 06-23-2021

| L. REQUEST TRANSFER | OF APPROPRIATION | AS LISTED BELOW: |
|---------------------|------------------|------------------|
|---------------------|------------------|------------------|

| | | CODES | | | | |
|--------------------------------------|----------------------------|------------|-------------------------------|-----------|-------|-----------------------------------|
| | FUND or ORG | ACCOUNT | JL ORG CODE Measure K only | AMOUNT | | DESCRIPTION |
| | 40711 | 8821 | | \$203,829 | Gener | ral Reserves (Non-Genl Fd) |
| FROM | | | | | | |
| то | 40711 | 5815 | | \$203,829 | i | *8 Fire Protection – Contrac |
| то | | | | | | |
| // | 11 11 11 11 1 | | | | | |
| 2. D Board | NT HEAD d Action Require | du ed ₫ | Four-Fifths Vote | Required | DATE | 7/20/2/ Board Action Not Required |
| 2. Board Remarks: | d Action Require | | | Required | | |
| Remarks: | d Action Require | Mon | | | | Board Action Not Required |
| 2. Board Remarks: COUNTY CO 3. Appre | ONTROLLER Tove as Requesto | Mon | | | DATE | Board Action Not Required |

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 |
|-----------------------------------|--------|------|
| | | |

Aves an in favor of said resolution:

Noes and against said resolution:



COUNTY OF SAN MATEO

Inter-Departmental Correspondence

Office of Sustainability

DATE:

July 20, 2021

BOARD MEETING DATE:

September 28, 2021

TO:

Robert Manchia, County Chief Financial Officer

FROM:

Michael Leach, Financial Services Manager I

SUBJECT:

Countywide Year-End Appropriation Transfer Request:

Redwood City Fire Protection

Recommendation

Approve an Appropriation Transfer Request ("ATR") in the amount of \$203,829, providing an appropriation for contract expenses Redwood City Fire Protection in 40711, Office of Sustainability County Service Area #8.

Background/Discussion

This ATR is necessary to transfer funds from 40711 reserves to cover quarterly invoices that have not been paid for this contract due to a missed accrual of FY 2019-20 invoices. This action allows the Office of Sustainability to fulfill their existing contract agreement obligations with Redwood City Fire Protection. The expense does not involve a cash outlay and is recorded for bookkeeping purposes only.

Fiscal Impact

The contract expense is recorded for bookkeeping purposes only. There is no impact to the General Fund.

COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST

REQUEST NO.

ATR 21-070 H

DEPARTMENT OFFICE OF SUSTAINABILITY

DATE: 06-23-2021

| L. | REQUEST | TRANSFER | OF | APPR | OPRIA | MOIT | AS | LISTED | BELOW: |
|----|---------|-----------------|----|-------------|-------|------|----|--------|---------------|
|----|---------|-----------------|----|-------------|-------|------|----|--------|---------------|

| 40711 5875 \$206,906 CSA #8 Fire Protection — Contra Fair Oaks Community Center Fair Oaks Community Center Mustification (Attach Memo if Necessary): move funds from 40711- 8821 General Reserves (Non-Genl Fd) to 407 5875 Interagency Agreements-Non County to cover the Fair Oaks Community Center agreement of \$206,906 for the following four unpaid invoices; Q4 FY 18-19, Q1 FY 19-20, Q4 FY 19-20, Q3 FY 20-21. DEPARTMENT HEAD DATE | | | CODES | | | |
|--|---|--------------------------|------------------|-------------------|-----------------|---|
| ## Approve as Requested Approve as Revised DATE Approved Remarks: ## Approve as Requested Approve as Revised DATE Approved Remarks: ## Approve as Requested Approve as Revised DATE Approved Remarks: | | FUND or ORG | ACCOUNT | V | AMOUNT | DESCRIPTION |
| 40711 5875 \$206,906 CSA #8 Fire Protection — Contra Fair Oaks Community Center **TO** **Ustification (Attach Memo if Necessary): move funds from 40711- 8821 General Reserves (Non-Genl Fd) to 407 5875 Interagency Agreements-Non County to cover the Fair Oaks Community Center agreement of \$206,906 for the following four unpaid invoices; Q4 FY 18-19, Q1 FY 19-20, Q4 FY 19-20, Q3 FY 20-21. **DEPARTMENT HEAD** **DEPARTMENT HEAD | | 40711 | 8821 | | \$206,906 | General Reserves (Non-Genl Fd) |
| ### To ### Fair Oaks Community Center ### To ### In Talk Community Center ### Ustification (Attach Memo if Necessary): move funds from 40711- 8821 General Reserves (Non-Genl Fd) to 407 5875 Interagency Agreements-Non County to cover the Fair Oaks Community Center agreement of \$206,906 for the collowing four unpaid invoices; Q4 FY 18-19, Q1 FY 19-20, Q4 FY 19-20, Q3 FY 20-21. #### DEPARTMENT HEAD ### DATE DATE #### DEPARTMENT HEAD ### DATE DATE #### DATE DATE DATE DATE DATE DATE #### DATE | FROM | | | | | |
| ustification (Attach Memo if Necessary): move funds from 40711- 8821 General Reserves (Non-Genl Fd) to 407 5875 Interagency Agreements-Non County to cover the Fair Oaks Community Center agreement of \$206,906 for the following four unpaid invoices: Q4FY 18-19, Q1 FY 19-20, Q4 FY 19-20, Q3 FY 20-21. DEPARTMENT HEAD DATE DATE COUNTY CONTROLLER DATE | то | 40711 | 5875 | | \$206,906 | CSA #8 Fire Protection — Contract Fair Oaks Community Center |
| 5875 Interagency Agreements-Non County to cover the Fair Oaks Community Center agreement of \$206,906 for the following four unpaid invoices; Q4 FY 18-19, Q1 FY 19-20, Q4 FY 19-20, Q3 FY 20-21. DEPARTMENT HEAD DATE DATE COUNTY CONTROLLER DATE | 10 | | | | | |
| OUNTY CONTROLLER DATE 7/20/2024 Approve as Requested | llowing four | r unpaid invoices: | ; Q4 FY 18-19, Q | 1 FY 19-20, Q4 FY | 19-20, Q3 FY 20 | 0-21. |
| COUNTY CONTROLLER DATE 7/20/2024 3. Approve as Requested Approve as Revised Disapproved Remarks: | DEPARTME | v | hr | | | |
| B. Approve as Requested | | NT HEAD | | Four-Fifths Vote | | DATE |
| B. Approve as Requested | 2. 🗆 Boar | NT HEAD | | Four-Fifths Vote | | DATE |
| COUNTY MANAGER DATE 7/01/01 | 2. 🗆 Boar | NT HEAD | | Four-Fifths Vote | | DATE |
| COUNTY MANAGER 1/20/21 | 2. 🛭 Boar temarks: | NT HEAD | | Four-Fifths Vote | Required | DATE Board Action Not Required |
| COUNTY MANAGER / DATE 7/20/21 | 2. D Boar Remarks: COUNTY CO 3. D Appr | nt HEAD d Action Requir | red d | N | Required | DATE Board Action Not Required DATE 7/20/2024 |
| | 2. Boar Remarks: COUNTY CO | nt HEAD d Action Requir | red d | N | Required | DATE Board Action Not Required DATE 7/20/2024 |

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 |
|-----------------------------------|---------|----|
| | - , | |

Aves an in favor of said resolution:

Noes and against said resolution:



COUNTY OF SAN MATEO

Inter-Departmental Correspondence

Office of Sustainability

DATE:

July 20, 2021

BOARD MEETING DATE:

September 28, 2021

TO:

Robert Manchia, County Chief Financial Officer

FROM:

Michael Leach, Financial Services Manager I

SUBJECT:

Countywide Year-End Appropriation Transfer Request:

Redwood City Fair Oaks Community Center

Recommendation

Approve an Appropriation Transfer Request ("ATR") in the amount of \$206,906, providing an appropriation for contract expenses for Redwood City Fair Oaks Community Center in 40711, Office of Sustainability County Service Area #8.

Background/Discussion

This ATR is necessary to transfer funds from 40711 reserves to cover quarterly invoices that have not been paid for this contract due to missed accruals of four invoices between FY 2018-19 and FY 2020-21. This action allows the Office of Sustainability to fulfill their existing contract agreement obligations with Redwood City Fair Oaks Community Center. The expense does not involve a cash outlay and is recorded for bookkeeping purposes only.

Fiscal Impact

The contract expense is recorded for bookkeeping purposes only. There is no impact to the General Fund.

REQUEST NO. **COUNTY OF SAN MATEO** APPROPRIATION TRANSFER REQUEST ATR 21 - 070 I DATE: 7/19/2021 DEPARTMENT FY 2020-21 PARKS DEPARTMENT 1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW: **CODES DESCRIPTION AMOUNT** JL ORG CODE ACCOUNT **FUND or ORG** Measure K only 7,920 | Gifts & Donations 2646 39110 2,500 Gifts & Donations 2646 39324 **FROM** Gifts & Donations 11,740 39331 2646 4,058 | Gifts & Donations 2646 39332 Parks & Recreation Expense 7,920 39110 5962 Plumbing & Piping Expense 2,500 5438 39324 TO Misc Repairs & Maintenance 11,740 5428 39331 4,058 Other Professional Contract Sv 5858 39332 Justification (Attach Memo if Necessary): Previously accepted donations are budgeted to properly recognize unanticipated revenue for FY 2020-21. These donations were used to fund various services and supplies. Digitally signed by Nicholas J. **DATE** 7/22/2021 DEPARTMENT HEAD Nicholas J. Calderon Calderon Date: 2021.07.22 15:58:22 -07'00' **Board Action Not Required** 2. Board Action Required Ø **Four-Fifths Vote Required** Remarks: DATE **COUNTY CONTROLLER** 23/21 Disapproved Approve as Revised 3. Approve as Requested Remarks: **DATE** 123/21 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. _day of__ Regularly passed and adopted this ___ 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



Parks Department

DATE: July 19, 2021

BOARD MEETING DATE: September 28, 2021

TO: Robert Manchia, Chief Financial Officer

FROM: Nicholas J. Calderon, Parks Director

SUBJECT: Countywide Year-End Appropriation Transfer Request:

Recognizing Unanticipated Revenue in Parks and Recreation (3900B)

Recommendation

Approve an Appropriation Transfer Request ("ATR") in the amount of \$26,218 from Gifts and Donations to corresponding appropriations in Services and Supplies for FY 2020-21.

Background/Discussion

Donations, previously accepted by the Board of Supervisors on June 29, 2021, from the San Mateo County Parks Foundation ("Parks Foundation") and Mounted Patrol of San Mateo County ("Mounted Patrol") were used for the following projects in FY 2020-21:

Parks Foundation – Cash Donations for FY 2020-21

Regional TV Ad Campaign on Responsible Recreation - \$7,500 Footbridge at Huddart Park - \$4,058 ADA Water Fountain at Junipero Serra Park - \$2,500 Park Passes - \$420

Sub-Total - \$14,478

Mounted Patrol – Cash Donations for FY 2020-21

Trail Clearing Project at Pescadero Creek County Park - \$11,739.60

TOTAL - \$26,218 (rounded to the nearest dollar)

Fiscal Impact

The unanticipated revenue being recognized funded all related project costs in FY 2020-21. There is no impact on Net County Cost.

REQUEST NO. **COUNTY OF SAN MATEO APPROPRIATION TRANSFER REQUEST** ATR 21 -070 J 1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW: **CODES AMOUNT DESCRIPTION** JL ORG CODE **FUND or ORG ACCOUNT** Measure K only Prop Tax Administration Fee \$204,171 13100 2021 **FROM** \$865,000 **Election Services - Other** 13300 2082 Agencies \$460,000 **Document Recording Fees** 13400 2211 **Automation Services - ISD** \$204,171 13100 6713 \$600,000 Extra help - Reg Pay 13300 4161 \$265,000 Overtime – 1 1/2 Time Pay 13300 4172 TO \$325,000 Extra Help - Reg Pay 13400 4161 \$135,000 Overtime - 1 1/2 Time Pay 13400 4172 Justification (Attach Memo if Necessary): Assessor-County Clerk-Recorder-Elections (ACRE) year-end appropriation transfer request. 7-27-21 DEPARTMENT HEAD 2. Board Action Required **☑** Four-Fifths Vote Required □ Board Action Not Required Remarks: 7/26/4 DATE **COUNTY CONTROLLER** 3. Approve as Requested **Approve as Revised** Disapproved Remarks: Roberto Manchia **COUNTY MANAGER DATE** 07-26-21 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

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

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



Assessor-County Clerk-Recorder-Elections

DATE: July 23, 2021

BOARD MEETING DATE: September 28, 2021

TO:

Robert Manchia, Chief Financial Officer

FROM:

Jim Irizarry, Assistant Assessor-County Clerk-Recorder

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SUBJECT:

Countywide Year-End ATR

Assessor-County Clerk-Recorder-Elections (ACRE) Year-End ATR

Recommendation

Approve an Appropriation Transfer Request (ATR) in the amount of \$1,529,171 for the FY 2020-21 ACRE Budget for appropriations related to the re-allocation of excess Property Tax Administration Fee from the Appraisal Services division to the Automation Services – ISD account for the Appraisal Services division, unanticipated Elections and Clerk-Recorder revenue related to the cost of conducting elections and the new California Proposition 19 - The Home Protection for Seniors, Severely Disabled, Families and Victims of Wildfire or Natural Disasters Act. Associated with these last two items was increased Elections and Clerk-Recorder extra help and overtime costs.

Background/Discussion

In FY 2020-21 the Presidential General Election costs were higher than budgeted in part due to the record voter turnout. This also resulted in higher than budgeted reimbursable costs (revenue) from the jurisdictions. Proposition 19 resulted in a spike in recording activity prior to the February 16, 2021, effective date. This resulted in higher than anticipated recording revenue, but also created significantly more work. The ATR uses the additional revenue to offset the increase labor expenses.

Fiscal Impact

This ATR has no impact to Net County Cost.

REQUEST NO. **COUNTY OF SAN MATEO** APPROPRIATION TRANSFER REQUEST ATR 21-070 K. DEPARTMENT: PUBLIC WORKS DATE 07/27/2021 1. REQUEST TRANSFER OF APPROPRIATION AS LISTED BELOW: CODES **FUND OR ORG** ACCOUNT **AMOUNT** DESCRIPTION **Various** 0813 1,647,339 Fund Balance Available FROM Depreciation - Equipment Various 6812 142,960 Various 6815 599,984 Depreciation - Structures & Improvements TO **Various** 847,716 Depreciation - Infrastructures Water/Sewer 6817 **Various** 6819 56,679 Depreciation - Infrastructures Lighting Justification (Attach Memo if Necessary) To provide appropriation for FY 2020-2021 depreciation expense for Airports, County Service Areas, Sewer & Sanitation Districts, and Lighting Districts. DEPARTMENT HEAD Ann Stillman DATE Z 2. Board Action Required Four-Fifths Vote Required **Board Action Not Required** Remarks: **COUNTY CONTROLLER** 3. 🖾 Approve as Requested Approve as Revised Disapproved Remarks: **COUNTY MANAGÈR** DATE 8/2/21 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 ATTEST: Clerk of Said Board

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



Department of Public Works

DATE: July 27,2021

BOARD MEETING DATE: September 28, 2021

TO:

Robert Manchia, County Budget Director

FROM:

Ann Stillman, Interim 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 \$1,647,339 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.

| | | COUNTY | OF SAN | MATEO | | | REQUEST | |
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| x Chu | to Know | | | | BY: | Chester Ku | nnappilly | / 8/5/202 |
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| | | | | | CO BY: | UNTY CONTROLL | ER BTC | DATE: 8/10/21 |
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Absent



County Health

DATE: August 4, 2021

TO:

Roberto Manchia, Chief Financial Officer, CMO

FROM:

Gina Wilson, Chief Financial Officer, Health

Louise Rogers, Chief, Health

CJ Kunnappilly, Chief Executive Officer, San Mateo/Medical Center

SUBJECT:

Year-End Appropriation Transfer Request (ATR) for San Mateo

Medical Center Contribution Unit (5850B)

RECOMMENDATION:

Approve an Appropriation Transfer Request (ATR) increasing Other Financing Uses \$5,525,000.

BACKGROUND / DISCUSSION:

The FY 20-21 Adopted Contribution to the Medical Center was \$63.7M, funded by Net County Cost \$52.6M, Tobacco Settlement \$5.6M, an Intra-Fund Transfer \$5.5M and Fund Balance of \$43,890. An error was made and a total of \$69M was transferred to SMMC. This was an increase of \$5.5M above the Adopted Budget. This ATR formalizes that transfer. The FY 21-22 Recommended Contribution to the Medical Center will be reduced from \$63.7M to \$58.2M to reflect the transfer of \$5.5M in FY 20-21.

FISCAL IMPACT:

There is no change in the total contribution to the Medical Center when FY 20-21 and FY 21-22 are combined.