



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY EXECUTIVE

**File #:** 23-364

Board Meeting Date: 5/23/2023

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**Special Notice / Hearing:** None  
**Vote Required:** 4/5ths

**To:** Honorable Board of Supervisors  
**From:** Michael P. Callagy, County Executive Officer  
**Subject:** Appropriate Transfer Request for Real Property Services

**RECOMMENDATION:**

Authorize an Appropriation Transfer Request (ATR) transferring \$1,000,000 revenue from Real Property Facility Lease Payment to County Leased Facility Rental Charge.

**BACKGROUND AND DISCUSSION:**

Real Property Services is requesting the Board to authorize an Appropriation Transfer Request of Revenue to cover a shortage of funds in the Facility Lease Payment account. There is a shortage in the account because of unanticipated leases, as well as unanticipated expenses for the County's leased facilities.

**EQUITY IMPACT**

The County of San Mateo is dedicated to ensuring equitable access to quality services for all residents. The County leases commercial space to ensure all residents can access services in the locations and facilities best suited to their specific purposes. This ATR ensures that leases remain in good standing and that critical services for residents can continue to be met.

**FISCAL IMPACT:**

There is no Net County Cost associated with the ATR.