



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY ATTORNEY

File #: 23-962

Board Meeting Date: 12/5/2023

Special Notice / Hearing:None

Vote Required: 4/5

To: Honorable Board of Supervisors

From: John D. Nibbelin, County Attorney's Office

Subject: Appropriation Transfer Request (ATR) in the amount of \$300,000 for Legal and Professional Services Contract

RECOMMENDATION:

Approve an Appropriation Transfer Request (ATR) in the amount of \$300,000 for legal and professional services contract due to increased service needs.

BACKGROUND:

County Attorney's Office provides a full range of general legal service to the County. In addition, we advise and defend school districts, board and commissions, special districts in various legal matters. From time to time, outside counsels and professional service firms that are the expert of certain fields are retained on behalf of the clients to meet the specific project needs. In these cases, County Attorney's Office collaborates with the contractors to make sure the clients' needs are met.

DISCUSSION:

Since the beginning of this fiscal year, we have negotiated about 12 new contracts on behalf of our clients. These contracts include immigrant matters, investigative work, and expert consulting services. In addition, some ongoing projects, due to its complex nature, require the scope of the original contract to be expanded, resulting in an increase in the total contract amount. Both actions require our budget to be amended. The increased expenditures will be billed to and reimbursed by our clients as the costs are incurred.

FISCAL IMPACT:

There is no fiscal impact on the net county cost associated with adopting this Appropriation Transfer Request. County Attorney's Office acts as a pass-through entity in these cases between the clients and the contractors. The costs incurred and advanced by our office will be fully reimbursed by the clients.