

**County of San Mateo  
Human Services Agency  
Inter-Departmental Correspondence**

**Date: June 5, 2001  
Hearing Date: June 19, 2001**

**To:** Honorable Board of Supervisors  
**From:** Maureen Borland, Director *[Signature]*  
Glen H. Brooks, Jr., Central Regional Director *[Signature]*  
**Subject:** Appropriation Transfer Request (ATR) increasing the Intergovernmental Revenue, Services & Supplies and Other Charges in the Employment Services Budget Unit

**Recommendation**

Approve the Appropriation Transfer Request (ATR) increasing the Intergovernmental Revenues by \$510,300 to offset expenditures for Other Professional Contract under Services & Supplies by \$210,300 and PSP Other Program Service Provider under Other Charges by \$300,000.

**Background / Discussion**

After the successful completion of the Individual Development Account (IDA) pilot project's first year, the Human Services Agency is amending its contract with the Peninsula Community Foundation, Center for Venture Philanthropy by extending the term to June 30,2002, expanding the scope of services to include two new sites in San Carlos and Redwood City and increasing the payment amount by \$300,000.

In addition, the Human Services Agency is starting its Low Income Families Transportation (LIFT) Program by initiating three start-up contracts with Yellow Cab Company for Emergency Taxi Vouchers (total contract amount: \$41,300), Peninsula Congestion Relief Alliance for the provision of a Mobility Manager/Transportation Coordinator (total contract amount: \$96,000) and with the City of San Carlos for a daytime shuttle service between the CalTrain Station in San Carlos and the PeninsulaWorks One-Stop site at 550 Quarry Road (total contract amount: \$73,000). The total amount for all three contracts is \$210,300.

**Fiscal Impact**

The total increase of \$510,300 will be fully offset with TANF Incentives funds. There is no impact on Net County Cost.

Stefan Luesse  
Ext. x5109

**COUNTY OF SAN MATEO  
APPROPRIATION TRANSFER REQUEST**

REQUEST NO. \_\_\_\_\_

DEPARTMENT  
Human Services Agency

DATE 05/31/01

**1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:**

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	73261	1912	510,300 00	Assistance Payments Other
To	73261	5858	114,300 00	Other Professional Contract
	73265	5858	96,000 00	Other Professional Contract
	73261	6189	300,000 00	PSP Other Program Service Provider

Justification. (Attach Memo if Necessary) Transfer a total of \$510,300 in TANF Incentives funds <sup>from Trust fund # 04516</sup> into Account 1912 and utilize to offset equivalent expenditures under CalWorks Accounts 5858 and 6189 to cover the amendment to the Individual Development Account (IDA) contract by \$300,000 and the expenses for three contracts related to the Low Income Families Transportation (LIFT) Program by a total of \$210,300. No impact on Net County Cost.

DEPARTMENT HEAD  
BY: *[Signature]* DATE 6/5/01

2.  Board Action Required  Four-Fifths Vote Required  Board Action Not Required

Remarks:

COUNTY CONTROLLER  
BY: \_\_\_\_\_ DATE \_\_\_\_\_

3.  Approve as Requested  Approve as Revised  Disapprove

Remarks:

COUNTY MANAGER  
BY: \_\_\_\_\_ 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 \_\_\_\_\_, 19\_\_\_\_.

Ayes and in favor of said resolution:

Noes and against said resolution:

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

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

ATTEST:

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

\_\_\_\_\_  
Clerk of Said Board

DISTRIBUTION:  
WHITE — BOARD OF SUPERVISORS  
GREEN — CONTROLLER  
CANARY — COUNTY MANAGER  
PINK — DEPARTMENT  
GOLDENROD — TREASURER

Controller's ATR/AER form

Date: 1-Jun-01

Page 1 of 1

Department: Human Services Agency  
 Division: Employment Services

Type of Transaction:  ATR  One Time  AER  On Going

Title: Transfer appropriation within Employment Services to cover one IDA contract amendment and three new contracts for the LIFT Transportation Program

Justification: Transfer a total of \$510,300 in TANF Incentives funds from Trust Fund # 04516 into Account 1912 - Assistance Payments Other and utilize to offset equivalent expenditures under CalWORKs Accounts 5858 - Other Professional Contract and 6189 - PSP Other Program Service Provider to cover the amendment to the IDA contract by \$300,000 and the expenses for three new contracts related to the Low Income Families Transportation (LIFT) Program by a total of \$ 210,300. No impact on Net County Cost.

To BP:	7320B	Total:	510,300.00
From BP:	7320B	Total:	-510,300.00
		Net Change:	0.00

From/To	Subobject	Account Description	Transfer Amount
	73261	5858 Other Professional Contract	114,300.00
	73265	5858 Other Professional Contract	96,000.00
	73261	6189 PSP Other Program Service Provider	300,000.00
		Appropriations Total	<u>510,300.00</u>
	73261	1912 Assistant Payments - Other	510,300.00
		Revenue Total	<u>510,300.00</u>
		Net Cost	<u>0.00</u>

Prepared by: Stefan Luesse