



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

Environmental Services Agency

**DATE:** December 10, 2001

**BOARD MEETING DATE:** December 18, 2001

**TO:** Honorable Board of Supervisors *MR*

**FROM:** Marcia Raines, Director, Environmental Services Agency

**SUBJECT:** Appropriation Transfer Request for an Amendment to the Agreement with Christopher A. Joseph & Associates

**Recommendation**

Approve the transfer of \$5,534 from unanticipated revenue to Contractual Services to provide an appropriation for an amendment to the contract with Christopher A. Joseph & Associates to prepare the Environmental Impact Report for the Edgewood Subdivisions.

**Background**

In May 2001, the County entered into an agreement with Christopher A. Joseph & Associates to perform environmental consulting services to prepare a Draft Environmental Impact Report (DEIR), a Final Environmental Impact Report (FEIR) and a Mitigation Monitoring and Reporting Program for two proposed subdivisions located at 1520 and 1718 Edgewood Road.

The Planning Division and Christopher A. Joseph & Associates have prepared an amended scope of work to cover additional EIR tasks that were not included in the original proposal. The additional services include: (1) revision of the Biology Report by R. Villasenor & Associates based on new tree reports for both sites; (2) peer review of the Revised Hydrology reports for both sites by Schaaf and Wheeler; (3) peer review of the Revised Tree reports for both site by HortScience; (4) peer review of the revised Geotechnical reports for both sites by Treadwell and Rollo; (5) additional administrative services by Christopher A. Joseph & Associates; and (6) revisions to the project description for the subdivision at 1718 Edgewood Road.

The proposed transfer will set up an appropriation for the amendment in the amount of \$5,534, for a total contract amount of \$89,448, from revenue received from the applicants, Max Keech and Patrick Fellows, to pay the consultant. The amendment which increased the contract from \$83,914 to \$89,448, was submitted to and approved by the County Manager's Office on December 4, 2001.

**Fiscal Impact**

The appropriation will be offset by unanticipated revenue. There is no net County cost.

RECOMMENDED  
.....  
*John Math*  
.....  
COUNTY MANAGER

**COUNTY OF SAN MATEO  
APPROPRIATION TRANSFER REQUEST**

REQUEST NO

DEPARTMENT **ESA/Planning**

DATE **12/3/01**

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

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	38100	2652	5,534   00	Unanticipated revenue - Project Cost Reimburs
To	38100	5858	5,534   00	Professional Contract Services

Justification. (Attach Memo if Necessary)

See attached memo.

DEPARTMENT HEAD

BY: *[Signature]* DATE

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

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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: \_\_\_\_\_