



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

County Manager's Office

DATE: February 3, 2003

BOARD MEETING DATE: February 25, 2003

TO: Honorable Board of Supervisors
FROM: John L. Maltbie, County Manager
SUBJECT: Appropriation Transfer Request (ATR)

Recommendation

Approve a an ATR moving the budget for Own Recognizance Services assumed by the Sheriff from Org. 31061 to Org. 31063 (\$1,103,849); increasing contract services account in the Private Defender Program budget for expanded legal representation of Mental Health hearings at additional locations (\$30,000); increasing charges for various County-leased facilities (\$624,521); transferring appropriations within the Sheriff's Record's Management System Project budget to better align with actual expenditures (\$100,000); adjusting Public Safety Sales Tax revenues to anticipated FY 2002-03 levels (\$7,854,838); and eliminating budgeted SB90 State Mandated Reimbursements from General Fund departments to reflect the State's deferral of all claims (\$3,537,294).

Background and Discussion

The purpose of this ATR is to make mid-year adjustments to the current year budget for items that were unknown at the time the FY 2002-03 budget was adopted. There are six distinct adjustments (A-F), as follows:

- A. Sheriff's Office (3000B) – transfers revenue and expenditure appropriations (\$1,103,849) from Org. 31061 to Org. 31063. This adjustment is for bookkeeping purposes only. There is no Net County Cost impact.
- B. Private Defender Program (2800B) – increases contract services account (\$30,000) for expanded legal representation of Mental Health hearings at Sequoia Hospital and the Veteran's Administration Hospital and recognizes an offsetting appropriation in Intrafund Transfers to reflect reimbursements by Mental Health Services. There is no Net County Cost impact.

- C. County Manager's Office (1200B) -- adjusts County Leased Facility Rental Charge account to cover Probation's mid-year relocation of staff to accommodate seismic retrofit work on the 5th floor of the Hall of Justice (\$292,951) as well as new facility rentals for Probation's Release on Own Recognizance (\$88,880) and Prop South programs (\$86,948), and new Court warehouse space at the Bruener's facility (\$155,742). The ATR also recognizes offsetting transfers from the Court (\$155,742) and the Probation Department (\$468,779). There is no Net County Cost impact.
- D. Sheriff's Office (3000B) – transfers appropriations within the Records Management System (RMS) Project budget to better align the budget with actual expenditures. This transfer moves funds from contract accounts (\$38,000) and other project expenses (\$62,000) to cover staff time (\$54,000), travel and meetings (\$6,500), ISD automation service charges (\$20,000), Motor Pool Services (\$10,000) and miscellaneous operating expenses (\$9,500). There is no Net County Cost impact.
- E. Public Safety Sales Tax (Various Departments) – adjusts Public Safety Sales Tax revenues (Prop. 172) to anticipated FY 2002-03 levels due to a reduced allocation factor (\$7,854,838). The allocation factor, which is published in November, is based on the County's sales tax figures in proportion to statewide sales tax figures for the previous calendar year. Funding to cover the impact of this shortfall was anticipated and set aside in the FY 2002-03 Adopted Budget (\$7.5 million). The balance is covered with Non-Departmental Reserves (\$354,838).
- F. SB90 State Mandated Reimbursements (Various Departments) – eliminates budgeted State Mandated Reimbursement revenues (SB90) from General Fund departments to reflect the State's deferral of all SB90 claims (\$3,537,294). The State's current budget calls for the deferral of all SB90 claims until FY 2004-05.

Vision Alignment

This ATR keeps the commitment to Responsive, Effective and Collaborative Government and goal number 22: County and local governments effectively communicate, collaborate and develop strategic approaches to issues affecting the entire County.

Fiscal Impact

There are sufficient funds and revenue sources to cover the transactions in this ATR.