



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
County Manager's Office



DATE: August 13, 2010
BOARD MEETING DATE: August 24, 2010
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: 4/5ths

TO: Honorable Board of Supervisors
FROM: David S. Boesch, County Manager
SUBJECT: Resolution Authorizing Countywide FY 2009-10 Year-End Transfer in the Amount of \$34,190,851 from Various Budget Units

RECOMMENDATION:

Approve a Countywide FY 2009-10 Year-End Appropriation Transfer Request (ATR) transferring \$34,190,851 from various budget units: Salaries and Benefits (\$505,000); Services and Supplies (\$21,839,760); Other Charges (\$4,812,166); Fixed Assets (\$3,276,228); Reserves and Contingencies (\$545,735); Fund Balance (\$1,094,700); Unclaimed Monies (\$980,581); Other Financing (\$237,200); Interfund Revenue (\$450,000); and Intergovernmental Revenue (\$449,481) to the following: Salaries and Benefits (\$514,620), Services and Supplies (\$29,305,714), Other Charges (\$2,423,255); Fixed Assets (\$966,681); and Fines, Forfeitures and Penalties (\$980,581).

BACKGROUND:

To close the County's financial records at the end of each fiscal year, a countywide Appropriation Transfer Request (ATR) is submitted to ensure that expenditures are covered by sufficient appropriations and that expenditures are represented correctly in each of the County's funds. The amount of the ATR totals \$34,190,851.

Unclaimed monies totaling \$980,581, which were held in the Unclaimed Money Trust Fund for the statutory period of three years, were transferred to Non-Departmental Services and will be placed in Non-Departmental Reserves. Transfers from Non-Departmental Reserves to operating departments total \$57,069.

The remaining adjustments are funded from savings or unanticipated revenue generated by the various budget units with no increase in Net County Cost. The ATR does the following:

1. Health System (5000D) – transfers savings in Services and Supplies (\$72,000) to Other Charges (\$72,000) to offset unanticipated automation and space costs related to the transfer of staff from the San Mateo Medical Center to other programs within the Health System (ATR# 10-051-A)

2. Board of Supervisors (1100D) – transfers Department Reserves (\$28,546) and Non-Departmental Reserves (\$57,069) to Salaries and Benefits (\$85,615) to offset unanticipated operating costs. (ATR# 10-051-B and 10-051-K)
3. Information Services Department (1800B) – transfers Department Reserves (\$150,000) to Services and Supplies (\$150,000) for the implementation of the CommVault Project. This system replaces the Tivoli Storage Manager (TSM) as the countywide data backup and recovery system, which has been in place since 1999. The CommVault system will be less costly to operate. (ATR# 10-051-C)
4. Public Safety Communications (1240B) – recognizes unanticipated State revenue (\$449,481) and appropriates Fixed Assets (\$449,481) for payment of the Positron Telephone System, which is a digital telephone system capable of answering wireless cellular calls and voice-over-internet protocol (VOIP). The system was installed in June 2008 and payment was made in FY 2009-10. (ATR# 10-051-D)
5. Department of Public Works Facilities Services (4730P) and Construction Services (4740B) – recognizes unanticipated Interfund Revenue (\$687,200) in Facilities Services from increased rent payments and makes a corresponding appropriation in Other Charges (\$687,200) to provide a loan to Construction Services. Also makes corresponding revenue and expenditure appropriations in Construction Services to recognize loan proceeds and cover budget shortfalls. This transfer was necessary to avoid Construction Services from closing the fiscal year with a negative cash balance. The loan will be paid back over three years, beginning in FY 2010-11. (ATR# 10-051-E and 10-051-S)
6. County Manager/Clerk of the Board (1200B) – transfers savings in Salaries and Benefits (\$80,000) and Services and Supplies (\$100,000) to Other Charges (\$180,000) to offset a retroactive payment to the Cabrillo School District and unanticipated automation service charges for the Boards and Commissions website and various community outreach projects. (ATR# 10-051-F) and (ATR# 10-051-W)
7. San Mateo Medical Center (6600B) – transfers savings in Other Charges (\$4,261,166) to Services and Supplies (\$4,261,166) to cover unbudgeted outside provider expenses for Access and Care for Everyone (ACE) County claims administered by the Health Plan of San Mateo. (ATR# 10-051-G)
8. Department of Child Support Services (2600B) – transfers savings from Services and Supplies (\$227,355) to Other Charges (\$227,355) for rent costs owed to the Department of Public Works. Reserves are used for the portion of rent charges that are unallowable under State claiming guidelines. (ATR# 10-051-H)
9. Department of Public Works Utilities (4840B) and Airports (4850B) – transfers available Fund Balance (\$1,094,700) from within various Public Works funds to Other Charges (\$1,094,700) to appropriate Depreciation Expense for Airports, County Service Areas, Sewer and Sanitation Districts, Flood Control Districts, and

Lighting Districts. The recording of depreciation is for accounting purposes only and is a non-cash transaction. (ATR# 10-051-I)

10. Human Resources Department (1700B) – transfers savings from Salaries and Benefits (\$75,000) to Other Charges (\$75,000) to offset unanticipated service charges for technical and project support for the Learning Management System (LMS), Electronic Document Management System for digitalization of Civil Service Personnel files and the County's personnel/payroll system for changes related to benefits. (ATR# 10-051-J)
11. Department of Housing (7900D) – transfers savings from Other Charges (\$55,000) to Salaries and Benefits (\$55,000) to cover unanticipated employee benefits costs. (ATR# 10-051-L)
12. Non-Departmental Services (8000B) – transfers Unclaimed Monies (\$980,581) held for at least three years in the Unclaimed Monies Trust Fund to Escheated Revenue (\$980,581) in Non-Departmental Services per Government Code Sections 50053-50057. (ATR# 10-051-M)
13. Probation Department (3200B) – transfers Services and Supplies (\$374,005) to Salaries and Benefits (\$374,005) to cover under-budgeted extra-help costs. (ATR# 10-051-N)
14. Contributions to the San Mateo Medical Center (5850D) – transfers appropriations from Services and Supplies (\$20,508,200) and Operating Transfers Out (\$3,211,228) to Services and Supplies (\$23,719,428) to align the Contributions budget to the four expenditure categories funded by the General Fund: (1) Health Plan of San Mateo (HPSM) Intergovernmental Transfer (IGT) payments to the State; (2) Medi-Cal Waiver Disproportionate Share Hospital IGT payments to the State; (3) HPSM Third Party Administrator payments for ACE claims; and (4) Welfare & Institution Code Section 17000 contributions to the Medical Center. These adjustments are made for accounting purposes only and do not impact the overall General Fund subsidy to the Medical Center. (ATR# 10-051-P)
15. Probation Department (3200B) – transfers Services and Supplies (\$87,000) to Other Charges (\$87,000) to cover unanticipated automation service charges. (ATR# 10-051-Q)
16. Health System (5000D) – transfers savings in Salaries and Benefits (\$350,000) to Services and Supplies (\$350,000) to cover extraordinarily high diagnostic and treatment costs for one client in California Children's Services (CCS). (ATR# 10-051-R)
17. Department of Public Works Airports (4850P) – transfers savings in Fixed Assets (\$65,000) to Services and Supplies (\$65,000) to cover unanticipated Public Works engineering charges for Airport related projects. (ATR# 10-051-T)

18. Health System (5000D) – transfers savings in Other Charges (\$280,000) to Operating Transfers Out (\$280,000) for the remodel of the Daly City Clinic. (ATR# 10-051-U)
19. Health System (5000D) – transfers Reserves (\$310,120) to Services and Supplies (\$310,120) for unanticipated mandatory payments to trauma physicians. Payments to trauma physicians are calculated as a percentage of Court Fine revenue, which also has increased in FY 2009-10. (ATR# 10-051-V)

FISCAL IMPACT:

There are sufficient funds and revenue sources to cover the transactions in this ATR, which totals \$34,190,851 for all County funds. Transfers from Non-Departmental Reserves total \$57,069. The remaining adjustments are funded from savings and unanticipated revenue generated by the various operating budget units.

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.
ATR 10 051

DEPARTMENT County Manager's Office DATE 08-24-10

1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	Various	Various	34,190,851 00	See attached
To	Various	Various	34,190,851 00	See attached

Justification. (Attach Memo if Necessary)
See year-end ATR Board memo for Board meeting on August 24, 2010

DEPARTMENT HEAD
BY: [Signature] DATE 8/25/10

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

COUNTY CONTROLLER
BY: [Signature] DATE 8/27/10

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: Supervisors: _____

Noes and against said resolution: Supervisors: _____

Absent Supervisors: _____

ATTEST:

Clerk of Said Board

CHAIRMAN, BOARD OF SUPERVISORS
COUNTY OF SAN MATEO

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