

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



DATE: August 23, 2011 BOARD MEETING DATE: September 13, 2011 SPECIAL NOTICE/HEARING: None VOTE REQUIRED: 4/5ths

- **TO:** Honorable Board of Supervisors
- FROM: David S. Boesch, County Manager
- **SUBJECT:** Countywide FY 2010-11 Year-End Appropriation Transfer Request (ATR) in the amount of \$9,814,117 from various budget units

RECOMMENDATION:

Approve a Countywide FY 2010-11 Year-End ATR transferring \$9,827,652 from various budget units: Salaries and Benefits (\$2,933,390), Services and Supplies (\$2,352,713), Other Charges (\$595,440), Fixed Assets (\$151,050), Other Financing Uses (\$1,508,692), Reserves and Contingencies (\$218,890), Fund Balance (\$1,298,433), Unclaimed Monies (\$416,247), and Unanticipated Revenues (\$352,797); to the following: Salaries and Benefits (\$1,141,876), Services and Supplies (\$2,549,052), Other Charges (\$3,809,289), Fixed Assets (\$1,907,088), Other Financing Uses (\$4,100), and Fines, Forfeitures and Penalties (\$416,247).

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 attached ATR totals \$9,827,652.

Unclaimed monies totaling \$416,247, 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. There are no transfers from Non-Departmental Reserves to operating departments as all other adjustments are funded from savings, reserves or unanticipated revenue generated by the various budget units with no increase in Net County Cost. The attached ATR does the following:

- 1. Capital Projects (8500D) –Transfers \$500,000 from Services and Supplies to Fixed Assets for the purpose of capitalizing planning and tenant improvement costs for Circle Star Plaza. (ATR# 11-032-A)
- 2. Parks Division (3900B) Transfers \$80,000 from Salaries and Benefits to Services and Supplies (\$30,000) and Other Charges (\$50,000) to cover overruns in Parks Division expenditures. (ATR# 11-032-B)

- Probation Department (3200B) Transfers \$448,975 from Services and Supplies to Salaries and Benefits to cover overruns due to relief staffing costs. (ATR# 11-032-C)
- 4. San Mateo Medical Center (6600D) –Transfers \$1,800,000 from Salaries and Benefits to Other Charges to cover overruns in ISD automation and Public Works' facility maintenance costs. The Medical Center had budgeted lower amounts in anticipation of savings that never transpired. (ATR# 11-032-D)
- 5. Grand Jury (1920B) Transfers \$69,866 from Services and Supplies and \$15,134 from Department Reserves to Services and Supplies (\$85,000) to cover budget shortfall for outside auditor contract expenditures. (ATR# 11-032-E)
- Coyote Point Marina (3980B) Transfers \$457,088 from Other Financing Uses to Fixed Assets to reclassify and capitalize Dock 29 replacement and Marina dredging project expenditures. (ATR# 11-032-F)
- Parks Division (3900B) Transfers \$100,000 from Salaries and Benefits to Services and Supplies (\$50,000) and Other Charges (\$50,000) to cover budget shortfalls in contract expenditures and motor vehicle mileage charges. (ATR# 11-032-G)
- 8. Contribution to Medical Center (5850B) Transfers \$389,183 from Services and Supplies and \$1,051,604 from Other Financing Uses to Services and Supplies (\$1,440,787)) to align the budget with actuals by transferring unspent appropriations for Medi-Cal Waiver, HPSM Intergovernmental Transfer, and County Subsidy to cover Access and Care for Everyone (ACE) Third Party Payer expenditures. (ATR# 11-032-H)
- 9. Public Works Utilities (4840B) Transfers \$1,269,000 in available Fund Balance from within various Public Works funds to Other Charges for the purpose of appropriating 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# 11-032-I)
- 10. Coyote Point Marina (3980B) Transfers \$3,000 from Non-General Fund Reserves to Salaries and Benefits to cover overruns in extra help expenditures. (ATR# 11-032-J)
- 11. County Airports (4850B) Transfers \$65,000 from Fixed Assets to Services and Supplies to cover Public Work's engineering charges. (ATR# 11-032-K)
- 12. Probation Department (3200B) Transfers \$230,500 from Other Charges to Salaries and Benefits to cover early retirement costs. (ATR# 11-032-L)

- Waste Management (4820B) Transfers \$4,100 from Services and Supplies to Other Financing Uses to fund Green Team activities out of the Solid Waste Fund. (ATR# 11-032-M)
- 14. Family Health Services (6240B) Transfers \$150,000 from Other Charges and to Fixed Assets to reclassify and capitalize expenditures for the Family health Services Information System; and transfers \$500,000 from Salaries and Benefits to Services and Supplies to cover high treatment costs for clients in the California Children's Services Program. (ATR# 11-032-N)
- 15. Housing and Community Development (7920P) Transfers \$190,700 from Other Charges to Salaries and Benefits to cover early retirement costs and unanticipated worker's compensation charges. (ATR# 11-032-P)
- 16. Emergency Medical Services Fund (5630B) Transfers \$135,215 from Non-General Fund Reserves to Services and Supplies to cover unanticipated mandatory payments to trauma physicians. (ATR# 11-032-Q)
- Unclaimed Money Trust Fund (03161) and Non-Departmental Services (8000B) Transfers \$416,247 in Unclaimed Monies held for at least three years in the Unclaimed Monies Trust Fund to Escheated Revenue in Non-Departmental Services per Government Code Sections 50053-50057. (ATR# 11-032-R)
- 18. Public Safety Communications (1240B) Recognizes and transfers \$101,822 in Unanticipated Revenue from PG&E reimbursements for the San Bruno Fire and transfers \$56,589 from Services and Supplies, \$24,240 from Other Charges, and \$86,050 from Fixed Assets to Salaries and Benefits (\$268,701) to cover overruns in overtime and extra help expenditures due to 24/7 Field Command Post operations for the San Bruno Fire and implementation of the Emergency Police Protocol (EPD) project, which required a highly participative approach during the planning, testing and implementation phases of the project. (ATR# 11-032-S)
- 19. Sheriff's Office (3000B) Transfers \$800,000 from Services and Supplies to Fixed Assets to reclassify and capitalize radio equipment purchases grant funded by the Urban Areas Security Initiative (UASI). (ATR# 11-032-T)
- 20. Assessor-County Clerk-Recorder (1300B) Transfers \$79,000 from Salaries and Benefits and \$84,000 from Services and Supplies to Services and Supplies (\$70,000) and Other Charges (\$93,000) to cover overruns in ISD automation charges and computer supplies. The overruns were primarily due to unbudgeted GIS and Intelligent Document Classification (IDC) software maintenance and licensing expenditures. (ATR# 11-032-U)
- County Manager's Office (1200B) Transfers \$110,000 from Salaries and Benefits to Other Charges to cover unanticipated automation costs related to Comcate (to enhance community engagement) and an unbudgeted contribution of \$40,000 to the Peninsula Partnership Leadership Council (PPLC). (ATR# 11-032-V)

- 22. Construction Services (4740B) Transfers \$131,340 from Salaries and Benefits to Other Charges to cover the expense of writing off uncollectable accounts (bad debt) in the Construction Services Fund. (ATR# 11-032-W)
- Facilities Services (4730P) Transfers \$133,050 from Salaries and Benefits to Services and Supplies to cover overruns in contract landscaping services. (ATR# 11-032-X)
- 24. Courthouse Construction Fund (8300B) Transfers \$65,541 from Non-General Fund Reserves to Other Charges to reimburse the General Fund for under-billing the Courthouse Construction Fund for the Court's share of the Youth Services Center debt service in FY 2008-09 and FY 2009-10. (ATR# 11-032-Y)
- 25. County Support of the Courts (2700B) Recognizes and transfers \$250,975 in Unanticipated Revenue (from Court fines) to Other Charges to appropriate sufficient funds to make the mandated contribution to the State for its 50% share of local trial court revenues in excess of the County's Maintenance of Effort base fine calculation pursuant to GC 77205(a). (ATR# 11-032-Z)
- 26. Public Works Utilities (4840B) Transfers \$29,433 in available Fund Balance from within various Public Works funds to Other Charges for the purpose of appropriating 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# 11-032-AA)

FISCAL IMPACT:

There are sufficient funds and revenue sources to cover the transactions in this ATR, which totals \$9,827,652 for all County funds. Unclaimed monies totaling \$416,247, 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. There are no transfers from Non-Departmental Reserves to operating departments as all other adjustments are funded from savings, reserves or unanticipated revenue generated by the various budget units with no increase in Net County Cost.

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			RESOLUTION NO			
	RESOLVED,	by the Board o	f Supervisors of the Cou	inty of San Ma	teo, that	
ha	as requested the	e transfer of cer	hereinabove named in th tain funds as described	in said Reques	t; and	
Co	ounty Manager	has recommend	troller has approved said ded the transfer of funds EREBY ORDERED AND	s as set forth h	nereinabove:	
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	-	favor of said re			and against said resol	
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	Clerk	of Said Board				
C4—1/	777				DISTRIBUTION WHITE GREEN CANARY PINK GOLDENROI	 BOARD OF SUPERVISORS CONTROLLER COUNTY MANAGER DEPARTMENT

FY 2010-11 Year-End ATR

		CODES					CODES				
Org Account		Amount		TO:	Org	Account		Amount	ATR#		
85170	5961	\$	500,000		85170	7211	\$	500,000	ATR 11-032A		
39335	4111	\$	80,000		39322	6728	\$	50,000	ATR 11-032B		
					39110	5969	\$	30,000	ATR 11-032B		
32805	5901	\$	272,125		32811	4161	\$	448,975	ATR 11-032C		
32511	5901	\$	173,850						ATR 11-032C		
32214	5858	\$	3,000						ATR 11-032C		
66011	4111	\$	1,800,000		66011	6718	\$	1,800,000	ATR 11-032D		
19310	5969	\$	69,866		19310	5858	\$	85,000	ATR 11-032E		
19310	8612	\$	15,134						ATR 11-032E		
39800	7546	\$	457,088		39800	7211	\$	457,088	ATR 11-032F		
39322	4111	\$	50,000		39322	5969	\$	90,000	ATR 11-032G		
39110	4111	\$	50,000		39322	6814	\$	10,000	ATR 11-032G		
58712	5918	\$	264,583		58511	5969	\$	1,440,787	ATR 11-032H		
58712	5919	\$	124,600						ATR 11-032H		
58511	7544	\$	1,051,604						ATR 11-032H		
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Trust Fund	03161-0913/90233-00000		933						ATR 11-032R		
Trust Fund	03161-0913/90235-00000								ATR 11-032R		
Trust Fund	03161-0913/90240-00000								ATR 11-032R		
	03161-0913/90300-00000								ATR 11-032R		
Trust Fund	03161-0913/90320-00000	\$	954						ATR 11-032R		
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FROM: Org Account No Org Account Amount ATR# Trust Fund 03161-09139003:00000 \$ 5.688 A ATR#11032R ATR#11032R Trust Fund 03161-09139003:00000 \$ 3.707 ATR#11032R ATR#11032R Trust Fund 03161-09139000-00000 \$ 3.207 ATR#11032R ATR#11032R Trust Fund 03161-09139000-00000 \$ 2.083 ATR#11032R ATR#11032R Trust Fund 03161-09139007-00000 \$ (100) ATR#11032R ATR#11032R Trust Fund 03161-09139007-00000 \$ (100) ATR#11032R ATR#11032R Trust Fund 03161-09139007-00000 \$ (100) ATR#11032R ATR#11032R Trust Fund 03161-09139007-0000 \$ (100) ATR#11032R ATR#11032R Trust Fund 03161-09139007-0000 \$ (100) \$ (100) Trust Fund 03161-09139007-0000 \$ (100) Trust Fund 03161-09139007-0000 \$ (100) \$ (101) Trust Fund 03161-09139007-0000 \$ (101) Trust Fund 03161-09139007-0000<			CODES					CODES			
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Trust Fund 03161-091390801-0000 \$ 3.2.46 Trust Fund ATR 11-032R ATR 11-032R ATR 11-032R Trust Fund 03161-091390017-0000 \$ 2.0.38 Trust Fund ATR 11-032R ATR 11-032R Trust Fund 03161-091390017-0000 \$ (105) Trust Fund ATR 11-032R ATR 11-032R Trust Fund 03161-09139031-0000 \$ (20) Trust Fund ATR 11-032R ATR 11-032R Trust Fund 03161-091390321-0000 \$ (20) Trust Fund S 268,701 Trust Fund 03161-09139031-0000 \$ (20) Trust Fund ATR 11-032R ATR 11-032R 12410 2667 \$ (20) Trust Fund ATR 11-032R ATR 11-032R 12420 6571 \$ (20) Trust Fund ATR 11-032R ATR 11-032R 12420 6739 \$ 2.2,94 ITR 11-032R ATR 11-032R 12420 6739 \$ 2.2,94 ITR 11-032R ATR 11-032R 12420 6739 \$ 2.2,94 ITR 11-032R ATR 11-032R 1240 5971 \$ 3.0,00 ITR 11-032R 1240 5977 \$ 3.0,00 ITR 11-032R		Trust Fund	03161-0913/90330-00000	\$	586						ATR 11-032R
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Trust Fund 03161-091390174-00000 \$ 20.838 ATR 11-032R Trust Fund 03161-09139014-00000 \$ (19.235) ATR 11-032R Trust Fund 03161-091390175-0000 \$ (105) ATR 11-032R Trust Fund 03161-091390321-0000 \$ (20) ATR 11-032R Trust Fund 03161-091390320-00000 \$ (20) ATR 11-032R Trust Fund 03161-091390320-00000 \$ (20) ATR 11-032R Trust Fund 03161-091390320-00000 \$ (20) ATR 11-032R 12410 2667 \$ 9,675 ATR 11-032R 12420 5971 \$ 12430 4173 \$ 268,701 ATR 11-032R 12420 5791 \$ 1,500 - - ATR 11-032R 12420 7311 \$ 39,100 - - ATR 11-032R 12420 7311 \$ 30,000 - - ATR 11-032R 13100 5111 \$ 13100<		Trust Fund	03161-0913/90660-00000	\$	3,245						ATR 11-032R
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00234 0813 \$ 6,768 45453 6812 \$ 6,768 ATR 11-032AA											
		00234	0813	\$	6,768		45453	6812	\$	6,768	ATR 11-032AA

Totals

\$ 9,827,652

Totals \$ 9,827,652