

COUNTY OF SAN MATEO
Interdepartmental Correspondence

Date: August 23, 2001
Hearing Date: September 11, 2001

TO: Honorable Board of Supervisors
FROM: Warren Slocum, Assessor-County Clerk-Recorder
SUBJECT: Appropriation Transfer Request (\$280,000)



RECOMMENDATION

Approve an Appropriation Transfer Request to transfer \$280,000 from Assessor-County Clerk-Recorder to Tax Collector's Office and to appropriate funds for the improvement of the Tax Collector's tax system.

Background

In recent years, the Assessor and the Tax Collector have implemented new computing systems that further automate and integrate the business processes of the property tax administration cycle. Meanwhile, the Assessor has met assessment performance criteria to qualify for forgiveness of repayment obligations on state-funded loans made under the State-County Property Tax Administration Program (AB 719) to improve counties' administration of property taxes. The Assessor has determined that the application of a portion of these funds to certain administrative processes of the Tax Collector assists the Assessor's loan qualification efforts.

Discussion

The subject transfer will provide the major funding of the contract the Tax Collector intends to establish with IBM Corporation and/or one of its business partners to improve the overall tax system. That contract, in an amount not to exceed \$306,098, will accomplish three high-level objectives. First, it will provide an analysis (\$80,000) that will extend the functionality of the Tax Collector's Web-based business systems. Second, it will upgrade the AS/400 system hardware (\$194,400) to accommodate an increase in transaction volume that is expected to occur as a result of the implementation of an automated cash-handling feature. Third, it will upgrade system hardware (\$31,698) to establish adequate safeguards against the compromise or corruption of data resulting from transfers of records and data from multiple systems and interfaces or from unauthorized access to such data.

Fiscal Impact

There will be no impact on Net County Cost. The ATR transfers \$280,000 in AB719 funds from the Assessor-County Clerk-Recorder Office to the Tax Collector's Office. The project balance of \$26,098 will be funded with existing appropriations in the Tax Collector's approved FY 2001-02 budget.

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST :
ATR2 012

DEPARTMENT Assessor-County Clerk-Recorder

DATE 8/23/0

I. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

C O D E S		AMOUNT	DESCRIPTION
FUND OR ORG.	ACCOUNT		
From	15110	280,000 00	Intrafund Transfer
	13400	200,000 00	Extra Help
	13400	80,000 00	Other Office Expense
To	13400	280,000 00	Interagency Agreement - County
	15110	80,000 00	Contract - Professional Services
	15110	200,000 00	Fixed Asset - Office Equipment

Justification: (Attach Memo If Necessary)

Transfer of funds from Assessor-County Clerk-Recorder to Tax Collector's Office (re: AB719 Funding) and to appropriate funds for the improvement of Tax Collector's tax system.

DEPARTMENT HEAD

BY: *[Signature]*

DATE 8.23

2. Board Action Required

Four-Fifths Vote Required

Board Action Not Required

Remarks:

COUNTY CONTROLLER

BY: *[Signature]*

DATE 8.23

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 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: