

**COUNTY OF SAN MATEO**

**Interdepartmental Correspondence**

**Date: February 14, 2001**  
**Hearing Date: February 27, 2001**

**TO:** Honorable Board of Supervisors  
**FROM:** Warren Slocum, Assessor-County Clerk-Recorder  
**SUBJECT:** Resolution Approving ADA Modification Project and Appropriation Transfer Request



---

RECOMMENDATION

- 1) Adopt a resolution authorizing a construction project to remodel the Elections Office at 40 Tower Road, San Mateo, in compliance with the Americans with Disabilities Act, and
- 2) Approve an Appropriation Transfer Request (ATR) (a) transferring funds in the amount of \$200,000 in the Elections Office Budget Unit (13300) from Miscellaneous Repairs and Maintenance account to Operating Transfer Out-Capital Projects account, and (b) transferring unanticipated revenue in the amount of \$200,000 in the Capital Projects Budget Unit (8500B) from Operating Transfer In-Capital Projects account to Fixed Assets (Elections Office ADA Modification Project)

Background

To achieve compliance with the Americans with Disabilities Act (ADA), last summer the County's Commission on Disabilities conducted a review of the office, warehouse, parking, and driveway areas occupied by the Elections Office at 40 Tower Road, San Mateo. County staff from Public Works and Health Services collaborated with the commission's architect, Wings Architecture & Planning, to produce a detailed report and design specifications for a number of modifications needed to bring the facilities into compliance with ADA public access requirements

Discussion

The proposed construction plan includes (1) add two accessible parking spaces in the existing lot, (2) remove existing pathway impediments (curbs, railings, steps) and install new access ramp at front entry, (3) install accessible door hardware at north entry and in lobby; (4) remodel front

service counter, and (5) completely remodel two multiple-accommodation, single-gender restrooms (enlarge, replumb, replace hardware, add motion-sensitive lights)

The project will cause some unavoidable disruption of general customer access and staff operations. This will be particularly acute during the two relatively small elections scheduled for March 6 and June 5, and the three-week-plus period beginning in mid-July for the candidate filings for the November 2001 gubernatorial elections. Accordingly, the window of optimum opportunity for construction is now through June 30. To expedite the project and to help extend the County's ADA budget, the Assessor-County Clerk-Recorder will fund the project from existing departmental funds, to be transferred to the Operating Transfer Out-Capital Projects account pursuant to the concurrent ATR. The proposed modifications are in exact compliance with the recommendations of the Commission. This proposal has been reviewed and approved by Commission staff, Public Works, and County Counsel.

The proposed funding amount of \$200,000 reflects allowances to cover potential upward present-day adjustment of the July 26, 2000 cost estimate (\$125,904), potential overtime costs due to the accelerated completion deadline, and the potential need for asbestos abatement costs which can be discovered only after necessary demolition has occurred.

#### Fiscal Impact

The estimated costs of \$200,000 have been included in the department's FY 00-01 budget. These funds will be transferred to Public Works since that department will manage the project. There is no impact on Net County Cost.

cc Miruni Soosaipillai, County Counsel  
Stephen Juel, Commission on Disabilities  
Donna Vaillancourt, Public Works  
Jerry Okada, Public Works

**BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA**

**RESOLUTION No. \_\_\_\_\_**

**RESOLUTION APPROVING A CAPITAL IMPROVEMENT PROJECT  
FOR COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, there has been presented to this Board of Supervisors for its consideration and approval a capital improvement project approved by the San Mateo County Commission on Disabilities for modification of the Elections Office facilities and adjacent parking-driveway areas located at 40 Tower Road, San Mateo to achieve compliance with the Americans with Disabilities Act (42 USC §§12101 et seq ), and

WHEREAS, the project will be funded by funds currently existing in the budget of the Assessor-County Clerk-Recorder, and

WHEREAS, the Board has examined the project proposal and desires to approve it,

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that the project is approved as specified.

**COUNTY OF SAN MATEO  
APPROPRIATION TRANSFER REQUEST**

REQUEST NO  
ATR1 065

DEPARTMENT ASSESSOR-COUNTY CLERK-RECORDER

DATE 1/30/01

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

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG	ACCOUNT		
From	13300	5428	200,000 00	Misc. Repairs & Maintenance
	85170	2731	200,000 00	Operating Transfers In - Capital Projects
To	13300	7546	200,000 00	Operating Transfers Out - Capital Projects
	85170	7211	200,000 00	ADA Compliance Elections Office Building

Justification (Attach Memo if Necessary)

This ATR will provide additional appropriation for the ADA Modifications and Improvements to the Elections Office Building at Tower Road. Funds will be provided by Assessor-County Clerk-Recorder Dept.

DEPARTMENT HEAD

BY *[Signature]*

DATE 2/13/01

Board Action Required  
Remarks

Four-Fifths Vote Required

Board Action Not Required

COUNTY CONTROLLER

BY *[Signature]*

DATE

3  Approve as Requested  
Remarks

Approve as Revised

Disapprove

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:

Noes and against said resolution:

Supervisors: \_\_\_\_\_

Supervisors: \_\_\_\_\_