

**COUNTY OF SAN MATEO**

**Interdepartmental Correspondence**

**Date:** March 21, 2001  
**Hearing Date:** April 3, 2001

**TO:** Honorable Board of Supervisors  
**FROM:** Warren Slocum, Assessor-County Clerk-Recorder  
**SUBJECT:** Appropriation Transfer Request (\$431,152)



RECOMMENDATION

Approve an Appropriation Transfer Request transferring a total of \$431,152, consisting of \$361,152 from Unanticipated Revenue and \$70,000 from Departmental Reserve, to Services and Supplies and Fixed Assets accounts within the Assessor-County Clerk-Recorder budget units

Background

The requested transfers will fund upgrades of office equipment and computer hardware and software systems. The Elections Division at 40 Tower Road underwent its most recent significant furnishings upgrade in 1995, installing new Pleion workstations and processing areas. Subsequently, new technology and legislation have prompted staffing and process changes. Most significantly, under AB 1094 (Chap 899, 9/29/00), the voter registration period will now overlap with the absentee ballot period for two weeks, requiring separate workstations for the two staffs who previously could rotate equipment use. Meanwhile, the Assessor and Recorder Divisions at 555 County Center have recently implemented integrated assessment and recording systems that increase processing and storage requirements for the desktop and/or laptop computers that connect all staff to data and document images at their workstations.

Discussion

A Office Furniture and Equipment (\$85,000) At the Elections Division, we will install new workstations in the central office area, and furnish a new phone bank room, a new absentee ballot processing area, and modify the precinct operations area. At our County Center office we will purchase additional cabinets and reconfigure various workspaces to accommodate evolving work processes.

B Computer Equipment

*(1) Personal Computers (\$193,424)* For our County Center office, we will purchase 70 new PCs, five with special components for system administration, to replace outdated models with

inadequate capacity and expired warranties. The older PCs will be put to use in the Elections Division. We will also purchase 10 new laptops for remote appraisal services and presentations. Our office will work with the Information Services Department to ensure conformity with County standards.

(2) *LCD Projector (\$8,000)*. We will purchase a data projector capable of multimedia presentations in large, lighted rooms. This equipment will support our increasing public outreach efforts and internal training activities.

(3) *Servers and Network Hardware (\$84,896)*. In our County Center office, new servers will provide additional memory capacity, updated functionality, and enhanced multimedia capabilities (e.g., Wedding Cam). New servers and network hardware for the Elections Division will enhance security and reliability for the ISD-Elections network, and will support the increased functionality of new software programs and periodic upgrades of some existing programs for our Oracle and local domain systems.

Our office will work with the Information Services Department on Items 3 and 4 to ensure no duplication of county expenditures.

(4) *Software (\$59,832)*. Routine, periodic upgrades and related licensing will optimize our existing core applications (MS Office, SQL server, Backoffice CAL, Symantec maintenance, Macromedia, Adobe Photoshop and Pagemaker, ASP Mail and Studio, Diskeeper, Web Trends analyzer, MSDN Universal, Drive Image Pro).

#### Fiscal Impact

There is no impact on Net County Cost. Funding will be coming from the Elections Division's existing departmental reserve (\$70,000) and the Recorder Division's Modernization Trust Fund (Unanticipated Revenue) (\$361,152).

**COUNTY OF SAN MATEO  
APPROPRIATION TRANSFER REQUEST**

REQUEST NO  
ATR1 087

DEPARTMENT  
ASSESSOR-COUNTY CLERK-RECORDER

DATE  
3/16/01

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

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG	ACCOUNT		
From	13300	8612	70,000   00	Departmental Reserve
	13400	2212	361,152   00	Unanticipated Rev.-Micrographic Conversion
To	13100	5212	176,174   00	Computer Equipment
	13300	5234	70,000   00	Furniture & Equipment
	13300	7311	55,184   00	Fixed Assets - Office Equipment
	13400	5212	17,250   00	Computer Equipment
	13400	5213	59,832   00	Software
	13400	5234	15,000   00	Furniture & Equipment
	13400	7311	37,712   00	Fixed Assets - Office Equipment

Justification (Attach Memo if Necessary)

Transfer of funds needed to cover cost of computer hardware, software and furniture for Appraisal Services and Election Division.

DEPARTMENT HEAD

BY *[Signature]*

DATE  
03/16/01

2  Board Action Required

Four-Fifths Vote Required

Board Action Not Required

Remarks

COUNTY CONTROLLER

BY *[Signature]*

DATE  
03, 21, 01

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