

COUNTY OF SAN MATEO

Interdepartmental Correspondence

Date: July 31, 2001
Hearing Date: August 7, 2001

TO: Honorable Members of the Board of Supervisors
FROM: Warren Slocum, Assessor-County Clerk-Recorder *Warren Slocum*
SUBJECT: Appropriation Transfer Request (\$690,000)

RECOMMENDATION

Approve an Appropriation Transfer Request (ATR) in the amount of \$690,000 from the Micrographic Conversion-Unanticipated Revenue account to the Contract Special Program Services account and within the Assessor-County Clerk-Recorder's budget unit.

Background/Discussion

On July 24, 2001, this honorable Board adopted a resolution authorizing an agreement with Deloitte & Touche, LLP, to serve as project manager of an electronic recording pilot project for the Assessor-County Clerk-Recorder. This project will encompass the development and implementation of an electronic signature and recordation system that will permit the electronic recordation of property reconveyances and tax liens. The agreement covers the period of July 24, 2001 through December 31, 2001 and is in an amount not to exceed \$690,000.

The July 24th Board item should have also included an ATR in the amount of \$690,000. This ATR was inadvertently omitted from the Board memo, an ATR will now need to be processed to pay the fees of Deloitte & Touche to provide project management, software development, and training services.

Fiscal Impact

There will be no Net County Cost. Funding will come from existing funds in the Recorder's Modernization Trust Fund.

**COUNTY OF SAN MATEO
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.
ATR2 002

DEPARTMENT
Assessor-County Clerk-Recorder

DATE
7/10/01

REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	13400	2212	690,000.00	Micrographic Conversion - Unanticipated Revenue
To	13400	5856	690,000.00	Contract Special Program Services

Justification. (Attach Memo if Necessary)

Transfer of funds needed to cover cost of electronic recording project.

DEPARTMENT HEAD

BY: *[Signature]* DATE: 7/10/01

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

COUNTY CONTROLLER

BY: *[Signature]* DATE: 7.23.01

3. Approve as Requested 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:
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