



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Treasurer-Tax Collector-Revenue Services

DATE: January 8, 2007
BOARD MEETING DATE: February 6, 2007
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Four-fifths Vote

TO: Honorable Board of Supervisors
FROM: Lee Buffington, Treasurer-Tax Collector
SUBJECT: Appropriation Transfer Request for Revenue Services
Infrastructure Improvement Project

RECOMMENDATION:

Approve an Appropriation Transfer Request (ATR) transferring \$36,000 from Revenue Services Departmental Reserves to Services and Supplies and Other Charges to replace end-of-life computer equipment and allow for the transfer of Revenue Services' user accounts from the Human Resources Department server to the new Treasurer-Tax Collector-Revenue Services server.

VISION ALIGNMENT:

Commitment: Responsive, effective and collaborative government

Goal(s): Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain.

BACKGROUND:

Based on recommendations from the County organizational review completed in March 2006, the Revenue Services division was transferred from the former Employee and Public Services Department to the Tax Collector/Treasurer Department in July of 2006. In August of 2006, the Information Technology staff of the Tax Collector/Treasurer undertook an assessment of the Revenue Services information technology infrastructure and systems. The results of the investigation revealed an aging infrastructure that was technologically at end-of-life. The information technology infrastructure includes servers, workstations, software and

cabling. Currently, the accounts for Revenue Services staff are located on a server belonging to Human Resources.

DISCUSSION:

In order to bring the Revenue Services infrastructure up to an acceptable level of functionality and to move the departmental accounts off of the Human Resources' server, funding needs to be moved from Departmental Reserves to Services and Supplies to cover new hardware and to Other Charges to cover ISD services.

FISCAL IMPACT:

This ATR transfers \$36,000.00 from Revenue Services Departmental Reserves to the Services and Supplies and Other Charges budget accounts in order to replace the existing Revenue Services infrastructure. There is no Net County Cost impact.