



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

Assessor-County Clerk-Recorder

DATE: November 20, 2008
BOARD MEETING DATE: December 9, 2008
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Four-fifths

TO: Honorable Board of Supervisors
FROM: Warren Slocum, Assessor-County Clerk-Recorder
SUBJECT: Appropriation Transfer Request (\$90,441)

RECOMMENDATION:

Approve an Appropriation Transfer Request (ATR) in the amount of \$90,441, transferring \$90,441 from Non-Departmental General Fund Reserves to Services and Supplies within the Elections Budget Unit for the purpose of relocating property ownership and vital records retained at the Election's warehouses.

VISION ALIGNMENT:

Commitment: Responsive, effective and collaborative government.

Goal 20: Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain.

Funding this relocation project will be a sound investment in improving the efficiency and safety of warehouse operations for voting systems and polling place supplies within the Registration-Elections Division and in preserving the Department's historical archive of official records, books, and film.

BACKGROUND:

The Department of the Assessor-County Clerk-Recorder is the official custodian of the County's historical records of property ownership, births, deaths, and marriages, and a variety of business and professional records. The archive's books, records, and microfilm are housed in a 15,000 square foot warehouse within the Registration-Elections Division (Elections) building at Tower Road in San Mateo. A portion of this warehouse and all of an adjacent one, of comparable size on the same floor level, are used by Elections for testing, preparing, storing, assembling, and delivering

voting equipment and polling place supplies and equipment.

A third comparable warehouse, located on the lower level of the building, was vacated in late September as a result of the outsourcing of the County's Central Records Center.

DISCUSSION:

The Department now desires to relocate its records archive from the upper warehouse to the lower warehouse. This move will permit all Elections warehouse activities to operate on the same floor level, thus increasing efficiency, safety, and inventory control and reducing physical demands on workers. At the same time, isolating the records archive from active Elections work areas will enhance security and better insulate it from related risks of accidental damage and unavoidable fluctuations in environmental conditions that can be detrimental to optimum preservation of archive materials, some of which date from the County's inception.

The Department has obtained cost estimates for related moving services, space planning services, and shelving assembly services.

FISCAL IMPACT:

The Net County Cost will be \$90,441, to be funded by a transfer in that amount from Non-Departmental General Fund Reserves to Services and Supplies within the Elections Division budget. The Elections budget unit lacks adequate funds to cover the cost of this relocation project.