



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
County Managers Office/Clerk of the Board



Date:	April 6, 2012
Board Meeting Date:	April 24, 2012
Special Notice / Hearing:	None
Vote Required:	Majority

To: Honorable Board of Supervisors
From: John L. Maltbie, County Manager
Subject: Appropriation Transfer Request for Property Tax System Support

RECOMMENDATION:

Adopt a Resolution authorizing an Appropriation Transfer Request (ATR) in the following amounts for support costs related to the property tax system: \$141,000 from Tax Collector Departmental Reserves and \$35,000 from Non-Departmental Reserves to Controller's Office Other Charges (ISD); \$88,160 from Tax Collector Services and Supplies to Other Charges (ISD); and \$141,228 from Controller's Office Departmental Reserves to Other Charges (ISD).

BACKGROUND:

The County's property tax system is currently used by the Tax Collector and Controller to generate property tax bills and calculate revenues to be distributed to taxing agencies. Prior to the current fiscal year, IT support for the property tax system was provided by staff and contracts in the Tax Collector's office. As part of developing the current budget, the Treasurer-Tax Collector achieved system support savings by reducing contracts and transferring staff to the Controller's Office and Information Services Department (ISD). ISD costs were to be shared between the Tax Collector and Controller to maintain the existing system and complete a knowledge-transfer project to ensure proper documentation existed on how to operate and maintain the system. It was agreed that a joint effort with the Assessor's Office would begin next fiscal year to develop requirements for a shared replacement property tax system.

DISCUSSION:

An Appropriation Transfer Request (ATR) is necessary to transfer funds from the Tax Collector to the Controller's Office to reflect equal sharing of ISD costs for ongoing system maintenance and knowledge transfer. Reserves are also being used in each department to fund one-time development projects. Staff hours allocated to these activities had not been determined until mid-year when more cost accounting information was available. The ATR also includes \$35,000 from Non-Departmental Reserves for the knowledge transfer project which requires more hours to complete.

The Tax Collector and Controller budgets will be adjusted next fiscal year to include shared ISD costs for system maintenance and knowledge transfer completion. Funds will be set aside to develop requirements for a shared replacement system. Fixed system costs will remain in the Tax Collector's budget. Subsequent budgets will include a shared structure with the Assessor, Controller and Tax Collector that includes the appropriate staffing mix and support costs for the replacement system.

The Controller's Office has reviewed and approved the ATR as to form.

Approval of this Resolution contributes to the Shared Vision of a Collaborative Community by ensuring that the property tax system is maintained for use by the Tax Collector and Controller, and that funds are set aside for a shared replacement system.

FISCAL IMPACT:

Non-Departmental Reserves of \$35,000 will be used for knowledge-transfer project costs incurred in the current fiscal year. Other transfers between budgets and accounts in the Tax Collector and Controller's budgets will result in no change to total Net County Cost.