



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** ASSESSOR-COUNTY CLERK-  
RECORDER-ELECTIONS

**File #:** 19-239

Board Meeting Date: 3/26/2019

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Mark Church, Chief Elections Officer & Assessor-County Clerk-Recorder  
**Subject:** Appropriations Transfer Request for the Assessor Property Assessment System

**RECOMMENDATION:**

Approve an Appropriations Transfer Request to appropriate \$6,937,869 to the Assessor-County Clerk-Recorder-Elections department for the Assessor Property Assessment System.

**BACKGROUND:**

The Assessor Property Assessment System (APAS) project is a business-driven effort to replace the legacy system, modernize the county's property assessment tools, improve office workflows, and streamline internal/external interfaces to Assessor-County Clerk-Recorder-Elections (ACRE) systems in order to meet the needs of constituents and stakeholders to maintain the statutory and constitutional obligations of San Mateo County. Therefore, this project is more than just a replacement of the existing legacy system - it represents a wholesale transformation of ACRE business processes.

**DISCUSSION:**

The County Manager's Office approved a total budget of \$8,590,551 for FY 2018-19 for APAS. The Salary and Benefits amount of \$1,652,682 is already included in the current ACRE budget. This ATR, which has been approved by the County Manager's Office, will appropriate the remaining \$6,937,869 of budget for Non-Salary and Benefits expenses including contractors, software license and support, data conversion, Information Services Department support, and other expenses.

By appropriating this budget to ACRE, it will allow the department to create purchase orders for services rendered and products purchased. This will ensure that vendors get paid in a timely manner for the work completed and the products delivered.

Additionally, this will allow ACRE to better track spending and will allow ACRE to perform budget variance analysis to ensure that the project is on budget.

County Counsel has reviewed and approved this ATR as to form.

Approval of this resolution contributes to the Shared Vision 2025 outcome of a Collaborative Community by providing the stakeholders of the County of San Mateo with highly accurate and reliable Assessor data that advances the technological capability, efficiency, speed, and convenience of vital government services.

**FISCAL IMPACT:**

Approval of this ATR will appropriate \$6,937,869 to fund the FY 2018-19 APAS costs. This funding was previously included in Non-Departmental Services FY 2018-19 Adopted Budget and does not result in an increase to Net County Cost.