



# County of San Mateo

## Inter-Departmental Correspondence

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

**File #:** 19-1033

Board Meeting Date: 11/5/2019

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

**To:** Honorable Board of Supervisors

**From:** Mark Church, Assessor-County Clerk-Recorder and Chief Elections Officer

**Subject:** Amendment to Agreement with Louise Funke for Project Management Services for Election Technology Initiatives

**RECOMMENDATION:**

Adopt a resolution authorizing:

- A) An amendment to the agreement with Louise Funke for project management services, extending the term from October 31, 2019 through March 31, 2020, and increasing the fiscal obligation by not more than \$92,000; and
- B) The Assessor-County Clerk-Recorder and Chief Elections Officer or designee to execute subsequent amendments and minor modifications not to exceed \$25,000 (in the aggregate) and/or modify the contract term and/or services within the current or revised fiscal provisions.

**BACKGROUND:**

In recent years, the Registration & Elections Division has undertaken a number of election technology initiatives and related projects to accommodate the changing demands of state legislation and the larger election security environment. These include, but are not limited to, the replacement of the County's legacy voting system, the acquisition and implementation of a new, high-speed mail sorter, a pilot project for the use of e-pollbooks in Vote Centers, acquisition and implementation of rapid mail extraction systems, implementation of an updated 'Voter Look-Up' tool on the [www.smcacre.org](http://www.smcacre.org) website, and additional improvements and informational additions to the [www.smcacre.org](http://www.smcacre.org) website.

To date, project management services related to voting equipment, ballot processing, and election administration have been provided by Louise Funke, who has extensive experience in high-level project management. This expert knowledge and leadership continue to be invaluable to ensure the success of the aforementioned projects.

The Resolution proposed herein would amend Louise Funke's contract to further extend the term, from October 31, 2019 through March 31, 2020, and expand services, for an additional maximum cost of \$92,000, and a cumulative total of \$191,500.

**DISCUSSION:**

The project management services provided by Louise Funke are essential to the modernization of San Mateo County's election system and the successful implementation of recent legislation, including the California Voter's Choice Act. Her services in the proposed amendment will help to make San Mateo County's elections more efficient, accessible, and secure than ever before.

County Counsel has reviewed and approved the resolution as to form.

**FISCAL IMPACT:**

There is no new Net County Cost. Funding for this \$92,000 amendment is included in the Department's FY 2019-20 Adopted Budget.