Resolution authorizing the Public Works Department to solicit informal bids and purchase from the appropriate low bidder, a TV/VCR combination unit to be used for viewing training videos and making public presentations.

The purchase of the TV/VCR combination would provide Public Works the ability to utilize a training medium available through a multitude of video training tapes, some of which are free or already on hand. These tapes cover a wide range of subjects from assisting in training for work tools and equipment operations to all aspects of safety training. This acquisition would allow the various Public Works' divisions to set up training schedules and safety meetings more efficiently and effectively. Presently, the TV and VCR have to be located and borrowed from other County departments with occasional conflicts in scheduling and poor use of personnel resources.

The estimated cost of $500 would be divided by three Public Works' division budgets:

Transportation $200.00
Roads & Solid Waste $150.00 (Each)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

In the past, the Board has authorized Public Works to solicit informal bids to purchase fixed assets.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this request. This would hamper Public Works' ability to provide a more efficient and effective tool for training personnel.
BUDGET ACTION FORM

DEPT/DIV: Public Works          CONTACT: Michael D. Edwards
DATE: January 26, 1994           PHONE: 966-5356

ACTION REQUESTED: (Check All That Apply)

(  ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the County Budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

(  ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriation from one budget to another, or between categories within a budget unit;

(  ) Transfer by Administrator: Moving existing appropriations within a single budget category between line items (i.e. services and supplies, etc.);

(  ) Transfer by Auditor: Moving salaries between line items to accommodate variances internal to salaries; OR transfers within the County budget under $50.00 to accommodate minor variations from the budget.

<table>
<thead>
<tr>
<th>FUND/DEPT/ACCT NO.</th>
<th>LINE ITEM DESCRIPTION</th>
<th>AMOUNT (FROM)/TO</th>
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<tbody>
<tr>
<td>033-0251-577-0440</td>
<td>Transportation Planning</td>
<td>($200.00)</td>
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<tr>
<td></td>
<td>Small Tools/Equipment</td>
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<td>002-0301-581-0432</td>
<td>Roads Small Tools</td>
<td>($150.00)</td>
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<tr>
<td>053-0404-651-0421</td>
<td>Solid Waste Spec Fees</td>
<td>($150.00)</td>
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<tr>
<td>033-0251-577-0679</td>
<td>Transportation Planning</td>
<td>$500.00</td>
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<td>Fixed Asset-TV/VCR</td>
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</tr>
</tbody>
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Justification: As per Board Agenda Item 2-01-94.

__________________________
Department Head Signature: Date: 1/26/94
Approved By: Res. No. 94-32 Clerk:
Date: 2-194
Administrator:
Date: 1-26-94
Auditor:

AUThOR'S USE ONLY:
Description: 
Transfer No.: 
B.R. No.: 

Budget Action Form Revised 5/92