Department: Building  By: John Davis, Building Director  Phone: 966-3934

OMMENDED ACTION AND JUSTIFICATION:

Approve transfer of $2,000 from Equipment Under $1,000 to Maintenance of Building to remodel the front counter allowing for a work station for each Development Services Technician to initiate and issue permits at the counter.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Routinely, the DST's work at the counter obtaining the information required for permit processing and then they process permits at their desk. Being able to input the information at the counter while the owner is still present will save time in the overall processing timetable. This would be the final step in H.T. E. computer processing point of contact for the Building Department.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The workflow will remain the same.

<table>
<thead>
<tr>
<th>COSTS:</th>
<th>(X) Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Budgeted current FY</td>
<td>$_________</td>
</tr>
<tr>
<td>B. Total anticipated Costs</td>
<td>$_______</td>
</tr>
<tr>
<td>C. Required additional funding</td>
<td>$_______</td>
</tr>
<tr>
<td>Internal transfers</td>
<td>$_______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COSTS:</th>
<th>4/5th Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Unanticipated revenues</td>
<td>$_________</td>
</tr>
<tr>
<td>B. Reserve for contingencies</td>
<td>$_________</td>
</tr>
<tr>
<td>C. Source description:</td>
<td></td>
</tr>
<tr>
<td>Balance in Reserve Contingencies, If Approved:</td>
<td>$_________</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

1.
2.

CLERK’S USE ONLY

Res. No.: 458
Ord. No.: __________
Vote - Ayes: __________
Noes: __________
Absent: __________
Abstained: __________
Guardian: __________
Approved: __________
Denied: __________
Minute Order Attached: __________
No Action Necessary: __________
The foregoing instrument is a correct copy of the original on file in this office.
Date: ________________

BY: MARGIE WILLIAMS, Clerk of the Board
Deputy

ADMINISTRATIVE OFFICER’S RECOMMENDATION:

This item on agenda as:

☐ Recommended
☐ Not Recommended
☐ For Policy Determination
☐ Returned for Further Action

Comment: __________________________
ATTEST: ____________________________
A.O. Initials: ________________________
# BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
<td>0236</td>
<td>562-0480</td>
<td>Equip. Under $1,000</td>
<td></td>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td>600</td>
<td>0236</td>
<td>562-0413</td>
<td>Maintenance of Bldg.</td>
<td></td>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td>600</td>
<td>0236</td>
<td>562-1090</td>
<td>Building Fund Contingency</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 2,000 2,000

## TRANSFER BETWEEN FUNDS

<table>
<thead>
<tr>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
</table>

**TOTALS** 0 0

**ACTION REQUESTED:** (Check all that apply)

- **(X)** 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 transferring appropriation from Contingencies
- **( )** Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit.

**JUSTIFICATION:** The counter top remodel will facilitate permit processing at the counter allowing each Development Services Technician a work station to initiate and issue permits while at the counter.

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.** 04-60

**CLERK**

**DATE 2-3-04**

**DATE 2-17-04**

**DEPARTMENT** Auditor

**AUDITOR’S USE ONLY**

**BA #**

Budget Revision Form Revised 12/18