

DEPARTMENT: Public Works

By: Michael D. Edwards

Phone: 966-5356

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)

Public Works requests authorization to increase the travel and education line item in the Airport Budget to cover costs of computer software training not anticipated during budget process. Public Works is changing software to standardized County software. Training is required to facilitate the change.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Increases to travel and education must be approved by Board.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If not approved, we would not be able to train employee on new software application.

<p>COSTS: (X) Not Applicable</p> <p>A. Budgeted current FY> \$ <u>1,000</u></p> <p>B. Total anticipated Costs> \$ <u>1,645</u></p> <p>C. Required additional funding> \$ _____</p> <p>D. Internal transfers> \$ <u>645</u></p> <p>COSTS: () 4/5th Vote Required</p> <p>A. Unanticipated revenues> \$ _____</p> <p>B. Reserve for contingencies> \$ _____</p> <p>C. Source description: > _____</p> <p>Balance in Reserve Contingencies, If Approved: \$ _____</p>	<p>SPECIAL INSTRUCTIONS:</p> <p>List the attachments and number the pages consecutively:</p> <p><u>1. Budget action form</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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CLERK'S USE ONLY

Res. No.: 99-24 Ord. No.: _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

Approved Denied

Minute Order Attached No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office

Date: _____

ATTEST: _____

MARGIE WILLIAMS, Clerk of the Board

By: _____

Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

C.A.O. Initials: ME

BUDGET ACTION FORM

FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
001	0303	591-0490	Airport Travel & Education		477	
001	0303	591-0491	Airport Personal Vehicle		168	
001	0303	591-0412	Airport Maint. Equip.			245
001	0303	591-0413	Airport Maint. Structure			400
001	0104	414-1090	GENERAL CONTINGENCY			
TRANSFER BETWEEN FUNDS						
TOTAL					645	645

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;
- (x) 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: See attached Board item for justification.

DEPT HEAD SIGNATURE <i>[Signature]</i>	DATE <i>1/8/99</i>
APPROVED BY RES NO. <i>99-24</i> CLERK <i>[Signature]</i>	DATE <i>1-19-99</i>

Airport

AUDITOR'S USE ONLY

BA#