RECOMMENDED ACTION AND JUSTIFICATION:  

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.

COSTS:  

A.  Budgeted current FY$ 1,000  
B.  Total anticipated Costs$ 1,645  
C.  Required additional funding  
D.  Internal transfers$ 645

COSTS:  

A.  Unanticipated revenues  
B.  Reserve for contingencies$  
C.  Source description

Balance in Reserve Contingencies, If Approved:

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

1. Budget action form

CLERK'S USE ONLY

Res. No.: 99-24  
Ord. No.:  
Vote - Ayes: 5  
Noes:  
Abscnt:  
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:

Recommend  
Not Recommended  
For Policy Determination  
Submitted with Comment  
Returned for Further Action

Comment:

C.A.O. Initials:  

Phone: 966-5356
<table>
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**TRANSFER BETWEEN FUNDS**

| TOTAL | 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**

**DATE** 1/8/99

**APPROVED BY RES NO.** 99-24  **CLERK**

**DATE** 1-19-99

**AUDITOR'S USE ONLY**

**BA#**

Budget Revision Form Revised 11/95