RECOMMENDED ACTION AND JUSTIFICATION:

Public Works recommends an action to transfer funds from fixed assets under $1,000 and software to fixed assets-computers, for the purchase of new computers and software. During the budget process, staff had received pricing to upgrade current computers, purchase Microsoft Office and bring computers into compliance for the year 2000.

Prices were obtained back in April and May. Since that time, pricing for entire computer systems and related software have come down to the point where it is more cost effective to buy new computers than to upgrade the old systems. Buying new computers will cost less overall than the budgeted upgrades. A great advantage of doing this is that all systems would now be under warranty.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Money was approved during the budget hearing to purchase hardware and software upgrades for all Public Works computers.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

If not approved, the change-over will take a lot of staff time and cost more to do.

COSTS: (X) Not Applicable
A. Budgeted current FY> $33,106
B. Total anticipated Costs> $33,106
C. Required additional funding>
D. Internal transfers>

COSTS: ( ) 4/5th Vote Required
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:

Budget Action Forms (1-4)

CLERK'S USE ONLY
Res. No.: 6-17-98 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: _______

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: _______
### BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0304</td>
<td>583-0480</td>
<td>F.A. UNDER $1,000</td>
<td></td>
<td></td>
<td>2,116</td>
</tr>
<tr>
<td>001</td>
<td>0304</td>
<td>583-0481</td>
<td>SOFTWARE</td>
<td></td>
<td></td>
<td>2,190</td>
</tr>
<tr>
<td>001</td>
<td>0304</td>
<td>583-0671</td>
<td>COMPUTER - 4</td>
<td></td>
<td></td>
<td>4,306</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>001</td>
<td>0104</td>
<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TRANSFER BETWEEN FUNDS**

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL**

<table>
<thead>
<tr>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4,306</td>
<td>4,306</td>
</tr>
</tbody>
</table>

**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 appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION:** See attached Board item for justification.

**DEPT HEAD SIGNATURE**

**DATE** 11/4/98

**APPROVED BY RES NO.**

**DATE** 11/17/98

**PUBLIC WORKS ADMIN.**

**AUDITOR'S USE ONLY**

BA#
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>700</td>
<td>0305</td>
<td>584-0480</td>
<td>F.A. UNDER $1,000</td>
<td></td>
<td>800</td>
<td></td>
</tr>
<tr>
<td>700</td>
<td>0305</td>
<td>584-0481</td>
<td>SOFTWARE</td>
<td></td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>700</td>
<td>0305</td>
<td>584-0691</td>
<td>COMPUTER</td>
<td></td>
<td></td>
<td>1,300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>0104 414-1090</td>
<td>GENERAL CONTINGENCY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TRANSFER BETWEEN FUNDS**

**TOTAL**

1,300 1,300

**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** 11/6/98

**APPROVED BY RES NO. 98-417 CLERK**

**DATE** 11-17-98

**FLEET**

**AUDITOR'S USE ONLY**

**BA#**

Budget Revision Form Revised 11/96
# BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>601</td>
<td>0404</td>
<td>651-0481</td>
<td>SOFTWARE</td>
<td></td>
<td>1,300</td>
<td></td>
</tr>
<tr>
<td>601</td>
<td>0404</td>
<td>581-0693</td>
<td>COMPUTER</td>
<td></td>
<td></td>
<td>1,300</td>
</tr>
<tr>
<td>001</td>
<td>0104</td>
<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TRANSFER BETWEEN FUNDS**

**TOTAL**

| 1,300 | 1,300 |

**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**

**APPROVED BY RES NO.**

**CLERK**

**DATE**

**DATE**

**SOLID WASTE**

**AUDITOR'S USE ONLY**

**BA#**

Budget Revision Form Revised 11/95
# BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>300</td>
<td>0301</td>
<td>581-0480</td>
<td>F.A. UNDER $1,000</td>
<td></td>
<td>9,700</td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>0301</td>
<td>581-0481</td>
<td>SOFTWARE</td>
<td></td>
<td>1,700</td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>0301</td>
<td>581-0678</td>
<td>COMPUTER UPGRADES</td>
<td></td>
<td>4,000</td>
<td></td>
</tr>
<tr>
<td>300</td>
<td>0301</td>
<td>581-0677</td>
<td>COMPUTERS - 13</td>
<td></td>
<td></td>
<td>15,400</td>
</tr>
</tbody>
</table>

| 001  | 0104     | 414-1090| GENERAL CONTINGENCY       |         |          |          |

**TRANSFER BETWEEN FUNDS**

**TOTAL**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15,400</td>
<td>15,400</td>
</tr>
</tbody>
</table>

**ACTION REQUESTED:**

( ) 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**

**APPROVED BY RES NO.**

**DATE** 11-4-98

**DATE** 11-12-98

**ROADS**

**AUDITOR'S USE ONLY**

**BA#**