RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No X)

Approve budget transfer of $1000 from Contracts to Extra Help in the Transportation Planning Budget Unit.

BACKGROUND AND HISTORY OF BOARD ACTIONS: In February 1997, the County received $6000 from the State for Transportation Demand Management Programs. In March 1997, the Board approved an appropriation of these funds to the Transportation Planning Budget for YATI support and a transit Web page. This action before the Board today will transfer $1000 from Contracts to Extra Help for assistance in preparation of the Web page by a work study student trainee rather than a consultant.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION: No action will not allow the use of a student intern on the Web Page Project.

COSTS: ( ) Not Applicable
A. Budgeted current FY $________
B. Total anticipated Costs $________
C. Required additional funding $________
D. Internal transfers $ ________ 1000

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 Form

---

CLERK'S USE ONLY
Res. No.: 97-2687 Ord. No.: _________
Vote - Ayes: ____ Noes: ________
Absent: ________
Approved: ________ Denied: ________
Minutes 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 for Comment
☐ Returned for Further Action

Comment: __________________________

A.O. Initials: __________

---

Action Form Revised 10/95
<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>INCREASE</th>
<th>DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>033</td>
<td>0251</td>
<td>577-0418</td>
<td>Contracts</td>
<td></td>
<td>$1000</td>
</tr>
<tr>
<td>033</td>
<td>0251</td>
<td>577-0201</td>
<td>Extra Help</td>
<td></td>
<td>$1000</td>
</tr>
<tr>
<td>001</td>
<td>0104</td>
<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TRANSFER BETWEEN FUNDS**

**TOTALS** $1000 $1000

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

**JUSTIFICATION** Provides ability to hire Work Study Student Trainee to provide assistance on Transportation Demand Management Project.

**DEPT HEAD SIGNATURE**

**DATE** 6-16-97

**APPROVED BY RES NO.** 97-210

**CLERK**

**DATE** 6-17-97

**AUDITOR'S USE ONLY**

**BA #**

Budget Revision Form Revised 11/95