



BUDGET, MANAGEMENT & EVALUATION

MEMORANDUM

Date: January 3, 2019

To: Board of County Commissioners
Marty Lawing, County Manager

From: Michael Halford, Budget, Management & Evaluation Director

Subject: **Budget Amendment Report** (for budget amendments and transfers completed under the authority of the County Manager as granted in the Budget Ordinance)

Transfer from:	County Administration—Manager's Contingency Fund	\$12,000
Transfer to:	Clerk to the Board – Professional Services	\$12,000

Transfer of funds from County Administration to Clerk to the Board for the purchase of two software programs. NextRequest allows residents to make public records requests and has a secondary search feature, RapidReview, to reduce repeat requests. The set-up fees are included in this transfer amount. The contract includes two discounts: a strategic partner discount and a time- based discount.

All transfers listed herein were approved by the County Manager under authority granted in the FY 2019-20 Budget Ordinance, Section VIII.