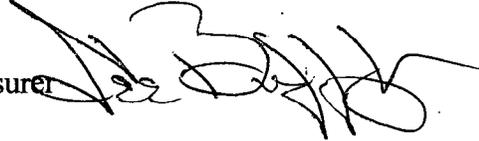


**INTER-DEPARTMENTAL MEMORADUM**  
**Office of the Tax Collector**

**Date:** December 14, 2001

**To:** Honorable Board of Supervisors

**From:** Lee Buffington, Tax Collector/Treasurer



**Subject:** Request for Approval of an Agreement with Independent Contractor, Packaged Business Solutions, Inc., for the continued support of the link between the Assessor, Controller and Tax Collector Systems and with approval of the Associated Appropriation Transfer Request.

**RECOMMENDATION**

- 1) Adopt a resolution authorizing the President of the Board of Supervisors to
  - a) enter into an agreement with PBSI in the amount of \$422,960.00 for the period of January 1, 2002 through June 30, 2004; and
  - b) waive the Request for Proposal process.
- 2) Approve an Appropriation Transfer Request (ATR) in the amount of \$55,975 transferring appropriations from the Assessor's Office (1340B) to the Tax Collector's Office (1500B) to cover contract costs through the end of the fiscal year.

**BACKGROUND**

Beginning in July 1999, PBSI provided systems analysis and programming for the Y2K corrections of the Tax Collector's Supplemental Tax System. In January of 2000 the Assessor installed a new Secured Tax Assessment system. This required extensive changes in the way the Tax Collector received and processed data sent by the Assessor. PBSI was instrumental in programming support of the electronic transfer of the Assessor's assessment data files to the Tax Collector's AS/400 system. Since then, PBSI has been responsible for monitoring program performance, inspecting data quality and implementing any necessary corrections to ensure accurate transfer and merger of data between the two systems.

The Assessor's office has requested that the Tax Collector's office administer the contract with PBSI as the programmer is actually housed in the Tax Collector's office and works closely with the Controller, Assessor and Tax Collector's offices. However, the Assessor's office has agreed to fund the contract until the end of the current fiscal year.

## **DISCUSSION**

PBSI has contributed significantly in the development and maintenance of our systems over the past two and one half years, in particular the interfaces between the Tax Collector, the Assessor and the Controller's functions. For these reasons, we believe a waiver of the request for proposal process would be in the best interests of the County. ISD has no comparable resources. ISD has been notified of these projects.

The Tax Collector's Office is planning a number of programming projects over the next two years that will benefit all three fiscal offices (Assessor, Controller and Tax Collector.) This includes not only new development, but on going maintenance and support. One such project will involve transferring the extension of the secured tax roll process from the IBM mainframe to the Tax Collector's AS/400. Another project will provide for the automated transfer of Board of Supervisor approved property valuation changes from the Assessor's system to the Tax Collector's AS/400. These projects will result in new cost savings and orders of magnitude in process improvements. PBSI's knowledge and experience will be an integral part of the success of these projects.

## **FISCAL IMPACT**

The four year contract with PBSI will cost a total of \$422,960. The Assessor's office will fund the current fiscal year costs. An ATR in the amount of \$55,975 will offset the cost. Future year funding will be included in the Tax Collector's budget.

RESOLUTION NO. \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

\*\*\*\*\*

RESOLUTION TO WAIVE THE REQUEST FOR PROPOSAL PROCESS AND TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH PACKAGED BUSINESS SOLUTIONS, INC. FOR SOFTWARE PROGRAMMING SERVICES IN AN AMOUNT NOT TO EXCEED \$422,960.00

---

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, there has been presented to this Board of Supervisors for its consideration and approval the form of an agreement whereby Packaged Business Solutions, Inc. will provide software programming services for the Tax Collector/Treasurer for an amount not to exceed \$422,960.00 and

WHEREAS, there has been presented to the Board of Supervisors for its consideration and approval a request for waiver of the request for proposal process for said programming services; and

WHEREAS, this Board has determined that it is in the best interest of the County to enter into the agreement and waive the request for proposal process; and

NOW THEREFORE, BE IT RESOLVED, that the President of the Board of Supervisors be and he is authorized to execute said contract between Packaged Business Solutions, Inc. for and on behalf of the County of San Mateo, and the Clerk of the Board shall attest the signature thereto. .

\*\*\*\*\*

**AGREEMENT BETWEEN THE COUNTY OF SAN MATEO AND  
PACKAGED BUSINESS SOLUTIONS, INC.**

THIS AGREEMENT, entered into this \_\_\_\_ day of \_\_\_\_\_, 2002, by and between the COUNTY OF SAN MATEO, hereinafter called "County," and Packaged Business Solutions, Inc., hereinafter called "Contractor";

**W I T N E S S E T H :**

WHEREAS, pursuant to Government Code, Section 31000, County may contract with independent contractors for the furnishing of such services to or for County or any Department or Agency thereof; and

WHEREAS, it is necessary and desirable that Contractor be retained for the purpose of programming services

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

1. **Services to be performed by Contractor.** In consideration of the payments hereinafter set forth, Contractor shall perform services for County in accordance with the terms, conditions and specifications set forth herein and in Exhibit "A," attached hereto and incorporated by reference herein, for the County of San Mateo.
2. **Contract Term.** The term of this Agreement shall commence on the date the agreement is fully executed by both parties, and shall extend through 06/30/04, unless terminated earlier by the County.
3. **Payments.** In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit "A", County shall make payment to Contractor in the manner specified herein and in Exhibit "A." The County reserves the right to withhold payment if the County determines that the quantity or quality of the work performed is unacceptable. In no event shall the County's total fiscal obligation under this contract exceed \$422,960.00.
4. **Relationship of the Parties.** Contractor agrees and understands that the work/services performed under this Agreement are performed as an independent Contractor and not as an employee of the County and that Contractor acquires none of the rights, privileges,

powers or advantages of County employees.

- 5. Hold Harmless.** Contractor shall indemnify and save harmless County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind and description, brought for, on account of: (A) injuries to or death of any person, including Contractor, or (B) damage to any property of any kind whatsoever and to whomever belonging; (C) any other loss or cost, including but not limited to, the concurrent active or passive negligence of County, its officers, agents, employees, or servants resulting from the performance of any work required of Contractor or payments made pursuant to this Agreement, provided that this shall not apply to injuries or damage for which the County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or will misconduct. The duty of Contractor to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.
- 6. Confidentiality** All data produced or compiled by Contractor shall be considered confidential unless it can be obtained as public record and shall not be shared with a third party without the prior written consent of County. All financial, statistical, personal, technical, and other data and information relating to the County's operations which is made available to the Contractor in order to carry out this Agreement shall be presumed to be confidential. Contractor shall protect said data and information from unauthorized use and disclosure by the observance of the same or more effective procedures as the County requires of its own personnel. The Contractor shall not, however, be required by this paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the Agreement or is rightfully obtained from third parties.
- 7. Non-Assignability.** Contractor shall not assign this Agreement or any portion thereof to a third party without the prior written consent of County, and any attempted assignment without such prior written consent in violation of this Section automatically shall terminate this Agreement.
- 8. Termination of Agreement.** The County may, at any time after ten days from execution of Agreement, terminate this Agreement, in whole or in part, for the convenience of the County, by giving written notice specifying the effective date and scope of such termination. In the event of termination, all finished or unfinished documents, data, studies, maps, photographs, reports, and materials (hereafter referred to as materials) prepared by Contractor under this Agreement shall become the property of the County and shall be promptly delivered to the County. Upon termination, the Contractor may make and retain a copy of such materials. Contractor shall be entitled to receive payment for work/services provided prior to termination of the Agreement. Such payment shall be that portion of the full payment which is determined by comparing the work/services

completed to the work/services required by the Agreement.

**9. Insurance.** The Contractor shall not commence work or be required to commence work under this Agreement unless and until all insurance required under this paragraph has been obtained and such insurance has been approved by the County Manager, and Contractor shall use diligence to obtain such issuance and to obtain such approval. The Contractor shall furnish the County Manager with certificates of insurance evidencing the required coverage, and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to the County Manager of any pending change in the limits of liability or of any cancellation or modification of the policy.

(1) **Worker's Compensation and Employer's Liability Insurance.** If the Contractor has employees, the Contractor shall have in effect during the entire life of this Agreement Workers' Compensation and Employer's Liability Insurance providing full statutory coverage. In signing this Agreement, the Contractor certifies, as required by Section 1861 of the California Labor Code, that it is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of the Code, and it will comply with such provisions before commencing the performance of the work of this Agreement.

(2) **Liability Insurance.** The Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect him/her while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all claims for property damage which may arise from contractor's operations under this Agreement, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than the amount specified by Risk Management.

**10. Compliance with laws; payment of Permits/Licenses.** In performing the services described in Exhibit A, Contractor will comply with all applicable federal and state laws and regulations, and county ordinances. Contractor shall obtain any license, permit, or approval if necessary from any agency whatsoever for the work/services to be performed, at his/her own expense, prior to commencement of said work/services or forfeit any right to compensation under this Agreement.

**11. Non-Discrimination.**

- A. *Section 504.* Contractor shall comply with §504 of the Rehabilitation Act of 1973, which provides that no otherwise qualified handicapped individual shall, solely by reason of a disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in the performance of this contract (this paragraph needed only if services provided to members of the public).
- B. *General non-discrimination.* No person shall, on the grounds of race, color, religion, ancestry, gender, age (over 40), national origin, medical condition (cancer), physical or mental disability, sexual orientation, pregnancy, childbirth or related medical condition, marital status, or political affiliation be denied any benefits or subject to discrimination under this agreement.
- C. *Equal employment opportunity.* Contractor shall ensure equal employment opportunity based on objective standards of recruitment, classification, selection, promotion, compensation, performance evaluation, and management relations for all employees under this agreement. Contractor's equal employment policies shall be made available to County of San Mateo upon request.
- D. *Violation of Non-discrimination provisions.* Violation of the non-discrimination provisions of this Agreement shall be considered a breach of this Agreement and subject the Contractor to penalties, to be determined by the County Manager, including but not limited to
- i) termination of this Agreement;
  - ii) disqualification of the Contractor from bidding on or being awarded a County contract for a period of up to 3 years;
  - iii) liquidated damages of \$2,500 per violation;
  - iv) imposition of other appropriate contractual and civil remedies and sanctions, as determined by the County Manager.

To effectuate the provisions of this section, the County Manager shall have the authority to examine Contractor's employment records with respect to compliance with this paragraph and/or to set off all or any portion of the amount described in this paragraph against amounts due to Contractor under the Contract or any other Contractor between Contractor and County.

Contractor shall report to the County Manager the filing by any person in any court of any complaint of discrimination or the filing by any person of any and all charges with the Equal Employment Opportunity Commission, the Fair Employment and Housing Commission or any other entity charged with the investigation of allegations within 30 days of such filing, provided that within such 30 days such entity has not notified Contractor that such charges are dismissed or otherwise unfounded. Such notification shall include the name of the complainant, a copy of such complaint and a description of the circumstance. Contractor shall provide County with a copy of their response to the Complaint when filed.

E. *Compliance with Equal Benefits Ordinance.* With respect to the provision of employee benefits, Contractor shall comply with the County Ordinance which prohibits contractors from discriminating in the provision of employee benefits between an employee with a domestic partner and an employee with a spouse.

**12. Retention of Records.** Contractor shall maintain all required records for three years after the County makes final payment and all other pending matters are closed, and shall be subject to the examination and/or audit of the County, a Federal grantor agency, and the State of California.

**13. Merger Clause.** This Agreement, including Exhibit "A" attached hereto and incorporated herein by reference, constitutes the sole Agreement of the parties hereto and correctly states the rights, duties, and obligations of each party as of this document's date. Any prior agreement, promises, negotiations, or representations between the parties not expressly stated in this document are not binding. All subsequent modifications shall be in writing and signed by the parties. In the event of a conflict between the terms, conditions, or specifications set forth herein and those in Exhibit "A" attached hereto, the terms, conditions, or specifications set forth herein shall prevail.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

COUNTY OF SAN MATEO

By: \_\_\_\_\_  
*President, Board of Supervisors*

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_

Clerk of Said Board

**Packaged Business Solutions, Inc.**

Natalie Kilner  
Signature

Date: 1/2/02

**COUNTY OF SAN MATEO**  
**AGREEMENT WITH INDEPENDENT CONTRACTOR**

**Agreement No.** \_\_\_\_\_  
**Exhibit "A"**

Agreement between the County of San Mateo and Packaged Business Solutions (PBSI).

Use Additional Sheets as Necessary

**I. Description of Services to be Performed by the Contractor**

1. Perform programming and systems analysis support for applications residing on the Tax Collector's AS/400 computer. PBSI will notify Tax Collector's management if the programming task assigned to PBSI requires additional or other resources to complete.
2. Provide technical guidance and training in the use of the AS/400 application software that is modified or developed.

**II. Amount and Method of Payment**

PBSI will perform the above described services during normal business hours, Monday through Friday, between 8:00 AM and 5:00 PM. If deemed necessary by the Tax Collector's management, PBSI might be asked to perform services during non-business hours. Days and times worked must be authorized by the Tax Collector's management.

PBSI shall be paid at a rate of \$85.00 per hour worked.

**III. Miscellaneous**

For the duration of the term of this agreement, and for a period of one year thereafter, County shall not hire for employment or services, any former employee of PBSI who has performed services under this agreement, unless a recruitment fee is paid to PBSI. The recruitment fee is set at twenty-five percent (25%) of the base salary, wages or contractor's fees to be earned by such person during the first twelve months of employment or contracting services. The recruitment fee is due and payable within thirty days of commencement of employment or contracting services by such person with County.

Contractor agrees that the requirements of this Agreement pertaining to the protection of proprietary rights and confidentiality and the Hold Harmless provision shall survive termination of this Agreement.

Natalie Kilmer  
Contractor's Signature

1/2/02  
Date

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

Contractor's Tax ID Number or Social Security Number: 77-0041343

15110-5858

\_\_\_\_\_  
Purchasing Agent, County of San Mateo Date

\_\_\_\_\_  
Department or Division Head Date

\_\_\_\_\_  
Budget Unit

Revised 7/01

COUNTY OF SAN MATEO

Equal Benefits Compliance Declaration Form

I Vendor Identification

Name of Contractor: Packaged Business Solutions, Inc.
Contact Person: Natalie Kilner
Address: 2151 Salvio Street
Concord, CA 94520
Phone Number: 925-671-7071
Fax Number: 925-671-7181

II Employees

Does the Contractor have any employees? [X] Yes [ ] No

Does the Contractor provide benefits to spouses of employees? [X] Yes [ ] No

\*If the answer to one or both of the above is no, please skip to Section IV.\*

III Equal Benefits Compliance (Check one)

- [X] Yes, the Contractor complies by offering equal benefits, as defined by Chapter 2.93, to its employees with spouses and its employees with domestic partners.
[ ] Yes, the Contractor complies by offering a cash equivalent payment to eligible employees in lieu of equal benefits.
[ ] No, the Contractor does not comply.
[ ] The Contractor is under a collective bargaining agreement which began on (date) and expires on (date).

IV Declaration

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, and that I am authorized to bind this entity contractually.

Executed this 19th day of December, 2001 at Concord CA (City)

(State) Signature: Natalie Kilner

Name (Please Print): Natalie Kilner

Principal Title

77-0041343 Contractor Tax Identification Number

**ACORD. CERTIFICATE OF LIABILITY INSURANCE** ID GA PACKA-1 DATE (MM/DD/YY) 12/28/01

**PRODUCER**  
 EGI/Argo Insurance  
 CA License #0660864  
 P.O. Box 232017  
 Pleasant Hill CA 94523-6107  
 Phone: 925-682-7001 Fax: 925-682-7024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSURERS AFFORDING COVERAGE**

**INSURED**  
  
 Packaged Business Solutions  
 Inc.  
 2151 Salvio St. Ste. #310  
 Concord CA 94526

INSURER A: Chubb Insurance  
 INSURER B: Republic Indemnity Co. of CA  
 INSURER C: Gulf Underwriters Ins. Co.  
 INSURER D:  
 INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	35390991	11/15/01	11/15/02	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$ Included
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 10,000
					PERSONAL & ADV INJURY \$ 1,000,000
					GENERAL AGGREGATE \$ 2,000,000
					PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
A	AUTOMOBILE LIABILITY	74969071	11/15/01	11/15/02	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
A	EXCESS LIABILITY	79811481	11/15/01	11/15/02	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	153636-01	09/15/01	09/15/02	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
					E.L. EACH ACCIDENT \$ 1,000,000
					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
					E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	OTHER	GU6617525	11/15/01	11/15/02	Each** 1,000,000
	Errors & Omissions				Total Lmt 1,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS  
 \*Each Wrongful Act, Claims-Made, Retroactive Date 6/16/87  
 "Revised to Correct Address"

CERTIFICATE HOLDER **N** ADDITIONAL INSURED: INSURER LETTER:

CANCELLATION

**SANM002**  
  
 County of San Mateo  
 Assessor/County Tax Collector  
 Kelly Lawrence  
 555 County Center, 1st Floor  
 Redwood City, CA 94063

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  
  


**COUNTY OF SAN MATEO  
APPROPRIATION TRANSFER REQUEST**

REQUEST NO.  
ATR2 050

DEPARTMENT Assessor-County Clerk-Recorder DATE 12/14/01

**1. REQUEST TRANSFER OF APPROPRIATIONS AS LISTED BELOW:**

	C O D E S		AMOUNT	DESCRIPTION
	FUND OR ORG.	ACCOUNT		
From	15110	8142	55,975   00	Intrafund Transfer
	13400	<del>8888XXXX</del> 5856	55,975.00	<del>XXXXXXXXXXXX</del> Contract Special Program Services
To	13400	5874	55,975   00	Interagency Agreement - County
	15110	5858	55,975   00	Contract - Professional Services

Justification. (Attach Memo if Necessary)

Transfer of money from Assessor-County Clerk-Recorder to Tax Collector's Office (re: AB719 Funding) and to appropriate funds for the cost of the PBSI contract with Tax Collector's Office.

DEPARTMENT HEAD  
BY: [Signature] DATE 12/14/01

2.  Board Action Required  Four-Fifths Vote Required  Board Action Not Required

COUNTY CONTROLLER  
BY: [Signature] DATE 1/3/02

3.  Approve as Requested  Approve as Revised  Disapprove

COUNTY MANAGER  
BY: \_\_\_\_\_ DATE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE — FOR BOARD OF SUPERVISORS' USE ONLY**

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA  
RESOLUTION TRANSFERRING FUNDS  
RESOLUTION NO. \_\_\_\_\_

RESOLVED, by the Board of Supervisors of the County of San Mateo, that

WHEREAS, the Department hereinabove named in the Request for Appropriation, Allotment or Transfer of Funds has requested the transfer of certain funds as described in said Request; and

WHEREAS, the County Controller has approved said Request as to accounting and available balances, and the County Manager has recommended the transfer of funds as set forth hereinabove:

NOW, THEREFORE, IT IS HEREBY ORDERED AND DETERMINED that the recommendations of the County Manager be approved and that the transfer of funds as set forth in said Request be effected.

Regularly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Ayes and in favor of said resolution:

Noes and against said resolution:

Supervisors: \_\_\_\_\_

Supervisors: \_\_\_\_\_