

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.

B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated. If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.

C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.

D. Describe any assumptions or interpretations that were utilized to provide the information on this form.

A. The Department of Administrative Services (DAS) is requesting authorization to transfer \$1,000,000 in funds out of the County's Appropriations for Contingencies (org 1945) unallocated contingency, in order to provide funding for emergency preparedness responses related to COVID-19. Of \$1,000,000 amount, \$500,000 is requested to be transferred to new capital project WO72101-Laptops COVID19 Emergency, for the acquisition of laptop computers and enable telework needs for County employees that work from a desktop computer but do not currently have a laptop, while the other \$500,000 000 is requested to be transferred to new capital project WO72001-COVID19 Emergency to address potential future expenses related to COVID-19 which are yet to be determined.

B. None.

C. None.

D. Assumptions based upon IMSD's estimated costs for laptop replacements.

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

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Approved by: *Joe Lamm*

Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review? Yes No Not Required

