

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Budget Amendment A-8 (FY 12/13) General Fund - Administrative Services Budget
(Staff recommends approval).

REQUESTED ACTION: Approve Budget Amendment A-8

Work Session (Report Only) **DATE OF MEETING:** 10/23/2012
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: Financial Services Department

BUDGET IMPACT: \$5,063
 Annual **FUNDING SOURCE:** 001-991-999-9300 Reserve for Contingencies
 Capital **EXPENDITURE ACCOUNT:** 001-010-511-5500 Training
 N/A

HISTORY/FACTS/ISSUES:

The purpose of this budget amendment is to move training funds from FY2011-12 to FY2012-13 for Future Media Concepts. It was anticipated that these funds would be expended in FY2011-12; however the classes will now be attended in FY2012-13. This training is a 5-course package that includes the following classes which are essential to the administration duties associated with Civic Plus and other software used routinely by Administrative Services staff.

1. Acrobat Fundamentals:
 - a. Creating, customizing and sharing PDF Portfolios
 - b. Enhancing and Editing PDF Documents
 - c. Working with Adobe Acrobat Forms
 - d. Creating multimedia presentations using Adobe components and features
 - e. Using the technical features of Acrobat

2. Photoshop Fundamentals:
 - a. Graphic editing/design manipulation for web-site including the ability to manipulate graphics and the page design with the Civic Plus system
 - b. Manipulate and create other designs in presentations including layering, image size vs. resolution, pixel aspect ratio's, creating web galleries and working with PNG, JPG, GIF files

3. Photoshop Advanced Web and Video
 - a. Covers exporting HTML images, creating and maintaining web galleries, and designing in Photoshop for flash files.

4. Flash Fundamentals
 - a. Creating and editing interactive applications with the Flash Program for functions such as Civic Plus.

5. Introduction to Fireworks
 - a. Creating and editing bitmap and vector web graphics including how to modify bitmap and vector graphics, work with layers, build web components, slice images, and prototype layouts.

