RECOMMENDED ACTION AND JUSTIFICATION:
Accept $10,000 in Anticipated Grant Revenue and 2) Approve Budget Action Increasing Revenue and Appropriations Accordingly in the Community Action Fund ($12,500) 3) Approve Budget Action Transferring Funds within the Housing Authority Fund ($16,752) 4) Authorize the Purchase of a Vehicle 5) Authorize the Human Services Director to Sign the Agreement with the State Department of Community Services and Development.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board has typically accepted grant funding.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Should the grant money not be accepted the department will continue to borrow vehicles when needed, be forced to find other budget savings from which to purchase computers and be forced to continue using an inadequate phone system.

<table>
<thead>
<tr>
<th>Financial Impact? (X) Yes</th>
<th>( ) No</th>
<th>Current FY Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted In Current FY? ( ) Yes</td>
<td>( ) No</td>
<td>(X) Partially Funded</td>
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<tr>
<td>Amount in Budget:</td>
<td>$10,000</td>
<td></td>
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<tr>
<td>Additional Funding Needed:</td>
<td>$12,500</td>
<td></td>
</tr>
<tr>
<td>Source: Contracts/Grants</td>
<td></td>
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<tr>
<td>Internal Transfer</td>
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<td></td>
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<tr>
<td>Unanticipated Revenue X 4/5’s vote</td>
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<td></td>
</tr>
<tr>
<td>Transfer Between Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contingency 4/5’s vote</td>
<td></td>
<td></td>
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<tr>
<td>( ) General ( ) Other</td>
<td></td>
<td></td>
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CLERK'S USE ONLY:
Res. No.: Ord. No.:
Abs.:
Approved
( ) Minute 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 of County of Mariposa, State of California
By: Deputy

COUNTY ADMINISTRATIVE OFFICER:
_____ Requested Action Recommended
_____ No Opinion
Comments:

CAO: [Signature]

Revised Dec. 2002
## BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
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</thead>
<tbody>
<tr>
<td>335</td>
<td>0514</td>
<td>308.2907</td>
<td>Misc Revenue</td>
<td>H068</td>
<td>(12,500)</td>
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<tr>
<td>335</td>
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<td>941.0640</td>
<td>Vehicle</td>
<td>H068</td>
<td>15,000</td>
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<tr>
<td>335</td>
<td>0514</td>
<td>941.0480</td>
<td>Equipment under $5,000</td>
<td>H064A</td>
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<td>2,500</td>
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|            |            |             |             |        |          |          |
|            |            |             |             |        |          |          |

**TOTALS**  

<table>
<thead>
<tr>
<th>DEBIT</th>
<th>CREDIT</th>
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</tr>
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</table>

**TRANSFER BETWEEN FUNDS**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

**TOTALS**

**ACTION REQUESTED:** (Check all that apply)

* (X) 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 transferring appropriation from Contingencies

* ( ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION**  
Receipt of Discretionary funds from State Dept of Community Services

**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.**

**DATE**  
10/5/06

**DATE**  
10/7/06

**DEPARTMENT**  
Human Services/CAA

AUDITOR'S USE ONLY

BA #

Budget Revision Form Revised 07/2000
# BUDGET ACTION FORM

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>PROJECT</th>
<th>INCREASE</th>
<th>DECREASE</th>
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<td>921.0480</td>
<td>Equipment Under $5,000</td>
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<td></td>
<td>5,000</td>
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<tr>
<td>332</td>
<td>0512</td>
<td>921.064</td>
<td>Vehicle</td>
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<td>16,752</td>
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**TOTALS:**

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<tr>
<th>INCREASE</th>
<th>DECREASE</th>
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</thead>
<tbody>
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<td>16,752</td>
<td>16,752</td>
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</table>

## TRANSFER BETWEEN FUNDS

<table>
<thead>
<tr>
<th>DEBIT</th>
<th>CREDIT</th>
</tr>
</thead>
</table>

**TOTALS**

## 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 transferring appropriation from Contingencies

- [X] Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

### JUSTIFICATION

Transfers necessary to fund 1/2 of Vehicle from Discretionary funding available in Fund 335

### DEPT HEAD SIGNATURE

[Signature]

### DATE

10/5/06

### APPROVED BY RES NO.

[Signature]

### CLERK

[Signature]

### DATE

### DEPARTMENT

Human Services/Housing Authority

### AUDITOR’S USE ONLY

BA #
October 4, 2006

TO: Members, Board of Supervisors
   Mike Coffield, Budget Officer
FROM: Cheryle Rutherford-Kelly
RE: Housing and Community Action / Permission to Accept and Expend New Revenue through Budget Adjustments in Community Action, Fund 335 and Housing, Fund 332

Recommendation

It is respectfully requested that your Board: (1) Accept $10,000 in Anticipated Grant Revenue and 2) Approve Budget Action Increasing Revenue and Appropriations Accordingly in the Community Action Fund ($12,500) 3) Approve Budget Action Transferring Funds within the Housing Authority Fund ($16,752) 4) Authorize the Purchase of a Vehicle 5) Authorize the Human Services Director to Sign the Agreement with the State Department of Community Services and Development.

Background

Community Action is one division of the Mariposa Human Services Department and shares space with the Housing Authority. The unit currently needs to improve its phone and computer systems. It also needs a vehicle.

Community Action and Housing have recently moved into a new building to centralize similar services that are provided by this unit. The building that we now occupy was an open space and is not conducive to appropriate access by the public. The current phone system is not adequate to handle the volume of calls that are received. We currently have only two lines, which are usually tied up and staff is required to wait for an available line. When these two lines are in use, incoming calls are rolled to a general voice mailbox.

The computer system is antiquated and fails frequently causing loss of data, staff time/productivity and increases maintenance costs. IT Staff has provided good service but they cannot eliminate the need for replacement.

As part of the Human Services Department, Community Action and Housing use pooled vehicles when they are available for attending meetings and conducting Housing inspections. The Human Services Department has grown to the point that there are no longer enough vehicles to accommodate all the vehicle needs. The department has chosen to allocate vehicles based on the funding source of the purchase. This decision has left Community Action and Housing without an adequate vehicle.

Current Situation

Your board authorized the Department to request discretionary funding for Phase II of a new telephone system on May 9, 2006 (Res no. 06-173). The department anticipated
and budgeted this funding at the $10,000 level. During discussions with the State Department of Community Services and Development, they encouraged the department to apply for other items we need. Community Action asked for a vehicle and four desktop computers to replace the failing systems. All requested items have been approved and funding is available if your Board wishes to accept the money.

Calaveras-Mariposa CAA is requesting funding to strengthen our capacity and improve accessibility to services. This funding will be leveraged with $22,500 (100% match) in non-federal funds previously obtained by the Housing unit.

These improvements will benefit all clients that contact our office for services. The vehicle will help staff to monitor projects in Calaveras and Mariposa as well as complete housing inspections in a timely manner. Direct services include Energy Assistance/Weatherization at over 550 households per year, emergency homeless assistance, information and referral and the Housing Authority’s Housing Choice Voucher program at 165 households as well as all of our partner agencies and subcontractors.

Financial

We are requesting to accept $10,000 in anticipated revenue and $12,500 in unanticipated revenue for a total of $22,500.

The attached budget action form for Fund 335, Community Action, increases miscellaneous revenue, line item 308.2907, by $12,500. The Vehicle line, 941.06-40 is increased by $15,000 and the Equipment line, 941.0480, is decreased by $2,500. The anticipated grant amount of $10,000 was previously included in the FY2006/2007 budget.

The attached budget action form for Fund 332, Housing, is a re-distribution of current appropriations to allow for the funding of the Vehicle line, 0512-921.0640, by $16,752.

This request has no impact to the general fund.