DEPARTMENT: Human Services/BHRS

RECOMMENDED ACTION AND JUSTIFICATION:
In conjunction with Rick Peresan, it is respectfully recommended that your Board authorize: (1) the Department to purchase a phone and voice mail system; (2) move money from the Social Worker salary line to Fixed Assets – Other Equipment line; (3) select the system based on the expertise of your IT Department; (4) authorize your Chairman to sign any necessary contract; (5) the Auditor to pay for the system this fiscal year; and (6) the department to seek grant funding for FY 06-07 for the second phase of the project.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Please see attached.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Please see attached.

Financial Impact? [X] Yes ( ) No Current FY Cost: $20,800 Annual Recurring Cost: $

Budgeted In Current FY? [X] Yes ( ) No ( ) Partially Funded

Amount in Budget: $20,800

Additional Funding Needed: $20,800

Source: Internal Transfer

Unanticipated Revenue: 4/5's vote

Transfer Between Funds: 4/5's vote

Contingency: 4/5's vote

( ) General ( ) Other

Board Memo pg. 1-2
Social Service Options 1 pg. 3
Social Service Options 2 pg. 4
Budget Action Form pg. 5

CLERK’S USE ONLY:
Res. No. [73] Ord. No. _____
Vote – Ayes: 5 Noes: _____
Absent: _____

[ ] Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____

Margie Williams, Clerk of the Board
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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<td>0501</td>
<td>661.01-30</td>
<td>Social Worker I-IV</td>
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<tr>
<td>001</td>
<td>0501</td>
<td>661.06-44</td>
<td>Other Equipment</td>
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<tr>
<th>TRANSFER BETWEEN FUNDS</th>
<th>DEBIT</th>
<th>CREDIT</th>
<th>TOTALS</th>
</tr>
</thead>
</table>

**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.

- 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** Purchase of telephone system

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**DEPT HEAD SIGNATURE**

**APPROVED BY RES NO.** 07-123  CLERK

**DATE** 5-9-06

**DEPARTMENT** Human Services/Social Services

**AUDITOR'S USE ONLY**

Budget Revision Form Revised 07/2000
April 26, 2006

TO: Members, Board of Supervisors
FROM: Cheryle Rutherford Kelly
RE: Social Service / Authorization to Purchase Phone and Voice Mail System

Recommendation

In conjunction with Rick Peresan, it is respectfully recommended that your Board authorize: (1) the Department to purchase a phone and voice mail system; (2) move money from the Social Worker salary line to Fixed Assets – Other Equipment line; (3) select the system based on the expertise of your IT Department; (4) authorize your Chairman to sign any necessary contract; (5) the Auditor to pay for the system this fiscal year; and (6) the department to seek grant funding for FY 06-07 for the second phase of the project.

Background/Current Situation

The current telephone system serves Social Service and Community Action/Housing (CAA/HA). The voice mail system is no longer working properly. An assessment by Sierra Tel, confirmed by IT, has indicated that the system is near failure. To purchase a new voice mail system, without a much needed telephone system upgrade, would not be the best course of action.

Rick Peresan, in conjunction with Human Services IT, has recommended that the best course of action is to purchase a new system. A cost analysis indicated that the new system, which will actually have more features, will not cost as much on a monthly basis. The difference in monthly cost will result in the system paying for itself in 5.21 years.

Attached please find the options that were considered:

Option 1 – Complete System Upgrade. This option provides an upgrade that will bring the current system up to the same functionality of the government center. The total one time investment is approximately $30,500, and yields an annual savings of $5,856. This savings will allow the system to pay for itself in 5.21 years. This system has connectivity features not available with the current system. The life of this system is much greater than the one provided in the second option.

Option 2 – Minimal Upgrade. This option provides for a system much like the current one. On going costs would remain the same, thus no savings. This type of system would have to be upgraded again in three to four years. This option does not allow for the advanced connectivity available with a more advanced system.
Phase II of this project involves the connectivity of CAA/HA. The CAA/HA move to a new location (the stand-alone Social Service classroom) has provided the challenge of keeping communications open to the public. Such a move had to be made to house social service employees. Phone calls are now transferred from the welfare main building to CAA/HA through a call forward option (called flashing). The call cannot be put through to individual employees nor be forwarded to voice mail. Clerical staff time is therefore increased.

The new CAA/HA location needs to be “tied” to the main phone system. To link it will require a second phase of the project that will need to take place in fiscal year 2006/2007. Right now, CAA/HA does not have the funds to upgrade their system. Two alternatives are being discussed with the IT Department. The cost of the most expensive option is $12,000. With your Board’s permission, the department will apply for a small assistance grant from the State to fund the best option. Social Service cannot pay for CAA/HA costs without audit exposure.

The Auditor, as well as the IT Director, have been very helpful in assisting this Department to analyze what is needed and to find a way to pay for the system this fiscal year. They are always helpful and I would like your Board to know that.

Financial

A new phone and voice mail system for Social Services will cost approximately $30,500. It will pay for itself in 5.21 years. It would be advantageous to pay for the system this fiscal year due to unspent dollars in the Social Service budget unit. The Department has salary savings that can be transferred to the fixed asset line to cover the costs. The intra-budget transfer form is attached.

Phase two, involving the Community Action grant, will be approximately $12,000. A grant will be applied for to cover the cost. This phase of the project cannot take place this fiscal year.
Social Services Telephone System Option 1
Full System Upgrade

3/31/2006

Current On-going Charges

34 Incoming lines
  12 centrex lines @ $39/mo  468.00
  22 other lines @ $35/mo  770.00

Flashing to BHRS and FS  200.00

Total Monthly Costs  1,438.00

17,256.00  Total Yearly costs

Upgrade One time investment
  Toshiba CIX670 Package  20,858.00
  VOIP Upgrade on Classroom @50%  4,500.00
  CSU/DSU Switch  750.00
  Telephone line conversion  1,700.00
  Call Accounting Software (optional)  2,300.00
  Incedentials  392.00

  30,500.00  Total One Time Investment

New On-going costs
  PRI W/23 channels with Direct
  Inward Dial function per month  750.00

Flashing to BHRS & FS  200.00

  950.00

11,400.00  New Yearly Costs

Net Savings per Year  5,856.00

The savings generated by the new system would cover the upgrade costs in 5.21 years.

This new system will work with our existing phones.
New phone sets are $300/ea.
Local toll and long distance charges not included.

Purchase of this system will require BOS approval and considered an asset.
Social Services Telephone System Option 2
Minimal Upgrade

3/31/2006

Current On-going Charges

34 Incoming lines
  12 centrex lines @ $39/mo 468.00
  22 other lines @ $35/mo 770.00

Flashing to BHRS and FS 200.00
Total Monthly Costs 1,438.00

Add Flashing to CAA/HA @ 100/mo 1,200.00

18,456.00 Total Yearly costs

Upgrade One time investment
  Toshiba SES8 3,256.00
  1 year warranty.

3,256.00 Total One Time Invesment

This system is much like what we have now and ongoing costs would remain the same. This system will not function with the VOIP upgrade suggested for CAA/HA. This new system will work with our existing phones. New phone sets are $300/ea. Local toll and long distance charges not included.

Purchase of this system will require BOS approval.