

BY: Cheryle Rutherford-Kelly

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)

SEE ATTACHMENT, Page One

BACKGROUND AND HISTORY OF BOARD ACTIONS:

SEE ATTACHMENT, Page One

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

SEE ATTACHMENT, Page One

COSTS: Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal Transfers \$ 5,115

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

Page 1, Memo to Board of Supervisors
Page 3, CSBG 2000 Fund Reconciliation
Page 4, Budget Action Form

SOURCE: 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: CSBG 2000 funding available for discretionary use by Mariposa-Calaveras Community Action Agency until June 30, 2001
Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:

Res. No.: 01-191 Ord. No. _____

Vote - Ayes: 5 Noes: _____

Absent: _____ Abstained: _____

191 Approved _____ Denied

Minute Order Attached No Action Necessary

ADMINISTRATIVE RECOMMENDATION: OFFICER'S

This item on agenda as:

_____ Recommended

_____ Not Recommended

_____ For Policy Determination

_____ Submitted with Comment

_____ Returned for Further Action

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

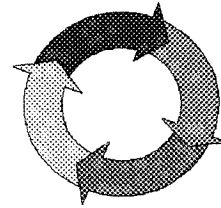
Comment: _____

A.O. Initials: _____

BY: _____
Deputy



**MARIPOSA COUNTY
DEPARTMENT OF HUMAN SERVICES**



Community Action Programs

Promoting Self-Sufficiency Through Community Partnerships

**Cheryle
Rutherford-Kelly**
Director

Housing and Community Development Division

5200 Highway 49 North, Post Office Box 39
Mariposa, California 95338

(209) 966-3609
(800) 266-3609
FAX (209) 966-5048
mccap@sierratel.com

DATE: June 13, 2001
TO: Members, Board of Supervisors
FROM: Cheryle Rutherford-Kelly
RE: Asset Approval for Calaveras-Mariposa Community Action Agency

RECOMMENDED ACTION AND JUSTIFICATION:

It is respectfully recommended that your Board authorize the Calaveras-Mariposa Community Action Agency (CMCAA) to purchase a lap top computer and a personal computer with unspent Community Services Block Grant (CSBG) 2000 funding available for discretionary expenditures.

BACKGROUND

CMCAA requested an extension of CSBG 2000 funding that had not been spent when the contract period expired on December 31, 2000. The State granted a six-month extension that expires June 30, 2001. The Joint Powers Board reallocated a portion of the funding to subcontractors. However, administrative costs to run the agency have not been spent down to date. Approximately \$4, 200 is available for discretionary expenditures.

On June 13, 2001, the Joint Powers Board approved use of these funds, and any unspent subcontractor allocations, for essential technological improvements for CMCAA. There may be \$885 in unspent subcontracts as one of the subcontractors has not been able to take advantage of the funding to date. If this money becomes available for discretionary spending, it will be used to purchase software.

CURRENT SITUATION

CMCAA is operating with equipment that is not meeting workload needs, such as a malfunctioning computer capable of little more than word processing. Further, CMCAA has no fax machine, and an inadequate printer. Technological improvements would enable a significant increase in staff productivity.

FINANCIAL

This is a State funded program. No County match is required. For your review, the CSBG 2000 Fund Reconciliation is attached (page 3).

Administrative funds available, not including unused subcontractor allocations:

Lap Top Computer	\$1,500	(Asset Expenditure)
Personal Computer	\$1,500	(Asset Expenditure)
Miscellaneous Improvements	\$1,229.92	(Nonasset Expenditures)
(Fax machine, printer, etc.)	\$4,229.92	

SERVICES AND COMMUNITY PARTNERS

Calaveras – Mariposa Community Action Agency
Low Income Home Energy Assistance Programs
Emergency Homeless Assistance Program

FEMA Emergency Food and Shelter Program
PG&E - Salvation Army REACH Program
Salvation Army Extension Committee

Administrative funds available, including unused subcontractor allocations:

Lap Top Computer	\$1,500	(Asset Expenditure)
Personal Computer	\$1,500	(Asset Expenditure)
Miscellaneous Improvements	\$2,114.92	(Nonasset Expenditures)
(Fax machine, printer, etc.)	<u>\$5,114.92</u>	

SERVICES AND COMMUNITY PARTNERS

Calaveras – Mariposa Community Action Agency
Low Income Home Energy Assistance Programs
Emergency Homeless Assistance Program

FEMA Emergency Food and Shelter Program
PG&E - Salvation Army REACH Program
Salvation Army Extension Committee

Administration	Actual	Budget	Surplus/Deficit
Salaries & Wages	\$ 11,607.27	\$ 13,030.00	\$ (1,422.73)
Fringe Benefits	\$ 2,961.49	\$ 4,138.00	\$ (1,176.51)
Other	\$ 2,306.83	\$ 4,807.00	\$ (2,500.17)
Consultant/Contract Services	\$ 5,124.27	\$ 2,525.00	\$ 2,599.27
Consumable Supplies/Equipment	\$ 250.00	\$ 250.00	\$ -
Rents/Leases			\$ -
Travel	\$ 165.75	\$ 250.00	\$ (84.25)
Total	\$ 22,415.61	\$ 25,000.00	\$ (2,584.39)
Program			
Salaries & Wages	\$ 1,548.53	\$ 4,946.00	\$ (3,397.47)
Fringe Benefits	\$ 740.54	\$ 1,571.00	\$ (830.46)
Other	\$ 2,424.49	\$ 4,046.00	\$ (1,621.51)
Consultant/Contract Services	\$ 7,227.93	\$ 3,000.00	\$ 4,227.93
Consumable Supplies/Equipment	\$ 575.98	\$ 600.00	\$ (24.02)
Rents/Leases	\$ 1,905.27	\$ 1,655.00	\$ 250.27
Travel	\$ 49.73	\$ 300.00	\$ (250.27)
Total	\$ 14,472.47	\$ 16,118.00	\$ (1,645.53)
Subcontractors			
Mariposa County Public Works	\$ 7,997.00	\$ 8,882.00	\$ (885.00)
Mariposa County Housing Authority	\$ 500.00	\$ 500.00	\$ -
Mariposa Salvation Army	\$ 2,500.00	\$ 2,500.00	\$ -
Mt. Ranch Youth Alliance	\$ 10,500.00	\$ 10,500.00	\$ -
Manna House	\$ 3,000.00	\$ 3,000.00	\$ -
Community Learning Center	\$ 10,000.00	\$ 10,000.00	\$ -
Human Resource Council	\$ 63,102.57	\$ 63,102.57	\$ -
Calaveras County Administration	\$ 17,397.43	\$ 17,397.43	\$ -
Mountain Crisis Services	\$ 3,000.00	\$ 3,000.00	\$ -
Total	\$ 117,997.00	\$ 118,882.00	\$ (885.00)
TOTAL	\$ 154,885.08	\$ 160,000.00	\$ (5,114.92)

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
35	0514	941-0642	Computer Equip		3,000	
335	0514	941-0437	CSBG Delegate Agency			4,230
335	0514	941-0480	Equip Under \$1,000		1,230	
001	0104	414-1090	GENERAL CONTINGENCY			
TOTALS					4,230	4,230
TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
TOTALS					0.00	0.00

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: Transfer to cover cost of fixed asset, Equip Under \$1,000 and software

DEPT HEAD SIGNATURE clt DATE _____
 APPROVED BY RES NO. 01-191 CLERK mmj DATE 6-26-01

DEPARTMENT _____

AUDITOR'S USE ONLY BA #

Memorandum

To: Board of Supervisors
From: Greg Iturria, County Administrative Officer 
Date: June 25, 2001
Re: June 26, 2001, Board Agenda Item Number 6A

Staff in the Community Services Block Grant (CSBG) budget unit has asked to make a correction to their original request to move funding allocations. It was thought that there would be \$885 in unspent funding in the CSBG Delegate line item, but it has been determined that this funding is being redirected.

The attached Budget Action reflects this requested change. The request to increase the Software line item is withdrawn and the \$885 will remain in the CSBG Delegate line item.

Please let me know if have any questions concerning this budget action.

mbh
Attachment

BUDGET ACTION FORM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
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335	0514	941-0437	CSBG Delegate Agency			4,230
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TOTALS					4,230	4,230
TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
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- ACTION REQUESTED: (Check all that apply)**
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JUSTIFICATION: Transfer to cover cost of fixed asset, Equip Under \$1,000, and ~~and~~

DEPT HEAD SIGNATURE <u>CRK</u>	DATE
APPROVED BY RES NO.	CLERK
DEPARTMENT	AUDITOR'S USE ONLY BA #