

DEPARTMENT: Human Services

BY: James Rydingsword

PHONE: 966-2000

**RECOMMENDED ACTION AND JUSTIFICATION:**

It is respectfully requested that your board approve the attached budget action forms for Housing Authority fund 332, Energy Assistance fund 334 and Community Action fund 335.

(\$184,151)

**BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The board typically approves budget adjustments that do not affect the general fund.

**ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Should the budget adjustments not be approved the budget units would not be able to pay for ongoing expenses or bring up the weatherization program as approved in resolution 09-23.

Financial Impact? (X) Yes ( ) No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? ( ) Yes (X) No ( ) Partially Funded		
Amount in Budget: \$290,000		List Attachments, number pages consecutively
Additional Funding Needed: \$188,517		Memo page 1
Source:		Budget action forms pages 2-5
Internal Transfer		
Unanticipated Revenue <u>X</u>	4/5's vote	
Transfer Between Funds	4/5's vote	
Contingency	4/5's vote	
( ) General ( ) Other		

**CLERK'S USE ONLY:**

Res. No.: 09-134 Ord. No. \_\_\_\_\_  
 Vote - Ayes: 5 Noes: \_\_\_\_\_  
 Absent: \_\_\_\_\_  
 Approved  
 Minute Order Attached ( ) No Action Necessary

**COUNTY ADMINISTRATIVE OFFICER:**

Requested Action Recommended  
 No Opinion  
 Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Date: \_\_\_\_\_  
 Attest: MARGIE WILLIAMS, Clerk of the Board  
 County of Mariposa, State of California  
 By: \_\_\_\_\_  
 Deputy

CAO: [Signature]



**MARIPOSA COUNTY  
HUMAN SERVICES DEPARTMENT**

P.O. Box 99 • Mariposa, CA 95338 • (209) 966-2000 • Fax (209) 966-2486  
□ Behavioral Health and Recovery Services (209) 966-2000 □ Employment and Community Services (209) 966-3609  
□ Fiscal Services (209) 966-2131 □ Social Services (209) 966-2442



**JAMES A. RYDINGSWORD, DIRECTOR**

March 5, 2009

TO: Members, Board of Supervisors  
Rick Benson, CAO  
FROM: James Rydingsword, Director  
RE: Budget Adjustments for Community Action, Housing Authority and Energy Assistance

**Recommendation**

It is respectfully requested that your board approve the attached budget action forms for Housing Authority fund 332, Energy Assistance fund 334 and Community Action fund 335.

**Background/Current Situation**

Due to unforeseen workload issues the attached budget adjustments were not completed in time to be submitted with the mid-year budget package.

Adjustments for funds 332 Housing Authority and 335 Community Action are necessary for keeping in line with actual expenditures. These adjustments are within the funds and do not require adjustments to revenue.

Adjustments for Energy Assistance fund 334 include increased revenue for the LIHEAP contract as approved by your board in January (res 09-23), appropriation of new revenue and adjustments to various expenditure lines in keeping with expenditure trends. Appropriation of new revenue (also per res 09-23) includes funding 2 extra help positions for Weatherization Workers, one at 860 hours and the second at 430 hours.

**Financial**

Housing Authority fund 332 contains minor adjustments to salaries and benefits to allow for adjustments in amounts being charged to the fund. Other minor adjustments to expenditures are in line with actual expense projections. Adjustments total \$54,179. There is no impact to the general fund.

Community Action fund 335 contains minor adjustments to salaries and benefits to allow for adjustments in amounts being charged to the fund. Other minor adjustments to expenditures are in line with actual expense projections. Adjustments total \$2,508. There is no impact to the general fund.

Energy Assistance fund 334 increase to LIHEAP contract of \$188,517. Appropriation of new revenue includes extra help for Weatherization Workers for \$18,000, increase in Weatherization program activities for \$50,000, increase in energy payments for \$103,224 and training for \$3,500. The remaining 13,793 has been used to cover increases in salary and benefit lines and other expenditures to keep the fund in balance. There is no impact to the general fund.

(1)

## BUDGET ACTION FORM

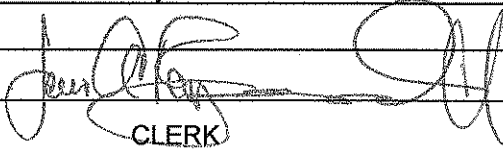
FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
332	0512	921.01-03	DEPUTY DIRECTOR		170	
332	0512	921.01-44	CONTRACT ADMINISTRATOR		375	
332	0512	921.01-97	ACCOUNT CLERK III			7,725
332	0512	921.02-35	Longevity		348	
332	0512	921.04-06	COMMUNICATIONS		1,000	
332	0512	921.04-17	OFFICE EXPENSE		3,842	
332	0512	921.04-31	RENT/LEASE BUILDINGS		350	
332	0512	921.04-33	TUITION/EDUCATION		200	
332	0512	921.04-36	SEC 8 VOUCH ADMIN		1,000	
332	0512	921.04-50	COUNTY VEHICLE EXPENSE		440	
332	0512	921.05-33	PORTABLE HAP OCCUPIED		46,000	
332	0512	921.05-34	HAP OCCUPIED			46,454
332	0512	921.05-37	PORT VOUCHER UTIL REIMBUR		454	
<b>TOTALS</b>					<b>54,179</b>	<b>54,179</b>

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
<b>TOTALS</b>					<b>0</b>	<b>0</b>

**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** Budget adjustments necessary to rebalance fund in line with expenditures

DEPT HEAD SIGNATURE		DATE	3/6/09
APPROVED BY RES NO.	CLERK	DATE	

DEPARTMENT Human Services	AUDITOR'S USE ONLY BA #
---------------------------	----------------------------

## BUDGET ACTION FORM

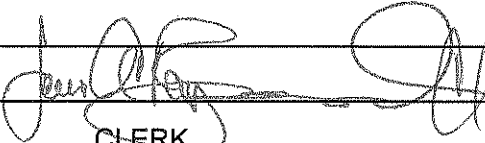
FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
335	0514	941.01-03	Deputy Director		225	
335	0514	941.01-50	Program Salaries		370	
335	0514	941.02-35	Longevity		470	
335	0514	941.02-70	SDI		60	
335	0514	941.03-13	Medical/Dental/Vision		973	
335	0514	941.03-14	Retirement - Employer		60	
335	0514	941.03-15	Retirement - Employee		30	
335	0514	941.03-16	Deferred Comp		310	
335	0514	941.03-17	Life Insurance		10	
335	0514	941.04-31	Rents & Leases - Bldg			1,250
335	0514	941.05-53	Program Subcontractor			1,258
<b>TOTALS</b>					<b>2,508</b>	<b>2,508</b>

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
<b>TOTALS</b>					<b>0</b>	<b>0</b>

**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** Mid-Year budget adjustments

DEPT HEAD SIGNATURE	DATE
	3/6/09
APPROVED BY RES NO.	DATE
CLERK	

DEPARTMENT Human Services	<b>AUDITOR'S USE ONLY</b> BA #
---------------------------	-----------------------------------

## BUDGET ACTION FROM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
334	0527	306.66-01	LIHEAP WX/Energy		(188,517)	
334	0527	943.01-04	Admin/Assur/ECIP/HEAP		4,500	
334	0527	943.01-56	ECIP/HEAP Intake Sal		1,140	
334	0527	943.01-58	ECIP Outreach Sal		6,966	
334	0527	943.01-60	HEAP Outreach Sal			4,366
334	0527	943.02-01	extra Help		18,000	
334	0527	943.02-70	SDI		145	
334	0527	943.03-10	FICA		485	
334	0527	943.03-11	Medicare		115	
334	0527	943.03-13	Medical/Dental/Vision		1,428	
334	0527	943.03-14	Retirement - Employer		1,465	
334	0527	943.03-15	Retirement - Employee		590	
334	0527	943.03-16	Deferred Comp		1,315	
334	0527	943.03-17	Life Insurance		10	
<b>TOTALS</b>					<b>(152,358)</b>	<b>4,366</b>

TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
<b>TOTALS</b>				<b>0</b>	<b>0</b>

**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** Mid-Year budget adjustments

DEPT HEAD SIGNATURE		DATE <u>3/6/09</u> <del>1/31/2008</del>
APPROVED BY RES NO.	CLERK	DATE

DEPARTMENT Human Services	AUDITOR'S USE ONLY BA #
---------------------------	----------------------------

4

## BUDGET ACTION FROM

FUND	DEP/DIV	ACCOUNT	DESCRIPTION	PROJECT	INCREASE	DECREASE
334	0527	943.05-52	WX Training		3,500	
334	0527	943.05-56	WX Direct Prog Act		50,000	
		943.05-64	ECIP Wood/Propane/Oil		50,000	
		943.05-70	HEAP Wood/Propane/Oil		53,224	
<b>TOTALS</b>					156,724.00	-

TRANSFER BETWEEN FUNDS					DEBIT	CREDIT
<b>TOTALS</b>					0	0

**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** Mid-Year budget adjustments

DEPT HEAD SIGNATURE	DATE: 3/6/09 <del>1/31/2008</del>
APPROVED BY RES NO. 09-134  CLERK	DATE 3-24-09

DEPARTMENT Human Services	<b>AUDITOR'S USE ONLY</b> BA #
---------------------------	-----------------------------------

(5)