



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: July 23, 2019

Subject: Appropriation and Revenue Adjustment to Purchase One Vehicle for EHSD-Community Services Bureau

RECOMMENDATION(S):

APPROVE Appropriation and Revenue Adjustment No. 5099 and AUTHORIZE the transfer of appropriations in the amount of \$27,668.94 from Employment and Human Services Department, Community Services Bureau to Internal Service Fund (ISF) Fleet Services for the purchase of one (1) vehicle, as recommended by the Public Works Director.

FISCAL IMPACT:

This action increases Fiscal Year 2018-19 appropriations in ISF Fleet Services (Org 4284) and reduces appropriations in Employment and Human Services Department, Community Services Bureau (Org 1462) by \$27,668.94.

BACKGROUND:

On February 20, 2019, EHSD-Community Services Bureau requested appropriation adjustment (TC 27) to fund the purchase of 2 cargo vans and 1 transit wagon. The request was approved by the County Administrator and Auditor-Controller. The appropriation adjustment was recorded in the County Finance system on March 29, 2019. Public Works Department identified a transit vehicle in ISF Fleet Services that meets the requirement of EHSD's Community Services Bureau. In lieu of starting a new procurement action to

☒ APPROVE
 ☐ OTHER
☒ RECOMMENDATION OF CNTY ADMINISTRATOR
 ☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/23/2019** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: Diane Burgis, District III
 Supervisor
 Karen Mitchoff, District IV
 Supervisor
 Federal D. Glover, District V
 Supervisor

ABSENT: John Gioia, District I
 Supervisor
 Candace Andersen, District II
 Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 23, 2019

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Eric Pormento, 681-4268

cc:

purchase a transit wagon, Public Works recommended to transfer the ISF transit vehicle to

BACKGROUND: (CONT'D)

the Bureau Unit 5993. 2019 Ford Transit Connect Van, was purchased as an ISF replacement vehicle for Probation Unit 5899. The vehicle no longer meets the needs of the Probation Department and can instead be used by EHSD's Community Services Bureau. A separate replacement vehicle will be requested for unit 5899.

CONSEQUENCE OF NEGATIVE ACTION:

If this Appropriation Adjustment is not approved, EHSD's Community Services Bureau will not be able to meet the transportation needs of staff and parents who are serving in the Head Start/Early Head Start Program. This will have a negative impact on program operations and the mandate of Administration for Children and Families.

ATTACHMENTS

TC 24 & 27 AP 5099