



# First 5 Commission of San Diego

FY 2019-20 Operating Budget  
Approved 4/18/2019

Item 4-1

| Description  | Requested Budget<br>FY 2019-20 |                     | Budget Notes   |
|--|--------------------------------|---------------------|--|
| <b>Labor</b>   |                                |                     |  |
| Salaries & Benefits                                      | \$2,142,387                    |                     | Staff (16 FTEs)  |
| HHSa Burden  | \$229,236                      |                     | Overhead charge (10.7% of labor)                         |
| <b>Total Labor Costs</b>                                 | <b>\$2,371,623</b>             |                     |  |
| <b>Services &amp; Supplies</b>                           |                                |                     |  |
| Temp Help  | 5,000                          |                     | Temporary labor  |
| Other Communications                                     | 1,400                          |                     | Warm line access   |
| Cellular Phone Use                                       | 4,576                          |                     | Cell phone service                                       |
| Insurance  | 11,500                         |                     | Prop10 Insurance   |
| Vehicle Lease (ISF)                                      | 400                            |                     | County Van lease   |
| First Aid supplies                                       | 150                            |                     | First Aid Kit & AED supplies                             |
| Memberships  | 61,567                         |                     | F5 Association, Grant Makers, & GFOA                     |
| Office Expense   | 10,000                         |                     | Consumable supplies                                      |
| Postage  | 750                            |                     | Postage / delivery services                              |
| Printing   | 1,000                          |                     | Various printing services                                |
| County Counsel   | 5,000                          |                     | County Counsel   |
| Specialized Services Contracts                           | 50,000                         |                     | Annual audit & Consultants                               |
| Copy Equipment Rental                                    | 9,300                          |                     | Lease of multiple copy machines                          |
| Rents & Leases Structures                                | 392,300                        |                     | Office lease   |
| Special Departmental Expense                             | 10,000                         |                     | Strategy & Policy Fund (First 5 Association)             |
| Books and Subscriptions                                  | 500                            |                     | Resource library   |
| Minor Equipment  | 2,500                          |                     | Office chairs, desks & other equip.                      |
| Out of County Travel (Transportation/Lodging)            | 18,032                         |                     | Staff meetings & conferences                             |
| Local Community Forums & Staff Development               | 3,000                          |                     | Local community meetings & staff development             |
| Staff Mileage  | 7,500                          |                     | Mileage reimbursement                                    |
| Out of County Training/Registration                      | 7,395                          |                     | Training registration                                    |
| Purchasing & Contracting                                 | 5,000                          |                     | Procurement services (Dept. of Purchasing & Contracting) |
| Facilities Management (General Services)                 | 8,929                          |                     | Services for building lease (Gen Services Dept.)         |
| Network Services (IT contract)                           | 42,044                         |                     | Phone/voice mail, network services                       |
| Data Center Services (IT contract)                       | 2,920                          |                     | Email service  |
| Desktop Computing (IT contract)                          | 24,371                         |                     | Computers & printers                                     |
| Catalog Items (IT contract)                              | 1,500                          |                     | IT products  |
| <b>Total Services and Supplies</b>                       | <b>\$686,634</b>               |                     |  |
| <b>Evaluation Services</b>                               | <b>\$879,910</b>               |                     |  |
| <b>Total Operating Expenses (lines 11, 42, &amp; 44)</b> | <b>\$3,938,167</b>             |                     |  |
|  | Additional Requested Budget    | Previously Approved |  |
| <b>Contributions to Community Projects</b>               | \$ 988,529                     | \$ 37,044,164       | <b>Total: \$38,032,693</b>                               |
| <b>TOTAL Operating Budget (lines 46 &amp; 48)</b>        | \$ 4,926,696                   | \$ 37,044,164       | <b>\$41,970,860</b>                                      |

Detail follows on Pages 2 & 3

**PROJECTED  
ADMIN RATE:  
7.29%**

$$\text{Admin Rate} = \frac{\text{Operating Expenses (less Evaluation)}}{\text{Total Operating Budget}} = \frac{\$3,938,167 - \$879,910}{\$41,970,860}$$

| REVENUE                           |                      |                                   |
|-----------------------------------|----------------------|-----------------------------------|
| Prop 10 - Tobacco Tax *           | \$ 24,919,451        | First 5 California projection     |
| IMPACT*                           | 1,937,914            | State match per agreement         |
| IMPACT Hub *                      | 308,827              | State match per agreement         |
| Transfer from Sustainability Fund | 14,804,668           | Transfer from Sustainability Fund |
| <b>TOTAL REVENUE</b>              | <b>\$ 41,970,860</b> |                                   |

\*Revenue projections from First 5 California

| A   | B   | C   | D | E | F | G | H                   | I                |  |
|-----|---|---|---|---|---|---|---------------------|------------------|--|
| 64  | <b>Budget Expense Detail by Line Item</b>                   |   |   |   |   |   |                     |                  |  |
| 65  |   |   |   |   |   |   | <i>Total Budget</i> |                  |  |
| 66  | <b>52570 Interdepartmental Expense</b>                      | Commission staff salaries & benefits (16 FTE's)                           |   |   |   |   | \$                  | 2,142,387        |  |
| 67  | (Labor costs paid to County of San Diego - HHS)             | Burden (10.7%)  |   |   |   |   | \$                  | 229,236          |  |
| 68  |   | <b>Total Labor Costs</b>  |   |   |   |   | \$                  | <b>2,371,623</b> |  |
| 69  |   |   |   |   |   |   |                     |                  |  |
| 70  | <b>52010 Temporary Help</b>                                 |   |   |   |   |   | \$                  | <b>5,000</b>     |  |
| 71  |   |   |   |   |   |   |                     |                  |  |
| 72  | <b>52066 Communications non-ISF</b>                         | Warm line access  |   |   |   |   | \$                  | <b>1,400</b>     |  |
| 73  |   |   |   |   |   |   |                     |                  |  |
| 74  | <b>52068 Cellular Phone Use</b>                             | Service for cell phones and broadband cards                               |   |   |   |   | \$                  | <b>4,576</b>     |  |
| 75  |   |   |   |   |   |   |                     |                  |  |
| 76  | <b>52132 Insurance</b>                                      | Crime Bond Insurance  |   |   |   |   | \$                  | 2,200            |  |
| 77  |   | Special Liability Insurance   |   |   |   |   | \$                  | 8,600            |  |
| 78  |   | Special Property Insurance  |   |   |   |   | \$                  | 700              |  |
| 79  |   | <b>Total Insurance</b>  |   |   |   |   | \$                  | <b>11,500</b>    |  |
| 80  |   |   |   |   |   |   |                     |                  |  |
| 81  | <b>52178 Vehicle lease</b>                                  | County van lease for group travel to LA meeting                           |   |   |   |   | \$                  | <b>400</b>       |  |
| 82  |   |   |   |   |   |   |                     |                  |  |
| 83  | <b>52252 Medical Supplies</b>                               | First Aid & AED supplies  |   |   |   |   | \$                  | <b>150</b>       |  |
| 84  |   |   |   |   |   |   |                     |                  |  |
| 85  | <b>52270 Memberships</b>                                    | F5 Association fees, SD Grant Makers, & GFOA                              |   |   |   |   | \$                  | <b>61,567</b>    |  |
| 86  |   |   |   |   |   |   |                     |                  |  |
| 87  | <b>52330 Office Expense</b>                                 | Office supplies & products  |   |   |   |   | \$                  | <b>10,000</b>    |  |
| 88  |   |   |   |   |   |   |                     |                  |  |
| 89  | <b>52332 Postage</b>  | Postage and mail services   |   |   |   |   | \$                  | <b>750</b>       |  |
| 90  |   |   |   |   |   |   |                     |                  |  |
| 91  | <b>52334 Printing</b>                                       | Printing services   |   |   |   |   | \$                  | <b>1,000</b>     |  |
| 92  |   |   |   |   |   |   |                     |                  |  |
| 95  | <b>52374 County Counsel</b>                                 | County Counsel services   |   |   |   |   | \$                  | <b>5,000</b>     |  |
| 96  |   |   |   |   |   |   |                     |                  |  |
| 97  | <b>52396 Evaluation Services</b>                            |   |   |   |   |   |                     |                  |  |
| 98  | Evaluation  | Evaluation Includes Contract Management and Evaluation.                   |   |   |   |   | \$                  | 616,140          |  |
| 99  | CMEDS Database Provider                                     | Data System (CMEDS) Database Management.                                  |   |   |   |   | \$                  | 263,770          |  |
| 100 |   | <b>Total Evaluation Services</b>  |   |   |   |   | \$                  | <b>879,910</b>   |  |
| 101 |   |   |   |   |   |   |                     |                  |  |
| 102 | <b>52432 Specialized Services Contracts</b>                 | Annual CPA Audit  |   |   |   |   | \$                  | 25,000           |  |
| 103 |   | Consultants   |   |   |   |   | \$                  | 25,000           |  |
| 104 |   | <b>Total Specialized Services Contracts</b>                               |   |   |   |   | \$                  | <b>50,000</b>    |  |
| 105 |   |   |   |   |   |   |                     |                  |  |
| 106 | <b>52504 Copy Equipment Rental</b>                          | Rental services for copiers and color copy costs                          |   |   |   |   | \$                  | <b>9,300</b>     |  |
| 107 |   |   |   |   |   |   |                     |                  |  |
| 108 | <b>52530 Rent/ Lease Structure</b>                          | Office lease  |   |   |   |   | \$                  | <b>392,300</b>   |  |
| 109 |   |   |   |   |   |   |                     |                  |  |
| 110 | <b>52550 Special Departmental Expense</b>                   | Fund for First 5 Association & State strategy and policy changes          |   |   |   |   | \$                  | <b>10,000</b>    |  |
| 111 |   |   |   |   |   |   |                     |                  |  |
| 112 | <b>52560 Books and Subscriptions</b>                        | Professional literature for staff   |   |   |   |   | \$                  | <b>500</b>       |  |
| 113 |   |   |   |   |   |   |                     |                  |  |
| 114 | <b>52566 Minor Equipment</b>                                | Office equipment & furnishings  |   |   |   |   | \$                  | <b>2,500</b>     |  |
| 115 |   |   |   |   |   |   |                     |                  |  |
| 116 | <b>52608 Out of County Travel</b>                           | Required travel for First 5 programs and meetings                         |   |   |   |   | \$                  | <b>18,032</b>    |  |
| 117 |   |   |   |   |   |   |                     |                  |  |
| 118 | <b>52610 Local Community Forums &amp; Staff Development</b> | Local community meetings and staff development                            |   |   |   |   | \$                  | <b>3,000</b>     |  |
| 119 |   |   |   |   |   |   |                     |                  |  |
| 120 |   |   |   |   |   |   |                     |                  |  |
| 121 | <b>52612 Staff Mileage</b>                                  | Mileage at approved IRS rate  |   |   |   |   | \$                  | <b>7,500</b>     |  |
| 122 |   |   |   |   |   |   |                     |                  |  |
| 123 | <b>52622 Out of County Training &amp; Registration</b>      | First 5 meetings and conferences  |   |   |   |   | \$                  | <b>7,395</b>     |  |
| 124 |   |   |   |   |   |   |                     |                  |  |
| 125 |   |   |   |   |   |   |                     |                  |  |
| 126 | <b>52704 Purchasing &amp; Contracting</b>                   | Anticipated RFP costs for services from Dept. of Purchasing & Contracting |   |   |   |   | \$                  | <b>5,000</b>     |  |
| 127 |   |   |   |   |   |   |                     |                  |  |
| 128 | <b>52710 Facilities Mgmt (Gen Serv)</b>                     | 2.32% of lease total paid to General Services                             |   |   |   |   | \$                  | <b>8,929</b>     |  |
| 129 |   |   |   |   |   |   |                     |                  |  |
| 130 | <b>52721 Network Services</b>                               | COSD IT contract: Phone, voicemail, data jacks & network services         |   |   |   |   | \$                  | <b>42,044</b>    |  |
| 131 |   |   |   |   |   |   |                     |                  |  |
| 132 | <b>52723 Data Center Services</b>                           | COSD IT contract: Email services  |   |   |   |   | \$                  | <b>2,920</b>     |  |
| 133 |   |   |   |   |   |   |                     |                  |  |
| 134 | <b>52732 Desktop Services</b>                               | COSD IT contract: Rental and service of computers, laptops, and printers  |   |   |   |   | \$                  | <b>24,371</b>    |  |
| 135 |   |   |   |   |   |   |                     |                  |  |
| 136 | <b>52750 Catalog Items</b>                                  | COSD IT contract: Upgrades - hardware, software and wireless networking   |   |   |   |   | \$                  | <b>1,500</b>     |  |

|     | A | B  | C  | D | E                          | F                 | G                           | H                     | I                 |                   |
|-----|---|--|--|---|----------------------------|-------------------|-----------------------------|-----------------------|-------------------|-------------------|
| 137 |   |  |  |   |                            |                   |                             |                       |                   |                   |
| 138 |   | <b>53664 Contributions to Community Projects</b> |  |   | <i>Previously Approved</i> |                   | <i>Additional Requested</i> | <i>Total</i>          |                   |                   |
| 139 |   |  |  |   | <i>for FY 2019-20</i>      |                   | <i>Program Budget</i>       | <i>Program Budget</i> |                   |                   |
| 140 |   | <b>Health</b>                                    |  |   |                            |                   |                             |                       |                   |                   |
| 141 |   |  | Healthy Development Services                     |   | \$                         | 12,778,905        |                             | \$                    | 12,778,905        |                   |
| 142 |   |  | KidSTART   |   | \$                         | 1,158,845         |                             | \$                    | 1,158,845         |                   |
| 143 |   |  | Reducing Childhood Injury                        |   |                            |                   | \$                          | 233,529               | \$                | 233,529           |
| 144 |   |  | Oral Health Initiative                           |   | \$                         | 1,950,000         |                             | \$                    | 1,950,000         |                   |
| 145 |   |  | <b>Total Health</b>                              |   |                            |                   |                             | \$                    | <b>16,121,279</b> |                   |
| 146 |   |  |  |   |                            |                   |                             |                       |                   |                   |
| 147 |   | <b>Learning</b>                                  |  |   |                            |                   |                             |                       |                   |                   |
| 148 |   |  | Quality Preschool Initiative                     |   | \$                         | 14,377,277        |                             | \$                    | 14,377,277        |                   |
| 149 |   |  | Mi Escuelita                                     |   | \$                         | 653,160           |                             | \$                    | 653,160           |                   |
| 150 |   |  | YMCA-CRS   |   | \$                         | 185,977           | \$                          | 15,000                | \$                | 200,977           |
| 151 |   |  | <b>Total Learning</b>                            |   |                            |                   |                             | \$                    | <b>15,231,414</b> |                   |
| 152 |   |  |  |   |                            |                   |                             |                       |                   |                   |
| 153 |   | <b>Family</b>                                    |  |   |                            |                   |                             |                       |                   |                   |
| 154 |   |  | Targeted Home Visits                             |   | \$                         | 5,000,000         |                             | \$                    | 5,000,000         |                   |
| 155 |   |  | Maternity Shelter                                |   | \$                         | 125,000           |                             | \$                    | 125,000           |                   |
| 156 |   |  | Parent Education & Family Engagement             |   |                            |                   | \$                          | 275,000               | \$                | 275,000           |
| 157 |   |  | <b>Total Family</b>                              |   |                            |                   |                             | \$                    | <b>5,400,000</b>  |                   |
| 158 |   |  |  |   |                            |                   |                             |                       |                   |                   |
| 159 |   | <b>Community</b>                                 |  |   |                            |                   |                             |                       |                   |                   |
| 160 |   |  | Information & Referral                           |   | \$                         | 300,000           |                             | \$                    | 300,000           |                   |
| 161 |   |  | Parent & Public Education                        |   | \$                         | 515,000           |                             | \$                    | 515,000           |                   |
| 162 |   |  | Community Projects                               |   |                            |                   | \$                          | 165,000               | \$                | 165,000           |
| 163 |   |  | Breastfeeding Friendly Environment               |   |                            |                   | \$                          | 300,000               | \$                | 300,000           |
| 164 |   |  | <b>Total Community</b>                           |   |                            |                   |                             | \$                    | <b>1,280,000</b>  |                   |
| 165 |   |  |  |   |                            |                   |                             |                       |                   |                   |
| 166 |   |  | <b>Total Contributions to Community Projects</b> |   | \$                         | <b>37,044,164</b> | \$                          | <b>988,529</b>        | \$                | <b>38,032,693</b> |