



First 5 Commission of San Diego

FY 2021-22 Operating Budget
March 16, 2021

**Final
Draft**

Item 4-1

Description	Requested Budget FY 2021-22	Budget Notes
Labor		
Salaries & Benefits	\$2,163,534	Staff (15 FTEs)
HHSA Burden	\$240,152	Overhead charge (11.10% of labor)
Total Labor Costs	\$2,403,686	
Services & Supplies		
Temp Help	2,000	Temporary labor
Other Communications	1,650	Warm line access
Cellular Phone Use	5,350	Cell phone service
Insurance	13,875	Prop10 Insurance
First Aid Supplies	100	First Aid Kit & AED supplies
Memberships	71,567	Various professional organizations
Office Expense	8,000	Consumable supplies
Postage	500	Postage / delivery services
Printing	3,300	Various printing services
County Counsel	5,500	County Counsel
Specialized Services Contracts	53,300	Annual Audit & Consultants
Copy Equipment Rental	8,500	Lease of multiple copy machines
Rents & Leases Services and Structures	270,310	Office lease/Tenants Improvements
Books and Subscriptions	250	Resource library
Minor Equipment	2,500	Office chairs, desks & other equip.
Out of County Travel	9,500	F5 Association Meetings & Conferences
Local Community Engagement	3,000	Community and Family Engagement
Staff Mileage	5,500	Mileage reimbursement
Network Services (IT contract)	38,000	Phone/voice mail, network services
Data Center Services (IT contract)	2,750	Email Service
Desktop Computing (IT contract)	22,050	Computers & Printers
Catalog Items (IT contract)	1,500	IT products
Total Services and Supplies	\$529,002	
Evaluation Services	\$823,770	
Total Operating Expenses (lines 12, 38, & 40)	\$3,756,458	

	Additional Requested Budget	Previously Approved	Total
Contributions to Community Projects	\$ 35,000	\$ 30,108,463	\$30,143,463
TOTAL Operating Budget (lines 42 & 44)	\$3,791,458	\$ 30,108,463	\$33,899,921

Detail follows on Pages 2 & 3

Admin Rate = $\frac{\text{Operating Expenses (less Evaluation-Program)}}{\text{Total Operating Budget}} = \frac{\$3,756,458 - \$978,770}{\$33,899,921} = 6.06\%$

**PROJECTED
ADMIN RATE:
6.06%**

REVENUE		SOURCE
Prop 10 - Tobacco Tax *	\$ 17,974,012	State of CA
Prop 56 Tobacco Tax Backfill *	\$ 6,496,859	State of CA
County of San Diego HHSA Public Health - CDPH Home Visiting Pilot	\$ 600,000	CA Dept of Public Health
County of San Diego HHSA Eligibility Operations - CalWORKs HV	\$ 3,528,938	CA Dept of Social Services - CalWORKs
County of San Diego HHSA Eligibility Operations - Cal-Learn	\$ 1,172,729	CA Dept of Social Services - Cal-Learn
F5CA Home Visiting Coordination Grant	\$ 100,000	First 5 CA Commission
Transfer from Sustainability Fund	4,027,383	First 5 San Diego
TOTAL REVENUE	\$ 33,899,921	

*Projected Revenue from First 5 California

A	B	C	D	E	F	G	H	I
65	Budget Expenses Detail by Line Item							
66								<i>Total Budget</i>
67	52570 Interdepartmental Expense	Commission staff salaries & benefits (15 FTE's)					\$	2,163,534
68		Burden (11.10%)					\$	240,152
69		Total Labor Costs paid to County of San Diego (HHSA)					\$	2,403,686
70								
71	52010 Temporary Help	Administrative assistance					\$	2,000
72								
73	52066 Communications non-ISF	Warm line access					\$	1,650
74								
75	52068 Cellular Phone Use	Service for cell phones and broadband cards					\$	5,350
76								
77	52132 Insurance							
78		Crime Bond Insurance					\$	3,600
79		Special Liability Insurance					\$	9,175
80		Special Property Insurance					\$	1,100
81		Total Insurance					\$	13,875
82								
83	52252 Medical Supplies	First Aid & AED supplies					\$	100
84								
85	52270 Memberships							
86		F5 Association fees					\$	69,747
87		Catalyst (formerly SD Grantmakers)					\$	1,000
88		Government Finance Officers Association (GFOA)					\$	700
89		Zero to Three					\$	120
90		Total Memberships					\$	71,567
91								
92	52330 Office Expense	Office supplies & products					\$	8,000
93								
94	52332 Postage	Postage and mail services					\$	500
95								
96	52334 Printing	Printing services					\$	3,300
97								
98	52374 County Counsel	County Counsel services					\$	5,500
99								
100	52396 Evaluation Services							
101		Evaluation	Includes Contract Management and Evaluation				\$	560,000
102		Database	Data System (CMEDS) Database Management				\$	263,770
103		Total Evaluation Services					\$	823,770
104								
105	52432 Specialized Services Contracts							
106		Annual CPA Audit					\$	16,250
107		Consultants					\$	37,050
108		Total Specialized Services Contracts					\$	53,300
109								
110	52530 Rent & Leases Services /Structure	Office Lease/Tenant Improvements					\$	270,310
111								
112	52504 Copy Equipment Rental	Rental services for copiers and color copy costs					\$	8,500
113								
114	52560 Books and Subscriptions	Professional literature for staff					\$	250
115								
116	52566 Minor Equipment	Office equipment & furnishings					\$	2,500
117								
118	52608 Out of County Travel	Travel for First 5 Association Meetings and Conferences					\$	9,500
119								
120	52610 Local Community Engagement	Community and Family Engagement					\$	3,000
121								
122	52612 Staff Mileage	Mileage at approved IRS rate					\$	5,500
123								
124	52721 Network Services	COSD IT contract: Phone, voicemail, data jacks & network services					\$	38,000
125								
126	52723 Data Center Services	COSD IT contract: Email services					\$	2,750
127								
128	52732 Desktop Services	COSD IT contract: Rental and service of computers, laptops, and printers					\$	22,050
129								
130	52750 Catalog Items	COSD IT contract: Upgrades - hardware, software and wireless networking					\$	1,500

	A	B	C	D	E	F	G	H	I	
131										
132		53664 Contributions to Community Projects			<i>Previously Approved</i>	<i>Additional Requested</i>		<i>Total</i>		
133					<i>for FY 2021-22</i>	<i>Program Budget</i>		<i>Program Budget</i>		
134		Health								
135			Healthy Development Services		\$	9,963,374		\$	9,963,374	
136			KidSTART		\$	800,000		\$	800,000	
137			Oral Health Initiative		\$	1,000,000		\$	1,000,000	
138			Reducing Childhood Injury		\$	150,000		\$	150,000	
139			Total Health					\$	11,913,374	
140										
141		Learning								
142			Learn Well		\$	8,000,000		\$	8,000,000	
143			Mi Escuelita		\$	653,160		\$	653,160	
144			Total Learning					\$	8,653,160	
145										
146		Family								
147			Targeted Home Visiting		\$	8,651,929		\$	8,651,929	
148			Maternity Shelter		\$	125,000		\$	125,000	
149			Total Family					\$	8,776,929	
150										
151		Community								
152			Information & Referral		\$	300,000		\$	300,000	
153			Parent & Public Education		\$	400,000		\$	400,000	
154			Community Outreach Projects		\$	65,000	\$	35,000	\$	100,000
155			Total Community					\$	800,000	
156										
157			Total Contributions to Community Projects		\$	30,108,463	\$	35,000	\$	30,143,463
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