

## First 5 Commission of San Diego

## Second Draft of Proposed Commission Budget for Fiscal Year 2009-10

The following document provides clarification for proposed budget expenses for FY 2009-10 with significant changes from FY 2008-09. The proposed budget for FY 2009-10 for the First 5 Commission of San Diego was developed in accordance with the revenue and expense projections in the Commission's 10-Year Financial Plan.

Significant expense changes in the FY 2009-10 budget compared to FY 2008-09 include:

Account No.	Account Name	Expense Category	FY 2008-09 Approved Budget (\$)	FY 2009-10 Proposed Budget (\$)	Assumption
52995	<b>Internal Agreement (Salaries &amp; Benefits - includes Overhead)</b>	19 FTE's + 1.7 FTE's for Temporary Help <i>(Column H; Rows 65-68)</i>	2,393,040	2,342,981	<ul style="list-style-type: none"> <li>• <b>Salaries &amp; Benefits for 19 FTE's: \$1,939,012</b> Per County BRASS budget.</li> <li>• <b>Salaries for Retirees &amp; Student Workers (1.7 FTE's): \$98,363.</b> <ul style="list-style-type: none"> <li>○ Retirees: FY 2009-10 budget reduced from 4 (1.6 FTE) to 3 (1.1 FTE).</li> <li>○ Student Workers: FY 2009-10 budget reduced from 2 (1.2 FTE) to 1 (0.6 FTE)</li> </ul> </li> <li>• <b>\$305,606 for overhead (15%) paid to County of San Diego – Health &amp; Human Services Agency.</b></li> <li>• <b>Overall reduction of \$50,059 (2%) from prior year</b></li> </ul>
52330	<b>Office Expense</b>	Office supplies <i>(Column H; Row 83)</i>	30,000	25,000	<ul style="list-style-type: none"> <li>• <b>Reduced budget by \$5,000 (17%) from prior year</b> due to projected decrease in retirees, student workers, and on-site specialists</li> </ul>
52332	<b>Postage</b>	Postage and delivery services <i>(Column H; Row 85)</i>	7,000	10,000	<ul style="list-style-type: none"> <li>• <b>Increased budget by \$3,000 (43%) from prior year</b> to include warehousing and distribution services of Commission agendas, reports, and other mailings.</li> </ul>

Account No.	Account Name	Expense Category	FY 2008-09 Approved Budget (\$)	FY 2009-10 Proposed Budget (\$)	Assumption
52334	Printing	Brochures, reports, newsletters <i>(Column H; Row 87)</i>	30,000	20,000	<ul style="list-style-type: none"> <li>Reduction of \$10,000 (33%) from prior year due to removal of Newsletter budget item.</li> </ul>
52370	Special Expenses	Parent Education Tools <i>(Column H; Row 89)</i>	44,000	24,000	<ul style="list-style-type: none"> <li>Reduced budget by \$20,000 (55%) from prior year due to removal of Graduate Student Intern and Unanticipated Costs budget items.</li> </ul>
52374	Inter-Departmental	County Counsel services <i>(Column H; Row 91)</i>	60,000	30,000	<ul style="list-style-type: none"> <li>Decrease of \$30,000 (50%) due to reduction in services needed from Office of County Counsel. <ul style="list-style-type: none"> <li>FY 2008-09 budget was increased to include Fluoridation contract drafting and negotiation expenses.</li> <li>FY 2009-10 budget is being reduced to normal level of County Counsel services.</li> </ul> </li> </ul>
52432	Specialized Services Contracts	Evaluation <i>(Column H; Row 96)</i>	2,277,584	1,111,033 <i>(encumbered in prior year)</i>	<ul style="list-style-type: none"> <li>Evaluation and CMEDS Database Management Services <ul style="list-style-type: none"> <li>Includes \$111,033 previously encumbered for CMEDS database management</li> <li>Evaluation amount of \$1,000,000 was also encumbered in prior year.</li> </ul> </li> </ul>

- FY08-09 amount: \$1,055,517
- Amount for FY09-10 & FY 10-11: \$1,222,067

Account No.	Account Name	Expense Category	FY 2008-09 Approved Budget (\$)	FY 2009-10 Proposed Budget (\$)	Assumption
52432 (continued)	<b>Specialized Services Contracts (continued)</b>	Communications (Column H; Row 98) <div data-bbox="485 391 915 529" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> <li>FY08-09 amount: \$235,000</li> <li>Amount for future years: \$150,000</li> </ul> </div>	385,000 ↓	150,000 (encumbered in prior year)	<ul style="list-style-type: none"> <li><b>Communications Strategies reduced \$85,000 (36%) from prior year.</b> Funds are encumbered; approved in November 2008. This amount includes:               <ul style="list-style-type: none"> <li>Professional services for planning, development, implementation, and evaluation of targeted parent and community education campaigns that connect children to needed services</li> <li>Includes strategic public relations, media relations, web site, and legislative relations services.</li> </ul> </li> </ul>
		Special Projects (Column H; Row 108)	60,000	30,000	<ul style="list-style-type: none"> <li><b>Special Projects Coordinators reduced \$30,000 (50%) from prior year.</b> Two (2) specialists will provide the following services:               <ul style="list-style-type: none"> <li>Oversee Commission-directed projects.</li> <li>Review and develop Commission materials.</li> <li>Develop programmatic and fiscal reports for State-matched programs.</li> <li>Perform long-term monitoring of Capital contracts.</li> <li>Develop solicitation and contract documents.</li> <li>706 hrs/yr (0.34 FTE) x \$42.50/hour (average)</li> </ul> </li> </ul>
		Web-Based Parent Development Services (Column H; Row 118)	92,935	60,000	<ul style="list-style-type: none"> <li><b>Web-Based Parent Development Services (formerly Parent Development Specialist.)</b> Reduced \$32,935 (35%) from prior year. Development and implementation of web-based parent education and development resources.               <ul style="list-style-type: none"> <li>750 hrs/yr (0.36 FTE) x \$80/hour.</li> </ul> </li> </ul>

Account No.	Account Name	Expense Category	FY 2008-09 Approved Budget (\$)	FY 2009-10 Proposed Budget (\$)	Assumption
52432 (continued)	<b>Specialized Services Contracts (continued)</b>	Strategic Plan Implementation (Formerly "Planning")  (Column H; Row 122)	112,665	30,000	<ul style="list-style-type: none"> <li>• <b>Strategic plan implementation.</b> Reduced \$82,665 (73%) from prior year for only 4 months of services; FY 08-09 was budgeted for a full year of services. Temporary services to prepare final strategic plan document for distribution and presentation to stakeholders and the public. <ul style="list-style-type: none"> <li>○ Includes development of an implementation plan for strategies identified in the new strategic plan.</li> <li>○ FY 2008-09 budget was increased for planning and creation of Strategic Plan.</li> <li>○ 300 hrs (0.14 FTE) x \$100/hour (4 months).</li> </ul> </li> </ul>
		CMEDS Database Provider  (Column H; Row 129)	444,078 ↓	262,241  (\$227,861 was encumbered in prior year)	<ul style="list-style-type: none"> <li>• <b>Second year of Contract Management &amp; Evaluation Data System (CMEDS) implementation</b> <ul style="list-style-type: none"> <li>○ FY 2009-10 amount of \$227,861 was approved as part of the FY 2008-09 budget and is currently encumbered.</li> <li>○ Request an increase of \$34,380 for additional users.</li> </ul> </li> </ul>
52530	<b>Rent / Lease Structure</b>	Office lease  (Column H; Row 137)	179,523	190,218	<ul style="list-style-type: none"> <li>• <b>Per lease agreement with 3% COLA:</b> Includes full-year's lease with additional square footage due to expansion. <ul style="list-style-type: none"> <li>○ \$15,851.50/month x 12 months</li> </ul> </li> </ul>
52566	<b>Minor Equipment</b>	Office equipment (desks, chairs, etc.)  (Column H; Row 141)	76,500	5,000	<ul style="list-style-type: none"> <li>• <b>Reduction of \$71,500 (94%) in minor equipment</b> to reflect anticipated expenses. <ul style="list-style-type: none"> <li>○ FY 2008-09 budget was a one-time increase due to office expansion.</li> </ul> </li> </ul>

Account No.	Account Name	Expense Category	FY 2008-09 Approved Budget (\$)	FY 2009-10 Proposed Budget (\$)	Assumption
52608	<b>Out of County Travel</b>	Travel for program projects <i>(Column H; Row 143)</i>	18,000	15,000	<ul style="list-style-type: none"> <li>• <b>Reduction of \$3,000 (17%) in Out of County Travel</b> for program projects and State and Regional Association meetings.</li> </ul>
52610	<b>Non-Travel / In County Travel</b>	Local meetings, trainings, conferences, and symposia <i>(Column H; Row 146)</i>	28,000	5,000	<ul style="list-style-type: none"> <li>• <b>Reduction of \$23,000 (82%) from prior year for local meetings.</b> <ul style="list-style-type: none"> <li>○ FY 2008-09 budget was increased for community meetings for input in the strategic planning process.</li> <li>○ FY 2009-10 budget includes a reduction in the number of meetings, conferences, and expenses from the normal budget.</li> </ul> </li> </ul>
52622	<b>Out of County Training &amp; Registration</b>	Registration for out of County conferences & trainings <i>(Column H; Row 151)</i>	10,000	8,300	<ul style="list-style-type: none"> <li>• <b>Reduction of \$1,700 (17%) from prior year in Out of County Training Registration.</b> Reduced the number of attendees at State and Association conferences.</li> </ul>
52704	<b>Purchasing ISF</b>	Services from Purchasing & Contracting <i>(Column H; Row 156)</i>	60,000	40,000	<ul style="list-style-type: none"> <li>• <b>Reduction of \$20,000 (33%) from prior year in Purchasing &amp; Contracting services.</b> Anticipate services for 8 RFP's per results of strategic plan.</li> </ul>
52732	<b>Desktop Services</b>	Network and phone/voicemail services <i>(Column H; Row 166)</i>	44,312	38,230	<ul style="list-style-type: none"> <li>• <b>Reduction of \$6,082 (14%) in network services.</b> <ul style="list-style-type: none"> <li>○ FY 2009-10 budget has a reduction of four (4) workstations (PC's &amp; data jacks) due to the decrease in retirees, student workers, and on-site specialists.</li> </ul> </li> </ul>

Account No.	Account Name	Expense Category	FY 2008-09 Approved Budget (\$)	FY 2009-10 Proposed Budget (\$)	Assumption
53664	<b>Contributions to Community Projects</b>	<p>(Column H; Row 232)</p> <div data-bbox="436 326 961 526" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>• FY 08-09 amount: \$58,878,865</li> <li>• Amount for future years: \$53,024,122               <ul style="list-style-type: none"> <li>○ FY 09-10 = \$49,764,122</li> <li>○ FY 10-11 &amp; beyond= \$3,260,000</li> </ul> </li> </ul> </div>	<p>111,902,987</p> <p style="text-align: center;">↓</p>	<p>83,337,886</p> <p>(\$77,323,299 was encumbered in prior year)</p>	<ul style="list-style-type: none"> <li>• <b>Total Contributions to Community Projects</b> The proposed budget of \$83,337,886 for programs includes:           <ul style="list-style-type: none"> <li>○ <b>\$4,130,000</b> for programs as approved in the 10-Year Plan.</li> <li>○ <b>\$1,884,587</b> for items approved as part of the FY 2008-09 budget that will be re-budgeted in FY 2009-10.</li> <li>○ <b>\$77,323,299</b> in roll-over encumbrances as follows:               <ul style="list-style-type: none"> <li>▪ <b>\$ 49,764,122</b> previously encumbered for programs in FY 2009-10.</li> <li>▪ <b>\$ 27,559,177</b> for the following projected roll-over encumbrances:                   <ul style="list-style-type: none"> <li>• <b>\$ 18,803,043</b> (estimated) for three (3) Capital projects contracts</li> <li>• <b>\$ 3,927,016</b> (estimated) for one (1) Fluoridation contract</li> <li>• <b>\$ 2,276,478</b> (estimated) for four (4) Responsive Fund contracts</li> <li>• <b>\$2,552,640</b> (estimated) for 13 other project-length contracts.</li> </ul> </li> </ul> </li> <li>○ <i>Note: Responsive Fund grants (\$3,000,000) and Innovative Grants (\$1,000,000) were suspended from the FY 2009-10 budget.</i></li> </ul> </li> </ul>