



COMMITTEE ROUTING	
Administrative/Finance	<input checked="" type="checkbox"/>
Operations	<input checked="" type="checkbox"/>
Executive	<input checked="" type="checkbox"/>

ACTION AGENDA SUMMARY

AGENDA DATE: May 23, 2023

COMMISSION AGENDA #: 8.B. (PUBLIC HEARING)

SUBJECT:

Public Hearing to Consider Adoption of the Fiscal Year 2023-2024 Budget, Long Range Financial Plan, and Related Actions

BACKGROUND:

State law requires the Commission to hold a public hearing before adopting a Budget for fiscal year operations (July 1st to June 30th) and a Long-Range Financial Plan. The Budget is an estimated spending plan for the funds to be received by the Stanislaus County Children and Families Commission (First 5 Stanislaus). Adoption of a Budget is the first step in authorizing expenditures to contractors. However, before funds can be disbursed, a contract must be executed between the Commission and the program operator.

First 5 Stanislaus is an agency of County government. The Commission governs First 5 Stanislaus and has independent authority for the strategic plan, the local trust fund which holds First 5 Stanislaus funding, and to approve and amend the Budget. The Fiscal Year 2023-2024 Budget is an estimated operating plan for the funds received by First 5 Stanislaus. The First 5 Stanislaus budget is referenced in the County budget book but is not included as part of the budget itself. The First 5 Stanislaus Budget appears as a discrete component when included in the Stanislaus County Annual Financial Report. Revenue for First 5 Stanislaus primarily comes from State taxes on tobacco and other smaller funding sources. This revenue is held in an independent account with the County's Treasurer Tax Collector.

The Fiscal Year 2023-2024 Budget recommended to the Commission reflects the priorities and strategies of the Commission as finalized through the Strategic Plan for 2019-2024. First 5 staff and its partner organizations continue to move forward with initiation, development, and integration of the Strategic Plan strategies. Funding in the Fiscal Year 2023-2024 Budget would allow continued development of those priorities and supports Commission strategies to:

- Align and secure funding
- Establish a comprehensive parenting program
- Establish a resource/referral hub/network
- Build capacity for individuals/organizations serving young children
- Scale integrated early childhood reading access, strategies, and support
- Serve as an advocate/voice for children and families
- Coordinate data alignment and outcome monitoring among organizations serving children
- Facilitate systems improvement to better serve children and families
- Implement administrative and fiscal strategies

The proposed operating budget the Commission is acting on as part of this agenda is for Fiscal 2023-2024 totaling \$4,359,252. Some important elements and assumptions of the Fiscal Year 2023-2024 Budget include:

- Total budgeted revenues are projected at \$4,413,675, which is an estimated decrease of 10% (\$475,632) from the previous year's budget.

- Total budgeted expenses are projected at \$4,359,252 which is an estimated decrease of 5% (\$225,028) from the previous year's budget.
- Staffing levels remain the same in the 2023-2024 as the previous year's budget.
- Total Fiscal Year 2023-2024 one-year contracts are budgeted at \$2,224,890, which is a decrease of 2.7% (\$62,803) from the previous year's budget.
- Exhibit A represents the total contract award of the First 5 Stanislaus and Community Services Agency for the seven DR FRC agreements. The First 5 Stanislaus portion included in the agreement for one-year totals \$1,499,995. Commission approval is needed for the final year of the three-year contract with CSA for DR-FRCs.

Exhibit A.

Exhibit A- DR-FRC Joint Program Contracts					
	DR FRC Contracts FY 23-24	Area	First 5 Share FY 23-24	CSA Share FY 23-24	Total Award FY 23-24
1	Aspiranet	Turlock	\$174,872	\$113,294	\$288,166
2	Center For Human Services	Westside	\$278,273	\$71,060	\$349,333
3	Center For Human Services	Ceres	\$165,769	\$95,708	\$261,477
4	Parent Resource Center	Central Modesto	\$342,113	\$242,627	\$584,740
5	Sierra Vista Child & Family Services	North Modesto/Salida	\$225,406	\$246,523	\$471,929
6	Sierra Vista Child & Family Services	Hughson	\$149,952	\$55,042	\$204,994
7	Center For Human Services	Oakdale/Riverbank	\$163,610	\$75,746	\$239,356
Totals			\$1,499,995	\$900,000	\$2,399,995

- Exhibit B represents funding for non DR-FRC one-year contracts totaling \$724,895.

Exhibit B.

One Year Contracts			
	Name of Organization	Program	Proposed Amount
1	Parent Resource Center	PlanetBaby! Facilitator Training & Technical Assistance	\$12,500
2	Modesto City Schools	Literacy Preparedness	\$10,000
3	Stanislaus County Office of Education	Healthy Starts (FRCs)	\$449,265
4	Stanislaus County Office of Education Charitable Foundation	Imagination Library	\$75,000
5	Tides Center	Abriendo Puertas Facilitator Training	\$36,000
6	Takapa Media	Social Media Services	\$70,000
7	United Way of Stanislaus	211 Project	\$40,000
8	CSU Stanislaus	Pantry-Supporting students with 0-5 children	\$20,000
9	World Relief Corp. of the National Association of Evangelicals	Immigrant 0-5 Families with Essentials	\$12,130
Total			\$724,895

Long Range Financial Plan

The Commission is required to complete and submit a Long-Range Financial Plan. The Long-Range Financial Plan includes the actual financial data for two previous fiscal years, the current year adopted budget, the proposed budget for Fiscal Year 2023-2024, and the five years of projections. The Long-Range Financial Plan will be monitored throughout the year. The plan is subject to change upon approval of the Commission as needed.

The Administrative and Financial Committee, Operations, and Executive Committee heard this item at their respective meetings on May 8th, May 11th, and May 17th.

STAFF RECOMMENDATIONS:

1. Accept the Fiscal Year 2023-2024 Budget of \$4,359,252 from the Executive Director.
2. Conduct a public hearing to consider the Fiscal Year 2023-2024 Budget and Long Range Financial Plan Fiscal Years 2024-2025 through 2028-2029.
3. Direct and approve any changes the Commissioners choose to make to the Fiscal Year 2023-2024 Budget and adopt the Fiscal Year 2023-2024 budget (During the May 23rd, 2023, Commission meeting, there will be multiple motions to authorize the negotiations and execution of contracts in order to avoid potential conflicts of interest for commission members).
4. Authorize the Executive Director or designee to make necessary technical adjustments to implement the approved Fiscal Year 2023-2024 Budget.
5. Authorize staff to submit the proposed budget for appropriate inclusion in County budget and financial documents.
6. Adopt the financial projections for Fiscal Years 2024-2025 through 2028-2029 as the Commission's Long Range Financial Plan.
7. Authorize the Executive Director or designee to negotiate and execute one-year agreements with vendors not to exceed amounts as detailed in Exhibits A & B.

FISCAL IMPACT:

The Fiscal Year 2023-2024 Budget contains projected expenses of \$4,359,252 with projected revenues of \$4,413,675 and a \$54,423 projected addition to fund balance. The projected Fiscal Year 2023-2024 ending fund balance is approximately \$13 million.

COMMISSION ACTION:

On motion of Commissioner _____; Seconded by Commissioner _____
and approved by the following vote:

Ayes: Commissioner(s): _____

Noes: Commissioner(s): _____

Excused or Absent Commissioner(s): _____

Abstaining: Commissioner(s): _____

1) _____ Approved as recommended.

2) _____ Denied.

3) _____ Approved as amended.

Motion: _____

Attest: _____

Stephanie Loomis, Staff Services Coordinator

STANISLAUS COUNTY CHILDREN & FAMILIES COMMISSION

Fiscal Year 2023/2024 Budget &

LONG RANGE FINANCIAL PLAN - FY 2024/2025 through FY 2028/2029

	Actual FY 20/21	Actual FY 21/22	FY 22/23 Adopted Budget	FY 23/24 Budget	FY 24/25 Projection	FY 25/26 Projection	FY 26/27 Projection	FY 27/28 Projection	FY 28/29 Projection
REVENUE									
Prop. 10 Tobacco Tax Revenue based on State Projections									
Interest	\$ 20,615	\$ (490,267)	\$ 67,500	\$ 75,000	\$ 74,813	\$ 74,625	\$ 74,439	\$ 74,253	\$ 74,067
Other State Revenue	\$ 11,990	\$ 55,233	\$ -	\$ 112,564	\$ 13,192	\$ -	\$ -	\$ -	\$ -
Tobacco Tax (Prop 10)	\$ 5,252,998	\$ 5,035,148	\$ 4,721,807	\$ 4,126,111	\$ 3,945,161	\$ 3,835,346	\$ 3,770,264	\$ 3,657,156	\$ 3,547,441
Misc. Revenue	\$ 376,111	\$ 228,383	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 5,661,714	\$ 4,828,497	\$ 4,889,307	\$ 4,413,675	\$ 4,033,166	\$ 3,909,971	\$ 3,844,703	\$ 3,731,409	\$ 3,621,508
EXPENDITURES									
Program									
Result Area Contracts	\$ 2,659,441	\$ 2,235,353	\$ 2,547,813	\$ 2,106,390	\$ 2,169,582	\$ 2,234,669	\$ 2,301,709	\$ 2,370,761	\$ 2,441,883
Contract Adjustments (Contingency)	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Salaries & Benefits	\$ 263,357	\$ 262,600	\$ 243,155	\$ 248,867	\$ 261,310	\$ 274,376	\$ 288,095	\$ 302,499	\$ 317,624
Services & Supplies	\$ 431,498	\$ 317,950	\$ 586,429	\$ 782,748	\$ 806,230	\$ 830,417	\$ 855,330	\$ 880,990	\$ 907,419
Total Expenditures - Program	\$ 3,354,297	\$ 2,815,903	\$ 3,877,397	\$ 3,638,005	\$ 3,737,122	\$ 3,839,462	\$ 3,945,134	\$ 4,054,250	\$ 4,166,926
Evaluation									
Salaries & Benefits	\$ 13,453	\$ 4,954	\$ 13,895	\$ 13,452	\$ 14,125	\$ 14,831	\$ 15,572	\$ 16,351	\$ 17,169
Services & Supplies	\$ 4,011	\$ 2,210	\$ 28,282	\$ 9,444	\$ 9,727	\$ 10,019	\$ 10,320	\$ 10,629	\$ 10,948
Total Expenditures - Evaluation	\$ 17,463	\$ 7,164	\$ 42,177	\$ 22,896	\$ 23,852	\$ 24,850	\$ 25,892	\$ 26,980	\$ 28,117
Administration									
Salaries & Benefits	\$ 316,079	\$ 449,331	\$ 437,676	\$ 410,293	\$ 430,808	\$ 452,348	\$ 474,965	\$ 498,714	\$ 523,649
Services & Supplies	\$ 67,762	\$ 59,021	\$ 227,030	\$ 288,058	\$ 296,700	\$ 305,601	\$ 314,769	\$ 324,212	\$ 333,938
Total Expenditures - Administration	\$ 383,841	\$ 508,352	\$ 664,706	\$ 698,351	\$ 727,508	\$ 757,949	\$ 789,734	\$ 822,926	\$ 857,587
Total Expenditures	\$ 3,755,602	\$ 3,331,419	\$ 4,584,280	\$ 4,359,252	\$ 4,488,482	\$ 4,622,261	\$ 4,760,760	\$ 4,904,156	\$ 5,052,630
NET INCREASE (DECREASE) TO FUND BALANCE	\$ 1,906,113	\$ 1,497,078	\$ 305,027	\$ 54,423	\$ (455,316)	\$ (712,290)	\$ (916,057)	\$ (1,172,747)	\$ (1,431,122)
Beginning Fund Balance	\$ 8,155,638	\$ 10,061,751	\$ 11,387,436	\$ 13,085,232	\$ 13,139,655	\$ 12,684,339	\$ 11,972,049	\$ 11,055,992	\$ 9,883,245
ENDING FUND BALANCE*	\$ 10,061,751	\$ 11,558,829	\$ 11,692,463	\$ 13,139,655	\$ 12,684,339	\$ 11,972,049	\$ 11,055,992	\$ 9,883,245	\$ 8,452,123

Fiscal Year 2023-2024

Proposed Budget Assumptions

Background Information:

- Fiscal Year 2023-2024
- The Commission has the authority to change the budget at their discretion.
- After the Commission approves the budget, we submit our position allocations to the CEO's Office, and we separately submit and have our budget uploaded into the County financial system.
- A five-year financial model is provided to the Commission with the proposed budget.

Budget Overview:

- Fiscal Year 2023-2024 Summary
 - Revenue – approximately \$4.4 million
 - Expenses – approximately \$4.3 million
 - Retained earnings – approximately \$54,423

Budget Details:

- Revenue
 - Utilizing the most current First 5 California revenue projections as of March 2023 with the flavor ban.
 - Revenue projections include Proposition 10 and Proposition 56 funding at \$4.1 million for FY 2023-2024.
 - Revenue decreases at an average of 3%, in the out years, from FY 2024-2025 through 2028-2029.
 - Other Revenue
 - Home Visiting Coordination Grant \$100,000
 - Impact Funding \$12,564
 - Sunlight Giving Grant \$100,000
 - Assets or Interest Revenue \$75,000
- Staffing is status quo in the budget with 4.5 FTEs
 - Executive Director 1 FTE
 - Accountant III 1 FTE
 - Staff Services Coordinator 1 FTE

- Confidential Assistant IV 1 FTE
- Account Clerk III 0.5 FTE
- Salaries/benefits- approximately \$673,000
- Non-labor Expenses
 - Service/supplies/contracts- approximately \$3.7 million
 - DR FRCs and one-year contracts- approximately \$2.2 million
 - The charts below reflect all our contracts:

DR-FRC Joint Program Contracts				
DR FRC Contracts FY 23-24	Area	First 5 Share FY 23-24	CSA Share FY 23-24	Total Award FY 23-24
Aspiranet	Turlock	\$174,872	\$113,294	\$288,166
Center For Human Services	Westside	\$278,273	\$71,060	\$349,333
Center For Human Services	Ceres	\$165,769	\$95,708	\$261,477
Parent Resource Center	Central Modesto	\$342,113	\$242,627	\$584,740
Sierra Vista Child & Family Services	North Modesto/Salida	\$225,406	\$246,523	\$471,929
Sierra Vista Child & Family Services	Hughson	\$149,952	\$55,042	\$204,994
Center For Human Services	Oakdale/Riverbank	\$163,610	\$75,746	\$239,356
Totals		\$1,499,995	\$900,000	\$2,399,995

ONE YEAR CONTRACTS		
Name of Organization	Program	Proposed Amount
Tides Center	Abriendo Puertas Facilitor Training	\$36,000
PRC PlanetBaby! Technical Assistance	Facilitator Training & Technical Assistance	\$12,500
Stanislaus County of Education	Healthy Starts (FRCs)	\$449,265
Takapa Media	Social Media SVCS	\$70,000
United Way of Stanislaus	211 Project	\$40,000
Stanislaus County Office of Education Charitable Foundation	Imagination Library	\$75,000
Modesto City Schools	Literacy Preparedness	\$10,000
CSU Stanislaus	Pantry-Supporting students with 0-5	\$20,000
World Relief Corp. of the National Association of Evangelicals	Immigrant Families Essentials	\$12,130
Total		\$724,895

- Contingency funding of \$500K
- Approximately \$216,000 for community projects:
 - Ex: Parenting program training for our partners, kits for new parents, additional partner training and community capacity building training, Early Care and Education (ECE) English and Spanish Conferences, and outreach supplies.
- Approximately \$272,000 to support administrative costs:

- Ex: Utilities, office supplies, First 5 memberships, County Service Charges (previously known as CAP Charges), Strategic Planning, and the building lease.

MOTIONS TO ADOPT FISCAL YEAR 2023-2024 BUDGET RELATED ACTIONS
MAY 23, 2023

* This is a resource document designed for clarity of motions surrounding actions on agenda item **8.B.**

* Public Hearing to Consider Adoption of the Fiscal Year 2023-2024 Budget, Long Range Financial Plan, and Related Actions

1. ALL COMMISSIONERS CAN VOTE ON THE FOLLOWING MOTION:

I move that the Commission:

- a. Approve staff recommendations #1-6 on pages 24 of the agenda packet.
- b. Approve Exhibit B's one year contracts #5-9 one-year contract allocation recommendation on page 23 of the agenda packet and authorize the ED to negotiate and execute the contracts.

Exhibit B-One Year Contracts			
5	Tides Center	Abriendo Puertas Facilitator Training	\$36,000
6	Takapa Media	Social Media Services	\$70,000
7	United Way of Stanislaus	211 Project	\$40,000
8	CSU Stanislaus	Pantry-Supporting students with 0-5 children	\$20,000
9	World Relief Corp. of the National Association of Evangelicals	Immigrant 0-5 Families with Essentials	\$12,130
Total			\$178,130

2. COMMISSIONER HUBER LEAVES THE MEETING:

I move that the Commission:

- a. Approve Exhibit A's DR-FRC contracts #1-7 and Exhibit B's one year contract #1 allocation recommendation on page 23 of the agenda packet and authorize the ED to negotiate and execute the contracts.

Exhibit A- DR-FRC Joint Program Contracts					
	DR FRC Contracts FY 23-24	Area	First 5 Share FY 23-24	CSA Share FY 23-24	Total Award FY 23-24
1	Aspiranet	Turlock	\$174,872	\$113,294	\$288,166
2	Center For Human Services	Westside	\$278,273	\$71,060	\$349,333
3	Center For Human Services	Ceres	\$165,769	\$95,708	\$261,477
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6	Sierra Vista Child & Family Services	Hughson	\$149,952	\$55,042	\$204,994
7	Center For Human Services	Oakdale/Riverbank	\$163,610	\$75,746	\$239,356
Totals			\$1,499,995	\$900,000	\$2,399,995

Exhibit B- One Year Contracts			
	Name of Organization	Program	Proposed Amount
1	Parent Resource Center	PlanetBaby! Facilitator Training & Technical Assistance	\$12,500

3. COMMISSIONER HUBER RETURNS. COMMISSIONER JORDAN & CANTU LEAVE:

I move that the commission:

- a. Approve Exhibit B's one year contract #2-4 one-year contract allocation recommendation on page 23 of the agenda packet and authorize the ED to negotiate and execute the contracts.

Exhibit B-One Year Contracts			
2	Modesto City Schools	Literacy Preparedness	\$10,000
3	Stanislaus County Office of Education	Healthy Starts (FRCs)	\$449,265
4	Stanislaus County Office of Education		
	Charitable Foundation	Imagination Library	\$75,000
Total			\$534,265