



June 12, 2020

## STAFF REPORT

**MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION**

**FROM: MICHELE BLAKE, EXECUTIVE DIRECTOR**

**SUBJECT: APPROVAL OF SUTTER COUNTY CHILDREN & FAMILIES COMMISSION FY 2020-2021 BUDGET**

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**RECOMMENDATION:** It is the recommendation of the Executive Director that the Commission approve the Sutter County Children & Families Commission 2020-2021 Proposed Budget.

**BACKGROUND:** With the 2020-2021 Proposed Budget, the Commission will implement its 2020-2025 Strategic Plan by setting aside funds to invest in programs and services designed to positively impact the lives of families with young children ages 0 to 5 in Sutter County. This budget is the funding framework for the Commission's Strategic Plan.

Key Points of 2020-2021 Proposed Budget:

*Revenues:* For 2020-2021, anticipated revenues total approximately **\$1,213,735 million** including the following projections:

Proposition 10 Revenue	\$831,492.00
External Revenue (leveraged/grant)	\$271,804.00
Other Revenue (TCM/MAA)	\$75,000.00
Interest Earnings (County Treasury)	\$33,131
Surplus Money Investment Funds	\$2,308.00

*Commission Reserves:* The 20-21 Proposed Budget is the first budget in many years that requires no money to be used from the reserve balance. Staff has worked on Fund Development to secure additional revenues to avoid reserve utilization.

*Operational/Administrative:* Operational/Administrative costs are projected to be approximately 18.6%.

*Strategic Plan Investment:* The proposed 2020-2025 Strategic Plan identifies the Commission's priorities and approaches to community investments. All known funding for FY 20-21 has been identified.

**IMPACT ON COMMISSION RESOURCES:** The 2020-2021 Proposed Budget provides a financial framework to allocate funds and cover operational costs for the Commission in the upcoming year.

**POLICY ACTION REQUESTED:** Upon approval of the Executive Director's recommendation, staff will finalize and implement the 2020-2021 Proposed Budget.

**Sutter County Children Families Commission  
FY 2020/2021 Budget**

REVENUES			
45212	Projected Prop. 10 Revenue	\$831,492.00	<i>1st 5 CA tax revenue projection</i>
45212	SMIF	\$2,308.00	<i>Surplus Money Investment Funds</i>
	Interest	\$33,131.00	
	Commission Reserves	\$0.00	<i>Amt. to be used from reserve balance</i>
	TCM/MAA Claiming	\$75,000.00	
	First 5 Home Visting Coordination	\$100,000.00	
	State Funding	\$84,985.00	
	Social Services Funding	\$42,469.00	
	Keys to Qualtiy Funding	\$44,350.00	
<b>TOTAL REVENUES</b>		<b>\$1,213,735.00</b>	
EXPENSE SUMMARY			
	Strategic Plan Investment	\$941,604.00	
	Accountability & Evaluation Expens	\$46,000.00	
	Administrative Expenses	\$226,131.00	
<b>TOTAL EXPENSES</b>		<b>\$1,213,735.00</b>	
STRATEGIC PLAN INVESTMENT			
<i>53100 Support and Care of Persons - Program Expenses listed by 1st 5 CA Result Area</i>			
<b>Improved Family Functioning</b>		<b>\$204,944.00</b>	<b>SCCFC Strategic Plan 20/25</b>
Child Development Behavioral Specialist-Prg. 98	\$118,608.00	<i>Targeted Intensive Family Support Services; Social Services funding leveraged</i>	
Special Needs Project FRC- Prg. 91	\$40,000.00	<i>Targeted Intensive Family Support; Contract: Family SOUP</i>	
Imagintion Library	\$46,336.00	<i>General Family Support Services; Early Literacy</i>	
<b>Improved Child Development</b>		<b>\$264,841.00</b>	<b>SCCFC Strategic Plan 20/25</b>
Families Learning in Play (FLIP) - Prg. 75	\$101,237.00	<i>Early Learning Program, Infant, Toddler, all ages Early Learning; Contract: Playzeum YS</i>	
Smart Start- Prg. 92	\$140,000.00	<i>Early Learning Program TK/K Transition; Contract: Yuba City Unified School District</i>	
Born Learning Academy	\$3,604.00	<i>Early Learning Programs; Contract: YSC United Way</i>	
QRIS Keys to Quality	\$20,000.00	<i>Quality Early Learning Supports; Contract: Childcare Planning Council of YS Counties</i>	
<b>Improved Health</b>		<b>\$282,722.00</b>	<b>SCCFC Strategic Plan 20/25</b>
Sutter Smiles Oral Health - Prg. 77	\$10,000.00	<i>Oral Health Education &amp; Treatment; Professional Svs. Alignment to Prop. 56 funding</i>	
Learn-To-Swim Program	\$5,000.00	<i>General Health Education &amp; Promotion; Contract: South Sutter Recreation Assoc.</i>	
Perinatal & Early Childhood HV Support	\$4,891.00	<i>Pernatal and Early Childhood HV; Contract: SCPH</i>	
Growing Up Mindful	\$5,109.00	<i>General Health Education &amp; Promotion; Contract: Mindful Youth Adventures</i>	
Home Visting Coordination	\$100,000.00	<i>First 5 CA HV Coordination</i>	
Bright Futures - Prg. 76	\$157,722.00	<i>Early Intervention (HMG); TCM/MAA funding leveraged</i>	
<b>Improved Systems of Care</b>		<b>\$189,097.00</b>	<b>SCCFC Strategic Plan 20/25</b>
Rural & Support Contingency - Prg. 96	\$10,000.00	<i>Not limited to Imagination Library; Talk.Read.Sing (Systems)</i>	
Strategic Plan Support Contingency- Prg. 93	\$10,000.00	<i>Not limited to Injury Prevention, homeless/poverty support, trauma informed care (Systems)</i>	
Program & Systems Improvement Efforts - Prg. 79	\$40,684.00	<i>Efforts to improve service quality, Family Strengthening, ACEs, Health Systems</i>	
Policy and Public Advocacy - Prg. 70	\$128,413.00	<i>Staff time/program support sefvices, Policy Change focused work, local &amp; State Stakeholder work, policy development and related efforts</i>	
<b>TOTAL STRATEGIC PLAN INVESTMENT</b>		<b>\$941,604.00</b>	

**Sutter County Children Families Commission  
FY 2020/2021 Budget**

<b>EVALUATION EXPENSES</b>			
	Persimmony	\$14,000.00	<i>Contract: Persimmony International, Inc. annual cost</i>
52204	Program Evaluation- Prg. 94	\$32,000.00	<i>ASR Contract</i>
<b>TOTAL EVALUATION EXPENSES</b>		<b>\$46,000.00</b>	

<b>ADMINISTRATIVE EXPENSES</b>			
	Permanent Salary & Employee Benefits	\$106,715.00	<i>2 FTE - Exec. Director (Prog. Mgr.) Exec. Sec., amt reflects actual time on admin functions</i>
52060	Communications	\$4,409.00	<i>Internet/telephone services</i>
52100	Insurance	\$4,957.00	<i>Assume 10-25% premium increase</i>
52130	Building Maintenance	\$1,933.00	<i>Wkly cleaning \$225/mo, \$2700 total, alarm, pest control, fire extg</i>
52150	Memberships	\$4,600.00	<i>Dues not limited to Assoiation, Chamber, TCBA, CBO</i>
52170	Office Expenses	\$2,450.00	<i>Operating expense</i>
52171	Copy/Printing Ct	\$630.00	<i>Per click charge</i>
52172	Postage	\$125.00	<i>Stamps</i>
52173	Subscriptions	\$200.00	<i>Daily local newspaper, may change to online subscription</i>
52180	Professional Special Services	\$10,110.00	<i>Audit, Consulting svcs</i>
52190	Publication legal notices	\$300.00	<i>Public hearing notices</i>
52210	Operating Rents/Leases	\$11,890.00	<i>\$2238.87/mo for 6 mo and projection of 3% increase \$2306.047/per mo for 6 mo per lease</i>
52200	Equip Rental – copier	\$1,818.00	<i>Contract: General Services</i>
52225	Office Equipment	\$500.00	<i>Per CAO projection</i>
52230	Special Dept Expense	\$5,000.00	<i>unclassified admistrative/office expenses</i>
52232	Employee Training	\$1,000.00	<i>Staff Professional Development 20-25 SP Specific</i>
52250	Travel/Transportation	\$2,500.00	<i>Mileage</i>
52260	Utilities	\$2,394.00	<i>Utilities not limited to Comcast, PG&amp;E</i>
52193	Prof & Spec Service Admin (A-87)	\$33,205.00	<i>Per County of Sutter Cost Allocation Plan FY 20/21</i>
	HHS Admin Charge	\$16,856.00	<i>HHS service costs</i>
52722	ISF Equipment Replacement	\$518.00	<i>IT replacement plan</i>
52723	ISF IT Services Provided	\$10,819.00	<i>IT services</i>
53401	Treasury Fee	\$3,202.00	<i>Treasurer/Tax Collector allocation</i>
<b>TOTAL ADMINISTRATIVE EXPENSES</b>		<b>\$226,131.00</b>	

**Administrative Expense Limit as adopted by SCCFC 12/18 is 20%.  
Administrative Expense for the FY 20/21 budget is 18.6%**

