



AGENDA ITEM: 25-07

DATE OF MEETING: January 22, 2025

ACTION:

INFORMATION:

**APPROVE AND ADOPT THE REVISED
FISCAL YEAR 2024/2025 ANNUAL BUDGET AND VENDOR LIST OF
FIRST 5 RIVERSIDE COUNTY CHILDREN & FAMILIES COMMISSION**

SUMMARY OF REQUEST

Approve revised fiscal year 2024/2025 annual budget and vendor list of the First 5 Riverside County Children & Families Commission. These adjustments recognize revenue and expenditure changes since the approval of the budget.

BACKGROUND

On September 11, 2025 (Action Item 24-27), the Commission approved the FY 2024/25 revised annual budget and vendor list. The revised budget reflected adjustments to revenue and expenditures of unspent American Rescue Plan Act (ARPA) funds to support the completion of wage enhancement payments to the Early Childhood Education (ECE) workforce.

Since then, several additional revenue sources have been adjusted. The revised budget reflects an adjustment to the general fund (25800), adjusting revenue by \$1,092,237 from \$28,767,133 to \$27,674,896. Corresponding contract expenditures have also been adjusted by \$1,092,237 from \$34,917,133 to \$33,824,896, with an estimated fund balance draw of \$1,119,459.

Based on Commissioner requests, the projection column was added to the mid-year budget adjustment to further communicate the status of the current budget and the estimated draw from the fund balance.

To further enhance transparency in Commission operations, Action Item 25-05, pending approval, seeks to revise the Contract and Procurement Policy. This update will outline the operational need for specific purchases of goods by authorizing additional exemption

categories. The policy revision also proposes a new category within the special situational section for countywide departmental services and fees.

BUDGET ADJUSTMENT SUMMARY

Revenue Adjustments: A net decrease of \$1,092,237 can be attributed to several key factors. First, CalWORKs funding has been reduced by approximately \$1.8 million. Second, First 5 CA IMPACT (Improve and Maximize Programs so All Children Thrive) Legacy revenue has increased by \$158,201, due to unspent passthrough rollover funds from First 5 San Bernardino, Orange County, and Imperial. Third, there was an unrecognized reduction of \$99,500 for this fiscal year pertaining to Family Resource Center funding from DPSS. Additionally, program revenue recognizes a net increase of \$450,000 driven by a \$550,000 increase from the Commission approved funding agreement with the Inland Empire Health Plan (IEHP) and a \$75,000 decrease in the revenue contract with Riverside County Office on Education (RCOE). Finally, there is an increase of \$211,520 in contributions from other county funds from Unincorporated Communities Initiative, which were unused from the previous fiscal year.

Expenditure Adjustments: Due to the reduction in CalWORKs funding, related expenditures have been adjusted accordingly. The FY24-25 budget originally allocated approximately \$1 million as a placeholder for additional CalWORKs home visiting contracts. This allocation has been removed.

RECOMMENDED ACTION

That the Commission:

1. Approve the revised FY 2024/2025 budget (25800) as proposed; and
2. Receive and file First 5 Riverside County Second Quarter Financial Highlights
3. Authorize the Executive Director or Designee to:
 - a. Expend funds for the vendors noted below under the Operational Expense section of this budget.

Table A. Vendor List

Vendor – Description	Total
Action Item – 25-08	
City of Temecula – Swim Lessons	\$ 49,978
Comprehensive Autism Center – Early Explorers Program	\$ 34,114
Family YMCA of the Desert – Swim Lessons	\$ 50,000
Teachstone – Training for Region 9 HUB	\$ 63,500
Riverside Convention Center – QEL Conference	\$ 100,000
Hexagramm – DLL Books	\$ 50,000

Book Vine – Learning Materials	\$ 50,000
Lysnn – Motivational interviewing training licenses	\$ 49,900
RCIT – Microsoft Licenses	\$ 110,000
Revised Totals	
Total Plan and/or GM Business Interiors – Office Reconfigurations	\$ 200,000
Lakeshore Equipment Company-Learning Materials	\$ 75,000
Discount School Supply-Learning Materials	\$ 75,000
CM School Supply-Learning Materials	\$ 75,000
Sidekick Solutions – A360 IT Development & TA	\$ 75,000

- b. Accept or reject interdepartmental transfers (journal entries) for ISF and county operational costs.
- c. Execute documents, contracts, and amendments, including coordination of appropriate actions to expend funds in accordance with established Commission policy and as set forth in the attached budget.

ATTACHMENTS

1. FY 2024/2025 Revised Budget Summary Fund 25800
2. FY 2024/2025 Cumulative Vendor List
3. First 5 Riverside County Second Quarter Financial Highlights