

AMENDMENT II TO AGREEMENT

THIS AMENDMENT, hereinafter referred to as "Amendment II", is made and entered into this 8th day of January, 2019, by and between the **COUNTY OF FRESNO**, a Political Subdivision of the State of California, hereinafter referred to as "COUNTY", and **READING AND BEYOND**, a Private Non-Profit Organization, whose address is 4670 East Butler Avenue, Fresno, CA, 93702, hereinafter referred to as "CONTRACTOR" (collectively the "parties").

WHEREAS, the parties entered into that certain Agreement, identified as COUNTY Agreement No. 15-156, executed on April 21, 2015, as amended by Agreement I, identified as COUNTY Agreement No. 15-156-1, effective November 17, 2015, hereinafter collectively referred to as "Agreement No. 15-156", whereby CONTRACTOR agreed to provide certain supervised child care services to COUNTY's Department of Behavioral Health and Department of Public Health; and

WHEREAS, the parties desire to amend COUNTY Agreement No. 15-156, regarding changes as stated below and restate the Agreement in its entirety.

NOW, THEREFORE, in consideration of their mutual promises, covenants and conditions, hereinafter set forth, the sufficiency of which is acknowledged, the parties agree as follows:

1. That the existing COUNTY Agreement No. A-15-156, Page Three (3), Line Twenty (20), beginning with the word "In" and ending on Page Three (3), Line Twenty Five (25), with the word "Agreement" be deleted and the following inserted in its place:

"The maximum amount of compensation paid to CONTRACTOR by COUNTY shall not exceed One Hundred Thirty-Three Thousand, One Hundred Thirty-Eight and No/100 Dollars (\$133,138.00) during each twelve (12) month period of July 1, 2015 through June 30, 2016, July 1, 2016 through June 30, 2017, and July 1, 2017 through June 30, 2018.

The maximum amount of compensation paid to CONTRACTOR by COUNTY shall not exceed One Hundred Fifty-Five Thousand, Eight Hundred Eight and No/100 Dollars (\$155,808.00) during the twelve (12) month period of July 1, 2018 through June 30, 2019.

The maximum amount of compensation paid to CONTRACTOR by COUNTY shall not exceed One Hundred Sixty-Five Thousand, Five Hundred Eighteen and No/100 Dollars (\$165,518.00) during the twelve (12) month period of July 1, 2019 through June 30, 2020.

1 In no event shall total maximum compensation for this Agreement paid to
2 CONTRACTOR by COUNTY exceed Seven Hundred Twenty Thousand, Seven Hundred Forty and
3 No/100 Dollars (\$720,740.00).”

4 2. That all references in the existing COUNTY Agreement Nos. 15-156 and 15-156-1 to
5 “Revised Exhibit A” shall be changed to read “Revised Exhibit A-1” where appropriate, attached
6 hereto and incorporated herein by reference.

7 3. That all references in the existing COUNTY Agreement Nos. 15-156 and 15-156-1 to
8 “Revised Exhibit B-1” shall be changed to read “Revised Exhibit B-1a” where appropriate, attached
9 hereto and incorporated herein by reference.

10 4. The parties agree that this Amendment II is sufficient to amend the Agreement and, that
11 upon execution of this Amendment II, the Agreement, Amendment I, and Amendment II together shall
12 be considered the Agreement.

13 The Agreement, as hereby amended, is ratified and continued. All provisions, terms,
14 covenants, conditions and promises contained in the Agreement and not amended herein shall
15 remain in full force and effect. This Amendment II shall become effective upon the date first herein
16 written.

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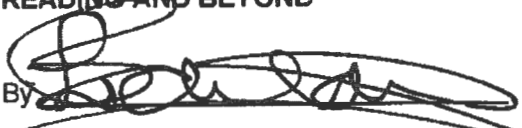
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1 IN WITNESS WHEREOF, the parties hereto have executed this Amendment II to Agreement
2 as of the day and year first hereinabove written.

3 **CONTRACTOR:**
4 **READING AND BEYOND**

5 By 

6
7
8 Print Name: Luis Santana

9 Title: Executive Director
10 Chairman of the Board, or
11 President, or any Vice President

12 Date: 11-30-18

13 By 

14 Print Name: Lesley Fairburn

15 Title: Controller
16 Secretary (of Corporation), or
17 any Assistant Secretary, or
18 Chief Financial Officer, or
19 any Assistant Treasurer

20 Date: 11-30-18

21 Mailing Address:
22 4670 E. Butler Avenue
23 Fresno, CA 93702
24 Phone #: (559) 600-6185
25 Contact: Luis Santana, Executive Director

26 Fund/Subclass: 0001/10000
27 Organization: 56201700, 56304311
28 Account #: 7295

	<u>DBH</u>	<u>DPH</u>
FY 2015-16:	\$125,388	\$7,750
FY 2016-17:	\$125,388	\$7,750
FY 2017-18:	\$125,388	\$7,750
FY 2018-19:	\$148,058	\$7,750
FY 2019-20:	\$157,768	\$7,750

COUNTY OF FRESNO:

By 

Nathan Magsig, Chairman of the
Board of Supervisors of the
County of Fresno

Date: 1-8-19

ATTEST:

Bernice E. Seidel
Clerk of the Board of Supervisors
County of Fresno, State of California

By Susan Bishop
Deputy

SUMMARY OF SERVICES

ORGANIZATION: Reading and Beyond

SERVICES: SUPERVISED CHILD CARE SERVICES

CONTACT PERSON: Luis Santana, Executive Director
4670 E. Butler Avenue
Fresno, CA 93702
Phone: (559) 600-6185

CONTRACT PERIOD: July 1, 2015 – June 30, 2020

CONTRACT AMOUNT: FY 2015-16: \$133,138 (Department of Behavioral Health - \$125,388; Department of Public Health - \$7,750)
FY 2016-17: \$133,138 (Department of Behavioral Health - \$125,388; Department of Public Health - \$7,750)
FY 2017-18: \$133,138 (Department of Behavioral Health - \$125,388; Department of Public Health - \$7,750)
FY 2018-19: \$155,808 (Department of Behavioral Health - \$148,058; Department of Public Health - \$7,750)
FY 2019-20: \$165,518 (Department of Behavioral Health - \$157,768; Department of Public Health - \$7,750)

Reading and Beyond will operate and provide supervision of children at the two following sites: the West Fresno Regional Center and Heritage Center - Supervised Children's Rooms. The goal of the program is to provide COUNTY'S Department of Behavioral Health (DBH) and Department of Public Health (DPH) clients with temporary, on-site child care to support their ability to receive County services. Additionally, care and supervision of children shall be provided with the utmost regard for health and safety while promoting a fun, positive and educational atmosphere.

I. **EXISTING SERVICES:**

Contractor agrees to provide the following base services:

- A. Continuously operate, supervise and staff the Heritage Center Supervised Children's Room Monday through Friday, 8:00 a.m. through 5:00 p.m., and the West Fresno Regional Center Supervised Children's Room Monday through Friday, 10:00 a.m. through 2:00 p.m., on each and every COUNTY business day, by providing care and supervision to children placed in the Supervised Children's Rooms in accordance with the procedures set forth in the CONTRACTOR's Program Handbook, prepared by the CONTRACTOR, which is incorporated herein by reference. However, if at closing time any child/children remain unclaimed by their parent or guardian in the Supervised Children's Rooms, then at least one (1) Site Coordinator shall continue to provide care and supervision until all such children are retrieved from the Supervised Children's Rooms by their parents or guardians. NOTE: If a child's parent or guardian leaves the building without their child, CONTRACTOR's staff shall immediately notify law enforcement and COUNTY's Child Protective Services.
- B. Staff the Heritage Center-DBH Supervised Children's Room with one (1) Site Coordinator serving a nine (9) hour shift, inclusive of a one hour lunch break, and staff the West Fresno Regional Center Supervised Children's Room with one (1) Site Coordinator serving a four (4) hour shift, each providing services as required under this Agreement.

- C. Staff the Heritage-DBH Supervised Children's Room with one (1) part-time Site Aide serving a five (5) hour shift, providing services as required under this Agreement.
- D. Ensure at all times at least one (1) staff will be present in the Supervised Children's Room at each site.
- E. Ensure the Site Coordinator shall be certified in cardiopulmonary resuscitation.
- F. Ensure the Site Coordinator shall receive 15 hours of Health and Safety Training.
- G. Ensure all of CONTRACTOR's staff assigned to the supervised Children's rooms complete the Health Insurance Portability and Accountability Act (HIPAA) annual training.
- H. Ensure at least one CONTRACTOR's staff on site staff shall be fluent in Spanish. There shall be one Spanish-speaking staff present nine hours a day from 8:00 a.m. to 5:00 p.m., including the lunch break, at the Heritage Center-DBH Supervised Children's Room and there shall be one Spanish-speaking staff present four hours a day from 10:00 a.m. to 2:00 p.m. at the West Fresno Regional Center Supervised Children's Room.
- I. Ensure all CONTRACTOR employees and agents providing services in the Supervised Children's Room shall undergo a criminal history investigation and clearance, which shall include fingerprinting. Such investigation and clearance shall be to the satisfaction of the COUNTY's DBH Director or designee, before any such persons may perform any services in the Supervised Children's Rooms. CONTRACTOR shall also obtain from each of its employees and agents his or her legally-authorized written consent for the COUNTY's DBH Director or designee, to obtain the results of any criminal history investigation and clearance conducted herein.
- J. Ensure all CONTRACTOR's employees, consultants, subcontractors or agents performing services under this Agreement shall report all known or suspected child abuse or neglect to a child protective agency as defined in Penal Code section 11165.9.

This procedure shall include:

- A requirement that all CONTRACTOR's employees, consultants, subcontractors or agents performing services shall sign a statement that he or she knows of and will comply with the reporting requirements as defined in Penal Code section 11166(a), identified in Exhibit C.
 - Establishing procedures to ensure reporting even when employees, consultants, subcontractors, or agents who are not required to report child abuse under Penal Code section 11166(a), gain knowledge of or reasonably suspect that a child has been a victim of abuse or neglect.
- K. CONTRACTOR shall develop systems and procedures, subject to approval of the COUNTY's DBH Director or designee, for assuring children and their parents/guardians are appropriately identified during the time the child is in the Supervised Children's Room. Such procedures will include, at a minimum: positive identification of the parent/guardian at the time of the child's arrival and confirmation of identity and authority when the child is retrieved; mechanisms for assuring adequate supplies are made available by parents for the child, such as diapers, baby seats and special care instructions.

- L. Provide all requested program service information timely (Monthly Financial Reports and Activity Reports and other information as required by COUNTY).
- M. Meet with COUNTY staff monthly or as often as needed for service coordination, problem/issue resolution, information sharing, and review of services.

II. **EXPANDED SERVICES:**

The West Fresno Regional Center Supervised Children's Room utilizes two areas for child care supervision: the larger area (Child Care Room) on Mondays, Wednesdays, and Fridays and the smaller area (Perinatal Waiting Room) on Tuesdays and Thursdays. Should COUNTY acquire the ability to utilize the larger area for the full week Monday through Friday and to expand the hours to a full day from 8:00 AM to 5:00 PM, CONTRACTOR agrees to provide the following additional services:

- A. Continuously operate, supervise and staff the West Fresno Regional Center Supervised Children's Room Monday through Friday 8:00 a.m. through 5:00 p.m. on each and every COUNTY business day.
- B. Staff the West Fresno Regional Center Supervised Children's Room with one (1) Site Coordinator serving a nine (9) hour shift, inclusive of a one hour lunch break, providing services as required under this Agreement.
- C. Staff the West Fresno Regional Center Supervised Children's Room with one (1) part-time Site Coordinator/Site Aide serving a five (5) hour shift, providing services as required under this Agreement.
- D. Staff the West Fresno Regional Center Supervised Children's Room with one (1) part-time Assistant Site Coordinator/Site Aide serving a five (5) hour shift, providing services as required under this Agreement to DPH clients.
- E. Ensure at least one CONTRACTOR's staff on site staff shall be fluent in Spanish. There shall be one Spanish-speaking staff present nine hours a day from 8:00 a.m. to 5:00 p.m., including the lunch break, at the West Fresno Regional Center Supervised Children's Room.

III. **COUNTY SHALL BE RESPONSIBLE FOR THE FOLLOWING:**

COUNTY shall provide electricity and telephone service restricted to the 559 service area and routine security and janitorial service commensurate with the level and quality of such services provided to the Heritage Center and West Fresno Regional Center buildings.

**Department of Behavioral Health
Reading and Beyond Budget**

MHSA Supervised Children's Rooms - Heritage and West Fresno Regional Center

Fiscal Year 2015-16 through Fiscal Year 2017-18

Expanded Services (\$125,388)

Budget Categories - Line Item Description (Must be itemized)		Total Proposed Budget		
		FTE %	Admin.	Direct
				Total
PERSONNEL SALARIES:				
0001	FT Site Coordinators @ \$13.00/hour (2,080 hours)	1.00		\$27,040
0002	FT Site Coordinators @ \$12.00/hour (2,080 hours)	1.00		\$24,960
0003	PT Site Coordinators @ \$11.50/hour (1,040 hours)	0.50		\$11,960
0004	PT Site Coordinators @ \$11.00/hour (1,040 hours)	0.50		\$11,440
0005	Substitute @ \$9/hour (\$10/hour 1/1/16) (estimated 312 hours)	0.15		\$2,964
0006	Program Management	0.07	\$3,609	
SALARY TOTAL		3.22	\$3,609	\$78,364
PAYROLL TAXES:				
0031	FICA/MEDICARE @ 7.65% x \$81,973		\$276	\$5,995
0032	SUI @ 6.2% x \$28,987		\$112	\$1,685
PAYROLL TAX TOTAL			\$388	\$7,680
EMPLOYEE BENEFITS:				
0040	Retirement (4% of \$33,613)		\$144	\$1,200
0041	Workers Compensation		\$34	\$3,981
0042	Health Insurance (medical, vision, ltd, dental)		\$381	\$9,518
	Annual Leave Benefit (\$45/mo avg x 2.07 FTE x 12 mo)		\$38	\$1,080
EMPLOYEE BENEFITS TOTAL			\$598	\$15,779
SALARY & BENEFITS GRAND TOTAL				\$106,418
OPERATING EXPENSES:				
1063	Printing/Reproduction			\$50
1066	Office Supplies & Equipment			\$120
1068	Food			\$780
1069	Program Supplies - Therapeutic			\$660
1072	Staff Mileage/vehicle maintenance			\$65
OPERATING EXPENSES TOTAL				\$1,675
FINANCIAL SERVICES EXPENSES:				
1173	Other - Administrative Overhead			\$17,295
FINANCIAL SERVICES TOTAL				\$17,295
TOTAL PROGRAM EXPENSES				\$125,388

MHSA FUNDS:

5100	Community Services & Supports Funds	\$125,388
MHSA FUNDS TOTAL		\$125,388
TOTAL PROGRAM REVENUE		\$125,388

Department of Behavioral Health
Reading and Beyond Budget Narrative - Expenses
MHSA Supervised Children's Rooms - Heritage and West Fresno Regional Center
Fiscal Year 2015-16 through Fiscal Year 2017-18

PROGRAM EXPENSES

Personnel Salaries, Payroll Taxes & Employee Benefits - Line Items 0001- 0042

Personnel Salaries: (1 FTE Site Coordinator @ \$13.00/hour, 1 FTE Site Coordinator @ \$12.00/hour, 0.50 FTE Site Coordinator @ \$11.50/hour, 0.50 FTE Site Coordinator @ \$11.00/hr, 0.15 FTE Site Substitute @ \$9.00/hour (then \$10/hr eff 1/1/2016) - estimated 6 hours per week, 0.07 FTE Program Manager @ \$51,500 annual salary)

Payroll Taxes: (FICA/Medicare @ 7.65% of \$81,973, SUI @ 6.2% of \$28,987)

Employee Benefits:

Retirement Contribution 4% of \$33,613

Workers Compensation 0.95% of \$3,609 and 5.08% of \$78,364

Health Insurance - \$454/month x 0.07 FTE program manager,

\$454/month x 12 months x 1 FTE Site Coordinator

\$407/month x 10 months x 1 FTE Site Coordinator

Annual Leave Benefit \$45 per month average x 2.07 FTE

\$106,418.00

Operating Expenses - Line Items 1060-1077

Printing/Reproduction - Copy/Printing Costs - \$4.17 per month average x 12 months = \$50.00

Office Supplies and Equipment - \$10.00 per month average x 12 months = \$120.00

Food - Snacks/Food for children - \$65.00 per month average x 12 months = \$780.00

Program Supplies - \$55.00 per month average x 12 months = \$660.00

Staff mileage - \$5.42 per month average x 12 months - \$65.00

\$1,675.00

Financial Services Expenses – Line Items 1080-1085

Other - Administrative Overhead - 13.79% of total program budget.

\$17,295.00

TOTAL PROGRAM EXPENSE: \$125,388.00

**Department of Behavioral Health
Reading and Beyond Budget Increase**

MHSA Supervised Children's Rooms - Heritage and West Fresno Regional Center

FY 2018-2019

Expanded Services (\$148,058)

Budget Categories - Line Item Description (Must be itemized)		Total Proposed Budget		
	FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:				
0001 FT Site Coordinators @ \$14.34/hour (2,080 hours)	1.00		\$29,820	\$29,820
0002 FT Site Coordinators @ \$13.00/hour (2,080 hours)	1.00		\$27,740	\$27,740
0003 PT Site Coordinators @ \$11/hour/1040-\$12/1040 X .63 FTE	0.63		\$15,070	\$15,070
0004 PT Site Coordinators @ \$11/hour/1040-\$12/1040 X .63 FTE	0.63		\$15,070	\$15,070
0005 Substitute @ \$9/hour (\$11/hour/1040-\$12/1040 X .15 FTE	0.15		\$3,588	\$3,588
0006 Program Management	0.07	\$5,109		\$5,109
SALARY TOTAL	3.48	\$5,109	\$91,287	\$96,396
PAYROLL TAXES:				
0031 FICA/MEDICARE @ 7.65% x \$81,973		\$391	\$6,983	\$7,374
0032 SUI @ 6.2% x \$28,987		\$80	\$1,480	\$1,560
PAYROLL TAX TOTAL		\$471	\$8,463	\$8,934
EMPLOYEE BENEFITS:				
0040 Retirement (4% of \$33,613)		\$204	\$2,303	\$2,507
0041 Workers Compensation		\$49	\$6,255	\$6,304
0042 Health Insurance (medical, vision, ltd, dental)		\$381	\$10,312	\$10,693
Annual Leave Benefit (\$45/mo avg x 2.07 FTE x 12 mo)		\$38	\$1,080	\$1,118
EMPLOYEE BENEFITS TOTAL		\$672	\$19,950	\$20,622
SALARY & BENEFITS GRAND TOTAL				\$125,952
OPERATING EXPENSES:				
1063 Printing/Reproduction				\$50
1066 Office Supplies & Equipment				\$120
1068 Food				\$1,284
1069 Program Supplies - Therapeutic				\$1,210
1072 Staff Mileage/vehicle maintenance				\$130
OPERATING EXPENSES TOTAL				\$2,794
FINANCIAL SERVICES EXPENSES:				
1173 Other - Administrative Overhead				\$19,312
FINANCIAL SERVICES TOTAL				\$19,312
TOTAL PROGRAM EXPENSES				\$148,058
MHSA FUNDS:				
5100 Community Services & Supports Funds				\$148,058
MHSA FUNDS TOTAL				\$148,058
TOTAL PROGRAM REVENUE				\$148,058

Department of Behavioral Health
Reading and Beyond Budget Narrative - Expenses
MHSA Supervised Children's Rooms - Heritage and West Fresno Regional Center
Fiscal Year 2018-19

PROGRAM EXPENSES

Personnel Salaries, Payroll Taxes & Employee Benefits - Line Items 0001- 0042

Personnel Salaries: (1 FTE Site Coordinator @ \$14.00/hour, 1 FTE Site Coordinator @ \$13.00/hour. 0.50 FTE Site Coordinator @ \$11 hour, 0.50 FTE Site Coordinator @ \$11 hr, 0.15 FTE Site Substitute @ \$11./hour (then \$12/hr eff 1/1/2018) - estimated 6 hours per week, 0.07 FTE Program Manager @ \$51,500 annual salary)

Payroll Taxes: (FICA/Medicare @ 7.65% of \$96,396, SUI @ 6.2% of \$22,540)

Employee Benefits:

Retirement Contribution 4% of \$62,669

Workers Compensation 6.54% of \$96,396

Health Insurance - \$430/month x 0.10 FTE program manager,

\$426.50/month x 12 months x 1 FTE Site Coordinator

\$434.47/month x 12 months x 1 FTE Site Coordinator

Annual Leave Benefit \$45 per month average x 2.07 FTE

\$125,952.00

Operating Expenses - Line Items 1060-1077

Printing/Reproduction - Copy/Printing Costs - \$4.17 per month average x 12 months = \$50.00

Office Supplies and Equipment - \$10.00 per month average x 12 months = \$120.00

Food - Snacks/Food for children - \$107 per month average x 12 months = \$1284.00

Program Supplies - \$100.83 per month average x 12 months = \$1210.00

Staff mileage - \$10.83 per month average x 12 months - \$130.00

\$2,794.00

Financial Services Expenses – Line Items 1080-1085

Other - Administrative Overhead - 15% of total program budget.

\$19,312.00

TOTAL PROGRAM EXPENSE: \$148,058.00

**Department of Behavioral Health
Reading and Beyond Budget Increase**

MHSA Supervised Children's Rooms - Heritage and West Fresno Regional Center

FY 2019-2020

Expanded Services (\$157,768)

Budget Categories - Line Item Description (Must be itemized)		Total Proposed Budget		
	FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:				
0001 FT Site Coordinators @ \$15.34/hour (2,080 hours)	1.00		\$31,900	\$31,900
0002 FT Site Coordinators @ \$14.00/hour (2,080 hours)	1.00		\$29,820	\$29,820
0003 PT Site Coordinators @ \$12/hour/1040-\$13/1040 X .63 FTE	0.63		\$16,380	\$16,380
0004 PT Site Coordinators @ \$12/hour/1040-\$13/1040 X .63 FTE	0.63		\$16,380	\$16,380
0005 Substitute @ \$9/hour (\$12/hour/1040-\$13/1040 X .15 FTE	0.15		\$3,900	\$3,900
0006 Program Management	0.07	\$5,260		\$5,260
SALARY TOTAL	3.48	\$5,260	\$98,380	\$103,640
PAYROLL TAXES:				
0031 FICA/MEDICARE @ 7.65% x \$81,973		\$402	\$7,526	\$7,928
0032 SUI @ 6.2% x \$28,987		\$80	\$1,480	\$1,560
PAYROLL TAX TOTAL		\$482	\$9,006	\$9,488
EMPLOYEE BENEFITS:				
0040 Retirement (4% of \$33,613)		\$210	\$2,469	\$2,679
0041 Workers Compensation		\$50	\$6,728	\$6,778
0042 Health Insurance (medical, vision, ltd, dental)		\$381	\$10,312	\$10,693
Annual Leave Benefit (\$45/mo avg x 2.07 FTE x 12 mo)		\$38	\$1,080	\$1,118
EMPLOYEE BENEFITS TOTAL		\$680	\$20,588	\$21,268
SALARY & BENEFITS GRAND TOTAL				\$134,396
OPERATING EXPENSES:				
1063 Printing/Reproduction				\$50
1066 Office Supplies & Equipment				\$120
1068 Food				\$1,283
1069 Program Supplies - Therapeutic				\$1,210
1072 Staff Mileage/vehicle maintenance				\$130
OPERATING EXPENSES TOTAL				\$2,793
FINANCIAL SERVICES EXPENSES:				
1173 Other - Administrative Overhead				\$20,579
FINANCIAL SERVICES TOTAL				\$20,579
TOTAL PROGRAM EXPENSES				\$157,768
MHSA FUNDS:				
5100 Community Services & Supports Funds				\$157,768
MHSA FUNDS TOTAL				\$157,768
TOTAL PROGRAM REVENUE				\$157,768

Department of Behavioral Health
Reading and Beyond Budget Narrative - Expenses
MHSA Supervised Children's Rooms - Heritage and West Fresno Regional Center
Fiscal Year 2019-20

PROGRAM EXPENSES

Personnel Salaries, Payroll Taxes & Employee Benefits - Line Items 0001- 0042

Personnel Salaries: (1 FTE Site Coordinator @ \$15.00/hour, 1 FTE Site Coordinator @ \$14.00/hour. 0.50 FTE Site Coordinator @ \$12/hour, 0.50 FTE Site Coordinator @ \$12.00/hr, 0.15 FTE Site Substitute @ \$12/hour (then \$13/hr eff 1/1/2020) - estimated 6 hours per week, 0.10 FTE Program Manager @ \$52,600 annual salary)

Payroll Taxes: (FICA/Medicare @ 7.65% of \$103,640, SUI @ 6.2% of \$22,540)

Employee Benefits:

Retirement Contribution 4% of \$66,980

Workers Compensation 6.54% of \$103,640

Health Insurance - \$430/month x 0.10 FTE program manager,

\$426.50/month x 12 months x 1 FTE Site Coordinator

\$434.47/month x 10 months x 1 FTE Site Coordinator

Annual Leave Benefit \$45 per month average x 2.07 FTE

\$134,396.00

Operating Expenses - Line Items 1060-1077

Printing/Reproduction - Copy/Printing Costs - \$4.17 per month average x 12 months = \$50.00

Office Supplies and Equipment - \$10.00 per month average x 12 months = \$120.00

Food - Snacks/Food for children - \$106.92 per month average x 12 months = \$1,283.00

Program Supplies - \$100.83 per month average x 12 months = \$1210.00

Staff mileage - \$10.83 per month average x 12 months - \$130

\$2,793.00

Financial Services Expenses – Line Items 1080-1085

Other - Administrative Overhead - 15% of total program budget.

\$20,579.00

TOTAL PROGRAM EXPENSE: \$157,768.00

**Department of Public Health
Reading and Beyond Budget**

Supervised Children's Rooms - West Fresno Regional Center
Fiscal Year 2015-16 through Fiscal Year 2019-20
Expanded Services (\$7,750)

Budget Categories -			Total Proposed Budget		
Line Item Description (Must be itemized)		FTE %	Admin.	Direct	Total
PERSONNEL SALARIES:					
0001	PT Asst Site Coordinator @ \$11.00/hour (420 hours)	0.20		\$4,620	\$4,620
0002	Substitute @ \$10/hour (54 hours)	0.02		\$540	\$540
SALARY TOTAL		0.22	\$0	\$5,160	\$5,160
PAYROLL TAXES:					
0031	FICA/MEDICARE @ 7.65% x \$5,160		\$0	\$395	\$395
0032	SUI @ 6.2% x \$5,160		\$0	\$320	\$320
PAYROLL TAX TOTAL			\$0	\$715	\$715
EMPLOYEE BENEFITS:					
0040	Retirement (4% of \$540)		\$0	\$22	\$22
EMPLOYEE BENEFITS TOTAL			\$0	\$22	\$22
SALARY & BENEFITS GRAND TOTAL					\$5,896
OPERATING EXPENSES:					
1063	Printing/Reproduction				\$25
1068	Food				\$180
1069	Program Supplies - Therapeutic				\$180
1072	Staff Mileage/vehicle maintenance				\$45
OPERATING EXPENSES TOTAL					\$430
FINANCIAL SERVICES EXPENSES:					
1171	Liability Insurance/Worker's Comp		\$0	\$413	\$413
1173	Other - Administrative Overhead				\$1,011
FINANCIAL SERVICES TOTAL					\$1,424
TOTAL PROGRAM EXPENSES					\$7,750
FUNDS TOTAL					\$7,750
TOTAL PROGRAM REVENUE					\$7,750

Department of Public Health
Reading and Beyond Budget Narrative - Expenses
Supervised Children's Rooms - West Fresno Regional Center
Fiscal Year 2015-16 through Fiscal Year 2019-20

PROGRAM EXPENSES

Personnel Salaries, Payroll Taxes & Employee Benefits - Line Items 0001- 0040

Personnel Salaries: (0.20 FTE PT Asst Site Coordinator @ \$11.00/hour, 0.02 FTE Site Substitute @ \$10/hour)

Payroll Taxes: (FICA/Medicare @ 7.65% of \$5,160, SUI @ 6.2% of \$5,160)

Employee Benefits:

Retirement Contribution 4% of \$540

Salaries and Benefits Total: \$5,896

Operating Expenses - Line Items 1060-1077

Printing/Reproduction - \$2.08 per month average x 12 months = \$25.00

Food - Snacks/Food for children - \$15 per month average x 12 months = \$180.00

Program Supplies - \$15 per month average x 12 months = \$180.00

Staff mileage - \$3.75 per month average x 12 months - \$45.00

\$430

Financial Services Expenses – Line Items 1080-1085

Liability Insurance / Worker's Comp \$413

Other - Administrative Overhead - 13.04% of total program budget. \$1,011

TOTAL PROGRAM EXPENSE: \$7,750