



AGENDA

IRVINE CHILD CARE PROJECT SPECIAL MEETING

April 12, 2022
8:30 AM

Cyril Yu
Vice President

Alan Battenfield
Clerk

Board Member:
Stephanie Bynon
Tammy Kim
Sandra Salcedo

Irvine City Hall, B203
1 Civic Center Plaza
Irvine, CA 92604

PARTICIPATION AT IRVINE CHILD CARE PROJECT MEETING

MEETINGS ARE AVAILABLE TO ATTEND IN-PERSON OR WATCHED LIVE THROUGH THE ZOOM APPLICATION. INFORMATION FOR ZOOM CAN BE FOUND ONLINE AT CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-PROJECT-BOARD-INFORMATION. YOU MAY SUBMIT COMMENTS ON ANY AGENDA ITEM OR ON ANY ITEM NOT ON THE AGENDA, IN WRITING VIA MAIL TO "ATTN: TRACI STUBBLER, 1 CIVIC CENTER PLAZA, IRVINE, CA 92606, OR BY EMAIL TO ICCP@CITYOFIRVINE.ORG. YOU MAY ALSO PROVIDE LIVE COMMENTS VIA ZOOM. FOR MORE INFORMATION, VISIT CITYOFIRVINE.ORG/CHILD-CARE-DEVELOPMENT/IRVINE-CHILD-CARE-PROJECT-BOARD-INFORMATION.

REQUEST TO SPEAK IN PERSON: IF YOU WOULD LIKE TO ADDRESS THE IRVINE CHILD CARE PROJECT ON A SCHEDULED AGENDA ITEM – INCLUDING A REGULAR BUSINESS ITEM OR PUBLIC COMMENTS – PLEASE REGISTER BY COMPLETING THE REQUEST TO SPEAK FORM AVAILABLE AT THE ENTRANCE TO THE MEETING ROOM AND SUBMIT TO THE RECORDING SECRETARY. PLEASE IDENTIFY ON THE FORM YOUR NAME AND THE ITEM ON WHICH YOU WOULD LIKE TO SPEAK. THE **REQUEST TO SPEAK FORM** ASSISTS THE CHAIR IN ENSURING THAT ALL PERSONS WISHING TO ADDRESS THE IRVINE CHILD CARE PROJECT ARE RECOGNIZED. IT ALSO ENSURES THE ACCURATE IDENTIFICATION OF MEETING PARTICIPANTS IN THE IRVINE CHILD CARE PROJECT MINUTES. YOUR NAME WILL BE CALLED AT THE TIME THE MATTER IS HEARD BY THE IRVINE CHILD CARE PROJECT. CITY POLICY IS TO LIMIT PUBLIC TESTIMONY TO UP TO THREE MINUTES PER SPEAKER ON AGENDIZED ITEMS, AND THREE MINUTES DURING GENERAL PUBLIC COMMENTS (UNLESS THE TIME LIMIT IS EXTENDED BY THE CHAIR), WHICH INCLUDES THE PRESENTATION OF ELECTRONIC OR AUDIO-VISUAL INFORMATION. SPEAKERS MAY NOT YIELD THEIR TIME TO OTHER PERSONS.

PLEASE TAKE NOTICE THAT THE ORDER OF SCHEDULED AGENDA ITEMS BELOW AND/OR THE TIME THEY ARE ACTUALLY HEARD, CONSIDERED, AND DECIDED MAY BE MODIFIED BY THE CHAIR DURING THE COURSE OF THE MEETING, SO PLEASE STAY ALERT.

PLEASE NOTE: THE IRVINE CHILD CARE PROJECT MEETING IS MAKING EVERY EFFORT TO FOLLOW THE SPIRIT AND INTENT OF THE BROWN ACT AND OTHER APPLICABLE LAWS REGULATING THE CONDUCT OF PUBLIC MEETINGS, IN ORDER TO MAXIMIZE TRANSPARENCY AND PUBLIC ACCESS. FOR QUESTIONS OR ASSISTANCE, PLEASE CONTACT THE COMMUNITY SERVICES DEPARTMENT AT 949-724-6632, OR VIA EMAIL AT ICCP@CITYOFIRVINE.ORG. IT WOULD BE APPRECIATED IF WRITTEN COMMUNICATIONS OF PUBLIC COMMENTS RELATED TO ITEMS ON THE AGENDA, OR ITEMS NOT ON THE AGENDA, ARE PROVIDED PRIOR TO THE COMMENCEMENT OF THE MEETING.

Speaker's Form/Request to Speak - If you would like to address the Board on a scheduled agenda item, please complete the Request to Speak Form. Speaker's Forms are located on the table at the entrance to the Meeting Room. Please identify on the card your name, address and the item on which you would like to speak and return to the Recording Secretary. The Request to Speak Form assists the Chair in ensuring that all persons wishing to address the Board are recognized. Your name will be called at the time the matter is heard by the Board.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

INTRODUCTIONS

PRESENTATIONS

ANNOUNCEMENTS/COMMITTEE REPORTS

Announcements are for the purpose of presenting brief comments or reports, are subject to California Government Code Section 54954.2 of the Brown Act, and are limited to 15 minutes per meeting.

PUBLIC COMMENTS

Any member of the public may address the Irvine Child Care Project on items within the Irvine Child Care Project's subject matter jurisdiction, but which are not listed on this Agenda during PUBLIC COMMENTS. However, no action may be taken on matters that are not part of the posted agenda. PUBLIC COMMENTS are scheduled for 30 minutes and are limited to 3 minutes per person. **If you wish to speak, please complete a Speaker's Form and submit it to the Recording Secretary.**

ADDITIONS AND DELETIONS TO THE AGENDA

Additions to the agenda are limited by California Government Code Section 54954.2 of the Brown Act and for those items that arise after the posting of the Agenda and must be acted upon prior to the next Board meeting.

1. BOARD BUSINESS

1.1 PROVIDER SELECTION FOR SOLIS PARK SCHOOL

RECOMMENDED ACTION:

Approve Rainbow Rising as ICCP child care provider for Solis Park School effective August 18, 2022.

1.2 IRVINE CHILD CARE PROJECT PROPOSED BUDGET FOR FY 2022-23 WITH MULTI-YEAR BUDGET PROJECTIONS

RECOMMENDED ACTION:

Submitted for the Board's review and discussion.

1.3 IRVINE CHILD CARE PROJECT QUALITY CRITERIA AND ASSESSMENT PROCESS

RECOMMENDED ACTION:

Approve one of the following options:

Option A: Allocate a total of up to \$65,000 for FY 2022-23 for Quality Assessment Consulting Services.

Option B: Alternative option as proposed by the Board.

1.4 IRVINE CHILD CARE PROJECT BOARD ELECTIONS

RECOMMENDED ACTION:

Conduct elections for the positions of ICCP Board President, Vice President, and Clerk.

ADJOURNMENT

The next Irvine Child Care Project Regular Meeting will convene at 8:30 a.m. on **Monday, May 9, 2022.**

NOTICE TO THE PUBLIC

At **11:00 a.m.**, the Irvine Child Care Project will determine which of the remaining agenda items can be considered and acted upon prior to 12:00 p.m. and will continue all other items on which additional time is required until a future Committee meeting. All meetings are scheduled to terminate at 12:00 p.m.

STAFF REPORTS

As a general rule, staff reports or other written documentation have been prepared or organized with respect to each item of business listed on the agenda. Copies of these materials are on file with the Irvine Child Care Project liaison and are available for public inspection and copying once the agenda is publicly posted, (at least 72 hours prior to a regular Irvine Child Care Project meeting). If you have any questions regarding any item of business on the agenda for this meeting, or any of the staff reports or other documentation relating to any agenda item, please contact Irvine Child Care Project liaison at (949) 724-6503.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Irvine Child Care Project regarding any item on this agenda after the posting of the agenda will be available for public review in the Community Services Department, One Civic Center Plaza, Irvine, California, during normal business hours and on the City's website. In addition, such writings or documents will be made available for public review at the respective public meeting.

SUBMITTAL OF INFORMATION BY MEMBERS OF THE PUBLIC FOR DISSEMINATION OR PRESENTATION AT PUBLIC MEETINGS

Written Materials/Handouts: Any member of the public who desires to submit documentation in hard copy form may do so prior to the meeting or at the time he/she addresses the Irvine Child Care Project Board. Please provide 15 copies of the information to be submitted and file with the Recording Secretary at the time of arrival to the meeting. This information will be disseminated to the Irvine Child Care Project at the time testimony is given.

CITY SERVICES TO FACILITATE ACCESS TO PUBLIC MEETINGS

AMERICANS WITH DISABILITIES ACT: It is the intention of the City of Irvine to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the City of Irvine will attempt to accommodate you in every

reasonable manner. Please contact Irvine Child Care Project liaison at 949-724-6647 at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible.

COMMUNICATION AND ELECTRONIC DEVICES

To minimize distractions, please be sure all personal communication and electronic devices are turned off or on silent mode.

MEETING SCHEDULE

Regular meetings of the Irvine Child Care Project are held on the second Monday of January, March, May, June, September, October, and November, at 8:30 a.m. unless otherwise noted. Agendas are available at the following locations:

- Community Services Department
- Front Entrance of City Hall
- Police Department
- City's web page at cityofirvine.org.

I hereby certify that the agenda for the Irvine Child Care Project meeting was posted at the main entrance of City Hall and in the posting book located in the Public Safety Lobby, One Civic Center Plaza, Irvine, California on

on April 4, 2022 by 5:30 p.m. as well as on the City's web page.


Board Liaison

1. BOARD BUSINESS

ITEM 1.1

IRVINE CHILD CARE PROJECT

TOPIC: **PROVIDER SELECTION FOR SOLIS PARK SCHOOL**

DESCRIPTION: On November 19, 2021 the City opened the recruitment seeking a licensed non-profit child care provider to operate the Irvine Child Care Project (ICCP) school age child care program on the Solis Park School campus.

The following five agencies submitted applications in response:

- Catalyst Family, Inc.
- Elite Kids Academy dba Home Kids Academy
- Rainbow Rising Child Development Centers
- Right at School
- Young Men's Christian Association of Orange County and Subsidiary

The Provider Selection Committee (Committee) consisted of:

- Stan Machesky, Irvine Unified School District
- Stephanie Bynon, Irvine Child Care Project
- Donna Schwartz, Irvine Child Care Committee
- Heather Phillips, Solis Park School Principal
- Tiffany Mendoza, Solis Park Parent Representative

The Committee reviewed applications and conducted interviews of four applicants, as one applicant did not meet RFP requirement as a For-Profit company.

After careful consideration, the Committee recommends the ICCP Board select Rainbow Rising as the new provider at Solis Park School, effective August 18, 2022.

RECOMMENDATION: Approve Rainbow Rising as ICCP child care provider for Solis Park School effective August 18, 2022.

ITEM 1.2

IRVINE CHILD CARE PROJECT

TOPIC: **IRVINE CHILD CARE PROJECT PROPOSED BUDGET FOR FY 2022-23 WITH MULTI-YEAR BUDGET PROJECTIONS**

DESCRIPTION: Submitted for the Board's review and discussion are Proposed Budgets for FY 2022-23 with multi-year Budget Projection for FY 2023-24, FY 2024-25, and FY 2025-26. Three budget scenarios are included, one with no rent increase, one with a one percent rent increase, and one with a two percent rent increase.

Staff will submit Determination of Child Care Provider Rental Rate at the May Irvine Child Care Project (ICCP) meeting based on the Board's direction.

The FY 2022-23 Proposed Budget will be revised to reflect the Board approved 2022-23 Provider Rental Rate and submitted for the Board's final review and approval at the June ICCP meeting.

RECOMMENDATION: Submitted for the Board's review and discussion.

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2022-23 with Multi Year Budget Projection - No Rent Increase

	2021-22	2022-23	2023-24	2024-25	2025-26
OPERATING FUND	Estimated	Proposed	Projected	Projected	Projected
Program Description	Actuals	Budget	Budget	Budget	Budget
ICCP - Regular Programs					
COST CENTER 005710					
REVENUE					
8650 Portable Fees Cnty	\$1,892,887	\$1,957,712	\$1,970,677	\$1,970,677	\$1,970,677
8650 Portable Fees Waived- Covid 19	(\$78,870) (1)	\$0	\$0	\$0	\$0
8660 Interest Income Cnty	\$8,800	\$9,497	\$9,560	\$9,560	\$9,560
Total Revenue:	\$1,822,817	\$1,967,209	\$1,980,237	\$1,980,237	\$1,980,237
OPERATING EXPENDITURES					
4305 Safety and Security	\$1,000	\$9,787 (2)	\$1,600 (2)	\$1,650 (2)	\$1,650 (2)
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5450 Insurance	\$103,699	\$108,884	\$114,328	\$120,044	\$126,046
5500 Utilities	\$96,086	\$100,890	\$105,935	\$111,232	\$116,794
5601 Non-Cap Site/Bldg Improve./Rehab	\$20,000	\$40,000	\$40,000	\$40,000	\$40,000
5811 Consultants	\$0	\$27,000 (3)	\$27,000 (3)	\$27,000 (3)	\$27,000 (3)
5817 Scholarships	\$5,600	\$30,000	\$30,000	\$30,000	\$30,000
5837 Interest Expense	\$1,000	\$2,200	\$2,200	\$2,200	\$2,200
5838 Audit	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000
5861 Facilities & Financial Support / IUSD	\$84,000	\$85,696 (4)	\$87,409 (4)	\$89,158 (4)	\$90,941 (4)
5862 Custodial Services	\$572,221	\$584,038 (5)	\$596,552 (5)	\$608,766 (5)	\$621,184 (5)
5864 Program Coordination / City	\$274,206	\$310,494 (6)	\$319,564 (6)	\$328,854 (6)	\$338,424 (6)
Total Operating Expenditures:	\$1,208,812	\$1,349,989	\$1,375,588	\$1,409,904	\$1,445,239
Total Excess (Deficiency):	\$614,005	\$617,220	\$604,649	\$570,333	\$534,998
CAPITAL EXPENDITURES					
6210 Building Improvement / \$5K Threshold	\$55,000	\$125,000	\$125,000	\$125,000	\$125,000
5862 Custodial Vehicles	\$0	\$35,000 (7)	\$0	\$35,000 (7)	\$0
7439 Debt Service	\$135,173	\$135,173 (8)	\$135,173 (8)	\$0 (8)	\$0 (8)
Total Capital Expenditures:	\$190,173	\$295,173	\$260,173	\$160,000	\$125,000
Net Increase (Decrease):	\$423,832	\$322,047	\$344,476	\$410,333	\$409,998
Beginning Balance, July 1	\$1,141,154	\$1,564,986	\$1,887,033	\$2,231,508	\$2,641,841
Ending Balance, June 30	\$1,564,986	\$1,887,033	\$2,231,508	\$2,641,841	\$3,051,839
Components of Ending Balance:					
Capital Facilities (Modular Replacement) Reserve	\$1,523,016	\$1,837,678	\$2,182,435	\$2,594,744	\$3,004,731
3% Operation Reserve	\$41,970	\$49,355	\$49,073	\$47,097	\$47,107

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2022-23 with Multi Year Budget Projection - No Rent Increase

GRANT PROGRAM FUNDS	2021-22	2022-23	2023-24	2024-25	2025-26
Program Description	Estimated Actuals	Proposed Budget	Projected Budget	Projected Budget	Projected Budget
STATE GRANT/CDD					
COST CENTER 005501					
REVENUE					
8290 Child Development Apportionments	\$284,174	\$374,281	\$374,281	\$374,281	\$374,281
8590 Other State Revenue	\$572,331	\$695,095	\$695,095	\$695,095	\$695,095
Total Revenue:	\$856,505	\$1,069,376	\$1,069,376	\$1,069,376	\$1,069,376
EXPENDITURES					
5810 Serv./Contracts	\$1,147,909	\$1,069,376	\$1,069,376	\$1,069,376	\$1,069,376
Total Expenditures:	\$856,505	\$1,069,376	\$1,069,376	\$1,069,376	\$1,069,376
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$0	\$0
LOCAL GRANT / Irvine Childrens Fund (ICF)					
COST CENTER 005712					
REVENUE					
8689 All Other Fees & Contracts	\$82,920	\$20,000	\$20,000	\$20,000	\$20,000
8699 Other Local Revenue/CDBG	\$326,898	\$773,000	\$60,000	\$60,000	\$60,000
Total Revenue:	\$409,818	\$793,000	\$80,000	\$80,000	\$80,000
EXPENDITURES					
5817 Scholarships	\$409,818	\$793,000	\$80,000	\$80,000	\$80,000
Total Expenditures:	\$409,818	\$793,000	\$80,000	\$80,000	\$80,000
Fund Balance (U):	\$0	\$0	\$0	\$0	\$0
GRANT PROGRAM FUND SUMMARY					
REVENUE	\$1,266,323	\$1,862,376	\$1,149,376	\$1,149,376	\$1,149,376
EXPENDITURES	\$1,266,323	\$1,862,376	\$1,149,376	\$1,149,376	\$1,149,376
Total Excess (Deficiency):	\$0	\$0	\$0	\$0	\$0
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0
TOTAL ICCP FUND BALANCE:	\$1,564,986	\$1,887,033	\$2,231,508	\$2,641,841	\$3,051,839
(Operating Fund + Grant Program Funds)					

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2022-23 with Multi Year Budget Projection - No Rent Increase

Budget Assumptions

- (1) Approved by ICCP Board to waive rental fees for ICCP providers for the month of July 2021 by 50% due to COVID.*
- (2) Additional AED units for new sites and AED maintenance items (Pads, batteries, etc.) Restroom Card Keys, and potential replacement or addition of one security radio per year.*
- (3) Consultant to assess and plan rehab and repair work on existing portables to be managed and supervised by IUSD staff*
- (4) Projected 2% increase for step in column & benefit increases of Facilities and Finance salaries for IUSD employees*
- (5) Projected 2% increase for step in column & benefit increases of custodial salaries. Increased custodial supplies \$2K annually starting with FY 2020-21*
- (6) Program Coordination includes \$2,900 in program supplies to be distributed to sites to support quality enhancement and 3% increase for salaries as instructed by City's finance/Payroll department.*
- (7) Starting FY 2020-21 projecting \$35k every other year to replace out dated custodial work vans.*
- (8) Continue debt payment for custodial equipment for another 5 years @ \$8,100/year for a total of \$40,500 FY 2019-20 thru FY 2023-24. Plus yearly payment for purchase of portables from IUSD = \$127,073 Started July 2009 ends June 2024*

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2022-23 with Multi Year Budget Projection - 1% Rent Increase

OPERATING FUND	2021-22	2022-23	2023-24	2024-25	2025-26
Program Description	Estimated	Proposed	Projected	Projected	Projected
	Actuals	Budget	Budget	Budget	Budget
ICCP - Regular Programs					
COST CENTER 005710					
REVENUE					
8650 Portable Fees Cnty	\$1,892,887	\$1,977,289	\$1,990,384	\$1,990,384	\$1,990,384
8650 Portable Fees Waived- Covid 19	(\$78,870) (1)	\$0	\$0	\$0	\$0
8660 Interest Income Cnty	\$8,800	\$9,592	\$9,655	\$9,655	\$9,655
Total Revenue:	\$1,822,817	\$1,986,881	\$2,000,039	\$2,000,039	\$2,000,039
OPERATING EXPENDITURES					
4305 Safety and Security	\$1,000	\$9,787 (2)	\$1,600 (2)	\$1,650 (2)	\$1,650 (2)
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5450 Insurance	\$103,699	\$108,884	\$114,328	\$120,044	\$126,046
5500 Utilities	\$96,086	\$100,890	\$105,935	\$111,232	\$116,794
5601 Non-Cap Site/Bldg Improve./Rehab	\$20,000	\$40,000	\$40,000	\$40,000	\$40,000
5811 Consultants	\$0	\$27,000 (3)	\$27,000 (3)	\$27,000 (3)	\$27,000 (3)
5817 Scholarships	\$5,600	\$30,000	\$30,000	\$30,000	\$30,000
5837 Interest Expense	\$1,000	\$2,200	\$2,200	\$2,200	\$2,200
5838 Audit	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000
5861 Facilities & Financial Support / IUSD	\$84,000	\$85,696 (4)	\$87,409 (4)	\$89,158 (4)	\$90,941 (4)
5862 Custodial Services	\$572,221	\$584,038 (5)	\$596,552 (5)	\$608,766 (5)	\$621,184 (5)
5864 Program Coordination / City	\$274,206	\$310,494 (6)	\$319,564 (6)	\$328,854 (6)	\$338,424 (6)
Total Operating Expenditures:	\$1,208,812	\$1,349,989	\$1,375,588	\$1,409,904	\$1,445,239
Total Excess (Deficiency):	\$614,005	\$636,892	\$624,451	\$590,135	\$554,800
CAPITAL EXPENDITURES					
6210 Building Improvement / \$5K Threshold	\$55,000	\$125,000	\$125,000	\$125,000	\$125,000
5862 Custodial Vehicles	\$0	\$35,000 (7)	\$0	\$35,000 (7)	\$0
7439 Debt Service	\$135,173	\$135,173 (8)	\$135,173 (8)	\$0 (8)	\$0 (8)
Total Capital Expenditures:	\$190,173	\$295,173	\$260,173	\$160,000	\$125,000
Net Increase (Decrease):	\$423,832	\$341,719	\$364,278	\$430,135	\$429,800
Beginning Balance, July 1	\$1,141,154	\$1,564,986	\$1,906,705	\$2,270,983	\$2,701,118
Ending Balance, June 30	\$1,564,986	\$1,906,705	\$2,270,983	\$2,701,118	\$3,130,918
Components of Ending Balance:					
Capital Facilities (Modular Replacement) Reserve	\$1,523,016	\$1,857,350	\$2,221,910	\$2,654,021	\$3,083,811
3% Operation Reserve	\$41,970	\$49,355	\$49,073	\$47,097	\$47,107

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2022-23 with Multi Year Budget Projection - 1% Rent Increase

GRANT PROGRAM FUNDS	2021-22	2022-23	2023-24	2024-25	2025-26
Program Description	Estimated Actuals	Proposed Budget	Projected Budget	Projected Budget	Projected Budget
STATE GRANT/CDD					
COST CENTER 005501					
REVENUE					
8290 Child Development Apportionments	\$284,174	\$374,281	\$374,281	\$374,281	\$374,281
8590 Other State Revenue	\$572,331	\$695,095	\$695,095	\$695,095	\$695,095
Total Revenue:	\$856,505	\$1,069,376	\$1,069,376	\$1,069,376	\$1,069,376
EXPENDITURES					
5810 Serv./Contracts	\$856,505	\$1,069,376	\$1,069,376	\$1,069,376	\$1,069,376
Total Expenditures:	\$856,505	\$1,069,376	\$1,069,376	\$1,069,376	\$1,069,376
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$0	\$0
LOCAL GRANT / Irvine Childrens Fund (ICF)					
COST CENTER 005712					
REVENUE					
8689 All Other Fees & Contracts	\$82,920	\$20,000	\$20,000	\$20,000	\$20,000
8699 Other Local Revenue/CDBG	\$326,898	\$773,000	\$60,000	\$60,000	\$60,000
Total Revenue:	\$409,818	\$793,000	\$80,000	\$80,000	\$80,000
EXPENDITURES					
5817 Scholarships	\$409,818	\$793,000	\$80,000	\$80,000	\$80,000
Total Expenditures:	\$409,818	\$793,000	\$80,000	\$80,000	\$80,000
Fund Balance (U):	\$0	\$0	\$0	\$0	\$0
GRANT PROGRAM FUND SUMMARY					
REVENUE	\$1,266,323	\$1,862,376	\$1,149,376	\$1,149,376	\$1,149,376
EXPENDITURES	\$1,266,323	\$1,862,376	\$1,149,376	\$1,149,376	\$1,149,376
Total Excess (Deficiency):	\$0	\$0	\$0	\$0	\$0
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0
TOTAL ICCP FUND BALANCE:	\$1,564,986	\$1,906,705	\$2,270,983	\$2,701,118	\$3,130,918
(Operating Fund + Grant Program Funds)					

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2022-23 with Multi Year Budget Projection - 1% Rent Increase

Budget Assumptions

- (1) Approved by ICCP Board to waive rental fees for ICCP providers for the month of July 2021 by 50% due to COVID.*
- (2) Additional AED units for new sites and AED maintenance items (Pads, batteries, etc.) Restroom Card Keys, and potential replacement or addition of one security radio per year.*
- (3) Consultant to assess and plan rehab and repair work on existing portables to be managed and supervised by IUSD staff*
- (4) Projected 2% increase for step in column & benefit increases of Facilities and Finance salaries for IUSD employees*
- (5) Projected 2% increase for step in column & benefit increases of custodial salaries. Increased custodial supplies \$2K annually starting with FY 2020-21*
- (6) Program Coordination includes \$2,900 in program supplies to be distributed to sites to support quality enhancement and 3% increase for salaries as instructed by City's finance/Payroll department.*
- (7) Starting FY 2020-21 projecting \$35k every other year to replace out dated custodial work vans.*
- (8) Continue debt payment for custodial equipment for another 5 years @ \$8,100/year for a total of \$40,500 FY 2019-20 thru FY 2023-24. Plus yearly payment for purchase of portables from IUSD = \$127,073 Started July 2009 ends June 2024*

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2022-23 with Multi Year Budget Projection - 2% Rent Increase

	2021-22	2022-23	2023-24	2024-25	2025-26
OPERATING FUND	Estimated	Proposed	Projected	Projected	Projected
Program Description	Actuals	Budget	Budget	Budget	Budget
ICCP - Regular Programs					
COST CENTER 005710					
REVENUE					
8650 Portable Fees Cnty	\$1,892,887	\$1,996,866	\$2,010,091	\$2,010,091	\$2,010,091
8650 Portable Fees Waived- Covid 19	(\$78,870) (1)	\$0	\$0	\$0	\$0
8660 Interest Income Cnty	\$8,800	\$9,687	\$9,751	\$9,751	\$9,751
Total Revenue:	\$1,822,817	\$2,006,553	\$2,019,841	\$2,019,841	\$2,019,841
OPERATING EXPENDITURES					
4305 Safety and Security	\$1,000	\$9,787 (2)	\$1,600 (2)	\$1,650 (2)	\$1,650 (2)
4306 M & O Repairs done by IUSD	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000
5450 Insurance	\$103,699	\$108,884	\$114,328	\$120,044	\$126,046
5500 Utilities	\$96,086	\$100,890	\$105,935	\$111,232	\$116,794
5601 Non-Cap Site/Bldg Improve./Rehab	\$20,000	\$40,000	\$40,000	\$40,000	\$40,000
5811 Consultants	\$0	\$27,000 (3)	\$27,000 (3)	\$27,000 (3)	\$27,000 (3)
5817 Scholarships	\$5,600	\$30,000	\$30,000	\$30,000	\$30,000
5837 Interest Expense	\$1,000	\$2,200	\$2,200	\$2,200	\$2,200
5838 Audit	\$11,000	\$11,000	\$11,000	\$11,000	\$11,000
5861 Facilities & Financial Support / IUSD	\$84,000	\$85,696 (4)	\$87,409 (4)	\$89,158 (4)	\$90,941 (4)
5862 Custodial Services	\$572,221	\$584,038 (5)	\$596,552 (5)	\$608,766 (5)	\$621,184 (5)
5864 Program Coordination / City	\$274,206	\$310,494 (6)	\$319,564 (6)	\$328,854 (6)	\$338,424 (6)
Total Operating Expenditures:	\$1,208,812	\$1,349,989	\$1,375,588	\$1,409,904	\$1,445,239
Total Excess (Deficiency):	\$614,005	\$656,564	\$644,253	\$609,937	\$574,602
CAPITAL EXPENDITURES					
6210 Building Improvement / \$5K Threshold	\$55,000	\$125,000	\$125,000	\$125,000	\$125,000
5862 Custodial Vehicles	\$0	\$35,000 (7)	\$0	\$35,000 (7)	\$0
7439 Debt Service	\$135,173	\$135,173 (8)	\$135,173 (8)	\$0 (8)	\$0 (8)
Total Capital Expenditures:	\$190,173	\$295,173	\$260,173	\$160,000	\$125,000
Net Increase (Decrease):	\$423,832	\$361,391	\$384,080	\$449,937	\$449,602
Beginning Balance, July 1	\$1,141,154	\$1,564,986	\$1,926,377	\$2,310,457	\$2,760,395
Ending Balance, June 30	\$1,564,986	\$1,926,377	\$2,310,457	\$2,760,395	\$3,209,997
Components of Ending Balance:					
Capital Facilities (Modular Replacement) Reserve	\$1,523,016	\$1,877,022	\$2,261,384	\$2,713,297	\$3,162,890
3% Operation Reserve	\$41,970	\$49,355	\$49,073	\$47,097	\$47,107

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2022-23 with Multi Year Budget Projection - 2% Rent Increase

GRANT PROGRAM FUNDS	2021-22	2022-23	2023-24	2024-25	2025-26
Program Description	Estimated Actuals	Proposed Budget	Projected Budget	Projected Budget	Projected Budget
STATE GRANT/CDD					
COST CENTER 005501					
REVENUE					
8290 Child Development Apportionments	\$284,174	\$374,281	\$374,281	\$374,281	\$374,281
8590 Other State Revenue	\$572,331	\$695,095	\$695,095	\$695,095	\$695,095
Total Revenue:	\$856,505	\$1,069,376	\$1,069,376	\$1,069,376	\$1,069,376
EXPENDITURES					
5810 Serv./Contracts	\$856,505	\$1,069,376	\$1,069,376	\$1,069,376	\$1,069,376
Total Expenditures:	\$856,505	\$1,069,376	\$1,069,376	\$1,069,376	\$1,069,376
Deferred Revenue (Carry-over):	\$0	\$0	\$0	\$0	\$0
LOCAL GRANT / Irvine Childrens Fund (ICF)					
COST CENTER 005712					
REVENUE					
8689 All Other Fees & Contracts	\$82,920	\$20,000	\$20,000	\$20,000	\$20,000
8699 Other Local Revenue/CDBG	\$326,898	\$773,000	\$60,000	\$60,000	\$60,000
Total Revenue:	\$409,818	\$793,000	\$80,000	\$80,000	\$80,000
EXPENDITURES					
5817 Scholarships	\$409,818	\$793,000	\$80,000	\$80,000	\$80,000
Total Expenditures:	\$409,818	\$793,000	\$80,000	\$80,000	\$80,000
Fund Balance (U):	\$0	\$0	\$0	\$0	\$0
GRANT PROGRAM FUND SUMMARY					
REVENUE	\$1,266,323	\$1,862,376	\$1,149,376	\$1,149,376	\$1,149,376
EXPENDITURES	\$1,266,323	\$1,862,376	\$1,149,376	\$1,149,376	\$1,149,376
Total Excess (Deficiency):	\$0	\$0	\$0	\$0	\$0
Beginning Balance, July 1	\$0	\$0	\$0	\$0	\$0
Ending Balance, June 30	\$0	\$0	\$0	\$0	\$0
TOTAL ICCP FUND BALANCE:	\$1,564,986	\$1,926,377	\$2,310,457	\$2,760,395	\$3,209,997
(Operating Fund + Grant Program Funds)					

Irvine Child Care Project

(A California Joint Powers Authority)

Statement Of Revenues, Expenditures, and Changes

Proposed Budget FY 2022-23 with Multi Year Budget Projection - 2% Rent Increase

Budget Assumptions

- (1) Approved by ICCP Board to waive rental fees for ICCP providers for the month of July 2021 by 50% due to COVID.*
- (2) Additional AED units for new sites and AED maintenance items (Pads, batteries, etc.) Restroom Card Keys, and potential replacement or addition of one security radio per year.*
- (3) Consultant to assess and plan rehab and repair work on existing portables to be managed and supervised by IUSD staff*
- (4) Projected 2% increase for step in column & benefit increases of Facilities and Finance salaries for IUSD employees*
- (5) Projected 2% increase for step in column & benefit increases of custodial salaries. Increased custodial supplies \$2K annually starting with FY 2020-21*
- (6) Program Coordination includes \$2,900 in program supplies to be distributed to sites to support quality enhancement and 3% increase for salaries as instructed by City's finance/Payroll department.*
- (7) Starting FY 2020-21 projecting \$35k every other year to replace out dated custodial work vans.*
- (8) Continue debt payment for custodial equipment for another 5 years @ \$8,100/year for a total of \$40,500 FY 2019-20 thru FY 2023-24. Plus yearly payment for purchase of portables from IUSD = \$127,073 Started July 2009 ends June 2024*

ITEM 1.3

IRVINE CHILD CARE PROJECT

TOPIC: IRVINE CHILD CARE PROJECT QUALITY ASSESSMENT PROCESS

DESCRIPTION: Each child care program operating in an Irvine Child Care Project (ICCP) owned facility is required to hold a School Age Child Care License issued by the State of California Department of Social Services, Community Care Licensing Division (CCLD). In order to obtain and retain a State license, providers must continually meet all child care requirements included in Title 22, Division 12 applicable to their license. CCLD ensures continued compliance by completing annual unannounced facility inspections of all licensed child providers

During the annual visit the Licensing Program Analyst (LPA) inspects the facility, including but not limited to, food service areas and procedures, staff and child records, and verifies compliance with staff to child ratios. The LPA completes an inspection tool throughout the visit and provides a summary of the visit to the site director. Documentation on CCLD visits, including annual inspections, complaint investigations, and compliance visits are available for public view on the State of California's transparency website.

In 1985, shortly after the creation of ICCP, the ICCP Board (Board) established the Program Assessment and Review Committee (PARC) for the purpose of conducting annual reviews to ensure continuous quality at all ICCP sites. Site visits continued to be completed by the volunteer members of PARC from 1985 through 2018 during which period the number of ICCP sites grew from 3 to 28.

While the State Licensing criteria focus mainly on health and safety, the criteria included on the ICCP Assessment tools include indicators of curriculum quality, quality of interactions, collaboration between the ICCP program and the School site, support of children having special needs, and program administration.

The annual process included two site visits per year to each ICCP site to complete an observational assessment tool, follow up visits as needed, and the review of one Site Administration Notebook submitted by each site to verify compliance with quality administration criteria required approximately 189 volunteer hours annually.

In 2018, it became apparent that the volunteer quality assessment model became unsustainable. It had become increasingly difficult for volunteers to commit the necessary time to complete assessments. During the 2018-19 fiscal year, numerous visits were cancelled and rescheduled, due to availability of PARC members. Several PARC members indicated they would not be able to participate on PARC beyond 2019.

In response, the Board voted to allocate \$60,000 in the FY 2019-20 budget, and going forward, to fund consultant services to complete all ICCP quality assessment reviews including on-site observations, completion of assessment tools, drafting written communication with ICCP sites, and writing and maintaining all necessary reports.

The City of Irvine released a Request for Proposal (RFP) for Quality Assessment Services in June 2019. Zero applications were received in response to the RFP. The City released a second Request for Proposal in November 2019. One application was received and was deemed qualified. The selected agency was unable to meet contract requirements and therefore the contract could not be executed.

Quality assessment for agencies providing school age child care is typically provided "in-house" by employees of the agency, as such this is a very unique service to seek an external contractor to perform. Agencies that provide quality assessment services on a fee-for-service basis for preschool programs utilize assessment tools that are not applicable/appropriate for school age programs.

At its January 10, 2022, meeting the ICCP indicated an interest in ICCP continuing to implement its own quality assessment program to ensure compliance with criteria of high quality programming over and above State Licensing requirements.

The following options are provided for the Board's consideration:

Option A: Allocate a total of up to \$65,000 for FY 2022-23 for Quality Assessment Consulting Services.

Option B: Alternative option as proposed by the Board.

Following the Board's decision the proposed 2022-23 budget will be revised.

RECOMMENDATION: Approve one of the following options:

Option A: Allocate a total of up to \$65,000 for FY 2022-23 for Quality Assessment Consulting Services.

Option B: Alternative option as proposed by the Board.

ITEM 1.4

IRVINE CHILD CARE PROJECT

TOPIC: **IRVINE CHILD CARE PROJECT BOARD ELECTIONS**

DESCRIPTION: Conduct election of officers for the following Irvine Child Care Project (ICCP) Board positions effective immediately and continuing through February 2023.

- President
- Vice President
- Clerk

RECOMMENDATION: Conduct elections for the positions of ICCP Board President, Vice President, and Clerk.