

***Approval of Budget  
Amendment for the  
2023-2024 Head Start  
and Early Head Start  
Budget***



| FEDERAL                 |                        |                             |                           |                        |
|-------------------------|------------------------|-----------------------------|---------------------------|------------------------|
| CATEGORY/CLASS          | APPROVED BUDGET        | DECREASE                    | INCREASE                  | REVISED BUDGET         |
| PERSONNEL               | \$5,557,604.00         | \$0.00                      | \$105,847.00 <sup>1</sup> | \$5,663,451.00         |
| FRINGE BENEFITS         | \$2,296,648.00         | \$0.00                      | \$23,964.00 <sup>2</sup>  | \$2,320,612.00         |
| TRAVEL                  | \$32,447.00            | \$0.00                      |                           | \$32,447.00            |
| EQUIPMENT               | \$75,000.00            | (\$33,200.00) <sup>3</sup>  |                           | \$41,800.00            |
| SUPPLIES                | \$78,194.00            | \$0.00                      | \$47,010.00 <sup>4</sup>  | \$125,204.00           |
| CONTRACTUAL             | \$22,180,619.00        | (\$200,000.00) <sup>5</sup> |                           | \$21,980,619.00        |
| FACILITIES/CONSTRUCTION | \$0.00                 | \$0.00                      |                           | \$0.00                 |
| OTHER                   | \$522,724.00           | \$0.00                      | \$56,379.00 <sup>6</sup>  | \$579,103.00           |
|                         | <b>\$30,743,236.00</b> | <b>(\$233,200.00)</b>       | <b>\$233,200.00</b>       | <b>\$30,743,236.00</b> |

#### <sup>1</sup> PERSONNEL **\$105,847.00**

The City of San Antonio's City Council voted to approve the City's Fiscal Year 2024 Annual Budget on September 14, 2023, included in this budget was an across-the-board increase of 4% to all City employees. Additionally, the City of San Antonio included a "Compression Adjustment", in the prior Fiscal Year, all City Positions received pay increases to be more in line with rates in our market and were increased to at least the new range minimum. This adjustment resulted in compression, or a situation where employees with different levels of tenure or experience were earning the same salary. In 2024, the City of San Antonio has begun the process of addressing this issue by reviewing 50% of all job titles and positions, and adjusting individual salaries based on relevant experience in their current job title.

This impacted our Head Start program significantly, during the current grant year even though we have had a couple of vacancies, but the cost savings realized from those vacancies is not enough to offset this increase.

#### <sup>2</sup> FRINGE BENEFITS **\$23,964.00**

Increase in Fringe Benefits associated with the FY24 Salary Increase and "Compression Adjustment", additionally there are minor increases in Health Insurance premiums and the City's portion of employee's retirement program.

#### <sup>3</sup> EQUIPMENT **(\$33,200.00)**

For 06CH018021-05, our original budget had allocated \$75,000 for the purchase of a Cargo Truck, due to production lines focusing on vehicles for retail sales instead of government or commercial fleets, our program has had difficulty identify a viable vehicle that meets our needs that can be procured this program year.

Our partner, San Antonio Independent School District, is requesting the purchase of five "WA SPOT VISION SCREENERS", each item valued at \$8,360 per unit. The sum of these items totals \$41,800.

This will result in a net decrease of \$33,200 from Equipment.

#### <sup>4</sup> SUPPLIES **\$47,010.00**

Program has identified an increased need for office supplies and misc. computer accessories, materials, and resources to be utilized for parent training events, Governance items, teacher appreciation, disinfectant supplies / tissues, and books and school supplies.

#### <sup>5</sup> CONTRACTUAL **(\$200,000.00)**

Our partner, San Antonio Independent School District has identified cost savings resulting from position vacancies. In discussion with the City of San Antonio, \$200,000 will be reallocated from the original allocation to the City of San Antonio to help offset the increase in personnel costs.

#### <sup>6</sup> OTHER **\$56,379.00**

Binding and Printing, related to the creation of Recruitment kits for community partners to include flyers, brochures, brochure stands, and stand-up signs. Items related to program governance and guidelines, ERSEA. Items also include minor facility maintenance, and bus passes, and food for HS/EHS Parent Meetings.

**The City of San Antonio's Department of Human Services Head Start Division is requesting approval to submit a budget revision to accomplish the following items:**

- **Reallocate funds previously allocated for the purchase of a Vehicle in the amount of \$75,000.**
  - Item is designated as Equipment, any adjustments to equipment require formal approval from Policy Council and the Office of Head Start.
  - Our Vendor has indicated the vehicles are on extended backorder and will not be available for purchase this program year.
- **Reallocate funds previously allocated to the San Antonio Independent School District in the amount of \$200,000.**
  - SAISD has informed Head Start of a significant variance of funds because of vacancies in their staff over the past couple of months.
  - SAISD has requested these funds be reallocated to be utilized to purchase materials and supplies, as well as provide retention incentives to personnel.
  - SAISD has also agreed to relinquish \$200,000 of these funds back to COSA Head Start for utilization by the City.
- **Reallocation of these funds will primarily be utilized to offset increased personnel costs incurred by the City of San Antonio for Head Start Staff.**
  - At the start of FY24, City Council had authorized an across-the-board increase of 4% for all salaries, additionally the City has begun an attempt to correct compression of staff salaries by reviewing individual positions and titles, and adjusting their compensation within their positions pay range based on cumulative experience in that position. This adjustment has increased salaries significantly for several of our Head Start staff.
  - Additionally, Fringe Benefits have increased as well, with an increase in Health Premiums and Retirement.
  - Reallocation of these funds will help offset the increase incurred this program year.
- **Seek approval to purchase Spot Vision Machines for SAISD**
  - Items have an individual value more than \$5,000 per unit, prior approval from the Office of Head Start is required.
  - Each item is valued at around \$8,000 per unit, SAISD is requesting to purchase six units.