

DATE: June 26, 2017
TO: RMC Governing Board
FROM: Mark Stanley, Executive Officer
SUBJECT: Item 13: Consideration of a resolution to approve the Final Budget for the Watershed Conservation Authority Fiscal Year 2017/2018

RECOMMENDATION: That the RMC Governing Board approve the Watershed Conservation Authority's Final Budget for Fiscal Year 2017/2018.

BACKGROUND: In accordance with the provisions of the Joint Powers Agreement, adoption of the WCA budget by the RMC Governing Board is required. The budget is separated into four revenue and expenditure components: Administrative, Personnel, Operations, and Grants and Special Projects with revenue totaling \$11,149,945 and expenditures totaling \$11,194,830.

Attached as Exhibit A is the Final Fiscal Year 2017/2018 Consolidated Budget. The budgetary presentation will be given at the Board Meeting.

**WATERSHED CONSERVATION AUTHORITY
CONSOLIDATED BUDGET FISCAL YEAR 2017 - 2018**

	Budget FYE 2017	Forecasted FYE 2017	Budget FYE 2018	\$ Change Budget '17 vs. Budget '18
Revenues				
General Administrative & Operating Revenue				
JPA Contributions	35,500	35,499	35,500	0
Lease Revenue	231,843	259,011	246,479	14,636
Property Management Contribution	40,000	40,000	40,000	0
Fees-Citation	15,500	3,128	23,681	8,181
Fees- Filming	1,500	1,250	2,000	500
Other Miscellaneous Revenue	2,720	5,252	23,000	20,280
Subtotal-General Administrative & Operating	327,063	344,140	370,660	43,597
Grants and Special Projects Revenue				
Grant-Rivers & Mountains Conservancy ^{1,5}	2,078,749	812,466	2,192,629	113,880
Grant-LA County Flood Control District ^{1,6}	171,324	-	280,000	108,676
Grant-SEP ^{2,6}	2,393,870	-	7,625	(2,386,245)
Grant-Federal Funds ^{1,6,7}	256,389	6,884	3,810,937	3,554,548
Grant-Other State Funds ^{4,6}	324,166	384,730	2,159,143	1,834,977
Grant-Other County & Local Funds ^{2,6}	1,118,064	80,342	1,814,863	696,799
Grant-Public Foundations ^{3,6}	28,702	45,728	131,451	102,749
Other-Consultant Contracts ^{3,6,8}	374,934	239,144	382,637	7,703
Subtotal-Grants and Special Projects	6,746,198	1,569,294	10,779,285	4,033,087
Total Revenue	7,073,261	1,913,434	11,149,945	4,076,684
Expenses				
General Administrative Expenses				
Fiscal Services Auditor-Controller	65,000	65,000	65,000	-
Funding Opportunities	33,000	30,051	35,949	2,949
Legal Services	24,000	175	20,000	(4,000)
Information Technologies	15,000	12,205	15,000	-
Strategic Planning	10,000	7,715	10,000	-
Grant Writing	8,000	-	4,000	(4,000)
Travel	5,000	3,331	5,000	-
Financial Audit Services	8,000	5,177	5,400	(2,600)
Insurance/Insurance Bond	6,000	8,109	6,000	-
Training/Conferences	3,000	224	5,000	2,000
Meeting Supplies	-	50	500	500
Other/Not Classified	1,500	1,733	2,000	500
Wireless Phones	750	684	750	-
Personnel Services	3,500	3,841	3,750	250
Office Supplies	500	500	500	-
Postage	500	-	500	-
Printer Supplies	500	500	500	-
Equipment & Software	-	392	500	500
Dues & Subscriptions	600	600	600	-
Subtotal-General Administrative	184,850	140,287	180,949	(3,901)
Personnel				
Salaries	361,167	342,143	421,031	59,864
Merit Pool			30,123	
Benefits	118,549	84,413	134,025	15,476
Benefits Plan Provider Admin Cost	-	1,010	1,066	1,066
Employer Taxes	40,473	29,269	47,404	6,931
Subtotal-Personnel	520,189	456,835	633,649	83,337
General Operational Expenses				
Insurance	17,100	15,958	19,002	1,902
Security	3,400	3,087	3,400	-
Building Maintenance and Repair	30,500	14,180	20,500	(10,000)
Grounds Maintenance and Repair	10,300	4,683	10,300	-
Electricity	15,720	12,576	15,720	-
Propane	5,500	5,796	5,800	300
Other Utilities	3,100	3,174	3,376	276
Waste Removal	4,650	5,023	5,141	491
Water System Operation/Irrigation	44,000	38,736	39,772	(4,228)
Property Management	11,950	13,404	19,650	7,700
Deferred Maintenance Contingency	10,992	-	31,052	20,060
Janitorial Services	8,340	8,208	9,600	1,260
Ranger Services	92,000	92,000	92,000	-
Weed Abatement	19,000	8,800	19,000	-
Property Tax	550	494	561	11
Subtotal-General Operational	277,102	226,120	294,874	17,772
Grants and Special Projects Total Expense-Capital Outlay				
Grant-Rivers & Mountains Conservancy	1,972,328	877,716	2,021,799	49,471
Grant-LA County Flood Control District	160,764	741	264,039	103,275
Grant-SEP	2,378,687	18	-	(2,378,687)
Grant-Federal Funds	42,084	6,457	3,883,134	3,841,050
Grant-Other State Funds	265,422	1,503	2,019,084	1,753,662
Grant-Other County & Local Funds	1,164,436	55,484	1,653,670	489,234
Grant-Public Foundations	54,219	55,655	119,851	65,632
Other-Consultant Contracts	16,667	9,290	123,781	107,114
Subtotal-Grants and Special Projects	6,054,607	1,006,865	10,085,358	4,030,751
Total Expense	7,036,748	1,830,106	11,194,830	4,127,959
Change In Net Position Before Transfers	36,513	83,328	(44,884)	
Transfers In			44,884	
Transfers Out	(36,513)	(83,328)		
Change In Net Position	0	0	(0)	

¹Labor Reimbursed at Salary & EB Only

⁵Eligible for Advances

²Labor Eligible to be Reimbursed at Admin & Billable Rate

⁶Payment by Reimbursement Only

³Labor Reimbursed at Consultant Rate

⁷Eligible for additional 10% for Indirect Costs

⁴Labor Reimbursed at Grantor Approved Compensation Rate

⁸Primarily SGRDCA, NET, & Los Alamitos

**WATERSHED CONSERVATION AUTHORITY
EXPANDED BUDGET FISCAL YEAR 2017 - 2018**

	General Fund	Operational Duck Farm	Operational Mt. Baldy	Operational Citrus Heights	Operational El Encanto	Operational Parque Dos Rios	Operational Walnut Creek	Payroll and Accrued Leave	Grant & Special Project	Preliminary Budget FY 2017-2018
Revenues										
General Administrative & Operating Revenue										
JPA Contributions	35,500	-	-	-	-	-	-	-	-	35,500
Lease Revenue	-	119,274	-	-	85,706	41,500	-	-	-	246,479
Property Management Contribution	-	12,000	7,500	500	12,000	1,500	6,500	-	-	40,000
Fees-Citation	-	7,893	7,895	-	7,893	-	-	-	-	23,681
Fees- Filming	-	-	500	-	1,500	-	-	-	-	2,000
Other Miscellaneous Revenue	-	1,000	-	-	22,000	-	-	-	-	23,000
Subtotal-General Administrative & Operating	35,500	140,167	15,895	500	129,099	43,000	6,500	-	-	370,660
Grants and Special Project Income										
Grant-Rivers & Mountains Conservancy	-	-	-	-	-	-	-	-	2,192,629	2,192,629
Grant-LA County Flood Control District	-	-	-	-	-	-	-	-	280,000	280,000
Grant-SEP	-	-	-	-	-	-	-	-	7,625	7,625
Grant-Federal Funds	-	-	-	-	-	-	-	-	3,810,937	3,810,937
Grant-Other State Funds	-	-	-	-	-	-	-	-	2,159,143	2,159,143
Grant-Other County & Local Funds	-	-	-	-	-	-	-	-	1,814,863	1,814,863
Grant-Public Foundations	-	-	-	-	-	-	-	-	131,451	131,451
Other-Consultant Contracts	-	-	-	-	-	-	-	-	382,637	382,637
Subtotal-Grants and Special Projects	-	-	-	-	-	-	-	-	10,779,285	10,779,285
Total Revenue	35,500	140,167	15,895	500	129,099	43,000	6,500	-	10,779,285	11,149,945
Expenses										
General Administrative Expenses										
Fiscal Services Auditor-Controller	65,000	-	-	-	-	-	-	-	-	65,000
Funding Opportunities	35,949	-	-	-	-	-	-	-	-	35,949
Legal Services	20,000	-	-	-	-	-	-	-	-	20,000
Information Technologies	15,000	-	-	-	-	-	-	-	-	15,000
Strategic Planning	10,000	-	-	-	-	-	-	-	-	10,000
Grant Writing	4,000	-	-	-	-	-	-	-	-	4,000
Travel	5,000	-	-	-	-	-	-	-	-	5,000
Financial Audit Services	5,400	-	-	-	-	-	-	-	-	5,400
Insurance/Insurance Bond	6,000	-	-	-	-	-	-	-	-	6,000
Training/Conferences	5,000	-	-	-	-	-	-	-	-	5,000
Meeting Supplies	500	-	-	-	-	-	-	-	-	500
Other/Not Classified	2,000	-	-	-	-	-	-	-	-	2,000
Wireless Phones	750	-	-	-	-	-	-	-	-	750
Personnel Services	3,750	-	-	-	-	-	-	-	-	3,750
Office Supplies	500	-	-	-	-	-	-	-	-	500
Postage	500	-	-	-	-	-	-	-	-	500
Printer Supplies	500	-	-	-	-	-	-	-	-	500
Equipment & Software	500	-	-	-	-	-	-	-	-	500
Dues & Subscriptions	600	-	-	-	-	-	-	-	-	600
Subtotal-General Administrative	180,949	-	-	-	-	-	-	-	-	180,949
Personnel										
Salaries	-	-	-	-	-	-	-	421,031	-	421,031
Merit Pool	-	-	-	-	-	-	-	30,123	-	30,123
Benefits	-	-	-	-	-	-	-	134,025	-	134,025
Benefits Plan Provider Admin Cost	-	-	-	-	-	-	-	1,066	-	1,066
Employer Taxes	-	-	-	-	-	-	-	47,404	-	47,404
Subtotal-Personnel	-	-	-	-	-	-	-	633,649	-	633,649

**WATERSHED CONSERVATION AUTHORITY
EXPANDED BUDGET FISCAL YEAR 2017 - 2018**

	General Fund	Operational Duck Farm	Operational Mt. Baldy	Operational Citrus Heights	Operational El Encanto	Operational Parque Dos Rios	Operational Walnut Creek	Payroll and Accrued Leave	Grant & Special Project	Preliminary Budget FY 2017-2018
General Operational Expenses										
Insurance	-	4,025	1,421	12	13,489	48	7	-	-	19,002
Security	-	1,600	-	-	1,800	-	-	-	-	3,400
Building Maintenance and Repair	-	5,500	-	-	15,000	-	-	-	-	20,500
Grounds Maintenance and Repair	-	2,000	4,000	-	2,000	2,000	300	-	-	10,300
Electricity	-	720	-	-	15,000	-	-	-	-	15,720
Propane	-	-	-	-	5,800	-	-	-	-	5,800
Other Utilities	-	-	-	-	3,376	-	-	-	-	3,376
Waste Removal	-	2,004	-	-	3,137	-	-	-	-	5,141
Water System Operation/Irrigation	-	6,000	-	-	33,772	-	-	-	-	39,772
Property Management	-	6,000	4,000	250	6,700	1,500	1,200	-	-	19,650
Deferred Maintenance Contingency	-	6,541	-	-	24,511	-	-	-	-	31,052
Janitorial Services	-	-	-	-	9,600	-	-	-	-	9,600
Ranger Services	-	15,000	25,000	-	40,000	2,000	10,000	-	-	92,000
Weed Abatement	-	12,000	-	-	4,000	-	3,000	-	-	19,000
Property Tax	-	-	561	-	-	-	-	-	-	561
Subtotal-General Operational	-	61,390	34,982	262	178,185	5,548	14,507	-	-	294,874
Grants and Special Project Total Expense-Capital Outlay										
Grant-Rivers & Mountains Conservancy	-	-	-	-	-	-	-	-	2,021,799	2,021,799
Grant-LA County Flood Control District	-	-	-	-	-	-	-	-	264,039	264,039
Grant-SEP	-	-	-	-	-	-	-	-	-	-
Grant-Federal Funds	-	-	-	-	-	-	-	-	3,883,134	3,883,134
Grant-Other State Funds	-	-	-	-	-	-	-	-	2,019,084	2,019,084
Grant-Other County & Local Funds	-	-	-	-	-	-	-	-	1,653,670	1,653,670
Grant-Public Foundations	-	-	-	-	-	-	-	-	119,851	119,851
Other-Consultant Contracts	-	-	-	-	-	-	-	-	123,781	123,781
Subtotal-Grants and Special Projects	-	-	-	-	-	-	-	-	10,085,358	10,085,358
Total Expense	180,949	61,390	34,982	262	178,185	5,548	14,507	633,649	10,085,358	11,194,830

**WATERSHED CONSERVATION AUTHORITY
PERSONNEL BUDGET FISCAL YEAR 2017 - 2018**

	Budget FYE 2017	Actual as of 06/10/17	Additional Projected through 06/30/17	Forecasted FYE 2017	Budget FYE 2018	\$ Change Budget '17 vs. Budget '18
Expense Detail						
Salaries	\$361,167	\$320,366	\$21,777	\$342,143	\$421,031	\$59,864
Merit Pool					\$ 30,123	\$30,123
Benefits	\$118,549	\$82,718	\$1,695	\$84,413	\$134,025	\$15,476
Fixed Fees		\$753	\$257	\$1,010	\$1,066	\$1,066
Employer Taxes	\$40,473	\$28,316	\$953	\$29,269	\$47,404	\$6,931
Personnel Subtotal	\$520,189	\$432,153	\$24,682	\$456,835	\$633,649	\$113,460
Total Expense	\$520,189	\$432,153	\$24,682	\$456,835	\$633,649	\$113,460

Personnel Detail		FY 16/17	FY 17/18	Hrs	Proposed FY17/18 Salary		Benefits	Employer Taxes		Total Comp
Deputy Executive Director (FT) ¹	Active	36.61	37.33	2080	\$ 77,653	\$ 21,500	\$	8,454	\$	107,606
Fiscal Manager (FT) ^{1,2}	Active	27.51	28.05	520	\$ 14,587	\$ -	\$	1,923	\$	16,510
Project Manager III (FT) ⁶	Active	23.88	30.50	2080	\$ 63,449	\$ 18,484	\$	6,910	\$	88,844
Project Manager II (FT) ^{3,6}	Active	29.25	30.20	2080	\$ 62,823	\$ 18,391	\$	6,848	\$	88,062
Project Manager I (FT) ^{3,6}	Active	18.21	23.03	2080	\$ 47,907	\$ 16,165	\$	5,374	\$	69,446
Project Manager I (FT) ¹	Active	23.64	24.11	2080	\$ 50,140	\$ 16,499	\$	5,595	\$	72,234
Associate PM (FT) ^{5,6}	Active	17.50	17.85	2080	\$ 37,128	\$ 14,557	\$	4,309	\$	55,993
Fiscal Analyst I (Accounting Asst) (FT) ^{4,6}	Active	17.50	17.85	2080	\$ 37,128	\$ 14,557	\$	4,309	\$	55,993
Admin Assistant (FT) ^{1,4}	Active	14.26	14.53	2080	\$ 30,216	\$ 13,874	\$	3,680	\$	47,771
TOTAL					\$ 421,031	\$ 134,025	\$	47,404	\$	602,459

Notes:

1 - A 2% COLA adjustment is added to active employee salaries. Increase based on CPI U Dec 2015/16 change.

2 - Position changes to part time for employee as Fiscal Manager in addition to RMC services. FM's tasks include technical and complex budgeting/accounting, HR, and payroll and supervision of Accounting Assistant/Clerk.

3 - Promotion/Merit increase and Salary Range Adjustments based on exceptional employee performance. Promotion from PMI to PMII and Assoc PM to PM I.

4 - New position to fill during FY 17/18 to assist Fiscal Manager for bookkeeping and financial/clerical related tasks.

5 - New position to fill during FY 17/18 pending results of Strategic Plan Update.

6 - Eligible for up to 2% increase pending satisfactory completion of 6-month review.

June 26, 2017 - Item 13

RESOLUTION 2017 – 10

RESOLUTION OF THE SAN GABRIEL AND LOWER LOS ANGELES
RIVERS AND MOUNTAINS CONSERVANCY (RMC) APPROVING THE
FINAL BUDGET FOR THE WATERSHED CONSERVATION AUTHORITY FOR
FY 2017/2018

WHEREAS, The legislature has found and declared that the San Gabriel River and its tributaries, the Lower Los Angeles River and its tributaries, and the San Gabriel Mountains, Puente Hills, and San Jose Hills constitute a unique and important open space, environmental, anthropological, cultural, scientific, educational, recreational, scenic, and wildlife resource that should be held in trust to be preserved and enhanced for the enjoyment of, and appreciation by, present and future generations; and

WHEREAS, the RMC is a state agency created to acquire and manage public lands within the Lower Los Angeles River and San Gabriel River watersheds, and to provide open space, low impact recreational and educational uses, water conservation, watershed improvement and wildlife and habitat restoration and protection; and

WHEREAS, the Los Angeles County Flood Control District (“DISTRICT”), is a flood control district, whose purpose is to provide for the control and conservation of the flood, storm and other waste waters of said district, to conserve such waters for beneficial and useful purposes and to protect from damage from such flood or storm waters, the harbors, waterways, public highways and property; and

WHEREAS, it is the goal of both the RMC and the DISTRICT to provide for a comprehensive program to expand and improve the open space and recreational opportunities for the conservation, restoration and environmental enhancement of the San Gabriel and Lower Los Angeles Rivers Watershed area consistent with the goals of flood protection, water supply, groundwater recharge and water conservation; and

WHEREAS, The Watershed Conservation Authority has been established as a joint powers agency between the RMC and the District to implement projects which will provide open space, habitat restoration, and watershed improvement projects in both the San Gabriel and Lower Los Angeles Rivers watershed; and

WHEREAS, The RMC must approve the Watershed Conservation Authority final budget; and

WHEREAS, This action is exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA); and NOW

Therefore be it resolved that the RMC hereby:

1. FINDS that this action is consistent with the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy Act and is necessary to carry out the purposes and objectives of Division 22.8 of the Public Resources Code.

- 2. FINDS that the actions contemplated by this resolution are exempt from the environmental impact report requirements of the California Environmental Quality Act.
- 3. ADOPTS the staff report dated June 26, 2017.
- 4. APPROVES the final budget for FY 17/18 budget for the Watershed Conservation Authority.

~ End of Resolution ~

Motion _____ Second: _____

Ayes: _____ Nays: _____ Abstentions: _____

Passed and Adopted by the Board of the SAN GABRIEL AND LOWER LOS ANGELES RIVERS AND MOUNTAINS CONSERVANCY on June 26, 2017.

Frank Colonna, Chair

ATTEST: _____
David Edsall
Deputy Attorney General