

**DATE:** July 21, 2016

**TO:** Watershed Conservation Authority Governing Board

**FROM:** Salian Garcia, Fiscal Manager

**THROUGH:** Mark Stanley, Executive Officer

**SUBJECT:** Item 10: Consideration of a resolution to approve an update to Billable Rates for FY 16/17.

**RECOMMENDATION:** That the WCA Governing Board approve an update to the WCA Billable Rates for Fiscal Year 2016/2017.

**BACKGROUND:** The WCA's Standard Rate Plan is a living plan rate structure model that allows for periodic updates to reflect material changes in personnel, policies, and fiscal budgets and grant program requirements. At the start of each fiscal year, alongside approval of the budget, staff brings before the Board an update to the WCA Billable Rates to bring the rates in accordance with the FY 16/17 budget.

#### **Salary and Employee Benefits Rate**

The Salary and Employee Benefit Rate is based on FY 16/17 budgeted salary and benefits. The Salary and Employee Benefit Rate, was derived by combining all costs associated with direct employee salaries and benefits. The rate utilized salary costs in addition to employer federal and states taxes, unemployment insurance, workers' compensation insurance, other insurance benefit costs, retirement contributions, and costs associated with holiday pay and accrued annual leave.

<b>Classification</b>	<b>FY 15/16 Salary &amp; EB (1) Effective 01/10/16</b>	<b>% Change (1)</b>	<b>FY 16/17 Salary &amp; EB (1) Effective 07/11/2016</b>
Deputy Executive Officer	\$53.15	3.1	\$54.80
Project Manager III	N/A	N/A	\$44.94
Fiscal Manager	\$38.47	8.9	\$41.87
Project Manager I <sup>(2)</sup>	\$34.01	8.9	\$37.03
Associate PM	\$26.89	9.6	\$29.48
Administrative Clerk	\$23.34	5.2	\$24.56

#### **Billable Rate**

The Billable Rate is based on the FY 16/17 budgeted salary and benefits plus allowable administration and operational overhead. OMB compliant administrative and operational costs associated with conducting business and operating the WCA offices such as information technology, office supplies, audit, insurance, and depreciation costs are included.

Classification	FY 15/16 Billable (2) Effective 01/10/16	% Change (1)	FY 16/17 Billable (2) Effective 07/11/2016
Deputy Executive Officer	\$83.86	1.8	\$85.35
Project Manager III	N/A	N/A	\$69.99
Fiscal Manager	\$60.71	7.4	\$65.23
Project Manager I <sup>(2)</sup>	\$53.66	7.5	\$57.68
Associate PM	\$42.42	8.2	\$45.92
Administrative Clerk	\$36.83	3.9	\$38.26

### **Administrative and Billable Rate**

The Administrative and Billable Rate is based on the FY 16/17 budgeted salary and benefits, allowable administration and operational overhead plus the costs associated with staff providing administrative and managerial time to the operation of the WCA. Employee positions such as the Fiscal Manager and Administrative Clerk are considered primarily administrative or indirect in nature.

Classification	FY 15/16 Admin & Billable (3) Effective 01/10/16	% Change (1)	FY 16/17 Admin & Billable (3) Effective 07/11/2016
Deputy Executive Officer	\$101.54	2.4	\$103.98
Project Manager III	N/A	N/A	\$85.27
Fiscal Manager	\$73.50	8.1	\$79.46
Project Manager I <sup>(2)</sup>	\$64.97	8.2	\$70.27
Associate PM	\$51.37	8.9	\$55.94
Administrative Clerk	\$44.60	4.5	\$46.61

### **Consultant Rate**

The Consultant Rate is based on the FY 16/17 budget and includes all administrative, operational, and depreciation costs associated with conducting business at the WCA offices and is intended to be applied to instances where all overhead costs can be recovered such as in a consulting capacity.

Classification	FY 15/16 Consultant (4) Effective 01/10/16	% Change (1)	FY 16/17 Consultant (4) Effective 07/11/2016
Deputy Executive Officer	\$120.65	-0.2	\$120.36
Project Manager III	N/A	N/A	\$98.70
Fiscal Manager	\$87.33	5.3	\$91.98
Project Manager I <sup>(2)</sup>	\$77.19	5.4	\$81.34
Associate PM	\$61.04	6.1	\$64.76
Administrative Clerk	\$52.99	1.8	\$53.96

**Note 1-** Percentage changes attributable to the following factors:

- An increase in health insurance cost as a result of Authority's planned change to participate in CalPERS for health care services. Participation change pricing structure to a single price point for all employees regardless of age or gender; additionally, participation requires a minimum contribution of \$128/employee for future retiree health plan participation
- Promotion of a PMI staff member to a Senior PMIII classification with associated Merit and COLA increase and all associated costs
- Approved 2% COLA for all staff and budgeted satisfactory completion of new hire probationary period increase.

**Note 2-** The Project Manager I classification represents the average costs associated with two PMI employees. Changed from three PMI from prior year with the promotion of staff member to a PMIII.

Example of how a Billable Rate for the Deputy Executive Officer would be calculated is as follows:

Salary and EB (1) \$54.80 + (\$54.80 X 21.96% Administrative Expenses) + (\$54.80 X 17.24% Operational Expenses) + (\$54.80 X 16.56% Depreciation Expenses) = \$85.36

This rate could be used to bill towards grants that allow OMB compliant indirect and overhead costs to be recovered.

The four rates developed best reflect reporting and reimbursement requirements under the Agency's current portfolio of projects. As grant agreements dictate allowable indirect costs, approved modifications to the rates may be required in future periods to comply with the grant agreement.

If approved, staff plans to make the updated Billable Rates effective July 11, 2016 for the payroll period ending July 24, 2016. Once adopted, the updated Billable Rates will be implemented in conjunction with WCA staff, Department of Public Works Fiscal Services, and the Auditor-Controller's Office as appropriate.

**FISCAL INFORMATION:** This action adopts a Standard Rate Plan and policies that will allocate the WCA's staffing and operational costs in an efficient and effective manner consistent with the fiscal year budget and funding source requirements for FY 2016/2017. As such, this action results in no direct fiscal impact.

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**RESOLUTION 2016-32**

**RESOLUTION UPDATING THE WCA BILLABLE RATES FOR FY 16/17**

**WHEREAS**, The Watershed Conservation Authority has been established as a joint powers agency between the Rivers and Mountains Conservancy (RMC) and the Los Angeles County Flood Control District (District); and

**WHEREAS**, the Watershed Conservation Authority (WCA) has further been established to focus on 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**, this action will approve an update to the WCA Billable Rates for FY 16/17; and

**WHEREAS**, the proposed action is exempt from the provisions of the California Environmental Quality Act; NOW

*Therefore be it resolved that the WCA hereby:*

1. **FINDS** that this action is consistent with the purposes and objectives of the WCA.
2. **FINDS** that the actions contemplated by this resolution are exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA).
3. **ADOPTS** the staff report dated July 21, 2016.
4. **APPROVES** an update to the WCA Billable Rates for FY 16/17.

*~ End of Resolution ~*

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Motion: \_\_\_\_\_ Second: \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Abstentions: \_\_\_\_\_

Passed and Adopted by the Board of the  
WATERSHED CONSERVATION AUTHORITY  
On July 21, 2016

\_\_\_\_\_  
Brian Mejia, Governing Board Chair

ATTEST: \_\_\_\_\_  
Terry Fujimoto  
Deputy Attorney General