

DATE: May 25, 2017

TO: Watershed Conservation Authority Governing Board

FROM: Salian Garcia, Fiscal Manager

THROUGH: Mark Stanley, Executive Officer

SUBJECT: Item 14: Consideration of a resolution approving the preliminary budget for FY 17/18.

RECOMMENDATION: The Staff recommends the WCA Governing Board to approve the preliminary budget for Fiscal Year 2017/2018.

BACKGROUND: In accordance with the provisions of the Joint Powers Agreement, adoption of the WCA budget by the WCA Governing Board is required. The attached budget (Exhibit A) includes four expenditure components: Administrative, Personnel, Operations, and Grants and Special Projects in the total amount of \$11,006,185.

ADMINISTRATIVE

Annual JPA Contribution Revenue related to Administrative Expenses, as allowed in JPA agreement and unchanged since 2003, equals \$35,500 (\$10,000 RMC/\$25,500 LACFCD). Planned Labor overhead recovery generated revenue is projected approximately \$165,786 based on program portfolio for FY 17/18 and projected staffing levels. Total projected administrative revenue is anticipated to be \$201,286, generated from eligible grants and contracts through WCA's Billable Rates⁽¹⁾.

Projected FY 17/18 Administrative Expenditures of \$249,935 is comprised of Staff Admin Labor (\$69,236) and expenses primarily related to LA County Auditor Controller Services and Audit (\$70K), Funding Opportunities (\$36K), Information Technology Services (\$15K), Strategic Planning (\$10K).

Resource Planning Fiscal Year 2017/2018

| | Chargeable Hours | Planned Generated Revenue | Salary & EB Billable | Admin/OH Expense Billable | FY17/18 Personnel Budget ^(a) |
|--------------------------------------|------------------|---------------------------|------------------------------|---------------------------|---|
| Conservative Total | 12,661 | \$682,084 | \$516,299 | \$165,786 | \$ 586,964 |
| Forest Service Contract 10% Indirect | | | | \$74,126 | |
| Potential Total | 12,661 | \$682,084 | \$516,299 | \$239,912 | \$ 586,964 |
| | | | Administrative Labor | <u>\$69,236</u> | |
| | | | Available for non-Salary O/E | <u>\$170,676</u> | |

^(a) Excludes merit pool and payroll fixed fee

⁽¹⁾ The Billable Rate Structure Plan applies overhead costs to eligible grants and project funds as allowed will be updated to reflect approved FY 17/18 budgeted overhead expenses. The billable rate O/E revenue recovery range reflects the fluid nature of the work program and capacity which also requires a level of flexibility to respond to evolving projects.

The difference of \$48,649 is anticipated to be partially funded by available operational revenue (\$13,123), leaving a potential administrative budgeted overrun of \$35,526 to be funded from: prior year savings; additional generated labor overhead expense recovery revenues⁽²⁾; and/or through expenditure savings realized during FY 17/18 period unless otherwise funded.

FY 16/17 administrative expenditure savings of \$47,085 is related primarily related to unutilized outside legal services and other miscellaneous.

⁽²⁾ Planned generated revenue overhead recovery ranges from \$166K to \$240K, the conservative value is being used in this analysis.

PERSONNEL

Personnel generated revenue is primarily from grant and special project revenues of \$682,084, inclusive of an annual RMC JPA contribution of up to \$20,000 for property management related staff labor expense.

Personnel expenses for FY 17/18 are budgeted at \$617,377, which include salaries, benefits, employer taxes, payroll fees, COLA (1.97%), and a new proposed merit pool for FY 17/18. Year over year budget change of approximately \$97K reflects FY 17/18 proposed staffing level increase of one new staff member position; two staff promotions and the inclusion of a FY 17/18 merit pool for the first time. Proposed change in staffing relates to capacity building needed to meet planned program portfolio of project work for FY 17/18.

WCA has plans to hire a consultant in FY 17/18 to evaluate the employee compensation plan and policies, and to establish a procedure for merit and COLA increases to retain and reward employee performance and ensure competitiveness in the marketplace. This plan will be brought before the Governing Board for review and approval.

The forecasted personnel expenditures will be lower than FY 16/17 budget due largely to the open Project Manager III staff position, vacated in February, remaining open. The Authority plans to fill this position within the first quarter of FY 17/18 along with the other open positions of Associate PM and Fiscal Analyst. And the Authority did not switch to the CalPERS health program during FY 16/17 due to the uncertainty of the Healthcare Marketplace and beneficial rates offered under existing provider. Dental and vision has historically been increased by 9% and 3%, respectively, each year, therefore WCA budgeted these increases for FY 17/18, and it has budgeted for a 10% increase in its health coverage for potential increases during the renewal period mid-year. No other changes have been made to employee benefits.

OPERATIONS

Revenue from leases, filming, citations and other miscellaneous sources including annual RMC JPA contribution of up to \$20,000, totals \$306,926, reflecting a year-to-year increase of \$35,363. Lease revenue has historically been budgeted at 95% of the total lease revenue to allow for potential tenant turnover and the cost and time needed for the WCA to locate a new tenant. However, the lease for the nursery on the Duck Farm property is budgeted at 85% of its total lease revenue due to its Chapter 11 bankruptcy status. Because citation and filming revenue is difficult to anticipate, no significant increases are anticipated in this area. It is important to note that WCA relies heavily on its lease revenue to cover maintenance expenditures at all its properties. Both the Duck Farm and South Gate properties produce

more revenue than is needed to cover its expenditures, which allows funds to be transferred and used at other properties that generate insufficient revenue to cover their respective expenditures.

Planned operational expenditures for FY 17/18 total \$293,803, resulting in a difference of \$13,123 that will be utilized to partially offset Administrative Expenses. The FY 17/18 projected budget reflects a year-to-year budget increase of \$16,701 over FY 16/17 budgeted levels. The increase is due primarily to anticipated deferred building maintenance expected over the next year and higher anticipated general liability and umbrella insurance premiums.

- Expenditures for general liability and umbrella insurance has been calculated as an average of the increase from past several years, which based on historical data.
- Deferred maintenance contingency has historically been budgeted at 5% of lease revenue that allows the WCA to expend these funds on potential unplanned maintenance repairs that may need to be completed on tenant leased properties. However, this line item has been increased for planned ADA improvements, asbestos and seismic testing and any repairs/improvements to remedy any associated recommended repairs.

FY 16/17 expenditure savings of \$64,864 is related to building maintenance and repair and ranger services underrun, weed abatement savings, and lower water systems and irrigation costs related to recent wet winter.

CAPITAL OUTLAY- GRANTS AND SPECIAL PROJECTS

The WCA anticipates that it will utilize approximately \$10.8 million of its grants and special project funding in FY 17/18, including a portion on hand being carried from the previous fiscal year. WCA historically analyzes and separates grant and project funds into two categories: 1) funds utilized by staff to complete project tasks, project management and administrative support, and 2) consultant and capital expenditures.

The WCA currently has over 30 grants or contracts from a variety of agencies including the RMC, the San Gabriel River Discovery Center, County of Los Angeles, and other local city and non-profit agencies and a myriad of programs and revenue pools from which those projects are funded. Some of WCA's projects are funded by more than one grant source, such as the Duck Farm which currently has six. The timeline and stipulations as to how the funds are spent are dictated by the granting agency. Staff is responsible for ensuring the timeliness of delivery of the project in accordance with the established timeline, and ensuring that budgeted targets have been met and are in accordance with allowable costs. Though the totality of grants and project funds granted exceed what is budgeted for in this fiscal year, WCA projects revenue and expenditures based on the criteria on how much is expected to be received and utilized during the fiscal year.

Budgeted revenue for FY 17/18 from grants and special projects is expected to total \$10,779,285 with \$10,085,358 being allocated to capital activity. This includes four large grants that are projected to be at least 75% spent and reimbursed next year. The remaining \$693,927 is allocated to cover personnel expenses and administrative overhead as permitted by the grant and project agreements and in accordance with the WCA's Billable Rate Plan.

The preliminary budget is attached as **Exhibit A**.

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 | 259,010 | 246,426 | 14,582 |
| Property Management Contribution | 40,000 | 47,500 | 40,000 | 0 |
| Fees-Citation | 15,500 | 3,128 | 15,500 | 0 |
| Fees- Filming | 1,500 | 1,250 | 2,000 | 500 |
| Other Miscellaneous Revenue | 2,720 | 3,887 | 23,000 | 20,280 |
| Subtotal-General Administrative & Operating | 327,063 | 350,274 | 362,426 | 35,362 |
| 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 | 5,397 | 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 | 347,050 | 2,159,143 | 1,834,977 |
| Grant-Other County & Local Funds ^{2,6} | 1,118,064 | 81,342 | 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 | 232,747 | 382,637 | 7,703 |
| Subtotal-Grants and Special Projects | 6,746,198 | 1,531,614 | 10,779,285 | 4,033,087 |
| Total Revenue | 7,073,261 | 1,881,888 | 11,141,711 | 4,068,449 |
| 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 | 7,219 | 10,000 | - |
| Grant Writing | 8,000 | - | 4,000 | (4,000) |
| Travel | 5,000 | 3,331 | 5,000 | - |
| Financial Audit Services | 8,000 | 5,050 | 5,400 | (2,600) |
| Insurance/Insurance Bond | 6,000 | 8,109 | 6,000 | - |
| Training/Conferences | 3,000 | 175 | 5,000 | 2,000 |
| Meeting Supplies | - | 50 | 500 | 500 |
| Other/Not Classified | 1,500 | 1,500 | 2,000 | 500 |
| Wireless Phones | 750 | 787 | 750 | - |
| Personnel Services | 3,500 | 3,682 | 3,500 | - |
| 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 | 139,326 | 180,699 | (4,151) |
| Personnel | | | | |
| Salaries | 361,167 | 328,108 | 407,802 | 46,635 |
| Merit Pool | | | 29,348 | |
| Benefits | 118,549 | 86,177 | 133,818 | 15,269 |
| Benefits Plan Provider Admin Cost | - | 1,010 | 1,066 | 1,066 |
| Employer Taxes | 40,473 | 28,996 | 45,343 | 4,870 |
| Subtotal-Personnel | 520,189 | 444,291 | 617,377 | 67,840 |
| 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 | 14,168 | 20,500 | (10,000) |
| Grounds Maintenance and Repair | 10,300 | 3,112 | 10,300 | - |
| Electricity | 15,720 | 12,579 | 15,720 | - |
| Propane | 5,500 | 5,796 | 5,800 | 300 |
| Other Utilities | 3,100 | 3,342 | 3,376 | 276 |
| Waste Removal | 4,650 | 5,075 | 5,141 | 491 |
| Water System Operation/Irrigation | 44,000 | 36,604 | 39,772 | (4,228) |
| Property Management | 11,950 | 12,949 | 19,650 | 7,700 |
| Deferred Maintenance Contingency | 10,992 | - | 31,049 | 20,057 |
| Janitorial Services | 8,340 | 8,208 | 8,532 | 192 |
| Ranger Services | 92,000 | 82,066 | 92,000 | - |
| Weed Abatement | 19,000 | 8,800 | 19,000 | - |
| Property Tax | 550 | 494 | 561 | 11 |
| Subtotal-General Operational | 277,102 | 212,238 | 293,803 | 16,701 |
| Grants and Special Projects Total Expense-Capital Outlay | | | | |
| Grant-Rivers & Mountains Conservancy | 1,972,328 | 871,756 | 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 | 54,222 | 1,653,670 | 489,234 |
| Grant-Public Foundations | 54,219 | 55,655 | 119,851 | 65,632 |
| Other-Consultant Contracts | 16,667 | 9,272 | 123,781 | 107,114 |
| Subtotal-Grants and Special Projects | 6,054,607 | 999,625 | 10,085,358 | 4,030,751 |
| Total Expense | 7,036,748 | 1,795,480 | 11,177,237 | 4,111,141 |
| Change In Net Position Before Transfers | 36,513 | 86,409 | (35,526) | |

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

EXHIBIT A

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

Item 14
Preliminary

| | 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 | Budget FY 2017-2018 |
|--|----------------|-----------------------|-----------------------|----------------------------|------------------------|-----------------------------|--------------------------|---------------------------|-------------------------|---------------------|
| Revenues | | | | | | | | | | |
| General Administrative & Operating Revenue | | | | | | | | | | |
| JPA Contributions | 35,500 | - | - | - | - | - | - | - | - | 35,500 |
| Lease Revenue | - | 119,673 | - | - | 85,253 | 41,500 | - | - | - | 246,426 |
| Property Management Contribution | - | 12,000 | 7,500 | 500 | 12,000 | 1,500 | 6,500 | - | - | 40,000 |
| Fees-Citation | - | - | 8,000 | - | 7,500 | - | - | - | - | 15,500 |
| Fees- Filming | - | - | 500 | - | 1,500 | - | - | - | - | 2,000 |
| Other Miscellaneous Revenue | - | 1,000 | - | - | 22,000 | - | - | - | - | 23,000 |
| Subtotal-General Administrative & Operating | 35,500 | 132,673 | 16,000 | 500 | 128,253 | 43,000 | 6,500 | - | - | 362,426 |
| 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 | 132,673 | 16,000 | 500 | 128,253 | 43,000 | 6,500 | - | 10,779,285 | 11,141,711 |
| 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 | 3,500 | - | - | - | - | - | - | - | - | 3,500 |
| Office Supplies | 500 | - | - | - | - | - | - | - | - | 500 |
| Postage | 500 | - | - | - | - | - | - | - | - | 500 |
| Printer Supplies | 500 | - | - | - | - | - | - | - | - | 500 |
| Equipment & Software | 500 | - | - | - | - | - | - | - | - | 500 |
| Dues & Subscriptions | 600 | - | - | - | - | - | - | - | - | 600 |
| Subtotal-General Administrative | 180,699 | - | - | - | - | - | - | - | - | 180,699 |
| Personnel | | | | | | | | | | |
| Salaries | - | - | - | - | - | - | - | 407,802 | - | 407,802 |
| Merit Pool | - | - | - | - | - | - | - | 29,348 | - | 29,348 |
| Benefits | - | - | - | - | - | - | - | 133,818 | - | 133,818 |
| Benefits Plan Provider Admin Cost | - | - | - | - | - | - | - | 1,066 | - | 1,066 |
| Employer Taxes | - | - | - | - | - | - | - | 45,343 | - | 45,343 |
| Subtotal-Personnel | - | - | - | - | - | - | - | 617,377 | - | 617,377 |

EXHIBIT A

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

Item 14
Preliminary

| | 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 | 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 | - | 6,562 | - | - | 24,487 | - | - | - | - | 31,049 |
| Janitorial Services | - | - | - | - | 8,532 | - | - | - | - | 8,532 |
| 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 | - | 61,411 | 34,982 | 262 | 177,093 | 5,548 | 14,507 | - | - | 293,803 |
| 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 | 180,699 | 61,411 | 34,982 | 262 | 177,093 | 5,548 | 14,507 | 617,377 | 10,085,358 | 11,177,237 |

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

| | Budget FYE 2017 | Actual as of 05/15/17 | Additional Projected through 06/30/17 | Forecasted FYE 2017 | Budget FYE 2018 | \$ Change Budget '17 vs. Budget '18 |
|---------------------------|-----------------------|--------------------------|--|---------------------------|-----------------------|--|
| Expense Detail | | | | | | |
| Salaries | \$361,167 | \$295,443 | \$32,665 | \$328,108 | \$407,802 | \$46,635 |
| Merit Pool | | | | | \$ 29,348 | \$29,348 |
| Benefits | \$118,549 | \$79,310 | \$6,867 | \$86,177 | \$133,818 | \$15,269 |
| Fixed Fees | | \$753 | \$257 | \$1,010 | \$1,066 | \$1,066 |
| Employer Taxes | \$40,473 | \$26,300 | \$2,696 | \$28,996 | \$45,343 | \$4,870 |
| Personnel Subtotal | \$520,189 | \$401,805 | \$42,486 | \$444,291 | \$617,377 | \$97,188 |
| Total Expense | \$520,189 | \$401,805 | \$42,486 | \$444,291 | \$617,377 | \$97,188 |

| 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) ² | Active | | | | \$ 2,751 | \$ - | \$ - | \$ 2,751 | |
| Project Manager III (FT) ^{1,3,6} | Active | 29.31 | 30.20 | 2080 | \$ 62,823 | \$ 18,391 | \$ 6,848 | \$ 88,062 | |
| Project Manager II (FT) ⁶ | Active | 23.88 | 29.84 | 2080 | \$ 62,057 | \$ 18,277 | \$ 6,773 | \$ 87,107 | |
| Project Manager I (FT) ^{1,3,6} | Active | 23.87 | 23.03 | 2080 | \$ 47,907 | \$ 16,165 | \$ 5,374 | \$ 69,446 | |
| Project Manager I (FT) ¹ | Active | 0.00 | 24.11 | 2080 | \$ 50,140 | \$ 16,499 | \$ 5,595 | \$ 72,234 | |
| Associate PM (FT) ^{5,6} | Active | 18.21 | 17.85 | 2080 | \$ 37,128 | \$ 14,557 | \$ 4,309 | \$ 55,993 | |
| Fiscal Analyst I (Accounting Asst) (FT) ^{4,6} | Active | 0.00 | 17.85 | 2080 | \$ 37,128 | \$ 14,557 | \$ 4,309 | \$ 55,993 | |
| Admin Assistant (FT) ⁴ | Active | 14.26 | 14.53 | 2080 | \$ 30,216 | \$ 13,874 | \$ 3,680 | \$ 47,771 | |
| TOTAL | | | | | \$ 407,802 | \$ 133,818 | \$ 45,343 | \$ 586,964 | |

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 1099 for fixed fee contract employee as Fiscal Manager transitions to the RMC. 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 Contracted 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.

May 25, 2017 - Item 14

RESOLUTION 2017-19

**RESOLUTION OF THE WATERSHED CONSERVATION AUTHORITY APPROVING
THE PRELIMINARY BUDGET FOR FISCAL YEAR 2017/2018**

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 the preliminary budget for Fiscal Year 17/18; 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 May 25, 2017
4. **APPROVES** the Watershed Conservation Authority preliminary budget for FY 17/18.

~ End of Resolution ~

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Motion _____ Second: _____

Ayes: _____ Nays: _____ Abstentions: _____

Resolution 2017-19

Passed and Adopted by the Board of the
WATERSHED CONSERVATION AUTHORITY
On May 25, 2017

M. Janet Chin, Governing Board Chair

ATTEST: _____
Andrew Vogel
Deputy Attorney General