

DATE: May 14, 2015

TO: Watershed Conservation Authority Governing Board

FROM: Jennifer Thompson, Fiscal Manager

THROUGH: Mark Stanley, Executive Officer

SUBJECT: Item 13: Consideration of a resolution approving the preliminary budget for FY 15/16.

STAFF RECOMMENDATION: That the Watershed Conservation Authority Governing Board approve the preliminary budget for Fiscal Year 2015/2016.

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 \$4,990,469.

ADMINISTRATIVE

Revenue available for administrative expenditures totals \$35,500, consisting of WCA member contributions and is unchanged from previous year. Projected administrative expenditures total \$181,000. The shortfall of \$145,500 is funded by the WCA Billable Rate Structure Plan and overhead allocation charged against eligible grants and project funds. Planned administrative expenditures for FY 15/16 will increase by only 2% from the previous year due to a combination of cost savings in the fiscal services provided by the Los Angeles County Auditor Controller's office and anticipated increases in the funding opportunities category due to an increase in the level of work and support that will be expected by the consultant providing the services. Final contractual values assigned to the funding opportunities category will be finalized as the Request for Proposal (RFP) process for that contract expires and negotiations are completed. Other changes from FY 14/15 budget to FY 15/16 budget include minor planned changes in the areas of insurance and wireless phones as the result of anticipated cost-savings. The line item for dues and subscriptions is being broken out separately. Budgeted expenditures for general legal services plan to be utilized on an as needed basis as has been historically done through the services provided by the Law Office of Laurie Collins and O'Brien Watters & Davis LLP. Costs in this area previously came directly from the other/not classified category.

PERSONNEL

Expenditures for personnel come solely from grant and special project revenue. Anticipated personnel expenses for FY 15/16 are budgeted at \$515,779, which include salaries, benefits, employer taxes, and accruals for employee leave. The WCA plans to employ a staff of seven full-time employees, with two additional vacant positions being added to the list of active employees. This addition reflects a year-to-year budgetary change of \$111,216. The final FY 14/15 budget approved by the Board included two full time Project Manager I positions and one Associate Project Manager position being added for the last half of the fiscal year. WCA brought on one full time Project Manager I to bring the total active employee count five.

Benefits reflect a slight decrease from year-to-year due to a combination of two full time employee positions being added with benefits accounted for the entire fiscal year and a separation of employer taxes into a separate line item to display the difference in expenditure. In 2014, the WCA made changes to its health insurance benefit plan that allowed for some cost savings. In May 2015, the WCA made changes to its dental plan that expanded the plan to a PPO from an HMO, resulting in increases of approximately \$2,500 for its combined dental, vision, and life insurance plan. WCA has budgeted for a 10% increase in its health, dental, vision, and life insurance plans for potential increases during plan renewals in late 2015 and early 2016. No other changes have been made to employee benefits.

Salaries reflect an increase due to the aforementioned positions being added. Because of an increase in projects that will require specialized experience and knowledge, the WCA has removed the slot for a Project Manager I and replaced it with a position for a Project Manager III that will allow the WCA to meet its staffing needs more appropriately. The employee handbook allows for a 2% merit increase for new hires upon completion of the introductory period of employment and upon a satisfactory employee evaluation of performance. All other positions have been budgeted for a modest increase of 2%. The WCA has plans to hire a consultant in FY 15/16 to evaluate the employee compensation plan and policies and to establish a procedure for merit and Cost of Living Adjustments (COLA) in order 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.

OPERATIONS

Revenue available for operational expenditures totals \$265,380, which includes lease revenue generated from WCA owned properties, a property management contribution from the RMC, and a small amount of anticipated citation, filming, and miscellaneous revenue. Lease revenue is expected to remain fairly constant with slight anticipated increases being passed along to tenants/residences who had or will have a lease renewal during the upcoming fiscal year. 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. Projected citation and filming revenue has been broken out as separate line items; they were previously included in other miscellaneous revenue. Because citation and filming revenue is difficult to anticipate, no significant increases are anticipated in this area. Budgeted revenue is determined by averaging receipts from the past several fiscal years. It should be noted that forecasted revenue for FY 14/15 in the other miscellaneous revenue line item is more than budgeted in FY 14/15 due to insurance claim revenue received in FY 14/15 due to losses from the Colby fire experienced in FY 13/14. No insurance claim revenue is expected in FY 15/16. It is important to note that WCA relies heavily on its lease revenue to cover maintenance expenditures at all of 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 either little to no revenue and for those properties that do not generate enough revenue to have expenditures covered.

Planned operational expenditures for FY 15/16 will increase by 5% from the previous year due to a combination of cost savings and higher anticipated expenditures in several categories.

- Expenditures for general liability and umbrella insurance in FY 14/15 were higher than anticipated and budgeted amounts due to industry increases. The WCA works in coordination with its broker to seek out the most advantageous and cost effective insurance companies

though the WCA has seen increases in insurance every year. As a result, the budget for insurance costs has been calculated as an average of the increase from past several years, which based on historical data, should be sufficient to cover any increases in the next fiscal year.

- Anticipated building and grounds maintenance and repair has been increased significantly due to planned maintenance and repair that needs to be completed at the El Encanto property. A portion of the budgeted amount plans to be used for some potential small upgrades or repairs to the El Encanto water treatment facility. These budgeted costs are used as a measure to allow the WCA to contract with a facilities maintenance provider that is chosen through the competitive bid process.
- A slight budget increase of approximately \$2,500 has been added to expenditures for electricity, propane, trash removal, and other utilities to allow for some increases that may be passed along by service providers. Budget categories have been shifted to allow for electricity and propane costs to be broken out separately for ease of tracking. Costs for these items were previously included in the other utilities line item. Budgeted expenditures for portable toilets have been categorized and added to the other utilities line item.
- Expenditures for water system operation/irrigation are planned to be less than the previous year's budget. WCA's was able to negotiate its contract for water system operation at approximately half of what was budgeted in the previous year.
- Expenditures for janitorial services is expected to decrease as the result of cost savings on services provided to the WCA office.
- 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.
- Little to no budgetary changes are expected in the categories of security, property management, ranger services, and weed abatement. A slight increase in the security line item is related to anticipated rate increases from the alarm system provider. Property management expended is a direct reflection of the amount received by the RMC to manage the contract with the California Conservation Corp. for weed abatement services provided on WCA owned properties. Ranger services is expected to remain constant with these specialty services continuing to be provided by the MRCA. MRCA provides support services that allows the rangers to patrol WCA owned properties and provide on-call support for emergencies and events. Weed abatement is expected to remain constant, though final contractual value will be assigned to a service provider once the bid process has been completed and a contract has been negotiated.

CAPITAL OUTLAY- GRANTS AND SPECIAL PROJECTS

The WCA anticipates that it will utilize approximately \$4.70M of its grants and special project funding in FY 15/16, with a portion on hand being carried from the previous fiscal year. 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 its grants are being utilized towards the completion of one project such as in the case of the duck farm project. 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 aforementioned criteria on how much is expected to be received and utilized during the fiscal year. WCA historically analyzes and separates grant and projects funds into two categories- funds allocated for the administration or completion of the project by staff and those allocated to capital associated activity.

Budgeted revenue for FY 15/16 from grants and special projects is expected to total \$4,689,590 with \$4,024,025 being allocated to capital activity. The remaining \$665,565 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**.

Staff expects to include a budgetary presentation to the Board at the June Board meeting that will provide an overview of accomplishments made during the previous fiscal year and strategic plans for the upcoming fiscal year alongside the presentation of the final budget.

WATERSHED CONSERVATION AUTHORITY
PRELIMINARY CONSOLIDATED BUDGET FISCAL YEAR 2015-2016

	Budget FYE 2015	Forecasted FYE 2015	Budget FYE 2016	\$ Change Budget '15 vs. Budget '16	% Change Budget '15 vs. Budget '16
Revenues					
General Administrative & Operating Revenue					
JPA Contributions	35,500	35,500	35,500	-	
Lease Revenue	243,729	218,136	244,380	651	
Property Management Contribution	10,000	10,000	10,000	-	
Fees-Citation	-	-	7,500	7,500	
Fees- Filming	-	-	1,500	1,500	
Other Miscellaneous Revenue	10,920	18,647	2,000	(8,920)	
Subtotal-General Administrative & Operating	300,149	282,283	300,880	731	0%
Grants and Special Projects Revenue					
Grant-Rivers & Mountains Conservancy	1,850,263	1,334,717	1,055,193	(795,070)	
Grant-LA County Flood Control District	224,000	280,000	110,940	(113,060)	
Grant-SEP	616,816	177,128	790,041	173,225	
Grant-Other Federal, State, County & Local Funds	4,276,565	452,653	2,438,534	(1,838,031)	
Other-Consultant Contracts	-	-	152,430	152,430	
Other-Mitigation Revenue	-	-	-	-	
Other-Donations	-	-	-	-	
Other-Miscellaneous	-	-	142,452	142,452	
Subtotal-Grants and Special Projects	6,967,644	2,244,498	4,689,590	(2,278,054)	-33%
Total Revenue	7,267,793	2,526,781	4,990,469	(2,277,324)	-31%
Expenses					
General Administrative Expenses					
Insurance/Insurance Bond	4,250	2,521	3,000	(1,250)	
Equipment & Software	-	-	-	-	
Office Supplies	500	600	500	-	
Postage	500	20	500	-	
Printer Supplies	500	42	500	-	
Training	3,000	2,165	3,000	-	
Travel	5,300	2,760	5,300	-	
Dues & Subscriptions	-	-	800	800	
Wireless Phones	1,800	1,423	1,400	(400)	
Fiscal Services Auditor-Controller	66,000	47,725	53,000	(13,000)	
Personnel Services	3,500	2,444	3,500	-	
Other/Not Classified	1,500	1,492	1,500	-	
Financial Audit Services	5,000	5,000	5,000	-	
Funding Opportunities	23,760	22,600	42,000	18,240	
Grant Writing	10,000	-	10,000	-	
Information Technologies	15,000	8,786	15,000	-	
Legal Services	24,000	-	24,000	-	
Strategic Planning	12,000	-	12,000	-	
Subtotal-General Administrative	176,610	97,578	181,000	4,390	2%
Personnel					
Salaries	289,600	232,909	369,935	80,335	
Benefits	114,963	67,427	104,262	(10,701)	
Employer Taxes	-	-	41,582	41,582	
Subtotal-Personnel	404,563	300,336	515,779	111,216	27%
General Operational Expenses					
Insurance	14,200	14,650	17,550	3,350	
Security	3,372	3,232	3,600	228	
Building Maintenance and Repair	4,075	6,417	30,500	26,425	
Grounds Maintenance and Repair	2,000	-	5,000	3,000	
Electricity	-	-	15,403	15,403	
Propane	-	-	5,500	5,500	
Other Utilities	22,094	22,043	3,150	(18,944)	
Trash Removal	5,000	4,349	5,500	500	
Water System Operation/Irrigation	63,330	36,148	44,521	(18,809)	
Property Management	10,000	10,000	10,000	-	
Deferred Maintenance Contingency	10,907	3,346	10,941	34	
Janitorial Services	11,000	10,620	7,000	(4,000)	
Ranger Services	92,000	76,542	92,000	-	
Weed Abatement	19,000	6,474	19,000	-	
Subtotal-General Operational	256,978	193,821	269,665	12,687	5%
Grants and Special Projects Total Expense-Capital Outlay					
Grant-Rivers & Mountains Conservancy	1,745,438	683,537	939,097	(806,341)	
Grant-LA County Flood Control District	201,600	60	100,800	(100,800)	
Grant-SEP	572,816	28	790,041	217,225	
Grant-Other Federal, State, County & Local Funds	3,415,860	61,415	2,075,223	(1,340,637)	
Other-Consultant Contracts	-	-	-	-	
Other-Mitigation Revenue	-	-	-	-	
Other-Donations	-	-	-	-	
Other-Miscellaneous	-	-	118,864	118,864	
Carryover	493,928	1,190,006	-	(493,928)	
Subtotal-Grants and Special Projects	6,429,642	1,935,046	4,024,025	(2,405,617)	-37%
Total Expense	7,267,793	2,526,781	4,990,470	(2,277,323)	-31%
Net Position Before Transfers					
Transfers In	204,152	65,974	738,075	533,923	
Transfers Out	(204,152)	(65,974)	(738,075)	(533,923)	
Net Position	-	-	-	-	

WATERSHED CONSERVATION AUTHORITY
PRELIMINARY EXPANDED BUDGET FISCAL YEAR 2015-2016

Revenues	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 2015-2016
General Administrative & Operating Revenue										
JPA Contributions	35,500	-	-	-	-	-	-	-	-	35,500
Lease Revenue	-	124,275	-	-	83,605	36,500	-	-	-	244,380
Property Management Contribution	-	3,750	250	250	3,750	500	1,500	-	-	10,000
Fees-Citation	-	-	-	-	7,500	-	-	-	-	7,500
Fees- Filming	-	-	-	-	1,500	-	-	-	-	1,500
Other Miscellaneous Revenue	-	-	-	-	2,000	-	-	-	-	2,000
Subtotal-General Administrative & Operating	35,500	128,025	250	250	98,355	37,000	1,500	-	-	300,880
Grants and Special Project Income										
Grant-Rivers & Mountains Conservancy	-	-	-	-	-	-	-	-	1,055,193	1,055,193
Grant-LA County Flood Control District	-	-	-	-	-	-	-	-	110,940	110,940
Grant-SEP	-	-	-	-	-	-	-	-	790,041	790,041
Grant-Other Federal, State, County & Local Funds	-	-	-	-	-	-	-	-	2,438,534	2,438,534
Other-Consultant Contracts	-	-	-	-	-	-	-	-	152,430	152,430
Other-Mitigation Revenue	-	-	-	-	-	-	-	-	-	-
Other-Donations	-	-	-	-	-	-	-	-	-	-
Other-Miscellaneous	-	-	-	-	-	-	-	-	142,452	142,452
Subtotal-Grants and Special Projects	-	-	-	-	-	-	-	-	4,689,590	4,689,590
Total Revenue	35,500	128,025	250	250	98,355	37,000	1,500	-	4,689,590	4,990,469
Expenses										
General Administrative Expenses										
Insurance/Insurance Bond	3,000	-	-	-	-	-	-	-	-	3,000
Equipment & Software	-	-	-	-	-	-	-	-	-	-
Office Supplies	500	-	-	-	-	-	-	-	-	500
Postage	500	-	-	-	-	-	-	-	-	500
Printer Supplies	500	-	-	-	-	-	-	-	-	500
Training	3,000	-	-	-	-	-	-	-	-	3,000
Travel	5,300	-	-	-	-	-	-	-	-	5,300
Dues & Subscriptions	800	-	-	-	-	-	-	-	-	800
Wireless Phones	1,400	-	-	-	-	-	-	-	-	1,400
Fiscal Services Auditor-Controller	53,000	-	-	-	-	-	-	-	-	53,000
Personnel Services	3,500	-	-	-	-	-	-	-	-	3,500
Other/Not Classified	1,500	-	-	-	-	-	-	-	-	1,500
Financial Audit Services	5,000	-	-	-	-	-	-	-	-	5,000
Funding Opportunities	42,000	-	-	-	-	-	-	-	-	42,000
Grant Writing	10,000	-	-	-	-	-	-	-	-	10,000
Information Technologies	15,000	-	-	-	-	-	-	-	-	15,000
Legal Services	24,000	-	-	-	-	-	-	-	-	24,000
Strategic Planning	12,000	-	-	-	-	-	-	-	-	12,000
Subtotal-General Administrative	181,000	-	-	-	-	-	-	-	-	181,000

**WATERSHED CONSERVATION AUTHORITY
PRELIMINARY PERSONNEL BUDGET FISCAL YEAR 2015-2016**

	Budget FYE 2015	Actual as of 4/30/15	Additional Projected through 6/30/15	Forecasted FYE 2015	Budget FYE 2016	\$ Change Budget '15 vs. Budget '16
Expense Detail						
Salaries	\$ 289,601	\$ 184,959	\$ 47,950	\$ 232,909	\$ 369,935	\$ 80,334
Benefits	\$ 114,963	\$ 59,877	\$ 7,550	\$ 67,427	\$ 104,262	\$ (10,701)
Employer Taxes	\$ -	\$ -	\$ -	\$ -	\$ 41,582	\$ 41,582
Personnel Subtotal	\$ 404,564	\$ 244,836	\$ 55,500	\$ 300,336	\$ 515,779	\$ 111,215
Total Expense ¹	\$ 404,564	\$ 244,836	\$ 55,500	\$ 300,336	\$ 515,779	\$ 111,215

	FY 14/15 Wages	% Adjustment	Wage Increase	Hrs	Total Annual	Benefits	Employer Taxes	Total Comp
Deputy Executive Director (FT) ²	35.19	2%	35.89	2080	\$ 74,659	\$ 19,547	\$ 8,216	\$ 102,423
Project Manager III (FT) ³	Anticipated	2%	34.68	2080	\$ 72,134	\$ 18,309	\$ 7,832	\$ 98,275
Fiscal Manager (FT) ²	27.31	2%	27.86	2080	\$ 57,949	\$ 14,128	\$ 6,430	\$ 78,507
Project Manager I (FT) ²	23.71	2%	24.18	2080	\$ 50,303	\$ 17,205	\$ 5,765	\$ 73,273
Project Manager I (FT) ²	22.95	2%	23.41	2080	\$ 48,691	\$ 11,481	\$ 5,339	\$ 65,510
Associate PM (FT) ³	Anticipated	2%	17.85	2080	\$ 37,128	\$ 11,674	\$ 4,372	\$ 53,173
Admin Assistant (FT) ²	13.70	2%	13.98	2080	\$ 29,071	\$ 11,918	\$ 3,628	\$ 44,618
TOTAL					\$ 369,935	\$ 104,262	\$ 41,582	\$ 515,779

Notes:

1- 27% increase in budgeted salaries from FY14-15 vs. FY 15-16 is reflective of two FT positions (Project Manager III & Associate PM) being added. Final FY 14/15 budget included

2 PMI positions and 1 Associate PM position added for approximately 1/2 of the fiscal year. WCA hired only one of PMI position previously budgeted for.

2- A 2% COLA adjustment is being added to active employee salaries.

3- A 2% merit increase is being added to the positions that the WCA plans to hire for in FY 15/16. The employee handbook allows for a 2% increase following the introductory period of employment upon a satisfactory employee review.

May 14, 2015 - Item 13

RESOLUTION 2015-19

RESOLUTION OF THE WATERSHED CONSERVATION AUTHORITY APPROVING THE PRELIMINARY BUDGET FOR FY 15/16.

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 FY 15/16; 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 14, 2015.
4. **APPROVES** the Watershed Conservation Authority preliminary budget for FY 15/16.

~ End of Resolution ~

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Motion _____ Second: _____

Ayes: _____ Nays: _____ Abstentions: _____

Resolution 2015-19

Passed and Adopted by the Board of the
WATERSHED CONSERVATION AUTHORITY
On May 14, 2015

Brian Mejia, Chairperson

ATTEST: _____
Terry Fujimoto
Deputy Attorney General