

DATE: November 27, 2017
TO: RMC Governing Board
FROM: Mark Stanley, Executive Officer
SUBJECT: Item 7B: Capital Outlay & Support Budget

BACKGROUND: This report includes information on both the RMC capital outlay and support budgets and expenditures.

Capital Outlay

The Capital Outlay report contains information on the total capital outlay funds appropriated, encumbered and remaining from Propositions 1, 40, 50, 84 and 13. For a detailed report on each approved grant and associated fund level, please refer to Item 7C on the agenda, Cumulative Grant Project Status Summary.

This report reflects balances as of November 15, 2017.

Bond	Appropriation	Encumbered	Approved Pending Encumbrance	Projects Pending Board Approval	Balance
Prop 13	\$ -	\$ -	\$ -	\$ -	\$ -
Prop 40	\$ 38,626,000	\$ 38,626,000	\$ -	\$ -	\$ -
Prop 50	\$ 17,016,428	\$ 17,016,428	\$ -	\$ -	\$ -
Prop 84	\$ 36,000,000	\$ 34,989,882	\$ -	\$ -	\$ 1,010,118
Prop 1 (Section 79731f)	\$ 26,750,000	\$ 11,589,789	\$ -	\$ 1,000,000	\$ 14,160,211
Prop 1 (Section 79735a)	\$ 46,550,000	\$ 4,830,575	\$ -	\$ 200,000	\$ 41,519,425
Total	\$ 164,942,428	\$ 107,052,674	\$ -	\$ 1,200,000	\$ 56,689,754

Projects Approved Pending Encumbrance:

n/a

Support Budget and Expenditures

Fiscal Year 2017/18 Support Expenditures Report: The attached Exhibit A outlines projects that have received advanced funds. Each project that receives advance funds must reconcile upon expenditure. The attached Exhibit B "Fiscal Year Support Expenditures" report assists the RMC in tracking allocated income and expenditures for each fiscal year. The revenue section of the report delineates the five fund sources for operations: the Environmental License Plate Fund,

Propositions 1, 40, 50 and 84. The reports include expenditures that have been processed and sent to Contracted Fiscal Services for payment through November 15, 2017.

The expense report displays and tracks the administrative and operation expenses for the RMC. The report includes Personnel Services and Operating Expenses/Equipment. Attached as Exhibit B-1 is the Support & Operations Budget for Fiscal Year 2017-2018.

The cumulative contract report for the support budget is attached as Exhibit C. This report includes contracts executed under the Executive Officer's Discretionary Approval for under \$10,000.00 and those over \$10,000.00 that have been approved by the RMC Board.

Exhibit A – Report on Advance Funds

Exhibit B – FY 2017-2018 Support & Operations

Exhibit C – Contracts

Exhibit A: Report on Advance Funds

Fiscal Year 2017-2018
Balances as of 11/15/17

RMC Project Number	Project Name	Grantee	Total Funds Granted from RMC	Advance Amt. Requested	Advance Check Requested from Controller*	Advance Check Received from Controller*	Remaining balance from advance request	Deadline for Expenditure of Advance	Status
RMC09105	San Gabriel River Confluence	Watershed Conservation Authority	\$770,584.00	\$122,131.49	03/26/15	06/15/15	\$ 20,298.68	12/31/17	Revision of previously reconciled expenditures. Reconciliation in progress.
RMC3609-1	Duck Farm IA Implementation	Watershed Conservation Authority	\$5,800,000.00	\$75,000.00	11/01/16	01/30/17	\$ 5,203.07	12/31/17	Funds expected to expended by deadline
RMC13006	Citrus Grove Heights Bike Stop Project	Watershed Conservation Authority	\$30,000.00	\$20,500.00	03/10/14	04/02/14	\$ 15,417.50	12/31/17	Funds to be returned to RMC to partially fund RMC17019
RMC14001	River Wilderness Park Entry	Watershed Conservation Authority	\$455,998.00	\$274,295.00	12/12/14	01/21/15	\$ 134,910.85	12/31/17	Remaining advance balance to be returned to RMC. Reconciliation in process.
RMC14004	Rio Hondo Trailhead Acquisition Project	Watershed Conservation Authority	\$1,000,000.00	\$7,500.00	05/30/17	06/14/17	\$ 2,229.96	12/31/17	Funds expected to expended by deadline
RMC15106	Emerald Necklace Master Plan Project	Watershed Conservation Authority	\$31,000.00	\$15,000.00	03/29/17	05/15/17	\$ 5,279.78	12/31/17	Reconciliation in progress for grant close out
RMC15111	Azusa Foothills Acquisition Project	Watershed Conservation Authority	\$53,225.00	\$20,000.00	10/01/16	11/10/16	\$ 77.27	12/31/17	Reconciliation in progress for grant close out
RMC16001	Vasquez Acquisition	Watershed Conservation Authority	\$720,000.00	\$20,000.00	03/02/17	05/15/17	\$ 15,121.51	12/31/17	Reconciliation in progress.

**EXHIBIT B
RIVERS AND MOUNTAINS CONSERVANCY
FY 2017-2018**

Date of Report November 15, 2017

REVENUE				
ITEM	BUDGET	FUND #	% Exp.	Balance
ENVIRONMENTAL LICENSE PLATES	436,200	0140	33%	334,361
PROPOSITION 40	501,566	6029	38%	384,466
PROPOSITION 50	117,000	6031	9%	89,684
PROPOSITION 84	236,193	6051	18%	181,049
PROPOSITION 1	28,800	6083	2%	22,076
TOTAL REVENUE	1,319,759		100%	

EXPENSES	BUDGET	TOTAL EXPENDITURES TO DATE	ENCUMBRANCE	AVAILABLE BUDGET BALANCE (\$)	Month	FY Completed
					Nov	37.8%
ITEM	BUDGET	TOTAL EXPENDITURES TO DATE	ENCUMBRANCE	AVAILABLE BUDGET BALANCE (\$)	AVAILABLE BUDGET BALANCE (%)	BUDGET SPENT (%)
PERSONNEL SERVICES	641,961	138,667		503,294	78%	22%

Operating Expenses and Equipment

General Expense

5301700	Miscellaneous Office Supplies	5,000	1,070	3,930	79%	21%
5301350	Freight and Drayage	0	0	0	0%	0%
5301050	Advertising	500	0	500	100%	0%
5301150	Conferences	1,500	100	1,400	93%	7%
5301500	Meeting	1,500	365	1,135	76%	24%
5301450	Library purchases	0	0	0	0%	0%
5368115	Office Equipment (non capital)	10,000	0	10,000	100%	0%
5301620	Office equipment rental, maint.,& repair	1,000	0	1,000	100%	0%
5368045	Furniture	500	0	500	100%	0%

Printing

5302800	Photocopy (ie. Xerox)	15,000	11,730	3,270	22%	78%
5302300	Office copier expense (ie. maint.)	1,000	0	1,000	100%	0%
5302100	Printed forms and stationary	0	0	0	0%	0%
5346700	IT Supplies (ie. Paper, toner)	3,350	703	2,647	79%	21%
5302600	Office Copier Supplies (ie. staples, cords)	0	0	0	0%	0%
5302900	Printing - Not Otherwise Classified	2,750	82	2,668	97%	3%

Communications

5304100	Cell phones, PDAs, pagers	1,000	117	883	88%	12%
5304220	Central communication	0	0	0	0%	0%
5304450	Messenger services	0	0	0	0%	0%
5304700	Telephone	8,000	929	7,071	88%	12%
5304800	Communications -Not Otherwise Classified	2,000	11	1,989	99%	1%
5304260	Maintenance	0	0	0	0%	0%

Postage

5306200	Postage, stamps, stamped envelopes, etc.	500	0	500	100%	0%
5306600	Postage Meter (rent, repair, refills, supplies)	2,000	800	1,200	60%	40%
5306700	Postage - Other	100	0	100	100%	0%

Travel: In-State

5320220	Travel - Per Diem Allowances	0	0	0	0%	0%
5362295	State Vehicle	37,000	0	37,000	100%	0%
5390850	State Vehicle - General Maintenance/Repair	3,825	0	3,825	100%	0%
5390800	State Vehicle - Gasoline	5,000	2,115	2,885	58%	42%
5308700	Insurance - Vehicle	1,000	0	1,000	100%	0%
5320400	Commercial Air Transportation	5,000	1,040	3,960	79%	21%
5320430	Other Transportation	0	0	0	0%	0%
5320440	Private Car	0	0	0	0%	0%
5320470	Rental Car	200	49	151	76%	25%
5320420	Taxi and Shuttle Service	300	0	300	100%	0%
5320260	Travel Agency Mgmt & Transaction Fees	500	0	500	100%	0%

ITEM		BUDGET	TOTAL EXPENDITURES TO DATE	ENCUMBRANCE	AVAILABLE BUDGET BALANCE (\$)	AVAILABLE BUDGET BALANCE (%)	BUDGET SPENT (%)
Training							
5322400	Tuition and Registration Fees	0	0		0	0%	0%
5322300	Training Films and Slides	0	0		0	0%	0%
Facilities Operation							
5324250	Facilities Planning - General Svs, etc	1,060	0		1,060	100%	0%
5324500	Security	0	0		0	0%	0%
5324100	Recurring Maintenance Services	0	0		0	0%	0%
5324450	Rent, Buildings and Grounds	49,803	12,030		37,773	76%	24%
5324600	Waste Removal	0	0		0	0%	0%
5324550	Special Repairs & Deferred Maintenance	0	0		0	0%	0%
Professional Services							
Planning and Monitoring							
5340330	Interdepartmental Professional Services	5,000	0		5,000	100%	0%
5340210	Accounting Interdepartment	179,000	44,750		134,250	75%	25%
5340220	Administrative Interdepartment	50,000	5,604		44,396	89%	11%
5340310	Attorney General	22,000	6,683		15,318	70%	30%
5150800	Workers Compensation	5,000	1,460		3,540	71%	29%
5340420	External Professional Services	5,000	0		5,000	100%	0%
5340490	External Prof Svs-IT	67,610	15,828		51,783	77%	23%
5340580	External Prof Svs-Other Consulting & Prof Svs	35,000	0		35,000	100%	0%
5340550	Reimb EXP-non-taxa	0	0		0	0%	0%
Information Technology							
5368025	Computer & Computer Equip (Non Capital)	8,000	1,253		6,747	84%	16%
5362240	Computer & Computer Equip (Capital)	6,000	0		6,000	100%	0%
5362290	Office Equipment (Capital)	5,800	5,002		798	14%	86%
5346390	IT Services - Other (Security, Archival, etc)	1,500	428		1,072	71%	29%
5346340	Software Maintenance	3,500	0		3,500	100%	0%
5346320	Hardware Maintenance	0	0		0	0%	0%
5346100	Data Lines	0	0		0	0%	0%
5346500	Internet Service Provider	15,000	3,012		11,988	80%	20%
5346800	Electronic Waste and Disposal Fees	0	0		0	0%	0%
5346900	IT - Other	0	0		0	0%	0%
Central Administration Services							
5348250	Pro Rata	0	0		0	0%	0%
5432000	Grants & Subventions - Governmental	90,000	54,999		35,001	39%	61%
5432500	Grants & Subventions - NonGovernmental	20,000	0		20,000	100%	0%
OPERATIONS SUBTOTAL		677,798	170,158		507,640	75%	25%
TOTAL EXPENSES		1,319,759	308,824	0	1,010,935	77%	23%

EXHIBIT C: FISCAL YEAR 2017-2018 CONTRACT REPORT

Item 7B

Contract Number	Contractor Name	Amount of contract	Start Date	End Date	Scope of Work
5159906	The Travel Store	Invoices shall be submitted on a monthly basis	11/1/2016	10/31/2019	Contractor agrees to provide Participating Entity Travel Payment System services.
RMC16505	Cyber Specialists, Inc	\$66,000.00	10/1/2016	9/30/2018	Consultant will provide information technology (IT) services for the Lower Los Angeles and San Gabriel Rivers and Mountains Conservancy.
RMC16506	Urbanism Advisors	\$28,800.00	1/24/2017	12/31/2017	Project management services with Urbanism Advisors (Jose Gardea)
RMC17501	Department of General Services	\$179,000.00	7/1/2017	6/30/2018	DGS - CFS will provide accounting and budgeting services for San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) for the period of July 1, 2017 through June 30, 2018.
RMC17502	State Controller's Office	\$2,000.00	7/1/2017	6/30/2018	SCO expedite service fees for warrants
RMC17503	Watershed Conservation Authority	\$40,000.00	7/1/2017	6/30/2018	This agreement will provide WCA services, consisting of coordination and oversight of property management scope provided by Property Management Consultants/Contractors.
RMC17504	Department of General Services	\$21,147.00	7/1/2017	6/30/2018	DGS - HR will provide RMC with ongoing as-needed HR services, including personnel policy interpretation and development, labor relations, classification and pay, testing, and liaison services between State Compensation Insurance Fund and RMC.
RMC17601	Watershed Conservation Authority	\$9,999.00	7/1/2017	6/30/2018	Administrative Services for the Joint Powers Authority (JPA) that will cover operational expense items on the JPA Annual Budget in the amount not to exceed \$9,999.00.
RMC17602	City of Azusa	\$9,999.00	7/1/2017	6/30/2018	Administrative Services for the Joint Powers Authority (JPA) that will cover operational expense items on the JPA Annual Budget in the amount not to exceed \$9,999.00.
RMC17603	Los Cerritos Wetlands Authority	\$9,995.00	7/1/2017	6/30/2018	Administrative Services for the Joint Powers Authority (JPA) that will cover operational expense items on the JPA Annual Budget in the amount not to exceed \$9,995.00.