

DATE: January 22, 2018
TO: RMC Governing Board
FROM: Mark Stanley, Executive Officer
SUBJECT: Item 8B: 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 8C on the agenda, Cumulative Grant Project Status Summary.

This report reflects balances as of January 10, 2018.

Bond	Appropriation	Encumbered	Approved Pending Encumbrance	Projects Pending Board Approval	Balance
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	\$ 12,589,789	\$ -	\$ -	\$ 14,160,211
Prop 1 (Section 79735a)	\$ 46,550,000	\$ 4,830,575	\$ -	\$ 250,000	\$ 41,469,425
Total	\$ 164,942,428	\$ 108,052,674	\$ -	\$ 250,000	\$ 56,639,754

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 "Support & Operations Budget for Fiscal Year 2017/2018" displays and tracks the administrative and operation expenses for the RMC. The report includes Personnel Services and Operating Expenses/Equipment. 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 January 10, 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 01/10/18

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	\$ 18,056.88	01/31/18	Revision of previously reconciled expenditures. Remaining balance to be returned to RMC. Reconciliation in progress.
RMC14001	River Wilderness Park Entry	Watershed Conservation Authority	\$455,998.00	\$274,295.00	12/12/14	01/21/15	\$ 134,910.85	01/31/18	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	\$ 744.13	01/31/18	Reconciliation in progress
RMC16001	Vasquez Acquisition	Watershed Conservation Authority	\$720,000.00	\$20,000.00	03/02/17	05/15/17	\$ 14,776.21	01/31/18	Reconciliation in progress.

EXHIBIT B
RIVERS AND MOUNTAINS CONSERVANCY
FY 2017-2018

Date of Report January 10, 2018

REVENUE				
ITEM	BUDGET	FUND #	% Exp.	Balance
ENVIRONMENTAL LICENSE PLATES	436,200	0140	33%	292,221
PROPOSITION 40	501,566	6029	38%	336,011
PROPOSITION 50	117,000	6031	9%	78,381
PROPOSITION 84	236,193	6051	18%	158,231
PROPOSITION 1	28,800	6083	2%	19,294
TOTAL REVENUE	1,319,759		100%	

EXPENSES	BUDGET	TOTAL EXPENDITURES TO DATE	ENCUMBRANCE	AVAILABLE BUDGET BALANCE (\$)	Month	FY Completed
					Jan	53.2%
ITEM					AVAILABLE BUDGET BALANCE (%)	BUDGET SPENT (%)
PERSONNEL SERVICES	641,961	208,000		433,961	68%	32%

Operating Expenses and Equipment

General Expense

5301700	Miscellaneous Office Supplies	5,000	1,146	3,854	77%	23%
5301350	Freight and Drayage	0	0	0	0%	0%
5301050	Advertising	500	0	500	100%	0%
5301150	Conferences	1,500	844	656	44%	56%
5301500	Meeting	1,500	455	1,045	70%	30%
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)	18,000	15,682	2,318	13%	87%
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	2,130	620	23%	77%

Communications

5304100	Cell phones, PDAs, pagers	1,000	193	807	81%	19%
5304220	Central communication	0	0	0	0%	0%
5304450	Messenger services	0	0	0	0%	0%
5304700	Telephone	5,000	1,390	3,610	72%	28%
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	2,958	2,042	41%	59%
5308700	Insurance - Vehicle	1,000	517	483	48%	52%
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	44	456	91%	9%

Item 8B

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	276		784	74%	26%
5324500 Security	0	0		0	0%	0%
5324100 Recurring Maintenance Services	0	0		0	0%	0%
5324450 Rent, Buildings and Grounds	49,803	24,060		25,743	52%	48%
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	5,780		44,220	88%	12%
5340310 Attorney General	22,000	16,270		5,730	26%	74%
5150800 Workers Compensation	5,000	1,712		3,288	66%	34%
5340420 External Professional Services	5,000	0		5,000	100%	0%
5340490 External Prof Svs-IT	67,610	22,548		45,063	67%	33%
5340580 External Prof Svs-Other Consulting & Prof Svs	25,800	68		25,733	100%	0%
5340550 Reimb EXP-non-taxa	0	0		0	0%	0%
Information Technology						
5368025 Computer & Computer Equip (Non Capital)	8,000	3,187		4,813	60%	40%
5362240 Computer & Computer Equip (Capital)	6,000	5,226		774	13%	87%
5362290 Office Equipment (Capital)	15,000	13,502		1,498	10%	90%
5346390 IT Services - Other (Security, Archival, etc)	1,500	455		1,045	70%	30%
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	5,031		9,969	66%	34%
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	2,500		17,500	88%	13%
OPERATIONS SUBTOTAL	677,798	228,324		449,474	66%	34%
TOTAL EXPENSES	1,319,759	436,324		883,435	67%	33%

EXHIBIT C: FISCAL YEAR 2017-2018 CONTRACT REPORT

Item 8B

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.