



Yolo Habitat Conservancy

County of Yolo • City of Davis • City of Winters • City of West Sacramento
City of Woodland • University of California, Davis

To: Verna Sulpizio Hull, Vice Chair
Members of the Board

From: Elisa Sabatini
Executive Director

Re: Approve the 2024/25 budget and budget resolution for the Mitigation Fee Fund, Grant Fund, Other Revenue Fund, Mitigation Trust Account, Pre-Permit Endowment Fund, and Post-Permit Endowment Fund

Date: May 20, 2024

REQUESTED ACTIONS:

1. Approve the FY2024-25 budget (Attachment A)
2. Approve budget resolution (Attachment B)

BACKGROUND:

The Conservancy financial structure has six funds, with a separate budget for each fund, as follows:

- Mitigation Fee Fund.
- Grant Fund.
- Other Revenue Fund.
- Mitigation Trust Account.
- Pre-Permit Endowment Fund.
- Post-Permit Endowment Fund.

The proposed FY24-25 budgets for the Mitigation Fee Fund, the Grant Fund, the Other Revenue Fund, the Mitigation Trust Account, and the Pre-Permit Endowment Fund and Post-Permit Endowment are presented in Attachment A. The budget was reviewed by Yolo County's Department of Community Services Chief Fiscal Administrative Officer.

The Conservancy expects to end the FY23-24 with approximately \$3.9 million in total fund balance with an estimated fund balance of over \$2.9m in the Mitigation Fee Fund (operational fund). This fund balance is largely driven by permit revenue. Overall, the Conservancy has a stable fiscal outlook and anticipates \$700,000 in fee revenue in FY24-25. These fee revenues coupled with existing fund balance provides for an easement acquisition budget of \$1,500,000 in FY24-25. Other budgeted professional services costs in the Mitigation Fee Fund are generally consistent with FY23-24 at \$1,000,000. The FY24

-25 budget further contemplates an additional \$200,000 contribution to reserves, bringing the total to \$660,087.

ATTACHMENTS:

Attachment A. Mitigation Fee Fund, Grant Fund, Other Revenue Fund, Mitigation Trust Account, Pre-Permit Endowment Fund, and Post-Permit Endowment Fund Budgets

Attachment B. Budget Resolution



Yolo Habitat Conservancy FY24-25 Budget				
Description	FY23-24 Budget	FY23-24 Actuals (as of date of the report)	FY23-24 Year End Estimated Actuals	FY24-25 Budget
Fund 7230 Mitigation Fee Fund				
Beginning Fund Balance	\$ 2,743,620	\$ 2,746,071	\$ 2,746,071	\$ 2,967,008
Unassigned Fund Balance	\$ 2,483,533	\$ 2,485,984	\$ 2,485,984	\$ 2,506,921
Assigned Fund Balance	\$ 260,087	\$ 260,087	\$ 260,087	\$ 460,087
Revenues	\$ 1,005,000	\$ 620,799	\$ 651,255	\$ 705,000
Fees and Permits	\$ 1,000,000	\$ 463,876	\$ 511,255	\$ 700,000
Interest	\$ 5,000	\$ 156,923	\$ 140,000	\$ 5,000
Expenditures	\$ (2,545,500)	\$ (339,386)	\$ (430,318)	\$ (2,589,962)
Insurance-public liability	\$ (500)	\$ -	\$ (500)	\$ (500)
Office Expense		\$ (339)	\$ (339)	\$ (500)
Transportation and Travel		\$ (140)	\$ (250)	\$ (300)
IT Service - ERP		\$ (390)	\$ (390)	\$ (500)
IT SVCS-Dept System Maint		\$ (6,426)	\$ (7,000)	\$ (7,000)
Prof & Sec Svc - IT Services		\$ (550)	\$ (700)	\$ (700)
Prof & Sec Svc - auditing and accounting	\$ (20,000)	\$ (19,480)	\$ (20,000)	\$ (25,000)
Prof & Sec Svc - Legal	\$ (20,000)	\$ -	\$ (10,000)	\$ (15,000)
Prof & Sec Svc - Other	\$ (800,000)	\$ (311,711)	\$ (389,639)	\$ (753,700)
Board Meeting Stipends	\$ (5,000)	\$ (350)	\$ (1,500)	\$ (2,000)
Easements - Non Depreciable	\$ (1,500,000)	\$ -	\$ -	\$ (1,584,762)
Contingency	\$ (200,000)	\$ -	\$ -	\$ (200,000)
Net Fund Balance	\$ (1,540,500)	\$ 281,413	\$ 220,937	\$ (1,884,962)
Use (Contribution) to Fund Balance				
Transfer to reserve	\$ (200,000)	\$ -	\$ (200,000)	\$ (200,000)
End Fund Balance	\$ 1,203,120	\$ 3,027,484	\$ 2,967,008	\$ 1,082,046
Unassigned Fund Balance	\$ 743,033	\$ 2,767,397	\$ 2,506,921	\$ 421,959
Assigned Fund Balance	\$ 460,087	\$ 260,087	\$ 460,087	\$ 660,087
Fund 7231 Mitigation Account Fund				
Beginning Fund Balance	\$ 153,238	\$ 150,611	\$ 150,611	\$ 155,611
Revenues	\$ 1,000	\$ 7,876	\$ 5,000	\$ -
Interest	\$ 1,000	\$ 7,876	\$ 5,000	
Expenditures	\$ -	\$ -	\$ -	\$ (155,611)
Prof & Spec Svc - Legal		\$ -	\$ -	
Prof & Spec Svc - Other		\$ -	\$ -	
Easements - Non Depreciable	\$ (154,238)	\$ -	\$ -	\$ (155,611)
Other Fin Uses - Transfer Out		\$ -	\$ -	
Net Fund Balance	\$ 1,000	\$ 7,876	\$ 5,000	\$ (155,611)
End Fund Balance	\$ 154,238	\$ 158,487	\$ 155,611	\$ -
Fund 7232 Grant Fund				
Beginning Fund Balance	\$ 7,245	\$ 23,320	\$ 26,496	\$ 28,496
Unassigned Fund Balance	\$ (52,842)	\$ (36,767)	\$ (33,591)	\$ (31,591)
Assigned Fund Balance	\$ 60,087	\$ 60,087	\$ 60,087	\$ 60,087
Revenues	\$ -	\$ 3,176	\$ 2,000	\$ -
Interest		\$ 3,176	\$ 2,000	
Other revenue- State		\$ -		
Expenditures	\$ -	\$ -	\$ -	\$ -
Prof & spec svc-other		\$ -	\$ -	

Net Fund Balance	\$ -	\$ 3,176	\$ 2,000	\$ -
End Fund Balance	\$ 7,245	\$ 26,496	\$ 28,496	\$ 28,496
Unassigned Fund Balance	\$ (52,842)	\$ (33,591)	\$ (31,591)	\$ (31,591)
Assigned Fund Balance	\$ 60,087	\$ 60,087	\$ 60,087	\$ 60,087
Fund 7233 Pre Permit Endowment Fund				
Beginning Fund Balance	\$ 350,778	\$ 356,953	\$ 356,953	\$ 351,715
Unassigned Fund Balance	\$ 1,748	\$ (23,876)	\$ (23,876)	\$ (29,114)
Endowments Balance	\$ 349,030	\$ 380,829	\$ 380,829	\$ 380,829
Revenues	\$ 25,000	\$ 339	\$ 400	\$ -
Interest	\$ 25,000	\$ 339	\$ 400	\$ -
Expenditures	\$ (15,000)	\$ (5,638)	\$ (5,638)	\$ 10,000
Prof & spec svc-other	\$ (15,000)	\$ (5,638)	\$ (5,638)	\$ 10,000
Net Fund Balance	\$ 10,000	\$ (5,299)	\$ (5,238)	\$ 10,000
Use (Contribution) to Fund Balance				
Trans to endowments	\$ -			\$ -
End Fund Balance	\$ 360,778	\$ 351,654	\$ 351,715	\$ 361,715
Unassigned Fund Balance	\$ 11,748	\$ (29,175)	\$ (29,114)	\$ (19,114)
Endowments Balance	\$ 349,030	\$ 380,829	\$ 380,829	\$ 380,829
Fund 7234 Post Permit Endowment				
Beginning Fund Balance	\$ 263,582	\$ 336,358	\$ 336,358	\$ 350,858
Revenues	\$ 131,000	\$ 14,530	\$ 14,500	\$ 8,000
Fees and Permits	\$ 116,000	\$ 4,252	\$ 5,000	\$ 8,000
Interest	\$ 15,000	\$ 10,278	\$ 9,500	\$ -
Other Fin Sources - Transfer In		\$ -	\$ -	
Expenditures	\$ (1,000)	\$ -	\$ -	\$ -
Prof & spec svc-other	\$ (1,000)	\$ -	\$ -	\$ -
Net Fund Balance	\$ 130,000	\$ 14,530	\$ 14,500	\$ 8,000
Use (Contribution) to Fund Balance		\$ -	\$ -	
Contribution to fund balance		\$ -		
End Fund Balance	\$ 393,582	\$ 350,888	\$ 350,858	\$ 358,858
Fund 7235 Other Revenue Fund				
Beginning Fund Balance	\$ 122,550	\$ 92,557	\$ 99,814	\$ 122,550
Revenues	\$ 26,000	\$ 5,611	\$ 5,500	\$ -
Fees and Permits	\$ 25,000	\$ -	\$ -	\$ -
Interest	\$ 1,000	\$ 5,611	\$ 5,500	\$ -
Expenditures	\$ (15,000)	\$ -	\$ -	\$ -
Prof & spec svc-other		\$ -		
Net Fund Balance	\$ 11,000	\$ 5,611	\$ 5,500	\$ -
End Fund Balance	\$ 133,550	\$ 98,168	\$ 105,314	\$ 122,550
All Funds End Fund Balance	\$ 2,252,513	\$ 4,013,177	\$ 3,959,002	\$ 1,953,665

RESOLUTION NO. _____

**Resolution of the Yolo Habitat Conservancy Board of Directors Adopting the
Fiscal Year 2024-25 Budget**

WHEREAS, the Board of Directors (“Board”) of the Yolo Habitat Conservancy (“YHC”) has heard and considered annual budgets for the FY 2024-25 Mitigation Fee Fund, Grant Fund, Other Revenue Fund, Mitigation Trust Account Fund, Pre-Permit Endowment Fund, and the Post-Permit Endowment Fund(collectively, the “Fiscal Year 2024-25 Budget”); and

WHEREAS, the May 20, 2024 staff report for the Fiscal Year 2023-24 budget provides information regarding each fund or account included in the overall YHC budget; and

WHEREAS, the recommended budgets for the Mitigation Fee Fund, Grant Fund, Other Revenue Fund, Mitigation Trust Account Fund, Pre-Permit Endowment Fund, and the Post-Permit Endowment Fund are balanced, with total revenues and other available funds equaling or exceeding total expenditures; and

WHEREAS, at the conclusion of the Board’s consideration of this item at its May 20, 2024 public meeting, the Board of Directors determined that it was necessary and appropriate to approve the Fiscal Year 2024-25 Budget;

NOW, THEREFORE, the Board of Directors of the YHC hereby resolves as follows:

1. The Board adopts the Mitigation Fee Fund budget and approves the appropriations of \$2,589,962 based on the revenue of \$705,000 and use of the available fund balance of \$1,884,962 (Mitigation Fee Fund), as set forth therein.
2. The Board adopts the Grant Fund budget and approves the appropriations of \$0 based on the revenue of \$0, as set forth therein.
3. The Board adopts the Other Revenue Fund budget and approves the appropriations of \$0 based on the revenue of \$0 as set forth therein.
4. The Board adopts the Mitigation Trust Account Fund budget and approves the appropriations of \$155,611 based on the revenue of \$5,000 and use of the available fund balance of \$150,611 (Mitigation Trust Account Fund), as set forth therein.
5. The Board adopts the Pre-permit Endowment Fund budget and approves the appropriations of \$10,000 based on the revenue of \$0 and use of the available fund balance of \$10,000, as set forth therein.
6. The Board adopts the Post-permit Endowment Fund budget and approves the appropriations of \$0 based on the revenue of \$8,000, as set forth therein.

PASSED AND ADOPTED by the Board of Directors of the Yolo Habitat Conservancy on May 20, 2024, by the following vote:

AYES:

NOES:

ABSENT:


ABSTAIN:

Verna Sulpizio Hull, Chair
Yolo Habitat Conservancy

Attest:
Julie Dachtler, Clerk of the Board

Approved as to Form:

By: _____
Julie Dachtler (Seal)

By:  _____
Philip J. Pogledich, County Counsel
Counsel to the Yolo Habitat Conservancy