



Yolo Habitat Conservancy 2016-2017 Budget

Table of Contents

(click to jump to any section)

2016-2017 Budget Adoption Staff Report.	2
Attachment A: Proposed Budget	8
Attachment B: Administration Fund	10
Attachment C: Mitigation Trust Account	12
Attachment D: Endowment Accounts	13
Attachment E: Proposed Budget Resolution	14
Attachment F: Dept. of Financial Services Budget Review Memo	15
Budget Amendment Staff Report 7/18/16	16
Attachment A: Proposed Budget Amendment	18
Attachment B: Proposed Budget Amendment for INFOR	20
Attachment C: Proposed Budget Amendment Resolution	24
Mid-Year Update Staff Report	25
Attachment A: Administration Fund Mid-year Budget Review	29
Budget Amendment Staff Report 1/23/17	31
Attachment A: Proposed FY16-17 Budget Amendment	34
Attachment B: INFOR FY16-17 Administration Fund Appropriations	36
Attachment C: Budget Amendment Resolution	38

To: Jim Provenza, Chair
Members of the Board

From: Petrea Marchand
Executive Director

Re: Approve proposed FY 2016-17 budget for the Administration Fund, Mitigation Trust Account, and Easement Endowment Fund, approve budget resolution, and approve revised organization and budget goals

Date: May 16, 2016

REQUESTED ACTIONS:

1. Approve FY 2016-17 budget for the Administration Fund (Attachment A and B)
2. Approve FY 2016-17 budget for the Mitigation Trust Account (Attachment C)
3. Approve FY 2016-17 budget for the Easement Endowment Fund (Attachment D)
4. Approve budget resolution (Attachment E)
5. Receive and file memo from Department of Financial Services re review of Administration Fund budget (Attachment F)
6. Approve revised organization and budget goals

BACKGROUND:

I. Fiscal Year 2016-17 Proposed Budget

The Conservancy budget consists of three Funds: The Administration Fund, the Mitigation Trust Account, and the Easement Endowment Fund. (Please note that since the Yolo Habitat Conservancy is transitioning to Yolo County's new INFOR financial system, the former GenLed Budget codes - 366, 364, and 369 -- no longer apply.) The Administration Fund is the largest and the most complicated because the Conservancy pays all plan and EIS/EIR development costs from this fund and the Fund relies on grants and member agency contributions for revenue. The Conservancy uses the Mitigation Trust Account to acquire easements and the Easement Endowment Fund to pay for the monitoring of existing easements. The proposed 2016-17 budgets for all three funds are provided as attachments to this staff report.

The Conservancy is required to adopt the FY 16-17 budget by June 30, 2016. Conservancy staff recommend the following process for budget adoption based on process following in previous years:

- February Board meeting – Board provides feedback on organizational and budget goals and the draft FY 16-17 Administration Fund budget.
- March – Financial staff from the Chair’s jurisdiction will review budget assumptions and methodology, and validate approach. Conservancy staff will meet with the County Administrator and city managers to review the draft budget. Conservancy staff review recommended budgets with the Chair and Vice Chair.
- April Board meeting – Staff recommends final budget for all three Funds to Board that incorporates input from the Board, the County Administrator and city managers, and the Chair and Vice Chair.
- May Board meeting – Reserved for additional budget discussion. There is no Board meeting in June, so the Conservancy must finalize all budget decisions at the May Board meeting. The Conservancy must call a special Board meeting if the Conservancy does not finalize the budget in May.

Conservancy staff received approval of the budget from the city managers and County Administrator for the Administration Fund budget, which includes member agency contributions, on March 31, 2016, with the understanding Conservancy staff would seek a 4th Wildlife Conservation Board planning grant to help fund unanticipated requests for work from the wildlife agencies. Senior staff at the Yolo County Department of Financial Services reviewed the proposed Administration Fund budget in April and May and provided feedback on the level of the reserve (Attachment F). Conservancy staff did not ask the city managers, County Administrator, or Department of Financial Services to review the Mitigation Trust Account and Easement Endowment budgets because they are the same as last year.

As background for development of the FY 16-17 budget, the following is an overview of the Conservancy’s needs and available resources.

Organization and Budget Goals

The organization and budget goals help define the need for resources. The Conservancy currently has a half-time Administrative Assistant, a half-time Research Associate, a half-time contract Executive Director through Consero Solutions, a half-time contract deputy director, and a contract project manager. Consero Solutions also provides some additional administrative and financial management assistance, such as grant reimbursement. The Conservancy contracts with ICF for development of the plan, Ascent Environmental for the EIS/EIR, and Estep Consulting for biological assistance. The Yolo County Office of the County Counsel provides legal services, the Yolo County Clerk of the Board provides back up assistance for Board meetings and agenda management, and the Yolo County Auditor-Controller’s Office provides financial services and oversight. For Board review, staff are including the 2015-16 organization and budget goals in Table 1. Progress related to these goals is in

green. Staff recommend the following organizational and budget goals in Table 2 to guide development of the FY 16-17 budget.

**Table 1. FY 2015-16 Organizational and Budget Goals
(Status of progress towards achieving goals in green)**

Organizational Goals	Budget Goals
<p>Complete pre-Public Review Draft Plan (the basis for the EIS/EIR) and the internal draft of EIR/EIS and Public Review Draft Plan Status: Pre-Public Review Draft completed</p>	<p>Ensure resources to complete plan drafts and EIR/EIS, including securing a 3rd and final WCB planning grant and hiring an EIR/EIS consultant Status: The Conservancy secured a 3rd WCB grant in the amount of \$462,500 in September 2015 and applied for a \$613,000 Section 6 planning grant in February 2016. The Conservancy hired Ascent Environmental to complete the EIR/EIS through a formal Request for Proposals process. Director Bonham (CDFW) and Executive Director Donnelly (WCB) agreed to put a 4th WCB grant on the August 2016 agenda in the amount of \$150,000 to provide additional funding for the Public Review Draft HCP/NCCP and EIR/EIS.</p>
<p>Close 1 easement purchase with Mitigation Trust Account funds Status: Draft easement almost complete for Woodland Regional Park. Still working to receive final edits from the City of Woodland necessary to start the appraisal. This easement will not close until the 2016-17 fiscal year.</p>	<p>Ensure resources to acquire easements Status: The Conservancy has sufficient resources in the Mitigation Trust Account for these efforts.</p>
<p>Complete easement work on 500 acres of mitigation receiving sites Status: Staff finalized a 160-acre mitigation receiving site on 2/22 and is working on another 297-acre mitigation receiving site transaction on the Tule Ranch. The goal is to complete this transaction by the end of the fiscal year, which will put the Conservancy close to the 500-acre goal.</p>	<p>Ensure resources to establish mitigation receiving sites Status: The hiring of Chris Alford as Deputy Director addressed this issue.</p>
<p>Continue active stakeholder involvement Status: The Conservancy continues to hold Advisory Committee meetings every other month, present to City Councils, the Board of Supervisors, and community organizations, and completed an update to</p>	<p>Continue providing adequate Executive Director support Status: The Conservancy continues to provide adequate support for the Executive Director through administrative staff at Consero Solutions.</p>

the Conservancy web site	
	<p>Start building staff support necessary for implementation, including final decisions regarding employee policies.</p> <p>Status: The Conservancy adopted a leave policy. The Conservancy is working with Yolo County Human Resources staff to evaluate options and will bring an item back to the Board of Directors in the fall of 2016.</p>

Table 2. FY 2016-17 Organizational and Budget Goals
(New goals added in red)

Organizational Goals	Budget Goals
Complete Public Review Draft of the HCP/NCCP	Ensure resources to complete plan drafts and EIR/EIS, including managing consultant contracts efficiently
Complete Public Review Draft of the EIR/EIS	Start the process to recruit a new Executive Director
Complete Final HCP/NCCP	Develop a funding plan for the start of implementation in 2017-18
Complete Final EIR/EIS	Develop a Board Subcommittee to guide efforts to identify funding needs and opportunities for HCP/NCCP implementation
Complete the California tiger salamander easement in the Dunnigan Hills	
Complete Woodland Regional Park easement	
If sufficient funds in the Mitigation Trust Account, start work on a new Swainson's hawk easement	
Apply for 2 grants for pre-permit implementation efforts	
Maintain a waiting list of at least three landowners interested in selling conservation easements	

The following information is relevant to developing a Fiscal Year 16-17 Administration Fund budget sufficient to meet the budget and organizational goals. Similar to FY 15-16, the budget for FY 16-17 will be extremely tight until receipt of the Section 6 grant in March 2017, although the new proposed grant proposed for the August 2016 Wildlife Conservation Board meeting will help alleviate the budget issues. The Director of the California Department of Fish and Wildlife (also Chair of the Wildlife Conservation Board) and the Wildlife Conservation Board staff are recommending a \$150,000 planning

grant to pay for unanticipated requests by the wildlife agencies for additional analysis related to the Yolo HCP/NCCP and the EIR/EIS. This grant is not in the 2016-17 budget, but is necessary to ensure the Yolo HCP/NCCP stays on schedule. The Yolo Habitat Conservancy will spend money developing the EIR/EIS and the HCP/NCCP this summer in anticipation of receiving this grant. If this grant is not awarded, the Conservancy will likely have to stop work in September and wait for the award of the Section 6 grant.

The Administration Fund budget assumes:

- **New 2016 Section 6 grant.** The budget assumes \$510,000 in revenue from a new Section 6 grant. Conservancy staff submitted an application for this grant and the USFWS should make a decision in the summer of 2016. If the U.S. Fish and Wildlife Service does not award this grant, the Conservancy will either need to slow down the planning process or seek other funding. If the U.S. Fish and Wildlife Service does award this grant and the execution date of the contract is later than March 1, 2017, the Conservancy will not have sufficient funding to complete the plan on schedule.
- **Member agency special grant match.** The member agencies contributed an additional \$100,000 in FY 15-16 to help complete the project. These funds were not spent in FY 15-16 and an estimated \$84,464 will be used in FY 16-17 to continue progress on the plan while waiting on future Section 6 funding. If the USFWS issues an award letter in October 2016, the Conservancy can spend the member agency contribution and it will count towards the Section 6 grant match, even if the contract is not executed until March 2017.
- **Fund Balance.** Conservancy staff expect the Conservancy will not spend at least \$34,000 in non-reimbursable funds allocated for items like human resources assistance, real estate assistance, and direct costs. This funding is budgeted for expenditure in 2016-17, in addition to \$9,345 the Conservancy expects to receive in reimbursement for grant retention.
- **\$164,900 in member agency funding.** The budget assumes the same member agency contributions as the last two fiscal years. Staff are also proposing the same split among member agencies as last year: the City of Davis, City of Woodland, City of West Sacramento, and Yolo County split 95% of the member agency contributions and the City of Winters pays 5%. Member agency contributions cover expenditures that are not reimbursable to grants, such as the annual audit, financial oversight activities, and development of the budget.
- **Revenue from existing grants.** The budget assumes the Conservancy has the following funding from existing grants available for the 2016-17 fiscal year: 1) 2013 Section 6 grant (\$90,000) 2) 2015 WCB grant (\$227,750). These estimates are based on the current rate of expenditures from these grants in 2015-16.

With regard to the Mitigation Trust Account budget, Conservancy staff are proposing to budget the same amount as last year for completion of the Woodland Regional Park easement, since it was not completed in 2015-16. With regard to the Easement Endowment Account, we are currently budgeting

for expenditures for monitoring easements that have exceeded revenue from interest because that has been the past Conservancy experience with the endowments invested in the County Treasury. Conservancy staff are working on moving the endowments to a investment fund that earns a higher rate of return than the County, but did not receive any responses to the Request for Qualifications that the Conservancy recently released. Staff will provide an update on this effort at the July Board meeting.

ATTACHMENTS:

Attachment A - Proposed Administration Fund with Detailed Non-Reimbursable Expenditures

Attachment B - Administration Fund Appropriation/Revenue

Attachment C - Mitigation Trust Account Appropriation/Revenue

Attachment D - Endowment Accounts Appropriation/Revenue

Attachment E - Proposed budget resolution

Attachment F - Dept. of Financial Services Budget Review Memo

FY 2016-17 Proposed Budget (Administration Fund)					
NON-REIMBURSABLE EXPENDITURES (member contributions)	FY14/15 Budget (Amended 10/14)	FY15/16 Budget (Amended 9/15)	FY15/16 Budget (Amended 2/16)	Proposed FY16/17 Budget 2/16	Proposed FY16/17 Budget 5/16
Executive Director and Support (1)	\$ 60,460	\$ 40,460	\$ 58,460	\$ 58,460	\$ 58,460
Deputy Director (2)	\$ -	\$ 20,000	\$ 26,049	\$ 26,049	\$ 26,049
Assistant to the Director	\$ 27,500	\$ 27,000	\$ 27,000	\$ 27,000	\$ 24,000
Research Associate	\$ -	\$ 5,000	\$ 7,000	\$ 7,000	\$ 7,000
Plan Consultant (6)				\$ 30,000	\$ 30,000
Intern			\$ 1,250	\$ 2,500	\$ 2,500
Implementation Assistance (3)		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
State/Federal Advocacy		\$ 5,000	\$ 5,000	\$ 6,250	\$ 6,250
Other Plan Assistance (4)		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Real Estate Assistance			\$ 5,000	\$ 5,000	\$ 8,000
Human Resources Firm			\$ 5,000	\$ 5,000	\$ 10,000
JPA Counsel	\$ 17,262	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Swainson's Hawk Mitigation Fee Update					\$ 10,000
Auditor-Controller and Audit Expenses	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Clerk and Gen. Services Dept. Assistance	\$ 5,178	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Rent	\$ 8,625	\$ 11,100	\$ 11,100	\$ 11,100	\$ 11,100
Insurance	\$ 7,500	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100
Direct Costs	\$ 18,000	\$ 12,000	\$ 12,000	\$ 13,250	\$ 13,250
Local Conservation Plan	\$ 15,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000
Science & Technical Advisory Committee	\$ 15,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Contingency	\$ 29,386	\$ 21,583	\$ -	\$ -	\$ 29,200
Total Non-Reimbursable Expenditures	\$ 216,911	\$ 206,243	\$ 221,959	\$ 250,709	\$ 294,909
REIMBURSABLE EXPENDITURES (grant and landowner contributions)					
Executive Director and Support	\$ 120,920	\$ 140,920	\$ 122,920	\$ 122,920	\$ 122,920
Deputy Director (2)		\$ 40,000	\$ 60,000	\$ 60,000	\$ 60,000
Project Manager (5)	\$ 166,416	\$ 166,416	\$ 130,416	\$ 130,416	\$ 130,416
Plan Consultant (6)	\$ 502,098	\$ 225,000	\$ 185,000	\$ 228,000	\$ 228,000
EIR/EIS Consultant (7)	\$ -	\$ 371,000	\$ 163,072	\$ 185,000	\$ 175,000
Other Plan Assistance(4)	\$ 65,000	\$ 40,000	\$ 32,000	\$ 25,000	\$ 25,000
Intern			\$ 1,250	\$ 2,500	\$ 2,500
JPA Counsel	\$ 17,262	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Research Associate	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
Assistant to the Director	\$ 27,500	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000
Public Outreach (8)	\$ 52,944	\$ 2,000	\$ -	\$ 20,000	\$ 20,000
Outside Counsel			\$ 10,000	\$ 10,000	\$ 10,000
Contingency	\$ -	\$ 38,072	\$ -	\$ 11,914	\$ 11,914
Total Reimbursable Expenditures	\$ 976,140	\$ 1,085,408	\$ 766,658	\$ 857,750	\$ 847,750
TOTAL EXPENDITURES	\$ 1,193,051	\$ 1,291,651	\$ 988,617	\$ 1,108,459	\$ 1,142,659
NON-REIMBURSABLE REVENUE					
FY 13-14 Fund Balance	\$ 52,511			\$ -	\$ -
FY 14-15 Fund Balance		\$ 63,500	\$ 82,312	\$ -	\$ -
FY 15-16 Fund Balance (9)				\$ 9,345	\$ 43,545
Deferred Revenue (10)		\$ (14,920)	\$ (9,345)	\$ -	\$ -
Special Member Agency Grant Match			\$ -	\$ 76,464	\$ 86,464
Annual Member Agency Contributions	\$ 164,900	\$ 164,900	\$ 164,900	\$ 164,900	\$ 164,900
Total Non-Reimbursable Revenue			\$ 237,867	\$ 250,709	\$ 294,909
REIMBURSABLE REVENUE					
2013 Section 6 grant (11)	\$ 468,706	\$ 449,072	\$ 329,000	\$ 100,000	\$ 90,000
2014 WCB grant	\$ 506,933	\$ 127,000	\$ 148,658	\$ -	\$ -
2015 WCB grant (12)	\$ -	\$ 482,099	\$ 235,000	\$ 227,750	\$ 227,750
2016 Section 6 grant (13)			\$ -	\$ 510,000	\$ 510,000
Mitigation Receiving Site Staff Reimbursement (14)		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Reserve			\$ 18,092		
Total			\$ 750,750	\$ 857,750	\$ 847,750
TOTAL REVENUE	\$ 1,193,051	\$ 1,291,651	\$ 988,617	\$ 1,108,459	\$ 1,142,659
Permanent Reserve	\$ 52,166	\$ 52,166	\$ 34,074	\$ 34,074	\$ 34,074
Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -

Attachment A Footnotes:

- (1) Executive Director and support funding includes Ex. Director, Sr. Associate, and Associate at Consero Solutions.*
- (2) Based on half-time contract position with Alford Environmental*
- (3) Yolo County Resource Conservation District funding to assist with land conservation grants.*
- (4) EstepEnvironmental, Neuvert GIS, and Urban Econ*
- (5) Based on existing Tschudin consultant current contract.*
- (6) Based on existing ICF consultant contract, Non-R budget is from member agency Section 6 match.*
- (7) Based on Ascent Environmental contract and spending estimates.*
- (8) Assumes outreach conducted by Conservancy staff and hiring a public outreach firm on contract*
- (9) Based on estimated member agency contributions not spent in FY15/16 and FY15/16 Deferred Revenue.*
- (10) No estimated retention held outside of the Fiscal Year.*
- (11) Based on estimated amount remaining in the 2013 Section 6 grant.*
- (12) Estimate based on the current rate of expenditures from the 2015 WCB grant.*
- (13) Estimated - depends on March 2017 execution date.*
- (14) The Conservancy will finalize mitigation receiving site easements in 2016-17 and landowners will need to reimburse the Conservancy for staff costs. This funding will partially offset funding for JPA staff.*

Appropriation

Acct	Account Name	Proposed 2016-17
500110-0000	EXTRA HELP	\$77,011.00
500320-0000	O A S D I	\$4,833.00
500330-0000	FICA/MEDICARE	\$1,156.00
500390-0000	WORKERS COMPENSATION INSURANCE	\$2,500.00
	Total SALARIES AND EMPLOYEE BENEFITS	\$85,500.00
501020-0000	COMMUNICATIONS	\$1,500.00
501030-0000	FOOD	\$200.00
501051-0000	INSURANCE-PUBLIC LIABILITY	\$2,600.00
501070-0000	MAINT-EQUIPMENT	\$871.00
501090-0000	MEMBERSHIPS	\$750.00
501110-0000	OFFICE EXPENSE	\$3,800.00
501126-0000	IT SERVICES-ERP	\$1,183.00
501127-0000	IT SERVICES-CONNECTIVITY	\$2,696.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	\$13,000.00
501156-0000	PROF & SPEC SVC-LEGAL SVC	\$25,000.00
501165-0000	PROF & SPEC SVC-OTHER	\$943,095.00
501169-0000	BOARD MEETING STIPENDS	\$8,000.00
501190-0000	RENTS & LEASES-EQUIPMENT	\$1,500.00
501191-0000	RENTS & LEASES-BUILDG & IMPRV	\$11,100.00
501205-0000	TRAINING	\$500.00
501250-0000	TRANSPORTATION & TRAVEL	\$250.00
	Total SERVICES AND SUPPLIES	\$1,015,795.00
503300-0000	APPROP FOR CONTINGENCY	\$41,114.00
	Total PROVISIONS FOR CONTINGENCIES	\$41,114.00
	CC Total NONE	\$1,142,659.00

Administration Fund

Revenue

Account	Account Name	Proposed 2016-17
400700-0000	INVESTMENT EARNINGS-POOL	\$0.00
	Total REVENUE FROM USE OF MONE	\$0.00
401340-0000	STATE-OTHER	\$227,750.00
	Total STATE REVENUE	\$227,750.00
401700-0000	FEDERAL-OTHER	\$600,000.00
	Total FEDERAL REVENUE	\$600,000.00
402010-0001	OTHER GOVT AGENCY-OTH CO-CITYS	\$251,364.00
404190-0000	OTHER MISC INCOME - land owner rev	\$20,000.00
	FY 15-16 Fund Balance	\$43,545.00
	Total INTERGOVT REV-OTHER	\$314,909.00
	TOTAL REVENUE	\$1,142,659.00

Appropriation

Account	Account Name	FY15-16 Appropriation	Proposed 2016-17
501156	PROF & SPEC SVC-LEGAL	\$10,000.00	\$10,000.00
501165	PROF & SPEC SVC-OTHER	\$40,000.00	\$40,000.00
	Total SERVICES AND SUPPLIES	\$50,000.00	\$50,000.00
502070	RIGHTS OF WAY	\$700,00.00	\$700,000.00
	Total OTHER CHARGES	\$700,000.00	\$700,000.00
	TOTAL EXPENDITURES	\$700,000.00	\$750,000.00

Revenue

Account	Account Name	FY15-16 Estimated Revenue	Proposed 2016-17
400700	INVESTMENT EARNINGS -POOL	\$4,000.00	\$4,000.00
	Total REVENUE FR USE OF MONE	\$4,000.00	\$4,000.00

The expected fund balance for FY 15-16 is \$1,041,834 because the YHC did not purchase an easement in FY 15-16. The YHC expects to purchase an easement in FY 16-17, therefore the FY 16-17 budget shows more in expenditures than revenue.

Appropriation

Account	Account Name	FY15-16 Appropriation	Proposed 2016-17
501165	PROF & SPEC SVC-OTHER	\$3,300.00	\$3,300.00
	Total SERVICES AND SUPPLIES	\$3,300.00	\$3,300.00

Revenue

Account	Account Name	FY15-16 Estimated Revenue	Proposed 2016-17
400700	INVESTMENT EARNINGS -POOL	\$1,069.00	\$1,069.00
	Total REVENUE FR USE OF MONE	\$1,069.00	\$1,069.00

RESOLUTION NO. ____ - ____**Resolution of the Yolo Habitat Conservancy Board of Directors Adopting the Fiscal Year 2016-17 Budget**

WHEREAS, the Board of Directors ("Board") of the Yolo Habitat Conservancy ("YHC") has heard and considered annual budgets for the FY 2016-17 Administration Fund (Exhibit 1 hereto), Mitigation Trust Account (Exhibit 2 hereto), and Endowment Accounts (Exhibit 3) (collectively, the "Fiscal Year 2016-17 Budget"); and

WHEREAS, the May 16, 2016 staff report for the Fiscal Year 2016-17 budget provides information regarding each fund or account included in the overall YHC budget, and the May 16, 2016 staff report accompanying this resolution explains the need for an adjusted appropriation in the Mitigation Trust Account budget; and

WHEREAS, the recommended budgets for the Administration Fund, Mitigation Trust Account, and Endowment Accounts 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 16, 2016 public meeting, the Board of Directors determined that it was necessary and appropriate to approve the Fiscal Year 2016-17 Budget;

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

1. The Board affirms its adoption of the budgets attached hereto as Exhibits 1, 2, and 3, and approves the appropriations of \$1,142,659 (Administration Fund), \$750,000 (Mitigation Trust Account), and \$3,300 (Endowment Accounts) based on revenues of \$1,142,659 (Administration Fund), \$4,000 (Mitigation Trust Account), and \$1,069 (Endowment Accounts), as set forth therein.

2. The Board adopts the annual work plan for FY 2016-17, as set forth in the staff report accompanying this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Yolo Habitat Conservancy on May 16, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

_____, Chair
Yolo Habitat Conservancy

Attest:
Shawna Stevens, Clerk of the Board

Approved As To Form:

By: _____
Shawna Stevens

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



County of Yolo

www.yolocounty.org

HOWARD H. NEWENS, CIA, CPA
Chief Financial Officer

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- Financial Strategy Leadership
- Budget & Financial Planning
- Treasury & Finance
- Tax & Fee Collection
- Financial Systems Oversight
- Accounting & Financial Reporting
- Internal Audit
- Procurement

Petrea Marchand
Executive Director, Yolo Habitat Conservancy

Re: 16-17 Habitat JPA Budget Review

Department of Financial Services staff reviewed the 16-17 JPA budget. The review included the following:

- Checked arithmetical accuracy,
- Ensure budget is balanced,
- Compared budget to prior year budget and prior year actuals, and
- Reviewed for general compliance with budget policy.

The following are our comments and findings:

- The budget is arithmetically accurate.
- The “Non-Reimbursable” section of the budget is balanced using \$43,545 of one-time fund balance. Total beginning fund balance as of 7/1/15 was \$134,476. The amended 15/16 budget includes use of \$91,059 (\$72,967 from unassigned FB + \$18,092 from reserved fund balance) of fund balance leaving a balance of \$43,417 to rollover to fiscal year 16-17. However staff’s 15/16 expenditures projections indicated that \$34,200 in appropriations will not be expended. This will increase FB rollover to \$77,617 (\$34,074 reserved and \$43,543 unassigned). The requested use of \$43,545 of unassigned FB exceeds the calculated amount of \$43,543 by \$2. **This budget, as presented, and if realized, will leave a fund balance of \$34,072 at June 30, 2017, below the budget policy of at least 5%, based on projected 15/16 project expenditures of \$954,417 (\$988,617 - \$34,200).**

The “Reimbursable” section of the budget is balance; estimated revenues = appropriations.

- The budget includes contingency appropriation of \$41,114, 4% of total expenditures, in compliance with JPA’s budget policy.

Mark Krummenacker
Accounting Manager
Department of Financial Services

To: Jim Provenza, Chair
Members of the Board

From: Petrea Marchand
Executive Director

Re: Approve 2016-17 budget amendment and authorize Chair to execute Bureau of Reclamation grant

Date: July 18, 2016

REQUESTED ACTIONS:

1. Approve FY 2016-17 budget amendment (Attachment A and Attachment B)
2. Authorize the Chair to execute the Bureau of Reclamation grant for acquisition of California Tiger Salamander habitat in the Dunnigan Hills

BACKGROUND:

I. Proposed FY 2016-17 Budget Amendment

The Conservancy Board approved an amended FY 2016-17 budget on May 16, 2016. Since May, the Conservancy has received new revenue for Conservancy work that was not reflected in the adopted budget. In addition, Conservancy staff identified two budget changes necessary for compliance with contractual obligations and Conservancy policies.

- 1) The WCB is expected to approve a \$150,000 amendment to the 2015 Yolo HCP/NCCP planning grant on August 30, 2016.
- 2) The Bureau of Reclamation awarded the Conservancy a Central Valley Project Conservation Program and CVPIA Habitat Restoration Program grant.
- 3) The Windward Fund has awarded the Conservancy \$177,712 to develop a Regional Conservation Framework based on the Local Conservation Plan.
- 4) To adhere to the budget policies adopted in April 2015, the Conservancy must maintain a contingency reserve balance of 3%-5% and a fiscal reserve of 5%-15%.
- 5) The Executive Director's FY16-17 contract states that 75% must be budgeted for reimbursable appropriations and 25% for non-reimbursable appropriations.

The following provides additional detail about the proposed FY 2016-17 budget amendment:

- A) To contingency reserve balance requirement of 3%-5% is met by increasing the reimbursable contingency from \$11,914 to \$78,454.

- B) The minimum fiscal reserve balance of 5% is met by using the expected FY15-16 fund balance to fund the reserve. The non-reimbursable contingency is decreased from \$29,200 to \$0 and the Executive Director and Support's non-reimbursable budget is decreased from \$58,460 to \$45,000.
- C) To meet the contract obligations in the Executive Director's contract, the non-reimbursable *Executive Director and Support* decreased from \$58,460 to \$45,000 and the reimbursable amount increased by the same amount.
- D) The Conservancy is budgeting \$33,380 of expenditures from the Bureau of Reclamation grant in this year to move forward with the purchase of a conservation easement from a willing landowner in the Dunnigan Hills. This funding will primarily pay for Conservancy staff work.
- E) The Conservancy is budgeting \$177,712 of expenditures from the Windward Fund award for completion of the Yolo County Regional Conservation Framework. \$127,712 of this funding is for ICF's work on the Regional Conservation Framework and \$50,000 is for Conservancy staff time. A contract amendment with ICF International is necessary to start this work in July 2016 and is proposed in a separate staff report.
- F) Contract amendments with the Deputy Director and Executive Director may be necessary at a later date for the additional work required to implement the Bureau of Reclamation grant and the Windward Fund award.

ATTACHMENTS:

Attachment A: Proposed FY16-17 Budget Amendment (non-reimbursable/reimbursable)

Attachment B: Proposed FY16-17 Budget Amendment for INFOR

Attachment C: Proposed Budget Amendment Resolution

FY 2016-17 Proposed Budget (Administration Fund)						
NON-REIMBURSABLE EXPENDITURES (member contributions)	FY14/15 Budget (Amended 10/14)	FY15/16 Budget (Amended 9/15)	FY15/16 Budget (Amended 2/16)	FY16/17 Budget (Adopted 2/16)	FY16/17 Budget (Amended 5/16)	FY16/17 Budget (Proposed to be Amended 7/18)
Executive Director and Support (1)	\$ 60,460	\$ 40,460	\$ 58,460	\$ 58,460	\$ 58,460	\$ 45,000
Deputy Director (2)	\$ -	\$ 20,000	\$ 26,049	\$ 26,049	\$ 26,049	\$ 26,049
Assistant to the Director	\$ 27,500	\$ 27,000	\$ 27,000	\$ 27,000	\$ 24,000	\$ 24,000
Research Associate	\$ -	\$ 5,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Plan Consultant (6)				\$ 30,000	\$ 30,000	\$ 30,000
Intern			\$ 1,250	\$ 2,500	\$ 2,500	\$ 2,500
Implementation Assistance (3)		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
State/Federal Advocacy		\$ 5,000	\$ 5,000	\$ 6,250	\$ 6,250	\$ 6,250
Other Plan Assistance (4)		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Real Estate Assistance			\$ 5,000	\$ 5,000	\$ 8,000	\$ 8,000
Human Resources Firm			\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,000
JPA Counsel	\$ 17,262	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Swainson's Hawk Mitigation Fee Update					\$ 10,000	\$ 10,000
Auditor-Controller and Audit Expenses	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Clerk and Gen. Services Dept. Assistance	\$ 5,178	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Rent	\$ 8,625	\$ 11,100	\$ 11,100	\$ 11,100	\$ 11,100	\$ 11,100
Insurance	\$ 7,500	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100
Direct Costs	\$ 18,000	\$ 12,000	\$ 12,000	\$ 13,250	\$ 13,250	\$ 13,250
Local Conservation Plan/RCF	\$ 15,000	\$ 10,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000
Science & Technical Advisory Committee	\$ 15,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Contingency	\$ 29,386	\$ 21,583	\$ -	\$ -	\$ 29,200	\$ -
Contribution to Reserve						\$ 42,660
Total Non-Reimbursable Expenditures	\$ 216,911	\$ 206,243	\$ 221,959	\$ 250,709	\$ 294,909	\$ 294,909
REIMBURSABLE EXPENDITURES (grant and landowner contributions)						
Executive Director and Support	\$ 120,920	\$ 140,920	\$ 122,920	\$ 122,920	\$ 122,920	\$ 136,380
Deputy Director (2)		\$ 40,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Project Manager (5)	\$ 166,416	\$ 166,416	\$ 130,416	\$ 130,416	\$ 130,416	\$ 130,416
Plan Consultant (6)	\$ 502,098	\$ 225,000	\$ 185,000	\$ 228,000	\$ 228,000	\$ 268,000
EIR/EIS Consultant (7)	\$ -	\$ 371,000	\$ 163,072	\$ 185,000	\$ 175,000	\$ 195,000
Other Plan Assistance(4)	\$ 65,000	\$ 40,000	\$ 32,000	\$ 25,000	\$ 25,000	\$ 25,000
Intern			\$ 1,250	\$ 2,500	\$ 2,500	\$ 2,500
JPA Counsel	\$ 17,262	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Research Associate	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
Assistant to the Director	\$ 27,500	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000
Public Outreach (8)	\$ 52,944	\$ 2,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
Outside Counsel			\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Local Conservation Plan/RCF (14)						\$ 177,712
CA Tiger Salamander (15)						\$ 33,380
Contingency	\$ -	\$ 38,072	\$ -	\$ 11,914	\$ 11,914	\$ 78,454
Total Reimbursable Expenditures	\$ 976,140	\$ 1,085,408	\$ 766,658	\$ 857,750	\$ 847,750	\$ 1,198,842
TOTAL EXPENDITURES	\$ 1,193,051	\$ 1,291,651	\$ 988,617	\$ 1,108,459	\$ 1,142,659	\$ 1,493,751
NON-REIMBURSABLE REVENUE						
FY 13-14 Fund Balance	\$ 52,511			\$ -	\$ -	\$ -
FY 14-15 Fund Balance		\$ 63,500	\$ 82,312	\$ -	\$ -	\$ -
FY 15-16 Fund Balance (9)				\$ 9,345	\$ 43,545	\$ 43,545
Deferred Revenue (10)		\$ (14,920)	\$ (9,345)	\$ -	\$ -	\$ -
Special Member Agency Grant Match			\$ -	\$ 76,464	\$ 86,464	\$ 86,464
Annual Member Agency Contributions	\$ 164,900	\$ 164,900	\$ 164,900	\$ 164,900	\$ 164,900	\$ 164,900
Total Non-Reimbursable Revenue			\$ 237,867	\$ 250,709	\$ 294,909	\$ 294,909
REIMBURSABLE REVENUE						
2013 Section 6 grant (11)	\$ 468,706	\$ 449,072	\$ 329,000	\$ 100,000	\$ 90,000	\$ 90,000
2014 WCB grant	\$ 506,933	\$ 127,000	\$ 148,658	\$ -	\$ -	\$ -
2015 WCB grant (12)	\$ -	\$ 482,099	\$ 235,000	\$ 227,750	\$ 227,750	\$ 377,750
2016 Section 6 grant (13)			\$ -	\$ 510,000	\$ 510,000	\$ 500,000
Local Conservation Plan/RCF (14)						\$ 177,712
CA Tiger Salamander (15)						\$ 33,380
Mitigation Receiving Site Staff Reimbursement (16)		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Reserve			\$ 18,092			
Total			\$ 750,750	\$ 857,750	\$ 847,750	\$ 1,198,842
TOTAL REVENUE	\$ 1,193,051	\$ 1,291,651	\$ 988,617	\$ 1,108,459	\$ 1,142,659	\$ 1,493,751
Permanent Reserve	\$ 52,166	\$ 52,166	\$ 34,074	\$ 34,074	\$ 34,074	\$ 76,734
Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

-
- (1) Executive Director and support funding includes Ex. Director, Sr. Associate, and Associate at Consero Solutions.
 - (2) Based on half-time contract position with Alford Environmental
 - (3) Yolo County Resource Conservation District funding to assist with land conservation grants.
 - (4) EstepEnvironmental, Neuvert GIS, and Urban Econ
 - (5) Based on existing Tschudin consultant current contract.
 - (6) Based on existing ICF consultant contract, non-reimbursable budget is from member agency Section 6 match.
 - (7) Based on Ascent Environmental contract and spending estimates.
 - (8) Assumes outreach conducted by Conservancy staff and hiring a public outreach firm on contract
 - (9) Based on estimated member agency contributions not spent in FY15/16.
 - (10) No estimated retention held outside of the Fiscal Year.
 - (11) Based on estimated amount remaining in the 2013 Section 6 grant.
 - (12) Estimate based on the current rate of expenditures from the 2015 WCB grant and \$150,000 amendment expected August 30, 2016.
 - (13) Estimated - depends on March 2017 execution date.
 - (14) Windward Fund has awarded \$177,712 to the Conservancy for developing a Research Conservation Framework based on the Local Conservation Policy.
 - (15) Bureau of Reclamation committed \$814,000 towards this project, most of which will be included in FY17/18 budget.
 - (16) The Conservancy will finalize mitigation receiving site easements in 2016-17 and landowners will need to reimburse the Conservancy for staff costs. This funding will partially offset funding for Conservancy staff.

Appropriation

Acct	Account Name	Proposed 2016-17
500110-0000	EXTRA HELP	\$77,011.00
500320-0000	O A S D I	\$4,833.00
500330-0000	FICA/MEDICARE	\$1,156.00
500390-0000	WORKERS COMPENSATION INSURANCE	\$2,500.00
	Total SALARIES AND EMPLOYEE BENEFITS	\$85,500.00
501020-0000	COMMUNICATIONS	\$1,500.00
501030-0000	FOOD	\$200.00
501051-0000	INSURANCE-PUBLIC LIABILITY	\$2,600.00
501070-0000	MAINT-EQUIPMENT	\$871.00
501090-0000	MEMBERSHIPS	\$750.00
501110-0000	OFFICE EXPENSE	\$3,800.00
501126-0000	IT SERVICES-ERP	\$1,183.00
501127-0000	IT SERVICES-CONNECTIVITY	\$2,696.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	\$13,000.00
501156-0000	PROF & SPEC SVC-LEGAL SVC	\$25,000.00
501165-0000	PROF & SPEC SVC-OTHER	\$1,214,187.00
501169-0000	BOARD MEETING STIPENDS	\$8,000.00
501190-0000	RENTS & LEASES-EQUIPMENT	\$1,500.00
501191-0000	RENTS & LEASES-BUILDG & IMPRV	\$11,100.00
501205-0000	TRAINING	\$500.00
501250-0000	TRANSPORTATION & TRAVEL	\$250.00
	Total SERVICES AND SUPPLIES	\$1,287,137.00
503300-0000	APPROP FOR CONTINGENCY	\$78,454.00
	Total PROVISIONS FOR CONTINGENCIES	\$78,454.00
	Contribution to Reserve	\$42,660.00
	CC Total NONE	\$1,493,751.00

Administration Fund

Revenue

Account	Account Name	7/16 Proposed 2016-17
400700-0000	INVESTMENT EARNINGS-POOL	\$0.00
	Total REVENUE FROM USE OF MONE	\$0.00
401340-0000	STATE-OTHER	\$377,750.00
	Total STATE REVENUE	\$377,750.00
401700-0000	FEDERAL-OTHER	\$623,380.00
	Total FEDERAL REVENUE	\$623,380.00
402010-0001	OTHER GOVT AGENCY-OTH CO-CITYS	\$251,364.00
404190-0000	OTHER MISC INCOME - land owner rev	\$20,000.00
	Local Conservation Plan	\$177,712.00
	FY 15-16 Fund Balance	\$43,545.00
	Total INTERGOVT REV-OTHER	\$492,621.00
	TOTAL REVENUE	\$1,493,751.00

Appropriation

Acct	Account Name	Proposed 2016-17
500110-0000	EXTRA HELP	\$77,011.00
500320-0000	O A S D I	\$4,833.00
500330-0000	FICA/MEDICARE	\$1,156.00
500390-0000	WORKERS COMPENSATION INSURANCE	\$2,500.00
	Total SALARIES AND EMPLOYEE BENEFITS	\$85,500.00
501020-0000	COMMUNICATIONS	\$1,500.00
501030-0000	FOOD	\$200.00
501051-0000	INSURANCE-PUBLIC LIABILITY	\$2,600.00
501070-0000	MAINT-EQUIPMENT	\$871.00
501090-0000	MEMBERSHIPS	\$750.00
501110-0000	OFFICE EXPENSE	\$3,800.00
501126-0000	IT SERVICES-ERP	\$1,183.00
501127-0000	IT SERVICES-CONNECTIVITY	\$2,696.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	\$13,000.00
501156-0000	PROF & SPEC SVC-LEGAL SVC	\$25,000.00
501165-0000	PROF & SPEC SVC-OTHER	\$1,214,187.00
501169-0000	BOARD MEETING STIPENDS	\$8,000.00
501190-0000	RENTS & LEASES-EQUIPMENT	\$1,500.00
501191-0000	RENTS & LEASES-BUILDG & IMPRV	\$11,100.00
501205-0000	TRAINING	\$500.00
501250-0000	TRANSPORTATION & TRAVEL	\$250.00
	Total SERVICES AND SUPPLIES	\$1,287,137.00
503300-0000	APPROP FOR CONTINGENCY	\$78,454.00
	Total PROVISIONS FOR CONTINGENCIES	\$78,454.00
	Contribution to Reserve	\$42,660.00
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Administration Fund

Revenue

Account	Account Name	7/16 Proposed 2016-17
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	Total REVENUE FROM USE OF MONE	\$0.00
401340-0000	STATE-OTHER	\$377,750.00
	Total STATE REVENUE	\$377,750.00
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	Total FEDERAL REVENUE	\$623,380.00
402010-0001	OTHER GOVT AGENCY-OTH CO-CITYS	\$251,364.00
404190-0000	OTHER MISC INCOME - land owner rev	\$20,000.00
	Local Conservation Plan	\$177,712.00
	FY 15-16 Fund Balance	\$43,545.00
	Total INTERGOVT REV-OTHER	\$492,621.00
	TOTAL REVENUE	\$1,493,751.00

RESOLUTION NO. __ - ____

**Resolution of the Yolo Habitat Conservancy Board of Directors Adopting the
Fiscal Year 2016-17 Budget**

WHEREAS, the Board of Directors ("Board") of the Yolo Habitat Conservancy ("YHC") has heard and considered annual budgets for the FY 2016-17 Administration Fund (Exhibit 1 hereto), and

WHEREAS, the July 18, 2016 staff report accompanying this resolution explains the need for an adjusted appropriation in the Administration Fund budget; and

WHEREAS, the recommended budgets for the Administration Fund is 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 July 18, 2016 public meeting, the Board of Directors determined that it was necessary and appropriate to approve the Fiscal Year 2016-17 Budget;

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

1. The Board affirms its adoption of the budgets attached hereto as Exhibit 1, approves the appropriations of \$1,493,751 (Administration Fund), based on revenues of \$1,493,751 (Administration Fund), as set forth therein.

2. The Board adopts the annual work plan for FY 2016-17, as set forth in the staff report accompanying this Resolution.

PASSED AND ADOPTED by the Board of Directors of the Yolo Habitat Conservancy on July 18, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim Provenza, Chair
Yolo Habitat Conservancy

Attest:
Shawna Stevens, Clerk of the Board

Approved As To Form:

By: _____
Shawna Stevens

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

To: Jim Provenza, Chair
Members of the Board

From: Petrea Marchand
Executive Director

Re: Receive Mid-Year Update on 2016-17 budget

Date: March 20, 2017

REQUESTED ACTION:

- 1) Receive mid-year update on 2016-17 budget

BACKGROUND:

The Yolo Habitat Conservancy's budget consists of three funds: Administration Fund, Mitigation Trust Account, and Easement Endowment Fund. (The audit refers to the accounts as the General Fund, the Wildlife Mitigation Special Revenue Fund, and the Stewardship Permanent Fund.) The Administration Fund is the largest and the most complicated because the Conservancy uses it for all plan and EIS/EIR costs. In addition, the Administration Fund relies on grant and member agency contributions for revenue. The Mitigation Trust Account is used to purchase and acquire easements with mitigation fees. The Conservancy uses the Easement Endowment Fund to monitor existing easements. The following update focuses on the Administration Fund, but also provides a short update on the status of the Mitigation Trust Account and the Easement Endowment Fund.

The Conservancy incurred \$5,987 in minor costs in the Mitigation Trust Account through December 31, 2016 associated with staff work on the Woodland Regional Park easement. The City of Woodland is planning to sell the Conservancy a Swainson's hawk easement on the property and will manage the site for Swainson's hawk and palmate-bracted bird's beak habitat conservation, as well as public recreation. Woodland plans to build a 3-mile trail and an education center on the site. The Yolo HCP/NCCP permits will cover construction of these amenities. The Mitigation Trust Account also has earned \$61,165 in deposits as of December 31, 2016. This includes the collection of \$59,754 in fees and \$1,411 in interest. A total of \$59,754 was deposited in the Mitigation Trust Account for 6.9 acres of Swainson's hawk foraging habitat mitigation incurred by the Sacramento Regional County Sanitation District in association with the South River Pump Station Flood Protection Project. Payment of the

mitigation fee was explicitly stated as a requirement in the project's Final EIR. The Easement Endowment Fund has no expenditures and \$14,984 in deposits as of December 31, 2016. The deposit is the endowment related to the establishment of the expansion of the Tule Ranch mitigation receiving site.

The Easement Endowment Fund has not incurred any expenses as of December 31, 2016 because the Yolo Land Trust and the California Waterfowl Association have not yet completed their monitoring of Conservancy easements. The Easement Endowment Fund has earned \$446.30 in interest as of December 31, 2016.

The adopted 2016-17 budget for the Administration Fund and all expenditures as of December 31, 2016 are provided in Attachment A. The table below includes the 2016-17 organizational and budget goals adopted by the Board in May 2016, as well as an update on progress towards these goals as of March 2017.

2016-17 Organizational and Budget Goals

Organizational Goals	Budget Goals
Complete Public Review Draft of the HCP/NCCP Completed on 2/28/17 and sent to California Department of Fish and Game Regional Office for review	Ensure resources to complete plan drafts and EIR/EIS, including managing consultant contracts efficiently
Complete Public Review Draft of the EIR/EIS Completed on 2/28/17 and sent to California Department of Fish and Game Regional Office for review	Start the new Executive Director recruitment process The Executive Director is working with the Municipal Resources Group to develop a salary range and proposed benefit package for Board consideration, the first draft of which is on the 3/20/17 Board agenda. Recruitment for the new Executive Director is anticipated to begin after the Conservancy submits the final plan to the agencies for issuance of permits. For budget purposes, the 2017-18 budget assumes starting recruitment in January 2018 and hiring a new Executive Director in March 2018, although this date could move forward or backwards depending on the length of time the Conservancy and the wildlife agencies need to complete the Final HCP/NCCP.
Complete Final HCP/NCCP Due to unexpected new issues from the wildlife agencies and the multiple plans delivering drafts to the wildlife agencies at the same time, completion of the Final HCP/NCCP has been delayed until the 2017-18 budget year. Staff cannot propose an exact timeline for completion	Develop a funding plan for the start of implementation in 2017-18 In progress. The proposed 2017-18 budget is the first start in this process, as it identifies the revenue needed for the 2017-18 budget year. 2017-18 is the first fiscal year in which implementation activities will occur.

until after the end of the public comment period.	
<p>Complete Final EIS/EIR</p> <p>Due to unexpected new issues from the wildlife agencies and the multiple plans delivering drafts to the wildlife agencies at the same time, completion of the Final HCP/NCCP has been delayed until the 2017-18 budget year. Staff cannot propose an exact timeline for completion until after the end of the public comment period</p>	<p>Develop a Board Subcommittee to guide efforts to identify funding needs and opportunities for HCP/NCCP implementation</p> <p>The Board appointed Chris Ledesma and Lucas Frerichs to this Subcommittee.</p>
<p>Complete the California tiger salamander easement in the Dunnigan Hills</p> <p>Completion of this easement requires a final HCP/NCCP easement template and management plan approved by the wildlife agencies. The Conservancy submitted a draft of the easement template to the agencies in July 2016 and a draft of the management plan in November 2016. The agencies did not provide comments until February 2017. The documents are under review by the USFWS Regional Office. Staff will start work on the tiger salamander easement once Regional Office review is complete, but the Conservancy will not complete it before the end of this fiscal year.</p>	
<p>Complete Woodland Regional Park easement</p> <p>Completed 90% of the negotiations with the City of Woodland, but still waiting for final development envelope from the City before initiating the appraisal. Staff anticipate completing the easement by the end of the fiscal year and starting the appraisal.</p>	
<p>If sufficient funds in the Mitigation Trust Account, start work on a new Swainson's hawk easement</p> <p>Staff requested that the Yolo Land Trust start work with a landowner on the Conservancy waiting list for a potential new Swainson's hawk easement since the Woodland Regional Park completed two new Swainson's hawk mitigation receiving sites.</p>	
Apply for 2 grants for pre-permit implementation efforts	

Applied for one grant from the Delta Conservancy that was recommended for a full proposal, but the landowner declined to move forward before the Conservancy drafted the full proposal.	
Maintain a waiting list of at least three landowners interested in selling conservation easements The Conservancy currently has five landowners on the waiting list.	

The following are highlights from the mid-year budget update for the Administration Fund, as well as current activities related to the Mitigation Trust Account Fund and the Easement Endowment Fund:

- **Non-reimbursable expenditures higher than expected in certain categories.** As of December 31, 2016, the Conservancy spent approximately 51% of available non-reimbursable funding. In certain categories, such as Consero Solutions and Alford Environmental, the non-reimbursable costs exceeded 50% as a result of the need to continue Conservancy operation and manage of finances while waiting for the wildlife agencies to provide comments on the Public Review Draft. In other categories, however, costs were lower than expected. As a result of these changes, the Board approved a budget amendment in January 2017 that allocated more non-reimbursable funds to professional services and less to other categories.
- **Delay in Final Draft completion.** As a result of increased time needed to resolve wildlife agency issues and the limited availability of wildlife agency staff as they were simultaneously reviewing multiple draft HCPs in the region, the Conservancy delayed completion of the Final Draft to the 2017-18 fiscal year. The delay resulted in a decrease in reimbursable expenditures in 2016-17.
- **2013 Section 6 grant close out.** The Conservancy will close out the 2013 Section 6 grant in March 2017, as it expired February 28, 2017. The Conservancy will also execute the new 2016 Section 6 grant at the March 20, 2017 Board meeting. This grant will pay for the completion of the Final Draft of the HCP/NCCP and EIS/EIR.
- **Finalized Fund Balance from FY 15-16.** The final audit, which VTD will present at the March 20, 2017 Board Meeting, confirmed the fund balance amount of \$71,360. This fund balance is \$27,815 more than the \$43,545 fund balance conservatively estimated by Conservancy staff prior to the audit.

ATTACHMENTS:

Attachment A – Administration Fund 2016-17 Mid-year Budget Review

FY 2016-17 Mid-Year Budget Review

NON-REIMBURSABLE EXPENDITURES (member contributions)	FY 16/17 Budget (Adopted 7/18/16)	Actual Expenditures (as of 12/31/16)	% Budgeted	FY 16/17 Budget (Amended 1/20/17)	% Budgeted (As Amended)
Consero Solutions (1)	\$ 45,000	\$ 42,759	95%	\$ 85,000	50%
Alford Environmental (2)	\$ 26,049	\$ 19,602	75%	\$ 46,049	43%
S. Stevens (employee)	\$ 24,000	\$ 11,100	46%	\$ 24,000	46%
S. Garbini (employee)	\$ 7,000	\$ 3,035	43%	\$ 7,000	43%
ICF	\$ 30,000	\$ -	N/A	\$ -	N/A
Intern	\$ 2,500	\$ 1,101	44%	\$ 1,150	96%
Implementation Assistance (3)	\$ 5,000	\$ -	N/A	\$ -	N/A
State/Federal Advocacy	\$ 6,250	\$ 5,000	80%	\$ 6,250	80%
Other Plan Assistance(4)	\$ 10,000	\$ 2,386	24%	\$ 10,000	24%
Real Estate Assistance	\$ 8,000	\$ -	0%	\$ 8,000	0%
Human Resources Firm	\$ 10,000	\$ 5,586	56%	\$ 10,000	56%
YHC Counsel	\$ 10,000	\$ 2,122	21%	\$ 10,000	21%
Swainson's Hawk Mitigation Fee Update	\$ 10,000	\$ -	N/A	\$ -	N/A
Auditor-Controller and Audit Expenses	\$ 13,000	\$ -	0%	\$ 13,000	0%
Clerk and Gen. Services Dept. Assistance	\$ 3,000	\$ -	0%	\$ 1,000	0%
Rent	\$ 11,100	\$ 4,925	44%	\$ 11,955	41%
Insurance	\$ 5,100	\$ 2,511	49%	\$ 5,100	49%
Direct Costs	\$ 13,250	\$ 3,875	29%	\$ 10,835	36%
Local Conservation Plan/RCIS	\$ 5,000	\$ 2,320	46%	\$ 5,000	46%
Science & Technical Advisory Committee	\$ 8,000	\$ -	0%	\$ 4,000	0%
Contingency	\$ -	\$ -	N/A	\$ -	N/A
Contribution to Reserve	\$ 42,660	\$ -	0%	\$ 27,921	0%
Total Non-Reimbursable Expenditures	\$ 294,909	\$ 106,321	36%	\$ 286,260	37%
REIMBURSABLE EXPENDITURES (grant and landowner contributions)					
Consero Solutions (1)	\$ 136,380	\$ 49,496	36%	\$ 96,380	51%
Alford Environmental (2)	\$ 60,000	\$ 37,578	63%	\$ 108,380	35%
Tschudin Consulting Group (5)	\$ 130,416	\$ 36,478	28%	\$ 130,416	28%
ICF	\$ 268,000	\$ 49,603	19%	\$ 100,000	50%
Ascent Environmental	\$ 195,000	\$ 51,489	26%	\$ 195,000	26%
Other Plan Assistance (4)	\$ 25,000	\$ 2,340	9%	\$ 25,000	9%
Intern	\$ 2,500	\$ 1,515	61%	\$ 2,500	61%
YHC Counsel	\$ 15,000	\$ 9,350	62%	\$ 15,000	62%
S. Garbini (employee)	\$ 24,000	\$ 3,004	13%	\$ 39,000	8%
S. Stevens (employee)	\$ 23,000	\$ 7,874	34%	\$ 23,000	34%
Public Outreach (6)	\$ 20,000	\$ -	0%	\$ 20,000	0%
Outside Counsel	\$ 10,000	\$ 6,710	67%	\$ 10,000	67%
RCD	\$ -	\$ -	0%	\$ 5,000	0%
Local Conservation Plan/RCIS (12)	\$ 177,712	\$ -	N/A	\$ -	N/A
CA Tiger Salamander (13)	\$ 33,380	\$ 454	1%	\$ -	N/A
Contingency	\$ 78,454	\$ -	0%	\$ 71,686	0%
Total Reimbursable Expenditures	\$ 1,198,842	\$ 255,890	21%	\$ 841,362	30%
TOTAL EXPENDITURES	\$ 1,493,751	\$ 362,212	24%	\$ 1,127,622	32%
NON-REIMBURSABLE REVENUE					
FY 15-16 Fund Balance (7)	\$ 43,545	\$ 71,686	165%	\$ 71,360	100%
Deferred Revenue (8)	\$ -	\$ -	N/A	\$ -	N/A
Special Member Agency Grant Match	\$ 86,464	\$ 50,000	58%	\$ 50,000	100%
Member Agency contributions	\$ 164,900	\$ 164,900	100%	\$ 164,900	100%
Investment pool	\$ -	\$ 566	N/A	\$ -	N/A
Total Non-Reimbursable Revenue	\$ 294,909	\$ 287,152	97%	\$ 286,260	100%
REIMBURSABLE REVENUE					
2013 Section 6 grant (9)	\$ 90,000	\$ -	0%	\$ 70,232	0%
2015 WCB grant (10)	\$ 377,750	\$ 25,125	7%	\$ 377,750	7%
2016 Section 6 grant (11)	\$ 500,000	\$ -	0%	\$ 290,000	0%
Local Conservation Plan/RCIS (12)	\$ 177,712	\$ -	0%	\$ 50,000	0%
CA Tiger Salamander Grant (13)	\$ 33,380	\$ -	0%	\$ 33,380	0%
Other Revenue (14)	\$ 20,000	\$ 3,615	18%	\$ 20,000	18%
Total Reimbursable Revenue	\$ 1,198,842	\$ 28,740	2%	\$ 841,362	3%
TOTAL REVENUE	\$ 1,493,751	\$ 315,892	21%	\$ 1,127,622	28%
Permanent Reserve	\$ 76,734	\$ 52,166		\$ 80,087	
Ending Balance	\$ -			\$ -	

Att. A

(1) Executive Director and support funding includes Ex. Director, Sr. Associate, Exec. Associate and Research Associate at Consero Solut

(2) Based on half-time contract Deputy Director position with Alford Environmental

(3) Yolo County Resource Conservation District funding to assist with land conservation grants.

(4) Estep Environmental, Neuvert GIS, and Urban Econ

(5) Based on existing Tschudin consultant current contract for project management services.

(6) Funding for assistance by a public outreach firm on contract

(7) Based on estimated member agency contributions not spent in FY15/16.

(8) No estimated retention held outside of the Fiscal Year.

(9) Based on estimated amount remaining in the 2013 Section 6 grant.

(10) Estimate based on the current rate of expenditures from the 2015 WCB grant and \$150,000 amendment awarded August 30, 2016.

(11) Estimated - depends on March 2017 execution date.

(12) Windward Fund has awarded \$50,000 to the Conservancy for assistance with development of a Regional Conservation Investment Strategy Conservation Plan.

(13) Bureau of Rec. committed \$814,000 towards this project, most of which will be included in FY17/18 budget. \$5,000 is allocated to the the rest to YHC staff.

To: Jim Provenza, Chair
Members of the Board

From: Petrea Marchand
Executive Director

Re: Approve 2016-17 budget amendment and budget resolution to allocate 2015-16 fund balance, allocate new revenue, and adjust expenditures to reflect new HCP/NCCP timeline

Date: January 23, 2017

REQUESTED ACTIONS:

1. Approve FY 2016-17 budget amendment and budget resolution to allocate 2015-16 fund balance, allocate new revenue, and adjust expenditures to reflect new HCP/NCCP timeline (Attachment A, B and C)

BACKGROUND:

I. Proposed FY 2016-17 Budget Amendment

The Conservancy Board approved an amended FY 2016-17 budget on July 18, 2016. Since July, the Conservancy has received new revenue for Conservancy work that was not reflected in the adopted Administration Fund budget. In addition, the Conservancy completed the annual audit, which confirmed the 2015-16 fund balance for the Administration Fund. The following changes to revenue occurred since the July amendment:

- 1) The WCB approved a \$100,000 amendment to the 2015 Yolo HCP/NCCP planning grant on December 13, 2016. This amendment transfers \$100,000 from the Final Draft task to the Public Review Draft task.
- 2) The draft audit report confirmed the Administration Fund balance for FY 2016-17 is \$71,360.
- 3) The Windward Fund will award a grant of \$50,000 to the Yolo Habitat Conservancy for completion of the Local Conservation Plan/ Regional Conservation Investment Strategy (LCP/RCIS).

The following provides additional detail about the proposed FY 2016-17 budget amendment.

Non-reimbursable Expenditures:

- A) **Consero Solutions'** non-reimbursable limit is increased from \$45,000 to \$85,000 because of higher than expected costs associated with financial management, human resources, grant applications, and other non-reimbursable activities. Consero's contract amount remains the same and the reimbursable funding is decreased by the same amount as the increase in non-reimbursable budget.
- B) **Alford Environmental's** non-reimbursable limit is increased from \$26,049 to \$46,049 as a result of higher than expected costs associated with endowment management, grant applications, and other non-reimbursable work. Alford Environmental's contract limit will increase as a result of this change.
- C) **ICF's** non-reimbursable expenditures decreased from \$30,000 to \$0 because the increases in Public Review Draft grant funding from the WCB reduced the need to use non-reimbursable funding.
- D) The **Intern** non-reimbursable expenditures decreased from \$2,500 to \$1,150 because the summer internship ended and no additional expenditures are anticipated.
- E) Non-reimbursable expenditures for **Implementation Assistance** decreased from \$5,000 to \$0 because the RCD funding was incorrectly categorized as reimbursable.
- F) Non-reimbursable expenditures for the **Swainson Hawk Mitigation Fee Update** decreased from \$10,000 to \$0 because the Board of Directors elected not to pursue the fee update.
- G) Non-reimbursable expenditures for **Clerk and Gen. Services Dept. Assistance** decreased from \$3,000 to \$1,000 based on a review of average annual charges from the Clerk of the Board. (The Conservancy no longer has a contract with the General Services.)
- H) The **Rent** budget line item increased from \$11,100 to \$11,955 because the YHC office rent increased \$75/month on October 1, 2016.
- I) This **Direct Costs** decreased from \$13,250 to \$10,835 because the YHC has its own email system and no longer needs to pay for connectivity and other Internet charges from the County.
- J) Non-reimbursable expenditures for the **Science and Technical Advisory Committee** decreased from \$8,000 to \$4,000 based on a review of average expenditures.
- K) The \$18,092 budgeted for the permanent reserve in FY 2015-16 was not spent. Therefore \$52,166 remained in this account. With the additional **Contribution to Reserve** of \$27,921, the permanent reserve is increased to \$80,087 (7.1% of total budget).

Reimbursable Expenditures:

The \$50,000 grant for the LCP/RCIS has been allocated to contractors and employees that will be working on the project; Alford Environmental \$30,000; Consero Solutions \$10,000; S. Garbini \$10,000. The expenditures for the California Tiger Salamander grant has been allocated to the contractors and employees that will be working on the project; Alford Environmental \$23,380; Consero Solutions \$5,000; S. Garbini \$5,000. These allocations and other adjustments are reflected in the following changes:

- L) **Consero Solutions'** reimbursable limit is decreased from \$136,380 to \$96,380 to allow the increase in non-reimbursable charges under the contract limit.

- M) **Alford Environmental's** reimbursable limit is increased from \$60,000 to \$108,380 as a result of additional work needed to implement the California Tiger Salamander grant, the Windward Fund grant, and work on the HCP/NCCP under the existing WCB grant and new Section 6 grant. Alford Environmental's contract limit will increase as a result of this change.
- N) Reimbursable expenditures for **ICF** decreased from \$268,000 to \$100,000 because the delay in release of the Public Review Draft means ICF cannot start the Final Draft in 2016-17.
- O) **S. Garbini's** reimbursable limit is increased from \$24,000 to \$39,000 to reflect the additional work required by the Windward Fund grant for the LCP/RCIS.
- P) The **RCD** was incorrectly categorized as non-reimbursable; this \$5,000 expenditure is now moved to reimbursable from the California Tiger Salamander grant.
- Q) Reimbursable expenditures for **LCP/RCIS** decreased from \$177,712 to \$0 because the Yolo Habitat Conservancy will only receive \$50,000 as a result of not holding ICF's contract. The \$50,000, as described earlier, is distributed among the consultants and employees working on the project rather than separated out as an independent line item.

Revenue:

- R) The **FY 2015-16 Fund Balance** was changed from an estimated \$43,545 to \$71,360 to reflect the results of the 2015-16 audit.
- S) **The Special Agency Grant Match** is reduced from \$100,000 to \$50,000 because it is a match for the 2016 Section 6 grant, which will only fund the Final Draft HCP/NCCP. Given the delay in release of the Public Review Draft HCP/NCCP, the cost of work on the Final Draft in 2016-17 is less than anticipated.
- T) As of July 1, 2016, the remaining balance in the **2013 Section 6 grant** was \$72,232. The budget for this grant is reduced from the estimated \$90,000 to the actual \$72,232.
- U) Reimbursable revenue for the **2016 Section 6 grant** decreased from \$500,000 to \$290,000 because of the delay in the Public Review Draft.

ATTACHMENTS:

Attachment A: Proposed FY16-17 Budget Amendment (non-reimbursable/reimbursable)
 Attachment B: INFOR FY16-17 Administration Fund Appropriations
 Attachment C: FY16-17 Budget Amendment Resolution

FY 2016-17 Proposed Budget (Administration Fund)			Attachment A			
NON-REIMBURSABLE EXPENDITURES (member contributions)	FY14/15 Budget (Adopted 10/14)	FY15/16 Budget (Adopted 2/16)	FY16/17 Budget (Adopted 2/16)	FY16/17 Budget (Amended 5/16)	FY16/17 Budget (Amended 7/16)	Proposed FY16/17 Budget 01/17
Consero Solutions (1)	\$ 60,460	\$ 58,460	\$ 58,460	\$ 58,460	\$ 45,000	\$ 85,000
Alford Environmental (2)	\$ -	\$ 26,049	\$ 26,049	\$ 26,049	\$ 26,049	\$ 46,049
S. Stevens (employee)	\$ 27,500	\$ 27,000	\$ 27,000	\$ 24,000	\$ 24,000	\$ 24,000
S. Garbini (employee)	\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
ICF			\$ 30,000	\$ 30,000	\$ 30,000	\$ -
Intern		\$ 1,250	\$ 2,500	\$ 2,500	\$ 2,500	\$ 1,150
Implementation Assistance (3)		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
State/Federal Advocacy		\$ 5,000	\$ 6,250	\$ 6,250	\$ 6,250	\$ 6,250
Other Plan Assistance (4)		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Real Estate Assistance		\$ 5,000	\$ 5,000	\$ 8,000	\$ 8,000	\$ 8,000
Human Resources Firm		\$ 5,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000
YHC Counsel	\$ 17,262	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Swainson's Hawk Mitigation Fee Update				\$ 10,000	\$ 10,000	\$ -
Auditor-Controller and Audit Expenses	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Clerk and Gen. Services Dept. Assistance	\$ 5,178	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 1,000
Rent	\$ 8,625	\$ 11,100	\$ 11,100	\$ 11,100	\$ 11,100	\$ 11,955
Insurance	\$ 7,500	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100	\$ 5,100
Direct Costs	\$ 18,000	\$ 12,000	\$ 13,250	\$ 13,250	\$ 13,250	\$ 10,835
Local Conservation Plan/RCIS	\$ 15,000	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Science & Technical Advisory Committee	\$ 15,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 4,000
Contingency	\$ 29,386	\$ -	\$ -	\$ 29,200	\$ -	\$ -
Contribution to Reserve					\$ 42,660	\$ 27,921
Total Non-Reimbursable Expenditures	\$ 216,911	\$ 221,959	\$ 250,709	\$ 294,909	\$ 294,909	\$ 286,260
REIMBURSABLE EXPENDITURES (grant and landowner contributions)						
Consero Solutions (1)	\$ 120,920	\$ 122,920	\$ 122,920	\$ 122,920	\$ 136,380	\$ 96,380
Alford Environmental (2)		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 108,380
Tschudin Consulting Group (5)	\$ 166,416	\$ 130,416	\$ 130,416	\$ 130,416	\$ 130,416	\$ 130,416
ICF	\$ 502,098	\$ 185,000	\$ 228,000	\$ 228,000	\$ 268,000	\$ 100,000
Ascent Environmental	\$ -	\$ 163,072	\$ 185,000	\$ 175,000	\$ 195,000	\$ 195,000
Other Plan Assistance(4)	\$ 65,000	\$ 32,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Intern		\$ 1,250	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
YHC Counsel	\$ 17,262	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
S. Garbini (employee)	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 39,000
S. Stevens (employee)	\$ 27,500	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000
Public Outreach (6)	\$ 52,944	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Outside Counsel		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
RCD						\$ 5,000
Local Conservation Plan/RCIS (12)					\$ 177,712	\$ -
CA Tiger Salamander (13)					\$ 33,380	\$ -
Contingency	\$ -	\$ -	\$ 11,914	\$ 11,914	\$ 78,454	\$ 71,686
Total Reimbursable Expenditures	\$ 976,140	\$ 766,658	\$ 857,750	\$ 847,750	\$ 1,198,842	\$ 841,362
TOTAL EXPENDITURES	\$ 1,193,051	\$ 988,617	\$ 1,108,459	\$ 1,142,659	\$ 1,493,751	\$ 1,127,622
NON-REIMBURSABLE REVENUE						
FY 13-14 Fund Balance	\$ 52,511		\$ -	\$ -	\$ -	\$ -
FY 14-15 Fund Balance		\$ 82,312	\$ -	\$ -	\$ -	\$ -
FY 15-16 Fund Balance (7)			\$ 9,345	\$ 43,545	\$ 43,545	\$ 71,360
Deferred Revenue (8)		\$ (9,345)	\$ -	\$ -	\$ -	\$ -
Special Member Agency Grant Match		\$ -	\$ 76,464	\$ 86,464	\$ 86,464	\$ 50,000
Annual Member Agency Contributions	\$ 164,900	\$ 164,900	\$ 164,900	\$ 164,900	\$ 164,900	\$ 164,900
Total Non-Reimbursable Revenue		\$ 237,867	\$ 250,709	\$ 294,909	\$ 294,909	\$ 286,260
REIMBURSABLE REVENUE						
2013 Section 6 grant (9)	\$ 468,706	\$ 329,000	\$ 100,000	\$ 90,000	\$ 90,000	\$ 70,232
2014 WCB grant	\$ 506,933	\$ 148,658	\$ -	\$ -	\$ -	\$ -
2015 WCB grant (10)	\$ -	\$ 235,000	\$ 227,750	\$ 227,750	\$ 377,750	\$ 377,750
2016 Section 6 grant (11)		\$ -	\$ 510,000	\$ 510,000	\$ 500,000	\$ 290,000
Local Conservation Plan/RCIS (12)					\$ 177,712	\$ 50,000
CA Tiger Salamander Grant (13)					\$ 33,380	\$ 33,380
Mitigation Receiving Site Staff Reimbursement (14)		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Reserve		\$ 18,092				
Total		\$ 750,750	\$ 857,750	\$ 847,750	\$ 1,198,842	\$ 841,362
TOTAL REVENUE	\$ 1,193,051	\$ 988,617	\$ 1,108,459	\$ 1,142,659	\$ 1,493,751	\$ 1,127,622
Permanent Reserve	\$ 52,166	\$ 34,074	\$ 34,074	\$ 34,074	\$ 76,734	\$ 80,087
Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

- (1) *Executive Director and support funding includes Ex. Director, Sr. Associate, Exec. Associate and Research Associate at Consero Solutions.*
- (2) *Based on half-time contract Deputy Director position with Alford Environmental*
- (3) *Yolo County Resource Conservation District funding to assist with land conservation grants.*
- (4) *EstepEnvironmental, Neuvert GIS, and Urban Econ*
- (5) *Based on existing Tschudin consultant current contract for project management services.*
- (6) *Funding for assistance by a public outreach firm on contract*
- (7) *Based on estimated member agency contributions not spent in FY15/16.*
- (8) *No estimated retention held outside of the Fiscal Year.*
- (9) *Based on estimated amount remaining in the 2013 Section 6 grant.*
- (10) *Estimate based on the current rate of expenditures from the 2015 WCB grant and \$150,000 amendment awarded August 30, 2016.*
- (11) *Estimated - depends on March 2017 execution date.*
- (12) *Windward Fund has awarded \$50,000 to the Conservancy for assistance with development of a Regional Conservation Investment Strategy based on the Local Conservation Plan.*
- (13) *Bureau of Reclamation committed \$814,000 towards this project, most of which will be included in FY17/18 budget. \$5,000 is allocated to the Yolo Resource Conservation District for assistance and the rest to Conservancy staff.*
- (14) *The Conservancy will finalize mitigation receiving site easements in 2016-17 and landowners deposit \$3,000 for each transaction to pay for staff costs. This funding will partially offset funding for Conservancy staff.*

Appropriation

Account	Account Name	Proposed Feb 2017
500100-0000	REGULAR EMPLOYEES	\$90,000.00
500110-0000	EXTRA HELP	\$0.00
500320-0000	O A S D I	\$4,000.00
500330-0000	FICA/MEDICARE	\$1,000.00
500380-0000	UNEMPLOYMENT INSURANCE	\$1,650.00
500390-0000	WORKERS COMPENSATION INSURANCE	\$2,500.00
	Total SALARIES AND EMPLOYEE BENEFITS	\$99,150.00
501020-0000	COMMUNICATIONS	\$1,500.00
501030-0000	FOOD	\$200.00
501051-0000	INSURANCE-PUBLIC LIABILITY	\$2,600.00
501070-0000	MAINT-EQUIPMENT	\$871.00
501090-0000	MEMBERSHIPS	\$750.00
501110-0000	OFFICE EXPENSE	\$3,800.00
501126-0000	IT SERVICES-ERP	\$864.00
501127-0000	IT SERVICES-CONNECTIVITY	\$0.00
501151-0000	PROF & SPEC SVC-AUDITG & ACCTG	\$13,000.00
501156-0000	PROF & SPEC SVC-LEGAL SVC	\$35,000.00
501165-0000	PROF & SPEC SVC-OTHER	\$851,475.00
501169-0000	BOARD MEETING STIPENDS	\$4,000.00
501180-0000	PUBLICATIONS & LEGAL NOTICES	\$600.00
501190-0000	RENTS & LEASES-EQUIPMENT	\$1,500.00
501191-0000	RENTS & LEASES-BUILDG & IMPRV	\$11,955.00
501205-0000	TRAINING	\$500.00
501250-0000	TRANSPORTATION & TRAVEL	\$250.00
	Total SERVICES AND SUPPLIES	\$1,028,015.00
503300-0000	APPROP FOR CONTINGENCY	\$71,686.00
	Total PROVISIONS FOR CONTINGENCIES	\$71,686.00
300600-0000	Contribution to Reserve	\$27,921.00
	CC Total NONE	\$1,127,622.00

Administration Fund

Revenue

Account	Account Name	7/16 Proposed 2016-17
400700-0000	INVESTMENT EARNINGS-POOL	\$0.00
	Total REVENUE FROM USE OF MONE	\$0.00
401340-0000	STATE-OTHER	\$377,750.00
	Total STATE REVENUE	\$377,750.00
401700-0000	FEDERAL-OTHER	\$393,612.00
	Total FEDERAL REVENUE	\$393,612.00
402010-0001	OTHER GOVT AGENCY-OTH CO-CITYS	\$214,900.00
404190-0000 S	OTHER MISC INCOME - land owner rev	\$20,000.00
	Local Conservation Plan	\$50,000.00
	FY 15-16 Fund Balance	\$71,360.00
	Total INTERGOVT REV-OTHER	\$141,360.00
	TOTAL REVENUE	\$1,127,622.00

RESOLUTION NO. ____

**Resolution of the Yolo Habitat Conservancy Board of Directors Amending the
Fiscal Year 2016-17 Budget**

WHEREAS, the Board of Directors ("Board") of the Yolo Habitat Conservancy ("YHC") has heard and considered annual budgets for the FY 2016-17 Administration Fund on May 16, 2016, and

WHEREAS, on May 16, 2016 the Board of Directors adopted the annual budget and work plan for the FY 2016-17 Administration Fund; and

WHEREAS, on July 25, 2016, the Board of Directors approved the amended budget for the Administration Fund; and

WHEREAS, the January 23, 2017 staff report accompanying this resolution explains the need for an adjusted appropriation in the Administration Fund budget; and

WHEREAS, the recommended budgets for the Administration Fund is balanced, with total revenues and other available funds equaling or exceeding total expenditures; and

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

1. The Board affirms amending the appropriation to the Administration Fund to \$1,127,622 (Administration Fund), based on revenues of \$1,127,622 (Administration Fund).

PASSED AND ADOPTED by the Board of Directors of the Yolo Habitat Conservancy on January 23, 2017, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jim Provenza, Chair
Yolo Habitat Conservancy

Attest:
Shawna Stevens, Clerk of the Board

Approved As To Form:

By: _____
Shawna Stevens

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