

Staff Report

TO: Chair and Board Members
Yolo County Habitat JPA

FROM: Maria Wong
Executive Director

DATE: July 18, 2011

SUBJECT: Continued discussion and adoption of FY 2011-12 Budget and Work Plan.

Requested Action:

1. Allow updated presentation of the FY 2011-12 annual Budget and Work Plan,
 2. Approve the FY 2011-12 Work Plan,
 3. Adopt Resolution 2012-01 adopting the FY 2011-12 budget.
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REASON FOR REQUESTED ACTION:

The JPA Board is required to adopt an annual budget and workplan.

BACKGROUND

On June 20 the Board discussed staff's proposed budget and directed staff to return in July with the following: information regarding variances in staffing costs between FY11 and FY12; more detail in the fund accounts identified in the summary budget table; a corrected budget summary table; a summary of open contracts; and a revised Budget Approval Resolution depicting the adopted budget figures by fund account. This report addresses the comments and questions raised during the June 20 discussion; the June 20 draft work plan and budget proposal are attached for reference.

Personnel Costs Comparison FY 10/11 and FY 11/12

The county's FY 10/11 Salary and Benefits worksheet anticipated 10% in across the board salary savings. However, when negotiations with employee bargaining units were concluded only 7% in salary savings was realized. The JPA prepared its budget with the originally estimated numbers, expecting \$174,711 in personnel costs for 2.0 FTE, plus an estimated \$13,000 for extra help (to fund the Graduate Fellow position) resulting in \$187,711 in estimated personnel costs for FY 10/11. Final personnel costs, including \$4,984 in extra help, totaled \$186,318.

The county's FY11/12 Salary and Benefit worksheet estimate for the JPA's 2.0 FTE positions is \$195,615, which includes staff's estimated \$6,000 to fund the Graduate Fellow extra help position. The 2.0 FTE calculation results from a combination of increases and reductions in the base pay and benefits package when compared to prior years. Employee base pay will not change in FY 11/12. Furlough obligations that apply to JPA positions (88 hours for the administrative position and 60 hours for the management position) reduce the base pay by \$4,460.

In addition, the FY 11/12 estimate is affected by across the board increases in employee costs, including \$1,920 in management retirement costs and \$413 in increased Social Security expenditures. The largest increases come from changes in PERS and health insurance costs. The additive affect of the personnel changes described above results in a small increase over last year's appropriation.

Detailed Budget Summary Table

The following table is a summary accounting of Administrative Fund Account expenditures in FY10/11 and the projected FY11/12 budget estimate. Surplus funds remaining at the end of FY 10/11 have been rolled over into FY11/12.

	Appropriated FY 10-11	Expenditures 6/30/11	FY 11-12 Estimate
<u>Personnel Costs</u>			
Regular Employees	\$119,919	\$126,925	\$128,782
Extra Help	\$13,000	\$4,984	\$6,000
Retirement	\$24,059	\$18,791	\$22,138
OASDI	\$7,428	\$7,486	\$7,841
FICA/MedC	\$1,738	\$1,751	\$1,834
Group Insurance	\$6,460	\$6,374	\$7,142
Unemployment Insurance	\$2,500	[\$2,500]	\$2,500
Worker Comp	\$2,500	\$2,500	\$2,500
Fringe benefits	\$15,107	\$15,007	\$16,878
total	\$192,711	\$186,318	\$195,615

Operational Costs

Communications	\$1,000	\$1,032	\$1,100
Ins Pub Liability	\$2,500	\$2,500	\$2,500
Copier Maint	\$400	[\$400]	\$400
Membership Dues	N/A	N/A	\$1,000
Program Supplies (meetings, outreach)	\$3,500	\$3,378	\$2,500
Office Expense	\$700	\$473	\$700
Office Expense Postage	\$100	\$68	\$100
Audit/Fiscal Services	\$14,070	[\$5,071]	\$14,070
Legal Services	\$7,500	\$1,552	\$30,375
Professional Services	\$938,852	\$599,033*	\$1,300,000
Pub/Legal Notice	\$930	\$451	\$1,500
Rent/Lease Equipment	\$1,200	[\$900]	\$900
Rent/Lease Building	\$500	\$640	\$500
Supplies/small tools	\$500	\$0	\$0
Training Expense	\$100	\$100	\$100
Transportation/Travel	\$2,250	\$1,855	\$1,000
Total	\$974,302	\$617,433	\$1,356,745
Grand totals	\$1,167,013	\$803,771	\$1,552,360

[] Denotes pending costs not yet applied

* This figure will increase by a yet undetermined amount as end of year contractor invoices are submitted

Attachments:

1. FY 2011-12 Draft Work Plan
2. FY 2011-12 Draft Budget, including the Revised Revenue and Expenditures Summary Table
3. Resolution 2012-01 approving the FY 11/12 Work Plan and Budget
4. Summary table of contracts

Attachment 1

FY 2011-12 Work Plan

DRAFT

Introduction

This Work Plan reflects the goals and priorities of the Yolo H/NCCP JPA by establishing objectives for Fiscal Year 2011-12 and the methods for achieving those objectives. The Work Plan is designed to operate in tandem with the FY 2011-12 budget that allocates funding for associated Work Plan activities.

In addition to its administrative responsibilities, the JPA will continue to oversee two programs in FY 2011-12: the Swainson's Hawk Interim Mitigation Fee program and the Yolo Natural Heritage Program ("HCP/NCCP planning process"). The Swainson's Hawk Interim Mitigation Fee program includes two Mitigation Receiving Sites, which provide an option to the payment of the In Lieu Mitigation Fee. The JPA will continue to coordinate with various entities and processes related to the Yolo Natural Heritage Program and regional habitat issues. This Work Plan identifies the institutional and organizational relationships that are integral to the successful implementation of target objectives.

Organizational Structure

The JPA Board of Directors oversees the coordination of work performed in pursuit of a regional multi-species conservation plan (HCP/NCCP) and the Interim Mitigation Fee program for Swainson's hawk. An Executive Director, administrative support staff, Land Agent (currently unfilled) and in-house legal counsel provide staff support. Intermittent assistance from Member Agency staff augments the JPA's limited staff resources. Specialized assistance is provided by consultants. The Board is also assisted by several committees as described below.

Board of Directors' Committees

Executive Committee: Three Board members comprised of the JPA Board Chair, Vice-Chair and one regular member to review, advise and interact with staff on matters that do not require full Board actions (meets on an as needed basis).

Legislative Subcommittee: A two member committee comprised of the JPA Board Chair and one regular member to review, advise and interact with staff on matters related to the adopted legislative platform (meets on an as needed basis).

Advisory Committees

The JPA Board of Directors has established two advisory committees that will continue to operate in FY 2011-12. These committees serve as a link to citizens, key interest groups, and partner planning agencies.

Technical Advisory Committee: Twelve members representing agency, appointed by the JPA Board to review and advise the Board regarding the acquisition of Swainson's hawk conservation easements (meets on an as needed basis).

Steering Advisory Committee: An unspecified number of stakeholder members (between 11 and 20) appointed by the Board to assist in the preparation of the Yolo County HCP/NCCP (meets twice monthly or as needed).

Working Groups

Working groups are a sub-set of the Steering Advisory Committee formed to address specific issues and to assist with problem solving. Working groups will reconvene as specific issues are identified and conservation objectives are refined. Working groups currently include the Urban Interface Working Group, the Ag Interface Working Group, the Biological Working Group, and the Economic and Governance Working Group.

JPA Participation in other Local / Regional Conservation Planning Efforts

A number of important conservation related processes are underway in Yolo County and the region which could affect the outcome of the HCP/NCCP. In FY 2011-12, the JPA will participate in and/or coordinate with the following:

Northern California Conservation Planning Partners: An ad-hoc association of eight County and Sub-county scale Habitat Conservation Plans and Natural Community Conservation Plans. Activities include an annual workshop; discussion of issues of common concern; regional coordination with wildlife agencies; and the preparation of a multi-year strategy and plan to bring additional conservation dollars to Northern California in support of regional conservation plan implementation.

California Habitat Conservation Planning Coalition: The California Habitat Planning Coalition consists of local agencies, conservation organizations and business organizations supporting regional habitat conservation planning.

Delta Stewardship Council. The Delta Stewardship Council is preparing a Delta Plan, which has the potential to affect implementation of the HCP/NCCP.

Sacramento-San Joaquin Delta Conservancy. The Sacramento-San Joaquin Delta Reform Act of 2009 created the Delta Conservancy. The Conservancy is specifically authorized to assist in implementation of HCPs and NCCPs in the five Delta counties.

Delta Protection Commission: The Delta Protection Commission is working on several programs and proposals related to the future of the Delta.

Bay Delta Conservation Plan: A multi-species conservation plan covering the Sacramento-San Joaquin River Delta. The BDCP planning area overlaps with the Yolo HCP/NCCP.

Public Involvement

In addition to regularly, scheduled public meetings the JPA will continue to use the website, a bi-annual newsletter, press releases, and information workshops to inform and communicate with the public and stakeholders. A Triennial Report will be prepared during the first quarter of FY 2011-12.

Report Format

The Work Plan is organized into Elements, which are broad work broad categories that are not expected to change significantly over time. Elements are further sub-divided into program level categories (such as the Swainson's hawk Interim Mitigation Fee program) that represent significant objectives.

ELEMENT 11-01: ORGANIZATIONAL MANAGEMENT

OBJECTIVE: To provide coordinated support for the Board of Directors and various sub-committees.

This element includes those tasks and products that are associated with the day to day operation of the organization. Tasks will be undertaken with the goal of increasing the JPA's efficiency, performance and accountability.

Tasks and End Products

- a. Monitor for compliance with applicable state and federal regulations
- b. Consultant Contract administration
- c. Agency Contract administration
- d. Establish goals, evaluate progress, and update strategies
- e. **Board Agendas and Staff reports**
- f. **Committee Agendas and Staff reports**
- g. **Work Plan and Quarterly Reports**
- h. **Independent Audit**

ELEMENT 11-02: FUNDING

OBJECTIVE: To insure that sufficient funds are available to complete the adopted tasks.

Funding for JPA activities comes from several sources. Fund support for administrative tasks comes from fund balances available from FY2010-11; accrued interest income; and an administrative allocation from the Swainson's hawk Mitigation In-lieu fee approved in 2004. Funds in support of other activities come from a combination of developer fees and grants. Grant revenue from state and federal sources is generally paid as a reimbursement, which in the past created cash flow problems. The Restated and Amended Joint Powers Agency Agreement approved in 2006 allows limited funds from the Wildlife Mitigation Trust Fund to be reprogrammed in support of completion of the HCP/NCCP planning process.

Tasks and End Products

- a. On-going coordination with state and federal funding partners
- b. Identify new grant opportunities
- c. Explore new funding partnership opportunities
- d. Explore grant opportunities that build organizational and program capacity
- e. Explore funding opportunities in support of on-going administrative costs associated with the HCP/NCCP
- f. Continue to work with the California Habitat Conservation Planning Coalition
- g. **2011 Section 6 research and acquisition grant applications**
- j. **Additional grant applications (as warranted)**
- k. **Development of a CDFG Conceptual Area Protection Plan (CAPP)**
- l. **Budget change orders (as needed)**
- m. **Mid-year Budget Report**

ELEMENT 11-03: PUBLIC OUTREACH

OBJECTIVE: To insure that the public and stakeholders have an adequate opportunity to participate in development of the HCP/NCCP.

Tasks and End Products

- a. Continue to identify & engage stakeholders
 - Outreach to agricultural interests
 - Outreach to academic community
 - Outreach to business/development community
- b. **Implement the Public Outreach Program**
- c. Continue and expand the HCP/NCCP vision process
- d. Assess stakeholder needs and concerns
- e. **Website**
- f. **Bi-annual newsletter and other print materials**
- g. **Triennial Report**
- h. **Traveling information kiosk, County Fair and State Fair exhibits**
- i. **Press releases (as needed)**
- j. **Public informational workshop and EIS/EIR scoping sessions**

ELEMENT 11-04: PROGRAMS

Program 11-04-01: Swainson's hawk Interim Mitigation Fee Program

OBJECTIVE: To successfully implement the Swainson's hawk Interim Mitigation Fee program.

The Swainson's hawk Interim Mitigation Fee program is an interim program pending development and approval of a regional conservation plan for Yolo County.

Tasks and End Products

- a. Work with the local, regional and state conservation partners to identify and engage potential landowners.
- b. Continue outreach efforts to farming and ranching interests
- c. Review and (if needed) update the interim mitigation fee
- d. Secure **conservation easements**
- e. **Annual Performance Report**

Program 11-04-02: HCP/NCCP Planning Process

OBJECTIVE: To continue development of a county-wide multi-species HCP/NCCP.

The HCP/NCCP planning process will conclude in FY 2011-12. Fund balances remaining in the 2005 and 2009 grant awards and reprogrammed funds from the Wildlife Mitigation Trust Fund will fund tasks in the FY 2011-12 Work Plan associated with the HCP/NCCP. The 2006 Independent Science Advisors Report, the emerging BDCP and related Delta efforts, and public input will continue to inform assumptions related to the HCP/NCCP. Close coordination with wildlife agencies and other partners, and securing additional grant funding will continue to be a priority.

Tasks and End Products

- a. Project coordination, contract administration, additional technical support (as needed)
- b. Oversee consultant work on existing Contacts
- c. Coordinate with Member Agencies to ensure consistency between local general plan and the final HCP/NCCP

Agenda Item 6

- d. Monthly project management meetings with wildlife agency staff
- e. Evaluation of the Independent Science Advisors Report
- f. **2009 Section 6 contract with DFG**
- g. **2010 ERP contract with DFG**
- k. **Monthly Consultant Progress Reports**
- m. **Deliverables associated with the 2009 Section 6 and ERP contracts**

Attachment 2

YOLO HABITAT JOINT POWERS AGENCY FY2011-12 Budget

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INTRODUCTION

The Yolo Habitat Joint Powers Agency (JPA) was created in 2002 for the purpose of developing and adopting a County-wide Natural Communities Conservation Plan/Habitat Conservation Plan covering the political boundary of Yolo County.

The JPA is governed by an executive Board of Directors. The JPA Executive Board consists of representatives from Member Agencies as follows: two members from the Yolo County Board of Supervisors, one member each from the City Councils of Davis, Winters, Woodland and West Sacramento, and one ex-officio member from University of California at Davis.

This budget document is organized into three sections. Section 1 outlines the accounting structure utilized in the preparation and implementation of the JPA budget. Section 2 identifies the various funds administered by the JPA. Section 3 provides a summary of the anticipated revenues and expenditures for FY 2011-12 and includes a discussion regarding assumptions and forecasting.

Section 1

ACCOUNTING STRUCTURE

The JPA operates a collection of separate funds that are segregated for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. For the purposes of this budget, the term fund is defined as “a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances”.¹

The budget is adopted on a modified accrual basis, consistent with generally accepted accounting principles. Under this method, revenues are recognized when they are “measurable” (the amount can be determined) and “available” (collectable within the current period). Expenditures are accounted for as the related fund liability is incurred.

Section 2

OPERATING BUDGET

The JPA operates funds which are generally classified as either administrative or fiduciary funds. Administrative funds are used to account for the JPA’s business-type activities (such as payroll, rent, and general office expenses). Fiduciary funds are used when the JPA manages financial resources in a trustee or fiduciary capacity. Fiduciary funds consist of expendable trust funds and agency trust funds. Outlined below is a summary of the purpose of each fund, appropriations

¹ The Government Accounting Standard Board’s (GASB) *Codification of Governmental Accounting and Financial Reporting Standards (Codification)*, Section 1300

information for the fund, budget estimates for FY2011-12 and a discussion of changes that will be required during the current budget cycle to implement the anticipated programs and entitlements.

Administrative Funds

The JPA manages an administrative fund that finances day to day operations of the organization. As in past years, revenues for this fund will come from three sources in FY2011-12: fund balance available from FY2010-11; accrued interest income; and a 5% percent allocation from the collected Swainson's hawk Mitigation In-lieu fee. Expenditures to this fund include salary expense, insurance expense, legal expense, and expenses for specialized professional services. Administrative costs are not expected to change in FY2011-12 due to continuing efforts to balance the Yolo County budget.

The administrative fund is a non-replenishing account. Current revenues are limited to a portion of the Swainson's hawk Interim Mitigation Fee to support staff activities related to the acquisition of conservation easements. Subsequent budgets will need to consider supplemental revenue sources as the balance in this account will continue to decline over time.

As in past years, JPA Member Agencies are no longer able to underwrite JPA operational expenses, except rent, through in lieu contributions.

Fiduciary Funds

Agency Trust Funds: For the purposes of this budget, agency trust funds are defined as fiduciary trust funds that are programmatic and for which the JPA has little discretion. The JPA will continue to manage several agency trust funds during FY 2011-12. The source of fiduciary funds this FY is expected primarily from grants for both planning and acquisition related activities.

Federal Section 6 Planning Assistance Grants:

2005 Planning Assistance Grant: Tasks associated with this grant have been completed; the grant contract will close in FY 2011-12 with the final payment.

2007 Planning Assistance Grant: Tasks associated with this grant have been completed; the grant contract will close in FY 2011-12 with the final payment.

2009 Planning Assistance Grant: A Section 6 grant in the amount of \$634,998 was awarded in April 2009, of which \$528,804 is available for work related to the HCP/NCCP. Acceptance of the grant requires \$213,000 in matching local funding, which will come from reprogrammed WMTF funds. This grant will be used to undertake the last stage of the NCCP/HCP consultant contract beginning in summer 2009. Tasks outlined in the 2009 grant proposal have been incorporated into the FY 2011-12 Work Plan.

2010 ERP Grant. A state grant in the amount of \$500,000 was secured in April 2010. This grant will be used to complete the NCCP/HCP planning process. Tasks outlined in the ERP grant proposal have been incorporated into the FY 2011-12 Work Plan.

Expendable Trust Funds: For the purposes of this budget document, expendable trust funds are defined as fiduciary funds over which the JPA has some discretion. The JPA currently manages one expendable trust fund, known as the Wildlife Mitigation Trust Fund (WMTF). This fund is financed by the payment of developer in-lieu fees.

The purpose of the fund is to hold developer mitigation fees associated with the loss of Swainson's hawk foraging habitat until those monies can be expended through the purchase of conservation easements. The Swainson's hawk in-lieu mitigation fee was increased in FY 2006-07 from \$8,500/acre to \$8,660/acre. The In Lieu Fee is expected to remain unchanged in FY 2011-12.

Accrued interest

The WMTF is an interest bearing account; interest income from the WMTF is accounted for in a separate fund sub-account. At the discretion of the JPA Board accrued interest income may be borrowed from this fund for use in administrative efforts that are directly associated with development of the NCCP Plan.

Reprogrammed Funds in Support of HCP/NCCP

The Board and JPA member Agencies, with support from California Department of Fish and Game, have approved the allocation of no more than 2 million dollars from the WMTF to complete the HCP/NCCP. Fund transfers in excess of the amount of in-lieu fees collected prior to July 24, 2002 require prior approval of the JPA Board and Member Agencies.

Budget assumptions and forecast through fiscal year 2011-12

The purpose of budget forecasting is to provide the JPA Board with an "order of magnitude" ability to fund programs, including administration of the JPA. Because the forecast is subject to many unknown factors it is not predictive and should be viewed only as one of many tools to guide the JPA in a general financial direction. Forecasting for the FY2011-12 budget cycle assumes that interest rates and development activity remain unchanged in the region through completion of the HCP/NCCP.

Financing for the HCP/NCCP will continue to come from three primary sources: private developer fees, State and Federal grants, and local revenues. Grant funding will continue to be highly competitive, but should continue to be pursued. The draft HCP/NCCP planning document prepared during this fiscal year will outline projected local revenue contributions to implement the NHP.

Section 3

REVISED REVENUE AND EXPENDITURE SUMMARY FY 2011-12

Note: Figures shown in [] are for reference only and are not included in calculations
Columns may not total due to rounding

Administration Fund (366)		Estimated Beginning Fund Balance Available 07-01-11	\$156,917.30
			FY 2011-12 (Estimated)
<u>Appropriations</u>			
Employee salaries	(includes base salary, taxes, retirement, unemployment and workman's comp insurance, benefits for 2.0 FTE, and one non-benefited extra help position)		\$195,615
Communications			\$1,100
Insurance	(Public Liability)		\$2,500
Copier Maintenance			\$400
Membership dues	(California HCP Coalition)		\$1,000
Program Supplies	(costs related to public outreach & meetings)		\$2,500
Office expense	(printing, postage, supplies)		\$700
Office Expense Postage			\$100
Auditing & Fiscal Services	(county auditor services & contracted independent audit)		\$14,070
Legal Services	(in house counsel)		\$30,375
Professional services	(Professional and specialized service contracts)		\$1,300,000
Publications & legal notices			\$1,500
Rent & Leases	(Equipment)		\$900
Rent & Leases	(Outreach venues)		\$500
Training expense			\$100
Transportation & Travel			\$1,000
		Total Estimated Fund Expenditures	\$1,552,360
<u>Projected Fund Revenues</u>			
Interest			****
Other revenue sources			
Transfer from WMTF	(to support HCP/NCCP planning efforts)		\$350,000
Transfer from WMTF	(interest income)		\$15,000
Transfer from WMTF	(5% of projected in-lieu fee)		\$23,000
Reimbursement from 2009 Sec. 6 grant			\$528,804
Reimbursement from 2010 ERP Grant			\$500,000
		Total Estimated Fund Revenues	\$1,416,804
		Estimated Ending Available Administrative Fund Balance (6-30-12)	\$21,361

Wildlife Mitigation Trust Fund (364)		
Estimated Beginning Fund Balance Available 06-30-11		\$1,264,355.87
		FY 2011-12 (Estimated)
<u>Appropriations</u>		
Transfer to Admin	(support HCP/NCCP development)	\$350,000
Easement Acquisition costs	(Kerr-Koontz conservation easement)	\$400,000
Trans to Admin Fund	(5% of projected in-lieu fee)	\$23,000
Trans to Admin Fund	(estimated WMTF interest income)	\$15,000
Total Estimated Fund Expenditures		\$788,000
<u>Projected fund revenues</u>		
In-lieu fees	(Assumes projected 50 acres habitat converted this budget cycle will be mitigated)	\$433,000
Mitigation Receiving Site Reimbursement (CCR#1) estimate only		[\$1,000]
Accrued interest (No estimate provided)		***
Total Estimated Fund Revenues		\$433,000
Estimated Ending Available Wildlife Mitigation Trust Fund Reserve Balance (6-30-12)		\$909,355.87

Attachment 3

DRAFT

RESOLUTION 2012-01

A resolution of the Yolo County Habitat/Natural Community Conservation Plan Joint Powers Agency Adopting the approved 2011-12 fiscal year budget

Section 1. Purpose

This resolution defines the authority and responsibilities of the Executive Director in implementing the Approved Budget of the Yolo County Habitat/Natural Community Conservation Plan Joint Powers Agency.

Section 2. Definitions

- 2.1 “Approved budget,” means the budget adopted by the JPA Executive Board for the 2011/12 fiscal year (attached), **appropriating \$1,552,360 to the Administrative Fund (364) and \$788,000 to the Wildlife Mitigation Trust Fund (366).**
- 2.2 “Executive Director” means the Executive Director, or his or her designee.

Section 3 Authorized staffing and appropriations

- 3.1 Any changes in staffing levels as authorized by the Approved or Amended Budget must be approved by the JPA Board.

Section 4 Appropriation transfers between funds

- 4.1 The Board may authorize the use of accrued interest income from the Wildlife Mitigation Trust Fund (WMTF) for administrative efforts that are directly associated with development of the NCCP Plan.
- 4.2 The Board may authorize the use of up to 2 million dollars of the WMTF for other appropriate purposes that are consistent with the goal of addressing the impacts of urban development on the Swainson’s hawk, including but not limited to costs of completing the HCP/NCCP. Fund transfers in excess of the amount of in-lieu fees collected prior to July 24, 2002 requires prior approval of the JPA Board and member Agencies. Mitigation fee revenues shall not be used to pay overhead or other administrative costs unless such costs are directly associated with the acquisition or long-term management of habitat conservation land.

Section 5 Operating grants

- 5.1 Operating grants shall be approved by the JPA Board if:
 - a) Matching funds from the JPA resources are required; or
 - b) Accepting the grant creates an expectation for ongoing service or funding by the JPA.

Section 6 Miscellaneous controls

- 6.1 The Executive Director is authorized up to \$25,000 discretionary spending per fiscal year, subject to approval by the Executive Committee.

Resolution 2012-01
July 18, 2011

- 6.2 A Budget Change Order is required for expenditures exceeding \$5,000 that are not specifically funded at the beginning of the fiscal year.
- Section 7 Mid-year financial report
 - 7.1.1 The Executive Director shall prepare and present a mid-year financial report for the Board's approval each fiscal year.
- Section 8 Work Plan
 - 8.1 The Executive Director shall implement the approved Work Plan and prepare a mid-year status report for the Board's approval each fiscal year.

PASSED AND ADOPTED by the Yolo County Habitat/Natural Community Conservation Plan Joint Powers Agency Executive Board on the eighteenth day of July 2011 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Stephen Souza, Chair
Yolo County Habitat/Natural Community Conservation Plan
Joint Powers Agency

ATTEST:

Secretary, Yolo County Habitat/Natural
Community Conservation Plan Joint Powers Agency

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Attachment 4

YOLO NATURAL HERITAGE PROGRAM CONTRACTS

Contractor	Services	Original Contract Amount	Current Contract Amount	Contract Balance May 2011	Number of Amendments	Current Status
Berkeley Economic Consulting Inc	Economic Consulting	\$70,500	\$175,500	\$44,575	4	Open
Ebbin, Moser & Skaggs	Plan Development Consulting	\$25,000	\$822,510	\$205,362	8	Open
Jones & Stokes (ICF)	Preparation of EIR/EIS Document	\$480,798	\$498,898	\$383,028	2	Open
L-Studio	Public Outreach Consultant	\$26,500	\$26,500	\$9,298	1	Amendment pending
Science Applications International Corporation "SAIC"	Plan Development Consulting	\$434,574	\$1,628,612	\$891,787	6	Open
Technology Associates International Corporation "TAIC" II	Current Task: Website Design and Maintenance	\$428,073	\$428,073	\$30,680	0	Open
Tschudin Consulting Group	EIR/EIS Project Management	\$154,800	\$154,800	\$135,718	1	Open
Vavrinek, Trine, Day & Co "VTD"	External Auditors	\$23,825	\$23,825	\$19,025	0	Open