

Background

Over the past few months the Sierra Nevada Conservancy's administrative programs have taken several staffing losses, including retired annuitants, students and a key budgets/contracts staff person. These losses notwithstanding, administrative staff is doing the heavy lifting to keep things running as smoothly as possible. Recruitment is underway to fill the position of the Budget and Contracts Officer, with interviews expected in February and a hire in March.

Current Status – Grants Administration

Staff continues to support the 2012-13 Proposition 84 grant program by coordinating and implementing final evaluation reports and awards recommendations for consideration by the Board at the March Board Meeting. Grants administration (GA) staff have coordinated California Environmental Quality Act (CEQA) reviews and Department of General Services' appraisal reviews, as well as the posting of public notifications, in order to bring fully vetted and ready projects to the Board.

Current Status – Budget

The Governor's proposed 2013-14 budget was released on January 10. Slight budget increases were included to cover the reinstatement of 4.62% of salaries and wages as the personal leave program ends on June 30, 2013, otherwise no significant changes were proposed for SNC.

Current Status – Human Resources

With the help of California Human Resources Department, SNC completed its first comprehensive job analysis report, required before any department can conduct civil service examinations. This led to the completion of SNC's first exam, conducted for the class of Conservancy Project Development Analyst II (CPDA II). This exam was conducted on a department-wide, promotional basis. The next exam will be conducted in the spring on an open basis to create hiring lists at the CPDA II level for SNC field offices.

Staff also responded to its first State Personnel Board (SPB) Compliance Review, assessing SNC's compliance with merit-based civil service laws, rules and policies in the areas of examinations, appointments, equal employment opportunity and personal services contracts. In December SPB staff came on site in the Auburn office and gathered significant information in response to specific requests. Staff awaits SPB's initial response, anticipated in February.

Current Status – Facilities

Construction has begun on the tenant improvements for the downtown Mariposa office. Staff in the current fairgrounds office will prepare to move in April, 2013.

Recommendation

This is an informational item only; no formal action is needed by the Board at this time, although Boardmembers are encouraged to share their thoughts and comments.

2012-13 SNC EXPENDITURES AND ENCUMBRANCES				
Through January 2013				
State Operations				
<i>Personal Services</i>	<i>Budgeted</i>	<i>Expended</i>	<i>Balance</i>	<i>% Spent</i>
SALARIES AND WAGES	1,938,717	898,183	1,040,534	46%
STAFF BENEFITS	583,430	341,193	242,237	58%
Personal Services, Totals	\$2,522,147	\$1,239,376	\$1,282,771	49%
Operating Expenses & Equipment				
	<i>Budgeted</i>	<i>Expended</i>	<i>Balance</i>	<i>% Spent</i>
GENERAL EXPENSE	297,262	139,984	157,278	47%
TRAVEL - IS	55,000	18,583	36,417	34%
TRAVEL - OS	2,791	-	2,791	0%
TRAINING	47,500	12,171	35,329	26%
FACILITIES	287,025	138,595	148,431	48%
UTILITIES	21,480	7,579	13,901	35%
CONTRACTS- INTERAGENCY AGREEMENT	966,950	610,813	356,137	63%
CONTRACTS- EXTERNAL	63,581	53,876	9,705	85%
INFORMATION TECHNOLOGY	95,173	6,602	88,571	7%
CONSOLIDATED DATA CENTER	-	-	-	0%
EQUIPMENT	-	-	-	0%
OTHER ITEMS OF EXPENSE	21,124	10,101	11,023	48%
PRO RATA (control agency costs)	161,517	40,379	121,138	25%
Operating Expenses & Equipment, Totals	\$2,019,403	\$1,038,683	\$980,721	51%
Local Assistance				
<i>Appropriation</i>	<i>Budgeted</i>	<i>Expended</i>	<i>Balance</i>	<i>% Spent</i>
2007 Original Appropriation (reapprop 11/12)	17,000,000	17,000,000	0	100%
2008 Original Appropriation (reapprop 11/12)	17,000,000	17,000,000	0	100%
2009 Original Appropriation (reapprop 12/13)	15,448,000	8,142,878	7,305,122	53%
	<i>Budgeted</i>	<i>Expended</i>	<i>Balance</i>	<i>% Spent</i>
State Operations	4,541,551	2,278,059	2,263,492	50%
Local Assistance *	49,448,000	42,142,878	7,305,122	85%
SNC EXPENDITURES, TOTALS	\$53,989,551	\$44,420,937	\$9,568,614	82%

* The balance does not include encumbrances for March awards totaling \$5,155,865. If all of this amount is encumbered, the balance available for future awards is \$2,149,257.