

**San Gabriel River Discovery Center Authority**

**Date:** June 21, 2010  
**To:** Governing Board Members  
**From:** Belinda Faustinos, Executive Officer  
**Subject:** Item 5.G. Consideration of a resolution adopting the FY 2010/11 budget

**Recommendation:** Adopt a resolution for the FY 2010/11 budget.

**Background:** The San Gabriel River Discovery Center made significant strides toward implementation of its goal of building a new watershed educational facility during the past year. The 2010/11 budget continues this momentum, including activities of strategic planning, fundraising and outreach, and completion of the environmental process. Significantly, the project will move into the design/development phase of construction. The budget is structured with the following column headings:

<b>Item Description</b>	<b>Category of expenditure</b>
Budget 2010-2011	Preliminary estimate
% Grant Reimbursable (RMC Grant)	Distribution specified for each line item. In most cases, costs are split 90% for personnel expenses and 50% for audit and insurance expenses. Preconstruction/construction related services are set at 100% grant reimbursable.
Non-reimbursable	Items not eligible for RMC grant reimbursement are at 0%.

The budget is estimated for the cash on hand; specifically the remaining portion of the RMC grant and funding from both of the Water Districts, the Authority will need to secure authority for an additional \$890,000 to complete the construction drawings for the project, possibly from the Supplemental Environmental Program Funds.

**Personnel**

The search for a Chief Executive Officer has been delayed due to insufficient funding. This position will not be funded for FY 2010/11. The RMC provides the services of an Interim Executive Officer and partial time of a Project Manager. In FY 09/10 the Authority began contracting with the WCA for part of this work, under Consultants, Project Management WCA, this continues throughout Fiscal Year 10/11. The Administrative Assistant position will be budgeted at 24 hours per week with 12 months of health insurance.

The Discovery Center will continue to use BLI as its payroll service provider for FY 2010/2011.

**General Expense**

In the last FY 09/10 the RMC, which had absorbed most of the overhead costs for the Authority, was unable to continue to do so and the Authority entered into a lease agreement for office space that is inclusive of all utilities and cleaning services. The RMC will continue to provide some of these overhead costs and services in this proposed budget, this budget also has allocations in the areas of printer supplies, postage, subscriptions/memberships to various non-profit organizations and miscellaneous office expenses to reflect a portion of the costs of the Discovery Center operations.

**Communications**

The preliminary budget reflects a new line item for web/e-mail server services.

**Fundraising/Outreach**

There is \$11,325 allocated for fundraising consultants, enough to complete only a few grant applications. The outreach program will be utilizing the contract the Authority has with VMA Communications. The work from these two areas is critical to building the project, as we are able to secure additional funding the budget will be need to be amended.

**Consultants/Professional Services**

This category includes services related to continued development and implementation of the Discovery Center. The FY 10/11 budget moves into the design/development phase of construction, and lease/sublease and operations agreements go to final execution, and any other costs related to these activities. Funds have been reallocated from Design and Documentation to the ADM Project Implementation Contract and the GeoTech work. THA has advocated \$550,000 for this phase of the development of the design; most of these costs

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are in the exhibit design. There is no line item for Construction Documents. This budget does allow for the completion of the Schematic Design as budgeted from last year; carrying over the unpaid balance of the contract.

SAN GABRIEL RIVER DISCOVERY CENTER				
FY 10/11 Budget				
REVENUE				
	Budget 2010-2011		Reserve	
Rivers and Mountains Conservancy Grant (Remaining Grant)	\$1,085,318		Central Basin MWD	\$50,000
Central Basin Municipal Water District (Requested)	\$25,000		Sanitation Districts	\$2,200,000
Upper San Gabriel Municipal Water District (Requested)	\$25,000			
Other				
<b>Total</b>	<b>\$1,135,318</b>			<b>\$2,250,000</b>
EXPENDITURES				
Item	Budget 2009-2010	%Grant Reimbursable	\$ Reimbursable to RMC Grant	\$NonReimb.
<b>Personnel</b>				
Chief Executive Officer (see Project Management/Consultants)	\$0	90%	\$0	\$0
Administrative Assistant-24 hrs. a week+ health	\$38,000	90%	\$34,200	\$3,800
BLI Services	\$1,500	90%	\$1,350	\$150
Travel	\$1,000	90%	\$900	\$100
<i>Personnel subtotal</i>	<i>\$40,500</i>	<i>N/A</i>	<i>\$36,450</i>	<i>\$4,050</i>
<b>General Expense</b>				
Misc. Office Expenses	\$7,125	50%	\$3,400	\$3,725
Subscriptions/Memberships	\$2,000	0%	\$0	\$2,000
Printer Supplies	\$5,000	27%	\$1,350	\$3,650
Office Copier	\$0	0%	\$0	\$0
Office Lease	\$8,500	0%	\$0	\$8,500
Postage	\$1,500	0%	\$0	\$1,500
Accounting Software	\$0	0%	\$0	\$0
Accounting Training	\$0	0%	\$0	\$0
<i>Gen. Exp. Subtotal</i>	<i>\$24,125</i>	<i>N/A</i>	<i>\$4,750</i>	<i>\$19,375</i>
<b>Communications</b>				
Web/E-Mail Server	\$1,000	90%	\$900	\$100
<i>Comm. Subtotal</i>	<i>\$1,000</i>	<i>N/A</i>	<i>\$900</i>	<i>\$100</i>
<b>Fundraising/Outreach</b>				
Fundraising Consult.	\$11,475	0%	\$0	\$11,475
Outreach Services Phase II*	\$35,000	100%	\$35,000	\$0
Media Services	\$0	0%	\$0	\$0
Educational Program Development			\$0	\$0
Branding, Graphics, Printing	\$0	0%	\$0	\$0
<i>Fund/Outr. Subtotal</i>	<i>\$46,475</i>	<i>N/A</i>	<i>\$35,000</i>	<i>\$11,475</i>
<b>Consultants/Professional Services</b>				
A/E Support-Environmental (THA)	\$2,200	100%	\$2,200	\$0
Design and Documentation Fees	\$485,899	100%	\$485,899	\$0
A/E Complete Phase 1	\$157,909	100%	\$157,909	\$0
Geotech/HazMat	\$50,000	100%	\$50,000	\$0
Project Management (WCA)	\$66,210	100%	\$66,210	\$0
Strategic Project Implementation	\$35,000	100%	\$35,000	\$0
Legal-Admin	\$10,000	100%	\$10,000	\$0
Legal-CEQA (Sohagi)	\$194,000	100%	\$194,000	\$0
Environmental Consultant (EDAW)	\$3,000	100%	\$3,000	\$0
Audit	\$8,000	50%	\$4,000	\$4,000
Insurance Bond	\$11,000	0%	\$0	\$11,000
<i>Cons/Prof. Subtotal</i>	<i>\$1,023,218</i>	<i>N/A</i>	<i>\$1,008,218</i>	<i>\$15,000</i>
<i>Capital Outlay (Project Implementation)</i>		100%	\$1,085,318	\$0
<b>TOTAL EXPENDITURES 2010-2011</b>	<b>\$1,135,318</b>	<b>N/A</b>	<b>\$1,085,318</b>	<b>\$50,000</b>