

Background

As the Sierra Nevada Conservancy (SNC) has changed and grown since its creation in September of 2004, SNC staff has worked to address its broad administrative needs, including assessment of its primary program staff classification, the Tahoe Conservancy Program Analyst series. While this class series served its purpose as we got started, issues with its use began to arise as we could not conduct civil service examinations in order to provide current employment lists for entry-level or promotional purposes. Last year it came to our attention that this classification was no longer in use by any department but for the SNC. We conducted a study of current active State civil service classifications and, after reviewing 12 different classification series and the primary classifications used by all state conservancies and the California Coastal Commission, Department of Parks and Recreation and the Department of Fish and Game. We found that the Conservancy Project Development (CPD) Series most closely supported and aligned with the work of the SNC at this time. We completed our analysis, submitted it to the Department of Personnel Administration and are pleased to report they have authorized our use of the CPD Series for our program staff and managers. We will complete an exam plan in the next few months and expect to conduct our first CPD exams later this year. A special thanks is due to Amy Lebak who guided this change through the state personnel process.

Current Status - Grants Administration

You will note that we have \$1.2 million remaining to be encumbered from the 2010-11 Fiscal Year (FY) awards. This is primarily due to an acquisition project appraisal delay which we continue to track. Once project close-outs are complete for the 2007-08 awards we expect to have at least \$12 million available to award in the 2011-12 and 2012-13 Grant Cycles. We are also wrapping up the final assessment of the four grantee audits we have received from the Department of Finance. We appreciate the additional guidance provided by these audits and are applying procedural and administrative changes accordingly.

Current Status - Budget

We continue to process expenditures for the FY 2011-12 budget. We should see higher in-state travel numbers in the next quarter to reflect project applicant and close-out site visits conducted in December and January. We are busy completing service contracts and interagency agreements, which will be reflected in our next budget report.

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.

2011-12 SNC EXPENDITURES AND ENCUMBRANCES				
January 31, 2012				
State Operations				
<i>Personal Services</i>	<i>Budgeted</i>	<i>Expended</i>	<i>Balance</i>	<i>% Spent</i>
SALARIES AND WAGES	1,824,355	974,139	850,216	53%
STAFF BENEFITS	563,000	343,518	219,482	61%
Personal Services, Totals	\$2,387,355	\$1,317,657	\$1,069,698	55%
Operating Expenses & Equipment				
	<i>Budgeted</i>	<i>Expended</i>	<i>Balance</i>	<i>% Spent</i>
GENERAL EXPENSE	196,066	86,327	109,738	44%
TRAVEL - IS	62,000	12,931	49,069	21%
TRAVEL - OS	-	-	0	0%
TRAINING	47,500	4,884	42,616	10%
FACILITIES	259,723	147,915	111,808	57%
UTILITIES	10,222	6,194	4,028	61%
CONTRACTS- INTERAGENCY AGREEMENT	1,138,250	375,209	763,041	33%
CONTRACTS- EXTERNAL	85,059	49,060	35,999	58%
INFORMATION TECHNOLOGY	104,620	5,403	99,217	5%
CONSOLIDATED DATA CENTER	-	-	-	0%
EQUIPMENT	-	-	-	0%
OTHER ITEMS OF EXPENSE	170,548	11,367	159,181	7%
PRO RATA (control agency costs)	159,658	79,829	79,829	50%
Operating Expenses & Equipment, Totals	\$2,233,645	\$779,118	\$1,454,527	35%
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	15,273,226	1,726,774	90%
2008 Original Appropriation (reapprop 11/12)	17,000,000	12,647,408	4,352,592	74%
2009 Original Appropriation * (3rd yr/3 yr enc)	15,448,000	8,809,990	6,638,010	57%
	<i>Budgeted</i>	<i>Expended</i>	<i>Balance</i>	<i>% Spent</i>
State Operations	4,621,001	2,096,775	2,524,225	45%
Local Assistance	49,448,000	36,730,625	12,717,375	74%
SNC EXPENDITURES, TOTALS	\$54,069,001	\$38,827,400	\$15,241,601	72%

* Of the \$10 million awarded during the 10/11 fiscal year, \$1.2million remains to be encumbered.