



MEMORANDUM

To: ESJPA Board of Directors
From: Stacey Miner, Program Administrator
Date: December 3, 2007
RE: ESJPA Budget – CY 2008

The proposed ESJPA budget for the 2008 calendar year is shown on the following page based on the existing dues payment schedule.

In order to understand the budget, it is necessary to understand the inter-relationship between the ESJPA and RCRC. The following description is offered to assist in this regard. As everyone should know, the ESJPA and RCRC are two separate legal entities each with their own by-laws. Generally speaking, the Board of Directors of the ESJPA consists of delegates (or designated staff “alternates”) from 22 member counties. RCRC leadership is provided by a Board of Directors consisting of County Supervisors who are representatives of 31 participating counties. The ESJPA is a governmental agency and RCRC is a non-profit, mutual benefit corporation. The ESJPA, itself, does not employ staff. Instead, the ESJPA contracts with RCRC to provide the management, technical, and administrative services required to carry out direction from ESJPA delegates. This contract is subject to annual review.

The current composition of staffing for ESJPA includes three RCRC employees, assigned wholly or partly, to ESJPA activities: Mary Pitto, Program Manager (50%); Stacey Miner, Program Administrator (95%); and Rachel Basore, Program Assistant (95%).

The ESJPA’s 2008 revenue includes \$118,800 in membership dues. Revenue from dues (plus \$4,895 in miscellaneous income such as interest earned and mileage reimbursement for the ESJPA truck) are used by the ESJPA to pay: (1) RCRC for Technical Services (including advocacy efforts and regulatory involvement in accordance with the Board approved ESJPA/RCRC Agreement; (2) the consulting services of Sweetser & Associates, and; (3) other miscellaneous expenses as listed in the budget.

Note that the budget on the following page shows a payment of \$90,000 to RCRC for its Technical Support services to the ESJPA. This payment partially reimburses RCRC for the overall ESJPA costs, including personnel, overhead, and infrastructure support (i.e. office equipment, supplies,

duplication costs, annual auditing, insurance, legal fees, postage, etc). RCRC's cost has generally exceeded the revenue for the ESJPA between \$20,000 and \$60,000 annually.

In addition to income from membership dues, the ESJPA's CY 2008 revenue also includes grant reimbursements. As shown on the attached ESJPA Budget Summary, expense line items for Personnel (Direct Labor Grants and Overhead Grants) and Grant Reimbursed Costs are equal to the income line items similarly named. Grant related income is simply reimbursement for the actual grant eligible costs (to vendors, suppliers, contractors, etc) expended by the ESJPA. To cover its ESJPA-related personnel expenses, RCRC bills the ESJPA (in accordance with the ESJPA-RCRC Agreement) on an hourly basis for all grant-related work. The ESJPA then receives reimbursement from the granting agencies for these costs and uses grant reimbursement funds to pay the RCRC invoice.

The following is a list of current grant activities that are included in the CY 2007 budget.

- Household Hazardous Waste Grant (Regional) – 14th Cycle
- Used Oil Opportunity Grant (Regional) – 8th Cycle
- Used Oil Block Grants (Alpine, Amador, Colusa and Mariposa)
- Department of Conservation City/County Payments
- USDA Solid Waste Management Grant

Also attached for your review is the 2007 Budget v. Actual Comparison as estimated through December 31, 2007.

Recommendation:

It is recommended that the ESJPA Board adopt the 2008 ESJPA Budget as shown on the following page.

**ESJPA Agency
2008 BUDGET**

Acct. No.	Description	2008 Budget	2007 Budget	Variance
INCOME:				
1202.70	Dues	118,800	118,800	-
4202.70	Personnel - Direct Grants	86,280	78,358	7,922
4202.70	Personnel - Overhead Grant Revenue	15,594	87,739	(72,145)
	Grant Reimbursed Costs	338,500	372,745	(34,245)
4600.70	Misc. Income - ESJPA	4,895	1,680	3,215
TOTAL INCOME:		<u>564,069</u>	<u>659,322</u>	<u>(95,253)</u>
EXPENSES:				
2020.70	Technical Services	90,000	90,000	-
2020.70	Personnel - Direct Labor (Grants)	86,280	78,358	7,922
2020.70	Personnel - Overhead (Grants)	15,594	87,739	(72,145)
	Grant Reimbursed Costs	338,500	372,745	(34,245)
6134.70	Bank Fees	200	200	-
6145.70	Community relations	400	400	-
6170.70	Consultants	21,000	21,000	-
6550.70	Meetings	3,000	5,000	(2,000)
6600.70	Miscellaneous (Spec Proj/Trainings)	2,000		2,000
6900.70	Travel	3,200	3,200	-
6950.70	Ford F250	3,395	680	2,715
	Contingency	500	-	500
TOTAL EXPENSES:		<u>564,069</u>	<u>659,322</u>	<u>(95,253)</u>
TOTAL REVENUE OVER EXPENSES:		<u>-</u>	<u>-</u>	<u>-</u>

ESJPA Agency
2007 BUDGET v ACTUAL

Acct. No.	Description	2007 Estimated	2007 Budget	Variance
INCOME:				
1202.70	Dues	118,800	118,800	-
4202.70	Personnel - Direct Grants	57,834	78,358	(20,524)
4202.70	Personnel - Overhead Grant Revenue	42,091	87,739	(45,648)
	Grant Reimbursed Costs	247,528	372,745	(125,217)
4600.70	Misc. Income - ESJPA	4,278	1,680	2,598
TOTAL INCOME:		<u>470,532</u>	<u>659,322</u>	<u>(188,790)</u>
EXPENSES:				
2020.70	Technical Services	90,000	90,000	-
2020.70	Personnel - Direct Labor (Grants)	57,834	78,358	(20,524)
2020.70	Personnel - Overhead (Grants)	42,091	87,739	(45,648)
	Grant Reimbursed Costs	247,528	372,745	(125,217)
6134.70	Bank Fees	0	200	(200)
6145.70	Community relations	93	400	(307)
6170.70	Consultants	21,000	21,000	-
6550.70	Meetings	2,258	5,000	(2,742)
6600.70	Miscellaneous	0		-
6900.70	Travel	962	3,200	(2,238)
6950.70	Ford F250	1,950	680	1,270
	Contingency	0		-
TOTAL EXPENSES:		<u>463,716</u>	<u>659,322</u>	<u>(195,606)</u>
TOTAL REVENUE OVER EXPENSES:		<u>6,816</u>	<u>-</u>	<u>6,816</u>