



SAN FRANCISQUITO CREEK
JOINT POWERS AUTHORITY
SFCJPA.ORG

Notice of Special Meeting of the
Board of Directors Finance Committee
San Mateo County Board of Supervisors Conference Room
400 County Center, Redwood City, California
April 17, 2019 at 1:00 p.m.

AGENDA

1. ROLL CALL
2. APPROVAL OF AGENDA
3. PUBLIC COMMENT: *Individuals may speak on any topic for up to three minutes; during any other Agenda item, individuals may speak for up to three minutes on the subject of that item.*
4. REGULAR BUSINESS: Discuss the proposed Fiscal Year 2019-20 Operating Budget
5. ADJOURNMENT

PLEASE NOTE: This Board meeting Agenda and supporting documents related to items on the Agenda can be viewed online by 10:00 a.m. on April 15, 2019 at sfcjpa.org -- click on the "Meetings" tab near the top.

NEXT MEETING: Regular Board meeting, April 25, 2019 at 2:30 PM, City of Menlo Park Council Chambers

San Francisco Creek Joint Powers Authority Operating Budget
FY18-19 Approved and Estimated Year-End, and FY19-20 Proposed

	Approved FY18-19 Budget	Estimated year-end FY18-19 Budget	Proposed FY19-20 Budget
REVENUES			
Member Contributions (\$185,000 x 5) ¹	\$925,000	\$925,000	\$925,000
Grant funding: S.F. Bay-Hwy. 101 project ²	\$40,000	\$0	\$100,000
Grant funding: SAFER Bay project ²	\$25,000	\$23,000	\$0
Upstream of Hwy. 101 project EIR legal ²	\$20,000	\$0	\$50,000
Interest	\$1,500	\$1,800	\$1,500
Total Revenues	\$1,011,500	\$949,800	\$1,076,500
EXPENSES			
Acct. Description	Amount	Amount	Amount
Personnel			
1 Executive Director Salary ³	\$172,224	\$182,122	\$172,224
2 E.D. Transportation Allowance	\$5,000	\$5,000	\$5,000
3 Finance & Administration Mgr. Salary ³	\$101,588	\$107,426	\$101,588
4 Senior Project Manager Salary ³	\$117,600	\$124,359	\$117,600
5 Project Manager Salary ³	\$105,000	\$111,034	\$105,000
Staff salary adjustments ⁴	\$0	\$0	\$16,210
6 Employee Benefits	\$230,000	\$226,700	\$260,000
7 Membership Dues	\$7,000	\$6,497	\$7,000
8 Payroll Administration/Fees	\$2,500	\$1,950	\$2,000
9 Employer Taxes	\$42,000	\$40,000	\$42,000
Subtotal Personnel	\$782,912	\$805,088	\$828,622
Contract Services			
10 Legal Counsel	\$40,000	\$35,000	\$40,000
11 Auditor	\$15,000	\$15,000	\$15,000
12 Project Consultants	\$35,000	\$30,000	\$45,000
Subtotal Contract Services	\$90,000	\$80,000	\$100,000
Administrative			
13 Computers/Software*	\$3,000	\$2,600	\$3,000
14 Meeting Supplies	\$1,000	\$400	\$1,000
15 Travel/Training	\$6,500	\$4,500	\$6,500
16 Office Supplies	\$1,200	\$1,200	\$1,200
17 Telecommunication	\$4,000	\$3,000	\$4,000
18 Postage	\$200	\$150	\$200
19 Printing/Design	\$1,200	\$750	\$1,000
20 Website	\$2,000	\$1,000	\$3,000
21 Liability Insurance*	\$8,100	\$7,013	\$8,500
22 Office Lease	\$40,000	\$36,000	\$42,000
23 Utilities	\$7,000	\$6,000	\$6,500
24 Office furniture/maintenance*	\$2,300	\$2,000	\$2,500
Subtotal Administrative	\$76,500	\$64,613	\$79,400
General Contingency			
25 General Contingency	\$35,000	\$0	\$35,000
Total Expenses	\$984,412	\$949,701	\$1,043,022

¹ In FY19-20, Member Agency annual contributions remain the same as in FY18-19

² Based on current grants, after FY19-20: no funds will be available from Bay-Hwy. 101 and upstream of Hwy. 101 projects for Operating Revenue, and \$85,000 will be available from the SAFER Bay project for Operating Revenue

³ Estimated year-end salaries include a one time per FY cash-out of up to 120 hours of accrued vacation leave

⁴ Equal to a 5% increase effective 7/1/19 to the salaries of the Finance & Admin. Mgr., Senior Project Mgr., and Project Mgr.

On July 1, 2020, SFCJPA Operating Reserves would equal about \$280,000 or 27% of the annual Operating Budget