

**PUENTE HILLS HABITAT PRESERVATION AUTHORITY
CITIZENS TECHNICAL ADVISORY COMMITTEE
Endowment Provided by the Puente Hills Landfill**

May 19, 2020, Tuesday, 7 p.m.

LOCATION :

To be held via telephonically,
phone line for listening is (515) 603-4904, participant access code 508552#

Karen Chang, Chair	County of Los Angeles
John Houser	County of Los Angeles
Gina Natoli	County of Los Angeles
Shelley Andros	Whittier
Charles Lawrence	Whittier
Ray Wong, Vice Chair	Whittier
Roy Francis	La Habra Heights
Catherine Houwen	La Habra Heights
GinaRose Kimball	La Habra Heights

This meeting is being held pursuant to Section 3 of Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020. Any or all Committee Members may attend and participate by teleconference meeting. Consistent with mandates of Executive Order No. N-29-20, a physical location from which members of the public may observe the meeting or offer public comment will not be made available, however viewing and public comment options are provided above.

Members of the public may provide electronic comments by Monday, May 18, 2020 by 4pm before the public comment section of the meeting to mmiller@HabitatAuthority.org. Please label the email in the subject heading as "Public Comments".

Pursuant to Section 54954 of the Government Code, the Puente Hills Habitat Preservation Authority (Authority) will hold a regular meeting of the Citizens Technical Advisory Committee (CTAC) at the above time and location for the purpose of:

AGENDA

- I. Call to order.
- II. Roll call.
- III. Public comments.
- IV. Approval of Minutes for the February 18, 2020, Regular Meeting.
- V. Standing Reports:
 - a) Report by Board Liaison on February 20, 2020, Authority Board meeting, and by Executive Director on the March 19, 2020, Authority Board meeting.
 - b) Report from social media subcommittee.
 - c) Committee Member feedback from the public as it relates to the Habitat Authority.
- VI. Discussion, receive and file January, February and March 2020 and Third Quarterly 2018-2019 Mountains Recreation and Conservation Authority (MRCA) Ranger Reports.

- VII. Discussion about response to trail, trailhead and parking lot openings and closures in response to the pandemic.
- VIII. Receive and file past fiscal year 2019-20 Authority budget update.
- IX. Discussion regarding Authority annual budget fiscal year 2020-21.
- X. Discussion, Committee members' statements, Executive Director's comments, responses or questions.
- XI. Adjournment and announcement of next meeting.

The Puente Hills Habitat Preservation Authority is a public entity established pursuant to the Joint Exercise of Powers Act by agreement between the City of Whittier, Los Angeles County, and Sanitation Districts of Los Angeles County. Regular meetings of the Citizens Technical Advisory Committee are scheduled for the Tuesday before the third Thursday of every month. NOTE: 72 hours prior to Citizens Technical Advisory Committee meetings, the entire Citizens Technical Advisory Committee agenda package is available for review, along with any meeting-related writings or documents provided to a majority of the Committee members after distribution of the agenda package, at the Authority's website, www.habitatauthority.org. Questions about any agenda item can be addressed to Andrea Gullo, Executive Director, 562.945.9003. NOTE: Members of the public may address the Committee on any item shown on the agenda. In accordance with the Americans with Disabilities Act of 1990, if you require a disability related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please call Melissa Miller at the Habitat Authority office 562.945.9003, at least 48 hours prior to this meeting.

DRAFT Minutes
PUENTE HILLS HABITAT PRESERVATION AUTHORITY
CITIZENS TECHNICAL ADVISORY COMMITTEE
February 18, 2020

The regular meeting of the Citizens Technical Advisory Committee was held on Tuesday, February 18, 2020, at the Whittier City Senior Center, 13225 Walnut Street, Whittier.

I. CALL TO ORDER.

The Chair, Cathy Houwen, called the meeting to order at 7:00 p.m.

II. ROLL CALL.

A roll call was taken, and there was a quorum at this time.

Members Present:	Shelley Andros	Whittier
	Charles Lawrence	Whittier
	Ray Wong	Whittier
	Karen Chang, Vice Chair	County of Los Angeles
	Gina Natoli	County of Los Angeles
	John Houser	County of Los Angeles
	Catherine Houwen, Chair	La Habra Heights
	GinaRose Kimball	La Habra Heights
	Roy Francis	La Habra Heights

Members Absent: none

Staff Present: Andrea Gullo, Executive Director
Melissa Miller, Administrative Assistant

**Members of the
Public Present:** none

III. PUBLIC COMMENTS.

Executive Director Gullo read into the record some information provided by Steve Huber of Whittier Audubon, to the effect that they are honoring Whittier Narrows' longtime Superintendent Colleen MacKay at their upcoming annual dinner on March 19. Member Andros expressed interest in attending this event.

IV. DISCUSSION OF ELECTION PROCEDURES AND ELECTION OF CTAC CHAIR AND VICE CHAIR.

Member Natoli made a motion to nominate Vice Chair Chang to be Chair, should she accept this office. Member Francis seconded this motion, and the motion passed.

The Committee agreed that their liaison with the Authority Board of Directors should continue to be Member Houwen whenever Chair Chang is unavailable.

Member Wong made a motion to nominate Member Lawrence to serve as Vice Chair. Member Natoli made a motion to nominate Member Wong to serve as Vice Chair, and Member Lawrence seconded this second motion. Member Francis seconded this motion, which passed.

Chair Chang began running the meeting from this point forward.

V. APPROVAL OF MINUTES FOR THE DECEMBER 3, 2019, SPECIAL MEETING.

Member Francis motioned to approve these minutes as drafted, and Member Natoli seconded this motion, which passed.

VI. STANDING REPORTS:

a. REPORT BY BOARD LIAISON ON JANUARY 16, 2020, AUTHORITY BOARD MEETING.

Member Houwen reported that the Board reelected Mike Hughes as its Chair and Robert Ferrante as its Vice Chair, and it also approved the submission of the draft comment letter regarding the Initial Study with (Proposed) Mitigated Negative Declaration for the State Route 57 Stormwater Mitigation Project at the Tonner Canyon offramp in Orange County.

b. REPORT FROM SOCIAL MEDIA SUBCOMMITTEE.

Member Andros reported that recent posts on the Authority's Twitter page include an alert to watch for wildlife in the area of the newly reopened Hacienda Road in La Habra Heights, and information regarding the Authority's upcoming Earth Day and Nature Workshop events.

c. COMMITTEE MEMBER FEEDBACK FROM THE PUBLIC AS IT RELATES TO THE HABITAT AUTHORITY.

There was nothing to report for this item.

VII. RECEIVE AND FILE DECEMBER 2019 AND SECOND QUARTERLY 2019-2020 MOUNTAINS RECREATION AND CONSERVATION AUTHORITY (MRCA) RANGER REPORTS.

Executive Director Gullo answered questions about this December report. The Committee received and filed these reports.

VIII. RECEIVE AND FILE END OF THE YEAR REPORT ON AUTHORITY BUDGET REPORTS FOR FISCAL YEAR 2018-19.

Executive Director Gullo answered questions about these reports. The Committee received and filed these reports.

IX. DISCUSSION, RECEIVE AND FILE RECENT CHANGES IN STATE LAW ADDRESSING PREVENTION OF WILDFIRES AND DAMAGE CAUSED BY WILDFIRES.

Executive Director Gullo briefly reviewed this item as presented in the staff report, noting that the changes show that the State of California is now focusing more on proactively protecting existing structures from fires, instead of mostly regulating brush clearance in open-space areas. The Committee received and filed this information.

X. DISCUSSION, COMMITTEE MEMBERS' STATEMENTS, EXECUTIVE DIRECTOR'S COMMENTS, RESPONSES OR QUESTIONS.

Member Natoli noted the signage recently posted in the Hacienda Road area to remind drivers to watch out for the wildlife that have become accustomed to no traffic in that area.

Executive Director Gullo reported that the California Fish and Game Commission has received a petition seeking endangered-species status for Southern California's mountain lion subpopulations in the state, and could be taking action on this request in April 2020.

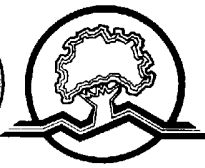
Member Wong mentioned that Rio Hondo College will be holding Observatory Nights on February 21 and 28, during which much wildlife is usually visible in the area.

Member Lawrence mentioned the possibility of the Authority receiving grant funds from REI, the outdoor-goods company, if recipients are not required to be 501(c)3 entities.

Lastly, Executive Director Gullo reported that trail-camera pictures recently obtained include that of a gray fox, a species that hadn't been seen on camera since 2013.

XI. ADJOURNMENT AND ANNOUNCEMENT OF NEXT MEETING.

There being no further comments, or business to be discussed, Chair Houwen adjourned the meeting at 7:59 p.m. The next regularly scheduled meeting date is March 17, 2020.



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Franklin Canyon Park
2600 Franklin Canyon Drive
Beverly Hills, California 90210
Phone (310) 858-7272 Fax (310) 858-7212

CTAC Item VI

March 31, 2020

**Puente Hills Habitat Preservation Authority
Ranger Services Activities for January, February and March 2020**

In addition to our standard maintenance, interpretive and patrol duties, during the last ninety-one days MRCA Rangers:

- Completed a Jr Ranger program for 70 students from El Portal Elementary School in La Habra.
- Completed a Jr Ranger program for 75 students from Macy Elementary School in La Habra.
- Completed a Jr Ranger program for 65 students from Los Robles Academy Elementary School in Hacienda Heights.
- Completed a Jr Ranger program for 75 students from La Colima Elementary School in Whittier.
- Provided an update on ranger activities at the Habitat Preservation Authority Board meeting and the Citizens Technical Advisory Committee meeting. Submitted the ranger report and second quarter activities report.
- Attended the Hacienda Heights Trails Task Force meeting hosted by the L.A. County Sheriff Department.
- With Executive Director Gullo and Ecologist Mariscal gave a tour of the Habitat Authority property for the Whittier City Manager.
- Attended the Habitat Authority monthly management meeting.
- Attended the annual Habitat Authority volunteer luncheon.
- Met with the rangers for our monthly management meeting.
- Assisted H. A. in installing the wildlife surveillance cameras.
- Continue to patrol the SCE and Monterey mitigation sites in Powder Canyon and the Olinda site in Arroyo San Miguel.

- Attended MRCA annual law enforcement legal update.
- Met with the City of Whittier CERT team. Looking into ways we can utilize their services.
- Worked with Andrea Gullo on the new fuel modification bidding process and job walk for La Habra Heights.
- Utilized Transition students from Whittier to assist with light maintenance and trash pick-up.
- Monitoring the surveillance cameras at various trailheads in attempt to catch the vehicle break-in perpetrators. We are also coordinating with Whittier Police. Provided video to Whittier Police regarding a vehicle break-in.
- Closed all access to the Preserve on March 23, 2020 due to Covid 19.
- Notified the Habitat Authority staff of all unsuccessful animal road crossings that were observed at or near Habitat Authority property. During the months of January, February and March the following animals were observed:
 - 1 Coyote on West Skyline Drive.
 - 1 Coyote on Colima.
 - 2 Skunks on Mar Vista.
- Continue to conduct perimeter patrols of all property for fence damage, illegal access points, rope swings, and encroachments.
- Installed a new rules sign at the Los Palomas entrance in La Habra Heights.
- Monitored a film shoot at Arroyo Pescadero.
- Continue monitoring an encroachment on Skyline Drive in La Habra Heights. An extended patio.
- Continue to assist the City of Whittier with traffic control in the morning at Hellman Park. Cars continue to illegally park along the curb and block the road unless the rangers keep it clear.
- Continue to patrol early mornings on the weekends.
- Continue to rake the ADA entrance and walkway at the Hacienda Hills Trailhead to meet the County requirements.
- Continued to monitor and clean the drains throughout the Preserve during the rains.

- Installed a new gate along Mar Vista Road in Whittier. This is an access point for the annual fuel modification.
- Gave instructions to the Habitat Authority volunteers in CPR and First-aid.
- Removed a fallen tree blocking the Arroyo Pescadero Trail.
- Monitored the removal of several dead trees along Fullerton Road in La Habra Heights and the trimming of a large tree in Sycamore Canyon.
- The Preserve was closed for several days due to rain and also the Governor's order due to Covid19.
- Discovered a homeless camp on the Arroyo San Miguel property. The individual was given information on local services and we allowed him a few days to remove his belongings. This is our third time encountering this individual.
- Continue to monitor the Harbor underpass with no illegal activity to report.
- Dealt with various violations including:
 - In the Preserve after hours at Sycamore Canyon, Hacienda Hills, Arroyo Pescadero, Turnbull Canyon, Hellman Park and Powder Canyon.
 - Parking violations at Arroyo Pescadero, Hellman Park, Turnbull Canyon, Arroyo Pescadero, Powder Canyon, Sycamore Canyon and Ford.
 - In the Preserve after rain closure.
 - In the Preserve due to Covid 19 closure.
 - Unstable suspect at Hacienda Hills Trailhead.
 - Assisted Whittier Police with a naked suspect on Hadley/Palm Ave.
 - Subject trying to release a racoon at Sycamore Canyon.
 - Assisted Whittier Police search for a robbery suspect last seen on Peppergrass trail in Hellman park.
 - Smoking marijuana at Arroyo Pescadero and the Ford property.
 - Warned and advised dog owners that they must carry something to pick up after their dog.
 - Dogs off leash at Powder Canyon and Hellman Park.
- Continue to monitor and respond to the Trail Watch volunteer log sheets.
- Continue to contact the Los Angeles County Department of Street Maintenance regarding the graffiti along Turnbull Canyon Road.
- Continue to resupply the trail maps at the kiosks.

- Picked up new dumpings including:
 - Tires in the Arroyo Pescadero parking lot.
 - Debris along Fullerton Road.
- Continue to check and re-post trail closure signs and rope-fence at unauthorized trails and restoration areas in Turnbull Canyon, Worsham Canyon, Powder Canyon and Hellman Park.
- Received several calls during March to our 24-hour ranger emergency services number including:
 - Six calls regarding people jumping over the fence at the Hacienda Hills Trailhead.
 - Nine calls for people locked in at Hellman Park after hours.
 - Hiker locked in at the end of Los Robles Ave.
 - Five calls regarding hikers locked in at the Hacienda Hills Trailhead.
 - Caller at Hellman Park requesting a jump start.
 - Caller in Hacienda Heights reporting that he heard gun shots the night before.
 - Illegally parked car at Hacienda Hills Trailhead.
 - Requesting help looking for a lost dog.
 - Reporting dirt on the road on Grande Vista.
 - Reporting a suspicious person handing around the oil pump station in Sycamore Canyon.
 - Found a lost dog in Sycamore Canyon.
 - Requesting clarification of the parking rules.
 - Reporting a pit bull off the leash in Turnbull Canyon.
 - Reporting a truck driving in the hills.
 - Inquiring if the gates at Hellman Park get locked.
 - Reporting a deer running in the neighborhood on Mar Vista in Whittier.
 - Vehicle blocking the fire gate at Powder Canyon.
 - Reporting a dead coyote on Mar Vista.
 - Reporting that she saw a large bobcat on her property in La Habra Heights.
 - Whittier Police requesting photos from our hidden cameras of a burglary in the parking lot.
 - Reporting a pit bull off leash. No location given.
 - Inquiry if the Preserve will be open.
 - Inquiry about the parking at Hellman Park.
 - Reporting people entering the Preserve at the end of Philadelphia in Whittier.
 - Inquiring when Hellman Park will be open.
 - Reporting people drinking in Hellman Park at Broadmore Street.

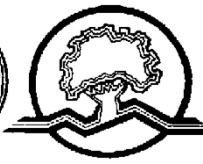
- Installed additional "Please Do Not Leave Valuables In Your Vehicle" at all the trailheads.
- Continue to work closely with Executive Director Andrea Gullo on various projects and assignments as requested.

If you have any questions, or would like any additional information, please feel free to contact me anytime. Thank you.

Sincerely,

K E Hughes

Kenn Hughes
Deputy Chief Ranger

**MOUNTAINS RECREATION & CONSERVATION AUTHORITY**

Franklin Canyon Park
 2600 Franklin Canyon Drive
 Beverly Hills, California 90210
 Phone (310) 858-7272 Fax (310) 858-7212

March 31, 2020

**Puente Hills Habitat Preservation Authority
 2019-2020 Third Quarter Ranger contacts report**

The following list is the number of people that the rangers have contacted for illegal activity at the various locations.

QUARTERS	* Hacienda Heights				** La Habra Heights				*** Whittier				TOTAL			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Parking Violations	15	10	8	0	13	9	8	0	122	87	65	0	150	106	81	0
Bicycle Activity	0	0	0	0	0	0	0	0	4	2	0	0	4	2	0	0
Dogs Off Leash	0	0	0	0	2	2	2	0	0	0	2	0	2	2	4	0
In park after hour	43	31	33	0	20	33	27	0	156	142	140	0	219	206	200	0
Vehicles off-road	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Marijuana	0	0	3	0	0	0	0	0	0	0	2	0	0	0	5	0
Smoking / Fire	0	0	3	0	0	0	0	0	0	0	2	0	0	0	5	0
Vehicle code violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Trespass / Off Trail	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	3	4	0	0	13	13	0	0	12	16	0	0	28	33	0
TOTAL	58	44	51	0	35	57	50	0	282	243	227	0	375	344	328	0

* **Hacienda Heights Property includes** : Ford property, Canyons 6, 7 & 8, Mallas property, and the Turnbull Canyon properties.

** **La Habra Heights Property includes** : All properties from Harbor Blvd. in the East to the Davies property in the West at the Whittier property line at the end of Punta Del Este.

*** **Whittier Property includes** : Arroyo Pescadero, Arroyo San Miguel, Worsham Canyon, Sycamore Canyon, Hellman Park, McFarland, Bowen, Childs/Hall, Canlas, and the Orleans property.

First quarter: July, August, September; **Second quarter:** October, November, December;
Third quarter: January, February, March; **Fourth quarter:** April, May, June.

All violators contacted are either issued citations, or warned and advised.

"Other" category includes: drugs, paintball guns, bow and arrows, littering, defacing property, in the park after rain, vending, and curfew.

A local public agency exercising joint powers of the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District pursuant to Section 6500 et seq. of the Government Code.

The following list is the number of people that the rangers have contacted through outreach programs.

QUARTERS	NUMBER OF PEOPLE				TOTAL
	1	2	3	4	
Jr. Ranger program	0	0	285	0	285
Presentations	0	0	0	0	0
Events	200	0	0	0	200
Organized work programs	140	140	0	0	280
Juveniles from community service	0	0	0	0	0
Hikes	0	0	0	0	0
TOTAL	340	140	285	0	765

The Jr. Ranger programs are typically presented to students at: La Colima Elementary School in Whittier, Meller Elementary School in Pico Rivera, El Portal Elementary School in La Habra, Los Robles Academy Elementary School in Hacienda Heights, Hoover Elementary School in Whittier, and Macy Elementary School in La Habra, as well as several Girl Scout Troops from the surrounding areas.

Events typically include: Hacienda Heights 4th of July parade, Whittier Uptown Holiday Parade, La Habra Heights Avocado Festival, Whittier Founders Day, Earth Day, the City of Whittier SKILLS Foundation Event, and the Los Angeles County Fair.

Organized work programs include the Los Angeles County Fire Camp Crews.

If you have any questions, or would like any additional information, please feel free to contact me anytime. Thank you.

Sincerely,



Kenn Hughes
Deputy Chief Ranger

MEMORANDUM

Meeting Date: May 19, 2020

To: Citizens Technical Advisory Committee

Prepared by: Andrea Gullo, Executive Director

Agenda Item: **VIII. Receive and file past fiscal year 2019-20 Authority budget update.**

Background:

The attached is the Authority's March budget update for the fiscal year 2019-20. It is provided for informational purposes. A full year-end report is expected to be prepared in the fall after all invoices for work performed in the fiscal year have been paid.

Approved by the Board in July 2019 was a budget in the amount of \$1.3 million. Currently \$598,074 (45%) for operations has been expended excluding payroll in which only two months have been reflected. An invoice for the remaining months has been requested. The revenue received to date totals \$1,148,211 and approximately \$1,507,501 could be received by the end of the fiscal year; if the approved budget amount is expended, this would result in a surplus of approximately \$166,000, while original projections were at \$153,000. Also, mitigation funds expended to date for this fiscal year are \$460,238.

The beginning cash (not accrual) balance of agency funds in the County pool at the start of this fiscal year was \$10.2 million. The cash balance as of March 31, 2020 was \$10.5 million. The March pool rate was 1.71% and the April rate was 1.4%.

Recommendation:

Receive and file.

Approved, July 30, 2019,
retroactive July 1, 2019
Amended Dec. 2019

FY 2019-20
Annual Operations Expenses
Year to Date Report - March

FY2019-20 Revenue & Expenses

		<u>Year to Date</u>		<u>Balance</u>
		<u>Budget Amount</u>	<u>Actual Amount</u>	
Revenue:				
La Habra Heights historic oil	8363	40,185	42,867.24	(2,682.24)
Interest from Treasury Pool Deposits	8605	180,000	146,053.86	33,946.14
M&S, Grants - Other	8831	278,000	6,943.75	271,056.25
Miscellaneous - Ongoing	9679	-	455.90	(455.90)
MRCA tickets /educational programs	9681	35,200	290.50	34,909.50
Donations	9686	-	3,100.00	(3,100.00)
Reimbursement of Expense	9731	12,382	22,094.44	(9,712.44)
Site Mitigation	R180	-	-	-
SPI earnings (endowment)	3301	940,000	926,405.47	13,594.53
				-
Total Revenue		<u>1,485,767.00</u>	<u>1,148,211.16</u>	<u>337,555.84</u>

Expenses:	Code	<u>Approved</u>	<u>Year to Date</u>	<u>Balance</u>	<u>% Spent</u>
		<u>Budget Amount</u>	<u>Actual Costs</u>		
Other Insurance Premiums	2302	73,700	12,455.99	61,244.01	17%
Automotive Maintenance	2363	1,100	488.16	611.84	44%
Signs & Related Supplies	2780	800	-	800.00	0%
Memberships	3162	400	175.00	225.00	44%
Miscellaneous (GIS, Resr. Misc.)	3182	3,320	4,452.29	(1,132.29)	134%
Postage	3202	1,100	630.17	469.83	57%
Office Supplies-General	3240	4,160	2,164.80	1,995.20	52%
Computers	3265	2,000	1,878.98	121.02	94%
Office equipment/ furniture	3268	6,800	7,072.84	(272.84)	104%
Publications & Periodicals	3280	100	59.67	40.33	60%
Audit Fees	3529	4,505	499.00	4,006.00	11%
Educational Services	3556	14,925	5,510.30	9,414.70	37%
Ranger Contract	3580-4	422,554	299,868.75	122,685.25	71%
Property Management	3580-5	249,500	105,778.93	143,721.07	42%
Technical	3580-6	23,500	11,231.18	12,268.82	48%
Payroll (Personnel - General Services)	3587	388,227	54,295.38	333,931.25	14%
Fiscal Agent Services	3672	32,000	24,642.42	7,357.58	77%
Legal Services	3717	50,000	30,003.00	19,997.00	60%
Treas-Tax Collector Services	3856	16,000	12,335.68	3,664.32	77%
Publications & Legal Notices	4102	400	407.00	(7.00)	102%
Office Rent (Building Rentals)	4422	8,058	4,641.76	3,416.24	58%
Permit & License Fees	4550	1,000	-	1,000.00	0%
Education & Training (prof. dev.)	4612	6,500	1,594.00	4,906.00	25%
Printing Services	4786	2,000	-	2,000.00	0%
Auto Mileage	5092	650	-	650.00	0%
Auto Service	5098	350	300.94	49.06	86%
Traveling Expense (local meetings)	5110	1,500	1,269.44	230.56	85%
Utilities (water, phones, internet, etc)	5222-4	21,439	16,319.06	5,119.44	76%
Auto Acquisition	6049	5,000	-	5,000.00	0%
Total Expenses		<u>1,341,587</u>	<u>598,074.74</u>	<u>743,512.39</u>	<u>45%</u>

Revenue	1,485,767	1,148,211.16
Expenses	1,341,587	598,074.74
Balance	144,179.87	550,136.42

FY2019/20 Mitigation Budget
Year to Date - March

Expenses:	Code	<u>Annual Budget</u> <u>amount</u>	<u>Year to Date</u> <u>Actual Costs</u>	<u>Balance</u>
Consultant Services (Mitigation) BREA POWER	3580-1	9,928	6,147.40	3,780.25
Consultant Services (Mitigation) SCE	3580-2	477,660	273,542.23	204,117.40
Consultant Services (Mitigation) OLINDA	3580-3	105,277	49,830.95	55,445.92
Consultant Services (Mitigation) MONTEREY	3580-7	15,914	-	15,913.53
Consultant Services (Mitigation-Encroachment) RMX Harbor	3580-8	23,547	16,674.85	6,872.40
Consultant Services (Mitigation) Brea 57/Lambert	3580-9	85,604	56,326.54	29,277.36
Utilities (mitigation) BREA POWER	5222-1	0.00	-	-
Utilities (mitigation) SCE	5222-2	60,109	57,716.50	2,392.50
Utilities (mitigation) OLINDA	5222-3	17,500	8,914.26	8,585.74
Utilities (mitigation) Brea 57/Lbt	5222-5	1,858	-	1,857.69
Total Expenses		797,395.52	460,238.47	328,242.79

MEMORANDUM

Meeting Date: May 19, 2020

To: Citizens Technical Advisory Committee

Prepared by: Andrea Gullo, Executive Director

Agenda Item: **IX. Discussion regarding Authority annual budget fiscal year 2020-21.**

Background:

Attached is a rough draft budget for the upcoming fiscal year for informational purposes. Staff is bringing this item to the Board of Directors on May 21 for feedback and direction, and plans to bring this item back to the Board at the following meeting with refined numbers and the opportunity to address their concerns.

A budget in the amount of \$1.29 million (Scenario #1) is proposed for ongoing operations which is a 3.6% decrease from the previous year, and a rough estimate of approximately \$1,206,811 is illustrated for revenue. The revenue is dependent on the economic response to the pandemic, and property tax collections which fund Measure A. This would result in a possible shortfall of approximately \$86,700. Mitigation project related costs are expected to be \$1,059,900.

The various mitigation projects (SCE, Monterey, Olinda, Brea 57/Lambert) have designated monies to cover staff and ranger expenses. Consistent with last year and as reflected on the attached proposed operations budget, the Personnel and Ranger Contract categories have been decreased in the amount of \$69,914 by applying the personnel/ranger cost allocations from the mitigation project budgets. This is specified in the budget Expense Notes. Moving forward, the Authority invoices itself to move funding from the restricted mitigation funds into the agency's general unit account.

The ranger services contract proposed includes expected ranger/park staff rate increases from \$75/hour to \$80/hour. To lessen impacts to the budget, ranger/staff time has been decreased by six hours per week, from 90/week to 84/week.

Aside from the Personnel and Ranger Contract categories, Property Management is the third largest category. It includes costs for annual fire fee, trail maintenance, tree removals, and fuel modification. See below:

PROPERTY MNGT

Proposed #1 Scenario FY 20-21	Previous FY 19-20	
10,846	10,770	La Habra Heights voluntary fire fee
29,000	30,000	Landscaping (Nakae)
10,000	5,326	Trail maintenance and miscellaneous
4,794	4,794	Canlas HOA fees
5,000	40,000	Tree removals
170,000	147,000	Fuel modification
0	6,200	Peppergrass Trail restoration - ongoing
229,640	244,090	Total

Also, further details about the budget are explained in the budget Notes page. Regarding revenues, as reflected on the attached proposed budget the main source for fiscal year 2020-21 is from the Authority's specific portfolio investments (SPI or otherwise known as the endowment) funded primarily by the Puente Hills Landfill. The second main revenue source is the County Measure A Maintenance and Servicing funds. The M&S funds would be funded annually in perpetuity and increased/decreased based on annual County property tax revenues. Other revenues are from historic oil revenues in La Habra Heights obtained when the properties were acquired, ranger tickets, and interest from our funds held in the County pool. The pandemic has affected most of the revenue sources, but to what degree is unknown at this time. Staff will continually monitor the budget throughout the year.

Also provided is a budget Scenario #2 with less revenue illustrated, and severe cuts to the operating budget including another six hours decrease for the rangers and eliminating part-time staff.

Attachments:

Proposed operations budget, notes, and mitigation budget

Revenue -Forecasting details

Recommendation:

No action is recommended. This is a courtesy informational item.

FY 2020-21
Annual Operations Expenses
DRAFT

FY2020-21 Revenue & Expenses

Begin Cash Balance - 6/30/20-EST 10,100,000

		<u>Proposed</u>	
		<u>Budget Amount</u>	<u>Proposed Budget</u>
		<u>Scenario #1</u>	<u>Amount Scenario</u>
Revenue:		<u>Covid</u>	<u>#2 Severe Covid</u>
La Habra Heights historic oil	8363	30,800	\$ 22,000
Interest from Treasury Pool Deposits	8605	100,000	\$ 90,000
M&S, Grants - Other	8831	269,211	\$ 242,290
Miscellaneous - Ongoing	9679	-	
MRCAs tickets /educational programs	9681	34,000	\$ 25,500
Donations	9686	-	\$ -
Reimbursement of Expense	9731	6,200	\$ 6,200
Site Mitigation	R180	-	
SPI earnings (endowment)	3301	766,600	\$ 702,000
Total Revenue		1,206,811.00	\$ 1,087,990

		<u>Proposed</u>		
		<u>Budget Amount</u>	<u>Proposed Budget</u>	
		<u>Scenario #1</u>	<u>Amount Scenario</u>	<u>Previous</u>
Expenses:	<u>Code</u>	<u>Covid</u>	<u>#2 Severe Covid</u>	<u>Year</u>
Other Insurance Premiums	2302	74,437	74,437	73,700
Automotive Maintenance	2363	1,100	1,100	1,100
Signs & Related Supplies	2780	1,600	1,600	800
Memberships	3162	-	-	400
Miscellaneous (GIS, Resr. Misc.)	3182	550	550	3,320
Postage	3202	500	500	1,100
Office Supplies-General	3240	3,160	4,160	4,160
Computers	3265	-	-	2,000
Office equipment/ furniture	3268	-	-	6,800
Publications & Periodicals	3280	100	100	100
Audit Fees	3529	5,517	5,517	4,505
Educational Services	3556	3,345	-	14,925
Ranger Contract	3580-4	411,180	386,180	422,554
Property Management	3580-5	229,640	224,000	244,090
Technical	3580-6	7,600	7,600	23,500
Payroll (Personnel - General Services)	3587	415,918	377,918	388,227
Fiscal Agent Services	3672	32,000	32,000	32,000
Legal Services	3717	50,000	50,000	50,000
Treas-Tax Collector Services	3856	16,000	16,000	16,000
Publications & Legal Notices	4102	400	400	400
Office Rent (Building Rentals)	4422	8,058	8,058	8,058
Permit & License Fees	4550	1,000	1,000	1,000
Education & Training (prof. dev.)	4612	500	500	6,500
Printing Services	4786	2,000	2,000	2,000
Auto Mileage	5092	650	650	650
Auto Service	5098	350	350	350
Traveling Expense (local meetings)	5110	500	500	1,500
Utilities (water, phones, internet, etc)	5222-4	22,000	22,000	21,439
Street bond	5992	5,410	5,410	5,410
Auto Acquisition	6049	-	-	5,000
Total Expenses		1,293,515	1,222,530	1,341,587

Revenue	1,206,811	1,087,990
Expenses	1,293,515	1,222,530
Balance	(86,703.89)	(134,539.99)

FY2020/21 Mitigation Budget

Expenses:	Code	Proposed Annual Budget Amount
Consultant Services (Mitigation) BREA POWER	3580-1	4,617
Consultant Services (Mitigation) SCE	3580-2	513,445
Consultant Services (Mitigation) OLINDA	3580-3	422,275
Consultant Services (Mitigation) MONTEREY	3580-7	16,717
Consultant Services (Mitigation-Encroachment) RMX Harbor	3580-8	7,815
Consultant Services (Mitigation) Brea 57/Lambert	3580-9	51,815
Utilities (mitigation) BREA POWER	5222-1	0.00
Utilities (mitigation) SCE	5222-2	14,988
Utilities (mitigation) OLINDA	5222-3	26,000
Utilities (mitigation) Brea 57/Lbt	5222-5	2,229
Total Expenses		<u><u>1,059,900.21</u></u>

FY2020/21
Expense Notes

Notes:
Personnel: Increasing PERS costs.
Property Management: Cost indicated includes full fuel modification (170,000), LHH annual Fire Fee (\$10,846), trail and trailhead maintenance/misc (10,000), tree removals (5,000), LT Landscaper (\$14,000 current contract, \$20,000 new contract - possible total to be expended in FY is \$29,000 total), Canlas property HOA dues (4,794).
Technical: Website/computer approx \$5,600, and \$2,000 misc.
Auto Acquisition: \$35,000 total end of FY19-20.
Utilities: Whittier water costs 5%.
County Pool Rate, April 2020 1.4%
Consistent with last year mitigations funds assigned for personnel/rangers are subtracted from budget: \$30,157 from Mitigation Projects for staff subtracted from Payroll category. \$39,756 from Mitigation Projects for ranger patrol subtracted from Ranger Contract category.

Puente Hills Habitat Preservation Authority
 Endowment Provided by the Puente Hills Landfill
 Fiscal Year 2020-21 Forecasting-DETAIL
 Revenue

Habitat Authority Revenues

Revenue	Actuals						Projected Totals			
	FY 15-16 End of Year	FY 16-17 End of Year	FY 17-18 End of Year	FY 18-19 End of Year	CURRENT FY 19-20 Approved	CURRENT FY 19-20 Projection for end of fiscal year	FY 20-21 scenario #1 Covid	FY 20-21 scenario #2 Covid-Severe		
Oil Revenue, La Habra Heights	\$ 21,940	\$ 27,077	\$ 44,788	\$ 46,891	\$ 40,185	\$ 44,000	\$ 30,800	\$ 22,000		
Interest County Pool	\$ 37,886	\$ 87,582	\$ 116,063	\$ 199,093	\$ 180,000	\$ 181,053	\$ 100,000	\$ 90,000		
M&S Measure A, Grants - Other	\$ -	\$ 9,387	\$ 594,712	\$ 271,084	\$ 278,000	\$ 283,380	\$ 269,211	\$ 242,290		
Misc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 455				
MRCA tickets/ ed programs	\$ 52,488	\$ 42,469	\$ 64,420	\$ 38,513	\$ 35,200	\$ 34,613	\$ 34,000	\$ 25,500		
Donations	\$ 25,777	\$ 1,315	\$ -	\$ 4,407	\$ -	\$ 3,100	\$ -	\$ -		
Refunds/Reimbursements	\$ 7,045	\$ 76,934	\$ 15,764	\$ 42,183	\$ 12,382	\$ 22,094	\$ 6,200	\$ 6,200		
* Mitigation-Access & Admin fees only	\$ 1,425,000	\$ 115,000	\$ 605,062	\$ 223,645	\$ -	\$ -				
SPI earnings (endowment)	\$ 927,543	\$ 918,412	\$ 940,000	\$ 940,630	\$ 940,000	\$ 938,805	\$ 766,600	\$ 702,000		
Totals	\$2,497,679	\$ 1,278,176	\$2,380,809	\$1,766,445	\$ 1,485,767	\$ 1,507,501	\$ 1,206,811	\$ 1,087,990		
* Mitigation-FULL payment (access fees, admin., and project funds)	\$6,903,638	\$ 415,000	\$2,877,453	\$ 795,700	\$ -	\$ -				
#1 Scenario assumes: 35% reduction in oil, 5% reduction in Measure A, 1% pool rate, SPI at combined rates/approx. average 2.4%.										
#2 Scenario assumes: 50% reduction in oil, 10% reduction in Measure A, 0.9% pool rate, 25% decrease in ticket revenue, SPI at approx. 2.2%.										