

## PROGRAM MANAGEMENT WORK PLAN AND BUDGET

**Long-term Objective:** Successfully managing a comprehensive Habitat Conservation Plan (HCP) with an average annual expense in excess of \$18.5 million will require additional employees for the Edwards Aquifer Authority (EAA). It is anticipated that the EAA may need to employ as many as six persons to administer the HCP. However, it is difficult to anticipate the management needs until the work plans have been approved and the work is underway. Until that time, the goal is to keep the staffing as lean as is practical.

**Activities in 2012:** Section 5.6.1 of the Funding & Management Agreement (FMA) allows up to \$375,000 to be expended for project management activities in 2012. Program management in 2012 will include (1) taking the lead in obtaining any permits needed for work in 2013; (2) establishing the Science Committee; (3) contracting for the Regional Municipal Water Conservation Program; (4) assisting in establishing the VISPO program; (5) identifying and applying for grants or other alternative funding sources; (6) participating in the NEPA public comment process and any work needed to facilitate the issuance of the HCP; (7) assisting the Applicants in contracting for their work plans; and (8) performing such work as requested by the Implementing Committee.

After conferring with the Implementing Committee on March 15, 2012, the EAA hired Robert Gully as the Program Manager beginning April 2, 2012. To be able to begin implementing the HCP on January 1, 2013, EAA will bring on board by October 2012 the initial group of managers described below that it believes to be essential to the operation of the program in 2013. The EAA will present its recommendations to the Implementing Committee for filling these positions and seek input from the Implementing Committee before filling the Assistant Program Manager position.

In addition to personnel costs, other expenses related to project management include: office rent, meeting expenses, travel, communications, printing and contingency. The total estimated expenses for 2012 are expected to be \$275,586.

<b>PROJECT MANAGEMENT BUDGET 2012</b>	
Staffing	\$212,986
Office Rental	\$8,000
Meeting Expenses	\$2,000
Travel	\$5,000
Communications <sup>1</sup>	\$6,600
Printing	\$1,000
Contingency <sup>2</sup>	\$40,000
<b>TOTAL</b>	<b>\$275,586</b>

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<sup>1</sup> Computers and phones.

<sup>2</sup> Contingency includes funds for additional money that may have to be paid in salaries and other expenses.

**Activities in 2013:** Project Management in 2013 will encompass all of the duties assigned to the Program Manager in the FMA, including but not limited to overseeing the implementation of the HCP, processing and paying all invoices of the EAA and the reimbursement requests of the other Implementing Committee members, maintaining financial records, preparing reports and work plans for 2014, participating in the AMP, and overseeing the applied research facility. To accomplish these tasks, EAA will create and fill 3.5 new staff positions that will be housed at EAA. During 2013, additional staffing needs may be identified within the allocated \$750,000 program management budget. The EAA will consult with the Implementing Committee with respect to the need for any new positions.

The following is a brief description of the duties of the new positions. The duties may change as the implementation process proceeds.

The **Program Manager** will be responsible for implementing (or directing and overseeing the other managers in implementing) the duties set out in the Program Manager Job Description and the FMA. The Program Manager will be involved, at some level, in all of the tasks assigned to the Program Manager in the FMA. He will play an active role in overseeing the development of Ecological Model, obtaining alternative funding sources, and interfacing with USFWS.

The **Assistant Program Manager** will report to the Program Manager. The Assistant Program Manager will be up-to-date on all aspects of the implementation of the HCP. The Assistant Program Manager will be responsible for the day-to-day implementation of the Adaptive Management Process (AMP). The Assistant Program Manager will coordinate the efforts of the Science Committee and the Science Review Panel and the maintenance of an up-to-date public database of the “best available science” as it becomes available. The Assistant Program Manager will receive and review all Routine AMP recommendations from the Implementing Committee and its members and address these in a manner consistent with the requirements provided in the FMA. For Non-routine AMP measures, the Assistant Program Manager, in consultation with the Program Manager, will determine the appropriate course of action. It is anticipated that the Assistant Program Manager will develop over time the experience necessary to be the successor to the Program Manager. The Assistant Program Manager will participate in the meetings of the SAWS ASR Advisory Team.

The **Project Manager** will coordinate the day-to-day implementation of the HCP, and oversee the contract administration and reimbursement process for the Program Fund Contracts. The Project Manager will monitor work for the projects for which EAA has responsibility EAA and review and approve EAA contractor invoices. The Project Manager will coordinate and attend regular monthly technical meetings with project staff and consultants. The Project Manager will approve all requests for reimbursement for work under the Program Fund Contracts. Additionally, the Project Manager will track the implementation of all of the work plans, and assist in identifying and resolving problems in completing the work plans on schedule and on budget. The Project Manager will coordinate and attend the meetings of the Regional Municipal Water Conservation Advisory Committee and work with the consultant retained to implement Regional Municipal Conservation Plan. The Project Manager, in consultation with the Program Manager, will prepare and present status updates to the Implementing Committee.

The **Program Coordinator** will assist the Program Manager. The Program Coordinator will prepare agendas for the meetings of the Implementing Committee and other committees, and attend and take notes of these meetings. The Program Coordinator will coordinate and plan community outreach initiatives. The Program Coordinator will also compile the data for, and prepare, the draft Annual Report. The Program Coordinator will monitor the activities at the applied research facility and prepare regular reports for the Implementing Committee regarding those activities. The Program Coordinator will identify and assist in the preparation of grant and other requests for alternative funding and assist in the development of work plans for 2014.

The **Administrative Assistant** will pay all invoices and maintain a record system for invoicing and reimbursement requests for all contracts. The Administrative Assistant will prepare monthly budget reports for the Implementing Committee. The Administrative Assistant will notice meetings, maintaining necessary meeting minutes, and maintain the Administrative Record. This position will require budget and bookkeeping experience.

The staffing expenses for 2012 and 2013 are set out in the table below.

<b>Staffing Expenses</b>						
	<b>Salary 2012</b>	<b>Fringe 2012</b>	<b>Total 2012</b>	<b>Salary 2013</b>	<b>Fringe 2013</b>	<b>Total 2013</b>
<b>Program Manager</b>	\$108,750	\$26,625	\$135,375	\$145,000	\$31,649	\$176,649
<b>Assistant Program Manager</b>	\$23,842	\$5,728	\$29,570	\$95,367	\$22,912	\$118,279
<b>Project Manager</b>	\$15,639	\$4,427	\$20,066	\$61,475	\$17,706	\$79,181
<b>Program Coordinator</b>	\$13,276	\$4,105	\$17,381	\$53,104	\$16,420	\$69,525
<b>Administrative Assistant</b>	\$7,393	\$3,202	\$10,594	\$29,570	\$12,806	\$42,376
<b>Total</b>	<b>\$168,900</b>	<b>\$44,087</b>	<b>\$212,986</b>	<b>\$384,516</b>	<b>\$101,493</b>	<b>\$486,010</b>

The following table sets out the projected project budget for 2013.

	<b>2013</b>
Staffing	\$486,010
Office Rental	\$24,000
Meeting Expenses	\$4,000
Travel	\$20,000
Communications	\$6,000
Printing	\$10,000
Non-personnel Contingency (10%) <sup>3</sup>	\$8,000
<b>TOTAL</b>	<b>\$560,023</b>

<sup>3</sup> Any merit increases will be paid out of the 2014 budget.

