



# MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center & Gardens  
570 West Avenue Twenty-six, Suite 100  
Los Angeles, California 90065  
Phone (323) 221-9944

## MEMORANDUM

TO: The Governing Board

FROM:  Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: June 6, 2017

SUBJECT: **Agenda Item VI(b): Consideration of resolution authorizing a contract with the Santa Monica Mountains Conservancy for administrative services through fiscal year 2017-2018**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing entering into a contract Santa Monica Mountains Conservancy (Conservancy) not to exceed the amount of \$50,000 for administrative and facility expenses.

Background: From time to time MRCA provides administrative services to other government agencies. The Conservancy has approached staff about initiating a contract for administrative services through fiscal year 2017-2018. There is a reciprocal management agreement whereby the MRCA manages property owned by the Conservancy. MRCA provides office space, administrative materials and services, and facility maintenance for Conservancy staff.

Many of the Conservancy's necessary expenses have billing cycles that the state system cannot currently comply with. The state system recommends invoices to be submitted for payment 45 days before the due date to ensure on time payment, which is not feasible.

For example, the Conservancy phone bills have a 25 day billing cycle and are mailed on the bill date to the Conservancy. As a result, the Conservancy staff receives bills 10-15 days before the due date. The Conservancy then approves the bill for payment and submits it to Department of General Services - Contracted Fiscal Services (CFS). CFS processes the payment and submits to the State Controllers Office (SCO). SCO then cuts a check and mails it to the vendor. While the expediency of CFS and SCO varies, even in the best of circumstances, checks are never received by the vendor before the due date.

As a result, the Conservancy phone lines have been restricted multiple times until

payment is received. Over the years, the MRCA has taken on many of these expenses for the Conservancy to avoid service interruptions and collections against the Conservancy. The proposed solution was for the MRCA to accept responsibility for such expenses, and establish a contract which would allow the Conservancy to reimburse the MRCA for these costs. This arrangement was established for fiscal year 2016-2017 and has successfully avoided services disruptions. After a year of tracking costs, the estimated amount of services for 2017-2018 is \$50,000.

Consideration: The services contract is for \$50,000 and will renew every fiscal year.

Fiscal Impact: Services will be provided with existing staff. Authorizing the contract will reduce expenses that would otherwise be paid from general funds.