

SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

FISCAL YEAR
2017-2018 BUDGET



**SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS**

SBCCOG Organizational Structure

Board of Directors

Executive Director

Legal Counsel

Research Director

Deputy Executive Director

Transportation Director

Administration

Agenda Preparation
Finance
Information Technology
City Staff & Elected Officials Trainings
Regional Advocacy
Member Networking and Communications
Dominguez Channel CIMP

Transportation, Environmental Outreach & Implementation Programs

Transportation Improvement Programs
Measure R Highway Program
Measure M Program Development
South Bay Rail Development Program
South Bay Transit Programs
Alternative Transportation Programs
Alternative Fuel Vehicle Studies
Smart Mobility/Travel Pal
Sustainability / CAP
South Bay Environmental Services Center
Energy Efficiency Programs
Water Conservation, Quality, & Supply Programs
Sanitation District Programs

Special Services

General Assembly
Metro Deputy
South Bay Net (Broadband Network)
Homeless Services
Short-term Rental Task Force
Regional Coyote Control Plan
Senior Services

Goal A: Environment, Transportation and Economic Development

Goal B: Regional Advocacy

Goal C: Member Networking and Communications

Goal D: Organizational Stability



SBCCOG Organizational Staffing 2017-2018

Board of Directors

(18 Board members = 1 per 16 cities plus 2 LA County)

Executive Director

Legal Counsel

Research Director - Deputy Executive Director - Transportation Director

Administration

Contract Consultants:

Executive Director - Jacki Bacharach & Associates (\$220,000) (55%)
 Transportation Director - (\$12,344) (11%)

Employees:

.59 Administrative Officer
 1.67 Environmental Services Analyst
 1.84 Administrative Assistant

Total 4.10 FTEs

Funding:

Dues
 General Assembly Sponsorships
 Trainings
 Interest
 Dominguez Channel CIMP

Transportation, Environmental Outreach & Implementation Programs

Contract Consultants:

Executive Director - Jacki Bacharach & Associates (\$160,000) (40%)
 Transportation Director (\$100,994) (89%)
 Research Director (\$96,676) (100%)
 Energy Efficiency Engineer (\$170,000) (100%)
 Add'l Transportation Consultants - Measure R (\$92,840) (100%)
 Add'l Consultants Strategic Growth Council (\$240,608) (100%)
 Add'l Consultants as needed on contracts in development (\$60,000) (100%)

Employees:

.38 Administrative Officer
 1.61 Project Managers
 3.97 Environmental Services Analysts
 1.66 Administrative Assistants

Total 7.62 FTEs

Funding:

PUC SCE/SCG Energy Efficiency Partnership Funds
 Green Building Challenge
 West Basin Municipal Water District
 Sanitation District Education Outreach Programs
 Torrance Water District
 Metro Vanpool
 Metro Express Lanes
 Metro Measure R
 Metro - Strategic Growth Council
 Metro Smart Mobility/Travel Pal
 LA DWP
 CEC ChargeBliss
 Integrated Pest Management
 HERO Renewables

Special Services

Contract Consultants:

Jacki Bacharach & Associates (\$20,000) (5%)
 Metro Liaison (\$96,970) (100%)

Employees:

.03 Administrative Officer
 .39 Project Manager
 1.36 Environmental Services Analysts
 .50 Administrative Assistant

Total 2.28 FTEs

Funding:

Dues
 General Assembly Sponsorships
 Metro Deputy Agreement
 South Bay Net (Broadband Network)
 LACO Homeless (PATH)

Note: Employee percentages are based on function

SBCCOG Summary

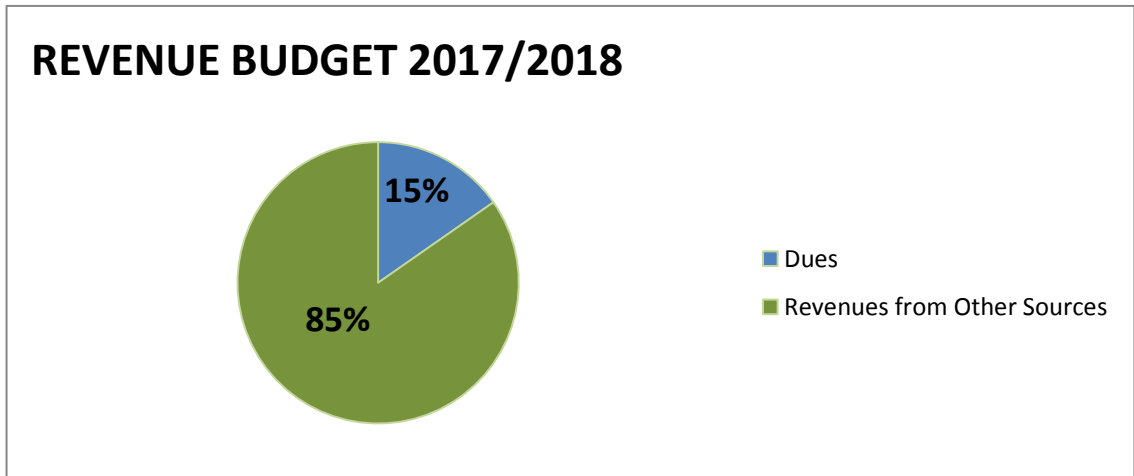
SOURCE	Estimated ACTUALS 2016/2017	BUDGET 2016/2017	BUDGET 2017/2018	PLANNED 2018/2019	NOTES
Revenue					
General Fund Sources	416,527	396,260	428,858	445,800	
Grant Revenue	2,492,616	2,546,286	1,704,848	1,193,010	
Special Services	161,239	152,700	152,000	154,700	
Add'l Revenues required for a balanced budget			60,645	613,049	
Total Revenue	3,070,381	3,095,246	2,346,350	2,406,559	
Expenses					
Administration	322,065	318,243	323,580	325,260	
Grant Services	2,006,174	2,574,791	1,895,800	1,951,420	
Special Services	135,944	202,211	126,970	129,879	
Total Expense	2,464,183	3,095,245	2,346,350	2,406,559	
Net Income	606,199	0	0	0	

Potential Grant Revenue for 2017-2018

REN/Bki	10,000	
EUC Outreach 2017	30,000	
Strategic Plan Funding	100,000	Includes \$60K in contracted expenses
VW Settlement	154,770	Total amount is \$515,900K for 30 months; year 1 (9 months) = \$154,770
WRD - 12 months	25,000	
DRAM - 24 months	75,000	Total amount is \$200K for 24 months; year 1 (9 months) = \$75,000
Measure M	125,000	Projection of \$125K is for one year only; grant would likely span multiple years
	<u>519,770</u>	

SBCCOG General Fund Revenue Sources

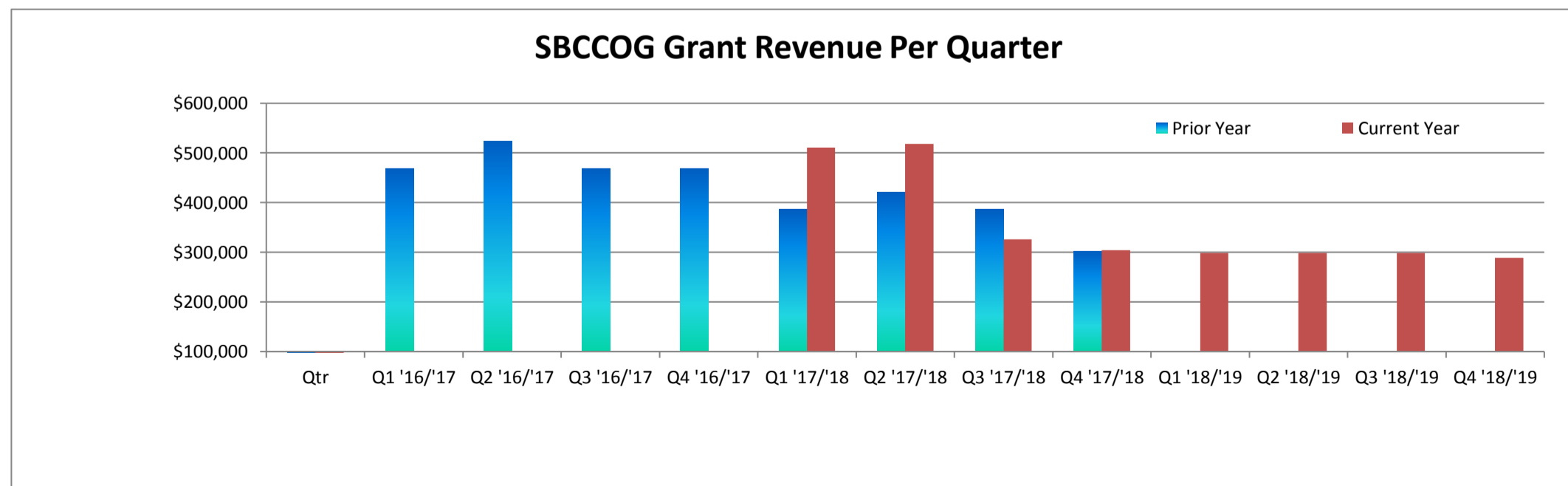
SOURCE	Estimated ACTUALS 2016/2017	BUDGET 2016/2017	BUDGET 2017/2018	PLANNED 2018/2019	NOTES
Dues	332,500	332,500	352,500	372,500	\$20K dues increase
General Assembly Sponsorships	69,250	60,000	60,000	60,000	
MTA South Bay Deputy Administration	91,989	92,700	92,000	94,700	Per Metro, no increase for 2017-18
Grant Revenue	2,492,616	2,546,286	1,704,848	1,193,010	See Grant Revenue Sources page for details
Dominguez Channel Coordinated Integrated Monitoring Program (CIMP) - Administration	63,474	55,300	58,058	55,000	
PACE Programs	15,697	0	15,500	15,500	HERO, Ygrene, Fig Tree
Other Revenues	4,855	8,460	2,800	2,800	Interest, training, Holiday Light Exchange Sponsors
TOTAL	3,070,381	3,095,246	2,285,706	1,793,510	



Estimated '16-'17 Revenues will be 99.3% of Budget and Expenses will be 79.6% of Budget	
<u>Restricted Reserve</u>	
Actual Restricted Reserve 2016-2017	\$61,809
Estimated Restricted Reserve June 30, 2017	\$81,809
equal to 3.7% of operating budget for FY17-18. Target for FY18-19 is 5%.	
<u>Estimated General Fund as of June 30, 2017</u>	
General Fund Total	\$394,271
Estimated Unrestricted General Fund	\$284,271
Encumbered General Fund per May 2017 Steering Committee	\$110,000

SBCCOG GRANT REVENUE

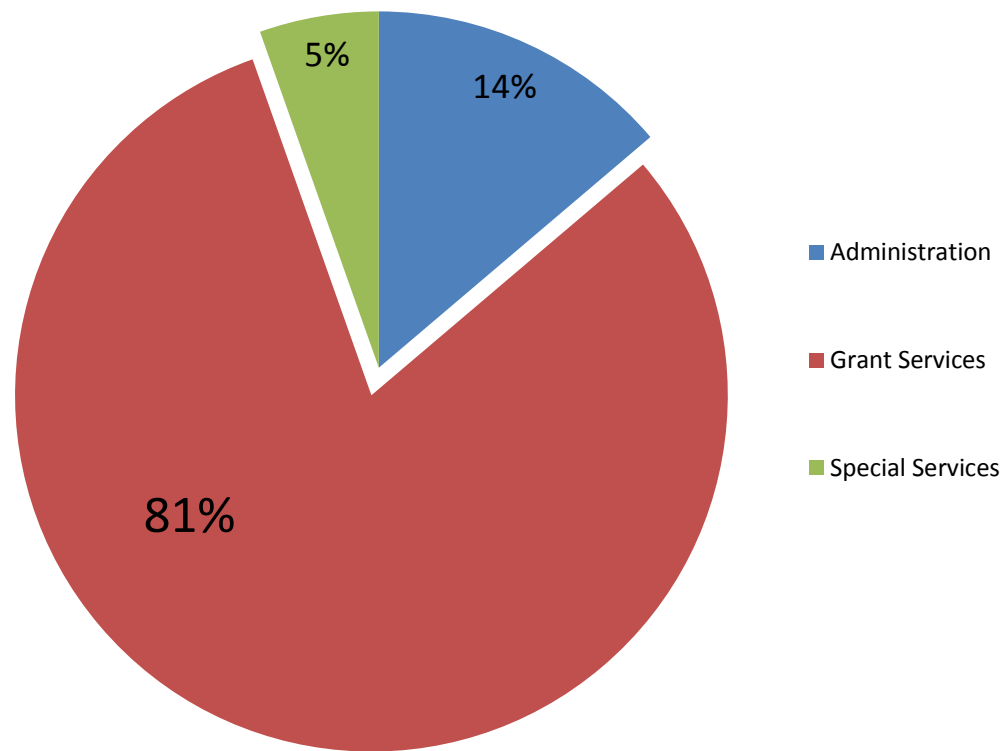
SOURCE	Estimated ACTUALS 2016/2017	BUDGET 2016/2017	BUDGET 2017/2018	PLANNED 2018/2019	NOTES
A SCE/SCG South Bay Energy Efficiency Partnership Program	\$ 1,002,346	\$ 650,000	\$ 490,000	\$ 490,000	2017-18 SCE funding cut 29%; anticipated to renew in 2018/19
B Green Building Challenge	\$ 142,954	\$ 25,167	\$ 62,000	\$ 4,500	SCE/SCG-\$50K; Golden State Water-\$7500; WBMWD-\$4500
C West Basin Municipal Water District - Marketing and Community Outreach Services for Water Conservation Programs	\$ 175,000	\$ 175,000	\$ 195,180	\$ 186,500	anticipated to renew in 2018/19, one-time contract enhancement of \$23K over 2 years
D Sanitation Districts of Los Angeles County - Environmental Education Collaborative Partnership	\$ 49,000	\$ 49,000	\$ 49,000	\$ 49,000	anticipated to renew in 2018/19
E Torrance Municipal Water District - Marketing and Community Outreach Services for Water Conservation Programs	\$ 18,400	\$ 18,400	\$ 26,250	\$ 26,250	anticipated to renew in 2018/19
F Metro Vanpool Outreach	\$ 36,000	\$ 36,000	\$ 36,000	\$ 36,000	anticipated to renew in 2018/19
G Metro Express Lanes Outreach	\$ 44,000	\$ 48,000	\$ 48,000	\$ 28,000	(through Jul 2019)
H Measure R - South Bay Highway Program Administration and Program Development	\$ 310,170	\$ 726,360	\$ 309,520	\$ 317,760	(per Metro Funding Agreement #2 - continues annually thru FY18-19)
I Metro - Strategic Growth Council	\$ 388,134	\$ 467,859	\$ 344,045	\$ -	(through Dec 2017)
J Metro Smart Mobility	\$ 107,206	\$ 150,000	\$ 56,456	\$ -	(through Feb 2018)
K LA DWP	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000	contract start 2016
L LACO Homeless (PATH)	\$ 27,021	\$ 15,500	\$ 25,000	\$ 25,000	anticipated to renew in 2017/18
M ChargeBliss	\$ 14,680	\$ 25,000	\$ 10,817	\$ -	thru Mar 2018
N Integrated Pest Management	\$ 3,420	\$ -	\$ 2,580	\$ -	thru Jun 2018
O HERO Renewables	\$ -	\$ -	\$ 20,000	\$ -	
P Zero Emission Vehicle (ZEV) Readiness	\$ 85,460	\$ 115,000	\$ -	\$ -	(through Jan. 2017)
Q EUC Outreach Ambassador	\$ 29,325	\$ 25,000	\$ -	\$ -	(through Dec 2016)
R Home Upgrade (REN/Bki)	\$ 25,000	\$ -	\$ -	\$ -	(through Dec 2016)
S SBWIB Broadband	\$ 14,500	\$ -	\$ -	\$ -	(through Dec 2016)
TOTAL	\$ 2,492,616	\$ 2,546,286	\$ 1,704,848	\$ 1,193,010	



SBCCOG EXPENSES

Cost Category	Estimated ACTUALS 2016/2017	BUDGET 2016/2017	BUDGET 2017/2018	PLANNED 2018/2019	NOTES
Administration	322,065	318,243	323,580	325,260	
Grant Services	2,006,174	2,574,791	1,895,800	1,951,420	
Special Services	135,944	202,211	126,970	129,879	
TOTAL	2,464,183	3,095,245	2,346,350	2,406,559	

EXPENSE BUDGET 2017/2018



- Administration Expenses are paid out of the following revenue sources:
 - Dues
 - General Assembly Sponsorships
 - Trainings
 - Interest
 - Dominguez Channel CIMP
- Grant Services Expenses are paid out of the following grant revenues:
 - PUC SCE/SCG Energy Efficiency Partnership Funds
 - Green Building Challenge
 - West Basin Municipal Water District
 - Sanitation District
 - Torrance Water District
 - Metro Vanpool
 - Metro Express Lanes
 - Metro Measure R
 - Metro Strategic Growth Council
 - Metro Smart Mobility
 - LADWP
 - CEC ChargeBliss
 - Integrated Pest Management
 - HERO Renewables
- Special Services Expenses are paid out of the following revenue sources:
 - Dues
 - General Assembly Sponsorships
 - Metro Deputy Agreement
 - South Bay Net (Broadband Network)
 - Homeless (PATH)

SBCCOG EXPENSES - Administration

Cost Category	Estimated ACTUALS 2016/2017	BUDGET 2016/2017	BUDGET 2017/2018	PLANNED 2018/2019	NOTES
SALARIES	29,543	36,000	27,600	28,430	vacancies not filled
BENEFITS	5,723	6,637	5,530	5,690	
SUPPLIES AND CONTRACTUAL SERVICES	266,798	255,606	270,450	271,140	
RESERVE GROWTH	20,000	20,000	20,000	20,000	
TOTAL	322,065	318,243	323,580	325,260	

SBCCOG EXPENSES - Administration - The Sharper Pencil

Line Items	Estimated ACTUALS 2016/2017	BUDGET 2016/2017	BUDGET 2017/2018	PLANNED 2018/2019	NOTES
Salaries	29,543	36,000	27,600	28,430	
SALARIES	29,543	36,000	27,600	28,430	
Health & Life Insurance	3,255	3,660	3,200	3,300	
Disability Insurance	229	223	220	220	
Social Security	1,814	2,232	1,710	1,760	
Medicare	424	522	400	410	
BENEFITS	5,723	6,637	5,530	5,690	
Office Supplies	117	750	120	130	moved Electronic Services to separate line
Meeting Refreshments	1,076	900	1,130	1,160	
Audit	900	900	950	950	
Travel	34	500	6,200	6,200	
Conferences	811	1,000	2,300	2,300	
Staff Development	20	0	270	280	
Memberships	3,232	615	3,260	3,260	
Newsletter, Printing & Binding	812	865	810	810	
Electronic Services Support	19,155	1,500	14,960	15,270	includes all internet, website, Xerox, phone svcs
Professional Services (Administrative)	232,344	236,826	232,340	232,340	
Strategic Planning/Business Development	5,422	8,000	5,160	5,310	
Rent	2,876	3,000	2,950	3,130	
Miscellaneous	655	750	300	300	
SUPPLIES AND CONTRACTUAL SERVICES	266,798	255,606	270,450	271,140	
Reserve Growth	20,000	20,000	20,000	20,000	
RESERVE GROWTH	20,000	20,000	20,000	20,000	
TOTAL	322,065	318,243	323,580	325,260	

SBCCOG EXPENSES - Grant Services

Cost Category	Estimated ACTUALS 2016/2017	BUDGET 2016/2017	BUDGET 2017/2018	PLANNED 2018/2019	NOTES
SALARIES	623,712	758,640	583,580	600,970	vacancies not filled
BENEFITS	118,829	142,825	114,930	118,430	
SUPPLIES AND CONTRACTUAL SERVICES	1,263,632	1,673,326	1,197,290	1,232,020	
TOTAL	2,006,174	2,574,791	1,895,800	1,951,420	

SBCCOG EXPENSES - Grant Services - The Sharper Pencil

Cost Category	Estimated ACTUALS 2016/2017	BUDGET 2016/2017	BUDGET 2017/2018	PLANNED 2018/2019	NOTES
Salaries	\$ 620,412	\$ 756,000	\$ 579,620	\$ 597,010	
Phone Allowance	\$ 3,300	\$ 2,640	\$ 3,960	\$ 3,960	
SALARIES	\$ 623,712	\$ 758,640	\$ 583,580	\$ 600,970	
Health & Life Insurance	\$ 58,683	\$ 65,975	\$ 57,740	\$ 59,520	Health - Cafeteria Plan \$500/Employee per mo.
Disability Insurance	\$ 5,556	\$ 5,408	\$ 5,250	\$ 5,410	
Social Security	\$ 38,099	\$ 46,872	\$ 35,940	\$ 37,010	
Medicare	\$ 8,910	\$ 10,962	\$ 8,400	\$ 8,660	
Worker's Comp. Insurance	\$ 7,582	\$ 13,608	\$ 7,600	\$ 7,830	
BENEFITS	\$ 118,829	\$ 142,825	\$ 114,930	\$ 118,430	
Office Supplies	\$ 14,082	\$ 90,365	\$ 14,790	\$ 15,230	moved Electronic Services to separate line
Meeting Refreshments	\$ 15,222	\$ 12,731	\$ 15,980	\$ 16,460	
Audit	\$ 4,779	\$ 4,779	\$ 5,050	\$ 5,050	
Travel	\$ 695	\$ 10,185	\$ 2,000	\$ 2,000	
Conferences	\$ 2,015	\$ 9,548	\$ 3,000	\$ 3,000	
Staff Development	\$ 199	\$ -	\$ 2,730	\$ 2,810	
Dues & Memberships	\$ 7,582	\$ 6,365	\$ 7,900	\$ 8,240	
Newsletter, Printing & Binding	\$ 7,968	\$ 8,487	\$ 7,970	\$ 7,970	
Electronic Services Support	\$ 67,737	\$ 5,305	\$ 52,900	\$ 54,010	includes all internet, website, Xerox, phone svcs
Professional Services (Administrative)	\$ 180,000	\$ 163,638	\$ 160,000	\$ 160,000	
Contractual Services	\$ 821,045	\$ 1,211,512	\$ 780,960	\$ 804,390	
Rent	\$ 140,116	\$ 146,168	\$ 143,610	\$ 152,460	
Miscellaneous	\$ 875	\$ 1,061	\$ 400	\$ 400	
Reimbursements to South Bay Cities	\$ 1,318	\$ -	\$ -	\$ -	
Liability Insurance	\$ -	\$ 3,183	\$ -	\$ -	
SUPPLIES AND CONTRACTUAL SERVICES	1,263,632	1,673,326	1,197,290	1,232,020	
TOTAL	2,006,174	2,574,791	1,895,800	1,951,420	

SBCCOG EXPENSES - Special Services

Cost Category	Estimated ACTUALS 2016/2017	BUDGET 2016/2017	BUDGET 2017/2018	PLANNED 2018/2019	NOTES
General Assembly	36,126	42,177	30,000	30,000	
Metro Deputy	96,581	96,970	96,970	99,879	Per Metro, no increase for 2017-18
Climate Action Planning Assistance	3,238	61,764	0	0	ICLEI membership (included in Dues & Memberships going fwd)
South Bay Economic Development	0	1,300	0	0	Special assessment from City Economic Development Directors
TOTAL	135,944	202,211	126,970	129,879	

SBCCOG EXPENSES - Special Services - The Sharper Pencil

Cost Category	Estimated ACTUALS 2016/2017	BUDGET 2016/2017	BUDGET 2017/2018	PLANNED 2018/2019	NOTES
General Assembly Expenses					
Other	11,560	10,000	10,000	10,000	
Expenses (Food, Room)	24,565	20,000	20,000	20,000	
General Assembly Total	<u>36,126</u>	<u>42,177</u>	<u>30,000</u>	<u>30,000</u>	
 Metro Deputy Expense Total	 <u>96,581</u>	 <u>96,970</u>	 <u>96,970</u>	 <u>99,879</u>	 Per Metro, no increase for 2017-18
Climate Action Planning Expenses					
Salaries	203	33,600	0	0	
Benefits	35	6,712	0	0	
Contractors	0	18,000	0	0	
Expenses	3,000	3,452	0	0	ICLEI membership (included in Dues & Memberships going fwd)
Climate Action Planning Total	<u>3,238</u>	<u>61,764</u>	<u>0</u>	<u>0</u>	
 South Bay Economic Development Group Total	 <u>0</u>	 <u>1,300</u>	 <u>0</u>	 <u>0</u>	 Special assessment from City Economic Development Directors
 TOTAL	 135,944	 202,211	 126,970	 129,879	

**2017-2019 SBCCOG
Employee Salary Expense Worksheet**

Position Title	Administration		Grant Services		Special Services		Approved Position Budget
			Environmental Outreach & Implementation Programs /	Transportation Programs			
Administrative Officer - Tier 1	9,031	10%	82,000	88%	1,969	2%	93,000
Senior Project Manager - Tier 1	0	0%	87,000	99%	1,000	1%	88,000
Project Manager - Tier 2	0	0%	38,000	54%	32,000	46%	70,000
Environmental Services Analyst III - Tier 3	0	0%	86,000	99%	1,000	1%	87,000
Environmental Services Analyst III - Tier 2	0	0%	81,000	99%	1,000	1%	82,000
Environmental Services Analyst III - Tier 1	0	0%	76,000	99%	1,000	1%	77,000
Environmental Services Analyst II - Tier 3	0	0%	71,000	99%	1,000	1%	72,000
Environmental Services Analyst II - Tier 2	0	0%	66,500	99%	500	1%	67,000
Environmental Services Analyst II - Tier 1	0	0%	61,000	98%	1,000	2%	62,000
Environmental Services Analyst I - Tier 3	11,970	21%	43,890	77%	1,000	2%	57,000
Environmental Services Analyst I - Tier 2	11,000	21%	40,000	77%	1,000	2%	52,000
Environmental Services Analyst I - Tier 1	0	0%	47,000	100%	0	0%	47,000
Administrative Assistant - Tier 3	5,000	11%	38,500	86%	1,500	3%	45,000
Administrative Assistant - Tier 2	2,000	5%	36,500	91%	1,500	4%	40,000
Administrative Assistant - Tier 1	2,000	6%	31,500	90%	1,500	4%	35,000
Part-time Hourly Staff (ESAs for events)	0	0%	9,500	95%	500	5%	10,000
Totals:	41,001		895,390		47,469		984,000

**2017-2019 SBCCOG
Contractor Expense Worksheet**

Contractor	Administration		Grant Services		Special Services		2017-2018 Budget
Executive Director (JB) and staff - appx. Jacki Bacharach and Associates \$170,000; - appx. \$230,000 (subs to JB)	220,000	55%	160,000	40%	20,000	5%	400,000
Transportation Director - Steve Lantz - Includes 3% increase - Measure R consulting portion only	12,344	11%	100,994	89%	-	0%	113,338
Research Director - Siembab Corp.	-	0%	96,676	100%	-	0%	96,676
Energy Efficiency Engineer - GSE Solutions	-	0%	170,000	100%	-	0%	170,000
Metro Deputy - Mike Bohlke	-	0%	-	0%	96,970	100%	96,970
Add'l transportation consultants -Measure R	-	0%	92,840	100%	-	0%	92,840
Legal Fees - Measure R and Dominguez Channel CIMP	-	0%	5,000	100%	-	0%	5,000
Add'l consultants Strategic Growth Council	-	0%	240,608	100%	-	0%	240,608
Additional consultants or staff as needed on contracts in development	-	0%	50,000	83%	10,000	17%	60,000
Estimated Contractor Expenses FY 2017-18	<u>232,344</u>		<u>916,118</u>		<u>126,970</u>		<u>1,275,432</u>
Estimated Contractor Expenses FY 2018-19	239,314		675,142		130,779		1,045,235