



# 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  
 Economic Development  
 Regional Advocacy  
 Member Networking and Communications

### Transportation, Environmental Outreach & Implementation Programs

Transportation Improvement Programs  
 Measure R Highway Program  
 Mobility Matrix  
 South Bay Rail Development Program  
 South Bay Transit Programs  
 Alternative Transportation Programs  
 Alternative Fuel Vehicle Studies  
 Energy Efficiency Programs  
 Water Conservation, Quality, & Supply Programs  
 Sanitation District Programs

### Special Services

General Assembly  
 Climate Action Planning  
 South Bay Economic Development Group  
 Metro Deputy

**Goal A: Environment, Transportation and Economic Development**

**Goal B: Regional Advocacy**

**Goal C: Member Networking and Communications**

**Goal D: Organizational Stability**



# SBCCOG Organizational Staffing 2015-2017

## 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 (\$221,362) (54%)  
 Transportation Director - (\$12,344) (11%)

**Employees:**

.10 Administrative Officer  
 .16 Administrative Assistant  
 .21 Environmental Services Analyst

**Total .47 FTEs**

**Funding:**

Dues  
 General Assembly Sponsorships  
 Trainings  
 Interest

#### Transportation, Environmental Outreach & Implementation Programs

**Contract Consultants:**

Executive Director - Jacki Bacharach & Associates (\$180,297) (41%)  
 Transportation Director (\$96,601) (89%)  
 Research Director (\$119,123) (100%)  
 IT Systems Administration (\$24,000) (100%)  
 Energy Efficiency Engineer (\$165,000) (100%)  
 Energy Efficiency CAP Consultant (\$140,247) (100%)  
  
 Add'l Transportation Consultants - Measure R (\$477,981) (100%)  
 Add'l Consultants Strategic Growth Council (\$240,000) (100%)  
 Add'l Consultants as needed on contracts in development (\$54,297) ((100%))

**Employees:**

.88 Administrative Officer  
 1.61 Project Managers  
 6.71 Environmental Services Analysts  
 1.77 Administrative Assistants

**Total 10.97 FTEs**

**Funding:**

PUC SCE/SCG Energy Efficiency Partnership Funds  
 SCE Phase3 Strategic Plan Strategies (EECAP)  
 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  
 EUC Outreach Ambassador Program Funds  
 Zero Emission Vehicles Study  
 Home Upgrade (REN/Bki)  
 Dominguez Channel CIMP  
 Metro Smart Mobility  
 Green PerSquare Foot

#### Special Services

**Contract Consultants:**

Jacki Bacharach & Associates (\$20,000) (5%)  
 Metro Liaison (\$94,146) (100%)

**Employees:**

.02 Administrative Officer  
 .39 Project Manager  
 .08 Environmental Services Analysts  
 .07 Administrative Assistant

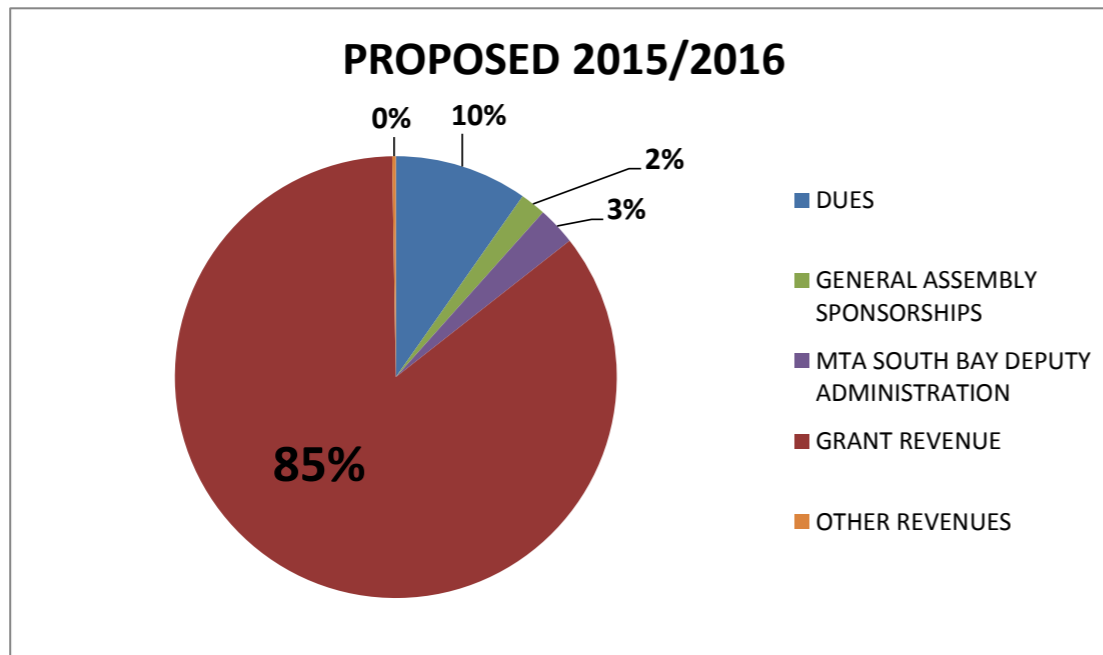
**Total .56 FTEs**

**Funding:**

Dues  
 General Assembly Sponsorships  
 Metro Deputy Agreement  
 South Bay Economic Development Funds

## SBCCOG General Fund Revenue Sources

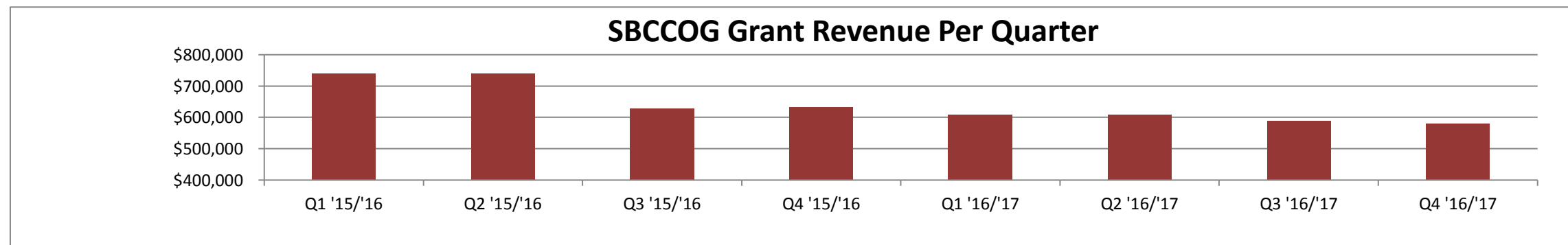
SOURCE	Estimated ACTUALS 2014/2015	BUDGET 2014/2015	PROPOSED 2015/2016	PLANNED 2016/2017	NOTES
DUES	229,998	229,998	312,500	334,375	Includes proposed dues increase.
CAP ASSESSMENTS	62,625	62,625	0	0	Elimination of CAP Assessment in 2015/16
GENERAL ASSEMBLY SPONSORSHIPS	62,500	60,000	60,000	60,000	
MTA SOUTH BAY DEPUTY ADMINISTRATION	84,338	86,813	90,000	92,700	
GRANT REVENUE	2,503,454	2,647,453	2,739,496	2,386,844	See Grant Revenue Sources page for details
OTHER REVENUES	7,760	6,440	8,460	8,460	Interest, training, South Bay Econ. Dev, HERO, Holiday Light Exchange Sponsors
<b>TOTAL</b>	<b>2,950,676</b>	<b>3,093,329</b>	<b>3,210,456</b>	<b>2,882,379</b>	
Expenses from SBCCOG Expenses TAB	2,934,632	3,093,329	3,210,456	2,882,379	
NET INCOME	16,044	0	0	0	



Unrestricted Reserves Cash Balance as of June 30, 2014:	\$448,081
Estimated Unrestricted Reserves Cash Balance as of June 30, 2015:	\$464,125
Reserves/ Total Expenses:	14.46%

## SBCCOG GRANT REVENUE

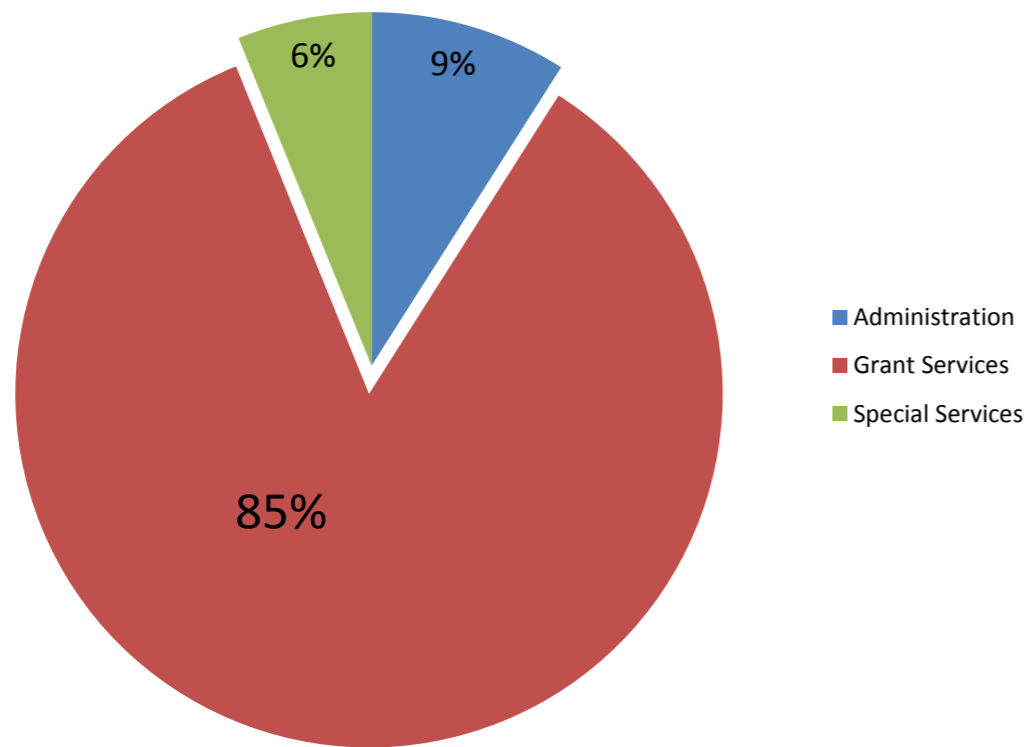
SOURCE	Estimated ACTUALS 2014/2015	BUDGET 2014/2015	PROPOSED 2015/2016	PLANNED 2016/2017	NOTES	
A	SCE/SCG South Bay Energy Efficiency Partnership Program	528,929	661,709	793,118	793,118	(contract end 12/31/15) no PUC decision re: 2016 and beyond - if funding awarded anticipate \$793,118 for FYs '15-'16 and '16-'17)
B	SCE Strategic Plan Phase 3 - EECAP - Promoting long term energy efficiency and climate action planning activities	401,439	405,000	208,000	0	(contract end 12/31/15)
C	West Basin Municipal Water District - Marketing and Community Outreach Services for Water Conservation Programs	173,972	173,972	186,180	186,180	anticipated to renew in 2015/16 & 2016/17
D	Sanitation Districts of Los Angeles County - Environmental Education Collaborative Partnership	49,000	49,000	49,000	49,000	anticipated to renew in 2015/16 & 2016/17
E	Torrance Municipal Water District - Marketing and Community Outreach Services for Water Conservation Programs	16,500	16,500	18,400	18,400	anticipated to renew in 2015/16 & 2016/17
F	Metro Vanpool Outreach	36,000	36,000	36,000	36,000	anticipated to renew in 2015/16 & 2016/17
G	Metro Express Lanes Outreach	23,837	40,000	48,000	0	anticipated to renew in 2015/16
H	Measure R - South Bay Highway Program Administration and Program Development	678,679	538,836	737,981	760,120	(per Metro Funding Agreement #2 - continues annually at 3% increase thru FY18-19)
I	Metro - Strategic Growth Council	110,000	161,667	291,683	291,683	(start Jan 2015 to Sept. 2018)
J	EUC Outreach Ambassador	40,597	40,000	23,653	0	(start Jan 2015 to Dec. 2015)
K	Zero Emission Vehicle (ZEV) Readiness	20,000	24,234	110,731	64,593	(start Mar 2015 to Jan. 2017)
L	Home Upgrade (REN/Bki)	3,750	0	11,250	0	(start May 2015 to Dec. 2015)
M	Dominguez Channel Coordinated Integrated Monitoring Program (CIMP)		0	25,000	25,000	(start September 2015)
N	Metro Smart Mobility		0	125,000	125,000	(start July 2015)
O	Green Per Square Foot		0	75,500	37,750	(start July 2015)
P	SCE Strategic Plan Phase 1 - City Trainings/EEMIS - Promoting long term energy efficiency and climate action planning activities	213,314	214,000	-	-	(contract end 6/30/2015)
Q	SCE WaterLeak Detection	82,687	162,535	-	-	(contract end 6/30/2015)
R	Metro Mobility Matrix	19,978	20,000	-	-	(contract end 2/28/15)
S	AQMD Battery Electric Vehicle (BEV) Demonstration Project	104,773	104,000	-	-	(contract end 6/30/15)
<b>TOTAL</b>	<b>2,503,454</b>	<b>2,647,453</b>	<b>2,739,496</b>	<b>2,386,844</b>		



## SBCCOG EXPENSES

Cost Category	Estimated ACTUALS 2014/2015	BUDGET 2014/2015	PROPOSED 2015/2016	PLANNED 2016/2017	NOTES
Administration	264,232	287,870	289,126	303,490	
Grant Services	2,499,944	2,622,310	2,724,257	2,378,138	
Special Services	170,455	183,149	197,073	200,751	
<b>TOTAL</b>	<b>2,934,632</b>	<b>3,093,329</b>	<b>3,210,456</b>	<b>2,882,379</b>	

### PROPOSED EXPENSES 2015/2016



- Administration Expenses are paid out of the following revenue sources:
  - Dues
  - General Assembly Sponsorships
  - Trainings
  - Interest
- Grant Services Expenses are paid out of the following grant revenues:
  - PUC SCE/SCG Energy Efficiency Partnership Funds
  - SCE Phase3 Strategic Plan Strategies (EECAP)
  - West Basin Municipal Water District
  - Sanitation District
  - Torrance Water District
  - Metro Vanpool
  - Metro Express Lanes
  - Metro Measure R
  - Metro Strategic Growth Council
  - EUC Outreach Ambassador Program Funds
  - Zero Emission Vehicles Study
  - Home Upgrade Program (REN/Bki)
  - Dominguez Channel CIMP
  - Metro Smart Mobility
  - Green Per Square Foot
- Special Services Expenses are paid out of the following revenue sources:
  - Metro Deputy Agreement
  - General Assembly Sponsorships
  - South Bay Economic Development Funds

## SBCCOG EXPENSES - Administration

Cost Category	Estimated ACTUALS 2014/2015	BUDGET 2014/2015	PROPOSED 2015/2016	PLANNED 2016/2017	NOTES
SALARIES	24,015	27,031	28,383	29,802	
BENEFITS	4,386	4,709	4,846	4,963	
SUPPLIES AND CONTRACTUAL SERVICES	235,831	256,130	247,897	255,265	
RESERVE GROWTH		0	8,000	13,461	
<b>TOTAL</b>	<b>264,232</b>	<b>287,870</b>	<b>289,126</b>	<b>303,490</b>	

## SBCCOG EXPENSES - Administration - The Sharper Pencil

Line Items	Estimated				NOTES
	ACTUALS 2014/2015	BUDGET 2014/2015	PROPOSED 2015/2016	PLANNED 2016/2017	
Salaries	24,015	27,031	28,383	29,802	
Phone Allowance	0	0	0	0	
<b>SALARIES</b>	<b>24,015</b>	<b>27,031</b>	<b>28,383</b>	<b>29,802</b>	
Health & Life Insurance	2,400	2,498	2,498	2,498	
Disability Insurance	149	160	176	185	
Social Security	1,489	1,676	1,760	1,848	
Medicare	348	375	412	432	
<b>BENEFITS</b>	<b>4,386</b>	<b>4,709</b>	<b>4,846</b>	<b>4,963</b>	
Office Supplies	485	600	620	639	
Meeting Refreshments	851	1,031	860	886	
Audit	800	795	820	845	
Travel	300	300	450	464	
Conferences & Training	300	300	650	750	
Memberships	344	600	615	633	
Newsletter	443	840	865	891	
Website & GIS Server	700	758	780	804	
General Service (Misc.)	750	1,000	750	773	
Strategic Planning/Business Development	0	5,000	5,000	5,000	
Contractual Services	228,158	242,206	233,706	240,717	
Rent	2,700	2,700	2,781	2,864	
<b>SUPPLIES AND CONTRACTUAL SERVICES</b>	<b>235,831</b>	<b>256,130</b>	<b>247,897</b>	<b>255,265</b>	
Reserve Growth		0	8,000	13,461	
<b>RESERVE GROWTH</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>13,461</b>	
<b>TOTAL</b>	<b>264,232</b>	<b>287,870</b>	<b>289,126</b>	<b>303,490</b>	

## SBCCOG EXPENSES - Grant Services

Cost Category	Estimated ACTUALS 2014/2015	BUDGET 2014/2015	PROPOSED 2015/2016	PLANNED 2016/2017	NOTES
SALARIES	641,883	722,640	758,640	796,440	
BENEFITS	119,739	139,638	143,015	146,772	
SUPPLIES AND CONTRACTUAL SERVICES	1,738,323	1,760,032	1,822,602	1,434,926	
<b>TOTAL</b>	<b>2,499,944</b>	<b>2,622,310</b>	<b>2,724,257</b>	<b>2,378,138</b>	



## SBCCOG EXPENSES - Grant Services - The Sharper Pencil

Cost Category	Estimated				NOTES
	ACTUALS 2014/2015	BUDGET 2014/2015	PROPOSED 2015/2016	PLANNED 2016/2017	
Salaries	639655	720000	756000	793800	
Phone Allowance	2228	2640	2640	2640	
<b>SALARIES</b>	<b>641,883</b>	<b>722,640</b>	<b>758,640</b>	<b>796,440</b>	
Health & Life Insurance	60,000	66,550	66,550	66,550	Health - Cafeteria Plan \$500/Employee
Disability Insurance	4,340	5,048	5,023	5,208	
Social Security	39,659	44,640	46,872	49,216	
Medicare	9,275	10,440	10,962	11,510	
Worker's Comp. Insurance	6,465	12,960	13,608	14,288	
<b>BENEFITS</b>	<b>119,739</b>	<b>139,638</b>	<b>143,015</b>	<b>146,772</b>	
Office Supplies	85,000	87,750	90,383	78,344	
Meeting Refreshments	11,000	12,000	12,360	11,124	
Audit	4,531	4,505	4,640	4,176	
Travel	9,300	9,600	9,888	8,899	
Conferences & Training	8,500	9,000	9,270	8,343	
Dues & Memberships	6,000	6,000	6,180	5,562	
Printing & Binding	6,500	8,000	8,240	7,416	
Website & GIS Server	4,860	5,000	5,150	4,635	
General Service	1,000	1,000	1,030	927	
Contractual Services	158,633	166,038	180,297	180,297	
Professional Services	1,300,000	1,306,149	1,352,468	975,946	
Rent	135,575	135,575	139,606	146,168	
Vehicle lease	1,526	1535	0	0	vehicle leases end in 2015
Vehicle insurance	4,065	4880	0	0	vehicle leases end in 2015
Liability Insurance	1,833	3,000	3,090	3,090	
<b>SUPPLIES AND CONTRACTUAL SERVICES</b>	<b>1,738,323</b>	<b>1,760,032</b>	<b>1,822,602</b>	<b>1,434,926</b>	
<b>TOTAL</b>	<b>2,499,944</b>	<b>2,622,310</b>	<b>2,724,257</b>	<b>2,378,138</b>	

## SBCCOG EXPENSES - Special Services

Cost Category	Estimated ACTUALS 2014/2015	BUDGET 2014/2015	PROPOSED 2015/2016	PLANNED 2016/2017	NOTES
General Assembly	26,367	28,640	39,822	40,717	
Climate Action Planing Assistance	58,397	61,805	61,805	61,764	
South Bay Economic Development	0	1,300	1,300	1,300	
Metro Deputy	85,691	91,404	94,146	96,971	
<b>TOTAL</b>	<b>170,455</b>	<b>183,149</b>	<b>197,073</b>	<b>200,751</b>	

## SBCCOG EXPENSES - Special Services - The Sharper Pencil

Cost Category	Estimated				NOTES
	ACTUALS 2014/2015	BUDGET 2014/2015	PROPOSED 2015/2016	PLANNED 2016/2017	
GENERAL ASSEMBLY					
Salaries	8,500	9,000	10,000	10,300	
Benefits	1,367	1,640	1,822	1,877	
Contractors			10,000	10,000	add fundraising consultant
Expenses (Food, Room)	16,500	18,000	18,000	18,540	
GENERAL ASSEMBLY TOTAL EXPENSES	<u>26,367</u>	<u>28,640</u>	<u>39,822</u>	<u>40,717</u>	
CLIMATE ACTION PLANNING					
Salaries	29,674	32,000	32,000	33,600	
Benefits	5,600	6,392	6,392	6,712	
Contractors	19,500	20,000	20,000	18,000	
Expenses	3,623	3,413	3,413	3,452	
CLIMATE ACTION PLANNING TOTAL EXPENSES	<u>58,397</u>	<u>61,805</u>	<u>61,805</u>	<u>61,764</u>	
SOUTH BAY ECONOMIC DEVELOPMENT GROUP TOTAL EXP.	<u>0</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>	
METRO DEPUTY TOTAL EXPENSES	<u>85,691</u>	<u>91,404</u>	<u>94,146</u>	<u>96,971</u>	
<b>TOTAL</b>	<b>170,455</b>	<b>183,149</b>	<b>197,073</b>	<b>200,751</b>	

**2015-2017 SBCCOG  
Department Salary Expense Worksheet**

Position Title	Adminstration	Grant Services	Special Services	Approved Position Budget
		Enviormental Outreach & Implementation Programs / Transportation Programs		
Administrative Officer - Tier 1	10%	88%	2%	91,000
	9,031	80,000	1,969	
Senior Project Manager - Tier 1	0%	99%	1%	85,000
	0	84,500	500	
Project Manager - Tier 2	0%	54%	46%	70,000
	0	38,000	32,000	
Environmental Services Analyst III - Tier 2	0%	99%	1%	82,000
	0	81,000	1,000	
Environmental Services Analyst III - Tier 1	0%	99%	1%	77,000
	0	76,000	1,000	
Environmental Services Analyst II - Tier 2	0%	99%	1%	67,000
	0	66,500	500	
Environmental Services Analyst II - Tier 1	0%	98%	2%	62,000
	0	61,000	1,000	
Environmental Services Analyst II - Tier 1	0%	99%	1%	62,000
	0	61,500	500	
Environmental Services Analyst I - Tier 2	21%	77%	2%	52,000
	11,000	40,000	1,000	
Environmental Services Analyst I - Tier 1	0%	100%	0%	47,000
	0	47,000	0	
Administrative Assistant - Tier 3	11%	86%	3%	45,000
	5,000	38,500	1,500	
Administrative Assistant - Tier 2	5%	91%	4%	40,000
	2,000	36,500	1,500	
Part-time Hourly Staff (ESAs for events)	0%	95%	5%	10,000
	0	9,500	500	
<b>27,031</b>		<b>720,000</b>	<b>42,969</b>	<b>790,000</b>

## 2015-2017 SBCCOG Contractor Expense Worksheet

Contractor	Adminstratio n	Grant Services	Special Services	Proposed Budget*
Executive Director and staff - Jacki Bacharach and Associates \$169,309 (JB); \$252,350 (subs to JB) *This is a 3.5% increase from FY 2014-2015	52%	43%	5%	421,659
	221,362	180,297	20,000	
Transportation Director - Steve Lantz *Includes 3% increase - Measure R consulting portion only	11%	89%	0%	108,945
	12,344	96,601	0	
Research Director - Siembab Corp.	0%	100%	0%	119,123
	0	119,123	0	
Energy Efficiency Engineer - GSE Solutions	0%	100%	0%	165,000
	0	165,000	0	
Energy Efficiency CAP Consultant - Atkins	0%	100%	0%	140,247
	0	140,247	0	
Metro Deputy - Mike Bohlke	0%	0%	100%	94,146
	0	0	94,146	
IT Systems Administrator	0%	100%	0%	24,000
	0	24,000	0	
Add'l transportation consultants -Measure R	0%	100%	0%	477,981
		477,981	0	
Legal Fees - Measure R and Dominguez Channel CIMP	0%	100%	0%	5,000
	0	5,000	0	
Add'l consultants Strategic Growth Council	0%	100%	0%	240,000
	0	240,000	0	
Additional consultants or staff as needed on contracts in development	0%	90%	11%	93,795
	0	84,517	10,000	
<b>Estimated Contractor Expenses FY 2015-16</b>	<b>233,706</b>	<b>1,532,765</b>	<b>124,146</b>	<b>1,889,895</b>
<b>Estimated Contractor Expenses FY 2016-17</b>	<b>240,717</b>	<b>1,156,243</b>	<b>124,971</b>	