

**SOUTH BAY CITIES**  
**COUNCIL OF GOVERNMENTS**

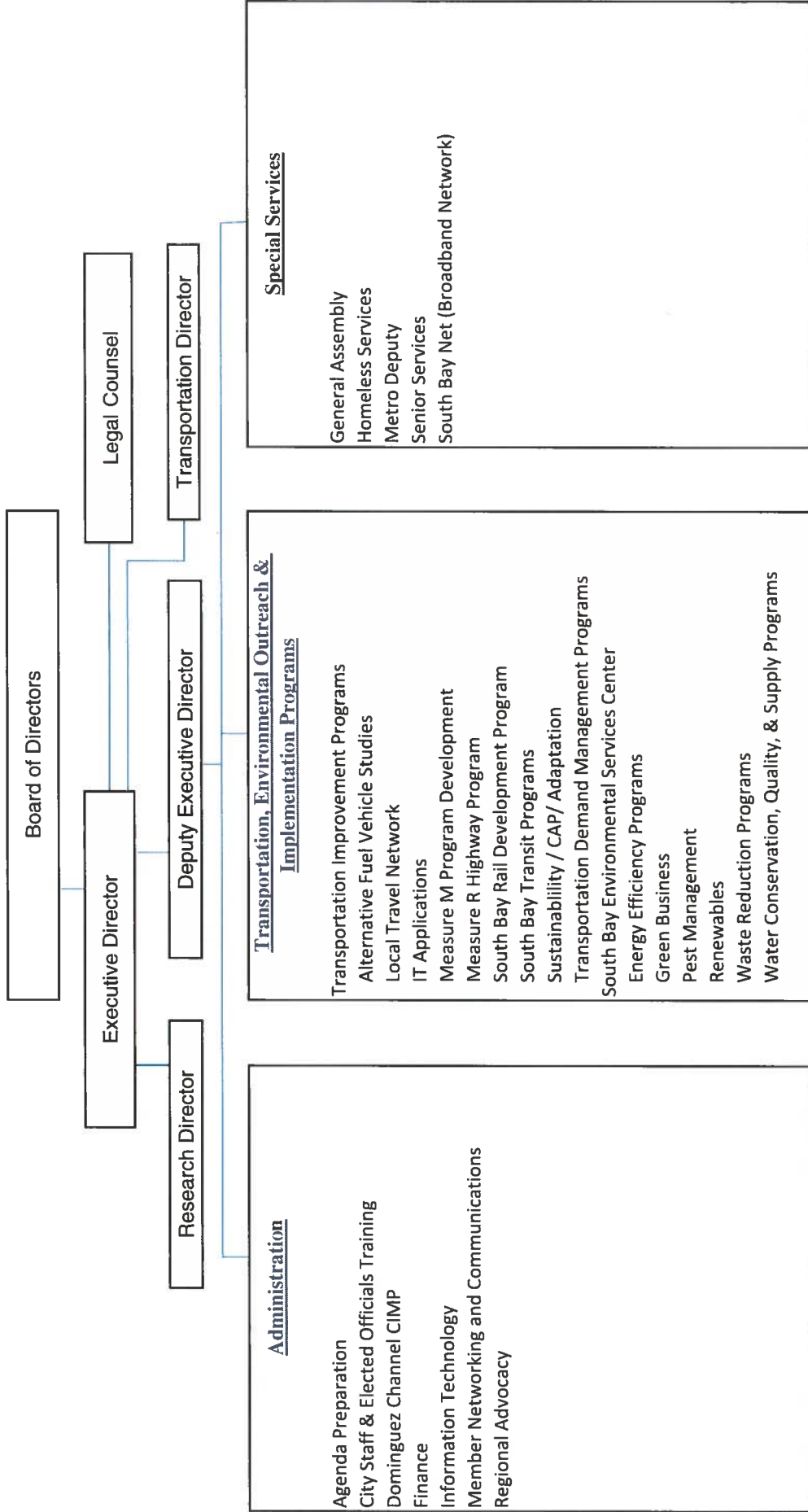
**PROPOSED BUDGET**

**FISCAL YEAR 2019-2020**



**SOUTH BAY CITIES**  
COUNCIL OF GOVERNMENTS

**SBCCOG  
ORGANIZATIONAL STRUCTURE  
PROPOSED BUDGET FISCAL YEAR 2019-2020**



- Goal A: Environment, Transportation and Economic Development
- Goal B: Regional Advocacy
- Goal C: Member Networking and Communications
- Goal D: Organizational Stability

SBCCOG  
BUDGET SUMMARY  
PROPOSED BUDGET  
FISCAL YEAR 2019-2020

	ACTUAL FY 17-18	ADOPTED BUDGET FY 18-19	REVISED BUDGET FY 18-19	YTD AS OF 03/31/19	PROPOSED BUDGET FY 19-20	INCREASE (DECREASE) PROPOSED BUDGET 19-20/ REVISED BUDGET 18-19	PERCENT
<b>ESTIMATED REVENUES:</b>							
Dues	\$ 352,500	\$ 372,500	\$ 372,500	\$ 372,500	\$ 392,500	\$ 20,000	5.37%
Other General Fund Revenues	228,166	234,194	254,888	170,527	259,038	4,200	1.65%
Grant Revenues	2,301,808	1,337,717	1,419,235	756,069	1,252,316	(166,919)	-11.76%
<b>Total Revenues</b>	<b>\$ 2,882,474</b>	<b>\$ 1,944,411</b>	<b>\$ 2,046,573</b>	<b>\$ 1,299,096</b>	<b>\$ 1,903,854</b>	<b>\$ (142,719)</b>	<b>-6.97%</b>

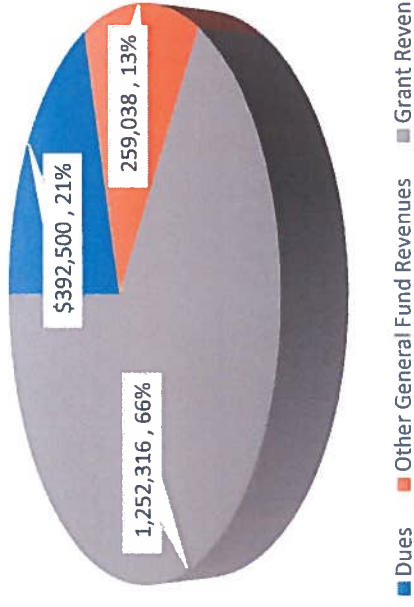
<b>EXPENDITURES:</b>							
Salaries & Benefits	\$ 835,812	\$ 760,817	\$ 707,281	\$ 486,223	\$ 670,084	\$ (37,197)	-5.26%
Professional/Contractual	1,568,696	887,227	982,724	625,747	974,069	(8,655)	-0.88%
Supplies & Services	343,201	335,479	348,228	282,930	365,960	17,732	5.09%
<b>Sub Total Expenditures</b>	<b>\$ 2,747,709</b>	<b>\$ 1,983,522</b>	<b>\$ 2,038,233</b>	<b>\$ 1,394,900</b>	<b>\$ 2,010,114</b>	<b>\$ (28,119)</b>	<b>-1.38%</b>
<i>Moving Expenses (one-time)</i>					100,000	100,000	
<b>Total Expenditures</b>	<b>\$ 2,747,709</b>	<b>\$ 1,983,522</b>	<b>\$ 2,038,233</b>	<b>\$ 1,394,900</b>	<b>\$ 2,110,114</b>	<b>\$ 71,881</b>	<b>3.53%</b>
Estimated Balance (Deficit)	\$ 134,765	\$ (39,111)	\$ 8,340	\$ (95,804)	\$ (206,260)	(214,600)	-2573.14%
Provide for Reserve	20,000	20,000	20,000	20,000	20,000		
<b>Estimated Balance (Deficit)</b>	<b>\$ 114,765</b>	<b>\$ (59,111)</b>	<b>\$ (11,660)</b>	<b>\$ (115,804)</b>	<b>\$ (226,260)</b>	<b>\$ (214,600)</b>	<b>1840.48%</b>

	Amount	Reserve per Finance Committee's Recommendations (Shutdown Costs)	Recommendation 2019
<b>RESERVES:</b>			
<b>Contributions to Reserve:</b>			
Prior to FY15-16	\$ 53,372	Lease for Office ( 6 months)	\$ 76,668
FY 15-16 Plus Interest Earnings	20,192	JB&A Contract (2 months required per contract)	70,000
FY 16-17 Plus Interest Earnings	20,349	Audit (for the year)	6,578
FY 17-18 Plus Interest Earnings	20,939	Employee Vacation Liability	38,343
FY 18-19 Plus Interest Earnings	22,297	Payroll Expenses to Close Out (equivalent to one month)	57,714
FY 19-20 Proposed Plus Interest	22,743	Lease for Copier (thru end of contract for the year)	15,876
<b>Total in LAIF thru 6/30/20</b>	<b>\$ 159,892</b>	Other Contracts (contractors, consultants 30 days)	33,351
		<b>Total estimated shutdown cost</b>	<b>\$ 296,530</b>

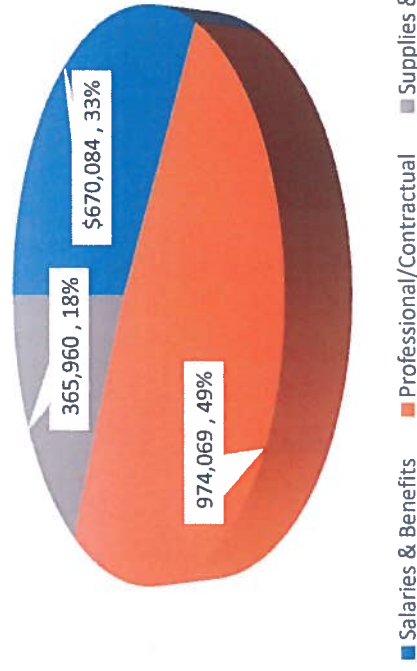
**Note:**  
In establishing the reserve, the Finance Committee had three goals: a) Reasonable Reserves; b) Cash Flow; c) Shutdown Costs. Dues increase of \$20,000/year for five years was based on approximately 6% of the 2015 operating budget. For 2019, the estimated shutdown cost is \$296,530 as illustrated above.

**SBCCOG  
ESTIMATED REVENUES/ EXPENDITURES CHARTS  
PROPOSED BUDGET  
FISCAL YEAR 2019-2020**

**ESTIMATED REVENUES FY 2019-2020: \$1,903,854**



**ESTIMATED EXPENDITURES FY 2019-2020: \$2,110,114**



**SBCCOG**  
**ESTIMATED REVENUE DETAILS**  
**PROPOSED BUDGET**  
**FISCAL YEAR 2019-2020**

REVENUE SOURCE:	ACCOUNT CODE	ACTUAL FY 17-18	ADOPTED BUDGET FY 18-19	REVISED BUDGET FY 18-19	YTD AS OF 03/31/19	PROPOSED BUDGET FY 19-20	INCREASE (DECREASE)	
							PROPOSED BUDGET 19-20/ REVISED BUDGET 18-19	AMOUNT PERCENT
Dues	4020	\$ 352,500	\$ 372,500	\$ 372,500	\$ 372,500	\$ 392,500	\$ 20,000	5.37%
General Assembly Sponsorship	4050	60,250	60,000	60,000	54,750	60,000	-	-
Holiday Light Exchange	4055	7,800	2,800	2,250	2,250	-	(2,250)	-100.00%
Training	4060	-	-	5,000	5,000	-	(5,000)	-100.00%
MTA South Bay Deputy	4070	95,144	97,944	96,937	74,615	101,788	4,851	5.00%
Interest Income	4090	3,258	5,000	21,823	21,534	28,800	6,977	31.97%
Green Business Assist Program	4125	-	12,000	12,000	12,000	12,000	-	-
Reimbursable Expense	4190	415	300	300	-	300	-	-
CIMP Dominguez Channel Admin Fee	4810	48,690	56,150	56,150	-	56,150	-	-
Miscellaneous Revenue	4999	12,609	-	378	378	-	(378)	-100.00%
<b>Sub-total General Fund Revenues</b>		<b>\$ 580,666</b>	<b>\$ 606,694</b>	<b>\$ 627,338</b>	<b>\$ 543,027</b>	<b>\$ 651,538</b>	<b>\$ 24,200</b>	<b>3.86%</b>
GBN - Hawthorne	4126	-	-	13,584	24,278	10,000	(3,584)	-26.38%
GBN - Torrance	4127	-	-	30,000	30,000	10,000	(20,000)	-66.67%
SBWIB Broadband Income	4135	28,129	18,700	26,951	25,386	11,044	(15,907)	-59.02%
SBWIB Telework	4136	20,000	15,000	15,000	9,782	-	(15,000)	-100.00%
PUC SCE/SCG Contract	4510	611,706	400,000	319,676	181,054	189,479	(130,197)	-40.73%
SCG-DWP Outreach	4512	40,000	40,000	40,000	30,000	40,000	-	-
SCG-Strategic Plan Income	4514	2,386	-	14,076	5,223	-	(14,076)	-100.00%
SCE-Strategic Plan Income	4515	9,544	-	56,305	20,890	-	(56,305)	-
WBMWD Contract	4520	178,231	185,000	168,218	116,005	120,000	(48,218)	-28.66%
Sanitation District	4525	49,000	49,000	49,000	24,500	49,000	-	-
Torrance Water	4540	26,250	26,250	26,250	19,688	29,000	2,750	10.48%
CalTrans LTN	4544	-	-	154,123	-	231,184	77,061	50.00%
Metro Vanpool	4545	31,240	36,000	30,735	22,040	50,000	19,265	62.68%
Metro Express Lane	4546	48,000	48,000	48,000	36,000	48,000	-	-
Metro Smart Mobility	4548	36,534	-	-	4,127	-	(5,500)	-100.00%
EV-LA County	4549	-	-	5,500	-	-	-	-
Charge Bliss	4553	9,312	-	-	-	-	-	-
Measure R	4570	679,069	200,000	94,518	52,161	120,000	25,482	26.96%
Metro SGC	4575	359,968	-	-	2,625	3,320	(107)	-3.12%
PACE (HERO, Ygrene)	4580	15,921	4,600	3,427	6,000	6,000	-	-
Center for Sustainable Energy	4588	15,000	-	6,000	1,759	-	-	-
Integrated Pest Management	4589	6,000	6,000	13,640	7,500	1,071	(12,569)	-92.15%
SOLSmart	4590	-	-	-	-	32,071	32,071	-
Energy Efficiency	4591	-	-	-	-	25,000	-	-
Homeless (PATH)	4600	24,999	15,000	25,000	16,687	25,000	10,015	14.44%
Homeless - LA County	4601	65,513	79,167	69,332	44,936	79,347	(2,000)	-3.85%
Water Replenishment District	4610	38,001	65,000	52,000	39,000	50,000	(10,100)	-6.40%
Measure M	4611	7,005	150,000	157,900	42,428	147,800	(10,100)	-6.40%
<b>Sub-total Grant Revenues</b>		<b>\$ 2,301,808</b>	<b>\$ 1,337,717</b>	<b>\$ 1,419,235</b>	<b>\$ 756,069</b>	<b>\$ 1,252,316</b>	<b>\$ (166,919)</b>	<b>-11.76%</b>
<b>Total Estimated Revenues</b>		<b>\$ 2,882,474</b>	<b>\$ 1,944,411</b>	<b>\$ 2,046,573</b>	<b>\$ 1,299,096</b>	<b>\$ 1,903,854</b>	<b>\$ (142,719)</b>	<b>-6.97%</b>

**SBCCOG**  
**EXPENDITURE DETAILS BY ACCOUNT**  
**PROPOSED BUDGET**  
**FISCAL YEAR 2019-2020**

EXPENDITURE CATEGORY	ACCOUNT CODE	ACTUAL FY 17-18	ADOPTED BUDGET FY 18-19	REVISED BUDGET FY-18-19	YTD AS OF 03/31/19	PROPOSED BUDGET FY 19-20	INCREASE (DECREASE) REVISED BUDGET FY18-19 AMOUNT	PERCENT
Salaries/Regular	6010	\$ 689,242	\$ 636,166	\$ 585,035	\$ 397,256	\$ 552,000	\$ (33,035)	-5.65%
Salaries/Part-Time	6030	-	-	-	-	5,520	5,520	-
Overtime	6011	-	1,000	1,000	743	1,400	400	40.00%
Medical/Deferred Comp	6012	77,031	60,000	54,750	39,000	48,000	(6,750)	-12.33%
Life Insurance	6013	1,050	1,170	1,059	910	1,114	55	5.19%
Social Security	6014	38,407	39,823	36,836	25,370	34,566	(2,270)	-6.16%
Medicare	6015	8,982	9,239	8,546	5,933	8,084	(462)	-5.41%
FUTA	6016	1,764	420	378	385	491	113	29.81%
California SUI-ER	6017	5,204	4,340	3,906	3,978	3,069	(837)	-21.42%
Workers' Comp	6018	5,297	4,839	8,109	6,371	8,200	91	1.12%
Employee Reimbursable Expense	6019	1,163	3,820	3,200	1,815	2,640	(560)	-17.50%
Vacation/Floating Holiday Payoff	6020	7,672	-	4,462	4,462	5,000	538	12.06%
<b>Sub-total Salaries &amp; Benefits</b>		<b>\$ 835,812</b>	<b>\$ 760,817</b>	<b>\$ 707,281</b>	<b>\$ 486,223</b>	<b>\$ 670,084</b>	<b>\$ (37,197)</b>	<b>-5.26%</b>
Office Supplies	6201	\$ 13,856	\$ 15,000	\$ 10,254	\$ 9,449	\$ 12,599	\$ 2,345	22.87%
Postage	6202	1,248	700	700	846	1,200	500	71.43%
Refreshments	6203	24,373	17,110	26,907	19,198	25,597	(1,310)	-4.87%
Membership Dues	6204	11,057	11,461	11,461	10,416	11,500	39	0.34%
Mileage Reimbursement	6205	3,337	1,392	5,498	3,487	4,649	(849)	-15.44%
Meetings/Conferences	6206	7,729	4,680	5,651	5,308	6,840	1,189	21.04%
Special Events/General Assembly	6224	25,578	21,320	25,746	36,984	31,160	5,414	21.03%
Staff Training/Development	6207	694	3,000	3,000	415	2,500	(500)	(0.17)
Newsletter	6208	8,509	8,400	10,409	8,261	8,400	(2,009)	-19.30%
Audit Fees	6209	6,200	6,500	6,386	5,000	6,578	192	3.01%
Contractual Services	6210	1,168,696	467,227	562,724	310,747	554,069	(8,655)	-1.54%
Professional Services	6211	400,000	420,000	420,000	315,000	420,000	-	-
Rent	6212	146,865	150,234	150,234	112,210	153,336	3,102	2.06%
Equipment Lease	6213	10,483	11,400	11,795	8,431	11,685	(110)	-0.93%
Telephone	6214	8,165	8,679	8,022	5,644	8,610	588	7.33%
IT Services/Maintenance	6215	56,251	48,067	45,732	41,038	63,129	17,397	38.04%
Software/Hardware	6216	8,000	21,236	19,451	9,347	8,777	(10,674)	-54.88%
Liability Insurance	6217	2,246	2,000	2,381	2,226	2,400	19	0.80%
Subscription/Advertising	6218	262	1,000	1,000	232.00	1,000	-	-
Miscellaneous Supplies/HLE	6219	7,846	2,800	2,216	2,900	-	(2,216)	-100.00%
Specialty Legal Services	6220	-	-	-	-	5,000	5,000	-
Miscellaneous Expenses	6225	501	500	1,385	1,538	1,000	(385)	-27.80%
<b>Sub-Total Supplies &amp; Services</b>		<b>\$ 1,911,897</b>	<b>\$ 1,222,706</b>	<b>\$ 1,330,952</b>	<b>\$ 908,677</b>	<b>\$ 1,340,029</b>	<b>\$ 9,077</b>	<b>0.68%</b>
<i>Moving Expenses (one-time)</i>	6221	-	-	-	-	100,000	100,000	-
<b>Total Operating Expenditures</b>		<b>\$ 2,747,709</b>	<b>\$ 1,983,522</b>	<b>\$ 2,038,233</b>	<b>\$ 1,394,900</b>	<b>\$ 2,110,114</b>	<b>\$ 71,881</b>	<b>3.53%</b>
<b>Provide for Reserve</b>		<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>		<b>\$ 2,767,709</b>	<b>\$ 2,003,522</b>	<b>\$ 2,058,233</b>	<b>\$ 1,414,900</b>	<b>\$ 2,130,114</b>	<b>\$ 71,881</b>	<b>2.60%</b>

SBCCOG  
 APPROVED SALARY SCHEDULE BY POSITION/  
 PROFESSIONAL-CONTRACTOR LABOR DISTRIBUTION  
 PROPOSED BUDGET  
 FISCAL YEAR 2019-2020

POSITION	SALARY
Administrative Officer - Tier 1	\$ 93,000
Senior Project Manager - Tier 1	88,000
Accountant - Tier 3	81,000
Project Manager - Tier 3	70,000
Environmental Services Analyst III - Tier 3	87,000
Environmental Services Analyst III - Tier 2	82,000
Environmental Services Analyst III - Tier 1	77,000
Environmental Services Analyst II - Tier 3	72,000
Environmental Services Analyst II - Tier 2	67,000
Environmental Services Analyst II - Tier 1	62,000
Environmental Services Analyst I - Tier 3	57,000
Environmental Services Analyst I - Tier 2	52,000
Environmental Services Analyst I - Tier 1	47,000
Administrative Assistant - Tier 3	45,000
Administrative Assistant - Tier 2	40,000
Administrative Assistant - Tier 1	35,000
Part-time Hourly Staff (ESAs for events)	10,000

PROFESSIONAL SERVICES	TOTAL AMOUNT
Executive Director (JB) and staff - appx. Jacki Bacharach and Associates \$180,000 - appx. \$240,000 (subs to JB)	\$ 420,000
<b>CONTRACTOR SERVICES</b>	
Transportation Director - Steve Lantz	112,690
Research Director - Siembab Corp.	95,000
Energy Efficiency Engineer - GSE Solutions	100,000
Metro Deputy - Mike Bohlke	106,379
Budget & Finance Consultant - Agnes Walker	15,000
Additional consultants or staff as needed on contracts or project development	125,000
<b>Estimated Professional &amp; Contractor Expenses FY 2019-2020</b>	<b>\$ 974,069</b>

**SBCCOG  
LIST OF ACRONYMS USED  
PROPOSED BUDGET  
FISCAL YEAR 2019-2020**

<u>ACRONYM</u>	<u>DEFINITION</u>	<u>ACRONYM</u>	<u>DEFINITION</u>
CA-SUI	California State Unemployment Insurance	LADWP	Los Angeles Department of Water & Power
CALCOG	California Council of Governments	LAIF	Local Agency Investment Fund
CAP	Climate Action Plan	LARC	Los Angeles Regional Coalition
CEC	California Energy Commission	LGSEC	Local Government Sustainability Energy Coalition
CIMP	Coordinated Integrated Monitoring Program	MEL	Metro Express Lanes
CPUC	California Public Utilities Commission	MTA	Metropolitan Transportation Authority
DWP	Department of Water & Power	MUD	Multi Unit Dwellings
EUC	Energy Upgrade California	LTN	Local Travel Network
EV	Electric Vehicle	PACE	Property Assessed Clean Energy
FTE	Full Time Equivalent	PATH	People Assisting the Homeless
FUTA	Federal Unemployment Tax Act	PUC	Public Utilities Commission
FY	Fiscal Year	SB	South Bay
GA	General Assembly	SBCCOG	South Bay Cities Council of Governments
GBC	Green Building Challenge	SBWIB	South Bay Work Investment Board
GBN	Green Business Network	SCE	Southern California Edison
GSW	Golden State Water	SCG	Southern California Gas
HERO	Home Energy & Resources Organization	SGC	Strategic Growth Council
HLE	Holiday Light Exchange	WBMWD	West Basin Metropolitan Water District
ICLEI	International Council for Local Environmental Initiatives	WRCOG	Western Riverside Council of Government
LA	Los Angeles	WRD	Water Replenishment District