



**SOUTH BAY CITIES**  
COUNCIL OF GOVERNMENTS

FISCAL YEAR

2016-2017

DRAFT - PROPOSED 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  
Economic Development  
Regional Advocacy  
Member Networking and Communications

#### Transportation, Environmental Outreach & Implementation Programs

Transportation Improvement Programs  
Measure R Highway Program  
South Bay Rail Development Program  
South Bay Transit Programs  
Alternative Transportation Programs  
Alternative Fuel Vehicle Studies  
Energy Efficiency Programs  
Water Conservation, Quality, & Supply Programs  
South Bay Net (Broadband Network)  
Homeless Services  
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 2016-2017

## 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) (55%)  
 Transportation Director - (\$12,344) (11%)

**Employees:**

- .10 Administrative Officer
- .32 Administrative Assistant
- .21 Environmental Services Analyst

**Total .63 FTEs**

**Funding:**

Dues  
 General Assembly Sponsorships  
 Trainings  
 Interest

#### Transportation, Environmental Outreach & Implementation Programs

**Contract Consultants:**

Executive Director - Jacki Bacharach & Associates (\$163,638) (40%)  
 Transportation Director (\$100,094) (89%)  
 Research Director (\$119,123) (100%)  
 IT Systems Administration (\$27480) (100%)  
 Energy Efficiency Engineer (\$165,000) (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 (\$94,517) (100%)

**Employees:**

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

**Total 11.81 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  
 EUC Outreach Ambassador Program Funds  
 Zero Emission Vehicles Study  
 Dominguez Channel CIMP  
 Metro Smart Mobility  
 Homeless (PATH)  
 CEC ChargeBliss

#### Special Services

**Contract Consultants:**

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

**Employees:**

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

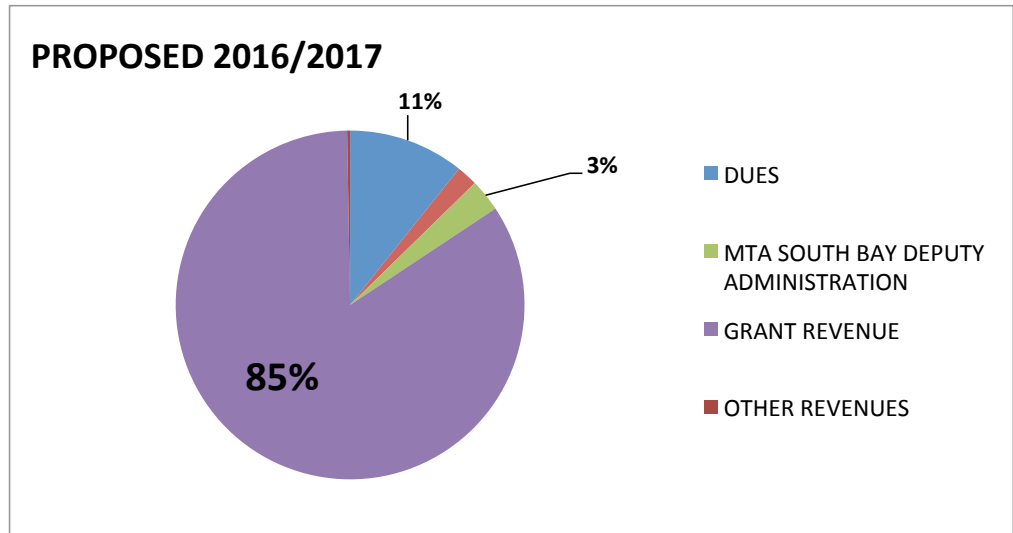
**Total .56 FTEs**

**Funding:**

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

## SBCCOG General Fund Revenue Sources

SOURCE	Estimated ACTUALS 2015/2016	BUDGET 2015/2016	PROPOSED 2016/2017	PLANNED 2017/2018	NOTES
DUES	312,500	312,500	332,500	352,500	Includes proposed dues increase.
GENERAL ASSEMBLY SPONSORSHIPS	63,750	60,000	60,000	60,000	
MTA SOUTH BAY DEPUTY ADMINISTRATION	89,363	90,000	92,700	95,481	
GRANT REVENUE	2,097,816	2,739,496	2,601,586	2,147,092	See Grant Revenue Sources page for details
OTHER REVENUES	13,432	8,460	8,460	8,460	Interest, training, South Bay Econ. Dev, HERO, Holiday Light Exchange Sponsors
<b>TOTAL</b>	<b>2,576,861</b>	<b>3,210,456</b>	<b>3,095,246</b>	<b>2,663,533</b>	
Expenses from SBCCOG Expenses TAB	2,571,901	3,210,456	3,095,245	2,663,533	
NET INCOME	4,959	0	0	0	



Estimated '15-'16 Revenues will be 80.26% of Budget while Expenses will be 80.11% of Budget

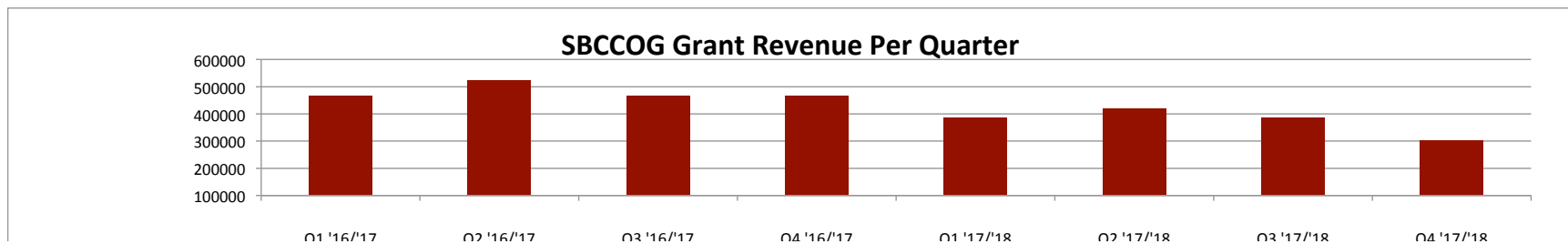
Estimated Reserve Growth  
2015-2016  
\$16,959

Reserves are 4% of operating budget for FY16-17.  
Target for FY17-18 is 6%.

Unrestricted General Fund Balance  
as of June 30, 2015:  
\$497,238

## SBCCOG GRANT REVENUE

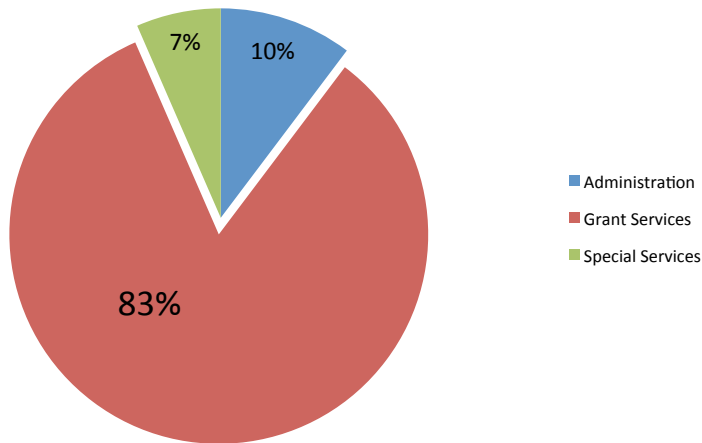
SOURCE	Estimated ACTUALS 2015/2016	BUDGET 2015/2016	PROPOSED 2016/2017	PLANNED 2017/2018	NOTES
A	753,144	793,118	650,000	650,000	anticipated to renew in 2016/17 & 2017/18
B	75,226	75,500	25,167	0	(through Oct. 2016)
C	175,000	186,180	175,000	175,000	anticipated to renew in 2016/17 & 2017/18
D	49,000	49,000	49,000	49,000	anticipated to renew in 2016/17 & 2017/18
E	18,400	18,400	18,400	18,400	anticipated to renew in 2016/17 & 2017/18
F	36,000	36,000	36,000	36,000	anticipated to renew in 2016/17 & 2017/18
G	44,000	48,000	48,000	48,000	anticipated to renew in 2016/17 & 2017/18
H	306,047	737,981	726,360	633,592	(per Metro Funding Agreement #2 - continues annually thru FY18-19)
I	188,201	291,683	467,859	254,100	(through Sept. 2018)
J	64,009	23,653	25,000	65,000	(renewed - Jan 2016 to Dec. 2016)
K	84,247	110,731	115,000	0	(through Jan. 2017)
L	0	25,000	55,300	35,000	(start moved to June 2016)
M	68,129	125,000	150,000	30,000	(through Aug. 2017)
N	207,154	208,000	0	0	(contract end 12/31/2015)
O	9,258	11,250	0	0	(contract end 12/31/2015)
P	10,000	0	20,000	30,000	contract start 2016
Q	10,000	0	15,500	25,000	contract start 2016
R	0	0	25,000	0	
S	Contracts for Development			98,000	Additional Revenues required for a balanced budget in FY17-18
<b>TOTAL</b>	<b>2,097,816</b>	<b>2,739,496</b>	<b>2,601,586</b>	<b>2,147,092</b>	



## SBCCOG EXPENSES

Cost Category	Estimated ACTUALS 2015/2016	BUDGET 2015/2016	PROPOSED 2016/2017	PLANNED 2017/2018	NOTES
Administration	281,473	289,126	318,243	327,297	
Grant Services	2,114,910	2,724,257	2,574,791	2,138,415	
Special Services	175,519	197,073	202,211	197,821	
<b>TOTAL</b>	<b>2,571,901</b>	<b>3,210,456</b>	<b>3,095,245</b>	<b>2,663,533</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
  - 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
  - Dominguez Channel CIMP
  - Homeless (PATH)
  - CEC ChargeBliss
- Special Services Expenses are paid out of the following revenue sources:
  - Metro Deputy Agreement
  - General Assembly Sponsorships
  - Dues
  - South Bay Economic Development Funds

### SBCCOG EXPENSES - Administration

Cost Category	Estimated ACTUALS 2015/2016	BUDGET 2015/2016	PROPOSED 2016/2017	PLANNED 2017/2018	NOTES
SALARIES	27,538	28,383	36,000	37,800	
BENEFITS	4,677	4,846	6,637	6,786	
SUPPLIES AND CONTRACTUAL SERVICES	237,257	247,897	255,606	262,711	
RESERVE GROWTH	12,000	8,000	20,000	20,000	
<b>TOTAL</b>	<b>281,473</b>	<b>289,126</b>	<b>318,243</b>	<b>327,297</b>	

## SBCCOG EXPENSES - Administration - The Sharper Pencil

Line Items	Estimated ACTUALS 2015/2016	BUDGET 2015/2016	PROPOSED 2016/2017	PLANNED 2017/2018	NOTES
Salaries	27,538	28,383	36,000	37,800	
<b>SALARIES</b>	<b>27,538</b>	<b>28,383</b>	<b>36,000</b>	<b>37,800</b>	
Health & Life Insurance	2,400	2,498	3,660	3,660	
Disability Insurance	171	176	223	234	
Social Security	1,707	1,760	2,232	2,344	
Medicare	399	412	522	548	
<b>BENEFITS</b>	<b>4,677</b>	<b>4,846</b>	<b>6,637</b>	<b>6,786</b>	
Office Supplies	545	620	750	750	
Meeting Refreshments	855	860	900	900	
Audit	811	820	900	900	
Travel	469	450	500	500	
Conferences & Training	997	650	1,000	1,000	
Memberships	100	615	615	615	
Newsletter	332	865	865	865	
Website & GIS Server	1,508	780	1,500	1,500	
General Service (Misc.)	0	750	750	750	
Strategic Planning/Business Development	0	5,000	8,000	8,000	
Contractual Services	229,240	233,706	236,826	243,931	
Rent	2,400	2,781	3,000	3,000	
<b>SUPPLIES AND CONTRACTUAL SERVICES</b>	<b>237,257</b>	<b>247,897</b>	<b>255,606</b>	<b>262,711</b>	
Reserve Growth	12,000	8,000	20,000	20,000	
<b>RESERVE GROWTH</b>	<b>12,000</b>	<b>8,000</b>	<b>20,000</b>	<b>20,000</b>	
<b>TOTAL</b>	<b>281,473</b>	<b>289,126</b>	<b>318,243</b>	<b>327,297</b>	



### SBCCOG EXPENSES - Grant Services

Cost Category	Estimated ACTUALS 2015/2016	BUDGET 2015/2016	PROPOSED 2016/2017	PLANNED 2017/2018	NOTES
SALARIES	647,792	758,640	758,640	726,440	
BENEFITS	121,477	143,015	142,825	134,507	
SUPPLIES AND CONTRACTUAL SERVICES	1,345,641	1,822,602	1,673,326	1,277,468	
<b>TOTAL</b>	<b>2,114,910</b>	<b>2,724,257</b>	<b>2,574,791</b>	<b>2,138,415</b>	

## SBCCOG EXPENSES - Grant Services - The Sharper Pencil

Cost Category	Estimated ACTUALS 2015/2016	BUDGET 2015/2016	PROPOSED 2016/2017	PLANNED 2017/2018	NOTES
Salaries	645564	756000	756000	723800	
Phone Allowance	2228	2640	2640	2640	
<b>SALARIES</b>	<b>647,792</b>	<b>758,640</b>	<b>758,640</b>	<b>726,440</b>	
Health & Life Insurance	60,900	66,550	65,975	60,900	Health - Cafeteria Plan \$500/Employee per month
Disability Insurance	4,340	5,023	5,408	5,208	
Social Security	39,668	46,872	46,872	44,876	
Medicare	9,277	10,962	10,962	10,495	
Worker's Comp. Insurance	7,292	13,608	13,608	13,028	
<b>BENEFITS</b>	<b>121,477</b>	<b>143,015</b>	<b>142,825</b>	<b>134,507</b>	
Office Supplies	71,293	90,383	90,365	78,189	
Meeting Refreshments	6,117	12,360	12,731	11,458	
Audit	4,598	4,640	4,779	4,301	
Travel	7,854	9,888	10,185	9,166	
Conferences & Training	871	9,270	9,548	8,593	
Dues & Memberships	3,500	6,180	6,365	5,729	
Printing & Binding	6,353	8,240	8,487	7,638	
Website & GIS Server	2,287	5,150	5,305	4,774	
General Service	447	1,030	1,061	955	
Contractual Services	168,000	180,297	163,638	163,638	
Professional Services	898,128	1,352,468	1,211,512	827,114	
Reimbursements to South Bay Cities	59,997	0	0	0	
Rent	114,364	139,606	146,168	152,730	
Liability Insurance	1,833	3,090	3,183	3,183	
<b>SUPPLIES AND CONTRACTUAL SERVICES</b>	<b>1,345,641</b>	<b>1,822,602</b>	<b>1,673,326</b>	<b>1,277,468</b>	
<b>TOTAL</b>	<b>2,114,910</b>	<b>2,724,257</b>	<b>2,574,791</b>	<b>2,138,415</b>	

## SBCCOG EXPENSES - Special Services

Cost Category	Estimated ACTUALS 2015/2016	BUDGET 2015/2016	PROPOSED 2016/2017	PLANNED 2017/2018	NOTES
General Assembly	40,156	39,822	42,177	43,142	
Climate Action Planing Assistance	41,409	61,805	61,764	53,500	
South Bay Economic Development	0	1,300	1,300	1,300	
Metro Deputy	93,954	94,146	96,970	99,879	
<b>TOTAL</b>	<b>175,519</b>	<b>197,073</b>	<b>202,211</b>	<b>197,821</b>	

## SBCCOG EXPENSES - Special Services - The Sharper Pencil

Cost Category	Estimated ACTUALS 2015/2016	BUDGET 2015/2016	PROPOSED 2016/2017	PLANNED 2017/2018	NOTES
GENERAL ASSEMBLY					
Salaries	7,062	10,000	10,300	10,609	
Benefits	1,201	1,822	1,877	1,933	
Contractors	8,880	10,000	10,000	10,000	
Expenses (Food, Room)	23,014	18,000	20,000	20,600	
GENERAL ASSEMBLY TOTAL EXPENSES	<u>40,156</u>	<u>39,822</u>	<u>42,177</u>	<u>43,142</u>	
CLIMATE ACTION PLANNING					
Salaries	18,846	32,000	33,600	25,000	
Benefits	3,204	6,392	6,712	7,048	
Contractors	16,250	20,000	18,000	18,000	
Expenses	3,109	3,413	3,452	3,452	
CLIMATE ACTION PLANNING TOTAL EXPENSES	<u>41,409</u>	<u>61,805</u>	<u>61,764</u>	<u>53,500</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>93,954</u>	<u>94,146</u>	<u>96,970</u>	<u>99,879</u>	Compensation determined by Metro
<b>TOTAL</b>	<b>175,519</b>	<b>197,073</b>	<b>202,211</b>	<b>197,821</b>	

**2016-2018 SBCCOG  
Department Salary Expense Worksheet**

Position Title	Administration	Grant Services	Special Services	Approved Position Budget
		Environmental Outreach & Implementation Programs / Transportation Programs		
Administrative Officer - Tier 1	10%	88%	2%	93,000
	9,031	82,000	1,969	
Senior Project Manager - Tier 1	0%	99%	1%	88,000
	0	87,000	1,000	
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	
Administrative Assistant - Tier 1	6%	90%	4%	35,000
	2,000	31,500	1,500	
Part-time Hourly Staff (ESAs for events)	0%	95%	5%	10,000
	0	9,500	500	
<b>29,031</b>				<b>830,000</b>
<b>29,031</b>		<b>756,000</b>	<b>44,969</b>	<b>830,000</b>

## 2016-2018 SBCCOG Contractor Expense Worksheet

Contractor	Adminstration	Grant Services	Special Services	Proposed Budget*
Executive Director and staff -appx. Jacki Bacharach and Associates \$175,235 (JB); appx. \$244,765 (subs to JB)	55%	40%	5%	405,000
	221,362	163,638	20,000	
Transportation Director - Steve Lantz *Includes 3% increase - Measure R consulting portion only	11%	89%	0%	113,338
	12,344	100,994	0	
Research Director - Siembab Corp.	0%	100%	0%	111,500
	0	111,500	0	
Energy Efficiency Engineer - GSE Solutions	0%	100%	0%	165,000
	0	165,000	0	
Metro Deputy - Mike Bohlke	0%	0%	100%	96,970
	0	0	96,970	
IT Systems Administrator	10%	85%	5%	31,200
	3,120	26,520	1,560	
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%	89%	11%	94,517
	0	84,517	10,000	
<b>Estimated Contractor Expenses FY 2016-17</b>	<b>236,826</b>	<b>1,375,150</b>	<b>128,530</b>	<b>1,740,506</b>
<b>Estimated Contractor Expenses FY 2017-18</b>	<b>243,931</b>	<b>990,752</b>	<b>127,879</b>	<b>1,362,562</b>