

**SOUTH BAY CITIES**  
COUNCIL OF GOVERNMENTS

FISCAL YEAR

2017-2018

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  
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 (\$99,284) (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)

## SBCCOG Summary

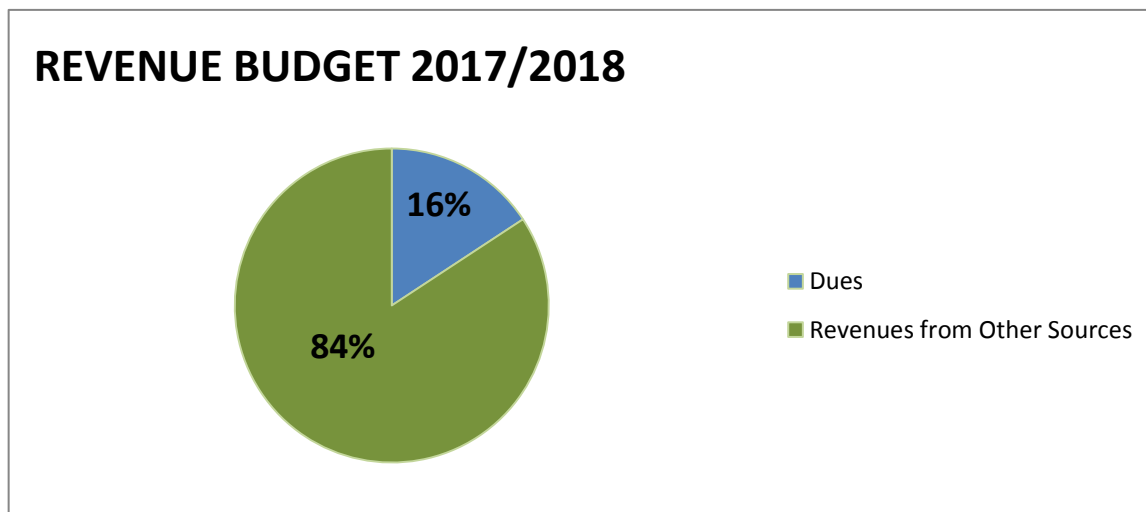
SOURCE	Estimated ACTUALS 2016/2017	BUDGET 2016/2017	BUDGET 2017/2018	PLANNED 2018/2019	NOTES
<b>Revenue</b>					
General Fund Sources	416,527	396,260	428,858	445,800	
Grant Revenue	2,492,616	2,546,286	1,649,818	1,174,160	
Special Services	165,831	152,700	159,284	162,263	
Add'l Revenues required for a balanced budget			110,705	626,720	
<b>Total Revenue</b>	<b>3,074,974</b>	<b>3,095,246</b>	<b>2,348,664</b>	<b>2,408,943</b>	
<b>Expenses</b>					
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	129,284	132,263	
<b>Total Expense</b>	<b>2,464,183</b>	<b>3,095,245</b>	<b>2,348,664</b>	<b>2,408,943</b>	
<b>Net Income</b>	<b>610,791</b>	<b>0</b>	<b>0</b>	<b>0</b>	

### Potential Grant Revenue for 2017-2018

REN/Bki	10,000
EUC Outreach 2017	30,000
AQMD	20,000
Strategic Plan Funding	100,000
VW Settlement	515,900
WRD - 12 months	25,000
DRAM - 24 months	500,000
Measure M	150,000
	<u>1,350,900</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	96,581	92,700	99,284	102,263	Compensation determined by Metro
Grant Revenue	2,492,616	2,546,286	1,649,818	1,174,160	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
<b>TOTAL</b>	<b>3,074,974</b>	<b>3,095,246</b>	<b>2,237,960</b>	<b>1,782,223</b>	



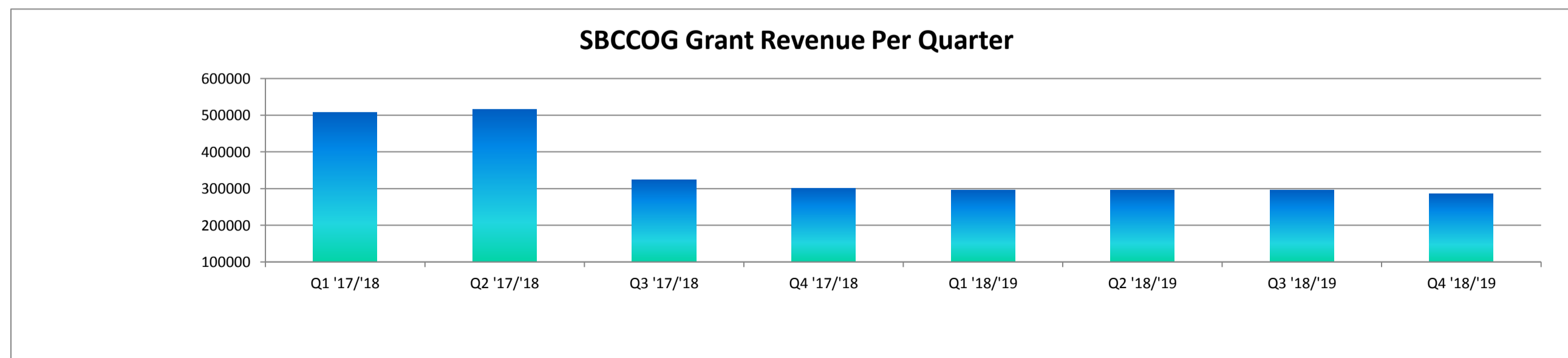
Estimated '16-'17 Revenues will be 99.3% of Budget while Expenses will be 79.6% of Budget

Actual Reserve  
 2016-2017 = \$61,809  
 Estimated Reserve as of June 30, 2017  
 \$81,809  
 which would be 3.66% of operating budget for FY17-18. Target for FY18-19 is 5%.

Estimated Unrestricted General Fund Balance  
 as of June 30, 2017:  
 \$394,271

## SBCCOG GRANT REVENUE

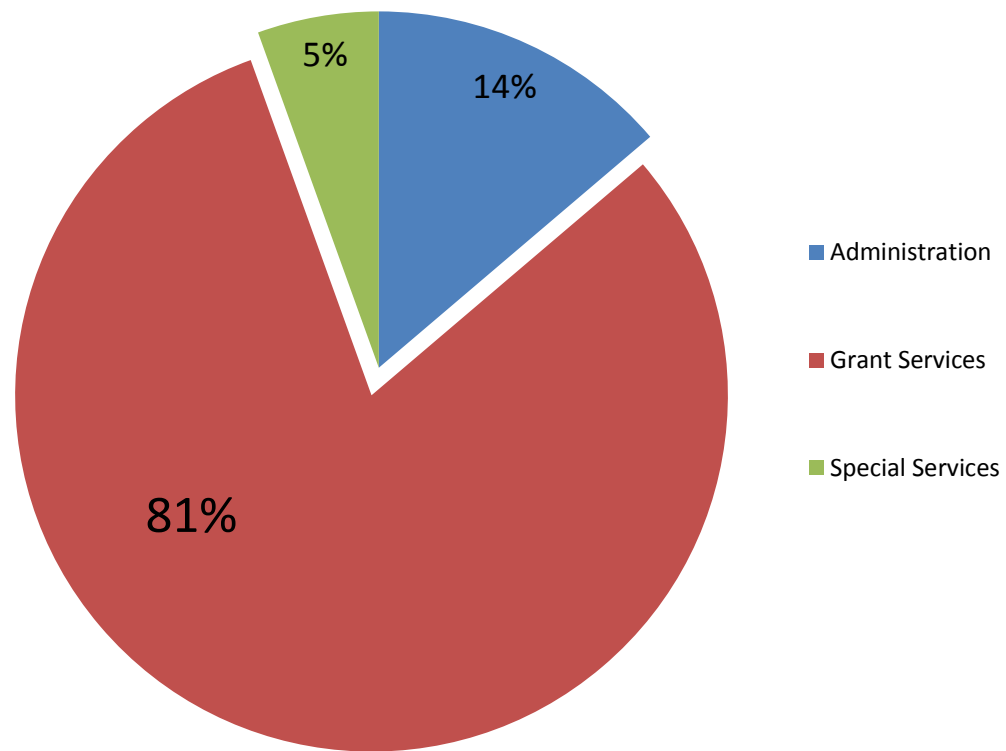
SOURCE	Estimated ACTUALS 2016/2017	BUDGET 2016/2017	BUDGET 2017/2018	PLANNED 2018/2019	NOTES
A SCE/SCG South Bay Energy Efficiency Partnership Program	\$ 1,002,346	\$ 650,000	\$ 490,000	\$ 490,000	2017-18 SCE funding cut 29%; anticipated to renew in 2018/19
B Green Building Challenge	\$ 142,954	\$ 25,167	\$ 20,000	\$ -	(through Jun'17); 2017-18 thru WBMWD & Golden State
C West Basin Municipal Water District - Marketing and Community Outreach Services for Water Conservation Programs	\$ 175,000	\$ 175,000	\$ 185,000	\$ 175,000	anticipated to renew in 2018/19, one-time contract enhancement of \$10K
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	\$ 18,400	\$ 18,400	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	\$ 30,000	\$ 30,000	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)
<b>TOTAL</b>	<b>\$ 2,492,616</b>	<b>\$ 2,546,286</b>	<b>\$ 1,649,818</b>	<b>\$ 1,174,160</b>	



## 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	129,284	132,263	
<b>TOTAL</b>	<b>2,464,183</b>	<b>3,095,245</b>	<b>2,348,664</b>	<b>2,408,943</b>	

### 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	no salary increase for 2017-18
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	
<b>TOTAL</b>	<b>322,065</b>	<b>318,243</b>	<b>323,580</b>	<b>325,260</b>	



## 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	
<b>SALARIES</b>	<b>29,543</b>	<b>36,000</b>	<b>27,600</b>	<b>28,430</b>	
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	
<b>BENEFITS</b>	<b>5,723</b>	<b>6,637</b>	<b>5,530</b>	<b>5,690</b>	
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	
<b>SUPPLIES AND CONTRACTUAL SERVICES</b>	<b>266,798</b>	<b>255,606</b>	<b>270,450</b>	<b>271,140</b>	
Reserve Growth	20,000	20,000	20,000	20,000	
<b>RESERVE GROWTH</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	
<b>TOTAL</b>	<b>322,065</b>	<b>318,243</b>	<b>323,580</b>	<b>325,260</b>	

## 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	no salary increase for 2017-18 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	
<b>TOTAL</b>	<b>2,006,174</b>	<b>2,574,791</b>	<b>1,895,800</b>	<b>1,951,420</b>	

## 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	
<b>SALARIES</b>	<b>\$ 623,712</b>	<b>\$ 758,640</b>	<b>\$ 583,580</b>	<b>\$ 600,970</b>	
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	
<b>BENEFITS</b>	<b>\$ 118,829</b>	<b>\$ 142,825</b>	<b>\$ 114,930</b>	<b>\$ 118,430</b>	
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	\$ -	\$ -	
<b>SUPPLIES AND CONTRACTUAL SERVICES</b>	<b>1,263,632</b>	<b>1,673,326</b>	<b>1,197,290</b>	<b>1,232,020</b>	
<b>TOTAL</b>	<b>2,006,174</b>	<b>2,574,791</b>	<b>1,895,800</b>	<b>1,951,420</b>	

## 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	99,284	102,263	Compensation determined by Metro
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
<b>TOTAL</b>	<b>135,944</b>	<b>202,211</b>	<b>129,284</b>	<b>132,263</b>	

## 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>99,284</u>	 <u>102,263</u>	 Compensation determined by Metro
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
 <b>TOTAL</b>	 <b>135,944</b>	 <b>202,211</b>	 <b>129,284</b>	 <b>132,263</b>	

## 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	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 3	0%	99%	1%	87,000
	0	86,000	1,000	
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 3	0%	99%	1%	72,000
	0	71,000	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 3	21%	77%	2%	57,000
	11,970	43,890	1,000	
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	
Totals:	29,031	756,000	44,969	1,046,000

## 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%	99,284	100%	99,284
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
<b>Estimated Contractor Expenses FY 2017-18</b>	<b><u>232,344</u></b>		<b><u>916,118</u></b>		<b><u>129,284</u></b>		<b><u>1,277,746</u></b>
<b>Estimated Contractor Expenses FY 2018-19</b>	<b>239,314</b>		<b>675,142</b>		<b>133,163</b>		<b>1,047,619</b>