

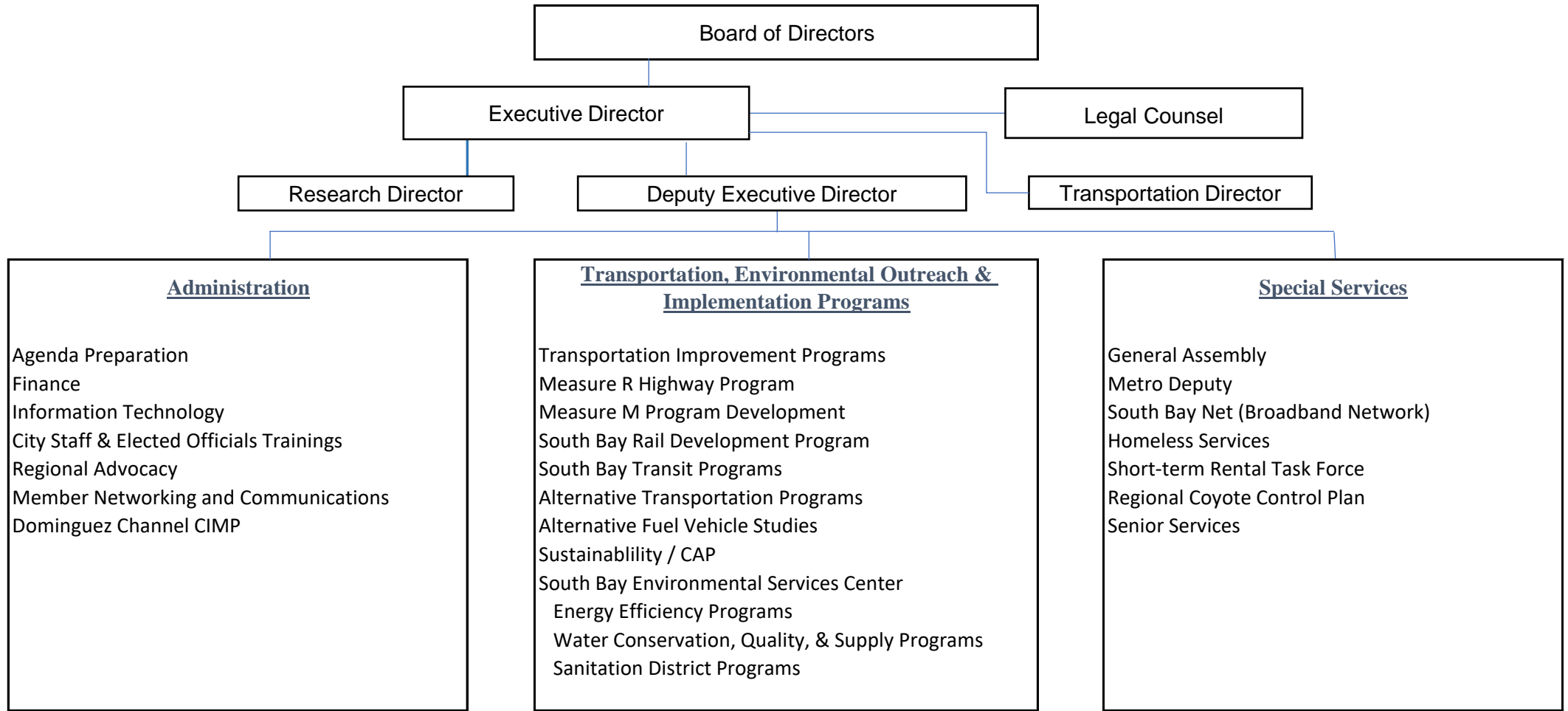
SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

PROPOSED BUDGET

FISCAL YEAR 2018-2019



**SBCCOG
ORGANIZATIONAL STRUCTURE
PROPOSED BUDGET FISCAL YEAR 2018-2019**



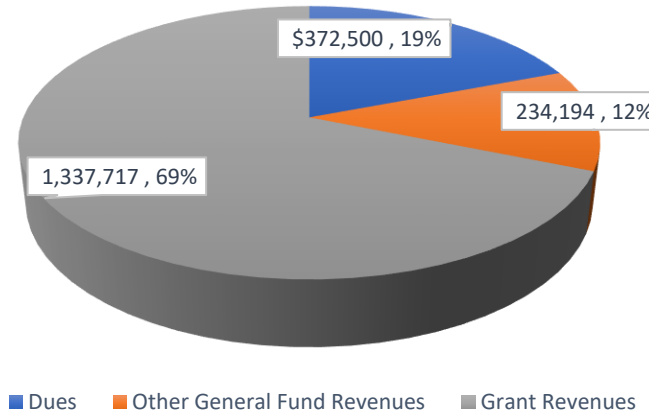
- Goal A: Environment, Transportation and Economic Development**
- Goal B: Regional Advocacy**
- Goal C: Member Networking and Communications**
- Goal D: Organizational Stability**

SBCCOG
ESTIMATED BUDGET SUMMARY
PROPOSED BUDGET FISCAL YEAR 2018-2019

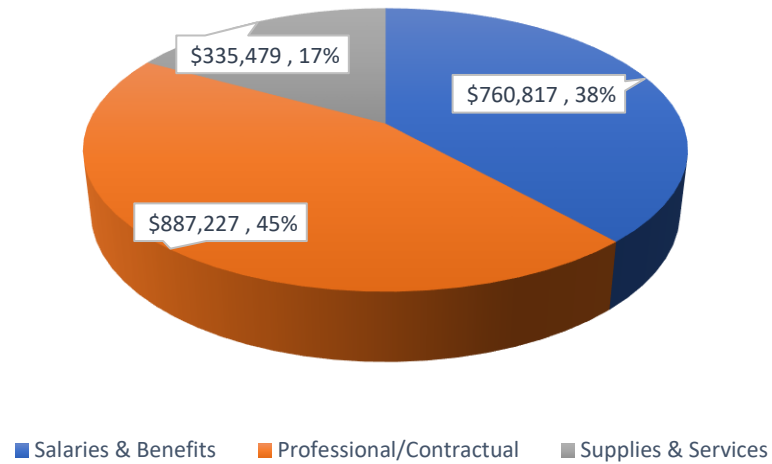
	ACTUAL FY 16-17	ADOPTED BUDGET FY 17-18	YTD AS OF 04/18/18	PROPOSED BUDGET FY 18-19	INCREASE (DECREASE) FY18-19/FY17-18	
					AMOUNT	PERCENT
<u>REVENUES:</u>						
Dues	\$ 332,500	\$ 352,500	\$ 352,500	\$ 372,500	\$ 20,000	5.67%
Other General Fund Revenues	265,552	274,858	234,463	234,194	(40,664)	-14.79%
Grant Revenues	2,085,844	1,658,348	1,131,306	1,337,717	(320,631)	-19.33%
Total Revenues	<u>\$ 2,683,896</u>	<u>\$ 2,285,706</u>	<u>\$ 1,718,269</u>	<u>\$ 1,944,411</u>	<u>\$ (341,295)</u>	<u>-14.93%</u>
<u>EXPENDITURES:</u>						
Salaries & Benefits	\$ 785,108	\$ 731,640	\$ 583,609	\$ 760,817	\$ 29,177	3.99%
Professional/Contractual	1,222,630	1,275,430	848,543	887,227	(388,203)	-30.44%
Supplies & Services	428,694	329,796	224,802	335,479	5,683	1.72%
Total Expenditures	<u>\$ 2,436,432</u>	<u>\$ 2,336,866</u>	<u>\$ 1,656,954</u>	<u>\$ 1,983,522</u>	<u>\$ (353,344)</u>	<u>-15.12%</u>
Estimated Balance (Deficit)	\$ 247,463	\$ (51,160)	\$ 61,316	\$ (39,111)	\$ 12,049	-23.55%
Provide for Reserve	20,000	20,000	20,000	20,000	-	-
Estimated Balance (Deficit)	<u>\$ 227,463</u>	<u>\$ (71,160)</u>	<u>\$ 41,316</u>	<u>\$ (59,111)</u>	<u>\$ 12,049</u>	<u>-16.93%</u>

SBCCOG
ESTIMATED REVENUES/ ESTIMATED EXPENDITURES CHARTS
PROPOSED BUDGET FISCAL YEAR 2018-2019

ESTIMATED REVENUES FY 2018-2019: \$1,944,411



ESTIMATED EXPENDITURES FY 2018-2019: \$1,983,522



SBCCOG
ESTIMATED REVENUE DETAILS
PROPOSED BUDGET FISCAL YEAR 2018-2019

REVENUE SOURCE	ACCOUNT CODE	ACTUAL FY 16-17	ADOPTED BUDGET FY 17-18	YTD AS OF 04/18/18	PROPOSED BUDGET FY 18-19	INCREASE (DECREASE) FY18-19/FY1718	
						AMOUNT	PERCENT
Dues	4020	\$ 332,500	\$ 352,500	\$ 352,500	\$ 372,500	\$ 20,000	5.67%
General Assembly Sponsorship	4050	66,810	60,000	57,750	60,000	-	-
Holiday Light Exchange	4055	2,500	2,800	7,550	2,800	-	-
MTA South Bay Deputy	4070	91,989	92,000	71,816	97,944	5,944	6.46%
Interest Income	4090	400	-	435	5,000	5,000	-
Green Business Assist Program	4125	7,500	62,000	34,997	12,000	(50,000)	-80.65%
Reimbursable Expense	4190	1,319	-	415	300	300	-
CIMP Dominguez Channel Admin Fee	4810	94,934	58,058	61,500	56,150	(1,908)	-3.29%
Uncategorized Income	4999	100	-	-	-	-	-
Sub-total General Fund Revenues		\$ 598,052	\$ 627,358	\$ 586,963	\$ 606,694	\$ (20,664)	-3.29%
SBWIB Broadband Income	4135	\$ 14,500	\$ -	\$ 11,730	\$ 18,700	\$ 18,700	-
SBWIB Telework	4136	-	-	-	15,000	15,000	-
PUC SCE/SCG Contract	4510	690,396	490,000	318,945	400,000	(90,000)	-18.37%
SCG-DWP Outreach	4512	30,000	30,000	30,000	40,000	10,000	33.33%
WBMWD Contract	4520	172,750	195,180	131,689	185,000	(10,180)	-5.22%
Sanitation District	4525	49,000	49,000	36,750	49,000	-	-
Torrance Water	4540	18,400	26,250	19,688	26,250	-	-
Metro Vanpool	4545	26,303	36,000	11,461	36,000	-	-
Metro Express Lane	4546	60,000	48,000	24,000	48,000	-	-
Metro Smart Mobility	4548	159,637	56,456	36,534	-	(56,456)	-100.00%
ZEV-CEC MUD	4552	81,964	-	-	-	-	-
Charge Bliss	4553	15,688	10,817	9,312	-	(10,817)	-100.00%
Measure R	4570	316,402	309,520	46,052	200,000	(109,520)	-35.38%
Metro SGC	4575	344,804	344,045	359,968	-	(344,045)	-100.00%
PACE (HERO, Ygrene)	4580	14,153	15,500	4,189	4,600	(10,900)	-70.32%
HERO Renewables	4581	10,500	20,000	7,500	-	(20,000)	-100.00%
EUC Outreach Ambassador	4585	29,325	-	-	-	-	-
Home Upgrade (REN/Bki)	4587	25,000	-	-	-	-	-
Center for Sustainable Energy	4588	-	-	15,000	-	-	-
Integrated Pest Management	4589	-	2,580	4,266	6,000	3,420	132.56%
Homeless (PATH)	4600	27,022	25,000	22,838	15,000	(10,000)	-40.00%
Homeless - LA County	4601	-	-	18,713	79,167	79,167	-
Water Replenishment District	4610	-	-	22,671	65,000	65,000	-
Measure M	4611	-	-	-	150,000	150,000	-
Sub-total Grant Revenues		\$ 2,085,844	\$ 1,658,348	\$ 1,131,306	\$ 1,337,717	\$ (320,631)	-19.33%
Total Estimated Revenues		\$ 2,683,896	\$ 2,285,706	\$ 1,718,269	\$ 1,944,411	\$ (341,295)	-14.93%

SBCCOG
ESTIMATED EXPENDITURE DETAILS BY ACCOUNT
PROPOSED BUDGET FISCAL YEAR 2018-2019

EXPENDITURE CATEGORY	ACCOUNT CODE	ACTUAL FY 16-17	ADOPTED BUDGET FY 17-18	YTD AS OF 04/18/18	PROPOSED BUDGET FY 18-19	INCREASE (DECREASE) FY 18-19/FY17-18	
						AMOUNT	PERCENT
Salaries/Regular	6010	\$ 649,094	\$ 607,220	\$ 485,508	\$ 636,166	\$ 28,946	4.77%
Overtime	6011	295	-	909	1,000	1,000	-
Medical/Deferred Comp	6012	61,750	59,886	46,750	60,000	114	0.19%
Life Insurance	6013	1,002	1,054	855	1,170	116	10.99%
Social Security	6014	39,738	37,650	29,213	39,823	2,173	5.77%
Medicare	6015	9,293	8,800	6,832	9,239	439	4.99%
FUTA	6016	539	-	503	420	420	-
California SUI-ER	6017	5,567	-	5,205	4,340	4,340	-
Workers' Comp	6018	9,208	13,070	4,512	4,839	(8,231)	-62.98%
Employee Reimbursable Exp	6019	8,622	3,960	3,323	3,820	(140)	-3.54%
Sub-total Salaries & Benefits		\$ 785,108	\$ 731,640	\$ 583,609	\$ 760,817	\$ 29,177	3.99%
Office Supplies	6201	\$ 37,509	\$ 14,910	\$ 7,273	\$ 15,000	\$ 90	0.60%
Postage	6202	605	-	450	700	700	-
Refreshments	6203	25,798	17,110	8,083	17,110	-	-
Membership Dues	6204	6,554	11,160	10,297	11,461	301	2.70%
Mileage Reimbursement	6205	1,568	-	641	1,392	1,392	-
Meetings/Conferences	6206	64,318	43,500	18,223	26,000	(17,500)	-40.23%
Staff Training/Development	6207	1,495	3,000	150	3,000	-	-
Newsletter	6208	8,688	8,780	6,401	8,400	(380)	-4.33%
Audit Fees	6209	5,679	6,000	2,500	6,500	500	8.33%
Contractual Services	6210	832,611	870,430	464,755	467,227	(403,203)	-46.32%
Professional Services	6211	390,019	405,000	383,787	420,000	15,000	3.70%
Rent	6212	143,587	146,560	97,595	150,234	3,674	2.51%
Equipment Lease	6213	13,161	10,742	7,892	11,400	658	6.13%
Telephone	6214	8,064	8,360	6,300	8,679	319	3.82%
IT Services/Maintenance	6215	78,918	48,521	44,851	48,067	(454)	-0.94%
Software/Hardware	6216	19,251	10,453	7,272	21,236	10,783	103.16%
Liability Insurance	6217	2,113	-	1,754	2,000	2,000	-
Subscription/Advertising	6218	2,848	-	-	1,000	1,000	-
Miscellaneous Supplies/HLE	6219	8,240	-	5,059	2,800	2,800	-
Miscellaneous Expenses	6225	299	700	61	500	(200)	-28.57%
Sub-Total Supplies & Services		\$ 1,651,324	\$ 1,605,226	\$ 1,073,344	\$ 1,222,706	\$ (382,520)	-23.83%
Total Operating Expenditures		\$ 2,436,432	\$ 2,336,866	\$ 1,656,954	\$ 1,983,522	\$ (353,344)	-15.12%
Provide for Reserve		20,000	20,000	20,000	20,000	-	-
Grand Total		\$ 2,456,432	\$ 2,356,866	\$ 1,676,954	\$ 2,003,522	\$ (353,344)	-14.99%

SBCCOG
APPROVED SALARY SCHEDULE BY POSITION/BY FUNCTION
FISCAL YEAR 2018-2019

POSITION	ADMINISTRATION		GRANT SERVICES		SPECIAL SERVICES		TOTAL SALARY	TOTAL % DISTRIBUTION
	SALARY	% DISTRIBUTION	SALARY	% DISTRIBUTION	SALARY	% DISTRIBUTION		
Administrative Officer - Tier 1	\$51,150	55%	\$40,920	44%	\$930	1%	\$93,000	100%
Senior Project Manager - Tier 1	-	-	\$87,000	99%	\$1,000	1%	\$88,000	100%
Accountant - Tier 3	\$44,550	55%	\$35,640	44%	\$810	1%	\$81,000	100%
Project Manager - Tier 2	-	-	\$38,000	54%	\$32,000	46%	\$70,000	100%
Environmental Services Analyst III - Tier 3	-	-	\$86,000	99%	\$1,000	1%	\$87,000	100%
Environmental Services Analyst III - Tier 2	-	-	\$81,000	99%	\$1,000	1%	\$82,000	100%
Environmental Services Analyst III - Tier 1	-	-	\$76,000	99%	\$1,000	1%	\$77,000	100%
Environmental Services Analyst II - Tier 3	-	-	\$71,000	99%	\$1,000	1%	\$72,000	100%
Environmental Services Analyst II - Tier 2	-	-	\$66,500	99%	\$500	1%	\$67,000	100%
Environmental Services Analyst II - Tier 1	-	-	\$61,000	98%	\$1,000	2%	\$62,000	100%
Environmental Services Analyst I - Tier 3	\$11,970	21%	\$43,890	77%	\$1,000	2%	\$57,000	100%
Environmental Services Analyst I - Tier 2	\$11,000	21%	\$40,000	77%	\$1,000	2%	\$52,000	100%
Environmental Services Analyst I - Tier 1	-	-	\$47,000	100%	-	-	\$47,000	100%
Administrative Assistant - Tier 3	\$5,000	11%	\$38,500	86%	\$1,500	3%	\$45,000	100%
Administrative Assistant - Tier 2	\$2,000	5%	\$36,500	91%	\$1,500	4%	\$40,000	100%
Administrative Assistant - Tier 1	\$2,000	6%	\$31,500	90%	\$1,500	4%	\$35,000	100%
Part-time Hourly Staff (ESAs for events)	-	-	\$9,500	95%	\$500	5%	\$10,000	100%

**SBCCOG
PROFESSIONAL / CONTRACTOR LABOR DISTRIBUTION
PROPOSED BUDGET FISCAL YEAR 2018-2019**

	ADMINISTRATION		GRANT SERVICES		SPECIAL SERVICES		TOTAL AMOUNT	TOTAL % DISTRIBUTION
PROFESSIONAL SERVICES	AMOUNT	% DISTRIBUTION	AMOUNT	% DISTRIBUTION	AMOUNT	% DISTRIBUTION		
Executive Director (JB) and staff - appx. Jacki Bacharach and Associates \$176,800; - appx. \$243,200 (subs to JB)	\$231,000	55%	\$168,000	40%	\$21,000	5%	\$420,000	100%
CONTRACTOR SERVICES								
Transportation Director - Steve Lantz - Includes 3% increase	\$12,396	11%	\$100,294	89%	-	-	\$112,690	100%
Research Director - Siembab Corp.	-	-	\$15,000	100%	-	-	\$15,000	100%
Energy Efficiency Engineer - GSE Solutions	-	-	\$177,500	100%	-	-	\$177,500	100%
Metro Deputy - Mike Bohlke	-	-	-	-	\$102,534	100%	\$102,534	100%
Add'l transportation consultants -Measure R	-	-	-	-	-	-	-	-
Legal Fees - Measure R and Dominguez Channel CIMP	-	-	\$5,000	100%	-	-	\$5,000	100%
Additional consultants or staff as needed on contracts for project development funds	-	-	\$50,000	83%	\$10,000	17%	\$60,000	100%
Estimated Professional & Contractor Expenses FY 2018-19	\$243,396		\$515,794		\$133,534		\$892,724	

SBCCOG
LIST OF ACRONYMS USED
PROPOSED BUDGET FISCAL YEAR 2018-2019

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

Notes on the FY 18-19 Proposed Budget by Account

NOTE: Please note that in the last two years, staff did not utilize the process of budgeting by line account, as presented in the proposed budget for the coming fiscal year. After review of the budget format that was used and the format that is used by most cities, it was decided that it would be better to return to the line account method.

Based on available data, staff deconstructed the adopted budget to provide some comparison by line account between the adopted and the proposed amounts. These may not be 100% accurate as many of the revenue sources or expenditures did not necessarily have specific or detailed descriptions; however, the total amount is reconciled with the adopted budget document. In addition, some of these accounts were adjusted at mid-year to reflect new grants. For the coming fiscal year, staff created new account codes which will allow for better comparison in the future.

In addition, this budget includes funding for a new financial system.

Many acronyms are listed below. Please refer to the List of Acronyms at the end of the budget document for definitions.

REVENUES:

Dues (4020) – From member cities billed annually. The \$20,000 increase from \$352,500 to \$372,500 represents the fourth year of the Board approved increase, which is to be set aside as reserve.

General Assembly Sponsorship (4050) – From private donations to fund annual event; no change.

Holiday Light Exchange (4055) – For purchase of energy-efficient holiday lights; from private donations; no change.

MTA South Bay Deputy Admin Fee (4070) – To fund the Metro Liaison; annual increase of 3% - \$5,944 based on the adopted amount; however, the budget was adjusted at mid-year to reflect an increase from \$92,000 to \$95,144 or \$3,144. This is a pass-through expenditure, from Metro, and the amount is determined by Metro to match compensation increases that they give to their staff.

Interest Income (4090) – Assumes SBCCOG will keep \$500,000 invested in LAIF @ 1% throughout the year provided the cash flow allows it.

Green Business Assist Program Sponsors (4125) – To encourage businesses to be more energy-efficient; monies were received from SCE/SCG, WBMWD and Golden State Water; decrease of \$50,000 as no funds are expected from SCE/SCG; at mid-year we received \$24,000 less.

Reimbursable Expense (4190) – LGSEC quarterly meeting for Environmental Services Analyst.

CIMP Dominguez Channel Admin Fee (4810) – Payment to SBCCOG for administering the Dominguez Channel contract; flat fee based on a new contract.

SBWIB Broadband Income (4135) – For meetings & materials supporting the development of a fiber backbone network for the South Bay cities; estimated at \$18,700; at mid-year we received \$27,500.

SBWIB Telework (4136) – To conduct a study on the impact of telework alternatives working with employers in the South Bay; new revenue source \$15,000.

PUC SCE/SCG Contract (4510) – For energy-efficiency partnership program; contribution from SCE is \$90,000 less than the prior year.

SCG-DWP Outreach (4512) – To promote education and information regarding saving water and energy; additional \$10,000 more than prior year.

WBMWD Contract (4520) – To facilitate public outreach for West Basin’s water conservation programs and promote the importance of local control of water and developing drought-proof resources; \$10,180 less than prior year.

Sanitation Districts (4525) – To support Sanitation Districts events and educational programs and to provide information on website regarding safe disposal of household hazardous and electronic waste in the South Bay; no change.

Torrance Water (4540) – To carry out and promote water conservation programs; no change.

Metro Vanpool (4545) – To reach employers and multi-tenant building owners/managers to assist with forming vanpools for their employees and tenants; no change.

Metro Express Lane (4546) – To provide information on obtaining Metro’s Express Lanes Transponders for the I-110 High Occupancy Toll lanes; no change.

Metro Smart Mobility (4548) – Grant completed FY17-18.

ZEV-CEC MUD (4552) – Grant completed FY17-18.

Charge Bliss (4553) – Grant completed FY17-18.

Measure R South Bay Highway Program (4570) – To identify, schedule, and oversee the delivery of the South Bay Measure R Highway Program projects, to improve operations of South Bay freeways; State Highways; and adjacent arterials; reduced by \$109,520 due to reduction in sub-contractors.

Metro Strategic Growth Council (4575) – Grant completed FY17-18.

PACE: HERO, Ygrene (4580) – PACE programs; reduced FY17-18.

HERO Renewables (4581) – Grant completed FY17-18.

Home Upgrade (REN/Bki) (4587) – Outreach grant with BKI Consulting completed FY17-18.

Integrated Pest Management (4589) – To incorporate web page(s) on integrated pest management information and other storm water pollution prevention content into SBCCOG’s website; \$3,420 increase at midyear.

Homeless – PATH (4600) – To provide and perform community engagement, city coordination, and report on progress to stakeholders regarding homeless issues; possible \$10,000 decrease.

Homeless – LA County (4601) – To engage South Bay City Councils and managers to participate and support Homeless Initiatives, etc. Grant started October 2017, included in midyear budget.

Water Replenishment District (4610) – To promote WRD programs to replenish, manage, and protect the groundwater basins; \$25,000 new funding included in mid-year budget; additional \$65,000 for FY18-19.

Measure M Sub-Regional Programs (4611) – To identify, schedule, and oversee the delivery of the South Bay Measure M Sub-regional Programs; new revenue source \$150,000.

EXPENDITURES:

Salaries/Regular (6010) – Covers salaries of 10 full-time employees; budget based on current salaries plus up to 3% cost of living increase.

Overtime (6011) – Applies only to two employees covered by Overtime Law.

Medical/Deferred Comp (6012) – Based on \$500 allowance for each employee for health insurance premiums or for contribution to a deferred compensation plan, as chosen by employee.

Life Insurance (6013) - Life insurance premium for each employee at \$10.10/employee per month; \$116 increase more than prior year.

Social Security (6014) – Employer contribution based on 6.75% of employees' gross wages; increase \$2,173 reflects increase in salary.

Medicare (6015) – Employer contribution based on 1.45% of gross wages; increase \$439 reflects salary increase.

FUTA (6016) – Employer contribution for federal unemployment insurance at 0.6% of \$7,000 salary per employee.

California SUI-ER (6017) – Employer contribution for State unemployment insurance at 6.2% of \$7,000 salary per employee.

Workers' Comp (6018) – Employer contribution for workers' compensation insurance at 64 cents/100 of employee's salary.

Employee Reimbursable Expense (6019) – To cover employee reimbursements for mileage and allowance for phone for certain employees at \$55/month.

Office Supplies (6201) – Pens, paper, and general office supplies; budget estimate based on current year's expenditure trend.

Postage (6202) – For general office mail. Was not budgeted as a line account in FY17-18; included in Office Supplies in the past; separated out now for better tracking.

Refreshments (6203) – Refreshments for board/committee meetings and outreach events; no change.

Membership Dues (6204) – Memberships for various Chambers of Commerce; ICLEI; LGSEC; and CALCOG; increase \$301 from the prior year.

Mileage Reimbursement (6205) – Reimbursements to staff based on IRS mileage rate; was not budgeted as a line account in FY17-18; was included in Travel account.

Meetings/Conferences (6206) – For travel, lodging, meals, and registration costs for Executive Director and staff members as required; decrease \$17,500 due to reduction in grant related required meeting travel.

Staff Training/Development (6207) – Registration for specific training/staff development; no change.

Newsletter (6208) – For quarterly Newsletter; covers printing; decrease \$380 as postage was moved to Postage account code.

Audit Fees (6209) – Independent auditors' fee based on contract.

Contractual Services (6210) – For all contractors excluding Jacki Bacharach & Associates; which is included in Professional Services account code; no budget for Strategic Growth Council consultants; minimal budget for Siembab Corporation.

Professional Services (6211) – For Jacki Bacharach & Associates contract services; increase \$15,000 more than prior year; however less than budgeted in 2015-16 (\$421,659).

Rent (6212) – Facility rent; increase \$3,674 based on contract.

Equipment Lease (6213) – For Xerox copier; \$658 increase based on contract.

Telephone (6214) – For telephone (previously bundled under Electronic Services) – 8x8.

IT Services/Maintenance (6215) – For Computer Solutions Group (overall IT support); other contracts such as Go Daddy; CivicConnect; Mac Server back-up, etc.

Software/Hardware (6216) – QuickBooks; GIS; Adobe licenses and proposed new Finance System (increase of \$10,783.)

Liability Insurance (6217) – Payments to Hartford Insurance to cover liability insurance; was not budgeted as a line account in FY17-18 included in Miscellaneous Supplies in the past; separated out now for better tracking.

Subscription/Advertising (6218) – Subscription to LA Times and recruitments at Jobs Available; in prior years, budget was included in Miscellaneous Supplies.

Miscellaneous Supplies/HLE (6219) – For holiday lights; no change.

Miscellaneous Expenses (6225) – Monthly service administration fee to CalChoice based on number of active employees; banking supplies from Wells Fargo, etc.