



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

PROPOSED

MID YEAR ADJUSTMENT TO
FISCAL YEAR 2014-2015 OPERATING BUDGET



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
CalPACS Salary Survey Data
South Bay Economic Development Group
Metro Liaison

Goal A: Environment, Transportation and Economic Development

Goal B: Regional Advocacy

Goal C: Member Networking and Communications

Goal D: Organizational Stability



SBCCOG Organizational Staffing 2014-2016

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) (12%)

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 (\$166,038) (41%)
 Transportation Director (\$94,978) (88%)
 Research Director (\$119,123) (100%)
 IT Systems Administration (\$24,000) (100%)
 Energy Efficiency Engineer (\$165,000) (100%)
 Energy Efficiency CAP Consultant (\$226,171) (100%)
 Water Leak Detection Consultants (\$247,581) (100%)
 Add'l Transportation Consultants - Measure R (\$228,000) (100%)
 Add'l Consultants Strategic Growth Council (\$142,000) (100%)
 Add'l Consultants as needed on contracts in development (\$59,297) ((100%)

Employees:

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

Total 10.97 FTEs

Funding:

Metro Measure R
 Metro Mobility Matrix
 Metro Vanpool
 Metro Express Lanes
 PUC SCE/SCG Energy Efficiency Partnership Funds
 West Basin Municipal Water District
 Torrance Water District
 Sanitation District Education Outreach Programs
 Dominguez Channel CIMP
 EUC Outreach Ambassador Program Funds
 SCE Phase1 Strategic Plan Strategies (EEMIS/Trainings)
 SCE Phase3 Strategic Plan Strategies (EECAP)
 SCE WaterLeak Detection Program
 Strategic Growth Council
 AQMD Battery Electric Vehicles
 Zero Emission Vehicles Study

Special Services

Contract Consultants:

Jacki Bacharach & Associates (\$20,000) (5%)
 Metro Liaison (\$91,404) (100%)

Employees:

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

Total .56 FTEs

Funding:

Metro Deputy Agreement
 SBCCOG CAP Assessment
 General Assembly Sponsorships
 South Bay Economic Development Funds

SBCCOG General Fund Revenue Sources

SOURCE	ACTUAL 2013/2014	BUDGET 2013/2014	ADOPTED 2014/2015	ACTUAL YTD (Jul. 1, 2014 - Dec. 31, 2014) 6 months	PROPOSED MID-YEAR 2014/2015	PLANNED 2015/2016	NOTES
DUES	229,998	230,000	230,000	114,999	229,998	312,500	100% dues received for FY '14-'15. Accrual method for dues and assessments - income deferred to next qtrs.
CAP ASSESSMENTS	62,625	62,625	62,625	31,313	62,625	0	
GENERAL ASSEMBLY SPONSORSHIPS	59,500	35,000	40,000	9,500	60,000	60,000	
MTA SOUTH BAY DEPUTY ADMINISTRATION	84,338	84,340	84,338	44,323	86,813	90,000	
GRANT REVENUE	2,073,519	2,286,683	2,196,453	1,144,718	2,647,453	2,498,726	FY 15-16 does not include new agreements in development.
STAFF OFFSET BY GRANTS	-	135,000	141,000	-	-	-	This item is re-categorized within Grant Revenue
OTHER	2,239	160	1,140	6,439	6,440	8,460	(interest, training, South Bay Econ. Dev, HERO)
TOTAL	2,512,219	2,833,808	2,755,556	1,351,292	3,093,329	2,969,686	
Expenses from SBCCOG Expenses TAB	2,501,589	2,910,663	2,828,733	1,236,319	3,093,329	2,947,650	
NET INCOME	10,630	(76,855)	(73,177)	114,973	0	22,036	

SBCCOG GRANT REVENUE

SOURCE		ACTUAL 2013/2014	BUDGET 2013/2014	ADOPTED 2014/2015	PROPOSED MID-YEAR 2014/2015	PLANNED 2015/2016	NOTES
A	SCE/SCG South Bay Energy Efficiency Partnership Program	602,518	593,555	561,927	661,709	793,118	(contract end 12/31/15) no PUC decision re: 2016 and beyond - if funding awarded anticipate \$793,118 for FY 15-16)
B	SCE Strategic Plan Phase 3 - EECAP - Promoting long term energy efficiency and climate action planning activities	158,679	250,630	300,000	405,000	208,000	(contract end 12/31/15)
C	West Basin Municipal Water District - Marketing and Community Outreach Services for Water Conservation Programs	177,362	178,000	173,972	173,972	175,000	anticipated to renew in 2015/2016
D	Sanitation Districts of Los Angeles County - Environmental Education Collaborative Partnership	49,000	49,000	49,000	49,000	49,000	anticipated to renew in 2015/2016
E	Torrance Municipal Water District - Marketing and Community Outreach Services for Water Conservation Programs	16,500	16,500	16,500	16,500	17,500	anticipated to renew in 2015/2016
F	Metro Vanpool Outreach	33,805	36,000	36,000	36,000	21,000	(contract end 2/15/16)
G	Measure R - South Bay Highway Program Administration and Program Development	314,755	417,507	530,842	538,836	737,981	(per Metro Funding Agreement #2 - continues annually at 3% increase thru FY18-19)
H	Strategic Growth Council			0	161,667	316,899	
I	EUC Outreach Ambassador			0	40,000	24,250	(start Jan 2015)
J	Dominguez Channel Coordinated Integrated Monitoring Program (CIMP)			0	0	25,000	(start July 2015)
K	Zero Emission Vehicle (ZEV) Readiness			0	24,234	130,978	(start May 2015)
L	SCE Strategic Plan Phase 1 - City Trainings/EEMIS - Promoting long term energy efficiency and climate action planning activities	332,241	363,994	214,000	214,000		- (contract end 6/30/2015)
M	SCE WaterLeak Detection	245,670	238,296	170,212	162,535		- (contract end 6/30/2015)
N	Metro Mobility Matrix				20,000		- (contract end 2/28/15)
P	Metro Express Lanes Outreach	17,721	17,721	40,000	40,000		- (contract end 6/30/15)
Q	AQMD Battery Electric Vehicle (BEV) Demonstration Project	84,200	84,200	104,000	104,000		- (contract end 4/30/15)
R	SCAG Plug-In Electric Vehicle (PEV) Readiness Plan	41,069	41,280	-	-		- (contract end 12/31/13)
TOTAL		2,073,519	2,286,683	2,196,453	2,647,453	2,498,726	

SBCCOG EXPENSES

Cost Category	ACTUAL 2013/2014	BUDGET 2013/2014	ADOPTED 2014/2015	ACTUAL YTD (Jul. 1, 2014 - Dec. 31, 2014) 6 months	PROPOSED MID-YEAR 2014/2015	PLANNED 2015/2016	NOTES
Administration	286,200	450,850	459,150	96,539	287,870	302,147	
Grant Services	2,042,799	2,286,683	2,196,453	1,060,424	2,622,310	2,447,121	
Special Services	172,590	173,130	173,130	79,355	183,149	198,382	
TOTAL	2,501,589	2,910,663	2,828,733	1,236,319	3,093,329	2,947,650	

SBCCOG EXPENSES - Administration

Cost Category	ACTUAL 2013/2014	BUDGET 2013/2014	ADOPTED 2014/2015	PROPOSED MID-YEAR 2014/2015	PLANNED 2015/2016	NOTES
SALARIES	19,637	24,835	24,835	27,031	28,383	
BENEFITS	2,641	3,165	3,165	4,709	4,828	
SUPPLIES AND CONTRACTUAL SERVICES	263,922	422,850	431,150	256,130	268,936	
TOTAL	286,200	450,850	459,150	287,870	302,147	

SBCCOG EXPENSES - Administration - The Sharper Pencil

Line Items	ACTUAL 2013/2014	BUDGET 2013/2014	ADOPTED 2014/2015	PROPOSED MID-YEAR 2014/2015	PLANNED 2015/2016	NOTES
Salaries	19,637	24,835	24,835	27,031	28,383	
Phone Allowance	0	0	0	0	0	
SALARIES	19,637	24,835	24,835	27,031	28,383	
Health & Life Insurance	1,017	1,030	1,030	2,498	2,498	
Disability Insurance	122	160	160	160	160	
Social Security	1,217	1,600	1,600	1,676	1,760	
Medicare	285	375	375	375	410	
BENEFITS	2,641	3,165	3,165	4,709	4,828	
Office Supplies	871	4,000	4,000	600	630	
Meeting Refreshments	1451	5,500	5,500	1,031	1,083	
Audit	1364	5,150	5,300	795	835	
Travel	123	500	2,000	300	315	
Conferences & Training	267	1,000	2,000	300	315	
Memberships	736	2,750	4,000	600	630	
Newsletter	1281	4,800	5,600	840	882	
Website & GIS Server	2090	5,050	5,050	758	795	
General Service	76	1,000	1,000	1,000	1,050	
Strategic Planning/Business Development	19800	19,800	0	5,000	5,250	
Contractual Services	233663	361,000	378,400	242,206	254,316	
Rent	2200	12,000	18,000	2,700	2,835	
SUPPLIES AND CONTRACTUAL SERVICES	263,922	422,850	431,150	256,130	268,936	
TOTAL	286,200	450,850	459,150	287,870	302,147	

SBCCOG EXPENSES - Grant Services

Cost Category	ACTUAL 2013/2014	BUDGET 2013/2014	ADOPTED 2014/2015	PROPOSED MID-YEAR 2014/2015	PLANNED 2015/2016	NOTES
SALARIES	553,002	843,346	823,240	722,640	758,640	
BENEFITS	81,654	91,254	149,240	139,638	143,040	
SUPPLIES AND CONTRACTUAL SERVICES	1,408,142	1,352,083	1,223,973	1,760,032	1,545,441	
TOTAL	2,042,799	2,286,683	2,196,453	2,622,310	2,447,121	

SBCCOG EXPENSES - Grant Services - The Sharper Pencil

Cost Category	ACTUAL 2013/2014	BUDGET 2013/2014	ADOPTED 2014/2015	PROPOSED MID-YEAR 2014/2015	PLANNED 2015/2016	NOTES
Salaries	550417	840706	820600	720000	756000	
Phone Allowance	2585	2640	2640	2640	2640	
SALARIES	553,002	843,346	823,240	722,640	758,640	
Health & Life Insurance	28,219	15,000	69,000	66,550	66,550	Health - Cafeteria Plan \$500/Employee
Disability Insurance	4,340	4,340	5,464	5,048	5,048	
Social Security	34,126	52,124	50,877	44,640	46,872	
Medicare	7,981	12,190	11,899	10,440	10,962	
Worker's Comp. Insurance	6,989	7,600	12,000	12,960	13,608	
BENEFITS	81,654	91,254	149,240	139,638	143,040	
Office Supplies	78857	175,000	165,000	87,750	92,138	Bundled as Supplies/ODCs in 13/14 & 14/15
Meeting Refreshments	11034			12,000	12,600	
Audit	3734			4,505	4,730	
Travel	1002			9,600	10,080	
Conferences & Training	8597			9,000	9,450	
Dues & Memberships	2523			6,000	6,300	
Printing & Binding	4266			8,000	8,400	
Website & GIS Server	4091			5,000	5,250	
General Service	207			1,000	1,050	
Contractual Services	149555	135,000	141,000	166,038	174,340	
Professional Services	1011979	930,883	780,000	1,306,149	1,078,347	
Rent	118066	109,000	134,973	135,575	139,606	
Vehicle lease	4578			1,535	0	vehicle leases end in 2015
Vehicle insurance	7503			4,880	0	vehicle leases end in 2015
Insurance	2,151	2,200	3,000	3,000	3,150	
SUPPLIES AND CONTRACTUAL SERVICES	1,408,142	1,352,083	1,223,973	1,760,032	1,545,441	
TOTAL	2,042,799	2,286,683	2,196,453	2,622,310	2,447,121	

SBCCOG EXPENSES - Special Services

Cost Category	ACTUAL 2013/2014	BUDGET 2013/2014	ADOPTED 2014/2015	PROPOSED MID-YEAR 2014/2015	PLANNED 2015/2016	NOTES
General Assembly	18,596	18,000	18,000	28,640	41,172	
Climate Action Planing Assistance	60,948	62,625	62,625	61,805	61,764	
CalPACs - Salary Survey Data - South Bay Cities Group	3,575	3,575	3,575	0	0	Assessment expired. SBCCOG no longer paying membership on behalf of cities. Cities may continue membership directly with CalPACs.
South Bay Economic Development	542	0	0	1,300	1,300	
Metro Deputy	88,929	88,930	88,930	91,404	94,146	
TOTAL	172,590	173,130	173,130	183,149	198,382	

SBCCOG EXPENSES - Special Services - The Sharper Pencil

Cost Category	ACTUAL 2013/2014	BUDGET 2013/2014	ADOPTED 2014/2015	PROPOSED MID-YEAR 2014/2015	PLANNED 2015/2016	NOTES
GENERAL ASSEMBLY						
Salaries				9,000	9,450	
Benefits				1,640	1,722	
Contractors					10,000	add fundraising consultant
Expenses (Food, Room)	18,596	18,000	18,000	18,000	20,000	
GENERAL ASSEMBLY TOTAL EXPENSES	<u>18,596</u>	<u>18,000</u>	<u>18,000</u>	<u>28,640</u>	<u>41,172</u>	
CLIMATE ACTION PLANNING						
Salaries	37,825	38,825	38,825	32,000	33,600	
Benefits				6,392	6,712	
Contractors	19,500	20,000	20,000	20,000	18,000	
Expenses	3,623	3,800	3,800	3,413	3,452	
CLIMATE ACTION PLANNING TOTAL EXPENSES	<u>60,948</u>	<u>62,625</u>	<u>62,625</u>	<u>61,805</u>	<u>61,764</u>	
CalPACs - SALARY SURVEY DATA TOTAL EXPENSES	<u>3,575</u>	<u>3,575</u>	<u>3,575</u>	<u>0</u>	<u>0</u>	13 cities @ \$275/yr. each
SOUTH BAY ECONOMIC DEVELOPMENT GROUP TOTAL EXP.	<u>542</u>	<u>0</u>	<u>0</u>	<u>1,300</u>	<u>1,300</u>	
METRO DEPUTY TOTAL EXPENSES	<u>88,929</u>	<u>88,930</u>	<u>88,930</u>	<u>91,404</u>	<u>94,146</u>	
TOTAL	172,590	173,130	173,130	183,149	198,382	

**2014-2015 SBCCOG
Department Salary Expense Worksheet**

Position Title	Adminstration	Grant Services	Special Services	Approved Budget
		Enviornmental 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%	62%	38%	85,000
	0	53,000	32,000	
Senior Project Manager - Tier 1	0%	99%	1%	85,000
	0	84,500	500	
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 I - Tier 2	21%	77%	2%	52,000
	11,000	40,000	1,000	
Environmental Services Analyst I - Tier 1	0%	99%	1%	47,000
	0	46,500	500	
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	
27,031		720,000	42,969	790,000

**2014-2015 SBCCOG
Contractor Expense Worksheet**

Contractor	Adminstration	Grant Services	Special Services	Approved Budget
Executive Director and staff - Jacki Bacharach and Associates \$163,584 (JB); \$243,816 (subs to JB)	54%	41%	5%	407,400
	221,362	166,038	20,000	
Transportation Director - Steve Lantz	12%	88%	0%	107,322
	12,344	94,978	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%	226,171
	0	226,171	0	
Water Leak Detection Consultants - Willdan/WSO	0%	100%	0%	247,581
	0	247,581	0	
Metro Liaison - Mike Bohlke	0%	0%	100%	91,404
	0	0	91,404	
IT Systems Administrator	0%	100%	0%	24,000
	0	24,000	0	
Add'l transportation consultants -Measure R	0%	100%	0%	228,000
		228,000	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%	142,000
	0	142,000	0	
Additional consultants or staff as needed on contracts in development	0%	100%	0%	54,297
	0	54,297	0	
	233,706	1,472,187	111,404	1,817,298