

Draft SBCCOG Operating Budget

7/1/07 - 6/30/08

ADDITIONAL INFORMATION

BOOK BALANCE – 7/1/07

Est. \$ 222,000

INCOME

1. SCAG: \$25,000 reflects funds that SCAG has included in their 07-08 work program for the SBCCOG. We have been funded to staff 2 projects – Market Feasibility Analysis for \$18,500 and a Model Corridor Management Project for \$20,000. Although the actual amount should be higher, we are being delayed with the start date for the Corridor project and therefore don't know how soon we will be receiving the income.
2. DUES: \$200,000 – No change.
3. COUNTY CONTRIBUTIONS: \$5,500 - We ask Supervisors Burke & Knabe each year for an amount reflecting our minimum dues payment which is \$3500. This contribution is voluntary. For 06-07, we received contributions from both Supervisors Burke (\$2000) and Knabe (\$3500). The same amount is assumed for next year.
4. COUNTY PW FOR SIGNAL SYNCH: \$5,000 – Through a multi-year purchase order with the county, the SBCCOG staff has provided services to the County Public Works Department to facilitate their signal synchronization project. This covers reports at Infrastructure Working Group meetings, mailing their studies and other documents dealing with the project and coordinating a training session as needed.
5. GENERAL ASSEMBLY SPONSORSHIPS: \$25,000 – For 06-07 \$36,050 was raised. But, it is important to note that opportunities for sponsorships are somewhat based on the subject of the event, so this amount might not be possible consistently. Also, fund raising has not been the main purpose of this event.
6. TRAINING: \$3,000 – fees collected to pay for SBCCOG sponsored workshops
7. MTA BOARD DEPUTY ADMINISTRATION: MTA reimburses SBCCOG for payment to Pam O'Connor's Board deputy. SBCCOG gets a 3% administrative fee which will be \$2,260.
8. INTEREST: \$12,000 – large fund balances due to advance from SCE for grant work.

EXPENSES

1. STAFF TEAM: \$242,200 – \$250,200 reflects the new contract amount. It is 7% over the previous year. The work of the SBCCOG has increased significantly and is expected to continue. With SCAG grants, the AQMD legislation, grant solicitations for expanding our goods movement and neighborhood vehicle proposed projects as well as other special projects that arise, more staffing hours have been needed. The amount also covers

SBCCOG office space & utilities, furniture, computer and printer, most office supplies, telephone and fax, mileage, and other overhead. Minimal web site maintenance is also included.

2. RETAINER FOR GRANTS - \$42,000 – Since JB&A is a contractor and also is negotiating grants for the SBCCOG, in order to avoid any conflict of interest, the SBCCOG counsel has advised that a retainer be given each year to cover grant work so that there is no specific benefit from any grant going to JB&A. At the end of each year, the retainer will be itemized to explain how it was used and then re-negotiated for the following year.

a. EXPENSE REDUCTION FROM GRANTS – Work on grants will offset approximately \$50,000 of the regular staffing costs.

3. BOOKKEEPING: \$6,500 – This is for the services of Suzanne Charles. This would be at the rate of \$35/hour for approximately 15 hours per month. Grant bookkeeping is covered by the grants.

3. OTHER DIRECT COSTS

3a. MAILING, POSTAGE, PARKING: \$6,000 – No change

3b. MEETING REFRESHMENTS: \$1500 – No change

3c. TRAVEL & ARRANGEMENTS: \$1,000

3d. AUDIT: \$3,750 – This is the agreed upon fee for the three years beginning with 2006

3e. GIFTS & MEMENTOS: \$500 – No change

3f. MISCELLANEOUS: \$1,000 - This covers unforeseen expenditures.

4. EVENTS

4a. GENERAL ASSEMBLY: \$18,000 – The last two years the cost has been \$15,000 to \$17,000.

5. NEWSLETTER – PRINTING: \$4,500 - This reflects 4 issues/year of 6 pages each with photos, graphs and other special features as required. Each issue costs ca. \$1,325. 1/3 of the cost will be charged to the sbe\$c grant for at least the first 2 issues.

6. SPECIAL PROJECTS

6a. DATA & GIS APPLICATION SERVER: \$2,500 – For maintenance of server

6b. STREET CENTERLINE FILE PROJECT: 14,000 – For GIS intern to create a common file for all cities to use.

6c. WEB SITE: \$5,000. Last year the web site was re-modeled. The consultant will be hosting the site and doing minimal maintenance for \$250/month or \$3000/year. A miscellaneous amount of \$2000 has been included for any unanticipated changes we wish to make.

6d. HUMAN RESOURCES: \$2,800 – This is the annual membership fee for the Salary Survey Consortium that the SBCCOG funds on behalf of the cities. It is based on \$150/city, up \$25/city from last year for 14 cities (Lawndale has declined to participate). This is paid from a special assessment.

6e. TRAINING: \$3,000 – In and out item to pay facilitators, workshop experts.

7. SPECIAL CONSULTANTS: \$66,000 – Expenditures in this category would be for specialty consultants approved by the Board.

a. Air Quality Board Composition --assume Tony Rice @ \$3,350/month for 6 months (20,100)

Claudette Moody @ \$500/month for 6 months (3,000)

- b. Transportation – assume Aldaron Inc. @ \$1,750/month for 12 months (21,000)
 - c. General Assembly fundraising – assume Beverly Voran for 6 mo. @ \$ 6,000
 - d. Other, as needed \$10,000
- TOTAL \$66,000

RESERVES

SBCCOG policy is to maintain a reserve of 15% of expenditures.

ESTIMATED BALANCE REMAINING

This number is derived as follows:

Beginning est. balance	222,000
PLUS Income	<u>351,050</u>
	573,050
MINUS Expenses	453,340
Reserves	<u>68,001</u>
EST. BALANCE ENDING 6/30/08	\$51,709

HUMAN RESOURCES SPECIAL ASSESSMENT

NO INCOME – Remaining Balance \$10,815