

**1st Draft SBCCOG Operating Budget
7/1/10 - 6/30/11**

ADDITIONAL INFORMATION

NOTE: Item numbers are not in sequence due to previous line items that have been removed.

BOOK BALANCE – 7/1/10

Est. \$344,000

INCOME

1. SCAG: \$0 - There are expected to be no new funds coming in from SCAG this year.
2. DUES: \$230,000 – No change.
3. COUNTY CONTRIBUTION: TO BE REMOVED – county is now a member.
5. GENERAL ASSEMBLY SPONSORSHIPS: \$35,000 – For 10-11, \$44,250 was received in sponsorships. This is slightly below the \$47,000 received last year which was an all time high. However it is important to note that opportunities for sponsorships are to some extent 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: \$1,000 – fees collected to pay for SBCCOG sponsored workshops – primarily an in and out item.
7. MTA BOARD DEPUTY ADMINISTRATION: \$80,410 – This is the same as last year. MTA reimbursement to SBCCOG to pay Pam O'Connor's Board deputy was \$78,577.54 for the 09-10 fiscal year. MTA allows SBCCOG to get up to a 3% administrative fee which is a maximum of \$2,357.33. The Westside and South Bay COGs approved deputy compensation at \$85,000 which required an additional \$8,723 with \$6,890 as the SBCCOG contribution less \$2,300 for the administrative fee for a net contribution of \$4,590. The Westside COG made up the \$1832 difference.
- 7b. MTA SOUTH BAY DEPUTY TRAVEL REIMBURSEMENT: \$225 – This amount is the same as last year. The current deputy does not anticipate traveling to conferences with the board member and there were no charges to this account. Westside COG would also pay a proportional share of any expenses from this account.
8. STAFF EXPENSES OFFSET BY GRANTS* - \$115,000 – Time spent by Executive Director and Deputy Executive Director that is anticipated to be spent on grant administration that is reimbursed to the SBCCOG through the grants.
9. SPECIAL ASSESSMENT FOR GHG STAFF PERSON: \$83,500 – This is based on the allocations approved by the Board and includes the City and County of Los Angeles for the first time at \$7000 each.
10. INTEREST: \$3,000 – reflects fund balances.

EXPENSES

Personnel

1. STAFF TEAM: \$348,000 – Per proposal submitted. This amount includes costs to Jacki Bacharach & Associates for staffing the SBCCOG. It also includes costs for working on seeking and overseeing the SBCCOG's grants. 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.

The work of the SBCCOG as reflected in the number of hours worked by the staff continues to increase significantly and is expected to continue. Besides the expanding work of overseeing the South Bay Environmental Services Center and all of the grants that it is receiving, the increasing number of meetings and monitoring required by AB 32, SB 375 and other legislation affecting cities, other grant solicitations as well as other special projects that arise are all anticipated to be part of the 2010-2011 work program. Average hourly staffing cost was \$47.80/hour for the last year.

Services & Supplies

2a. BOOKKEEPING: \$9,000 – Same as last year. This is for the services of Suzanne Charles for up to 25 hours per month. Grant bookkeeping is covered separately by the grants.

2b. MAILING, POSTAGE, SUPPLIES: \$6,000 – Same as last year. Although it is anticipated that the 09-10 expenses will be over-budget, board agendas are no longer mailed so mailing expenses should be reduced.

2c. MEETING REFRESHMENTS: \$5000. Last year this was \$1500. Expenses this year are anticipated to include dinners at 10 Board meetings plus lunches at 12 Steering Committee meetings as well as the regular refreshment expenses.

2d. TRAVEL & ARRANGEMENTS: \$1,000 – Same as last year.

2e. CONFERENCES: \$1,000 – Same as last year.

MEMBERSHIPS: New line item to reflect our current memberships in the LA Regional Collaborative (\$250) and Local Government Sustainability Coalition (\$2500)

2f. AUDIT: \$5,000 – \$250 increase negotiated with the contractor.

2g. GIFTS & MEMENTOS: \$300 – \$100 increase

2h. OFFICE (DESK @ SBESC): \$6,000 – The SBCCOG has a dedicated room at the Environmental Services Center for secretarial and administrative purposes. This amount is based on square footage and telephone use. (\$500/month)

2i. MISCELLANEOUS: \$1,000 - This is to cover unforeseen expenditures.

Communications

3a. NEWSLETTER: \$4,800 – Same as last year – 4 newsletters for issues of 6 pages each with photos, graphs and other special features as required. This cost reflects 2/3 of the cost as 1/3 of the cost is charged to the SBESC grants.

3b. WEB SITE: \$3,000 – Same as last year. The web site is hosted by a consultant who also provides us with a minimum amount of technical support for \$135/month or \$1,620/year which includes hosting a file transfer protocol server (FTP) which is used by the GIS Working Group and other city staff as needed for large documents. The remainder is a miscellaneous amount for maintenance and web site assistance and upgrades.

3c. MTA SOUTH BAY DEPUTY CONSULTANT: \$85,000 – MTA and Westside COG reimburse SBCCOG to pay Pam O'Connor's Board deputy. SBCCOG nets a 3% administrative fee which will be \$2,300. (See Item #7 Income).

3d. MTA SOUTH BAY DEPUTY CONSULTANT TRAVEL: \$500 – Same as last year. This is paid on a reimbursement basis only and the SBCCOG is reimbursed 45% of the cost by Westside COG. It covers airfare and lodging. MTA pays conference registration fees. (See Item #7B Income).

Events

4. GENERAL ASSEMBLY: \$16,000 – same as last year.

Special Projects

5a. DATA & GIS APPLICATION SERVER: \$2,500 – Same as last year.
For maintenance of server

5b. HUMAN RESOURCES: \$3,500 – Same as last year. This is the annual membership fee for the Salary Survey Consortium that the SBCCOG joins for each of the cities. It is based on \$275/city for 13 cities (Lawndale & Rolling Hills have declined to participate but Inglewood may be rejoining). Dues are the same as last year. This is paid from a special \$1000 assessment from each city which lasts about 5 years.

The projected remaining balance for this assessment as of July 1, 2010 is \$1,265.00. IT IS RECOMMENDED THAT THIS EXPENDITURE BE INCLUDED IN SBCCOG DUES AND NO LONGER ASSESSED SEPARATELY.

5c. TRAINING: \$1,000 – In and out item to pay facilitators, workshop experts.

5d. CONSULTING – GHG STAFF PERSON: \$55,000 – \$3000 increase. To be paid from the special assessment. (See Item #9 Income).

ESTIMATED BALANCE REMAINING

Beginning est. balance	\$ 344,000
PLUS Income	548,135
MINUS Expenses	556,350
EST. BALANCE ENDING 6/30/11	\$ 335,785

RESERVES

SBCCOG policy is to maintain a reserve of 25% of expenditures.

Because of the large number of grants it is recommended that there be a reserve for grants.

Estimated Ending Fund Balance/Total Expenses	60.35%
25% COG Reserve	139,088
Grant Reserve	142,500
Unallocated	\$ 54,198

SBCCOG Budget - 5.10

7/1/10 - 6/30/11

	<u>ADOPTED 09-10 BUDGET</u>	FY 09-10 Actuals thru 3/31/10		<u>PROPOSED 10-11 BUDGET</u>
Estimated Beginning Fund Balance July 1st	305,337			344,000
SBCCOG GENERAL OPERATION INCOME				
1 SCAG	0			0
2 Dues	200,000	199,998		230,000
3 County Contributions from Supervisors	30,000	30,000		0
5 General Assembly Sponsorships	35,000	36,750		35,000
6 Training	2,000	25		1,000
7 MTA South Bay Deputy Administration	80,410	69,903		80,410
7b MTA South Bay Deputy Travel Reimb.	225	0		225
8 Staff expenses offset by grants *	42,000	37,712		115,000
9 Special Assessment for Climate Action Planning staff	69,500	69,500		83,500
10 Interest	6,000	1,800		3,000
11 Anticipated Miscellaneous Revenue	_____	_____		_____
SUB-TOTAL INCOME:	465,135	445,688	117.84%	548,135
SBCCOG GENERAL OPERATION EXPENSES				
PERSONNEL				
1 Staff Team (for operations & grant administration)	312,000	234,000		348,000
SERVICES AND SUPPLIES				
2a Bookkeeper	9,000	5,920		9,000
2b Mailing, Postage and Supplies	6,000	5,793		6,000
2c Meetings & Refreshments	1,500	1,646		5,000
2d Travel & Arrangements	1,000	900		1,000
2e Conferences	1,000	670		1,000
Memberships	0	2,750		2,750
2f Audit	4,750	4,750		5,000
2g Gifts and Mementos	200	288		300
2h Office (desk @ SBESC)	6,000	4,500		6,000
2i Miscellaneous	1,000	3,483		1,000
COMMUNICATIONS				
3a Newsletter	4,800	3,385		4,800
3b Website	3,000	798		3,000
3c MTA South Bay Deputy Consultant	85,000	63,750		85,000
3d MTA South Bay Deputy Consultant Travel	500	0		500
EVENTS				
4a General Assembly	16,000	14,027		16,000
4b Consultant assistance for GA sponsorships	3,500	0		0
SUB-TOTAL OPERATING EXPENSES:	455,250	346,660		494,350
SPECIAL PROJECTS				
5a Data & GIS Application Server	2,500	2,098		2,500
5b Human Resources - Salary Survey	3,500	3,300		3,500
5c Training	2,000	0		1,000
5d Consulting - GHG staff person	55,000	43,970		55,000
SUB-TOTAL SPECIAL PROJECT EXPENSES:	63,000	49,368	98.41%	62,000
TOTAL EXPENSES:	518,250	396,028	107.35%	556,350
ESTIMATED ENDING FUND BALANCE June 30th	252,222			335,785
	48.67%	Estimated Ending Fund balance/Total Expenses		60.35%
25% reserve	129,563	25% COG reserve		139,088
		grant reserve		142,500
unallocated	122,660	unallocated		54,198

* Staffing expenses for grant administration paid for by grants

**Grant/Contract Budget - SBESC
Next Fiscal Year 2010-2011**

**Total Contract
Budgets
Jul '10 - Jun 11
Estimated**

4075 Measure R	112,650.00
4510 PUC SCE/SCG	290,000.00
4520 WBMWD	129,000.00
4525 Sanitation District	49,000.00
4540 Torrance Water	12,500.00
4545 Metro Vanpool	36,000.00
4550 SCAQMD NEV LUV	106,500.00
4553 SBWIB GGB	10,000.00
4555 AB811 / LACEP	204,000.00
Total Annual Grant/Contract Budget	949,650.00
Just received - SCE strategic plan	977,980
	1,927,630.00