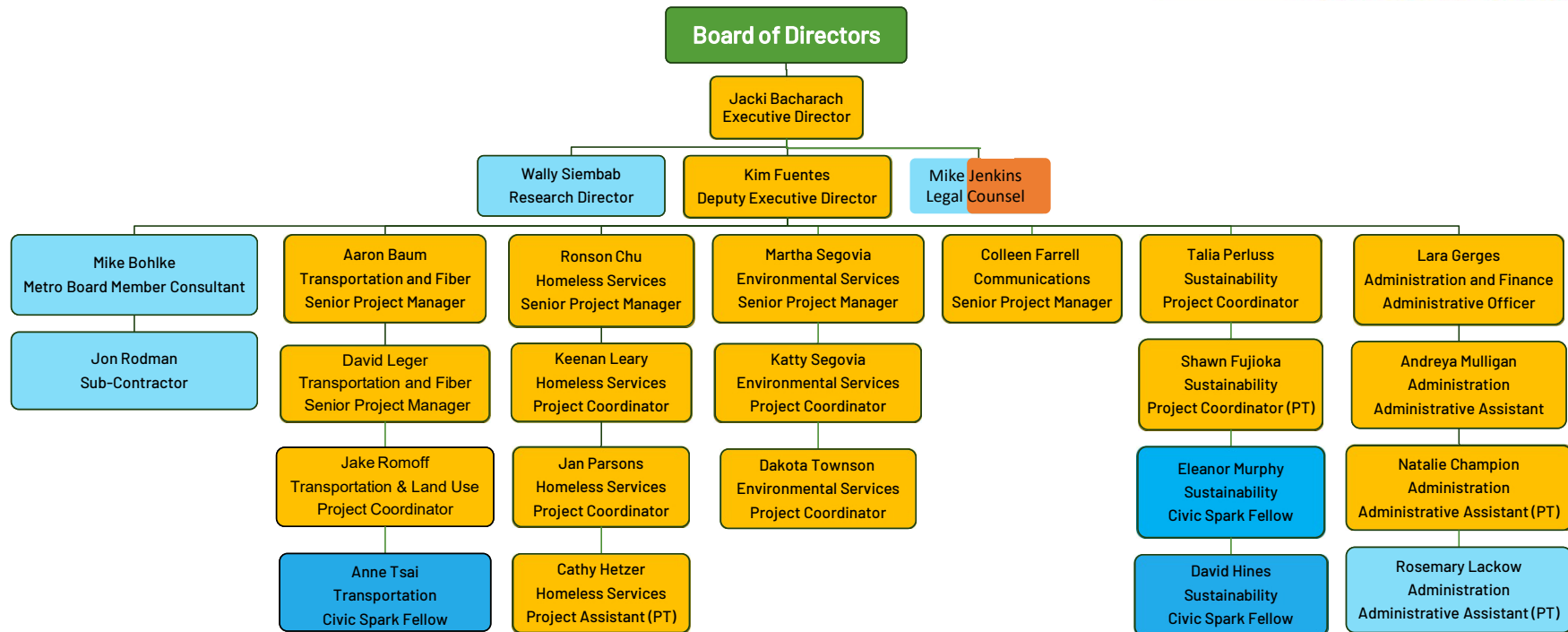


SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

MID-YEAR BUDGET
FISCAL YEAR 2023-2024
February 22, 2024

SBCCOG Organization Chart



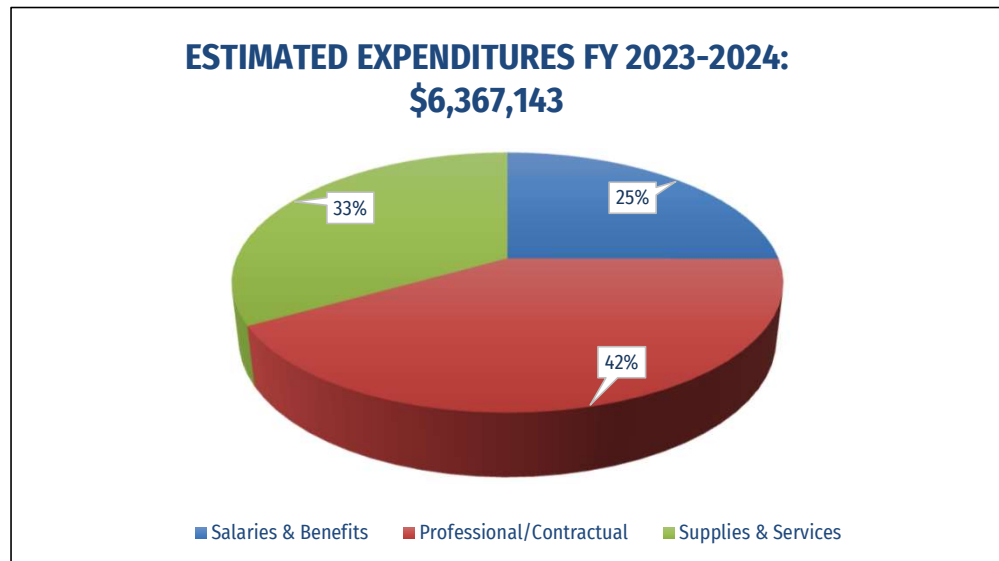
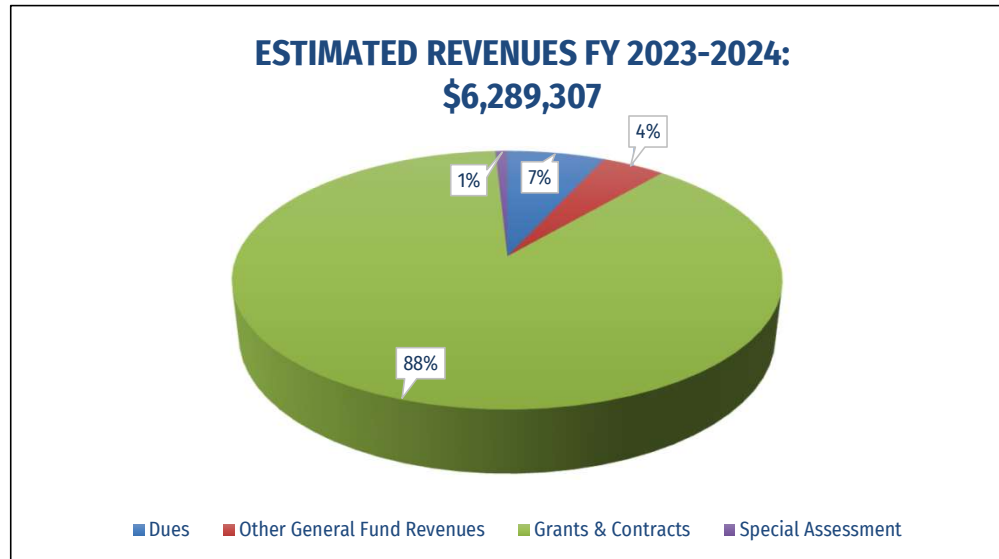
Legend

- SBCCOG Contractor
- SBCCOG Employee
- Pro-Bono
- Fellowship Temporary Assignment

**SBCCOG
BUDGET SUMMARY
MID-YEAR BUDGET
FISCAL YEAR 2023-2024**

	ACTUAL FY 22-23	ADOPTED BUDGET FY 23-24	YTD AS OF 12/31/23	MID-YEAR BUDGET FY 23-24	INCREASE (DECREASE) ADOPTED BUDGET FY 23-24 / MID-YEAR BUDGET FY 23-24	
					AMOUNT	PERCENT
<u>ESTIMATED REVENUES:</u>						
Dues	\$ 392,499	\$ 431,063	\$ 427,746	\$ 431,063	\$ -	-
Other General Fund Revenues	313,357	274,517	88,930	279,064	4,547	1.7%
Grants & Contracts Revenues	2,819,889	5,681,983	713,944	5,525,930	(156,053)	-2.7%
Special Assessment	52,000	53,250	54,250	53,250	-	-
Total Revenues	\$ 3,577,745	\$ 6,440,814	\$ 1,284,870	\$ 6,289,307	\$ (151,507)	-2.35%
<u>ESTIMATED EXPENDITURES:</u>						
Salaries & Benefits	\$ 1,201,093	\$ 1,735,978	\$ 711,465	\$ 1,595,101	\$ (140,877)	-8.1%
Professional/Contractual	1,495,423	3,498,973	476,113	2,660,955	(838,018)	-24.0%
Supplies & Services	595,109	1,424,091	552,054	2,111,088	686,997	48.2%
<i>Audit & Other Adjustments</i>	139,197	-	-	-	-	-
Total Expenditures	\$ 3,430,822	\$ 6,659,042	\$ 1,739,633	\$ 6,367,143	\$ (291,899)	-4.38%
Revenues less Expenditures	\$ 146,922	\$ (218,228)	\$ (454,763)	\$ (77,837)	\$ 140,392	-64.33%
<i>Use of General Fund Balance</i>	<i>20,628</i>	<i>218,228</i>		<i>77,837</i>	<i>(140,392)</i>	<i>-64.3%</i>
	\$ 167,550	\$ -	\$ (454,763)	\$ 0	\$ -	-128.67%
<u>RESERVES:</u>						
Total Restricted Reserve Commitment	\$ 405,000					
<i>Reserve Goal</i>	<i>405,000</i>					
<i>Reserve to be evaluated per policy in FY 28-29</i>						

**SBCCOG
ESTIMATED REVENUES / EXPENDITURES CHARTS
MID-YEAR BUDGET
FISCAL YEAR 2023-2024**



**REVENUE DETAILS BY ACCOUNT
MID-YEAR BUDGET
FISCAL YEAR 2023-2024**

REVENUE SOURCE:	ACCOUNT CODE	ACTUAL FY 22-23	ADOPTED BUDGET FY 23-24	YTD AS OF 12/31/23	MID-YEAR BUDGET FY 23-24	INCREASE (DECREASE) ADOPTED BUDGET FY 23-24 / MID-YEAR BUDGET FY 23-24	
						AMOUNT	PERCENT
Dues	4020	\$ 392,499	\$ 431,063	\$ 427,746	\$ 431,063	\$ -	-
Special Assessment	4026	52,000	53,250	54,250	53,250	-	-
General Assembly Sponsorship	4050	67,500	60,000	2,500	60,000	-	-
MTA South Bay Deputy	4070	109,425	112,652	49,391	112,652	-	-
Interest Income	4090	65,324	36,065	25,217	36,065	-	-
Green Business Assist Program	4125	7,500	7,500	7,500	7,500	-	-
CIMP Dominguez Channel Admin Fee	4035	56,500	56,500	-	56,500	-	-
City Staff Refreshment Contributions - New	4195	-	-	-	1,200	1,200	N/A
Room Usage/Rentals	4899	1,050	1,800	975	1,800	-	-
Miscellaneous Revenue	4999	6,058	-	3,347	3,347	3,347	N/A
Sub-total General Fund Revenues		\$ 757,856	\$ 758,830	\$ 570,926	\$ 763,377	\$ 4,547	0.60%
GBN Hawthorne	4126	\$ 30,000	\$ 30,000	\$ -	\$ 30,000	\$ -	-
GBN Torrance	4127	30,000	15,000	-	15,000	-	-
GBN El Segundo	4128	27,000	24,500	16,050	24,500	-	-
DWP Outreach	4512	40,000	40,000	13,333	40,000	-	-
SCG Contract	4513	-	83,333	24,002	50,000	(33,333)	-40.0%
WBMWD Contract	4520	159,211	170,740	77,480	170,740	-	-
Sanitation District	4525	49,000	49,000	12,250	49,000	-	-
Torrance Water	4540	25,375	29,000	3,625	29,000	-	-
Water Replenishment District	4610	66,000	72,000	18,000	72,000	-	-
Metro Express Lane	4546	48,000	48,000	24,000	48,000	-	-
Measure R Hwy	4570	16,563	15,000	3,330	7,830	(7,171)	-47.8%
Measure R Transit/Transfer	4571	43,779	9,000	1,911	3,911	(5,089)	-56.5%
Measure M MSP	4611	18,031	20,000	9,452	15,452	(4,549)	-22.7%
Measure M LTN	4572	310,451	190,000	79,089	190,000	-	-
MOEV	4573	11,984	3,016	-	-	(3,016)	-100.0%
PACE (Ygrene)	4580	105	100	-	-	(100)	-100.0%
Integrated Pest Management	4589	10,000	10,000	-	10,000	-	-
Energy Coalition (REN)	4592	252,292	172,995	89,405	107,596	(65,399)	-37.8%
LA County REN - New	new	-	-	-	150,000	150,000	N/A
ICF Resources (REN)	4593	26,259	12,816	3,656	12,816	-	-
Homeless (PATH)	4600	13,157	16,667	6,250	12,500	(4,167)	-25.0%
Homeless: LA County Innovation Fund	4602	821,254	715,678	122,793	850,293	134,615	18.8%
Homeless: LA County Local Solutions Fund	4604	-	2,247,375	-	2,344,214	96,839	4.3%
South Bay Fiber Network (SBFN)/Broadband	4612	445,876	532,182	46,253	556,182	24,000	4.5%
Fiber - State of CA	4613	27,254	75,000	25,039	75,000	-	-
SCAG REAP	4011	348,297	595,856	138,027	163,896	(431,960)	-72.5%
LATA Grant	4574	-	498,000	-	498,000	-	-
Sub-total Grant Revenues		\$ 2,819,889	\$ 5,675,258	\$ 713,944	\$ 5,525,930	\$ (149,328)	-2.63%
Unrealized Investment Gain/(Loss)	new	-	-	-	-	-	-
Proceeds from Lease	4910	-	-	-	-	-	-
Total Estimated Revenues		\$ 3,577,745	\$ 6,440,814	\$ 1,284,870	\$ 6,289,307	\$ (144,781)	-2.25%

**EXPENDITURE DETAILS BY ACCOUNT
MID-YEAR BUDGET
FISCAL YEAR 2023-2024**

EXPENDITURE CATEGORY	ACCOUNT CODE	ACTUAL FY 22-23	ADOPTED BUDGET FY 23-24	YTD AS OF 12/31/23	MID-YEAR BUDGET FY 23-24	INCREASE (DECREASE) ADOPTED BUDGET FY 23-24 / MID-YEAR BUDGET FY 23-24	
						AMOUNT	PERCENT
Salaries/Regular	6010	\$ 896,895	\$ 1,332,635	\$ 535,351	\$ 1,203,286	\$ (129,349)	-9.7%
Salaries/Part-Time	6030	82,091	133,850	55,194	137,818	3,968	3.0%
Overtime	6011	3,497	6,035	113	1,125	(4,910)	-81.4%
Medical/Deferred Comp	6012	98,807	131,600	47,670	109,445	(22,155)	-16.8%
Life Insurance	6013	1,632	2,369	969	3,707	1,338	56.5%
Social Security	6014	64,265	83,290	38,473	83,922	632	0.8%
Medicare	6015	15,030	19,323	8,998	19,627	304	1.6%
FUTA	6016	1,090	1,219	650	1,779	560	45.9%
California SUI-ER	6017	4,812	5,460	4,223	4,914	(546)	-10.0%
Workers' Comp	6018	11,047	9,858	4,252	9,211	(647)	-6.6%
Employee Phone Stipends	6019	15,590	10,340	4,173	8,866	(1,474)	-14.3%
Vacation/Floating Holiday Payoff	6020	6,336	-	11,402	11,402	11,402	N/A
Sub-total Salaries & Benefits		\$ 1,201,093	\$ 1,735,978	\$ 711,465	\$ 1,595,101	\$ (140,877)	-8.12%
Office Supplies	6201	\$ 6,760	\$ 7,500	\$ 1,652	\$ 7,500	-	-
Postage	6202	1,249	1,280	128	500	(780)	-60.9%
Refreshments	6203	11,303	12,000	6,668	12,000	-	-
Dues to Outside Organizations - Renamed	6204	9,431	15,000	11,731	15,000	-	-
Mileage & Parking Reimbursements	6205	3,636	5,000	1,836	5,000	-	-
Meetings/Conferences	6206	7,190	10,000	2,229	10,000	-	-
Special Events/General Assembly	6224	46,681	45,000	504	45,000	-	-
Staff Training/Development	6207	1,304	5,000	648	5,000	-	-
Newsletter	6208	11,071	12,000	9,059	12,000	-	-
Audit Fees	6209	6,000	6,200	6,120	6,120	(80)	-1.3%
Contractual Services	6210	1,079,823	3,426,873	404,013	2,588,855	(838,018)	-24.5%
Management Services (JB&A)	6211	415,600	72,100	72,100	72,100	-	-
Rent	6212	(34,922)	138,091	92,458	138,091	-	-
Equipment Lease	6213	321	5,000	5,250	5,000	-	-
Telephone	6214	8,153	9,600	3,570	9,600	-	-
IT Services/Maintenance	6215	38,726	38,195	18,280	38,195	-	-
Software/Hardware	6216	26,455	30,047	9,269	30,047	-	-
Liability Insurance	6217	1,816	2,070	-	2,070	-	-
Subscription/Advertising	6218	349	1,000	1,624	2,000	1,000	100.0%
Specialty Legal Services	6220	4,473	15,000	20,883	30,000	15,000	100.0%
City Reimbursements (Homeless Services)	6222	435,228	1,058,109	344,139	1,717,965	659,856	62.4%
Miscellaneous Expenses	6225	9,888	8,000	16,005	20,000	12,000	150.0%
Sub-Total Supplies & Services		\$ 2,090,533	\$ 4,923,064	\$ 1,028,167	\$ 4,772,042	\$ (151,022)	-3.07%
Moving Expenses	6221	-	-	-	-	-	-
General Operation Expenses	6000	-	-	-	-	-	-
Debt Service - Principal	6227	135,537	-	-	-	-	-
Debt Service - Interest	6228	3,661	-	-	-	-	-
Capital Outlay	6229	-	-	-	-	-	-
Total Operating Expenditures		\$ 3,430,822	\$ 6,659,042	\$ 1,739,633	\$ 6,367,143	\$ (291,899)	-4.38%

SBCCOG
CALCULATION OF ESTIMATED FUND BALANCE
FOR JUNE 30, 2024

Fund Balance for June 30, 2023 per Audited Financial Statement	\$	347,833
Retention & Receivables Not Collected Within 90 Days of the Fiscal Year-End		711,306
Restricted Reserve Commitment (Recently Revised):		(405,000)
Adjusted Fund Balance for June 30, 2023	<u>\$</u>	<u>654,139</u>
Adopted Revenue Budget FY23-24	\$	6,440,814
Midyear Adjustments:		
General Fund Revenues	4,547	
Grant Revenues	(149,328)	
Special Assessment	<u>-</u>	
Total Revenue Adjustments		(144,781)
Adjusted Revised Revenue Budget FY23-24		6,296,033
Adopted Expenditure Budget FY23-24	\$	(6,659,042)
Midyear Adjustments:		
Salaries & Benefits	140,877	
Supplies & Services	<u>151,022</u>	
Total Expense Adjustments		291,899
Adjusted Revised Expenditure Budget FY23-24		<u>(6,367,143)</u>
Estimated Fund Balance June 30, 2024 (Revenue over Expenditures)	\$	583,028

Note: The SBCCOG has received a \$1.2 million advance from the State of California for the fiber network, of which \$132,464 has been expended. The balance of \$1.067 million is not part of the fund balance and is currently showing as a liability. The liability is offset by cash received. Should the funds not be used, they will be returned to the State.

**SBCCOG
APPROVED SALARY SCHEDULE BY POSITION /
LABOR AND SERVICES DISTRIBUTION
MID-YEAR BUDGET
FISCAL YEAR 2023-2024**

POSITION	RANGE
Accountant	\$66,560 - \$85,102
Administrative Assistant (Hourly)	32,240 - 70,000
Administrative Officer	95,000 - 130,000
Deputy Executive Director	120,000 - 164,102
Executive Director	175,000 - 210,000
Project Coordinator	66,560 - 72,400
Project Manager	72,400 - 82,400
Senior Project Manager	82,400 - 92,400
Program Manager	102,400 - 112,400
Senior Program Manager	112,400 - 122,400
Project Assistant (Hourly)	32,240 - 50,000
Intern (Hourly)	32,240 - 50,000
Part-Time Hourly Staff	15.5 - 25 / hour

CONTRACTUAL SERVICES - 6210	ADOPTED BUDGET	YTD AS OF 12/31/2023	MID-YEAR BUDGET	AMOUNT IN/DECREASE	PERCENTAGE IN/DECREASE
Research Director - Siembab Corp.	75,000	34,770	75,000	-	-
Metro Deputy - Mike Bohlke	110,821	60,283	115,569	4,748	4%
Broadband/Measure M Fiber Contractors (ADF & Magellan)	509,182	24,234	509,182	-	-
Homeless Services Contractors	1,494,944	45,995	1,082,645	(412,299)	-28%
SCAG-REAP Contractors	485,856	110,194	110,194	(375,662)	-77%
Measure M LTN Contractors	55,331	7,385	15,724	(39,607)	-72%
LTN GIS - Jon Rodman	16,520	3,096	16,520	-	-
CivicSpark - 3 Fellows	93,000	46,500	93,000	-	-
Rosemary Lackow - Technical Support Contractor	10,000	2,508	10,000	-	-
LATA Grant Consultant	398,866	34,749	397,866	(1,000)	-
Temporary Staffing Agency	59,853	26,770	34,300	(25,553)	-43%
Accounting Services (Eide Bailly)	15,000	7,530	26,355	11,355	76%
Graphic Design	2,500	-	2,500	-	-
Additional Consultants or Staff	100,000	-	100,000	-	-
Estimated Contractual Services Expenses FY 2023-2024	3,426,873	404,013	2,588,855	(838,018)	-24%

**SBCCOG
LIST OF ACRONYMS USED
MID-YEAR BUDGET
FISCAL YEAR 2023-2024**

<u>ACRONYM</u>	<u>DEFINITION</u>
CALCOG	California Council of Governments
CAP	Climate Action Plan
CA-SUI	California State Unemployment Insurance
CEC	California Energy Commission
CIMP	Coordinated Integrated Monitoring Program
CPUC	California Public Utilities Commission
DWP	Department of Water & Power
ETRM	Electronic Reference Technical Manual
EUC	Energy Upgrade California
EV	Electric Vehicle
FTE	Full Time Equivalent
FUTA	Federal Unemployment Tax Act
FY	Fiscal Year
GA	General Assembly
GBC	Green Building Challenge
GBN	Green Business Network
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

<u>ACRONYM</u>	<u>DEFINITION</u>
LARC	Los Angeles Regional Coalition
LATA	Local Agency Technical Assistance
LGSEC	Local Government Sustainability Energy Coalition
LTN	Local Travel Network
MEL	Metro Express Lanes
MTA	Metropolitan Transportation Authority
ODC	Other Direct Costs
PACE	Property Assessed Clean Energy
PATH	People Assisting the Homeless
PUC	Public Utilities Commission
REAP	Regional Early Action Planning
REN	Regional Energy Network
SB	South Bay
SBCCOG	South Bay Cities Council of Governments
SBFN	South Bay Fiber Network
SBWIB	South Bay Work Investment Board
SCAG	Southern California Association of Governments
SCE	Southern California Edison
SCG	Southern California Gas
SPA	Service Planning Area
WBMWD	West Basin Metropolitan Water District
WRCOG	Western Riverside Council of Government
WRD	Water Replenishment District

Budget Summary

The mid-year budget for FY 2023-24 continues to reflect a deficit budget, which is covered with the use of the unrestricted fund balance. The FY 2023-24 adopted budget included \$218,228 from the unrestricted fund balance which has now been reduced to \$77,837 (a 64% decrease) with this mid-year budget. While revenues are anticipated to decrease by \$144,781 (2.25%), expenditures are also anticipated to decrease by \$291,899 (4.38%) compared to the adopted FY 2023-24 budget.

The revenue decrease is primarily due to SCAG REAP 2 postponement and reduced activity required for contract completion. The expenditures decrease is due to staffing changes, and adjustments to both contract services for REAP 2 postponement as well as city reimbursements due to LA County contract delays.

It is important to note that the California Green Business Network (CAGBN) contracts between the SBCCOG and the cities of El Segundo, Hawthorne, and Torrance have been terminated due to state budget cuts and will not be included in the FY 2024-25 budget. In addition, the Torrance Water contract partnership has been terminated and will also not be included in the FY 2024-25 budget.

The narrative below highlights overall budget changes with explanations for significant variances (+/-5%).

Revenue

The following are explanations of the revenue increases (and decreases) with the corresponding account codes and descriptions of the revenue categories:

- 4513: SCG Contract – decrease of \$33,333 due to funding rollover to FY 2024-25
- 4570: Measure R Hwy – decrease of \$7,171 based on FY 2023-24 YTD spend
- 4571: Measure R Transit/Transfer – decrease of \$5,089 based on FY 2023-24 YTD spend
- 4611: Measure M MSP – decrease of \$4,549 based on FY 2023-24 YTD spend
- 4573: MOEV – decrease of \$3,016 due to project work on hold until FY 2024-25
- 4580: PACE (Ygrene) – decrease of \$100 due to overall program inactivity
- 4592: Energy Coalition (REN) – decrease of \$65,399 due to change in contract administrator which is now LA County
- **NEW** LA County (REN) – \$150,000 received; \$85,000 more than projected
- 4600: PATH – decrease of \$4,167 due to contract ending, being replaced by a \$50,000 contract for SD2 and SD4
- 4602: Homeless - LA County Innovation Fund – increase of \$134,615 due to funding rollover from FY 2022-23
- 4604: Homeless - LA County Local Solutions Fund – increase of \$96,839 due to contract increase

- 4612: *South Bay Fiber Network (SBFN)/Broadband* – increase of \$24,000 based on FY 2023-24 YTD spend and delayed billing from contractors
- 4011: *SCAG REAP* – decrease of \$431,960 due to delayed funding for REAP 2.0 (\$585,000); only permitted to bill for administrative tasks

Expenditures

The following are explanations of the expenditure increases (and decreases) with the corresponding account codes and descriptions of the expenditure categories:

Salaries & Benefits – overall decrease of \$140,877

- 6010: *Salaries/Regular* – decrease of \$129,349 due to changes in staffing needs because of reduced contracts
- 6011: *Overtime* – decrease of \$4,910 due to changes in staffing needs
- 6012, 6013, 6016-6018: *Benefits* – overall decrease of \$21,450 reflecting applicable rates based on current and anticipated staffing
- 6019: *Employee Phone Stipends (Formerly known as Employee Reimbursable Expense)* – decrease of \$1,474 due to accounting adjustments/reclassifying expenses
- 6020: *Vacation/Floating Holiday Payoff* – increase \$11,402 due to staffing changes

Supplies & Services – overall decrease of \$151,022

- 6202: *Postage* – decrease of \$780 based on the current needs of the organization
- 6209: *Audit Fees* – decrease of \$80 due to previously overbudgeting for GASB 87 implementation
- 6218: *Subscription/Advertising* – increase of \$1,000 for job posting advertisements
- 6220: *Specialty Legal Services* – increase of \$15,000 due to increased need
- 6222: *City Reimbursements* – increase of \$659,856 due to combining Innovation Fund, the new Local Jurisdiction/Solutions contracts, and additional city programs
- 6225: *Miscellaneous Expenses* – increase of \$12,000 mostly due to unanticipated expenses incurred for implementing El Segundo's Local Travel Network (LTN), which is a passthrough

6210: Contractual Services – overall decrease of \$838,018 (24%)

- *Metro Deputy: Mike Bohlke* – increase of \$4,748 due to finalized increase per Metro

- *Homeless Services Contractors* – decrease of \$412,299 with Innovation Fund and the new Local Jurisdiction/Solutions contracts combined along with the reduced need for outside contractors
- *SCAG-REAP Contractors* – decrease of \$375,662 due to REAP 2.0 funding postponement
- *Measure M LTN Contractors* – decrease of \$39,607 based on contract revision
- *LATA Grant Consultant* – decrease of \$1,000 now that contract has been finalized
- *Temporary Staffing Agency* – decrease of \$25,553 as contracted employee has been converted to SBCCOG personnel
- *Accounting Services (Eide Bailly)* – increase of \$11,355 as firm (vs. an individual accountant) has been contracted, in support of routine bookkeeping functions due to the increased number of contracts and complexity of new GASB reporting requirements