

SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

MID-YEAR BUDGET
FISCAL YEAR 2024-2025
February 10, 2025

SBCCOG Organization Chart



Board of Directors

Jacki Bacharach
Executive Director

Shannon Heffernan, AICP
Planning & Transportation Sr.
Program Manager

Wally Siembab
Research Director

Kim Fuentes
Deputy Executive Director

Mike Jenkins
Legal Counsel

Mike Bohlke
Metro Board Member Consultant

Jon Rodman
GIS Sub-Contractor

Aaron Baum
Transportation and Fiber
Senior Project Manager

David Leger
Transportation
Senior Project Manager

Jake Romoff
Transportation, Land Use & Fiber
Project Coordinator

Anne Tsai
Transportation
Project Coordinator

Ronson Chu
Homeless Services
Senior Project Manager

Miranda Werts
Homeless Services
Project Coordinator

Addy Ajijolaiya
Homeless Services
Project Coordinator

Cathy Hetzer
Homeless Services
Project Assistant (PT)

Martha Segovia
Environmental Services
Senior Project Manager

Katty Segovia
Environmental Services
Project Coordinator

Dakota Townson
Environmental Services
Project Coordinator

Zoran Trifunovic
Environmental Services
Civic Spark Fellow

Colleen Farrell
Communications
Senior Project Manager

Talia Perluss
Sustainability
Project Coordinator

Shawn Fujioka
Sustainability
Project Coordinator (PT)

Eleanor Murphy
Sustainability
Project Coordinator

Kevin Truong
Sustainability
Civic Spark Fellow

Lara Gerges
Administration and Finance
Administrative Officer

Andrey Mulligan
Administration
Administrative Assistant

Christina Martinez
Administration
Administrative Assistant

Natalie Champion
Administration
Administrative Assistant (PT)

Rosemary Lackow
Administration
Administrative Assistant (PT)

Legend

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

Last updated: 02/07/25

**SBCCOG
BUDGET SUMMARY
MID-YEAR BUDGET
FISCAL YEAR 2024-2025**

	ACTUAL FY 23-24	ADOPTED BUDGET FY 24-25	YTD AS OF 12/31/24	MID-YEAR BUDGET FY 24-25	INCREASE (DECREASE) ADOPTED BUDGET FY 24-25 / MID-YEAR BUDGET FY 24-25 AMOUNT PERCENT	
<u>ESTIMATED REVENUES:</u>						
Dues	\$ 427,746	\$ 502,299	\$ 502,300	\$ 502,300	\$ 1	0.0%
Other General Fund Revenues	352,986	265,581	227,925	360,799	95,218	35.9%
Grants & Contracts Revenues	3,827,607	5,836,436	2,329,660	6,140,500	304,064	5.2%
Special Assessment	54,250	-	-	-	-	-
Total Revenues	\$ 4,662,589	\$ 6,604,316	\$ 3,059,885	\$ 7,003,599	\$ 399,283	6.05%
<u>ESTIMATED EXPENDITURES:</u>						
Salaries & Benefits	\$ 1,529,504	\$ 1,980,092	\$ 862,459	\$ 1,851,369	\$ (128,723)	-6.5%
Professional/Contractual	1,089,363	2,293,392	649,169	2,600,709	307,317	13.4%
Supplies & Services	1,869,023	2,319,548	330,483	2,352,176	32,628	1.4%
<i>Audit & Other Adjustments</i>	143,265	-	-	75,000	75,000	N/A
Total Expenditures	\$ 4,631,155	\$ 6,593,032	\$ 1,842,111	\$ 6,879,253	\$ 286,221	4.34%
Revenues less Expenditures	\$ 31,434	\$ 11,284	\$ 1,217,774	\$ 124,346	\$ 113,062	1002.0%
<i>Use of General Fund Balance</i>	(31,434)	-	N/A	-	-	-
	\$ (0)	\$ 11,284	N/A	\$ 124,346	\$ 113,062	1001.97%

RESERVES:

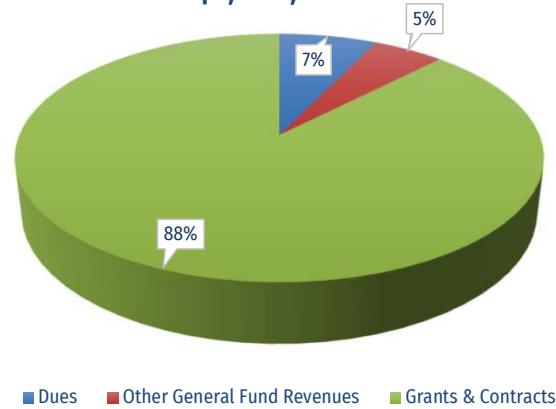
Restricted Reserve Commitment \$ **347,884**
Reserve Goal 347,884
Reserve to be evaluated and revised FY 2028-29

FY 24-25 PENDING GRANTS/CONTRACTS APPLIED FOR:

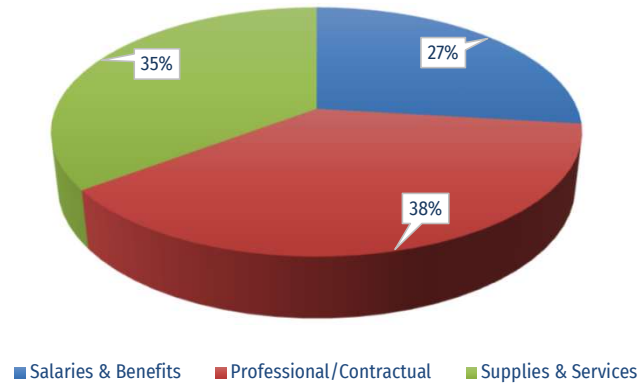
Caltrans Adaptation \$ 350,000
Caltrans Sustainability Planning 399,575
Safe Streets 4 All (SS4A) \$ 400,000

SBCCOG
ESTIMATED REVENUES / EXPENDITURES CHARTS
MID-YEAR BUDGET
FISCAL YEAR 2024-2025

ESTIMATED REVENUES FY 2024-2025:
\$7,003,599



ESTIMATED EXPENDITURES FY 2024-2025:
\$6,879,253



REVENUE DETAILS BY ACCOUNT
MID-YEAR BUDGET
FISCAL YEAR 2024-2025

REVENUE SOURCE:	ACCOUNT CODE	ACTUAL FY 23-24	ADOPTED BUDGET FY 24-25	YTD AS OF 12/31/24	MID-YEAR BUDGET FY 24-25	INCREASE (DECREASE) ADOPTED BUDGET FY 24-25 / MID-YEAR BUDGET FY 24-25	
						AMOUNT	PERCENT
Membership Dues	4020	\$ 427,746	\$ 502,299	\$ 502,300	\$ 502,300	\$ 1	0.0%
Special Assessment	4026	54,250	-	-	-	-	-
General Assembly Sponsorship	4050	69,000	60,000	20,000	60,000	-	-
MTA South Bay Deputy	4070	117,401	122,994	62,670	121,676	(1,318)	-1.1%
Interest Income	4090	107,354	15,186	75,372	105,372	90,186	593.9%
Green Business Assist Program	4125	7,500	7,500	7,500	7,500	-	-
CIMP Dominguez Channel Admin Fee	4035	39,380	57,500	60,200	62,750	5,250	9.1%
City Staff Refreshment Reimbursements	4195	478	600	468	936	336	56.0%
Room Usage/Rentals	4899	2,838	1,800	950	1,800	-	-
Miscellaneous Revenue	4999	9,035	-	765	765	765	N/A
Sub-total General Fund Revenues		\$ 834,982	\$ 767,880	\$ 730,225	\$ 863,099	\$ 95,219	12.40%
GBN Hawthorne	4126	\$ 30,000	\$ -	\$ -	\$ -	\$ -	-
GBN Torrance	4127	30,000	-	-	-	-	-
GBN El Segundo	4128	18,500	-	-	-	-	-
DWP Outreach	4512	43,333	40,000	-	-	(40,000)	-100.0%
SoCalGas - Energy	4513	67,678	160,000	58,198	115,198	(44,802)	-28.0%
SoCalGas - LADWP	4517	-	-	16,665	23,331	23,331	N/A
WBMWD Contract	4520	169,895	162,502	101,008	163,260	758	0.5%
Sanitation District	4525	36,750	49,000	24,500	49,000	-	-
Torrance Water	4540	3,625	-	-	-	-	-
Water Replenishment District	4610	72,000	72,000	36,000	72,000	-	-
Metro Express Lane	4546	48,000	48,000	24,000	48,000	-	-
Measure R Hwy	4570	28,125	15,000	16,838	23,970	8,970	59.8%
Measure R Transit/Transfer	4571	10,902	5,000	5,312	8,312	3,312	66.2%
Measure M MSP	4611	33,507	20,000	39,683	54,683	34,683	173.4%
Measure M LTN	4572	140,765	120,000	55,170	120,000	-	-
MOEV	4573	229	3,016	-	-	(3,016)	-100.0%
Integrated Pest Management	4589	10,000	10,000	3,725	10,000	-	-
Energy Coalition (REN)	4592	107,596	-	-	-	-	-
LA County REN	4594	83,834	375,000	178,441	403,441	28,441	7.6%
ICF Resources (REN)	4593	14,407	-	-	-	-	-
Homeless: Street to Housing (formerly PATH)	4600	18,750	600,000	245,450	600,000	-	-
Homeless: LA County Innovation Fund	4602	364,093	1,364,877	-	-	(1,364,877)	-100.0%
Homeless: LA County Local Solutions Fund	4604	1,680,150	2,206,447	1,018,150	3,571,324	1,364,877	61.9%
South Bay Fiber Network (SBFN)/Broadband	4612	566,007	-	29,586	184,186	184,186	N/A
Fiber - State of CA	4613	40,556	100,000	17,898	50,000	(50,000)	-50.0%
SCAG REAP 2.0	4011	165,551	-	-	107,000	107,000	N/A
Metro REAP 2.0 (Mobility Hubs)	new	-	-	-	51,200	51,200	N/A
LATA Grant	4574	43,355	455,594	455,594	455,594	-	-
Rolling Hills Organic Waste	4526	-	30,000	3,440	30,000	-	-
Decarbonization Residential Direct Install	new	-	-	-	25,700	25,700	N/A
Sub-total Grant Revenues		\$ 3,827,607	\$ 5,836,436	\$ 2,329,660	\$ 6,140,500	\$ 304,064	5.21%
Total Estimated Revenues		\$ 4,662,589	\$ 6,604,316	\$ 3,059,885	\$ 7,003,599	\$ 399,283	6.05%

EXPENDITURE DETAILS BY ACCOUNT
MID-YEAR BUDGET
FISCAL YEAR 2024-2025

EXPENDITURE CATEGORY	ACCOUNT CODE	ACTUAL FY 23-24	ADOPTED BUDGET FY 24-25	YTD AS OF 12/31/24	MID-YEAR BUDGET FY 24-25	INCREASE (DECREASE) ADOPTED BUDGET FY 24-25 / MID-YEAR BUDGET FY 24-25	
						AMOUNT	PERCENT
Salaries/Regular	6010	\$ 1,182,030	\$ 1,560,146	\$ 691,052	\$ 1,476,220	\$ (83,926)	-5.4%
Salaries/Part-Time	6030	89,352	86,000	32,680	73,000	(13,000)	-15.1%
Overtime	6011	2,228	1,125	1,670	2,500	1,375	122.2%
Medical/Deferred Comp	6012	106,637	147,700	62,835	143,785	(3,915)	-2.7%
Life Insurance	6013	1,803	2,545	1,275	2,570	25	1.0%
Social Security	6014	82,268	102,061	44,106	95,781	(6,280)	-6.2%
Medicare	6015	19,240	24,050	10,857	22,400	(1,650)	-6.9%
FUTA	6016	2,088	8,820	516	1,200	(7,620)	-86.4%
California SUI-ER	6017	10,274	9,408	5,370	9,856	448	4.8%
Workers' Comp	6018	11,886	11,632	5,958	11,605	(27)	-0.2%
Employee Phone Stipends	6019	8,870	11,605	4,985	11,295	(310)	-2.7%
Vacation/Floating Holiday Payoff	6020	12,829	15,000	1,156	1,156	(13,844)	-92.3%
Sub-total Salaries & Benefits		\$ 1,529,504	\$ 1,980,092	\$ 862,459	\$ 1,851,369	\$ (128,723)	-6.50%
Office Supplies	6201	3,591	\$ 7,500	\$ 3,783	\$ 7,500	-	-
Postage	6202	536	500	139	500	-	-
Refreshments	6203	16,993	12,360	12,597	24,000	11,640	94.2%
Dues to Outside Organizations	6204	15,712	16,000	8,450	16,000	-	-
Mileage & Parking Reimbursements	6205	4,294	5,000	2,523	5,500	500	10.0%
Meetings/Conferences	6206	8,702	10,000	2,733	10,000	-	-
Special Events/General Assembly	6224	51,772	50,000	869	50,000	-	-
Staff Training/Development	6207	1,433	5,000	5,752	10,000	5,000	100.0%
Newsletter	6208	16,240	15,000	4,736	16,000	1,000	6.7%
Audit Fees	6209	6,120	6,120	6,642	6,642	522	8.5%
Contractual Services	6210	1,017,263	2,293,392	649,169	2,600,709	307,317	13.4%
Management Services (JB&A)	6211	72,100	-	-	-	-	-
Rent	6212	(1,755)	144,337	94,750	167,928	23,591	16.3%
Equipment Lease	6213	7,602	8,500	4,664	10,000	1,500	17.6%
Telephone	6214	8,575	6,000	5,987	12,000	6,000	100.0%
IT Services/Maintenance	6215	38,620	38,195	22,805	38,195	-	-
Software/Hardware	6216	27,383	30,047	9,171	26,959	(3,088)	-10.3%
Liability Insurance	6217	2,112	2,112	-	3,074	962	45.5%
Subscription/Advertising	6218	1,968	2,000	427	2,000	-	-
Specialty Legal Services	6220	27,604	50,000	13,299	50,000	-	-
City Reimbursements (Homeless Services)	6222	1,615,122	1,890,877	130,899	1,890,877	-	-
Miscellaneous Expenses	6225	16,399	20,000	255	5,000	(15,000)	-75.0%
Sub-Total Supplies & Services		\$ 2,958,386	\$ 4,612,940	\$ 979,652	\$ 4,952,884	\$ 339,944	7.37%
Moving Expenses	6221	-	-	-	75,000	75,000	N/A
Debt Service - Principal	6227	141,101	-	-	-	-	-
Debt Service - Interest	6228	2,164	-	-	-	-	-
Total Operating Expenditures		\$ 4,631,155	\$ 6,593,032	\$ 1,842,111	\$ 6,879,253	\$ 286,221	4.34%

SBCCOG
CALCULATION OF ESTIMATED FUND BALANCE
FOR JUNE 30, 2025

Fund Balance for June 30, 2024 per Audited Financial Statement		\$	403,727
Retention & Receivables Not Collected Within 90 Days of the Fiscal Year-End			463,948
Restricted Reserve Commitment:			(347,884)
Unrestricted Fund Balance for June 30, 2024		<u>\$</u>	<u>519,791</u>
 Adopted Revenue Budget FY24-25	 \$	 6,604,316	
Midyear Adjustments:			
General Fund Revenues	95,219		
Grant Revenues	304,064		
Special Assessment	-		
Total Revenue Adjustments		399,283	
Proposed Mid Year Revenue Budget FY24-25			7,003,599
 Adopted Expenditure Budget FY24-25	 \$	 (6,593,032)	
Midyear Adjustments:			
Salaries & Benefits	128,723		
Supplies & Services	(339,944)		
Other Expenses	(75,000)		
Total Expense Adjustments		(286,221)	
Proposed Mid Year Expenditure Budget FY24-25			<u>(6,879,253)</u>
 Estimated Fund Balance June 30, 2025 (Revenue over Expenditures)		 \$	 644,137

Note: The SBCCOG has received a \$1.2 million advance from the State of California for the fiber network, of which \$165,878 has been expended. The balance of \$1.034 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 2024-2025

POSITION	RANGE	
Accountant	\$ 68,640	\$ 85,102
Administrative Assistant (Hourly)	34,320	70,000
Administrative Officer	95,000	130,000
Deputy Executive Director	120,000	164,102
Executive Director	175,000	210,000
Project Coordinator	68,640	72,400
Project Manager	72,400	82,400
Senior Project Manager	82,400	102,400
Program Manager	102,400	112,400
Senior Program Manager	112,400	122,400
Project Assistant (Hourly)	34,320	50,000
Intern (Hourly)	34,320	50,000
Part-Time Staff (Hourly)	\$16.50/hour	\$25.00/hour

Updated per January 2025 minimum wage requirements

CONTRACTUAL SERVICES - 6210	ADOPTED FY2024-25	YTD AS OF 12/31/2024	MID-YEAR FY2024-25	AMOUNT IN/DECREASE	PERCENTAGE IN/DECREASE
Research Director - Siembab Corp.	\$ 75,000	\$ 41,124	\$ 75,000	-	-
Metro Deputy - Mike Bohlke	120,192	51,424	123,419	3,227	3%
Broadband/Measure M Fiber	11,520	450	34,500	22,980	199%
Homeless Services Contractors	1,822,000	115,991	1,822,000	-	-
SCAG-REAP 2.0 Contractors	-		107,000	107,000	N/A
Metro REAP 2.0 (Mobility Hubs)	-		51,200	51,200	N/A
LTN GIS - Jon Rodman	12,000	3,848	12,000	-	-
CivicSpark (2 Fellows)	62,000	62,000	62,000	-	-
Rosemary Lackow (Technical Support Contractor)	10,000	2,648	10,000	-	-
Eide Bailly (Accounting Services)	55,180	26,825	55,180	-	-
Eide Bailly (Additional Accounting Services, as needed)	-	2,067	18,000	18,000	N/A
Graphic Design	2,500	-	2,500	-	-
HR Consulting Firm	15,000	6,798	15,000	-	-
Shannon Heffernan (Planning Principal at Dudek)	-	-	96,000	96,000	N/A
Waste Management (Technical Consultant)	8,000	-	8,000	-	-
Greg Stevens (Technical Energy Engineering for FEI Program)	-	-	8,910	8,910	N/A
Additional Consultants or Staff	100,000	-	100,000	-	-
Estimated Contractual Services Expenses FY 2024-2025	\$ 2,293,392	\$ 313,174	\$ 2,600,709	\$ 307,317	13%

SBCCOG
LIST OF ACRONYMS USED
MID-YEAR BUDGET
FISCAL YEAR 2024-2025

<u>ACRONYM</u>	<u>DEFINITION</u>
BHSA	Behavioral Health Services Act
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
DCWMG	Dominguez Channel Watershed Management Area Group
DWP	Department of Water & Power
ETRM	Electronic Reference Technical Manual
EUC	Energy Upgrade California
EV	Electric Vehicle
EWMP	Enhanced Watershed Management Plan
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

<u>ACRONYM</u>	<u>DEFINITION</u>
LAIF	Local Agency Investment Fund
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
NPDES	National Pollutant Discharge Elimination System
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
SS4A	Safe Streets and Roads for All

Budget Summary

The mid-year budget for FY 2024-25 continues to reflect a balanced budget. Both revenues and expenditures are anticipated to increase from the adopted FY 2024-25 budget, but the revenues went up more than the expenditures. Revenues - \$399,283 (6.05%) and expenditures - \$286,221 (4.34%), resulting in a “revenues less expenditures” balance of \$124,346.

Increases in revenue are primarily due to increased interest earnings from LAIF and additional funding from new and existing contracts/grants while increases in expenditures are primarily due to anticipated needs for contractors/consultants to implement programs, an overall increase in supplies and services, and budgeting \$75,000 for possible moving expenses.

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:

- 4090: *Interest Income* – **increase** of \$90,186 based on actual of \$75,372 as of 12/31/2024
 - Interest is earned on funds administered on behalf of other agencies
- 4035: *CIMP Dominguez Channel Admin Fee* – **increase** of \$5,250 based on participation from Industrial Individual Permittees (IIPs)
- 4195: *City Staff Refreshment Reimbursements* – **increase** of \$336 to match actuals' frequency for this account
- 4512: *DWP Outreach* – **decrease** of \$40,000 as contract was replaced with pass through contract with SoCalGas
- 4513: *SCG Energy* – **decrease** of \$44,802 based on actuals and a monthly average of \$9,500 for January – June 2025
 - Funds rollover to FY 2025-26
- 4570: *Measure R Hwy* – **increase** of \$8,970 to recognize actuals and future spending based on historical averages
- 4571: *Measure R Transit/Transfer* – **increase** of \$3,312 to recognize actuals and future spending based on historical averages
- 4611: *Measure M MSP* – **increase** of \$34,683 based on actuals (ITC-related work) and future spending based on historical averages
- 4573: *MOEV* – **decrease** of \$3,016 with project placed on hold; contract extended to 11/30/2026
- 4594: *LA County (REN)* – **increase** of \$28,441 based on funding secured for 2025
- 4602: *Homeless - LA County Innovation Fund* – **decrease** of \$1,364,877 due to funding combined under Local Solutions Fund (LSF) contract
- 4604: *Homeless - LA County Local Solutions Fund* – **increase** of \$1,364,877 to combine Innovation Fund (IF) contract funding
- 4613: *Fiber - State of CA* – **decrease** of \$50,000 based on anticipated need for consultants/contractors

Expenditures

The following are explanations of the expenditure changes with the corresponding account codes and descriptions of the expenditure categories:

Salaries & Benefits – overall **decrease** of \$128,723 due to changes in staffing

Supplies & Services – overall **increase** of \$339,944

- 6203: Refreshments – **increase** of \$11,640 to adjust to pre-COVID in-person meetings
- 6205: Mileage & Parking Reimbursements – **increase** of \$500 to adjust for contractual reimbursements
- 6207: Staff Training/Development – **increase** of \$5,000 to adjust for employee expenses (participated in CALCOG leadership program)
- 6208: Newsletter – **increase** of \$1,000 based on greater circulation necessitating more copies
- 6209: Audit Fees – **increase** of \$522 based on payment for FY2023-24 audit
- 6212: Rent – **increase** of \$23,591 to budget for possible new rent agreement (first and last payment)
- 6213: Equipment Lease – **increase** of \$1,500 based on greater printing need as of 12/31/2024
- 6214: Telephone – **increase** of \$6,000 to update to actuals of new, recently selected provider
- 6216: Software/Hardware – **decrease** of \$3,088 based on current staffing levels and the anticipated needs of the organization
- 6217: Liability Insurance – **increase** of \$962 per adjustment after most recent audit submitted to insurance provider
- 6225: Miscellaneous Expenses – **decrease** of \$15,000 to adjust based on spending as of 12/31/2024

6210: Contractual Services – overall **increase** of \$307,317 (-13%)

- Metro Deputy - Mike Bohlke – **increase** of \$3,227 based on Metro's purchase order
- Broadband/Measure M Fiber – **increase** of \$22,980 due to contract extension and pending work order
- SCAG-REAP 2.0 Contractors – **increase** of \$107,000 based on new contracts
- Metro REAP 2.0 (Mobility Hubs) – **increase** of \$51,200 to implement work for this new project
- Eide Bailly (Additional Accounting Services, as needed) – **increase** of \$18,000 to support additional, non-routine accounting services
- Shannon Heffernan (Planning Principal at Dudek) – **increase** of \$96,000 for the management of Transportation & Land Use contracts/grants
- Greg Stevens (Technical Energy Engineering for FEI Program) – **increase** of \$8,910 for analyzing HVAC units and recommending replacements

Restricted Reserve

The current restricted reserve commitment is \$347,884 which is based on the February 2024 Board approved Financial Reserves Policy.