

# **South Bay Regional Housing Trust**

**AGENDA ITEM: VI-H**

**April 30, 2026**

**TO: SBRHT Board of Directors**

**FROM: Jacki Bacharach, Interim Trust Executive Director**

**SUBJECT: Interim Trust Management Services**

## **RECOMMENDED ACTION:**

APPROVE INTERIM TRUST MANAGEMENT SERVICES - INCLUDING FINANCE/ACCOUNTING AND OTHER ADMINISTRATIVE SERVICES, TO BE PROVIDED BY THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG) WITH COSTS REIMBURSED BY THE TRUST AND TO BE RE-EVALUATED NO LATER THAN DECEMBER, 2026.

## **BACKGROUND:**

During December 2025 – April 2026, SBCCOG staff made presentations to the South Bay City Councils to recommend joining the South Bay Regional Housing Trust (“Trust”) Joint Powers Authority (JPA). One of the reasons presented was that the SBCCOG staff was already doing housing trust-like work through its LACAHSAs PPO activities. However, because the SBCCOG was never set up to do housing trust-like work, it made sense to move these LACAHSAs PPO activities into the new housing Trust JPA. Staff also noted that because staff was already doing LACAHSAs PPO work and paid for by that funding source, we did not anticipate any dues the first year of the Trust.

By leveraging existing SBCCOG staff, both the SBCCOG and the Trust can achieve efficiencies of scale. Shared resources would include executive staff, finance/accounting staff, communications staff, and administrative staff. For comparison purposes, the table below shows an analysis of the cost of a staff managed Trust versus a consultant managed trust:

<b>Internal Staff vs Outside Consultant</b>			
<b>Housing Trust Costs</b>			
	<b>Staff</b>	<b>Consultant*</b>	
Executive Director	\$40,000	\$200,000	In Staff model this is 20% of Jacki Bacharach's time
Senior Program Manager	\$83,375	\$87,500	In Staff model this is 50% of Ronson Chu's time
Sector Liaison	\$77,500	\$77,500	Currently employed by SBCCOG
Project Coordinator/Administrator	\$110,000	\$80,000	In Staff model this would be a new hire paid for by LACAHS Admin \$
<b>General Expenses</b>			
Legal Support	\$50,000	\$50,000	
Accounting	\$50,000	\$50,000	
Marketing	\$30,000	\$30,000	
Annual Audit	\$20,000	\$20,000	
Office Supplies	\$3,800	\$3,800	
Bank Fees - Treasury	\$9,100	\$9,100	
Insurance	\$8,200	\$8,200	
<b>Total Housing Trust Admin Costs</b>	<b>\$481,975</b>	<b>\$616,100</b>	
<i>Opportunity Cost to SBCCOG</i>		\$313,375	Not leveraging economies of scale of existing staff
* Consultant costs provided Civic Home			

As shown in the above table, if the Trust were to be run by a consulting firm we believe that the cost would be higher than a Trust run by shared staff – primarily due to the assumption of a separate Executive Director. By leveraging existing SBCCOG staff, both the SBCCOG and the Trust should be able to maintain a lower operating cost structure.

To ensure continuity and timely progress in its existing LACAHS PPO activities, it is recommended that SBCCOG provide management and administrative services using existing staff resources and previously procured contractors. This delegation of staff to the SBCCOG will be brought back to the Trust Board no later than December 2026 for further evaluation and consideration by both the SBCCOG and the SBRHT.

## **SCOPE OF SERVICES**

- **Trust Management Support**
  - Coordinate Board meetings and prepare agenda materials
  - Support Board governance and administrative functions
  - Monitor and facilitate coordination with LACAHS
- **Accounting and Financial Administration**
  - Track expenditures, receipt of funding, and prepare checks
  - Support basic financial reporting and controls
- **Program and Policy Development**
  - Develop foundational policies and procedures
  - Facilitate Board discussions on the Trust Strategic Plan
  - Finalize funding program guidelines
  - Coordinate preparation of a Notice of Funding Availability (NOFA)

- **Oversight of Contractors**
  - **Legal Services**
    - Provide Trust Board meeting oversight
    - Provide legal review and guidance on Trust formation and operations
    - Assist with policy development and contracting
  - **Financial Analysis**
    - Transfer contractors from the SBCCOG doing financial analysis to the Trust
    - Review and evaluate potential development proposals
    - Provide underwriting support and funding recommendations