

San Gabriel Valley Council of Governments

Fiscal Year 2021-2022 Budget



SEVCOG



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Executive Director / CEO

Marisa Creter

Officers

President

Margaret Clark

1st Vice President

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| <i>Alhambra</i> | <i>Diamond Bar</i> | <i>La Puente</i> | <i>Rosemead</i> | <i>Temple City</i> |
| <i>Arcadia</i> | <i>Duarte</i> | <i>La Verne</i> | <i>San Dimas</i> | <i>Walnut</i> |
| <i>Azusa</i> | <i>El Monte</i> | <i>Monrovia</i> | <i>San Gabriel</i> | <i>West Covina</i> |
| <i>Baldwin Park</i> | <i>Glendora</i> | <i>Montebello</i> | <i>San Marino</i> | <i>LA County District 1</i> |
| <i>Claremont</i> | <i>Industry</i> | <i>Monterey Park</i> | <i>Sierra Madre</i> | <i>LA County District 4</i> |
| <i>Covina</i> | <i>Irwindale</i> | <i>Pasadena</i> | <i>South El Monte</i> | <i>LA County District 5</i> |
| <i>La Cañada Flintridge</i> | | <i>Pomona</i> | <i>South Pasadena</i> | |

TRANSMITTAL LETTER

May 31, 2021

Governing Board Delegates and Alternates:

On behalf of the San Gabriel Valley Council of Governments (SGVCOG), it is my pleasure to present a balanced budget for Fiscal Year 2021-2022. The budget provides detailed information about anticipated revenues and planned expenditures for the upcoming fiscal year and demonstrates how available resources are allocated based on the Governing Board's Strategic Plan and objectives, which serve as guiding principles. The budget was developed using a conservative approach to revenue forecasting and incorporates prudent expenditure adjustments to achieve a balanced operating budget.

Mission & Vision

On March 21, 2019, the SGVCOG adopted the most recent update to its Strategic Plan. This update was developed through a comprehensive outreach process. The SGVCOG mission, and vision are shown below.



“The SGVCOG is a sub-regional government that serves as a unified voice to maximize resources and advocate for regional and member interests to improve the quality of life in the San Gabriel Valley.”



“By 2021, the SGVCOG will serve as a model subregional agency in Southern California by continuing its existing support of member agency goals and priorities while leveraging the new opportunities provided by the extension and expansion of ACE.”

FY 20-21 MAJOR ACCOMPLISHMENTS

As we look forward to another exciting and successful year, it is important to reflect on the accomplishments of the past year. Some of the major accomplishments completed over the past year include the following:

Administrative



- Established Section 115 trust to secure 5 years of CalPERS employer contributions by 2025.
- Undertook a comprehensive update to procurement policies.
- Developed a pre-award award process for professional services contracts.
- Completed a modern redesign of SGVCOG website.

Water



- Secured \$3.5M in funding through the Safe Clean Water Program to implement two scientific studies on behalf of the Upper LA River Watershed Management Group (ULAR/WMG).
- Successfully launched the ULAR/WMG website and Twitter account.
- Sponsored SB 426, which would require the State Water Resources Control Board (State Board) develop Financial Capability Assessment (FCA) guidelines for cities and counties seeking to comply with the Federal Clean Water Act (CWA).
- Developed comments, recommendations, and a consensus-building and negotiation approach to the Tentative Los Angeles Regional MS4 Permit.
- Submitted comments on behalf of member agencies for major regulatory actions of the State and regional water boards.
- Submitted comments on behalf of member agencies on the implementation of Measure W, the Safe Clean Water Program.

FY 20-21 MAJOR ACCOMPLISHMENTS

Transportation



- Supported successful advocacy effort resulting in award of \$218 million in state SB 1 funds for the SR 57/60 project.
- Submitted requests for Congressionally directed community project funding for the ACE and SR 57/60 projects
- Initiated the San Gabriel Valley Transit Study to plan for mobility improvement alternatives in lieu of the Eastside Gold Line extension along the SR-60 corridor.
- Completed a Regional Vehicle Miles Travelled (VMT) Analysis Model with 26 member cities to comply with SB 743.

Capital Projects



- Continued construction activities at Fairway Drive and Durfee Avenue Grade Separation Projects.
- Secured jobsite safety around Fullerton Road Grade Separation Project and prepared for rebidding process.
- Completed 100% civil design and 60% rail design of Montebello Avenue Grade Separation.
- Completed 100% civil design and obtained environmental clearance for Turnbull Canyon Grade Separation.
- Completed 95% design for Pomona At-Grade Crossing Safety Improvements.
- Completed Phase 1 Design for Rio Hondo Load Reduction Strategy.
- Initiated regional vehicle-miles-traveled (VMT) mitigation fee structure.
- Initiated the San Gabriel Valley Transit Study Procurement.

FY 20-21 MAJOR ACCOMPLISHMENTS


Homelessness




- Designed and launched a multifaceted \$7M homeless services program which includes 9 different sub-programs as follows:
 - San Gabriel Valley Regional Housing Trust;
 - City Homeless Plans Development, including the development and adoption of homeless plans for 5 participating cities;
 - City Homeless Plan Implementation, including development of an application and administrative processes to support the distribution of \$3.3M in funds to 19 cities to support their previously adopted homeless plans, and the development of a shared housing navigation services program for 8 cities;
 - Prevention and diversion program for 22 cities to help stop the inflow into homelessness;
 - Pilot Programs, including programs in the cities of Arcadia, Claremont, Covina, and Monrovia, and multi-agency partnership to provide workforce development and green jobs training to Transition Age Youth at risk of homelessness;
 - Landlord outreach and incentives to encourage landlords to accept tenants who are experiencing homelessness;
 - City-service provider coordination program to build capacity of both Cities and service providers and fill gaps in service;
 - Study and implementation plan for a crisis response program for people experiencing homelessness (PEH) and mental health crises; and
 - Homeless hygiene program to reduce the spread of COVID-19 among those experiencing homelessness.
- Developed and adopted a white paper on Los Angeles Homeless Services Authority (LAHSA) reform, positioning the SGVCOG to provide regional leadership on the issue of homelessness.

FY 20-21 MAJOR ACCOMPLISHMENTS

San Gabriel Valley Regional Housing Trust

- 
- Finalized JPA and supported the joining of 21 cities.
 - Held first Notice of Funding Availability (NOFA), awarded funding to 2 projects in Claremont and Pomona (71 units total), and secured a SIM matching Local Housing Trust Fund (LHTF) grant.
 - Developed a “tiny home” pilot program for emergency shelter for individuals experiencing homelessness and secured the participation of Letters of Interest from four cities.

Sustainability & Environment

- 
- Launched a regional partnership with The Energy Coalition (TEC) to implement the SoCalREN Public Agency program in the San Gabriel Valley leading to 6 agency enrollments and secured \$150K in funding to continue the program through 2021.
 - Successfully implemented the 2020 San Gabriel Valley Energy Champion Awards and recognized 15 San Gabriel Valley cities and agencies for their energy efficiency achievements.
 - Developed a Zero Waste Policy for the SGVCOG to support member agencies’ waste reduction efforts.
 - Updated the existing SGVCOG Energy, Open Space Preservation, and Solid Waste Policies.
 - Relunched the Solid Waste Working Group to support cities with complying to SB 1383 mandates.

Regional Leadership

- 
- Implemented the Neighborhood Coyote Program with 10 participating cities to provide coyote safety education and information to residents.
 - Introduced Connect SGV Podcast featuring San Gabriel Valley and Southern California leaders sharing stories and insights on emerging issues, including emergency planning, energy, and homelessness.

FY 21-22 WORKPLAN

The FY 2021-2022 workplan includes several key activities that align with the SGVCOG's strategic plan as listed below:



Administrative

- Implement comprehensive information technology (IT) recommendations from IT Assessment.

Water

- Secure funding for fire effects scientific study and nature-based solutions study through the Safe Clean Water Program on behalf of the Upper LA River Watershed Management Group (ULAR/WMG) and member agencies.
- Implement consensus-building and negotiate the Tentative Los Angeles Regional MS4 Permit.
- Continue engagement with the implementation of the Safe Clean Water Program.
- Advocate based on adopted stormwater/water legislative policy agenda.

Transportation/Capital Projects

- Undertake a transit feasibility study for the San Gabriel Valley through partnership with Metro.
- Manage the development of the Regional VMT Mitigation Fee Structure Program with a goal for 65% completion.
- Secure funding necessary to complete the ACE and other projects assigned to the Capital Projects and Construction Committee.

Homelessness

- Continue to implement homelessness programs funded through the State budget allocation and County Homeless Initiative Innovation Funds: SGVRHT; City homeless plan implementation, including the shared housing navigation services program; Prevention and diversion; Pilot programs; Landlord outreach/incentives program; City-service provider coordination program; and Crisis response study and implementation plan.
- Work to secure additional Measure H funding to continue existing homelessness programs.
- Provide regional leadership on LAHSA and County homelessness system reform.

FY 21-22 WORKPLAN



San Gabriel Valley Regional Housing Trust

- Implement “tiny home” emergency shelter pilot program for individuals experiencing homelessness in three to four cities.

Sustainability & Environment

- Partner with LA County to gain access to resources for energy action resiliency plan development for member agencies.
- Engage in competitive solicitation for local government energy partnerships through SCE and SoCalGas to serve as implementer for the San Gabriel Valley.
- Support member agencies with SB 1383 compliance through the Solid Waste Working Group.



Regional Leadership

- Continue to implement the Neighborhood Coyote Program by coordinating with 10 participating cities to continue participation in the program and support partner agencies to adopt human-coyote conflict mitigation strategies.
- Expand public outreach efforts with member agencies through social media channels, podcast episodes, Twitterchat events, website/webpage announcements, and regional forums/webinars.



I anticipate this will be an exciting and rewarding year for the SGVCOG. The SGVCOG staff is working closely with you to deliver key projects and initiatives, and we will continue to reach out within our organization and externally to ensure the staff is meeting the Board’s expectations and leverage the SGVCOG’s resources to preserve and enhance the quality of life in the San Gabriel Valley.

Respectfully submitted,

Marisa Creter

Marisa Creter
Executive Director

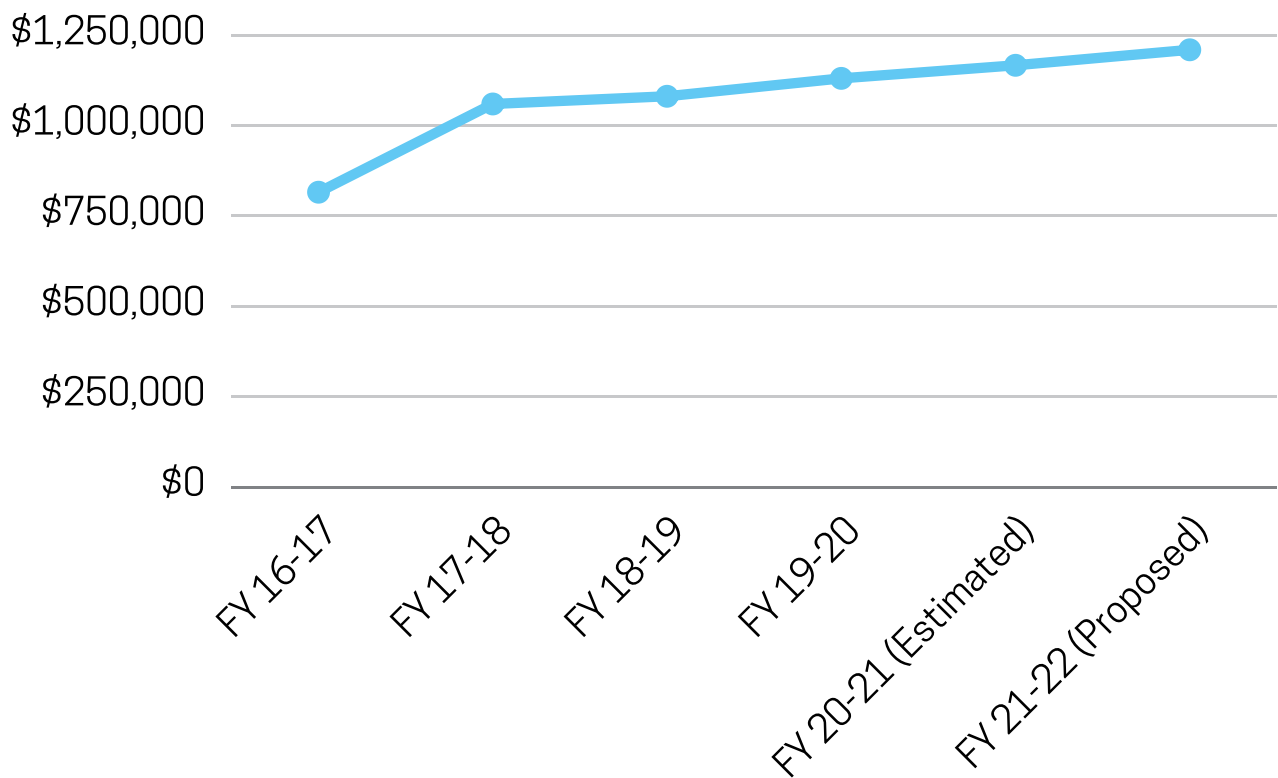
FY 21-22 BUDGET OVERVIEW

FY 21-22 Proposed SGVCOG Budget

Revenue	Operating Budget	Housing Trust	Non-Capital Projects	Capital Projects	Total
Operating					
Member Dues	806,129				806,129
Transportation Administration (Local)	105,509				105,509
Interest	1,000				1,000
Subtotal Operating Revenue	912,638				912,638
Projects					
Federal				2,262,000	2,262,000
State			3,922,876	34,618,000	38,540,876
Local		298,750	3,555,318	74,414,000	78,268,068
Betterment/Other				4,423,000	4,423,000
Subtotal Revenue		298,750	7,478,194	115,717,000	123,493,944
Total Revenue	912,638	298,750	7,478,194	115,717,000	124,406,582
Expenditures					
Indirect Expenses					
Personnel	414,263	60,000	160,400	2,018,000	2,652,663
Committee & Employee Expenses	65,300		20,000	73,000	158,300
Professional Services	265,030	50,750	90,000	224,000	629,780
Other Expenses	125,180	24,000	29,920	556,000	735,100
Total Indirect	869,773	134,750	300,320	2,871,000	4,175,843
Direct Expenses					
Personnel/Construction Direct Labor		164,000	525,337	86,643,000	87,332,337
Program Management			6,652,537	26,203,000	32,855,537
Total Direct		164,000	7,177,874	112,846,000	120,187,874
Total Expenditures	869,773	298,750	7,478,194	115,717,000	124,363,718
Estimated Year-End Balance	\$42,865	0	0	0	\$42,865

SGVCOG GENERAL FUND

Balance 2017-2022



Estimated Fund Balance (7/1/2020):	\$1,166,654
Estimated Fund Balance (6/30/2021):	\$1,209,518

OPERATING BUDGET

In FY 2021-2022, SGVCOG total operating revenues are projected at \$912,638. The SGVCOG general operating revenue is made up of three categories: member agency dues; interest; and transportation administration.

Revenue

Member Dues (\$806,129) – Total member agency dues for FY 2021-2022 are estimated to be \$806,129. The revenue from dues is the primary source of income to support the SGVCOG’s day-to-day staffing and operations. The dues structure for members is as follows:

$$[\$5,000 \text{ base fee} + \$0.32 \text{ per capita}] \times \text{Annual CPI Adjustment} = \text{Member Dues}$$

Transportation Administration (Local) (\$105,509) – The Los Angeles County Metropolitan Transportation Authority (Metro) provides an annual allocation to the SGVCOG via a Memorandum of Understanding (MOU) to be used to provide the support services either using a consultant or by hiring an employee assigned to SGV representative on the Metro Board of Directors, Tim Sandoval. Under the terms of this MOU, the SGVCOG and Board Member are responsible for selecting, employing/contracting with, compensating and overseeing the work of the individual responsible for providing the support services. Currently, the total reimbursement from Metro is for an amount not exceed \$105,509 annually. This amount is adjusted in an amount equal to any increases approved by the Metro Board for Metro non-contract employee salary increases.

FY 21-22 Member Agency Dues	
Agency	Dues
Alhambra	\$35,000.38
Arcadia	\$25,064.90
Azusa	\$22,527.62
Baldwin Park	\$31,460.15
Bradbury	\$6,201.58
Claremont	\$17,875.27
Covina	\$22,254.88
Diamond Bar	\$25,053.14
Duarte	\$13,127.87
El Monte	\$36,492.95
Glendora	\$23,336.77
Industry	\$23,032.25
Irwindale	\$6,329.89
La Canada Flintridge	\$12,720.78
La Puente	\$19,474.42
La Verne	\$17,033.21
Monrovia	\$18,590.04
Montebello	\$27,191.72
Monterey Park	\$26,247.88
Pasadena	\$36,492.95
Pomona	\$36,492.95
Rosemead	\$24,107.96
San Dimas	\$17,249.85
San Gabriel	\$19,318.57
San Marino	\$10,243.96
Sierra Madre	\$9,481.16
South El Monte	\$12,970.34
South Pasadena	\$14,399.20
Temple City	\$17,990.48
Walnut	\$15,900.94
West Covina	\$36,492.95
LA County District 1	\$36,492.95
LA County District 4	\$36,492.95
LA County District 5	\$36,492.95
SGV Water Agencies	\$36,492.95
Total	\$806,128.79

OPERATING BUDGET

Expenses

During FY 2021-2022, SGVCOG operating expenses are projected to total \$869,773 across the following four categories: Personnel (\$414,263); Committee & Employee Expenses (\$65,300); Professional Services (\$265,030); and Other Expenses (\$125,180). Increases and decreases in expenses from the previous FY are denoted in each category.

Personnel (\$3,421 increase) – These costs include the salary, benefit and retirement costs associated with the SGVCOG staff not reimbursed through capital and non-capital projects. See Exhibit A for a listing of all staff positions and salary ranges. The SGVCOG provides standard benefits to staff, and all staff members participate in the California Public Employees' Retirement System (CalPERS). The budget provides for a 3% merit pool to be allocated based on performance evaluations. The increase in this category is due prepayments made to the CalPERS UAL.

Committee & Employee Expenses (\$2,800 decrease) – This category includes board stipends, training/memberships and meeting/travel costs. A decrease in this category is attributed to lower anticipated costs for meeting expenses, including advocacy travel.

Professional Services (\$25,574 decrease) – This includes ongoing annual contracts for legal, auditor services, treasurer, Metro Board Support, and grant writing. Key features of these contracts are as follows:

- Legal Services: The SGVCOG's legal contract provides for a monthly retainer for routine legal advice and meeting attendance. Additional services are provided on an hourly basis.
- Auditor: The SGVCOG is required to have an annual financial audit. In January 2016, the Governing Board approved a five-year contract with Vasquez and Company for financial audit services.
- State Advocacy: The SGVCOG retains the services of Capital Representation Group, a Sacramento based legislative consulting firm led by Tim Egan to assist in achieving the SGVCOG's legislative objectives.
- Metro Board Support: Metro provides funding to the SGVCOG, via an MOU, to fund staff support to the SGV representative on the Metro Board of Directors.
- Grant Writing: An allocation for grant writing/applications is also included in this category, which the SGVCOG will use on various consulting firms throughout the year to facilitate various support areas as needed.

OPERATING BUDGET

Other Expenses (\$36,356 increase) – These costs include facility costs (i.e. rent, storage, utilities, and office supplies), insurance/bonding and office equipment/software acquisition. An increase in this category is attributed to increase technology equipment costs associated with facilitating virtual meetings and remote technology needs due to the ongoing COVID-19 pandemic.



SAN GABRIEL VALLEY REGIONAL HOUSING TRUST

The San Gabriel Valley Regional Housing Trust (SGVRHT) is a separate joint-powers authority that provides a stronger opportunity for San Gabriel Valley cities to attract and secure funding for supportive housing and affordable housing projects. The SGVRHT is responsible for preparing an annual budget and the SGVRHT currently has an agreement with the SGVCOG to provide core functions of the SGVRHT. A brief explanation of revenues and expenditures are listed below:

Revenue

- **Administrative Fees** – Participating parties to the SGVRHT contribute an annual administrative fee based on population size.
- **Local Housing Trust Fund (LHTF) Program Administrative Fees** – SGVRHT is eligible to use up to 5% of its LHTF award to cover administrative expenses incurred to operate the program. Per the terms of the agreement between the SGVCOG and SGVRHT, the SGVCOG receives all administrative fees for grant programs as the SGVCOG provides all staffing and administration on behalf of the SGVRHT.

Expenditures

- **Personnel** – These costs include the salary, benefit and retirement costs associated with 1 FTE Principal Management Analyst and 0.1 FTE management oversight. Additionally, this category includes costs associated with finance, and administrative support staff.
- **Professional Services** – This includes costs for activities associated with legal, and auditing.
- **Other Expenses** – These costs include office space, insurance, and office equipment.

NON-CAPITAL PROJECTS BUDGET

Non-capital project expenditure reflects direct program expenditures, including salaries/wages and benefits, as well as indirect costs (i.e. overhead). In FY 21-22, there is an estimated \$ 4,149,169 in revenue from six program areas. With the exception of the stormwater ULAR project, all programs are paid on a reimbursement basis, with revenues equal to expenditures.

Homelessness (State) (\$3,922,876) – In June 2019, California Governor Gavin Newsom signed the 2019 Budget Trailer bill which contained \$5,625,000 in funding for homeless programs for the San Gabriel Valley to be administered by the SGVCOG. In February 2020, the Governing Board approved a programmatic funding plan for the use of these funds and staff anticipates expending these funds by the end of FY 22-22.

Homelessness (Local) (\$1,050,094) – In September 2018, the Governing Board executed a contract with Los Angeles County (LAC) to fund a full-time Regional Homelessness Coordinator. Staff anticipates receiving the same level of funding in FY 21-22. Associated expenses, including overhead and direct expenses for events, training and grant writing, are also reimbursed through this agreement. Additionally, LAC allocated one-time funding in January 2020 to the SGVCOG for city homelessness prevention/diversion programs, and pilot programs.

Neighborhood Coyote Program (Local) (\$100,000) – In December 2019, the SGVCOG entered into an agreement with 10 member cities to provide outreach and reporting for coyote safety over a two year period. Each participating city contributes \$10,000 per year for the program, which is used to fund one FTE Management Analyst, marketing materials and other program related expenses.

Energy Efficiency (Local) (\$181,500) – The SGVCOG has an agreement with SoCalGas to implement the San Gabriel Valley Energy Wise Partnership (SVGWEP) program through December 31, 2021. In addition, the SGVCOG has an agreement with the Energy Coalition to support regional public agency engagement for the Southern California Regional Energy Network (SoCalREN). These funds are used to support staff time associated with these two programs, including time from management analysts (1.5 FTEs).

NON-CAPITAL PROJECTS BUDGET

Measure M Subregional Administration (Local) (\$14,400) – In June 2017, the Metro Board of Directors adopted the Measure M guidelines to identify a process by which Measure M funds will be programmed by subregional entities, including the SGVCOG, through the development of five-year subregional fund programming plans. COGs may use up to .5% of subregional funds for administrative purposes, including the development of the five-year plan. In FY 21-22, staff will be responsible for submitting quarterly reports and any updates to the programming plan.

Stormwater/Safe Clean Water (Local) (\$1,325,321) – The Los Angeles Regional Water Quality Control Board (Regional Board) established a Coordinated Integrated Monitoring Program (CIMP) to monitor the Upper Los Angeles River (ULAR) Enhanced Watershed Management Program (EWMP) progress toward meeting clean water goals. In 2017, all the nineteen Upper Los Angeles River (ULAR) permittees voluntarily entered into a Memorandum of Agreement (MOA) with the SGVCOG to take on billing and contract management activities on behalf of the Group. Additionally, in November 2020, the Governing Board approved transfer agreements with the Los Angeles County Flood Control District to undertake two scientific studies on behalf of the ULAR Group. All costs associated with the studies, including administrative labor and consulting contracts, will be reimbursed through the Safe Clean Water program via the Flood Control District.

SCAG REAP (Local) (\$610,503) – AB 101 has made funding available for the Southern California Association of Governments (SCAG) to allocate to support activities that will increase housing planning and facilitate local housing production. In the fall of 2020, each subregion was asked to submit an application indicating how it proposed to spend its allocated funds. In February 2021, SCAG staff approved the SGVCOG's application, including the following activities: Surplus Land Inventory, SGVRHT Funding/Implementation Strategy, Affordable Housing Incubator, Housing Leadership Academy, and San Gabriel Valley Regional Land Trust.

Vehicle Miles Traveled (Local) (\$273,500) – SGVCOG staff is preparing to solicit professional services and develop a Regional Vehicle Miles Traveled (VMT) Mitigation Fee Structure Program to support 26 participating cities with assessing future proposed developments to supplement the funding for transportation improvements with localized and regional benefits.

CAPITAL PROJECTS BUDGET

The following are the capital projects currently in design or under construction for FY 21-22:

The ACE Project – The ACE Project is an on-going, comprehensive program of constructing grade separations. The project is currently funded through the following sources: Federal (2%), State (32%), Local – MTA (63%), and Other (3%). Specific projects underway in FY 2020-2021 include the following:

- Under construction:
 - Fairway Drive Grade Separation
 - Durfee Ave Grade Separation
 - Fullerton Road Grade Separation
- In design:
 - Montebello Avenue Grade Separation
 - Maple Avenue Overhead Pedestrian Bridge
 - At-Grade Crossing Safety Improvements (Pomona)
 - At-Grade Crossing Safety Improvements (Montebello)

State Route 57/60 Confluence Project – The Confluence project is a partnership between the SGVCOG and Metro to relieve congestion at the confluence of SR-57 & SR-60. The project includes widening of the confluence area, construction of Grand Avenue Bridge, modification to adjacent golf course and several utility relocations. Project is being funded with Measure M and SB1 funding.

Rio Hondo Load Reduction Strategy – This project is a partnership between SGVCOG and nine municipalities and is intended to assist these agencies in meeting their MS-4 requirements related to the Los Angeles River Bacteria Total Maximum Daily Load (LAR Bacteria TMDL). The project examines options to divert storm water flows at three locations that contribute to the overall Rio Hondo River. The Project is being funded through a joint resources agreement with all participating municipalities.

Regional Bike Share Program – The Bike Share Program is an effort by the SGVCOG to bring cost effective transportation alternatives to the region. The program is being funded through a Statewide Active Transportation Program (ATP) grant.

CAPITAL PROJECTS BUDGET

City of La Verne Gold Line Transit Oriented Development Pedestrian Bridge – In partnership with the City of La Verne, the SGVCOG has entered into agreements with Metro to serve as implementing agency for all phases of this project. The proposed bridge will span Arrow Highway and the adjacent parallel Metrolink railroad track; the bridge would connect La Verne’s Gold Line Station to the northern edge of the Fairplex property. The project is being funded with Measure M funds.

Capital Projects FY21-22 Workplan

The pace of active capital projects workplan is the biggest factor in the annual budget projection. For FY 21-22 the following assumptions have been made:

- **Grade Separation Projects - Under Construction**
 - Fairway Drive: target 85% complete
 - Durfee Avenue: target 80% complete
 - Fullerton Road: target 70% complete
- **Grade Separation Projects - In Design**
 - Montebello Avenue: target 100% complete and award construction contract
 - Maple Avenue: target 75% design
 - Turnbull Canyon Road: target 100% PS&E
- **At-Grade Crossing Safety Improvements**
 - Pomona: target award construction contract for one location
 - Montebello: target 100% design complete
- **Rio Hondo Load Reduction Strategy:** target 90% PS&E complete for three locations.
- **Regional Bike Share Program:** target to re-launch the program due to the pandemic and deploy at least 420 pedal-assist bicycles in the San Gabriel Valley.
- **State Route 57/60 Confluence Chockpoint Relief Program:** Start construction for golf course mitigation improvements, award construction contract for freeway improvements.
- **City of La Verne Gold Line Transit Oriented Development Pedestrian Bridge:** target to advance design to 65% complete & completion of environmental clearance.

CAPITAL PROJECTS BUDGET

Capital Projects - FY 21-22 Proposed Revenues & Expenditures

Revenues	ACE Project	57/60 Confluence Project	Rio Hondo LRS	Bike Share	CLV Ped Bridge
Federal	2,262,000				
State	32,584,913			2,033,087	
Local	68,506,540	5,656,109	679,021		251,351
Betterment/Other	3,743,432				
Total Revenue	\$107,097,432	5,656,109	679,021	2,033,087	251,351
Operating Expenditures					
Direct					
Design	4,715,464	817,544	629,318		202,674
ROW Acquisition	11,864,069	4,424,931			
Construction	75,117,333	106,667			
Construction Management	9,504,632			1,914,368	
Betterment	3,549,000				
Total Direct	104,750,498	5,349,142	629,318	1,914,368	202,674
Indirect Expenses					
Personnel	\$1,493,934	306,967	49,703	118,719	48,677
Committee & Employee Expenses	73,000				
Professional Services	224,000				
Insurance	112,000				
Equipment Expense	90,000				
Office Expense	250,000				
Office Operations	34,000				
Other	70,000				
Total Indirect	2,346,934	306,967	49,703	118,719	48,677
Total Operating Expenditures	\$107,097,432	5,656,109	679,021	2,033,087	251,351
Excess Revenue Over Expenditures before Financing					
Financing Income					
Investment Revenue	480,000				
Financing Expense	402,000				
Net Financing Income/ Expense	78,000				
Net Position at FY 20 Year's End*	14,545,000				
Est. Net Position at FY 22 Year's End**	\$14,623,000	0	0	0	0

*The net position changes with cost estimates that the ACE project carries for financing activities.

**Net balance is inclusive of funds committed for CalPERS obligations.

BUDGET GLOSSARY

Indirect Expenses: The proposed FY 21-22 indirect expense budget was developed by line item, based on past expenditures and anticipated cost changes such as liability insurance, rent, utility costs, salaries, benefits, legal support, office supplies, and IT support. The ratio of all indirect costs to anticipated direct labor and fringe benefit cost is used to calculate the Indirect Cost Allocation Plan (ICAP) which is submitted to Caltrans for approval and becomes the basis for billing indirect costs in FY 21-22.

Personnel

- Salaries and Wages: Salaries for employees (charged both as indirect and direct expenses).
- Fringe Benefits: Employee benefits such as health insurance, life insurance and pension.

Board/Employee Expenses

- Auto/Travel: Employee travel for business purposes. Includes registration fees and local mileage reimbursement or auto allowance.
- Training/Memberships: Professional memberships and ongoing professional training.
- Board or Committee Related Expenses: Board stipends, travel.

Professional Services

- Auditing/Accounting: Financial auditing and accounting services.
- Legal: General Counsel, construction legal and any other legal services not directly chargeable to specific construction projects.
- Program Management: Contracted project administration support which cannot be charged to specific projects. Consists primarily of special studies, community relations, and those activities of support contractors which address general agency needs.
- State/Federal Advisory Services: State & Federal legislation research, monitoring and funding application services.
- Risk Management: Administrative fee for analyzing insurance requirements, reviewing in-house and contractor policies and obtaining insurance.
- Insurance: Annual insurance premiums.
- Equipment Expense: Purchase/lease and maintenance of office equipment such as copiers, printers and computers.
- Office Expense: Rent on office space, including maintenance and miscellaneous expense.
- Office Operations: Office supplies, postage, printing/copying and telephones.
- Other: General advertising, subscriptions, payroll service fees, etc.

BUDGET GLOSSARY

Direct Expenses: The proposed FY 21-22 direct expense budget assumes two projects in major construction (Fairway and Fullerton), one project beginning construction (Durfee) and four projects in design (At-grade safety improvements, Turnbull Canyon, Montebello and Rio Hondo). For the active construction projects staff used the construction schedules to determine the rate of construction and determine the anticipated contractor expenditures. For the four projects in design staff included in the project budget the final design as well as the current estimated cost of land acquisition if applicable to the project. It should be noted that the pace and cost of land acquisition is the most speculative part of the budget estimates and may change if cost settlements require court action.

- Betterments: City funded work that City desires to have the SGVCOG construct concurrently with project (e.g. street modifications, beautifications).
- Program Management: The portion of overall program management expenses which can be directly charged to projects; consists primarily of design and utility relocation support, land acquisition related services and office support.
- Legal: Legal expenses which can be directly charged to specific projects for land acquisition activities.
- Design: Preparation of project plans, specifications and estimates and support during construction.
- Right of Way Acquisition: Property acquisition costs, closing costs, appraisals, surveys, miscellaneous acquisition support costs.
- Utility Relocation: Costs of relocating utilities, including design.
- Construction Management: Field oversight of construction.
- Railroad: Railroad (UPRR and Metrolink) charges to projects for project support, design, procurement and construction.
- Construction: Payment to construction contractors.
- Third Party Review: Payment to outside agencies (e.g., UPRR, Cities, LA County) for their costs to review and approve project designs and submittals.
- UPRR Invoice Review: Use of an outside contractor to review UPRR billings for errors, mischarges, questionable costs, etc.
- Advertising: Cost of advertising construction contracts.
- Utilities (Site): Cost of utilities service to construction sites.

EXHIBIT A

STAFF POSITIONS AND SALARY RANGES

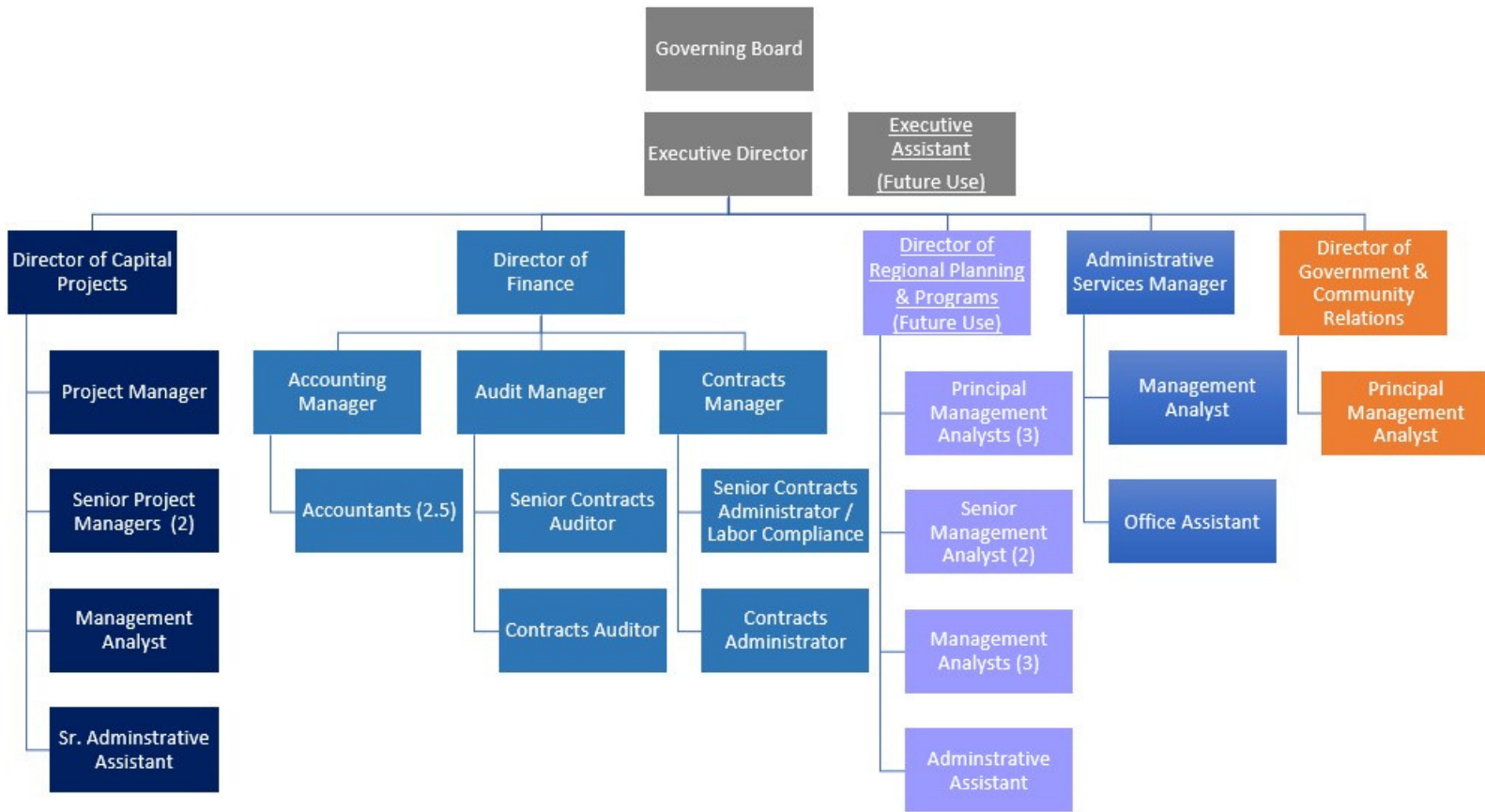
Full-Time Positions

Grade	Range Min	Range Max	Classification Title
100	167,705	238,405	Executive Director
99	152,280	216,553	Director of Capital Projects Director of Finance Director of Regional Planning Director of Government & Community Relations
98	138,600	197,029	Senior Project Manager
97	128,778	183,131	
96	119,793	170,355	
95	111,436	158,470	
94	103,615	144,242	Administrative Services Manager Accounting Manager Audit Manager Contracts / Procurement Manager Project Manager
93	96,498	134,291	Principal Management Analyst
92	89,766	124,922	Senior Contracts Auditor Sr. Contracts Administrator/Labor Compliance Officer
91	83,502	116,205	
90	77,677	108,098	Senior Management Analyst
89	72,257	100,557	Senior Accountant Contracts Auditor Contracts Administrator/Labor Compliance Officer
88	67,216	93,541	
87	62,498	85,102	Management Analyst Accountant Executive Assistant Engineering Technician
86	58,137	79,164	
85	54,081	73,641	Senior Administrative Assistant Management Aide
84	50,308	68,504	Accounting Technician Administrative Assistant
83	46,772	62,005	
82	43,509	57,679	Office Assistant
81	40,473	53,655	
80	37,649	49,912	

Part-Time Positions

Part Time Positions	Hourly Rate
Project Assistant	\$ 25
Office Assistant	\$ 18
Intern (Graduate Student)	\$ 18
Intern (Undergraduate Student)	\$ 16

ORGANIZATION CHART



Contact

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