

SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

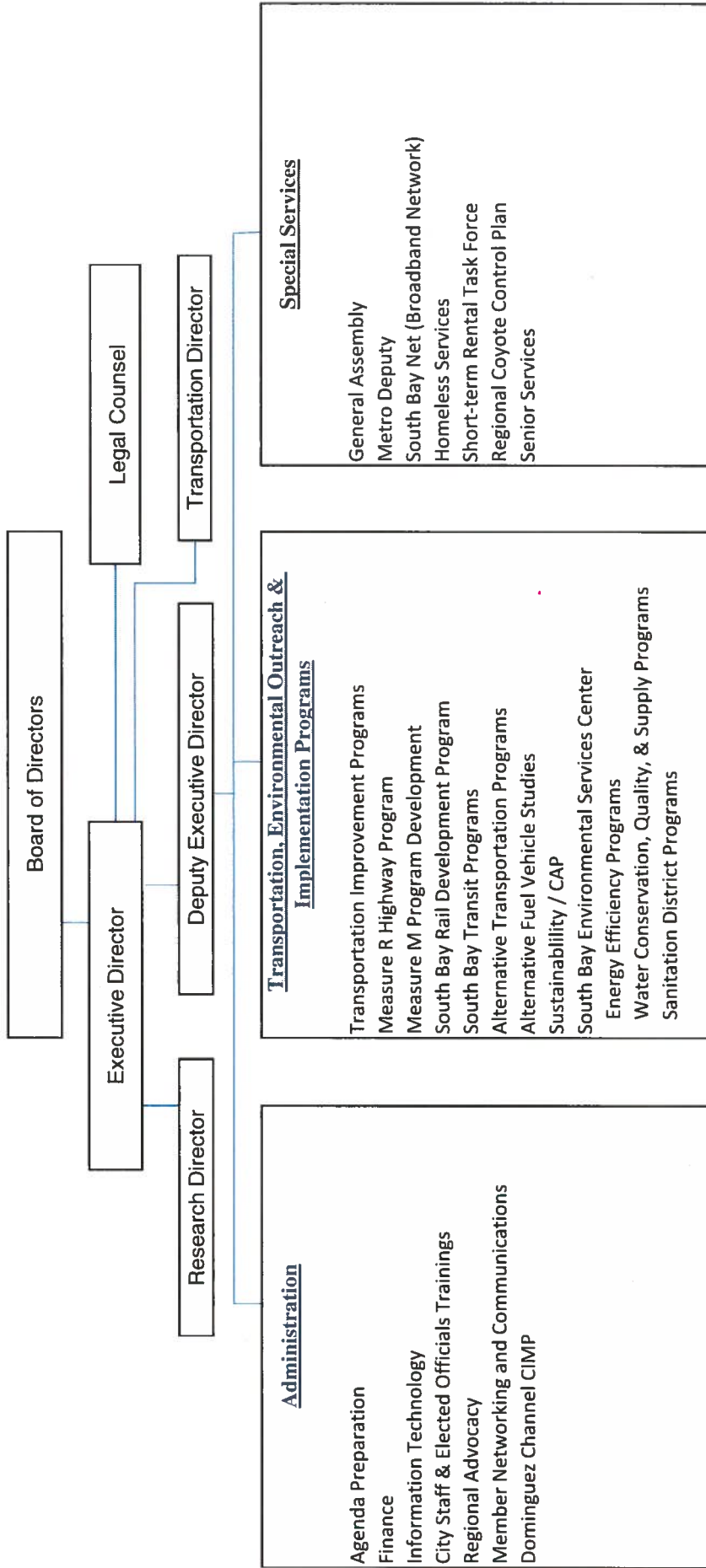
PROPOSED BUDGET

FISCAL YEAR 2018-2019



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

**SBCCOG
ORGANIZATIONAL STRUCTURE
PROPOSED BUDGET FISCAL YEAR 2018-2019**



- Goal A: Environment, Transportation and Economic Development
- Goal B: Regional Advocacy
- Goal C: Member Networking and Communications
- Goal D: Organizational Stability

SBCCOG
ESTIMATED BUDGET SUMMARY
PROPOSED BUDGET FISCAL YEAR 2018-2019

	ACTUAL FY 16-17	ADOPTED BUDGET FY 17-18	YTD AS OF 04/18/18	PROPOSED BUDGET FY 18-19	INCREASE (DECREASE) FY18-19/FY17-18 AMOUNT PERCENT
Dues	\$ 332,500	\$ 352,500	\$ 352,500	\$ 372,500	\$ 20,000 5.67%
Other General Fund Revenues	265,552	274,858	234,463	234,194	(40,664) -14.79%
Grant Revenues	2,085,844	1,658,348	1,131,306	1,347,717	(310,631) -18.73%
Total Revenues	\$ 2,683,896	\$ 2,285,706	\$ 1,718,269	\$ 1,954,411	\$ (331,295) -14.49%

EXPENDITURES:

Salaries & Benefits	\$ 785,108	\$ 731,640	\$ 583,609	\$ 760,817	\$ 29,177 3.99%
Professional/Contractual	1,222,630	1,275,430	848,543	887,227	(388,203) -30.44%
Supplies & Services	428,694	329,796	224,802	335,479	5,683 1.72%
Total Expenditures	\$ 2,436,432	\$ 2,336,866	\$ 1,656,954	\$ 1,983,522	\$ (353,344) -15.12%
Estimated Balance (Deficit)	\$ 247,463	\$ (51,160)	\$ 61,316	\$ (29,111)	\$ 22,049 -43.10%
Provide for Reserve	20,000	20,000	20,000	20,000	-
Estimated Balance (Deficit)	\$ 227,463	\$ (71,160)	\$ 41,316	\$ (49,111) *	\$ 22,049 -30.98%

NOTE ON THE RESERVE:

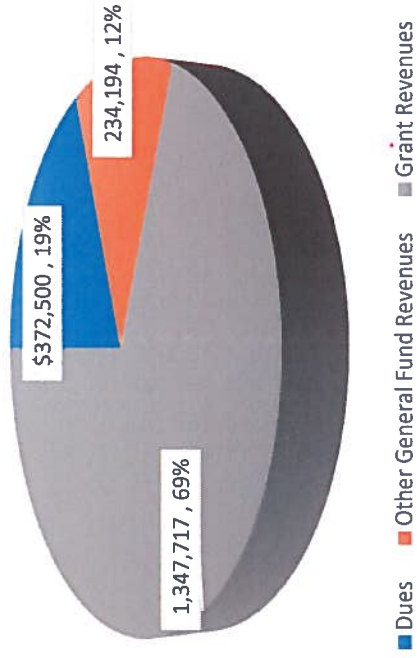
As of April 30, 2018, the SBCCOG has monies deposited at the Local Agency Investment Fund (LAIF) for \$82,773.47. This amount includes the following contributions:

Prior to FY 15-16	\$ 53,371.85
FY 15-16	8,000.00
FY 16-17	20,000.00
Accumulated interest	1,401.62
April 30, 2018	\$ 82,773.47
FY 17-18	20,000.00
June 30, 2018	\$ 102,773.47

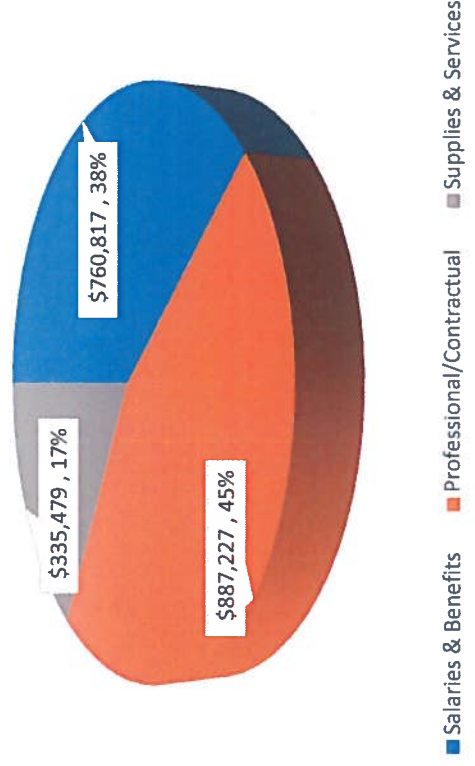
* The estimated deficit of \$49,111 for FY18-19, may be funded by an anticipated additional revenue which was recognized after the proposed budget was completed.

**SBCCOG
ESTIMATED REVENUES/ ESTIMATED EXPENDITURES CHARTS
PROPOSED BUDGET FISCAL YEAR 2018-2019**

ESTIMATED REVENUES FY 2018-2019: \$1,954,411



ESTIMATED EXPENDITURES FY 2018-2019: \$1,983,522



SBCCOG
ESTIMATED REVENUE DETAILS
PROPOSED BUDGET FISCAL YEAR 2018-2019

REVENUE SOURCE	ACCOUNT CODE	ACTUAL FY 16-17	ADOPTED BUDGET FY 17-18	YTD AS OF 04/18/18	PROPOSED BUDGET FY 18-19	INCREASE (DECREASE) FY18-19/FY1718	PERCENT
		\$	\$	\$	\$	AMOUNT	PERCENT
Dues	4020	332,500	352,500	352,500	372,500	20,000	5.67%
General Assembly Sponsorship	4050	66,810	60,000	57,750	60,000	-	-
Holiday Light Exchange	4055	2,500	2,800	7,550	2,800	-	-
MTA South Bay Deputy	4070	91,989	92,000	71,816	97,944	5,944	6.46%
Interest Income	4090	400	-	435	5,000	5,000	-
Green Business Assist Program	4125	7,500	62,000	34,997	12,000	(50,000)	-80.65%
Reimbursable Expense	4190	1,319	-	415	300	300	-
CIMP Dominguez Channel Admin Fee	4810	94,934	58,058	61,500	56,150	(1,908)	-3.29%
Miscellaneous Revenue	4999	100	-	-	-	-	-
Sub-total General Fund Revenues		\$ 598,052	\$ 627,358	\$ 586,963	\$ 606,694	\$ (20,664)	-3.29%
SBWIB Broadband Income	4135	14,500	-	11,730	18,700	18,700	-
SBWIB Telework	4136	-	-	-	15,000	15,000	-
PUC SCE/SCG Contract	4510	690,396	490,000	318,945	400,000	(90,000)	-18.37%
SCG-DWP Outreach	4512	30,000	30,000	30,000	40,000	10,000	33.33%
WBMWD Contract	4520	172,750	195,180	131,689	185,000	(10,180)	-5.22%
Sanitation District	4525	49,000	49,000	36,750	49,000	-	-
Torrance Water	4540	18,400	26,250	19,688	26,250	-	-
Metro Vanpool	4545	26,303	36,000	11,461	36,000	-	-
Metro Express Lane	4546	60,000	48,000	24,000	48,000	-	-
Metro Smart Mobility	4548	159,637	56,456	36,534	-	(56,456)	-100.00%
ZEV-CEC MUD	4552	81,964	-	-	-	-	-
Charge Bliss	4553	15,688	10,817	9,312	-	(10,817)	-100.00%
Measure R	4570	316,402	309,520	46,052	200,000	(109,520)	-35.38%
Metro SGC	4575	344,804	344,045	359,968	-	(344,045)	-100.00%
PACE (HERO, Ygrene)	4580	14,153	15,500	4,189	4,600	(10,900)	-70.32%
HERO Renewables	4581	10,500	20,000	7,500	-	(20,000)	-100.00%
EUC Outreach Ambassador	4585	29,325	-	-	-	-	-
Home Upgrade (REN/Bki)	4587	25,000	-	-	-	-	-
Center for Sustainable Energy	4588	-	-	15,000	-	-	-
Integrated Pest Management	4589	-	2,580	4,266	6,000	3,420	132.56%
Homeless (PATH)	4600	27,022	25,000	22,838	25,000	-	0.00%
Homeless - LA County	4601	-	-	18,713	79,167	79,167	-
Water Replenishment District	4610	-	-	22,671	65,000	65,000	-
Measure M	4611	-	-	-	150,000	150,000	-
Sub-total Grant Revenues		\$ 2,085,844	\$ 1,658,348	\$ 1,131,306	\$ 1,347,717	\$ (310,631)	-18.73%
Total Estimated Revenues		\$ 2,683,896	\$ 2,285,706	\$ 1,718,269	\$ 1,954,411	\$ (331,295)	-14.49%

SBCCOG

**ESTIMATED EXPENDITURE DETAILS BY ACCOUNT
PROPOSED BUDGET FISCAL YEAR 2018-2019**

EXPENDITURE CATEGORY	ACCOUNT CODE	ACTUAL FY 16-17	ADOPTED BUDGET FY 17-18	YTD AS OF 04/18/18	PROPOSED BUDGET FY 18-19	INCREASE (DECREASE) FY 18-19/FY17-18	PERCENT
		\$	\$	\$	\$	AMOUNT	PERCENT
Salaries/Regular	6010	\$ 649,094	\$ 607,220	\$ 485,508	\$ 636,166	\$ 28,946	4.77%
Overtime	6011	295	-	909	1,000	1,000	-
Medical/Deferred Comp	6012	61,750	59,886	46,750	60,000	114	0.19%
Life Insurance	6013	1,002	1,054	855	1,170	116	10.99%
Social Security	6014	39,738	37,650	29,213	39,823	2,173	5.77%
Medicare	6015	9,293	8,800	6,832	9,239	439	4.99%
FUTA	6016	539	-	503	420	420	-
California SUI-ER	6017	5,567	-	5,205	4,340	4,340	-
Workers' Comp	6018	9,208	13,070	4,512	4,839	(8,231)	-62.98%
Employee Reimbursable Exp	6019	8,622	3,960	3,323	3,820	(140)	-3.54%
Sub-total Salaries & Benefits		\$ 785,108	\$ 731,640	\$ 583,609	\$ 760,817	\$ 29,177	3.99%
Office Supplies	6201	\$ 37,509	\$ 14,910	\$ 7,273	\$ 15,000	\$ 90	0.60%
Postage	6202	605	-	450	700	700	-
Refreshments	6203	25,798	17,110	8,083	17,110	-	-
Membership Dues	6204	6,554	11,160	10,297	11,461	301	2.70%
Mileage Reimbursement	6205	1,568	-	641	1,392	1,392	-
Meetings/Conferences	6206	64,318	43,500	18,223	26,000	(17,500)	-40.23%
Staff Training/Development	6207	1,495	3,000	150	3,000	-	-
Newsletter	6208	8,688	8,780	6,401	8,400	(380)	-4.33%
Audit Fees	6209	5,679	6,000	2,500	6,500	500	8.33%
Contractual Services	6210	832,611	870,430	464,755	467,227	(403,203)	-46.32%
Professional Services	6211	390,019	405,000	383,787	420,000	15,000	3.70%
Rent	6212	143,587	146,560	97,595	150,234	3,674	2.51%
Equipment Lease	6213	13,161	10,742	7,892	11,400	658	6.13%
Telephone	6214	8,064	8,360	6,300	8,679	319	3.82%
IT Services/Maintenance	6215	78,918	48,521	44,851	48,067	(454)	-0.94%
Software/Hardware	6216	19,251	10,453	7,272	21,236	10,783	103.16%
Liability Insurance	6217	2,113	-	1,754	2,000	2,000	-
Subscription/Advertising	6218	2,848	-	-	1,000	1,000	-
Miscellaneous Supplies/HLE	6219	8,240	-	5,059	2,800	2,800	-
Miscellaneous Expenses	6225	299	700	61	500	(200)	-28.57%
Sub-Total Supplies & Services		\$ 1,651,324	\$ 1,605,226	\$ 1,073,344	\$ 1,222,706	\$ (382,520)	-23.83%
Total Operating Expenditures		\$ 2,436,432	\$ 2,336,866	\$ 1,656,954	\$ 1,983,522	\$ (353,344)	-15.12%
Provide for Reserve		20,000	20,000	20,000	20,000	-	-
Grand Total		\$ 2,456,432	\$ 2,356,866	\$ 1,676,954	\$ 2,003,522	\$ (353,344)	-14.99%

SBCCOG
APPROVED SALARY SCHEDULE BY POSITION/BY FUNCTION
FISCAL YEAR 2018-2019

POSITION	ADMINISTRATION		GRANT SERVICES		SPECIAL SERVICES		TOTAL SALARY	TOTAL % DISTRIBUTION
	SALARY	% DISTRIBUTION	SALARY	% DISTRIBUTION	SALARY	% DISTRIBUTION		
Administrative Officer - Tier 1	\$51,150	55%	\$40,920	44%	\$930	1%	\$93,000	100%
Senior Project Manager - Tier 1	-	-	\$87,000	99%	\$1,000	1%	\$88,000	100%
Accountant - Tier 3	\$44,550	55%	\$35,640	44%	\$810	1%	\$81,000	100%
Project Manager - Tier 2	-	-	\$38,000	54%	\$32,000	46%	\$70,000	100%
Environmental Services Analyst III - Tier 3	-	-	\$86,000	99%	\$1,000	1%	\$87,000	100%
Environmental Services Analyst III - Tier 2	-	-	\$81,000	99%	\$1,000	1%	\$82,000	100%
Environmental Services Analyst III - Tier 1	-	-	\$76,000	99%	\$1,000	1%	\$77,000	100%
Environmental Services Analyst II - Tier 3	-	-	\$71,000	99%	\$1,000	1%	\$72,000	100%
Environmental Services Analyst II - Tier 2	-	-	\$66,500	99%	\$500	1%	\$67,000	100%
Environmental Services Analyst II - Tier 1	-	-	\$61,000	98%	\$1,000	2%	\$62,000	100%
Environmental Services Analyst I - Tier 3	\$11,970	21%	\$43,890	77%	\$1,000	2%	\$57,000	100%
Environmental Services Analyst I - Tier 2	\$11,000	21%	\$40,000	77%	\$1,000	2%	\$52,000	100%
Environmental Services Analyst I - Tier 1	-	-	\$47,000	100%	-	-	\$47,000	100%
Administrative Assistant - Tier 3	\$5,000	11%	\$38,500	86%	\$1,500	3%	\$45,000	100%
Administrative Assistant - Tier 2	\$2,000	5%	\$36,500	91%	\$1,500	4%	\$40,000	100%
Administrative Assistant - Tier 1	\$2,000	6%	\$31,500	90%	\$1,500	4%	\$35,000	100%
Part-time Hourly Staff (ESAs for events)	-	-	\$9,500	95%	\$500	5%	\$10,000	100%

**SBCCOG
PROFESSIONAL / CONTRACTOR LABOR DISTRIBUTION
PROPOSED BUDGET FISCAL YEAR 2018-2019**

	ADMINISTRATION		GRANT SERVICES		SPECIAL SERVICES		TOTAL AMOUNT	TOTAL % DISTRIBUTION
	AMOUNT	% DISTRIBUTION	AMOUNT	% DISTRIBUTION	AMOUNT	% DISTRIBUTION		
PROFESSIONAL SERVICES								
Executive Director (JB) and staff - appx. Jacki Bacharach and Associates \$176,800; - appx. \$243,200 (subs to JB)	\$231,000	55%	\$168,000	40%	\$21,000	5%	\$420,000	100%
CONTRACTOR SERVICES								
Transportation Director - Steve Lantz - Includes 3% increase	\$12,396	11%	\$100,294	89%	-	-	\$112,690	100%
Research Director - Siembab Corp.	-	-	\$15,000	100%	-	-	\$15,000	100%
Energy Efficiency Engineer - GSE Solutions	-	-	\$177,500	100%	-	-	\$177,500	100%
Metro Deputy - Mike Bohlke	-	-	-	-	\$102,534	100%	\$102,534	100%
Add'l transportation consultants -Measure R	-	-	-	-	-	-	-	-
Legal Fees - Measure R and Dominguez Channel CIMP	-	-	\$5,000	100%	-	-	\$5,000	100%
Additional consultants or staff as needed on contracts for project development funds	-	-	\$50,000	83%	\$10,000	17%	\$60,000	100%
Estimated Professional & Contractor Expenses FY 2018-19	\$243,396		\$515,794		\$133,534		\$892,724	

SBCCOG
LIST OF ACRONYMS USED
PROPOSED BUDGET FISCAL YEAR 2018-2019

<u>ACRONYM</u>	<u>DEFINITION</u>
CA-SUI	California State Unemployment Insurance
CAP	Climate Action Plan
CEC	California Energy Commission
CIMP	Coordinated Integrated Monitoring Program
CPUC	California Public Utilities Commission
DWP	Department of Water & Power
EUC	Energy Upgrade California
FTE	Full Time Equivalent
FUTA	Federal Unemployment Tax Act
FY	Fiscal Year
GA	General Assembly
GBC	Green Building Challenge
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
LGSEC	Local Government Sustainability Energy Coalition
MEL	Metro Express Lanes
MTA	Metropolitan Transportation Authority
ODC	Other Direct Costs
PACE	Property Assessed Clean Energy
PATH	People Assisting the Homeless
SB	South Bay
SBCCOG	South Bay Cities Council of Governments
SCE	Southern California Edison
SCG	Southern California Gas
SGC	Strategic Growth Council
WBMWD	West Basin Metropolitan Water District
WRCOG	Western Riverside Council of Government
WRD	Water Replenishment District
ZEV	Zero Emission Vehicle

South Bay Cities Council of Governments

June 28, 2018

TO: SBCCOG Board of Directors
FROM: SBCCOG Steering Committee
RE: Response to Budget Inquiry

Adherence to Strategic Plan:

GOAL D: *Organizational Stability*. Be a high performing organization with a clear path to long-term financial health, staffing continuity and sustained board commitment.

Background

At the May Board meeting an inquiry was made about the breakdown of the compensation for Jacki Bacharach and Associates. In order to provide a complete year, the information that follows is both the 2016/2017 and 2017/2018 (est.) fiscal years.

Additionally, it is important to note that the Jacki Bacharach and Associates contract is for administrating the functions of the SBCCOG and SBESC. The compensation provides for the opportunity to develop new projects and respond to issues as the Board directs. I have attached the scope of work in the contract for which I and my subcontractors are responsible.

Compensation for

	July 2016 to June 2017:	July 2017 to June 2018 estimate:
Kim Fuentes	\$ 113,320	\$114,320
Rosemary Lackow	11,403	9,996
Natalie Champion	40,155	43,470
Siembab Corporation Includes subcontractors	37,628	47,967
Jacki Bacharach	172,494	171,022
Preeti Verma		12,225
Dan Sturges		1,000
Returned to SBCCOG	30,000	
Total budget	\$ 405,000	\$400,000

Please note that all of the subcontractors receive no expenses other than business meals and parking costs with receipts. They also have to pay 100% of their taxes such as social security and there are no benefits.

Additionally Jacki Bacharach and Associates passes through subcontractors' compensation without mark-up.

RECOMMENDATION

Receive and file

Exhibit “A” - Scope of Work

ADVOCACY

1. ***Provide focus and facilitate communication on issues of mutual benefit to member cities of the SBCCOG;***
 - A. ***Legislative Interaction*** - In coordination with the L.A. Division of the League of California Cities, monitor legislation that would impact the South Bay and work closely with Legislative staff representatives at the State and County levels to assure communication of the COG’s position on issues affecting the South Bay. Coordinate periodic meetings with Legislators or their staff member representatives to maintain positive relations and open communications. Provide monthly updates on the status of identified legislation.
 - B. ***Tracking Regional issues*** – Review and comment on RTP, AQMP, Metro LRTP, SB 375, RHNA, etc. On behalf of the SBCCOG, coordinate sub regional input on regional documents.

2. ***Organize and provide lobbying assistance to SBCCOG;***
 - A. ***Legislative Advocacy*** – For specific issues identified by the Steering Committee as important to elected officials and City Managers, work closely with the League of California Cities, the L.A. Division of the League and other organizations deemed appropriate by the Steering Committee to take positions and advocate on legislation that affects South Bay cities.
 - B. ***SBCCOG Sponsored Legislation*** - Coordinate a coalition effort to secure passage of any legislation the Board may wish to sponsor.
 - C. ***Calls to Action*** - Be prepared to communicate to the Steering Committee and City Managers as new issues arise.

3. ***Act as principal Liaison to other regional, state, and federal agencies as necessary to effectively provide input on SBCCOG’s behalf;***
 - A. ***Agency Liaison*** – Promote partnerships with other agencies including Metro, SCAG, Caltrans, AQMD, South Bay Association of Chambers of Commerce, other COGs, League of California Cities, individual Chambers of Commerce, etc., on subject matters, projects and issues agreed upon by the Steering Committee. In addition, work with elected officials and City Managers to coordinate the sub region’s input to regional agencies helping to reduce the need for city staff attendance at agency meetings and resulting in employee timesaving.
 - B. ***Coordination*** – Provide information from other agencies to SBCCOG members in a timely, accurate and understandable manner.
 - C. ***Attendance*** - Participate and/or serve on committees as needed to communicate the position of the SBCCOG.
 - D. ***Agency candidate recommendation*** - following existing policy, conduct a process for evaluation of candidates and recommendation to those agencies seeking representation by the SBCCOG.

PROGRAMS AND PROJECTS

4. ***Develop and provide ideas for funded programs;***
 - A. ***Work Program*** - Develop and bring forward ideas to the City Managers, Steering Committee and Board to propose for funding. Once projects are funded, oversee the consultant selection process if required, develop agreements and recommendations for approval by the Board and then manage consultant/SBCCOG employee work.
 - B. ***Coordination*** - Provide for attendance at SCAG meetings when necessary to give input on policy issues and for sub-regional coordination. Participate in meetings of regional agencies as needed to ensure that their requirements are not onerous to South Bay cities.

5. *Ensure distribution of information to member cities and facilitate program development;*

- A. *Program development*** - On an annual basis, work with the Board, Steering Committee and City Manager's group to identify and recommend to the Board, annual goals and collective areas of need for member cities. Recommend as appropriate, projects for the sub-region. An assessment of the projects status shall be presented to the Board and City Manager's group for comment and modification if necessary.
- B. *Project Implementation*** – Coordinate through each respective City Manager or their designee, all of the programs and projects including: expenditure of \$906 million of Measure R Highway funds, leveraging transportation funding sources, climate action planning including updates of baseline greenhouse gas emission inventories, and responses to state requirements such as SB 375. Report project progress monthly or as determined to the Steering Committee.
- C. *Communication*** – Use a range of communication media including e-mails, web sites (both for SBCCOG & SBESC), quarterly newsletter, General Assembly, and regular committee and staff working group meetings. Maintain and update the information on the SBCCOG & SBESC web sites. Work to improve productivity of social networking media and interactive displays for the identified communication channels. Evaluate effectiveness and recommend any improvements annually.
- D. *General Assembly*** – Plan and produce an annual event with the objective of identifying relevant issues affecting the South Bay and of interest to the member cities and creating a program with knowledgeable speakers addressing these issues.
- E. *Meetings*** – Prepare and distribute/post: agendas, staff reports, public notices, announcements and maintain minutes for meetings as requested by the Steering Committee and required by the Brown Act and Records Retention Schedule.

GRANT WORK

6. *Present potential new beneficial activity and seek grant funding for additional projects that support SBCCOG goals/member cities' needs;*

- A. *Grants*** – Communicate and coordinate with elected officials and City Managers of cities that may be eligible to reach out beyond their borders to tap into funding opportunities. Work to research grant opportunities and pursue them when they can add value to the services and programs of the South Bay cities without adding unnecessary time and cost. Inform the Board periodically on the status and benefits of the selected pursuits. Prepare timely letters of support for cities with projects of regional benefit.
- B. *New Project Scopes of Work*** – With the concurrence of the Steering Committee, prepare each project description for grant funding that addresses issues of importance to the South Bay sub-region. Input will be solicited from members.
- C. *Studies*** - Conduct studies as funding becomes available or seek funding for studies to support further understanding of issues of concern to the South Bay.
- D. *Energy Efficiency*** – Consistent with the annual goals development, seek funding to expand the South Bay Environmental Services Center and programs that will provide efficiencies to South Bay cities and other public agencies.

7. *Supervise SBCCOG employees who will be working on grants from Southern California Edison, the Gas Company, West Basin Municipal Water District, Torrance Water, L.A. County Sanitation District, Metro, California Energy Commission and prepare and administer all future grants obtained for the SBCCOG;*

- A. *Administration*** – Oversee and manage the staff hired by SBCCOG to operate the South Bay Environmental Service Center (SBESC) office. Assure full time, on-site supervision of employees and management of the SBESC operations.
- B. *Outreach and Education*** – Facilitate and promote highly informative training programs for residents and public agencies on a quarterly basis. The programs can include specialized courses for businesses.
- C. *Water Partnership*** – Work with the Water District in the South Bay to expand water saving services and programs. Assure that SBESC staff will continue to work with utility partners on new programs and rebate opportunities.
- D. *Coordination*** – Coordinate action on issues of concern to the sub-region with the utilities such as reliability. Facilitate tours.

- E. *EE+* - Propose and recommend “out of the box” programs to the Board that will benefit our cities, school districts and other public agencies that will enable them to jointly procure energy efficient equipment at reduced prices and reduced staff time.
- F. *Additional Programs & Projects* - With the concurrence of the Steering Committee, research and apply, when appropriate, for funding to enhance the programs of the SBESC.

ADMINISTRATION

8. Encourage/enhance outreach efforts to member cities as well as South Bay Community regarding activities, efforts of SBCCOG and issues impacting sub region;

- A. *New Member Orientation* – As a regional organization, it is vital that each newly elected official and City Manager be informed of the benefits, capabilities and resources of the SBCCOG. A “New Member Welcome Packet” of materials describing the benefits, capabilities and resources will be prepared and distributed through the city with an SBCCOG orientation session to include the new member, Executive Director and City Manager as desired. Schedule as needed a periodic orientation for all Council Members on regional governance.
- B. *Media* – Ensure prompt response to media information requests that are in the SBCCOG purview including referring them to the appropriate city. Ensure that the Chair and Steering Committee are informed when media contacts are received.

Communication Channels:

SBCCOG Web Site – Maintain the web site to ensure that the information is current and accessible in a user-friendly manner and resources added and updated.

South Bay Watch - Ensure that the SBCCOG *Bay Watch* is a professional looking easy to read newsletter that shares city stories and keeps the cities and community up to date on SBCCOG and SBESC programs.

SBESC Web Site – Provide the same oversight and attention to the e-newsletter, web site and publications of the South Bay Environmental Services Center.

Social Networking – Ensure that the SBCCOG and SBESC are using latest communication strategies effectively and productively

9. Oversee/coordinate activities of all SBCCOG committees/working groups;

- A. *Committees & Working Groups* – Provide administrative staff support and advice to Committee and Working Group chairs to create agendas that are meaningful to participants, publicize meetings and activities, coordinate speakers, obtain meeting locations, prepare handouts, and draft minutes. Offer regional agency representatives the opportunity at these forums to inform city representatives of their programs where pertinent.
- B. *City Managers’ Association* –Prepare a written monthly report for City Managers of SBCCOG programs and projects for distribution prior to the monthly meeting. Attend meetings, and take minutes. Be prepared to discuss major items of importance and report on outstanding actions.

10. Develop an up-to-date comprehensive organized tracking system for all work projects and income and expenditures of SBCCOG;

- A. *Finance* –Following existing policies for the handling of SBCCOG revenue and expenses, working with the bookkeeper, prepare a report for monthly review and approval by the Steering Committee. Subsequent to each annual audit, review existing policies as well as any potential improvements or recommendations resulting from the audit for approval by the Steering Committee. Ensure that all invoices are reviewed by the Steering Committee before payment. If an invoice must be paid in advance of the Steering Committee meeting and under the Executive Director’s authority, ensure that it is reported to the Steering Committee. Oversee the preparation of the quarterly financial reports and the annual budget. Ensure that bills are promptly paid and an audit is done annually.
- B. *Annual Budget* - Prepare a budget of revenue and expenditures that aligns with the fiscal year and report quarterly on status. Involve all stakeholders in the development of the budget. Present the budget to the

Steering Committee for initial review and to the Board for approval. Obtain approval for any adjustments from the Board.

- C. Budget Updates** - Provide budget adjustments of modifications to the Steering Committee for review. Present the revised budget to the Board for approval.
- D. Record Keeping** - Maintain all records in accordance with the SBCCOG records retention ordinance.
- E. FPPC Reporting** – Collect and file annual Form 700 FPPC forms for all Board members and alternates as well as keeping current required filings throughout the year.
- F. Correspondence** - Prepare letters that are timely and express the SBCCOG position on issues, legislation, regional plans, thank you notes for speakers and sponsors and for newly elected or re-elected officials in the South Bay as well as certificates of appreciation and other documents as required.
- G. Project Tracking** – Provide timely, professional and thorough tracking of SBCCOG projects and funding. Quarterly updates shall be provided to the Steering Committee to include status, schedule and cost variance to planned expenditure. Ensure that all grant fund reporting is completed in a timely and accurate manner.

11. Supervise/manage all administrative/clerical support functions in support of COG projects/goals and objectives;

- A. Meetings** – Prepare agendas for all Board meetings and distribute them one week in advance of the meetings with proper legal notice, as required. A master calendar will be maintained and posted on the SBCCOG web site.
- B. Mailing lists and membership/contact lists** – Maintain current Board rosters. After each election, update City Council composition and legislative representatives as well as the Council officers.
- C. Training** – Bring informative training programs to both elected officials and staff that enhance their ability to perform in their position.

12. Develop a Succession Plan;

- A. Growth and evolving responsibilities** - The SBCCOG continues to grow with unique roles in regional transportation, environmental outreach and education, and engaging legislative representatives and their staff members on issues that affect the South Bay. The SBCCOG also serves as a representative for numerous organizations affecting quality of life in the South Bay to include SCAG, the Santa Monica Bay Restoration Commission, League of California Cities and the MTA Service Council.
- B. Strategic Plan** - In recognition of this growth and the importance of serving the South Bay in the future, present to the Board semi-annual updates of the strategic plan which was created as guidance document for five years and adopted by the Board in January, 2014. Work with the Steering Committee to determine the timing for the next strategic plan.
- D. Succession Planning** – Maintain complete and current descriptions of the work scope for each employee and contractor. Identify and develop individuals who can work alongside the Executive Director and be knowledgeable of the policies, procedures and practices necessary to accomplish the goals and objectives of the organization.