

# South Bay Cities Council of Governments

January 12, 2015

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director

RE: Policies and Procedures

## **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 last Steering Committee meeting, a request was made for us to review the adopted policies and procedures of the SBCCOG. Besides all of the policies and procedures proscribed by the Joint Powers Authority and the Bylaws, several other policies have been adopted and are reviewed below. More detail on these policies is available on request and at the meeting.

## **November, 2000 – Investment Policy**

- The SBCCOG's investments shall be limited to the following investment media as the same may be further limited by provisions of the California Government Code:
  - The Local Agency Investment fund administered by the Treasurer of the State of California.
  - The Los Angeles County Pooled Investment Fund
  - Certificates of Deposit, insured by the Federal Deposit Insurance Corporation and which mature in one year or less.
  - Securities backed by the full faith and credit of the United States Government and which mature in one year or less.
  - Money market savings accounts and demand deposits provided that no deposits in any one institution shall exceed the amount insured by the Federal Deposit Insurance Corporation.
- The SBCCOG shall strive to maintain the level of investment of its idle funds at as near 100% as possible, through timely projected cash flow determinations. Investment transactions are the responsibility of the SBCCOG Treasurer.

## **October, 2005 - Travel Policy**

Travel is reimbursable by the SBCCOG under the following conditions:

- All reimbursement for travel shall be on a case by case basis and approved by the Steering Committee. If the trip comes up between meetings, the Chair can authorize the expense and it will be reported at the next Steering Committee meeting.
- Only Board members or Alternates shall be eligible for reimbursement after they have used any travel funds that their city provides first.

- Travel shall be reimbursed if the purpose of the trip is to promote part of the SBCCOG work program and if the traveler is representing the SBCCOG. This would include conferences or seminars on specific topics with subject matter experts but not general conferences of League of Cities, Contract Cities or Independent Cities Association.
- Only 2 board members or alternates will be reimbursed on any individual trip. Preference will be given to those that serve on SBCCOG committees or attend SBCCOG working group meetings.
- Reimbursement will be made for travel, food and lodging.
- A report on the trip will be required to be submitted along with the reimbursement request. It should include the purpose of the trip, whether it met expectations and whether there are any next steps for the SBCCOG.
- Travel for the SBCCOG staff is approved by the Steering Committee separate from this policy and on a case by case basis.

### **August, 2008 – Green Purchasing Policy**

### **October, 2008 – Financial Policies and Procedures Manual**

**February, 2009 – Approval of Standing Invoices** that are the same every month and within the adopted budget.

### **August, 2009 - Amendment to Authorization for Contract Approvals**

- The Executive Director has authorization to enter into contracts up to \$2500 with the requirement that these are budgeted and that reports on any contracts entered into be reported to the Steering Committee at the next meeting.
- The Steering Committee has authorization to enter into contracts up to \$7500 with the requirement that they are within the budget.
- Any contract for an item which is not in the budget would be approved by the Board of Directors and include a budget amendment.
- At the beginning of each fiscal year, the Steering Committee will approve payment for the year of invoices that are the same each month such as rent.

### **August 2012 – Terms for SBCCOG representative on outside boards**

- SBCCOG representatives on outside boards serve that have no established terms serve at the pleasure of the SBCCOG. They are expected to regularly attend the meetings to which they were appointed and to report policies, trends and upcoming issues to the SBCCOG Board of Directors on a regular basis.
- Procedures for selection and retention of these representatives are as follows:
  - Representatives who have missed 3 consecutive meetings of the committee that they have been appointed to may be removed by the Steering Committee at a regular meeting. Notice will be sent to the representative that this issue is on the agenda if they wish to come and explain their absences.
  - Appointments will be made for a two year term by the SBCCOG with the ability to reapply at the end of the term. The terms should commence in January of odd years starting in January, 2013. Nominations will be accepted starting in October, 2012.

### **December 2012 - Endorsements for Appointments**

- Appointments: Approved a policy that the SBCCOG will not endorse for representatives on regional or state boards if there is more than one SBCCOG member seeking the position

**May, 2013 – Budget Reserves**

- SBCCOG policy is to maintain a reserve of 25% of expenditures.
- Because of the large number of grants, there should be a 5% reserve for grants.

**August, 2013 – Standard RFP Guidelines established**

RECOMMENDATION

Receive and file