

South Bay Cities Council of Governments

March 22, 2018

TO: SBCCOG Board of Directors

FROM: Jacki Bacharach, SBCCOG Executive Director
Kim Fuentes, Deputy Executive Director

SUBJECT: 2018-19 Budget Preparation Assistance

Adherence to the 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

The South Bay Cities Council of Government (SBCCOG) operations has recently had an organizational restructuring effecting the Administrative Officer position. As a result, the SBCCOG requires outside technical assistance in preparing the 2018-19 budget.

Solicitation for Consultant Assistance

Several technical professionals were contacted, however only Agnes Walker indicated interested in providing services. Mrs. Walker has over 30 years of public finance experience and has worked for many of the SBCCOG member cities including Carson, El Segundo, Hawthorne, Hermosa Beach and Redondo Beach. Her bio is attached. Her fees are reasonable for the tasks required.

Tasks

Mrs. Walker will work with Brooke Heri, SBCCOG Accountant, to prepare the 2018-2019 SBCCOG Budget and make recommendations on budget format as necessary. She is available to work in the SBCCOG offices two days a week to help expedite the work.

RECOMMENDATION

Recommend Board approval for budget preparation assistance with Agnes T. Walker for \$90.00 per hour for an amount not to exceed \$10,000 for a period **March 26** through June 30, 2018.

NOTE: The Steering Committee approved this contract to start on April 2 but the consultant can start on March 26, which would be helpful to the SBCCOG.

March 7, 2018

Ms. Kim Fuentes
Deputy Executive Director
SBCCOG
20285 S. Western Avenue #100
Torrance, CA 90501

Dear Kim:

Thank you for calling me on Monday regarding SBCCOG's need for assistance with preparing the budget for the coming year. As we discussed, I am providing you a brief history of my education and experience.

I have a BS degree major in accounting and I am also a Certified Public Finance Officer, a certification offered by the national organization, Governmental Finance Officers' Association (GFOA). In addition, I completed GFOA's "Advanced Government Finance Institute," a weeklong program at the University of Wisconsin in Madison.

My experience encompasses 30 years working for various municipalities including the Cities of Costa Mesa; Long Beach; Redondo Beach; Buena Park; and Carson. I have also done consulting work with the Cities of El Segundo; Hawthorne; and Hermosa Beach. My last full-time job before I retired in 2011 was with the South Bay Regional Communications Authority. In these organizations, I held upper and middle-management positions with direct hands-on experience in all phases of Public Finance such as: budgeting; accounting; financial reporting; investing; and accounting operations - accounts payable/receivables; cash receipts; bank reconciliation; journal entries; payroll; and so forth. I managed up to seven staff members.

I was very active in the California Society of Municipal Finance Officers (CSMFO), a statewide organization. At some point, I was a Board member; a Vice-Chair/Chair/Senior Adviser of CSMFO's Budget Awards Program; and, the South Bay Chapter Chair.

I have reviewed the SBCCOG current budget posted online and am interested in assisting the organization in its budget preparation and other financial related issues through June 30, 2018. My fee for services is \$90.00 per hour and I anticipate that it will require approximately 111 hours to complete the work (terms for additional services can be discussed as needed). If you can provide a workstation, I am available to come into your office two days a week on Wed. and Thursdays as well as occasionally on Fridays. You can reach me at (310) 320-7726 or at agnes_w@hotmail.com. Excellent references will be provided if needed.

Sincerely yours,

Agnes T. Walker