

South Bay Cities Council of Governments

June 11, 2018

TO: SBCCOG Steering Committee
FROM: Jacki Bacharach, SBCCOG Executive Director
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	<u>30,000</u>	
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.