

SBCCOG EXECUTIVE DIRECTOR EVALUATION FORM

1. Advocacy	
<p>a. Effectively monitor, organize, provide, and coordinate lobbying assistance in coordination with the L.A. Division of the League of California Cities, impending legislation, and regional issues of significance to the South Bay Sub-region. and provide a monthly update to member cities of the SBCCOG on the status of impending legislation.</p>	<p><input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine</p> <p><input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know</p> <p>Comments:</p>
<p>b. Effectively organize and provide/coordinate lobbying assistance to the SBCCOG for legislative advocacy and/or SBCCOG sponsored legislation. This includes acting as principal liaison to other agencies to effectively provide input/position on SBCCOG's behalf.</p>	<p><input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine</p> <p><input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know</p> <p>Comments:</p>
<p>c. Effectively act as principal liaison to other agencies including Metro, SCAG, Caltrans, AQMD, South Bay Association of Chambers of Commerce, other COGs, and League of California Cities, to provide input/position on behalf of the sub-region and the SBCCOG and reduce the need for city staff time at agency meetings.</p>	<p><input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine</p> <p><input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know</p> <p>Comments:</p>
<p>d. Comments on advocacy:</p>	
2. Programs and Projects	
<p>a. Develop and provide ideas for funded programs which includes oversight on proposals for funding, consultant RFPs process, and developing agreements and recommendations for approval.</p>	<p><input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine</p> <p><input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know</p> <p>Comments:</p>
<p>b. Conduct an annual assessment of program development and implementation which includes expenditure of Measure R Highway Funds, and Measure M Multi-Year Sub Regional Program, leveraging transportation funding sources, climate action planning, sustainability work, and responses to state requirements.</p>	<p><input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine</p> <p><input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know</p> <p>Comments:</p>
<p>c. Coordinate through each respective City Manager or their designee, all the programs and projects, including expenditure of \$906 million of Measure R Highway funds and Measure M Multi-Year Subregional Programs, leveraging transportation funding sources, climate action planning and responses to state requirements.</p>	<p><input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine</p> <p><input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know</p> <p>Comments:</p>

<p>d. Use a range of effective communication media including e-mails, websites, quarterly newsletters, and social media for General Assembly, regular committee and staff working group meetings. This encompasses planning and preparing for General Assembly and regular meetings.</p>	<p><input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine</p> <p><input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know</p> <p>Comments:</p>
<p>e. Oversee the funding from the county and progress for Homeless Services as well as special grants that are obtained from time to time. Report project progress monthly or as determined, to the Steering Committee.</p>	<p><input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine</p> <p><input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know</p> <p>Comments:</p>
<p>f. Oversee the development of the South Bay Fiber Network. Report project progress monthly or as determined, to the Steering Committee.</p>	<p><input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine</p> <p><input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know</p> <p>Comments:</p>
<p>g. Comments on programs and projects:</p>	
<p>3. Grant Work</p>	
<p>a. Identify and present potential new beneficial activity and seek grant funding for additional projects that support SBCCOG Goals and member city's needs. This includes identifying and researching grants for eligible cities, preparing description for grant funding, conduct studies and seeking funding to expand SBESC programs.</p>	<p><input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine</p> <p><input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know</p> <p>Comments:</p>
<p>b. Supervise staff for current grant programs used to operate the South Bay Environmental office which includes training programs for residents and public agencies, water partners, coordinating facility tours, programs promoting the use of energy efficiency equipment, and, with approval, applying for funding to enhance programs of the SBESC. This includes oversight of grants from the Gas Company, West Basin Municipal Water District, Torrance Water, LA County Sanitation District, Metro, and any other external agencies that the SBCCOG has contracts.</p>	<p><input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine</p> <p><input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know</p> <p>Comments:</p>
<p>c. Comments on grant work:</p>	

4. Administration	
a. Encourage/enhance outreach efforts to member cities as well as South Bay Community regarding activities, efforts of SBCCOG and issues impacting sub region. This includes new member orientations and media relations.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know Comments:
b. Oversee/coordinate activities of all SBCCOG committee/working groups.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know Comments:
c. Following existing policies for the handling of SBCCOG revenue and expenses, develop an up-to-date, comprehensive, organized reporting of income and expenditures of SBCCOG and other required documentation – this includes annual budget preparation, budget updates, review of invoices by the Steering Committee, quarterly financial reports, record keeping, FPPC reporting, correspondence, and project tracking.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know Comments:
d. After each annual audit, review existing policies as well as any potential improvements or recommendations resulting from the audit for approval by the Steering Committee.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know Comments:
e. Develop, on an ongoing basis, a succession plan which includes – growth and evolving responsibilities for the organization on issues that affect the South Bay; develop, on an on-going basis, Strategic planning for the board; and develop Succession planning which includes formulating and maintaining a written plan for Executive Director successor, and annual evaluations in addition to work scope for each employee and Executive Director.	<input type="checkbox"/> Outstanding <input type="checkbox"/> Very Good <input type="checkbox"/> Fine <input type="checkbox"/> Improvement Needed <input type="checkbox"/> Don't know Comments:
f. Comments on administration work:	

5. Are there additional comments you would like to make that are not within the above categories?