

South Bay Cities Council of Governments

February 23, 2023

TO: SBCCOG Board of Directors
FROM: SBCCOG Steering Committee
SUBJECT: Addition to Financial Policies

BACKGROUND

The SBCCOG has adopted policies which address authority to approve contract renewals. The Ad Hoc Finance Committee has reviewed those policies and does not recommend any changes to the following provisions which authorize:

- The Steering Committee to enter into contracts up to \$7,500 within budget & report to Board
- The Executive Director to enter into contracts up to \$2,500 within budget & report to Steering Committee
- The Steering Committee to approve regular monthly invoice payment once at the beginning of each fiscal year (ex. rent)

PROPOSED ADDITION

There are, however, additions to the adopted policies that would reduce delays and streamline our current process such as waiting for Board meeting approval for contracts dealing with no cost time extensions. Also, when there are contracts that are bringing revenue to the SBCCOG, we don't want to delay approvals. Therefore, the Finance Committee is recommending that the Executive Director can approve:

- All contracts that are no cost with no fiscal impacts
- Contract amendments for funding increases in the amount of \$25,000 or less for contracts that bring revenue to the SBCCOG

RECOMMENDATION

That the Board of Directors approve the proposed additions to SBCCOG Financial Policies from the Finance Committee.