

REVISED EXHIBIT A
July 1, 2006 – June 30, 2007 STAFF TEAM
SCOPE OF WORK
BY QUARTERS OF THE YEAR

Throughout

STRUCTURAL DEVELOPMENT OF THE ORGANIZATION

- **Administrative issues**
 - Prepare Board and Steering Committee agendas
 - Prepare invoices and seek timely payment of grant funding for the SBCCOG (Working with SCAG, county etc.)
 - Work with bookkeeper on financial records
 - Report to funding agencies
 - SCAG re: OWP
 - Respond to SCAG requests for review of OWP funding sources and status
 - Cities in kind match
 - Other reports, as required
 - Work with MTA on previous Call for Projects records for SBCCOG sponsored projects
 - Work with L.A. County Public Works on payments to SBCCOG for signal synchronization information coordination
 - Ensure all required reporting is finished on time and completely.
 - Quarterly budget reports
 - Seek grants and other funding that may become available to further our work program priorities.
 - Staff committees and support working groups
 - Enlarge participation from the number of cities' staff members.
 - Staff Infrastructure Working Group as part of contract with County
 - Provide support to working group chairs and attend as needed.
 - Ensure regular meeting dates and calendar of meetings on the web and in the newsletter.
 - Attend SCAG Subregional Coordinators' Meetings
 - Attend South Bay City Managers' Monthly meetings and report on SBCCOG activities
 - Provide monthly reports to Steering Committee of actions of all projects, committees and working groups
 - Prepare substance of all correspondence and review all materials before they are sent.
 - Respond to inquiries from the phone, web, or other contacts regarding the SBCCOG
 - Ensure compliance with Bylaws on procedures, elections, etc.
- **Oversee Secretarial Responsibilities**

ITEM #VI.D.

- Maintain all records and filing including a filing system and repository for SBCCOG materials
- Distribute agendas for Board and Committee meetings, maintain rosters and meeting minutes.
- Ensure all legal notices are provided and proper form of documents
- Handle meeting arrangements for all regular and special meetings - reserving rooms, refreshments, if appropriate, etc.
- Ensure that minutes are taken at all committee and working group meetings as well as the City Managers' meetings.
- Prepare standard correspondence and obtain signatures for letters, resolutions, etc.
- Process all regular invoices to SBCCOG funders

COMMUNICATION TOOLS

- **Quarterly Newsletter**
 - Publish newsletter quarterly
 - Set themes and obtain guest articles
 - Distribute extra newsletters to community groups and South Bay libraries
 - Expand distribution list
- **Web Site**
 - Enhance inventory of information desired for the public and for our members
 - Regularly post all agendas and newsletters on web
 - Publicize availability and use of web site
 - Continue to require all work performed by contractors for the subregion be submitted in digital format for placement on the web
 - Ensure that approved final reports of SBCCOG work elements are on the web, in keeping with SBCCOG policies
 - Re-evaluate use of Traffic Alert System
- **Programs**
 - Schedule programs of current interest for Board meetings
- **Press**
 - Send out press releases when COG Board meeting includes a featured speaker & for forums with South Bay Legislators.
 - Prepare press releases and letters to the editor for Board member signature as appropriate
 - Send articles and/or schedule meetings with local editors re: work program issues as appropriate

PROGRAM/PROJECT DEVELOPMENT

- **COG Annual Work Program**
 - Oversee the work of consultants who are performing work for the COG
 - Update the Steering Committee monthly on their progress and periodically have them make presentations to the Board
 - With Steering Committee approval, apply for grants that further our work program objectives
 - Create and staff any task forces that may be created during the year for special projects

ITEM #VI.D.

- Conduct briefings for SCAG Regional Council and Policy Committee members, as required
- Highlight issues of subregional concern that are being deliberated by the LACMTA and the SCAQMD.
- Upon request by a member, provide support on specific issues coming before other regional and state committees.
- Provide cities with information about air quality programs that may affect them - positively or negatively.
- Provide the cities with information that SCAG, SCAQMD or other agencies wish to communicate with cities through the SBCCOG.
- Continually look for ways in which the SBCCOG can provide the cities with value added services
- Share information on grants with member cities
- Be aware of South Bay Economic Development Partnership and South Bay Chambers of Commerce annual work programs and priorities to assess areas of possible cooperation and coordination

MEMBER SERVICES

- **Training**
 - Schedule one training session per quarter for either board or staff depending on the response to needs and priorities. Previous topics have included:
 - Brown Act
 - GIS for Councilmembers
 - Disaster Preparedness – Media Training
 - Housing Element
 - Grant writing
 - Maintain updated new Board member packets and distribute as required.
- **Legislation and Lobbying**
 - Work with the Legislative Committee to bring pertinent legislation to the attention of the Board of Directors.
 - Maintain a matrix of the status of the legislation that the SBCCOG has taken positions on.
 - Schedule meetings with legislators and Legislative Forums for regional, state and federal representatives, as appropriate.
 - Offer the support of the COG to cities that are seeking legislation as long as no other member city would be adversely affected.
 - Identify issues of subregional interest dealing with the county and other subregional agencies and lobby them as required.
 - Work to accomplish re-organization of the SCAQMD Board through passage of AB 2015 and then implementation

1ST Quarter

STRUCTURAL DEVELOPMENT OF THE ORGANIZATION

- **Administrative issues**
 - Work with Treasurer and Auditor on Audit for 05-06 books.

ITEM #VI.D.

- Secure all dues and human resources special assessment payments
- **Oversee Secretarial Responsibilities**
 - Keep SBCCOG master calendar for the year including other meetings that may conflict (League of California Cities meetings, etc.)

COMMUNICATION TOOLS

- **Web Site**
 - Maintain and regularly update SBCCOG web site
 - Obtain ongoing training as needed from consultant on use and maintenance of site

PROGRAM/PROJECT DEVELOPMENT

- **COG Annual Work Program**
 - 06-07 SCAG OWP – Mixed Use Housing & Goods Movement Projects
 - Write scopes of work and work with SCAG on issuance of RFP's
 - Schedule RFP evaluations by SBCCOG and interviews of short list.
 - Inform consultants of project selection; work with SCAG on Notice to Proceed.
 - Set up kick-off meetings with successful consultants and de-brief unsuccessful ones upon request.
 - Provide timetable and tracking system for product delivery of OWP program
 - Manage the projects working with the consultant on contract compliance and reports to Livable Communities Working Group for Mixed Use Housing project and to Steering Committee for Goods Movement Project
 - Process consultants and SBCCOG invoices for SCAG payment
 - Coastal Corridor Project
 - Maintain accurate project listing
 - Seek funding for project implementation working with cities on priorities
 - Select project(s) for funding through \$1.6 million SAFE-TEA federal earmark
 - Human Resources Project
 - Work with project consultant to maintain and ensure accuracy of Salary Survey information on joint web site.
 - Maintain MOUs on SBCCOG web site for city use
 - Provide job listings for cities on the SBCCOG web site
 - General Assembly – select topic
 - Schedule special events such as Day at the County and special tours
 - Begin planning for General Assembly in January/February – set theme

MEMBER SERVICES

- **Training**
 - Inventory city managers for training needs and priorities for staff
 - Inventory board members for training needs and priorities

2nd Quarter

STRUCTURAL DEVELOPMENT OF THE ORGANIZATION

- **Oversee Secretarial Responsibilities**
 - Update all mailing lists and rosters after November elections

PROGRAM/PROJECT DEVELOPMENT

- **Programs**
 - Finalize General Assembly preparations – agenda, sponsors, speakers, logistics
 - Work through Subregional Coordinators’ Group and within South Bay to develop the 07-08 OWP by soliciting ideas for projects from SBCCOG committees and working groups.

MEMBER SERVICES

- **Legislation and Lobbying**
 - Create an Annual Legislative Agenda with commitment statements for Board approval to be used as a guide for taking positions on specific legislation
 - Work with LCC to schedule a legislative lobbying day in Sacramento in conjunction with the League of California Cities Legislative Conference to discuss SBCCOG activities and issues.
 - If SBCCOG has a specific work program with federal issues, consider scheduling trip to Washington, D.C. to promote our program. (Cities pay for their own representatives - SBCCOG pay for executive director’s attendance.)

3rd Quarter

STRUCTURAL DEVELOPMENT OF THE ORGANIZATION

- **Oversee Secretarial Responsibilities**
 - Work with city clerks to ensure FPPC forms are submitted.

PROGRAM/PROJECT DEVELOPMENT

- **COG Annual Work Program**
 - Hold Annual General Assembly - in February - for all council members, staff and business community in the South Bay to attend.

MEMBER SERVICES

- **Legislation and Lobbying**
 - Determine if any elected officials will be attending the March National League of Cities meeting in Washington, D.C. to lobby and provide them lobbying packet of materials outlining SBCCOG issues and priorities, if appropriate.

4th Quarter

STRUCTURAL DEVELOPMENT OF THE ORGANIZATION

- **Administrative issues**
 - Prepare Budget for 07-08

ITEM #VI.D.

- Send dues notices for 07-08
- Work with bookkeeper to schedule an audit of COG Books for the year 06-07
- **Oversee Secretarial Responsibilities**
 - Update all mailing lists and rosters after local elections

PROGRAM/PROJECT DEVELOPMENT

- **COG Annual Work Program**
Building on current OWP studies and priority areas previously identified (transportation, crime, the economy), schedule goal setting session at Board meeting

ADDITIONAL PROJECTS BEYOND THE SCOPE OF THE STANDARD SBCCOG OPERATIONS CONTRACT –

- **Energy Efficiency Programs – Complete project management for scopes of the following 2 Energy Efficiency grants (incorporated herein by reference):**
 - **South Bay Cities Energy Efficiency Resource Center Program**
 - Includes outreach, education and joint public agency procurement program (EE+)
 - PUC funds from SCE/SCG Grant
 - **Oversee consultants, outreach and office**
 - **Prepare and submit detailed monthly invoices**
 - **West Basin Municipal Water District**
 - **Includes outreach and education**
 - **Oversee consultants, outreach and office**
 - **Prepare and submit detailed monthly invoices**