

South Bay Cities Council of Governments

**Steering Committee
Monday, April 13, 2026
SBCCOG Office**

**In person and virtually via Zoom
357 Van Ness Way #90
Torrance, CA 90501**

PUBLIC COMMENTS:

The Public Comment portion of the meeting is the Public's opportunity to provide comments on non-agenda items within the jurisdiction of the SBCCOG/cities and each speaker is limited to three (3) minutes. Comments on agenda items may be made following the staff report on the item and each speaker is limited to three (3) minutes per item. Time allotments may be reduced due to time constraints at the discretion of the Chair. When called on, please state: Your name and residence and the organization you represent, if appropriate. Written comments are also accepted by 11:00 am the day of the meeting via e-mail to natalie@southbaycities.org Both written and oral comments will be part of the official record.

SBCCOG Board Members:

Pursuant to the end of the State's COVID-19 emergency declaration, your attendance is required to be in-person or follow the provisions of AB 2449 available [here](#)

If unable to attend in person but want to vote virtually, let SBCCOG staff know using the form: <https://forms.office.com/r/47wQggsvf9?origin=lprLink>

ACCESSING THE MEETING:

For the public and guests, receive Zoom meeting credentials in advance by using the below link to RSVP: https://us06web.zoom.us/meeting/register/tZcsce6orD0pGda5p_4pKbh3J1EqKDIJgaSY#/registration
OR visit <https://zoom.us/join> or dial (669) 444-9171 and use Meeting ID: 831 6702 6332; Passcode: 505171

REVISED AGENDA Addition of Item VI.N.1.

- I. CONFIRM THE QUORUM – 12:00 noon
- II. REPORT OF POSTING OF THE AGENDA
 - ACTION: Receive and file
- III. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA
- IV. PUBLIC COMMENT – 12:05 pm
- V. CONSENT CALENDAR – action items noted, remainder are receive & file – 12:10 pm
 - A. March 9, 2026 Steering Committee meeting minutes – attached (Pages 5-8)
 - ACTION: Approve
 - B. Pending Grants
 - Biodiversity Grant – expecting to hear any day now

- Caltrans Sustainable Grant - application submitted in November
- C. Monthly Reports – Receive and File
- City Attendance at SBCCOG Meetings – attached (Page 9)
 - Client Aid Recap Report – attached (Page 11)
 - Time Limited Subsidy Recap Report – attached (Page 13)

VI. ACTION ITEMS

D. Opportunity to Serve – 12:15 pm

- Uncontested
 - SCAG Regional Council - #28 Mark Henderson and #40 Jim Light
 - SCAG Energy and Environment Policy Committee – Britt Huff
 - Metro Service Council – Melissa Molina, Bob Wolfe, David Mach (Incumbents)
- Contested – League LA Division Regional Director – Barry Waite & Bea Dieringer – statements attached (Pages 15-19)
 - Each candidate will make a 3-minute statement
- **ACTION:** Recommend appointment of candidates for uncontested positions and interview contested candidates for contested position and recommend appointment to the Board

E. Homeless Services – 12:30 pm

- SBCCOG Local Solutions Fund (LSF), and LACAHSAs Prevention Budget.26-27 & rollover from 25-26 - memo attached (Pages 21-25)
- LACAHSAs representative – vacancy in July
- **ACTION:** Approve FY 26-27 Local Solutions Fund Budget, FY 25-26 LSF Rollover Budget, and FY 26-27 LACAHSAs Renter Protection and Homeless Prevention Budget and notify the Board. This is required due to time constraints.
- **ACTION:** Recommend Board support of Paige Kaluderovic for the soon to be vacant LACAHSAs seat to have continuity in representation

F. Housing Trust – 12:40 pm

- First meeting of Trust Board has been changed to April 30 @ 4 pm
 - Possible agenda items
 - i. Elect Chair & Vice Chair
 - ii. Review JPA agreement
 - iii. Review and Approve Bylaws
 - iv. Discuss Strategic Plan
 - v. Status of SB 799 clean up legislation
 - vi. Discuss Trust Management options
 - vii. Approve COG/Trust funding agreement
 - viii. Approve interim legal services
 - ix. Approve Interim Trust Budget – 2 ½ month budget
 - x. Approve/Assume SBCCOG contracts with APEX and HR&A advisors
 - xi. Branding/Logo options
 - xii. Presentation: Trust 101 & Basics of Affordable Housing
 - xiii. 3 month look ahead
- SB 799 status – memo attached (Pages 27-29)
 - **ACTION:** Provide direction
- City appointments to the Trust Board and 2 housing experts for the Trust Board selected by the city managers
 - Memo attached (Page 31)

- **ACTION:** Recommend city managers' nominees for the Trust Board to the SBCCOG Board for approval
- G. Board Meeting Agenda Development – **12:50 pm**
- April – draft agenda attached (**Pages 33-35**)
 - May
 - Subregional GHG emissions inventory
 - Funding Agreement with South Bay Regional Housing Trust
 - Contract for Public Defender for LACAHS funding
 - **ACTION:** Provide direction
- H. Possible Tour to West Harbor Entertainment complex – **12:55 pm**
- **ACTION:** Provide direction
- I. General Assembly Evaluation – **1:00 pm**
- Presentation at the meeting
 - Thoughts on Venue, program, exhibits, cost - not introducing public officials
 - 376 attendees
 - **ACTION:** Direction for next year
- J. Legislation – **1:10 pm**
- Legislative Briefing – de-brief
 - Date with McKinnor – her answers were in opposition to our positions on RHNA and the trust
 - Metro Board composition - memo attached (**Pages 37-38**)
 - Legislative Matrix – attached (**Pages 39-46**)
 - **ACTION:** Volunteers to meet with Assemblymember McKinnor
 - **ACTION:** Recommend Board approve no change to Metro's Board composition due to the expansion of the LA County Board of Supervisors and authorize a letter to be sent to Metro stating our position
 - **ACTION:** Recommend Board approval:
 - Support – AB 2741, SB 417, AB 1708, AB 2279, AB 1569, AB 2346
 - Oppose – AB 1621, SB 1014, SB 1117, AB 1953, AB 1198, AB 1976, SB 866
- K. RHNA Replacement Update – **1:20 pm**
- **ACTION:** Send policy to all gubernatorial candidates and South Bay state legislative candidates
- L. South Bay Environmental Services Center Activities – attached (**Pages 47-53**) – **1:30 pm**
- Organic waste – no role for SBCCOG at this time
 - Kits for Kids, Palos Verdes, Volunteers doubled
 - Accreditation Pilot: LEED certification for city staff – memo attached (**Pages 55-57**)
 - Training provided at no cost to the cities and covered by a grant to the SBCCOG
 - **ACTION:** Recommend Board approve training through Green Building Education Services (GBES) Option 3 for a total of \$10,000 and authorize payment in the amount of up to \$18,000 for exam fees.
- M. Proposed Revised Classification Specifications – **1:35 pm**
- Memo and background documents attached (**Pages 59-124**)

- **ACTION:** Recommend board approve the proposed revised classifications

N. Approval of Invoices – **1:50 pm**

- **ACTION:** Approve invoices for payment

N.1. 5th Amendment to Eide Bailly Contract for Additional Accounting Services As Needed – 1:55 pm

- Memo and Agreement Exhibit A documents attached (**Pages 125-126**)

- **ACTION:** Approve

VII. INFORMATION ITEMS

O. Land Use and Transportation and Digital Update – **2:00 pm**

- REAP 2.0
 - Commercial Redevelopment
 - Jake to demonstrate the GIS tool for cities
 - Refinement will be scheduled with participating cities' staff
 - Mobility Hubs
- Update on the Local Travel Network & E-Bike Safety Issues
 - Measure M application for further work on e-bike safety
- EV Rebate Proposal
- SBFN
 - Conduit and access are being asked for with Measure M and R fiber projects

P. Update on Senior Services – **2:05 pm**

Q. Economic Development Directors Roundtable – **2:10 pm**

- Meeting on April 30 @ 10 am with Larry Kosmont to follow-up on GA discussion of South Bay joint marketing

VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES – 2:15 pm

IX. RECESS TO CLOSED SESSION: EXECUTIVE DIRECTOR PERFORMANCE EVALUATION – PURSUANT TO GOV. CODE § 54957 (attachment to be sent separately to delegates and alternates only) – 2:20 pm

X. NEXT STEERING COMMITTEE – Monday, May 11, 2026 @ 12:00 noon – SBCCOG office

XI. ADJOURNMENT

South Bay Cities Council of Governments

Steering Committee Monday, March 9, 2026 MEETING MINUTES

Attendees: Bernadette Suarez, Chair (Lawndale); Alex Monteiro, 2nd Vice Chair (Hawthorne); Rodney Tanaka (Gardena); Rob Saemann -virtual/AB 2449 – left at 12:50pm (Hermosa Beach); Jim Butts (Inglewood); Barry Waite (Lomita); Nina Tarnay (Manhattan Beach); Craig Quinn (Palos Verdes Estates); Zein Obagi (Redondo Beach); John Kaji (Torrance); Michael Grossman (DR Consultants & Designers); Holly Osborne, Christina Santos (Public); Jacki Bacharach, Kim Fuentes, Wally Siembab, Natalie Champion, David Leger, Lara Gerges, Jake Romoff, Anne Tsai, Christina Martinez, Kevin Umana (SBCCOG)

REVISED AGENDA

- I. **CONFIRM THE QUORUM – 12:00 noon**
 - **ACTION:** Approved AB 2449 for Boardmember Saemann **TANAKA/TARNAY**
- II. **REPORT OF POSTING OF THE AGENDA**
 - **ACTION:** Received and filed
- III. **ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA - ADD H.1 MODIFICATIONS TO INGLEWOOD'S MEASURE A MOU WITH THE SBCCOG**
- IV. **PUBLIC COMMENT – 12:05 pm**
- V. **CONSENT CALENDAR – action items noted, remainder are receive & file – 12:10 pm TANAKA/BUTTS.**

Yes: Tanaka, Monteiro, Saemann, Butts, Suarez, Waite, Tarnay, Quinn, Obagi, Kaji
No: *None*

 - A. February 9, 2026 Steering Committee meeting minutes – attached
 - **ACTION:** Approved
 - B. Employee Manual 2026 Revision
 - Memo and Revised Manual attached
 - **ACTION:** Approved
 - C. Pending Grants
 - Biodiversity Grant – expecting to hear any day now
 - Caltrans Sustainable Grant - application submitted in November
 - D. Monthly Reports – Receive and File
 - City Attendance at SBCCOG Meetings – attached
 - Client Aid Recap Report – attached
 - Time Limited Subsidy Recap Report – attached
- I. **ACTION ITEMS**
 - F. Board Meeting Agenda Development – **12:15 pm**

- March – **GENERAL ASSEMBLY**
- April
 - LA Air Force Base update – tentative confirmation **PRIVATIZATION PLAN FOR FORT MC ARTHUR – CONTRACTING OTHER FACILITIES**
 - South Bay Fiber Network Transfer of Ownership - unconfirmed
 - Classification and Compensation Study Results
 - Metro Board Composition Ad Hoc Committee Update
 - EE Recognition Status report for Q1
 - Steering Committee time critical actions
 - Local Solutions Fund Budget for 26-27
 - Members of the Board of Directors of the Housing Trust
 - **POSSIBLE LOBBYIST FOR SB 799**
- **ACTION:** Provide direction and approve delegation of critical actions to the April Steering Committee to be reported out at the April Board meeting – **SUAREZ/MONTEIRO**
Yes: Tanaka, Monteiro, Saemann, Butts, Suarez, Waite, Tarnay, Quinn, Obagi, Kaji
No: None

G. Possible Tour to West Harbor Entertainment complex - – **12:25 pm**

- **ACTION:** Provide direction – **HOLD UNTIL AFTER THE GENERAL ASSEMBLY**

H. Legislation – **12:30 pm**

- Legislative Briefing – April 3 – questions to ask? - **MODERATE INCOME FOR TRUST? HOW DO THEY FEEL ABOUT THE SALES TAX CAP LIMIT THAT LA COUNTY IS ASKING FOR? RHNA REPLACEMENT?**
- Legislative Matrix – attached
- Hiring a lobbyist for SB 799 - **CONTACT BEN ALLEN’S OFFICE AND SEE IF HOUSING FOR TEACHERS AND LAW ENFORCEMENT/1ST RESPONDER MIGHT MAKE A DIFFERENCE**
- **ACTION:** Recommend ED Board positions on: **MONTEIRO/TANAY**
 - Support: AB 1421, AB 1942, AB 2002, SB 1087
 - Oppose: SB 677**Yes: Tanaka, Monteiro, Saemann, Butts, Suarez, Waite, Tarnay, Quinn, Obagi, Kaji**
No: None

I. RHNA Renewal??? – **12:30 pm**

- Wally Siembab lead a discussion on the future of the Regional Housing Needs Assessment
- RHNA Perspective article attached
- **DISCUSSION AND DIRECTION:**
 - **SUAREZ – VERY DENSE IN LAWDALE ALREADY AND THEY ARE HIGHLY DEFICIENT IN OPEN SPACE**
 - **MONTEIRO – COURTS RECENTLY SIDED WITH THE STATE ON OVERLAYS – SO REACTION? - SIEMBAB – NOT LEGAL ISSUE, IT’S POLITICAL**
 - **WAITE – BUSINESS COMMUNITY AGAINST THIS. 2012 HE WORKED FOR REDEV AND DIFFICULTY FINDING EMPLOYEES BECAUSE OF THE COST OF HOUSING AND DEMOGRAPHICS. ALSO FROM YOUNGER GENERATION GETTING INTO THE WORKFORCE - THEY CAN’T BUY HOMES AND THEREFORE THEY ARE NOT ON CITY’S SIDE ON THIS. THEIR GENERATION THINKS THE CURRENT HOUSING SYSTEM IS A DISASTER AND THEY ARE NOT ALONE, UNIONS AGAINST IT TOO.**

- **WS – NEW CONSTRUCTION DOESN'T LOWER THE PRICE OF HOUSING – IT'S A DIFFERENTIATED GOOD. LAND IS THE COST DRIVER AND SHRINKING A DWELLING UNIT IS WHAT'S HAPPENING.**
- **QUINN – LOOK AT PROPERTY TAXES. FLORIDA TALKING ABOUT GETTING RID OF PROPERTY TAXES. - CAN'T SELL HOMES BECAUSE IT'S SO HIGH.**
- **WAITE SHARING RHNA ALLOCATIONS WOULD REDUCE THE PRICE**
- **MONTEIRO – CAN DO HOUSING REGIONALLY. THEY WON'T PUNISH IF YOU ARE PROGRESSING. WE CAN'T DO THIS BATTLE NOW.**
- **KAJI – TORRANCE HAS DISCUSSED INFRASTRUCTURE AND HOW TO ADVANCE A CONCEPT FOR CALPERS TO SET ASIDE 10% OF THEIR FUNDS FOR LOCAL INFRASTRUCTURE. AT THE MOMENT THEY INVEST LESS THAN 1% IN LOCAL GOVERNMENT. TORRANCE HAS ALSO PASSED A FACILITIES DISTRICT AND HAS LOOKED AT ALL OF THEIR FACILITIES AND LOOKED AT THEIR MAJOR EMPLOYERS – EX. HONDA LAND IS MOSTLY PARKING AND MAYBE THEY SHOULD BE RE-ZONED.**
- **SUAREZ – MEET WITH LA COUNTY COGS – ADD THIS.**

H.1 MODIFICATIONS TO INGLEWOOD'S MEASURE A MOU WITH THE SBCCOG- DID WE NEED TO ADD THIS – MY UNDERSTANDING IS IT WENT BEFORE THE ING CITY COUNCIL SO I THOUGHT IT SHOULD COME TO YOU BUT IT IS A RELATIVELY SMALL SCOPE CHANGE. PLEASE PROVIDE DIRECTION.

BUTTS MINISTERIAL – OBAGI/MONTEIRO - APPROVE INGLEWOOD CHANGES AND DELEGATE TO STAFF MINOR NO COST CHANGES TO THE MOU. PVE ABSTAIN

Yes: Tanaka, Monteiro, Saemann, Butts, Suarez, Waite, Tarnay, Obagi, Kaji

No: *None*

Abstain: Quinn

J. Approval of Invoices – 12:50 pm

- **ACTION: ApproveD invoices for payment QUINN/TANAKA**

II. INFORMATION ITEMS

J. Homeless Services – 12:55 pm

- **Update on program implementation - LOCAL SOLUTIONS FUND 26-27 – ACTIVE PROGRAMMING**

- **MONTEIRO – OPIOID FUNDING MIGHT NOT BE FOREVER SO DON'T PUT ANY EMPHASIS ON THAT**
- **BACHARACH EXPLAINED OPIOID FUNDING AND ASKED THEM TO CHECK WITH THEIR CITIES**

- **MIRISCH REPLACEMENT – SEND SOMETHING OUT – POSSIBLE ENDORSE IN APRIL**

K. Housing Trust status – 1:10 pm

- **City managers appointing 2 housing experts in March**
- **As of March 9, 9 cities have approved joining the trust; 2 cities are still pending, and 4 cities are not planning to join at this time**
- **Formation documents for the first meeting are being prepared for first meeting April 23**
- **Legislation seeking non-elected alternates and moderate/workforce housing inclusion**
- **FEDERAL REQUEST FOR FUNDS - \$10 MILLION**

- LETTER OF SUPPORT FOR OUR REQUEST FROM HAWTHORNE, LAWNSDALE, LOMITA, HERMOSA BEACH, MANHATTAN BEACH, RANCHO PALOS VERDES
- (ALSO LETTERS OF SUPPORT FOR [PROJECTS FOR WBMWD, BCHD, TORRANCE – 4 PROJECTS, INGLEWOOD])

L. Land Use and Transportation and Digital Update – 1:20 pm - JAKE

- REAP 2.0
 - Commercial Redevelopment – COMING TO COMPLETION – GIS SITE TOOL. MEETING WITH DEVELOPERS – MARKET RATE AND AFFORDABLE TO LEARN THEIR CHALLENGES. KEVIN TO PARTICIPATE FROM HOUSING GROUP
 - Mobility Hubs – BLOCK GROUP LEVEL NOW – GARDENA TANAKA AND HAWTHORNE MONTEIRO HELPED A LOT. LOOKING AT AMENITIES FOR THE SITES
- Update on the Local Travel Network & E-Bike Safety Issues - CONCEPTUAL DESIGN TO COUNCIL IN LOMITA THIS MONTH. NORTH REDONDO BIKE WAY PROJECT – SUAREZ MADE REMARKS. CARSON TO THE SEA – DESIGN AND TOOL KIT AND OUTREACH IN APRIL. WE WON AN EUREKA AWARD FROM CALCOG FOR LTN.
- SBFN - NO UPDATE

M. South Bay Environmental Services Center Activities – attached – 1:30 pm

- Accreditation Pilot: LEED GA and AP for your city staff – APRIL. FUNDING RECEIVED FOR THIS – NO COST TO THE CITY - \$30,000 RECEIVED TO COVER THE COST
- MONDAY, MARCH 16 – SB1383 MEETING WITH CITIES – LOTS OF STAFF ATTENDING. PRESENTATION FROM SGVCOG ON THEIR FOOD RECOVERY PROGRAM. AND WHAT'S WORKING, BEST PRACTICES AND ROLE FOR THE COG.
 - MONTEIRO – EDUCATION TO THE PUBLIC. HE WANTS SPECIFIC SIGNS FOR EACH OF THE BARRELS. ON THE BARREL – PICTURE INSIDE THE CONTAINER OR ON THE WALL OF WHAT'S ALLOWED.
- PVLD JOINED THE SOCIAL REN

N. Update on Senior Services – 1:40 pm

SBWIB IS COMING TO TALK ABOUT SENIOR EMPLOYMENT

O. General Assembly Update – 1:45 pm

- A full program – plan to attend

P. Opportunities to Serve – 1:55 pm

- Deadline for nominations for SCAG Regional Council, Metro Service Council, SCAG Energy and Environment Policy Committee, and League LA Division Regional Director is March 20

III. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES – 1:58 pm

IV. NEXT STEERING COMMITTEE – Monday, April 13, 2026 @ 12:00 noon – SBCCOG office

V. ADJOURNMENT



City Attendance at Meetings

MARCH 2026

	Attendees						
Monthly Meetings	City Managers Meeting	City Clerks Working Group	GIS	Organic Waste	Senior Services Working Group	Steering Committee	Transportation Committee
Carson					A. Rojas I. Reneteria		
El Segundo	D. George	S. Truax		D. Pankau		R. Saemann (v)	C. Pimentel
Gardena						R. Tanaka	R. Tanaka
Hawthorne				J. Ibarra	M. Perez	A. Monteiro	A. Monteiro
Hermosa Beach				D. Krauss			
Inglewood			E. Moreno	E. Guico V. Nunez		J. Butts	
Lawndale		Y. Palomo			D. Spratley	B. Suarez	
Lomita		K. Gregory				B. Waite	B. Uphoff
Manhattan Beach	T. Mirzakhanian		B. Shrewsbury	A. Luke-Jones		N. Tamay	N. Tamay
Palos Verdes Estates	K. Kallman	T. Cook				C. Quinn	
Rancho Palos Verdes	A. Mihranian	T. Takaoka					
Redondo Beach	M. Witzansky			A. Delap		Z. Obagi	Z. Obagi
Rolling Hills	C. Horvath	T. Takaoka		S. Crew			
Rolling Hills Estates	A. Davis	L. Pettit		K. Graham	M. Morrow		
Torrance		C. Cammarota	S. Lai	L. Myers K. Casillas	Z. Gent	J. Kaji	
County of LA					J. Eubanks		A. Yoon B. Fish
Los Angeles			P. Tsai		K. Day		

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Client Aid Recap

Date Submitted	Why this aid is needed and why other options will not work	The Client Aid request best fits the following option	Amount Requested	Client	City in SPA 8	Agency/ City	Outcomes
3/2/26	Client was the caretaker for her dad, when he passed away client suffered a mental break. Client's brother took control of the family estate, and this left client homeless. Client relocated to California 2 years ago with an original plan to live with a friend. Instead entered Testimonial shelter in South LA & remained there for almost a year. She left the shelter and lived with a friend in Redondo, until it was sold and again left her homeless. While homeless again, the client was able to obtain her IHSS credential and secure an income. She also located a housing opportunity that she could afford. Request is for a Security Deposit and first months rent to allow this client to settle into housing.	Security/1st month's rent	\$2,600.00	J.G.	Redondo Beach	Redondo Beach	housed
3/3/26	Client is a former NY resident, who relocated to California to care for his brother until his passing in 2019. Client ended up homeless and was enrolled in the RRH Program. Once funds ran out, client's income could not support his apartment so he again became homeless. Client has now asked for assistance with transportation to return to NY, where he has a friend that will allow him to live with him until he gets back on his feet. Transportation was also requested for this client's 3:30 am UBER ride to the airport as he was booked on a 6am flight out of LAX.	Transportation	\$387.13	L.B.	Redondo Beach	Redondo Beach	Reunification: NY
3/4/26	This request is for the purchase of a large dog crate. The client has been matched to the ABH (Beacon) Shelter, in San Pedro, with a scheduled intake time. She suffers from mental health challenges and also a recent back surgery. She will be allowed to bring her dog who is large dog and currently serves as her emotional support animal and is in training to become a service animal.	dog crate	\$92.35	L.A.	Inglewood	St Margarets Center	Shelter: ABH San Pedro
3/6/26	This request is for a 78 year old client and his disabled housemate who were living in Redondo Beach. They are currently being assisted by both the MPTF and Beach Cities Health District with relocation from their current apartment to a more affordable one in Kern county. They make a joint income of \$2,600/month but their current rent is \$2,700/month. MPTF helped them with a security deposit and first months rent for the new apartment, which will only be \$900/month. A nephew was able to assist with getting a moving truck rented. The request is that the utility bill from the old apartment be paid so that they can have the electric turned on in their new apartment.	Rental/Utility Deposits	\$115.70	R.R.	Redondo Beach	Redondo Beach	Housed
3/11/26	Client is the single mother of a school aged child. They have been living in their car in the Wilmington area for the past 11 months. Client's sister lived nearby and allowed the client to shower and assisted with some child care assistance allowing the client to locate and maintain full-time employment. Client's poor credit made it extremely difficult for her to be approved for housing. She has now located a unit which will charge 1745/month. Client is also asking for the security deposit of \$1745 as well. Client income is approx 5500/month	Moving Assistance	\$3,490.00	D.H.	Wilmington	San Pedro Recovery Alliance	Housed
3/17/26	Client is a 51-year-old single woman who is living in her car in Inglewood. Her homelessness began in November 2025, when her former property owner passed away and the home was suddenly sold. Client's current income consists of SSDI of approximately \$2,000 a month. She will be returning to full-time employment beginning early March and will be earning \$5,000/month, enabling her to sustain her rent going forward.	Move-in costs	\$3,032.10	T.R.	Inglewood	St Margarets Center	Housed
3/19/26	Client is a 30-year-old single man who is sleeping in his car and sleeps in the parking lot of his job (at LAX). He works for American Airlines and generates an income of roughly around \$2500 a month working part-time. Case manager first met him 2 months ago during one of their outreach events (Better Angles), and he's been accomplishing a lot since I met him. He is about to graduate from Spartan College of Aeronautics and Technology next month, and he was just accepted for a unit this past Friday! He is a frequent client of St. Margaret's Center. This request is for his security deposit and first month's rent totaling \$2590.00.	Move in costs	\$2,590.00	J.B.	Lennox	St Margarets Center	Housed
		Client Aid Since 8/15	\$165,653				
		New Contract Measure A	\$258,204				
		Remaining	\$92,551				
		Total Client Aid Cases	457				
		Total Housed or Relocated	333				
		Total Sheltered	62				
		Total Job Attainment	10				
		Total Successful Outcomes	405				
		Success Rate	89%				
		Average \$/Case	\$1,345				

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TLS Master List

partner_agency	status	Client Initials	city_origin	projected_support_mo	enrollment_date	exit_date	exit_reason	payment_recipient	comments	payment_status	payment_status_notes	security_deposit	Mar-26	Apr-26	client_total
Torrance	Enrolled	IC	Torrance	6	4/5/25	4/1/26	Graduated	Victor Square, LLC (BF Properties)	Family of 4 (Mom + 3 kids, +1 in college not at home). Previous apartment fire, lost home. Kids at TUSD	Subsidy Change	Signed, including subsidy change	\$ 2,825.00	\$1,412.50		\$ 21,987.91
SMC	Enrolled	RW	RPV	10	9/11/25			PV Victoria Apartments LLC	Senior client who has lived in her home and RPV majority of her life, she has income and is seeking additional assistance in maintaining her placement.			\$0	\$1,175	\$1,175	\$ 10,200.00
SMC	Enrolled	AH	Hermosa Beach	10	9/11/25			First Light Property Management	The client is 62 years old and has lived in her current home for the past 25 years, her rent is only \$1300, which also includes all of her utilities. She stated that she was a Danish translator in the film industry but AI has pretty much caused her to lose her employment opportunities at the Studio's. She did recently receive a 3 day notice showing that she owes \$4350. She has been seeking out all opportunities for employment but to date has been unsuccessful.	New Contract		\$0	\$700	\$700	\$ 6,200.00
Torrance	Enrolled	LW	Torrance	6	10/21/25			Arlington Apartmetns	Referred to us by Torrance Unified School District staff. Ms. Winters has a thirteen-year-old son she lives with here in Torrance and she receives no child support. Ms. Winters works two jobs, but due to her limited income and some personal hardship, she fell behind on rent recently and received a 3-day notice. Thankfully, the property owner has showed some patience and willingness to work with her as she tries to catch up and pay off the money she owes, but time is ticking.	New Contract	Signed	\$0	\$1,687.50	\$1,687.50	\$ 11,250.00
Torrance	Enrolled	LF	Torrance	6	11/16/25			Arlington Apartmetns	Aid is for a family of 4 - Father, Mother, 2-year old and newborn and Dad works full time and brings home approximately 2k month. Mom was working as a medical assistant, however with new child has not worked in several months	New Contract	Signed		\$1,687.50	\$1,687.50	\$ 9,000.00
WLCAC	Enrolled	JS	Harbor Gateway	6	10/20/25	4/1/26	Graduated	SoLa Rentals	Exiting a DV situation - does have a restraining order Sleeping in her car in the Harbor Gateway Area prior was staying with her sister and her boyfriend but felt uncomfortable with boyfriend Has a 4 year old child	New Contract		\$ 2,100.00	\$ 2,100.00		\$ 13,412.90
												\$ 6,925.00	\$ 8,762.50	\$ 5,250.00	\$271,211

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LEAGUE OF CITIES LA DIVISION REGIONAL DIRECTOR

STATEMENT FROM BARRY WAITE (incumbent since August 2024)

For those who don't know my background, I started working in local government in 1985 for LA County and then began at the City of Carson in 1987, where I worked for 29 years. I served on the Lomita City Council from 2005 to 2009 and then again starting in 2020. I have been an adjunct professor at USC teaching geographic information systems for the last 20 years. You may have seen me around the region singing with the South Bay Coastliners, your local barbershop chorus.

I began working with the League of California Cities in 1987 when I was the legislative analyst for Carson. As an elected official and as a city staff member over these many years, I have found the League to be a tremendous partner for local government. The League and the South Bay COG have maintained a healthy and cooperative relationship, and I have worked to maintain that relationship. I am always happy to hear from our members who have specific issues they would like addressed.

STATEMENT FROM BEA DIERINGER (Served in this position from July 2015 to August 2022)

I am writing to express my interest in serving as the SBCCOG Regional Director on the LA County Division Board of the League of California Cities. As reflected in my attached resume, I have been very active with Cal Cities, and with the LA Division in particular, since my election as a council member in March 2013. I am a previous recent President of the LA Division and am currently serving on the statewide Cal Cities Board. I believe that my current and previous experience with Cal Cities will enable me to represent the SBCCOG effectively and help me in influencing decisions favorable to our interests.

Most of the LA Division Board decisions relate to state legislation and proposed rulings by the County Board of Supervisors. I have had extensive legislation-related experience, including legislative drafting, analysis, and revision. As a council member, I have been an active member of various city-related legislative committees since 2014.

As an attorney, I participated for over 25 years in the Conference of California Bar Associations (CCBA). This organization was like a “mini legislature” of attorneys from all areas of California who drafted numerous proposed state legislative proposals, which were then reviewed by the members of this large group before they gathered together at a location to negotiate the language in these proposals, debate them and vote on those

proposals that the CCBA lobbyist should advocate for passage within the California legislature. This CCBA experience was extremely valuable to me as a council member in evaluating proposed city-related legislation, drafting revisions that would mitigate potential negative impacts and assisting our lobbyist in negotiating the issues raised during the legislative process regarding two of my CCBA legislative proposals, which were passed by the California legislature and enacted into law.

I am requesting that the SBCCOG Steering Committee and Board allow me the opportunity to contribute and serve as the SBCCOG Regional Director on the LA County Division Board. Thank you for your consideration.

BEATRIZ (BEA) DIERINGER

Office: (310) 377-1521

Email: bdieringer@cityofrh.net

ELECTED OFFICE:

Council Member, Rolling Hills City Council, 3/5/2013- present

-Appointed City Council Representative to: California Contract Cities Assn, League of California Cities, South Bay Cities Council of Governments (SBCCOG) & Joint Powers Insurance Authority (May, 2013- present)

- League of California Cities Board member (2025-2027)
- Advancing Equity Committee (2024-present)

- League of California Cities, Public Safety Committee (2015-present)
- Appointed member League Drone Task Force, 2018
- Appointed member Cal Cities Public Safety Task Force, 2021

- League of California Cities, Latino Caucus (2015-present)

- League of California Cities, Women's Caucus (2015-present)
- Women's Caucus Board member (2017-present)
- Women's Caucus Board President (2020-2021)
- Women's Caucus Board Immediate Past President (2021-2022)

-League of California Cities, Los Angeles County Division:
Division President: (8/2023-8/2024)
Division Vice President: (2022-2023)
Division Board: (2015-2025)
Legislative Committee: (2014-2025)
LA Co. Countywide Criminal Justice Coordinating Committee (CCJCC)
(Division appointed rep) (2015-present)

-California Contract Cities Assn, Legislative Committee (2016-present)
- South Bay Cities Council of Governments (SBCCOG), Legislative Committee (2021-2023)

LEGAL EXPERIENCE:

Member, Maryland State Bar, since 1978 (inactive)

Member, California State Bar, since 1980

Deputy District Attorney

Office of the District Attorney
Los Angeles County
December 1980 to March 2025
Deputy District Attorney of the Month Award, January 2007

Special Assistant United States Attorney
United States Attorney's Office
Chicago, Illinois
January - May 1979

Trial Attorney
United States Department of Justice
Antitrust Division
Los Angeles Field Office: May - December 1980
Chicago Field Office: December 1978 - May 1980

PROFESSIONAL MEMBERSHIPS/ASSOCIATIONS:

Los Angeles County
Judicial Procedures Commission
-Assistant to the Chair (2003 - 2004)
- Chair, Child Custody Exchange Program Committee (2004 - 2010)
-Ex-Officio Representative for LA Co. Bar Assn (2008)
-Ex-Officio Representative for LA Co. District Attorney's Office
(2009 - 2010)

Conference of California Bar Associations (CCBA) (1983-2009)
- Member, CCBA Board (2005 - 2008)
- Legislative Committee (2005 - 2007)
- Conference Operations Committee
- Chair (2006 - 2009)
- Member (2005 - 2008)
- Calendar Coordinating Committee
- Chair (2005)
- Vice - Chair (2004)
- Secretary (2003)
- Member (2000 - 2005)
-Author/Co-Author CCBA-Sponsored Enacted Bills:
-AB 16 (Perez) 2013
-AB 1850 (Waldron) 2014

Association of Deputy District Attorneys
- Director, Board of Directors (1988 - 1990)

Los Angeles County Bar Association (LACBA)

- LACBA Board of Trustees
 - Trustee (2008 – 2011 & 1988 - 1990)
 - Outstanding Trustee Award (6/17/2009)

- LACBA Delegation to the Conference of California Bar Associations (CCBA) (1983 - 2010)
 - Chair (1990 - 1991)
 - Vice Chair (1989 - 1990)
 - Secretary (1988 - 1989)
 - Executive Committee (1985 - 1988)

- LACBA Criminal Justice Section
 - Executive Committee (1986 - 1988) (1991 - present)
 - Chair (2010 - 2011)
 - First Vice Chair (2009 - 2010)
 - Second Vice-Chair (2008 - 2009)
 - Secretary (2007 - 2008)
 - Chair (1990 - 1991)
 - First Vice-Chair (1989 - 1990)
 - Second Vice-Chair (1988 - 1989)
 - Chair, Annual Awards Dinner (2006 - 2009)
 - Co-Chair, Annual Awards Dinner (2010 - 2012)

- LACBA Barristers Section
 - Barristers' Trustee, LACBA Board Of Trustees (1988 - 1990)
 - Victim's Rights Committee (1988 - 1990)
 - Executive Committee (1985 - 1988)
 - Child Abuse Committee
 - Co-Chair (1985 - 1987)
 - Chair, Barristers' Conference on Child Abuse (May 1986)

- LACBA Committees
 - Mentor, Wilson/Garfield High School Mentor Program (2008 - 2018)
 - Ad Hoc Committee on Trial Court Unification (1991 - 1992)
 - Ad Hoc Committee to Study the Federal Crime Package (1991 - 1992)
 - Drug Coordinating Committee (1990 - 1991)
 - Law Enforcement & Justice Committee (1989 - 1994)
 - Continuing Legal Education Planning Committee (1988 - 1992)
 - Youth Rights & Dependency Committee (1986 - 1988)
 - Sexual Assault Committee (1986 - 1987)

Constitutional Rights Foundation Mock Trial Program

- Volunteer Coach for CAMS High School, Carson, CA (2007 - 2008)
- Volunteer Presider and/or Scoring attorney (2009 - 2013)

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South Bay Cities Council of Governments

April 13, 2026

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director
Addy Ajijolaiya, SBCCOG Program Manager for Homeless and Prevention Services
Ronson Chu, SBCCOG Sr Program Manager Homeless and Housing

SUBJECT: SBCCOG Local Solutions Fund (LSF), and LACAHSAs Prevention Budget.

BACKGROUND

In November 2024, the voters of LA County voted to approve a half cent tax called Measure A to replace the quarter cent Measure H. Measure A is expected to bring in \$1 billion annually for homeless services (Local Solutions Fund - LSF) and affordable housing production/preservation/prevention (LACAHSAs). The SBCCOG will receive roughly \$16 million annually from Measure A – an estimated \$3.1 million for LSF and \$13 million from LACAHSAs.

This recommendation will include the \$3.1 million for LSF and \$5.2 million for Renter Protection and Homeless Prevention (RPHP). At a future date, the remainder of the LACAHSAs funding - \$7.9 Million earmarked for Production, Preservation and Ownership – will be brought back for allocation to the Housing Trust.

LSF Budget

On February 3, 2026, the Los Angeles County Board of Supervisors approved the Measure A LSF spending plan. The South Bay Cities Council of Governments (SBCCOG) is expected to receive \$3,173,701. On February 9, 2026, SBCCOG emailed a request for cities to submit program proposals with submissions due no later than February 27, 2026. On March 4, 2026, the draft budget and proposed program framework were presented at the Quarterly City Staff meeting for discussion on input.

RECOMMENDED USES OF LSF FUNDING

With input from member cities and stakeholders, SBCCOG staff recommend the following uses of Measure A Local Solutions Fund allocation. We have categorized our LSF strategy into 3 buckets:

Income Subsidies

1. **Client Aid (Flexible Funds)**

Continue funding for client aid to provide just-in-time financial assistance, including security deposits, application fees, transportation, and other critical needs to support housing placement and stabilization. This program has an 85% success rate in getting people off the streets.

2. **Time Limited Subsidy (TLS)**

Continual funding for the TLS program will support both homelessness prevention and rapid rehousing efforts. The program provides rental subsidies for a period of 6 to 12 months. Participants will be selected based on their ability to successfully transition off the subsidy within this timeframe. Ongoing case management will be required, with regular engagement to ensure participants are progressing toward their housing goals and long-term stability. 100% of participants are able to become self-sufficient within 12 months.

Housing Navigation (Case Management)

3. **Housing Navigation and Care Coordination**

Continue and expand regional and city-based housing navigation and coordination programs, including Beach Cities, Hawthorne, Inglewood, Gardena, and the rest of the South Bay cities, ensuring consistent engagement and service delivery. This funding will plug all coverage gaps for street focused housing navigation with a total of 11 positions.

Shelters and Housing

4. **SHARE Housing to Employment Program**

Continue support for shared housing opportunities that provide affordable interim housing combined with employment and recovery services. This successful regional program has a 75% employment placement rate.

5. **Motel & Single Room Occupancy (SRO) Leasing**

Continue to support interim housing through motel and SRO leasing, providing immediate stabilization for individuals while permanent housing plans are secured. This can include leasing rooms inside homes. Participating cities include Torrance, Inglewood, and Redondo Beach.

6. **Tiny Homes Support**

Maintain and support local shelter capacity, including operational needs and capital improvements as necessary. Funding will help maintain a safe and stable environment for participants while they work toward permanent housing. Participating cities include Hawthorne and Torrance.

About 10% of the funds will go towards Program Implementation Cost and SBCCOG administration. Program Implementation costs include salaries of our Program Manager, Project coordinator, and Care Coordinator. Administrative costs include accounting, legal, rent, executive oversight, and other operating expenses.

FY25-26 Rollover

Additionally, Staff anticipates there will be roughly \$679,000 of rollover funds. SBCCOG will program these funds into Client Aid and SHARE Housing to Employment. Any additional rollover funds will be programmed into Client Aid.

FY26-27 LSF BUDGET AND FY25-26 ROLLOVER

Local Solutions Fund		
	FY 25-26 Roll Over	FY26-27 Budget
Income Subsidies		
Client Aid	\$279,357	-
Time Limited Subsidies	-	\$416,331
Housing Navigation and Coordination (Case Management)		
South Bay Housing Navigation and Coordination	-	\$1,120,000
Shelter and Housing		
SHARE Housing to Employment	\$400,000	\$100,000
Motel and SRO Beds	-	\$645,000
Tiny Homes Support	-	\$575,000
Programs Implementation Costs	-	\$217,370
SBCCOG Admin Costs	-	\$100,000
Grand Total	\$679,357	\$3,173,701

Programs Not Funded

Staff are not recommending funding any requests for mental health clinicians/alternative crisis response and safe parking. While staff values these programs and interventions, SBCCOG has determined that these programs are not the best use of LSF funds at this time for the following reasons.

- For mental health clinicians, the SBCCOG has previously funded this program, but unsuccessfully. There is a shortage of mental health clinicians and due to this shortage, we anticipate the budget for a single clinician to be \$150-\$200k, roughly 6% of the total LSF budget. Additionally, our cities do not have access to behavioral health databases (HIPAA), nor carry the appropriate risk management coverage among other issues.
- Similarly, alternative crisis response is also expensive and has similar logistical hurdles – roughly \$600,000 for a team. Alternatively, staff have been actively re-engaging with the Department of Mental Health for the past 6 months with increasing success. DMH controls all of the county’s behavioral health funding – over \$1 billion annually. They have a myriad of programs to serve our cities, including DMH Home teams, Full Service Partnerships (FSPs), Mental Evaluation Teams (MET), CARE court affiliated care coordinators, and an Interim Housing Outreach Program among others. The performance of these programs has been inconsistent at best. Staff believe that with the recent engagement, DMH services will improve in the South Bay, and we have seen some evidence to date – with some of our long tenured street homeless individuals being helped off the street.
- For safe parking, Staff are interested in engaging with LA City to maintain the existing site in the South Bay. We will also work with our cities to identify other locations.

Staff will work with cities to find funding for any programs not funded by LSF, including exploring the use of opioid funds and State/Federal funding sources.

LACAHSR Renter Protection and Homeless Prevention Budget (RPHP)

Per the latest LACAHSAs Expenditure Plan for FY26-27, staff anticipates \$5.2 million of RPHP funding (including the RPHP portion of technical assistance funding). This is consistent with previous year's funding.

Staff recommends a budget allocation similar to last year – divided into 3 main buckets:

Capacity Building

1. Continue to fund a Cal Aim consultant. Staff anticipate that LA County will offer Cal Aim Transitional Rent payments to our cities for housing placements, including in our SRO and SHARE housing interventions. We also believe these payments can offset a third of the costs of our city shelters. Additionally, we are still working with Managed Care Plans (LA Care, Kaiser, etc..) on a pilot program to have our Housing Navigation work be reimbursed through Cal Aim. The Cal Aim consultant will help open up and administer these additional revenue streams.

Legal Services (required to spend minimum 20% of our budget per LACAHSAs Guidelines)

2. Staff will procure Eviction and Prevention legal services, most likely through LACAHSAs Integrated Services Model (ISM). These services will help our renters with eviction defense and other preventive legal services.
3. Continue to fund Expungement programs such as ticket clinics and the Public Defender expungement clinics. An unpaid ordinary stop sign ticket can lead to bad credit and bench warrants which can impair background checks, and thus, an individual's ability to achieve housing and job stability. These programs are designed to offer expungements in exchange for the individual's acceptance of services.
4. Continue to fund Housing Focus Case Management to offer individuals seeking RPHP services with problem solving assistance such as financial budgeting and referrals to other mainstream programs.

Rental Subsidies (required to spend minimum 40% of our budget per LACAHSAs Guidelines)

5. Continue to provide funding to our two non-profit partners (St Margaret's Center and WLCAC) to provide our RPHP Rental Subsidy disbursements. These two partners will serve all of our South Bay cities.
6. Continue to fund Gardena's previously existing rental assistance program. Prior to LACAHSAs, Gardena had an existing rental assistance program. Staff recommends supplementing Federal funding for this successful program. This funding includes one prevention specialist that was previously funded through LSF.

About 11% of the funds will go towards Program Implementation Cost and SBCCOG administration. Program Implementation costs include salaries of a Sector Liaison to work with our LACAHSAs Board representative, a Project coordinator, and Marketing/Web activities to promote the programs to our constituents. Administrative costs include accounting, legal, rent, executive oversight, and other operating expenses.

Any additional funding received for RPHP will be programmed to Rental Subsidies.

FY26-27 LACAHSR RPHP BUDGET

LACAHSR RPHP
FY26-27 Budget

Capacity Building	
Cal Aim Capacity Building	150,000
Legal Services (40% of RPHP Budget)	
Eviction and Prevention	\$1,250,000
Expungements	\$800,000
Housing Focus Case Management	\$115,000
Rental Subsidies (45% of RPHP Budget)	
Non-Profit Partners	\$1,977,955
City Partner/Other	\$400,000
Programs Implementation Costs	\$244,422
SBCCOG Admin Costs	\$348,387
Grand Total	\$5,285,764

RECOMMENDATION

Approve the FY 26-27 Local Solutions Fund Budget, FY 25-26 LSF Rollover Budget, and FY 26-27 LACAHSR Renter Protection and Homeless Prevention Budget.

Please Note: The county has said that in order for them to get us our contract with them by July 1, we need to submit this budget ASAP – before the Board meeting. Therefore, this action is to approve and the Board will be notified.

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South Bay Cities Council of Governments

April 13, 2026

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director
David Leger, SBCCOG Program Manager

SUBJECT: Update on SB 799 (South Bay Regional Housing Trust legislation)

BACKGROUND

The SBCCOG has been working with Senator Allen's office to introduce amendments to the South Bay Regional Housing Trust (SBRHT) authorizing legislation. The amendments being sought include:

- Governance Changes
 - o Removing the SBCCOG Board from involvement in determining the number of SBRHT board members and their appointment (including vacancies);
 - o The ability for non-elected alternates to be selected by SBRHT member agencies for appointment to the SBRHT Board;
 - o Other minor changes dealing with the calendar
- Program Changes
 - o The authority for the SBRHT to fund workforce (moderate income) housing programs (120% AMI) currently allowed by LACAHS

SB 799 was introduced by Senator Allen as a gut and amend bill earlier this year. His staff suggested only including the governance changes at introduction to avoid requiring a special double-referral process for gut and amend bills at the onset of the new legislative year. There was also more concern about inclusion of moderate-income language which requires more discussion with committee staff.

Governance Changes: The Senate Local Government Committee agreed to include language to allow for non-elected alternates with limitations. Although not ideal, the SBCCOG agreed to the limitations. Current language restricts non-elected alternates to serving as their city's voting delegate in no more than 75% of all meetings in the year. The other governance changes regarding the number of SBRHT board members, appointment of board members, and filling of vacancies were accepted by the Committee and now tie back to processes established in the SBRHT Joint Powers Agreement.

Program Changes: Now that the bill has made it to the Assembly, SBCCOG staff has been working with Senator Allen’s staff to explore adding the ability to fund programs that address workforce (moderate-income) housing programs. The formation legislation currently restricts the SBRHT to funding extremely-, very-, and low-income programs. The SBCCOG, its SBRHT consultant, and city stakeholders believe that funding moderate-income programs would be very beneficial to addressing housing affordability issues for the “missing middle” – individuals who make too much money to qualify for other programs but not enough to afford a home on their own.

ANALYSIS

Assembly committees will soon take up SB 799. There are a couple key issues still at hand.

Governance Changes: SBCCOG staff is evaluating options to try and amend out the current language in SB 799 that limits non-elected alternates to representing their city on 75% of the time. Trusts formed through existing joint powers authority law would not be subject to such a restriction unless their Joint Powers Agreement had this language. As far as we know, the legislature has not added this restriction to other trusts either. In discussions with Senator Allen’s staff, they do not recommend trying to remove this language as it would be seen as a deal break with the committee staff and could jeopardize all the amendments being sought.

Program Changes: As expected, inclusion of moderate-income programs is proving to be challenging. Senator Allen’s staff is still in discussion with committee staff, but it seems to be a difficult negotiation. Senator Allen’s staff understands the need for these programs in the context of the South Bay, but committee staff is pushing back on the precedent they believe it will set. His staff is working to explore more granular language that would address this type of housing without “opening up the floodgates for future funding”. SBCCOG staff has submitted a written response clarifying that the language would only provide *authority* and there is no request for *funding* moderate-income programs. Once again, the amendment is seeking parity with trusts who were not formed through legislation – the Gateways Cities trust for example can fund moderate-income programs. The SBCCOG’s response also includes high-level data that shows that many professions – such as teachers, healthcare workers, police, and firefighters – qualify for moderate-income programs based on the housing prices and their average incomes in the South Bay.

Next Steps: SBCCOG staff previously explored the possibility of bringing on a lobbyist to support this effort. After evaluating a few estimates from firms as well as partnering with LACAHSAs own lobbyist, SBCCOG staff felt it was too expensive to move forward with a minimum cost of \$3,000 per month (through September/October). Not only would lobbyist support be needed to shepherd the bill through the Legislature, it would also be critical to ensuring the bill has a chance at being signed by the Governor. Even if all changes being asked for by the SBCCOG were to make it through the Legislature, there is still no guarantee it would

be signed by the Governor. This could mean that all changes – governance and program – would be vetoed.

If the program changes were to be dropped this year – voluntarily or involuntarily by the SBCCOG – they could be proposed again next session. The South Bay will have a new Senator and two new Assemblymembers.

RECOMMENDATION

Provide direction to staff.

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South Bay Cities Council of Governments

April 13, 2025

TO: SBCCOG Steering Committee

FROM: City Managers' Committee, Ara Mihranian, Chair

RE: Housing Trust Expert Members for the Board

BACKGROUND

Per the legislation that formed the South Bay Regional Housing Trust (SBRHT), 2 housing expert members are to be chosen to sit on the board by the City Managers. These members must be ratified by the SBCCOG.

STATUS

2 Community Development Directors were nominated for the expert board member positions. They are Michelle Ramirez, Torrance; and Michael Allen, El Segundo. Michelle also chairs the SBCCOG Community Development Directors Working Group.

Due to the tight time constraints to have the full board seated on April 30, the City Managers took an e-mail vote of the 10 City Managers whose cities are currently members of the SBRHT. The e-mail vote is in unanimous support of these two candidates. They will ratify these members at the City Managers' meeting on April 15.

RECOMMENDATION

Recommend SBCCOG Board approve the following 2 housing expert member positions on the SBRHT Board as selected by the City Managers:

- Torrance Community Development Director Michelle Ramirez
- El Segundo Community Development Director Michael Allen

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**SBCCOG Board of Directors' Meeting
Thursday, April 23, 2026 @ 6:00 pm
SBCCOG Office**

**357 Van Ness Way #90, Torrance, California 90501
& virtually via Zoom**

PUBLIC COMMENTS:

The Public Comment portion of the meeting is the public's opportunity to provide comments on non-agenda items within the jurisdiction of the SBCCOG/cities and each speaker is limited to three (3) minutes. Comments on agenda items may be made following the staff report on the item and each speaker is limited to three (3) minutes per item. Time allotments may be reduced due to time constraints at the discretion of the Chair. When called on, please state: Your name and residence and the organization you represent, if appropriate. Written comments are also accepted by 5:00 pm the day of the meeting via e-mail to natalie@southbaycities.org Both written and oral comments will be part of the official record.

SBCCOG Board Members:

Pursuant to the end of the State's COVID-19 emergency declaration, your attendance is required to be in-person or follow the provisions of AB 2449 available [here](#)

If unable to attend in person but want to vote virtually, let SBCCOG staff know using the form: <https://forms.office.com/r/47wQggsvf9?origin=IprLink>

ACCESSING THE MEETING:

VIRTUAL: For the public and guests, receive Zoom meeting credentials in advance by using the below link to RSVP: https://us06web.zoom.us/meeting/register/tZlqdemtgD4rGtbjByVXITR_i2jhXNm08lVd Or by phone dial (669) 444-9171 and enter Meeting ID: 867 2056 5102; Passcode: 895604

DRAFT AGENDA

I. CALL TO ORDER – 6:00 pm
Bernadette Suarez, Chair

II. VERIFY QUORUM AND VOTES NEEDED FOR ACTION (attachment) (Page 5)

III. CONFIRM POSTING OF THE AGENDA BY TORRANCE CITY CLERK

IV. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA

V. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

VI. CONSENT CALENDAR – 6:10 pm

Matters listed under Consent Calendar are considered routine and will be enacted by one motion and one vote. No separate discussion on these items. If discussion desired, that item will be removed from the Consent Calendar and considered separately.

A. February 26, 2026 minutes (attachment) – Approve

B. Appointments to Outside Agencies (attachment) – Approve

C. (funding to the SBCCOG) (attachment) – Approve

D. Legislative Matrix (attachment) – Approve

1. Support – AB 2741, SB 417, AB 1708, AB 2279, AB 1569, AB 234
2. Oppose – AB 1621, SB 1014, SB 1117, AB 1953, AB 1198. AB 1976

E. Metro Board Composition (attachment) – Approve

F. Actions Taken By Steering Committee (attachment) – Receive and file

H. SBCCOG Monthly Reports – Receive and File

1. City Attendance at SBCCOG Meetings (attachment)
2. Client Aid Report (attachment)
3. TLS (Time Limited Subsidy) Report (attachment)
4. Media Report (attachment)
5. Transportation Report (attachment)

VII. PRESENTATIONS

- A. LA Air Force Base update – tentative confirmation
- B. Metro Board Composition Ad Hoc Committee Update
- C. EE Recognition Status report for Q1

VIII. SBCCOG PROGRAM ACTION ITEMS, REPORTS AND UPDATE – 6:50 pm

- A. General Assembly evaluation
- B. Classification and Compensation Study Results (attachment) – **Approve**
- C. Homeless Services
 1. Review of Local Solutions Fund program and LACAHSAs Prevention Budget
 2. LACAHSAs Board representative
- D. Housing Trust Update (attachment) - approve members for housing trust board
 1. First meeting – April 30
- E. Senior Services
- F. Transportation Reports
 1. Metro Report – Board member James Butts/Mike Bohlke
 - a. Update on Metro Board composition ad hoc committee
 2. Transportation Committee recommendation
 - a. FY26-27 Measure M Multi-Year Subregional Plan Annual Program Recommendations (attachments) – **Approve**
 - b. FY26-27 Measure R Transit Program Funding Recommendation (attachments) – **Approve**
- G. Land Use and Transportation Programs and Projects
 1. REAP 2.0 Updates
 - a. Commercial Redevelopment to Housing
 - b. Micromobility Hubs
 2. Micromobility Programs and Projects
 3. South Bay Fiber Network
- H. SBESCs Projects and Programs (attachment)
 1. Video of Kits for Kids Celebration
 2. Energy Efficiency Awards Criteria for 2026-2027
- I. Opportunity to Serve
- J. Proposed LA County Sales Tax
- K. Other

IX. UPCOMING EVENTS & ANNOUNCEMENTS – 7:55 pm

X. AGENCY REPORTS

NOTE: Oral reports will only be made to clarify or amplify written reports

- A. SCAG update (Erik Rodriguez) (*attachment*)
 - 1. Regional Council (Mark Henderson, Mark Waronek, Drew Boyles) (*attachment*)
 - 2. Community, Economic, and Human Development (Mark Henderson, Drew Boyles, Mark Waronek)
 - 3. Transportation (Bill Uphoff, Asam Sheikh)
 - 4. Energy and Environment (Britt Huff)
- B. AQMD update (Brandee Keith) (*attachment*)
- C. Metro Service Council (Don Szerlip) (*attachment*)
- D. County Department of Public Health (Alicia Chang) (*attachment*)
- E. League of California Cities & LA Division Legislative Committee (Britt Huff, Jeff Kiernan, Barry Waite)
- F. South Bay Workforce Investment Board (Chris Cagle)
- G. South Bay Association of Chambers of Commerce (Barry Waite)
- H. Area G Emergency Management (Brandy Villanueva)
- I. California Association of Councils of Governments – CALCOG (Britt Huff)
- J. South Bay Aerospace Alliance (David Bradley/Rodney Tanaka)
- K. Baldwin Hills and Urban Watersheds Conservancy (Katrina Manning)
- L. Santa Monica Bay Restoration Commission (Dean Francois/ Zein Obagi)

XI. ADJOURNMENT

Next Board meeting – Thursday, May 28, 2026

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South Bay Cities Council of Governments

April 13, 2026

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director
David Leger, SBCCOG Program Manager

SUBJECT: Metro Board Governance Structure

BACKGROUND

Los Angeles County voters approved Measure G in 2024 that created an elected Chief Executive Officer (effective 2028) and expanded the Board of Supervisors from five to nine (effective 2032 following the 2030 Census and redistricting). Metro is reviewing its Board composition as the County's governance evolves. Metro was created by state law that merged the Southern California Rapid Transit District and the Los Angeles County Transportation Commission in 1993, and any changes to the Metro Board composition must be approved through state legislation. Metro recently created an Ad Hoc Board Composition Committee to guide a locally-informed recommendation for any possible changes to Metro's governance. Initially, subregions did not have a voice on this ad hoc committee, but following pressure from the councils of governments, Metro added a seat. Terry Dipple, Executive Director of the Las Virgenes-Malibu Council of Governments, represents COGs on the ad hoc committee.

ANALYSIS

Currently, Metro's Board is comprised of 13 voting members and one non-voting member:

- 5 seats for Los Angeles County (1 per Supervisor)
- 4 seats for the City of Los Angeles (1 seat for the Mayor + 3 appointees)
- 4 seats for the remaining 87 cities in LA County (South East/Long Beach Sector, Southwest Corridor sector, North County/San Fernando Valley sector, San Gabriel Valley sector)
- 1 non-voting seat appointed by the Governor (traditionally the Director of Caltrans District 7)

LA County's population is just over 10 million people, with the City of Los Angeles representing about 3.87 million of those people. Approximately 1 million people live in unincorporated LA County, meaning the remaining 5-5.5 million people live in the other 87 cities in the County. Those 87 cities are directly represented by only 4 of the 13 Metro Board seats today. This means that about half of the County's population is only directly represented by one third of the Metro Board.

Although Measure G created more Supervisors, it did not create more LA County residents needing representation on the Metro Board. There is no rationale for the County's governance change triggering an expansion of the Metro Board. The elected County CEO should also not receive a dedicated seat on the Metro Board nor have their own appointees. The Board of Supervisors should have to choose which five of its nine members it wishes to have on the Metro Board, just like the 87 cities choose which four representatives they want to be represented by.

SBCCOG staff does not believe changes to the County's governance structure necessitates an expansion of the Metro Board, particularly if it further diminishes the proportion of city representation.

RECOMMENDATION

Recommend the Board of Directors oppose any changes to the Metro Board governance structure and authorize SBCCOG staff to prepare a letter for the Chair's signature to submit to Metro and its ad hoc committee on Board Composition.

South Bay Cities Council of Governments

April 13, 2026

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director
David Leger, Program Manager

RE: Bills to Monitor – Status as of April 3, 2026

NOTE: **BOLD recommendation & status** indicates bill added since last Board meeting

		Position	Bill status
ENVIRONMENT			
SB 868 (Wiener)	Electricity: portable solar generation devices. This bill would exempt a portable solar generation device from all interconnection requirements and prohibit an electrical company/local publicly owned utility from requiring a customer using a portable solar generation device to take specified actions, including among other things, paying any fee related to the device or the electricity the device feeds into a building’s electrical system. The bill would provide that the electrical company/local utility is not liable for any damage or injury caused by the device. This bill would also define what a portable solar energy device is as well as establish mandatory safety standards for those devices.	SUPPORT (2/26/26) (letter sent 3/30/26) LCC: MONITOR	3/27/26 Referred to Senate Committees on Appropriations. Hearing set for April 13.
HOMELESSNESS			
AB 1708 (Solache)	Homeless Housing, Assistance, and Prevention program: round 7 (HHAP Pathways for Cities Act). This bill would create an opportunity for cities with populations under 300,000 to access state homelessness funding and give priority to cities that are collaborating with local partners.	RECOMMEND SUPPORT LCC: SPONSOR	3/16/26 Assembly Committees on Housing & Community Development and Human Services.
SB 866 (Blakespear)	Homeless Housing, Assistance, and Prevention program: housing element. This bill would require cities that do not receive HHAP funding to include specified data regarding their unhoused populations and a description of key actions that will be taken to reduce the number of unhoused individuals in their housing elements. This bill would include findings that apply the bill to all cities including charter cities.	RECOMMEND OPPOSE LCC: OPPOSE UNLESS AMENDED	3/25/26 Senate Committees on Rules. Hearing 4/21 in Senate Committee on Housing.

HOUSING			
AB 1621 (Wilson)	Planning and zoning law: post-entitlement phase permits: Housing Accountability Act. This bill would prohibit local agencies from requiring more than two plan checks for a building permit unless the agency makes written findings based on substantial evidence that additional review is necessary to address a specific adverse impact on public health or safety.	RECOMMEND OPPOSE LCC: OPPOSE UNLESS AMENDED	3/25/26 Re-referred to Assembly Committee on Housing & Community Development.
AB 2002 (Solache)	Local government assistance: Regional Early Action Planning Fund. This bill would establish the Regional Early Action Planning Fund in the State Treasury for the purpose of providing councils of governments, regional entities, and jurisdictions with one-time funding, including grants for planning activities, to enable those entities to meet the 7th and subsequent cycles of the regional housing need assessment. The bill would require the department to allocate funds, upon appropriation by the Legislature, from the Regional Early Action Planning Fund to each council of governments or regional entity responsible for allocating regional housing need that applies and qualifies for those moneys, as specified. The bill would authorize a council of governments or regional entity to expend funds awarded for certain purposes, including for activities that support the development, improvement, or implementation of the methodology for the 7th and subsequent regional housing needs assessment cycles, and for providing jurisdictions with technical assistance, planning, temporary staffing, or consultant needs associated with updating local planning and zoning documents, as provided.	SUPPORT (3/9/26) (letter sent 3/30/26) LCC: PENDING	3/9/26 Referred to Assembly Committee on Housing & Community Development.
AB 2741 (Muratsuchi)	Housing element: inventory of land: substantial compliance. This bill would allow for zoning requirements to be met by applying a zoning classification, including but not limited to, an affordable housing overlay zone, that permits owner-occupied and rental multifamily residential use with the minimum density and development standards, as specified. The bill would require a program that includes application of this zoning classification to include a written explanation of the housing and affordability incentives of the zoning classification. This bill would permit this zoning classification to allow a mix of uses if it meets prescribed	RECOMMEND SUPPORT LCC: PENDING	3/23/26 Re-referred to Assembly Committee on Housing & Community Development

	requirements. Additionally, this bill would require, if a court finds an adopted housing element or amendment to be out of compliance despite HCD's findings of substantial compliance, that the housing element or amendment be considered in substantial compliance until either the date HCD finds that a newly adopted housing element or amendment is in substantial compliance, or 275 days after a court order is issued requiring the local agency to bring its housing element into substantial compliance, whichever is earlier.		
SB 417 (Cabaldon)	The Affordable Housing Bond Act of 2026. This bill would authorize a \$10B bond measure to fund affordable rental housing and home ownership programs for the November 2026 ballot.	RECOMMEND SUPPORT LCC: SUPPORT	1/27/26 In Assembly. Read first time. Held at Desk.
SB 677 (Wiener)	Housing development: transit-oriented development. This bill would limit a local government's ability to impose objective standards on SB 9 projects with 1,750 net habitable square feet in the floor area. It would also eliminate local agencies' ability to provide setback requirements, height limits, lot coverage limits, floor area ratios, or any other standard that would limit development capacity for these projects. Finally, this measure would prohibit local governments from collecting impact fees for projects less than 1,750 square feet.	OPPOSE (3/9/26) LCC: OPPOSE UNLESS AMENDED	1/26/26 In Assembly. Read first time. Held at Desk.
SB 799 (Allen)	Joint powers authorities: South Bay Regional Housing Trust. This bill makes minor revisions to the South Bay Regional Housing Trust formation legislation, most notably the allowance for non-elected alternate board members. Non-elected alternate board members would be limited to serving as the voting delegate from a city to no more than 75% of meetings in a calendar year. Additional amendments are planned that would allow the trust to fund workforce/moderate-income housing programs.	SUPPORT (1/12/26) (letter sent 1/12/26) LCC: MONITOR	1/26/2026 In Assembly. Read first time. Held at Desk. SBCCOG is sponsoring this bill.

SB 1014 (Grayson)	Development projects: onsite and offsite improvements. This bill would require a local agency within 30 days of receiving a preliminary application for a housing development project to provide a list of any required offsite or onsite improvements and an estimate of the cost for the improvements to the project applicant.	RECOMMEND OPPOSE LCC: OPPOSE UNLESS AMENDED	4/2/26 Senate Committees on Local Government and Housing.
SB 1117 (Cervantes)	Accessory dwelling units and junior accessory dwelling units. This bill would further limit local governments' ability to charge impact fees on ADUs with more than 750 sf of interior livable space. Specifically, the measure would allow local agencies to charge only the proportional cost of impact fees for ADUs with more than 750 sf.	RECOMMEND OPPOSE LCC: OPPOSE	3/17/26 Senate Committees on Local Government and Housing.
REVENUE & TAXATION			
AB 1768 (Bryan)	Transactions and use taxes: County of Los Angeles. This bill would authorize the County of Los Angeles, until December 31, 2031, to exceed the 2% sales tax limit for any county set by the Transactions and Use Tax Law.	OPPOSE (2/26/26) (letter sent 3/30/26) LCC: MONITOR	2/23/26 Referred to Assembly Committees on Local Government and Revenue & Taxation.
AB 1953 (Lowenthal)	Short-term rentals: emergencies and special events. This bill would require the Office of Emergency Services and the Office of Tourism to establish a public registration system that authorizes a registered party to immediately commence offering an eligible residential dwelling, as defined, as a short-term rental during a declared state of emergency or a special event period. This bill would prohibit a city/county from maintaining, enforcing, prescribing, or continuing in effect any law, rule, regulation, requirement, standard, or other provision that prohibits an individual or entity that controls an eligible residential dwelling that has been registered from offering that dwelling as a short-term rental during a declared state of emergency or a special event, as applicable. This bill would include findings that apply the bill to all cities including charter cities.	RECOMMEND OPPOSE LCC: OPPOSE	3/23/26 Re-referred to Assembly Committee on Arts, Entertainment, Sports, and Tourism.

TECHNOLOGY			
<p>AB 2279 (Gipson)</p>	<p>California Advanced Services Fund: Rural and Urban Regional Broadband Consortia Grant Account. This bill would require moneys in the Rural and Urban Regional Broadband Consortia Account to be available for grants to eligible consortia to promote regional economic prosperity by conducting activities that will close the digital divide, promote digital inclusion, and achieve digital equity. The bill would require the commission to allocate sufficient funds to the account to provide multi-year grants to eligible consortia to engage and regularly convene specified representatives and to implement an approved regional work plan consistent with a standardized scope of work determined by the commission, which would be required to include specified strategies and infrastructure-related activities, as provided. The bill would require the annual base funding grant per consortium to be no less than \$200,000, plus an increased amount based on the number of unserved and underserved locations, unconnected households, and the number of low-income households in the region, but not to exceed \$500,000 per consortium per year. The bill would delete the requirement for each consortium to conduct an annual audit and would revise the information required to be included in the annual report to the commission. The bill would authorize the commission to engage experienced nonprofit organizations through an open, competitive process to assist the commission and support the consortia</p>	<p>RECOMMEND SUPPORT</p> <p>LCC: MONITOR</p>	<p>3/26/26 Referred to Assembly Committees on Appropriations.</p>
TRANSPORTATION			
<p>AB 1198 (Haney)</p>	<p>Public works: prevailing wages. This bill would require local municipalities to apply prevailing wage rate changes to public works contracts by allowing updates rates to affect projects after bid notice or award beginning July 1, 2027. Certain housing projects would be exempt from these provisions.</p>	<p>RECOMMEND OPPOSE</p> <p>LCC: OPPOSE</p>	<p>1/29/26 In Senate. Read first time. To Committee on Rules for assignment.</p>
<p>AB 1421 (Wilson)</p>	<p>Vehicles: Road Usage Charge Technical Advisory Committee. This bill would require the California Transportation Commission, in consultation with the State Transportation Agency, to consolidate and prepare research and recommendations related to a road user</p>	<p>SUPPORT (3/9/26)</p>	<p>1/29/26 In Senate. Read first time. To Committee on Rules for assignment.</p>

	charge or a mileage-based fee system as an alternative to the gas tax system. A report to the legislature would be required by no later than January 1, 2027.	LCC: SUPPORT	
AB 1557 (Papan)	Vehicles: electric bicycles. This bill would clarify existing e-bike law to specifically state an electric bicycle is a bicycle equipped with fully operable pedals and an electric motor not capable of exceeding 750 watts of peak power.	SUPPORT (2/26/26) (letter sent 3/30/26) LCC: MONITOR	4/1/26 Assembly Committee on Transportation. Hearing postponed by committee.
AB 1569 (Davies)	Pupil Safety: electric bicycle parking: safety program. This bill would require each school district that allows pupils in kindergarten through 12 th grade to park a class 1/2/3 e-bike on campus to require pupils to complete the e-bike safety and training program developed by the CHP (or a related safety course) as a condition for parking on campus. It would also require a pupil to submit proof of completion of the course to their school before parking their e-bike on the school campus. School districts that adopted a policy related to e-bike safety on or before January 1, 2027 will be exempted.	RECOMMEND SUPPORT LCC: SUPPORT	3/16/26 Assembly Committee on Transportation. Hearing canceled at request of author.
AB 1942 (Bauer-Kahan)	Electric bicycles: registration and special license plates. This bill would require class 2 and class 3 e-bikes to be registered with the DMV and to display a special license plate to be issued by the DMV.	SUPPORT (3/9/26) (letter sent 3/30/26) LCC: MONITOR	4/1/26 Assembly Committee on Transportation.
AB 1976 (Wicks)	Streets and highways: pedestrian and bicycle facilities. This bill would prohibit a city/county from holding additional community input meetings regarding a pedestrian or bicycle project after the project is included in an approved plan that will be implemented as part of the circulation element of its general plan. A city/county would be prohibited from terminating a project after construction has been approved, unless specific findings are made at a public meeting. If a city/county has a process for residents to petition	RECOMMEND OPPOSE LCC: OPPOSE	3/23/26 Re-referred to Assembly Committee on Transportation.

	installation of traffic calming measures, the city/county would be prohibited from requiring the petition to have more than a majority of persons whose residences are located within 1,000 feet of the proposed measure. Regarding pedestrian malls, this bill would: exempt them from CEQA through 2040; eliminate property owners' ability to block the project by collecting a majority of signatures representing a majority of the street frontage; eliminate the process for paying damages to affected property owners; prohibit parking facilities from being built as part of a pedestrian mall.		
AB 2059 (Wilson)	California Environmental Quality Act: transportation impacts: vehicle miles traveled: mitigation. This bill would, except as provided, specify that the total cost of mitigation measures required to address a significant transportation impact as determined by the vehicle miles traveled metric is not to exceed 5% of the estimated total project costs. The bill would specify that mitigation measures to address a significant transportation impact as determined by the vehicle miles traveled metric that exceed the 5% limit are deemed to be economically infeasible for the purposes of CEQA. Because the bill would impose additional duties on a lead agency in its analysis of mitigated measures required to address significant transportation impacts, this bill would impose a state-mandated local program.	MONITOR LCC: MONITOR	3/23/26 Assembly Committee on Natural Resources.
AB 2346 (Wilson)	Vehicles: electric bicycles and speed limits. This bill would require all class 1 and class 2 e-bikes manufactured, sold, or offered for sale on or after January 1, 2029 to be equipped with a speedometer and integrated front and rear lamps. This bill would also require manufacturers and distributors of e-bikes to include a written description of California's e-bike laws with the bicycle's packaging to consumers. This bill would authorize a local authority to set a speed limit on a bicycle path of 15 or 20mph or on a multi-use trail to 10, 15, or 20mph subject to signage requirements, as well as prohibit a person under 16 years old from riding an e-bike at a speed greater than 15mph on a highway or path.	RECOMMEND SUPPORT LCC: SUPPORT	3/26/26 Re-referred to Assembly Committee on Transportation.
SB 1087 (Cabaldon)	Transportation planning: sustainable communities strategies: Road Maintenance and Rehabilitation Program: local planning grants. Current law requires certain transportation planning agencies to prepare and adopt every 4 years, except as provided,	SUPPORT (3/9/26)	3/25/26 Re-referred to Senate Committee on Environmental Quality. Hearing set for April 8.

	<p>regional transportation plans directed at achieving a coordinated and balanced regional transportation system. Current law requires a regional transportation plan to include a policy element, a sustainable communities strategy prepared by a metropolitan planning organization, an action element, and a financial element, as provided. This bill would instead require, on and after January 1, 2027, every 2nd regional transportation plan prepared and adopted by those transportation planning agencies to include a sustainable communities strategy prepared by a metropolitan planning organization.</p>	<p>(letter sent 3/30/26)</p> <p>LCC: MONITOR</p>	
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2026 State Legislative Calendar

- April 6 – Legislature reconvenes from Spring Recess
- April 24 – Last day for policy committees to hear and report to fiscal committees fiscal bills introduced in their house.
- May 1 – Last day for policy committees to hear and report to the Floor nonfiscal bills introduced in their house.
- May 8 – Last day for policy committees to meet prior to June 1.
- May 15 – Last day for fiscal committees to hear and report to the Floor bills introduced in their house. Last day for fiscal committees to meet prior to June 1.
- May 26-29 – Last day for each house to pass bills introduced in that house.
- June 1 – Committee meetings may resume.
- June 15 – Budget Bill must be passed by midnight.
- June 25 – Last day for a legislative measure to qualify for the Nov. 3 General Election ballot.
- July 2 – Last day for policy committees to meet and report bills. Summer Recess begins upon adjournment, provided Budget Bill has been passed.
- August 3 – Legislature reconvenes from Summer Recess.
- August 14 – Last day for fiscal committees to meet and report bills.
- August 17-31 – Floor Session only. No committee may meet for any purpose except Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees.
- August 21 – Last day to amend bills on the Floor.
- August 31 – Last day for each house to pass bills. Final Recess begins upon adjournment.
- September 30 – Last day for Governor to sign or veto bills passed by the Legislature on or before September 1 and in the Governor’s possession after September 1.
- October 2 – Bills enacted on or before this date take effect January 1, 2027.
- November 3 – General Election.
- December 7 – 2027-2028 Regular Session convenes for Organizational Session at 12pm.

South Bay Cities Council of Governments

April 13, 2026

TO: SBCCOG Steering Committee

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

SUBJECT: Environmental Activities Report – March 2026

I. PROGRAMS - TECHNOLOGY, PLANNING, & RESEARCH

Energy Efficiency & Sustainability

Regional Energy Network (SoCalREN) AGENCY SUPPORT

Contract period is January 1, 2026 - December 31, 2026

Contract goal: Work Plan (including goals) underway for 2026

Energy Efficiency Project Status: SBCCOG and SoCalREN project managers are working with the following agencies to advance energy efficiency projects:

- City of Hawthorne – The Police Department lighting project and Memorial Center HVAC project have completed construction. Final reporting is almost done, with the SoCalREN awaiting final city signatures. Once project paperwork is completed, savings numbers will be available.
- City of Inglewood – The City Hall lighting and pump project is under construction, to be completed by December 2026.
- City of Rancho Palos Verdes – Water heaters eligible for incentives for upgrades to Heat Pump Water Heaters have been identified: The Interpretive Center unit is approved for 50% cost coverage, with \$3,180 of cost covered and the same amount out-of-pocket from the city with an estimated \$1,667 in annual energy savings. The Ryan Park unit is approved for 17% cost coverage which is \$1,490 of the cost covered and \$7,107 being the cost to the city with an estimated \$2,800 in annual energy savings. City staff have chosen not to move forward with either project currently due to cost.
- Lennox Elementary School District – Lighting upgrades and Heat Pump Water Heater replacements are in the data collection period under the Metered Savings Program. The agency is also enrolled in the Schools Strategic Energy Management Cohort which provides additional support for projects. SBCCOG Staff conducted a FEI site visit to identify potential lighting projects.
- Manhattan Beach Unified School District – The agency is working with Energy Systems Group to downsize a water heater at Mira Costa High School.

- West Basin Municipal Water District – 33 pumps are being vetted for overhauls with significant savings. The projects are moving forward with collaboration between the agency and SoCalREN. The agency is also enrolled in the Water District Strategic Energy Management Cohort.
- Palos Verdes Library District – SBCCOG staff enrolled the district in the SoCalREN in March. Staff are identifying project potential through an upcoming FEI site visit. The District is also interested in becoming a certified green business.

ENERGY STAR Portfolio Manager (ESPM)

SBCCOG staff has contacted all South Bay cities to confirm buildings that require Building Energy Benchmarking (AB802) reporting for buildings greater than 50,000 square feet. These reports are due to the California Energy Commission by June 1. **For the 5th year in a row**, SBCCOG staff have drafted energy use reports and coordinated city review and approval prior to submitting them to the California Energy Commission on behalf of the cities to reduce city staff time and resources while meeting compliance.

Facility Equipment Inventory Program (FEI) – SBCCOG staff continue to work with agencies to update FEI workbooks, capturing completed and new projects and needs. To date, **60** facility audits across 15 South Bay cities, 2 school districts, and 1 special district have been completed and resulted in identification of over **940,000** potential kWh savings from lighting retrofits and **123** HVAC units that are overdue for replacement. The SBCCOG is also looking to audit new facilities. Please reach out to shawn@southbaycities.org if your agency is interested in completing a facility audit.

City Staff Accreditation Pilot: LEED GA and AP – The SBCCOG was approved for a pilot program with SoCalREN funds to cover the cost of LEED (Leadership in Energy and Environmental Design) certification for 2 staff per member city. This program will support training, studying, and cover test registration fees for agency staff to earn a LEED Green Associate and/or Accredited Professional credential. The preparation for the credential will build agency expertise in sustainable building design related to energy efficiency and internal environmental quality at the agency level. LEED accredited staff can assist in city, commercial, and residential building development and design and provide expert information to the community that will lead to lower utility bills. As LEED v4 is being released in April, SBCCOG staff will promote this program to city staff next month.

Regional Energy Network (SoCalREN) Residential

Contract period is January 1, 2026 - December 31, 2026

Contract goals: Contact, track progress, and outreach to local community organizations; track number of virtual events held and attendees; distribute program collateral to local community organizations.

Multifamily and Hard-to-Reach-Direct-Install Energy Efficiency – The SBCCOG continues to identify multifamily property owner customers for the SoCalREN Multifamily program which enrolls eligible properties for opportunities for energy- and cost-saving. Contacts are being identified

through Chambers of Commerce and city business lists. SBCCOG continues to share co-branded materials at community outreach events and coordinate with other agencies to help identify opportunities. Promotion to property owners has been conducted with help from chambers and the Niles Foundation.

SoCalREN Kits for Kids – Schools in disadvantaged areas or those that receive Title 1 funding are eligible to participate in the LA County Kits for Kids program, which provides free energy efficiency kits (LEDs, faucet aerators, and games) to third- and fourth-grade students to implement at home and \$1,000 to teachers who implement it in their classrooms.

Apparently, if someone such as a teacher in a district that is not disadvantaged expresses interest in participating in the program, they can consider enrolling them. This happened with the Palos Verdes Unified School District which is now enrolling 9 classrooms in the Kits for Kids program this Spring semester. SBCCOG Staff is working to celebrate and recognize the success of these classrooms.

Equitable Building Decarbonization: Residential Direct Install

Contract period is May 1, 2025 - December 31, 2029

The SBCCOG is a Community Partner with Los Angeles County, joined by local Community Based Organizations (CBO) and non-profits, to implement the California Energy Commission's Equitable Building Decarbonization Residential Direct Install Program in **Carson, Hawthorne, Lawndale, and Wilmington**. The EBD program will accelerate large-scale residential building decarbonization efforts for single-family homes, multifamily properties, manufactured housing, and public housing in under resourced communities. SBCCOG is responsible for conducting marketing, education, and outreach activities to inform and engage potential participants about the program.

The kick-off meeting for the program took place in March. A meeting to coordinate outreach strategies for all overlapping local Community Partners, facilitated by the SBCCOG, will take place in early April. Attendees include H.E.L.P., GRID Alternatives, The Niles Foundation, Clean Power Alliance, California Housing Partnership, and Physicians for Social Responsibility Los Angeles. SBCCOG staff plans to begin outreach by May.

Southern California Gas Company Energy Pathways

Contract period is May 19, 2024 – December 31, 2027

The SBCCOG continues to work with SoCalGas to promote gas energy efficiency assistance program opportunities and financing support to cities, school districts, and residents. Program offerings were shared with businesses and residents at community events. Current day-to-day activities continue with the support from SoCalGas staff. Program offerings and related marketing materials have been shared with agencies to support outreach to residents and businesses.

- Restaurant Energy Efficiency Starter Kit: Kit includes energy- and water-saving tools such as a pre-rinse spray valve, faucet aerators, gas valve handles, a Turbo Pot aluminum frying pan for efficient cooking, and a pocket thermometer for food service businesses.
- Commercial Building Energy Solutions and Technologies (C-BEST) Program: Provides technical assistance and incentives for businesses to implement natural gas-saving measures in commercial buildings.

Water Conservation

West Basin Municipal Water District Programs (West Basin)

The contract period is July 1, 2025, through June 30, 2026

SBCCOG and West Basin met on March 2 and March 16, to discuss the implementation of ongoing programs. New contract discussions have already been started, and a draft scope of work is expected in May. SBCCOG staff also continue to respond to phone inquiries on the dedicated West Basin line.

Educational Outreach Support - Exhibit Events

Contract goal: 100 exhibit events, presentations, workshops, networking opportunities, etc.

Status of goal: 80 exhibit events, presentations, workshops, networking opportunities, etc.

Support for Workshops & Webinars Educational Classes

Contract goal: Up to 17 physical classes or virtual webinars

Status of goal: 10

March Completed Workshops & Classes:

- *Thursday, March 12, 2026 - 6:00 pm - 7:00 pm – West Basin Firescaping Workshop*
- *Wednesday, March 18, 2026 – 6:00 pm - 7:00 pm – West Basin Chat Educational Class*

Rain Barrel Giveaway

Contract goal: 6 Rain barrel distribution events.

Status of goal: 6 Rain barrel program distributions: All events have been completed

Water Replenishment District of Southern California (WRD)

The contract period is January 1-December 31, 2026

Contract goal: promote WRD programs and support in-person events

Status of goal: ongoing

Ongoing promotion of WRD programs continues through SBCCOG's e-newsletters and social media channels. SBCCOG also posts WRD events on its website and sends e-blasts to help boost attendance. The SBCCOG staff attended events and distributed marketing materials to city halls,

libraries, senior centers, and other community locations. In addition, WRD Eco-Gardening classes and workshops were promoted.

Los Angeles County Sanitation Districts (LACSD)

The contract period is January 1-December 31, 2026

Educational Outreach Support - Exhibit Events

Contract goal: 100 exhibit events, presentations, workshops, networking opportunities, etc.

Status of goal: 81 exhibit events, presentations, workshops, networking opportunities, etc.

Ongoing promotion of LACSD programs continues through SBCCOG's e-newsletters and social media channels as well as website postings and coordinating LACSD upcoming 2026 events and sending e-blasts to help boost attendance. SBCCOG staff attended events and distributed marketing materials to city halls, libraries, senior centers, and other community locations. New agreement discussions have already started, and a draft scope of work is expected in June.

Task - Speakers Bureau

Contract goal: identify and coordinate up to 3 speaking opportunities.

Status of goal: 4/3 Identified and Scheduled

- Carson Gardena Dominguez Rotary Club – January 14, 2026 – Completed
- City of Gardena's Planning and Environmental Quality Commission – February 17, 2026 – Completed
- City of Torrance Environmental Quality and Energy Conservation Commission – Postponed to May
- City of Gardena's Beautification Committee – May 21, 2026 – Scheduled

Waste Reduction

Rolling Hills Organic Waste

Contract period is April 8, 2024 – November 1, 2026

The SBCCOG continues to work with the City of Rolling Hills to educate residents on organic waste recycling and food waste prevention. Funded by a CalRecycle SB 1383 grant, the technical consultant, EcoNomics, Inc., completed three educational videos and conducted two workshops for Rolling Hills residents. As part of this program, interested residents also received a compost bin and kitchen pail for organic waste. Staff are working with the city to coordinate another in-person training in the summer.

Organic Waste City Staff Meeting

March 16, 2026

The SBCCOG recently hosted an Organic Waste meeting for partner agency city staff to learn more about SB 1383, what cities are doing to comply, and how SBCCOG can assist. The meeting featured a guest speaker from SGVCOG, Mackenzie Bolger, who provided an overview of their FRESH program – a regional food recovery program administered by the SGVCOG. The program has been successful in helping cities comply with organic waste regulations. During the meeting, the work conducted by the SBCCOG and the City of Rolling Hills was also presented. The meeting was well-received, with attendees representing El Segundo, Hawthorne, Hermosa Beach, Inglewood, Manhattan Beach, Redondo Beach, Rolling Hills, Rolling Hills Estates, and Torrance.

Green Business

South Bay Green Business Assist Program (GBAP): Ongoing

The SBCCOG continues to provide information to local businesses on opportunities to implement sustainability actions and West Basin programs. In addition, businesses also receive updates on resources from SBCCOG's utility partners.

California Green Business Network - LA County is covering the cost of membership for all South Bay cities in California Green Business Network program – the tool used to conduct the certifications. This work is in addition to the GBAP information program. In March, SBCCOG staff made calls to businesses in the cities of Hawthorne and Carson providing information on \$550 mini-grants available to businesses in those cities. In addition, SBCCOG staff are scheduled to certify three Peninsula library buildings in the month of April. Following the successful certification of an Inglewood business in March, SBCCOG staff are currently preparing two additional businesses for April certifications. To ensure all requirements are met, SBCCOG staff are conducting bi-weekly audits and providing direct support to the owners throughout the process.

GBAP by city: Carson (18), El Segundo (55), Gardena (55), Hermosa Beach (12), Hawthorne (83), Inglewood (20), Lawndale (30), Lennox (10), Lomita (9), Manhattan Beach (10), Palos Verdes Estates (9), Rancho Palos Verdes (11), Redondo Beach (6), Rolling Hills Estates (6) Torrance (92), Los Angeles County – Community of Westmont (1) and District 15 (8) for a total of 435 businesses participating as of March 2026.

SBWIB Expanding Flexible Apprenticeship in California (EFAC)

Contract period is February 4, 2026 – June 19, 2026

Under the Expanding Flexible Apprenticeship in California (EFAC) project, SBCCOG is conducting business engagement and outreach services to connect businesses to apprenticeship opportunities across the South Bay. Activities included consulting with SBWIB staff on the

project framework, goals, and timelines; conducting outreach to employers, school districts, educational providers, and other entities interested in apprenticeship programs; and establishing connections with at least 15 employers, including public sector organizations, interested in utilizing apprenticeships as a workforce development strategy. The first kickoff meeting was held on Monday, March 23.

Climate Action

Greenhouse Gas Emissions Inventories: SBCCOG, with support from volunteers and prior CivicSpark Fellows, has finalized the city specific 2019-2020 greenhouse gas (GHG) emissions inventory reports and sent them to each jurisdiction. SBCCOG staff are developing a sub-regional inventory by May.

Transportation

Metro Express Lanes (MEL) (Contract period January 23, 2026 – January 22, 2026)

The SBCCOG continues to prepare, update, and share the outreach calendar events to provide opportunities for Metro to share their Express Lane program. In March, the SBCCOG/SBESC distributed MEL materials at four events.

II. VOLUNTEERS

Status of Program: 91.25 hours for March 2026

In March, volunteer hours doubled compared to February. Volunteers supported several recurring projects, including office assistance, database research, and outreach events, as well as helped prepare for and attend the General Assembly. The volunteer program continued to grow, with 5 new applicants interviewed and welcomed into the program.

III. MARKETING, OUTREACH, & IMPLEMENTATION

Outreach Events

In March 2026:

- 4 - Networking Event
- 2 - In Person Community Event
- 1 – Presentation
- 1 - Business Event
- 1 – Workshops Events

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South Bay Cities Council of Governments

April 13, 2026

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director
Kim Fuentes, SBCCOG Deputy Executive Director
Jake Romoff, SBCCOG Project Coordinator

SUBJECT: SBCCOG LEED Training and Accreditation Options

BACKGROUND

The South Bay Cities Council of Governments (SBCCOG) has received \$30,000 in funding from the SoCalREN to cover training and exam fees for 30 city staffers (est. 2 per city) to obtain their LEED credentials. Training for city staff is anticipated to begin June 2026 to help ensure city staff receive the most recent revisions to the certifications program. All training and exams need to be completed by Dec. 4, 2026. A small portion of the funding is also allocated to SBCCOG staff to facilitate the training arrangements.

Leadership In Energy and Environmental Design (LEED) is a globally recognized certification system used to evaluate the sustainable and environmental design of a building. LEED was created by the US Green Building Council (USGBC) -- the organization that oversees updating the evaluation criteria, reviewing submitted buildings, and administering the exam for credentials. Buildings earn LEED certification by meeting specific standards across categories including design, construction, and operations, with different levels such as Certified, Silver, Gold, and Platinum.

Obtaining the credential builds expertise in sustainable building design related to energy efficiency and internal environmental quality at the agency level. LEED accredited staff can assist in city, commercial, and residential building development and design and provide expert information to the community potentially leading to lower utility bills. The US Green Building Council reports LEED-certified buildings typically consume 25% less energy, reduce carbon emissions by 34%, and use 11% less water. Staff expertise on sustainable buildings can generate opportunities to increase the efficiency of existing facilities and apply sustainable practices to future buildings.

Individuals can obtain LEED credentials in two different categories: Green Associate, and Accredited Professional. The Green Associate credential is an entry level certification that covers the basic principles of green building design and LEED concepts. The Accredited Professional (AP) credential is more specialized and indicates advanced knowledge in a specific area of LEED, such as Building Design and Construction (BD+C), Operations and Maintenance (O+M),

or Interior Design and Construction (ID+C). To complete the Accredited Professional credential, one must have first obtained their Green Associate.

CITY ACCESS

All costs for training and exam fees will be incurred upfront or reimbursed by SBCCOG. SBCCOG proposes to purchase an approved training package and provide interested city staff login credentials to access the materials. The SBCCOG will provide a set time and date for any live training sessions. For the exam fees, city staff that have completed the training course will register for the desired exam date and pay the exam fees. Exam fees will be reimbursed by the SBCCOG once confirmation of exam completion has been received. All training and exams need to be completed by December 4, 2026 to be reimbursed.

ANALYSIS

Exam fees are a flat rate of \$250 for Green Associate and \$350 for Accredited Professional and are administered through USGBC. However, training for LEED exams is offered through a variety of online services that vary in format, content, and costs. SBCCOG staff reviewed training packages of three different providers and obtained pricing ranging from \$4,200 - \$24,750. The following provides details offered by each firm:

Training Provider Options:

1. ***US Green Building Council (USGBC)***-- is the administrator for the LEED exams and offers study guides available for purchase on their website. A “Course Catalog Subscription” grants users 1 year of unlimited access to all study guide material. This covers content related to the Green Associate and the Accredited Professional exams.
 - USGBC Course Catalog Subscription - **\$250/person, \$7,500 total**
2. ***Green Building Education Services (GBES)*** -- an online service that offers training for exams across multiple credentials in the green building space. Different Training options:
 - **Option 1 - \$140/person, \$4,200 total** – GBES Core-Unlimited Exam Prep offers 1 year of unlimited access to study guide material for all credentials including study guides, recorded lectures, flash cards, practice tests, and asynchronous modules.
 - **Option 2 - \$825/person, \$24,750** – 8 live group training sessions (2 hours) by a LEED professional covering both Green Associate and Accredited Professional Content.
 - This option assumes all staff would want to earn the same Accredited Professional credentials specialty. This option doesn’t include unlimited access.
 - **Option 3 (Hybrid) - \$333/person, \$10,000 total** – 4 live group training sessions for ONLY Green Associate content and 1year unlimited access to study guide material for all Accredited Professional credentials
 - This option allows city staff to prepare for their Accredited Professional exam on their own time and provides flexibility for staff to choose different specializations.

3. **Archiroots** -- a competitor to GBES and offers training for exams across multiple credentials in the green building space. Archiroots provides a “no pass” money back guarantee. Different Training options:

- **Option 1 - \$283/person, \$8,500 total** – Unlimited access to all study guide material including study guides, recorded lectures, flash cards, practice tests, and asynchronous modules.
- **Option 2 - \$333/person, \$10,000 total** – 12 live group training sessions (2 hours) by a LEED professional covering both Green Associate and Accredited Professional Content; doesn’t include unlimited access.
- **Option 3 (Combined) - \$450/person, \$13,500 total** – 12 live group training sessions (2 hours) by a LEED professional covering both Green Associate and Accredited Professional Content. Unlimited access to all study guide material including study guides, recorded lectures, flash cards, practice tests, and asynchronous modules.

The following summarizes services and related costs:

	USGBC	GBES			Archiroots		
	Option 1	Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
Unlimited Study Material Access	✓	✓		✓	✓		✓
Live Training for Green Associate			✓	✓		✓	✓
Live Training for Accredited Professional			✓			✓	✓
Total Training Cost:	\$7,500	\$ 4,200	\$ 24,750	\$10,000	\$8,500	\$10,000	\$13,500

After reviewing the options, SBCCOG staff are recommending Green Building Education Services (GBES) Option 3 because it offers the best combination of cost-effective training with a flexible structure that allows city staff to choose the Accredited Professional credential they wish to pursue.

BUDGET

The SBCCOG received \$30,000 in total funding from the SoCalREN. The total costs of exam fees for 30 city staffers are estimated at \$18,000. The recommended training option (GBES Option 3) costs \$10,000, leaving \$2,000 for SBCCOG staff facilitation.

- Training: \$10,000
- Exam Fees: \$18,000
- SBCCOG Staff: \$2,000

RECOMMENDATION

Recommend Board approve training through Green Building Education Services (GBES) Option 3 in total of \$10,000 and authorize payment in the amount of up to \$18,000 for exam fees.

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South Bay Cities Council of Governments

April 13, 2026

TO: Steering Committee
FROM: Jacki Bacharach, Executive Director
SUBJECT: Proposed Revised Classification Specifications

OVERVIEW

- Recommendations for new and revised position descriptions and related salary schedule to meet current and future program needs
- Proposed revisions do not:
 - allow or require automatic promotions or salary increases
 - increase the number of staff

BACKGROUND

The South Bay Cities Council of Governments (SBCCOG) contracted with CPS HR Consulting Services (CPS) to conduct an agency-wide classification study to help ensure that incumbents are properly classified, update classification specifications, and evaluate salary ranges. CPS also reviewed reporting relationships and the organization's structure. Their full assessment included reviewing existing classification specifications, conducting position description questionnaires and interviews with employee incumbents, and collecting management input. The assessment did not review benefits.

Prior to this work, in 2014, the SBCCOG developed comprehensive job descriptions and revised compensation levels under the guidance of a consultant. Between that time and now, revisions to descriptions and compensation have been primarily done to meet new state laws or evolving programs. Two positions were recently developed and approved by the Board – Analyst/Senior Analyst and Financial Analyst. These positions were developed in coordination with CPS HR.

ANALYSIS

The purpose of the assessment was to help ensure that the SBCCOG has a classification system that meets the current and mid-term future needs of the organization. It primarily captured the essential nature of positions that are expected to continue at a single point in time. Therefore, recommendations are not based upon all possible future changes, particularly with an organization such as the SBCCOG where organizational needs, technologies, and skill requirements are continuously evolving due to new programs and grants. The recommended updated classification system is meant to provide the organization with the tools to successfully administer recruitment, performance management, compensation, and succession planning as well as effectively support systems of administrative and fiscal control.

Classification Specifications

CPS developed classification specifications that are legally defensible and reviewed existing staff to help ensure that individuals were appropriately assigned within the recommended classification structure. All existing position descriptions were updated, and new positions were added to address current and mid-term future needs. Summary of notable revisions include:

- Program Manager and Sr. Program Manager titles were changed to Department Manager and Department Director respectively to better describe the position and reduce confusion between positions with similar titles
- Administrative Officer position was separated into two separate functions 1) Administrative Manager and 2) Finance Manager to address growing needs and complexity of the organization
- Account Clerk position was added to support increased finance function
- Accountant position was removed and responsibilities were separated between other finance positions
- Senior Project Coordinator position was added to address growing mid-level responsibilities

Proposed positions are listed below:

Current Positions	Recommend Position	Notes
Accountant	Remove	Remove
Administrative Assistant	Administrative Assistant	
Administrative Officer	Administrative Manager	Separated HR from Finance
	Finance Manager	
Analyst/Senior Analyst	Analyst/Senior Analyst	
N/A	Account Clerk	New Position
Deputy Executive Director	Deputy Executive Director	
Executive Director	Executive Director	
Financial Analyst	Financial Analyst	
Intern	Intern	
Project Assistant	Project Assistant	
Project Coordinator	Project Coordinator	
N/A	Senior Project Coordinator	New Position
Project Manager	Project Manager	
Sr. Project Manager	Sr. Project Manager	
Program Manager	Department Manager	Revised title
Sr. Program Manager	Department Director	Revised title

It is important to note that if approved, some current employees will have new job titles such as Administrative Manager and Finance Manager – as indicated in the chart above.

Revised positions along with a list of terms and definitions are listed on the attachment A.

Compensation

The purpose of the compensation study was to determine the competitiveness of the SBCCOG's salaries in the labor market and compliance with State law to attract and retain talent as well as promote internal equity. CPS utilized a whole job analysis methodology to determine whether a match from a labor market agency was comparable to SBCCOG's classifications. This commonly used methodology analyzes the job as a whole, rather than by individual factors, by evaluating the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications to determine whether the classification is comparable enough to be utilized as a match. Matches are based on the class specifications (not just titles). The methodology recognizes slight differences in duties assigned to matches from other labor market agencies which do not impact the type, nature, and level of work performed. Matches used are not so broad that they include classifications performing dissimilar work, or work done at a higher or lower level. They are also not so narrow that they exclude matches doing comparable work with slight differences so as not to change the level and nature of work. In order for a classification to be considered a match, upwards of 70% of the job description should be similar. The median for comparable agencies is used to help balance any lows or highs. When a minimum of three comparisons is not identified for a given class, internal alignment is applied. This methodology does not adjust based on the size of an organization.

The following agencies were determined to be the labor market in which the SBCCOG completes for talent for compensation:

- City of El Segundo
- City of Gardena
- City of Lomita
- City of Rolling Hills Estates
- Gateway City Council of Governments
- Los Angeles County
- San Gabriel Valley Cities Council of Governments
- Southern California Association of Governments
- Western Riverside Cities Council of Governments

The SBCCOG staff recently received the recommendations from CPS for compensation ranges and will need time to review and analyze the impact as well as considerations for the financial climate, internal compensation structure, changes to that structure, sustainability of salary increases, budget, and contracts. Other factors need to be considered such as cost of salary increases and other fiscal impacts to the organization to prevent financial hardship or unintended consequences such as the need for future layoffs. Staff anticipate that options and recommendations will be presented to the Steering Committee and Board in May so that Board direction can then be incorporated into the FY2026-27 proposed budget.

RECOMMENDATION

Board approve revised Classification Specifications.

Terms & Definitions:

Classification of the Position, Not the Employee – Position classifications should be consistent regardless of who holds the position. As such, a classification study process classifies positions, not individual employees. Furthermore, classification does not consider the capabilities of individual employees or the efficiency and effectiveness of an incumbent. It is not a measure of how well an individual employee performs, but of the actual duties assigned to the employee. Thus, classification is not a tool to reward individual achievement, nor should classifications be created simply to reward length of service. Employees, supervisors, and managers often view job content through employee performance characteristics which are unrelated to the classification concept of evaluating the work which the organization has determined should be assigned to a specific position, irrespective of how well an employee performs that work.

Classification Versus Allocation – Classification is the process of identifying and describing the various kinds of work in an organization and grouping similar positions together based on job family, classification series, and classification distinctions. Allocation is more specifically tied to the placement and/or budgeting of positions within an organization. Thus, agencies may allocate a position within an organization based on the results of the classification analysis for that position.

Classification Supervision Level Definitions –

- **Under close supervision** – Work is performed under direct and frequent supervision. Tasks are clearly defined, and methods and procedures are prescribed. Supervisor closely reviews work in progress and upon completion and provides regular instruction and feedback.
- **Under General Supervision** – Work is performed with established objectives and procedures. The supervisor outlines expected results, but employees independently plan and carry out assignments. Work is reviewed periodically rather than continuously.
- **Under General Direction** – Work is performed with broad supervisory guidance. The employee is given overall objectives and expected results, but determines methods and processes independently. Work is reviewed primarily for results and compliance with policy rather than for technique or daily activity.
- **Under Minimal Direction** – Work is performed with very limited supervision. The employee is responsible for planning and organizing work, setting priorities, and resolving problems independently. Review is infrequent and focused on outcomes rather than on how the work is performed.
- **Under Administrative Direction** – Work is performed under broad policy and administrative guidance from executive or department-level leadership. The employee

has substantial autonomy in managing programs or functions and is accountable for achieving organizational goals within established policies and legal requirements.

- **Under Policy Direction** – Work is guided by organizational policy rather than day-to-day supervision. The employee provides leadership over major programs or functional areas and exercises authority to interpret, develop, and implement policy consistent with governing body or executive direction.

Level and Not Volume of Work – Position classification reflects the level of work performed by an employee and is generally independent of volume. For example, if one employee processes double the work of another, yet the percentages of time spent on those tasks and other duties are comparable, a single classification should be appropriate for both positions. In fact, study questionnaires do not ask for, and we do not consider, the relative productivity of employees when evaluating positions. Likewise, classifications are not distinguished by the amount of time spent by incumbents on tasks or the volume of work assigned to positions since problems of excessive workload are properly solved by redistributing work or adding employees, not by creating new classifications.

Point in Time Analysis – A classification study primarily captures the essential nature of positions that are expected to continue at a single point in time. Therefore, recommendations cannot be based upon all possible future changes, particularly in a rapidly changing environment where organizational needs, technologies, and skill requirements are continuously evolving. This classification study uses the point in time immediately prior to the submission of the PDQ and does not reflect prospective duties or changes in duties after the PDQ was submitted. It should be noted that at the request of Executive Management, additional classes were developed for future use, but this does not change the point in time analysis for existing positions. The new classes included Financial Analyst and Analyst.

Position Versus Classification – Position and classification are two words that are often thought of as interchangeable, but in fact, have very different meanings. In a position plan, a position is an assigned group of duties and responsibilities performed by one person. Sometimes the word “job” is appropriately used in the place of position. In contrast, a classification may contain only one position or may consist of several positions. When there are several positions assigned to one classification, it means that the same title is appropriate for each position because the scope, level, duties, and responsibilities of each position assigned to the classification are sufficiently similar (but not necessarily identical); the same core knowledge, skills, and other requirements are appropriate for all positions, and the same salary range is equitable for all positions.

Preponderant Duties – Classification studies often find that positions are assigned a wide range of duties and that incumbents have various levels of responsibility at any one time; therefore, the positions must be analyzed based on their preponderant duties. Preponderance is a measure of importance, and the most preponderant duties of a position are those that support the primary

purpose of the position. Sometimes the most time-consuming duties of a position are preponderant; however, consideration must sometimes be given to the responsibility and complexity of certain duties that do not occupy most of the incumbent's time. Overall, the determination of preponderance is a judgment call based on a consistent set of factors.

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)

JOB DESCRIPTION

ACCOUNT CLERK

Job Summary

Under general supervision of the Finance Manager, the Account Clerk is responsible for performing a wide range of clerical accounting duties. Incumbents process and maintain financial transactions; perform accounts payable and accounts receivable functions; conduct reconciliations; support purchasing and vendor invoicing activities; prepare, review, and process financial documents and reports; and support monthly and annual financial cycles. The position also provides administrative and project-based assistance to assigned staff.

Distinguishing Characteristics

This is the journey-level classification in Finance responsible for performing a full range of clerical and transactional accounting duties, including processing accounts payable and accounts receivable, maintaining financial records, performing routine reconciliations, and providing support for department fiscal activities. Work requires accuracy, adherence to established procedures, and the ability to perform duties with increasing independence.

This classification is distinguished from the next higher classification of Finance Analyst, which is responsible for performing professional-level accounting, auditing, budgeting, and analytical work, including complex financial analysis, forecasting, grant and project accounting, and development of financial reports and recommendations.

Essential Job Functions, Duties, and Responsibilities

Financial Processing and Recordkeeping

- Processes accounts payable and accounts receivable transactions; reviews invoices, verifies documentation, and prepares payment requests.
- Reconciles credit card statements, vendor accounts, and other financial records.
- Prepares and tracks vendor invoices, including monthly billing prepared through time tracking software and other systems.
- Records payments, deposits, and financial transactions accurately in QuickBooks or other financial software.
- Maintains financial files, logs, and documentation according to established procedures.
- Monitors expenditures against approved budgets; alerts supervisors to discrepancies or unusual activity.
- Assists in preparing monthly and periodic financial reports, including the Steering Committee financial packet.
- Reviews purchasing requests for completeness and compliance; exercises discretion in routine purchasing and tracking of daily expenses.
- Supports year-end, audit-related, and compliance-preparation tasks under direction.

Administrative and Office Support

- Provides general administrative support to assigned managers, including scheduling meetings, preparing agendas, ordering food, and coordinating materials; takes minutes and action items during finance meetings.
- Prepares correspondence, reports, spreadsheets, and presentations using Microsoft Office, SharePoint, and related tools.
- Coordinates with vendors for services, supplies, and information.
- Provides back-up front desk coverage, including greeting visitors, answering phones, and responding to inquiries.
- Maintains administrative records, calendars, and workflows.

Project and Program Support

- Assists with project-based activities such as professional development tracking, salary survey research, and staff training logistics.
- Develops and prepares engagement tools, surveys, and data collection instruments using Microsoft forms, SurveyMonkey, or similar platforms.
- Conducts basic research and compiles information to support program planning and administrative decision-making.
- Coordinates meeting logistics, internal workflows, and documentation to support ongoing programs and initiatives.
- Supports continuous improvement of financial and administrative processes.
- Performs related duties as assigned.

Classification

The position is non-exempt under the Fair Labor Standards Act.

Qualifications***Education and Experience***

High school graduation or GED equivalent, and two (2) years of increasingly responsible clerical accounting experience, including accounts payable, accounts receivable, reconciliations, or financial recordkeeping. Completion of coursework in accounting, bookkeeping, or business administration is desirable.

Knowledge of

Principles and practices of accounting clerical work, including accounts payable and accounts receivable, reconciliations, and financial recordkeeping; basic governmental or organizational accounting procedures and internal controls; financial management systems such as QuickBooks; office practices, administrative procedures, and document management; word processing, spreadsheet, and database applications, including Microsoft Office, SharePoint, and Outlook; business communication, grammar, and formatting standards.

Skills to

Process accounts payable and accounts receivable transactions with accuracy and efficiency; reconcile financial data and account balances; prepare, review, and verify invoices, financial documents, and reports; maintain organized and complete financial records; apply organizational policies, procedures, and financial guidelines; use accounting systems, spreadsheets, databases, and standard office applications; manage time effectively and prioritize work to meet routine and cyclical deadlines; communicate clearly in both written and verbal formats; provide responsive customer service to staff, vendors, and the public; and identify and resolve routine financial discrepancies.

Ability to

Perform journey-level clerical accounting tasks accurately and in accordance with established procedures; process financial transactions; reconcile accounts; maintain detailed, auditable records; prepare invoices, financial summaries, and reports with accuracy and timeliness; interpret, apply, and explain financial rules, policies, and procedures; exercise discretion, maintain confidentiality, and use sound judgment in performing financial duties; organize work, manage multiple tasks, adapt to changing priorities and deadlines, and communicate clearly and professionally; establish and maintain effective working relationships with coworkers, supervisors, vendors, and the public; operate accounting software, databases, spreadsheets, and office equipment with proficiency; troubleshoot routine financial or data discrepancies and take appropriate corrective action.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Job Summary

Under general supervision, the Administrative Assistant is responsible for a broad range of administrative, clerical, communication, customer service, logistical, and operational support activities in furtherance of SBCCOG's programs, events, outreach, internal operations, and office/facility management. This position serves as the first point of contact for visitors and callers; supports data entry and reporting tasks; provides meeting and scheduling support; orders food for meetings; maintains office systems, supplies, and equipment; prepares routine correspondence, outreach materials, and social media/website posts; assists with basic accounting support; coordinates logistics; and supports staff across all divisions as assigned.

Work is routine to moderately complex and requires strong organizational skills, attention to detail, customer service, and the ability to manage multiple time-sensitive tasks. The position may assist with outreach activities and event support but does not have responsibility for independent project coordination, project planning, or analytical program management.

Distinguishing Characteristics

This journey-level classification is responsible for performing the full range of clerical, administrative, logistical, communication, and routine accounting support functions.

This classification is distinguished from the next higher classification of Project Assistant in that the Project Assistant performs more specialized program support work, including client coordination, eligibility verification, and direct operational support of program implementation, while the Administrative Assistant performs administrative, clerical, logistical, and routine operational duties that support general office and program functions.

Essential Job Functions, Duties, and Responsibilities

- Types, formats, edits, revises, proofreads, and processes a variety of materials, including correspondence, forms, memorandum, agenda items, reports, agreements, technical and statistical charts, tables, and other specialized and/or technical materials from verbal instruction, rough draft, or other source documents; may compose correspondence and other documents for signature.
- Answers phones and greets visitors; responds to or refers general inquiries and complaints to appropriate staff members.
- Performs a variety of clerical accounting duties, including reconciling receipts and invoices; maintains routine financial records; assists with accounts receivable and accounts payable functions; and may assist in preparation of annual audit.
- Ensures that facility is in proper working order, including breakroom and storage spaces; and submits requests for service to maintain facilities.
- Supports communication efforts, including maintaining and updating website; assists with social media presence; composes and sends e-blasts; creates and disseminates

newsletter(s); assists with media related efforts working with public affairs staff; and may perform graphic design work utilizing software such as Adobe and Microsoft products.

- Supports technology operations, including video conferencing, copy machine, computers, phone systems, and other office equipment; ensures that all required equipment supplies are available and in proper working order; coordinates check-out process for equipment; monitors requisitions budget; and submits requests for service to maintain equipment.
- Maintains inventory and orders office supplies.
- Coordinates internal calendar to ensure that there are no scheduling conflicts and staff are notified of scheduled meetings.
- Coordinates logistics for site visits, including preparing materials, scheduling appointments, and managing on-site needs for staff or partners.
- Assists in planning and coordinating operational logistics during office moves, relocations, or reconfigurations.
- Monitors monthly purchasing activity.
- Conducts routine purchasing and reconciles expenditures within assigned limits.
- Develops or updates standard operating procedures (SOPs) for administrative processes, including onboarding procedures for new administrative employees; provides to supervisor for review.
- Attends community or partner meetings related to assigned outreach areas (e.g. Environmental, Social Services, Transportation, etc.)
- Prepares routine program updates for meetings as directed.
- Coordinates guest speakers for recurring meetings as assigned.
- Represents the organization at outreach or community events by tabling, distributing materials, and communicating program information to attendees.
- Manages inquiries from colleagues, partners, and service providers requiring administrative follow-through or routing to appropriate staff.
- Schedules use of offices and meeting rooms; assists with setup and cleanup for various meetings and events; contacts vendors for food orders, supplies, and audio-visual equipment.
- Provides meeting support with responsibility to post agendas and schedules; processes registrations; attends, takes, transcribes, and properly distributes minutes, notes, or other documentation of actions as requested.
- Retrieves, duplicates, scans, distributes, and files a variety of operational, financial, and project records, invoices, and documents; retrieves requested files; creates and maintains physical and electronic files; maintains up-to-date file lists, indexing, and cross-referencing; assists with document retention and destruction in accordance with policy requirements.
- Upon request, may pick up or deliver documents and or packages as needed.
- Coordinates, makes, processes, and confirms transportation and accommodation arrangements for staff; checks and processes expense claims.
- Serves as back up to other support positions and assists others with a variety of support assignments or special projects on an as needed basis.

- Uses discretion in communicating with others.
- Performs related duties as assigned.

Functional Assignment Areas

Depending on assignment, an Administrative Assistant may also perform program-specific or governance-related duties, including but not limited to:

Governance & Board Administration Support (as assigned)

- Coordinates full-cycle preparation and administration of Board of Directors, Steering Committee, and Legislative Briefing meetings, including agenda assembly, accuracy review, and document posting.
- Ensures Brown Act compliance by preparing and posting notices, coordinating affidavits of posting with city clerks, and tracking required timelines.
- Confirms quorum with elected officials and presenters and adjusts meeting flow to support compliance and operational needs.
- Coordinates logistics such as room setup, catering, audiovisual needs, virtual access, and sign-in procedures.
- Provides real-time meeting support, including monitoring chat activity, managing public comment submissions, and assisting Board members during virtual or hybrid meetings.
- Finalizes and distributes minutes; posts meeting materials and recordings to the website, SharePoint, and YouTube; and tracks follow-up items.
- Maintains governance-related records consistent with retention requirements and updates Board membership information on agency platforms.
- Monitors and sends reminders for Form 700 compliance through the Los Angeles County electronic filing portal; assists with election notices for positions outside of SBCCOG.
- Represents the agency at City Clerk quarterly meetings and supports special governance-related events.
- Manages calendars as requested for the Executive Director and Board Chair, ensuring meetings are coordinated efficiently and aligned with governance timelines

Classification

The position is non-exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

High school graduation or GED equivalent and one (1) year of related experience.

Knowledge of

Modern office administrative practices, procedures, and equipment; principles of effective customer service and professional communication; recordkeeping, filing, document retention, and information-tracking systems; basic accounts payable and receivable procedures and invoice processing; Microsoft Office Suite, SharePoint, Constant Contact, Canva, and related software platforms; basic data maintenance and verification methods; meeting coordination and event

logistics; office management and facility support practices; and basic website and social media updating for routine communication needs.

Skill to

Manage multiple tasks and deadlines in a fast-paced environment; compose, format, and review documents with accuracy; deliver courteous and professional customer service; operate and troubleshoot basic office technology and equipment; perform accurate and efficient data entry; organize and prioritize work amid shifting demands; coordinate logistics, vendors, and meeting arrangements; prepare outreach materials and simple visual content; and maintain confidentiality, discretion, and sound judgment.

Ability to

Work independently on routine assignments while seeking guidance on non-routine matters; interpret and follow oral and written instructions; prepare accurate records, lists, summaries, and correspondence; interact effectively with board members, internal and city staff, partners, volunteers, and the public; coordinate logistics and manage administrative workflows; learn and use new technology tools; maintain professionalism, discretion, and reliability; support multiple staff members with differing needs and priorities; and assist with outreach functions and occasional event participation.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
ADMINISTRATIVE MANAGER**

Job Summary

Under minimal direction, this management level position oversees key legislative and administrative functions for the SBCCOG. The position supports human resources and office operations, including onboarding coordination and compliance tracking, and oversees information technology hardware procurement and services. Provides daily direction and supervision over administrative staff, assists with budgets, request for proposals/quotes, and contract processing, and serves as a primary contact for Board-related inquiries. As assigned, this role may manage programs, including reviewing city project applications, preparing funding recommendations, and coordinating with other government and member agencies. Leads major special projects and develops the annual General Assembly program and event logistics.

Distinguishing Characteristics

This management level classification is responsible for leading complex program, legislative, and administrative functions, including human resources and information technology functions for the SBCCOG.

The Administrative Manager is distinguished from the next higher classification of Deputy Executive Director in that this class is responsible for program design and delivery, staff management, and cultivating relationships with agency and partner organizations and serves as the Executive Director in their absence.

Essential Job Functions, Duties, and Responsibilities

- Manages and serves as primary contact on a variety of complex programs, contracts, and initiatives.
- Performs a wide range of program management and operational support duties, including coordinating project activities, managing scopes of work, and ensuring alignment with organizational goals.
- Oversees and conducts request for proposals/quotes and procurement processes.
- Coordinates and negotiates contracts and grants, including drafting scopes of work and applications and prepares invoices.
- Develops and maintains relationships with member agencies, chambers of commerce, resident groups, partners, legislative offices, and community organizations.
- Directs and conducts research, field work, workshops, outreach activities, and information-gathering efforts.
- Tracks and monitors program activities, project progress, legislative developments, contract performance, and compliance requirements.
- Manages office space lease and ongoing facility requests
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.

- Leads development of the annual General Assembly, including program content, speaker coordination, logistics, staffing assignments, and event execution.
- Oversees a variety of HR-related activities such as onboarding coordination, training compliance tracking, and assisting with HR policy updates.
- Oversees IT hardware procurement, maintains computer inventory, coordinates with IT consultants on system upgrades, and provides front-line technical support.
- Prepares program budget and ensures that expenditures are consistent with contracts, grants, and organizational requirements; reviews and/or prepares invoices.
- Collects and analyzes data and incorporates data in plans and strategies for multiple projects
- Assists in the management of staff work, including assigning, planning, and reviewing work, evaluating work performance, and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training employees, acting on employee problems, and recommending and implementing discipline.
- Articulates key elements of programs and activities and may represent the organization to the community, media, legislators, agencies, and community organizations.
- Prepares reports and recommendations for agenda items.
- Assists and advises member organizations in developing plans, projects, and strategies.
- Works with and manages contractors and consultants.
- Develops program management and quality control systems.
- Monitors and follows legislation and regulations related to assigned areas and makes recommendations on legislative positions.
- Monitors and reports on regional and State regulatory requirements and trends, research and case law related to programs.
- Implements and maintains Federal, State, and local mandates.
- Uses discretion in communicating with others.
- Performs related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

Bachelor's Degree required plus three (3) years or more professional experience in the public sector, grant-funded programs, or not-for-profits in technology, transportation, communications, public policy, human resources, public administration, or related field and two (2) years of progressively responsible administrative experience in analyzing and resolving problems related to organization, programs, budget, personnel, and systems and procedures. One year of supervisory experience is desirable.

Knowledge of

Program and project management principles across program areas such as transportation, environmental, and social services along with legislative and administrative functions; public sector structures, decision-making processes, and intergovernmental operations; legislative processes and bill-tracking methods; budgeting practices and contract administration fundamentals; research and data analysis methods; onboarding and HR support processes; IT hardware procurement basics, inventory management, and basic troubleshooting; principles of supervising and leading staff, volunteers, contractors, and interns; effective communication practices; applicable state and federal regulations related to assigned program areas. Knowledge of Measure R/M funding rules and transportation program requirements is desirable.

Skill to

Manage multiple programs, projects, and administrative functions concurrently; interpret and apply legislative information, funding rules, contract terms, and organizational policies; prepare staff reports, recommendations, invoices, correspondence, and agenda materials; analyze data and translate findings into recommendations or program strategies; may work within assigned program areas and on SBCCOG projects as directed; draft scopes of work, conduct request for proposals/quotes processes, support procurement steps, and assist with contract execution; communicate effectively with staff, member agencies, consultants, and Board members; exercise judgment in handling inquiries and sensitive matters; coordinate onboarding tasks, compliance tracking, and day-to-day administrative processes; supervise, train, guide, and review work of staff, volunteers, and project support personnel; plan and coordinate large-scale events, including content development, speaker coordination, and logistics; use computers, databases, spreadsheets, and communication platforms for program tracking; troubleshoot routine IT issues and coordinate with consultants as needed.

Ability to

Plan, organize, and manage complex administrative and legislative programs; evaluate city project submissions and prepare accurate funding recommendations; monitor legislation, interpret implications, and recommend positions consistent with Board priorities; establish effective working relationships with member agencies, consultants, Board members, and community partners; conduct research, gather information, and integrate findings into reports or planning documents; manage multiple deadlines, shifting priorities, and cyclical program demands; provide clear direction to staff, volunteers, contractors, and interns; maintain accuracy when preparing budgets, tracking expenditures, and reviewing contract documents; exercise discretion and sound professional judgment in communications; coordinate onboarding activities, support HR processes, and maintain compliance tracking; lead planning and execution of major events and special projects; identify operational needs and recommend improvements in administrative processes; work independently with initiative and accountability.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
ANALYST/SENIOR ANALYST

Job Summary

Under general direction, performs professional-level data analysis, reporting, and data systems support to inform organizational programs, operations, and strategic decision-making. This classification is responsible for implementing and maintaining data systems and analytics platforms; developing and managing program data; conducting qualitative and quantitative analyses; and translating complex data into actionable insights for executives, program leadership, and external stakeholders. This classification exercises independent judgment within established objectives and priorities and works collaboratively with program staff, vendors, and partners to support data-driven policy, programmatic, and operational decisions. Analysts perform the full range of professional data analysis duties with increasing independence and complexity.

Distinguishing Characteristics

The Analyst/Senior Analyst is a combined journey/advanced-journey classification. Incumbents perform the full range of professional data analysis duties with increasing independence and complexity.

Analyst

The Analyst is the journey-level classification and is responsible for performing the full range of assigned analytical, reporting, and data support duties using established methods, tools, and procedures, working under general direction and receiving assistance on more complex or unusual assignments.

Senior Analyst

The Senior Analyst is the advanced-journey classification and is distinguished by responsibility for independently leading complex analytical initiatives, serving as a subject matter expert, and providing functional guidance, technical direction, and training to staff and stakeholders. Incumbents at this level exercise a higher degree of independent judgment in the design, interpretation, and communication of analytical work products.

The Analyst/Senior Analyst classification is distinguished from project coordination and project management classifications by its primary responsibility for data systems, analytics, and technical reporting, rather than overall program ownership.

Essential Job Functions, Duties, and Responsibilities

- Implements and maintains data systems in collaboration with external vendors; designs, configures, tests, and optimizes databases, data warehouses, and analytics platforms to support program operations and reporting.
- Develops and maintains a comprehensive inventory of program data needs in collaboration with program staff.
- Establishes data standards, documentation, and workflows to ensure data consistency, usability, and integrity.
- Collects, cleans, verifies, enters, and maintains operational and program data.

- Conducts advanced statistical and analytical work using tools such as Excel, Access, SQL, Software-as-a-Service (SaaS) databases, and business intelligence platforms.
- Compiles and organizes information by grouping or categorizing data (e.g., tables, spreadsheets, datasets) to facilitate program delivery and decision-making.
- Develops and maintains dashboards, automated reports, and data visualization tools for internal and external audiences.
- Applies qualitative and quantitative analytical methods to identify issues, summarize findings, and draw fact-based conclusions.
- Works closely with program staff to interpret analytical results, understand operational implications, and ensure findings are actionable.
- Interprets complex data findings and prepares clear, data-driven recommendations for executives, elected officials, and program leadership.
- Supports data-informed policy development, program evaluation, performance measurement, and operational planning.
- Trains staff in data entry procedures, reporting tools, dashboards, and best practices for data quality and workflow improvement.
- Collaborates with external vendors to troubleshoot system issues, optimize data workflows, and ensure system performance.
- Responds to ad hoc data requests and supports grant reporting, compliance monitoring, and performance tracking.
- Prepares technical documentation, analytical summaries, and presentations.
- Exercises discretion and independent judgment in data interpretation, system support, and communication of findings.
- Attends meetings, trainings, and conferences related to data analytics and reporting.
- Performs related duties as assigned.

Classification

This position is exempt under the Fair Labor Standards Act.

Minimum Qualifications

Education & Experience

A Bachelor's degree in data analytics, statistics, information systems, public administration, economics, computer science, or a closely related field and:

- **Analyst:** Two (2) years of professional experience performing data analysis, reporting, and data management functions.
- **Senior Analyst:** Three (3) years of progressively responsible professional experience performing advanced data analysis, reporting, and data systems support, including responsibility for complex datasets, dashboards, or analytics platforms.

Experience in the public sector, regional government, or multi-jurisdictional environment is desirable.

Knowledge of

Principles and practices of data analysis and statistics; database concepts, data warehousing, and analytics platforms; business intelligence and data visualization tools; qualitative and quantitative

research methods; data quality assurance and governance practices; performance measurement and reporting; public-sector data reporting requirements; grant and compliance reporting support; methods for translating technical data into actionable insights; and effective written and oral communication techniques.

Skill to

Design, configure, and maintain databases and analytics tools; analyze and interpret complex datasets; develop dashboards, automated reports, and data visualizations; apply statistical and analytical techniques; prepare clear technical and non-technical reports; train users on data tools and best practices; manage multiple analytical projects; collaborate with vendors and stakeholders; and use analytical, database, and productivity software effectively.

Ability to

Work independently on complex analytical assignments; exercise sound judgment; synthesize large volumes of information; communicate complex data findings clearly to technical and non-technical audiences; support data-driven decision-making; maintain data accuracy, confidentiality, and integrity; adapt to changing priorities; and establish effective working relationships.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)

JOB DESCRIPTION

DEPARTMENT DIRECTOR

Job Summary

Under minimal direction, this senior management-level position exercises a high degree of independent judgement and decision-making authority in the development and management of strategies, standards, processes, and initiatives for implementation of complex programs, activities, and events. The position is responsible for overseeing multiple programs of broad scope and significant organizational and regional impact related to the environment, transportation, planning, housing, social services, technology, or related regional initiatives. Maintains continuing relations with partners, agencies, and legislators in all matters concerning the administration of programs. Manages supervisory and technical staff and implements basic employee performance management standards and practices.

Distinguishing Characteristics

This senior management-level classification is responsible for overseeing the largest and most complex programs for SBCCOG.

The Department Director is distinguished from the Department Manager by their additional responsibility for managing and developing strategies for program development and enhancements and oversight of complex and high-value contractual agreements. It is further distinguished from the Deputy Executive Director in that the latter has broad executive level management responsibility for numerous functional areas of SBCCOG, provides agency-wide leadership, and serves as the Executive Director in their absence.

Essential Job Functions, Duties, and Responsibilities

- Oversees and manages a variety of complex programs, contracts, related administrative functions, and initiatives such as climate action and adaption planning, greenhouse gas analysis, municipal energy efficiency reduction strategies, water conservation, alternative fuel vehicles, homeless services, senior services, broadband network expansion and applications, transportation, planning, and housing from planning through completion, ensuring continuity of operations and alignment with regional priorities.
- Builds and sustains effective relationships with stakeholders, including member cities, agencies, contractors, and community groups; represents the organization in high-level meetings, public forums, and external committees, articulating key elements of programs and activities.
- Conducts research, workshops, and outreach activities to support program development and implementation; develops and coordinates program related training for staff and stakeholders; responds to program related inquiries and attends or chairs committee, City Council, commission, or public workshops and related meetings.
- Develops, implements, evaluates, and advances strategic plans, program plans, policies, program frameworks, and procedures, including South Bay sub-region plans, projects, and strategies, scopes of work, deliverables, and performance expectations, ensuring

alignment across member cities and coordination with senior leadership and partner agencies to achieve annual goals and objectives.

- Oversees data collection, analysis, and reporting to monitor performance, evaluate outcomes, and inform decision making; prepare reports, track activities, and make recommendations to executive management.
- Prepares and administers program budgets, grants, and procurement materials including requests for proposals/quotes (RFP/FRQ) to ensure expenditures align with contracts and organizational requirements and negotiates and drafts complex contracts and scopes of work.
- Manages the work of staff, including assigning, planning, and reviewing work, evaluating work performance, and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training employees, acting on employee problems, and recommending and implementing discipline.
- Develops and implements communication strategies and marketing plans and supports and may direct overall communication efforts, including developing or contributing to content for website, newsletters, press releases, articles, social media, flyers, videos, etc. and distributes information; communicates with Board on program highlights, achievements, and issues.
- Develops and ensures implementation of project management and quality control systems.
- Monitors, follows, and advises on legislation and regulations related to assigned areas; implements and maintains Federal, State, and local mandates.
- Responds to and resolves difficult and sensitive issues; uses discretion in communicating with others.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Performs related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

Bachelor's Degree required plus five (5) years of professional experience, with at least two (2) years of management or supervisory experience in the public sector, grant-funded programs, or not-for-profits in the environmental, energy, housing, homeless services, social services, technology, transportation, planning, communications, public policy, or public administration or field, and three (3) years of progressively responsible administrative experience in analyzing and resolving problems related to organization, programs, budget, personnel, and systems and procedures.

Knowledge of

Principles, practices, and regulatory requirements related to program development and administration across multiple policy areas; organizational and regional planning processes; contract development, scope creation, and procurement standards; methods for developing and evaluating program plans, budgets, performance measures, and work standards; relationship building strategies for working with government agencies, elected officials, community groups, and partner organizations; research methods, outreach practices, and public engagement techniques; data collection and analysis methodologies; principles of supervision, training, and performance management; applicable federal, state, and local laws, regulations, and mandates; communication and marketing methods, including content development for public facing materials; standard office technologies, project management tools, and software applications appropriate to program administration.

Skill to

Manage complex, multi-stakeholder programs and initiatives; develop scopes of work, RFPs, RFQs, and project documentation; negotiate complex contracts, scopes of work, and budget modifications; skill in conducting detailed financial analysis and developing budget proposals; analyze funding proposals and preparing well-supported recommendations; coordinate cross-jurisdictional projects and facilitating collaborative groups; draft clear reports, briefing materials, and agenda items; interpret legislation, policies, and regulatory guidance; track budgets, review expenditures, and monitor contract compliance; lead teams, assign work, evaluate performance, and resolve operational issues; conduct research, field work, workshops, and outreach; prepare communication materials, including presentations and written content for diverse audiences; represent the organization effectively in meetings with elected officials, partner agencies, and community stakeholders.

Ability to

Plan, organize, and implement complex programs from concept through completion; build and sustain effective relationships with member cities, agencies, contractors, and community groups; coordinate activities across multiple functional areas and manage competing priorities; analyze data, identify trends, and apply findings to program planning and decision-making; prepare and administer budgets and ensure expenditures align with organizational requirements; exercise sound judgment and discretion when addressing sensitive issues; communicate clearly and persuasively in public settings; lead committees and working groups to achieve collaborative outcomes; recruit, train, and guide staff and contractors; develop and implement policies, procedures, and operational systems; respond to inquiries and represent the organization in public meetings; and adapt to evolving mandates, legislative changes, and regional priorities.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
DEPARTMENT MANAGER

Job Summary

Under minimal direction, this management level classification is responsible for the development of strategies, standards, and processes for implementation of projects, activities, events, workshops, and training related to the environment, social services, technology, transportation, planning, and housing. Also engages with partners, agencies, legislators, and public. This position also exercises direct supervision over professional, technical, and administrative staff and manages consultants and contractors.

Distinguishing Characteristics

This management level classification is responsible for leading complex, programs and initiatives across areas such as environment, social services, housing, transportation, technology, and regional planning.

This classification is distinguished from the next higher classification of Department Director by its additional responsibility for exercising greater autonomy and decision-making and coordinating multiple projects or programs having a wider scope and greater impact and exposure.

Essential Job Functions, Duties, and Responsibilities

- Manages and serves as primary contact on a variety of complex programs, contracts, and initiatives for SBCCOG's various work program disciplines.
- Provides strategic planning support by interpreting broad organizational directives, establishing priorities, and aligning programs with regional and organizational goals.
- Drafts, negotiates, and manages complex contracts, grants, and scopes of work; prepares related applications and invoices; and oversees contract modifications requiring advanced analysis, coordination, and compliance review. Prepares, develops, and negotiates complex, multi-source program budgets; ensures expenditures align with contracts, grants, and organizational requirements; prepares budget proposals and reviews invoices; coordinates budget modifications with external partners; monitors spending; and recommends financial adjustments. Collects and analyzes data and incorporates data in plans and strategies for multiple projects.
- Assists in the management of staff work, including assigning, planning, and reviewing work, evaluating work performance, and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training employees, acting on employee problems, and recommending and implementing discipline.
- Develops communication strategies and marketing plans and supports communication efforts including developing or contributing to content for website, newsletters, press

releases, articles, social media, flyers, videos, etc., and distributes information. May direct overall communication efforts.

- Articulates key elements of programs and activities and may represent the organization to the community, media, legislators, agencies, and community organizations.
- Represents the organization in high level meetings with executives, elected officials, partner agencies, and regional bodies; prepares briefings and offers policy and program recommendations.
- Conducts legislative and regulatory analysis, interprets emerging requirements, and provides guidance and recommendations for organizational policy or program adjustments.
- Prepares reports and recommendations for agenda items.
- Carries out speaking and training engagements.
- Assists and advises member organizations in developing plans, projects, and strategies.
- Works with and manages contractors and consultants.
- Contributes to the development of South Bay sub-region plans, projects, and strategies.
- Responds to program related inquiries and attends or chairs committee, City Council, commission or public workshops and related meetings.
- Coordinates multi-jurisdictional work efforts across numerous agencies, facilitates collaborative meetings and cross-agency workgroups, and provides technical and strategic guidance to partner organizations.
- Develops program management and quality control systems.
- Monitors and follows legislation and regulations related to assigned areas.
- Monitors and reports on regional and State regulatory requirements and trends, research and case law related to programs.
- Implements and maintains Federal, State, and local mandates.
- Exercises a high level of independent judgment in resolving operational issues, determining work priorities, allocating resources, and shaping recommendations that influence organizational decisions.
- Leads responses to urgent or sensitive issues, assesses immediate needs, and coordinates with internal and external partners to implement timely solutions. Works with contractors and consultants.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Uses discretion in communicating with others.
- Performs related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications***Education and Experience***

Bachelor's Degree required plus three (3) years or more professional experience in the public sector, grant-funded programs, or not-for-profits in the environmental, energy, housing, homeless services, social services, technology, transportation, planning, communications, public policy, public administration, or related field, and two (2) years of progressively responsible administrative experience in analyzing and resolving problems related to organization, programs, budget, personnel, and systems and procedures. One year of supervisory experience is desirable.

Knowledge of

Multi-jurisdictional program coordination practices in the areas of environment, social services, technology, and transportation; advanced contract development, negotiation, and compliance requirements; multi-source budgeting methods and external funding mechanisms; legislative and regulatory analysis techniques; regional planning principles and interagency collaboration frameworks; quality-control and program evaluation methods; strategic planning concepts and policy interpretation; stakeholder engagement practices at the executive and elected-official level; standard office technologies, project management tools, and software applications appropriate to program administration.

Skill to

Negotiate complex contracts, scopes of work, and budget modifications; conduct detailed financial analysis and develop budget proposals; interpret legislation and translate emerging requirements into operational practice; prepare high-level policy briefings and recommendations; resolve sensitive or urgent issues using sound judgment; lead multi-agency workgroups and facilitating collaborative decision-making; communicate with diverse stakeholders, including executives, elected officials, and regional partners; skill in developing strategic solutions to cross-jurisdictional challenges.

Ability to

Exercise a high level of independent judgment in shaping program direction; lead responses to time-sensitive operational issues; establish and maintain strong working relationships across multiple jurisdictions; interpret broad organizational directives and translate them into actionable priorities; guide staff development and address performance issues effectively; manage complex political and organizational environments; synthesize data, policy, and operational information into coherent strategies; coordinate large scale initiatives involving numerous agencies and stakeholders.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The

employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
DEPUTY EXECUTIVE DIRECTOR

Job Summary

Under administrative direction, this senior executive level position is responsible for program design and delivery, managing and motivating staff, and cultivating collaborative relationships with agency and partner organizations. This position, depending on the specific needs of SBCCOG at the time of hire, will oversee a variety of programs, which may include housing and homeless services, transportation, climate action planning, water conservation programs, energy efficiency programs, Green Business Program, biodiversity/open space initiatives, or other SBCCOG programs. In addition, this position has direct oversight of communications staff and communications strategy, including public outreach messaging and agency-wide communication planning. Additionally, this position serves as the backup to the Executive Director in their absence.

Distinguishing Characteristics

This senior executive level classification is responsible for program design and delivery, staff management, and cultivating relationships with agency and partner organizations.

The Deputy Executive Director is distinguished from the Executive Director in that the latter serves at the will of the Governing Board and performs highly responsible and complex administrative support to the Governing Board, Steering Committee, and Ad hoc and Technical Advisory Committees and manages politically sensitive, confidential, and complex assignments or programs having a wider scope and greater impact and exposure.

Essential Job Functions, Duties, and Responsibilities

- Through subordinates, directs and implements projects and programs that promote and advance the mission, vision, guiding principles, and strategic plan organizational goals.
- May be responsible for direct oversight of specific programs or focus areas such as transportation, social services, homeless services, environmental, and technology initiatives and programs (South Bay Environmental Services Center).
- Serves as a key member of the senior staff and provides advice and assistance to the Executive Director.
- Interacts with Board Members, elected officials, partner representatives, legislators, and other external stakeholders to represent the agency and advance organizational objectives.
- Leads and participates in organizational strategic planning activities, including shaping long-term program direction and agency priorities.
- Plans, organizes, manages, integrates, and evaluates the work of assigned staff; with staff, develops, implements, and monitors projects, programs, and initiatives to achieve assigned objectives; plans, directs and communicates contract administration work requirements and schedules to appropriate support staff to ensure that adequate support is provided.
- Develops, manages, and implements agency-wide and partnership programs and services.

- Provides strategic leadership for program funding, including identifying new grant opportunities, developing narratives, and reviewing staff developed budgets and metrics.
- Establishes policies and operational rules for the agency's shared office environment and drop-in workspace in conjunction with the Executive Director.
- Assigns staff across multiple programs and projects based on organizational need, with autonomy to implement staffing changes and workload redistribution.
- Provides leadership in organizational development, including aligning staff resources, refining internal processes, and supporting agency growth.
- Selects, trains, and evaluates work products, methods, and procedures used by subordinate staff; establishes performance requirements and professional development targets; monitors staff performance and provides training, coaching, and mentoring for performance improvement; implements progressive discipline to address performance deficiencies in accordance with the personnel policies.
- Assists in the development of the annual budget and monitors performance.
- Researches grant programs and assists with grant applications; oversees staff in the development of grant budgets, metrics, and grant tracking and reporting systems. Ensures appropriate reporting and compliance for all contracts and grants, including corrective action and oversight of performance metrics.
- Oversees development of procedures for and performs a variety of professional duties in support of the human resource function including employee recruitment, selection, and onboarding; and provides employee assistance to resolve personnel related issues.
- Updates and maintains a variety of policy and procedure manuals.
- Maintains administrative oversight of the identification and prioritization of organizational needs, issues, and usage of resources.
- Approves plans, research, analysis, findings, staff reports, and policies and presents recommendations.
- Monitors and analyzes policy, legislation, and regulatory activities at the local, state, and federal level as directed by the Executive Director.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Acts on behalf of Executive Director in their absence.
- Uses discretion in communicating with others.
- Performs related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

Bachelor's degree is required along with a minimum of six (6) years of responsible managerial and administrative experience in related programs, local government, public administration, or a related field.

Knowledge of

Principles and practices of public administration and local government as well as experience in managing, motivating, and developing employees; diverse range of environmental, transportation, technology, social services, or related to current work programs of the SBCCOG at the time of hire, which may include environmental and sustainability program areas, including energy efficiency; water conservation programs; climate action planning, including local climate action plans; and biodiversity, habitat, and open space planning; green business program implementation and standards; grant administration specific to environmental and utility funded programs, including grant budgets, metrics, deliverables, and reporting systems; marketing, communication, and outreach strategies for transportation and environmental programs; legislation and policy processes as they relate to program development and agency advocacy; office operations and systems, including internal processes and procedures necessary to run SBCCOG office effectively.

Skills to

In coordination with the Executive Director, communicates complex program, policy, or technical information clearly to staff, partners, officials, and the public; oversee program development from concept through evaluation to ensure successful outcomes; manage personnel functions, including coaching, mentoring, performance management, and corrective action; develop and implement policies and procedures for consistent operations and effective office systems; coordinate multiple programs, contracts, and projects while meeting deadlines and compliance requirements; analyze legislation, policy, budgets, and data to inform strategic decisions and planning; build collaborative relationships with officials, partners, agencies, and stakeholders; facilitate teamwork and allocate staff resources based on organizational priorities; review and evaluate work products, grant narratives, budgets, and technical documents for accuracy and alignment with goals; represent the agency professionally in meetings, presentations, and public forums.

Ability to

Provide leadership across multiple program areas, setting priorities and reallocating staff resources with independent judgment; build and maintain effective relationships with Board members, elected officials, partner agencies, utility providers, community organizations, and stakeholders; interpret and apply complex contract language, grant requirements, legislation, and regulatory guidance to ensure program compliance and successful delivery; develop and implement organizational policies, procedures, and operational systems to improve workflow and coordination; analyze operational issues, identify problems, and develop strategic solutions that support agency goals and long-term planning; communicate clearly and persuasively in writing and verbally with diverse audiences; represent the Executive Director and organization in high-level meetings, negotiations, and public settings with professionalism; oversee grant and contract reporting, ensuring accuracy, timely submission, and adherence to requirements; manage multiple concurrent programs and deadlines in a fast paced, grant funded environment; exercise sound judgment, confidentiality, and discretion with sensitive matters; adapt to evolving program needs, organizational changes, and new funding opportunities while maintaining operational continuity.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
EXECUTIVE DIRECTOR**

Job Summary

Under policy direction, the Executive Director is a single-incumbent position that serves at the will of the Governing Board. The incumbent performs highly responsible and complex administrative support to the Governing Board, Steering Committee, Trusts as assigned, and Ad hoc and Technical Advisory Committees and manages politically sensitive, confidential, and complex assignments. The Executive Director is accountable for developing, implementing, and executing plans, policies, budgets, and strategies to accomplish the organization's mission, vision, guiding principles, and strategic plan. The incumbent operates within broad general policy guidelines and exercises substantial latitude and discretion to achieve effective and efficient utilization of resources.

Distinguishing Characteristics

The Executive Director is the Senior Executive level classification that reports to and serves at the will of the Governing Board. This position is responsible for developing, implementing, and executing the plans, policies, budgets and strategies to accomplish the organization's mission, vision, guiding principles, and strategic plan.

Essential Job Functions, Duties, and Responsibilities

- Plans, organizes, controls, integrates, and evaluates the work of all staff to ensure operations and services comply with the policies and strategic direction set by the Governing Board and with all applicable laws and regulations; participates in developing and implementing organizational goals, objectives, policies, and priorities; enforces and administers the provisions of the By-Laws and Joint Powers Agreement.
- Provides leadership and over program initiatives, including coordination with regional partners and integration of new program areas.
- Reviews and approves outgoing communications, including board reports, letters, presentations, and public-facing materials, to ensure accuracy, clarity, and consistency.
- Ensures consistent internal communication across program areas; facilitates collaboration, information sharing, and alignment among staff to maintain organizational coherence.
- Facilitates and participates in ongoing city staff working groups (e.g., city managers, community development directors, economic development directors, and parks and recreation directors) to gather feedback and align program activities with member agency needs.
- Provides direct leadership and guidance in all work program areas.
- Leads and supports long range succession planning activities to ensure continuity of leadership and organizational resilience.
- Identifies, evaluates, and initiates pursuit of new grant opportunities and funding sources; makes independent decisions to apply for or pursue grants within delegated authority.

- Participates in and contributes to monthly spend rate and contract oversight meetings to monitor financial performance, grant compliance, contract obligations, and program progress.
- Responds to inquiries from Board members, city staff, and external partners, providing timely information, clarification, and direction.
- Develops and maintains collaborative relationships with other councils of governments, regional agencies, and partner organizations to strengthen regional coordination and advocacy.
- Monitors regional political, legislative, and policy developments and communicates relevant impacts and context to staff to guide program work.
- Reviews and provides strategic editing and guidance on draft policies, reports, funding proposals, legislative positions, and program materials prepared by staff.
- Plans and conducts legislative briefings and engagement activities with elected officials and legislative staff to inform and advocate for organizational priorities.
- Leads organizational integration efforts as new program areas or departments are added, ensuring operational alignment and effective coordination across the organization.
- Coordinates with legal counsel to ensure that contracts, policies, procedures, and other documents comply with organizational bylaws and Joint Powers Authority as well as local, state, and federal laws.
- Provides leadership and professional staff assistance to the Governing Board and Steering Committee and the senior management team.
- With staff, implements the strategic plans, goals, and objectives; develops and recommends adoption of the strategic plan, program area plans and other long-range business, financing, and resource plans; directs the development and implementation and monitors the accomplishment of short- and long-term plans, goals, and objectives to achieve board and committee priorities and compliance with applicable laws and regulations.
- Directs and evaluates staff performance; establishes performance requirements and professional development targets; regularly monitors staff performance and provides training, coaching, and mentoring for performance improvement; implements the progressive discipline process to address performance deficiencies; performs other staff management activities.
- Directs and oversees the creation and maintenance of comprehensive, effective human resource management and employee relations programs, policies, and systems; directs the improvement of management systems, processes, and measurement techniques to improve operations, and effectiveness.
- Directs and monitors the implementation of adopted budgets; analyzes and recommends for adoption complex funding mechanisms for programs and organization's participation in regional efforts to gain access to or distribute funds; directs and monitors the development, implementation, and evaluation of plans, policies, systems, financial strategies, and procedures to achieve organizational goals.

- Through subordinates, directs, and implements regional planning and programs that promote and advance the mission, goals and objectives of the organization and the sub-region; maintains administrative oversight of the identification and prioritization of regional needs and issues and usage of resources; approves plans, research, analysis and findings, staff reports and policies and presents recommendations to the Governing Board, the Steering Committee Ad hoc and Technical Advisory Committees.
- Directs legislative analysis and advocacy activities; oversees the development of legislative strategy on matters of interest related to agency or member agencies' programs, operations, policies, financing, and other relevant issues; develops funding strategies, proposals, white papers, policy alternatives and strategies; prepares and presents data, reports, and recommendations.
- Represents the organization with local and statewide professional organizations and committees and in meetings with elected officials, leadership, governmental agencies, member agencies, partners, and a regional agencies.
- Serves as chief representative in negotiations and dealings with federal, state, and county agencies, other major community, and professional organizations, elected officials from all levels of government, and business and community leaders; serves as primary spokesperson in dealings with the media, often on difficult, sensitive, and potentially volatile situations.
- Uses discretion in communicating with others.
- Performs related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

Requires a Bachelor's degree in a related field and a minimum of eight (8) years of progressively responsible experience in environmental programs, local government, public administration, transportation, housing, homeless services, broadband, technology, or a related field with at least two (2) of the years in highly responsible managerial and administrative position.

Knowledge of

Principles and practices of public administration and local government; the Brown Act and other laws and regulations, including those governing the conduct of public meetings; diverse range of environmental, transportation, technology, social services, or related programs is highly desired; organizational culture and operational efficiency strategies; communication standards and quality assurance for public facing materials; regional transportation, land use, and broadband/fiber program operations; homeless and housing program frameworks, funding structures, and regional service delivery models; legislative briefing practices and effective elected-official engagement strategies; political and legislative trends affecting member agencies.

Skill to

Communicate effectively both in writing and verbally; manage contracts and projects; manage organizational development; facilitate multi-agency working groups and cross functional collaboration; identify, evaluate, and pursue grants and funding opportunities; write, review, edit, and shape policy documents, reports, and legislative materials; interpret political and legislative developments; conduct spend rate analysis and financial compliance reviews; support succession planning and long-term workforce continuity efforts.

Ability to

Lead, integrate, and coordinate complex program areas; develop, implement, and evaluate strategic plans, policies, budgets, and organizational priorities; monitor political and legislative trends and translate impacts for staff; oversee program integration during organizational restructuring or expansion; maintain strong relationships with regional agencies, councils of governments, member cities, and partners; provide strategic direction on transportation, land use, broadband, housing, and homeless and other work program initiatives; review and approve high-stakes communications for accuracy and consistency; make informed decisions regarding grants and funding opportunities; manage diverse staff, delegate effectively, and support professional development.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
FINANCE ANALYST

Job Summary

Under general direction, this professional-level position performs technical and complex accounting, auditing, budgeting, invoicing, financial reporting, and analytical work in support of the organization's programs and operations. The Finance Analyst manages general ledger functions, grant accounting, forecasting, reconciliations, financial reporting, and supports budget development; coordinates with program managers, granting agencies, and partner organizations to ensure compliance with General Accepted Accounting Principles (GAAP) and funding requirements; provides analytical support, prepares financial statements, and assists with audit preparation. The Finance Analyst may provide training and instruction to lower-level financial, administrative, and accounting staff; participates in policy, procedural, and process improvements; may serve as a back-up in the absence of the Finance Manager.

Distinguishing Characteristics

Under general direction, this position is the professional-level classification responsible for performing the full range of technical and complex accounting, auditing, budgeting, and analytical work.

This classification is distinguished from the next higher classification of Finance Manager in that the latter has overall responsibility for the Finance Function and overall responsibility for planning, organizing, and directing the accounting and finance functions for SBCCOG.

Essential Job Functions, Duties, and Responsibilities

- Performs financial activities consistent with GAAP, including general ledger accounting, accounts payable, accounts receivable, and budget support.
- Compiles and analyzes financial data; prepares journal entries, financial statements, reports, and reconciliations.
- Coordinates grant budgets, prepare invoices, including related reporting, track and reconcile consultant and program expenditures.
- Prepares monthly, quarterly, and annual financial reports for funding agencies.
- Supports audit preparation and financial reporting processes; assists with the annual and mid-year budgets.
- Serves as budget liaison to assigned program and project managers; monitors and forecasts revenues and expenditures.
- Monitors legislation, regulations, and industry practices in assigned program areas; recommends policy and procedural updates.
- Provides training and instruction to staff as requested.
- Develops and maintains positive working relationships with internal staff, agencies, and the public.
- Conducts cash flow monitoring and assist with treasury and banking coordination.

- Reviews and monitors internal control processes and recommend improvements.
- Performs cost allocation analyses and support development of indirect cost rates.
- Reviews financial components of contracts and procurements for funding availability and compliance.
- Monitors non-grant revenue streams, billing accuracy, and reconcile revenue activities.
- Documents financial procedures, workflows, and updates to finance-related practices.
- Supports year-end close activities, including accruals, adjustments, and schedule preparation.
- Assists with financial system reporting, configuration needs, and user testing.
- Attends training, meetings, and conferences.
- Performs related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

A Bachelor's degree in accounting, finance, business administration, or related field, and at least three (3) years of increasingly responsible professional accounting experience, preferably in local government. Experience with grant-funded programs is desirable.

Knowledge of

Municipal and fund accounting principles and practices consistent with GAAP; governmental budgeting methods, financial reporting requirements, and audit procedures; general ledger structure and accounting cycles; accounts payable and accounts receivable processes; grant accounting requirements, reimbursement rules, and invoicing standards; budget schedules and documentation requirements; internal control practices; reconciliation methods; procurement and contract processes; audit procedures; ethical standards and confidentiality requirements.

Skill to

Perform complex professional accounting work and make appropriate and effective recommendations; prepare journal entries, reconciliations, financial statements, and reports; prepare grant and funding reports; develop grant budgets and reimbursement requests; interpret funding requirements; identify discrepancies and recommend corrective actions; coordinate with program managers, granting agencies, auditors, and staff; manage multiple deadlines; use accounting software and spreadsheets effectively; establish and maintain effective working relationships with others.

Ability to

Perform complex mathematical calculations and financial analyses accurately and timely; apply GAAP and governmental accounting standards; assist in the development of and monitor budgets; prepare accurate audit and budget documentation; identify and implement process improvements;

communicate clearly in written and verbal form; organize work and meet deadlines; exercise discretion and sound judgment; work collaboratively and independently; build cooperative relationships.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
FINANCE MANAGER

Job Summary

Under minimal direction, this management level position responsible for planning, organizing, and directing the accounting and finance functions of the SBCCOG, including budgeting, overseeing audits, contract management, grant billing, accounts payable, payroll, health benefits and retirement administration, managing PTO accruals, risk management, and treasury services.

Distinguishing Characteristics

This management level classification is responsible for managing, directing, and overseeing all accounting and finance functions for the SBCCOG, including managing the work of lower level finance staff.

The Finance Manager is distinguished from the next higher classification of Deputy Executive Director in that this class is responsible for program design and delivery for multiple program areas throughout SBCCOG, broad staff management, and cultivating relationships with agency and partner organizations, and serves as the Executive Director in their absence.

Essential Job Functions, Duties, and Responsibilities

- Manages and directs the budget and mid-year budget, including revenue forecasting; supports the Executive Director in presentation of the budget to the Board of Directors and other committees and working groups as needed.
- Prepares, reviews, analyzes, balances, and/or reconciles assigned general ledger accounts and other accounting transactions, requiring the interpretation and application of professional accounting theories, principles, and practices; identifies and resolves problems; reviews bank reconciliations for accuracy; prepares financial statements and disclosures; and compiles and reports to the Board of Directors on various financial reports, supporting schedules, and working papers.
- Generates and submits for review grant reimbursement invoices consistent with mandated grant agreement requirements; and prepares accounts receivable aging reports.
- Maintains accounting records of revenues, expenditures, and special funds; prepares analyses, spreadsheets, schedules, journal entries, and reconciliations to produce accurate financial reports; monitors and prepares reports on revenue funds; and performs routine fund and project cost analysis; prepares bank deposits, reviews bank transactions, and updates the general ledger with bank activity.
- Develops, reviews, evaluates, updates, generates and/or distributes specialized accounting records, financial reports and spreadsheets; reviews, compiles, calculates and analyzes technical data and information from a variety of sources; identifies discrepancies, resolves issues and/or notifies appropriate sources and ensures issues are resolved; distributes reports in a timely manner; conducts expenditure analyses and reports to

Executive Director monthly on spend rate; and researches variances and discrepancies; and prepares correcting journal entries

- Reviews and processes general vendor invoices, including adding transaction codes, obtaining signature approvals and supporting documentation, and tracking accounts payable; prepares journal entries for non-automated transactions; as directed, initiates automated clearing house (ACH) and coordinates with Treasurer for wire transfers to expedite invoice payments; deposits funds in accounts; prepares check payments for mailing and/or disburses checks for delivery; and obtains signatures as needed for proof of delivery.
- Reconciles payroll and payroll deductions and the payment of payroll taxes, vendor accounts and retirement benefits; verifies correct pay rates and adequacy of leave time; manages PTO accruals; calculates overtime; and inputs withholding exemptions, employee/employer deductions and pay rate changes.
- Prepares, generates, and issues 1099s to vendors and W-2 forms for employees.
- Responds to inquiries and requests from outside auditors; and provides support documents and analysis reports as requested; initiates and recommends the selection of the auditor.
- Manages finance programs and contracts; coordinates with Project/Program Managers to report on contract requirements, manage budget, and monitor expiration; prepares invoices to Scope of Work requirements and finance reporting for grants; and assists in the preparation and the response to Request for Proposals and Scopes of Work; obtains approval from project managers to pay contractor invoices.
- Assists in the management of finance staff work, including assigning, planning, and reviewing work, evaluating work performance, and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, selecting new employees, training employees, acting on employee problems, and recommending and implementing discipline.
- Conducts special investigations and organizational reviews as directed by the Executive Director.
- Provides homeless services, special accounts such as Dominguez, client aid, and SBFN State funds, and other program specific administrative and financial support by reviewing and managing invoices from cities and non-profits; completes original and supplemental invoices and submits to LA County; reimburses cities and non-profit partners via Steering; vets client aid requests; sets up property managers as vendors; logs client aid check payments and issues and tracks checks; tracks various budgets; maintains cash flow; and responds to various requests from team members; oversees and.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Uses discretion in communicating with others.
- Performs other duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications***Education and Experience***

A Bachelor's Degree in finance, accounting, or other related field is required along with at least five (5) years or more professional experience in accounting, finance, and general business in grant-funded programs, public agency, or not-for-profit. One year of supervisory experience is desirable.

Knowledge of

Principles, practices, and terminology of general, fund and governmental accounting including financial statement; preparation and methods of financial control, financial reporting, and grants accounting; generally accepted accounting principles (GAAP); Governmental Accounting Standards Board (GASB), Office of Management and Budget (OMB) circulars and accounting standards and requirements applicable to public agencies, Federal, state, and local laws, regulations and court decisions applicable to financial administration of a public agency and payroll administration; and modern office practices, procedures and equipment including computers and software applications relevant to work performed.

Skill to

Perform complex professional accounting and auditing work and make appropriate and effective recommendations; analyze and evaluate accounting, auditing, and fiscal data, and develop logical conclusions; interpret and apply legal and procedural regulations pertinent to governmental accounting and fiscal operations; prepare and coordinate the preparation of SBCCOG's annual budget in conjunction with executive management and participate in budget administration; manage contracts; supervise and direct lower level staff; communicate effectively both verbally and in written form; understand and follow oral and written instructions; prepare clear and concise reports; perform mathematical calculations quickly and accurately; perform detailed work involving numerical data; operate office equipment used in connection with financial work; establish and maintain effective working relationships with others.

Ability to

Perform complex mathematical calculations and financial analyses accurately and timely; function independently and as part of a team; use Microsoft Office Suite and various accounting software; prepare, review, and reconcile complex financial statements, ledgers, and schedules; interpret and apply GAAP, GASB, and OMB regulations to financial work; identify, investigate, and resolve financial discrepancies across multiple funds and accounts; prepare grant reimbursement invoices, analyze spend rates, and ensure compliance with funding requirements; conduct expenditure analyses, research variances, and prepare correcting journal entries; manage cash flow, special funds, and bank activity, including deposits and wire transfers; prepare and issue 1099s and W-2s accurately and timely in accordance with laws; directly and indirectly supervise the work of lower level staff.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
INTERN**

Job Summary

Under close supervision, this intern level position to assist with general programs, projects, research, field work, workshops, marketing, and outreach; assists in the development of reports related to studies, pilot projects, and programs including analyzing, tracking, and monitoring; assists in grant writing; undertakes general program or office support as needed including answering general inquiries; attends meetings, workshops, and off-site events; works with volunteers.

Essential Job Functions, Duties, and Responsibilities

- Assists with studies and pilot projects as part of broader program and project support.
- Aids in the development of reports by compiling information and contributing draft content.
- Performs data entry to support tracking, analysis, and monitoring activities.
- Conducts literature reviews to gather background information and support project research.
- Presents findings from research, field work, and analysis to staff or project teams.
- Assists in preparing grant applications through research, drafting, and assembling supporting materials.
- Conducts data analysis and research.
- Prepares reports.
- Assists with marketing and outreach, develops marketing materials, including developing content, and monitoring and posting on social media channels.
- Assists in event planning and may represent the organization at off-site events.
- Takes photos.
- Posts website content.
- Writes press releases and newsletter articles.
- Attends events, meetings, and workshops and off-site events.
- May provide general office support as needed, including answering general inquiries; preparing for meetings; and taking minutes.
- Works with volunteers.
- Uses discretion in communicating with others.
- Develops and maintains knowledge of programs and activities.
- Demonstrates critical thinking and the use of discretion in communicating with others.
- Performs related duties as assigned.

Classification

This position is part-time Non-Exempt (hourly) under the Fair Labor Standards Act. This is also a limited term position.

Qualifications***Education and Experience***

Graduation from high school or GED equivalent.

Knowledge of

Environmental, transportation, planning, technology, communication, social services, and/or sustainability fields of study; research methods, data collection practices, and basic analytical techniques; literature review practices and the ability to evaluate and summarize source materials; marketing and outreach principles used to support public engagement; social media platforms, content development practices, and digital engagement tools; basic website content posting processes and online formatting; event planning processes, including logistics and coordination considerations; report development practices, including organizing information and preparing written materials for internal, agency and public audiences; general office systems, communication tools, and procedures relevant to supporting meetings and administrative tasks.

Skill to

Write clearly and professionally for reports, newsletters, presentations, and public-facing materials including social media; conduct data analysis and interpret findings accurately; perform browser-based web research efficiently to gather information; use Microsoft Word and Excel proficiently to prepare documents, track information, and support project reporting; develop, monitor, and post social media content that supports outreach goals; create basic marketing materials and event related collateral; coordinate logistics for workshops, meetings, and community events; take clear and usable photographs for program documentation and outreach; communicate effectively in person and in writing with staff, volunteers, and external partners; organize work, manage multiple tasks, and meet deadlines in a dynamic project environment.

Ability to

Function independently and as part of a team to support multiple programs and projects; commit to SBCCOG for the whole length of the internship; present findings clearly in written, visual, or verbal form; exercise discretion, judgment, and professionalism when communicating with staff, volunteers, and external partners; manage shifting priorities and multiple deadlines while maintaining accuracy; represent the organization professionally at meetings, workshops, and off-site events; interact effectively with volunteers and community participants; adapt to a variety of tasks ranging from research and analysis to outreach, events, and administrative support; follow instructions, apply feedback, and contribute to collaborative project goals.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors, and be exposed to

variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties, and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)

JOB DESCRIPTION

PROJECT ASSISTANT

Job Summary

Under general supervision, the Project Assistant is responsible for providing program support services, client coordination, and operational assistance in assigned program areas. Under the direction of the Senior Program Manager or designee, this position performs routine to moderately complex program support activities, including eligibility verification, documentation review, outreach and client communication, data tracking, meeting and event coordination, and administrative and technical assistance to program staff. The position supports client program implementation through direct client service, coordination with external partners, preparation of materials and reports, and maintaining accurate and compliant program records. Work is performed within established guidelines, procedures, and program criteria and requires sound judgment, attention to detail, and effective communication with clients, staff, and partner agencies.

Distinguishing Characteristics

This is the journey-level paraprofessional classification in client program support services, responsible for performing a wide range of administrative, operational, and client coordination duties that support program implementation. This classification is distinguished from the next higher classification of Project Coordinator, which carries responsibility for coordinating full project workflows, supporting project timelines and deliverables, conducting analytical work, preparing project reports, and facilitating stakeholder engagement at a strategic level.

Essential Job Functions, Duties, and Responsibilities

- Supports and coordinates implementation of special programs and projects; conducts studies and surveys.
- Performs data analyses and compiles qualitative, statistical, and financial information; prepares findings, staff reports, and recommendations.
- Maintains accurate records and files; ensures case files meet all funder documentation and compliance standards; identifies and corrects incomplete or missing documents.
- Serves as the primary point of contact for client intake, case initiation and operational inquires; provides information referrals, and assistance to clients and the public regarding program requirements, community resources, and available services.
- Makes judgements on people's situations and whether they fit the guidelines for funding; serves as the first line of approval for the client aid program.
- Assists with the organization and scheduling of meetings; coordinates speakers, prepares agendas, presentations, and meeting packets; disseminates and posts meeting materials.
- Attends meetings, provides administrative support, prepares official minutes, tracks status of action items, and retains records in accordance with the Brown Act requirements.
- Assists with the preparation of and responds to requests for proposals (RFP) and requests for quotes (RFQ).

- Prepares charts, graphics, and illustrations; performs desktop publishing to produce newsletters, brochures, forms, and other publications; writes, edits and designs materials for publications, newsletters, websites, social media, and press releases.
- Supports grant applications; develops grant metrics, tracking, and reporting systems; prepares grant monitoring reports; maintains accurate funding accounts.
- Assists with logistics for events, including coordination with venue staff, participants, vendors, sponsors, and partner agencies.
- Makes presentations at community events and to other organizations, agencies, special interest groups, state, and local governments, elected officials and the public. as assigned
- Responds to program inquiries; work with interns, contractors, consultants, and volunteers.
- Exercises independent judgment for routine cases and escalates complex cases to a supervisor.
- Performs other related duties as assigned.

Classification

The position is non-exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

High school graduation or GED equivalent, and two (2) years performing a wide range of administrative, operational, and client coordination duties.

Knowledge of

Program procedures, eligibility criteria, and compliance requirements; modern office practices and administrative procedures; principles of customer service and professional communication; documentation and case file management standards; basic data entry and tracking methods; confidentiality and information handling practices; community resources and service provider networks; Microsoft Office, SharePoint, web-based applications, and program tracking tools.

Skill to

Review and verify documentation for accuracy and completeness; coordinate client communication and appointments; manage multiple cases and deadlines; prepare program documents, forms, and routine summaries; interact with clients and external partners with tact and professionalism; maintain accurate electronic and physical records; perform data entry and basic tracking; respond to program inquiries; identify issues requiring escalation; and support meetings, workshops, and events.

Ability to

Apply program guidelines to determine eligibility for assistance; communicate effectively with clients, case managers, and partner agencies; organize work and prioritize tasks under time constraints; maintain confidentiality and use sound judgment in sensitive situations; follow

established procedures and seek guidance for nonstandard cases; prepare clear and accurate records; solve routine problems; contribute constructive feedback on program procedures; and support program operations through administrative and logistical tasks.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
PROJECT COORDINATOR

Job Summary

Under general supervision, the Project Coordinator is responsible for coordinating, implementing, and supporting multiple concurrent programs and projects across assigned functional areas, such as transportation, sustainability, environmental services, water and energy efficiency, community outreach, homeless services, housing, land use/planning, senior services, or related regional initiatives; researches and writes grants.

Distinguishing Characteristics

This is the journey-level classification in the Project Coordinator series. Incumbents perform a broad range of technical and administrative duties supporting program implementation across one or more assigned program areas. Positions at this level independently coordinate routine and moderately complex project activities, prepare supporting documents and reports, interact with partner agencies, and ensure project tasks are completed in alignment with established timelines and procedures. Project Coordinators exercise judgment in organizing work, resolving routine operational issues, and communicating with external partners; however, strategic decisions, policy direction, complex problem-solving, and final approvals are elevated to higher-level staff.

This classification is distinguished from the next higher classification of Senior Project Coordinator in that the Senior Project Coordinator carries responsibility for advanced project coordination, provides lead direction to staff or contractors, oversees complex or multi-jurisdictional projects, and exercises a higher level of independence and authority in planning, organizing, and directing assigned program functions. The Senior Project Coordinator also serves as a subject-matter resource, leads development of project methodologies, and represents the organization in higher-level external coordination, whereas the Project Coordinator focuses on day-to-day project implementation within established frameworks.

Essential Job Functions, Duties, and Responsibilities

Functional Assignment Areas – Depending on assignment, a Project Coordinator may also be assigned to program specific related areas, but not limited to:

Transportation/Mobility

Micromobility, Local Travel Network (LTN), Measure R/M funding, regional transportation coordination

- Support implementation of Micromobility and Local Travel Network (LTN) projects.
- Coordinate with cities, LA Metro, Caltrans, and the Port of Los Angeles.
- Assist with Measure R/M annual project funding calls, including application intake and document review.
- Prepare agendas, reports, and minutes for transportation related committees and working groups.
- Perform GIS mapping and technical documentation for assigned program area.

- Track LTN budget matrices, grant-funded expenditures, and project documentation; work with cities to advance initiatives and advise on next steps to move initiatives forward.
- Support senior staff with transportation grant preparation.
- Serve as liaison between SBCCOG and regional transportation partners on routine issues.
- Draft transportation related materials for supervisor review.
- Support stakeholder outreach connected to transportation initiatives.
- Prepare outreach materials, reports, timelines, and grant research content.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Coordinate with finance staff to prepare invoices and related reports.
- Verify contractor invoice accuracy.

Outreach & Community Engagement

City events, community scheduling, public engagement, volunteer coordination

- Plan, coordinate, and execute community outreach events across 16 cities and the County of Los Angeles portions of the South Bay.
- Serve as the main contact for city staff and community partners for event coordination.
- Independently manage the event calendar and ensure alignment with program visibility commitments.
- Oversee event logistics, including staff assignments, volunteers, materials, and on-site setup.
- Represent SBCCOG at community events, senior centers, fairs, and public activities.
- Track participation metrics and report outcomes to supervisors and partners.
- Perform GIS mapping and technical documentation for assigned program area.
- Provide task/lead direction to support staff and volunteers during events.
- Manage marketing materials and event documentation needed for partner reporting.
- Prepare outreach materials, reports, timelines, and grant research content.
- Coordinate with finance staff to prepare invoices and related reports.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Verify contractor invoice accuracy.
- Performs related duties as assigned.

Energy, Water, and Sustainability

Environmental initiatives, energy efficiency, water conservation, waste reduction, audits

- Coordinate multiple sustainability, energy efficiency, and water conservation projects concurrently.
- Conduct on-site audits for government and commercial sites (e.g., waste, organics, energy use).
- Develop tracking tools for projects such as water conservation, energy programs, or waste diversion.
- Prepare outreach materials, reports, timelines, and grant research content.

- Coordinate with cities, partner agencies, and nonprofits involved in sustainability programs.
- Track project progress, deliverables, expenditures, and compliance for grant-funded programs.
- Provide subject matter support in areas such as water conservation and energy efficiency.
- Perform GIS mapping and technical documentation for environmental programs.
- Plan and support events related to sustainability (e.g., Rain Barrel Program, Green Business Program).
- Manage contractor coordination for field inspections, installations, or site work.
- Serve as an agency point of contact for sustainability questions and activities.
- Coordinate with finance staff to prepare invoices and related reports.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Verify contractor invoice accuracy.
- Performs related duties as assigned.

Senior Services / Homeless Support/Housing

- Coordinate with cities, case managers, and nonprofit service providers on senior-focused programs.
- Participate in community meetings or senior-focused outreach activities.
- Support integration of senior services into broader outreach or sustainability events when applicable.
- Assist in annual call for projects with cities.
- Research, track, and coordinate with property owners; support case workers by identifying resources, reporting, and presenting.
- Provide staff support for the homeless task force, transportation, Infrastructure Working Group, and Transit Working Group.
- Coordinate and work in conjunction with the housing trust as assigned.
- Perform GIS mapping and technical documentation for assigned program area.
- Coordinate with finance staff to prepare invoices and related reports.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Verify contractor invoice accuracy.
- Prepare outreach materials, reports, timelines, and grant research content.
- Performs related duties as assigned.

Classification

The position is non-exempt under the Fair Labor Standards Act.

Qualifications***Education and Experience***

Bachelor's degree and one (1) year or more of related experience in administrative analysis and research, business math, community outreach, policy development in related program areas, and/or fiscal administration, or an equivalent combination of education, training, and experience.

Knowledge of

Project coordination principles and practices, including program implementation, stakeholder engagement, and public sector service delivery; regional program areas such as transportation, planning, sustainability, environmental services, water and energy efficiency, homeless services, housing, senior services; methods for conducting research, field work, data collection, and program evaluation; fundamentals of grant development, contract and compliance monitoring, and community outreach; procedures for preparing agendas, minutes, reports, and public communications; techniques for compiling, analyzing, and interpreting qualitative, statistical, operational, and financial data; applicable local, state, and federal regulations related to assigned program areas; modern office practices, business writing standards, document management systems, and the use of Microsoft Office, SharePoint, GIS tools, databases, and related software platforms, as well as basic budgeting, invoice tracking, and expenditure monitoring as they apply to project support functions.

Skill to

Coordinate project activities, timelines, deliverables, and meetings; conduct field work, audits, surveys, and onsite assessments; compile, organize, and analyze program data to prepare clear and concise reports, summaries, and recommendations; prepare agendas, packets, presentations, graphics, correspondence, and outreach materials; maintain tracking tools, spreadsheets, dashboards, and compliance documents; communicate effectively with city staff, contractors, consultants, partner agencies, and community groups; manage logistics for outreach events and public meetings, exercising discretion in handling sensitive information, providing functional guidance to volunteers or interns, and utilize technical tools such as GIS mapping, survey platforms, and database systems.

Ability to

Work independently within established procedures, exercise sound judgment in daily project coordination, and interpret and apply program rules, funding guidelines, and regulatory requirements; plan, organize, and prioritize multiple tasks while meeting deadlines; build and maintain positive working relationships with internal staff, partner agencies, member cities, contractors, and the public; adapt to changing project needs and priorities across multiple program areas prepare professional written materials such as reports, guides, grant applications, and technical documentation; represent the agency effectively at meetings, workshops, community events, and field activities; monitor project performance and identify issues requiring elevation; learn and apply new subject matter content; maintain attention to detail in data entry, compliance tracking, recordkeeping, and document preparation.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
PROJECT MANAGER

Job Summary

Under general direction, the Project Manager is responsible for independently managing a diverse portfolio of regional projects and initiatives across assigned program areas, including environmental, energy, water, transportation, planning, housing, social services, technology, and areas such as fiber, broadband, and community resilience. Incumbents oversee the full project lifecycle, including planning, implementation, monitoring, contractor oversight, stakeholder engagement, and compliance with complex grant and contractual requirements.

Positions at this level exercise substantial autonomy in determining project strategies, sequencing work, and coordinating resources to ensure that multi-jurisdictional and grant-funded initiatives are completed on time, within scope, and consistent with organizational goals. The incumbent is accountable for project and portfolio-level outcomes, schedules, deliverables, and stakeholder coordination; represents the organization in meetings and regional forums; develops reports and presentations, prepares outreach materials, and maintains collaborative relationships with member agencies, partner organizations, and community groups. The Project Manager may provide direction to interns, volunteers, or entry-level staff to support consistent program delivery.

Distinguishing Characteristics

The Project Manager is the advanced-journey level professional classification. The classification is distinguished from the Senior Project Coordinator by its broader scope of responsibility across multiple projects or initiatives and its emphasis on portfolio coordination and integration. It is distinguished from the next higher classification of Senior Project Manager in that the latter functions at a higher level by leading major regional initiatives, supervising staff, providing organization-wide program leadership, and shaping long range programmatic direction. The Project Manager supports these efforts but does not carry full supervisory responsibility or serve as the primary architect of organizational program frameworks.

Essential Job Functions, Duties, and Responsibilities

- Serves as lead for assigned events, programs or activities, which may include energy, transportation, planning, housing, social services, or technology related programs and initiatives.
- Directs the preparation of reports and makes recommendations on major policy matters regarding the assigned projects.
- Prepares and responds to request for proposals (RFP), request for quotes (RFQ), and selection of contractors.
- Identifies grant and contract opportunities and drafts scopes of work and grant applications.
- Determines day-to-day project approaches, sequencing, resource coordination, and operational practices for multi-year and multi-jurisdictional initiatives.

- Leads efforts to identify and shape program procedures, operational practices, implementation standards, and reporting frameworks.
- Recommends improvements to program models, internal workflows, and organizational service delivery structures.
- Coordinates cross-program integration by aligning activities across functional teams and connecting related project components.
- Supports organizational priorities such as broadband/fiber initiatives and community resilience programming. Coordinates contracts, including issuing task orders, preparation, review, and approval of invoices, and manages budget.
- Supports communication efforts for assigned programs, including contributing to content for website, newsletters, press releases, articles, social media, flyers, videos, etc. and distributes information.
- Carries out speaking and training engagements and undertakes community and public relations, and assists with media relations activities for assigned areas.
- Develops communication strategies and marketing plans for assigned areas.
- Contributes to and assists with distribution of press releases and articles.
- Develops and maintains relationships with member agencies, chambers of commerce, resident groups, and environmentally focused groups and engages with partners, agencies, legislators, and stakeholders in support of program activities.
- Monitors and reports on regional and State regulatory requirements and trends, research and case law related to program offerings.
- Manages educational, operational, or service programs.
- Articulates key elements of all programs and activities and uses discretion in communicating with others.
- Assists with responses to and resolves difficult and sensitive incidents.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Uses discretion in communicating with others.
- Performs other related duties as assigned.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

A Bachelor's Degree in public administration, public policy, urban/regional planning, or environmental studies/management plus three (3) years of progressively responsible professional level experience in a environmental, energy, social services, technology, transportation, communications, public policy, public administration, or related field.

Knowledge of

Project and program management principles and practices applicable to the public sector and grant-funded initiatives; regional program areas such as environmental sustainability, energy efficiency, water conservation, transportation, planning, housing, social services, technology, broadband, and community resilience; methods for conducting research, field work, data collection, and program evaluation; intergovernmental collaboration models and stakeholder engagement practices; contract and grant administration requirements, including scopes of work, procurement procedures, task order development, and compliance monitoring; budgeting and spend down processes for multi-funding-source programs; regulatory frameworks, legislation, and policy trends affecting environmental, transportation, sustainability, and regional planning initiatives; techniques for preparing reports, presentations, scopes of work, and public communication materials; public outreach and community engagement strategies; performance measurement and program monitoring methods; principles of vendor oversight, operational planning, and workflow refinement; communication practices for public agencies; modern office procedures; business writing standards; Microsoft Office, web-based platforms, database systems, project management tools, GIS or mapping technologies, dashboards, and collaboration software.

Skill to

Coordinate and manage complex projects and multi-jurisdictional initiatives; determine appropriate project approaches, methodologies, timelines, and resource allocation; conduct research, analyze qualitative and quantitative data, and develop program recommendations; prepare reports, presentations, grant deliverables, communication materials, and scopes of work; interpret and apply contract terms, grant requirements, regulations, and procedural guidelines; oversee contractor and vendor performance, verify invoice accuracy, track budgets and spend-downs, and identify issues requiring corrective action; facilitate meetings, workshops, trainings, and public events; communicate effectively with city staff, partner agencies, contractors, consultants, community groups, elected officials, and the public; exercise discretion and judgment in sensitive or high-visibility situations; maintain tracking tools, dashboards, and compliance documentation; coordinate activities across functional teams to support cross-program integration; lead efforts to refine procedures, operational practices, and program workflows; support initiatives in broadband, fiber, and community resilience; manage multiple deadlines; and use digital tools, databases, and project management software with effectiveness and accuracy.

Ability to

Work independently within established guidelines and exercise sound judgment in daily project implementation; plan, organize, and prioritize multiple tasks in a fast-paced, evolving environment; interpret and apply program rules, grant provisions, regulatory requirements, and operational procedures; prepare clear, accurate, and professional written materials, including reports, summaries, and technical documentation; represent the agency effectively at meetings, workshops, community events, and regional forums; build and maintain cooperative working relationships with internal staff, member cities, regional partners, contractors, community groups, and the public; adapt to changing project needs, funding structures, and organizational priorities; monitor project performance indicators and identify emerging issues requiring elevation; learn and

apply new subject-matter content across diverse program areas; maintain attention to detail in financial tracking, compliance reporting, documentation, and recordkeeping; and work collaboratively or independently while supporting organizational goals.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)

JOB DESCRIPTION

SENIOR PROJECT COORDINATOR

Job Summary

Under general direction, the Senior Project Coordinator is responsible for independently leading complex programs, initiatives, and multi-component projects in the areas of environment, transportation, social services, sustainability, water conservation, broadband/technology, and related regional initiatives. Incumbents exercise substantial independent judgment in planning, coordinating, and executing assigned programs.

Distinguishing Characteristics

This is the advanced-journey-level classification. Incumbents at this level provide functional direction and guidance to Project Coordinators, interns, volunteers, and consultants; perform the full range of technical, analytical, and program management, and serve as subject matter resources for staff, contractors, and external partners.

The Senior Project Coordinator is distinguished from the next higher classification of Project Manager in that the latter has overall responsibility for broader program portfolios, strategic planning, and the full oversight of program operations, including establishing organizational priorities and directing long range program development for the SBCCOG.

Essential Job Functions, Duties, and Responsibilities

- Independently manages and coordinates complex programs and projects within established program goals and priorities, including full-cycle program development, implementation, monitoring, and evaluation.
- Serves as primary lead and point of contact with partner agencies, utilities, local governments, community-based organizations, vendors, contractors, and the public.
- Develops project scopes, schedules, work plans, milestones, and performance metrics; monitors progress and ensures deliverables are met.
- Assigns, directs, and reviews the work of Project Coordinators, interns, and volunteers; provides guidance, feedback, and functional direction to staff working on assigned programs.
- Conducts advanced research and field work; performs comprehensive qualitative and quantitative analyses to evaluate program effectiveness and recommends improvements.
- Develops project-level budget estimates, tracks expenditures, and ensures compliance with grant, funding, and reporting requirements; collaborates with fiscal staff on invoicing and financial documentation.
- Leads stakeholder engagement, including setting agendas, facilitating meetings, and determining next steps; represents the agency at high visibility meetings, presentations, and public events.
- Designs and delivers trainings, workshops, outreach strategies, and educational materials tailored to program audiences.

- Prepares complex reports, policy analyses, technical documents, grant deliverables, contracts scopes, RFP content, and program summaries.
- Monitors federal, state, regional, and local legislation and regulatory changes; evaluates potential impacts and advises management on strategic implications.
- Leads or contributes to grant development, funding proposals, and selection of contractors and consultants; oversees contractor performance and ensures contract deliverables are met.
- Oversees communication strategies for assigned programs, including web content, newsletters, social media, presentations, briefing materials, and public-facing documents.
- Ensures accurate documentation, reporting, and archiving program activities, data, records, and outcomes.
- Exercises discretion and advanced judgment in communications, problem-solving, and decision-making on behalf of the organization.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Performs related duties as assigned.

Classification

This position is non-exempt under the Fair Labor Standards Act.

Qualifications

Education & Experience

Bachelor's degree in public administration, environmental studies, urban planning, communications, business administration, sustainability, or a related field and three (3) three years of progressively responsible experience in program coordination, project management, policy analysis, community outreach, or regional planning. Experience in a regional government agency or local government environment is desirable.

Knowledge of

Principles and practices of program and project management; core concepts in sustainability, environmental, transportation, water, broadband/technology, and related regional program areas; methods for designing, implementing, and evaluating outreach and engagement strategies; qualitative and quantitative research techniques, including data collection, analysis, and performance measurement; grant administration, contract management, scopes of work, deliverable tracking, and compliance requirements; public agency procurement processes and reporting standards; federal, state, and regional regulations affecting assigned programs; stakeholder engagement practices and interagency coordination; effective writing, presentation, and communication methods; principles of customer service, relationship management, and conflict resolution; fundamentals of functional supervision, task leadership, and staff development; techniques for preparing public-facing materials and digital content; and public-agency recordkeeping, documentation, ethical standards, and confidentiality practices.

Skill to

Plan, coordinate, and lead complex programs and multi-stakeholder projects; conduct advanced analytical work and interpret qualitative and quantitative data; develop work plans, schedules, and performance metrics; prepare clear and accurate reports, presentations, policy analyses, and grant deliverables; design and deliver outreach, education, and training activities; interpret regulatory and program requirements and assess operational impacts; monitor contracts and evaluate vendor performance; prepare scopes of work and technical documentation; facilitate meetings, workshops, and interagency discussions; communicate program concepts clearly to diverse audiences; create accurate summaries and program documentation; manage multiple deadlines; use project management tools, databases, and productivity software effectively; collaborate with partner agencies, consultants, and stakeholders; lead, guide, and train staff and volunteers; and maintain effective working relationships.

Ability to

Independently manage full-cycle programs; analyze issues and develop effective, data-informed solutions; synthesize complex information into clear recommendations; interpret and apply regulatory requirements; coordinate multiple projects and adapt to shifting priorities; represent the organization effectively in meetings and public settings; prepare accurate and timely documentation; identify and implement process improvements; communicate clearly in written and verbal form; exercise discretion, sound judgment, and independent decision-making; mentor and guide others; work collaboratively and independently; build and maintain cooperative relationships; and maintain professionalism in sensitive or high-visibility situations.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: March 2026

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)
JOB DESCRIPTION
SENIOR PROJECT MANAGER

Job Summary

Under minimal direction, the Senior Project Manager is responsible for developing and implementing strategies, standards, and processes for complex projects and initiatives across a range of program areas, including environment, transportation, social services, technology, and regional planning. This position exercises significant independent judgment in coordinating multi-jurisdictional projects, developing work plans, preparing grant applications, monitoring deliverables, and advising on project related policies and practices. The Senior Project Manager builds and maintains relationships with member agencies, regional partners, business and community organizations, elected officials, and the public, and represents the organization in committees, public meetings, and technical forums.

The position may provide limited employee performance management support by setting project goals, reviewing work products, offering functional direction, and supporting communication between managers and employees. The Senior Project Manager may oversee the work of interns, volunteers, consultants, and staff assigned to specific project tasks but does not serve as a full supervisory classification.

Distinguishing Characteristics

The Senior Project Manager is the senior level classification responsible for leading major regional projects and high-visibility initiatives that require advanced analytical, strategic, and stakeholder coordination expertise. Positions at this level independently develop project strategies, direct complex multi-agency efforts, manage sensitive or politically visible assignments, and serve as primary contacts for intricate contracts and regional partnerships.

This classification is distinguished from the Project Manager, which focuses on managing the full lifecycle of assigned projects. The Senior Project Manager provides higher-level strategic direction recommendations, advises member agencies, develops communication and outreach frameworks, and resolves issues requiring seasoned judgment, broader perspective, and enhanced discretion. It is further distinguished from the Department Manager in that this classification is responsible for leading complex, programs and initiatives across areas such as environment, social services, housing, transportation, technology, and regional planning.

Essential Job Functions, Duties, and Responsibilities

General Senior-Level Duties: Applicable to All Senior PM Assignments

- Manages complex projects, contracts, and grants from planning through implementation and reporting.
- Prepares and responds to Request for Proposals/Quotes (RFP/RFQ) and grant applications; identifies new grant opportunities.

- Develops relationships with member agencies, partners, chambers of commerce, community groups, non-profits, community based organizations, and regional organizations.
- Collects and analyzes data and integrates findings into plans, recommendations, and strategies.
- Prepares project budgets and ensures expenditures meet contract, grant, and organizational requirements.
- Works with consultants and contractors to meet project deliverables and performance expectations and verifies invoice accuracy.
- Develops and coordinates project-related training and presentations.
- Advises South Bay cities and agencies on strategies, plans, and project-specific approaches.
- Helps develop subregional plans and contributes to regional strategies.
- Responds to project inquiries; attends City Council, commission, and committee meetings.
- Develops and supports implementation of project management and quality control systems.
- Monitors and advises on legislation, regulations, and policy trends affecting assigned areas.
- Attends conferences, off-site events, and general workshops, beyond committee/Council/public meetings.
- Assists with resolving difficult or sensitive project issues, using judgment and tact.
- Supports managers by setting project goals, reviewing work products, and encouraging communication between staff and leadership.
- Performs related duties as assigned.

Functional Assignment Area: Communications, Media, Branding & Public Engagement
Senior Project Managers assigned to Communications and Public Engagement perform the following:

- Serves as the agency lead for communications, branding, media relations, and public messaging.
- Develops and maintains the SBCCOG brand identity, ensuring consistency across all platforms.
- Drafts, edits, and produces the SB Watch newsletter, including content development, story selection, layout direction, and distribution.
- Captures photography and curates multimedia content to support agencywide communication objectives.
- Manages all social media platforms, including content strategy, scheduling, analytics, and public engagement.
- Guides and provides direction to communication interns and fellows, ensuring quality, adherence to brand standards, and timely completion of assignments.
- Develops and produces videos, including filming, editing, and preparing the annual year-end review video for public presentation.

- Establishes communication protocols, visual guidelines, and style standards for agencywide use.
- Serves as the primary media liaison, drafts press releases, and coordinates with news outlets.
- Develops marketing plans and public information strategies for campaigns, events, and initiatives.
- Coordinates communication support for internal project teams to ensure message consistency.
- Represents the organization at events and meetings to communicate program outcomes, achievements, and priorities.
- Solicits opportunities from staff to provide outreach information on SBCCOG programs

Functional Assignment Area: Environmental, Energy, Water, Waste & Outreach Program Management

Senior Project Managers assigned to Environmental & Outreach Programs perform the following:

- Serves as lead coordinator for environmental, energy, water, waste reduction, and sustainability contracts.
- Manages complex partnerships with entities such as West Basin Municipal Water District, Los Angeles Department of Water and Power, LA County Sanitation Districts, Water Replenishment District, and the California Green Business Program.
- Ensures contract deliverables, outreach requirements, reporting obligations, budgets, and timelines are met.
- Coordinates outreach activities across program areas.
- Conducts program meetings.
- Serves as liaison to partner agencies, community organizations, and regional technical networks.
- Works with the Finance Manager to review contract budgets, check contract expenditures, prepares invoices, and ensure contract compliance.
- Participates in developing contract work plans, outreach strategies, and program enhancements.
- Leads volunteer coordination, training, and support for outreach and environmental program activities.
- Represents SBCCOG at regional meetings, community events, and professional forums.
- Develops outreach materials while following outreach protocols for program areas.

Classification

The position is exempt under the Fair Labor Standards Act.

Qualifications

Education and Experience

A Bachelor's degree in public administration, public policy, urban or regional planning, environmental studies, communications, or a closely related field. A degree related to the assigned

functional area is highly desirable; plus five (5) years of professional experience in an environmental, energy, social services, technology, transportation, communications, public policy, public administration, or related field.

Knowledge of

Public sector project management principles; environmental sustainability, energy efficiency, water conservation, waste reduction, transportation planning, and social service program trends; communications, media relations, branding, and public engagement strategies; contract and grant administration, procurement requirements, and compliance monitoring; legislative and regulatory frameworks affecting environmental programs, public engagement, and regional initiatives; community outreach methods; data collection, evaluation, and reporting techniques; limited employee performance management practices such as goal setting and reviewing work products; public meeting protocols; research and analytical methods; modern office practices; business writing standards; Microsoft Office, web-based systems, project management tools, communication platforms, and multimedia software.

Skill to

Lead complex projects and contracts; develop work plans and strategies; prepare grant applications, RFPs, RFQs, scopes of work, and reports; interpret and apply regulations, grant provisions, and project requirements; analyze data and develop recommendations; prepare communication materials, newsletters, presentations, and media content; develop marketing plans and outreach strategies as related to assigned program areas; coordinate environmental and contract outreach activities; guide the work of interns, volunteers, and staff on project tasks; collaborate effectively with member agencies, regional partners, businesses, and community groups; manage multiple deadlines; track project budgets and review invoices; represent the agency in meetings, presentations, and events; and use digital tools, databases, and communication platforms effectively.

Ability to:

Work independently and exercise sound judgment; plan, organize, and prioritize assignments; interpret policies, procedures, and contract requirements; resolve sensitive or complex issues; develop professional written materials; represent the agency in public and technical forums; maintain cooperative working relationships; support limited performance management functions such as goal setting and reviewing work products; adapt to changing program needs; maintain accuracy in documentation and reporting; communicate clearly in written and verbal form; and work collaboratively or independently while supporting organizational goals.

Licenses and/or Certifications

Must possess a valid California Driver's License.

Physical Requirements and Working Conditions

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee

is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

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Date: March 2026

South Bay Cities Council of Governments

April 13, 2026

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director

SUBJECT: Additional Financial Consultant Services

BACKGROUND:

The South Bay Cities Council of Governments (SBCCOG) amended the contract for Eide Bailly (a certified public accounting firm) in January 2026 to add services to support the organization's finance functions due to staff shortages as well as new program funding for Homelessness and Housing/Prevention. The SBCCOG has contracted with Eide Bailly since 2023 to assist with routine accounting services and has been pleased with the services they have provided. Given the continued growth of SBCCOG programs and the critical and time-sensitive nature of some of these tasks, SBCCOG staff believes having Eide Bailly on-call for additional services through the end of their contract term in October 2026 is necessary.

ANALYSIS:

SBCCOG staff is recommending an amendment to the Eide Bailly contract for a not-to-exceed budget of \$20,000 for as-needed services for the period of May 1 to October 31, 2026, which is within FY2025-26 Budget under Additional Consultants or Staff and any remaining amount will be budgeted in the FY2026-27 budget. Any services used to support Homelessness and Housing/Prevention will be billed against those contracts. Exhibit A will be the Fifth Amendment to the SBCCOG agreement with Eide Bailly. The services to be covered by the Fifth Amendment include: assistance with FY26-27 budget preparation, contract and grant invoicing, payroll processing/review, and miscellaneous reporting/other tasks.

RECOMMENDATION:

That the Board of Directors approve the Fifth Amendment to the Eide Bailly contract for additional as-needed services with a not-to-exceed budget of \$20,000 for the period of May 1 to October 31, 2026.

FIFTH AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This 5th Amendment to the Professional Services Agreement (“Agreement”) is made as of April 23, 2026, by and between the South Bay Cities Council of Governments, a California joint powers authority (“SBCCOG”) and Eide Bailly LLP (“Consultant”).

RECITALS

- A. SBCCOG and Consultant entered into a Professional Services Agreement as of November 1, 2023, wherein SBCCOG engaged the services of the Consultant to assist the SBCCOG with accounting services.
- B. SBCCOG desires to expand the scope of services to include Additional Accounting Services, to include as needed assistance with budget preparation, contract/grant invoicing, payroll processing/review, and miscellaneous reporting and other tasks.
- C. SBCCOG shall pay for Additional Accounting Services based on a not to exceed budget of \$20,000 billed consistent with the actual hours incurred for these additional activities for the period of May 1, 2026, through October 31, 2026.

NOW, THEREFORE, in consideration of the foregoing, the parties agree to amend the Agreement as follows:

- The Agreement is hereby amended by expanding the scope of services to include:
 - Additional services as-needed for the period of May 1, 2026, through October 31, 2026, with a total not to exceed budget of \$20,000.

Except as modified above, all other provisions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective May 1, 2026.

“SBCCOG”
South Bay Cities Council of Governments

“Consultant”
Eide Bailly

By: _____
Bernadette Suarez (Signature)
SBCCOG Chair

By: _____
Brad Rockabrand (Signature)

Date: _____

Date: _____