

**Westside Cities Council of Government**  
**Annual Work Plan (FY 2017-18)**

The Westside Cities Council of Governments (WSCCOG) is a joint powers authority comprised of the cities of Beverly Hills, Culver City, Santa Monica, and West Hollywood, plus portions of the City and County of Los Angeles. As such, the WSCCOG is a regional voice that extends the leverage of its member agencies at the State and Federal level for the benefit of the subregion. The agency is charged with preserving and enhancing its respective local and subregional quality of life by building relationships, maximizing resources, advocating for mutual interests, and promoting policy for the benefit of the subregion's residents, businesses, and visitors. The following annual work plan contains the goals and strategies to achieving the agency's mission for FY 2017-18.

**1. Transportation**

The WSCCOG Executive Director team will assist the COG Board in the following Transportation-related activities:

**a. WSCCOG Transportation Committee**

WSCCOG staff will coordinate and facilitate a standing check-in conference call meeting with the WSCCOG Transportation Committee members. Tasks will include the following:

- Conduct meetings on the first Wednesday of the month, or as needed
- Draft agenda items and meeting notes
- Coordinate with the member cities to explore and discuss transportation topics relevant to the subregion

**b. Update the Westside Mobility Study**

WSCCOG staff will engage with SCAG staff and Westside cities staff in coordinating and providing support on the updated Westside Mobility Study funded by the Caltrans Sustainable Transportation Planning Program.

**c. Strategic Guidance, Recommendations, and Advocacy**

WSCCOG staff will provide strategic guidance and recommendations to the WSCCOG Board regarding regional transportation projects, issues, and legislation. Staff will also help promote and advocate the WSCCOG's recommended transportation priorities. Tasks may include the following:

- Attend workshops and conferences to monitor transportation issues and policies
- Work with relevant stakeholders (e.g., bicycle coalitions) and local agencies (e.g., Metro, SCAG, etc.) to advance the WSCCOG's transportation priorities

**d. Grant Funding Opportunities**

WSCCOG staff will identify grant opportunities, and pursue partnerships to collaborate in joint grant applications to advance subregional transportation objectives. Tasks may include the following:

- Monitor eligible grant and funding opportunities and examine how Westside member cities can leverage sources (e.g., South Coast Air Quality Management District, Statewide Cap-and-Trade Program, etc.)

- Attend grant workshops to obtain information in submitting a competitive grant application

**e. Coordinating with Regional Public Agencies**

WSCCOG staff will facilitate in the coordination between the WSCCOG and regional agencies, such as Metro, SCAG, subregional COGs, and other related agencies on transportation/mobility issues of regional importance. Tasks may include the following:

- Work with Metro on the Long Range Transportation Plan Update
- Participate in ongoing subregional COG meetings with Metro CEO Phil Washington (monthly) and SCAG Executive Director Hasan Ikhmeta (quarterly)
- Continue to serve as the WSCCOG representative in Metro's Policy Advisory Council

**2. Homelessness and Affordable Housing**

WSCCOG staff will work with the member cities and other stakeholders and public agencies to conduct the following activities:

**a. WSCCOG Homeless Working Group**

WSCCOG staff will coordinate and facilitate a standing check-in conference call meeting with the WSCCOG Homeless Working Group members. Tasks will include the following:

- Conduct meetings on the first Tuesday of the month, or as needed
- Draft agenda items and meeting notes
- Coordinate with the member cities to explore and discuss topics relevant to the subregion, share information and resources

**b. Regional Advocacy**

WSCCOG staff will assist the subregion in advocating for priorities presented by the Board and Homeless Working Group regarding homelessness priorities, including rapid re-housing, permanent supportive housing, landlord incentives, rental subsidies, housing retention, additional shelters, and programs that preserve and promote affordable housing. Tasks may include the following:

- Attend workshops and conferences to monitor homeless and housing issues
- Review and take position on key legislation related to homelessness and affordable housing
- Work with the Los Angeles County and relevant stakeholders to advance the WSCCOG's homelessness priorities

**c. Regional Collaboration**

WSCCOG staff and the WSCCOG Homeless Working Group will engage with the City and County of Los Angeles to identify partnerships, potential collaboration, and opportunities to implement programs and services funded by Measure H (County of Los Angeles) and Proposition HHH (City of Los Angeles)

## **Administrative Activities**

All administrative activities, with the exception of the Treasurer's duties, will be performed by the WSCCOG Executive Director team. The team may utilize cities' staff as needed and only when necessary. Administrative responsibilities will include:

- Conduct all other administrative activities as stipulated in the Executive Director contract
- Facilitate bi-monthly Board Meetings, including producing board agenda packets and providing agenda briefings to member cities' key staff and Transportation Committee
- Serve as the filing officer for the California Fair Political Practices Commission Statement of Economic Interests Form 700
- Develop the draft annual work plan and budget
- Serve as principal liaison with key federal, state, regional, and local agency entities and officials
- Monitor upcoming appointments and facilitate elections for WSCCOG representatives for the SCAG Policy Committees, League of California Cities (Los Angeles County Division), Santa Monica Bay Restoration Commission, and the Metro Westside-Central Service Council
- Update and maintain the content on the WSCCOG website, such as board agendas, news updates, upcoming events, as well as the content for the Explore the Westside Series webpage for the Westside Hidden Gems and Cultural Arts Guide