

South Bay Cities Council of Governments

Steering Committee

AGENDA – REVISED (ITEM IV.L.1 ADDED)

Monday, May 14, 2007 @ 3:30 pm

SBCCOG Energy Savings Center

3868 Carson St., Suite 110

Torrance

I. REPORT OF POSTING OF AGENDA

- **ACTION:** Receive and file

II. PUBLIC COMMENT

III. CONSENT CALENDAR – INFORMATION ITEMS ONLY

A. MTA Staff MOU

- No information on our request that there be an extra stipend for the deputy of \$24,000 for the one year only that Pam is the Chair.
- MTA Board is expected to consider this issue at their June meeting

B. Special Meetings

- **City Park & Recreation Directors**
 - a. The Planning Directors have found their bi-monthly lunch meetings very informative and attendance is excellent and enthusiastic. Public Works Directors also have networking opportunities in the South Bay.
 - b. Knowing of no networking organization in the South Bay for Park and Recreation Directors, the SBCCOG staff will be soliciting interest in setting up a periodic lunch for them.
- **South Bay Mayors**
 - a. SBCCOG staff will be making a presentation on SBCCOG activities at a special South Bay Mayors' meeting to be held on June 20.
 - b. Since several Mayors are interested in a bi-monthly meeting, SBCCOG staff has offered to handle the logistics for them with the understanding that there would be SBCCOG reports at the meetings.

IV. ITEMS FOR REVIEW AND APPROVAL

ADMINISTRATION

C. SBCCOG Staffing & Compensation

- Mike Jenkins & Suzanne Charles will be present to discuss the cost proposal (attached). Available at the meeting will be a history of compensation to JB&A.
- **ACTION:** Recommend to Board that Jacki Bacharach and Associates be retained for 3 more years from July 1, 2007 to June 30, 2010
- **ACTION:** Review cost proposal and make recommendation to the Board for inclusion in a new contract

D. Bookkeeping Services

- Suzanne Charles has provided timely and accurate bookkeeping services to the SBCCOG since October, 2006.
- She is currently paid \$30 per hour for her services and is proposing that for 07-08, the hourly rate be \$35 and for 08-09 it would rise to \$40. These rates were checked with several sources who said that they are reasonable for this type of work in our area.
- **ACTION:** Recommend approval to the Board of a 2 year contract extension with Suzanne Charles for bookkeeping services at the fees proposed. (contract attached)

- E. Approval of Invoices (preliminary submittal attached)
 - **ACTION:** Approve invoices for payment

- F. Draft 07-08 Budget
 - 2 attachments - Budget in Excel & explanations in Word)
 - **ACTION:** Provide direction on the draft budget to go to the Board for review with approval in June

- G. SWAPC
 - SWAPC has been an organization for South Bay area planning staff to get together and network. For the last few years it has been dormant. The South Bay Planning Directors are now meeting regularly and they felt that it would be beneficial to resurrect SWAPC possibly on a quarterly basis.
 - June 14 has been set as the date for the first 'SWAPC' meeting.
 - I have discovered that SWAPC has a bank account to cover some of the expenses that they incurred. The balance is \$554.49. In return for the SBCCOG staffing the SWAPC meetings and handling the logistics, they have agreed to turn the funds over to us.
 - **ACTION:** Accept responsibility for scheduling and staffing quarterly meetings with South Bay city planning staff with the understanding that they will turn the funds in their bank account over to the SBCCOG.

- H. Web Site
 - We are constantly looking for ways to make our web site more informative and keep up with current South Bay city issues.
 - **ACTION:** Request cities to send their press releases to the SBCCOG to be placed on the News & Events section of our web site. Additionally, when there is space on the the Home page it would say that the News & Events section has this information.

- I. Nominating Committee
 - **ACTION:** Confirm Nominating Committee members to be the Chair, 1st Vice Chair and Immediate Past Chair – Aldinger, Nowatka & Dever who will bring their report to the May Board meeting

- J. SCAG Committee appointments
 - The SBCCOG is given 3 seats on SCAG policy committees over and above those held by our 3 Regional Council members. Any elected official can sit on a SCAG policy committee as long as their city is a member of SCAG. Kelly McDowell has filled one of the seats – 2 remain vacant.
 - Several announcements were e-mailed to all South Bay elected officials that openings were available. The nominees who have volunteered for the two open seats that we have:
 - a. Mark Waronek - Lomita – Transportation & Communications Committee (TCC) (1st choice); Community, Economic & Housing Development Committee (CEHD) (2nd choice)
 - b. Pablo Catano - Hawthorne – TCC
 - c. Pat Aust - Redondo Beach - TCC (1st choice); EEC (2nd choice)
 - d. Richard Montgomery - Manhattan Beach - TCC (1st choice); EEC (2nd choice); CEHD (3rd choice)
 - Current SCAG committee representation from SBCCOG:
 - a. Jim Aldinger – TCC
 - b. Paul Nowatka – CEHD
 - c. Judy Dunlap – TCC
 - d. Kelly McDowell – EEC

- **ACTION:** Select someone for the CEHD - especially with their housing and land use issues and the EEC - with the climate change/global warming issues becoming more prominent.
- K. South Bay Economic Development Partnership & South Bay Cities Chambers of Commerce appointments
- SBEDP sets the following responsibilities for their Executive Committee members:
 - a. The appointee must be approved by the SBEDP duly elected officers.
 - b. The appointee shall abide by SBEDP rules, regulations, and policies as set forth in the bylaws.
 - c. The SBEDP expects the appointee to serve for at least one year and preferably three years with the following expectations:
 1. Assume an active SBEDP leadership role
 2. Be the primary liaison between the SBCCOG and SBEDP
 3. Facilitate a close working relationship between the SBEDP and SBCCOG
 4. Fully communicate to the SBCCOG and SBEDP those items of each organization's agenda and work plan that benefit the working relationship
 5. Develop opportunities for collaboration between the SBCCOG and SBEDP for the benefit of the South Bay community
 6. Faithfully attend all scheduled meetings
 7. Faithfully represent the SBEDP at SBCCOG board meetings.
 - **ACTION:** Select someone to replace John Parsons on SBEDP and SBACC
- L. League of California Cities, L.A. Division Committee
- SBCCOG has been asked to choose 2 people to sit on a committee to discuss programs for Planning Commissioners and councilmembers on regional government and other broader issues. It is designed for those people that can't go to conferences out of town. It is anticipated that the first meeting will be set up for July.
 - **ACTION:** Select two members or solicit volunteers
- L.1 League of California Cities Nominations – ADDED ITEM**
- Judy Mitchell, Rolling Hills Estates Councilmember, has been serving on the State League Board of Directors for the last three years and chaired several of their committees. She is now asking for SBCCOG support as she is asking to be considered for 2nd Vice President.
 - Since the Nominating Committee meets on May 25, in order to be sure that they receive this endorsement, the Steering Committee is requested to take this action on behalf of the Board of Directors.
 - **ACTION:** Send a letter of support to the League of California Cities Nominating Committee stating SBCCOG's strong support for Judy Mitchell to be nominated as 2nd Vice President and request that all of the South Bay cities do the same.
- M. Schedule of Meetings with City Councils
- In order to get more understanding of and participation in the SBCCOG programs, the SBCCOG and SBESC staff is scheduling meetings with all of the city councils in the SBCCOG to update them on our activities. Several Steering Committee members had expressed an interest in joining us. Schedule attached.
 - **ACTION:** Sign up to join the SBCCOG/SBESC presentations at council meetings
- N. 9th Annual General Assembly
- Carson Community Center reserved for February 22, 2008.
 - SBCCOG is touring the CSUDH Student Union facilities for a possible alternative site. A report will be given at the meeting.

WORK PROGRAM

- O. Discussion on 07-08 Work Program
 - Continue discussion that started at the Board meeting.
 - Powerpoint presentation to be sent by separate e-mail.
 - **ACTION:** Provide direction for further Board discussion

- P. Earmark Implementation
 - SBCCOG staff has been waiting for the MTA recommended list of projects to be funded by their Call to determine which projects might most benefit from the earmark funding.
 - With the Call project list just out, SBCCOG staff is checking with cities re: possible projects and will have a report at the meeting.

- Q. Green Line Task Force
 - Last year, the City of Los Angeles voted to establish a Green Line Task Force. I have been communicating with Councilman Rosendahl's staff since then to see if the SBCCOG could be a participant.
 - Recently, I received an e-mail from Inglewood staff stating that they were on the task force along with Supervisors Burke & Knabe. So, I inquired again and the following was the response:

Membership in the Task Force is by invitation of the City of Los Angeles/LAWA, since the proposed 2-mile LAX Green Line extension route is entirely within the City of Los Angeles and on public property. In addition to technical staff, certain elected officials have been invited to send representatives. Additional members will be considered on an as-needed basis. The mission of the task force is stated in the City Council motion.
 - **ACTION:** Decide whether to formally request a seat on the task force.

- R. Proposal from Aldaron, Inc.
 - At the last Steering Committee meeting, it was explained that Aldaron's contract for transportation consulting services had expired and they were requested to submit a proposal.
 - Attached is the proposal. It includes some new services and an increase in the monthly retainer of \$200 per month from \$1,750 to \$1,950. This would \$2, 400 to the draft budget for next year.
 - **ACTION:** Recommend that the Board approve a contract with Aldaron as stated in the proposal submitted for July 1, 2007 through June 30, 2008 for an amount not to exceed \$23,400.

- R. RHNA
 - Report to be received from RHNA Hearing Board – attachments in separate RHNA e-mail
 - **ACTION:** Approve hearing board decision on RPV Revision request
 - **ACTION:** Recommend the certification of the RHNA numbers for the South Bay cities

- S. Energy Programs
 - South Bay Energy Savings Center
 - Education and Information Program
 - Energy Efficiency Plus – joint procurement activities
 - Projects and contacts will be reviewed
 - Water Program Activities
 - Updates at the meeting

LEGISLATIVE PROGRAM

- T. AQMD Board Composition Legislation – TIME CERTAIN – 5:00 PM
 - Phone update with Tony Rice from Sacramento

- We have reached an agreement with the SCAQMD re: an additional seat for L.A. County cities. It is anticipated that this provision will be amended into SB 886 in the Assembly
- Further discussions with legislative staff are ongoing re: the division of the seats..
- Further updates at the meeting
- **ACTION:** Provide direction

V. AGENDA DEVELOPMENT

- Next meeting – May 24, 2007 – draft attached
- Dinner Workshop for all electeds on what is the SBCCOG – Schedule for August??

VI. NEXT STEERING COMMITTEE MEETING – Monday, June 11, 2007

- VII. VACATION** - Jacki will be out of the country from May 26 to June 9. Kim Fuentes will be in charge & the principal contact.