I. INTRODUCTIONS

II. REPORT OF POSTING OF AGENDA
   ■ ACTION: Receive and file

III. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA

IV. PUBLIC COMMENT

V. CONSENT CALENDAR – action items noted, remainder are receive & file – 12:05 pm
   A. Steering Committee – September 9, 2019 meeting minutes attached
      ■ ACTION: Approve

   B. 2020 Cannabis Policy Seminar
      ■ Memo attached
      ■ ACTION: Agree to sponsor at no cost and publicize this event to our members

   C. Chamber of Commerce Memberships
      ■ Memo attached
      ■ ACTION: Recommend to the Board that the SBCCOG retain their memberships in 14 Chambers at a cost not to exceed $2,782

   D. City Attendance at SBCCOG meetings
      ■ Matrix attached
      ■ ACTION: Receive and file

   E. 2019 General Assembly Outstanding Sponsor Payments
      ■ $2500 from Mark Ridley-Thomas

   F. South Bay Environmental Services Center Activities Report – attached

VI. ACTION ITEMS
   G. South Bay Fiber Network – 12:15 pm
      ■ Kickoff meeting to be held with American Dark Fiber on November 5
      ■ Celebration and Recognition of SBWIB, R/T, Hahn and Butts re: SBFN
      ■ State funding
      ■ ACTION: Provide direction

   H. Update on Homeless Program – 12:25 pm
      ■ Visit to Athens Vista Housing on November 20 @ 3 pm
      ■ Homeless count is January 22. Check to see if your city is preparing
      ■ Ideas for using additional funding for COGs from the county starting 2020
      ■ Memo attached
      ■ ACTION: Provide ideas and direction
I. Legislative Issues – **12:35 pm**
- Possible ideas for legislation from our housing policy?
- LCC/SBACC/SBCCOG Legislative Meet and Greet planned for January 31, 2020
- **ACTION:** Provide direction

J. Board Meeting agenda development – **12:45 pm**
- November – Torrance Library - draft agenda attached
- Annual Volunteer Reception
- Volunteer Work Presentation – Jon Rodman
- New L.A. County Voting System – Registrar/Recorder Dean Logan (confirmed)
- Regional Transportation Plan & Sustainable Communities Strategy - SCAG
- January – Redondo Beach Library
- LAWA Landside Modifications Update
- Skyrise Helicopter?
- February – new office

K. I.T. Services – **12:55 pm**
- I.T. management service provider recommendation to be provided at the meeting

L. Website Services – **1:00 pm**
- Memo attached
- **ACTION:**
  - Budget not to exceed $3,300 (or 30 hours) one-time cost for Kalanea Group, LLC to transition SBCCOG websites into a new hosting environment
  - Direct SBCCOG staff to select hosting provider with a budget not to exceed $200/month for ongoing hosting costs
  - Budget not to exceed $1,100/month (approximately 10 hours) for managed services and support for SBCCOG websites on an as-needed basis

M. Office Move – **1:05 pm**
- Memos attached re: temporary internet costs and move
- **ACTION:**
  - Approve additional expenditure for Xerox Printer/Copier/Scanner in an amount not to exceed an amount of $1,777 to accommodate the additional move
  - Approve the “Ultra” Service + Phone service package at a cost of $419.88 plus tax which will be about a $900/month savings.

N. Approval of Invoices – available at the meeting – **1:10 pm**
- **ACTION:** Approve invoices for payment

VII. INFORMATION ITEMS
O. Update on Senior Services/Age Friendly Region – **1:15 pm**

VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES
P. Other updates since agenda distribution – **1:20 pm**

NEXT STEERING COMMITTEE MEETING – Monday, December 9, 2019 @ 12:00 pm
South Bay Cities Council of Governments

Steering Committee MINUTES
October 14, 2019

ATTENDEES: Christian Horvath (Chair, Redondo Beach), Olivia Valentine (1st Vice Chair, Hawthorne), Drew Boyles (2nd Vice Chair, El Segundo), Britt Huff (Immediate Past Chair, Rolling Hills Estates), John Cruikshank (Rancho Palos Verdes), Ralph Franklin (Inglewood), Dan Medina (Gardena), Cedric Hicks (Carson – 12:45 pm), Mark Dierking (Metro – left 12:30 pm), Jacki Bacharach, Kim Fuentes & Steve Lantz (SBCCOG)

I. INTRODUCTIONS

II. REPORT OF POSTING OF AGENDA
   ■ ACTION: ReceiveD and fileD

III. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA
   Add letter to Metro under signature of the Chair to say we can no longer with the Isidro - new items since last agenda

IV. PUBLIC COMMENT

V. CONSENT CALENDAR – action items noted, remainder are receive & file - 12:05 pm – CRUIKSHANK/HUFF
   A. Steering Committee – September 9, 2019 meeting minutes attached
      ■ ACTION: ApproveD
   
   B. Scope of work for contract with LA County
      ■ Proposed scope attached, funding the same as last year. Contract not received yet.
      ■ ACTION: RecommendED Board approval should contract arrive by the meeting
   
   C. Sub-Contract with PATH
      ■ This subcontract authorizes the SBCCOG to receive $25,000 from PATH from July 1, 2019 to June 30, 2020 through their contract with Los Angeles County. It is basically identical to previous contracts but this year, the county changed the format so that the total number of pages is 146
      ■ AttachedED here are the first 7 pages which constitute the subcontract.
      ■ ACTION: RecommendED Board approval subject to legal review
   
   D. City Attendance at SBCCOG meetings
      ■ Matrix attached
      ■ ACTION: ReceiveD and fileD
   
   E. 2019 General Assembly Outstanding Sponsor Payments
      ■ $2500 from Mark Ridley-Thomas
   
   F. All 19-20 Dues Paid!

   G. South Bay Environmental Services Center Activities Report – attached

VII. ACTION ITEMS
   H. Legislative Matrix – 12:10 pm
      ■ Matrix attached
      ■ LCC/SBACC/SBCCOG Legislative Meet and Greet planned for January 31, 2020
      ■ RALPH AND I REPORTED ON OCTOBER BRIEFING MEETING
ACTION: CANCELED JANUARY LEG BRIEFING FOR THIS YEAR AND RECONSIDER NEXT YEAR

I. Board Meeting agenda development – 12:15 pm
   - October – Redondo Beach Library - attached
   - Census speaker – Pilar Diaz & Ivy Daulos
   - Skyrise speaker
   - South Bay Fiber Network final approval with ADF
   - Solsmart recognition to cities and SBCCOG – 5:30 pm to 6 pm is pictures
   - NATALIE WILL PUT TOGETHER TIME CARDS FOR THE SPEAKERS
   - MEDINA – REQUEST TO HAVE TAHIR SPEAK. HORVATH – HIS STAFF DOESN’T FEEL THE NEED TO HEAR FROM TAHIR. FRANKLIN – NO NEED FOR TAHIR. JUST PASS THE DAILY BREEZE ARTICLE OUT TO CITIES AND CITY MANAGERS. CRUIKSHANK WOULD WANT TO HEAR FROM HIM BECAUSE THEY STILL HAVE ISSUES. MEDINA – PERMIT IS GONE BUT THE WATER BOARD IS SAYING IT’S NOT.
   i. ACTION: INVITED HIM
   - November – Torrance Library
   - Annual Volunteer Reception
   - Volunteer Work Presentation – Jon Rodman
   - New L.A. County Voting System – Registrar/Recorder Dean Logan (confirmed)
   - Celebration and Recognition of MURATSUCHI AND ALLEN, SBWIB, R/T, Hahn and Butts re: SBFN – tentative
   - January – ?location - Redondo Beach Library confirmed for Steering and Board – 10/16/19
   - LAWA Landside Modifications Update
   - MEASURE R AND M PROJECTS
   - February – new office OR Redondo Beach Library confirmed for Steering and Board – 10/16/19

J. Torrance Energy Efficiency Services Payment – 12:25 pm
   - Update and recommended action to be provided at the meeting
   - ACTION: ACCEPTED COMPROMISE WITH TORRANCE TO GO TO THE FULL BOARD – HUFF/MEDINA

K. South Bay Fiber Network – 12:35 pm
   - Status of Commitments
     - Approved FOR BOARD letter of commitment from SBCCOG to participate in SBFN – attached - HICKS/VALENTINE
   - Line of Credit
   - Contract with ADF
   - State funding
   - ACTION: NO CHARGES FROM REDONDO BEACH ATTORNEY

L. Office Move – 12:45 pm
   - Memo attached
   - RALPH – COSTS FOR RE-LOCATING TO GO FURTHER SOUTH AND THEN COMING BACK HERE
   - TORRANCE OFFERED STORAGE – RENT A POD. PROBABLY NOT.
   - LOTS OF QUESTIONS RE: MOVERS’ QUOTES. STORAGE QUOTES ARE PER MONTH.
   - ACTION: GET HOURLY RATE FOR EACH MOVER
   - ACTION: VALENTINE/HUFF – FOR MOVER SERVICES WITH UNDERSTANDING THAT THEY BE COMPARED TO ALL AMERICAN MOVERS NOT TO EXCEED $11,000
   - FRANKLIN WOULD PREFER A NOT TO EXCEED VALUE FOR STAFF TO DUE ASSESSMENT AND PICK THE BEST AFTER LOOKING AT REVIEWS, ETC.
   - BOYLES - DO YELP SEARCH
   - MEDINA – TALK TO PEOPLE THAT HAVE USED THEM
■ Revisiting additional office space to add 806 sq ft. – CRUIKSHANK/MEDINA - YES

M. Approval of Invoices – available at the meeting – 1:00 pm
■ ACTION: ApproveD invoices for payment - VALENTINE/HICKS

VII. INFORMATION ITEMS
N. Summary of Caltrans Adaptation Planning Grant to be submitted Friday, October 11.– 1:05 pm
LETTERS OF SUPPORT FROM: GARDENA

O. Update on Homeless Program – 1:15 pm
■ Congratulations to SBCCOG staff and others for a great Hygiene Kit collection drive!
■ Update on the additional funding for COGs from the county starting 2020 - $739,685 – about 14 months from receipt to spend – 12.33% of total

P. Update on Senior Services/Age Friendly Region – 1:25 pm
■ Inglewood has submitted a letter to become an Age-Friendly city.
■ Statewide Master Plan on Aging is to be completed by October 2020, and it will add the entire state into the Livable Communities Movement. Each city will be required to use a lens of aging when reviewing their General Plans.
■ SEND OLIVIA THE AGE FRIENDLY TEMPLATE LETTER – sent 10/14/19
■ INGLEWOOD LOOKING FOR GRANT DOLLARS FROM THIS AS WELL. VERY COMPETITIVE GRANT. ONLY 88 IN USA. AND OVER 6000 APPLICATIONS

VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES
Q. Other updates since agenda distribution – 1:30 pm
■ LOEW VS. MTA – LITIGATION HOLD

■ LETTER TO METRO –
  o HORVATH – BIG ASK. IS THIS AN ADMINISTRATIVE DECISION? LANTZ – CEO HAS ABILITY TO DO THIS
  o ACTION: TO MOVE BACK OUR PROJECTS TO MULTI-MODAL PLANNING – CHRISTIAN – RE-WRITE THE LETTER AND SEND MEDINA/VALENTINE (HORVATH ABSTAINED) TO SEND THE LETTER. LET MAYOR BUTTS KNOW THAT IT’S COMING. LETTER FROM CHRISTIAN.

■ RHNA NUMBERS – HANDOUT – WENT THROUGH RHNA SUBCOMMITTEE

NEXT STEERING COMMITTEE MEETING – Monday, November 4, 2019 @ 12:00 pm

DECEMBER 9 – TORRANCE LIBRARY COMMUNITY ROOM
South Bay Cities Council of Governments

November 4, 2019

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director

SUBJECT: SBCCOG Partnership with Angeles Emeralds on 2020 Cannabis Policy Seminar

Adherence to Strategic Plan:

Goal A: Environment, Transportation, and Economic Development. Facilitate, implement, and/or educate members and others about environmental, transportation, and economic development programs that benefit the South Bay.

BACKGROUND

SBCCOG staff has worked with Angeles Emeralds over the past year and a half to inform and update local jurisdictions on cannabis policies being implemented by the State as part of recreational cannabis implementation. Angeles Emeralds is a non-profit association of medicinal cannabis patients, advocates, business owners, and other stakeholders working towards responsible cannabis regulations in Los Angeles County. In June 2018, Angeles Emeralds convened a cannabis policy seminar for local jurisdictions in Los Angeles County that brought in speakers from various State and County agencies responsible for cannabis policy. SBCCOG staff participated in the well-attended seminar and found it very informative.

In early 2019, SBCCOG partnered with Angeles Emeralds to facilitate a four-part workshop series on cannabis policies for cities in the South Bay and Gateway Cities COGs. The workshops were well attended and brought together local elected officials and city staff to learn about responsible cannabis policy implementation in Los Angeles County as well as early lessons-learned from local jurisdictions throughout the State.

Angeles Emeralds recently approached the SBCCOG regarding a proposed LA County Cannabis Policy Seminar being planned for early 2020 for local/state elected officials, city staff, illicit youth drug prevention groups, chambers of commerce, and other key stakeholders that will focus on cannabis policy two years after legalization. State and local representatives will discuss issues surrounding the topic. This event will explicitly be closed to cannabis industry operators.

Angeles Emeralds has asked the SBCCOG to consider being listed as an event partner for the seminar, at no cost to the SBCCOG. Upon finalization of event details, Angeles Emeralds would also like the SBCCOG’s assistance in advertising the seminar to its member agencies.

RECOMMENDATION

The Steering Committee recommends Board approval to list the SBCCOG as event partner for the seminar and to publicize the seminar.

Prepared by David Leger
South Bay Cities Council of Governments

November 4, 2019

TO: SBCCOG Steering Committee
FROM: Jacki Bacharach, Executive Director
RE: Recommendation for Chamber of Commerce Memberships

Adherence to Strategic Plan:
Goal B: Regional Advocacy. Advocate for the interests of the South Bay.

BACKGROUND
Last year, the SBCCOG joined 14 Chambers of Commerce in the South Bay at a cost of $2,767. Joining the recommended Chambers is helpful to the implementation of the SBCCOG’s Green Business Assist and Green Business Certification programs and our water and waste partner contracts. We also enlist the Chambers to support our advocacy positions, grant applications, and more.

Due to memberships expiring at varying times throughout the fiscal year, SBCCOG staff is recommending Board approval now to maintain membership in the 14 Chambers of Commerce of which the SBCCOG is currently a member, at a cost of $2,782. This action will authorize payment of memberships that become due throughout the remainder of FY19-20. In the spring of 2020, SBCCOG staff will provide a recommendation for the FY 20-21.

See Exhibit A for a breakdown of membership dues for each Chamber of Commerce.

RECOMMENDATION
Recommend Board approval to join the following Chambers of Commerce for the FY19-20 year at a cost of $2,782.

• South Bay Association of Chambers of Commerce
• Carson Chamber of Commerce
• El Segundo Chamber of Commerce
• Gardena Chamber of Commerce
• Hawthorne Chamber of Commerce
• Hermosa Beach Chamber of Commerce
• Inglewood Chamber of Commerce
• Los Angeles Gateway Chamber of Commerce
• Manhattan Beach Chamber of Commerce
• Palos Verdes Peninsula Chamber of Commerce
• Redondo Beach Chamber of Commerce
• San Pedro Chamber of Commerce
• Torrance Chamber of Commerce
• Wilmington Chamber of Commerce

Prepared by David Leger
<table>
<thead>
<tr>
<th>Name</th>
<th>Member in 2018-19 (Y/N)</th>
<th>2019-2020 Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carson Chamber of Commerce</td>
<td>Y</td>
<td>$200.00</td>
</tr>
<tr>
<td>El Segundo Chamber of Commerce</td>
<td>Y</td>
<td>$285.00</td>
</tr>
<tr>
<td>Gardena Valley Chamber of Commerce</td>
<td>Y</td>
<td>$270.00</td>
</tr>
<tr>
<td>Hawthorne Chamber of Commerce</td>
<td>Y</td>
<td>$125.00</td>
</tr>
<tr>
<td>Hermosa Beach Chamber of Commerce</td>
<td>Y</td>
<td>$75.00</td>
</tr>
<tr>
<td>Inglewood/Airport Area Chamber of Commerce</td>
<td>Y</td>
<td>$300.00</td>
</tr>
<tr>
<td>LA Gateway Chamber of Commerce</td>
<td>Y</td>
<td>$100.00</td>
</tr>
<tr>
<td>Manhattan Beach Chamber of Commerce</td>
<td>Y</td>
<td>$272.00</td>
</tr>
<tr>
<td>Palos Verdes Peninsula Chamber</td>
<td>Y</td>
<td>$300.00</td>
</tr>
<tr>
<td>Redondo Beach Chamber of Commerce</td>
<td>Y</td>
<td>$255.00</td>
</tr>
<tr>
<td>San Pedro Chamber of Commerce</td>
<td>Y</td>
<td>$200.00</td>
</tr>
<tr>
<td>Torrance Chamber of Commerce</td>
<td>Y</td>
<td>$300.00</td>
</tr>
<tr>
<td>Wilmington Chamber of Commerce</td>
<td>Y</td>
<td>$100.00</td>
</tr>
<tr>
<td>South Bay Association of Chambers of Commerce</td>
<td>Y</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Total for recommended memberships</strong></td>
<td></td>
<td><strong>$2,782.00</strong></td>
</tr>
</tbody>
</table>
# City Attendance at Meetings

<table>
<thead>
<tr>
<th>Monthly Meetings</th>
<th>Carson</th>
<th>El Segundo</th>
<th>Gardena</th>
<th>Hawthorne</th>
<th>Hermosa Beach</th>
<th>Inglewood</th>
<th>Lawndale</th>
<th>Lomita</th>
<th>Manhattan Beach</th>
<th>Palos Verdes Estates</th>
<th>Rancho Palos Verdes</th>
<th>Redondo Beach</th>
<th>Rolling Hills</th>
<th>Rolling Hills Estates</th>
<th>Torrance</th>
<th>County of LA</th>
<th>Los Angeles</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIS</td>
<td>J. Martin</td>
<td>E. Moreno</td>
<td>B. Shrewsbury</td>
<td>S. Lai</td>
<td></td>
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<tr>
<td>Transportation Committee</td>
<td>J. Jo</td>
<td></td>
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</tr>
</tbody>
</table>
TO: SBCCOG Steering Committee  
FROM: Jacki Bacharach, SBCCOG Executive Director  
Kim Fuentes, Deputy Executive Director  
SUBJECT: Environmental Activities Report – October 2019

Adherence to Strategic Plan:  
Goal A: Environment, Transportation, and Economic Development. Facilitate, implement, and/or educate members and others about environmental, transportation, and economic development programs that benefit the South Bay.

I. PROGRAMS - TECHNOLOGY, PLANNING, & RESEARCH

Climate Adaptation

The CivicSpark Fellow is conducting a literature review to identify climate adaptation strategies which could be implemented by cities in the South Bay. In the coming months, the Fellow will begin meeting with cities to assist them in selecting strategies which respond to their climate vulnerabilities.

Energy

Energy Efficiency Partnership Program – Southern California Gas Company (SCG)

<table>
<thead>
<tr>
<th>Agency</th>
<th>Project</th>
<th>Therm Savings</th>
<th>Incentive</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Carson (12 sites)</td>
<td>DI Install - aerators, showerheads</td>
<td>TBD</td>
<td>TBD</td>
<td>verifying account numbers</td>
</tr>
<tr>
<td>City of Hawthorne (1 site)</td>
<td>DI Install - showerheads, pipe insulation</td>
<td>TBD</td>
<td>TBD</td>
<td>verifying account numbers</td>
</tr>
<tr>
<td>City of Manhattan Beach (6 sites)</td>
<td>DI Install - aerators, showerheads</td>
<td>TBD</td>
<td>TBD</td>
<td>verifying account numbers</td>
</tr>
<tr>
<td>Torrance USD</td>
<td>Pool heaters</td>
<td>TBD</td>
<td>TBD</td>
<td>Ken P. working on the application.</td>
</tr>
<tr>
<td>Torrance City Hall</td>
<td>Space heating boiler + controls</td>
<td>TBD</td>
<td>TBD</td>
<td>Project out for bid.</td>
</tr>
</tbody>
</table>

Total Therm Savings Identified
Energy Efficiency Partnership Program – Southern California Edison (SCE)

2019 Energy Saving Goal: 1,459,446 kWh
2019 Status: 228,755 kWh % of GOAL: 14.6%
2019 Demand Reduction Goal: 256 kW
2019 Status: 24 kW % GOAL: 8.7%

Staff continues to facilitate the park lighting projects as well as assist cities in completing streetlight projects. The SBCCOG also continues to work the Regional Energy Network and has accepted a seat on their advisory committee. The project pipeline along with the current city Energy Leader Partnership (ELP) tier levels are listed below. The SBCCOG staff continues to work to identify other funding options to support program efforts.

<table>
<thead>
<tr>
<th>City</th>
<th>Current ELP Tier Level</th>
<th>Energy Efficiency Measures (EEMs)</th>
<th>Estimated Completion Date</th>
<th>Estimated kWh savings</th>
<th>Estimated Incentive ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carson</td>
<td>Platinum</td>
<td>LED Streetlights</td>
<td>Q4/19</td>
<td>588,596</td>
<td>$234,752</td>
</tr>
<tr>
<td>El Segundo</td>
<td>Gold</td>
<td>LED Sports Lighters</td>
<td>Q4/19</td>
<td>733,452</td>
<td>$124,687</td>
</tr>
<tr>
<td>Gardena</td>
<td>Gold</td>
<td>Exterior LED Lighting</td>
<td>Q4/19</td>
<td>184,396</td>
<td>$31,347</td>
</tr>
<tr>
<td>Hawthorne</td>
<td>Platinum</td>
<td>Exterior LED Lighting</td>
<td>Q4/19</td>
<td>194,254</td>
<td>$38,851</td>
</tr>
<tr>
<td>Hermosa Beach</td>
<td>Platinum</td>
<td>Exterior LED Lighting</td>
<td>Q4/19</td>
<td>29,574</td>
<td>$5,915</td>
</tr>
<tr>
<td>Inglewood</td>
<td>Platinum</td>
<td>Chiller VFD/HVAC Controls</td>
<td>Q4/19</td>
<td>238,000</td>
<td>$63,645</td>
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<tr>
<td>Manhattan Beach</td>
<td>Platinum</td>
<td>Exterior LED Lighting</td>
<td>Q4/19</td>
<td>477,067</td>
<td>$81,101</td>
</tr>
<tr>
<td>Palos Verdes Estates</td>
<td>Platinum</td>
<td>Streetlights (LS-1 to LS-2 conversion)</td>
<td>Q4/19</td>
<td>517,922</td>
<td>$103,584</td>
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<tr>
<td>Rancho Palos Verdes</td>
<td>Platinum</td>
<td>LED Lighting</td>
<td>Q4/19</td>
<td>33,739</td>
<td>$7,240</td>
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<tr>
<td>Redondo Beach</td>
<td>Gold</td>
<td>Exterior LED Lighting</td>
<td>Q4/19</td>
<td>381,513</td>
<td>$64,857</td>
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<tr>
<td>Rolling Hills</td>
<td>Gold</td>
<td>LED Lighting</td>
<td>Q4/19</td>
<td>42,311</td>
<td>$7,193</td>
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<td>Torrance</td>
<td>Platinum</td>
<td>Exterior LED Lighting</td>
<td>Q4/19</td>
<td>9,000</td>
<td>N/A</td>
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<tr>
<td></td>
<td></td>
<td>Interior LED Lighting</td>
<td>Q2/20</td>
<td>841,894</td>
<td>$143,122</td>
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<tr>
<td></td>
<td></td>
<td>VFD &amp; Pump Motor</td>
<td>Q4/19</td>
<td>837,954</td>
<td>N/A</td>
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<td></td>
<td></td>
<td>Interior LED Lighting</td>
<td>Q4/19</td>
<td>172,003</td>
<td>$29,240</td>
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<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td>6,240,114</td>
<td>$1,250,926</td>
</tr>
</tbody>
</table>

SCE/SCG Strategic Plan Funding: Staff along with the energy engineer met with Carson to review benchmarking reports. A meeting is being scheduled with Torrance. At the Energy Managers Working Group meeting, this program was discussed. City staff received more training on what benchmarking is and how it can be used to increase efficiencies in their operations.

YGRENE – PACE: Proceeds from Ygrene for 2019 Q2 = $155.93. Total since the program start in 2015 = $8,681.62. Payment for 3rd quarter is expected in Nov 2019 and will be reported out in December.

HERO – PACE: SBCCOG continues to promote PACE financing for homeowners. Beginning this quarter, Western Riverside COG will no longer provide monthly HERO reports, but will instead issue quarterly reports. Proceeds from HERO for 2019 Q2 = $378.16. Proceeds for 2019 Q3 will be reported out in December. Total since program start in 2014 = $30,581.78.
SolSmart:
Contract period is August 2018 through July 31, 2019

**Contract goal:** SolSmart Designation for 8 South Bay Cities + SBCCOG
**Status of goal:** 5 Cities as well as the SBCCOG have Achieved Gold Designation; 4 Cities have achieved Silver Designation. GOALS COMPLETE

In the month of October, wrap-up efforts were completed. The culmination of the successful SolSmart designation of all participating cities and the SBCCOG was acknowledged during the October SBCCOG Board Meeting. Representatives from the Solar Foundation, EcoMotion (the SBCCOG Project Partner) shared an overview and highlights of the program. Board members as well as staff participated in a photo-op. Highlights and photos from the event were distributed through the SBCCOG’s, EcoMotion’s, and the Solar Foundation’s, respective social media channels.

CA Green Business Network (CAGBN) & South Bay Green Business Assist Program (GBAP):
(Contract period August 1, 2019 – March 2020)

**Contract goals - City of Hawthorne:** 20 certified green businesses; **Status of goals:** 9 certified businesses

**Contract goals - City of Torrance:** 15 certified green businesses; **Status of goals:** 6 certified businesses

CAGBN – SBCCOG staff continues to assist CAGBN cities of Hawthorne and Torrance with certifying businesses and continues to conduct outreach. During the month of October, SBCCOG staff conducted 4 assessments for businesses in Hawthorne and 2 in Torrance. Appointments have been confirmed for 4 additional business assessments in November. The first progress report was prepared for each respective city. In addition, SBCCOG staff attended the statewide CA Green Business Network conference in Half Moon Bay. As businesses are certified through CAGBN, they also become GBAP participants. GBAP by city: Torrance (51), Lawndale (26), Hawthorne (33), Redondo Beach (16), El Segundo (15), Gardena (15), Carson (12), Inglewood (10), Manhattan Beach (8), Palos Verdes Estates (7), Rancho Palos Verdes (7), Hermosa Beach (5), Rolling Hills Estates (4), Lomita (3), Lennox (2), and Los Angeles County – Community of Westmont (1) for a total of 215 businesses in the program as of the end of October 2019.

Water Conservation
West Basin Municipal Water District Programs (West Basin) **Contract year is July 1, 2019 through June 30, 2020**

**Task 1. Educational Outreach Support**

*Exhibit Events*

**Contract goal:** 100 exhibit events, presentations, workshops, networking opportunities, etc.
**Status of goal:** 51 exhibit events, presentations, workshops, networking opportunities, etc. as of the month of October

*Water Bottle Filling Station Program*

**Contract goal:** To assist with identifying locations for stations.
**Status:** Public sites are eligible to install two (2) water bottle filling stations for the same Tax ID #

SBCCOG continues to reach out to potential sites.

**Task 2. Support for Workshops & Events**

*Educational Classes*

**Contract goal:** minimum of 5 and a maximum of 10
**Status of goal:** 4 completed
Rain Barrel Giveaway
Contract goal: 5
Status of goal: 0 completed – events start in November and continue January – April 2020

Task 3. Cash for Kitchens
Contract goal: target 73 commercial kitchens.
Status of goal: 1 water survey completed; One survey was conducted in the month of July.

No surveys were conducted in October due to West Basin revising this task.

Task 4. IRWMP & Measure W Assistance
Contract goal: to assist West Basin as needed, including attendance at meetings, taking notes, assisting with reports, etc.
Status of goal: Staff will be attending upcoming meetings

Torrance Water Contract year is July 1, 2019 through June 30, 2020

Task 1: Support for educational classes - California Friendly Landscape Training (CFLT) or Turf Removal (TR)
Class and community events (This goal is dependent upon Torrance establishing classes).
Contract goal: as requested
Status of goal: 3 completed; 2 scheduled in November and December
A rain barrel event is scheduled for November 2nd.

Task 2: Cash for Kitchens
Contract goal: 10 new commercial kitchens; 10 follow-up site visits
Status of goal: 0 water surveys completed; 2 follow-up site visits completed.

Ongoing promotion of WRD programs continues through the SBCCOG's information kiosk, e-newsletters, other social media channels, and events for the month of October.

Sanitation Districts of LA County (LACSD) Contract year is July 1, 2019-June 30, 2020
Contract goal: 100 exhibit events, workshops, networking opportunities, etc.
Status of goal: 51 exhibit events, presentations, workshops, networking opportunities, etc. as of the month of October
Contract goal: 1 training for SBCCOG Volunteers on LACSD programs - Status of goal: GOAL MET
Contract goal: Schedule up to 3 Sanitation Districts-related presentations
Status of goal: 1 has been completed

SBCCOG staff continues to reach out to community organizations to schedule presentations.

Los Angeles Department of Water and Power (LADWP) Contract year is January 1-December 31, 2019
Contract goals:
• 8-12 targeted special exhibit events - Status of goal: 12 completed. – GOAL MET
• 1 training for SBCCOG Volunteers on LADWP programs - Status of goal: – GOAL MET
• 6-8 commercial kitchens to be identified for water assessments and conservation training
Status of goal: 6 water surveys completed. – GOAL MET
The contract is moving through approvals for the 2020 contract year.

Transportation

Shared Mobility Program (*Contract period July 1, 2019 – June 30, 2022*)

*Contract goals*: 72 outreach events; 36 vanpool or rideshare meetings or events; 8 Marketing/Media Survey Engagements

*Status of goals*: 41 outreach events; 3 vanpool or rideshare meetings; 1 Survey Engagement

The SBCCOG followed-up on the City of Torrance’s Rideshare event and participated in 1 Vanpool/rideshare meeting. Additionally, the SBCCOG participated in the City of Carson’s Rideshare and Vanpool event/meeting. Work continued to design instruments and create communications strategies to support the Shared Mobility Outreach efforts. Metro Shared Mobility materials were distributed at 12 SBCCOG Outreach events. SBCCOG reached out to Metro staff for a formal briefing and “Kick-off” meeting to be held in November.


In October, SBCCOG staff continued to follow-up with the Metro MEL Team on the new contract. The contract continues to make its way through Metro’s review and legal process; SBCCOG staff anticipates the new contract will be ready for SBCCOG Board approval in November.

II. MARKETING, OUTREACH, & IMPLEMENTATION

Workshops, Trainings, & Exchanges

The following chart provides an overview of all registration events held in October 2019:

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Name</th>
<th>No. Attended/No. of RSVPs</th>
<th>Marketing Info. (how did they hear about the Workshop)</th>
<th>Staff Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/3/19</td>
<td>Food Waste Workshop – Manhattan Beach</td>
<td>15/39</td>
<td>Email: 35, Flyer: 2, Local Publication: 1, Other: 1</td>
<td>GF</td>
</tr>
<tr>
<td>10/19/19</td>
<td>California Friendly Landscape Class - Torrance</td>
<td>30/52</td>
<td>Email: 34, Flyer: 3, Friend or Family: 2, Website: 11, Other: 2</td>
<td>CW</td>
</tr>
<tr>
<td>10/30/19</td>
<td>Grass Replacement Class – Gardena</td>
<td>TBD/135</td>
<td>Community Organization/Event: 5, Door Hanger: 4, Flyer: 34, Newspaper: 1, Online Calendar: 4, Other Social Media: 6, Postcard: 32, SBESC Email: 29, West Basin Social Media: 3, West Basin Website: 12, Word of Mouth: 5</td>
<td>GF</td>
</tr>
</tbody>
</table>

Outreach Events

In October
- 7 community events
- 4 residential workshops
- 1 networking opportunities
- 1 business event

For the period July 1, 2019 through October 2019:
- 20 community events
- 5 business events
- 2 presentation
- 3 SCE Seminars
- 10 residential workshops
- 11 networking opportunities
Media

Social Media (during the month of October)

- **SBCCOG -- Totals for Social Media (SBCCOG) (top tweet – right)**
  - Twitter: 236 followers total, 3,200 impressions*
  - Facebook: 113 likes total, 282 impressions

- **SBESC -- Totals for Social Media (top tweet – right)**
  - Twitter: 548 followers total, 4,200 impressions*
  - Facebook: 747 likes total, 513 impressions
  - LinkedIn: 131 followers total, 112 impressions

*Impressions: the number of times a post has been viewed during the specified month

Earned Media/Articles/Network TV

- “Hermosa Beach City School District boosts care options before, after class” – Easy Reader (10/18/2019)

Volunteer Program

*Status of Program:* 76.5 hours for October 2019; 2019 thus far = 1,250.89 hours; *Grand total* as of 10/31/19: 20,051.17 (starting April 2008)

The date for the Volunteer Recognition is **November 21**, just prior to start of the November Board of Directors meeting. All Board members are invited and encouraged to attend. Staff is seeking gifts for the volunteers from our partners. Partners have also been invited to the Volunteer Recognition.
South Bay Cities Council of Governments

November 4, 2019

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director
Grace Farwell, Homeless Service Coordinator

RE: Ideas on Using Additional Funding for COGs

Adherence to Strategic Plan:
Goal A: Environment, Transportation and Economic Development. Facilitate, implement and/or educate members and others about environmental, transportation and economic development programs that benefit the South Bay.

BACKGROUND
Starting around February 2020, the SBCCOG will be signing a contract with the county for what they are calling Innovation Funds for Homeless Services. The funds allocated to the COGs will further support the two Priority Areas set forth in the Cities Homelessness Implementation Plan RFP, September 2018:
- Priority Area 1 focusing on increasing the supply of permanent and interim housing for people experiencing homelessness, and
- Priority Area 2 focusing on enhancing County service systems for those experiencing and/or at-risk of homelessness.

The South Bay COG will receive $739,685 (12.33% of the total based on the 2019 Homeless Count. The contracts will expire on June 30, 2021 or 14 months after execution, whichever is later.

Each COG shall conduct its own process to determine how to utilize this funding, provided that the funding shall be used only for activities which fall within Priority Area 1 or 2, described above. Each COG will have the flexibility to determine how the funding will be distributed to their member cities and/or if any of the funding will be administered directly by the COG for regional programs.

At the Homeless Services Task Force meeting on November 6, there will be an agenda item focusing on brainstorming ideas for the use of these funds. At this time, the SBCCOG staff is looking at the following possible uses and would like the thoughts and direction of the Steering Committee. At the December Steering Committee meeting, a draft plan for the funds will be presented.
Possible Uses:

- Safe Parking Incentive Funding
- Motel Vouchers
- Home Sharing
- Training on How to Deal with Homeless (current training is too long and business surveys indicate that this is a need)
- Homeless Plans for cities that haven’t done one yet – incentive funding

RECOMMENDATION
Provide ideas and direction.
SBCCOG Board of Directors’ Meeting
Thursday, November 21, 2019 @ 6:00 pm

Katy Geissert Civic Center Library
3301 Torrance Blvd.
Torrance, Ca. 90503

To assure a quorum, if you or your alternate representative cannot attend the meeting, please contact SBCCOG Executive Director Jacki Bacharach @ 310-377-8987.

PLEASE NOTE: YOU CAN ALSO FIND SBCCOG AGENDAS ON OUR WEB SITE - www.southbaycities.org

The Board of Directors, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Written materials distributed to the Board within 72 hours of the Board meeting are available for public inspection immediately upon distribution in the SBCCOG/SBESC office at 20285 Western Avenue, Torrance, CA90501, during normal business hours.

Unless otherwise noted in the Agenda, the Public can only comment on SBCCOG related business that is within the jurisdiction of cities and/or items listed on the Agenda during the Public Comment portion of the meeting (Item #V). The time limit for comments is three (3) minutes per person. Before speaking to the Board, please come to the podium and state: Your name and residence and the organization you represent, if appropriate.

DRAFT AGENDA

I. CALL TO ORDER & SALUTE TO THE FLAG (6:00 PM)
   Christian Horvath, Chair

II. INTRODUCTIONS

III. CONFIRM POSTING OF THE AGENDA BY TORRANCE CITY CLERK

IV. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA

V. COMMENTS FROM THE PUBLIC (6:05 pm)

VI. CONSENT CALENDAR (6:10 pm)
   Matters listed under Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and considered separately.

   A. October Board Meeting Minutes (attachment) – Approve
   B. Chamber of Commerce Memberships (attachment) - Approve
   C. Actions of Steering Committee since last Board meeting (attachment) – Receive and file
   D. Monthly Reports – Receive and File
      1. South Bay Environmental Services Center Report (attachment)
      2. Transportation Report (attachment)
      3. Service Council Report by Ralph Franklin, Chair (attachment)

VII. PRESENTATIONS – (all prepared presentations will be posted @ www.southbaycities.org)
   A. Jon Rodman - GIS (6:15 pm)
   B. Registrar-Recorder Dean Logan (6:25 pm)
   C. SCAG Regional Transportation Plan (6:50 pm)
VIII. SBCCOG PROGRAM ACTION ITEMS, REPORTS AND UPDATES (7:10 pm)
A. South Bay Fiber Network
   1. Letter of Commitment for SBCCOG to Join the South Bay Fiber Network (attachment) - Approve
   2. Master Services Agreement with American Dark Fiber - to be sent separately – Approve
   3. Advance payment agreement with Inglewood – to be sent separately - Approve
B. Office Move (attachments) - Approve
C. Senior Services
D. Homeless Services
E. Slow Speed/Local Travel Network Project
F. Caltrans Sustainability Grant
G. Other

IX. TRANSPORTATION REPORTS
A. Metro Report by Board member James Butts/Mike Bohlke (7:20 pm)
B. SBCCOG Transportation Committee by Christian Horvath (7:25 pm)
   1. Sub-Regional Sales Tax Sources for Transit Capital Funding (attachment)

X. AGENCY REPORTS (7:30 pm)
NOTE: Oral reports will only be made to clarify or amplify written attachments
A. League of California Cities & LA Division Legislative Committee (Bea Dieringer & Jeffrey Kiernan)
B. Air Quality Management District (Judy Mitchell, Joe Buscaino, Janice Hahn & Denny Shaw)
C. SCAG & Committees (attachment)
   1. Energy and Environment (Judy Mitchell, Jim Osborne)
   2. Transportation (Dan Medina, James Gazeley, Drew Boyles)
   3. Community, Economic, & Human Development (Frank Zerunyan & Mark Waronek)
   4. Regional Council (Judy Mitchell, Dan Medina, James Gazeley)
D. Santa Monica Bay Restoration Commission (Bill Brand/Jeff Duclos)
E. Stormwater Funding
   1. CCCA/LCC Stormwater Funding Options Committee (Hany Fangary & Milton Herring)
F. South Bay Association of Chambers of Commerce (Olivia Valentine)
G. South Bay Aerospace Alliance (Olivia Valentine/Rodney Tanaka)
H. KHHR (Hawthorne Airport) Committee re: Community Impacts (Olivia Valentine)
I. South Bay Workforce Investment Board (Chris Cagle)
J. California Association of Councils of Governments - CALCOG (Britt Huff)

XI. UPCOMING EVENTS & ANNOUNCEMENTS
January 31    LCC/SBCCOG/SBACC Meet and Greet for Legislators

XII. ADJOURNMENT

Next Board meeting – Next Board meeting - Thursday,
January 23, 2020 @ Redondo Beach Library

HAPPY HOLIDAYS!!
South Bay Cities Council of Governments

November 4, 2019

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director
       Chandler Sheilds, SBCCOG Staff

SUBJECT: I.T. Managed Service Provider for SBCCOG

Adherence to Strategic Plan:
Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

BACKGROUND
SBCCOG’s contract with its current I.T. managed services provider, SugarShot, concludes on January 31, 2020. These services maintain an operational and secure office I.T. environment while troubleshooting software and device issues for staff. The term of the agreement was three years, at a monthly rate of $2,445.00. Prior to this agreement, SugarShot (then CSG) transitioned SBCCOG’s I.T. system databases into the cloud (Microsoft Office 365) in 2016.

SBCCOG staff has also identified two enhancements needed in addition to the current suite of services provided by SugarShot: 1) reinforced email security in consideration of recent fraudulent emails in our system, and 2) file back-up in the cloud beyond the existing Microsoft servers to ensure the safety of the organization’s digital assets and records.

ANALYSIS
SBCCOG staff researched vendors for a new contract term that supports the Microsoft Office 365 environment with the additional needed enhancements. SugarShot, along with 2 other vendors submitted the attached proposals—Prosum (current client list and references include cities of Hermosa Beach, El Segundo, Palos Verdes Estates, and Rancho Palos Verdes, Beach Cities Health Districts, and West Basin MWD) and SHARP (current client list and references include Kola 99.9, JVS SoCal (non-profit), PKL Services, Inc., and Pauma Band of Mission Indians (government agency)). It is important to note that the SBCCOG’s I.T. service needs are on par with those of a small business or non-profit.

To provide comparative proposals, SBCCOG staff requested costs that cover current staffing needs and devices in the following categories: managed user and device support (Help Desk); security/performance monitoring and I.T. network support; and file back-up. Rates are based on the number of users and devices. Below is a summary of the total costs by vendor:

<table>
<thead>
<tr>
<th>Firm</th>
<th>Monthly Rate</th>
<th>One-Time Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>SugarShot*</td>
<td>$ 3,158.00</td>
<td>$ 499.00</td>
</tr>
<tr>
<td>Prosum</td>
<td>$ 2,890.00</td>
<td>$ 5,000.00</td>
</tr>
<tr>
<td>SHARP</td>
<td>$ 1,001.00**</td>
<td>$ 2,640.00</td>
</tr>
</tbody>
</table>
*Note: SugarShot’s proposal includes three separate month costs which have been totaled. Since SugarShot is SBCCOG’s current vendor, they will not charge for on-boarding/transition but require a one-time cost to set up file back-up.

**Note: SHARP’s monthly rate in the quote is listed at $1,319.75 which allows for future staff growth. In conjunction with SHARP the amount has been reduced by $318.75 for comparisons with other vendors.

There are additional taxes and fees for each vendor based on various as needed services such as onboarding new employees, on-site trouble shooting, and implementation of new software solution. These costs are not included in the table above as they are potential future services and the specifics are unknown at this time. SBCCOG staff is proposing a cushion of $4,000.00 for these services.

SHARP’s service package is comparable and related costs are significantly less. SHARP was purchased by Foxconn (company that assembles iPhones) in 2016. In 2018, after the acquisition of Pink Hat, they enhanced their managed I.T. services within their industry portfolio (in addition to making screens, displays, printer/copiers, etc.). Leveraging the resources from Foxconn, they have become a serious cost competitor in the I.T. managed services market. SBCCOG checked all of SHARP’s references and they provided positive feedback regarding customer service, software/hardware expertise, and problem solving. JVS SoCal, a workforce development non-profit that collaborates with SBWIB, has contracted with SHARP’s I.T. managed services and originally worked with Pink Hat for several years before its 2018 acquisition. JVS is currently expanding the scope of SHARP’s services to more than 125 employees.

SBCCOG staff is recommending SHARP because the vendor is capable of supporting the organization’s modest operation as well as potential for growth. Their cost proposal is within the approved 2019-2020 SBCCOG Budget. With their competency being comparable to the other vendors at a significantly lesser cost, staff believes that SHARP is the best solution for SBCCOG’s I.T. managed service.

**RECOMMENDATION**

Recommend Board approval the following in a total amount not to exceed $42,676:

- 3-year agreement with SHARP not to exceed a monthly rate of $1,001.00
- Budget for on-boarding/transition with SHARP in an amount not to exceed $2,640.00
- Contingency for potential needed services through 2023 in an amount not to exceed $4,000.00
- Future years’ staff growth will be handled through the annual budget process
TO: SBCCOG Steering Committee
FROM: Jacki Bacharach, SBCCOG Executive Director
Chandler Sheilds, SBCCOG Staff
SUBJECT: Managed Services & Support for Websites

Adherence to Strategic Plan:
Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

BACKGROUND
SBCCOG’s contract with its current website’s managed services and support provider, CivicConnect concludes on January 12, 2020. These services entail hosting, security patching, and maintenance of custom modules. The term of the agreement was three years paid upfront ($15,300). Prior to the agreement, CivicConnect (then CRG) had been contracted through a bid process to redesign the websites in 2012.

CivicConnect is not interested in renewing this agreement nor working to support the SBCCOG’s website in the future because they have changed their scope of services. As a result, the SBCCOG must transition its website’s assets from CivicConnect to a new hosting environment.

ANALYSIS
Considering staff time resources reduced due to the new office move as well as a desire to develop a new look for the SBCCOG website which may require redesign, the SBCCOG staff would like to postpone the process for selecting a new vendor to replace CivicConnect. In the interim, the SBCCOG will need assistance to support the website on an as needed basis along with services to help with the transition.

SBCCOG staff explored options for addressing this immediate need, researching firms that can provide services on an as needed basis and found that most firms require a minimum contract timeframe. One exception was Kalanea Group, LLC. In addition, Kalanea staff includes former CivicConnect employees who specialize in website managed services and support for the SBCCOG’s current platform. Their familiarity with the SBCCOG’s website (having worked on it in the past) and rapport with current CivicConnect staff make Kalanea Group, LLC ideal for facilitating this transition.

As stated, Kalanea Group, LLC is willing to work with the SBCCOG without committing to a contract and has developed a rough scope of work for the transition. They have a regular hourly rate of $95/hour (and an emergency rate of $125) for all of their services (see attached). Additionally, they recommend that SBCCOG take ownership of the hosting for its website (not leave it in the hands of a managed service provider as it is now) to enhance the organization’s autonomy over its website’s assets. SBCCOG staff is currently reviewing website hosting options...
such as GoDaddy and Amazon Web Services. Prices for hosting are between $50 and $200 per month based on the SBCCOG current amount of website content.

**TIMETABLE FOR TRANSITION & WEBSITE FUTURE**
SBCCOG staff envisions this transition to take place between November 2019 through January 2020. The website will continue to need support (security patching and maintenance of custom modules) while the prospects of a redesign and a long-term managed services agreement will be addressed by SBCCOG staff after the General Assembly in March 2020. Budgets for these services are estimated for not to exceed amounts based on historical website service hours.

**RECOMMENDATION**
SBCCOG Steering Committee approve the following:

- Budget not to exceed $3,300 (or 30 hours) one-time cost for Kalanea Group, LLC to transition SBCCOG websites into a new hosting environment
- Direct SBCCOG staff to select hosting provider with a budget not to exceed $200/month for ongoing hosting costs
- Budget not to exceed $1,100/month (approximately 10 hours) for managed services and support for SBCCOG websites on an as-needed basis
TO: SBCCOG Steering Committee

FROM: Kim Fuentes, Deputy Executive Director
      David Leger, SBCCOG staff
      Chandler Shields, SBCCOG staff

SUBJECT: Office Move Update and approval of Related Expenditures

Adherence to Strategic Plan:
Goal D: Organizational Stability. Be a high performing organization with a clear path to
long-term financial health, staffing continuity, and sustained board commitment.

BACKGROUND
Staff continues to prepare for the move to 2355 Crenshaw Boulevard in Torrance (corner of Crenshaw
and Sepulveda Boulevards) before the end of the current office lease on November 30, 2019. The
following are updates, schedule, and action items:

Lease Agreement
– The lease agreement was fully executed by the Landlord on September 5, 2019.
– Based on the October Board approval to add additional space, staff has started working on the
  amendment the contract.

Vacating Current Space
– preparations continue for Maritz, the Sublandlord, potential
dismantle and removal of the systems furniture (cubes) starting as early as November 11, 2019.
  – Files: Work continues on reviewing and electronic archiving of all paper documents while
    maintaining compliance with the SBCCOG’s adopted record retention schedule. A team of
    volunteers are helping with the scanning. Over half of the paper files have been reviewed
    and either scanned or recycled based on the record retention schedule.
  – SCAG video conference: SCAG will move and setup this equipment at new location; there
    will be no ability to have video conferencing from Nov. 22, 2019 to move in.

Temporary Office Space
– is at the San Pedro office building of L.A. Councilmember Buscaino. Some moving will begin in November. The space is available from November through February at no cost. All staff has toured the location in preparation for setting up temporary workspace. Note, there is no space for Steering Committee or Board meetings.
  – Xerox Printer/Copier/Scanner: in September, the SBCCOG Board approved Xerox costs for
    a one time move of equipment and setup. Now, due to the extended office construction
    schedule, there will be additional move and setup costs for the temporary office space. The
    additional costs include a base rate of $377 along with an hourly rate of $175. The total
    amount for the additional move along with setup is estimated not to exceed $1,777.
  – Internet: to provide full operational capability at the San Pedro temporary office, an internet
    connection is required to run the internet-based phone and computer systems. SBCCOG
staff contacted Spectrum, the service provider to the building to obtain service packages and related quotes. These details are provided in the separate Internet memo.

- **Office Furniture** – Staff is reviewing several options to furnish the new office:
  - Purchase new furniture; very rough preliminary estimate is $25,000 (would reduce move costs). Staff has contacted the services of Wayfair (online retailed), Office Depot, and Staples to develop estimates for furniture purchases. The quotes will provide costs to furnish the Boardroom, conference room, and individual offices, and will take into consideration any bulk purchase discounts available. A separate memo will be handed out detailing this item at the Steering meeting.
  
  - Maritz furniture: staff is identifying the furniture that we would like from Maritz and will be requesting the identified furniture by the end of October.

- **Movers** – Upon determination of what existing furniture will be kept, staff will request revised quotes from the four moving companies previously presented to the Steering Committee and Board. As directed, upon receipt of the revised quotes and review of hourly rates and references, SBCCOG staff will select a moving company.

- **Relocation of I.T. Network and Connected Devices** – staff is working with I.T. consultants to coordinate site visit(s) and installation timeline. I.T. consultants have been made aware of the delay in the move-in date and are working with staff to explore bridged service options if South Bay Fiber Network is not available at move-in.

- **South Bay Fiber Network (SBFN)** – SBCCOG staff continues to work with the fiber contractor and the landlord to connect the new office to the SBFN.

**ESTIMATED CALENDAR** – projected key dates

- **Oct. 28-30**: Staff work with Maritz on furniture request and other move-out related items
- **Nov. 8**: Plan check review completed
- **Nov. 11**: Current office prepared so that systems furniture (cubes) can be removed
- **Nov. 21**: Temporary office space ready to accommodate staff working at the location
- **Nov. 22**: Office completely packed
- **Dec. 1-31**: Order furniture (if needed)
- **Jan. 15-22**: Office construction completed
- **Jan. 1–31**: I.T. set up
- **Jan. 27-31**: Move in office furniture
- **Feb. 3**: First workday in new office
**BUDGET**

Below is the estimated budget and balance based on information currently available. The chart will be updated as actual costs are incurred and any additional items are identified.

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Estimate</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Deposit – Park Del Amo</td>
<td>$13,362.39</td>
<td>$13,362.39</td>
</tr>
<tr>
<td>I.T.</td>
<td>$24,754.00 (includes additional Xerox costs)</td>
<td></td>
</tr>
<tr>
<td>Moving Costs</td>
<td>$11,000.00 (not to exceed)</td>
<td></td>
</tr>
<tr>
<td>New office furniture (estimate)</td>
<td>$25,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>$74,116.39</strong></td>
<td><strong>$13,362.39</strong></td>
</tr>
<tr>
<td><strong>TOTAL BUDGET</strong></td>
<td><strong>$100,000.00</strong></td>
<td><strong>$100,000.00</strong></td>
</tr>
<tr>
<td><strong>BUDGET REMAINING</strong></td>
<td><strong>$25,883.61</strong></td>
<td><strong>$86,637.61</strong></td>
</tr>
</tbody>
</table>

**Other items to be included in the budget:**
- Additional construction upgrades – Park Del Amo (such as sound insulation, additional cabinetry in Board room, etc.)  | TBD  |
- Signage Removal at Maritz Building  | TBD  |

**RECOMMENDATION**

Approve additional expenditure for Xerox Printer/Copier/Scanner in an amount not to exceed an amount of $1,777 to accommodate the additional move.
TO: SBCCOG Steering Committee

FROM: Kim Fuentes, Deputy Executive Director
Chandler Sheilds, SBCCOG Staff
David Leger, SBCCOG Staff

SUBJECT: Internet Service for Temporary San Pedro Office

Adherence to Strategic Plan:

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

BACKGROUND

Councilman Joe Buscaino has offered the SBCCOG use of a vacant suite at his San Pedro office location from November 2019 through February 2020 while the SBCCOG’s new office is under construction. The space is provided free of charge but does not include internet service needed to run the SBCCOG’s internet-based phone and computer systems. SBCCOG staff contacted Spectrum, the service provider to the building, and was provided the following service quotes:

<table>
<thead>
<tr>
<th>Service Level</th>
<th>Internet Speed (Up/Down)</th>
<th>Monthly Cost</th>
<th>Installation Cost</th>
<th>Term</th>
<th>Est. Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Service</td>
<td>100mbs/10mbs</td>
<td>$64.98+ tax</td>
<td>$99</td>
<td>Month to month</td>
<td>$358.92+ tax</td>
</tr>
<tr>
<td>“Ultra” Service</td>
<td>400mbs/200mbs</td>
<td>$104.98+ tax</td>
<td>$99</td>
<td>Month to month</td>
<td>$518.92+ tax</td>
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<tr>
<td>“Ultra” Service + Phone</td>
<td>400mbs/200mbs</td>
<td>$104.97+ tax</td>
<td>$0</td>
<td>Month to month</td>
<td>$419.88+ tax</td>
</tr>
</tbody>
</table>

The SBCCOG’s current internet connection is classified as dedicated internet access (DIA), a private circuit which guarantees a level of bandwidth that consistently supports VOIP (phones) and other internet uses. Spectrum’s service is classified as shared internet access (SIA), which does not guarantee bandwidth speeds, but rather allocates a maximum amount that can be reached when there is minimal demand from other customers. Even when there is stress in the service area regarding the speed available, Spectrum should still be able to adequately support the “scaled-back” SBCCOG system needs.

SBCCOG staff is recommending the Ultra Service + Phone package that will provide the needed service speeds as well as eliminate the installation costs. It is anticipated that there will be 5-6 workstations at the site with computers and phones all operating from the internet service. This package will provide the needed bandwidth to accommodate the computer and phone systems. Spectrum representatives indicated that most customers sign up for this plan whether they need the additional phone line or not as it saves the $99 installation cost.

RECOMMENDATION

Approve the “Ultra” Service + Phone service package at a cost of $419.88 plus tax which will be about a $900/month savings.
TO: SBCCOG Steering Committee

FROM: Kim Fuentes, Deputy Executive Director  
David Leger, SBCCOG Staff

SUBJECT: Approval of Purchase for Furniture for New Office

Adherence to Strategic Plan:
Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

BACKGROUND
In preparation for the office move, SBCCOG staff has been reviewing office furniture needs, pricing, and resources. Most of the furniture that is currently being used in the office is “on loan” from Maritz. Maritz has offered to give to the SBCCOG several items eliminating the costs to buy new. Furniture that is owned by the SBCCOG as well as any items obtained through Maritz will have to be moved twice to be either used in our temporary location or stored until we are in our permanent location.

Furniture is being assessed for the new office which will accommodate staffing levels, work type, meeting room requirements, storage, ergonomics, general operations, and volunteer space. A list has been developed that identifies existing SBCCOG owned furniture and Maritz requested items (Exhibit A). Exhibit B provides details on the options for furniture purchase as well lists quantity of items. Staff is anticipating a cost saving of $16,500 due to using future that is owned by the SBCCOG as well as obtaining Maritz’s. General highlights for the new office furniture configurations are:

- **Small meeting room**: use existing SBCCOG owned folding tables and blue upholstery metal chairs
- **Large conference room (Boardroom)**: purchase nesting movable tables, larger padded upholstery chairs for Board members, and additional blue upholstery metal chairs for audience (same chairs are available at Office Depot at a reasonable cost)
- **Reception Area**: use Maritz small sofa and small table, SBCCOG owned literature racks, and purchase a reception cubicle
- **Storage & Kitchen**: use existing SBCCOG owned refrigerator and blue upholstery metal chairs and Maritz table, filing cabinets, bookcases, and storage racks/cabinets
- **Offices & Workspaces**: use existing SBCCOG small desks in larger spaces for drop-in, Maritz guest & office chairs, guest tables, and bookcases, and purchase L-desks

As noted above, SBCCOG staff is recommending purchasing office desks and large conference room furniture for an estimated amount of $25,000 which includes possible delivery fees and taxes. Staff is proposing the purchase in the midrange categories on Exhibit B. For the offices, L-desks are the best option for staff due to the nature of our work which requires a large workspace that can also accommodate computers and screens. The existing Maritz-owned desks are “executive” style that do not work well compared to the L-desk model. For the large conference space, SBCCOG staff is
recommending purchasing fold-top nesting tables along with chairs for the Board members and audience seating. The nesting tables will allow for maximum storage and flexibility as they can be easily relocated and stored when not in use. The Board chairs will accommodate all member agency elected officials in attendance and the audience seating will be stacking chairs for easy storage.

The furniture expense recommendation is within the budget for the office move and within the furniture budget of $25,000.
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Est. Value/total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Maritz</strong></td>
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<tr>
<td>2</td>
<td>Bookcase (wood)</td>
<td>$300</td>
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<tr>
<td>2</td>
<td>Bookcase (metal)</td>
<td>$400</td>
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<tr>
<td>1</td>
<td>File cabinet (four-drawer narrow)</td>
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<td>2</td>
<td>File cabinet (four-drawer wide)</td>
<td>$1,000</td>
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<tr>
<td>1</td>
<td>Sofa</td>
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<tr>
<td>1</td>
<td>Kitchen table</td>
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<td>2</td>
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<tr>
<td>9</td>
<td>Office guest chair</td>
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<tr>
<td>1</td>
<td>Supply closet</td>
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<tr>
<td>4</td>
<td>Storage racks/shelving</td>
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<tr>
<td></td>
<td><strong>SBCCOG</strong></td>
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</tr>
<tr>
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<td>Refrigerator</td>
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<td>2</td>
<td>Office guest chair</td>
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<td>15</td>
<td>Meeting room chairs (blue upholstered)</td>
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<td>8</td>
<td>Folding tables (wood top)</td>
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<td>14</td>
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<tr>
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<tr>
<td>2</td>
<td>Bookcarts</td>
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Note: Prices don’t include tax, shipping, or delivery charges; nor potential sales of bulk purchase discounts.
As of 11/4/2019