South Bay Cities Council of Governments

Steering Committee
AGENDA
Monday, May 13, 2019
12:00 pm
SBCCOG Office
20285 Western Avenue, Suite 100
Torrance, Ca. 90501

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 – March 11, 2019 meeting minutes attached (Pages 5-9)
      ■ ACTION: Approve

   B. Contract Extension for Metro Board Deputy – Mike Bohlke
      ■ Attached (Pages 11-13)
      ■ ACTION: Recommend Board approve contract extension to July 31, 2021

   C. Water Replenishment District (WRD) Contract Renewal
      ■ ACTION: Recommend Board approve a contract extension with WRD for an amount not to exceed $65,000 and through September 30, 2020. Chair to sign contract document subject to legal review.

   D. SolSmart Sub-Regional Agency Designation and Recognition
      ■ Memo and letter attached (Pages 15-17)
      ■ ACTION: Recommend Board approve letter and commitment to receive SolSmart Solar Gold Designation

   E. South Bay Environmental Services Center Activities Report – attached (Pages 19-25)
      ■ NOTE: most projects in the pipeline are scheduled for the end of the year. It is critical that they be finished this year as we expect this program to be ending at the end of the year.

   F. Special Purpose Grants
      ■ Currently funded not including the SBESC specific projects
         i. Regional Broadband network – SBWIB and County and Measure M
         ii. Homeless Services coordination – County and PATH
         iii. SCE/SCG Strategic Plan funds – for energy benchmarking for cities
         iv. SolSmart for participating cities of Carson, El Segundo, Gardena, Hawthorne, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, & Torrance
         v. Green Business Network for City of Torrance and Hawthorne
         vi. Measure R & M administration
         vii. Transportation Grid Blueprint for LA County – SBCCOG is sub-recipient to LA County
         viii. Caltrans Slow Speed Network Network Feasibility Study – Inglewood is lead agency for purposes of accepting federal funds included in this grant
Application Submitted
   i. Caltrans Adaptation Planning Study

VI. ACTION ITEMS
   G. Counter Offer from Marilyn Lyon re: Severance – 12:10 pm
      ■ Memo attached (Page 27)
      ■ SBCCOG legal counsel will be on the phone
      ■ ACTION: Deny counter proposal

   H. Appointments to Outside Agencies – 12:25 pm
      ■ Memo attached (Pages 29)
      ■ ACTION: Recommend that the Board re-appoint those positions which are uncontested and review information on SCAG CEHD nominees and make a recommendation to the Board.

   I. Legislative Matrix – 12:35 pm
      ■ Matrix attached (Pages 31-42)
      ■ ACTION: Recommend that the Board support AB 1672, AB 740, AB 1530, AB 659, SB 400 and oppose AB 68, AB 881

   J. Contract for Technical Services for LTN – 12:50 pm
      ■ Memo attached (Pages 43-44)
      ■ ACTION: Approve a contract with Fehr and Peers to provide technical services for the Local Travel Network project for an amount not to exceed $150,000 for the period of May 15, 2019 to April 30, 2020.

   K. Contract with Jacki Bacharach and Associates for Management Services – to be presented by Ralph Franklin, Contract Renewal Subcommittee Chair – 12:55 pm
      ■ Memo, contract with scope of work attached (Pages 45-56)
      ■ ACTION: Approve Subcommittee’s recommendation that the Board renew the contract with Jacki Bacharach and Associates for the term of July 1, 2019 to June 30, 2022 subject to annual renewal after that period
      ■ ACTION: The Subcommittee further recommends that a budget allocation for Mike Jenkins, SBCCOG legal counsel, be included this year or referred to the Ad Hoc Finance Committee as well as the inclusion of additional funding to secure grants.

   L. Office Issues – 1:05 pm
      ■ Memo and matrix attached (Pages 57-58)
      ■ ACTION: Review responses that have been received and direct staff to conduct negotiations with Colliers broker to secure the best office space to meet current needs and potential program growth and return with a final contract to be approved and executed.

   M. Board Meeting agenda development – 1:15 pm
      ■ May 23 attached (Pages 59-60)
         a. Face of the Program – Wally Siembab
         b. Presentation on cannabis
         c. Nominating Committee report
         d. Presentation of 2019-2020 budget
      ■ June
         a. Face of the Program
         b. Election of Officers
         c. Adoption of the 2019-2020 budget
         d. Update on Water Issues in the South Bay or July
      ■ July/August
         a. Face of the Program
         b. Adaptation CAP update
N. Approval of Invoices – available at the meeting – 1:25 pm
   ■ ACTION: Approve invoices for payment

VII. INFORMATION ITEMS
   O. Regional Broadband Network Initiative – 1:30 pm

   P. Adaptation Plan Update – providing coastal cities with a vulnerability assessment that will help
   them meet Coastal Commission requirements. 1:35 pm

   Q. May 10 Housing Forum – 1:40 pm

   R. Update on Homeless Program – 1:45 pm

   S. City Attendance at SBCCOG meetings for April – 1:50 pm

VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES
   T. Other updates since agenda distribution – 1:55 pm

NEXT STEERING COMMITTEE MEETING – Monday, June 10, 2019 @ 12:00 pm

PLEASE CONSULT WEBSITE IF YOU ARE NOT SURE ABOUT THE MEETING SCHEDULE
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South Bay Cities Council of Governments

Steering Committee
Minutes
April 8, 2019

Attendees: Christian Horvath (Acting Chair) and Laura Emdee, Redondo Beach; Olivia Valentine (2nd Vice Chair), Hawthorne; Ralph Franklin, Inglewood; Jim Osborne, Lawndale; Geoff Rizzo, Torrance; Nancy Hersman, Manhattan Beach; Drew Boyles, El Segundo; Cedric Hicks, Carson; Jacki Bacharach, Kim Fuentes, Steve Lantz (SBCCOG); Pamela Manning (LA County DPW)

I. INTRODUCTIONS

II. REPORT OF POSTING OF AGENDA
   ■ ACTION: Received and filed

III. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA – NO PERSONNEL EXEC SESSION – add to item above the invoices

IV. PUBLIC COMMENT - NONE

V. CONSENT CALENDAR – action items noted, remainder are receive & file - 12:05 pm – VALENTINE/OSBORNE
   A. Steering Committee – March 11, 2019 meeting minutes attached
      ■ ACTION: Approved

   B. TelePacific (TPx) Month-to-Month Office Internet Service
      ■ Memo attached
      ■ ACTION: Recommend Board approval of month-to-month internet service from TPx in an amount not to exceed $1,005.41 per month.

   C. Metro Service Council appointments - 12:50 pm
      ■ Memo attached
      ■ ACTION: Recommend Board approval

   D. South Bay Environmental Services Center Activities Report – attached

E. Progress on Special Purpose Grants
   ■ Currently funded not including the SBESC specific projects
      i. Regional Broadband network – SBWIB
      ii. Homeless Services coordination – County and PATH
      iii. SCE/SCG Strategic Plan funds – for energy benchmarking for cities
      iv. SolSmart for participating cities of Carson, El Segundo, Gardena, Hawthorne, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, & Torrance
      v. Green Business Network for City of Torrance (extension pending) and Hawthorne
      vi. Measure M administration
      vii. Transportation Grid Blueprint for LA County – SBCCOG is sub-recipient to LA County
      viii. Caltrans Slow Speed Network Network Feasibility Study – Inglewood is lead agency for purposes of accepting federal funds included in this grant
   ■ Application Submitted
      i. Caltrans Adaptation Planning Study
Under review and pending at Metro
i. Funding for SBCCOG, SGVCOG & Gateway COG from Metro for collaboration on Metro’s Goods Movement Study – would start in July

VI. EXECUTIVE SESSION re: Personnel and Management Services – l2:10 pm

UPDATE ON STATUS OF THE AGREEMENT WITH JB&A

VII. ACTION ITEMS
F. Suggested SBCCOG Quarterly Report to City Councils - l2:40 pm
- Memo attached
- FRANKLIN – HELPFUL. FOR EACH COUNCIL MEMBER. TO CITY MANAGER TOO
- BOYLE – ADD ACTUAL EXPENSES VS. BUDGET – QUARTERLY REVIEW RE: VALUE ADDED BENEFIT. MORE CLEARLY ARTICULATED. HOW DOES IT BENEFIT THE CITIES? IF SPECIFIC FOR CITIES, MENTION IT.
- HERSMAN – ENVIRONMENTAL PROGRAMS, METRO – PROGRAM BUCKETS IN BULLETS. LTN.
- ACTION: THIS IS HELPFUL. ADD CITY BENEFIT AND QUARTERLY BUDGET REVIEW. ONE PAGE IS NOT IMPORTANT. INDIVIDUALIZE FOR EACH CITY. FIRST ONE OK FOR THIS QUARTER. Emailed to delegates & alternates 4/11/19

G. Legislative Matrix - l2:55 pm
- Matrix and letter re: funding for Cal Parks & Rec. Oceanography Program – attached
  SENDING LETTER APPROVED - FRANKLIN/OSBORNE
- APRIL 11 – LEGISLATIVE BREAKFAST – 2ND THURSDAY DOESN’T WORK
- AQMD is requesting support of their bill – SB 732 - INCENTIVE FOR HEAVY DUTY TRUCKS.
  - EMDEE – RAISES THE SALES TAX CAP
  - STAY MONITOR FOR NOW
- AB 302 re: STUDENT HOMELESS PARKING OVERNIGHT - STAY MONITOR
- COME BACK WITH MORE INFORMATION RE: AB1112
- ACTION: RecommendED Board approval

H. Flight Path Issues – 1:05 pm
- Christian Horvath to present
- Letter attached
- UPTICK IN ACTIVITIES AT THE HAWTHORNE AIRPORT WITH SPORTS TEAMS, ETC.
- VALENTINE – COMMITTEE THAT WAS FORMED IS ADDRESSING THIS. NEXT THURSDAY, APRIL 18, 6 PM AT MEMORIAL CENTER – SBCCOG SHOULD MONITOR. WILL WORK WITH FAA
- FRANKLIN – HIS DISTRICT IS NEXT TO HAWTHORNE AIRPORT. CHARTER FLIGHTS COMING TO HAWTHORNE.
- HORVATH – SANTA MONICA CLOSING AND RUMOR IS THAT LAX IS MOVING CHARTERS TO HAWTHORNE.
- EMDEE – WANTS TO BE A PARTNER. AIRPORT IS IMPORTANT, BUT CONCERNS. BUT NO INFORMATION ON HAWTHORNE WEBSITE ABOUT THE MEETINGS. ALLOWS PEOPLE TO GO TO IT WITH INPUT/COMPLAINTS.
- OSBORNE – GET POLES WITH SOUND MICROPHONES – TORRANCE HAS THOSE. MAP MONITORS IT.
- FRANKLIN – INGLEWOOD RECEIVES MILLIONS ANNUALLY FOR SOUND MITIGATION. LAX HAS MONITORING SYSTEMS RE: SOUND. WITH HAWTHORNE NOISE, PEOPLE AREN’T ABLE TO GET SOUND MITIGATION DOLLARS ($30-40,000/HOUSE)
- VALENTINE WAITING FOR ANOTHER NOISE STUDY TO DETERMINE MITIGATIONS.
RIZZO – TORRANCE HAS DEVELOPED FLIGHT PATHS FOR HELICOPTERS AND CAN BE HELD FOR VIOLATING THE ROUTES. PENALTY IS LOSING THEIR RIGHT TO FLY AT THE AIRPORT.

HERSMAN – IS THIS A BOARD OF THE CITY OF HAWTHORNE? RB APPOINTED A RESIDENT. MB HAS NO ONE ON IT?

ACTION: VALENTINE WILL REPORT ON THE MEETINGS. ADD REPORTS TO BOARD AGENDA. KHHR (CALL LETTERS FOR HAWTHORNE AIRPORT) NETWORKING COMMITTEE. ANYONE HAVING ISSUES CAN PARTICIPATE AT THOSE MEETINGS. – added item to Board agenda

I. 2020 General Assembly Updates - 12:35 pm

- Change date for next year –March 19, 2020 – reserved
- Reinstitute February Board meeting and no meeting in March - YES
- Raffle – do they like it?
  - OSBORNE – WOULD TERRANEA GIVE A FEW INEXPENSIVE GIFTS?
  - HERSMAN – DOESN’T CARE ABOUT THE GIFT
  - FRANKLIN – ICA HAD RAFFLE CONCERNS. THEY AGREED THAT EACH MEMBER CITY WOULD MAKE A BASKET FOR THE RAFFLE. WORKED OUT VERY WELL.
  - VALENTINE – ANNUAL HAWTHORNE BUSINESS EXPO – EACH EXHIBITOR PROVIDES A RAFFLE. ALWAYS HAVE ENOUGH – IT’S A REQUIREMENT.
  - KIM – OUR EXHIBITORS ALREADY PAY
  - RIZZO – DOESN’T PARTICIPATE IN RAFFLES. DOESN’T LIKE FILLING OUT 700 FORMS
  - BOYLES – EXPERIENTIAL – DR. PATRICK – 3 OR 4 PEOPLE TO HAVE DINNER WITH HIM. USE RAFFLE TO RAISE MONEY, OR FIGURE OUT HOW TO PICK PEOPLE. FEATURING SITES IN THE SOUTH BAY.
  - KIM – ISSUE RE: SELLING RAFFLE TICKETS. SPECIAL REQUIREMENTS
  - EMDEE – MIXED REACTIONS – WITHOUT RAFFLE – NO ONE WOULD BE UPSET.
  - HERSMAN – LOTS OF WORK AND NOT THAT WORTHWHILE

ACTION: NO CONSENSUS ON RAFFLE. NOT SURE IT’S NECESSARY. TO BE DECIDED FOR NEXT YEAR.

J. Board Meeting agenda development– 12:20 pm

- April 25
  a. Face of the Program – Carolyn Yvellez
  b. Rose Institute – census
  c. 2019-2020 Work Program
  d. Engineer’s EE Quarterly report
  e. 2 items to go straight to the board
    i. Kiosk for Palos Verdes Promenade – no cost agreement extension
    ii. Agreement revision with City of Inglewood for LTN project
- May 23
  f. Face of the Program
  g. Presentation on cannabis – requested by Olivia Valentine – 20 MINUTES – FROM JONATHAN’S GROUP AND FROM THE LEAGUE RE: LAWSUIT. LAST SESSION WAS THE BEST. LOTS OF ILLEGAL ESTABLISHMENTS TO WATCH OUT FOR. LA HAS $20,000 PENALTY AGAINST OWNER OF PROPERTY WHERE AN ILLEGAL INSTALLATION IS GOING ON. HAWTHORNE HAS DONE THAT TOO. HAVE TO ALLOW DELIVERY BUT MUST BE TO SOMEONE OVER 21 YEARS OLD. NEED TO CHECK IDS. ENFORCEMENT IS AN ISSUE.
■ RIZZO – EAZE – FRANCHISE DELIVERY SERVICE? – SETS STANDARDS FOR DELIVERY. POSSIBLY INVITE THEM. RASHAD IS GOVERNMENT AFFAIRS.
■ FRANKLIN – WOULDN’T COME TO THE MEETING. WOULD WASTE HIS TIME.
■ AB 1530 – LOOK AT THAT AND PROVIDE LEG. UPDATES

h. Budget presentation
i. Nominating Committee report

■ June/July
a. Face of the Program
b. Update on Water Issues in the South Bay – WBMWD
c. Election of Officers and Budget Adoption in June

JUNE/JULY/AUGUST
1ST TIME - EAST OF SEPULVEDA – LAWA EXPANSION – NOP – UPDATE. HOW DOES SOMEWHERE GET THERE BY RAIL.

ADDED PERSONNEL ITEM
REQUEST AUTHORIZATION FOR $18,000 FOR LAYOFF SEVERANCE PAY BUDGET PLUS LEGAL FOR THE LABOR SPECIALTY COUNSEL – ex. $25,000
DO NOT HAVE EMPLOYMENT PRACTICE LIABILITY INSURANCE AND OUR GEN. LIABILITY INSURANCE DOES NOT COVER THESE TYPES OF ISSUES – APPROVED - FRANKLIN/HERSMAN

■ KIM EXPLAINED WHAT IS HAPPENING WITH ENERGY EFFICIENCY FUNDING
■ HORVATH – CCA – GOING TO COMMERCIAL ENTITIES. ALREADY RESIDENTIAL. WANT TO CREATE GREEN LEADERSHIP PROGRAM. REACH OUT TO SBESC. NEED TO TALK RE: US ADMINISTERING THE PROGRAM – ONLY 5 CITIES IN SOUTH BAY AT THIS TIME. RETREAT IN JUNE.
■ BOYLES – BINDING ARBITRATION AGREEMENTS WITH EMPLOYEES?
PREVENTS LITIGATION. PART OF ONBOARDING AGREEMENTS. Received from El Segundo 4/16/19

K. Approval of Invoices – available at the meeting – 1:00 pm
■ ACTION: ApproveD invoices for payment FRANKLIN/BOYLES

VII. INFORMATION ITEMS
L. Regional Broadband Network Initiative – 1:25 pm
■ LETTER FOR CITIES TO SEND TO METRO BOARD – COPY BOARD MEMBERS
■ SGVCOG AND ICA PRESENTATIONS
■ Approval BY June Board meeting to keep the pricing
■ EXPRESSLANE REVENUES

M. Regional Bike Share Coordination – 1:05 pm
■ NEED POLICY LEVEL LEADERSHIP
■ NO COMMENTS

N. May 10 Housing Forum
■ Update at the meeting
  o Senator Ben Allen – State Perspective
  o Larry Kosmont – moderator and participant
  o Kenneth Stahl, professor – CHAPMAN UNIVERSITY
  o Greg Anderson –Sr VP of Shea Properties –major residential developer
  o SCAG - Darin Chidsey
  o SBCCOG – Wally Siembab
  o Anne McIntosh – MB Community Development Director

OPEN TO THE PUBLIC – GET FLYERS OUT ASAP
O. Update on Homeless Program – 1:20 pm

- **NO HOUSING AVAILABLE** – POSSIBILITIES: CONVERT MOTEL (20 UNITS)? SAFE PARKING?
- **RAPID RE-HOUSING FROZEN AS OF DECEMBER** – NOT ENOUGH MONEY. THAT’S WHERE PERMANENT HOUSING WAS COMING FROM. CHANGES IN JULY TO MAKE IT MORE RESTRICTIVE. VULNERABILITY MUST BE HIGHER. EX. SENIORS NOT HIGH ON VULNERABILITY LIST. SHARED HOUSING IS BETTER FOR SENIORS ON FIXED INCOME.
- **PATH LEASE UP** – ZILLOW FOR THOSE THAT WANT TO LEASE TO HOMELESS. THERE ARE LANDLORD INCENTIVE FEES.
- **MAY 1 – HOMELESS SERVICES MEETING** - COORDINATED ENTRY SYSTEM 101
- **MAY 29 – HOUSING AND HEALTH RESOURCES FAIR IN SAN PEDRO**
- **JUNE 4 – SENIOR HOMELESS RESOURCE FAIR – HAWTHORNE – NEED COORDINATION WITH SERVICES**
- **FAITH COMMUNITY MEETINGS FOR CITIES** (GARDENA STARTING UP AGAIN & QUARTERLY REDONDO BEACH DOING THIS)
- **FRANKLIN** – AT SBCCOG HOMELESS SERVICES MEETING, ELECTED OFFICIALS SET THE TONE. IMPORTANT FOR HIM TO BE THERE FOR THAT REASON.
- **RIZZO WANTS TO KNOW WHO’S ATTENDING. WOULD GET COMMISSIONERS THERE**
- **GET ATTENDANCE REPORT OF THOSE CITIES AND FOR ALL OF THE COMMITTEES – GIS, IWG – **asked staff for matrix to start with 4/19 mtgs.

P. Nominating Committee

- MEDINA & HUFF & OSBORNE (IF TIME WORKS) AGREED TO SERVE
- FRANKLIN DOESN’T WANT TO – RECOMMENDED MITCHELL
- ALSP ASKED –GAZELEY
- TALK TO BRITT & ANNOUNCE AT BOARD MEETING – *sent to Britt 4/21/19*

Q. Office Issues

- **MATRIX HANDED OUT** – OFFICE VISITS SET FOR MONDAY, APRIL 22 @ 2:30 PM, CHRISTIAN, OSBORNE, FRANKLIN– BOYLES (STRONG MAYBE), ASK OTHER BOARD MEMBERS (MITCHELL?)

VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES

R. Other updates since agenda distribution – 1:40 pm

- **OWNER TRANSITION WORKSHOP FLYER MENTIONED**

NEXT STEERING COMMITTEE MEETING – Monday, May 13, 2019 @ 12:00 pm

PLEASE CONSULT WEBSITE IF YOU ARE NOT SURE ABOUT THE MEETING SCHEDULE
AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN
MICHAEL S. BOHLKE AND
SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG)

THIS AMENDMENT TO THE AGREEMENT is made this 23rd day of May, 2019 by and between Michael S. Bohlke (hereinafter referred to as “Consultant”) and South Bay Cities Council of Governments (hereinafter referred to as “SBCCOG”).

RECITALS:

A. The parties previously entered into a Consulting Services Agreement dated June 25, 2015 ("Agreement"), wherein the SBCCOG retained the services of Consultant to serve as the Metro Deputy for the Southwest Area Metro Board member

B. The parties now desire to extend the term of that Agreement which is scheduled to end on July 31, 2021.

AGREEMENT:

1. Term of Agreement
   This Agreement shall be extended to cover services rendered from August 1, 2019 to July 31, 2021 and month to month thereafter unless extended by amendment or earlier terminated as provided herein.
   All services shall be performed in accordance with generally accepted professional practices and principles and to SBCCOG’s satisfaction.

In all other respects, the Agreement as amended is hereby reaffirmed and in full force and effect.

These parties have executed this Agreement on the day and year shown above.

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS		CONSULTANT

________________________
Britt Huff, CHAIR					Michael S. Bohlke

ATTEST:

______________________________
Jacki Bacharach, Board Secretary
EXHIBIT A

SCOPE OF WORK

The Deputy will provide staff support for the LACMTA Southwest Corridor Sector Board Member, which shall include but not be limited to, the following:

- Attend relevant MTA and MTA-related meetings, in addition to other transportation-related summits, meetings or forums which impact METRO and the region and inform the policy decision-making of the Board Member;
- Review and analyze MTA-generated reports, memos and other written material to assist the Board Member in making informed decisions on policies and programs and other items considered by the Board;
- Recommend action and strategies for the successful passage of policy items under the consideration by the LACMTA Board;
- Prepare correspondence and reports for and on behalf of the Board Member;
- Provide liaison services on behalf of the Board Member to the Councils of Governments, member cities, city staff, elected officials and other stakeholders to facilitate two-way communication, including preparation of monthly newsletters, and the coordination of advocacy efforts;
- Assist Councils of Governments and member cities on administrative issues within the MTA;
- Assist in developing support for transportation projects, programs and services which benefit the cities and populace of the South Bay and Westside of Los Angeles County and the region as a whole;
- Monitor, attend meetings when necessary and report to Westside and South Bay Cities COG on relevant SCAG, AQMD and other regional agencies' policy deliberations and actions;
- Monitor and report on transportation-related activities at the Ports of Los Angeles and Long Beach regarding good movement issues;
- Assist with other projects, events and activities as required.
Exhibit B

Certificate of Exemption from Workers’ Compensation Insurance

TO: South Bay Cities Council of Governments

SUBJECT: Sole Proprietor/Partnership/Closely Held Corporation with No Employees

Please let this memorandum notify the City of West Hollywood that I am a

[ ] sole proprietor
[ ] partnership
[ ] closely held corporation

and do not have any employees whose employment requires me to carry workers’ compensation insurance. Therefore, I do not carry worker’s compensation insurance coverage.

Contractor Signature ____________________________

Printed Name of Contractor ____________________________

Date ____________________________
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South Bay Cities Council of Governments

May 13, 2019

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: SBCCOG Participation to Become a SolSmart Designated Sub-Regional Agency

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

In August 2018, the SBCCOG partnered with EcoMotion (a renewable energy consulting firm) to provide facilitation, outreach, marketing, and promotional services in support of a municipal solar readiness (federal) grant called “SolSmart”. This program is funded through 2019 by the Solar Foundation of America.

The SolSmart program is similar to the SBCCOG’s “Energy Leadership Program,” in that it involves cities accomplishing tasks or goals that result in awarding points which are tabulated for a “Designation Level.” Examples of the tasks (where points are awarded) include:

- Updates to city websites
- Updating permitting/inspection procedures to industry and national “best practice” standards
- Attending free webinar training for city staff and fire personnel
- Attending solar “working group” meetings at the SBCCOG

SolSmart designation levels for cities are: Bronze, Silver, and Gold. Cities move through the SolSmart categories by taking actions that help their communities become more solar ready. Participation in SolSmart is one method of implementing the renewable energy strategies in cities’ Climate Action Plans (CAPs) and can also be beneficial when applying for future renewable energy grants/funding. In addition, this program supports the growth of the market for renewable energy in the South Bay.

To date, eight (8) South Bay cities are participating in the SolSmart program (Carson, El Segundo, Hawthorne, Lawndale, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, and Torrance); additionally, two cities (Redondo Beach and Hermosa Beach) have already completed SolSmart designations prior to the SBCCOG grant. Respectively, all eight cities are making progress towards achieving a high-level of Municipal Solar Readiness SolSmart Designation - 4 cities have already achieved a “Gold Designation”. National and local press releases have been circulated to promote the program; respective, cities’ successes; and, the SBCCOG’s role in coordinating these efforts.
DISCUSSION
The role of the SBCCOG was originally intended as one of facilitation, outreach, promotion, and marketing this opportunity. Recently, it was learned that “other government agencies” including Councils of Governments could apply for similar designation. With the Board’s direction, the SBCCOG has the opportunity to receive a sub-regional government SolSmart Designation – an award that complements the SBCCOG’s sustainability vision, goals, and strategies.

The process to successfully accomplish a designation requires the SBCCOG to complete a series of five (5) sub-regional government “pre-requisites” and specific tasks that include, outreach (with our cities) as well as promotion of solar information (through updates to the SBCCOG website).

In general, the SBCCOG’s level of support and commitment to become a “Gold Designated” sub-regional agency would first be expressed in a signed letter of support from the SBCCOG Board called a “Solar Statement.” Attached for your review is the statement.

FUNDING
Any funds needed for the SBCCOG to receive SolSmart Designation will be paid for out of the current grant.

RECOMMENDATION:
The Steering Committee recommends that the SBCCOG Board: 1) direct staff to complete the SolSmart application and 2) affirm the SBCCOG’s commitment to the process by signing the SolSmart Solar Statement (attached).

Prepared by Aaron Baum
May 24, 2019

The Solar Foundation
1717 Pennsylvania AVE NW, Ste. 750
Washington, DC 20006

Re: SOLAR STATEMENT

Dear Andrea Fox and Zach Greene:

On behalf of South Bay Cities Council of Governments (SBCCOG), I am proud to announce our commitment to become a SolSmart designated sub-regional agency. In partnership with the SolSmart team and member cities, SBCCOG’s dedicated staff members will work to help improve solar market conditions, which may make it faster, easier, and more affordable for South Bay residents and businesses to install solar energy systems. These efforts could also increase the efficiency of local processes related to solar development, which may save our member local governments time and money.

SolSmart builds upon our organization’s sustainability vision, goals, and strategies. The SBCCOG will leverage SolSmart to assist our member cities towards the successful implementation of their, respective, renewable energy strategies, adopted as part of their Climate Action Plans (CAP) – helping to reduce Greenhouse Gas Emissions (GHG) within the 15 member cities that the SBCCOG serves and the South Bay sub-region of Los Angeles County, at large.

These efforts demonstrate that the SBCCOG is committed to driving continual improvement in the South Bay solar market, and in the process of doing so, all the related areas identified as community priorities in our sub-regional CAP and sustainability efforts.

The SBCCOG is committed to tracking key metrics related to solar energy, such as solar capacity as found in the Los Angeles County Solar Map Application. Additionally, the SBCCOG is committed to including and promoting the Solar Foundation’s information about residential solar as part of SBCCOG’s Environmental Service Center’s community outreach efforts.

Sincerely,

Britt Huff
SBCCOG Chair
Councilmember, City of Rolling Hills Estates
South Bay Cities Council of Governments

May 13, 2019

TO: SBCCOG Steering Committee

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

SUBJECT: Environmental Activities Report – April 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 sub-regional vulnerability assessment is currently being reviewed and edited by Senior staff before sections are submitted to cities. Sections of the vulnerability assessment will be released one at a time to cities for review beginning end of May 2019.

The CivicSpark Fellow has completed the biodiversity sector and sub-regional social vulnerability analyses. Indexes will be created at the block level for individual cities pending data limitations. Coastal cities have been asked to review the sea level rise projections that were recommended by the Coastal Commission and USGS. Cities that would like the SBCCOG to conduct their sea level rise analysis have until the first of May to confirm the sea level rise scenarios that will be used in the assessment.

Energy

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%**

The South Bay continues to have a robust “pipeline” of projects specific to electricity (listed below). Note: if projects are in progress and are scheduled to be completed in 2019, SCE is committed to complete their funding obligations as long as the city also meets all of their project requirements. (Also, listed in the chart is each city’s Energy Leader Partnership (ELP) program status.)

<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></td>
<td></td>
<td>LED Sports Lighters</td>
<td>Q4/19</td>
<td>733,452</td>
<td>$124,687</td>
</tr>
<tr>
<td>El Segundo</td>
<td>Gold</td>
<td>Exterior LED Lighting</td>
<td>Q4/19</td>
<td>184,396</td>
<td>$31,347</td>
</tr>
<tr>
<td>Gardena</td>
<td>Gold</td>
<td>Exterior &amp; Interior Lighting</td>
<td>Q4/19</td>
<td>78,125</td>
<td>$13,281</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>
</tbody>
</table>
## Energy Efficiency Partnership Program – Southern California Gas Company (SCG)

**2019 Goal:** 10,000 therms  
**2019 Status:** 0 therms installed  
**GOAL:** 0%

<table>
<thead>
<tr>
<th>Agency</th>
<th>Project</th>
<th>Therm Savings</th>
<th>Incentive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Torrance USD</td>
<td>Pool heaters</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td>City of Torrance</td>
<td>Space heating boiler</td>
<td>TBD</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>0</td>
</tr>
</tbody>
</table>

## SCE/SCG Strategic Plan Funding

The SBCCOG Energy Engineer continued to work with cities to complete benchmarking - Carson and Torrance are taking advantage of this program. We are working with other cities to identify interest. The final report is being drafted and will include data analyzes. The project is expected to be completed in fall 2019.

## Energy Management Working Group

The next meeting is scheduled for May 23, 2019.

## HERO – PACE

SBCCOG continues to promote PACE financing for homeowners. The spreadsheet below covers the activity from each South Bay members’ jurisdiction since the launch date through April 2019. Proceeds from HERO for 2019 Q1 = $356,28. Proceeds for 2019 Q2 are expected in late July 2019. Total since program start in 2014 = $30,203.62. Payments to SBCCOG are based on HERO programs that are completed in the South Bay. Activity through April 2019 is listed below:
YGRENE – PACE:
The SBCCOG also receives funding for Ygrene activities in the South Bay in return for promoting PACE. Ygrene payments to the SBCCOG for 2019 through Q1 are $176.10 with a total of $8,525.69 since 2016 when the program started. Payments to SBCCOG are based on Ygrene programs that are completed in the South Bay. Activity through February 2019 is listed below:

<table>
<thead>
<tr>
<th>District</th>
<th># of Apps</th>
<th>Jobs Created</th>
<th>Gallons of Water Saved</th>
<th>Economic Stimulus</th>
<th>Lifetime CO2 Reduced or Abated (Mtons)</th>
<th>Lifetime KWh Saved</th>
<th>Annual kWh Saved</th>
<th>Annual CO2 Reduced or Abated (Mtons)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carson</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>$21,248</td>
<td>10</td>
<td>60,708</td>
<td>1,518</td>
<td>0.25</td>
</tr>
<tr>
<td>Gardena</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Hawthorne</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>$0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00</td>
</tr>
<tr>
<td>Inglewood</td>
<td>3</td>
<td>2</td>
<td>518,400</td>
<td>$292,500</td>
<td>140</td>
<td>814,291</td>
<td>27,203</td>
<td>4.71</td>
</tr>
<tr>
<td>Torrance</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>$64,250</td>
<td>31</td>
<td>183,573</td>
<td>6,119</td>
<td>1.03</td>
</tr>
<tr>
<td>Total</td>
<td>8</td>
<td>2</td>
<td>518,400</td>
<td>$377,998</td>
<td>181</td>
<td>1,058,571</td>
<td>34,839</td>
<td>6</td>
</tr>
</tbody>
</table>

SolSmart:
Contract period is August 2018 through July 31, 2019

Status goal: SolSmart Designation for 8 South Bay Cities + SBCCOG

Status of goal: 4 Cities have Achieved Gold Designation; 1 City has achieved Silver Designation; 3 Cities are in the process of completing pre-requisites for SolSmart Designation

In the month of April, the cities of Manhattan Beach, Carson, Torrance, and Rancho Palos Verdes received confirmation and received national awards as “Gold Level” SolSmart Cities. The City of El Segundo has completed the application to achieve a Silver Designation and is working on steps to achieve a Gold Level. SBCCOG staff continues to work with the consultant (EcoMotion) to facilitate the completion of the necessary SolSmart Application requirements for the cities of Hawthorne, Palos Verdes Estates, Gardena as well as the SBCCOG to achieve SolSmart Designation.
CA Green Business Network (CAGBN) & South Bay Green Business Assist Program (GBAP):
CAGBN – On April 19th, SBCCOG staff joined an online GBN conference and Q&A session. Staff also attended the April 23rd Hawthorne City Council Meeting and participated in the green business recognition presentation that honored the businesses that obtained their green certification. The Daily Breeze published an article on April 24th covering the Council recognition ceremony. (https://www.dailybreeze.com/2019/04/24/hawthorne-honors-12-local-businesses-for-saving-more-than-a-ton-of-solid-waste/)

SBCCOG staff continues to identify and assist businesses. A site visit with AMPLUS Group is scheduled for May. As businesses are certified through Hawthorne and Torrance, they also become GBAP participants.

GBAP by city: Torrance (45), Lawndale (26), Hawthorne (24), 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 200 businesses in the program as of the end of April 2019.

Water Conservation
West Basin Municipal Water District Programs (West Basin) Contract year is Sept. 1, 2018 through June 30, 2019*
*The West Basin contract is for 10 months to align with the SBCCOG July 1 – June 30 fiscal year.

Task 1. Educational Outreach Support
Exhibit Events
Contract goals: 100 exhibit events, presentations, etc.
Status of goal: completed 16 in April for a total of 70 exhibit events, presentations, etc.

Water Bottle Filling Station Program
Contract goals: 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 # (changed from only one allowed in previous funding cycle).
In April, SBCCOG staff promoted the program at the City Managers’, Infrastructure Working Group, and Parks & Recreation Directors meetings. In addition, SBCCOG staff continues to promote this program through social media.

Task 2. Support for Workshops & Events
Educational Classes
Contract goals: minimum of 5 and a maximum of 8
Status of goals: 5 completed; 2 scheduled
SBCCOG staff is working in conjunction with West Basin staff to schedule Landscape Transformation (Turf Removal) classes (MWD class offering) in July, August, and October/November.

Rain Barrel Giveaway
Contract goal: 5
Status of goal: 4 completed; 1 scheduled
There is a rain barrel event scheduled at Morningside High School in Inglewood (Division II) in May 2019.

Greywater Workshops:
Contract goal: 5 workshops
Status of goal: 0 workshops completed
SBCCOG is waiting for West Basin staff confirmation on their Directors’ schedules.
**Task 3. Cash for Kitchens:**

*Contract goal:* target 200 commercial kitchens by Dec. 2019. This goal overlaps contract years.

*Status of goal:* 56 water surveys completed; No surveys were conducted in the month of April. SBCCOG is waiting for West Basin staff to provide new program specifics; however, during the month of April SBCCOG staff conducted a follow up visit to M&M Soul Food and provided rebate information from SCE, So Cal Gas, Restaurant Refresh Program, Steam Table Program from Frontier Energy, and So Cal Water Smart Commercial Rebate Information.

**Task 4. Disadvantaged Community (DAC) Water-Energy Initiative Program (Clothes-Washer)**

*Contract goal:* provide outreach to DAC communities within West Basin’s service area and provide free installation of 500 high-efficiency showerheads, 1,500 faucet aerators, and 500 clothes washers.

*Status of goal:* SBCCOG staff will be assisting West Basin with this program when it is rolled out in the future.

**Torrance Water**

*Contract year is July 1, 2018 through June 30, 2019*

**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:* 10 CFLT/TR/Greywater classes completed. A CFLT class was held on April 20th at Madrona Marsh. Torrance has scheduled 1 class per month between through September 2019.

**Task 2: Cash for Kitchens**

*Contract goal:* 10 new commercial kitchens; 10 follow-up site visits

*Status of goal:* 4 water surveys completed; 5 follow-up site visits completed.

SBCCOG staff conducted an outreach walk in the City of Torrance.

**Water Replenishment District of Southern California (WRD)**

*Contract year is March 21, 2018-June 30, 2019*

Ongoing promotion of WRD programs continues through the SBCCOG's information kiosk, e-newsletters, and other social media channels for the month of April. In collaboration, WRD and Torrance Water are conducting 3 new classes - June Sustainable Landscape Design; August Irrigation Basics; and September Edible Gardening. The April SBCCOG Partners was held offsite at WRD headquarters.

**Sanitation Districts of LA County (LACSD)**

*Contract year is January 1-June 30, 2019*

The Sanitation Districts has requested our contract be aligned with the fiscal year.

*Contract goals: Schedule up to 2-3 Sanitation Districts-related presentations*

*Status of goals:* 1 Completed; SBCCOG staff is researching opportunities for May and June.

**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:* 3 completed; 1 scheduled for June. SBCCOG staff is in the process of identifying additional opportunities.

- 1 training for SBCCOG Volunteers on LADWP programs; *Status of goal:* Training completed on April 4th. There were 9 volunteers in attendance.

- 6-8 commercial kitchens to be identified for water assessments and conservation training. *Status of goal:* 5 water surveys completed.
In the month of April, SBCCOG staff presented at the Restaurant 101 Workshop in San Pedro. Information about LADWP’s Commercial Kitchen Program was emailed to San Pedro Chamber of Commerce Executive Director, Elise Swanson. The information was provided to all attendees.

Transportation

Contract goals: 72 outreach events; 18 information/formation meetings
Status of goals: 319 outreach events - GOAL MET; 18 information/formation meetings - GOAL MET
In April, collateral materials were distributed at 16 SBCCOG outreach events. SBCCOG staff’s outreach efforts focused on: contacting Metro vanpool providers to coordinate outreach and formation meeting opportunities in the South Bay. SBCCOG staff participated in “Earth Day” events at Raytheon and the City of Carson which featured the distribution of Vanpool information to employees. Formation efforts continued with Wedgewood Properties, County of Los Angeles, the City of Torrance, and CSUDH. SBCCOG developed and presented a community workshop entitled “Mobility in the South Bay: From Scooters to Trains”. The presentation was delivered as part of Mira Costa’s Adult Education curriculum and featured information about Metro’s TDM strategies and interactive website tools for vanpool and rideshare matching. SBCCOG moved forward to formalize the scope of work/budget for a new Metro TDM Outreach Contract.

Contract goal: 30 outreach events; 2 presentations (This goal is dependent upon the availability of the mobile van).
Status of goal: 379 community events and 14 presentations completed. In addition, 30 SBESC e-newsletter articles have been facilitated by SBCCOG staff. - GOAL MET
SBCCOG continues to send multiple invitations and notices to Metro staff about future South Bay MEL events that would be at South Bay events. Staff began the process with Metro to renew the MEL agreement.

II. MARKETING, OUTREACH, & IMPLEMENTATION

Workshops, Trainings, & Exchanges
The following chart provides an overview of all registration events held in April 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>4/20/2019</td>
<td>California Friendly Landscape Training - Torrance</td>
<td>34/46</td>
<td>Email: 10, Flyer: 9, Friend or Family: 1, Local Publication: 19, Website: 6, Other: 1, Walk-In: 5</td>
<td>MS</td>
</tr>
<tr>
<td>4/25/2019</td>
<td>Personal Mobility in the South Bay – Manhattan Beach</td>
<td>13/N/A</td>
<td>N/A</td>
<td>AB</td>
</tr>
</tbody>
</table>

Outreach Events

In April:
- 7 presentations
- 7 community events
- 2 residential workshops

- 0 business events
- 14 meetings
- 0 SCE Seminars

Calendar year-to-date through 2019:
- 11 community events
- 2 business events
- 8 presentations

- 1 SCE Seminars
- 9 residential workshops
- 4 networking opportunities

- 0 employee events
- 64 meetings
Media

Social Media (*during the month of April*)

- **SBCCOG -- Totals for Social Media (SBCCOG) (top tweet – right)**
  - Twitter: 204 followers total, 14,300 impressions*
  - Facebook: 98 likes total, 271 impressions

- **SBESC -- Totals for Social Media (top tweet – right)**
  - Twitter: 547 followers total, 6,600 impressions*
  - Facebook: 737 likes total, 1,180 impressions
  - LinkedIn: 128 followers total, 29 impressions

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

Press Releases/Press Interviews/Articles/Network TV

“Hawthorne Honors 12 Local Businesses for Saving More Than a Ton of Solid Waste” CAGBN Article by *The Daily Breeze*, April 24th, 2019.

Volunteer Program

*Status of Program:* 139.58 hours for April 2019; 2019 thus far = 479.21 hours; *Grand total* as of 4/30/19: 19,279.49 (starting April 2008)

A volunteer orientation/training was conducted on April 4th.
TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: Counter Proposal from Marilyn Lyon re: Severance Payment

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
Due to program cuts, the SBCCOG laid off two employees on April 9, 2019. All employees are at will and when there is no grant funding to cover their work, they can be laid off.

Severance pay is not a requirement, but it was decided that since one of the separating employees – Marilyn Lyon – had been working as an employee for the SBCCOG for 10 years and a contractor for 6 years before that, we would offer a severance pay which reflected 1 week’s pay for each year of service as an employee (total amount $15,500). It was our understanding that this calculation was commensurate with private sector separations and more than government agencies usually would offer. Marilyn had 21 days to accept our offer.

On April 20, we received the following email from her:

I appreciate that the Board has made a Separation Agreement Offer as presented to me April 9.

After consulting with my husband, who is an attorney, and with our regular attorney, as a part of the negotiation of the Separation, I would like to make a counter offer.

In view of my 16 years of loyal service to the SBCCOG, our attorney views a going rate of Separation should be based upon 6 months of my most recent monthly salary.

Please convey this to the Board at your earliest convenience.

Thank you,
Marilyn Lyon

Six months of Marilyn Lyon’s salary would be about $40,000.

Mrs. Lyon has been invited to the Steering Committee meeting to speak on this item and has written that she will be attending.

RECOMMENDATION:
The staff recommends that Marilyn Lyon’s counter proposal be denied for the following reasons:
1. Mrs. Lyon was laid off because of financial concerns. We had no obligation to provide any severance payment. Her proposal would put a significant burden on our budget.
2. In consulting with our legal counsel, we were advised that 6 months’ severance pay is an amount that most city managers get. Department Directors usually don’t get more than 3 months. Since Ms. Lyon was not even at the level of a Department Director, it would appear that our original offer was exceedingly generous.
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South Bay Cities Council of Governments

May 13, 2019

TO:        SBCCOG Steering Committee

FROM:  Jacki Bacharach, SBCCOG Executive Director

RE:        Appointments to Outside Agencies

The SBCCOG makes appointments to represent the organization on several other agency Boards and Committees. Consistent with Board policy, these appointments expire every two years in order to make sure that those that are interested in serving have a chance to do so. The appointments listed below expire on June 30, 2019.

The following current appointments are uncontested:

Southern California Association of Governments (SCAG)
   SCAG Energy and Environment Committee – Jim Osborne, Lawndale
League of California Cities, Los Angeles Division
   Executive Committee – Bea Dieringer, Rolling Hills
   Legislative Committee – Bea Dieringer, Rolling Hills
Santa Monica Bay Restoration Commission – Bill Brand, delegate

There are 3 nominees for the SCAG Community Housing, Economic Development Committee:
   Frank Zerunyan, Rolling Hills Estates (has held this position since July 2013)
   Alex Monteiro, Hawthorne
   Chris Pimentel, El Segundo (applied 1 day after the deadline due to health issues)

In keeping with the adopted process, all of the nominees have been invited to the May 13 Steering Committee to make a brief (ca. 3 minute) statement as to why they would like to serve. If they cannot attend, the Executive Director or Chair can read their statement. After the interviews the Steering Committee will recommend the appointments to the Board. The Board will approve the appointments at the May 23 meeting.

Those appointed will be sent the Commitment to Serve letter for their signature and submittal to the SBCCCOG. New terms will begin starting in July and ending June, 2021.

RECOMMENDATION
Recommend to the Board re-appointments for all of those positions which are uncontested and review information on SCAG CEHD nominees and make a recommendation to the Board.
South Bay Cities Council of Governments

May 13, 2019

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: Bills to Monitor and for Action – Status as of May 4, 2019

Adherence to Strategic Plan:
Advocate for the interests of the South Bay

**ECONOMIC DEVELOPMENT**

<table>
<thead>
<tr>
<th>Bill</th>
<th>Description</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 245</td>
<td>California Aerospace and Aviation Commission: Would establish, within the Governor’s Office of Business and Economic Development, the California Aerospace and Aviation Commission consisting of 17 members, as specified, to serve as a central point of contact for businesses engaged in the aerospace and aviation industries and to support the health and competitiveness of these industries in California. Would require the commission to make recommendations on legislative and administrative action that may be necessary or helpful to maintain or improve the state’s aerospace and aviation industries and would authorize the commission to engage in various other activities in undertaking its mission and responsibilities, as specified. Support (3/28/19) (Lt. to Asm Job, Econ Dev. &amp; Econ Comm 4/1/19)</td>
<td>SUPPORT 4/24/19 Assembly Appropriations Committee Suspense File</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AB 1672</td>
<td>Solid waste: flushable products. Would, among other things, on or after January 1, 2021, prohibit a covered entity, as defined, from labeling a covered product as safe to flush, safe for sewer systems, or safe for septic systems, unless the product is a flushable wipe that meets certain performance standards. Would require nonflushable products to be labeled clearly and conspicuously to communicate that they should not be flushed, as specified. Would establish enforcement provisions, including authorizing a civil penalty not to exceed $2,500 per violation to be imposed on a person who violates the bill’s provisions. Support (San Dist. supports)</td>
<td>RECOMMEND SUPPORT Assembly Appropriations Committee Hearing Date: 5/8/19</td>
<td></td>
</tr>
</tbody>
</table>
### ENVIRONMENT

<table>
<thead>
<tr>
<th>Bill</th>
<th>Description</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 470 (Limón)</td>
<td>California Green Business Program. Would establish the California Green Business Program within the California Environmental Protection Agency. Would require the California Green Business Program to, among other things, develop baseline, beyond compliance, sector-specific environmental standards, as defined, for green business certification programs operated by local governments or their designees. Would also provide for the establishment of these local programs, which would certify small- and medium-sized businesses and public agencies as California green businesses, or an equivalent designation of the local program’s choosing, for voluntarily adopting environmentally preferable business practices, including, but not limited to, increased energy efficiency, pollution prevention, reduced greenhouse gas emissions reduction, water conservation, waste reduction practices, &amp; efficient and active transportation initiatives.</td>
<td>MONITOR</td>
<td>4/3/19 Assembly Appropriations Suspense File</td>
</tr>
<tr>
<td>AB 740 (Burke)</td>
<td>Climate Change Catastrophe Compensation Fund. Would establish the Climate Change Catastrophe Compensation Fund to ensure that victims of wildfires caused by climate change are compensated in a timely manner, to provide reimbursements to insurers for a portion of those wildfire losses, and to avoid lengthy legal proceedings. Would specify that the funding sources for the fund include the Greenhouse Gas Reduction Fund and the State Budget process. Would authorize an insurer, an insured who becomes underinsured due to construction demand surge, and a local government to seek reimbursement from the fund.</td>
<td>RECOMMEND SUPPORT AT REQUEST OF AUTHOR</td>
<td>Assembly Appropriations Committee Hearing Date: 5/8/19</td>
</tr>
</tbody>
</table>

### FINANCE

<table>
<thead>
<tr>
<th>Bill</th>
<th>Description</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB 5 (Beall)</td>
<td><strong>AMENDED 4/23/19</strong> Affordable Housing and Community Development Investment Program. would establish in state government the Affordable Housing and Community Development Investment Program, which would be administered by the Affordable Housing and Community Development Investment Committee. Would authorize a city, county, city and county, joint powers agency, enhanced infrastructure financing district, affordable housing authority, community revitalization and investment authority, transit village development district, or a combination of those entities, to apply to the Affordable Housing and Community Development Investment</td>
<td>SUPPORT (3/28/19) (Ltr to Sen Housing Comm 4/1/19)</td>
<td>4/29/19 Senate Appropriations Committee Suspense File</td>
</tr>
</tbody>
</table>

LCC supports
Committee to participate in the program and would authorize the committee to approve or deny plans for projects meeting specific criteria. Would also authorize certain local agencies to establish an affordable housing and community development investment agency and authorize an agency to apply for funding under the program and issue bonds, as provided, to carry out a project under the program.

| SB 732 (Allen) | Transactions and use tax: South Coast Air Quality Management District. Authorizes the south coast district board to impose a transactions and use tax within the boundaries of the south coast district, as specified, with the moneys generated from the transactions & use tax to be used to supplement existing revenues being used for south coast district purposes, as specified. | MONITOR | Senate Appropriations Committee | Hearing Date: 5/13/19 |

### HOUSING & HOMELESSNESS

<p>| AB 36 (Bloom) | Residential tenancies: rent control. Would modify provisions of the Costa-Hawkins Rental Housing Act to authorize an owner of residential real property to establish the initial and all subsequent rental rates for a dwelling or unit that has been issued its first certificate of occupancy within 20 years of the date upon which the owner seeks to establish the initial or subsequent rental rate, or for a dwelling or unit that is alienable separate from the title to any other dwelling unit or is a subdivided interest in a subdivision and the owner is a natural person who owns 10 or fewer residential units within the same jurisdiction as the dwelling or unit for which the owner seeks to establish the initial or subsequent rental rate, subject to certain exceptions. | MONITOR | 4/25/19 Assembly Rules Committee |</p>
<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Description</th>
<th>Action</th>
<th>Date</th>
<th>Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 68 (Ting)</td>
<td>Land use: accessory dwelling units. Expands ministerial approval of ADUs to include multiple ADUs in existing multifamily dwellings, multiple detached ADUs on the same lot as a multifamily dwelling and an ADU and a JADU on one lot, under specified conditions. Requires local agencies to ministerially approve a building permit for certain ADUs and JADUs in 60 days (instead of 120 days) from the time of receipt of the completed application. Provides that a local ADU ordinance cannot impose lot coverage standards or require minimum lot size or certain setbacks, and cannot require offstreet parking to be replaced when existing parking like a garage, carport or covered parking structure is demolished for the construction or conversion of an ADU. Authorizes the Department of Housing and Community Development (HCD) to submit written findings to a local agency regarding whether the local ordinance complies with state law and requires the local agency, within 30 days, to respond by either amending its ordinance or adopting a resolution with findings explaining the reason the ordinance complies, and allows HCD to notify the attorney general (AG) that the local agency is in violation.</td>
<td>RECOMMEND</td>
<td>4/24/19</td>
<td>Assembly Appropriations Committee Suspense File</td>
</tr>
<tr>
<td>AB 302 (Berman)</td>
<td>Parking: homeless students. Would require a community college campus that has parking facilities on campus to grant overnight access to those facilities, on or before July 1, 2020, to any homeless student who is enrolled in coursework, has paid any enrollment fees that have not been waived, and is in good standing with the community college, for the purpose of sleeping in the student's vehicle overnight. Would require the governing board of the community college district to determine a plan of action to implement this requirement, as specified.</td>
<td>MONITOR</td>
<td>5/1/19</td>
<td>Assembly Appropriations Committee Suspense File</td>
</tr>
<tr>
<td>AB 881 (Bloom)</td>
<td>Accessory dwelling units. Limits the criteria by which a local agency can determine where ADUs may be permitted to the adequacy of water and sewer services and the impact of ADUs on traffic flow and public safety. Requires local agencies to ministerially approve ADUs on lots with multi-family residences and within existing garages. Removes, until January 1, 2025, the authority for local agencies to require that applicants for ADUs be owner occupants and removes the ability for cities to require owner occupancy for either the primary or the accessory dwelling unit. Specifies that, in measuring one-half mile from public transit for purposes of applying parking requirements, it is measured in</td>
<td>RECOMMEND</td>
<td>5/6/19</td>
<td>Assembly 3rd Reading</td>
</tr>
</tbody>
</table>
walking distance. Adds a definition of "public transit" to mean a bus stop, bus line, light rail, street car, car share drop off or pick up, or heavy rail stop. Adds a definition of "accessory structure" to mean a structure that is accessory and incidental to a dwelling located on the same lot.

| SB 6  (Beall) | Residential development: available land. Would require the Department of Housing and Community Development to furnish the Department of General Services with a list of local lands suitable and available for residential development as identified by a local government as part of the housing element of its general plan. Would require the Department of General Services to create a database of that information and information regarding state lands determined or declared excess and to make this database available and searchable by the public by means of a link on its internet web. Would require for any housing element adopted on or after January 1, 2021, that an electronic copy of the inventory of land suitable for residential development be submitted to the Department of Housing and Community Development. | MONITOR | 4/29/19 Senate Appropriations Committee Suspense File |

| SB 50  (Wiener) | Planning and zoning: housing development: incentives. Would authorize a development proponent of a neighborhood multifamily project located on an eligible parcel to submit an application for a streamlined, ministerial approval process that is not subject to a conditional use permit. Would define a “neighborhood multifamily project” to mean a project to construct a multifamily structure on vacant land, or to convert an existing structure that does not require substantial exterior alteration into a multifamily structure, consisting of up to 4 residential dwelling units and that meets local height, setback, and lot coverage zoning requirements as they existed on July 1, 2019. Would also define “eligible parcel” to mean a parcel that meets specified requirements, including requirements relating to the location of the parcel and restricting the demolition of certain housing development that may already exist on the site. Would require a local agency to notify the development proponent in writing if the local agency determines that the development conflicts with any of the requirements provided for streamlined ministerial approval; otherwise, the development is deemed to comply with those requirements. Would limit the authority of a local agency to impose parking standards or | OPPOSE (2/11/19) (ltr to Sen Housing Comm 2/20/19; ltr re: amended version 4/1/19) | Senate Appropriations Committee Hearing Date: 5/13/19 |
requirements on a streamlined development approved pursuant to these provisions, as provided. Would provide that the approval of a project under these provisions expires automatically after 3 years, unless that project qualifies for a one-time, one-year extension of that approval. Would provide that approval pursuant to its provisions would remain valid for 3 years and remain valid thereafter, so long as vertical construction of the development has begun and is in progress, and would authorize a discretionary one-year extension, as provided. Would prohibit a local agency from adopting any requirement that applies to a project solely or partially on the basis that the project receives ministerial or streamlined approval pursuant to these provisions. Would allow a local agency to exempt a project from the streamlined ministerial approval process described above by finding that the project will cause a specific adverse impact to public health and safety, and there is no feasible method to satisfactorily mitigate or avoid the adverse impact. Would require a city, county, or city and county to grant upon request an equitable communities incentive when a development proponent seeks and agrees to construct a residential development, as defined, that satisfies specified criteria, including, among other things, that the residential development is either a job-rich housing project or a transit-rich housing project, as those terms are defined; the site does not contain, or has not contained, housing occupied by tenants or accommodations withdrawn from rent or lease in accordance with specified law within specified time periods; and the residential development complies with specified additional requirements under existing law. Would impose additional requirements on a residential development located within a county with a population equal to or less than 600,000. Would require that a residential development within a county with a population greater than 600,000 that is eligible for an equitable communities incentive receive, upon request, waivers from maximum controls on density and minimum automobile parking requirements greater than 0.5 parking spots per unit. Would require that a residential development also receive specified additional waivers if the residential development is located within a 1/2-mile or 1/4-mile radius of a major transit stop, as defined. Would require a local government to grant an equitable communities incentive unless it makes a specified finding regarding the effects of the incentive on any real property or
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<th>Bill Number</th>
<th>Bill Title</th>
<th>Action</th>
<th>Committee</th>
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<tbody>
<tr>
<td>SB 127</td>
<td>Transportation funding: active transportation: complete streets.</td>
<td>OPPOSE</td>
<td>Senate Appropriations Committee</td>
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<tr>
<td>(Wiener)</td>
<td>Would require Caltrans, commencing with the 2022 State Highway Operation and Protection Program, when undertaking any capital improvement project on a state highway or a local street crossing a state highway that is funded through the SHOPP to include new pedestrian and bicycle facilities, or improve existing facilities, as part of the project. Would establish a Division of Active Transportation within Caltrans to oversee the existing Active Transportation Program and require that an undersecretary of the Transportation Agency be assigned to it.</td>
<td>(2/11/19)</td>
<td>Hearing Date: 5/13/19</td>
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<tr>
<td>SB 330</td>
<td>Housing Crisis Act of 2019. The Housing Accountability Act, which is part of the Planning and Zoning Law, prohibits a local agency from disapproving, or conditioning approval in a manner that renders infeasible, a housing development project for very low, low-, or moderate-income households or an emergency shelter unless the local agency makes specified written findings based on a preponderance of the evidence in the record. The act specifies that one way to satisfy that requirement is to make findings that the housing development project or emergency shelter is inconsistent with both the jurisdiction’s zoning ordinance and general plan land use designation as specified in any element of the general plan as it existed on the date the application was deemed complete. The act requires a local agency that proposes to disapprove a housing development project that complies with applicable, objective general plan and zoning standards and criteria that were in effect at the time the application was deemed to be complete, or to approve it on the condition that it be developed at a lower density, to base its decision upon written findings supported by substantial evidence on the record that specified conditions exist, and places the burden of proof on the local agency to that effect. The act requires a court to impose a fine on a local agency under certain circumstances and requires that the fine be at least $10,000 per housing unit in the housing development project on the date the application was deemed complete. Until January 1, 2030, would</td>
<td>OPPOSE</td>
<td>Senate Appropriations Committee</td>
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<tr>
<td>(Skinner)</td>
<td></td>
<td>(3/28/19)</td>
<td>Hearing Date: 5/13/19</td>
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specify that an application is deemed complete for these purposes if a complete initial application was submitted, as described.

**PUBLIC SAFETY**

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<th>Bill Number</th>
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<th>Committee/Event</th>
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<tr>
<td>AB 1190</td>
<td><strong>Unmanned aircraft: state and local regulation: limitations.</strong> Would, among other things, prohibit a state or local agency from adopting any law or regulation that bans the operation of an unmanned aircraft system. Would also authorize a state or local agency to adopt regulations to enforce FAA regulations regarding the operation of unmanned aircraft systems and would authorize state and local agencies to regulate the operation of unmanned aircraft and unmanned aircraft systems within their jurisdictions, as specified. Would also authorize a state or local agency to require an unmanned aircraft operator to provide proof of federal, state, or local registration to licensing or enforcement officials. Would authorize a local entity to designate a recreational operating area for unmanned aircraft operation. Would immunize a local entity that designates such a recreational area from liability for injury or damage associated with unmanned aircraft operation, if specified signage is posted.</td>
<td>MONITOR</td>
<td>5/6/19</td>
<td>Assembly 3rd Reading</td>
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<td></td>
<td>LCC supports</td>
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<tr>
<td>AB 1356</td>
<td><strong>Cannabis: local jurisdictions: retail commercial cannabis activity.</strong> This bill, if more than 50% of the electorate of a local jurisdiction voted in favor of Control, Regulate and Tax Adult Use of Marijuana Act of 2016 (AUMA), would require a local jurisdiction to issue a minimum number of local licenses authorizing specified retail cannabis commercial activity within that jurisdiction that would be permitted by a retailer license issued under The Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA). Would require the minimum number of those local licenses required to be issued in that jurisdiction to be 25% of the number of currently active on-sale general licenses for alcoholic beverage sales in that jurisdiction, as specified, unless the minimum number would result in a ratio greater than one local license for retail cannabis commercial activity for every 10,000 residents of the local jurisdiction, in which case the bill would require the minimum number to be determined by dividing the number of residents in the local jurisdiction by 10,000 and rounding down to the nearest whole number.</td>
<td>OPPOSE</td>
<td>4/25/19</td>
<td>Assembly Appropriations Committee Hearing Date: 5/8/19 (Ltr to Asm Bus &amp; Prof Comm for hearing authorized by SBCCOG officers)</td>
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<td>(Ting)</td>
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Would authorize a local jurisdiction to impose a fee on licensees to cover the regulatory costs of issuing those local licenses. Would allow any local jurisdiction subject to the requirements of this bill that wants to establish a lower amount of these local licenses to submit an ordinance or other law, that clearly specifies the level of participation in the retail commercial cannabis market it would allow, to the electorate of that local jurisdiction at the next regularly scheduled local election following the operative date of this bill. Would provide that the local ordinance or other local law becomes effective if approved by more than 50% of its electorate. Would require the local jurisdiction to issue those licenses as otherwise required by this bill within a specified period of time if a local jurisdiction subject to the requirements of this bill does not submit a local ordinance or other local law regarding the lower amount of licenses to the electorate, or that local ordinance or other local law fails to receive more than 50% of the approval of the electorate voting on the issue. Would provide that these provisions are prohibited from being construed to require a local jurisdiction to authorize adult-use retail cannabis commercial activity.

<p>| AB 1530 (Cooley) | Unauthorized cannabis activity reduction grants: local jurisdiction restrictions on cannabis delivery. Would require the Board of State and Community Corrections to create and administer a program of grants to be made on a competitive basis to cities, counties, and joint powers authorities to establish or expand an enforcement program against unauthorized cannabis activity, as defined, and provide consumer education about the difference between licensed or legal cannabis activity and unlicensed or illegal cannabis activity. Would require the board to create an evaluation design for unauthorized cannabis activity reduction grants that assesses the effectiveness of the grant programs in reducing cannabis-related crime and increasing public knowledge of cannabis regulation and, commencing January 1, 2022, and annually thereafter until January 1, 2025, to submit a report to the Legislature based on the evaluation design. Would authorize the board to use up to 2.5% of the money appropriated for this program for administration of the grant program and the development of the evaluation component. | RECOMMEND SUPPORT | Assembly Business &amp; Professions Committee 4/9/19 failed passage, reconsideration granted | LCC supports |</p>
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<tr>
<td>AB 326</td>
<td>Vehicles: motorized carrying devices. Would define a motorized carrying device and would authorize the use of a motorized carrying device, in accordance with specified rules, on sidewalks and crosswalks.</td>
<td>MONITOR</td>
<td>4/24/19 Assembly Appropriations Committee</td>
</tr>
<tr>
<td>AB 659</td>
<td>Transportation: emerging transportation technologies: California Smart City Challenge Grant Program. Creates a competitive grant program—the California Smart City Challenge Grant Program—by which local governments compete for funding to adopt and implement emerging transportation technologies that achieve a number of specified transportation, economic and environmental goals. Requires the California Transportation Commission (CTC) to form a workgroup to guide CTC’s development and revision of grant program guidelines and its administration of the grant program. Suggests workgroup members to include representatives of local government in both urban and rural areas, local transportation organizations from both urban and rural areas, local transit unions and the University of California’s Institute of Transportation Studies; however, the bill does not require the workgroup include representation from such organizations. Conditions implementation of the grant program upon an annual budget act appropriation, not to exceed $10 million, from Proposition 1B—the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006.</td>
<td>RECOMMEND SUPPORT</td>
<td>4/10/19 Assembly Appropriations Committee Suspense File</td>
</tr>
<tr>
<td>AB 1286</td>
<td>Shared mobility devices: agreements. Would require a shared mobility service provider, as defined, to enter into an agreement with the city or county with jurisdiction over the area of use that requires the provider to maintain a specified amount of commercial general liability insurance and prohibits the provider from including specified provisions in a user agreement before distributing a shared mobility device within that jurisdiction. Would define shared mobility device to mean an electrically motorized board, motorized skateboard, electric bicycle, bicycle, or other similar person transportation device. Would require a city or county that authorizes a shared mobility device provider to operate within its jurisdiction on or after January 1, 2020, to adopt operation, parking, maintenance, and safety rules regarding the use of the shared mobility devices in its jurisdiction before the provider may offer shared mobility devices for rent or use. Would require a city</td>
<td>MONITOR</td>
<td>5/6/19 Assembly 3rd Reading</td>
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LCC supports
or county that authorized a provider to operate within its jurisdiction before January 1, 2020, and continues to provide that authorization to adopt those operation, parking, maintenance, and safety rules by January 1, 2021.

| SB 400 (Umberg) | Reduction of greenhouse gases emissions: mobility options. Existing law establishes the Clean Cars 4 All Program, which is administered by the State Air Resources Board to focus on achieving reductions in the emissions of greenhouse gases, improvements in air quality, and benefits to low-income state residents through the replacement of high-polluter motor vehicles with cleaner and more efficient motor vehicles or a mobility option. Existing law defines specified terms, including mobility options, which means a voucher for public transit or car sharing for purposes of the program. This bill would additionally provide that mobility options also include bike sharing and electric bicycles. | RECOMMEND SUPPORT | Senate Appropriations Committee Hearing Date: 5/6/19 |

| FEDERAL | | | |
| HR 530 (Eshoo) | Accelerating Wireless Broadband Deployment by Empowering Local Communities Act of 2019. Overturns the FCC's September order preempting local authority over small cell wireless infrastructure on January 14, the day the order took effect. Would not preclude future FCC or congressional preemption of cities on wireless infrastructure, but it would halt the FCC's harmful preemption order, which ignored the input of hundreds of local governments. The bill also complements ongoing efforts to overturn the FCC order in federal courts, and the investigation by congressional leaders into alleged attempts by the FCC to thwart that litigation. | SUPPORT & REQUEST CO-SPONSORS (2/11/19) | 1/31/19 House Energy & Commerce Committee - Subcommittee on Communications & Technology |
| HR 1507 (Blumenauer) | The Bicycle Commuter Act of 2019. Official summary in progress. Would allow cyclists to deduct more than $50 per month and write off bike-share memberships. | MONITOR | 3/5/19 House Ways and Means Committee |
STATE LEGISLATIVE CALENDAR

- May 10 Last day for policy committees to meet prior to June 3
- May 17 Last day for fiscal committees to meet and report to the floor bills introduced in their house. Last day for fiscal committees to meet prior to June 3
- May 28-31 Floor session only. No committee may meet for any purpose except Rules Committee, bills referred pursuant to A.R. 77.2, and Conference Committees
- May 31 Last day for each house to pass bills introduced in that house
- June 3 Committee meetings may resume
- June 15 Budget Bill must be passed by midnight
- July 10 Last day for policy committees to hear and report fiscal bills to fiscal committees
- July 12 Last day for policy committees to meet and report bills. Summer Recess begins upon adjournment
- Aug. 12 Legislature reconvenes from Summer Recess
- Aug. 30 Last day for fiscal committees to meet and report bills
- Sept. 3-13 Floor session only. No committees may meet for any purpose, except Rules Committee, bills referred pursuant to A.R. 77.2, and Conference Committees
- Sept. 6 Last day to amend bills on the floor
- Sept. 13 Last day for any bill to be passed. Interim Recess begins upon adjournment

NEW LAWS

AB 147  (Burke D) Use taxes: collection: retailer engaged in business in this state: marketplace facilitators.  
SBCCOG supported

2 YEAR BILLS

AB 148  (Quirk-Silva D) Regional transportation plans: sustainable communities strategies. – SBCCOG monitored

Would require each sustainable communities strategy to identify areas within the region sufficient to house an 8-year projection of the emergency shelter needs for the region, as specified
South Bay Cities Council of Governments

May 13, 2019

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

SUBJECT: Recommendation to Select Consultant for Local Travel Network Technical Services

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
In December 2018, the SBCCOG, in partnership with the City of Inglewood, was awarded a two-year Caltrans’ Sustainability Award for $385,217 to complete a “Route Refinement Study” for a Slow-Speed Network (aka “Local Travel Network”). Initially conceptualized in Metro’s “Slow-Speed Network Strategic Plan (2017) for the South Bay, the Caltrans’ study is a planning grant that will define the route segments to create a region-wide network both across and within South Bay cities. The Network is envisioned to accommodate all modes of slow-speed (<25 mph) zero-emission vehicles; both battery-driven and/or human-powered.

The study consists of two (2) primary tasks. The first task is to define the route segments that will become the network. The second task will be to engage local South Bay stakeholders and solicit their input and feedback on the proposed network design. As described in the Caltrans’ “Scope of Work, both study elements are informed through the work of a “technical consultant”. The consultant’s work products are critical to providing the necessary engineering studies, cost-benefit analysis, and geo-spatial resources for both the public stakeholder engagement as well as the planning details for the study’s final report. The grant’s final report will provide the necessary details for South Bay cities to use to implement the resulting Local Travel Network design.

To select a technical consultant, staff created a Request for Proposal (RFP) process for a “not to exceed” contract of $150,000 over the course of the study. The RFP process followed SBCCOG guidelines and templates for soliciting, posting, review and evaluations of perspective bids. The RFP notice was released on March 4, 2019 with a deadline for receipt of proposals on April 8, 2019.

The RFP solicitation resulted in four (4) proposals from the following firms: WSP, KOA, Kimley & Horn, and Fehr and Peers. Selection of the Technical Consultant was based on a formal evaluator score derived from review of each respective proposal and interviews of each firm and their team.

The SBCCOG Evaluation Team consisted of SBCCOG staff: Jacki Bacharach, Wally Siembab, Steve Lantz, as well as South Bay city public works staff, Ted Semaan (Redondo Beach) and Doug

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Krauss (Hawthorne). Each Evaluation Team member read and scored all proposals. Upon first reading of the proposals, the Evaluation Team’s consensus was that all proposers should be invited to the proposer interview meetings (scheduled for April 23rd); all proposers were invited and participated in the interview process.

At the end of the interviews, there was unanimous agreement to select Fehr and Peers. The consensus of the Evaluation Team was that the firm offered a thorough understanding of the project scope as well as the resources and experience to complete the project deliverables on schedule. Fehr & Peers’ prior experience working with the SBCCOG (on the South Bay Climate Action Plans); with individual South Bay cities; and, importantly, on similar slow-speed network designs in California were seen as positive factors that complemented their submission.

As part of the RFP process, each proposer was asked to review and provide “exceptions” to the standard SBCCOG consulting contract. Fehr and Peers suggested some modifications to the SBCCOG standard contract which have been reviewed and approved by Michael Jenkins, SBCCOG legal counsel.

**RECOMMENDATION**
The Steering Committee, having been delegated this decision by the Board of Directors, approves entering into a contract with Fehr and Peers to provide technical services for the Local Travel Network project for an amount not to exceed $150,000 for the period of May 15, 2019 to April 30, 2020. The contract will be fully funded through the grant from Caltrans.

Prepared by Aaron Baum
South Bay Cities Council of Governments

May 13, 2019

TO: SBCCOG Steering Committee

FROM: Ralph Franklin, Chair, JB&A Contract Renewal Subcommittee

SUBJECT: Contract Renewal for Jacki Bacharach and Associates

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
The Professional Services contract with Jacki Bacharach and Associates is ending as of June 30, 2019 after a term of three years. A subcommittee was formed with the following members: Ralph Franklin (Chair), Jim Gazeley, Jim Osborne and David Lesser. They were later joined by Olivia Valentine and Britt Huff.

The subcommittee met with Mike Jenkins, the SBCCOG legal counsel, and with Jacki Bacharach three times. The attached contract and scope of work represents the product of the subcommittee’s negotiations. It has added an annual performance evaluation to be completed before April 15 every year, which would be after the General Assembly and before the budget preparation.

ADDITIONAL RECOMMENDATIONS FROM THE SUBCOMMITTEE

- Michael Jenkins has been providing pro bono legal services to the SBCCOG with the exception of matters involving Measure R & Dominguez Channel CIMP for the last 20 years. He has recently joined Best, Best and Krieger and while he can still cover his pro bono expenses, a budget item has been added for specialty counsel (i.e. personnel matters) that he might need to be called upon. The subcommittee is recommending that an additional amount be added to the budget to cover regular legal expenses for Mike Jenkins. This can be considered for this budget or referred to the Ad Hoc Finance Committee which will be formed in the near future.

- The SBCCOG staff and JB&A have demonstrated the value of the SBCCOG to our members by obtaining 80+% of our funding from grants. While obtaining outside funding remains the goal, the subcommittee recommends that the Ad Hoc Finance Committee needs to recommend enough funding to address the rapidly changing circumstances (i.e. grant renewals) and new technology, methods of travel and other challenges.

RECOMMENDATION
The subcommittee recommends that the Steering Committee recommends to the Board of Directors that the contract with Jacki Bacharach and Associates be renewed for an additional three years subject to annual renewal after that.

The subcommittee further recommends that a budget allocation for Mike Jenkins be included or referred to the Ad Hoc Finance Committee as well as additional funding to secure grants.
EXECUTIVE DIRECTOR SERVICES AGREEMENT

THIS EXECUTIVE DIRECTOR SERVICES AGREEMENT (“Agreement”) is made and entered into this 1st day of July 2019, by and between the SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (“SBCCOG”), a California Joint Powers Authority, and Jacki Bacharach & Associates (“JB&A”), a sole proprietorship ("CONTRACTOR").

RECITALS

The following recitals are a substantive part of this Agreement:

A. SBCCOG is desirous of obtaining independent contractor services necessary to professionally manage the activities and programs of the organization and the South Bay Environmental Services Center, a programmatic element of the SBCCOG;

B. SBCCOG has determined based on its historic relationship with CONTRACTOR that CONTRACTOR possesses the expertise, qualifications and knowledge to provide the required services, that these services have met the expectations of the Board of Directors, and that a competitive procurement at this time would not serve any public purpose; and

C. The parties desire to replace and supersede the existing agreement for consulting services due to expire on June 30, 2019 and herein to establish the terms and conditions of CONTRACTOR’S engagement to perform services as Executive Director of the SBCCOG.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the parties mutually agree as follows:

1. **Term of Agreement.** This Agreement shall terminate on June 30, 2022 unless earlier terminated as provided below; thereafter, the Agreement will be subject to annual renewal upon mutual agreement of the parties.

   1.1 *Termination.* Either party may terminate this Agreement for any reason and/or for no reason, provided that the party terminating the Agreement gives the other party sixty (60) days advance written notice of termination. In the event of termination by either party, CONTRACTOR’S subcontractors will remain obligated to perform their subcontracted obligations through the balance of the sixty (60) day notice period should SBCCOG agree, in its sole discretion, to assume one or more of those subcontracts from CONTRACTOR. Upon receipt of a termination notice from SBCCOG, CONTRACTOR shall: (1) promptly discontinue all services affected on the termination date (unless the notice directs otherwise); and (2) promptly deliver all data, reports, estimates, summaries, and such other information and materials as may have been accumulated by CONTRACTOR in performing the Agreement to SBCCOG, whether completed or in progress. CONTRACTOR shall be entitled to reasonable compensation for the services it performs up to the date of termination.

2. **Services to be Provided.** The services to be provided hereunder shall be those set forth in Exhibit “A,” Scope of Work, which is attached hereto and incorporated herein by this reference. CONTRACTOR will prepare the annual Scope of Work, which with recommendations from the Steering Committee will be subject to approval by the SBCCOG.
3. **Compensation.** CONTRACTOR shall be compensated as follows:

3.1 **Amount.** Compensation under this Agreement shall not exceed $420,000 for the general operations of the SBCCOG for the first year of the Term with an annual review by the Board of Directors during the budget deliberations. Compensation in the subsequent two years may be adjusted following an annual performance evaluation to be completed every year before April 15th.

3.2 **Payment.** For work under this Agreement, payment shall be made per monthly invoice. For extra work not a part of this Agreement, written authorization by SBCCOG will be required.

3.3 **Expenses.** Standard office supplies are included in the compensation. Budgeted costs for copying, additional supplies and equipment, mailings, meals, parking, and conferences will be paid upon presentation of receipts. Extraordinary expenses must be pre-approved.

4. **Professional Standards.** CONTRACTOR shall maintain or exceed the level of competency presently maintained by other similar practitioners in the State of California, for professional and technical soundness, accuracy and adequacy of all work, advice, and materials furnished under this Agreement.

5. **Time of Performance.** CONTRACTOR shall complete all services required hereunder as set forth in Exhibit A under the general direction of the SBCCOG Steering Committee.

6. **Employees and Subcontractors.** CONTRACTOR may, at its sole cost and expense, employ or subcontract with such other person or entity as may, in the opinion of CONTRACTOR, be needed to comply with the terms of this Agreement, if such persons or entities possess the necessary qualifications to perform such services. CONTRACTOR shall notify SBCCOG in writing of any such arrangements within ten (10) days of securing such services.

7. **Insurance Requirements.**

7.1 **Commencement of Work.** CONTRACTOR shall not commence work under this Agreement until it has obtained SBCCOG approved insurance. Before beginning work hereunder, during the entire period of this Agreement, for any extensions hereto, and for periods after the end of this Agreement as indicated below, CONTRACTOR must have and maintain in place all of the insurance coverages required in this Section 7. CONTRACTOR insurance shall comply with all items specified by this Agreement. CONTRACTOR’S subcontractors and employees shall be covered by the insurance coverages of this Section 7; otherwise, insurance coverage provided by subcontractors and employees shall be determined on a case-by-case basis in consultation with SBCCOG General Counsel.

Insurers authorized to do business in the State of California shall issue all insurance
policies used to satisfy the requirements imposed hereunder. Insurers shall have a current A.M. Best’s rating of not less than A-:VII unless otherwise approved by SBCCOG.

7.2 Coverages, Limits and Policy Requirements.

CONTRACTOR shall maintain the types of coverages typical of a small business to include but not be limited to property insurance, liability insurance, and automobile insurance to apply to the SBCCOG and SBESC business location and employees. Policy limits of such insurance coverage are subject to SBCCOG approval.

The insurer shall agree to provide the SBCCOG with thirty (30) days prior written notice of any cancellation, non-renewal or material change in coverage.

In the event that during the term of this agreement, CONTRACTOR hires employees, Worker’s Compensation Insurance must be obtained. The policy shall meet all statutory benefit requirements of the Labor Code, or other applicable law, of the State of California. The minimum coverage limits for said insurance shall be approved by SBCCOG. The policy shall contain or be endorsed to include a waiver of subrogation in favor of SBCCOG.

7.3 Additional Requirements. The procuring of such required policies of insurance shall not be construed to limit CONTRACTOR liability hereunder nor to fulfill the indemnification provisions and requirements of this Agreement. There shall be no recourse against SBCCOG for payment of premiums or other amounts with respect thereto. SBCCOG shall notify CONTRACTOR in writing of changes in the insurance requirements. If CONTRACTOR does not deposit copies of acceptable insurance policies with SBCCOG incorporating such changes within sixty (60) days of receipt of such notice CONTRACTOR shall be deemed in default hereunder.

Any deductibles or self-insured retentions must be declared to and approved by SBCCOG. Any deductible exceeding an amount acceptable to SBCCOG shall be subject to the following changes: either the insurer shall eliminate or reduce such deductibles or self-insured retentions with respect to SBCCOG and its officials, employees and agents (with additional premium, if any, to be paid by CONTRACTOR; or CONTRACTOR shall provide satisfactory financial guarantee for payment of losses and related investigations, claim administration and defense expenses.

7.4 Verification of Compliance. CONTRACTOR shall furnish SBCCOG with original endorsements effecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by the insurer to bind coverage on its behalf. All endorsements are to be received and approved by SBCCOG before work commences. Not less than fifteen (15) days prior to the expiration date of any policy of insurance required by this Agreement, CONTRACTOR shall deliver to SBCCOG a binder or certificate of insurance with respect to each renewal policy, bearing a notation evidencing payment of the premium therefore, or accompanied by other proof of payment satisfactory to SBCCOG.

8. Non-Liability of Officials and Employees of the SBCCOG and Member Cities. No official or employee of SBCCOG nor member cities shall be personally or
9. **Non-Discrimination.** CONTRACTOR covenants there shall be no discrimination based upon race, color, creed, religion, sex, sexual orientation, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.

10. **Independent Contractor.** It is agreed that CONTRACTOR shall act and be an independent contractor and not an agent or employee of SBCCOG, and shall obtain no rights to any benefits. Consultant agrees to pay all required taxes on amounts paid to Consultant under this Agreement, and to indemnify and hold SBCCOG harmless from any and all taxes, assessments, penalties, and interest asserted against SBCCOG by reason of the independent contractor relationship created by this Agreement.

11. **Compliance with Law.** CONTRACTOR shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government.

12. **Ownership of Work Product.** All documents or other information created, developed or received by CONTRACTOR shall, for purposes of copyright law, be deemed works made for hire for SBCCOG by CONTRACTOR as SBCCOG’s employee(s) for hire and shall be the sole property of SBCCOG. CONTRACTOR shall provide SBCCOG with electronic copies of these items upon demand and in any event, upon termination or expiration of the term of this Agreement.

13. **Conflict of Interest and Reporting.** CONTRACTOR shall at all times avoid conflict of interest or appearance of conflict of interest in performance of this Agreement. CONTRACTOR is a “consultant” for the purposes of the California Political Reform Act because CONTRACTOR’s duties would require CONSULTANT’s principal to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18701(a)(2) or otherwise serves in a staff capacity for which disclosure would otherwise be required were CONTRACTOR employed by the SBCCOG. CONTRACTOR hereby acknowledges its assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the SBCCOG’s Conflict of Interest Code and agrees to comply with those obligations at its expense.

14. **Notices.** All notices shall be personally delivered or mailed to the below listed addresses. These addresses shall be used for delivery of service of process.

14.1. Business address of CONTRACTOR is as follows:
   5033 Rockvalley Road
   Rancho Palos Verdes, California 90275

14.2. Address of SBCCOG is as follows:
   Chair
   South Bay Cities Council of Governments
   20285 S. Western Avenue, Suite 100
15. **Licenses, Permits, and Fees.** CONTRACTOR shall obtain all permits, and licenses as may be required by this Agreement.

16. **Time of Essence.** Time is of the essence in the performance of this Agreement.

17. **Limitations Upon Assignment.** Neither this Agreement or any portion thereof shall be assigned by CONTRACTOR without prior written consent of SBCCOG.

18. **Key Person.** During the term of this Agreement, CONTRACTOR shall provide the services of Jacki Bacharach to perform as Executive Director of SBCCOG. Changes to this key person shall require the written approval of SBCCOG.

19. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement.

20. **Indemnification.** CONTRACTOR agrees to indemnify, defend, and hold harmless SBCCOG and its directors, officers, agents, attorneys and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees and expert fees arising out of, or in any way connected with performance of the Agreement by CONTRACTOR, CONTRACTOR’S agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR, except for liability arising from the negligent or wrongful conduct of SBCCOG. This indemnity shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONTRACTOR.
21. **Modification.** This Agreement constitutes the entire agreement between the parties and supersedes any other agreements, oral or written. No promises other than those included in this Agreement shall be valid. This Agreement may be modified only by a written agreement executed by SBCCOG and CONTRACTOR.

22. **California Law.** This Agreement shall be construed in accordance with the laws of the State of California. Any action commenced about this Agreement shall be filed in the appropriate branch of the Los Angeles County Superior Court.

23. **Interpretation.** This Agreement shall be interpreted as though prepared by both parties. Any issue with respect to the interpretation or construction of this Agreement is to be resolved without resorting to the presumption that ambiguities should be construed against the drafter.

24. **Preservation of Agreement.** Should any provision of this Agreement be found invalid or unenforceable, the decision shall affect only the provision interpreted, and all remaining provisions shall remain enforceable provided that the essential purposes of the Agreement are not thereby frustrated.

25. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this Agreement acknowledges that no representations, by any party which are not embodied herein and that no other agreement, statement or promise not contained in this Agreement shall be valid and binding. Any modification of this Agreement will be effective only if it is in writing signed by the parties.

26. **Attorneys’ Fees.** In the event that legal action is necessary to enforce the provisions of the Agreement, or to declare the rights of the parties hereunder, the parties agree that the prevailing party in the legal action shall be entitled to recover reasonable attorneys’ fees and court costs from the opposing party.

**IN WITNESS THEREOF,** the parties hereto have executed this Agreement on the day and year first shown above.

Jacki Bacharach & Associates

By _____________________

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

By: _____________________

Chair
ATTEST:

_____________________________________

Secretary

APPROVED AS TO FORM:

_____________________________________

SBCCOG Attorney
Exhibit “A” - Scope of Work

ADVOCACY

1. **Provide focus and facilitate communication on issues of mutual benefit to member cities of the SBCCOG;**

   A. **Legislative Interaction** - In coordination with the L.A. Division of the League of California Cities, monitor legislation that would impact the South Bay and work closely with Legislative staff representatives at the State and County levels to assure communication of the COG’s position on issues affecting the South Bay. Coordinate periodic meetings with Legislators or their staff member representatives to maintain positive relations and open communications. Provide monthly updates on the status of identified legislation.

   B. **Tracking Regional issues** – Review and comment on SCAG Regional Transportation Plan and Regional Housing Needs Assessment, AQMD’s Air Quality Management Plan, Metro’s Long Range Transportation Plan, and other documents that have significance to the South Bay sub-region. On behalf of the SBCCOG, coordinate sub regional input on regional documents.

2. **Organize and provide lobbying assistance to SBCCOG;**

   A. **Legislative Advocacy** – For specific issues identified by the Steering Committee as important to elected officials and City Managers, work closely with the League of California Cities, the L.A. Division of the League and other organizations deemed appropriate by the Steering Committee to take positions and advocate on legislation that affects South Bay cities.

   B. **SBCCOG Sponsored Legislation** - Coordinate a coalition effort to secure passage of any legislation the Board may wish to sponsor.

   C. **Calls to Action** - Be prepared to communicate to the Steering Committee and City Managers as new issues arise.

3. **Act as principal Liaison to other regional, state, and federal agencies as necessary to effectively provide input on SBCCOG’s behalf;**

   A. **Agency Liaison** – Promote partnerships with other agencies including Metro, SCAG, Caltrans, AQMD, South Bay Association of Chambers of Commerce, other COGs, League of California Cities, individual Chambers of Commerce, etc., on subject matters, projects and issues agreed upon by the Steering Committee. In addition, work with elected officials and City Managers to coordinate the sub region’s input to regional agencies helping to reduce the need for city staff attendance at agency meetings and resulting in employee timesaving.

   B. **Coordination** – Provide information from other agencies to SBCCOG members in a timely, accurate and understandable manner.

   C. **Attendance** - Participate and/or serve on committees as needed to communicate the position of the SBCCOG.

   D. **Agency candidate recommendation** - following existing policy, conduct a process for evaluation of candidates and recommendation to those agencies seeking representation by the SBCCOG.

PROGRAMS AND PROJECTS

4. **Develop and provide ideas for funded programs;**

   A. **Work Program** - Develop and bring forward ideas to the City Managers, Steering Committee and Board to propose for funding. Once projects are funded, oversee the consultant selection process if required, develop agreements and recommendations for approval by the Board and then manage consultant/SBCCOG employee work.

   B. **Coordination** - Provide for attendance at SCAG meetings when necessary to give input on policy issues and for sub-regional coordination. Participate in meetings of regional agencies as needed to ensure that their requirements are not onerous to South Bay cities.
5. **Ensure distribution of information to member cities and facilitate program development;**

   A. **Program development** - On an annual basis, work with the Board, Steering Committee and City Manager’s group to identify and recommend to the Board, annual goals and collective areas of need for member cities. Recommend as appropriate, projects for the sub-region. An assessment of the projects status shall be presented to the Board and City Manager’s group for comment and modification if necessary.

   B. **Project Implementation** – Coordinate through each respective City Manager or their designee, all of the programs and projects including: expenditure of $906 million of Measure R Highway funds and Measure M Multi-Year Subregional Programs, leveraging transportation funding sources, climate action planning and responses to state requirements. Additionally, oversee the funding from the county and progress for Homeless Services as well as special grants that are obtained from time to time. Report project progress monthly or as determined to the Steering Committee.

C. **Communication** – Use a range of communication media including e-mails, web sites (both for SBCCOG & SBESC), quarterly newsletter, General Assembly, and regular committee and staff working group meetings. Maintain and update the information on the SBCCOG & SBESC web sites. Work to improve productivity of social networking media and interactive displays for the identified communication channels. Evaluate effectiveness and recommend any improvements annually.

D. **General Assembly** – Plan and produce an annual event with the objective of identifying relevant issues affecting the South Bay and of interest to the member cities and creating a program with knowledgeable speakers addressing these issues.

E. **Meetings** – Prepare and distribute/post: agendas, staff reports, public notices, announcements and maintain minutes for meetings as requested by the Steering Committee and required by the Brown Act and Records Retention Schedule.

**GRANT WORK**

6. **Present potential new beneficial activity and seek grant funding for additional projects that support SBCCOG goals/member cities’ needs;**

   A. **Grants** – The CONTRACTOR will work with SBCCOG on the need for core funding to monitor regional and statewide organizations to enable us to provide input to their policies and identify funding opportunities for programs that aid our cities. The CONTRACTOR will communicate and coordinate with elected officials and City Managers of cities that may be eligible to reach out beyond their borders to tap into funding opportunities. Work to research grant opportunities and pursue them when they can add value to the services and programs of the South Bay cities without adding unnecessary time and cost. Inform the Board periodically on the status and benefits of the selected pursuits. Prepare timely letters of support for cities with projects of regional benefit.

   B. **New Project Scopes of Work** – With the concurrence of the Steering Committee, prepare each project description for grant funding that addresses issues of importance to the South Bay sub-region. Input will be solicited from members.

   C. **Studies** - Conduct studies as funding becomes available or seek funding for studies to support further understanding of issues of concern to the South Bay.

   D. **Energy Efficiency** – Consistent with the annual goals development, seek funding to expand the South Bay Environmental Services Center and programs that will provide efficiencies to South Bay cities and other public agencies.

7. **Supervise SBCCOG employees who will be working on grants from Southern California Edison, the Gas Company, West Basin Municipal Water District, Torrance Water, L.A. County Sanitation District, Metro, California Energy Commission and prepare and administer all future grants obtained for the SBCCOG;**

   A. **Administration** – Oversee and manage the staff hired by SBCCOG to operate the South Bay Environmental Service Center (SBESC) office. Assure full time, on-site supervision of employees and management of the SBESC operations.

   B. **Outreach and Education** – Facilitate and promote highly informative training programs for residents and public agencies on a quarterly basis. The programs can include specialized courses for businesses.

   C. **Water Partnership** – Work with the Water District in the South Bay to expand water saving services and
programs. Assure that SBESC staff will continue to work with utility partners on new programs and rebate opportunities.

D. **Coordination** – Coordinate action on issues of concern to the sub-region with the utilities such as reliability. Facilitate tours.

E. **EE+** - Propose and recommend “out of the box” programs to the Board that will benefit our cities, school districts and other public agencies that will enable them to jointly procure energy efficient equipment at reduced prices and reduced staff time.

F. **Additional Programs & Projects** - With the concurrence of the Steering Committee, research and apply, when appropriate, for funding to enhance the programs of the SBESC.

**ADMINISTRATION**

8. **Encourage/enhance outreach efforts to member cities as well as South Bay Community regarding activities, efforts of SBCCOG and issues impacting sub region;**

   A. **New Member Orientation** – As a regional organization, it is vital that each newly elected official and City Manager be informed of the benefits, capabilities and resources of the SBCCOG. A “New Member Welcome Packet” of materials describing the benefits, capabilities and resources will be prepared and distributed through the city with an SBCCOG orientation session to include the new member, Executive Director and City Manager as desired. Schedule as needed a periodic orientation for all Council Members on regional governance.

   B. **Media** – Ensure prompt response to media information requests that are in the SBCCOG purview including referring them to the appropriate city. Ensure that the Chair and Steering Committee are informed when media contacts are received.

   **Communication Channels:**
   - **SBCCOG Web Site** – Maintain the web site to ensure that the information is current and accessible in a user-friendly manner and resources added and updated.
   - **South Bay Watch** - Ensure that the SBCCOG Bay Watch is a professional looking easy to read newsletter that shares city stories and keeps the cities and community up to date on SBCCOG and SBESC programs.
   - **SBESC Web Site** – Provide the same oversight and attention to the e-newsletter, web site and publications of the South Bay Environmental Services Center.
   - **Social Networking** – Ensure that the SBCCOG and SBESC are using latest communication strategies effectively and productively

9. **Oversee/coordinate activities of all SBCCOG committees/working groups;**

   A. **Committees & Working Groups** – Provide administrative staff support and advice to Committee and Working Group chairs to create agendas that are meaningful to participants, publicize meetings and activities, coordinate speakers, obtain meeting locations, prepare handouts, and draft minutes. Offer regional agency representatives the opportunity at these forums to inform city representatives of their programs where pertinent.

   B. **City Managers’ Association** – Prepare a written monthly report for City Managers of SBCCOG programs and projects for distribution prior to the monthly meeting. Attend meetings, and take minutes. Be prepared to discuss major items of importance and report on outstanding actions.

10. **Develop an up-to-date comprehensive organized tracking system for all work projects and income and expenditures of SBCCOG;**

   A. **Finance** – Following existing policies for the handling of SBCCOG revenue and expenses, working with the bookkeeper, prepare a report for monthly review and approval by the Steering Committee. Subsequent to each annual audit, review existing policies as well as any potential improvements or recommendations resulting from the audit for approval by the Steering Committee. Ensure that all invoices are reviewed by the Steering Committee before payment. If an invoice must be paid in advance of the Steering Committee meeting and under the Executive Director’s authority, ensure that it is reported to the Steering Committee. Oversee the preparation of the quarterly financial reports and the annual budget. Ensure that bills are promptly paid and an audit is done annually.
B. **Annual Budget** - Prepare a budget of revenue and expenditures that aligns with the fiscal year and report quarterly on status. Involve all stakeholders in the development of the budget. Present the budget to the Steering Committee for initial review and to the Board for approval. Obtain approval for any adjustments from the Board.

C. **Budget Updates** - Provide budget adjustments of modifications to the Steering Committee for review. Present the revised budget to the Board for approval.

D. **Record Keeping** - Maintain all records in accordance with the SBCCOG records retention ordinance.

E. **FPPC Reporting** – Collect and file annual Form 700 FPPC forms for all Board members and alternates as well as keeping current required filings throughout the year.

F. **Correspondence** - Prepare letters that are timely and express the SBCCOG position on issues, legislation, regional plans, thank you notes for speakers and sponsors and for newly elected or re-elected officials in the South Bay as well as certificates of appreciation and other documents as required.

G. **Project Tracking** – Provide timely, professional and thorough tracking of SBCCOG projects and funding. Quarterly updates shall be provided to the Steering Committee to include status, schedule and cost variance to planned expenditure. Ensure that all grant fund reporting is completed in a timely and accurate manner.

11. **Supervise/manage all administrative/clerical support functions in support of COG projects/goals and objectives;**

A. **Meetings** – Prepare agendas for all Board meetings and distribute them one week in advance of the meetings with proper legal notice, as required. A master calendar will be maintained and posted on the SBCCOG web site.

B. **Mailing lists and membership/contact lists** – Maintain current Board rosters. After each election, update City Council composition and legislative representatives as well as the Council officers.

C. **Training** – Bring informative training programs to both elected officials and staff that enhance their ability to perform in their position.

12. **Develop a Succession Plan;**

A. **Growth and evolving responsibilities** - The SBCCOG continues to grow with unique roles in regional transportation, environmental outreach and education, and engaging legislative representatives and their staff members on issues that affect the South Bay. The SBCCOG also serves as a representative for numerous organizations affecting quality of life in the South Bay to include SCAG, the Santa Monica Bay Restoration Commission, League of California Cities and the MTA Service Council.

B. **Strategic Plan** - In recognition of this growth and the importance of serving the South Bay in the future, present to the Board semi-annual updates of the strategic plan which was created as guidance document for five years and adopted by the Board in January, 2014. Work with the Steering Committee to determine the timing for the next strategic plan.

C. **Succession Planning** – To preserve the institutional knowledge of JB&A and the legacy it has created, JB&A will formulate and maintain a written plan for the grooming of a successor to be selected by the SBCCOG Board and ultimately employ that person as Executive Director of the South Bay Cities Council of Governments. JB&A will receive an annual Contractor Performance Evaluation by the Board. In addition JB&A will prepare the annual Scope of Work for the SBCCOG Board with recommendations by the Steering Committee for approval. Maintain complete and current descriptions of the work scope for each employee and contractor. Identify and develop individuals who can work alongside the Executive Director and be knowledgeable of the policies, procedures and practices necessary to accomplish the goals and objectives of the organization.
South Bay Cities Council of Governments

May 13, 2019

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: SBCCOG Office Space/Relocation Status Update

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
Over the past six months, South Bay Cities Council of Governments (SBCCOG) staff has been working with real estate brokers from Colliers International to identify potential SBCCOG office space locations in anticipation of our current lease ending November 30, 2019. Staff has reviewed over 20 different locations and visited 10 of those. The list was reduced to four sites based on current program levels and needed resources, meeting areas, parking availability, centralized location, and lease price among other factors.

Volunteers for a Board Committee were requested during the March 2019 Steering Committee meeting to assist in narrowing down sites that were initially visited by staff. On April 22nd, the Board Committee, consisting of Board Member Franklin and Vice-Chair Horvath, visited the following sites:

- 222 W. 6th Street, San Pedro (“The Topaz”)
- 19191 S. Vermont Avenue, Torrance (“Pacific Gateway II”)
- 1515 W. 190th Street, Gardena (“South Bay Centre”)
- 1411 W. 190th Street, Gardena (“The 1411”)

After viewing the available spaces that generally meet the SBCCOG’s requirements, the Board Committee narrowed down the options to the following three sites (Exhibit A):

1. Pacific Gateway II  
2. South Bay Centre  
3. The 1411

Based on direction from the SBCCOG Board at their April 25, 2019 meeting, letters of interest have been submitted to the owners of each property as the beginning to more in-depth negotiations. The letters of interest request below market rates for each building in addition to a variety of concessions such as free rent and “turnkey” tenant improvements. Staff is expecting to have responses from the property owners available at the Steering Committee meeting for discussion. Upon receipt of responses, the next steps include working with the Colliers broker and space planners from each of the properties to determine possible office configurations for final lease negotiations.

Site selection must be completed in the next few weeks in order to allow time for lease negotiations and suite buildout. Due to these time constraints, the SBCCOG Board of Directors at its April 2019 meeting, authorized the Steering Committee to select a final site.

RECOMMENDATION
SBCCOG Steering Committee direct staff to conduct negotiations with Colliers broker to secure the best office space to meet current needs and potential program growth and return with a final contract to be approved and executed.
<table>
<thead>
<tr>
<th>Building Name/Address</th>
<th>City</th>
<th>Suite</th>
<th>Sq Ft</th>
<th>Advertised Price/Sq Ft</th>
<th>Advertised Monthly Rent</th>
<th>Initial Offer Price/Sq Ft (for year 1, w/3% annual increase thereafter)</th>
<th>Initial Offer Monthly Rent</th>
<th>Parking</th>
<th>Meeting Room(s)</th>
<th>Comments/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maritz 20285 S. Western Avenue Torrance, CA 90501</td>
<td>Torrance</td>
<td>100</td>
<td>5817</td>
<td>$2.15</td>
<td>$12,506.55</td>
<td>N/A</td>
<td>N/A</td>
<td>Free surface lot parking</td>
<td>Client Theater (Shared Space) Large Conference Room (In-Unit) Medium Conference Room (In-Unit)</td>
<td>Current office space.</td>
</tr>
<tr>
<td>Pacific Gateway II 19191 S. Vermont Ave Torrance, CA 90502 (Vermont Ave/190th St)</td>
<td>Torrance</td>
<td>250</td>
<td>4000</td>
<td>$2.85</td>
<td>$11,400.00</td>
<td>$2.60</td>
<td>$10,400.00</td>
<td>Free surface lot parking</td>
<td>Approx. 1000sf conference room would be built in-suite</td>
<td>Suite 250 is a 17,000sf open space that could be divided into a smaller 4,000sf unit. This site likely offers the greatest flexibility to design to SBCCOG needs due to it being empty. Freeway close: Yes, accessible via I-405 Vermont Ave exit or Torrance Blvd exit off I-110 SCAG equipment: Will be housed in conference room Stoplight Access: No, but is at corner of Vermont/190th with easy access Elevator close: Yes</td>
</tr>
<tr>
<td>South Bay Centre 1515 W. 190th St Gardena, CA 90248 (190th between Western Ave &amp; Harborgate Way)</td>
<td>Gardena</td>
<td>550</td>
<td>3518</td>
<td>$2.45</td>
<td>$8,619.10</td>
<td>$2.30</td>
<td>$8,091.40</td>
<td>Free surface lot parking</td>
<td>Approx. 1000sf conference room would be built in-suite</td>
<td>Possibility for in-suite conference room. Freeway close: Yes, between Normandie and Western Avenue exits on I-405 SCAG equipment: Will be housed in conference room Stoplight Access: No, mid-block between Harborgate Way and Western Ave Elevator close: Yes</td>
</tr>
<tr>
<td>1411 W. 190th St Gardena, CA 90248 (190th between Western Ave &amp; Harborgate Way)</td>
<td>Gardena</td>
<td>600</td>
<td>3922</td>
<td>$2.60</td>
<td>$10,197.20</td>
<td>$2.35</td>
<td>$9,216.70</td>
<td>Free surface lot parking</td>
<td>Approx. 1000sf conference room would be built in-suite</td>
<td>Large area could be built out for a large conference room area that could be partitioned into two smaller meeting rooms as needed. Even with in-suite conference room, there is likely adequate space for sharable offices. Freeway close: Yes, between Normandie and Western Avenue exits on I-405 SCAG equipment: Will be housed in conference room Stoplight Access: Yes, stoplight at Harborgate Way Elevator close: Yes</td>
</tr>
</tbody>
</table>
SBCCOG Board of Directors’ Meeting
Thursday, May 23, 2019 @ 6:00 pm
SBCCOG Office
20285 Western Avenue
Torrance, California 90501

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)
   Britt Huff, 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. April Board Meeting Minutes (attachment) – Approve
   B. Contract Renewal with Water Replenishment District (attachment) – Approve
   C. Contract Extension for Metro Deputy Mike Bohlke (attachment) – Approve
   D. Contract with Jacki Bacharach and Associates for Management Services (attachments) – Approve
   E. Solsmart Sub-Regional Agency Designation (attachments) – Approve
   F. Appointments to Outside Agencies (attachment) – Approve
   G. Status of Legislation of Interest to SBCCOG (attachment) – Approve
      1. Support – AB 1672, AB 1530, AB 659 and SB 400
      2. Oppose – AB 68 and AB 881
H. 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. Face of the Program (6:15 pm)
      1. Wally Siembab

   B. Cannabis Issues for Cities (6:20 pm)
      1. Jonatan Cvetko

VIII. TRANSPORTATION REPORTS
   A. Metro Report by Board member James Butts/Mike Bohlke (6:55 pm)
   B. SBCCOG Transportation Update by Steve Lantz - (7:00 pm)

IX. SBCCOG PROGRAM ACTION ITEMS, REPORTS AND UPDATES (7:10 pm)
   A. Budget for 2019-2020
   B. Nominating Committee report
   C. Senior Services
   D. Homeless Services
   E. Regional Broadband Initiative
   F. Slow Speed/Local Travel Network Project
   G. Office Move
   H. Other

X. AGENCY REPORTS (7:30 pm)
   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 (Milton Herring & Hany Fangary)
   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

XII. UPCOMING SBCCOG COMMITTEE MEETINGS & WORKING GROUPS
    Consult website for specific times and places for other meetings – www.southbaycities.org

XIII. ADJOURNMENT

Next Board meeting - Thursday, June 27, 2019