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 – April 13, 2020 meeting minutes attached
      ■ ACTION: Approve
   
   B. Amendment to Agreement with Agnes Walker
      ■ Attached is a no cost, time extension amendment
      ■ ACTION: Approve
   
   C. Amendment to County Contract re: Sanitation Stations for the Homeless
      ■ Amendment attached
      ■ ACTION: Approve
   
   D. South Bay Environmental Services Center Activities Report – attached

   E. Transportation Monthly Report - attached

   F. City Attendance at SBCCOG meetings
      ■ Matrix attached
VI. ACTION ITEMS

G. Metro Service Council appointments – 12:10 pm
- 12 applicants have applied for 4 seats. They have been invited for a zoom interview on Friday, May 8. The interview panel is Christian Horvath, Drew Boyles, John Cruikshank, Kenny Kao and Justin Massey. Their recommendations for appointments will be provided at the meeting.
- ACTION: Review interview panel’s recommendations and make recommendation to Board

H. Telework Workshops – 12:20 pm
- While meeting with the Community Development Directors, they acknowledged being unprepared to suddenly have to manage their staff members working at home. While they’ve picked up some techniques on the fly, they expressed an interest in the SBCCOG arranging formal training in managing telework.
- Wally has been in contact with an expert on this subject (Elham Shirazi) and is working out the curriculum.
- One option is for the trainings to be open to all cities and departments.
- Ms. Shirazi’s published costs per seminar is $1400. We have not decided on a number or cost but the Community Development Directors were interested in having these workshops as soon as possible.
- ACTION: SBCCOG staff is requesting authorization to spend up to $5000 to provide these trainings as soon as curriculum and costs have been worked out as a service to our members.

I. West Basin Municipal Water District Scope of Work for FY20-21 – 12:30 pm
- To be sent separately
- ACTION: Review and provide direction

J. General Assembly Sponsorships – 12:35 pm
- Memo attached
- ACTION: Provide 2020 sponsors with alternate benefits throughout 2020

K. Legislative Issues – 12:45 pm
- Legislative Matrix – attached
- ACTION: Updated status at the meeting. Possible action.

L. Board Meeting agenda development – 12:50 pm
- May – Nomination of Officers and Presentation of the Budget – draft attached
- June – Election of Officers and Adoption of the Budget
- July – LTN project final
- ACTION: Recommend programs of interest for Board presentations

M. Financial Reserve Policy – 12:55 pm
- Memo and policy attached
- ACTION: Recommend Board approval

N. Budget – 1:05 pm
- To be sent separately
- ACTION: Review and provide direction

O. Approval of Invoices – available at the meeting – 1:15 pm
- ACTION: Approve invoices for payment

VII. INFORMATION ITEMS

P. South Bay Fiber Network – 1:20 pm
- Status of Fiber sign-ups
  a. PV Transit is joining
b. SBCCOG will be responsible for $35,000 monthly cost starting in July based on commitments that cities made so they need to sign their agreements with RACE so that the SBCCOG has the funds to pay.

- Construction schedule update
- c. June – Work Order #3
- **ACTION:** Thank you event – celebration & recognition – possibly June/July

Q. Update on Homeless Program and Innovation Project Funding – **1:25 pm**

- Hygiene funding opportunities – we are in the process of notifying cities of the additional uses for this funding:
  - portable hand washing stations (Hawthorne and Torrance have deployed stations)
  - portable toilets
  - portable showers
  - staff time associated with stocking, staffing, and/or cleaning public restroom/shower facilities in order to expand available hours
  - incentives for private businesses to allow persons experiencing homelessness to use their facilities in accordance with public health guidelines
  - NEW***purchase of toilet paper, paper towels, soap and hand sanitizer that complies with CDC’s recommended percentage of alcohol content (60%+) for purposes of expanding available of hours of public restroom/shower facilities
  - NEW***hygiene kits to include: soap, washcloth, no rinse bathing sheets, hand sanitizer, mask

- Homeless Services Task Force meeting is on Wednesday, May 6th from 3-5pm via Zoom.

R. Update on Senior Services – **1:30 pm**

- The next meeting is scheduled for Tuesday, May 26th from 9:30-11:30am via Zoom. The invited speaker will give an update on the statewide Master Plan on Aging.
- As we get more information from the cities, we are updating the "Senior" spreadsheet that identifies what is being provided for their seniors during the COVID-19 pandemic.

S. Office Update on hold until May 15, 2020 – **1:35 pm**

- SBCCOG staff still telecommuting until at least May 15, 2020. Looking into possible staggered schedules

**VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES**

- Other updates since agenda distribution – **1:40 pm**

**NEXT STEERING COMMITTEE MEETING** – Monday, June 8, 2020 @ 12:00 pm @ SBCCOG office
South Bay Cities Council of Governments

Steering Committee
Minutes
April 13, 2020

Attending: Christian Horvath (Chair, Redondo Beach), Olivia Valentine (1st Vice Chair, Hawthorne), Drew Boyles (2nd Vice Chair, El Segundo), Hildy Stern (Manhattan Beach), Cedric Hicks (Carson), Britt Huff (Rolling Hills Estates), Pat Furey (Torrance), Stacey Armato (Hermosa Beach), John Cruikshank (Rancho Palos Verdes), Ralph Franklin and Jim Butts - left about 1 pm (Inglewood), Jennifer LaMarque (Supervisor Hahn’s office), Carol Kwan (West Basin Municipal Water District), Joselyn Oliver-Olivas (Hahn’s office) Julie Tran (South Bay Association of Realtors), Mike Bohlke, Craig Hochjima & Mark Dierking (Metro), Don Szerlip (Metro Service Council), Lisa Trifiletti, Steve Tackamoto (Redondo Beach), Jacki Bacharach, Kim Fuentes, David Leger, Natalie Champion, Steve Lantz, Wally, Siembab (SBCCOG)

I. INTRODUCTIONS

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

III. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA - ADD LEASE AMENDMENT MOVE TO AFTER ITEM L. – CRUIKSHANK/VALENTINE – APPROVED, UNANIMOUS

IV. PUBLIC COMMENT

V. CONSENT CALENDAR – action items noted, remainder are receive & file - 12:05 pm - HICKS/HUFF - APPROVED
   A. Steering Committee – March 9, 2020 meeting minutes attached
      ■ ACTION: ApproveD

   B. Audit Services
      ■ Memo attached
      ■ ACTION: RecommendED that the Board approval a contract with The Pun Group for 3 years at a cost of $6000/year with two additional years as options (Year 4 - $6120; Year 5 - $6242)

   C. Office Move Update
      ■ Memo attached
      ■ Thank yous to Buscaino, Redondo Beach and Torrance for working with us through ‘limbo’ period being prepared

   D. Appointments to Outside Agencies
      ■ Memo attached

   E. Nominating Committee
      ■ Members need to be selected by chair for May Board meeting nominations

   F. South Bay Environmental Services Center Activities Report – attached

   G. Transportation Monthly Report - attached

   H. City Attendance at SBCCOG meetings
      ■ Matrix attached
VII. ACTION ITEMS

I. Cost Overruns on Crenshaw/LAX Transit Project – 12:10 pm
   - Memo attached
   - BUTTS – WASHINGTON COMMITTED TO APPROVE CENTINELA FULL FUNDING STRATEGY. AND FULFILL SBCCOG COMMITMENTS THAT WE MADE IN DECEMBER.
   - $90 million minus $33 million from CMAQ leaves $57 million
   - Amount of the Crenshaw line in the South Bay is being negotiated – 59% vs. 31%! Rest in LA City
   - We would use SEP funds – ca. less than $20 million would be our share of the $57 million
   - May to Metro Board – costs of Centinela Grade Separation – make shovel ready for any infrastructure stimulus packages
   - Our assumption is $130 million that we have - $ca. 20 Million for overruns and rest for Centinela Grade Separation
   - Letter being prepared by Metro staff for their Board meeting and ours to codify this agreement. We want them to add that our share of the overruns is contingent on all of the other funding partners adding theirs. We just learned that LA City doesn't want to use their SEP funds and thinks that's an inappropriate use of these funds.
   - ACTION: APPROVED MOVING FORWARD WITH DECISION PENDING LETTER FROM METRO CODIFYING THIS AGREEMENT – VALENTINE/HUFF

J. Metro Next Gen Service Changes Comments – 12:20 pm
   - Memo attached
   - ONLY 25% OF THEIR SERVICE CAN CHANGE WITHOUT A PUBLIC HEARING. WE THINK THAT THEY SHOULD START NOW
   - ACTION: RecommendED Board send letter to Metro to reflect recommendations in the attached memo FRANKLIN/HICKS

K. Metro Service Council appointments - 12:30 pm
   - 9 applicants for 4 seats + 1 late nomination
   - Summary memo and memo of nominations and bios and a letter of recommendation attached
   - RALPH CONCERNED ABOUT DURAN BECAUSE HE WAS LATE AND WAS REMINDED SEVERAL TIMES. RALPH NOT RE-APPLYING.
   - HAVE HAD LAWA PERSON, NOT REQUIRED BUT ENCOURAGED
   - HOW TO DO THIS? ASK INDIVIDUALS TO LEAVE ROOM IS PROBLEM
   - INGLEWOOD BUTTS – MORALES OR PADILLA WOULD BE INTERESTED
   - RALPH – IF WE EXTEND THE TIME, THEN CONSIDER DURAN TOO
   - VALENTINE – ALLOW LATE SUBMITTALS. MAYBE EVEN ADD ANOTHER DEADLINE UNTIL NEXT MONTH – FRANKLIN AGREES
   - HORVATH – EXTEND NOMINATION PERIOD UNTIL APRIL 23 – FRANKLIN/HICKS
   - ACTION: THIS ITEM CONTINUED UNTIL MAY AND CHRISTIAN WILL DECIDE RE: INVITING APPLICANTS TO STEERING COMMITTEE? OR SUBCOMMITTEE FOR INTERVIEWS

L. South Bay Fiber Network – 12:40 pm
   - Status of Fiber sign-ups
     - SBCCOG will be responsible for $35,000 monthly cost starting in July based on commitments that cities made so they need to sign their agreements with RACE so that the SBCCOG has the funds to pay.
     - Service Agreements - of 32 sites, 9 are committed with signed Agreements.
       - El Segundo, Hermosa Beach, Rolling Hills, Torrance (x2), SBWIB (x4).
       - WHERE DID IT GO IN RANCHO PALOS VERDES? Sent to Cruikshank 4/14/20
     - Total committed MRC = $10,750. (Current shortfall = $24,250.)
Construction schedule update
  - Permits - Of 162 permits required for work orders #1, #2, 150 had been submitted by March 31; remaining 12 are to have been submitted by coming check point, scheduled on Apr 14.
  - Ring Construction - on target for completion, including both POPs, by June 15. (Equinix Data Center connected.)
  - Site Laterals - of 32 sites in work order #2, 12 are scheduled for completion by May 22; the remaining 20 by June 15.
  - From now through July 1, construction of the network will continue so that by July 1 "all cities will be connected and operational on the SBFN".
  - FYI, El Segundo is about to be connected to the Network this week or early next!
  - Carson Conduit Agreement - still not final, nor presented to Council. – MEETING THIS WEEK – VERY IMPORTANT
    - Failure to secure deal would result in additional $144K NRC increase. Loss of opportunity for economic development in Carson

Metro funding request for $2.5 million from Measure M - MOTION SENT IN SUPPLEMENT
  - Committed to ADF on first two work orders: $4.139 million.

Magellan Funding - almost exhausted. – WILL WANT TO HAVE AN EXTENSION – THEIR HELP HAS BEEN VALUABLE. TO COME TO BOARD MEETING

WESTSIDE COG @ APRIL 16 BOARD MEETING – WILL DISCUSS A SUBREGIONAL COG EFFORT – PROBABLY DIRECTED AT SCAG TO FOLLOW SBCCOG LEAD AND CREATE A REGIONAL PLAN FOR FIBER

Thank you event – celebration & recognition – possibly June/July

ACTION: PROCEED AS REQUIRED

ADD LEASE AGREEMENT – KIM PRESENTED. LOOKING TO CONFIGURE SPACE WITH CUBICLE WALK-IN. MORE STORAGE AND OPEN WORK SPACE NEEDED.

COMPLETELY OUT OF THE SAN PEDRO OFFICE. NO STAFF GOING INTO THE NEW OFFICE UNLESS MACHINES ARE NEEDED. – MOTION TO RECOMMEND LEASE TO BOARD – HICKS/FRANKLIN - APPROVED

M. Coronavirus Issues Update - 12:50 pm

Disinfectant: Donation of 50 gallons (over 300 bottles) of Lysol equivalent from United Cannabis Business Association (UCBA), a state-wide non-profit cannabis association representing legal cannabis retailers throughout the state – TO PATH

Transit: Request from Carson Mayor Robles to support their call for stopping public transit service
  - Letter and memo of South Bay municipal transit operators response attached
  - MAYOR AND CITY COUNCIL DID PRESS CONFERENCE RE: THIS. NO TRANSIT IN CHINA MADE A DIFFERENCE.
  - VALENTINE WOULD SUPPORT STOPPING PUBLIC TRANSIT.
  - HICKS – BUSES ONLY CLEANED IN THE MORNING, NOT THROUGHOUT THE DAY.
  - FRANKLIN – DISAGREES. PUBLIC NEEDS THIS ACCESS AND RELIES HEAVILY ON PUBLIC TRANSIT. WOULD NEED TO PROVIDE AN ALTERNATIVE
  - CRUIKSHANK – AGREES WITH FRANKLIN. PV TRANSIT DOWN TO 1 BUS AND IT’S VITAL FOR THOSE WHO USE IT. THEY CLEAN BUSES SEVERAL TIMES/DAY. SENIORS RIDE WHO NEED TO GET TO DIALYSIS.
FUREY – AGREES WITH FRANKLIN. TORRANCE TRANSIT IS USING GUIDANCE OF DEPT. OF PUBLIC HEALTH. EMPLOYEES OF THEIR 2 HOSPITALS NEED THE BUS SERVICE. WIPE DOWN ALL DAY LONG

HUFF – AGREES WITH FRANKLIN. WITH RIDERSHIP DOWN, MORE OPPORTUNITY FOR SOCIAL DISTANCING. HARDSHIP FOR THOSE WHO NEED IT TO ELIMINATE IT

MARK FROM METRO – DOING EVERYTHING IN THEIR POWER NEED TO PROVIDE ESSENTIAL SERVICE FOR ESSENTIAL EMPLOYEES. LIFELINE TO THE PUBLIC

STERN – ANYTHING PROVIDED BY BUSES LIKE FACE COVERING AND HAND SANITIZERS ON THE BUSES?

MARK – ALL OPERATORS HAVE FACE MASKS, NOT FOR CUSTOMERS BUT HAND SANITIZERS ARE ON THE BUSES

HORVATH – WHAT WILL COUNTY ASK RE: MASKS? LAMARQUE – NO IDEA WHETHER WE WILL NEED TO WEAR MASKS AT ALL TIMES

HORVATH – SUPPORTING BEACH CITY TRANSIT

BOYLES – SUPPORTING CONTINUING TRANSIT WITH PROPER PRECAUTIONS

ARMATO – SAME

STERN – SAME – UNDERSCORE WITH PROPER PRECAUTIONS

HORVATH – CONSENSUS TO CONTINUE WITH THEIR OWN SERVICES

HICKS/VALENTINE – MOTION TO SUPPORT CITY OF CARSON REDUCING SERVICES AND ALSO PROVIDING ALTERNATIVE SERVICES – SUBSIDIZED BY CITY. FRANKLIN OPPOSED – MOTION CARRIED – STEVE TO WRITE THE LETTER – letter sent to 4/14/20 to Carson

WALLY – CARSON HAS PROVIDED A SAFETY NET FOR PEOPLE THAT ARE TRANSIT Dependent WHEN TRANSIT DOESN’T WORK – LOOK ON CARSON’S WEBSITE

VACATION TIME CAPS? 2 STAFF MEETING THEIR MAX. LIFT CAP UNTIL COUNTY STAY AT HOME ORDER IS ENDED. POTENTIAL LIABILITY – CA. $1400.

CRUIKSHANK – REMOVE CAP AS LONG AS STAY AT HOME ORDER IS IN PLACE. HOW TO PHASE BACK DOWN TO CURRENT CAP LEVEL? IF CURRENT CAP IS 200 HOURS, COULD IT GET PHASED DOWN TO REGULAR CAP IN 3 MONTHS?

KIM – ONCE STAY AT HOME IS LIFTED, MUST USE THAT EXTRA VACATION IN NEXT 3 MONTHS.

ACTION: CRUIKSHANK – MOTION TO REMOVE CAP UNTIL STAY AT HOME IS OVER AND THEN HAVE CAP GO BACK TO CURRENT RANGE AFTER 3 MONTHS – 2ND – HORVATH

FRANKLIN – BASED ON FISCAL YEAR – DOESN’T IT EXPIRE JUNE 30? KIM – NOT ON CALENDAR YEAR – BASED ON THEIR START DATE’

APPROVED

LOOKING AT FURLOUGHING BASED ON WHETHER WE CAN PERFORM OUR CONTRACTS. NO PAY? COVER EMPLOYEE COSTS? EXHAUST VACATION? WILL COME BACK IN MAY IF NEEDED.

SBCCOG staff response to virus

a. Staff continues to telecommute – managing through weekly reporting, timesheets, contract invoicing, phone calls, e-mail, and MicroSoft OneNote (phone stipend has been extended to all staff as they are required to use their cell phone)

b. Meetings conducted internally through MicroSoft Teams, external Zoom
c. Working with Partners to identify ways to conduct work and meet goals with virtual tools
d. Safety information continues to be distributed to staff
e. Contacted legal counsel re: need for any emergency procedures (i.e. paying bills) and he felt that they are unnecessary at this time
N. Legislative Issues – 1:00 pm
- Legislative Matrix – attached
  a. AB 3107 added since packet prepared
- Recommend holding NEV legislation authorized at last meeting to next session
- Support AB 2103 – HUFF/HORVATH – APPROVED. LAMARQUE ABSTAIN.
- Oppose SB 902 (by-right provisions) – VALENTINE/HUFF – LAMARQUE ABSTAINED
- Sacramento Policy Ask paper – attached
  b. START WITH PRINCIPLES: Before virus, single solution density is answer. Now we know that by right is unsustainable and not resilient.
  c. SANCTION NOD
d. BROADBAND, TELEWORK NEED TO BE PART OF HOUSING CONSIDERATIONS
e. FREE UP AFFORDABLE LAND TO BUILD COMPLETE COMMUNITIES
f. UNCERTAIN TIMES – DELAY AND EVALUATE EXISTING BY RIGHT PROGRAMS LIKE ADUs AND OTHER STATES’ EXPERIENCES. DATA SHOULD DRIVE THIS
   i. CARRYING CAPACITY IS IMPORTANT – UNINTENDED CONSEQUENCES. MAKE SOUTH BAY A PILOT TO UPDATE OUR PROGRAMS
   ii. DENSITY NOT GOOD FOR HEALTH – STUDY THIS
   iii. LET THINGS SETTLE DOWN
- ACTION: Review and approve Sacramento Ask paper – NEEDS TO BE CONSISTENT WITH SUSTAINABILITY AND RESILIENCE. NEED TO PROMOTE AND ENCOURAGE LOCAL PLANNING WHICH IS WHERE THIS IS GOING TO WORK. PRUDENT TO STUDY HOW BY RIGHT HAS GONE ELSEWHERE. ARTICLES NOW ON HEALTH PROTECTIONS WITH DENSITY
* VALENTINE – AGREES WITH THE CONCEPT. WORK ON DEVELOPING AN ADVOCATE – SUGGESTING SENDING IT TO OUR LEGISLATIVE DELEGATION AND AGENCIES AND GOVERNOR’S OFFICE. WE DON’T HAVE AN ADVOCATE – COULD ASK RICE TO HELP DISSEMINATE.
* SACRAMENTO LOBBYIST – INGLEWOOD, REDONDO BEACH, CARSON, EL SEGUNDO, TORRANCE - MAYBE CITY LOBBYISTS COULD HELP – 4/14/20 asked city managers for updates to the list we have – last done 5/19
* DREW – RE-USE OF RETAIL – GIVEN THIS ENVIRONMENT WHERE WE WILL SEE RETAIL CLOSING FOR GOOD – EMPHASIZE THIS
* WALLY – CHANGING SOMETHING THAT ISN’T A PROBLEM – SINGLE FAMILY NEIGHBORHOODS AND DEVELOPING COMMERCIAL STRIPS INTO HOUSING
* HUFF – RUN THIS LETTER BY OUR DELEGATION FIRST
* HORVATH – SEND AN EARLY COPY AND ASK FOR THEIR SUPPORT AND FEEDBACK – ESPECIALLY BEFORE THE BOARD MEETING – TO LEND THEIR VOICE TO IT.
* FUREY – TORRANCE AGREES
* MOTION TO SUPPORT TO BOARD AND OUR LEGISLATORS ASKING THEM TO JOIN US IN SUPPORT BEFORE BOARD MEETING – HICKS/HUFF – APPROVED

O. Board Meeting agenda development – 1:10 pm
- April – draft attached
  ■ Sharing city responses to coronavirus
  ■ Work Program for 20-21 to be presented
- May – Nomination of Officers and Budget
ACTION: Recommend programs of interest for Board presentations – NO ZOOM PRESENTATIONS

HUFF – CHAIR OF NOMINATING COMMITTEE – CALL HER

P. General Assembly – 1:15 pm
   - Rescheduling/Postpone until next year
   - Publicizing sponsorships for the remainder of the year – SPECIAL NEWSLETTER EDITION?
   - FRANKLIN – REACH OUT TO SPONSORS RE:CARRYOVER TO NEXT YEAR.
   - KIM – KEEP SPONSORSHIP AND OFFER MORE PUBLICITY
   - HORVATH – NEED PROGRAMMATIC WAY OF MAKING SURE THEY GET BANK FOR THE BUCK – LET’S EXPLORE SOME OPTIONS BEFORE WE PRESENT TO THEM.
   - FRANKLIN – CHANGE UNTIL NEXT MARCH COULD MAKE A DIFFERENCE RE: SPONSORS. DON’T ASK FOR ADDITIONAL FUNDS NEXT YEAR UNLESS WE HAVE A HOOK TO ENTICE THEM
   - BOYLES - ALL DISCRETIONARY SPENDING CUT. HONOR WHAT THEY COMMITTED TO NEXT YEAR. DON’T DOUBLE DOWN ON THESE SPONSORS.
   - ACTION: AGREEMENT TO POSTPONE GA UNTIL NEXT YEAR – HUFF, HICKS, VALENTINE – AGREE – COME BACK TO MAY MEETING RE: HOW TO HANDLE SPONSORS

Q. Budget Preparation – 1:20 pm
   - ACTION: Prepare 20-21 budget with the same dues as last year so that members can be noticed as soon as possible
   - DO BASELINE BUDGET AND PLAN FOR FREQUENT AMENDMENTS
   - HICKS/CRUIKSHANK AND HUFF – KEEP DUES THE SAME AS THIS YEAR
   - FRANKLIN – VALUE OF COG SHOULD BE PROMOTED RE: CITIES AS WE SEND INVOICES.

R. Approval of Invoices – available at the meeting – 1:30 pm
   - Includes cost of scanning documents that was approved by the Executive Director
   - ACTION: ApproveD invoices for payment – CRUIKSHANK/HUFF

VII. INFORMATION ITEMS
S. Telework - 1:40 pm
   - Discussion with city managers re: possible webinars
   - Pending project with county is on hold

T. Update on Homeless Program and Innovation Project Funding - 1:45 pm
   - Project Room Key – Motel/Hotel Program
   - Homesharing on hold

HOMELESS SERVICES -
Project Roomkey has launched -
   - The State and County are collaborating on a project to provide 15,000 motel/hotel rooms in LA County for the most vulnerable of those experiencing homelessness who are unable to self isolate.
   - First priority is given to those 65+ and/or with underlying chronic health conditions (respiratory, immune) who are currently living in congregate housing, such as a shelter.
   - The second priority is for those living on the streets who are 65+ and/or with underlying health conditions.
   - LA County has 13 leasing agents working with motels and hotels throughout the county to execute agreements.
• There are currently 3 in the South Bay: 1 in San Pedro, 1 in Lomita, and 1 in Lawndale. The occupancy agreements are for 3 months.
• The hotels/motels that have executed agreements in SPA 8 are for those people experiencing homelessness in SPA 8.
• Homeless service providers, such as Harbor Interfaith and PATH will be providing case management-related services.
• There has been a request for Disaster Service Workers to assist at the motels/hotels. Cities can potentially recover 75% of the salary from FEMA, with potentially another 18.75% recovered by the state.
• As more motels and hotels execute contracts with the County, the SBCCOG will be informed, and in turn we will reach out to the City Managers.
• FRANKLIN – CONCERNED RE: PROVIDING MOTEL/HOTELS. INGLEWOOD SUBMITTED 10 NAMES THAT MEET THE CONDITIONS. HARBOR INTERFAITH DIDN’T MEET ANY OF THEM. WHEN CITY MADE AN ISSUE, THEY AGREED TO ACCEPT 2. FOLLOW-UP WITH GRACE – asked Grace the specifics of these people and sent Ralph the information on who makes the decisions 4/13/20. Sent further info to Ralph 4/13/20
• STATE NEGOTIATED WITH HOTEL IN TORRANCE BUT DIDN’T WORK

Funding for Hygiene Opportunities -
• Funds being made available to cities through the Councils of Governments to meet the hygiene needs of people experiencing homelessness during the COVID-19 pandemic. City Managers notified – SBCCOG staff identified the top 6 cities in the South Bay and determined available funds based on 2019 homeless count

TO DATE ONLY INGLEWOOD, HAWTHORNE, TORRANCE AND REDONDO BEACH HAVE RESPONDED. CITIES WITH THE MOST HOMELESS ASKED FIRST – NO RESPONSE FROM CARSON AND GARDENA (WITH CITY MANAGER). – LAST TWO CITIES CA. $12,000+ REMAINING – 4/14/20 – Gardena not participating

Payment will be made through an amended contract The SBCCOG has been allocated $46,318 to fund hygiene opportunities, and include the following:
  o Portable hand washing stations
  o Portable toilets
  o Keep city parks/restrooms open for longer periods and pay staff
  o Provide incentives to private businesses to allow use of restrooms (i.e. gas stations with outdoor restrooms)

• Cities are to provide invoices to the SBCCOG for reimbursement; no upfront money available
• We have learned that hand washing stations are in short supply and we are trying to find other alternatives, i.e. No Rinse Bathing Wipes (suggested by Redondo Beach staff)

Next meeting scheduled via zoom for May 6th from 3-5pm

U. Update on Senior Services – 1:50 pm
  ■ Distributing information for Golden Talk is crisis line for seniors 65 years and older - attached
  ■ LA County Workforce Development Aging and Community Services (WDACS) has launched a new program "Critical Delivery Service" - will deliver groceries, household items, and other vital necessities to those who cannot leave their homes due to COVID-19. SBCCOG staff sent out notification of this program to city staff working with older adults.
SBCCOG staff has requested city staff to provide information on any programs being offered through the city for its older residents, i.e. Torrance Cares To Go program.

Next meeting scheduled for May 26th.

HUFF – WAS IN A VIDEO CONFERENCE LAST WEEK AS PART OF SENIOR TASK FORCE FROM HER CITY TO COORDINATE SENIOR RESPONSES. WILL BE PUTTING UP A LIST OF SENIOR CITIZEN RESOURCES TODAY – PENINSULA AND BEYOND SERVICES. KUDOS TO JENNIFER RE: HELPING SENIORS FOR HAHN – FOOD DELIVERY PROGRAMS.

TORRANCE HAS OWN GROCERY DELIVERY PROGRAM.

VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES

- BOYLES – DUES AND RELEVANCE OF OUR ORGANIZATION. HOW TO SHARE BEST PRACTICES RE: HOW CITIES ARE REDUCING EXPENSES AND BEST PRACTICES.
- HORVATH – WANTS TO BE ENGAGED ON BUDGET BEFORE THEY PRESENT IT IN HIS CITY. MAYBE SPECIAL MEETING RE: FRANK DISCUSSION RE: BUDGET. REDONDO BEACH PROBABLY WAS GOING TO CUT SERVICES ANYWAY.
- LAMARQUE – ENCOURAGE PARTICIPATION IN THE WEEKLY BRIEFINGS FOR ELECTEDS. SENDING ME INFO RE: NEW COUNTY LOAN PROGRAM AND I WILL SEND IT OUT. AND GALLERIA TESTING IS OPEN TO ANYONE WITH SYMPTOMS
- CRUIKSHANK – BUDGET DISCUSSION TONIGHT
- BOYLES – THANKS HAHN - ZERO COVID PATIENTS AT DOCKWEILER
- HORVATH – MONTHLY MEETING THURSDAY NIGHT RE: ZOOM – ALLEN ON – HE CAN SEND INVITES IF PEOPLE ARE INTERESTED

NEXT STEERING COMMITTEE MEETING – Monday, May 11, 2020 @ 12:00 pm @ SBCCOG office
AMENDMENT TO SBCCOG INDEPENDENT CONTRACTOR AGREEMENT

This amendment to SBCCOG Independent Contractor Agreement is made as of May 28, 2020 by and between the South Bay Cities Council of Governments, a California joint powers authority (“SBCCOG”) and Agnes Walker (“Contractor”).

RECITALS

A. SBCCOG and Contractor entered into a Contracting Services Agreement as of April 1, 2019 wherein SBCCOG engaged the services of Agnes Walker as an independent contractor to provide budget preparation assistance, audit assistance, and other financial related services to SBCCOG.

B. The Agreement will expire on June 30, 2020 and the parties desire to extend the Term for an additional two (2) years with no increase in total task order funding.

NOW, THEREFORE, in consideration of the foregoing, the parties agree to amend the Agreement as follows: The Agreement is hereby amended by extending the Term to June 30, 2022 unless earlier terminated pursuant to the provisions of the Agreement.

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

IN WITNESS WHEREOF, the parties have executed this agreement to be effected as of the date first written above.

“SBCCOG”
South Bay Cities Council of Governments

By: ____________________________
Christian Horvath (Signature)
SBCCOG Board Chair

Date: ____________________________

Attest: ____________________________
SBCCOG Board Secretary

“Contractor”
Agnes Walker

By: ____________________________
Agnes Walker

Date: ____________________________
AMENDMENT NO. ONE

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

SOUTHBAY CITIES COUNCIL OF GOVERNMENTS

FOR

HOMELESS SERVICES

CONTRACT NO.: AO-20-600
This Amendment No. One ("Amendment") to Contract AO-20-600 ("Contract") is entered into this ______ day of _____________ 2020, by and between the County of Los Angeles (hereafter "COUNTY") and Southbay Cities Council of Governments (hereafter referred to as "CONTRACTOR" or "CONSULTANT"), to provide homeless services.

WHEREAS, on February 11, 2020, the COUNTY entered into a Contract with the CONTRACTOR to provide homeless services to the Chief Executive Office Homeless Initiative Unit; and

WHEREAS, on March 31, 2020, the County Board of Supervisors approved a motion authorizing the Chief Executive Officer (CEO), or her designee, to accept and allocate State COVID-19 Emergency Homelessness Grant funding and authority to amend existing agreements between the County and the Los Angeles Homeless Services Authority (LAHSA) and Councils of Government (COGs) to deliver the new interim housing and hygiene facilities; and

WHEREAS, the COUNTY and CONTRACTOR mutually agree that it is to both of their benefit to modify the Statement of Work to add additional tasks covered by State COVID-19 funding to assist COGs and cities in meeting the hygiene needs of people experiencing homelessness for a three-month period, and to revise the Pricing Schedule to add an additional $46,318 to cover the cost for a maximum of up to $898,170.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and effective upon full execution, it is agreed between the parties that the Contract shall be amended as follows:

1. Section 5.0, Contract Sum, Paragraph 5.1, shall be deleted in its entirety and replaced as follows:

   5.0 CONTRACT SUM

   5.1 The Maximum Amount of this Contract shall be $898,170 for the term of this Contract as set forth Paragraph 4.0 - Term of Contract, above. Any costs incurred to complete this project in excess of the maximum not-to-exceed cost will be borne by the CONTRACTOR.

2. EXHIBIT A, Statement of Work, is deleted in its entirety and replaced with Exhibit A1, Statement of Work, attached hereto.

3. Any and all remaining references to Exhibit A, Statement of Work in the Contract, its Table of Contents, any Amendment and Exhibits shall now be references to Exhibit A1, Statement of Work.
4. **EXHIBIT B, Pricing Schedule**, is deleted in its entirety and replaced with **Exhibit B1, Pricing Schedule**, attached hereto.

5. Any and all remaining references to Exhibit B, Pricing Schedule in the Contract, its Table of Contents, any Amendment and Exhibits shall now be references to Exhibit B1, Pricing Schedule.

All other Contract terms remain in full force and effect.

///

///
IN WITNESS THEREOF, COUNTY has caused this Amendment No. One, to Contract No AO-20-600, to be executed by the Chief Executive Officer. CONTRACTOR has caused this Amendment No. One to be executed by its duly authorized representative.

COUNTY OF LOS ANGELES

By_________________________________________  Date________________________________________
SACHI A. HAMAI  
Chief Executive Officer

APPROVED AS TO FORM:  
BY COUNTY COUNSEL

MARY C. WICKHAM

By_________________________________________  4/27/2020
KATHERINE M. BOWSER  
Principal Deputy County Counsel

SOUTHBAY CITIES COUNCIL OF GOVERNMENTS

By_________________________________________
Christian Horvath  
SBCCOG Board Chair
STATEMENT OF WORK
South Bay Cities Council of Governments
Regional Homelessness Coordination Services

This Scope of Work (SOW) is in three parts. The first details the regional homelessness coordination services that the South Bay Cities Council of Governments (SBCCOG) will conduct in support of the Los Angeles County Homeless Initiative (HI) (as described below in Task 1 and operational costs for Tasks 2 and 3). The total amount for this part is up to $112,167.

The second part is for the Innovation Funds. On November 12, 2019, the Board unanimously approved the framework described in the October 28, 2019 LA County Chief Executive Office – Homeless Initiative (CEO-HI) Board Memo and allocated $6 million in Measure H funds to be routed through Council of Governments (COGs) to enable cities to support activities that align with the approved Homeless Initiative Action Plan to Prevent and Combat Homelessness. In addition, the Board authorized the CEO-HI to execute and/or amend COG contracts to implement the Innovation Framework. The SBCCOG will receive $739,685 in Innovation Funds.

The third part is in response to the Novel Coronavirus (COVID-19) Pandemic. On March 31, 2020, the Board approved a motion delegating certain authorities to the Chief Executive Officer (CEO) during declared states of emergency as related to the Novel COVID-19. On March 31, 2020, the CEO approved CEO-HI's request to accept State COVID-19 Emergency Homelessness Grant funding allocated to the County and to have delegated authority to amend existing agreements between the County and COGs to allocate the State funding to assist COGs and cities in meeting the hygiene needs of people experiencing homelessness (PEH). The SBCCOG will receive $46,318 for a three-month period, starting upon execution date of Amendment One to this contract.

The maximum contract amount is not to exceed $898,170.

Section I. Program Overview

This program will continue the partnership between the County of Los Angeles and SBCCOG. SBCCOG will continue to provide regional coordination services among South Bay cities, homeless services providers, and community stakeholders relative to the implementation of the HI and the delivery of homeless services within the South Bay subregion.

SBCCOG includes the unincorporated South Bay areas of Los Angeles County and the cities of: Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, Torrance, and Los Angeles 15th Council District communities of San Pedro, Harbor City, Harbor Gateway, and Wilmington. The SBCCOG Board of Directors is comprised of elected officials from each of the SBCCOG’s member cities and County Districts 2 and 4 and serves as the primary governing body taking actions to support
 endeavours aimed at maximizing the quality of life and productivity of the South Bay region.

Section II. Tasks

Task 1: Silvernest Pilot Program

A. Submit Silvernest Pilot program’s concept paper which describes the program and how funds will be used. This concept paper to be submitted to County within 30 days of contract execution.

- Deliverable: Submission of SBCCOG’s Silvernest Pilot Program concept paper within 30 days of contract execution.

Task 2: Coordination with South Bay cities

Engage with South Bay city councils, city managers, and staff to increase participation in and support for HI programs including but not limited to:

A. Disseminate information to increase awareness of existing and planned programs with an emphasis on work being done through the Coordinated Entry System.

- Deliverable: 1 time per quarter (4 times total per contract year).

B. Facilitate engagement of South Bay cities public information officers in disseminating information on HI programs via social media platforms, including LinkedIn groups.

- Deliverable: 1 time per quarter (4 times total per contract year).

C. Facilitate regular meetings of the SBCCOG Homeless Services Task Force which includes cities, first responders and community organizations working in the South Bay on homeless issues.

- Deliverable: Six meetings per calendar year (January, March, May, July, September, and November).

D. Attend city-sponsored meetings, such as Homeless Task Forces, Working Groups, and appropriate commissions/committees.

- Deliverable: 6 meetings per contract year.

E. Organize trainings and outreach events including but not limited to Housing and Health Resource Fairs, First Responders Trainings, and Landlord Workshops.

- Deliverable: One training and/or outreach event per quarter.

F. Prepare correspondence/reports and make public presentations regarding the HI. Respond to inquiries from cities regarding HI programs, homeless services, and issues.

- Deliverable: Monthly updates are given at the SBCCOG Board of Directors meetings (10 times per contract year). Public presentations will be given as requested by South Bay cities.
• Deliverable: Distribute HI information at SBCCOG Board meetings (10 times per contract year) and other SBCCOG meetings including the Senior Services Working Group (4 times per contract year).

G. Maintain a comprehensive list of agencies working in the South Bay that fit within the Measure H strategies on the SBCCOG Homeless Services in the South Bay webpage on the SBCCOG website. http://southbaycities.org/programs/homeless-services-south-bay
    • Deliverable: Updates shall be posted quarterly.

H. Identify specific problem areas and/or issues in the South Bay and collaborate with county departments on possible strategies for improvement.
    • Deliverable: Document problem areas and/or issues and the collaboration involved.

I. Work with cities to complete Homelessness Plans.
    • Deliverable: 1 city to complete Homelessness Plan.

J. Monitor, support, and assist cities to implement their Homelessness Plans.
    • Deliverable: Provide connections between cities and LA County resources associated with specific HI Strategies, as needed, and partner with HI program to provide technical assistance to these cities.

K. Provide city staff information on homelessness funding opportunities and help keep them appraised of RFPs and applications. Help identify potential areas of collaboration among cities to create joint-city implementation plans and help facilitate partnerships with cities to apply jointly for funding.
    • Deliverable: 6 times per contract year.

L. Working in close partnership with SPA 8’s Coordinated Entry System (CES) collaborative and the South Bay Coalition to End Homelessness, provide joint leadership in identifying and coordinating solutions and long-term strategic plans.
    • Deliverable: 4 joint meetings per contract year

M. Support homelessness prevention strategies, focusing on older adults.
    • Deliverable: Research implementation of a shared housing program as a homelessness prevention strategy beginning with a focus on older adults by mid-year of contract.
    • Deliverable: Work with stakeholders and cities to implement this program if deemed feasible by end of contract year.

N. Support strategies to combat and reduce homelessness.
    • Deliverable: Research implementation of a Safe Parking program by mid-year of contract.
• Deliverable: Work with stakeholders and cities to implement this program if deemed feasible by end of contract year.

O. Promote HI programs through SBCCOG website, newsletters, e-blasts and social media platforms.
  • Deliverable: One article on SBCCOG website 1 time per contract year; one article in SBCCOG South Bay Watch quarterly newsletter for a total of 4 articles; quarterly e-blasts for a total of 4 e-blasts; quarterly posts on social media for a total of 4 per contract year

P. Using city plan strategies, explore the development of a regional homelessness plan.
  • Deliverable: by end of contract year.

Q. Collaborate with Supervisors and staff in Districts 2 and 4, along with community stakeholders, in exploring the development of affordable housing in LA County unincorporated.
  • Deliverable: quarterly meetings with deputies in Districts 2 and 4.

R. Collaborate with other Councils of Governments (COG) in developing a workshop to be repeated in COG service areas that will include LACHI, LA County Departments that interface with Measure H.
  • Deliverable: 1 workshop.

Task 3: Coordination with Service Providers and Community Stakeholders

Work with regional homeless organizations and coalitions to support the coordination of homeless services in the South Bay including:

A. Maintain and keep updated a list of South Bay homeless resources and programs on SBCCOG Homeless Services in the South Bay webpage.
  • Deliverable: Updates shall be posted quarterly.

B. Attend meetings of the SPA 8 Coordinated Entry System, South Bay Coalition to End Homelessness, Los Angeles Homeless Services Authority, and other stakeholder meetings and events as appropriate.
  • Deliverable: 6 meetings per contract year.

C. Serve as liaison between SBCCOG, HI, and the South Bay business and interfaith communities. Work with Chambers of Commerce to educate businesses. Convene meetings as needed.
  • Deliverable: quarterly meetings during contract year for a total of 4.

D. Keep local, county, state, and federal elected officials and their legislative offices in the South Bay informed about regional programs, activities and events to combat homelessness.
  • Deliverable: quarterly meetings during contract year for a total of 4.
E. Collaborate with the South Bay Workforce Investment Board to promote employment programs and jointly apply for additional grant funding.

- Deliverable: meet 2 times per contract year to discuss grant funding opportunities.

F. Explore the potential for the implementation of a Safe Parking program in the South Bay with faith-based communities.

- Deliverable: by end of contract year.

**Task 4: Innovation Funds**

A. Within three months of contract execution, SBCCOG will submit a plan to the CEO-HI for the utilization of its share of the Innovation Funds. The plan shall include allocation methodology, key activities, performance metrics, timeline, and target outcomes.

- Deliverable: Submit SBCCOG plan for utilization of Innovation Funds within three months of contract execution

- Deliverable: Submit an interim implementation and outcomes report to the CEO-HI within six months of submitting its plan.

- Deliverable: Submit Final Report prior to contract expiration.

B. CEO-HI will review submitted plan for the utilization of Innovation Funds. Once approved, this Statement of Work will be amended to implement the Tasks and Deliverables for Innovation Funds. These are to be separate and not duplicated work from Regional Homelessness Coordination Services.

**Task 5: State Emergency Funds**

A. COVID-19 Response: In order to mitigate the spread of COVID-19 among PEH and all residents of the Los Angeles County, the County has allocated a portion of the State Emergency Funds to assist COGs and cities.

- Deliverable: Funding is available immediately to COGs for the following components:
  1. Portable handwashing stations;
  2. Deployment of portable toilets;
  3. Utilization of existing facilities to provide access to hygiene opportunities for PEH; and/or
  4. Provision of incentives to private businesses within cities to allow PEH to utilize hygiene facilities.
Section III. Reporting and Documentation

SBCCOG shall provide quarterly reports and invoices, describing progress made on items in Tasks 1, 2, 3, and 5 listed above. A final report will be due to the County prior to contract expiration describing how each item of all Tasks were completed.

All reports and invoices shall be submitted to the County Chief Executive Office – Homeless Initiative at the following email addresses:

Ashlee Oh  
AOh@ceo.lacounty.gov  
and copy  
hiadmin@ceo.lacounty.gov
**Pricing Schedule**

**Maximum Contract Amount Not to Exceed: $898,170**

Up to $112,167 of the total contract budget is to be paid by County of Los Angeles for SBCCOG operation costs including personnel as well as non-personnel expenses such as office lease, grant writing, equipment, training, and education materials.

Once SBCCOG’s Innovation Funding plan is approved, Pricing Schedule will be adjusted to reflect the use of SBCCOG’s $739,685 Innovation Funds allocation. The County may pay up to 20% of SBCCOG’s total Innovation Funds allocation upon County’s approval of SBCCOG’s plan for utilization of Innovation Funds. The remaining Innovation Funds sum shall be paid out over the term of the agreement.

In response to the Novel Coronavirus (COVID-19) Pandemic, $46,318 in State Emergency Funds will be allocated to SBCCOG to increase the availability of hygiene facilities for people experiencing homelessness. These funds are made for only a three-month period beginning on execution date of Amendment One to this contract.

When the Board approves future fiscal year funding allocations for Measure H, the contract may be amended to increase the contract budget.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of the Silvernest Pilot Program concept paper: Task 1</td>
<td>$13,195</td>
</tr>
<tr>
<td>Operational Costs for Tasks 2 &amp; Task 3</td>
<td>$98,972</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$112,167</strong></td>
</tr>
<tr>
<td>SBCCOG Innovation Funds: Task 4</td>
<td>$739,685</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$739,685</strong></td>
</tr>
<tr>
<td>COVID-19 Response: Task 5</td>
<td>$46,318</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$46,318</strong></td>
</tr>
<tr>
<td><strong>Grand Total with Innovation Funds</strong></td>
<td><strong>$898,170</strong></td>
</tr>
</tbody>
</table>

*Changes within line items and/or categories require written authorization from the County Project Manager. Written authorization may be defined to include letter, email, and fax. A contract amendment or change notice is not required for changes within line items and/or categories, not to exceed the maximum contract amount.*
South Bay Cities Council of Governments

May 11, 2020

TO: SBCCOG Steering Committee

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

SUBJECT: Environmental Activities Report – April 2020

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
In April, the CivicSpark Fellow developed an Adaptation Chapter template and updated resources for the Climate Change page of the SBCCOG website. The SBCCOG has amended the timeline of the City Adaptation Project to allow more time for city feedback, due to impacts from the Covid-19 pandemic. Over the next months, the SBCCOG will continue to support cities as they work towards integrating climate adaptation into their city documents.

The CivicSpark Fellow also prepared staff comments to LA County’s Draft Climate Action Plan which were submitted.

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

Task 1. Educational Outreach Support

  Exhibit Events
  Contract goal: 100 exhibit events, presentations, workshops, networking opportunities, etc.
  Status of goal: 96 exhibit events, presentations, workshops, networking opportunities, etc. as of the month of April.

  Staff continues to work with West Basin and community event planners to identify opportunities to provide information virtually.

  Water Bottle Filling Station Program
  Contract goal: To assist with identifying locations for stations.
  Status: Public sites are eligible to install two (2) water bottle filling stations per Tax ID.

West Basin is postponing this program until further notice.
Task 2. Support for Workshops & Events

*Educational Classes*

*Contract goal:* minimum of 5 and a maximum of 10
*Status of goal:* 5 completed; all future classes are on hold

Staff worked with West Basin staff to explore holding classes via zoom.

*Rain Barrel Giveaway*

*Contract goal:* 5 events
*Status of goal:* 5 completed; all future events are on hold

Task 3. Cash for Kitchens

*Revised Contract goal:* follow up with 86 prior survey sites (kitchens) to distribute small devices
*Status of goal:* 0: outreach to business and agencies is on hold per West Basin

West Basin is temporarily postponing the Cash for Kitchens Program, including water efficiency surveys and outreach until further notice.

Task 4. IRWMP & Measure W Assistance

*Contract goal:* Assist West Basin as needed, including attendance at meetings, taking notes, assisting with reports, etc.
*Status of goal:* Staff has been attending meetings as they are scheduled.

Task 6. Disadvantaged Communities (DAC) Water-Energy Savings Program (Change & Save)

*Contract goal:* Support West Basin efforts to conduct 500 energy-water surveys and promote the distribution of 714 high efficiency clothes washers’ rebates
*Status:* SBCCOG supported activities led to 321 home and online surveys being completed

West Basin’s consultant, Allegra, conducted door-to-door canvassing and sent direct mailers and email flyers to the communities of Inglewood, Lennox, Gardena, Hawthorne, Del Aire, Lynwood, and Carson. SBCCOG staff is working with participants to obtain photos of water savings devices after installation. Weekly check-in calls meetings are held with Allegra, WBMWD, and the SBCCOG. With assistance from SBCCOG staff, Allegra Consulting met their goal of completing 125 online surveys for the month of April. SBCCOG staff assisted in several ways such as: sending out e-blasts; hosting virtual meetings w/ DAC city staff and West Basin staff; utilizing SBESC website and social media; assisting callers with completing their online surveys; and following up with city staff on referrals and further distribution of Change & Save flyers through their contact databases.

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

Task 1: Support for educational classes - California Friendly Landscape Training (CFLT) or Turf Removal (TR) Class and community events *(This goal is dependent upon Torrance establishing classes).*

*Contract goal:* as requested
*Status of goal:* 7 completed; Classes previously scheduled for April have been postponed. The Torrance City Yard Open House is currently scheduled for June 13, 2020.

Task 2: Cash for Kitchens

*Contract goal:* 10 new commercial kitchens; 10 follow-up site visits
Status of goal: 3 water survey completed; 10 follow-up site visits completed

Torrance is temporarily postponing the Cash for Kitchens Program, including outreach. SBCCOG staff had a conference call with Chuck Schaich and Joey Garcia, Torrance Water to discuss program progress and plan for the new contract year.

Water Replenishment District of Southern California (WRD)

Contract year is July 1, 2019-September 30, 2020.

Ongoing promotion of WRD programs continues through the SBCCOG’s e-newsletters and other social media channels.

Sanitation Districts of LA County (LACSD) Contract year is July 1, 2019-June 30, 2020

Contract goal: 100 exhibit events, workshops, networking opportunities, etc.
Status of goal: 96 exhibit events, presentations, workshops, networking opportunities, etc. as of April
Contract goal: 1 training for SBCCOG Volunteers on LACSD programs - Status of goal: GOAL MET
Contract goal: Schedule up to 3 Sanitation Districts-related presentations
Status of goal: 1 has been completed

At this time no future presentations have been scheduled. SBCCOG staff has reached out to LACSD staff to explore virtual presentations and plan for the new contract year.

Los Angeles Department of Water and Power (LADWP)

Contract year is January 1-December 31, 2020.
Contract goals:
- 8-12 targeted special exhibit events - Status of goal: 2 completed
- 1 training for SBCCOG Volunteers on LADWP programs - Status of goal: To be scheduled after May 2020.
- 6-8 commercial kitchens to be identified for water assessments and conservation training
  Status of goal: Staff continues to identify locations and work with LADWP staff to explore conducting virtual assessments.

Energy

Energy Efficiency Partnership Program – Southern California Gas Company (SCG)
The SBCCOG staff is coordinating with SCG and the energy engineer to support cities in implementing gas savings equipment and processes. Efforts will be focused on benchmarking and SCG incentives and rebates.

Energy Efficiency Partnership Program – Regional Energy Network (REN)
The SBCCOG has received the notice to proceed. SBCCOG staff participated in two initial training sessions to kick off the program.

SBCCOG continues to promote PACE financing for homeowners.

YGRENE – PACE: Proceeds from Ygrene for 2020 Q1 = $179.03. Total since the program start in 2015 = $9,098.88. Payment for 2020 Q2 is expected in August 2020 and will be reported out in September 2020.
HERO – PACE: As of Q4 2019, Western Riverside COG began issuing quarterly reports rather than monthly reports. Proceeds from HERO for 2020 Q1 = $144.32. Total since program start in 2014 = $31,270.37. Proceeds for 2020 Q2 will be reported out in Aug 2020.


CAGBN – During the month of April, SBCCOG staff assisted CAGBN cities of Hawthorne and Torrance with updating businesses profiles, follow-up, and collected testimonials from businesses. SBCCOG staff participated in a conference call with the green business team.

Contract goals - City of Hawthorne: 20 certified green businesses; Status of goals: 20 certified businesses – GOAL MET
Contract goals - City of Torrance: 15 certified green businesses; Status of goals: 15 certified businesses and 6 additional businesses in the process of becoming certified – GOAL MET

As businesses are certified through CAGBN, they also become GBAP participants. GBAP by city: Torrance (60), Lawndale (27), Hawthorne (43), 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 234 businesses in the program as of the end of April 2020.

Transportation
Shared Mobility Program (Contract period July 1, 2019 – June 30, 2022)
Contract goals: 72 outreach events; 36 vanpool or rideshare meetings or events; 8 Marketing/Media Survey Engagements
Status of goals: 63 outreach events; 4 vanpool or rideshare meetings; 2 Survey Engagement

During April, in response to the COVID-19 emergency, SBCCOG staff moved its public outreach efforts to virtual platforms. Metro Shared Mobility materials and emergency updates to rideshare and vanpool programs were shared through 8 different online meetings. SBCCOG demonstrated the power of a Zoom Meeting for 80 attendees to brief South Bay ETCs on updates and important information about Rideshare and Vanpool programs as well as resources to support telecommuting; a follow-up survey was distributed to the Zoom participants.

Metro Express Lanes (MEL) (Contract period Nov. 15, 2019 – Nov. 14, 2020)
Work continued to organize and plan for a virtual calendar of events where Metro’s MEL program materials will be distributed. During this time period MEL materials were distributed as part of the SBCCOG information packets at 8 SBCCOG virtual outreach events.

II. MARKETING, OUTREACH, & IMPLEMENTATION

Workshops, Trainings, & Exchanges
The following chart provides an overview of all registration events held in April 2020:

<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>4/18/2020</td>
<td>Turf Removal Class - Torrance</td>
<td>CANCELED</td>
<td>N/A</td>
<td>NA</td>
</tr>
<tr>
<td>4/25/2020</td>
<td>Rain Barrel Distribution – Inglewood</td>
<td>CANCELED</td>
<td>N/A</td>
<td>NA</td>
</tr>
</tbody>
</table>
Outreach Events

In April
• 1 Virtual Community Event
• 1 Virtual Business Event

For the period July 1, 30 2019 through April 30, 2020
• 29 Community Events
• 13 Business Events
• 15 residential workshops

Media

Social Media (during the month of April)
• SBCCOG -- Totals for Social Media (SBCCOG) (top tweet – right)
  o Twitter: 244 followers total, 1,600 impressions*
  o Facebook: 121 likes total, 26 impressions

• SBESC -- Totals for Social Media (top tweet – right)
  o Twitter: 555 followers total, 2,900 impressions*
  o Facebook: 756 likes total, 179 impressions
  o LinkedIn: 133 followers total, 100 impressions

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

Earned Media/Articles/Network TV

• “Inglewood $95 million closer to building a people mover for NFL fans, concert-goers” – Daily Breeze (4/23/2020)

Volunteer Program

Status of Program: 19.65 hours for April 2020
Grand total as of 4/30/2020 - 20,272.32 (starting April 2008)

At this time, only a couple of volunteers are contributing to SBCCOG programs working from their homes.
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.

Due to the COVID-19 Pandemic and its potential fiscal impacts, nearly all non-pandemic transportation initiatives have been put on hold. As a result, this update includes a new COVID-19 section expanding the Transportation Update to include Work-From-Home (WFH) news in the hope that this trend will thrive after the social distancing controls are lifted. Other news follows in the traditional format.

COVID-19 Recovery and Restoration Strategies Emerge
The stay-at-home orders have clearly shown the environmental and economic impacts (and sustainability benefits) of immobility. COVID-19 recovery will be gradual, and we will emerge from it into a different world. A wide range of strategies was suggested during April as planners begin to focus on the post COVID-19 “new normal”. A sample of some key ideas follows:

- To regain ridership, transit operators will need to continue their social distancing policies and deep cleaning long after the stay-at-home orders are lifted. Budgets will need to incorporate these ongoing costs. They will also need to determine how and when to resume collecting fares and whether to begin resuming service with transitional promotional fare programs.
- Public transit planning needs to account for an initial reluctance by the public to utilize transit. However, with demographics a primary driver, and with transit riders primarily low-income (often service workers), planners have an opportunity to ‘right size” the level of public transit services they will need to provide “access to opportunity” and high-quality, low-cost mobility options for those that will continue to rely on transit.
- Rather than simply restoring service according to previous patterns, transit operators could add service in response to demand and incorporate promising Next Gen Study routing and service recommendations to improve the speed, efficiency, responsiveness and reliability of bus service.
- The NextGen study identified more than $1 billion in infrastructure projects that could significantly improve transit speeds and reliability. Metro and the local jurisdictions could partner to fund and build the most productive near-term projects as an element of their recovery plans.
Local jurisdictions have an opportunity to consider whether to replace low-ridership bus lines with on-demand service and microtransit services through contracts with transportation network companies or with their agency staff.

Agencies that eliminate transit route segments need to explicitly consider the ongoing availability of Access Services for eligible riders parallel to the eliminated route.

Transit operators should continue to implement the transition to a zero-emission fleet by 2035, potentially including battery-electric and fuel cell technologies.

Public Works departments that are accelerating paving jobs during the Stay at Home travel period should not just repaint the current lane configurations, but should consider incorporating city-adopted re-striping plans that provide bike lanes and other low-cost “complete streets” design changes. The SBCCOG has been on the forefront of this strategy with the development of the South Bay Local Travel Network that provides safe travel lanes and pathfinder street signage for a full-range of sustainable vehicles designed for speeds under 25 mph.

Planners need to consider the changing role of mobility in supporting the emerging digital economy. Mobility is being dramatically redefined to improve the reliability, capacity and efficiency of our digitally-connected lives, with virtual space replacing office space as the crossroads for civic and commercial transactions.

Working from home has expanded dramatically over night and it may become permanent at least for part of the work week and workforce. American workers doing their jobs from home has slowly but steadily increased in the last two decades, from 3.3 percent in 2000 to 5.2 percent in 2017. Surveys suggest anywhere from 29 percent to 43 percent of American workers could potentially do their jobs at home. COVID–19 may be the tipping point. Such a tidal wave will create major policy and infrastructure challenges for communities that have historically segregated work and residential life as well as positively impacted commute congestion.

A recent PWC study showed that about half of businesses expect a dip in productivity during the pandemic due to a lack of remote work capabilities and clear policies regarding secure access to business records and proprietary information.

Online shopping may also be at a tipping point. Instacart orders jumped 150% in the last month and Amazon reported grocery delivery orders up 50 times higher than normal. That translates into nearly a half million new jobs that may become permanent from the two companies alone. And the on-line models save trips and reduce congestion by being linked and routed for efficiency.

**FEDERAL**

**$25 billion in CARES Act Transit Funding Allocations Released**

The Federal Transit Administration announced on April 2nd the allocation of $24.925 billion in emergency appropriations to mass transit agencies across the country that was included in H.R. 748 – the Coronavirus Aid, Relief, and Economic Security (CARES) Act enacted on March 27th. The LA/Anaheim region was allocated $1.2 billion to be distributed under two existing federal formulas to eligible operators. L. A. Metro’s share is estimated to be $700-800 million. The federal funds do not require a match and can be used for operating expenses incurred after January 20, 2020, purchase of personal protective equipment, and paying administrative leave of operations personnel due to reductions in service.

The Federal Transit Administration (FTA) is working with local transit authorities to free up other capital grant resources to help them deal with COVID-19. Large operators are not normally
allowed to cover operating expenses with any of their Federal formula funding. However, if a governor declares an emergency and the FTA concurs, the FTA Emergency Relief Program (49 USC 5324) lets local transit agencies in those states use their federal transit formula funding to pay up to 80% of their operating costs, including the cost of activities aimed at containing COVID-19.

Senate’s Next Coronavirus Relief Bill Will Not Include Infrastructure
Senate Majority Leader Mitch McConnell (R-Ky.) said on April 28th that infrastructure will not be part of Congress's next coronavirus relief package, even as President Trump has pushed for it to be included. Instead, McConnell said the Senate will pass a "more modest" infrastructure bill "in the near future" without using borrowed money. That package is expected to build off a highway bill that passed the Senate Environment and Public Works Committee last year. One of the main hang-ups to getting a deal on infrastructure is how to pay for it.

Federal Guidelines For Reopening Transit Being Finalized
The Centers for Disease Control and Prevention (CDC) is finalizing guidelines as of the end of March for the phased reopening of the economy that include detailed recommendations for transit.

Restoring transit service will be key in what the CDC describes as a three-phase reopening process. The first phase deviates little from the social distancing recommendations and practices already in use. Phase 2 calls for reopening schools, allowing nonessential travel, and carefully opening large venues. Phase 3 would lift most restrictions but still recommend that large venues continue some social distancing.

The draft transit recommendations for helping prevent the spread of COVID-19 include: roping off rows of seats, marking where passengers should stand, regularly checking the temperature of workers, providing personal protective equipment for workers, and requiring or recommending passengers to wear face masks.

The guidelines also include recommended policies and procedures that most agencies have already adopted, such as wiping down bus interiors after every shift and requiring front-line workers to wear masks and isolating vulnerable transit workers from contact with passengers. Transit agencies are also recommended to consider reducing the maximum occupancy of buses and rail cars, continuing rear-door boarding, and increasing service frequency on busier routes and lines to limit crowding. The guidelines also recommend new buses and train cars be ordered with no-touch doors, no-touch trash cans and no-touch fare collection equipment.

Federal Highway Fund’s Shortfall Grows Due To Plunging Gas Tax Revenues
While Congress has focused much of its coronavirus relief legislation on helping struggling airlines and transit agencies, state highway officials are worried about another crisis on the horizon: plummeting gas tax revenues. While the Treasury Department has yet to release the April figures, experts are predicting a drop of 40% in gas tax revenues compared to last April.

The federal government largely pays for its roads, bridges and transit through general funds as a supplement to the Highway Trust Fund (HTF), which is funded with federal gas and diesel tax revenue. In January, the Congressional Budget Office projected that the HTF would run out of money in 2021. But the coronavirus — and the stay-at-home orders keeping people off the roads —likely will speed the HTF insolvency.

Following the lead of transit agencies and state governments hard hit by sales tax revenue reductions, the American Association of State Highway Transportation Officials wrote
congressional leadership on April 6th to request $50 billion in any forthcoming coronavirus-related spending bills.

Congress is also facing a September 30th deadline to extend the HTF law (PL 114-94. The pandemic has injected additional uncertainty and urgency into how and when they act. It may be easiest simply to extend the law and augment the HTF with a higher level of general funds to stimulate highway construction and maintenance jobs.

**Volume Drops Sharply At Nation’s Major Ports**
The nation’s major ports reported their first quarter volumes in April. The nation’s busiest port, the Port of Los Angeles, saw its container volumes plummet 30.9% to 449,568 from 650,977 the previous March. Total cargo volume for the first quarter was down 18.5% year-over-year. Neighboring Port of Long Beach, the No. 2 port facility in the U. S., also experienced a drop in the number of containers of 6.4%, processing 517,663 containers compared with 552,821 the previous March.

Volume at other West Coast, Gulf Coast and East Coast ports dropped 10-20%. Officials said that, although production in China is beginning to recover from the pandemic shut down, the dramatically reduced U. S. port volumes is expected to continue through the summer or longer as U. S. consumers and businesses continue on lockdown.

**L. A. Cleantech Partnership Proposes $150 B Federal Electrification Stimulus Package**
The public-private Transportation Electrification Partnership (TEP), led by the Los Angeles Cleantech Incubator (LACI), wrote a $150 billion federal stimulus proposal to create jobs, reduce air pollution and build climate resilience in Southern California.

The package calls for five key areas of investment: Manufacturing, assembly and adoption of EVs; Zero Emission infrastructure; Public transit & reduced vehicle miles traveled; Workforce development and training; and, Innovation ecosystem & related small businesses.

**STATE**

**California Awards $95 Million For Inglewood Transit Connector**
The California State Transportation Agency (CalSTA) awarded $222 million in Transit and Intercity Rail Capital Program (TIRCP) grants for transformative transit and rail projects in Los Angeles County as part of $500 million in statewide awards. The grant program includes $95 million for the new 1.6-mile Inglewood Transit Connector rail line that will link the Metro Crenshaw/LAX rail line with Inglewood’s new residential, sports and entertainment complex.

The state also made significant investments in increased rail service on the Metrolink Antelope Valley Line, including demonstration of zero emission rail service, and acquisition of 30 zero emission buses for expanded services operated by Antelope Valley Transit Authority, Long Beach Transit, Torrance Transit, and Santa Monica Big Blue Bus.

**State To Shift CEQA Goal From Congestion Reduction to Vehicle Miles Traveled Reduction**
Starting Sept. 15th, highway projects that begin their required analysis under the California Environmental Quality Act (CEQA) will have to demonstrate that there will be no increase in driving as a result of the project’s completion. That means adding capacity will need to be offset by mitigations that reduce vehicular miles traveled.

In the past, agencies preparing CEQA environmental analyses had to analyze potential projects on state highways and freeways to determine how they would affect traffic congestion. It was
considered a negative if a project would worsen traffic, a positive if traffic congestion would be reduced. This metric was called “level of service (LOS).”

The new policy eliminates LOS as a metric on state facilities and requires a CEQA analysis to determine “vehicle miles traveled (VMT).” Any project that will increase VMT will require extra scrutiny. The policy implements Senate Bill 743, a 2013 state ended the use of LOS standards for vehicle traffic delays as an impact to be addressed under CEQA. Increased traffic congestion was no longer considered a negative impact. Instead, an increase in “vehicle miles traveled” was declared the problem that had to be mitigated before a project could be approved.

The Caltrans memo issued on April 13th includes an appendix that lists the type of projects that are presumed not to “induce” vehicle trips and increase VMT. These projects will enjoy a streamlined approval process. Projects that add roadway capacity will need to substantially improve conditions for pedestrians, cyclists, and, if applicable transit. Roundabouts and other traffic calming devices, toll roads, bike paths and trails also are eligible for the expedited CEQA process.

REGION

Metro Reduces Service To A "Modified Sunday Schedule"
On Sunday, April 19, Metro begin running a Modified Sunday service schedule every day of the week. This schedule change was made to create predictable schedules for essential trips and to avoid Metro employee layoffs. The cuts represent a 29% annual reduction in bus service and a 14% annual reduction in rail service. However, because ridership is off 70-80% on the bus and rail system, there is sufficient capacity on the system using the Sunday schedule to maintain Metro’s social distancing policy.

On weekdays, Metro is running its usual Sunday bus service plus some Rapid, Express and Local bus lines that normally do not run on Sundays. On weekdays, most trains are running every 12 minutes between 6 a.m. and 6 p.m. and every 20 minutes at other times with last trains leaving terminal stations around midnight. On weekends, Metro will run its regular Sunday service on bus and rail lines. The Metro Board authorized the CEO to add additional trips on lines in response to additional demand to avoid overcrowding and maintain the social distancing policies

Part Of LA Metro’s C (Green) Line To Be Closed For Construction Of Crenshaw Line
Metro is suspending rail service on the C (Green) Line between Hawthorne/Lennox and Redondo Beach Stations for three weekends so work can continue on the Crenshaw/LAX Transit line project. The line was closed from May 1-3, and will be closed from May 15-17 and June 19-21. Construction work is scheduled to begin at 7 p.m. each Friday and conclude by 12:01 a.m. each Monday. Metro will provide a free bus shuttle service to the out-of-service rail stations at Hawthorne/Lennox, Aviation/LAX, Mariposa, El Segundo, Douglas, Redondo Beach stations

Crenshaw Line Opening Delayed To Late 2021; Project Needs An Additional $90 million
LA Metro announced on April 9th that the Crenshaw/LAX Line will not be opening until sometime in late 2021 – nearly a year later than the projected opening date announced just last October and two years later than the original completion schedule announced at the 2014 groundbreaking ceremony. Although construction is currently said to be 94 percent complete, the contractors need to redo some of their work and the train propulsion, safety and control systems still need to be installed and tested.
Contingency funding has been exhausted so the Metro Board will need to approve approximately $90 million of additional funding to cover the cost of the extended time that Metro staff and consultants will need to complete the project. The cost of the project has grown to more than $2.058 billion.

TRENDS

COVID-19 Cuts Uber, Lyft Businesses By More Than Half
The ride-hailing businesses of Uber and Lyft have shrunk by about half in recent weeks compared with a year ago as a result of the coronavirus pandemic. The overall contraction could worsen for both companies as the pandemic’s toll grows and more people stay indoors.

At Uber, the impact on ride-hailing revenue could be somewhat smaller because Uber has been paying drivers a lower share of passenger fares than it did last year. Uber’s revenue from passenger rides, after paying drivers, is likely to be less than $450 million a month. That compares with about $800 million in monthly passenger revenue that Uber generated in last year’s first quarter. Executives at Uber are planning to cut around 20% of the company’s workforce including nearly 800 in the engineering group.

In response to its losses in March, Lyft began offering free scooter rides at the start of April, to assist first responders, health care professionals and transit workers through the coronavirus pandemic as they do their jobs. On April 24th, Lyft extended the assistance another month.

The free rides for critical workers are part of an expanded effort by Lyft to assist during the crisis and keep its drivers working, including offering assistance for low-income seniors, young families and people with disabilities and delivering medical supplies.

Pasadena Drivers To Slow For Pedestrians During Stay-At-Home Order
With fewer cars on the road, cities are coping with an unanticipated byproduct: how to reduce speeding.

Pasadena is putting up as many as 500 “traffic calming” signs that will stay up until stay-at-home orders to slow the spread of coronavirus are lifted. Streets are not being closed and will remain open and accessible to traffic, but officials say it’s a move to help keep people who are out walking and exercising safe, and keep drivers from going too fast on streets that are uncharacteristically empty. Stoplights are also being adjusted to slow traffic.

LADOT is continuing to push for state legislation that would allow local jurisdictions to set local speed limits. State law currently requires local jurisdictions to complete a survey of current speeds on their street and to set the speed limit no lower than 85% of the current traffic speed. L. A. City would like to see a speed limit system based on street type that also accounts for vulnerability and risk to all road users, rather than the current method that relies solely on how drivers behave.

Seattle is lowering speeds on the vast majority of its streets to 25 mph. In 2017, Portland reduced the speed limit of its residential streets to 20 mph and lowered the limits on dozens of other roadways in the past few years. New York City received authorization from the state in 2014 to lower the speed limit from 30 mph to 25 mph on the majority of its streets.
### City Attendance at Meetings

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<th>Hermosa Beach</th>
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<td>S. Landers</td>
<td>C. Osorio</td>
<td>A. Shadbehr</td>
<td>S. Lowenthal</td>
<td>B. Moe</td>
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<td>S. Lai</td>
<td>P. Tsai</td>
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South Bay Cities Council of Governments

May 11, 2020

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach

SUBJECT: 2020 General Assembly Sponsors

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 South Bay Cities Council of Governments (SBCCOG) has obtained 2020 Annual General Assembly sponsorship commitments from 28 organizations for a total of $95,416.60 ($88,750 cash and $6,666 in-kind). As of May 4, 2020, the SBCCOG has collected $59,250 in cash and $6,166.60 of in-kind of these commitments (attached list of sponsors). Sponsorships include private companies, utilities, and government agencies. The SBCCOG 2019-2020 budget includes estimated revenue from the 2020 General Assembly in the amount of $60,000. Current commitments exceed that amount but current receipts are on target with our budget.

The SBCCOG’s commitment to 2020 Annual General Assembly sponsors is based on sponsorship levels. Levels and related benefits are as follows:

**GOLDEN CIRCLE: $10,000**
- Lunch or Continental Breakfast Title Sponsorship -- Lunch or Breakfast is provided today by (XYZ Company)
- Introduction of one speaker
- Exhibitor space and three (3) additional exhibitor spaces for non-profits provided by (XYZ Company)
- Distinguished sponsorship recognition on all print materials
- Distinguished Recognition (Name & Logo) on all Event Signage
- Name listed on event poster
- Prominently featured on all social media and online promotions including: press releases, e-blasts, newsletters, website link, and other pre/post outreach
- Premium VIP Seating (3 tables of 10)

**PATRONS: $7,500**
- Exhibitor Space two (2) additional exhibitor spaces for non-profits provided by (XYZ Company)
- Special Recognition on all printed materials
- High Profile (Name & Logo) on all Event Signage
- Name listed on event poster
- Featured on all social media and online promotions including: press releases, e-blasts, newsletters, website link, and other pre/post outreach
- Prominent VIP seating (2 tables of 10)

**BENEFACTORS: $5,000**
- Exhibitor space and an additional exhibitor space for non-profit provided by (XYZ Company)
- Special Recognition on all printed materials
- Name and logo on Event Signage
• Name listed on event poster
• Featured on all social media and online promotions including: press releases, e-blasts, newsletters, website link, and other pre/post outreach
• Reserved Seating (1 table of 10)

**SPONSOR:** $2,500
• Exhibit table space
• Recognition on all printed materials
• Name listed on event poster
• Featured on all social media and online promotions including: press releases, e-blasts, newsletters, website link, and other pre/post outreach.

**ANALYSIS**
Due to Governor Newsom’s “Stay at Home” order, the SBCCOG postponed the 2020 Annual General Assembly which was scheduled for March 19, 2020. At the April Steering Committee meeting, it was agreed that because of the unknowns with how long the virus will last and whether it will come back in the fall, this year’s General Assembly would be canceled. The date of the next General Assembly is March 18, 2021.

It should be noted that all prepromotion benefits for the 2020 General Assembly were provided including posting company names in local newspapers, in the SBCCOG newsletter and e-newsletters, and posting on the SBCCOG website.

The SBCCOG staff reviewed possible alternatives to meet the 2020 sponsorship commitments. Below is a list of suggested alternatives to the 2020 sponsorship benefits. Additional costs related to benefits will be identified once the SBCCOG Steering Committee provides staff direction. The SBCCOG Steering Committee can select as many as they feel are needed to provide benefit for the sponsorships as well as modify descriptions or add additional items.

<table>
<thead>
<tr>
<th>#</th>
<th>Name/Description</th>
<th>Additional SBCCOG Costs?</th>
<th>Staff Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Ad Box</strong> at the bottom of E-newsletters (circulation 17,427), there would be a limited number of boxes and the sponsors would be rotated or all names would just be listed at the bottom with no ad boxes</td>
<td>No</td>
<td>Med.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Sponsor Showcase Insert</strong> in the Quarterly SBCCOG Newsletter &quot;South Bay Watch&quot; or sponsors names could be listed in the newsletter through the end of the year.</td>
<td>Yes</td>
<td>Med.</td>
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<tr>
<td>3</td>
<td><strong>Higher Level of promotion for 2021</strong> if the company sponsors for both years at the same level. Level names to be determined, for example &quot;Platinum Sponsor&quot;, &quot;Leadership South Bay&quot;, etc.; benefits for the higher levels of sponsorships would be applied to the 2021 event such as company name on banner; costs and staff resources would be determined on additional benefits such as cost of banners</td>
<td>Yes</td>
<td>Low/Med.</td>
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<tr>
<td>4</td>
<td><strong>Special 2021 General Assembly Bag</strong> with 2020 and 2022Sponsors names and logos. The bags would be printed by a SBCCOG vendor and handed out at the event to attendees</td>
<td>Yes</td>
<td>Med.</td>
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<tr>
<td>5</td>
<td><strong>Special Website Sponsor Listing</strong> on front page of SBCCOG website with links to company websites</td>
<td>Yes</td>
<td>High</td>
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<tr>
<td>6</td>
<td><strong>Exhibit Table at SBCCOG Open House Event</strong> - tables could be setup around the Board room or throughout the office</td>
<td>No</td>
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</table>
RECOMMENDATION
Staff recommendation is to offer all of the benefits above to the 2020 sponsors and to contact each sponsor and let them know the benefits that they will receive through the rest of 2020 from their sponsorship.

Alternatives that could be offered to sponsors:

1. Hold their current sponsorship to be used for the 2021 Annual General Assembly
2. Withdraw their 2020 sponsorship and be refunded by the SBCCOG.

Please note that both of these alternatives could adversely affect our budget.
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<th>Company</th>
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<td><strong>BENEFACTORS $5,000 LEVEL</strong></td>
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<tr>
<td><strong>FRIENDS OF COG (Not publicized on Media outreach)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Bay Workforce Investment Board</td>
<td>$750.00</td>
<td>$750.00</td>
<td>$750.00</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$88,750.00</strong></td>
<td><strong>$6,666.60</strong></td>
<td><strong>$95,416.60</strong></td>
<td><strong>$59,250.00</strong></td>
</tr>
</tbody>
</table>

Note: FY2019-20 budgeted cash revenue estimate is $60,000.00
TO: SBCCOG Steering Committee  
FROM: Jacki Bacharach, SBCCOG Executive Director  
RE: Bills to Monitor and for Action – Status as of May 4, 2020

**NOTE:** Legislation in BOLD is new to the matrix

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

### ENVIRONMENT

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Description</th>
<th>Status</th>
<th>Date</th>
<th>Committee/Committee/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 1672 (Bloom)</td>
<td>Solid waste: nonwoven disposable products. Would require, commencing January 1, 2021, except as provided, certain nonwoven disposal products to be labeled clearly and conspicuously to communicate that they should not be flushed, as specified. Would prohibit a covered entity, as defined, from making a representation about the flushable attributes, benefits, performance, or efficacy of those nonwoven disposal products, as provided.</td>
<td>SUPPORT (2/27/20)</td>
<td>1/30/20</td>
<td>Senate Rules Committee for assignment</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AB 2103 (O'Donnell)</td>
<td>San Gabriel and Lower Los Angeles Rivers &amp; Mountains Conservancy: territory: Dominguez Channel watershed &amp; Santa Catalina Island. Existing law establishes the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy in the Natural Resources Agency and prescribes the functions and duties of the conservancy. Existing law, for purposes of those provisions, defines “territory” to mean the territory of the conservancy that consists of those portions of the Counties of Los Angeles and Orange located within the San Gabriel River and its tributaries, the lower Los Angeles River and its tributaries, and the San Gabriel</td>
<td>SUPPORT (4/23/20)</td>
<td>3/16/20</td>
<td>Senate Natural Resource Committee</td>
</tr>
<tr>
<td>Formerly AB 1694</td>
<td></td>
<td>SUPPORTED AB 1694</td>
<td>(6/27/19)</td>
<td></td>
</tr>
<tr>
<td>SB 1363 (Allen)</td>
<td>Regional transportation plans: sustainable communities strategies: greenhouse gas emissions and vehicle miles traveled reduction targets. Would require the State Air Resources Board to provide, no later than December 31, 2022, each affected region with greenhouse gas emission reduction targets for the automobile and light truck sector for 2045 and 2050, and with vehicle miles traveled reduction targets for 2035, 2045, and 2050, and to release, no later than September 30, 2022, a draft of those targets, as specified.</td>
<td>MONITOR</td>
<td>4/15/20 Senate Transportation Committee Senate Environmental Quality Committee</td>
<td></td>
</tr>
<tr>
<td><strong>FINANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SB 795 (Beall)</td>
<td>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 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.</td>
<td>SUPPORT (2/27/20) LCC: monitor</td>
<td>4/2/20 Senate Government &amp; Finance Committee</td>
<td></td>
</tr>
<tr>
<td><strong>HOUSING</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AB 3107 (Bloom)</td>
<td>Planning and zoning: general plan: housing development. Notwithstanding any inconsistent provision of a city’s or county’s general plan, specific plan, zoning ordinance, or regulation, would</td>
<td>Monitor</td>
<td>Assembly Housing Committee</td>
<td></td>
</tr>
</tbody>
</table>
require that a housing development in which at least 20% of the units have an affordable housing cost or affordable rent for lower income households, as those terms are defined, be an allowable use on a site designated in any element of the general plan for commercial uses.

**SB 902 (Wiener)**
Planning and zoning: neighborhood multifamily project: use by right: density. Current law, until January 1, 2026, authorizes a development proponent to submit an application for a multifamily housing development that satisfies specified planning objective standards to be subject to a streamlined, ministerial approval process, as provided, and not subject to a conditional use permit. This bill would provide that a neighborhood multifamily project is a use by right in zones where residential uses are permitted if the project is not located in a very high fire severity zone, does not demolish sound rental housing or housing that has been placed on a national or state historic register, follows specified local objective criteria, and meets specified density requirements.

**SB 902 (Wiener)**
Hearing: 3/16/20
POSTPONED

**OPPOSE BY RIGHT PROVISIONS (4/23/20)**
(Ltr sent to Sen.Housing 5/4/20)

**Senate Housing Committee Hearing: 3/31/20
POSTPONED**

<table>
<thead>
<tr>
<th>TRANSPORTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AB 326 (Muratsuchi)</strong></td>
</tr>
<tr>
<td><strong>AB 2121 (Friedman)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEDERAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HR 530 (Eshoo)</strong></td>
</tr>
</tbody>
</table>
congressional leaders into alleged attempts by the FCC to thwart that litigation.

| 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 |

**2020 Legislative Session Calendar**

**May 4**  Legislature reconvenes from Spring Recess

Indented dates unknown:

- **Apr. 24** Last day for policy committees to hear and report to fiscal committees fiscal bills introduced in their house
- **May 1**  Last day for policy committees to meet and report to the floor nonfiscal bills introduced in their house
- **May 8**  Last day for policy committees to meet prior to June 1
- **May 15** Last day for fiscal committees to hear and report to the floor bills introduced in their house. Last day for fiscal committees to meet prior to June 1
- **May 26-May 29** Floor session only. No committee may meet for any purpose except for Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees
- **May 29** Last day for each house to pass bills introduced in that house
- **June 1** Committee meetings may resume

**June 15** Budget Bill must be passed by midnight

**June 25** Last day for a legislative measure to qualify for the Nov. 3 General Election ballot

**June 26** Last day for policy committees to hear and report fiscal bills to fiscal committee

**July 2**  Last day for policy committees to meet and report bills (J.R. 61(b)(14)). **Summer Recess** begins upon adjournment, provided Budget Bill has been passed

**Aug. 3** Legislature reconvenes from Summer Recess

**Aug. 14**  Last day for fiscal committees to meet and report bills

**Aug. 17-31** Floor session only. No committee may meet for any purpose except Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees

**Aug. 21** Last day to amend bills on the floor

**Aug. 31** Last day for each house to pass bills

**Sept. 30** Last day for Governor to sign or veto bills passed by the Legislature before Sept. 1 and in the Governor's possession on or after Sept. 1

**Oct. 1**  Bills enacted on or before this date take effect January 1, 2021.
DRAFT AGENDA

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

II. INTRODUCTIONS

III. CONFIRM POSTING OF THE AGENDA BY TORRANCE CITY CLERK

IV. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA

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

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

   A. April Board Meeting Minutes (attachment) – Approve
   
   B. Amendment to Agreement with Agnes Walker – (attachment) – Approve
   
   C. Amendment to County Contract re: Sanitation Stations for the Homeless (attachment) – Approve
   
   D. Status of Legislation of Interest to SBCCOG (attachment) – Receive and file

   E. Monthly Reports – Receive and File
      1. South Bay Environmental Services Center Report (attachment)
      2. Transportation Report (attachment)
      3. Reports from Outside Agencies
         a. League of California Cities & LA Division Legislative Committee (Bea Dieringer & Jeffrey Kieman) (attachment)
         b. SCAG & Committees (attachment)
            1. Energy and Environment (Judy Mitchell, Jim Osborne)
            2. Regional Council (Drew Boyles, Mark Henderson, James Gazeley)
         c. Air Quality Management District (Judy Mitchell, Joe Buscaino & Denny Shaw)
         d. South Bay Workforce Investment Board (Chris Cagle) (attachment)
VII. PRESENTATIONS – (all prepared presentations will be posted @ www.southbaycities.org)
A. 2020-2021 Budget Review
   1. Brooke Heri

VIII. SBCCOG PROGRAM ACTION ITEMS, REPORTS AND UPDATES (6:45 pm)
A. Nominating Committee report – Open Nominations
B. South Bay Fiber Network
C. Senior Services
D. Homeless Services
E. Other

IX. TRANSPORTATION REPORTS (7:00 pm)
A. Metro Report - Board member James Butts/Mike Bohlke/Steve Lantz
B. Metro Service Council appointments (attachment) – Approve

X. AGENCY REPORTS (7:15 pm)
NOTE: Oral reports will only be made to clarify or amplify written attachments
No Attachments received
A. SCAG Committees
   1. Transportation James Gazeley, Drew Boyles)
   2. Community, Economic, & Human Development (Frank Zerunyan & Mark Waronek)
B. Santa Monica Bay Restoration Commission (Bill Brand/Kenneth Kao)
C. Stormwater Funding
   1. CCCA/LCC Stormwater Funding Options Committee (Hany Fangary)
D. South Bay Association of Chambers of Commerce (Olivia Valentine)
E. South Bay Aerospace Alliance (Olivia Valentine/Rodney Tanaka)
F. KHHR (Hawthorne Airport) Committee re: Community Impacts (Olivia Valentine)
G. California Association of Councils of Governments - CALCOG (Britt Huff)

XI. UPCOMING EVENTS & ANNOUNCEMENTS

XII. ADJOURNMENT

Next Board meeting - Thursday, June 25, 2020
South Bay Cities Council of Governments

May 11, 2020

TO: SBCCOG Steering Committee
FROM: Jacki Bacharach, SBCCOG Executive Director
RE: Financial Reserve Policy

Adherence to Strategic Plan:
Goad 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 SBCCOG established a reserve policy in September 2015. The goal was set at $188,710 which was equal to 6% of the FY 2015-16 budget of $3,210,006. The SBCCOG had no reserve prior to the establishment of the policy. The SBCCOG Board voted to fund the reserve with $20,000 annually over the next five years through dues increases. The Reserve balance at the end of FY 2019-20 will be $159,892. There has been no change to the policy since it was established, and it needs to be updated to reflect the current organization’s operational needs – which have increased over time. In addition, in the intervening years, there has been discussion that the reserves should have some relationship to the cost of a shutdown of our operations and the need for guidance regarding remaining fund distribution.

ASSUMPTIONS
The goal of the policy is to maintain adequate reserve funds to meet the SBCCOG’s financial obligations for known and unknown contingencies as well as permanent operational shutdown. The reserves should not fluctuate each year to provide the SBCCOG budget stability but should be re-evaluated every five years.

ANALYSIS
Based on FY 2019-20, basic operations were conservatively estimated. Basic operations were defined to provide fundamental services such as governance (Board, Steering, Taskforces, Ad Hoc Committees, and Working Groups); financial and human resources responsibilities; monitor/tracking and responding to regional issues; communication with cities, legislators, agencies, general public; financial development activities; and coordination functions. See details below:

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Fixed Exp Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Regular</td>
<td>$543,000</td>
</tr>
<tr>
<td>Medical/Deferred Comp</td>
<td>$50,400</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>$727</td>
</tr>
<tr>
<td>Social Security</td>
<td>$33,938</td>
</tr>
<tr>
<td>Medicare</td>
<td>$7,874</td>
</tr>
<tr>
<td>FUTA</td>
<td>$252</td>
</tr>
<tr>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Lease for office</td>
<td>$74,250.00</td>
</tr>
<tr>
<td>JB&amp;A contract</td>
<td>$70,000.00</td>
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<tr>
<td>Audit</td>
<td>$6,500.00</td>
</tr>
<tr>
<td>Employee Salary</td>
<td>$45,000</td>
</tr>
<tr>
<td>Employee vacation liability</td>
<td>$49,000.00</td>
</tr>
<tr>
<td>Payroll expenses to closeout</td>
<td>$116,000.00</td>
</tr>
<tr>
<td>Lease for copier</td>
<td>$9,870.00</td>
</tr>
<tr>
<td>Contractors (such as Lantz, Siembab, etc.)</td>
<td>$35,200.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$405,820.00</strong></td>
</tr>
</tbody>
</table>

Staff also assessed the costs for operational shutdown based on FY 2020-21. The estimate is approximately $400,000. See details below:

It is difficult to establish an ongoing methodology and policy goal that does not fluctuate annually but is tied to costs associated with operations and shutdown - as these numbers change year to year. As a result, staff is recommending the Reserve goal be based on FY 2020-21 shutdown costs which total $400,000. This level of reserves would remain in effect for 5 years at which time it would be reevaluated. This amount, if there was no shutdown, would cover approximately 40% of basic operations.

**FUNDING THE RESERVE**

The SBCCOG’s reserve balance will be $159,892 at end of FY 2019-2020 – approximately 40% of proposed new goal. To help meet this goal, the following could be implemented:
Budget $90,000 in FY2020-21 from interest earned in FY 2019-20 - $53,000 and $30,000 from general funds

Annually budget $37,000 over the next four years

<table>
<thead>
<tr>
<th>Year</th>
<th>Item</th>
<th>Fiscal Year</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reserve Balance as of 6/30/20</td>
<td>2019-20</td>
<td>159,892</td>
<td>159,892</td>
</tr>
<tr>
<td>1</td>
<td>Contribution</td>
<td>2020-21</td>
<td>90,000</td>
<td>249,892</td>
</tr>
<tr>
<td>2</td>
<td>Contribution</td>
<td>2021-22</td>
<td>37,000</td>
<td>286,892</td>
</tr>
<tr>
<td>3</td>
<td>Contribution</td>
<td>2022-23</td>
<td>37,000</td>
<td>323,892</td>
</tr>
<tr>
<td>4</td>
<td>Contribution</td>
<td>2023-24</td>
<td>37,000</td>
<td>360,892</td>
</tr>
<tr>
<td>5</td>
<td>Contribution</td>
<td>2024-25</td>
<td>37,000</td>
<td>397,892</td>
</tr>
</tbody>
</table>

REVISIONS TO FINANCIAL RESERVE POLICY
In addition to setting a new Reserve goal as well as methodology and evaluation timeline, the policy should also include guidance regarding remaining fund distribution in event of organizational shutdown. Staff recommends that in the event of shutdown, any remaining funds, after all obligations are satisfied, be returned to the member agencies based on weighted average dues paid over the prior five years.

All of the above recommendations have been incorporated into a redline draft of the Financial Reserve Policy (attached). In summary, key areas updated include:

- Setting Reserve goal of $400,000
- Establishing timeline for updating the policy every five years
- Adding guidance for disbursement of remaining funds if the organization were to shutdown

RECOMMENDATION
Board approve:

1) Assumptions which are as follows:
   - The goal of the policy is to maintain adequate reserve funds to meet - a permanent operational shutdown.
   - The reserves should not fluctuate each year to provide the SBCCOG budget stability.
   - The reserve amount should be evaluated every five years.

2) Updated Financial Reserve Policy (attached) which:
   - Sets the Reserve balance goal of $400,000 to meet financial obligations for - a permanent operational shutdown.
   - Establishes an evaluation period of five years.

2) Budget for FY 2020-21 $53,000 from interest earnings and an additional $37,000 for a total of $90,000.

3) Annually budget $37,000 starting FY 2021-22 and ending FY2024-25.
Background and Purpose

Fiscal stability is an important factor for all publicly funded agencies. Sound financial management includes the practice and discipline of maintaining adequate reserve funds for known and unknown contingencies. Such contingencies include, but are not limited to:

- Economic uncertainties including downturns in the local, state or national economy
- Local emergencies and natural disasters
- Loss of major revenue source
- Unanticipated operating or capital expenditures
- Uninsured losses
- Future capital projects
- Vehicle and equipment replacement
- Capital asset and infrastructure repair and replacement

The establishment of prudent financial reserves is important to ensure the long-term financial health of the South Bay Cities Council of Governments (SBCCOG).

Applicability

This policy will apply to the SBCCOG’s General Fund.

Reserve for Financial and Economic Uncertainty

The SBCCOG Reserve goal for financial and economic uncertainty is established based on the FY2020-21 shutdown costs. This goal will remain in effect for five years, until FY 2024-25 at which time it will be evaluated and revised if needed. The Board of Director’s approval shall be required before expending any portion of the Reserve. Unforeseen circumstances that may require an expenditure of said funds including but are not limited to, natural disasters, unforeseen deficiencies of a major revenue source, or unexpected operating or capital expenditures.

Once the Reserve goal has been met, if any circumstances noted above occur, causing the Reserve to fall below the Board of Director’s policy designated level, all excess, unassigned, fund balance in future years shall first be used to replenish the Reserve until it reaches the policy designated level.
In the event that the SBCCOG must shutdown, any remaining funds, after all obligations are satisfied, will be returned to the member agencies based on weighted average of the dues paid over the prior five years.

**Adjustment of Reserve Level**

The reserve level will be adjusted every five years in accordance with this policy. The reserve level will be reviewed at the end of each fiscal year in conjunction with the preparation of the SBCCOG’s annual financial statements to evaluate compliance with this policy.

**Review of the Policy**

The Board of Directors shall review the Financial Reserve Policy every five years, and consider such changes, if any, that it deems appropriate. Such review will occur in conjunction with the review and adoption of the annual SBCCOG Budget.
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