

South Bay Cities Council of Governments

Steering Committee Minutes **January 14, 2013**

Attendees: Ralph Franklin (Chair, Inglewood), Ellen Perkins & Jim Goodhart (PVE), Susan Rhilinger (Torrance), Jim Knight (Rancho Palos Verdes), Dan Rosenfeld (County), Gabriela Medina (LA City Council Buscaino's office), Jacki Bacharach, Kim Fuentes, Catherine Showalter (SBCCOG), Wally Siembab & Steve Lantz (SBCCOG consultants)

I. REPORT OF POSTING OF AGENDA

- **ACTION:** Received and filed

II. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA - NONE

III. PUBLIC COMMENT - NONE

IV. CONSENT CALENDAR - 12:05 pm

A. Steering Committee – December 10, 2012 meeting minutes attached

- **ACTION:** Approved – PERKINS/KNIGHT

B. Economic Development

- California Manufacturing Technology Consulting gave a presentation in December about their work in the South Bay with manufacturers – to attract, retain and grow them
- Next steps – sharing more information on tourism such as city special event calendars, SBESC staff to meet with CMTC re: energy efficiency work coordination, notice sent to cities re: Redondo Beach Chamber's workshops on international trade for business. Regular meeting date set – 3rd Thursday @ 2:30 pm every other month starting in January

C. Emergency Response Training

- In December, Jenn Alderete and Chandler Shields attended the "Floor Warden Evacuation Training" from ICE Safety Solutions. It was a two hour training provided by Maritz at no cost to us.
- Also in December, a practice emergency drill took place for the entire Maritz building where all staff (Maritz, SBCCOG and Verengo Solar) assembled in the designated areas adjacent to the parking lot.
- Jenn has devised an evacuation plan where both she and Chandler have divided responsibilities in clearing the SBESC suite in the event of an emergency.

D. Social Media Year End Report – attached

V. ITEMS FOR REVIEW AND APPROVAL

ADMINISTRATION

E. General Assembly Update – February 22, 2013 – **12:10 pm**

■ Program update – Amazon Vice President confirmed, **no Michael Coleman, replacement is Fred Silva -Senior Fiscal Policy Advisor, California Forward**

- Sponsors - **\$46,000 as of 1/9/13**

■ **RPV CITY MANAGER SENT OUT THE GENERIC INVITE**

■ **INGLEWOOD – TO SEND OUT THE INVITE. SEND OUT**

■ **ASSEMBLYMAN ISADORE HALL WILL BE ATTENDING – e-mailed Rosemary & Lisa 1/15/13**

F. Boundary Issue – **12:20 pm**

- Request by the Supervisor Mark Ridley Thomas' office for reconsideration to include Athens/Westmont in the boundaries of the SBCCOG – letter attached
- Athens/Westmont area is the only remaining area that is not officially in a COG
- LA Councilman Buscaino's office also requested reconsideration.
- Attached is a map showing the areas for consideration **FIX THE MAP**
- Attached is a memo re: SBESC services to the new proposed area
- **ACTION:** Provide a recommendation to the Board
- **FRANKLIN – YES; RHILINGER – NO, SHE DOESN'T THINK THAT THIS IS REALLY PART OF THIS REGION. COULD OVEREXTEND OURSELVES. ONE WAY STREET. PERKINS ASKED RE: PARTNERS' REACTION – SHOWALTER – NO PROBLEMS FOR THEM. KNIGHT – WHAT ARE THE FEES? COUNTY UNINCORPORATED LEFT OUT – PROBABLY AN OVERSIGHT BUT NO PARTICIPATION IN THE SBCCOG. PERKINS FOR – THIS COULD HELP US MEET OUR GOALS WITH OUR PARTNERS. ROSENFELD/PERKINS – MOVED INCLUDING BOTH OF THE COMMUNITIES VOTE IS 3/2 – ROSENFELD, PERKINS, FRANKLIN TO NO – RHILINGER, KNIGHT – *called Perkins, Goodhart, Rhilinger, Franklin, Rosenfeld, G. Medina re: dues calculation already included Athens/Westmont 1/15/13. LA City boundary issue to proceed.***

G. Videoconferencing with SCAG – **12:35 pm**

- **ACTION:** Proceed with installation of the video conferencing equipment and report back to the Steering Committee in six months on the amount of staff time and any expenses incurred from using the equipment – reporting separately for SCAG meetings and any meetings of our own. **APPROVED**

H. Upgrade of SBCCOG and SBESC Websites – **12:40 pm**

- Update of designs at the meeting – **SOMETIME IN FEBRUARY MAY GO LIVE**

I. Metro Service Council Vacancy – **12:45 pm**

- Rena Kambara has resigned from the South Bay Metro Service Council. She represented the user community and is a county planner. Her term was scheduled to end June, 2015.
- **ACTION:** APPROVED - Leave the seat open and advertise it with the normal call for nominations in March. **FRANKLIN/RHILINGER**

J. Honoring Past Chairs Leaving Office – **12:55 pm**

- For at least the last 10 years, when a past chair has left public office, the SBCCOG has honored them with a gift. And members have made \$10 personal contributions for a gift certificate for a retail location in the honoree's city.
- **ACTION:** DIELS, SEAMANS COMING UP. PEN AND PENCIL AT END OF THE CHAIR. RHILINGER – DONATION IS PERSONAL FROM MEMBER TO MEMBER. RHILINGER/FRANKLIN – **KEEP CURRENT PRACTICE**

K. Personnel Issues – **1:00 pm**

- Cost of Living Adjustment request – memo attached
- **ACTION: NOT Recommended** Board approval of a 2% cost of living adjustment starting January 1, 2013 – RHILINGER NO - CITIES LIKE TORRANCE HAVEN'T HAD COLA IN 5 YEARS. FRANKLIN – AGREES, WRONG MESSAGE. INGLEWOOD – 2ND CONSECUTIVE YEAR WITH 10% CUT. SEPARATE CASE BY CASE POSSIBLY, MAYBE BONUS BUT NOT ACROSS THE BOARD. SHOWALTER – WE NOW HAVE BASELINE PERFORMANCE REVIEWS AND IN THE 2ND ROUND WE CAN BRING

EXEMPLARY PERFORMANCE PAY BACK. COLA WILL BE TABLED.
MERIT INCREASES IF APPROPRIATE TO BE BROUGHT BACK

- Mobile Phone Stipend – memo attached
 - **ACTION:** ~~Recommend Board approval of a stipend of \$60 per month each for the full time SBCCOG Environmental Services Analysts with outreach responsibilities as part of their SBESC job functions.~~ KNIGHT – 4 TOTAL ANALYSTS COVERED. PERKINS – PERSONAL CELL PHONES. MIGHT BENEFIT IF THEY HAVE A CHEAPER PLAN. RHILINGER – LOOK AT ACTUAL COSTS. IN FAVOR BUT FUND ONLY A CHEAPER PLAN AMOUNT. GOODHART – **ESTABLISH A POLICY** WITH RESTRICTIONS. COST OF DOING BUSINESS WITH A FAIR FORMULA FOR COMPENSATION SHOULD BE INCLUDED. PRIVATE SECTOR – GIVES THEM A CELL PHONE FOR JUST BUSINESS OUTREACH – POSSIBLE GROUP RATE. NEED SOME ACCOUNTABILITY FOR THESE FUNDS. RHILINGER – ADOPT POLICY TO COMPENSATE PEOPLE OR PROVIDE A PHONE AND STAFF TO BRING BACK OPERATIONS WITH US HAVING THE RIGHT TO LOOK AT BILLS. POSSIBLE PLANS. KNIGHT SECONDED. COME BACK NEXT MONTH. APPROVED.
 - RFP Outline for Human Resources Support - attached
 - **ACTION:** Direct staff to circulate this draft Request for Proposals (RFP) to the Human Resources Departments of our members to solicit comments and suggestions as well as names of Human Resources firms that could provide the services needed at the SBESC and that may be interested in responding to the RFP. RHILINGER – GRANTS WOULD COVER THIS TOO. FRANKLIN ASKED ABOUT \$20,000 COST – WOULD VET WITH CITY STAFF FOR THEIR IDEAS. WE MIGHT PUT IN A RANGE FOR THE COST.
 - **INSTEAD OF RFP, DO RFIQ – AND THEN RFP AND BRING BACK RESULTS OF HOW WE WILL GO FORWARD AFTER THAT**

L. Finance Issues – 1:20 pm

- Consider updating member dues which haven't been changed since 2002
 - **ACTION:** Appoint a subcommittee to work with staff on a dues formula and request at least one city manager participate – PERKINS – GOOD IDEA TO EVEN LOOK AT THE DUES NOW AND UNDERSTAND HOW THE MONEY IS SPENT; KNIGHT – WOULD HELP HIM TO KNOW WHAT WE GET OUT OF IT. RHILINGER – HARD SELL.
 - **TABLE THE DUES COMMITTEE DISCUSSION UNTIL END OF EXEC SESSION.**
 - Discuss whether more signature authority is needed for checks (Karen Avila, Ellen, Ralph, Dan & Jeff are current signers) – consider past officers (Rhilinger, Mitchell, Seamans) – but not two from the same city on any check – **PERKINS – EXPECTATION THAT IF YOU ARE AN OFFICER YOU HAVE TO COME TO A MEETING. MOVING FORWARD IN THE CHAIRS IS NOT AUTOMATIC. RHILINGER – DISCUSSION AT THE BOARD MEETING ABOUT RESPONSIBILITY TO THE SBCCOG. NEED TO ATTEND. PUSH THAT ANYONE CAN COME TO THE STEERING COMMITTEE. MOTION TO PUT SUSAN RHILINGER ON – PERKINS/FRANKLIN**
 - **ACTION:** Approved additional signature authority on checks FOR SUSAN RHILINGER – *emailed Suzanne 1/15/13*
 - Approval of Invoices – available at the meeting
 - **ACTION:** Approved invoices for payment PERKINS/RHILINGER

WORKING ON CASH ADVANCE FROM METRO WHICH SHOULD HELP WITH CASH FLOW

WORK PROGRAM

N. Sustainable South Bay Strategy Updates – 1:30 pm

- Mobility Initiatives
 - LUV Vehicle Project – demobilization underway
 - Selling the 2 Miles vehicles. In the interim, one is parked in an El Segundo city lot and one is still in use. OLIVE VIEW HOSPITAL WILL

PROBABLY BUY BOTH OF OUR VEHICLES. TOW THE CAR FROM EL SEGUNDO TO ANOTHER FORMER DRIVER. FINAL REPORT DRAFT ABOUT MARCH 1.

- Regional and South Bay PEV Readiness Planning
- Review Luskin Center findings for the South Bay – FINAL REPORT IS 200 PAGES – GREAT WORK. WE NEED TO WORK WITH CITY STAFF TO READ IT AND LEARN WHAT IS IN IT. WE WILL DO SYMPOSIUM ON THIS WITH THE TAKEAWAYS IN THE REPORT. KNIGHT – PROVIDE INFORMATION RE: CODES FOR CITIES. PUT LUSKIN REPORT LINK ON OUR WEBSITE.
- METRO SERVICE COUNCIL MEETING HAD DISCUSSION ABOUT PUBLIC CHARGING AND GIFT OF PUBLIC FUNDS. DID ASK ABOUT RELIABILITY AND MULTI-HEADED CHARGERS THAT COULD GO IN METRO LOTS. METRO DOESN'T LIKE THE MULTI-HEADED UNITS BECAUSE THEY AREN'T SO RELIABILITY. METRO ALSO RELUCTANT TO PUT IN FULL SCALE CHARGING. MIGHT BE PUBLIC/PRIVATE VENTURE. BRING TO METRO SUSTAINABILITY COMMITTEE.
- BEV project – report on implementation – TOMORROW DEPLOYED. BMW, 2 NISSANS & HONDA FIT.
- Car2Go (Daimler) – update at the meeting – **SBCCOG WILL FORM A COMMITTEE OF CAR2GO CITIES AND MEET EVERY 2 MONTHS FOR THE 1ST 6 MONTHS AND THEN AS NEEDED. CITIES, BUSINESSES, ENVIROS – STARTED WITH LETTER FROM PORTIA – car2go meeting with Rosenkranz to be 1/23/13 @ SBESC – notice sent 1/15/13**

O. Transportation Issues – 1:45 pm

- Refined Metro Call for Projects Applications Committing Measure R SBHP Funds – memo attached – **REVISED CHART AT THE MEETING**
 - **ACTION:** Approved the projects listed in Exhibit 1 of the attached memo for use of South Bay Measure R Subfunds as a source of local match in the 2013 CFP applications and authorize the approved list to be transmitted to Metro for consideration at Metro's January 2013 Board Committee meetings and the January 24, 2013 Board Meeting. RHILINGER/PERKINS
 - Monthly transportation update from Steve Lantz – attached – **SCA 4 – REDUCING TO 55% VOTES ON TRANSPORTATION. BRING BACK NEXT MEETNG.**
 - **PP3 TUNNEL UNDER SEPULVEDA PASS AND TOLLS COULD PAY FOR RAIL THROUGH THE PASS AND THE ROADWAY – METRO LOOKING AT THIS. THIS IS THE 4TH STUDY ON THE 405 FREEWAY (TOLL FROM OC; AIRPORT CONNECTION; AUXILIARY LANE ON 405). RECOMMENDED THAT IWG CONVENE CORRIDOR STUDY BRIEFING FOR I-405 CITIES.**
 - **ARA NAJARIAN SELECTION –I-710 IS THE ISSUE.**
 - Compensation for Steve Lantz – memo attached
 - **ACTION:** Recommended Board approval of an increase in compensation to \$8500/month – RHILINGER – STEVE IS A HARD WORKER AND IS DOING A LOT MORE THAN HE EXPECTED. PERKINS – GREAT JOB AND HIS MONTHLY TRANSPORTATION UPDATE IS GREAT AND MUST TAKE A LOT OF TIME. **RHILINGER/PERKINS – e-mailed Suzanne 1/15/13**
 - Vanpool contract – attached
 - **ACTION:** Recommended Board approval of a 3 year contract with Metro – RHILINGER/PERKINS

P. South Bay Environmental Services Center – 1:55 pm

- Memo on SBESC programs to be available at the meeting
- WILL CHARGE \$10 TO CONTRACTORS OR PROFESSIONALS ONCE OUR WEBSITE GETS TO WHERE IT CAN ACCEPT CREDIT CARDS. MAYBE GIVE THEM BACK SOMETHING (ENERGY SAVING DEVICE) SO WOULDN'T EVEN

HAVE A COST. FRANKLIN – SET A DIFFERENT MEMBER RATE VS. NON-MEMBER RATE.

Q. SCAG – 2:10 pm

- RTP Implementation Subcommittee meetings update – I TRIED TO GET THE DATE CHANGED SINCE IT CONFLICTED WITH OUR STEERING COMMITTEE MEETING – *letter sent to SCAG from our RC reps re: meeting conflicts 1/28/13*

R. Legislative Advocacy - 2:15 pm

- Comments on Legislative Briefing and Breakfast – GREAT TO SEE NEW FACES. GOOD TURNOUT. IMPORTANT COLLABORATION. LOTS OF DISCUSSION ON THE COUNTY STORMWATER RUNOFF MEASURE. PERKINS – AGENDA STRUCTURE WAS REALLY GOOD.

S. Special Events – 2:20 pm

- LAX Airfield tour – July, 2013 (date to be selected in March)
- Plan tour or event at SeaLab
- **ACTION:** Hold any special events after the General Assembly

AGENDA DEVELOPMENT – 2:25 pm

T. Board Meeting – January 24, 2013 – agenda attached –

ASSEMBLYMAN ISADORE HALL TO ATTEND

- Potential future board topics
 - March – I 405 San Fernando to Orange County Corridor transportation studies
 - April - Economic outlook of the region – Billie Greer, Southern California Leadership Council

APRIL - REQUEST FROM LOMITA TO CONSIDER HEIDI SANBORN (DIRECTOR, CALIF. PRODUCT STEWARDSHIP COUNCIL) TO SPEAK ON EXTENDED PRODUCER RESPONSIBILITY – INVITE HER TO COME

2008 - The League supports legislation implementing producer responsibility. This includes, but is not limited to, mandating or providing incentives including funding for comprehensive producer responsibility programs for hazardous and universal wastes and products and packaging for which disposal or recycling is problematic for local governments.

- May - Panama Canal expansion's impact on Southern California
- June – LUV Final Report and Findings

SBCCOG management staffing services update – 2:30 pm – **EXECUTIVE SESSION**

- **ACTION:** ON A MOTION OF RHILINGER/PERKINS, CONTACT JENKINS FOR ASSISTANCE IN REVIEWING CONTRACT WITH JACKI BACHARACH & ASSOCIATES WITH THE OFFER TO COMPENSATE JENKINS AN AMOUNT NOT TO EXCEED \$10,000.
- DUE TO THE FACT THAT THE ORGANIZATION HAS CHANGED SO MUCH, IT WAS AGREED THAT A NEW SUBCOMMITTEE OF THE BOARD WOULD BE FORMED TO REVIEW THE DUES, THE SBCCOG VISION AND WHAT THE COG AND SBESC ARE NOW AND IN THE FUTURE. THIS SHOULD BE AGENDIZED FOR THE JANUARY BOARD MEETING AS AN ORAL REPORT WITH THE UNDERSTANDING THAT THE SUBCOMMITTEE WOULD REPORT ITS FINDINGS AT THE MARCH STEERING COMMITTEE AND BOARD MEETINGS.

NEXT STEERING COMMITTEE MEETING – Monday, February 11, 2013 @ 12:00 pm

ADJOURN