

# **South Bay Cities Council of Governments**

## **Steering Committee FOLLOW-UP AGENDA Monday, May 11, 2020**

**Attendees:** Christian Horvath (Chair, Redondo Beach), Olivia Valentine (1<sup>st</sup> Vice Chair, Hawthorne), Drew Boyles (2<sup>nd</sup> Vice Chair, El Segundo), George Chen (Torrance), Ralph Franklin & Jim Butts (Inglewood), Bernadette Suarez (Lawndale), Jim Gazeley (Lomita), John Cruikshank (Rancho Palos Verdes), Britt Huff (Rolling Hills Estates), Cedric Hicks (Carson), Hildy Stern (Manhattan Beach), Stacy Armato (Hermosa Beach). Others: James Hannon (President of South Bay Bicycling Coalition), Don Szerlip (Metro Service Council), Steve Takemoto (South Bay Bicycle Coalition), Mark Dierking (Metro), Omar Pulido (Trifiletti Consulting), SBCCOG: Jacki Bacharach, Kim Fuentes, Steve Lantz, Wally Siembab, Brooke Heri

- I. INTRODUCTIONS**
- II. REPORT OF POSTING OF AGENDA**
  - **ACTION:** Received and filed
- III. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA - NONE**
- IV. PUBLIC COMMENT – Steve Takemoto – grant to BCHD. Hoping cities to join him. Going to IWG.**
- V. CONSENT CALENDAR – action items noted, remainder are receive & file - 12:05 pm**

**Cruikshank/Hicks – SUAREZ ABSTAINED FROM MINUTES**

  - A. Steering Committee – April 13, 2020 meeting minutes attached
    - **ACTION:** Approved
  - B. Amendment to Agreement with Agnes Walker
    - Attached is a no cost, time extension amendment
    - **ACTION:** Approved
  - C. Amendment to County Contract re: Sanitation Stations for the Homeless
    - Amendment attached
    - **ACTION:** Approved
  - D. South Bay Environmental Services Center Activities Report – attached
  - E. Transportation Monthly Report - attached
  - F. City Attendance at SBCCOG meetings
    - Matrix attached
- VII. 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 & Ralph Franklin.
    - **RALPH SPOKE AND DISCUSSED THE REVIEW PROCESS.**
    - **ACTION: RECOMMENDATION TO BOARD – MACH, SILVA, MACKABEE, DURAN – HUFF/GAZELEY**
  - H. Telework Workshops – **12:20 pm**
    - Community Development Directors acknowledged being unprepared to suddenly have to manage their staff members working at home. 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.
    - 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.

- **WALLY – TRAININGS FOR SUPERVISORS AND EMPLOYEES. NO PREPARATION WAS DONE – LOTS OF INTEREST**
  - **VALENTINE – WANTS AS MANY PEOPLE AS POSSIBLE**
  - **CRUIKSHANK – IMPORTANT ITEM. NEXT COUNCIL WILL BE QUASI IN PERSON. WANTS TO SEE AGENDA AND GET INPUT. GROUP DISCUSSION IMPORTANT. GREAT INVESTMENT.**
  - **SIEMBAB – HOW TO HANDLE EMPLOYEES REMOTELY IS TELEWORK. WHAT ABOUT SERVICE DELIVERY TOO? HOW DOES FRONT DESK OPERATE. NOT TELEWORK, MORE SERVICE DELIVERY. TRYING TO CATALOGUE WHAT WE ARE LEARNING. LOTS OF SPECIALTIES IN MUNICIPAL GOVERNMENT**
  - **HORVATH - COMPILING THIS INFORMATION IS A PERFECT PLACE FOR SBCCOG**
  - **CHEN – TOO EARLY TO DO THIS. MIGHT BE SECURITY CONCERNS FOR SOME CITIES. DON'T NEED TRAINING FOR ZOOM. COULD BE USEFUL RE: HOW EACH CITY IS DOING COUNCIL MEETINGS AND CLARITY OF VISUALS. TORRANCE HAS BEEN TOLD REDONDO BEACH COUNCIL MEETINGS ARE CLEAR AND TORRANCE IS DEGRADED.**
  - **SIEMBAB – ZOOM IS A COLLABORATIVE WORK TOOL. TELEWORK IS THE RELATIONSHIP BETWEEN MANAGEMENT AND EMPLOYEE.**
  - **CHEN FEELS EACH CITY MANAGER COLLABORATES DIFFERENTLY. WAY TOO EARLY TO DO THIS.**
  - **SIEMBAB – CITIES WANTED THIS.**
  - **HUFF - INSTEAD OF SPENDING \$5000, WALLY COULD DO IT. WHO IS ELHAM SHIRAZI? HOW DOES THE \$1400 WORK? CAN WE USE THEM LATER?**
  - **SIEMBAB – KNOWN SHIRAZI SINCE 90'S. WALLY WILL GET MORE DETAILS.**
  - **HORVATH – SIEMBAB SEND SUMMARY OF QUESTIONS THAT HE HAS ASKED**
  - **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. - **VALENTINE/CRUIKSHANK APPROVED, CHEN ABSTAINED**
- HICKS – LOOK AT EACH CITY AND IS THEIR EQUIPMENT UPGRADED ENOUGH TO HANDLE IT. WHO IS CARRIER?**

#### **WILL BE SETTING UP MEETING FOR ECONOMIC DEVELOPMENT DIRECTORS**

- I. West Basin Municipal Water District Scope of Work for FY20-21 – **12:30 pm**
  - To be sent separately
  - **ACTION:** Review and provide direction – **TO BOARD**
  
- J. General Assembly Sponsorships – **12:35 pm**
  - Memo attached - **WALKED THROUGH MEMO.**
  - **STERN/CRUIKSHANK – NOT SURE WHETHER BAGS ARE WORTH IT AND CAN'T USE. DON'T PROMISE BAGS NOW. REMOVE THAT ITEM FROM THE 6.**
  - **FRANKLIN – NO TOTE BAGS. BAGS CONVENIENT AT THE GENERAL ASSEMBLY THO. CONCERNED THAT WE KEEPING THE MONEY. HOW MANY OF THOSE WILL NOT WANT TO SPONSOR IN THE FUTURE BECAUSE OF THAT?**
  - **CHEN – VISITS TAIWAN EVERY YEAR. ENCOURAGE RE-USEABLE BAGS. STILL MAY BE WEARING FACE MASKS – COULD HAVE LOGO ON THAT.**
  
  - **ACTION:** Provide 2020 sponsors with alternate benefits throughout 2020 – **CRUIKSHANK/HICKS**
  
- K. Legislative Issues – **12:45 pm**
  - Legislative Matrix – attached
    - **SB 795 HAS BEEN AMENDED – EXPLAIN – RECOMMEND MONITOR – OK**

- L. Board Meeting agenda development – **12:50 pm**
  - May – Nomination of Officers and Presentation of the Budget – draft attached
    - **ADD ITEM RE: STATUS OF PHASED RE-OPENING DISCUSSION ITEM**
  - 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:** Recommended Board approval – **FRANKLIN/HUFF**

- N. Budget – **1:05 pm**
  - **WALKED THROUGH THE BUDGET**
  - **CHEN - MORE STAFF – 33% INCREASE. \$100,000 WEB EXPENSE.**
  - **ME – COMMUNICATIONS OFFICER AND WEB OVERHAUL**
  - **KIM – NEED STAFF TO COVER OUR GRANT IMPLEMENTATION. CONSTANT BALANCE BETWEEN GRANT WORK AND COG WORK. CURRENT REN CONTRACT DOESN'T REQUIRE SUBCONTRACTING. WEBSITE DRUPAL NO LONGER SUPPORTED IN THE FALL. NEED TO LOOK AT WEB DESIGN. LOTS OF INFORMATION TO BE TRANSFERRED.**
  - **CHEN – DELIVERABLES NOT MET? KIM – FOR NEW YEAR. FOR 2 ADDITIONAL STAFF WITH 3% INCREASE FOR OUR OWN STAFF. HIRE AS NEEDED PART-TIME.**
  - **CHEN CONCERNED RE: ADDITION AND REPORT – NOT CLEAR WE ARE HIRING PEOPLE. AND WEB DESIGN SEEMS HIGH. CHEN LEFT.**
  - **BOYLES – CONCERNED TOO. REDUCING OPERATING EXPENSES AT CITY. NEW CHANGES? HAVE WE MADE OTHER CHANGES**
  - **KIM – WE ALWAYS HAVE TO MAKE SURE THAT OUR EXPENSES STAY WITHIN OUR GRANTS AND KEEP DUES LOW.**
  - **HUFF – EVENTS – VOLUNTEERS. KIM – USE VOLUNTEERS BUT WITH SBCCOG STAFF PERSON.**
  - **HORVATH – POSSIBLY WILL RENT SOME SPACE – WORKING ON ONE ORGANIZATION. PLEASE SEND ANY OTHER COMMENTS TO JACKI AND KIM BEFORE THE BOARD MEETING.**
  - **ACTION:** Review and provide direction

- O. Approval of Invoices – available at the meeting – **1:15 pm**
  - **ACTION:** Approved invoices for payment – **FRANKLIN/HICKS**

## 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 – **MODIFIED WORK ORDER #2**
    - d. **COG OFFICE – WORK OFFICE #3 – JUNE/JULY**
    - e. **ACCEPT AUGUST 1 – OUR OFFER IS STILL ON THE TABLE**
    - f. **SET UP MEETING WITH OUR TEAM AND NEW OWNER AND TENANTS IN THE BLDG.**
  - **APPROACHED BY COUNTY CHIEF MEDICAL OFFICER OF DHS – WALLY'S APPLICATIONS PAPER**
  - **ACTION:** Thank you event – celebration & recognition – possibly June/July
  - **ENVY OF THE REGION. COUNTY NEW REPORT ON TELEWORK AND GOING FORWARD**
  - **LET BOARD MEMBERS KNOW WHO HAVEN'T FINALIZED THE AGREEMENTS**

■ **HUFF – CITIES WILL PAY WHEN CONNECTED, NOT BEFORE**

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: **STILL HAVEN'T HEARD FROM CARSON**
  - 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.- **ROBUST CONVERSATION, CITIES GOT QUESTIONS ANSWERED. – TALKED ABOUT PROJECT ROOMKEY. SAN PEDRO, LAWDALE, LOMITA ARE 3 LOCATIONS. EACH RESIDENT IS GETTING FULL WRAP AROUND SERVICES AND HOPEFULLY MOVING INTO SUPPORTIVE HOUSING AFTER 90 DAYS.**
- **PROJECT ROOMKEY AS OF 5/5/20 – NEGOTIATIONS WITH HOTEL IN REDONDO BEACH AND ONE IN MANHATTAN BEACH**
- **MEETING WITH HAHN'S OFFICE – STILL WANT HOUSING AND SETTING UP MEETING WITH R/T'OFFICE STAFF**

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.
- **HUFF – SENIOR SERVICES SHEET IS IMPORTANT.**

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
- **BUILDING SOLD TO OMNI NET NEWPORT, LP**

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

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

1. **EL SEGUNDO COUNCILMAN PIMENTEL – SUGGESTED SBCCOG LOBBY TO WAIVE PREVAILING WAGE ISSUE. SBCCOG STAFF SURVEYED CITY MANAGERS AND PUBLIC WORKS DIRECTORS. PUBLIC WORKS DIRECTORS DIDN'T WANT TO TAKE THIS ON: MUCH MORE COMPLICATED. STATE AND FEDERAL REQUIREMENT. COULD LOSE OTHER FUNDING. BOYLES – CAST WIDER NET – THEY WILL DO RESEARCH IN EL SEGUNDO AND LET US KNOW**
  
2. **STEVE LANTZ – METRO SUBCOMMITTEE IS RECOMMENDING CHANGES IN MEASURE R PROGRAM RE: TRANSFERING FUNDS TO TRANSIT. GOING TO JIM BUTTS AND THEN TO METRO BOARD. SUBCOMMITTEE IS MADE UP OF BOARD STAFF PEOPLE. WILL REPORT WHEN IT BECOMES PUBLIC.**

3. **WALLY – REGIONAL COUNCIL AT SCAG ADOPTED RTP/SCS. OUR LETTER WAS SUBMITTED AND RAISED ISSUES THAT THE PLAN IS NOT CURRENT AND SHOULDN'T BE PASSED BASED ON DATA THAT IS NO LONGER CURRENT. EX. TRANSPORTATION FUNDING IS BASED ON 8 TAXES. SCAG PASSED IT WITH 90 DAY PERIOD TO EVALUATE NEW INFORMATION. WE ASKED FOR 1 YEAR. MITCHELL SPOKE UP ON OUR BEHALF.**
  
4. **FRANKLIN – REQUESTED TO HAVE DAVID LEGER PROVIDE PICTURES. WHO IS WORKING IN THE OFFICE? KIM – WILL SEND VIDEO BY END OF WEEK. DAVID AND KIM WORKING ON ORGANIZING THE OFFICE. SOME STAFF IS USING THE OFFICE EQUIPMENT. CONSTRUCTION ON NEW SPACE IS MOVING FORWARD. WILL TAKE A WHILE. WILL HELP WITH NEED FOR STORAGE. ALL OUT OF SAN PEDRO OFFICE – ONE MORE STORAGE DELIVERY – NOT PAYING FOR STORAGE ANYMORE.**

**NEXT STEERING COMMITTEE MEETING – Monday, June 8, 2020 @ 12:00 pm @ SBCCOG office**