

South Bay Cities Council of Governments

Steering Committee May 10, 2021 Minutes

Attendees: Olivia Valentine (Chair, Hawthorne), Drew Boyles (1st Vice Chair, El Segundo), John Cruikshank (2nd Vice Chair, Rancho Palos Verdes), Christian Horvath (Redondo Beach), Britt Huff (Rolling Hills Estates), Cedric Hicks (Carson), George Chen & Pat Furey (Torrance), Dawn Murdock (Palos Verdes Estates), James Butts (Inglewood), Barry Waite (Lomita)

I. CONFIRMED THE QUORUM

II. REPORT OF POSTING OF AGENDA

- **ACTION:** Received and filed

III. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA - none

IV. PUBLIC COMMENT - none

V. CONSENT CALENDAR – action items noted, remainder are receive & file - 12:05 pm

A. Steering Committee – April 12, 2021 meeting minutes attached HUFF/BOYLES

- **ACTION:** Approved

B. SCAG Regional Early Action Program Memorandum of Understanding

- Attached

- **ACTION:** Recommended board approval

C. JP Marketing No Cost Contract Extension for Website Redesign

- Attached

- **ACTION:** Recommended board approval of time extension until August 31, 2021

D. West Basin Municipal Water District Scope of Work for FY 21-22

- Attached

- **ACTION:** Recommended board approval for FY 21-22 scope of work with compensation to the SBCCOG of \$185,804

E. City Attendance at SBCCOG meetings

- Matrix attached

F. South Bay Environmental Services Center Activities Report – attached

VII. ACTION ITEMS

G. Continued Audit Discussion with Joseph Lillio, SBCCOG Treasurer & El Segundo Finance Director -
- 12:10 pm

LOOKED AT AUDIT – STANDARD FOR OUR SIZED ORGANIZATION. TO DO MORE THOROUGH AND DETAILED AUDIT – SUBSTANTIAL COST INCREASE. LOOKED AT OUR FINANCIAL POLICIES AND PROCEDURES - VERY GOOD. STRONG PURCHASING AND PROCUREMENT POLICY. GOOD ACCOUNTING POLICIES AND PROCEDURE – PAYROLL, ACCOUNTS PAYABLE. DIDN'T SEE AN INVESTMENT POLICY – SHOULD DO ONE. CHALLENGE IS IN IMPLEMENTATION OF POLICIES AND PROCEDURES. – ONLY ONE PERSON IN FINANCES – THEREFORE, NO SEPARATION OF DUTIES. DEEPER AUDIT WOULD POINT THAT OUT AND NOT INDUSTRY BEST PRACTICES. SHOULD HAVE 2ND SET OF EYES FOR BANK RECONCILIATION

- **KIM – PROGRAM MANAGERS SIGN OFF ON INVOICES AND WE CAN'T SIGN CHECKS. NO AUTHORITY TO GO OUTSIDE OF THE BUDGET APPROVALS.**
- **LILLIO – BANK RECONCILIATION – SHOULD NOT BE RECEIVED, OPENED AND PROCESSED BY SAME INDIVIDUAL. BROOKE DOES IT ALL. THIS IS KEY – MUST BE SEPARATED. ACCOUNTING FIRM COULD DO THIS. ACCOUNTING FIRM COULD COME UP WITH RECOMMENDATION. CITY COULD DO IT BUT MIGHT NOT HAVE THE RESOURCES AT THIS POINT. TRUE INDEPENDENT REPORT WOULD BE A CPA FIRM OR MANAGEMENT PARTNERS WHICH HAS IN HOUSE EXPERTISE. SHOULDN'T BE TOO COSTLY.**

H. Appointments to Outside Agencies - **12:25 pm**

- Concerning the SCAG Policy Committee appointment, the two nominees were Christian Horvath and Frank Zerunyan. Christian has withdrawn his name and is pursuing a SCAG Presidential appointment.
- Interviews were held for the Metro Service Council nominees – memos attached
- Email from Charles Michel Deemer read in which he asked for reconsideration of his nomination
- **ACTION:** Recommend that the Board of Directors:
 - **RECOMMENDED Reappointment OF** Frank Zerunyan to serve on a SCAG Policy Committee (CEHD) as the SBCCOG representative - **HORVATH/ARMATO**
 - Approved the Interview Panel's recommendation for the 3 seats on the Metro Service Council – Don Szerlip, Rochelle Mackabee and Richard Montgomery – **BOYLES/HORVATH**

I. COVID-19 – Office Operations & Reopening - **12:35 pm**

- Memo attached
- **ECONOMIC REOPENING IN JUNE – EMERGENCY ORDER STILL IN PLACE**
- **EL SEGUNDO – HYBRID MODEL LAST WEEK – PLEXIGLASS BETWEEN THEM/NO MASKS. ALL VACCINATED. CAN STILL ZOOM IN – EXPENSIVE TO DO IT BUT WORKED WELL.**
- **TORRANCE (CHEN) – HYBRID FOR LAST 2 COUNCIL MEETINGS. – COUNCIL ON DIAS, STAFF IN CHAMBER – LESS THAN 15 PEOPLE. PUBLIC IS AUDIO ONLY. COUNCIL WEARS MASKS. PUBLIC SEES WHOLE COUNCIL IS AN ADVANTAGE.**
- **INGLEWOOD – ALL VACCINATED. ONLY STAFF WITH AN ITEM COME AND SIT FAR APART. SENDING LIVE VIDEO TO LIBRARY ROOM FOR PUBLIC. LIVE ON FACEBOOK AND ON SPECTRUM.**
- **RPV IN PERSON WITH PLEXIGLASS AND NO MASKS.**
- **START MEETINGS IN PERSON – STEERING/BOARD/SBACC? OLIVIA – WANTS TO OPEN IN JUNE. START WITH BOARD IN JUNE.**
 - a. **CHEN – START WITH HYBRID AT JUNE BOARD MEETING**
 - b. **CRUIKSHANK – START WITH HYBRID FOR BOTH STEERING AND BOARD – ADDRESS OTHER GROUPS**
 - c. **VALENTINE – INVITE SBACC**
 - d. **HICKS – HYBRID – CLEANING PROCESS AFTER THE MEETINGS? TIME FRAME FOR PLEXI GLASS.**
 - e. **KIM – CAN'T DO PLEXIGLASS IN THE BOARD ROOM.**
 - f. **STERN – GREATER PARTICIPATION AT STEERING COMMITTEE MEETINGS. LOOK AT WHAT WE HAVE LEARNED RE: THIS.**
 - g. **HUFF – LOBBY FOR BROWN ACT TO ALLOW HYBRID. DON'T BUY PLEXIGLASS. ELECTEDS IN PERSON AND STAFF VIRTUAL DURING TRANSITION.**
 - h. **BOYLES – SUPPORT FLEXIBILITY – DIAL IN OR IN PERSON. INSTEAD OF RETROFITTING – GO TO A CITY THAT HAS ALREADY RETROFITTED.**
 - i. **LEGER – COULD HAVE FEW PEOPLE IN SMALL CONFERENCE ROOM CONNECTED VIRTUALLY**
 - j. **CHEN – COULD USE FACE SHIELD W/O PLEXIGLASS.**
 - k. **ARMATO – STAFF SHOULD DECIDE IF IT'S STEERING OR BOARD**
 - l. **NO FOOD AT THIS POINT? – STRICT RULES ABOUT RSVP RE: FOOD**
 - m. **HUFF – WE USE IT FIRST AND THEN SBACC – AND THEY PAY FOR CLEANING.**

- Update on telework workshop for cities – **EXPLORING OPTIONS**
- **CRUIKSHANK – LESSONS LEARNED WOULD BE A GREAT IDEA.**
- **KIM – MAYBE SEND SURVEY TO CMs AND HR DIRECTORS RE: WHAT WOULD BE HELPFUL, WHAT THEY ARE DOING.**

J. Legislative Issues – 12:45 pm

- Legislative Matrix attached – **4 NEW BILLS ADDED – ONLY ONE HAS RECOMMENDATION RE: WATER QUALITY AND MORE RESTRICTIONS FOR CITIES – OPPOSE AB 377, SUPPORT AB 1258 – MOTION RE: RECOMMENDATION – HICKS/ARMATO**
- **AB 1251 – TORRANCE SUPPORTS AND TORRANCE COUNCIL WANTS TO ASK SBCCOG ABOUT REGIONAL URBAN COYOTE MANAGEMENT - NEXT AGENDA**
- **HUFF – VERY COMPLICATED RE: TRAPPING, ETC. SEEMS LIKE AN INDIVIDUAL CITY ISSUE – WE HAVE REALLY DONE WHAT WE CAN DO REGIONALLY**
- Housing legislative visits – status of meetings attached
SUGGEST WORKSHOP TO DISCUSS THESE IDEAS
 - **VALENTINE – THEY ARE LISTENING TO US, BUT NOT SUPPORTING US. BURKE SAID THAT WE NEEDED OUR OWN PROPOSALS.**
 - **ARMATO – HAVEN'T CHANGED MINDS BUT ADDITIVE, NOT A WASTE OF TIME. BUT WE CAN'T EVEN WIN SB 10 AT SCAG.**
 - **BOYLES – 1/3 OPPOSED TO 9 AND 10 AND 2/3 SUPPORTED IF AMENDED. NEED TO SAY WHAT WE DO WANT. PUT FORTH LEGISLATIVE FRAMEWORK WITH CLEAR TALKING POINTS. VOTE FOR THEM. ALL AGREE ON LOCAL CONTROL AND OTHERWISE DON'T ALL AGREE.**
- CALE meeting update
- **ACTION:** Approved recommended positions on legislation to the Board

K. Board Meeting agenda development – 12:55 pm

- May – draft agenda attached
 - Budget/nominations, LTN follow-up, West Harbor Presentation, work program
- June – election of officers/budget adoption, TELEWORK SPEAKER
- JULY - Gipson re: police reform issues???
- August – Stephanie Wiggins, Metro CEO
- What to do about the SPA 8 rather lengthy presentation every month?? –
 - **VALENTINE - ADD 15 MINUTES TO THE MEETING. WILL BE ADDED AS PRESENTATION.**
 - **ARMATO – WILL HELP BUILD RELATIONSHIP WITH SPA 8**
 - **HUFF – VALUABLE. MAKE IT A PRESENTATION WITH A TIME**

L. 21-22 Draft Budget – 1:00 pm

- Draft budget and narrative attached
- **CHEN – BALANCED?**
- **MURDOCK – WHY HIRING STAFF NOW? – KIM – WORK IS PERFORMANCE BASED. 80% FROM CONTRACTS AND GRANTS.**
- **HORVATH – THIS SITUATION RE: DEFICIT HAPPENS EVERY YEAR. FINANCE COMMITTEE WAS GOING TO CONSIDER SHIFTING FISCAL YEAR BECAUSE OF THE GRANT CYCLE. DOES CORRECT ITSELF OVER THE COMING MONTHS. SHOULD BE CONSIDERED BY NEXT FINANCE COMMITTEE.**
- **ALTERNATE FUND BALANCE OPTION**
 - **DREW – FUND BALANCE IS THE WORKING CAPITAL**
 - **CHEN – FUND RESERVE TO MAKE IT WHOLE AND THEN ALSO FUND THE DEFICIT**
 - **VALENTINE AGREES WITH CHEN**
 - **HICKS – LIVING DOCUMENT – CAN ALWAYS BE AMENDED. AGREES WITH CHEN.**
 - **PRESENT BOARD BALANCED BUDGET WITH FULLY FUNDED RESERVES**

- M. Approval of Invoices – available at the meeting – **1:15 pm**
■ **ACTION:** ApproveD invoices for payment – **HORVATH/HICKS**

VII. INFORMATION ITEMS

- N. South Bay Fiber Network – **1:30 pm**
■ LA County Proposed Broadband Consortium – **GET SCAG TO PULL THEIR BACKING**
■ Next meeting of the working group – May 17 – Selwyn Hollins, Director, LA County Internal Services Department to talk about their Deleting the Digital Divide Initiative
- O. LTN Report submitted – next steps under discussion – **1:40 pm**
- P. Homeless update – **1:45 pm**
■ Funding for January 2022-June 2023
 - Draft proposal for \$15 million for COGs; going before Board of Supervisors on July 6, 2021
 - SBCCOG could receive \$1.905 million for projects (based on percentage - 12.7% - from 2020 Homeless Count)
 - Money can be spent on the following:
 - i. **Priority Area 1:** Increasing the supply of permanent and interim housing for people experiencing homelessness
 - ii. **Priority Area 2:** Enhancing County service systems for those experiencing and/or at-risk of homelessness
 - Proposed timeline
 - i. Call for Projects issued in Summer 2021
 - ii. Draft Statement of Work due 9/20/2021
 - iii. Finalized SOW due 10/29/2021
 - iv. Contracts executed 12/17/2021
 - v. Projects scheduled to begin 1/1/2022
- Q. Senior Services update – **1:50 pm**
■ Next meeting on May 25, 2021

VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES

JULY 4 RESPONSES FROM BOARD MEMBERS

- RB & Torrance – 5/4 council discussion
- Carson – Hicks - Fireworks sales for safe and sane fireworks sales as well as Dignity Health Sports Center will be doing a big firework show with their soccer team
- Gardena – Tanaka - as of now is not planning on a fireworks show. Safe and Sane will be sold within the city limits.
- Lomita – Waite - we will have fireworks in Lomita for Founders Day, which is the week before the 4th of July. That is our tradition.
- MB – Stern - We do not have fireworks in MB.
- PVE – Roos - I am not aware of plans for 4th of July this year. We do not fund fireworks
- RPV – Cruikshank – Don't do fireworks, but Green Hills Memorial is doing a special Memorial Day Fireworks display at 7 pm, May 30th. Everyone on the east side of the Peninsula should be able to enjoy that.
- RH – Dieringer - Our city has no plans for 7/4 activities or fireworks.
- SEND E-MAIL LIST TO THE GROUP AND WHO HAS DONE THEM IN THE PAST AND WHO HASN'T – IS IT A DEPARTURE FROM THE PAST.

NEXT STEERING COMMITTEE MEETING – Monday, June 14, 2021 @ 12:00 pm via zoom??