

# South Bay Cities Council of Governments

## **Steering Committee FOLLOW-UP AGENDA Tuesday, November 13, 2012**

**Attendees: Ralph Franklin (Chair, Inglewood), Jim Goodhart & Ellen Perkins (Palos Verdes Estates), Jim Knight (Rancho Palos Verdes), David Lesser (Manhattan Beach), Pat Aust (Redondo Beach), Judy Mitchell & Suzy Seamans 1:45 pm (Rolling Hills Estates), Jacki Bacharach, Catherine Showalter, Kim Fuentes (SBCCOG), Steve Lantz (SBCCOG Transportation Consultant), Wally Siembab (Consultant), Matt Wisniewski (Coro Fellow)**

### **I. REPORT OF POSTING OF AGENDA**

- **ACTION:** Received and filed

### **II. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA**

### **III. PUBLIC COMMENT - none**

### **IV. CONSENT CALENDAR - 12:05 pm - APPROVED**

#### **A. Steering Committee – October 8, 2012 meeting minutes attached**

- **ACTION:** Approved

#### **B. CPUC meeting follow-up**

- At the CPUC meeting last month, Jim Goodhart & Jim Knight spoke with a consultant about how cities can develop a better understanding of how to frame issues that they have with SCE so that they can get a better response.
- The consultant, Peter Weigand, will be speaking to the city managers @ their meeting in January on this topic.

#### **C. Economic Development**

- Next meeting December 20 with the focus on manufacturing and jobs
- Guest speakers on tourism very informative. Requested tourism brands that our cities are using – logos, tag lines, etc.

### **V. ITEMS FOR REVIEW AND APPROVAL**

#### **ADMINISTRATION**

#### **D. CORO Fellow – 12:10 pm**

- We are delighted to welcome Matt Wisniewski for the next 3 weeks and honored to be a part of this very prestigious program.

#### **E. Upgrade of SBCCOG and SBESC Websites – 12:15 pm**

- **ACTION: Approved** contract with Civic Resources Group for an amount not to exceed \$45,233 for Phase 1 as described in the attached - **MITCHELL/AUST**

#### **F. Personnel Issues - 12:25 pm**

- New SBESC Employee Job Category and Compensation – memo attached
  - **ACTION:** Approve new employee job category and compensation - **AUST/KNIGHT**
- Sick Leave and Vacation Leave Policies – memo attached
  - **ACTION:** 1) Direct staff to continue to research these policies including seeking comparisons from three cities in the South Bay as well as one neighboring Council of Governments to evaluate whether a revision is warranted. 2) Obtain legal review of the additional sick leave and revised vacation leave policies. 3) Report findings to the December 10 Steering

Committee for approval and implementation of the new policies effective January 1, 2013.

- **SICK LEAVE - CAP SICK LEAVE # OF DAYS. COULD BE ACCRUED AT LOWER VALUE. 30 IS TOO MUCH. DR.'S NOTE AFTER 5 DAYS. ASK FOR CAPS OF OTHER ORGANIZATIONS. USE OF SICK LEAVE WHEN YOU ARE ON VACATION IS NOT GOOD.**
- **VACATION – CAN'T LOSE VACATION UNDER THE LAW – IT IS ACCRUED BENEFIT – NEED TO CHANGE OUR CURRENT POLICY OF NOT BEING ABLE TO ACCRUE PTO. MAYBE YOU CAN LOSE IT AFTER A CERTAIN TIME. CAN CASH IT OUT TOO AND MAYBE CAP IT TOO. CAN ALSO MANDATE THAT THEY TAKE VACATION. PAY SHOULD BE 52 WEEKS AND NOT 52 WEEKS WITH VACATION. CASH OUT AT THE END OF THE YEAR OR YOU LOSE IT AT END OF THE YEAR. GET LABOR LAWYER – MOVE THAT WE BRING PERSONNEL RECORDS INTO COMPLIANCE. AUST/LESSER. MOVED THAT CATHERINE GO FORWARD TO REVISE PERSONNEL MANUAL – KNIGHT/AUST**
- Human Resources Support – memo attached
  - **ACTION:** Provide direction and direct staff to continue to research options and report back with a preferred approach with a range of costs – **CONSIDER CONTRACT HUMAN RESOURCE GROUP TO WORK WITH US – KNIGHT/AUST**
- Introduction of new staff – Melissa Hebert – Transportation Outreach Environmental Services Analyst for Vanpool Formation and ExpressLane information

G. SBCCOG management staffing services - **12:45 pm**

- SBCCOG's contract with Jacki Bacharach and Associates is a three year contract which is due to expire on June 30, 2013.
- SBCCOG followed SCAG's policy when the agency was taking SCAG funding that contracts such as this would be re-bid every 3 years but SCAG is no longer funding SBCCOG projects.
- To ensure continuous management services, a process of selection or evaluation of the current management services needs to be conducted. In previous years, this process has included at least one city manager. A suggested timeline for going out to bid is attached.
- **ACTION:** Provide direction and select a committee to determine next steps – **EXECUTIVE SESSION AT END OF THE MEETING. SUBCOMMITTEE WILL REVIEW JB&A CONTRACT AND MEET WITH JACKI. DISCUSS SUCCESSION. INDEPENDENT CONTRACTOR THRESHOLD MET? – GOODHART, AUST, FRANKLIN**

H. General Assembly Update – February 22, 2013 – “At What Cost? – Unintended Consequences of Declining Revenues” – **12:55 pm**

- Program update – **MORE SPEAKERS CONFIRMED**
- Sponsors - **\$30,500 as of 11/12/12** - almost all of the continuing contributions are less than last year. **AES IS NEW \$5000 SPONSOR.**
  - Current sponsor and potential sponsor lists as of 11/5/12 attached
  - Non-profit sponsor category – memo attached
- **ACTION:** Approve new non-profit sponsor category @ \$1000 with exhibit space – **KEEP \$500 THIS YEAR AND THEN RAISE IT IN THE FUTURE. CAP ON # OF NON-PROFITS**

I. LCC & SCAG appointments by SBCCOG - **1:10 pm**

- Nominations closed October 31 for SBCCOG appointments and only 2 people asked to be re-appointed.
  - League of California Cities LA Division Executive Committee – Jim Goodhart
  - League of California Cities LA Division Legislative Committee
  - SCAG Energy and Environment Committee

- SCAG Transportation Committee – Steve Diels (until April)
- SCAG Community, Economic & Human Development Committee – **Butts interest confirmed in e-mail per Franklin 11/14/12**
- South Bay Association of Chambers of Commerce – **checked with Rhilinger 11/28/12 via e-mail**
- **ACTION:** Confirm Jim Goodhart’s LCC Executive Committee seat and Steve Diels SCAG position and verify with the current incumbents of the other seats that they want to continue for the next 2 years.
- **ACTION:** Begin selection process for Diels SCAG Transportation Committee seat in February.

J. Videoconferencing with SCAG – 1:15 pm

**OUR IT CONSULTANT VISITED THE SAN BERNARDINO SCAG OFFICE TO GET A DEMONSTRATION OF THE VIDEO / AUDIO CAPABILITIES OF THE LIFESIZE PORTABLE AV CART. THE DEMONSTRATION EXCEEDED HIS EXPECTATIONS. FEBRUARY 1 – ANTICIPATED INSTALL DATE**

K. Finances – 1:20 pm

- 1<sup>st</sup> Quarter Financial Report – **RECEIVED AND FILED**
- Approval of Invoices - **NOTE THAT THERE WILL BE A MIDYEAR GIS ADJUSTMENT**
- **ACTION:** Approved invoices for payment

**WORK PROGRAM**

L. Transportation Issues – 1:25 pm

- Monthly transportation update from Steve Lantz – attached – **SHOULD THIS BE ON THE BOARD AGENDA OR THE STEERING COMMITTEE AGENDA? PUT ON BOARD AGENDA**
- **SBCCOG TAKING ON MORE ADMINISTRATIVE DUTIES RE: MEASURE R – SHOULD LEAD TO COST SAVINGS AND MORE IN HOUSE EXPERTISE**

M. South Bay Environmental Services Center – 1:35 pm

- Memo on SBESC programs to be available at the meeting - **HANDOUT**
  - **LIGHT SWITCH STICKERS AVAILABLE**
  - Participation in ARCCA, Alliance of Regional Collaboratives for Climate Adaptation representing LARC – memo attached
  - **ACTION:** Approved SBCCOG participation in ARCCA as described in memo
- MITCHELL/PERKINS**

N. Sustainable South Bay Strategy Updates – 1:45 pm

- Mobility
  - LUV Vehicle Project – demobilization underway
    - Wheego will buy back their cars as per the original arrangement. We will need to sell the 2 Miles vehicles.
  - Regional and South Bay PEV Readiness Planning
  - BEV project – implementation STARTING, FIRST DRIVERS TO BE ‘TRAINED’ IN DECEMBER
  - Car2Go (Daimler) – Mike Jenkins is working on a sample permit for all cities to adopt. Once it is done, a sample staff report and the permit will be sent to the participating cities for adoption. Once all 9 cities have approved, car2go can begin their implementation which take approximately 4 months. Target dates – adoption by councils for announcement at the General Assembly; start of service – July 2013
- SCAG

- RTP Implementation Subcommittee meetings – MEETINGS DOMINATED BY ACTIVE TRANSPORTATION DISCUSSIONS

O. Legislative Advocacy – **2:00 pm**

- AQMD seat on CARB Board – support Judy Mitchell – Westside COG will try
  - **ACTION:** Send letter to Governor supporting Mitchell -**LESSER/KNIGHT** – *sent to Ralph for review and Marcy for copying 11/13/12*

P. Special Events – **2:05 pm**

- LAX Airfield tour
- Plan tour or event at SeaLab
- **ACTION:** Hold until 2013

**AGENDA DEVELOPMENT – 2:10 pm**

- Q. Board Meeting – November 15, 2012 – agenda attached

**NEXT STEERING COMMITTEE MEETING – Monday, December 10, 2012 @ 12:00 pm**

**ADJOURN**

**INVITE PUBLIC WORKS TO CM MEETING IN JANUARY??**