

# South Bay Cities Council of Governments

## Steering Committee AGENDA

**Monday, March 11, 2013**

**12:00 pm**

**SBCCOG Environmental Services Center  
20285 Western Avenue, Suite 100  
Torrance, Ca. 90501**

- I. **REPORT OF POSTING OF AGENDA**
  - **ACTION:** Receive and file
- II. **ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA**
- III. **PUBLIC COMMENT**
- IV. **CONSENT CALENDAR - 12:05 pm**
  - A. Steering Committee – February 11, 2012 meeting minutes (attached)
    - **ACTION:** Approve
  - B. Economic Development
    - Next meeting March 21 – guest speakers from TEAM California and CALED (California Association for Economic Development)
  - C. Upcoming Vacancies to be advertised this month
    - Santa Monica Bay Restoration Commission – Mike Gin’s seat
    - SCAG Transportation Committee – Steve Diels’ seat
    - Metro Service Council – One vacancy and Three with term ending
  - D. Videoconferencing with SCAG
    - Installed and staff has been trained
    - Guidelines to be developed for approval
- V. **ITEMS FOR REVIEW AND APPROVAL**

**ADMINISTRATION**

  - E. Upgrade of SBCCOG and SBESC Websites – **12:05 pm**
    - Update of designs at the meeting
  - F. Personnel Issues - **12:10 pm**
    - HR consulting services - update provided at meeting
    - Sick leave and vacation leave – memo (attached)
    - Merit Pool – memo (to be sent separately)
    - **ACTION:** Approve recommended actions
  - G. General Assembly Lessons Learned – **12:25 pm**
    - Largest area – most people at the end of the day
    - More networking time – comments pro and con
    - Legislators informally walking around in the morning – a few comments that their speeches were missed
    - Day of the week – Thursday vs. Friday?
    - **ACTION:** Provide comments and direction for next year
  - H. Finances – **12:35 pm**
    - Report from Ad Hoc Committee on Dues memo (attached)

- **ACTION:** Provide direction on dues for 2013-2014 to recommend to the Board
- Approval of Invoices – available at the meeting
- **ACTION:** Approve invoices for payment

**WORK PROGRAM**

- I. Sustainable South Bay Strategy Updates – **12:40 pm**
  - Mobility
    - LUV Vehicle Project – demobilization underway
    - Regional and South Bay PEV Readiness Planning
    - BEV project
    - Car2Go (Daimler)
  
- J. Transportation Issues – **12:55 pm**
  - Monthly transportation update from Steve Lantz – (attached)
  
- K. South Bay Environmental Services Center – **1:10 pm**
  - Memo on SBESC programs to be available at the meeting
  - Rancho Palos Verdes Sub-Metering Proposal Development MOU (attached)
    - **ACTION:** Approve MOU
  - West Basin Municipal Water District – special grant for outreach to other COGs
    - Water 101 class – preferred date to be discussed
  
- L. SCAG – **1:25 pm**
  - RTP Implementation Subcommittee meetings – report at the meeting
  
- M. Legislative Advocacy - **1:30 pm**
  - Matrix (attached)
  
- N. Special Events – **1:35 pm**
  - Water 101 class for the SBCCOG electeds
  - Plan tour or event at SeaLab
  - LAX Airfield tour – July, 2013

**AGENDA DEVELOPMENT – 1:45 pm**

- O. Board Meeting – March 25, 2013 - draft (attached)
  - March – speaker on I 405 San Fernando to Orange County Corridor transportation studies & Rick Bishop RE: HERO program
  - Future Board topics
    - April - & Heidi Sanborn (Director, California Product Stewardship Council on Extended Producer Responsibility & Panama Canal expansion's impact on Southern California
    - May - Economic outlook of the region – Billie Greer, Southern California Leadership Council - CONFIRMED
    - June – LUV Final Report and Findings

**NEXT STEERING COMMITTEE MEETING – Monday, April 8, 2013 @ 12:00 pm**

- P. SBCCOG management staffing services – **1:50 pm**
- EXECUTION SESSION**
  - **ACTION:** Provide direction

**ADJOURN – 2:30 pm**

# South Bay Cities Council of Governments

## Steering Committee FOLLOW-UP AGENDA Monday, February 11, 2013

Attendees: Ralph Franklin (Chair, Inglewood), Dan Medina (1<sup>st</sup> Vice Chair, Gardena), Ellen Perkins & Jim Goodhart (Palos Verdes Estates), Matt Kilroy (Redondo Beach), Jim Gazeley (Lomita), David Lesser (Manhattan Beach), Jim Knight (Rancho Palos Verdes), Julie Ruiz-Raber (Carson), Steve Lantz (Transportation Consultant), Jacki Bacharach, Kim Fuentes, Catherine Showalter & Wally Siembab (SBCCOG)

### I. REPORT OF POSTING OF AGENDA

- ACTION: Received and filed

### II. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA – ADD REPORT OF AD HOC COMMITTEE – ITEM H

### III. PUBLIC COMMENT - NONE

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

- A. Steering Committee – January 14, 2012 meeting minutes attached

- ACTION: Approved

- B. SBCCOG and SBESC Websites

- Expected launch date mid-March

- C. Videoconferencing with SCAG

- Installed!! **FEBRUARY 21 – BROADER BANDWIDTH**

- D. Additional Storage Space at the SBESC – memo & draft amendment attached

- ACTION: DirectED the SBCCOG Chair to execute the amendment to the lease agreement with Maritz Holdings, Inc., effective March 1, 2013 subject to review by legal counsel

- E. Legislative Monitoring

- **SCA 4:** Local government transportation projects: special taxes: voter approval. Provides that the imposition, extension, or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition. Vote: 2/3. Not yet assigned.

- **Assembly Bill 225, that would create a new Medium Speed Electric Vehicle (MSEV) classification in California.**

**Nestande/Medina:** This bill would authorize the operation of a medium speed electric vehicle, as defined, at speeds of no more than 35 miles per hour on a roadway with a speed limit that does not exceed 45 miles per hour. The bill would require that the driver of a medium-speed electric vehicle possess a class A, class B, or class C driver's license. They must have a fully enclosed passenger compartment, be propelled by an electric motor, and must meet or exceed the requirements for safety equipment specified in Section 571.500 of Title 49 of the Code of Federal Regulations. Possible committee date March 7

### ACTION FOR NEXT MEETING – *added to 3/13 Steering Comm agenda*

- Borja - where is the South Bay COG's position on the LAX Specific Plan Amendment Study (SPAS)?

Currently, the County is about to review the SPAS and will vote to approve or

disapprove the Study. Needless to say, we need to keep the process forward  
Will the COG write a letter to the County to support the process and call for no  
delays?

■ Steve - At this point all three alternatives would require a transfer to people  
mover. One exception would be that terminals at the east end horseshoe would  
probably allow pedestrian access from the Light Rail / People Mover station near  
the Administrative building (old control tower building). I think this will get sorted  
out in a subsequent project EIS for the people mover / lrt extension, so perhaps  
we ought to call for the SPAS to be approved and the project EIR/EIS to begin  
without delay. – PERKINS/MEDINA TO SEND A LETTER – *letter sent 2/13/13*

**RALPH MENTIONED ISADORE HALL'S RESPONSE RE: HIS RDA  
STATEMENTS AT THE BOARD MEETING**

**V. ITEMS FOR REVIEW AND APPROVAL**

**ADMINISTRATION**

F. General Assembly Update – February 22, 2013 – “At What Cost? – Unintended  
Consequences of Declining Revenues” – **12:10 pm**

- Program update
- **Sponsors - \$59,000 as of 2/7/13**
- **FIND OUT ABOUT SALES TAX RE: AMAZON – asked Jeff Kiernan 2/11/13**
- **MEXICAN BUFFET CHOSEN**

G. Santa Monica Bay Restoration Commission Upcoming Vacancy – **12:20 pm**

- Mike Gin will be terming out of office either April 1 or late-May depending on the  
results of Redondo Beach's Mayoral election in March. He requested that this  
matter be brought before the Steering Committee for your consideration on  
finding his replacement.
- While the current bylaws of the SMBRC ensure that the SBCCOG will have a  
representative on the Governing Board, Mike believes that it is vitally important  
that the SBCCOG be represented on the Executive Committee as a Vice-Chair.  
Therefore, he requests that the new rep be willing to run for his vacated Vice-  
Chair position once they get on the Commission. **EXECUTIVE COMMITTEE  
MEETS 3 WEEKS BEFORE THE BOARD MEETINGS**
- **MEETS 6 TIMES PER YEAR – EVEN MONTHS – FEBRUARY AND APRIL.  
THERE IS ALSO AN OPEN SEAT TO REPLACE RICHARD BLOOM.  
DUCLOS AND KNIGHT APPLYING FOR THAT. WILL BE FILLED BY  
FEBRUARY.**
  - **ACTION:** Formally solicit interest for serving on this commission starting  
**March 15 WHICH SHOULD BE AFTER THE OTHER SEAT IS FILLED -**  
from SBCCOG elected officials with the understanding that part of the  
obligation of the position is not only to attend meetings but also to provide  
reports back to the SBCCOG Board of Directors.

H. Finances – **12:25 pm**

- **Mid-Year Budget Financial Report – MID YEAR BUDGET CHANGE REVIEW**
- **Approval of Invoices – APPROVED**
- **2011-2012 Audit – to be posted @ [www.southbaycities.org](http://www.southbaycities.org) – 2 FINDINGS TO  
DISCUSS – LACK OF SEGREGATION OF DUTIES AND NO DIRECTOR & OFFICERS'  
LIABILITY INSURANCE**
- **AD HOC COMMITTEE REPORT – EXPLORED DUES. FIRST, MAKE CUTS – WE  
ARE MEAN AND LEAN. JOINT PROCUREMENT, RAISE DUES? CONSIDER  
GRADUAL INCREASE WITH SUNSET. CONCERN RE: CASH FLOW.**
  - **ACTION: ASSESS FOR NEXT TWO YEARS OF 50%/50% TO COVER  
DEFICIT. \$300,000 TOTAL DUES TO BE COLLECTED USING EXISTING**

**FORMULA OF 50% POP AND 50% OPERATING FUNDS. WOULD LAST FOR 10 YEARS. EVALUATION EVERY 10 YEARS. LETTERS TO EACH CITY WITH SPECIFIC ISSUES RE: VALUE TO EACH CITY. SUMMARY OF OUR CHANGING COSTS. RUIZ-RABER/MEDINA APPROVED. TO GO TO BOARD IN MARCH**

- **ACTION:** ApproveD invoices for payment PERKINS/MEDINA

I. **Personnel Issues - 12:35 pm**

- Monthly Phone Bill Stipend – memo attached
- Employee Benefit – Life Insurance – memo attached
- Revised Drug Free Workplace Policy – memo attached
- **ACTION**
  - \$55 monthly phone stipend for employees with outreach duties – **TIE TO JOB TITLE AND NEED TO ADD A POLICY RE: THIS – KILROY/RUIZ-RABER - APPROVED**
  - Life insurance policy benefit for employees as a benefit which includes a free Employee Assistance Program – **STOPS AT 70? MOST INSURANCE COMPANIES PROVIDE FREE EAP ANYWAY – MEDINA; EMPLOYEE IDENTIFIES BENEFACTOR – FRANKLIN AND WHEN IS EFFECTIVE DATE FOR NEW EMPLOYEES - SAME AS OTHER BENEFITS. KILROY/RUIZ-RABER APPROVED - \$50,000 Catherine is asking insurance agent re: 70 limit? 2/12/13**
  - Revised Drug Free Workplace policy approved by SBCCOG legal counsel – **KILROY/LESSER APPROVED**

**WORK PROGRAM**

J. **Sustainable South Bay Strategy Updates – 12:50 pm**

- Mobility
  - Regional and South Bay PEV Readiness Planning – **SLIDE PRESENTATION OF THE LUSKIN REPORT. METRO WILL BE CHARGING FOR CHARGING – POSSIBLY AT PARK AND RIDES. SANTA MONICA GIVES IT FOR FREE – GIFT OF PUBLIC FUNDS? WALLY – VENDORS HAVE DIFFERENT PAYMENT SCHEMES. FREE IS NOT RECOMMENDED.**
    - **LESSER – IN MANHATTAN BEACH – THEY ARE PLAYING CATCH-UP WITH HB. LUSKIN IS STEERING AWAY FROM DOWNTOWN LOCATIONS AND HOME AND WORKPLACE IS BETTER FOR NOW.**
    - **THERE WILL BE A LINK ON OUR WEBSITE TO THE LUSKIN REPORT.**
    - **DAYTIME RATE FOR EMPLOYERS MIGHT NOT BE SUBSIDIZED. WILL BE LOOKED AT.**
  - BEV project – **REPORTED ON INDIVIDUAL USERS EXPERIENCES**
  - Car2Go (Daimler) - If possible, we really need to have this thing buttoned up by the middle of April at the latest.
    - Support letter from Senator Rod Wright, Assemblyman Isadore Hall, **SBACC FACEBOOK – ASKING FOR EXPANDING THE AREA. CONCERNS/QUICK SERVICE.**
  - **SMART MOBILITY FRAMEWORK – MEETING WITH CALTRANS THIS WEEK (STEVE AND WALLY) – ONE OF TWO PLACES IN THE STATE OF CALIFORNIA**

K. **Transportation Issues – 1:05 pm**

- Monthly transportation update from Steve Lantz – **REVIEWED LAX ALTERNATIVES. NEEDS OWN EIR FOR THE RAIL PROJECT. COORDINATING WITH CRENSHAW (2018) AND GREEN LINE (2028)TOO.**

L. **South Bay Environmental Services Center – 1:15 pm**

- Memo on SBESC programs to be available at the meeting – **MENTION NEED FOR HELP WITH TABLE TOP PRESENTATION LEADS – ROTARY/KIWANIS – TELL GOODHART**

- West Basin Municipal Water District
  - Water 101 class
    - This free “Water 101” class examines the basics of water and its role in our lives. The class is hosted at the Edward C. Little Recycling Facility. It covers where our water comes from, global and local water issues, and there is a special focus on the unique water issues of Southern California. The class is normally about 2+ hours including a light dinner.
    - WBMWD staff said that they would do a special class for the SBCCOG.
    - **ACTION:** Request WBMWD to provide a class for the SBCCOG before the March Board meeting at 4 pm on March 28 at our offices – **PICK ANOTHER DAY. DIFFERENT DATE THAN A BOARD MEETING**
- **2<sup>ND</sup> THURSDAY OF THE MONTH – sent out e-mail re: 5/1, 3/14, 4/11 as possible dates – 2<sup>nd</sup> Thursday is ICA – looking at 4/3 or 5/1**
- UCLA Marketing Plan – exciting update at the meeting – **MARKETING PLAN FOR THE SBESC AND PACKAGING CLIMATE ACTION PLANS**
- Solar Deployment Collaboration - memo attached
  - Open Neighborhoods is a certified B corporation which serves as a program administrator for GoS – **SCE PROGRAM TOO RE: FEED-IN TARIFF**
  - **ACTION:** Approve agreement with Open Neighborhoods subject to SBCCOG legal counsel review – **TABLED FOR A NEW AGREEMENT – new agreement sent to Jenkins 2/19/13**

**M. PACE – WRCOG COMING**

**N. SCAG – reports at the meeting – 1:30 pm**

- RTP Implementation Subcommittee meetings – **RTP BEING CAPTURED BY OTHER INTERESTS THAT AREN’T TRANSPORTATION. MOBILITY IS GETTING LOST IN THE RTP. IT IS A MITIGATION UNDER CEQA, NOT A GOAL BY ITSELF.**
- Future of Technical Committee meeting for staff input – **PROCESS ISSUE**

**SPECIAL EVENTS WITH SBACC**

- **CO-SPONSOR DAY AT THE COUNTY**
- **MEETING WITH THEIR OFFICERS AND OUR OFFICERS FOR A CLOSER WORKING RELATIONSHIP**

**AGENDA DEVELOPMENT – 1:35 pm**

**O. Board Meeting – March 25, 2013**

- March – speaker on I 405 San Fernando to Orange County Corridor transportation studies & RICK BISHOP RE: HERO PROGRAM
- Future Board topics
  - April - Economic outlook of the region – Billie Greer, Southern California Leadership Council *invited 2/13/13* – **CONFIRMED FOR MAY** & Heidi Sanborn (Director, California Product Stewardship Council on Extended Producer Responsibility
  - May - Panama Canal expansion’s impact on Southern California
  - June – LUV Final Report and Findings

**P. SBCCOG management staffing services – 1:40 pm**

**POSSIBLE EXECUTIVE SESSION**

- **ACTION:** Provide direction – **NO ACTION TAKEN. ADD ANOTHER 30 MINUTES TO THE NEXT STEERING COMMITTEE MEETING AGENDA FOR EXECUTIVE SESSION**

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

**ADJOURN**

# South Bay Cities Council of Governments

March 11, 2013

TO: Steering Committee

FROM: Jacki Bacharach, Executive Director  
Catherine Showalter, Deputy Executive Director, Environmental Programs

SUBJECT: Sick Leave and Vacation Leave Policies

## BACKGROUND

At the November 13 and December 10, 2012 Steering Committee Meetings, drafts of Sick Leave and Vacation Leave policies for the SBCCOG employees were discussed at length. Several issues were raised that required follow-up and the Board directed staff to obtain legal review of the draft policies. The issues are identified below and are addressed in the revised policies taking into consideration the advice received from Mike Jenkins, legal counsel.

### **Vacation Leave**

Issue: 1) Can accrue double vacation time and then employee doesn't accrue any more.

Response: Vacation leave may be accrued up to a maximum of two times an employee's annual accrual. Once an employee reaches the maximum accrual, no additional vacation leave may be accrued until the employee's vacation leave balance falls below the maximum.

Issue: 2) Must use within 18 months or you lose it.

Response: Employee does not lose vacation but cannot continue to accrue it beyond the limit described above. This is a strong incentive to use it.

Note: Under California Labor Law, once an employee earns vacation, it cannot be taken away; "use it or lose it" policies are illegal.

Issue: 3) Hours vs. days

Response: The time accounting software will accurately calculate the vacation time accrued and the amount used over each payroll period.

Issue: 4) Leave annual cash out.

Response: Employees are strongly encouraged to use their vacation throughout the year for their personal wellbeing – rest, relaxation and renewal – in order to perform their jobs with the highest quality and at the most productive levels.

### **Sick Leave**

Issue: Cap sick leave? Verify

Response: There is no maximum limit on the amount of sick leave that can be accrued. However, there are requirements for employees to verify their illness or reason for

taking the sick leave and to notify their direct supervisor in advance (if possible) of the leave. Employees are not compensated for unused sick leave. It is similar to an insurance policy – most employees do not need all of it. The intention is for them not to come sick to the workplace. If sick days are cashed out, it serves as an incentive to work sick and that defeats the purpose.

For your consideration, a Catastrophic Leave Donation Program policy was added to the sick leave policy at the request of the SBESC staff. A serious injury accident took place recently for a family member and others wanted an avenue to help support the staff member who had no time to take off work to care for the loved one.

While the preference may be to wait to adopt sick and vacation leave policies after contracting for Human Resources support, that process will take due time. There is a need to move expeditiously since SBESC staff are coming into the office sick and spreading the flu in order not to use their limited Paid Time Off. As a result, the draft policies that had been presented to the Steering Committee members were reviewed by legal counsel, questions were answered by SBESC staff and revisions were made to the policies. Note that once the HR support contract is undertaken, the policies will again be reviewed for consistency with other employee policies.

Changes and additions to the Employee Policy Manual are found below in response to the direction to staff regarding Sick leave and Paid time off/Vacations.\*

\*Note: Language to be removed is struck through; suggested new language is underlined.

## DRAFT PAID TIME-OFF POLICIES

### **5.1.3 Vacation Leave**

~~Paid Time Off (PTO), also known as the vacation benefit is based on the employee's anniversary date.~~ The SBCCOG provides vacation leave to eligible employees for personal use, such as rest, relaxation, and renewal. Consistent with this objective, the SBCCOG encourages employees to use their accrued vacation leave each year.

The SBCCOG provides vacation leave to employees who are hired at 75 percent or more of full-time status (at least 30 hours per week) for three or more consecutive months. An employee in such an appointment begins to accrue vacation leave at the start of his/her appointment.

Accrual of Vacation Leave: SBCCOG regular full time employees accrue vacation leave based on years of qualifying service. Employees accrue thirteen days of vacation during the first year of employment and subsequently accrue one additional day per year up to a maximum of 24.

The schedule is as follows:

<u>Anniversary Date in Calendar Year</u>	<u>Paid Time Off per year</u>
1 <sup>st</sup> year	6 days (48 hours)
2 <sup>nd</sup> through 5 <sup>th</sup> year	12 days (96 hours)
6 <sup>th</sup> or more	18 days (144 hours)



<u>Years of Qualifying Service</u>	<u>Vacation Days Accrued Per Year</u>
<u>1st year</u>	<u>13</u>
<u>2nd through 11th year</u>	<u>14 - 23</u>
<u>12th year or more</u>	<u>24 (max)</u>

Those employees hired by the SBCCOG at the Executive level (defined as over 10 years of related experience) may start with additional paid ~~time-off~~ vacation days as may be negotiated with the employee.

~~To be eligible to take PTO, the employee must be on active pay status. PTO not taken during the calendar year is forfeited.~~

New employees become eligible to take ~~PTO~~ paid vacation days after they have worked three consecutive months. Part-time employees are not entitled to ~~PTO~~ paid vacation.

Managers are responsible for ~~scheduling~~ approving PTO-vacation leave. Employees are responsible for ~~planning ahead for~~ PTO-vacation days and working out their schedule with their Managers. Advanced notice and an approved ~~PTO~~ time off request form ~~is~~ are expected and necessary to ensure appropriate scheduling of work.

#### Use of Accrued Vacation Leave

An employee may not use vacation leave before it is accrued and the accrual rate for the first year of employment is 1.08 days per mo. For instance, if a new employee has worked six months and wants to take a vacation, 6.48 days would have been accrued and available for use. As stated above, a new employee must have worked a minimum of three consecutive months in order to be eligible to use accrued vacation leave.

Employees will coordinate their vacation leave in advance with their department or unit to ensure that their absence does not conflict with the needs of the department or unit. Vacation leave must be approved by the employee's immediate supervisor.

Although the primary purpose of vacation leave is rest and relaxation, employees may use accrued vacation for personal or family illness or injury, or for other personal reasons.

#### Maximum Vacation Leave Accrual Limit

Vacation leave may be accrued up to a maximum of two times an employee's annual accrual. For example, an employee who has 2 or more years of qualifying service and accrues 14 vacation days on an annual basis may accrue up to a maximum of 28 days of vacation leave. Once an employee reaches the maximum accrual, no additional vacation leave may be accrued until the employee's vacation leave balance falls below the maximum.

However, if an employee cannot schedule vacation within 60 working days of reaching the maximum accrual limit due to SBCCOG operational considerations, the employee will be provided an additional four months within which to take vacation leave in order to bring the employee's accrual below the maximum. The employee continues to accrue vacation leave during these additional four months.

### Vacation Leave Pay

Pay during a vacation leave is at the employee's rate of pay in effect at the time the leave is taken, not the rate of pay in effect when the vacation leave was accrued.

An employee shall be paid for any unused vacation leave accrued through their last day on pay status upon separation of employment from the SBCCOG (resignation, termination, retirement, indefinite layoff or medical separation).

### **5.1.4 Sick Leave**

SBCCOG provides paid sick leave to continue the salary of eligible employees who are absent from work because of illness, injury, medical appointments, for parental bonding or family illness as outlined within this policy.

#### Eligibility

Sick leave is provided to eligible employees who are working 30 hours or more per week.

#### Sick Leave Accrual

An employee accrues sick leave based on hours on pay status. An employee who is on full-time pay status (40 hours a week) accrues approximately one day (8 hours) of sick leave per month, which equates to 12 days of sick leave per year.

Overtime hours are not included for purposes of computing the amount of sick leave accrued.

Accrued sick leave is credited and available for use on the next working day following each month in which it is earned, except that eligible separating employees earn proportion sick leave credit through their last day on pay status. There is no maximum limit on the amount of sick leave that can be accrued.

#### Use of Sick Leave

An employee who becomes ill while on vacation shall be permitted to use sick leave based upon satisfactory verification of illness or injury.

To use sick leave for an extended period, an employee shall ~~may~~ be required:

- 1) to give at least 30 days advance notice of foreseeable medical needs (e.g., a planned medical treatment) whenever possible or, if 30 days is not possible, reasonable notice; and
- 2) to submit satisfactory proof of inability to work or illness in the family.

Sick leave shall not be used:

- 1) prior to its accrual;
- 2) beyond a predetermined date of separation, retirement, or indefinite layoff;
- 3) in excess of the employee's scheduled hours of work; or
- 4) during a temporary layoff, furlough, or leave without pay, except that an employee may use accrued sick leave during a pregnancy disability leave or family and medical leave.

#### Family Illness

An employee shall be permitted to use not more than 30 days of accrued sick leave in any

calendar year when required to be in attendance or to provide care because of the illness of the employee's spouse, domestic partner, parent, child (including the child of a domestic partner), sibling, grandparent, or grandchild. In-laws and step-relatives in the relationships listed also are covered. The provision also covers other persons residing in the employee's household. The SBCCOG Executive Director may authorize exceptions beyond the 30 days limit, including the exhaustion of all sick leave in the event of catastrophic illness in the employee's family or household.

The employee shall not receive compensation for the balance of accrued but unused sick leave upon separation, retirement, or indefinite layoff.

#### Catastrophic Leave Donation Program

An employee may voluntarily donate a portion of his/her accrued vacation leave to be used by other SBCCOG employees (who have exhausted all of their own accrued paid leave benefits) to address circumstances such as: a catastrophic injury or illness of an employee; caring for a catastrophically ill or injured family member or household member; to deal with the death of a family or household member; or to address a catastrophic casualty loss suffered due to a terrorist attack, fire, or natural disaster.

#### RECOMMENDATIONS

Approve Sick and Vacation Leave Policies effective April 1, 2013 with the understanding that review of the policies will be part of the Human Resources support contract.

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# South Bay Cities Council of Governments

March 11, 2013

TO: Steering Committee

FROM: Jacki Bacharach, Executive Director  
Catherine Showalter, Deputy Executive Director, Environmental Programs

SUBJECT: Employee Salary Pool

## BACKGROUND

The South Bay Cities Council of Governments (SBCCOG) strives to maintain a compensation program directed toward attracting, retaining and rewarding a highly qualified and diverse workforce to serve the South Bay Community. There are currently thirteen SBCCOG employees in various job categories working at the South Bay Environmental Services Center (SBESC). Performance reviews are given on an annual basis.

At the January 14, 2013 Steering Committee Meeting, while the Board members did not approve a Cost of Living Increase for SBCCOG employees, they understood the need for employee salary adjustments over time to recognize exemplary performance and address salary equity issues. The members expressed a strong preference for management to consider salary adjustments on an individual employee basis and not as a group. The annual performance reviews would be the basis for any merit increases in salary.

## PROPOSED APPROACH

An accepted practice for planning for salary increases is to develop an annual salary pool, a percentage that the Board of Directors sets aside on an annual basis for increases for continuing staff. The salary pools are set as a part of the annual budget process and may include funds for market adjustments.

A proposed SBCCOG merit pool of 2.5 percent is based on what the organization can afford under our current contracts and grants. Performance merit increases would be allotted within the pool and within the salary range of each job category. This approach would provide a reasonable and prudent limit on the financial liability of the SBCCOG. At the present time, there is room for salary increases within each of the categories – none of the employees are at the highest level.

DISTRIBUTION PROCESS

Employees must have a performance evaluation of record covering a recent twelve month period to be eligible for participation in merit pay pools. Only those SBCCOG employees with a performance evaluation of record as “Above Expectations” or “Outstanding” are eligible for performance-based salary increases through the pool process. Employees with an evaluation of record of “Meets Expectations,” “Below Expectations,” or “Unsatisfactory” are ineligible for any performance-based salary increase through the pool process.

The intent is to reward only those employees who are excelling in their job performance and not those who are simply meeting the basic requirements of the job or under achieving. The 2.5 percent salary pool distribution is proposed for merit, market and equity adjustments.

**Distribution of Performance-Based Merit Increases**

Outstanding	4.0 percent
Above Expectations	2.0 percent
Meets Expectations	0 percent
Below Expectations	0 percent
Unsatisfactory	0 percent

It is particularly important that the salary pool include a measure of flexibility to address differential impacts across SBESC that may have taken place over time.

**Payout Effective Date**

Salary increases will appear in April 25, 2013 paychecks with payment retroactive to April 1, 2013.

RECOMMENDATION

Approve the creation of a 2.5 percent salary pool for awarding performance-based merit increases for SBCCOG employees effective April 25, 2013 with payment retroactive to April 1, 2013.

March 11, 2013

TO: Steering Committee

FROM: Ad Hoc Committee on SBCCOG Dues

RE: Annual SBCCOG Dues

### STATUS

The dues for the SBCCOG have been at the same level since 2002 when they were set using 2000 census figures. The calculation is based on a recommendation from the city managers using 50% population and 50% general fund expenditures. The base is \$3500.

Since the 2010 census data is now available and the SBCCOG has been using reserves to balance its operating budget, the Steering Committee decided that it would be prudent to have an ad hoc committee comprised of current and past officers as well as David Biggs, chair of the City Managers' group, review the current dues and recommend possible changes.

### BACKGROUND

Over the last 10 years, the programs of the SBCCOG have grown in scope and number, mostly due to partnerships that the SBCCOG has received. The partnership income has not only funded the programs, but has also allowed those funds to be leveraged to pay for SBCCOG overhead expenses. For example, the SBCCOG pays \$1,000/month for the office, phones and other office expenses and the partnerships pay the remainder.

In 2002, the SBCCOG's principal funding sources were dues and SCAG overall work program funds. Since then, SCAG no longer funds programs to the sub-regions and the SBCCOG has been successful in receiving funds elsewhere. Now, the majority of funds to cover the SBCCOG operating budget are from:

- \$230,000 - Dues (note the County of Los Angeles was added in 2009-2010 which increased the dues by \$23,000)
- \$120,000 - Overhead costs from the partnerships
- \$ 80,410 - Contract in which Metro reimburses nearly the entire cost for the Westside / South Bay Metro Board representative's deputy (almost entirely in and out item)
- \$ 62,625 - Special Assessment for climate action planning that reimburses the services rendered by SBCCOG staff for assistance to cities in preparation of the city climate action inventories and plans (in and out item)
- \$ 30,000 - General Assembly sponsorships

On the expenditure side, the principal increase in costs since 2002 has been for professional management services to fund the SBCCOG. The increase is largely due to the SBCCOG's oversight and management of the partnerships and other grant programs such as Measure R for which the SBCCOG is responsible. This includes the employment of the SBCCOG's 13

professional staff who implement SBESC programs. In addition, the SBCCOG identifies and obtains new funding for new and existing programs. While the management fee has increased over the last 10 years, it has not gone up in the last 3 years.

Unfortunately, even with the new sources of revenue, the SBCCOG has been balancing its budget with reserves for the last several years. Reserves have been sufficient but with the growing number of programs, there is a recurring cash flow problem since the grant funded programs are paid on a reimbursement basis.

The role of the SBCCOG remains as it was in 2002:

- Supporting the SBCCOG Committees and Working Groups
- Developing and implementing the SBCCOG projects and programs
- Protecting the SBCCOG interests in the region
- Lobbying for policies and funding which benefit the SBCCOG members
- Carrying out the day-to-day operations of the SBCCOG

In addition since 2002, two major programs have been added to the SBCCOG's portfolio of projects – the South Bay Environmental Services Center (SBESC) and the South Bay Measure R Highway Program.

- The SBESC started in the 2004-2005 fiscal year with one consultant working for Jacki Bacharach and Associates and one technical consultant. The Center has grown – based solely on outside funding – to 13 at will employees supervised by the Deputy Executive Director, Environmental Programs (an employee), who reports directly to the SBCCOG Executive Director.
- The South Bay Measure R Highway program started in 2011 shortly after Measure R was approved by the voters. This will be a 30 year program for the SBCCOG. It currently is being staffed by an at will employee who is working  $\frac{3}{4}$  time on this project as well as a transportation consultant and a technical consultant team – all funded from Measure R.

These major programs are funded with grant or partnership funds which are heavily leveraged and will continue to be. They allow us to have an office which has provided the SBCCOG with a visible location and has increased our access to other opportunities as well as providing a better working environment. In addition, our members have access to expertise that would otherwise not be available. For just \$1000 per month added to the transportation consultant's fee, the SBCCOG is getting monthly reports on national, state, regional and local transportation issues as well as being kept up to date on proposed policies that affect the South Bay cities for us to comment on. He also staffs the Infrastructure Working Group and attends regional meetings and providing reports on upcoming issues.

Another example of leveraging expertise is that, because of our AQMD and CEC grants, we have access to the latest information on electric vehicles and the future of the transportation fleet and



how we should be preparing as well as responding to the new technologies and funding opportunities.

And finally, because the cities of the South Bay are in the SBCCOG Energy Leader Program through the SBCCOG partnership with SCE, South Bay cities have received almost \$600,000 in unrestricted funds for their energy savings while realizing over \$650,000 in annual energy cost savings.

#### ASSESSMENT

Since 2008-2009 fiscal year, there has also been a climate action planning assessment. This assessment has ranged from \$1500 to \$7000 per member and is now \$1250 to \$5250 depending on population. With this assessment all cities have been provided their municipal and community green house gas inventories and the SBCCOG will be keeping them updated. Now that the inventories are completed, SBCCOG is assisting cities with the development of climate action plans, and while this activity started as a response to AB 32 state legislation, state and regional grants are increasingly being based on these plans. Just this year, SBCCOG climate action planning staff was able to provide cities with the language that they needed to respond to new sustainability evaluation criteria in the Metro Call for Projects. At this time, the Ad Hoc Committee is recommending that this assessment remain separate from the dues.

#### RECOMMENDATION

The Ad Hoc Committee is recommending increasing the dues to collect a total of \$300,000 which would total a \$70,000 increase to be collected over the next two years - \$35,000 increase in the first year and an additional \$35,000 increase in the 2<sup>nd</sup> year. The assessment would remain separate and in addition to the dues. The ballpark amounts of the increase after the 2<sup>nd</sup> year are attached.

It was also agreed that dues invoices this year would be individualized for each member with a summary of the services that the SBCCOG had provided to that member.

#### FURTHER INFORMATION

The City Managers' discussed this recommendation at their February meeting. The consensus after their discussion was to keep the dues at the current level for now and to spend this coming year looking at the SBCCOG work program working more closely with the members of the Board to assess the range of services that the SBCCOG provides to its members and then to determine the dues. The formula for the dues calculation was also questioned and they felt should be re-evaluated.

The City Managers like the idea of the individualized invoices.

**SBCCOG DUES Calculations based upon City Population & Budget**

source: <http://www.sco.ca.gov/Files-ARD-Local/LocRep/1011cities.pdf>

						NEW DUES				
	CITY	2010 CENSUS POPULATION	POPULATION %	2011 BUDGET	EXP %	POP/EXP w/Min \$3,500	Current Dues based on year 2000	BUDGETS Year 2000	% Budget Change 2000 to 2011	% change proposed dues increase
1	CARSON	91,714	0.088450	69,170,224	0.04690	\$ 19,776.16	\$ 14,739.00	42,575,144	62%	34%
2	EL SEGUNDO	16,654	0.016061	78,568,103	0.05327	\$ 11,837.67	\$ 10,082.00	61,943,954	27%	17%
3	GARDENA	58,829	0.056736	72,450,422	0.04913	\$ 16,229.92	\$ 12,494.00	48,389,565	50%	30%
4	*HAWTHORNE	84,293	0.081293	82,822,575	0.05616	\$ 20,028.72	\$ 15,167.00	53,091,394	56%	32%
5	HERMOSA BEACH	19,506	0.018812	29,148,406	0.01976	\$ 8,138.83	\$ 6,741.00	20,850,226	40%	21%
6	INGLEWOOD	109,673	0.105770	159,008,979	0.10782	\$ 29,184.16	\$ 25,018.00	138,572,801	15%	17%
7	LAWNDALE	32,769	0.031603	13,979,319	0.00948	\$ 8,440.09	\$ 6,916.00	9,830,277	42%	22%
8	LOMITA	20,256	0.019535	14,058,483	0.00953	\$ 6,995.41	\$ 5,756.00	8,008,369	76%	22%
9	LOS ANGELES	145,438	0.140262	248,156,980	0.16827	\$ 40,600.82	\$ 29,149.00	161,098,958	54%	39%
10	MANHATTAN BEACH	35,135	0.033885	69,276,050	0.04697	\$ 13,223.27	\$ 9,419.00	36,597,175	89%	40%
11	PALOS VERDES ESTATES	13,438	0.012960	15,291,919	0.01037	\$ 6,305.29	\$ 5,309.00	9,506,340	61%	19%
12	RANCHO PALOS VERDES	41,643	0.040161	21,927,053	0.01487	\$ 10,117.26	\$ 7,818.00	10,871,607	102%	29%
13	REDONDO BEACH	66,748	0.064373	92,691,589	0.06285	\$ 18,798.72	\$ 14,306.00	63,833,906	45%	31%
14	ROLLIING HILLS ESTATES	8,067	0.007780	8,644,966	0.00586	\$ 5,140.43	\$ 4,435.00	5,037,202	72%	16%
15	ROLLING HILLS	1,860	0.001794	3,261,166	0.00221	\$ 3,981.62	\$ 3,500.00	1,203,382	171%	14%
16	TORRANCE	145,438	0.140262	248,156,980	0.16827	\$ 40,600.82	\$ 29,149.00	161,098,958	54%	39%
17	COUNTY OF LOS ANGELES	145,438	0.140262	248,156,980	0.16827	\$ 40,600.82	\$ 30,000.00	161,098,958	54%	35%
		<b>1,036,899</b>	1.000000	<b>1,474,770,194</b>	1.00000	<b>\$ 300,000.00</b>	<b>\$ 229,998.00</b>		63% is the average city budget change	27% is the average proposed dues increase
					Total Dues:	\$ 300,000.00			63%	27%
					Min. Dues:	\$ 3,500.00				

**March 1, 2013**

**TO: Jacki Bacharach, SBCCOG Executive Director**

**FROM: Steve Lantz, SBCCOG Transportation Consultant**

**RE: SBCCOG Transportation Update – February 2013**

**Federal Update:**

**Obama’s Transportation Priorities Shift from Building to Repair**

President Barack Obama used his state of the union speech on February 20<sup>th</sup> to unwrap his new \$50 billion infrastructure plan to create jobs by fixing roads and bridges over building new ones, which has been the previous focus of most U.S. government transportation spending for decades. Fully \$40 billion of that amount would be directed to work on the highways, bridges, transit systems and airports “most in need of repair.” In California, transportation officials estimate that 60 percent of the state’s roads and a quarter of its bridges need to be repaired or replaced, at a projected cost of \$70 billion over a decade, some \$52 billion more than the available funds. The Congressional Budget Office estimates that the country needs \$14 billion in additional federal funds each year just to maintain highways and \$50 billion more to improve them.

Obama also called for a “Rebuild America Partnership” of federal, state, and local governments with businesses and private capital to provide America with the best transportation, electric, water, and communications networks in the world. And he called on Congress to enact “America Fast Forward” bonds to attract new sources of capital for infrastructure investment—including from public pension funds and foreign investors that do not receive a tax benefit from traditional tax-exempt debt. Fifty billion dollars is about the same amount Congress approved in to fix damage caused by storm Sandy.

The National League of Cities immediately expressed concern that President Obama’s renewed call for infrastructure spending could put the current tax exemption for municipal bonds in danger. Although the organization supports repair of the nation’s bridges and roads, it expressed the need to preserve tax exemption for municipal bonds. The exemption survived the debate over the “fiscal cliff,” but NLC advocates remain concerned that the tax break will be on the block in future negotiations.

**Transportation Infrastructure Bank Bill re-introduced in U. S. Senate**

Sens. Jay Rockefeller (D-WV) and Frank Lautenberg (D-NJ) —both retiring in 2015 —re-introduced the new American Infrastructure Investment Fund Act similar to their 2011 bill that was not incorporated into MAP-21. The bill’s introduction comes on the heels of President Obama’s announcement of a plan to rebuild the country’s infrastructure, a plan he says would cost \$50 billion (\$1 billion per state). The bill is very similar to the president’s vision for an infrastructure bank that would create a transportation infrastructure investment “fund” within U.S. DOT, funded at \$5 billion a year for two years. The bill also proposes that \$600 million of the fund would be awarded as grants rather than loans in each of the two years.

## **MAP-21 Reauthorization Debate Begins; Lack of Money Opening Theme**

Hours after President Obama asked Congress to address “an aging infrastructure badly in need of repair,” the gavel came down Wednesday on the newly-constituted the House Transportation and Infrastructure Committee’s (T&I) first hearing at which committee members were told:

- The nation’s infrastructure will require a lot more money;
- The federal gas tax should go up — maybe double;
- It’s time to let states collect tolls on federal interstates;
- Americans eventually will pay for every mile they drive; and
- Somebody needs to start selling them on all of the above.

The T&I Committee, chaired by Rep. Bill Shuster (R-Pa.), will be the central arena in the House for grappling with three mega-bills that could hold the future of transportation infrastructure. Shuster hopes to propose a reauthorization bill in the spring for ports and inland waterways, followed by a railroads bill. His committee will also deal with reauthorizing MAP-21— covering roads, bridges and transit — that expires at the end of September 2014.

## **Sacramento Update:**

### **CARB Holds Cap and Trade Workshops on Uses of Auction Revenues**

The California Air Resources Board (CARB) held cap-and-trade workshops on February 19<sup>th</sup> in Fresno, February 25<sup>th</sup> in Sacramento, and February 27<sup>th</sup> in Los Angeles to provide the public an opportunity to give oral and written testimony about where revenues from the state's landmark greenhouse gas auction should be invested. CARB is looking for existing and potential programs on a state and regional basis where funds can have a significant impact on reducing greenhouse gas emissions and achieving other goals including job creation, improving health, and expanding transportation choices. The Department of Finance’s investment plan should be released in May.

## **Southern California Update:**

### **I-10 ExpressLanes Opened February 23<sup>rd</sup>**

The Metro ExpressLanes route along 14 miles of Interstate 10 between El Monte and Union Station in downtown Los Angeles opened on Saturday, Feb. 23rd. The opening triggers the one-year demonstration project for the congestion pricing element of the toll lanes. Rather than converting an existing carpool lane, as was done on the I-110, new Metro ExpressLanes were constructed in each direction on the I-10. Another difference between the two ExpressLanes is that a carpool using the I-10 ExpressLanes during a.m. and p.m. rush hours will need to have at least three people to avoid paying the toll. The I-110 ExpressLanes only requires two carpoolers in the vehicle to waive the toll. The ExpressLane FasTrak transponders can be set to one, two or three to signal the monitoring system whether to charge the appropriate toll.

### **LA County Report Criticizes LAWA for Airport Regionalization Inaction**

Even as the LAX SPAS study is winding its way through the L. A. City approval process, Los Angeles County's chief executive William Fujioka, chief executive of L.A. County, says LAWA has not complied with provisions of a 2006 court settlement of lawsuits that had been brought against expansion plans for Los Angeles International Airport.

The 2006 settlement required LAWA to push some air traffic from LAX out to the region's smaller airports, including Ontario and Palmdale airports. But Fujioka wrote that LAWA has only made "token efforts to fulfill the regionalization efforts required in the settlement." On June 7<sup>th</sup>, 2007 LAWA-operated Palmdale Airport initiated commercial service with United Airlines operating to San Francisco. However, after receiving \$4.3 million in subsidies United withdrew its service the day the subsidies expired on December 7<sup>th</sup>, 2008, and the commercial airport was closed. The City of Palmdale is trying to attract a new major commercial airline and re-open by the end of 2013, but it's a tough sell without federal subsidies.

Traffic at all airports was hurt by the recession, but Ontario Airport's passenger traffic continues to decline while LAX's is coming back. Only 4.3 million passengers traveled through Ontario in 2012 - a 40 percent decline from the peak of 7.2 million in 2007. And Ontario's traffic dropped 5.4 percent from 2011 to 2012, while LAX's traffic increased 3 percent and John Wayne Airport's rose 2.9 percent.

### **Completion of I-405 Widening in Sepulveda Pass Delayed At Least A Year**

After more than three years of work to make room for a northbound carpool lane and reconfigured ramps on the San Diego (405) Freeway, Metro announced on February 25<sup>th</sup> that completion of the project has been delayed at least another 12 months. Metro is blaming the delay on the utility work in moving Sepulveda Boulevard east being more complex than anticipated.

So far, completed portions of the Sepulveda Pass Improvement project include a renovated and widened Sunset Boulevard Bridge and new ramps connecting Wilshire Boulevard to the freeway. Renovations to Skirball and Mulholland bridges will be completed by the end of the year, but the projected finish for the entire project is now mid-2014.

### **Redondo Beach to Redesign Hermosa Ave., Harbor Dr. and Yacht Club Way**

The City of Redondo Beach is planning a major redesign of Hermosa Avenue, Harbor Drive, and Yacht Club Way intersections. The design options were presented at a joint meeting of the Harbor and Planning Commissions and at the Public Works Commission during February. The Council is expected to discuss options in mid-April.

The city is proposing a redesign of Herondo Street and North Harbor Drive, a replacement of the signalized, dog- legged intersection at Yacht Club Way/Herondo Street with a roundabout; the removal of the wall in Parking Lot 13 that separates Hermosa Beach and Redondo Beach; and, the elimination and replacement of some or all of the parking spaces in Lot 13 to allow for an improved bike path connection between the Hermosa Strand and the North Harbor Drive bike path. There are three design options for the cycle track and most of the discussion has centered around three potential design concepts for incorporating bicycle lanes into the project. The proposed project also would include the installation of new light poles, traffic signals, street furnishing, landscaping and signage.

The project was accelerated by an agreement between the city and Chevron under which the city agreed to facilitate the transportation of six massive coke drums from King Harbor to Chevron's El Segundo refinery. In exchange, Chevron agreed to undertake restoration work along Herondo Street and Harbor Drive at the coke drum project's conclusion in April.

### **Los Angeles City Completes City-wide Signal Synchronization System**

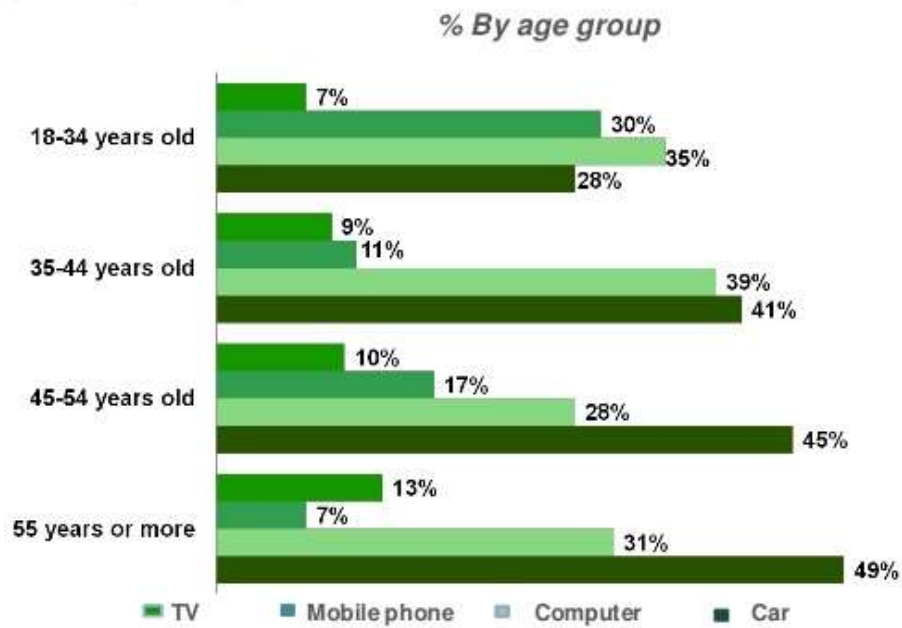
Los Angeles became the first major city in the world to synchronize all 4,398 of its traffic signals within one automated traffic control system on February 19th. The 39-year Automated Traffic Surveillance & Control system (ATSAC) project began during the 1984 Olympics. LA City officials claim the synchronized signals reduce travelers' commute time by 12 percent, reduces the city's air pollution by about 1 million metric tons of carbon pollution annually, and allows emergency response vehicles to reach incidents more quickly. The project also allows buses to have the ability to lengthen green light phases to get through the intersections with less delay. The cost: \$410 million.

### **Millennials Would Give Up Their Cars before Computers or Cell Phones**

Recent surveys show promise for the SBCCOG's Neighborhood Oriented Development strategy, car sharing and transit use by Millennials, who apparently care much less about car ownership than previous generations. The Atlantic has recently been documenting the new cultural shift and summarized the research as follows:

- The average annual number of vehicle miles traveled by young people (16 to 34-year-olds) in the U.S. decreased by 23 percent between 2001 and 2009, falling from 10,300 miles per capita to just 7,900 miles per capita in 2009.
- The share of 14 to 34-year-olds without a driver's license increased by 5 percentage points, rising from 21 percent in 2000 to 26 percent in 2010, according to the Federal Highway Administration.
- Young people are also making more use of transit, bikes, and foot power to get around. In 2009, 16 to 34-year-olds took 24 percent more bike trips than they took in 2001. They walked to their destinations 16 percent more often, while their passenger miles on transit jumped by 40 percent.
- A survey by the National Association of Realtors conducted in March 2011 revealed that 62 percent of people ages 18-29 said they would prefer to live in a community with a mix of single family homes, condos and apartments, nearby retail shops, restaurants, cafes and bars, as well as workplaces, libraries, and schools served by public transportation.
- A separate 2011 Urban Land Use Institute survey found that nearly two-thirds of 18 to 32-year-olds polled preferred to live in walkable communities.
- Younger Americans are also using technology to substitute for driving, connecting with friends and family online, substituting Facebook, Twitter, Skype, or FaceTime interactions for in-person visits and using online shopping and e-commerce in place of driving to and from grocery and retail stores, the report notes.
- Ask Millennials which piece of technology they could least live without, and it turns out they'd more happily part with their cars than their computers or cell phones. That question, graphed below, comes from Zipcar's annual Millennial survey.

In your daily routine, losing which piece of technology would have the greatest negative impact on you?



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# South Bay Cities Council of Governments

March 11, 2013

TO: Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director  
Catherine Showalter, Deputy Executive Director

SUBJECT: South Bay Environmental Services Center Report

## **I. OVERARCHING SBESC UPDATES**

### **Communications**

#### E-newsletter

During last month's SBESC e-newsletter release, a featured article titled, "The Future of Utility Customer Funded Energy Efficiency Programs in the United States" generated 261 clicks from our readers, which was 56% of the engagement for the entire e-newsletter! "Click-through" metrics give us an idea of what articles and features of our e-newsletter are most compelling or appealing. Typically, programs from partners or event and workshop calendars consume the most traffic, with the most clicks previously recorded centering between 130-150.

The article showcased a study commissioned by the U.S. government, analyzing the projected spending and savings from utility customer funded energy efficiency programs through 2025. Specifically, a graph depicting these projections produced the enhanced engagement from our readers. As this statistic seems to stress, our audience is genuinely interested in energy efficiency programs and their funding outlook. This engagement is unprecedented in our e-newsletter history (or at least since May of last year), and is a great indicator of its potential for adding "bigger picture" value beyond the immediate scope of just SBESC programs.

<http://emp.lbl.gov/sites/all/files/lbnl-5803e.pdf>

#### Website

SBCCOG overall website redesign is coming along according to schedule with launch expected for SBESC website during March, 2013.

#### UCLA Extension Strategic Marketing Class

On Monday, March 25, 2013, student group projects will be presented to SBCCOG/SBESC representatives addressing the proposal that was submitted regarding two areas: 1) SBESC marketing plan; and 2) Packaging of climate action planning efforts for South Bay cities.

#### **SCE Energy Leader Partnership (ELP)**

The top three cities that staff is working with to help move up in the Energy Leader Partnership program are Manhattan Beach, Rancho Palos Verdes and Lomita.

- **Manhattan Beach** to go Gold once they have implemented a Demand Response Measure.

- **Rancho Palos Verdes** to go Gold once their Energy Action Plan (EAP) is approved. It is currently being reviewed by the City and upon approval will be sent to SCE for approval.
- **Lomita** to go Platinum when it's EAP is proven implemented; awaiting projects and action from the city. SBESC staff is working on language to provide to SCE to show implementation requirement is met

\*Funding source: Southern California Edison

**South Bay Partnership (2013-2014 Program Cycle Projects)**

SBESC efforts are on target to meet our yearly goal of municipal savings (kWh).

A snapshot of identified therm savings during 2013 follows:

<u>Agency</u>	<u>Project</u>	<u>Therm Savings</u>
<b>City of Torrance</b>	pool cover replacement	15,359
Centinela Valley HS - Leuzinger	boiler replacement	
PV USD - Penn High School	pool heater replacement	6,329
PV USD - Penn High School	pool cover	<u>29,911</u>
	<b><i>Total Therms Identified</i></b>	<b><i>51,599</i></b>

SBESC/SCE presented a \$68,000 rebate check to City of Inglewood at their February 26, 2013 City Council meeting.

\*Funding sources: Southern California Edison and Gas Company

**SCE Strategic Support Plan RFP**

A proposal is being written in response to the release of the Strategic Support Plan Request for Proposals (RFP) by Southern California Edison. SBESC staff attended the webinar explaining the process and intent of the RFP. There is a total of **\$3.5 million available for this solicitation**, a competitive bid process. A maximum funding of \$200,000 may be awarded per city or county.

Our proposal will address **Strategic Plan Goal 4: Local governments lead their communities with innovative programs for EE, sustainability and climate change** and the focus will be on **Task 4.1.2 – Customize CAP with EE language and data.**

SBESC staff is now drafting the scope of work and budget to meet the April 1, 2013 submittal deadline. A meeting will be held at the SBESC on Wednesday, March 13 from 3:00 – 4:30 pm with city staff who have been involved with energy action and climate action planning efforts. The purpose of the meeting is to gather input from South Bay cities as the proposal is developed.

**It has been advised by SCE that letters of support from local government elected officials would indicate a strong commitment for the efforts identified in the proposal.** These letters would be in addition to those received from the City Manager or directors of city departments such as Public Works or Facilities. Your help is requested in this regard.

**Trainings and Workshops**

The following table provides information about each training/workshop that took place during the month of February, 2013.

<b>Event Date</b>	<b>Event Name</b>	<b>No. Attended/ No. of RSVPs</b>	<b>Marketing Info.: How did they hear about workshop</b>	<b>Staff Lead</b>
2/7/13	Whole House Energy Upgrades for Remodeling Water Reliability 2020 (at So. Bay Adult School)	25/40	Catalog: 1 E-mail: 12 Friend: 1 Newspaper: 1 Website: 2 Flyer left at City Counter: 1	GFG
2/27/13	Greening Your Home with Energy/Water Efficiency & Water Reliability 2020	22/34	E-mail: 9 Flyer: 1	GFG

### **Upcoming Trainings and Workshops**

#### Municipal – City Staff

April 4                      Revolving Loan Fund & Street-lighting Energy and Cost Savings

\*Funding source: SCE Strategic Plan Strategies

#### Residential – Energy Upgrade California

March 13                      SBESC

March 21                      Gardena – Workshop in Spanish (working with Dan Medina)

April 18                      Manhattan Beach, in conjunction with South Bay Adult School

April 24                      SBESC

\*Funding source: Los Angeles County

### **West Basin**

West Basin staff would like the SBESC to contact their customers outside of the SBCCOG service territory for several of their programs. They have applied for a grant in which SBESC would get compensated for this work for their Customer Recognition Program and possibly Cash for Kitchens. SBESC staff would not be asked to do any tasks outside of the office for these areas. Steering Committee approval is being sought.

### **Volunteer Program**

Feb. 2013      Volunteer hours worked: 113.25      Grand total as of Feb 28, 2013 = 8,684.93

Volunteers worked:      10

Active volunteers:      28

Recruitment efforts are underway to attract volunteers to assist in spring Earth Day events. Enhancements have been incorporated in the SBESC website that improve the application process, requesting background experience and areas of interest to better serve the volunteers.

## **II. MARKETING, OUTREACH AND IMPLEMENTATION**

A list of upcoming community events will be provided at the meeting.

### **Cash for Kitchens**

Contract goals:      75 kitchen audits to be completed by Aug 31, 2013

10 follow-up visits at 10 previously audited sites  
20 follow-up phone surveys given; at least 100 customers contacted

Status of goals: 30 audits completed as of Feb 28, 2013  
Staff have begun to contact previous Cash for Kitchens participants to participate in a follow-up phone survey.

\*Funding source: West Basin Municipal Water District

### **Energy Upgrade California (EUC) LA County**

All LA County incentives have now ended. Incentives remain up to \$4,500 for at least 45% energy savings.

All project work on applications that met the deadline for the Green Building Label and Energy Champions must be completed by April 19, 2013.

- The LA County call center was not part of the SoCal REN's proposal, so BKi will be taking over calls to LA County in mid-May. Calls have significantly decreased in the past few months.
- In recent weeks there have been less than 20 calls per week.
- Staff attended a webinar put on by the CPUC for the California Center for Sustainable Energy (CCSE) Statewide Marketing Plan.
- SBESC staff has put on 2 well attended homeowner workshops so far this year and have 4 more scheduled.

\*Funding source: Los Angeles County

### **Integrated Regional Water Management Program (IRWMP)**

Project applications for inclusion in the 2013 IRWM Plan were discussed at the Greater LA IRWMP South Bay Steering Committee Meeting on February 6, 2013; follow-up with project leads is taking place for missing applicant information.

March 29, 2013 is the deadline for submittal of applications for the Round 2 IRWM Implementation Grants funded by Prop 84 (Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006). The consultant is in the process of finalizing the application that includes 4 projects. **Two are from SBCCOG cities:**

**Carson's** project is a water quality project – Dominguez Channel Trash Reduction;

**Gardena's** project is a water supply project – South Gardena Recycled Water Pipeline.

\*Funding source: West Basin Municipal Water District

### **MEL (Metro Express Lanes)**

SBESC staff works with Metro to provide outreach opportunities using MEL (the van).

Contract goals: 36 events

Status of goals: 19 events

Presentations for Metro Express Lanes outreach have been held during Feb 2013.

- City of Rancho Palos Verdes presentation to City Council
- City of El Segundo presentation to City Council
- City of Hermosa Beach

Community members continue to open FasTrak accounts at retail outlets. AAA and Costco offer discounts; Albertsons or a Metro Service Center are also available without discounts. Close collaboration with Metro staff continues in providing outreach support through community

activities. Two lunch and learn MEL presentations are upcoming for Marymount College and Raytheon.

\*Funding source: Los Angeles Metropolitan Transportation Authority (Metro)

### **The Sanitation Districts**

The contract has been approved and the first quarterly invoice will go out after March 2013.

\*Funding source: The Sanitation Districts

### **Vanpool Program**

SBESC staff is continuing to promote the value of adding vanpools to area employers. Vanpool lunch and learn sessions have been scheduled with the City of Inglewood and Harbor-UCLA hospital. Efforts will take place over the course of the next (6) months at Harbor-UCLA for their Rideshare Fair.

\*Funding source: Los Angeles Metropolitan Transportation Authority (Metro)

### **VIP Tour**

West Basin would like to have the VIP Tour in May tentatively.

\*Funding source: West Basin Municipal Water District

### **Water Reliability 2020**

Contract goal: Schedule up to 40 presentations by August 31, 2013

Status of goal: 19 scheduled; 11 have been given

\*Funding source: West Basin Municipal Water District

### **Water Reliability 2020 Business Leader “Table Top” Meetings**

Contract goal: 24 meetings to be held by August 31, 2013, leading to letters of support to WBMWD from high profile South Bay businesses.

Status of goal: 4 meetings held; 2 more scheduled for March

Tesoro joins Terranea Resort, Trump National Golf Course and Malaga Bank as the fourth major business that has met with Ron Wildermuth, West Basin Municipal Water District, due to the coordination efforts of SBESC staff. A document is being developed by staff for logging all attempts to set up WR2020 meetings by e-mail, phone or in person during the contract year in order to accurately account for the hours spent in this labor intensive effort.

\*Funding source: West Basin Municipal Water District

### **Outreach: Initiatives**

#### **Beacon Award Champion Activities**

Goal: 13 meetings with cities

Status: 6 meetings have been held

The cities of **Carson, Lawndale** and **Torrance** participated in meetings during February 2013 with SBESC staff describing the program and offering assistance in filling out the applications to become a Beacon Award Participant. The other three cities of **Hermosa Beach, Lomita** and **Rancho Palos Verdes**, had met previously with SBESC staff during the month of January 2013.

\*Funding Sources: Southern California Edison, Gas Company

#### **School District Initiative**

Internal goal: 12 meetings

Status of goal: 8 meetings have taken place

The school district meetings have included representatives from SCE, SCG, West Basin, SBESC and our contract energy engineer; several audits have resulted.

The remaining four districts are Manhattan Beach USD, Lawndale Elementary USD, Hawthorne Elementary USD and Lennox USD. Staff recommends attending school board meetings for the remaining four in an attempt to indirectly reach facilities managers and/or maintenance staff who have not responded to repeated efforts to meet.

A special thank you is extended to Council members Amy Howorth and Jim Osborne as well as former SBCCOG Chair John Parsons for their assistance in providing direct contacts for several of the school districts.

\*Funding Sources: Southern California Edison, Gas Company, West Basin MWD

### **III. TECHNOLOGY, PLANNING & RESEARCH**

#### **Climate Action Plans (CAPs)**

Staff continues to work with South Bay cities to compile Climate Action Plan best practices. A meeting took place with city staff from the **City of Carson** on February 28, 2013 to review climate action plan emissions reduction strategies.

The Steering Committee for the Los Angeles Regional Collaborative for Climate Action and Sustainability (LARC) met on February 14, 2013; Krista Kline, the new Managing Director was introduced. The next LARC quarterly meeting will take place on March 8, 2013 in downtown Los Angeles at the “Hot City, Cool Roofs Conference.”

On February 27, 2013, SBESC staff attended a California Air Resources Board (CARB) public workshop on the investment plan for the auction proceeds from the Cap-and-Trade program to reduce greenhouse gases. The workshop included a presentation on **SB 535 (De Leon), Global Warming Solutions Act of 2006: Greenhouse Gas Reduction Fund**. Priority funding areas include transportation and energy efficiency projects.

Transportation: Preservation, innovation and activation of transportation and transit.

Energy priorities: PACE program and the water energy nexus.

Public comment by local government requested the plan incorporate the principles of equity, flexibility and innovation and that funds be allocated fairly amongst the different regions. Public comment also called for the integration of land-use strategies into projects and proposes a competitive grant process for local projects to stimulate innovation and cost-effectively meet GHG reduction goals.

\*Funding sources: South Bay Cities via SBCCOG and partnership with SCE/Gas Company

#### **EEMIS (Enterprise Energy Management Information System)**

The SBCCOG is waiting for the Enterprise Energy Management Information System (EEMIS) platform to officially launch, pending final data processing and quality control checks by the LA County data processing team. **Gardena** is in process to install sub-meters to access additional utility consumption data using Southern California Edison grant funds. **El Segundo** and **Rancho Palos Verdes** are expecting to install similar sub-meters and are currently in the planning process. Additionally, the SBCCOG is exploring the use of an alternate Utility Manager system – Energy Star Portfolio Manager – to find solutions that best fit the needs of individual cities. Other efforts include the exploration of certification training courses that could be held locally such as the Building Operator Certification (BOC).

\*Funding source: SCE Strategic Plan Strategies

#### **IV. ADMINISTRATION, FINANCE & HUMAN RESOURCES**

The SBCCOG Employee Policy Manual was updated with the items recently approved by the Steering Committee. The Drug-Free Workplace policy was incorporated and employee training was given to all staff on March 4, 2013. Employee signature forms were signed by all staff members stating that they read and understand the policy; forms were placed in personnel files.

Prepared by Catherine Showalter with input from Jenn Alderete, Sabrina Bornstein, Chandler Shields, Grace Farwell-Granger, Kim Fuentes, Melissa Hebert, Marilyn Lyon, David Magarian, Joline Muñoz, and Martha Segovia

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**MEMORANDUM OF UNDERSTANDING**  
**For Rancho Palos Verdes Sub-Metering Proposal Development**  
**February 2013**

This Memorandum of Understanding (“MOU”) is entered into \_\_\_\_\_, 2013 by and between the City of Rancho Palos Verdes, a California municipal corporation (“City”) and the South Bay Cities Council of Governments, a Joint Powers Authority (“SBCCOG”) hereinafter together occasionally referred to as “the parties”.

RECITALS

- A. SBCCOG seeks to provide funds to the City for the development of the proposal (the “proposal”) for a sub-metering strategy. The proposal will define a scope of work for the installation and networking of sub-meters at the following City’s buildings: City Hall, Community Development, and PV Net. The installation of sub-meters (the “improvements”) is intended to allow for the collection of detailed electrical consumption and cost data at the above mentioned city buildings via the Enterprise Energy Management Information System (EEMIS).
- B. Improvements are intended to meter building level data where buildings are currently metered in aggregate. Improvements are not intended to provide metering data for loads within individual buildings.
- C. The parties desire to work collaboratively to gain a greater level of data regarding electricity consumption to better inform future cost effective energy efficiency and cost reduction efforts.
- D. The purpose of this Memorandum of Understanding is to establish commitments and assurances by the parties governing the development of the proposal so as to satisfy their respective objectives.

**NOW, THEREFORE**, in consideration of the foregoing, the parties agree as follows:

1. Obligation of City

City shall invoice the SBCCOG no later than April 15<sup>th</sup> 2013 for the cost of the proposal, not to exceed \$8,000.00. City will proceed with the proposal development following the signing of this Memorandum of Understanding and complete the proposal development no later than April 15<sup>th</sup>. The work will consist of the following tasks:

- 1) Task 1: Identify an appropriate networking solution
  - a) Research and identify the appropriate contacts with telecommunications providers - Verizon, Sprint, & AT&T, to determine who provides wireless service at our location with sufficient connectivity
  - b) Determine whether or not their wireless services will support a Virtual Private Network (VPN) and tunneling, requirements outlined by Los Angeles County IT staff
  - c) Coordinate and schedule with vendors to perform a test to determine whether or not their wireless service supports adequate speed and reliability for this project
  - d) Where necessary, determine whether or not the vendor provides an exterior rated housing for their equipment
  - e) Identify the costs associated with each of the vendors
  - f) Make a final determination as to whose service works and meets specifications as outlined by Los Angeles County IT staff
- 2) Task 2: Identify appropriate sub-metering equipment
  - a) Research and identify appropriate sub-meter equipment for installation at City Hall, Community Development, and PV Net
  - b) Include the identification of a pulse interface for the master meter
- 3) Task 3: Deliver a Sub-metering proposal to the SBCCOG for review by SBCCOG, LA County, and Southern California Edison

- a) Document the proposed network connectivity strategy and the associated equipment for submission to Southern California Edison for review
- b) Document the proposed sub-metering equipment and installation party for submission to Southern California Edison for review
- c) Documentation shall include a detailed equipment specification breakout for networking and sub-metering equipment, along with equipment cost, estimated cost of staff time to complete the scope of work outlined in the proposal, and any other costs deemed necessary by the City for the installation of the proposed equipment

Following the completion of the above outlined work the SBCCOG and the City may enter into a subsequent Memorandum of Understanding to establish commitments and assurances by the parties governing installation of improvements so as to satisfy their respective objectives.

2. Obligation of SBCCOG

- 1) SBCCOG shall assist the City in identifying appropriate sub-meter equipment that meets requirements set by LA County and Southern California Edison.
- 2) SBCCOG shall reimburse the City for the full invoice value for services performed upon review of the SBCCOG for conformity to the scope of work within 60 days of receiving the invoice from the City.

3. Term

This MOU shall commence on February 20<sup>th</sup>, 2013 and remain in effect until the payment is made and the work is completed.

4. Binding Effect

This MOU is binding on the parties in accordance with its terms. The parties signing below represent and warrant that they have the legal authority to bind the party for whom they are signing.

5. Indemnity

Each party agrees to indemnify, defend, and hold harmless, the other parties, their officers, agents and employees, from any and all liabilities, claims, or losses of any nature, including reasonable attorneys' fees and costs of suit, to the extent caused by, arising out of, or in connection with, the indemnifying party's negligent or wrongful acts or omissions arising from its respective activities pursuant to this MOU.

6. Governing Law

This MOU shall be governed by the laws of the State of California.

7. Notices

All notices permitted or required under this MOU shall be in writing, and shall be deemed made when delivered to the applicable party at the following addresses either by first class mail postage prepaid, facsimile or personal delivery:

If to City:

City of Rancho Palos Verdes  
30940 Hawthorne Blvd  
Rancho Palos Verdes, CA 90275  
Attention: City Manager

If to SBCCOG:

South Bay Cities Council of Governments  
5033 Rockvalley Rd.  
Rancho Palos Verdes, CA 90275  
Attention: Executive Director

8. Entire Agreement

This MOU represents the entire integrated agreement between the parties pertaining to the subject matter hereof and supersedes all prior negotiations, representations or agreements, written or oral, regarding the matters described herein. This MOU may be amended only by a written instrument signed by the parties.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the date and year first written above.

Dated \_\_\_\_\_, 2013

CITY OF Rancho Palos Verdes

By: \_\_\_\_\_  
Carolyn Lehr  
City Manager

Dated \_\_\_\_\_, 2013

SOUTH BAY CITIES COUNCIL OF  
GOVERNMENTS

By: \_\_\_\_\_  
Ralph L. Franklin  
SBCCOG Chair

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# South Bay Cities Council of Governments

March 11, 2013

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director

RE: Bills to monitor and for possible action

## ECONOMIC DEVELOPMENT

<p>AB 690 (Campos)</p>	<p>Jobs and infrastructure financing districts: voter approval.</p> <p>Existing law authorizes a legislative body, as defined, to create an infrastructure financing district, adopt an infrastructure financing plan, and issue bonds, for which only the district is liable, to finance specified public facilities, upon approval by 2/3 of the voters. Existing law authorizes an infrastructure financing district to fund infrastructure projects through tax increment financing, pursuant to the infrastructure financing plan and agreement of affected taxing entities, as defined.</p> <p>Existing law, the Polanco Redevelopment Act, authorizes a redevelopment agency to take any action that the agency determines is necessary and consistent with state and federal laws to remedy or remove a release of hazardous substances on, under, or from property within a project area, whether the agency owns that property or not, subject to specified conditions.</p> <p>This bill would revise and recast the provisions governing infrastructure financing districts and instead provide for the creation of jobs and infrastructure financing districts (JIDs) with 55% voter approval. The bill would authorize a public financing authority to enter into joint powers agreements with affected taxing entities with regard to non-taxing authority or powers only. The bill would authorize a district to implement hazardous cleanup pursuant to the Polanco Redevelopment Act, as specified.</p>	<p>MONITOR</p>	<p>2/22/2013 From printer. May be heard in committee March 24.</p>
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TRANSPORTATION

<p>AB 225 (Nestande)</p>	<p>Medium-speed electric vehicles. Existing law defines "low-speed vehicle" as a motor vehicle, other than a motor truck, with 4 wheels that is capable of a minimum speed of 20 miles per hour and a maximum speed of 25 miles per hour on a paved level surface and that has a gross vehicle weight rating of less than 3,000 pounds. Existing law imposes certain restrictions on the use of low-speed vehicles on public streets and highways, and generally requires an operator of a low-speed vehicle to have a driver's license. A violation of these provisions is a crime.</p> <p>This bill would authorize the operation of a medium-speed electric vehicle, as defined, at speeds of no more than 35 miles per hour on a roadway with a speed limit that does not exceed 45 miles per hour. The bill would require that the driver of a medium-speed electric vehicle possess a class A, class B, or class C driver's license.</p>	<p>MONITOR</p>	<p>2/15/2013 Assembly Transportation Committee</p>
<p>SCA 4 (Liu)</p>	<p>Local government transportation projects: special taxes: voter approval. This measure would provide that the imposition, extension, or increase of a special tax by a local government for the purpose of providing funding for local transportation projects requires the approval of 55% of its voters voting on the proposition. Vote: 2/3.</p>	<p>MONITOR</p>	<p>2/14/2013 Senate Government &amp; Finance Committee and Rules Committee</p>



## Assembly Bill 66 (Muratsuchi) Public Safety: Utility Outage Reporting

### SUMMARY

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This bill would require utility providers regulated by the Public Utility Commission to publish the frequency and duration of power outages in their service areas on their website and update the information quarterly.

### BACKGROUND

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Since 2008, the city of Rancho Palo Verdes and other cities on the Palo Verdes Peninsula have dealt with an average of twenty-six power outages a year. A 2012 Rancho Palo Verdes staff report cited over 100 unscheduled outages from 2008-2011 occurring within the city.

These power outages have raised concerns about the frequent open space fires caused by electrical failures and accidents that threaten lives and property. Since 2005, there have been at least three fires attributed to service disruptions in the region. Outage related fires have resulted in approximately 200 open space acres being destroyed. Inconsistent electricity service in Rancho Palo Verdes and throughout the South Bay has resulted in growing frustration amongst ratepayers in the region.

AB 66 mandates that the California Public Utilities commission require electrical corporations to publish a report on local level system reliability problems. The report will include the frequency and duration of interruptions in services ranked by areas with both the most frequent and longest outages. The report would be updated quarterly.

### NEED FOR THE BILL

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AB 66 would provide much needed transparency and accountability for Californian rate payers. AB 66 would:

- Allow the electrical providers, rate payers, and regulators to identify where the most frequent outages occur.

- Assist the utilities focus their maintenance funds in the areas where the outages are most frequent.
- Increase the effectiveness of the Public Utilities Commission and rate making process by giving the public access to information on outages.
- Utility companies can better justify their costs towards maintenance by allowing their consumers to see where problems are the most frequent and severe.
- Would highlight the need for sustainable infrastructure for all Californians.
- Strengthens the commission's regulation and enforcement of General Rate Case applications by providing updated information about the region quarterly.

Simple accessibility to this information will create reliability and trust between Californians and their utility providers. Transparency has been shown to be good for business and for consumer relations. AB 66 provides Californians with information they have a right to know, and provides a mechanism for accountability for rate payers.

### SUPPORT

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Rancho Palo Verdes

### OPPOSITION

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None Known

### CONTACTS

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Timothy Kamermayer  
(916) 319-2066  
Timothy.Kamermayer@asm.ca.gov

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# ***South Bay Cities Council of Governments***

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**SBCCOG Board of Directors' Meeting**  
**Thursday, March 28, 2013 @ 6:00 pm**  
**South Bay Environmental Services Center**  
**20285 Western Avenue, Torrance, California 90501**

To assure a quorum, if you or your alternate representative *cannot* attend the meeting, please contact  
SBCCOG Executive Director Jacki Bacharach @ 310-377-8987.  
**PLEASE NOTE: YOU CAN ALSO FIND SBCCOG AGENDAS ON OUR WEB SITE - [www.southbaycities.org](http://www.southbaycities.org)**

The Board of Directors, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Written materials distributed to the Board within 72 hours of the Board meeting are available for public inspection immediately upon distribution in the SBCCOG/SBESC office at 20285 Western Avenue, Torrance, CA90501, during normal business hours.  
Unless otherwise noted in the Agenda, the Public can only comment on SBCCOG related business that is within the jurisdiction of cities and/or items listed on the Agenda during the Public Comment portion of the meeting (Item #V). The time limit for comments is three (3) minutes per person. Before speaking to the Board, please come to the podium and state: Your name and residence and the organization you represent, if appropriate.

## **AGENDA**

- I. **CALL TO ORDER & SALUTE TO THE FLAG** (6:00 PM)  
Ralph Franklin, 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**
- VI. **CONSENT CALENDAR** (6:05 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. **January Board Meeting Minutes** (*attachment*) – Approve
  - B. **Resolution 2013-#1 on Boundaries for the SBCCOG** (*attachment*) – Approve
  - C. **Measure R Quarterly Report for 2<sup>nd</sup> Quarter** (*attachment*) – Receive and file
  - D. **Legislation of Interest** (*attachment*) – Receive and file
  - E. **2011-2012 Audit** (posted @ [www.southbaycities.org](http://www.southbaycities.org)) – Receive and file
  - F. **Report of Time Critical Actions Taken by Steering Committee** (*attachment*) – Receive and file
- VII. **PRESENTATIONS** (6:10 pm)

**To Steve Diels – leaving public office – SBCCOG chair 2008-2009**

- I 405 San Fernando to Orange County Corridor transportation studies
  1. Rob Beste to present
- RICK BISHOP RE: HERO

**IX. TRANSPORTATION REPORTS**

- A. Metro Report by Board member Pam O'Connor (7:05 pm)
- B. Service Council report by Ralph Franklin, Chair (7:10 pm)
- C. Measure R Oversight Committee Report (Jim Goodhart & Steve Lantz) (7:15 pm)
  1. 5-year Metro / SBCCOG CA Funding Agreement scope of work (*attachment*) - **Approve**
- D. Monthly Transportation Report from Steve Lantz (*attachment*) – Receive and file

**X. SOUTH BAY ENVIRONMENTAL SERVICES CENTER UPDATES (7:20 pm)**

- A. Update on programs and activities – Catherine Showalter

**XI. SBCCOG ISSUES AND REPORTS – Jacki Bacharach (7:30 pm)**

- A. Review of SBCCOG Annual Dues (*attachment*) - **Approve**
- B. South Bay Sustainable Strategy
  1. LUV, BEV and other EV issues
    - a. Update on car2go
  2. Economic Development activities
- C. General Assembly Lessons Learned

**XII. BOARD MEMBER ANNOUNCEMENTS (7:45 pm)**

**XIII. AGENCY REPORTS (7:50 pm)**

- A. League of California Cities (Jim Goodhart & Jeffrey Kiernan)
- B. South Coast Air Quality Management District (Judy Mitchell & Stan Myles)
  1. Local Government and Business Advisory Group (Jacob Haik)
- C. SCAG & Committees (Matt Horton)
  1. Energy and Environment (Judy Mitchell, Jeff Duclos)
  2. Transportation (Steve Diels, Dan Medina)
  3. Community, Economic, & Human Development (James Gazeley & James Butts)
  4. Regional Council (Judy Mitchell, Dan Medina, James Gazeley)
- D. Santa Monica Bay Restoration Commission (Mike Gin/Jeff Duclos/Ellen Perkins)
- E. South Bay Cities City Managers' Association (David Biggs)
- F. South Bay Association of Chambers of Commerce (Susan Rhilinger)
- G. South Bay Workforce Investment Board (John Parsons)

**XIV. UPCOMING EVENTS & ANNOUNCEMENTS (8:00 pm)**

**XV. APRIL SBCCOG COMMITTEE MEETINGS & WORKING GROUPS**

Consult web site for specific times and places – [www.southbaycities.org](http://www.southbaycities.org)

**XVI. ADJOURNMENT**