

South Bay Cities Council of Governments

SBCCOG Board of Directors' Meeting Thursday, April 23, 2020 @ 6:00 pm Conducted Via Zoom

PUBLIC COMMENTS:

To address the SBCCOG Board of Directors on any agenda item or a matter within the Board of Directors' purview, please provide written comments by 5:00 pm, April 23, 2020 via email to natalie@southbaycities.org. All written comments submitted will become part of the official record. Unless otherwise noted in the Agenda, the Public can only provide written comment on SBCCOG related business that is within the jurisdiction of the SBCCOG and/or items listed on the Agenda which will be addressed during the Public Comment portion of the meeting (Item #IV).

ACCESSING THE MEETING:

Public: To participate via telephone, dial: (669) 900-6833, Meeting ID: 968 020 200.

AGENDA

- I. **CALL TO ORDER & SALUTE TO THE FLAG (6:00 PM)**
Christian Horvath, 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 (6:05 pm)**
- VI. **CONSENT CALENDAR (6:10 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. **February Board Meeting Minutes (attachment) – Approve (Pages 3-8)**
 - B. **Contract with The Pun Group to provide audit services (attachment) – Approve (Pages 9-28)**
 - C. **Amendment to Office Lease for Additional Space (attachment) – Approve (Pages 29-39)**
 - D. **Appointments to Outside Agencies (attachment) – Approve (Page 41)**
 - E. **Letter to Metro re: NextGen Service Changes in South Bay (attachment) – Approve (Pages 43-44)**
 - F. **Status of Legislation of Interest to SBCCOG (attachment) – Approve (Pages 45-48)**
 1. **Support AB 2103**
 2. **Oppose SB 902**
 - G. **Response to City of Carson re: Stopping Transit Service during Pandemic (attachment) – Receive and file (Pages 49-50)**
 - H. **Update on Office Move (attachment) – Receive and file (Pages 51-52)**
 - I. **Monthly Reports – Receive and File**
 1. **South Bay Environmental Services Center Report (attachment) (Pages 53-57)**
 2. **Transportation Report (attachment) (Pages 59-65)**

3. Reports from Outside Agencies

- a. League of California Cities & LA Division Legislative Committee (Bea Dieringer & Jeffrey Kiernan) (*attachment*) **(Page 67)**
- b. SCAG & Committees (*attachment*) **(Page 69)**
 - 1. Energy and Environment (Judy Mitchell, Jim Osborne)
 - 2. Regional Council (Judy Mitchell, James Gazeley)
- c. Air Quality Management District (Judy Mitchell, Joe Buscaino & Denny Shaw)
- d. South Bay Workforce Investment Board (Chris Cagle) (*attachment*) **(Page 71-76)**

VII. PRESENTATIONS – (all prepared presentations will be posted @ www.southbaycities.org)

- A.** Sharing City Responses to the Coronavirus and Telework Experience – discussion (6:15 pm)
- B.** 20-21 Work Program – Jacki Bacharach (6:30 pm)

VIII. SBCCOG PROGRAM ACTION ITEMS, REPORTS AND UPDATES (6:45 pm)

- A.** South Bay Fiber Network
 - 1. Status of request from Metro for additional funds
 - 2. Magellan contract amendment for additional services (*attachment*) – **Approve (Pages 77-78)**
 - 3. Payment to Inglewood for South Bay Fiber Network Advance to Metro (*attachment*) – **Approve (Page 79)**
- B.** SBCCOG Policy Recommendations on State Housing Policy (*attachment*) – **Approve for Circulation to State Agencies and Legislature (Pages 81-84)**
- C.** Homeless Services
- D.** Senior Services (*attachment*) **(Page 85)**
- E.** Other

IX. TRANSPORTATION REPORTS (7:00 pm)

- A.** Re-allocation of South Bay Subregional Equity Funds – (letter of agreement from Metro to be available at the meeting) – **Approve**
- B.** Metro Report - Board member James Butts/Mike Bohlke/Steve Lantz
- C.** Metro Service Council appointments (*attachment*) **(Pages 87-88)**

X. AGENCY REPORTS (7:15 pm)

NOTE: Oral reports will only be made to clarify or amplify written attachments

No Attachments received

- A. SCAG Committees**
 - 1. Transportation James Gazeley, Drew Boyles)
 - 2. Community, Economic, & Human Development (Frank Zerunyan & Mark Waronek)
- B.** Santa Monica Bay Restoration Commission (Bill Brand/Kenneth Kao)
- C.** Stormwater Funding
 - 1. CCCA/LCC Stormwater Funding Options Committee (Hany Fangary)
- D.** South Bay Association of Chambers of Commerce (Olivia Valentine)
- E.** South Bay Aerospace Alliance (Olivia Valentine/Rodney Tanaka)
- F.** KHHR (Hawthorne Airport) Committee re: Community Impacts (Olivia Valentine)
- G.** California Association of Councils of Governments - CALCOG (Britt Huff)

XI. UPCOMING EVENTS & ANNOUNCEMENTS

XII. ADJOURNMENT

Next Board meeting - Thursday, May 28, 2020



X: Inactive (missed last 3 meetings in a row)
Inactive Membership is automatically re-instated by attending a meeting

SBCCOG MEETINGS: ATTENDANCE 2019 - 2020

City	Aug - 19	Sept - 19	Oct - 19	Nov - 19	Jan - 20	Feb - 20	Mar - 20
Carson	Hicks				Hicks	Hicks	
El Segundo			Pimentel	Boyles	Pimentel	Boyles	
Gardena	Medina	Medina	Medina	Medina	Medina	Medina Tanaka	
Hawthorne	Valentine	Valentine Monteiro	Valentine	Monteiro	Monteiro	Valentine	
Hermosa Beach	Massey		Massey			Massey	
Inglewood			Franklin	Franklin Butts	Franklin	Franklin	
Lawndale	Suarez	Suarez	Suarez	Suarez Osborne	Suarez	Suarez	
Lomita	Gazeley	Gazeley		Gazeley	Gazeley		
Los Angeles	X	X	X	X	X	X	
Manhattan Beach			Stern	Stern		Stern	
Palos Verdes Estates		Lozzi	Kao		Kao	Kao	
Rancho Palos Verdes	Alegria	Alegria		Alegria	Cruikshank	Cruikshank	
Redondo Beach	Horvath	Horvath	Horvath	Horvath	Horvath	Horvath	
Rolling Hills	Dieringer	Dieringer	Dieringer	Dieringer		Dieringer	
Rolling Hills Estates	Huff	Huff Mitchell	Huff	Huff	Huff	Huff	
Torrance		Rizzo	Rizzo	Rizzo	Rizzo	Rizzo	
County of Los Angeles-2 nd District	Johnson	Johnson		Johnson			
County of Los Angeles- 4 th District	LaMarque		LaMarque	LaMarque	LaMarque	LaMarque	

Number of Active Agencies	17	17	15	17	16	17	17
Quorum Required (50% +1)	9	9	8	9	9	9	9
Number of Agencies Attending	12	11	13	14	13	15	

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS
THURSDAY, FEBRUARY 27, 2020
REDONDO BEACH MAIN LIBRARY
303 N. PACIFIC COAST HIGHWAY, REDONDO BEACH, CA 90277**

I. CALL TO ORDER

Chair Horvath called the SBCCOG Board of Directors meeting to order at 6:05pm.

II. INTRODUCTIONS

In attendance were the following voting elected officials:

Cedric Hicks, Carson	Kenny Kao, Palos Verdes Estates
Drew Boyles, El Segundo	John Cruikshank, Rancho Palos Verdes
Dan Medina, Gardena	Christian Horvath, Redondo Beach
Olivia Valentine, Hawthorne	Bea Dieringer, Rolling Hills (6:13pm arrival)
Justin Massey, Hermosa Beach	Britt Huff, Rolling Hills Estates (7:10pm departure)
Ralph Franklin, Inglewood	Geoff Rizzo, Torrance
Bernadette Suarez, Lawndale (6:30 arrival)	Jennifer LaMarque, SD-4
Hildy Stern, Manhattan Beach	

The following non-voting elected officials were in attendance:

Rodney Tanaka, Gardena

Also, in attendance were the following persons:

Dave Daigle, American Dark Fiber	Jacki Bacharach, SBCCOG
Stephen Sawyer, Charter/Spectrum	Kim Fuentes, SBCCOG
Jeff Kiernan, League of CA Cities	Wally Siembab, SBCCOG
Scott Greene, Metro	Steve Lantz, SBCCOG
Mark Dierking, Metro	David Leger, SBCCOG
Charlie Szymanski, GPAC (Redondo Beach)	Natalie Champion, SBCCOG
Wendy Wert, Sanitation Districts of LA County	Aaron Baum, SBCCOG
Jim Hannon, SB Bike Coalition	Brooke Heri, SBCCOG
Chris Cagle, SBWIB	Karen Kanda, SBESC Volunteer
Sarah Patterson, SCAG	Omar Pulido, Trifiletti Consulting

III. CONFIRM POSTING OF THE AGENDA BY THE CITY OF TORRANCE

Jacki Bacharach confirmed that the agenda was properly posted in the City of Torrance.

IV. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA

Due to the time-sensitive nature of this item, Ms. Bacharach requested the Board of Directors add the Firewall item ([available here](#)) to the agenda under item 8-J. The item was recommended to the Board by the Steering Committee but was inadvertently left off the Board of Directors meeting agenda.

MOTION by Board Member Medina, seconded by Board Member Cruikshank, to **ADD** discussion of the Firewall item to the agenda under item 8-J. No objection. So ordered.

V. PUBLIC COMMENT

No public comment was received.

VI. CONSENT CALENDAR

- A. **January Board Meeting Minutes** (*attachment*) – **Approved**
- B. **FY2018-2019 Audit** (*online*) – **Approved**
- C. **Status of Legislation of Interest to SBCCOG** (*attachment*) – **Approved**
 1. **AB 1672, SB 795 - Support**
- D. **Update on Office Move** (*attachment*) – **Received and filed**
- E. **Monthly Reports – Receive and Filed**
 1. **South Bay Environmental Services Center Report** (*attachment*)

2. Transportation Report (*attachment*)

3. Reports from Outside Agencies

- a. Service Council Report by Ralph Franklin, Chair (*attachment*)
- b. SCAG & Committees (*attachments*)
 - 1. Energy and Environment (Judy Mitchell, Jim Osborne)
 - 2. Transportation (Dan Medina, James Gazeley, Drew Boyles)
 - 3. Community, Economic, & Human Development (Frank Zerunyan & Mark Waronek)
 - 4. Regional Council (Judy Mitchell, Dan Medina, James Gazeley)
- c. League of California Cities & LA Division Legislative Committee (Bea Dieringer & Jeffrey Kiernan) (*attachment*)

MOTION by Board Member Medina, seconded by Board Member Hicks, to **APPROVE** the Consent Calendar. No objection. So ordered.

Chair Horvath took this time to thank Board Member Medina, who is termed out of office and is a former chair of the SBCCOG, for his service on the SBCCOG Board, SCAG Regional Council, and City Council in Gardena. Board Member Medina thanked the Chair and his colleagues on the Board for their kind words.

VII. PRESENTATIONS

A. Local Travel Network and the Intersection with Housing

Mr. Siembab presented to the Board an update on the Local Travel Network (LTN) project and its interaction with housing policy. Mr. Siembab began by noting that new state-mandated housing figures require over 34,000 new units by 2025 in the South Bay, which means over 68,000 new vehicles will be added to the road (at approx. 2 vehicles/unit). This will add at least 300,000 vehicle trips per day, most in large fossil fueled vehicles. Local Use Vehicles (LUVs) could serve as a solution to this issue. Mr. Siembab reviewed examples of LUVs.

LUVs are a growing purchase market now, as dockless rental businesses (like Lime E-Scooters) sales have begun contracting. The market is transitioning to one that benefits ownership of LUVs, meaning that residents will likely begin owning these vehicles in greater and greater numbers in coming years. Cities must be prepared to accommodate these new travel modes.

LUVs can mitigate the traffic impacts of new housing while maintaining door-to-door, on-demand service. Not only will LUVs help reduce traffic impacts by increased housing, but also e-commerce home deliveries as that market booms. By 2023, it is expected that there will be 1 e-commerce delivery to every 4 households each day. In 2010, there was 1 delivery per 25 households each day. Streets are not designed for the forecasted volume of urban freight. LUVs have also been found to be useful, cheap, and environmentally friendly alternatives to regular-sized vehicles.

The LTN project is the infrastructure that LUVs need. It separates slow from fast speed modes onto different streets by directing LUVs to 25mph and low volume streets. SBCCOG has contacted with Fehr and Peers to determine a network of LUV crossings at high-speed streets. SBCCOG staff has completed outreach to city departments of all member cities. Stakeholder outreach is scheduled for March-May with two public events tentatively scheduled for April (Carson) and June (Torrance). The final network presentation is scheduled for the SBCCOG's June or July Board meeting.

Mr. Siembab noted that at the March Steering Committee meeting, the Committee will be asked to support legislation authorizing an NEV Plan as required to use NEV signage and designate routes (per state law).

Mr. Siembab's full presentation is available online here:

http://southbaycities.org/sites/default/files/board_directors/meeting/PRESENTATION_Local%20Travel%20Network%20Briefing_2.27.20.pdf

B. Next Gen Bus Planning Update

Mr. Greene presented a brief review and update on the Metro NextGen Bus Plan. Metro has spent a significant time analyzing ridership and cellphone data to develop a new network of bus service to better reflect how and where LA County residents travel today. Under the "Transit First" plan, 83% of Metro's bus riders would have frequent service all-day, compared to 48% today. Key proposed service changes in the

South Bay include more service to CSU Dominguez Hills; extension of new Line 212 to the South Bay Galleria via Hawthorne Blvd; More service on Prairie Ave and Inglewood Ave in Lawndale, Hawthorne, Lennox, and Inglewood; Consolidated Rapid and Express Lines to reduce long waits in the midday and on weekends; ZEV buses and electrification of the Metro Silver Line; Extension of the new Line 127 from Compton Station west to Athens, and coordination with Municipal Operators.

Public Workshops are currently being held, with Service Council Approval of the final service plan expected in August 2020. Phase 1 of the new service plan is expected to begin in December 2020, followed by Phase 2 in June 2021, and Phase 3 in December 2021.

For more detail, Mr. Greene's presentation is available online:

http://southbaycities.org/sites/default/files/board_directors/meeting/PRESENTATION_NextGen%20Bus%20Plan%20SBC%20COG%20Full%20Board.pdf

VIII. SBCCOG PROGRAM ACTION ITEMS, REPORTS AND UPDATES

A. Mid-Year Budget Presentation (*attachment*) – Received and filed

Ms. Heri reviewed the mid-year budget status and the key changes from when the budget was adopted. There is a projected net increase of over \$500K compared to the adopted budget. Ms. Heri also touched on estimated revenue changes and forecast expenditures/salaries/benefits through the rest of the budget year.

MOTION by Board Member Valentine, seconded by Board Member Massey, to **Receive and File** the mid-year budget. No objection. So ordered.

B. Notice of Intention to Consider an Increase in Dues (*attachment*) – APPROVED

Ms. Bacharach noted that per SBCCOG bylaws, the Board of Directors is required to provide a 60-day notice to cities when a dues increase is under consideration. The Ad Hoc Finance Committee has been discussing the dues formula and whether a dues increase is needed. They have recommended a dues increase be considered.

Board Member Dieringer noted that after the last Ad Hoc Finance Committee meeting, there was discussion on the dues formula, but not that a dues increase was needed. She also expressed that she felt it was premature coming off of a five-year dues increase plan. Chair Horvath explained that a dues increase has not been proposed, but that one may be proposed by the Ad Hoc Finance Committee. SBCCOG bylaws state that a 60-day advanced notice be given if a dues increase will be considered.

MOTION by Board Member Franklin, seconded by Board Member Hicks, to **APPROVE** the notice of intention to consider a dues increase. Objection by Board Member Dieringer. Motion passed.

C. South Bay Fiber Network

1. Amended and Restated Master Services Agreement and Work Order (*attachment*) – APPROVED

Ms. Bacharach provided a brief update on the status of the SBFN, noting that the second part of Work Order #1 and Work Order #2 are on the agenda for approval. The project is underway and should be completed before June 30. Ms. Bacharach briefly touched on misunderstandings by SBCCOG legal counsel on the Master Services Agreement (MSA). American Dark Fiber (ADF) and SBCCOG legal counsel worked on minor revisions to the MSA. Mr. Daigle touched briefly on the changes, explaining that there was some fine tuning of the language and better definition and clarification. Mr. Daigle added the ring is 80% complete and that there has been interest from the public on when others may be able to join the network.

Ms. Bacharach added that the next steps include a series of lunch and learn workshops in the summer to begin developing applications to use on the network.

MOTION by Board Member Cruikshank, seconded by Board Member Boyles, to **APPROVE** the amended Master Services Agreement and Work Orders. No objection. So ordered.

2. Inglewood Advance Funding Agreement (*attachment*) – APPROVED

MOTION by Board Member Franklin, seconded by Board Member Boyles, to **APPROVE** the Inglewood advance funding agreement. No objection. So ordered.

D. Appointments to Outside Agencies

Ms. Bacharach reported that there are several appointments that need to be made to outside agencies. No nominations have been received yet for Board Member Medina’s seat on the SCAG Regional Council. Chair Horvath urged Board Members to consider serving on these important seats.

E. Homeless Services

Ms. Bacharach announced that the next Homeless Services Task Force meeting. The County has urged other subregions to attend the SBCCOG meeting because they will be presenting their mapping tool to show where housing is expected. Torrance will be the spotlight city and will be discussing their homeless work underway.

F. Trip to Sacramento

Ms. Bacharach reported that the trip will be taking place March 24 and 25 and will focus on telling Sacramento leaders the issues South Bay cities are facing, particularly around housing. Ms. Bacharach requested that Board Members send paragraphs with issues to bring up during those meetings.

G. Senior Services

Ms. Bacharach noted the next meeting will be on March 31st and should be taking place at the SBCCOG’s new office. There will be an update on the state’s Master Plan on Aging.

H. Ad Hoc Finance Committee

Chair Horvath announced that the next meeting will be on March 30th from 3-5pm and will focus on dues.

I. General Assembly (attachment)

Ms. Bacharach handed out flyers for Board Members to take and distribute. Chair Horvath urged everyone to RSVP and briefly touched on the program. There will be TED style talks in the morning, ranging from 5-15 minutes each on specific topics, followed by a series of panels in the afternoon. A template letter has been sent out for Board Members to use to invite their constituents to the General Assembly.

J. Other

Ms. Fuentes briefly reviewed the firewall item that was recommended for approval by the Steering Committee. The firewall is needed to maintain proper security of SBCCOG networks and maintain high-speed access provided by the future SBFN connection.

Board Member Dieringer asked the reason behind the recommendation for the more expensive option. Chair Horvath explained that the lower priced version had enormous limitations when connecting to the high-speed network and does not provide the same level of security.

Board Member Kao asked if this is something that each city will be needing as part of connecting to the SBFN. Chair Horvath explained that it depends on each city and encouraged their IT staff to work with ADF to determine what upgrades they might need.

MOTION by Board Member Hicks, seconded by Board Member Valentine, to **APPROVE** the firewall purchase as recommended. No objection. So ordered.

IX. TRANSPORTATION REPORTS

A. Metro Report

Mr. Lantz reported that 1) the Metro Board expressed support for Microtransit. Several Metro Board Members including Board Members Hahn and Butts, expressed concerns about one of the potential vendors. There will be a 2-week extension to provide more time to consider vendor documentation; 2) The Metro Board took action to eliminate the East-side extension alternative that would have gone along the 60 freeway as it proved too difficult to construct. This caused the San Gabriel Valley to argue they should receive funds to build alternative project(s). Metro staff disagreed with that assertion and will come back to the Metro Board with more information.

B. SBCCOG Transportation Committee

- 1. Update on Metro Budget Request for Measure R & M funds
Ms. Bacharach announced that there will be discussion at the Transportation Committee on specific line changes taking place due to the NextGen Bus Plan. She then asked Mr. Lantz to discuss the Metro Budget Request.

Mr. Lantz reminded the Board of the Decennial Measure R Transfer Policy under consideration by the Metro Board. A subcommittee of Infrastructure Working Group and Transit Operators Working Group staff has been working on a recommendation to the March 9th Transportation and Steering Committees that will recommend both highway and transit project funding for Measure R and additional Measure M MSP highway projects.

X. AGENCY REPORTS

NOTE: Oral reports are only made to clarify or amplify written attachments. All reports that were submitted or handed out are available online here: <http://southbaycities.org/committees/board-directors/board-directors-meeting-58>

- A. Air Quality Management District** – No report given.
- B. Santa Monica Bay Restoration Commission** – No report given.
- C. Stormwater Funding**
 - 1. CCCA/LCC Stormwater Funding Options Committee – No report given.
- D. South Bay Association of Chambers of Commerce** – No report given.
- E. South Bay Aerospace Alliance** – No report given.
- F. KHRH (Hawthorne Airport) Committee re: Community Impacts** – No report given.
- G. California Association of Councils of Governments**
- H. South Bay Workforce Investment Board**

Mr. Cagle delivered the regional annual report and noted that there is a job fair for 16-24-year olds coming up and is a great opportunity to find summer jobs. He reiterated the SBWIB’s support for the SBFN and noted the incredible job potential it has. The SBWIB will help find funding to connect businesses if a connection would prevent them from leaving the region/state.

I. League of California Cities

Mr. Kiernan reported that there is legislation being considered to require city approval of EV charging sites within 15 days as a way to bring cities into compliance with a 2015 law. The League will be working with cities to identify ways to bring them into compliance with the law. There is also legislation introduced that will facilitate undergrounding of powerlines. Mr. Kiernan also announced that the League took the LA County white paper on housing and approved it with slight modifications to serve as the framework for housing work going forward.

XI. UPCOMING EVENTS & ANNOUNCEMENTS

Massey (Hermosa Beach): The annual St. Patrick’s Day Parade will be taking place on March 14th.

Franklin (Inglewood): The City’s Earth Day event will be taking place April 18th.

Stern (Manhattan Beach): The City’s Ecofest will be taking place April 25th.

Rizzo (Torrance): Torrance elections are being held on March 3 for the first set of council districts (2,4,6).

Medina (Gardena): Thanked the organization for its incredible work and noted the impact it has on SCAG and other COGs outside of the area.

XII. ADJOURNMENT

Chair Horvath reminded the Board that there will be no meeting in March due to the General Assembly and adjourned the meeting at 8:03 pm to Thursday, April 23, 2020 at 6:00 pm at the SBCCOG offices (2355 Crenshaw Blvd., #125, Torrance, CA 90501).

David Leger
Assistant Board Secretary

South Bay Cities Council of Governments

April 23, 2020

TO: SBCCOG Board of Directors
FROM: SBCCOG Steering Committee
SUBJECT: Audit Services

Adherence to Strategic Plan:

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity and sustained board commitment.

BACKGROUND

The SBCCOG has a policy to review contracts every 3 years to ensure that we have the most competitive pricing. This year, the staff solicited proposals from 3 firms and received the following responses:

- Firm #1 - no proposal, because we are too small and the billing would be nominal for them.

- Firm #2 - The Pun Group - proposal
yrs 1-3 \$6,000
yr 4 6,120
yr 5 6,242

- Firm #3 (current firm) - proposal
yrs 1-3 \$6,775
yr 4 6,950
yr 5 6,950

While we have adequate service from our current auditor, their prices are substantially higher and they have taken a long time to get the job done each year. Staff has looked into The Pun Group and as you can see from their attached proposal, they have many public agencies that they work with and they come recommended by our budget consultant, Agnes Walker.

RECOMMENDATION

That the Board approval a contract with The Pun Group for 3 years at a cost of \$6000/year with two additional years as options (Year 4 - \$6120; Year 5 - \$6242).



PROPOSAL

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS TORRANCE, CALIFORNIA

Proposal to Perform Professional Auditing Services

MARCH 23, 2020

Kenneth H. Pun, CPA, CGMA

Managing Partner

200 E. Sandpointe Ave, Suite 600, Santa Ana, CA 92707

Phone: (949) 777-8801 | **Fax:** (949) 777-8850 | **Email:** ken.pun@pungroup.com

California CPA License Number: PAR 7601

Federal Identification Number: 46-4016990



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Executive Summary

WE WANT TO EARN YOUR BUSINESS

Thank you for allowing The Pun Group LLP to propose on the professional auditing services for South Bay Cities Council of Governments (“SBCCOG”). Our partners group has served the government industry since 1989 and work with more than 200 governmental agencies throughout California.

We understand that governmental agencies do not operate independently, but in an increasingly complexity of local, state, and federal relationships. We know how these relationships work, what they mean at the local level and how every public organization’s focus on resource management is critical to success. While many accounting firms can perform provide services, not all can build an excellent working relationship with their clients. The Pun Group LLP prides itself on developing lasting, personal relationships with our clients. Our hands-on partner involvement and low personnel turnover are crucial tools to our success and highly beneficial to the SBCCOG.

All of our partners actively participate in industry associations focused on state and local governments. By participating in industry associations and activities, we are always up to date on the latest industry changes and the impact they will have on your operations. We will keep you, and our colleagues in the Firm, fully informed of these developments. Our team is committed to bringing the full breadth and depth of our expertise to the audit of the SBCCOG offering outstanding value to you and your stakeholders.

Government Experience

The personnel assigned to this engagement are fully qualified to perform an effective audit of the SBCCOG, and their extensive experience will be critical to the audit process. Our professionals are familiar with the complexities of governmental accounting, auditing, and financial reporting, including but not limited to, all GASB pronouncements, Single Audit Act, Uniform Guidance (formerly known as OMB Circular A-133), and fund operations. They have held positions as professional certified public accountants but have also held significant roles within and outside of government agencies bringing to an agency as the SBCCOG the thought leadership, quality and level of experience you require.

Our commitment in serving the South Bay Cities Council of Governments cannot be fully conveyed in a letter, so we look forward to continuing the discussion with you in person. I will serve as your primary contact for contract negotiations and stand steadfast to serve as your engagement partner. I’ve been authorized to legally bind the Firm. Should you have any questions or wish to discuss this proposal, please do not hesitate to contact me at (949) 777-8801 or by email at ken.pun@pungroup.com.

Thank you, and we look forward to the opportunity of gaining your trust and business.

Sincerely,

The Pun Group LLP



Kenneth H. Pun, CPA, CGMA
Managing Partner

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

Who We Are

The Pun Group LLP, Certified Public Accountants and Business Advisors, founded in 2012, is a limited liability partnership. We are a full-service accounting firm providing auditing, accounting, and advisory services to our clients.

The combination of our hands-on experience and practical knowledge exercised by our audit professionals makes the Firm unique in our field. Our technical expertise and thorough understanding of current regulations and issues—along with the Firm’s commitment to hard work, integrity, and teamwork on every engagement—enable us to help our clients succeed.

With more than one hundred (100) years of combined experience in the industry, we have become a trusted business partner, and are well-respected as leaders in the industry in one of the fastest growing firms. With nearly 100 government and not-for-profit audit clients and Partners who have a real passion for the industry, we believe we are unmatched regarding expertise.

Professional Affiliations

The Pun Group LLP is a member of the following professional organizations:



Global Capabilities

The Pun Group LLP is an independent member of Allinial Global, an association of over 100 independent accounting and consulting firms. Based in North America, Allinial Global offers international support by connecting its member firms to providers and global networks of accounting firms worldwide



Who We Are

License to Practice in California

The Firm and all key engagement team members are licensed by the State of California to practice as Certified Public Accountants.

Firm Registration:

California State Board of Accountancy Number – PAR 7601



All members of the engagement team meet the Continuing Professional Education (CPE) requirements in accordance with the *Government Auditing Standards* issued by the Comptroller General of the United States.

Independence

The Pun Group _{LLP} requires all employees to adhere to strict independence standards in relation to the Firm's clients. These independence standards exceed, in many instances, the standards promulgated by the American Institute of Certified Public Accountants (AICPA).

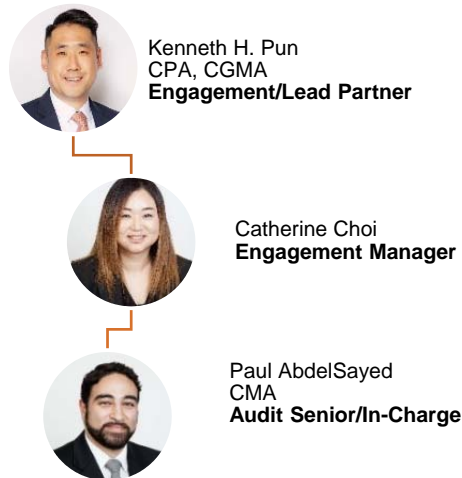
The Pun Group _{LLP} certifies that it is independent of SBCCOG. The Firm meets independence requirements defined by the United States Government Accountability Office's (U.S. GAO's) *Government Auditing Standards*, and the American Institute of Certified Public Accountants (AICPA), therefore such relationship does not constitute a conflict of interest relative to performing the services requested by the SBCCOG.

The Firm will give the SBCCOG written notice of any professional relationships entered into during the period of the agreement.

An Experienced Engagement Team

The Engagement Team is carefully chosen to provide the SBCCOG with all the services needed to successfully complete the audit. The Engagement Partners are personally involved in the audit, and the Engagement Team has significant experience in governmental auditing. Our broad experience and technical capabilities allow us to provide technical support, interpret findings, and offer effective solutions to any issues that may arise.

Your Engagement Team:



The personnel assigned to this engagement are fully qualified to perform an effective audit of the SBCCOG, and their extensive experience will be critical to the audit process. Our professionals are familiar with the complexities of governmental accounting, auditing, and financial reporting, including but not limited to, all GASB pronouncements, the Single Audit Act, Uniform Guidance, and fund operations.

Kenneth H. Pun, CPA, CGMA ***Engagement/Lead Partner***

Ken will serve as engagement partner and will be responsible for the timely delivery of all services for SBCCOG. Ken will actively involve with the engagement with the assigned task of directly overseeing the Engagement Team, engagement planning and fieldwork, review for quality, and approve work papers and reports. Ken has more than twenty (20) years in public accounting specializing in governmental sector. Ken is the current chair of CalCPA Governmental Accounting and Auditing Committee.

Catherine Choi ***Engagement Manager***

Catherine will serve as the audit manager. Catherine will work closely with the engagement partner, executing the audit plan, and directing and supervising the audit team in its daily activities and tasks. Catherine will serve as the primary point of contact for your team and will work to ensure the audit is conducted within the deadlines and will provide updates on our team's progress to the partners' and to you. Catherine has more than ten (10) years in public accounting specializing in governmental sector.

Paul AbdelSayed ***Audit Senior/In-Charge***

Paul will serve as the audit senior/in-charge. Paul will work closely with the engagement manager, performing audit procedures based on the executed audit plan, and assisting in timely delivery of quality services. Paul has more than five (5) years of public accounting experience specializing in governmental sector.

Kenneth H. Pun, CPA, CGMA Engagement/ Lead Partner



EXPERIENCE

Kenneth H. Pun is the Managing Partner and an Assurance Partner at The Pun Group, LLP, which he founded in 2012 after serving in senior-level positions for well-established national and regional firms. Under his leadership, The Pun Group has become one of the fastest growing in the region, currently ranking among the top 40, according to the Orange County Business Journal.

Prior to founding The Pun Group, Ken has served clients in a variety of industries, including small to large state and local governmental agencies, insurance companies, not-for-profits, healthcare, technology and manufacturing and distribution clients. His career in public accounting was spent primarily with the Regional firms and National firms.

Leveraging more than nineteen (19) years of public accounting experience, Ken has earned a reputation of being a trusted advisor to governmental and Healthcare organizations throughout California and neighboring states. Municipalities and public agencies engage him because of his premier level of client service, commitment, and innovative methods of increasing operational efficiencies and reducing costs.

Ken maintains his deep commitment to professional education through his work as an instructor for CalCPA's Education Foundation. There, he teaches courses related to audits and quality control in local and state government. He also advises clients on those topics at influential industry forums. Internally, Ken mentors audit teams by providing direction and technical guidance to ensure adherence to the firm's quality controls.

EDUCATION

BS Degree in Business Administration, Emphasis in Accounting from the **University of California, Riverside**

LEADERSHIP & AFFILIATIONS

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, California Society of Certified Public Accountants (CalCPA)
- Chair, CalCPA Governmental Accounting and Auditing Committee
- Member, CalCPA Governmental Accounting and Auditing Conference Planning Committee
- Member, Government Finance Officers Association (GFOA)
- Member, California Society of Municipal Finance Officers (CSMFO)
- Speaker, CSMFO Conference (2014)
- Instructor, CalCPA Fall Series (2014) – Long Beach and Orange County Chapter

RELEVANT EXPERIENCE

- City of Gardena
- City of San Bernardino
- City of Escondido
- City of Encinitas
- Ventura County Transportation Commission
- City of Stockton
- City of San Bernardino
- City of Clovis
- City of Desert Hot Springs
- South Bay Regional Public Communications Authority

CONTINUING PROFESSIONAL EDUCATION

Various municipal accounting courses offered by the AICPA, CalCPA Education Foundation and local universities including:

- Governmental and Nonprofit Annual Update
- Government Auditing Standards
- GASB Basic Financial Statements for State and Local Governments
- Single Audits: Uniform Guidance (formerly OMB Circular A-133)
- Financial Accounting Standards Board Annual Updates
- Statement on Standards for Accounting and Review Services Updates

Has met the current CPE educational requirements to perform audits of governmental agencies.



ADDRESS

200 East Sandpointe Ave
Suite 600
Santa Ana, CA 92707



PHONE

949-777-8801



EMAIL

ken.pun@pungroup.com



WEBSITE

www.pungroup.com

Licensed by the State of California

Catherine Choi Engagement Manager



EXPERIENCE

Catherine Choi is a Manager of The Pun Group, LLP. She has more than ten (10) years of governmental experience that ranges from GASB audit/reporting, Internal Controls/COSO Framework, Single Audit, Corporate Financial Reporting, Data Analysis and Taxation.

In various engagements, Catherine has been involved in providing significant services to various governmental entities and actively contributed and participated in the planning process, implementation of the audit work plan, supervision of staff, compliance testing for the Single Audit Concept and preparation of the Comprehensive Annual Financial Reports.

EDUCATION

- BS Degree in Accounting from the **California Polytechnic University of Pomona**

AFFILIATIONS

- Member, California Society of Certified Public Accountants (CalCPA)

RELEVANT EXPERIENCE

- City of Cerritos
- City of Stockton
- City of Desert Hot Springs
- City of Coachella
- City of Hemet
- City of Placentia
- City of Bradbury
- City of Morro Bay
- City of Hermosa Beach
- City of Seal Beach
- Las Virgenes Municipal Water District
- Valley Sanitation District
- El Toro Water District

CONTINUING PROFESSIONAL EDUCATION

Various municipal accounting courses offered by the AICPA, CalCPA Education Foundation and local universities including:

- Governmental and Nonprofit Annual Update
- Government Auditing Standards
- GASB Basic Financial Statements for State and Local Governments
- Single Audits: Uniform Guidance (formerly OMB Circular A-133)
- Financial Accounting Standards Board Annual Updates
- Statement on Standards for Accounting and Review Services Updates
- Preparation of Tax Returns for Not-for-Profits

Has met the current CPE educational requirements to perform audits of governmental agencies.



EMAIL

catherine.choi@pungroup.com



WEBSITE

www.pungroup.com

** CPA Exam Completed, Licensing
Application Pending*

Paul AbdelSayed, CMA
Audit Senior / In-Charge



EXPERIENCE

Paul AbdelSayed is a Senior Auditor within The Pun Group, LLP's Assurance division. In his seven years of accounting and auditing experience, Paul has worked with governmental agencies, not-for-profit entities and private for-profit entities.

Mr. AbdelSayed has performed audits and other attestation services for several governmental agencies throughout California including cities, redevelopment agencies, public financing authorities, housing authorities, transportation agencies, and special districts, and he has helped them publish their Comprehensive Annual Financial Reports in compliance with GASB Statement No. 34.

EDUCATION

- BA Degree in Business Administration, Emphasis Accounting from **California State University, Fullerton**

LEADERSHIP & AFFILIATIONS

- Member, California Society of Certified Public Accountants (CalCPA)
- Member, Institute of Management Accountants (IMA)

RELEVANT EXPERIENCE

- City of Gardena
- City of Desert Hot Springs
- City of Hemet
- City of Industry
- City of Morro Bay
- City of Culver City
- City of Glendora
- City of Hermosa Beach
- City of Lynwood
- City of Seal Beach

CONTINUING PROFESSIONAL EDUCATION

Various municipal accounting courses offered by the AICPA, CalCPA Education Foundation and local universities including:

- Governmental and Nonprofit Annual Update
- Government Auditing Standards
- GASB Basic Financial Statements for State and Local Governments
- Single Audits: Uniform Guidance (formerly OMB Circular A-133)
- Financial Accounting Standards Board Annual Updates
- Statement on Standards for Accounting and Review Services Updates

Has met the current CPE educational requirements to perform audits of governmental agencies.



EMAIL

paul.abdelsayed@pungroup.com



WEBSITE

www.pungroup.com

An Experienced Engagement Team

Staff Continuity

The Firm is committed to maintaining staff continuity throughout audit engagements. While we cannot guarantee that our staff members will stay with the Firm, we encourage loyalty by paying competitive wages, offering opportunities for promotion, using state-of-the-art equipment, and providing excellent working conditions. We also offer benefits including retirement plans, medical plans, profit-sharing programs, and continuing education. The Firm is an equal-opportunity employer and complies with all federal and state hiring requirements. The Firm also supports affirmative-action philosophies and works hard to provide opportunities for self-enhancement to members of disadvantaged groups.

We guarantee that the partners assigned to this audit will be involved throughout the entire engagement term, and that assigned staff members will return to the SBCCOG in future years if they are still with the firm. One of our primary audit concerns is staff continuity, and our hands-on partner involvement ensures that qualified and experienced professionals will perform audits efficiently and effectively every year of the engagement.

Continuing Education

Because of our commitment to provide the highest quality of services to SBCCOG, we provide our professionals with technical training to ensure our people stay current on topics within the industry sectors and better equipped themselves to serve our clients.

All professionals are required to obtain continuing education that exceeds the requirements of the American Institute of Certified Public Accountants (AICPA) and where applicable, *Government Auditing Standards*. Our professionals participate in the continuing education programs through the following means:

- Governmental Accounting and Auditing Conference sponsored by AICPA.
- Webinar sponsored by AICPA Government Audit Quality Center.
- Annual Conference sponsored by California Society Municipal Finance Officers.
- Governmental Accounting and Auditing Conference sponsored by CalCPA.
- The Pun Group in-house training on government specific topics, including but not limited to, GASB updates, 2018 Revision Government Auditing Standards, Fraud in State and Local Governments, COSO Internal Control Integrated Framework, Audit of State and Local Governments, Single Audit, and Mindbridge AI Auditors.



In 2019, our government professionals have received an average of 52 hours of continuing professional education, compared with the 40 hours accounting industry requirement.

By expanding our knowledge through these seminars/conferences, we are able to provide the relative solutions to our clients.

Peer Review

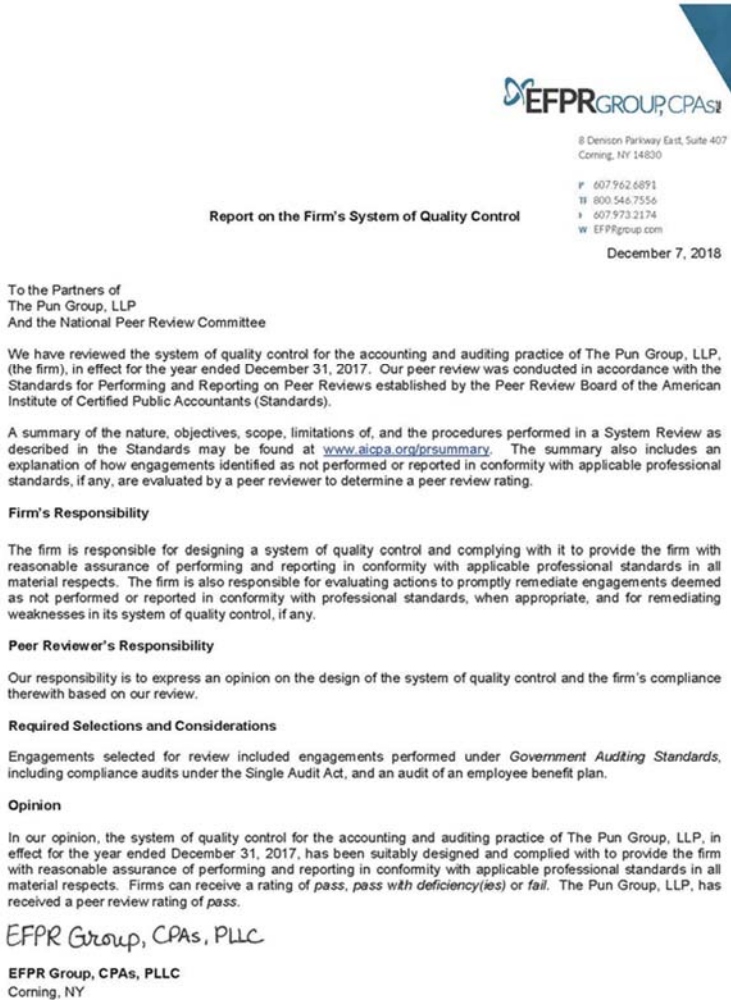
Being a member of the American Institute of Certified Public Accountants (AICPA), The Pun Group is required an independent peer review of our audit and accounting practice every three (3) years. The peer reviewer assessed the Firm’s quality-control policies, reviewed administrative records, interviewed professional personnel, and inspected the Firm’s working papers and reports from a representative sample of accounting and auditing engagements, including governmental audits. The reviewer concluded that the Firm fully complies with the AICPA’s stringent standards for quality control and issued a peer review rating of “Pass”.

A copy of our most recent peer review is enclosed.

Litigation/Disciplinary Action

The Firm has no conditions such as bankruptcy, pending litigations, planned office closures, mergers or any organizational conflict of interest that may affect the ability of the Firm to perform the required duties requested by the SBCCOG.

No member of the Firm has been the subject of investigation or disciplinary action by state regulatory bodies or professional organizations in the past.



Qualifications

Professional Services Requested

South Bay Cities Council of Government (SBCCOG) is requesting the following professional services to be provided by The Pun Group:

Financial Statement Audit

- Perform a financial statement audit of the SBCCOG in accordance with auditing standards generally accepted in the United States of America.
- The Pun Group will assist with preparation of the SBCCOG Annual Financial Report, including notes to basic financial statements.
- The Pun Group will assist with implementation of applicable Governmental Accounting Standards Board (GASB) pronouncements.
- Prepare and submit a management report of comments and recommendations concerning the SBCCOG's financial management system based upon observations made during the course of the auditor's examination of the SBCCOG's financial statements, records, internal controls, systems, and internal procedures. The engagement team will comment on the nature and impact of any noted instances of non-compliance with applicable state and federal laws and regulations.

Our Commitment to SBCCOG

We are committed to become your versatile partner that you can trust and will:

- Perform the audit efficiently and effectively, so disruption to office operations is minimized.
- Provide continuing advisory services and solutions to questions and issues that arise throughout the course of the engagement.
- Offer beneficial observations and recommendations about policies and procedures for accounting and operating controls.
- Identify opportunities to make SBCCOG operations more efficient and reduce costs.

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

Qualifications

Government Audit and Consulting Experience

The Pun Group LLP has performed numerous audits of organizations subject to financial and compliance audits. These audits were performed in accordance with auditing standards generally accepted in the United States, Government Auditing Standards, Uniform Guidance (and its Compliance Supplement (when applicable), Office of the State Controller's Minimum Audit Requirements and Reporting Guidelines. A list of governmental clients that we have served are as follows:

Cities

City of Alameda
City of Arvin
City of Bell
City of Beaumont
City of Bradbury
City of Calexico
City of Cerritos
City of Clovis
City of Coachella
City of Culver City
Town of Danville
City of Desert Hot Springs
City of Encinitas
City of Escondido
City of Gardena
City of Gilroy
City of Glendora
City of Gustine
City of Hemet
City of Hermosa Beach
City of Huntington Beach
City of Huntington Park
City of Industry
City of Lakewood
City of Lodi
City of Lynwood
City of Madera
City of Monterey
City of Morro Bay
City of Napa
City of National City

Cities

City of Palm Springs
City of Patterson
City of Perris
City of Placentia
City of Placerville
City of Pomona
City of Redding
City of Ridgecrest
City of San Bernardino
City of Seal Beach
City of Shafter
City of South Gate
City of Stockton

Other Agencies

Adelanto Public Utility Authority
Barstow Heights Community Services District
Menlo Park Fire Protection District
North County Dispatch JPA
Rancho Santa Fe Fire Protection District
San Bernardino County Fire Protection District
San Elijo Joint Powers Authority
Santa Fe Irrigation District
South Orange County Wastewater Authority
Riverside County Flood Control and Water Conservation District
West Valley Mosquito and Vector Control District
Valley Sanitation District

Water Districts

Alameda County Water District
Casitas Municipal Water District
Central Basin Municipal Water District
El Toro Water District
Las Virgenes Municipal Water District
Marina Coast Water District
Olivenhain Municipal Water District
San Dieguito Water District
Sativa-Los Angeles County Water District
Water Replenishment District of Southern California
West Valley Water District

Transportation

Culver City Bus Lines
GTrans (Gardena Municipal Bus Lines)
Imperial County Local Transportation Authority
North County Transit District
San Diego Metropolitan Transit System
Shasta Regional Transportation Agency
Ventura County Transportation Commission

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

References

The following clients are examples of some of the engagements that are similar to the requirements in this proposal. Additional references are available upon request. Please feel free to contact these agencies to learn more about their experiences working with us.

Reference 1:

Name of Client: **City of Lakewood**
Service Period: June 30, 2014 to Present
Scope of Work: The Firm has provided professional auditing services to the City of Lakewood, since 2014, which includes:

Financial Statement Audits

- City of Lakewood Comprehensive Annual Financial Report (CAFR)

Compliance Audits

- Single Audit in compliance with Federal Single Audit Act

GFOA Award: Yes
Engagement Partner: Kenneth H. Pun | Concurring Partner: Frances J. Kuo
Total Hours: Average 380 hours per year
Principal Client Contact: Mr. Jose Gomez, Director of Finance & Administrative Services
jgomez@lakewoodcity.org
5050 Clark Ave
Lakewood, California 90712
(562) 866-9771

Reference 2:

Name of Client: **Ventura County Transportation Commission**
Service Period: June 30, 2015 to 2019
Scope of Work: The Firm has provided professional auditing services to the Ventura County Transportation District, since 2015, which includes:

Financial Statement Audits

- VCTC Comprehensive Annual Financial Report (CAFR)

Compliance Audits

- Single Audit in compliance with Federal Single Audit Act

GFOA Award: Yes
Engagement Partner: Kenneth H. Pun | Concurring Partner: Gary M. Caporicci
Total Hours: Average 400 hours per year
Principal Client Contact: Ms. Sally DeGeorge, Finance Director
ssellers@goventura.org
950 County Square Drive, Suite 207
Ventura, CA 93003
(805) 642-1591

References

Reference 3:

Name of Client: **City of Gardena**
Service Period: June 30, 2007 to Present
Scope of Work: The Firm has provided professional auditing services to the City of Gardena, since 2007, which includes:

Financial Statement Audits

- City of Gardena Comprehensive Annual Financial Report (CAFR)
- City of Gardena Family Child Care Program
- The Municipal Bus Line Enterprise Fund of the City of Gardena

Compliance Audits

- Single Audit in compliance with Federal Single Audit Act

GFOA Award: Yes
Engagement Partner: Kenneth H. Pun | Concurring Partner: Gary M. Caporicci
Total Hours: Average 700 hours per year
Principal Client Contact: Mr. Raymond Beeman, Chief Fiscal Officer
rbeeman@cityofgardena.org
1700 West 162nd Street
Gardena, CA 90247
(310) 217-9516

Audit Methodology

A. Proposed Segmentation of the Engagement

The audit will be performed in four phases:



Initial Planning: The Engagement Partner and Manager will meet with SBCCOG’s Management to get up to speed with SBCCOG policies and procedures, establish any specific requirements Management may have, identification of unique transactions, implementation of new GASB pronouncements, and develop the audit work plan for the engagement.

Interim: The Engagement Team—including the Engagement Partner—will assess accounting policies adopted by the SBCCOG, obtain an understanding of the SBCCOG and its operating environment, review internal controls on all significant transaction classes, perform walkthroughs and/or tests of internal control, perform preliminary analytical procedures, develop initial risk assessment, evaluate Single Audit compliance (if needed), identify any audit issues, and prepare confirmation correspondence. The Engagement Team and SBCCOG Management will establish expectations including responsibilities and assignments for the year-end fieldwork, and will hold a progress status meeting at the end of the Interim phase.

Fieldwork: The Engagement Team—including the Engagement Partner—will conduct audit procedures on account balances in the general ledger, finish confirmation procedures, perform preliminary analytical procedures, search for unrecorded liabilities, perform substantive analytical review procedures, complete work on compliance with Federal Assistance, and conclude fieldwork. The Engagement Team and SBCCOG Management will hold an exit conference at the end of the Year-End phase. Periodic update meetings will be held to communicate audit progress to management.

Reporting: The Firm will review and prepare audit reports and perform quality control procedures following the Quality Control Standards issued by the AICPA. We will also examine reports for compliance with GFOA reporting guidelines at no additional cost. Any comments will be issued in a letter to Management. At the SBCCOG’s request, the Engagement Partner and Manager will present the audit to the SBCCOG’s governing body.

The Firm will complete the audit fieldwork and issue all reports within the established timeframe, assuming no internal SBCCOG circumstances causes delays in the audit.

Audit Methodology

B. Level of Staffing and Number of Hours To Be Assigned to Each Proposed Segment of the Engagement

The Pun Group understands that the SBCCOG is not only looking to employ our auditing services but is also seeking to receive value within that professional relationship. We believe that our value is derived from our in-depth knowledge, experience, and commitment that our auditing firm employs. We stress and emphasize “employ” because all of the knowledge and expertise listed on paper will not benefit you unless it is applied. That is why we have developed a plan that we feel will accomplish the objectives of the SBCCOG and your particular needs. Our Firm will utilize the information that you have shared with us and our experience from our previous audits of this nature, from various government entities and cities to develop a practical plan for all major areas.

	Partner	Manager	Seniors	Staff	Admin	Total
Planning	1	2	2	2	1	8
Interim	1	2	5	5	1	14
Fieldwork	2	2	5	5	1	15
Reporting	2	2	4	4	1	13
Total	6	8	16	16	4	50

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

Fee Proposal

Expected Hours and Fees

Our fee is based on the complexity of the engagement and the experience level of professionals necessary to address it. Based on our initial understanding of the scope of work, we propose the following not-to-exceed fee:

Services	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Financial Statement Audit and related reports	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,120	\$ 6,242
Total for Fiscal Year (not-to-exceed)	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,120	\$ 6,242

Out-of-Pocket Expenses

The Firm's policy is to maintain flexible billing rates to meet the needs of clients and help them control costs. In the interest of starting our long-term relationship, we will absorb expenses such as travel and printing costs.

Standard Hourly Rates

Any supplemental reports, audits, or agreed-upon procedures not covered by this proposal may be added in a written agreement prior to commencing audit work. The Firm and the SBCCOG will discuss and approve the scope and associated costs of these tasks. Any additional work will be performed at the below quoted hourly rates.

Provider	Rate
Partners	\$ 225
Managers	\$ 175
Seniors	\$ 125
Staff	\$ 100
Administrative	\$ 60

Why Choose The Pun Group?

The Pun Group LLP is recognized for its professionalism, integrity, and providing clients with practical solutions unique to their circumstances and issues. Our Firm prides itself on being able to provide personalized client services, and with that sentiment in mind, we have carefully chosen our engagement teams. The Pun Group's primary objective is to give the SBCCOG solutions and directions, led by highly experienced and capable partners who can successfully implement the work and produce the results you expect. This philosophy and mindset allow us to provide a superior level of service, and a quality audit.

We trust that this proposal has given you the information needed about the Firm, the Engagement Team members, overall audit approach, cost-saving measures, and audit fees. We are committed to exceeding your expectations, and we look forward to bringing our experience and expertise to the SBCCOG of Governments and providing you with the excellent level of service that you expect and deserve.

Thank You

Thank you for giving us the opportunity to submit our qualifications to provide you with SBCCOG. Please direct inquiries to:

Kenneth H. Pun, CPA, CGMA
Managing Partner
Email: ken.pun@pungroup.com
Phone: (949) 777-8801 | Fax: (949) 777-8850

Sincerely,

A handwritten signature in black ink that reads "The Pun Group, LLP". The signature is written in a cursive, flowing style.

The Pun Group LLP
Certified Public Accountants and Business Advisors

FIRST AMENDMENT TO LEASE

THIS FIRST AMENDMENT TO LEASE ("**First Amendment**") is made and entered into as of the 13th day of April, 2020, by and between THE REALTY ASSOCIATES FUND X, L.P., a Delaware limited partnership ("**Landlord**") and SOUTH BAY CITIES COUNCIL OF GOVERNMENTS, a California Joint Powers Authority ("**Tenant**").

R E C I T A L S:

A. Landlord and Tenant entered into that certain Standard Office Lease dated August 15, 2019 (the "**Original Lease**"), whereby Landlord leased to Tenant and Tenant leased from Landlord certain office space located in that certain building located and addressed at 2355 Crenshaw Boulevard, Torrance, California 90501 (the "**Building**"). Landlord is the successor-in-interest under the Lease to Landlord. The term "**Lease**" where used in the Original Lease and this First Amendment shall hereafter refer to the Original Lease, as amended by this First Amendment.

B. By this First Amendment, Landlord and Tenant desire to expand the Existing Premises (as defined in Section 1 below) and to otherwise modify the Lease as provided herein.

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

A G R E E M E N T:

1. The Existing Premises. Landlord and Tenant hereby agree that pursuant to the Lease, Landlord currently leases to Tenant and Tenant currently leases from Landlord that certain office space in the Building containing 4,459 rentable square feet and known as Suite 125 (the "**Existing Premises**"), as outlined on Exhibit A to the Original Lease.

2. Expansion of the Existing Premises. That certain space located on the first (1st) floor of the Building outlined on the floor plan attached hereto as Exhibit "A" and made a part hereof, may be referred to herein as the "**Expansion Space**." Landlord and Tenant hereby stipulate that the Expansion Space contains 806 rentable square feet. Effective as of the date ("**Expansion Commencement Date**") which is forty-two (42) days after the earlier to occur of (a) the date of "Substantial Completion" of the "Tenant Improvements" (as those terms are defined in the Tenant Work Letter attached hereto as Exhibit "B") in the Expansion Space or (b) the date Tenant first commences to conduct business in the Expansion Space, Tenant shall lease from Landlord and Landlord shall lease to Tenant the Expansion Space. Accordingly, effective upon the Expansion Commencement Date, the Existing Premises shall be increased to include the Expansion Space. Landlord and Tenant hereby agree that such addition of the Expansion Space to the Existing Premises shall, effective as of the Expansion Commencement Date, increase the number of rentable square feet leased by Tenant in the Building to a total of 5,265 rentable square feet. The Expansion Commencement Date is anticipated to occur on or about September 1, 2020. Effective as of the Expansion Commencement Date, all references in the Lease to the "Premises" shall mean and refer to the Existing Premises as expanded by the Expansion Space.

3. Term for the Expansion Space; Beneficial Occupancy.

3.1. Term for the Expansion Space. The Term of Tenant's lease of the Expansion Space ("**Expansion Space Term**") shall commence on the Expansion Commencement Date and shall expire co-terminous with Tenant's lease of the Existing Premises (the expiration date of Tenant's lease of the Existing Premises to be referred to as the "**Expiration Date**") unless sooner terminated or extended pursuant to the terms of the Lease. The one five (5) year Extension Option set forth in Section 4 of the Original Lease shall apply collectively to the Existing Premises and the Expansion Space (i.e. Tenant must exercise the Extension Option concurrently as to both spaces or as to none of such spaces).

3.2. Beneficial Occupancy Period. Tenant shall have the right to use and occupy the Expansion Space commencing on the earlier of (i) the date of the Substantial Completion of the Tenant Improvements in the Expansion Space or (ii) the date Tenant first commences to conduct business in the Expansion Space, and continuing until the Expansion Commencement Date (i.e., for forty-two (42) days) (the "**Beneficial Occupancy Period**") provided (a) Tenant and its agents do not interfere with Landlord's completion of the punch list items for the Tenant Improvements in the Expansion Space, and (b) Landlord is in receipt of Tenant's certificate of insurance for the Expansion Space as required under the Lease. Tenant may occupy the Expansion Space during the Beneficial Occupancy Period for fit-up and for operation of its business pursuant to the permitted uses in the Lease. Possession of the Expansion Space during the Beneficial Occupancy Period shall be subject to the terms and conditions of the Lease. However, except for the cost of services requested by Tenant (e.g., after-hours HVAC and parking), Tenant shall not be required to pay Base Rent and Tenant's Share of Operating Expenses and Real Property Taxes for the Expansion Space during the Beneficial Occupancy Period.

4. Base Rent. During the Expansion Space Term, Tenant shall pay in accordance with the provisions of this Section 4, monthly Base Rent for the Expansion Space as follows:

<u>Months During Expansion Space Term</u>	<u>Monthly Base Rent</u>	<u>Monthly Base Rent Per Rentable Square Foot</u>
1 – 12	\$2,135.90	\$2.65
13 – 24	\$2,199.98	\$2.73
25 – 36	\$2,265.98	\$2.81
37 – 48	\$2,333.96	\$2.90
49 – 60	\$2,403.98	\$2.98
61 – Expiration Date	\$2,476.10	\$3.07

5. Rental Abatement. Notwithstanding anything to the contrary contained in the Lease or in this First Amendment, and provided that Tenant faithfully performs all of the terms and conditions of the Lease, Landlord hereby agrees to abate Tenant's obligation to pay monthly Base Rent for the Expansion Space for the second (2nd), third (3rd) and fourth (4th) full months of the Expansion Space Term. During such abatement period, Tenant shall still be responsible for the payment of all of its other monetary obligations under the Lease. In the event of a default by Tenant under the terms of the Lease that results in early termination pursuant to the provisions of Section 13.2 of the Original Lease, then as a part of the recovery set forth in Section 13.2 of the Original Lease, Landlord shall be entitled to the recovery of the Base Rent that was abated under the provisions of this Section 5.

6. Tenant's Share and Base Year. Notwithstanding anything to the contrary in the Lease, during the Expansion Space Term, Tenant's Share of any increase in Operating Expenses and Real Property Taxes for the Expansion Space only shall be 0.78% as to the Building and 0.39% as to the Project and the Base Year for the Expansion Space only shall be the calendar year 2020.

7. Tenant Improvements. Tenant Improvements in the Expansion Space shall be installed and constructed in accordance with the terms of the Tenant Work Letter attached hereto as **Exhibit "B"** and made a part hereof.

8. Security Deposit. Tenant has previously deposited with Landlord Thirteen Thousand Three Hundred Sixty-Two and 39/100 Dollars (\$13,362.39) as a Security Deposit under the Lease. Concurrently with Tenant's execution of this First Amendment, Tenant shall deposit with Landlord an additional Two Thousand Seven Hundred Twenty Three and 71/100 Dollars (\$2,723.71), for a total Security Deposit under the Lease, as amended herein, of Sixteen Thousand Eighty-Six and 10/100 Dollars (\$16,086.10). Landlord shall continue to hold the Security Deposit as increased herein in accordance with the terms and conditions of Section 5 of the Original Lease.

9. Notice of Lease Term Dates. Landlord may deliver to Tenant a commencement letter in a form substantially similar to that attached hereto as **Exhibit "C"** and made a part hereof at any time after the Expansion Commencement Date. Tenant agrees to execute and return to Landlord said commencement letter within five (5) days after Tenant's receipt thereof.

10. Conflict. If there is a conflict between the terms and conditions of this First Amendment and the terms and conditions of the Lease, the terms and conditions of this First Amendment shall control. Except as modified by this First Amendment, the terms and conditions of the Lease shall remain in full force and effect. Capitalized terms included in this First Amendment shall have the same meaning as capitalized terms in the Lease unless otherwise defined herein. Tenant hereby acknowledges and agrees that the Lease is in full force and effect, Landlord is not currently in default under the Lease, and, to the best of Tenant's knowledge, no event has occurred which, with the giving of notice or the passage of time, or both, would ripen into Landlord's default under the Lease. The Lease, as hereby amended, contains all agreements of the parties with respect to the lease of the Premises. No prior or contemporaneous agreement or understanding pertaining to the Lease, as hereby amended, shall be effective.

11. Authority. The persons executing this First Amendment on behalf of the parties hereto represent and warrant that they have the authority to execute this First Amendment on behalf of said parties and that said parties have authority to enter into this First Amendment.

12. Brokers. Tenant and Landlord each represent and warrant to the other that neither has had any dealings or entered into any agreements with any person, entity, broker or finder in connection with the negotiation of this First Amendment other than CBRE on behalf of Landlord and Colliers International on behalf of Tenant, and no other broker, person, or entity is entitled to any commission or finder's fee in connection with the negotiation of this First Amendment, and Tenant and Landlord each agree to indemnify, defend and hold the other harmless from and against any claims, damages, costs, expenses, attorneys' fees or liability for compensation or charges which may be claimed by any such unnamed broker, finder or other similar party by reason of any dealings, actions or agreements of the indemnifying party.

13. Confidentiality. Tenant is a public entity and as such is subject to the Public Records Act and the Freedom of Information Act. This First Amendment is subject to disclosure in compliance with these laws.

14. Delivery of Amendment. Preparation of this First Amendment by Landlord or Landlord's agent and submission of same to Tenant shall not be deemed an offer by Landlord to enter into this First Amendment. This First Amendment shall become binding upon Landlord only when fully executed by all parties and when Landlord has delivered a fully executed original of this First Amendment to Tenant. To Landlord's actual knowledge, the Expansion Space has not undergone an inspection by a certified access specialist. In addition, to Landlord's actual knowledge, a disability access inspection certificate for the

Expansion Space has not been issued. Pursuant to Section 1938 of the California Civil Code, Landlord hereby provides the following notification to Tenant: “A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction related accessibility standards within the premises.” Landlord’s actual knowledge shall mean and be limited to the actual knowledge of the person who is the Building owner’s asset manager (not the Building’s property manager) on the date this First Amendment is executed by Landlord, without any duty of inquiry or investigation, and such asset manager shall have no personal liability to the extent allowed by law.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, this First Amendment has been executed as of the day and year first above written.

"LANDLORD"

THE REALTY ASSOCIATES FUND X, L.P.,
a Delaware limited partnership

By: Realty Associates Fund X LLC, its general partner

By: TA Realty, LLC, its manager

By: _____
Officer

By: Realty Associates Fund X REIT GP, LLC,
its general partner

By: Realty Associates Fund X REIT, LLC, its manager

By: Realty Associates Fund X UTP, L.P., its manager

By: Realty Associates Fund X, LLC,
its general partner

By: TA Realty, LLC, its manager

By: _____
Officer

"TENANT"

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS,
a California Joint Powers Authority

By: _____

Print Name: _____

Title: _____

By: _____

Print Name: _____

Title: _____

EXHIBIT "A"

OUTLINE OF EXPANSION SPACE



This Exhibit "A" is provided for informational purposes only and is intended to be only an approximation of the layout of the Expansion Space and shall not be deemed to constitute any representation by Landlord as to the exact layout or configuration of the Expansion Space.

EXHIBIT "B"

TENANT WORK LETTER

This Tenant Work Letter shall set forth the terms and conditions relating to the renovation of the tenant improvements in the Expansion Space. This Tenant Work Letter is essentially organized chronologically and addresses the issues of the construction of the Expansion Space, in sequence, as such issues will arise.

SECTION 1

CONSTRUCTION DRAWINGS FOR THE EXPANSION SPACE

Landlord shall construct the improvements in the Expansion Space (the "**Tenant Improvements**") pursuant to that certain plan attached hereto as Schedule 1 (collectively, the "**Plans**"). Unless specifically noted to the contrary on the Plans, the Tenant Improvements shall be constructed using standard quantities, specifications and materials for the Building as determined by Landlord. If determined by Landlord to be necessary, based upon the Plans, Landlord shall cause the Architect to prepare detailed plans and specifications for the Tenant Improvements ("**Working Drawings**"). Landlord shall then forward the Working Drawings to Tenant for Tenant's approval. Tenant shall approve or reasonably disapprove any draft of the Working Drawings within three (3) business days after Tenant's receipt thereof; provided, however, that (i) Tenant shall not be entitled to disapprove any portion, component or aspect of the Working Drawings which are consistent with the Plans unless Tenant agrees to pay for the additional cost resulting from such change in the Plans as part of the Over-Allowance Amount pursuant to Section 2 below, and (ii) any disapproval of the Working Drawings by Tenant shall be accompanied by a detailed written explanation of the reasons for Tenant's disapproval. Failure of Tenant to reasonably disapprove any draft of the Working Drawings within said three (3) business day period shall be deemed to constitute Tenant's approval thereof. The Working Drawings, as approved by Landlord and Tenant, may be referred to herein as the "**Approved Working Drawings**." Tenant shall make no changes or modifications to the Plans or the Approved Working Drawings without the prior written consent of Landlord. References to or depictions of furniture, fixtures or equipment ("**FF&E**") on the Plans, Working Drawings or Approved Working Drawings shall not be interpreted to obligate Landlord to pay costs or expenses associated with the purchase or installation of FF&E.

SECTION 2

OVER-ALLOWANCE AMOUNT

In the event any revisions, changes, or substitutions are made at Tenant's request to the Plans or the Approved Working Drawings or the Tenant Improvements, any additional costs which arise in connection with such revisions, changes or substitutions shall be considered to be an "**Over-Allowance Amount**." The Over-Allowance Amount shall be paid by Tenant to Landlord, as Additional Rent, within ten (10) business days after Tenant's receipt of invoice therefor. The Over-Allowance Amount shall be disbursed by Landlord prior to the disbursement of any portion of Landlord's contribution to the construction of the Tenant Improvements.

SECTION 3

RETENTION OF CONTRACTOR; WARRANTIES AND GUARANTIES

Landlord hereby assigns to Tenant all warranties and guaranties by the contractor who constructs the Tenant Improvements (the "**Contractor**") relating to the Tenant Improvements, and Tenant hereby waives all claims against Landlord relating to, or arising out of the construction of, the Tenant Improvements. The Contractor shall be designated and retained by Landlord to construct the Tenant Improvements.

SECTION 4

NOTICE OF COMPLETION

Landlord and the space planner or architect retained by Landlord ("**Architect**") shall cause a Notice of Completion to be recorded in the office of the Recorder of the County of Los Angeles in accordance with Section 8182 of the Civil Code of the State of California or any successor statute upon completion of construction of the Tenant Improvements.

SECTION 5

COMPLETION OF THE TENANT IMPROVEMENTS

5.1 Substantial Completion. For purposes of this First Amendment, "**Substantial Completion**" of the Tenant Improvements in the Expansion Space shall occur upon the later to occur of (a) completion of construction of the Tenant Improvements in the Expansion Space pursuant to the Approved Working Drawings, with the exception of any punch list items and any tenant fixtures, workstations, built-in furniture, or equipment to be installed by Tenant or (b) a sign-off by the City of Torrance on the Tenant Improvements permitting legal occupancy of the Expansion Space.

5.2 Delay of the Substantial Completion of the Expansion Space. Except as provided in this Section 5.2, the Expansion Space Commencement Date shall occur as set forth in the First Amendment. If there are delays in the Substantial Completion of the Tenant Improvements in the Expansion Space as a result of the following (collectively, "**Tenant Delays**"):

5.2.1 Tenant's failure to timely approve any matter requiring Tenant's approval;

5.2.2 A breach by Tenant of the terms of this Tenant Work Letter or this First Amendment;

5.2.3 Tenant's request for changes in the Plans, Working Drawings or Approved Working Drawings;

5.2.4 Tenant's requirement for materials, components, finishes or improvements which are not available in a commercially reasonable time given the anticipated date of Substantial Completion of the Tenant Improvements in the Expansion Space, or which are different from, or not included in, Landlord's standard improvement package items for the Building;

5.2.5 Any other acts or omissions of Tenant, or its agents, or employees;

then, notwithstanding anything to the contrary set forth in the First Amendment or this Tenant Work Letter and regardless of the actual date of the Substantial Completion of the Tenant Improvements in the Expansion Space, the date of Substantial Completion thereof shall be deemed to be the date that Substantial Completion would have occurred if no Tenant Delay, as set forth above, had occurred. If there are delays in Substantial Completion of the Tenant Improvements due to shortages or other reasons not within the control of Tenant, including any delay attributable to the COVID-19 crisis, (i) such delay shall not be charged to Tenant as a Tenant Delay; (ii) such delay shall cause the commencement of the Beneficial Occupancy Period to be delayed until Substantial Completion of the Tenant Improvements is achieved; and (iii) Tenant shall have no right to terminate the Lease or this First Amendment by virtue of the delay in delivery of the Expansion Space.

SECTION 6

MISCELLANEOUS

6.1 Tenant's Representative. Prior to commencement of construction of the Tenant Improvements, Tenant shall designate a representative with respect to the matters set forth in this Tenant Work Letter, who, until further notice to Landlord, shall have full authority and responsibility to act on behalf of the Tenant as required in this Tenant Work Letter.

6.2 Landlord's Representative. Prior to commencement of construction of the Tenant Improvements, Landlord shall designate a representative with respect to the matters set forth in this Tenant Work Letter, who, until further notice to Tenant, shall have full authority and responsibility to act on behalf of the Landlord as required in this Tenant Work Letter.

SCHEDULE 1 TO EXHIBIT "B"

PLANS



EXHIBIT "C"

NOTICE OF LEASE TERM DATES

TO: _____ DATE: _____, 202_

Attention: _____

RE: _____ Amendment dated _____, 202_, between _____
("Landlord"), and _____, a _____ ("Tenant"),
concerning Suite ____ (the "Expansion Space"), located at _____, California.

Dear Mr. [or Ms.] _____:

In accordance with the _____ Amendment, Landlord wishes to advise and/or confirm the following:

1. That the Tenant is in possession of the Expansion Space and acknowledges that under the provisions of the _____ Amendment, the Expansion Space Term commenced as of _____, 202_ and shall expire on _____.

2. That in accordance with the _____ Amendment, Monthly Base Rent for the Expansion Space Term commenced to accrue on _____, 202_.

AGREED AND ACCEPTED:

TENANT:

_____,
a _____

By: _____
Print Name: _____
Its: _____

By: _____
Print Name: _____
Its: _____

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South Bay Cities Council of Governments

April 23, 2020

TO: SBCCOG Board of Directors
FROM: SBCCOG Steering Committee
SUBJECT: Status of Appointments to Outside Agencies

Adherence to Strategic Plan:

Goal B: Regional Advocacy. Advocate for the interests of the South Bay.

BACKGROUND

The SBCCOG makes appointments to represent the organization on several other agency Boards and Committees. Some of the appointments have their own terms but if they don't, consistent with Board policy, these appointments expire every two years in order to make sure that those that are interested in serving have a chance to do so.

The appointments listed below are due to expire. These appointment opportunities are open for any Mayor or Councilmember in the South Bay but the SBCCOG does request that any appointee be prepared to provide regular reports to the SBCCOG Board of Directors.

Nominations which were received as of the March 20 deadline are as follows:

- SCAG Regional Council District #40 – Drew Boyles declared elected after no one else filed
- SCAG Regional Council District #28 (incumbent not eligible, leaving public office) –
Advertised
twice, Mark Henderson elected after no one else filed
- SCAG Community Economic Development & Housing Committee – Only Mark Waronek re-applied
- South Bay Association of Chambers of Commerce – Only Olivia Valentine re-applied
- I-710 Project Advisory Committee – non-voting (incumbent is Judy Mitchell) – This committee has been disbanded.
- Metro Service Council – 9 applicants for 4 positions

RECOMMENDATION

Recommend that the Board reappoint Mark Waronek to SCAG CEHD Committee and Olivia Valentine to SBACC for an additional two years.

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2355 Crenshaw Blvd., #125
Torrance, CA 90501
(310) 371-7222
sbccog@southbaycities.org
www.southbaycities.org

April 24, 2020

The Honorable James T. Butts, Chairman
Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012

Dear Chairman Butts:

The South Bay Cities Council of Governments (SBCCOG) has been participating in Metro's NextGen Transit Study over the past 18 months. We have reviewed the significant changes in Metro's bus service being considered in the South Bay. We also appreciate Metro staff's effort to date in coordinating any Metro service changes with South Bay municipal operators so they can determine if their agencies can mitigate South Bay service reductions by replacing Metro service with municipal service.

The SBCCOG understands that the current Covid 19 pandemic has required Metro to cancel its planned NextGen Study public outreach and public hearing process. In addition, Covid-19 recovery has significantly changed Metro's operating environment, perhaps permanently, and raised the urgency of immediately considering implementing recommendations that were developed in the NextGen study as Metro designs its post-Covid-19 service recovery plans.

In that context, the SBCCOG has reviewed the potential NextGen service changes and encourages Metro to establish an implementation program framework that:

1. Enables Metro to consider implementing some of the NextGen Study recommended service changes in its Covid-19 service recovery plan understanding that Metro can implement service changes totaling less than 25% of Metro service on each line without a formal outreach or public hearing process.
2. Requires coordination prior to cancelling any Metro line within the South Bay with South Bay municipal transit operators to find alternatives that avoid eliminating or degrading current South Bay transit service and to seamlessly transition any lines or line segments that can be continued by a non-Metro operator;
3. Funds non-traditional and emerging mobility options in Metro's budget to support Metro and South Bay jurisdictions' ability to replace cancelled lines with micro-transit on the South Bay Local Travel Network into Metro's service change planning; (e.g.: administration and marketing of ride hailing apps, first/last-mile and sub-regional micro-transit, carshare and bike/scooter share options);
4. Supports Covid-19 recovery initiatives to encourage ongoing and new Work From Home and Virtual Government Services strategies as a means to reduce arterial congestion and improve transit speed and reliability;

LOCAL GOVERNMENTS IN ACTION

5. Coordinates with affected local jurisdictions on any local planning, design and construction commitments that would be needed to implement the 6 potential South Bay High Quality Bus Corridors that would be within their jurisdiction and to expedite corridor development funding;
6. Does not implement a service change that imposes a new transfer if the transfer time increases South Bay rider travel times more than increased service frequency reduces total travel time including new transfers; and
7. Does not implement any Metro service changes that would eliminate Access Services availability in pockets of the South Bay where Metro service is eliminated.

SBCCOG believes implementing Metro service changes within this framework will provide a more efficient and effective Metro regional bus network while maintaining sub-regional mobility options for the South Bay's transit riders.

Thank you for considering this request.

With gratitude,

Christian Horvath, Chair
South Bay Cities Council of Governments

c.c.: LA Metro Board of Directors
SBCCOG Board of Directors
Phillip A. Washington, LA Metro CEO
Jacki Bacharach, SBCCOG Executive Director

South Bay Cities Council of Governments

April 23, 2020

TO: SBCCOG Board of Directors

FROM: SBCCOG Steering Committee

RE: Bills to Monitor and for Action – **Status as of April 6, 2020**

NOTE: Legislation in BOLD is new to the matrix

Adherence to Strategic Plan:

Goal B: Regional Advocacy. Advocate for the interests of the South Bay

ENVIRONMENT

<p>AB 1672 (Bloom)</p>	<p>Solid waste: nonwoven disposable products. Would require, commencing January 1, 2021, except as provided, certain nonwoven disposal products to be labeled clearly and conspicuously to communicate that they should not be flushed, as specified. Would prohibit a covered entity, as defined, from making a representation about the flushable attributes, benefits, performance, or efficacy of those nonwoven disposal products, as provided.</p>	<p>SUPPORT (2/27/20)</p> <p>LCC: monitor CPSC: support? Calif. Product Stewardship Council</p>	<p>1/30/20 Senate Rules Committee for assignment</p>
<p>AB 2103 (O'Donnell) Formerly AB 1694</p>	<p>San Gabriel and Lower Los Angeles Rivers & Mountains Conservancy: territory: Dominguez Channel watershed & Santa Catalina Island. Existing law establishes the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy in the Natural Resources Agency and prescribes the functions and duties of the conservancy. Existing law, for purposes of those provisions, defines "territory" to mean the territory of the conservancy that consists of those portions of the Counties of Los Angeles and Orange located within the San Gabriel River and its tributaries, the lower Los Angeles River and its tributaries, and the San Gabriel Mountains, as described. This bill would additionally include the Dominguez</p>	<p>RECOMMEND SUPPORT</p> <p>SUPPORTED AB 1694 (6/27/19)</p> <p>(Ltr to Sen Nat Res & Water Comm. 7/2/19)</p>	<p>3/16/20 Senate Natural Resource Committee</p>

	Channel watershed and Santa Catalina Island, as described, within that definition of territory, and would make various related changes to the boundaries of that territory.		
SB 1363 (Allen)	Regional transportation plans: sustainable communities strategies: greenhouse gas emissions and vehicle miles traveled reduction targets. Would require the State Air Resources Board to provide, no later than December 31, 2022, each affected region with greenhouse gas emission reduction targets for the automobile and light truck sector for 2045 and 2050, and with vehicle miles traveled reduction targets for 2035, 2045, and 2050, and to release, no later than September 30, 2022, a draft of those targets, as specified.	MONITOR	Senate Transportation Committee Hearing Date: 4/14/20 Senate Environmental Quality Committee Hearing Date: 4/15/20

FINANCE

SB 795 (Beall)	Affordable Housing and Community Development Investment Program. Would establish in state government the Affordable Housing and Community Development Investment Program, which would be administered by the Affordable Housing and Community Development Investment Committee. Would authorize a city, county, city and county, joint powers agency, enhanced infrastructure financing district, affordable housing authority, community revitalization and investment authority, transit village development district, or a combination of those entities, to apply to the Affordable Housing and Community Development Investment Committee to participate in the program and would authorize the committee to approve or deny plans for projects meeting specific criteria. Would also authorize certain local agencies to establish an affordable housing and community development investment agency and authorize an agency to apply for funding under the program and issue bonds, as provided, to carry out a project under the program.	SUPPORT (2/27/20) LCC: monitor <i>Was previously SB 5</i> <i>SBCCOG: supported</i> <i>LCC: supported</i>	4/2/20 Senate Government & Finance Committee
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HOUSING

AB 3107 (Bloom)	Planning and zoning: general plan: housing development. Notwithstanding any inconsistent provision of a city's or county's general plan, specific plan, zoning ordinance, or regulation, would require that a housing development in which at least 20% of the units have an affordable housing cost or affordable rent for lower income households, as those	Monitor	Assembly Housing Committee Hearing: 3/16/20 POSTPONED
--------------------	--	---------	---

	terms are defined, be an allowable use on a site designated in any element of the general plan for commercial uses.		
SB 902 (Wiener)	Planning and zoning: neighborhood multifamily project: use by right: density. Current law, until January 1, 2026, authorizes a development proponent to submit an application for a multifamily housing development that satisfies specified planning objective standards to be subject to a streamlined, ministerial approval process, as provided, and not subject to a conditional use permit. This bill would provide that a neighborhood multifamily project is a use by right in zones where residential uses are permitted if the project is not located in a very high fire severity zone, does not demolish sound rental housing or housing that has been placed on a national or state historic register, follows specified local objective criteria, and meets specified density requirements.	RECOMMEND OPPOSE BY RIGHT PROVISIONS	Senate Housing Committee Hearing: 3/31/20 POSTPONED

TRANSPORTATION

AB 326 (Muratsuchi)	Vehicles: motorized carrying devices. Would define a motorized carrying device and authorize the use of a motorized carrying device, in accordance with specified rules, on sidewalks and crosswalks.	MONITOR LCC: monitor	1/30/20 Senate Rules Committee for assignment
AB 2121 (Friedman)	Traffic Safety: Would require, beginning June 1, 2022, and every 6 months thereafter, Caltrans to convene a committee of external design experts to advise on revisions to the Highway Design Manual. (possible leg. for changing speed limit calculations)	MONITOR LCC: monitor	2/20/20 Assembly Transportation Committee

FEDERAL

HR 530 (Eshoo)	Accelerating Wireless Broadband Deployment by Empowering Local Communities Act of 2019. Overturns the FCC's September order preempting local authority over small cell wireless infrastructure on January 14, the day the order took effect. Would not preclude future FCC or congressional preemption of cities on wireless infrastructure, but it would halt the FCC's harmful preemption order, which ignored the input of hundreds of local governments. The bill also complements ongoing efforts to	SUPPORT & REQUEST CO- SPONSORS (2/11/19)	1/25/19 House Energy & Commerce Committee - Subcommittee on Communications & Technology
---------------------------	---	--	--

	overturn the FCC order in federal courts, and the investigation by congressional leaders into alleged attempts by the FCC to thwart that litigation.	Endorsed by NLC, NATOA, NAC	
HR 1507 (Blumenauer)	The Bicycle Commuter Act of 2019. Official summary in progress. Would allow cyclists to deduct more than \$50 per month and write off bike-share memberships.	MONITOR	3/5/19 House Ways and Means Committee

2020 Legislative Session Calendar

- May 4** Legislature reconvenes from Spring Recess
- ??? Last day for policy committees to hear and report to fiscal committees fiscal bills introduced in their house
- ??? Last day for policy committees to meet and report to the floor nonfiscal bills introduced in their house
- May 8** Last day for policy committees to meet prior to June 1
- May 15** Last day for fiscal committees to hear and report to the floor bills introduced in their house. Last day for fiscal committees to meet prior to June 1
- May 26-May 29** Floor session only. No committee may meet for any purpose except for Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees
- May 29** Last day for each house to pass bills introduced in that house
- June 1** Committee meetings may resume
- June 15** Budget Bill must be passed by midnight
- June 25** Last day for a legislative measure to qualify for the Nov. 3 General Election ballot
- June 26** Last day for policy committees to hear and report fiscal bills to fiscal committee
- July 2** Last day for policy committees to meet and report bills (J.R. 61(b)(14)). Summer Recess begins upon adjournment, provided Budget Bill has been passed
- Aug. 3** Legislature reconvenes from Summer Recess
- Aug. 14** Last day for fiscal committees to meet and report bills
- Aug. 17-31** Floor session only. No committee may meet for any purpose except Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees
- Aug. 21** Last day to amend bills on the floor
- Aug. 31** Last day for each house to pass bills
- Sept. 30** Last day for Governor to sign or veto bills passed by the Legislature before Sept. 1 and in the Governor's possession on or after Sept. 1
- Oct. 1** Bills enacted on or before this date take effect January 1, 2021.

April 14, 2020

Albert Robles, Mayor
City of Carson
701 E. Carson Street / P.O. BOX 6234
Carson, CA 90749

Dear Mayor Robles:

Thank you for your letter recommending that South Bay transit operators suspend their mass transit service during the COVID-19 pandemic. Your letter was included in the agenda and discussed at the April 13, 2020 SBCCOG Steering Committee and there was agreement to support Carson's efforts to keep their residents safe. The city deserves praise for providing continuing on-demand mobility to your residents. Other South Bay cities have adopted different strategies to provide essential public transit services appropriate to the demand in their communities by significantly reducing the frequency and hours of their fixed-route transit service, increasing sanitizing their vehicles and protecting their employees that come in contact with the public.

I also wanted to make you aware that the SBCCOG Steering Committee reviewed the following responses to your letter sent by other South Bay transit agencies as of April 4th. Here is a summary of their respective responses:

Beach Cities Transit (BCT): Redondo Beach is continuing to operate transit services to provide transportation to the public who rely on the service for essential trips. BCT is are operating on modified schedules and has suspended a few late evening trips. The Senior and Disabled dial-a-ride hours are reduced to 9am to 5pm, until further notice.

Gardena Transit (GTrans): Governor Newsom issued the Safer at Home order on March 19, 2020. Within that order, he deemed public transportation as an essential service. Public transit, including the services provided by GTrans, is a lifeline to access groceries, medical appointments, and other essential destinations for thousands of individuals. Furthermore, we know that countless first responders, hospital workers and other essential city and county employee rely on our service to get to their critical functions. In continuing to provide essential service, GTrans implemented a service reduction and is following the Centers for Disease Control and Prevention (CDC), State of California and Los Angeles County health orders. We have implemented more stringent disinfecting procedures on the bus, blocked off seating within the bus to support social distancing, and implemented read door boarding/suspended fare collection to minimize contact between our customers and the Operator. At this time, GTrans is committed to providing this essential service to our customers, to continue to monitor the situation, and to follow any further orders from the State, County and/or the City of Gardena.

Palos Verdes Peninsula Transit Authority (PVTransit): Effective March 16th, PV Transit went from operating eight bus routes to one. The remaining route in operation, Route 225-226 provides service between San Pedro, the Palos Verdes Peninsula, and Redondo 91 Beach. The four bus operators driving this route are fully-equipped with personal protective equipment (PPE) and the buses are cleaned several times during the day. The PVTransit dial-a-ride service for senior and disabled residents has also experienced drastic ridership declines. Most of the customers still using this service are going to dialysis treatments. Without PVTransit, these individuals would have difficulty accessing this life-saving treatment. The agency will continue to monitor the announcements made by public health professionals and adjust service if needed.

Torrance Transit: Torrance Transit echoes the sentiments of our colleagues from Redondo Beach (Beach Cities Transit) and Gardena (G-Trans). The services provided by Torrance Transit has been deemed essential by the Federal government and the Governor during this crisis. Torrance Transit will continue to operate on a modified Saturday schedule in order to continue assisting others who are also working to mitigate the COVID-19 pandemic. As a proactive response to the potential spread of COVID-19, Torrance Transit will continue its nightly robust vehicle sanitization procedures. Employees who come in contact with the public are given gloves, masks, hand sanitizer and disinfectant wipes. In addition, the agency has created an operator safety zone on all of our buses. The City of Torrance has issued internal information to its employees and external messages to the public regarding best practices to stay healthy as provided by the Center for Disease Control and Prevention (CDC) and the California State Government. Torrance Transit will continue to monitor the CDC, California State Government and the American Public Transportation Association's (APTA) websites for updates and best practices to keep employees and passengers safe.

I hope these responses are helpful. Thank you again for sharing your concerns with the SBCCOG.

Sincerely,



Christian Horvath, Chair
South Bay Cities Council of Governments

c.c.: Jacki Bacharach, Executive Director
South Bay Transit Operators Working Group

South Bay Cities Council of Governments

April 23, 2020

TO: SBCCOG Board of Directors
FROM: SBCCOG Steering Committee
SUBJECT: Office Move Update

Adherence to Strategic Plan:

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity, and sustained board commitment.

UPDATE

The move to Park Del Amo at 2355 Crenshaw Boulevard in Torrance (corner of Crenshaw and Sepulveda Boulevards) has been substantially completed. When the Stay at Home order is lifted, the office will be operational. The following are updates:

- *Lease Amendment for Additional Space* – Approval on consent calendar. Staff submitted a revised space plan for the additional space to utilize one room as a storage/volunteer space. One additional office is proposed and is large enough to be shared by two or more staff members. Between these two rooms will be open floor space where drop-in cubicle workstations can be installed.
- *Construction at Park Del Amo* – Construction is complete on the original office space. Upon execution of the lease amendment for additional space, a new construction timeline will be provided for the project.
- *Temporary Office Space* – Staff has moved all SBCCOG property out of the San Pedro Municipal Building.
- *Office Furniture* – New office furniture has been delivered and assembled. Items in storage were also delivered except for one vault which will be delivered this month. For the Boardroom, two monitors were ordered, installed, and connected to IT systems to support various types of meetings. A limited number of additional furniture pieces will be ordered in April/May.
- *Relocation of I.T. Network and Connected Devices* – IT Networking is complete except for the installation of one final wireless access point. The network is operational and staff computers have been setup. The Xerox machine was delivered and connected to the new SBCCOG network.
- *South Bay Fiber Network (SBFN)* – SBCCOG staff has postponed the SBFN connection due to budget constraints. Temporary internet service from Spectrum is in the process of being transferred from the San Pedro to the new Torrance office.

ESTIMATED NEW CONSTRUCTION CALENDAR – projected key dates

- Apr. 23: Lease Amendment executed
- May 15: Begin construction on additional space
- July 30: Complete construction on additional space

BUDGET

Below is the estimated budget and balances based on information currently available. The chart will be updated as actual costs are incurred and any additional items are identified.

Budget Category	Estimate	Actual
Security Deposit – Park Del Amo	\$13,362.39	\$13,362.39
I.T. (includes Xerox, connecting boardroom, and De-cabling/cabling)	\$24,754.00	\$25,734.89
Moving Costs	\$11,000.00 (not to exceed)	\$4,130.04
Signage Removal at Maritz Building	\$410.00	\$410.00
Construction Alternates (sound insulation for specified walls)	\$9,719.00	
Boardroom (2 monitors)		\$3,830.83
New Office Furniture	\$15,000.00	\$8,554.68
TOTALS:	\$74,245.39	\$56,172.83.12
TOTAL BUDGET	\$100,000.00	\$100,000.00
BUDGET REMAINING	\$25,754.61	\$43,827.17

RECOMMENDATION

Receive and file this update and provide direction to staff, if any.

Prepared by:
Kim Fuentes, Deputy Executive Director
David Leger, SBCCOG staff
Chandler Sheilds, SBCCOG staff

South Bay Cities Council of Governments

April 23, 2020

TO: SBCCOG Board of Directors

FROM: Jacki Bacharach, SBCCOG Executive Director
Kim Fuentes, Deputy Executive Director

SUBJECT: Environmental Activities Report – March 2020

Adherence to Strategic Plan:

Goal A: Environment, Transportation, and Economic Development. Facilitate, implement, and/or educate members and others about environmental, transportation, and economic development programs that benefit the South Bay.

I. PROGRAMS - TECHNOLOGY, PLANNING, & RESEARCH

Climate Adaptation

In March, South Bay cities began to select climate adaptation strategies that they would like to adopt in their city plans. SBCCOG staff including the CivicSpark Fellow have completed most of the one-on-one city meetings. The SBCCOG will continue to support cities as they work towards integrating climate adaptation into their city documents. In addition, the SBCCOG staff is developing a Adaptation Chapter template and updating resources for the climate change webpage of the SBCCOG website.

Water Conservation

West Basin Municipal Water District Programs (West Basin)

Contract year is July 1, 2019 through June 30, 2020

Task 1. Educational Outreach Support

Exhibit Events

Contract goal: 100 exhibit events, presentations, workshops, networking opportunities, etc.

Status of goal: 88 exhibit events, presentations, workshops, networking opportunities, etc. as of the month of March

Water Bottle Filling Station Program

Contract goal: To assist with identifying locations for stations.

Status: Public sites are eligible to install two (2) water bottle filling stations per Tax ID.

West Basin is postponing all District community programs through April 30 and until further notice.

Task 2. Support for Workshops & Events

Educational Classes

Contract goal: minimum of 5 and a maximum of 10

Status of goal: 5 completed; all future classes are on hold

Rain Barrel Giveaway

Contract goal: 5 events

Status of goal: 4 completed; all future events are on hold

Task 3. Cash for Kitchens

Revised Contract goal: follow up with 86 prior survey sites (kitchens) to distribute small devices

Status of goal: 0: outreach to business and agencies is on hold per West Basin

SBCCOG staff and West Basin staff participated in a conference call in March. West Basin is temporarily postponing the Cash for Kitchens Program, including water efficiency surveys and outreach through April 30.

Task 4. IRWMP & Measure W Assistance

Contract goal: Assist West Basin as needed, including attendance at meetings, taking notes, assisting with reports, etc.

Status of goal: Staff has been attending meetings.

Task 6. Disadvantaged Communities (DAC) Water-Energy Savings Program

Contract goal: Support West Basin efforts to conduct 500 energy-water surveys and promote the distribution of 714 high efficiency clothes washers' rebates

Status: SBCCOG supported activities that lead to 196 home and online surveys being completed

The program was launched on February 11th. West Basin hired a consultant, Allegra, to conduct door-to-door canvassing and send direct mailers and email flyers for the communities of Inglewood, Lennox, Gardena, Hawthorne, Del Aire, and Carson. SBCCOG assisted by answering phone and email inquiries and making follow up phone calls. SBCCOG also is working with participants to obtain photos of water savings devices once they are installed. Weekly check-in phone call meetings have been scheduled with the consultant, WBMWD, and the SBCCOG.

Torrance Water Contract year is July 1, 2019 through June 30, 2020

Task 1: Support for educational classes - California Friendly Landscape Training (CFLT) or Turf Removal (TR) Class and community events (This goal is dependent upon Torrance establishing classes).

Contract goal: as requested

Status of goal: 7 completed; Classes previously scheduled for April been postponed. The Torrance City Yard Open House is currently scheduled for June 13, 2020.

Task 2: Cash for Kitchens

Contract goal: 10 new commercial kitchens; 10 follow-up site visits

Status of goal: 3 water survey completed; 10 follow-up site visits completed

Torrance is temporarily postponing the Cash for Kitchens Program, including outreach through April 30.

Water Replenishment District of Southern California (WRD)

Contract year is July 1, 2019-September 30, 2020.

Ongoing promotion of WRD programs continues through the SBCCOG's e-newsletters and other social media channels.

Sanitation Districts of LA County (LACSD) Contract year is July 1, 2019-June 30, 2020

Contract goal: 100 exhibit events, workshops, networking opportunities, etc.

Status of goal: 88 exhibit events, presentations, workshops, networking opportunities, etc. as of March

Contract goal: 1 training for SBCCOG Volunteers on LACSD programs - *Status of goal:* **GOAL MET**

Contract goal: Schedule up to 3 Sanitation Districts-related presentations

Status of goal: 1 has been completed

During the first part of March, SBCCOG staff continued to reach out to community organizations to schedule presentations; however, at this time no future presentations have been scheduled. SBCCOG staff has reached out to LACSD staff to explore virtual presentations.

Los Angeles Department of Water and Power (LADWP)

Contract year is January 1-December 31, 2020.

Contract goals:

- 8-12 targeted special exhibit events - *Status of goal:* 2 completed
- 1 training for SBCCOG Volunteers on LADWP programs - *Status of goal:* To be scheduled after April 2020.
- 6-8 commercial kitchens to be identified for water assessments and conservation training
Status of goal: Staff continues to identify locations and work with LADWP staff to explore conducting virtual assessments.

Energy

Energy Efficiency Partnership Program – Southern California Gas Company (SCG)

The SBCCOG staff is coordinating with SCG and the energy engineer to support cities in implementing gas savings equipment and processes.

Energy Efficiency Partnership Program – Regional Energy Network (REN)

Contracts are under final review by LA County. The first steps will be training for the SBCCOG by the REN staff. A city staff kickoff meeting will be scheduled after training.

SBCCOG continues to promote PACE financing for homeowners.

YGRENE – PACE: Proceeds from Ygrene for 2019 Q4 = \$113.35. Total since the program start in 2015 = \$8,919.85. Payment for 2020 Q1 is expected in May 2020 and will be reported out in June 2020.

HERO – PACE: Beginning this quarter, Western Riverside COG will issue quarterly reports with the next one in March 2020. Proceeds from HERO for 2019 Q4 = \$180.38. Total since program start in 2014 = \$31,126.05. Proceeds for 2020 Q1 will be reported out in May 2020.

CA Green Business Network (CAGBN) & South Bay Green Business Assist Program (GBAP):
(Contract period August 1, 2019 – March 2020)

CAGBN – During the month of March, SBCCOG staff assisted CAGBN cities of Hawthorne and Torrance with final reporting, follow-up, and provided database and information needed for new contracts.

Contract goals - City of Hawthorne: 20 certified green businesses; Status of goals: 20 certified businesses – GOAL MET

Contract goals - City of Torrance: 15 certified green businesses; Status of goals: 15 certified businesses and 6 additional businesses in the process of becoming certified – GOAL MET

As businesses are certified through CAGBN, they also become GBAP participants. GBAP by city: Torrance (60), Lawndale (27), Hawthorne (43), Redondo Beach (16), El Segundo (15), Gardena (15), Carson (12), Inglewood (10), Manhattan Beach (8), Palos Verdes Estates (7), Rancho Palos Verdes (7), Hermosa Beach (5), Rolling Hills Estates (4), Lomita (3), Lennox (2), and Los Angeles County – Community of Westmont (1) for a total of **234** businesses in the program as of the end of March 2020.

Transportation

Shared Mobility Program (Contract period July 1, 2019 – June 30, 2022)

Contract goals: 72 outreach events; 36 vanpool or rideshare meetings or events; 8 Marketing/Media Survey Engagements

Status of goals: 55 outreach events; 3 vanpool or rideshare meetings; 1 Survey Engagement

During the first part of March, SBCCOG staff distributed Metro Shared Mobility materials at 3 outreach events. As COVID-19 events unfolded, staff began preparation and strategic planning for “reimagined” outreach efforts in support of the program goals. Staff intends to develop these plans in early April and present them to Metro at the earliest opportunity.

Metro Express Lanes (MEL) (Contract period Nov. 15, 2019 – Nov. 14, 2020)

Work continued to organize and provide calendar invitations to Metro’s MEL Outreach Team to schedule their MEL outreach van at South Bay community events. During this time period MEL materials were distributed at 3 SBCCOG outreach events. This program is on hold through April 30.

II. MARKETING, OUTREACH, & IMPLEMENTATION

Workshops, Trainings, & Exchanges

The following chart provides an overview of all registration events held in March 2020:

Event Date	Event Name	No. Attended/No. of RSVPs	Marketing Info. (how did they hear about the Workshop)	Staff Lead
3/5/2020	Grass Replacement Class	5/52	Comm. Org./Event: 2, Door Hanger: 2, Flyer: 3, Other Social Media: 4, Postcard: 2, SBESC Email: 33, West Basin Website: 6, Word of Mouth: 1	CW
3/7/2020 & 3/13/2020	Rain Barrel Distribution – Gardena (454 rain barrels distributed)	243/185	Comm. Org./Event: 3, Door Hanger: 72, Flyer: 26, Newspaper: 3, Online Calendar: 1, Other Social Media: 9, Postcard: 5, SBESC Email: 47, West Basin Social Media: 5, West Basin Website: 6, Word of Mouth: 8, Walk-In: 111	GF, CW

Outreach Events

In March

- 2 Community Events
- 1 Residential workshop
- 1 Business Event
- 1 Networking Meeting

For the period July 1, 30 2019 through March 31, 2020

- 28 community events
- 12 business events

- 15 residential workshops

- 34 networking opportunities

Media

Social Media (during the month of March)

- **SBCCOG** -- Totals for Social Media (SBCCOG) (top tweet – right)
 - Twitter: 242 followers total, 3,600 impressions*
 - Facebook: 120 likes total, 58 impressions
- **SBESC** -- Totals for Social Media (top tweet – right)
 - Twitter: 554 followers total, 3,700 impressions*
 - Facebook: 755 likes total, 547 impressions
 - LinkedIn: 132 followers total, 116 impressions

*Impressions: the number of times a post has been viewed during the specified month



Earned Media/Articles/Network TV

- “Santa Monica Scrambles to Meet Housing Targets Other Cities Are Opposing” – *Santa Monica Lookout* (3/9/2020) http://santamonicalookout.com/ssm_site/the_lookout/news/News-2020/March-2020/03_09_2020_Santa_Monica_Scrambles_to_Meet_Housing_Targets.html
- “Calendar Beginning the Week of March 12” – *The Beach Reporter* (3/11/2020) https://tbrnews.com/calendar/featured_events/calendar-beginning-the-week-of-march/article_30e5d32e-5993-11ea-89ee-9f8118e4dd27.html
- “Beach Cities Health District announces gym closure, postpones meetings” – *Easy Reader News* (2/21/2020) <https://easyreadernews.com/beach-cities-health-district-announces-gym-closure-postpones-meetings/>
- “Editorial: Want football fans to take transit? Build a people mover to the new Inglewood stadium” – *Los Angeles Times* (3/19/2020) <https://www.latimes.com/opinion/story/2020-03-19/inglewood-people-mover-stadium>



Volunteer Program

Status of Program: 26.00 hours for March 2020

Grand total as of 3/31/2020 - 20,252.67 (starting April 2008)

At this time only a couple of volunteers are contributing to SBCCOG programs working from their homes.

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South Bay Cities Council of Governments

April 23, 2020

TO: SBCCOG Board of Directors
FROM: Steve Lantz, SBCCOG Transportation Director
RE: SBCCOG Transportation Update Covering March 2020

Adherence to Strategic Plan:

Goal A: Environment, Transportation and Economic Development. Facilitate, implement and/or educate members and others about environmental, transportation and economic development programs that benefit the South Bay.

Due to the COVID-19 Pandemic and its potential fiscal impacts, nearly all non-pandemic transportation initiatives have been put on hold. As a result, this update includes a new COVID-19 section that has expanded the Transportation Update to include work-in-home (WIH) news in the hope that this trend will thrive after the social distancing controls are lifted. Other news follows in the traditional format.

COVID-19

Federal Stimulus Bill Awards \$25 Billion To Transit Agencies For Operations Support

The \$1 trillion “Coronavirus Aid, Relief, and Economic Security Act”(CARES Act, HR 748) includes a \$25 billion appropriation from the general fund of the Treasury for grants to mass transit agencies.

Grants are to be “available for the operating expenses of transit agencies related to the response to a coronavirus public health emergency...beginning on January 20, 2020, reimbursement for operating costs to maintain service and lost revenue due to the coronavirus public health emergency, including the purchase of personal protective equipment, and paying the administrative leave of operations personnel due to reductions in service...”

The grants, which require no local match, must be made by April 3rd, 7 days after the bill was signed into law. While the grants could, in theory, be used for capital programs or operating costs, it is expected that almost all of the \$25 billion will go towards operating costs to make up for lost farebox and dedicated tax revenues. Metro expects to receive approximately \$710 to \$810 million of the \$3.8 billion apportioned to California with specific requirements that the funds be spent on matters directly related to the COVID-19 pandemic.

FTA Allows Transit Agencies To Use Capital Funds for Operations During COVID-19

The Federal Transit Administration (FTA) is working closely with local transit authorities to free up resources to help them deal with COVID-19. Large operators are not normally allowed to cover operating expenses with any of their Federal formula funding. However, if a governor declares an emergency and the FTA concurs, the FTA Emergency Relief Program (49 USC

5324) lets local transit agencies in those states use their federal transit formula funding to pay up to 80% of their operating costs, including the cost of activities aimed at containing Covid-19.

L. A. Metro Reduces Service

As of March 23rd, L. A. Metro has experienced a 68% decline in bus ridership and an 81% decline in rail boardings. However, Metro has reduced service on its bus lines by 15% to 20%, depending on the route. Metro considers its service a lifeline to thousands who depend on its services, including first responders, hospital workers and essential city and county employees.

Metro is also requiring all riders to board and exit through rear doors only, with the front door reserved only for wheelchair users who need to use the front door ramp. Metro bus operators have been instructed not to enforce fare payment to allow social distancing. The agency also has installed sanitation stations and hand-sanitizer dispensers at major transit stops, and also increased cleaning efforts on vehicles, at Union Station and other transit hubs.

Metro instituted a screening process to only serve riders who are making essential trips. Metro joined the city of Los Angeles Department of Transportation in providing bus transportation to those who may need alternative aid, such as social service assessment, shelter or mental health services. The goal is to protect vulnerable and unhoused individuals and riders who are using Metro for essential travel only during the state's and county's safer-at-home orders. Assessment is being conducted at major transit hubs and stations in an effort to keep buses and trains clean and help Metro protect its frontline operations staff. Metro is encouraging riders to only bring aboard one personal item. That can include a purse, backpack or similar sized work utility.

In the work week of March 23-27, Metro provided at least 310,000 lifeline trips each day on its buses and trains, and numerous riders have reached out on social media to thank Metro and its frontline staff for continuing to operate during the pandemic.

Beach Cities Transit Suspends Most Services

Line 102 school trippers were suspended through Friday, April 10, 2020. The WAVE Dial-A-Ride is operating on a Holiday Schedule on weekdays and weekends from 8 AM to 5 PM, with the last trip taken at 4 PM. Rear door boarding was implemented. Fares are not being collected.

Carson Suspends Transit Service

The city of Carson suspended all of its municipal bus service on March 22nd due to the coronavirus, and the mayor called on other transit agencies to do the same. Carson's decision will not affect Dial-A-Ride or ACCESS Paratransit services in the city.

El Segundo Suspends Transportation Services

The El Segundo Dial-A-Ride, Lunch Shuttle, and Beach Shuttle service were suspended. Only Doctor Dial-A-Ride service on Thursdays are still operating.

Gardena Reduces GTrans Service

Effective March 29th, GTrans buses are operating between 5:30 a.m. and 9:30 p.m.

Line 1X: will operate daily on its Weekend Schedule as normal - No service to Downtown L. A.

Line 2: will operate every day on its Weekend Schedule, with trips canceled in the early AM

Line 3: will operate daily on its Weekend schedule, with trips every hour
Line 4: will operate daily on its Weekday Schedule
Line 5: will operate daily on its Weekday Schedule, with trips every hour

Palos Verdes Peninsula Transit Authority (PVPTA) Reduces Service

Effective Monday, March 16, 2020 until further notice, PVPTA will only operate Routes 225-226 and the dial-a-ride service.

Some LADOT Services Temporarily Reduced

Some Los Angeles City Department of Transportation services were temporarily reduced starting March 30th Monday. LAnow, the city's new on-demand shared ride service, was suspended. Commuter Express service were reduced by 50% affecting South Bay Lines 438, 448, and 574. Modified Routes and schedules are available at bit.ly/2JjppSn. L. A. City also reduced frequencies on its LAX FlyAway service which had ridership down 72% and LAX passenger counts that were down 87.5% as of March 23rd.

Torrance Transit Operates Saturday Schedule on Weekdays

Until further notice, Torrance Transit is operating a Saturday time schedule Monday through Friday. Line 4X and Line 6 are running under a modified schedule Monday through Friday.

LADOT Relaxes Parking Enforcement

Beginning March 17th, LADOT has implemented a freeze on parking fines for 60 days, relaxed enforcement around closed schools and street sweeping restrictions in residential areas; a moratorium on ticketing and towing of abandoned or oversized vehicles; an extended grace period for dropping off or picking up of groceries and an immediate extension on all deadlines for payments due up to June 1.

Normal restrictions will apply at metered parking spaces to encourage short-stays for businesses and restaurants relying on takeout or deliveries. Operations that affect health, safety and emergency access – including parking restrictions in colored curb zones, street sweeping around encampments, peak-hour restrictions as well as repaving and slurry work – also will continue to be enforced.

Port Of L. A. Estimates COVID-19 Impacts On Goods Movement

The Port of L. A. estimates its volume will be down 18-20 percent from last year due to international and domestic trade flows affected by COVID-19. The reduction is largely attributable to the fact that China, which makes up 50% of imports through the port, is manufacturing at 50% of its normal capacity. In addition, the Port of L. A. has witnessed 14 consecutive months of export declines due to Federal trade policies. And, the port's cruise business is at a standstill.

Shared Scooter Companies Reduce Services; Long-term Viability Questioned

Scooter companies are looking at how to keep operating as people are ordered to stay at home and rider demand by tourists has plummeted. Bird cut its workforce 30% on March 27th to “preserve investors cash”. Lime announced on March 21st that the startup was “winding down or

pausing” service in all markets but South Korea with significant layoffs imminent. Uber-owned Jump has paused electric bike and scooter rentals in most of its European markets and trimmed the size of its fleets across the U.S. Lyft Inc. has continued to operate its network of mostly docked bikeshare systems in eight U.S. markets, while laying off 20 employees. Spin., owned by the Ford Motor Co., reduced service on March 24th to only Austin, Baltimore, Denver, Detroit, Los Angeles, Portland, San Francisco, Tampa, and Washington, D.C.

Some experts believe the pandemic could be a death knell for scooter businesses with large and growing operational costs including increased regular cleaning and disinfection of shared vehicles and helmets. However, some scooter start-ups with recent capital infusions or improved technology are continuing and new partnerships may be needed to recover once the isolation restrictions are lifted.

None of the companies shared specific information about how often vehicles are disinfected or taken in for inspection. By and large, cities did not include requirements related to disinfection or the spread of disease in their permit agreements with companies, and the quickly-evolving crisis has forced both regulators and companies to be nimble. Operators also recommend that riders disinfect points of contact on the vehicles themselves.

Several scooter operators, including Jump, Lime, Spin and Wheels, are considering opportunities to partner with local governments or essential service providers as a way to continue operations. Subsidizing operations may be the only way to secure their existence long-term. Some traditional docked bikeshare systems, including those in Boston, Chicago, and Washington, D.C., are owned by local governments but operated by Lyft. In contrast, Miami-Dade County on March 25th issued an emergency order barring operation of any common-use micromobility vehicle, noting that such shared fleets are not routinely cleaned between users and may therefore be vectors for the spread of the COVID-19.

But elsewhere, scooter and bike fleets remain on the streets, available for users even as governments warn to limit social contact and work from home. In a letter to operators, the San Francisco Municipal Transportation Agency (SFMTA) said that mobility services are categorized as "essential" and that companies could continue their operations to provide healthy options for all essential trips.

Micromobility is also filling a transportation gap as transit ridership falls in major cities due to recommendations that people not gather in groups of more than 10. For example, the New York Post reported that ridership on the Lyft-owned CitiBike network over the first 11 days of March was up nearly 70% over the same period the previous year. In Detroit, where public bus service was temporarily shut down because of drivers' coronavirus concerns, Spin was asked to deploy scooters to help fill the gaps. Even as limited bus routes have resumed, the company is continuing to work with the city to supplement service.

Wheels, a startup that operates dockless electric minibikes in 17 cities in Europe and the U.S announced on March 27th that it will roll out vehicles with self-cleaning handlebars and brake levers that can be used for delivery services and other essential uses, while its shared bikes are suspended until the end of March. The company has partnered with NanoSeptic, which has

developed the self-cleaning surface. The technology uses mineral nano-crystals that continuously oxidize organic contaminants.

Lyft, Uber Suspend Pooled Ride Option; Access Services, Inc. Follows Suit

Uber and Lyft have suspended their pooled ride option in the US and Canada in a move to "flatten the curve" of the coronavirus outbreak. No date has been announced from either company on when services will resume. Access Services Inc. also is not offering a shared ride option and is carrying only one rider per vehicle.

FEDERAL

Trump Administration Rolls Back Mileage-standard

The Environmental Protection Agency and the National Highway Traffic Safety Administration on March 30th published final fuel efficiency rules for new passenger cars and light trucks for model years 2021 through 2026, known as the Corporate Average Fuel Economy (CAFÉ) standards.

The rule change, softened from its initial language, had repeatedly been delayed and amended, in part due to a lukewarm response from an auto industry that had retooled for the tougher Obama-era regulations, adjusted to a mixed bag of state-by-state rules and was responding to a changing demographic of car and truck buyers who want a smaller carbon footprint.

The Trump administration had long advocated for a reversal of the stance established during the Obama administration that had called for an unadjusted fleet average of 54.5 miles per gallon by 2025. Alternative-energy advocates believed the higher requirement would have helped promote a shift to electrified vehicles.

The final rule sets a 1.5% increase in efficiency for passenger cars and light trucks covering model years 2021 through 2026, pared from the current trajectory of 5%. The rule change revokes California's five-year old "waiver" allowing the state to implement its own more-stringent greenhouse gas standards and offer promotions for low-emissions and zero-emissions vehicles. It also restricts programs in more than a dozen other states that have followed California's lead. Both sides are bracing for expected court battles to challenge the rule change.

STATE

CARB Developing Ride Hailing Emissions Regulations

The California Air Resources Board is developing the world's first regulations to reduce the climate impacts of ride hailing. The rules seek to reign in pollution from the mobility segment that has quickly risen to overtake taxis, in large part by avoiding regulation to begin with.

The move to regulate ride hailing is a result of Senate Bill 1014, the 2018 law that requires California regulators to impose rules to reduce the industry's greenhouse gas emissions. The bill was initially drafted with a statewide goal of transitioning the ride-hail fleet to 100% zero-emission vehicles by 2029, but that language was stricken. That leaves it to regulators to enforce the change.

TRENDS

Work From Home Could Slow Internet Speeds

The U.S. internet won't get overloaded by spikes in traffic from the millions of Americans now working from home but connections could stumble if too many family members try to videoconference at the same time. Traffic has spiked 10% to 20% during peak hours since the first week of February in greater Seattle, the U.S. metropolitan region hardest-hit by COVID-19, according to Cloudflare.

The core of the U.S. network is more than capable of handling the virus-related surge in demand because it has evolved to be able to easily handle bandwidth-greedy Netflix, YouTube and other streaming services. The sudden, unanticipated surge in millions of remote workers creating some temporary bottlenecks. But because so much of computing has moved to cloud services, the shift doesn't pose much of an on-site burden for companies with bottlenecks typically cleared in minutes or hours. But some conference calling and chat services have been overburdened.

Italy's internet saw a 30% spike in peak-hour traffic after the government sent everyone home into isolation, but this is less than the spikes during World Cup soccer matches. Peak internet usage times in nations where work has shifted from the office to home due to COVID-19 have also shifted — from about dinner time to about 11 a.m.

If parents are videoconferencing for work at the same time college and high school students are trying to beam into school, they could experience congestion because the so-called last mile is for most Americans provisioned for cable — download capacity is robust but upload limited. Some may have to settle for audio, which is much less demanding of bandwidth.

Local jurisdictions may want to note that last-mile fiber optic connections don't have the same issues and will do fine. The South Bay Fiberoptic Network will enable local jurisdictions to connect their residents and businesses to create all-fiber connectivity to their local digital records and remote services.

GM Lays Out Strategy To Sell 1 Million EVs Per Year Within 5 Years

General Motors laid out an aggressive electric vehicle plan on March 4th Wednesday to invest \$20 billion on its electric and automated vehicle programs over the next five years, at which point it intends to be selling a million EVs a year in the U.S. and China. Key to the strategy is a joint venture with South Korea's LG Chem that aims to boost driving range to 400 miles or more while reducing costs.

GM will make its own battery packs, as does Tesla. GM is building a giant factory in Lordstown, Ohio — the size of 30 football fields, the company says — to turn out 30 gigawatt-hours of battery power per year. That's about the size of Tesla's so-called Gigafactory outside Reno. In the U.S., EV sales fell more than 6% in 2019, and they still represent only about 2% of the 17 million passenger vehicles sold. GM is not the only automaker going out on an EV limb. Pushed by regulators worldwide, Volkswagen, Ford, Hyundai and others are diving deep into EV development.

Starting in 2023, the state would begin imposing increasingly stringent pollution standards, along with the requirement that the number of miles driven in electric vehicles grow over time. The approach will also include measures to encourage better integration with public transit and increased use of pooled rides — two strategies that experts say can push carbon emissions from ride-hail trips lower than private cars.

Starting in July, L.A.'s Department of Transportation will prohibit solely gas-powered taxis from joining the L. A. City fleet, allowing only clean-air models like hybrids or electric cars. In California, ride-hail services are under the jurisdiction of the state Public Utilities Commission, and local governments are barred from regulating them.

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TO: SOUTH BAY CITIES COUNCIL OF GOVERNMENTS
FROM: JEFF KIERNAN, REGIONAL PUBLIC AFFAIRS MANAGER,
LEAGUE OF CALIFORNIA CITIES®
RE: UPDATE FOR MEETING ON APRIL 23, 2020 (prepared 4/14/2020)

COVID-19/Coronavirus Resources for Cities: The League has been communicating with the Newsom Administration, CalOES and the California Department of Public Health on a daily basis to get the latest information on the COVID-19 outbreak. City Council Members & City Managers have been receiving near daily updates from me and regular updates are being added to www.cacities.org/coronavirus. The League has also been conducting webinars a few times a week to help share information amongst our members about how to continue to provide services in this new environment.

The League continues to urge the Newsom Administration to set up a system to provide some of the nearly \$8 billion in CARES Act funding that wasn't pre-allocated to local governments with a population of 500k or above. Following the Governor's announcement to defer sales tax revenue for small businesses, the League surveyed our members on their city's fiscal outlook. Once that information is compiled, we will be bringing that information to the Governor to help secure funding for cities to weather this crisis. At the same time, the League is also advocating for Congress to move forward with a 4th round of emergency funding directly to cities under 500k.

Legislative Uncertainty: The State Legislature continues to be in recess due to the threat of COVID-19 and has already extended their recess until May 4th. That date may also prove to be too early for the legislature's return to Sacramento and legislative leaders are already focusing on the Constitutionally prescribed deadlines that cannot be waived, like the June 15th deadline to pass a State Budget.

The Assembly Budget Committee [has indicated](#) that the June 15th budget would be a baseline budget that won't consider budget proposals from January and will instead focus on COVID-19 related costs, wildfire prevention & homelessness funding. Due also to the delay and deferral of tax receipts to July 15, the legislature is not likely to have a full picture of revenues until mid-August, which means the usual "May Revise" to the Budget will likely take place in August or later.

Housing Proposal: It is still unknown if the Legislature will try to take action on a comprehensive housing proposal this year, but the League's Board has approved a proposal to Legislative leaders. The League's housing proposal can be found on our website at www.CACities.org/Housing.

Census 2020: Please continue to encourage your residents to complete the 2020 Census by visiting www.2020census.gov. Response rates in LA County and California generally are lingering behind the national average. You can find the response rate in your community [HERE](#).

Upcoming Meetings (Details and Registration can be found on the Events Tab at www.LACities.org):

- **April 16th Legislative Briefing Webinar** – POSTPONED
- **April 22nd Legislative Action Day** – CANCELLED
- **April 30th CitiPAC Fundraising Dinner** – CANCELLED

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SBCCOG REPORT

APRIL 23, 2020

FROM: JUDY MITCHELL

SCAG RC and EEC

SCAG had no meetings in April. Staff, however, has been working. SCAG's email of March 27, 2020, notes the final draft of the RTP document is completed:

“Connect SoCal is a long-range vision that balances future mobility and housing needs with economic, environmental and public health goals. The Proposed Final Connect SoCal plan, its project list and 20 supporting technical reports are now available for download as PDFs [here](#).

SCAG, as Lead Agency, has prepared a Proposed Final PEIR for Connect SoCal in accordance with the California Environmental Quality Act (CEQA). The Proposed Final PEIR is available for review [here](#).”

SCAG is planning to have a virtual meeting of the committees and regional council on May 7, 2020. Review and action on the Connect SoCal document is expected then.

SCAQMD

SCAQMD has been meeting via Zoom this past month.

At the board meeting on April 3, the board heard an informational update on a proposed indirect source rule for rail yards. Staff continues to work on a similar rule for warehouses. The agency is continuing to work with the twin ports on an MOU governing emission reduction. The ports have experienced dramatic reductions in cargo due to the government shutdowns and reduced shipments from Asia and have concerns about future operations.

On Friday, April 10, the governing board held a budget study session for the next fiscal year. The projected balanced budget is \$179.4 Million. As most revenues come from permit and operating fees, there is concern that the economic downturn due to Covid-19 will result in decreased revenues.

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SBCCOG Report April 2020

In this unprecedented time, SBWIB has committed efforts to minimizing staffs' exposure to COVID-19 while continuing to provide essential services to disadvantage individuals, directly or indirectly. *The company's intention is to prioritize the safety of employees and affiliates.* Staff is working at remote home offices while others alternate from their SBWIB and home offices to ensure maximum distancing. We continue our outreach to both employers and potential program participants, although within a very restricted environment.

The main challenge we currently face is that our partner and target employers are in some variety of lockdown. Although some are repurposing part of their facilities for fighting COVID-19, they have cut the number of staff per shift and in many cases have laid-off some of their workforce. Additionally, employers are not allowing anyone not already an employee to be on campus, meaning no or very reduced internships, pre-apprenticeship and apprenticeship training.

Our proactive response has been to stay engaged and we are using this opportunity to remind our business partners that we are here to help in multiple ways. In addition to our calls and e-mails, we send resources through social media and post information on our centralized COVID webpage, <https://www.sbwib.org/covid-19-resources> including tips on Teleworking and managing a remote staff.

Our new resume portal has launched and we are actively connecting with our high school and college partners to encourage students use the portal so to mobilize enrollment once the Safer at Home restrictions have been lifted. We also continue to post current information, job leads and hiring opportunities on our Facebook page and LinkedIn Groups.

Our Rapid Response team has been working around the clock as many companies have closed or laid-off workers. Since mid-March to date we have received over 80 WARN notices affecting over 12,000 employees for the South Bay Region. We are focused on conducting group webinars to assist individuals with the process of filing Unemployment Insurance claims, introducing them to our America Job Center services and providing information about healthcare options. As we become aware of additional services and programs the information is included in webinars that are being conducted.



FOR IMMEDIATE RELEASE

March 18, 2020

South Bay Workforce Investment Board
11539 Hawthorne Blvd., Suite 500
Hawthorne, CA 90250
Contact: Jan Vogel 310-970-7700

**South Bay Workforce Investment Board Providing Rapid Response Services
in Support of Companies and Individuals Facing Difficulties
www.sbwib.org/covid-19-resources**

HAWTHORNE – The impact of the novel coronavirus (COVID-19) on the economic vitality and workforce of the greater South Bay area is affecting companies large and small as they contemplate closures, layoffs and furloughs for their employees. For the safety of the public and to reduce the number of people in close proximity, a number of the South Bay Workforce Investment Board’s (SBWIB) upcoming job fairs and business expos have been canceled, including our annual Blueprint for Workplace Success Youth and Young Adults Job Fair in April. Job fairs and hiring events will remain postponed until it is safe to reconvene.

Contact us for services

As business closures begin and layoffs are imposed, increasingly large numbers of individuals are coming to our job centers for assistance, as well as Employment Development Offices (EDD), which are partners of the SBWIB and co located at our job centers. The SBWIB operates four One-Stop Business & Career Service Centers located in Inglewood, Torrance, Gardena and Carson serving the South Bay communities. However, although the job centers are open we are currently only accepting in-person meetings by appointment only. Additionally, the Teen Centers at both the Hawthorne and Inglewood locations are currently closed to the public. Complete cleaning and sanitizing at the four job centers is ongoing and aligned with public safety priorities.

It is our goal to provide essential workforce services to support the public during this difficult time. Businesses and individuals needing assistance do not have to physically visit the centers and can still receive services online, by email at info@sbwib.org or via direct telephone contact with our teams of job developers and counselors, while practicing social distancing.

South Bay One-Stop Business & Career Centers

Inglewood (310) 680-3700

Torrance (310) 680-3830

Carson (310) 680-3870 (calls are accepted, appointments available at Inglewood location)

Gardena (310) 538-7070

Job seekers may also utilize the SBWIB’s resume portal online at www.sbwib.org/resume-portal

The SBWIB has been hard at work assisting business and employees who are facing numerous challenges, but sadly many businesses are not able to continue and companies already throughout the region have announced closures or layoffs and hundreds of people are seeking assistance. As a result, the SBWIB has seen a sharp increase in people seeking benefits from Unemployment Insurance.

Unemployment Benefits – How do I apply?

The SBWIB staff is available to help you and answer your questions, but to file for benefits you must apply online, by mail or by phone directly with the Employment Development Department.

English 1-800-300-5616

Spanish 1-800-326-8937

www.edd.ca.gov/Unemployment/UI_Online.htm

Individuals can receive benefits ranging from \$40-450 a week. The number of weeks to potentially receive benefits ranges from 13 to 26 weeks.

Most unemployment situations related to COVID-19 are being covered including those who are working reduced hours (ask for the WorkShare program) or those caring for non-ill children because of a school closure and had to quit their job to provide child care. Please call to confirm your eligibility.

Teleworking and Broadband

As we adjust our lifestyles to reduce exposure to COVID-19 many are turning to remote learning and working environments as a solution. Students and employees are learning and teleworking from home. Coincidentally, the SBWIB prepared a study about this in partnership with Cal State University Dominguez Hills and the South Bay Cities Council of Government (SBCCOG). The report called, “The GO-Virtual Initiative” is about telework and flexible workplace practices and may offer some guidance to people and companies interested in allowing employees to work from home. The SBWIB has also identified several no cost online classes to teach employees how to work remotely and stay productive and also classes for management on how to supervise a remote worker. Please visit our telework website for details at www.sbwib.org/telework

Additionally, in partnership with the South Bay Cities Council of Government (SBCCOG) and the region’s South Bay Cities, and L.A. County Supervisor Mark Ridley Thomas of the 2nd district, the SBWIB has been developing a new broadband system called, “The South Bay Fiber Network”. This new network is currently being built and will support job creation, business retention and layoff aversion by supplying the internet speed and capacity needed to keep our region competitive.

The SBWIB has taken a number of steps to ensure the public has access to the resources they need and has created a website with additional information that will be updated as more resources become available. Please visit www.sbwib.org/covid-19-resources

The SBWIB is here to help you and assist businesses that are struggling. If you need support or simply have questions about any of the information above or need some guidance on how to apply for services please call (310) 970-7700 or email: info@sbwib.org, website: www.sbwib.org.

###

NEWS • News

Coronavirus crisis leaves at least 12,000 South Bay workers jobless



FILE – In this March 13, 2020 file photo, unionized hospitality workers wait in line in a basement garage to apply for unemployment benefits at the Hospitality Training Academy in Los Angeles. More than 6.6 million Americans applied for unemployment benefits last week, far exceeding a record high set just last week, a sign that layoffs are accelerating in the midst of the coronavirus. (AP Photo/Marcio Jose Sanchez, File)

By **TYLER SHAUN EVAINS** | tevains@scng.com |

PUBLISHED: April 13, 2020 at 5:39 p.m. | UPDATED: April 13, 2020 at 5:39 p.m.

In the interest of public safety, critical coronavirus coverage is being provided free to all readers. Support reporting like this with a subscription to Daily Breeze. Only 99¢ for a 4-week trial.

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The South Bay Workforce Investment Board knows about 12,000 people in the area who have been laid off since March 1 amid the ongoing coronavirus pandemic, about 80 times more than this time last year, officials said Monday, April 13.

Of those, 2,000 have come into the investment board since Friday, said Jan Vogel, the organization's executive director.

The investment board — which, this time last year, knew of about 150 people who had lost their jobs — supports job retention and creation, and economic growth in the South Bay 11 cities.

The current 12,000 number, however, “doesn't really reflect the total amount of layoffs in the area,” Vogel said.

Businesses that are about to lay off at least 500 workers or have 50 or more employees are required to send notices to the investment board, Vogel said. If a business has less than 50 people working in it, he added, the board wouldn't receive word of those layoffs.

“That gives you an idea of the magnitude of what people are dealing with,” Vogel said.

A record [16.8 million people](#) in the U.S. have filed for unemployment assistance as of last week because of economic strains the coronavirus has caused.

The influx of layoff notices and the public's challenge in [applying for unemployment insurance](#), Vogel said, are currently the organization's biggest issues. They've gotten many calls about not being able to access the U.S. Department of Labor over the phone because of a “tremendous load” of people calling simultaneously.

In fact, investment board has received so many calls itself that the the call center in the unemployment development department is [hiring](#) more people to handle the new workload, Vogel said.

The board is currently operating with a skeleton crew because of social distancing guidelines, with minimal staff working in the investment board's offices on a rotating basis, Vogel said; it only takes walk-in appointments one at a time from 8 to 11 a.m. The line is especially long at the Inglewood location, he added.

The organization's four [One-Stop career centers](#) are open, Vogel said, but are conducting appointments mostly over the phone and by email.

"A lot of people still want to go to school," Vogel said, so the investment board still offers training remotely. But that doesn't allow as many people as the board could train during in-person classes.

Some companies, meanwhile — like FedEx, Amazon, Home Depot and Northgate Market — are actually hiring more than normal because they are deemed essential businesses, Vogel said, but not at the same rate as people are being let go.

Hopefully, Vogel said, once people get their unemployment checks, they'll be OK for a while and can live a "new normal" when the crisis ends.

Information on the new federal stimulus package is supposed to come to the state level this week, Vogel said, and could allow those who applied for unemployment insurance to get up to an additional \$600 per week for up to four months — on top of the insurance of about \$450 per week.

Those who haven't applied for unemployment insurance and want to get the potential stimulus package would have to follow a different, to-be-determined procedure, he said.

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South Bay Cities Council of Governments

April 23, 2020

TO: SBCCOG Board of Directors

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: Contract Amendment with Magellan Advisors

Adherence to Strategic Plan

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity and sustained board commitment.

BACKGROUND

The South Bay Cities Council of Governments (SBCCOG) has been working with Magellan Advisors since 2016 and the inception of the studies that have been conducted on a regional fiber network for the South Bay. They wrote the feasibility study and developed the concept for the South Bay regional fiber network (SBFN) and then guided us through the RFP and selection process for the American Dark Fiber team. All of these tasks were paid for by the South Bay Workforce Investment Board with funding contributed for the RFP from Supervisor Ridley-Thomas. Funding from the SBWIB ran out at the end of June, 2019 and but Magellan has continued to be on call to us pending this action.

The SBCCOG Board approved a contract with Magellan Advisors for the time between July 1, 2019 and June 30, 2020 for 400 hours/month at their rate of \$210/hour for a cost not to exceed \$84,000 to be paid for from the Measure M MSP Subregional funds for this project.

DISCUSSION

Magellan Advisors has proven to be invaluable in providing SBCCOG staff and city staff technical advice, in overseeing the construction of the network and in negotiating with Metro. Additionally, they provided assistance in addressing the legal issues that threatened to hold up the project. Because we are literally breaking new ground, their services have been called on more than was initially anticipated and they have used all of the funds allocated for their contract.

RECOMMENDATION:

Approve a contract amendment with Magellan Advisors for an additional \$15,000 until June 30, 2020 for 71.5 hours at the rate of \$210/hour. These funds would be paid from the Measure M MSP Subregional funds for this project.

AMENDMENT TO SBCCOG CONSULTING SERVICES AGREEMENT

This amendment to SBCCOG Consulting Services Agreement is made as of April 23, 2020 by and between the South Bay Cities Council of Governments, a California joint powers authority ("SBCCOG") and Magellan Advisors ("Consultant").

RECITALS

- A. SBCCOG and Consultant entered into a Consulting Services Agreement as of July 1, 2019 wherein SBCCOG engaged the services of the Consultant as an independent contractor to provide specified professional services to SBCCOG as set forth in Exhibit A to assist the SBCCOG with Development of the South Bay Fiber Network.
- B. The Term of the contract was June 30, 2020 with a "not to exceed" cost of \$84,000 to complete the scope of work.
- C. Funds from the contract were fully spent as of March 31, 2020 and the parties desire to complete the approved scope of work and term of the contract.
- D. SBCCOG Staff proposes an additional "not to exceed" amount of \$15,000 to complete the scope of work by June 30, 2020.
- E. Measure M MSP Sub-regional will pay for the additional funds provided by this Contract Amendment.

NOW, THEREFORE, in consideration of the foregoing, the parties agree to amend the Agreement as follows: The Agreement is hereby amended by providing an additional "not to exceed" \$15,000 to the SBCCOG and Magellan Advisors Consulting Services Agreement with no changes to the Termination date of June 30, 2020.

Except as modified above, all other provisions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this agreement to be effected as of the date first written above.

"SBCCOG"
South Bay Cities Council of Governments

By: _____
Christian Horvath (Signature)
SBCCOG Board Chairman

Date: _____

Attest: _____
SBCCOG Board Secretary

"Contractor"
Magellan Advisors

By: _____
John Honker

Date: _____

South Bay Cities Council of Governments

April 23, 2020

TO: SBCCOG Board of Directors

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: Payment to Inglewood for South Bay Fiber Network Advance to Metro

Adherence to Strategic Plan

Goal D: Organizational Stability. Be a high performing organization with a clear path to long-term financial health, staffing continuity and sustained board commitment.

BACKGROUND

For the Fiber Network project, we have received payment from Metro. Per our contract and promissory note with City of Inglewood, we need to repay the loan of \$770,000 by April 30, 2020. With the Board's approval, an out of sequence check will be approved, signed and delivered to the City of Inglewood to satisfy the debt.

With the Board's approval, an out of sequence check will be approved, signed and delivered to the City of Inglewood to satisfy the debt.

RECOMMENDATION:

Approve payment of \$770,000 to the City of Inglewood to repay their advance payment for the South Bay Fiber Network Project.

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SBCCOG Policy Recommendations on State Housing Legislation April 13, 2020

Principle

In addition to the housing crisis, climate and public health crises are also formidable challenges that require immediate policy responses. Any new development, especially housing, must be planned strategically to reduce GHG emissions from travel and build resilient neighborhoods. A single state-wide location policy -- housing adjacent to transit corridors or as added density in existing single-family neighborhoods allowed by-right-- may increase housing supply but will not address sustainability or resilience. Development must be context sensitive. Protecting the community against threats that include climate change and infectious diseases requires robust, state-supported planning expertise at the local and sub-regional levels

Recommendations

Based on that principle, the SBCCOG requests that the Legislature and the Governor adopt the following positions in relation to new housing legislation as well as existing housing policy:

1. Certify the South Bay's "Neighborhood Oriented Development Strategy" (NOD) as a legitimate alternative to "Transit Oriented Development (TOD)."
- NOD is the product of a 15 year research and demonstration program (funded incrementally by SCAG, SCAQMD, LA Metro, CEC, and Caltrans) and is the basis for the Land Use – Transportation chapter of the SBCCOG's Climate Action Plan (funded by the California Strategic Growth Council).
 - It will reconfigure commercial destinations into neighborhood centers while redeveloping commercial parcels into housing.
 - Our models show that the NOD strategy will reduce GHG emissions, criteria pollutants and congestion in the South Bay and add infrastructure that will help neighborhoods adapt to and recover from disruption.
 - Transit mode share is less than 3% in the South Bay so TOD will be an ineffective sustainability strategy even if transit trips doubled.
 - NOD implementation needs state certification as TOD currently dominates state policies across all departments.

2. Integrate narrowly crafted housing policy with non-housing initiatives in order to achieve sustainable and resilient development.

- High volumes of affordable housing served by zero emission mobility systems require a package of mutually reinforcing policies and programs that do not specifically address housing.
 - For example, the housing “package” should include initiatives that support broadband network development and access, regional telework, the micro-commute, dispersal of jobs, micro-mobility, brownfield cleanup and more.
 - The ad hoc adaptations to the COVID-19 virus such as tele-medicine and distance education should be institutionalized as part of the housing policy package.
- Complex goals require multiple tools. Silos are the enemy of sustainability and resilience.

3. Mandate building a greater percentage of affordable housing on affordable land located outside of the metropolitan core in jurisdictions with vacant land.

- The reason often cited for not building on the periphery is the resulting “sprawl.”
 - Sprawl is an auto dependent development pattern with spatially separated residential tracts, retail malls and employment centers.
 - It is possible to plan and zone for compact, complete neighborhoods with high rates of walking and zero emission personal mobility outside the “core” – the opposite of sprawl.
 - In fact, the NOD strategy can be established in places with any amount of vacant land more easily than by retrofitting built-out places.
 - The long journey to work is one often cited component of the sprawl pattern, however the COVID 19 virus is demonstrating that physical access to job centers is an anachronism for many.
 - Policies that support regional telework initiatives and the “micro-commute” can facilitate housing outside the metro core without producing VMT.
- The land value inside the metro core requires large public subsidies in order to build affordable housing; density bonuses in exchange for below market units produce too little and give away too much.
- Affordable housing is most efficiently developed on affordable land, especially since there are affordable means for addressing the resulting access and mobility challenges.

4. Delay legislation that would over-ride local zoning and allow “by-right” development, especially in single family neighborhoods.
 - SB 902 improves on its predecessor proposal SB50, but “density by-right” lacks strong supportive empirical evidence.
 - Housing development will affect quality of life in a neighborhood for 100 years and must be carefully planned; the current proposals to increase supply lack the granularity necessary for successful implementation.
 - The SBCCOG requests the state pause the process pending completion of the following critical studies:
 - A. Evaluate the “density by-right” development strategy as a civic experiment and evaluate relevant data that will inform legislation. Confirm that it produces the desired housing volumes while avoiding the negative consequences feared by the current residents – from gentrification to congestion – in all contexts.
 - Policy should be based on science more than on politically negotiated provisions.
 - Evaluate the outcomes in other jurisdictions that have previously adopted “density by-right” development policies, e.g., City of Minneapolis, MN, State of Oregon.
 - Evaluate the impact of the California ADU ordinance, expanded on January 1, 2020 – which is a starter version of “density by-right” policy that over-rides single family zoning. It would be prudent to learn how it’s doing so far before proceeding with an even more invasive policy.
 - Going forward, any housing legislation should include funding for a representative sample of jurisdictions to collect data for HCD to evaluate success in terms of DUs added by size and price, quality of life metrics and contributions to sustainability and resilience.
 - B. Fund a pilot study of the “carrying capacity” in the South Bay sub-region as a step toward evaluating whether RHNA target calculations should include an assessment of what each sub-region needs to protect quality of life while absorbing growth.
- In order to meet housing targets, cities must be aware of which services and resources will require additional investment and which cannot feasibly be expanded.
 - Sewer condition and capacity, solid waste capacity, water supplies, school capacity, fire services, etc. should be assessed as part of the process of assigning targets.
 - For example, the original South Bay carrying capacity study (from 2003) led to one of our cities buying land to develop parks in order to address a deficiency.
- Residents opposing growth are typically labeled NIMBYs, yet some part of that opposition is based in the rational concern that the consequences of growth have not been thought out and appropriately mitigated.

- Assessing the carrying capacity of a jurisdiction may be one way to address those concerns and eventually retire the NIMBY label – and make RHNA more collaborative as a bonus.
- C. Evaluate the risk that density poses for viral infection in case of subsequent epidemics.
- A national conversation has begun about the risk of density to public health. Legislation should be informed by this discussion.
 - When more people inhabit or pass-through the same volume of space the probability of disease transmission grows.
 - Apartment lobbies, door handles, call buttons, hallways, and elevators as well as adjacent sidewalks and parks all increase risk of infection.
 - Public transit vehicles, stations and on-street stops are also potentially dangerous.
 - Before increasing density, especially in transit-oriented neighborhoods and single-family neighborhoods, the risk should be studied, quantified and used as the basis for housing policy.
- D. Delay housing legislation until the COVID-19 epidemic in California has been controlled and the extent of economic damage can be assessed.
- It is only sensible to delay major housing legislation until some level of clarity about the economic impacts and paths to recovery are known; unless there is strong evidence that the initiative will support sustainability and/or resilience.
 - Since the pandemic is far from controlled, it is impossible to forecast when parts of the economy will restart.
 - Based on previous recessions or depressions, it may take years for the labor market to fully recover and for jobs to return to previous levels.
 - The return of the virus in Asia with renewed isolating policies suggests that the California economy may not begin recovering until 2021.
 - Housing markets are in flux, many of the original assumptions underlying the “density by-right” legislation no longer hold.
 - For example, rental prices in Los Angeles have declined for the first time in 10 years. It’s too early to know the post-recovery impact on rents and vacancy rates, especially since housing demand follows jobs.
 - The financial strength of local jurisdictions may have declined to the point that additional housing could push some into bankruptcy. Housing – at almost any density – just doesn’t provide the revenue to support the services that housing requires.
 - It is simply prudent to proceed only once the economy has begun to stabilize.

4.20 COVID-19 Senior Assistance Programs by City

City	Program Name	Program Description	Link to Program	Contact Person	Phone	Email
LA County WDACS	Critical Delivery Services (CDS)	Temporary delivery program to deliver food, household items & other vital necessities to individuals who are unable to leave their homes due to COVID-19; Criteria: Aged 60+, Has disability, Dependent adult (18 - 59)	https://wdacs.lacounty.gov/wp-content/uploads/2020/04/CSD_Fact-Sheet_V.2_Final.pdf			
Carson	Carson Essentials To Go	Grocery delivery to support Carson Residents including: seniors, those with disabilities, those with underlying health conditions, & families during COVID-19 pandemic. 3 packages to choose from ranging from \$43 to \$55	http://ci.carson.ca.us/content/files/pdfs/publicsafety/CarsonEssentialsToGo04102020.pdf	Amanda Valorosi, Sr. Assisted Living Coordinator, Human Services	310.835.0212 x1471	AValorosi@carson.ca.us
Gardena						
El Segundo						
Hawthorne	Grab a Snack	Hawthorne Senior Center - seniors drive up Mon-Thurs to pick up a sack of snacks or receive snacks at their residences on a weekly basis which staff delivers. Taking calls & answering questions on a daily basis. Anything we normally help them with we still do via phone, email & handing out paperwork while keeping a safe 6 foot distance outside.	http://www.cityofhawthorne.org/senior-activities/	Diane Brown, Director, Hawthorne Senior Center	310.349.1649	dbrown@cityofhawthorne.org
Hermosa Beach	N/A	Weekly email to senior center members sharing updates, useful/interesting information and some sort of positive/hopeful message. Share resources that BCHD (Beach Cities Health District) is able to provide, as they have a volunteer program that assists seniors with grocery shopping, picking up medicines, etc.	N/A	Kambria Vint, Recreation Coordinator	310.318.0280	kvint@hermosabeach.gov
Inglewood		On the 4th Tuesday of each month, free food kits are distributed to eligible seniors 60+ by the Regional Food Bank at Rogers Park. Inglewood is delivering lunches to seniors in Hawthorne, Inglewood, and Lennox.				
Lawndale						
Lomita	Lift Up Lomita	Not a specific program for seniors but rather an essentials need delivery program in general for the Lomita community. Currently assembling small care packages to be delivered to seniors and those in need in our community.	https://lomitacoronavirus.info/liftuplomita/	Lety Paz, Administrative Clerk		l.paz@lomitacity.com
Manhattan Beach	N/A	Operating a delivery program for seniors & vulnerable populations. Callers call the Older Adult "hot line" (310) 802-5010 with their need for prescriptions, groceries, etc. and volunteers from CERT, Rotary, Neighborhood Watch, Leadership Manhattan Beach are connected with the caller and provide the service. Beach Cities Health District is also a resource.	https://www.citymb.info/departments/parks-and-recreation/older-adults-program	Jan Buike, Recreation Manager	310.802.5447	jbuike@citymb.info
Rancho Palos Verdes						
Redondo Beach	N/A	Providing seniors resources via email blasts & website that include: Torrance YMCA Wednesday frozen meal pick-up, Beach Cities Health District Resources: Grocery deliveries & restaurants are available for takeout & delivery, Redondo Beach Chamber of Commerce: Deliveries of groceries and takeout, LA Helping Hands: volunteers to help with delivery services to seniors Activities & Exercises you can do from home Following up with the senior board to see if any particular seniors they know of may need extra help during this time. Beach Cities Health District has helping us reach out to these individuals so that they can get them the proper resources.	N/A	Kimberly Sanchez, Senior & Family Services, Community Services Department	310.318.0650	kimberly.sanchez@redondo.org
Palos Verdes Estates						
Rolling Hills	N/A	Formed a list of volunteers who weekly check in on seniors or those who are homebound; Put a weekly news blast out with any new information about COVID-19 and list of surrounding stores with modified hours for seniors; Provide Lomita Sheriff's office an update about Senior residents; We also use our BlueNewsletter to inform the Rolling Hills Residents of our Senior Program.	N/A	Delia Aranda, Code Enforcement Officer	310.377.1521	Daranda@CityofRH.net
Rolling Hills Estates	N/A	Collaborative Seniors Resource Guide with Palos Verdes Estates, Rancho Palos Verdes, Rolling Hills, Rolling Hills Estates	Seniors tab on this link https://www.ci.rolling-hills-estates.ca.us/departments/public-safety/covid-19-novel-coronavirus-2019	Alexa Davis, Assistant City Manager		alexad@rollinghillsestatesca.gov
Torrance	Torrance "Cares to Go"	The Torrance Cares 2-Go Care Package provides pre-selected essential grocery and sanitary items that are sourced from an area grocer. \$55 package for seniors 60+, those with disabilities, and with underlying health conditions during the COVID-19 pandemic	https://www.cityoftorranceca.com/tc2go.html			

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South Bay Cities Council of Governments

April 23, 2020

TO: SBCCOG Board of Directors

FROM: SBCCOG Steering Committee

RE: Metro South Bay Service Sector Governance Council Nominations

ADHERENCE TO THE STRATEGIC PLAN:

Goal B: Regional Advocacy. Advocate for the interests of the South Bay.

The SBCCOG opened nominations in February to fill the terms expiring this June for the following members: Inglewood Councilman and Service Council Board Chair Ralph Franklin; Luis Duran and Meighan Langlois, Los Angeles World Airports representative. Additionally, there is a vacancy for another seat whose term expires in 2021 which was held by Dan Medina as an elected official and he is leaving public office.

Nine nominations came in by the deadline of March 20. No incumbents were among them. The new applicants are: Johnny Baeza, Eric Craig, Christian Guzman, Derrick Jung (Lynwood resident, LA City business), Dan Medina (re-applying as a member of the community/transit rider), Sean Mottles, Grace Peng, Glenda Silva-LAWA, Bob Wolfe.

An additional nomination was received on April 6 from incumbent Luis Duran. All information submitted by the nominees is @ www.southbaycities.org under the April Steering Committee agenda - pages 73-87 of the packet.

Considerations

1. While there can be no more than two elected officials appointed in order to maintain our policy of the elected officials not being a majority of the Board members, no nominations have come from any elected officials. This will be the first time since the inception of the Service Councils (2003) that we will not have an elected official on the Board.
2. We have had a seat for a LAWA representative since 2005.
3. All of the nominees are transit riders.
4. Considering geography, the remaining members represent the following areas:
 - Carson – Love
 - Gardena – Crespo (transit operators rep)
 - Manhattan Beach – Jeng (also Rolling Hills City Manager)
 - Redondo Beach – Szerlip
 - Torrance - Deemer

REMAINING MEMBERS ON THE COUNCIL

- Roye Love
 - Carson resident & senior
 - Member of several community organizations
 - Transit user
- Ernie Crespo
 - Gardena Transit Manager
- Elaine Jeng

- Rider
- City Manager of Rolling Hills
- Don Szerlip
 - Redondo Beach businessman
- Charles Michel Deemer
 - Torrance Environmental Commissioner
 - Transit rider

STEERING COMMITTEE ACTION

At the Steering Committee, the members expressed a concern that there were possibly some elected officials who may be interested in serving. Therefore, they asked that the nomination period be re-opened until Thursday, April 23 at 5 pm for one final opportunity to apply. Any additional nominations received will be reported at the meeting.

NEXT STEPS

Nominees have all submitted a statement and/or bio and they will all be invited to participate in a video interview at either the May Steering Committee meeting or before a sub-committee that would meet before the May Steering Committee meeting. Nominees to be recommended to Metro will be recommended by the Steering Committee to the Board of Directors at the May meeting. Their names will then be sent to Metro for approval in June and they will be seated in July.