

**LAS VIRGENES – MALIBU COUNCIL OF GOVERNMENTS
TECHNICAL ADVISORY COMMITTEE**

Wednesday, June 3, 2020, 8:30 A.M.

Due to COVID-19 Precautions, this will be a Zoom meeting.

<https://zoom.us/j/4714103699> Meeting ID: 471 410 3699

Please contact Terry Dipple terry@lvmcog.org or 818-968-9088 if have any questions.

AGENDA

1. Call to Order: Greg Ramirez, Chair
2. Self-Introductions
3. Public Comment: via Zoom or email
4. Executive Director's Report
5. Outreach Coordinator Update on Homeless Activities
6. Individual Updates from COG Cities
7. Fiscal Year 2020/2021 Budget – Attachment
8. Public Safety, Agency and Legislative Updates
 - A. Sheriff's Department
 - B. Fire Department
 - C. League of Cities
 - D. Agency Partners
 - E. Area Legislators
9. General Comments and Future Agenda Items
10. Future Technical Advisory Committee and Governing Board Meeting Schedule
11. Adjournment

Memorandum

DATE: June 3, 2020
TO: Technical Advisory Committee
FROM: Terry Dipple, Executive Director
SUBJECT: Executive Director's Report

OVERVIEW

The purpose of this memorandum is to update the Technical Advisory Committee on the status of COG projects and other items of interest.

Measure M Projects and Funding – I have been in contact with COG cities about submitting new projects to Metro for informal review. The COG's Measure M 7th year funding is \$12,870,156. Metro is requesting the COG annually approve the project list and submit it by the end of September, as we did last year.

Metro Board Action

At the May 28th Metro meeting, the Board approved the CEO's Call to Action, with the following provisions:

- A. Advance Bucket 2 projects towards shovel-ready CONSISTENT WITH THE MEASURE M EXPENDITURE PLAN, AND within the parameters of the FY 21 Budget Continuing Resolution;
- B. Report to the Executive Management Committee in August 2020 with an update on Metro's project acceleration program, including how Metro will ensure projects will be able to compete for any federal infrastructure recovery funding; and
- C. Projects listed in Bucket 2 shall be included in the proposed FY 21 Budget to be presented to the Board in September. Any request for further deferral or recommendations on the acceleration of Bucket 2 projects will require justification as part of the Budget.

By way of background, to help Metro financially manage through COVID-19, the CEO previously issued a report to the Metro Board outlining his "Call to Action Plan." In this plan, all projects and programs are grouped into two buckets. Bucket 1 is defined as "Work to Continue" where existing funds would be prioritized for COVID-19 high priority tasks such as PPE and cleaning, bus and rail operations and maintenance, major infrastructure projects and projects under executed contracts, legally required payments as contractually obligated, and federal and state regulatory required activities. All other projects and programs not listed under Bucket 1 are considered to be part of Bucket 2, where they will be evaluated to be deferred three to six months with the objective of staying on the original Measure M schedule.

The original motion that was circulated prior to the Board meeting allowed the CEO more latitude. The Board was concerned about the Measure M ordinance, which contains strict conditions that prevent projects from being leapfrogged or defunded. While Metro continues advancing projects towards shovel-ready status, the promises made to voters must be honored, and Measure M project timelines and sequence must be maintained as much as is possible. This is certainly the case for the COG and the projects our cities have under construction, including future projects. For now, the Measure M funding the COG receives through the Multi-year Subregional Program, is in Bucket 2 and appears to be something we can continue to count on. Although I'll continue to monitor the situation and provide regular updates.

COG's Homeless Outreach Coordinator – Gabriel Graham, the COG's Outreach Coordinator, has been on the job for two months. He is in regular contact with COG cities and is providing weekly updates. He will be providing an update at the Governing Board meetings. Business cards and photo ID badge have been ordered for him.

Stormwater Investment Plan Development Update – I participated in the April 30th North Santa Monica Bay Watershed Area Steering Committee (NSMBWASC) meeting. By June 2020, the NSMBWASC is expected to advance a recommended Stormwater Investment Plan (SIP) to the Regional Oversight Committee. Final SIP recommendations are expected to be before the Board of Supervisors this Summer.

Evacuation Plan – The County has assured me the Evacuation Plan is absolutely a priority, however, with COVID-19 issues dominating staff attention, the Evacuation Plan is not a top priority. The lead for Evacuation Planning will be convening a County Working Group once things return to normal in the weeks ahead. I will continue to update the COG as new information becomes available.

Metro NextGen Bus Study – The NextGen Bus Study began in early 2018. The NextGen Regional Service Concept was reviewed and approved by the Metro Board, last Summer. The Regional Service Concept was developed through consideration of both technical data and the priorities and personal experiences Metro heard during the outreach meetings and responses to questionnaires. Metro is going to have virtual public hearings in July. Metro staff is still planning to take this to the Board in September.

Memorandum

DATE: June 3, 2020
TO: Technical Advisory Committee
FROM: Terry Dipple, Executive Director
SUBJECT: Proposed Fiscal Year 2020/2021 Budget

OVERVIEW

I am pleased to present a balanced budget for Fiscal Year 2020-2021 to the Technical Advisory Committee of the Las Virgenes-Malibu Council of Governments (COG). The budget provides detailed information about anticipated revenues and planned expenditures for the upcoming fiscal year and demonstrates how available resources are allocated based on the Governing Board's priorities and objectives, which serve as the guiding principles. The budget was developed using conservative estimates and account information provided by the City of Agoura Hills Finance Department, which acts as the COG Treasurer. The proposed Fiscal Year 2020/2021 budget is attached, as Exhibit A.

RECOMMENDATION

The Technical Advisory Committee reviewed the proposed Fiscal Year 2020/2021 Budget on June 3, 2020 and is recommending approval.

SUMMARY OF Fiscal Year 2020/2021 REVENUE AND EXPENSES

Fiscal Year 2020/2021 Revenue: \$

- \$100,000 in member dues (\$20,000 per city)
- \$57,250 from Metro for Measure M project planning and programming
- \$103,470 from Metro for Metro Board Consultant (Maureen Micheline)
- \$69,133 remaining Innovation Funds and Hygiene grant from Los Angeles County Homeless Initiative

Revenue in Fiscal Year 2020/2021 Budget proposes no increase in COG dues. Additional revenue includes \$57,250 from Los Angeles County Metropolitan Transportation Authority (Metro) for Measure M Subregional planning and programming. The 5-year allocation for planning and programming is \$289,441 and the COG is estimated to receive \$57,250 a year over the remaining years of the Measure M 5-Year Plan. Homeless grant funds include \$69,133 remaining on the Innovation Funds the COG received from Los Angeles County.

Fiscal Year 2020/2021 Expenses:

- \$147,000 Executive Director Salary
- \$99,400 for Metro Board Consultant (Maureen Micheline)
- \$60,000 for Gabriel Graham, Outreach Coordinator
- \$3,700 for Officers and Directors liability insurance
- \$2,500 for COG legal counsel

Expenses in Fiscal Year 2020/2021 Budget do not include an salary increase for the executive director. The executive director's annual compensation is \$147,000. The COG acts as a facilitator for payment to Metro Board Member Ara Najarian's Board Deputy, Maureen Micheline. Under the current MOU, the COG receives \$103,469 from Metro for the Board Deputy/Consultant. The COG retains a 3% administrative fee and the Metro Board Deputy/Consultant is paid \$99,400. This arrangement has been in place since January 1, 2015. No changes are anticipated for the Board Deputy/Consultant, unless there is a cost of living increase by the Metro. There is \$42,500 remaining on the contract with Gabriel Graham for Homeless Outreach. Additional minor expenses for Fiscal Year 2020/2021 include \$3,700 for the COG's liability insurance and \$2,500 for legal services.

BUDGET HIGHLIGHTS FROM Fiscal Year 2019/2020

This last year saw many accomplishments for the COG including:

Measure M 5-Year Project List Approved by Metro – Metro's Measure M Multi-year Subregional Program (MSP) 5-Year allocation to the COG was \$57,888,134, of which \$11,226,788 was allocated for Active Transportation and \$46,661,346 was allocated for Highways. In September 2019, the Governing Board approved projects in the 6th Year of \$12,495,297. Metro staff subsequently contacted the COG and some cities were asked to reduce projects allocations. Following negotiations between Metro, COG and cities, all parties agreed to reprogram the funds in the upcoming years.

Measure R Adjustments – The COG continues to work with the cities to make any Measure R adjustments to project allocations. The Measure R Adjustments are approved semi-annually by the COG and forwarded to Metro staff.

Elections and Appointments – The COG made the following appointments: Karen Farrer was appointed the COG representative to the Board of the Los Angeles County Division, League of California Cities. Dennis Washburn, was reappointed as the COG representative to the Metro San Fernando Valley Service Council.

Goals and Priorities – The Governing Board held a goals and priorities discussion at the July 2019 COG meeting. The Governing Board agreed to continue to focus on transportation funding and emergency preparedness. The Governing Board also agreed to hold more meetings with area legislators.

Stormwater/Measure W – Forty percent of the funds collected from Measure W go back to cities for local projects and 50% stays within the North Santa Monica Bay Region. Estimated Annual Municipal Program Funds (Tax collection began July 1, 2019): Agoura Hills \$370,000, Calabasas \$480,000, Hidden Hills \$100,000, Malibu \$450,000 and Westlake Village \$250,000. The executive director participates in the North Santa Monica Bay Watershed Steering Committee meetings, which receives 50% of the funding allocation. The Governing Board received a stormwater update from Carolina Hernandez, Los Angeles County, Department of Public Works at the November 2019 COG meeting.

Homelessness – The COG received a Los Angeles County grant for \$81,528 and effective March 18, 2020 contracted with Gabriel Graham to serve as the COG's Homeless Outreach Coordinator. The one-year contract is for \$60,000. In response to the Novel Coronavirus (COVID-19) Pandemic, \$5,105 in State Emergency Funds were allocated to the COG to increase the availability of hygiene facilities for people experiencing homelessness. These state funds are available for only a three-month period beginning on execution date of this contract.

2020 Census – The Governing Board received two 2020 Census presentations and the city managers received a follow up presentation at the May 2020 TAC meeting. The 2020 Census representatives were seeking assistance from the COG and cities in 2020 Census outreach efforts. The cities were asked to encourage city staff and constituents to participate in the 2020 Census.

Legislative and Agency Briefings – In keeping with the goals and priorities of the Governing Board, the COG held two meetings with area legislators. Senator Stern and Assemblymember Bloom joined the Governing Board at the November 2019 COG meeting for a discussion of the recent legislative session and what cities can expect during the 2020 legislative session. A representative from Assemblymember Gabriel's staff also participated in discussion. Due to COVID-19, the Governing Board held another meeting with area representatives, in April 2020. Congressman Lieu, Senator Stern and Assemblymembers Bloom and Irwin participated in the meeting. The COG and TAC continue to receive monthly briefings from Jeff Kiernan, Los Angeles County Division, League of California Cities and Karen Swift/Patrick Chandler, Metro Community Liaison. Staff from Supervisor Kuehl, Congressman Lieu, Senator Stern and Assemblymember Bloom's offices also attend COG meetings to provide updates.

Los Angeles County COG Executive Directors – The executive director continues to meet regularly and participates in a monthly conference call with the other Los Angeles County COG executive directors. These meetings and the working relationship between the executive directors has increased the individual and collective influence of all of the COGs.

Metro and Northern Cities Corridor – The executive director continues to participate in the NCC meetings, chaired by Ara Najarian, the COG's representative on the Metro Board. The COG hosted the October 2019 quarterly meeting in Calabasas that was attended by Governing Board members Karen Farrer and Alicia Weintraub along with

staff members from all of the COG cities. This year, the COG will host the September 2020 NCC meeting.

SCAG – Darin Chidsey, COO, SCAG, attended the January 2020 COG meeting to make a presentation on the Draft Connect SoCal, the 2020–2045 Regional Transportation Plan/Sustainable Communities Strategy. Rachel Wagner, SCAG’s liaison to our COG, regularly attends Governing Board and TAC meetings. In addition, the executive director continues to represent the COG at SCAG and attends quarterly meetings with Kome Ajise, Executive Director and executive directors from the other COGs in the SCAG region.

COVID-19 Pandemic – Following the Stay At Home Order issued by Governor Newsom, the TAC began weekly meeting so the city managers could report on their respective responses to the COVID-19 pandemic. The city managers discussed opportunities for regional collaboration and identified needs from State and Federal assistance programs. The COG sent letters to the governor and area representatives urging their support for funding for smaller cities that were not included in the CARES Act, passed by Congress.

Public Safety – In February 2020, a delegation from the COG that included City Councilmembers and city managers, held a meeting with Sheriff Alex Villanueva to discuss recent staffing and personnel changes he made at the Lost Hills Station without any notice to the cities. Subsequently, the Governing Board held a special COG meeting to discuss the changes and took action to send a letter to Sheriff Villanueva confirming that he agreed the five city managers and two supervisorial district representatives would serve on a panel to interview new captain candidates for the station. The Technical Advisory Committee and Governing Board continue to receive regular briefings from the Lost Hills Station Commander and the Los Angeles County Fire Department.

COG Web Site – The COG’s web site continues to provide the latest information about COG meetings and projects.

ESTIMATED FISCAL YEAR 2020/2021 REVENUE

The proposed Budget reflects maintaining COG dues at \$20,000. In addition, the COG will receive \$103,470 from Metro for Maureen Micheline, Board Deputy/Consultant. The COG retains a 3% administrative fee and the Metro Board Deputy/Consultant is paid \$99,400. The COG will also receive \$57,250 from Metro for Measure M project planning and programming and have \$69,133 remaining from Los Angeles County Homeless Grant.

ESTIMATED FISCAL YEAR 2020/2021 EXPENDITURES

Executive Director: The Executive Director manages and coordinates the programs and activities of the COG and handles various assignments, as directed by the Governing Board and under the supervision of the TAC. The Executive Director is an independent contractor. The Executive Director does not receive benefits, is not reimbursed for

overhead costs and is responsible for normal business expenses. The Budget does not include an increase in the Executive Director's annual compensation, which is currently \$147,000.

Metro Board Consultant: The Metro Board Deputy/Consultant provides administrative assistance and support for Ara Najarian, who is the COG's representative on the Metro Board of Directors. The Metro Board Deputy/Consultant is an independent contractor, not an employee of the COG. The Metro Board Consultant does not receive benefits, is not reimbursed for overhead costs and is responsible for normal business expenses. The COG receives \$103,470 from Metro for Maureen Micheline, Board Deputy/Consultant. The COG retains a 3% administrative fee and the Metro Board Deputy/Consultant receives \$99,400.

Legal Counsel: The COG contracts with Laurence Wiener, Richard, Watson and Gershon, for legal services. Mr. Wiener did not submit an invoice in FY 18/19. No legal expenses are anticipated in FY 19/20 but the proposed Budget includes \$1,500 in case expenses are incurred.

Insurance: The Budget includes \$3,700 for the COG's liability insurance for the Executive Director and Metro Board Consultant and errors and omissions insurance for the Governing Board and Technical Advisory Committee. The actual cost for insurance in Fiscal Year 2019/2020 was \$3,605. The insurance premium is obtained through Alvarado Pacific Insurance Services, a commercial broker.

Outstanding Obligation: The COG joined the California Joint Powers Insurance Authority in 2003 to obtain liability and errors and omissions insurance coverage. The initial membership increased from \$2,500 to almost \$11,000, in 2011. At that point, the Governing Board voted to withdraw from CJPIA and obtain insurance through a commercial broker. Although the COG incurred no claims with CJPIA, it remains financially responsible for its allocated share of pooled claims and claim-related expenses attributable to the coverage years in which the COG participated in the Authority's risk sharing programs. The COG's current retrospective deposit liability is \$32,325, which is a result of large claims against other agencies that were in the same insurance pool. Several years ago, CJPIA indicated it would be requesting agencies with a retrospective deposit liability to pay off the balance in three annual installments. No payment has been requested.

Fiscal Year 2020/2021 Budget

COG Revenue		329,853
City Dues @ \$20,000	100,000	
Metro for Board Deputy/Consultant	103,470	
Metro Meas. M Planning Reimbursement	57,250	
LA County Homeless Grant (remaining)	69,133	
COG Expenses		295,100
Executive Director	147,000	
Metro Board Deputy/Consultant	99,400	
Outreach Coordinator (remaining)	42,500	
Liability Insurance	3,700	
COG Counsel (no charges last year)	2,500	