

**LAS VIRGENES – MALIBU COUNCIL OF GOVERNMENTS
GOVERNING BOARD MEETING**

Tuesday, January 21, 2020, 8:30 a.m.

AGOURA HILLS CITY HALL

Community Room

30001 Ladyface Court, Agoura Hills, CA 91301

AGENDA

1. CALL TO ORDER

Governing Board Members:

Denis Weber, Agoura Hills, President
Ned Davis, Westlake Village
Karen Farrer, Malibu
Stuart Siegel, Hidden Hills
Alicia Weintraub, Calabasas

2. APPROVAL OF THE AGENDA

3. PUBLIC COMMENT PERIOD

Members of the public may address the Governing Board on any subject on or off the agenda by raising their hand and being recognized by the President of the Governing Board. Speakers shall limit their comments to three minutes.

Pursuant to California Government Code Section 54954.2, the Governing Board is prohibited from discussing or taking immediate action on any item not on the agenda unless it can be demonstrated that the item is of an emergency nature, or the need to take action arose subsequent to the posting of the agenda.

4. CONSENT CALENDAR

Consent Calendar items will be approved in one motion unless removed for separate discussion or action.

- A. Approval of November 19, 2019 Draft Meeting Notes – Attachment
- B. January 2020 Executive Director's Report – Attachment
- C. January 2020 Financial Statement – Attachment

Recommended Action: Approve Consent Calendar

5. ACTION ITEMS

- A. COG Homeless Outreach and Regional Coordinator – Attachment
Recommended Action: Approve the recommendation from the Technical Advisory Committee.
- B. Measure R Adjustment – Attachment
Recommended Action: Approve the Measure R Adjustment request by Los Angeles County to allocate \$250,000 from the County's share of Measure R funds to Westlake Village to complete the safety barricade improvements for the Lindero Canyon Road Northbound freeway ramp to Highway 101 and advise Metro of this Measure R Adjustment.
- C. Revised 6th Year Measure M Project List – Attachment
Recommended Action: Approve the COG's revised 6th Year Measure M Project List.

6. INFORMATION ITEMS

- A. Draft Connect SoCal, the 2020–2045 Regional Transportation Plan/Sustainable Communities Strategy – Kome Ahise, Executive Director, SCAG, will be at the meeting to make the presentation.

7. PUBLIC SAFETY AND LEGISLATIVE UPDATES

- A. Los Angeles County Sheriff's Department
- B. Los Angeles County Fire Department
- C. League of Cities
- D. Updates from Area Legislators and Agencies

8. COMMENTS AND REQUEST FOR FUTURE AGENDA ITEMS

9. FUTURE MEETING DATES

TAC Meeting: Wednesday, February 5, 2020, 8:30 am, if needed
Governing Board Meeting: Tuesday, February 18, 2020, 8:30 am

10. ADJOURNMENT

**Draft Meeting Notes
Governing Board Meeting
November 19, 2019**

1 – Call to Order: The meeting was called to order by President Weber at 8:32 a.m. The meeting was held at Agoura Hills City Hall, Community Room.

Roll Call of Governing Board members present:

Denis Weber, Agoura Hills, President
Ned Davis, Westlake Village, Vice President
Karen Farrer, Malibu
Stuart Siegel, Hidden Hills
Alicia Weintraub, Calabasas

2 – Approval of Agenda: There was a motion and second to approve the agenda. Motion carried unanimously.

3 – Public Comment Period: None.

4 – Consent Calendar: 4.A Meeting Notes from October 15, 2019; 4.B November 2019 Executive Director's Report; and 4.C November 2019 Financial Statement. Terry Dipple highlighted his Executive Director's Report. Following the Executive Director's Report, there was a motion and second to approve the items on the Consent Calendar. Motion carried unanimously.

5.A – Renewal of MOU with Metro for Professional Services for Metro Board Member and Extension of Maureen Micheline's Contract. Following the Executive Director's summary of the item, there was a motion and second to approve the annual MOU with Metro for professional services for Metro Board member and an extension of Maureen Micheline's contract with the COG for one-year. Motion carried unanimously.

6. – Discussion with Area Legislators: Assemblymember Richard Bloom was present along with Tim Pershing, from his staff. Catherine Coddington, District Director for Assemblymember Jesse Gabriel was in attendance. Senator Henry Stern participated via teleconference and his District Director, Jeremy Wolf was in attendance. Assemblymember Bloom discussed legislative issues from the most recent session and answered questions. Catherine Coddington discussed Assemblymember Gabriel's legislative agenda. Senator Stern discussed legislative issues from the last session and asked for input on proposed legislation. Following discussion with the legislators and staff, no action was taken by the Governing Board.

7.A – Los Angeles County Sheriff's Department: Captain Vander Horck was present to provide an update and answered questions.

7.B – Los Angeles County Fire Department: Chief Brown was present and provided an update and answered questions.

7.C – League of Cities: Jeff Kiernan was not present.

7.D – Updates from Area Legislators and Agencies: Karen Swift provided an update from Metro, Aurelia Friedman provided an update from Congressman Lieu’s office and Tessa Charnofsky provided an update from Supervisor Kuehl’s office.

8 – Comments and Request for Future Agenda Items: None

9 – Future Meeting Dates: President Weber noted the Governing Board and Technical Advisory Committee would not be meeting in December. The next meetings would be in January 2020.

9 – Adjournment: President Weber adjourned the meeting at 10:05 a.m.

Respectfully submitted,

Terry Dipple
Executive Director

Memorandum

DATE: November 19, 2019
TO: Governing Board
FROM: Terry Dipple, Executive Director
SUBJECT: Executive Director's Report

OVERVIEW

The purpose of this memorandum is to update the Governing Board on the status of COG projects and other items of interest.

Measure M Projects and Funding – Last month we held a meeting with Metro to discuss Measure M project eligibility issues. Once again, there were question from Metro's Highway staff concerning the eligibility of certain new projects. Most questions concerned the scope of each project. A detailed discussion of the project benefits seemed to address most of the question Metro had. I appreciate the efforts of the Charmaine Yamboa, Agoura Hills, Benjamin Chan, Calabasas and Kerry Kallman and Dirk Lovett, Hidden Hills attending the meeting along with Nicole Englund, Supervisor Kuehl's transportation deputy. There was no need for Malibu and Westlake Village to attend as their Measure M projects were either minimal and/or will be carried over to the 7th year. I am continuing to work with COG cities to finalize any information that Metro needs. The project list and funding is expected to approved by the Metro Board, next month. Metro will allocate an additional \$12,870,156 of Measure M funds to the COG for the 7th year, which will be included in the updated 7th year of the Measure M 5-Year Project List. I will be working with all of the COG cities as we formulate the project list for the 7th year of Measure M funding that will be presented to the Technical Advisory Committee this Summer with a recommendation going to the Governing Board thereafter. I believe the COG can expect the same level of review by Metro Highway and Active Transportation project managers so we will want to begin the process now in order to meet Metro's schedule. In addition, I am working with the COG cities to finalize any outstanding Funding Agreements for Measure M projects. The following is the 6th and 7th year allocation. Funds not programmed will be carried forward for future projects.

	6 th Year	7 th Year
Agoura Hills	\$3,023,861	\$3,114,577
Calabasas	\$3,423,711	\$3,526,422
Hidden Hills	\$ 262,402	\$270,274
Malibu	\$1,874,295	\$1,930,524
Westlake Village	\$1,237,035	\$1,274,146
LA County	<u>\$2,673,993</u>	<u>\$2,754,213</u>
Total	\$12,495,297	\$12,870,156

Los Angeles County Homeless Count – I volunteered to participate in the Los Angeles County Homeless Count that will take place at 10:00 pm on Tuesday, January 21, 2020, and will be based out of Calabasas Civic Center. This is my third year volunteering for the Homeless Count. The volunteers and LAHSA staff will also be counting in the cities of Agoura Hills, Calabasas and Westlake Village. Malibu’s Homeless Count will be held on January 22, 2020, 7:00 to 10:00 a.m.

Evacuation Plan – Greg Ramirez and I discussed the COG’s involvement in the development and implementation of the evacuation plan that is recommended in the “After Action Review of the Woolsey Fire Incident,” prepared by Citygate Associates, LLC, at the direction of the Los Angeles County Board of Supervisors. I had several discussions with Nicole Englund who will be coordinating the effort through Supervisor Kuehl’s office. At her suggestion, I submitted a letter to Supervisor Kuehl requesting the COG and member cities be included in the development and implementation of the warning and evacuation plans that will tie lessons learned to any future emergency response and recovery operation in the Las Virgenes-Malibu Council of Governments region.

Homeless Initiative Update – The LA County Homeless Initiative Team has given support for the COG to use the \$30,000 grant and \$81,528 Innovation Funds to hire a homeless outreach/regional coordinator that would work with city staff, public safety partners and homeless service providers to assist homeless people in response to requests received and while performing outreach duties. Currently, the response time from LAHSA and service providers can range from 48-72 hours. In addition, the homeless outreach/regional coordinator would provide linkages to resources available for the homeless population, referrals to any needed services including health, mental health, education, employment, vocational training and serve as an advocate or liaison to other organizations when needed. The homeless outreach/regional coordinator would also assist the COG Executive Director by maintain a comprehensive up-to-date resource base for homeless services and referrals, prepare program reports outlining key activities and outcomes for the grant and funding provider (LA County), prepare invoices for reimbursement and maintain professional relationships with offices of local government, City and LA County Departments. The Homeless Initiative Team wants the COG’s to execute contracts in January 2020 and all of the funds must be spent by June 30, 2021. This item is on the January 8, 2020 TAC agenda for discussion and recommendation to the Governing Board.

Outstanding Liability with California Joint Powers Insurance Authority – I have not heard anything further from the California Joint Powers Insurance Authority pertaining to the COG’s \$32,325 retrospective liability. The Executive Director did say he could approve a payment plan over 2-3 years. I am open to any direction from the city managers.

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. The Draft NextGen Bus Service Plan is scheduled for presentation to the Metro Operations Committee this month with Metro Board approval expected in the Spring of 2020. Initial implementation is expected to begin by the end of the year.

Memorandum

DATE: January 21, 2020
TO: Governing Board
FROM: Terry Dipple, Executive Director
SUBJECT: January 2020 COG Financial Summary

SUMMARY

All of the revenue and expenditures are in accordance with the COG's 19/20 adopted budget.

19/20 Expected Revenue

Dues	100,000.00
Metro (admin & planning)	57,250.00
Metro (for consultant)	99,490.00
LA County Homeless Grant	<u>30,000.00</u>
Total Expected Revenue	286,740.00

19/20 Expenditures to Date

Terry Dipple – 7/19 Ex. Dir.	-12,250.00
M. Micheline 7/19 Metro	-8,042.11
Terry Dipple – 8/19 Ex. Dir.	-12,250.00
M. Micheline 8/19 Metro	-8,042.11
Liability Insurance 19/20	-3,605.45
Terry Dipple – 9/19 Ex. Dir.	-12,250.00
M. Micheline 9/19 Metro	-8,042.11
Terry Dipple – 10/19 Ex. Dir.	-12,250.00
M. Micheline 10/19 Metro	-8,042.11
Terry Dipple – 11/19 Ex. Dir.	-12,250.00
M. Micheline 11/19 Metro	-8,042.11
Terry Dipple – 12/19 Ex. Dir.	-12,250.00
M. Micheline 12/19 Metro	<u>-8,042.11</u>

Total to Date	-137,858.11
----------------------	--------------------

Memorandum

DATE: January 21, 2020
TO: Governing Board
FROM: Terry Dipple, Executive Director
SUBJECT: Homeless Outreach and Regional Coordinator

OVERVIEW

The purpose of this memorandum is to provide the Governing Board with information related to the \$30,000 homeless grant and \$81,528 Innovation Funds from Los Angeles County to be used for coordination and homeless service issues in the COG region.

RECOMMENDATION

The Technical Advisory Committee discussed this matter at the January 8th Technical Advisory Committee meeting and is recommending the Governing Board allocate up to \$60,000 in LA County homeless grant and Innovation Funds to hire a part-time to full-time homeless outreach/regional coordinator that would respond to city staff, public safety partners and homeless service providers to assist people experiencing homelessness in the COG region, represent the COG at meetings. The Executive Director will work with area homeless services providers to identify potential candidates for the position and bring back a recommendation within 30 days. Further, that the Governing Board authorize the Executive Director to execute a contract with the County for said funds that must be spent by June 30, 2021.

BACKGROUND

The first year \$30,000 grant was allocated to Malibu to prepare a homeless services brochure and to provide coordination with LA County, homeless service providers and the COG cities. The invoicing has not been finalized or submitted by Malibu. However, it is being addressed and a determination on the amount Malibu will be invoicing will be decided by the end of January. Any remaining funds will be carried over for use by the COG.

The LA County Homeless Initiative Team has given support for the COG to use any remaining first year funds, along with the second year \$30,000 grant and \$81,528 Innovation Funds to hire a homeless outreach/regional coordinator that would work with the COG, city staff, public safety partners and homeless service providers in response to requests received and while performing outreach duties. In addition, the homeless outreach/regional coordinator would provide linkages to resources available for the homeless population, referrals to any needed services including health, mental health, education, employment, vocational training and serve as an advocate or liaison to other organizations when needed. The homeless outreach/regional coordinator would

also assist the COG Executive Director by maintain a comprehensive up-to-date resource base for homeless services and referrals, prepare program reports outlining key activities and outcomes for the grant and funding provider (LA County), prepare invoices for reimbursement and maintain professional relationships with offices of local government, City and LA County Departments. LA County Homeless Initiative Team and homeless service providers estimate a full-time independent contractor would be \$60,000 annually. Based on initial discussions with the County and homeless service providers, there may be individuals with connections to the homeless service providers who would be ideal candidates for the homeless outreach/regional coordinator.

The COG's Homeless Working Group held several meetings last year and there was a consensus the cities needed a part-time to full-time individual that would respond to city staff, public safety partners and homeless service providers to assist people experiencing homelessness in the COG region. The response time from LAHSA and service providers can range from 48-72 hours. The homeless outreach/regional coordinator would work in the COG be able to respond quickly to the COG cities, Lost Hills Sheriff's Station deputies and Mental Evaluation Team (MET) that consists of a deputy and case manager. The MET works 40 hours a week but as we all know this is a 24/7 issue so there would be times the COG's homeless outreach/regional coordinator would be the only resource available to respond immediately.

ATTACHMENT: Job Description for Homeless Outreach and Regional Coordinator

Las Virgenes-Malibu Council of Governments

Homeless Outreach and Regional Coordinator

- Reports to the Executive Director (ED) of the COG.
- Average 40 hours/week
- \$60,000/year – no benefits are offered

Essential Job Functions

1. Regional Coordination
 - a. Support the ED, city staff, homeless system partners, and community partners to set program goals and metrics.
 - b. Strengthen existing key relationships and develop new relationships to prevent and combat homelessness in the COG market area
 - c. Monitor program activities and outcomes.
 - d. Maintain a comprehensive up-to-date resource base for homeless services and referrals
 - e. Prepare program report outlining key activities and outcomes for the funder (County)
 - f. Prepare invoices for reimbursement
 - g. Maintain professional relationships with offices of local government, and City and County Departments
2. Outreach
 - a. Work with city staff, public safety partners and homeless service providers to assist homeless people in response to requests received and while performing outreach duties
 - b. Provide linkages to resources available for the homeless population. Provide referrals to any needed services including health, mental health, education, employment, vocational training. Serve as an advocate or liaison to other organizations when needed.
 - c. Represent the COG at community meetings
 - d. Participate in CES and Case Conferencing meetings
3. Qualifications
 - a. Must be highly motivated and a self-starter.
 - b. Experience performing intakes and assessing social service needs
 - c. Must have excellent administrative and organizational skills.
 - d. Knowledge of case management principles and intervention techniques specific to homeless populations or other under-served groups.
 - e. Strong written and oral communication skills
 - f. Strong research and internet skills
 - g. Ability to maintain professional relationships with diverse organizations and community representatives.
 - h. Good communication typing skills and computer proficiency, including

Candidate must have a valid California Drivers' License; good driving record for a minimum of 3 years; and, a valid automobile liability insurance.

Memorandum

DATE: January 21, 2020
TO: Governing Board
FROM: Terry Dipple, Executive Director
SUBJECT: Measure R Adjustments

OVERVIEW

The purpose of this memorandum is to provide the Governing Board with information regarding the COG's Measure R Adjustments.

RECOMMENDATION

Approve the Measure R Adjustment request by Los Angeles County to allocate \$250,000 from the County's share of Measure R funds to Westlake Village to complete the safety barricade improvements for the Lindero Canyon Road Northbound freeway ramp to Highway 101 and advise Metro of this Measure R Adjustment.

BACKGROUND

Supervisor Kuehl has agreed to allocate \$250,000 of the County's remaining Measure R funds to Westlake Village to complete the safety barricade improvements for the Lindero Canyon Road Northbound freeway ramp to Highway 101.

The Highway 101/Lindero Canyon. Road Bridge & Interchange Project was completed in 2015 at a cost of \$13,001,000. Following completion of the project, it was determined that additional safety barricade improvements that were not part of the original project that included roadway and bridge improvements along Lindero Canyon Road, the addition of travel lanes crossing Highway 101, reconstructing portions of the roadway, curb, gutter, constructing raised medians, traffic signal modifications, utility improvements, and the addition of a free right turn lane at the intersection of Lindero Canyon Road and Via Colinas. Additional improvements were made on Agoura Road between the eastern City Limit and Lakeview Canyon Road and include the Lindero/Agoura Intersection and bridge widening to provide additional turning lanes, Northbound freeway ramp and auxiliary lane improvements, and intersection work at Lakeview and Agoura.

This \$250,000 allocation of Measure R funds will allow Westlake Village to complete the project.

Memorandum

DATE: January 21, 2020
TO: Governing Board
FROM: Terry Dipple, Executive Director
SUBJECT: Revised 6th Year Measure M Project List

OVERVIEW

The purpose of this memorandum is to provide the Governing Board with information related to the COG's revised 6th Year Measure M Project List. The Governing Board approved the 6th Year Project List, last September. I have been working with the COG member cities and Los Angeles County to provide additional project information to Metro to assure that all of the projects on the COG's list would be eligible for Measure M funding. Recently, County staff decided to withdraw their projects and will carry over the funds to be programmed in the 7th year. The other projects that were approved by the Governing Board and listed herein, remain on the list. The Metro Board is scheduled to approve the COG's revised 6th Year Measure M Project List, next month.

RECOMMENDATION

Approve the COG's revised 6th Year Measure M Project List. Metro has already been made aware of the revision that omits the County's projects.

BACKGROUND

The COG's 6th Year allocation is \$12.5 million, which included \$2.4 million for Active Transportation and \$10.07 million for Highway projects. The funds have been allocated based on population pursuant to the COG's policy. Below, is a summary of Measure M 6th year funding allocation for the cities, remaining funds from the 5-Year Plan and what is proposed to be programmed in this cycle:

	<u>6th Year</u>	<u>from 5-Year</u>	<u>Remaining Total</u>	<u>Programmed this cycle</u>
• Agoura Hills	\$3,023,861	\$1,000,000	\$4,023,861	\$4,023,861
• Calabasas	\$3,423,711	\$7,660,764	\$11,084,475	\$9,000,000
• Hidden Hills	\$ 262,402	0	\$262,402	\$262,000
• Malibu	\$1,874,295	\$4,000,000	\$5,874,295	0
• Westlake Village	\$1,237,035	0	\$1,237,035	\$100,000
• LA County	<u>\$2,673,993</u>	\$5,613,060	\$8,287,053	0
	\$12,495,297			

Agoura Hills – \$4,023,861

- **\$4,023,861 for Kanan Corridor Project:** \$2.5 million will be allocated for construction to repair a portion of Kanan Road that is currently failing with the balance of \$1,523,861 for PR, Environmental, ROW and PS&E. Based on the evaluation of forecasted traffic volumes, the existing configuration of the Kanan Road Corridor between Thousand Oaks Boulevard and Cornell Way, approximately 1 mile in distance, is not anticipated to provide acceptable levels of service in 2045. This will affect access to residential neighborhoods, businesses and US-101. Specifically, the segment of Kanan Road at the US-101 interchange currently experiences traffic congestion due to insufficient storage capacity within turn pockets and between adjacent intersections, as well as split phased signal timings at the frontage road intersections. Additionally, multi-modal access on the US-101 overcrossing and throughout the corridor is inconsistent. The Project proposes to reconfigure the Kanan Road Corridor from Thousand Oaks Boulevard to Cornell Way. Currently, alternatives include improvements to the US-101 interchange and local intersections and widening the corridor to improve traffic operations and multi-modal connectivity. Moreover, there is a 500 foot portion of the roadway, crossing over drainage facilities for Medea Creek, which spans the full width of public right of way and adjacent private properties, that requires reconstruction/repair of the structural section of the roadway, adjacent slopes, retaining walls, sidewalks and utilities, due to earth movement, to ensure the structural stability of the existing roadway.

Calabasas – \$11,084,475

- **\$5 million for Calabasas Road Improvements:** Between Mureau Rd and 1350 feet east of Mureau Rd, covering a distance of 1,350 feet. The intersection will be widened for a proposed roundabout. The roadway widening will primarily occur on the south side of Calabasas Rd and will be extended to the west property line of the Audi dealership for a total distance of 570 feet. The project will add a new eastbound lane east of Mureau Rd as well as extend the existing sidewalk to the intersection. Bike lanes on both sides of the roadway will be retained upon completion of the project. The widening will occur in the City's Right-Of-Way.
- **\$1.5 million for Citywide Green Streets** – The Citywide Green Streets project has already been approved for Measure M funds to fund improvements of four corridors. However, due to expanded scope of work and general increased of construction cost in the region, the current approved funding of \$1,656,164 is insufficient to complete all four corridors. The funds will be used to complete the Old Town Calabasas Green Street Project, which will redesign segments of **Old Town Calabasas**, between Park Granada and El Canon Drive, with green infrastructure. The project length is 1,200 feet. This purpose of this project is to convert existing medians to medians equipped with bio-filtration systems with impermeable liner and an underdrain along the road. The system will serve as a pretreatment BMP that will capture and treat surface flows. Treated flows will be discharged into downstream catch basins. In addition, existing tree wells will be removed

and new tree wells will be built to remove potential tripping hazards due to uprooting of tree roots.

- **\$2.5 million for Las Virgenes Road Green Street Project** - The project will redesign segments of Las Virgenes Road, between Thousand Oaks Blvd and its terminus, with green infrastructure. The entire length of the project is 2,100 feet. Currently, the project area is ungraded and unimproved shoulder on the west side of road. The shoulder width varies from 10 to 40 feet wide. During rain, water and debris from the hillside washes across the street and create an unsafe situation for motorists. The project will grade the shoulder area, install 7- to 10-foot wide vegetated swales with native plants to capture the runoff and, at the same time, to help filter pollutants and rainwater into the ground. The swale, which is approximately 1,600 ft long on the shoulder located on the west side of the road, will serve as a pretreatment BMP that will capture and treat surface flows from the street. A multi-use pathway connecting the Las Virgenes Canyon Open Space will be constructed, adjacent to the swales providing connectivity to the popular recreational area. This project will also involve constructing a new cul-de-sac that will help ease traffic during summer weekends where traffic is currently stuck at the terminus of the road. Proposed improvements will improve both traffic and pedestrian safety as well as provide a safe turnaround path of travel for motor vehicles.
- The remaining \$2,084,475 will be programmed next year.

Hidden Hills – \$262,402

- Long Valley US 101 Project – The project will improve traffic congestion and pedestrian access on the Long Valley Road on-ramp. The City of Hidden Hills proposes to install sidewalk and construct a right turnout lane on the Long Valley Road on-ramp at the stop-controlled NB U.S. 101 on-ramp (also the intersection with Long Valley Road in Hidden Hills). The City of Hidden Hills has already purchased the land for the proposed staging area for vehicles waiting to enter Hidden Hills.

Malibu – \$5,874,295

- The entire amount will be programmed next year.

Westlake Village – \$1,237,035

- \$100,000 for Linear Park Project –
- The remaining \$1,137,035 will be programmed next year.

Los Angeles County – \$8,287,053

- The entire amount will be programmed next year.