

Measure W – Safe, Clean Water Program Administrative Oversight Committee (AOC)

Thursday, September 17, 2020

Members Present: Richard H. Llewellyn, Jr., City Administrative Officer, Chair (CAO)
Matias Farfan, Chief Legislative Analyst (CLA)
Barbara Romero, Office of the Mayor (MO)

Staff Present: Sarai Bhaga, City Administrative Office (CAO)
Jessica Quach, City Administrative Office (CAO)
Rafael Prieto, Chief Legislative Office (CLA)

The meeting was called to order at 3:02PM.

1. General Public Comment, Multiple Agenda Item Comment

Comments made at the beginning and middle of the meeting.

2. Approval of the Minutes from prior meeting on August 27, 2020

Action: Approved

3. Discussion and Possible Action:

- Measure W – Safe, Clean Water Program Regional Round 2 Proposed Projects (Bureau of Sanitation and Bureau of Street Services)
 - Central Santa Monica Bay
 - Ballona Creek Project
 - South Santa Monica Bay
 - Wilmington Neighborhood Greening Center
 - Upper Los Angeles River
 - Lincoln Park Neighborhood Greening/Street Network
 - Manchester/Broadway Multi-Modal Green Street

Staff from the Bureau of Sanitation and Bureau of Street Services presented on four projects that are ready for the Safe Clean Water Program's Regional Program. Presentations detailed the scope of work, community impact, effect the City's mandated stormwater compliance requirements, project schedule and estimated cost.

- Ballona Creek Project – This project addresses the bacteria total maximum daily load (TMDL). Up to 7.3 MGD will be treated and released back into the surrounding area and 23 MGD will be used for recycled water at Hyperion Water Reclamation Plant. Previous application submitted for Round 1 of the Regional Program requested \$32M in funding. The Bureau reports that \$10 million will be funded through a grant and that the Round 2 application will request \$22 million in funding.
- Wilmington Neighborhood Greening Center – This project addresses the metals and bacteria TMDLs. Treated water will be used on-site for irrigation with excess sent to Terminal Island Water Reclamation Plant. Project includes park improvement. Application requests \$12.2 million in funding.
- Lincoln Park Neighborhood Greening/Street Network – Project will address the EPA Lakes TMDLs which includes trash, metals and bacteria TMDLs. There is no TMDL schedule (deadline) for this project as compliance is expected as soon as possible. Project includes green street elements in the surrounding area including 46 dry wells for infiltration. Application requests \$18 million in funding.

- Manchester/Broadway Multi-Modal Green Street – This project is a 2.8 mile stretch of Manchester Ave. and Broadway. Project elements include cisterns, bioswales, and median landscaping. Part of the project is funded under the Active Transportation Program. Application requests \$13 million in funding.

The committee discussed the Ballona Creek application resubmission. In accordance with the County's protocols and policies, the City's application was not considered for Round 1. The County's feedback was to decrease the request to \$15 million. Motion to approve projects for the Central Santa Monica Bay and South Santa Monica Bay Watersheds and to approve the upper amount of \$22 million for the Ballona Creek Project only if the County approved a change to their protocols and policies; otherwise approve \$15 million for application.

Action: Approved.

4. Discussion and Possible Action:

- Measure W – Safe, Clean Water Program Regional Round 2 Proposed Projects (Department of Water and Power)
 - Upper Los Angeles River
 - David M. Gonzales Stormwater Capture Project
 - Valley Plaza Park Stormwater Capture Project
 - North Hollywood Park Stormwater Capture Project

Staff from the Department of Water and Power (DWP) presented on three projects. All three projects are part of the Department's Stormwater Capture Parks Program. The goal of the program is to source local water and increase the City's water supply. Each of the projects includes park improvements.

- David M. Gonzales – Application requests \$19.4 million
- Valley Plaza Park – Application requests \$25.7 million
- North Hollywood Park – Application requests \$92.3 million

The committee discussed the funding component for the projects and the competitive strategy for the Upper Los Angeles River Watershed. Discussions with DWP to lower the yearly funding request include phasing the project over a longer period of time. Motion to approve projects for the Upper Los Angeles Watershed up to maximum request, to work with departmental sponsors and the working group to ensure competitive appeal, and obtain approval of the Department of Recreation and Parks Board for all parks-related projects.

Action: Approved.

5. Discussion and Possible Action:

- Committee organizational matters, as necessary

Action: No action.

Meeting adjourned at 4:07PM

LA SANITATION & ENVIRONMENT (LASAN)**SAFE CLEAN WATER PROGRAM****AOC UPDATE***December 11, 2020***FY 20/21 Municipal Funding**

- LASAN submitted municipal transfer agreement and annual plan to District October 23, 2020 - mirrors Schedule 7 Mayor's budget.
- Awaiting to receive approximately \$37 M in municipal funds from District (expected 45 days after agreement signed by District). LASAN expects transfer by mid-February 2021.

Municipal Funding Requirements

- FY 21/22 municipal annual plan to District by April 1st annually.
- Annual report due to Districts by Dec 31st.
- Audit due 9 months after the 3rd year.
 - First audit: FY 23/24 to cover FY 20/21 to FY 22/23

Regional Round 1 Projects

City processing regional transfer agreements, totaling \$61 M, and scope of work for all six (6) Round 1 awarded Projects:

- ✓ Lankershim Boulevard Local Urban Area Flow Management Project (Capital Project, \$25 M)
- ✓ MacArthur Lake Rehabilitation Project (Capital Project, \$20M)
- ✓ Oro Vista Local Urban Area Flow Management Project (Capital Project, \$10.5 M)
- ✓ Wilmington Q Street Local Urban Area Flow Management Project (Capital Project, \$4.9 M)
- ✓ Echo Park Lake Rehabilitation - Operations and Maintenance (O&M, \$400,000)
- ✓ Zinc Recalculation Wet Weather (Scientific Study, \$200,000)

Round 1 Funding Transfer

- Jan 2021 – LASAN will obtain City approval (BPW, Council & Mayor's Office) to submit and execute transfer agreements.
- Mar 2021 – LASAN expects funds from District 45 days after Agreement signed by District.

Regional Funding Requirements

- Quarterly Reports due 45-days following the end of the calendar quarter.
- Annual Reports, addendums to transfer agreements and audits.

Regional Round 2 Projects

LASAN submitted four (4) projects, requesting a total of \$57.4 M, for consideration on Oct 15, 2020.

- ✓ Ballona Creek TMDL Project (Capital Project, \$15 M)
- ✓ Lincoln Park Neighborhood Green Street Network (Capital Project, \$18.6 M)
- ✓ Wilmington Neighborhood Greening Project (Capital Project, \$12.1 M)
- ✓ Broadway Manchester Multi-Model Green Street Project (Capital Project, \$11.7 M)


Regional Round 3 Projects

LASAN to recommend Regional Round 3 projects for consideration to AOC Jan 2021.

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: December 11, 2020

TO: SCWP Administrative Oversight Committee (AOC)

FROM: 
Shahram Karaghani
Acting Asst. General Manager
LA Sanitation and Environment (LASAN)

**SUBJECT: SAFE, CLEAN WATER PROGRAM (SCWP) MUNICIPAL SCORING
Criteria**

RECOMMENDATIONS

1. Approve the SCWP Municipal Scoring Criteria (Attachment 1).
2. Transmit LASAN's SCWP Program Public Outreach Plan (Attachment 2) to the Mayor and City Council for consideration (refer to CF 18-0384-S1).

BACKGROUND

As the lead agency for watershed management and water quality compliance programs for the City of Los Angeles, LASAN manages the City's SCW Municipal Capital Improvement Projects (CIP) Program. Projects funded under the SCW Municipal CIP Program are to ensure the City meets its water quality compliance requirements while also increasing local water supply potential and maximizing community benefits.

The Municipal Scoring Criteria (Criteria) was developed to evaluate projects seeking funding for implementation under the City's Municipal Program. The Criteria mirrors the SCWP Regional Scoring Criteria in order to meet SCWP goals and facilitate selection, as well as highlight the City's values and priorities such as community investments for flood protection, environmental justice, disadvantaged communities, and climate resiliency.

Upon adoption of the SCWP Municipal Scoring Criteria, LASAN will establish guidance (procedures, process and schedule) on how proposed projects may be submitted to LASAN for consideration, evaluation and eventually prioritized for municipal funding consideration.

SCWP Program Public Outreach Plan

LASAN, with assistance from the CLA, CAO and other participating departments have developed a strategic program outreach plan to engage community stakeholders.

Community outreach and engagement is a vital component within the County SCWP, requiring community outreach and engagement activities throughout the entire life of a project. The County SCWP community outreach and engagement requirements are consistent with the City of Los Angeles' values and commitment to meaningful engagement with local communities and stakeholders.

The City of Los Angeles' Safe Clean Water Program Strategic Community Outreach and Engagement Plan (Plan) reflects these core values and demonstrates how the City of Los Angeles' Safe Clean Water Program will be conducted in accordance with the County SCWP requirements. The Plan presents the following:

- A three-pronged approach (programmatic outreach, regional program project-specific outreach and municipal program project-specific outreach)
- Communication goals and objectives
- Branding and messaging recommendations
- Methods and strategies for community outreach and community engagement
- Reporting requirements mandated by the County SCWP

The Plan is a living document and will be updated over time after initial program implementation, incorporating lessons learned and best practices, or any updated public health guidance or regulatory requirements.

ATTACHMENTS

Attachment 1 - SCWP Municipal Scoring Criteria

Attachment 2 - SCWP Outreach Plan

cc:

Liz Crosson, Mayor's Office
Susie Santilena, Mayor's Office
Rafael E. Prieto, CLA
Sarai Bhaga, CAO
Jessica Quach, CAO
Traci Minamide, LASAN
Shahram Kharaghani, LASAN
Michael Scaduto, LASAN

Attachment 1 – SCW Municipal Project Scoring Criteria



No.	Category	Points
A	Water Quality	40
B	Water Supply	20
C	Flood Protection	15
D	Environmental Justice, Disadvantaged Communities, and Resiliency	20
E	Resources	10
F	Operations & Maintenance	5
Total		110

Attachment 1 – SCW Municipal Project Scoring Criteria



Criteria	Category	No.	Metric	Score (max)	Evaluation
Water Quality (40 Points Max)	Water Quality Pollution	A1.1	Influent Water Quality compared to TMDLs for Watershed	10	-Influent water quality < TMDL limitation = 1 pt ^[1] _{SEP} -TMDL limitation < Influent water quality < 1.5x TMDL limitation = 3 pts ^[1] _{SEP} -1.5x TMDL limitation < Influent water quality < 3x TMDL limitation = 8 pts ^[1] _{SEP} -Influent water quality > 3x TMDL limitation = 10 pts
		A1.2	Population density served by water quality improvements in the project's drainage area	5	-Population per acre < 5 people per acre = 1 pt -5 people per acre < Population per acre < 10 people per acre = 2 pts -10 people per acre < Population per acre < 30 people per acre = 3 pts -30 people per acre < Population per acre < 50 people per acre = 4 pts -Population per acre > 50 people per acre = 5 pts
		A1.3	EWMP Subwatershed Compliance Requirements	5	-Percent load reduction required in subwatershed < 10% = 1 pt -10% < Percent load reduction required in in subwatershed < 40% = 2 pts -40% < Percent load reduction required in subwatershed < 60% = 3 pts -60% < Percent load reduction required in subwatershed < 80% = 4 pts -Percent load reduction required in in subwatershed > 80% = 5 pts
		A1.4	Proposition O Impact & Expenditure Rate	5	-High Rate of Proposition O Expenditure = 1 pt -Medium Rate of Proposition O Expenditure = 3 pts -Low Rate of Proposition O Expenditure = 5 pts
	Water Quality Improvement	A2.1	EWMP Subwatershed Compliance Requirement Implementation Progress	5	-Percent compliance achieved by project in subwatershed < 10% = 1 pt -10% < Percent compliance achieved by project in subwatershed < 40% = 2 pts -40% < Percent compliance achieved by project in subwatershed < 60% = 3 pts -60% < Percent compliance achieved by project in subwatershed < 80% = 4 pts -Percent compliance achieved by project in subwatershed > 80% = 5 pts
		A2.2	Load Reduction Cost Effectiveness	10	- >5 (\$-Million / Load Reduced) = 2 pt - 5 > (\$-Million / Load Reduced) > 3 = 4 pts - 3 > (\$-Million / Load Reduced) > 2 = 6 pts - 2 > (\$-Million / Load Reduced) > 1 = 8 pts - (\$-Million / Load Reduced) < 1 = 10 pts

Attachment 1 – SCW Municipal Project Scoring Criteria



Criteria	Category	No.	Metric	Score (max)	Evaluation
Water Supply (20 Points Max)	Water Supply Offset	B1	Potable water needs offset by project for onsite reuse, recycled water supply or groundwater augmentation	10	-Percent of managed stormwater used for water supply < 10% = 1 pts -10% < Percent of managed stormwater used for water supply < 20% = 2 pts -20% < Percent of managed stormwater used for water supply < 40% = 4 pts -40% < Percent of managed stormwater used for water supply < 60% = 6 pts -60% < Percent of managed stormwater used for water supply < 80% = 8 pts -Percent of managed stormwater used for water supply > 80% = 10 pts
	Water Supply Cost Effectiveness	B2	Water Supply Cost Effectiveness	5	- \$/AF Volume used for water supply over project life > \$1,550/AF = 1 pt - \$1,550/AF > \$/AF Volume used for water supply over project life > \$1,100/AF = 3 pts - \$/AF Volume used for water supply over project life < \$1,100/AF = 5 pts
	Water Supply Reliability	B3	Non-Potable Water Supply Reliability (use of e.g. existing storm drain infrastructure, recycled water, groundwater dewatering, treated process water, etc)	5	- Percent of non-potable water used to support onsite water needs > 80% = 5 pts - 50% < percent of non-potable water used to support onsite water needs < 80% = 3 pts - 0% < percent of non-potable water used to support onsite water needs < 50% = 1 pts

Attachment 1 – SCW Municipal Project Scoring Criteria



Criteria	Category	No.	Metric	Score (max)	Evaluation
Flood Protection (15 Points Max)	Flood Protection Severity	C1.1	Nature of existing flood impacts	6	<ul style="list-style-type: none"> - Observed and/or reported localized flooding = 3 pts or - Material impact to a community facility (e.g. schools, hospitals, etc.) = 3 pts or - Area has no storm drains or no sidewalks = 3 pts and <ul style="list-style-type: none"> - Water tops the curb or leaves the roadway with a 10-yr storm = 1 pt - Flooding causes property damages = 1 pt - Flooding causes debris to be deposited on the street = 1 pt
		C1.2	Frequency of existing traffic impact	2	<ul style="list-style-type: none"> - <1 Traffic impact / year = 0 pts - 1 - 2 Traffic impacts / year = 1 pt - >2 Traffic impacts / year = 2 pts
	Flood Protection Mitigation	C2.1	Design Storm Intensity	5	<ul style="list-style-type: none"> -Project addresses less than the 85th percentile flow = 1 pts -Project addresses the 85th percentile flow = 2 pts -Project addresses a 2-yr storm = 3 pts -Project addresses a 5-yr storm = 4 pts -Project addresses a 10-yr storm = 5 pts
		C2.2	Special hazard flood zone designation	2	Project removes special hazard flood zone designation = 2 pts

Attachment 1 – SCW Municipal Project Scoring Criteria



Criteria	Category	No.	Metric	Score (max)	Evaluation
Environmental Justice, Disadvantaged Communities, and Resiliency (20 Points Max)	Environmental Justice & DAC	D1.1	Project is located in a Disadvantaged Community or Environmentally Burdened Community	5	-No = 0 pts -Yes = 5 pts
		D1.2	Community Investment benefits	5	1 point each with cap at 5 points -Project improves or provides multi-modal benefits -Project improves public safety and public health or alleviate environmental burden (soil contamination, air quality, and/or groundwater treatment) -Project creates or enhances recreational opportunities -Project demonstrates partnership with community organizations and/or promotes local workforce development -Project preserves or enhances local character and views of the community -Other
	Resiliency	D2.1	Biodiversity Resiliency	5	-Greening of landscape: project creates, rehabilitates, or enhances green landscape (e.g., meets LA County’s vegetation/green space ‘best’ method in nature-based solutions) = 2pts -Local Biodiversity Implementation: e.g., project implements appropriate (native) plant palette to increase or enhance biodiversity as recommended in LASAN Biodiversity Index = 2 pts -Increase Perviousness: project increases site perviousness by natural methods (healthy soils or vegetation as in LA County’s ‘best’ method in nature-based solutions, etc.) = 1 pt
		D2.2	Climate Resiliency	5	-Heat Island Effect Mitigation: project reduces local amount of low solar reflective index (SRI) surfaces as determined by ASTM E1980 = 2 pts -Tree Canopy: project has a net increase in tree canopy for the project area = 2 pts -Emissions Mitigation: project reduces or mitigates incoming carbon dioxide and other criteria air quality pollutants through sequestration and reduction of aerial dispersion = 1 pt

Attachment 1 – SCW Municipal Project Scoring Criteria



Criteria	Category	No.	Metric	Score (max)	Evaluation
Resources (10 Points Max)	Leveraged Funding	E1	Project leverages secured funding for implementation	4	- Leveraged Funding < 25% of Project Cost = 1 pt - 25% of Project Cost < Leveraged Funding < 50% of Project Cost = 2 pts - Leveraged Funding > 50% of Project Cost = 4 pts
	Partnerships & Engagement	E2	Internal and External Partnerships	6	-Project has multiple city department/ bureaus and/or external agencies coordinating (yes/no) = 2 pts - Project ties explicitly into City directives, goals, and plans (yes/no) =2 pts -Project has stakeholder and/or community engagement (yes/no) = 2 pts

Criteria	Category	No.	Metric	Score (max)	Evaluation
Operations & Maintenance (5 Points Max)	Cost Effectiveness	F1	Cost Effectiveness	5	- >10% Construction Cost = 0 pt - 10% > Percent of Construction Cost > 5% = 3 pts - 5% > Percent of Construction Cost = 5 pts



City of Los Angeles Safe Clean Water Program Community Outreach and Engagement Strategic Plan LA Sanitation and Environment December 3, 2020



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Executive Summary

As the lead agency for watershed management and water quality compliance programs for the City of Los Angeles, LA Sanitation and Environment (LA SAN) is partnering with other City departments, municipalities, regional agencies, and community-based organizations (CBOs) to coordinate the City of Los Angeles' participation in the Los Angeles County Safe Clean Water Program (County SCWP).

The goals of the County SCWP are in alignment with City of Los Angeles sustainability goals and will enable the City of Los Angeles to:

- Reduce Los Angeles' reliance on imported water
- Enhance water quality
- Develop local water supplies
- Improve flood control
- Comply with federal, state and local water quality mandates
- Protect local rivers, creeks, lakes and bays
- Create more green space
- Empower and invest in local communities

Community outreach and engagement is a vital component within the County SCWP, requiring community outreach and engagement activities throughout the entire life of a project. The County SCWP community outreach and engagement requirements are consistent with the City of Los Angeles' values and commitment to meaningful engagement with local communities and stakeholders.

The City of Los Angeles' Safe Clean Water Program Community Outreach and Engagement Strategic Plan (Plan) reflects these core values and demonstrates how the City of Los Angeles' Safe Clean Water Program will be conducted in accordance with the County SCWP requirements. The Plan presents the following:

- Communication goals and objectives
- A three-pronged approach (programmatic outreach, regional program project-specific outreach and municipal program project-specific outreach)
- Strategies, methods and materials for community outreach and community engagement
- Reporting requirements mandated by the County SCWP

The Plan is a living document and will be updated over time after initial program implementation, incorporating lessons learned and best practices, or any updated public health guidance or regulatory requirements.

Background

In November 2018, Los Angeles County voters approved Measure W, which created the Safe Clean Water Program administered by the Los Angeles County Flood Control District (LA County SCWP). Developed in collaboration with public health, environmental groups, cities, business, labor, and community-based organizations, LA County SCWP is anticipated to generate an estimated \$285 million annually from a countywide property tax assessment.

LA County SCWP goals include:

- Implement a new plan for the County of Los Angeles' water system to capture the billions of gallons of rainwater runoff lost in Los Angeles each year.
- Help protect Los Angeles' coastal waters and beaches from the trash and contaminants in stormwater that make people sick and threaten marine life.
- Modernize LA's 100-year-old water system infrastructure, using a combination of nature, science, and new technology.
- Help protect public health, ensuring safer, greener, healthier, more livable spaces.
- Prepare the Southern California region for the effects of a changing climate — including recurring cycles of drought, wildfires, and flooding.
- Require strict community oversight and independent auditing to ensure local monies raised would stay local.

The LA County SCWP includes two sources of potential funding for the City of Los Angeles - Regional Program Funding and Municipal Program Funding:

- Regional Program Funding – 50% of the LA County SCWP annual revenues (an estimated \$142 million) are allocated to fund regional multi-benefit stormwater projects, programs and studies in the nine LA County watersheds. Applicants seeking Regional Program Funding are required to submit project-funding proposals to LA County through an annual Regional Call for Projects process. Applications are reviewed by LA County Flood Control District staff, evaluated through a public process and included in annual Stormwater Investment Plans, which are approved by the LA County Board of Supervisors.
- Municipal Program Funding – 40% of the LA County SCWP annual revenues are disbursed directly to municipalities to fund local stormwater projects. Funding is distributed to cities proportional to the tax revenues collected within their jurisdictions. An estimated \$114 million will be allocated to Los Angeles County's 88 cities and unincorporated areas for multi-benefit water quality and water capture projects. The City of Los Angeles will receive an estimated \$32 million annually.
- LA County Flood Control District Programs – 10% of the LA County SCWP annual revenues will be utilized by the Los Angeles County Flood Control District to develop and implement programs, which include a public education program, local workforce job training and school education programs.

Los Angeles County Safe Clean Water Program – Community Outreach and Community Engagement Requirements

Community outreach and community engagement is an important element of the LA County SCWP. The development and implementation of community outreach and engagement activities is a requirement for projects funded by both the LA County SCWP Regional Program and Municipal Program, as well as operations and maintenance (O&M) activities associated with funded projects.

The LA County SCWP defines community outreach and community engagement as follows:

- **Community Outreach** - Activities include online media outreach, local media outreach and grassroots outreach, as appropriate.
- **Community Engagement** - Activities include council, commission or committee meetings where public input is invited; or at festivals, fairs, or open houses.

Community outreach and engagement activities are required throughout the entire life of a project to solicit, address and seek input from community members. The LA County SCWP identifies community outreach and community engagement requirements based on project cost:

SCWP Project Cost	Required Activity 1	Required Activity 2
Project is up to \$2,000,000	One outreach activity OR one engagement activity	Not applicable.
Project is up to \$10,000,000	One outreach activity and	One or more engagement activities
Project is more than \$10,000,000	One outreach activity and	Two or more engagement activities
Project Operations and Maintenance	Biennial outreach activities	

The above requirements are necessary for projects after they are funded by the LA County SCWP.

The LA County SCWP Regional Program looks favorably upon project applications that demonstrate community support. Applications that include letters of support from community organizations and stakeholders earn additional points through the LA County SCWP project scoring evaluation process. As such, initiating project briefings with elected officials and community leaders and stakeholders prior to submitting the project

for LA County SCWP regional program funding consideration is highly encouraged to garner additional points.

Reporting is an important element of the County SCWP. The County SCWP is focused on ensuring strict community oversight and independent auditing to ensure local monies, which are collected locally, stay local. The reporting requirements, which include community outreach and engagement efforts, are outlined later in this document and include reporting deadlines for the Regional and Municipal programs.

City of Los Angeles Safe Clean Water Program Governance

On October 2, 2019, the Los Angeles City Council approved a report from the Energy, Climate Change and Environmental Justice Committee (ECCEJ) instructing the Chief Legislative Analyst (CLA) and City Administrative Officer (CAO) to report on a collective governance model for both the regional and municipal program relative to the County SCWP. The report specified that the governance model should include the participation of LA Sanitation and Environment (LASAN), Department of Water and Power (DWP), Department of Recreation and Parks (RAP), Bureau of Engineering (BOE) and Bureau of Street Services (StreetsLA).

On November 27, 2019, the CLA and CAO presented a memo (CLA/CAO Memo) to ECCEJ (Appendix A) outlining the recommended governance structure for the City of Los Angeles Safe Clean Water Program (City SCWP) as follows:

Roles and Responsibilities

Administrative Oversight Committee (AOC) - Consists of representatives from the Offices of the Mayor, CAO and CLA. The City SCWP AOC was established by the passage of Ordinance 186612 by the City Council in June 2020. (Appendix B) The duties and responsibilities of the AOC consist of the following:

- Develop and review criteria for the selection of projects as proposed by City departments;
- Review project proposals to determine if they meet adopted project criteria;
- Oversee, direct and monitor the program and projects to ensure timely completion within approved schedules and budgets;
- Monitor utilization and cost of City personnel, personal services contracts, expense and equipment for the projects;
- Review Memorandum of Agreements between departments and outside agencies concerning the program;
- Resolve any issues of concern between the departments to address program and project needs; and,
- Any actions of the AOC would be subject to Council and Mayor consideration. The Council and Mayor would have final authority over the program.

SCWP Working Group - LA Sanitation and Environment, as the City's lead agency for the LA County SCWP, is tasked with organizing and facilitating meetings of the Working Group, and other City departments¹, on a regular basis and advise and initiate project proposals and compliance plans. Each of the City departments discussed in this section possess valuable expertise that can help the City optimize its involvement and administration of the LA County SCWP, both at the regional and municipal level. Given this, these departments will collaborate to develop, propose and implement projects.

¹ It should be noted that participation in the LA County SCWP should not be limited to the departments identified in this section. Other departments may offer to assist the City in furthering LA County SCWP objectives.

LA Sanitation and Environment (LASAN) - LASAN is assigned as the City of Los Angeles lead agency to work with Los Angeles County staff to support LA County SCWP watershed area steering committee activities/efforts associated with Central Santa Monica Bay, Upper Los Angeles River, and South Santa Monica Bay Watersheds. LASAN's responsibilities in managing the City's stormwater/watershed management and water quality compliance programs allows it to work effectively with City departments and regional agencies in coordinating the LA County SCWP activities.

LA Department of Water and Power (LADWP) - LADWP has designated seats on two LA County SCWP watershed area steering committees - the Central Santa Monica Bay and the Upper Los Angeles River. These seats allow LADWP to play a significant role in LA County SCWP's Regional Program. With respect to the LA County SCWP program, DWP intends to pursue the funding of regional projects, which augment water supply and improve water quality. The pursuit of regional projects of this nature is consistent with its core business.

Recreation and Parks Department (RAP) - RAP maintains designated seats on three watershed steering area committees - Central Santa Monica Bay, South Santa Monica Bay and Upper Los Angeles River. The designation of seats is important to program objectives since it permits RAP to effectively integrate needed park space into regional projects, thereby maximizing stormwater/watershed management efforts. RAP plays a significant role in the LA County SCWP's regional and municipal programs by identifying project-viable park space, designating the land and assisting in project development and implementation stages.

Bureau of Engineering (BOE) - Under the LA County SCWP Regional Program, BOE does not maintain designated seats on any watershed area steering committees. However, BOE, whose primary role is to design and construct municipal projects, possesses long-standing expertise in the implementation and construction of stormwater/watershed management and water quality projects.

StreetsLA - StreetsLA is primarily responsible for managing and maintaining LA City streets and does not maintain designated seats on an LA County SCWP watershed area steering committee. In recent years, it has expanded its involvement in environmental and sustainable practices, which correlate with the stormwater/watershed management objectives of the LA County SCWP. For example, StreetsLA has been engaged in implementing green street elements and projects that convey stormwater and urban runoff from the City corridors, while improving flood control, reducing pollution and improving water quality. As such, StreetsLA's involvement in the program assists to maximize the City's project potential.

Communication Goals and Objectives

The communication goals of the City of Los Angeles Safe Clean Water Program Strategic Community Outreach and Community Engagement Plan are to:

- Implement a transparent and informative community outreach and engagement process that welcomes community input and engagement, incorporates community values, and fulfills the goals of the LA County SCWP.
- Provide timely and accurate information to ensure the community is informed about specific projects of interest, as well as the LA County SCWP and the City SCWP.

The communication objectives of the City of Los Angeles Safe Clean Water Program Strategic Community Outreach and Community Engagement Plan are to:

- Conduct community outreach and engagement activities in accordance with the LA County SCWP requirements for the Regional and Municipal programs, as well as O&M activities associated with funded projects.
- Implement a stakeholder outreach and engagement process that provides information to communities regarding proposed and approved/funded projects, including their status, timeline and construction schedule.

The communication goals and objectives are achieved through a three-pronged approach:

Programmatic Outreach - Consists of community outreach and engagement activities for the City's overall Safe Clean Water Program and how the City is participating in the LA County SCWP. Programmatic outreach includes information on the City and County programs, key sustainability and program benefit messages, program contacts, and how to learn more about the program and projects.

Municipal Program Project-Specific Outreach - Focuses on specific community outreach and engagement activities for projects funded by the City's municipal disbursement. Outreach activities occur during key points in the projects' lifecycle, starting with project development and continuing through design, construction and O & M.

Regional Program Project-Specific Outreach – Focuses on specific community outreach and engagement activities for projects funded by the Regional Program and the unique requirements and public review process associated with LA County's annual Regional Call for Projects Program. Community outreach and engagement activities will need to occur during the development of the projects' feasibility study to demonstrate public support for the project. These community outreach and engagement activities will be necessary to demonstrate community support for the project through the attainment of letters of support from CBOs.

Proprietary Departments

City of Los Angeles proprietary departments, including Department of Water & Power (DWP), Los Angeles World Airports Authority and the Port of Los Angeles, will develop and implement community outreach and engagement activities independently. They are encouraged to use similar program best practices in developing community outreach and engagement materials, and to liaise with LA Sanitation and Environment and sister departments, including Bureau of Street Services (StreetsLA), Bureau of Engineering (BOE) and Department of Recreation and Parks (RAP).

Safe Clean Water Program Branding and Messaging

It is important for the City's SCWP to have a distinct brand that is immediately recognizable from other City programs, while also being aligned with the LA County SCWP and the City's other sustainability initiatives, such as the Sustainable City pLAN.

Collectively, these initiatives all support common themes of ensuring that the Los Angeles region is environmentally healthy, economically prosperous, and equitable in opportunity for all - now and into the future.

Common themes and messages are:

- Reducing LA's reliance on imported water
- Protecting LA's water quality
- Developing new water supply sources for LA
- Protecting local rivers, creeks, lakes, bays and beaches
- Creating more green space
- Empowering and investing in local communities
- Improving flood control
- Complying with federal, state and local water quality mandates

The tagline created for the City SCWP embodies the brand or value proposition of the program and serves as an overarching message for the program. It reminds Angelenos that our city is a vast network of interconnected communities or ecosystems. Safe clean water creates healthy LA ecosystems.

Safe Clean Water Program – Healthy LA Ecosystems

Unique graphics and a color palette that creates an immediately recognizable aesthetic complement this tagline. The graphics evoke images of clean water, local water supplies and the greening of communities. A toolkit of materials developed with this aesthetic include:

- PowerPoint Presentation Template
- Program Fact Sheet
- Project-Specific Fact Sheet Template
- Report Covers
- E-Blast/E-Newsletter Templates
- Social Media Templates

Please see Appendix C to view the toolkit developed.

The County of Los Angeles Safe Clean Water Program's website: safecleanwaterla.org

The City SCWP web pages: lacitysan.org/safecleanwater

The City SCWP's email address is: san.safecleanwater@lacity.org.

Additional materials will be developed as the program moves forward and new needs are identified. Such materials may include (but are not limited to) banners, displays, booths, virtual backgrounds for video conferencing platforms, additional website graphics, project invitations, project construction notices, project signage, door hangers.

To ensure that community outreach and engagement activities are inclusive to the extent possible, outreach materials will be translated into other languages, as necessary and alternative communication methods will be explored and implemented for stakeholders lacking access to technology. In addition, in accordance with Title II of the Americans with Disabilities Act, accommodations will be made available to provide sign language interpreters, assistive listening devices, closed captioning, or other auxiliary aids or services upon request.

Note: LA City's Safe Clean Water Program community outreach and community engagement activities will adhere to the Los Angeles County Department of Public Health COVID-19 guidelines regarding events, community meetings and gatherings. As

necessary, these activities will be conducted virtually with available technology platforms and digital tools.

Methods and Materials for Community Outreach and Engagement

Community outreach and engagement activities are required throughout the entire life of funded projects - at the project's conception and onset, during the design phase, throughout construction and the post-construction O & M phase.

The City SCWP will use the following methods for community outreach and community engagement for municipal- and regional-funded projects.

Community outreach activities are defined as online media outreach, local media outreach and grassroots outreach, as appropriate. Methods and materials may include, but are not limited to:

- Social media (Facebook, Twitter, Instagram, NextDoor, YouTube)
- Traditional media (Newspapers, Radio and TV)
- Media advisories and press releases
- E-newsletters and e-blasts
- Website updates
- Briefings with elected officials, neighborhood councils, project stakeholders, community based-organizations (CBOs), and non-governmental organizations (NGOs) including local and regional environmental organizations (virtual or in-person, as appropriate)
- Briefing materials may include PowerPoint presentations, program and project-specific fact sheets, visual simulations, timelines, maps and videos
- Peer-to-peer project communication using project ambassadors to engage with local community members, vulnerable populations, or those who may not have access to technology
- Bilingual speakers and materials will be provided, as necessary

Community engagement activities are defined as council, commission or committee meetings where public input is invited, or at festivals, fairs, or open houses. Methods and materials may include, but are not limited to:

- Presentation materials (e.g. PowerPoint)
- Display boards, visual simulations, maps, videos, timelines
- Program and project-specific fact sheets
- Bilingual speakers and materials will be provided as necessary

Methods for community outreach and community engagement activities will be developed and tailored for the unique needs of each project and the project's stakeholders and community.

Community Outreach and Engagement Program Components

Community outreach and engagement supporting the objectives and goals of the City SCWP will be achieved through a three-pronged approach: Programmatic Outreach, Municipal Program Project-Specific Outreach and Regional Program Project-Specific Outreach.

Programmatic Outreach

Programmatic outreach will focus on:

1. The overall City of Los Angeles Safe Clean Water Program
2. How the City of Los Angeles, inclusive of sister and proprietary departments, supports the vision, mission and goals of the LA County SCWP; and
3. How the City of Los Angeles is participating in the LA County SCWP

Programmatic outreach efforts will highlight how the City's Safe Clean Water Program is in alignment with such transformative City of Los Angeles initiatives, such as the Green New Deal (Sustainable pLAN 2019), which focuses on securing clean air and water and a stable climate, improving community resilience, expanding access to open space, and promoting environmental justice for all.

Programmatic community outreach and community engagement efforts that highlight these overarching and mutually focused water sustainability goals and objectives will be conducted through such methods as:

- City's SCWP website (www.lacitysan.org/safecleanwater)
- Media Advisories and Press Releases
- E-newsletters and e-blasts
- Program fact sheet
- Social media and traditional media outreach
- Community events, booths, festivals (virtual or in-person, as appropriate)

In addition, in support of both programs, the City SCWP community outreach and community engagement activities will provide information about the LA County SCWP property tax-related programs for residential and business property owners, including:

- Property Tax Exemption Program for Low Income Seniors
- Ad Valorem Property Tax Exemption Program
- General Income-based Tax Reduction Program
- Tax Credit Program, and
- Property Tax Appeals Program

LA Sanitation and Environment community outreach and engagement staff will coordinate with LA County SCWP staff on a regular basis to remain apprised of LA

County SCWP community outreach and community engagement activities, as well as marketing and communications activities, to ensure a coordinated effort for programmatic outreach between the two jurisdictions.

Municipal Program Project-Specific Outreach

The development and implementation of Municipal Program Project-Specific Stakeholder and Community Outreach/Engagement Plans will incorporate programmatic messaging but focus primarily on specific projects, their scope, benefits, impacts and construction activities.

Municipal Program project-specific outreach and engagement activities will include a wide variety of methods, ranging from social media outreach to community events, from e-blasts to press releases to local news outlets.

The LA County SCWP requires community outreach and engagement activities throughout the entire life of a project. The City of Los Angeles SCW Municipal Program will adhere to the community outreach and community engagement guidelines mandated by the LA County SCWP:

SCWP Project Cost	Required Activity 1	Required Activity 2
Project is up to \$2,000,000	One outreach activity or one engagement activity	
Project is up to \$10,000,000	One outreach activity	One or more engagement activities
Project is more than \$10,000,000	One outreach activity	Two or more engagement activities
Project Operations and Maintenance	Biennial outreach activities	

Because each project is unique with differing scopes, locations, impacts, schedules, stakeholders and neighborhoods, a tailored Stakeholder and Community Outreach/Engagement Plan will be developed and implemented to suit the specific project, its stakeholders and the issues specific to the project and the surrounding community/neighborhood.

In addition, each Stakeholder and Community Outreach/Engagement Plan will include:

- A description of how local NGOs or CBOs will be involved, if applicable, and if not, why.
- Activities and measures to address displacement and gentrification issues and concerns. This includes, as applicable, an acknowledgement that the project will be fully subject to and comply with any Countywide displacement policies as well as with any specific anti-displacement requirements associated with other funding sources.
- Additional outreach/engagement activities, even if funded by other sources, should be referenced to provide an overview of anticipated overall project approach.
- Plans to include the County in all social media outreach and to notify the County of all meetings and other engagement events.

The City will include appropriate acknowledgement of credit to the LA County SCWP when promoting activities funded by the Municipal Program, including posting signage in prominent locations at project sites including the LA County SCWP color logo and the following disclosure statement: “Funding for this project has been provided in full or in part from the Los Angeles County Flood Control District’s Safe Clean Water Program.” At a minimum the sign shall be 2’ x 3’ in size.

To ensure that each municipal project includes adequate and appropriate outreach, a Municipal Program Project-Specific Outreach Checklist & Worksheet is provided in Appendix D, which will guide project teams from project inception to post-construction to ensure the LA County SCWP outreach and engagement requirements are satisfied and that City of Los Angeles outreach principles are also met.

Regional Program Project-Specific Outreach

Development and implementation of Stakeholder and Community Outreach/Engagement Plans for projects funded by LA County SCWP Regional Program funds will incorporate programmatic messaging but will be primarily focused on the project-specific benefits, impacts and construction activities similar to the municipal program project-specific outreach.

What distinguishes the regional program from the municipal program is the competitive nature of the annual call for projects, the program funding criteria and the rigorous review process involved with the LA County SCWP Regional Program.

Once projects are submitted for consideration for funding through the LA County SCWP Annual Call for Projects Regional Program, the SCWP Scoring Committee reviews proposed projects and provides a final score for the project.

After being reviewed and scored, projects are reviewed by the appropriate Watershed

Area Steering Committee (WASCs) based on which watershed the project is located within. The nine WASCs are composed of representatives from local cities, agencies and the community. Each of the nine WASCs review proposed projects and develop an annual Stormwater Investment Plan (SIP) for their watershed area that identifies recommended regional projects. Once SIPs are recommended by the nine WASCs, the SIPs are presented to the SCWP's Regional Oversight Committee (ROC) for consideration and recommendation. The ROC reviews the nine SIPs and recommends them to the County Board of Supervisors for consideration and approval.

Key to securing community support is identifying projects that provide meaningful and relevant community investment benefits, as identified in the LA County SCWP Regional Program criteria and being able to communicate those benefits to community stakeholders, while also gathering community input on such benefits and determining what the community may prefer or need.

Prior to a project being submitted for consideration by the LA County SCWP Regional Call for Projects process, project proponents are advised to ensure that outreach has been conducted to demonstrate community support. Specifically, the Regional Program Community Support criteria for project feasibility studies require a "discussion of whether the Project has community-based support and/or has been developed as part of a partnership with local non-governmental organizations or community-based organizations." Letters of support, which are to be included with the project submittal, are recommended as evidence of local support consistent with LA County SCWP goals of ensuring community input and benefits.

Once a Regional Project is funded through the SIPs approved by the Board of Supervisors and Funds Transfer Agreements from the County to the City are approved outreach and engagement activities for the funded regional projects should begin to refine the project's design, complete any necessary environmental reviews, and ultimately prepare for the construction of the project. Because each project is unique with differing scopes, locations, impacts, schedules, stakeholders and neighborhoods, tailored Stakeholder and Community Outreach/Engagement Plans will be developed to suit each specific project.

Similar to the Municipal Program Project-Specific Outreach section above, the LA County SCWP requires community outreach and engagement activities at the onset, during the design phase and throughout the construction of funded projects to solicit, address and seek input from community members. Community outreach activities may include online media outreach, local media outreach and grassroots outreach, as appropriate. Community engagement activities may include public meetings such as council, commission or committee meetings where public input is invited; or at festivals, fairs, or open houses.

Like the SCWP Municipal Program, the SCWP Regional Program will adhere to the following community outreach and engagement guidelines for projects funded by the LA County SCWP Regional Program:

SCWP Project Cost	Required Activity 1	Required Activity 2
Project is up to \$2,000,000	One outreach activity or one engagement activity	
Project is up to \$10,000,000	One outreach activity	One or more engagement activities
Project is more than \$10,000,000	One outreach activity	Two or more engagement activities
Project Operations and Maintenance	Biennial outreach activities	

In addition, each Project’s Stakeholder and Community Outreach and Engagement Plan will include:

- A description of how local NGOs or CBOs will be involved, if applicable, and if not, why.
- Activities and measures to mitigate against displacement and gentrification. This includes, as applicable, an acknowledgement that the project will be fully subject to and comply with any County-wide displacement policies as well as with any specific anti-displacement requirements associated with other funding sources.
- Additional outreach/engagement activities, even if funded by other sources, should be referenced to provide an overview of anticipated overall project approach.
- Plans to include the County in all social media outreach and to notify the County of all meetings and other engagement events.

The City will include appropriate acknowledgement of credit to the LA County SCWP when promoting activities funded by the Regional SCWP Program, including posting signage in prominent locations at project sites including the LA County SCWP color logo and the following disclosure statement: “Funding for this project has been provided in full or in part from the Los Angeles County Flood Control District’s Safe Clean Water Program.” At a minimum the sign shall be 2’ x 3’ in size.

To ensure that each project includes adequate and appropriate outreach, a Regional Program Project-Specific Outreach Checklist & Worksheet is provided in Appendix E, which will guide project teams from project inception to post-construction to ensure the



LA County SCWP outreach and engagement requirements are satisfied and that City of Los Angeles outreach principles are met.

The Regional Program Project-Specific Outreach Checklist & Worksheet is similar in principle to the Municipal Program Project-Specific Outreach Checklist & Worksheet but includes recommended outreach and engagement activities that address the need for meeting Regional Program criteria for community support that need to be conducted prior to the project being submitted to the LA County SCWP.

Los Angeles County Safe Clean Water Program Reporting Requirements

Reporting is an important element of the LA County SCWP. The LA County SCWP is focused on ensuring strict community oversight and independent auditing to ensure that local monies collected stay local. The reporting requirements are outlined below for the Municipal and Regional elements of the Safe Clean Water Program.

Municipal Program

Annual Plan Requirements

The City is required to submit an Annual Plan of the Municipal Program funded by its annual disbursement no later than 45 days after the execution of the Funds Transfer Agreement.

In addition to including a description of all projects anticipated to be funded with the Municipal Program funds and how such projects will result in the achievement of one or more LA County SCWP goals, the Annual Plan will include a description of the anticipated stakeholder and community outreach/engagement activities including discussion of how local NGOs or CBOs will be involved, if applicable, and if not, why. Additional outreach/engagement activities, even if funded by other sources, should be referenced to provide an overview of anticipated overall project approach.

Reporting Requirements

The City of Los Angeles is required to provide LA County with Annual Progress/Expenditure Reports within six (6) months following the end of the Fiscal Year (by December 31) to detail the activities of the prior year.

The Annual Progress/Expenditure Report shall be posted on the LA County Flood Control District's publicly accessible website and on the City's website. The Annual Progress/Expenditure Report shall include such information as a description of activities that have occurred, milestones achieved, and progress made during the applicable reporting period including comparison to the Annual Plan and corresponding metrics, including documentation of the community outreach and engagement utilized for and/or achieved which is described in the Annual Plan.

Regional Program

Initial Budget Plan/Scope of Work Requirements

For the Regional Program, the City is required to submit a Budget Plan for each project approved for funding in the Annual Stormwater Investment Plan. The Budget Plan includes the project’s scope of work, which will include a stakeholder and community outreach/engagement plan.

Progress/Reporting Requirements

The LA County SCWP Regional Program reporting requirements are as follows:

- Quarterly Progress/Expenditure Reports are to be submitted to Los Angeles County no later than 45 days following the end of the calendar quarter as follows:

Quarter	End of Quarter	Report Due
First Quarter	September	November 15
Second Quarter	December	February 15
Third Quarter	March	May 15
Fourth Quarter	June	August 15

- The Quarterly Progress/Expenditure Reports include specified information on project status and use of LA County SCWP funds. Required information includes photo documentation (e.g. photos of community outreach events, stakeholder meetings, groundbreaking ceremonies, and project site) of the phases or tasks of the Project completed during the reporting period, as appropriate.
- Annually, a summary of the Quarterly Progress/Expenditure Reports is to be submitted to the Watershed Area Steering Committees to explain the previous year’s Quarterly Progress/Expenditure Reports by the Recipient. The summary report is due six (6) months after the close of the Fourth Quarter (by December 31 of each year).



**SAFE
CLEAN
WATER**

City of Los Angeles Safe Clean Water Program Community Outreach and Engagement Strategic Plan Appendices

Appendix A



FORM GEN. 160

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

0220-05558-0000

Date: November 27, 2019

To: City Council
Energy, Climate Change and Environmental Justice Committee

From: Richard H. Llewellyn, Jr. *Richard H. Llewellyn, Jr.*
City Administrative Officer
Sharon M. Tso *Sharon M. Tso*
Chief Legislative Analyst

Subject: **GOVERNANCE STRUCTURE FOR MEASURE W - SAFE, CLEAN WATER PROGRAM (CF 18-0384-S1)**

RECOMMENDATION

That the City Council:

1. Request the City Attorney to prepare and present an ordinance to establish the Measure W – Safe Clean Water (SCW) Administrative Oversight Committee (AOC) consisting of representatives from the Offices of the Mayor, City Administrative Officer and the Chief Legislative Analyst and establish AOC responsibilities as noted in the report; actions taken are subject to Council and Mayor approval;
2. Request the City Attorney to prepare and present an ordinance that establishes the Measure W - Safe, Clean Water Regional Projects Special Fund administered by the Department of Public Works, Bureau of Sanitation for the receipt, retention and disbursement of funds received from the Los Angeles County SCW Program for Regional Projects;
3. Request the City Attorney to prepare and present an ordinance that establishes the Measure W - Safe, Clean Water Municipal Program Special Fund administered by the Department of Public Works, Bureau of Sanitation for the receipt, retention and disbursement of funds received from the Los Angeles County SCW Municipal Program;
4. Instruct the Bureau of Sanitation, with assistance from the Chief Legislative Analyst, the City Administrative Officer and other participating departments, to develop a proposed strategic outreach plan to engage community stakeholders and submit to the Administrative Oversight Committee, for review and modification as necessary prior to transmittal to the Mayor and City Council for consideration;
5. Instruct the Bureau of Sanitation, in collaboration with the Working Group, to develop a proposed Watershed Investment Strategy Plan and submit to the Administrative

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Oversight Committee, with the Administrative Oversight Committee to review and modify as necessary and transmit to the Mayor and City Council; and

6. Authorize the City Administrative Officer, with the concurrence of the Chief Legislative Analyst, to make technical changes as needed to implement Mayor and City Council intentions.

SUMMARY

On October 2, 2019, the City Council approved a report from the Energy, Climate Change and Environmental Justice Committee (Committee) instructing the Chief Legislative Analyst (CLA) and City Administrative Officer (CAO) to report on a collective governance model for both the regional and municipal program relative to Measure W – Safe Clean Water Program (Measure W; C.F. 18-0384-S1). It specified that the governance model should include the participation of Bureau of Sanitation (BOS), Department of Water and Power (DWP), Department of Recreation and Parks (RAP), Bureau of Engineering (BOE) and Bureau of Street Services (BSS).

In addition, the City Council instructed the CAO and the CLA to develop a comprehensive Program strategy (regional and municipal) for project development and implementation that includes the following:

- Balances water supply, resilience, and water quality compliance obligations of the City;
- Provides *equity* in terms of City-wide funding and supports multi-benefit project approaches;
- Prevents/mitigates project selection conflicts and/or internal City department competition for funding; and
- Supports local hiring objectives, including maximizing Minority Business Enterprise/Women’s Business Enterprise opportunities, partnership opportunities with local businesses, and prioritizes burdened communities in addition to Measure W requirements.

BACKGROUND

On November 6, 2018, Los Angeles County voters approved Measure W – The Los Angeles County Safe, Clean Water Program, a parcel tax of 2.5 cents per square foot of impermeable surface to support the costs of stormwater-related projects and activities. The CAO and CLA issued a joint report dated June 28, 2019 that provided an overview of the County program, and recommended the establishment of a special fund for the receipt of Measure W revenues and an appointment process for municipal representatives to the oversight entities established by the County.

This report provides recommendations for a collaborative and transparent governance model that incorporates County requirements, City policy objectives and community input. It is expected that as the City gains experience with this new program or as the County adopts revisions to its implementation guidelines, the governance process may need to be modified accordingly. It is

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the intent to develop a structure that does not create additional or burdensome bureaucracy and builds on processes already existing within the stakeholder departments' regular operations.

DEPARTMENT ROLES

The City Council instructed our Offices to report on a collective governance model for both the regional and municipal program and to factor in the participation of BOS, DWP, RAP, BOE and BSS. As a result, our Offices met with each Department to discuss their services and their potential roles with respect to the Measure W program.

Bureau of Sanitation

The City Council action on October 2, 2019 designated BOS as the City's lead agency to work with Los Angeles County staff to support Steering Committee activities/efforts associated with Central Santa Monica Bay, Upper Los Angeles River, and South Santa Monica Bay Watersheds. In addition, the City Council tasked BOS with preparing informational and advisory materials for the City's municipal seat representatives.

BOS' lead agency designation is based on its role in coordinating and managing the City's stormwater/watershed management and water quality compliance programs. BOS oversees the City's compliance with Federal National Pollutant Discharge Elimination System (NPDES) Permit regulations and related water quality compliance measures. To that end, BOS plays an integral part in implementing the Integrated Regional Water Management Plan (IRWMP) and the Enhanced Watershed Management Programs (EWMPs) which represent the City's strategy for effectively coordinating a variety of water-resource management elements - water quality, water supply, flood control, habitat and wetlands restoration and stormwater/watershed management. BOS also serves as the City's project planning program manager for the Proposition O Program which is a \$500 million general obligation bond program for stormwater/watershed management projects for the City's waterways.

BOS' responsibilities in managing the City's stormwater/watershed management and water quality compliance programs should allow it to work effectively with City departments and regional agencies in coordinating Measure W activities.

Department of Water and Power

DWP has designated seats on two watershed steering committees - the Central Santa Monica Bay and the Upper Los Angeles River. These seats will allow DWP to play a significant role in Measure W's regional program.

Over the course of the past several years, DWP has focused on ensuring water supply and expanding local water resilience. For example, its Urban Water Management Plan (UWMP) is a blueprint for creating reliable sources of water and increasing the use of recycled water to effectively manage water supply. In addition, DWP has created a Stormwater Capture Master Plan (SCMP) which expanded the UWMP and set goals for stormwater capture over a 20 year period ending in 2035.

DWP has also engaged in cleaning up the San Fernando Groundwater Basin (SFGB) in an effort to increase future local water supplies. DWP initiated the Stormwater Capture Parks Program whereby nine City parks would be improved to capture and divert stormwater and urban runoff

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into subterranean infiltration galleries to recharge the SFGB. DWP is working closely with RAP and BOE to implement these projects.

DWP has also worked with City departments in the implementation of Proposition O projects and has participated in other City stormwater/watershed management efforts. With respect to the Measure W program, DWP informed our Offices that it intends to pursue the implementation of regional projects which augment water supply and improve water quality. The pursuit of regional projects of this nature is consistent with its core business. In turn, DWP anticipates a limited role in the municipal program.

Department of Recreation and Parks

RAP maintains designated seats on three watershed steering committees under the regional program - Central Santa Monica Bay; South Santa Monica Bay and Upper Los Angeles River. The designation of seats is important to program objectives since it will permit RAP to effectively integrate needed park space into regional projects, thereby maximizing stormwater/watershed management efforts.

Currently, RAP is working with DWP and BOE on the implementation of the Stormwater Capture Parks Program as discussed above. RAP has also played a significant role in designating park space for projects associated with the Proposition O program. These projects have multi-benefit scopes which include watershed management improvements coupled with open space and habitat protections. RAP plans to play a significant role in Measure W's regional and municipal program by identifying project-viable park space, designating the land and assisting in project development and implementation stages.

Bureau of Engineering

Under Measure W's regional program, BOE does not maintain designated seats on a watershed steering committee. However, BOE, whose primary role is to design and construct municipal projects, possesses long standing expertise in the implementation and construction of stormwater/watershed management and water quality projects.

BOE enhanced its expertise serving as the Proposition O project implementation program manager. As part of its Proposition O function, BOE was responsible for ensuring that projects were implemented on schedule and within approved budgets. BOE has effectively collaborated with BOS, DWP, RAP and other City departments to implement Proposition O projects successfully, including many "first of its kind" projects such as the South LA Wetlands. In this regard, BOE may work with other City departments to implement and construct projects associated with both the regional and the municipal program.

Bureau of Street Services

BSS is primarily responsible for managing and maintaining the condition of City streets and does not maintain designated seats on a watershed steering committee. In recent years, it has expanded its involvement in environmental and sustainable practices. For example, the BSS has been engaged in implementing *green street* elements and projects that convey stormwater and urban run-off from the City corridors. This includes redesigning streets to divert and capture stormwater; and the planting of bioswales and trees to aid in this effort. These practices help improve flood control, reduce pollution and improve water quality.

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These activities correlate with the stormwater/watershed management objectives of the Measure W program. As such, BSS's involvement in the program would help to maximize the City's project potential.

It should be noted that participation in the Measure W program should not be limited to the departments identified in this section. Other departments may offer to assist the City in furthering Measure W objectives.

WORKING GROUP

Each of the departments noted above maintain valuable expertise that can help the City optimize its involvement and administration of the Measure W program - both at the regional and municipal level. Given this, these departments should collaborate closely and form a working group to propose and implement projects. Each entity can provide its expertise to further the City's Measure W efforts.

To facilitate the working group effort, BOS, as the City's lead agency on Measure W, can be tasked with organizing the group, and other City departments, on a regular basis and advise and initiate project proposals and compliance plans. It is recognized that City departments will have varying levels of involvement in each component of the program. Some departments will be exclusively focused on the regional program; while others the municipal program or both. The working group's activities can be divided up in a manner that reflects the department's focus. To formalize this effort, these departments should be directed/requested to work collaboratively on the Measure W program consistent with their department's scope of service and expertise.

ADMINISTRATIVE OVERSIGHT COMMITTEE

In order to ensure proper administration of the Measure W program, our Offices recommend the formation of an Administrative Oversight Committee (AOC) to oversee the program. The AOC should consist of the City Administrative Officer, Chief Legislative Analyst and the Mayor's Office.

The establishment of an AOC for programs of this nature is common in City practice. The Proposition O program is one example that maintains an AOC reporting structure. In addition, the CAO serves as the chair for the Proposition O AOC, as it does for other programs. To ensure continuity, the CAO should continue to serve in that capacity for this program's AOC.

The duties and responsibilities of the AOC should consist of the following:

- Develop and review criteria for the selection of projects as proposed by the departments;
- Review project proposals to determine if they meet adopted project criteria;
- Oversee, direct and monitor the program and projects to ensure timely completion within approved schedules and budgets;

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- Monitor utilization and cost of City personnel, personal services contracts, expense and equipment for the projects;
- Review Memorandum of Agreements between departments and outside agencies concerning the program;
- Resolve any issues of concern between the departments to address program and project needs.

Any actions of the AOC would be subject to Council and Mayor consideration. The Council and Mayor would have final authority over the program.

WATERSHED INVESTMENT STRATEGIC PLAN

Watershed management is a highly complex effort subject to multiple regulatory agencies, rules and requirements. The State of California Los Angeles Regional Water Quality Control Board (Water Quality Board) oversees the imposition of requirements to preserve and protect the region's water resources by the issuance of Municipal Separate Storm Sewer System Permits (MS4 Permits) to public agencies throughout the region. Permit compliance is guided by various EWMPs that have been prepared collaboratively with partner agencies and approved by the Water Quality Board. BOS is responsible for the City's MS4 Permit and all regulatory compliance efforts within the City, including stringent monitoring and reporting requirements. BOS is the lead agency for four watersheds and is a partner on a fifth watershed, all of which are impacted by City discharges and runoff. The County's Measure W Program combines watersheds such that the City has majority share of three (Central Santa Monica Bay, South Santa Monica Bay and Upper Los Angeles River) and is a partner on a fourth watershed (North Santa Monica Bay).

The County's Measure W Program dovetails into this regional watershed management effort and provides funding and guidance with the ultimate goal of achieving regulatory compliance pursuant to MS4 requirements. The County's Measure W Program goals, as specified by the Flood Control District, include various elements such as the improvement of water quality, water supply and community benefits for both municipal and regional projects (Section 18.04, Chapter 18, Los Angeles County Flood Control District Code; Attachment A).

The City can choose to incorporate additional program goals consistent with the County's implementation requirements, such as prioritizing multiple-benefit projects or projects in disadvantaged communities. Additionally, the City can choose to place highest priority on those projects which will achieve the greatest TMDL compliance outcome. However, additional policy objectives should also take into consideration the County's Measure W scoring criteria, particularly for Regional Projects, to ensure successful outcomes resulting from the competitive process. This is further discussed below.

This report proposes the use of a Watershed Investment Strategic Plan (WISP) with two components: 1) provide policy guidance that encompasses the County's requirements and addresses the City's specific interests; and 2) serve as a capital projects management tool to organize, prioritize and manage both municipal and regional programs with the following broad key elements:

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- Project evaluation criteria based on the County's Measure W program goals and include the following City-specific policy objectives:
 - Balance water supply, resilience, and water quality compliance obligations of the City;
 - Provide equity in terms of City-wide funding and support multi-benefit projects approaches;
 - Prevent/mitigate project selection conflicts and/or internal City department competition for funding; and,
 - Support local hiring objectives, including maximizing Minority Business Enterprise/Women Business Enterprise opportunities, partnership opportunities with local businesses, and prioritize burdened communities
- Rolling five fiscal year period prepared annually, including capital and operations and maintenance (O&M) proposed expenditures
- For each project, designate the department(s) responsible for project implementation and O&M
- Provide actual and projected O&M expenditures for completed projects
- BOS lead preparation of the WISP
- Stakeholder departments to provide input and collaborate with BOS

Specific elements of the WISP should be discussed further by the Working Group with the final format approved by the AOC to ensure that a robust and efficient document is developed. Consideration should also be given to the multiple various watershed and/or stormwater planning documents that already exist and integrating these existing documents into the WISP process to achieve efficiencies and avoid redundancy. As the City gains experience with this program, there may be a need to capture and report different elements for either the municipal or regional program.

Municipal Program

The County's Measure W program requires that municipalities prioritize projects that assist in achieving MS4 Permit compliance, prepare an expenditure plan in advance of each fiscal year, remain in compliance with County reporting and audit requirements, develop and implement a stakeholder engagement plan, and prepare a vector minimization plan for each project (Section 18.06, Los Angeles County Flood Control District Code). Municipalities must spend at least 70 percent of local funds on eligible expenses for projects implemented on or after November 6, 2018, including O&M expenditures for MS4 Permit compliance projects that also meet County requirements. Municipalities can spend up to 30 percent of local funds for O&M expenditures on projects or programs implemented prior to November 6, 2018. In the first year, the City is expecting to receive approximately \$35 million.

For the City's municipal program, the first year of the WISP will serve as the fiscal year Capital Improvement Expenditure Program (CIEP) for the Measure W – Municipal Program and submitted annually by BOS as part of their Proposed Budget. It is recommended that BOS lead the preparation of the document, incorporating input from all stakeholder departments and potentially include projects that may originate from Non-Governmental Organizations (NGOs) as well as other departments. Incorporating the municipal program into the City's regular budget process will ensure that an expenditure plan is in place and that financial information will be

- 8 -

publicly available, as required by the County. Additionally, BOS will coordinate reporting and ensure that the maintenance of effort requirements are satisfied.

Regional Program

The County Measure W regional program consists of several layers of approval and oversight. Proposed projects must satisfy these requirements for further consideration:

- Completion of a feasibility study or equivalent information
- Provide multiple benefits
- Must be included in a stormwater resource plan developed in accordance with the cited sections of the Water Code, a watershed management program developed pursuant to an MS4 Permit, an Integrated Regional Water Management Plan, or other regional water management plan deemed equivalent by the County
- Minimum useful life of thirty years

Projects that satisfy the threshold requirements may then be considered by the Watershed Area Steering Committee (WASCs) and scored by the Scoring Committee in accordance with the following criteria (110 points maximum):

- Water quality benefits - 50 points
- Water re-use and/or water supply enhancement benefits - 25 points
- Community Investment Benefits - 10 points
- Nature-Based Solutions - 15 points
- Project leverages other funds and/or demonstrates strong local, community-based support and/or has been developed in partnership with an NGO or Community-Based Organization (CBO) - 10 points

Projects must achieve a minimum score of 60 points to be eligible for consideration. WASCs will adopt a five-year Stormwater Investment Plan (SIP), subject to the aforementioned criteria and scoring requirements, as part of the project approval process. If recommended for funding by the WASC, funds will be provided to the City via a Transfer Agreement for each funded project as detailed later in this report.

The WISP should include a regional program component as the planning tool for the City's projects to be submitted to the WASCs for consideration. The Working Group would work collaboratively to determine the highest-priority projects based on their competitive potential and apply the County's scoring matrix to identify the recommended projects to be included in the proposed WISP.

Project Selection Process

As previously mentioned, the County's Measure W program includes specific goals for eligible projects. BOS currently uses heat maps as the evaluation process for determining project prioritization. These heat maps weigh factors such as water quality, water supply, flood protection, environmental justice, disadvantaged communities, and urban greening. It is recommended that an additional equity factor be integrated into these heat maps that evaluates historic levels of stormwater/watershed management investments and assigns a higher weight for projects in communities lacking in investments over the past five years. It is also

- 9 -

recommended that the evaluation process consider other planned capital investments across the City that may achieve efficiencies if combined with a potential Measure W-funded project. The heat map factors, including the proposed equity and capital efficiency factors, and any other potential factors, should be discussed by the Working Group with the final project selection criteria approved by the AOC.

Stakeholder Engagement Process

The City's Measure W program should include a stakeholder engagement process that facilitates community involvement and participation for both the regional and municipal component. The process should permit community input on proposed projects, the conceptual design of projects and site selection.

In addition, the stakeholder engagement process should provide information to communities regarding approved project, including their construction schedule and status. To create this process, BOS should be tasked with developing a thorough strategic outreach plan to engage community stakeholders and interested parties/organizations.

Lapsed Funds

The County implementation ordinance specifies that awarded but uncommitted funds may be carried over for up to five years from the end of the fiscal year in which those funds are transferred by the County. This provision applies to both municipal and regional funds. Funds must be committed to an eligible expenditure by the end of the fifth year, otherwise they will be deemed lapsed funds. The Transfer Agreements may also include additional requirements. WASCs will allocate lapsed funds to a new project or program that benefits the City or watershed area (Section 16.11, Chapter 16, Los Angeles County Flood Control District Code). At a minimum, the WISP should incorporate metrics that track the status of uncommitted funds on a fiscal year basis so as to minimize the risk of lapsed funds. The Working Group and AOC may want to consider additional safeguards to further address this risk, such as the adoption of a disencumbrance rule similar to how MICLA funds are managed.

APPROVAL PROCESS

The proposed approval process for Measure W is bifurcated to address the separate requirements of the municipal and regional programs.

For the municipal program, as previously mentioned, the first year of the WISP would serve as the CIEP for the Measure W Municipal Program submitted annually by BOS as part of its proposed budget each Fall. It is recommended that the proposed CIEP be approved no later than October 15th of each year so as to provide BOS sufficient time to develop the Measure W municipal program budget for submission.

For the regional program, the City's proposed projects will be identified in the WISP and provide cost information across fiscal years. The AOC should also approve a plan for the submission of the application to the WASCs, such as potentially including support letters or additional information that may improve the project's competitive ranking.

- 10 -

The draft WISP will be reviewed and modified as necessary by the AOC, who will then submit the final recommended WISP to the Mayor and Council. Proposed regional projects must be approved by the Mayor and Council prior to submission to the County. Stakeholder departments with proposed projects will have the responsibility to complete the approval process with their respective boards at the appropriate time.

Projects proposed by DWP, or other proprietary departments, will be subject to approval by their respective Boards pursuant to the Charter. Their project information will be included in the WISP and any reports prepared by BOS for informational purposes.

It is uncertain at this time how frequently, or the regularity of when, the County will issue a Call for Projects (CFP). The first CFP for Fiscal Year 2020-21 closes on December 15, 2019; project evaluation will occur through May 2020; and County Board approval is expected in June 2020. The County has stated that the second CFP for Fiscal Year 2021-22 will close July 31, 2020. In response to the first CFP, BOS and DWP are preparing to submit applications and feasibility studies for five proposed projects. We anticipate that this governance process will be in place with sufficient time to address the second CFP.

Attached is a graphical summary of the approval process (Attachment B).

Transfer Agreements

The County will require agencies to execute Transfer Agreements (TAs) prior to receipt of funds for the municipal and regional programs. The County has not yet publicly released a draft document, however the implementation ordinance specifies that TAs address such issues as compliance requirements, process and schedule of disbursements, post-construction requirements, and indemnification. It will also prohibit the use of Measure W funds for projects implemented as a result of an enforcement action by the State Water Resources Control Board or Water Quality Board, except for Time Schedule Ordered (TSO) projects included in an approved watershed management program pursuant to the MS4 Permit. It will also require Project Labor Agreements for projects that have an estimated capital cost exceeding \$25 million. Some provisions will be specific to the separate municipal and regional programs (Section 18.09, Chapter 18, Los Angeles County Flood Control District Code).

TAs for approved regional projects will require City approvals as specified by the Charter and Administrative Code. TAs for the municipal program will also require approvals, however this process may be streamlined and incorporated into the budget process.

PROPOSITION O

As previously indicated, the Proposition O program has served as the City's key program focused on the implementation of stormwater/watershed management and water quality projects. However, its AOC is considering options for a "wind down" plan to finalize the program. The AOC notes that the majority of its funds have been expended or committed to projects.

- 11 -

As the City moves forward with the formation of its Measure W program, it should also monitor activities associated with the Proposition O program to ensure administrative efficiencies.

MEASURE W - SAFE, CLEAN WATER PROGRAM SPECIAL FUNDS

The previous CAO/CLA joint report included a recommendation regarding the establishment of a special fund to adequately and appropriately track revenues and expenditures, prevent commingling of funds and facilitate required reporting to the LACFCD and other oversight entities, for the municipal program and regional program. Based on further information received from the County and discussions with BOS, CAO/CLA now recommends that two special funds be created to separate the municipal program funds and regional project funds. Interest earnings should remain within the respective special funds for programming purposes and unspent funds should remain in the fund at the close of each fiscal year. As the designated lead City agency for Measure W, it would be efficient to designate the BOS as the Fund Administrator for both special funds. The recommendations include a request for the City Attorney to prepare and present ordinances for the creation of the two special funds, this recommendation supersedes the second recommendation adopted by Council as part of the ECCEJ Committee report (C.F. 18-0384-S1).

FISCAL IMPACT

Measure W is expected to provide annual funding to the City of approximately \$35 million for the local program and approximately \$50 million for the regional program, dependent on competitive award cycles. Funds are expected to be ongoing and support both capital and O&M expenditures, subject to limitations imposed by the Measure. To the extent that expenditures exceed the imposed limitations in future years, potential General Fund impacts will need to be addressed through the City's annual budget process.

Attachment A - Pages from Section 18.04 of Chapter 18 of the Los Angeles County Flood Control District Code

Attachment B - Approval Process Flow Chart

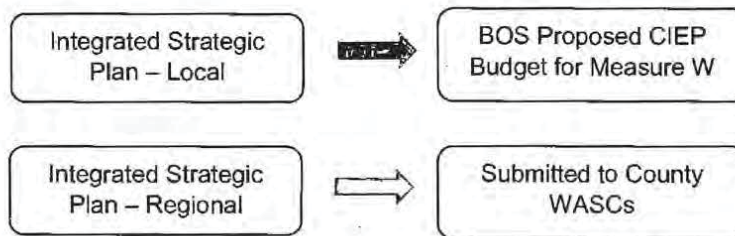
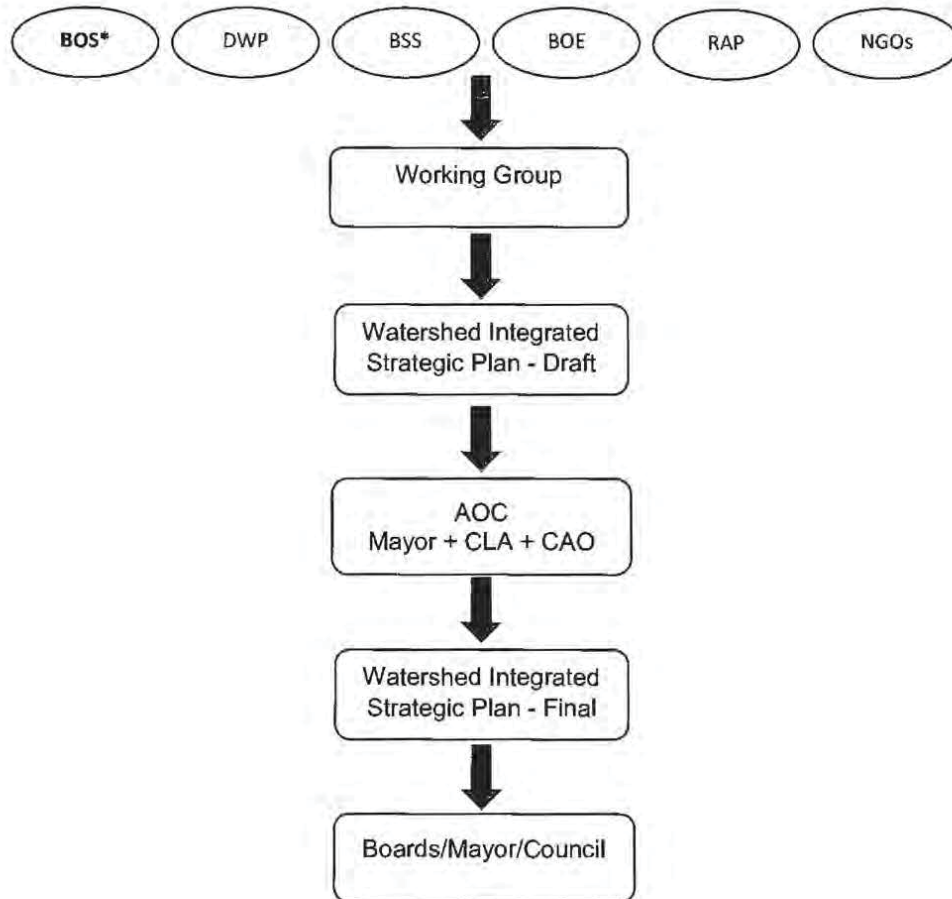
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Attachment A

The Los Angeles County Safe Clean Water program goals as stated in Section 18.04 of Chapter 18 of the Los Angeles County Flood Control District Code are:

- Improve water quality and contribute to attainment of water-quality requirements
- Increase drought preparedness by capturing more Stormwater and/or Urban Runoff to store, clean, reuse and/or recharge groundwater basins
- Improve public health by preventing and cleaning up contaminated water, increasing access to open space, providing additional recreational opportunities, and helping communities mitigate and adapt to the effects of climate change through activities such as increasing shade and green space
- Leverage other funding sources to maximize SCW Program Goals
- Invest in infrastructure that provides multiple benefits
- Prioritize Nature-Based Solutions
- Provide a spectrum of project sizes from neighborhood to regional scales
- Encourage innovation and adoption of new technologies and practices
- Invest in independent scientific research
- Provide DAC Benefits, including Regional Program infrastructure investments, that are not less than one hundred and ten percent (110%) of the ratio of the DAC population to the total population in each Watershed Area
- Provide Regional Program infrastructure funds benefiting each Municipality in proportion to the funds generated within their jurisdiction, after accounting for allocation of the one hundred and ten (110%) return to DACs, to the extent feasible
- Implement an iterative planning and evaluation process to ensure adaptive management
- Promote green jobs and career pathways
- Ensure ongoing operations and maintenance for Projects

ATTACHMENT B



*BOS to serve as lead agency

ORDINANCE NO. 186612

An ordinance adding Chapters 187 and 188 to Division 5 of the Los Angeles Administrative Code to establish the Measure W – Safe, Clean Water – Regional Projects Special Fund and the Measure W – Safe, Clean Water – Municipal Program Special Fund; and adding Chapter 27 to Division 8 to establish the Measure W – Safe, Clean Water Administrative Oversight Committee.

WHEREAS, on November 6, 2018, Los Angeles County voters approved Measure W – The Los Angeles County Safe, Clean Water – Program (Measure W), a parcel tax of 2.5 cents per square foot of impermeable surface to support the costs of stormwater-related programs and projects;

WHEREAS, Los Angeles County enacted an ordinance and implementation ordinance regarding Measure W (Chapter 16 and Chapter 18, respectively, of the Los Angeles County Flood Control District (LACFCD) Code);

WHEREAS, pursuant to these Los Angeles County ordinances, Measure W is administered by the LACFCD and revenues are allocated to three sub-programs – regional, municipal, and administrative – as follows: 50 percent of revenues are allocated for region-wide projects and are awarded on a competitive basis; 40 percent of revenues are allocated to municipalities in the same proportion as the amount of revenues collected within each municipality; and the remaining 10 percent is allocated to the LACFCD for implementation and administration of Measure W;

WHEREAS, eligible uses for revenues include projects that provide a water supply and/or water quality benefit and a community investment benefit;

WHEREAS, the City seeks to establish the Measure W – Safe, Clean Water – Regional Projects Special Fund administered by the Department of Public Works, Bureau of Sanitation for the receipt, retention, and disbursement of funds received from Measure W for regional projects;

WHEREAS, the LACFCD will form one watershed area steering committee per watershed (Watershed Area Steering Committee), for a total of nine steering committees each consisting of 17 members, seven from municipalities within the watershed, five agency stakeholders, and five community stakeholders;

WHEREAS, the City will appoint its municipal representatives on three Watershed Area Steering Committees and the lead City agency for Measure W;

WHEREAS, the City also seeks to establish the Measure W – Safe, Clean Water – Municipal Program Special Fund administered by the Department of Public Works, Bureau of Sanitation for the receipt, retention and disbursement of funds received from Measure W for municipal programs; and

WHEREAS, the City further seeks to establish the Measure W – Safe Clean Water – Administrative Oversight Committee, consisting of representatives from the Offices of the Mayor, City Administrative Officer, and the Chief Legislative Analyst to oversee the City's administration of its Measure W program.

NOW, THEREFORE,

**THE PEOPLE OF THE CITY OF LOS ANGELES
DO ORDAIN AS FOLLOWS:**

Section 1. A new Chapter 187 is added to Division 5 of the Los Angeles Administrative Code to read as follows:

CHAPTER 187

**MEASURE W – SAFE, CLEAN WATER – REGIONAL PROJECTS
SPECIAL FUND**

Sec. 5.593. Creation and Administration of the Fund.

(a) There is hereby created and established within the Treasury of the City of Los Angeles a special fund to be known as the “**Measure W – Safe, Clean Water – Regional Projects Special Fund**,” hereinafter referred to as the “**Fund**.”

(b) The purpose of the Fund shall be for the receipt, retention, and disbursement of monies received from the Los Angeles County Safe, Clean Water Program for regional projects (Safe, Clean Water Program for Regional Projects). The monies placed in the Fund shall be used for regional projects pursuant to the Safe, Clean Water Program for Regional Projects.

(c) The Fund shall be administered by the Department of Public Works, Bureau of Sanitation (Fund Administrator).

(d) Expenditures from the Fund shall be made by the Fund Administrator solely to fund activities related to the purpose of the Fund and in accordance with the Safe, Clean Water Program.

(e) At the close of each fiscal year, monies not expended from the Fund, or any account within the Fund, shall remain in the Fund and shall not revert to the Reserve Fund in accordance with Charter Section 344.

(f) The Fund Administrator shall prepare and present to the City Council an annual report identifying all receipts into and all expenditures out of the Fund; the report shall also identify the purpose of the expenditures. Each report shall cover a fiscal year and shall be submitted within 90 days after the close of that fiscal year.

(g) The Fund shall be interest bearing. Interest and any other earnings attributable to monies in the Fund shall be credited to the Fund and devoted to the purposes of the Fund.

(h) Municipal seat representatives of the City of Los Angeles in the applicable Watershed Area Steering Committees of the Safe, Clean Water Program, shall be as follows:

1. For the Central Santa Monica Bay Steering Committee, the Mayor, Council President, and Chair of the City Council's Energy, Climate Change and Environmental Justice (ECCEJ) Committee, or any successor committee, shall each appoint one municipal seat representative and alternate consistent with the Safe, Clean Water Program requirements for a term of three years;

2. For the Upper Los Angeles River Steering Committee, the Mayor, Council President, and Chair of the Council's ECCEJ Committee, or any successor committee, shall each appoint one municipal seat representative and alternate consistent with the Safe, Clean Water Program requirements for a term of three years;

3. For the South Santa Monica Bay Steering Committee, the Mayor shall appoint one municipal seat representative and alternate consistent with Safe, Clean Water Program requirements for a term of three years; and

4. The City's lead agency to work with Los Angeles County in support of Watershed Area Steering Committee activities associated with the Central Santa Monica Bay, Upper Los Angeles River, and South Santa Monica Bay watersheds shall be the Fund Administrator.

Sec. 2. A new Chapter 188 is added to Division 5 of the Los Angeles Administrative Code to read as follows:

CHAPTER 188

MEASURE W – SAFE, CLEAN WATER – MUNICIPAL PROGRAM SPECIAL FUND

Sec. 5.594. Creation and Administration of the Fund.

(a) There is hereby created and established within the Treasury of the City of Los Angeles a special fund to be known as the "**Measure W – Safe, Clean Water – Municipal Program Special Fund**," hereinafter referred to as the "**Fund**."

(b) The purpose of the Fund shall be for the receipt, retention, and disbursement of monies received from the Los Angeles County Safe, Clean Water Municipal Program (Safe, Clean Water Municipal Program). The monies placed in the

Fund shall be used for municipal programs pursuant to the Safe, Clean Water Municipal Program.

(c) The Fund shall be administered by the Department of Public Works, Bureau of Sanitation (Fund Administrator).

(d) Expenditures from the Fund shall be made by the Fund Administrator solely to fund activities related to the purpose of the Fund and in accordance with the Safe, Clean Water Municipal Program.

(e) At the close of each fiscal year, monies not expended from the Fund, or any account within the Fund, shall remain in the Fund and shall not revert to the Reserve Fund in accordance with Charter Section 344.

(f) The Fund Administrator shall prepare and present to the City Council an annual report identifying all receipts into and all expenditures out of the Fund, as well as the purpose of expenditures. Each report shall cover a fiscal year and shall be submitted within 90 days after the close of that fiscal year.

(g) The Fund shall be interest bearing. Interest and any other earnings attributable to monies in the Fund shall be credited to the Fund and devoted to the purposes of the Fund.

Sec. 3. A new Chapter 27 is added to Division 8 of the Los Angeles Administrative Code to read as follows:

CHAPTER 27

MEASURE W – SAFE, CLEAN WATER – ADMINISTRATIVE OVERSIGHT COMMITTEE

Sec. 8.328. Creation.

The City Council hereby creates and designates the Measure W – Safe, Clean Water – Administrative Oversight Committee (Administrative Oversight Committee) to oversee all City projects and programs funded with proceeds from the ballot measure adopted by the Los Angeles County voters in 2018 (Measure W – The Los Angeles County Safe, Clean Water – Program, referred to as the Measure W Program). Any actions or recommendations by the Administrative Oversight Committee shall be subject to approval by the City Council and the Mayor.

Sec. 8.328.1. Membership.

The Administrative Oversight Committee shall consist of the Mayor; the City Administrative Officer, who shall be the chairperson; and the Chief Legislative Analyst. Each of the members may designate someone to act on the member's behalf.

Sec. 8.328.2. Duties and Responsibilities.

The Administrative Oversight Committee shall ensure proper administration of the Measure W Program. The duties and responsibilities of the Administrative Oversight Committee shall include, but not be limited to:

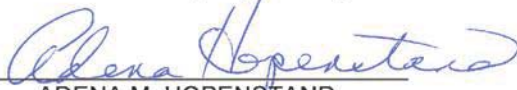
- (a) Develop and review criteria for the selection of projects as proposed by City departments;
- (b) Review project proposals to determine if they meet adopted project criteria;
- (c) Oversee, direct, and monitor the program and projects to ensure timely completion within approved schedules and budgets;
- (d) Monitor utilization and cost of City personnel, personal services contracts, expense, and equipment for the projects;
- (e) Review Memoranda of Agreement or Understanding between City departments and outside agencies concerning the program;
- (f) Resolve any issues of concern between the departments to address program and project needs; and
- (g) Take any other action as may be necessary to oversee the program and projects.

Sec. 4. The City Clerk shall certify to the passage of this ordinance and have it published in accordance with Council policy, either in a daily newspaper circulated in the City of Los Angeles or by posting for ten days in three public places in the City of Los Angeles: one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; and one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records.

Approved as to Form and Legality

MICHAEL N. FEUER, City Attorney

By



ADENA M. HOPENSTAND
Deputy City Attorney

Date 1/23/20

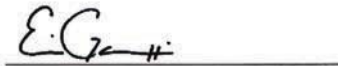

File No. 18-0384-S1

M:\GENERAL COUNSEL DIVISION\ORDINANCES AND REPORTS\ORDINANCES - FINAL YELLOW\Draft Measure W Special Fund Ordinance LAAC 5.591, 5.592 and AOC in LAAC 8.328.docx

The Clerk of the City of Los Angeles hereby certifies that the foregoing ordinance was passed by the Council of the City of Los Angeles.

CITY CLERK

MAYOR



Ordinance Passed 05/05/2020

Approved 05/11/2020

Ordinance Effective Date: 06/24/2020
Council File No.: 18-0384-S1

DECLARATION OF POSTING ORDINANCE

I, **Ottavia Smith** state as follows: I am, and was at all times hereinafter mentioned, a resident of the State of California, over the age of eighteen years, and a Deputy City Clerk of the City of Los Angeles, California.

Ordinance No. **186612** - a copy of which is hereto attached, was finally adopted by the Los Angeles City Council on **05/05/2020**, and under the direction of said City Council and the City Clerk, pursuant to Section 251 of the Charter of the City of Los Angeles and Ordinance No. 172959, I conspicuously posted a true copy of said ordinance at each of the three public places located in the City of Los Angeles, California, as follows: 1) one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall; 2) one copy on the bulletin board located at the Main Street entrance to the Los Angeles City Hall East; 3) one copy on the bulletin board located at the Temple Street entrance to the Los Angeles County Hall of Records beginning on **05/14/2020** and will be continuously posted for ten or more days.

I declare under penalty of perjury that the foregoing is true and correct.



Deputy Clerk

Date: 05/14/2020

Ordinance Effective Date: 06/24/2020

Council File No.: 18-0384-S1

Appendix C

Safe Clean Water Program

Community Outreach and Engagement Tool Kit

For copies of these outreach pieces, or assistance in creating outreach materials for a City of Los Angeles Safe Clean Water Program Project, please send an e-mail to: san.safecleanwater@lacity.org.

Program Fact Sheet



The Role of LA Sanitation & Environment

As the lead agency for watershed management and water quality compliance programs for the City of Los Angeles, LA Sanitation & Environment is partnering with other City departments, municipalities, regional agencies, and community-based organizations to coordinate the City of Los Angeles participation in the County's Safe Clean Water Program.

To learn more about the implementation of the City of Los Angeles Safe Clean Water Program:

- Sign up for updates and newsletters by sending a request to san.safecleanwater@lacity.org
- Visit our new Safe Clean Water Program website at lacsan.org/safecleanwater
- Follow us on Facebook, Instagram and Twitter at @LACitySAN

Safe Clean Water Program Funding Opportunities

Los Angeles County's Safe Clean Water Program includes two sources of general funding for the City of Los Angeles: **Regional Program Funding** and **Municipal Program Funding**.

Regional Program Funding – 50% of the Safe Clean Water Program revenues is allocated to fund multi-benefit stormwater projects, programs and studies in nine watershed areas designated by the County. Applicants seeking funding can submit proposals to the County during its biennial Regional Call for Projects process. Proposals are reviewed by County Flood Control District staff and evaluated through a public process involving committee members.

Municipal Program Funding – 40% of the Program revenues is allocated directly to municipalities, including the City of Los Angeles, to fund local stormwater projects. Funding is distributed to municipalities proportional to the tax revenues collected within their city boundaries. Municipalities receiving funding must ensure appropriate audits is conducted for their projects. In addition, municipalities must submit annual budgets, progress reports and expenditure reports to the County and agree to participate in periodic independent audits.

The Safe Clean Water Program empowers the City of Los Angeles to capture more stormwater, enhance water quality and increase local water supplies for our communities.

Debra C. Zlotnik, PE
Director and General Manager
LA Sanitation & Environment

Project Fact Sheet Templates



Safe Clean Water Program

The Los Angeles County Safe Clean Water Program goals align with the City of Los Angeles Sustainable City plan water goals and will enable the City of Los Angeles to:

- Reduce our reliance on imported water
- Protect water quality
- Develop new water supplies
- Improve flood control
- Act in compliance with federal, state and local water quality mandates
- Protect local rivers, creeks, lakes and bays
- Create more green space
- Empower local communities

Ballona Creek TMDL Project

Creating a More Sustainable and Livable Future for the City of Los Angeles

The **Ballona Creek Total Maximum Daily Load (TMDL) Project** is a watershed-wide multi-faceted program approved by the Los Angeles County and Environmental Resources Board. The project is a continuation of the Los Angeles County Safe Clean Water Program.

The Ballona Creek watershed, approximately 170 square miles and highly urbanized with 10 percent river frontage and 10 percent river frontage, is one of the most urbanized watersheds in the Los Angeles County. The project is a continuation of the Los Angeles County Safe Clean Water Program.

Water quality in Ballona Creek and its related tributaries is impaired by pollutants such as fecal coliform bacteria, total suspended solids, and nutrients. The project is a continuation of the Los Angeles County Safe Clean Water Program.

LA Sanitation & Environment is seeking funding for this multi-benefit stormwater capture and community green space from the County of Los Angeles Safe Clean Water Program. The Safe Clean Water Program provides local, dedicated funding to improve water quality, improve water quality and provide community enhancement throughout the County while supporting compliance with federal clean water standards and addressing climate change.

Wilmington Neighborhood Greening Project

Creating a More Sustainable and Livable Future for the City of Los Angeles

The Wilmington Neighborhood Greening Project will capture, reuse and recycle stormwater runoff from the neighborhood near the **Wilmington Recreation Center**. The project will provide enhanced water quality benefits to the local community by reducing stormwater pollution that would otherwise flow to the Ballona River in the City of Los Angeles. The project will also provide enhanced water quality benefits to the Ballona River at the recreation center with water being directed to the Ballona River for reuse.

The Wilmington Neighborhood Greening Project also includes new and upgraded park amenities, including baseball fields, hiking trails, tennis courts, and fishing, recreational facilities, and support parking with permeable pavement. In addition, the project will enhance the streetscape adjacent to the recreation center through the planting of new trees and the creation of bioswales with native planting along the sidewalks.

LA Sanitation & Environment is seeking funding for this multi-benefit stormwater capture and community green space from the County of Los Angeles Safe Clean Water Program. The Safe Clean Water Program provides local, dedicated funding to improve water quality, improve water quality and provide community enhancement throughout the County while supporting compliance with federal clean water standards and addressing climate change.

Wilmington Recreation Center

Permeable Pavement

Baseball Fields

Hiking Trails

Tennis Courts

Fishing

Stormwater Collection & Detention

Stormwater Storage

Wilmington Recreation Center

Permeable Pavement

Baseball Fields

Hiking Trails

Tennis Courts

Fishing

Stormwater Collection & Detention

Stormwater Storage

The Safe Clean Water Program empowers the City of Los Angeles to capture more stormwater, enhance water quality and increase local water supplies for our communities.

Debra C. Zlotnik, PE
Director and General Manager
LA Sanitation & Environment

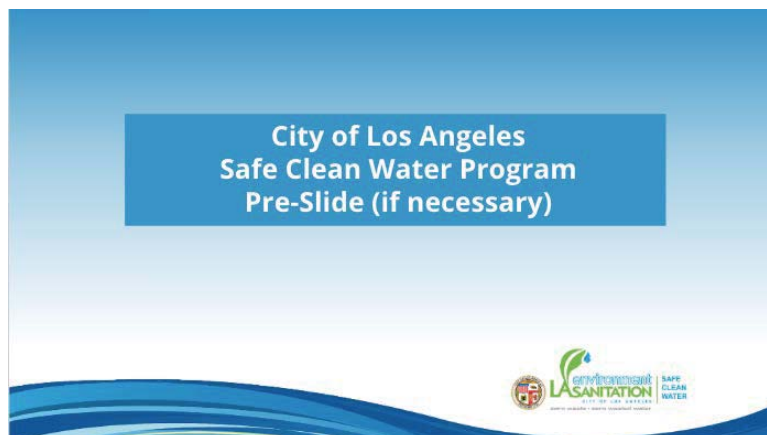
SCWP Program Report Covers

Single, One and Three Images Options

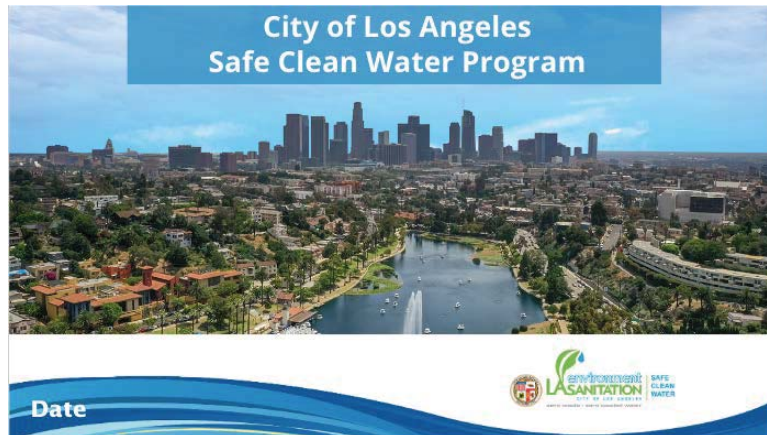


PowerPoint Presentation Templates

1. Presentation Pre-Slide (if necessary)
2. Title Page Slide
3. Presentation Content Slide
4. Presentation End Slide



Presentation Pre-Slide



Title Page Slide



Presentation Content Slide



Presentation End Slide

E-newsletter and E-blast Templates



Safe Clean Water Program
Creating a More Sustainable and Livable Future for the City of Los Angeles



Dear Friends,
LA Sanitation & Environment is pleased to share...

Insert Heading
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Insert Heading
If you'd like to learn more about the City of Los Angeles SCW Program, please visit our website. And, if you would like to receive periodic e-mail updates on the City of Los Angeles SCW Program, we encourage you to sign-up here.

Thank you for your interest and thank you in advance for your support.

Sincerely,
Enrique C. Zaldivar, PE
Director and General Manager
LA Sanitation & Environment



City of Los Angeles
LA Sanitation & Environment
Los Angeles Department of Recreation and Parks



Venice/Oakwood Green Neighborhood Project Phase I



Safe Clean Water Program
Creating a More Sustainable and Livable Future for the City of Los Angeles

Dear Friends,
LA Sanitation & Environment is pleased to share...

Insert Heading
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Insert Heading
If you'd like to learn more about the City of Los Angeles SCW Program, please visit our website. And, if you would like to receive periodic e-mail updates on the City of Los Angeles SCW Program, we encourage you to sign-up here.

Thank you for your interest and thank you in advance for your support.

Sincerely,
Enrique C. Zaldivar, PE
Director and General Manager
LA Sanitation & Environment



Social Media Post Templates



Facebook



Instagram



Twitter

Appendix D

Municipal Program Project-Specific Outreach Worksheet and Checklist

The purpose of the Municipal Project-Specific Outreach Worksheet & Checklist is to ensure that each municipal project includes adequate and appropriate outreach. They serve as a guide for project teams, from project inception to post-construction, to ensure the LA County Safe Clean Water Program outreach and engagement requirements are satisfied and that City of Los Angeles outreach principles are also met.

The following pages include a worksheet template and a checklist template that can be used by project teams for each municipal project.

Municipal Project-Specific Outreach Worksheet

This worksheet should be used by project teams at the project's outset to list potential project stakeholders, issues and outreach/engagement ideas.

Project Name	
Project Team Members / Contact Information	
Watershed Area Steering Committee	
Other City of Los Angeles Department Stakeholders (e.g. Recreation and Parks)	
Potential Project Community Partners (e.g. schools, other cities, LA County, non-profit organizations)	
City Council District(s)	
Neighborhood Council(s)	
LA County Supervisorial District(s)	
Other local elected officials of potential interest (State Assembly, State Senate and Congressional Representative)	
LAUSD Board Member, if project is partnering with local school(s)	
Local Community-based organizations and Non-	

<p>governmental organizations (e.g. resident associations, environmental organizations, local non-profit organizations)</p>	
<p>Project Scope Issues of Potential Interest / Concern to the Local Community</p>	
<p>Potential Project Construction Issues Of Concern / Interest to Project location stakeholders</p>	
<p>Local Community Issues to Consider That May Benefit or Adversely Affect the Project</p>	
<p>Recommendation for Outreach Materials in Languages Other Than English? What Languages?</p>	
<p>Local Community Events (e.g. Events that may present an opportunity to host a booth or provide a project presentation)</p>	
<p>Does the Project Present any Displacement and/or Gentrification Concerns?</p>	
<p>Other Potential Project Issues:</p>	

Municipal Program Project-Specific Outreach Checklist

The purpose of the Municipal Program Project-Specific Outreach Checklist is to ensure the LA County Safe Clean Water Program (SCWP) outreach and engagement requirements are satisfied and that City of Los Angeles outreach principles are also met.

PROJECT DEVELOPMENT OUTREACH

- Use Project-Specific Outreach Workshop to determine key stakeholders, potential issues and other project information.
- Develop Project fact sheet(s) and presentations using SCWP Toolkit (see Appendix C), including the translation of materials in other languages, as appropriate.
- Provide Project briefings to internal City departments and oversight groups as appropriate (e.g. Recreation and Parks, City Council, Working Group, AOC)
- Consult with City Council Office(s) regarding recommended community-based organizations (CBOs) and non-governmental organizations (NGOs) Project stakeholders.
- Provide Project briefings to local CBOs and NGOs and other stakeholders elected officials, as appropriate.
- During consultations with elected officials and stakeholders, determine if the community could be concerned with any potential or perceived displacement or gentrification issues associated with the project and develop a strategy to address these concerns.
- Determine how local NGOs or CBOs will be involved with the Project and COCE for the Project, if applicable.
- Work with LASAN web master to create appropriate Project web page.

IN ANTICIPATION OF ANNUAL MUNICIPAL FUNDING

- Develop the anticipated outreach schedule for the Project based on Project readiness and overall anticipated Project schedule.
- Develop COCE plan to be included with the Municipal Annual Plan that is required to be submitted no later than 45 days after the execution of the Municipal Funds Transfer Agreement.
- Ensure that the COCE plan includes or exceeds the minimum required COCE activities based on the Project cost, as discussed in the Strategic Community Outreach and Engagement Plan and the Funds Transfer Agreement.
- Include any potential displacement or gentrification issues associated with the Project and include a strategy to address these concerns.
- Describe in the COCE plan how local NGOs and/or CBOs will be involved with the Project and COCE for the Project, if applicable.

- Be prepared to include appropriate acknowledgement of credit to the LA County SCWP when promoting COCE activities funded by the program.

DESIGN/ENVIRONMENTAL/PRE-CONSTRUCTION OUTREACH

- Once the required level of environmental review is determined, update COCE plan to include outreach and notification requirements, which are mandated by the California Environmental Quality Act (CEQA), if applicable.
- Determine means and methods for community outreach and engagement. Refer to Methods section in the Strategic Community Outreach and Engagement Plan.
- Prepare for “boots on the ground” outreach to inform project design and preparation for eventual construction.
- Develop outreach materials, as applicable.
- Update issues, stakeholders and other information in the Project-Specific Outreach Worksheet, as needed.

PROJECT CONSTRUCTION OUTREACH

- Approximately six (6) months prior to the start of the Project’s construction, develop a Construction Outreach Plan focused on potential construction impacts, construction schedule and other important information to assist Project neighbors and community stakeholders during construction.
- Approximately two (2) months prior to the Project’s ground breaking, develop a plan to hold a Project Ground Breaking Ceremony with City elected officials, City executives and community stakeholders. Incorporate social media and e-blasts using the Outreach Toolkit and press releases, as appropriate.
- Prepare construction signage for installation at project site providing acknowledgement of credit to the LA County Safe Clean Water Program, including LA County SCWP color logo and the following disclosure statement: “Funding for this project has been provided in full or in part from the Los Angeles County Flood Control District’s Safe Clean Water Program.” At a minimum, the sign should be 2’ x 3’ in size.
- During construction ensure that frequent project updates are provided to community members and project stakeholders using such tools as project construction notices, e-blasts, community meetings, web site updates and social media postings.

PROJECT COMPLETION, OPERATIONS AND MAINTENANCE ACTIVITIES

- Approximately two (2) months prior to Project completion and implementation, develop a plan for Project Ribbon Cutting Ceremony with City elected officials, City executives and community stakeholders. Incorporate social media, e-blasts and press releases, as appropriate.
- Once monitoring and operations and maintenance activities, which are to be funded with LA County Safe Clean Water Program funds are planned, determine the appropriate community outreach and engagement activities that may be needed to keep the project stakeholders and neighbors informed. The LA County Safe Clean Water Program requires biennial outreach activities at a minimum.

LA COUNTY SAFE CLEAN WATER PROGRAM MUNICIPAL PROGRAM REPORTING REQUIREMENTS

- Review the Reporting Requirements section of this Strategic Community Outreach and Engagement Plan and the executed Funds Transfer Agreement for the Project. Because the Annual Progress/Expenditure Report is required to include documentation of the COCE utilized for and/or achieved as compared to what is described in the Annual Plan, be prepared to document and provide photographs of all outreach activities for the Project.
- Based on the anticipated schedule for the Project, confirm the due dates for which Annual Progress/Expenditure Reports will need to be submitted to the Los Angeles County Safe Clean Water Program.

Appendix E

Regional Program Project-Specific Outreach Worksheet and Checklist

The purpose of the Regional Project-Specific Outreach Worksheet and Checklist is to ensure that each regional project includes adequate and appropriate outreach. They serve as a guide for project teams, from project inception to post-construction, to ensure the LA County Safe Clean Water Program outreach and engagement requirements are satisfied and that City of Los Angeles outreach principles are also met.

The following pages include a worksheet template and a checklist template that can be used by project teams for each regional project.

Regional Program Project-Specific Outreach Worksheet

This worksheet should be used by project teams to list potential project stakeholders, issues and outreach/engagement ideas.

Project Name	
Project Manager	
Watershed Area Steering Committee	
Anticipated Project Safe Clean Water Program Score	
Disadvantaged Community Benefits	
Community Investment Benefits	
Nature Based Solutions	
Water Supply Benefits	
Water Quality Benefits	
Other City of Los Angeles Department Stakeholders (e.g. Recreation and Parks)	
Potential Project Community Partners (e.g. school(s), other cities, LA County, and non-profit organizations)	

City Council District(s)	
Neighborhood Council(s)	
LA County Supervisorial District(s)	
Other local elected officials of potential interest (State Assembly member(s), State Senator(s) and Congressional Representative(s))	
LAUSD Board Member (if project is partnering with local school/s)	
Local Community-Based Organizations (CBOs) and Non-Governmental Organizations (e.g. resident associations, environmental organizations, local non-profit organizations)	
Project Scope Issues of Potential Interest and Concern to the Local Community	
Potential Project Construction Issues of Concern to Project Stakeholders	
Local Community Issues to Consider that may benefit or adversely affect the project	
Recommendation for outreach materials to be translated into languages other than English	

<p>Local Community Events (e.g. events that may present an opportunity to host a booth or provide an informational presentation regarding the project)</p>	
<p>Does the project present any potential displacement and/or gentrification concerns?</p>	
<p>Other potential project issues:</p>	

Regional Program Project-Specific Outreach Checklist

The purpose of the Regional Program Project-Specific Outreach Checklist is to ensure the LA County Safe Clean Water Program outreach and engagement requirements are satisfied and that City of Los Angeles outreach principles are also met.

PRIOR TO PROJECT SUBMITTAL TO LA COUNTY SAFE CLEAN WATER PROGRAM

- Use Project-Specific Outreach Worksheet to determine key stakeholders, issues and other project information.
- Develop Project Fact Sheet(s) and Presentations using Outreach Toolkit including the translation of outreach materials into appropriate languages, as necessary.
- Provide Project briefings to sister City agencies, Council District Offices and consult regarding recommended community based organizations (CBOs) and non-governmental organizations (NGOs) and additional project stakeholders.
- Provide Project briefings to local CBOs and NGOs and other stakeholders and elected officials and organizations, as necessary.
- During consultations with elected officials and stakeholders, determine if the community could be concerned with any potential or perceived displacement or gentrification issues associated with the project and develop a strategy to address these concerns.
- Determine how local NGOs and CBOs will be involved with the Project and COCE for the Project, if applicable.
- Request letters of support from CBOs and NGOs to include with Regional Project submittal to LA County Safe Clean Water Program.
- Shepherd the project through the internal City approval process, involving briefing the Safe Clean Water Program Working Group, Administrative Oversight Committee, appropriate City Council committees and City Council review.
- Prepare to present information about the proposed project to the Watershed Area Steering Committee and/or the Watershed Coordinator.

DURING LA COUNTY SAFE CLEAN WATER PROGRAM REVIEW

- Monitor LA County Safe Clean Water Program meetings, including applicable Watershed Area Steering Committee (WASC), Scoring Committee and Regional Oversight Committee (ROC) meetings.
- Provide Project presentations using Outreach Toolkit materials to SCWP Committees, as requested.

- Provide updates on LA County SCWP review of project to Council Office(s) and key project stakeholders. Use Outreach Toolkit, as needed.
- Update issues, stakeholders and other information in the Project-Specific Outreach Worksheet, as needed.
- Once the Project is confirmed by the WASC and ROC to be included in the WASC Stormwater Investment Plan (SIP) that will be presented to the LA County Board of Supervisors for approval, be prepared to begin drafting the stakeholder and community outreach and engagement plan (COCE Plan) that is required by the LA County Safe Clean Water Program Regional Funds Transfer Agreement. The COCE Plan is to be included in the project scope of work associated with the Budget Plan submitted to the County of Los Angeles after the SIP approval by the Board of Supervisors as part of the funds transfer agreement process.
- Approximately one (1) month before the anticipated Board of Supervisors SIP approval, determine if a Project-specific e-blast and/or press release is appropriate to be prepared and approved for distribution upon SIP approval.

AFTER LA COUNTY SAFE CLEAN WATER PROGRAM SIP APPROVAL

- Provide updates on LA County Safe Clean Water Program approval of Project to elected officials and key project stakeholders.
- Develop the anticipated outreach schedule for the Project based on Project readiness and overall anticipated Project schedule.
- Finalize the COCE plan to be included with the Budget Plan scope of work that will be submitted to the LA County SCWP as part of the Funds Transfer Agreement.
- Ensure that the COCE plan includes or exceeds the minimum required COCE activities based on the Project cost, as discussed in the Outreach Components section of this Community Outreach and Engagement Strategic Plan and the Funds Transfer Agreement.
- Include in the COCE plan if there are any potential displacement and/or gentrification issues associated with the Project and include strategies to address these concerns.
- Describe in the COCE plan how local NGOs and/or CBOs will be involved with the Project and COCE for the Project, if applicable.
- Be prepared to include appropriate acknowledgement of credit to the LA County Safe Clean Water Program when promoting COCE activities funded by the program.

DESIGN/ENVIRONMENTAL/PRE-CONSTRUCTION OUTREACH AND ENGAGEMENT

- Update issues, stakeholders and other information in the Project-Specific Outreach Worksheet, as needed.
- Once the required level of environmental review is determined, update COCE plan to include outreach and notification requirements mandated by the California Environmental Quality Act (CEQA), if applicable.
- Prepare for “boots on the ground” outreach to inform project design and preparation for eventual construction and determine materials/methods for outreach. Refer to the Messaging and Branding section and the Methods and Materials section of this Community Outreach and Engagement Strategic Plan. Use the COCE Toolkit, as applicable.
- Update issues, stakeholders and other information in the Project-Specific Outreach Worksheet, as needed.

CONSTRUCTION OUTREACH

- Approximately six (6) months prior to construction, develop a Construction Outreach Plan focused on potential construction impacts, construction schedule and other important information to assist project neighbors and community stakeholders during construction.
- Approximately two (2) months prior to breaking ground, develop a plan to hold a Project Ground Breaking Ceremony with elected officials, city executives and community stakeholders. Incorporate social media, e-blasts and press releases, as appropriate.
- Prepare construction signage, providing acknowledgement of credit to the LA County SCWP to be installed at project sites including the LA County SCWP color logo and the following disclosure statement: “Funding for this project has been provided in full or in part from the Los Angeles County Flood Control District’s Safe Clean Water Program.” At a minimum, the sign shall be 2’ x 3’ in size.
- During construction, ensure that frequent project updates are provided to project neighbors, stakeholders and elected officials using such tools as Project Construction Notices, e-blasts, community meetings, website updates and social media posts.

PROJECT COMPLETION AND OPERATIONS AND MAINTENANCE ACTIVITIES

- Approximately two (2) months prior to Project completion and implementation, develop a plan for Project Ribbon Cutting Ceremony with City elected officials, City executives and community stakeholders. Incorporate social media, e-blasts and press releases, as appropriate.

- Once monitoring and operations and maintenance activities, which are to be funded with LA County Safe Clean Water Program funds are planned, determine the appropriate community outreach and engagement activities that may be needed to keep the project stakeholders and neighbors informed. The LA County Safe Clean Water Program requires biennial outreach activities at a minimum.

LA COUNTY SAFE CLEAN WATER PROGRAM REGIONAL PROGRAM REPORTING REQUIREMENTS

- Review the Reporting Requirements section of this Community Outreach and Engagement Strategic Plan and the executed Funds Transfer Agreement for the Project. Because required information includes photo documentation (e.g. photos of community outreach events, stakeholder meetings, ground breaking ceremonies, and project site) of the phases or tasks of the Project completed during the reporting period, as appropriate, be prepared to develop a plan for gathering the documentation that is required for providing the required reports to the Los Angeles County Safe Clean Water Program.
- Based on the anticipated schedule for the Project, confirm the due dates for which Quarterly Progress/Expenditure Reports will need to be submitted to the LA County Safe Clean Water Program.
- Note also that annually, a summary of the Quarterly Progress/Expenditure Reports is to be submitted to the WASC to explain the previous year's Quarterly Progress/Expenditure Reports. The summary report is due six (6) months after the close of the fourth quarter.