

South Bay Cities Council of Governments

Steering Committee AGENDA

Monday, October 14, 2013

12:00 pm

SBCCOG/SBESC

20285 Western Avenue, Suite 100

Torrance, Ca. 90501

I. REPORT OF POSTING OF AGENDA

- **ACTION:** Receive and file

II. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA

III. PUBLIC COMMENT

IV. CONSENT CALENDAR - 12:05 pm

- A. Steering Committee – September 9, 2013 meeting minutes attached
 - **ACTION:** Approve
- B. SBCCOG Appointments
 - Commitment letters for those appointed to outside agencies - Outstanding from: Zerunyan
- C. Dues and Assessment Payments outstanding: Hawthorne, Lomita.
 - Reminder invoices mailed 10/1/13
- D. Congratulations to Santa Monica Bay Restoration Foundation on its 25th Anniversary
 - Jeff Duclos requested certificates from our members
 - Attached is a draft certificate from the SBCCOG for your consideration
 - **ACTION:** Approve sending a congratulatory certificate

V. ITEMS FOR REVIEW AND APPROVAL ADMINISTRATION

- E. Board Strategic Plan Consultant Selection - 12:10 pm
 - Memo to be sent separately
 - **ACTION:** Recommend that the Board approve a contract with Management Partners in the amount of \$19,800 to assist the SBCCOG in developing a strategic plan and further recommend that the Board select one of the three following dates for the full day workshop and hold that date to participate. The proposed dates are: Friday, January 17; Friday, January 24; or Friday, January 31.
- F. Web Site Enhancements Phase II - 12:20 pm
 - Memo and proposed scope of work attached
 - **ACTION:** Recommend that the SBCCOG Board approve a notice to proceed for Phase II and authorize the SBCCOG staff to negotiate contract with Civic Resource Group for an amount to not exceed \$24,675.
- G. General Assembly - 12:30 pm
 - Why Must We Care: The Cost of the Changing Environment to the South Bay
 - Program status attached

- Sponsorships as of 10/7/13 - \$13,000
- H. Approval of Invoices – available at the meeting - **12:40 pm**
 - **ACTION:** Approve invoices for payment

WORK PROGRAM

- I. Reliability of the SCE Infrastructure - **12:45 pm**
 - Memo and proposed scope of work attached
 - **ACTION:** Provide direction
- J. MS-4 Permit - - **1:00 pm**
 - Letter attached at the request of Dan Medina
 - **ACTION:** Approve letter to send
- K. Sustainable South Bay Strategy Updates – **1:15 pm**
 - South Bay Cities Council of Governments received approval for funding from SCAG for the Neighborhood-Oriented Development Graphics project. This is a Sustainability Program grant valued at approximately \$25,000 in planning services.
 - Summary of meeting with CEC Commissioner Janea Scott
 - BEV demonstration program update
- L. Transportation Issues – **1:25 pm**
 - Monthly transportation update from Steve Lantz – attached
 - LAX Access Options
- M. South Bay Environmental Services Center – **1:35 pm**
 - Memo on SBESC programs to be available at the meeting
 - Training Program
 - Memo and documents attached
 - **ACTIONS:** Approve the Change Order for the Strategic Plan Support Phase contract enabling these trainings to be funded by Southern California Edison.
 - Approve use of previously contracted trainers for additional workshops.
 - Approve the engagement with the Northwest Energy Efficiency Council (NEEC) and the Association of Energy Engineers (AEE) for the BOC and CEM courses.
 - Approve the Memorandum of Understanding between the SBCCOG and the Northwest Energy Efficiency Council (NEEC) pending legal review.
 - Approve release of RFQ to develop content for Advanced Lighting System Repair Maintenance and Embedded Energy Saving Energy by Saving Water workshops.
 - Enterprise Energy Management Information System (EEMIS) Submetering Initiative - El Segundo
 - Memo and MOU attached
 - **ACTION:** Recommend Board approval for the Enterprise Energy Management Information System (EEMIS) Sub-metering Initiative and entering an MOU with El Segundo
- N. Legislative Advocacy - **1:35 pm**
 - Matrix attached
 - Comments on October 10 – next Legislative Briefing and Breakfast
- O. Special Events – **1:40 pm**
 - SBCCOG/SBACC October 30 joint mixer/meeting

AGENDA DEVELOPMENT – 1:45 pm

P. Board Meeting – October 24, 2013

- Gas Company recognition of SBCCOG for exceeding our goals
- Transportation History of the South Bay
- Proposition 13 – The Legacy

NEXT STEERING COMMITTEE MEETING – November 12, 2013 @ 12:00 pm

ADJOURN

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South Bay Cities Council of Governments

Steering Committee MINUTES September 9, 2013

Attendees: Dan Medina (Chair, Gardena), Jim Goodhart (Vice Chair, Palos Verdes Estates), Jim Osborne (Lawndale), Olivia Valentine (Hawthorne), Michael DiVirgilio (Hermosa Beach), Jim Knight (Rancho Palos Verdes), David Lesser (Manhattan Beach), Ralph Franklin (Inglewood), Chandler Shields (SBESC), Jacki Bacharach, Kim Fuentes, Steve Lantz, Wally Siembab, Natalie Champion, Lisa Rodriguez (SBCCOG)

I. REPORT OF POSTING OF AGENDA

- **ACTION:** Received and filed

II. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA

- **MOTION:** Moving forward, any changes to the agenda must be approved and disseminated in accordance with the Brown Act.
- **ACTION:** Approved (Goodhart/Osborne)
- **COMMENTS:** Item V. L. adding the Water Leak Detection Contract with Southern California Edison and Willdan to the agenda (Bacharach).
- **ACTION:** Approved (Goodhart/Osborne).

III. PUBLIC COMMENT

IV. CONSENT CALENDAR - ~~12:05 pm~~ 12:19 pm

- Steering Committee – August 12, 2013 meeting minutes attached
 - **ACTION:** Approved (Osborne/Goodhart)
- SCAG Regional Council Districts
 - SCAG reviews the Regional Council district boundaries every 5 years and solicits comments – see attached letter
 - **ACTION:** Send attached response letter to SCAG.
- Video Conference Use report for January through August - attached
- SBCCOG Appointments
 - Commitment letters for those appointed to outside agencies - Outstanding from: Zerunyan
- Dues and Assessment Payments outstanding: Hawthorne, Lomita. All others paid in full except for Lawndale and Rolling Hills, which did not pay the assessment.
 - COMMENTS:** Jacki and Kim shared information regarding the assessments and the types of analysis and topics for the SBCCOG to focus on per the requests made by various member cities.
 - RECOMMENDATIONS:** Send information regarding the assessment to the Steering Committee members (Valentine); create a dues statement assessment schedule and notification during midyear budget so cities can include the cost into the upcoming fiscal year budget (Bacharach); send a “for your information” letter to member cities regarding dues payment and the benefits of the SBCCOG assessment to their respective city (Medina); explain the benefits of the SBCCOG assessment (Knight).
- Strategic Plan Proposal
 - Request for Proposal is circulating and proposals due September 20.

V. ITEMS FOR REVIEW AND APPROVAL

ADMINISTRATION

G. Social Media Report – ~~attached~~ – ~~12:15 pm~~ 12:30 pm

- **COMMENTS:** Kim and Chandler discussed information on the SBCCOG current social media platforms and the information gathered through the fact-finding process with member cities in developing ongoing social media strategies.
- **RECOMMENDATIONS:** Determine how the SBCCOG will engage member cities (Knight) and overcome the departmental compartmentalization problem (Valentine) and talk to City Managers to obtain their buy-in (Goodhart). Additionally, define the goals of the social media-working group (Lesser).
- **ACTION:** Directed staff to initiate a meeting with member cities and the county to assess the interest and value of establishing an ongoing social media-working group. (Goodhart/Osborne).

H. General Assembly - ~~12:30 pm~~ 12:44 pm

- Working Title: Why Must We Care: The Cost of the Changing Environment to the South Bay
- Program status reviewed
- Lisa Rodriguez discussed sponsorships
- **HANDOUTS:** Revised General Assembly flyer distributed at the meeting.
- **COMMENTS:** Jacki discussed the new flyer, the current speakers, the letter sent to request Carla Peterman as a speaker and the letter sent to Governor Brown. Lisa presented information on the sponsorships, including Southern California Edison and Iteris' \$2,500 level sponsorship. Lisa also mentioned reaching out to member cities for assistance in identifying potential businesses for sponsorship consideration.
- **RECOMMENDATIONS:** Send invitation to Southern California Edison and consider topics, including electric cars, LED lights and the grid system (Knight); consider Heidi Sanborn of the California Product Stewardship Council as a speaker (DiVirgilio); find speakers that have something to "say" (Lesser).

I. Personnel – ~~12:45 pm~~ 12:51 pm

- **HANDOUTS:** Independent Contract Agreement for David Biggs (Three week agreement and full agreement contract) distributed at the meeting.
- **COMMENTS:** Jacki discussed the resignation of Catherine Showalter and taking sufficient time to identify the right candidate for the position. Jacki recommends the Committee approve a three-week contract with David Biggs until the Board meeting.
- **RECOMMENDATIONS:** Ensure the full contract will be on the consent agenda for the Board Meeting, including the statement of work (Goodhart); articulate to the Board the nature of the contract and deliverables for the contract (Lesser).
- **MOTION:** To approve the first three weeks of the contract for David Biggs and present to the Board the full contract for approval.
- **ACTION:** Approved (DiVirgilio/Goodhart).

J. Approval of Invoices – available at the meeting – ~~1:00 pm~~ 1:10 pm

- **ACTION:** Approved invoices for payment (Franklin/Knight).

WORK PROGRAM

K. Sustainable South Bay Strategy Updates – ~~1:05 pm~~ 1:11 pm

- SCAG Sustainable Communities Strategy – Delegation – memo attached
 - **ACTION:** Directed staff to prepare a letter for Board approval to be sent to SCAG declining to take responsibility for producing a sub regional SCS for the 2016 RTP.

- **COMMENTS:** Wally presented the Sustainable South Bay Strategy via PowerPoint presentation.
- **RECOMMENDATIONS:** Provide information as to why the SBCCOG is not moving forward with the strategy (Knight).
- **MOTION:** Go forward with the letter to SCAG indicating that the SBCCOG does not want to take part in the currently proposed SCS as we have an alternative view as to how we want to go forth.
- **ACTION:** Approved (Knight/Osborne).
- **AMENDED MOTION:** Include the need to encourage SCAG to have a dialogue to incorporate it into a funding mechanism.
- **ACTION:** Approved.

- Summary of Neighborhood Oriented Development Feasibility Study Final Report funded by SCAG as part of the COMPASS Program.
- **COMMENTS:** Wally presented the report via PowerPoint, specifically the assessment of the neighborhood oriented development feasibility in three study areas.
- **RECOMMENDATIONS:** Identify the follow-up actions and what model to use for neighborhood oriented development (Valentine).

- BEV demonstration program update
- **COMMENTS:** Jacki shared that the interim report is due April 2014.

- Summary of Comments to California Energy Commission requested by CEC Commissioner Janea Scott
- **COMMENTS:** Wally discussed the interest in long-term energy futures in California. Jacki suggested that emails be sent to keep the Commission informed about the activities of the SBCCOG regarding this matter.

K. Transportation Issues – ~~1:20 pm~~ 1:42 pm

- Monthly transportation update from Steve Lantz – attached
- **COMMENTS:** Jacki shared that Steve is the featured speaker at the Carson Chamber of Commerce Quarterly meeting to be held on September 19 at 7:30 am. Steve discussed legislation that will provide a one-year solution to pension reform and how the petition is expected to pass. Steve also presented information on the Express Lane study including the I-405; information was presented about Mayor Eric Garcetti's czar Matt Peterson and involving him in SBCCOG issues.

- Measure R meeting time
- **ACTION:** Measure R meetings will take place the first Wednesday of the month, starting at 3 pm, effective October 2.

- Response to Antonovich/DuBois request for projects for a future sales tax – memo attached
- **HANDOUTS:** Revised letter re: Response to Antonovich/DuBois request for projects for a future sales tax distributed at the meeting.
- **COMMENTS:** Jacki stated the revised letter includes the City of Lawndale's response and information on projects and the sub regional policies. Steve mentioned that the letter is due October 4, but the SBCCOG wants member cities' responses with project information for the Board to approve at the next meeting.
 - **ACTION:** Approved to send to the Board.

- Request to Opt out of Metro Measure R Acceleration Initiative – attached
- **COMMENTS:** Steve discussed the Metro letter will be presented to the Board, opting out of accelerating the SBCCOG Highway program and retaining Metro's contingency line item, specifically the funds the SBCCOG is entitled to before escalation.

- **RECOMMENDATIONS:** Include in the outreach reminders for legislators and staff to be prepared to address the issues presented at the previous Legislative Briefing (Franklin).

N. Special Events – ~~1:55 pm~~ **2:21 pm**

- SMRBC 25th Anniversary – October 17
- SBCCOG/SBACC October 30 joint mixer/meeting
- **HANDOUTS:** October 30 joint mixer flyer distributed at the meeting.
- **COMMENTS:** Dan Medina will present what is the SBCCOG (Bacharach).

AGENDA DEVELOPMENT – ~~2:00 pm~~ 2:22 pm

O. Board Meeting – September 26, 2013

- **COMMENTS:** Jacki mentioned the featured speaker from LAX, would discuss the LAX renovations.
 - Future Board topics
 - October - Proposition 13 – The Legacy
 - City Dock Project, Port of Los Angeles
- **COMMENTS:** Jacki mentioned that Joyce Fahey, Executive Advisor E&B Natural Resources, wants to do a presentation on the proposal to drill oil in Hermosa Beach.
- **RECOMMENDATIONS:** This is not an SBCCOG issue (Goodhart) and the Steering Committee recommends not having this presentation.

NEXT STEERING COMMITTEE MEETING – Regular dates are holidays:

- Monday, October 14, 2013 @ 12:00 pm – RECOMMEND keeping the regular date
- **COMMENTS:** Olivia Valentine will be unable to attend (Valentine).
- Monday, November 11, 2013 - @ 12:00 pm – RECOMMEND November 12 - **APPROVED** the date changes.

ANNOUNCEMENTS:

- **COMMENTS:** Jacki will be on vacation the 12th through the 25th of September; Medina mentioned that Osborne will be performing on September 14 at the Lawndale Jazz/Blues Festival; Medina will be performing on October 5 at the Heritage Festival at Gardena City Hall.

ADJOURNED at 2:28 pm

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DRAFT



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

The South Bay Cities Council of Governments

Congratulates

The Santa Monica Bay Restoration Foundation

On their 25th Anniversary

Since 1988, the Santa Monica Bay Restoration Foundation, in partnership with the Santa Monica Bay Restoration Commission, has had many successes in restoring and enhancing the coastal waters and watersheds. Through actions and partnerships that improve water quality, conserve and rehabilitate natural resources and protect the Bay's benefits and values, the Bay Foundation has a proven track record of positive, scientifically based contributions to the health of the Santa Monica Bay Watershed and the entire Region.

Dan Medina, Chair

October 17, 2013
Date

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South Bay Cities Council of Governments

October 14, 2013

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director

RE: Website Redesign Phase II

At the October 25, 2012 Board meeting, the South Bay Cities Council of Governments (SBCCOG) approved a contract with Civic Resource Group (CRG), Los Angeles, CA for Website Redesign. The phase I work focused on website development using a Drupal platform and content migration. This work has been completed.

The second phase of this project includes website enhancements to support the SBCCOG work with the Enterprise Energy Monitoring Information System (EEMIS) and the South Bay Measure R Highway Program. This work has not started as the SBCCOG staff has been working with CRG to better define the scope of phase II, including how enhancements can better serve these two programs and the requirements of such tools, such as the ability to streamline city training RSVPs, provide embedded tools for cities to use for energy efficiency facility management and reporting on transportation projects, as well as provide technical support. A detailed scope of work is attached.

CRG proposed \$25,000 for phase II through the original request for proposal process. The detailed scope of work has a final budget of \$24,675 and will be funded 50% by the South Bay Measure R Hwy Program and 50% by the Utility Partnership.

RECOMMENDATION

Recommend that the SBCCOG Board approve a notice to proceed for Phase II and authorize the SBCCOG staff to negotiate the contract with Civic Resource Group for an amount to not exceed \$24,675.

South Bay Cities Council of Governments (SBCCOG) – Website Phase II Scope of Work

Overview:

Civic Resource Group (CRG) will provide professional web development services, in accordance with the work plan below, to provide enhancements to the South Bay Cities Council of Governments (SBCCOG) and South Bay Environmental Services Center (SBESC) current website.

The costs below are calculated using Civic Resource Group’s blended rate of \$105/hr.

Work Plan and Cost Estimate:

Key Project Task	Description	Hours
<p>1. Enterprise Energy Monitoring Information System (EEMIS)/Training RSVP Functions</p> <p>Estimated Completion: 5 Weeks</p>	<ul style="list-style-type: none"> • Create confirmation page and automated email confirmation message once user is registered (certain SBCCOG staff will be copied on the email) • Create 5 separate RSVP forms two forms for individual meetings and workshops, two for series of meetings, and one for special training events <ul style="list-style-type: none"> ○ With confirmation pages and automated email confirmation • Feature to export list of RSVP’d attendees via CSV • Create approval functionality to approve RSVP forms (approval functionality will have to be given to identified SBCCOG staff) • Integrate RSVP forms with SalesNexus CRM database so event attendees can be exported to SalesNexus (after Admin approval) • Create calendar view of specific types of meetings, workshops, and events • Assumption: the SalesNexus platform allows for online submission of CRM records via an application programming interface (API) or other • Assumption: If integration with SalesNexus is not possible, CRG will allocate 5 hours from this project task to On-Call Support and Maintenance to be used as needed • Assumption: New user role to be created that will only approve identified RSVP requests 	<p>60 Hours (\$11,550)</p>



<p>2. Municipal Energy Efficiency and Measure R Resource Pages</p> <p>Estimated Completion: 2 Week</p>	<ul style="list-style-type: none"> • New design/organization to SBCCOG Resources page (categorization of listed organizations) • Content migration from old SBCCOG Resources pages • Assumption: As discussed with Kim Fuentes on 10/7/13, these pages may include the use of inline frames (see additional assumptions below) to third-party webpages or the use of content pages with links to said third-party webpages. • Assumption: Developing inline frames to display the third-party webpages means that neither CRG nor SBCCOG staff will have control over the design or “look and feel” of the third party webpage displayed within the inline frame. • Assumption: Technical issues within the third-party webpage displayed within the inline frame is not under the control of CRG. • Assumption: The URL of the third-party webpage included within the inline frame needs to be programmed into the webpage’s HTML. Updated to the third-party webpage URL will require the usage of On-Call Support and Maintenance hours. 	<p>30 Hours (\$3,150)</p>
<p>3. Dynamic Energy Data Portal</p> <p>Estimated Completion: 2 Weeks</p>	<ul style="list-style-type: none"> • Work with SBCCOG staff to propose better organization and presentation of content in SBCCOG Program Pages • Assumption: As discussed with Kim Fuentes on 10/7/13, these pages may include the use of inline frames (see additional assumptions below) to third-party webpages or the use of content pages with links to said third-party webpages. • Assumption: Developing inline frames to display the third-party webpages means that neither CRG nor SBCCOG staff will have control over the design or “look and feel” of the third party webpage displayed within the inline frame. • Assumption: Technical issues within the third-party webpage displayed within the inline frame is not under the control of CRG. • Assumption: The URL of the third-party webpage included within the inline frame needs to be programmed into the webpage’s HTML. Updated to the third-party webpage URL will require the usage of On-Call Support and Maintenance hours. 	<p>15 Hours (\$1,575)</p>
<p>4. Create Page Templates or Function for Password</p>	<ul style="list-style-type: none"> • Create 2 new page templates for SBCCOG password protected area so that content/files can be easily deployed to specific groups 	<p>30 Hours (\$3,150)</p>



<p>Protected Content for Energy Efficiency and Measure R Programs.</p> <p>Estimated Completion: 2 Weeks</p>	<ul style="list-style-type: none"> • Assumption: Functionality will be similar to current password protected member dashboard 	
<p>5. (OPTIONAL) Preliminary Assessment of Metro Project Management Information System (PMIS)</p> <p>Estimated Completion: TBD</p>	<ul style="list-style-type: none"> • Preliminary assessment of the Los Angeles County Metropolitan Transportation Authority's (Metro) Project Management Information System Integration with SBCCOG Measure R data system • Assumption: will require meetings possible demos of the PMIS to fully comprehend architecture and system • Assumption: the PMIS will be built with an open architecture allowing for integration with outside system via an API or other • Assumption: CRG will deliver a proposed scope, budget, and timeline as a deliverable for this phase. 	<p>30 Hours (\$3,150)</p>
Total		\$22,575

Key Project Task	Description	
<p>On-Call Support and Maintenance</p>	<ul style="list-style-type: none"> • On-call support and maintenance for SBCCOG and SBESC website via Civic Resource Group's ticketing system • Assumption: To be invoiced on an "as-needed" basis. 	<p>20 hours</p>
Total		\$2,100

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South Bay Cities Council of Governments

Why Must We Care? – The Cost of the Changing Environment on the South Bay”

8:30 AM – 9:10 AM – Registration and Exhibits

**9:10 AM – Welcome – SBCCOG Chair Dan Medina
DISCUSS PROJECT LIST AND OUR PRIORITIES
& Mayor Jim Dear, Carson – WELCOME TO CARSON**

**9:25 AM – 10:00 AM – Kickoff Speaker – (30 MINUTES) – Matthew Kahn
CONFIRMED**

Why Must We Care? The Cost of Environmental Changes to the South Bay

Our Regional Needs for Water, Energy and the Environment – need better title

- a. Program: Keynote speaker, Panel, Luncheon Speaker
 1. Invite Governor, Gavin Newsom – *invites outstanding*
 2. UCLA Overview – 2016 emphasis – *Parfrey invite outstanding*
 3. Panel – Climate Change and Adaptation strategies
 - a. Water – sea rise; Energy – renewables; effect on the economy
 - b. Transportation – alternative mobility strategies; cost of gas
 - c. Air Quality
 - d. Health – Jonathan Fielding - CONFIRMED**
 4. Alternate panel
 - a. Economics
 - b. CalFire Director Ken Pimlott – *invite outstanding*
 - c. Edison – power reliability
- b. Other considerations
 1. Demographic effects to young, old, different ethnicities
 2. Local Actions important – Chula Vista
 3. City preparedness – Chula Vista
 4. Any changes needed to emergency preparedness? Public Safety – Cal Fire
- c. Retrospective – 14 years of GA’s for posters -???
- d. Annual report?

10:05 AM – 11.15 AM – Panel of speakers

11:15– 11:30 – Break

11:30 AM – 12:10 Panel on – Opportunities to Respond to New Challenges

12:00 – 12:10 – Audience questions

12:15 – 1:00 – Exhibits

12:30 – 1:00 PM – Lunch

1:00 pm - 1:30 pm

2:00 pm – Adjourn by Chair Dan Medina

CONFIRMED

Matthew Kahn – CONFIRMED

Jonathan Fielding – CONFIRMED

INVITED

Governor Brown – invited

Gavin Newsom – invited

Ken Pimlott – CalFire Director – invited

Brandon Reed – Chula Vista Climate planning department – invited

Jonathan Parfrey – Climate Resolve (UCLA data) – invited

DECLINED

Alex Hall, UCLA – declined

Carla Peterman – declined

South Bay Cities Council of Governments

October 14, 2013

TO: Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

SUBJECT: Reliability Issues re: the SCE Infrastructure in the South Bay

Background

The South Bay cities have experienced multiple power outages in the last few years. These outages have not only been frustrating and inconvenient, but costly and detrimental to the economy of the cities.

A discussion on what the cities might do about this has been taking place on and off since last October by both board members and city managers. The SBCCOG staff provided a speaker to the January City Managers' monthly meeting, who presented his understanding of the issue and how we might work together to develop a plan to address this issue. No further action was taken until the outages became more disruptive in recent months.

At the request of the Hermosa Beach City Manager in August, I contacted the speaker we heard from and asked him for a formal proposal for how the SBCCOG could assist the cities in collaborating to understand and demand timely action on this issue. The proposal is attached. This information will also be presented to the City Managers at their meeting on October 16.

In order to perform the work outlined in the proposal, it will be necessary to have a special assessment. The cost is \$25,000 for the consultant and the SBCCOG will incur oversight costs for administering the contract and coordinating with cities. Assuming that not all of our cities will be interested or able to pay the assessment, staff is recommending that the assessment be set at \$2,700 and that we not proceed until sufficient funds have been pledged or received.

RECOMMENDATION

It is recommended that the Steering Committee discuss the scope of work. Should you wish to proceed, recommend to the Board an assessment of \$2,700 per city with the understanding that we will not proceed until sufficient funds have been pledged or received.

**Work Order #1:
South Bay Cities Council of Governments
Power Outages, Issues & SCE Maintenance Status Report
September 27, 2013**

To that certain Consulting Services Agreement dated October 1, 2013 ("the Agreement"), by and between South Bay Cities Council of Governments ("Client" or "SBCCOG"), and Skipping Stone LLC. ("Consultant" or "SS") this Work Order #1 ("Work Order #1" or "WO#1") shall be attached to and become a part of the Agreement upon execution (including execution by e-mail acknowledgement, execution in counterpart, or facsimile execution) by the respective identified representatives.

Introduction

SBCCOG has experienced several significant power outages and have ongoing power infrastructure and maintenance issues with SCE. This has resulted in less than satisfactory performance and has caused business owners and residences a myriad of problems.

To date SCE has not provided SBCCOG with an action plan to address the power quality and infrastructure issues. To better prepare for a more directed dialogue with SCE and to determine potential action plans, SBCCOG desires a status report on power outages, issues and maintenance plans.

Methodology & Scope of Work

Consultant will prepare a power outages, issues and maintenance status report for SBCCOG. To prepare this report, Consultant will:

- Develop an information gathering template for use in interviewing key stakeholders from each SBCCOG City.
- Meet with key stakeholders to gather information regarding issues, problems, communications with SCE and corrective actions promised or taken (if any).
- Gather information from SCE records on both planned and unplanned power outages experienced in the SBCCOG service territory. Such information to include, outage dates, location, reason, corrective action taken and any outage impact information available.
- Gather information from SCE on maintenance plans and infrastructure upgrade plans impacting SBCCOG cities.
- Review SCE PUC filings on maintenance, infrastructure plans and capital projects and provide a general overview including any specific SCE plans impacting the SBCCOG service territory.
- Prepare a status report inclusive of the information gathered above and provide an assessment of current status and potential for improvements or potential for ongoing issues and outages.
 - The report will also include an outline of potential action plans SBCCOG might consider to address its power issues and needs.

- Prepare and present a summary presentation of the status report, including potential action plans, to SBCCOG leadership and key stakeholders.

Resources

Consultant will assign Peter Weigand as the engagement leader and Kathleen Herman will perform a majority of the Scope of Work. See attached resource bios.

Fee & Timing

A fixed fee of \$25,000, inclusive of travel expenses. Upon approval of this Work Order #1, this engagement will be completed within 90 days.

Budget, Terms and Expenses

1. An Initial Payment of \$12,500 shall be due upon signing of this Work Order #1. Such Initial Payment by Client must be received by Consultant prior to work commencing under this Work Order #1. The balance of payment shall be due upon submitting the final report and presenting the results.
2. Client shall provide Consultant with required Client-side accounts payable information, including any Client-required P.O. number and accounts payable contact information necessary to process Consultant's invoices promptly.
3. Interest on invoiced amounts unpaid longer than 30 days shall accrue at a rate of 1.5%/mo.
4. Additional projects and/or expanded scope will appear on subsequent work order(s).
5. Resource Availability- Consultant resource(s) provided or named hereunder are subject to change. Should replacement resource(s) be required, Consultant shall provide such replacement resource(s) of substantially similar skill level.
6. All other terms and conditions are per the Consulting Services Agreement (CSA).

Acceptance

This Work Order #1 is made a part of the Consulting Services Agreement between the parties. Changes in provisions specific to this Work Order are applicable to this Work Order only and do not alter or change the provisions of other Work Orders or the general terms and conditions of the Consulting Services Agreement.

Client

Consultant

 Jacki Bacharach
 Executive Director
 South Bay Cities Council
 Of Governments

 Greg Lander
 President
 Skipping Stone, LLC

Date: _____

Date: _____

Resource Bios

Peter Weigand, Chairman & CEO

Peter Weigand, Chairman, CEO and founder of Skipping Stone, has over 30 years of energy industry experience. Previously Peter has been CEO or COO of 4 energy and energy technology companies, has taken a company public, bought and sold over 12 companies, performed turn around and crisis management both domestically and internationally, managed triple digit growth, and has been a member of 6 boards of directors. His companies have been named to the Inc. 500 three times and have launched many new energy services and technologies globally.

As Chairman and CEO of Skipping Stone he has built one of the leading energy strategy and market consulting firms based on a unique network model that deploys consultants with direct industry experience. The firm's consultants have worked with over 250 clients across the energy industry, including natural gas and power markets, demand response, clean energy technology, and renewable energy.

Peter has been named Entrepreneur of the Year by Ernst & Young, one of the Top 50 Most Influential People in Energy by Pennwell and has written 3 books on energy topics.

Kathleen Herman, Senior Consultant

Kathleen Herman has over 30 years of energy and utility experience, primarily with Southern California Edison. Prior to joining Skipping Stone, Kathleen was a senior executive with SCE and managed a variety of departments, including director of the major accounts group, senior manager of product and services development teams and senior manager of enterprise resource planning.

She also was responsible for the design and implementation of SCE's grid outage management systems, infrastructure planning, customer technology application center, product lifecycle management and is a certified generation plant operator.

Senator Roderick Wright
25th Senate District
One Manchester Blvd, Suite 600
Inglewood, CA 90301

Assembly Member Steven Bradford
62nd Assembly District
One West Manchester Blvd., Suite 601
Inglewood, CA 90301

Senator Ted Lieu
28th Senate District
2512 Artesia Blvd., Suite 320
Redondo Beach, CA 90278

Assembly Member Isadore Hall, III
64th Assembly District
4201 Long Beach Blvd., Suite 327
Compton, CA 90220

Assemblymember Bonnie Lowenthal
54th Assembly District
110 Pine Avenue, Suite 804
Long Beach, CA 90802

Assembly Member Al Muratsuchi
53rd Assembly District
3460 West Torrance Blvd.
Torrance, CA 90503

Governor Jerry Brown
State of California
c/o State Capitol, Suite 1173
Sacramento, CA 95814

Subject: Opposition to Los Angeles County MS4 (NPDES) Permit

Dear Senator Lieu, Assembly Member Hall and Governor Brown:

The purpose of this letter is to call to your attention to the serious problem the Los Angeles County Municipal Separate Storm Sewer Permit (MS4) NPDES (permit) poses to municipalities and tax payers.

The MS4 permit, which was adopted in October of last year, contains stormwater compliance requirements that will cost cities in Los Angeles County billions of dollars

over a 20 year period. A reasonable cost estimate for a city, two square miles in area, is \$1,000,000 per year. The high cost is due to compliance with special water quality standards, known as total maximum daily load (TMDL). TMDL are numeric limits placed on pollutants including, but not limited to trash, copper, lead, zinc, lead, and bacteria.

Fortunately, USEPA has indicated that the permit lacks what is referred to as an "iterative process" for achieving compliance with TMDLs. Basically, it is a procedure that allows cities to attain compliance by implementing best management practices (BMPs) such as street sweeping and requiring new developments to install pollution treatment controls. If the implementation of BMPs does not meet TMDLs, based on monitoring discharges from City storm drains, no violation would occur -- as long as BMPs are fully implemented in a timely manner and BMPs are improved.

The absence of the iterative process in the permit, which is a requirement mandated by federal regulations and precedential State Water Resources Control Board (State Board) orders, is likely to cause the State Board to invalidate it. In the meantime, cities are stuck with having to prepare expensive management plans to comply with the permit. The cost of preparing such plans is in the tens of thousands and in some cases hundreds of thousands of dollars. Mind you, this is only for plan preparation. Including an iterative process in the permit would make the plans unnecessary as compliance determinants. Unfortunately, the State Board has indicated that it is not likely to move on taking any action on the permit until the spring.

The city members of the South Bay Council of Governments (SBCOG) would like to avoid having to prepare plans given that the permit, which requires them, is likely to be invalidated in a few months.

The SBCCOG, therefore, asks that you urge the State Board to: (1) void the permit this year; (2) "stay" the permit while the issue is pending decision; or (3) advise the Los Angeles Regional Board, which adopted the permit, to adopt a resolution that would stay the permit while the State Board decides its fate.

Sincerely,

Dan Medina
SBCCOG Chair
Mayor Pro Tem, City of Gardena

South Bay Cities Council of Governments

October 14, 2013

TO: Jacki Bacharach, SBCCOG Executive Director

FROM: Steve Lantz, SBCCOG Transportation Consultant

RE: SBCCOG Transportation Update – October 2013

Federal Update:

Governor Brown Temporarily Saves Federal Transit Funding

As reported last month, US Secretary of Labor Thomas Perez forced California Governor Jerry Brown to fashion a legislative fix to an impasse over implementation of the pension reform bill that was threatening the delivery of federal transit funds to 85 transit districts throughout the state. The federal dispute centers on a California law passed last year that put limits on the pensions that public agencies can offer their new hires. Labor unions claim that their collective-bargaining rights are protected under a 1964 federal law, known as 13-C, were violated when California voters approved the California Public Employees' Pension Reform Act (PEPRA) of 2013. The labor unions claim benefits for future employees were decreased without negotiation.

Governor Brown signed AB 1222 at the end of September to exempt transit workers from PEPRA for 15 months to provide enough time for Sacramento's transit authority -- the one organization not covered by the bill -- to sue the U.S. Department of Labor. The federal government, in turn, will re-certify California as having complied with the law and allow the remaining grants to flow to the state in 2013 and 2014. Should the Federal government win in court, AB 1222 would shield transit workers indefinitely from the effects of PEPRA. However, should Sacramento prevail, transit workers will see adjustments to their pensions. Since the lawsuit involves the relationship of state and federal law, this case may be important for larger battles over pensions, such as the bankruptcy of Detroit, Michigan and Stockton, California.

US DOT To Furlough 18,000 employees

The Department of Transportation announced on September 27th it would have to furlough 18,000 employees beginning October 1 during "a lapse in annual appropriations." Under the DOT plan the biggest decrease in its workforce is in the Federal Aviation Administration (FAA), which is the agency's largest subsidiary. The FAA would go from 46,070 employees currently to 30,556. FAA's air traffic controllers would be exempt from furloughs.

Sacramento Update

Bill Reducing Transportation Sales Tax Approval to 55% is Amended; Becomes 2-year Bill

SCA 4 would allow a local government to impose a special tax for transportation projects upon approval by 55% rather than the currently required 2/3rd approval. As amended in late August,

the proposed state constitutional amendment includes several provisions that might limit its appeal to L. A. County Supervisors and Metro.

The new provisions would:

1. prohibit a local government from expending any revenues derived from a special transportation tax approved by 55% of the voters at any time prior to the completion of a statutorily identified capital project funded by revenues derived from another special tax of the same local government that was approved by a 2/3 vote. In effect, a new sales tax in LA County could not be used to accelerate a project approved under Propositions A, C, or Measure R.
2. require that at least 50 percent of the tax proceeds be expended for programs or purposes included in an adopted sustainable communities strategy.
3. require a local government, when expending any of the tax proceeds for an expansion project on the state highway system, to dedicate a portion of those proceeds, as determined under statute, for the ongoing maintenance of that expansion project.

SCA4 was referred back to a Senate Committee and has become a two-year bill since the state legislature is in recess through December.

Governor Signs Third Version of Three-foot Passing Law

Governor Brown signed AB 1371, the Three Feet for Safety Act on September 23rd. California has joined the ranks of 21 other states (plus the District of Columbia) with three-foot laws. The Three Feet for Safety Act goes into effect in California a year from now, on September 16, 2014.

This was a third legislative attempt at creating a minimum three-foot distance to pass a cyclist on California streets, after Governor Brown vetoed the two previous attempts. The bill replaces the current requirement that drivers pass bicyclists at an unspecified “safe distance”. AB1371 would require a minimum three-foot cushion between any part of the vehicle and the bike or its rider for any motor vehicle traveling in the same direction as the bike it’s passing whether the bicycle is in a through lane, bike lane or turn lane.

AB1371 also removes provisions that were included in the 2011 and 2012 vetoes bills requiring drivers to slow down to 15 mph to pass a bike rider if they are unable to give a three foot passing distance and requiring drivers to slow down to 15 mph more than the speed of the rider, And, unlike the 2012 version, it does not give drivers permission to briefly cross the center line in order to pass riders safely. However, the 2013 version of the bill allows drivers to pass at less than three feet if they decide that the three-foot margin isn’t safe or practical and if the driver slows to a speed that is reasonable and prudent, and passes only when doing so would not endanger the safety of the operator of the bicycle, taking into account the size and speed of the motor vehicle and bicycle, traffic conditions, weather, visibility, and surface and width of the highway.

Governor Signs Bill Extending Eligibility of ZEV’s to Use HOV Lanes

Governor Brown signed AB 266 on September 28th that extends the eligibility period for certain low-emission, hybrid, or alternative fuel vehicles that meet California's transitional zero-emission vehicle (TZEV) standard (identified with green and white stickers) to use HOV lanes even if they are not carrying the requisite number of passengers otherwise required for the use of an HOV lane. The deadline for DMV to issue valid green and white stickers is extended from September 30, 2017 to January 1, 2019, or until federal authorization expires, whichever occurs first.

Governor Gets Bill to Expand California Transportation Commission's Sustainability Role

A bill that would modernize the California Transportation Commission (CTC) and expand its mission to encompass sustainability has been passed by the Legislature and is now awaiting the Governor's signature. AB 1290 would expand the CTC by two voting members and would add the Chairperson of the State Air Resources Board as an ex officio member. It would also provide that the CTC's Committee on Planning become responsible for monitoring outcomes from the sustainable communities strategy or alternative planning strategy required to be adopted by transportation planning agencies as part of the regional transportation plan.

Among other provisions, AB 1290 would require each transportation planning agency (SCAG) that is required to prepare a sustainable communities strategy as part of its regional transportation plan and regional transportation improvement program to provide the commission with a copy of the strategy and a brief report describing the progress the agency has made in reducing greenhouse gas emissions.

The bill also includes a provision specific to the SCAG region that allows a sub-regional council of governments and the county transportation commission to work together to propose the sustainable communities strategy for that sub-regional area. SCAG would be required to include the sub-regional sustainable communities strategy for that sub-region in the regional sustainable communities strategy to the extent consistent with state and federal law. SCAG would develop overall guidelines, create public participation plans consistent with detailed guidelines in the bill, ensure coordination, resolve conflicts, make sure that the overall plan complies with applicable legal requirements, and adopt the plan for the region.

USDOT Rewards Caltrans with \$155 Million for Meeting all 2013 Project Deadlines

Caltrans and the California Department of Transportation announced on September 16th that the federal government is awarding the state \$155 million for delivering its federally funded projects on time during FY 2012-13. Each year, some states fail to spend all of their federal transportation funding before federal deadlines, causing those funds to revert to a federal pool to be redistributed to states like California that have completed all requirements and can use the additional money. This year, that federal pool totaled \$1.6 billion of which California received \$155 million, the most in the nation. New York was a distant second with \$81 million. Caltrans will get roughly \$97 million of this extra funding and local transportation agencies will receive approximately \$58 million.

CPUC Green Lights commercial ride-sharing services; Taxi Operators Object

On September 19th, the California Public Utilities Commission unanimously approved new rules to support on-demand ride-sharing services such as Uber, Lyft and Sidecar. The vote makes

California the first state in the nation to formally endorse and regulate such services, which have taken off in big cities as an alternative to driving or hailing taxis.

Consumers book and pay for rides using the companies' mobile apps. Drivers are average people looking to make a little extra money on the side. Under the new PUC rules, ride services must apply for a permit and comply with safety requirements such as driver background checks, vehicle inspections and insurance coverage.

Taxi operators denounced the PUC decision, contending that it fosters unfair competition. Insurance could turn out to be ride-sharing's Achilles' heel, according to taxi operators since the drivers of shared vehicles are relying on personal insurance which may be cancelled if the insurer finds that the operator is being paid to carry passengers.

The PUC is prepared to deal with ongoing uncertainties by revisiting the ride-sharing issue in a year.

Southern California Update:

Light Rail Vehicle Manufacturer moves U. S. Headquarters to El Segundo
Kinkisharyo, International is moving its U.S. headquarters from Massachusetts to El Segundo, bringing about 25 jobs to the South Bay city and about 250 jobs to Palmdale where it will manufacture rail cars for the METRO. Kinkisharyo International is the U.S. subsidiary of The Kinki Sharyo Co., Ltd., based in Osaka, Japan. The headquarters move to a 5,000-square-foot site, at 300 N. Continental Blvd., started over the summer and is expected to be completed sometime this fall.

In July, the MTA board voted to exercise two options to an earlier contract with Kinkisharyo. Worth a combined \$397 million, the two options call for 97 new light rail vehicles to be used on the Crenshaw/LAX Line and to replace older vehicles in Metro's fleet. Kinkisharyo's business model has been to perform final assembly of rail cars in the area where the transit agency ordering the vehicles is located. Kinkisharyo is also finalizing a lease at Plant 9, a parcel of land near Palmdale Airport that is owned by the city of Los Angeles.

First New 405 Flyover Ramp Opens at Wilshire Interchange

The first new flyover ramp for the 405 Sepulveda Pass Improvement project opened on September 23rd. The new ramp carries southbound 405 Freeway traffic onto eastbound Wilshire Boulevard. The new flyover ramp is 300 percent longer than the previous ramp and includes one additional lane dedicated to traffic exiting to the Westwood area.

Crews still have one more ramp to finish before the entire Wilshire interchange is complete. The final ramp, which will take eastbound Wilshire traffic onto the northbound 405 freeway, is expected to open in November.

South Bay Cities Council of Governments

October 14, 2013

TO: Steering Committee

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

SUBJECT: South Bay Environmental Services Center Report

I. OVERARCHING SBESC UPDATES

CA's Long-Term Energy Efficiency Strategic Plan: Local Government Chapter Update September 2013 Workshop

Staff attended the Strategic Plan Update Workshop, hosted by the CPUC, on Wednesday September 25, 2013. The purpose of the workshop was to present the current draft update for the Local Governments Chapter of the California Long-Term Energy Efficiency Strategic Plan and to collect feedback and comments from the public. The Chapter will be updated based on feedback and will be available for review and public comment once again in early to mid-October. The Chapter will then be updated one more time before it is reviewed by the CPUC later in the fall. The Strategic Plan helps inform the strategies menu and the opportunities for funding for local government programs.

SCE Water Leak Detection Program Grant Award

The project kick off meeting is scheduled for October 15 with our team, SCE and Willdan. Notice to proceed is expected any day and we are eager to start work. This project has the potential to save participating cities thousands of dollars by identifying and repairing water leaks in their systems. The total budget is \$900,000 for two major parts and the SBCCOG is expecting about \$40,000 for our administration and coordination work tasks. The bulk of the work is technical and will be performed by the sub-consultants. The cities of Lomita, Manhattan Beach, Inglewood and El Segundo are participating.

SCE Energy Leader Partnership (ELP)

October marks the beginning of the 4th Quarter of the ELP program and we will be working with city staff to wrap up projects and complete necessary criteria to move up to the next tier level. SCE has requested that all city paperwork be in by the end of October in order to verify energy savings and issue rebates. The following 5 cities show strong signs of moving up a tier level: Inglewood, Manhattan Beach, Torrance, Lawndale and Hermosa Beach.

The ELP Recognition Luncheon was a success providing not only an opportunity to acknowledge our cities' achievements but also for city staff to network with SCE and each other.

As a follow up, our staff is working with cities that would like to present the ELP recognition to their staff at their council meetings. *Funding Source: SCE

Southern California Gas (SCG)

2013-2014 Goal: 20,000 therms - As of the end of September 2013, out of 52,869 therm saving projects identified, 51,894 have been completed exceeding our two year goal of 30,000.

*Funding Source: SCG

West Basin Municipal Water District

Current contract (Sept 1, 2013 –Aug 31, 2014)

Water Reliability 2020 (Goals: Coordinate up to 24 Business Briefings & Follow up from meetings with request for letter of support)

Status: Of the 24 business briefings of the 3 have been completed and an additional meeting is scheduled:

- Peters Realty Center meeting held September 13, 2013 and have received letter of support.
- Whole Foods meeting scheduled for October 15, 2013
- Waste Management meeting scheduled for October 4, 2013
- Aida Senior In Home Care (Best in the South Bay Distinction – Daily Breeze 2013) in process

Most of the leads for these meetings were obtained through chamber contacts.

Presentations - 4 are scheduled

September 2012-August 2013 totals: 1087 support cards. WR 2020 cards collected for September: 70 from 2 community events and 1 residential workshop.

*Funding source: West Basin Municipal Water District

City Staff Training and Workshops

Through a change order in the Strategic Plan Support phase 1 contract with Southern California Edison, the SBCCOG will be able to offer a new round of training to city staff to improve facility operations, code compliance, and assess potential cost saving opportunities. 8-16 workshops will be provided by the SBCCOG between November 2013 and March 2014.

*Funding source: Southern California Edison

Residential “Sustainable” Workshops

- | | |
|---------------------|---|
| Oct. 2 | What You Need to Know About Energy Efficiency for Your Home |
| Oct. 12 and Oct. 16 | Moving Toward Zero Waste: Minimizing Your Impact on the Environment |
| Nov. 2 and Nov. 6 | Reducing Your Carbon Footprint Through Transportation Choices |
| Nov. 9 and Nov. 13 | Water Future for Your Home |

The following report lists information from the workshops that took place during September 2013:

Event Date	Event Name	No. Attended/ No. of RSVPs	Marketing Info. (how did they hear about the workshop):	Staff Lead
9/14/13	Is Your Home Ready for Solar Energy?	13/18	E-mail: 6 Friend: 2	GFG
9/18/13	Is Your Home Ready for Solar Energy?	7/11	E-mail: 6 Easy Reader: 1	GFG
9/28/13	What You Need to Know About Energy Efficiency and Your Home	6/9	E-mail: 2 Friend: 1	GFG
9/30/13	Home Remodeling + Energy and Water Efficient Upgrades = Lower Utility Bills @ SB Adult School	1/N/A	School catalogue: 1	GFG

*Funding sources: Los Angeles County, SCE, West Basin Municipal Water District

Volunteer Program

September 2013 hours

Volunteer hours worked: 140.75 Grand total as of Sept. 31, 2013 9,924.18
 Volunteers worked 12
 Active volunteers 25

Volunteer Field Trip has been scheduled for Friday, October 11, 2013 to the WBMWD Desalination Plant in Redondo Beach.

Volunteers at West Basin's Water Harvest Festival

This year, we are assisting WBMWD in coordinating all the volunteers for the Water Harvest Event. The event is scheduled for October 26.

II. MARKETING, OUTREACH, AND IMPLEMENTATION

Print ads were placed in the Easy Reader in September and the Daily Breeze in August, but only one attendee stated they had heard about the SBESC workshops series via the print media. Most attendees are reporting they learn about our programs and workshops via our e-blasts. This makes community events where we gather new e-mail address for our database all the more important.

Metrics have been received from our pilot effort with on-line paid advertising with Patch in the South Bay during August, September and October. Mid way analysis revealed

Patch	Ad Product	Banner Views
Manhattan Beach CA	HP2 Manhattan Beach CA - 0.50 ...	8,807

Palos Verdes CA	HP2 Palos Verdes CA - 0.25 Share	1,770
Redondo Beach CA	HP2 Redondo Beach CA - 0.25 Share	2,873
Hermosa Beach CA	IP3 Hermosa Beach CA - 0.25 Share	4,575
Total:		18,025

Outreach Events

SBESC had a presence at 4 different community/employee events in September; 5 residential workshops; 1 workshop offered in Spanish. SBESC is scheduled to participate in 11 community events/workshops in October; 3 residential workshops are scheduled.

Special Events

2013 Holiday Light Exchange November 18, 19, and 20.

This years the Holiday Light Exchange will be serving 250 households. Staff is outreaching to local retailers requesting a donation of LED lights to match our order. (Funding Source: SCE)

Special Meetings

During September SBESC staff met with Carla Peterman Commissioner from the CPUC and Jeremy Battis, Senior Energy Division staff at the CPUC.

Customer Recognition– WBWMD

Invitations were mailed for the City of Malibu customer recognition presentation at the September 9 city council meeting.

*Funding source: West Basin Municipal Water District

Sanitation Districts of LA

Contract goal: Schedule 5 outreach presentations to different public groups

Status of goal: 5 have been scheduled in coordination with the Sanitation Districts staff

The final 2 presentations for this contract year will be part of the residential workshop series.

*Funding source: Sanitation Districts of Los Angeles County

MEL (Metro Express Lanes)

SBESC has received a contract extension through Feb. 2014. The contract goals are 54 presentations, (6) Metro specific presentations, (36) with MEL van present, and 120 FasTrak accounts opened.

Overall: Metro materials have been distributed at over 172 community outreach events, assisting more than 13,600 individuals and distributing over 78,300 pieces of material via newsletters, Metro branded handouts, and verbal presentations. Through these efforts, we have assisted with the opening of 89 accounts and Metro has attended over forty events.

During the month of September, (6) transponder accounts were opened. Metro has requested that they only be asked to only attend large scale, employer and/or community events and will evaluate participation on a case by case basis.

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

Vanpool Program

SBESC staff is continuing to promote the value of adding Vanpools to South Bay area employers. The contract period is from February 1, 2013 through February 15, 2016. Contract goals: Schedule (72) meetings over 36 months (24 annually) and Schedule (18) specific Vanpool formation meetings (6 annually)

Formation efforts for the month of September focused on Herbalife, Fujitsu Ten, and Moog.

During the month of September, SBESC staff attended AQMD ETC training and obtained certification in Rule 2202. *Funding source: Los Angeles Metropolitan Transportation Authority (Metro)

Beacon Award Champion

- Manhattan Beach has won the new Spotlight award for its interim progress in the Beacon Award Program.
- Hermosa Beach is the latest city to complete its on-line application and pass their city resolution to be the newest Beacon Award Participant.
- Carson, Torrance and Rancho Palos Verdes have passed resolutions.
- Lawndale City Council approved the resolution on October 3.

*Funding sources: Southern California Edison, Gas Company

Multicultural & Diversity Outreach Initiative

Staff continues updating and creating flyers and posters in both English and Spanish.

Communications

Staff participated for the first time in a tweet party that was hosted by SCE on electric vehicles. In addition, other newsletters are starting to pick up articles and information from our web site. Most recently, paper.li users have linked to "Green Tips" on our web site. Paper.li provides a free web based platform for individuals to create their own newsletters. Staff is also working on phase II of the web site redesign focusing on 1) a city resources page which will provide information on energy efficiency for municipal facilities and 2) a more robust RSVP function that automates the population of the data base as individuals RSVP for events.

Lending Library Program with the City of Torrance

The first delivery of books is in the Torrance library database. The second shipment is in the process of being entered into the database. Staff is working on organizing a "ribbon cutting" public event to acknowledge commencement of the program.

III. TECHNOLOGY, PLANNING & RESEARCH

Climate Action Plans (CAP)

The Scope of Work and Contract for the SCE Strategic Plan Strategies Phase 3 funding—to

develop the Energy Efficiency chapters of the Climate Action Plans—have been finalized. Staff is still waiting for a Notice to Proceed from SCE and is preparing the RFP for consulting services. Once SBCCOG receives the Notice to Proceed, staff will release the RFP.

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

Energy Action Plans (EAP)

Staff continues to draft Energy Action Plans. The Torrance and Lawndale Energy Action Plans are currently with city staff for review and input. *Funding source: Southern California Edison

EEMIS (Enterprise Energy Management Information System)

The EEMIS (Enterprise Energy Monitoring Information System) system has launched providing historic electricity consumption and cost data access to South Bay Cities. This program jointly run by SCE, LA County, and the SBCCOG is slowly expanding the volume of historic data available and is beginning to be used by cities and the SBCCOG contract energy engineer to find cost savings for South Bay Cities. *Funding source: SCE Strategic Plan Strategies

Prepared by Kim Fuentes with input from Jenn Alderete, Sabrina Bornstein, Grace Farwell-Granger, Melissa Hebert, Marilyn Lyon, David Magarian, Astrid Ollerenshaw, and Martha Segovia.

South Bay Cities Council of Governments

October 14, 2013

To: Steering Committee

From: Jacki Bacharach, SBCCOG Executive Director

Subject: **REVISED**: Strategic Plan Support Training Program for City Staff

BACKGROUND

Through the Strategic Plan Support contract awarded to the SBCCOG by Southern California Edison (Edison) in 2010 over 20 workshops have been held to increase city staff ability to promote energy efficiency at city facilities and in the community. To continue this success, an additional round of training under this contract has been approved by Edison through shifting funds between tasks in Phase I. Specifically funds will be transferred from the overfunded Utility Monitoring task (EEMIS) to the training task through a pair of contract change orders (attachment A and B). It is anticipated that this second round of training would be completed by March 30, 2014. All Classes are free to the attendees.

PROPOSED SCHEDULE

The proposed workshop schedule is as follows:

November 2013

1. Building Operator Certification course day 1& 2 (November 6th & 7th)
2. Title 24 residential code updates (November 14th)
3. Title 24 non-residential code updates (November 14th)

December 2013

1. Building Operator Certification course day 3 (December 6th)

January 2014

1. Building Operator Certification course day 4 (January 16th)
2. Certified Energy Manager course (January 21st, 22nd, & the morning of the 23rd)

February 2014

1. Building Operator Certification course days 5 & 6 (February 5th & 26th)
2. Advanced lighting system repair and maintenance (Date TBD)
3. Energy Efficiency Procurement Policies (February 13th)

March 2014

1. Building Operator Certification course days 7 & 8 (March 12th & 26th)
2. Embedded energy: saving energy by saving water (Date TBD)

3. Energy cost reduction: creative finance & managing utility costs - for City Finance Directors (Date TBD)

TRAINING COURSE DETAIL

The following courses and workshops were developed based on the input from city staff and discussions with Edison.

The Building Operator Certification (BOC) course and the Certified Energy Manager (CEM) course are the top two certifications recognized in the efficiency industry. Each of these certification courses is only taught by the certifying body. The BOC course is taught by the Northwest Energy Efficiency Council (NEEC) who has provided a sole source justification letter (Attachment C). The NEEC requires an MOU for the BOC course (attachment D). The CEM course is taught by the Association of Energy Engineers who also provided a sole source justification letter (attachment E). The AEE requires a training agreement for the CEM course (Attachment F).

Workshops such as Title 24 and CalGreen code updates have been taught in the past set of SBCCOG workshops using trainers that were well received by South Bay City staffers. The SBCCOG staff intends to use the same trainers for these workshops.

New workshop content needs to be developed for the Advanced Lighting System Repair and Maintenance workshop, the Embedded Energy: Saving Energy by Saving Water workshop, and the Energy cost reduction: creative finance & managing utility costs workshop. The SBCCOG staff is proposing to release a Request for Qualifications to assess training vendors for these workshops.

The approval from SCE has taken a very long time and now we only have a few months to accomplish these tasks. Therefore, staff is requesting that the Steering Committee approve these items and that they be reported to the Board for their information.

BUDGET

Overall Budget

\$110,000 This budget is established by the Strategic Plan Support change order number 2 for the purpose of providing energy efficiency related training to city staff from cities in the South Bay. From the \$110,000 budget, \$57,200 is expected to be used to engage outside training vendors. The remaining \$52,800 will be used in staff labor and expenses to support these trainings.

Budget for external trainers

\$12,000 Building Operator Certification course (8 full days). This course has a flat instructor fee of \$12,000 assuming 12 participants. Additional participants can join the course for no additional fee. The BOC course is taught by the NEEC.

- \$23,200 Certified Energy Manager course. This course has a base instructor cost of \$14,000 for 10 participants – each additional participant adds \$1,150 to the cost. The proposed budget is a not to exceed cost for up to 18 participants. The CEM course is taught by the AEE.
- \$4,000 Title 24 residential and non-residential code updates. This workshop was taught in 2012 by Martyn Dod and was well received by participants. The SBCCOG proposes to engage Martyn Dod again for a not to exceed cost of \$3,500.
- \$3,000 Energy Efficiency Procurement Policies. The SBCCOG proposes utilization of Greg Stevens as an instructor. Greg is the contract energy engineer to the SBCCOG who recently produced a template Energy Efficiency Procurement Policy document - a suggested policy document for use by South Bay Cities. Greg Stevens has been utilized as an instructor previously for topics such as retro-commissioning.
- \$15,000 RFQ For:
- Advanced lighting system repair and maintenance,
 - Embedded energy: saving energy by saving water,
 - Energy cost reduction: creative finance & managing utility

Through this RFQ the SBCCOG proposes engagement with two or three vendors to offer these training topics with an aggregate expense not to exceed \$15,000.

RECOMMENDATION

Approve the following items for the Strategic Plan Support Training Program for City Staff:

1. Approve the Change Orders for the Strategic Plan Support Phase I contract enabling these trainings to be funded by Southern California Edison.
 - a. Approve expenditure of \$7,000 to engage previously contracted trainers for additional workshops.
 - b. Approve the Memorandum of Understanding between the SBCCOG and the Northwest Energy Efficiency Council (NEEC) pending legal review with an expenditure of \$12,000 for the BOC course.
 - c. Approve the training agreement between the Association of Energy Engineers (AEE) and the SBCCOG for the CEM course with expenditure not to exceed \$23,200, pending legal review.
 - d. Approve release of RFQ to develop content for Advanced Lighting System Repair Maintenance and Embedded Energy Saving Energy by Saving Water workshops with an aggregate expenditure not to exceed \$15,000 of trainer fees.

Prepared by David Magarian

CHANGE ORDER NO. 1

This Change Order No. 1 (the "Change Order") is issued pursuant to the CALIFORNIA ENERGY EFFICIENCY STRATEGIC PLAN IMPLEMENTATION CONTRACT dated March 9, 2011 (the "Contract") between THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS ("Implementer") and SOUTHERN CALIFORNIA EDISON COMPANY ("SCE") and sets forth certain changes to the Statement of Work ("SOW") executed by Implementer and SCE on March 9, 2011. This Change Order is effective as of November 1, 2012 ("Change Order Effective Date"). Capitalized terms not otherwise defined herein shall have the meanings ascribed to them in the Contract.

The parties agree to modify the SOW as follows:

1. Section 1, Part B is deleted in its entirety and replaced with the following:

- B. Defined Terms:** Capitalized terms not otherwise defined in this Statement of Work ("SOW") will have the meaning ascribed to them in the Contract, which is attached to the SOW and incorporated herein by reference.
- 1. Business Day:** The period from one midnight to the following midnight, excluding Saturdays, Sundays, and holidays.
 - 2. Calendar Day:** The period from one midnight to the following midnight, including Saturdays, Sundays, and holidays.
 - 3. Campus-Wide:** The scale at which an EEMIS network integration is considered an enterprise system within a Participating Municipality. For a Participating Municipality this includes all Core Functioning Facilities.
 - 4. Change Order:** Document SCE issues to Implementer and, unless otherwise provided in the Contract, Implementer accepts, and which changes or modifies the terms of the Contract.
 - 5. Contract Program Manager or CPM:** The SCE Representative who will manage the Program.
 - 6. Contract:** Document issued by SCE to Implementer, as may be amended in writing as provided therein, which authorizes the Work, states the terms and conditions and incorporates by reference the Statement of Work and any other referenced documents, if applicable, all of which form the agreement (Contract) between SCE and the Implementer, with the following priority in the event of conflicting provisions: Change Orders, from the most recent to the earliest; the Statement of Work; the Contract; and any other referenced documents, and which facilitates payment to the Implementer for the Work described herein.
 - 7. Core Functioning Facility:** Any municipal facility larger than 2,000 square feet with uses by the municipal government office buildings (e.g., city hall, fire department, police department, libraries, etc.), but does not include parks and other recreational facilities. Additionally, Core Functioning Facilities have a peak energy usage of 200 KW or above.

- 8. CPUC:** The California Public Utilities Commission.
- 9. Implementer:** The South Bay Cities Council of Governments
- 10. Month or Monthly:** A term ending on the last Calendar Day of each Month.
- 11. Participating Municipalities:** The cities of Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates and Torrance, California who will participate in the Program. Each city may be referred to as a Participating Municipality.
- 12. Performance Indicators:** Specific, measureable, actionable, realistic and time-specific requirements that will directly and measurably contribute to SCE's business goals for the Contract.
- 13. Program Management Plan (PMP):** A manual describing policies and procedures to guide the Implementer in the management of the program or specific elements of the program.
- 14. Semi-annual Report:** Report of Program accomplishments and status to be submitted by Implementer to CPM approximately every six Months during Contract term, as required by the schedule set forth in the Contract. Semi-annual Reports shall conform to the requirements set forth in Appendix B (Regulatory Reporting Requirements).
- 15. SCE Representative:** The CPM or such other representative authorized by SCE to manage this Program.
- 16. Subcontractor:** An entity contracting directly or indirectly with Implementer to furnish services or materials as part of or directly related to Implementer's Work. Subcontractor may also include any Participating Municipality.
- 17. Title 24:** California Code of Regulations (CCR), Title 24, also known as the California Building Standards Code (composed of 12 parts). Title 24, Part 6 sets forth California's energy efficiency standards for residential and nonresidential buildings and was established in 1978 in response to a legislative mandate to reduce California's energy consumption. The standards are updated periodically to allow consideration and possible incorporation of new energy efficiency technologies and methods. Title 24, Part 6 is the focus of the Work under this Purchase Order.
- 18. Work:** Any and all obligations of Implementer to be performed for the Partnership pursuant to and during the term of the Contract, any revision to the Contract, or a subsequent Contract or Contract Addendum incorporating this Statement of Work. The Work will include, but may not be limited to, the tasks described in Section 5 of this Statement of Work.

2. Task 5, Parts D and E are deleted in its entirety and replaced with the following:

D. SCE’s Regulatory Reporting: Implementer will implement, adhere to, and submit the items as described in Appendix B (Regulatory Reporting Requirements), attached hereto, as SCE requests. The CPUC reporting requirements may be amended from time to time, at which time SCE will notify Implementer of the changes and issue a new Appendix B. Implementer will implement these modifications in a timely manner and future invoice documentation will reflect them.

Implementer acknowledges that SCE may, in its sole discretion, require Implementer to provide such other reports or documentation that SCE deems appropriate or necessary (“Ad Hoc Reports”). Implementer will comply with any request for such Ad Hoc Report(s) within a reasonable time or, if applicable, within the time requested by SCE.

Deliverable(s)	Due Date(s)
1. Prepare and submit Monthly invoices and supporting documentation to SCE.	Monthly, by the 15th Calendar Day for Work completed the preceding Month
2. Prepare and submit Monthly regulatory report, including flat files and Monthly deliverable work sheet.	Monthly, by the 15th Calendar Day for Work completed the preceding Month
3. Prepare and submit Semi-annual Reports (for requirements in Appendix B) to SCE	March 1 and September 1 of each year of Contract term for Work completed during the preceding 6 Months
4. Prepare and submit Ad Hoc Reports	As SCE requests and/or requires
5. Prepare and submit final invoice and Program Report to SCE	By <u>January 15, 2013</u> for final invoice and by <u>December 31, 2012</u> for final Program Report

3. Task 6, Part A is deleted in its entirety and replaced with the following:

A. Program Ramp-Down: If there is a gap in Program services after October 15, 2012, Implementer will provide SCE with a ramp-down plan for the Program. To ensure complete Program shut-down, the Program ramp-down period will commence no later than December 1, 2012. Implementer’s plan for Program ramp-down will take into consideration that all services must be completed by December 31, 2012.

Implementer will resolve all outstanding Program and Partnership issues and begin preparation of the Final Report beginning September 1, 2012.

4. Task 6, Part B is deleted in its entirety and replaced with the following:

- B. Program Shut-Down:** Implementer will provide to the CPM a plan with procedures on shutting down the Program.

All Program operations will be completely shut down after the last day of the Contract effective period.

Deliverable(s)	Due Date(s)
1. Submit detailed ramp-down and shut-down plans and schedules to CPM for review and approval	No later than September 1, 2012
2. Resolve outstanding Program and Partnership issues and begin preparation of Final Report	No later than September 1, 2012
3. Begin Program ramp-down	No later than December 1, 2012
4. Complete all services	No later than December 31, 2012

5. Task 7, Part F is deleted in its entirety and replaced with the following:

- F. Program Next Step:** Should the Program a) be mainstreamed, b) continued to be developed or, c) ended.

Deliverable(s)	Due Date(s)
1. Submit draft Final Report for SCE review and approval	No later than December 15, 2012
2. Submit revised Final Report for SCE review and approval	No later than December 31, 2012

6. Section 6, Table 2 is deleted in its entirety and replaced with the following:

Table 1: Implementer's Budget Breakdown

Allowable Cost Item ⁴	%	\$
1) Administration	7.6%	\$76,990
2) Marketing/Outreach Costs	1.1%	\$11,354
3) Direct Program Costs	91.3%	\$921,136
Total Implementer Budget: 1) + 2) + 3)	100%	\$1,009,480

⁴ See Appendix B for a listing of Allowable Costs.

- Appendix A, Part A (Monthly Invoicing and Reporting Requirements) is deleted in its entirety and replaced with the following:

Monthly hard copy invoices are required at the 15th Calendar Day of each Month for Work completed the preceding Month with invoicing supporting files described herein. These invoices and supporting documents are for work performed by the Implementer and all Subcontractors.

On January 15, 2013 or sooner, Implementer will submit a final invoice associated with Program services that are tied directly to delivery of the Program deliverables. No Work except that associated with preparing the Final Report (Task 7) and final invoice will be performed after December 31, 2012. Subsequent invoices will only contain expenses associated with closing out the Program (i.e., administration expenses, etc.) that are not directly tied to delivery of the Program goals.

- Appendix B (Regulatory Reporting Requirements) is deleted in its entirety and replaced with the following:

Appendix B: Regulatory Reporting Requirements

1. Program Reporting

Implementer will provide SCE with the requisite information on the prior Month’s activities, accomplishments and expenditures related to its respective Work obligations, for purposes of preparing any reports required of SCE by the CPUC including Semi-Annual Reports. Requirements for these reports may change per the direction of the CPUC or the CPUC’s Energy Division. The current reporting requirements are as follows:

1.1. Semi-Annual Reporting

Implementer will provide SCE with the requisite information to be compiled for the semi-annual portfolio reporting in Program Semi-annual Reports using the Semi-annual Report template set forth in Section 2.1, below.

1.2. Semi-Annual Report Template

STRATEGIC PLAN SOLICITATION SEMI-ANNUAL REPORT									
Implementer	Solicitation Phase	no. of Local Govts	Strategic Plan Menu Information			Local Government Scope and Goals		Budget	Program Accomplishments * Major Accomplishments or Comments
			Strategic Plan Goal Number	Strategic Plan Strategy	Strategic Plan Task (Menu Option)	Scope of Work to address the	Goal		
Notes: * Implementer will provide semi-annually Program Accomplishments (Column J). SCE will provide all other information in a customized report template for the Program.									

2. Allowable Costs

Allowable Costs Table	
<p>The cost items listed on the Allowable Costs sheet are the only costs that can be claimed for ratepayer- funded energy efficiency work. The costs reported should be only for costs actually expended. Any financial commitments are to be categorized as commitments. If the reporting entity does not have a cost as listed on the cost reporting sheet, then no cost is to be reported for that item. These Allowable Cost elements are to be used whenever costs are invoiced or reported to the CPM. If there is a desire to include additional Allowable Cost elements, the CPM should be contacted in order to seek approval from the CPUC.</p>	
3/30/2006	
Cost Categories	Allowable Costs
<p>Administrative Cost Category</p> <p>Note: *These allowable costs are to be allocated towards the direct implementation category.</p> <p>Note: **Travel and Conference Fees associated with Implementer Labor (e.g., Program Design, Program Development, Program Planning, and Program/Project Management) are to be allocated towards the direct implementation category.</p>	Managerial and Clerical Labor
	Implementer Labor – Clerical
	*Implementer Labor - Program Design
	*Implementer Labor - Program Development
	*Implementer Labor - Program Planning
	*Implementer Labor - Program/Project Management
	Implementer Labor - Staff Management
	Implementer Labor - Staff Supervision
	Human Resource Support and Development
	Implementer Labor- Human Resources
	Implementer Labor - Staff Development and Training
	Implementer Benefits - Administrative Labor
	Implementer Benefits - Direct Implementation Labor
	Implementer Benefits - Marketing/Advertising/Outreach Labor
	Implementer Payroll Tax - Administrative Labor
	Implementer Payroll Tax - Direct Implementation Labor
	Implementer Payroll Tax - Marketing/Advertising/Outreach Labor
	Implementer Pension - Administrative Labor
	Implementer Pension - Direct Implementation Labor
	Implementer Pension - Marketing/Advertising/Outreach Labor
	**Travel and Conference Fees
	Implementer - Conference Fees
	Implementer Labor - Conference Attendance
	Implementer - Travel – Airfare
	Implementer - Travel – Lodging
	Implementer - Travel – Meals
	Implementer - Travel – Mileage
	Implementer - Travel – Parking
	Implementer - Travel - Per Diem for Misc. Expenses
	Overhead (General and Administrative) - Labor and

Allowable Costs Table	
The cost items listed on the Allowable Costs sheet are the only costs that can be claimed for ratepayer- funded energy efficiency work. The costs reported should be only for costs actually expended. Any financial commitments are to be categorized as commitments. If the reporting entity does not have a cost as listed on the cost reporting sheet, then no cost is to be reported for that item. These Allowable Cost elements are to be used whenever costs are invoiced or reported to the CPM. If there is a desire to include additional Allowable Cost elements, the CPM should be contacted in order to seek approval from the CPUC.	
	3/30/2006
Cost Categories	Allowable Costs
	Materials
	Implementer Equipment Communications
	Implementer Equipment Computing
	Implementer Equipment Document Reproduction
	Implementer Equipment General Office
	Implementer Equipment Transportation
	Implementer Food Service
	Implementer Office Supplies
	Implementer Postage
	Implementer Labor - Accounting Support
	Implementer Labor - Accounts Payable
	Implementer Labor - Accounts Receivable
	Implementer Labor - Facilities Maintenance
	Implementer Labor - Materials Management
	Implementer Labor – Procurement
	Implementer Labor - Shop Services
	Implementer Labor – Administrative
	Implementer Labor - Transportation Services
	Implementer Labor – Automated Systems
	Implementer Labor – Communications
	Implementer Labor - Information Technology
	Implementer Labor – Telecommunications
Marketing/Advertising/Outreach Cost Category	
	Implementer - Bill Inserts
	Implementer – Brochures
	Implementer - Door Hangers
	Implementer - Print Advertisements
	Implementer - Radio Spots
	Implementer - Television Spots
	Implementer - Website Development
	Implementer Labor – Marketing
	Implementer Labor - Media Production
	Implementer Labor - Business Outreach
	Implementer Labor - Customer Outreach
	Implementer Labor - Customer Relations
Direct Implementation Cost Category	

Allowable Costs Table	
The cost items listed on the Allowable Costs sheet are the only costs that can be claimed for ratepayer- funded energy efficiency work. The costs reported should be only for costs actually expended. Any financial commitments are to be categorized as commitments. If the reporting entity does not have a cost as listed on the cost reporting sheet, then no cost is to be reported for that item. These Allowable Cost elements are to be used whenever costs are invoiced or reported to the CPM. If there is a desire to include additional Allowable Cost elements, the CPM should be contacted in order to seek approval from the CPUC.	
	3/30/2006
Cost Categories	Allowable Costs
	Financial Incentives to Customers
	Activity - Direct Labor
	Implementer Labor - Facilities Audits
	Implementer Labor – Curriculum Development
	Implementer Labor - Customer Education and Training
	Implementer Labor - Customer Equipment Testing and Diagnostics
	Installation and Service – Labor
	Implementer Labor - Customer Equipment Repair and Servicing
	Implementer Labor - Customer Equipment Repair and Servicing
	Direct Implementation Hardware and Materials
	Implementer - Direct Implementation Literature
	Implementer - Education Materials
	Implementer - Energy Measurement Tools
	Implementer - Installation Hardware
	Implementer -Audit Applications and Forms
	Rebate Processing and Inspection - Labor and Materials
	Implementer Labor - Field Verification
	Implementer Labor - Rebate Processing
	Implementer - Rebate Applications

9. Appendix C (Billing Schedule) is deleted in its entirety and replaced with the following:

Appendix C: Billing Schedule

Appendix C - Billing Table

Sub-Task	Implementer Costs		Subcontractor Costs ²	Total Program Cost	
	Labor ¹	Expenses ²	Labor & Expenses		
Task 1 - Program Ramp-up	Included in Task 2 through Task 4				
Task 1 (Not-to-Exceed Budget)					
Task 2 - Strategic Plan Goal 1					
A. Curriculum Development – Training for City Officials	1.1.6				
A.1. Review and evaluate existing statewide building code training programs offered by IOUs; identify gaps and enhancement opportunities.					
A.2. Host initial workshop with SCE and others to assure proper educational content and Program direction					
A.3. Develop draft three-part training curriculum and submit to SCE for review and comment					
A.4. Circulate draft training curriculum for review by SCE and industry stakeholders and other experts					
A.5. Prepare final draft of training curriculum and submit to SCE for review and approval					
Task 2 (Not-to-Exceed Budget)	\$33,007	\$0	\$0	\$33,007	
Task 3 - Strategic Plan Goal 2					
A. City Official Training – Course Delivery	2.1.1				
A.1. Review and evaluate existing statewide building code training programs offered by IOUs; identify gaps and enhancement opportunities.					
A.2. Host initial workshop with SCE and others to assure proper educational content and Program direction					
A.3. Develop draft three-part training curriculum and submit to SCE for review and comment					
A.4. Circulate draft training curriculum for review by SCE and industry stakeholders and other experts					
A.5. Prepare final draft of training curriculum and submit to SCE for review and approval					
Task 3 (Not-to-Exceed Budget)	\$34,850	\$80,923	\$40,000	\$155,773	
Task 4 - Strategic Plan Goal 3					
A. Utility Manager	3.1.2				
1. Kickoff meeting with Los Angeles County and an understanding of the timeline					
2. Identify current reporting of energy use and provide description of the benefits of the Utility Manager EEMIS program					
3. Recruit and enroll participants in Utility Manager EEMIS from Participating Municipalities					
4. Assess the value and benefits of the Program and report list of identified needs as they occur.					
5. Deliver Monthly reports from tracking system					
Task 3 (Not-to-Exceed Budget)	\$73,700	\$747,000	\$0	\$820,700	
Task 5 - Invoicing and Reporting	Included in Task 2 through Task 4				
Task 5 (Not-to-Exceed Budget)					
Task 6 - Ramp-Down and Shut-Down Program	Included in Task 2 through Task 4				
Task 6 (Not-to-Exceed Budget)					
Task 7 - Submit Final Program Report	Included in Task 2 through Task 4				
Task 7 (Not-to-Exceed Budget)					
Grand Total (All Tasks)	All	\$141,557	\$827,923	\$40,000	\$1,009,480

Notes:

- 1) **Labor:** Consultant shall invoice SCE at the fixed hourly rates for the applicable labor categories stated in the Purchase Order for time spent directly engaged in performance of the Work by Consultant's employees. Such fixed hourly rates shall be inclusive of all of Consultant's overhead costs (including all taxes and insurance), administrative and general fees, and profit.

10. General. From and after the Change Order Effective Date, any reference to the SOW contained in any notice, request, certificate or other instrument, document or agreement shall be deemed to mean the SOW, as amended by this Change Order. Except as modified herein, all other terms and conditions of the SOW shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Change Order to be executed by their duly authorized representatives as of the Change Order Effective Date.

IMPLEMENTER:

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

By:

Title:

Date:

SCE:

SOUTHERN CALIFORNIA EDISON

By: Erwin Furukawa

Title: Senior Vice President,
Customer Service

Date:

CHANGE ORDER NO. 2

This Change Order No. 2 (the "Change Order") is issued pursuant to the CALIFORNIA ENERGY EFFICIENCY STRATEGIC PLAN IMPLEMENTATION CONTRACT dated March 9, 2011 (the "Contract") between THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS ("Implementer") and SOUTHERN CALIFORNIA EDISON COMPANY ("SCE") and sets forth certain changes to the Statement of Work ("SOW") executed by Implementer and SCE on March 9, 2011 and modified by Change Order 1 effective November 1, 2012. This Change Order is effective as of January 1, 2013 ("Change Order Effective Date"). Capitalized terms not otherwise defined herein shall have the meanings ascribed to them in the Contract.

The parties agree to modify the SOW as follows:

1. Task 3 – City Official Training – Course Delivery is deleted in its entirety and replaced with the following:

Task 3 – City Official Training – Course Delivery

The Implementer will provide, with the assistance of its Subcontractor, training to Participating Municipalities' elected officials, building officials, planning commissioners, and other city employees who deal with the public regarding building, planning and code compliance issues and who have demonstrated their interest and are looking for additional tools and information to support Program development to increase city approval of programs and ordinances that result in improved energy efficiency, demand response, and on-site generation programs.

Through the Program, the Implementer will promote increased city buy-in, support, and creation of energy efficiency programs among its Participating Municipalities.

The Implementer will host a minimum of 20 and a maximum of 30 workshops throughout the South Bay region by December 31, 2012. The Implementer will conduct 6 to 10 workshops between August 1, 2013 and March 31, 2014. Sessions will be held at times and places that will maximize their participation. The target size for these training workshops is 15 to 30 individuals. One hundred percent of each Participating Municipalities' target audiences will be invited to attend.

Implementer will develop and share, as appropriate, the training module(s) as template(s) for city staff and elected officials throughout Los Angeles County.

- A. **Implementation Report:** The Implementer will, at a minimum, track the following information through the IR Tool:

- Date of training workshop;
- Location of training; and

- Number of persons trained by category (elected official; building commissioner, building official, etc.).

In addition, Implementer will maintain attendance rosters for each training session that includes names, contact information and signatures for each attendee.

Through a Program evaluation survey and/or other participant feedback instrument (to be developed by the Implementer in consultation with the CPM) Implementer will quantitatively assess the value and benefits of the Program to include, but not limited to, the following:

- Each participant's perception of the degree to which their city/jurisdiction supports energy efficiency in its current code requirements;
- Extent to which each participant is favorably disposed to support energy efficiency codes and standards in their jurisdictions (before and after);
- Actions participant plans to take following the training, if any, that would lead to increased energy efficiency in their jurisdiction (new codes and standards, energy efficiency programs, etc.); and
- Participant evaluation of overall course content.

Task 3 - Deliverable(s)	Due Date(s)
1. Report on status of Subcontractor to support the task	NTP plus 6 Months
2. Deliver schedule of training workshops for SCE Review and approval	NTP plus 1 month following approval of the final curriculum
3. Deliver first training workshops	NTP plus 8 Months
4. Deliver remainder of training workshops per schedule	Ongoing following first session. To be complete by March 31, 2014.
5. Maintain attendance roster of attendees and sample materials used for each workshop	Ongoing
6. Implementation Report: Deliver Monthly reports from tracking system of key performance indicators.	Monthly with Invoicing Requirements (see Task 5)
7. Provide report of best practices and lesson learned in delivery of training workshops	By April 30, 2014

2. Task 4, Part C.6 is deleted in its entirety and replaced with the following:

6. Training Delivery: Implementer will train Participating Municipalities on energy analyses techniques and develop an implementation plan for EEMIS monitoring and maintenance. Activities will include but are not limited to the following:

- Implementer will train Participating Municipalities on using EEMIS to analyze energy consumption data, identify energy savings opportunities, benchmark facility usage and operations, and sustain project savings. Implementer will provide this training in three phases: orientation, detailed users training, and how to utilize data and reports provided by EEMIS.
- Implementer will also develop an EEMIS maintenance plan; and preparation of a training report describing the training sessions conducted, personnel trained, and an assessment of the effectiveness of the training.

3. Task 4, Part C.7 is deleted in its entirety and replaced with the following:

7. Implementer will document each Participating Municipality's history of and approach to implementing energy efficiency upgrades after the benchmarking analysis has been completed. Implementer will also document any plans for re-investing energy efficiency savings into each Participating Municipality's budget for future energy efficiency activities. Implementer will also document the energy efficiency actions taken by each Participating Municipality that can be attributed to the benchmarking.

During the Program period, the Implementer will ensure that all Participating Municipalities have a fully functional bill monitoring system in place through the EEMIS system. Two to five Participating Municipalities should be recruited for incorporating Campus-Wide, real-time EEMIS integration. Participation will be offered in two tiers:

1. Utility bill monitoring and reporting; and
2. Using utility meters or submeters to report real-time use for Core Functioning Facilities.

As part of the implementation of the EEMIS, the Implementer will:

- Enroll a total of 6 to 12 municipalities as Participating Municipalities in the EEMIS network; and
- Enroll 2 to 5 of the Participating Municipalities in the EEMIS network on a real-time use basis with the option to include auxiliary buildings where appropriate and feasible.

4. Task 4, Part C.10 is deleted in its entirety and replaced with the following:

- 10. Assess EEMIS Value and Benefits:** The Implementer will quantitatively assess the value and benefits of the Program through:
- a. Voluntary surveys for facility managers;
 - b. Usefulness of energy usage information in managing operations and costs;
 - c. Willingness to implement energy efficiency projects identified at facility; and
 - d. Comparisons with other utility monitoring systems such as ECAP and Energy Star Portfolio Manager.

5. Task 4, Deliverable Table is deleted in its entirety and replaced with the following:

Task 4 - Deliverable(s)	Due Date(s)
1. Kickoff meeting with Los Angeles County and an understanding of the timeline	NTP + 30 Calendar Days
2. EEMIS/Utility Manager Assessment and Planning Report completed for review and comment by SCE	NTP + 45 Calendar days
3. Procure Utility Manager/EEMIS System	NTP + 60 Calendar Days
4. EEMIS/Utility Manager Assessment and Planning Report	Ongoing following execution of the EEMIS Agreements
5. Create Program Management Plan (PMP) using the template provided by the CPM	NTP + 90 Calendar Days
6. Recruit and enroll participants in EEMIS from Participating Municipalities; customize PMP for each Participating Municipality	Enroll first participant within NTP plus 120 Calendar Days
7. 7.1 Begin implementation of PMP for each Participating Municipality	NTP plus 150 Calendar Days
8. 7.2 Complete implementation of PMP for each Participating Municipality	By March 30, 2014
9. Test network connectivity and functionality for facilities of each Participating Municipality	By December 15 2013
10. Prepare Utility Manager/EEMIS Installation Report	By December 15 2013
11. Assess the value and benefits of the Program and report list of identified needs as they occur.	By June 30, 2014
12. Deliver Monthly reports from EEMIS system	Monthly with Invoicing Requirements (see Task 5)

6. Task 5, Deliverable Table is deleted in its entirety and replaced with the following:

Task 5 - Deliverable(s)	Due Date(s)
1. Prepare and submit Monthly invoices and supporting documentation to SCE.	Monthly, by the 15th Calendar Day for Work completed the preceding Month
2. Prepare and submit Monthly regulatory report, including flat files and Monthly deliverable work sheet.	Monthly, by the 15th Calendar Day for Work completed the preceding Month
3. Prepare and submit Quarterly regulatory reports (Appendix B) to SCE	Quarterly, by the 30 th Calendar Day for Work completed the preceding quarter, through October 31, 2014
4. Prepare and submit Ad Hoc Reports	As SCE requests and/or requires
5. Prepare and submit final invoice and Program Report to SCE	By November 15, 2014 for final invoice and by October 31, 2014 for final Program Report

7. Task 6 is deleted in its entirety and replaced with the following:

Task 6 - Ramp-Down and Shut-Down Program

A. Program Ramp-Down: The Implementer will provide SCE with a ramp-down plan for the Program. To ensure complete Program shut-down, the Program ramp-down period will commence no later than September 1, 2014. Implementer's plan for Program ramp-down will take into consideration that all services must be completed by October 15, 2014. Implementer's plan for Program ramp-down will take into consideration that all Work under Tasks 1-3 must be completed by October 15, 2014.

Implementer will resolve all outstanding Program and Partnership issues and begin preparation of the Final Report beginning September 1, 2014.

B. Program Shut-Down: Implementer will provide to the CPM a plan with procedures on shutting down the Program.

All Program operations will be completely shut down after the last day of the Contract effective period.

Task 6 - Deliverable(s)	Due Date(s)
1. Submit detailed ramp-down and shut-down plans and schedules to CPM for review and approval	No later than June 30, 2014
2. Resolve outstanding Program issues and begin preparation of Final Report	No later than September 1, 2014
3. Begin Program ramp-down	No later than July 1, 2014
4. Complete all services in Tasks 1-4	No later than October 15, 2014

8. Task 7 Deliverable Table is deleted in its entirety and replaced with the following:

Task 7 - Deliverable(s)	Due Date(s)
1. Submit draft Final Report for SCE review and approval	No later than August 1, 2014
2. Submit revised Final Report for SCE review and approval	The latter of September 31, 2014 or within two (2) weeks of SCE comments

9. Section 6, Table 2 is deleted in its entirety and replaced with the following:

Table 2: Implementers Budget Breakdown

Allowable Cost Item¹	%	\$
(1) Administration	7.6%	\$76,990
(2) Marketing/Outreach Costs	1.1%	\$11,354
(3) Direct Program Costs	91.2%	\$921,136
Total Implementer Budget: (1) + (2) + (3)	100%	\$1,009,480

10. Appendix A, Part A (Monthly Invoicing and Reporting Requirements) is deleted in its entirety and replaced with the following:

A. Requirements

Monthly hard copy invoices are required at the 15th Calendar Day of each Month for Work completed the preceding Month with invoicing supporting files described herein. These invoices and supporting documents are for Work performed by the Implementer and all Subcontractors.

On November 15, 2014 or sooner, Implementer will submit a final invoice associated with Program services that are tied directly to delivery of the Program deliverables. No Work except that associated with preparing the Final Report (Task 7) and final invoice will be performed after October 15, 2014. Subsequent invoices will only contain expenses associated with closing out the Program (i.e., administration expenses, etc.) that are not directly tied to delivery of the Program goals.

11. Appendix C – Billing Table is deleted in its entirety and replaced with the following:

Appendix C - Billing Table

	Sub-Task	Implementer Costs		Subcontractor Costs ²	Total Program Cost
		Labor ¹	Expenses ²	Labor & Expenses	
Task 1 - Program Ramp-up		Included in Task 2 through Task 4			
Task 1 (Not-to-Exceed Budget)					
Task 2 - Strategic Plan Goal 1					
A. Curriculum Development – Training for City Officials	1.1.6				
A.1. Review and evaluate existing statewide building code training programs offered by IOUs; identify gaps and enhancement opportunities.					
A.2. Host initial workshop with SCE and others to assure proper educational content and Program direction					
A.3. Develop draft three-part training curriculum and submit to SCE for review and comment					
A.4. Circulate draft training curriculum for review by SCE and industry stakeholders and other experts					
A.5. Prepare final draft of training curriculum and submit to SCE for review and approval					
Task 2 (Not-to-Exceed Budget)		\$22,430	\$0	\$10,577	\$33,007
Task 3 - Strategic Plan Goal 2					
A. City Official Training – Course Delivery	2.1.1				
A.1. Review and evaluate existing statewide building code training programs offered by IOUs; identify gaps and enhancement opportunities.					
A.2. Host initial workshop with SCE and others to assure proper educational content and Program direction					
A.3. Develop draft three-part training curriculum and submit to SCE for review and comment					
A.4. Circulate draft training curriculum for review by SCE and industry stakeholders and other experts					
A.5. Prepare final draft of training curriculum and submit to SCE for review and approval					
Task 3 (Not-to-Exceed Budget)		\$34,850	\$80,923	\$151,000	\$266,773
Task 4 - Strategic Plan Goal 3					
A. Utility Manager	3.1.2				
1. Kickoff meeting with Los Angeles County and an understanding of the timeline					
2. Identify current reporting of energy use and provide description of the benefits of the Utility Manager EEMIS program					
3. Recruit and enroll participants in Utility Manager EEMIS from Participating Municipalities					
4. Assess the value and benefits of the Program and report list of identified needs as they occur.					
5. Deliver Monthly reports from tracking system					
Task 3 (Not-to-Exceed Budget)		\$73,700	\$636,000	\$0	\$709,700
Task 5 - Invoicing and Reporting		Included in Task 2 through Task 4			
Task 5 (Not-to-Exceed Budget)					
Task 6 - Ramp-Down and Shut-Down Program		Included in Task 2 through Task 4			
Task 6 (Not-to-Exceed Budget)					
Task 7 - Submit Final Program Report		Included in Task 2 through Task 4			
Task 7 (Not-to-Exceed Budget)					
Grand Total (All Tasks)	All	\$130,980	\$716,923	\$161,577	\$1,009,480

Notes:

- 1) **Labor:** Consultant shall invoice SCE at the fixed hourly rates for the applicable labor categories stated in the Purchase Order for time spent directly engaged in performance of the Work by Consultant's employees. Such fixed hourly rates shall be inclusive of all of Consultant's overhead costs (including all taxes and insurance), administrative and general fees, and profit.
- 2) **Expenses:** All reimbursable expenses shall be authorized by SCE in writing prior to the expenditure. Any expenses not so approved by SCE shall not be reimbursed. All expenses shall be charged at cost, without mark-up, and shall be necessary, reasonable and ordinary.
 - a) **Material Costs:** Material costs shall be substantiated with an invoice stating the unit price, quantity, and other information as required to identify the Work.
 - b) **Subcontract Labor Costs:** Subcontracted Work shall be charged at the hourly rates actually paid by Consultant, not to exceed the hourly rates set forth in the Purchase Order for Work by the Consultant. Consultant shall provide Subcontractor invoices for any Consultant invoice that includes Subcontractor costs.
 - c) **Out-of-Pocket expenses:** Miscellaneous costs such as telephone communications, routine copying, electronic mail, facsimiles, computer time and in-house technical
 - d) **Travel Costs:** Approved air travel costs shall in no case exceed economy or coach fare, whichever is reasonably available. Automobile travel from Consultant's office to the Jobsite and to SCE's general offices shall be paid at the fixed mileage rate stated in the Purchase Order, or if not stated, at SCE's rate for SCE employees.
- 3) **Budget Changes:** Changes in the Not-to-Exceed Budgets (highlighted in grey) require a Contract change order. All other changes in the Budget require written authorization from the CPM

12. General. From and after the Change Order Effective Date, any reference to the SOW contained in any notice, request, certificate or other instrument, document or agreement shall be deemed to mean the SOW, as amended by this Change Order. Except as modified herein, all other terms and conditions of the SOW shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Change Order to be executed by their duly authorized representatives as of the Change Order Effective Date.

IMPLEMENTER:

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

By: Daniel Medina

Title: Chair

Date:

SCE:

SOUTHERN CALIFORNIA EDISON

By: Erwin Furukawa
Title: Senior Vice President,
Customer Service

Date:



June 14, 2013

TO: David Magarian
South Bay Environmental Services Center
South Bay Cities Council of Governments

FROM: Cynthia Putnam, NEEC

RE: NEEC BOC Program – Sole Source Justification

Building Operator Certification (BOC®) is a national, industry-recognized training and certification program administered by the Northwest Energy Efficiency Council (NEEC). NEEC is the sole administrator of the program as a statewide, coordinated initiative in California. No other entity is authorized to provide BOC administration in this region.

NEEC holds the copyright for the BOC program as registered with the Library of Congress, U.S. Copyright Office. Section 106 of the 1976 Copyright Act generally gives NEEC, as the owner of the BOC copyright, the exclusive right to reproduce the work and perform and display it publicly.

Upon request, NEEC is prepared to provide Certificates of Registration confirming the registration of BOC with the U.S. Copyright Office.

If there is anything further you need, please feel free to contact me at 206-292-3977.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into as of October 14, 2013 by and between the Northwest Energy Efficiency Council (“NEEC”) and the South Bay Cities Council of Governments, a Joint Powers Authority (“SBCCOG”) hereinafter together occasionally referred to as “the parties.”

RECITALS

- A. The SBCCOG seeks to partner with the NEEC to bring a BOC Level I course series to SBCCOG members in fall 2013 beginning in Nov 2013 and ending March 2014. The course offers workforce training and a professional certification in energy efficient building operation for building managers, HVAC mechanics, and maintenance personnel. The partnership offers high value tuition discounts for K-12 schools and city and county governments to send employees. Graduates of the program save on average \$20,000 for their organizations through implementation of energy efficiency practices. Each party will contribute the following to this endeavor.
- B. The purpose of this Memorandum of Understanding is to establish commitments and assurances by the parties related to the proposed BOC course.

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

- 1. Obligations of NEEC.
 - 1.1 Provide a training schedule, marketing collateral, and manage the registration process,
 - 1.2 Register 8 building operators in the course.
 - 1.3 Deliver all aspects of training including qualified instructors, student handbooks, a training facility, catering, and student recordkeeping,
 - 1.4 Provide SBESC with guest speaking opportunities to share information about energy efficiency services,
 - 1.5 Summarize participant feedback on the training and share it with SBESC, and
 - 1.6 Issue certification to those participants who meet the certification requirements.

2. Obligations of SBCCOG

- 2.1 Distribute a NEEC-generated BOC promotional flyer to its members and encourage registration,
- 2.2 Register a minimum of 12 members in the BOC Level I course,
- 2.3 Provide a suitable training facility and AV equipment,
- 2.4 Provide catering for continental breakfast and lunch served each class day,
- 2.5 Post announcements on the SBESC web site and in communications newsletter,
- 2.6 Provide a guest speaker in a BOC class in the course series,
- 2.7 Pay to NEEC a registration fee of \$12,000 for SBESC members, and
- 2.8 In the event of course cancellation, pay to NEEC a cancellation fee of \$2,500 to cover NEEC's costs associated with scheduling and coordination of instructors, book orders, and administrative costs.

3. Term

This MOU shall commence on October 14, 2013 and remain in effect until March 30, 2014 unless extended by written agreement of the parties.

4. Binding Effect

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

5. Indemnity

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

6. Governing Law

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

7. Notices.

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

If to City:

Northwest Energy Efficiency Council
605 First Ave., Ste. 401
Seattle, WA 98104
Attention: Cynthia Putnam, CSBA

If to SBCCOG:

South Bay Cities Council of Governments
20285 S. Western Avenue, Suite 100
Torrance, CA 90501
Attention: Executive Director

8. Entire Agreement

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

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

Northwest Energy Efficiency Council

By: _____

Dated: _____, 2013

Cynthia Putnam
Project Director, National BOC Program

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

By: _____

Dated: _____, 2013

Daniel Medina
SBCCOG Chair



Association of Energy Engineers®

Certified Energy Manager (CEM®) CEM®

Since its inception by the Association of Energy Engineers (AEE) in 1981, the Certified Energy Manager (CEM®) credential has become widely accepted and used as a measure of professional accomplishment within the energy management field. It has gained industry-wide use as the standard for qualifying energy professionals in the United States and internationally. The CEM® is recognized by the U.S. Department of Energy, the Office of Federal Energy Management Programs (FEMP), and the U.S. Agency for International Development, as well as by numerous Department of Defense branches, Federal energy management programs, state energy offices, major utilities, corporations, and energy service companies.

Sole Source Provision Statement:

CEM® certification is available only through the Association of Energy Engineers and AEE is the sole source provider of this Certification program. The CEM® is a registered trademark (Reg. No. 1220333) of the Association of Energy Engineers. The term “Certified Energy Manager” is a registered mark of AEE (Reg. No. 3681994).

Use of the CEM® and Certified Energy Manager designation must be authorized by AEE and is granted to individuals who have met eligibility requirements, attended an approved training program, passed the CEM® examination completed an individual CEM application and has been approved by the CEM board.

CEM® Program Information:

<http://www.aeecenter.org/cem>

CEM® usage in government and industry:

<http://www.aeecenter.org/certification/CEMarticle.pdf>



Comprehensive 5-Day Training Program for Certified Energy Managers® (CEM®)
In-House Seminar Agreement between
Association of Energy Engineers (AEE) & South Bay Cities Council of Governments (SBCCOG)
Prepared: October 3, 2013

The following is an agreement between the Association of Energy Engineers (AEE), dba Fairmont Press and South Bay Cities Council of Governments (SBCCOG). This agreement summarizes the presentation of the Fast Track Certified Energy Manager (CEM) In-House program for SBCCOG in Torrance, CA on January 21-23, 2014, with the CEM exam being held on January 23, 2014. The scheduled instructor is Clint Christenson.

Association of Energy Engineers (AEE):

1. AEE will provide one instructor to present the Fast Track CEM in-house course at a meeting facility in Torrance, CA
2. AEE will provide the *Guide to Energy Management Handbook* for each participant, as well as the Fast Track CEM workbook.
3. The certification exam will be held on the last day. AEE will provide all exam materials and a proctor for the exam. (Students have 4 hours to complete the exam) Exam answer sheets will be returned to AEE by the instructor for grading. AEE will prepare letters containing exam scores, as well as CEM certificates for those who pass the CEM examination and meet all certification prerequisites. All documentation will be sent to one primary contact within SBCCOG, who will be responsible for distributing these documents to course participants.
4. If a candidate does not meet the experience requirement to be a CEM, but receives a passing score on the exam, the candidate may be eligible for the Energy Manager in Training (EMIT™) certification.

South Bay Cities Council of Governments:

1. SBCCOG will remit a sum of \$14,000 USD to AEE for up to 10 participants. This amount includes the CEM course fees, textbooks, exam materials and proctoring, shipping and Certification fees. (Regularly \$400 per person) The course may have additional participants over the 10 for the cost of \$1,150 USD per attendee over the initial 10. Instructor travel, lodging and meal expenses will also be an additional charge.
2. SBCCOG will be responsible for providing a venue, audio/visual equipment, and any applicable catering costs for morning coffee/tea and food, if host would like to provide this. Audio/visual needs include laptop, projector, screen, lapel microphone, and white board for working calculations.

Cancellation Policy:

In the event SBCCOG cancels the seminar 30 days or less from the seminar date, SBCCOG will be responsible for 10% of the course cost. If the seminar is cancelled 31 days or more from the start of the seminar, SBCCOG will not be responsible for any payment to AEE.

Confidentiality:

The mark "Certified Energy Manager" and "CEM" are registered trademarks of the Association of Energy Engineers and can only be used in conjunction with an AEE-approved course. SBCCOG and its representatives agree that all CEM material is the property of AEE and will not disclose any CEM training material, including examination, to a third party, except as may be required by law or legal process. Failure to pay for seminar may result in suspension of any Certification earned under this training agreement.

Hold Harmless:

Each party shall hold the other party harmless from any liability resulting under this agreement.

Agreed to this ____ of _____ 2013.

South Bay Cities Council of Governments:

ASSOCIATION OF ENERGY ENGINEERS:

Signature

Signature

Print Name

Jenn Geho
Print Name

Title

Exhibit & In-House Program Administrator
Title

Address: _____

Address: 700 Indian Trail-Lilburn Road
Lilburn, GA 30047

E-Mail Address: _____
Phone No.: _____

E-Mail Address: jenn@aeecenter.org
Phone No.: 770-279-4391

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South Bay Cities Council of Governments

October 14, 2013

To: Steering Committee

From: Jacki Bacharach, SBCCOG Executive Director

Subject: Enterprise Energy Management Information System (EEMIS)
Sub-metering Initiative – El Segundo MOU

BACKGROUND

The Southern California Edison (SCE) sponsored Enterprise Energy Management Information System (EEMIS) program includes funds to install permanent electrical sub-metering for the purpose of measuring interval power consumption for various groups of city buildings. This equipment provides building level electricity consumption data. Suitable locations to install sub-meters are defined by SCE as campuses where multiple stand-alone buildings share a single meter. SCE does not include ultra-small buildings in this initiative as they have deemed that the potential energy savings would not be a cost effective use of rate payer funds given the cost of equipment.

STATUS

Originally, there were 5 potential sub-metering sites identified based on the SCE criteria - Gardena, Torrance, Rolling Hills Estates, Rancho Palos Verdes, and El Segundo. Torrance, Rolling Hills Estates, and Rancho Palos Verdes all declined to participate in sub-meter installations. Gardena has completed a sub-meter installation for the city hall campus through the project. The City of El Segundo sub-meter installation, planned since 2012, is now ready to move forward.

The SBCCOG worked with Gardena to facilitate the installation of the sub-meter using an MOU that covered the full installation cost funded by SCE. The MOU with El Segundo would be slightly different with the SBCCOG providing SCE funds for equipment and part of the installation services and El Segundo funding the remainder of the installation cost. This cost share would be utilized because El Segundo has grant funding from the same SCE source.

Under the proposed MOU with EL Segundo, the SBCCOG will procure the sub-metering equipment and will reimburse El Segundo for a portion of the installation labor cost using SCE funding. The combined cost for the SBCCOG share would not exceed \$25,000 (the previous MOU with Gardena had a not to exceed set at \$30,000). This work scope is expected to be completed by December 31, 2013.

RECOMMENDATION

Approve the Memorandum of Understanding between the SBCCOG and the City of El Segundo for the Sub-metering equipment and installation pending legal review.

MEMORANDUM OF UNDERSTANDING

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

RECITALS

- A. SBCCOG seeks to partially fund the City to install sub-meters (the “improvements”) at city facilities for the municipal building campus including City Hall, the Police Headquarters, and the Fire Station to gain a detailed electrical consumption and cost data at the above mentioned city buildings via the Enterprise Energy Management Information System (EEMIS).
- B. Improvements are intended to meter building level data where buildings are currently metered in aggregate. Improvements are not intended to provide metering data for loads within individual buildings.
- C. The parties desire to work collaboratively to gain a greater level of data regarding electricity consumption to better inform future cost effective energy efficiency and cost reduction efforts.
- D. The purpose of this Memorandum of Understanding is to establish commitments and assurances by the parties governing the installation of the improvements so as to satisfy their respective objectives.

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

- 1. Obligations of City.
 - 1.1 City engages a contractor using the city procurement process to install sub-meter equipment designed to connect to the LA County EEMIS system (specific equipment must be approved by the SBCCOG, SCE, and LA County prior to installation).
 - 1.2 The City provides networking connectivity between the sub-meter and the building LAN system.
 - 1.3 The City provides VPN networking connectivity between the building LAN system and LA County ISD. City IT staff interface with LA County to initiate ongoing transfer data from the sub-meter to the EEMIS system as per LA County specifications.
 - 1.4 The city will provide two invoices to the SBCCOG not to exceed \$25,000 in aggregate:

- 1.4.1 City shall provide the SBCCOG with an invoice from the vendor for equipment procurement.
- 1.4.2 City shall invoice the SBCCOG no later than January 15th 2014 for labor costs related to the improvements including work completed for paragraphs 1.1, 1.2, and 1.3.

2. Obligations of SBCCOG

- 2.1 The SBCCOG shall pay the vendor for the equipment procurement referenced in paragraph 1.4.1 within 60 days of receiving the vendor invoice.
- 2.2 The SBCCOG shall reimburse the City for the full labor invoice value referenced in paragraph 1.4.2 within 60 days of receiving the invoice from the City.

3. Term

This MOU shall commence on October 25, 2013 and remain in effect until January 30, 2014 unless extended by written agreement of the parties.

4. Binding Effect

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

5. Indemnity

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

6. Governing Law

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

7. Notices.

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

If to City:

City of El Segundo
350 Main Street
El Segundo, CA 90245
Attention: City Manager

If to SBCCOG:

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

8. Entire Agreement

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

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

Dated: _____, 2013

CITY OF EL SEGUNDO

By: _____
Greg Carpenter
City Manager

SOUTH BAY CITIES COUNCIL OF
GOVERNMENTS

Dated: _____, 2013

By: _____
Daniel Medina
SBCCOG Chair

South Bay Cities Council of Governments

October 14, 2013

TO: Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: Disposition of Bills as of October 7

ECONOMIC DEVELOPMENT

<p>SB 470 (Wright)</p>	<p>Community Development. Economic Opportunity: This bill would state the intent of the Legislature to promote economic development on a local level so that communities can enact local strategies to increase jobs, create economic opportunity, and generate tax revenue for all levels of government. The bill would define economic opportunity to include certain types of agreements, purposes, and project's, and declare that it is the policy of the state to protect and promote the sound development of economic opportunity in cities and counties, and the general welfare of the inhabitants of those communities through the employment of all appropriate means.</p>	<p>SUPPORT (5/23/13) (Letter to Assembly sent 5/29/13)</p>	<p>9/23/13 To Governor</p>
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OTHER

<p>SB 594 (Hill)</p>	<p>Use of Public Resources. This bill would prohibit a nonprofit organization or an officer, employee, or agent of a nonprofit organization from using, or permitting another to use, public resources, including but not limited to, public resources received in exchange for consideration, from a local agency for campaign activity, as defined and not authorized by law. This bill would define, among other terms, "public resources" to include, but not be limited to, cash, lands, buildings, funds, and facilities owned by a local agency, and "nonprofit organization" to mean an entity incorporated under the <u>Nonprofit Corporation Law</u> or a nonprofit organization that qualifies for exempt status under the federal Internal Revenue Code of 1986, except as specified. This bill would authorize a civil cause of</p>	<p>OPPOSE (8/22/13) (Ltr sent 8/23/13)</p>	<p>9/23/13 To Governor</p> <p>Per LCC, amendments to be added which will remove their opposition</p>
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	<p>action for a violation of these prohibitions and damages that include, but are not limited to, 3 times the value of the unlawful use of the public resources. This bill would authorize the Attorney General, a district attorney, and a city attorney of a city having a population in excess of 750,000 to seek these civil remedies.</p>		
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2 year bills: AB 5 – Homeless

- AB 690 - Jobs and infrastructure financing districts: voter approval
- AB 810 - Law Enforcement. Data Sharing
- AB 1147 – Massage Therapy
- AB 1214 – Southern California Regional Occupational Center
- SB 556 – Agency. Ostensible nongovernmental entities
- SCA 4 – Local Government Transportation Projects; special taxes

New Law – AB 66 – Economic Development – SCE reliability reports

AB 277 – Tribal Gaming; compact ratification

STATE LEGISLATIVE SCHEDULE

- SEPT 13: End of Session (all bills must be passed by this date or they become 2-year bills)
- OCT 13: Governor’s Deadline to sign/veto all bills on his desk

FEDERAL

<p>HR 456 (Schiff) & S 208 (Feinstein)</p>	<p>Los Angeles Residential Helicopter Noise Relief Act of 2013. This Act would direct the FAA to exercise its legal authority to set guidelines on flight paths and minimum altitudes for helicopter operators in residential areas in Los Angeles County within 12 months of being signed into law. Exemptions would be provided for law enforcement, emergency responders and the U.S. military.</p>	<p>SUPPORT (5/23/13) (Letter sent to Senators & Congressmembers 5/29/13)</p>	<p>HR 456: 2/4/13 Referred to House Subcommittee on Aviation</p> <p>S. 208 2/4/2013 Referred to Senate Committee on Commerce, Science, and Transportation</p>
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South Bay Cities Council of Governments

**SBCCOG Board of Directors' Meeting
Thursday, October 24, 2013 @ 6:00 pm
South Bay Environmental Services Center
20285 Western Avenue
Torrance, California 90501**

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

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

DRAFT AGENDA

- I. **CALL TO ORDER & SALUTE TO THE FLAG (6:00 PM)**
Dan Medina, Chair
- II. **INTRODUCTIONS**
- III. **CONFIRM POSTING OF THE AGENDA BY TORRANCE CITY CLERK**
- IV. **ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA**
- V. **COMMENTS FROM THE PUBLIC**
- VI. **CONSENT CALENDAR (6:05 pm)**
Matters listed under Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and considered separately.
 - A. **September Board Meeting Minutes (attachment) – Approve**
 - B. **Letter to SCAG Declining to Accept Delegation of the Preparation of the SCS for the 2016 RTP (attachment) – Approve**
 - C. **Phase II Website Contract with Civic Resource Group (attachment) - Approve**
 - D. **Enterprise Energy Management Information System (EEMIS) Sub-metering Initiative – El Segundo MOU (attachment) - Approve**
 - E. **Metro Measure X letter (attachment) – Receive and file**
 - F. **Legislation (attachment) – Receive and file**
- VII. **PRESENTATIONS**

1. SCG Recognition to SBCCOG – Frank Spasero (6:10 pm)
2. Transportation History presentation – Inglewood (6:20 pm)
3. Proposition 13 Update – Kiernan & Bacharach (6:45 pm)

VIII. TRANSPORTATION REPORTS

- A. Metro Report by Board member Pam O'Connor (7:10 pm)
- B. Service Council report by Ralph Franklin, Chair (7:15 pm)
- C. Measure R Oversight Committee Report (Jim Goodhart & Steve Lantz) (7:20 pm)
- D. Monthly Transportation Report from Steve Lantz (attachment) – Receive and file

IX. SOUTH BAY ENVIRONMENTAL SERVICES CENTER UPDATES (7:25 pm)

- A. Update on programs and activities
- B. CAP quarterly update – Sabrina Bornstein
- C. 3rd Quarter report on Energy Savings – Greg Stevens, SBCCOG Engineer

X. SBCCOG ISSUES AND REPORTS – Jacki Bacharach (7:40 pm)

- A. Strategic Plan Consultant Selection (*attachment*) – **Approve**

XI. BOARD MEMBER ANNOUNCEMENTS (7:55 pm)

XII. AGENCY REPORTS (8:00 pm)

- A. League of California Cities (Jim Goodhart & Jeffrey Kiernan)
- B. South Coast Air Quality Management District (Judy Mitchell & Stan Myles)
 1. Local Government and Business Advisory Group (Jacob Haik)
- C. SCAG & Committees (Matt Horton)
 1. Energy and Environment (Judy Mitchell, Stephen Sammarco)
 2. Transportation (John Addleman, Dan Medina)
 3. Community, Economic, & Human Development (James Gazeley & Frank Zerunyan)
 4. Regional Council (Judy Mitchell, Dan Medina, James Gazeley)
- D. Santa Monica Bay Restoration Commission (Jeff Duclos/Ellen Perkins/Jim Knight)
- E. South Bay Cities City Managers' Association (Artie Fields)
- F. South Bay Association of Chambers of Commerce (Valentine)

XIV. UPCOMING EVENTS & ANNOUNCEMENTS

XV. NOVEMBER SBCCOG COMMITTEE MEETINGS & WORKING GROUPS

- November 6** Measure R Oversight Committee
November 12 Steering Committee

Consult website for specific times and places for other meetings – www.southbaycities.org

XVI. ADJOURNMENT TO NOVEMBER 21, 2013