

# South Bay Cities Council of Governments

## Steering Committee AGENDA

Monday, April 14, 2014

**12:00 pm**

**SBCCOG Office**

**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. OVERVIEW OF IMPORTANT CONSENT CALENDAR ITEMS - 12:05 pm

- A. SGC grant lobbying efforts
- B. Environmental Programs report – 3 Platinum cities!!!

### V. CONSENT CALENDAR – action items noted, remainder are receive & file - 12:10 pm

- A. Steering Committee – March 10, 2014 meeting minutes – attached
  - **ACTION:** Approve
- B. Grant Opportunity
  - SGC grant submitted
  - SCAG did not receive funding for the PEV grant submittal of which we were a part. Re-scoping and re-submittal is being discussed.
- C. General Assembly
  - As of April 7, 2 sponsorship checks outstanding
- D. Transportation Issues
  - South Bay Boundary issue update – meeting with Metro Board members Pam O'Connor and Mike Bonin as well as Westside Cities COG Board members on April 22. Jim Goodhart, Jacki Bacharach and Steve Lantz attending for SBCCOG
  - Monthly transportation update from Steve Lantz – attached
- E. South Bay Environmental Services Center Activities Report – attached
- F. Drive the Future – BEV project
  - The AQMD's lease on the BMW that they loaned us is up at the end of June so they are replacing it with a Honda Fit.
  - Since we have so many people on the waiting list, we asked for the Honda Fit in April so that we could have 1 more household included than originally planned – utilizing 5 vehicles for two months until we return the BMW in June.

### VI. ACTION ITEMS

- G. Nominating Committee – 12:15 pm
  - It is time to appoint the annual Nominating Committee so that they can report at the May Board meeting.

- The Nominating Committee nominates the Chair, 1<sup>st</sup> Vice Chair, 2<sup>nd</sup> Vice Chair and 4 at large Steering Committee members.
  - Letters of commitment for officer and at large Steering Committee positions – attached
  - **ACTION:** Appoint Nominating Committee
- H. Personnel – **12:20 pm**
- Contract position for the Deputy Executive Director – **11:30 am**
    - Memo – attached
    - **ACTION:** Approve
  - Updated Job Descriptions – attached
    - **ACTION:** Recommend Board approval
- I. Legislative Advocacy – **12:35 pm**
- Legislative Matrix – attached
  - April 30 – PUC Day in Los Angeles – attending for SBCCOG: David Lesser, Olivia Valentine, Jim Goodhart, Rob Beste, Ray Cruz, Jacki Bacharach
  - Legislative Breakfast - May 14
- J. Torrance Lending Library Agreement – **12:45 pm**
- Memo and MOU agreement – attached
  - **ACTION:** Recommend Board approval
- K. Board meeting agenda development - – **12:50 pm**
- April – draft agenda – attached
  - May – Annual Budget Review, Nomination of Officers
  - June – Budget adoption, Election of Officers
  - July – Cost of Power Supply in the South Bay, cost and interconnections & SONGS effect & Future Energy Needs for the South Bay
- L. Crisis Communication Workshop – **1:00 pm**
- 2 years ago at the end of the General Assembly, we sponsored a crisis communication training for public officials in South Bay Cities. It was well received by the participants. We were contacted by the Program Coordinator who explained that they are currently going through an evaluation with their funders and would like a letter of support regarding how we perceived the value of the **February 2012** training for our elected and appointed public officials. They would like to know about whether or not we found the training on managing public messaging and restoring confidence in government post crisis to be valuable for your team. A summary of the training is attached as a reminder.
  - Your participation in this worthwhile effort is most appreciated. As a refresher, attached is a summary of what the 2-hour crisis communication training for public officials entailed.
- M. Approval of Invoices – available at the meeting – 1:05 pm
- **ACTION:** Approve invoices for payment
- VII. **STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES**
- N. Sustainable South Bay Strategy Updates – **1:10 pm**
- Report on Toyota Forum re: Deployment of hydrogen fuel cell vehicle refueling infrastructure.
  - Report on Larry Kosmont's presentation on Economic Development After RDA – presentation @ <http://www.kosmont.com/kosmont-companies/presentations/new-tools-for-economic-development-scag-community-economic-human-development-committee-meeting/>

- O. South Bay Environmental Services Center Programs – **1:25 pm**
- SCE and SCG submitted their proposals for the 2015 budget year. The SBCCOG will have the same goal as last year and close to the same budget – may be a few thousand dollars more. Anticipated decision by the PUC – 6/12/14
  - Staff is in the process of changing all of the SBESC e-mail addresses to southbaycities.org addresses. E-mails sent to the old address will be re-routed
  - Reliability – update on any issues at the meeting
- P. Possible Future Special Events – **1:35 pm**
- Space X – 1<sup>ST</sup> PRIORITY – contacted Hawthorne City Manager for assistance
  - Tour of LAX Airfield including Bradley Terminal – 2<sup>ND</sup> PRIORITY – 1<sup>st</sup> Thursday of the month – 9 am to 10 am. Limit of 30 people.
  - Sea Lab & Desalination Plant in Redondo Beach – 3<sup>RD</sup> PRIORITY
    - ONE IN TORRANCE TOO
  - Tour of Gas Company facilities near Ballona Wetlands – 4<sup>TH</sup> PRIORITY
  - Hawthorne Airport
  - Possible dates – Thursday, May 8, 29 or June 12 in the morning
  - **ACTION:** Provide direction on airport dates – June 5??

**NEXT STEERING COMMITTEE MEETING – May 12, 2014 @ 12:00 pm**

**PLEASE CONSULT WEBSITE IF YOU ARE NOT SURE ABOUT THE MEETING SCHEDULES**

**ADJOURN**

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# South Bay Cities Council of Governments

## **Steering Committee FOLLOW-UP AGENDA Monday, March 10, 2014**

**Attendees:** Jim Goodhart (1<sup>st</sup> Vice Chair, Palos Verdes Estates), Jim Osborne (Lawndale), Ellen Perkins (Palos Verdes Estates), Jim Knight (Rancho Palos Verdes), Tom Brewer (Torrance), Jacki Bacharach, Kim Fuentes & Wally Siembab (SBCCOG) – Jim Gazeley (2<sup>nd</sup> Vice Chair, Lomita) & Tony Dahlerbruch (PVE City Manager) @ 11:50 am. Artie Fields & Tunisia Johnson (Inglewood City Manager) @ noon; Jim Dear (Carson LEFT 12:50 PM, David Lesser (Manhattan Beach) @ 12:05; Dan Medina (Chair, Gardena) @ 12:30 pm

### **I. REPORT OF POSTING OF AGENDA**

- **ACTION:** Received and filed

### **II. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA -**

- MOU with El Segundo for EEMIS equipment purchase – to be sent separately – ACTION – MOVED UP TO ACTION ITEMS

### **III. PUBLIC COMMENT**

### **IV. CONSENT CALENDAR – action items noted, remainder are receive & file - 11:05 am**

#### **A. Steering Committee – February 10, 2014 meeting minutes attached**

- **ACTION:** Approved

#### **B. Appointments to Outside Agencies**

- District #28 and District #40 elections completed for SCAG Regional Council
- Election process to start for Metro South Bay Service Sector Council

#### **C. Grant Opportunity**

- SGC grant submitted
- SCAG might have missed the deadline for new PEV grant with SCAG and Luskin Center with funding from CEC which would have been 2 years probably starting in September 2014 - \$32,000 for the SBCCOG. We are trying to find out.

#### **D. Transportation Issues**

- South Bay Boundary issue update – waiting for meeting with Pam O'Connor & Westside COG to discuss the issue
- Monthly transportation update from Steve Lantz – attached
- Comments on Metro 1<sup>st</sup>/Last Mile report by Jacki Bacharach- attached

#### **E. South Bay Environmental Services Center Activities Report – attached**

#### **F. Legislative Advocacy**

- Legislative Matrix – attached
- April 30 – PUC Day in Los Angeles
- Legislative Breakfast date moved to May 14 – GOODHART, BREWER CAN'T ATTEND. OK FOR ELLEN

F. MWD/WBMWD Rate Setting Process

- This issue was discussed at the last meeting. SBCCOG staff contacted WBMWD for clarification and the attached letter and fact sheet went out to all mayors in the WBMWD service area.
- 3/3, LAWNSDALE COUNCIL - provided direction to send a letter opposing the increase unless MWD can clearly justify to the public that an increase is needed.

V. ACTION ITEMS

G. General Assembly - Lessons Learned – 11:15 am

- Highest attendance – 100 more RSVPs than ever before
  - How many elected officials? – 26 elected officials; 10 Legislative staff
  - How many of our Board and alternates? – 17
  - How many commissioners? – 46
  - How many city staff? – 26
  - How many total? - 306
- As of March 3, 3 sponsorships outstanding (R-T CHECK WILL TAKE 6 WKS)

**ANECDOTES:**

- **KIRAN, OUR VOLUNTEER, TO PUT LA OES DIVISION HEAD IN TOUCH WITH NEW CEO FOR LA AMERICAN RED CROSS**
- **MICHAEL MCCORMICK WANTS TO INVITE DAN STURGES TO MAKE HIS PRESENTATION TO THE GOVERNOR'S STAFF.**
- **GOODHART – MORE EMPANADAS (NEED TO BE IN BAG). TOO LONG TO INTRODUCE THE ELECTED OFFICIALS – INTRODUCE AT ONCE.**
- **PERKINS – SPEAKERS OUTSTANDING. INITIAL KICKOFF RIGHT BEFORE LUNCH WRAP UP AND AT THE END – WRAP UP WAS GREAT. LUNCH TIME IS NOT USED WELL FOR PEOPLE TAKING THEIR LUNCH HOUR. 11:15 TO 1:15 PM SHOULD BE USED MORE EFFECTIVELY. SHAME THAT PEOPLE LEAVE BEFORE THE END OF THE DAY. SOMETHING AFTER? AFTER LUNCH SPEAKERS WERE GREAT. LUNCH ABOUT 20 MINUTES. NO BREAK WAS GREAT. HIGH ENERGY EXHIBIT HALL.**
- **SIEMBAB – MOMENTUM LOST AT END OF LUNCH WITH ACKNOWLEDGEMENTS AND DRAWING AND INTRODUCTIONS.**
- **FUENTES – NEED TO HAVE TIME FOR EXHIBITORS. HIGH # OF COMMISSIONERS BECAUSE WE WERE AT THEIR MEETINGS RECENTLY**
- **KNIGHT – HE GETS A LOT OUT OF THE EXHIBITS. SPEAKERS TOO THEORETICAL. MORE CITY EXAMPLES AND MORE APPLICATION OF WHAT THEY ARE SAYING. PLANNING DIRECTOR DIDN'T FEEL HE GOT MUCH FROM THE SPEAKERS THAT THEY DIDN'T ALREADY KNOW. PERKINS – ELECTEDS DON'T REALIZE HOW HELPFUL THESE EXHIBITS ARE. NEED TO BE BETTER SOLD TO OUR MEMBERS.**
- **NEXT YEAR – ASK PEOPLE HOW THEY FOUND OUT ABOUT THE GENERAL ASSEMBLY. SAVE TIME FOR SPEAKERS TO DO MORE ONE ON ONES. – HAVE THEM AT THE EXHIBIT HALL FOR 30 MINUTES AFTER THEIR SPEECH? PROGRAM SPECIFIC TO COMMISSIONERS – HOW TO RUN A MEETING? – AT END OR AT LUNCH?**
- **COUNTDOWN CALENDAR – POSITIVES AND NEGATIVES – MAYBE EVERY OTHER WEEK.**
- **RESERVE FEBRUARY 27, 2015 IN CARSON.**

H. Increased responsibilities for the Deputy Executive Director – on file – 11:30 am

- **NO RECRUITING**

- NEED SUBCOMMITTEE TO GO OVER THE BUDGET & THE VARIABLES. EMPLOYEE- CONTRACTOR – CONTRACTOR/EMPLOYEE ARE 3 SCENARIOS WE WANT TO LOOK AT. STAFF OFFSET BY GRANTS NEEDS TO BE UNDERSTOOD
- COMMENTS: MORE SEAMLESS. BAD FOR MORALE TO RECRUIT TOO. ELIMINATES ONE POSITION AND THAT’S GOOD.
- ACTION: NEED NEW JOB DESCRIPTION TO COVER THIS NEW POSITION. HAVING KIM FULFILL THE ROLE IS INCREASINGLY EASIER. DETERMINE CONTRACTOR VS. EMPLOYEE WITHIN 60 DAYS. PHILOSOPHICAL ISSUE TO MERGE. NEED CLEAR DEFINITION OF SBESC’S RELATIONSHIP WITH THE SBCCOG.
- ACTION: ACCEPTED RECOMMENDATION TO HAVE KIM CONTINUE AND NO RECRUITING. AD HOC SUBCOMMITTEE – GOODHART/MEDINA. MOTION BY KNIGHT/BREWER - APPROVED

BREAK FOR LUNCH & DIALOGUE WITH CITY MANAGERS -

I. Board Strategic Plan -12:00 PM

- Definition of Sustainability – page 4 of attached report – REMOVE FOOTNOTE COMPLETELY – DEAR/BREWER TO THE BOARD –asked Jan for clean copy with footnote removed 3/11/14
- Orientation/Overview of the SBCCOG Structure and Work Program
  - Goal D #4 - *Enhance orientation methods for new board members so that they have a clear understanding of their role and can determine how they will most effectively contribute. Include a discussion of the bylaws in the orientation.*
    - By-Laws - attached
    - Major programs
    - SBCCOG organizational structure
    - SBCCOG finances
- Review quarterly progress reporting tracking – **DISCUSSED MEASURES OF SUCCESS AND HOW TO EVALUATE THEM**
  - DAHLERBRUCH – MEASURES OF SUCCESS WEREN’T INTENDED TO BE EVALUATED; THEY ARE VALUES. JUST IMPLEMENT THE STRATEGIES. THEY ARE A WAY OF ACHIEVING OUR GOALS.
  - KNIGHT – WHAT HAS BEEN DONE RE: THE GOALS?
    - ACTION: Recommend ED Strategic Plan to the Board for adoption
    - QUARTERLY UPDATE
    - WORK PLAN ALIGNED WITH STRATEGIC PLAN GOALS
    - BACHARACH GO TO COUNCILS WITH THIS ORIENTATION – HERE’S WHAT WE DO AND WHY IT’S IMPORTANT TO THEIR COUNCILMEMBERS. BENEFITS AND WHAT SBCCOG DOES.
      - ABBREVIATED VERSION FOR COUNCIL MEETINGS.
      - REVISE THE PRESENTATION AND BRING IT BACK
      - AT CITY COUNCIL MEETINGS – INGLEWOOD – 3 TO 5 MINUTES. TALK TO AUDIENCE AND ALL HANDOUTS.

RESUME STEERING COMMITTEE MEETING

J. Board meeting agenda development - – 11:45 am

- March – draft agenda attached
  - Presentation of Vision, Mission & Guiding Principles as well as Strategic Implementation Plan
  - Update on ExpressLane Project – Kathleen McCune

- Presentation on SBCCOG PEV readiness – Wally Siembab, **SCAG WILL DO AN INTRODUCTION**
- Request from Metro to present their fare restructuring proposal – **NO ADD TO TRANSPORTATION UPDATE**
- April – Annual Work Program Review, **1<sup>ST</sup> QUARTER UPDATE FROM GREG STEVENS**
- May – Annual Budget Review, Nomination of Officers
- June – Budget adoption, Election of Officers
- July – Cost of Power Supply in the South Bay, cost and interconnections – **SONGS EFFECT AND FUTURE ENERGY NEEDS FOR THE SOUTH BAY**

K. Dues Recommendation for 2014-2015 – 1:15 pm

- **ACTION:** Make recommendation to the Board – KNIGHT/GAZELEY
- **SUBCOMMITTEE TO BE APPOINTED AND MEDINA WILL SPEAK TO CITY MANAGERS**

L. Approval of Invoices – available at the meeting – 1:25 pm

- **ACTION:** ApproveD invoices for payment

- MOU with El Segundo for EEMIS equipment purchase – on file – **ACTION: RECOMMEND TO THE BOARD – GAZELEY/BREWER**

## VI. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES

- **CHAIR’S APPOINTMENT OF FRANKLIN TO BE VICE CHAIR OF THE MEASURE R COMM. – MEDINA WILL BE THE BACK-UP – BREWER/KNIGHT APPROVED**

E. Sustainable South Bay Strategy Updates – **11:55 am**

- AQMD is doing a PSA on our BEV program and interviewing one of our drivers. We should be able to use the footage for our own purposes as well.
- Impressions of HK -- sharing lessons learned

O. South Bay Environmental Services Center Programs – **1:30 pm**

- **PUC filing for 2015 partnership programs**
  - **3/26/14 Administrators file for 2015 funding**
  - 4/4/14 Comments on administrator filings
  - 4/17/14 Reply comments on administrator filings
  - 5/13/14 Anticipated PD issues on 2015 portfolio funding
  - **6/12/14 Anticipated Commission decision on 2015 portfolio”**

### ■ **RELIABILITY**

Greg Stevens met SCE’s Director of Local Public Affairs, Metro Region, Robert Quintero. He said that SCE must conduct mandatory meetings with each South Bay City to discuss reliability issues before March 31<sup>st</sup>. He would attend one of the COG BOD meetings to discuss reliability issues as well after the 31<sup>st</sup>. Meetings so far:

- **MB REPLACEMENT POLES WILL NEED TO BE HIGHER – LESSER’S MEETING**
- **RPV – JIM KNIGHT WILL ATTEND**
- **April 30 – full day – LESSER, CRUZ, BESTE, VALENTINE, KNIGHT (WILL CONFIRM), MEDINA (?) – WHAT IS THEIR EXPECTED GOALS FROM THIS MEETING?**

P. Possible Future Special Events – **1:40 pm**

- Tour of Gas Company facilities near Ballona Wetlands – 4<sup>TH</sup> PRIORITY
- Tour of LAX Airfield including Bradley Terminal – 2<sup>ND</sup> PRIORITY



- Sea Lab
- Hawthorne Airport
- Space X – 1<sup>ST</sup> PRIORITY
- DESALINATION PLANT IN REDONDO BEACH – 3<sup>RD</sup> PRIORITY
  - ONE IN TORRANCE TOO
- Possible dates – Thursday, May 8, 29 or June 12 in the morning
- **ACTION:** Provide direction on dates and priorities for scheduling

### **OTHER ANNOUNCEMENTS**

- **MARCH 8 – MEETING WITH WARONEK & SAMMARCO RE: HOMELESS ISSUES**
- **MARCH 20 – MEETING FOR STAFF INVOLVED IN SENIOR SERVICES – 9 CITIES HAVE RESPONDED**
- **MARCH 26 – 2<sup>ND</sup> STAFF SOCIAL MEDIA WORKING GROUP – INVITE DAN**

**E-MAIL THESE DATES TO THE GROUP**

**NEXT STEERING COMMITTEE MEETING – April 14, 2014 @ 12:00 pm**

**PLEASE CONSULT WEBSITE IF YOU ARE NOT SURE ABOUT THE MEETING SCHEDULES**

**ADJOURN**

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# South Bay Cities Council of Governments

**April 1, 2014**

**TO: Jacki Bacharach, SBCCOG Executive Director**

**FROM: Steve Lantz, SBCCOG Transportation Consultant**

**RE: SBCCOG Transportation Update –March 1-31, 2014**

## **Adherence to Strategic Plan:**

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

## **Obama Increases Federal Transportation Budget Request for FY 15**

Federal highways, bridges and transit would get billions in expanded funding under the budget proposal announced March 4th by the Obama administration. The administration has proposed \$47.3 billion for federally funded highways in 2015, an increase of 18.5 percent over the \$40 billion that Congress agreed to spend in 2014. The US DOT estimated it will take more than \$65 billion per year to maintain federal roads and bridges at current standards. Under the proposal, the Federal Railroad Administration budget would double even with a \$1.5 billion cut to Amtrak. The Federal Motor Carrier Administration would grow 14.3 percent to improve safety of the nation's trucks and truckers. New funding that would be added to existing fuel taxes and other transportation user fees would come from "business tax reforms" according to the DOT.

## **Highway Trust Fund Reauthorization Options "Sprouting" in Spring Policy Discussions**

The Congressional Budget Office has projected that the Department of Transportation's Highway Trust Fund (HTF) will run out of money as early as July or August. The trust fund's coffers traditionally have been filled by the 18.4 cents per gallon federal gas tax, but infrastructure expenses have outpaced receipts in recent years by as much as \$20 billion annually. And to bring a bit of intimacy and urgency to the posturing, a recent Federal Highway Administration report listed 2,000 bridges in California as substandard and with no money for repairs. Of those, 1,200 are located in Los Angeles County.

Because the General Fund has been bailing out the HTF since 2008, Congressional leaders are quietly considering long-term use of what has become the default year-to-year solution for replenishing the HTF - to dip into the general treasury. Although user fees have historically funded the HTF, according to the ENO Foundation, federal general funds currently make up some 27% of HTF spending. Recent proposals from the Administration and House Ways & Means Committee support transferring \$125 billion of General Funds generated from "corporate tax reforms" as part of the ongoing funding for the next multi-year Surface Transportation Reauthorization bill. Their theory is that, rather than a user-funded Trust Fund, the general fund subsidy of the HTF would bring U.S. transportation policy into line with that of many other countries where segregated highway trust funds are relatively rare. Others are opposed to

upending the current reliance of funding the HTF with user fees that has been the program's policy cornerstone since the 1930s.

Leaders from big labor, big business, American Association of State Highway and Transportation Officials (AASHTO), and AMTRAK have testified in various legislative forums to the importance of keeping the Highway Trust Fund (HTF) solvent and have offered "helpful" advice. The U. S. Chamber of Commerce, American Automobile Association, the American Trucking Association, and AFL-CIO advocate increasing the federal gas tax by 15 cents per gallon. AASHTO has suggested three options: 1. Additional General Fund transfers to the HTF; 2. Adjusting existing revenue mechanisms or approving new sources of revenue; or 3. Eliminating new federal highway and transit obligations in FY 2015. The International Bridge, Tunnel and Turnpike Association advocates for more tolling among state and local governments because, "it ensures that highway users bear the burden of paying for transportation projects." But the Alliance for Toll-Free Interstates disagrees claiming many businesses and communities along the interstate routes would be adversely affected. AMTRAK supports a balanced HTF but would also be happy if AMTRAK's \$1 billion year subsidy were provided from sources other than the HTF (as it usually is). The American Public Transit Association (APTA) chimed in at its annual legislative conference on March 11<sup>th</sup> with a request that Congress adopt a six-year HTF Reauthorization which would grow the current \$10.7 billion annual transit program to \$22.2 billion dedicated to transit by 2020. Thirty-one state chambers of commerce have signed a letter urging Congress to pass a five-year surface transportation reauthorization bill that incorporates flexibility for states to invest in transportation infrastructure as they deem necessary; and freedom for states to choose their own funding options.

In a different approach, the Southern California Association of Governments (SCAG) is advocating that the federal gasoline tax be replaced with a vehicle miles travelled (VMT) tax by 2025. In the meantime, SCAG wants to see Southern California become a test site for a pilot VMT program. But Denny Zane of MoveLA, is a critic of VMT. He supports switching to a federal sales tax, which is levied on the price of the fuel purchased. Zane reasons that if gasoline prices continue to rise, so will the trust fund and enough revenue will be available for roads, bridges, trains, buses and bike lanes.

With the HTF expiring on September 30<sup>th</sup> and the political saber rattling ramping up for the November 2016 General Elections, a long-term federal transportation funding strategy is likely to face a couple of long, hot-winded summers and the, perhaps inevitable, endless string of continuing resolutions.

### **U. S. Supreme Court Undermines Rails to Trails Program**

The U. S. Supreme Court on March 10<sup>th</sup> dealt a blow to rails-to-trails programs throughout the nation. In an 8-1 decision, the court ruled that lands granted to railroad companies by the federal government do not necessarily revert to government lands when they are abandoned. When the railroads abandon service, the adjacent property owners or former homesteading property owners have historically attempted to claim or re-claim their private property rights in the railroad properties. The decision could set up a new deluge of cases in which adjoining private property owners would claim the lands that were formerly granted to railroads were provided exclusively for railroad service.

## **Sacramento Update**

### **Spending Priorities Debated for California's AB 32 Cap-and-Trade Revenue**

A series of hearings in Sacramento during February and March focused on uses of revenues generated by California's Global Warming Solutions Act, Assembly Bill (A.B.) 32, which calls for a statewide reduction in greenhouse gas emissions (GHGs) to 1990 levels by 2020. Under discussion is Governor Jerry Brown's proposed spending plan for the revenue received so far from the state's cap-and-trade program, implemented as part of A.B. 32. The auction of cap-and-trade credits is producing money for the state, which, under A.B. 32, must be spent on helping further reduce GHG emissions.

Governor Brown's January 10<sup>th</sup> proposed state budget for 2014-2015 included his cap and trade recommendation for spending \$850 million in expected revenue from the auctions. Of that, Brown proposes to spend \$600 million for transportation-related projects and programs, with nearly half (\$250 million) for high speed rail and expansion and modernization of Caltrans' intercity rail system (\$50 million). The governor would also spend \$200 million of the \$600 million transportation budget over the next two years to encourage the use of zero-emission vehicles, including trucks, buses, and cars and \$100 million for Strategic Growth Council for Sustainable Communities programs. (The SBCCOG submitted a Sustainable Communities grant application on February 28<sup>th</sup>.)

### **Average gas price in California hits nearly \$4 a gallon; L. A. Higher and Rising Steadily**

For the first time in months, most Californians are shelling out more than \$4 for a gallon of regular gasoline. And with the busy summer driving season ahead, prices are likely to move even higher, fuel analysts said. A gallon of regular gasoline Thursday cost an average of \$3.99 in the State, the highest since September 2013, according to the American Automobile Association's February 27th Daily Fuel Gauge report. In Los Angeles, gas stations are charging an average of \$4.06 a gallon. Gas prices could remain at \$4 a gallon or higher through much of the summer, when demand rises as people hit the road for vacations.

So far this year, gas stations are charging a little less compared with the same time in 2013. The U.S. average Thursday was \$3.54 a gallon, about 11 cents less than a year earlier. Californians are paying 6 cents less per gallon of regular gas.

Advances in technologies such as hydraulic fracturing and horizontal drilling have unlocked previously inaccessible stores of oil. By 2015, the U.S. is forecast to surpass Saudi Arabia and Russia as the world's top oil producer and move closer to energy independence over the next 20 years. The booming domestic oil production and more fuel-efficient cars also may help keep gas prices relatively stable in the U.S.

### **California May Cut Gasoline Demand 9% by 2020**

Demand for gasoline may drop by at least 9% through 2020 as consumers switch to greener cars and state and federal policies boost efficiency. If vehicle standards are strictly enforced, the decline could be as much as 13 percent, according to BNEF, a London-based research group. Fuel demand in California has already dropped by more than 3 billion gallons a year since 2002.

## **Southern California Update**

### **Metro's Proposed New Fare Structure Gets Spirited Hearing**

A public hearing on the fare proposals on March 29<sup>th</sup>, at Metro headquarters in downtown Los Angeles lasted more than four hours, attracted more than 165 speakers, and was briefly interrupted by a demonstration that resulted in the expulsion of two audience members.

The Metro Board had initially approved release of a fare restructuring proposal on January 23<sup>rd</sup> for its required public review process. The proposal would raise fares in three phases over the next eight years while also allowing riders to board an unlimited number of buses and trains for 90 minutes in any direction for a single fare rather than paying for each transfer. The ability to transfer for free within 90 minutes would only be available to those with TAP cards since TAP cards track how long people are riding the system. Staff defended the proposal as necessary to bring Metro's fare-box-recovery rate up from its current 26% to the 33% level assumed in the agency's Long Range Transportation Plan. They noted that Metro's fares are the lowest of any major urban area in the country.

The Metro proposal includes two options for restructuring fares. The first option would raise the base fare from the current \$1.50 to \$1.75 for the next four years and eventually to \$2.25. There was no support expressed by the public speakers at the hearing for a second option that would keep the base fare at \$1.50 during off-peak hours and raise it to \$2.25 during peak hours for the next four years and eventually to \$2 in off-peak hours and \$3.25 in peak hours.

Under the proposal, the cost of daily, weekly and monthly passes would rise because pass holders tend to be the heaviest users of the system. Another significant change would be the eventual elimination of the current monthly pass in favor of the EZ pass that would allow for unlimited travel on Metro and other bus systems in Los Angeles County.

No fare changes can take effect until the Metro Board votes to approve them, which is scheduled for consideration on May 22<sup>nd</sup>. If approved, the new fares would take effect as soon as September 1<sup>st</sup>.

### **ExpressLanes Complete Year-Long Demonstration Period: Metro Board Faces Decisions**

The federal year-long demonstration period for ExpressLanes on the I-110 and I-10 freeways concluded in mid-March and the Metro Board will consider at its April 24<sup>th</sup> meeting whether to make the ExpressLanes permanent or to revert the lanes to high occupancy lanes. In addition, the Board may decide whether to continue to waive the monthly transponder fee or to reinstate the charge to infrequent users for the transponder.

As part of the review process, a public hearing was held in Torrance on March 27<sup>th</sup>. Metro staff reported that public acceptance of the ExpressLanes has exceeded expectations; producing faster rush-hour commutes for toll-lane users while generating more revenue than anticipated. Almost 245,000 transponders needed to access the lanes have been issued, far exceeding the goal of 100,000. Eight South Bay cities are ranked among the top 15 in the county by the number of FasTrak accounts issued to motorists. Torrance residents have the second highest number of FasTrak accounts in the county by city — 8,686 — while Redondo Beach is ranked fourth with 5,186 and Manhattan Beach 4,806.

Transit ridership on the Silver Line express buses has more than doubled because the federal demonstration project grant funded enough extra buses to allow passengers to be picked up every 10 minutes rather than every 30 minutes as they previously were. Travel-time savings for toll payers has averaged 30 minutes during rush hours, with average speeds exceeding 45 mph 90 percent of the time, considered the optimal speed for reducing pollution. Staff estimated that the first-year revenues will exceed costs by up to \$19 million, which will be re-invested in improving transportation adjacent to the two ExpressLane corridors.

Most of the dozen speakers of the 30 people that attended the meeting were opposed to continuing the ExpressLanes. The speakers criticized the toll lanes on philosophical grounds as “double taxation” at odds with the concept of “free”-ways. Some also claimed the ExpressLanes disenfranchise those that cannot afford the tolls and cannot ride share. Others noted the peak hour travel time on the mixed flow lanes was significantly longer than before the ExpressLanes were introduced.

### **Transportation Advocates Discuss Proposal For 2016 Half-Cent Sales Tax Measure**

Metro is considering a measure for the 2016 ballot that would increase the Los Angeles County sales tax by another ½ cent for 45 years. . Hoping to garner voter and political support across Los Angeles County, transportation advocates were gathered by Move L. A., a transit advocacy group, in downtown on March 28<sup>th</sup> to discuss the design of the ballot measure. The new measure could raise \$90 billion for various transportation projects and operations / maintenance shortfalls

The tax increase would need a super-majority of 67% to pass. Metro's preliminary polling says that 58% of residents would support the tax increase for transportation if it were on the ballot today. Because a proposed extension of the county transit sales tax fell 0.6% shy of garnering the required two-thirds supermajority of votes on the ballot in 2010, advocates are exploring what would be required to attract the suburban voters throughout the county that did not support Measure J as strongly as urban core voters did in 2010.

### **LA City Sales-tax Hike Proposed To Fix Streets, Infrastructure**

L.A. City Administrative Officer Miguel Santana in mid-March recommended that the City Council place a half-cent sales-tax increase on the November 2014 ballot to fix the city's worst streets. The top budget advisor to the Los Angeles City Council said a tax increase is the only way thousands of miles of severely damaged roads and sidewalks will get repaired. A half-cent increase in the Los Angeles City sales tax would generate \$4.5 billion over 15 years.

Neither Mayor Garcetti nor any of the 15 City Council members have taken a position on the proposal. Concern has been raised around the county that the measure might negatively impact voter support for a proposed LA County-wide sales tax measure on the 2016 ballot since either tax would require a 2/3<sup>rd</sup> majority vote. In a recent Eyewitness News poll conducted by SurveyUSA, people were asked if they would support the tax: 55 percent said no, 40 percent said yes.

### **Seattle Becomes The First City In Nation To Cap Uber, Sidecar And Lyft Vehicles**

The Seattle City Council voted on March 17th to become the first city in the nation to place limits on the number of drivers that alternative transportation companies like Uber and Lyft can have operating at any one time. The new law also would limit three companies — UberX, Lyft and Sidecar — to 150 drivers each on the road at any given time, for a collective total of 450 drivers, a significant decrease from the 2,000 drivers the three companies estimate they have

operating in the city right now. Seattle's new legislation also will require Uber, Lyft and Sidecar drivers to get commercial insurance that meets Washington State requirements.

Around the nation, the Washington, D.C. City Council in 2012 codified the companies' rights to operate. Miami, Houston, Portland, Ore., Austin, Tex., and New Orleans have refused to allow companies like Uber and Lyft to operate. Minneapolis, St. Paul, Milwaukee and Detroit have required the companies operate like taxi cabs.

Uber has also faced challenges in cities overseas trying to regulate their business. The company, and several similar French services, are challenging a new regulation that requires car services to wait at least 15 minutes between taking a reservation and picking up a customer, more than twice the average amount of time it takes for Uber to collect a customer in Paris.

### **Metro Experiments With Capturing Wind Energy from Passing Trains in Subway Tunnels**

A March 31<sup>st</sup> report summarized an intriguing experiment conducted in the Red Line subway tunnel from August through September 2013. Metro installed a unique 10-foot multi-blade mass airflow collection equipment (MACE) in the Red Line tunnel between the North Hollywood and Universal City stations, a segment of the tunnel that sees trains reaching speeds of up to 70 mph. Each time a train left the station, the MACE fan blades would start spinning, thus capturing energy for up to a minute before and up to two minutes after the train passed by.

The amount of electricity produced by these train initiated events was nearly double the amount that had originally been anticipated; the MACE generated an average of 77.7 kilowatt hours (kWh) per day. It is projected that the 10-foot MACE section could generate more than 28,000 kWh per year – enough to power about 12 homes in California for one year, or turn out approximately \$6,000 per year in electrical production. In addition, a single 10-foot MACE unit could potentially help Metro avoid using electricity that would have generated more than 17 tons of CO2 emissions annually if created from natural gas, or more than 30 tons of CO2 emissions annually if created by a coal-powered plant.

Due to the regularity of the speed and schedule of Metro trains, the power generated is far more reliable than above-ground wind and solar power, and the electrical power generated can be used in various ways. It can be stored within the subway electrical system for use to avoid power spikes in usage during flex alerts or high demand periods. In AC format, the power could also be stored and used to provide power for electric vehicle charging stations, station and tunnel lights, escalators and more. And because the project is entirely underground, no CEQA environmental clearance process was required.

Since the end of the pilot program, Metro staff has been analyzing the data captured. Over the next year, Metro staff will follow up with a report evaluating the best use of MACE generated power and the feasibility of installing MACE into existing and new rail line tunnels



# South Bay Cities Council of Governments

April 14, 2014

TO: Steering Committee

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

SUBJECT: Environmental Activities Report

## **Adherence to Strategic Plan:**

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

## **I. PROGRAMS - TECHNOLOGY, PLANNING, & RESEARCH**

### **Climate Action Planning**

#### Energy Efficiency Climate Action Plans (EECAP)

The first deliverable for the EECAP project is an Assessment and Planning report for each city and the sub-region. These reports will provide an overview of the work plan for each jurisdiction and are anticipated to be completed in April, 2014. To inform the reports and kick off the project, SBCCOG staff and Atkins Consultants have been meeting with staff from each South Bay city. In March, SBCCOG staff met with 11 cities and is in the process of scheduling the remaining four meetings. Staff is also working with Atkins to collect activity data to update the greenhouse gas emissions inventories for each city. The updated inventories, forecasts, and reduction targets are anticipated to be completed in Summer 2014. SBCCOG staff and Atkins Consultants presented to the Torrance Environmental Quality & Energy Conservation Commission on March 6, 2014, providing an overview of the EECAP project scope of work and projected timeline. Staff are scheduled to present to the Carson and Rolling Hills Estates Environmental Commissions in April.

### **Energy Efficiency**

#### Direct Install

Staff and SBCCOG engineer continued to work with all our cities that have expressed an interest in the SCE free municipal direct install program. As of 3/27/14 – City Updates for DI are as follows:

- Completed: Hawthorne, Hermosa Beach, Lawndale
- Close to Completion: Carson
- Installations Scheduled: Gardena, Rolling Hills Estates, Torrance
- City Agreed to meet with vendor: Lomita, Palos Verdes Estates, Rolling Hills

- Met with vendor: Rancho Palos Verdes (still deciding) and Redondo Beach (need signatures on application)
- Manhattan Beach wants LED lights which are not eligible under this program.
- Staff also met with the muni direct install vendor FCI and discussed lessons learned. FCI complimented our team stating that working with the SBCCOG helped to facilitate the work for the cities making the process faster and more efficient.

#### SCE Water Leak Detection Program

Water losses caused by unrepaired leaks and operating at unnecessarily high-pressure results in wasted water and wasted energy. The Program is designed to deliver quantifiable savings of both water and energy. Specifically for each participating local government, the team will determine a water loss baseline, conduct leak detection and track water loss recovery therein, develop a pressure management strategy, and devise longer term water loss control plans.

Each of the four participating water agencies (El Segundo, Manhattan Beach, Lomita and Inglewood) has received a pressure management technical memo based upon data retrieved from pressure loggers placed for 18-24 hours within each city's system. Conference calls to discuss the pressure management memos took place in March.

The water leak detection specialist is currently spending about 2 ½ weeks in each city surveying their water system. City of Inglewood's field work has finished and the City has received their survey summary results. Lomita's field work was completed on March 28th. Manhattan Beach began on March 31 and El Segundo's field work will begin shortly. Technical work on the project is being performed by Willdan Engineering and subconsultant Water Systems Optimization (WSO) .

#### Energy Leader Partnership (ELP)

Staff continues to guide the cities through the ELP requirements and provide technical support and guidance. March activities included:

- Lawndale and Manhattan Beach made Platinum!!! – SBCCOG staff worked hard to make this happen, appealing an early decision that they would not qualify this quarter.
- SBCCOG ELP team met with Gardena staff to discuss what is required to move from Value to Silver.
- Hermosa Beach completed their community and demand response awareness items which were approved by SCE.

#### Beacon Award Champion

No new cities have joined Beacon during the month of March, however, an appointment has been scheduled with the City of Gardena and the Beacon program will be discussed at that meeting. 7 cities are currently members: Carson, Hermosa Beach, Lawndale, Manhattan Beach, Rancho Palos Verdes, Rolling Hills Estates and Torrance.

## **Water Conservation/West Basin Municipal Water District Programs (West Basin)**

### Water Reliability 2020

Contract goals: 1,000 WR 2020 support cards to be collected by August 31, 2014.

Status of goals: 541 cards collected as of March 29, 2014

Contract goals: up to 40 WR 2020 presentations to be scheduled.

Status of goals: 24 presentation have been scheduled as of March 29, 2014. (Note: this goal is dependent upon West Basin's availability)

Contract goals: Up to 24 tabletop WR2020 business briefings to be scheduled.

Status of goals: 11 scheduled as of March 31, 2014.

Presentations: In March, three presentations were given -- Carson Mobile Home Rental Review Board, Rancho Palos Verdes Emergency Preparedness Commission, and El Segundo Planning Commission. SBCCOG staff were in attendance representing the SBCCOG at the commission meetings. Presentations have been scheduled throughout April and May, and staff has started to schedule June-August.

Tabletop: a sample letter of support was sent to Surf Air requesting their support of WR2020. Staff met with C&S Sales of Hawthorne and obtained letter of support. In addition, a support letter was received as a result of the Feb. meeting with Merchants Bank of California. Staff also was successful in scheduling a meeting with Wells Fargo Southern Region for April and is working on leads for presentations to – Barnes & Noble and Walser's both in Torrance.

### Cash for Kitchens

Contract goals: 40 kitchen audits to be completed by Aug 31, 2014.

Status as of March 27, 2014: 22 audits completed.

Contract goals: 50 follow-up visits at 50 previously audited sites.

Status as of March 27, 2014: 31 follow completed.

Flyers were delivered to the Torrance Green Committee for members to circulate to local restaurants. Outreach in March also included contacting Keegan's Pub and Grill, Red Car Brewery, and Curry House CoCo Ichibanya.

### Weather-Based Irrigation Controller Exchange

While no WBIC Exchanges took place in March, staff was busy registering people for two upcoming exchanges taking place in West Basin's service area - Malibu (April 26) and Topanga (May 17).

### Rain Barrel

The first Rain Barrel giveaway took place on March 29<sup>th</sup> with 166 rain barrels distributed to 52 attendees! The next Rain Barrel giveaway in the SBCCOG service area is scheduled for May 3<sup>rd</sup>. Two additional rain barrel giveaways will take place in Malibu (April 26) and Topanga (May 17).

### West Basin Special HET Exchange in Lennox

For several years, Supervisor Mark Ridley Thomas's office has asked SBCCOG staff to arrange a high efficiency toilet (HET) exchange in the county unincorporated area of Lennox. West Basin staff finally has approval and it will be a joint event, between two of West Basin Board of Director Divisions thereby doubling the amount of free HET's to 600 instead of 300.

SBCCOG and West Basin Staff have begun to coordinate this event with the Supervisor's staff. We have a tentative date of Saturday, May 31. The event will be held in Lennox and the Supervisor's Office is currently helping to secure a site.

### MWD Caucus Meeting

The meeting highlighted: an update on drought and how MWD is planning to meet both water supply and water quality challenges. MWD has declared a Water Supply Alert to support a 20% reduction in water use. They are planning on doubling the conservation budget to \$40 million for incentives and outreach. Other strategies include maximizing Colorado River deliveries and managing storage reserves. The main message was that water use efficiency is the key on a region-wide basis.

### Integrated Regional Water Management Program (IRWMP)

IRWMP South Bay Steering Committee March meeting highlighted: the Legislature recently passed Drought legislation that has been signed by the Governor that appropriates the full balance of remaining Prop 84 funds. Per the legislation, these funds are to be disbursed in two funding cycles. The South Bay IRWM Steering and Leadership Committees refer to them as Round 3-Part 1 and Round 3-Part 2. Round 3-Part 1 will total \$200 Million and is for drought-related projects. Round 3-Part 2 will total \$250 Million; no word on priorities for the funding. At this point there is no word on the schedule for Round 3-Part 2.

### Round 3-Part 1 Schedule:

- Draft Guidelines Released      April 1st
- Public Review Process          April (30 day process)
- Final Guidelines Released      May 1st
- 60 day Application Period      May-July
- Applications Due                  July 1st
- 60 day DWR Review              July – September
- Grant Awards                      October

## Transportation

### Vanpool Program

Vanpool materials continue to be made available at all outreach events to the community and businesses.

## II. MARKETING, OUTREACH, & IMPLEMENTATION

### Workshops & Trainings

The following chart lists an overview of all workshops held in March 2014:

Event Date	Event Name	No. Attended/ No. of RSVPs	Marketing Info. (how did they hear about the workshop):	Staff Lead
3/11/14	Title 24 Where We're Headed with the 2013 Standards (SCE seminar)	36/65	SCE Website/SBESC Website	GFG
3/12/14	Building Operator Certification 1006: Common Opportunities for Low-Cost Operational Improvements:  The workshop was cancelled due to the instructor being involved in an accident the morning of the class, but those in attendance took the test. The majority passed; therefore the class will not be rescheduled.	18 (4 South Bay cities staff and 2 PVPUSD staff) /22	E-mail: ongoing 8 session course	GFG
3/26/14	Building Operator Certification 1007: Facility Electrical Systems	18 (4 South Bay cities staff and 2 PVPUSD staff)/23	E-mail: ongoing 8 session course	GFG
3/29/14	West Basin's Rain Barrel Distribution Event	52/68	Flyer/E-mail distribution	MS
3/31/14	Remodeling Your Home? Do It the Energy and Water Efficiency Way (as part of South Bay Adult School)	3/3	E-blast & SB Adult School Advertisement	GFG

### City Staff Training Programs

In addition to the above workshops and trainings, SBCCOG hosted an EEMIS training on March 6<sup>th</sup> conducted through the County of Los Angeles.

### Outreach Events

In the month of March, SBCCOG staff:

- Exhibited at **2** community events & **1** business event
- Conducted **3** Energy/Water Efficiency presentation (one for Wiseburn Library in Hawthorne and two for the Environmental Science AP classes at Palos Verdes High School)

## **Media**

### Earned Media Received in March

Article in the March 6 edition of the *Lawndale Tribune*, a Herald Publication, regarding City of Lawndale completing the criteria to reach Gold Level in Energy Leader Program.

Article and picture in March 1 edition of *Inglewood Today* paper regarding City of Inglewood reaching Gold Energy Leader level and receiving rebate check for energy projects completed.

## **Social Media**

As of March 31, 2014 social media follower base are as follows:

Facebook: 284 likes

Twitter: 238 followers

LinkedIn: 39 followers

The Social Media Working Group met on Wednesday, March 26, 2014 at our office. The City of Lawndale staff summarized the city's programs, speaking about its cable television channel use for community outreach while expressing interest in exploring social media. The group discussed using the newly created LinkedIn group to communicate in between working group meeting dates. In addition, the group decided to set the next meeting for June 12, 2014, which was earlier than the original biannual schedule proposed in the previous meeting. The following action items from the meeting:

- LA County DPW to share RFP scope to develop social media policy
- Identify ways to assess goals and measures of success for social media use as well as target audiences
- Share South Bay cities demographics
- Research environmental apps such as Joulebug
- SBCCOG will ask the League of California Cities to expand their social media list of services
- Encourage city participation in LinkedIn Group and feature monthly new information to remind group to use it as a communication tool

## **Volunteer Program**

### Volunteers

Volunteer Training was held at the SBESC Office on Tuesday, March 25. 12 volunteers attended the training. Staff and volunteers are gearing up to respond to the increased activity in April as it is Earth Month. In addition, a Coro Fellow from Mark Ridley-Thomas' office attended the training to learn about how our environmental center operates.

Volunteer hours for the month of March 2014 are as follows:

- 177 hours
- Grand total as of 3/31/14 = 11,044.93 (Starting April 2008)

### Internships

SBCCOG staff had the opportunity to speak at an environmental class at El Camino Community College to recruit 1 to 2 energy interns. El Camino Community College, located in Torrance, offers an environmental technology certificate to prepare students for employment in the sustainable technology field. These potential energy interns would be working on real-world projects assigned by SBCCOG staff on issues that drive sustainability and energy efficiency.

### **III. SPECIAL INITIATIVES**

#### Holiday Light Exchange Sponsorship Initiative:

SBCCOG staff followed up with sponsorship request letters sent to Chevron and Sam's Club and is waiting on response.

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**SOUTH BAY CITIES**  
COUNCIL OF GOVERNMENTS

20285 S. Western Ave., #100  
Torrance, CA 90501  
(310) 377-8987  
[sbccog@southbaycities.org](mailto:sbccog@southbaycities.org)  
[www.southbaycities.org](http://www.southbaycities.org)

DATE:

FROM: SBCCOG Nominating Committee

RE: Commitment to Serve as an Officer

Dear \_\_\_\_\_,

Thank you for agreeing to have your name placed in nomination as an officer of the South Bay Cities Council of Governments Board. As an officer you agree to:

- Regularly attend Board meetings,
- Regularly attend the monthly Steering Committee meetings,
- Make best efforts to attend other meetings of the SBCCOG such as the Legislative Briefings and the General Assembly,
- Be available to review and comment on issues that arise between Steering Committee meetings,
- Participate in special committees of the SBCCOG or Public Hearings/Meetings/Events as needed, and
- Sign the expectations agreement that is attached to this letter.

The nominations to serve on the Board will be presented to the Board Members at the May 22 Board meeting. Nominations from the floor will also be accepted. The election will take place at the June 26 Board meeting. New officers will begin their one-year term effective July 1.

Thank you again.

Sincerely,

\_\_\_\_\_, Chair

LOCAL GOVERNMENTS IN ACTION

Carson El Segundo Gardena Hawthorne Hermosa Beach Inglewood Lawndale Lomita  
Los Angeles Manhattan Beach Palos Verdes Estates Rancho Palos Verdes Redondo Beach Rolling Hills  
Rolling Hills Estates Torrance Los Angeles County

# Expectations for Officers

## South Bay Cities Council of Governments

*This pledge is intended to acknowledge the shared responsibilities, commitment and conduct of officers of the Board of Directors of the South Bay Cities Council of Governments. This document is not meant to be a formal contract but rather a set of expectations set forth for all existing and future officers.*

As an officer of the Board of Directors of South Bay Cities Council of Governments, I am fully committed and dedicated to the mission of South Bay Cities Council of Governments. I pledge to help South Bay Cities Council of Governments carry out this mission, consistent with the functions of the office of officer and board member as stated in South Bay Cities Council of Governments' By-laws.

### **The role of officers**

As an officer of South Bay Cities Council of Governments, I have both the opportunity and the obligation to appoint and evaluate the Executive Director, help establish strategic direction, set broad policy, and steward the assets, all in support of the organization's stated mission. I commit to fulfilling these obligations with my time, talent and relationships.

### **The role of management**

I understand that the Executive Director is responsible, under the board's direction, for developing the long-range plan for board approval, devising acceptable short- and medium-term objectives in pursuit of that plan, and then managing the organization's resources to meet those objectives.

### **Preparation**

I will work diligently to understand the mission, purpose, goals and programs of the organization, and I will prepare for all board and committee meetings by reviewing all related documents and materials in advance.

### **Fiscal and program oversight**

Together with my fellow board members and officers, I am responsible for the fiscal oversight of South Bay Cities Council of Governments. Whether I am a member of the organization's finance or audit committees, I will know what our budget is and take an active part in reviewing and approving the budget and monitoring our performance against that budget. If I do not understand an element of South Bay Cities Council of Governments' fiscal health, I will reach out to the appropriate board members, committees, or staff for clarification.

### **Active participation in board meetings**

I will attend regularly scheduled Board and Steering Committee meetings, be available for consultation by phone and e-mail, and assist if possible where I can apply my special skills, perspective and experience. I will come prepared to discuss the issues and business at hand. If I miss three consecutive board or committee meetings without proper notice or am otherwise unable to fulfill my obligations as an officer, I will offer my resignation or request a leave of absence.

### **Active participation in major events**

I will make my best effort to attend South Bay Cities Council of Governments' major public events and will actively encourage support and attendance by my friends and colleagues as well.

### **Positively represent the organization**

As an officer, I know that I am a *de facto* ambassador for the organization, and I will strive to represent South Bay Cities Council of Governments in the best possible ways. I will never offer myself as an official spokesperson for the organization without proper authority from the board or Executive Director.

### **Financial support**

I will work with relevant members of the board and staff to assist with fund raising for the Annual General Assembly. More particularly, I will help identify potential supporters, and I agree to be open to making a limited number of calls on potential supporters if requested.

### **Support the staff**

I recognize the significant obligations of the staff in carrying out South Bay Cities Council of Governments' work, and I will do my best not to interfere with the staff's operating responsibilities. While I have the right to speak with staff members about matters of mutual interest, I understand that I do not have the right to direct the actions of staff members unless appropriately authorized to do so by the board or the Executive Director.

### **Uphold confidentiality and By-laws**

I understand that the board must speak with one voice, and therefore I agree not to divulge board-level discussions to outsiders that are not of a public nature unless the board has adopted a different policy for a specific instance or issue. I have read and understand the organization's by-laws, and I agree to operate in conformity with them.

**South Bay Cities Council of Governments' Commitment to its Officers and Board Members:**

*As part of the organization's execution of its mission, South Bay Cities Council of Governments makes the following commitment to its board members:*

- We will provide you the opportunity for meaningful and rewarding service to our mission and our community.
- We will provide you in a timely way with the information you need to be an effective officer and board member.
- We will be diligent in making the best possible use of the assets you make available to us, whether those be assets of time, wisdom, experience or relationships.
- We will schedule meetings in advance, and we will start and end meetings on time, unless a majority of those present at the time elect otherwise.
- We will make every effort to keep our meetings brief, relevant, interesting and impactful.
- We will respond to the best of our ability to your questions and concerns.
- We will encourage your feedback and criticism.
- We will do our utmost to be an organization of which all of us can be proud.

**Commitment**

By signing this document, I am acknowledging that service as an officer implies a three-way commitment from board members individually, board members collectively and the organization as a whole. Even though this commitment letter is non-binding in a legal sense, I understand that the organization will rely on the collective commitments of its board members in formulating its plans and executing its strategy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
[NAME & TITLE OF OFFICER]

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
[Board Chair]

Signed: Jacki Bacharach \_\_\_\_\_ Date: \_\_\_\_\_



**SOUTH BAY CITIES**  
COUNCIL OF GOVERNMENTS

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[www.southbaycities.org](http://www.southbaycities.org)

DATE:

FROM: SBCCOG Nominating Committee

RE: Commitment to Serve on the Steering Committee

Dear \_\_\_\_\_,

Thank you for agreeing to have your name placed in nomination as an at large member of the South Bay Cities Council of Governments Steering Committee. As a Steering Committee member, you agree to:

- Regularly attend the Steering Committee meetings,
- Regularly attend Board meetings,
- Make best efforts to attend other meetings of the SBCCOG such as the Legislative Briefings and the General Assembly,
- Be available to review and comment on issues that arise between Steering Committee meetings, and
- Participate in special committees of the SBCCOG or Public Hearings/Meetings/Events as needed.

The nominations to serve on the Steering Committee were presented to the Board Members at the May 22 Board meeting. Nominations from the floor will also be accepted. The election will take place at the June 26 Board meeting. Your first Steering Committee meeting will be July 14, 2014 at noon at the South Bay Environmental Services Center.

Thank you again.

Sincerely,

\_\_\_\_\_, Chair

I agree to serve on the Steering Committee and to the requirements as outlined in the letter above.

\_\_\_\_\_  
Signature

LOCAL GOVERNMENTS IN ACTION

Carson El Segundo Gardena Hawthorne Hermosa Beach Inglewood Lawndale Lomita  
Los Angeles Manhattan Beach Palos Verdes Estates Rancho Palos Verdes Redondo Beach Rolling Hills  
Rolling Hills Estates Torrance Los Angeles County

# South Bay Cities Council of Governments

April 14, 2014

TO: Steering Committee

FROM: SBCCOG Chair Dan Medina and SBCCOG 1<sup>st</sup> Vice Chair Jim Goodhart

SUBJECT: Contract position for the Deputy Executive Director

## **Adherence to Strategic Plan:**

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

## **BACKGROUND**

At the last Steering Committee meeting, a subcommittee of Chair Medina and 1<sup>st</sup> Vice Chair Goodhart was appointed to meet with the Executive Director to discuss the issue of having the Deputy Executive Director position remain a contractor. Previously, there were two Deputy Executive Director positions – one for Administration (contractor) and one for Environmental Programs (employee). Now these positions have been combined into one (contractor).

The issue of concern was whether a position that had previously been an employee position could now be a contracted position and would this best serve the needs of the SBCCOG.

Prior to the subcommittee meeting, staff consulted with Chris Hach, retired Human Resources Director (among other positions) for Gardena as well as Michael Jenkins, SBCCOG legal counsel. With Ms. Hach, we also went through the questions posed by the IRS to define what is a contractor and what is an employee.

## **FINDINGS**

On the issue of whether a position can go from employee to contractor, it was agreed that there is no problem with this. Just as a city may have a contracted department and then bring on an employee and then contract again at a later date, this situation is the same. Also, the position of the Deputy Executive Director now is different than the Deputy Executive Director for Environmental Programs so it is not the same position that once was an employee.

On the issue of meeting the IRS criteria for a contractor, that was also resolved. The SBCCOG contracts with Jacki Bacharach and Associates to provide management services to the SBCCOG. Kim Fuentes is a subcontractor to Jacki Bacharach and Associates and it is up to Jacki Bacharach and Associates to provide the services and give direction to their subcontractors, not the SBCCOG. Jacki Bacharach and Associates is in turn accountable to the SBCCOG.

## RECOMMENDATION

The subcommittee is recommending that the Steering Committee approve the Deputy Executive Director as a contract position under the direction of Jacki Bacharach and Associates whose contract runs to June 30, 2016. In preparation for renewing the contract or going out to bid, no later than February 2016, the issue of all employees vs. a management services contract will be re-visited.

# South Bay Cities Council of Governments

April 14, 2014

TO: Steering Committee

FROM: Jacki Bacharach, Executive Director

SUBJECT: Updated Job Descriptions

## BACKGROUND

The South Bay Cities Council of Governments has evolved from a primarily contract staffed organization to one with primarily employees. As this change has occurred, brief job descriptions were developed and approved by the Board. As part of the organizational review undertaken by David Biggs in his role as Interim Operations Manager, more comprehensive job descriptions have been developed for each position in a standard format similar to most other public agencies. These job descriptions include:

- Essential job functions
- Condensed qualifications
- Physical Requirements and Working Conditions (address ADA and possible future interactive process obligations)
- Exempt/Non-Exempt designation

In addition, the current number of position types and position titles has been reviewed and has been updated to provide for a more comprehensive framework. For example, it is recommended that there be more clarity for those positions where there is a job series and that two job series (one which had a series of just one classification) be combined into a single series in order to allow for more flexibility and a path for advancement for employees as they gain more experience and added responsibilities.

The changes proposed, and as reflected in the revised recommended job descriptions, are summarized as follows:

- Provide for a single Administrative Assistant classification to replace the Administrative Assistant, Programs and Operations and the Administrative Assistant, Communications
- Fold the Environmental Programs Analyst 1 (a single classification job series) into the three classification Environmental Services Analyst series
- Change the Environmental Programs Specialist I/II positions to Project Manager and Senior Project Manager which is a more descriptive title for the actual duties
- Replace the Accountant and Accounting Manager classifications with an Administrative Officer classification to reflect the actual duties of the position and the broader responsibilities

No changes to compensation or salary ranges are recommended at this time. The pay range for the Administrative Officer will be the same as for the Accounting Manager.

RECOMMENDATION

Recommend that the Board approve updated job descriptions for the following positions:

- Administrative Assistant
- Environmental Services Analyst I
- Environmental Services Analyst II
- Environmental Services Analyst III
- Project Manager (formerly Environmental Services Specialist I)
- Senior Project Manager (formerly Environmental Services Specialist II)
- Administrative Officer (formerly Accountant & Accounting Manager)

Direct staff to continue to use former titles for billing purposes until contracts expire or change orders are approved.

Prepared by Kim Fuentes with assistance from David Biggs

Attachments:

1. Administrative Assistant
2. Environmental Services Analyst I
3. Environmental Services Analyst II
4. Environmental Services Analyst III
5. Project Manager
6. Senior Project Manager
7. Administrative Officer



SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

**Job Summary**

Paraprofessional level position responsible for a diverse range of support tasks and operational assignments in furtherance of program delivery, communication and outreach, and administrative operations.

**Essential Job Functions, Duties, and Responsibilities**

Under direction of the Executive Director or designee, performs clerical assignments as requested and operates the Reception Desk; arranges meeting logistics and requirements including processing event registrations; undertakes data entry, reporting and database management; prepares meeting agendas and takes and prepares meeting minutes; researches assigned topics or issues; creates process flow-charts and writes procedures; manages calendars and scheduling; orders office supplies and assists with office supply inventory; processes and distributes mail; prepares letters and routine correspondence; and maintains schedules; coordinates check-out process for equipment; and works with volunteers and interns on administrative support tasks.

Performs a variety of accounting clerical duties including reconciling receipts to monthly statements, assisting in preparing for annual audit; and, providing support to Administrative Officer. Coordinates office space and information technology related matters.

Supports communication efforts including maintaining, enhancing, and updating website; responds to requests from internal parties and with concurrence of Supervisor, external parties; manages social media presence; composes and sends e-blasts; creates and disseminates newsletter(s); coordinates media related efforts working with public affairs staff; supports technology operations including video conferencing and copy machine; and performs graphic design work utilizing software such as Adobe and Microsoft products. Participates in the development and implementation of a communications plan.

Serves as lead for assigned events, programs or activities, and performs other work duties as assigned.

**Classification**

The position is exempt under the Fair Labor Standards Act.

**Qualifications**

Requires one (1) to five (5) years related experience; proficiency in MS Office and browser- based research, strong written and verbal communication skills required; experience with social media highly desirable. College level course work in a related field, college degree, or an equivalent combination of training and experience required. Ability to function independently and as part of a team. Must possess a valid California Driver's License.

**Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: 4/1/14

## SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

### JOB DESCRIPTION

#### ENVIRONMENTAL SERVICES ANALYST I

##### **Job Summary**

Technician level position responsible for the basic implementation of programs, activities, events, workshops, and training related to the environment, water, energy, and transportation.

##### **Essential Job Functions, Duties, and Responsibilities**

Coordinates and plans general level programs, projects, field work, workshops, and outreach; develops reports related to program implementation, tracking, monitoring, and invoicing; undertakes general office support as needed including answering general inquiries; attends meetings, workshops, and off-site events; assists in the coordination of the volunteer program and volunteers.

**Assists** the lead for assigned events, programs, or activities including energy related programs such as utility partnerships, transportation related programs such as Measure R, and water related initiatives, such as water energy nexus; supports Call for Projects process; assists in the preparation and responds to request for proposals for contract services; coordinates contracts including issuing task orders; posts content to web site; and supports communication efforts regarding assigned programs, projects, and events.

Develops and maintains knowledge of programs and activities. Demonstrates critical thinking and the use of discretion in communicating with others. Performs other work as assigned.

##### **Classification**

The position is exempt under the Fair Labor Standards Act.

##### **Qualifications**

Requires **at least** one (1) year professional experience in an environmental, water, energy, or transportation related field. Experience with marketing, outreach, and public speaking highly desirable. Strong written and verbal communications skills, proficiency in browser-based web research, and knowledge of environmental programs, transportation programs and/or transportation demand management strategies, volunteer programs preferred. Ability to function independently and as part of a team required. Must possess a valid California Driver's License.

##### **Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

ENVIRONMENTAL SERVICES ANALYST II

**Job Summary**

Journey level position responsible for the implementation of the best approach for programs, activities, events, workshops, and training and events related to the environment, water, energy and transportation.

**Essential Job Functions, Duties, and Responsibilities**

Coordinates and plans advanced level programs, projects, field work, workshops, and outreach; develops reports related to program implementation, tracking, monitoring, and invoicing; undertakes marketing, public relations, speaking, and training duties; undertakes general office support as needed; and attends meetings, workshops and off-site events. May coordinate volunteer program and volunteers or supervise volunteers including scheduling. Works with interns.

Serves as lead for assigned events, programs or activities including energy related programs, transportation related programs such as Measure R, and water related initiatives; supports Call for Projects process; and, prepares and responds to request for proposals for contract services; coordinates contracts including issuing task orders; posts content to web site; and supports communication efforts regarding assigned programs, projects, and events.

Engages with partners in support of program activities. Develops materials for workshops, training and presentations. May serve as the lead for the Outreach Team.

Able to convey complete information on programs and activities, demonstrate critical thinking and the use of discretion in communicating with others required. Performs other work as assigned.

This classification is distinguished from the Environmental Services Analyst I by its additional requirement for broad knowledge of operating procedures of the programs they support and the requirement to apply judgment and make decisions for the functions/processes for which they are accountable.

**Classification**

The position is exempt under the Fair Labor Standards Act.

**Qualifications**

Bachelor's Degree required five (5) years or more professional experience in an environmental, energy, or transportation related field. Experience with contract and project management, strong written and verbal communication skills **required**. Proficiency in browser-based web research and Microsoft Office Suite required. Experience with graphic programs desirable. Knowledge of environmental programs, transportation demand management strategies desired. An ability to function independently and as part

of a team as well as experience working with volunteers required. Must possess a valid California Driver's License.

**Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: 04/14/14

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

ENVIRONMENTAL SERVICES ANALYST III

**Job Summary**

Senior level position responsible for the development of strategies, standards, and processes for implementation of programs, activities, events, workshops, and training related to the environment, water, energy, and transportation.

**Essential Job Functions, Duties, and Responsibilities**

Develops and implements programs, projects, field work, workshops, and outreach; develops reports related to program implementation, tracking, monitoring, and invoicing; ~~undertakes general office support as needed;~~ and attends meetings, workshops and off-site events. May supervise and schedule volunteers, interns, and staff.

Serves as lead for assigned events, programs or activities which may include energy related programs, transportation related programs such as Measure R, and water related initiatives, and Call for Projects process Prepares and responds to request for proposals for contract services; coordinates contracts including issuing task orders; posts content to web site; and supports communication efforts regarding assigned programs, projects, and events.

May serve as the Public Information Officer. Undertakes public affairs, community and public relations, media relations activities. Develops communication strategies and marketing plans. Carries out speaking and training engagements. Prepares and distributes press releases and articles.

Engages with partners in support of program activities. Develops and maintains relationships with member agencies, chambers of commerce, resident groups, and environmentally focused groups.

Monitors and reports on regional and State regulatory requirements and trends, research and case law related to program offerings.

Able to articulate key elements of all programs and activities, demonstrates critical thinking and the use of discretion in communicating with others required. Performs other work as assigned.

The Environmental Services Analyst III is distinguished from the Environmental Service Analyst II by its additional responsibility for exercising greater autonomy and decision-making and coordinating programs having a wider scope and greater impact and exposure. The position is also responsible for the management of educational, operational, or service programs.

**Classification**

The position is exempt under the Fair Labor Standards Act.

### **Qualifications**

**Bachelor's Degree required plus** five (5) years or more professional experience in an environmental, energy or transportation related field or in marketing, communications, outreach, and public relations/public affairs. Experience in grant-funded programs, government agencies, or not-for-profits in the environmental, energy or transportation fields are highly desirable. Excellent verbal and written communications skills **required**. Experience in event-planning, writing press releases, and public speaking, and proficiency in browser-based web research, and Microsoft Office Suite required. Experience with graphic programs desirable. Knowledge of environmental programs, transportation demand management strategies, desirable. An ability to function independently and as part of a team including working with volunteers required. Must possess a valid California Driver's License.

### **Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: 04/14/2014

## SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

### JOB DESCRIPTION

#### PROJECT Manager

#### **Job Summary**

Advanced Journey level position responsible for the development of strategies, standards, and processes for implementation of projects, activities, and events related to the environment, water, energy, and transportation. Also engages with partners and program customers.

#### **Essential Job Functions, Duties, and Responsibilities**

Manages projects, contracts, and grants; responsible for project planning, implementation, and reporting; prepares grants applications; prepares and responds to request for proposals (RFP) and request for quotes (RFQ); coordinates with partners; serves as lead for assigned events, projects, or activities; and serves on committees, taskforces, and technical advisory committees.

Performs a variety of project management and other support-related duties. Serves as lead on a variety of projects and initiatives such as climate action, greenhouse gas analysis, municipal energy efficiency reduction strategies, water conservation, alternate fuel vehicles, and transportation; collects and analyzes data using excel spread sheets and web based tools and incorporated data in plans and strategies; works with contractors; assists and advises South Bay cities in developing plans, projects, and strategies; helps develop South Bay sub region plans, projects, and strategies. Responds to project related inquiries and attends committee, City Council, commission or public workshops and related meetings. Develops project management and quality control systems. Monitors and follows legislation and regulations related to assigned areas. Prepares, website content, newsletters, and publications as requested.

Able to articulate key elements of all programs and activities, demonstrate critical thinking and the use of discretion in communicating with others required. Performs other work as assigned.

#### **Classification**

The position is exempt under the Fair Labor Standards Act.

#### **Qualifications**

Requires **at least** three (3) of professional experience in the public sector, grant-funded programs or not-for-profits in the environmental, energy or transportation fields. Strong contract management and project management skills as well as excellent verbal and written communications skills required. Knowledge of energy principles including demand-side management, renewable energy, climate change, and energy policy desired. An ability to function independently and as part of a team **preferred**. Proficiency in browser-based web research, and Microsoft Office Suite required. Working knowledge of



ICLEI GHG software a plus. Bachelor's Degree with major course work in energy, environment, public policy or a related field required. Must possess a valid California Driver's License.

**Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: 04/14/2014

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

Senior PROJECT Manager

**Job Summary**

Senior level position responsible for the development of strategies, standards, and processes for implementation of programs, activities, and events related to the environment, water, energy, and transportation, engages with partners and program customers, and has knowledge of basic employee performance management standards and practices.

**Essential Job Functions, Duties, and Responsibilities**

Manages projects, contracts and grants; responsible for project planning, implementation, and reporting; prepares grants applications; prepares and responds to request for proposals (RFP) and request for quotes (RFQ); coordinates with partners; serves as lead for assigned events, projects, or activities; interacts with Board Members, government officials, professional and technical colleagues; and serves on committees, taskforces, and technical advisory committees. May recruit and supervise volunteers, interns, and staff.

Performs a variety of project management and other support-related duties. Manages and serves as primary contact on a variety of **complex programs** and initiatives such as climate action planning, greenhouse gas analysis, municipal energy efficiency reduction strategies, water conservation, alternative fuel vehicles, and transportation; collects and analyzes data using excel spread sheets and web based tools and incorporates data into plans and strategies; works with and manages contractors; develops and coordinates project related training; assists and advises South Bay cities in developing plans, projects, and strategies; helps develop South Bay sub region plans, projects, and strategies. Responds to project related inquiries and attends committee, City Council, commission or public workshops and related meetings. Develops project management and quality control systems. Monitors and follows legislation and regulations related to assigned areas. Prepares website content, newsletters, and publications as requested.

Able to articulate key elements of all programs and activities, demonstrate critical thinking and the use of discretion in communicating with others required. Performs other work as assigned.

The Senior Project Manager is distinguished from the Project Manager by their additional responsibility for managing and developing strategies for program development and enhancements. The Senior Project Manager is responsible for the management of complex educational, operational or service projects or multiple components of overall projects or services.

**Classification**

The position is exempt under the Fair Labor Standards Act.

**Qualifications**

Requires five (5) years or more professional experience in the public sector, grant-funded programs or non-for-profits in the environmental, energy or transportation fields requiring analytical decision-making skill. Strong contract management and project management skills as well as excellent verbal and written communications skills required. Knowledge of energy principles including demand-side management, renewable energy, climate change, and energy policy desired. An ability to function independently and as part of a team preferred. Proficiency in browser-based web research, and Microsoft Office Suite required. Working knowledge of ICLEI GHG software a plus. Bachelor's Degree with major course work in energy, environment, public policy or a related field required. Must possess a valid California Driver's License.

### **Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties and skills required.

Date: 04/14/2014

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

ADMINISTRATIVE OFFICER

**Job Summary**

Managerial level position responsible for accounting, finance, administrative, and human resources functions with knowledge of standards and processes in these areas and an in-depth knowledge of employee performance management standards and practices.

**Essential Job Functions, Duties, and Responsibilities**

Performs budget reporting, monthly accounting, and payroll services; processes normal cash, billing/vendor invoicing, and receipting activities; undertakes accrual entries; coordinates internal and external audits; undertakes cost accounting to grants - direct and indirect costs; oversees grant expenditure activities and spend rate; prepares standard financial reports and progress reports; develops annual budget with Executive Director; provides quarterly financial reports to the Board of Directors.

Manages office space lease and facility requests; coordinates Information Technology needs and services; provides oversight of vendors (copier, internet, telephone, etc.), and purchasing including equipment (audio, visual, computer) and furniture purchases. Maintains inventory of office equipment and develops equipment replacement schedule.

Coordinates employee benefits, insurance, worker's compensation, and personnel records; manages insurance and liability programs; coordinates human resources activities; responsible for monitoring adherence to illness and injury prevention program.

Manages insurance and liability programs; manages programs, contracts and grants; monitors invoicing to Scope of Work requirements and reporting for grants; and assists in the preparation and the response to Request for Proposals and Scopes of Work

Supervises professional and/or technical staff. Able to articulate key elements of all programs and activities, demonstrates critical thinking and the use of discretion in communicating with others required. Performs other work as assigned.

**Classification**

The position is exempt under the Fair Labor Standards Act.

**Qualifications**

**Bachelor's Degree required plus at least** three (3) years or more professional experience in accounting, human resources management and general business in grant-funded programs, public agency or not-for-profit. Strong contract management skills and ability to function independently and as part of a team required. Excellent verbal and written communications skills required. Proficiency in Microsoft

Office Suite and accounting software required. College level course work in finance, accounting or business, or a related field.. Must possess a valid California Driver's License.

**Physical Requirements and Working Conditions**

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDT screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs, and back to lift and/or move up to 25 pounds.

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Date: 04.14.14

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## South Bay Cities Council of Governments

April 14, 2014

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: Bills to Monitor and for Action

### **Adherence to Strategic Plan:**

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

**SB 1262 is the Medical Marijuana sponsored by LCC**

### ECONOMIC DEVELOPMENT

AB 1147 (Gomez, Muratsuchi)	Massage Therapy. Revises the qualifications for certification as a massage practitioner and massage therapist, and <i>would require an applicant for a certificate as a massage practitioner to pass a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards, and that is approved by the council.</i>	SUPPORT (6/27/13) (Letter sent 2/10/14 to author & SB Senators)	2/6/14 Senate Business, Professions & Economic Development Committee
AB 2216 (Muratsuchi)	Regional occupational centers and programs: funding. Would require a regional occupational center or program established and maintained by local educational agencies or a joint powers authority, as specified, to receive an annual appropriation from the General Fund for purposes of providing high-quality career technical education services. The bill would require the appropriated funds to be apportioned directly to the regional occupational center or program based on a formula agreed upon by the local educational agencies participating in the regional occupational center or program.	RECOMMEND SUPPORT	Assembly Education Committee Hearing Date: 4/30/14
<b>SB 1262 (Correa)</b>	<b>Medical marijuana: regulation of physicians, dispensaries, and cultivation sites. Would require the State Dept of Public Health to license dispensing facilities and cultivation sites that provide, process, and grow marijuana for medical</b>	<b>RECOMMEND SUPPORT</b>	<b>Senate Business, Professions &amp; Economic Development Committee Hearing Date: 4/21/14</b>

	use, as specified, and would make these licenses subject to the restrictions of the local jurisdiction in which the facility operates or proposes to operate. Would require the department to establish standards for quality assurance testing. would require licensed dispensing facilities and licensed cultivation sites to implement sufficient security Measures.		
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**EMPLOYEE RELATIONS**

HR 29 (Gomez)	Relative to outsourcing public services. Resolution that the Assembly opposes outsourcing of public services and assets, which harms transparency, accountability, shared prosperity, and competition, and supports processes that give public service works workers the opportunity to develop their own plan on how to deliver cost-effective, high-quality services; and be it further Resolved, That the Assembly urges local officials to become familiar with the provisions of the Taxpayer Empowerment Agenda; and be it further Resolved, That the Assembly intends to introduce and advocate for responsible outsourcing legislation.	RECOMMEND OPPOSE	4/3/14 Adopted Assembly Third Reading
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**ENVIRONMENT**

AB 2188 (Muratsuchi)	Solar Energy: permits. This bill would require a city or county to process and approve any permit application for a residential rooftop solar energy system of up to 10kW on the same day it has been submitted.	MONITOR	3/6/14 Assembly Local Government Committee
SB 1122 (Pavley)	Sustainable communities: Strategic Growth Council. Requires the Strategic Growth Council (SCG) to provide financial assistance to develop and implement regional grant programs to support the implementation of sustainable communities' strategies (SCS), alternative transportation plans (ATP), or other regional greenhouse gas reduction plans within a developed area, to be funded from moneys deposited into the Greenhouse Gas Reduction Fund from the auction revenues derived from the cap-and-trade program, upon appropriation by the Legislature. Eligible recipients of grant funding include councils of government, metropolitan planning	MONITOR	4/2/14 Approved by Senate Environmental Quality Committee  NOTE: LCC monitoring; SCAG supporting



	organizations, regional transportation planning agencies, cities, counties, and joint powers authorities.		
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ADD AB 1970 (Gordon) re: SGC funds too???

**TRANSPORTATION**

<p><b>SB 1298</b> (Hernandez)</p>	<p>High Occupancy Toll Lanes. Removes the limitations on the number of HOT lanes that the California Transportation Commission may approve and would delete the January 1, 2012 deadline for HOT lane applications. Would also delete the requirement for public hearings on each application.</p>	<p><b>MONITOR</b></p>	<p>3/6/14 Senate Transportation and Housing Committee</p>
<p><b>HR 2468</b> (Matsui)</p>	<p>Safe Streets Act of 2013 - Requires each state to have in effect within two years a law, or each state department of transportation and metropolitan planning organization (MPO) an explicit policy statement, that requires all federally-funded transportation projects, with certain exceptions, to accommodate the safety and convenience of all users in accordance with certain complete streets principles. Defines "complete streets principles" as federal, state, local, or regional level transportation laws, policies, or principles which ensure that the safety and convenience of all users of a transportation system, including pedestrians, bicyclists, public transit users, children, older individuals, motorists, freight vehicles, and individuals with disabilities, are accommodated in all phases of project planning and development. Allows such law or policy to make project-specific exemptions from such principles only if: (1) affected roadways prohibit specified users by law from using them, the cost of a compliance project would be excessively disproportionate to the need, or the population, employment densities, traffic volumes, or level of transit service around a roadway is so low that the expected roadway users will not include pedestrians, public transportation, freight vehicles, or bicyclists; and (2) all such exemptions are properly approved. Requires the Secretary of Transportation (DOT) to establish</p>	<p><b>RECOMMEND SUPPORT</b></p>	<p>6/21/2013 Referred to the Subcommittee on Highways and Transit.</p>

	<p>a method for evaluating compliance by state departments of transportation and MPOs with complete streets principles. Requires the Access Board to issue final standards for accessibility of new construction and alterations of pedestrian facilities for public rights-of-way. Requires the Secretary to conduct research regarding complete streets to: (1) assist states, MPOs, and local jurisdictions in developing and implementing complete streets-compliant plans, projects, procedures, policies, and training programs; and (2) establish benchmarks for, and provide technical guidance on, implementing complete streets policies and principles.</p>		
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# South Bay Cities Council of Governments

April 14, 2014

TO: Steering Committee  
FROM: Jacki Bacharach, SBCCOG Executive Director  
SUBJECT: Lending Library Agreement Extension with Torrance

## BACKGROUND

At the June 27, 2013 Board of Directors Meeting, the Board approved a Memorandum of Understanding between the SBCCOG and the City of Torrance Public Library setting forth a pilot project for a one year period. The City of Torrance staff received and processed the first shipment of the 62 book collection in mid-August, placing the collection into circulation. These books have a bookplate, which states: “donated by...” The lending process was administered by the library staff at no expense to the SBCCOG.

As of the end of March, 2014, the library reported that 27 books have been checked out 38 times since the commencement of the pilot program last July. The books that have been checked out were all related to water history, water conservation and California landscaping. Based on the successful circulation of the collection during the one year pilot program, the Torrance Library is interested in retaining our collection for an additional two year extension.

Should the Board desire to take back any of the books or to work with another library in the South Bay to house our collection, it would be necessary to cover the barcode and other markings with white labels.

## RECOMMENDATION

That the Board approve an Amendment to the MOU with the City of Torrance Public Library, extending the term of the pilot program to two years ending June 30, 2016.

**AMENDMENT TO MEMORANDUM OF UNDERSTANDING**

This Amendment to Memorandum Of Understanding is made and entered into as of April 24, 2014 by and between the South Bay Cities Council of Governments (SBCCOG), a joint powers authority and existing pursuant to the laws of the State of California, and the City Of Torrance, a municipal corporation ("City"), organized and existing pursuant to the laws of the State of California. SBCCOG and the City shall collectively be referred to herein as the "Parties."

**RECITALS:**

- A. Parties entered into a Memorandum of Understanding on June 27, 2013, whereby the parties agreed that SBCCOG would lend its Collection to the City, and the City will lend the Collection from the Library.
- B. The original Memorandum of Understanding was for a one-year term, effective July 1, 2013 through June 30, 2014.
- C. The SBCCOG is satisfied with the success of the pilot project and wishes to extend the contract for two years.

**AGREEMENT**

- 1. Paragraph 8 is amended to read in its entirety as follows:  
"8. This agreement is considered a 36 month pilot project. The term of this MOU shall continue until June 30, 2016."
- 2. In all other respects, the Memorandum of Agreement dated June 27, 2013, between SBCCOG and City is ratified and reaffirmed and is in full force and effect.

**SOUTH BAY CITIES COUNCIL OF GOVERNMENTS**

\_\_\_\_\_  
Daniel Medina, Chair, Board of Directors

ATTEST:

\_\_\_\_\_  
Name

Approved as to Form:

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Michael Jenkins, General Counsel

CITY OF TORRANCE, a Municipal corporation

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Frank Scotto, Mayor

ATTEST:

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Sue Herbers, City Clerk

APPROVED AS TO FORM:

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John L. Fellows III, City Attorney

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# **South Bay Cities Council of Governments**

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**SBCCOG Board of Directors' Meeting  
Thursday, April 24, 2014 @ 6:00 pm  
SBCCOG Office  
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](http://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. **March Board Meeting Minutes (attachment) – Approve**
  - B. **Updated Job Descriptions (attachments) - Approve**
  - C. **Legislative Matrix (attachment) – Approve**
  - D. **Monthly Transportation Report (attachment) – Receive and file**
  - E. **Monthly Environmental Services report (attachment) – Receive and file**
- VII. **PRESENTATION (6:10 pm)**
  - A. **SBCCOG Annual Work Program – Successful Collaborations and Plans for 2014-2015**
- VIII. **TRANSPORTATION REPORTS**
  - A. **Metro Report by Board member Pam O'Connor (6:45 pm)**

- B. Service Council report by Ralph Franklin, Chair (6:50 pm)
- C. Measure R Oversight Committee Report (Jim Goodhart & Steve Lantz) (6:55 pm)

**IX. SBCCOG ISSUES, REPORTS & UPDATES–** Jacki Bacharach (7:00 pm)

- A. South Bay Environmental Services Center program
  - 1. 1st Quarter 2014 Energy Savings status by Greg Stevens, SBCCOG consulting engineer
- B. Sustainability Programs

**X. BOARD MEMBER ANNOUNCEMENTS** (7:15 pm)

**XI. AGENCY REPORTS** (7:20 pm)

- A. League of California Cities (Jim Goodhart & Jeffrey Kiernan)
- B. South Coast Air Quality Management District (Judy Mitchell, Joe Buscaino & Stan Myles)
  - 1. Local Government and Business Advisory Group (Jacob Haik)
- C. SCAG & Committees (Matt Horton) (*attachment*)
  - 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 (Ellen Perkins/Jim Knight)
- E. South Bay Cities City Managers' Association (Artie Fields)
- F. South Bay Association of Chambers of Commerce (Olivia Valentine)
- G. South Bay Workforce Investment Board (Jan Vogel)

**XII. UPCOMING EVENTS & ANNOUNCEMENTS**

- May 7            Measure R Committee
- May 12         Steering Committee
- May 14         Legislative Briefing and Breakfast

**XIII. MAY SBCCOG COMMITTEE MEETINGS & WORKING GROUPS**

Consult website for specific times and places for other meetings – [www.southbaycities.org](http://www.southbaycities.org)

**XIV. ADJOURNMENT**





### **Crisis Communications and Disaster Preparedness A Workshop for California's Public Officials**

Working with the University of California at San Diego, the California Emergency Management Agency (Cal EMA) has developed a preparedness program focusing on elected and appointed public officials who have a pivotal role in managing public messaging and restoring confidence in government following a catastrophic event. Developed and delivered in collaboration with the UC Institute on Global Conflict and Cooperation at UC San Diego and in partnership with UC Center Sacramento, this program provides a tremendous benefit to public leaders in California.



The Crisis Communications and Disaster Preparedness program is based on the need for leaders and experts who are prepared to manage the aftermath of both manmade and natural disasters in California. The customized training focuses on elected officials roles and responsibilities, lessons learned from previous disasters and crisis communications during an “Incident of National Significance”, defined by the U.S. Department of Homeland Security as one of more than a dozen scenarios which includes terrorist attacks using weapons of mass destruction as well as catastrophic natural disasters.

These seminars are available without charge to city council members, mayors, board of supervisors, police and fire chiefs, public health officers and their senior staffs, often in conjunction with the annual statewide homeland security exercise, Golden Guardian.

The University of California Institute on Global Conflict and Cooperation (IGCC) facilitates innovative, rigorous research into the causes of international conflict and cooperation. IGCC is committed to educating problem-solvers and peacemakers through its highly-respected research and training activities. For more information on IGCC and its programs, visit <http://igcc.ucsd.edu>



*“Just as California mandates training for all law enforcement officers, including chiefs, so too should this program be mandated for mayors, city councils, and other elected and appointed leaders. Great program!*

*- Official from Orange County*

## **Crisis Communications and Disaster Preparedness Workshop (Two hour duration)**

1. **Agenda/Introduction** - Review goals of the session and key topics to be covered.
2. **Disaster Response** - What changes as a result of a disaster? Discussion of role, activities of others; how terrorist events alter response.
3. **State Operations** - Provide an understanding and context for the roles of others during events and relationship among local, state and federal agencies through the Standardized Emergency Management System (SEMS) and the National Response Framework (NRF).
4. **Break**
5. **Media and Messaging** - Crisis communications needs and tools; How the media responds; what the media expectation is during a disaster; how to work with reporters.
6. **The Public Official Role** - How to best manage time and team during an event of consequence.
7. **Preparedness Exercises** - The critical importance of exercises and how can benefit senior elected officials and their staffs.
8. **Debrief and Critique/ Questions**—Examination of key topics; identify areas for future focus.

**For more information contact:**  
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