

South Bay Cities Council of Governments

Steering Committee AGENDA

Monday, August 11, 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**

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

A. Steering Committee – July 14, 2014 meeting minutes attached

- **ACTION:** Approve

B. Appointments to Outside Agencies

- Letters of Commitment Metro Service Council appointees – English outstanding (2nd notice sent 7/1/14; Franklin asked to assist 7/21/14)

C. Grant Opportunities

- SGC grant – scope and budget preparation underway
- Geothermal with UC Davis – submitted. Awards posted September 9
- SBESC services to DWP – negotiating over budget and scope through Councilman Buscaino's office

D. Transportation Issues

- Monthly Transportation Update from Steve Lantz – attached

E. South Bay Environmental Services Center Activities Report – attached

F. Dues & Assessment Receipts

- Dues and assessment outstanding of 7/25/14 – Carson, Inglewood, L.A. City, L.A. County (being processed), Lomita, Rancho Palos Verdes
- Dues only – Rolling Hills

G. Finance Committee 1st meeting date is scheduled for Thursday, August 28 from 3-5 (prior to SBCCOG Board meeting)

H. Board meeting agenda development

- August – draft attached
 - THE DROUGHT!!! – Member of State Water Resources Control Board confirmed and WBMWD speaker for local perspective

- Requests made at July Board meeting
 - Gas Company Trunk Line installation
 - On the Move Riders' Club – invited to speak at Senior Services Working Group meeting in lieu of Board meeting
- September - Cost of Power Supply in the South Bay, cost and interconnections & SONGS effect & Future Energy Needs for the South Bay
- Other:
 - LA City Mayor & New Metro Chair Eric Garcetti would like to come to one of our Board meetings – we are in touch with his scheduler
 - Presentation on Air Toxics by Dr. Wallerstein

I. Special Events

- Under development
 - Space X – August 20 - FULL
 - Tour of Gas Company facilities near Ballona Wetlands – plan for October
- November 20 – Thank You Reception for our Volunteers

J. Status of Work Program Presentations to City Councils

- Lawndale, Lomita, Carson & Rolling Hills Estates completed

VI. ACTION ITEMS - ADMINISTRATION

K. Monument Sign – 12:20 pm

- Memo attached
- **ACTION:** Provide direction and recommendation

L. Meeting Agency Novelty – 12:25 pm

- Chair Goodhart will make this presentation
- **ACTION:** Provide direction and recommendation

M. Approval of Invoices – available at the meeting – 12:35 pm

- **ACTION:** Approve invoices for payment

VII. ACTION ITEMS – WORK PROGRAM

N. Integration of Natural Gas Strategies into Climate Action Plans – 12:40 pm

- Memo attached
- **ACTION:** Recommend that the Board amend the contract with Atkins North America, Inc. to include natural gas strategies at an additional cost not to exceed \$20,000

O. Metro ExpressLanes Contract – 12:45 pm

- Memo attached
- **ACTION:** Recommend that the Board approve the contract with Metro to provide revenues in the amount of \$40,000.

P. West Basin Municipal Water District new 2014-15 Contract – 12:50 pm

- Memo attached
- **ACTION:** Recommend that the Board approve the contract with West Basin to provide revenues in the amount of \$175,000.

Q. SBHP Measure R - Funding Agreements for Technical Assistance – 12:55 pm

- At their July meeting, SBCCOG Board of Directors delegated to the SBCCOG Steering Committee the approval of agency funding agreements for technical support for the development of PSRs for Metro Call for Projects submissions.
 - List of agencies that requested funding agreements by Aug. 8 (available at the meeting)
 - **ACTION:** Approve Call for Projects technical support funding agreements submitted by lead agencies in the Preparation of 2015 Call for Projects Applications
- R. General Assembly – **1:00 pm**
- Sponsorships
 - **ACTION:** Provide direction and recommendation
- S. Homeless Initiative Update – **1:05 pm**
- A proposal for homeless services in the South Bay has been sent to city managers for their comments.
 - A report on city manager comments and the proposed services will be presented at the meeting
 - **ACTION:** Discuss and make a recommendation to the Board re: whether to proceed with a request to Supervisors to fund this initiative in the South Bay
- T. Legislative Advocacy – **1:15 pm**
- SoCal ROC update by Chair Goodhart
 - Legislative Matrix – attached
 - **ACTION:** Recommend Board approval on legislative matrix
- VIII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES**
- U. Renewal of SCE/SCG Partnership Updates – **1:25 pm**
- Kim Fuentes' report
- V. Reliability Issues Update – **1:30 pm**
- Discussion of possible next steps at the request of Members Lesser & Knight
- W. Sustainability update – **1:40 pm**
- Wally Siembab's report
- X. Senior Services Working Group Update – **1:50 pm**
- Y. Other updates since agenda distribution – **1:55 pm**

NEXT STEERING COMMITTEE MEETING – September 8, 2014 @ 12:00 pm

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

ADJOURN

THIS PAGE LEFT INTENTIONALLY BLANK

South Bay Cities Council of Governments

Steering Committee FOLLOW-UP AGENDA July 14, 2014

Attendees: Jim Gazeley (1st Vice Chair, Lomita), Jim Knight (2nd Vice Chair, Rancho Palos Verdes), Jim Osborne (Lawndale), Nanette Barragan (Hermosa Beach), David Lesser (Manhattan Beach), Steven Zuckerman (Rolling Hills Estates – non-voting), Jim Dear (Carson – arrived 1:05 pm), Jacki Bacharach, Steve Lantz & Wally Siembab (SBCCOG)

I. REPORT OF POSTING OF AGENDA

- **ACTION:** Received and filed

II. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA – CHANGE ITEM M – EXPRESS LANES CONTRACT EXTENSION TO EXPRESS LANES REVENUE

III. PUBLIC COMMENT - NONE

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

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

A. Steering Committee – June 9, 2014 meeting minutes attached

- **ACTION:** Approved **OSBORNE/KNIGHT**

B. Appointments to Outside Agencies

- Letters of Commitment Metro Service Council appointees – English outstanding (reminder sent 7/1/14)
- Letter of Commitment for LCC Legislative Committee – Dieringer outstanding (reminder sent 7/7/14) - **RECEIVED**

C. Grant Opportunities

- SGC grant – scope and budget preparation underway
- Geothermal with UC Davis – to be submitted by July 11 to meet the July 15 deadline
- SBESC services to DWP – negotiating over budget and scope

D. Award Submittals

- UCLA's Luskin Center for Innovation has recommended and prepared two award applications for the SBCCOG's EV work and our collaboration with them. They are the Governor's Environmental and Economic Leadership Award and the MOBI award from the University of Michigan.

E. Transportation Issues

- Monthly transportation update from Steve Lantz – attached

F. South Bay Environmental Services Center Activities Report – attached

- **WEST BASIN UPPING THEIR CONTRACT TO \$175,000 AND LOWERING SOME OF THEIR GOALS**

- G. Dues & Assessment Receipts
 - Dues and assessment paid as of 7/7/14 – Hawthorne, Manhattan Beach, Torrance
 - **RECEIVED ASSESSMENT ONLY FROM LAWDALE – DUES BEING PROCESSED**
 - Dues only – El Segundo (**CITY MGR SAID THEY WOULD PAY ASSESSMENT**) & Rolling Hills

- H. Board meeting agenda development
 - July – AQMP, Barry Wallerstein; Regional Government & SBCCOG Orientation – draft attached
 - August – Cost of Power Supply in the South Bay, cost and interconnections & SONGS effect & Future Energy Needs for the South Bay & EEMIS Presentation
 - August or September - LA City Mayor & New Metro Chair Eric Garcetti would like to come to one of our Board meetings – we are in touch with his scheduler

- I. Status of Work Program Presentations to City Councils
 - Lawndale, Lomita & Carson completed
 - Still trying to schedule Manhattan Beach and Redondo Beach
 - **PLEASE FEEL FREE TO ADD SOME COMMENTS ABOUT THE SBCCOG AND ITS VALUE TO YOUR CITY WHEN I COME TO YOUR CITY**

VI. ACTION ITEMS

- J. Appointment of a Finance Committee re: Balanced budget – **12:15 pm**
 - Approved at the March 2014 Board meeting was the following:
 - That the SBCCOG Board approve the current dues amounts as well as the special assessment, and continue to spend reserves to balance the operating budget for one more year.
 - That the Chair appoint a committee of Steering Committee members and city managers to review the dues amount and provide a recommendation by the end of 2014 in preparation for the 2015-2016 fiscal year.
 - **ACTION:** AppointED members of the Ad Hoc Finance Committee per Board Direction – **OSBORNE/KNIGHT**

Accepted – Goodhart, Huff, Franklin, Dahlerbruch. Bakaly, Rock
 Will think about it - Osborne
 Calls in to DiVirgilio
 Declined – Knight, Gazeley, Valentine

HOW TO HANDLE: MOTION @ BOARD MEETING by Board Member Goodhart, seconded by Board Member Osborne, to tentatively approve Item VI-B as amended. No objection. So ordered. –RE-SUBMIT???? – BOARD CONSENT CALENDAR RESPONDING TO RE-APPROVE THE BUDGET WITH UNDERSTANDING THAT FINANCE COMMITTEE WILL COME BACK. DEFICIT - \$73,000. TOTAL BUDGET IS \$2.7 MILLION – OPERATING BUDGET IS \$600,000.

- K. Approval of Invoices – available at the meeting – **12:25 pm**
 - **ACTION:** ApproveD invoices for payment – **OSBORNE/LESSER**
 - **SCE PAYMENTS OVERDUE (\$350,000)– NET 60 DAY PAYMENT TERM AFTER APPROVED INVOICE SIGNED OFF ON. 30 DAYS OR MORE TO DO INITIAL REVIEW. WE RESPOND THEN THEY TAKE ANOTHER 20 TO 30 DAYS. IT'S TAKING 4-5 MONTHS TO GET THE PAYMENTS. THIS IS A DIFFERENCE IN PRACTICE FOR 2 OF THE 4 CONTRACTS. WATER LEAK AND EECAP ARE THE PROBLEMS – UNDER THE P.O. AND THEY ARE THE PROBLEMS. MAYBE AMEND SUBCONTRACTS TO SAY WE DON'T GET PAID UNTIL WE GET PAID. OR GET UP FRONT RESERVE ON EACH OF THE SCE CONTRACTS.**

- L. Web Site Technical Support and Maintenance – **12:30 pm**
 - Memo attached

- **ACTION:** Recommended Board approval of the contract extension with Civic Resource Group (CRG) to complete Phase II enhancements and move the remainder of the budget which is coming from Measure R and Utility Partnership funds to ongoing technical support and maintenance - OSBORNE/GAZELEY

M. Metro ExpressLanes Contract Extension – 12:35 pm

- ~~An extension to the Metro ExpressLanes contract is expected this week. It will be sent separately if it arrives before the meeting.~~
- ~~**ACTION:** Recommend Board approve contract extension subject to legal counsel review~~

Metro is deciding this month how they will spend the toll lane revenues from the I-110. This issue will first be heard at this Wednesday’s Ad Hoc Congestion Reduction Committee and then at the full Board meeting on July 24.

The recommendation in the packet (item #36) states, among other things, that Torrance Transit Expansion of Line #1 and Line #4 is receiving \$2,235,911 (request was \$7,750,656) and West Carson Silver Line Station Access Improvements (a county project asking for \$762,000) will not be funded. However, it states that Metrolink will receive \$875,000 for their enhanced ticket distribution.

Staff contacted Mike Bohlke to find out why Metrolink would receive funding from the I-110 revenues. (Metrolink is getting funding from the I-10 revenues). He agreed that this was wrong and he let me know that “TENTATIVELY...he has discussed a Motion with some of the other Board deputies that gives \$762,000 to West Carson Silver Line Station and probably the residual to Torrance Line 4 project.”

Letter sent to several Mayors and board members from the affected cities asking for a letter supporting this position - to formally object to the funding of Metrolink with I-110 funds and asking that the transfer be made to the projects as Mike has outlined.

- **ACTION: SEND COMMUNICATION TO METRO BOARD MEMBERS RE: ALLOCATION OF I-110 REVENUES – NO METROLINK ALLOCATION – WE ALSO WANT INPUT ON ALLOCATION PROCESS WHEN IT COMES UP FOR CONSIDERATION. – KNIGHT/OSBORNE**
- **ORANGE LINE LETTER- FEASIBILITY STUDY OK – NO COMMITMENT – BACHARACH TO SEND LETTER**

O. Legislative Advocacy – 12:45 pm

- Legislative Matrix – attached – REMOVE AB 1893
 - **AB1147 – WARONEK TESTIFIED IN SACRAMENTO**
 - **AB 2188 – FOLLOW-UP RE: PROVISIONS**
 - **AB 2711 – BARRAGAN ASK FOR SUPPORT POSITION. LOAN TO HB TO PAY \$11.5 MILLION IF VOTERS VOTE NO. CITY WOULD PAY BACK ANNUALLY. ALLOWS VOTERS TO VOTE THEIR CONSCIENCE. CITY SUPPORTS THE BILL. NO INTEREST ON FUNDS. COULD BE 2%. BRING BACK TO NEXT MEETING FOR DISCUSSION AND RECOMMENDATION.**
- Comments/Follow-up on Legislative Briefing and Breakfast – **GOOD ATTENDANCE AND DISCUSSION. INVITING LEGISLATORS FOR OCTOBER**

P. Special Events – 12:50 pm

- Scheduled
 - Space X – August 20
- Possible Future Go See Tours
 - Sea Lab & Desalination Plant in Redondo Beach – **NOT AT THIS TIME - REMOVE**

- Tour of Gas Company facilities near Ballona Wetlands – **RELATED TO SMBRC – NATURAL GAS STORED THERE. – PLAN FOR OCTOBER**
- Hawthorne Airport

JIM DEAR ARRIVED

- Possible study sessions – **YES BUT WHEN? FOCUS ON IMPORTANCE FOR COUNCILMEMBERS AND HOW THEY CAN MAKE USE OF THE INFORMATION - QUARTERLY**
 - Impressions of Hong Kong and What We Can Learn
 - GIS for elected officials
 - Understanding the Global Marketplace – diverse cultures in our communities
 - **ELECTRIC VEHICLES AND OUR RESEARCH**
- November – Thank You Reception for our Volunteers

VII. STRATEGIC POSITIONING ITEMS/ANNOUNCEMENTS AND UPDATES

Q. SCAG update – 1:00 pm – WALLY -

POLITICS OF METRICS – METRICS USED TO JUSTIFY INVESTMENT.

ACTIVE TRANSPORTATION IS OVER COUNTED. WILL HAVE EXECUTIVE DIRECTORS’ MEMO TO DISCUSS WITH HASAN RE: THIS ISSUE.

- **ZUCKERMAN – ADDRESS SCAG BOARD – BRIEF SCAG REPRESENTATIVES IF THEY DON’T CORRECT THIS.**
- **LESSER – PRACTICAL IMPACT? – SIEMBAB – MORE INVESTMENT IN PED AND BIKE AND AWAY FROM OTHER NEEDS.**
- **LANTZ – LRTP = BIKE AND PED WANT 20% TO GO TO THEM. TRANSIT IS ALREADY GETTING 78% AND IT’S ONLY 5-10%. GETTING FAR AWAY FROM REALITY OF HIGHWAY NEEDS.**
- **KNIGHT – TOD FUNDING PRIORITY STILL? SIEMBAB – WE ARE STILL TRYING TO GET THEM TO LISTEN TO US. THERE IS BIAS ADVOCATING SPECIFIC MODES AND NOT TRYING TO SOLVE THE PROBLEM GLOBALLY. KNIGHT – FUNDING TO COMMUNITIES WITH HIGH DENSITY.**
- **LANTZ – SCAG MODELING IS TRYING TO ACCOMPLISH CONFORMITY WITH AQ REQUIREMENTS. PAST YEARS – MET CONFORMITY WITH BLACK BOX.**
- **SIEMBAB – SCAG’S SUSTAINABILITY GRANT PROGRAM FUNDS TOD AND ACTIVE TRANSPORTATION.**
- **SGC GRANT SHOULD HELP GET THIS DEFINED FOR THE REGIONAL PLANS**
- **SIEMBAB – WANTS TO DO STUDY SESSIONS FOR PLANNING COMMISSIONERS IN THE SOUTH BAY TO DISCUSS OUR STRATEGY AND NOT TOD. ZUCKERMAN – AGREES – HE KNOWS OF NO ALTERNATE MODEL AND HE IS CONCERNED ABOUT THE DENSITY BASED MODEL.**

R. Senior Services Working Group Update – 1:10 pm

- **LESSER – WHAT ARE OUR GOALS? BACHARACH – HELPED CITIES WITH THIS IMPORTANT ISSUE AND PROVIDE ECONOMIES OF SCALE FOR SERVICES SUCH AS TRANSPORTATION, IF POSSIBLE**

S. Homeless Initiative Update – 1:20 pm – NEXT MEETING

T. Other updates since agenda distribution – 1:25 pm

REPORT ON ECONOMIC DEVELOPMENT COMMITTEE MEETING

- **DEAR – SBCCOG IS GOOD FRAMEWORK BUT WE NEED PROTOCOL OFFICER, BI-LINGUAL PERSON (CHINESE). TALKED ABOUT MEETING A BILLIONAIRE AND THE WEALTH THAT THEY HAVE TO INVEST. NEW RICH. WHY NOT SOUTH BAY? CHINESE MONEY HAS GONE TO SAN GABRIEL VALLEY. CHINA – COMMUNIST GOVERNMENT ROOTED IN AGRARIAN SOCIETY AND THEY ARE WORRIED THAT GOVERNMENT POLICY COULD CHANGE.**

- **ZUCKERMAN – ANTI-CORRUPTION CAMPAIGN IN CHINA IS CAUSING PEOPLE TO GET MONEY OUT**
- **LESSER – WHAT IS OUR PURPOSE? ME – WAS PART OF THE WORK PROGRAM**
- **DEAR – CARSON CAN'T DO IT ALONE – NEED THE ATTRACTION OF THE REGION. CSUDH WANTS TO GO FROM 15,000 STUDENTS TO 25,000. MEETING A WEEK FROM TODAY. CARSON COULD CONSIDER FUNDING THIS PERSON FOR INTERNATIONAL ISSUES.**
- **DISCUSS WITH CITY MANAGERS**

NEXT STEERING COMMITTEE MEETING – August 11, 2014 @ 12:00 pm

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

ADJOURN

West Carson Street Station Improvements Project

The County of Los Angeles (County) proposes to install a buffered bike lane along Carson Street, a bike route with sharrows along 220th Street and pedestrian related intersection improvements along Carson Street and 220th Street.

The proposed east-west bikeways will connect to the existing north-south bike lane along Vermont Avenue and create a network of bikeways around the Harbor-UCLA Medical Center. The proposed bike lane along Carson Street will connect to the City of LA's existing bike lanes between Western Avenue and Normandie Avenue, and the City of Carson's proposed bikeways between Figueroa Street and Santa Fe Avenue. The completion of the County and the City of Carson's project will create a 5 mile long regional bikeway along Carson Street, and improve access for residents to Metro's Silver Line Station, the Harbor-UCLA Medical Center and other local destinations. The combination of the pedestrian and bicycle improvements proposed by the County and neighboring cities will greatly enhance safety and encourage more people to bike and walk in the region.

The proposed bike route along 220th Street was included in the County's Bicycle Master Plan (BMP) adopted in March, 2012. The County conducted extensive outreach throughout the BMP development process between 2010 through 2012, to engage and obtain input from residents and other stakeholders on the future bikeways in their community. These bikeways were then prioritized based on several factors, including their proximity to local destinations and transit hubs and potential to improve the community's access to these locations to meet their daily needs. The bike lane along Carson Street between Normandie Avenue and Figueroa Street was proposed after the adoption of the BMP based on discussions with the Cities of Los Angeles and Carson. In October 2012, the City of Los Angeles installed bike lanes on Carson Street between Western Avenue and Normandie Avenue. The City of Carson proposed a combination of bike lanes and bike routes along Carson Street between Figueroa Street and Santa Fe Avenue in their 2013 Master Plan of Bikeways. The buffered bike lane along Carson Street was proposed by the County to close the gap between the bikeways in the neighboring cities, and the bike lane will be included in the next amendment to the BMP. The resulting five mile long bikeway between Western Avenue and Santa Fe Avenue will be a regionally significant corridor that will connect residents to the West Carson Silver Line Station, the Harbor-UCLA Medical Center and other destinations along Carson Street. See Attachment E for excerpts from the County and City of Carson's Bicycle Master Plans.

The proposed access improvement to the West Carson Silver Line Station also supports Metro's First Last Mile Strategic Plan (Plan). According to the Plan, approximately 91% of transit users are already walking or rolling themselves to Metro stations or to complete multi-modal connections. The Plan outlines the development of the Path, which is a proposed county-wide, transit access network designed to reduce the distance and time it takes people to travel from their origins to stations and from stations to destinations, while simultaneously improving the user experience.

NEXT MONTH – POWER RELIABILITY

South Bay Cities Council of Governments

August 11, 2014

TO: Jacki Bacharach, SBCCOG Executive Director

FROM: Steve Lantz, SBCCOG Transportation Consultant

RE: SBCCOG Transportation Update –August 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.

FOLLOW THE MONEY...

TRANSIT / HIGHWAY

Congress Patches Together A Short-term Highway Funding Extension Bill

Congress gave final approval on July 31st to HR5021, a \$10.8 billion bill to keep federal highway funds flowing to states highway and transit programs at current levels through May 2015. By temporarily preventing a bankruptcy of the Highway Trust Fund, lawmakers acted to take advantage of the summer construction season and get past the fall elections when a newly elected Congress takes office. The bill also defers a threatened average 28% cut in state subventions from the federal Highway Trust Fund that the USDOT said would start if the fund ran out of reserves in August.

Passage of HR5021 follows more than a month of political posturing in both houses of Congress regarding the ultimate funding sources and amounts for the Highway Trust fund, the duration of a long-term reauthorization, and even the length of the interim measure.

The bill reflects the horse trading and creative accounting that was needed to obtain passage in the House and Senate in an election year. The trust fund gets its money from the 18.4 cents per gallon gas tax, which has not been increased since 1993 and has struggled to keep up with rising costs of transportation infrastructure projects as cars grow more fuel-efficient and fewer gallons of gas are sold. At its current rate, the gas tax only generates \$34 billion of the \$50 billion in federal funds being spent on transportation infrastructure per year.

The cost of the Highway Trust Fund extension was partially covered from a \$1 billion transfer of revenues from a separate trust fund established to clean up leaking underground storage tanks at gas stations which generates more annual revenue than the cleanup work requires.

President Creates Private Sector Transportation Investment Clearinghouse

Frustrated by Congressional gridlock on long-term funding for transportation infrastructure projects, President Obama on July 17th issued an executive order to create the Build America Transportation Investment Center, a “one-stop shop” within the U. S. Department of Transportation, to forge partnerships between state and local governments, private developers and investors. The executive actions the president announced provided no new funding, but promised accelerated approval of private public partnerships that can provide financing to accelerate investments using existing federal credit programs.

The White House will also create a Build America Interagency Working Group that officials said would “expand and increase” private investment and collaboration by addressing “barriers” to private investment in the transportation area. The Treasury Department will host an Infrastructure Investment Summit in September.

Metro Approves 2014 ExpressLanes Net Toll Revenue Reinvestment Expenditures

At its July 24th meeting, the Metro Board approved nearly \$26 million in surplus I-10 and I-110 Express Lane revenues. Related to the I-110 revenues, the board funded nearly \$16 million in new community projects, provided \$3.4 million for continued transit service, and deposited nearly \$600,000 into reserve accounts. In addition, the Board removed \$1.75 million originally recommended for a Metrolink smartphone ticketing project and recommended that staff return in September with recommendations for funding the Metrolink Enhanced Ticketing project from other Metro sources. The Board also instructed staff to return in September with recommendations for using the \$1.75 million savings to approve other project applications that were recommended “pending available funding” or to increase reserves within each of the I-10 and I-110 corridors. The Metro staff report, including a two-page table breaking down the funded and un-funded applications, can be found [here](#). Approximately 40% of the funded applications are for active transportation.

Metro Delays Fare Increase By Two Weeks To September 15th

Metro has slightly postponed its fare increase that had been approved in May for September 1. The new fares will take effect on Monday, September 15th. Staff moved to the Sept. 15th date to allow a consistent price for, and not impact sales of, the countywide EZ Monthly Pass that is sold to customers from the 25th of the preceding month through the 10th of the month for which the pass is valid.

The base bus/train fare will increase 17 percent, going from \$1.50 to \$1.75. Senior fares and all daily/monthly/weekly passes also increase 25-40 percent. With the new fares, Metro is instituting a new 2-hour-free transfer window, though it only applies to customers paying via TAP card. The Metro board also deferred raising student cash fares from the current \$1.00 per boarding and clarified that the new 2-hour free transfer will not apply to students paying the reduced fare and only applies for continuation in the direction of travel (not for a round trip).

Board Approved Fares Effective September 2014

	Current Pricing	Approved FY 15
Regular		
Base Fare ¹	\$1.50	\$1.75
Day Pass	\$5.00	\$7.00
Weekly (7 Day)	\$20.00	\$25.00
Monthly (30 Day)	\$75.00	\$100.00
EZ Pass	\$84.00	\$110.00
Muni Transfers	\$0.35	\$0.50
Monthly Zone Upcharge (EZ/Silver/Express)	\$22.00	\$22.00
Student/College		
Student Cash ²	\$1.00	\$1.00
Student 30 Day ²	\$24.00	\$24.00
College 30 Day	\$36.00	\$43.00
Silver		
Regular Silver ¹	\$2.45	\$2.50
Silver Upcharge ³	\$0.25 - \$0.95	\$0.75
Express		
Express Fare ¹	\$2.20 - \$2.90	\$2.50
Express Zone Upcharge ³	\$0.70 - \$1.40	\$0.75

¹ Under the approved fare structure, base fare payments on a TAP card include 2 hours of transfers.

² Student fares are frozen at current levels per an approved Board motion and thus student cash fare does not include free transfers.

³ The two Express zones have been consolidated into a single surcharge.



Metro Is Struggling To Reduce Fare Evasion

The L.A. Times reported on July 28th that even though Metro had an estimated 115 million riders last year (up 5 percent from the previous year), the MTA could only produce a documented 70 million rides — a difference of 40 percent.

What accounts for this discrepancy? How many people are riding L.A.'s subways and trains without paying? How much money does the Los Angeles County Metropolitan Transportation Authority lose each year to fare evasion? Nobody really knows, and that's a problem, the LA Times noted in a July 29th editorial, particularly as Metro hikes its fares in September and makes the case for future fare increases and, potentially, for a sales tax increase in 2016 to help expand the region's rail system.

Metro's ridership estimates, which are based on a six month rolling average, may be too high. Or, riders that purchase day, weekly or monthly TAP passes may not tap each time they board a bus or enter a rail station. One promising statistic is that, in cases where stations have been upgraded with turnstiles, the gap between ridership and revenue numbers closed from 46% in January 2013 to 13% by April 2014, although it is unclear how 13% of riders continued to board at gated stations without paying their fare. Only about half of the station entrances have turnstiles and many of the remaining station designs preclude the retrofit of fare gates.

The ratio between revenues and ridership is important since Metro could lose federal funding if it cannot keep its fare box recovery ratio above 25%. The agency's Long Range Transportation

Plan assumes a 33% ratio, but Metro's fare revenues currently generate approximately 26% of the cost to operate their bus and rail services. Metro's bus system carries the lowest passenger loads of any major transit operator in the nation and opening of new rail lines such as Expo 2, the Gold Line extension to Azusa, and the Crenshaw LAX line will add pressure to increase fares or reduce service frequencies.

TRANSPORTATION INNOVATION: STARTS AND STOPS ...

TRANSIT / RIDESHARING / CARSHARING

Metro Board Seeks Next-Steps Study Of Acceleration Of Airport Metro Connector Project

At its July 24th meeting, the Metro Board approved a motion that instructed Metro staff to report back to the Board in September at the Planning and Programming and Construction Committees and at the September 25, 2014 full Board Meeting, with written details on the strategic next steps and plan to "accelerate" completion of the Green Line to LAX/Airport Metro Connector Project.

The Board motion asked for a detailed timeline and the specific MTA Board actions that are needed to accelerate delivery of the project that may be necessary to complement, align and expedite project delivery to match the completion date of the Crenshaw/LAX Light Rail Project in 2019 and the South Bay Green Line Extension Project, which are connected to and share the Green Line Corridor.

The Board motion also requested a detailed action plan that includes an array of funding alternatives, formal arrangements for working with LAWA, as well as local, state, and federal partners, to fund and implement the Green Line to accelerate the LAX/Airport Metro Connector Project. In addition, the Board requested staff to provide a specific approach to advocacy efforts with relevant federal agencies including the FTA and FAA to better coordinate and align with the federal review process, including resolving any road blocks to project funding, implementation and acceleration.

HIGHWAY

"Century Crunch" Bridge Demolition Project Finishes 41/2 Hours Early

Demolition of the old freight railroad bridge across Century Boulevard near Aviation was supposed to take 57 hours over the weekend beginning July 25th. But the bridge was removed, lanes were re-stripped, new signals installed, and K-rail was installed in time for Century Boulevard to reopen at 1:30 am on July 28th, 41/2 hours ahead of schedule. Century Boulevard will be limited to one lane in each direction for the next 16 months while a new elevated light rail station is constructed for the Crenshaw / LAX light rail line.

Caltrans Calls For Toll Lanes On I-405 In Northwest Orange County

Caltrans officials on July 25th reiterated their interest to add 14 miles of toll lanes on Interstate 405 between Seal Beach and Costa Mesa in Orange County. The stretch of freeway is already slated for a \$1.3 billion Orange County sales tax-funded expansion project but Orange County Transportation Authority has previously declined not to designate the new capacity for toll lanes.

Caltrans has proposed converting existing carpool lanes to toll lanes and adding another toll lane in each direction, but it doesn't have the extra \$400 million to make the idea a reality. Caltrans' version

of the plan -- including the future toll lanes -- projects that by 2020 drivers in regular lanes of I-405 could travel between State Route 73 and I-605 in 29 minutes. With only one new general-purpose lane in each direction and no toll lanes, Caltrans says the same trip would take 57 minutes. However, cities along the freeway in northwest Orange County told a meeting of the Orange County Transportation Authority that voters never were told before they approved a half-percent county sales tax in 2006 that funds from the road construction ballot measure might be used to help build freeway toll lanes.

The Orange County Transportation Authority expects to start construction on its widening project by 2016 and finish by 2021, with or without the toll lanes. Although Caltrans claims the toll roads provide drivers choices and expedite travel, opponents contend that one of the Caltrans' motivations for implementing toll lanes on its state-owned freeways is that any surplus revenues from the toll lanes could help close California's \$6 billion annual funding gap for state highway maintenance.

The issue is made more important by the impending decisions facing L. A. Metro and Caltrans as they determine whether or not to complete planning on its southern Los Angeles County toll roads using the I-405 or the I-105 to link Orange County to LAX. In addition, the state legislature must approve the permanent designation of the I-10 and I-110 ExpressLanes and deliberations may include which agency controls use of the surplus revenues being generated by the newest toll lanes.

SOUTH BAY

Metro Board Approves South Bay ExpressLane Expansion Studies On I-105 and I-405

At its July 24th meeting, the Metro Board directed the CEO to begin preparation of a Project Approval / Environmental Document study for conversion of the I-105 High Occupancy Vehicle lanes to ExpressLanes between the I-605 and I-405 and to undertake a similar study to extend the I-110 ExpressLanes south to the I-405 / I-110 interchange.

TRANSFORMATIVE SOUTH BAY TRANSPORTATION PLANNING ...

California Energy Commission Awards Hydrogen and Electric Recharging Grants

The California Energy Commission on July 24th approved \$46.6 million in grants for hydrogen refueling and electric charging construction projects throughout the state. California's zero-emission vehicle goal is to get 1.5 million hydrogen, battery electric and plug-in electric vehicles on the roadway by 2025. The majority of the CARB grant funding was approved for new projects that will accelerate the state-wide hydrogen refueling station network that will support the commercial launch of hydrogen fuel cell electric vehicles in 2015.

The approved list included a \$200,000 grant to the US Hybrid Corporation in Torrance to install electric vehicle chargers for its employees. In all, \$2.8 million in grants were awarded for 175 electric vehicle chargers stations in local communities, at key locations on I-5, SR 99, in 12 California State Parks and at two baseball parks. The CARB Clean Vehicle Rebate Program received \$5 million and \$3.1 million was awarded for two medium-duty electric repower demonstration grants for a school bus project and a delivery vehicle project.

There are currently 10 operational hydrogen refueling stations in California—the most recent opened in May 2014 on the CSU Los Angeles campus. With the announcement of Energy Commission funding for additional stations, California is slated to have 51 public hydrogen refueling facilities on line by 2017.

In another initiative California is working with other states to harmonize regulations and building codes to ease the location and construction of refueling stations for hydrogen and electric vehicles. An eight-state ZEV Action Plan released last month lays the foundation to coordinate efforts among California, New York, Maryland, Connecticut, Oregon, Massachusetts, Vermont and Rhode Island. The goal of this collaborative effort is to put 3.3 million ZEVs on the highways in those states by 2025.

Could Automated Electric Vehicles Use South Bay Rail Rights of Way?

The [Tracked Electrical Vehicle \(TEV\) Project](#) is futuristic concept that might transform rail rights of way to create a network of compact, electrically powered roadways on which conventional electric vehicles (EVs) can drive indefinitely under computer control. The electric roadways would supplement traditional roadways and operating rail lines.

The TEV roadways would be controlled by a computer system in a similar way to Automatic Train Operation on metro rail systems. The electric highways could be designed to be used by rubber-tired EVs as well as other transport modes like mini-buses, taxis and light freight vehicles. A road user would enter their destination then use the system as a guideway and power source. Vehicles could be automatically “entrained” while on the guideway and would be powered directly with electricity embedded in the guideway s as they travel, meaning they would never need to stop to recharge.

The system would also create energy savings over traditional private vehicles through eliminating the need for headlights, using steady vehicle speeds, reducing aerodynamic drag, and many other features. The TEV project could represent one means of shifting to a cleaner form of transport while improving the quality of travel.

Although innovative technology has a role to play in the future of safe, sustainable transport, the project would have many hurdles to overcome before it could be operational. For example, how could a breakdown of one car not prevent the rest of the cars behind it from moving forward? Or, how could the automated system be protected from computer hacks that might endanger the safety of road users?

South Bay Cities Council of Governments

August 11, 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

Climate Action Plans: The SBCCOG is working with ICLEI to bring a solar workshop for local governments to the South Bay this September. ICLEI has partnered with the U.S. Department of Energy (DOE) on its Solar Outreach Partnership (SolarOPs), which is designed to help accelerate solar energy adoption on the local level by providing timely and actionable information to local governments. Through this program, expert trainers will provide a local governments solar workshop on communitywide and municipal solar strategies and resources. SBCCOG staff will reach out to city staff with more information as the workshop is finalized.

Energy Efficiency Climate Action Plan: Atkins and SBCCOG staff continue to work with city staff to review and finalize the first task deliverables to: 1) finalize the Assessment and Planning reports (A+P report) for each city and the sub-region and 2) to collect municipal and communitywide data for the greenhouse gas (GHG) emissions inventory updates. In July, Atkins and the SBCCOG sent final A+P reports to 12 cities that had provided comments and feedback to the first draft. The data collection process for the inventories is almost complete and Atkins, with SBCCOG input and review, has been calculating each city's GHG emissions for the inventory updates and drafting the GHG emissions inventory report template.

The SBCCOG hosted a Statewide Energy Efficiency Collaborative (SEEC) field training on SEEC's newest online emissions management platform, SEEC ClearPath California, on Wednesday July 23, 2014 at the SBCCOG office. The workshop was broken into two sessions for local government practitioners to learn more about the new emissions management tools through SEEC. The morning session provided a high level overview of SEEC and SEEC

ClearPath California and the afternoon session was a hands-on experience of working with the online platform. This software is the newest generation of the ICLEI software that the SBCCOG used to develop the original 2005 and 2007 GHG emissions inventories.

Energy Efficiency

Flex Alert Took Kit

SCE has provided a Flex Alert Tool Kit for each of our cities filled with information on how to reduce energy consumption. Cities are encouraged to pass along the information to residents to help them better prepared for summer heat waves and potential outages. The Tool Kit includes visual displays that can be placed around city facilities where the public has access. The three basic messages in the information include the following: 1) turn off lights, computers, and appliances when not needed; 2) postpone usage of major appliances and equipment until after 6 pm; and 3) adjust your air conditioning thermostat to 78 degrees or higher or use a fan.

Middle Income Direct Install Pilot Program (MIDI)

There is a new pilot Energy Upgrade California™ Middle Income Direct Install (MIDI) Program which is no-cost, targeting customers whose income just exceeds the upper threshold for qualification in the Energy Savings Assistance Program (total annual income between \$31,461 – \$120,270 depending on number of persons in household). The program is only available for SCG and SCE customers with certain zip codes in the South Bay and includes both gas and electric measures. SBCCOG staff is promoting the program during community events More information can be found at: <http://www.socalgas.com/for-your-home/assistance-programs/midi/>

Zip Codes Eligible for Participation in the MIDI Program*	
Carson	90745-90746, 90247, 90810
Gardena	90247-90249
Hawthorne	90250-90251
Hermosa Beach	90254
Inglewood	90301-90313, 90397-90398
Lawndale	90260-90261
Lomita	90717
Manhattan Beach	90266
Palos Verdes Estates	90274
Rancho Palos Verdes	90275
Redondo Beach	90277-90278

Rolling Hills	90274
Rolling Hills Estates	90274
Torrance	90501-90510
San Pedro	90731-90732
Harbor City	90710
Wilmington	90744

SCE Faith Based Direct Install

Preliminary numbers have come in from the Faith Based Direct Install for those entities that have completed their installation. Status report by organization is listed below:

Faith Based Initiative 2014						
Name	City	kW	kWh	Project Cost	Estimated Annual Savings	Installation
Truevine Baptist Church	Inglewood	0.56	2,444.01	\$1,384.67	\$366.60	completed
Yitzie Magalnic of Chabad of Palos Verdes	Rancho Palos Verdes	2.93	12,091.64	\$4,040.43	\$1,813.75	completed
Christ Center A.R.M.E.D.	Inglewood	1.42	6,357.90	\$5,679.27	\$953.69	completed
Congregation Ner Tamid	Rancho Palos Verdes	3.67	15,214.54	\$9,920.79	n/a	awaiting install date
Holy Trinity Lutheran Church	Inglewood	0.275	1,343	\$944.80	n/a	project to be restarted
Pacific Unitarian Church	Rancho Palos Verdes	2.04	8,731	\$6,567.13	1,310	completed
Wesleyan Methodist	Lawndale	1.91	8,886	\$5,668.33	n/a	awaiting install date
Seaside Community Church	Torrance	1.2	5,545	\$3,949.90	\$3,102	completed
Resurrection Church	Redondo Beach	n/a	n/a	n/a	\$9,953.67	project to be restarted

SCE Water Leak Detection Program

On July 25th draft Pressure Management technical memos were provided to the project team at each participating cities (Lomita, El Segundo, Manhattan Beach, and Inglewood) as a follow up from the pressure management plan site visits made in June by WSO (SBCCOG's sub-

consultant). Final water balance/consumption memos will be sent to the cities within a few weeks.

Energy Leader Partnership (ELP) Community Outreach & Demand Response Awareness

One of the criteria for moving up the tier levels in the ELP program is community outreach activity. The cities were able to use their recently obtained Flex Alert Kits to provide materials for a kiosk/display thus fulfilling their community criteria. During the month of July, approvals for Community Criteria were received from SCE for the cities of **Hawthorne** and **Carson**. Another criteria for tier level advancement is a demand response awareness activity. For the month of July, demand response awareness approvals were received for the cities of **Torrance** and **Hermosa Beach**.

Enterprise Energy Management Information System (EEMIS)

Staff currently has been focusing EEMIS efforts on the city staff reports as the Strategic Plan funding winds down. In addition, city customized EEMIS trainings are in the process of being conducted and the cities of Lawndale, Carson, and Redondo Beach have been completed. The remaining cities are anticipated to complete their training in August 2014.

Also, preparation for the Strategic Plan Final Report is underway to close-out project by October 15, 2014.

During the development of the EEMIS staff reports, SBCCOG staff has been thoroughly reviewing facility energy usage across the recently ended FY 2013/2014 and comparing with FY 2012/2013. During this data analysis, facilities with increased energy use and energy cost are being identified and included in EEMIS staff reports. The overall value given to cities is to minimize energy waste within the General Fund.

Redondo Beach had the most recent EEMIS staff report completed, and includes the following findings:

Summary of Findings - City of Redondo Beach

Finding	Description	FY 2013/2014 Cost (approximate)
#1 – Main Library	Energy use and energy cost increased from prior fiscal year	\$16,800
#2 – Zero energy use	City paid for no energy use electric accounts	\$5,000
#3 – Low energy use	City paid for low energy use (<50 kWh) electric accounts	\$9,200
#4 – Soil Gardening in Riviera Village	City paid for electric bill with meter located on building occupied by Soil Gardening in the Riviera Village	\$600
#5 – Tariff evaluation	Tariff change for traffic controls on TOU-GS-1 tariff	--
#6 – Utility Bills and Departmental End-Use	Review of service accounts organization and locational details	--
Total		\$31,600

Beacon Award Champion

The cities of **Hawthorne and Rancho Palos Verdes** are in the process of scheduling a Beacon Resolution for approval at upcoming Council Meetings in the next month.

The Institute for Local Governments (ILG), the educational arm of the League, will be hosting a reception for all Beacon Program participant cities in September, which include for the South Bay the cities of Carson, Gardena, Hermosa Beach, Lawndale, Manhattan Beach, Rolling Hills Estates, and Torrance. The program will include a presentation of the 2014 Spotlight Award winners and recognition of past winners. Event information:

Beacon Program Reception

Date: Thursday, September 4th, 5:30-6:30pm

Location: JW Marriott Los Angeles, 2nd Floor Platinum Salon Rooms I and J.

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

The new West Basin contract is scheduled for approval by both the West Basin Board and the SBCCOG Board during the month of August. The new contract will begin September 1, 2014. Highlights of the past program year's achievements to date are listed below:

Water Reliability 2020

Contract goals: Collect 1,000 WR 2020 support cards

Status of goals: collected 1,334 cards collected as of July 31, 2014

Contract goals: Schedule up to 40 WR 2020 presentations

Status of goals: Scheduled 32 presentations as of July 31, 2014. (Note: this goal is dependent upon West Basin's availability)

Contract goals: Schedule up to 24 tabletop WR2020 business briefings

Status of goals: Scheduled 18 scheduled as of July 31, 2014

One table top business briefing was held during the month of July at Convaid Advanced Seating & Mobility.

Cash for Kitchens

Contract goals: Complete 40 kitchen audits

Status as of July 31, 2014: 36 audits completed

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

Status as of June 30, 2014: 50 follow-up visits completed

Contract goals: Complete 2 training sessions

Status as of July 31, 2014: 2 training sessions completed

Activities for July included SBCCOG staff contacting the following businesses in Torrance: Mezontle Mexican Grill, All Indian, Seafood Port Chinese Restaurant, Trading Post, Pit-Stop Burgers, Scardino's Italian Restaurant, Thai Rama Restaurant, Cicus Pizza, Dino's Burgers, Thai Food to Go, Alpine Village, Rascals Teriyaki Grill, Shakey's Pizza, Moo's Restaurant, and Moog Café.

Also, flyers were delivered to the Torrance Green Committee for members to circulate to local restaurants.

Rain Barrel

Staff completed 82 registrations for the Rain Barrel program during the month of July.

Ocean Safe Car Wash

The Ocean Save Car Wash program provides qualifying car wash companies the ability to participate in the West Basin coupon program. West Basin provides e-coupons, which are distributed via the internet and at local events. Not only does the program benefit companies that are "Ocean Safe" it also encourages residents to take their vehicles to car washes reducing water usage. Through the efforts of the SBCCOG staff two additional car wash company joined the program.

MWD Caucus Meeting

July meeting focused on an update on the State Water Project contract, including what the 5% allocation means to water contractors. . The primary message from the presentation: water suppliers shall educate and provide outreach about the state's water crisis. Use education and tools at <http://saveourwater.com>. Water suppliers shall increase local supplies by completing projects that conserve potable water, improve leak reporting, conduct water loss audits, evaluate rate structures, and plan for another dry year. As of August 1st, prohibited activities will be in place such as: cannot use potable water to water landscape that causes runoff; cannot use a hose to wash a car unless fitted with a shut-off nozzle; cannot use potable water to wash/sweep driveways or sidewalks; cannot use potable water in a fountain or decorative feature without a recirculating system. Engaging in prohibited activities could result in a fine up to \$500 per day. Water retailers must also provide the State Water Resources Control Board with a monthly report beginning in October that includes the amount of potable and treated water the urban water supplier produced for the preceding month. The water retailer must also report the information for the same calendar month in 2013, and the water retailer must estimate the gallons of residential water use per person per day. West Basin's EJ Caldwell provided an update on the Water Bond, set for the November 2014 ballot. Polling suggests it will fail; Governor Brown opposes the current water bond. The Governor wants the water bond reduced to \$6 billion.

Transportation

Vanpool Program

Through the efforts of the SBCCOG staff, a vanpool was formed at Pacific Corporate Towers (PCT). It is important to note that the lead for this business contact was a direct result of the partnership the SBCCOG has with West Basin. West Basin invited the SBCCOG to participate in an Earth Day, hosted by PCT. The SBCCOG was able to share an exhibit with Metro staff where they met with the CBRE, the management company for PCT. A vanpool lunch and learn was scheduled and conducted which resulted in the forming of the vanpool.

SBCCOG staff also hosted a vanpool information meeting on July 8th to introduce vanpool to companies located geographically close to the SBCCOG/SBESC building. Forty-one companies were invited; eleven companies had indicated they would send a representative to the meeting, but unfortunately, only 3 companies were represented. The attendance may have been small due to the time of year and the meeting date which was the Tuesday following the 4th of July holiday weekend. Plans are in the works to offer the information meeting again in September.

II. MARKETING, OUTREACH, & IMPLEMENTATION

Workshops & Trainings

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

Event Date	Event Name	No. Attended/ No. of RSVPs	Marketing Info. (how did they hear about the workshop):	Staff Lead
7/19/14	CFLT Hands-On-Workshop – Hermosa Beach	35/54	Email: 38 Flyer: 4 Friend/Family: 1 Local Publication: 1 Website: 1	MS

City Training

Discussions are underway at the request of Torrance staff to provide “Green Building” training for city staff through Build It Green (BIG) in the South Bay as most of the BIG trainings are in Northern California. The ultimate goal is to have city staff become GreenPoint Rated Advisors. The first step is to receive basic green building education which would be accomplished through BIG’s Certified Green Building Professional (CGBP) training. BIG is very interested in working with the SBCCOG to bring their trainings to the South Bay. BIG is currently putting together a proposal. The CGBP training is currently offered as a 2-day, 16 hour course and includes the final/certification exam. The proposal is to offer the 16 hour training over a 4-day period so that city staff can be staggered. Module 1 offered in the AM of day 1, repeating in the afternoon. Module 2 offered in AM of day 2, repeating in the afternoon, etc. The Torrance staff is looking

for space to hold the trainings as we expect attendance to be high and need larger room accommodations. The trainings would be open to all SBCCOG cities.

Outreach Events

In the month of July, SBCCOG staff:

- Exhibited at **2** community events, **1** employee events. **2** business events scheduled to participate in **3** community events; **1** employee event in July. Calendar year-to-date (through July 31st): **45** community events; **9** employee events; **2** business events; **11** presentations/workshops
- During the month of July, efforts were focused on scheduling Spanish-language presentations/workshops in Lennox; one workshop is scheduled for August 19th in Lennox. Staff will be working on scheduling an additional Spanish-language presentation/workshop in September/October.

Media

Earned Media Received in July

“City Reaches Platinum Energy Status” – Manhattan Beach Sun – July 3, 2014

Social Media

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

Facebook: 329 likes

Twitter: 262 followers

LinkedIn: 47 followers

Volunteer Program

Volunteers

On June 5th volunteers and staff went on a field trip to Los Angeles International Airport (LAX).

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

- 213.5 hours
- Grand total as of 7/31/14 = 11,842.18 (Starting April 2008)

Annual Volunteer Recognition

The date for the Volunteer Recognition is November 20 just prior to start of the November Board of Directors Meeting in the Client Theater. All Board members are encouraged to attend.

III. SPECIAL PROJECTS/INITIATIVES

Annual Holiday Light Exchange

The dates for the 2014 Holiday Light Exchange program will be November 13 and 14 from 9a.m. to 5p.m. each day, at the South Bay Environmental Services Center, As in the past, the South Bay SCE customers will be asked to bring in their old energy guzzling holiday lights in

exchange for light emitting diode (LED) holiday lights that use less electricity and do not create heat. The old lights are taken off the grid and disposed of properly through a recycle facility

Annual Energy Efficiency and Energy Leader Recognition Luncheon

The 2014 annual recognition luncheon is scheduled for December 11. The keynote speaker CPUC Commissioner Michael Florio has confirmed. This event celebrates the 2014 energy saving accomplishments of our cities' staff. Details regarding the location and agenda will be forthcoming in future updates.

THIS PAGE LEFT INTENTIONALLY BLANK

South Bay Cities Council of Governments

**SBCCOG Board of Directors' Meeting
Thursday, August 28, 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

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)**
Jim Goodhart, 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. **July Board Meeting Minutes (attachment) – Approve**
 - B. **Contract Amendment with Atkins North America, Inc. for Integration of Natural Gas Strategies into Climate Action Plans (attachments) – Approve**
 - C. **Contract with Metro for ExpressLane Outreach Services (attachment) – Approve**
 - D. **2014-15 Contract with West Basin Municipal Water District (attachment) – Approve**
 - E. **Legislation Recommended for Action (attachment) – Approve**
 - F. **Monthly Transportation Report (attachment) – Receive and file**

G. South Bay Environmental Services Center Report (attachment) – Receive and file

VII. PRESENTATION

A. THE DROUGHT! (6:10 pm)

1. Rep from WBMWD and Fran Spivy-Webber – State Water Resources Control Board will make the presentation (confirmed)

B. On the Move Riders' Club? (6:50 pm)

C. Southern California Gas re: trunk line installation on Crenshaw? (6:55 pm)

D. City Quarterly Energy Project Reports (7:00 pm)

1. Greg Stevens, SBCCOG Engineer

VIII. SBCCOG ACTION ITEMS, REPORTS & UPDATES– Jacki Bacharach (7:10 pm)

1. Homeless Initiative Review and Discussion – **Possible Action**

IX. TRANSPORTATION REPORTS

A. Metro Report by Board member Pam O'Connor/Mike Bohlke (7:15 pm)

B. Service Council report by Ralph Franklin, Chair (7:20 pm)

C. Measure R Oversight Committee Report (Ralph Franklin & Steve Lantz) (7:25 pm)

X. BOARD MEMBER ANNOUNCEMENTS (7:30 pm)

XI. AGENCY REPORTS (7:35 pm)

A. League of California Cities (Jim Goodhart & Jeffrey Kiernan)

1. LA Division Legislative Committee (Bea Dieringer)

B. South Coast Air Quality Management District (Judy Mitchell, Joe Buscaino & Stan Myles)

C. SCAG & Committees (Mark Butala)

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 Association of Chambers of Commerce (Olivia Valentine)

F. South Bay Workforce Investment Board (Chris Cagle)

XII. UPCOMING EVENTS & ANNOUNCEMENTS

XIII. SEPTEMBER SBCCOG COMMITTEE MEETINGS & WORKING GROUPS

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

XIV. ADJOURNMENT TO SEPTEMBER 25, 2014

Freehand Sign Company

Freehand Sign Company
 947 N ELM ST
 ORANGE, CA 92867

(714)633-7446
 orders@freehandsign.com

Quote

Date	Quote No.
07/08/2014	1152a
Exp. Date	07/31/2014

Address
Jenn Alderete South Bay Environmental Services Center 20285 S. Western Avenue Suite 100 Torrance, CA 90501

Quantity	Item	Description	Unit Price	Amount
2	Exterior Dimensional	<ul style="list-style-type: none"> EXTERIOR DIMENSIONAL - 4.8" x 1/2" acrylic letters with custom paint. To replace existing letters on panels of double sided monument. To read: "C.O.G." 	75.00	150.00T
2	Install	<ul style="list-style-type: none"> INSTALLATION - Flush mount new letters and existing letters to monument panels 	40.00	80.00
1	DIRECTORY	<ul style="list-style-type: none"> DIRECTORY - Directory strip lettering for glass directory - right-reading black vinyl copy. To read: "South Bay Cities Council of Governments" 	35.00	35.00T
1	Install	<ul style="list-style-type: none"> INSTALLATION - Remove existing vinyl and apply new copy to sign face. 	45.00	45.00
1	LABOR	<ul style="list-style-type: none"> LABOR - Artwork and approvals 	45.00	45.00
1	Trip	<ul style="list-style-type: none"> Travel to location for install > Estimate based on information provided by customer and assumes standard service with unlimited access for our crew and truck . > Price is subject to change upon survey of job site and, if necessary, to meet customer, landlord, City requirements and/or job site condition. . > TERMS ARE NET 10 DAYS 	75.00	75.00

We look forward to doing business with you!

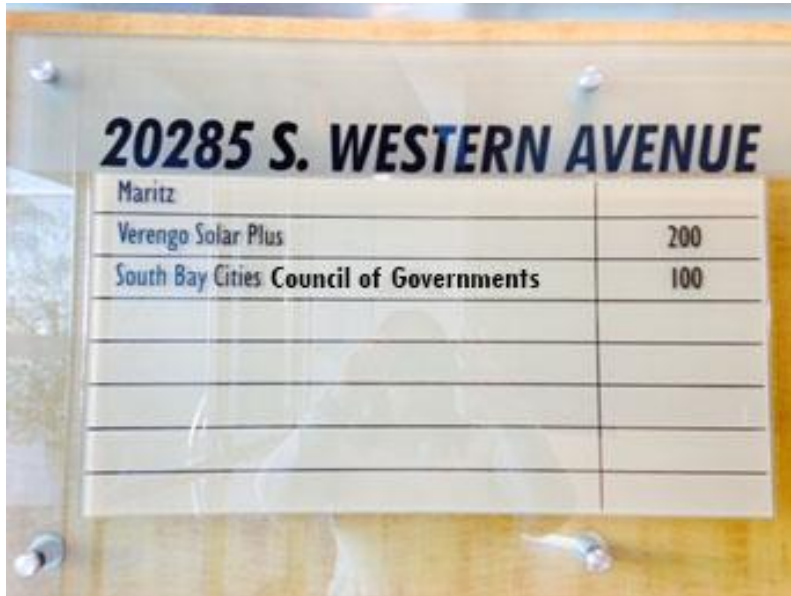
SubTotal	\$430.00
Tax (9%)	\$16.65
Total	\$446.65

Accepted By _____

Accepted Date _____

Check/Credit Memo No:

Marquee mock-up



FYI: We are only allowed 1 line on the lobby marquee

South Bay Cities Council of Governments

August 11, 2014

TO: SBCCOG Steering Committee

FROM: Jacki Bacharach, Executive Director

RE: Atkins North America, Inc. Contract Amendment for Integration of Natural Gas Strategies into the EECAP project

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.

BACKGROUND

In May 2013, Southern California Edison (SCE) awarded the South Bay Cities Council of Governments (SBCCOG) \$771,630 to draft the Energy Efficiency Chapter of Climate Action Plans (EECAPs) for the South Bay cities and the sub-region. The SBCCOG received a Notice to Proceed from SCE in November 2013 and SBCCOG awarded a contract to Atkins North America, Inc. (Atkins) as the consultant for the project in February 2014.

Atkins currently is under contract to assist the SBCCOG in developing the EECAPs. The scope of work includes updating the greenhouse gas (GHG) emissions inventories, setting GHG reduction targets, and identifying energy efficiency strategies to reduce GHG emissions for each city in the South Bay and the sub-region. While the GHG emissions inventories include all sectors and sources, the SCE funding can only be used for development of energy efficiency measures related specifically to electricity.

PROPOSED AMENDMENT

In an effort to comprehensively address energy efficiency strategies in the EECAPs, the SBCCOG staff has identified funds available from the Southern California Gas Company's Direct Implementation budget of the South Bay Energy Efficiency Partnership Program Agreement to integrate natural gas strategies. This integration would require added scope to the Atkins contract that would specifically identify strategies and estimate GHG emissions to reduce natural gas consumption in the South Bay cities and develop an implementation plan for these strategies.

RECOMMENDATION

Recommend Board approval of Atkins contract amendment (attached), subject to legal review, for inclusion of natural gas strategies into the EECAPs for an additional amount not to exceed \$20,000 to be completed by March 31, 2015.

AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Amendment to Professional Services Agreement (“Amendment”) is made as of August 28, 2014 by and between the South Bay Cities Council of Governments, a California joint powers authority (“SBCCOG”) and Atkins (“Consultant”).

RECITALS

- A. SBCCOG and Consultant entered into a Professional Services Agreement as of January 23, 2013 (the “Agreement”) wherein SBCCOG engaged the services of Consultant as an independent contractor to provide specified professional services to SBCCOG as set forth in Exhibit A – Scope of Work of the Agreement to draft the Energy Efficiency Chapter of Climate Action Plans (EECAPs) for the South Bay cities and the sub-region.
- B. The parties desire to amend Consultant’s Scope of Work to include the identification of natural gas strategies and estimate GHG emissions to reduce natural gas consumption in the South Bay cities and develop an implementation plan for these strategies.
- C. The parties desire to increase the current \$405,000 budget of the Agreement by \$20,000 as compensation for the additional scope of work.

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

- 3. **Compensation.** SBCCOG shall pay for services based on the estimated budget. The total compensation is not to exceed \$425,000.

Exhibit A of the Agreement is hereby amended to include the following tasks:

Task 4: City-Specific and Subregional Energy Efficiency Measures, Programs and Policies Analysis Report (Measures Report)

Task 4.1

Atkins will identify existing programs related to natural gas efficiency and quantify energy and greenhouse gas (GHG) reductions that have been implemented since 2005, the baseline year of the EECAP. Next, Atkins will identify the potential to expand these programs to maximize existing resources. Atkins will also identify new natural gas programs and strategies that would result in additional energy efficiencies. The expanded and new programs will be offered to the cities as a menu of options along with the electricity-related programs. As with the electricity-related programs, Atkins will provide different levels of implementation for each program, where applicable, that will be presented to each city. Each city will choose the level of implementation for each strategy that would be feasible for their community. For example, a measure could be voluntary, incentivized, or required through code changes. Atkins will assist the cities in understanding each measure and level of

implementation. Based on input from the cities, Atkins will estimate the potential energy and GHG emissions reductions associated with each program. Atkins will present the findings to each city and identify whether the reductions meet the recommended reduction targets identified in Task 3.

Deliverables:

- Menu of potential natural gas reduction programs
- Discussion of menu with cities
- Draft analysis of programs chosen by cities for implementation

If necessary, Atkins will discuss the implications of not achieving the recommended targets, adjusting the targets, or identifying additional measures or implementation levels necessary to achieve the recommended targets. If necessary, Atkins will recalculate the estimated energy and GHG reductions based on input from the cities. Atkins will estimate the initial and ongoing costs and benefits as well as payback period for each program. In addition, Atkins will identify the co-benefits and funding sources for each program.

Deliverables:

- Discussion with cities of draft analysis
- Final analysis and report identifying energy and GHG reductions, costs, and co-benefits

Task 4.2 Subregional Measures Report

Atkins will prepare a summary report of energy and GHG reduction measures for the subregion as part of the existing Task 4.2, to include natural gas measures identified as part of Task 4.1.

Tasks 5 and 6: Draft and Final EECAP and Reporting Tools

The EECAP report will include a chapter on Energy Efficiency Strategies and GHG Reduction Measures. Atkins will describe the proposed natural gas programs, the potential level of energy and GHG reductions, level of implementation, co-benefits, and potential funding sources for each measure. These measures may be described separately from the electricity measures or, where applicable, in combination. Where the electricity and natural gas measures overlap (for example, in whole-home energy retrofits), the amount of electricity and natural gas and related GHG savings will be separated to the extent possible. Under the current scope, a report will be prepared for each city; the natural gas analysis would be included in that report.

Atkins will include a discussion of natural gas measures, energy and GHG reductions, and co-benefits at the subregional level in the subregional EECAP report.

The current scope of work includes Atkins preparing reporting tools and conducting two training sessions for electricity energy efficiency measures. Atkins will include natural gas efficiency reduction measures in the reporting tool being developed for electricity measures under the current scope of work. Atkins will prepopulate the tool with each city's natural gas

measures. At the training workshops for city staff, Atkins will include description and training of natural gas measures.

Both the report and tool will be provided to city staff for review and comment. Atkins will incorporate comments regarding natural gas into the final EECAP and reporting tool.

Deliverables:

- Draft and Final EECAP Reports with natural gas measures
- Draft and Final reporting tools with natural gas measures
- Training workshops for reporting tools with natural gas measures

Task 7: EECAP adoption documentation

Atkins will be assisting cities in EECAP adoption and documenting the process. Since the EECAP will include natural gas, the adoption and documentation will include the analysis of natural gas. Any specific items related to natural gas will be addressed under this task.

Natural Gas amendment proposal		SLL	MH	CL	HD	JK	Dsurrell	Expenses	Hours	Fee
Task	Name	\$225	\$225	\$165	\$125	\$75	\$110			
4.0	Natural Gas Measures	6	6	20	16	80	24		152	\$16,640
5.0	15 jurisdiction EECAP Reports - Draft	1	1	2		4	2		10	\$1,300
6.0	15 jurisdiction EECAP Reports - Final	1	1	2		1	2		7	\$1,075
7.0	15 EECAP Adoption Documentations		1	2		2			5	\$705
										\$0
Fee		\$1,800	\$2,025	\$4,290	\$2,000	\$6,525	\$3,080	\$0		\$19,720

Budget and Schedule: The not-to-exceed budget for Tasks 4-7 is \$20,000. The total budget of all Tasks is not to exceed \$425,000.

Atkins anticipates that work under Task 4 will be completed by December 31, 2014 and the remainder of the tasks will be completed in accordance with the current Term of Agreement, March 31, 2015.

Except as modified above, all other provisions of the Agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

"SBCCOG"
South Bay Cities Council of Governments

By: _____
James F. Goodhart

Title: Chairman

Date: _____

"Consultant"
Atkins

By: _____
Suzanne Leta Liou

Title: Senior Division Manager

Date: _____

Attest: _____
SBCCOG Secretary – Marcy Hiratzka

THIS PAGE LEFT INTENTIONALLY BLANK

FUNDING AGREEMENT BETWEEN THE SOUTH BAY CITIES COUNCIL OF GOVERNMENTS AND THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

This Funding Agreement (“Agreement”) for the Los Angeles County Congestion Reduction Demonstration (“Metro ExpressLanes”) Project is entered into with an effective date of September 1, 2014 and is by and between the South Bay Cities Council of Governments (“Agency”) and the Los Angeles County Metropolitan Transportation Authority (“LACMTA”), hereinafter referred to collectively as the (“Parties”).

RECITALS

WHEREAS, on September 25, 2008, the LACMTA Board of Directors approved the programming of \$290.6 million in Federal and State funds to support the implementation of the Los Angeles County Congestion Reduction Demonstration Project (“Metro ExpressLanes”);

WHEREAS, the Metro ExpressLanes includes transit improvements and the conversion of high occupancy vehicle (HOV) lanes on Interstate 10 and Interstate 110 to high occupancy toll (“HOT”) lanes;

WHEREAS, the list of projects approved for funding in the ExpressLanes Project were agreed to after consultation with California Department of Transportation (Caltrans), the City of Los Angeles Department of Transportation, City of Gardena, City of Torrance, Foothill Transit, Metrolink, and LACMTA Operations and other regional partners;

WHEREAS, LACMTA Board authorized Federal and/or State funds for the Agency to resume targeted outreach in the South Bay to increase awareness of the Metro ExpressLanes and identify locations for the Mobile Van to open FasTrak® transponder accounts (“Project”), and has agreed to be the Administrator and Project Manager of the Project;

WHEREAS, LACMTA and Sponsor desire to agree to the terms and conditions of the provision of the Funds as described herein.

NOW THEREFORE, in consideration of the mutual terms and conditions contained herein, LACMTA and Sponsor hereby agree as follows:

The terms and conditions of this Agreement consist of the following and each is incorporated by reference herein as if fully set forth herein:

1. Specific Terms of the Agreement
2. General Terms of the Agreement
3. Attachment A – Project Funding
4. Attachment B - Statement of Work
5. Attachment C – FTIP Project Sheets
6. Attachment D - Reporting and Expenditure Guidelines

7. Attachment D1 - Quarterly Progress/Expenditure Report

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives as of the dates indicated below:

LACMTA:

LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

By: _____
Arthur T. Leahy Date
Chief Executive Officer

APPROVED AS TO FORM:

Richard D. Weiss
Acting County Counsel

By: _____
Deputy Date

AGENCY:

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

By: _____
James F. Goodhart Date
Chair, Board of Directors

APPROVED AS TO FORM:

Michael Jenkins
Counsel to the South Bay Cities Council of Governments

By: _____

PART I
SPECIFIC TERMS OF THE AGREEMENT

1. Title of the Project (the “Project”): Metro ExpressLanes South Bay Outreach Program
2. Amount of Funds Programmed (the "Funds"): LACMTA Board of Directors’ action of September 25, 2008, programmed \$40,000 of Congestion Mitigation and Air Quality (CMAQ) funds (the “Funds”) to the Agency for the Project. The LACMTA funding plan reflects the programming of Funds over one (1) years, Fiscal Years (FY) 2014-15.
3. The Programming Agency for this Project is LACMTA.
4. The “Project Funding” documents all sources of funds programmed for the Project as approved by LACMTA and is attached as Attachment A. The Project Funding includes the total programmed budget for the Project.
5. Agency shall complete the Project as described in the Scope of Work. The “Scope of Work” for the Project is attached to this Agreement as Attachment B. The Scope of Work includes a general description of the Project and a detailed description of the work to be completed. The Scope of Work also includes a set schedule including Project tasks. Work shall be delivered in accordance with Project schedule unless otherwise agreed to by the parties in writing. The Project Budget (the “Budget”) documents the funds programmed for the Project in FY 15 as approved by the LACMTA Board and is included in Attachment B, Scope of Work. The Budget includes the total funding budgeted for the Project including funds provided by the Agency, if any, and LACMTA.
6. The “FTIP PROJECT SHEET (PDF)” is attached as Attachment C and is required to ensure that the Project is programmed correctly in the most up-to-date FTIP document. The FTIP PROJECT SHEET (PDF) can be found in ProgramMetro FTIP database under the reports section at <https://program.metro.net>. Agency shall review the Project in ProgramMetro each year and update or correct the Project as necessary during a scheduled FTIP amendment or adoption. Agency will be notified of amendments and adoptions to the FTIP via e-mail. Changes to the FTIP through ProgramMetro should be made as soon as possible after Agency is aware of any changes to the Project, but no later than October 1 of the year the change or update is effective. Should Agency fail to meet this date, it may affect Agency’s ability to access funding, delay the Project and may ultimately result in the Funds being lapsed.
- 6 Attachment D- the Reporting Guidelines; Agency shall complete the “Quarterly Progress/Expenditure Report.” The Quarterly Progress/Expenditure Report

is attached to this Agreement as Attachment D_I in accordance with Attachment D - Reporting Guidelines. Agency shall submit Quarterly Progress/Expenditure Reports, in the form attached to this Agreement as Attachment D_I, within sixty (60) days after the close of each quarter on the last day of the months of November, February, May and August, in accordance with the Reporting/Expenditure Guidelines attached to this Agreement as Attachment D. The quarterly invoice shall include all appropriate documentation such as expense summary and detail reports generated from the Agency's accounting system to provide backup documentation of invoice totals. The Quarterly Progress/Expenditure Reports shall contain the required information shown in both narrative and numeric form, as shown in Attachment D_I. The last Quarterly Progress/Expenditure Report shall be due no later than August 31, 2015, in order to be eligible for reimbursement under this Agreement. If no activity has occurred during a particular quarter, Agency will still be required to submit the Quarterly Progress/Expenditure Report indicating that no dollars were expended in the quarter.

- 7 Prior to the obligation of the Funds, no material changes to the Project Funding or the Scope of Work shall be funded or allowed without prior written approval of LACMTA and Agency. Such prior approval shall be evidenced by an amendment to this Agreement, approved and signed by the LACMTA Chief Executive Officer or his designee and Agency. After the Funds have been obligated, no material changes will be allowed.

- 8 LACMTA's Address:

Los Angeles County Metropolitan Transportation Authority
One Gateway Plaza
Los Angeles, CA 90012
Attention: Kathy McCune, Mail Stop 99-9-2
mccunek@metro.net

- 9 Agency's Address:

Jacki Bacharach
Executive Director
South Bay Cities Council of Governments
20285 South Western Avenue, Suite 100
Torrance, CA 90501

PART II
GENERAL TERMS OF THE AGREEMENT

1. **PAYMENT OF FUNDS:**

1.1 Agency shall receive Funds directly from LACMTA. LACMTA shall contribute an amount not to exceed \$40,000 toward the Project.

1.2 Agency shall submit to LACMTA Quarterly Progress/Expenditure Reports, in the form attached to this Agreement as **Attachment DI.**

1.3 LACMTA shall reimburse Agency for amounts invoiced with proper documentation within thirty (30) working days of receipt of an acceptable invoice.

1.4 Agency shall be subject to, and comply with, all applicable requirements of LACMTA as required by LACMTA to fulfill its responsibilities as the programming agency. The allowability of expenditures, the cost reimbursement schedule, eligibility issues, resolution of disputes, and all other issues relating to this Agreement shall be subject to the rules, regulations, and requirements of LACMTA as the programming agency.

2. **TERM:**

2.1 The term of this Agreement shall be for a period of up to ten (10) months, from September 1, 2014 to June 30, 2015. Should the Agency be unable to expend the Funds by June 30, 2015, the Agency may request in writing that the Funds be extended for a period of time not to exceed six months ending December 31, 2015.

2.2 Prior to the obligation of the Funds, should LACMTA determine there are insufficient Funds available for the Project, LACMTA may terminate this Agreement by giving written notice to Agency at least thirty (30) days in advance of the effective date of such termination.

3. **USE OF FUNDS:**

3.1 Agency shall utilize the Funds to complete the Project as described in the Scope of Work.

3.2 The Funds, as programmed under this Agreement, can only be used towards the completion of the Scope of Work originally adopted by LACMTA unless modified by an amendment to this Agreement.

4. REPORTING AND AUDIT REQUIREMENTS:

4.1 Agency shall submit the Quarterly Progress/Expenditure Report, in the form attached to this Agreement as *Attachment DI*, within 60 days after the close of each quarter on the last day of the months November, February, May and August. The Quarterly Expense & Progress Report shall include all appropriate documentation and the status of Project funds obligations and expenditures. If no activity has occurred during a particular quarter, Agency will still submit the Quarterly Expense & Progress Report documenting the reason for no activity. These Reports shall be sent to the LACMTA at the address shown in Part I, Section 8, and said Reports will be reviewed and acted upon within thirty (30) days of that receipt; provided, however, if LACMTA fails to act upon any report, nothing shall preclude LACMTA from requesting any future corrective action. *Agency shall use LACMTA Agreement FA ID# on all correspondence.*

4.2 Agency shall maintain all source documents, books, and records connected with its performance of the work and procurement of and consultant or contractor and all work performed under this Agreement for three (3) years. Such documents, books and records shall include, without limitation, accounting records, written policies and procedures, contract files, original estimates, correspondence, change order files (including documentation covering negotiated settlements), invoices, and any other supporting evidence deemed necessary by LACMTA to substantiate charges related to the Project (all collectively referred to as "records") shall be open to inspection and subject to audit and reproduction by LACMTA auditors or authorized representatives to the extent deemed necessary by LACMTA to adequately permit evaluation of expended costs. Such records subject to audit shall also include, without limitation, those records deemed necessary by LACMTA to evaluate and verify, direct and indirect costs, (including overhead allocations) as they may apply to costs associated with the Project.

4.3 Agency agrees to establish and maintain proper accounting procedures, cash management records and related documents in accordance with State law, Agency's Budgetary Basis of Accounting, and generally accepted accounting principles ("GAAP"). Agency shall reimburse LACMTA for any Fund reimbursement received by Agency that is not in compliance with the terms and conditions of this FA. LACMTA shall use applicable 2CFR Part 225 or Federal Acquisition Regulations (FAR) whichever is applicable in determining the reasonableness of Project costs incurred.

4.4 LACMTA, or any of its duly authorized representatives, upon reasonable written notice, shall be afforded access to all of the records of Agency and its contractors related to the Project, and shall be allowed to interview any employee of Agency and its contractors through final payment to the extent reasonably practicable. LACMTA, as the programming agency, shall have the right, at its sole discretion, to audit the Project for compliance with

the terms of this Agreement and to assure that funding expenditures conform to the terms of this Agreement.

4.5 LACMTA or any of its duly authorized representatives, upon reasonable written notice, shall have access to the offices of Agency and its contractors, shall have access to all necessary records, including reproduction, and shall be provided adequate and appropriate work space in order to conduct audits in compliance with the terms and conditions of this Agreement.

4.6 Any use of the Funds which is expressly prohibited under this Agreement shall be an ineligible use of the Funds and may be disallowed by LACMTA audit. Findings of the LACMTA audit are final. When LACMTA audit findings require Agency to return monies to LACMTA, Agency shall return such monies within thirty (30) days after the final audit is sent to Agency.

5. EXPENDITURE AND DISPOSITION OF FUNDS:

5.1 The expenditure and disposition of the Funds by Agency shall be subject to and in accordance with the terms and conditions of this Agreement. Agency shall not utilize the Funds in any other way or on any project other than that specified in this Agreement.

5.2 Agency shall be responsible for any and all cost overruns for the Project.

5.3 Agency shall be eligible for the Funds up to the programmed amount specified in Part I, Section 2 of this Agreement subject to the terms and conditions contained herein.

5.4 Any underruns to the funds shown in Attachment A shall be apportioned between LACMTA and Agency in the same proportion as the Sources of Funds from each party to this Agreement as specified in Attachment A to this Agreement. Upon completion of the Project described in the Scope of Work, any unused obligation of the Funds shall revert back to LACMTA for future programming at LACMTA's discretion.

5.5 The programming of the Funds does not imply nor obligate any future funding commitment on the part of LACMTA or the Agency.

6. TIMELY USE OF FUNDS / REPROGRAMMING OF FUNDS:

6.1 Agency must demonstrate timely use of the Funds by:

- (i) executing this Agreement within ninety (90) days of receiving formal transmittal of the Agreement from LACMTA, or by December 31 of the first Fiscal Year in

which the Funds are programmed, whichever date is later; and

- (ii) obligating the Funds programmed under this Agreement for allowable costs within 36 months from July 1 of the Fiscal Year in which the Funds are programmed. All Funds programmed for FY 2014-15 are subject to lapse on July 1, 2017.

If Agency fails to meet any of the above conditions, the Project shall be considered lapsed and will be submitted to the LACMTA Board of Directors for deobligation.

6.2 Agency must demonstrate evidence of timely use and obligation of Funds programmed for the Project within the time period described in Part II, Section 6.1 of this Agreement.

6.3 In the event this Agreement is not executed and/or evidence of timely obligation of Funds is not provided as described in Part II, Sections 6.1 and 6.2 of this Agreement, the Project will be reevaluated by LACMTA and the Funds may be deobligated and reprogrammed to another project by the LACMTA Board of Directors. If Agency does not complete one element of the Project, as described in the FTIP Sheet, due to all or a portion of the Funds lapsing, the entire Project may be subject to deobligation at LACMTA's sole discretion. In the event the Funds are reprogrammed, this Agreement shall automatically terminate without further action by either party.

7. SOURCES AND DISPOSITION OF FUNDS:

7.1 The obligation for LACMTA to program the Funds for the Project is subject to sufficient Funds being made available for the Project by the LACMTA Board of Directors, the United States Government or the State of California, as applicable. If such Funds are not made available for the Project, this Agreement shall be void and have no further force and effect, and LACMTA shall have no obligation to program the Funds for the Project, unless otherwise agreed to in writing by LACMTA.

7.2 If the Funds identified in Attachment A are insufficient to complete the Project, Agency agrees to secure and provide such additional non-LACMTA programmed funds necessary to complete the Project.

8. COMMUNICATIONS:

8.1 Agency shall ensure that all Communication Materials contain recognition of LACMTA's contribution to the Project as more particularly set forth in "Funding Agreement Communications Materials Guidelines" available on

line or from the LACMTA Project Manager. Please check with the LACMTA Project Manager for the web address. The Funding Agreement Communications Materials Guidelines may be changed from time to time during the course of this Agreement. Agency shall be responsible for complying with the latest Funding Agreement Communications Materials Guidelines during the term of this Agreement, unless otherwise specifically authorized in writing by the LACMTA Chief Communications Officer.

8.2 For purposes of this Agreement, "Communications Materials" include, but are not limited to, press events, public and external newsletters, printed materials, advertising, websites radio and public service announcements, electronic media, and construction site signage. A more detailed definition of "Communications Materials" is found in the Funding Agreement Communications Materials Guidelines.

8.3 The Metro logo is a trademarked item that shall be reproduced and displayed in accordance with specific graphic guidelines. These guidelines and logo files including scalable vector files will be available through the LACMTA Project Manager.

8.4 Agency shall ensure that any subcontractor, including, but not limited to, public relations, public affairs, and/or marketing firms hired to produce Project Communications Materials for public and external purposes will comply with the requirements contained in this Section.

8.5 The LACMTA Project Manager shall be responsible for monitoring Agency compliance with the terms and conditions of this Section. Agency failure to comply with the terms of this Section shall be deemed a default hereunder and LACMTA shall have all rights and remedies set forth herein.

9. OTHER TERMS AND CONDITIONS:

9.1 This Agreement constitutes the entire understanding between the parties, with respect to the subject matter herein. The Agreement shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original Agreement or the same level of authority.

9.2 In the event that there is any legal court (e.g. Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this Agreement to protect or establish any rights or remedies hereunder, the prevailing party shall be entitled to its costs and expenses, including reasonable attorneys' fees.

9.3 Neither LACMTA nor any officer or employee thereof shall be

responsible for any damage or liability occurring by reason of anything done or committed to be done by Agency under or in connection with any work performed by and or service provided by Agency, its officers, agents, employees, contractors and subcontractors under this Agreement. Agency shall fully indemnify, defend and hold LACMTA, and its subsidiaries and their respective officers, agents and employees harmless from and against any liability and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of risk of property, any environmental obligation, any legal fees and any claims for damages of any nature whatsoever arising out of the Project, including, without limitation: (i) use of the Funds by Agency, or its officers, agents, employees, contractors or subcontractors; (ii) breach of Agency's obligations under this Agreement; or (iii) any act or omission of Agency, or its officers, agents, employees, contractors or subcontractors in the performance of the work or the provision of the services in connection with the Project, including, without limitation, the Scope of Work, described in this Agreement.

9.4 Neither party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this Agreement.

9.5 Agency shall comply with and insure that work performed under this Agreement is done in compliance with Federal Agency Regulations (FAR), Generally Accepted Accounting Principles (GAAP), all applicable provisions of federal, state, and local laws, statutes, ordinances, rules, regulations, and procedural requirements and the applicable requirements and regulations of the Agency and LACMTA.

9.6 Agency shall not assign this Agreement, or any part thereof, without written consent and prior approval of the LACMTA Chief Executive Officer or his designee, and any assignment without said consent shall be void and unenforceable.

9.7 This Agreement shall be governed by California law. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

9.8 The terms of this Agreement shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

9.9 Notice will be given to the parties at the address specified in Part I, unless otherwise notified in writing of change of address.

9.14 Agency in the performance of the work required by this Agreement is not a contractor nor an agent or employee of LACMTA. Agency attests to no organizational or personal conflicts of interest and agrees to notify LACMTA immediately in the event that a conflict, or the appearance thereof, arises. Agency shall not represent itself as an agent or employee of LACMTA and shall have no powers to bind LACMTA in contract or otherwise.

9.15 Agency shall notify LACMTA in advance of any key Project staffing changes.

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS**Los Angeles County Metropolitan Transportation Authority Partnership
Metro I-110 ExpressLanes South Bay Outreach Program****Statement of Work****OVERVIEW**

The South Bay Cities Council of Governments (SBCCOG) will resume its outreach activities to distribute information, conduct outreach, and build awareness for the Metro ExpressLanes and schedule Mobile ExpressLanes Van appearances for the purpose of opening FasTrak® transponder accounts. Information on the Silver Line services will also be included. This work will be done through the existing partnership between the SBCCOG and the Los Angeles County Metropolitan Transportation Authority (Metro).

The ultimate goal of this work is to continue to build awareness and increase the number of FasTrak® transponder accounts for vehicles using the I-110 corridor ExpressLanes as well as encourage use of the Silver Line bus services and vanpools. Using the SBCCOG extensive network, these efforts will focus on South Bay cities, residents, employers, public agencies, and multi-tenant buildings. The South Bay is geographically positioned along the I-110 to target the most likely users of these lanes and to increase vanpool commuters in the lanes.

Transportation Demand Management and system preservation has been a major interest of the SBCCOG and is supported in the SBCCOG *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*. The SBCCOG is actively working on programs such as vanpool outreach and South Bay Measure R Hwy Program. This work also mirrors Metro's Long Range Transportation Plan goals to encourage commuters to change from solo driving to alternative modes of transportation and increase efficiency by moving more people on the ExpressLanes. Collectively, this work will only deepen the partnership and will help both agencies meet their goals.

In addition, this partnership will take full advantage of the SBCCOG existing resources leveraging the ability of both agencies to reach a larger population. The SBCCOG is known for grassroots community outreach efforts and has developed strong working relationships with South Bay employers and residents. On average

annually staff attend 130 community/city events providing information on community sustainability and energy efficiency to thousands of individuals.

Part of the reason for this grassroots success is that the SBCCOG communicates with these groups several times each month not only through events, but trainings, workshops, meetings, publications, wireless media, and public speaking engagements. These solid relationships with organizations, local governments, residents, and employers have been developed and cultivated over time.

Metro also benefits from our coordinated approach to working with our partners: Southern California Edison, Southern California Gas Company, West Basin Municipal Water District, Torrance Municipal Water Department, South Coast Air Quality Management District, and Sanitation Districts of Los Angeles County. The SBCCOG may be asked to provide information on one of the partner programs and we make sure that all of the other partners' information is available at the same time.

SCOPE OF WORK

SBCCOG will distribute related ExpressLanes information, conduct outreach, and increase awareness for the Metro ExpressLanes and Silver Line service and identify locations for the Mobile Van to open FasTrak® transponder accounts.

Task 1: Information Distribution, Conduct Outreach, and Increase Awareness

Proactively contact employers, cities, school districts, chambers of commerce. In addition, display Metro provided materials at the SBCCOG office and make them available to city offices and chambers in the South Bay.

- a. Potential site managers, event coordinators and employers will be proactively contacted and meetings will be arranged to distribute information and conduct outreach specifically about the Metro ExpressLanes. At each site, attendees will be provided the MetroExpressLanes.net web address as the primary distribution channel for information about the ExpressLanes and FasTrak® transponder accounts and the Silver Line service
- b. Metro flyers, brochures, etc. will be included in packets handed out at public events and speaking engagements. In addition, SBCCOG will distribute these materials to all 15 South Bay cities and their respective chamber offices. At each event or engagement, the MetroExpressLanes.net web address will be promoted as the primary distribution channel for information.

- c. Metro ExpressLanes information will be displayed at the SBCCOG General Assembly along with the other programs of the SBCCOG programs. This event draws attendance by local elected officials, State legislative representatives, city management and staff, members of the media, and residents.
- d. Metro ExpressLanes information will be included in written and electronic publications such as the monthly e-newsletter, quarterly newsletters, posting on website, and summary of services. Metro created materials will be used. All electronic publications will include the MetroExpressLanes.net link, the Metro ExpressLanes Facebook link, and the Metro ExpressLanes and Mobile Van Twitter account links.
- e. Metro will provide training for SBCCOG staff as needed. For more advanced follow-up, SBCCOG staff will refer individuals to Metro.

Deliverables (in an Excel workbook format provided by Metro) and to be provided quarterly by SBCCOG to Metro:

- A list of all contacts, including name of business/city/chamber of commerce/school (or other), contact name, address, phone number, e-mail address and number of employees.
- A list of events and outreach activities focused on Metro ExpressLanes, including name and location of event, number of attendees and type of information provided.
- A list of materials distributed including type and number.
- A list of electronic materials distributed including to whom the e-mails were sent and if any recipients responded.

Task 2: Presentations for the ExpressLanes and Appearances for the Mobile Van

Incorporate information on Metro ExpressLanes, FasTrak® transponder accounts and Silver Line service into existing SBCCOG presentations and outreach meetings. In addition, there will be a total of at least thirty (30) outreach events that will include scheduling of two (2) Metro presentations focused specifically on the ExpressLanes program which should include the Mobile Van subject to the vehicle's availability.

- a. SBCCOG will follow up directly with interested individuals and schedule presentations for Metro staff. SBCCOG will record all interest contacts including name, date, contact information, and follow up actions.
- b. SBCCOG will work with its grassroots network to schedule Metro personnel at presentations at city locations, special events, multi-tenant buildings,

employer worksites, etc. The Mobile Van will be invited, but appearance is subject to vehicle availability. Through these presentations, there is an opportunity to reach at least 50,000 individuals. Currently, SBCCOG has 12,000+ on their active email distribution list and will provide information regularly to this interest list.

Deliverables:

- A minimum of thirty (30) outreach events will be scheduled over the term of this contract to promote Metro ExpressLanes. Information to be included in reporting: date, location, and contact name, phone number, and e-mail address, as well as number of attendees and materials distributed. Included in the 30 meetings shall be:
 - Two (2) presentations developed specifically to provide a Metro ExpressLanes focused meeting. The Mobile Van will be invited and arrangements will be made subject to the van’s availability. These presentations can be combined with a Rideshare Fair, Festival, other event or stand alone. SBCCOG staff will confirm site viability prior to sending contact information to Metro staff. Information to be included in reporting: date, location, and contact name, phone number, and e-mail address, as well as number of attendees

Task 3: Reporting and Invoicing

Prepare quarterly reports, spreadsheets, and invoicing according to the Task description and deliverables.

Schedule

Not to exceed 10 months. See detailed schedule below.

Month	1	2	3	4	5	6	7	8	9	10
Task 1										
Task 2										
Task 3										

Budget

The budget for the deliverables outlined in this Scope of Work is not to exceed \$40,000 for the ten (10) month period. As each deliverable or portion of deliverable is completed, invoices may be submitted for the work completed.

Each Task has been assigned as follows:

Task 1: Not to exceed \$14,000

Task 2: Not to exceed \$21,000

Task 3: Not to exceed \$5,000

Los Angeles Metropolitan Transportation Authority 2015 Federal Transportation Improvement Program (\$000)

TIP ID LA0G150 Implementing Agency Los Angeles County MTA												
Project Description: LACRD - I-10 and I-110 Express Lanes formation of new vanpools and enhanced transit service including security, marketing and maintenance.(RTP ID 1TR08D7B & 10M08D01; LA0G150, LA0G151, LA0G152,10M08D02). (Split with LA0G819)										SCAG RTP Project #: 1TR08D7B Study:N/A Is Model: NO Model #: PM: Stephanie Wiggins - (213) 922-1023 Email: wiggins@metro.net LS: N LS GROUP#: Conformity Category: TCM		
System :Transit		Route :		Postmile:		Phase: Construction/Project Implementation begins				Completion Date 06/30/2014		
Transit Rt:		Transit Mode:		Fare:		Trans Fee:		Prk Ride Loc:		Air Basin: SCAB Envir Doc: CATEGORICALLY EXEMPT - 10/01/2008		
Headway Peak:		Headway OP:		Stop Time :		Parking \$:		Stop Dist:		Uza: Los Angeles-Long Beach-Santa Ana Sub-Area: Sub-Region:		
Program Code: BUO00 - BUS OPERATIONS/OPERATING ASSISTANCE		Stop Loc:		CTIPS ID: 20920008771		EA #:		PPNO:				
PHASE PRIOR 14/15 15/16 16/17 17/18 18/19 19/20 BEYOND PROG TOTAL												
PE												
RW												
CON												
SUBTOTAL												
5307 - FTA FHWA TRANSFER FUNDS		PE		\$0						\$0		
		RW		\$0						\$0		
		CON		\$4,201						\$4,201		
		SUBTOTAL		\$4,201						\$4,201		
		TOTAL		\$4,201						\$4,201		
TOTAL PE: \$0				TOTAL RW: \$0				TOTAL CON: \$4,201				
<p>- General Comment: Carried over with no changes - funds have been obligated but LACRD program is not completed yet.CA-95-X099</p> <p>- Mdeling Comment: Carried over with no changes - funds have been obligated but LACRD program is not completed yet.CA-95-X099</p> <p>- TCM Comment:</p> <p>- Narrative: Project cost stays the same</p> <p>Changed Conformity Category:</p> <p>- from "EXEMPT - 93.126" to "TCM"</p> <p>Changed Project Completion Date:</p> <p>- from "10/31/2013" to "6/30/2014"</p> <p>Changed Current Implementation Status:</p> <p>- from "Contract/Project Award" to "Construction/Project Implementation begins"</p> <p>No change in project funding</p> <p>Total project cost remains the same at \$4,201</p>												
Last Revised Adoption 15-00 - SCAG PENDING						Change reason:Carry Over, Carry over from 13-0			Total Cost		\$4,201	

REPORTING & EXPENDITURE GUIDELINES

REPORTING PROCEDURES

- Quarterly Progress/Expenditure Report (Attachment D1) is required for all projects. The Sponsor shall be subject to and comply with all applicable requirements of the funding agency regarding project-reporting requirements. In addition, Sponsor will submit a quarterly report to **LACMTA, One Gateway Plaza, Los Angeles CA, 90012, Attn: Kathy McCune, Congestion Reduction, MS 99-9-2**. Please note that letters or other forms of documentation may not be substituted for this form.
- The Quarterly Progress/Expenditure Report covers all activities related to the project and lists all costs incurred. It is essential that Sponsor provide complete and adequate response to all the questions. The expenses listed must be supported by appropriate documentation with a clear explanation of the purpose and relevance of each expense to the project.
- In cases where there are no activities to report, or problems causing delays, clear explanation, including actions to remedy the situation, must be provided.
- Sponsors are required to track and report on the project schedule. LACMTA will monitor the timely use of funds and delivery of projects. Project delay, if any, must be reported each quarter.
- The Quarterly Progress/Expenditure Report is due to the LACMTA as soon as possible after the close of each quarter, but no later than the following dates for each fiscal year:

<i>Quarter</i>	<i>Report Due Date</i>
July –September	November 30
October - December	February 28
January - March	May 31
April - June	August 31

Upon completion of the Project a final report that includes project's final evaluation must be submitted.

EXPENDITURE GUIDELINES

- Any activity or expense charged above and beyond the approved Scope-of-Work (AGREEMENT Attachment B) ***is considered ineligible*** and will not be reimbursed by the LACMTA unless ***prior written authorization*** has been granted by the LACMTA Chief Executive Officer or his designee.
- Any expense charged to the grant or local match, including in-kind, must be clearly and directly related to the project.
- Any activity or expense charged as local match cannot be applied to any other LACMTA-funded or non-LACMTA-funded projects; activities or expenses related to a previously funded project cannot be used as local match for the current project.
- Administrative cost is the ongoing expense incurred by the Sponsor for the duration of the project and for the direct benefit of the project as specified in the Scope-of-Work (Attachment B). Examples of administrative costs are personnel, office supplies, and equipment. As a condition for eligibility, all costs must be necessary for maintaining, monitoring, coordinating, reporting and budgeting of the project. Additionally, expenses must be reasonable and appropriate to the activities related to the project.
- The AGREEMENT is considered executed when the LACMTA Chief Executive Officer or his designee signs the document.

DEFINITIONS

- Local Participation: Where local participation consists of “in-kind” contributions rather than funds, the following contributions may be included:
 - Costs incurred by a local jurisdiction to successfully complete the project. Examples include engineering, design, rights-of-way purchase, and construction management costs.
 - Donations of land, building space, supplies, equipment, loaned equipment, or loaned building space dedicated to the project.

- Donations of volunteer services dedicated to the project.
- A third-party contribution of services, land, building space, supplies or equipment dedicated to the project.

- Allowable Cost: To be allowable, costs must be reasonable, recognized as ordinary and necessary, consistent with established practices of the organization, and consistent with industry standard of pay for work classification.

- Excessive Cost: Any expense deemed “excessive” by LACMTA staff would be adjusted to reflect a “reasonable and customary” level. For detail definition of “reasonable cost”, please refer to the Federal Register *OMB Circulars A-87 Cost Principals for State and Local Governments; and A-122 Cost Principals for Nonprofit Organizations*.

- In-eligible Expenditures: Any activity or expense charged above and beyond the approved Scope-of-Work is considered in eligible.

ATTACHMENT D1

QUARTERLY PROGRESS / EXPENDITURE REPORT

Agency To Complete	
Invoice #	
Invoice Date	
Agreement#	
Quarterly Report #	

AGENCY IS REQUESTED TO MAIL THIS REPORT TO
 LACMTA, One Gateway Plaza, Los Angeles, CA 90012
 Attn: Kathy McCune, Congestion Reduction, MS 99-9-2, after the close
 of each quarter, but no later than November 30, February 28,
May 31 and August 31. Please note that letters or other forms
 of documentation may **not** be substituted for this form. Refer to the
 Reporting and Expenditure Guidelines (Attachment D) for further information.

SECTION 1: QUARTERLY EXPENSE REPORT

Please itemize grant-related charges for this Quarter on Page 5 of this report and **include totals in this Section.**

	LACMTA Grant \$	Local Match (Incl. In-Kind) \$	Local Match %	Total \$
Project Quarter Expenditure				
This Quarter Expenditure				
Retention Amount				
Net Invoice Amount (Less Retention)				
Project-to-Date Expenditure				
Funds Expended to Date (Include this Quarter)				
Total Project Budget				
% of Project Budget Expended to Date				
Balance Remaining				

SECTION 2: GENERAL INFORMATION

PROJECT TITLE: _____

AGREEMENT#: _____

QUARTERLY REPORT SUBMITTED FOR:

Fiscal Year : 2012-2013 2013-2014 2014-2015

2015-2016 2016-2017 2017-2018

Quarter : Q1: Jul - Sep Q2: Oct - Dec

Q3: Jan - Mar Q4: Apr - Jun

DATE SUBMITTED: _____

LACMTA Representative / Project Mgr.	Name:	Kathy McCune
		Congestion Reduction
	Phone Number:	(213) 922-7241
	e-mail:	mccunek@metro.net

Agency Contact / Project Manager	Contact Name:	
	Job Title:	
	Department:	
	City / Agency:	
	Mailing Address:	
	Phone Number:	
	e-mail:	

SECTION 3 : QUARTERLY PROGRESS REPORT

1. DELIVERABLES & MILESTONES

List all deliverables and milestones as stated in the AGREEMENT, with start and end dates. Calculate the total project duration. **DO NOT CHANGE THE ORIGINAL AGREEMENT MILESTONE START AND END DATES SHOWN IN THE 2ND AND 3RD COLUMNS BELOW.**

Grantees must make every effort to accurately portray milestone dates in the original AGREEMENT Scope of Work, since this will provide the basis for calculating any project delay. If milestone start and/or end dates change from those stated in the Original AGREEMENT Scope of Work, indicate the new dates under Actual Schedule below and re-calculate the project duration. However, this does not change the original milestones in your AGREEMENT. ANY CHANGES TO THE PROJECT SCHEDULE MUST BE FORMALLY SUBMITTED UNDER SEPARATE COVER TO LACMTA FOR WRITTEN CONCURRENCE.

AGREEMENT Milestones	Original AGREEMENT Schedule in Scope of Work		Actual Schedule	
	Start Date	End Date	Start Date	End Date
Total Project Duration (Months)				

2. PROJECT COMPLETION

A. Based on the comparison of the original and actual project milestone schedules above, project is (select only one) :

- On schedule per original AGREEMENT schedule
 Less than 12 months behind original schedule
 Between 12-24 months behind original schedule
 More than 24 months behind original schedule

B. Was the project design started within 6 months of the date originally stated in the AGREEMENT?

- Yes
 No
 Not Applicable

C. Was a construction contract or capital purchase executed within 9 months after completion of design / specifications?

- Yes
 No
 Not Applicable

3. TASKS / MILESTONES ACCOMPLISHED

List tasks or milestones accomplished and progress made this quarter.

4. PROJECT DELAY

If project is delayed, describe reasons for delay (this quarter). Pay particular attention to schedule delays. If delay is for the same reason as mentioned in previous quarters, please indicate by writing "Same as Previous Quarter".

5. ACTION ITEMS TO RESOLVE DELAY

If the project is delayed (as described in #4), include action items that have been, or will be, undertaken to resolve the delay.

SECTION 4: ITEMIZED LISTING OF EXPENSES AND CHARGES THIS QUARTER

All expenses and charges, including grant and local match, must be itemized and listed below. Each item listed must be verifiable by an invoice and/or other proper documentation. The total amounts shown here must be equal to this quarter's expenditures listed on page 1 of this report. All expenses and charges must be reflective of the approved budget and rates as shown in the AGREEMENT Attachment B, Scope of Work. Use additional pages if needed.

ITEM	INVOICE #	TOTAL EXPENSES / CHARGES	\$ CHARGED TO LACMTA GRANT	\$ CHARGED TO LOCAL MATCH
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
TOTAL				

Notes:

1. Local match spent in each quarter, must be in the appropriate proportion to LACMTA grant.
2. All receipts, invoices, and time sheets, attached and included with this Expense Report must be listed and shown under the Invoice Number column of the Itemized Listing (above).

Invoice Payment Information:

LACMTA will make all disbursements electronically unless an exception is requested in writing.
 ACH Payments require that you complete an ACH Request Form and fax it to Accounts Payable at 213-922-6107.
 ACH Request Forms can be found at www.metro.net/callforprojects.
 Written exception requests for Check Payments should be completed and faxed to Accounts Payable at 213-922-6107.

I certify that I am the responsible Project Manager or fiscal officer and representative of _____
 _____ and that to the best of my knowledge and belief the information
 stated in this report is true and correct.

Signature

Date

Name

Title

**Water-Efficiency Program Partnership between
West Basin Municipal Water District and South Bay Cities Council of Governments
“SCOPE OF WORK”
September 1, 2014 – August 31, 2015**

This “Scope of Work” (SOW) covers the programs and activities that the South Bay Environmental Services Center (SBESC) will conduct in support of the West Basin Municipal Water District’s (West Basin) Water Reliability 2020 Program (WR2020) for a 12-month period, commencing on September 1, 2014 through August 31, 2015. The total Agreement amount will not exceed **\$175,000**.

“Scope of Work” Tasks

The SOW tasks include education, coordination, and implementation of West Basin’s WR2020 Programs, as shown below. With West Basin’s prior approval, this agreement can allow for the addition, removal, or substitution of programs in the event that the timing or budgetary process for one specific task makes its implementation infeasible during the duration of this agreement. If programs are added or substituted, the total not-to-exceed amounts will not exceed the Board approved contractual amount of this agreement.

This SOW includes activities for the following categories:

<p>1. Educational Outreach Support</p> <ul style="list-style-type: none"> a. Exhibit Events b. Kiosk c. Media/Web/E-mail d. On-Going Outreach <p>2. Support for Workshops & Events</p> <ul style="list-style-type: none"> a. California Friendly Landscape Training Classes b. Assist with Smart Sprinkler Controller Events c. Assist with Rain Barrel Distribution Events d. Assist with two “Lunch & Learn” Workshops e. Assist with Water Harvest <p>3. Water Reliability 2020 Program</p> <ul style="list-style-type: none"> a. WR2020 Presentations b. Obtain WR2020 Support Cards c. Coordinate Business Briefings <p>4. Administer Cash for Kitchens Program</p> <p>5. Assist with Car Wash Program</p>	<p>Total</p>	<p>\$ 72,000 (\$6,000/month)</p> <p>\$ 43,683</p> <p>\$ 34,942</p> <p>\$ 21,125</p> <p>\$ 3,250</p> <p>\$175,000</p>
--	---------------------	--

Billing Instructions for SOW

The tasks for the Educational Outreach Support category will be billed on a pro-rated monthly basis (\$6,000 per month) and all invoices will include the following: a summary of activities (by Director Division), copies of receipts, a year-to-date tracking of budgets and labor hours, copies of articles or press releases, sign-in sheets, photos and any other back-up that supports the deliverables on the invoice. **Also, the SBESC will include in its monthly reports the number of people reached at each event and the total estimated number reached.** The tasks associated with categories 2-5 above will be billed monthly based on a time and materials basis as work is completed.

1. Educational Outreach Support of West Basin's WR2020 Programs

The SBESC will help communicate West Basin's WR2020 Program to the public through its outreach efforts and existing communication channels. **The goal is to equally conduct program activities in each of West Basin's five electoral divisions in the South Bay.** SBESC will track all activities utilizing an Excel spreadsheet that is separated by each Director's division.

Activities

A. Exhibit Events – SBESC will inform the community about West Basin's Water Reliability 2020 Programs over a 12-month period at the various exhibit events it attends.

- The SBESC will outreach for West Basin at a minimum of 100 exhibit events. The SBESC staff and volunteers will take digital photos at the events and provide them to West Basin. These photos will provide visual examples of the work conducted by the SBESC.

B. Kiosk - Located at the Promenade on the Peninsula. The SBESC will be responsible for promoting West Basin's WR2020 Program in the Kiosk. The SBESC will provide photos and a list of items that are contained in the Kiosk and will coordinate with West Basin to keep the materials updated. The South Bay Environmental Services Center will also research other locations that may have Kiosks and provide additional promotional opportunities.

C. Media/Web/E-mail – The SBESC will disseminate WR2020 Program information through its existing communications options, including but not limited to its web site, e-mail blasts, facebook, twitter and other social media. SBCCOG communications such as its quarterly newsletter will also be used. At a minimum, the SBESC will conduct the following number of activities:

- Communicate WR2020 Program at a minimum of one article per SBESC e-Newsletter and also promote in 30 E-mail blasts.

D. On-Going Activities

- SBESC will coordinate with West Basin to provide 100% of all the new City Council members with an letter offering a WR2020 briefing;
- SBESC staff will provide the SBCCOG Board of Directors, City Managers and others at the SBCCOG Committee meetings with regular updates on West Basin's water-efficiency programs and WR2020 efforts. (The SBESC will track and document these efforts in the monthly invoicing and reporting);

- Cities - SBESC will communicate WR2020 to its cities through its contacts and committees;
- Chambers of Commerce – The SBESC will provide West Basin’s WR2020 Program information, as it relates to businesses, to the South Bay Chamber of Commerce and all other Chambers of Commerce located within West Basin’s service area, including the L.A. County Unincorporated areas covered by the SBESC service area;
- Other Contacts – The SBESC will also provide information concerning the WR2020 Program to its various contacts, including federal and state elected/appointed representatives, and to other public agencies;
- SBESC will forward the content of West Basin’s electronic newsletters on a quarterly basis to all the contacts in its database; and
- Education Center – The SBESC will keep West Basin’s display up-to-date at its office/education center, with current and relevant West Basin information.

WEST BASIN TASKS

- Train 100% of the SBESC volunteers on West Basin’s WR2020 & Water-Efficiency Programs;
- Continue to coordinate with the South Bay staff to ensure that the Center has adequate supplies of West Basin’s most updated WR2020 Program information and literature; and
- Provide the memory sticks and introductory letter to the SBESC.

2. Support of Workshops and Events (Tasks A - E)

- A. California Friendly Landscape Training Classes (CFLT) and Hands-on-Workshops (HOW’s)**
 The SBESC will assist in promoting a minimum of six and a maximum of 12 CFLT landscape classes and/or HOWs (a combination of either for a total of 12) to cities throughout the South Bay, the City of Torrance and L.A. County unincorporated areas.

The CFLT classes are being funded by the Metropolitan Water District (MWD). West Basin will work with MWD to schedule classes and secure a trainer for each class. MWD’s minimum class size requirement is 20 people, in order to hold a class.

West Basin will also schedule and coordinate the H.O.W. workshops. The tasks are shown below.

SBESC TASKS

- Promote every CFLT Class and HOW via all SBESC communication channels;
- Strive for an attendance of 20-50 participants per class and take class reservations by phone and online reservation system;
- The SBESC will attend each CFLT and HOW in the SBCCOG’s geographical area and provide the following:
 - Coordinate a healthy light breakfast, lunch or dinner for each class (depending on time of class). **Note:** 25% of the food will be vegetarian – no meat.
 - In order to comply with the green and sustainable practices of each city, the South Bay staff will try to use “green” and recyclable products and try to eliminate the use of packaging at the events.

- Conduct sign-in registration on day of each CFLT class and HOW and provide West Basin with a copy of the sign-in sheet; and
- Promote all West Basin programs at classes and HOWs.
Note: For the areas outside of the SBCCOG but within West Basin (such as Culver City and Malibu), the SBESC will provide the following services: take RSVP's, provide energy outreach materials to West Basin, send out class reminder e-mails, develop a RSVP electronic database and assist with ordering the refreshments.

WEST BASIN TASKS

- Work with the Board to select cities and locations to hold the classes;
- Will secure locations and coordinate with site contacts;
- Work with local water purveyors and cities to send flyers to high residential water users and invite them to the class;
- Provide instructor for classes and training materials;
- Provide SBESC with event/workshop flyer no later than 1 month prior to event;
- Develop a flyer and door hanger advertisements to promote the California Friendly Landscape Training classes; and
- Work with the Surfrider Foundation to assist with promoting the classes to the membership.

G3LA and SURFRIDER FOUNDATION TASKS

- West Basin, G3LA and the Surfrider Foundation will be responsible for locating and acquiring the sites for the CFLT's and HOWs, developing the promotional flyer and arranging the site.

B. Coordinate Smart Sprinkler Controller Exchange Events

West Basin is seeking the assistance of the SBESC to coordinate and implement three (3) free "Smart" Sprinkler Controller Exchange events. The events will target residents throughout West Basin and require residents to exchange their old inefficient sprinkler controller for a new "smart" controller. Residents will also be provided free training at the event by the controller manufacturer. The tasks will entail the following:

- Work closely with West Basin in the implementation of this task;
- West Basin is estimating 54 hours per event for taking RSVP's, event coordination, administration and working each event (54 hours per event x 3 events = 162 hours);
- Coordinate with West Basin's selected manufacturer to provide the correct amount and type of controllers at the day of the event;
- As part of Task 1 of this agreement, assist with promoting the events to the public through all communication channels;
- Maintain online and phone registration and day of event registration;
- Provide assistance to registered participants at the events (i.e. assistance with completing registration forms);
- Provide one staff member and several volunteers to assist with the various duties associated with these events; and
- Enter the customer information from the registration forms into a database and provide to West Basin, along with the forms.

WEST BASIN TASKS

- Supervise events and work closely with the SBESC and the controller manufacturers in order to implement successful events;
- Provide a contact list of all the key partners to the SBESC to assist with coordination and implementation of the tasks;
- Work with the irrigation equipment supply houses and controller manufacturers to obtain controller pricing and purchase equipment;
- Provide the registration forms and a database template; and
- Arrange for the storage of the devices that are exchanged.

C. Assist with Rain Barrel Distribution Events

The SBESC will assist West Basin with coordinating 5 Rain Barrel Distribution Events. The South Bay Center will provide a minimum of one person at the event to handle the participation forms. West Basin will provide non-profit groups and volunteers at each event. The South Bay Center will instruct and direct several of the volunteers to assist with the registration forms. West Basin staff will direct and assign the volunteers with traffic control and loading duties. The SBESC will conduct the following in coordination with West Basin:

SBESC TASKS

- Take RSVP's prior to the event and send out reminder notices;
- Attend the event and handle the registration process;
- Work with West Basin's non-profit Community-Based Organization (CBO) volunteers;
- Coordinate with the various partners and vendors;
- Provide breakfast, lunch or dinner (depending on time of day) for the event; and
- Sign guests in and develop a sign-in list and database to provide to West Basin.

WEST BASIN TASKS

- Work closely with the SBESC to coordinate distribution events;
- Provide the non-profit Community-Based Organizations (CBO) volunteers for each event;
- Schedule the event dates and secure the event locations; and
- Procure the Rain Barrels and have them delivered to the event site.

D. Coordinate Two "Lunch & Learn" Workshops

The SBESC will work with West Basin staff to coordinate two educational workshops. The SBESC will conduct the following in coordination with West Basin:

SBESC TASKS

- Take RSVP's and send out reminder notices;
- Coordinate with the various partners and vendors;
- Provide breakfast, lunch or dinner (depending on time of day) for the workshop;
- Sign guests in and develop a sign-in list to provide to West Basin; and
- Provide guest name tags.

WEST BASIN TASKS

- Work closely with the SBESC to coordinate this workshop;
- Arrange for a meeting between all the key partners;
- Provide the SBESC with a list of contacts for coordination and scheduling purposes; and
- Schedule 1st workshop no later than March 2015 and 2nd workshop no later than June 2015.

E. Assist with Water Harvest

The SBESC will assist West Basin with its Annual Water Harvest Event. The SBESC will promote the event through all the SBESC's channels of communication, including a minimum of 3 e-blasts per month for the two months prior to the Water Harvest Event.

SBESC TASKS

- D1. Assist with VIP Breakfast – Invite Council Members to Event and Breakfast striving to confirm a minimum of 5 City Council participants;
 - The SBESC will track the confirmed RSVP's and provide them to West Basin periodically and on the week of Water Harvest;
- D2. Provide one SBESC employee and 12 volunteers to work the event from 8: 00 A.M. to 3:00 P.M. (this includes set-up and break-down time);
- D3. Coordinate an orientation meeting with all the volunteers prior to the Water Harvest Event; the date/time of the orientation will depend on the availability of the volunteers;
- D4. Manage all volunteer assignments, schedules and responsibilities;
- D5. Develop a check-in / check-out procedure to verify hours worked for all volunteers;
- D6. West Basin will provide the SBESC with a "Volunteer Booth." The SBESC volunteer lead will man-the-booth during the hours of the event;
- D7. Schedule a weekly check-in meeting with Water Harvest lead one month prior to Water Harvest Event; and
- D8. Assist and receive instruction from West Basin's Water Harvest Lead.

WEST BASIN TASKS

- West Basin will lead and direct the SBESC Water Harvest staff member.

3. Water Reliability 2020 Focused Program (Task A – C)

The goal of this Activity is to garner broad public support for West Basin's WR2020 Program by the following actions:

SBESC TASKS

A. WR2020 Presentations

- The SBESC will schedule up to 40 WR2020 presentations to various attendees; and
- SBESC will notify West Basin as far ahead as possible, but with a minimum of one-week, prior to each presentation. This will assist West Basin with determining the level of West Basin staff attendance and whether West Basin will conduct the WR2020 presentation. The SBESC will also provide a status email the day of the presentation with a list of attendees and noting any VIPs.

B. Obtain WR2020 Support Cards

- SBESC will strive to achieve up to 427 WR2020 Support Cards for the contract year, from all outreach events; and
- West Basin will provide the SBESC with WR2020 cards that are in the color “green”. This will help West Basin identify the cards obtained by the SBESC.

C. Coordinate WR2020 Business Briefings

- SBESC will coordinate up to 24 “table-top” WR2020 briefings targeting businesses, and other influential leaders. It is estimated that the actual briefing will average 30 minutes in length and be presented by West Basin staff. SBESC attendance is mandatory within the SBCCOG boundaries; and
- SBESC will follow-up with a request for signed WR2020 support cards and/or letters of support from the business briefing.

4. Administer Cash for Kitchens Program

The goals of the Program are to visit commercial food facilities, provide water audits, distribute water-efficient devices, assist with training, provide post-visit reports and follow-up to ensure device installation that will improve overall water-use efficiency. SBESC will provide West Basin with all documentation associated with all the above.

SBESC TASKS

Coordinate and Perform Audits and Follow up Visits & Coordinate Training

SBESC will target 40 new restaurants; specifically 30 in West Basin’s service area and 10 within the City of Torrance (Note: West Basin has a funding partnership agreement with Torrance to conduct water-efficiency programs in their city). SBESC will promote the program using its contacts and make appointments for new site visits. SBESC will provide extensive follow up activity by conducting up to 50 random follow up visits. SBESC will use the extensive list of sites that have already participated for follow up visits. SBESC staff will determine if management would like a longer training session for their staff and provide West Basin staff with this information; SBESC will schedule these training sessions.

SBESC will also coordinate with the Southern California Gas Company’s Commercial Service Technician Program. The site visit will last approximately 1 to 1 ½ hours maximum, depending on the size of the site. This includes travel time, audit and presentation of recommendations, devices, collateral/training materials including information about staff trainings and on-line feedback survey to management.

SBESC will attempt to obtain WR2020 support from participating restaurants.

A. Administer Program:

- Perform outreach and marketing activities for the program;
- Schedule 40 new Cash for Kitchens (C4K) visits and perform up to 50 follow up site visits, and provide West Basin with a tracking list of follow-up site visits;

- Coordinate visits with the Gas Company and potentially coordinate with SCE staff, as well. When Gas Co cannot attend meeting, ensure all information for follow up visit is provided;
- Perform the kitchen facility audit;
- Distribute “Every Drop Counts” posters and present training manual to management; provide Spanish or Chinese (pending) translation, if necessary
- Distribute water-efficiency devices to replace qualifying equipment. Devices replaced through a prior program and still in working order will not be retrofitted; Potential items include:
 - waterbrooms
 - pre-rinse spray valves
 - faucet aerators
 - flow restrictors
- Provide customer with information about major equipment upgrades, such as ice machines and dishwashers, provide information on rebate incentives available through the Metropolitan Water District (MWD), Southern California Edison and Southern California Gas Company so that facilities can, on their own with technical assistance from SBESC, take advantage of them;
- Provide recommendations on long-term changes including investment in equipment upgrades. Promote on-bill financing provided by the Gas Company, especially for equipment that saves both water and energy;
- Provide the customer with the new West Basin kids coloring placemats and crayons;
- Inform owner/manager about the online Feedback Survey and how to enter opportunity drawing;
- Perform 50 random follow-up site visits at locations that have already participated in C4K
 - Document equipment distributed vs. equipment installed
 - Provide placemats to customers during follow-up site visits
 - Inform owner/manager about the online Feedback Survey and how to enter opportunity drawing
 - Take photo of “Every Drop Counts” poster (if displayed in the kitchen area); and
- Obtain WR2020 support cards/letters

B. Coordinate Training Sessions:

- Offer two (2) training sessions during new or follow up site visits or hand select sites to pursue.
- Coordinate date/time for training with kitchen owner/manager/staff, West Basin staff, Gas Company and SCE (potentially).
- Complete “Workshop Request” form to track lead contact person, how many employees will be attending, how long they would allow us to present, etc. (see attached)

WEST BASIN TASKS

Collateral Materials and Devices

- Provide all necessary equipment and training materials to SBESC for distribution of collateral materials, online feedback survey and devices;
- West Basin will conduct two training sessions (with SBESC) staff targeting the larger commercial kitchen service providers.
- Work with trade allies in the area to target customers ready to purchase new equipment.

5. Car Wash Program

West Basin has allocated 50 hours in this contract for assistance with West Basin's Car Wash Program. The South Bay Environmental Services Center will assist West Basin by conducting the following:

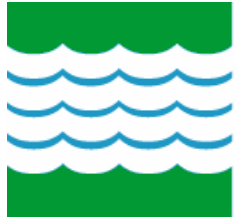
- Contacting and visiting Car Washes in West Basin's service area to provide water efficiency incentive information and to enroll the car wash in West Basin's Car Wash Coupon Program.
- SBESC will strive to sign-up 5 new car washes into the program.

Board Presentations

The SBESC in coordination with West Basin staff will provide the Board with an interim deliverables briefing mid-way through the year in February 2015 and a year-end recap in July 2015.

DRAFT

THIS PAGE LEFT INTENTIONALLY BLANK



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

5033 Rockvalley Road
Rancho Palos Verdes, CA 90275
(310) 377-8987
sbccog@southbaycities.org
www.southbaycities.org

2015 General Assembly Sponsorships

SBCCOG is a joint powers authority of 16 cities and Los Angeles County that share the goal of maximizing the quality of life and productivity of the South Bay region. Our members are the cities of Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, Torrance, and the Harbor City/San Pedro communities of the City of Los Angeles as well as the unincorporated areas of the South Bay of Los Angeles County.

Sponsorship levels are as follows:

GOLDEN CIRCLE: \$10,000

- Exhibit space for sponsor
- 3 Tables of 10
- Recognition on invitations & poster at the event
- Name/logo on signage at lunch and on event banner
- Recognition in all other materials – electronic, printed, press releases including e-blasts, newsletter, website, etc.

PATRONS: \$7,500

- Exhibit space for sponsor
- 2 Tables of 10
- Recognition on invitations & poster at the event
- Name/logo on signage at lunch
- Recognition in all other materials – electronic, printed, press releases including e-blasts, newsletter, website, etc.

BENEFACTORS: \$5,000

- Exhibit space for sponsor
- 1 Table of 10
- Recognition on invitations & poster at the event
- Recognition in all other materials – electronic, printed, press releases including e-blasts, newsletter, website, etc.

SPONSOR: \$2,500

- Exhibit space for sponsor
- Recognition on invitations & on poster at the event
- Recognition in all other materials – electronic, printed, press releases including e-blasts, newsletter, website, etc.

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 District #15 Los Angeles County

THIS PAGE LEFT INTENTIONALLY BLANK



Proposal to Address Homelessness in the South Bay Cities

We at PATH firmly believe that the best way to end homelessness—both in the South Bay and throughout the United States—is to directly connect people living on the streets with permanent, affordable housing linked with critical supportive services. This comprehensive approach is especially effective when it has the full-fledged support of local leaders, service providers, businesses, and community members.

PATH proposes to implement a region-wide homelessness initiative in the South Bay, in partnership with the South Bay Cities Council of Governments (SBCCOG), to establish a dedicated community outreach and mobile case management team, implement region-wide meetings focused on ending homelessness, further develop and refine a homelessness strategy specific to the SBCCOG region, create a dedicated local hotline, partner with local service providers, and engage local landlords to make their units available to people moving off the streets. This approach will ultimately result in increased community engagement, a larger stock of permanent affordable apartments, and a decrease in local street homelessness.

The enclosed proposal outlines the need for such a program, as well as the specific steps PATH proposes to implement the program in the South Bay community.

Homelessness in the South Bay

There are approximately **5,811 people experiencing homelessness** in Los Angeles' Service Planning Area (SPA) 8, which encompasses the South Bay region, according to the Los Angeles Homeless Services Authority (LAHSA)'s 2013 Greater Los Angeles Homeless Count. The vast majority of these individuals (90%) are single adults. Approximately 28% of these individuals are considered chronically homeless, defined as individuals who have been homeless for more than one year, or who have experienced at least four episodes of homelessness within the last three years and have a disability. This represents a higher occurrence of chronic homelessness than in the County as a whole (25%).

People experiencing homelessness often struggle with additional issues that either led to, or exacerbate, their situation. In the South Bay, approximately 35% of the homeless population struggles with **substance abuse**, 32% are living with **mental illness**, 18% have **physical disabilities**, and 9% are victims of **domestic violence**. With the exception of cancer, obesity, and stroke, homeless adults are also far more likely than the general population to have **chronic medical conditions**, and are more likely to suffer complications due to their lack of regular medical care and stable housing. These serious conditions also make homeless individuals

disproportionately susceptible to **premature death**; the average life span of a person living on the streets is 30 years shorter than that of housed individuals.

Approximately 12% of people experiencing homelessness in the South Bay were **veterans** in 2013, a drastic decrease since the previous Homeless Count in 2011 (43%). Chronically homeless veterans face a variety of unique physical and mental health issues in addition to those experienced by the general homeless population. According to the 2010 Federal Strategic Plan to Prevent and End Homelessness, homeless veterans have especially high rates of Post-Traumatic Stress Disorder, Traumatic Brain Injury, and sexual trauma, compared to their non-veteran peers. PATH's comprehensive Veteran Connections program works with veterans and their families throughout Southern California to connect them with specialized services and housing resources. The decrease in veteran homelessness is a result of major focused efforts locally and nationally to provide critical services and housing dedicated to veterans. With the efficacy of these efforts becoming apparent, it is a prime opportunity to begin promoting similar efforts to reduce homelessness among non-veteran populations.

The signing of AB 109 in 2011 has also led to an increase in the number of **ex-offenders** living on the streets and entering shelters. In order to adapt to the effects of the bill, PATH has worked diligently to form close working relationships with local law enforcement in the regions where we provide services, and has increased our focus on hiring staff who have experience working with high-needs populations like ex-offenders. These two strategies allow us to more effectively identify ex-offenders who are living on the streets, and connect them with the specific services they need in order to move into appropriate housing and reintegrate into the community. As part of the proposed program, we will ensure that all program staff and relevant SBCCOG representatives are trained in how to appropriately engage with homeless individuals who have a criminal history.

Proposed Steps

The SBCCOG region needs to address homelessness—and, more specifically, the lack of viable affordable, permanent housing options—in its community. Establishing a successful strategy in the region will require the support and partnership of the South Bay's cities and community members. As such, PATH recognizes the need to educate and engage city leaders, business owners, community groups, and residents around the issue of homelessness prior to the implementation of services in the region.

PATH proposes the following steps to establish and maintain support from the cities and constituents in the SBCCOG region, while setting the stage for a comprehensive and effective homelessness strategy:

1. Establish a dedicated mobile outreach and case management team.

PATH will hire staff and establish a mobile team to perform focused community outreach and engagement throughout the SBCCOG region. These staff members will actively and individually connect with local service providers, businesses, community groups, faith groups, and concerned

community members to share information about homelessness and PATH's services, gather contact information, and encourage participation in community meetings to discuss and develop an approach to homelessness in the region. These efforts will ultimately result in the compilation of a local membership database, which will allow PATH to easily distribute ongoing information regarding homelessness, program developments, upcoming community forums, and important action items.

PATH's mobile team uses the "Navigation" approach, which prevents high-needs clients from falling through the cracks. The concept blends two time-tested strategies—street outreach and case management—with two evidence-based approaches, peer support and harm reduction, alongside recovery principals, motivational interviewing, and kinship. Case managers provide permanent housing-focused case management to all clients in the program while utilizing a Critical Time Management (CTI) model to help them reintegrate into the local community by developing independent living skills and building support networks.

2. Implement region-wide collaborative meetings.

In order to engage local organizations and leaders, PATH will implement monthly region-wide collaborative meetings, to consist of PATH, SBCCOG leaders, local homeless service providers, community groups, and other relevant entities in order to facilitate effective coordination and establish a learning environment.

Such meetings will encourage ongoing engagement while providing PATH and SBCCOG leaders with regular opportunities to present updated information about homelessness in the region, address questions and concerns presented by partners and community members, and solicit community input and support for upcoming initiatives.

3. Coordinate and develop service strategy.

In partnership with SBCCOG leaders, local businesses, community groups, faith groups, and community members, PATH will develop a comprehensive strategy to address homelessness in the SBCCOG region. Based on our experience providing similar services in the Gateway Cities region, we propose the following strategies:

- **Assessment & Engagement.** Upon implementation of the program, PATH's mobile case management team will conduct a thorough assessment of homelessness in the SBCCOG region, including demographics (as much identifying information as possible), geographic locations, migration patterns, indications of places where homelessness persists, documentation of all contacts, and referrals/services provided. Outreach staff will engage with these individuals on a regular basis to establish rapport and offer access to services and housing placement activities.
- **Intensive Street Outreach & Case Management.** Through regional efforts aligned with local Coordinated Entry System (CES) initiatives, our comprehensive, mobile team will

provide support throughout each individual's entire journey by helping him/her develop a plan to address barriers, increase their income, and maintain/sustain permanent housing.

- **Partnership with Local Law Enforcement.** PATH's mobile team will partner with local law enforcement officials to identify homeless "hot spots," develop relationships with members of the local homeless population, and connect homeless ex-offenders with critical services. Additionally, PATH staff will provide "Homelessness 101" education for police officers, to ensure that our staff and local law enforcement are truly working together to address homelessness in the most effective way possible.
- **Dedicated Outreach Hotline.** PATH will establish a centralized entity / contact / referral line for all reports of concentrations of homeless or community concerns related to homeless activity within the South Bay region. This hotline number will be provided to local stakeholders through one-on-one engagement efforts (Step 1), collaborative meetings (Step 2), and via informational pamphlets/cards that will be distributed by outreach staff and made available through local participating businesses and groups.
- **Housing Placement.** PATH will establish and implement housing strategies for homeless individuals throughout the life of this contract. The emphasis of these activities will be to place homeless individuals identified in the local "hot spots" into permanent housing coupled with supportive services.
- **Permanent Supportive Housing (PSH).** Over the life of the contract PATH will work to increase the stock of PSH units within the region by encouraging the development of affordable housing units, master leasing of existing units, and issuing of rental subsidies.

The steps outlined above will be presented to local leaders and community members through the collaborative meetings described in Step 2. At these meetings, participants will be provided with an opportunity to review the proposed interventions, ask questions, voice concerns, and propose alternative approaches.

4. Partner with landlords.

Dedicated housing navigators will identify local landlords in the South Bay, establish relationships, and partner with them to identify affordable, local scattered-site units that can be made available to homeless individuals.

PATH will leverage its existing team of 12 housing locators, who are specifically focused on cultivating and engaging landlords and matching homeless clients with appropriate units. They work with housing authorities, property owner alliances, realtors, developers, and affordable housing networks to identify units and advocate for clients. They also reach out to faith networks, neighborhood councils, and community groups to identify property owners willing to lease to our clients and refer notices of available units in their areas. Housing locators work directly with clients to determine their housing needs and help them locate and secure appropriate units.

How PATH Will Partner With Local Providers

Our mobile team will use a “whatever it takes” approach to help our clients navigate and access local services, including identifying specific services each client needs, making appointments with local providers on the client’s behalf, providing transportation, and conducting follow-up with the provider to ensure the service was appropriately accessed.

PATH has several active partnerships with local providers in the SBCCOG that we will incorporate into our work in the region. We are subcontracting under Harbor Interfaith, a homeless service provider located in San Pedro, to provide services to homeless families through SPA 8’s Family Solutions Center. This resource provides coordinated assessment, service provision, and permanent housing to families experiencing homelessness in the South Bay. Additionally, we are active participants in the Coordinated Entry System initiative, which will allow people experiencing homelessness in the South Bay to access housing and services in a systematic and efficient manner.

At the monthly region-wide meetings to be established by PATH, local service providers will be asked to share information about available resources to ensure program staff are aware of and taking advantage of appropriate services for clients. We will also invite recognized specialists to these meetings to discuss specific needs and services (e.g. health care professionals, legal professionals, financial professionals, etc.) and educate staff and SBCCOG leaders about local resources.

Organizational Experience

Over the last 30 years, PATH has pioneered bold and effective approaches to assisting people experiencing homelessness. The opening of our Regional Homeless Center in 2002 revolutionized the way communities respond to homelessness by bringing together 98 beds of transitional housing with our innovative PATH Mall multi-service collaborative, through which homeless individuals gain access to more than a dozen supportive services in one convenient location. From 2009 to 2012, PATH oversaw the Homelessness Prevention & Rapid Re-Housing Programs for Paramount, Bellflower, Lakewood, South Gate, and L.A. County, making the organization one of the largest providers of homelessness prevention and rapid re-housing services in California. At the end of 2012, PATH was also contracted by the Department of Veterans Affairs to administer the 2012 allocation of HUD-VASH vouchers on behalf of the Los Angeles and Long Beach VA Medical Centers. Combined, these account for 1,100 housing vouchers from Orange County all the way to San Luis Obispo, and represent partnerships with nine different housing authorities.

PATH has coordinated numerous targeted outreach efforts in communities throughout Los Angeles County. Since 2012, PATH has served as the lead agency of an initiative to coordinate services and housing in the Gateway Cities region and beyond, known as the Gateway Connections program. This collaboration between PATH and its local service partners Helpline Youth Counseling, Whittier First Day, Our Place Housing Solutions, and the City of Long Beach—in partnership with the Gateway Cities Council of Governments—has served 1,500

unduplicated homeless individuals to date, 212 of whom have moved into permanent homes. Due to a lack of affordable housing, we have utilized a combination of creative approaches to get clients housed in this region, including move-in assistance, public benefits, shared housing, HUD-VASH vouchers, and developing personal relationships with landlords.

From 2011 to 2013, we were contracted by the City of Los Angeles to operate the innovative Vehicles to Homes program on the Westside of Los Angeles (Council District 11). This program focused on reaching out to individuals and families living in their cars in the Venice community, and provided comprehensive case management, supportive services, and help finding and moving into permanent housing. During the final program year, which ended on June 30, 2013, PATH's Vehicles to Homes team provided services to 41 homeless individuals (34 adults and 7 children), 13 of whom were placed in permanent housing.

We have worked with the Westwood Village Improvement Association since January 2012 to provide street outreach, housing, and supportive services to people who are chronically homeless in Westwood Village. Since the program began, PATH has worked with 63 individuals experiencing homelessness in Westwood Village, placed 9 individuals into interim housing, and helped 4 individuals move into permanent homes. Additionally, PATH currently partners with Kaiser Permanente's Los Angeles Medical Center (LAMC) to provide strategic outreach in the area surrounding the hospital, as well as within the hospital itself. The hospital in question has the second highest number of homeless visits per month in Los Angeles County. The partnership has shown impressive results to date; during its first year, which ended September 30, 2013, PATH made contact with 462 homeless individuals (321 in the community, 141 in the hospital), placed 46 clients in shelter beds, and moved 5 clients into permanent housing, drastically exceeding our initial goals. Within the initial six-month pilot of the program, LAMC saw a total reduction of 79 ER visits for clients engaged by the program, resulting in an estimated savings of \$171,272 (\$2,168 per visit).

Proposed Budget

We anticipate that providing the proposed services in the South Bay COG region will cost a total of approximately **\$800,000**. Of this amount, an estimated 20% (\$160,000) will be used to support program oversight and community engagement endeavors. The remaining 80% (\$640,000) will support direct service costs and move-in assistance for clients moving into permanent housing.

PATH estimated this amount based on a percentage of the budget for our current efforts in the Gateway Cities region, taking into account the size and scope of the South Bay COG region in comparison to the Gateway Cities COG. We are open to discussing this amount in order to reach a final budget that is agreeable to both PATH and the South Bay COG.

PATH Responses to South Bay Council of Governments
August 6th, 2014

The South Bay cities all have different homeless challenges and differing policies will be needed to address them.

PATH is deeply committed to creating appropriate solutions that are customized to each community in which we work. As part of our existing work in the Gateway Cities region, we partner with 28 different cities. Each city has its own unique challenges relating to homelessness, and each prefers to approach the issue in an individualized manner. Our role in this collaborative has been to oversee the various approaches to homelessness in the region, educate the many partnering cities about homelessness and the evidence-based approaches that are proven to be effective, and mobilize local leaders and community members. As part of these efforts, we have partnered closely with city leaders, local law enforcement, social service agencies, businesses, and faith groups to help them develop effective solutions to homelessness appropriate to their communities. We anticipate utilizing a similar approach in the South Bay to ensure each city's needs are appropriately addressed, while also maintaining a coordinated approach throughout the region.

As such, the COG and PATH will need to understand that the individual South Bay Cities will most likely *not* want a single area wide policy or approach to addressing the needs of the homeless in their respective city.

PATH understands that a customized approach is necessary in order to successfully end homelessness in any community. However, our experience in the Gateway Cities has shown us that these efforts must also be intensely coordinated across the larger region in order to be truly effective. The homeless population is, by nature, transient. Consequently, people experiencing homelessness often travel from community to community within a region such as the South Bay. In order to effectively address the needs of these individuals, PATH has found that it is critical to ensure that each city's efforts are linked and synchronized under a single overarching plan, even while working with each city to customize the approach and ensure that its individual needs are met.

In the proposal, there is a great deal of mention about "critical support services" but no specific mention of funding health services and mental health services for the homeless.

Our navigation teams are able to directly provide mental health services to individuals living on the streets. We plan to adopt a modified Assertive Community Treatment (ACT) model in the South Bay, which incorporates direct delivery of field-based case management, health, and mental health services in the field. Our navigation teams include both MSW- and BA-level case managers. MSW-level case management staff have knowledge and experience working with highly vulnerable, chronically homeless populations, and provide psychosocial rehabilitation-focused services to help homeless individuals overcome their mental and functional barriers to long-term stability. BA-level case managers possess mental health experience *and* training in

either substance abuse treatment or as an EMT/RN. Specialty services occur within each case manager's individual scope of practice, and include: 1) harm reduction-focused substance abuse information, treatment, and care; 2) medical care, including basic wound care and triage; 3) individualized health education; and 4) housing stabilization and psychosocial rehabilitation case management services.

Additionally, we will leverage the robust County resources that are available to us to provide ongoing health and mental health services to South Bay clients. A huge percentage of homeless individuals in L.A. County are eligible for and receiving services through the Department of Health (DHS), with whom we enjoy a robust partnership. DHS offers substantial housing resources for homeless individuals who use their services. We also currently work with the Department of Mental Health, and will continue to make use of this partnership as part of our work in the South Bay. Case managers will help people experiencing homelessness to successfully access and navigate these public systems, so that they are able to stabilize their health and achieve permanent housing.

All services mentioned here are included in the estimated cost identified in our original proposal.

South Bay Cities Council of Governments

August 11, 2014

TO: Steering Committee

FROM: Jacki Bacharach, SBCCOG Executive Director

RE: REVISED Bills to Monitor and for Action – Status as of August 10, 2014

Adherence to Strategic Plan:

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

ECONOMIC DEVELOPMENT

<p>AB 1147 (Gomez, Muratsuchi)</p>	<p>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></p>	<p>SUPPORT (6/27/13) (Letter sent 2/10/14 to author & SB Senators & 5/14/14 letter to Sen BPED Comm)</p>	<p>Senate Appropriations Committee Hearing: 8/11/14 (amended 8/4)</p>
<p>AB 2216 (Muratsuchi)</p>	<p>Regional occupational centers and programs: funding. AMENDED: <i>Would extend that expenditure requirement to the 2016-17 fiscal year. Would require the Superintendent to convene a task force to study funding models for regional occupational centers and programs and report recommended options pursuant to the findings of its study to the Legislature and Director of Finance on or before September 1, 2016.</i></p>	<p>SUPPORT (4/24/14) (Letter 4/2/14 to author based on Board vote to support SoCal ROC funding) 5/23 amended</p>	<p>Senate Appropriations Committee Hearing Date: 8/14/14</p>

ENVIRONMENT

<p>AB 2188 (Muratsuchi)</p>	<p>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. <u>AMENDMENT: REQUIRED PERMIT INSPECTION WITHIN 5 DAYS AMENDED TO 'IN A TIMELY MANNER'.</u></p>	<p>OPPOSE (5/22/14) (Ltr 6/20/14 to Sen. Gov & Finance Comm.Committee)</p>	<p>8/11/14 Senate Third Reading</p>
---------------------------------	---	--	---

FINANCE

<p>AB 2711 (Muratsuchi)</p>	<p>Oil and gas: loan to City of Hermosa Beach. This bill would appropriate \$11,500,000 from the General Fund, from certain oil and gas revenues deposited by the commission, to the Controller for a loan to the City of Hermosa Beach, to be made if the city is obligated to make payment pursuant to a specified settlement agreement. The bill would require the State Board of Equalization, if the city fails to make any payment on the loan when due and upon the order of the Controller, to deduct the amount of the payment from the sales and use taxes to be paid to the city. The bill would also require the Controller to deposit moneys received in repayment of the loan into the General Fund,</p>	<p>RECOMMEND SUPPORT</p> <p>(At informal request of Hermosa Beach)</p>	<p>8/11/14 Assembly Third Reading</p>
---------------------------------	--	--	--

PUBLIC SAFETY

<p>SB 1262 (Correa)</p>	<p>Medical marijuana: regulation of physicians, dispensaries, and cultivation sites AMENDMENT: This bill would establish within the Department of Consumer Affairs a Bureau of Medical Marijuana Regulation, under the supervision and control of the Chief of the Bureau of Medical Marijuana Regulation, as specified, to license dispensing facilities, cultivation sites, and processing facilities manufacturers that, among other things, provide, process, and grow medical marijuana for medical use, as specified, subject to local ordinances. The bill would require every city, county, or city and county that permits medical marijuana dispensing or cultivation to submit to the bureau a list of approved entities providing medical marijuana within that jurisdiction. The bill would require the bureau to adopt regulations for the implementation and enforcement of these provisions, specifically relating to procedures for licensing, fees for licenses, and sanitation. The bill would require a background check of applicants for licensure to be administered by the Department of Justice, and submission of a statement signed by an applicant, under penalty of perjury, that the information on his or her application is true, thereby creating a crime and imposing a</p>	<p>SUPPORT (4/24/14) (Letter sent 4/28/14 to Senate Health Comm)</p>	<p>Assembly Appropriations Committee Hearing Date: 8/13/14</p>
-----------------------------	--	---	--

	<p><i>state-mandated local program... The bill would require the bureau authorize a city, county, or city and county to administer and enforce these provisions.</i></p> <p>Would require licensed dispensing facilities and licensed cultivation sites to implement sufficient security measures to both deter and prevent unauthorized entrance into areas containing marijuana and theft of marijuana at those facilities, including establishing limited access areas accessible only to authorized facility personnel, and would require these facilities to notify appropriate law enforcement authorities within 24 hours after discovering specified breaches in security. Would prohibit the distribution of any form of advertising for physician recommendations for medical marijuana unless under specific conditions. Violation of these provisions would be punishable by a civil fine of up to \$35,000 for each individual violation.</p>		
--	---	--	--

TRANSPORTATION

<p>SB 1037 (Hernandez)</p>	<p>Los Angeles County Metropolitan Transportation Authority: transactions and use tax. Would require the MTA, prior to submitting an amended ordinance to the voters, to amend the expenditure plan previously prepared for the voter-approved Measure R transactions and use tax with respect to certain matters relating to projects and programs to be funded under Measure R and to develop a transparent process to determine the most recent cost estimates for those projects and programs. Would also require the MTA to include the updated expenditure plan in the Long Range Transportation Plan. Would require the updated Long Range Transportation Plan to include capital projects and capital programs that are adopted by each subregion, as specified, and that are submitted to the MTA for inclusion in the Long Range Transportation Plan.</p>	<p>MONITOR</p>	<p>8/7/14 To the Governor</p>
--------------------------------	---	----------------	--

<p>SB 1298 (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>MONITOR</p>	<p>8/11/14 Assembly 2nd reading</p>
<p>HR 2468 (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 & convenience of all users in accordance with certain complete streets principles.</p> <p>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.</p> <p>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.</p> <p>Requires the Secretary of Transportation (DOT) to establish a method for evaluating compliance by state departments of transportation and MPOs with complete streets principles.</p> <p>Requires the Access Board to issue final standards for accessibility of new construction and alterations of pedestrian facilities for public rights-of-way.</p> <p>Requires the Secretary to conduct research regarding</p>	<p>SUPPORT (4/24/14 Letter sent to author 5/29</p>	<p>6/20/2013 Referred to the House Subcommittee on Highways and Transit</p>

	<p>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>		
--	--	--	--

BILLS THAT HAVE DIED:

ELECTION PROCESS – AB 2550 and AB 2715 (now AB 1383) re: election dates and districts which the Board opposed.
 ENVIRONMENT – AB 1970 California Global Warming Solutions Act of 2006: Community Investment and Innovation Program.
 PUBLIC SAFETY – AB 1893 re: Sharps waste; AB 1894 re: medical marijuana

THIS PAGE LEFT INTENTIONALLY BLANK