

**South Bay Cities Council of Governments**  
**January 12, 2026**



**To: Steering Committee**  
**Re: Invoices Submitted for Payment through December 2025**

	<b>Amount</b>	<b>Check #</b>
<b>Contractual Obligations &amp; Legal Services</b>		
AESC: Alternative Energy Systems Consulting, Inc.: Cool Roofs Feasibility Study - Nov '25	\$ 9,191.50	6686
Best Best & Krieger LLP (1 Invoice: General Counsel)	\$ 100.00	6688
CDM Smith: Dominguez Channel Services (Invoice #90252206)	\$ 21,290.50	6690
CivicHome: Regional Housing Trust Consulting Services - Dec '25	\$ 3,660.00	6692
Cooperative Personnel Services/CPS HR Consulting: Classification & Compensation Study	\$ 6,675.00	6693
Dudek/Planning Principal Shannon Heffernan/Kelly Bray: Invoice for Nov '25	\$ 8,100.00	6695
Eide Bailly: Routine Accounting Services - Dec '25	\$ 4,140.00	6696
Fehr & Peers - Metro Mobility Hubs Services: 2 Invoices - 08/30-09/26/25 & 09/27-10/31/25	\$ 7,387.50	6698
Jon Rodman: Lomita LTN Outreach & General Admin - Dec '25	\$ 666.00	6701
Lackow Planning and Environmental Services, LLC: Rosemary Lackow - Dec '25	\$ 670.72	6703
Michael Bohilke: Metro Deputy Consultant - Dec '25	\$ 10,545.27	6706
Siembab Corporation: LTN, SBFN, Metro Mobility Hubs, & Technical Advisory Services - Dec '25	\$ 4,565.00	6710
Studio One Eleven: REAP 2.0 Commercial Redevelopment - Dec '25	\$ 27,336.25	6711
<b>Employee Benefits &amp; Operational Expenses</b>		
American Express: SBESC/SBCCOG Expenses - Dec '25	\$ 8,478.67	6687
California Choice Benefit Administrators: Medical Benefit Premiums for Feb '26	\$ 6,944.67	6689
Donald Szerlip (DBA Adwerx Communications) - Custom Mousepads for Volunteer Gifts (x100 + setup fee)	\$ 424.19	6694
Entertaining Friends Catering (South Bay Energy and Climate Recognition Program Award Ceremony)	\$ 3,700.00	6697
Guardian Benefit Administrators: Dental & Vision Benefit Premiums - Jan '26	\$ 1,013.90	6699
Hawthorne High School: Custom Wooden Business Card Holders (X100)	\$ 1,000.00	6691
JRS Plumbing: Inv 10926 for Ice Maker Install and Plumbing at New Office	\$ 475.00	6702
Principal Life Insurance Company: Premiums for Dec '25	\$ 145.23	6707
Q Document Solutions, Inc.: Invoice #IN72204 for Printing & Overage Charges	\$ 367.91	6708
Sharp Electronics Corporation: 2 Invoices: Dec '25 Monthly IT & Phone Services	\$ 3,352.41	6709
<b>Events/Outreach/Marketing</b>		
Marina Graphic Center: Layout & Printing for South Bay Watch - Fall 2025	\$ 1,934.89	6705
Vincent Rios Creative, Inc.: Project Management & Design for South Bay Watch Newsletter	\$ 1,755.00	6713
<b>Homeless &amp; Housing Services</b>		
HERO: Housing Empowerment Recovery & Outreach: 2nd invoice, Contractual LACAHA Payment	\$ 80,000.00	6700
<b>2026 General Assembly</b>		
Westdrift Hotel, Manhattan Beach (General Assembly Venue Rental) - Payment #2 of 3	\$ 6,000.00	6704
<b>GRAND TOTAL</b>	<b>\$ 219,919.61</b>	

**RECOMMENDATION**

All invoices are within budget. Therefore, it is recommended that they be approved for payment. Checks subject to release as cash available.

**APPROVED FOR PAYMENT**

Bernadette Suarez, Chair



South Bay Cities Council of Governments (SBCCOG)  
 South Bay Cities Council of Governments  
 357 Van Ness Way, Suite 110  
 Torrance, CA 90501

Invoice number 22161-06  
 Date 12/05/2025  
 Due Date 01/04/2026

Project **SBCCOG Cool Roof Feasibility Study**

Professional Services Through 11/30/2025

NTE - \$120,056

**Invoice Summary**

Description	Contract Amount	Prior Billed	Current Billed	Remaining Budget
TASK 1. PROJECT MANAGEMENT & ADMIN.	18,509.00	15,390.75	1,369.50	1,748.75
TASK 2. STAKEHOLDER ENGAGEMENT	20,045.00	1,671.75	0.00	18,373.25
TASK 3. RESEARCH & LITERATURE REVIEW	17,791.00	17,650.50	0.00	140.50
TASK 4. FEASIBILITY ASSESSMENT & SITE PLAN	43,760.00	38,696.01	287.00	4,776.99
TASK 5. FINAL REPORT	19,951.00	11,344.00	7,535.00	1,072.00
<b>Total</b>	<b>120,056.00</b>	<b>84,753.01</b>	<b>9,191.50</b>	<b>26,111.49</b>

**TASK 1. PROJECT MANAGEMENT & ADMIN.**

**Labor Charges**

	Date	Hours	Rate	Billed Amount
Allison Bially, Director				
<i>SBC COGS plannign with AL</i>	11/10/2025	0.50	287.00	143.50
Christopher Rogers, Director				
<i>Staffing coordination emails and availability review.</i>	11/11/2025	0.25	287.00	71.75
Anthony W. Lee, Program Manager				
<i>Report Review</i>	11/04/2025	0.50	243.00	121.50
<i>Monthly Meeting, Agenda Development, Email Correspondences, Document Review</i>	11/05/2025	1.25	243.00	303.75
<i>Email Correspondences</i>	11/06/2025	0.25	243.00	60.75
<i>Project Schedule Review, Email Correspondences</i>	11/07/2025	0.25	243.00	60.75
<i>Email Correspondences, Internal Team Discussion</i>	11/11/2025	0.25	243.00	60.75
<i>Email Correspondences, Legal Document Review/Edit</i>	11/12/2025	0.50	243.00	121.50
<i>Amendment Review, Email Correspondence</i>	11/17/2025	0.25	243.00	60.75
<i>Email Correspondences, Added Client Meeting, Internal Team Discussion, Project Schedule Update</i>	11/25/2025	1.50	243.00	364.50
<b>Labor Charges Subtotal</b>		<b>5.50</b>		<b>1,369.50</b>

**TASK 4. FEASIBILITY ASSESSMENT & SITE PLAN**

**Labor Charges**

	Date	Hours	Rate	Billed Amount
Antonio Corradini, Principal Engineer				
<i>CQ</i>	11/04/2025	1.00	287.00	287.00

**TASK 4. FEASIBILITY ASSESSMENT & SITE PLAN**

	1.00	287.00
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**TASK 5. FINAL REPORT**

**Labor Charges**

	Date	Hours	Rate	Billed Amount
<b>Karen Leifheit, Senior Program Manager</b>				
<i>Report structure discussion with Kusum</i>	11/03/2025	0.25	254.00	63.50
<i>review/edit draft final report</i>	11/05/2025	3.00	254.00	762.00
<i>review/edit draft final report</i>	11/06/2025	2.50	254.00	635.00
<b>Allison Bially, Director</b>				
<i>final report review</i>	11/06/2025	0.50	287.00	143.50
<b>Anthony W. Lee, Program Manager</b>				
<i>Report Review</i>	11/04/2025	0.50	243.00	121.50
<i>Report Review</i>	11/07/2025	0.75	243.00	182.25
<b>Kusum Shekhlia, Senior Engineer</b>				
<i>Address QC comments, Revise Savings calculations Conversation with Joseph regarding calculator</i>	11/04/2025	8.00	217.00	1,736.00
<i>Address QC Comments Monthly meeting with SBCCOG</i>	11/05/2025	3.00	217.00	651.00
<i>Address PM QC comments</i>	11/06/2025	2.00	217.00	434.00
<i>Address PM QC comments</i>	11/07/2025	3.00	217.00	651.00
<i>Respond to Eleanors Email</i>	11/13/2025	0.25	217.00	54.25
<i>Address Eleanor's comments in the report</i>	11/19/2025	6.00	217.00	1,302.00
<i>Address Eleanor's comments in the report</i>	11/20/2025	2.00	217.00	434.00
<i>Meeting with SBCCOG</i>	11/25/2025	0.50	217.00	108.50
<b>Scott Lin, Engineer</b>				
<i>Review incentive information</i>	11/07/2025	0.50	171.00	85.50
<i>Reviewing SoCalREN DAC incentive rates</i>	11/20/2025	0.50	171.00	85.50
<b>Daniela C. Grassi, Engineer</b>				
<i>Providing input on PV ITC adders and report language.</i>	11/20/2025	0.50	171.00	85.50
Labor Charges Subtotal		33.75		7,535.00

Invoice total **9,191.50**

Indian Wells  
(760) 568-2611  
Irvine  
(949) 263-2600  
Los Angeles  
(213) 617-8100  
Bend, OR  
(541) 382-3011



**BBK**  
BEST BEST & KRIEGER LLP  
ATTORNEYS AT LAW

3390 University Avenue, 5th Floor, P.O. Box 1028, Riverside, CA 92502  
Phone: (951) 686-1450 | Fax: (951) 686-3083 | www.bbklaw.com  
Tax ID # 95-2157337

Ontario  
(909) 989-8584  
Sacramento  
(916) 325-4000  
San Diego  
(619) 525-1300  
Walnut Creek  
(925) 977-3300  
Washington DC  
(202) 785-0600

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
ATTN: JACKI BACHARACH  
2355 CRENSHAW BLVD., SUITE 125  
TORRANCE, CA 90501  
\*SUBMITTED VIA EMAIL\*

January 5, 2026  
1049411  
MICHAEL JENKINS  
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**INVOICE SUMMARY**

*For Professional Services Rendered Through December 31, 2025:*

Matter # 65280.00001  
GENERAL COUNSEL

Current Fees:	\$	100.00
Total Current Billings For This Matter:	\$	100.00
Balance from Previous Statement:		0.00
Payments and Other Credits Received:		0.00
Prior Outstanding Balance:		0.00
<b>Total Amount Due:</b>	<b>\$</b>	<b>100.00</b>

**Invoice Due and Payable Upon Receipt**

<u>Date</u>	<u>Description</u>	<u>Hours</u>
12/16/25	REVIEW QUESTION FROM MR. LEGER RE SB 827 TRAINING REQUIREMENTS FOR ETHICS AND FISCAL/FINANCIAL TRAINING; ANALYZE ISSUES AND CONFER WITH ATTY JENKINS RE SAME Partner: NICHOLAUS NORVELL	0.40

**Summary of Fees:**

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate/Hr</u>	<u>Amount</u>
NICHOLAUS NORVELL	Partner	0.40	250.00	100.00
	Total Hours:	0.40		
	<b>Total Fees for Professional Services:</b>		<b>\$</b>	<b>100.00</b>
	<b>Total Current Billings For This Matter:</b>		<b>\$</b>	<b>100.00</b>

Indian Wells  
(760) 568-2611  
Irvine  
(949) 263-2600  
Los Angeles  
(213) 617-8100  
Bend, OR  
(541) 382-3011



3390 University Avenue, 5th Floor, P.O. Box 1028, Riverside, CA 92502  
Phone: (951) 686-1450 | Fax: (951) 686-3083 | www.bbklaw.com  
Tax ID # 95-2157337

Ontario  
(909) 989-8584  
Sacramento  
(916) 325-4000  
San Diego  
(619) 525-1300  
Walnut Creek  
(925) 977-3300  
Washington DC  
(202) 785-0600

SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
ATTN: JACKI BACHARACH  
2355 CRENSHAW BLVD., SUITE 125  
TORRANCE, CA 90501  
\*SUBMITTED VIA EMAIL\*

January 5, 2026  
1049411  
MICHAEL JENKINS

**Invoice Due and Payable Upon Receipt**  
**PLEASE RETURN THIS COPY WITH YOUR REMITTANCE**

**INVOICE SUMMARY**

*For Professional Services Rendered Through December 31, 2025:*

Matter # 65280.00001  
GENERAL COUNSEL

Current Fees:	\$	100.00
Total Current Billings For This Matter:	\$	100.00
Balance from Previous Statement:		0.00
Payments and Other Credits Received:		0.00
Prior Outstanding Balance:		0.00
<b>Total Amount Due:</b>	<b>\$</b>	<b>100.00</b>

**Payment Remittance:**

**Invoice # 1049411**

**ACH or Wire Electronic Payment (Please Reference Invoice Number):**  
Bank of America Corporate Center | 100 North Tryon Street, Charlotte, NC 28255  
ACH Routing #: 121000358 Wire Routing # 026009593 Swift Code: BOFAUS3N  
BBK Account # 14961-50991

**Lockbox:** Best Best & Krieger LLP | P.O. Box 743074 | Los Angeles, CA 90074-3074  
Courier Delivery Address: Bank of America Lock Box Services | Lockbox 743074 | 2706 Media Center Drive | Los Angeles, CA 90065-1733

**Credit Card:** Please visit [bbklaw.com/clientpay](http://bbklaw.com/clientpay) to pay by Visa, MasterCard, Discovery or American Express

**Please mail 1099 form to:** Best Best & Krieger LLP | 3390 University Avenue, 5th Floor | P.O. Box 1028 | Riverside, CA 92502



2300 Clayton Road  
 Suite 950  
 Concord CA 94520  
 Tel:+1(925) 833-2900

*Please Remit To:*  
 CDM Smith Inc.  
 PO Box25354  
 Los Angeles, CA 90074-0194

# INVOICE

South Bay Cities Council of Governments, CA  
 20285 South Western Avenue  
 Torrance, Ca 90501

December 19, 2025

Invoice No.: 90252206

Project No.:239162

**Total Due This Invoice:      \$ 21,290.50**

This Professional Services Agreement as of June 27th, 2019 by and between the South Bay Cities Council of Governments, a California joint powers authority (SBCCOG) and CDM Smith Inc.

Task Order 31: Annual Report and Website

Services from November 2, 2025 through December 13, 2025

	Current Invoice	Invoiced Previously	Invoiced ITD	Contract Amount	Balance Remaining	Percent Billed
Project Management	\$ 800.00	\$ 1,600.00	\$ 2,400.00	\$ 3,200.00	\$ 800.00	75.0%
Exceedance Summary	\$ -	\$ 11,330.00	\$ 11,330.00	\$ 11,330.00	\$ -	100.0%
Monitoring & TMDL Report	\$ 6,025.50	\$ 34,144.50	\$ 40,170.00	\$ 40,170.00	\$ -	100.0%
Draft Annual Report	\$ -	\$ 31,890.00	\$ 31,890.00	\$ 31,890.00	\$ -	100.0%
Draft Final Annual Report	\$ 4,315.00	\$ -	\$ 4,315.00	\$ 4,315.00	\$ -	100.0%
Final Annual Report	\$ 4,600.00	\$ -	\$ 4,600.00	\$ 4,600.00	\$ -	100.0%
Website	\$ 5,550.00	\$ 3,701.40	\$ 9,251.40	\$ 12,338.00	\$ 3,086.60	75.0%
<b>TOTALS</b>	<b>\$ 21,290.50</b>	<b>\$ 82,665.90</b>	<b>\$ 103,956.40</b>	<b>\$ 107,843.00</b>	<b>\$ 3,886.60</b>	<b>96.4%</b>



# Invoice

Date	Invoice #
01/06/2026	2018-287

1 League #62335 - Irvine, CA 92602

Bill To
South Bay Cities Council of Governments Jacki Bacharach 357 Van Ness Way, Suite #110 Torrance, CA 90501

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Name	Date	Description	Qty	Rate	Amount
Adam SB	01/01/2026	Consulting services for regional housing trust for month of December 2025	8.75	225.00	1,968.75
Grant SB	01/01/2026	Consulting services for regional housing trust for month of December 2025	4.75	185.00	878.75
Amanda SB	01/01/2026	Consulting services for regional housing trust for month of December 2025	6.5	125.00	812.50

<b>Total</b>	\$3,660.00
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## Adam Eliason

Project/Time entry	Stop date	Time (decin	Currency USD	Amount USD
<b>SBRHT - Task 1.2 Monthly Invoicing</b>		<b>2.000</b>		<b>450.00 USD</b>
Reviewed and signed 1st amendment to contract.	12/19/2025	0.250	225.00	56.25 USD
Prepare monthly invoice and updated tracking spreadsheeting.	12/31/2025	1.750	225.00	393.75 USD
<b>SBRHT - Task 1.3 Monthly Meetings</b>		<b>2.750</b>		<b>618.75 USD</b>
Update call with Grant to discuss project and task status items.	12/05/2025	0.250	225.00	56.25 USD
Prepared agenda for monthly update meeting and emailed COG, SCAG and CivicHome members.	12/09/2025	0.250	225.00	56.25 USD
Monthly update mtg with COG and SCAG. Discussion re: REAP Metrics. Reviewed email re: Senator Allen.	12/09/2025	2.000	225.00	450.00 USD
Reviewed COG monthly meeting minutes and approved.	12/15/2025	0.250	225.00	56.25 USD
<b>SBRHT - Task 1.5 REAP Metrics Data Collection &amp; Reporting</b>		<b>2.250</b>		<b>506.25 USD</b>
Prepared spreadsheet for REAP metrics. Update mtg with Grant and Amanda to discuss REAP metrics clarification and meeting with SCAG.	12/18/2025	1.750	225.00	393.75 USD
Reviewed REAP memo. Emailed SCAG to request a meeting.	12/19/2025	0.500	225.00	112.50 USD
<b>SBRHT - Task 7.2 City Information Meetings &amp; Presentations</b>		<b>1.250</b>		<b>281.25 USD</b>
Attended COG/Trust Mtg with cities to explain Trust formation	12/10/2025	1.250	225.00	281.25 USD
<b>SBRHT - Task 8.1 Jurisdiction Resolutions, Legislative Authorization, Board Formation</b>		<b>0.500</b>		<b>112.50 USD</b>
Reviewed Jacki's email about Trust formation and prepared a detailed response to the entire team about April Trust Board Mtg.	12/16/2025	0.500	225.00	112.50 USD
<b>Total</b>		<b>8.750</b>		<b>1 968.75 USD</b>

Grant Henninger

Project/Time entry	Start date	Time (dec)	Currency USD	Amount USD
<b>South Bay Cities Council of Governments - 1.2 - Monthly Invoicing</b>		<b>0.500</b>		<b>92.50 USD</b>
Prepare monthly invoice.	11/05/2025	0.500	185.00	92.50 USD
<b>South Bay Cities Council of Governments - 1.3 - Monthly Meetings</b>		<b>2.000</b>		<b>370.00 USD</b>
Weekly update call with Adam. Discussed COG Board recommendation to form the Trust.	11/21/2025	0.250	185.00	46.25 USD
Monthly update meeting with CivicHome team.	11/20/2025	0.500	185.00	92.50 USD
Monthly update call with COG staff.	11/10/2025	0.500	185.00	92.50 USD
Monthly update meeting with CivicHome staff.	11/03/2025	0.750	185.00	138.75 USD
<b>South Bay Cities Council of Governments - 5.1 - Funding Opportunities</b>		<b>2.250</b>		<b>416.25 USD</b>
Review LACAHSAs NOFA.	11/20/2025	2.250	185.00	416.25 USD
<b>Total</b>		<b>4.750</b>		<b>878.75 USD</b>

Amanda Grill

**SBRHT**

Task Number	Task	Date	Billable time	Pay Rate	Total Billed
Task 1.2 Monthly Invoicing					
	October Invoice	11/06/2025	0.5	\$125.00	\$62.50
	October Progress Report	11/20/2025	0.25	\$125.00	\$31.25
Task 1.3 Monthly Meetings					
	Update Mtgs with just CH Staff	11/03/2025	0.5	\$125.00	\$62.50
	October SBCCOG meeting (Minutes confirmed and delivered)	11/05/2025	0.25	\$125.00	\$31.25
	November SBCCOG meeting	11/10/2025	0.5	\$125.00	\$62.50
	November SBCCOG meeting (Minutes drafted)	11/13/2025	0.25	\$125.00	\$31.25
	Update Mtgs with just CH Staff	11/20/2025	0.5	\$125.00	\$62.50
	November SBCCOG meeting (Minutes confirmed and delivered)	11/20/2025	0.25	\$125.00	\$31.25
Task 1.5 REAP Metrics Data Collection and Reporting					
	Written questions for SCAG on REAP Metrics	11/13/2025	3.5	\$125.00	\$437.50
Subtotals			6.5		\$812.50
<b>Total</b>			<b>6.5</b>		<b>\$812.50</b>



CPS HR Consulting  
 Lockbox#0134327  
 PO Box 884327  
 Los Angeles, CA 90088-4327  
 Tax ID: 68-0067209

# Invoice

**Date** 12/23/25  
**No.** 0018916

Billing Period 11/02/25 to 11/29/25

**Bill To**  
 South Bay Cities Council of Governments  
 David Leger  
 357 Van Ness Way, Suite 110  
 Torrance, CA 90501

<b>Prime Cont. No.</b>	<b>Other Contract</b>	<b>Funded Amount</b> 39,730	<b>Fund. Rem.</b> 23,132.50	<b>Project No.</b> E6700	<b>Due Date</b> 01/22/26
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Description	Current		Billing
	Rate	Hrs	
<b>Labor</b>			
26-01 South Bay Cities COG- Class and Comp Study			
Charlene Harris (Sr. Consultant)	\$130.00	25.00	\$3,250.00
Kristin Morris (Project Manager)	\$180.00	0.25	\$45.00
Kristin Morris (Sr. Consultant)	\$130.00	26.00	\$3,380.00
	<b>Labor Subtotal</b>	<b>51.25</b>	<b>\$6,675.00</b>
	<b>Withholding</b>		<b>\$0.00</b>
	<b>Total</b>		<b>\$6,675.00</b>
	<b>Invoice Total</b>		<b>\$6,675.00</b>

To pay by ACH/Credit Card, please visit <https://www.e-billexpress.com/ebpp/CPSHR/>

**Timesheet Detail Report**  
For period 11/2/25 to 11/29/25

Job_No_Name	WBS_Code	Name	PLC	Hours	Date	Comments
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	SRCON	0.25	11/3/2025	email Kim and Jackie on org chart approval, chat with Chalene, check on report template in response to Charlene's question
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	SRCON	0.75	11/7/2025	email with Kim, review org chart comments. Respond within document. Chat with Chalene on the feedback.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Charlene Harris	SRCON	0.25	11/9/2025	Work on draft class specs.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Charlene Harris	SRCON	0.75	11/10/2025	Work on draft report.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	SRCON	3.00	11/10/2025	respond to emails from Kim, update document with responses, update org chart twice, drafting report narrative
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Charlene Harris	SRCON	2.50	11/11/2025	Work on draft report.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	SRCON	1.50	11/11/2025	draft report, class specs
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	SRCON	0.75	11/12/2025	work on drafting specs and the report, respond to Charlene's comments
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Charlene Harris	SRCON	1.25	11/13/2025	Work on draft report.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Charlene Harris	SRCON	0.50	11/14/2025	Work on draft report.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	SRCON	1.00	11/14/2025	work on specs and report
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Charlene Harris	SRCON	1.25	11/15/2025	Work on draft class specs.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Charlene Harris	SRCON	1.75	11/18/2025	Work on draft report and class specs.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	SRCON	2.25	11/18/2025	draft specs and work on report narrative, emails with Kim
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Charlene Harris	SRCON	4.25	11/19/2025	Work on draft class report and class specs.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	SRCON	2.25	11/19/2025	drafting of specs and adding narrative to the draft report
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Charlene Harris	SRCON	1.75	11/20/2025	Work on draft report and class specs.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	SRCON	3.00	11/20/2025	new spec development, report narrative, email with Kim, chat with Channelle
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Charlene Harris	SRCON	1.50	11/21/2025	Work on draft report and class specs.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	PM	0.25	11/21/2025	final review of Financial Analyst spec and salary
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	SRCON	3.75	11/21/2025	develop Financial Analyst spec, research other standard duties for similar jobs, reviewed internal alignment for this class - email to Kim; work on report narrative and job descriptions
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Charlene Harris	SRCON	3.25	11/24/2025	Work on draft class specs.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	SRCON	2.00	11/24/2025	drafting report and specs
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Charlene Harris	SRCON	3.75	11/25/2025	Work on draft class specs.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	SRCON	3.50	11/25/2025	emails on Finance Analyst - updates, report narrative, research, updating/drafting specs, chats with Charlene
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Charlene Harris	SRCON	2.25	11/26/2025	Work on draft class specs.
E6700 South Bay Cities COG-Class and Comp Study	E6700-26-01	Kristin Morris	SRCON	2.00	11/26/2025	add Data Analyst duties to new Sr. Proj Coord, add narrative to report, start reviewing specs

**Total**

**51.25**

# DUDEK

687 South Coast Highway 101, Suite 110  
Encinitas, CA 92024  
T (760) 942-5147  
F (760) 632-0164

December 4, 2025  
Project No: 17714  
Invoice No: 202510195  
Due Date: January 3, 2026

Jacki Bacharach  
South Bay Cities Council of Governments  
(SBCCOG)  
2355 Crenshaw Blvd #125  
Torrance, CA 90501

Project Manager Kelly Bray

Project 17714 SBCCOG Professional Services Agreement

**Professional Services for the Period: November 1, 2025 to November 30, 2025**

Phase 04 Nov-Jan (2025-2026)

## Professional Personnel

		Hours	Rate	Amount
Senior Specialist II				
Bray, Kelly	11/4/2025	8.00	200.00	1,600.00
Bray, Kelly	11/5/2025	1.50	200.00	300.00
Bray, Kelly	11/6/2025	5.50	200.00	1,100.00
Bray, Kelly	11/10/2025	5.50	200.00	1,100.00
Bray, Kelly	11/12/2025	4.00	200.00	800.00
Bray, Kelly	11/13/2025	2.50	200.00	500.00
Bray, Kelly	11/14/2025	2.00	200.00	400.00
Bray, Kelly	11/18/2025	4.00	200.00	800.00
Bray, Kelly	11/20/2025	3.50	200.00	700.00
Bray, Kelly	11/21/2025	1.50	200.00	300.00
Bray, Kelly	11/25/2025	2.50	200.00	500.00
Totals		40.50		8,100.00
<b>Total Labor</b>				<b>8,100.00</b>
			<b>Phase Total</b>	<b>\$8,100.00</b>
			<b>Total Project Invoice Amount</b>	<b>\$8,100.00</b>

Please remit checks to the following lockbox account including Dudek project number and invoice number: DUDEK | P.O. Box 515569 | Los Angeles, CA 90051-4581  
If you would like to remit payment via ACH, please contact [accounting@dudek.com](mailto:accounting@dudek.com). **Dudek will never request changes to ACH payment instructions via email.**

**Billing Summary**

	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	8,100.00	75,800.00	83,900.00
<b>Totals</b>	<b>8,100.00</b>	<b>75,800.00</b>	<b>83,900.00</b>

<b>Contract Maximum:</b>	<b>96,000.00</b>
<b>Previous Billings Against Maximum:</b>	<b>75,800.00</b>
<b>Current Billings Against Maximum:</b>	<b>8,100.00</b>
<b>Balance After This Invoice:</b>	<b>12,100.00</b>













**INVOICE**

South Bay Cities Council of Governments  
2355 Crenshaw Blvd #125  
Torrance CA 90501

Client #: 269178  
Online Pay Code: ZE07XD  
Invoice #: EI01979372  
Invoice Total: \$4,140.00

Please return top portion with payment or [Make a Payment](#)

---

**Invoice Is Due Upon Receipt**

Routine Accounting Services - December 2025  
Monthly Fee

	4,140.00
Invoice Total	<u>4,140.00</u>

---

<b>Date:</b> 12/22/2025	<b>Invoice#:</b> EI01979372	<b>South Bay Cities Council of Governments</b>	Page 1
<b>Pay by Mail – Lockbox Address for Checks only</b>		<b>Pay Online:</b> <a href="http://www.eidebailly.com/paybill">www.eidebailly.com/paybill</a>	<b>Request bank information to pay by ACH:</b>
Eide Bailly LLP		Email <a href="mailto:accountsreceivable@eidebailly.com">accountsreceivable@eidebailly.com</a>	
PO Box 88678			
Milwaukee, WI 53288-8678			

**Monthly 1.0% Late Fee Accrued on Balances Over 30 Days Past Due**

(A processing fee will be applied to any payments made by credit card)

December 15, 2025

Jacki Bacharach  
South Bay Cities Council of Governments  
357 Van Ness Way, Suite 110  
Torrance, CA 90501

**RE: SBCCOG Mobility Hubs**

Dear Jacki:

Enclosed is invoice number 191703 for \$7,387.50 dated December 15, 2025 for costs incurred from November 1, 2025 through November 28, 2025 for the above referenced project.

Tasks completed this period include the following:

- Coordinated regularly with project team
- Developed suitability metrics list and related data needs
- Began development and analysis of OD data processing into format for suitability tool
- Began data management of additional data for suitability tool
- Continued dialogue with subs on additional work streams

We appreciate the opportunity to assist you on this project. Please call if you have any questions.

Sincerely,

FEHR & PEERS

Amanda Chapman  
Project Manager

LB25-0160.00



Jacki Bacharach  
 South Bay Cities Council of Governments  
 357 Van Ness Way, Suite 110  
 Torrance, CA 90501

December 15, 2025  
 Project No: LB25-0160.00  
 Invoice No: 191703  
 Project Manager: Amanda Chapman

Project LB25-0160.00 SBCCOG Mobility Hubs

**Professional Services for the Period: November 01, 2025 to November 28, 2025**

Phase 01 Project Management

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal IV				
Klop, Jeremy	4.00	400.00	1,600.00	
Associate II				
Chapman, Amanda	3.50	250.00	875.00	
Senior Engineer/Planner I				
Kovalova, Nata	3.50	195.00	682.50	
Senior Project Accountant I				
Galindo, Alma	1.00	190.00	190.00	
Senior Project Coordinator				
Lee, Brian	.50	165.00	82.50	
Project Coordinator				
Lee, Grace	.50	165.00	82.50	
Totals	13.00		3,512.50	
<b>Total Labor</b>				<b>3,512.50</b>
				<b>Phase Total</b>
				<b>\$3,512.50</b>

Phase 02 Travel Analysis and Site Inventory

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>
Principal IV			
Klop, Jeremy	2.00	400.00	800.00
Associate II			
Chapman, Amanda	1.50	250.00	375.00
Senior Engineer/Planner I			
Kovalova, Nata	13.00	195.00	2,535.00
Project Coordinator			
Lee, Grace	.50	165.00	82.50

Project	LB25-0160.00	SBCCOG Mobility Hubs		Invoice	191703
	Santos, Louanne		.50	165.00	82.50
	Totals		17.50		3,875.00
	<b>Total Labor</b>				<b>3,875.00</b>
				<b>Phase Total</b>	<b>\$3,875.00</b>

---

Phase	03	Targeted Cities Site Analysis			
				<b>Phase Total</b>	<b>0.00</b>

---

Phase	04	South Bay Region Site Analysis			
				<b>Phase Total</b>	<b>0.00</b>

---

Phase	05	Housing Analysis			
				<b>Phase Total</b>	<b>0.00</b>

---

Phase	06	Conceptual Design			
				<b>Phase Total</b>	<b>0.00</b>

---

Phase	07	Final Report			
				<b>Phase Total</b>	<b>0.00</b>

---

Phase	08	Technology & Security Fee			
				<b>Phase Total</b>	<b>0.00</b>

**TOTAL CURRENT INVOICE AMOUNT DUE: \$7,387.50**

	Current Invoice	Prior Billed	Billed To Date
<b>Billing Summary</b>	<b>7,387.50</b>	<b>14,492.00</b>	<b>21,879.50</b>

**Outstanding Invoices**

Invoice Number	Invoice Date	Balance
189965	10/14/2025	6,344.50
190675	11/14/2025	8,147.50
<b>Total</b>		<b>14,492.00</b>

**ACH REMITTANCE INFO:** BANK: City National Bank  
ACH ABA: 122016066  
ACCOUNT: 682123753

**IMPORTANT NOTICE:** Other than Fehr & Peers' invoices received from a known email address, any requests received by email to change or update our bank account details or to transfer funds electronically must be confirmed by a phone call to the number provided on our invoice.

We appreciate your cooperation in our attempt to reduce cybercrime and avoid theft.

# Billing Backup

Monday, December 15, 2025

Fehr & Peers

Invoice 191703 Dated 12/15/2025

7:09:43 PM

Project LB25-0160.00 SBCCOG Mobility Hubs

Phase 01 Project Management

**Professional Personnel**

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal IV						
Principal IV						
21174	BILL - 1004 - Klop, Jeremy	11/6/2025	2.00	400.00	800.00	
21174	BILL - 1004 - Klop, Jeremy	11/11/2025	2.00	400.00	800.00	
Associate II						
Associate II						
1959	BILL - 1009 - Chapman, Amanda	11/3/2025	.50	250.00	125.00	
1959	BILL - 1009 - Chapman, Amanda	11/5/2025	.50	250.00	125.00	
1959	BILL - 1009 - Chapman, Amanda	11/11/2025	.50	250.00	125.00	
1959	BILL - 1009 - Chapman, Amanda	11/13/2025	1.00	250.00	250.00	
1959	BILL - 1009 - Chapman, Amanda	11/25/2025	1.00	250.00	250.00	
Senior Engineer/Planner I						
Senior Engineer/Planner I						
2509	BILL - 1010 - Kovalova, Nata	11/4/2025	.50	195.00	97.50	
2509	BILL - 1010 - Kovalova, Nata	11/5/2025	3.00	195.00	585.00	
Senior Project Accountant I						
Senior Project Accountant I						
2665	BILL - 1027 - Galindo, Alma	11/25/2025	1.00	190.00	190.00	
Senior Project Coordinator						
Senior Project Coordinator						
2705	BILL - 1027 - Lee, Brian	11/5/2025	.50	165.00	82.50	
Project Coordinator						
Project Coordinator						
2681	BILL - 1032 - Lee, Grace	11/14/2025	.50	165.00	82.50	
	<b>Totals</b>		<b>13.00</b>		<b>3,512.50</b>	
	<b>Total Labor</b>					<b>3,512.50</b>
				<b>Phase Total</b>		<b>\$3,512.50</b>

Phase 02 Travel Analysis and Site Inventory

Due and Payable Upon Receipt

**Professional Personnel**

			<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Principal IV						
Principal IV						
21174	BILL - 1004 - Klop, Jeremy	11/21/2025	2.00	400.00	800.00	
Associate II						
Associate II						
1959	BILL - 1009 - Chapman, Amanda	11/12/2025	.50	250.00	125.00	
1959	BILL - 1009 - Chapman, Amanda	11/24/2025	1.00	250.00	250.00	
Senior Engineer/Planner I						
Senior Engineer/Planner I						
2509	BILL - 1010 - Kovalova, Nata	11/6/2025	1.00	195.00	195.00	
2509	BILL - 1010 - Kovalova, Nata	11/10/2025	2.00	195.00	390.00	
2509	BILL - 1010 - Kovalova, Nata	11/12/2025	2.00	195.00	390.00	
2509	BILL - 1010 - Kovalova, Nata	11/13/2025	1.50	195.00	292.50	
2509	BILL - 1010 - Kovalova, Nata	11/20/2025	2.00	195.00	390.00	
2509	BILL - 1010 - Kovalova, Nata	11/21/2025	3.00	195.00	585.00	
2509	BILL - 1010 - Kovalova, Nata	11/24/2025	1.50	195.00	292.50	
Project Coordinator						
Project Coordinator						
2681	BILL - 1032 - Lee, Grace	11/24/2025	.50	165.00	82.50	
2742	BILL - 1030 - Santos, Louanne	11/18/2025	.50	165.00	82.50	
	Totals		17.50		3,875.00	
	<b>Total Labor</b>					<b>3,875.00</b>
				<b>Phase Total</b>		<b>\$3,875.00</b>
				<b>Project Total</b>		<b>\$7,387.50</b>
				<b>Total this Report</b>		<b>\$7,387.50</b>



Lackow Planning & Environmental - Rosemary Lackow.

7707 Westlawn Avenue Los Angeles Ca. 90045

January 6, 2026

South Bay Cities Council of Governments

357 Van Ness Way, Suite 110

Torrance, CA 90501

Billing for work for South Bay Cities Council of Governments - December 1-31, 2025

Hourly rate: \$36/ total budget not to exceed \$30,000 **per 4th contract amendment (11/2025)**

Description of activities: **Task 1200 (Marketing and Outreach) - So Bay Watch Fall 2025; Task 1000 (General admin) - GA General Assembly 2026**

Labor (14.50 hours) at \$36.hr	<b>\$522.00</b>
Expenses (see below)	\$148.72
<b>Total Due R Lackow (labor + expenses)</b>	<b>\$670.72</b>

**Labor details**

DATE	DESCRIPTION OF ACTIVITY	TASK	HOURS
	<b>Task 1200 So Bay Watch Newsletter (Fall 2025)</b>	<b>1200</b>	
12/3/2025	reviewed printer proof at MGC office; coord revision pg 8 with VR	1200	0.75
12/10/2025	pick up print order, deliver to Van Ness Way	1200	1.00
12/10/2025	distributed pdf copies/paper copies to article contributors.	1200	1.00
12/11/2025	mailed out print copies to cities etc per uspo	1200	2.50
12/12/2025	updated SBW article files in ShPt	1200	0.50
12/19/2025	checked MGC printing invoice	1200	0.50
	<b>Subtotal Task 1200 SBW</b>	<b>1200</b>	<b>6.25</b>
	<b>Task GA - General Assembly</b>	<b>GA</b>	
12/2/2025	coord SCE logo file	GA	0.25
12/3/2025	coord with EM - revision to sponsor/exhibit form,, MWD logo	GA	0.25
12/4/2025	outreach: Port LA, Chevron, LACSD, SBAOR, WB, MWD, CD&MV, sportsfacilities.com	GA	3.00
12/4/2025	update master sponsor file; coordinate estdrift logo	GA	0.75
12/8/2025	coord/outreach var (GEOsearch, LACSD, ADF, Watson, WB, LACO 2)	GA	1.50
12/9/2025	outreach Honda. LA Chargers, Kosmont; coord SCG - application process	GA	1.00
12/16/2025	outreach - ridecircuit, AECOM	GA	1.00
12/30 - 12/31	coord WB, Kosmont	GA	0.50
	<b>Subtotal Task GA</b>	<b>GA</b>	<b>8.25</b>
	<b>Task 1000 admin - Misc</b>		
	<b>Subtotal Task 1000 Admin</b>	<b>1000</b>	<b>0.00</b>
	<b>Grand total hours (Newsletter, GA)</b>		<b>14.50</b>
	<b>Receipts</b>		<b>\$0.00</b>
12/11/2025	USPO mailout So Bay Watch to cities (attached)		<b>\$148.72</b>



WESTCHESTER  
7381 LA TIJERA BLVD  
LOS ANGELES, CA 90045-9998  
www.usps.com

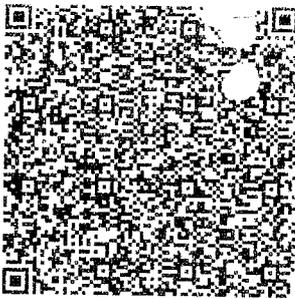
12/11/2025

03:41 PM

TRACKING NUMBERS

9505 5150 7352 5345 3622 10  
9505 5150 7352 5345 3622 34  
9505 5150 7352 5345 3622 58  
9505 5150 7352 5345 3622 72  
9505 5150 7352 5345 3622 96  
9505 5150 7352 5345 3623 19  
9505 5150 7352 5345 3623 33  
9505 5150 7352 5345 3623 57  
9505 5150 7352 5345 3623 71  
9505 5150 7352 5345 3623 95  
9505 5150 7352 5345 3624 18

TRACK STATUS OF ITEMS w THIS CODE  
(UP TO 25 ITF)



TRACK STATUS BY TEXT MESSAGE

Send tracking number to 28777 (2USPS)  
Standard message and data rates may apply

TRACK STATUS ONLINE

Visit <https://www.usps.com/tracking>  
Text and e-mail alerts available

PURCHASE DETAILS

Product	Qty	Unit Price	Price
First-Class Mail® Large Envelope Palos Verdes Peninsula, CA 90274 Weight: 0 lb 9.80 oz Estimated Delivery Date Mon 12/15/2025	1		\$4.14
First-Class Mail® Large Envelope Los Angeles, CA 90012 Weight: 0 lb 7.20 oz Estimated Delivery Date Mon 12/15/2025	1		\$3.56
First-Class Mail® Large Envelope Torrance, CA 90505 Weight: 0 lb 4.50 oz Estimated Delivery Date Mon 12/15/2025	1		\$2.72
First-Class Mail® Large Envelope Lomita, CA 90717 Weight: 0 lb 7.20 oz Estimated Delivery Date Mon 12/15/2025	1		\$3.56

First-Class Mail® 1 \$5.84  
Large Envelope  
Palos Verdes Peninsula, CA 90274  
Weight: 0 lb 8.50 oz  
Estimated Delivery Date  
Mon 12/15/2025

Priority Mail® 1 \$11.90  
Flat Rate Env  
Inglewood, CA 90301  
Flat Rate  
Expected Delivery Date  
Mon 12/15/2025  
Tracking #:  
9505 5150 7352 5345 3622 10  
Insurance \$0.00  
Up to \$100.00 included  
Total \$11.90

Priority Mail® 1 \$11.90  
Flat Rate Env  
Palos Verdes Peninsula, CA 90274  
Flat Rate  
Expected Delivery Date  
Mon 12/15/2025  
Tracking #:  
9505 5150 7352 5345 3622 34  
Insurance \$0.00  
Up to \$100.00 included  
Total \$11.90

Priority Mail® 1 \$11.90  
Flat Rate Env  
San Pedro, CA 90731  
Flat Rate  
Expected Delivery Date  
Mon 12/15/2025  
Tracking #:  
9505 5150 7352 5345 3622 58  
Insurance \$0.00  
Up to \$100.00 included  
Total \$11.90

Priority Mail® 1 \$11.90  
Flat Rate Env  
Hawthorne, CA 90250  
Flat Rate  
Expected Delivery Date  
Mon 12/15/2025  
Tracking #:  
9505 5150 7352 5345 3622 72  
Insurance \$0.00  
Up to \$100.00 included  
Total \$11.90

Priority Mail® 1 \$11.90  
Flat Rate Env  
Gardena, CA 90247  
Flat Rate  
Expected Delivery Date  
Mon 12/15/2025  
Tracking #:  
9505 5150 7352 5345 3622 96  
Insurance \$0.00  
Up to \$100.00 included  
Total \$11.90

Priority Mail® 1 \$11.90  
Flat Rate Env  
Los Angeles, CA 90012  
Flat Rate  
Expected Delivery Date  
Mon 12/15/2025  
Tracking #:  
9505 5150 7352 5345 3623 19  
Insurance \$0.00  
Up to \$100.00 included  
Total \$11.90

Priority Mail®	1	\$11.90
Flat Rate Env		
San Pedro, CA 90731		
Flat Rate		
Expected Delivery Date		
Mon 12/15/2025		
Tracking #:		
9505 5150 7352 5345 3623 33		
Insurance		\$0.00
Up to \$100.00 included		
Total		\$11.90
Priority Mail®	1	\$11.90
Flat Rate Env		
Carson, CA 90745		
Flat Rate		
Expected Delivery Date		
Mon 12/15/2025		
Tracking #:		
9505 5150 7352 5345 3623 57		
Insurance		\$0.00
Up to \$100.00 included		
Total		\$11.90
Priority Mail®	1	\$11.90
Flat Rate Env		
Manhattan Beach, CA 90266		
Flat Rate		
Expected Delivery Date		
Mon 12/15/2025		
Tracking #:		
9505 5150 7352 5345 3623 71		
Insurance		\$0.00
Up to \$100.00 included		
Total		\$11.90
Priority Mail®	1	\$11.90
Flat Rate Env		
Redondo Beach, CA 90277		
Flat Rate		
Expected Delivery Date		
Mon 12/15/2025		
Tracking #:		
9505 5150 7352 5345 3623 95		
Insurance		\$0.00
Up to \$100.00 included		
Total		\$11.90
Priority Mail®	1	\$11.90
Flat Rate Env		
El Segundo, CA 90245		
Flat Rate		
Expected Delivery Date		
Mon 12/15/2025		
Tracking #:		
9505 5150 7352 5345 3624 18		
Insurance		\$0.00
Up to \$100.00 included		
Total		\$11.90

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Grand Total: \$148.72  
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Debit Card Remit \$148.72  
Card Name: VISA  
Account #: XXXXXXXXXXXX5179  
Approval #: 061704  
Transaction #: 333  
Receipt #: 066084  
Debit Card Purchase: \$148.72  
AID: A0000000980840 Contactless  
AL: US DEBIT

← U.S.P.O. Receipt  
So. Bay Watch mailing  
12/14/25  
TOTAL  
\$148.72

January 1, 2026

TO:

**The Honorable James T. Butts  
Jackie Bacharach, Executive Director SBCCOG**

FROM:

**Michael S. Bohlke, "Metro Deputy" (COG Consultant)  
9016 Cresta Drive  
Los Angeles, CA 90035**

**SUBJECT: December, 2025 INVOICE**

The following invoice is submitted for consulting services rendered as "Deputy" to the Southwest Corridor Representative to the Los Angeles County Metropolitan Transportation Authority Board of Directors for the month of December, 2025. The billing amount is **\$10,545.27.**

<b>Date</b>	<b>Activities</b>	<b>Hours</b>
1	Meeting with SBCC E.D. and Asst. E.D. re Metro K line extension issues; misc. emails, calls and texts	2
2	Work on Metro Board Agenda notes; misc. emails, calls and texts	1
3	Finish Metro Board Agenda Notes; Meeting w/ SD5 re agenda; brief MJB re Agenda issues; misc. emails, calls and texts	3
4	Metro Board meeting; Meeting w/ SE 2 & 4 re K line; misc. emails, calls and texts	6
5	Metro staff briefing re K Line FEIR; follow up conversation w/SD4; misc. emails, calls and texts	2
8	SBCC Transpo Committee; follow-up conversation w/ SD 2 & 4; misc. emails, calls and texts	4
9	Email responses to Councilmember Kaji re C/K Line funding issues; misc. emails, calls and texts	2
10	SBCC IWG meeting; misc. emails, calls and texts	2
11	Meeting with Metro SEO re Planning; misc. emails, calls and texts	3
12	misc. emails, calls and texts	
15	Meeting with Metro consultant re standing up the Metro Police Dept. and Metro issues; misc. emails, calls and texts	2
16	Lunch meeting with Najarian deputy; misc. emails, calls and texts	2
17	Special BSB re Olympic Games funding; misc. emails, calls and texts	2
18	; misc. emails, calls and texts	
19	Meeting with Metro Board Chair's deputy re MJB's position on K line FEIR; misc. emails, calls and texts	2
22	Meeting with SD3 re MJB's position on C/K line; Meeting with County Counsel re Decennial Transfer process; misc. emails, calls and texts	3
23	; misc. emails, calls and texts	
24	; misc. emails, calls and texts	
25	; misc. emails, calls and texts	
26	; misc. emails, calls and texts	
29	; misc. emails, calls and texts	
30	; misc. emails, calls and texts	
31	; misc. emails, calls and texts	
	<b>Total Hours</b>	<b>33</b>

**Summary as of 12/31/2025**

	<b>Billed (on this Invoice)</b>	<b>Overall Billed</b>
<b>LTN</b>	55.00	3,317.50
<b>SBFN</b>	1,760.00	10,762.50
<b>Metro - Mobility Hubs</b>	275.00	2,482.50
<b>REAP - Comm. Redev.</b>	-	220.00
<b>REAP - Housing Trust</b>	-	307.50
<b>Technical Advisory</b>	2,475.00	19,395.00
	<b>4,565.00</b>	<b>36,485.00</b>

**Contract Summary by Month**

<b>Jul-25</b>	<b>Aug-25</b>	<b>Sep-25</b>	<b>Oct-25</b>	<b>Nov-25</b>	<b>Dec-25</b>	<b>Jan-26</b>	<b>Feb-26</b>	<b>Mar-26</b>	<b>Apr-26</b>	<b>May-26</b>	<b>Jun-26</b>
1,140.00	665.00	522.50	770.00	165.00	55.00						
1,567.50	2,850.00	1,615.00	1,265.00	1,705.00	1,760.00						
1,472.50	380.00	190.00	110.00	165.00	165.00						
-	-	-	-	110.00	110.00						
142.50	-	-	-	165.00							
2,280.00	3,895.00	2,945.00	5,380.00	2,420.00	2,475.00						
<b>6,602.50</b>	<b>7,790.00</b>	<b>5,272.50</b>	<b>7,525.00</b>	<b>4,730.00</b>	<b>4,565.00</b>	-	-	-	-	-	-

**Overall Billed Percentage** **48.65%**

# Siembab Corporation Invoice

Current Contract Term: 7/1/2025 - 6/30/2026

DATE: September 3, 2025  
INVOICE # Aug-25  
FOR: LTN

**BILL TO:**  
South Bay Cities Council of Governments  
Attn: Lara Gerges  
357 Van Ness Way, Suite 110  
Torrance, CA 90501

DATE	TASK DESCRIPTION	HOURS	RATE	AMOUNT
12/16/26	Team meeting	0.50	\$ 110.00	\$ 55.00
				\$ -
			<b>Total</b>	<b>\$ 55.00</b>





# Siembab Corporation Invoice

Current Contract Term: 7/1/2025 - 6/30/2026

DATE:

January, 2026

INVOICE #

FOR:

Technical Advisory

## BILL TO:

South Bay Cities Council of Governments

Attn: Lara Gerges

357 Van Ness Way, Suite 110

Torrance, CA 90501

DATE	TASK DESCRIPTION	HOURS	RATE	AMOUNT
12/01/25	Review block group housing data with Rodman	0.50	\$ 110.00	\$ 55.00
12/03/25	Rerview ERAC report for Kim Fuentes	1.50	\$ 110.00	\$ 165.00
12/05/25	Review city level housing data with JR, comments to Fuentes re resilience report	2.00	\$ 110.00	\$ 220.00
12/08/25	Steering and staff meeting	3.00	\$ 110.00	\$ 330.00
12/09/25	Research for housing paper, Honda meeting and discussion	3.00	\$ 110.00	\$ 330.00
12/10/25	Research for housing paper	2.00	\$ 110.00	\$ 220.00
12/13/25	Review data for housing prices compared using Zillo	1.50	\$ 110.00	\$ 165.00
12/14/26	Housing data analysis between 6 cities, using AI tool, email to JB and Rodman	5.00	\$ 110.00	\$ 550.00
12/15/26	Review resilience grant, add details from articles to housing paper draft	1.50	\$ 110.00	\$ 165.00
12/18/26	Zoom with Rodman re housing data, revise housing draft	2.50	\$ 110.00	\$ 275.00
				\$ -
			<b>TOTAL</b>	<b>\$ 2,475.00</b>



**RDC-S111, Inc.**

245 E 3rd St  
Long Beach, CA  
90802

PO Box 22027  
Long Beach, CA  
90801-5027

**INVOICE**

RDCollaborative.com | Studio-111.com | FathomDS.com

South Bay Cities Council of Governments  
Shannon Heffernan\_  
20285 S. Western Ave., Suite #100  
Torrance, CA 90501

Invoice number 25163-00007  
Date 01/05/2026

Project **25163 REAP Commercial  
Redevelopment to Housing**

\*\*\* BEWARE OF WIRE FRAUD AND CYBER CRIME \*\*\*

Please use our secure payment platform for electronic payments at <https://www.gobillandpay.com/rdcs111>

Project Name: REAP Commercial Redevelopment to Housing  
Project Location: South Bay Region, Los Angeles, CA  
Project Number: 25163-01-000

Contract Amount: \$254,815

Billing Period: **December 1 - December 31, 2025**

S111 Hours Expended: **73.25**

Amount Remaining: **\$135,116.28**

**Invoice Summary**

Description	Contract Amount	Percent Complete	Prior Billed	Total Billed	Current Billed
<b>Task 1 Project Management</b>					
100 1.1 Kick-Off Meeting	5,560.00	100.00	5,560.00	5,560.00	0.00
1.2 Monthly Invoicing	4,210.00	22.86	833.50	962.50	129.00
1.3 Monthly Meetings	12,050.00	60.88	5,480.00	7,336.25	1,856.25
1.4 REAP Metrics and Reporting	11,240.00	40.30	3,654.50	4,530.00	875.50
Subtotal	33,060.00	55.62	15,528.00	18,388.75	2,860.75
<b>Task 2 Fit and Feasibility Studies</b>					
100 2.1 Meeting with Three Participating Cities	7,540.00	90.32	6,610.50	6,810.50	200.00
2.2 Parcel Fit and Feasibility Analysis	81,590.00	79.05	44,236.35	64,496.85	20,260.50
2.3 Developer Outreach and Follow-up Consultation	16,535.00	5.97	987.50	987.50	0.00
2.4 Underutilized Site Inventory and Analysis	24,620.00	85.68	20,792.50	21,095.00	302.50
2.5 Address Potential Challenges for Conversion	20,060.00	21.64	1,627.50	4,340.00	2,712.50
2.6 Stakeholder Outreach	14,990.00	0.00	0.00	0.00	0.00
Subtotal	165,335.00	59.11	74,254.35	97,729.85	23,475.50
<b>Task 3 Final Report, Presentation &amp; Analysis</b>					
3.1 Final Report, Presentation & Analysis	49,620.00	7.05	2,500.00	3,500.00	1,000.00
Subtotal	49,620.00	7.05	2,500.00	3,500.00	1,000.00
<b>EXP Expenses</b>	6,800.00	1.18	80.12	80.12	0.00
<b>Total</b>	<b>254,815.00</b>	<b>46.97</b>	<b>92,362.47</b>	<b>119,698.72</b>	<b>27,336.25</b>

**Task 1 Project Management**

**1.2 Monthly Invoicing**

**Consultant**

	Date	Cost Amount	Multiplier	Billed Amount
Other Consultant Kosmont & Associates, Inc.				
2506.13-07 theworksLA	12/31/2025	79.00		79.00
2026-001	01/05/2026	50.00		50.00
	Subtotal	<u>129.00</u>		<u>129.00</u>
	Consultant subtotal	129.00		<u>129.00</u>
	Phase subtotal			<u>129.00</u>

**1.3 Monthly Meetings**

**Professional Services**

	Date	Hours	Rate	Billed Amount
Staff 8 Shruti Shankar				
	12/17/2025	1.00	230.00	230.00
Staff 6 Jasmine Williams				
	12/17/2025	<u>1.00</u>	205.00	<u>205.00</u>
	Professional Services subtotal	2.00		<u>435.00</u>

**Consultant**

	Date	Cost Amount	Multiplier	Billed Amount
Other Consultant Kosmont & Associates, Inc.				
2506.13-005	11/01/2025	531.25		531.25
2506.13-005	11/01/2025	395.00		395.00
2506.13-07 theworksLA	12/31/2025	395.00		395.00
2026-001	01/05/2026	100.00		100.00
	Subtotal	<u>1,421.25</u>		<u>1,421.25</u>
	Consultant subtotal	1,421.25		<u>1,421.25</u>
	Phase subtotal			<u>1,856.25</u>

**1.4 REAP Metrics and Reporting**

**Professional Services**

	Date	Hours	Rate	Billed Amount
Staff 8 Shruti Shankar				
	12/04/2025	0.50	230.00	115.00

**Task 1 Project Management**

**1.4 REAP Metrics and Reporting**

**Professional Services**

	Date	Hours	Rate	Billed Amount
Staff 6				
Jasmine Williams				
	12/05/2025	1.00	205.00	205.00
Professional Services subtotal			1.50	320.00

**Consultant**

	Date	Cost Amount	Multiplier	Billed Amount
Other Consultant				
Kosmont & Associates, Inc.				
2506.13-005	11/01/2025	197.50		197.50
2506.13-07	12/31/2025	158.00		158.00
theworksLA				
2026-001	01/05/2026	200.00		200.00
Subtotal		555.50		555.50
Consultant subtotal		555.50		555.50
Phase subtotal				875.50
Task 1 Project Management subtotal				2,860.75

**Task 2 Fit and Feasibility Studies**

**2.1 Meeting with Three Participating Cities**

**Consultant**

	Date	Cost Amount	Multiplier	Billed Amount
Other Consultant				
theworksLA				
2026-001	01/05/2026	200.00		200.00

**2.2 Parcel Fit and Feasibility Analysis**

**Professional Services**

	Date	Hours	Rate	Billed Amount
Staff 8				
Shruti Shankar				
	12/10/2025	1.00	230.00	230.00
	12/18/2025	0.50	230.00	115.00
	12/31/2025	1.00	230.00	230.00
Staff 6				
David M. Nicholson				
	12/02/2025	1.50	205.00	307.50
	12/04/2025	0.25	205.00	51.25
	12/10/2025	1.00	205.00	205.00
	12/22/2025	1.00	205.00	205.00

**Task 2 Fit and Feasibility Studies**

**2.2 Parcel Fit and Feasibility Analysis**

**Professional Services**

	Date	Hours	Rate	Billed Amount
<b>Staff 6</b>				
David M. Nicholson	12/23/2025	1.50	205.00	307.50
<b>Jasmine Williams</b>				
	12/02/2025	1.00	205.00	205.00
	12/11/2025	1.00	205.00	205.00
	12/16/2025	0.50	205.00	102.50
	12/22/2025	1.00	205.00	205.00
	12/23/2025	1.00	205.00	205.00
	12/31/2025	1.00	205.00	205.00
<b>Staff 3</b>				
Raj Kachalia	12/02/2025	3.00	155.00	465.00
	12/03/2025	2.00	155.00	310.00
	12/04/2025	3.50	155.00	542.50
	12/05/2025	7.00	155.00	1,085.00
	12/10/2025	1.00	155.00	155.00
	12/18/2025	3.00	155.00	465.00
	12/19/2025	4.00	155.00	620.00
	12/22/2025	7.50	155.00	1,162.50
	12/23/2025	7.50	155.00	1,162.50
	12/24/2025	8.00	155.00	1,240.00
	12/29/2025	1.50	155.00	232.50
	12/30/2025	4.00	155.00	620.00
	12/31/2025	4.00	155.00	620.00
Professional Services subtotal		69.25		11,458.75

**Consultant**

	Date	Cost Amount	Multiplier	Billed Amount
<b>Other Consultant</b>				
Kosmont & Associates, Inc.	11/01/2025	395.00		395.00
2506.13-005	12/31/2025	8,406.75		8,406.75
2506.13-07				
	Subtotal	8,801.75		8,801.75
Consultant subtotal		8,801.75		8,801.75
Phase subtotal				20,260.50

**2.4 Underutilized Site Inventory and Analysis**

**Professional Services**

	Date	Hours	Rate	Billed Amount
<b>Staff 6</b>				
Jasmine Williams	12/05/2025	0.50	205.00	102.50

**Task 2 Fit and Feasibility Studies**

**2.4 Underutilized Site Inventory and Analysis**

**Consultant**

	Date	Cost Amount	Multiplier	Billed Amount
Other Consultant theworksLA  2026-001	01/05/2026	200.00		200.00
Phase subtotal				302.50

**2.5 Address Potential Challenges for Conversion**

**Consultant**

	Date	Cost Amount	Multiplier	Billed Amount
Other Consultant Kosmont & Associates, Inc.  2506.13-07	12/31/2025	2,712.50		2,712.50
Task 2 Fit and Feasibility Studies subtotal				23,475.50

**Task 3 Final Report, Presentation & Analysis**

**3.1 Final Report, Presentation & Analysis**

**Consultant**

	Date	Cost Amount	Multiplier	Billed Amount
Other Consultant theworksLA  2026-001	01/05/2026	1,000.00		1,000.00
Task 3 Final Report, Presentation & Analysis subtotal				1,000.00

Invoice total **27,336.25**

Federal ID# 95-3384842

**\*\*\* BEWARE OF WIRE FRAUD AND CYBER CRIME \*\*\***

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Routing:122042807  
Account:04579907  
Please send remittance info to [kati.swartz@rdc-s111.com](mailto:kati.swartz@rdc-s111.com)

If your organization does not allow electronic payments:

For physical checks by US Mail, please send to:

PO Box 22027  
Long Beach, CA 90801

Larger paper checks over \$10K, please send via trackable shipping method (Fedex, UPS) to:

245 E 3rd St  
Long Beach, CA 90802

Contact us with any questions at 562-628-8000

**\*\*\*ALWAYS CALL US AT OUR PUBLISHED NUMBERS TO CONFIRM ANY CHANGES TO PAYMENT INSTRUCTIONS\*\*\***



**Progress Report**

December 31, 2025

Project No: 2506.13  
 PO Number: 25163-01-000  
 Invoice No: 2506.13 - 07

Studio One Eleven  
 245 East Third Street  
 Long Beach, CA 90802

**Project: SBCCOG REAP 2.0**

Services through December 31, 2025

Task	Percent Complete	Task Budget	Previously Billed	Billed This Period	Billed to Date
1.1 Kick Off Meeting	100.00%	790.00	\$ 790.00	\$ -	\$ 790.00
1.2 Monthly Invoicing	50.00%	790.00	316.00	79.00	395.00
1.3 Monthly Meetings	60.00%	3,950.00	1,975.00	395.00	2,370.00
1.4 REAP Metrics & Reporting	60.00%	1,580.00	790.00	158.00	948.00
2.2 Parcel Fit	73.75%	28,750.00	12,797.45	8,406.75	21,204.20
2.3 Developer Outreach	50.00%	1,975.00	987.50	-	987.50
2.4 Underutilized Site Inventory	30.00%	3,450.00	1,035.00	-	1,035.00
2.5 Address Potential Challenges	40.00%	10,850.00	1,627.50	2,712.50	4,340.00
3.1 Final Deliverables	0.00%	7,550.00	-	-	-
Reimbursables			\$ 4,427.88	-	\$ 4,427.88
	<b>61.15%</b>	<b>\$ 59,685.00</b>	<b>\$ 24,746.33</b>	<b>\$ 11,751.25</b>	<b>\$ 36,497.58</b>

Notes:

Pro Forma work, Research Rent / Amenity Pricing, Review City Fees, Monthly Meetings



418 Bamboo Lane, Suite A  
 Los Angeles, California 90012  
 ph: 909.380.2902  
 omaru@theworks.la | www.theworks.la

# INVOICE

**INVOICE #** 2026-001

**DATE** Jan 5, 2026

**TO**

Shruti Shankar, AICP, Int. Assoc. AIA  
 Studio One Eleven  
 245 E 3rd St  
 Long Beach, CA 90802

**FOR** Data Visualization / Cartography

**S11 PROJECT NUMBER**

25163-01-000

**S11 PROJECT NAME**

REAP Commercial Redevelopment to Housing

Task	Hours/Price
1.2 Monthly Invoicing	\$50.00
1.3 Meeting - Methodology Development	\$100.00
1.4 REAP Metrics and Reporting	\$200.00
2.1 Meeting with Three Participating Cities	\$200.00
2.4 Underutilized Site Inventory and Analysis	\$200.00
3.1 Final Report - Interactive Map Development	\$1,000.00
<b>Total</b>	<b>\$1,750.00</b>

If you have any questions concerning this invoice,  
 contact Omar Ureta | 909.380.2902 | omaru@theworks.la



**Studio One Eleven**

245 East Third Street  
Long Beach, CA 90802

**INVOICE**

Invoice Date: 10/31/25  
Total Amount: \$1,518.75  
Number: 2506.13-005  
Invoice Period: 10/01/25 - 10/31/25  
Terms: Net 30  
Project Code: 2506.13  
Project: 2506.13 - REAP 2

---

**INVOICE SUMMARY**

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<b>Description</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
Ken K. Hira:President	1.25	\$425.00	\$531.25
Wil Soholt:Senior Vice President	2.50	\$395.00	\$987.50
<b>TOTAL AMOUNT DUE</b>			<b>\$1,518.75</b>

Any unpaid invoices after due date shall accrue interest at the rate of 10% per annum

1601 N. Sepulveda Blvd # 382, Manhattan Beach, CA 90266 ph 424-297-1070 fx 424-286-4632

[www.kosmont.com](http://www.kosmont.com)

1 of 2



**INVOICE**

Invoice Date: 10/31/25  
Total Amount: \$1,518.75  
Number: 2506.13-005  
Invoice Period: 10/01/25 - 10/31/25  
Terms: Net 30  
Project Code: 2506.13  
Project: 2506.13 - REAP 2

**Studio One Eleven**

245 East Third Street  
Long Beach, CA 90802

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**INVOICE DETAILS**

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Source	Date	Description	Hrs / Qnt	Rate	Amount
<b>Professional Fees</b>					
Ken Hira	10/15/25	Prep/virtual mtg re REAP 2.0 Commercial Redevelopment to Housing (Monthly Meeting)	1.25	\$425.00	\$531.25
Wil Sohlt	10/14/25	Review site concepts	1.00	\$395.00	\$395.00
Wil Sohlt	10/15/25	Monthly update call	1.00	\$395.00	\$395.00
Wil Sohlt	10/27/25	SCAG criteria	0.50	\$395.00	\$197.50
		<b>Professional Fees</b>	<b>3.75</b>		<b>\$1,518.75</b>
<b>TOTAL FEES/EXPENSES</b>			<b>--</b>		<b>\$1,518.75</b>

Any unpaid invoices after due date shall accrue interest at the rate of 10% per annum

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www.kosmont.com

**Business Gold Rewards**

SOUTH BAY CITY C O G

JACKI BACHARACH

Closing Date 01/02/26 Next Closing Date 02/02/26

Account Ending 6-64009

p. 1/11

**Customer Care:** 1-800-492-3344**TTY:** Use Relay 711**Website:** americanexpress.com

<b>New Balance</b>	<b>\$8,478.67</b>
<b>Minimum Payment Due</b>	<b>\$159.00</b>
<b>Payment Due Date</b>	<b>01/27/26</b>

**Membership Rewards® Points**

Available and Pending as of 11/30/25

**314,085**

For more details about Rewards, please visit [americanexpress.com/rewardsinfo](http://americanexpress.com/rewardsinfo)

**Account Summary****Pay In Full Portion**

Previous Balance	\$75.00
Payments/Credits	-\$391.75
New Charges	+\$316.75
Fees	+\$75.00
<b>New Balance =</b>	<b>\$75.00</b>

**Pay Over Time Portion**

Previous Balance	\$13,113.51
Payments/Credits	-\$14,723.26
New Charges	+\$10,013.42
Fees	+\$0.00
Interest Charged	+\$0.00
<b>New Balance =</b>	<b>\$8,403.67</b>
<b>Minimum Due</b>	<b>\$84.00</b>

**Account Total**

<b>Previous Balance</b>	<b>\$13,188.51</b>
Payments/Credits	-\$15,115.01
New Charges	+\$10,330.17
Fees	+\$75.00
Interest Charged	+\$0.00

<b>New Balance</b>	<b>\$8,478.67</b>
<b>Minimum Payment Due</b>	<b>\$159.00</b>

<b>Pay Over Time Limit</b>	<b>\$55,000.00</b>
<b>Available Pay Over Time Limit</b>	<b>\$46,596.33</b>
Days in Billing Period:	31

**Late Payment Warning:** If you do not pay the Minimum Payment Due by the Payment Due Date of 01/27/26, you may have to pay a late fee of \$39.00 and your Pay Over Time APR may be increased to the Penalty APR of 29.99%.

**Minimum Payment Warning:** If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your Pay Over Time balance. For example:

If you make no additional charges and each month you pay...	You will pay off the balance shown on this statement in about...	And you will pay an estimated total of...
Only the Minimum Payment Due	21 years	\$23,233
\$325	3 years	\$11,694 (Savings = \$11,539)

If you would like information about credit counseling services, call 1-888-733-4139.

- See page 2 for important information about your account.
- Please refer to the **IMPORTANT NOTICES** section.
- For information on your Pay Over Time feature and limit, please refer to the **Information on Pay Over Time** section.

↓ Please fold on the perforation below, detach and return with your payment ↓

**Payment Coupon**  
Do not staple or use paper clips

**Pay by Computer**  
[americanexpress.com/business](http://americanexpress.com/business)

**Pay by Phone**  
1-800-472-9297

**Account Ending 6-64009**

Enter 15 digit account # on all payments.  
Make check payable to American Express.

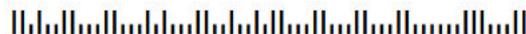
JACKI BACHARACH  
SOUTH BAY CITY C O G  
357 VAN NESS WAY  
STE 110  
TORRANCE CA 90501-1487

Payment Due Date  
**01/27/26**  
New Balance  
**\$8,478.67**  
Minimum Payment Due  
**\$159.00**

See reverse side for instructions on how to update your address, phone number, or email.

AMERICAN EXPRESS  
PO BOX 96001  
LOS ANGELES CA 90096-8000

\$ \_\_\_\_\_  
**Amount Enclosed**



0000349991726177298 000847867000015900 01 r



**Business Gold Rewards**  
 SOUTH BAY CITY C O G  
 JACKI BACHARACH  
 Closing Date 01/02/26

Account Ending 6-64009



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**Customer Care & Billing Inquiries**  
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 EL PASO, TX  
 79998-1535

**Payments**  
 PO BOX 96001  
 LOS ANGELES CA  
 90096-8000

**Payments and Credits**

**Summary**

	Pay In Full	Pay Over Time ♦	Total
<b>Payments</b>	-\$75.00	-\$12,796.76	-\$12,871.76
<b>Credits</b>			
JACKI BACHARACH 6-64009	-\$316.75	-\$316.75	-\$633.50
ANDREYA MULLIGAN 6-62219	\$0.00	-\$485.37	-\$485.37
JANNA V JAIME 6-61252	\$0.00	-\$1,124.38	-\$1,124.38
<b>Total Payments and Credits</b>	<b>-\$391.75</b>	<b>-\$14,723.26</b>	<b>-\$15,115.01</b>

**Detail**

\*Indicates posting date

♦ - Pay Over Time activity

<b>Payments</b>			<b>Amount</b>
12/10/25*	JACKI BACHARACH	PAYMENT RECEIVED - THANK YOU	-\$12,871.76
<b>Credits</b>			<b>Amount</b>
12/05/25*	JACKI BACHARACH	POINTS FOR STATEMENT CREDIT	-\$316.75
01/02/26*	JACKI BACHARACH	CREDIT ADJUSTMENT	-\$316.75 ♦
12/06/25	ANDREYA MULLIGAN	FAX.LIVE OAKLAND CA +15108833055	-\$119.88 ♦
12/08/25	ANDREYA MULLIGAN	AMAZON MARKETPLACE NA PA AMZN.COM/BILL WA MERCHANDISE	-\$169.77 ♦
12/08/25	ANDREYA MULLIGAN	AMAZON MARKETPLACE NA PA AMZN.COM/BILL WA MERCHANDISE	-\$11.01 ♦
12/08/25	ANDREYA MULLIGAN	AMAZON MARKETPLACE NA PA AMZN.COM/BILL WA MERCHANDISE	-\$5.99 ♦
12/23/25	ANDREYA MULLIGAN	GglPay L'OCCITANE INC NEW YORK +31202401680 / Henri.VALA	-\$178.72 ♦
12/16/25	JANNA V JAIME	AMAZON MARKETPLACE NA PA AMZN.COM/BILL WA MERCHANDISE	-\$992.10 ♦
12/16/25	JANNA V JAIME	AMAZON MARKETPLACE NA PA AMZN.COM/BILL WA MERCHANDISE	-\$132.28 ♦

**New Charges**

**Summary**

	Pay In Full	Pay Over Time ♦	Total
JACKI BACHARACH 6-64009	\$316.75	\$0.00	\$316.75
DAVID LEGER 6-61104	\$0.00	\$1,146.38	\$1,146.38
LARA GERGES 6-61179	\$0.00	\$2,512.60	\$2,512.60
NATALIE CHAMPION 6-62201	\$0.00	\$401.39	\$401.39
ANDREYA MULLIGAN 6-62219	\$0.00	\$455.05	\$455.05
CHRISTINA MARTINEZ 6-61229	\$0.00	\$141.25	\$141.25
JANNA V JAIME 6-61252	\$0.00	\$5,356.75	\$5,356.75
<b>Total New Charges</b>	<b>\$316.75</b>	<b>\$10,013.42</b>	<b>\$10,330.17</b>

**Detail**

\*Indicates posting date

♦ - Pay Over Time activity



**JACKI BACHARACH**  
Card Ending 6-64009

			Amount
01/02/26*	DEBIT ADJUSTMENT		\$316.75



**DAVID LEGER**  
Card Ending 6-61104

				Amount
12/04/25	STAPLES.COM 6950395992 905057 ORD 6950395992 ;REQ ANNE TSAI IT1 UPLOAD YOUR;UPI 82.5000;QTY1 IT2 UPLOAD YOUR;UPI 82.5000;QTY1 FRT 0.00;HDL 0.00;ITM2	800-333-3330	MA	\$181.91 ♦
12/08/25	SMART AND FINAL 348 348 310-328-3023	TORRANCE	CA	\$26.96 ♦
12/09/25	LA CAPILLA TORRANCE 068880021775191 N/A 90501	TORRANCE	CA	\$566.43 ♦
12/09/25	SMART AND FINAL 923 923 310-831-3631	SAN PEDRO	CA	\$11.98 ♦
12/09/25	GRANNY'S DONUTS 310-547-0715	SAN PEDRO	CA	\$41.50 ♦
12/11/25	NOAHS_MOBILE 7996 303-568-8000	LAKEWOOD	CO	\$19.69 ♦
12/29/25	ADOBE Adobe Systems 8004438158	SAN JOSE	CA	\$297.91 ♦



**LARA GERGES**  
Card Ending 6-61179

				Amount
12/03/25	IN *RR FRANCHISING INC. 7142281934	BUENA PARK	CA	\$1,000.00 ♦
12/03/25	CONSTANT CONTACT 1101412072260 90501 CONSTANT-CONTACT	WALTHAM	MA	\$315.00 ♦
12/03/25	LS PAULS PHOTO, CREAT +13103757014	TORRANCE	CA	\$49.55 ♦
12/11/25	APPLE.COM/BILL RECORD STORE	INTERNET CHARGE	CA	\$2.99 ♦
12/17/25	GOOGLE *YOUTUBEPREMIUM LARGE DIGITAL GOODS MERCH	G.CO/HELPPAY#	CA	\$13.99 ♦
12/24/25	TORRANCE DAILY BREEZE 310-540-4141	TORRANCE	CA	\$26.07 ♦



**Detail Continued**

\*Indicates posting date

◆ - Pay Over Time activity

				<b>Amount</b>
12/25/25	INTUIT QUICKBOOKS CL.INTUIT.COM	800-446-8848	CA	\$275.00 ◆
12/27/25	WEBSTRACT INC 855-855-9866	UPLAND	CA	\$600.00 ◆
12/27/25	WEBSTRACT INC 855-855-9866	UPLAND	CA	\$230.00 ◆



**NATALIE CHAMPION**  
 Card Ending 6-62201

				<b>Amount</b>
12/08/25	EZCATER*MENDOCINO FARM 93VC37 90503	BOSTON	MA	\$401.39 ◆



**ANDREYA MULLIGAN**  
 Card Ending 6-62219

				<b>Amount</b>
12/03/25	RALPHS 8884373496	TORRANCE	CA	\$60.24 ◆
12/05/25	4 IMPRINT 30624617 54901	(877)446-7746	WI	\$142.13 ◆
12/05/25	ORLANDO SENTINEL COMMUNI 407-420-5353	ORLANDO	FL	\$19.96 ◆
12/06/25	WPENGINE DB ACF PLUGIN +18779736446	AUSTIN	MN	\$49.00 ◆
12/18/25	SPECTRUM MOBILE CABLE SVC	855-707-7328	MO	\$5.00 ◆
12/23/25	GgIPay L'OCCITANE INC +31202401680 / Henri.VALA	NEW YORK		\$178.72 ◆



**CHRISTINA MARTINEZ**  
 Card Ending 6-61229

				<b>Amount</b>
12/04/25	SPECTRUM CABLE SVC	855-707-7328	MO	\$141.25 ◆



**JANNA V JAIME**  
 Card Ending 6-61252

				<b>Amount</b>
12/02/25	THE UPS STORE 2102 V2102-2925120220090501 MEDIA MAIL #6 12.5X19 PADDED MAILER	TORRANCE	CA	\$12.29 ◆
12/03/25	AMAZON MARKETPLACE NA PA MERCHANDISE	AMZN.COM/BILL	WA	\$1,124.38 ◆
12/03/25	AMAZON MARKETPLACE NA PA MERCHANDISE	AMZN.COM/BILL	WA	\$39.68 ◆
12/03/25	ADOBE Adobe Systems ADOBE.LY/ENUS	SAN JOSE	CA	\$59.88 ◆
12/05/25	TST* TORRANCE BAKERY - OR 00035870 RESTAURANT	TORRANCE	CA	\$47.00 ◆
12/06/25	AMAZON MARKETPLACE NA PA MERCHANDISE	AMZN.COM/BILL	WA	\$8.81 ◆
12/06/25	AMAZON MARKETPLACE NA PA MERCHANDISE	AMZN.COM/BILL	WA	\$561.85 ◆
12/08/25	AMAZON MARKETPLACE NA PA MERCHANDISE	AMZN.COM/BILL	WA	\$44.09 ◆

**Detail Continued**

\*Indicates posting date

◆ - Pay Over Time activity

				<b>Amount</b>
12/08/25	BWY*AESP 480-704-5900	OVIEDO	FL	\$1,794.00 ◆
12/09/25	BWY*AESP 480-704-5900	OVIEDO	FL	\$895.00 ◆
12/10/25	AMAZON MARKETPLACE NA PA MERCHANDISE	AMZN.COM/BILL	WA	\$35.10 ◆
12/10/25	TRADER JOE S #121 000000121 6265993700	TORRANCE	CA	\$130.95 ◆
12/10/25	AMAZON MARKETPLACE NA PA MERCHANDISE	AMZN.COM/BILL	WA	\$41.65 ◆
12/10/25	TLPAZOLAPARTYRENTALS +13105695163	GARDENA	CA	\$162.00 ◆
12/10/25	AMAZON MARKETPLACE NA PA MERCHANDISE	AMZN.COM/BILL	WA	\$48.99 ◆
12/16/25	NEOGOV +18886364681	EL SEGUNDO	CA	\$199.00 ◆
12/17/25	TLF=VILLA HERMOSA PLANT S 00-080212401 310-9968703	TORRANCE	CA	\$76.39 ◆
12/19/25	AMAZON MARKETPLACE NA PA MERCHANDISE	AMZN.COM/BILL	WA	\$31.96 ◆
12/19/25	USPS PO 0578760293 001386326 8002758777	TORRANCE	CA	\$13.44 ◆
12/21/25	AE RETAIL WEST LLC (DE) MEN'S/WOMEN'S CLOTHNG	PITTSBURGH	PA	\$30.29 ◆

**Fees**

			<b>Amount</b>
01/02/26	DAVID LEGER	ANNUAL MEMBERSHIP FEE	\$75.00
<b>Total Fees for this Period</b>			<b>\$75.00</b>

**Interest Charged**

			<b>Amount</b>
<b>Total Interest Charged for this Period</b>			<b>\$0.00</b>

**About Trailing Interest**

You may see interest on your next statement even if you pay the new balance in full and on time and make no new charges. This is called "trailing interest". Trailing interest is the interest charged when, for example, you didn't pay your previous balance in full. When that happens, we charge interest from the first day of the billing period until we receive your payment in full. You can avoid paying interest on purchases by paying your balance in full and on time each month. Please see the "When we charge interest" sub-section in your Card Member Agreement for details.

**2026 Fees and Interest Totals Year-to-Date**

		<b>Amount</b>
Total Fees in 2026		\$75.00
Total Interest in 2026		\$0.00

**South Bay Cities Council of Governments (SBCCOG)  
Reconciliation of December 2025 AMEX Expenses**

#	Date	AMEX Description	SBCCOG Description	Card Member	Amount	SBCCOG Charge Account	SBCCOG Charge Account	Total
1	12/02/2025	THE UPS STORE	Shipping for volunteer gift	JANNA V JAIME	12.29	6224 - Special Events/General Assembly	6201 - Office Supplies	19.42
2	12/03/2025	ADOBE	InCopy Annual Subscription	JANNA V JAIME	59.88	6218 - Subscription/Advertising	6203 - Refreshments	1,155.50
3	12/03/2025	AMAZON	Office supplies	JANNA V JAIME	39.68	6201 - Office Supplies	6206 - Meetings/Conferences	895.00
4	12/03/2025	AMAZON	Compost Bins	JANNA V JAIME	1,124.38	6210 - Contractual Services (RH Organic Waste)	6210 - Contractual Services (LA County REN)	2,150.73
5	12/03/2025	CONSTANT CONTACT	Monthly subscription	LARA GERGES	315.00	6215 - IT Services/Maintenance	6210 - Contractual Services (Lomita LTN)	181.91
6	12/03/2025	RR FRANCHISING	January Janitorial	LARA GERGES	1,000.00	6212 - Rent & Utilities	6210 - Contractual Services (RH Organic Waste)	561.85
7	12/03/2025	LS PAULS PHOTO	Camera equipment for CF	LARA GERGES	49.55	6216 - Software/Hardware	6212 - Rent & Utilities	1,000.00
8	12/03/2025	RALPHS	Refreshments for Homeless Services Taskforce Mixer	ANDREYA MULLIGAN	60.24	6203 - Refreshments	6215 - IT Services/Maintenance	1,289.24
9	12/04/2025	SPECTRUM	Monthly office internet service	CHRISTINA MARTINEZ	141.25	6215 - IT Services/Maintenance	6216 - Software/Hardware	343.54
10	12/04/2025	STAPLES.COM	Poster prints	DAVID LEGER	181.91	6210 - Contractual Services (Lomita LTN)	6218 - Subscription/Advertising	868.95
11	12/05/2025	4 IMPRINT	Pull-up tabletop social media print for CF	ANDREYA MULLIGAN	142.13	6218 - Subscription/Advertising	6224 - Special Events/General Assembly	102.12
12	12/05/2025	ORLANDO SENTINEL	Monthly subscription for CF	ANDREYA MULLIGAN	19.96	6218 - Subscription/Advertising	6225 - Miscellaneous Expenses	(119.88)
13	12/05/2025	TORRANCE BAKERY	Staff Holiday Luncheon	JANNA V JAIME	47.00	6203 - Refreshments	1201-Miscellaneous Receivable	30.29
14	12/06/2025	AMAZON	Office supplies	JANNA V JAIME	8.81	6201 - Office Supplies	<b>Grand Total</b>	<b>8,478.67</b>
15	12/06/2025	AMAZON	Compost Bins	JANNA V JAIME	561.85	6210 - Contractual Services (RH Organic Waste)		
16	12/06/2025	FAX.LIVE	Refund of disputed transaction	ANDREYA MULLIGAN	(119.88)	6225 - Miscellaneous Expenses		
17	12/06/2025	ACF	Subscription Renewal	ANDREYA MULLIGAN	49.00	6218 - Subscription/Advertising		
18	12/08/2025	AMAZON	Refund for previous purchase	ANDREYA MULLIGAN	(169.77)	6201 - Office Supplies		
19	12/08/2025	AMAZON	Refund for previous purchase	ANDREYA MULLIGAN	(1.01)	6201 - Office Supplies		
20	12/08/2025	AMAZON	Refund for previous purchase	ANDREYA MULLIGAN	(5.99)	6201 - Office Supplies		
21	12/08/2025	AMAZON	Recognition Program Energy Awards	JANNA V JAIME	44.09	6210 - Contractual Services (LA County REN)		
22	12/08/2025	AESP	Energy Audit Course Registration (x 5 - SF, MS, KS, ZT, JR)	JANNA V JAIME	1,794.00	6210 - Contractual Services (LA County REN)		
23	12/08/2025	EZCATER	Steering Committee Meal	NATALIE CHAMPION	401.39	6203 - Refreshments		
24	12/08/2025	SMART AND FINAL	Refreshments	DAVID LEGER	26.96	6203 - Refreshments		
25	12/09/2025	AESP	Annual Conference Registration for CF	JANNA V JAIME	895.00	6206 - Meetings/Conferences		
26	12/09/2025	GRANNY'S DONUTS	Staff Meeting Meal	DAVID LEGER	41.50	6203 - Refreshments		
27	12/09/2025	LA CAPILLA	Staff Holiday Luncheon	DAVID LEGER	566.43	6203 - Refreshments		
28	12/09/2025	SMART AND FINAL	Refreshments	DAVID LEGER	11.98	6203 - Refreshments		
29	12/10/2025	AMAZON	Office supplies	JANNA V JAIME	35.10	6201 - Office Supplies		
30	12/10/2025	AMAZON	Office supplies	JANNA V JAIME	41.65	6201 - Office Supplies		
31	12/10/2025	AMAZON	Office supplies	JANNA V JAIME	48.99	6201 - Office Supplies		
32	12/10/2025	TLAPAZOLA PARTY RENTALS	Recognition Program Energy Awards	JANNA V JAIME	162.00	6210 - Contractual Services (LA County REN)		
33	12/10/2025	TRADER JOE'S	Recognition Program Energy Awards	JANNA V JAIME	130.95	6210 - Contractual Services (LA County REN)		
34	12/11/2025	APPLE.COM	Additional iCloud storage for CF	LARA GERGES	2.99	6215 - IT Services/Maintenance		
35	12/11/2025	NOAHS_MOBILE	Recognition Program Energy Awards	DAVID LEGER	19.69	6210 - Contractual Services (LA County REN)		
36	12/16/2025	AMAZON	Refund for previous purchase	JANNA V JAIME	(992.10)	6210 - Contractual Services (RH Organic Waste)		
37	12/16/2025	AMAZON	Refund for previous purchase	JANNA V JAIME	(132.28)	6210 - Contractual Services (RH Organic Waste)		
38	12/16/2025	NEOGOV	Online job listing for FA	JANNA V JAIME	199.00	6218 - Subscription/Advertising		
39	12/17/2025	YOUTUBE	Monthly premium subscription	LARA GERGES	13.99	6216 - Software/Hardware		
40	12/17/2025	VILLA HERMOSA	Get Well flowers sent to Staff Member	JANNA V JAIME	76.39	6224 - Special Events/General Assembly		
41	12/18/2025	SPECTRUM MOBILE	Repair plan fee	ANDREYA MULLIGAN	5.00	6216 - Software/Hardware		
42	12/19/2025	AMAZON	Office supplies	JANNA V JAIME	31.96	6201 - Office Supplies		
43	12/19/2025	USPS	Shipping for volunteer gift	JANNA V JAIME	13.44	6224 - Special Events/General Assembly		
44	12/21/2025	AE RETAIL	Personal charge/corrected via payroll deduction	JANNA V JAIME	30.29	1201-Miscellaneous Receivable		
45	12/24/2025	DAILY BREEZE	Monthly subscription for CF	LARA GERGES	26.07	6218 - Subscription/Advertising		
46	12/25/2025	QUICKBOOKS	Monthly accounting software subscription	LARA GERGES	275.00	6216 - Software/Hardware		
47	12/27/2025	WEBSTRACT	Monthly web hosting plan	LARA GERGES	230.00	6215 - IT Services/Maintenance		
48	12/27/2025	WEBSTRACT	Website maintenance & support	LARA GERGES	600.00	6215 - IT Services/Maintenance		
49	12/29/2025	ADOBE	Monthly subscription	DAVID LEGER	297.91	6218 - Subscription/Advertising		
50	01/02/2026	MEMBERSHIP FEE	Annual Membership Fee	DAVID LEGER	75.00	6218 - Subscription/Advertising		

PRINTING

The UPS Store #2102  
2390 CRENSHAW BLVD STE E  
Torrance, CA 90501-3348  
424-271-7077

Terminal....: POS2102B                      Date.: 12/2/2025  
Employee....: 233083                         Time.: 12:08 PM

ITEM NAME	QTY	PRICE	TOTAL
Media Mail			\$8.92
	1 @	\$8.92	
Tax			\$0.00
MMHU7R18BYF2N			
Tracking Number - 9449050899562004112718			
#6 12.5x19 Padded Mailer			\$3.05
	1 @	\$3.05	
Tax			\$0.32
Subtotal			\$11.97
Shipping/Other Charges			\$0.00
Total tax			\$0.32
Total			\$12.29
Cards			\$12.29

Items Designated NR are NOT eligible  
for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.



1 2 5 1 2 0 2 2 1 0 2 B 0 3 2 8 8 4

View The UPS Store, Inc.'s privacy notice at  
<https://www.theupsstore.com/privacy-policy>

**Win a \$250 gift card**

Tell us how we're doing for your chance to win a  
\$250 Amazon.com® Gift Card, a \$100 Amazon.com®  
Gift Card, or a \$50 Amazon.com® Gift Card each month.  
Scan the QR code or go to the link to take the survey.



Adobe Inc.  
 345 Park Avenue  
 San Jose CA 95110-2704  
 United States  
 Federal Tax ID: 77-0019522

ORIGINAL

**Invoice Information**

Invoice Number 3287307929  
 Invoice Date 25-NOV-2025  
 Payment Terms Credit Card  
 Purchase Order AD03018952533CUS  
 Order Number 7184031184  
 Customer Number 1307248767  
 Currency USD

**Bill To**

Janna Jaime  
 CA 90501

# INVOICE

## Item Details

Service Term: 25-NOV-2025 to 24-NOV-2026

PRODUCT NUMBER	PRODUCT DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	NET AMOUNT	TAX RATE	TAXES	TOTAL
65319873	InCopy	1	EA	59.88	59.88	0.00%	0.00	59.88

## Invoice Total

NET AMOUNT (USD)	59.88
TAXES (SEE DETAILS FOR RATES)	0.00
<b>GRAND TOTAL (USD)</b>	<b>59.88</b>

Comments:

## Billing Contact

<https://helpx.adobe.com/contact.html>

Thank you for your business!

# Order Summary

Order placed December 3, 2025    Order # 113-5031699-7341861

<b>Ship to</b>	<b>Payment method</b>	<b>Order Summary</b>	
Andrea Mulligan 357 VAN NESS WAY STE 110 TORRANCE, CA 90501-1487 United States	American Express ending in 1252 <a href="#">View related transactions</a>	Item(s) Subtotal:	\$35.99
		Shipping & Handling:	\$2.99
		Free Shipping:	-\$2.99
		Total before tax:	\$35.99
		Estimated tax to be collected:	\$3.69
		<b>Grand Total:</b>	<b>\$39.68</b>

**Delivered December 4**  
Your package was left near the front door or porch.



[SUNEE Certificate Holders\(Navy Blue, 50 Packs\), Diploma Covers Gold Foil Border, for Letter Size 8.5x11 Certificates, Cardstock, Document Papers](#)  
Sold by: Sunee Merchants  
Return or replace items: Eligible through January 31, 2026  
\$35.99

# Order Summary

Order placed December 3, 2025    Order # 113-2811557-1646609

## Ship to

Andrea Mulligan  
357 VAN NESS WAY STE 110  
TORRANCE, CA 90501-1487  
United States

## Payment method

American Express ending in 1252

[View related transactions](#)

## Order Summary

Item(s) Subtotal:	\$1,019.83
Shipping & Handling:	\$0.00
Total before tax:	\$1,019.83
Estimated tax to be collected:	\$104.55
<b>Grand Total:</b>	<b>\$1,124.38</b>
<b>Refund Total</b>	<b>\$1,124.38</b>

## Delivered December 12



17

Goplus Compost Bin, 80 Gallon (300 L) Large Outdoor Composting Box w/Top Flip Latch-on Lid, Bottom Exit Door, BPA Free Material, Grass Food Trash Composter Barrel for Garden Yard, Easy Assembly

Sold by: GoplusUS

Supplied by: Other

Return or replace items: Eligible through January 31, 2026

\$59.99



Print

**Billing Activity - Payments**

**South Bay Cities COG**

*Attn: Lara Gerges  
2355 Crenshaw Blvd.  
Suite 125  
Torrance CA 90501  
US  
P.: 310.371.7222 x211*

**Today's Date:** 12/23/2025

**User Name:** sbccog

**Payments from 11/23/2025 to 12/23/2025**

Date	Description	Charge Amount	Credit Amount
12-03-2025 02:02:33 AM	Payment - Credit Card (American Express) *****1179		\$315.00

**Billing questions?** Contact Support

Constant Contact - 890 Winter St - Waltham, MA 02451 US

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**Payment made to RR FRANCHISING INC.**

---

**From** BusinessServices <BusinessServices@intuit.com>  
**Date** Wed 12/3/2025 12:32 AM  
**To** Christina Martinez <christina@southbaycities.org>



**Thank you for your payment.**

Hello South Bay Cities Council of Governments,

Your payment to RR FRANCHISING INC. was successfully processed on Dec 03, 2025.

**Payment Details:**

Description	Monthly Service
Amount	\$1,000.00
Card type	American Express
Card number	....179
Date & time	12/03/2025 08:28 PST
Authorization Code	186795

No additional transfer fees or taxes apply.

Thank you,

*The Payments Team*

If you have questions or need further assistance, contact RR FRANCHISING INC. at GABRIELA@VCSCALIFORNIA.COM.

This is an automated email. Please don't reply to this message.

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From Colleen

**PAUL'S PHOTO**

23845 Hawthorne Blvd.  
Torrance, California, 90505  
United States  
3103757014

**Sales Invoice**

12/03/2025 5:29 pm

Ticket: 220000206464  
Register: REGISTER  
Employee: Christopher

Item	#	Price
<b>PROMASTER COLD SHOE PHONE CLAMP V2</b>	1	\$29.95
<b>PROMASTER AUDIO CABLE USB-C MALE TO 3.5MM TRRS FEMALE - 3" STRAIGHT</b>	1	\$14.99
Subtotal		\$44.94
Tax (\$44.94 @ 10.25%)		\$4.61
Total Tax		\$4.61
<b>Total</b>		<b>\$49.55</b>

**PAYMENTS**

Credit Card-Lightspeed \$49.55

It is your responsibility to familiarize yourself with our return policy at paulsphoto.com and our cancellation policy at creativephotoacademy.com prior to purchase. Information is also available at request in our store.

Thank You !



**TRANSACTION DETAILS**

**Sale** \$49.55  
American Express \*\*\*\*\*1179  
Date: 12/03/2025 5:29 pm  
Method: contactless\_emv  
Auth Code: 819188  
AID: A000000025010801  
APN: American Express  
Cryptogram: /E5F4B9E58CC8B5D1

File

Help

Electronic Journal File For Terminal 515 Date 12/03/25

Search

60.24

		516.67
	LANDOLAKES HLFHLF RC	4.29 F
MR	MASTERCARD \$50	50.00
GV	*****8041	
MR	ACTIVATION FEE	5.95
	TAX	0.00
	**** BALANCE	60.24

Homeless Task Force Mixer  
Gift Card + butter  
for CoG office

Torrance CA 90501  
 AMERICAN EXPRESS Purchase  
 \*\*\*\*\*2219 - H  
 REF#: 808567 TOTAL: 60.24  
 AID: A000000025010801  
 TAG: CB129DEB14F5624A

AID TAG 4F: A000000025010801

Print

Cancel

F1 Help

F3 Quit

Time=09:44

Current Window=1 Number of Windows=1

SYSTEM MESSAGE AVAILABLE

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**Your Spectrum Business Statement is Ready**

---

**From** Spectrum Business <MyAccount@spectrumemails.com>

**Date** Thu 11/20/2025 9:50 AM

**To** Info SBCCOG <info@southbaycities.org>

[View in Browser](#) [En español](#)



# Your Spectrum Business Statement is Ready

Dear Valued Customer,

Your most recent Spectrum Business bill is available online. If you've already made this payment, no further action is required.



## Your Account at a Glance

**Account Number:**

Ending in 4159

**Statement Amount:**

\$141.25

**Auto Pay Date:**

December 3, 2025

**Service Address:**

357 Van Ness Way  
Ste 110  
Torrance, CA 90501



**Choose Your Auto  
Pay Date**



**Stay on Top of  
Your Bill**

**Order Details**

Order Number:	6950395992
Order Date:	Dec. 04, 2025
Delivery items ship to	
Pickup products at	Torrance Store 2748 Pacific Coast Highway Torrance, CA 90505

**Payment Details**

<b>INVOICE TO</b> David Leger (424) 271 4690 357 Van Ness Way 110, Torrance, CA90501
<b>Payment Method</b> PayOnline

**Order Summary**

ITEM	QTY	PRICE
<b>Pickup Products</b>		
Upload Your Own	1	\$97.50
Upload Your Own	1	\$97.50
<b>Subtotal</b>		\$195.00
Coupon (\$30 off custom print orders of \$150 or more)		<b>-\$30.00</b>
Estimated Tax		\$16.92
<b>Total</b>		<b>\$181.92</b>



101 Commerce Street  
 Oshkosh, WI 54901  
 Toll Free 1-877-446-7746  
 Fax 800-355-5043

### Order Details

**Order Number:** 30624617  
**Order Date:** 11/26/2025

### Delivery Address

Janna Jaime  
 South Bay Cities Council of Governments  
 357 VAN NESS WAY STE 110  
 TORRANCE, CA 90501-1487

## Phoenix Retractable Tabletop Banner Display - 17" (147820)

Description	Qty	Color	Cost/Unit	Total
Phoenix Retractable Tabletop Banner Display - 17"	1	White / Silver	\$118.50	\$118.50

### Artwork Instructions

Imprint Banner  
 Location:  
 Color(s): Full Color

### Order Total

Freight	\$11.48
Tax	\$12.15
<b>Total</b>	<b>\$142.13</b>

**Important notice:** In most cases the prices shown are actual and final. However due to the complexities of your artwork or the customization involved with the product, additional charges may apply or some of the additional charges shown may not be chargeable. If any changes are required, we will contact you by email prior to production and you will have the option to cancel your order without penalty. In any case where additional charges apply your signed approval will be required to proceed.

**We will be sending information about your order to you via email** to avoid any delays, we do ask that you check your email during the time your order is in process for any updates.

SBCCOG Missing Receipt Form

Name: David Leger/Andrey Mulligan

Amount: \$19.96

Date of Expense: 12/5/25

Billing Code / Contract:

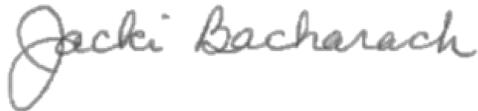
Name & Address of Business Paid: Orlando Sentinel

Purpose / Activity: Newspaper Subscription Autorenewal. Receipt has been requested from company.

Employee Signature:



Supervisor Signature:



# Torrance Bakery Order #139722

Torrance Due Tuesday, 12/09/2025 2:00 pm

Created By: Stephanie CE

<b>Customer</b>	<b>Bill To</b>	<b>Ship To</b>
<b>Address</b>	Janna Jaime	Janna Jaime
<b>City</b>	357 VANESS WAY	357 VANESS WAY
<b>State</b>	TORR	TORR
<b>Zip Code</b>	CA	CA
<b>Telephone</b>	90501	90501
<b>Email</b>	310-371-7222	
<b>Pick Up Date/Time</b>	janna@southbaycities.org	
	12/09/2025 @ 2:00 pm	

## Torrance

1341 El Prado Avenue  
Torrance, CA 90501  
(310) 320-2722  
info@torrancebakery.com

Product	Price	Qty	Total	Barcode
Christmas: 2 lb. Cookie Tray	\$36.25	1	36.25	
Packaged Cookies: 3/4# bag (Gourmet cc)	\$10.75	1	10.75	

| Amount paid: \$47.00  
Item(s) Total: \$47 | Balance Due: 0.00\*

*Thank you for your business!*

**Need 48 hours notice for any changes/cancellations to an order**

\*Balance due may contain cake cost if applicable

# Order Summary

Order placed December 5, 2025    Order # 114-5587900-2914611

Ship to	Payment method	Order Summary										
Andrey Mulligan 357 VAN NESS WAY STE 110 TORRANCE, CA 90501-1487 United States	American Express ending in 1252 <a href="#">View related transactions</a>	<table> <tr><td>Item(s) Subtotal:</td><td>\$7.99</td></tr> <tr><td>Shipping &amp; Handling:</td><td>\$0.00</td></tr> <tr><td>Total before tax:</td><td>\$7.99</td></tr> <tr><td>Estimated tax to be collected:</td><td>\$0.82</td></tr> <tr><td><b>Grand Total:</b></td><td><b>\$8.81</b></td></tr> </table>	Item(s) Subtotal:	\$7.99	Shipping & Handling:	\$0.00	Total before tax:	\$7.99	Estimated tax to be collected:	\$0.82	<b>Grand Total:</b>	<b>\$8.81</b>
Item(s) Subtotal:	\$7.99											
Shipping & Handling:	\$0.00											
Total before tax:	\$7.99											
Estimated tax to be collected:	\$0.82											
<b>Grand Total:</b>	<b>\$8.81</b>											

**Delivered December 8**  
 Your package was delivered. It was handed directly to a resident.



**Desk Calendar 2026, Anti Ink Bleed, Plastic Cover, Ample Space, Until June 2027 with Stickers, 17" x 12" Large Seasonal Wall Calendar 2026 for Home, Office, Student & Teacher Supplies- Colorful**

Sold by: KAIMENG

Return or replace items: Eligible through January 31, 2026

**\$7.99**

# Order Summary

Order placed December 3, 2025

Order # 113-2811420-5873008

## Ship to

Andreya Mulligan  
357 VAN NESS WAY STE 110  
TORRANCE, CA 90501-1487  
United States

## Payment method

American Express ending in 1252

[View related transactions](#)

## Order Summary

Item(s) Subtotal:	\$509.66
Shipping & Handling:	\$0.00
Total before tax:	\$509.66
Estimated tax to be collected:	\$52.19
<b>Grand Total:</b>	<b>\$561.85</b>

## Delivered December 8

Your package was delivered. It was handed directly to a resident.



EPICA Countertop Compost Bin Kitchen | 1.3 Gallon | Odorless Composting Bin with Carbon Filters | Indoor Compost Bin with Lid | Stainless Steel Kitchen Composter for Food Scraps & Waste Recycling

Sold by: Perella's

4 Return or replace items: Eligible through January 31, 2026  
\$29.98

## Delivered December 8

Your package was delivered. It was handed directly to a resident.



EPICA Countertop Compost Bin Kitchen | 1.3 Gallon | Odorless Composting Bin with Carbon Filters | Indoor Compost Bin with Lid | Stainless Steel Kitchen Composter for Food Scraps & Waste Recycling

Sold by: Perella's

4 Return or replace items: Eligible through January 31, 2026  
\$29.98

## Delivered December 8

Your package was delivered. It was handed directly to a resident.



EPICA Countertop Compost Bin Kitchen | 1.3 Gallon | Odorless Composting Bin with Carbon Filters | Indoor Compost Bin with Lid | Stainless Steel Kitchen Composter for Food Scraps & Waste Recycling

Sold by: Perella's

4 Return or replace items: Eligible through January 31, 2026  
\$29.98

## Delivered December 8

Your package was delivered. It was handed directly to a resident.



EPICA Countertop Compost Bin Kitchen | 1.3 Gallon | Odorless Composting Bin with Carbon Filters | Indoor Compost Bin with Lid | Stainless Steel Kitchen Composter for Food Scraps & Waste Recycling

Sold by: Perella's

3 Return or replace items: Eligible through January 31, 2026  
\$29.98

## Delivered December 8

Your package was delivered. It was handed directly to a resident.



EPICA Countertop Compost Bin Kitchen | 1.3 Gallon | Odorless Composting Bin with Carbon Filters | Indoor Compost Bin with Lid | Stainless Steel Kitchen Composter for Food Scraps & Waste Recycling

Sold by: Perella's

2 Return or replace items: Eligible through January 31, 2026  
\$29.98

---

**Fw: Your ACF renewal order from December 6, 2025 is complete**

---

**From** Andrey Mulligan <andrea@southbaycities.org>

**Date** Mon 12/8/2025 7:59 AM

**To** Janna Jaime <Janna@southbaycities.org>; Christina Martinez <christina@southbaycities.org>

**Cc** Colleen Farrell <colleen@southbaycities.org>

[@Janna Jaime](#) - here is another subscription for Colleen that I pay for on my AMEX. Can you please change it to your AMEX when you have a moment.

[@Christina Martinez](#) - receipt for charge to renew below.

Warm regards,

*Andrey Mulligan*

Administrative Assistant

O: (310) 371-7222

D: (424) 213-6024



357 Van Ness Way, Suite 110

Torrance, CA 90501

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

---

**From:** Advanced Custom Fields <sales@advancedcustomfields.com>

**Sent:** Saturday, December 6, 2025 9:02 AM

**To:** Andrey Mulligan <andrea@southbaycities.org>

**Subject:** Your ACF renewal order from December 6, 2025 is complete



**Advanced Custom Fields.**

## Your renewal order is complete

Hi Andreyana,

We have finished processing your subscription renewal order.

### [\[Order #696888\]](#) (December 6, 2025)

Product	Quantity	Price
ACF PRO - Personal	1	\$49.00
<b>Subtotal:</b>		\$49.00
<b>Payment method:</b>		Credit / Debit Card
<b>Total:</b>		\$49.00 USD

## Subscription information

ID	Start date	End date	Recurring total
<a href="#">#352398</a>	November 16, 2022	When cancelled	\$49.00 / year

This subscription is set to renew automatically using your payment method on file. You can manage or cancel this subscription from your [my account page](#).

## Billing address

*Andreyana Mulligan  
South Bay Cities Council of Governments*

# Order Summary

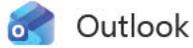
Order placed December 8, 2025    Order # 113-7888933-4176226

<b>Ship to</b>	<b>Payment method</b>	<b>Order Summary</b>	
Andrea Mulligan 357 VAN NESS WAY STE 110 TORRANCE, CA 90501-1487 United States	American Express ending in 1252 <a href="#">View related transactions</a>	Item(s) Subtotal:	\$39.99
		Shipping & Handling:	\$0.00
		Total before tax:	\$39.99
		Estimated tax to be collected:	\$4.10
		<b>Grand Total:</b>	<b>\$44.09</b>

**Delivered December 9**  
Your package was left near the front door or porch.



11x17 Cardstock Cream, Goefun 110 lb Extra Thick Cardstock Ivory, Large Heavy Weight Cover Card Stock for Printer, Poster, Menus, Brochures, Catalogues, Tabloids, Invitations, 100 Pack  
Sold by: Goefun Direct  
Return or replace items: Eligible through January 31, 2026  
\$39.99



---

**Payment Confirmation (#37182)**

---

**From** no reply@aesp.org <no reply@aesp.org>

**Date** Mon 12/8/2025 9:57 AM

**To** Janna Jaime <Janna@southbaycities.org>

### **Association of Energy Services Professionals**

7198 Winding Lake Circle, Oviedo, FL 32765

whatsnew@aesp.org

(480) 704-5900

---

**Payment Information**

---

**Customer #:** 76133001

**Name:** South Bay Cities Council of Governments

**Payment Method:** AmericanExpress

**Last 4 Digits of Credit Card Number:** 1252

**Reference Number:** 015385379664079

**Payment Amount:** \$1,794.00

[View My Account](#)

---

Order Number	Invoice Number	Received On	Amount Paid
86630	80530	12/8/2025	\$1,794.00



## ezCater Receipt

**Order Number**

# 93V-C37

**Customer**

Natalie Champion

**Date & Time**

Mon 12/08/25 at 11:15 AM

**Address**

South Bay Cities Council of Governments  
357 Van Ness Way #90  
Torrance, CA 90501  
310-502-5964  
15 people

**Caterer**

Mendocino Farms #75 (Torrance (TORR2))

**Food Items**

Medium Foodie × 1 \$315.00

Choose Your Leafy Salad: Large Modern Caesar (GLUTEN-FREE)

Choose Your Deli Side: Large Basil Pesto Shells

Dessert Medium: Medium Assorted Cookies

Instructions: label sandwiches please

Tableware

Free

Include: Napkins, Plates, Utensils

---

**Sub Total** **\$315.00**

Delivery Fee \$40.00

10.25% Sales Tax \$36.39

Tip for Driver/Catering Staff \$10.00

---

**Total** **\$401.39**

**PAID**

Payment Method: Credit Card - •••• •••• •••• 2201 (American Express). Balance Due:

\$0.00

Transaction j90pd0wa captured 12/08/2025.

***Thank you for being an ezCater customer!***

Questions? We like to help. Please email [support@ezcater.com](mailto:support@ezcater.com) or call us at 1-800-488-1803.

Visit us online at <https://www.ezcater.com>.

**Accounting: To easily verify this receipt**

Please visit <https://www.ezcater.com/receipt/93VC37> and enter verification code **0e6fc3**.

**Earn up to 25,000 ezRewards points**

[Refer a friend](#) and earn up to 25,000 points per referral. That's a \$250 Amazon.com Gift Card!

Refreshments  
non-Billable

**Smart & Final.** &  
Warehouse & Market. Friend & Neighbor.

Store 348  
21600 S. VERMONT AVENUE  
TORRANCE, CA 90502  
Telephone (310) 328-3023

Produce/Bulk/Floral	
Mixed Melons	7.99 F
Dairy/Deli/Cheese	
Coffee-Mate Hazelnut Cr	6.99 F
First Street Half & Hal	2.99 F
Bakery/Bread/Tortillas	
First Street Blueberry	8.99 F
<hr/>	
SUBTOTAL	26.96

Total # Items Sold 4

26.96 @ 0.000% = 0.00

TOTAL	26.96
Amex	26.96

-----  
PURCHASE \$26.96  
\*\*\*\*\*1104 AmEx  
CHIP READ  
REF#: 800848 APPROVED  
AMERICAN EXPRESS  
Mode: Issuer  
IAD: 0665010321A002  
-----

-----  
Legend

F - food stamp eligible  
-----

0010348081225005000067



You were served by: Michelle  
Date Time Store Term Opr Tran  
12/08/25 07:53 AM 348 5 40047 67

Thank you for shopping with us!

Complete our survey and  
enter for a chance to win a  
\$500 SMART & FINAL GIFT CARD  
Visit [www.smartandfinal.com/survey](http://www.smartandfinal.com/survey)  
within 7 days of this shop

Now Hiring!  
Visit [www.smartandfinal.com/careers](http://www.smartandfinal.com/careers)

Smart & Final. Where Else?



# Order

<b>Date:</b>	<b>Order Number:</b>
December 9, 2025	87990

<b>Bill To</b>
Kim Fuentes 357 Van Ness Way Ste 110 Torrance, California 90501-1487

<b>PO</b>	<b>Terms</b>	<b>Due Date</b>
	Due in 30 Days	01/08/2026

Description	Amount
Annual Conference 2026 <i>Event Special Groups Early Bird</i>	\$895.00
<b>Total</b>	\$895.00

## Payments/Adjustments

Payment Applied on 12/09/2025	\$895.00
<b>Total Payments/Adjustments</b>	\$895.00
<b>Balance Due</b>	\$0.00

Staff meals  
Refreshments

**Granny's Donuts of San Pedro**

316 N. WESTERN AVENUE A, A  
SAN PEDRO, CA 90732  
3105470715

**Dine In**

Cashier: Leap  
09-Dec-2025 8:05:36A

Transaction **002249**  
2 Dozen | Granny's Dozen \$41.50

**Total** \$41.50

CREDIT CARD SALE \$41.50  
AMEX 1104

Retain this copy for statement validation

09-Dec-2025 8:05:50A  
\$41.50 | Method: EMV  
AMERICAN EXPRESS XXXXXXXXXXXX1104  
DAVID LEGER  
Reference ID: 534300901962  
Auth ID: 884991  
MID: \*\*\*\*\*5886  
AID: A000000025010801  
AthNtwkNm: AMEX

Clover ID: 175JE3FR62TPJ  
Payment DSW9811XKD1WR

Clover Privacy Policy  
<https://clover.com/privacy>

SABCOGA Holiday Party  
La Capilla  
1332 Satori Ave.  
Torrance,, CA. 90501  
PHONE: (310) 533-1048

ORDER: 1028783 Table E5

\*\*\*\*\*

Purchase

DATE: 12/09/2025  
TIME: 12:54 PM  
CARD TYPE: Amex  
CARD NO: XXXXXXXXXXX1104  
ENTRY MODE: CHIP

INVOICE 0000201140  
SERVER Melissa M (43)  
RESPONSE APPROVED  
AUTH CODE 850763  
MO E CHIP  
AID A000000025010801  
TVR 0000008000  
IAD 06650103A0A002  
TSI E800  
ARC Z3  
AMOUNT: \$480.03  
GRATUITY \$86.40

SUB-TOTAL: \$566.43

ADD'L TIP: \_\_\_\_\_

TOTAL: \_\_\_\_\_

CUSTOMER COPY

=====

Staff meeting  
Refreshments

**Smart & Final.** &  
Warehouse & Market. Friend & Neighbor.

Store 923  
1636 WEST 25th STREET  
SAN PEDRO, CA 90732  
Telephone (310) 831-9631

Produce/Bulk/Floral

Pineapple Chunks 3.99 F  
Mixed Melons 7.99 F

SUBTOTAL 11.98

Total # Items Sold 2

11.98 @ 0.000% = 0.00

TOTAL 11.98  
Amex 11.98

PURCHASE \$11.98  
\*\*\*\*\*1104 AmEx  
CHIP READ  
REF#: 815020 APPROVED  
AMERICAN EXPRESS  
Mode: Issuer  
IAD: 0665010321A002

Legend

F - food stamp eligible

0010923091225006000086



You were served by: Tamara  
Date Time Store Term Opr Tran  
12/09/25 07:53 AM 923 E 40007 86

Thank you for shopping with us!

Complete our survey and  
enter for a chance to win a  
\$500 SMART & FINAL GIFT CARD  
Visit [www.smartandfinal.com/survey](http://www.smartandfinal.com/survey)  
within 7 days of this shop

Now Hiring!  
Visit [www.smartandfinal.com/careers](http://www.smartandfinal.com/careers)

Smart & Final. Where Else?

# Order Summary

Order placed December 10, 2025

Order # 113-6470420-2980249

<b>Ship to</b>	<b>Payment method</b>	<b>Order Summary</b>	
Andrea Mulligan 357 VAN NESS WAY STE 110 TORRANCE, CA 90501-1487 United States	American Express ending in 1252 <a href="#">View related transactions</a>	Item(s) Subtotal:	\$31.84
		Shipping & Handling:	\$2.99
		Free Shipping:	-\$2.99
		Total before tax:	\$31.84
		Estimated tax to be collected:	\$3.26
		<b>Grand Total:</b>	<b>\$35.10</b>

## Delivered December 11

Your package was delivered. It was handed directly to a resident.



9 Pads Lined Sticky Notes 4x6 in Post, Vintage Colors Self Pad Its, Super Sticking Power Memo Pads Its, 40 Sheets/pad

Sold by: YEECOK

Return or replace items: Eligible through January 31, 2026  
\$8.98

## Delivered December 11

Your package was left near the front door or porch.



Amazon Basics 2-Ply Flex-Sheets Paper Towels, 12 Basics Rolls = 40 Regular Rolls, Everyday Value with 150 Sheets per Roll, Packaging May Vary

Sold by: Amazon.com

Supplied by: Other

Return or replace items: Eligible through January 31, 2026  
\$22.86

# Order Summary

Order placed December 10, 2025

Order # 113-5296868-3552210

<b>Ship to</b>	<b>Payment method</b>	<b>Order Summary</b>	
Andrea Mulligan 357 VAN NESS WAY STE 110 TORRANCE, CA 90501-1487 United States	American Express ending in 1252	Item(s) Subtotal:	\$37.78
	<a href="#">View related transactions</a>	Shipping & Handling:	\$0.00
		Total before tax:	\$37.78
		Estimated tax to be collected:	\$3.87
		<b>Grand Total:</b>	<b>\$41.65</b>

## Delivered December 11

Your package was left near the front door or porch.



[Clawsoff 180 Pack 12 OZ Paper Cups, Brown Kraft Disposable Paper Coffee Cups 12 oz, Unbleached Paper Cups for Hot/Cold Beverage Party, Picnic, Travel, and Events.](#)

Sold by: [Clawsoff-Store](#)

Return or replace items: Eligible through January 31, 2026

\$23.79



[Rasket 10 Pack Biodegradable Natural Sponges Kitchen - Compostable Cellulose and Coconut Walnut Scrubber Sponge - Eco Friendly Sponges for Dishes](#)

Sold by: [Ming Rui USA](#)

Return or replace items: Eligible through January 31, 2026

\$13.99

# Order Summary

Order placed December 10, 2025

Order # 113-4686661-5063425

<b>Ship to</b> Andrea Mulligan 357 VAN NESS WAY STE 110 TORRANCE, CA 90501-1487 United States	<b>Payment method</b> American Express ending in 1252 <a href="#">View related transactions</a>	<b>Order Summary</b> Item(s) Subtotal: \$48.99 Shipping & Handling: \$0.00 Total before tax: \$48.99 Estimated tax to be collected: \$0.00 <b>Grand Total: \$48.99</b>
---	---	---

**Arriving December 29 - January 5**



Folgers Classic Roast Ground Coffee (51 oz.), 2 Pack (Limited Edition)  
Sold by: Luminex Enterprise  
Supplied by: Other  
\$48.99

[Back to top](#)



# Invoice

#10218

Updated: Thu, Nov 20, 2025

Due: Mon, Dec 01, 2025

Rental Start: Wed, Dec 10, 2025

Rental End: Fri, Dec 12, 2025

Event Date: Thu, Dec 11, 2025

### From

Tlapazola Event Rentals  
1545 West 134th St Unit B, Gardena, CA 90249  
424-235-0613

### To

Andrey Mulligan  
(301) 820-1177  
Addie@southbaycities.org

Item	Qty	Rate	Duration	Total
 <b>108in Navy Blue Round Polyester Tablecloth</b>	14	\$24.00	1 Day	\$336.00
 <b>90x156in Navy Blue Rectangular Polyester Tablecloth</b>	4	\$28.50	1 Day	\$114.00
 <b>Security Hold Will Call Orders</b> Security Hold Notice: A Security Hold Is Placed On Your Credit Card And May Take 7-10 Business Days To Release After All Items Are Returned. A Deposit Is Required Before The Pickup Date—you May Call Us To Process It By Phone Or Visit Our Office In Person. For Faster Refunds, Zelle Or Cash Deposits Are Returned The Same Day Upon Drop-off.	1	\$250.00	0 Days	\$0.00

Subtotal	\$450.00
Taxes	\$0.00
<b>Total</b>	<b>\$450.00</b>
Amount Paid:	\$288.00
<b>Remaining Balance</b>	<b>\$162.00</b>

### Receive And Return Details:

**Customer Receives Items Via:** Customer Pickup

**Address:**

1545 West 134th St Unit B, Gardena, CA 90249

**Date/Time(Range):**

Wed, Dec 10, 2025

10:00 AM - 5:00 PM

**Items Returned Via:** Customer Dropoff

**Address:**

1545 West 134th St Unit B, Gardena, CA 90249

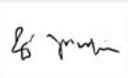
**Date/Time(Range):**

Fri, Dec 12, 2025

10:00 AM - 5:00 PM

### Additional Notes

Notes:

Signed:   
12 Nov 2025

Energy & Climate  
Award Luncheon

# TRADER JOE'S

Will to REN

19720 Hawthorne Blvd.  
Emeryville, CA 94503  
Store # 101 - 310 793-8585

OPEN 8:00AM TO 9:00PM DAILY

### SALE TRANSACTION

T HYDRANGEA 3 STEM 14 @ \$5.99	\$83.86
T GREEN DRAGON PEPPER SOLID 5 @ \$3.99	\$19.95
T JUMBO MUM BALLS 3 @ \$4.99	\$14.97

Tax: \$118.78 @ 10.25% \$12.17

Items in Transaction: 22	
Balance to pay	\$130.95
AMEX	\$130.95

### PAYMENT CARD PURCHASE TRANSACTION CUSTOMER COPY

AMERICAN EXPRESS	*****1252
Type: CONTACTLESS	Auth Code: 809858
MID: *****64713	TID: ****6622
TOTAL PURCHASE	\$130.95

No Cardholder Verification

Please retain for your records

H. Andrik			
STORE	TILL	TRANS.	DATE
0121	4	57353	12-10-2025 09:15

THANK YOU FOR SHOPPING AT  
TRADER JOE'S  
[www.traderjoes.com](http://www.traderjoes.com)

**Your receipt from Apple.**

---

**From** Apple <no\_reply@email.apple.com>  
**Date** Thu 12/11/2025 10:48 AM  
**To** Info SBCCOG <info@southbaycities.org>



# Receipt

December 11, 2025

Order ID:

MTNJ16QLTB

Document:

726061311356

Apple Account:

info@southbaycities.org



iCloud

\$2.99

iCloud+ with 200 GB (Monthly)

Renews January 11, 2026

SBCCOG's Mac mini

## Billing and Payment

SBCCOG Office

2355 Crenshaw Boulevard

Torrance CA 90501-3329

United States

Subtotal

\$2.99

---

American Express •••• 1179

\$2.99

If you have any questions about your bill, contact support. This email confirms payment for the iCloud+ plan listed above. You will be billed each plan period until you cancel by downgrading to the free storage plan from your iOS device, Mac or PC.

You may contact Apple for a full refund within 15 days of a monthly subscription upgrade or within 45 days after a yearly payment. Partial refunds are available where required by law.

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You can turn off renewal receipts to stop getting emails each time your subscriptions renew. You can always view your receipts from App Store settings › Purchase History.

[Turn Off Renewal Receipt Emails](#)

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[Report a Problem ›](#)

[View Your Account Information ›](#)

[Visit Apple Support ›](#)

 **Apple Card**

Save 3% on all your Apple purchases.<sup>1</sup>

**From:** Noah's NY Bagels <[no-reply@noahs.com](mailto:no-reply@noahs.com)>  
**Sent:** Thursday, December 11, 2025 1:01 AM  
**To:** Eleanor Murphy <[eleanor@southbaycities.org](mailto:eleanor@southbaycities.org)>  
**Subject:** Your Noah's NY Bagels Order Receipt



# Thank you for your order.

We'll get baking! See you soon.

## Order Details

**Order Id:** 12772065150542110236

**Estimated Ready Time:** 7:40AM 12/11/25

**Order Type:** WALK-IN

**Customer Name:** Eleanor Murphy

**Location:** 2231 Rosecrans Ave Ste C  
El Segundo, CA 90245

**Customer Phone:** (646) 330-1130

[+13107259160](tel:+13107259160)

Quantity	Items	
1	BYO Dozen & CC - 4 - Evrthng Bgl - 3 - Plain Bgl - 3 - Asiago Bgl - 3 - Bluebry Bgl - Tub On&Chv Shmr - Tub Plain Shmr - Sliced	\$ 19.69

Subtotal	\$ 19.69
Tax	\$ 0.00
<b>Total</b>	<b>\$ 19.69</b>



GovernmentJobs.com  
El Segundo, 90245 CA  
United States

---

<b>Billed to:</b>	<b>Date:</b>	12/16/2025
Janna Jaime	<b>Payment:</b>	American Express **** 52
janna@southbaycities.org	<b>Post #:</b>	000Z8I
South Bay Cities Council of Governments	<b>Receipt #:</b>	000AVi
2355 Crenshaw Boulevard, Torrance		
CA, 90501		
USA		

---

Item Description	Price
Regular Post	\$199.00
TAX (0%)	\$0.00
<b>TOTAL PRICE:</b>	<b>\$199.00</b>
	<b>Subtotal:</b> \$199.00
	<b>TAX (0%):</b> \$0
	<b>Payment:</b> \$199.00

## Memberships

### Premium

Individual membership: \$13.99/mo

[Manage membership](#)

Next billing date: Jan 17, 2026

[Cancel](#)

#### Pause membership

Pause up to 6 months, resume anytime

[Pause](#)

Billed with Amex \*\*\*\* 1179

[Edit](#)

Backup payment method

[Edit](#)

### Recommended upgrades

#### Premium

##### Family Membership

\$22.99/month

One subscription gives you and 5 family members (13+) in the same household access to all YouTube Premium features. Terms apply.

[Upgrade](#)



Your Order Confirmation from Villa Hermosa Plant Shop

From Villa Hermosa Plant Shop <info@transact.eflorist.com>  
Date Wed 12/17/2025 10:33 AM  
To Janna Jaime <Janna@southbaycities.org>



# THANKS

## For Your Order!

**Order Number:**  
18007

**Date Ordered:**  
12/17/25

**Delivery Date:**  
12/19/25

**Ordered By:**  
Janna Jaime  
357 Van Ness Way Suite 110  
Torrance, CA 90501  
(310) 371-7222

**Delivery Order to:**  
Lara Gerges

**Special Instructions:**

**Payment Type**

**Credit Card Last 4 Digits**

**American Express:**

1252

**Occasion Type:**  
Get Well

**Gift Card Message:**

Lara,  
Sending our best wishes for a quick recovery. We hope these flowers brighten your day and remind you that we're thinking of you. - your friends at the SBCCOG



**Price:** \$55.00

Quantity:

**Delivery Fee:** \$15.75

**Taxes:** \$5.64

**Order Total:** \$76.39

Teleflora's Morning Melody - Standard

---

## Thank You for Your Payment

---

**From** Spectrum Business <MyAccount@spectrumemails.com>

**Date** Thu 12/18/2025 2:42 AM

**To** Info SBCCOG <info@southbaycities.org>

[View in Browser](#) [En español](#)



# Thank You for Your Payment

Dear Valued Customer,

We've received your payment. Below is a summary of your payment details.

### Payment Information

<b>Amount:</b>	\$5.00
<b>Method:</b>	AMEX ending in 2219
<b>Date:</b>	December 18, 2025



### Manage Your Account

You can review your account information and see the details of your bill at [SpectrumBusiness.net](https://SpectrumBusiness.net).



### Choose Your Auto Pay Date

You can [change your Auto Pay](#) date whenever you want. It's quick and easy to do.

# Order Summary

Order placed December 10, 2025

Order # 111-6436603-9471407

<b>Ship to</b>	<b>Payment method</b>	<b>Order Summary</b>	
Christina Martinez 357 VAN NESS WAY STE 110 TORRANCE, CA 90501-1487 United States	American Express ending in 1252 <a href="#">View related transactions</a>	Item(s) Subtotal:	\$28.99
		Shipping & Handling:	\$0.00
		Total before tax:	\$28.99
		Estimated tax to be collected:	\$2.97
		<b>Grand Total:</b>	<b>\$31.96</b>

## Arriving December 29



Egofine 8x8 Picture Frames Made of Solid Wood with Plexiglass, Display Pictures 4x4/6x6 with Mat or 8x8 Without Mat Set of 4 for Tabletop and Wall Mounting, Walnut Color  
 Sold by: Egofine  
 Supplied by: Other  
**\$28.99**



WALTERIA  
4216 PACIFIC COAST HWY  
TORRANCE, CA 90505-9998  
www.usps.com

12/19/2025

02:40 PM

TRACKING NUMBERS  
9534 6161 9528 5353 2108 17

TRACK STATUS OF ITEMS WITH THIS CODE  
(UP TO 25 ITEMS)



TRACK STATUS BY TEXT MESSAGE  
Send tracking number to 28777 (2USPS)  
Standard message and data rates may apply

TRACK STATUS ONLINE  
Visit <https://www.usps.com/tracking>  
Text and e-mail alerts available

PURCHASE DETAILS

Product	Qty	Unit Price	Price
Mailer 12.5x19	1	\$3.59	\$3.59
USPS Grnd Advtg	1		\$9.85
Palos Verdes Peninsula, CA 90274			
Weight: 1 lb 4.20 oz			
Estimated Delivery Date			
Mon 12/22/2025			
Tracking #:			
9534 6161 9528 5353 2108 17			
Insurance			\$0.00
Up to \$100.00 included			
Total			\$9.85

Grand Total: \$13.44

Credit Card Remit \$13.44

Card Name: AMEX  
Account #: XXXXXXXXXXXX1252  
Approval #: 815234  
Transaction #: 143  
AID: A000000025010801 Contactless  
AL: AMERICAN EXPRESS  
PIN: Not Required

---

**From:** Janna Jaime <Janna@southbaycities.org>  
**Date:** Monday, January 5, 2026 at 12:29 PM  
**To:** David Leger <davidl@southbaycities.org>  
**Cc:** Lara Gerges <Lara@southbaycities.org>  
**Subject:** Fw: Receipts

Hi David,

I accidentally used the CCOG Amex for a personal purchase instead of my own card.

Christina advised that the amount be deducted from my paycheck. Please see the attached receipt for the total of \$30.29.

My apologies for the mistake. Please let me know if you need anything further. Thank you.

Warm regards,

**Janna Jaime**

Administrative Assistant

O: 310-371-7222 | D: 424-271-4680

**Upcoming Out of Office**

Dec. 23<sup>rd</sup> - Jan. 2<sup>nd</sup>



**SOUTH BAY CITIES**

357 Van Ness Way, Suite 110

Torrance, CA 90501

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

---

**From:** Christina Martinez <christina@southbaycities.org>  
**Sent:** Monday, January 5, 2026 11:56 AM  
**To:** Janna Jaime <Janna@southbaycities.org>  
**Subject:** Re: Receipts

Hi there,

These are the receipts I need you to work on for me. Let me know if you have any questions

12/03/2025	ADOBE Adobe Systems	JANNA V JAIME	59.88
12/05/2025	ORLANDO SENTINEL COM	ANDREYA MULLIGAN	19.96
12/21/2025	AE RETAIL WEST LLC (PITTSBURGH PA	JANNA V JAIME	30.29

Thanks,  
Christina

---

**From:** Christina Martinez  
**Sent:** Tuesday, December 23, 2025 9:38 AM

**To:** Janna Jaime <Janna@southbaycities.org>

**Subject:** Receipts

Hi friend,

I have a couple of questions regarding receipts.

12/02/25 - The UPS Store \$12.29 - What was this for? Do we bill it to anyone?

12/03/25 - Adobe \$59.88 - Can you send me the receipt for this?

12/05/25 - Orlando Sentinel \$19.96 - Can you get the receipt for this?

Thank you,

**Christina Martinez**

*Administrative Assistant*

[Christina@southbaycities.org](mailto:Christina@southbaycities.org)

Office (310) 371-7222

Direct (424) 271-0028



357 Van Ness Way, Suite 110

Torrance, CA 90501

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

Follow us!     

SBCCOG Missing Receipt Form

Name: David Leger/Lara Gerges

Amount: \$26.07

Date of Expense: 12/24/25

Billing Code / Contract:

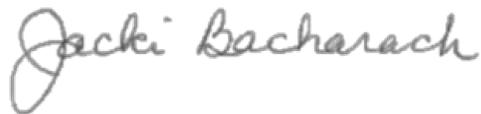
Name & Address of Business Paid: Daily Breeze

Purpose / Activity: Newspaper Subscription Autorenewal. Receipt has been requested from company.

Employee Signature:

A handwritten signature in cursive script, appearing to read "David Leger".

Supervisor Signature:

A handwritten signature in cursive script, appearing to read "Jacki Bacharach".



Intuit Inc.  
 2800 E. Commerce Center Place  
 Tucson, AZ 85706

## Invoice

**Invoice number:** 10001453742468  
**Total:** \$275.00  
**Date:** Dec 25, 2025  
**Payment method:** AMEX ending 1179  
**Payment authorization code:** 136306

### Bill to

Lara Gerges  
 South Bay Cities Council of Governments  
 357 Van Ness Way|Ste 110  
 Torrance, CA 90501-1487  
 US  
 Address may be standardized for tax purposes  
**Company ID:** 503485725

### Payment details

Item	Qty	Unit price	Amount
<b>QuickBooks Online Advanced</b>	1	\$275.00	\$275.00
Sales tax - Exempt:			\$0.00
<b>Total invoice:</b>			<b>\$275.00</b>

### Tax reporting information

**Period for monthly fees:** Dec 25, 2025 - Jan 25, 2026  
**Total without tax:** \$275.00  
**Total tax:** \$0.00

(1) For subscriptions, your payment method on file will be automatically charged monthly/annually at the then-current list price until you cancel. If you have a discount it will apply to the then-current list price until it expires or is canceled. To cancel your subscription at any time, go to the Subscriptions and billing page and cancel the subscription. If your subscription is managed by an account manager, contact your account manager for changes to your subscription. (2) For one-time services, your payment method on file will reflect the charge in the amount referenced in this invoice. Terms, conditions, pricing, features, service, and support options are subject to change without notice.

Amounts are shown in USD. All dates and times are Pacific Standard Time (PST).

**Webstract**

751 Weir Canyon Road, Suite 157  
Anaheim Hills, CA 92808  
8552015800  
billing@webstract.com  
https://www.webstract.com/



# INVOICE

**BILL TO**

South Bay Cities Council of  
Governments  
2355 Crenshaw Blvd., #125  
Torrance, CA 90501

**INVOICE #** 19274

**DATE** 01/01/2026

**DUE DATE** 01/01/2026

**TERMS** Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
<b>Hosting:Web Hosting (Premium)</b> Website is hosted on a secure dedicated server on Google Cloud via WP Engine with daily backups, 24/7 uptime monitoring, and SSL Included.	1	230.00	230.00
<b>Hosting:CDN</b> Offload media assets to Amazon AWS S3 and delivery media via Cloudflare CDN for optimal website performance, speed, and deliverability. (Included in price)	1	0.00	0.00

Webstract Marketing's Terms and Conditions which defines the terms and conditions by which Webstract Marketing will perform its services and which binds the parties for such services are found on our website. Consent to the Terms and Conditions are acknowledged by continuing to use our services.

BALANCE DUE

**\$230.00**

**Webstract**

751 Weir Canyon Road, Suite 157  
Anaheim Hills, CA 92808  
8552015800  
billing@webstract.com  
https://www.webstract.com/



# INVOICE

**BILL TO**

South Bay Cities Council of  
Governments  
2355 Crenshaw Blvd., #125  
Torrance, CA 90501

**INVOICE #** 19273

**DATE** 01/01/2026

**DUE DATE** 01/01/2026

**TERMS** Due on receipt

---

ACTIVITY	QTY	RATE	AMOUNT
<b>Webmaster Services</b> Website Maintenance & Support	1	600.00	600.00
<b>Info</b> Payment will be debited from credit card on file at the end of the month. To update credit card on file <a href="https://secure.webstract.com/credit-card/">https://secure.webstract.com/credit-card/</a>	1	0.00	0.00

---

Webstract Marketing's Terms and Conditions which defines the terms and conditions by which Webstract Marketing will perform its services and which binds the parties for such services are found on our website. Consent to the Terms and Conditions are acknowledged by continuing to use our services.

BALANCE DUE

**\$600.00**

**FW: David, your monthly invoice for SBCCOG Team is available**

---

**From** David Leger <davidl@southbaycities.org>  
**Date** Mon 12/29/2025 8:49 AM  
**To** Christina Martinez <christina@southbaycities.org>

---

**From:** Adobe <custsupp@adobe.com>  
**Sent:** Monday, December 29, 2025 8:49:47 AM (UTC-08:00) Pacific Time (US & Canada)  
**To:** David Leger <davidl@southbaycities.org>  
**Subject:** David, your monthly invoice for SBCCOG Team is available

---

**Adobe**

## David, your monthly invoice for SBCCOG Team is available

What's next? Assign the licenses you've purchased for your team from the Admin Console.

As a reminder, your Adobe ID account login is **DavidL@southbaycities.org**. Use it to access all your Adobe products and services.

### **Here's a quick look at your invoice:**

Adobe Order  
AD03498400209CUS

Company Name  
SBCCOG Team

Billing Period  
29-December-2025 PST – 28-January-2026 PST

Payment Method  
AMEX ending in 1104

Due on 29-December-2025 PST  
US\$297.91 including tax

PRODUCT	QUANTITY	SUBTOTAL
 Creative Cloud Pro US\$99.99/mo per license	1 license	US\$99.99/mo
 Acrobat Pro US\$23.99/mo per license	6 licenses	US\$143.94/mo
 Acrobat Pro US\$23.99/mo per license	1 license	US\$23.99/mo
 Adobe Stock – 10 assets a month US\$29.99/mo per license	1 license	US\$29.99/mo

Subtotal: US\$297.91/mo

Tax/VAT: US\$0.00/mo

**Total: US\$297.91/mo**



### Manage your account

Visit Adobe Admin Console to verify or edit any changes to your plans and products, security and privacy settings, or any Adobe communications. [Learn more](#)

**Group Number** 38460  
**Invoice Number:** 5032599  
**Coverage Period:** **FEBRUARY 2026**

FOR ASSISTANCE... **Call:** (800) 558-8003  
**Website:** [www.calchoice.com](http://www.calchoice.com) **Email:** [customerservice@calchoice.com](mailto:customerservice@calchoice.com)

**PREMIUM(S) STATEMENT**

**LARA GERGES**  
**SOUTH BAY CITIES CNCL OF GOVTS**  
**357 VAN NESS WAY**  
**STE 110**  
**TORRANCE, CA 90501**

**FRIENDLY REMINDER:** Premium payments should be paid as billed by the due date indicated on this statement.  
  
**SAVE TIME AND POSTAGE:** You can submit a one-time payment online at [calchoice.com](http://calchoice.com) or set up recurring payments.

Note: Any payments or requests received after 01/02/2026 will be reflected on the next invoice. Please contact us immediately with any discrepancies.

**Invoice Activity**

Previous Ending Balance: (as of 12/01/25)	+	\$	6,944.67
Payment(s) Received: (Check #:006670)	-	\$	6,944.67
Total Adjustments:	+	\$	0.00
<b>Sum of February Contract Premium(s) (+ Fees):</b>	+	\$	<b>6,944.67</b>
<b>Total of Contract Balances Due: (Payment Due Date: 01/20/2026)</b>	+	\$	<b>6,944.67</b>

*We Appreciate The Way You Consistently Pay Your Account On Time. Thank You!*

**Policy Information**

<b>Medical Tier:</b> BRONZE-SILVER-GOLD-PLATINUM	<b>Chiro:</b> No	<b>Employer Waiting Period:</b> 30 days
<b>Dental:</b> No	<b>Life:</b> No	<b>Renewal Date:</b> 03/01/2026
<b>Vision:</b> Yes	<b>COBRA Status:</b> Cal COBRA	<b>Minimum Hours Eligibility:</b> 30+

\* Complete reverse side to report terminations of employment and/or reduction in hours for covered employees.  
PLEASE DETACH THE BOTTOM PORTION AND RETURN IT WITH YOUR PAYMENT

IF SUBMITTING TERMINATION FORM ON REVERSE SIDE PLEASE REMIT ENTIRE PAGE

Group Number:	38460
Total Balance Due:	\$ 6,944.67
Payment Due Date:	01/20/2026
Amount Enclosed:	\$

<b>SOUTH BAY CITIES CNCL OF GOVTS</b>	
Current Billing Address: 357 VAN NESS WAY STE 110 TORRANCE, CA 90501	Current Street Address 357 VAN NESS WAY STE 110 TORRANCE, CA 90501

Please indicate address changes below: *billing street both*  
Street  
City State Zip  
Phone Number Fax Number

For those set up with online recurring payments, your payment will be automatically debited from your payment account on the Payment Due Date.

Please make checks payable to:

**Attn: Accounts Receivable**  
**CaliforniaChoice Benefit Administrators**  
**PO Box 7088**  
**Orange, CA 92863-7088**

00000000000000000000384600000000006944670000006

# CaliforniaChoice Program

## INVOICE

**SOUTH BAY CITIES CNCL OF GOVTS**  
Group Number 38460

Invoice Number	5032599
Due Date	01/20/2026
Coverage Period	FEBRUARY 2026

Premium payment will need to be received by **January 20** for **February** coverage and should be paid as billed. Check your next invoice for any adjustments that are not reflected on this statement.

	MEDICAL TIER : BRONZE-SILVER-GOLD-PLATINUM	DENTAL BENEFITS
<b>Employer Contribution for Employee</b>	Up to \$500.00 for any Plan selected	Not Requested
<b>Employer Contribution for Dependents</b>	None	Not Requested

Employee Information	Plan Type	Coverage Selected	Health Plan	Tier	Benefit Plan	Employee Premium	Dependent Premium	Total	Employer Contrib.	Employee Contrib.	EE Total Deduction	Chg Code
Ajijolaiya, Adetayo 0570 32 90744	Medical	Employee	Kaiser Permanente	P	PHB	\$ 544.63	\$ 0.00	\$ 544.63	\$ 500.00	\$ 44.63	\$ 44.63	
Farrell, Colleen 1448 56 90501	Medical	Employee	Anthem Blue Cross PPO	S	SPB	\$ 1082.98	\$ 0.00	\$ 1082.98	\$ 500.00	\$ 582.98	\$ 582.98	
Fujioka, Shawn 8452 26 90025	Medical	Employee	Kaiser Permanente	G	GHB	\$ 442.56	\$ 0.00	\$ 442.56	\$ 442.56	\$ 0.00	\$ 0.00	
Gerges, Lara 6058 38 90502	Medical	Employee	Anthem Blue Cross PPO	G	GPB	\$ 697.04	\$ 0.00	\$ 697.04	\$ 500.00	\$ 197.04	\$ 197.04	
Leger, David 5496 36 90731	Medical	Employee	Kaiser Permanente	S	SHB	\$ 440.72	\$ 0.00	\$ 440.72	\$ 440.72	\$ 0.00	\$ 0.00	
Martinez, Christina 2994 44 90808	Medical	EE+Children	Kaiser Permanente	P	PHB	\$ 637.67	\$ 442.19	\$ 1079.86	\$ 500.00	\$ 579.86	\$ 579.86	
Murphy, Eleanor 0967 24 90230	Medical	Employee	Kaiser Permanente	S	SHB	\$ 358.31	\$ 0.00	\$ 358.31	\$ 358.31	\$ 0.00	\$ 0.00	
Segovia, Katty 1906 51 90746	Medical	Employee	Kaiser Permanente	P	PHB	\$ 839.26	\$ 0.00	\$ 839.26	\$ 500.00	\$ 339.26	\$ 339.26	
Segovia, Martha 0187 47 90746	Medical	Employee	Kaiser Permanente	G	GHD	\$ 615.96	\$ 0.00	\$ 615.96	\$ 500.00	\$ 115.96	\$ 115.96	
Tsai, Anne 3836 24 90717	Medical	Employee	Kaiser Permanente	S	SHD	\$ 333.44	\$ 0.00	\$ 333.44	\$ 333.44	\$ 0.00	\$ 0.00	
Umana, Kevin 3521 23 90031	Medical	Employee	Kaiser Permanente	P	PHB	\$ 469.91	\$ 0.00	\$ 469.91	\$ 469.91	\$ 0.00	\$ 0.00	
*Administration Fee Schedule: 1-8 EE's-\$30; 9-50 EE's-\$40; 51+ EE's-\$50								Administration Fee*	\$ 40.00	\$ 5,044.94	\$ 1,859.73	
								Sum of Current Month's Premium(s)	\$ 6,944.67			

**See "Invoice Activity" on Page 1 for Total Balance Due**

- Please review your invoice and verify all additions, changes and terminations have been processed as requested. It is your responsibility to report any discrepancies to our Customer Service Center no later than the due date of this invoice. Please reference your Administrative Guide - Basic Administration section for submission guidelines for additions, changes, and terminations.
- **Change Codes:** A-Add AC-Add Cobra C-Change Plan CA-Age Change CE-Change Enroll Date CI-Change Information CO-Correction DA-Dependent Add DT-Dependent Termination ER-Employee Reinstatement GR-Group Reinstatement NT-New Termination RA-Retro Add RC-Retro Change Plan RDA-Retro Dependent Add RDT-Retro Dependent Termination RT-Retro Termination VC-Life Volume Change IN-Involuntary Termination RE-Resignation
- **Tier Codes:** B-Bronze S-Silver G-Gold P-Platinum

Summary of Health Plan / Carrier Contracts by Plan Type			
Plan Type	Health Plan / Carrier	Total for Health Plan / Carrier	Total for Plan Type
Medical	Anthem Blue Cross PPO	\$ 1,780.02	\$ 6,904.67
	Kaiser Permanente	\$ 5,124.65	

NOTE: Please verify your employer/employee contributions to ensure accuracy of employee deductions.

# CaliforniaChoice Program

## INVOICE

Continued

**SOUTH BAY CITIES CNCL OF GOVTS**  
Group Number 38460

Invoice Number	5032599
Due Date	01/20/2026
Coverage Period	FEBRUARY 2026

Premium payment will need to be received by **January 20** for **February** coverage and should be paid as billed. Check your next invoice for any adjustments that are not reflected on this statement.

	MEDICAL TIER : BRONZE-SILVER-GOLD-PLATINUM	DENTAL BENEFITS
<b>Employer Contribution for Employee</b>	Up to \$500.00 for any Plan selected	Not Requested
<b>Employer Contribution for Dependents</b>	None	Not Requested

### MANDATED REGULATORY STATEMENT

Your health plan is billing you for the cost of your health coverage. You must pay all amounts listed in this bill by the due date. If you do not pay this amount by the due date, your health coverage can be cancelled. You will receive a grace period before your Plan can cancel your coverage for not paying the amount due. You can file a complaint with your Plan and with the California Department of Managed Health Care if you think there is a mistake. Learn more about your health care rights and responsibilities in your plan Evidence of Coverage.

NOTE: Please verify your employer/employee contributions to ensure accuracy of employee deductions.

# adwerx communications

310-798-2285 • don@adwerx.net • www.adwerx.net

## INVOICE

**SOLD TO:** South Bay Cities Council of Governments  
 Andrey Mulligan  
 SBCCOG 357 Van Ness Way  
 Ste 110  
 Torrance CA 90501

<b>Date</b>	11/14/25	
<b>Number</b>	2493267WRX	
<b>Your P.O.</b>		
<b>Ship Date</b>	11/12/25	2493267WRX
<b>Carrier</b>		
<b>Affiliate</b>	Donald Szerlip 310-798-2285	
<b>Terms</b>	Net 30	

To process an online payment, please visit:  
<https://customerus.ipromoteu.com>

Quantity	Unit	Item	Description	Unit Price	Extension
100	EA		BG7 - Origin'L Fabric Mousepad 3mm Thick	3.13	313.00
1	EA	SETUP	SETUP	37.50	37.50

**DELIVERED TO:**  
 South Bay Cities Council of Governments  
 Andrey Mulligan  
 357 Van Ness Way  
 Ste 110  
 Torrance CA 90501-1487

<b>SUB TOTAL</b>	350.50
<b>TAX</b>	35.93
<b>SHIPPING</b>	37.76
<b>PREPAYMENT</b>	0.00
<b>TOTAL DUE</b>	\$424.19

Thank you for your order! Please remit payment to the following address and make your check payable to:

*Or to pay by credit card, please call*

**ipromoteu**  
 844-948-0744

**iPROMOTEu**  
 Dept LA 23232  
 Pasadena CA 91185-3232

Entertaining Friends Catering  
2319 Abalone, Torrance, 90501  
(310) 939-1200



Dear Eleanor,

Thank you for giving Entertaining Friends this opportunity to offer you a proposal to cater the Council of government luncheon. The enclosed Proposal was designed to suit your needs and please your guests.

Date- Dec 11, 2025

Contact- Eleanor (424) 271-4687

Company- South Bay Cities Council of Governments

Event time-11am-1pm

Guest count- 80

Location- Lawndale Community Center

Invoice number – 12/11/25SBCCOG

\$35 per plate at 80 guests = \$2,800

5 staff @ \$35/hour = \$700

\$200 for biodegradable plates and silverware

**Total amount = \$3,700**

Sincerely,

Jean Cordero



# Billing Statement

For Period 01/01/26 to 01/31/26

Statement Date: 12/19/25

## Payment Summary

Payment Received 12/16/25	-1,013.90
No Outstanding Balance As Of 12/19/25	0.00
Current Premium	1,013.90
<b>Total Payment Due 1/01/26</b>	<b>\$1,013.90</b>

### Approval:

"Planholder use only"

## Summary of Activity this Period

Coverage	Previous No. Ins.	Adds.	Terms.	Current No. Ins.	Current Premiums	Premium Adjustments
Dental	7	0	0	7	\$742.97	\$0.00
Managed Dental Care - Mdc	4	0	0	4	\$74.48	\$0.00
Vision	8	0	0	8	\$196.45	\$0.00
<b>TOTAL</b>					<b>\$1,013.90</b>	<b>\$0.00</b>

## Summary of Current Premiums by Rate Class

Coverage	Emp	Fam	Emp/Sp	Emp/Ch	Total
Dental	\$359.90	\$223.36	\$0.00	\$159.71	\$742.97
Managed Dental Care - Mdc	\$74.48	\$0.00	\$0.00	\$0.00	\$74.48
Vision	\$87.20	\$45.91	\$31.67	\$31.67	\$196.45
<b>TOTAL</b>	<b>\$521.58</b>	<b>\$269.27</b>	<b>\$31.67</b>	<b>\$191.38</b>	<b>\$1,013.90</b>

## Planholder Reference

LARA GERGES  
 SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
**Group ID: 00 486459**  
 Division ID: 0000  
 RHO: SP  
 RGO: 058  
 A/R: WH5

## Questions?

Log on to  
[www.GuardianAnytime.com](http://www.GuardianAnytime.com)

Check or make changes to members' eligibility, view and pay bills and more.

Log on or register in two minutes at [www.GuardianAnytime.com](http://www.GuardianAnytime.com)

**Due Date: 01/01/26**

**Payment Due: \$1,013.90**

- Please do not write on payment coupon. If you have changes, please submit them via Guardian Anytime or submit on Change Report.
- For fast and easy payment, submit via [www.guardiananytime.com](http://www.guardiananytime.com), or detach and send Payment Coupon and your check made payable to Guardian in the enclosed envelope to: GUARDIAN, P.O. BOX 824404, PHILADELPHIA, PA 19182-4404.

**Group ID: 00 486459**  
**Division: 0000**  
 A/R: WH5

▲ Please detach and return with payment

## Payment Coupon



LARA GERGES  
 SOUTH BAY CITIES COUNCIL OF GOVERNMENTS  
 357 VAN NESS WAY STE 110  
 TORRANCE, CA 90501



## Notices For SOUTH BAY CITIES COUNCIL OF

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- *To ensure continued coverage and claims service, payments must be received in our office by the end of your grace period.*
- *For the quickest and easiest way to pay your bill or manage member changes, go to [www.GuardianAnytime.com](http://www.GuardianAnytime.com). Simplified, secure benefits administration is available 24/7. If you aren't already registered, go to [www.GuardianAnytime.com](http://www.GuardianAnytime.com).*



- Visit our secure website at [www.guardiananytime.com](http://www.guardiananytime.com)
- View bill online without the wait for mail
  - Submit changes and make payments

GUARDIAN  
P O BOX 824404  
PHILADELPHIA, PA 19182-4404

**Please make sure the Guardian address is visible through the return envelope window.**



## Current Premiums

Employee	Dental		Managed Dental Care - Mdc		Vision		Total Premium
	Premium	Ins.	Premium	Ins.	Premium	Ins.	
Ajjolaiya, Adetayo			18.62	Emp	17.44	Emp	\$36.06
Farrell, Colleen S	71.98	Emp			17.44	Emp	\$89.42
Fujioka, Shawn R			18.62	Emp	17.44	Emp	\$36.06
Leger, David N	71.98	Emp			31.67	Emp/Sp	\$103.65
Martinez, Christina C	159.71	Emp/Ch			31.67	Emp/Ch	\$191.38
Mulligan, Andreya	223.36	Fam			45.91	Fam	\$269.27
Murphy, Eleanor H			18.62	Emp			\$18.62
Segovia, Katty J	71.98	Emp					\$71.98
Segovia, Martha M	71.98	Emp					\$71.98
Tsai, Anne			18.62	Emp	17.44	Emp	\$36.06
Umana, Kevin	71.98	Emp			17.44	Emp	\$89.42
<b>TOTAL</b>	<b>\$742.97</b>		<b>\$74.48</b>		<b>\$196.45</b>		<b>\$1,013.90</b>
<b>Total Current Premiums</b>	<b>\$742.97</b>		<b>\$74.48</b>		<b>\$196.45</b>		<b>\$1,013.90</b>



### Dependent Changes

<i>Employee Name</i>	<i>ID</i>	<i>Effective Date</i>	<i>Dependent Name</i>	<i>Reason Code</i>	<i>Notes</i>
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**Reason Codes For Dependent Changes**

- 101.** *Terminate spouse's coverage due to divorce*
- 102.** *Terminate child's coverage due to reaching age limit for eligibility*
- 103.** *Terminate dependent's coverage due to end of COBRA or State Continuation*
- 104.** *Begin COBRA or State Continuation (include completed COBRA/State Continuation form)*
- 105.** *Drop contributory coverage (include Enrollment Form with completed Refuse/Drop coverages section)*



# INVOICE

Date:  
-----10/15/25-----  
No.Invoice:  
-----2526-029-----



## WOOD TECHNOLOGY PATHWAY STUDENT LED ENTERPRISE

Item Description	Price	Qty	Total
Wooden Business Card Holders with custom laser engraving	\$10	100	\$1000

Payment Method: Donation Check  
Check to: Hawthorne High School  
Club name in MEMO: Wood  
Technology Enterprise

**THANK YOU!**

**Total: \$1000**

(310)263-4400 ex. 7105  
 galtd@cvuhds.org  
 www.hhscougars.org

Delivered on: \_\_\_\_\_  
\_\_\_\_\_  
Signature for received items: \_\_\_\_\_

# J.R.S Plumbing

1713 Harriman Ln  
Redondo Beach, CA 90278  
(310) 963-2608  
jrsplumbingrb@gmail.com



## INVOICE

BILL TO  
South Bay Cities  
357 Van Ness Way Suite #110  
TORRANCE, CA 90503  
United States

INVOICE 10926  
DATE 05/30/2025

DATE	DESCRIPTION	AMOUNT
	South Bay Cities 357 Van Ness Way Suite #110 TORRANCE, CA 90503 United States	0.00
	Shafer Plumbing will go out and make connections for ice maker. We will provide a pump-to-pump drain water to a drain connection. We will make all water connections under sink.	
	All parts, tax, and labor for \$475.00	475.00
BALANCE DUE		<b>\$475.00</b>



Outlook

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**Your Principal bill is ready!**

---

**From** BillNotification-do-not-reply@principal.com <BillNotification-do-not-reply@principal.com>

**Date** Thu 12/18/2025 4:04 AM

**To** Lara Gerges <Lara@southbaycities.org>



Your bill for group coverage is now available online.

---

Group name: South Bay Cities Council Of Governments

---

Bill amount: \$145.23

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Due date: 01-01-2026

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Your bill is ready to view and pay online. Remember you won't receive a bill in the mail.



Please review this statement carefully and submit any terminations or changes within 90 days on principal.com. Premium refunds for terminations are limited to

three months. Log in to [eService](#) today.

Need help setting up your online Principal account to access eService call us at 800-843-1371

Learn [how to add new hires or terminate members.](#)

-----Message Disclaimer-----

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**QDoxs** | Xerox Sales Agent  
 3030 Old Ranch Parkway, Suite 190  
 Seal Beach, CA 90740

562.435.2769, Option 5  
 www.qdoxs.com



# CONTRACT INVOICE

**Invoice Number:** IN72204  
**Invoice Date:** 12/19/2025  
**Account Number:** SB05  
**Balance Due:** \$367.91

**Bill To:** South Bay Cities Council of Governments  
 357 Van Ness Way  
 Suite 110  
 Torrance, CA 90501  
 USA

**Customer:** South Bay Cities Council of Governments  
 357 Van Ness Way  
 Suite 110  
 Torrance, CA 90501

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
SB05	Due 10 Days	12/29/2025	\$367.91	<b>\$367.91</b>
<b>Invoice Remarks</b>				

Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
CT10978-01	Andrey Mulligan 310-371-7222	\$335.23		10/20/2022	10/19/2027
<b>Contract Remarks</b>					

**Summary:**

Contract base rate charge for the 12/20/2025 to 1/19/2026 billing period	\$62.30
Contract overage charge for the 11/20/2025 to 12/19/2025 overage period	\$260.04 **
Tariff - See Notice below	\$12.89
	<b>\$335.23</b>

\*\*See overage details below

**Detail:**

**Equipment included under this contract**

**Xerox/C8135**

Number	Serial Number	Base Adj.	Location
EQ22136	ELQ590745	\$0.00	South Bay Cities Council of Governments 357 Van Ness Way Suite 110 Torrance, CA 90501

Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
B\W	EQ22136 - B\W	42,747	44,321	1,574	1,000	574	\$0.010000	\$5.74
Color	EQ22136 - Color	122,356	125,779	3,423	500	2,923	\$0.087000	\$254.30
								\$260.04

NOTICE: Effective September 1, an International Import/Tariff Surcharge will be added to all invoices due to recent changes in import regulations and new international trade compliance costs.

Invoice SubTotal	\$335.23
Tax:	\$32.68
Invoice Total	\$367.91
<b>Balance Due:</b>	<b>\$367.91</b>



**Sharp Business Systems**  
 8670 Argent St  
 Santee, CA , 92071

**INVOICE**

PLEASE DIRECT ALL CORRESPONDENCE TO:  
 619-258-1400

**SHARP BUSINESS SYSTEMS**

Tax ID: 13-1968872

Duns Number: 00-181-8012

**Bill To: 835928**

SOUTH BAY CITIES COUNCIL OF  
 GOVERNMENTS  
 2355 CRENSHAW BLVD, SUITE 125  
 TORRANCE, CA 90501

Invoice No. <b>9005627932</b>	Invoice Date <b>12/29/2025</b>	Payment Terms <b>Net 30 days</b>	Due Date <b>01/28/2026</b>	Invoice Total <b>\$2,510.50</b>
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Invoice text:				
Item	Description	Quantity/Hours	Rate	Amount
<b>Contract:</b> 8000669864				
MITS_BAREMAIL_SEAR	EMAIL SECURITY AND ARCHIVE LICENSE	30	6.25	187.50
<b>Period of Coverage:</b> 12/01/2025 - 12/31/2025				
MITS_CWEDR_WKS	EDR LICENSE AND SOC SERVICE - DESKTOP	30	20.00	600.00
<b>Period of Coverage:</b> 12/01/2025 - 12/31/2025				
MITS_CWHD_BH	RMM & HELP DESK SERVICE - 8A-6P	30	45.00	1,350.00
<b>Period of Coverage:</b> 12/01/2025 - 12/31/2025				
MITS_MC1Y1M135	M365 Bus. Basic 1Y1M	8	6.00	48.00
<b>Period of Coverage:</b> 12/01/2025 - 12/31/2025				
MITS_MC1Y1M137	M365 Bus. Std 1Y1M	26	12.50	325.00
<b>Period of Coverage:</b> 12/01/2025 - 12/31/2025				

Sales Amount <b>\$2,510.50</b>	Taxes <b>\$0.00</b>	Freight Amount <b>\$0.00</b>	<b>Invoice Total</b> <b>\$2,510.50</b>
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----- Cut here -----  
 Please include Invoice No. on your Remittance

Invoice No. <b>9005627932</b>	Account No. <b>835928</b>	Due Date <b>01/28/2026</b>
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Sales Amount <b>\$2,510.50</b>	Taxes <b>\$0.00</b>	Freight Amount <b>\$0.00</b>	<b>Invoice Total</b> <b>\$2,510.50</b>
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<b>Remit To:</b> SHARP ELECTRONICS CORPORATION Via its SHARP BUSINESS SYSTEMS Division Dept. LA 21565 PASADENA, CA, 91185-1565	<b>To pay by ACH, EFT or Credit Card please visit:</b> <a href="https://secure.versapay.com/payables/sharpusa/signup">https://secure.versapay.com/payables/sharpusa/signup</a>
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Sharp Business Systems  
8670 Argent St  
Santee, CA , 92071

# INVOICE

PLEASE DIRECT ALL CORRESPONDENCE TO:  
619-258-1400

## SHARP BUSINESS SYSTEMS

Invoice No. <b>9005627932</b>	Invoice Date <b>12/29/2025</b>	Payment Terms <b>Net 30 days</b>	Due Date <b>01/28/2026</b>	Invoice Total <b>\$2,510.50</b>
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Item	Description	Quantity/Hours	Rate	Amount
<b>Thank You For Your Business</b>				



Sharp Business Systems  
7 SHERIDAN SQUARE, STE 200  
KINGSPORT, TN , 37663

**INVOICE**

PLEASE DIRECT ALL CORRESPONDENCE TO:  
1-888-525-4220

**SHARP BUSINESS SYSTEMS**

Tax ID: 13-1968872

Duns Number: 00-181-8012

**Bill To: 835928**

SOUTH BAY CITIES COUNCIL OF  
GOVERNMENTS  
2355 CRENSHAW BLVD, SUITE 125  
TORRANCE, CA 90501

Invoice No. <b>9005627138</b>	Invoice Date <b>12/29/2025</b>	Payment Terms <b>Net 30 days</b>	Due Date <b>01/28/2026</b>	Invoice Total <b>\$841.91</b>
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Item	Description	Quantity/Hours	Rate	Amount
<b>Invoice text:</b>				
<b>Contract:</b> 8000664680				
UCAASFCC	UCAAS FCC	1	0.00	36.77
<b>Period of Coverage:</b> 11/01/2025 - 11/30/2025				
UCAASSERVICE	UCAAS Service	1	709.75	709.75
<b>Period of Coverage:</b> 12/01/2025 - 12/31/2025				
ADDENDUM #5: 25 STANDARD USERS, NO LOW USAGE USRS, 28 DIDS, 4 MAC HRS PER YEAR				
UCAASSMSFEE	SMS COMPLIANCE CAMPAIGN VETTING	1	0.00	2.10
<b>Period of Coverage:</b> 11/01/2025 - 11/30/2025				
UCAASSMSFEE	SMS COMPLIANCE BRAND REGISTRATION	1	0.00	0.00
<b>Period of Coverage:</b> 11/01/2025 - 11/30/2025				

Sales Amount	<b>\$769.16</b>	Taxes	<b>\$72.75</b>	Freight Amount	<b>\$0.00</b>	<b>Invoice Total</b>	<b>\$841.91</b>
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----- Cut here -----  
Please include Invoice No. on your Remittance

Invoice No. <b>9005627138</b>	Account No. <b>835928</b>	Due Date <b>01/28/2026</b>
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Sales Amount	<b>\$769.16</b>	Taxes	<b>\$72.75</b>	Freight Amount	<b>\$0.00</b>	<b>Invoice Total</b>	<b>\$841.91</b>
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<b>Remit To:</b> SHARP ELECTRONICS CORPORATION Via its SHARP BUSINESS SYSTEMS Division Dept. CH 14288 Palatine, IL, 60055-4404	<b>To pay by ACH, EFT or Credit Card please visit:</b> <a href="https://secure.versapay.com/payables/sharpusa/signup">https://secure.versapay.com/payables/sharpusa/signup</a>
--	---



Sharp Business Systems  
 7 SHERIDAN SQUARE, STE 200  
 KINGSPORT, TN , 37663

**INVOICE**

PLEASE DIRECT ALL CORRESPONDENCE TO:  
 1-888-525-4220

**SHARP BUSINESS SYSTEMS**

Invoice No. <b>9005627138</b>	Invoice Date <b>12/29/2025</b>	Payment Terms <b>Net 30 days</b>	Due Date <b>01/28/2026</b>	Invoice Total <b>\$841.91</b>
----------------------------------	-----------------------------------	-------------------------------------	-------------------------------	----------------------------------

Item	Description	Quantity/Hours	Rate	Amount
UCAASSTATELOC AL	UCAAS STATE LOCAL	1	0.00	20.54
<b>Period of Coverage:</b> 11/01/2025 - 11/30/2025				

**Thank You For Your Business**

# Marina Graphic Center

INCORPORATED

12901 CERISE AVENUE • HAWTHORNE, CA 90250-5520  
TEL. (310) 970-1777 • FAX (310) 263-1777

SOUTH BAY CITIES GOVERNMENT  
357 VAN NESS WAY  
SUITE 110  
TORRANCE, CA 90501

CUSTOMER ID: SBCG  
INVOICE NO: 152436  
INVOICE DATE: 12/16/2025  
CUSTOMER PO:

ATTENTION: ACCOUNTS PAYABLE

TERMS: DUE NET 30 DAYS  
SALES PERSON: RAFAEL PINEDA

DESCRIPTION	AMOUNT
MGC JOB NO: 248946 REQUESTER: ROSEMARY LACKOW  1,000 SOUTH BAY WATCH NEWSLETTERS - FALL 2025 (8 PAGE SELF COVER)  FSC MIX #SCS-COC-001204	1,755.00

TERMS: DUE NET 30 DAYS Due On or Before: 1/15/2026

Subtotal	1,755.00
Sales Tax	179.89
Total	1,934.89

**PLEASE PAY TOTAL AMOUNT**



1.5% PER MONTH "SERVICE CHARGE" WILL BE MADE ON PAST DUE ACCOUNTS  
IN THE EVENT SUIT IS INSTITUTED, BUYER SHALL PAY ALL REASONABLE ATTORNEY'S FEES AND COSTS OF COLLECTION.

**Vincent Rios Creative, Inc.**

23505 Crenshaw Blvd Ste 171  
Torrance, CA 90505 USA  
vince@vrioscreative.com



**INVOICE**

**BILL TO**  
South Bay Cities Council of Governments (SBCCOG)  
357 Van Ness Way  
Suite 110  
Torrance, CA 90501

**INVOICE** 1336  
**DATE** 01/07/2026  
**TERMS** Net 30  
**DUE DATE** 02/06/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Project Management		1:00	135.00	135.00
	Design		18:00	135.00	2,430.00
	Services	Discounts Given	6	-135.00	-810.00

---

SUBTOTAL	1,755.00
TAX	0.00
TOTAL	1,755.00

---

**BALANCE DUE \$1,755.00**

Pay invoice

# INVOICE

**HERO HOUSING EMPOWERMENT  
RECOVERY AND OUTREACH COM**  
8605 Santa Monica Blvd  
West Hollywood, CA 90069-4109

joshua@herocommunityservices.org  
+1 (310) 866-6273  
<https://www.herocommunityservices.org>



## Bill to

South Bay Cities Council of Governments  
357 Van Ness Way, Suite 110  
Torrance, CA 90501

## Invoice details

Invoice no.: 010625  
Terms: Net 30  
Invoice date: 01/06/2026  
Due date: 02/05/2026

#	Product or service	Description	Amount
1.	South Bay Cities Council of Governments (	Q2 pre-payment	\$80,000.00
<b>Total</b>			<b>\$80,000.00</b>

ACH or check

## Note to customer

Q2 pre-payment for Beach Cities Case Management, Housing Retention Specialist and CalAim Consultant

# west drift

MANHATTAN BEACH | CA

**CATERING SALES AGREEMENT**

**DESCRIPTION OF GROUP AND EVENT**

The following represents an agreement between westdrift Manhattan Beach, Autograph Collection, 1400 Parkview Avenue, Manhattan Beach, CA, 90266, (310) 546-7511 and South Bay Cities Council of Governments.

ORGANIZATION: South Bay Cities Council of Governments  
 CONTACT: Name: Bernadette Suarez  
 Andrea Mulligan/David Leger/Jacki Bacharach  
 Street Address: 357 Van Ness Way  
 City, State, Postal Code: Torrance, CA 90501  
 Country/Region: USA  
 Phone Number: (310) 371-7222  
 E-mail Address: andrea@southbaycities.org /david@southbaycities.org

NAME OF EVENT: SB Cities Council of Governments Annual Assembly

REFERENCE #: M-VMOW89N

OFFICIAL PROGRAM DATES: Wednesday, 03/25/2026 - Thursday, 03/26/2026

**FUNCTION INFORMATION AGENDA/EVENT AGENDA**

Based on the requirements outlined by South Bay Cities Council of Governments, the Hotel has reserved the function space set forth on the below Function Information Agenda/Event Agenda.

Date	Day	Start Time	End Time	Function Type	Setup	# People	Rental	Related Events
03/25/2026	Wed	6:00 PM	10:00 PM	Set Up	Rounds of 10 Loftlight Ballroom	400	\$5,000.00++	
03/26/2026	Thu	6:00 AM	8:00 AM	Set Up	Rounds of 10 Loftlight	400	Waived	
03/26/2026	Thu	8:00 AM	9:00 AM	Breakfast	Rounds of 10 Loftlight South Foyer	400	Waived	
03/26/2026	Thu	8:00 AM	9:30 AM	Registration	Schoolroom Loftlight East Foyer	4	Waived	
03/26/2026	Thu	8:00 AM	4:00 PM	General Session	Rounds of 10 Loftlight	400	Waived with \$25,000.00++ Catering Minimum	
03/26/2026	Thu	8:00 AM	4:00 PM	Exhibits	Special Loftlight East Foyer	60	Waived	
03/26/2026	Thu	8:00 AM	5:00 PM	Breakout	Conference Coastal	6	Waived	
03/26/2026	Thu	12:00 PM	1:00 PM	Lunch	Rounds of 10 Loftlight South Foyer	400	Waived	
03/26/2026	Thu	4:00 PM	5:00 PM	Teardown	Rounds of 10 Loftlight	1	Waived	

All meeting room, food and beverage, and related services are subject to applicable taxes (currently [10.25]%) and service charge (currently [26]%) in effect on the date(s) of the event.

**DAMAGE TO FUNCTION SPACE**

South Bay Cities Council of Governments agrees to pay for any damage to the function space that occurs while South Bay Cities Council of Governments is using it. South Bay Cities Council of Governments will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than South Bay Cities Council of Governments and its attendees.

**MINIMUM BANQUET FOOD AND BEVERAGE REVENUE REQUIREMENT**

South Bay Cities Council of Governments agrees to a minimum banquet food and beverage revenue of **\$25,000.00++**, exclusive of tax and service charge (the “Minimum Banquet Food and Beverage Revenue”). Hotel will confirm the food and beverage prices [3 days] prior to South Bay Cities Council of Governments’ arrival date. Hotel is relying upon South Bay Cities Council of Government’s Minimum Food and Beverage Revenue as described below. South Bay Cities Council of Governments agrees that at the conclusion of the Event, if the actual banquet food and beverage revenue is less than the Minimum Food and Beverage Revenue, eighty percent (80%) of the difference will be posted to the Master Account. These charges represent a reasonable effort on behalf of the Hotel to establish its loss prospectively and shall be due as liquidated damages.

**OUTSIDE FOOD AND BEVERAGE POLICY**

All food and beverages served at functions associated with the Event must be provided, prepared, and served by Hotel, and must be consumed on Hotel premises.

**SPECIAL CONCESSIONS**

In consideration of the functions identified on the Function Information Agenda/Event Agenda, Hotel will provide South Bay Cities Council of Governments with the following special concessions:

- \$15.00 Self-Parking \$30.00 Valet
- (15) Comp Self-Parking Passes
- Marriott Rewards Points
- One Comp Suite arriving March 25<sup>th</sup>,2026
- One Raffle Item to include a weekend stay with Breakfast for two

**NO ROOM TRANSFER BY GUEST**

South Bay Cities Council of Governments agrees that neither South Bay Cities Council of Governments nor attendees of the Event nor any intermediary shall be permitted to assign any rights or obligations under this Group Sales Agreement, or to resell or otherwise transfer to persons not associated with South Bay Cities Council of Governments reservations for guestrooms, meeting rooms or any other facilities made pursuant to this Group Sales Agreement.

**PAYMENT BY CREDIT CARD OR COMPANY CHECK**

If South Bay Cities Council of Governments wishes to pay any portion of its obligation by credit card or company check, the credit card information must be entered into our secure online website.

Prior to the execution of this agreement South Bay Cities Council of Governments shall provide hotel with credit card authorization information. A Credit Card Information Request e-mail will be sent to the e-mail address provided by South Bay Cities Council of Governments.

This process must also be followed if direct billing has not been approved and the Master Account charges will be paid by credit card or company check.

South Bay Cities Council of Governments agrees that the Hotel may charge to this credit card any payment as required under this Group Sales Agreement.

**METHOD OF PAYMENT**

The method of payment of the Master Account will be established upon approval of South Bay Cities Council of Governments credit. If credit is approved, the outstanding balance of South Bay Cities Council of Governments Master Account (less any advance deposits and exclusive of disputed charges) will be due and payable upon receipt of invoice.

South Bay Cities Council of Governments will raise any disputed charges within [14] days after receipt of the invoice. The Hotel will work with South Bay Cities Council of Governments in resolving any such disputed charges, the payment of which will be due upon receipt of invoice after resolution of the dispute. If payment of any invoice is not received within thirty (30) days of the date on which it was due, Hotel will impose a finance charge at the rate of 1-1/2% per month (18% annual rate) on the unpaid balance commencing on the invoice date.

South Bay Cities Council of Governments has indicated that it has elected to use the following form of payment:

- Cash, money order, or other guaranteed form of payment
- Credit card (We accept all major credit cards) *A 3% processing fee will be applied to every credit card transaction*
- Company check or Electronic Funds Transfer- Client paying by check
- \_\_\_\_\_ [agreed alternative]

South Bay Cities Council of Governments may not change this form of payment.

In the event that credit is not approved, South Bay Cities Council of Governments agrees to pay an advance deposit in an amount to be determined by the Hotel in its reasonable discretion, with the full amount due prior to the start of the group’s event.

**ADVANCE PAYMENT SCHEDULE**

South Bay Cities Council of Governments agrees to make the following advance payments:

Friday, December 8 <sup>th</sup> , 2025	\$12,000.00
Friday, January 16 <sup>th</sup> , 2026	\$6,000.00
Friday, February 13 <sup>th</sup> , 2026	\$12,000.00
Friday, March 20 <sup>th</sup> , 2026	Balance of Master Account

The above payments will be applied to payment of the Master Account. In the event that the payments exceed the balance of the Master Account, including any liquidated damages associated with cancellation/attrition by South Bay Cities Council of Governments, Hotel will refund the difference between the payments and the balance of the Master Account within thirty (30) days.

**CANCELLATION – Food and Beverage Only Events**

South Bay Cities Council of Governments agrees that it will provide a Minimum Banquet Food and Beverage Revenue of **\$25,000.00++** (exclusive of applicable service charges and taxes) for the Event.

In the event of a group cancellation occurring from the Date of this Agreement to four (4) business days prior to the Event(s), liquidated damages in the amount of eighty percent (80%) of the Minimum Banquet Food and Beverage Revenue will be due, plus applicable taxes.

In the event of a group cancellation within three (3) business days of the Event(s), liquidated damages in the amount of one hundred percent (100%) of the Minimum Banquet Food and Beverage Revenue and Total Meeting Room Rental will be due, plus applicable taxes.

**PHISHING**

Please be aware that bad actors can impersonate Hotel employees. Group should never rely solely on contact information sent in an email or respond directly to any email requesting a bank account information change. If Group receives a request from Hotel regarding bank account information, Group should contact the Hotel via verified phone number or in person to confirm the request prior to providing such information.

**IMPOSSIBILITY**

The performance of this Agreement is subject to termination without liability upon the occurrence of any circumstance beyond the control of either party – such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, civil disorder, or curtailment of transportation facilities – to the extent that such circumstance makes it illegal or impossible for the Hotel to provide, or for groups in general to use, the Hotel facilities. The ability to terminate this Agreement without liability pursuant to this paragraph is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical - but in no event longer than ten (10) days - after learning of such basis.

**COMPLIANCE WITH LAW**

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and South Bay Cities Council of Governments agree to cooperate with each other to ensure compliance with such laws.

**CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT**

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or South Bay Cities Council of Governments will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

**LITIGATION EXPENSES**

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

**LIQUOR LICENSE**

South Bay Cities Council of Governments understands that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are underage.

**COMPLIANCE WITH EQUAL OPPORTUNITY LAWS**

This section describes Marriott's obligations as a U.S. federal contractor. It does not apply to customers that are not part of the U.S. federal government or using funds from the U.S. federal government for this contract.

Marriott shall comply with all applicable laws, statutes, rules, ordinances, codes, orders and regulations of all federal, state, local and other governmental and regulatory authorities and of all insurance bodies applicable to the Hotel premises in performing its obligations under this Agreement.

Marriott (referred to as "contractor" in this section) shall comply with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act, as amended, which are administered by the United States Department of Labor ("DOL"), Office of Federal Contract Compliance Programs ("OFCCP"). The equal employment opportunity clauses of the implementing regulations, including but not limited to 41 C.F.R. §§ 60.1-4, 60-300.5(a), and 60-741.5(a), are hereby incorporated by reference, with all relevant rules, regulations and orders pertaining thereto. **This contractor and subcontractor shall abide by the requirements of 41 C.F.R. §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability.**

Marriott also shall comply with Executive Order 13496 and with all relevant rules, regulations and orders pertaining thereto, to the extent applicable. The employee notice clause and all other provisions of 29 C.F.R. Part 471, Appendix A to Subpart A, are hereby incorporated by reference.

To the extent applicable, Marriott shall include the provisions of this section in every subcontract or purchase order so that such provisions shall be binding upon each contractor, subcontractor or vendor performing services or providing materials relating to this Agreement and the services provided pursuant to the terms hereof.

**PRIVACY**

Marriott International, Inc. (“Marriott”) is committed to complying with obligations applicable to Marriott under applicable privacy and data protection laws, including to the extent applicable EU data protection laws. Hotel shall comply with the then-current Marriott Group Global Privacy Statement (the “Privacy Statement,” currently available at <http://www.marriott.com/about/privacy.mi>) with respect to any personal data received under this Agreement.

Without limiting the foregoing obligation, Hotel has implemented measures designed to: (1) provide notice to individuals about its collection and use of their personal data, including through the Privacy Statement; (2) use such personal data only for legitimate business purposes; (3) provide means by which individuals may request to review, correct, update, suppress, restrict or delete or port their personal data, consistent with applicable law; (4) require any service providers with whom personal data is shared to protect the confidentiality and security of such data; and (5) use technical and organizational measures to protect personal data within its organization against unauthorized or unlawful access, acquisition, use, disclosure, loss, or alteration.

South Bay Cities Council of Governments will obtain all necessary rights and permissions prior to providing any personal data to Hotel, including all rights and permissions required for Hotel, Hotel affiliates, and service providers to use and transfer the personal data to locations both within and outside the point of collection (including to the United States) in accordance with Hotel’s privacy statement and applicable law. Notwithstanding any other provision, Hotel may use an individual’s own personal data to the extent directed by, consented to or requested by such individual.

**IN-HOUSE EQUIPMENT**

Hotel will provide, at no charge, a reasonable amount of meeting equipment (for example, chairs, tables, etc.). These complimentary arrangements do not include special setups or extraordinary formats that would deplete Hotel’s present in-house equipment to the point of requiring rental of an additional supply to accommodate South Bay Cities Council of Governments’s needs. If such special setups or extraordinary formats are requested, Hotel will present South Bay Cities Council of Governments two (2) alternatives: (1) charging South Bay Cities Council of Governments the rental cost for additional equipment, or (2) changing the extraordinary setup to a standard format, avoiding the additional cost.

**TECHNICAL SERVICES**

[Encore] is Hotel’s preferred provider for audio/visual needs. Because the use of another provider will necessarily involve the use of some of Hotel’s and [Encore]’s equipment and expertise, an hourly fee will be charged if South Bay Cities Council of Governments selects such a provider.

**UNATTENDED ITEMS/ADDITIONAL SECURITY**

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If South Bay Cities Council of Governments requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.

**USE OF OUTSIDE VENDORS**

If South Bay Cities Council of Governments wishes to hire outside vendors to provide any goods or services at Hotel during the Event, South Bay Cities Council of Governments must notify Hotel of the specific goods or services to be provided and provide sufficient advance notice to the Hotel so that the Hotel can (i) determine, in Hotel’s sole discretion, whether such vendor must provide Hotel, in form and amount reasonably satisfactory to Hotel, an indemnification agreement and proof of adequate insurance, and (ii) approve, using reasonable judgment, the selection of the outside vendor and the goods or services to be provided by such outside vendor to South Bay Cities Council of Governments, taking into consideration: (a) whether Hotel offers such goods and services; (b) the risk level posed by certain activities; and (c) the safety and well-being of guests at Hotel.

**PERFORMANCE LICENSES**

South Bay Cities Council of Governments will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including without limitation, music, audio, or video recordings, art, etc.) that South Bay Cities Council of Governments may use or request to be used at the Hotel.

**MARRIOTT BONVOY EVENTS**

Marriott Bonvoy Events provides Points or Miles to eligible Marriott Bonvoy Members who book and hold qualifying meetings and events at Participating Properties.

Approximately ten (10) business days after the conclusion of the Event (provided that the Event is not cancelled and South Bay Cities Council of Governments has otherwise complied with the material terms and conditions of this Agreement), the Hotel will award Points or Miles to the Member and relevant account identified below. By inserting the airline frequent flyer account information, the recipient elects to receive Miles instead of Points.

Marriott Bonvoy Events is not available in certain circumstances, including (1) for any government employee or official booking a government event (U.S. government event or non-U.S. government event); (2) for any employee of a state-owned or state-controlled entity (“SOE”) booking an event on behalf of the SOE; or (3) for any other planner or intermediary when booking an event on behalf of a non-U.S. governmental entity or SOE. Hotels in the Asia Pacific region are restricted from awarding Points or Miles to any intermediary booking an event on behalf of any governmental entity or SOE.

**GROUP MUST CHECK ONE OPTION BELOW:**

- The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) is eligible to receive Points or Miles.

Member Name Jacki Bacharach  
Marriott Bonvoy Membership Number 256009038

Member Name David Leger  
Marriott Bonvoy Membership Number 192248731

OR

- The Contact (as identified on page 1 of this Agreement or the Authorized Signer of this Agreement) declines or is not eligible to receive Points or Miles and hereby waives the right to receive Points or Miles in connection with the Event.

The individual identified above to receive either Points or Miles may not be changed without such individual’s prior written consent. The number of Points or Miles to be awarded shall be determined pursuant to the Marriott Bonvoy Terms and Conditions (the “Terms and Conditions”), as in effect at the time of award. All Marriott Bonvoy Terms and Conditions apply. The Terms and Conditions are available on-line at <https://www.marriott.com/loyalty/terms/default.mi> and may be changed at the sole discretion of Marriott International, Inc. at any time and without notice. Capitalized terms used in this section have the meanings given to them in the Terms and Conditions.

\*Electronic selection – This may be done in Microsoft Word by double-clicking on the above unfilled box, choosing a blackened box, and then clicking “Insert.” Alternatively, one can use the commands “Insert” and “Symbol,” choose the blackened box, and then click “Insert.”

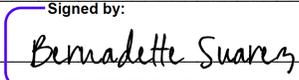
**ACCEPTANCE**

When presented by the Hotel to South Bay Cities Council of Governments, this document is an invitation by the Hotel to South Bay Cities Council of Governments to make an offer. Upon signature by South Bay Cities Council of Governments, this document will be an offer by South Bay Cities Council of Governments. Only upon signature of this document by all parties will this document constitute a binding agreement. Unless the Hotel otherwise notifies South Bay Cities Council of Governments at any time prior to South Bay Cities Council of Government’s execution of this document, the outlined format and dates will be held by the Hotel for South Bay Cities Council of Governments on a first-option basis until **Monday, December 1<sup>st</sup>, 2025**. If South Bay Cities Council of Governments cannot make a commitment prior to that date, this invitation to offer will revert to a second-option basis or, at the Hotel’s option, the arrangements will be released, in which case neither party will have any further obligations.

Upon signature by both parties, South Bay Cities Council of Governments and the Hotel shall have agreed to and executed this Agreement by their authorized representatives as of the dates indicated below.

**SIGNATURES**

Approved and authorized by South Bay Cities Council of Governments:

Name: (Print) Bernadette Suarez  
Title: (Print) SBCCOG Board Chair  
Signature:   
Date: 12/1/2025

Approved and authorized by Hotel:  
Name: (Print) LaTisa Coleman  
Title: (Print) Senior Catering Sales Manager  
Signature:   
Date: 12/1/2025

Name: (Print) Jim McCafferty  
Title: (Print) Director of Catering  
Signature:   
Date: 12/1/2025