

South Bay Cities Council of Governments

SBCCOG Board of Directors' Meeting Thursday, October 22, 2009 @ 7:00 pm

**City of El Segundo
Public Library
111 West Mariposa Avenue**

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

The Board of Directors, with certain statutory exceptions, can only take action upon properly posted and listed agenda items. Written materials distributed to the Board within 72 hours of the Board meeting are available for public inspection immediately upon distribution in the SBCCOG/SBESC office at 3868 Carson Street, Suite 110, Torrance, California, during normal business hours.
Unless otherwise noted in the Agenda, the Public can only comment on SBCCOG related business that is within the jurisdiction of cities and/or items listed on the Agenda during the Public Comment portion of the meeting (Item #V). The time limit for comments is three (3) minutes per person. Before speaking to the Board, please come to the podium and state: Your name and residence and the organization you represent, if appropriate.

AGENDA

- I. **CALL TO ORDER - Introductions (7:00 PM)**
Kelly McDowell, Chair
- II. **SALUTE TO THE FLAG**
- III. **CONFIRM POSTING OF THE AGENDA BY EL SEGUNDO CITY CLERK**
- IV. **ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA**
- V. **COMMENTS FROM THE PUBLIC**
- VI. **CONSENT CALENDAR (7:05 PM)**
Matters listed under Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Calendar and considered separately.
 - A. **September Board Meeting Minutes (attachment) – Approve**
 - B. **Job Descriptions for Proposed Employee Positions (attachments) – Approve**
 - C. **Contract modification with Heidi Aten (attachment) – Approve**
 - D. **Fleet Management Letter of Agreement with Enterprise (attachment) - Approve**
 - E. **1st Quarter Contracts approved by the Steering Committee (attachment) – Receive and file**
 - F. **Status of Legislation upon which SBCCOG has a position (attachment) – Receive and file**
 - G. **1st Quarter Financial Report (attachment) – Receive and file**

VII. PRESENTATIONS

- A. Conservation Booklet Presentation (7:05 pm)**
 - 1. David Kissinger, South Bay Board of Realtors
- B. South Bay Transit Center Update (7:15 pm)**
 - 1. Redondo Beach – Gwendolyn Parker
 - 2. Torrance – Kim Turner

VIII. REPORTS FOR POSSIBLE ACTION

- A. South Bay Environmental Services Center Updates (attachment) (7:35 pm)**

IX. METRO REPORT (7:40 pm)

- A. Board Report – Pam O'Connor**
- B. Current Board Issues – Discussion**
 - 1. Long Range Transportation Plan
 - 2. Harbor Subdivision Analysis and Recommendation
 - 3. Crenshaw Corridor

X. BOARD MEMBER ANNOUNCEMENTS (8:00 pm)

XI. SBCCOG UPDATE AND COMMITTEE REPORTS – (attachments) (8:10 pm)

- A. General Assembly update**

XII. AGENCY REPORTS (8:20 pm)

- A. League of California Cities (Teresa Acosta & Cliff Numark)
- B. South Coast Air Quality Management District (Stan Myles)
 - a. Local Government and Business Advisory Group (Eric Busch)
- C. SCAG & Committees (Matt Horton)
 - a. Energy and Environment (Judy Mitchell, Mitch Ward)
 - b. Transportation (Steve Diels, Judy Dunlap)
 - c. Community, Economic, & Human Development (Susan Rhilinger & Daniel Tabor)
 - d. Regional Council (Judy Mitchell, Judy Dunlap, Susan Rhilinger)
- D. South Bay Cities City Managers' Association (Jack Wayt)
- E. South Bay Association of Chambers of Commerce (Ron Ikejiri)
- F. South Bay Economic Development Partnership (Barry Waite)

XIII. UPCOMING EVENTS & ANNOUNCEMENTS (8:45 pm)

October 29 Green Task Force, Torrance Library, 1:30 pm

XIV. NOVEMBER SBCCOG COMMITTEE MEETINGS & WORKING GROUPS

Consult web site for specific times and places – www.southbaycities.org

XV. ADJOURNMENT

**Next meeting - Thursday, November 19, 2009
&
PLEASE PLAN TO ATTEND OUR
2ND ANNUAL RECEPTION FOR SBESC VOLUNTEERS
@ 5:30 pm before the Board meeting**

SBCCOG MEETINGS: ATTENDANCE 2009

CITY	March	April	May	June	July	August	Sept.
Carson				X	X	X	x
El Segundo	McDowell	McDowell		McDowell	McDowell	McDowell	McDowell
Gardena	Ikejiri	Ikejiri	Ikejiri		Medina	Medina	Medina
Hawthorne	Juarez	Juarez	Juarez	Juarez	Juarez	Juarez	Juarez
Hermosa Beach	Keegan		Keegan	Keegan		Keegan	
Inglewood		Franklin		Dorn			Franklin
Lawndale		Pullen-Miles			Pullen-Miles		Pullen-Miles
Lomita	Dever	Waite	Waite	Waite	Waite/Blackwood	Waite	Blackwood
Los Angeles	X	X	Hahn			X	x
Manhattan Beach	Ward/Powell	Powell		Ward		Ward/Powell	Powell
Palos Verdes Estates	Perkins		Perkins	Perkins	Goodhart	Goodhart	Perkins/Goodhart
Rancho Palos Verdes		X	X	X	X	Dyda	Dyda
Redondo Beach	Diels	Diels	Diels	Diels	Aust	Diels	
Rolling Hills	X	X	X	X	X	X	x
Rolling Hills Estates	Zerunyan	Seamans	Addleman	Mitchell	Mitchell/Seamans	Mitchell/Seamans	Mitchell
Torrance	Rhilinger	Brewer	Rhilinger	Rhilinger	Rhilinger	Rhilinger/Numark	Numark
County of Los Angeles						Napolitano/Rosenfeld	Napolitano/Rosenfeld

P: present

X: inactive (missed last 3 in a row)

Inactive Membership is automatically re-instated by attending a meeting

Number of Active Cities	14	13	14	13	13	14	14
Quorum Required (50% + 1)	8	7	8	8	8	8	8
Number of Cities Attending	10	10	9	10	10	12	12

MINUTES
SOUTH BAY CITIES COUNCIL OF GOVERNMENTS
THURSDAY, SEPTEMBER 24, 2009

Board Member McDowell called the South Bay Cities Council of Governments to order at 7:08 p.m. In attendance were the following voting members:

Kelly McDowell, El Segundo
Dan Medina, Gardena
Daniel Juarez, Hawthorne
Robert Pullen-Miles, Lawndale
Ken Blackwood, Lomita
Wayne Powell, Manhattan Beach
Ellen Perkins, Palos Verdes Estates

Ken Dyda, Rancho Palos Verdes
Judy Mitchell, Rolling Hills Estates
Cliff Numark, Torrance
Dan Rosenfeld, County of Los Angeles
Steve Napolitano, County of Los Angeles
Ralph Franklin, Inglewood

Other elected officials

Jim Goodhart, Palos Verdes Estates
Pam O'Connor, MTA Board Rep.

Also in attendance were the following persons:

Jacki Bacharach, SBCCOG
Azury Benouis, SBCCOG
Marilyn Lyon, SBESC
Alan Patashnick, MTA
Matt Horton, SCAG
Eleanor B. Jones, City of Torrance

Kim Turner, City of Torrance
John Parsons, SBWIB
Stan Myles, AQMD
Pam O'Connor, MTA Board Rep.
Mike Bohlke, MTA Cog Board Deputy

SELF-INTRODUCTIONS

FLAG SALUTE - LED BY BOARD MEMBER KEN DYDA, RANCHO PALOS VERDES

CONFIRM POSTING OF THE AGENDA BY EL SEGUNDO CITY CLERK

Executive Director Bacharach confirmed that the agenda was properly posted in the City of El Segundo.

ANNOUNCEMENT OF ANY CHANGES TO THE AGENDA

Jacki Bacharach announced that two items regarding the MTA would be discussed later in the meeting.

COMMENTS FROM THE PUBLIC. -- NONE

CONSENT CALENDAR

- A. August 2009 Board Meeting Minutes – **Approve.**
- B. Contract renewal with Heidi Aten (attachment) -- **Approve**
- C. LUV Project Implementation (*attachment*) – **Approve**
- D. Status of Legislation upon which SBCCOG has a position (*attachment*) – **Receive and File**

MOTION by Board Member Mitchell, seconded by Board Member Perkins, to approve the consent calendar, as presented. No objection. Board Member Blackwood abstained from approval of minutes. So *ordered*.

REPORTS FOR POSSIBLE ACTION

South Bay Environmental Services Center Updates

Jacki Bacharach noted that the full report was distributed prior to the meeting.

Marilyn Lyon reported on the Center's first volunteer training; noted that a decision was approved today by Southern California Edison for ???; and distributed a list of upcoming events. She added that the AB 811 program will be available in the spring.

Jacki Bacharach reported that the Energy Center is participating in some new grants with the South Bay Workforce Investment Board (WIB) "Green Jobs" wherein they reach out to companies and help identify jobs that will be needed. The WIB will be identifying audit-type and construction jobs. The grant is for \$20,000. This decision creates a new 3-year program, with the bridge funding being continued for the rest of next of this year.

Jacki Bacharach explained that most of the people who work at the SBESC no longer qualify as contractors. She reviewed the proposed policies and asked for direction and approval of the policy manual. Job descriptions will be presented for approval at the next Board meeting, after which time the job offers will be made and employees will begin January 1.

Jacki answered several questions related to the policy manual, including but not limited to administration of the policies, software piracy, insurance stipends, prohibited conduct, dismissal policies, and whether employees are 'at will.'

With regard to software piracy, Board Member Dyda expressed concern that the policy ignores the fact that there should be some control rather than a concern about licensing and piracy. He said management should be aware of what's being downloaded and what the cost is, if any, as well as making sure the software isn't going to cause problems later on.

With regard to the insurance stipend (item 5.3), Board member Dyda expressed concern that it is rather open-ended, noting that while it may not be desirable to specify an amount, the amount should be limited or it may open up to some legal action if an employee thought they had something and they didn't get it.

Jacki suggested that this be changed to refer to a benefits policy rather than part of the policy manual, and then it could be changed.

Regarding prohibited conduct and safety, Board Member Blackwood asked if there is, is there anything regarding specific acts, noting that "unsafe work practices" is vague and perhaps it would be better to site the California vehicle code or something that is part of the law.

Board Member Mitchell explained that the policy includes a list of prohibited conduct within the scope of employment. She said that employment is at will, which means the employee can be fired for any reason and then you want to avoid any reference to "cause for termination".

Board Member Goodhart (PVE) said that most companies have employment at will and they have policies regarding dismissal, with progressive techniques for firing or training.

MOTION by Board Member Mitchell to approve the manual in concept subject to further review by legal counsel and incorporation of comments related to network capabilities, downloading of software, referring to benefits policy when talking about the insurance stipend, and where the memo conflicts with the policy (6 months vs. 90 days) using the 90 days. **MOTION** seconded by Board Member Blackwood. No objection. So ordered.

METRO REPORT**3% Local Match**

Jacki Bacharach explained that the requirement for a 3% local match policy for transit was not adopted at the MTA. It says if you are going to be part of the rail system, the city the rail will go through will pay 3% of the cost. She said this is based on some local match the City of Los Angeles has provided on other lines and the Metro is considering making this consistent for every rail transit.

Jacki said the second part of the policy was the COGs would be the arbiters of how that 3% would be raised. She said she has sent an email that the COG doesn't want to pay 3%, noting that paying for 20 years without receiving anything should count for the 3%. She noted that they can't give the COG the power to charge the cities; she has heard that the policy may be going away because of objections like the one she made.

Pam O'Connor said staff is starting to "float" some ideas and this one probably comes from a model. She said she will be chairing a Measure R Committee, which will be a venue where we can have this type of discussion, noting that the South Bay Cities are not the only ones that will be concerned. Discussion will include whether there will be a match and, if so, what it will be. She said this is a staff idea and will have to be discussed in public, with cities weighing in.

Jacki Bacharach suggested the COG send a letter documenting the COGs position in order to have it on file.

Board Member Dyda said before taking action, the COG should look carefully at Measure R and see if it provides that option. If it doesn't, then drop it.

Board Member Franklin said he chairs the South Bay Metro and has put it on the agenda for October 9 at 9:30 a.m. He suggested staff attend and ask the questions at the meeting.

Crenshaw Transit Corridor

Jacki Bacharach said the decision on the Crenshaw recommendation is to send a letter supporting the light-rail alternative, noting that the bus alternative doesn't create a system with the Green Line and harbor.

Dan Rosenfeld (LA County) said this goes far beyond the Crenshaw right-of-way, noting that the decision is whether to use light-rail or bus transit. If we want light-rail here, then establishing a precedent at Crenshaw would allow it to come down Crenshaw over to Aviation, and eventually on to the Galleria. If it were to go north it could go up to Wilshire and over to La Brea, over to Hollywood-Highland, and this sets a precedent that affects the South Bay.

Chairman McDowell recommended sending a letter to support light-rail rather than bus. There was no objection. So ordered.

Mike Bohlke of METRO said that bus is less expensive, but the long-term implications for service are enormous.

Board Member Mitchell said she recently attended **Mobility 21** and noted that the other counties come into the transportation picture with coalitions of private/public partners that push transportation projects and include the private sector, builders, and others who have a lot of power. The South Bay doesn't do this but she thinks we should perhaps join forces with the West Side COG to start gathering private business partners to give us more power and a bigger voice with these transportation issues.

Board Chair McDowell said the coalition building is not that difficult, and there is some of it already in place—but we need to "connect the dots." He noted that the El Segundo Employers Association is working on getting light-rail transit connected to the airport.

Pam O'Connor said that Rosendal is that piece between us and we can work together as a coalition, noting he was very open to working with the COG in finding ways to build up the coalition. She said there are several days where they would like to pack the hall at the Metro building; October 15 & 22; Nov. 18 and December 10.

Steve Napolitano said that it is hard to get the South Bay motivated because they know what they're up against. He said while people will protest against something,, it takes a commitment to get people to fight for something.

Board member Mitchell agreed to spearhead the effort.

Crenshaw Corridor Name Change Proposal

Chair McDowell said that for study purposes it is called the "Crenshaw/Prairie Corridor"; eventually when it is built it will get a color. Crenshaw sounds like a small area but it serves and is supported from a broader area than just the Crenshaw area. Adding LAX or South Bay shows that it is a regional system; they propose Crenshaw/South Bay as a working title. He suggested a better name choice might be "Crenshaw LAX Corridor."

Jacki Bacharach suggested everyone think about possible names and bring back suggestions at the next meeting.

Measure R Highway Funds: Jacki explained that there are \$906 million for hot projects in the South Bay; staff is saying that we can have projects adjacent to the freeway that affect the freeway; we have asked city staff members for cities adjacent to the freeway to submit their projects to the COG;

Metro has been asked for \$1 million in funding to do an implementation plan and they have said it will come out of the \$906 million. Also, there has been a spending plan that calls for access to \$237 million in the first 10 years. We are going to be asking for help from Metro staff to write an implementation RFP to try to figure out what we can afford.

Jacki said that priorities are not as important as an implementation plan.

Legislative Committee Report

Jacki Bacharach reported that Councilman Tabor of Inglewood asked the COG to consider AB 1173, and as a result the Steering Committee recommends "monitor" as the COG's position. She noted that the Sanitation District and League of California Cities are both monitoring.

MOTION by Board Member Mitchell, seconded by Board Member Keegan, to approve recommended action to monitor the bill. No objection. So ordered.

Metro Update and Discussion of Budget Deliberations re: Harbor Subdivision

Pam O'Connor reported on actions taken at the recent MTA Board meeting, including:

Metro Advocacy for Federal Funding of projects: The Board unanimously passed a resolution to submit to the FTA a package of projects that includes the western extension and regional connector packaged together. This essentially gives the MTA and its local and federal supporters another 12 months to vigorously advocate for a 50% to 40% federally matching funds for these projects before we face a situation of potentially having to "prioritize" one project over another.

Long Range Plan: In October the Board will take up the Long Range Transportation Plan (LRTP) and how to fund projects in Measure R such as Crenshaw and Foothill with Measure R funds and other local and state funding sources.

Congestion Relief Funds: An additional \$1 million dollars was identified for use on the Harbor Transitway Upgrades Project through a transfer of funds.

Call for Projects: The Board approved the Call for Projects; unused funds will be applied to projects currently unfunded and just “below the line” including a South Bay city projects.

Breda Car Option: The Board approved a motion to instruct the CEO to proceed with the Breda car if, and only if, it meets a variety of stringent conditions such as securing a \$75 million dollar irrevocable letter of credit in an American bank, the Finmechanica, their parent company complies with US regulations as the guarantor of the Breda conditions and an assorted list of existing car and new car specification corrections. In her opinion, given their past performance and problems encountered over the past year in trying to arrive at this juncture, it is difficult to picture Breda actually complying with the terms and conditions set down in the motion.

Board Member Announcements

Board Member Franklin thanked Jacki Bacharach and staff for working with Inglewood’s team, noting they now have electrical cars on their fleet. He added that as a result of the workshop held in the summer regarding team effort between school board and councils, Inglewood will be holding a meeting of council and school board members, as well as school superintendent and city manager—the dream has come a reality.

Board Member Mitchell said the Palos Verdes cities and school board CCS partnership meeting is working on one thing they can do collectively—alleviate traffic congestion on Palos Verdes Drive North, starting with working on a “walking school bus” with the kickoff date October 12. She noted that October 7 is National Walk To School Day.

Board member Powell commended Judy Mitchell on an outstanding League of California Cities presentation.

SBCCOG UPDATE AND COMMITTEE REPORTS – Jacki Bacharach

Jacki reviewed the written report provided in the packet, and added the following information:

1. Compass project from SCAG regarding mixed-use sustainable; where have innovative land uses worked; starts in November
2. The Sustainable Strategies Report is available on the website;
3. The Board has approved exploring a relationship with Enterprise for the LUV vehicles; November 5th in El Segundo; AQMD grant allows us to get 5-6 vehicles; we could lease them with the option to buy at the end of the program; some are more valuable to cities than others so we want to get vehicles that will be useful at the end of the program.
4. WB Municipal Water District tours; need advance reservation;
5. AB 811; county will ask the COG to send them a letter of support on behalf of all of the cities; such a letter will be sent; can market it in January; money should be available in June.
6. Holiday lights at the Environmental Services Center; regular lights traded for LED lights;

Board Members Ken Dyda and Medina reported on their experience with the LUV car.

AGENCY REPORTS

League of California Cities (Cliff Numark)

Board member Numark reported that the big issue is the “100 for 100” campaign, wherein every council member is trying to gather a hundred signatures and donate \$100 for a ballot measure that says “no borrowing, never”. He encouraged all councilmembers to participate and to raise the funds as well as get signatures.

He reported that the Oct 1st LA County League meeting will be held at the MWD headquarters. On October 8 at the Redondo Beach historic library will be a discussion on “how to deal with emotional audiences”, and everyone is encouraged to invite commissioners and council members to this free event.

South Coast Air Quality Management District (Stan Myles)

Mr. Miles encouraged cities to send support for SB 727. He talked about the tree planting program, noting that applications ended July 31st and he will notify cities when it opens up, encouraging all cities to get involved.

Regional Council (Judy Mitchell, Judy Dunlap, Susan Rhilinger)

Recently heard a presentation from Orange County regarding the paradigm project on water reclamation and ground water replenishment. The news from Regional Council is that they will combine the GA Regional Council with their retreat to encourage better attendance.

UPCOMING EVENTS & ANNOUNCEMENTS

Jacki Bacharach reported

- ◆ Sheriff Baca will hold a press event in Lomita to announce a pilot program on “no drugs down the drain” project.
- ◆ October 24th is National Climate Action Day;
- ◆ The November 19th Board meeting will include a volunteer recognition dinner;

ADJOURNMENT

There being no further business, Board Member Mitchell moved, seconded by Board Member Perkins to adjourn the meeting at 9:05 p.m.

Respectfully submitted,

Merna Marshall
Minutes Secretary

South Bay Cities Council of Governments

October 22, 2009

To: SBCCOG Board of Directors
From: Steering Committee
Subject: Job Descriptions for New SBCCOG Employees &
Contract Modification for GHG Management Analyst

Attached to this memo are the draft job descriptions of six positions that staff is recommending for employee status. These positions are currently sub-contractors to Jacki Bacharach and Associates who are currently working on SBESC projects. These six staff positions are all funded through grants although one position – the Operations Manager – is proposed to go from part-time to full-time.

A seventh job description is also included for the staff position that is anticipated to be added through the jobs stimulus program of the South Bay Workforce Investment Board (SBWIB). This position will be funded through the SBWIB program until at least June 2010.

Also included in a companion memo is the grant funded budget for the SBESC and the amount of funding for these six proposed employees as compared to the entire budget.

It has also been anticipated that the GHG Management Analyst Heidi Aten would transition to employee status in January but that is not recommended at this time. Therefore, because of her exceptional work, the Steering Committee is recommending that her compensation be raised to \$28.60/hour retroactive (from \$26) until July 1, 2009 and that her contract be extended through June 2010 which will allow time for us to review our new contract and funding for 2010-2012. A contract amendment is the next agenda item (#VI.C).

RECOMMENDATION

Approve the attached seven job descriptions for employees of the SBCCOG and authorize staff to begin negotiating salaries and benefits with the contractors currently holding those positions.

Approve a contract amendment (Agenda Item #VI.C.) with Heidi Aten to extend her contract through June 2010 and increase her hourly compensation to \$28.60/hour or \$4800/month plus expenses retroactive to July 1, 2009.

PROGRAM MANAGER

The Program Manager is a full-time position responsible for managing the South Bay Environmental Services Center, a program of the South Bay Cities Council of Governments. The Program Manager reports to the SBCCOG Executive Director.

Responsibilities:

- Develop and implement a portfolio of programs that drive hard energy savings and water savings, in conjunction with partners, for public agencies, businesses and residents of the South Bay including Los Angeles County unincorporated areas
- Direct key program staff on development and implementation of programs. In conjunction with Operations Manager undertake performance evaluations of key staff
- Prepare and present a monthly written report of program activities and a verbal update for the SBCCOG Steering Committee and SBCCOG Board of Directors
- Manage contract engineers and analysts with regard to energy audits for public agencies, businesses and residents including commercial, industrial, healthcare, higher education, and municipal customers. Oversight and approval of expenses
- Manage contract engineers in order to ensure they meet their goals in the successful identification and development of energy efficiency and water conservation opportunities, operational measures, and capital upgrades relating to energy systems
- Pursue additional contracts, rebates, grants, and loan funding opportunities for energy efficiency, water conservation projects and other programs at SBESC
- Work with member agencies to utilize available programs and technical support to assist with energy and water savings efforts including utilizing state and local financial rebate and incentive programs available to public agencies, businesses, and residents
- Manage key staff and/or contract engineers in the development of Request for Proposals/Qualifications and assist in negotiations on behalf of our clients for energy efficiency and water conservation related services
- Develop and maintain relationships with member agencies as well as all other public agencies in the South Bay and related statewide organizations. Develop and maintain relationships with chambers of commerce, residential groups, and environmental groups
- In conjunction with the Operations Manager and Bookkeeper/Accountant, develop budgeting, monitoring and reporting for the program, its resources and infrastructure
- Display knowledge of energy-efficiency technologies, and an ability to understand their practical application at client facilities in order to work effectively with contract engineers, partners, utilities and internal staff.
- Display knowledge of federal, statewide, and local energy and water rebate and financial incentive programs offered through SBESC partners
- Develop and deliver marketing, education, and outreach strategies to achieve market transformation
- Adhere to SBCCOG employee manual and SBESC policies

Skills:

- Experience developing and implementing civic initiatives that incorporate a range of stakeholders
- Ability to drive successful marketing, education and outreach programs to bring about market transformation in order to achieve hard energy and water savings
- Ability to lead engineers, analysts, public officials, utility partners and internal staff to implement successful deliverables
- Strong verbal and written communication skills

OPERATIONS MANAGER

The Operations Manager is a full-time position providing office-wide management and planning of resources, infrastructure, and processes in support of continuously improving productivity and safety at the South Bay Environmental Services Center. The Operations Manager reports to the SBCCOG Executive Director.

Responsibilities:

- In conjunction with SBCCOG Executive Director and Deputy Director, initiate and execute plans that support strategic directives
- In conjunction with SBESC Program Manager, undertake day-to-day project management of active (post-development) programs and oversight of key staff
- In conjunction with Bookkeeper/Accountant, undertake measures to support compliance, reporting, required recordkeeping, office management, and personnel management
- *Human Resources and Recruiting*; duties include identifying requirements, budgeting, drafting job descriptions, gaining approvals, managing resource/vendor agencies, screening candidates, drafting offer letters, negotiating salaries, obtaining signatures and acknowledgements, updating and enforcement of employee manual, recordkeeping, reporting, conflict resolution, and oversight of Volunteer Program Administrator to scale volunteer corps to the needs of SBESC objectives. In conjunction with Program Manager undertake performance evaluations of key staff
- *Office Technology Resources*; duties include assessing hardware, software, web-based and other information and telephone system needs, managing approval processes, requesting proposals, negotiating with and managing vendors, and setting and communicating policies
- *Office Management*; duties include oversight of digital content/ asset management, and file structures in conjunction with Environmental Services Analysts, public files, shared calendars, setup and administration of project management/cost-tracking software. Interface with landlord. Space and supply planning
- *Project Management and Process*; duties include establishment of a project-based infrastructure in support of partner programs, which enables real-time cost tracking, status reporting, and scalable growth
- Report status of programs and projects weekly to SBCCOG Executive and Deputy Executive Directors, and monthly as necessary (for BOD or Steering Committee)
- In conjunction with Program Manager, conduct staff meetings and track progress
- Become educated in the programs and initiatives of the SBESC (and SBCCOG), as well as the roles and responsibilities of the organization with its partners, representative cities, and member agencies
- Serve as an advocate of SBESC partner programs both in the office and in the field at events, workshops, and expositions, while maintaining a professional, courteous and knowledgeable presence
- Adhere to SBCCOG employee manual and SBESC policies

Skills:

- Experience in small to medium size office operations
- Experience in project management and/or deadline-driven production operations
- Experience in recruitment, hiring and personnel administration
- Strong verbal and written communication skills
- Proficiency in Microsoft Office suite and browser-based web research; knowledge of ACT! helpful

BOOKKEEPER/ACCOUNTANT

The Bookkeeper/Accountant performs budget reporting, monthly bookkeeping, cost accounting, and payroll services for the South Bay Environmental Services Center, as well as the South Bay Cities Council of Governments. There is a time balance in this role between the two organizations. As such full-time presence in SBESC office is defined 'as necessary' for reporting, administration and meeting duties. Duties will include normal cash, billing/vendor invoicing, and receipting activities (including grant accounting), accrual entries, preparation of standard reports as well as progress reports to partnering agencies. The Bookkeeper/Accountant reports to the SBCCOG Executive Director.

Requirements:

Bookkeeping

- Cut checks based upon approved agenda, arrange for check signing and mailing, deposit incoming checks at bank, maintain bank register
- Maintain accounts receivable sub-ledger
- Maintain all financial records in an organized fashion (both electronic and hard copy), reconcile monthly bank statements, maintain stock of checks, deposit slips, etc.
- Manage payroll services vendor activities and requirements
- Facilitate necessary registration requirements with local, state, and federal entities
- Coordinate with Treasurer transfers to/from LAIF investment
- Prepare, route, and forward to financial institutions signature card updates, annually
- Oversee payroll and vendor
- Submit Annual 1099 reporting to the IRS

Financial reporting/recordkeeping:

- Participate in future planning and administration of staff benefits initiatives
- Coordinate human resource budgeting with Operations Manager, Program Manager and SBCCOG Executive Director
- Maintain electronic general ledger according to GAAP and the accrual basis of accounting. This includes accounting for accrued expenses, prepaids, deferred revenue, deposits etc. via journal entries to the ledger
- Prepare and issue quarterly financial statements
- Prepare monthly and quarterly grant reports and invoices according to specific grant requirements
- Prepare tracking of program to date grant expense to budget
- Research and respond to inquiries from grant program managers and SBESC and SBCCOG staff
- Present budget annually at Board of Director's meeting
- Maintain documentation, arrange for, and facilitate annual audit
- Maintain all original contract documents and electronic copies of contract documents
- Serve as Liaison between SBCCOG member cities and CalPACS

Skills:

- Experience performing a variety of skilled accounting, financial reporting and recordkeeping duties
- Experience with payroll administration for salaried employees and contractors
- Ability to serve as an advocate of SBESC partner programs both in the office and in the field at events, workshops, and expositions, while maintaining a professional, courteous and knowledgeable presence
- Ability to adhere to SBCCOG employee manual and SBESC policies
- Proficiency in Microsoft Office suite

ENVIRONMENTAL SERVICES ANALYST – SBESC Volunteer Program

The Environmental Services Analyst is a full-time position responsible for administration of special projects, energy audits, events, outreach and operations for the South Bay Environmental Services Center. A principal focus for this position is the Volunteer Program. The Environmental Services Analyst reports to the Program Manager.

Requirements:

- Administration and supervision of the SBESC Volunteer Program; program duties include orientation, training, recruiting and assigning volunteers. Maintaining a log of their hours, preparing a draft budget, and managing relationships with agencies who sponsor volunteers and volunteers themselves
- Report status of programs and projects at weekly meetings and through electronic updates
- Interface with managers and staff to contribute to integrated team efforts
- Assist the Program Manager and/or Operations Manager with new or special project assignments, including:
 - Data entry and file management
 - Answering phones and assisting callers
 - Telephone campaigns and physical mailings
 - Making photocopies and sending emails
 - Compiling and maintaining general partner materials and volunteer program materials
- Recording events and tasks on shared calendars and complying with internal procedures and processes
- Other duties as assigned
- Become educated in the programs and initiatives of the SBESC (and SBCCOG), as well as the roles and responsibilities of the organization with its partners, representative cities, and member agencies
- Serve as an advocate of SBESC partner programs both in the office and in the field at events, workshops, and expositions, while maintaining a professional, courteous and knowledgeable presence
- Adhere to SBCCOG employee manual and SBESC policies

Skills:

- Experience in volunteer program administration. Certification in this field is a plus
- Experience in grant-funded programs, government agencies or not-for-profits a plus
- Strong verbal and written communication skills
- Proficiency in Microsoft Office suite and browser-based web research; knowledge of ACT! helpful

ENVIRONMENTAL SERVICES ANALYST – SBESC Marketing & Reporting

The Environmental Services Analyst is a full-time position responsible for administration of special projects, energy audits, events, outreach and operations for the South Bay Environmental Services Center. A principal focus for this position is the Marketing Program. The Environmental Services Analyst reports to the Program Manager.

Requirements:

- In conjunction with the Program Manager, plan and manage SBESC marketing and reporting activities; duties include oversight and organization of database and dbase updates, design, authoring and delivery of email campaigns and e-newsletters, print flyers, scheduled administration and updating of website content, organization of digital marketing/content management, scheduled archiving and backup, ad creation and submissions, and writing and submission of regular narratives and reports
- Report status of programs and projects at weekly meetings and through electronic updates
- Interface with managers and staff to contribute to integrated team efforts
- Assist the Program Manager and/or Operations Manager with new or special project assignments, including:
 - Data entry and file management
 - Answering phones and assisting callers
 - Telephone campaigns and physical mailings
 - Making photocopies and sending emails
 - Compiling and maintaining general partner materials and volunteer program materials
- Recording events and tasks on shared calendars and complying with internal procedures and processes
- Other duties as assigned
- Become educated in the programs and initiatives of the SBESC (and SBCCOG), as well as the roles and responsibilities of the organization with its partners, representative cities, and member agencies
- Serve as an advocate of SBESC partner programs both in the office and in the field at events, workshops, and expositions, while maintaining a professional, courteous and knowledgeable presence
- Adhere to SBCCOG employee manual and SBESC policies

Skills:

- Experience in marketing, content management systems, writing and editorial
- Experience in grant-funded programs, government agencies or not-for-profits a plus
- Strong verbal and written communication skills
- Proficiency in Microsoft Office suite, CMS tools and browser-based web research; knowledge of ACT! helpful

ENVIRONMENTAL SERVICES ANALYST – SBESC Partner Programs

The Environmental Services Analyst is a full-time position responsible for administration of special projects, energy audits, events, outreach and operations for the South Bay Environmental Services Center. A principal focus for this position is the Partner Programs, education, and public relations. The Environmental Services Analyst reports to the Program Manager.

Requirements:

- Assist the Program Manager directly in the implementation of all projects and initiatives. Primary duties include: effective communication with partners and member agencies, report as necessary the status of projects and initiatives to internal or external executive staff at the direction of the Program Manager or in the absence of the Program Manager
- Communicate regularly with city staff as well as contract engineers or staff at request of Program Manager
- Occasionally, act on behalf of Program Manager at speaking engagements
- Distribute monthly notices of Partner meetings and take minutes at said meetings
- Report status of programs and projects at weekly meetings and through electronic updates
- Interface with managers and staff to contribute to integrated team efforts
- Assist the Program Manager and/or Operations Manager with new or special project assignments, including:
 - Data entry and file management
 - Answering phones and assisting callers
 - Telephone campaigns and physical mailings
 - Making photocopies and sending emails
 - Compiling and maintaining general partner materials and volunteer program materials
- Recording events and tasks on shared calendars and complying with internal procedures and processes
- Other duties as assigned
- Become educated in the programs and initiatives of the SBESC (and SBCCOG), as well as the roles and responsibilities of the organization with its partners, representative cities, and member agencies
- Serve as an advocate of SBESC partner programs both in the office and in the field at events, workshops, and expositions, while maintaining a professional, courteous and knowledgeable presence
- Adhere to SBCCOG employee manual and SBESC policies

Skills:

- Experience in event-planning and public speaking
- Experience in grant-funded programs, government agencies or not-for-profits a plus
- Strong verbal and written communication skills
- Proficiency in Microsoft Office suite and browser-based web research; knowledge of ACT! helpful

ADMINISTRATIVE ASSISTANT, PROGRAMS & OPERATIONS

Under direction of the Program Manager, the assistant performs specific duties within the areas assigned (I don't know if you need to say other duties as all duties would be assigned as some point). The Administrative Assistant, Programs reports to the Program Manager.

Requirements:

- Attend to Reception Desk
 - Greet visitors to center
 - Answer phones and direct callers to proper extensions
 - Become knowledgeable about SBESC, SBCCOG and partner programs to assist callers and visitors
 - Assist visitors in finding information on lobby racks, displays, or on the internet
 - Pick up mail, date stamp, and distribute
 - Prepare for meetings; make coffee; order food; straighten up lobby, meeting rooms, and common areas
 - Assist with office supply inventory and maintaining neat and orderly supply room
- Assist in the monthly report duties that will include posting events and workshop data entry Assist with data entry, as necessary
- Assist Program Manager with, but not limited to, the following tasks:
 - Sending out meeting notices
 - Keeping track of deadlines for the media, city newsletters, SBCCOG newsletter and SBESC e-newsletter
 - Drafting of letters for Program Manager's signature
 - Data entry of contact information from meetings and outreach
 - Assist with setting up appointments, general filing
 - Setting up meetings and securing meeting locations off-site as needed
- Recording events and tasks on shared calendars and complying with internal procedures and processes
- Adherence to SBCCOG employee manual and SBESC policies

Skills:

- Strong verbal and written communication skills
- Proficiency in Microsoft Office suite and browser-based web research; knowledge of ACT! helpful

SBCCOG South Bay Environmental Services Center 2009-10 Budget

Draft as of 10-11-09

Income		YEARLY	MONTHLY
Edison/Gas Partnership	\$	500,400	\$ 41,700
Edison (\$33,400/month bridge)			
Gas Company (\$8,300/month bridge)			
WBMWWD scope A - general	\$	60,000	\$ 5,000
WBMWWD additional	\$	67,000	\$ 5,583
Torrance Water	\$	12,500	\$ 1,042
Sanitation District Marketing	\$	49,000	\$ 4,083
Metro Van Pool	\$	10,000	\$ 833
WIB	\$	20,000	\$ 1,667
Total Income	\$	718,900	\$ 59,908

Expenses			
Labor SBESC	\$	459,980	\$ 38,332
Labor SBCCOG offset by grants*	\$	38,340	\$ 3,195
Travel (mileage only)	\$	1,800	\$ 150
Rent	\$	58,354	\$ 4,863
Insurance	\$	2,000	\$ 167
Office Supplies (admin portion)	\$	4,800	\$ 400
Phones	\$	4,800	\$ 400
Internet	\$	1,200	\$ 100
IT subcontractor (admin)	\$	4,800	\$ 400
Marketing/Ads	\$	8,400	\$ 700
Marketing/chamber memberships	\$	1,500	\$ 125
Marketing giveaways	\$	9,600	\$ 800
Supplies/Printing (M&O)	\$	36,000	\$ 3,000
Subcontractor (Carmen Oliver)	\$	12,000	\$ 1,000
Website (hosting & support)	\$	3,000	\$ 250
Workshops (4 per year)	\$	8,000	\$ 667
Engineering: Subcontractor:	\$	60,000	\$ 5,000
Total Expense	\$	714,574	\$ 59,548
Net Gain/ (Loss)	\$	4,326	\$ 360

AMENDMENT TO CONSULTING AGREEMENT

This Amendment, dated October 22, 2009, to Consulting Agreement dated May 12, 2008 is entered into between the South Bay Cities Council of Governments, hereinafter called "SBCCOG" and Heidi Aten

WITNESSETH

WHEREAS, SBCCOG and Heidi Aten desire to amend the original agreement for the engagement of Ms. Aten to consult with SBCCOG for issues involving the development of Climate Action Plans for each of the South Bay cities and the SBCCOG

NOW, THEREFORE, the parties hereto agree to amend the original contract as follows:

1. Availability of Subconsultant. Heidi Aten's performance shall continue from the existing termination of June 30, 2009 and mutual extension and shall be completed no later than June 30, 2010 unless period of performance is extended or terminated by either party for any reason with a 15 day notice. During that time period, Heidi Aten agrees to be reasonably available to the SBCCOG to satisfy the terms of the Agreement. This agreement may also be extended by mutual agreement.
2. Payment to Ms. Aten. SBCCOG agrees to pay Ms. Aten \$28.60/hour or \$4800/month effective July 1, 2009. Agreed upon expenses having to do with fulfilling the Agreement will also be reimbursed. If by mutual agreement additional hours are needed or assignments are made over and above those included in Exhibit A, additional hours will be reimbursed at \$28.60 per hour.

IN WITNESS WHEREOF, the parties have executed this Amended Agreement as of the date set forth above.

SBCCOG

Heidi Aten

Kelly McDowell, Chair

Heidi Aten



October 12, 2009

South Bay Cities Council of Governments
15901 Hawthorne Blvd
Lawndale, CA 90261
Attention: Jacki Bacharach

Dear Jacki Bacharach:

This letter will confirm the joint intentions of Enterprise Fleet Management and its subsidiaries ("Enterprise") and South Bay Cities Council of Governments and its subsidiaries and affiliates ("SBCCOG") regarding a fleet management program between Enterprise and "SBCCOG".

Our intentions are as follows:

Enterprise Fleet Management desires to aid "SBCCOG" in developing a small fleet of neighborhood electric vehicles (NEV) to be used exclusively within the SBCCOG member city and county areas. Our goal is to assist the SBCCOG to implement their MSEV Pilot project funded by the SCAQMD. We will specifically facilitate the Acquisition, Funding, Compliance and Resale of the vehicles.

Pricing will vary in relation to vehicle cost, term, depreciation rate and reduced book value (RBV). Each vehicle will have its own Lease Schedule to reflect all charges and based on an open ended lease (offering a vehicle purchase option at the end of the lease period).

A definitive master lease agreement will be entered into between Enterprise and "SBCCOG". The 1. Master Lease Agreement shall contain such other terms, provisions, representations, warranties, covenants and indemnity obligations, as the parties shall mutually agree.

In addition the scope of Enterprise's management will include;

- Vehicle Signage
- GPS and Navigation
- WeCar Technology for vehicle sharing.

Any additional expense will be charged for any of these additional options. These costs will be reflected on lease quotes and lease schedules.

3. Expenses. Each party will bear its own expenses arising out of or in connection with the negotiation, execution and delivery of this letter and the Agreement and the closing of the transaction.

4. Counterparts. This letter may be executed in one or more counterparts, via facsimile transmission or otherwise, each of which shall be deemed to be an original copy of this letter and all of which, when taken together, shall constitute one and the same agreement.

Please indicate your confirmation and approval of the foregoing statement of intention by signing this letter and returning it to Enterprise no later than 5:00 p.m. (Pacific Time) on October 23, 2009. This letter is not a binding offer or agreement to enter into a master rental agreement. No party shall have any

liability nor in any way be committed to any other party on account of the transaction contemplated herein (except for the undertakings in paragraph 3 and 4 above, which are and shall be binding and which shall constitute a contract governed by the laws of the State of California) unless a definitive Agreement is executed by authorized individuals representing each party, and thereafter any liability shall be only under the terms of the Agreement.

Please do not hesitate to contact me if you have any questions.

Very truly yours,

ENTERPRISE FLEET MANAGEMENT

By _____
Name: _____
Title: _____

Acknowledged and agreed to this _____ day of September, 2009.

South Bay City Council of Governments.

By _____
Name: _____
Title: _____

South Bay Cities Council of Governments

October 22, 2009

To: SBCCOG Board of Directors

From: Steering Committee

Subject: Contracts approved by the Steering Committee – 1st Quarter

Under the policy that the Board adopted in August, the Steering Committee has authorization to enter into contracts up to \$7500 with the requirement that they are within the budget and that they be reported to the Board of Directors in a quarterly report.

In September the Steering Committee approved two contracts under \$7500. They are as follows:

1. New SBESC web site upgrade, design and hosting - contract awarded to Blazonco in the amount of \$2,500 for the SBESC web site upgrade, design, and additional features and hosting for \$80.00 per month for the period Nov. 1, 2009 through Oct. 31, 2010. Total cost is \$3,460 and will be paid for through grants.

SBESC's current site has experienced growing pains. In addition, the sbesc.com website itself was written in an inflexible programming code over 5 years ago rendering the increasingly frequent updates more painful, more time-consuming, and less scalable to current growth. Email security appears to be degrading. The current vendor has become less responsive. 7 bids were received.

2. Contractor for Additional staffing for Climate Action Plans – contract approved with David Osmena for the period from October 13, 2009 through December 31, 2009 at \$15.00/hour for 15 to 20 hours per week as needed not to exceed 20 hours per week. Total maximum cost is \$3000.

Heidi Aten has been working with each city to assist them in finalizing their municipal green house gas emission inventories. At the same time several cities are initiating their community inventories with her help. The workload is accelerating and there is a need for more staff support right now to complete the first phase and move the project forward. At the end of the contract period, the need for additional staff support will be re-evaluated.

RECOMMENDATION

Receive and file

South Bay Cities Council of Governments

October 22, 2009

TO: SBCCOG Board of Directors

FROM: Ellen Perkins, SBCCOG Legislative Committee Chair

RE: Bills With Position

ENVIRONMENTAL

<p>AB 474 (Blumenfeld)</p>	<p>Contractual assessments: water efficiency improvements This bill would expand existing law to authorize public agencies to provide upfront financing for the installation of permanently fixed water use efficiency improvements to residential commercial, industrial or other real property (such as permeable pavement, recycled water piping, cisterns or synthetic turf). Property owners would be able to create assessment districts and pay an assessment fee to included repayment of the principle plus interest and administrative costs until the funds are repaid to the public agency.</p>	<p>SUPPORT (7/23/09) (Ltr sent to author 8/10/09; Ltr to Governor 9/16/09)</p> <p>LEAGUE POSITION Watch</p> <p>Sponsored by MWD</p>	<p>CHAPTERED</p> <p>Allows AB 118 financing for water projects</p>
<p>AB 1085 (Mendoza)</p>	<p>State Air Resources Board: regulations. Existing law creates the State Air Resources Board and gives to the state board various duties relating to reducing emissions of air pollutants, including emissions of greenhouse gases. This bill would require the state board to make available to the public each technical, theoretical, and empirical study, report, or similar document, if any, on which the agency relies, related to, but not limited to, air emissions, public health impacts, and economic impacts before the comment period for any regulation proposed for adoption by the state board.</p>	<p>SUPPORT (7/23/09) (Ltr to author 7/30/09; Ltr to Governor 9/16/09)</p> <p>LEAGUE POSITION - SUPPORT</p>	<p>CHAPTERED</p> <p>ARB PAYS THE COST</p>
<p>SB 279 (Hancock)</p>	<p>Local government: community facilities districts. Similar to AB 474. Allows Mello-Roos District financing for energy efficiency and renewable energy improvements to or on real property and in buildings.</p>	<p>SUPPORT (7/23/09) (Ltr to author 7/30/09; Ltr to Governor 9/16/09)</p>	<p>VETOED</p>

<p>SB 827 (Wright)</p> <p>Formerly SB 696</p>	<p>South Coast Air Quality Management District: CEQA: permits -</p> <p>Authorizes SCAQMD to issue permits in reliance on, and in compliance with specified district rules for "essential public services" (SCAQMD rules define essential public service to include sewage treatment facilities, prisons, police facilities, fire fighting facilities, schools, hospitals, construction and operation of a landfill gas control or processing facility, water delivery operations, and public transit) and exempt facilities or equipment, except for an electrical generation facility, notwithstanding the decision of the court in <u>Natural Resources Defense Council v. South Coast Air Quality Management District</u></p> <p>Provides that nothing in the bill affects the decision in the above case concerning the adoption, readoption, or amendment, or environmental review, of SCAQMD Rule 1315.</p> <p>Requires SCAQMD to rely on the emission reduction credit tracking system used prior to the adoption of Rule 1315, until a new tracking system is approved by the USEPA and is in effect, at which point that new system shall be used by SCAQMD.</p> <p>Requires SCAQMD to also make use of any emission credits that have resulted from emission reductions and shutdowns from minor sources since 1990.</p> <p>Sunsets the bill on May 1, 2012.</p>	<p>SUPPORT (4/23/09)</p> <p>(Ltr to Sen E,U & C Comm 5/12/09; Ltr to Sen EQ Comm 7/6/09; Ltr to Governor 9/16/09)</p> <p>Air quality: CEQA exemptions: emission reduction credits.</p>	<p>CHAPTERED</p> <p>El Segundo requests approval. Can't have data centers in town. Power plant modernization is being prevented. ICA is in favor.</p> <p>Amendments clarified the rules should be exempt from CEQA, not exempt for projects</p>
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REVENUE

<p>AB 155 (Mendoza)</p>	<p>Local government: bankruptcy proceedings. Under existing law, any taxing agency or instrumentality of the state may file a petition and prosecute to completion bankruptcy proceedings permitted under the laws of the United States. This bill would provide that a local public entity may only file under federal bankruptcy law with the approval of the Calif. Debt & Investment Advisory Commission, as specified.</p>	<p>OPPOSE (3/26/09)</p> <p>(Ltr faxed to Asm Local Gov Comm. 3/30/09 & to Asm Approp. Comm 4/29/09 & Sen Local Gov Comm 6/22/09)</p>	<p>2 YEAR BILL</p> <p>LCC - oppose</p>
<p>AB 992 (Lieu)</p>	<p>Advertising: residential property taxes: assessment appeal application filing services. Among other provisions, this bill would prohibit an assessment appeal</p>	<p>SUPPORT (4/23/09)</p> <p>(Ltr faxed to Asm B</p>	<p>CHAPTERED</p>

	<p>filing service from charging, demanding, or collecting money until after the assessment appeal application is filed with the property tax assessor's office or clerk of the assessment appeals board. Violating this provision would be deemed a crime.</p>	<p>& P 4/27/09; Ltr to Asm Approp 5/11/09 & Sen Judiciary Comm 6/18/09; Ltr to Governor 9/8/09)</p>	
<p>ACA 9 (Huffman)</p>	<p>Local government bonds: special taxes: voter approval. This measure would change the 2/3 voter-approval requirement for special taxes to, instead, authorize a city, county, or special district to impose a special tax with the approval of 55% of its voters voting on the tax. It would also lower to 55% the voter approval threshold for a city, county, or city and county to incur bonded indebtedness, exceeding in one year the income and revenue provided in that year, that is in the form of general obligation bonds to fund specified public improvements.</p>	<p>SUPPORT (5/28/09) (Ltr to Asm Approps 6/30/09)</p>	<p>2 YEAR BILL</p>
<p>SCA 18 (Liu)</p>	<p>Local Government: property related fees. Includes fees for stormwater management programs to those exemptions already included in Proposition 218. It would make it easier for cities to fund and comply with new and increasingly stringent storm water quality permit requirements adopted by the regional water quality control board.</p>	<p>SUPPORT (6/25/09) (Ltr to author 8/3/09) LCC supports</p>	<p>10/14/09 Senate 3rd Reading</p>

OTHER

<p>AB 18 (Knight)</p>	<p>Local government: city councils. Extends the amount of time that a city council has to fill a vacancy in an elective city office from 30 days to 60 days after the commencement of a vacancy in an elective city office, the amount of time that the city council has to either fill the vacancy by appointment or to call a special election to fill the vacancy.</p>	<p>SUPPORT (5/28/09) (Ltr to author 6/5/09 & Sen Local Gov Comm 6/18/09; Ltr to Governor 9/8/09)</p>	<p>VETOED</p>
<p>SB 415 (Oropeza)</p>	<p>Alcoholic beverages: licenses: local government review. Existing law requires the Department of Alcoholic Beverage Control to notify the appropriate sheriff, chief of police, district attorney, city or county planning agency, and legislative body of an application for the issuance or transfer of a liquor license, and prohibits the Department of Alcoholic Beverage Control from issuing or transferring a license until at least 30 days after these notices are provided. Existing law authorizes the department to extend that 30-day period for a period not to exceed an</p>	<p>SUPPORT (5/28/09) (Ltr to author 6/5/09 & Asm Gov Org Comm 6/18/09 & Asm Approp 7/17/09; Ltr to Governor 9/17/09)</p>	<p>VETOED</p>

	additional 20 days if a proper written request is made by any local law enforcement agency. This bill would authorize the department to extend the 30-day period for a period not to exceed an additional 30 days if a proper written request is made by any entity or official receiving the required notification.		
SB 802 (Leno)	Public contracts: retention proceeds. Existing law provides that in a contract between the original contractor and a subcontractor, and in a contract between a subcontractor and any subcontractor thereunder, the percentage of retention proceeds withheld cannot exceed the percentage specified in the contract between the public entity and the original contractor. This bill would instead prohibit retention proceeds to exceed 5% of the payment for all contracts entered into on or after 1/1/10 between a public entity and an original contractor, an original contractor and a subcontractor and between all subcontractors.	OPPOSE (5/28/09) (Ltr to Asm B & T Comm 6/5/09 & Asm Approp 7/17/09; Ltr to Governor 9/8/09)	VETOED

FEDERAL

HR 1521 (Lofgren) S 1192 (Wyden)	Cell Tax Fairness Act of 2009 - Prohibits states or local governments from imposing any new discriminatory tax on mobile services, mobile service providers, or mobile service property for five years after the enactment of this Act. Defines "new discriminatory tax" as a tax imposed on mobile services, providers, or property that is not generally imposed on other types of services or property, or that is generally imposed at a lower rate.	OPPOSE (7/23/09) (Ltrs sent to authors 7/30/09) LEAGUE OPPOSES	HR 1521 6/9/2009 House Subcommittee Hearings Held S. 1192 6/4/2009 Referred to Senate Committee on Finance
HR 1618 (McGovern) S. 779 (Lautenberg)	Safe Highways and Infrastructure Preservation Act - Safe Highways and Infrastructure Preservation Act – concerning limits on length and weight limitations for vehicles operating on Federal-aid highways, and for other purposes.	SUPPORT (previous position on issue of truck weights) (Letters sent to several congressmen & 2 Senators 5/20/09)	HR 1618 3/20/2009 House Subcommittee on Highways and Transit S. 779 4/1/2009 Senate Committee on Environment and Public Works.

<http://www.leginfo.ca.gov/bilinfo.html>

<http://thomas.loc.gov/home/c110query.html>

<http://www.cacities.org/index.jsp?zone=locc§ion=util&app=billsearch>

South Bay Cities Council of Governments
Operating Budget vs. Actual Operating Expenses
July through September 2009

Accrual Basis

	Jul - Sep 09	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4010 · SCAG Income				
4020 · Dues	50,000.00	200,000.00	-150,000.00	25.0%
4025 · Assessment Climate Action Plan	17,375.00	69,500.00	-52,125.00	25.0%
4030 · County Contribution Supervisors		30,000.00	-30,000.00	
4040 · County PW Signal Synchronizatio	1,980.00		1,980.00	100.0%
4050 · General Assembly Sponsorships		35,000.00	-35,000.00	
4060 · Training	25.00	2,000.00	-1,975.00	1.3%
4070 · MTA South Bay Deputy Admin	24,522.29	80,410.00	-55,887.71	30.5%
4071 · MTA SB Deputy Travel Reimb		225.00	-225.00	
4080 · Staff expenses offset by grants	10,698.55	42,000.00	-31,301.45	25.5%
4090 · Interest Income		6,000.00	-6,000.00	
Total Income	104,600.84	465,135.00	-360,534.16	22.5%
Expense				
5600 · AQMD MSEV Demonstration Project	2,937.50			
6000 · General Operation Expenses				
6010 · Staff Team Labor Expense	78,000.00	312,000.00	-234,000.00	25.0%
6021 · Bookkeeping	2,415.00	9,000.00	-6,585.00	26.8%
6022 · Mailing, Parking, Office Suppli	1,089.70	6,000.00	-4,910.30	18.2%
6023 · Meeting Refreshments	173.13	1,500.00	-1,326.87	11.5%
6024 · Travel & Arrangements	119.00	1,000.00	-881.00	11.9%
6025 · Audit		4,750.00	-4,750.00	
6026 · Gifts Mementos Awards		200.00	-200.00	
6027 · Miscellaneous	2,704.00	1,000.00	1,704.00	270.4%
6029 · Conferences	630.48	1,000.00	-369.52	63.0%
6031 · Newsletter	967.99	4,800.00	-3,832.01	20.2%
6032 · Website Expenses		3,000.00	-3,000.00	
6033 · MTA SB Deputy Consultant	21,249.99	85,000.00	-63,750.01	25.0%
6034 · MTA SB Deputy Travel Exp		500.00	-500.00	
6041 · General Assembly Expense		16,000.00	-16,000.00	
6042 · Consultant assist for Sponsors		3,500.00	-3,500.00	
6050 · Rent - COG portion	1,500.00	6,000.00	-4,500.00	25.0%
Total 6000 · General Operation Expenses	108,849.29	455,250.00	-346,400.71	23.9%
6100 · SPECIAL PROJECTS				
6151 · Data & GIS Application Server		2,500.00	-2,500.00	
6153 · Human Resources- Salary Survey		3,500.00	-3,500.00	
6154 · Training		2,000.00	-2,000.00	
6160 · Climate Action Plan	13,687.67	55,000.00	-41,312.33	24.9%
6170 · Local Gov. Sustainable Energy C	2,500.00			
Total 6100 · SPECIAL PROJECTS	16,187.67	63,000.00	-46,812.33	25.7%
Total Expense	127,974.46	518,250.00	-390,275.54	24.7%
Net Ordinary Income	-23,373.62	-53,115.00	29,741.38	44.0%
Net Income	-23,373.62	-53,115.00	29,741.38	44.0%

South Bay Cities Council of Governments

October 13, 2009

TO: **SBCCOG Board of Directors**

FROM: **Marilyn Lyon, Program Manager**
marilyn@sbesc.com, 310-371-7222 ext. 204

SUBJECT: **South Bay Environmental Services Center Update**

SCE/GAS Programs:

- **Contracts –**
 - The CPUC approved the 2010-2012 programs and now we are waiting to review the draft agreements from the Gas Company and Edison. First discussion on the SCE agreement is 10/14/09.
- **Energy Efficiency Projects & Federal Stimulus Update**
 - All our DOE cities (over 35,000 pop.) have been awarded their stimulus funding (the funding does not come all at once – have to invoice to receive it).
 - All of our CEC cities are in process of final walk through of audits and drafts audit reports are being written. Cities will review their proposed projects and make final decision to file the application. October 7 the Final Revised Guidelines were approved by CEC – Applications are now being accepted until early January. We hope to get all applications in before Thanksgiving.
- **Marketing, Education & Outreach Programs**
 - Update at the meeting
- **City Specific Energy 101/Green Building Tips for Remodeling & Water Conservation Programs Workshops:**
 - .Agendas for each specific city may include introduction of elected officials, city staff explaining any new green or water conservation policies for that city, need for proper permits in addition to the workshop itself. Specific dates for your city on event list to be presented at the meeting.

HOLIDAY LIGHT EXCHANGE 2009:

- November 3 we will begin the exchange at SBESC offices in Lawndale on a first come, first save basis. South Bay residents may exchange

two strands of old energy guzzling holiday lights for two strands of new LED holiday lights.

- We are scheduling a special Holiday Light Exchange in conjunction with our “kick-off” of our **Vendor Cart Kiosk** at The Promenade of the Peninsula on November 2. This will be a press event that will also include an abbreviated Energy 101 workshop.
- Staff is currently working on press releases and media

West Basin Municipal Water District Programs

- Cash for Kitchens Program – To date, 29 commercial kitchens have been audited on target (we have received a request to add Culver City and/or portions of Marina Del Rey to this program).
- Green Living Program – Direct Install for Multi-Family Dwellings – currently awaiting Torrance Water to participate
- Ocean Friendly Garden Workshops – on target
- Green Gardening Program – free residential landscape audit and qualify for a FREE irrigation controller – do your residents know of this program?
- Special Projects – TBD (\$10,000) currently in the approved budget
- General Promotion of WB Programs – including the new task of coordinating 30 Water Reliability Presentations by WB staff throughout the 5 districts over a one year period. – SBESC Staff and volunteers are working on an updated list of HOA’s and women’s organizations throughout the South Bay as the demographic for these presentations. (these HOA contacts will be valuable for our upcoming work to promote AB811)
- Promotion of AB 1881 workshop – Mandatory Model Landscape Ordinance for cities. Workshop Oct. 20 downtown at MWD - full class with waitlist

City of Torrance – Water Programs

Awaiting go ahead from city staff with regard to which programs listed above for West Basin that will be carried out in Torrance. City staff has been waiting for assurances from West Basin and MWD that the funding will be available.

Sanitation District Program

- No Drugs Down the Drain/Safe Drug Surrender Program - Program with Sheriff kicked off September 29. They are taking it countywide. City of Gardena Mayor Pro Tem Medina has scheduled an appointment for Jacki Bacharach & Marilyn Lyon to meet with him, the City Manager and Chief of Police on October 22

Metro Vanpool Program:

- Meeting held with Snyder Development

- Meeting with Continental Development on October 29 to discuss promoting vanpool to their tenants.
- October 26 – presentation to Inglewood staff
- Other cities interested are Gardena and Redondo Beach

Climate Protection Activities:

- Status report in separate memo
- Green Task Force – meeting October 29, 1:30 pm – Torrance Library

Volunteer Program at SBESC:

- Successful orientation and training day for volunteers in September
- Volunteer Recognition Reception - November 19 at 5:30 immediately before SBCCOG Board of Directors meeting We will honor all volunteers and give special recognition to those that have given the SBESC over 300, 200 and 100 hours of service.

New Grants:

- We are part of the successful team headed by the SBWIB which will promote and provide for a green jobs training program known as “Gateways to Green Building Pre-Apprenticeship Program.
- SBWIB has included us on another grant with United Way for a similar scope of work. We will inform the Board when this grant is awarded.
- We are on a team to develop and administer the County AB 811 program specifically in our area. The proposal is due October 22.

NOTE: This report was prepared on October 14. Updates since that date will be presented at the Board meeting

South Bay Cities Council of Governments

October 22, 2009

TO: SBCCOG Board of Directors
FROM: Jacki Bacharach, Executive Director
SUBJECT: SBCCOG Update & Committee Reports

WORK PROGRAM

Transportation Projects

- SBCCOG is setting up meetings for Metro staff and city staff to discuss the Metro Congestion Mitigation Fee pilot and how it would work in each city

SB 375 Implementation

- SCAG is holding a meeting on November 18 in Ontario focusing on SB 375 implementation with members of the Regional Targets Advisory Committee. RTAC
- SBCCOG is setting up meetings for cities to review SCAG's growth forecast for them.
- The consultant has been selected for the South Bay's Compass project dealing with Sustainable Communities Strategies outreach. Final negotiations between SCAG and the consultant are in progress.

NEV Grant from AQMD - LUV Project

- Staff is proceeding to negotiate fleet mix and start negotiating leases with the assistance of Enterprise

MINI E Field Test

- Please let SBESC staff know if you would like to borrow it.

Climate Protection Activities:

- See attached report from Heidi Aten.

EVENTS

Brown Bag Seminars With Mike Jenkins On Municipal Government

- Next one is November 9. -
- RSVPs are important to azury@southbaycities.org or jacki@southbaycities.org

International Day of Climate Action – October 24

- October 24 International Day of Climate Action will be recognized with an “Amazing Waving Human Tide Line” at 3:50 pm on beach by Manhattan Beach Pier. SBESC will be included in the presentations.

Green Task Force – October 29, 1:30 pm, Torrance Library

- Environmental Programs and Policies
 - John Chen, Los Angeles Department of Water and Power
- System to Monitor, Track, and Report Energy (
 - Los Angeles County, Enterprise Energy Management Information System
- City Information Sharing and Updates

General Assembly – February 26, 2010

- Topic – “A Vibrant Economy: Jobs Keep the South Bay Strong”
- Suggestions for sponsors, speakers and title should be sent to jacki@southbaycities.org
- Sponsorships over \$5000 will include a membership in the new “Environmental Friends of the SBESC”

ORGANIZATIONAL ITEMS

SBCCOG Dues & Special Assessment

- All cities paid – thank you!!!
- County dues outstanding

NOTE: This report was prepared on October 14. Updates since that date will be presented at the Board meeting

South Bay Cities Council of Governments

October 12, 2009

TO: SBCCOG Board of Directors

FROM: Heidi Aten, SBCCOG Analyst

RE: GHG Emissions Inventory Update

Municipal Progress

Percentage represents an estimate of how close a city is to beginning Milestone 3, the municipal portion of the Climate Action Plan (CAP), 100% = ready to begin CAP

Carson, 77% complete

- Project Status— Preparing report. Project assistant is working on compiling emissions data for appendix. City staff to complete policies and measures section of report. On November 4 report is scheduled to go before Environmental Advisory Commission.

El Segundo, 99% complete

- Project Status— Municipal inventory report complete; To let me know this week the date the report will go to Council.

Gardena, 99% complete

- Project Status— Municipal inventory report complete. Schedule to go before Planning and Environmental Advisory Commission in October, need to confirm date.

Hawthorne, 80% complete

- Project Status— Preparing report. Project assistant is working on compiling emissions data for appendix.

Hermosa Beach, 85 % complete

- Project Status— Municipal inventory report complete. Presented to Hermosa's Green Task Force Committee September 21.

Inglewood, 65% complete

- Electricity— incomplete
- Project Status— Need to schedule meeting to review electricity data.

Lawndale, 60 % complete

- Vehicle Fleet Fuel— incomplete
- Fuel (Other Stationary Sources)—incomplete
- Waste—incomplete
- Contract Services—incomplete
- Project Status—City staff is working on gathering data

Lomita, 99% complete

- Project Status— Municipal inventory prepared; Staff took report to Planning Commission; Going to Council in January with energy audit recommendations.

Manhattan Beach-100%

- Working on Climate Action Plan
- Project Status— Municipal inventory report complete. City staff took report to Green Task Force Sub-Committee last week.

Palos Verdes Estates, 100% complete

- Project Status—Formed Green Task Force Committee, orientation meeting September 15.

Rancho Palos Verdes, 98% complete

- Project Status— Municipal inventory report complete. City staff requested a few adjustments be made. To schedule a meeting with City Manager and staff to review report.

Redondo Beach, 73% complete

- Project Status—Reviewed CACP software with City staff. Staff is in the process of entering data.

Rolling Hills 10% complete

- Project Status—To schedule meeting with staff

Rolling Hills Estates, 100% complete

- Project Status—Report went before Environmental Advisory Committee June 22, received and filed. Meeting with Environmental Advisory Committee October 26.

Torrance, 80% complete

- Project Status— Preparing report. City staff is working on compiling emissions data for appendix. Received a preliminary draft from staff of measures and policies and local government description.

Community Inventory Progress

Natural Gas—Requested South Bay cities commercial, residential, industrial data

Electricity—Requested South Bay cities commercial, residential, industrial data

Transportation—Not started

Waste—Not started

Reviewed Community inventory timeline and tasks with Gardena, Hermosa Beach, Palos Verdes Estates, and Redondo Beach. Scheduled to meet with Lomita and Rolling Hills Estates this month.



SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS



SOUTH BAY
ENVIRONMENTAL SERVICES CENTER



Requests your presence at



**2nd Annual SBESC
Volunteer Recognition Reception**



***Join us as we recognize volunteers
who have provided
more than 100 hours of service!!!***

**Thursday, November 19, 2009
5:30 pm – 6:45 pm**



**El Segundo Public Library
111 W. Mariposa Ave
El Segundo, CA 90245**



**Light dinner will be provided!
Please R.S.V.P. by November 13
310-371-7222 x 209**

