AGENDA

I. CALL TO ORDER (6:00 PM)
   Christian Horvath, Chair

II. INTRODUCTIONS

III. CONFIRM POSTING OF THE AGENDA BY TORRANCE CITY CLERK

IV. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA

V. COMMENTS FROM THE PUBLIC (6:05 pm)

VI. CONSENT CALENDAR (6:10 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. April Board Meeting Minutes (attachment) – Approve (Pages 3-8)

   B. Amendment to Agreement with Agnes Walker – (attachment) – Approve (Page 9)

   C. Amendment to County Contract re: Sanitation Stations for the Homeless (attachment) – Approve (Pages 11-21)

   D. West Basin Municipal Scope of Work for FY 20-21 (attachment) – Approve scope of work and direct staff to execute the contract (Pages 23-33)

   E. Financial Reserve Policy (attachment) – Approve (Pages 35-39)

   F. Monthly Reports – Receive and File
      1. South Bay Environmental Services Center Report (attachment) (Pages 41-45)
      2. Transportation Report (attachment) (Pages 47-52)
      3. Reports from Outside Agencies
a. League of California Cities & LA Division Legislative Committee (Bea Dieringer & Jeffrey Kiernan) (attachment) (Page 53)
b. SCAG & Committees (attachment) (Pages 55-57)
   1. Regional Council (Judy Mitchell, Mark Henderson, James Gazeley)
      Submitted by Mark Henderson from his first meeting:
      - RTP was approved for the purposes of transportation conformity and remain compliant with the Feds. However, within the next 4 months further deliberation can be had to discuss proposed amendments to the RTP plan.
      - New SCAG leadership elected: President - Rex Richardson Councilman Long Beach
            1st VP- Jane Hornig - Riverside County
c. South Bay Association of Chambers of Commerce (Olivia Valentine) (attachment) (Page 59)
d. South Bay Aerospace Alliance (Olivia Valentine/Rodney Tanaka) (attachment) (Page 61)
e. Metro Service Council Report by Ralph Franklin Chair (attachment) (Pages 63-64)

VII. PRESENTATIONS – (all prepared presentations will be posted @ www.southbaycities.org)
   A. Sharing City Responses to the Coronavirus and Reopening Strategies and Challenges – discussion (6:15 pm)
   B. 2020-2021 Budget Review (attachments) (6:55 pm) (Pages 65-77)
      1. Brooke Heri

VIII. SBCCOG PROGRAM ACTION ITEMS, REPORTS AND UPDATES (7:15 pm)
   A. Nominating Committee report (attachment) – Open Nominations (Page 79)
   B. Legislation of Interest to SBCCOG (attachment) – Approve (Pages 81-84)
      1. Finance AB 795 – Support
      2. Housing - AB 3107 – change Monitor to Oppose; SB 1299 – Support
   C. South Bay Fiber Network
   D. Senior Services
   E. Homeless Services
   F. Other

IX. TRANSPORTATION REPORTS (7:25 pm)
   A. Metro Report - Board member James Butts/Mike Bohlke/Steve Lantz
   B. Metro Service Council appointments (attachment) – Approve (Pages 85-86)

X. AGENCY REPORTS (7:35 pm)
   NOTE: Oral reports will only be made to clarify or amplify written attachments
   No Attachments received
   A. SCAG Committees
      1. Energy and Environment (Judy Mitchell and Jim Osborne)
      2. Transportation (James Gazeley, Drew Boyles)
      3. Community, Economic, & Human Development (Mark Henderson, Frank Zerunyan & Mark Waronek)
   B. Air Quality Management District (Judy Mitchell, Joe Buscaino & Denny Shaw)
   C. South Bay Workforce Investment Board (Chris Cagle)
   D. Santa Monica Bay Restoration Commission (Bill Brand/Kenneth Kao)
   E. Stormwater Funding
      1. CCCA/LCC Stormwater Funding Options Committee (Hany Fangary)
   F. KHHR (Hawthorne Airport) Committee re: Community Impacts (Olivia Valentine)
   G. California Association of Councils of Governments - CALCOG (Britt Huff)

XI. UPCOMING EVENTS & ANNOUNCEMENTS

XII. ADJOURNMENT

Next Board meeting - Thursday, June 25, 2020
## SBCCOG MEETINGS: ATTENDANCE 2019 - 2020

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X: Inactive (missed last 3 meetings in a row)
Inactive Membership is automatically re-instated by attending a meeting

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I. CALL TO ORDER
Chair Horvath called the SBCCOG Board of Directors meeting to order at 6:08pm.

II. INTRODUCTIONS
In attendance were the following voting elected officials:
Cedric Hicks, Carson
Drew Boyles, El Segundo
Rodney Tanaka, Gardena
Olivia Valentine, Hawthorne
Stacey Armato, Hermosa Beach
Ralph Franklin, Inglewood
Jim Gazeley, Lomita (7:30 departure)
Hildy Stern, Manhattan Beach
Kenny Kao, Palos Verdes Estates
John Cruikshank, Rancho Palos Verdes
Christian Horvath, Redondo Beach
Bea Dieringer, Rolling Hills (6:13pm arrival)
Britt Huff, Rolling Hills Estates (7:10pm departure)
George Chen, Torrance
Lacey Johnson, SD-2
Jennifer LaMarque, SD-4

The following non-voting elected officials were in attendance:
James Butts, Inglewood
Patrick Furey, Torrance

Also, in attendance were the following persons:
Denny Shaw, AQMD
Stephen Sawyer, Charter/Spectrum
Norm Emerson, Emerson & Associates
Jeff Kiernan, League of CA Cities
Mark Dierking, Metro
Mike Bohlke, Metro
Claudette Moody, WSP
Javiiera Cartagena, SCAG
Sarah Patterson, SCAG
Kim Turner, Torrance Transit
Godfrey Offoegbu, Torrance Transit
James Lee, Torrance Transit
Jacki Bacharach, SBCCOG
Kim Fuentes, SBCCOG
Wally Siembab, SBCCOG
Steve Lantz, SBCCOG
David Leger, SBCCOG
Grace Farwell, SBCCOG
Natalie Champion, SBCCOG
Ghia Horton, SBCCOG

III. CONFIRM POSTING OF THE AGENDA BY THE CITY OF TORRANCE
Jacki Bacharach confirmed that the agenda was properly posted in the City of Torrance.

IV. ANNOUNCEMENTS OF ANY CHANGES TO THE AGENDA
Due to the time-sensitive nature of this item, Ms. Bacharach requested the Board of Directors add the Measure M MSP Metro Budget Request Amendment item (available here) to the agenda under item 9-D. The issue being considered was brought to SBCCOG staff's attention by the Public Works Director of Redondo Beach due to its impacts on the delivery of a Measure M funded project.

MOTION by Board Member Huff, seconded by Board Member Boyles, to ADD discussion of the Measure M MSP Metro Budget Request Amendment item to the agenda under item 9-D. No objection. So ordered.

V. PUBLIC COMMENT
No public comment was received.

VI. CONSENT CALENDAR
A. February Board Meeting Minutes (attachment) – Approved
B. Contract with The Pun Group to provide audit services (attachment) – Approved
C. Amendment to Office Lease for Additional Space (attachment) – Approved
D. Appointments to Outside Agencies (attachment) – Approved
E. Letter to Metro re: NextGen Service Changes in South Bay (attached) – Approved
F. Status of Legislation of Interest to SBCCOG (attachment) – Approved
1. Support AB 2103
2. Oppose SB 902

G. Response to City of Carson re: Stopping Transit Service during Pandemic (attachment) – Approved

H. Update on Office Move (attachment) – Received and Filed

I. Monthly Reports – Receive and Filed
   1. South Bay Environmental Services Center Report (attachment)
   2. Transportation Report (attachment)
   3. Reports from Outside Agencies
      a. League of California Cities & LA Division Legislative Committee (Bea Dieringer & Jeffrey Kiernan) (attachment)
      b. SCAG & Committees (attachments)
         1. Energy and Environment (Judy Mitchell, Jim Osborne)
         2. Transportation (Dan Medina, James Gazeley, Drew Boyles)
         3. Community, Economic, & Human Development (Frank Zerunyan & Mark Waronek)
         4. Regional Council (Judy Mitchell, Dan Medina, James Gazeley)
      c. Air Quality Management District (Judy Mitchel, Joe Buscaino & Denny Shaw)
      d. South Bay Workforce Investment Board (Chris Cagle) (attachment)

MOTION by Board Member Cruikshank, seconded by Board Member Huff, to APPROVE the Consent Calendar. No objection. So ordered.

VII. PRESENTATIONS

A. Sharing City Responses to the Coronavirus and Telework Experience
   Board Members shared their city’s responses to the pandemic discussing a variety of efforts including: telework for non-essential staff; team policing for police department to reduce risk of transmission; limits to the number of staff in areas such as the public works yard; virtual council meetings. Various cities have also started delivering groceries to at-risk groups such as seniors to help reduce their exposure. All cities expressed deep concerns over revenue losses due to the economic shutdown except Rolling Hills stating that they are slightly more insulated due to the city having no commercial businesses/sales tax revenues. Ms. Bacharach noted that she is currently meeting weekly with the City Managers group during the pandemic.

B. 20-21 Work Program
   Ms. Bacharach presented the proposed 2020-2021 SBCCOG Work Program. She reviewed the SBCCOG mission with the Board and proposed a small addition to the organization vision to read “The South Bay region is environmentally sustainable and resilient, with improved mobility options, and a healthy economy, due to the local government collaborations and advocacy facilitated and supported by SBCCOG.” Ms. Bacharach also touched on current SBCCOG programs and accomplishments over the past year. The 2020-21 work program has three program priority focus areas including: regional broadband network initiative and applications; Measures R & M and micromobility and the Local Travel Network; and the South Bay Environmental Services Center. Ms. Bacharach also focused on special initiatives/programs including continued response to COVID-19; Homeless Services; and Senior Services.

For more detail, Ms. Bacharach’s presentation is available online: http://southbaycities.org/sites/default/files/board_directors/meeting/PRESENTATION_2020-2021%201st%20draft%20work%20plan%20-%20master-compressed.pdf

MOTION by Board Member Franklin, seconded by Board Member Boyles, to APPROVE the 2020-2021 Work Plan with the proposed modification to the organization vision. No objection. So ordered.

VIII. SBCCOG PROGRAM ACTION ITEMS, REPORTS AND UPDATES

A. South Bay Fiber Network
   1. Status of request from Metro for additional funds (attachment)
      Ms. Bacharach reported that the project is in construction and should be live by July 1. The SBCCOG requested an additional $2.5M in South Bay Measure M MSP funds from Metro to complete construction of the project due to higher than expected costs. The Metro Board approved the request earlier today by a wide margin. Ms. Bacharach thanked those who submitted letters of support. Board Member Butts added that Metro Board Member Najarian took the item off the consent calendar, against the advice of
his staff, and noted his opposition to the request. Board Member Butts noted that Supervisor Hahn was a fierce supporter of the project during the discussion. Chair Horvath thanked both of them for their continued support. Others that were thanked for making public comments: Torrance Mayor Pat Furey, Manhattan Beach Public Works Director Prem Kumar, South Bay WIB Executive Director Jan Vogel and Chris Cagle and Redondo Beach Public Works Director Ted Semaan.

2. Magellan contract amendment for additional services (attachment) – APPROVED
Ms. Bacharach explained that Magellan has been an invaluable advisor to the SBCCOG during the development of this project. The contract has been fully billed thus far and it is being recommended that this amendment be approved to allocate another $15,000 through June 30th. The funding would come from the Measure M MSP funding just allocated by the Metro Board.

MOTION by Board Member Franklin, seconded by Board Member Armato, to APPROVE the 2020-2021 Work Plan with the proposed modification to the organization vision. No objection. So ordered.

3. Payment to Inglewood for South Bay Fiber Network Advance to Metro (attachment) – APPROVED
Ms. Bacharach noted this item is the next payment to Inglewood for the funding advance they provided the SBCCOG in order to have the cashflow to pay the SBFN invoices.

MOTION by Board Member Cruikshank, seconded by Board Member Hicks, to APPROVE the payment to Inglewood. No objection. So ordered.

B. SBCCOG Policy Recommendations on State Housing Policy (attachment) – APPROVED
Ms. Bacharach explained that this paper recommends making the neighborhood-oriented development part of the state housing policy. The paper recommends consideration of things such as regional telework communities. The SBCCOG received a SCAG grant many years ago to conduct a carrying capacity study to determine water supplies, sewer capacity, etc. Also recommended is that the SBCCOG be used as a pilot to update the carrying capacity study and determine its importance for understanding impacts of development and increased density. The paper also advocates evaluation of impacts of COVID-19 on housing before more legislation mandates solutions, including reconsideration of transit-oriented development (TOD).

Board Member Dieringer expressed her concerns with some of the recommendations in the paper and anything advocating beyond maintaining local control. Chair Horvath noted that the SBCCOG has been on the leading edge of strategies that are beyond TOD. The paper is trying to effectuate options, promoting local control, as opposed to having a one-sized fits all and an older mode of thinking required of all cities throughout the state.

MOTION by Board Member Franklin, seconded by Board Member Valentine, to APPROVE the paper for circulation to State Agencies and the Legislature. Objection by Board Member Dieringer. Abstentions by Board Members LaMarque and Johnson. Motion passed.

C. Homeless Services
Ms. Farwell provided the Board an update on Project Roomkey which is a State program being conducted in partnership with LA County. The County is working to identify 15,000 motel/hotel rooms in which vulnerable asymptomatic homeless individuals would be housed during the pandemic. The highest priorities are those in shelters who cannot self-isolate, followed by those living on the streets. In SPA-8, there are currently 3 hotels participating in the program: one in San Pedro, one in Lomita, and one in Lawndale. Each hotel is connected with a service provider to provide those residents services while they are in the hotel. The contract is for 3 months currently. There were some attempts by local elected officials to prohibit hotels from participating which prompted LAHSA to file an emergency court filing in Federal Court. There are negotiations going on currently to address issues raised.

D. Senior Services (attachment)
Ms. Bacharach reported that there will be a Senior Services Working Group meeting held via Zoom at the end of the month. SBCCOG staff also compiled a list of services for seniors during the pandemic which has proved very helpful for city staff.

E. Other
Ms. Bacharach announced that dues will not be raised this year.
IX. TRANSPORTATION REPORTS

A. Re-allocation of South Bay Subregional Equity Funds – APPROVED
Ms. Bacharach and Mr. Lantz reported that the SBCCOG was recently contacted by Metro CEO Phil Washington to alert the subregion to a $90M cost overrun on the Crenshaw/LAX rail project. Metro Policy requires staff to evaluate the use of local funding sources to address a cost increase to Measure R/M projects prior to other countywide sources that could impact other subregions. Metro has identified South Bay Measure M Subregional Equity Program (SEP) funds as a potentially available source of funds. SBCCOG and Metro discussed the SBCCOG proportional share of the cost, calculated at 37%, equating to $33.3M. Considering that the SBCCOG Board has already recommended use of the SEP funds for the Centinela Grade Separation Project, Metro committed to recommending a full-funding strategy and implementation timeline for that project that includes a maximum of $96.7M in SEP funds. The SBCCOG share towards the cost overruns is also contingent on other subregions’ contribution based on their proportional share. The letter received by Metro is available online here. The proposed SBCCOG response letter is available here.

MOTION by Board Member Franklin, seconded by Board Member Boyles, to APPROVE the response to Metro. No objection. So ordered.

B. Metro Report
Board Member Butts reported that there was a lot of perfunctory work at the Board meeting, but that the SBFN item was the big deal of the day. Mr. Lantz added that there is a letter in the agenda packet that urges Metro to implement those aspects of the NextGen plan that make sense to do during the pandemic. Remaining changes would be carried over the next two years.

Board Member Franklin noted that there will be webinars in May on the proposed changes. Please send any comments before the May 8th Service Council meeting.

C. Metro Service Council Appointments
Chair Horvath reported that there will be a subcommittee/interview panel formed which will evaluate nominees via Zoom. Recommendations will be brought to the May Steering and Board meetings.

D. Measure M MSP Metro Budget Request Amendment
Mr. Lantz explained that the SBCCOG received notification from Redondo Beach staff that recent construction bids for their Transit Center came back significantly higher than expected leaving a $2.75M budget shortfall. SBCCOG staff prepared the memo available here that details impacts on the Measure M MSP budgets. The project is shovel ready and could break ground in July.

MOTION by Board Member Huff, seconded by Board Member Hicks, to APPROVE the Measure M MSP Metro Budget Request amendment. No objection. So ordered.

X. AGENCY REPORTS
NOTE: Oral reports are only made to clarify or amplify written attachments. All reports that were submitted or handed out are available online here: http://southbaycities.org/committees/board-directors/board-directors-meeting-60

A. SCAG Committees
1. Transportation (James Gazeley, Drew Boyles)
2. Community, Economic, & Human Development (Frank Zerunyan & Mark Waronek)
Ms. Bacharach noted that the OCCOG said that SCAG may be reconsidering RHNA housing numbers. She asked the Board to provide the Chair authority to look at the issue and to send a letter to support the delay in the RTP to consider impact of COVID-19.

MOTION by Board Member Boyles, seconded by Board Member Kao, to APPROVE granting the Chair authority to submit a letter to SCAG if it’s needed. No objection. So ordered.

B. Santa Monica Bay Restoration Commission – No report given.
C. Stormwater Funding
1. CCCA/LCC Stormwater Funding Options Committee – No report given.

D. South Bay Association of Chambers of Commerce – No report given.

E. South Bay Aerospace Alliance – No report given.

F. KHHR (Hawthorne Airport) Committee re: Community Impacts – No report given.

G. California Association of Councils of Governments

XI. UPCOMING EVENTS & ANNOUNCEMENTS

Mr. Kiernan shared handouts (available here and here) that the League of CA Cities released on the fiscal impacts of COVID-19 on cities. There will be a webinar briefing tomorrow on the issue.

XII. ADJOURNMENT

Chair Horvath adjourned the meeting at 8:11 pm to Thursday, May 28, 2020 at 6:00 pm. The meeting will be held virtually via Zoom until further notice.

David Leger
Assistant Board Secretary
AMENDMENT TO SBCCOG INDEPENDENT CONTRACTOR AGREEMENT

This amendment to SBCCOG Independent Contractor Agreement is made as of May 28, 2020 by and between the South Bay Cities Council of Governments, a California joint powers authority ("SBCCOG") and Agnes Walker ("Contractor").

RECITALS

A. SBCCOG and Contractor entered into a Contracting Services Agreement as of April 1, 2019 wherein SBCCOG engaged the services of Agnes Walker as an independent contractor to provide budget preparation assistance, audit assistance, and other financial related services to SBCCOG.

B. The Agreement will expire on June 30, 2020 and the parties desire to extend the Term for an additional two (2) years with no increase in total task order funding.

NOW, THEREFORE, in consideration of the foregoing, the parties agree to amend the Agreement as follows: The Agreement is hereby amended by extending the Term to June 30, 2022 unless earlier terminated pursuant to the provisions of the Agreement.

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

IN WITNESS WHEREOF, the parties have executed this agreement to be effected as of the date first written above.

“SBCCOG”
South Bay Cities Council of Governments

By: ____________________________
    Christian Horvath (Signature)
    SBCCOG Board Chair

Date: ____________________________

Attest: __________________________
    SBCCOG Board Secretary

“Contractor”
Agnes Walker

By: ____________________________
    Agnes Walker

Date: ____________________________
AMENDMENT NO. ONE

BY AND BETWEEN

COUNTY OF LOS ANGELES

AND

SOUTHBAY CITIES COUNCIL OF GOVERNMENTS

FOR

HOMELESS SERVICES

CONTRACT NO.: AO-20-600
This Amendment No. One ("Amendment") to Contract AO-20-600 ("Contract") is entered into this ______ day of ________, 2020, by and between the County of Los Angeles (hereafter "COUNTY") and SOUTHBAY CITIES COUNCIL OF GOVERNMENTS (hereafter referred to as "CONTRACTOR" or "CONSULTANT"), to provide homeless services.

WHEREAS, on February 11, 2020, the COUNTY entered into a Contract with the CONTRACTOR to provide homeless services to the Chief Executive Office Homeless Initiative Unit; and

WHEREAS, on March 31, 2020, the County Board of Supervisors approved a motion authorizing the Chief Executive Officer (CEO), or her designee, to accept and allocate State COVID-19 Emergency Homelessness Grant funding and authority to amend existing agreements between the County and the Los Angeles Homeless Services Authority (LAHSA) and Councils of Government (COGs) to deliver the new interim housing and hygiene facilities; and

WHEREAS, the COUNTY and CONTRACTOR mutually agree that it is to both of their benefit to modify the Statement of Work to add additional tasks covered by State COVID-19 funding to assist COGs and cities in meeting the hygiene needs of people experiencing homelessness for a three-month period, and to revise the Pricing Schedule to add an additional $46,318 to cover the cost for a maximum of up to $898,170.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and effective upon full execution, it is agreed between the parties that the Contract shall be amended as follows:

1. Section 5.0, Contract Sum, Paragraph 5.1, shall be deleted in its entirety and replaced as follows:

   5.0 CONTRACT SUM

   5.1 The Maximum Amount of this Contract shall be $898,170 for the term of this Contract as set forth Paragraph 4.0 - Term of Contract, above. Any costs incurred to complete this project in excess of the maximum not-to-exceed cost will be borne by the CONTRACTOR.

2. EXHIBIT A, Statement of Work, is deleted in its entirety and replaced with Exhibit A1, Statement of Work, attached hereto.

3. Any and all remaining references to Exhibit A, Statement of Work in the Contract, its Table of Contents, any Amendment and Exhibits shall now be references to Exhibit A1, Statement of Work.
4. **EXHIBIT B, Pricing Schedule**, is deleted in its entirety and replaced with **Exhibit B1, Pricing Schedule**, attached hereto.

5. Any and all remaining references to Exhibit B, Pricing Schedule in the Contract, its Table of Contents, any Amendment and Exhibits shall now be references to Exhibit B1, Pricing Schedule.

All other Contract terms remain in full force and effect.

///

///
IN WITNESS THEREOF, COUNTY has caused this Amendment No. One, to Contract No AO-20-600, to be executed by the Chief Executive Officer. CONTRACTOR has caused this Amendment No. One to be executed by its duly authorized representative.

COUNTY OF LOS ANGELES

By ______________________________________  Date _________________________________

SACHI A. HAMAI
Chief Executive Officer

APPROVED AS TO FORM:
BY COUNTY COUNSEL

MARY C. WICKHAM

By ______________________________________  4/27/2020

KATHERINE M. BOWSER
Principal Deputy County Counsel

SOUTHBAY CITIES COUNCIL OF GOVERNMENTS

By ______________________________________

Christian Horvath
SBCCOG Board Chair
EXHIBIT A1
STATEMENT OF WORK
South Bay Cities Council of Governments
Regional Homelessness Coordination Services

This Scope of Work (SOW) is in three parts. The first details the regional homelessness coordination services that the South Bay Cities Council of Governments (SBCCOG) will conduct in support of the Los Angeles County Homeless Initiative (HI) (as described below in Task 1 and operational costs for Tasks 2 and 3). The total amount for this part is up to $112,167.

The second part is for the Innovation Funds. On November 12, 2019, the Board unanimously approved the framework described in the October 28, 2019 LA County Chief Executive Office – Homeless Initiative (CEO-HI) Board Memo and allocated $6 million in Measure H funds to be routed through Council of Governments (COGs) to enable cities to support activities that align with the approved Homeless Initiative Action Plan to Prevent and Combat Homelessness. In addition, the Board authorized the CEO-HI to execute and/or amend COG contracts to implement the Innovation Framework. The SBCCOG will receive $739,685 in Innovation Funds.

The third part is in response to the Novel Coronavirus (COVID-19) Pandemic. On March 31, 2020, the Board approved a motion delegating certain authorities to the Chief Executive Officer (CEO) during declared states of emergency as related to the Novel COVID-19. On March 31, 2020, the CEO approved CEO-HI's request to accept State COVID-19 Emergency Homelessness Grant funding allocated to the County and to have delegated authority to amend existing agreements between the County and COGs to allocate the State funding to assist COGs and cities in meeting the hygiene needs of people experiencing homelessness (PEH). The SBCCOG will receive $46,318 for a three-month period, starting upon execution date of Amendment One to this contract.

The maximum contract amount is not to exceed $898,170.

Section I. Program Overview

This program will continue the partnership between the County of Los Angeles and SBCCOG. SBCCOG will continue to provide regional coordination services among South Bay cities, homeless services providers, and community stakeholders relative to the implementation of the HI and the delivery of homeless services within the South Bay subregion.

SBCCOG includes the unincorporated South Bay areas of Los Angeles County and the cities of: Carson, El Segundo, Gardena, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lomita, Manhattan Beach, Palos Verdes Estates, Rancho Palos Verdes, Redondo Beach, Rolling Hills, Rolling Hills Estates, Torrance, and Los Angeles 15th Council District communities of San Pedro, Harbor City, Harbor Gateway, and Wilmington. The SBCCOG Board of Directors is comprised of elected officials from each of the SBCCOG's member cities and County Districts 2 and 4 and serves as the primary governing body taking actions to support
endeavors aimed at maximizing the quality of life and productivity of the South Bay region.

Section II. Tasks

Task 1: Silvernest Pilot Program

A. Submit Silvernest Pilot program's concept paper which describes the program and how funds will be used. This concept paper to be submitted to County within 30 days of contract execution.

- Deliverable: Submission of SBCCOG’s Silvernest Pilot Program concept paper within 30 days of contract execution.

Task 2: Coordination with South Bay cities

Engage with South Bay city councils, city managers, and staff to increase participation in and support for HI programs including but not limited to:

A. Disseminate information to increase awareness of existing and planned programs with an emphasis on work being done through the Coordinated Entry System.

- Deliverable: 1 time per quarter (4 times total per contract year).

B. Facilitate engagement of South Bay cities public information officers in disseminating information on HI programs via social media platforms, including LinkedIn groups.

- Deliverable: 1 time per quarter (4 times total per contract year).

C. Facilitate regular meetings of the SBCCOG Homeless Services Task Force which includes cities, first responders and community organizations working in the South Bay on homeless issues.

- Deliverable: Six meetings per calendar year (January, March, May, July, September, and November).

D. Attend city-sponsored meetings, such as Homeless Task Forces, Working Groups, and appropriate commissions/committees.

- Deliverable: 6 meetings per contract year.

E. Organize trainings and outreach events including but not limited to Housing and Health Resource Fairs, First Responders Trainings, and Landlord Workshops.

- Deliverable: One training and/or outreach event per quarter.

F. Prepare correspondence/reports and make public presentations regarding the HI. Respond to inquiries from cities regarding HI programs, homeless services, and issues.

- Deliverable: Monthly updates are given at the SBCCOG Board of Directors meetings (10 times per contract year). Public presentations will be given as requested by South Bay cities.
• Deliverable: Distribute HI information at SBCCOG Board meetings (10 times per contract year) and other SBCCOG meetings including the Senior Services Working Group (4 times per contract year).

G. Maintain a comprehensive list of agencies working in the South Bay that fit within the Measure H strategies on the SBCCOG Homeless Services in the South Bay webpage on the SBCCOG website. [http://southbaycities.org/programs/homeless-services-south-bay](http://southbaycities.org/programs/homeless-services-south-bay)

• Deliverable: Updates shall be posted quarterly.

H. Identify specific problem areas and/or issues in the South Bay and collaborate with county departments on possible strategies for improvement.

• Deliverable: Document problem areas and/or issues and the collaboration involved.

I. Work with cities to complete Homelessness Plans.

• Deliverable: 1 city to complete Homelessness Plan.

J. Monitor, support, and assist cities to implement their Homelessness Plans.

• Deliverable: Provide connections between cities and LA County resources associated with specific HI Strategies, as needed, and partner with HI program to provide technical assistance to these cities.

K. Provide city staff information on homelessness funding opportunities and help keep them appraised of RFPs and applications. Help identify potential areas of collaboration among cities to create joint-city implementation plans and help facilitate partnerships with cities to apply jointly for funding.

• Deliverable: 6 times per contract year.

L. Working in close partnership with SPA 8’s Coordinated Entry System (CES) collaborative and the South Bay Coalition to End Homelessness, provide joint leadership in identifying and coordinating solutions and long-term strategic plans.

• Deliverable: 4 joint meetings per contract year

M. Support homelessness prevention strategies, focusing on older adults.

• Deliverable: Research implementation of a shared housing program as a homelessness prevention strategy beginning with a focus on older adults by mid-year of contract.

• Deliverable: Work with stakeholders and cities to implement this program if deemed feasible by end of contract year.

N. Support strategies to combat and reduce homelessness.

• Deliverable: Research implementation of a Safe Parking program by mid-year of contract.
Task 3: Coordination with Service Providers and Community Stakeholders

Work with regional homeless organizations and coalitions to support the coordination of homeless services in the South Bay including:

A. Maintain and keep updated a list of South Bay homeless resources and programs on SBCCOG Homeless Services in the South Bay webpage.
   • Deliverable: Updates shall be posted quarterly.

B. Attend meetings of the SPA 8 Coordinated Entry System, South Bay Coalition to End Homelessness, Los Angeles Homeless Services Authority, and other stakeholder meetings and events as appropriate.
   • Deliverable: 6 meetings per contract year.

C. Serve as liaison between SBCCOG, HI, and the South Bay business and interfaith communities. Work with Chambers of Commerce to educate businesses. Convene meetings as needed.
   • Deliverable: quarterly meetings during contract year for a total of 4.

D. Keep local, county, state, and federal elected officials and their legislative offices in the South Bay informed about regional programs, activities and events to combat homelessness.
   • Deliverable: quarterly meetings during contract year for a total of 4.
E. Collaborate with the South Bay Workforce Investment Board to promote employment programs and jointly apply for additional grant funding.
   • Deliverable: meet 2 times per contract year to discuss grant funding opportunities.

F. Explore the potential for the implementation of a Safe Parking program in the South Bay with faith-based communities.
   • Deliverable: by end of contract year.

**Task 4: Innovation Funds**

A. Within three months of contract execution, SBCCOG will submit a plan to the CEO-HI for the utilization of its share of the Innovation Funds. The plan shall include allocation methodology, key activities, performance metrics, timeline, and target outcomes.
   • Deliverable: Submit SBCCOG plan for utilization of Innovation Funds within three months of contract execution
   • Deliverable: Submit an interim implementation and outcomes report to the CEO-HI within six months of submitting its plan.
   • Deliverable: Submit Final Report prior to contract expiration.

B. CEO-HI will review submitted plan for the utilization of Innovation Funds. Once approved, this Statement of Work will be amended to implement the Tasks and Deliverables for Innovation Funds. These are to be separate and not duplicated work from Regional Homelessness Coordination Services.

**Task 5: State Emergency Funds**

A. COVID-19 Response: In order to mitigate the spread of COVID-19 among PEH and all residents of the Los Angeles County, the County has allocated a portion of the State Emergency Funds to assist COGs and cities.
   • Deliverable: Funding is available immediately to COGs for the following components:
     1. Portable handwashing stations;
     2. Deployment of portable toilets;
     3. Utilization of existing facilities to provide access to hygiene opportunities for PEH; and/or
     4. Provision of incentives to private businesses within cities to allow PEH to utilize hygiene facilities.
Section III. Reporting and Documentation

SBCCOG shall provide quarterly reports and invoices, describing progress made on items in Tasks 1, 2, 3, and 5 listed above. A final report will be due to the County prior to contract expiration describing how each item of all Tasks were completed.

All reports and invoices shall be submitted to the County Chief Executive Office – Homeless Initiative at the following email addresses:

Ashlee Oh
AOh@ceo.lacounty.gov
and copy
hiadmin@ceo.lacounty.gov
**PRICING SCHEDULE**

**Maximum Contract Amount Not to Exceed:** $898,170

Up to $112,167 of the total contract budget is to be paid by County of Los Angeles for SBCCOG operation costs including personnel as well as non-personnel expenses such as office lease, grant writing, equipment, training, and education materials.

Once SBCCOG’s Innovation Funding plan is approved, Pricing Schedule will be adjusted to reflect the use of SBCCOG’s $739,685 Innovation Funds allocation. The County may pay up to 20% of SBCCOG’s total Innovation Funds allocation upon County’s approval of SBCCOG’s plan for utilization of Innovation Funds. The remaining Innovation Funds sum shall be paid out over the term of the agreement.

In response to the Novel Coronavirus (COVID-19) Pandemic, $46,318 in State Emergency Funds will be allocated to SBCCOG to increase the availability of hygiene facilities for people experiencing homelessness. These funds are made for only a three-month period beginning on execution date of Amendment One to this contract.

When the Board approves future fiscal year funding allocations for Measure H, the contract may be amended to increase the contract budget.

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<thead>
<tr>
<th>Expenses</th>
<th>Budget</th>
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<td>Submission of the Silvernest Pilot Program concept paper:</td>
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<td>Task 1</td>
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<td>Operational Costs for Tasks 2 &amp; Task 3</td>
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<tr>
<td><strong>Grand Total with Innovation Funds</strong></td>
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*Changes within line items and/or categories require written authorization from the County Project Manager. Written authorization may be defined to include letter, email, and fax. A contract amendment or change notice is not required for changes within line items and/or categories, not to exceed the maximum contract amount.*
SCOPE OF WORK

This Scope of Work (SOW) covers the programs and activities that the South Bay Cities Council of Governments (SBCCOG) through its South Bay Environmental Services Center (SBESC) will conduct on behalf of West Basin Municipal Water District (West Basin) for a 12-month period, commencing on Wednesday, July 1, 2020 through Wednesday, June 30, 2021.

Due to the Coronavirus Disease of 2019 (COVID-19), West Basin halted most of its (public contact) programs as of Wednesday, March 11, 2020. In dealing with the situation, West Basin staff is in the process of modifying several of its programs in order to increase implementation flexibility and to utilize webinars and other technologies and strategies to implement programs safely. Therefore, flexibility has been added to the programs listed below where possible and feasible, as a way to continue the successful promotion and implementation of West Basin’s programs.

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

1. Educational Outreach Support $ 83,400
   a. Exhibit / Virtual events ($6,950 per month)
   b. Public Displays
   c. Media/Web/E-mail
   d. On-Going Water Reliability outreach
   e. Outreach and support for West Basin’s Water Bottle Filling Station
   f. SBCCOG Governing Board, Steering Committee, and Infrastructure Working Group outreach

2. Support for Classes, Workshops, Events & Webinars $ 44,180
   a. Promote and assist with Educational Classes
   b. Assist with Rain Barrel Distribution Events

3. Assist with Cash for Kitchens Program $ 27,300
4. Green Business Assist Program $  4,500
5. Assist with Change & Save DAC Program $ 15,600

Total $179,980

Billing Instructions for SOW
For Task 1 above, Educational Outreach Support category, the SBCCOG will invoice West Basin on a pro-rated monthly basis of $6,950 per month and all invoices will include the following: a summary of activities (by Director Division), copies of receipts, a year-to-date tracking of budgets and labor hours, copies of articles or press releases, sign-in sheets, photos, and any other back-up documentation that supports the deliverables on the invoice. Also, the SBESC will include in its monthly reports an estimated number of people reached at each event or webinar. The tasks associated with categories 2 - 5 above will be billed monthly based on a time and materials basis as work is completed, with the exception of Task 4. The Task 4 Green Business Assist Program amount will be billed as a one-time amount of $4,500.

Project Tasks

Note: Due to the high demand of work load and resources needed to coordinate the SBCCOG Annual General Assembly, SBCCOG staff will not be available to perform tasks for the three week period that includes one week prior to and one following the event. West Basin and SBESC will coordinate to avoid planning classes and events around the General Assembly timeframe.

1. Educational Outreach Support of West Basin’s Programs

The SBESC will help communicate West Basin’s program message to the public through its outreach efforts and existing communication channels. The goal is to promote and conduct program activities equally in each of West Basin’s five (5) Divisions in the South Bay. SBESC will track all activities utilizing an Excel spreadsheet that is separated by each West Basin Division.

Activities

A. Exhibit Events and/or Virtual Events – Due to COVID-19, there may be less physical outdoor event opportunities in fiscal year 2020-2021, however, there could be opportunities to attend or hold a greater number of virtual webinars and virtual events. Therefore, West Basin will work with the SBESC and its vendors to identify and plan for these opportunities.

- The SBESC will provide outreach for West Basin at a minimum combination of 100 exhibit events, virtual events, virtual presentations and meetings. The SBCCOG staff and volunteers will take digital photos at the events and provide them to West Basin. These photos will provide visual examples of the work conducted by the SBESC, and if opportunities exist, photos of West Basin Directors will also be taken.
  i. West Basin will also work with the SBESC to develop a joint Photo / Testimonial Release Form to be used when required, such as photographs of minors. This will allow both partners to utilize the photos for its web sites, newsletters and other communication and social media outlets.
- The SBESC will coordinate with West Basin’s Public Information Department to obtain sufficient amounts of West Basin program literature to provide at tabling and outreach events. The SBESC will also request electronic flyers and social media ads from West Basin to use for web sites, social media platforms, virtual events and meetings.

B. Public Displays – SBESC will research cities, malls, colleges, and other areas that may have kiosks or informational centers where West Basin’s programs can be promoted. SBESC will provide photos and a list of items that are contained in the display and will
coordinate with West Basin to keep the materials updated. SBESC will also research other locations that may have displays/kiosks and provide additional promotional opportunities.

C. Media/Web/E-mail – SBESC will disseminate West Basin program information through its existing communication channels, including but not limited to, its web site, e-mail blasts, Facebook, and Twitter. SBESC communications, such as its monthly newsletter, will also be utilized. The SBESC will conduct the following number of activities:

- Communicate West Basin’s Programs at a minimum of one article per SBESC e-Newsletter and also promote via 30 e-mail blasts.

D. On-Going Activities

- SBCCOG staff will provide the SBCCOG Board of Directors, City Managers, and others at the SBCCOG Committee meetings with regular updates on West Basin’s water reliability programs. (SBESC will track and document these efforts in the monthly invoicing and reporting)
- Cities - SBESC will communicate West Basin’s programs to its cities through its contacts and committees
- Chambers of Commerce – SBESC will provide West Basin’s program information, as it relates to businesses, to the South Bay Association of Chambers of Commerce and other chambers located within the SBCCOG service area, including the L.A. County unincorporated areas covered by the SBCCOG service area
- SBESC Education Center – SBESC will keep West Basin’s display up-to-date at its office/education center, with current and relevant West Basin information
- Work with West Basin staff to schedule regular training sessions for the SBCCOG staff and volunteers on West Basin’s water reliability programs
- Provide West Basin (Board Secretary) with a schedule of its outreach events on a bi-weekly basis, or as updates occur (this communication will assist West Basin staff with scheduling loads and avoid event conflicts)

E. Water Bottle Filling Station Program

- Working with West Basin staff, SBESC will conduct outreach and marketing for West Basin’ Water Bottle Filling Station Program throughout the West Basin service area until grant dollars are fully expended or until West Basin reaches its maximum applicant commitment.

F. SBCCOG Outreach

- **Liaison Assistance** – Through this partnership agreement, West Basin may seek the assistant from the SBCCOG’s Executive Director and Deputy Executive Director to support West Basin with furthering its water reliability strategies that are within the SBCCOG mission. The SBCCOG is the Joint Powers Authority in the South Bay and has fostered positive relationships with local elected officials, board members, committee members, public work directors and others. An important benefit of this partnership agreement is the ability to leverage relationships to further West Basin’s water reliability projects.
1. If program support is required, West Basin will contact the SBCCOG’s Executive Director and Deputy Executive Director for assistance.

2. As needed, SBESC shall assist West Basin to coordinate and schedule program and project briefings and updates to the SBCCOG Governing Board, Steering Committee, Infrastructure Working Group, local cities and other organizations.

SBESC TASKS
- In addition to the tasks listed above, the SBESC will develop a regular and agreed upon schedule with West Basin for ordering supplies. The SBESC will coordinate with West Basin’s Conservation and Public Information Departments; and
- The SBESC will assist West Basin with scheduling presentations at the various SBCCOG committees, when requested by West Basin.

WEST BASIN TASKS (TASK A – F)

West Basin will:
- Continue to coordinate with SBESC to ensure they have adequate supplies of West Basin’s most updated outreach and electronic materials;
- Provide topics, stories and photos for the monthly newsletter;
- Coordinate to develop a joint Photo / Testimonial Release Form;
- Provide SBESC with a schedule of its outreach events on a monthly basis, or as updates occur. This communication will keep the SBCCOG staff informed and updated on West Basin’s conservation and outreach events; and
- Provide marketing materials for West Basin’s Water Bottle Filling Station Program, and schedule a program briefing with the SBCCOG staff to discuss grant program rules, regulations, and program capacity. Also, provide the SBCCOG staff weekly updates on the status of all applications.

2. Support of Classes, Workshops, Events and Webinars (Tasks A & B)

Due to COVID-19, there may not be as many opportunities to conduct physical classes, workshops and events, however, West Basin is exploring creative ways to add flexibility and use technology to safely implement the programs listed below. West Basin is currently coordinating and exploring opportunities to offer classes in a webinar format. West Basin will coordinate with the SBESC to utilize the various webinar platforms to offer virtual classes.

A. Educational Classes / Webinars:

The SBESC will work with West Basin staff to schedule, promote and conduct 10 physical classes or webinars. West Basin will coordinate with the SBESC staff to provide information on the selected cities, locations, and dates.

1. For the physical class, the SBESC will be responsible for contacting each site regarding the following; reserving the site, inquiring about facility fees, permits, insurance, inquiring about AV requirements, parking and restroom facilities, etc. The SBESC will also inquire about promoting at the sites’ potential marque sign, counter, display, etc.
2. For the webinar classes, the SBESC will work with West Basin to implement and promote the webinar. Additional assistance with hosting the webinar classes may be requested, including:
   a. Provide assistance with registration and accessing webinar link, troubleshooting, assisting webinar attendees and other tasks as needed. The SBESC will also enter the webinar attendees into the database and provide to West Basin.

The Grass Replacement Classes are funded by the Metropolitan Water District (MWD) and West Basin will work with MWD to schedule the classes and secure an instructor for each physical class, once the COVID-19 situation improves.

In order to hold a physical class, MWD’s minimum class size requirement is 20 people; however, SBESC cannot guarantee or be held responsible for the minimum class size. MWD has also developed a Spanish and Chinese version of the Grass Replacement Class, and these classes may be offered upon West Basin direction.

MWD is also exploring the possibility of creating webinar versions of its Grass Replacement Classes. West Basin will keep the SBESC updated on this effort.

All informational documents related to events/activities that SBESC is responsible for supporting (such as flyers) will be reviewed by SBESC prior to distribution to help ensure accuracy and consistency in deployment between the organizations.

**SBESC TASKS**

**Physical Classes**
- Work with the West Basin staff and the various facilities to schedule the physical classes. The SBESC will coordinate and obtain approval from the various sites to hold the classes.
- Inquire about any site permit, application, and insurance requirements and bring them to the West Basin’s attention.
- Promote every class, workshop, and webinar via all SBESC communication channels;
- Reach out to city contacts, libraries, etc., and request that they promote on their website, social media, advertisement boards, announcements, newsletters and inquire about e-blasts to listserv opportunities.
- The SBESC will track and document the various marketing activities conducted by its staff and, to the best of its ability, conducted by the local cities and organizations with which it coordinates and provide the information as part of the monthly reporting.
- Strive for 20-50 attendees per class or webinar and take class reservations by phone and online reservation system.
- Provide residents with reminder emails and also request that residents confirm their attendance to classes, workshops, webinars, and rain barrel events.
- For the physical class, attend each class in the SBCCOG’s geographical area and provide the following:
  - One (1) SBCCOG employee and one volunteer, as needed dependent on class size;
  - Appropriate snacks and quantities for each class; and
Every effort will be made to utilize “green” and recyclable products and try to eliminate the use of packaging, Styrofoam, and non-recyclable plastics.

- Conduct sign-in registration on day of each class and workshop and provide West Basin with a copy of the sign-in sheet for events within the South Bay territory.
- Put registrants in a database and provide West Basin with the digital spreadsheet.

Virtual Classes

For the virtual classes, and where appropriate, the SBESC staff will deploy many of the same tasks listed above including;

- Coordinate with West Basin on scheduling, targeting, marketing and implementing virtual classes and webinars.

Note: For the physical classes outside of the SBCCOG service area, but within West Basin (such as Culver City, West Hollywood, Malibu, and Topanga), SBESC will provide the following services: take and add RSVPs to the database, provide partner outreach materials as available to West Basin, send out class reminder e-mails, and assist with ordering the refreshments (but not pay for refreshments for events outside their service area). No day of or on-site services will be provided. West Basin staff will schedule and attend the Division IV physical classes that are located outside the SBESC service territory.

WEST BASIN TASKS

- Work with its Board to select cities and locations to hold classes and webinars;
- Develop and provide the SBESC with event flyer and materials no later than one month prior to event;
- Work with local water purveyors and cities to send flyers to water users and invite them to the class or webinar;
- Provide instructor for physical classes and training materials; and
- Provide webinar content and presentation materials.
- For any potential virtual classes and webinars located outside the SBESC service area, West Basin will discuss and explore the possibility of obtaining further assistance from the SBESC.

B. Assist with Rain Barrel Distribution Events

The goal for fiscal year 2020-2021 is to implement a minimum of five (5) and a maximum of six (6) rain barrel events. The implementation of the events will be based on the current COVID-19 situation, and on how things improve. West Basin may develop creative and safer ways to implement these events and will provide direction to the SBCCOG on the implementation of these events.

If typical rain barrel events are implemented, the SBCCOG will provide the following support.

Provide a minimum of two (2) SBCCOG staff members and two (2) SBESC volunteers at the event to manage the registration process and other event activities. West Basin will
provide the non-profit group(s) for each event. The SBESC will instruct, direct, and assign volunteers to assist with registration, traffic control, loading rain barrels and other duties.

The SBESC will work with West Basin staff to schedule and coordinate each event. West Basin will coordinate with the SBESC staff to provide the cities, locations, contacts, and the SBESC will be responsible for contacting each site regarding the following: reserving the site, inquiring about facility fees, permits, insurance, parking and restroom facilities, etc. The SBESC will also inquire about promoting at the site’s potential marque sign, counter, display, etc. West Basin staff will schedule and attend the Division IV events that are located outside of the SBCCOG’s service area. SBCCOG staff will not be responsible for onsite coordination activities outside of the South Bay service territory.

The SBESC will conduct the following in coordination with West Basin:

**SBESC TASKS**

- Coordinate with the site staff for each event;
- Inquire about any site permit, application, and insurance requirements and bring them to West Basin’s attention.
- Take RSVPs prior to the event and send out reminder notices;
- Attend the event and handle the registration process;
- Work with West Basin’s non-profit Community-Based Organization (CBO) volunteers;
- Coordinate with the various partners and vendors;
- Have each SBCCOG volunteer sign a West Basin Hold Harmless waiver form;
- Hold a safety meeting and provide each volunteer with a safety vest;
- Assign roles and train the volunteers on the various duties at the event;
- Provide healthy snacks and refreshments for volunteers at the events;
- Sign guests in and develop a sign-in list and database to provide to West Basin;
- Track and conduct additional outreach to previous registered participants, who were unable to attend and fulfill their reservation, and provide invitations to future West Basin rain barrel distribution events; and
- Add to the database all the registrants and identify attendees. Use the database to populate MWD’s required spreadsheet, provided by West Basin, and provide both spreadsheets to West Basin.
- Map using GIS tools for registrants and attendees by Director’s district.

**WEST BASIN TASKS**

- West Basin to provide the SBESC with the future rain barrel locations and contacts;
- Work closely with the SBESC to coordinate distribution events;
- Provide the non-profit CBO volunteers for each event;
- Provide the SBESC with the Hold Harmless waiver form;
- Have each West Basin volunteer sign a West Basin Hold Harmless waiver form;
- Schedule the event dates and secure the event locations; and
- Procure the rain barrels and have them delivered to the event site.

3. Assist with Cash for Kitchens Program
The goal is to restart the program once the COVID-19 situation improves, in the meantime, West Basin staff will explore creative ways to implement the Cash for Kitchens Program, while at the same time, keeping its staff, the SBESC and its vendors safe. West Basin will provide direction on how to proceed with this program.

The Cash for Kitchens Program has evolved over time and in order to have consistency and full district coverage, West Basin has hired Green Media Creations Inc. to conduct the kitchen surveys throughout all of West Basin’s service area, including Division IV.

Coordinating with West Basin staff and Green Media Creations Inc., the SBESC will promote the program, assist customers through the rebate process, and implement the other tasks shown below.

- Distribute pre-rinse spray nozzles, sink flow restrictors, window clings, and program materials to 86 prior survey sites.
- Provide a monthly tracking list of sites visited and process device distribution quantities via Bitrix24.
- Manage photos submitted by sites for pre-rinse spray valves and sink flow restrictors installed via Bitrix24.
- Conduct post-inspections, which could be done virtually, at a minimum of 8 of the 86 sites to verify installations for grant.

**Outreach and Marketing**
- Coordinate with local entities such as cities, school boards, hospitals, Board of Supervisors, Chambers of Commerce and other organizations to identify potential kitchen facilities that would benefit from a water-use survey and water-energy rebates and programs. Connect any eligible sites to Green Media for survey scheduling.
- Distribute updated program information and materials through a variety of channels such as targeted emails, phone calls, newsletters, and in-person marketing.
- Coordinate marketing efforts with city departments and representatives.

**Rebate Assistance and Processing**
- Provide customer service to process device rebates available including; high-efficiency dishwashers, air-cooled ice machines, and connectionless food steamers. The SBESC cannot guarantee or be held responsible for customers participation in rebate programs.
- Provide device recommendations to eligible customers from eligible lists provided by Socalwatersmart and West Basin.
  - Work with customers to confirm needs to ensure correct device (i.e. lbs. of ice for ice machines and number compartments for food steamers).
- Call possible site visits to confirm needs (i.e., lbs. of ice for ice machines and number compartments for food steamers).
- Receive all necessary documentation to process rebate (copy of water bill, receipt, and any signatures needed).
• Confirm device installation at all sites that receive a rebate by requesting a picture of installed device. If customer is unable to send pictures, visit site to complete photo verification of installation.

WEST BASIN TASKS

Collateral Materials and Devices:

• West Basin will provide educational materials.
• As the Program Manager, West Basin will provide the SBESC with direction and act as the liaison between West Basin’s consultant, Green Media Creations.
• West Basin will alert the SBESC of any changes to the program, affected by the COVID-19 situation.

4. Green Business Assist Program

• The SBCCOG will continue the Green Business Assist Program (GBAP) for contract year 2020-2021 building on the momentum strategies and contacts developed through the Program.
• This Program will provide business participants with a list of water measures to consider and dedicated staff support for implementation.
• Measures will include participation in direct install, rebate, incentive, pilot, and educational programs offered by the various program providers such as utility agencies.
• Program will include outreach to the business community to support water conservation, education, and participation in rebate programs.
• Partner materials and press releases will be included in quarterly business e-newsletter.
• Partner logos will be included on program flyers, website, e-newsletter, and promotional materials.
• Program will partner with sponsors to provide targeted outreach (e.g. by industry or high usage).
• Opportunity for West Basin to co-host and speak at program events.
• Recognition of West Basin as a program partner at outreach events, including City Council and Commission meetings; and
• Name/logo on signage and invitation at any Green Business Assist Program award events.

SBESC TASKS

• Provide West Basin with list of water conservation measures that SBESC identified with participants.
• Promote West Basin programs and rebates.
• Provide the current list of businesses to West Basin and GIS plot map the businesses per West Basin Division.
• Alert West Basin of public outreach opportunities.

Additional Activities
• SBCCOG staff will continue to use flyers and letters during various business walks.
• SBCCOG staff will post weekly green business tips on the South Bay Environmental Services Center (SBESC) website and promote information through Facebook and Twitter.
• SBCCOG staff will exhibit at various South Bay Cities Business Expo’s and provide materials about California Green Business Network (CAGBN) certification program and GBAP program at these events.
• As businesses are certified through CAGBN, they also become GBAP participants.
• A quarterly newsletter will be sent out to over 234 businesses enrolled in GBAP.
• Checklist of indoor and outdoor water measures are presented to businesses.

WEST BASIN TASKS

• Review and update list of conservation measures and provide resource materials.

5. Assist with Change & Save (DAC) Program - Disadvantaged Communities (DAC) Water-Energy Savings Program

In 2017, West Basin received a grant from the Department of Water Resources (DWR) for a water-energy savings program. In 2020, West Basin hired a consultant called Allegra Consulting to assist West Basin with conducting 500 indoor residential energy-water surveys, distributing 500 indoor kits and promoting 714 high-efficiency clothes washer rebates.

Due to COVID-19, the physical site surveys at residential homes have been halted for the time being, however, West Basin and its consultant have created an on-line survey that residents can conduct.

SBCCOG Project Tasks

Program Administration

• Receive, document, and track customer calls
• Assist customers with taking the on-line survey and document the participants
• Promote and assist customers with applying for the $500 High-Efficiency Clothes Washer Rebate through the SoCalWaterSmart.com web site (explain how to qualify and apply)
• Provide customer inquiry list to Allegra Consulting on a weekly basis as changes occur.

Marketing/Outreach

• Identify and contact local cities, county, non-profit, and community groups and present program and coordinate meetings / conf. calls with West Basin and Allegra Consulting
• Distribute flyers and marketing materials
• Promote program to the SBCCOG Steering Committee and sub-committees and to other elected officials
Rebate Assistance / Photo Management

- Provide customer service and assist residents with applying for washer rebates
- Photo Verification / Management – Request, obtain, and record device installations photos from residents for all installed devices

WEST BASIN TASKS

- As the Program Manager, West Basin will provide the SBESC with direction and act as the liaison between West Basin’s consultant, Allegra Consulting.
- West Basin will alert the SBESC of any changes to the program, effected by the COVID-19 situation.

Board Presentations

The SBESC, at the direction of West Basin staff, will provide the WBMWD Board with an interim deliverables briefing. West Basin will lead the presentations and the SBESC will provide support.
TO: SBCCOG Board of Directors
FROM: SBCCOG Steering Committee
RE: Financial Reserve Policy

Adherence to Strategic Plan:

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

BACKGROUND

The SBCCOG established a reserve policy in September 2015. The goal was set at $188,710 which was equal to 6% of the FY 2015-16 budget of $3,210,006. The SBCCOG had no reserve prior to the establishment of the policy. The SBCCOG Board voted to fund the reserve with $20,000 annually over the next five years through dues increases. The Reserve balance at the end of FY 2019-20 will be $159,892. There has been no change to the policy since it was established, and it needs to be updated to reflect the current organization’s operational needs – which have increased over time. In addition, in the intervening years, there has been discussion that the reserves should have some relationship to the cost of a shutdown of our operations and the need for guidance regarding remaining fund distribution.

ASSUMPTIONS

The goal of the policy is to maintain adequate reserve funds to meet the SBCCOG’s financial obligations for known and unknown contingencies as well as permanent operational shutdown. The reserves should not fluctuate each year to provide the SBCCOG budget stability but should be re-evaluated every five years.

ANALYSIS

Based on FY 2019-20, basic operations were conservatively estimated. Basic operations were defined to provide fundamental services such as governance (Board, Steering, Taskforces, Ad Hoc Committees, and Working Groups); financial and human resources responsibilities; monitor/ tracking and responding to regional issues; communication with cities, legislators, agencies, general public; financial development activities; and coordination functions. See details below:

<table>
<thead>
<tr>
<th>Expenditure Category</th>
<th>Fixed Exp Annual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Regular</td>
<td>$543,000</td>
</tr>
<tr>
<td>Medical/Deferred Comp</td>
<td>$50,400</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>$727</td>
</tr>
<tr>
<td>Social Security</td>
<td>$33,938</td>
</tr>
<tr>
<td>Medicare</td>
<td>$7,874</td>
</tr>
<tr>
<td>FUTA</td>
<td>$252</td>
</tr>
</tbody>
</table>
Staff also assessed the costs for operational shutdown based on FY 2020-21. The estimate is approximately $400,000. See details below:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease for office</td>
<td>$74,250.00</td>
<td>6 months’ rent</td>
</tr>
<tr>
<td>JB&amp;A contract</td>
<td>$70,000.00</td>
<td>2 months $35K/mo</td>
</tr>
<tr>
<td>Audit</td>
<td>$6,500.00</td>
<td>onetime cost</td>
</tr>
<tr>
<td>Employee Salary</td>
<td>$45,000.00</td>
<td>2 months 2 fulltime equivalent</td>
</tr>
<tr>
<td>Employee vacation liability</td>
<td>$49,000.00</td>
<td>as of 4/15/20</td>
</tr>
<tr>
<td>Payroll expenses to closeout</td>
<td>$116,000.00</td>
<td>2 months $58K/mo</td>
</tr>
<tr>
<td>Lease for copier</td>
<td>$9,870.00</td>
<td>470/mo (21mo) May'20-Jan'22</td>
</tr>
<tr>
<td>Contractors (such as Lantz, Siembab, etc.)</td>
<td>$35,200.00</td>
<td>2 months</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$405,820.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

It is difficult to establish an ongoing methodology and policy goal that does not fluctuate annually but is tied to costs associated with operations and shutdown - as these numbers change year to year. As a result, staff is recommending the Reserve goal be based on FY 2020-21 shutdown costs which total $400,000. This level of reserves would remain in effect for 5 years at which time it would be reevaluated. This amount, if there was no shutdown, would cover approximately 40% of basic operations.

**FUNDING THE RESERVE**
The SBCCOG’s reserve balance will be $159,892 at end of FY 2019-2020 – approximately 40% of proposed new goal. To help meet this goal, the following could be implemented:
• Budget $90,000 in FY2020-21 from interest earned in FY 2019-20 - $53,000 and $30,000 from general funds

Annually budget $37,000 over the next four years

<table>
<thead>
<tr>
<th>Year</th>
<th>Item</th>
<th>Fiscal Year</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Reserve Balance as of 6/30/20</td>
<td>2019-20</td>
<td>159,892</td>
<td>159,892</td>
</tr>
<tr>
<td>1</td>
<td>Contribution</td>
<td>2020-21</td>
<td>90,000</td>
<td>249,892</td>
</tr>
<tr>
<td>2</td>
<td>Contribution</td>
<td>2021-22</td>
<td>37,000</td>
<td>286,892</td>
</tr>
<tr>
<td>3</td>
<td>Contribution</td>
<td>2022-23</td>
<td>37,000</td>
<td>323,892</td>
</tr>
<tr>
<td>4</td>
<td>Contribution</td>
<td>2023-24</td>
<td>37,000</td>
<td>360,892</td>
</tr>
<tr>
<td>5</td>
<td>Contribution</td>
<td>2024-25</td>
<td>37,000</td>
<td>397,892</td>
</tr>
</tbody>
</table>

REVISIONS TO FINANCIAL RESERVE POLICY
In addition to setting a new Reserve goal as well as methodology and evaluation timeline, the policy should also include guidance regarding remaining fund distribution in event of organizational shutdown. Staff recommends that in the event of shutdown, any remaining funds, after all obligations are satisfied, be returned to the member agencies based on weighted average dues paid over the prior five years.
All of the above recommendations have been incorporated into a redline draft of the Financial Reserve Policy (attached). In summary, key areas updated include:

• Setting Reserve goal of $400,000
• Establishing timeline for updating the policy every five years
• Adding guidance for disbursement of remaining funds if the organization were to shutdown

RECOMMENDATION
Board approve:

1) Assumptions which are as follows:
   • The goal of the policy is to maintain adequate reserve funds to meet - a permanent operational shutdown.
   • The reserves should not fluctuate each year to provide the SBCCOG budget stability.
   • The reserve amount should be evaluated every five years.

2) Updated Financial Reserve Policy (attached) which:
   • Sets the Reserve balance goal of $400,000 to meet financial obligations for - a permanent operational shutdown.
   • Establishes an evaluation period of five years.

2) Budget for FY 2020-21 $53,000 from interest earnings and an additional $37,000 for a total of $90,000.

3) Annually budget $37,000 starting FY 2021-22 and ending FY2024-25.
South Bay Cities Council of Governments
Financial Reserves Policy
Established August 2015
Updated May 2020

Background and Purpose

Fiscal stability is an important factor for all publicly funded agencies. Sound financial management includes the practice and discipline of maintaining adequate reserve funds for known and unknown contingencies. Such contingencies include, but are not limited to:

- Economic uncertainties including downturns in the local, state or national economy
- Local emergencies and natural disasters
- Loss of major revenue source
- Unanticipated operating or capital expenditures
- Uninsured losses
- Future capital projects
- Vehicle and equipment replacement
- Capital asset and infrastructure repair and replacement

The establishment of prudent financial reserves is important to ensure the long-term financial health of the South Bay Cities Council of Governments (SBCCOG).

Applicability

This policy will apply to the SBCCOG’s General Fund.

Reserve for Financial and Economic Uncertainty

The SBCCOG Reserve goal for financial and economic uncertainty is established based on the FY2020-21 shutdown costs. This goal will remain in effect for five years, until FY 2024-25 at which time it will be evaluated and revised if needed. The Board of Director’s approval shall be required before expending any portion of the Reserve. Unforeseen circumstances that may require an expenditure of said funds including but are not limited to, natural disasters, unforeseen deficiencies of a major revenue source, or unexpected operating or capital expenditures.

Once the Reserve goal has been met, if any circumstances noted above occur, causing the Reserve to fall below the Board of Director’s policy designated level, all excess, unassigned, fund balance in future years shall first be used to replenish the Reserve until it reaches the policy designated level.
In the event that the SBCCOG must shutdown, any remaining funds, after all obligations are satisfied, will be returned to the member agencies based on weighted average of the dues paid over the prior five years.

Adjustment of Reserve Level

The reserve level will be adjusted every five years in accordance with this policy. The reserve level will be reviewed at the end of each fiscal year in conjunction with the preparation of the SBCCOG’s annual financial statements to evaluate compliance with this policy.

Review of the Policy

The Board of Directors shall review the Financial Reserve Policy every five years, and consider such changes, if any, that it deems appropriate. Such review will occur in conjunction with the review and adoption of the annual SBCCOG Budget.
South Bay Cities Council of Governments

May 28, 2020

TO: SBCCOG Board of Directors

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

SUBJECT: Environmental Activities Report – April 2020

Adherence to Strategic Plan:

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

I. PROGRAMS - TECHNOLOGY, PLANNING, & RESEARCH

Climate Adaptation

In April, the CivicSpark Fellow developed an Adaptation Chapter template and updated resources for the Climate Change page of the SBCCOG website. The SBCCOG has amended the timeline of the City Adaptation Project to allow more time for city feedback, due to impacts from the Covid-19 pandemic. Over the next months, the SBCCOG will continue to support cities as they work towards integrating climate adaptation into their city documents.

The CivicSpark Fellow also prepared staff comments to LA County’s Draft Climate Action Plan which were submitted.

Water Conservation

West Basin Municipal Water District Programs (West Basin)

Contract year is July 1, 2019 through June 30, 2020

Task 1. Educational Outreach Support

Exhibit Events

Contract goal: 100 exhibit events, presentations, workshops, networking opportunities, etc.

Status of goal: 96 exhibit events, presentations, workshops, networking opportunities, etc. as of the month of April.

Staff continues to work with West Basin and community event planners to identify opportunities to provide information virtually.

Water Bottle Filling Station Program

Contract goal: To assist with identifying locations for stations.

Status: Public sites are eligible to install two (2) water bottle filling stations per Tax ID.

West Basin is postponing this program until further notice.
Task 2. Support for Workshops & Events

**Educational Classes**

*Contract goal:* minimum of 5 and a maximum of 10
*Status of goal:* 5 completed; all future classes are on hold

Staff worked with West Basin staff to explore holding classes via zoom.

**Rain Barrel Giveaway**

*Contract goal:* 5 events
*Status of goal:* 5 completed; all future events are on hold

Task 3. Cash for Kitchens

*Revised Contract goal:* follow up with 86 prior survey sites (kitchens) to distribute small devices
*Status of goal:* 0: outreach to business and agencies is on hold per West Basin

West Basin is temporarily postponing the Cash for Kitchens Program, including water efficiency surveys and outreach until further notice.

Task 4. IRWMP & Measure W Assistance

*Contract goal:* Assist West Basin as needed, including attendance at meetings, taking notes, assisting with reports, etc.
*Status of goal:* Staff has been attending meetings as they are scheduled.

Task 6. Disadvantaged Communities (DAC) Water-Energy Savings Program (Change & Save)

*Contract goal:* Support West Basin efforts to conduct 500 energy-water surveys and promote the distribution of 714 high efficiency clothes washers’ rebates
*Status:* SBCCOG supported activities led to 321 home and online surveys being completed

West Basin’s consultant, Allegra, conducted door-to-door canvassing and sent direct mailers and email flyers to the communities of Inglewood, Lennox, Gardena, Hawthorne, Del Aire, Lynwood, and Carson. SBCCOG staff is working with participants to obtain photos of water savings devices after installation. Weekly check-in calls meetings are held with Allegra, WBMWD, and the SBCCOG. With assistance from SBCCOG staff, Allegra Consulting met their goal of completing 125 online surveys for the month of April. SBCCOG staff assisted in several ways such as: sending out e-blasts; hosting virtual meetings w/ DAC city staff and West Basin staff; utilizing SBESC website and social media; assisting callers with completing their online surveys; and following up with city staff on referrals and further distribution of Change & Save flyers through their contact databases.

**Torrance Water**

*Contract year is July 1, 2019 through June 30, 2020*

**Task 1: Support for educational classes - California Friendly Landscape Training (CFLT) or Turf Removal (TR) Class and community events** *(This goal is dependent upon Torrance establishing classes)*

*Contract goal:* as requested
*Status of goal:* 7 completed; Classes previously scheduled for April have been postponed. The Torrance City Yard Open House is currently scheduled for June 13, 2020.

**Task 2: Cash for Kitchens**

*Contract goal:* 10 new commercial kitchens; 10 follow-up site visits
Status of goal: 3 water survey completed; 10 follow-up site visits completed

Torrance is temporarily postponing the Cash for Kitchens Program, including outreach. SBCCOG staff had a conference call with Chuck Schaich and Joey Garcia, Torrance Water to discuss program progress and plan for the new contract year.

Water Replenishment District of Southern California (WRD)
Contract year is July 1, 2019-September 30, 2020.

Ongoing promotion of WRD programs continues through the SBCCOG’s e-newsletters and other social media channels.

Sanitation Districts of LA County (LACSD) Contract year is July 1, 2019-June 30, 2020

Contract goal: 100 exhibit events, workshops, networking opportunities, etc.
Status of goal: 96 exhibit events, presentations, workshops, networking opportunities, etc. as of April
Contract goal: 1 training for SBCCOG Volunteers on LACSD programs - Status of goal: GOAL MET
Contract goal: Schedule up to 3 Sanitation Districts-related presentations
Status of goal: 1 has been completed

At this time no future presentations have been scheduled. SBCCOG staff has reached out to LACSD staff to explore virtual presentations and plan for the new contract year.

Los Angeles Department of Water and Power (LADWP)
Contract year is January 1-December 31, 2020.

Contract goals:
• 8-12 targeted special exhibit events - Status of goal: 2 completed
• 1 training for SBCCOG Volunteers on LADWP programs - Status of goal: To be scheduled after May 2020.
• 6-8 commercial kitchens to be identified for water assessments and conservation training
  Status of goal: Staff continues to identify locations and work with LADWP staff to explore conducting virtual assessments.

Energy
Energy Efficiency Partnership Program – Southern California Gas Company (SCG)
The SBCCOG staff is coordinating with SCG and the energy engineer to support cities in implementing gas savings equipment and processes. Efforts will be focused on benchmarking and SCG incentives and rebates.

Energy Efficiency Partnership Program – Regional Energy Network (REN)
The SBCCOG has received the notice to proceed. SBCCOG staff participated in two initial training sessions to kick off the program.

SBCCOG continues to promote PACE financing for homeowners.
  YGRENE – PACE: Proceeds from Ygrene for 2020 Q1 = $179.03. Total since the program start in 2015 = $9,098.88. Payment for 2020 Q2 is expected in August 2020 and will be reported out in September 2020.
HERO – PACE: As of Q4 2019, Western Riverside COG began issuing quarterly reports rather than monthly reports. Proceeds from HERO for 2020 Q1 = $144.32. Total since program start in 2014 = $31,270.37. Proceeds for 2020 Q2 will be reported out in Aug 2020.

CA Green Business Network (CAGBN) & South Bay Green Business Assist Program (GBAP):  

CAGBN – During the month of April, SBCCOG staff assisted CAGBN cities of Hawthorne and Torrance with updating businesses profiles, follow-up, and collected testimonials from businesses. SBCCOG staff participated in a conference call with the green business team.

Contract goals - City of Hawthorne: 20 certified green businesses; Status of goals: 20 certified businesses – GOAL MET

Contract goals - City of Torrance: 15 certified green businesses; Status of goals: 15 certified businesses and 6 additional businesses in the process of becoming certified – GOAL MET

As businesses are certified through CAGBN, they also become GBAP participants. GBAP by city: Torrance (60), Lawndale (27), Hawthorne (43), Redondo Beach (16), El Segundo (15), Gardena (15), Carson (12), Inglewood (10), Manhattan Beach (8), Palos Verdes Estates (7), Rancho Palos Verdes (7), Hermosa Beach (5), Rolling Hills Estates (4), Lomita (3), Lennox (2), and Los Angeles County – Community of Westmont (1) for a total of 234 businesses in the program as of the end of April 2020.

Transportation

Shared Mobility Program (Contract period July 1, 2019 – June 30, 2022)

Contract goals: 72 outreach events; 36 vanpool or rideshare meetings or events; 8 Marketing/Media Survey Engagements

Status of goals: 63 outreach events; 4 vanpool or rideshare meetings; 2 Survey Engagement

During April, in response to the COVID-19 emergency, SBCCOG staff moved its public outreach efforts to virtual platforms. Metro Shared Mobility materials and emergency updates to rideshare and vanpool programs were shared through 8 different online meetings. SBCCOG demonstrated the power of a Zoom Meeting for 80 attendees to brief South Bay ETCs on updates and important information about Rideshare and Vanpool programs as well as resources to support telecommuting; a follow-up survey was distributed to the Zoom participants.

Metro Express Lanes (MEL) (Contract period Nov. 15, 2019 – Nov. 14, 2020)

Work continued to organize and plan for a virtual calendar of events where Metro’s MEL program materials will be distributed. During this time period MEL materials were distributed as part of the SBCCOG information packets at 8 SBCCOG virtual outreach events.

II. MARKETING, OUTREACH, & IMPLEMENTATION

Workshops, Trainings, & Exchanges

The following chart provides an overview of all registration events held in April 2020:

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Name</th>
<th>No. Attended/No. of RSVPs</th>
<th>Marketing Info. (how did they hear about the Workshop)</th>
<th>Staff Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/18/2020</td>
<td>Turf Removal Class - Torrance</td>
<td>CANCELED</td>
<td>N/A</td>
<td>NA</td>
</tr>
<tr>
<td>4/25/2020</td>
<td>Rain Barrel Distribution – Inglewood</td>
<td>CANCELED</td>
<td>N/A</td>
<td>NA</td>
</tr>
</tbody>
</table>
Outreach Events

In April
- 1 Virtual Community Event
- 1 Virtual Business Event

For the period July 1, 2019 through April 30, 2020
- 29 Community Events
- 13 Business Events
- 15 residential workshops

Media

Social Media (during the month of April)
- SBCCOG -- Totals for Social Media (SBCCOG) (top tweet – right)
  - Twitter: 244 followers total, 1,600 impressions*
  - Facebook: 121 likes total, 26 impressions

- SBESC -- Totals for Social Media (top tweet – right)
  - Twitter: 555 followers total, 2,900 impressions*
  - Facebook: 756 likes total, 179 impressions
  - LinkedIn: 133 followers total, 100 impressions

* Impressions: the number of times a post has been viewed during the specified month

Earned Media/Articles/Network TV

- “Inglewood $95 million closer to building a people mover for NFL fans, concert-goers” – Daily Breeze (4/23/2020)

Volunteer Program

Status of Program: 19.65 hours for April 2020
Grand total as of 4/30/2020 - 20,272.32 (starting April 2008)

At this time, only a couple of volunteers are contributing to SBCCOG programs working from their homes.
Adherence to Strategic Plan:

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

Due to the COVID-19 Pandemic and its potential fiscal impacts, nearly all non-pandemic transportation initiatives have been put on hold. As a result, this update includes a new COVID-19 section expanding the Transportation Update to include Work-From-Home (WFH) news in the hope that this trend will thrive after the social distancing controls are lifted. Other news follows in the traditional format.

COVID-19

COVID-19 Recovery and Restoration Strategies Emerge
The stay-at-home orders have clearly shown the environmental and economic impacts (and sustainability benefits) of immobility. COVID-19 recovery will be gradual, and we will emerge from it into a different world. A wide range of strategies was suggested during April as planners begin to focus on the post COVID-19 “new normal”. A sample of some key ideas follows:

- To regain ridership, transit operators will need to continue their social distancing policies and deep cleaning long after the stay-at-home orders are lifted. Budgets will need to incorporate these ongoing costs. They will also need to determine how and when to resume collecting fares and whether to begin resuming service with transitional promotional fare programs.
- Public transit planning needs to account for an initial reluctance by the public to utilize transit. However, with demographics a primary driver, and with transit riders primarily low-income (often service workers), planners have an opportunity to “right size” the level of public transit services they will need to provide “access to opportunity” and high-quality, low-cost mobility options for those that will continue to rely on transit.
- Rather than simply restoring service according to previous patterns, transit operators could add service in response to demand and incorporate promising Next Gen Study routing and service recommendations to improve the speed, efficiency, responsiveness and reliability of bus service.
- The NextGen study identified more than $1 billion in infrastructure projects that could significantly improve transit speeds and reliability. Metro and the local jurisdictions could partner to fund and build the most productive near-term projects as an element of their recovery plans.
• Local jurisdictions have an opportunity to consider whether to replace low-ridership bus lines with on-demand service and microtransit services through contracts with transportation network companies or with their agency staff.
• Agencies that eliminate transit route segments need to explicitly consider the ongoing availability of Access Services for eligible riders parallel to the eliminated route.
• Transit operators should continue to implement the transition to a zero-emission fleet by 2035, potentially including battery-electric and fuel cell technologies.
• Public Works departments that are accelerating paving jobs during the Stay at Home travel period should not just repaint the current lane configurations, but should consider incorporating city-adopted re-stripping plans that provide bike lanes and other low-cost “complete streets” design changes. The SBCCOG has been on the forefront of this strategy with the development of the South Bay Local Travel Network that provides safe travel lanes and pathfinder street signage for a full-range of sustainable vehicles designed for speeds under 25 mph.
• Planners need to consider the changing role of mobility in supporting the emerging digital economy. Mobility is being dramatically redefined to improve the reliability, capacity and efficiency of our digitally-connected lives, with virtual space replacing office space as the crossroads for civic and commercial transactions.
• Working from home has expanded dramatically over night and it may become permanent at least for part of the work week and workforce. American workers doing their jobs from home has slowly but steadily increased in the last two decades, from 3.3 percent in 2000 to 5.2 percent in 2017. Surveys suggest anywhere from 29 percent to 43 percent of American workers could potentially do their jobs at home. COVID–19 may be the tipping point. Such a tidal wave will create major policy and infrastructure challenges for communities that have historically segregated work and residential life as well as positively impacted commute congestion.
• A recent PWC study showed that about half of businesses expect a dip in productivity during the pandemic due to a lack of remote work capabilities and clear policies regarding secure access to business records and proprietary information.
• Online shopping may also be at a tipping point. Instacart orders jumped 150% in the last month and Amazon reported grocery delivery orders up 50 times higher than normal. That translates into nearly a half million new jobs that may become permanent from the two companies alone. And the on-line models save trips and reduce congestion by being linked and routed for efficiency.

FEDERAL

$25 billion in CARES Act Transit Funding Allocations Released
The Federal Transit Administration announced on April 2nd the allocation of $24.925 billion in emergency appropriations to mass transit agencies across the country that was included in H.R. 748 – the Coronavirus Aid, Relief, and Economic Security (CARES) Act enacted on March 27th. The LA/Anaheim region was allocated $1.2 billion to be distributed under two existing federal formulas to eligible operators. L. A. Metro’s share is estimated to be $700-800 million. The federal funds do not require a match and can be used for operating expenses incurred after January 20, 2020, purchase of personal protective equipment, and paying administrative leave of operations personnel due to reductions in service.

The Federal Transit Administration (FTA) is working with local transit authorities to free up other capital grant resources to help them deal with COVID-19. Large operators are not normally
allowed to cover operating expenses with any of their Federal formula funding. However, if a governor declares an emergency and the FTA concurs, the FTA Emergency Relief Program (49 USC 5324) lets local transit agencies in those states use their federal transit formula funding to pay up to 80% of their operating costs, including the cost of activities aimed at containing COVID-19.

**Senate’s Next Coronavirus Relief Bill Will Not Include Infrastructure**

Senate Majority Leader Mitch McConnell (R-Ky.) said on April 28th that infrastructure will not be part of Congress's next coronavirus relief package, even as President Trump has pushed for it to be included. Instead, McConnell said the Senate will pass a "more modest" infrastructure bill "in the near future" without using borrowed money. That package is expected to build off a highway bill that passed the Senate Environment and Public Works Committee last year. One of the main hang-ups to getting a deal on infrastructure is how to pay for it.

**Federal Guidelines For Reopening Transit Being Finalized**

The Centers for Disease Control and Prevention (CDC) is finalizing guidelines as of the end of March for the phased reopening of the economy that include detailed recommendations for transit.

Restoring transit service will be key in what the CDC describes as a three-phase reopening process. The first phase deviates little from the social distancing recommendations and practices already in use. Phase 2 calls for reopening schools, allowing nonessential travel, and carefully opening large venues. Phase 3 would lift most restrictions but still recommend that large venues continue some social distancing.

The draft transit recommendations for helping prevent the spread of COVID-19 include: roping off rows of seats, marking where passengers should stand, regularly checking the temperature of workers, providing personal protective equipment for workers, and requiring or recommending passengers to wear face masks.

The guidelines also include recommended policies and procedures that most agencies have already adopted, such as wiping down bus interiors after every shift and requiring front-line workers to wear masks and isolating vulnerable transit workers from contact with passengers. Transit agencies are also recommended to consider reducing the maximum occupancy of buses and rail cars, continuing rear-door boarding, and increasing service frequency on busier routes and lines to limit crowding. The guidelines also recommend new buses and train cars be ordered with no-touch doors, no-touch trash cans and no-touch fare collection equipment.

**Federal Highway Fund’s Shortfall Grows Due To Plunging Gas Tax Revenues**

While Congress has focused much of its coronavirus relief legislation on helping struggling airlines and transit agencies, state highway officials are worried about another crisis on the horizon: plummeting gas tax revenues. While the Treasury Department has yet to release the April figures, experts are predicting a drop of 40% in gas tax revenues compared to last April.

The federal government largely pays for its roads, bridges and transit through general funds as a supplement to the Highway Trust Fund (HTF), which is funded with federal gas and diesel tax revenue. In January, the Congressional Budget Office projected that the HTF would run out of money in 2021. But the coronavirus — and the stay-at-home orders keeping people off the roads —likely will speed the HTF insolvency.

Following the lead of transit agencies and state governments hard hit by sales tax revenue reductions, the American Association of State Highway Transportation Officials wrote
congressional leadership on April 6th to request $50 billion in any forthcoming coronavirus-related spending bills.

Congress is also facing a September 30th deadline to extend the HTF law (PL 114-94. The pandemic has injected additional uncertainty and urgency into how and when they act. It may be easiest simply to extend the law and augment the HTF with a higher level of general funds to stimulate highway construction and maintenance jobs.

Volume Drops Sharply At Nation’s Major Ports
The nation’s major ports reported their first quarter volumes in April. The nation’s busiest port, the Port of Los Angeles, saw its container volumes plummet 30.9% to 449,568 from 650,977 the previous March. Total cargo volume for the first quarter was down 18.5% year-over-year. Neighboring Port of Long Beach, the No. 2 port facility in the U. S., also experienced a drop in the number of containers of 6.4%, processing 517,663 containers compared with 552,821 the previous March.

Volume at other West Coast, Gulf Coast and East Coast ports dropped 10-20%. Officials said that, although production in China is beginning to recover from the pandemic shut down, the dramatically reduced U. S. port volumes is expected to continue through the summer or longer as U. S. consumers and businesses continue on lockdown.

L. A. Cleantech Partnership Proposes $150 B Federal Electrification Stimulus Package
The public-private Transportation Electrification Partnership (TEP), led by the Los Angeles Cleantech Incubator (LACI), wrote a $150 billion federal stimulus proposal to create jobs, reduce air pollution and build climate resilience in Southern California.

The package calls for five key areas of investment: Manufacturing, assembly and adoption of EVs; Zero Emission infrastructure; Public transit & reduced vehicle miles traveled; Workforce development and training; and, Innovation ecosystem & related small businesses.

STATE

California Awards $95 Million For Inglewood Transit Connector
The California State Transportation Agency (CalSTA) awarded $222 million in Transit and Intercity Rail Capital Program (TIRCP) grants for transformative transit and rail projects in Los Angeles County as part of $500 million in statewide awards. The grant program includes $95 million for the new 1.6-mile Inglewood Transit Connector rail line that will link the Metro Crenshaw/LAX rail line with Inglewood’s new residential, sports and entertainment complex.

The state also made significant investments in increased rail service on the Metrolink Antelope Valley Line, including demonstration of zero emission rail service, and acquisition of 30 zero emission buses for expanded services operated by Antelope Valley Transit Authority, Long Beach Transit, Torrance Transit, and Santa Monica Big Blue Bus.

State To Shift CEQA Goal From Congestion Reduction to Vehicle Miles Traveled Reduction
Starting Sept. 15th, highway projects that begin their required analysis under the California Environmental Quality Act (CEQA) will have to demonstrate that there will be no increase in driving as a result of the project’s completion. That means adding capacity will need to be offset by mitigations that reduce vehicular miles traveled.

In the past, agencies preparing CEQA environmental analyses had to analyze potential projects on state highways and freeways to determine how they would affect traffic congestion. It was
considered a negative if a project would worsen traffic, a positive if traffic congestion would be reduced. This metric was called "level of service (LOS)."

The new policy eliminates LOS as a metric on state facilities and requires a CEQA analysis to determine "vehicle miles traveled (VMT)." Any project that will increase VMT will require extra scrutiny. The policy implements Senate Bill 743, a 2013 state ended the use of LOS standards for vehicle traffic delays as an impact to be addressed under CEQA. Increased traffic congestion was no longer considered a negative impact. Instead, an increase in "vehicle miles traveled" was declared the problem that had to be mitigated before a project could be approved.

The Caltrans memo issued on April 13th includes an appendix that lists the type of projects that are presumed not to "induce" vehicle trips and increase VMT. These projects will enjoy a streamlined approval process. Projects that add roadway capacity will need to substantially improve conditions for pedestrians, cyclists, and, if applicable transit. Roundabouts and other traffic calming devices, toll roads, bike paths and trails also are eligible for the expedited CEQA process.

**REGION**

**Metro Reduces Service To A "Modified Sunday Schedule"**

On Sunday, April 19, Metro begin running a Modified Sunday service schedule every day of the week. This schedule change was made to create predictable schedules for essential trips and to avoid Metro employee layoffs. The cuts represent a 29% annual reduction in bus service and a 14% annual reduction in rail service. However, because ridership is off 70-80% on the bus and rail system, there is sufficient capacity on the system using the Sunday schedule to maintain Metro’s social distancing policy.

On weekdays, Metro is running its usual Sunday bus service plus some Rapid, Express and Local bus lines that normally do not run on Sundays. On weekdays, most trains are running every 12 minutes between 6 a.m. and 6 p.m. and every 20 minutes at other times with last trains leaving terminal stations around midnight. On weekends, Metro will run its regular Sunday service on bus and rail lines. The Metro Board authorized the CEO to add additional trips on lines in response to additional demand to avoid overcrowding and maintain the social distancing policies.

**Part Of LA Metro’s C (Green) Line To Be Closed For Construction Of Crenshaw Line**

Metro is suspending rail service on the C (Green) Line between Hawthorne/Lennox and Redondo Beach Stations for three weekends so work can continue on the Crenshaw/LAX Transit line project. The line was closed from May 1-3, and will be closed from May 15-17 and June 19-21. Construction work is scheduled to begin at 7 p.m. each Friday and conclude by 12:01 a.m. each Monday. Metro will provide a free bus shuttle service to the out-of-service rail stations at Hawthorne/Lennox, Aviation/LAX, Mariposa, El Segundo, Douglas, Redondo Beach stations.

**Crenshaw Line Opening Delayed To Late 2021; Project Needs An Additional $90 million**

LA Metro announced on April 9th that the Crenshaw/LAX Line will not be opening until sometime in late 2021 – nearly a year later than the projected opening date announced just last October and two years later than the original completion schedule announced at the 2014 groundbreaking ceremony. Although construction is currently said to be 94 percent complete, the contractors need to redo some of their work and the train propulsion, safety and control systems still need to be installed and tested.
Contingency funding has been exhausted so the Metro Board will need to approve approximately $90 million of additional funding to cover the cost of the extended time that Metro staff and consultants will need to complete the project. The cost of the project has grown to more than $2.058 billion.

**TRENDS**

**COVID-19 Cuts Uber, Lyft Businesses By More Than Half**
The ride-hailing businesses of Uber and Lyft have shrunk by about half in recent weeks compared with a year ago as a result of the coronavirus pandemic. The overall contraction could worsen for both companies as the pandemic’s toll grows and more people stay indoors.

At Uber, the impact on ride-hailing revenue could be somewhat smaller because Uber has been paying drivers a lower share of passenger fares than it did last year. Uber’s revenue from passenger rides, after paying drivers, is likely to be less than $450 million a month. That compares with about $800 million in monthly passenger revenue that Uber generated in last year’s first quarter. Executives at Uber are planning to cut around 20% of the company’s workforce including nearly 800 in the engineering group.

In response to its losses in March, Lyft began offering free scooter rides at the start of April, to assist first responders, health care professionals and transit workers through the coronavirus pandemic as they do their jobs. On April 24th, Lyft extended the assistance another month.

The free rides for critical workers are part of an expanded effort by Lyft to assist during the crisis and keep its drivers working, including offering assistance for low-income seniors, young families and people with disabilities and delivering medical supplies.

**Pasadena Drivers To Slow For Pedestrians During Stay-At-Home Order**
With fewer cars on the road, cities are coping with an unanticipated byproduct: how to reduce speeding.

Pasadena is putting up as many as 500 “traffic calming” signs that will stay up until stay-at-home orders to slow the spread of coronavirus are lifted. Streets are not being closed and will remain open and accessible to traffic, but officials say it’s a move to help keep people who are out walking and exercising safe, and keep drivers from going too fast on streets that are uncharacteristically empty. Stoplights are also being adjusted to slow traffic.

LADOT is continuing to push for state legislation that would allow local jurisdictions to set local speed limits. State law currently requires local jurisdictions to complete a survey of current speeds on their street and to set the speed limit no lower than 85% of the current traffic speed. L. A. City would like to see a speed limit system based on street type that also accounts for vulnerability and risk to all road users, rather than the current method that relies solely on how drivers behave.

Seattle is lowering speeds on the vast majority of its streets to 25 mph. In 2017, Portland reduced the speed limit of its residential streets to 20 mph and lowered the limits on dozens of other roadways in the past few years. New York City received authorization from the state in 2014 to lower the speed limit from 30 mph to 25 mph on the majority of its streets.
Support Local Recovery: Vibrant Cities, Strong Economies

Cities are facing a loss of $7 billion in revenues over the next two years and the shortfall will only grow larger now that the stay at home orders are likely to extend into June here in LA County. The League of California Cities has focused on advocating for funding for cities to address the impacts of COVID-19 on our community and the Support Local Recovery coalition is central to that effort. More than 200 business and labor organizations have joined this coalition are we encourage cities to join the effort too.

Please visit SupportLocalRecovery.org for more information and if your city council has already supported the League’s latest Action Alert for funding then you are already supportive of the goals of this campaign, which are:

- **From the State Government:** Secure $7 billion in direct and flexible funding to support critical local services and secure CARES Act funding for all cities for COVID-19-related expenditures.
- **From the Federal Government:** Secure $500 billion in direct and flexible funding for all cities nationwide to support critical local services.

Please help these efforts by speaking with your legislators about the extraordinary actions your city has taken to slow the spread of COVID-19 and to continue to provide the everyday services in a safe way like police & fire protection, trash pick-up, your over-the-counter services for permitting, and all of the other activities cities do each day to maintain our communities.

Legislation, the May Revise and the State Budget

The Governor prepared an austere budget this month, dramatically scaling back spending from the $222 billion he proposed in January to just $203 billion. The League has a full analysis of the proposal HERE, but overall there isn’t much for cities to worry about in his proposal. Unfortunately, the budget allocates just $1.7 billion of the State’s nearly $8 billion in unallocated CARES Act dollars, to aid cities and counties with $450 million cities and $1.3 billion going to counties.

On May 20, the League previewed the legislation that is still expected to move forward this year even after the total number of bills have been reduced from more than 2,200 at the beginning of the year to about 400 – 500 today. As I’m preparing this document the State Senate has just announced the 5 housing bills they are seeking this year, they are:

- **SB 902 (Wiener):** Allows local governments to pass a zoning ordinance that is not subject to CEQA for projects that allow up to 10 units, if they are located in a transit-rich area, jobs-rich area, or an urban infill site. *As proposed to be amended on May 20, 2020.
- **SB 995 (Atkins):** Expands the application of streamlining the CEQA process to smaller housing projects that include at least 15 percent affordable housing.
- **SB 1085 (Skinner):** Enhances existing Density Bonus Law by increasing the number of incentives provided to developers in exchange for providing more affordable housing units.
- **SB 1120 (Atkins):** Encourage small-scale neighborhood development by streamlining the process for a homeowner to create a duplex or subdivide an existing lot in all residential areas.
- **SB 1385 (Caballero):** Unlocks existing land zoned for office and retail use and allow housing to become an eligible use on those sites. It also would extend the state’s streamlined ministerial housing approval process to office and retail sites that have been vacant or underutilized for at least three years.
May 7, 2020

ABOUT
The Regional Council is the governing board of the Southern California Association of Governments and consists of 86 elected officials representing 191 cities, six counties, county transportation commissions, transportation corridor agencies, tribal governments and air districts in Southern California.

AGENDA
For current and archived Regional Council meeting agendas & videos, visit bit.ly/SCAGagendas.

HIGHLIGHTS FROM THE MEETING

Due to the novel coronavirus (COVID-19) pandemic, the May 7 Regional Council meeting was held entirely via video- and tele-conference for the first time in SCAG’s history.

ACTION
RESOLUTION ADOPTED TO SUBMIT CONNECT SOCAL FOR FEDERAL REVIEW
The Regional Council today adopted a resolution on the Proposed Final Connect SoCal plan (the 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy).

The resolution approves a submittal of Connect SoCal as soon as possible to the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) so they may complete their review of the plan for transportation conformity purposes by June 1. Connect SoCal outlines more than $638 billion in transportation system investments through 2045. A transportation conformity lapse would have a number of impacts on the region, potentially jeopardizing any number of the over 4,000 projects in the plan, project funding, and the creation of hundreds of thousands of jobs and billions of dollars of economic activity.

The resolution also calls for a 120-day delay in submitting Connect SoCal to the California Air Resources Board. SCAG staff sought more time to continue to address concerns raised by local stakeholders such as the restoration of entitlements as conveyed by local jurisdictions and examining the impacts of the COVID-19 pandemic on the plan. Connect SoCal includes more than three years of development and extensive coordination with SCAG’s local jurisdictions, the county transportation commissions, partner agencies, as well as significant public outreach. SCAG will continue outreach to stakeholders to better address new regional issues and build greater consensus on the region’s vision for a brighter future.

Please visit connectsocal.org to read and learn about the Connect SoCal plan.

**ACTION**

**6TH CYCLE RHNA APPEALS PROCEDURES APPROVED**

As follow-up to the Regional Council’s adoption of the final Regional Housing Needs Assessment (RHNA) Allocation Methodology for the 6th Cycle RHNA on March 5, the Regional Council today approved the 6th Cycle RHNA Appeals Procedures, which outline the appeals process and includes information on bases for appeals, the public hearings on appeals, and the reallocation of housing need from successful appeals.

Following today’s action, SCAG will post the procedures on the SCAG RHNA webpage. However, today’s board resolution delaying the full adoption of Connect SoCal by up to 120 days will also result in a delay in distributing Draft RHNA Allocations and the subsequent beginning of the Appeals process. SCAG staff will provide more information as it becomes available.

**ACTION**

**REGIONAL COUNCIL ELECTS 2020-2021 BOARD OFFICERS**

The Regional Council today approved the nominations for the SCAG 2020-2021 Board Officers as submitted by the Nominating Committee. Congratulations to Hon. Rex Richardson (City of Long Beach), who will serve as the new SCAG President; Hon. Clint Lorimore (City of Eastvale), who will serve as First Vice President; and Hon. Jan Hamik (Riverside County Transportation Commission), who will serve as Second Vice President. The slate of new officers will be presented to the General Assembly for ratification at its meeting on June 4.
NEWS FROM THE EXECUTIVE DIRECTOR

LOCAL COMMUNITY ENGAGEMENT AND SAFETY MINI-GRANTS NOW OPEN TO FUND SAFETY STRATEGIES

On April 21, Go Human released the Call for Projects for the Local Community Engagement and Safety Mini-Grants, a program that aims to build street-level community resiliency and increase the safety of vulnerable street users. SCAG will award up to $10,000 for projects with an implementation period between May and July 2020. Eligible applicants are community-based organizations, non-profits, artists, students and creators. With support from the California Office of Traffic Safety, the Mini-Grants expand the concept of traffic safety amid the efforts to reduce the transmission of COVID-19. In light of the pandemic, SCAG encourages submissions for creative and virtual engagement activities. Applications are due on May 14, by 5:00 p.m. For more information, please contact Andrés Carrasquillo at carrasquillo@scag.ca.gov.

31ST ANNUAL DEMOGRAPHIC WORKSHOP POSTPONED

Due to the uncertainty caused by the COVID-19 pandemic, the 31st Annual Demographic Workshop, which was slated to be hosted by SCAG and the University of Southern California (USC) Sol Price School of Public Policy on June 11, will be postponed to a later date. A future announcement will be provided once a new date is selected. Please visit the events calendar for information about future SCAG- and partner-hosted events.

SCAG TO PROVIDE HOUSING ELEMENT DATA SUPPORT FOR LOCAL JURISDICTIONS

To help local jurisdictions save time and resources in updating their 6th Cycle housing elements, SCAG staff will be developing a package containing a range of data and information required by the California Department of Housing and Community Development (HCD). SCAG is working with HCD so that parts of the housing element review will be streamlined by HCD if it contains the pre-approved data package prepared by SCAG. More information about the data package will be distributed in the coming weeks so that jurisdictions will be able to assess their local resources and needs to update their housing elements.

UPCOMING MEETINGS

May

12th Toolbox Training WEBINAR: How Data Science Research Can Serve the Region
18th Toolbox Training WEBINAR: California Healthy Places Index Tool
19th Legislative/Communications & Membership Committee
21st Technical Working Group, Transportation Safety and Active Transportation Working Groups and Go Human Steering Committee Meeting
25th Memorial Day Holiday (SCAG Offices Are Closed)
26th Transportation Conformity Working Group
27th Modeling Task Force
28th Natural and Farm Lands Conservation Working Group

June

4th General Assembly, Regional Council and Policy Committees
16th Legislative/Communications & Membership Committee
18th Technical Working Group
23rd Transportation Conformity Working Group
Meeting of the South Bay Association of Chambers of Commerce

The South Bay Association of Chambers of Commerce had its monthly May meeting on May 5, 2020. Here are the highlights of that meeting:

- Margie Harrier, RN-Sr. Vice President, Kaiser Permanente South Bay, discussed the strategies Kaiser has employed as a result of the Coronavirus pandemic, such as partnering with Gallo to produce masks, shifting out-patient care to virtual appointments, and redeploying the hospital’s services to deliver better in-patient care. Kaiser is also looking at ways to improve resources in the future, such as possibly employing drive-through temperature checks. Ms. Harrier answered several questions from the SBACC members. One such question was whether the hospital is prepared to be of assistance to businesses. She answered that businesses can consult the hospital on such issues as how to take temperature checks.

- There was a very robust discussion on Reopening and the Role of a Chamber. The SBACC members said that the messages from states, counties, and cities, have been very mixed, resulting in businesses being confused about how they should be re-opening. It was stated that the County would be sending out plans on May 7th for modifying the order so that businesses can safely open.

- In the Government Affairs Report, the SBACC reviewed and considered AB 828. This bill proposes a temporary moratorium on foreclosures and unlawful detainer actions as a result of the pandemic. It would prohibit any person, including mortgage holder, tax collector, county recorder, or court official, from taking any action that would result in the foreclosure of a residential real property while the a state of emergency related to the Covid-19 virus is in effect, and until 15 days after the emergency has ended. The bill would also require the court, in an unlawful detainer action to, upon determining that the non-payment of rent was attributable to the Covid-19 virus, make an order reducing the rent by 25% for the next year. The SBACC voted to oppose the bill.

- The Government Affairs Report also discussed the Governor’s Reopen Threshold for the State. California is at Stage 2, which means that lower risk workplaces will be opening, such as retail, for curbside pickup; manufacturing; offices (when telework is not possible); and also, more public spaces will be opening.

- Jennings Imel of the U.S. Chamber of Commerce provided an update on the PPP and the CARES Act. He said that $175 billion of the $300 billion has been disbursed from the last tranche and may be exhausted by the end of the week. He said that, among Republicans, there is there is concern about liability issues for employers as they open, even if they are following the guidelines. He believes there will be bills attempting to limit liability, especially where the equipment doesn’t work properly.

- Jennifer LaMarque reported for Supervisor Hahn’s office that the County is establishing an Economic Resiliency Task Force to develop plans to for short-term and long-term recovery, possibly helping the most impacted industries with tax rebates and a micro-grant program.

Submitted by Olivia Valentine
The South Bay Aerospace Alliance (SBAA) held its May meeting on May 5, 2020, via teleconference.

Here are the highlights of that meeting:

- Several elected officials provided a description of how their cities or agencies have responded to the Covid-19 pandemic.
  1. Scott Houston, Director of West Basin, said that his agency is in the midst of budget planning and that most of the staff is working from home and diligently focused on keeping the water supply safe.
  2. Sen. Feinstein’s office reported that, because of the pandemic, new plans for scheduling, committees, and votes, are being worked out. Even though 3 bills have been passed, both Republicans and Democrats are looking for another relief package, and a wide range of bills is being proposed. The Senator has a robust Covid-19 page which she hopes the public will consult.
  3. Congressman Lieu’s office reported that the Congressman is a co-sponsor of the Coronavirus Relief Act and wants to funnel money directly to cities with a population of less than 500,000.
  4. Senator Allen’s office reported that the State would start loosening restrictions that week. It was expected that businesses would look different, with restaurants operating at 25% capacity. The State was also expecting a backlog of 3 weeks of EDD claims.

- The Economic Impact/Outlook was discussed by a representative from US Bank. The previous Friday, the manufacturing sector reported that it had taken a big hit from this unprecedented, quick slowdown. Suppliers are seeing all their indexes as the lowest numbers since World War II. The banks are shifting to main street lending but there is no expectation of a mad rush from companies. They are more careful about applying for ordinary lending programs than they were about trying to obtain Payroll Protection Program loans, which were guaranteed.

- The SBAA intends to do a South Bay Economic Impact Study/Forecast to help tell the story of the value of the LA Air Force Base to the South Bay community. The SBAA is soliciting support for that effort.

- The next meeting of the SBAA will be held on July 7, 2020.

Submitted by Olivia Valentine
The virtual meeting was called to order at 10:37am and roll call was taken. In attendance for the meeting were Service Council Members Don Szerlip (Vice Chair), Luis Duran, Meighan Langlois, Roye Love and myself, Chairman Franklin.

As we there were no Service Council Meetings in months of March or April, 2020, the Service Council adopted the minutes from the February 13, 2020 meeting.

The Safety Tip for the day: Metro has introduced a policy to make sure everyone wears a mask when boarding the bus/train and that everyone keeps their social distance, as much as possible, while inside the bus/train and at the bus/train stations.

The first presentation was given by Mr. Jorge Martinez, Metro Transportation Planner. There were 142 stations, across the system that were inspected from January through March 2020, using 32 measures of performance. These measures of performance included inspecting monitors, bicycle racks/lockers, lighting, seating, columns/pillars, turnstiles, pigeon presence, Park & Ride lots, etc. The Performance Ratings are based on a scale of 0-10 and range from Good to Very Good (8-10) meaning little or no damage, trash and/or graffiti, etc., Marginal (4-7.9) meaning some damage, trash and/or graffiti, etc. and Unsatisfactory (0-3.9) meaning heavy damage, trash and/or graffiti, etc. Eighteen (18) South Bay Service Area stations were rated from 8-10, four (4) stations rated from 4-7.9 and no stations were rated 0-3.9 or as unsatisfactory. It should be noted here that the marginal stations were Green Line (C) at Aviation/LAX and at Avalon, the Silver Line (J) at Manchester and the Transit Center at the South Bay Galleria. Mr. Martinez stated that he has reached out to Metro’s Facilities Maintenance Department to address these concerns and will closely monitor and address these various concerns as needed. On a final note, Metro contractors have withdrawn inspections due to COVID-19 financial impacts however, Metro staff will inspect thirty (30) stations (6 per Regional Service Council) with station criteria to include stations that were previously lowest rated with the highest number of boardings.

The next presentation was given by Mr. Scott Greene, Metro Transportation Planning Manager, Mr. Mark Dierking, Metro Community Relations Manager and Joe Forgiarini, Metro Senior Director of Service Planning. Metro now has about 360,000 boardings, on an average weekday, providing a transportation lifeline for people who depend on transit. Many riders depend on access to bus/rail to get to the grocery store, pharmacy and medical centers. Due to the COVID-19 pandemic, Metro has increased their sanitation and safety measures for the benefit of both employees and riders. Hand sanitizer dispensers will be available at major transit stations and transfer points including Union Station. Metro continues to clean buses and trains at least once daily with disinfectants and has increased their deep cleaning efforts at major transit hubs/stations with a focus on high touch point areas such as handrails, elevator call buttons and ticket vending machines (TVMs). There are mandated bus operator barriers and the use of rear-door boarding has been implemented. Unfortunately, ridership levels are down with bus riders down 60% and rail riders down 70% however, in an effort to increase ridership, Metro has implemented a plan to enhance Sunday headways and spans on Light and Heavy Rail. For weekends, frequencies will increase to twelve (12) minutes starting at 10:00am
with last departure from terminals taking place at 12:00am. For buses, there will be an enhanced Sunday headways and spans as well and, in addition, they will closely monitor trip loads on all lines to keep loads more consistent for social distancing where practical. It was also very noticeable that with the rear-door boarding, there is a substantial increase in fare evasions.

On another note, in January 2020, the Metro Board approved a contract to hire a firm to start the environmental process for the Green Line to Torrance. Public meetings on this matter have not yet been scheduled due to the COVID-19 public restrictions however, once the public assembly restrictions are lifted, Metro has tentative dates scheduled for late Summer/Fall 2020.

The last presentation was given by Mr. Scott Greene, Metro Transportation Manager, and Mr. Mark Dierking, Metro Community Relations Manager, and the topic was the Regional Performance Report. Buses have increased their on-time performance and there have been fewer complaints by riders. There is a slight increase in the number of reported bus driver accidents, particularly accidents involving the striking of a fixed object along with distractions or disturbances on the bus. Currently, ridership is down both in rail and bus. In March 2019, ridership on bus and rail was 1,202,296 and in March 2020, ridership was down to 756,222, a loss of 446,074 riders using both systems.

Finally, the Metro South Bay Service Council has four (4) positions to fill, with an effective date of July 1, 2020, and there are several candidates that have applied. Current Service Council Member Luis Duran wishes to continue to serve along with former Service Council Member Dan Medina. Meighan Langlois’ term will end June 2020 and she has chosen to re-apply to serve on the Service Council and I, Ralph Franklin, will also end my term June 2020 and have chosen not to re-apply. The four (4) positions will be filled by the SBCCOG Board through an interview process by the SBCCOG Steering Committee. The SBCCOG Board will announce their final nominee selections at the next Board Meeting scheduled for Thursday, May 28, 2020.

The meeting concluded with the Service Council Members making their final comments as there were no line rides to report.

The meeting adjourned at 12:05 pm.
South Bay Cities Council of Governments

May 28, 2020

TO: SBCCOG Board of Directors
FROM: Jacki Bacharach, SBCCOG Executive Director
RE: Budget FY20-21

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

Staff respectively submits the attached Proposed Budget for FY20-21. The Budget Narrative explains the overall impact of the proposed budget. Variances between the proposed and the adopted budget are also explained. In response to the Steering Committee’s comments at the May 11, 2020 meeting, staff would like to provide the following information:

The Steering Committee was concerned that SBCCOG is proposing an increase in staffing, while cities are cutting back due to the effects of COVID-19. This increase is to recognize two full-time staff that were hired at the beginning of 2020 as well as two additional staff to be hired in FY20-21. SBCCOG has received $949,000 for REN-Energy Coalition and LA County Homeless Innovation. These programs require involvement of additional staff. While these two grants were awarded around mid-year, staff has not been able to gain traction due to the state mandated shut-down and our very minimal staff of seven.

Website Redesign: $100,000 is proposed because Druple, our current platform, will no longer be supported after the end of 2021. In 2012, the cost for redesign was approximately $70,000. The proposed amount is based on current market rates.

At the last meeting, the Ad Hoc Finance Committee explored with staff the possibility of revamping the dues structure. The plan was to increase the dues to better meet our operating costs. However, in light of current events, no increase is proposed for FY20-21.

The South Bay Fiber Network continues to be built, with the majority of work being done by American Dark Fiber. The proposed increase in revenue and expenditures in FY20-21, compared to FY19-20, is due primarily to this project.

Staff is available if you have any further questions.
PROPOSED BUDGET

FISCAL YEAR 2020-2021

May 28, 2020
SBCCOG
ORGANIZATIONAL STRUCTURE
PROPOSED BUDGET
FISCAL YEAR 2020-2021

Board of Directors

Executive Director

Legal Counsel

Research Director

Deputy Executive Director

Transportation Director

Administration
Agenda Preparation
City Staff & Elected Officials Training
Dominguez Channel CIMP
Finance
Information Technology
Member Networking and Communications
Regional Advocacy

Transportation, Environmental Outreach & Implementation Programs
Transportation Improvement Programs
Alternative Fuel Vehicle Studies
Local Travel Network
IT Applications
Measure M Program Development
Measure R Highway Program
South Bay Rail Development Program
South Bay Transit Programs
Sustainability / CAP/ Adaptation
Transportation Demand Management Programs
South Bay Environmental Services Center
Energy Efficiency Programs
Green Business
Pest Management
Renewables
Waste Reduction Programs
Water Conservation, Quality, & Supply Programs

Special Services
General Assembly
Homeless Services
Metro Deputy
Senior Services
South Bay Fiber (Broadband Network)

Goal A: Environment, Transportation and Economic Development
Goal B: Regional Advocacy
Goal C: Member Networking and Communications
Goal D: Organizational Stability
# SBCCOG

## PROPOSED BUDGET

**FISCAL YEAR 2020-2021**

## ESTIMATED REVENUES:

<table>
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<tr>
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<th>ACTUAL FY 18-19</th>
<th>ADOPTED BUDGET FY 19-20</th>
<th>REVISED BUDGET FY 19-20</th>
<th>YTD AS OF 03/31/20</th>
<th>PROPOSED BUDGET FY 20-21</th>
<th>INCREASE (DEcrease) PROPOSED BUDGET 20-21/ADOPTED BUDGET 19-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues</td>
<td>$372,501</td>
<td>$392,500</td>
<td>$392,500</td>
<td>$392,499</td>
<td>$392,500</td>
<td>-1 (11,601) 4.50%</td>
</tr>
<tr>
<td>Other General Fund Revenues</td>
<td>304,233</td>
<td>257,689</td>
<td>283,234</td>
<td>178,467</td>
<td>246,088</td>
<td>4,579,791 351.94%</td>
</tr>
<tr>
<td>Grant Revenues</td>
<td>1,239,806</td>
<td>1,301,296</td>
<td>4,782,761</td>
<td>2,956,394</td>
<td>5,881,087</td>
<td>4,566,190 234.09%</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$1,916,500</td>
<td>$1,951,485</td>
<td>$5,458,495</td>
<td>$3,527,360</td>
<td>$6,519,675</td>
<td>$4,566,190 234.09%</td>
</tr>
</tbody>
</table>

## EXPENDITURES:

<table>
<thead>
<tr>
<th></th>
<th>$671,721</th>
<th>$689,284</th>
<th>$800,955</th>
<th>$444,222</th>
<th>$922,014</th>
<th>$232,279 33.76%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Benefits</td>
<td>865,337</td>
<td>974,552</td>
<td>3,943,838</td>
<td>2,262,405</td>
<td>4,733,070</td>
<td>3,758,510 385.67%</td>
</tr>
<tr>
<td>Professional/Contractual</td>
<td>348,940</td>
<td>365,960</td>
<td>274,674</td>
<td>196,537</td>
<td>634,131</td>
<td>268,171 73.28%</td>
</tr>
<tr>
<td>Supplies &amp; Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sub Total Expenditures</td>
<td>$1,885,998</td>
<td>$2,029,797</td>
<td>$5,019,467</td>
<td>$2,903,164</td>
<td>$6,289,214</td>
<td>$4,259,418 209.84%</td>
</tr>
<tr>
<td>Moving Expenses</td>
<td>$1,219,797</td>
<td>$5,019,467</td>
<td>$2,903,164</td>
<td>$6,289,214</td>
<td>$4,259,418</td>
<td>$201.97%</td>
</tr>
<tr>
<td>Website Redesign</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$1,885,998</td>
<td>$2,129,797</td>
<td>$5,119,467</td>
<td>$2,948,683</td>
<td>$6,431,440</td>
<td>$4,301,644 201.97%</td>
</tr>
<tr>
<td>Estimated Balance (Deficit)</td>
<td>$30,542</td>
<td>($178,312)</td>
<td>$339,028</td>
<td>$578,677</td>
<td>$88,235</td>
<td>$266,546 149.48%</td>
</tr>
</tbody>
</table>

## RESERVES:

### Contributions to Reserve:

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to FY15-16</td>
<td>$53,372</td>
</tr>
<tr>
<td>FY 15-16 Plus Interest Earnings</td>
<td>20,192</td>
</tr>
<tr>
<td>FY 16-17 Plus Interest Earnings</td>
<td>20,349</td>
</tr>
<tr>
<td>FY 17-18 Plus Interest Earnings</td>
<td>20,939</td>
</tr>
<tr>
<td>FY 18-19 Plus Interest Earnings</td>
<td>22,297</td>
</tr>
<tr>
<td>FY 19-20 Plus interest Earnings</td>
<td>22,743</td>
</tr>
<tr>
<td>FY 20-21 Reserve</td>
<td>90,000</td>
</tr>
<tr>
<td><strong>Total in LAIF thru 6/30/21</strong></td>
<td><strong>$249,892</strong></td>
</tr>
</tbody>
</table>

---

**Note:**

Both revenue and expenses are higher than usual for both FY19-20 and FY20-21 due to the South Bay Fiber Network project. The majority of the revenue/expense is passed through to American Dark Fiber who was contracted to build network.

**Estimates:**

- FY19-20 - approximately $2.8m
- FY20-21 - approximately $3.8m
SBCCOG
ESTIMATED REVENUES / EXPENDITURES CHARTS
PROPOSED BUDGET
FISCAL YEAR 2020-2021

ESTIMATED REVENUES FY 2020-2021: $6,519,675

- Dues: $392,500, 6%
- Other General Fund Revenues: $246,088, 4%
- Grant Revenues: $5,881,087, 90%

ESTIMATED EXPENDITURES FY 2020-2021: $6,431,440

- Salaries & Benefits: $634,131, 10%
- Professional/Contractual: $592,014, 15%
- Supplies & Services: $4,733,070, 75%
## SBCCOG
### ESTIMATED REVENUE DETAILS
#### PROPOSED BUDGET
##### FISCAL YEAR 2020-2021

<table>
<thead>
<tr>
<th>REVENUE SOURCE:</th>
<th>ACCOUNT CODE</th>
<th>ACTUAL FY 18-19</th>
<th>ADOPTED BUDGET FY 19-20</th>
<th>REVISED BUDGET FY 19-20</th>
<th>YTD AS OF 03/31/20</th>
<th>PROPOSED BUDGET FY 20-21</th>
<th>INCREASE (DECREASE) PROPOSED BUDGET 20-21/ADOPTED BUDGET 19-20 AMOUNT PERCENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues</td>
<td>4020</td>
<td>$372,501</td>
<td>$392,500</td>
<td>$392,500</td>
<td>$392,499</td>
<td>$392,500</td>
<td>-</td>
</tr>
<tr>
<td>General Assembly Sponsorship</td>
<td>4050</td>
<td>62,250</td>
<td>60,000</td>
<td>64,250</td>
<td>64,250</td>
<td>40,000</td>
<td>(20,000) -33.33%</td>
</tr>
<tr>
<td>Holiday Light Exchange</td>
<td>4055</td>
<td>2,250</td>
<td>-</td>
<td>-</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Training</td>
<td>4060</td>
<td>5,000</td>
<td>-</td>
<td>-</td>
<td>1,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MTA South Bay Deputy</td>
<td>4070</td>
<td>98,877</td>
<td>100,439</td>
<td>100,439</td>
<td>77,161</td>
<td>106,288</td>
<td>5,849 5.82%</td>
</tr>
<tr>
<td>Interest Income</td>
<td>4090</td>
<td>29,610</td>
<td>28,800</td>
<td>47,444</td>
<td>23,768</td>
<td>30,000</td>
<td>1,200 4.17%</td>
</tr>
<tr>
<td>Reimbursable Expense</td>
<td>4190</td>
<td>-</td>
<td>300</td>
<td>300</td>
<td>(300)</td>
<td>-</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Green Business Assist Program</td>
<td>4125</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>12,000</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>ClMP Dominguez Channel Admin Fee</td>
<td>4810</td>
<td>92,958</td>
<td>56,150</td>
<td>57,800</td>
<td>-</td>
<td>57,800</td>
<td>1,650 2.94%</td>
</tr>
<tr>
<td>Miscellaneous Revenue</td>
<td>4999</td>
<td>1,288</td>
<td>-</td>
<td>288</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Sub-total General Fund Revenues</strong></td>
<td></td>
<td><strong>$676,734</strong></td>
<td><strong>$650,189</strong></td>
<td><strong>$675,734</strong></td>
<td><strong>$570,956</strong></td>
<td><strong>$638,588</strong></td>
<td><strong>(11,601)</strong> -1.78%</td>
</tr>
<tr>
<td>GBN - Hawthorne</td>
<td>4126</td>
<td>$29,271</td>
<td>$10,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$10,000</td>
<td>100.00%</td>
</tr>
<tr>
<td>GBN - Torrance</td>
<td>4127</td>
<td>34,500</td>
<td>10,000</td>
<td>24,500</td>
<td>20,000</td>
<td>20,000</td>
<td>100.00%</td>
</tr>
<tr>
<td>SCG Contract</td>
<td>4511</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>28,109</td>
<td>50,000</td>
<td>50,000</td>
</tr>
<tr>
<td>SCG-DWP Outreach</td>
<td>4512</td>
<td>40,000</td>
<td>40,000</td>
<td>40,000</td>
<td>30,000</td>
<td>40,000</td>
<td>-</td>
</tr>
<tr>
<td>WBMWD Contract</td>
<td>4520</td>
<td>149,732</td>
<td>168,980</td>
<td>203,480</td>
<td>115,386</td>
<td>174,980</td>
<td>6,000 3.55%</td>
</tr>
<tr>
<td>Sanitation District</td>
<td>4525</td>
<td>49,000</td>
<td>49,000</td>
<td>49,000</td>
<td>36,750</td>
<td>49,000</td>
<td>-</td>
</tr>
<tr>
<td>Torrance Water</td>
<td>4540</td>
<td>26,250</td>
<td>29,000</td>
<td>29,000</td>
<td>21,750</td>
<td>29,000</td>
<td>-</td>
</tr>
<tr>
<td>CalTrans LTN</td>
<td>4544</td>
<td>51,588</td>
<td>231,184</td>
<td>231,184</td>
<td>191,191</td>
<td>103,657</td>
<td>(127,527) -55.16%</td>
</tr>
<tr>
<td>Metro Vanpool / Shared Mobility</td>
<td>4545</td>
<td>30,735</td>
<td>50,000</td>
<td>50,000</td>
<td>38,014</td>
<td>50,000</td>
<td>-</td>
</tr>
<tr>
<td>Metro Express Lane</td>
<td>4546</td>
<td>48,000</td>
<td>48,000</td>
<td>34,000</td>
<td>22,000</td>
<td>48,000</td>
<td>-</td>
</tr>
<tr>
<td>Measure M</td>
<td>4570</td>
<td>95,781</td>
<td>120,000</td>
<td>88,000</td>
<td>86,000</td>
<td>88,000</td>
<td>(32,000) -26.67%</td>
</tr>
<tr>
<td>PACE (HERO, Ygrene)</td>
<td>4580</td>
<td>3,336</td>
<td>3,320</td>
<td>1,032</td>
<td>835</td>
<td>1,100</td>
<td>(2,220) -66.87%</td>
</tr>
<tr>
<td>Integrated Pest Management</td>
<td>4589</td>
<td>6,000</td>
<td>6,000</td>
<td>2,300</td>
<td>500</td>
<td>2,300</td>
<td>(3,700) -61.67%</td>
</tr>
<tr>
<td>Energy Coalition (RENE)</td>
<td>4591</td>
<td>-</td>
<td>84,000</td>
<td>-</td>
<td>100,000</td>
<td>100,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>Homeless (PATH)</td>
<td>4600</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>20,119</td>
<td>25,000</td>
<td>-</td>
</tr>
<tr>
<td>Homeless - LA County</td>
<td>4601</td>
<td>61,238</td>
<td>79,347</td>
<td>72,797</td>
<td>44,755</td>
<td>79,000</td>
<td>(347) -0.44%</td>
</tr>
<tr>
<td>Homeless - LA County- Innovation Fund</td>
<td>4602</td>
<td>-</td>
<td>147,937</td>
<td>-</td>
<td>-</td>
<td>739,685</td>
<td>739,685</td>
</tr>
<tr>
<td>Water Replenishment District</td>
<td>4610</td>
<td>52,000</td>
<td>50,000</td>
<td>50,000</td>
<td>39,000</td>
<td>50,000</td>
<td>-</td>
</tr>
<tr>
<td>Measure M (LA County)</td>
<td>4611</td>
<td>87,299</td>
<td>147,800</td>
<td>108,000</td>
<td>41,413</td>
<td>60,000</td>
<td>(87,800) -59.40%</td>
</tr>
<tr>
<td>South Bay Fiber Network (SBFN)</td>
<td>4612</td>
<td>-</td>
<td>3,207,161</td>
<td>1,970,403</td>
<td>4,101,365</td>
<td>4,101,365</td>
<td>-</td>
</tr>
<tr>
<td>Fiber - State of CA</td>
<td>4613</td>
<td>-</td>
<td>60,000</td>
<td>-</td>
<td>764</td>
<td>50,000</td>
<td>-</td>
</tr>
<tr>
<td>PUC SCE/SCG Contract</td>
<td>4510</td>
<td>324,500</td>
<td>189,479</td>
<td>199,203</td>
<td>149,191</td>
<td>(189,479)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>SCG-Strategic Plan Income</td>
<td>4514</td>
<td>8,649</td>
<td>-</td>
<td>5,400</td>
<td>5,438</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SCE-Strategic Plan Income</td>
<td>4515</td>
<td>34,597</td>
<td>-</td>
<td>21,708</td>
<td>21,750</td>
<td>-</td>
<td>-</td>
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<tr>
<td>SOLSmart</td>
<td>4590</td>
<td>14,050</td>
<td>1,071</td>
<td>950</td>
<td>950</td>
<td>(1,071)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>Energy Efficiency</td>
<td>4591</td>
<td>6,047</td>
<td>32,071</td>
<td>28,109</td>
<td>26,175</td>
<td>(32,071)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>SSBWIB Broadband Income</td>
<td>4135</td>
<td>41,683</td>
<td>11,044</td>
<td>-</td>
<td>-</td>
<td>(11,044)</td>
<td>-100.00%</td>
</tr>
<tr>
<td>SSBWIB Teletwok</td>
<td>4136</td>
<td>15,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>EV-LA County</td>
<td>4549</td>
<td>5,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Sub-total Grant Revenues</strong></td>
<td></td>
<td><strong>$1,239,806</strong></td>
<td><strong>$1,301,296</strong></td>
<td><strong>$4,782,761</strong></td>
<td><strong>$2,956,394</strong></td>
<td><strong>$5,881,087</strong></td>
<td><strong>$4,579,791</strong> 351.94%</td>
</tr>
<tr>
<td><strong>Total Estimated Revenues</strong></td>
<td></td>
<td><strong>$1,916,540</strong></td>
<td><strong>$1,951,485</strong></td>
<td><strong>$5,458,495</strong></td>
<td><strong>$3,527,360</strong></td>
<td><strong>$6,519,675</strong></td>
<td><strong>$4,568,190</strong> 234.09%</td>
</tr>
</tbody>
</table>

5/16/2020 3:39 PM
## SBCCOG

**EXPENDITURE DETAILS BY ACCOUNT**

**PROPOSED BUDGET**

**FISCAL YEAR 2020-2021**

<table>
<thead>
<tr>
<th>EXPENDITURE CATEGORY</th>
<th>ACCOUNT CODE</th>
<th>ACTUAL FY 18-19</th>
<th>ADOPTED BUDGET FY 19-20</th>
<th>REVISED BUDGET FY 19-20</th>
<th>YTD AS OF 03/31/20</th>
<th>PROPOSED BUDGET FY 20-21</th>
<th>INCREASE (DECREASE) PROPOSED BUDGET FY20-21/ADOPTED BUDGET FY19-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries/Regular</td>
<td>6010</td>
<td>$524,804</td>
<td>$552,000</td>
<td>$640,000</td>
<td>$358,520</td>
<td>$739,070</td>
<td>$187,070 33.89%</td>
</tr>
<tr>
<td>Salaries/Part-Time</td>
<td>6030</td>
<td>$5,520</td>
<td>$9,500</td>
<td>$5,520</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Overtime</td>
<td>6011</td>
<td>$1,400</td>
<td>$1,400</td>
<td>$1,400</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Medical/Deferred Comp</td>
<td>6012</td>
<td>$52,250</td>
<td>$67,200</td>
<td>$75,600</td>
<td>$46,100</td>
<td>$92,400</td>
<td>$25,200 37.50%</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>6013</td>
<td>$1,091</td>
<td>$1,114</td>
<td>$1,091</td>
<td>$750</td>
<td>$1,663</td>
<td>$549 49.30%</td>
</tr>
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<td>Social Security</td>
<td>6014</td>
<td>$35,571</td>
<td>$34,566</td>
<td>$40,594</td>
<td>$22,830</td>
<td>$46,165</td>
<td>$11,598 33.55%</td>
</tr>
<tr>
<td>Medicare</td>
<td>6015</td>
<td>$8,319</td>
<td>$8,084</td>
<td>$9,418</td>
<td>$5,339</td>
<td>$10,797</td>
<td>$2,713 33.55%</td>
</tr>
<tr>
<td>FUTA</td>
<td>6016</td>
<td>$387</td>
<td>$491</td>
<td>$504</td>
<td>$389</td>
<td>$743</td>
<td>252 51.36%</td>
</tr>
<tr>
<td>California SUI-ER</td>
<td>6017</td>
<td>$4,001</td>
<td>$3,069</td>
<td>$5,208</td>
<td>$4,019</td>
<td>$5,116</td>
<td>$2,047 66.68%</td>
</tr>
<tr>
<td>Workers' Comp</td>
<td>6018</td>
<td>$7,369</td>
<td>$8,200</td>
<td>$10,000</td>
<td>$3,392</td>
<td>$8,200</td>
<td>-</td>
</tr>
<tr>
<td>Employee Reimbursable Expense</td>
<td>6019</td>
<td>$2,585</td>
<td>$2,640</td>
<td>$2,640</td>
<td>$2,695</td>
<td>$5,940</td>
<td>$3,300 125.00%</td>
</tr>
<tr>
<td>Vacation/Floating Holiday Payoff</td>
<td>6020</td>
<td>$17,498</td>
<td>$5,000</td>
<td>$5,000</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Severance Pay</td>
<td>6035</td>
<td>$16,500</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Sub-total Salaries &amp; Benefits</strong></td>
<td></td>
<td><strong>$671,721</strong></td>
<td><strong>$669,284</strong></td>
<td><strong>$800,955</strong></td>
<td><strong>$444,222</strong></td>
<td><strong>$922,014</strong></td>
<td><strong>$232,729</strong> 33.76%</td>
</tr>
<tr>
<td><strong>Office Supplies</strong></td>
<td>6201</td>
<td>$12,314</td>
<td>$12,599</td>
<td>$12,599</td>
<td>$5,230</td>
<td>$7,500</td>
<td>$(5,099) -40.47%</td>
</tr>
<tr>
<td><strong>Postage</strong></td>
<td>6202</td>
<td>$1,237</td>
<td>$1,200</td>
<td>$1,200</td>
<td>$546</td>
<td>$1,200</td>
<td>-</td>
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<tr>
<td><strong>Refreshments</strong></td>
<td>6203</td>
<td>$26,266</td>
<td>$25,597</td>
<td>$25,597</td>
<td>$16,142</td>
<td>$25,500</td>
<td>$(97) -0.38%</td>
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<tr>
<td><strong>Membership Dues</strong></td>
<td>6204</td>
<td>$10,116</td>
<td>$11,500</td>
<td>$10,581</td>
<td>$9,327</td>
<td>$11,500</td>
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</tr>
<tr>
<td><strong>Mileage Reimbursement</strong></td>
<td>6205</td>
<td>$4,875</td>
<td>$4,649</td>
<td>$5,058</td>
<td>$5,153</td>
<td>$6,871</td>
<td>$2,222 47.78%</td>
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<tr>
<td><strong>Meetings/Conferences</strong></td>
<td>6206</td>
<td>$9,772</td>
<td>$6,840</td>
<td>$6,840</td>
<td>$3,954</td>
<td>$6,840</td>
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<tr>
<td><strong>Special Events/General Assembly</strong></td>
<td>6224</td>
<td>$28,715</td>
<td>$31,160</td>
<td>$31,160</td>
<td>$1,286</td>
<td>$40,000</td>
<td>$8,840 0.28</td>
</tr>
<tr>
<td><strong>Staff Training/Development</strong></td>
<td>6207</td>
<td>$774</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$524</td>
<td>$2,500</td>
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<td><strong>Newsletter</strong></td>
<td>6208</td>
<td>$10,369</td>
<td>$8,400</td>
<td>$11,428</td>
<td>$6,712</td>
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<td>$3,024 36.00%</td>
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<tr>
<td><strong>Audit Fees</strong></td>
<td>6209</td>
<td>$5,000</td>
<td>$6,578</td>
<td>$6,578</td>
<td>$6,578</td>
<td>$6,000</td>
<td>$(578) -8.79%</td>
</tr>
<tr>
<td><strong>Contractual Services</strong></td>
<td>6210</td>
<td>$445,337</td>
<td>$554,552</td>
<td>$3,523,838</td>
<td>$1,951,405</td>
<td>$4,313,070</td>
<td>$3,758,518 767.76%</td>
</tr>
<tr>
<td><strong>Professional Services</strong></td>
<td>6211</td>
<td>$420,000</td>
<td>$420,000</td>
<td>$420,000</td>
<td>$311,000</td>
<td>$420,000</td>
<td>-</td>
</tr>
<tr>
<td><strong>Rent</strong></td>
<td>6212</td>
<td>$150,544</td>
<td>$153,336</td>
<td>$82,548</td>
<td>$61,591</td>
<td>$136,100</td>
<td>$(17,236) -11.24%</td>
</tr>
<tr>
<td><strong>Equipment Lease</strong></td>
<td>6213</td>
<td>$10,794</td>
<td>$11,685</td>
<td>$9,032</td>
<td>$7,219</td>
<td>$9,060</td>
<td>$(1,725) -14.76%</td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td>6214</td>
<td>$7,886</td>
<td>$8,610</td>
<td>$8,400</td>
<td>$6,201</td>
<td>$8,400</td>
<td>$(210) -2.44%</td>
</tr>
<tr>
<td><strong>IT Services/Maintenance</strong></td>
<td>6215</td>
<td>$54,573</td>
<td>$63,129</td>
<td>$35,811</td>
<td>$51,794</td>
<td>$36,616</td>
<td>$(26,513) -42.00%</td>
</tr>
<tr>
<td><strong>Software/Hardware</strong></td>
<td>6216</td>
<td>$12,892</td>
<td>$8,777</td>
<td>$15,142</td>
<td>$6,216</td>
<td>$14,133</td>
<td>$5,356 61.03%</td>
</tr>
<tr>
<td><strong>Liability Insurance</strong></td>
<td>6217</td>
<td>$2,226</td>
<td>$2,400</td>
<td>$2,400</td>
<td>$2,248</td>
<td>$2,300</td>
<td>$(100) -4.17%</td>
</tr>
<tr>
<td><strong>Subscription/Advertising</strong></td>
<td>6218</td>
<td>$292</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$200</td>
<td>$1,000</td>
<td>-</td>
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<tr>
<td><strong>Miscellaneous Supplies/HLE</strong></td>
<td>6219</td>
<td>$3,001</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Specialty Legal Services</strong></td>
<td>6220</td>
<td>-</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$4,725</td>
<td>$10,000</td>
<td>$5,000 100.00%</td>
</tr>
<tr>
<td><strong>City Reimbursements</strong></td>
<td>6222</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Miscellaneous Expenses</strong></td>
<td>6225</td>
<td>(2,507)</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$890</td>
<td>$1,000</td>
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<tr>
<td><strong>Sub-total Supplies &amp; Services</strong></td>
<td></td>
<td><strong>$1,214,277</strong></td>
<td><strong>$1,340,512</strong></td>
<td><strong>$4,218,512</strong></td>
<td><strong>$2,458,942</strong></td>
<td><strong>$5,367,201</strong></td>
<td><strong>$4,026,688</strong> 300.38%</td>
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<tr>
<td><strong>Moving Expenses</strong></td>
<td>6221</td>
<td>-</td>
<td>100,000</td>
<td>100,000</td>
<td>45,519</td>
<td>42,226</td>
<td>(57,774) -57.77%</td>
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<tr>
<td><strong>Website Redesign</strong></td>
<td>6032</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Operating Expenditures</strong></td>
<td></td>
<td><strong>$1,885,998</strong></td>
<td><strong>$2,129,797</strong></td>
<td><strong>$5,119,467</strong></td>
<td><strong>$2,948,683</strong></td>
<td><strong>$6,431,440</strong></td>
<td><strong>$4,301,644</strong> 201.97%</td>
</tr>
<tr>
<td>POSITION</td>
<td>SALARY</td>
<td></td>
<td></td>
<td></td>
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<td>----------------------------------------------</td>
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</tr>
<tr>
<td>Administrative Officer - Tier 1</td>
<td>$91,000</td>
<td></td>
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<tr>
<td>Senior Project Manager - Tier 1</td>
<td>85,000</td>
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<tr>
<td>Accountant - Tier 3</td>
<td>81,000</td>
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<tr>
<td>Project Manager - Tier 3</td>
<td>78,000</td>
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<tr>
<td>Project Manager - Tier 2</td>
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<tr>
<td>Project Manager - Tier 1</td>
<td>64,000</td>
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<tr>
<td>Environmental Services Analyst III - Tier 3</td>
<td>87,000</td>
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<tr>
<td>Environmental Services Analyst III - Tier 2</td>
<td>82,000</td>
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<tr>
<td>Environmental Services Analyst III - Tier 1</td>
<td>77,000</td>
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<tr>
<td>Environmental Services Analyst II - Tier 3</td>
<td>72,000</td>
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<tr>
<td>Environmental Services Analyst II - Tier 2</td>
<td>67,000</td>
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<tr>
<td>Environmental Services Analyst I - Tier 1</td>
<td>62,000</td>
<td></td>
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<tr>
<td>Environmental Services Analyst I - Tier 3</td>
<td>57,000</td>
<td></td>
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<tr>
<td>Environmental Services Analyst I - Tier 2</td>
<td>53,500</td>
<td></td>
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<tr>
<td>Environmental Services Analyst I - Tier 1</td>
<td>50,500</td>
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<tr>
<td>Administrative Assistant - Tier 3</td>
<td>47,000</td>
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<td>Administrative Assistant - Tier 2</td>
<td>40,000</td>
<td></td>
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<tr>
<td>Administrative Assistant - Tier 1</td>
<td>35,000</td>
<td></td>
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<tr>
<td>Part-time Hourly Staff (ESAs for events)</td>
<td>10,000</td>
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<table>
<thead>
<tr>
<th>PROFESSIONAL SERVICES - 6211</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Director (JB) and staff - appx. Jacki Bacharach and Associates $186,000 - appx. $234,000 (subs to JB)</td>
<td>$420,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CONTRACTOR SERVICES - 6210</th>
<th>TOTAL AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Director - Steve Lantz</td>
<td>112,690</td>
</tr>
<tr>
<td>Research Director - Siembab Corp.</td>
<td>95,000</td>
</tr>
<tr>
<td>Energy Efficiency Engineer - GSE Solutions</td>
<td>50,000</td>
</tr>
<tr>
<td>Metro Deputy - Mike Bohlke</td>
<td>110,879</td>
</tr>
<tr>
<td>Budget &amp; Finance Consultant - Agnes Walker</td>
<td>8,500</td>
</tr>
<tr>
<td>South Bay Fiber Network Contractor - American Dark Fiber</td>
<td>3,811,000</td>
</tr>
<tr>
<td>Additional consultants or staff as needed on contracts or project development</td>
<td>125,000</td>
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</table>

**Estimated Contractor Expenses FY 2020-2021**

$4,313,070
<table>
<thead>
<tr>
<th>ACRONYM</th>
<th>DEFINITION</th>
<th>ACRONYM</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CA-SUI</td>
<td>California State Unemployment Insurance</td>
<td>LADWP</td>
<td>Los Angeles Department of Water &amp; Power</td>
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<tr>
<td>CALCOG</td>
<td>California Council of Governments</td>
<td>LAIF</td>
<td>Local Agency Investment Fund</td>
</tr>
<tr>
<td>CAP</td>
<td>Climate Action Plan</td>
<td>LARC</td>
<td>Los Angeles Regional Coalition</td>
</tr>
<tr>
<td>CEC</td>
<td>California Energy Commission</td>
<td>LGSEC</td>
<td>Local Government Sustainability Energy Coalition</td>
</tr>
<tr>
<td>CIMP</td>
<td>Coordinated Integrated Monitoring Program</td>
<td>MEL</td>
<td>Metro Express Lanes</td>
</tr>
<tr>
<td>CPUC</td>
<td>California Public Utilities Commission</td>
<td>MTA</td>
<td>Metropolitan Transportation Authority</td>
</tr>
<tr>
<td>DWP</td>
<td>Department of Water &amp; Power</td>
<td>LTN</td>
<td>Local Travel Network</td>
</tr>
<tr>
<td>EUC</td>
<td>Energy Upgrade California</td>
<td>PACE</td>
<td>Property Assessed Clean Energy</td>
</tr>
<tr>
<td>EV</td>
<td>Electric Vehicle</td>
<td>PATH</td>
<td>People Assisting the Homeless</td>
</tr>
<tr>
<td>FTE</td>
<td>Full Time Equivalent</td>
<td>PUC</td>
<td>Public Utilities Commission</td>
</tr>
<tr>
<td>FUTA</td>
<td>Federal Unemployment Tax Act</td>
<td>REN</td>
<td>Regional Energy Network</td>
</tr>
<tr>
<td>FY</td>
<td>Fiscal Year</td>
<td>SB</td>
<td>South Bay</td>
</tr>
<tr>
<td>GA</td>
<td>General Assembly</td>
<td>SBCCOG</td>
<td>South Bay Cities Council of Governments</td>
</tr>
<tr>
<td>GBC</td>
<td>Green Building Challenge</td>
<td>SBFN</td>
<td>South Bay Fiber Network</td>
</tr>
<tr>
<td>GBN</td>
<td>Green Business Network</td>
<td>SBWIB</td>
<td>South Bay Work Investment Board</td>
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<tr>
<td>GSW</td>
<td>Golden State Water</td>
<td>SCE</td>
<td>Southern California Edison</td>
</tr>
<tr>
<td>HERO</td>
<td>Home Energy &amp; Resources Organization</td>
<td>SCG</td>
<td>Southern California Gas</td>
</tr>
<tr>
<td>HLE</td>
<td>Holiday Light Exchange</td>
<td>WBMWD</td>
<td>West Basin Metropolitan Water District</td>
</tr>
<tr>
<td>ICLEI</td>
<td>International Council for Local Environmental Initiatives</td>
<td>WRCOG</td>
<td>Western Riverside Council of Government</td>
</tr>
<tr>
<td>LA</td>
<td>Los Angeles</td>
<td>WRD</td>
<td>Water Replenishment District</td>
</tr>
</tbody>
</table>
SBCCOG
PROPOSED BUDGET NARRATIVE
FISCAL YEAR 2020-2021
May 28, 2020

Budget summary: Overall, the proposed budget for FY20-21 reflects a projected budget balance of $88,235: revenue increase of $4,568,190 or 234.09% and an expenditure increase of $4,301,644 or 201.97%. Primarily, these increases are due to the South Bay Fiber project which is a pass through for the fiber network construction. A one-time web-site redesign expense of $100,000 is also proposed.

Estimated revenues: As illustrated on the Estimated Revenue Details (page 4), the total General Fund revenues which include Dues, are projected to decrease by ($11,601) or (1.78%). Revenues from grants increased $4,579,791 or 351.94%. As stated above, this increase is due primarily to the South Bay Fiber project.

Below is an explanation of some of the revenue increases and (decreases) with the corresponding account codes and descriptions on the revenue categories:

- **Dues/4020** - remains at same level as current year
- **General Assembly Sponsorship/4050** - estimated decrease of ($20,000) due to the cancellation of the GA in 2020
- **MTA South Bay Deputy/4070** – increase in reimbursement of $5,849 reflects estimated increase funded by Metro
- **CalTrans LTN/4544** – decrease of ($127,527) due to project ending
- **Measure R/4570** - decrease of ($32,000) due to decrease in program activity
- **PACE programs/4589** - decrease of ($2,220) due to less participation in program
- **Integrated Pest Management/4589** - decrease of ($3,700) due to change in scope of services
- **Energy Coalition (REN)/4592** - new contract estimated $100,000
- **Homeless – LA County, Innovation Fund/4602** – new contract estimated $739,685; includes $295,287 of pass through funds for cities
- **Measure M/4611** – decrease of ($87,800) due to decrease in program activities
- **South Bay Fiber Network (SBFN)/4612** - increase of $4,101,365; additional funding for network construction
- **Fiber – State of CA/4613** - anticipated spending of $50,000
- **Contracts ended**
  - **PUC SCE/SCG Contract/4510**
  - **SCE/SCG Strategic Plan/4514-4515**
  - **SolSmart/4590**
  - **Energy Efficiency/4591**
  - **SBWIB Broadband/4135**

Proposed expenditures/Salaries & Benefits: The proposed expenditures (page 5) for the coming fiscal year show a net increase of $4,301,644 or 201.97% compared to the adopted budget in the current year. The Salaries & Benefits portion of the budget increased $232,729 or 33.76%, which reflects four additional staff.

Below is an explanation of the expenditure increases with the corresponding account codes and descriptions on the various expenditure categories:
SBCCOG
PROPOSED BUDGET NARRATIVE
FISCAL YEAR 2020-2021
May 28, 2020

- **Salaries/Regular/6010** – $739,070 reflects proposed budget for 11 positions, up from 7 in the current year
- **Salaries/Part-Time/6030** – provides $5,520 funding for a part-time employee, as needed, working an average of 20 hours a month to assist with outreach events
- **Medical/Deferred Comp/6012** – $92,400 includes SBCCOG’s contribution of $700 per month per employee.
- **Benefits/6013-6017** – as salaries increase, benefits will have a relative increase, especially those benefits based on a percentage of salaries such as: Social Security, Medicare, and California SUI-ER
- **Employee Reimbursable Expense/6019** – $5,940 provides a cell phone allowance of $55 per month for nine employees (current year budget is for four employees) who often work in the field; required to telecommute or attend outside meetings
- **Vacation/Floating Holiday Payoff/6020** - $5,000 provides for payoff in case an employee leaves during the coming fiscal year

**Supplies & Services:** Overall, the Supplies & Services category shows a *net* increase of $4,026,686 or 300.38%. As stated above, the expense increase is due primarily to the South Bay Fiber Network.

Below is an explanation of increases or (decreases) and the corresponding account codes and descriptions of the expenses:

- **Office Supplies/6201** – decrease of ($5,099) based on current expenses: paper, pens, business cards, etc.
- **Membership Dues/6204** – proposed budget $11,500 paid to 13 Chambers of Commerce in the South Bay, CALCOG, ICLEI, LGSEC, LARC, and Cal Chamber
- **Mileage Reimbursement/6205** – an increase of $2,222 due to staff increase; provides employee reimbursements for attending events or site visits based on IRS mileage rate
- **Special Events/6224** – $40,000 proposed for all expenses related to General Assembly; reflects increase of $8,840 to allow for price increases from vendors
- **Newsletter/6208** – $11,424, an increase of $3,024; includes both the Newsletter and the What is the SBCCOG & SBESC handouts
- **Contractual Services/6210** – *net* increase of $3,758,518; reflects increase in grant-related expenditures, primarily South Bay Fiber Network (SBFN)
- **Professional Services/6211** – $420,000 for JB&A agreement; no change
- **Rent/6212** – decrease ($17,236): annual lease at new location less than annual lease at prior location
- **Equipment Lease/6213** – $9,960 for Xerox machine per agreement
- **IT Services/Maintenance/6215** – $36,616, a decrease of ($26,513) due to change of vendor
- **Software/Hardware/6216** - $14,133, includes scheduled computer upgrade
- **Miscellaneous Supplies/HLE/6219** – Holiday Light Exchange program cancelled
- **Specialty Legal Services/6220** – $10,000 for legal services outside of current pro-bono services
SBCCOG
PROPOSED BUDGET NARRATIVE
FISCAL YEAR 2020-2021
May 28, 2020

- City Reimbursements/6222 - $295,287 LA County Homeless Innovation pass through funds for cities
- Moving Expenses/6221 – $42,226, balance of $100,000 from prior year to cover residual moving expenses
- Website Redesign/6032 - proposed budget of $100,000, one-time expense

Reserves: Per the newly adopted reserve policy, the target amount for contingencies is $405,000. As shown on the Budget Summary (page 2), if approved, $249,892 shall be accumulated in LAIF as of June 30, 2021. This amount includes $53,372 reserve funds established prior to FY15-16 and $106,520 from the 5-year dues increase with interest. In addition, $90,000 to be reserved in FY20-21. In order to reach the target of $405,000, $38,777 will be required each year for four additional years.
# SBCCOG
## CALCULATION OF ESTIMATED FUND BALANCE
### FOR JUNE 30, 2021

**Fund Balance for June 30, 2019 per Audited Financial Statement**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Revised Revenue Budget FY19-20</td>
<td>$5,458,495</td>
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<tr>
<td>Less Adjustments:</td>
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<tr>
<td>Energy Coalition</td>
<td>(84,000)</td>
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<tr>
<td>Homeless LA County</td>
<td>(147,937)</td>
</tr>
<tr>
<td>Fiber - State of CA</td>
<td>(60,000)</td>
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<tr>
<td><strong>Total Revenue Adjustments</strong></td>
<td>(291,937)</td>
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<tr>
<td><strong>Adjusted Revised Revenue Budget FY19-20</strong></td>
<td>5,166,558</td>
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<tr>
<td>Revised Expenditure Budget FY19-20</td>
<td>(5,119,467)</td>
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<tr>
<td>Less Adjustments:</td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Benefits (staff not hired)</td>
<td>111,671</td>
</tr>
<tr>
<td>Moving expenses not incurred</td>
<td>42,226</td>
</tr>
<tr>
<td><strong>Total Expense Adjustments</strong></td>
<td>153,897</td>
</tr>
<tr>
<td><strong>Adjusted Revised Expenditure Budget FY19-20</strong></td>
<td>(4,965,570)</td>
</tr>
</tbody>
</table>

**Estimated Fund Balance FY19-20**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>957,738</td>
</tr>
</tbody>
</table>

**Proposed Budget FY20-21**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Revenues</td>
<td>6,519,675</td>
</tr>
<tr>
<td>Estimated Expenditures</td>
<td>(6,431,440)</td>
</tr>
<tr>
<td><strong>Estimated Balance (Revenue over Expenditures)</strong></td>
<td>88,235</td>
</tr>
<tr>
<td>Less Reserve for Contingencies:</td>
<td></td>
</tr>
<tr>
<td>Prior to FY19-20</td>
<td>(137,149)</td>
</tr>
<tr>
<td>FY19-20 (final dues increase with interest)</td>
<td>(22,743)</td>
</tr>
<tr>
<td>FY20-21 as proposed</td>
<td>(90,000)</td>
</tr>
<tr>
<td><strong>Total Proposed Reserve</strong></td>
<td>(249,892)</td>
</tr>
<tr>
<td>Proposed carryover balance for moving expenses</td>
<td>(42,226)</td>
</tr>
</tbody>
</table>

**Estimated Fund Balance June 30, 2021**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$753,855</td>
</tr>
</tbody>
</table>

5/20/2020 10:19 AM
South Bay Cities Council of Governments

May 28, 2020

TO: SBCCOG Board of Directors

FROM: Nominating Committee, Britt Huff, Chair

RE: Nominating Committee Recommendation for 2020-2021 SBCCOG Officers

Adherence to the Strategic Plan

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

The Nominating Committee, whose members are former SBCCOG Board chairs, Britt Huff, Committee Chair; Jim Gazeley, and Jim Osborne, presents the following slate of officers for the 2020-2021 fiscal year starting July 1, 2020 and ending June 30, 2021:

Chair – Olivia Valentine, City of Hawthorne

1st Vice Chair – Drew Boyles, City of El Segundo

2nd Vice Chair - John Cruikshank, City of Rancho Palos Verdes

The Board previously approved nominating 4 additional at large members to the Steering Committee in order to more deeply engage city council members in the work of the SBCCOG and to better prepare members to serve as future SBCCOG officers.

Recommended at large nominees to the Steering Committee are:

1. Cedric Hicks, City of Carson
2. Kenneth Kao, City of Palos Verdes Estates
3. Bernadette Suarez, City of Lawndale
4. Hildy Stern, City of Manhattan Beach

All candidates have agreed to serve if elected.

RECOMMENDATION:

The Board should receive the report of the Nominating Committee and open nominations from the floor for the officers and 4 at large Steering Committee positions.

Election of officers and at large Steering Committee members will be at the June Board meeting.
TO: SBCCOG Board of Directors  
FROM: SBCCOG Steering Committee  
RE: Bills to Monitor and for Action – Status as of May 20, 2020

Adherence to Strategic Plan:  
Goal B: Regional Advocacy. Advocate for the interests of the South Bay

ENVIRONMENT

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Description</th>
<th>Status/Action</th>
<th>Date of Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB 1672</td>
<td>Solid waste: nonwoven disposable products. Would require, commencing January 1, 2021, except as provided, certain nonwoven disposal products to be labeled clearly and conspicuously to communicate that they should not be flushed, as specified. Would prohibit a covered entity, as defined, from making a representation about the flushable attributes, benefits, performance, or efficacy of those nonwoven disposal products, as provided.</td>
<td>SUPPORT (2/27/20)</td>
<td>1/30/20 Senate Rules Committee for assignment</td>
</tr>
<tr>
<td>AB 2103</td>
<td>San Gabriel and Lower Los Angeles Rivers &amp; Mountains Conservancy: territory: Dominguez Channel watershed &amp; Santa Catalina Island. Existing law establishes the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy in the Natural Resources Agency and prescribes the functions and duties of the conservancy. Existing law, for purposes of those provisions, defines “territory” to mean the territory of the conservancy that consists of those portions of the Counties of Los Angeles and Orange located within the San Gabriel River and its tributaries, the lower Los Angeles River and its tributaries, and the San Gabriel Mountains, as described. This bill would additionally include the Dominguez Channel watershed and Santa Catalina Island, as described, within that definition of territory, and would make various related changes to the boundaries of that territory.</td>
<td>SUPPORTED (6/27/19)</td>
<td>3/16/20 Assembly Natural Resource Committee</td>
</tr>
</tbody>
</table>
### Regional Transportation Plans: Sustainable Communities Strategies

**SB 1363 (Allen)**

Regional transportation plans: sustainable communities strategies: greenhouse gas emissions and vehicle miles traveled reduction targets. Would require the State Air Resources Board to provide, no later than December 31, 2022, each affected region with greenhouse gas emission reduction targets for the automobile and light truck sector for 2045 and 2050, and with vehicle miles traveled reduction targets for 2035, 2045, and 2050, and to release, no later than September 30, 2022, a draft of those targets, as specified.

**FINANCE**

**SB 795 (Beall)**

AMENDED SUBSTANTIALLY: Economic development: housing: workforce development: climate change infrastructure. Would invest $2 billion annually for 5 years into the immediate construction of affordable housing units and programs that address and prevent homelessness. Additionally, this measure creates two new programs administered by the Office of Business and Economic Development Office (GoBiz) to help local governments with their economic recovery and natural disaster preparedness. Of the $2 billion, $1.15 billion shall be used to construct affordable housing, spur economic development and create jobs through infrastructure and employment programs. Funds will be distributed as follows: 1) Multi-family Housing Program—$500 million (25%); 2) Infill Incentive Grant Program-$300 million (15%); 3) Local Housing Trust Fund Matching Grant Program $200 million (10%); 4) Cal Home Program $75 million (3.75%); 5) Joe Serna, Jr. Farmworker Housing Grant Fund—$75 million (3.75%)

**HOUSING**

**AB 3107 (Bloom)**

Planning and zoning: general plan: housing development. Notwithstanding any inconsistent provision of a city’s or county’s general plan, specific plan, zoning ordinance, or regulation, would require that a housing development be an authorized use on a site designated in any element of the general plan for commercial uses if certain conditions apply. Among these conditions, would require that the housing development be subject to a recorded deed restriction requiring that at least 20% of the units have an

**MONITOR** 5/12/20 – move to committees rescinded due to shortened 2020 Legislative Calendar – means not expected to move this year

**RECOMMEND SUPPORT**

**MONITOR**

**SUPPORT (2/27/20)**

**Senate Housing Committee Hearing Date: 5/26/20**

**Assembly Housing and Community Development Committee Hearing: 5/20/20**
<table>
<thead>
<tr>
<th>Bill</th>
<th>Description</th>
<th>Committee</th>
<th>Position</th>
<th>Hearing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SB 902 (Wiener)</td>
<td>Planning and zoning: neighborhood multifamily project: use by right: density. Current law, until January 1, 2026, authorizes a development proponent to submit an application for a multifamily housing development that satisfies specified planning objective standards to be subject to a streamlined, ministerial approval process, as provided, and not subject to a conditional use permit. This bill would provide that a neighborhood multifamily project is a use by right in zones where residential uses are permitted if the project is not located in a very high fire severity zone, does not demolish sound rental housing or housing that has been placed on a national or state historic register, follows specified local objective criteria, and meets specified density requirements.</td>
<td>Community Dev. Directors</td>
<td>OPPOSE BY RIGHT PROVISIONS (4/23/20)</td>
<td>Senate Housing Committee Hearing: 5/26/20</td>
</tr>
<tr>
<td>SB 1299 (Portantino)</td>
<td>Housing Development. Incentives. Rezoning of Idle Retail Sites. Would, upon appropriation by the Legislature, require HCD to administer a program to provide incentives in the form of grants allocated as provided to local governments that rezone idle sites used for a big box retailer or a commercial shopping center to instead allow the development of workforce housing. It provides for 7 years of property tax based on commercial status if changed to housing.</td>
<td>Senate Housing Committee</td>
<td>RECOMMEND SUPPORT</td>
<td>5/26/20</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td></td>
<td></td>
<td>LCC supports</td>
<td></td>
</tr>
<tr>
<td>AB 326 (Muratsuchi)</td>
<td>Vehicles: motorized carrying devices. Would define a motorized carrying device and authorize the use of a motorized carrying device, in accordance with specified rules, on sidewalks and crosswalks.</td>
<td>LCC: monitor</td>
<td>MONITOR</td>
<td>1/30/20 Senate Rules Committee for assignment</td>
</tr>
<tr>
<td>AB 2121 (Friedman)</td>
<td>Traffic Safety: Would require, beginning June 1, 2022, and every 6 months thereafter, Caltrans to convene a committee of external design experts to advise on revisions to the Highway Design Manual. (possible leg. for changing speed limit calculations)</td>
<td>LCC: monitor</td>
<td>MONITOR</td>
<td>2/20/20 Assembly Transportation Committee</td>
</tr>
</tbody>
</table>
### FEDERAL

<table>
<thead>
<tr>
<th>Bill Number</th>
<th>Description</th>
<th>Support &amp; Request</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR 530 (Eshoo)</td>
<td>Accelerating Wireless Broadband Deployment by Empowering Local Communities Act of 2019. Overturns the FCC's September order preempting local authority over small cell wireless infrastructure on January 14, the day the order took effect. Would not preclude future FCC or congressional preemption of cities on wireless infrastructure, but it would halt the FCC’s harmful preemption order, which ignored the input of hundreds of local governments. The bill also complements ongoing efforts to overturn the FCC order in federal courts, and the investigation by congressional leaders into alleged attempts by the FCC to thwart that litigation.</td>
<td>SUPPORT &amp; REQUEST CO-SPONSORS (2/11/19)</td>
<td>1/25/19</td>
</tr>
<tr>
<td>HR 1507 (Blumenauer)</td>
<td>The Bicycle Commuter Act of 2019. Official summary in progress. Would allow cyclists to deduct more than $50 per month and write off bike-share memberships.</td>
<td>MONITOR</td>
<td>3/5/19</td>
</tr>
</tbody>
</table>

### 2020 Legislative Session Calendar

- **May 22** Last day for policy committees to hear and report to fiscal committees fiscal bills in Assembly
- **May 29** Last day for policy committees to hear and report to the floor nonfiscal bills introduced in their house
- **June 5** Last day for fiscal committees to hear and report to the floor bills introduced in their house
- **June 15** Budget Bill must be passed by midnight
- **June 15 - 19** Assembly Floor session only. No committee may meet for any purpose except for Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees
- **June 19** Last day for the Assembly to pass bills introduced in that house & Last day for fiscal committee to hear and report to the floor bills introduced in their house
- **Summer Recess begins for the Assembly upon adjournment, provided Budget Bill has been passed**
- **June 25** Last day for a legislative measure to qualify for the Nov. 3 General Election ballot
- **July 13** Legislature reconvenes from Summer Recess
- **July 31** Last day for policy committees to hear and report fiscal bills to fiscal committees
- **Aug. 7** Last day for policy committees to meet and report bills
- **Aug. 14** Last day for fiscal committees to meet and report bills
- **Aug. 17-31** Floor session only. No committee may meet for any purpose except Rules Committee, bills referred pursuant to Assembly Rule 77.2, and Conference Committees
- **Aug. 21** Last day to amend bills on the floor
- **Aug. 31** Last day for each house to pass bills
- **Final Recess begins upon adjournment**
- **Sept. 30** Last day for Governor to sign or veto bills passed by the Legislature before Sept. 1 & in the Governor's possession on or after Sept. 1
- **Oct. 1** Bills enacted on or before this date take effect January 1, 2021.
- **Nov. 3** General Election.
- **Nov. 30** Adjournment sine die at midnight
- **Dec. 7** 2021-22 Regular Session convenes for Organizational Session at 12 noon.
South Bay Cities Council of Governments

May 28, 2020

TO: SBCCOG Board of Directors

FROM: Interview Panel – Christian Horvath, Drew Boyles, Ralph Franklin, John Cruikshank, Kenneth Kao

RE: Metro South Bay Service Sector Governance Council Nominations

ADHERENCE TO THE STRATEGIC PLAN:

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

The SBCCOG opened nominations in February to fill the three-year terms expiring this June for the following members: Inglewood Councilman and Service Council Board Chair Ralph Franklin; Luis Duran and Meighan Langlois, Los Angeles World Airports representative. Additionally, there is a vacancy for another seat whose term expires in 2021 which was held by Dan Medina as an elected official and he is leaving public office.

Nine nominations came in by the deadline of March 20. No incumbents were among them. The new applicants are: Johnny Baeza, Eric Craig, Christian Guzman, Derrick Jung (Lynwood resident, LA City business), Dan Medina (re-applying as a member of the community/transit rider), Sean Mottles, Grace Peng, Glenda Silva-LAWA, Bob Wolfe.

The Steering Committee requested that the nomination deadline be extended to April 23 since an additional nomination was received on April 6 from incumbent Luis Duran. On April 23, 2 additional nominations were received from David Mach, Torrance Transit analyst and Rochelle Mackabee, Watts/Willowbrook.

An interview panel was formed (members identified above) and they conducted interviews on May 8 via zoom. Eight candidates were interviewed.

RECOMMENDATION

The Interview Panel unanimously recommends the following:

- Luis Duran – incumbent – Hawthorne resident
- Glenda Silva representing LAWA
- David Mach – employee of Torrance Transit
- Rochelle Mackabee – rider and senior. Works in Inglewood, lives in Watts/Willowbrook. She will fill the one-year unexpired term.
REMAINING MEMBERS ON THE COUNCIL

- Roye Love
  - Carson resident & senior
  - Member of several community organizations
  - Transit user
- Ernie Crespo
  - Gardena Transit Manager
- Elaine Jeng
  - Rider
  - City Manager of Rolling Hills
- Don Szerlip
  - Redondo Beach businessman
- Charles Michel Deemer
  - Torrance Environmental Commissioner
  - Transit rider