

# South Bay Cities Council of Governments

May 12, 2014

TO: Steering Committee

FROM: Jacki Bacharach, Executive Director

RE: Proposal to Reimburse Cities for Staff Time on EECAP project

## ADHERENCE TO STRATEGIC PLAN:

Guiding Principle: *Seek resources from county, regional, state and federal agencies that will benefit the South Bay.*

## BACKGROUND

In the funding that the SBCCOG received from SCE for helping cities prepare their Energy Efficiency Climate Action Plans (EECAP), SBCCOG staff was able to include \$94,000 for reimbursement to participating cities for their staff time. The grant is now underway and a formula for distributing the money needs to be determined.

## PROPOSAL

Attached is an excel spreadsheet which divides the participation that we are requesting of cities by the tasks in our scope of work. To summarize the formula proposed, cities could receive approximately \$6,265 (rounded off number) for their total participation.

Upon completion of: Tasks 1-3, they would be eligible to receive 36%

Task 4 = 31%

Tasks 5-6 = 33%

Cities would be requested to submit an invoice for payment acknowledging that they have completed the tasks as described. The payments would not be made automatically.

## RELATIONSHIP TO CAP ASSESSMENT

Almost all of the cities are paying an assessment for climate action planning. In order to receive the reimbursement, cities would need to be paying the assessment so that participation in this effort is fair and equitable to all cities. Rolling Hills and Lawndale have not paid the assessment for the last two years and would not be eligible to receive the reimbursement unless they resume payment of the assessment starting in 2014-2015 year.

Furthermore, the SBCCOG would still require the assessment to be paid. This allows the SBCCOG to use the assessment funds for other aspects of the climate action plan since these funds are not as restricted as the EECAP funds.

The current assessments based on population are as follows:

- Cities above 75,000 population (Torrance, Inglewood, Carson & Hawthorne) are paying \$5,250/year. The City and County of Los Angeles also pay this assessment for coordination work that we do with their CAP efforts but they are not involved in the

EECAP work. This is 10% of the total collected from the 15 cities (excluding Los Angeles).

- Cities with populations under 75,000, but above 30,000 (Redondo Beach, Gardena, Rancho Palos Verdes, Manhattan Beach & Lawndale if they paid) are paying \$3,750/year. This is 7.2% of the total collected from the 15 cities.
- Cities with populations under 30,000 (Lomita, Hermosa Beach, El Segundo, Palos Verdes Estates & Rolling Hills Estates) are paying \$2,250/year. This is 4.3% of the total collected from the 15 cities.
- Rolling Hills would be \$1,125/year if they paid the assessment. This is 2.2% of the total collected from the 15 cities.

#### POSSIBLE ALTERNATIVE

Instead of dividing the \$94,000 equally, it could be divided in proportion to the amount of assessment that a city is paying. The total payments to cities would be as follows:

- Torrance, Inglewood, Carson & Hawthorne - \$9,400
- Redondo Beach, Gardena, Rancho Palos Verdes, Manhattan Beach & Lawndale - \$6,770
- Lomita, Hermosa Beach, El Segundo, Palos Verdes Estates & Rolling Hills Estates - \$4,045
- Rolling Hills - \$2,070

The percentage completion of the tasks would still be based on the total that each city is eligible for meaning that completion of Tasks 1-3 would be 36% of the total, Task 4 – 31% and Tasks 5-6 would be 33%.

#### NEXT STEPS

SBCCOG staff is interested in doing what the cities believe would be the most equitable. Therefore, this memo is being circulated to the City Managers with a request that they respond by May 9. The responses will be reported at the Steering Committee meeting.

#### RECOMMENDATION

The Steering Committee should select a method for city reimbursement to recommend to the Board from the two proposed above or another that may be suggested.

**Draft Calculations for EECAP City Staff Reimbursements**

Reimbursement Budget:	\$	94,000.00	
City Participating			15
Budget/City	\$	6,266.67	
<b>Reimbursement by tasks:</b>			
Tasks 1-3	\$	2,228.15	36%
Tasks 4	\$	1,949.63	31%
Task 5-6	\$	2,088.89	33%

Task	City Participation	Estimated Hours
<b>Task 0.1: Kickoff Meeting</b>	< Attendance at February 19 meeting or follow-up call with COG	1
<i>Total Task 0.1 hours</i>		1
<b>Task 1: Assessment + Planning Report</b>	< Meet with COG/Atkins for 1-on-1's, provide follow-up information	3
	< Review Draft Report and provide comments	3
	< Attend bi-monthly EECAP meeting	1
<i>Total Task 1 hours</i>		7
<b>Task 2: EECAP Template Draft</b>	< Review Template Draft and provide comments	1
<i>Total Task 2 hours</i>		1
<b>Task 3: Inventory, Forecast, and Targets Report</b>	< Provide additional data if needed	2
	< Discuss preliminary target-setting with COG	2
	< Review Report and provide comments	2
	< Attend bi-monthly EECAP meeting	1
<i>Total Task 3 hours</i>		7
<b>Task 4: Measures Report and Tool Framework</b>	< Meet with COG staff to review menu of measures	2
	< Provide feedback on strategies the city could implement after internal city discussion	4
	< Attend 2 bi-monthly EECAP meetings	2
	< Review measures and discuss adding measures if needed for target	4
	< Review Tool Framework and provide comments	2
<i>Total Task 4 hours</i>		14
<b>Task 5: Draft EECAP and Tool</b>	< Review Draft EECAP and provide comments	2
	< Attend Tool training workshop and provide comments	3
	< Attend 2 bi-monthly EECAP meetings	2
<i>Total Task 5 hours</i>		7
<b>Task 6: Final EECAP and Tool</b>	< Attend bi-monthly EECAP meeting	1
<i>Total Task 6 hours</i>		1
<b>Task 7: EECAP Adoption</b>	< Assist COG in developing presentation and write-up for adoption	2
	< Attend Council/Board meeting to adopt EECAP	4
	< Attend final EECAP meeting	1
<i>Total Task 7 hours</i>		7
<b>Total Hours</b>		<b>45</b>