Date: February 14, 2019
11:45 AM Board Luncheon
12:00 PM Meeting
1:15 PM Adjourn

Hosted by: City of West Hollywood
Location: West Hollywood Library
Community Room
625 N. San Vicente Blvd.
West Hollywood, CA 90069

AGENDA

Public comment on any agenda item may be made during the consideration of that item. All comments on items not listed on the agenda may be made during the time allotted on the agenda to the public. Members of the public may comment by raising a hand and being recognized by the Chair. Speakers shall confine their comments to three minutes per speaker. Unless otherwise noted in the Agenda, the public may only comment on matters that are within the subject matter jurisdiction of the Westside Cities Council of Governments or items listed on the agenda.

1. CALL TO ORDER

2. WELCOME, INTRODUCTIONS, AND IDENTIFICATION OF VOTING MEMBERS
(2 min)

3. ACTION ITEMS (5 min)
   A. Approval of November 15, 2018 Draft Meeting Notes
      Action: Approve the November 15, 2018 draft meeting notes
   B. SCAG Regional Council District #41 Representative Election
      Action: Conduct election for the SCAG Regional Council District #41 Representative between Councilmember Lauren Meister (City of West Hollywood) and Vice Mayor Meghan Sahli-Wells (City of Culver City)

4. PRESENTATION (20 min)
   A. Sepulveda Pass Project Presentation – Peter Carter, Metro Senior Manager, Transportation Planning

5. EXECUTIVE DIRECTOR’S REPORT (10 min)
   - WSCCOG Appointed Representative Update
     i. SCAG Energy and Environment Committee Call for Nominations
     ii. Metro Westside/Central Service Council Call for Nominations
   - Westside Mobility Study and MSP 5-Year Plan Request for Proposal Update
   - Cities’ Homelessness Plan Implementation Grants Update
   - WSCCOG Website and Twitter
   - WSCCOG Agenda and Meeting Information
   - Statement of Economic Interest (Form 700) Annual Filing Period
   - WSCCOG Financial Reports
6. **WSCCOG STRATEGIC INITIATIVES** (10 min)
   A. Transportation
      i. **Metro Updates**
         1. Metro Board Southwest Corridor Member Nominations Update
         2. Overview of Metro Congestion Pricing Proposal
         3. Micro-Mobility Vehicle Workshop on E-Scooter Recap
         4. Open Streets Grant Program FY 2020 Mini-cycle Application

7. **LEGISLATION INFORMATIONAL ITEMS** (10 min)
   A. **Overview of Legislative Bills Related to Redevelopment and Affordable Housing**
      i. AB 11 (Chiu); SB 4 (McGuire and Beall); SB 5 (Beall and McGuire); SB 50 (Wiener)
   B. **League of California Cities Legislative Update**

8. **ANNOUNCEMENTS** (5-10 min)
   A. Updates from WSCCOG Appointed Representatives
      i. Connect SoCal Update – Vice Mayor Meghan Sahli-Wells
   B. **Westside Urban Forum – Westside Mayoral Panel: Governance in Times of Prosperity**

9. **FUTURE MEETING LOCATIONS AND AGENDA ITEMS** (3 min)
   A. Future Meeting Location
      i. Thursday, April 11, 2019 at Santa Monica Institute Training Room, 333 Civic Center Dr., Santa Monica, CA 90401
      ii. **WSCCOG Board Meeting Schedule with Updated Locations**
   B. Future Agenda Items
      i. Agenda Items Requested by the WSCCOG Board
      ii. Mobility Data Specification (MDS) Presentation – City of Los Angeles
      iii. Potential Local Sales Tax Measure/Air Quality Presentation - South Coast Air Quality Management District

10. **PUBLIC PARTICIPATION** (5-10 min)
    Members of the public may address the Westside Cities Council of Governments (WSCCOG) on any subject on or off the agenda by raising a hand and being recognized by the WSCCOG Chair. Speakers shall confine their comments to three minutes per speaker.

11. **ADJOURN**
    Written materials distributed to the Board within 72 hours of the Board meeting are available for public inspection immediately upon distribution at the WSCCOG office 448 S. Hill, Suite 1105, Los Angeles, CA 90013, during normal business hours. Such documents will also be posted on the WSCCOG website at [www.westsidecities.org](http://www.westsidecities.org) and will be made available at the meeting.

In accordance with the Americans with Disabilities Act, if you require a disability related modification or accommodation to attend or participate in this meeting, including auxiliary aids or services, please contact WSCCOG Project Director Winnie Fong at 323-306-9856 or winnie@estolanolesar.com at least three days prior to the meeting.
THURSDAY, NOVEMBER 15, 2018
12:00 NOON
CITY OF CULVER CITY
MIKE BALKMAN COUNCIL CHAMBERS
9770 CULVER BLVD.
CULVER CITY, CA 90232

IN ATTENDENCE:

_Beverly Hills:_ Mayor Julian Gold, M.D. Staff: Cindy Owens Laura Biery

_Culver City:_ Vice Mayor Meghan Sahli-Wells. Staff: Shelly Wolfberg, Jesse Mays, Tevis Barnes.

_Santa Monica:_ Mayor Pro Tempore Gleam Davis. Staff: Stephanie Venegas, Anuj Gupta,

_West Hollywood:_ Councilmember John Heilman. Staff: Hernan Molina

_City of LA:_ District 5 Staff: Debbie Dyner-Harris. Chief Legislative Analyst Office: Steve Luu, Matt Shade

_County of LA:_ Supervisory District 3 Staff: Stephanie Cohen.

_WSCCOG:_ Staff: Winnie Fong. Counsel: Lauren Langer.

_Other Attendees:_ Eric Geier (Metro); Ma’Ayn Johnson (SCAG)

1. **CALL TO ORDER**
   
   Vice Mayor Meghan Sahli-Wells (WSCCOG Vice Chair) called the meeting to order at 12:08 p.m.

2. **WELCOME, INTRODUCTIONS, AND IDENTIFICATION OF VOTING MEMBERS**

3. **ACTION ITEMS**

   **A. Approval of September 20, 2018 Draft Meeting Notes**
   
   A motion was made by Councilmember John Heilman and seconded by Mayor Pro Tempore Gleam Davis to approve the draft meeting notes. The motion passed unanimously.

   **B. Approval of Memorandum of Understanding (MOU) with SCAG on Metro Multi-Subregional Program (MSP) Funding Agreement**
WSCCOG Project Director Winnie Fong provided a brief overview on the funding agreement and requested that the Board to approve the draft in an effort to move the request for proposal process for the WSCCOG mobility study forward. A motion was made by Mayor Julian Gold, M.D., and seconded by Mayor Pro Tempore Gleam Davis. The motion passed unanimously.

C. Representative for the SCAG Outreach and Envisioning for the 2020 Regional Transportation Plan and Sustainable Communities Strategy (Connect SoCal)
   The WSCCOG Board appointed Vice Mayor Meghan Sahli-Wells as the WSCCOG representative. A motion was made by Councilmember Heilman and seconded by Mayor Pro Tempore Davis. The motion passed unanimously.

D. Approval of the 2019 WSCCOG Regular Board Meetings Schedule
   The City of Beverly Hills staff stated that their City Council will not be available for the WSCCOG Board meeting scheduled on the February 14, 2019 and requested that the WSCCOG staff consider alternative dates. Stephanie Cohen (County Supervisoral District 3) requested to change the County’s host date from October to August. A motion was made by Councilmember Heilman to approve the meeting dates, with the exception of the date for the meeting in February. The motion was seconded by Mayor Pro Tempore Davis. The motion passed unanimously.

4. EXECUTIVE DIRECTOR’S REPORT
   Ms. Fong provided updates to the Board on upcoming expiration dates for the WSCCOG appointed representatives in 2019, the Metro Board Southwest Corridor Member nominations, and the Regional Planning and Alignment on Shared Mobility meeting held in Santa Monica. Ms. Fong also provided a brief update on the WSCCOG homelessness activities and grant opportunity from the County for the WSCCOG to provide regional collaboration. Councilmember Heilman would like to see the WSCCOG consider activities include siting permanent supportive housing and shelters in the subregion, as well as activities with tangible benefits. Mayor Pro Tempore Davis added that the subregion should look at developing metrics and attainable goals.

5. PRESENTATION
   A. SCAG’s Role in the Regional Housing Needs Assessment (RHNA) Process – Ma’Ayn Johnson, SCAG Housing and Land Use Planner

6. LEGISLATION

7. ANNOUNCEMENTS

8. FUTURE MEETING LOCATIONS AND AGENDA ITEMS

9. PUBLIC PARTICIPATION

10. ADJOURN
   The WSCCOG Board adjourned early at 1:09 p.m.
TO: Westside Cities Council of Governments Board
FROM: Westside Cities Council of Governments Staff
SUBJECT: SCAG Regional Council District #41 Election

Background
The Southern California Association of Governments (SCAG) is a metropolitan planning organization representing six counties, 191 cities and over 19 million residents. SCAG’s 86-member governing board is known as the Regional Council. The Regional Council has general authority to conduct the affairs of SCAG and implements the policy direction provided at the annual General Assembly of the membership. In addition, the Regional Council acts upon policy recommendations from SCAG policy committees and external agencies; appoints committees to study specific problems and programs; amends, decreases or increases the proposed budget to be reported to the General Assembly; and directs the actions of the agency throughout the year. Each Regional Council member serves for a term of two (2) years commencing at the end of the Annual Regional Conference and General Assembly.

The SCAG Regional Council District #41 is represented by the cities of Beverly Hills, Culver City, Santa Monica, and West Hollywood. The SCAG Regional District #41 is currently represented by Vice Mayor Meghan Sahli-Wells (City of Culver City). Vice Mayor Sahli-Wells’ term will expire on May 3, 2019. The Regional Council District #41 Representative will serve a two-year term beginning on May 4, 2019.

Call for Candidacy and Election Procedure
On January 7, 2019, the WSCCOG issued the first notice for the call for candidacy for the Regional Council District #41 Representative and received the following letters of interest:

- Councilmember Lauren Meister - City of West Hollywood (Refer to Attachment 1)
- Vice Mayor Meghan Sahli-Wells - City of Culver City (Refer to Attachment 2)

The WSCCOG issued a second notice to each city mayor and councilmember in the Regional Council District #41 announcing the election. The Regional Council District Representatives shall be elected by a majority of a quorum, which is defined as at least one elected official from two-thirds of the voting-eligible member cities in the District.

On February 7, 2019, the SCAG Regional Council approved the recommendation is to set the maximum number of five (5) council members from each city to vote in the Regional Council District Representative elections. This applies to the WSCCOG because Santa Monica has a 7-member council while the other member cities have a five-member council. The recommendation took effect immediately and applies to this election for the Regional Council District #41 representative.
January 30, 2019

Cecilia Estolano, Executive Director
Westside Cities Council of Governments
VIA EMAIL

Re: Letter of Interest: Appointment as the Westside Cities Council of Governments (WSCCOG) to the Southern California Association of Governments’ (SCAG) Regional Council #41

Dear Ms. Estolano:

I am writing to you to express my interest in serving as the WSCCOG’s representative to SCAG’s Regional Council #41. Since my election to the West Hollywood City Council in March of 2015 and my appointment to the WSCCOG, I have been very engaged in local and regional issues dealing with homelessness, housing and land use policies, transportation and mobility.

The challenges facing our state and particularly, the Southern California region, require an in-depth understanding of complex issues and policies, and the potential impacts of those policies on our communities. As a policymaker for the City of West Hollywood, I am committed to finding solutions that best meet the community’s diverse needs – not just a ‘one size fits all’ solution.

The WSCCOG is comprised of vibrant Westside cities, each with its own character, and should have a representative who is cognizant of and sensitive to our cities’ differences, our cities’ similarities, and our cities’ common goals. I have represented the WSCCOG’s interests by participating in the Community, Economic & Human Development Committee (CE&HDC). This experience has given me a broader understanding of SCAG and the importance of participating in the regional council district. The designee should be able to represent the WSCCOG for the next two years to ensure continuity.

For all these reasons, I respectfully submit my letter of interest for the WSCCOG’s Board consideration for appointment to SCAG’s Regional Council District #41. Thank you for your time and consideration. Should you have any questions or need additional information, please contact me at 323-848-6460.

Sincerely,

Lauren Meister, Councilmember
January 14, 2019

The Honorable Board of Directors
Westside Cities Council of Governments
c/o Estolano LeSar Perez Advisors, LLC
448 S. Hill Street, Suite 1105
Los Angeles, CA 90013

Subject: Reappointment as WSCCOG’s Representative on the Southern California Association of Governments’ Regional Council for District #41

Dear Chair Mirisch and Board Members:

Thank you for appointing me to represent the WSCCOG on SCAG Regional Council (RC) in June 2018. Since my appointment to serve out the remainder of former Representative Pam O’Conner’s term, I have endeavored to be a very active participant in the RC.

In this role, I have regularly alerted WSCCOG staff and Members of grant opportunities and key planning efforts such as RHNA. In addition, I have continued serving on SCAG’s Energy and Environment Policy Committee, relaying important studies, resources and opportunities to WSCCOG staff as well. It was a particular honor to have recently been appointed as Alternate to the Mobile Source Reduction Review Committee which helps distribute funding for clean transportation initiatives, and a further honor to have SCAG staff designate me as a spokesperson for their Go Human campaign.

Looking ahead, SCAG has begun the important process of updating the Regional Transportation Plan and Sustainable Communities Strategy (RTP-SCS, to be adopted in spring 2020). If you entrust me to keep serving as your representative to the Regional Council, I would welcome the opportunity to continue to be a committed, communicative, and (I hope) worthy representative of the Westside Cities. I hope that I can expand upon my current efforts representing the WSCCOG on the RC by continuing to serve as the RC District Representative and would appreciate your favorable consideration of my appointment.

Sincerely,

Meghan Sahli-Wells
Vice Mayor
Study Area, Related Projects and Travel Markets

Study area and related projects

Travel between Valley and Westside

North San Fernando Valley BRT (Alignment TBD)

East San Fernando Valley Transit Corridor

Orange Line Improvements and Conversion to LRT

I-405 Express Lanes

NoHo-Pasadena BRT (Alignment TBD)

Crenshaw Northern Extension (Alignment TBD)

Purple Line Extension

Crenshaw/LAX Project

LAX Automated People Mover

Airport Metro Connector 96th Street Transit Station

Travel between Westside and LAX

Orange Line Improvements and Conversion to LRT

Crenshaw Northern Extension (Alignment TBD)

Purple Line Extension

Crenshaw/LAX Project

LAX Automated People Mover

Airport Metro Connector 96th Street Transit Station

Metro

SEPULEVEDA TRANSIT CORRIDOR PROJECT
Provide a high-quality transit service that effectively serves a large and growing travel market between the San Fernando Valley and the Westside, including the LAX area. For transit to be a competitive travel option that attracts new riders, there is a need to increase the speed, frequency, capacity, and reliability of transit service and provide convenient connections to existing and planned transit corridors.

Because of the barrier posed by the Santa Monica Mountains, there are limited high-capacity travel options between the San Fernando Valley, Westside and LAX areas.

The Feasibility Study will first consider transit concepts that connect the San Fernando Valley and the Westside. It will then consider extensions of those concepts to LAX.
### Modes

**Heavy Rail Transit (HRT)**
- Highest speed, fastest loading, requires fully separated right-of-way
  - No street-level crossings (uses third rail for power)
  - Up to 70 mph
  - Typical capacity of 12,000 passengers per hour per direction; can operate longer trains because tracks are separated from city streets
  - Typically 3 doors per car (each side) for faster loading
  - Limited ability to operate on steep grades
  - Examples: Red and Purple Lines

**Light Rail Transit (LRT)**
- High speed, most flexible, can operate in-street or on separated right-of-way
  - Can operate in urban environment with street-level crossings (uses overhead wire for power)
  - At-grade crossings can cause delays, even with signal priority
  - Up to 65 mph
  - Typical capacity of 4,800 passengers per hour per direction; can operate longer trains, but they would block intersections in an urban environment
  - Typically 2 doors per car (each side)
  - Limited ability to operate on steep grades
  - Examples: Blue, Green, Gold and Expo Lines

**Monorail/Rubber Tire (MRT)**
- Lower speed, requires fully separated right-of-way, can operate on steeper grades
  - No street-level crossings
  - Up to 50 mph
  - Typical capacity of 7,500 passengers per hour per direction for monorail or 15,000 for rubber tire; can operate longer trains because tracks are separated from city streets
  - Can sustain operations on steep grades
  - Examples: Las Vegas Monorail and Mexico City Metro
Ridership forecasts indicate that the additional passengers using the East San Fernando Valley (ESFV) Transit Corridor to reach the Sepulveda Transit Corridor will overload some ESFV trains.

The initial transit concepts were refined to address the high demand:

- Eliminate LRT concepts from consideration – insufficient capacity along ESFV corridor for one-seat ride
- Refine the initial MRT and HRT concepts to extend farther north – intercept demand on ESFV
- Eliminate other lower performing concepts/options:
  - Purple Line Extension – lowest performer
  - Connection at Westwood/VA – low ridership
Major Physical Constraints

**San Fernando Valley**

- 96-inch high-pressure water main under Sepulveda Bl through the entire study area south of the Orange Line
- Major storm drains under Sepulveda Bl and Van Nuys Bl

**Sepulveda Pass**

- Open space, wildlife crossings and streams adjacent to I-405 in the Santa Monica Mountains
- Topography and existing infrastructure limit aerial alignment options

**Westside**

- Tall buildings on Wilshire Bl have deep foundations that constrain tunnel alignment options
- Santa Monica Fault Zone limits station location options
- 96-inch high-pressure water main under Sepulveda Bl

**Santa Monica Mountains Conservancy Parklands and Open Space**

**Santa Monica Fault Zone**

- Earthquake Fault Zones
- Liquefaction Zones
- Earthquake-Induced Landslide Zones

Source: California Geological Survey, Geologic Information and Publications, 2018

Source: Santa Monica Mountain Conservancy and Mountains Recreation and Conservation Authority, 2015
MRT 1

- Elevated above Sepulveda Bl through the San Fernando Valley north to the Metrolink Van Nuys Station.
- Uses Metrolink right-of-way to connect to the Metrolink Van Nuys Station.
- Trains would operate every 4 minutes from the Metrolink Van Nuys Station to the Expo Line.
- Station Locations:
  - Metrolink Van Nuys
  - Sepulveda Bl/Sherman Way
  - Orange Line/Sepulveda
  - Sepulveda Bl/Ventura Bl
  - UCLA Campus
  - Purple Line at Westwood/UCLA
  - Expo Line/Sepulveda or Bundy
Refined Concepts – Heavy Rail Transit

> Sepulveda Transit Corridor would extend in a tunnel under Van Nuys Bl to the Metrolink Van Nuys Station.
> Station Locations:
  - Metrolink Van Nuys
  - Orange Line/Van Nuys
  - Van Nuys Bl/ Ventura Bl
  - UCLA Campus
  - Purple Line at Westwood/UCLA
  - Expo Line/Sepulveda or Expo/Bundy

> Sepulveda Transit Corridor would extend in a tunnel to the Metrolink Van Nuys Station.
> Station Locations:
  - Metrolink Van Nuys
  - Orange Line/Sepulveda
  - Sepulveda Bl/ Ventura Bl
  - UCLA Campus
  - Purple Line at Westwood/UCLA
  - Expo Line/Sepulveda or Expo/Bundy

> Sepulveda Transit Corridor would extend via an elevated structure above Sepulveda Bl and the Metrolink right-of-way to the Metrolink Van Nuys Station.
> Station Locations:
  - Metrolink Van Nuys
  - Sepulveda Bl/Sherman Way
  - Orange Line/Sepulveda
  - UCLA Campus
  - Purple Line at Westwood/UCLA
  - Expo Line/Sepulveda or Expo/Bundy
Ridership and Travel Times

Sepulveda Transit Corridor Project trips (2042)

- HRT 3 has the highest forecast ridership.
- MRT 1 has the lowest ridership, primarily as a result of its lower speeds.

Daily boardings at major transfer stations

- Westwood/UCLA is forecast to become the highest ridership transfer station in the Metro Rail system.
- Orange Line/Van Nuys and Sepulveda stations would have boardings greater than 7th Street/Metro Center does today.

Travel time from Metrolink Van Nuys to Expo Line

- Sepulveda Transit Corridor HRT concepts would be faster than driving between the Orange Line and Expo Line.
- Monorail/rubber tire concepts would be faster than driving between the Orange Line and Expo Line in most driving scenarios.
## Evaluation of Refined Concepts

<table>
<thead>
<tr>
<th></th>
<th>HRT 1</th>
<th>HRT 2</th>
<th>HRT 3</th>
<th>MRT 1</th>
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<tbody>
<tr>
<td>Ridership (daily)</td>
<td>123,000</td>
<td>120,000</td>
<td>133,000</td>
<td>105,000</td>
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<td>Travel time (Metrolink to Expo Line, minutes)</td>
<td>15</td>
<td>16</td>
<td>18</td>
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<td>Connectivity</td>
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<td>Protect natural environment</td>
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<td>Minimize potential visual impacts</td>
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<td>Minimize potential noise impacts</td>
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<td>Minimize potential property impacts</td>
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- **Low** (does not meet goal)
- **High** (meets goal)
Westside-LAX Goals

- Preserve extensions from Expo Line to LAX
- Terminate at Airport Metro Connector 96th Street Transit Station
- Connect major activity centers
- Use existing transportation corridors

SEPULVEDA TRANSIT CORRIDOR PROJECT
HRT

- I-405 corridor may allow for aerial alignment
- Potential Station Locations:
  - Venice Bl or Washington Bl
  - Culver City Transit Center or Howard Hughes Center
  - Sepulveda Bl/Manchester Bl
  - Airport Metro Connector
  96th Street Transit Station

MRT

- Maximizes aerial alignment
- Potential Station Locations:
  - Venice Bl or Washington Bl
  - Culver City Transit Center or Howard Hughes Center
  - Sepulveda Bl/Manchester Bl
  - Airport Metro Connector
  96th Street Transit Station
> Could extend from Expo/Seal Station or Bundy
> Potential Station Locations:
  - Venice Bl or Washington Bl
  - Playa Vista
  - Sepulveda Bl/Manchester Bl
  - Airport Metro Connector
    96th Street Transit Station

> Southern extension of the Purple Line from its planned terminus at the Westwood/VA Station
> Would connect to Expo/Bundy Station on the Expo Line and follow the Centinela corridor
> Potential Station Locations:
  - Venice Bl or Washington Bl
  - Playa Vista
  - Sepulveda Bl/Manchester Bl
  - Airport Metro Connector
    96th Street Transit Station
Metro invites you to stay involved and share your feedback.

**Study Schedule**

- **Stud Kickoff**: December 2017
- **Project Introduction**: Summer/Fall 2018
- **Evaluation of Valley-Westside Initial Concepts**: Fall 2018
- **Evaluation of Westside-LAX Initial Concepts**: Winter/Spring 2019
- **Study Completion and Board Selection of Alternatives**: Fall 2019
- **Begin Environmental Analysis for Valley-Westside**: 2020

**Contact Us**

Cory Zelmer, Project Manager
Metro
One Gateway Plaza, M/S99-22-5
Los Angeles, CA 90012

213.922.7375

sepulvedatransit@metro.net

metro.net/sepulvedacorridor

@metrolosangeles

losangelesmetro
DATE: February 14, 2019

TO: Westside Cities Council of Governments Board

FROM: Westside Cities Council of Governments Staff

SUBJECT: Executive Director's Report

WSCCOG Appointed Representative Updates
On February 1, 2019, the WSCCOG sent a notice for the following call for nominations:

1. SCAG Energy and Environment Committee Representative (Refer to Attachment 1)
2. Metro Westside/Central Service Council Representative (Refer to Attachment 2)

Interested candidates are encouraged to submit their letter of interest by Thursday, February 28, 2019. For more information, refer to the attachments.

Westside Mobility Study and Measure M Multi-Year Subregional Program (MSP) 5-Year Plan Request for Proposal Update
On January 10, 2019, SCAG released the request for proposal (RFP) for the Westside Cities Mobility Study & Measure M Multi-Year Subregional Program. The RFP submittal deadline was February 7, 2019. Refer to Attachment 3 for the RFP. Below is the proposal timeline:

- Evaluation of Proposals – Week of February 11
- Consultant Interviews – Week of February 18
- Final Selection – March 2019
- Contract Execution/Notice to Proceed – March/April 2019

Cities’ Homelessness Plan Implementation Grants Update
The County recommends awarding the Cities of Culver City and West Hollywood in the Westside subregion with grants to support the implementation of their homelessness plans. The grants will support increasing the supply of interim and permanent housing for people experiencing homelessness. Culver City will receive $280,000 for a feasibility study on motel conversion and modular housing on city property and inclusionary zoning ordinance. West Hollywood will receive $300,000 for a study on exploring city-owned and alternative sites for bridge and permanent housing development. Refer to Attachment 4 for the funding recommendation list.

WSCCOG Website and Twitter
The WSCCOG staff updated the COG’s website design www.westsidecities.org and created a Twitter account @WSCCOG to provide information regarding upcoming outreach efforts for the Westside Mobility Study and MSP 5-Year Plan, as well as other pertinent information and events in the Westside subregion. Cities and community members are encouraged to follow the website and twitter account to receive updates on the study, as well as other information related to the Westside subregion.
WSCCOG Agenda and Meeting Information
The WSCCOG developed submittal deadlines for the WSCCOG Board meetings for 2019 regarding requesting items on the agenda and posting the agendas. WSCCOG staff is requesting all of COG member cities to post the agenda within 72 hours of the all WSCCOG board meetings in their jurisdiction. Refer to Attachment 5 for the list of deadlines.

Statement of Economic Interest (Form 700) Annual Filing Period
The following members of the WSCCOG are required to file their annual statements to the WSCCOG no later than April 2, 2010. WSCCOG staff will be notifying the board members and staff to ensure that their annual statements are filed by the deadline.

WSCCOG Financial Report
Below is the WSCCOG’s current balance sheet submitted by the WSCCOG Treasurer as of January 31, 2019.

Westside Cities Council of Governments
Balance Sheet

as of January 31, 2019

<table>
<thead>
<tr>
<th>Assets</th>
<th>January</th>
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<tbody>
<tr>
<td>Cash and investments</td>
<td>$135,721</td>
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<tr>
<td>Accounts receivable, net</td>
<td>$23,000</td>
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<tr>
<td>Advances to other funds</td>
<td>—</td>
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<tr>
<td>Accrued Interest</td>
<td>—</td>
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<tr>
<td><strong>Total assets</strong></td>
<td><strong>$158,721</strong></td>
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<table>
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<tr>
<th>Liabilities and Fund Balance</th>
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<tbody>
<tr>
<td>Liabilities:</td>
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<tr>
<td>Accounts payable</td>
<td>$—</td>
</tr>
<tr>
<td>Customer deposits</td>
<td>—</td>
</tr>
<tr>
<td>Deferred interest income</td>
<td>—</td>
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<tr>
<td><strong>Total liabilities</strong></td>
<td><strong>—</strong></td>
</tr>
<tr>
<td>Fund balance:</td>
<td></td>
</tr>
<tr>
<td>Committed</td>
<td>158,721</td>
</tr>
<tr>
<td><strong>Total fund balance</strong></td>
<td><strong>158,721</strong></td>
</tr>
<tr>
<td><strong>Total liabilities and fund balance</strong></td>
<td>$158,721</td>
</tr>
</tbody>
</table>
MEMORANDUM

DATE: February 1, 2019

TO: Mayors and Councilmembers of the Cities of Beverly Hills, Culver City, Santa Monica, and West Hollywood

CC: Javiera Cartagena, SCAG Regional Affairs Officer

FROM: Cecilia V. Estolano, WSCCOG Executive Director
Winnie Fong, WSCCOG Project Director

SUBJECT: Call for Candidates – SCAG Energy & Environment Committee (2019-2021)

Background
The role of the SCAG Energy & Environment Committee (EEC) considers environmental and energy issues of regional significance, including but not limited to air quality, water quality, solid and hazardous waste, habitat preservation, environmental justice, and environmental impact analysis. Members of the EEC serve a two-year term. The EEC meets on the first Thursday of every month from 10:00am to 12:00pm at the SCAG Headquarters located in Downtown Los Angeles.

Call for Candidates
The Westside Cities Council of Governments (WSCCOG) is currently accepting letters of interest from elected officials of the WSCCOG member cities to serve as the COG representative to the SCAG Transportation Committee for a two-year term beginning May 2019.

Deadline for Letters of Interest
Eligible candidates should express their interest by sending a letter of interest via e-mail to the WSCCOG Project Manager Winnie Fong at winnie@estolanolesar.com by Thursday, February 28, 2019.

The WSCCOG Board will hold the appointment for the WSCCOG representative on Thursday, April 11, 2018 at 12:00 pm at the Santa Monica Institute Training Room 333 Civic Center Dr., Santa Monica 90401.

Additional Information
- For more information on the SCAG EEC, visit: http://www.scag.ca.gov/committees/Pages/CommitteeL2/Granicus.aspx?CID=46
- For a list of the current members of the SCAG EEC, visit: http://www.scag.ca.gov/committees/Pages/CommitteeMembers.aspx?CID=46
MEMORANDUM

DATE: February 1, 2019
TO: Westside Council of Governments (WSCCOG) - Member Cities
FROM: Cecilia V. Estolano, WSCCOG Executive Director
       Winnie Fong, WSCCOG Project Director
SUBJECT: Call for Nominations - Metro Westside/Central Service Council WSCCOG Representative (July 2019 – June 2022)

Background
The Metro Service Councils advise on planning and implementation of service within their area; call and conduct public hearings; evaluate Metro bus programs related to their service area; review proposed service changes; make policy recommendations to the Metro Board; participate in quarterly meetings with the Metro Chief Executive Officer (CEO), Deputy CEO and management staff.

Metro’s Westside/Central Service Council region includes the cities of Beverly Hills, Culver City, Los Angeles, Malibu, Santa Monica, and West Hollywood. The representatives of the Westside/Central Service Council are in charge of making recommendations on bus routes and schedules for Metro bus lines operating within the subregion. Formed in 2002, the Council is comprised of four (4) members nominated for appointment by the Mayor of Los Angeles, one (1) each by Los Angeles County Supervisors Mark Ridley Thomas (2nd District) and Sheila Kuehl (3rd District), and three (3) members nominated by the Westside Cities Council of Governments (WSCCOG).

The current Westside/Central Service Council roster, which includes three WSCCOG appointees are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Jurisdiction/Agency</th>
<th>Appointed</th>
<th>Current Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Feinberg</td>
<td>Santa Monica Big Blue Bus</td>
<td>3/27/2014</td>
<td>7/1/2017 - 6/30/2020</td>
</tr>
<tr>
<td>Martha Eros</td>
<td>City of Beverly Hills</td>
<td>9/24/2015</td>
<td>7/1/2018 - 6/30/2021</td>
</tr>
<tr>
<td>Perri Sloane Goodman</td>
<td>City of West Hollywood</td>
<td>2/24/2011</td>
<td>7/1/2017 - 6/30/2020</td>
</tr>
<tr>
<td>Madeline Brozen</td>
<td>LA County 3rd District</td>
<td>6/28/2018</td>
<td>7/1/2016 - 6/30/2019</td>
</tr>
<tr>
<td>Elliott Petty</td>
<td>LA County 2nd District</td>
<td>10/28/2010</td>
<td>7/1/2018 - 6/30/2021</td>
</tr>
<tr>
<td>Malcom Harris</td>
<td>LA City Mayor</td>
<td>6/22/2017</td>
<td>7/1/2017 - 6/30/2020</td>
</tr>
<tr>
<td>Ernesto Hidalgo</td>
<td>LA City Mayor</td>
<td>5/26/2016</td>
<td>7/1/2016 - 6/30/2019</td>
</tr>
<tr>
<td>George Taule</td>
<td>LA City Mayor</td>
<td>7/26/2012</td>
<td>7/1/2018 - 6/30/2021</td>
</tr>
<tr>
<td>Alba M. Velasquez</td>
<td>LA City Mayor</td>
<td>10/27/2016</td>
<td>7/1/2016 - 6/30/2019</td>
</tr>
<tr>
<td>TBD</td>
<td>Community Relations Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carl Torres</td>
<td>Transportation Planning Manager</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*WSCCOG Appointed Representatives
Call for Nominations
The term of WSCCOG’s appointee Perri Sloan-Goodman is scheduled to expire on June 30, 2019. WSCCOG is currently accepting letters of interest from WSCCOG member cities staff to serve the upcoming term from July 1, 2019 to June 30, 2022.

General Requirements
The Service Council Bylaws require that nominees live, work, or represent the region and that they ride public transit at least on a monthly basis. Metro strives to appoint Service Council members reflective of the demographics of their respective region. The 2010 Census demographics of the Westside/Central Council region are:

<table>
<thead>
<tr>
<th>% Region Total</th>
<th>Hispanic</th>
<th>White</th>
<th>Asian</th>
<th>Black</th>
<th>Other</th>
<th>Total Pop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Westside/Central</td>
<td>43.5%</td>
<td>30.7%</td>
<td>13.0%</td>
<td>10.0%</td>
<td>2.8%</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

The current demographic makeup of the Westside/Central Council consists of four (4) Hispanic, three (3) White, and two (2) Black members in terms of racial/ethnic identity. The gender makeup of the Council is five (5) men and four (4) women. The Westside/Central Service Council usually meets on second Wednesday of each month at 5:00pm at Metro Gateway Headquarters, adjacent to Union Station.

Deadline for Letters of Interest
Staff members are encouraged to submit a letter of interest to Winnie Fong, WSCCOG Project Director via email at winnie@estolanolesar.com by Thursday, February 28, 2019. The WSCCOG Board will vote and approve the nominations on Thursday, April 11, 2019. The WSCCOG must submit the nomination to Metro by April 26, 2019 to ensure that a fully appointed Service Council is maintained for the Metro Board of Directors to approve the nominee at the June 27, 2019 Board meeting. If you have any questions, please contact the WSCCOG Project Director at (323) 306-9856. For more information about the Metro Service Councils, visit https://www.metro.net/about/local-service-councils/overview/.
I. **SUMMARY**

The Southern California Association of Governments (SCAG), in partnership with the Los Angeles County Metropolitan Transportation Authority (LACMTA) and the Westside Cities Council of Governments (WSCCOG), is soliciting proposals in response to Request for Proposal (RFP) No. 19-021, Westside Cities Mobility Study Update & Measure M Multi-Year Subregional Program (MSP).

The RFP is comprised of the following parts presented herein as Attachments:

- Attachment 1 – Proposal Information, Organization, and Content
- Attachment 2 – Scope of Work
- Attachment 3 – Proposal Evaluation Form
- Attachment 4 – Interview Evaluation Form
- Attachment 5 – Line Item Budget (Cost Proposal)
- Attachment 6 – Debarment and Suspension Certification
- Attachment 7 – Conflict of Interest Form
- Attachment 8 – Disadvantaged Business Enterprise (DBE)

*Note: Any proposal submitted without meeting the seventeen percent (17%) DBE goal or demonstrating good faith efforts to meet the DBE goal will automatically be disqualified.*

- Attachment 9 – Vendor Information
- Attachment 10 – Notice Regarding California Public Records Act

II. **PROPOSAL TIME LINE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Released</td>
<td>January 10, 2019</td>
<td></td>
</tr>
<tr>
<td>Pre-Proposal Conference: Not Applicable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadline to Submit Questions to Contracts Administrator</td>
<td>January 22, 2019</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>Posting of Answers to Questions (if any)</td>
<td>January 24, 2019</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td><strong>Proposal Due Date</strong></td>
<td><strong>February 7, 2019</strong></td>
<td><strong>10:00 a.m.</strong></td>
</tr>
<tr>
<td>Evaluation of Proposals</td>
<td>Week of February 11</td>
<td></td>
</tr>
<tr>
<td>Consultant Interviews</td>
<td>Week of February 18</td>
<td></td>
</tr>
<tr>
<td>Final Selection</td>
<td>March 2019</td>
<td></td>
</tr>
<tr>
<td>Contract Execution/NTP</td>
<td>March/April 2019</td>
<td></td>
</tr>
</tbody>
</table>

III. **PROPOSAL SUBMISSION**

Upload one (1) PDF copy of your proposal *(file cannot exceed 10MB and should be one complete document, except your cost proposal)* into SCAG’s solicitation management system (PlanetBids) at [http://www.planetbids.com/portal/portal.cfm?CompanyID=14434#](http://www.planetbids.com/portal/portal.cfm?CompanyID=14434#). You **MUST** upload your submittal via PlanetBids. No other means of submission shall be accepted by SCAG. If you need assistance, contact the Contracts Administrator identified in Section IV below before the Due Date/Time (allow sufficient time before the due Date/Time).
SCAG must receive proposals by the Proposal Due Date/Time (time to be determined by SCAG’s/PlanetBids time clock). Any proposal received after the Proposal Due Date/Time will be rejected.

All submissions are considered a matter of public record.

Note: “proposer,” “consultant,” and “firm” may be used interchangeably throughout this document.

IV. **CONTRACTS ADMINISTRATOR**
Lori J. Tapp, C.P.M., Contracts Administrator
Southern California Association of Governments
900 Wilshire Blvd., Suite 1700
Los Angeles, CA 90017
(213) 236-1957
Email: tapp@scag.ca.gov

The Contracts Administrator is the only person to contact during the selection process, and may be contacted at any time during the process.

V. **QUESTIONS AND ANSWERS**
Questions must be submitted in writing via PlanetBids under this solicitation number. Answers to the questions will be posted on SCAG’s solicitation management system under the corresponding RFP typically no later than three (3) working days after the deadline to submit questions.

VI. **PRE-PROPOSAL CONFERENCE**
Not-Applicable

VII. **CONTRACT TYPE**
Contract Type: Cost Plus Fixed Fee. Consultants must propose in United States currency and shall be paid with the same.

Funding for this project is contingent upon availability of funds at the time of contract award. As directed by the Regional Council, it is SCAG’s policy not to disclose a project’s budget.

VIII. **PERIOD OF PERFORMANCE**
For Tasks 1-7: The work must be completed by **December 31, 2019**.
For Task 8: The work must be completed by shall be completed by **December 31, 2020**, with an annual update conducted in 2021, 2022, and 2023.

IX. **DBE PROGRAM**
The requirements of 49 Code of Federal Regulations (CFR) Part 26, entitled Participation by Disadvantaged Business Enterprise in Department of Transportation Financial Assistance Programs, applies to this RFP. See Attachment 8 for additional information.

X. **SELECTION PROCESS**
1. Proposals will be ranked in accordance with the criteria described in Attachments 3 and Attachment 4.
2. Proposers may or may not be invited for an interview.

3. SCAG does not reimburse proposers for any cost of proposal preparation (including but not limited to parking, printing, postage, travel, etc.), even in the event of RFP cancellation.

4. Communication between the proposer and any member of the Proposal Review Committee during the selection process is prohibited, except when and in the manner expressly authorized in this RFP. Violation of this restriction is grounds for disqualification.

5. SCAG shall award the contract for this RFP to the firm that it deems to have provided the best value to SCAG or the firm SCAG deems to be the best qualified for contract award (or both).

6. Every proposal submitted is considered a firm offer that must be valid for a minimum of ninety (90) calendar days.

7. All proposers should be aware of the Insurance Requirements for contract award. The Certificate of Insurance must be provided by the successful proposer prior to contract award. A contract may not be awarded if insurance requirements are not met. The insurance requirements may be viewed on SCAG’s website at: [http://scag.ca.gov/business/](http://scag.ca.gov/business/) under Section 43 of SCAG’s Contract Template.

Endorsements for the following are necessary as a part of meeting the insurance requirements:

- Commercial General Liability
- Business Auto Liability
- Workers’ Compensation/Employer’s Liability

Endorsements shall include:

- Additional Insured
- Primary, Non-Contributory
- Waiver of Subrogation
- Notice of Cancellation

**THE ENDORSEMENTS TO ALL OF THE POLICIES MUST BE ATTACHED TO THE CERTIFICATE OF INSURANCE.**

8. The successful proposer will be required to sign SCAG’s standard Contract Template (available at [http://scag.ca.gov/business/](http://scag.ca.gov/business/)) in order to receive the contract award. **Proposer must identify in their proposal the specific requested modification(s), if any, to the terms and conditions in SCAG’s Contract Template.** Any request to modify the terms and conditions must also include an explanation or reason for the proposed change. **If the proposer does not include the specific requested modification(s) along with the explanation or reason for the proposed change at the time they submit their proposal, SCAG shall not consider, review, allow or accept any deviation from the terms and conditions of SCAG’s Contract Template.** If SCAG is unable to negotiate final contract terms and conditions that are acceptable to SCAG, SCAG reserves the right to award the contract to another proposer.
Please be advised that, SCAG may only consider minor modifications that clarify clauses in its existing contract template, and shall not entertain making major/substantive changes to or removing any clause, specifically:

10. Invoicing for Payment
11. Invoicing Format and Content
15. Penalty
18. Work Products and Related Work Materials
19. Ownership, Confidentiality, and Use of Work Products
27. Indemnity
43. Insurance

**CONTRACT LANGUAGE IS SUBJECT TO CHANGE BY SCAG PRIOR TO CONTRACT EXECUTION.**

9. SCAG shall only award a contract to a offeror who SCAG determines has an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 2 CFR Part 200, and 48 CFR Part 31 or successors there to.

XI. **SCAG RIGHTS**

1. SCAG reserves the right to:
   A. Disqualify any and all proposals that are not submitted in accordance with the required format described in this RFP;
   B. Disqualify any and all proposals that don’t comply with SCAG’s Conflict of Interest Policy;
   C. Reject any and all proposals submitted;
   D. Waive what SCAG deems to be a minor irregularity in a firm’s submission;
   E. Request additional information;
   F. Award all or part of the work contemplated in this RFP;
   G. Remedy errors in the RFP;
   H. Cancel the entire RFP;
   I. Issue subsequent RFP;
   J. Approve or reject the use of a particular subconsultant/supplier;
   K. Negotiate with any, all or none of the proposers. If SCAG is unable to negotiate final contract terms and conditions that are acceptable to SCAG, SCAG reserves the right to award the contract to another proposer;
   L. Award a contract to other than the lowest priced proposal;
   M. Award a contract without interviews, discussions or negotiations;
   N. Award a contract to one or more proposers;
   O. Only award a contract or any portion thereof to a firm that possesses a valid business license. Firms must possess the license from any city or state by the RFP due date. SCAG must be provided with a copy of this license, if requested; and
   P. Only award a contract or any portion thereof to a firm that passes any references checks.

2. If applicable, SCAG reserves the right to have software developed under SCAG’s contract, not incorporate proprietary and/or third party software components. This does not preclude the development of deliverables which interface with commonly-available off-the-shelf software. However, consultants must determine in advance whether SCAG already has, or is willing to procure, appropriate licenses for any proprietary and/or third party software that would be
required. Consultants must also provide the impacts of any enhancements and upgrades. SCAG will require delivery of documentation and source code for all electronic intellectual property developed under a SCAG contract prior to releasing final payment to the consultant.

XII. NOTIFICATION OF RIGHT TO PROTEST CONTRACT AWARD
Proposers have the right to protest the contract award in compliance with SCAG’s Policy on Contract Award Protests, which can be viewed online at SCAG internet home page www.scag.ca.gov under “Doing Business with SCAG.” A written protest must be filed with SCAG’s Executive Director, or designee (Chief Operating Officer or Deputy Executive Director) within five (5) working days after posting of the Notice of Intent to Award. SCAG will not accept any verbal protests. The protest must be a detailed, written statement of the protest grounds and reference the RFP number and name of the designated Contracts Administrator. The protest must be submitted to SCAG’s Executive Director or designee via certified mail using the following address:

Executive Director
Southern California Association of Governments
900 Wilshire Blvd, Suite 1700
Los Angeles, CA 90017-3435

The contract award is held up when SCAG’s Executive Director or designee receives the protest on time. The contract may not be awarded until the protest is either withdrawn or SCAG’s Executive Director or designee has rendered a decision.
PROPOSAL INFORMATION, ORGANIZATION, AND CONTENT

All proposals shall contain the following information, at a minimum:

1. **TITLE PAGE**
   Provide the following on the Title Page:
   - RFP Number
   - Title of the Project
   - Name and Address of Firm
   - Phone Number of Firm - *Do not include non-business (personal) phone numbers or address in as this information may become public under the California Public Records Act* (see Attachment 10)
   - Prime Contact Person
   - Email Address of the Prime Contact Person
   - Signature of the Individual Authorized/Obligated to Commit the Firm to this Project

   Cover letter should be addressed to the attention of the Contract Administrator

2. **TABLE OF CONTENTS**
   - A clear identification of the materials by section and page numbers.

3. **TECHNICAL APPROACH**
   - A statement and discussion of the project objectives, concerns, and key issues.
   - The technical approach for performing the tasks must include a detailed Scope of Work along with the process for executing the requirements and objectives of the project.
   - A discussion of the difficulties expected or anticipated in performing the tasks, along with a discussion of how the consultant proposes to overcome or mitigate against those difficulties.
   - A detailed schedule for completion of the work, including performance and delivery schedules indicating phases or segments of the project, milestones, and significant events.
   - A statement of the extent to which the consultant’s proposed approach and Scope of Work will meet or exceed the stated objectives discussed in this RFP. Furthermore, a discussion of how the consultant would modify the project, and/or schedule to better meet these objectives.

4. **LINE ITEM BUDGET (COST PROPOSAL)**
   - Proposals **must** include a Line Item Budget in the format and detail shown in Attachment 5 (in United States currency). The same detailed budget is required of each subconsultant.

   **Upload your Cost Proposal as a separate file in PlanetBids (from the rest of your proposal) using the SCAG Line Item Budget PRIME and SUB Templates available at SCAG’s Website [http://scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx](http://scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx).** Complete and upload a separate file for each sub.

5. **PROFILE OF FIRM**
   - A statement indicating if the firm is local or national and a summary of representative experience relevant to the work described in the Scope of Work for this RFP.
   - The location and telephone number of the office from which the work is to be done.
   - Identification of the individuals who will perform the work, including officers, project manager and key staff. State the time commitment and include resumes for key individuals. **Do not include social security numbers, non-business (personal) phone numbers or address in a resume as**
this information may become public under the California Public Records Act (see Attachment 10).

6. REFERENCES
- Provide a list of at least three references, including the names of contact persons within the firms. References should not include any SCAG staff or SCAG Regional Council Members.

7. REQUIRED FORMS
- The Debarment and Suspension Certification (Attachment 6) must be fully completed by all parties to the proposal (prime and all subconsultants).
- The SCAG Conflict of Interest Form (Attachment 7) must be fully completed by all parties to the proposal (prime and all subconsultants).
- Award of this RFP is conditional upon satisfying the Disadvantaged Business Enterprise (DBE) requirements (Attachment 8). A Letter of Intent (Attachment 8A) must be completed for each DBE subconsultant, and a copy of the DBE certification must be included in the proposal. DVBE, SBE, SDB, MBE, or WBE certifications do not apply and shall not be substituted for DBE requirements.
- If the DBE contract goal was not attained, or when partial goals have been attained, the bidder/offeror shall submit determination of good faith efforts (Attachment 8B). Any proposal submitted without meeting the DBE goal or demonstrating good faith efforts to meet the DBE goal will automatically be disqualified.
- All proposers must ensure that they have fully completed a Vendor Information Form (Attachment 9).
- All proposers must fully complete the Notice Regarding California Public Records Act (Attachment 10) – regardless of whether or not proposer is requesting to exempt proposal from disclosure under the California Public Records Act.

The selected consultant may be required to complete a Federal Form W-9 (for payment purposes) which may also be obtained on-line at www.scag.ca.gov under “Doing Business with SCAG.”

IMPORTANT NOTE:
The selected consultant (awardee) must be prepared to provide SCAG any of the following documents if requested:
- Time Sheet (that must account for the total activity for which each employee is compensated not just SCAG time)
- Payroll register
- Indirect cost audit
- U.S. federal tax return
BACKGROUND

The Westside Cities Council of Governments (WSCCOG) is a joint powers authority created by the cities of Beverly Hills, Culver City, Santa Monica, West Hollywood, the City of Los Angeles and the County of Los Angeles (see Attachment A). The mission of the WSCCOG is to engage in regional and cooperative planning and coordination of government services and responsibilities to assist the member cities in the conduct of their affairs.

In 2003, the WSCCOG Board of Directors commissioned a Westside Mobility Study (Study) that supported an interjurisdictional approach to transportation planning and addresses issues of regional importance. The Study focused on practical short-term and longer-term transportation solutions, ranging from improved transit stops and improved arterial efficiency to construction of two regional rail lines, as well as funding considerations. Since the release of the 2003 Study, the WSCCOG had engaged in the following planning efforts:

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>WSCCOG approved recommendations for the Westside Bicycle Infrastructure Priority Corridor Gap Closures, which identified five priority interjurisdictional corridors for closing the gaps in current bicycle infrastructure (see Attachment B).</td>
</tr>
<tr>
<td>2015</td>
<td>Metro approved the Westside Cities Mobility Matrix report prepared by Fehr &amp; Peers, which served as the initial step to identifying transportation programs and projects that require funding as part of the Metro’s Long Range Transportation Plan (LRTP) process.</td>
</tr>
<tr>
<td>2016</td>
<td>WSCCOG Board approved a preliminary list of transportation priorities for its inclusion of the Los Angeles County Traffic Improvement Plan (Measure M) expenditure plan.</td>
</tr>
<tr>
<td>2017</td>
<td>WSCCOG identified the Active Transportation/1st and Last Mile Connections Program as the program for its Multi-Year Subregional Program (MSP) 5-Year Plan under the Measure M expenditure plan.</td>
</tr>
</tbody>
</table>
SCOPE OF WORK

SCAG and the WSCCOG is seeking a consultant to update the 2003 Westside Mobility Study to reflect current infrastructure improvements and future mobility trends, such as first/last mile connectivity, active transportation, and emerging mobility technologies. The update to the 2003 study, defined hereinafter as the WSCCOG Mobility Report, will also identify new interjurisdictional projects and investments that address issues for all transportation modes, as well as improve access to the Westside for disadvantaged communities to reduce greenhouse gas (GHG) emissions and promote social equity. The consultant shall ensure that the WSCCOG Mobility Report reference and show consistency with the City of Los Angeles’ Mobility Plan 2035 and SCAG’s 2016 RTP/SCS.

The WSCCOG jurisdiction covers the densest areas in the SCAG region. Additionally, the area experiences some of the worst congestion due to high employment density, narrow roadways, and lack of north-south arterials. Improving mobility options for the WSCCOG will benefit the regional residents who commute into and out of the study area every day. Additionally, by focusing on options other than single occupant automobiles the study will help the region meet its Greenhouse Gas (GHG) reduction targets.

The consultant shall also assist the WSCCOG in developing its Multi-Year Subregional Program (MSP) 5-Year Plan for its Active Transportation/1st and Last Mile Connections Program under the Measure M expenditure plan. (See Attachment D) The development of the MSP 5-Year Plan will run concurrently with the tasks outlined for the updated Study. The consultant is encouraged to identify opportunities to leverage the work completed as part of the WSCCOG Mobility Report to facilitate the MSP planning process. This may include identifying eligible transportation projects that meet readiness requirements, developing project descriptions, identifying project timelines and phasing, outlining funding sources, and describing completed or planning public outreach processes.

The anticipated project timeline for the consultant to complete the WSCCOG Mobility Report is December 31, 2019, whereas the MSP 5-Year Plan shall be completed by December 2020, with an annual update conducted in Fiscal Year (FY) 2021/22 and FY 2022/23.

TASK 1. KICK-OFF MEETING AND PROJECT MANAGEMENT

The consultant shall manage the overall project to ensure that deliverables are completed on schedule and within budget.

1. Kick-off meeting between SCAG and WSCCOG
2. Develop work plan and schedule
   a. The consultant shall develop a detailed project work plan and schedule, including division of responsibilities, development of project milestones, and meeting schedules
   b. The plan shall provide the basis by which the project status shall be measured and include methods to maintain project budget
3. Participate in project status meetings
   a. The consultant shall participate in monthly check-in calls, or as needed, with the WSCCOG Transportation Working Group to provide the status of the project and address critical needs and issues
**Task 1 Deliverables:**
Consultant shall lead the kick-off meeting, provide the agenda and other materials, and take notes. Consultant shall deliver revised work plan and schedule. Consultant shall lead status meetings and provided meeting materials.

**TASK 2. EXISTING CONDITIONS ANALYSIS**

The objective of this task is to review relevant planning documents to obtain a better understanding and in-depth knowledge of the subregion’s planning efforts, as well as conduct a high-level analysis of existing conditions to identify subregional transportation issues and challenges. (See Attachment C for list of available data sources.) This preliminary analysis would also inform the forthcoming tasks:

- Existing conditions for the subregional bicycle infrastructure priority corridors in Task 3
- Potential locations for future subregional mobility hubs in Task 4
- Subregional project scenarios that support overall safety, improved regional access and mobility, reduced carbon emissions, and social equity in Task 5
- Eligible active transportation and 1st/last mile connection projects for inclusion of the WSCCOG’s MSP 5-year plan in Task 8

**Task 2.1. Review relevant planning documents**

1. Identify how the planning documents align with each other
   a. Existing documents (see Attachment C)
   b. Drafts of current planning studies underway (see Attachment C)

2. Identify potential gaps in the modal networks and regional/geographic gaps in mobility from the planning documents to be addressed in future studies

**Task 2.2. Analyze Existing Data**

1. Work with the WSCCOG Transportation Group to prepare a list and timeline of transportation projects that are being proposed or currently underway in the Westside Subregion
   a. Prepare a map of all transportation-related assets in the Westside subregion
   b. Prepare a map by mode of projects that are proposed or implemented in the Westside subregion

2. Identify subregional transportation issues and challenges to inform the forthcoming tasks
   a. Analyze collision hotspots to identify intersections and corridors that cross multiple jurisdictions that may need treatments to enhance safety of all road users
   b. Analyze data, including annual daily traffic, bicycle and pedestrian counts, speeds, and adjacent land uses/destinations, to identify possible roadway reconfigurations
   c. Analyze bus and rail trip counts throughout the subregion
   d. Analyze data on shared-use mobility, such as carsharing, ridesourcing, bikesharing, microtransit and other uses
**Task 2 Deliverables:**
The consultant shall prepare a memorandum that summarizes key findings from this task, and how the findings inform the forthcoming tasks. The consultant shall submit a CD with original files of the maps, including all layers used in GIS and Adobe Creative Suite.

**TASK 3. BICYCLE INFRASTRUCTURE PRIORITY CORRIDORS ANALYSIS**

In 2012, WSCCOG identified five (5) recommended priority corridors for bicycle infrastructure improvements, which were not covered in the 2003 Study (see Attachment B). Building off that effort, the objective of this task is to conduct the following:

**Task 3.1 Analyze Priority Corridors**
1. Re-evaluate the recommended priority corridors based on findings from Task 2
   a. Identify completed and/or planned projects that close the bicycle infrastructure gaps along the corridors within the subregion
   b. Determine which recommended priority corridors still require roadway reconfigurations to close the bicycle infrastructure gaps
2. Based on findings from Task 2, identify potential new corridors that may require roadway reconfigurations to close the bicycle infrastructure gaps within the subregion
3. Create a map that shows all corridors that require roadway reconfigurations to close the bicycle infrastructure gap in the subregion

**Task 3 Deliverables:**
The consultant shall prepare a memorandum that summarizes the findings from the evaluation of the bicycle corridors. The consultant shall submit a CD with original files of the maps, including all layers used in GIS and Adobe Creative Suite.

**TASK 4. MOBILITY HUBS ANALYSIS**

Several mobility hubs currently exist within the Westside, including the Downtown Santa Monica Transit Mall, West LA Transit Center, Hilgard Terminus and Gateway Plaza at UCLA, Culver City Transit Center, Robertson Transit Hub and Clean Mobility Center at the Expo Culver City Station, Expo/Sepulveda Station Transit Hub, LAX City Bus Center, and the Green Line Aviation Station. However, there are a large number of locations in the subregion where hundreds of intermodal connections take place on a daily basis.

The objective of this task is to identify thresholds to locate and prioritize locations throughout the Westside subregion for potential mobility hubs to provide seamless transfers between transportation modes (e.g., bus and rail transit, biking, walking, transportation network companies, carshare, microtransit, etc.). The consultant shall conduct the following:

**Task 4.1. Identify Thresholds to Identify Locations of Future Mobility Hubs**
1. Identify appropriate thresholds of activity to warrant the placement of infrastructure and/or capital improvements for mobility hubs, as well as prioritization criteria
   a. Improvements may include bus stop and layover zones, transit shelters with real-time arrival information, bikeshare stations, carshare facilities, taxi waiting and call areas, pedestrian signal timing and phasing, WI-FI service, signage to direct
people to the various assets, bicycle storage and repair facilities, retail, and open space

**Task 4.2. Identify and Prioritize Mobility Hubs**

1. Identify and prioritize locations for future mobility hubs within the subregion, while considering the following:
   a. Key findings from Tasks 2 and 3
   b. Proposed and forthcoming microtransit pilot projects from Metro, LADOT, and Culver City
2. Create a map of all proposed locations of future mobility hubs

**Task 4 Deliverables:**
The consultant shall prepare a memorandum that summarizes the findings from the evaluation of the mobility hubs. The consultant shall submit a CD with original files of the maps, including all layers used in GIS and Adobe Creative Suite

**TASK 5. SUBREGIONAL PROJECT SCENARIOS**

Based on findings from Tasks 2, 3, and 4, the consultant shall identify at least three (3) recommended scenarios of proposed interjurisdictional projects that include the following:

- Potential bicycle infrastructure improvements along the corridors that close the bicycle infrastructure gaps in the subregion, increase bicycle ridership, and promote safety (Task 3)
- Potential projects that support the proposed mobility hubs (Task 4)
- Other potential projects that support overall safety, improved regional access and mobility, reduced carbon emissions, and social equity

**Task 5.1 Identify project scenarios**

1. Consult with the WSCCOG Transportation Working Group to identify desired subregional goals, emphasis, and other parameters for the proposed project scenarios
2. Identify and present at least three (3) recommended project scenarios to the WSCCOG Transportation Working Group for consideration
3. Finalize one project scenario to move forward in the WSCCOG Mobility Report based on stakeholder outreach in Task 6

**Task 5 Deliverables:**
The consultant shall prepare a memorandum that summarizes the recommended subregional project scenarios.

**TASK 6. CONDUCT STAKEHOLDER OUTREACH**

The consultant shall conduct stakeholder outreach as part of Tasks 3, 4, and 5. The objective of the outreach is to share key findings and solicit feedback on proposed recommendations. Caltrans, SCAG, and WSCCOG staff will assist the consultant in the stakeholder outreach by providing information and resources, as well as participate in the meetings when appropriate. If necessary, the consultant shall provide Spanish translation services during all outreach efforts.
Task 6.1. Develop an implementation and outreach plan

1. Draft an outreach plan to solicit input from key stakeholders on the proposed projects identified in Task 3, Task 4, and Task 5
   a. Stakeholders shall include members of the public and affected communities, public agencies, public and private sector stakeholders, and various community groups to assist with outreach to low-income communities and communities of color located throughout and adjacent to the subregion to increase public participation
   b. Outreach strategies should include a variety of traditional and innovative methods (For example, stakeholder meetings, community workshops, pop-up events, online and social media, etc.)
2. Work with the WSCCOG Transportation Working Group to assemble and convene a Community Advisory Committee (CAC) to streamline all outreach efforts
3. Consultant shall create material for WSCCOG to post on their website to keep stakeholders informed about the project.

Task 6.2. Conduct stakeholder outreach

1. Conduct at least three (3) stakeholder meetings throughout the subregion to solicit input on the following:
   a. WSCCOG Bicycle Infrastructure Priority Corridors identified from Task 3
   b. Proposed locations for future subregional mobility hubs identified from Task 4
   c. Proposed subregional project scenarios from Task 5
2. Design and produce all meeting materials, such as presentations, handouts, and meeting logistics
3. Incorporate stakeholder input and refine project recommendations and scenarios to move forward in the final WSCCOG Mobility Report

Task 6.3. Stakeholder outreach memorandum

Prepare a report of stakeholder outreach activities and feedback received.

Task 6 Deliverables:
The consultant shall prepare the outreach plan, develop materials for stakeholder outreach events, provide stakeholder outreach documentation, and draft a memorandum summarizing all stakeholder input.

TASK 7. DEVELOP WSCCOG MOBILITY REPORT

The consultant shall summarize the findings from Task 2 through Task 6 for the WSCCOG Mobility Report. The final report should include the following components:

1. Summary of findings from all previous tasks
2. Develop a project delivery and funding strategy for the proposed recommendations based on findings from Tasks 2 through 6. The strategy should include the following:
   a. Project description
   b. Proposed timeline and phasing for project implementation
c. Recommended action steps for subregional coordination and implementation among the Westside cities and other partner agencies

d. Potential funding strategies, including innovative strategies like public-private partnerships, for planning and implementation

Task 7 Deliverables:

1. Initial Draft
   a. The consultant shall prepare a draft final report to be reviewed by the WSICCOG Transportation Working Group, SCAG, and Caltrans.
   b. The consultant shall incorporate edits and comments the WSICCOG, SCAG, and Caltrans in the final report.

2. Final Draft
   a. The consultant shall present the final report and provide a presentation to the WSICCOG Board for adoption.

TASK 8. DEVELOP WSICCOG’S MULTI-YEAR SUBREGIONAL PROGRAM (MSP) 5-YEAR PLAN

The objective of this task is to assist the WSICCOG in developing a preliminary list of projects and a 5-Year Plan for its Multi-Year Subregional Program (MSP) under Measure M. Metro provides a five-year Measure M programming funding forecast for each MSP, based on the amounts provide in the Measure M expenditure plan. The WSICCOG is estimated to receive $19 million for its Active Transportation/1st and Last Mile Connection Program for the first five-years of the expenditure plan.

As part of Metro’s MSP process, WSICCOG must provide a detailed list of projects that meet readiness thresholds, outline project timelines and phasing, identify allocated and anticipated funding sources, and define the process for public participation. The public participation process should focus on soliciting feedback from targeted stakeholders to ensure that the MSP reflects the priorities of local and subregional communities. To facilitate the development of the MSP 5-Year Plan, WSICCOG prepared a preliminary list of projects for the Westside Mobility Matrix in 2015, and an initial plan for the Public Participation Element as part of the MSP process (see Attachment D).

Task 8.1. Public Participation Element

1. Review the WSICCOG’s initial plan for the Public Participation Element (see Attachment D) and provide additional recommendations for ongoing outreach activities as part of the planning and implementation process for the MSP 5-Year Plan, which may include the following:
   a. Updating stakeholder lists
   b. Defining outreach strategies across a variety of platforms for specific communities and stakeholders
   c. Outlining a proposed mix of meetings, focus groups, interviews, charrettes, online and social media engagement, and/or public participation activities
   d. Identifying opportunities for stakeholders to submit comments and feedback
2. In accordance with Metro’s Measure M Administrative Procedures document, draft the Public Participation Element for the MSP 5-Year Plan that outlines the outreach processes and documented outcomes.

3. Submit draft Public Participation Element to the WSCCOG Transportation Working Group for review.

**Task 8.2. Develop a Preliminary List of Projects**

1. Coordinate with WSCCOG Transportation Working Group to conduct the following:
   a. Review the Westside Cities Mobility Matrix and coordinate with the WSCCOG to understand project scope and priorities.
   b. Conduct an initial analysis to identify eligible projects that were not included in the Mobility Matrix, including detailing project eligibility, documenting the program nexus, and outlining preliminary budgets and timelines.

2. Coordinate with the WSCCOG Transportation Working Group and key stakeholders to develop a draft framework to evaluate and prioritize projects, as well as apply performance metrics.
   a. The prioritization framework may consider local and subregional benefits, project eligibility, project readiness, as well as qualitative benefits related to mobility, economic vitality, accessibility, safety, sustainability, and quality of life.

3. Refine the draft framework based on feedback from the WSCCOG Transportation Working Group and key stakeholders, and ensure that they conform with Metro’s MSP guidelines.

4. Develop a preliminary list of prioritized projects to the WSCCOG Transportation Working Group for review and consideration.

**Task 8.3. Project Implementation Schedule**

1. Coordinate with sponsoring entities to develop a project implementation schedule.
   a. Compile and review implementation schedules for each project.
   b. Coordinate with WSCCOG staff and member jurisdictions to ensure that timelines identify project milestones, outline project phasing, and describe final project delivery commitments.
   c. Develop a 5-year funding program organized by fiscal year (July – June). The timeline included in the 5-year plan will be based on project schedules and availability of funding. The schedule should be structured to allow for ongoing project tracking and to facilitate annual updates.

2. Submit draft project implementation schedule to the WSCCOG Transportation Working Group to review.

**Task 8.4. Stakeholder Outreach**

1. Present initial findings and recommendations.
   a. Present the preliminary project list, prioritization framework, and initial timelines to WSCCOG representatives and key stakeholders in accordance with the Public Participation Element in Task 8.1.
   b. Incorporate stakeholder input in the final MSP 5-year plan and list of projects.

**Task 8.5. Finalize MSP 5-Year Plan and List of Projects**

1. Compile a finalized project list that includes the following information for each project:
a. Requested funding amounts, including annual expenditures and funding by fiscal year
b. Project timing/schedules and phasing
c. Allocated and anticipated funding sources, including all non-MSP funding
d. Project descriptions with sufficient detail to establish a nexus with the MSP category and apply qualitative performance measures related to mobility, economic vitality, accessibility, safety, as well as sustainability and quality of life
e. Final project delivery commitment
2. Coordinate with Metro staff to review project eligibility and appropriate program nexus

Task 8.6: Finalize MSP 5-Year Plan and Supporting Materials
The consultant shall prepare the MSP 5-Year Plan that includes the following information:

1. Final Public Participation Element that outlines outreach processes and documented outcomes
2. Final list of projects within the subregion that will can be implemented within the 5-year MSP planning timeline
3. Descriptions for each project, including sufficient detail to establish a nexus with the MSP category
4. Qualitative performance measures for each project related to mobility, economic vitality, accessibility, safety, and/or sustainability and quality of life
5. Potential funding sources, including all non-MSP funding, for each project
6. Project timing/phasing and final project delivery commitments
7. Proposal on annual updates

Task 8 Deliverables:
The consultant shall deliver draft materials for each sub-task under Task 8. The consultant will ask WSCCOG Transportation Working Group to review and approve of recommendations and findings before transmitting materials to the WSCCOG Board for review and consideration. The review and approval process for the MSP 5-Year Plan is outlined below:

1. Initial Draft
   a. WSCCOG Transportation Working Group will review the initial draft and provide comments within ten (10) business days
   b. The consultant shall incorporate comments and edits to the initial draft
   c. Consultant shall present the initial draft to the WSCCOG Board
2. Final Draft
   a. The consultant shall incorporate comments and edits from the WSCCOG Board
   b. WSCCOG Transportation Working Group will review the final draft and provide comments within ten (10) business days
   c. The consultant shall incorporate the comments and edits from the WSCCOG Transportation Working Group and submit the final draft to the WSCCOG Board for final approval before submission to the Metro Board
3. Annual Update
   a. The consultant will draft a memo that details a process or methodology for completing annual updates to the project list after the MSP is adopted.
   b. The consultant shall provide updates to the MSP 5-year plan and list of projects in FY 2021-22 and FY 2022-23.
SCOPE OF WORK

Attachment A – WSCCOG Boundaries Map
SCOPE OF WORK

Attachment B – Inter-COG Bike Facilities Corridors (2015)
Scope of Work

Attachment C
Relevant Documents for Task 2

WSCCOG will provide a list of planning documents and data to the consultant to conduct the following:

**Existing Planning Documents, may include, but not limited to:**
- Westside Subregional Mobility Matrix
- Metro Exposition Corridor Transit Neighborhood Plan
- LADOT Westside Mobility Plan (an update to the Coastal Transportation Corridor Specific Plan and West LA Transportation Specific Plan)
- SCAG’s Regional Transportation Plan/Sustainable Communities Strategy
- Big Blue Bus Expo Integration Study
- Culver City Bus Short Range Transit Plan
- Culver City Bike and Pedestrian Master Plan
- Metro Sepulveda Transit Corridor Study
- City of Los Angeles Safe Routes to School Strategic Plan
- City of Los Angeles Mobility Hubs – A Reader’s Guide
- Metro’s Long Range Transportation Plan
- Metro Active Transportation Strategic Plan
- I-105 Corridor Sustainability Study
- Local Transportation Demand Management (TDM) programs
- Local bicycle and pedestrian plans
- Other local planning documents within the subregion

**Planning Documents Underway, may include, but not limited to:**
- Crenshaw/LAX Northern Extension Feasibility Study
- SCAG I-405 Corridor Master Plan
- Metro’s Countywide Baseline Conditions Analysis
- NextGen Study
- Metro Equity Framework
Scope of Work

Attachment D
Multi-Year Subregional Program Preliminary Public Participation Element

Measure M – MSP Public Participation Element
Active Transportation and 1st/Last Mile Connection Projects

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Contact Name: Estolano Cecilia
Mailing Address: 448 S. Hill St. Suite 1105
City, State ZIP: Los Angeles, CA 90013
Email: Cecilia@estolanolesar.com
Phone: 213-612-4545

1.) Who has interest in MSP development (by program)?

The preliminary list of stakeholders includes the following:

- Subregional Entity
  - Westside Cities Council of Governments (WSCCOG)
- City/County (Sponsoring Agencies)
  - Beverly Hills
  - Culver City
  - Santa Monica
  - West Hollywood
  - Los Angeles (5th and 11th Districts)
  - County of Los Angeles (3rd District)
- Stakeholders
  - WSCCOG Transportation Working Group
  - Local Transit Agencies (e.g., Culver CityBus, Santa Monica Big Blue Bus, LADOT DASH)
  - Los Angeles World Airports
  - Local Neighborhood Councils
  - Local Chambers of Commerce and Convention and Visitors Bureaus
  - Local School Districts (e.g., Los Angeles Unified School District, Beverly Hills Unified School Districts, Culver City Unified School District, Santa Monica-Malibu Unified School District)
Scope of Work

- Local College and Universities (e.g., UCLA, Santa Monica College)
- Community Groups (e.g., American Association of Retired Persons, Better Bike, Los Angeles County Bicycle Coalition, LA Walks, Investing in Place, Leadership for Urban Renewal Network, Multicultural Communities for Mobility, West Hollywood Bicycle Coalition, Southern California Transit Advocates)
- Additional stakeholders involved in the City of LA Westside Mobility Plan process

2.) What process/procedures will be followed to meaningfully involve these groups?

a. Define who takes the lead for developing/implementing public information and community outreach processes and/or procedures.

WSCCOG is currently working with SCAG to retain a consultant to update the Westside Mobility Study. WSCCOG and SCAG agreed to run the planning and the stakeholder engagement efforts for both the Westside Mobility Study and the MSP 5-Year Plan concurrently. Once the consultant is retained, the consultant will develop an outreach plan for both processes. WSCCOG and the consultant will co-lead in developing and implementing the public information and community outreach process and/or procedures with assistance and guidance from members of the WSCCOG Transportation Working Group.

The consultant will review this document and provide recommendations for ongoing outreach activities as part of the planning and implementation process. This may include the following:

- Updating stakeholder lists
- Defining outreach strategies across a variety of platforms
- Outlining a proposed mix of meetings, focus groups, interviews, charrettes, online and social media engagement, and/or public participation activities
- Identifying opportunities for stakeholders to submit comments and feedback
- Work with the WSCCOG Transportation Working Group to assemble and convene a Community Advisory Committee (CAC) to streamline all outreach efforts

b. How are the processes/procedures documented and communicated?

In the final Public Participation Element of the MSP 5-Year Plan, the consultant shall outline a proposed mix of meetings, focus groups, interviews, charrettes, online and social media engagement, and other public participation activities. The consultant shall also identify opportunities for stakeholders to submit comments and feedback through various platforms.

The public participation process should focus on soliciting feedback from targeted stakeholders to ensure that the MSP reflects the priorities of local and subregional communities.
3.) How will the range of interests outlined in (1) above be engaged in development of the following MSP Plan components?

The WSCCOG will first work with members of the WSCCOG Transportation Working Group and the consultant to evaluate the projects identified in the Westside Mobility Matrix to determine which projects meet Metro’s readiness requirements for the MSP. Additionally, the WSCCOG and the consultant may identify new potential projects related to active transportation and 1st/last mile connection based on the results conducted from the research and stakeholder outreach during the development of the Westside Mobility Study update.

The public participation process will focus on soliciting feedback from targeted stakeholders to ensure that the MSP reflects the priorities of local and subregional communities. The consultant will also incorporate the input gathered from prior and future stakeholder engagements that the cities have conducted as part of the project development process. Once the WSCCOG and the consultant have vetted the preliminary list of projects, the list be will be presented to the stakeholders outlined in Section 1 for additional feedback.

The WSCCOG and the consultant will also present an overview of the MSP process and next steps during this engagement process. Subsequent public engagement activities may include presenting the final MSP 5-Year Plan and the final list of projects to the stakeholders before it is presented to the WSCCOG Board of Directors for final approval.

4.) What is the timing of the Public Participation Element?

A. The public engagement element for the MSP plan will begin immediately by working with the WSCCOG and the consultant. The consultant will need to develop an outreach plan for the public participation element before activities are scheduled. The WSCCOG is still in the process of retaining the consultant. It is anticipated that a consultant will be selected before the end of FY 2017-18.

B. The proposed process for the public engagement element will occur throughout the development of MSP 5-Year Plan, which is anticipated to take approximately 12 months to complete.
5.) The Public Participation Element must reference if, and to what extent, the subregion addresses performance measurement as part of the MSP 5-Year Plan, per the Measure M Administrative Procedures section.

The public participation element will also include a process in which the WSCCOG and the consultant will work with members of the WSCCOG Transportation Working Group to develop an evaluation criteria tool to prioritize projects. This prioritization framework may include qualitative and/or quantitative benefits related to mobility, economic vitality, accessibility, safety, sustainability, and quality of life.

Once the projects have been vetted, the consultant will develop project descriptions for each of the projects, which include sufficient detail to establish a nexus with the MSP category and apply qualitative performance measures related to mobility, economic vitality, accessibility, safety, as well as sustainability and quality of life. The consultant may also help identify performance indicators for project delivery that would help the WSCCOG and Metro to track the progress of the MSP over the years.
# PROPOSAL EVALUATION FORM

**RFP No. 19-021**

**Partner Organization:** LACMTA and WSCCOG

**Consultant Name:**

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Signature of Evaluator: ____________________________ Date: ____________________________
### INTERVIEW EVALUATION FORM

**RFP No. 19-021**

**Partner Organization:** LACMTA and WSCCOG

**Consultant Name:** ______________________________________________________

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**TOTAL** 100

Name of Evaluator (print): ___________________________________________ Agency: __________________________

Signature of Evaluator: __________________________ Date: __________________________
LINE ITEM BUDGET (Cost Proposal) INSTRUCTIONS

1. SCAG uses the Line Item Budget to assess the fairness and reasonableness of a proposer’s costs. Once SCAG awards a contract, the negotiated Line Item Budget serves as the basis for reimbursing the proposer (includes Cost Plus as well as Fixed Price contracts).

2. SCAG shall only award a contract to a offeror who SCAG determines has an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31 200 or successors thereto.

3. All proposers must submit a Line Item Budget using the exact format shown on the following page, or may risk having their proposal disqualified. Further, a Line Item Budget must be submitted for each subconsultant regardless of dollar value of the subcontract.

Upload your Cost Proposal as a separate file in PlanetBids (from the rest of your proposal) using the SCAG Line Item Budget PRIME and SUB Templates available at SCAG’s Website http://scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx. Complete and upload a separate file for each sub.

Disclaimer – Each proposer is responsible for all mathematical calculations and information provided on the Line Item Budget template.

4. Many items that may be normal business costs and tax deductible may not be allowable under Federal and State contract rules (e.g., dues, advertising, contributions, bad debts, interest expense, meals, and entertainment). For a complete listing, see 48 CFR Part 31 and 2 CFR Part 200 or successors thereto.

All costs must be allowable and consistent with Federal cost principles under 2 CFR Part 200 or successors thereto. Please be aware that the cost-plus-a-percentage-of-cost bid/offer method, where the proposer’s profit is a percentage of the reimbursed costs on a project, is not allowed under Federal rules. Also, contingency fees are not allowed.

5. Costs shall be structured as follows:

A. Direct Labor:
   - Direct labor, overhead, and fringe benefits must be shown as separate dollar amounts (United States currency) in the Line Item Budget. Prior to contract award, proposer (awardee) must substantiate the rate (i.e., with payroll register or similar, or U.S. federal tax return…) if SCAG requests it. Only include employees (i.e., staff that you will issue a W-2 to). Do not include sub-consultants in your Direct Labor (or Overhead, Fee and Other Direct Costs). Include all cost for sub-consultants under the Sub-consultants category.
   - Identify Key Personnel by both name and title (e.g., Mary Smith, Sr. Planner). Place an asterisk (*) next to the name(s) of any Key Personnel. Other professional or support/administrative staff may be identified by title only.
   - The labor rate quoted for each position in the Line Item Budget must be the maximum rate that is expected to be paid during the term of the contract, inclusive of any rate increase (e.g. merit, cost-of-living, etc.). If SCAG awards a Cost Plus Fixed Fee contract, SCAG will only pay the selected consultant the actual rate paid to the person in a position, and all rates must be traceable to and supported by payroll records.
• Note: For Firm Fixed Priced (FFP) contracts, SCAG uses the labor and overhead rates quoted in the proposer’s Line Item Budget to evaluate the proposed price for each task and cumulatively. Once SCAG has negotiated a final Line Item Budget, during the life of the contract, SCAG intends to pay the selected consultant upon completion of each task (unless otherwise agreed to), regardless of the actual cost to complete the task, provided the cost is allowable and allocable, and complies with federal rules and regulations.

B. Overhead:
• The overhead rate quoted must be the rate that is expected for each Fiscal Year during the life of the contract. Prior to contract award, proposer (awardee) must substantiate the rate (i.e., with an indirect cost audit or U.S. federal tax return…) if SCAG requests it.

C. Fixed Fee:
• Fee/Profit is calculated on Direct Labor, Overhead and Fringe Benefits only, not on Subconsultants or Other Direct Costs. Prior to contract award, proposer (awardee) must substantiate the fee if SCAG requests it.

D. Other Direct Costs (ODCs):
• ODCs must be fully substantiated prior to contract award. If the contract is subject to a pre-award audit (see bullet 6 below), SCAG will review support for ODCs similar to that done for Direct Labor, Overhead, and Fringe Benefits. If SCAG awards a Cost Plus Fixed Fee contract, during the life of the contract, SCAG will require back-up documentation with the monthly invoices to substantiate ODCs.

• All travel costs must be reasonable, and are limited to those rates stated under California’s State Department of Personnel Administration rules, (subject to change) posted at: http://www.dot.ca.gov/hq/asc/travel/ch12/1consultant.htm, or successors thereto.

E. Subconsultants:
• Identify the Direct Labor, Overhead, Fixed Fee and ODCs in the same format as for the Prime.

6. SCAG’s Pre-award Audit Requirements are as follows:

Contracts less than $250,000 may require a pre-award audit; those at $250,000 or more will require a pre-award audit. SCAG’s pre-award audit requirements are available at http://www.scag.ca.gov/opportunities/Pages/BusinessWithSCAG.aspx. The selected consultant (awardee) must be prepared to provide an indirect cost audit or U.S. federal tax return, if SCAG requests.
## LINE ITEM BUDGET

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Title of Project:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cost Categories</th>
<th>Hours</th>
<th>Task 1</th>
<th>Task 2</th>
<th>Task 3</th>
<th>Task 4</th>
<th>Task 5</th>
<th>Task 6</th>
<th>Task 7</th>
<th>Task 8</th>
<th>Task 9</th>
<th>Task 10</th>
<th>Grand Total (All Tasks)</th>
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<tbody>
<tr>
<td>Direct Labor Classification(s)</td>
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<tr>
<td>Overhead</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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</tr>
<tr>
<td>Fixed Fee</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<td>Other Direct Costs (ODC(s))</td>
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<td>Subtotal - ODC's</td>
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</table>

### Breakdown

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Title of Project:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Grand Total</th>
<th>Check Totals</th>
<th>Variance</th>
</tr>
</thead>
</table>
### CITIES' HOMELESSNESS PLAN IMPLEMENTATION REQUEST FOR PROPOSALS SUMMARY

<table>
<thead>
<tr>
<th>Priority Area</th>
<th>Applications Awarded</th>
<th>Total Award¹</th>
<th>Applications Eligible to Resubmit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11</td>
<td>$1,731,700</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>9</td>
<td>$2,005,564</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>20</td>
<td>$3,737,264</td>
<td>17</td>
</tr>
</tbody>
</table>

#### Priority Area 1: Increase supply of interim and permanent housing for people experiencing homelessness.

<table>
<thead>
<tr>
<th>Cities</th>
<th>Original Request Amount</th>
<th>Recommendation</th>
<th>Total Award¹</th>
<th>High Level Purpose²</th>
<th>Supervisory District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burbank</td>
<td>$125,000</td>
<td>Award</td>
<td>$125,000</td>
<td>Awarded for a feasibility study to convert a property into housing and Inclusionary Housing Plan.</td>
<td>5</td>
</tr>
<tr>
<td>Culver City</td>
<td>$280,000</td>
<td>Award</td>
<td>$280,000</td>
<td>Awarded for feasibility study for motel conversion and modular housing on city property and Inclusionary Zoning Ordinance.</td>
<td>2</td>
</tr>
<tr>
<td>Pomona</td>
<td>$297,500</td>
<td>Award</td>
<td>$297,500</td>
<td>Awarded for a feasibility study of city-owned properties and land use/zoning ordinances.</td>
<td>1</td>
</tr>
<tr>
<td>Santa Clarita</td>
<td>$300,000</td>
<td>Award</td>
<td>$300,000</td>
<td>Awarded for property acquisition of interim family housing.</td>
<td>5</td>
</tr>
<tr>
<td>West Hollywood</td>
<td>$300,000</td>
<td>Award</td>
<td>$300,000</td>
<td>Awarded for study of city-owned and alternative sites for bridge and permanent housing development.</td>
<td>3</td>
</tr>
<tr>
<td>Alhambra</td>
<td>$88,089</td>
<td>Partial Award/Resubmit</td>
<td>$35,000</td>
<td>Awarded for identification and leasing of property for permanent housing. Not funded at this time: motel vouchers, rental assistance, and outreach coordinator.</td>
<td>5</td>
</tr>
<tr>
<td>Baldwin Park</td>
<td>$344,854</td>
<td>Partial Award/Resubmit</td>
<td>$169,200</td>
<td>Awarded for land use planning and convening. Not funded at this time: city's core services and storage container.</td>
<td>1</td>
</tr>
<tr>
<td>El Monte, South El Monte, Baldwin Park</td>
<td>$789,220</td>
<td>Partial Award/Resubmit</td>
<td>$85,000</td>
<td>Awarded for assessment of land/property and capital improvements to homes for shared housing. Not funded at this time: motel vouchers, rapid rehousing, and safe parking.</td>
<td>1</td>
</tr>
<tr>
<td>Glendora, La Verne, San Dimas</td>
<td>$305,800</td>
<td>Partial Award/Resubmit</td>
<td>$30,000</td>
<td>Awarded for permanent housing availability study. Not funded at this time: motel vouchers, transportation vouchers, rapid rehousing, and homeless liaison.</td>
<td>5</td>
</tr>
<tr>
<td>Pomona, Claremont, La Verne</td>
<td>$479,000</td>
<td>Partial Award/Resubmit</td>
<td>$50,000</td>
<td>Awarded for assessment of potential development of Housing Trust Fund. Not funded at this time: shelter beds and motel vouchers.</td>
<td>1 &amp; 5</td>
</tr>
<tr>
<td>South Pasadena</td>
<td>$300,000</td>
<td>Partial Award/Resubmit</td>
<td>$60,000</td>
<td>Awarded for feasibility study for accessory dwelling units, inclusionary zoning, and affordable housing. Not funded at this time: motel vouchers, rapid rehousing, and sleeping mats.</td>
<td>5</td>
</tr>
</tbody>
</table>
CITIES' HOMELESSNESS PLAN IMPLEMENTATION
REQUEST FOR PROPOSALS SUMMARY

Priority Area 1: Increase supply of interim and permanent housing for people experiencing homelessness.

<table>
<thead>
<tr>
<th>Cities</th>
<th>Original Request Amount</th>
<th>Recommendation</th>
<th>Total Award¹</th>
<th>High Level Purpose²</th>
<th>Supervisory District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arcadia</td>
<td>$72,930</td>
<td>Resubmit</td>
<td>$72,930</td>
<td>Not funded at this time: motel vouchers.</td>
<td>5</td>
</tr>
<tr>
<td>Commerce³</td>
<td>$292,836</td>
<td>Resubmit</td>
<td>$292,836</td>
<td>Not funded at this time: safe parking.</td>
<td>1</td>
</tr>
<tr>
<td>Covina</td>
<td>$300,000</td>
<td>Resubmit</td>
<td>$300,000</td>
<td>Not funded at this time: rapid rehousing, recuperative care and landlord incentives.</td>
<td>1</td>
</tr>
<tr>
<td>Hawaiian Gardens</td>
<td>$300,000</td>
<td>Resubmit</td>
<td>$300,000</td>
<td>Not funded at this time: motel voucher and homeless coordinator.</td>
<td>4</td>
</tr>
<tr>
<td>Lancaster</td>
<td>$300,000</td>
<td>Resubmit</td>
<td>$300,000</td>
<td>Not funded at this time: motel vouchers.</td>
<td>5</td>
</tr>
<tr>
<td>Paramount</td>
<td>$54,000</td>
<td>Resubmit</td>
<td>$54,000</td>
<td>Not funded at this time: safe storage and shelter beds.</td>
<td>4</td>
</tr>
<tr>
<td>Whittier</td>
<td>$300,000</td>
<td>Resubmit</td>
<td>$300,000</td>
<td>Not funded at this time: master subleasing of apartments/homes for families, transition age youth, and veterans.</td>
<td>4</td>
</tr>
</tbody>
</table>

Priority Area 2: Enhance County service systems for people experiencing or at-risk of homelessness.

<table>
<thead>
<tr>
<th>Cities</th>
<th>Original Request Amount</th>
<th>Recommendation</th>
<th>Total Award¹</th>
<th>High Level Purpose²</th>
<th>Supervisory District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Azusa, Covina, Duarte, Glendora, West Covina</td>
<td>$343,250</td>
<td>Award</td>
<td>$343,250</td>
<td>Awarded for case managers.</td>
<td>1 &amp; 5</td>
</tr>
<tr>
<td>Burbank</td>
<td>$215,000</td>
<td>Award</td>
<td>$215,000</td>
<td>Awarded for feasibility study on access center with storage facility.</td>
<td>5</td>
</tr>
<tr>
<td>Malibu</td>
<td>$76,660</td>
<td>Award</td>
<td>$76,660</td>
<td>Awarded for housing navigator.</td>
<td>3</td>
</tr>
<tr>
<td>Santa Clarita</td>
<td>$75,000</td>
<td>Award</td>
<td>$75,000</td>
<td>Awarded for homeless coordinator.</td>
<td>5</td>
</tr>
<tr>
<td>Lancaster</td>
<td>$300,000</td>
<td>Partial Award/ Resubmit</td>
<td>$170,000</td>
<td>Awarded for employment/training programs. Not funded at this time: community ambassador program.</td>
<td>5</td>
</tr>
<tr>
<td>Whittier</td>
<td>$300,000</td>
<td>Partial Award/ Resubmit</td>
<td>$272,000</td>
<td>Awarded for homeless coordinator, prevention, and veteran housing assistance. Not funded at this time: public awareness campaign.</td>
<td>4</td>
</tr>
<tr>
<td>Baldwin Park, El Monte, South El Monte</td>
<td>$131,000</td>
<td>Partial Award/ No Resubmit</td>
<td>$113,000</td>
<td>Awarded for housing navigators and housing coordinators. Training portion is not eligible for resubmit because training will be coordinated centrally.</td>
<td>1</td>
</tr>
<tr>
<td>Manhattan Beach, Hermosa Beach, Redondo Beach</td>
<td>$210,866</td>
<td>Partial Award/ No Resubmit</td>
<td>$150,000</td>
<td>Awarded for homeless coordinator and housing navigator. Training portion is not eligible for resubmit because training will be coordinated centrally.</td>
<td>4</td>
</tr>
<tr>
<td>Pomona, Claremont, La Verne</td>
<td>$608,654</td>
<td>Partial Award/ No Resubmit</td>
<td>$590,654</td>
<td>Awarded for housing navigators, safe storage facility, and shower services. Training portion is not eligible for resubmit because training will be coordinated centrally.</td>
<td>1 &amp; 5</td>
</tr>
</tbody>
</table>
## Priority Area 2: Enhance County service systems for people experiencing or at-risk of homelessness.

<table>
<thead>
<tr>
<th>Cities</th>
<th>Original Request Amount</th>
<th>Recommendation</th>
<th>Total Award¹</th>
<th>High Level Purpose²</th>
<th>Supervisory District</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alhambra</td>
<td>$227,310</td>
<td>Resubmit</td>
<td>$227,310</td>
<td>Not funded at this time: housing navigator and rental assistance.</td>
<td>5</td>
</tr>
<tr>
<td>Arcadia</td>
<td>$76,780</td>
<td>Resubmit</td>
<td>$76,780</td>
<td>Not funded at this time: homeless coordinator.</td>
<td>5</td>
</tr>
<tr>
<td>Azusa</td>
<td>$111,000</td>
<td>Resubmit</td>
<td>$111,000</td>
<td>Not funded at this time: homeless coordinator and housing navigator.</td>
<td>1</td>
</tr>
<tr>
<td>Culver City</td>
<td>$145,000</td>
<td>Resubmit</td>
<td>$145,000</td>
<td>Not funded at this time: landlord incentives and outreach.</td>
<td>2</td>
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<tr>
<td>Hawthorne</td>
<td>$100,000</td>
<td>Resubmit</td>
<td>$100,000</td>
<td>Not funded at this time: homeless coordinator.</td>
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<tr>
<td>Inglewood</td>
<td>$105,000</td>
<td>Resubmit</td>
<td>$105,000</td>
<td>Not funded at this time: homeless coordinator.</td>
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<tr>
<td>Paramount</td>
<td>$100,000</td>
<td>Resubmit</td>
<td>$100,000</td>
<td>Not funded at this time: rental assistance.</td>
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<tr>
<td>Santa Monica</td>
<td>$300,000</td>
<td>Resubmit</td>
<td>300000</td>
<td>Not funded at this time: therapeutic ambulance program.</td>
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<tr>
<td>South Pasadena</td>
<td>$85,860</td>
<td>Resubmit</td>
<td>$85,860</td>
<td>Not funded at this time: prevention, diversion, and rental assistance.</td>
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<tr>
<td>West Covina</td>
<td>$100,000</td>
<td>Resubmit</td>
<td>$100,000</td>
<td>Not funded at this time: housing navigator.</td>
<td>1</td>
</tr>
</tbody>
</table>

### NOTES

¹ Total award is subject to contract execution. Funding approved for a city may be utilized in one or more of the following ways: (1) contract between CEO-Homeless Initiative (CEO-HI) and the city; (2) contract between CEO-HI and a consultant selected by CEO-HI, in consultation with the city; and/or (3) contract between LAHSA and a service provider identified by LAHSA, in consultation with the city(ies). The specific ways in which the funding will be utilized for each city grantee will be determined through discussions and negotiations between the city and CEO-HI.

² The total amount awarded may be less than the original request because some items were removed, including: (1) Ineligible funding uses; (2) training/engagement opportunities that will be provided centrally and will leverage existing training resources; and (3) Affordable Housing Trust Fund that will be developed at a regional level.

³ City of Commerce was not a 2017 Homelessness Planning Grantee and therefore is ineligible for County Funding. City of Commerce is only eligible for United Way funding.
## 2019 WSCCOG
### Board Schedule and Agenda Deadlines

<table>
<thead>
<tr>
<th>Activity</th>
<th>Schedule</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda item request</td>
<td>18 days prior to board meeting</td>
<td>City Staff; Presenters</td>
</tr>
<tr>
<td>Draft Agenda to City Staff</td>
<td>3 days prior to agenda briefing</td>
<td>WSCCOG</td>
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<tr>
<td>Agenda briefing</td>
<td>8 days prior to board meeting</td>
<td>WSCCOG; City Staff</td>
</tr>
<tr>
<td>Finalize Agenda</td>
<td>7 days prior to board meeting</td>
<td>WSCCOG</td>
</tr>
<tr>
<td>Agenda Posting</td>
<td>72 hours prior to board meeting</td>
<td>WSCCOG; City Clerks</td>
</tr>
<tr>
<td>Deadline for materials</td>
<td>48 hours prior to board meeting</td>
<td>City Staff; Presenters</td>
</tr>
<tr>
<td>Agenda Packet Printing</td>
<td>48 hours prior to board meeting</td>
<td>WSCCOG</td>
</tr>
<tr>
<td>Meeting Notes Posting</td>
<td>72 hours after board meeting</td>
<td>WSCCOG</td>
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### City Staff Representatives

<table>
<thead>
<tr>
<th>Agenda Item Request Deadline</th>
<th>Agenda Briefing Conference Call</th>
<th>Board Meeting</th>
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<tbody>
<tr>
<td>Monday, January 28</td>
<td>Wednesday, February 6 @ 4pm</td>
<td>Thursday, February 14 @ 12pm</td>
</tr>
<tr>
<td>Monday, March 25</td>
<td>Wednesday, April 3 @ 4pm</td>
<td>Thursday, April 11 @ 12pm</td>
</tr>
<tr>
<td>Monday, May 27</td>
<td>Wednesday, June 5 @ 4pm</td>
<td>Thursday, June 13 @ 12pm</td>
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<tr>
<td>Monday, July 22</td>
<td>Wednesday, July 31 @ 4pm</td>
<td>Thursday, August 8 @ 12pm</td>
</tr>
<tr>
<td>Monday, September 23</td>
<td>Wednesday, October 2 @ 4pm</td>
<td>Thursday, October 10 @ 12pm</td>
</tr>
<tr>
<td>Monday, November 25</td>
<td>Wednesday, December 4 @ 4pm</td>
<td>Thursday, December 12 @ 12pm</td>
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</table>
# City Clerks Deadlines

<table>
<thead>
<tr>
<th>Agenda to City Clerks (WSCCOG Deadline)</th>
<th>Agenda Posting Deadline (City Clerk Deadline)</th>
<th>Board Meeting</th>
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</thead>
<tbody>
<tr>
<td>Thursday, February 7</td>
<td>Monday, February 11 @ 12pm</td>
<td>Thursday, February 14 @ 12pm</td>
</tr>
<tr>
<td>Thursday, April 2</td>
<td>Monday, April 8 @ 12pm</td>
<td>Thursday, April 11 @ 12pm</td>
</tr>
<tr>
<td>Thursday, June 4</td>
<td>Monday, June 10 @ 12pm</td>
<td>Thursday, June 13 @ 12pm</td>
</tr>
<tr>
<td>Thursday, August 1</td>
<td>Monday, August 5 @ 12pm</td>
<td>Thursday, August 8 @ 12pm</td>
</tr>
<tr>
<td>Thursday, October 3</td>
<td>Monday, October 7 @ 12pm</td>
<td>Thursday, October 10 @ 12pm</td>
</tr>
<tr>
<td>Thursday, December 5</td>
<td>Monday, December 8 @ 12m</td>
<td>Thursday, December 12 @ 12pm</td>
</tr>
</tbody>
</table>
DATE: February 14, 2019
TO: Westside Cities Council of Governments Board
FROM: Westside Cities Council of Governments Staff
SUBJECT: Metro Updates

Metro Board Southwest Corridor Representative Nominations
On December 11, 2014, the Los Angeles County City Selection Committee’s subcommittee for the Southwest Corridor Sector nominated Mayor James Butts, Jr. (City of Inglewood) to serve a 4-year term expiring on January 1, 2019. The City Selection Committee was scheduled to meet on January 31, 2019, but the committee was not able to approve the nominations because it did not have a quorum. Therefore, the Southwest Corridor Sector will have to reconvene to re-nominate the representative before the City Selection Committee meets to approve the nomination. WSCCOG staff will update the member cities on the dates for the upcoming meetings.

Metro Congestion Pricing Proposal
In January 2018, the Metro Board of Directors approved the Twenty-Eight by ’28 Initiative, which includes 28 major transportation projects to be completed by the 2028 Summer Olympics and Paralympics. In September 2018, Metro staff developed the “The Re-Imagining of LA County: Mobility, Equity, and the Environment (Re-Imagining LA County)” initiative, which proposes various funding and financing mechanisms to develop the Twenty-Eight by ’28 projects (refer to Attachment 1). On January 24, 2019, Metro presented recommended financing strategies for the initiative, which included a congestion pricing pilot (refer to Attachment 2). On February 5, 2019, the Metro Policy Advisory Council (PAC) convened a special meeting to discuss Metro’s recommended financing strategies and approved a list of recommendations to the Metro Board, which includes the following:

1. Decouple 28x28 from Re-Imagining LA County and its recommendations, particularly any study of congestion pricing
2. Consider congestion pricing in light of expansion goals
3. Clarify the relationship of 28x28 priorities to the Long Range Transportation Plan (LRTP) Vision 2028 Strategic Plan and other major plans
4. Keep promises for local return, Multi-Year Subregional Programs, and other Measure M local programs
5. Address transit comprehensively
6. Consider equity in all dimensions

Micro-Mobility Vehicle Workshop on E-Scooter
Metro is establishing a program and set of regulations related to micro-mobility vehicles, mainly dockless e-scooters and bicycles. As part of this process, Metro conducted a workshop last month for municipalities interested in managing and integrating micro-mobility vehicles into the local transportation system through enforcement and infrastructure development (refer to Attachment 3 for presentation). The workshop provided an opportunity to learn how cities can
initiate policy to assist in the management of regulation of e-scooters as a mode of transportation. Metro also solicited input and feedback on the cities’ approach to e-scooters. Metro also met with key operators of micro mobility companies specializing in scooters and discussed how Metro and cities work with these vehicles. These operators included the following: Bird; Lime; JUMP (Uber); Lyft; Razor USA; Spin; Blue Duck; swiftmile; and Cyclehop.

The WSCCOG staff will engage Metro with Culver City, Los Angeles, and Santa Monica to provide information and lessons learned from their e-scooter pilot programs to ensure that the regulations and enforcement policies are aligned across the region.

Open Streets Grant Program FY 2020 Mini-cycle Application
Metro’s Open Streets initiatives temporarily close streets to automobile traffic and open them to cyclists, pedestrians and other modes of non-motorized transportation. Metro released the application for a mini-cycle in FY2020 for the Open Street Grant applications for communities that have not received funding from the Cycle 3 grants. Metro has funded the following Open Streets events in the following Westside Cities:

2019:
Culver City – CicLAvia: Culver City and Palms – March 3, 2019
West Hollywood – CicLAvia Meet the Hollywoods: Weho – August 11, 2019

2018:
Santa Monica – Coast Santa Monica’s Open Street Event – October 7, 2018

2017:
Culver City, Los Angeles – CicLAvia: Culver City to the Beach

2016:
Santa Monica – Expo Opens Santa Monica – Spring/Summer 2016

2015:
Culver City – CicLAvia Culver City – August 9, 2015

Refer to the following link to the application: https://metrola.wufoo.com/forms/q1gc5wbn0p0zi52/

Refer to the following link for the application package and guidelines as provided by Metro staff: http://metro.legistar1.com/metro/attachments/905f2d13-d8e5-4941-a31f-5725d675d9c4.pdf
In September 2017, almost a year back, Metro Board endorsed the “Twenty-Eight by ’28 Initiative” to highlight projects for completion by the 2028 Olympic and Paralympic Games. Following Board action, staff developed a draft candidate list of projects that included Measure R, Measure M, and other projects already slated for completion by 2028. This list also included “aspirational” project schedules that propose to be accelerated by 2028 (“aspirational” is defined as a project that has a current delivery date later than 2028).

In November 2017, the Board received and filed the draft list of projects. The Metro Board recognized that the initiative is helpful in articulating a vision for what Metro seeks to achieve by 2028, which facilitates obtaining needed support from Metro’s many partners in delivering a transformative transportation investment program for Los Angeles County by the commencement of the 2028 Games. Investments on this list are distributed countywide, demonstrating proactive regional coordination. The 2028 Games presents an opportunity to advocate for accelerated resources, particularly from the state and federal government, to achieve early project delivery of the aspirational schedules.

With over 70 percent of transportation investments deriving from local sales tax revenues, LA County has aggressively accelerated the growth of its public transportation system as a means to address the environmental woes resulting from the freight and car complex. With a focus of entire world on Los Angeles, it is imperative that our commitment remains on the delivery of these 28 projects with meaningful endeavors specifically for the projects that are still noted as “aspirational”. Our efforts to ensure that no stone is left unturned to make the accelerated delivery of this list will ensure a region wide success and delivery of these projects throughout the LA County that provide region wide seamless access to businesses, culture, food, and unique experiences that our 88 cities and unincorporated areas offer.

Metro Board Directors have repeatedly affirmed these accelerated projects are a way to accomplish Los Angeles as the best world destination with a new transit infrastructure that will connect our widespread cities offering unique experiences, the “aspirational” narrative fails to adequately address the
commitment and effort that we like to see as a region. While delivering these 28 mega projects by 2028 is challenging, and Metro staff and CEO have made remarkable efforts, and notwithstanding that undertaking this challenge is undoubtedly unsurmountable task, Metro has the ability to demonstrate itself as a leader to trail blaze innovative paths to accomplish these goals in line with American innovative spirit. It’s imperative that we as a Board take the challenges head on and to reaffirm our commitments while sending right signal to the private sector for innovative partnership ideas to deliver these projects and support our CEO and staff to transform this vision to a reality.

SUBJECT: MOTION BY SOLIS, GARCETTI, HAHN AND BUTTS

WE, THEREFORE, MOVE that the Board direct the CEO to:

A. Adopt and approve as policy and priority the 28 by 2028 initiative;

B. Develop and report back on a 28 by 2028 financial and funding plan with details on the following:

1. Cash flow requirements;
2. Operations and State of Good Repair costs;
3. Public Private Partnership project assumptions;
4. State and Federal funding assumptions;
5. Potential Impact on Fares

C. Develop an amendment to the Measure M Ordinance and Expenditure Plan to advance the "Schedule of Funds Available" dates for the accelerated transit and highway projects to comply with the 28 by 2028 schedule; and

D. Report with an update to the above by the December 2018 Board meeting and report back with the full 28 by 2028 financial plan and policy for Board consideration in February 2019.
## The Re-Imagining of LA County: Mobility, Equity, and the Environment

### Attachment B

<table>
<thead>
<tr>
<th>Description</th>
<th>10-yr Estimate</th>
<th>Earliest Revenue Realization</th>
<th>Staff Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Debt</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change debt policy</td>
<td>$10,800,000,000</td>
<td>6 months</td>
<td><strong>Not Recommended</strong> – This is not recommended as Twenty-Eight by ‘28 faces a funding issue, not a financing issue. Issuing additional debt for Twenty-Eight by ‘28 will encumber future revenue sources to service that debt. This will prohibit Metro from delivering remaining projects in Measure M on schedule, as mandated by statute. Metro should continue to issue debt on a project-by-project basis, when dedicated funding sources are available for the project and when actual projects costs are to be incurred (during construction). Issuing debt too far in advance of construction can violate IRS rules, putting Metro’s tax-exempt status in jeopardy and potentially incurring substantial costs for non-compliance.</td>
</tr>
<tr>
<td><strong>Increase Revenue from Existing Sources</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase fares</td>
<td>$756,535,000</td>
<td>6-12 months</td>
<td><strong>Not Recommended</strong> - This is not recommended as a funding mechanism for the 8 accelerated projects. Currently engaged in study to simplify and right-size our fare media. Will return to the board in June 2019.</td>
</tr>
<tr>
<td>Expand advertising and corporate sponsorship</td>
<td>$1,000,000,000</td>
<td>12-24 months</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
<tr>
<td>Toll revenue from existing ExpressLanes</td>
<td>$200,000,000</td>
<td>12-24 months</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
<tr>
<td>Toll revenue from new ExpressLanes</td>
<td>$300,000,000-500,000,000</td>
<td>5 years</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
<tr>
<td>Multi-Year Subregional Funds by impacted subregions on 8 accelerated projects</td>
<td>$846,400,000</td>
<td>12-18 months</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
<tr>
<td>Local Return funds by impacted cities on 8 accelerated projects</td>
<td>$2,689,427,629</td>
<td>12-18 months</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
<tr>
<td>Require 3% of accelerated costs to be funded by cities' Local Return</td>
<td>$711,000,000</td>
<td>12-18 months</td>
<td><strong>Not Recommended</strong></td>
</tr>
<tr>
<td>Increase Federal funding assumptions</td>
<td>$1,965,700,000</td>
<td>24-36 months</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
<tr>
<td>Increase State funding assumptions</td>
<td>$1,695,500,000</td>
<td>24-36 months</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
<tr>
<td>Description</td>
<td>10-yr Estimate</td>
<td>Earliest Revenue Realization</td>
<td>Staff Recommendation</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
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<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Reduce Expenditures</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Electric bus - conform with state mandate of 2040 rather than 2030</td>
<td>$350,000,000</td>
<td>2 years</td>
<td><strong>Not Recommended</strong> – Staff recommends retaining the original 2030 conversion time frame and moving this item to the baseline assumptions and priorities (proposed sacred items)</td>
</tr>
<tr>
<td>Bikeshare Program</td>
<td>$87,500,000</td>
<td>18 months</td>
<td><strong>Not Recommended</strong> – Staff considered transferring the management, oversight, and expansion of the BikeShare program to the City of LA to free up cash flow for accelerating the Twenty-Eight by ’28 projects. Transferring this program to LADOT would not necessarily eliminate the cost to Metro.</td>
</tr>
<tr>
<td>Explore P3 opportunities</td>
<td>$5,100,000,000</td>
<td>N/A</td>
<td><strong>Recommend Pursuing</strong> - These estimates are based on long-term savings, not revenues. The savings would materialize over ten years of Measure M spending.</td>
</tr>
<tr>
<td>Generate Revenue from New Sources</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Seek to back the creation of a White House Task Force on the 2028 Olympic and Paralympic Summer Games</td>
<td>$2,000,000,000</td>
<td>6-12 months</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
<tr>
<td>Value Capture financings (Variety of locations)</td>
<td>$370,000,000</td>
<td>3 - 9 years</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
<tr>
<td>Congestion Pricing - Cordon Pricing</td>
<td>$9,600,000,000</td>
<td>12-24 months</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
<tr>
<td>Congestion Pricing - VMT Pricing</td>
<td>$83,000,000,000</td>
<td>12-24 months</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
<tr>
<td>Congestion Pricing - Corridor Pricing (10 corridors)</td>
<td>$42,000,000,000</td>
<td>12-24 months</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
<tr>
<td>Shared Devices - Fee at $1 per device per day</td>
<td>$464,000,000</td>
<td>12-24 months</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
<tr>
<td>Levy a fee on TNC</td>
<td>$4,400,000,000</td>
<td>12-24 months</td>
<td><strong>Recommend Pursuing</strong></td>
</tr>
</tbody>
</table>
Micro mobility is evolving in the transportation industry due to social, cultural, and technological trends.

Demand for these vehicles continues to grow, therefore it has become necessary to develop a program to prohibit or regulate them.

The vehicles have the potential to provide a flexible and affordable option and a vital link for the First/Last Mile connection for patrons.
1. Observations

Vehicles have been observed parked in ADA areas and parking spaces; blocking bicycle lockers; left in the middle of the ROW; and, parked next to pay station kiosks and gates.
1. Vehicles are prohibited from parking in ADA spaces and must maintain clearance of ADA access. *Violation on this will not be tolerated.*
2. Vehicle cap cannot supersede municipality and county laws, rules, and regulations.
3. Must acquire operating license agreement or lease usage prior to deployment.
4. “Incorrectly parked vehicles shall be corrected within 2 hours” is acceptable.

**OPTIONS**

- Options:
  1. Prohibit vehicles on Metro property, facilities, and ROW
  - OR
  2. Regulate vehicles through administrative program
     - Regulate user
     - Regular Operating Company
Enforcement:
- Parking Enforcement will perform enforcement activities to regulate behavior and record violations (date, time, location, photo)
- Administrative penalty will be applied to the Operating Company invoice for any violation of the Parking Ordinance, such as parking at a non-designated space

Program concept:
- Designate spaces at Metro parking facilities
- Issue license agreement
  - Similar to Metro’s Car Share program

What we would like to see:
Vehicles neatly parked

What we don’t want to see:
Vehicles left in the ROW at a rail station
PROGRAM

- E-Scooters and Dockless Bicycles will be considered as “Vehicles” – Micro Mobility Vehicles
- Conferred with California Vehicle Code Section 21113 – Transportation Agency is allow to adopt Parking Ordinance to regulate Metro Right-of-Way and Parking Facilities
- Metro has adopted Parking Ordinance – Administration Code 8
- The Micro Mobility Vehicle Ordinance will reside under the Metro Parking Ordinance “Non-Automobile” Chapter
- Ordinance highlights:
  - Operating Companies must acquire operating license agreement prior to deployment
  - Riders must dismount prior to boarding platform/station areas and transit vehicles
  - Vehicles must be returned to pre-designated parking zone(s)
  - Vehicles are strictly prohibited from parking in ADA spaces
  - Violation of ADA regulations; subject to Metro’s Fee Resolution
PROGRAM

- Operating Company responsibilities:
  - Ensure users abide Metro’s Parking Ordinance
  - Provide parking plan (IE: rack, bin, or other infrastructure)
  - Provide correction within 2 hours after enforcement notify them

PROGRAM

- User responsibilities:
  - Return vehicles to pre-designated parking zone(s)
  - Follow regulations regarding Metro’s property, facilities, and ROW
    - For example: the user shall not operate the vehicle in bus zones or ride against the flow of traffic; obey speed limit; do not operate on station platform and pedestrian way
  - If the user violates the Administration Code while operating the vehicle and is observed by Metro Security, Police, or Parking Enforcement, a citation will be issued directly to the user
DATE: February 14, 2019
TO: Westside Cities Council of Governments Board
FROM: Westside Cities Council of Governments Staff
SUBJECT: Overview of Legislative Bills Related to Redevelopment and Affordable Housing

Redevelopment and Housing Finance
The following bills are relevant to the WSCCOG legislative and policy platform regarding financing opportunities for affordable housing development, as well as support sustainable approaches to reduce greenhouse gas emissions.

**AB 11 (Chiu) – Community Redevelopment Law of 2019**
AB 11 would allow a city, county, or two or more jointly-acting cities to create agencies that would use tax increment financing to fund affordable housing and infrastructure projects. This bill takes a similar approach to the TIF structure used by former to redevelopment agencies with a focus in prioritizing affordable housing and sustainable growth.

The bill sets restrictions, such as:
- Anti-displacement policies for the removal of existing dwelling units, such as requiring the construction of replacement units for displaced families
- Independent annual audits within six months of the end of an agency’s fiscal year
- Detailed record-keeping requirements (such as for loans, advances, and debts) and financial penalties for record-keeping or audit violations

Agencies are required to:
- Have Strategic Growth Council approval so that they meet California’s greenhouse gas reduction goals
- Designate an official to prepare a redevelopment project plan
- Set aside at least 30% of funding for the creation, improvement, and rehabilitation of affordable housing

As of January 17, 2019, the bill is currently being reviewed by the state committees on Housing & Community Development and Local Government.

**SB 5 (Beall and McGuire) – Local-State Sustainable Investment Incentive Program**
SB 5 would allow local governments to collaborate on state-approved redevelopment plans, which would be funded by reduced contributions to local Education Revenue Augmentation Funds (ERAFs), awarded to state-approved projects. Funding could be used for the following purposes: (1) affordable housing, (2) transit-oriented development, (3) infill development, (4) revitalizing and restoring neighborhoods, and (5) planning for sea level rise.
As of January 24, 2019, the bill is currently being reviewed by the Housing Committee and the Governance & Finance Committee.

The following bills are relevant to the WSCCOG legislative and policy platform regarding financing opportunities for affordable housing development, as well as support sustainable approaches to reduce greenhouse gas emissions.

**Affordable Housing Development**

**SB 4 (McGuire and Beall) – Housing**
SB 4 would state the intent of the Legislature to enact legislation that would limit restrictive local land use policies and legislation that would encourage increased housing development near transit and job centers, in a manner that ensures that every jurisdiction contributes its fair share to a housing solution, while acknowledging relevant differences among communities.

As of January 16, 2019, the bill was referred to the Senate Rules Committee.

**SB 50 (Wiener) – Planning and zoning: housing development: equitable communities incentive**
SB 50 intends to relieve housing shortages and increase transit accessibility by waiving apartment bans near high-quality transit and in job-rich areas.

The bill would incentivize housing by:
- Waiving maximum height requirements less than:
  - 45 feet for sites located within a half-mile radius from a major transit stop
  - 55 feet for sites located within a quarter-mile radius of a major transit stop
- Waiving maximum floor-area ratio requirements less than:
  - 2.5 for sites located within a half-mile radius from a major transit stop
  - 3.25 for sites located within a quarter-mile radius of a major transit stop
- Waiving maximum automobile parking greater than .5 parking spots per dwelling unit

The bill also has the following restrictions for development sites:
- Development must be located on a site zoned to allow housing
- Development must include housing for low, very low, and extremely low-income levels
- The development would not demolish buildings currently or recently occupied by tenants within seven years preceding the date of the application
- The bill’s incentives must not undermine economic feasibility of delivering low-income housing

As of January 24, 2019, the bill is currently being reviewed by the Housing Committee and the Governance & Finance Committee.
I. **Small Cells, Legal Action, & the FCC:** The Federal Communications Commission’s regulations went into effect on January 14th and the League of California Cities, the National League of Cities and others are involved in legal action against the FCC. There isn’t much I can report except that the request for a stay of the FCC rules related to small cells was taken up in the 10th Circuit Court of Appeal and was denied, but the case was also referred it to the 9th Circuit rather than making that ruling final. Our attorneys believe this is actually a positive outcome as the 9th Circuit has previous rulings which may benefit our request for a stay. Attorneys resubmitted arguments to the 9th Circuit for a possible stay of those rules the same week the rules went into effect, so we can only advise cities to work with their city attorneys to make sure that any wireless ordinances on the books are still enforceable and to comply with the current rules since it may be several weeks before we hear anything back from the 9th Circuit on a decision regarding the stay.

The League is also supporting **H.R. 530** by Congress Member Anna Eshoo which would repeal the FCC’s recent regulations. Cities are encouraged to ask their member of Congress to sign on as a co-sponsor of this legislation (this approach is preferred over letters of support at this time). Please contact me for a sample co-author request letter at jkiernan@cacities.org.

II. **Bureau of Cannabis Control & Delivery:** The BCC announced that the Office of Administrative Law had approved their proposed regulations, which includes allowing delivery of cannabis products in every jurisdiction including those that have a ban on delivery in place. These regulations took effect immediately. The League has not yet determined if will file a lawsuit to contest these new regulations and I have asked City Managers to let me know if they are considering litigating this issue. The League’s Board will be meeting on February 21-22, which is the first opportunity they have this year to decide on possible legal action.

III. **Upcoming League Events:**

a. **Ballot Measure Training Academy:** The Los Angeles County Division is hosting a Ballot Measure Training on February 21 from 5 – 9 PM at the Monterey Park City Hall. This informational event is free and open to all city officials, elected and staff. Any city officials who would like insight into the legal and structural challenges of running a ballot measure campaign should consider attending, however if your agency already has a ballot measure on the ballot you may want to consult with your city attorney first. Further details can be found at www.LACities.org or by emailing jkiernan@cacities.org.

b. **Legislative Action Day:** Registration is not yet open for the League’s annual Legislative Action Day, but please consider holding April 24 on your calendar. With a new Governor, a super majority of Democrats in both chambers of the legislature, and a lot of bills impacting local control already introduced, cities will need to stay engaged with their legislators this year.
DATE: February 14, 2019
TO: Westside Cities Council of Governments Board
FROM: Westside Cities Council of Governments Staff
SUBJECT: 2019 WSCCOG Board Meeting Schedule and Location

<table>
<thead>
<tr>
<th>Date (1)</th>
<th>Host City</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, February 14</td>
<td>West Hollywood</td>
<td>West Hollywood Library 626 San Vicente Blvd. West Hollywood, CA 90069</td>
</tr>
<tr>
<td>Thursday, April 11</td>
<td>Santa Monica</td>
<td>Santa Monica Institute Training Room 333 Civic Center Dr. Santa Monica, CA 90401</td>
</tr>
<tr>
<td>Thursday, June 13 (2)</td>
<td>Beverly Hills</td>
<td>Beverly Hills City Hall Municipal Gallery 455 N. Rexford Dr. Beverly Hills, CA 90210</td>
</tr>
<tr>
<td>Thursday, August 8</td>
<td>LA County</td>
<td>Felicia Mahood Senior Center 11338 Santa Monica Blvd. Los Angeles, CA 90025</td>
</tr>
<tr>
<td>Thursday, October 10</td>
<td>LA City</td>
<td>TBD</td>
</tr>
<tr>
<td>Thursday, December 12</td>
<td>Culver City</td>
<td>Culver City Balkman Council Chambers 9770 Culver Blvd. Culver City, CA 90232</td>
</tr>
</tbody>
</table>

Notes:
(1) Regular board meetings are held bi-monthly on the second Thursday of even-numbered months
(2) WSCCOG Annual Meeting - Election of new COG Governing Board Officers (Chair, Vice-Chair, and Secretary); appointment of Committee Members; and adoption of the annual budget.