REGULAR MEETING OF THE
WESTSIDE CITIES COUNCIL OF GOVERNMENTS

THURSDAY, JUNE 11, 2020
12:00 PM Meeting
1:15 PM Adjourn

MEETING INFORMATION AND ACCOMMODATION

To combat the spread of Coronavirus (COVID-19), the member cities of the Westside Cities Council of Governments (WSCCOG) have issued a “Safer at Home” emergency order in March 2020, ordering all residents to stay inside their residences and to immediately limit all movement outside of their homes beyond what is absolutely necessary to take care of essential needs. The Los Angeles County Department of Public Health issued a Revised Order on March 21, 2020 which prohibits all public and private group events and gatherings and requires all persons to remain in their homes (except as otherwise provided in the Order for essential activities). The Governor of California issued Executive Orders N-25-20 and N-29-20, which waived certain Brown Act meeting requirements, including any requirements to make a physical meeting location available to the public; and, most recently, the March 19, 2020 Executive Order N-33-22, which ordered all residents to stay at home.

As such, the WSCCOG will provide the Members of the Public to view and participate in the meeting remotely using YouTube Live and Zoom Webinar. The weblink to the YouTube Live and Zoom Webinar will be made available on the WSCCOG website www.westsidecities.org at 11:45 a.m. on Thursday, June 11, 2020.

PUBLIC PARTICIPATION BY PROVIDING E-COMMENT

Members of the Public who wish to comment on matters before the Board are strongly encouraged to submit an email with their written comments limited to 1,000 characters to riley@estolanoadvisors.com by no later than 12:00 p.m. on the day of the meeting. *Note: E-Comments received after 12:00 p.m. will be forwarded to the Board and posted on the COG’s website at www.westsidecities.org/meeting as part of the official meeting record. The email address will remain open during the meeting for providing public comment during the meeting. Emails received during the meeting will be read out loud at the appropriate time during the meeting provided they are received before the Board takes action on an item (or can be read during general public comment).

For any questions regarding the virtual meeting, please contact Winnie Fong at winnie@estolanoadvisors.com or (323) 306-9856 and Riley O’Brien at riley@estolanoadvisors.com.
AGENDA

1. CALL TO ORDER

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

3. STATEMENTS ON RECENT PROTESTS AND DEMONSTRATIONS (10 min)

4. ACTION ITEMS (5 min)
   A. Approval of April 16, 2020 Draft Meeting Notes
      Recommended Action: Approve the April 16, 2020 draft meeting notes
   B. Fiscal Actions for FY 2020-21
      i. Adoption of the Determination of Dues to be Assessed and the Adoption of the Annual Budget for FY 2020-21
         Recommended Action: Adopt FY 2020-21 determination of dues and budget
      ii. Adoption of Annual Work Plan for FY 2020-21
         Recommended Action: Adoption FY 2020-21 Work Plan
      iii. Estolano Advisors Contract Renewal for WSCCOG Executive Director Services for FY 2020-21
         Recommended Action: Approve FY 2020-21 Executive Director Contract Renewal
   C. Election of the WSCCOG Board Officers for FY 2020-21
      Recommended Action: Election of FY 2020-21 WSCCOG Chair, Vice Chair, and Secretary

5. EXECUTIVE DIRECTOR’S REPORT (3 min)
   A. Metro Update (Measure R Amendment Clarification, Measure M Subregional Equity Program Update)
   B. Homelessness Update (County Innovation Fund, Strategic Plan Update)
   C. 2020 Census

6. PRESENTATION (30 min)
   A. WSCCOG Mobility Study Update Presentation – Chelsea Richer, Fehr & Peers

7. COVID-19 DISCUSSION (15 min)
   A. Support Local Recovery – Presented by League of California Cities – Jeff Kiernan
8. **LEGISLATION** (2 min)
   
   A. League of California Cities

9. **RECEIVE AND FILE**
   
   A. WSCCOG FY18-19 Audit
   
   B. WSCCOG Transportation Working Group Meeting Notes

10. **ANNOUNCEMENTS** (3 min)

11. **FUTURE MEETING LOCATIONS AND AGENDA ITEMS**

   A. Future Meeting
      
      i. Thursday, August 13, 2020 at City of West Hollywood

   B. Future Agenda Items
      
      i. WSCCOG Boardmember Requests for Future Agenda Items
      ii. Submittal of the Final WSCCOG Mobility Study
      iii. Contract Amendment with the County of Los Angeles on COG Regional Homelessness Coordination and Innovation Fund

12. **E-PUBLIC COMMENTS** (5 min)

13. **ADJOURN**
REGULAR MEETING OF THE WESTSIDE CITIES COUNCIL OF GOVERNMENTS

DRAFT MEETING NOTES

THURSDAY, APRIL 16, 2020 VIRTUAL MEETING
12:00 NOON

IN ATTENDENCE:

Beverly Hills: Councilmember Robert Wunderlich. Staff: Cindy Owens, Jim Latta

Culver City: Mayor Meghan Sahli-Wells. Councilmember Alex Fisch, Councilmember Thomas Small. Staff: Shelly Wolfberg, Diana Chang, Helen Chin, Michelle Williams

Santa Monica: Mayor Kevin McKeown, Councilmember Gleam Davis. Staff: Anuj Gupta, Alisa Orduna, Ramandeep Kaur

West Hollywood: Councilmember John Heilman, Councilmember Lauren Meister. Staff: Hernan Molina, Bob Cheung

City of LA: District 5 Staff: Debbie Dyner Harris. District 11 Staff: Eric Bruins. Legislative Analyst Office: Steve Luu

County of LA: Supervisorial District 3 Staff: Fernando Morales

WSCCOG: Staff: Winnie Fong, Riley O’Brien. Legal Counsel: Lauren Langer.

Other: Sarah Patterson (SCAG); Craig Patrick Chandler (Metro); Jeff Kiernan (League of California Cities); Chelsea Richer (Fehr & Peers)

1. CALL TO ORDER
   Mayor Meghan Sahli-Wells (WSCCOG Chair) called the meeting to order at 12:00 pm.

2. WELCOME, INTRODUCTIONS, AND IDENTIFICATION OF VOTING MEMBERS

3. ACTION ITEMS

   A. Approval of April 16, 2020 Draft Meeting Notes
      A motion was made by Councilmember John Heilman (WSCCOG Secretary) and seconded by Mayor Kevin McKeown (WSCCOG Vice Chair) to approve the April 16, 2020 meeting notes. The motion passed unanimously.
B. **SCAG Transportation Committee Representative Appointment**
   A motion was made by Secretary Heilman and seconded by Vice Chair McKeown to appoint Councilmember Thomas Small to another term on the SCAG Transportation Committee. The motion passed unanimously.

C. **Community, Economic and Human Development (CEHD) Committee Representative Appointment**
   A motion was made by Secretary Heilman and seconded by Vice Chair McKeown to appoint Councilmember Lauren Meister to another term on the SCAG Community, Economic, and Human Development Committee. The motion passed unanimously.

D. **Metro Westside/Central Service Council Representative Nomination** A motion was made by Secretary Heilman and seconded by Vice Chair McKeown to nominate David Feinberg to another term on the Metro Westside/Central Service Council. The motion passed unanimously.

E. **Regional Priority Infrastructure Investments**
   The Board engaged in a discussion about mobility, transit, and active transportation that are outlined in our COG-wide transportation priorities letter to Metro, as priority infrastructure in the subregion. Chair Sahli-Wells stated that if there is funding available for broadband infrastructure available, then the COG should be active in pursuing that funding. The Board and WSCCOG staff concluded that a letter collaborating with the other subregional COGs will not be submitted at this time.

4. **TRANSPORTATION STRATEGIC INTIATIVE**
   A. **Measure R Amendment Opportunity**
      Craig Hoshijima (Metro) briefed the Board that Metro is currently seeking input on amendments to Measure R, as well as potential new or cancelled projects and any project surplus is eligible for use in the subregion. The current surplus available in the Westside is from the Expo Phase II project, which the Metro Board approved to program for the Wilshire Purple Line Section 2. Should there be a cost underrun for the Wilshire Purple Line Section 2 project, the WSCCOG can determine how to allocate the surplus to another project.

   B. **WSCCOG Mobility Study Presentation**
      Chelsea Richer (Fehr & Peers) presented to the Board on the latest survey results from the first stakeholder event.

5. **HOUSING/HOMELESSNESS STRATEGIC INTIATIVE**
   A. **County of Los Angeles COVID-19 Updates Related to Homelessness**
      Winnie Fong (WSCCOG) announced funding from the County Homeless Initiative for the WSCCOG member cities to use for COVID-19 related hygiene services.

   B. **County Homeless Initiative Innovation Grant**
      Ms. Fong reported to the WSCCOG Board about $685,000 in funding available now to the member cities from the County Homeless Initiative for planning and development supportive housing or enhance the County’s homeless service systems. The WSCCOG staff will work with the Homeless Working Group to develop a plan and return to the Board with a scope of work and a contract amendment with the County in June or August.
6. COVID-19 DISCUSSION
The Board engaged in a discussion including the lack of State and Federal funding allocated to smaller cities for recovery efforts, the need for more available testing centers, impacts on cities' budget and services, and protecting homeless individuals. The Board agreed to add a standing item on the agenda to discuss recovery efforts related to COVID-19.

7. RECEIVE AND FILE

8. ANNOUNCEMENTS

9. FUTURE MEETING LOCATIONS AND AGENDA ITEMS

10. E-PUBLIC COMMENTS

11. ADJOURN
The WSCCOG Board adjourned at 1:40 p.m.
DATE: June 11, 2020

TO: Westside Cities Council of Governments Board

FROM: Westside Cities Council of Governments Staff

SUBJECT: Determination of Dues to be assessed for FY 2020-21 and Adoption of Annual Budget for FY 2020-21

Recommended Action
1. That the Board waives the 60-day notice requirement to assess and adopt Member Dues for the FY 2020-21.
2. That the Board adopts the proposed Annual Budget for FY 2020-21.

Annual Member Dues
The WSCCOG By-Laws require that the COG members be advised sixty (60) days in advance of the date of a meeting at which dues are to be determined. The due amount has not changed, and the notice has passed the 60-day notice requirement. The WSCCOG staff requests that the Board approve to waive the 60-day notice requirement and keep the dues at $23,000 paid by each member.

Proposed Annual Budget
The WSCCOG By-Laws also require the adoption of an Annual Budget by July 1 of each calendar year. The proposed FY 2020-21 Annual Budget corresponds to the work detailed in the proposed FY 2020-21 Annual Work Plan.

- WSCCOG anticipates approximately $100,263 in total beginning assets in July 1, 2020.
- The FY 2020-21 revenue reflects an increase from the following grants and funding agreements from Metro and the County Homeless Initiative:
  - Based on a $30,000 grant from the County Homeless Initiative for the WSCCOG to continue regional coordination with cities on homelessness.
  - Based on the Measure M Funding Agreement between Metro and the WSCCOG, which allocated $45,000 for FY 2018-19, $30,000 in FY 2019-20, and $8,000 in FY 2020-21 for the Multi-Year Subregional Program.
- The estimated amount for the WSCCOG’s ending assets at the end of June 30, 2020 is $103,037.

Attachment
A. Proposed FY 2020-21 Annual Budget
## WSCCOG Proposed Annual Budget

**Fiscal Year 2021-2021**

<table>
<thead>
<tr>
<th></th>
<th>FY 2019-20 Approved</th>
<th>FY 2020-21 Proposed</th>
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</thead>
<tbody>
<tr>
<td><strong>Beginning Net Assets as of July 1st</strong></td>
<td>100,263 1</td>
<td>103,037</td>
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<td><strong>Revenues</strong></td>
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<td></td>
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<tr>
<td>Member Dues</td>
<td>138,000 2</td>
<td>138,000 2</td>
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<tr>
<td>Investment Earnings</td>
<td>800 3</td>
<td>800 4</td>
</tr>
<tr>
<td>County Regional Homeless Coordination Grant</td>
<td>72,946 4</td>
<td>715,827 7</td>
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<tr>
<td>Metro Multi-Year Subregional Program Planning Funds</td>
<td>75,000 5</td>
<td>8,000 5</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>286,752</td>
<td>862,633</td>
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<td><strong>Total Assets as of July 1st</strong></td>
<td>387,015</td>
<td>965,670</td>
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<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
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<tr>
<td>Contract for Executive Director Services</td>
<td>120,000 6</td>
<td>120,000 5</td>
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<tr>
<td>Travel and Conferences</td>
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<td>1,000</td>
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<td>Printing, Postage, and Supplies</td>
<td>1,700</td>
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<td>Meeting Setup and Logistics</td>
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<td>4,000</td>
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<tr>
<td>IT Services</td>
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<td>2,000</td>
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<tr>
<td>Audit Services</td>
<td>5,100</td>
<td>8,000 8</td>
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<tr>
<td>Metro Deputy Shared Salary</td>
<td>1,832</td>
<td>1,832</td>
</tr>
<tr>
<td>County Regional Homeless Coordination Grant</td>
<td>72,946</td>
<td>715,827</td>
</tr>
<tr>
<td>Metro Multi-Year Subregional Program Planning Funds</td>
<td>75,000</td>
<td>8,000</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>283,978</td>
<td>862,359</td>
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<td><strong>Change to Fund Balance</strong></td>
<td>2,774</td>
<td>274</td>
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<tr>
<td><strong>Ending Assets as of June 30th</strong></td>
<td>103,037</td>
<td>103,311</td>
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<tr>
<td>Required Contingency Reserve</td>
<td>43,013</td>
<td>129,395</td>
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<td>Net Assets in Excess of Reserve Requirement</td>
<td>60,024</td>
<td>(26,084)</td>
</tr>
</tbody>
</table>

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1 Based on WSCCOG FY 2019-20 approved budget.
2 Based on annual WSCCOG membership dues at $23,000 per WSCCOG member.
3 Estimated investment earnings based on net assets.
4 WSCCOG is programmed to receive an annual $30,000 from the County Homeless Initiative for regional coordination. WSCCOG received $42,946 in additional funding in April 2020 for COVID-19 Hygiene funding.
5 Based on the Measure M funding agreement between Metro and WSCCOG for the Multi-Year Subregional Program for funding allocated for FY 2018-19, FY 2019-20 and FY 2020-21.
6 Contract with Estolano Advisors for Executive Director Services at $10,000/month.
7 WSCCOG is programmed to receive $685,827 in Innovation Grant Funding from the County Homeless Initiative in August 2020.
8 Based on the new cost estimate for the FY 19-20 Audit.
DATE: June 11, 2020
TO: Westside Cities Council of Governments Board
FROM: Westside Cities Council of Governments Staff
SUBJECT: Adoption of Annual Work Plan for FY 2020-21

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**Recommended Action**
That the Board adopts the proposed Annual Work Plan for FY 2020-21.

**Background**
The WSCCOG Executive Director team drafted the Annual Work Plan for FY 2020-21 for WSCCOG Board’s consideration. This plan reflects continued efforts related to transportation, homelessness, and affordable housing. The plan also includes monitoring other important issues of regional significance as directed by the WSCCOG Board and outlined in the WSCCOG Legislative and Policy Platform.

**Annual Work Plan (FY 2020-21)**
The WSCCOG is a regional voice that extends the leverage of its member agencies at the State and Federal level for the benefit of the subregion. The agency is charged with preserving and enhancing its respective local and subregional quality of life by building relationships, maximizing resources, advocating for mutual interests, and promoting policy for the benefit of the subregion’s residents, businesses, and visitors. The annual work plan contains the goals and strategies to achieving the agency’s mission, which also reflects the proposed annual budget for FY 2020-21.

**Attachment**
A. Proposed FY 2020-21 Annual Work Plan
The Westside Cities Council of Governments (WSCCOG) is a joint powers authority comprised of the cities of Beverly Hills, Culver City, Santa Monica, and West Hollywood, plus portions of the City and County of Los Angeles. As such, the WSCCOG is a regional voice that extends the leverage of its member agencies at the State and Federal level for the benefit of the subregion. The agency is charged with preserving and enhancing its respective local and subregional quality of life by building relationships, maximizing resources, advocating for mutual interests, and promoting policy for the benefit of the subregion's residents, businesses, and visitors. The following annual work plan contains the goals and strategies to achieving the agency's mission for FY 2020-21.

**Transportation Strategic Initiative**

The WSCCOG Executive Director team will assist the WSCCOG in the following transportation-related activities:

1. **WSCCOG Mobility Study**

   WSCCOG staff will engage with Caltrans, SCAG, Westside cities, and the consultant to finalize the WSCCOG Mobility Study funded by the Caltrans Sustainable Transportation Planning Grant Program. Activities will include the following:

   - Participate in ongoing check-in meetings with the consultant team
   - Serve as the liaison between the Westside cities and the consultant team
   - Review draft and final deliverables

   WSCCOG staff will work with the cities in implementing the plan through the Metro Measure M Multi-Subregional Program and secure financing through grants from local, state, and federal sources.

2. **Measure M’s Multi-Year Subregional Program (MSP) 5-Year Plan and List of Projects**

   WSCCOG staff will engage with the Westside cities, Metro, and the consultant in the development of Measure M’s Multi-Year Subregional Program (MSP) 5-Year Plan and the List of Projects for the Active Transportation and First/Last Mile Connections Program. Activities will include the following:

   - Assist in scheduling meetings with the Westside cities, Metro, and the consultant
   - Participate and promote all outreach activities related to the development of the MSP 5-year plan and list of projects
   - Review draft and final deliverables
   - Work with SCAG and the consultant on the invoicing process, as well as request and process the reimbursement of funds from Metro per the funding agreement
   - Draft and submit quarterly progress and expenditure reports to Metro on the status of the MSP 5-year plan and list of projects
3. **WSCCOG Transportation Working Group**  
WSCCOG staff will continue to coordinate and facilitate a standing check-in conference call meeting with the WSCCOG Transportation Working Group. Activities include the following:

- Conduct monthly meetings, or as needed
- Draft agenda items and meeting notes
- Coordinate with the Westside cities to explore and discuss transportation topics relevant to the subregion, as well as organize presentations from public agencies and other transportation-related organizations for the WSCCOG Transportation Working Group

4. **Regional Coordination**  
WSCCOG staff will continue to coordinate with regional public agencies, such as Metro, SCAG, and other subregional COGs on transportation issues of regional importance. Activities include the following:

- Working with Metro staff on the Long Range Transportation Plan Update
- Participating in ongoing subregional COG meetings with Metro CEO and SCAG Executive Director
- Continue to represent the WSCCOG on the Metro’s Policy Advisory Council (PAC) and Metro NextGen Bus Study Working Group

5. **Strategic Guidance, Recommendations, and Advocacy**  
WSCCOG staff will continue to provide strategic guidance and recommendations to the WSCCOG Board regarding regional transportation projects, issues, and legislation. WSCCOG staff will also promote and advocate the WSCCOG’s recommended transportation priorities. Activities may include the following:

- Attend relevant workshops and conferences to monitor transportation issues and policies and report back to the WSCCOG Board and the WSCCOG Transportation Working Group
- Work with relevant stakeholders and local public agencies to advance WSCCOG’s transportation priorities

6. **Grant Funding Opportunities**  
WSCCOG staff will continue to identify grant opportunities and pursue partnerships to collaborate in joint grant applications to advance subregional transportation objectives. Activities include the following:

- Monitor eligible grant and funding opportunities and examine how Westside member cities can leverage resources

**Homelessness Strategic Initiative**  
WSCCOG staff will work with the member cities, public agencies, and stakeholders to conduct the following activities:

1. **Regional Coordination**  
WSCCOG will perform the tasks and activities that are outlined in the FY 2020-21 County grant for Regional Coordination on Homelessness, which include the following:
• Provide technical assistance to cities on County grant funding opportunities
• Finalize and implement the WSCCOG Homelessness Strategic Action Plan, which includes key goals and actions that lead to tangible outcomes, as well as a funding strategy that supports the implementation of the activities and projects outlined in the plan.
• Process reimbursements to the member cities for funding grant from the County Homeless Initiative, including the County Innovation Fund and the COVID-19 Hygiene Funding.

2. **WSCCOG Homeless Working Group**

WSCCOG staff will continue to coordinate and facilitate a standing check-in conference call meeting with the WSCCOG Homeless Working Group. Activities will include the following:

• Conduct monthly meetings, or as needed
• Draft agenda items and meeting notes
• Coordinate with the member cities to explore and discuss topics relevant to the subregion, share information and resources

3. **Strategic Guidance, Recommendations, and Advocacy**

WSCCOG staff will also help promote and advocate the WSCCOG’s recommended priorities related to combatting and preventing homelessness. Activities may include the following:

• Attend relevant workshops and conferences (e.g., LAHSA, County Homeless Initiative, etc.) related to homelessness and report information back to the WSCCOG Homeless Working Group and the WSCCOG Board
• Work with relevant stakeholders and local public agencies to advance the WSCCOG’s homelessness efforts
• Advocate to LAHSA to conduct a housing gap analysis in each subregion or Service Planning Area (SPA)

4. **Grant Funding Opportunities**

WSCCOG staff will continue to identify grant opportunities and other funding sources to support Westside cities’ homelessness plans and the County’s homelessness strategies. Activities may include the following:

• Monitor eligible grant and funding opportunities and examine how Westside member cities can leverage resources

**Affordable Housing Strategic Initiative**

WSCCOG staff will continue to work with the WSCCOG Board to conduct research, monitor legislation, and provide strategic guidance and recommendations regarding a regional approach to build more affordable housing. WSCCOG staff will also attend workshops and conferences related to affordable housing issues and policies and report back to the WSCCOG Board and the WSCCOG Homelessness Working Group.

**Administrative Activities**

All administrative activities, with the exception of the Treasurer’s duties, will be performed by the WSCCOG Executive Director team. The WSCCOG staff may utilize cities’ staff when necessary. Administrative responsibilities and activities will include the following:
• Conduct all other administrative activities as stipulated in the Executive Director contract
• Facilitate bi-monthly WSCCOG Board Meetings, including producing board agenda packets and providing agenda briefings to member cities’ staff
• Serve as the filing officer for the California Fair Political Practices Commission Statement of Economic Interests Form 700
• Develop the draft annual work plan and budget
• Serve as principal liaison with key federal, state, regional, and local agency entities and officials
• Monitor upcoming appointments and facilitate elections for WSCCOG representatives
• Update and maintain the content on the WSCCOG website, such as board agendas, news updates, upcoming events
• Research opportunities and advocate funding and services related to COVID-19 related recovery efforts
DATE:       June 11, 2020

TO:         Westside Cities Council of Governments Board

FROM:       Westside Cities Council of Governments Staff

SUBJECT:    Estolano Advisors Contract Renewal for WSCCOG Executive Director Services

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**Recommended Action**

Approve a contract extension with the firm Estolano Advisors to continue and provide Executive Director services to the WSCCOG, effective July 1, 2020 through June 30, 2021.

**Background**

Since March 2014, Estolano LeSar Advisors has served as the Executive Director of the WSCCOG and advanced various strategic initiatives including transportation, economic development, sustainability, and homelessness. For an overview of the Executive Director’s activities, completed tasks, and upcoming tasks (see Attachment A).

Estolano LeSar Advisors proposes amend the WSCCOG Executive Director contract for an extension of one-year to take into effect on July 1, 2020 until June 30, 2021 (see Attachment B).

**Attachments**

A. WSCCOG Executive Director Year in Review  
B. Estolano Advisors WSCCOG Executive Director Contract
<table>
<thead>
<tr>
<th>ONGOING ACTIVITIES</th>
<th>KEY MILESTONES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administration</strong></td>
<td></td>
</tr>
<tr>
<td>1. Conduct WSCCOG Board Meetings and conduct agenda briefings with member cities’ staff</td>
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<tr>
<td>2. Manage appointments for WSCCOG representatives on various committees (SCAG, Metro, etc.)</td>
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<tr>
<td>3. Serve as the Filing Officer for Form 700s</td>
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<tr>
<td>4. Attend SCAG Quarterly Executive Directors’ Meeting</td>
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<td>5. Participate in monthly subregional COG conference calls</td>
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<td>6. Draft letters in response to legislation</td>
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<tr>
<td>7. Maintain website content</td>
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<tr>
<td>8. Provide public updates of regional significance to the cities and stakeholders via social media</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1. Filed WSCCOG Boardmembers’ Form 700s</td>
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<td></td>
<td>2. Held elections and appointments in a timely manner to avoid gaps in service</td>
</tr>
<tr>
<td></td>
<td>3. Redesigned the WSCCOG website</td>
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<td></td>
<td>4. Manage updates on Twitter and the WSCCOG website</td>
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<tr>
<td><strong>Transportation</strong></td>
<td></td>
</tr>
<tr>
<td>1. Conduct Transportation Working Group meetings on a monthly basis, or as needed</td>
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<tr>
<td>2. Participate in Metro Policy Advisory Council meetings</td>
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<tr>
<td>3. Participate in the Metro Working Group meetings for various programs</td>
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<tr>
<td></td>
<td>1. Initiated the development of the WSCCOG Mobility Study by selecting the consultant Fehr &amp; Peers and managing the WSCCOG Mobility Task Force</td>
</tr>
<tr>
<td></td>
<td>2. Work with UC Davis on the Automated Mobility Solutions task of the Caltrans Grant for the WSCCOG Mobility Study</td>
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<tr>
<td><strong>Homelessness</strong></td>
<td></td>
</tr>
<tr>
<td>1. Conduct Homelessness Working Group meetings on a monthly basis, or as needed</td>
<td></td>
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<tr>
<td>2. Attend meetings and conferences related to homelessness</td>
<td></td>
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<tr>
<td></td>
<td>1. Initiated the WSCCOG Regional Homelessness Strategic Plan</td>
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<tr>
<td></td>
<td>2. Established the WSCCOG Ad Hoc Committee for the Strategic Plan and hosted biweekly meetings</td>
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<tr>
<td></td>
<td>3. Drafted the Strategic Plan</td>
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<td></td>
<td>4. Assisted in the grant submittal for the County Homeless Technology Innovation grant</td>
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<tr>
<td></td>
<td>5. Process and manage reimbursements for the cities for the COVID-19 Hygiene Funding from the County</td>
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</tbody>
</table>
SIXTH AMENDMENT TO EXECUTIVE DIRECTOR SERVICES AGREEMENT

This Fifth Amendment to the EXECUTIVE DIRECTOR SERVICES AGREEMENT ("Agreement") is made and entered on this 11th day of June, 2020 by and between the WESTSIDE CITIES COUNCIL OF GOVERNMENTS ("WSCCOG"), a California Joint Powers Authority and ESTOLANO ADVISORS, a California corporation ("CONTRACTOR").

RECITALS


B. The parties now desire to again modify the Agreement.

NOW, THEREFORE, in consideration of the foregoing, the parties mutually agree as follows:

1. The CONTRACTOR’S Name in the introductory paragraph above the recitals shall be revised from Estolano LeSar Advisors to Estolano Advisors, as noted above.

2. Section 2 Term of the Agreement is amended in its entirety to read as follows:

   This Agreement commenced on February 25, 2014, and was renewed on March 31, 2015, March 10, 2016, May 12, 2016, May 18, 2017, May 17, 2018, and June 13, 2019. Unless extended by mutual written agreement of the parties or earlier terminated as provided below, this Agreement shall terminate on June 30, 2021.

3. The scope of work and hourly rates set forth in Exhibit A for Additional Services beyond the services set forth in Exhibit A shall be amended as follows:
EXHIBIT A

Work Plan and Budget:

- Annual Work Plan: Contractor shall lead and manage the objectives outlined in the FY 2020-21 Annual Work Plan as approved by theWSCCOG Board.

- Advocacy and Outreach: Contractor shall organize and provide advocacy efforts to further WSCCOG's programs and objectives. Contractor shall serve as liaison with key federal, state, regional, and local agency entities and officials to further WSCCOG's programs and priorities.

- Contractor shall enhance outreach efforts to member cities and surrounding communities regarding WSCCOG efforts. This shall include maintaining and updating the WSCCOG website with any relevant information.

- Contractor shall develop the meeting schedule for WSCCOG Board meetings for the duration of this agreement.

- Contractor shall schedule Transportation Working Group and Homeless Working Group meetings, as needed during the duration of this agreement.

- Contractor shall develop policy priorities and objectives for the following fiscal year.

- Contractor shall develop an internal implementation plan to ensure that key objectives are being met and that WSCCOG leadership is informed of key milestones and benchmarks.

Administrative Support:

- Contractor shall hire, supervise and manage all related consultant services to achieve WSCCOG's goals and objectives.

- Contractor shall provide administrative support for all WSCCOG meetings and conference calls (i.e. agendas, minutes, etc.).

- Contractor shall provide any necessary assistance to Board members, city staff and other committees and working groups to ensure that various projects are completed in a timely and satisfactory manner.

- Contractor shall provide strategic advice and recommendations to the WSCCOG Governing Board, and shall work closely with key WSCCOG members such as City Managers and staff to advance WSCCOG initiatives.
• Contractor shall serve as the WSCCOG Filing Officer for the California Fair Political Practices Commission- Statement of Economic Interests Form 700 as required from Governing Board Members and Treasurer.

Compensation:

• Additional Services shall be performed with prior approval of the Board and shall be compensated at the following hourly rates:

  CEO: $300  
  Principal: $240  
  Senior Associate: $170  
  Associate: $140  
  Research Analyst: $95  
  Administrative: $85

Except as herein amended, in all other respects the Agreement is reaffirmed and is in full force and effect.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the day and year first shown above.

ESTOLANO LESAR ADVISORS

By: ___________________________        Date: __________________________

WESTSIDE CITIES COUNCIL OF GOVERNMENTS

By: ___________________________        Date: __________________________
  WSCCOG Chair

ATTEST:

By: ___________________________        Date: __________________________
  WSCCOG Secretary

By: ___________________________        Date: __________________________
  WSCCOG Attorney
DATE: June 11, 2020

TO: Westside Cities Council of Governments Board

FROM: Westside Cities Council of Governments Staff

SUBJECT: Election of WSCCOG Board Officers for FY 2020-21

Recommended Action
1. That the Chair take the opportunity, should he desire, to comment on his past year as Chair of the COG.

2. That the Chair calls for nominations for the position of Chair; close the nominations; and call for the vote or declare the election by acclamation.

3. That the Chair calls for nominations for the position of Vice Chair; close the nominations; and call for the vote or declare the election by acclamation.

4. That the Chair calls for nominations for the position of Secretary; close the nominations; and call for the vote or declare the election by acclamation.

Background
The WSCCOG Joint Powers Agreement and By-laws prescribe that the officer position of Chair, Vice Chair, and Secretary shall be elected at the WSCCOG annual meeting. The term shall commence on July 1, 2020 and expire June 30, 2021. The duties and responsibilities of the officers are as follows:

<table>
<thead>
<tr>
<th>Officer</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>The role of the Chair of the Governing Board shall conduct all meetings of the Governing Board and perform other such duties and functions as required by provisions of applicable law, the By-laws, or by the direction of the Governing Board.</td>
</tr>
<tr>
<td>Vice Chair</td>
<td>The role of Vice Chair shall serve as Chair (in the absence of the Chair) and shall perform such duties as may be required by provisions of applicable law, the By-laws, or by the direction of the Governing Board or the Chair.</td>
</tr>
<tr>
<td>Secretary</td>
<td>The role of Secretary shall keep a record of all proceedings and perform the usual duties of such office.</td>
</tr>
</tbody>
</table>
**WSCCOG Previous Board Officers**

The position of these officers has been filled by the following elected officials in the previous years:

**2019-20**
Chair: Meghan Sahli-Wells, Culver City  
Vice Chair: Kevin McKeown, Santa Monica  
Secretary: John Heilman, West Hollywood

**2018-19**
Chair: John Mirisch, Beverly Hills  
Vice Chair: Meghan Sahli-Wells, Culver City  
Secretary: Kevin McKeown, Santa Monica  
Chair: Lauren Meister, West Hollywood  
Vice Chair: John Mirisch, Beverly Hills  
Secretary: Meghan Sahli-Wells, Culver City

**2016-17**
Chair: Kevin McKeown, Santa Monica  
Vice Chair: Lauren Meister, West Hollywood  
Secretary: John Mirisch, Beverly Hills

**2015-16**
Chair: Jeffrey Cooper, Culver City  
Vice Chair: Kevin McKeown, Santa Monica  
Secretary: William Brien, M.D., Beverly Hills

**2014-15**
Chair: John Heilman, West Hollywood  
Vice Chair: Jeffrey Cooper, Culver City  
Secretary: Kevin McKeown, Santa Monica
CONSTRUCTION COMMITTEE
MAY 21, 2020

Motion by:

DIRECTORS GARCETTI, BUTTS, GARCIA AND HAHN

Related to Item 38: Crenshaw/LAX Transit Project

SUBJECT:  CRENSHAW/LAX TRANSIT PROJECT

RECOMMENDATION

APPROVE Amending Motion by Directors Garcetti, Butts, Garcia and Hahn directing the CEO to:

A. Allocate $33.1 million of CMAQ, plus the revenue generated from LAWA acquisition of property and easements (at least $1.7 million) to fund immediate LOP budget needs on the Crenshaw/LAX project.

B. After taking CMAQ and LAWA-generated revenues off the top, approve the use of Subregional Equity Program (SEP) funding for the remainder of the $90 million Crenshaw/LAX LOP budget increase, subject to formal approval from each subregion’s governing body and according to the 2016 subregional borders designating the LAX area as a Regional Facility and conforming the South Bay subregion to the South Bay COG’s boundaries:

<table>
<thead>
<tr>
<th>Subregion</th>
<th>Miles</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Los Angeles</td>
<td>3.40</td>
<td>41.4%</td>
</tr>
<tr>
<td>South Bay</td>
<td>3.32</td>
<td>40.4%</td>
</tr>
<tr>
<td>Regional Facility: LAX Area</td>
<td>1.50</td>
<td>18.2%</td>
</tr>
<tr>
<td>Total</td>
<td>8.22</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

These SEP funds shall be escalated from 2015 dollars in accordance with Board file 2019-0598, which reaffirmed that each subregion’s SEP allocation as listed in the Measure M Expenditure Plan (line item 68, note s.) is listed in 2015 dollars and escalated to year-of expenditure in accordance with the escalation policies in the Measure M expenditure plan;
C. Defer any future recommendation or use of any unprogrammed SEP funding pending the development, in partnership with all Board offices, of a uniform process by which Subregions can elect to use SEP funding, including but not limited to:

1. Subregional governing body approval of any funding recommendation and use;
   a. Hereby acknowledging that the South Bay COG has already committed the entire South Bay SEP for the Centinela Grade Separation Project.

2. Written notice to the respective Subregional governing body and representative Board offices at least 120 days before Metro recommends the use of SEP funding to ensure adequate time for subregions to understand and approve any funding recommendations;

3. Standard and explicit criteria for how and when a subregion’s SEP allocation may be accelerated to meet their needs, consistent with Board file 2019-0598 (see above);

D. Report back on all the above during the September 2020 Board cycle.
California cities face severe revenue shortfalls due to the impact of the COVID-19 pandemic on their economies and increased emergency costs. As a result, cities will be forced to make significant reductions or cuts to a broad range of core public services and staff, regardless of population size. Given current and projected revenue shortfalls, cities need fiscal assistance to stabilize local government operations to offset the devastating impacts the crisis is having on California’s communities. These findings are part of a new data analysis* by the League of California Cities.

Public Services Will Be Impacted By Drastic Revenue Loss

<table>
<thead>
<tr>
<th>City Size</th>
<th>Fire Services</th>
<th>Homeless Services</th>
<th>Police/Public Safety</th>
<th>Planning/Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 25,000</td>
<td>78%</td>
<td>86%</td>
<td>86%</td>
<td>80%</td>
</tr>
<tr>
<td>25K-49,999</td>
<td>72%</td>
<td>81%</td>
<td>82%</td>
<td>77%</td>
</tr>
<tr>
<td>50K-99,999</td>
<td>70%</td>
<td>81%</td>
<td>79%</td>
<td>77%</td>
</tr>
<tr>
<td>100K-249,999</td>
<td>71%</td>
<td>77%</td>
<td>77%</td>
<td>77%</td>
</tr>
<tr>
<td>250K+</td>
<td>71%</td>
<td>77%</td>
<td>77%</td>
<td>77%</td>
</tr>
</tbody>
</table>

Core Services Face Significant Impacts Regardless of City Size

<table>
<thead>
<tr>
<th>City Size</th>
<th>Homeless Services</th>
<th>Police/Public Safety</th>
<th>Planning/Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; 25,000</td>
<td>78%</td>
<td>86%</td>
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</tr>
<tr>
<td>25K-49,999</td>
<td>76%</td>
<td>87%</td>
<td>80%</td>
</tr>
<tr>
<td>50K-99,999</td>
<td>72%</td>
<td>84%</td>
<td>80%</td>
</tr>
<tr>
<td>100K-249,999</td>
<td>71%</td>
<td>77%</td>
<td>77%</td>
</tr>
<tr>
<td>250K+</td>
<td>71%</td>
<td>77%</td>
<td>77%</td>
</tr>
</tbody>
</table>

City Leaders Report Immediate Impact to Core Revenue Sources

<table>
<thead>
<tr>
<th>Revenue Source</th>
<th>&lt; 25,000</th>
<th>25K-49,999</th>
<th>50K-99,999</th>
<th>100K-249,999</th>
<th>250K+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Taxes</td>
<td>100%</td>
<td>99%</td>
<td>99%</td>
<td>99%</td>
<td>99%</td>
</tr>
<tr>
<td>Hotel/Bed Taxes</td>
<td>89%</td>
<td>88%</td>
<td>87%</td>
<td>87%</td>
<td>87%</td>
</tr>
<tr>
<td>Property Transfer Taxes</td>
<td>72%</td>
<td>71%</td>
<td>70%</td>
<td>70%</td>
<td>70%</td>
</tr>
<tr>
<td>Utility Taxes</td>
<td>42%</td>
<td>42%</td>
<td>42%</td>
<td>42%</td>
<td>42%</td>
</tr>
<tr>
<td>Investments, Forfetures, and Fines</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
</tr>
<tr>
<td>Parking and Admissions</td>
<td>4%</td>
<td>4%</td>
<td>4%</td>
<td>4%</td>
<td>4%</td>
</tr>
<tr>
<td>Franchises</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
</tr>
</tbody>
</table>

Unanticipated COVID-19 Expenses

<table>
<thead>
<tr>
<th>Expense Source</th>
<th>&lt; 25,000</th>
<th>25K-49,999</th>
<th>50K-99,999</th>
<th>100K-249,999</th>
<th>250K+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disinfection of public facilities</td>
<td>93%</td>
<td>93%</td>
<td>93%</td>
<td>93%</td>
<td>93%</td>
</tr>
<tr>
<td>Purchase of personal protective equipment</td>
<td>91%</td>
<td>91%</td>
<td>91%</td>
<td>91%</td>
<td>91%</td>
</tr>
<tr>
<td>New technology for remote operations</td>
<td>85%</td>
<td>85%</td>
<td>85%</td>
<td>85%</td>
<td>85%</td>
</tr>
<tr>
<td>Emergency operations</td>
<td>67%</td>
<td>67%</td>
<td>67%</td>
<td>67%</td>
<td>67%</td>
</tr>
<tr>
<td>Increase public safety costs</td>
<td>61%</td>
<td>61%</td>
<td>61%</td>
<td>61%</td>
<td>61%</td>
</tr>
<tr>
<td>Increase personnel costs [excludes overtime]</td>
<td>56%</td>
<td>56%</td>
<td>56%</td>
<td>56%</td>
<td>56%</td>
</tr>
<tr>
<td>Purchase supplies for residents' residences</td>
<td>32%</td>
<td>32%</td>
<td>32%</td>
<td>32%</td>
<td>32%</td>
</tr>
<tr>
<td>Financial support to residents' businesses</td>
<td>32%</td>
<td>32%</td>
<td>32%</td>
<td>32%</td>
<td>32%</td>
</tr>
</tbody>
</table>

Cities Key Revenue Loss by Source through FY 21-22

<table>
<thead>
<tr>
<th>Source</th>
<th>&lt; 25,000</th>
<th>25K-49,999</th>
<th>50K-99,999</th>
<th>100K-249,999</th>
<th>250K+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Taxes</td>
<td>$24 million</td>
<td>$28 million</td>
<td>$22 million</td>
<td>$22 million</td>
<td>$22 million</td>
</tr>
<tr>
<td>Property Transfer Taxes</td>
<td>$65 million</td>
<td>$93 million</td>
<td>$93 million</td>
<td>$93 million</td>
<td>$93 million</td>
</tr>
<tr>
<td>Business Tax</td>
<td>$175 million</td>
<td>$402 million</td>
<td>$402 million</td>
<td>$402 million</td>
<td>$402 million</td>
</tr>
<tr>
<td>Hotel/Bed Taxes</td>
<td>$616 million</td>
<td>$1.22 billion</td>
<td>$1.19 billion</td>
<td>$1.19 billion</td>
<td>$1.19 billion</td>
</tr>
<tr>
<td>Sales Taxes</td>
<td>$2.26 billion</td>
<td>$1.7 billion</td>
<td>$1.7 billion</td>
<td>$1.7 billion</td>
<td>$1.7 billion</td>
</tr>
</tbody>
</table>

Total $6.7 billion

Unanticipated COVID-19 expenses:

<table>
<thead>
<tr>
<th>Percentage of cities</th>
<th>&lt; 25,000</th>
<th>25K-49,999</th>
<th>50K-99,999</th>
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<td>32%</td>
<td>32%</td>
</tr>
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</table>

*Data and Assumptions: The current revenue shortfall projections assume the ending of strict stay-at-home orders by the end of May 2020 with a transition to normalcy and a gradual return to taxable activities. The revenue shortfall projections include FY 2021-22, as there will be delayed revenue impacts from multiple sources, including business license taxes (based on prior year receipts). If strict stay-at-home orders remain in place through the summer of 2020, there will be additional significant revenue losses – adding billions to overall city shortfalls. Over 260 cities, encompassing all of California’s diverse geographies and city sizes, participated in the League’s COVID-19 Fiscal Impact Survey. The survey requested primary source data on projected revenue losses in key, general revenue categories, and local impacts to city services and operations. The survey data reinforces projections produced from an in depth financial model built from annual reports by the State Controller and the California Department of Tax and Fee Administration, survey data, granular analysis by government revenue specialists, industry specific outlooks, and forecasts from respected economists.

For more information email communications@cacities.org.
Honorable Gavin Newsom  
Governor, State of California  
State Capitol  
Sacramento, CA 95814  
VIA E-mail: ExternalAffairs@gov.ca.gov

Dear Governor Newsom:

The City/Town of _________ thanks you for your leadership and efforts to protect and support Californians during this unprecedented public health crisis. Cities remain on the front line helping residents stay safe and in their homes, delivering emergency services, and supporting local businesses and community organizations. However, as emergency costs continue to grow, city revenues to fund local services are plummeting. COVID-19 is having devastating impacts on city budgets and services statewide.

Based on the League of California Cities analysis, California cities are projecting a nearly $7 billion general revenue shortfall over the next two fiscal years. This shortfall will grow by billions of dollars if stay-at-home orders to protect public health extend into the summer months and beyond.

The City/Town of _________ projects that these shortfalls will impact our core city services, including police, fire service, emergency management, and planning and housing, and a majority of the cities surveyed anticipate lay-offs or furloughs, which will further impact core city services for residents, as well as the employees.

Since the beginning of the COVID-19 crisis, the City/Town of _________ has stepped up to protect and serve our community. The necessary measures our city has taken are costly. In order to continue to be a full partner with the state in saving lives, protecting our communities, and ultimately recovering from this crisis, we need your help.

City/Town of _________ has joined the Support Local Recovery coalition and we are calling on you to immediately support the following actions:

- Provide $7 billion in direct and flexible state funding to support critical local services and allocate CARES Act funding for all cities for COVID-19-related expenditures.
- Advocate to secure $500 billion in direct and flexible funding from the federal government for all cities nationwide to support critical local services.

The City/Town of _________ appreciates your consideration of our requests and look forward to further discussing in the coming days how together we can continue to best protect Californians and reopen our economy. Thank you again for your leadership and partnership during these uncertain times.
Sincerely,

NAME
TITLE
City/Town of

Cc: Your Senator
    Your Assembly Member
    Bismarck Obando, League of California Cities, SupportLocalRecovery@cacities.org
Support Local Recovery: Vibrant Cities, Strong Economies
Cities are facing a loss of $7 billion in revenues over the next two years and the shortfall will only grow larger as aspects of the stay at home orders extend into June here in LA County. The League of California Cities has focused on advocating for funding for cities to address the impacts of COVID-19 on our community and the Support Local Recovery coalition is central to that effort. More than 200 business and labor organizations have joined this coalition and we encourage cities to join the effort too.

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

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

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

Legislation, the May Revise and the State Budget
The Governor prepared an austere budget last month, dramatically scaling back spending from the $222 billion he proposed in January to just $203 billion. The League has a full analysis of the proposal HERE, but overall there isn’t much for cities to worry about in his proposal. Unfortunately, the budget allocates just $1.7 billion of the State’s nearly $8 billion in unallocated CARES Act dollars, to aid cities and counties with $450 million cities and $1.3 billion going to counties. In a recent alert to our cities the League of California Cities has announced the package of priority legislation that is still moving this year.

Additionally, a package of 5 housing bills has been endorsed by Senate Pro Tem Atkins and appear to be the focus of the housing debate in the Legislature, those bills are:

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

We have audited the financial statements of the governmental activity and major fund of Westside Cities Council of Governments (the Authority) for the year ended June 30, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and Government Auditing Standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our planning letter to you dated March 25, 2020. Professional standards also require that we communicate to you the following information related to our audit.

**Significant Audit Findings**

**Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year ended June 30, 2019. We noted no transactions entered into by the Authority during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimate affecting the Authority’s financial statements was management’s estimate that receivables do not require an allowance. We evaluated the key factors and assumptions used to develop the accruals under this accounting method in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was the disclosure of Commitments in Note 3 to the financial statements, which describes the Authority’s contract commitment with an advisory firm to provide Executive Director services through June 30, 2020.

The financial statement disclosures are neutral, consistent and clear.
Significant Audit Findings (Continued)

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. No such misstatements were identified.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditors’ report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 28, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Authority’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Authority’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management discussion and analysis and budgetary comparison schedule, which is required supplementary information (RSI) that supplements the financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.
Restriction on Use

This information is intended solely for the use of management, the Board of Directors and others within the Authority and is not intended to be, and should not be, used by anyone other than these specified parties.

White Nelson Todd Evans LLP

Irvine, California
April 28, 2020
WESTSIDE CITIES COUNCIL OF GOVERNMENTS

BASIC FINANCIAL STATEMENTS

WITH REPORT ON AUDIT BY INDEPENDENT CERTIFIED PUBLIC ACCOUNTANTS

FOR THE YEAR ENDED JUNE 30, 2019
<table>
<thead>
<tr>
<th>Table of Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent Auditors’ Report ............................................................................1</td>
</tr>
<tr>
<td>Management’s Discussion and Analysis (Required Supplementary Information)...3</td>
</tr>
<tr>
<td>Basic Financial Statements:</td>
</tr>
<tr>
<td>Government-wide:</td>
</tr>
<tr>
<td>Statement of Net Position ................................................................................9</td>
</tr>
<tr>
<td>Statement of Activities .................................................................................10</td>
</tr>
<tr>
<td>Fund Financial Statements:</td>
</tr>
<tr>
<td>Balance Sheet - Governmental Fund ....................................................................11</td>
</tr>
<tr>
<td>Reconciliation of the Balance Sheet of the Governmental Fund to the Statement of Net Position ........................................12</td>
</tr>
<tr>
<td>Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund ........................................................13</td>
</tr>
<tr>
<td>Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance of the Governmental Fund to the Statement of Activities ..................................................14</td>
</tr>
<tr>
<td>Notes to the Basic Financial Statements ..........................................................15</td>
</tr>
<tr>
<td>Required Supplementary Information:</td>
</tr>
<tr>
<td>Budgetary Comparison Schedule - General Fund ..................................................23</td>
</tr>
<tr>
<td>Independent Auditors’ Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards ..................................................24</td>
</tr>
</tbody>
</table>
INDEPENDENT AUDITORS’ REPORT

Board of Directors
Westside Cities Council of Governments
Los Angeles, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activity and the major fund of the Westside Cities Council of Governments (the Authority) as of and for the year ended June 30, 2019 and the related notes to the financial statements, which collectively comprise the Authority’s basic financial statements as listed in the table of contents.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors’ Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors’ judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the Authority’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.
Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activity and the major fund of the Westside Cities Council of Governments as of June 30, 2019 and the changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management’s Discussion and Analysis and budgetary comparison schedule identified as Required Supplementary Information (RSI) in the accompanying table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. We have applied certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements and other knowledge we obtained during the audit of the basic financial statements. We do not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated April 28, 2020, on our consideration of the Authority’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Authority’s internal control over financial reporting and compliance.

Irvine, California
April 28, 2020
Our discussion and analysis of the Westside Cities of Council of Governments (the “Authority”) financial performance presents an overview of the Authority’s financial activities during the fiscal year ended June 30, 2019. We encourage readers to consider information presented here in conjunction with the financial statements (beginning on page 9). The financial statements, notes and this discussion and analysis were prepared by management and are the responsibility of management.

Background

The Authority was created on December 20, 2005 by a Joint Exercise of Power Agreement (the agreement) between the City of Santa Monica, City of Beverly Hills (the City), City of Culver City, City of Los Angeles, City of West Hollywood and the County of Los Angeles, all in California (collectively, Members). The Authority was formed to enable the Members to voluntarily engage in regional and cooperative planning and coordination of government services and responsibilities to assist the Members in the conduct of their affairs. The goal and intent of the Authority is one of voluntary cooperation among cities for the collective benefit of cities in the Westside areas of Los Angeles.

The Authority’s mission is to be the regional voice that extends the leverage of its member agencies at the State and Federal level for the benefit of the region. The Authority is charged with preserving and enhancing the respective local and regional quality of life by building relationships, maximizing resources, advocating for mutual interests and promoting policy for the benefit of the residents, businesses and visitors.

The Board of Directors is comprised of a Delegate and Alternate from each of the local government entities, appointed by their respective jurisdictions. These members have partnered in a voluntary cooperative endeavor to forge consensus on policies and programs of regional significance that enhance the quality of life, sustain the environment and enrich the future of Westside residents, businesses and visitors.

The Authority provides a forum for discussion and communication as well as formalized representation and advocacy with governmental agencies at all levels. The organization also monitors legislation as well as regional, state and federal funding and other collaborative opportunities to maximize services to the public at minimum cost. Priority issues established by the Board are sub regional economic health, transportation and improved mobility, environmental issues and sustainability and land use, housing, social services and homeland security and safety.

The Board of Directors convenes a total of six (6) regular meetings annually, including special meetings to discuss important subregional issues. The Board of Directors is also in charge of designating representatives to serve on behalf of the subregion on local public agency committees. The Authority staff includes an Executive Director who is charged with the following tasks, assisting and guiding the Board of Directors, developing and leading the annual work program and budget, providing administrative support to the Board of Directors, serving as a liaison to public agencies, serving as the filing officer for the Fair Political Practice Commission Statement of Economic Interests, and organizing advocacy efforts to further the annual work program.
Financial Highlights

- Total net position of the Authority was $116,759 and consisted of unrestricted net position.
- At June 30, 2019, the Authority’s assets of $129,347 exceeded its liability of $12,588 resulting in a net position of $116,759.

Overview of Financial Statements

The Authority’s basic financial statements consist of three components: (1) Government-wide Financial Statements, (2) Fund Financial Statements and (3) Notes to the Basic Financial Statements.

Government-wide Financial Statements

The government-wide financial statements found on pages 9 and 10 are designed to give readers a broad overview of the Authority’s financial position. These include all of the Authority’s assets and liabilities, revenues and expenses. The accounting basis is full accrual (similar to private sector companies) where revenues are recorded as earned and expenses are recorded when liability is incurred, regardless of the timing of related cash flows.

The Statement of Net Position presents all of the Authority’s assets and liabilities with the difference reported as net position (or equity in the private sector). Over time, increases or decreases in net position serve as useful indicator of whether the financial position of the Authority is improving or declining.

The Statement of Activities presents information showing how the Authority’s net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows.

Fund Financial Statements

The fund financial statements can be found on pages 11 through 14 of this report. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives.

Differences between the two sets of financial statements are normally determined by the complexity of the reporting agency and usually revolve around different treatments for capital assets and debt issuance and repayment. Since the Authority has no capital assets and no long-term debts, the Government-wide and the Fund Financial Statements are similar.

Notes to the Basic Financial Statements

This report includes notes to the basic financial statements. They provide additional information that is important to a complete understanding of the data contained in the government-wide and fund financial statements. The notes can be found on pages 15 through 21 of this report.
Financial Analysis

Statements of Net Position

The following table summarizes the assets, liabilities, and net position of the Authority’s primary government as of June 30, 2019 and 2018:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current assets</td>
<td>$ 129,347</td>
<td>$ 121,354</td>
</tr>
<tr>
<td>Total assets</td>
<td>129,347</td>
<td>121,354</td>
</tr>
<tr>
<td>Current liabilities</td>
<td>12,588</td>
<td>14,966</td>
</tr>
<tr>
<td>Total liabilities</td>
<td>12,588</td>
<td>14,966</td>
</tr>
<tr>
<td>Net position:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted</td>
<td>116,759</td>
<td>106,388</td>
</tr>
<tr>
<td>Total net position</td>
<td>$ 116,759</td>
<td>$ 106,388</td>
</tr>
</tbody>
</table>

Current assets increased this year by $7,993, or 7%, and current liabilities decreased by $2,378 or 16%. The increase in current assets is primarily due to a decrease in cash and cash equivalents offset by increases in accounts and grants receivable for member contributions due and the reimbursement of grant expenses incurred during the fiscal year. The decrease in current liabilities is primarily due to a decrease in accounts payable for payments due to vendors at the end of the year.

As previously discussed, net position can serve as an indicator of financial health. The Authority’s assets exceeded liabilities by $116,759 and $106,388 as of June 30, 2019 and 2018, respectively.
Statements of Activities

The following table presents the Authority’s revenues, expenses, and changes in net position for the years ended June 30, 2019 and 2018:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>%</td>
<td></td>
</tr>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Revenues:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Contributions &amp; Grants</td>
<td>$163,042</td>
<td>$153,000</td>
<td>$10,042</td>
</tr>
<tr>
<td>Sub-total Program Revenues</td>
<td>163,042</td>
<td>153,000</td>
<td>10,042</td>
</tr>
<tr>
<td>General Revenues:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of money and property</td>
<td>-</td>
<td>1,390</td>
<td>(1,390)</td>
</tr>
<tr>
<td>Sub-total General Revenues</td>
<td>-</td>
<td>1,390</td>
<td>(1,390)</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>163,042</td>
<td>154,390</td>
<td>8,652</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Government</td>
<td>152,671</td>
<td>137,371</td>
<td>15,300</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>152,671</td>
<td>137,371</td>
<td>15,300</td>
</tr>
<tr>
<td>Increase (decrease) in Net Assets</td>
<td>10,371</td>
<td>17,019</td>
<td>(6,648)</td>
</tr>
<tr>
<td>Net Position at July 1</td>
<td>106,388</td>
<td>89,369</td>
<td>17,019</td>
</tr>
<tr>
<td><strong>Net Position, June 30</strong></td>
<td>$116,759</td>
<td>$106,388</td>
<td>$10,371</td>
</tr>
</tbody>
</table>

Program revenues for the Authority consist primarily of dues from six members comprised of five cities and one county of $138,000 and grant revenues of $25,042. There is a $10,042 or 7% increase in revenues during the FY 2019 compared to FY 2018, due to an increase in grant revenues of $10,042.

There are no general revenues in FY 2019 as compared to FY 2018. This is caused by the creation of a separate noninterest-bearing checking account for the Authority whereas, in the previous year, cash was comingled with the City and resulted in an allocation of investment earnings.

Total general government expenses were $152,671 in FY 2019 compared to $137,371 in FY 2018, an increase of $15,300, or 11%. The increase is primarily due to $25,042 of grant expenditures related to the County homeless coordination project grant that did not occur in the prior year. This increase is offset by a reduction in other expenses due to the timing of receiving the goods and services.
Financial Analysis of Fund Statements

The Authority uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the Authority’s governmental fund is to provide information on the sources, uses and balances of spendable resources. Such information is useful in assessing the Authority’s short-term financial requirements. The type of governmental fund reported by the Authority includes the General Fund.

The General Fund is the only operating fund for the Authority. At the end of the fiscal year, the General Fund’s total fund balance was $116,759, as compared to $106,388 for the prior fiscal year. There is an increase of $10,371, or 10%, due to lower amount of expenditures over revenues during the last fiscal year. The change in fund balance was minimized this year due to the increase in grant funds received and decrease in expenditures.

Statement of Revenues, Expenditures and Changes in Fund Balance in the General Fund, including comparative amounts from the preceding year is as follows:

<table>
<thead>
<tr>
<th></th>
<th>2019</th>
<th>2018</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>$138,000</td>
<td>$138,000</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Grant revenues</td>
<td>25,042</td>
<td>15,000</td>
<td>10,042</td>
<td>67%</td>
</tr>
<tr>
<td>Investment Earnings</td>
<td>-</td>
<td>1,390</td>
<td>(1,390)</td>
<td>-100%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>163,042</td>
<td>154,390</td>
<td>8,652</td>
<td>6%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Government</td>
<td>152,671</td>
<td>137,371</td>
<td>15,300</td>
<td>11%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>152,671</td>
<td>137,371</td>
<td>15,300</td>
<td>11%</td>
</tr>
<tr>
<td><strong>Net change in Fund Balance</strong></td>
<td>10,371</td>
<td>17,019</td>
<td>(6,648)</td>
<td>-39%</td>
</tr>
<tr>
<td><strong>Fund Balance at July 1</strong></td>
<td>106,388</td>
<td>89,369</td>
<td>17,019</td>
<td>19%</td>
</tr>
<tr>
<td><strong>Fund Balance at June 30</strong></td>
<td>$116,759</td>
<td>$106,388</td>
<td>$10,371</td>
<td>10%</td>
</tr>
</tbody>
</table>

Revenues for the Authority consist primarily of dues from six members comprised of five cities and one county of $138,000 and grant revenues of $25,042. There is a $8,652 or 6% increase in total revenues during the FY 2019 compared to FY 2018, due to an increase in grant revenues of $10,042 and a decrease in investments earnings of $1,390. There are no general revenues in FY 2019 as compared to FY 2018. This is caused by the creation of a separate noninterest-bearing checking account for the Authority whereas, in the previous year, cash was comingle with the City and resulted in an allocation of investment earnings.
Governmental Funds (Continued)

Total general government expenses were $152,671 in FY 2019 compared to $137,371 in FY 2018, an increase of $15,300, or 11%. The increase is primarily due to $25,042 of grant expenditures related to the County homeless coordination project grant that did not occur in the prior year. This increase is offset by a reduction in other expenses due to the timing of receiving the goods and services.

General Fund Budgetary Highlights

There are no significant differences between the final budgeted amounts versus actual expenditures amounts during the fiscal year. The favorable difference of $8,361 between the final budgeted expenditures versus actual expenditures is primarily due to the remaining budget amounts for the audit services, travel, and meeting setup and logistics.

Economic Factors and Next Year's Budget

On July 25, 2016, the Authority’s board approved an annual work plan that reflects continued efforts for the Transportation Strategic Initiative, as well as examines homelessness as an issue of regional significance. The work plan also includes working with Southern California Association of Governments (SCAG) on the grant project for the Plug-in Electric Vehicle Charging Station Siting Study.

The budget for fiscal year 2020 assumes that the on-hand net position as of June 30, 2019, will be required and available to fulfill the program and administrative expense requirements. In order to limit the drawdown of reserves for future years, the Authority has kept the budget at the same level with fiscal year 2019. There is no change in the annual dues charged to each member. There is also no change in the contract for Executive Director Services.

Further Information

This report has been designed to provide a general overview of the Authority’s finances for all those with an interest in the Authority’s finances and to show the Authority’s accountability for the money it receives. Questions concerning any of the information provided in the June 30, 2019 report or requests for additional information should be addressed to James Bernier, Principal Accountant, at 455 N. Rexford Drive, #350, Beverly Hills, California, 90210.
BASIC FINANCIAL STATEMENTS
WESTSIDE CITIES COUNCIL OF GOVERNMENTS

STATEMENT OF NET POSITION

June 30, 2019

<table>
<thead>
<tr>
<th>Assets:</th>
<th>Governmental Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets:</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 90,129</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>23,000</td>
</tr>
<tr>
<td>Grants receivable</td>
<td>16,218</td>
</tr>
<tr>
<td>Total Assets</td>
<td>129,347</td>
</tr>
</tbody>
</table>

| Liabilities:     |                         |
| Accounts payable and other liabilities | 12,588 |
| Total Liabilities | 12,588                 |

| Net Position:    |                         |
| Unrestricted     | 116,759                 |
| Total Net Position | $ 116,759              |

See accompanying notes to the basic financial statements.
## STATEMENT OF ACTIVITIES

For the fiscal year ended June 30, 2019

<table>
<thead>
<tr>
<th>Functions/Programs</th>
<th>Expenses</th>
<th>Charges for Services</th>
<th>Operating Grants and Contributions</th>
<th>Capital Grants and Contributions</th>
<th>Governmental Activities</th>
<th>Net (Expenses) and Change in Net Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>General government</td>
<td>$ 152,671</td>
<td>$ -</td>
<td>$ 163,042</td>
<td>$ -</td>
<td>$ 10,371</td>
<td><strong>$ 10,371</strong></td>
</tr>
<tr>
<td>Total Governmental Activities</td>
<td>$ 152,671</td>
<td>$ -</td>
<td>$ 163,042</td>
<td>$ -</td>
<td>10,371</td>
<td><strong>10,371</strong></td>
</tr>
</tbody>
</table>

Net Position at Beginning of Year

106,388

Net Position at End of Year

$ 116,759

See accompanying notes to the basic financial statements.
<table>
<thead>
<tr>
<th>Assets:</th>
<th>General Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets:</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$ 90,129</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>23,000</td>
</tr>
<tr>
<td>Grants receivable</td>
<td>16,218</td>
</tr>
<tr>
<td>Total Assets</td>
<td>129,347</td>
</tr>
</tbody>
</table>

| Liabilities:                |              |
| Accounts payable and other liabilities | 12,588       |
| Total Liabilities           | 12,588       |

| Fund Balance:               |              |
| Unassigned                  | 116,759      |
| Total Fund Balance          | 116,759      |

| Total Liabilities and Fund Balance | $ 129,347 |
WESTSIDE CITIES COUNCIL OF GOVERNMENTS

RECONCILIATION OF THE BALANCE SHEET OF THE GOVERNMENTAL FUND TO THE STATEMENT OF NET POSITION

June 30, 2019

Fund balance of the governmental fund $116,759
Net position of governmental activities $116,759

See accompanying notes to the basic financial statements.
# WESTSIDE CITIES COUNCIL OF GOVERNMENTS

## STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

**GOVERNMENTAL FUND**

For the fiscal year ended June 30, 2019

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>General Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intergovernmental</td>
<td>$ 138,000</td>
</tr>
<tr>
<td>County homeless coordination grant</td>
<td>25,042</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>163,042</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>General Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>General government</td>
<td>152,671</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>152,671</strong></td>
</tr>
</tbody>
</table>

| Net Change in Fund Balance    | 10,371       |
| Fund Balance at Beginning of Year | 106,388     |
| Fund Balance at End of Year   | $ 116,759    |

See accompanying notes to the basic financial statements.
WESTSIDE CITIES COUNCIL OF GOVERNMENTS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE OF THE GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES

For the fiscal year ended June 30, 2019

Net change in fund balance of the governmental fund $ 10,371

Change in net position of governmental activities $ 10,371

See accompanying notes to the basic financial statements.
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Westside Cities Council of Governments (the Authority) was created on December 20, 2005 by a Joint Exercise of Power Agreement (the Agreement) between the City of Santa Monica, City of Beverly Hills, City of Culver City, City of Los Angeles, City of West Hollywood (the City) and the County of Los Angeles, all in California (collectively, Members). This Agreement shall continue in existence until the Agreement is terminated. This Agreement may not be terminated except by an affirmative vote of a majority of total voting membership of the Governing Board.

The Authority was formed to enable the Members to voluntarily engage in regional and cooperative planning and coordination of government services and responsibilities so as to assist the Members in the conduct of their affairs. The goal and intent of the Authority is one of voluntary cooperation among cities for the collective benefit of cities in the Westside area of Los Angeles County.

One elected official from each Member is appointed to the Authority as a governing board representative of the Authority (the Governing Board). The terms of office of the Chair and Vice Chair shall commence until July 1 of that fiscal year and expire on the following July 1. The positions of Chair and Vice Chair are alternated between the Members.

The Governing Board approves an annual budget based upon the costs of operating the Authority prior to July 1 of each fiscal year. The Governing Board may at any time amend the budget to incorporate additional income and disbursements that might become available to the Authority for its purposes during a fiscal year.

The books and records for the Authority for the fiscal year ended June 30, 2019 are located in the City of Beverly Hills, Finance Department at 455 N. Rexford Drive, #350, Beverly Hills, CA 90210.

B. Measurement Focus and Basis of Accounting

The basic financial statements of the Authority are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the basic financial statements
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Measurement Focus and Basis of Accounting (Continued)

Government-wide Financial Statements

Government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Measurement focus indicates the type of resources being measured such as current financial resources or economic resources. Under the economic resources measurement focus, all (both current and long term) economic resources and obligations of the reporting government are reported in the government-wide financial statements. Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Under the accrual basis of accounting, revenues, expenses, gains, losses, assets and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets and liabilities resulting from nonexchange transactions are recognized on an accrual basis.

Program revenues include charges for services and payments made by parties outside of the reporting government’s citizenry if that money is restricted to a particular program. Program revenues are deducted from program expenses in the statement of activities to present the net cost of each program. The grant revenues consist of a grant from the County of Los Angeles for Homeless Services.

Amounts paid to acquire capital assets are capitalized as assets in the government-wide financial statements, rather than reported as an expenditure. Proceeds of long-term debt are recorded as a liability in the government-wide financial statements, rather than as an "other financing source". Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure. The Authority has no capital assets or long-term debt.

Fund Financial Statements

Fund financial statements for the Authority’s governmental fund are presented after the government-wide financial statements.

In the fund financial statements, the governmental fund is presented using the modified-accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. Measurable means that the amounts can be estimated or otherwise determined. Available means that the amounts were collected during the reporting period or soon enough thereafter to be available to finance the expenditures accrued for the reporting period. The Authority uses a 60-day availability period. Expenditures are recorded when the liability is incurred.

The Authority reports the following as a major governmental fund:

The General Fund is the Authority’s operating fund and is used to account for all financial resources.
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Annual Budget

The Authority adopted an annual budget prepared on the modified accrual basis for the General Fund, which is consistent with accounting principles generally accepted in the United States of America.

In addition, a minimum reserve of 15% of operating revenues must be maintained according to the Authority’s reserve policy.

Financial policies also provide for the Executive Director to transfer up to 50% of budget line items and to report such transfers in monthly financial reports.

D. Cash

The Authority has a separate cash account that is maintained by the City of Beverly Hills and does not result in interest income. There are no investments.

E. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of net position and the governmental fund balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expense/expenditure) until that time. The Authority does not have any applicable deferred outflows of resources.

In addition to liabilities, the statement of net position and the governmental fund balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future periods and will not be recognized as an inflow of resources (revenue) until that time. The Authority does not have any applicable deferred inflows of resources.

F. Net Position

Net position is the excess of the Authority’s asset and deferred outflows of resources, over all its liabilities and deferred inflows of resources and is divided into three captions:

- **Net investment in capital assets** - describes the portion of net position that is represented by capital assets, net of accumulated depreciation, and reduced by the outstanding principal of related debt. The Authority has no such net position.

- **Restricted** - describes the portion of net position that has external constraints placed on it by creditors, grantors, contributors, laws or regulations of other governments or through constitutional provisions or enabling legislation. The Authority has no restricted net position.
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

F. Net Position (Continued)

Unrestricted - describes the portion of net position that does not meet the definition of net investment in capital assets or restricted net position.

When both restricted and unrestricted resources are available for use, it is the Authority’s policy to use restricted resources first and then unrestricted resources as they are needed.

G. Fund Balance

In the fund financial statements, the governmental fund reports fund balance as nonspendable, restricted, committed, assigned or unassigned based primarily on the extent to which the Authority is bound to honor constraints on how specific amounts can be spent.

- Nonspendable fund balance - amounts that cannot be spent because they are either (a) not spendable in form or (b) legally or contractually required to be maintained intact.

- Restricted fund balance - amounts with constraints placed on their use that are either (a) externally imposed by creditors, grantors, contributors or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.

- Committed fund balance - amounts that can only be used for specific purposes determined by formal action of the Authority’s highest level of decision-making authority (the Board of Directors) and that remain binding unless removed in the same manner. The underlying action that imposed the limitation needs to occur no later than the close of the reporting period.

- Assigned fund balance - amounts that are constrained by the Authority’s intent to be used for specific purposes. The intent can be established at either the highest level of decision making or by a body or an official designated for that purpose.

- Unassigned fund balance - amounts not contained in the other classifications, which is the residual classification for the Authority’s funds.

At June 30, 2019, the Authority’s fund balance was unassigned.

When both restricted and unrestricted resources are available for use, it is the Authority’s policy to use restricted resources first, followed by committed, assigned and unassigned resources as they are needed.

The Board of Directors establishes, modifies or rescinds fund balance commitments and assignments by passage of an ordinance or resolution. This is done through adoption of the budget amendments that occur throughout the fiscal year.
NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

H. New Accounting Pronouncements

Current Year Standards

GASB 83 - Certain Asset Retirement Obligations, effective for periods beginning after June 15, 2018, and did not impact the Authority.

GASB 88 - Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements, effective for periods beginning after June 15, 2018, and did not impact the Authority.

Pending Accounting Standards

GASB has issued the following statements, which may impact the Authority’s financial reporting requirements in the future:

- GASB 84 - Fiduciary Activities, effective for periods beginning after December 15, 2018.
- GASB 87 - Leases, effective for periods beginning after December 15, 2019.
- GASB 89 - Accounting for Interest Cost Incurred before the End of a Construction Period, effective for periods beginning after December 15, 2019.

I. Classification of Revenues

Program revenues consist of charges to member agencies and grant revenues. General revenues consist of investment income and other income. There are no general revenues for the fiscal year ended June 30, 2019.

J. Use of Estimates

The financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America and necessarily include amounts based on estimates and assumptions by management. Actual results could differ from those amounts.
NOTE 2 - CASH

Cash as of June 30, 2019 is classified in the accompanying financial statements as follows:

Statement of Net Position:

Cash $ 90,129

Cash as of June 30, 2019 consist of the following:

Deposits with financial institutions $ 90,129

The Authority has not adopted an investment policy separate from that of the City of Beverly Hills and does not have any investments as of June 30, 2019.

Custodial Credit Risk

For deposits, custodial credit risk is the risk that, in the event of the failure of a depository financial institution, the Authority will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The market value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. At June 30, 2019, the Authority deposits (bank balances) were insured by the Federal Deposit Insurance Corporation or collateralized as required under California law.

NOTE 3 - COMMITMENTS

The Authority has a contract with an advisory firm to provide Executive Director services in effect on June 13, 2019. Under this agreement, the Authority is to pay this firm $10,000 per month through June 30, 2020.

NOTE 4 - SUBSEQUENT EVENTS

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) originated in Wuhan, China, and has since spread to a number of other countries, including the United States. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. In addition, several states in the United States, including California, have declared a state of emergency. Potential impacts include disruptions or restrictions on employees’ ability to work. COVID-19 could adversely affect the economies and financial markets of many countries, resulting in an economic downturn that could affect the Authority’s revenues and expenditures. Any of the foregoing could be harmful to the Authority and the Authority cannot anticipate all the ways in which a health epidemic such as COVID-19 could adversely impact it.
NOTE 4 - SUBSEQUENT EVENTS (CONTINUED)

Although the Authority is continuing to monitor and assess the effects of the COVID-19 pandemic, the ultimate impact of the COVID-19 outbreak or a similar health epidemic is highly uncertain and subject to change.

Other events occurring after June 30, 2019 have been evaluated for possible adjustment to the financial statements or disclosure as of April 28, 2020, which is the date these financial statements were available to be issued.
REQUIRED SUPPLEMENTARY INFORMATION
# WESTSIDE CITIES COUNCIL OF GOVERNMENTS

## BUDGETARY COMPARISON SCHEDULE

### GENERAL FUND

(REQUIRED SUPPLEMENTARY INFORMATION)

For the fiscal year ended June 30, 2019

<table>
<thead>
<tr>
<th>Revenues:</th>
<th>Budgeted Amounts</th>
<th>Variance with Final Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Original</td>
<td>Final</td>
</tr>
<tr>
<td>Intergovernmental</td>
<td>$138,000</td>
<td>$138,000</td>
</tr>
<tr>
<td>Investment earnings</td>
<td>800</td>
<td>800</td>
</tr>
<tr>
<td>County homeless coordination grant</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>163,800</td>
<td>163,800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>Budgeted Amounts</th>
<th>Variance with Final Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Original</td>
<td>Final</td>
</tr>
<tr>
<td>General Government:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract for Executive Director</td>
<td>120,000</td>
<td>120,000</td>
</tr>
<tr>
<td>Travel</td>
<td>1,400</td>
<td>1,400</td>
</tr>
<tr>
<td>Miscellaneous printing and binding</td>
<td>1,700</td>
<td>1,700</td>
</tr>
<tr>
<td>Meeting setup and logistics</td>
<td>4,000</td>
<td>4,000</td>
</tr>
<tr>
<td>IT services</td>
<td>2,000</td>
<td>2,000</td>
</tr>
<tr>
<td>Audit services</td>
<td>5,100</td>
<td>5,100</td>
</tr>
<tr>
<td>Metro deputy shared salary</td>
<td>1,832</td>
<td>1,832</td>
</tr>
<tr>
<td>augmentation and travel expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County homeless coordination project</td>
<td>25,000</td>
<td>25,000</td>
</tr>
<tr>
<td>Bank fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>161,032</td>
<td>161,032</td>
</tr>
</tbody>
</table>

Net Change in Fund Balance

| net change in Fund Balance | 2,768 | 2,768 | 10,371 | 7,603 |

Fund Balance at Beginning of Year

| Fund Balance at Beginning of Year | 106,388 | 106,388 | 106,388 | - |

Fund Balance at End of Year

| Fund Balance at End of Year | $109,156 | $109,156 | $116,759 | $7,603 |
INDEPENDENT AUDITORS’ REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors
Westside Cities Council of Governments
Los Angeles, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements of the governmental activity and the major fund of the Westside Cities Council of Governments (the Authority) as of and for the year ended June 30, 2019 and the related notes to the financial statements, which collectively comprise the Authority’s basic financial statements, and have issued our report thereon dated April 28, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Authority’s financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.
Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority’s internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Authority’s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Irvine, California
April 28, 2020
WSCCOG Transportation Working Group Update
Wednesday, May 27, 2020

Attendees: Winnie Fong, Riley O’Brien (WSCCOG); David Feinberg (Santa Monica BBB); Jason Kligier, Francie Stefan (Santa Monica); Diana Chang (Culver City); Jesse Holzer (Beverly Hills); David Fenn (West Hollywood); Eric Bruins (CD 11); Jay Greenstein (CD 5); Madeline Moore (SD 3); Hank Hsing (County DPW); Patrick Chandler (Metro); Leeor Alpern (SCAQMD); Cory Wilkerson (SCAG); Caroline Rodier, Huajun Chai (UC Davis ITS)

1. WSCCOG
   a. Mobility Study Update
      i. Digital Stakeholder Website Comments due May 22
      ii. Draft final report presentation @ WSCCOG Board meeting 6/11
   b. WSCCOG Mobility Study (Task 4) - UC Davis ITS Presentation
      Automated Mobility Solutions overview presentation by UC Davis ITS as part of the SCAG/WSCCOG Mobility Study. Scope for this task is to examine the policy implications for land use, parking, infrastructure, social equity, and the existing transit system network in the subregion. Presented by Caroline Rodier cjrodier@ucdavis.edu
      • Background - WSCCOG officials believed automated vehicles could make a large impact in the subregion. There are not many modeling tools available to consider automated vehicle impacts. They originally analyzed automated ride-hailing with single passengers, but had not previously analyzed automated multi-passenger ride-hailing
      • MATSim overview- Agent-based model, including socioeconomic characteristics. Model has existed for 10 years and is in use worldwide
      • Available data- Transit data may not be complete as Metro GTFS is not fully represented, nor are the municipal operators. Rich dataset in terms of demographics and employment.
      • Alternative scenarios in the WSCCOG study area only
         o Automated ridehailing
         o Free transit and automated ridehailing
         o VMT pricing
      • Evaluation metrics
         o Mode share (daily/peak)
         o Travel metrics (daily/peak)
         o Net benefits/costs (travel time/cost across all modes)
         o Revenue by mode (total and per trip)
      • Q&A
2. **Metro**
   
a. **COVID-19 Updates**
   
i. **Metro Loss and Mitigation**
   
   • Ridership has dropped over 50% from pre-COVID trend, while fare revenues have dropped by nearly 100%
     
     • Recovery may take up to 2 years
   
   • CARES Act allocations
     
     • Madeline – Metro, BBB, and CC have received federal funding
     
     • Board meeting 5/28 will have more updates
     
     • Municipal operators, tier 2 operators, regional TAP programs, and so on will be receiving federal funding
       
       • As a result, seemingly large allocations are spread thin
       
       • They want Metro to approve the allocation of the CARES Act money tomorrow because they are behind on accessing those dollars
     
     • These funds are reimbursable, so the dollars will be rolled out more slowly than a direct allocation
     
     • 6/3 Update – the Board approved the allocations on 5/28, as shown in [this report and associated attachments](Streetsblog LA)
       
       • There is a good plain-language summary at Streetsblog LA
   
   • 6/3 Update - Impact on Westside Measure M projects
     
     • Purple Line Extension and Airport Metro Connector are considered “key infrastructure projects” and are expected to continue on schedule
     
     • All other Measure M projects are “currently being evaluated with the objective of staying on Measure M Schedule”
   
   ii. **Metro Service and Recovery Plan**
     
     • Four Stage Recovery Plan
       
       • Phase 1 – May-June 2020 – focuses on increasing non-peak frequency for workers returning to reopened industries
       
       • Phase 2 – July-August 2020 – additional non-peak service and special school service for returning students and workers
       
       • Phase 3 – Sept-Nov 2020 – use emerging data to identify ridership increases as economy shifts toward certain industries and locations
       
       • Phase 4 – Dec 2020 – implement NextGen’s core elements such as combining local/Rapid service, implement more MicroTransit, etc.

   b. **2020 LRTP**
     
i. **2020 Draft for public comment**
   
   ii. **2020 LRTP Adoption Schedule**
     
     1. Public Comment (5/29-7/13/2020)
2. Request Board Adoption (Summer)
3. Short-Range Transportation Plan

c. BRT Vision and Principles Study
   i. Virtual Stakeholder Meeting Recap (5/20)

d. Purple Line Sections 2 and 3 - First/Last Mile