Council Meeting of
April 15, 2008

Honorable Mayor and Members
Of the Torrance City Council
City Hall
Torrance, California

Members of the Council:

Subject: Community Development – South Bay Council of Governments (SBCOG) Funding for Staff to Assist with Baseline Emissions Inventories

Recommendation

Recommendation of the Community Development Director that the City Council:

1) Authorize the City Delegate to the SBCOG to vote in favor of the proposal for a short-term staff person to assist in baseline emissions inventories; and

2) Appropriate $7,000 from the General Fund Reserve for Program Contingencies.

Funding

Funding is available from the General Fund Reserve for Program Contingencies.

Background and Analysis

With the passage of the California Global Warming Solutions Act of 2006 (AB32), local jurisdictions will need to look at completing baseline emissions inventories and Climate Action Plans, as well as addressing climate change and emissions issues in their General Plans. As a signatory to the "Cool Cities" protocol, the City of Torrance has made a commitment to lowering our Greenhouse Gas (GHG) emissions and targeting reductions in our carbon footprint. The first step in both of these processes is a baseline emissions inventory.

The SBCOG, recognizing that this is a daunting task for cities to face on their own and also recognizing that this is a process that could benefit from collaboration, has proposed hiring a short-term resource person to assist cities in gathering the data for the baseline inventory and also in utilizing a computer model for the baseline calculations. SBCOG staff met with staff from several jurisdictions including Torrance to come up with the scope of work and requirements for this short-term staff position. This information, along with greater detail regarding the requirements of AB32, is

attached in a memo from the SBCOG. While initially it was thought that the SBCOG would fully fund this position, they have found that they will require Cities to help with funding the position and have set a scale of cost depending on the size of the City. The share for Torrance is $7,000. SBCOG will fund the remainder of this fiscal year, and the position will be funded by the participating cities for the following year. It is estimated that the proposed time period should provide sufficient time for cities to complete their baseline emissions inventory.

The Community Development Director recommends that our Council Delegate to the SBCOG be authorized to vote in favor of funding for this SBCOG staff person to assist in our baseline emissions inventory. This process will require input from departments throughout the City, and will need to make use of our newly formed inter-departmental "Green Torrance" team in coordinating data analysis and in formulating a Climate Action Plan once the baseline emissions study is completed. However, because we do not currently have a staff person dedicated to climate and emissions issues, being able to make use of an expert to assist us in getting the baseline study completed will be a great benefit and will allow us to begin the crucial first stage of our long-term "Cool Cities" commitment.

Respectfully Submitted,

Jeffery W. Gibson
Community Development Director

CONCUR:

LeRoy J. Jackson
City Manager

Attachments:

A. Memo from SBCOG Board of Directors

Attachment A

SOUTH BAY CITIES
COUNCIL OF GOVERNMENTS

March 27, 2008

TO: Mayors & Councilmembers, South Bay Cities

FROM: SBCCOG Board of Directors

RE: **Proposal for SBCCOG Staff to Assist Cities to complete Baseline Emission Inventories and set Emission Reduction Goals**

This recommendation will be considered at the Board of Directors meeting on Thursday, April 24. Please be sure that your delegate is be prepared to vote on this matter.

There are a number of actions taking place in the state of California with respect to climate change and the reduction of greenhouse gases (GHG) that will impact cities and make it desirable for cities to position themselves well to respond to those issues. The South Bay Cities Council of Governments (SBCCOG) is proposing to bring on board a short-term staff person to assist cities to complete baseline inventories of their GHG emissions. The SBCCOG believes that this short-term additional resource person will enable our member cities to complete the first three steps in the process of completing a Climate Action Plan in an extremely cost-effective manner.

Cities are facing the prospect of state requirements to complete baseline emissions inventories and Climate Action Plans as a result of the passage of the California Global Warming Solutions Act of 2006 (AB32). With this legislation, "the state of California established a "first-in-the-world" comprehensive program of regulatory and market mechanisms to achieve real, quantifiable, cost-effective reductions of greenhouse gases (GHG). The bill made the Air Resources Board (ARB) responsible for monitoring and reducing GHG emissions and continued the existing Climate Action Team to coordinate statewide efforts" (ARB Fact Sheet).

Two of the requirements of AB32 are to adopt mandatory reporting rules for significant sources of greenhouse gases by January 1, 2008, and to adopt a plan by January 1, 2009 indicating how emission reductions will be achieved from significant GHG sources via **regulations**, market mechanisms and other actions. The ARB will be presenting its first set of possible strategies for achieving the mandated reductions in May.

At this time, ARB staff is partnering with the California Climate Action Registry (CCAR), The Climate Registry (TCR), and Local Governments for Sustainability (ICLEI) to develop local government protocols for GHG assessment. By working with ICLEI directly at an early point in the process, the cities will position themselves well to respond to any proposed regulations. Having inventories either completed or in process will help the SBCCOG cities advocate for and implement regional goals for GHG reductions in the South Bay.

According to *Western City* Magazine (2/8/2008), developments in public policy make it likely that a city will want to "adopt local climate change policies by either amending (1)

its general plan; or (2) its CEQA Guidelines, or both." This is due to several court decisions and a legal settlement that increased the requirement for the environmental review process to include an analysis of a project's GHG emissions and the potential impacts on climate change. Cities could face legal challenges to their review processes at any time. By beginning the process of inventorying GHG emissions, cities will be in a better position to respond to challenges, and to impact legislation in these areas.

Finally, many communities have active, involved citizen groups that are advocating that their cities begin the process of creating Climate Action Plans. A number of South Bay cities have signed the "Cool Cities" pledge, and are setting up teams to begin the process of assessing their GHG emissions.

Most cities do not have the in-house staff time necessary to be effective at this task. While the City of Manhattan Beach did complete its emissions inventory in house, they did it by assigning one person to do this instead of her regular duties for many months; other staff members devoted significant time as well. Since most cities will not divert a person from their regular assignment to do this task, the Steering Committee is proposing that the SBCCOG provide a person to assist cities to complete the process.

SBCCOG staff held a small working meeting with the city of Manhattan Beach and a few staff from other cities who had expressed interest in pursuing the Climate Action Plan process to learn from Manhattan Beach what was involved and to discuss how the SBCCOG could be most helpful to other cities. The proposal to hire a SBCCOG staff person is based on that meeting and on discussions with staff from other cities. The proposal was further discussed at the Green Task Force meeting on April 3rd, and the attendees were very positive about the idea and eager to get the program started.

We also understand that each city is in a different stage of compiling its emissions inventory and SBCCOG will work with you so that the person addresses your needs as you express them. We expect that every participating city will benefit from the assistance of this person, and that the timing would be adjusted for each city's needs.

The Steering Committee had originally recommended that the SBCCOG contract with someone to assist cities for a cost not to exceed $50,000 and the SBCCOG would pay the cost from reserves and serve as 'bridge funding' until other sources could be found. At the same time, an application was made to SCAG for funding to offset SBCCOG costs. Since the Steering Committee first discussed this, SCAG has announced that it is having a budget shortfall and will not be approving any funds for next year. Not only does that mean that the SBCCOG will not get the funding for the person to work on Climate Action Plans, but it also means that we will not get the funding that we usually have gotten – ca. $20-$30,000 from other studies.

We have several very qualified candidates interested in interviewing for the position, and a number of cities who have already started work and are interested in having immediate assistance. We see that getting this project going quickly is in the best interest of our member cities.

RECOMMENDATION

With this new information at hand, the Steering Committee is recommending that the SBCCOG approve $12,500 for this fiscal year (07-08) from reserves in order to get a person to start working with cities. At the same time we are requesting that cities consider an assessment in addition to their dues just for the 08-09 fiscal year. The special assessment would go to fund SBCCOG assistance to cities to complete the baseline emissions inventories and set emission reduction goals, as detailed in the job description, below. The SBCCOG has not raised the dues for its members since 2002 and in that time we have managed to not only grow the projects of the organization but also pay for staffing for our representative to L.A. MTA.

The Steering Committee had originally recommended a $5,000 assessment for all cities. Although many aspects remain the same no matter what the size of the city, to some extent the amount of work for each city will increase with the size of the city, so a three-level, size-based assessment scale is now proposed as shown below. This would be a one-time assessment.

Proposed City Assessments for Climate Action Plan Assistance

Torrance	137,946	7,000
Inglewood	112,580	7,000
Carson	89,730	7,000
Hawthorne	84,112	7,000
Redondo Beach	63,261	5,000
Gardena	57,746	5,000
Rancho Palos Verdes	41,145	5,000
Manhattan Beach	33,852	5,000
Lawndale	31,711	5,000
Lomita	20,046	3,000
Hermosa Beach	18,566	3,000
El Segundo	16,033	3,000
Palos Verdes Estates	13,340	3,000
Rolling Hills Estates	7,676	3,000
Rolling Hills	1,871	3,000

By joining together in this way, participating cities will be ready to respond in a cost effective manner to further regulations or requirements which may be part of the implementation of AB 32. Completing this process will also demonstrate to the community that the cities are responsive to this issue that is increasingly important to the public.

What follows is more information on the person that SBCCOG would have working with the cities. The goal is to have a person start the process in each city, assist with problem solving, and provide technical assistance. Based on Manhattan Beach's experience, the required software is not difficult to use, but there are many complexities to obtaining and compiling the data for entry into the system which extended the process

considerably. This new SBCCOG person would be able to mentor cities and greatly increase the time and cost effectiveness of their work.

Scope of Work

Milestone 1

- Become familiar with the staff support and software available from the International Council for Local Environmental Initiatives (ICLEI).
- Determine the level of readiness and identify a point person for each city. Work with SBCCOG leadership, the Green Task Force, and SBESC as necessary.
- Meet with each city point person, staff and/or green task force as needed.
- Set up timeline for each city.
- Get data from Edison, Gas Co., waste haulers and other contractors for each city.
- Help cities do commuter survey (for desired 75% return rate); design survey using online survey instrument; encourage consistency among cities.
- Work with city staff to analyze data from all sources, locate meters by type of facility, calculate employee commuter miles based on survey,
- Troubleshoot problems with data for each city.
- Enter data into ICLEI software, generate reports on 1990, 2005, 2007 energy use.

Milestone 2

- Using data and ICLEI reports, determine an emissions reduction goal for each city.
- Create a standard report template with effective presentation, using design professional to assist if necessary.
- Provide consistent, attractive, informative report for each city.

Milestone 3

- Once all or most interested cities have completed or are close to completing Milestones 1 and 2, begin working on implementation steps using Climate Action Plans to achieve goals.

Requirements

- College degree, preferably in related field such as environmental science, planning, engineering, business management, or public administration.
- Experience working with cities desirable, understanding of city structure.
- Excellent communication, analytic and computer skills.
- Ability to work with other people to solve problems.

Compensation/Cost for 12-month contract

- Commensurate with experience.
- A recent college graduate with the appropriate background could do this job.
- Similar to entry level management analyst position $40,000+
- Person will need a laptop computer

NOTE: Other equipment and staff supervision support cost to SBCCOG ca. $10,000.