



**San Gabriel Valley Council of Governments**  
**AGENDA AND NOTICE OF THE MEETING OF THE CITY**  
**MANAGERS' STEERING COMMITTEE**  
**Date: Wednesday, October 2, 2019 – 12 noon**  
**Location: Foothill Transit Office**  
**(100 S. Vincent Ave., Suite 200, West Covina, CA)**

*Chair*  
**Bob Russi**  
La Verne

*Vice-Chair*  
**Marcella Marlowe**  
San Marino

*Immediate Past-Chair*  
**Dominic Lazzaretto**  
Arcadia

*Northeast Representatives*  
**Sergio Gonzalez**  
Azusa  
**Adam Raymond**  
Glendora

*Southeast Representatives*  
**Brian Saeki**  
Covina  
**Linda Lowry**  
Pomona

*Central Representatives*  
**Shannon Yauchzee**  
Baldwin Park

*Southwest Representatives*  
**Jessica Binnquist**  
Alhambra  
**Bryan Cook**  
Temple City

*Northwest Representatives*  
**Darrell George**  
Duarte  
**Mark Alexander**  
La Canada Flintridge

*At-Large Representatives*  
**Ron Bow**  
Monterey Park

Thank you for participating in the City Managers' Steering Committee meeting. The City Managers' Steering Committee encourages public participation and invites you to share your views on agenda items.

**MEETINGS:** *Regular Meetings of the City Managers' Steering Committee are held on the first Wednesday of each month at 12:00 noon at the Foothill Transit Office (100 S. Vincent Ave., Suite 200 West Covina, CA 91790.* The City Managers' Steering Committee agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, [www.sgvkog.org](http://www.sgvkog.org). Copies are available via email upon request ([sgv@sgvcog.org](mailto:sgv@sgvcog.org)). Documents distributed to a majority of the Committee after the posting will be available for review in the SGVCOG office and on the SGVCOG website. Your attendance at this public meeting may result in the recording of your voice.

**PUBLIC PARTICIPATION:** Your participation is welcomed and invited at all City Managers' Steering Committee meetings. Time is reserved at each regular meeting for those who wish to address the Committee. SGVCOG requests that persons addressing the Committee refrain from making personal, slanderous, profane or disruptive remarks.

**TO ADDRESS THE CITY MANAGERS' STEERING COMMITTEE:** At a regular meeting, the public may comment on any matter within the jurisdiction of the Committee during the public comment period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public wishing to speak are asked to complete a comment card or simply rise to be recognized when the Chair asks for public comments to speak. We ask that members of the public state their name for the record and keep their remarks brief. If several persons wish to address the Committee on a single item, the Chair may impose a time limit on individual remarks at the beginning of discussion. **The City Managers' Steering Committee may not discuss or vote on items not on the agenda.**

**AGENDA ITEMS:** The Agenda contains the regular order of business of the City Managers' Steering Committee. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the City Managers' Steering Committee can be fully informed about a matter before making its decision.

**CONSENT CALENDAR:** Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a Committee member or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar. If you would like an item on the Consent Calendar discussed, simply tell Staff or a member of the Committee.

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



**PRELIMINARY BUSINESS**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment (*If necessary, the Chair may place reasonable time limits on all comments*)
5. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting

**CONSENT CALENDAR**

6. City Managers' Steering Committee Minutes – Page 1  
*Recommended Action: Approve City Managers' Steering Committee Minutes.*
7. Appointment of Central Representative to the City Managers' Steering Committee  
*Recommended Action: Appoint Gloria Molleda (Rosemead) to serve on the City Managers' Steering Committee.*
8. Appointment of At-Large Representative to the City Managers' Steering Committee  
*Recommended Action: Appoint Alma Martinez (El Monte) to serve on the City Managers' Steering Committee.*

**PRESENTATION**

9. Project & Process Management Study Recap – Page 3  
*Recommended Action: For information only.*

**DISCUSSION ITEMS**

10. Regionwide Swimming Pool Ordinance – Jared Dever, District Manager, San Gabriel Valley Mosquito and Vector Control District – Page 5  
*Recommended Action: Recommend the Governing Board to adopt a regionwide swimming pool ordinance template.*
11. Coyote Outreach Implementation Update  
*Recommended Action: Discuss and provide direction to staff.*

**UPDATE ITEMS**

12. Service Delivery Study  
*Recommended Action: For information only.*
13. Executive Director's Monthly Report  
*Recommended Action: For information only.*

**COMMITTEE MEMBER ITEMS**

**ANNOUNCEMENTS**

**ADJOURN**



**SGVCOG City Managers’ Steering Committee Meeting Unapproved Minutes**  
**September 4, 2019**  
**12:00 Noon**  
**Foothill Transit Center**

- 1. Call to order  
The meeting was called to order at 12:00 PM.
- 2. Pledge of Allegiance.
- 3. Roll Call

**Members Present:**

Baldwin Park, S. Yauchzee  
 Covina, B. Saeki  
 La Verne, B. Russi  
 Temple City, B. Cook  
 Pomona, L. Lowry  
 Duarte, D. George  
 Azusa, S. Gonzalez  
 Monterey Park, R. Bow  
 Alhambra, J. Binnquist  
 Arcadia, D. Lazzaretto  
 San Marino, M. Marlowe

**Members Absent:**

La Canada Flintridge, M. Alexander  
 Monrovia, O. Chi  
 Glendora, A. Raymond

**SGVCOG Staff/Guests:**

M. Creter, Executive Director  
 K. Ward; C. Sims; J. Cicco,  
 SGVCOG Staff

Jacquilyne Brooks de Camarillo; F. Ching; D. Deming, LA Metro  
 R. Barbosa, South El Monte  
 D. Fox, Diamond Bar

- 4. Public Comment.  
There were no public comments.
- 5. Changes to Agenda Order.  
No changes were requested.

**CONSENT CALENDAR**

- 6. City Managers’ Steering Committee Minutes  
*Recommended Action: Approve City Managers’ Steering Committee Minutes.*  
**There was a motion to approve the consent calendar (M/S: S. Yauchzee/ R. Bow).**

**[MOTION PASSED]**

<b>AYES:</b>	Baldwin Park, Covina, Duarte, La Verne, Temple City, Azusa, Pomona, San Marino, Monterey Park
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Alhambra, Arcadia, La Canada Flintridge, Glendora, Monrovia

**PRESENTATION**

- 7. Metro Countywide Commuter Tax Benefits Ordinance: Jacquilyne Brooks de

Camarillo, Manager, Transportation Demand Management Policy and Programming, LA Metro

Jacquilyne Brooks de Camarillo presented on this item. Metro is accepting comments, suggestions, and concerns on the proposed commuter ordinance until September 13. Metro is willing to give presentations on the ordinance for those interested.

**DISCUSSION ITEMS**

8. San Gabriel Valley Regional Housing Trust Fund  
C. Sims presented on this item.

**UPDATE ITEMS**

9. Service Delivery Study  
K. Ward provided an update on this item.
10. Executive Director's Monthly Report – Oral Report  
M. Creter reported on this item.

**COMMITTEE MEMBER ITEMS**

**ANNOUNCEMENTS**

**ADJOURN**

The meeting adjourned at 1:09 PM

DATE: October 2, 2019

TO: City Managers' Steering Committee

FROM: Marisa Creter, Executive Director

RE: **PROJECT & PROCESS MANAGEMENT STUDY RECAP**

## **RECOMMENDED ACTION**

For information only.

## **BACKGROUND**

In April 2019, a request for proposal (RFP) was released for professional services related to project management and system processes. The purpose of the engagement was to update and integrate various processes of the SGVCOG and ACE units, as well as to provide training for staff on project management principles and techniques. ThirdWave responded to the SGVCOG's RFP and was ultimately awarded a contract to perform these professional services.


The scope of work for the project included the following:


- Collect information regarding the existing program/project management system and processes, including a review of the current practices, existing information management system(s), written policies and procedures, and existing documents, templates and forms.
- Hold four (5) As-Is Rapid Workflow workshops and develop As-Is process maps for the following business processes:
  - Procurement / Contracting / Documents Control
  - Project Management / Project Tracking / Project Closeout
  - Budgeting / Financial Reporting / Payments
  - Resource Management / IT / Personnel
  - Grants Management
- Work with relevant staff to define project development processes as a result of the information gathered from the (5) As-Is business process maps and workshops. The As-Is process maps will reflect the future state process to articulate functional and technical requirements. This includes To-Be Process workshops to identify the following:
  - Process Flow Maps
  - List of recommended templates/forms
  - Software requirements
  - Revisions to existing policies and procedures
- Redesign/develop forms and templates identified during the To-Be Process workshops.
- Produce a draft Project Management Handbook covering processes, position roles and responsibilities, relevant policies and procedures, program/project management principles, program/project status and reporting, and resource management.
- Conduct an all-day project management workshops, incorporating training on the final project management handbook for identified key staff.

# REPORT

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Over the past 3 months, staff has been working to complete the tasks outlined in the scope of work with the assistance of ThirdWave. The project was helpful and informative, with a positive reaction from staff throughout the process. A presentation will be provided during the meeting to summarize and recap the project. The goal of the presentation is to share with cities that may have an interest in pursuing a similar project.

Prepared by:   
Katie Ward  
Senior Management Analyst

Approved by:   
Marisa Creter  
Executive Director

# REPORT

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DATE: October 2, 2019  
TO: City Managers' Steering Committee  
FROM: Marisa Creter, Executive Director  
RE: **REGIONWIDE SWIMMING POOL ORDINANCE**

## **RECOMMENDED ACTION**

Recommend the Governing Board to adopt a regionwide swimming pool ordinance template.

## **ABOUT SAN GABRIEL VALLEY MOSQUITO AND VECTOR CONTROL DISTRICT**

The San Gabriel Valley Mosquito and Vector Control District (SGVMVCD) is a special district public health agency that was formed in 1989 to provide consistent mosquito and vector control for residents and cities of the San Gabriel Valley. The agency aims to protect residents from vector-borne diseases, educate residents regarding important health information, and combat outbreaks of mosquito-borne illnesses. SGVMVCD provides services to 26 cities in the San Gabriel Valley, as well as several unincorporated communities of Los Angeles County that are located within the region.

## **BACKGROUND**

SGVMVCD conducted an initiative to identify non-functional swimming pools through aerial surveillance for the past year. The purpose is to pinpoint non-compliant swimming pools that pose health risks within the region and issue notices for the residents to address their unmaintained swimming pools. These swimming pools serve as breeding grounds for mosquitoes and pose an extremely harmful public health risk to the residents of the San Gabriel Valley.

The aerial surveillance conducted in April 2018 discovered 6,715 properties that included potential unmaintained and non-functional swimming pools. Of these properties, 2,000 of them included pools that deemed likely to be breeding grounds for mosquitoes. Homeowners of these properties were mailed violation notices and required the residents to return their swimming pools to functional status. These notices received an outstanding response rate from the residents as only 5% of the notified residents failed to respond. For these residents, SGVMVCD suggested to pursue a collaborative regional swimming pool code enforcement ordinance for the cities to have formalized administrative procedures that can lead to the abatement and decrease of improperly-maintained residential swimming pools.

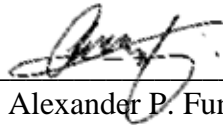
These proposed ordinances would serve as a way for cities to enhance their code enforcement authority by including specific language in addressing the proper operational status and maintenance of swimming pools. The ordinances would also allow for the cities to collaborate with SGVMVCD to remove public health risks and problems in an expedited manner.

SGVMVCD recently completed its 2019 aerial surveillance and is planning for a regionwide pool code enforcement ordinance. The agency would like to work with cities to distribute comprehensive lists of out-of-service swimming pools in their respective jurisdictions for the cities to assist in these code enforcement efforts.

At the July Public Works Technical Advisory Committee meeting, SGVMVCD provided a presentation on efforts to confront owners of the residential unmaintained swimming pools. Committee members discussed the regionwide swimming pool ordinance and raised concerns regarding the difficulty of having a unified, cohesive, and collaborative regionwide ordinance in a region of cities with different variations of existing pool codes and ordinances. After a thorough discussion, the committee then voted to recommend the City Managers' Steering Committee to review the regionwide swimming pool ordinance.

Jared Dever, SGVMVCD's District Manager, will be providing a brief presentation at this meeting.

Prepared by:



Alexander P. Fung  
Management Analyst

Approved by:



Marisa Creter  
Executive Director

## ATTACHMENTS

Attachment A – Draft Pool Maintenance Ordinance Template



## Attachment A

### Chapter \_\_\_\_ - POOL MAINTENANCE

#### 8.29.010 - Title.

This chapter shall be known as the city of \_\_\_\_\_ Pool Maintenance ordinance.

(Ord. No.\_\_\_\_, §\_\_\_\_\_)

#### 8.29.020 - Findings and purpose.

The city council finds and declares as follows:

- A. Stagnant sources of water create breeding grounds for mosquitoes, which are capable of transmitting the causative agents of human diseases.
- B. Inadequately maintained swimming pools are a significant source of stagnant or standing bodies of water within the city.
- C. It is the purpose and intent of this chapter to protect public health, safety and welfare by developing regulations that will promote the maintenance of swimming pools in the city in a healthful, sanitary and safe condition.
- D. It is further the purpose and intent of this chapter to establish administrative procedures to cause the swift abatement of inadequately maintained swimming pools.

(Ord. No.\_\_\_\_, §\_\_\_\_\_)

#### 8.29.030 - Definitions.

"City" means the city of \_\_\_\_\_.

"Code" means the \_\_\_\_\_ Municipal Code, and laws incorporated therein by reference, as well as any adopted and uncodified ordinances.

"City manager" means the \_\_\_\_\_ City Manager and/or his or her authorized designee(s).

"Owner" means and includes any person having legal title to any real property in the city, including all persons shown as owners on the last equalized assessment roll of the county assessor's office. Owner also includes any person with powers of attorney, executors of estates, trustees, or who are court appointed administrators, conservators, guardians or receivers.

"Person," for purposes of this chapter, means and includes any individual, partnership of any kind, corporation, limited liability company, association, joint venture or other organization or entity, however formed, as well as trustees, heirs, executors, administrators, assigns and any public entity or agency that acts as an owner in the city.

"Pool" means any swimming pool, whether above-ground or in-ground. For purposes of this chapter, "pool" also includes any above-ground or in-ground hot tub or spa, ornamental pond, fountain, bird bath, or any other man-made structure or fixture capable of collecting water.

"Property" or "premises" means any privately-owned real property in the city on which a pool, as defined in this chapter, is present.

"Responsible person" means any person, whether an owner as defined in this chapter, or a person who leases, rents, occupies or has charge, control or possession of property, who allows, causes, creates, maintains, suffers or permits the presence of a pool that is not maintained in compliance with the provisions

of this chapter, by any act or the omission of an act or duty. The actions or inactions of a responsible person's agent, employee, representative or contractor may be attributed to that responsible person.

(Ord. No.\_\_\_\_, §\_\_\_\_\_)

8.29.040 - Enforcement; administration.

- A. The city manager is hereby authorized and directed to enforce the provisions of this chapter.
- B. The city manager is authorized to designate certain city personnel to assist in the enforcement of this chapter. The designees shall have such enforcement powers as are delegated by the city manager.
- C. The city manager is authorized to promulgate rules, regulations, policies and procedures to implement the provisions of this chapter, including, but not limited to, administrative policies and procedures for the city's use, independently and/or in conjunction with the San Gabriel Valley Mosquito and Vector Control District, to investigate, identify and abate pools that are not maintained in compliance with the provisions of this chapter.

(Ord. No.\_\_\_\_, §\_\_\_\_\_)

8.29.050 - Inspections; right of entry.

- A. The city manager is authorized to make such inspections and take such actions as may be required to enforce the provisions of this chapter. Authorized inspections shall be limited to exterior portions of premises.
- B. When it is necessary to make an inspection to enforce the provisions of this chapter, or when the city manager has reasonable cause to believe that there exists on a premises a pool that is not maintained in compliance with the provisions of this chapter, the city manager may enter the premises at reasonable times to inspect.
  - 1. If the property is occupied, the city manager shall, before entering the premises, present proper credentials and request entry, explaining his or her reasons for the inspection.
  - 2. If the property is unoccupied, the city manager shall first make a reasonable effort to locate the owner or other responsible person, as defined in this chapter, and request entry, explaining his or her reasons for the inspection.
  - 3. If consent to entry is refused or otherwise cannot be obtained, the city manager shall have recourse to every remedy provided by law to secure lawful entry and inspect the premises, including, but not limited to, securing an inspection warrant pursuant to California Code of Civil Procedure Sections 1822.50 through 1822.57.
  - 4. Notwithstanding the foregoing, if the city manager has reasonable cause to believe that a pool is in such a condition as to pose an imminent hazard to public health and safety, the city manager shall have the right to immediately enter and inspect the premises, and may use any reasonable means required to effectuate the entry and inspection.

(Ord. No.\_\_\_\_, §\_\_\_\_\_)

8.29.060 - Pool maintenance required; maintenance standards; owners' responsibility.

- A. Owners, as defined in this chapter, shall, at all times, regularly and continuously maintain a pool in one of the following manners:
  - 1. The pool shall be filtered and treated so the water remains clear and circulating;

- 2. The pool shall be fully drained and kept dry at all times.
- B. Any pool that is not maintained in conformance with subsection A. shall be deemed an "unmaintained pool."
- C. Notwithstanding any provision of a lease or rental agreement, or other occupancy contract or agreement, which assigns pool maintenance duties to a lessee, tenant or occupant, an owner shall be deemed responsible for the regular and continuous maintenance of his or her pool in accordance with subsection A.

(Ord. No.\_\_\_\_, §\_\_\_\_\_)

8.29.070 - Violation; public nuisance; penalty.

- A. The city council finds and declares that it is unlawful for any responsible person, as defined in this chapter, to allow, cause, create, suffer or permit the presence of an unmaintained pool on his or her property.
- B. The city council finds and declares that an unmaintained pool constitutes a public nuisance subject to abatement.
- C. Any person violating the provisions of this chapter is subject to the penalty provisions set forth in chapter 1.12.

(Ord. No.\_\_\_\_, §\_\_\_\_\_)

8.29.080 - Abatement; emergency abatement of an imminently hazardous unmaintained pool.

- A. The city manager may cause an unmaintained pool to be abated, in accordance with the procedures set forth in chapter 8.28.
- B. The city manager may utilize the procedures set forth in section 8.28.170 for the emergency abatement of an unmaintained pool if it is determined that the pool creates an imminent hazard to public health, safety or welfare. Evidence of an imminently hazardous pool shall include, but not be limited to, the presence of mosquitoes, mosquito larvae, bacterial growth or algae, or water which is unclear, murky, clouded, green or discolored.

(Ord. No.\_\_\_\_, §\_\_\_\_\_)

8.29.100 - Administrative citations.

- A. The city manager may issue an administrative citation to a responsible person who causes, allows, suffers or permits the presence of an unmaintained pool. Issuance of a citation shall be in accordance with and as provided in chapter 1.16.
- B. Notwithstanding any other provisions in this code, the penalty amount of an administrative citation issued for a violation of this chapter shall be assessed as follows:
  - 1. For the first administrative citation, the penalty shall be five hundred dollars (\$500.00).
  - 2. For the second administrative citation, the penalty shall be one thousand dollars (\$1,000.00).
  - 3. For the third administrative citation, the penalty shall be one thousand five hundred dollars (\$1,500.00).

(Ord. No.\_\_\_\_, §\_\_\_\_\_)

8.29.110 - Remedies not exclusive.

Any administrative citation pursuant to this chapter shall not prejudice or adversely affect any other civil, administrative or criminal action that may be brought to abate an unmaintained pool or to seek compensation for damages suffered. A civil or criminal action may be brought concurrently with any other process regarding the same violation.

(Ord. No.\_\_\_\_, §\_\_\_\_\_)

8.29.120 - Applicability of other laws.

This chapter is not the exclusive regulation of pool maintenance or penalty for allowing, causing, creating or permitting the presence of an unmaintained pool. It supplements, and is in addition to, other regulatory codes, statutes and ordinances heretofore or hereafter enacted by the city, San Gabriel Valley Mosquito and Vector Control District, state or any other legal entity or agency having jurisdiction, including but not limited to the provisions of Division 3 of the Health and Safety Code (Section 2000, et seq.), as well as administrative regulations adopted pursuant to those laws.

(Ord. No.\_\_\_\_, §\_\_\_\_\_)

8.29.130 - Severability.

If any section, subsection, paragraph, sentence, clause or phrase of this chapter is declared by a court of competent jurisdiction to be unconstitutional or otherwise invalid, such decision shall not affect the validity of the remaining portions of this chapter. The city council declares that it would have adopted this chapter, and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases, or portions be declared invalid or unconstitutional.

(Ord. No.\_\_\_\_, §\_\_\_\_\_)