



**San Gabriel Valley Council of Governments**  
**AGENDA AND NOTICE OF THE MEETING OF THE CITY**  
**MANAGERS' STEERING COMMITTEE**  
**Date: Wednesday, January 2, 2018 – 12 noon**  
**Location: Foothill Transit Office**  
**(100 S. Vincent Ave., Suite 200, West Covina, CA)**

**Chair**  
**Dominic Lazzaretto**  
Arcadia

**Vice-Chair**  
**Bob Russi**  
La Verne

**Immediate Past-Chair**  
**Mark Alexander**  
La Canada Flintridge

**Northeast**  
**Representatives**  
**Blaine Michaelis**  
San Dimas  
**Sergio Gonzalez**  
Azusa

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

**Central Representatives**  
**Shannon Yauchzee**  
Baldwin Park  
**Chris Freeland**  
West Covina

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

**Northwest**  
**Representatives**  
**Darrell George**  
Duarte  
**Oliver Chi**  
Monrovia

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.



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.*

**ACTION ITEMS**

7. FY 18-19 Budget Amendment #1 – Page 3  
*Recommended Action: Recommend the Governing Board amend the FY 18-19 budget.*
8. Legislative Consultant Proposal – Page 7  
*Recommended Action: Recommend the Governing Board authorize the Executive Director to execute a two-year agreement with Capital Representation Group, Inc to provide state legislative lobbying services.*

**UPDATE ITEMS**

9. Executive Director's Monthly Report – Oral Report  
*Recommended Action: For information only.*

**CLOSED SESSION**

10. CONFERENCE WITH LABOR NEGOTIATORS: Agency designated representatives: Marisa Creter, Kimberly Hall Barlow, Richard D. Jones, Dominic Lazzaretto, Bob Russi, and Brian Saeki; Unrepresented employees: All unrepresented employees pursuant to California Government Code section 54957.6.  
*Recommended Action: Discuss and provide direction.*
11. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (Three cases)  
*Recommended Action: Discuss and provide direction.*

**.COMMITTEE MEMBER ITEMS**

**ANNOUNCEMENTS**

**ADJOURN**



**SGVCOG Special City Managers' Steering Committee Unapproved Minutes**  
**November 7, 2018**  
**12:00 Noon**  
**Foothill Transit Center**

1. Call to order. The meeting was called to order at 12:04 PM.
2. Pledge of Allegiance.
3. Roll Call

**Members Present:**

Azusa, S. Gonzalez  
 Covina, B. Saeki  
 Arcadia, D. Lazzaretto  
 Baldwin Park, S. Yauchzee  
 La Canada Flintridge, M. Alexander  
 La Verne, B. Russi  
 Temple City, B. Cook  
 West Covina, C. Freeland  
 San Dimas, B. Michaelis  
 Monrovia, O. Chi

**Members Absent:**

Alhambra, J. Binnquist  
 Duarte, D. George  
 Pomona, L. Lowry

**SGVCOG Staff/Guests:**

M. Creter, Executive Director  
 K. Ward, SGVCOG Staff  
 K. Barlow, Jones & Mayer  
 D. Fox, Diamond Bar  
 T. Schultz, Claremont

M. Marlowe, San Marino  
 J. Morales, Urban Futures  
 J. Morris, Urban Futures  
 M. Busch, Urban Futures

4. Public Comment.  
There were no public comments.
5. Changes to Agenda Order.  
There were no changes to the agenda.

**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: M. Alexander /C. Freeland)**

**[MOTION PASSED]**

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

**ACTION ITEMS**

7. Service Delivery Cost Comparison Study Contract  
*Recommended Action: Recommend the Governing Board authorize the Executive Director to execute a contract and future amendments with Management Partners to conduct a municipal service delivery and cost comparison study for participating cities.*

The Committee directed staff to proceed negotiating with Management Partners to execute a contract for a municipal service delivery study for the cities that indicated interest in moving forward with the study in a survey circulated by the SGVCOG, including negotiating a reduced cost per service area. Six to seven of the outlined service areas will be included in negotiating with Management Partners.

**DISCUSSION ITEMS**

**8. Regional Coyote Management Plan**

The Committee directed staff to pursue developing a regional plan and coordinating with member cities to assess interest in participating in a regional working group.

**UPDATE ITEMS**

**9. Executive Director's Monthly Report**

*Recommended Action: For information only.*

M. Creter reported on this item.

**CLOSED SESSION**

**10. CONFERENCE WITH LABOR NEGOTIATORS:** Agency designated representatives: Marisa Creter, Kimberly Hall Barlow, Richard D. Jones, Dominic Lazzaretto, Bob Russi, and Brian Saeki; Unrepresented employees: All unrepresented employees pursuant to California Government Code section 54957.6.

*Recommended Action: Discuss and provide direction.*

No action reported.

**11. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: (Three cases)**

*Recommended Action: Discuss and provide direction.*

No action reported.

**COMMITTEE MEMBER ITEMS**

**ANNOUNCEMENTS**

**ADJOURN**

The meeting adjourned at 2:00 p.m.


DATE: January 2, 2018  
TO: City Managers' Steering Committee  
FROM: Marisa Creter, Executive Director  
**RE: FY 18-19 BUDGET AMENDMENT #1**


**RECOMMENDED ACTION**

Recommend the Governing Board amend the FY 18-19 budget.

**BACKGROUND**

Staff is recommending revisions to the FY 2018-19 budget. The overall impact is resulting in a year-end balance of \$9,741. Attachment A contains the full proposed budget amendment and Attachment B contains an explanation for the proposed budget revisions.

Prepared by:   
Katie Ward  
Senior Management Analyst

Approved by:   
Marisa Creter  
Executive Director

**ATTACHMENTS**

- Attachment A – Proposed FY 18-19 Budget Amendment #1
- Attachment B – Explanation of Revisions to Revenue and Expenses

		FY 2018-19	Amendment #1 (Proposed)
1	<b>General Operating Income</b>		
2	Member Dues	\$ 754,007	\$ 754,007
3	Transportation Administration (Local)	96,611	96,611
4	Sponsorships	50,000	50,000
5	Hero Program	12,000	6,000
6	Interest	2,050	2,050
7	<i>Total General Operating Income</i>	<hr/> 914,668	908,668
8	<b>Grants &amp; Special Project Income</b>		
9	Homelessness (Local)	158,000	158,000
10	Energy Efficiency (Local)	340,000	288,400
11	Measure M Subregional Administration (Local)	52,000	32,000
12	Transportation Implementation (Local)		10,000
13	Stormwater (Local)	483,071	483,071
14	<i>Total Grants &amp; Special Project Income</i>	<hr/> 1,033,071	971,471
15	<b>Total Income</b>	<hr/> 1,947,739	1,880,139
16	<b>Indirect Expenses</b>		
17	<u>Personnel</u>		
18	Salaries	430,461	330,808
19	Fringe Benefits	99,319	52,050
20	<u>Board &amp; Employee Expenses</u>		
21	Auto/Travel	40,000	40,000
22	Training/ Memberships	3,500	3,500
23	Board Expense	16,500	16,500
24	<u>Professional Services</u>		
25	Auditing/Accounting	33,200	33,200
26	Legal - Agency Support	40,000	40,000
27	Management Consultant	144,000	156,000
28	MTA Board Support	129,780	129,780
29	<u>Other Expenses</u>		
30	Insurance	8,000	8,000
31	Equipment Expense	10,000	10,000
32	Office Operations	42,500	42,500
33	Office Expense	88,427	88,427
34	Other	50,000	100,000
35	<b>Total Indirect</b>	1,135,687	1,050,765
36	<b>Direct Expenses</b>		
37	Salaries	\$ 270,742	\$ 299,598
38	Fringe Benefits	\$ 51,965	\$ 51,965
39	Program Management	468,071	468,071
40	<b>Total Direct</b>	<hr/> 790,778	819,634
41	<b>Total Expenditures</b>	<hr/> 1,926,465	1,870,399
42	<b>Net income (Loss)</b>	<hr/> <hr/> \$ 21,274	\$ 9,741

**Attachment B - Summary of Proposed Revisions (FY 2018-19)**

Line	Note
5	Due to decreased activity of the HERO Program in the San Gabriel Valley, anticipated revenue is expected to be lower than previous years. This reflects a decrease of \$6,000 in revenue.
10	In August, SCE approved a Strategic Plan project to update four cities energy action plans. The amended line item reflects the finalized approved budget amount. Additionally, staff anticipated resuming marketing activity for LA County's Commercial PACE Program. However due to issues with the County's application process, the project is on indefinite hold. These changes will result in a decrease of projected revenues of \$51,600, which are offset by reduced staffing costs.
11	Staff anticipates completing the initial Measure M Multi-Year Subregional Program (MSP) recommendations and submitting to Metro in January. The revised budget for this line item reflects actual costs (i.e. staff time). The net impact is a \$20,000 decrease in revenue. The SGVCOG is being fully reimbursed by Metro for all labor associated with administering the MSP up to .5% of the MSP budget. Any administrative funds not used in this fiscal year roll over and will be used to cover costs associated with annual reporting and updates to the MSP.
12	In August 2017, the California Transportation Commission (CTC) awarded the SGVCOG a \$4.55 million Greenhouse Gas Reduction Fund (GGRF) Grant to expand bike share throughout the San Gabriel Valley. Although the project is assigned to the Capital Projects and Construction Committee, SGVCOG planning/policy staff are also assigned to the project. Additionally, Metro approved funding in September 2018 for the SGVCOG to host an open streets event in the cities of El Monte and South El Monte on October 27, 2019. The net impact will be a \$10,000 increase in revenue.
18, 19, 37	A decrease in personnel costs is anticipated due to partial-year vacancies of Director of Regional Planning and Programs and Management Analyst positions. These positions are expected to be filled by March 2019. This will result in a net impact of \$118,065 in decreased expenditures.
27	To support the SGVCOG's strategic goals, staff is recommending executing an agreement with a state legislative consultant. The net impact is a \$12,000 increase in expenditures.
34	In November, the Governing Board authorized a one-time settlement charge for ongoing litigation. The net impact is a \$50,000 increase in expenditures.





DATE: January 2, 2018

TO: City Managers' Steering Committee

FROM: Marisa Creter, Executive Director

**RE: LEGISLATIVE CONSULTANT PROPOSAL**

## **RECOMMENDED ACTION**

Recommend the Governing Board authorize the Executive Director to execute a two-year agreement with Capital Representation Group, Inc to provide state legislative lobbying services.

## **BACKGROUND**

Currently, the ACE Project has a contract with a state legislative consultant, Capital Representation Group (CRG), that advocates for legislative priorities that further the ACE Project. In December, staff met with this legislative consultant to discuss strategies to expand the scope of legislative priorities to include the other strategic areas of the SGVCOG. Based on this discussion, staff is recommending executing an agreement with CRG to provide state level advocacy services related to the SGVCOG's state legislative and regulatory priorities (Attachment A). CRG is a highly respected and responsive legislative representation and advocacy firm based in Sacramento. The firm has extensive experience representing public agencies in a wide range of advocacy services and policy initiatives, including regional mobility initiatives, sustainable planning strategies, air quality planning, homelessness planning state/regional transportation funding legislation and countywide sales tax initiatives.

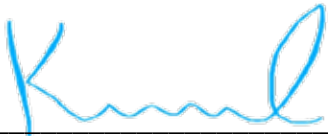
The scope of work proposed by CRG includes the following:


- Represent/advocate before the California Legislature and staff, Governor's Office and the Executive Branch Agencies, Departments, Boards and Commissions on initiatives and positions of the SGVCOG on any state policies and pending legislation and regulatory actions.
- Arrange for any briefings and assist in scheduling of Sacramento visits for SGVCOG Board Members and staff with appropriate members of the Legislature, legislative staff, and key Governor's Administration officials and staff.
- Coordinate opportunities for SGVCOG representatives to provide testimony at any relevant legislative committee or state administrative hearings and meetings.
- Monitor and attend relevant legislative and regulatory hearings including those of the Legislature as well as other administrative bodies with jurisdiction over policy initiatives or issues in the SGVCOG Strategic Plan.
- Assist in the preparation of any position letters or policy statements regarding legislative initiatives or proposals as directed by the SGVCOG Governing Board and staff.
- Provide support and coordination to the San Gabriel Valley Legislative Caucus.

- Assist in the organization and scheduling of an annual Sacramento legislative trip that would coincide with a quarterly meeting of the San Gabriel Valley Legislative Caucus and possible League of California Cities Annual Legislative Conference.
- Attend or participate in any SGVCOG Governing Board or Committee meeting, including conferences calls with board members and staff.

## **FISCAL IMPACT**

The cost of this contract is anticipated to be \$25,000-\$30,000 annually and will be offset by current SGVCOG staff vacancies for FY 18-19. Staff will evaluate the contract after one year to determine if the consultant enhances and furthers the SGVCOG's legislative priorities.

Prepared by:   
Katie Ward  
Senior Management Analyst

Approved by:   
Marisa Creter  
Executive Director

## **ATTACHMENTS**

Attachment A – Legislative Consultant Proposal



## **Capital Representation Group**

### **PROPOSAL TO PROVIDE STATE GOVERNMENTAL AFFAIRS CONSULTANT AND LEGISLATIVE LOBBYING SERVICES FOR THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS**

#### **OBJECTIVE**

The **Mission** of SGVCOG is to provide a unifying voice to maximize resources and advocate for regional and member interests to improve the quality of life in the San Gabriel Valley. The **Vision** of the San Gabriel Valley Council of Governments is to be recognized as the leader in advocating for and achieving sustainable solutions for transportation, housing, economic growth and the environment. The governmental affairs consultant/lobbyist shall provide state level advocacy services related to SGVCOG's state legislative and regulatory priorities. The governmental affairs consultant/lobbyist shall support staff to implement policy and legislative direction from the COG Board of Directors including creative and innovative strategies to implement legislative, regulatory and policy initiatives that affect the San Gabriel Valley and its member communities.

#### **CAPITAL REPRESENTATION GROUP, INC.**

The Capital Representation Group is a highly respected and responsive legislative representation and advocacy firm based in Sacramento, California directly across the street from the State Capitol and within easy walking distance of the key state agencies and departments. The firm has extensive experiences representing public agencies and private interests in a wide range of advocacy services and policy initiatives, especially as it relates to regional mobility initiatives and sustainable planning strategies, air quality planning, state and regional transportation funding legislation and countywide sales tax initiatives (Proposition 1B & SB1 for trade corridor funding) and L.A. Metro (three half-cent sales tax measures) and state and regional policy strategies and initiatives to address chronic crisis of housing and homelessness.

The Managing Partner of the Capital Representation Group, Tim Egan, has more than 35 years' experience in a wide range of regional, transportation, legislative and related public affairs initiatives and is considerable repository of "institutional memory" and strategic thinking in this regard, and has been an active initiator or participant in some of the most significant transportation legislative and funding initiatives, programs and developments, as well as policies and legislation for the implementation of regional and strategic growth plans and strategies. Mr. Egan's prior professional experience includes: Deputy Director for Government and Legislative Affairs for the Los Angeles County Transportation Commission (predecessor to L.A. Metro); and, Program Manager, Regional Transportation Improvement Program for the Southern California Association of Governments.

## **SCOPE OF SERVICES**

The Capital Representation Group (CRG) would initially provide consultant services to implement the Stormwater Policies State Legislative Priorities for 2019, specifically the reintroduction of AB 2538 (Rubio) on Municipal Water Quality & Stormwater. In addition, the Capital Representation Group would provide the following services as directed to assist the SGVCOG Board of Directors and staff implement the COG Strategic Plan as proposed to be updated in January 2019.

- CRG would generally represent/advocate before the California Legislature and staff, Governor's Office and the Executive Branch Agencies, Departments, Boards and Commissions on initiatives and positions of the SGVCOG on any state policies and pending legislation and regulatory actions.
- Arrange for any briefings and assist in scheduling of Sacramento visits for COG Board Members and staff with appropriate members of the Legislature, legislative staff, and key Governor's Administration officials and staff.
- Coordinate opportunities for COG representatives to provide testimony at any relevant legislative committee or state administrative hearings and meetings.
- Monitor and attend when necessary relevant legislative and regulatory hearings including those of the Legislature as well as other administrative bodies with jurisdiction over policy initiatives or issues in the COG Strategic Plan. Such executive entities may include the Air Resources Board, California Transportation Commission, State Water Resources Control Board, Strategic Growth Council, Caltrans and other such bodies as identified by the COG.
- Assist in the preparation of any position letters or policy statements regarding legislative initiatives or proposals as direct by the COG Board and staff.
- Provide support and coordination to the San Gabriel Valley Legislative Caucus, it's Chair, Vice-Chair and Caucus Members, including but not limited to providing assist for the scheduling of caucus meetings and briefings in Sacramento or San Gabriel Valley.
- Maintain communications with and be aware of issues from organizations that the SGVCOG may have membership or interest; such as, the California Association of Councils of Governments, the League of California Cities, the California State Association of Counties, the Contract Cities Association, the Southern California Association of Governments and others.
- Assist in the organization and scheduling of an annual Sacramento legislative trip (which may be co-sponsored with our Valley regional partners) that would coincide with a quarterly meeting of the San Gabriel Valley Legislative Caucus and possible League of California Cities Annual Legislative Conference.
- As directed attend or participate in any COG Board or Committee meeting, including conferences calls with board members and staff.

## **CURRENT AND FORMER CLIENTS OF THE CAPITAL REPRESENTATION GROUP**

CRG has had the privilege over 30 years to represent a wide range of public and private sector clients at both the state and federal levels of government. Some of our public sector clients include or have included:

- Southern California Association of Governments
- Alameda Corridor-East Construction Authority
- Los Angeles County Metropolitan Transportation Authority (METRO)
- Ventura County Transportation Commission
- Southern California Regional Rail Authority (Metrolink)
- Altamont Commuter Express (ACE) – San Joaquin Regional Rail Commission
- Foothill Transit
- Merced County Association of Governments
- San Francisco County Transportation Authority
- Monterey-Salinas Transit District
- Cities of Fresno, Bell, Burbank, Hesperia, to name a few

## **COST PROPOSAL**

The Capital Representation Group, Inc. would propose to undertake the State Governmental Affairs Consultant and Legislative Lobbying Services for a monthly retainer of \$2,500 per month exclusive of any out-of-pocket expenses, which are not to exceed \$1,000 per year. Such expenses would be for any travel and accommodations on behalf of the SGVCOG as pre-approved by the Executive Director or directed by the President or Board of Directors and would be included in the monthly invoices submitted by the Capital Representation Group. We would propose to enter into a twenty-four (24) month professional services agreement to begin January 1, 2019 through December 31, 2020.