



**SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS*
AGENDA AND NOTICE OF THE MEETING OF THE CITY
MANAGERS' STEERING COMMITTEE**

Date: Wednesday, April 6, 2022 – 12:00 PM

Zoom Meeting Link: <https://zoom.us/j/97543124400>

Livestream is Available at: <https://youtu.be/LprdhujyxNs>

Chair
Marcella Marlowe
San Marino

Vice-Chair
Jessica Binnquist
Alhambra

Immediate Past-Chair
Bob Russi
La Verne

Northeast Representatives
Sergio Gonzalez
Azusa
Adam Raymond
Glendora

Southeast Representatives
Dan Fox
Diamond Bar

Central Representatives
Gloria Molleda
Rosemead
Rachel Barbosa
South El Monte

Southwest Representatives
Rene Bobadilla
Montebello
Mark Lazzaretto
San Gabriel

Northwest Representatives
Mark Alexander
La Canada Flintridge
Kevin Kearney
Bradbury

At-Large Representatives
Ron Bow
Monterey Park
Bryan Cook
Temple City
Dominic Lazzaretto
Arcadia
Chris Constantin
San Dimas
Arminé Chaparyan
South Pasadena

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, 4900 Rivergrade Road, Suite A120, Irwindale, CA, and on the website, www.sgvkog.org. A copy of the agenda is also viewable at Alhambra City Hall, 111 S 1st St, Alhambra, CA. Copies are available via email upon request (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.



***MEETING MODIFICATIONS DUE TO THE STATE AND LOCAL EMERGENCY RESULTING FROM THE THREAT OF COVID-19:** AB 361 (Rivas), signed by California Governor Gavin Newsom on September 16, 2021, authorizes local agencies to hold public meetings via teleconferencing and allows for members of the public to observe and address the meeting telephonically or electronically to promote social distancing due to the state and local emergency resulting from the threat of the Novel Coronavirus (COVID-19).

To follow the new provisions in AB 361 and ensure the safety of Committee Members and staff for the purpose of limiting the risk of COVID-19, in-person public participation at the City Managers' Steering Committee meeting will not be allowed. To allow for public participation, the City Managers' Steering Committee will conduct its meeting through Zoom Video Communications. To participate in the meeting, download Zoom on any phone or computer device and copy and paste the following link into your browser to access the live meeting: <https://zoom.us/j/97543124400>. You may also access the meeting via the livestream link on the front of the agenda page.

Instructions for Public Comments: For those wishing to make public comments on agenda and non-agenda items, but within the SGVCOG's subject matter jurisdiction, you may submit written comments via email or provide a verbal comment by participating through Zoom.

- Written Comments (Email): If you wish to submit written public comments to be distributed to the committee members prior to or during the meeting, please submit these materials via email to Katie Ward at kward@sgvcog.org at least 1 hour prior to the scheduled meeting time. Please indicate in the Subject Line of the email "FOR PUBLIC COMMENT." Emailed public comments will be read into the record and will be part of the recorded meeting minutes. Written public comments may include, but are not limited to letters, reports, and presentations. While there is no page or word count limit for written comments, the time for reading written public comments into the record will be limited to three minutes, which is the same time allotted for verbal comments.
- Verbal Comments (Zoom): Through Zoom, you may provide a verbal comment by using the web interface "Raise Hand" feature. Wait to be called upon by staff, and then you may provide verbal comments for up to 3 minutes. Public comment is taken at the beginning of the meeting for items not on the agenda. Public comment is also accepted at the beginning of each agenda item.

Any member of the public requiring a reasonable accommodation to participate in this meeting should contact Katie Ward at least 48 hours prior to the meeting at (626) 214-8160 or at kward@sgvcog.org.

PRELIMINARY BUSINESS

1. Call to Order
2. Roll Call
3. Public Comment (*If necessary, the Chair may place reasonable time limits on all comments*)
4. Changes to the Agenda Order

CONSENT CALENDAR

5. City Managers' Steering Committee Minutes – [Page 1](#)
Recommended Action: Approve City Managers' Steering Committee Minutes.
6. Adopt Resolution 22-05-CMS Making Specified Findings to Enable the City Managers' Steering Committee to Continue to Hold Meetings Via Teleconferencing – [Page 3](#)
Recommendation Action: Adopt Resolution 22-05-CMS making certain findings that the existence of a local and state of emergency in California caused by the ongoing COVID-19 pandemic continues to directly impact the ability of the SGVCOG to hold public meetings safely in person thereby necessitating an ability to continue holding meetings via teleconferencing.
7. Draft SGVCOG FY 2022-2023 Budget – [Page 5](#)
Recommendation Action: Receive and file.
8. FY 2020-2021 Financial Audit – [Page 7](#)
Recommendation Action: Receive and file.

PRESENTATION

9. City of Duarte 2022 Homeless Census Presentation: Daniel Jordan, City Manager, City of Duarte; Victoria Rocha, Assistant to the City Manager, City of Duarte
Recommended Action: For information only.

UPDATE ITEMS

10. San Gabriel Valley Regional Food Recovery Program Study Findings – [Page 9](#)
Recommended Action: For information only.
11. Executive Director's Report
Recommended Action: For information only.

ANNOUNCEMENTS

ADJOURN



SGVCOG City Managers' Steering Committee **Special Meeting**
Unapproved Minutes
March 23, 2022
12:00 PM - Via Zoom/Teleconference

PRELIMINARY BUSINESS

1. Call to Order
M. Marlowe called the meeting to order at 12:00 PM.

2. Roll Call:

Members Present:

Alhambra, J. Binnquist
 Diamond Bar, D. Fox
 Glendora, A. Raymond
 La Canada Flintridge, C. Alameda
 La Verne, B. Russi
 Montebello, R. Bobadilla
 San Marino, M. Marlowe
 Temple City, B. Cook

Members Absent:

Arcadia, D. Lazzaretto
 Azusa, S. Gonzalez
 Bradbury, K. Kearney
 Monterey Park, R. Bow
 Rosemead, G. Molleda
 San Dimas, C. Constantin
 San Gabriel, M. Lazzaretto
 South El Monte, R. Barbosa
 South Pasadena, A. Chaparyan

SGVCOG Staff:

M. Creter, Executive Director
 K. Ward; A. Fung, Staff

3. Public Comment
No general public comment was received for this meeting.

CONSENT CALENDAR

4. City Managers' Steering Committee Minutes
Recommended Action: Approve City Managers' Steering Committee Minutes.
5. Adopt Resolution 22-04-CMS Making Specified Findings to Enable the City Managers' Steering Committee to Continue to Hold Meetings Via Teleconferencing
Recommendation Action: Adopt Resolution 22-04-CMS making certain findings that the existence of a local and state of emergency in California caused by the ongoing COVID-19 pandemic continues to directly impact the ability of the SGVCOG to hold public meetings safely in person thereby necessitating an ability to continue holding meetings via teleconferencing.

There was a motion to approve consent calendar items 4-5 (M/S: B. Cook/D. Fox).

[MOTION PASSED]

AYES:	Alhambra, Diamond Bar, Glendora, La Canada Flintridge, La Verne, San Marino, Montebello, Temple City
NOES:	
ABSTAIN:	

ABSENT:	Arcadia, Azusa, Bradbury, Monterey Park, Rosemead, San Dimas, San Gabriel, South El Monte, South Pasadena
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ANNOUNCEMENTS

M. Creter announced that the SGVCOG will be hosting an Open House on Thursday, April 28, 2022, from 12:00pm to 4:00pm.

ADJOURN

The meeting was adjourned at 12:10 PM.

DATE: April 6, 2022

TO: City Managers' Steering Committee

FROM: Marisa Creter, Executive Director

RE: ADOPT RESOLUTION 22-05-CMS MAKING SPECIFIED FINDINGS TO ENABLE THE CITY MANAGERS' STEERING COMMITTEE TO CONTINUE TO HOLD MEETINGS VIA TELECONFERENCING

RECOMMENDED ACTION

Adopt Resolution 22-05-CMS making certain findings that the existence of a local and state of emergency in California caused by the ongoing COVID-19 pandemic continues to directly impact the ability of the SGVCOG to hold public meetings safely in person thereby necessitating an ability to continue holding meetings via teleconferencing.

BACKGROUND

Introduced by Assemblymember Robert Rivas (D-Hollister) on February 1, 2021, AB 361 codifies portions of Governor Gavin Newsom's existing Ralph M. Brown Act exemptions pertaining to teleconferencing if a local agency issues an emergency finding, and reissues it every 30 days, that it is unsafe to meet in person. Specifically, the Brown Act exemptions include requirements to provide a public teleconference location, to maintain a member quorum within the agency's jurisdiction and to provide for public comment at each teleconference location, such as a private residence. The legislation expires in December 2024. On September 16, 2021, California Governor Gavin Newsom signed AB 361 into law, effective immediately.

A local agency wishing to rely on the provisions of AB 361 must meet one of the following criteria:

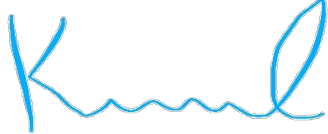
1. The local agency holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or
2. The local holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
3. The local agency holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.


On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California due to the threat of COVID-19 and shortly thereafter issued Executive Order N-29-20 suspending certain Brown Act provisions relating to teleconferencing as public meetings began to be held online.¹ However, this Executive Order expired on September 30, 2021, despite the State of Emergency remaining in place.

¹ Similarly, on March 4, 2020, the Los Angeles County Board of Supervisors and Los Angeles County Health Officer declared a local and health emergency due to the threat of COVID-19.

The threat that COVID-19 has presented continues to directly impact the ability of the SGVCOG to conduct Governing Board/committee meetings safely in person. Updated guidelines issued by the Centers for Disease Control and Los Angeles Department of Public Health in July and August 2021 advise governmental entities to refrain from conducting indoor meetings and consider moving operations outdoors, where feasible, to prevent transmission. SGVCOG staff finds it has been unable to find a suitable outdoor space with the requisite audio/visual capabilities at which the monthly Committee meetings can be held safely. Similarly, an indoor space with sufficient capacity to accommodate safe social distance practices among members, staff, and the public could not be identified

In order to continue to conduct meetings in a safe manner and to prevent unnecessary COVID-19 exposure to members, staff and the public, staff is recommending that the City Managers' Steering Committee adopt a resolution making certain findings that the current local and state of emergency caused by the ongoing COVID-19 pandemic continues to directly impact the ability of the SGVCOG to hold public meetings safely in person thereby necessitating an ability to continue holding meetings via teleconferencing.

Prepared by: 
Katie Ward
Administrative Services Manager

Approved by: 
Marisa Creter
Executive Director

ATTACHMENT

[Attachment A – Resolution 22-05-CMS](#)

REPORT

DATE: April 6, 2022

TO: Executive Committee
City Managers' Steering Committee
Governing Board

FROM: Marisa Creter, Executive Director

RE: **DRAFT SGVCOG FY 2022-2023 BUDGET**

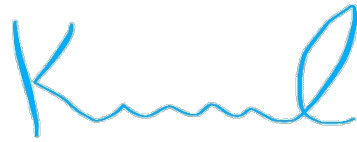
RECOMMENDED ACTION

For information only.

BACKGROUND

In accordance with the SGVCOG's bylaws, the Governing Board shall adopt the annual agency budget prior to July 1 of each calendar year. The draft budget is presented in April to the Executive Committee, City Managers' Steering Committee and the Governing Board for review and feedback. After this initial review and feedback, the budget is modified as needed and then presented to the Governing Board for adoption in May. Attachment A provides a copy of the complete draft SGVCOG FY 2022-2023 budget.

Prepared by:



Katie Ward
Administrative Services Manager

Approved by:



Marisa Creter
Executive Director

ATTACHMENT

[Attachment A – Draft SGVCOG FY 2022-2023 Budget](#)

REPORT

DATE: April 6, 2022

TO: Executive Committee
City Managers' Steering Committee
Governing Board

FROM: Marisa Creter, Executive Director

RE: **FY 2020-2021 FINANCIAL AUDIT**

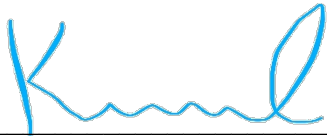
RECOMMENDED ACTION

For information only.

BACKGROUND

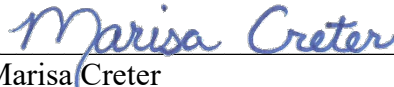
The SGVCOG's auditors Badawi & Associates completed a comprehensive audit of the financial statements for the SGVCOG for fiscal year ending June 30, 2021. Attachment A contain the auditor's full report.

Prepared by:



Katie Ward
Administrative Services Manager

Approved by:



Marisa Creter
Executive Director

ATTACHMENT

[Attachment A – Audited Financial Statements Year Ended June 20, 2021](#)

REPORT

DATE: April 6, 2022
TO: City Managers' Steering Committee
FROM: Marisa Creter, Executive Director
RE: **SAN GABRIEL VALLEY REGIONAL FOOD RECOVERY PROGRAM
STUDY FINDINGS**

RECOMMENDED ACTION

For information only.

BACKGROUND

At the recommendation of member agencies, the SGVCOG launched the San Gabriel Valley Regional Food Recovery Program to support San Gabriel Valley cities with complying to SB 1383 (Lara, 2016) regulations. The Program, which began in September 2021, included activities such as assessing potential food recovery agencies and their capacities for cities to utilize for SB 1383 requirements, identifying Tier 1 and Tier 2 commercial edible food waste generators and assessing their current compliance with SB 1383's food recovery regulations, preparing guidance, assisting with education and outreach efforts, and implementing inspection and enforcement programs.

The following 14 cities participated in the SGVCOG's Regional Food Recovery Program:

Alhambra	Irwindale	San Marino
Azusa	La Cañada Flintridge	South Pasadena
Covina	Monrovia	Temple City
Duarte	Monterey Park	Walnut
Glendora	Pomona	

Last month, a report was released to the participating cities regarding the region's food recovery organizations and their capacities to process and recover edible food. While the report is still being finalized, SGVCOG staff desires to share the study's capacity analysis with the Committee to highlight food recovery resource needs of the San Gabriel Valley as a region.

Based on the results of surveys conducted for the study, existing capacity appears to be somewhat sufficient to recover the amount of edible food generated by Tier 1 and Tier 2 edible food waste generators in the 14 participating cities as follows:

Edible Food Recovery Capacity (Pounds)	Edible Food Recovery Generation (Pounds)
Low Estimate: 15,059,924	Tier 1 Generators: 14,974,285
High Estimate: 17,365,852	Tier 2 Generators: 400,447
<i>Overall Capacity: 15,059,924 – 17,365,852</i>	<i>Total Capacity Required: 15,374,732</i>

It is important to note that the available capacity will rapidly diminish if all of the participating

cities' Tier 1 and Tier 2 generators begin donating their edible food. Given that not all generators are currently donating, it is anticipated that the amount of food donated will significantly increase in the next few years as a result of SB 1383. Should the existing processing capacity of food recovery organizations remain unchanged, the 14 participating cities would not have the capacity needed to recover the additional amount of donated food in the near future.

In order to increase the food recovery organizations' processing capacity, it is recommended that participating cities review the food recovery organizations' resource needs as follows:

- **Staffing:** Many food recovery organizations do not have adequate staff and rely entirely on volunteers.
- **Space Needs:** Most existing food recovery organizations need to increase space for dry goods storage and refrigeration.
- **Transportation:** Many food recovery organizations do not have their own or enough vehicles and rely on volunteers' vehicles.
- **Incidental Expenses:** Many food recovery organizations require pallet jacks, scales, boxes, bags, ice chests, and refrigeration blankets to transport, store, and distribute food.
- **Agreements:** Most food recovery organizations do not generate written agreements themselves. Some of them collect food with no written agreements in place and may need additional assistance to develop these documents to comply with SB 1383's recordkeeping requirements.
- **Grantwriting:** Many food recovery organizations do not have the personnel and resources needed to seek out and apply for grants. Most of them are not in positions to incur costs up front while waiting for grant reimbursements.

Cities are recommended to review the identified resource needs to ensure that they can support local food recovery organizations through existing or additional municipal activities to avoid donated food being spoiled in the redistribution chain. Additionally, cities should consider developing stand-alone pantries and feeding sites to redistribute the influx of food collected. Through SB 1383, cities are required to inspect their local edible food waste generators and food recovery organizations. Such inspections will ensure that all Tier 1 and Tier 2 food waste generators are donating food and provide cities with a clearer understanding of the edible food recovery capacity in their jurisdictions.

As a subsequent phase to this study, the SGVCOG is working to partner with 9 San Gabriel Valley cities to facilitate the establishment of subregional food recovery hubs and conduct additional SB 1383 food recovery outreach activities. It is anticipated that work for the subsequent phase will launch in Summer 2022.

SGVCOG Senior Management Analyst, Alexander Fung, will provide a detailed presentation on this item.

Prepared by: 
Alexander P. Fung
Senior Management Analyst

REPORT

Approved by: Marisa Creter
Marisa Creter
Executive Director

ATTACHMENTS

[Attachment A – Regional Food Recovery Program Final Report](#)