



San Gabriel Valley Council of Governments

NOTICE OF THE REGULAR MEETING OF THE CITY MANAGERS' STEERING COMMITTEE

Date: Wednesday, December 6, 2017 – 12 noon

**Location: Foothill Transit Office
(100 S. Vincent Ave., Suite 200, West Covina, CA)**

Chair
Dominic Lazzaretto
Arcadia

Vice-Chair
Tony Ramos
Claremont

Immediate Past-Chair
Chris Jeffers
Glendora

Northeast Representatives
Bob Russi
La Verne
Blaine Michaelis
San Dimas

Southeast Representatives
Brian Saeki
Covina
Linda Lowry
Pomona

Central Representatives
Shannon Yauchzee
Baldwin Park
Chris Freeland
West Covina

Southwest Representatives
Mark Yokoyama
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. 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.

CITIZEN 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

PRESENTATIONS

6. 2020 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS) Local Input Process – Hasan Ikhata, Executive Director, Southern California Association of Governments (SCAG).
Recommended Action: For information only.
7. Regional Homeless Coordination Efforts – Jan Cicco, Regional Homelessness Coordinator, San Gabriel Valley Council of Governments (SGVCOG).
Recommended Action: For information only.

CONSENT CALENDAR

8. City Managers' Steering Committee Minutes - Page 1
Recommended Action: Approve City Managers' Steering Committee Minutes.

ACTION ITEMS.

9. Draft Memorandum of Understanding (MOU) with SGV Cities for Homelessness Planning - Page 5
Recommended Action: Recommend the Governing Board authorize the Executive Director to execute MOUs with participating cities related to County homelessness plan development.
10. Amendment to Salary Resolution - Page 15
Recommended Action: Recommend the Governing Board update the SGVCOG salary and classification system to add all existing ACE positions.

DISCUSSION ITEMS

11. Metro Measure M Subregional Program Funds - Page 21
Recommended Action: Discuss and provide direction to staff.
12. Metro Measure M Subregional Administrative Funds - Page 25
Recommended Action: Discuss and provide direction to staff.
13. Update on ACE/ COG Integration - Page 29
Recommended Action: For information only.

UPDATE ITEMS

14. ACE Construction Authority – Oral Report
Recommended Action: For information only.
15. Executive Director's Monthly Report – Oral Report
Recommended Action: For information only.

CLOSED SESSION

16. PUBLIC EMPLOYMENT: Titles: Executive Director pursuant to California Government Code section 54957
CONFERENCE WITH LABOR NEGOTIATORS: Agency designated representatives: Kim Barlow, Richard D. Jones, Kim Barlow, Dominic Lazzaretto, Tony Ramos and Chris Jeffers; Unrepresented employee: Executive Director pursuant to California Government Code section 54957.6.

COMMITTEE MEMBER ITEMS

ANNOUNCEMENTS

ADJOURN



SGVCOG City Managers' Steering Committee Unapproved Minutes
November 1, 2017
12:00 Noon
Foothill Transit

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

Members Present:

Arcadia, D. Lazzaretto
 Alhambra, J. Binnquist
 Baldwin Park, S. Yauchzee
 Claremont, T. Ramos
 Duarte, G. Darrell, K. Herrera
 Glendora, C. Jeffers
 La Verne, B. Russi
 Temple City, B. Cook

Members Absent:

Covina
 San Dimas
 Monrovia
 Pomona
 West Covina

SGVCOG Staff/Guests:

M. Creter, Interim Executive Director
 K. Ward, SGVCOG Staff
 M. Marlowe, San Marino

M. Christoffels, ACE
 J. Cicco, SGVCOG Staff

4. Public Comment.
 There were no public comments.
5. Changes to Agenda Order.
 There were no changes to the agenda.
6. Gateway Cities Study on Comparison of Selected Programs and Service Delivery.
 This item will be rescheduled for the January meeting due to a scheduling conflict

CONSENT CALENDAR

7. City Managers' Steering Committee Minutes
There was a motion to approve the minutes (M/S: S. Yauchzee / B. Russi).

[MOTION PASSED]

AYES:	Arcadia, Alhambra, Baldwin Park, Claremont, Duarte, Glendora, La Verne, Temple City
NOES:	
ABSTAIN:	
ABSENT:	Covina, San Dimas, Pomona, Monrovia, West Covina

ACTION ITEMS

8. Executive Director Job Description

There was a motion to recommend the Governing Board approve the Executive Director job description. (M/S: T. Ramos/C. Jeffers).

[MOTION PASSED]

AYES:	Arcadia, Alhambra, Baldwin Park, Claremont, Duarte, Glendora, La Verne, Temple City
NOES:	
ABSTAIN:	
ABSENT:	Covina, San Dimas, Pomona, Monrovia, West Covina

9. Memorandum of Understanding (MOU) with ACE for Integration-related Costs

There was a motion to recommend the Governing Board approve a MOU with ACE for an amount not to exceed \$45,000 for staff costs related to the COG/ACE integration. (M/S: B. Russi/T. Ramos).

[MOTION PASSED]

AYES:	Arcadia, Alhambra, Baldwin Park, Claremont, Duarte, Glendora, La Verne, Temple City
NOES:	
ABSTAIN:	
ABSENT:	Covina, San Dimas, Pomona, Monrovia, West Covina

10. 2018 Extension of the San Gabriel Valley Energy Wise Partnership (SGVEWP) Contract with Southern California Edison

There was a motion to recommend the Governing Board authorize the Executive Director execute the contract (M/S: C. Jeffers/S. Yauchzee).

[MOTION PASSED]

AYES:	Arcadia, Alhambra, Baldwin Park, Claremont, Duarte, Glendora, La Verne, Temple City
NOES:	
ABSTAIN:	
ABSENT:	Covina, San Dimas, Pomona, Monrovia, West Covina

11. FY 2017-18 1st Quarter Financial Report

There was a motion to recommend the Governing Board approve the FY 2017-18 1st Quarter Financial Report. (M/S: C. Jeffers/D. George).

[MOTION PASSED]

AYES:	Arcadia, Alhambra, Baldwin Park, Claremont, Duarte, Glendora, La Verne, Temple City
NOES:	
ABSTAIN:	
ABSENT:	Covina, San Dimas, Pomona, Monrovia, West Covina

12. Interim Amendment to SGVCOG Salary Resolution for ACE/SGVCOG Integration.

M. Creter reported on this item, no action was taken.

DISCUSSION ITEMS

13. Update on ACE/ COG Integration

M. Creter reported on this item.

UPDATE ITEMS

14. ACE Construction Authority
M. Christoffels reported on this item.
15. Executive Director's Monthly Report
M. Creter reported on this item. M. Creter introduced new SGVCOG staff member, Jan Cicco. Jan Cicco will serve as the SGVCOG Regional Homelessness Coordinator.

CLOSED SESSION

16. PUBLIC PUBLIC EMPLOYMENT: Titles: Executive Director pursuant to California Government Code section 54957

CONFERENCE WITH LABOR NEGOTIATORS: Agency designated representatives: Kim Barlow, Richard D. Jones, Kim Barlow, Dominic Lazzaretto, Tony Ramos and Chris Jeffers; Unrepresented employee: Executive Director pursuant to California Government Code section 54957.6.

There was no closed session due to the absence of the SGVCOG legal counsel.

COMMITTEE MEMBER ITEMS

ANNOUNCEMENTS

ADJOURN

The meeting adjourned at 12:56 p.m.

REPORT

DATE: December 4, 2017

TO: Executive Committee
City Managers' Steering Committee
Governing Board

FROM: Marisa Creter, Interim Executive Director

RE: **HOMELESS PLAN MOU**

RECOMMENDED ACTION

Recommend Governing Board authorize the Executive Director to finalize and execute memorandums of understanding (MOUs) with participating cities to develop city-level homelessness plans in accordance with funding from the County of Los Angeles.

BACKGROUND

On July 28, 2017, the Home for Good Funder's Collaborative released a Request for Proposals (RFP) for municipal jurisdictions within the Greater Los Angeles Continuum of Care that were interested in creating a homeless plan to locally address homelessness. Eligible cities who submitted grant proposals were conditionally awarded¹ grant funding based on their homeless numbers. Twenty-three proposals from the SGV were submitted and conditionally awarded funding, for a combined total of \$890,000. These funds will allow cities to develop homeless plans that will do the following:

- Identify specific local needs,
- Support homeless prevention strategies within their communities, and
- Identify local problem areas or issues as it pertains to homelessness.

All plans must be finalized by June 30, 2018.

PROPOSED JOINT PROCUREMENT EFFORT

In support of this effort, the SGVCOG hosted a pre-orientation meeting on October 14th. At this meeting, there was interest in undertaking a joint procurement effort, managed by the SGVCOG, to secure consultant(s) to assist with the development of the cities' plans. The approach is completely optional, and cities may develop their plans and hire a consultant independently if desired.

For cities interested in participating in a joint procurement, SGVCOG staff has developed a draft memorandum of understanding (MOU) that identifies roles, responsibilities, scope of work, and fee structure.

ROLES AND RESPONSIBILITIES

The draft MOU (Attachment A) identifies the following roles and responsibilities for the SGVCOG and each participating city:

¹ Contracts for these awards will be finalized when the County approves a city provided scope of work.

- **City:**
 - Participate in coordination calls and meetings;
 - Provide a point-of-contact;
 - Actively engage in the development of the Homeless Plan;
 - Review, provide comments on and approve deliverables;
 - Provide meeting space for events related to this project;
 - Pay all invoices submitted by the SGVCOG; and
 - Submit invoices and deliverables to the County.
- **SGVCOG:**
 - Undertake procurement and management of consultant(s);
 - Execute contract between the consultant for the development of the plan;
 - Receive, review and pay all consultant invoices.
 - Work with the consultant to ensure all grant deadlines are met and overall work schedule is adhered to;
 - Review draft deliverables prepared by the consultant for accuracy prior to submission to the city;
 - Work with the consultant to manage ongoing coordination of project calls and in person meetings; and
 - Submit invoices to city.

SCOPE OF WORK AND FEE STRUCTURE

To address the unique nature of each city’s needs, the SGVCOG developed two options related to the scope of work and fee structure, a base plan and supplemental plan. The base plan covers all county requirements, and specific regional interests. Key tasks in the base plan include the following:

- **Plan Development:** Develop a plan overview with city specific objectives, develop an implementation plan, and identify 3 or more specific goals such as, supporting actions to be taken and associated policy changes.
- **Funding Opportunities and Needs Assessment:** Conduct a gap analysis to inform local planning, and identify state, federal, local or private funds to support the plan.
- **Address “Fair Share” Metrics:** Facilitate communication between city staff and local groups/stakeholders to discuss “fair share” parameters and models to equitably connect a homeless individual to their city of origin.
- **Identify City Resources:** Identify city point person for all homeless inquiries, identify ways to strengthen a city’s connection to the Coordinated Entry System, and identify the potential for local development of shelters, affordable housing, or permanent supportive housing.
- **Provide Post Plan Support:** Develop a one-page summary for cities to utilize for subsequent grant applications, and provide educational materials, such as presentations, for cities councils and community groups/stakeholders.

The base plan fee structure will consist of \$25,000 consultant fee, plus a \$1,500 administration fee, for a total of \$26,500.

In addition to the base plan, the COG developed a list of supplemental tasks that can be added on to the basic scope of work to meet the unique needs of cities. A city may choose to add any number of add-on tasks, or none at all. Grant awards were based on the most recent homeless count data. The majority of cities in the San Gabriel Valley received \$30,000. Assuming a city did not need to use the grant funding to cover internal staffing costs, the proposed fee structure would allow a city to


select supplemental tasks that total up to \$3,500. The description of each task and the fee associated to add it is outlined in Attachment B.

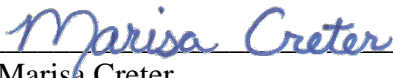
SCHEDULE

The draft project schedule showing key milestones is shown below in Table 1.

	Timeline	Date
Procurement and MOU Development	Due date for Proposals	December 6th, 2017
	City Letter Indicating Interest in MOU	December 6th, 2017
	Interviews with Qualified Vendors	December 12th, 2017
	SGVCOG Governing Board approval of MOU	December 14, 2017
	Governing Board Review for Approval/Contract Date	January 18th, 2018
Plan Development	Draft Plan completed and submitted to SGVCOG for Review	April 30, 2018
	Draft plan submitted to City with SGVCOG recommendations	May 15, 2018
	City submits to draft plan to County	May 30, 2018
	Final Plan submitted to SGVCOG and City	June 15, 2018
	City submits to final plan to County	June 30, 2018

Table 1.
Schedule of Key Milestones.

Prepared by: 
Christian Cruz
Management Analyst

Approved by: 
Marisa Creter
Interim Executive Director

ATTACHMENTS

- Attachment A – Homeless Plan MOU
- Attachment B – Task Add-on List

Attachment A

MEMORANDUM OF UNDERSTANDING

CITY HOMELESS PLAN (PLAN) MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF XX AND THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS
(SGVCOG)

This Memorandum of Understanding (“MOU” or "Agreement") is made as of (date) by and between the City of XX (City) and the San Gabriel Valley Council of Governments (SGVCOG).

RECITALS:

- A. The SGVCOG was established to have a unified voice to maximize resources and advocate for regional and member interests to improve the quality of life in the San Gabriel Valley by the member cities and other local governmental agencies;
- B. The City of XX seeks to develop a homeless plan;
- C. The City Homeless Plan will Support homeless prevention strategies within local communities, and Identify local problem areas or issues as it pertains to homelessness;
- D. The City of XX and the SGVCOG have a shared desire to successfully develop a Homeless Plan to combat the growing homelessness issues in the San Gabriel Plan; and
- E. The City of XX and the SGVCOG desire to set forth the terms of their ongoing collaboration with respect to this effort in this MOU.

NOW, THEREFORE, the Parties agree to the following:

I. GENERAL CONDITIONS:

- A. The Parties to this MOU are the City of XX and the SGVCOG.
- B. The term of this MOU shall commence upon execution of the MOU by all parties and shall continue through the date where all work under the Contract is complete or September 30, 2018, whichever comes first. The term of this MOU may be extended by mutual agreement of all Parties through written consent.
- C. The Parties agree to not seek any reimbursement from any of the other parties for communication related to this MOU performed by city or agency staff associated with this effort

II. RESPONSIBILTIES OF EACH OF THE PARTIES:

- A. SGVCOG
 - 1. Will undertake procurement and management of consultant(s) to help the City of XX to develop a City Homeless Plan.

2. Will execute a contract between the consultant for the development of the plan.
3. Will receive, review and pay all consultant invoices.
4. Will work with the consultant to ensure all grant deadlines are met and overall work schedule is adhered to.
5. Review draft deliverables prepared by the consultant for accuracy prior to submission to the City of XX
6. Will work with the consultant to manage ongoing coordination of project calls and in person meetings throughout the life of the project.
7. The SGVCOG will submit two invoices to the City of XX, a total of \$XX, as follows:
 - First invoice will be for 50% of the total to be paid to consultant and 5% of the total budgeted amount in the form of an administrative fee of \$XX.
 - Final invoice for the remaining amount will be submitted by June 30, 2017.

B. City

1. Participate in coordination calls and meetings with all parties throughout the life of the project.
2. Provide a point-of-contact with name, title, and contact information. If the point-of-contact is reassigned or no longer with the city a new point-of-contact must be designated within (5) business days.
3. Actively engage in the development of Plan including, responding to correspondence, i.e., to phone calls, emails and attending in-person meetings.
4. Review and provide comments to consultant on deliverables as outlined in the attached RFP. Approve within (5) business days any deliverables that can be approved by staff or (10) business days any items that need to be approved by general counsel or city manager.
5. Providing meeting space for events related to this MOU and other events related to the development of the City Homeless Plan at no cost.
6. Pay all invoices submitted by the SGVCOG within (30) days.
7. Submit invoices and deliverables to the County.

III. PROJECT MANAGEMENT:

- A. For purposes of this MOU, the SGVCOG designates the following individual as its Project Manager:

Jan Cicco
 SGVCOG Regional Homelessness Coordinator
 1000 S. Fremont Ave, Unite 42
 Bldg A10-N, Suite 10210
 Alhambra, CA 91803
 626.457.1800
 jcicco@sgvcog.org

The SGVCOG reserves the right to change this designation upon written notice to the City of XX.

- B. For purposes of this MOU, the City of XX designates the following individual as its Project Manager:

Name
Title
Address
Phone
email

C. Additional parties' contacts include the following individuals:

Marisa Creter
Interim Executive Director
San Gabriel Valley Council of Governments
mcreter@sgvcog.org

IV. DEFAULT:

- A. Default under this MOU is defined as any one or more of the following:
(i) The SGVCOG or the City of XX fail to comply with the terms and conditions contained in this MOU; (ii) The SGVCOG or the City of XX fails to perform satisfactorily or to make sufficient progress toward completion, or make a material change to the communication related to the MOU or budget without the SGVCOG's prior written consent or approval; or (iii) The SGVCOG or the City of XX is in default of any other applicable requirements.

V. REMEDIES:

- A. In the event of a Default by the SGVCOG or the City of XX a written notice of such Default will be provided and the SGVCOG or the City of XX shall provide a plan with a 30-day period to cure the Default. In the event that the SGVCOG or the City of XX fails to cure the Default, or commit to cure the Default and commence the same within such 30-day period and to the satisfaction of the affected party, the affected party may terminate this MOU.
- B. Effective upon receipt of written notice of termination the SGVCOG or the City XX of shall not undertake any new work or obligation with respect to this Agreement unless so approved in writing.

Subject to the SGVCOG agreement to provide prior written notice with a 30-day period to cure the default, the remedies described herein are non-exclusive. The SGVCOG shall have the right to enforce any and all rights and remedies herein or which may be now or hereafter available at law.

VI. TERMINATION:

- A. This MOU may be terminated by any party to the MOU at any time and for any reason. Termination will occur 30 days after written notice is issued by any party of intent to terminate the MOU. Such written notice shall be provided to all parties of this Agreement.

- B. This MOU may be terminated if exchange of services and levels of effort of parties does not meet parameters as outlined in this MOU.
- C. Should the City of XX terminate this MOU prior to the conclusion of the Plan the SGVCOG shall invoice the city for any costs that exceed the amount initially included in the initial invoice. Total billable cost shall not exceed the total project budget.

VII. INSURANCE AND INDEMNITY:

- A. Neither the SGVCOG nor any of the Parties nor their respective officers or employees thereof shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by the SGVCOG or the City of XX or their respective officers or employees under or in connection with the communicated related to this MOU performed by, and/or service provided by SGVCOG or the Cities and their respective officers, agents, employees and subcontractors under this Agreement. The SGVCOG and the City of XX and their respective officers or employees shall each fully indemnify, defend and hold the SGVCOG, its subsidiaries and their respective officers, agents and employees harmless, individually and collectively, to the maximum extent allowed by law, from and against any liability, claims, losses, actions, and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of use of property, any legal fees and any claims for damages of any nature whatsoever arising out of or resulting from; (i) breach of the SGVCOG or the Cities, or their respective officers or employees' obligations under this MOU; or (ii) their own acts or omissions, of the SGVCOG or those of their officers, agents, employees, contractors or sub-contractors in the performance of the communication related to MOU or the provision of the services, unless caused solely by the negligence or willful misconduct of the SGVCOG.
- B. The City of XX shall indemnify, defend and hold the SGVCOG, and their respective subsidiaries, officers, agents and employees harmless, individually and collectively, to the maximum extent allowed by law, from and against any liability, claims, losses, actions, and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of use of property, any legal fees and any claims for damages of any nature whatsoever arising out of or resulting from; (i) breach of the SGVCOG's obligations under this MOU; or (ii) SGVCOG's own acts or omissions or those of its respective officers, agents, employees, contractors or sub-contractors in the performance of the communication related to MOU or the provision of the services, unless caused solely by the negligence or willful misconduct of SGVCOG or the City of XX .

VIII. OTHER TERMS AND CONDITIONS:

- A. The City of XX in the performance of the communication related to MOU are not contractors nor agents or employees of the SGVCOG and attests to no organizational or personal conflicts of interest and agree to notify the SGVCOG immediately in the event that a conflict, or the appearance thereof, arises. The City of XX shall not represent themselves as agents or employees of the SGVCOG and shall have no powers to bind the SGVCOG in contract or otherwise.
- B. This MOU, along with the applicable requirements of the SGVCOG, constitutes the entire understanding between the parties, with respect to the subject matter herein. The MOU shall not be amended, nor any provisions or breach hereof waived, except in writing signed by the parties who agreed to the original MOU or the same level of authority.
- C. In the event that there is any legal court (e.g., Superior Court of the State of California, County of Los Angeles, or the U.S. District Court for the Central District of California) proceeding between the parties to enforce or interpret this Agreement or the applicable requirements of the SGVCOG to protect or establish any rights or remedies hereunder, each party bear its own costs and expenses, including attorneys' fees.
- D. Neither party hereto shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, floods, earthquake, fires, acts of a public enemy, and government acts beyond the control and without fault or negligence of the affected party. Each party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this MOU.
- E. Neither party shall assign this MOU, or any part thereof, without the prior written consent and prior approval of the other party, nor any assignment without consent shall be void and unenforceable.
- F. This Agreement shall be governed by California law and any applicable federal law.
- G. If any provision of this MOU is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.
- H. The terms of this MOU shall inure to the benefit of, and shall be binding upon, each of the parties and their respective successors and assigns.

This MOU constitutes the entire agreement between the parties with respect to the subject matter of this MOU and supersedes all prior and contemporaneous agreements and understandings.

For the City of XX

Signed: _____

Date: _____

For the San Gabriel Valley Council of Governments

Signed: _____

Date: _____

Attachment B

DESCRIPTION	AMOUNT
1. Create a plan logic model	\$100
2. Develop a process for responding to homeless inquiries and making appropriate referrals	\$150
3. Identify Homeless Prevention strategies	\$200
4. Conduct a SWOT analysis	\$250
5. Provide staff and community homelessness education as identified by the city	\$300
6. Assist city in identifying promising innovations and best practices that may apply to their plans	\$500
7. Develop a plan to expand rapid rehousing	\$500
8. Identify training opportunities. Provide one training session.	\$500
9. Employment strategies for homeless and those at-risk	\$750
10. Create measurement tools specific to population and plan	\$750
11. Evaluate and draft recommended policies addressing homelessness	\$750
12. Conduct a Community Engagement, Education and Support-Building Meeting	\$1,000
13. Develop Safe and Health Libraries strategies	\$1,000
14. Evaluate General Plan within homeless context	\$1,000
15. Evaluate zoning and Value Capture strategies	\$1,000
16. Develop homelessness toolkits for businesses and residents	\$1,000
17. Evaluate legislative activity and funding opportunities	\$1,000
18. Document and provide 1 training on how to increase supportive services including mental health and substance misuse; build trust and increase participation in services	\$1,250
19. Create a comprehensive funding plan specific to cities homeless strategies	\$1,500
20. Develop Safe and Health Parks, Trails, Riverbeds strategies	\$2,500
21. Develop Transit Corridors strategies	\$2,500
22. Conduct survey of city's homeless populations, create report, inform plan	\$2,500
23. Conduct a cost analysis of the impact of homelessness on core city services including police, public works, ambulance, jails and hospitals. Identify strategies to alleviate these costs	\$2,500

REPORT

DATE: December 6, 2017
TO: City Managers' Steering Committee
FROM: Marisa Creter, Interim Executive Director
RE: **SALARY RESOLUTION**

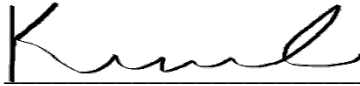
RECOMMENDED ACTION

Recommend the Governing Board update the SGVCOG salary and classification system to add all existing ACE positions.

SALARY RESOLUTION

On November 6, the Executive Committee approved the 4th Amendment to the SGVCOG's Joint Powers Agreement (JPA). When 19 member agencies adopt the amendment, the JPA is considered approved. This is anticipated to occur in early January. As soon as this occurs, ACE as an independent subsidiary of the SGVCOG will no longer exist and no longer have its own employees. Given this, Legal Counsel was directed to draft a resolution that updates the SGVCOG's existing personnel system to maintain existing pay and benefits of current ACE employees. See Attachment A for a full copy of this resolution.

Additionally, staff is currently in the process of hiring a firm to conduct a more detailed evaluation of the personnel system, including a classification and compensation study for all ACE/SGVCOG positions. However, this work is not anticipated to be completed until May, so this resolution was developed as an intermediary step for the integration of ACE and SGVCOG.

Prepared by: 
Katie Ward
Senior Management Analyst

Approved by: 
Marisa Creter
Interim Executive Director

ATTACHMENTS

Attachment A – Salary/Personnel Resolution

RESOLUTION NO. 17-

A RESOLUTION OF THE GOVERNING BOARD OF THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (SGVCOG) REGARDING EMPLOYMENT BENEFITS AND SALARY RATES FOR ALL CLASSES OF EMPLOYMENT

WHEREAS, in 2013, the Governing Board restructured the SGVCOG organization and added administrative employees who are assigned to the traditional Council of Governments functions including completion of the goals and objectives adopted in the SGVCOG's Strategic Plan and annual work plan, administration of grant programs, and coordination of the various policy and technical advisory committees;

WHEREAS, given the changes to the organization, the Governing Board is reviewing current practices and developing systems that reflect best industry practices and afford the greatest level of transparency and protection to the SGVCOG, its member agencies, the communities, and the employees including practices and policies related to the administrative and financial functions of the organization;

WHEREAS, on May 29, 2014, the Governing Board adopted Ordinance No. 100 which established an Administrative Code that created a personnel system;

WHEREAS, on July 17, 2014, the Governing Board adopted an Employee Policy and Procedures Manual that established a comprehensive set of rules, regulations and policies and a classification system designed to afford the greatest protection to the SGVCOG and its employees by clearly defining the expectations of employment, establishing a system for addressing and resolving areas of concern, and creating opportunities to mentor, train and develop personnel; and

WHEREAS, on September 18, 2014, the Governing Board adopted Resolution No. 14-23 establishing the employment benefits and salary rates for all classes of employment; and

WHEREAS, the Governing Board created the Alameda Corridor East Construction Authority (ACE) in 1998 as a section of the SGVCOG, separately administered by a Board made up of SGVCOG Board members, for the specific purpose of constructing railroad grade crossings and grade separations in a defined rail corridor generally paralleling the 60 freeway; and

WHEREAS, on August 17, 2017, the Governing Board voted to fully integrate ACE into the SGVCOG and thereafter adopted Resolution No. 17-__ to approve a proposed revision to the Joint Powers Authority Agreement governing the SGVCOG, to be considered by each Member Agency; and

WHEREAS, ACE has a group of employees who have a separate employee handbook and personnel rules, who are currently compensated based on a salary study taking into account the limited nature of the ACE Project and its anticipated dissolution upon completion of the Project; and

WHEREAS, a new salary study is being conducted to determine the appropriate pay and benefits for all SGVCOG employees in a fully integrated organization; and

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WHEREAS, the Governing Board wishes to maintain existing pay and benefits of current ACE employees pending the outcome of the salary study and consideration of the proposed Joint Powers Authority Agreement by Member Agencies, which salaries and benefits are subject to change in the future.

NOW, THEREFORE, the Governing Board of the SGVCOG does hereby resolve, declare, determine and order as follows:

SECTION 1. The following bi-weekly salary schedules are assigned to the full-time classes of employment for ACE employees. Annual compensation is equal to 26 bi-weekly pay periods. Salary ranges shall be adjusted by CPI on January 1st of each year pursuant to the existing practice. These salary ranges and actual salaries are subject to change as determined by the Governing Board.

Position Title	Range Minimum		Range Maximum	
	Monthly Salary	Bi-Weekly Salary	Monthly Salary	Bi-Weekly Salary
Accounting Technician (2)	\$4,170.42	\$1,924.80	\$6,339	\$2,925.69
Administrative Assistant (2)	\$5,102.92	\$2,355.19	\$7,570.50	\$3,494.08
Administrative Services Manager	\$6,464.92	\$2,983.81	\$11,636.75	\$5,370.81
Labor Compliance/ Procurement Admin	\$5,426	\$2,504.31	\$8,314.75	\$3,837.58
Contracts Auditor	\$5,302.17	\$2,447.15	\$8,727.42	\$4,028.04
Contracts Manager	\$9,535.42	\$4,400.96	\$13,628.08	\$6,289.88
Director of Finance	\$11,636.75	\$5,370.81	\$16,768.83	\$7,739.46
Director of Government and Community Relations	\$12,674.42	\$5,849.73	\$19,307.25	\$8,911.04
Manager of Audits and Grants	\$6,814	\$3,144.92	\$12,265.25	\$5,660.88
Manager of Information Technologies	\$5,534.50	\$2,554.38	\$8,481.17	\$3,914.38
Program Manager	\$12,218.58	\$5,639.35	\$17,607.25	\$8,126.42
Secretary/Document Control	\$4,311.75	\$1,990.04	\$6,470.17	\$2,986.23
Senior Accountant	\$5,357.25	\$2,472.58	\$8,009.25	\$3,696.58
Senior Contracts Auditor	\$5,605.67	\$2,587.23	\$9,163.75	\$4,229.42
Senior Contracts Administrator	\$7,120.08	\$3,286.19	\$10,887.33	\$5,024.92
Senior Project Manager (4)	\$11,636.75	\$5,370.81	\$16,768.83	\$7,739.46
Utility Coordinator	\$7,487.08	\$3,455.58	\$11,228.58	\$5,182.42
Chief Executive Officer			\$21,211.75	\$9,790.03

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SECTION 2. The ACE employees shall continue to receive their existing benefits pending completion of the salary study. These benefits are subject to change as determined by the Governing Board. All employees of the SGVCOG hired on or after the effective date of this Resolution shall pay the full amount of the employee member contribution to CalPERS.

SECTION 3. The SGVCOG reserves the right, in its sole discretion, at any time and from time to time, and upon a non-discriminatory basis, to amend or rescind any provision of this Resolution or any salary or benefit provisions, or to terminate any benefits or salary provisions. Such changes may apply to current and/or future employees. All salary and benefits in this Resolution are subject to meet and confer guidelines and shall be reviewed at least annually in their entirety.

SECTION 4. The Executive Director shall certify to the adoption of this Resolution and shall enter this Resolution into the official book of resolutions. This Resolution is effective upon its adoption.

PASSED AND ADOPTED by the Governing Board of San Gabriel Valley Council of Governments, County of Los Angeles, in the County of Los Angeles, State of California, on the ____ day of _____, 2017.

San Gabriel Valley Council of Governments

Cynthia Sternquist, President

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Attest:

I, Marisa Creter, Interim Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Council of Governments, do hereby certify that Resolution 17- __ was adopted at a regular meeting of the Governing Board held on the __ day of _____, 2017 by the following roll call vote:

AYES:	
NOES:	
ABSTAIN:	
ABSENT:	

Marisa Creter, Secretary

REPORT

DATE: December 6, 2017

TO: City Managers' Steering Committee

FROM: Marisa Creter, Interim Executive Director

VIA: Mark Christoffels, CEO, ACE Construction Authority

RE: MEASURE M SUBREGIONAL FUNDS; INITIAL FIVE-YEAR PROGRAMMING PLAN

RECOMMENDED ACTION

Discuss and provide direction to staff.

BACKGROUND

In June, the Metro Board of Directors adopted the Measure M guidelines establishing a process by which subregional funds under Measure M will be programmed by the subregional entities, including the SGVCOG, through the development of five-year subregional fund programming plans. In accordance with these guidelines, five-year project specific programming plans will have to be submitted to the Metro Board of Directors for adoption, which will subsequently guide the flow of funding to various specific projects that fall within each program. Last month staff received from Metro the projected initial five-year cash flow for each subregional fund in the San Gabriel Valley subregion. The funds that would be available for programming are referenced in Table 1.

Program	Sub-region	Funding Dates	FY 2017 FY 2018	FY 2018 FY 2019	FY 2019 FY 2020	FY 2020 FY 2021	FY 2021 FY 2022	5-Year Total	40-Year Fund Total	5-Year Percentage of Total
Active Transportation Prog. (Including Greenway Proj.)	sg	FY 2018-57	\$ 2.30	\$ 2.40	\$ 2.40	\$ 2.50	\$ 2.60	\$ 12.20	\$ 231.00	5.28%
Bus System Improvement Program	sg	FY 2018-57	\$ 0.60	\$ 0.60	\$ 0.60	\$ 0.60	\$ 0.60	\$ 3.00	\$ 55.00	5.45%
First/Last Mile and Complete Streets	sg	FY 2018-57	\$ 2.00	\$ 2.00	\$ 2.10	\$ 2.10	\$ 2.20	\$ 10.40	\$ 198.00	5.25%
Highway Demand Based Prog. (HOV Ext. & Connect.)	sg	FY 2018-57	\$ 2.30	\$ 2.40	\$ 2.40	\$ 2.50	\$ 2.60	\$ 12.20	\$ 231.00	5.28%
Goods Movement (Improvements & RR Xing Elim.)	sg	FY 2048-57							\$ 33.00	0.00%
Highway Efficiency Program	sg	FY 2048-57							\$ 534.00	0.00%
ITS-Technology Program (Advanced Signal Tech.)	sg	FY 2048-57							\$ 66.00	0.00%
San Gabriel Valley MY Subregion Total								\$ 37.8	\$ 1,348.00	2.80%
Gold Line Foothill Extension to Claremont	sg	FY 2019-25			?	?	?		\$ 1,019.00	
SR-71 Gap	sg	FY 2022-26							\$ 248.00	
SR-57/60	sg	FY 2025-31							\$ 205.00	
Gold Line Eastside Extension	sg	FY 2029-35							\$ 543.00	
I-605/10 Interchange	sg	FY 2043-47							\$ 126.00	
SR-60/605 Interchange	sg	FY 2043-47							\$ 130.00	
Major Projects San Gabriel Valley Total									\$ 2,271.00	
Overall Total									\$ 3,619.00	

Table 1.
Measure M Multi-Year Subregional Program 5-Year Cashflows (\$ in millions).

The cash flow table indicates that for the first five years, the amount of funding available for the subregional programs designated to receive funds in the early years is minimal (roughly 2.8% of

the total designated for the 40-year programming period). Staff is assuming that funds are limited for the subregional programs because a significant amount of the early revenues will be allocated to the Foothill Gold Line Extension though the exact amounts are unknown and shown as “?” in the table.

Reviewing the subregional program project lists that were included in the base study for the regions (the adopted Mobility Matrix), it is apparent that the \$12 million to be allocated in the first five years under the Highway Demand Based Program, which is primarily HOV extensions and connections, is insufficient to initiate any projects. In addition, the \$3 million to be allocated under the Bus System Improvement Program, which is primarily for infrastructure improvements related to the express bus system, is also insufficient to initiate any projects.

Rather than have these funds remain in the these subregional programs as accumulated cash with no prospect for expenditures during that period, staff is recommending that these funds be “loaned” to the First/Last Mile and Complete Streets Program and the Active Transportation Program to accelerate projects within the programs. In addition, the SGVCOG earlier this year had issued a Letter of No Prejudice to advance \$5.2 million in Measure M funds to fully fund the Lemon Ave Ramps at the 60 freeway that are currently under construction, and staff is recommending that a portion of the funds available in the Highway Demand Based Program be “loaned” to the Highway Efficiency Program to cover these costs. These “loaned” funds would then be reimbursed when sufficient funding is available to initiate projects under the Highway Demand Based Program and the Bus System Improvement Program.

Based on the above, staff is recommending that \$5.2 million from the Highway Demand Based Program be “loaned” to the Highway Efficiency Program to cover the current Lemon LONP, which is a project that will ultimately get funded under the Highway Efficiency Program. The remainder of the Highway Demand Based Program would be “loaned” to the First and Last Mile Program. \$2.5 million of the Bus System Improvement Programs would be “loaned” to the Active Transportation Program, with \$500,000 to remain in the Bus System Improvement Program to fund specific project planning and conceptual design work. Table 2 shows the funding by program based on the recommended loans between programs:

REPORT

Program	Sub-region	Funding Dates	FY 2017 FY 2018	FY 2018 FY 2019	FY 2019 FY 2020	FY 2020 FY 2021	FY 2021 FY 2022	5-Year Total	40-Year Fund Total	5-Year Percentage of Total
Active Transportation Prog. (Including Greenway Proj.)	sg	FY 2018-57	\$ 2.40	\$ 3.00	\$ 3.00	\$ 3.10	\$ 3.20	\$ 14.70	\$ 231.00	6.36%
Bus System Improvement Program	sg	FY 2018-57	\$ 0.50	\$ -	\$ -	\$ -	\$ -	\$ 0.50	\$ 55.00	0.91%
First/Last Mile and Complete Streets	sg	FY 2018-57	\$ 2.00	\$ 2.00	\$ 4.00	\$ 4.60	\$ 4.80	\$ 17.40	\$ 198.00	8.79%
Highway Demand Based Prog. (HOV Ext. & Connect.)	sg	FY 2018-57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 231.00	0.00%
Goods Movement (Improvements & RR Xing Elim.)	sg	FY 2048-57						\$ -	\$ 33.00	0.00%
Highway Efficiency Program	sg	FY 2048-57	\$ 2.30	\$ 2.40	\$ 0.50			\$ 5.20	\$ 534.00	0.97%
ITS-Technology Program (Advanced Signal Tech.)	sg	FY 2048-57						\$ -	\$ 66.00	0.00%
San Gabriel Valley MY Subregion Total								\$ 37.80	\$ 1,348.00	2.80%
Gold Line Foothill Extension to Claremont	sg	FY 2019-25			?	?	?		\$ 1,019.00	
SR-71 Gap	sg	FY 2022-26							\$ 248.00	
SR-57/60	sg	FY 2025-31							\$ 205.00	
Gold Line Eastside Extension	sg	FY 2029-35							\$ 543.00	
I-605/10 Interchange	sg	FY 2043-47							\$ 126.00	
SR-60/605 Interchange	sg	FY 2043-47							\$ 130.00	
Major Projects San Gabriel Valley Total									\$ 2,271.00	
Overall Total									\$ 3,619.00	

Table 2.

Proposed Measure M Multi-Year Subregional Program 5-Year (\$ in millions).

NEXT STEPS

On November 16, the Transportation Committee concurred with the proposed programming of the initial five-year Measure M subregional funds, and motioned to move this item to the Executive Committee, Public Works TAC, and Planning Directors' TAC. After input from the TACs, the recommended project specific five-year plans will be brought back to the Transportation Committee for final review before being forwarded to the Governing Board for approval.

Prepared by: *Mark Christoffels*
 Mark Christoffels
 Chief Executive Officer, ACE

Approved by: *Marisa Creter*
 Marisa Creter
 Interim Executive Director

REPORT

DATE: December 6, 2017

TO: City Managers' Steering Committee

FROM: Marisa Creter, Interim Executive Director

RE: **SUBREGIONAL PLANNING FUNDS**

RECOMMENDED ACTION

Discuss and provide direction to staff.

BACKGROUND

In February, the Governing Board directed staff to develop a Transportation Planner/Program Manager position and secure Measure M dollars to fund this position. Since that time, SGVCOG staff has participated in the Measure M Policy Advisory Council (PAC) to provide comment on the draft Measure M Guidelines. One objective of this participation was to secure this funding.

In June, the Metro Board of Directors adopted the Measure M guidelines at their June 22 meeting, and these guidelines identify a process by which these funds will be programmed by the subregional entities, including the SGVCOG, through the development of five-year subregional fund programming plans. These plans will be submitted to the Metro Board of Directors for adoption and will then guide the flow of funding to various specific projects that fall within each program. The guidelines also allow for up to 0.5% of the funding from each program to be used to for the development of these five-year programming plans, including conducting the necessary public outreach and coordination with jurisdictions and other stakeholders. As shown in Table 1 below, for the programs in the San Gabriel Valley, this 0.5% cap averages to \$185,125 annually.

Program	Total Funding (in millions)	Average Funding Per Year (in millions)	0.5% (per year)
Active Transportation	\$231	\$5.78	\$28,875
Bus System Improvement	\$55	\$1.38	\$6,875
First/last mile & Complete Streets	\$198	\$4.95	\$24,750
Highway Demand	\$231	\$5.78	\$28,875
Goods Movement	\$33	\$0.83	\$4,125
Highway Efficiency	\$534	\$13.35	\$66,750
Subregional Equity	\$199	\$4.98	\$24,875
TOTAL	\$1,481	\$37	\$185,125

Table 1.
SGVCOG Subregional Program Funding.

In October, Metro staff released the draft revenue forecasts for the first five years of Measure M. These revenue forecasts are shown in Table 2, as well as the 0.5% available for administration for each of the funded programs.

Program	Total Funding (in millions) FY 17-22	Percent of 40-year Total	0.5% (total) FY 17-22
Active Transportation	\$12.2	5.3%	\$61,000
Bus System Improvement	\$2.9	5.3%	\$14,500
First/last mile & Complete Streets	\$10.4	5.3%	\$52,000
Highway Demand	\$12.2	5.3%	\$61,000
Goods Movement	-	-	-
Highway Efficiency	-	-	-
Subregional Equity	-	-	-
TOTAL	\$37.7	2.5%	\$188,000

**Table 2.
FY 2017-22 SGVCOG Programmatic Funds**

As shown in Table 2, the SGVCOG’s programs are essentially “underfunded” in the first five years. That is, given the 40-year time frame of the programmatic funds, the baseline assumption would be that subregions would receive 12.5% of its programmatic funds in each of the 8 five-year programming periods. There are several reasons for this assumption. First, the SGVCOG, as well as some other subregions, have large capital projects, such as the Gold Line Phase 2B, programmed in the initial five-year period. Second, some of the SGVCOG’s programs (notably the highway programs) were not scheduled to receive funding until the final 10 years of the initial 40-year plan. Finally, Metro staff indicated that they were conservative with revenue estimates during the initial years of Measure M.

Given this revenue forecast, it is not feasible at this time to fund a transportation program manager using Measure M subregional administrative funds as the sole funding source. Averaged over the five years, the current funding provides for \$37,600 per year. Using the average of the proposed salary range for the position, it is estimated that the annual cost of the position (including salary and benefits) would be approximately \$120,000. Staff is proposing three alternatives for consideration and direction:

- **Option A:** Utilize the available funding to offset the cost of existing staff. Currently, existing SGVCOG staff performs these functions, to the extent possible. Additionally, the SGVCOG contracts with ACE for additional assistance and technical expertise. In FY 2017-18, the MOU with ACE for this work is budgeted at \$25,000.¹ These additional funds could be used to either offset or supplement this funding.
- **Option B:** Utilize the funding to hire a consulting firm to develop a five-year programming plan, conducting outreach to member agencies and other stakeholders. There has been extensive discussion at the Metro Policy Advisory Committee (PAC), led by the transit users group, about the desire to undertake a comprehensive public participation plan in developing the five-year programming plans. The Metro Board of Directors has not yet provided guidance on this subject. However, the SGVCOG could choose to dedicate a significant portion of the administrative funds to this purpose.

¹ While the SGVCOG and ACE are in the process of integrating staff, the SGVCOG would still need sufficient funds to cover the cost of former “ACE staff” working on “SGVCOG activities” regardless of whether these is a single personnel structure.

- **Option C:** Approve a special assessment equal to 0.5% of cities' Measure M local return for this initial five-year period in order to fund this full-time position.² This would mirror the 0.5% administrative funding available under the subregional programs. Table 3 shows the cost per city based on the estimated annual local return revenue. Combined with the subregional funds, this would provide a total of \$163,068 annually, which would be sufficient to fully fund the position.

City	Local Return	0.5% (Annual)	0.5% (5 year Total)
Alhambra	\$ 1,215,300	\$ 6,077	\$ 30,383
Arcadia	820,600	4,103	20,515
Azusa	702,200	3,511	17,555
Baldwin Park	1,094,600	5,473	27,365
Bradbury	15,400	77	385
Claremont	515,400	2,577	12,885
Covina	694,400	3,472	17,360
Diamond Bar	805,100	4,026	20,128
Duarte	310,300	1,552	7,758
El Monte	1,644,800	8,224	41,120
Glendora	731,100	3,656	18,278
Industry	6,300	32	158
Irwindale	20,900	105	523
La Puente	578,100	2,891	14,453
La Verne	469,400	2,347	11,735
Monrovia	531,400	2,657	13,285
Montebello	910,700	4,554	22,768
Monterey Park	881,700	4,409	22,043
Pomona	2,165,400	10,827	54,135
Rosemead	781,600	3,908	19,540
San Dimas	493,200	2,466	12,330
San Gabriel	575,600	2,878	14,390
San Marino	190,600	953	4,765
Sierra Madre	158,200	791	3,955
South El Monte	296,100	1,481	7,403
Temple City	515,300	2,577	12,883
Walnut	429,900	2,150	10,748
West Covina	1,540,000	7,700	38,500
LA County ³	14,943,600	30,000	150,000
Total	\$ 34,037,200	\$ 125,468	\$ 627,340

**Table 3.
Proposed Matching Funds for Subregional Planning.**

² This special assessment would only include cities included in the San Gabriel Valley subregion under Measure M, as well as the County.

³ The annual local return estimate for LA County represents the total funding across the County for all unincorporated communities. Based on estimates of the unincorporated population in the San Gabriel Valley, an assessment of \$10,000 per Supervisorial District was included in this chart.

NEXT STEPS

On November 16, this report and each of its funding proposals were presented to the Transportation Committee. The Committee directed that all options in this report be presented to the City Managers' Steering Committee, Public Works TAC, and Planning Directors' TAC at each of their next meetings. The Transportation Committee would like to solicit the opinion of each of these committees on this matter before deciding how to proceed.

Based on direction from the Transportation Committee, this item will be presented to the Executive Committee and City Managers' Steering Committee for further input before being presented to the Governing Board.

Prepared by: Marisa Creter
Marisa Creter
Interim Executive Director

SGVCOG / ACE Integration

	Activity	2017				2018			Status			
		S	O	N	D	J	F	M	A	M	J	
JPA	Revise JPA to include changes to ACE and project and program processes											Completed.
	Submit revised JPA to GB for approval											Completed.
	Submit GB-approved JPA revisions to governing bodies for approval											Transmitted to cities for adoption week of November 6. 6 cities have adopted, 16 cities currently have it scheduled for adoption.
By-laws	Revise By-laws to include changes to ACE and project and program processes											Completed.
	Submit revised by-laws to GB for information											Completed
	Submit revised by-laws to GB for approval											Scheduled for the December 14 th Governing Board meeting.
	Based on JPA and Bylaws, hold elections for newly configured ACE Board											Draft election process submitted to Ad Hoc Committee in November for review and revision.
Project Identification	Develop process for project identification, development and approval											It is anticipated that this will begin in late November after approval of the MOU with ACE for staff working groups.
	Submit process for project identification, development and approval to GB											
	Develop and approve initial project list											
Personnel and Admin. Restructure	Conduct ACE/COG employee outreach											An initial combined meeting held was held in August. Staff has contracted with a change management consultant to assist with this process.
	Develop consolidated personnel system											RFP for salary study released on November 8th.
	Implement consolidated personnel system											Action pending start of new Executive Director.
	Develop consolidated admin and finance system											Action pending start of new Executive Director.
	Implement consolidated admin and finance system											Action pending start of new Executive Director.
Budget	Develop consolidated budget											Action pending start of new Executive Director.
	Present budget to GB for approval											
Office Space	Identify options for joint office space											
	Present office space options to GB for approval											