



San Gabriel Valley Council of Governments

AGENDA AND NOTICE OF THE MEETING OF THE SGVCOG EXECUTIVE COMMITTEE

December 3, 2018 – 12:00 PM

SGVCOG Office

1000 S. Fremont Ave., Building 10, Suite 10210, Alhambra, California 91803

Thank you for participating in today's meeting. The Executive Committee encourages public participation and invites you to share your views on agenda items.

President
Cynthia Sternquist

1st Vice President
Margaret Clark

2nd Vice President
Becky Shevlin

3rd Vice President
Tim Hepburn

Past President
Barbara Messina

Transportation Chair
John Fasana

Homelessness Chair
Joseph Lyons

EENR Chair
Denis Bertone

Water Policy Chair
Judy Nelson

ACE Chair
Juli Costanzo

MEETINGS: *Regular Meetings of the Executive Committee are held the first Monday of every month at 12:00 p.m. at the SGVCOG Office (1000 S. Fremont Ave., Building 10, Suite 10210, Alhambra, California 91803).* The Executive 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 Board 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 Executive Committee meetings. Time is reserved at each regular meeting for those who wish to address the Board. SGVCOG requests that persons addressing the Executive Committee refrain from making personal, slanderous, profane or disruptive remarks.

TO ADDRESS THE EXECUTIVE COMMITTEE: At a regular meeting, the public may comment on any matter within the jurisdiction of the Board 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 Board on a single item, the Chair may impose a time limit on individual remarks at the beginning of discussion. **The Executive Committee may not discuss or vote on items not on the agenda.**

AGENDA ITEMS: The Agenda contains the regular order of business of the Executive Committee. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Executive 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 Board 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 Executive 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. Roll Call
3. Public Comment (*If necessary, the President may place reasonable time limits on all comments*)
4. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting (*It is anticipated that the Executive Committee may take action on these matters*)

CONSENT CALENDAR (*It is anticipated that the Executive Committee may take action on the following matters*)

5. Executive Committee Meeting Minutes – Page 1
Recommended Action: Approve Executive Committee minutes.

UPDATE ITEMS

- SGVCOG 1st Quarter Financial Report – Page 3

PRESIDENT'S REPORT

EXECUTIVE DIRECTOR'S REPORT

GENERAL COUNSEL'S REPORT

ACTION ITEMS (*It is anticipated that the Executive Committee may take action on the following matters*)

6. Metro Open Streets Program – SGV Streets and Treats – Page 5
Recommended Action: Authorize the Executive Director to execute the following:
 - 1) *Contract with the Los Angeles County Metropolitan Transportation Authority (Metro) for an open streets event on October 26, 2018;*
 - 2) *Negotiate and execute a contract with BikeSGV for production of the event; and*
 - 3) *Memorandums of Understanding (MOUs) with the cities of El Monte and South El Monte for event planning, public safety, traffic controls and other support services.*

CLOSED SESSION

7. 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.

ANNOUNCEMENTS

ADJOURN



SGVCOG
Executive Committee Special Meeting Minutes
November 5, 2018
12:00 PM
SGVCOG Alhambra Office

PRELIMINARY BUSINESS

1. Call to Order
 The meeting was called to order at 12:10 P.M.

2. Roll Call

Members Present

- C. Sternquist, President
- M. Clark, 1st Vice President
- B. Shevlin, 2nd Vice President
- T. Hepburn, 3rd Vice President
- B. Messina, Past President
- J. Fasana, Transportation Chair
- J. Lyons, Homelessness Chair
- J. Costanzo, ACE Chair

Staff/Guests:

- M. Creter, Executive Director
- M. Christoffels, Staff
- K. Ward, Staff

Members Absent

- J. Nelson, Water Policy Chair
- D. Bertone, EENR Chair

- D. Lazzaretto, Arcadia
- K. Barlow, Jones & Mayer

3. Public Comment
 There were no comments from the public.

4. Changes to Agenda Order:
 There were no changes to the agenda.

CONSENT CALENDAR

5. Executive Committee Meeting Minutes
Recommended Action: Approve Executive Committee minutes.

There was a motion to approve the consent calendar (M/S: B. Messina/T. Hepburn).

[MOTION PASSES]

AYES:	B. Messina, C. Sternquist, B. Shevlin, T. Hepburn, J. Fasana, J. Costanzo, M. Clark, J. Lyons
NOES:	
ABSTAIN:	
ABSENT:	D. Bertone, J. Nelson

UPDATE ITEMS

- Legislative FY 18-19 Strategic Plan Outline
 K. Ward reported on this item
- MSP Programming
 M. Creter reported on this item.
- Governing Board Meeting Time and December Meeting
 M. Creter reported on this item.

PRESIDENT'S REPORT

- Legal Services RFP Review Panel Appointment
 C. Sternquist reported on this item.

EXECUTIVE DIRECTOR’S REPORT

- M. Creter reported on this item.

GENERAL COUNSEL’S REPORT

- No report given.

ACTION ITEMS

6. Draft Governing Board Agenda

There was a motion to approve the Governing Board agenda as amended (M/S: J. Fasana/T. Hepburn).

[MOTION PASSES]

AYES:	B. Messina, C. Sternquist, B. Shevlin, T. Hepburn, J. Fasana, J. Costanzo, M. Clark, J. Lyons
NOES:	
ABSTAIN:	
ABSENT:	D. Bertone, J. Nelson

CLOSED SESSION

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

No action reported.

ANNOUNCEMENTS

ADJOURN

The meeting adjourned at 1:30 PM.

REPORT

DATE: December 3, 2018
TO: Executive Committee
FROM: Marisa Creter, Executive Director
RE: 1st QUARTER FINANCIAL REPORT

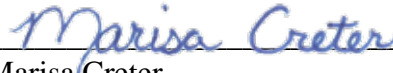
RECOMMENDED ACTION

For information only.

BACKGROUND

Attachment A is the SGVCOG's FY 2018-19 1st Quarter Financial Report. The quarterly report was prepared by the Finance Department.

Prepared by: 
Katie Ward
Senior Management Analyst

Approved by: 
Marisa Creter
Executive Director

ATTACHMENTS

Attachment A – FY 2018-19 1st Quarter Financial Report

SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS				
FY 2019 First Quarter Report				
As of September 30, 2018				
		Jul 18 - Sep 18 Actual	FY 2019 Budget	% of Budget
1	General Operating Income			
2	Member Dues	\$ 178,627	\$ 754,007	24%
9	Transportation Administration (Local)	24,387	96,611	25%
3	Sponsorships	8,000.00	50,000	16%
4	Hero Program	1,576.00	12,000	13%
5	Interest	28.00	2,050	1%
6	<i>Total General Operating Income</i>	212,618	914,668	23%
7				
8	Grants & Special Project Income			
9	Homelessness (Local)	39,500	158,000	25%
10	Energy Efficiency (Local)	50,396	340,000	15%
11	Measure M Subregional Administration (Local)	14,907	52,000	29%
12	Stormwater (Local)	-	483,071	0%
13	<i>Total Grants & Special Project Income</i>	104,803	1,033,071	10%
14	Total Income	317,422	1,947,739	16%
15	Indirect Expenses			
16	<u>Personnel</u>	77,567	529,780	15%
19	<u>Board & Employee Expenses</u>	8,831	60,000	15%
23	<u>Professional Services</u>	72,386	346,980	21%
28	<u>Other Expenses</u>	36,068	198,927	18%
34	Total Indirect	194,852	1,135,687	17%
35	Direct Expenses			
36	Personnel	59,798	322,707	19%
37	Program Management	9,920	468,071	2%
	<i>Total Direct Expenses</i>	69,718	790,778	9%
38	Total Expenditures	264,569	1,926,465	14%
39	Net income (Loss)	\$ 52,853	\$ 21,274	N/A
	** Includes accrued grant revenues			

DATE: December 3, 2018

TO: Executive Committee

FROM: Marisa Creter, Executive Director

RE: METRO OPEN STREETS PROGRAM – SGV STREETS AND TREATS

RECOMMENDED ACTION

Authorize the Executive Director to execute the following:

- 1) Contract with the Los Angeles County Metropolitan Transportation Authority (Metro) for an open streets event on October 26, 2018;
- 2) Negotiate and execute a contract with BikeSGV for production of the event; and
- 3) Memorandums of Understanding (MOUs) with the cities of El Monte and South El Monte for event planning, public safety, traffic controls and other support services.

LA METRO OPEN STREETS AGREEMENT

On September 27, 2018, the Metro Board of Directors approved the 2018 Open Streets Grant Program, which provides funds for one-day events that close the streets to automotive traffic and open them to people to walk or bike (“Open Street Event”). The SGVCOG, along with the cities of El Monte and South El Monte were successfully awarded \$170,000¹ under the Open Streets Grant Program to host an event on October 26, 2019. The open streets route will be approximately 4.5 miles connecting the cities of South El Monte and El Monte and building upon the community’s annual Children’s Day Festival and Dia de Los Muertos celebrations. The event will also include a Complete Streets Demonstration on Santa Anita in South El Monte up to the region’s first public bicycle park at the Jeff Seymour Center in El Monte.

As the lead applicant, the SGVCOG will be responsible for invoicing, as well as contact management. The categories allocating the funds is as follows:

- Traffic Plan/Controls
- Marketing and Programming
- Day of Municipal Services (Public safety, sanitation, etc.)
- Administration and Grant Management

BIKESGV CONTRACT

The SGVCOG, as well as the cities El Monte and South El Monte will partner with BikeSGV to produce this event. BikeSGV is a nonprofit agency that supports bicycle, pedestrian, and transit options in the San Gabriel Valley. In 2017, BikeSGV successfully hosted the 17 mile multi-

¹ Metro indicated that the SGV Streets and Treats was 100% funded in Metro staff reports and tracking sheets. However, the SGVCOG originally requested \$270,000 in the application submitted to Metro. Staff has requested an explanation from Metro on this discrepancy and has yet to receive a response from Metro staff.

jurisdictional 626 Golden Streets event for 7 San Gabriel Valley cities - South Pasadena, San Marino, Arcadia, Monrovia, Duarte, Irwindale, and Azusa.

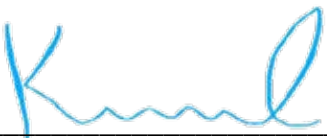
BikeSGV will be responsible for the production of the event, which includes advance planning, permitting, outreach, programming and working with key stakeholders. The following activities will be contracted by BikeSGV to provide:


- Direct all day-of-event logistics that include setting up HUBS, volunteer management and all necessary signage;
- Work closely with all City and County departments to create a strategic route plan and develop program elements;
- Conduct all necessary outreach along the route and encourage stakeholder participation and support; and
- Work with Metro, and other transportation agencies to determine appropriate bus line detours due to event street closures.

See Attachment A for a complete scope of work submitted by BikeSGV. Staff is still negotiating a final not to exceed contract with BikeSGV and anticipates executing this contract shortly.

CITY MOUS

Each city will be responsible for participating in planning of the event, as well as providing municipal services, such as public safety, street closures, and sanitation, on the day of the event. Additionally, the cities and SGVCOG are responsible for collectively providing a minimum in-kind match of 20% of the total grant award. The SGVCOG and the cities are still working to develop consensus on an equitable formula to distribute the grant funding and allocate the in-kind match requirements.

Prepared by: 
Katie Ward
Senior Management Analyst

Approved by: 
Marisa Creter
Executive Director

ATTACHMENTS

Attachment A – BikeSGV SOW

Attachment A

BikeSGV SCOPE OF WORK 626 Golden Streets | SGV Streets and Treats

Event Name

626 Golden Streets | SGV Streets and Treats

Event Date & Time

Sunday October 27, 2019 (9am-4pm)

INTRODUCTION:

The SGVCOG will partner with BikeSGV and the cities of El Monte and South El Monte to host a multi-jurisdiction ciclovía. Activity hubs will be coordinated along the route, which has been designed to facilitate event access to the El Monte Transit Center and Rio Hondo River path. To further enhance the participant experience, the ciclovía will invite community-based organizations to help activate the event route further.

RESPONSIBLE PARTIES:

The SGVCOG and cities of El Monte and South El Monte will be responsible for street closures, vehicle detour plans, and public safety. Partner cities will also assist the non-profit event planner - BikeSGV, a Project of Community Partners - with information dissemination.

Non-profit partner BikeSGV will coordinate City working group coordination; route activation; event pre-planning; community engagement; and event outreach, marketing, logistics and production.

SCOPE OF WORK:

1. Regional Coordination and Planning

Task 1.1 Working Group Facilitation

- Launch and facilitate a minimum of (12) working group and local planning meetings with project partners, community stakeholders, city staff and residents
- Finalize route with Partner City staff

Task 1.2 Regional Needs Coordination

- Assess individual city needs and coordinate consolidation of specific event wide requirements for lead city (e.g., event insurance, portable restroom rentals, water stations, family games, stage/canopy/table rentals, etc.)

Task	Regional Coordination Deliverable(s)
<i>1.1</i>	<i>Meeting agendas and minutes</i>
<i>1.2</i>	<i>Matrix of regional event needs, costs and bids</i>

2. Community Engagement and Outreach

Task 2.1 Community Outreach Plan

- Develop and execute a complete marketing and community outreach plan

Task 2.2 Event Materials

- Design a minimum of (6) event print materials (e.g., flyers, poster, route map, stickers, etc.)

Task 2.3 Community Input Meetings

- Coordinate and facilitate at least (2) informational meetings for the public - one per participating jurisdiction.

Task 2.4 Social Media Marketing

- Inform public of event via a minimum of (25) social media posts across multiple channels (Twitter, Facebook, Instagram, etc.)

Task 2.5 Video Production and Editing

- Produce (3) thirty-second promotional videos leading up to event for social media, website, and YouTube
- Produce (1) 2-3 minute long video with highlights from the event day

Task 2.6 Route Notification

- Notify residents and businesses along the route before event via (2) rounds of door-to-door canvassing

Task 2.7 Community Event Tabling

- Distribute hard copy event informational materials to partners and at public events in project and surrounding communities

Task 2.8 Community Exploratory Ride

- Host (1) “exploratory ride” for interested community members to preview the route, provide input, and share feedback

Task 2.9 Press Engagement and Outreach

- Develop at least (4) press releases and media alerts
- Distribute to local and regional press contacts

Task 2.10 Volunteer Recruitment and Coordination

- Setup online volunteer registration and recruit volunteers
- Develop volunteer matrix, plan, and event map
- Host volunteer trainings
- Secure volunteer incentives (e.g., TAP cards, t-shirts)

Task 2.11 Event Website

- Manage and update event website

Task	Deliverable
2.1	<i>Community outreach plan</i>
2.2	<i>Developed materials</i>
2.3	<i>Meeting photos</i>
2.4	<i>Screenshots of social media engagement and website updates</i>
2.5	<i>Copies of final videos</i>
2.6	<i>Route notification log</i>
2.7	<i>Tabling photos</i>
2.8	<i>Ride photos</i>
2.9	<i>Press releases and copies of earned media</i>
2.10	<i>Volunteer matrix and list</i>
2.11	<i>Event website</i>

3. Route Activation and Event Hub Coordination

Task 3.1 Community Activation Plan

- Recruit and coordinate with local non-profit organizations and businesses to assist with route activation and event hubs
- Schedule of events, activities, and performances

Task 3.2 Hub Design and Coordination

- Identify hub locations
- Coordinate development of hub themes, layout, and programming

Task 3.3 Public Transit Access

- Coordinate with Metro and public transit agencies to facilitate access to the event (e.g., Foothill Transit)

Task 3.4 Rentals

- Identify and secure event rentals (e.g., canopies, tables, chairs, stages; inflatables)

Task 3.5 Permits and Procedures

- Identify and coordinate all required event permits

Task	Deliverable
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3.1	<i>List of partnering non-profits, businesses noting activities/services</i>
3.2	<i>Final hub design map</i>
3.3	<i>Public transit access plan</i>
3.4	<i>List of rental vendors, items, and pricing</i>
3.5	<i>Matrix of permits</i>

4. Event Day Coordination

Task 4.1 Day-of-Event Plan and Coordination

- Develop day-of-event action plan

Task 4.2 Press Conference

- Organize press conference with Metro, City staff, partners and sponsors to kick-off event

Task 4.3 Event Setup

- Provide staff across route to troubleshoot and oversee event setup

Task 4.4 Volunteer Management

- Manage event volunteers at volunteer centers at each site

Task 4.5 Bike and Roll Valet Services

- Provide free Bike and Roll valet at 3 activity hubs (i.e., secure bicycle, stroller, skateboard, scooter parking)

Task 4.6 Event Setup

- Provide staff across route to troubleshoot and oversee cleanup

Task	Deliverable
4.1	<i>Event day action plan</i>
4.2	<i>Press conferences photos</i>
4.3	<i>Hub photos</i>
4.4	<i>Volunteer Sign-in sheets</i>
4.5	<i>Valet photos</i>
4.6	<i>Photos</i>

5. Data Collection and Evaluation

Task 5.1 Data Collection Plan

- Develop a data collection plan that includes:
 - Economic impact
 - Participant feedback

Task 5.2 Event Data Collection and Evaluation

- Collect data on event day
- Review and enter data

Task 5.3 Final Event Report

- Produce a final report and event summary with data analysis, testimonials and lessons learned

Task	Deliverable
5.1	<i>Data Collection Plan</i>
5.2	<i>Final report</i>
5.3	<i>Final event documentation</i>