



San Gabriel Valley Council of Governments
AGENDA AND NOTICE OF THE MEETING OF THE CITY
MANAGERS' STEERING COMMITTEE
Date: Wednesday, November 6, 2019 – 12 noon
Location: Foothill Transit Office
(100 S. Vincent Ave., Suite 200, West Covina, CA)

Chair
Bob Russi
La Verne

Vice-Chair
Marcella Marlowe
San Marino

Immediate Past-Chair
Dominic Lazzaretto
Arcadia

Northeast Representatives
Sergio Gonzalez
Azusa
Adam Raymond
Glendora

Southeast Representatives
Brian Saeki
Covina
Linda Lowry
Pomona

Central Representatives
Shannon Yauchzee
Baldwin Park
Gloria Molleda
Rosemead

Southwest Representatives
Jessica Binnquist
Alhambra
Bryan Cook
Temple City

Northwest Representatives
Mark Alexander
La Canada Flintridge

At-Large Representatives
Ron Bow
Monterey Park
Alma Martinez
El Monte

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.

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

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

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

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



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



PRELIMINARY BUSINESS

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

CONSENT CALENDAR

6. City Managers' Steering Committee Minutes – Page 1
Recommended Action: Approve City Managers' Steering Committee Minutes.

DISCUSSION ITEMS

7. State Homeless Funding and Measure H Innovation Funding Programming Recommendations – Page 3
Recommended Action: Recommend the Governing Board approve the allocation of state and Measure H Innovation funding recommendations.
8. Regional Housing Trust Fund Setup – Page 9
Recommended Action: Recommend the Governing Board authorize the Executive Director to accept up to \$248,150 in funding and execute any necessary agreements to implement the setup of the SGV Regional Housing Trust Fund.

UPDATE ITEMS

9. Service Delivery Study
Recommended Action: For information only.
10. Executive Director's Monthly Report
Recommended Action: For information only.

COMMITTEE MEMBER ITEMS

ANNOUNCEMENTS

ADJOURN



**SGVCOG City Managers' Steering Committee Meeting Unapproved
Minutes
October 2, 2019
12:00 Noon
Foothill Transit Center**

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

Members Present:

Azusa, S. Gonzalez
Baldwin Park, S. Yauchzee
Covina, B. Saeki
La Verne, B. Russi
Glendora, A. Raymond
Alhambra, J. Binnquist
Arcadia, D. Lazzaretto
San Marino, M. Marlowe; A.
Fowler
Pomona, M. Gluba
El Monte, A. Martinez
Rosemead, G. Molleda

Members Absent:

La Canada Flintridge, M. Alexander
Temple City, B. Cook
Monterey Park, R. Bow

SGVCOG Staff/Guests:

M. Creter, Executive Director
K. Ward; A. Fung; C. Sims, SGVCOG
Staff
R. Barbosa, South El Monte
D. Fox, Diamond Bar

J. Dever, SGV Mosquito and
Vector Control District
K. Duran, San Dimas
M. Castro, SCE

4. Public Comment.
M. Castro provided an update on SCE's wildfire mitigation plan.
5. Changes to Agenda Order.
No changes were requested.

CONSENT CALENDAR

6. City Managers' Steering Committee Minutes
Recommended Action: Approve City Managers' Steering Committee Minutes.
7. Appointment of Central Representative to the City Managers' Steering Committee
Recommended Action: Appoint Gloria Molleda (Rosemead) to serve on the City Managers' Steering Committee.
8. Appointment of At-Large Representative to the City Managers' Steering Committee

Recommended Action: Appoint Alma Martinez (El Monte) to serve on the City Managers’ Steering Committee.

There was a motion to approve the consent calendar (M/S: J. Binnquist/M. Marlowe).

[MOTION PASSED]

AYES:	Azusa, Alhambra, Arcadia, Baldwin Park, Covina, La Verne, Pomona, San Marino, Glendora
NOES:	
ABSTAIN:	
ABSENT:	Temple City, La Canada Flintridge, Monterey Park

PRESENTATION

- 9. Project & Process Management Study Recap
K. Ward presented on this item.

DISCUSSION ITEMS

- 10. Regionwide Swimming Pool Ordinance – Jared Dever, District Manager, San Gabriel Valley Mosquito and Vector Control District
J. Dever reported on this item.

Recommended Action:

There was a motion to recommend the Governing Board to adopt a regionwide swimming pool ordinance template (M/S: S. Gonzalez/ B. Saeki).

[MOTION PASSED]

AYES:	Azusa, Alhambra, Arcadia, Baldwin Park, Covina, La Verne, Pomona, San Marino, Glendora, El Monte, Rosemead
NOES:	
ABSTAIN:	
ABSENT:	Temple City, La Canada Flintridge, Monterey Park

- 11. Coyote Outreach Implementation Update
A. Fung reported on this item.

UPDATE ITEMS

- 12. Service Delivery Study
K. Ward provided an update on this item.
- 13. Executive Director’s Monthly Report – Oral Report
M. Creter reported on this item.

COMMITTEE MEMBER ITEMS

ANNOUNCEMENTS

ADJOURN

The meeting adjourned at 12:49 PM

REPORT

DATE: November 6, 2019

TO: Executive Committee
Homeless Committee
City Managers' Steering Committee
Governing Board

FROM: Marisa Creter, Executive Director

RE: **STATE HOMELESS FUNDING AND MEASURE H INNOVATION FUNDS PROGRAMMING RECOMMENDATIONS**

RECOMMENDED ACTIONS

Recommend that the Governing Board take the following actions:

1. Approve the recommended use of State Homeless Funds and Measure H Innovation Funds across the following programming categories, for submittal to the State and the County:

Category	State Funds	Innovation Funds	TOTAL
Regional Housing Trust (Capital)	\$1,000,000	\$350,000	\$1,350,000
Regional Housing Trust (Operations)	-	\$200,000	\$200,000
Cities' Homeless Plans (Implementation)	\$3,300,000	-	\$3,300,000
Cities' Homeless Plans (Development)	\$50,000	-	\$50,000
Landlord Education/Outreach and Incentive Program	\$400,000	-	\$400,000
Other Regional Work	\$400,000	-	\$400,000
Homelessness prevention and diversion programs	\$50,000	\$400,000	\$450,000
Pilot Programs	\$35,000	\$265,000	\$300,000
Master Leasing	\$100,000	\$250,000	\$350,000
Administration	\$290,000	\$76,876	\$361,876
TOTAL	\$5,625,000	\$1,541,876	\$7,166,876

2. Pending approval from oversight agencies (State and County), authorize SGVCOG staff to directly administer \$2,333,438 in funding to implement the following programs on a regional level:
 - Regional Housing Trust (\$1,550,000),
 - Cities' homeless plans sub-regional activities (\$200,000); and

- Other regional work (including collaboration, advocacy, nonprofit capacity building, regional data projects and targeting messaging campaigns, technical assistance) (\$400,000).
3. Pending approval from oversight agencies (State and County), authorize staff to coordinate with the cities to develop a strategy (e.g. competitive or formula) to allocate \$4,833,438 in funding to cities for the following programs:
 - Cities' homeless plans (implementation) (\$3,100,000);
 - Cities' homeless plans (development) (\$50,000);
 - Landlord education/outreach and rental support (\$400,000);
 - Homeless prevention and diversion (\$450,000);
 - Pilot programs (\$300,000) and
 - Master leasing (\$350,000).
 4. Authorize staff to allocate up to \$366,876 (5%) to be used for administrative costs to be split across admin lead and contracting agencies.
 5. Authorize staff to undertake any associated procurements necessary to implement the programs described above.

BACKGROUND

On June 27, 2019, Governor Newsom signed the 2019 Budget Trailer bill which contained \$5,625,000 in funding for homeless programs for the San Gabriel Valley to be administered by the SGVCOG. This funding was included at the request of Senator Rubio, and SGVCOG staff has been meeting with her office to reach concurrence about the programs that should receive funding through these monies.

On September 10, 2019, the County Board of Supervisors (BOS) approved a motion by Supervisors Barger and Solis directing the LA County Chief Executive Officer (CEO) to provide a framework for the allocation and administration of \$6,000,000 in Measure H funding for the County's Councils of Governments. The framework calls for an allotment of \$1,541,876 to the SGVCOG. That funding may be used for two Priority Areas: 1) increase supply of interim and permanent housing for people experiencing homelessness and 2) enhance County service systems for those experiencing or at-risk of homelessness. The COG convened in-person meetings and conference calls with cities throughout October to collect input on the potential uses of these funds and on the process for administering them.

Currently, these sources are both one-time funds. The SGVCOG anticipates that future funding will be dependent upon their successful use that demonstrates measurable assistance for those who are homeless or at-risk of homelessness. A key goal will be demonstrable outcomes that exceed current efforts in reducing homelessness relative to cost.

Below is a brief description of each program recommended for funding under the State and HI funding.

Category	State Funds	Innovation Funds	TOTAL
Regional Housing Trust (Capital)	\$1,000,000	\$350,000	\$1,350,000
Regional Housing Trust (Operations)	-	\$200,000	\$200,000
Cities' Homeless Plans (Implementation)	\$3,300,000	-	\$3,300,000
Cities' Homeless Plans (Development)	\$50,000	-	\$50,000
Landlord Education/Outreach and Incentive Program	\$400,000	-	\$400,000
Other Regional Work	\$400,000	-	\$400,000
Homelessness prevention and diversion programs	\$50,000	\$400,000	\$450,000
Pilot Programs	\$35,000	\$265,000	\$300,000
Master Leasing	\$100,000	\$250,000	\$350,000
Administration	\$290,000	\$76,876	\$366,876
TOTAL	\$5,625,000	\$1,541,876	\$7,166,876

Regional Housing Trust (Capital)

- State Funds: \$1,000,000
- HI Funds: \$350,000
- Total Funds: \$1,350,000
- Description of Activity: These funds would be administered by the San Gabriel Valley Regional Housing Trust (SGVRHT). The focus would be on projects that could be completed quickly to provide immediate assistance to homeless individuals and families as well as those at imminent risk of homelessness. Examples of potential project types to be funded could include rehabilitation of abandoned homes; development of vacant city-owned properties; rehabilitation of motels or apartments; or providing interim/crisis (shelter) housing.

Regional Housing Trust (Operations)

- State Funds: \$0
- HI Funds: \$200,000
- Total Funds: \$200,000
- Description of Activity: These funds would be administered by the SGVRHT and would develop an initial housing pipeline of projects that are currently in development or underway. The Housing Pipeline would also identify the funding and resource gaps for these projects in order to help identify those that could be good candidates for SGVRHT Capital funding.

Cities' Homeless Plans (Implementation)

- State Funds: \$3,300,000
- HI Funds: \$0
- Total Funds: \$3,300,000
- Description of Activity: These funds would allow for the implementation of strategies included in cities' adopted homeless plans. These funds would

emphasize funding flexibility and accessibility. Staff is recommending that there be no requirement for matching funds and that at least some of these funds be allocated to the cities via a formula that is agreed upon by the cities. In order to demonstrate results, staff is recommending that cities be required to incorporate data collection and performance metrics into their scopes of work.

Cities' Homeless Plans (Development)

- State Funds: \$50,000
- HI Funds: \$0
- Total Funds: \$50,000
- Description of Activity: These funds would be used to assist those cities that have not yet completed homelessness plans. Approximately one-third of the cities in the San Gabriel Valley have not yet developed homelessness plans, and a few of those cities have since expressed interest in doing so. This limited funding could be used to assist those cities in developing plans by providing a template, guidelines, and other technical assistance.

Landlord Education/Outreach and Incentive Program

- State Funds: \$400,000
- HI Funds: \$0
- Total Funds: \$400,000
- Description of Activity: These funds would be used to encourage landlords to rent to homeless or low-income individuals in order to increase the supply of units available to these individuals and families. Activities may include the following: holding an apartment until an eligible homeless household completes the documentation required to enter the housing; offering participating landlords reimbursement for short-term vacancies and minor unit repairs when they rent their home or apartment to a low-income renter with a housing voucher; workshops for landlords, realtors and property managers; and direct outreach to obtain rental units for those with Housing Choice Vouchers or VASH vouchers or other homeless or at-risk populations.

Other Regional Work

- State Funds: \$400,000
- HI Funds: \$0
- Total Funds: \$400,000
- Description of Activity: These funds would be used for various regional activities including advocacy, nonprofit capacity building, regional data projects, technical assistance and communications projects targeting specific subpopulations.

Homeless Prevention and Diversion Programs

- State Funds: \$50,000
- HI Funds: \$400,000
- Total Funds: \$450,000
- Description of Activity: These funds would be used for activities that prevent individuals and families from becoming homeless. Prevention activities may include housing relocation and stabilization services, short and medium-term rental assistance, rental arrearages, rental application fees, security deposits, advance payment of the last month's rental, utility deposits and payments, moving costs,

housing search and placement, housing stability case management, mediation, tenant legal services, and credit repair. Additionally, funding may be used for diversion training and certification.

Pilot Programs


- State Funds: \$35,000
- HI Funds: \$265,000
- Total Funds: \$300,000
- Description of Activity: These funds would be used as a small, competitively awarded pool of funds for pilot programs that implement innovative direct homeless solutions with demonstrable outcomes. Pilot projects would focus on data collection, performance metrics and replicability.


Master Leasing

- State Funds: \$100,000
- HI Funds: \$250,000
- Total Funds: \$350,000
- Description of Activity: These funds would be used to provide funding to cities or experienced non-profit providers to master lease one or more motel or apartment units for use as crisis, interim, or transitional housing. In addition to the cost of the unit, the cost of outreach workers, security and services would be eligible expenses.

Once the proposed programming is approved by the Governing Board, staff will coordinate the County to develop an approved workplan for the HI funds. Staff is still gathering information regarding the administrative approval process for the State funding but will use the Board direction to guide any scopes of work or other guiding documents that are developed associated with that funding.

Additionally, staff anticipates bringing back to the Governing Board a proposed funding award strategy for the funds that will be distributed to cities (e.g. grants and direct allocation formulas) as well as an additional staffing needs associated with the work to be completed by the COG. The SGVCOG Contracts Manager will work with staff to develop procurement processes, including RFPs, procurement timelines, and scopes of work for any work that will require consultants.

Prepared by: 
Jan Cicco
Regional Homelessness Coordinator


Caitlin Sims
Principal Management Analyst

Approved by: 
Marisa Creter
Executive Director

REPORT

DATE: November 6, 2019

TO: Executive Committee
City Managers' Steering Committee

FROM: Marisa Creter, Executive Director

RE: **REGIONAL HOUSING TRUST FUND NEXT STEPS**

RECOMMENDED ACTIONS

Recommend the Governing Board authorize the Executive Director to accept \$248,150 in funding and execute any necessary agreements to implement the set-up of the San Gabriel Valley Regional Housing Trust Fund.

BACKGROUND

Several cities and city cohorts applied for Measure H funds under Los Angeles County's City Planning and Homeless Program to explore the feasibility of forming a housing trust fund. Their requested amounts are found in the table below.

Cohort	Requested Amount
Pomona, Claremont, and La Verne	\$50,000
Baldwin Park, El Monte, and South El Monte	\$376,420
South Pasadena	\$115,000

SB 751 (Rubio) authorized the creation of the San Gabriel Valley Regional Housing Trust Fund (SGVRHTF), which would allow the cities in the San Gabriel Valley Council of Governments to form a joint powers authority (JPA) for the purposes of funding the planning and construction of homeless, extremely low, very low, and low income housing, receive public and private financing and funds, and authorize and issue bonds. Governor Newsom signed SB 751 in October 2019.

To facilitate that effort, the SGVCOG has been holding negotiation meetings with interested cities in order to develop a joint powers agreement. The finalized joint powers agreement would be considered by each City Council in considering whether to join the JPA. Three negotiation meetings have been held so far, each one focused on a different topic: the agreement recitals, liability, and the operation, funding, and staffing for the SGVRHTF. Future meetings will focus on the powers of the JPA, board composition and membership, stakeholder priorities, and the final joint powers agreement. Staff from approximately 17 cities has attended these negotiation meetings. Staff is also undertaking stakeholder outreach.

Each of these cohorts have indicated that their intent is for this funding to be used towards the creation of the San Gabriel Valley Regional Housing Trust. The cohort of Pomona, Claremont, and La Verne were awarded funding and are in the process of executing the agreement with the County of Los Angeles. At its City Council meeting on October 20, 2019, the City of Pomona – which is the lead applicant for that cohort's County funding – awarded a sole source contract to

REPORT

the SGVCOG related to its funding and authorized the City Manager to execute the contract award and other documentation. The County is currently modifying its agreement with the City of Pomona to allow for the City to subcontract with the SGVCOG rather than with a development firm. Once that change is completed, the SGVCOG will be able to execute an agreement with the City of Pomona.

While the County had previously indicated that it was not yet ready to award the funding to the Baldwin Park, El Monte, and South El Monte cohort or the City of South Pasadena, Homeless Initiative (HI) staff has now indicated that it is prepared to award \$208,150 in funding to these cities to support the regional effort. The proposed amount is based on a concept paper and budget that the SGVCOG had previously submitted to the County indicating the anticipated costs for the pre-organization planning and agency launch. These costs include the following elements:

- Staffing to manage and oversee the effort;
- Consultants to perform initial background research, identify best practices, conduct a needs assessment and assist in facilitating extensive stakeholder and community outreach;
- Legal fees to develop bylaws and other legal documents;
- Operating to fulfill day-to-day implementation activities;
- Administration for oversight, management, and fiscal controls.


The majority of this funding would be used for staff time and legal support.

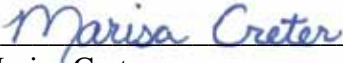
HI staff has indicated that the remaining requested funding – in the amount of \$293,270 – would be included as a contingency in the contract(s) for the remaining funds and would be made available once a budget is submitted. The SGVRHT Negotiations Working Group will discuss the proposed first-year operating budget at its negotiation meeting on November 6, so SGVCOG staff anticipates that an additional budget will be available following that meeting.

The County has indicated that it will likely execute contracts with Baldwin Park – as the lead of the Baldwin Park, South El Monte, and El Monte cohort – and South Pasadena. The cities and the SGVCOG have requested that the contract be executed directly between the County and the SGVCOG, and the SGVCOG is awaiting direction as to whether that will be possible.

The development of the SGVRHT is moving quickly, so to facilitate its continued rapid progress, staff is recommending that the City Managers' Steering Committee recommend that the Governing Board authorize the Executive Director to accept \$248,150 in funding and execute any necessary agreements to implement the set-up of the San Gabriel Valley Regional Housing Trust Fund. The SGVCOG will execute an agreement with the City of Pomona – on behalf of its cohort and will execute an agreement with the remaining parties.

REPORT

Prepared by: 
Caitlin Sims
Principal Management Analyst

Approved by: 
Marisa Creter
Executive Director