



San Gabriel Valley Council of Governments
REVISED AGENDA AND NOTICE OF THE SPECIAL MEETING
OF THE SGVCOG EXECUTIVE COMMITTEE
January 9th, 2017 - 4:00 PM
LOCATION: SGVCOG Office
(1000 S. Fremont Ave., Alhambra, CA)

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

President
Gene Murabito

1st Vice President
Kevin Stapleton

2nd Vice President
Cynthia Sternquist

3rd Vice President
Margaret Clark

Immediate Past President
Barbara Messina

Transportation Chair
John Fasana

Homelessness Chair
Joseph Lyons

EENR Chair
Denis Bertone

Water Resources Chair
Diana Mahmud

ACE Chair
Jack Hadjinian

MEETINGS: *Regular Meetings of the Executive Committee are held the first Monday of every month at 4:00 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.

CITIZEN 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
Recommended Action: Approve Executive Committee minutes.

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

6. Draft Ad Hoc ACE/Large Capital Projects Committee report.
Recommended Action: For information only.
7. Ad Hoc Legislative Committee Proposed Structure
Recommended Action: For information only.
8. Homelessness Committee Workplan
Recommended Action: For information only.
9. Energy Wise Contract Amendment and Staffing
Recommended Action: For information only.

GENERAL COUNSEL'S REPORT

10. Update on CalPERS
Recommended Action: For information only

PRESIDENT'S REPORT

11. Oral Report
Recommended Action: For information only

EXECUTIVE DIRECTOR'S REPORT (*It is anticipated that the Executive Committee may take action on the following matters*)

12. Oral Report
Recommended Action: For information only.

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

13. Public Employment – Government Code section 54957(b): Executive Director
14. Conference with Legal Counsel – Anticipated Litigation, Initiation of litigation pursuant to Government Code section 54956.9(d)(4): one case

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

15. Employment Agreement
Recommended Action: Approve revised employment agreement with Phil Hawkey to serve as Executive Director.
16. Draft Governing Board Agenda
Recommended Action: Provide direction to staff.

ANNOUNCEMENTS

ADJOURN



SGVCOG
Executive Committee Minutes
December 8 2016
4:00 PM
ACE Office

PRELIMINARY BUSINESS

1. Call to Order
 The meeting was called to order at 4:05 p.m.

2. Roll Call

Members Present	Members Absent
G. Murabito, President K. Stapleton, 1st Vice President C. Sternquist, 2 nd Vice President M. Clark, 3 rd Vice President B. Messina, Immediate Past President D. Mahmud, Water Committee J. Hadjinian, ACE Chair J. Lyons, Homelessness Chair	J. Fasana, Transportation Chair D. Bertone, EENR Chair

Staff:

P. Hawkey, Executive Director
 M. Creter, Staff
 M. Christoffels, ACE CEO

3. Public Comment
 There were no comments from the public.
4. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting
 There were no changes to the agenda.

CONSENT CALENDAR

5. Executive Committee Meeting Minutes
There was a motion to approve the consent calendar (M/S: K. Stapleton/ C. Sternquist).

[MOTION PASSES]

AYES:	G. Murabito, K. Stapleton, M. Clark, C. Sternquist, D. Mahmud B. Messina, J. Lyons, J. Hadjinian
NOES:	
ABSTAIN:	
ABSENT:	

DISCUSSION ITEMS

6. FY 2016-17 1st Quarter Treasurers Report
 R. Graves reviewed the report and indicated that there were no issues or areas of concern.

- 7. January Executive Committee Meeting Date
The Committee moved the meeting to January 9th.

GENERAL COUNSEL’S REPORT

PRESIDENT’S REPORT

- 8. Oral Report
There was nothing to report.

EXECUTIVE DIRECTOR’S REPORT

- 9. Oral Report
There was nothing to report.
- 10. Update on Regional Quiet Zone Efforts
P. Hawkey reported on the upcoming workshop.

CLOSED SESSION

- 11. Public Employment – Government Code section 54957(b): Executive Director

ACTION ITEMS

- 12. Employment Contract
There was a motion to approve the employment contract with Phil Hawkey to serve as Executive Director (M/S: K. Stapleton/ C. Sternquist).

[MOTION PASSES]

AYES:	G. Murabito, K. Stapleton, M. Clark, C. Sternquist, D. Mahmud B. Messina, J. Lyons, J. Hadjinian
NOES:	
ABSTAIN:	
ABSENT:	

ANNOUNCEMENTS

ADJOURN

The meeting adjourned at 5:30 P.M.

REPORT

DATE: January 9, 2017

TO: Executive Committee

FROM: Phil Hawkey, Executive Director

RE: **ACE/ LARGE CAPITAL PROJECTS AD HOC COMMITTEE DRAFT FINAL REPORT**

RECOMMENDED ACTION:

For information only.

BACKGROUND:

Attached is the draft final report of the ACE/ Large Capital Projects Ad Hoc Committee. This draft report reflects what appear to be the consensus recommendations of the Ad Hoc Committee. Committee members are currently in the process of reviewing and commenting on the draft report. An updated draft report will be distributed on January 5th. The Ad Hoc Committee is expected to finalize this report on January 9th, for an initial review by the Governing Board at its January 19th meeting.

ATTACHMENT A:

Attachment A – Draft Final Report

Report of the ACE/ Large Capital Projects Ad Hoc Committee

EXECUTIVE SUMMARY:

The ACE/Large Capital Projects Ad Hoc Committee was appointed in June, 2016 by SGVCOG President Gene Murabito to study the future role of the SGVCOG as a planning agency and possibly modifying the role of ACE (Alameda Corridor East Construction Authority) in order to give the SCGVOG the ability to implement and construct capital projects. The Ad Hoc Committee undertook the following activities:

- Studied the history of the SGVCOG and ACE;
- Evaluated the issues of risks and liability involved with construction;
- Examined the liabilities of PERS for both ACE and SGVCOG;
- Explored four case studies of major projects that might benefit from a more active role by the SGVCOG in construction;
- Compared how other COGs operate; and
- Developed guiding principles to identify core issues that should influence any decision about the future of the SGVCOG.

With the passage of Measure M in November 2016, the San Gabriel Valley region is now guaranteed to receive over \$3.3 billion in funding over the next 40 years, including hundreds of millions of dollars for transportation programs to be administered through the SGVCOG.

The Ad Hoc Committee is recommending to the Governing Board that the SGVCOG expand its organizational capacity by creating a transportation planning division and hire a transportation planner to manage the implementation of Measure M in the San Gabriel Valley. In addition, the Ad Hoc Committee recommends that ACE be restructured to expand its jurisdiction to include all of the San Gabriel Valley. The Ad Hoc Committee recommends that this be accomplished by modifying the ACE Board of Directors to have the following eight representatives:

- Five regional representatives from the SGVCOG Governing Board representing geographically dispersed districts;
- SGVCOG President;
- SGV Metropolitan Transportation Authority (Metro) Representative; and
- Member of LA County Board of Supervisors.

There would be a transition period from the existing ACE Board to this new structure with existing ACE Board seats gradually reduced as ACE grade separation projects are completed in each city. In addition, the Ad Hoc Committee recommends that the ACE organization and its employees transition to become employees of the SGVCOG and create a unified organization that reports to a single Executive Director (see attached recommended organizational structure). The role of ACE in managing future construction projects will be determined by the approval of the SGVCOG Governing Board.

RECOMMENDED ACTION:

1. Approve the report of the ACE/Major Capital Projects Ad Hoc Committee.
2. Direct staff to undertake the necessary actions to develop and staff new Transportation Planner position (i.e. develop near-term funding plan for position, prepare revisions to SGVCOG salary resolution, develop job description, and initiate recruitment)

3. Modify ACE's governance to include broader regional representation and allow for potential future capacity to construct capital projects in the San Gabriel Valley, pending specific future direction the Governing Board:
4. Develop a multi-year plan to transition ACE employees to become SGVCOG employees with a uniform human resources structure.
5. Direct ACE and SGVCOG staff to further integrate administrative functions into SGVCOG.
6. Consult with legal counsel of ACE and SGVCOG to identify necessary changes to SGVCOG JPA and Bylaws;

BACKGROUND:

ACE was created by the SGVCOG in 1998 as a subsidiary of the SGVCOG. It was created with a specific narrow mission to address the traffic congestion caused by the expansion of freight rail traffic from the Ports of Los Angeles and Long Beach. For the past 18 years ACE, has had great success in securing more than \$1.6 billion in funding to construct grade separations to facilitate freight railroad movement through the southern portion of the San Gabriel Valley.

The mission of the ACE project is approaching completion in the next few years, and the SGVCOG must determine next steps. The expertise and excellent reputation of the ACE organization presents an opportunity to address an expanded and new scope of projects, but there are inherent risks and costs with this type of new endeavor.

In addition, with the passage of Measure M in Los Angeles County in November 2016, the SGVCOG will be responsible for guiding the allocation and implementation of over \$3.3 billion in capital projects and programs. The SGVCOG will either need to expand its capacity to handle these funds, or allow Metro to manage the funds in a manner guided by the advice of the SGVCOG.

As part of its Strategic Planning process in early 2016, the SGVCOG Governing Board identified the need to conduct an assessment about the future of ACE and the role of the SGVCOG in planning, funding, and constructing major capital projects. As a result, the SGVCOG president, Gene Murabito, formed an ad-hoc committee with the purpose of studying and fully exploring these issues.

Existing Structure

Currently, ACE operates as a subsidiary unit of the SGVCOG, but as a quasi-independent agency reporting to the ACE Board of Directors. ACE has a separate Chief Executive Officer that reports to the ACE Board, and all ACE employees report to the Chief Executive Officer. As specified in the SGVCOG JPA and bylaws, the SGVCOG Governing Board is responsible for approving ACE's scope of projects and annual budget. All other functions, including approving contracts, property acquisition, and hiring of staff, are delegated to the ACE Board of Directors. The ACE Board of Directors is comprised of the following members (all of which have or did have, at least one ACE project within their jurisdiction):

- LA County
- El Monte
- Industry
- Montebello

- Pomona
- San Gabriel

Additionally, the SGVCOG President or his/her designee serves on the Board as a voting member.

In February 2015, the SGVCOG Governing Board approved a memorandum of understanding (MOU) with ACE to have ACE staff provide technical assistance related to transportation planning. Under this MOU, the CEO of ACE is compensated by SGVCOG to periodically perform the functions of the Transportation Director for the SGVCOG. This role was most active in the development of the mobility matrix, as well in the communications with Metro and Caltrans on behalf of the SGVCOG. This work by the CEO of ACE as the Transportation Director of ACE entails only a few hours a month and compensation from the SGVCOG is paid to ACE, which offsets the compensation that the CEO receives from ACE.

In February 2016, the SGVCOG Governing Board approved two additional MOUs to allow ACE staff to provide administrative/HR, IT and financial management support services. ACE is fully reimbursed for these labor costs.

Committee Purpose, Members, and Process

The ACE/ Large Capital Projects Ad Hoc Committee was tasked with assessing the future of the SGVCOG and whether it should be primarily a planning agency or should it also have the internal capacity to implement and build large capital projects.¹ A key issue relates to the future of ACE and whether it should close operations and dissolve upon completion of its mission or should ACE be reformed and restructured into a large capital project implementation element of the SGVCOG that would be responsible for the construction of large capital projects in the San Gabriel Valley.

Two alternative future roles considered were as follows:

1. The SGVCOG should focus on being a planning agency that concentrates on assessing the needs of the San Gabriel Valley, developing proposals and plans that address those needs, pursuing grants and funding sources to pay for programs and capital projects, including transportation and capital improvements, and collaborating with appropriate agencies to construct the large capital improvements; OR
2. The SGVCOG should expand its organizational capacity from strictly a policy and planning agency, to become a construction agency as well. In addition to planning for transportation and large capital projects, the SGVCOG might take responsibility for managing the implementation of these projects, with the option that the SGVCOG would directly be responsible for building large capital projects. These projects might include new highway construction, bridges, freeway interchanges, and bicycle paths, as well as non-transportation projects (e.g. storm water facilities).

The Committee considered several variations of each alternative.

¹ For the purposes of this report, the terms “planning”, “programs” and “projects” are used as follows:

- Planning: studies to determine current infrastructure assessments, future infrastructure needs, feasibility studies, preliminary environmental reports, preliminary cost estimates, and potential funding sources.
- Programs: a group of projects intended to implement a specific subregional goal or need.
- Projects: individual infrastructure improvements that can be constructed as stand-alone projects with independent merit.

The Ad Hoc Committee was comprised of the following members:

- John Fasana, Councilmember, City of Duarte Chair
- Gene Murabito, Mayor of Glendora and President SGVCOG
- Terry Tornek, Mayor, City of Pasadena
- Victoria Martinez, Vice Mayor, City of El Monte
- Jack Hadjinian, Councilmember, City of Montebello
- Cynthia Sternquist, Councilmember, City of Temple City
- Sam Pedroza, Mayor, City of Claremont
- Cruz Baca, Councilmember, City of Baldwin Park
- Javier Hernandez, Transportation Deputy, LA County District #1
- Dave Perry, Transportation Deputy, LA County District #5
- Linda Lowry, City Manager, City of Pomona
- David Liu, Public Works Director, City of Diamond Bar

Phil Hawkey, Executive Director of SGVCOG and Mark Christoffels, CEO of ACE, were advisory to the Ad Hoc Committee. SGVCOG staff Marisa Creter and Eric Wolf also assisted the work of the Ad Hoc Committee.

Throughout September and October, the committee discussed four case studies (57/60, Greenway Network, 71 Completion, and 605 Hot Spots) as a means of considering the role the SGVCOG and the ACE could play in construction planning and management. Considerable attention was paid to the issues of liability and risk management that is involved with construction. The experience of ACE demonstrated that prudent management with comprehensive insurance can protect the organization. The legal structure of the Joint Powers Authority makes it a stand-alone legal entity for which the members cities of the JPA are protected from legal liability.

The issue of CalPERS liability for the ACE organization was studied by the Ad Hoc Committee, especially recognizing that the agency may terminate in a few years. Audit reports were reviewed to identify that more than adequate funds have been set aside at ACE to adequately cover its CalPERS obligations.

Next, the committee reviewed other COG organizational and governance models and determined that there are a wide variety of different Council of Government structures in California, and that each one established an organizational structure to meet local needs and opportunities.

The Ad Hoc Committee gave time to establish some overriding principles that should guide any future actions of the SGVCOG in addressing the needs of the San Gabriel Valley. Guiding Principles were created and approved by the Ad Hoc Committee, against which the committee's recommended future SGVCOG structure could be evaluated.

Context: Opportunities and Challenges

Measure M funding

With the passage of Measure M, San Gabriel Valley transportation projects and programs identified and prioritized by the San Gabriel Valley Council of Governments will receive more than \$3 billion in local sales tax funds over the coming decades. Significant Measure M funding

will be passed through eight programs established by the SGVCOG expressly for San Gabriel Valley projects:

- (1) Active Transportation (\$231 million)
- (2) Bus System Improvement (\$55 million)
- (3) First/Last Mile and Complete Streets (\$198 million)
- (4) Highway Demand Management (\$231 million)
- (5) Goods Movement (\$33 million)
- (6) Highway Efficiency (\$534 million)
- (7) ITS/Technology (\$66 million)
- (8) Subregional Equity (\$199 million)

Over the course of the ad hoc committee's work, it became apparent that whatever organizational form emerges from the effort, it must include added capacity for the SGVCOG to manage the Measure M funding assigned to the San Gabriel Valley.

Partner Agencies

Representatives from the Ad Hoc Committee met with key staff from Metro, including CEO Phil Washington, on November 29th. During that meeting, Metro staff referenced the Measure M Program Management Plan (PMP) that was presented to the Metro Board in October 2016. That report can be accessed here:

http://theplan.metro.net/wp-content/uploads/2016/11/report_prgm_mgmt_2016_11.pdf.

They indicated that the SGVCOG's proposal to take a more active role in planning, programming, and constructing projects and programs was consistent with PMP, and they were supportive of subregional efforts that would facilitate projects being completed on-time and within budget.

A separate meeting occurred with the Director of Caltrans Region 7 for the purpose of identifying the relationship that might occur between Caltrans and the SGVCOG that is involved with constructing transportation projects. The result of that meeting indicated (THIS SECTION TO BE COMPLETED AFTER MEETING IS HELD).

GUIDING PRINCIPLES

The Ad Hoc Committee developed Guiding Principles intended to define the core elements of the organizational structure and operating requirements of any new agency or division within the SGVCOG that would take on planning, programming, and construction projects. The following guiding principles were approved by the Committee:

Threshold Criteria & Member Benefit

- SGVCOG action will result in a measurable benefit to the region and member cities and/or non-action will result in a measurable disadvantage or loss to the SGV region.
- Collaborative relationships with impacted communities, LA Metro, Caltrans, LA County and/or other entities are explored before SGVCOG acts to plan or implement a program or project.

- Majority support from SGVCOG members is secured before a major program or project is undertaken.²

Liability & Risk

- Structures are in place, including proper insurance and indemnification, to ensure there is no financial exposure or increased legal liability to member cities as a result of SGVCOG taking action.
- Agreements have been defined for long term ownership and maintenance by a responsible entity of the completed project.

Financial Impact

- SGVCOG may pursue funding for planning activities that may, or may not, result in programs or projects, but could fund staff costs.
- SGVCOG will not proceed with a program or project without securing all funding sources necessary to complete the phase.
- Member agencies may volunteer to fund a program, project, or study through an assessment in which only the participating members benefit from the work.
- SGVCOG may secure short term financing to fund start-up costs or accelerate a program or project with approval of a majority of SGVCOG members.

Legal Authority & Project Oversight

- Action will conform to SGVCOG's existing legal authority. If it does not, all legal risks and changes to authority will be identified before taking action.
- Oversight may be performed by a new organization created by SGVCOG that could plan, program, or implement projects in the San Gabriel Valley, and the SGVCOG might enter into agreements with this organization for the completion of those programs or projects.

COMMITTEE RECOMMENDATIONS:

The Ad Hoc Committee considered various roles the SGVCOG could assume with respect to transportation planning, programming and construction, and the organizational and governance model necessary to support these new roles. In terms of potential roles, the Ad Hoc Committee considered a spectrum of possible activities the SGVCOG could assume. Example activities the SGVCOG could undertake (from least to most resource intensive) are listed below:

- Participate on selected consultation panels (with Metro as lead);
- Prioritize projects;
- Program funding, including managing a subregional call for projects;
- Lead the effort to advocate for additional funding for projects;
- Serve as lead for design; and
- Serve as lead for construction.

The key recommendations of the Ad Hoc Committee are:

² Preliminary concept planning is considered part of normal administration as part of assembling information for the SGVCOG Governing Board to consider as part of their review and approval of a program or project.

- 1) With the passage of Measure M, there developed strong consensus that, at a minimum, the SGVCOG should expanded its transportation planning and programming capacity. Specifically, it was identified that the SGVCOG should hire a Transportation Planner who can coordinate all Measure M program management activities. This Transportation Planner, and potential future support staff, will be funded from Measure M revenues.
- 2) The other major question then is what role should ACE have within the SGVCOG organization and its role in constructing new projects throughout the San Gabriel Valley. The Ad Hoc Committee recommendation is that ACE continue in its focus to complete its existing mission in the Alameda Corridor East while expanding its purview and jurisdiction to the full San Gabriel Valley. ACE will not act to construct any projects within the San Gabriel Valley beyond its current mission without approval of a majority of the total membership of the SGCOG.

The Board of ACE will be expanded to include eight members (five representatives from the SGVCOG Governing Board, representing five distinct geographical districts in the San Gabriel Valley; SGVCOG President; SGV Metro Representative, and one LA County Supervisor). The ACE Board would also continue to include representatives from each city where an ACE grade separation project is being planned or is under construction. Those cities on the ACE Board that have completed their ACE projects would no longer serve on the ACE Board. Organizationally, the ACE organization and staff will report to the Executive Director of the SGVCOG, with continuing operational oversight by the ACE Board. ACE staff will transition over a period of three years to become employees the SGVCOG, creating a uniform personnel system within SGVCOG. During this transition, administrative functions of ACE and SGVCOG will continue to operate and coordinate through a MOU, but will move as soon as practicable to become integrated into a single administrative operation within SGVCOG.

With the guidance of the SGVCOG Governing Board, implementation of these recommendations will be presented in the form of Governing Board actions to amend the SGVCOG by laws and Joint Powers Authority Agreement.

It is anticipated that this report from the Ad hoc Committee will be considered and discussed at the January 19 Governing Board meeting, and that at the February 16 Governing Board meeting a vote will be taken to approve, amend or disapprove these recommendations. If these recommendations, or amended recommendations, are approved by the Governing Board on February 16, then implementation actions will be presented at the March 16 Governing Board meeting. Actions that have budget impact will be incorporated into the April 20 presentation on the proposed budget for the new 2017/2018 fiscal year, which will be scheduled for adoption by the Governing Board on May 18.

IMPLEMENTATION

Table 1, below, provides a high-level schedule of key action items.

Task	Mar	Apr	May	Jun
<i>Bylaws & JPA Revisions</i>				

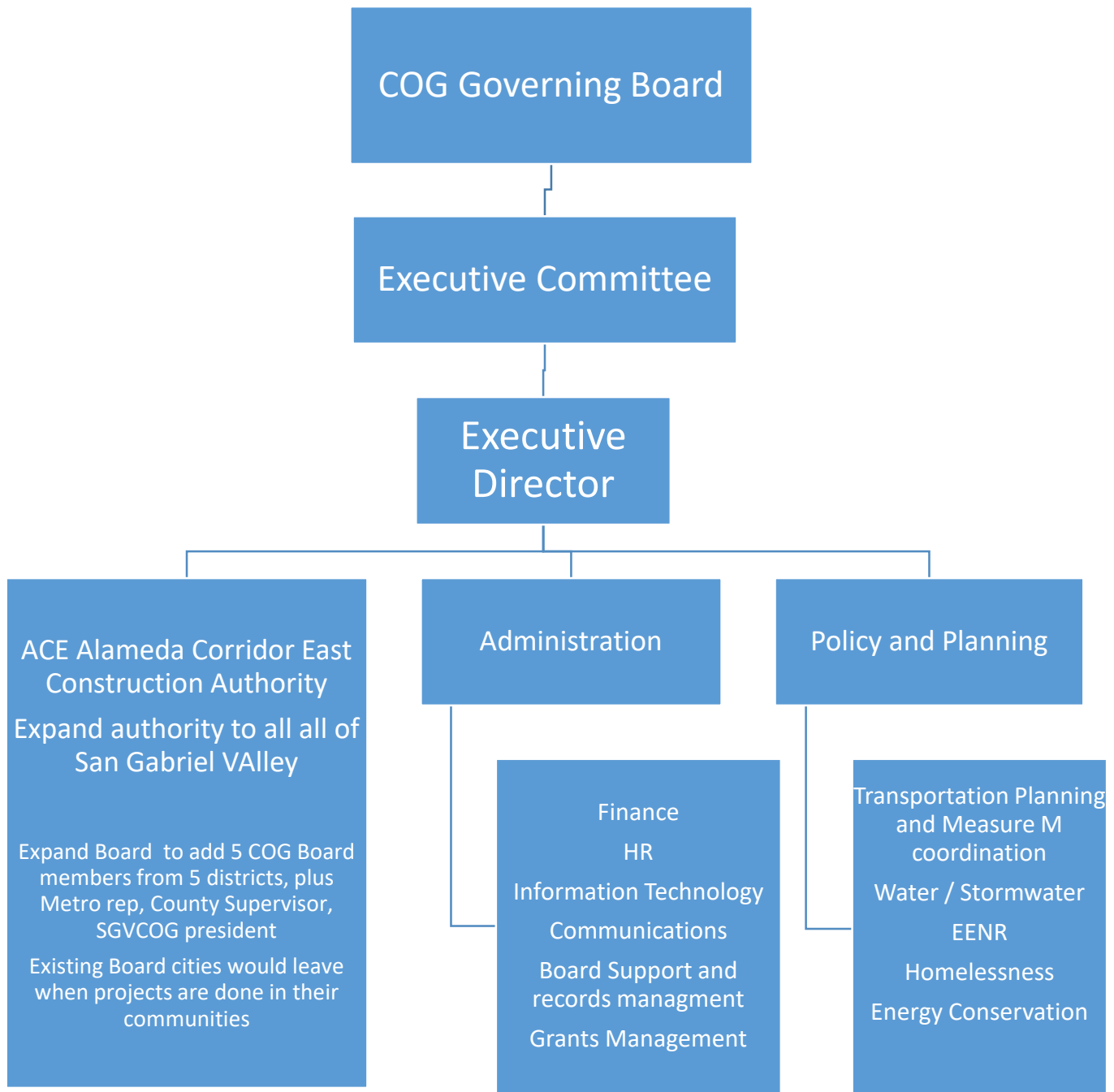
Present first reading of bylaws Governing Board	◆			
Present second reading of bylaws for approval		◆		
Present draft JPA revisions Governing Board (if needed)	◆			
Approve JPA revisions for distribution to member agencies		◆		
Member agencies adopt updated JPA (need 50% to adopt)			◆	◆
<i>Transportation Planner Position</i>				
Develop near-term funding plan and present as part of draft FY 17-18 budget		◆		
Incorporate position into SGVCOG salary resolution for consideration by Governing Board	◆			
Initiate recruitment		◆		
Complete recruitment				◆
<i>Coordination of Administrative Services</i>				
Present options and estimated costs for further coordinating ACE/SGVCOG administrative services		◆		
Incorporate recommendations into FY 17-18 budget for presentation to Governing Board			◆	

**Table 1.
Key Implementation Milestones.**

This report of the ACE/Major Capital Projects Ad Hoc Committee is submitted to the Governing Board with the endorsement of the Ad Hoc Committee as indicated below:

- John Fasana, Councilmember, City of Duarte Chair
- Gene Murabito, Mayor of Glendora and President SGVCOG
- Terry Tornek, Mayor, City of Pasadena
- Victoria Martinez, Vice Mayor, City of El Monte
- Jack Hadjinian, Councilmember, City of Montebello
- Cynthia Sternquist, Councilmember, City of Temple City
- Sam Pedroza, Mayor, City of Claremont
- Cruz Baca, Councilmember, City of Baldwin Park
- Javier Hernandez, Transportation Deputy, LA County District #1
- Dave Perry, Transportation Deputy, LA County District #5
- Linda Lowry, City Manager, City of Pomona
- David Liu, Public Works Director, City of Diamond Bar

RECOMMENDED OPTION



*another organizational structure option was discussed, but is not being recommended, that showed both the Executive Director and ACE Executive Director separately reporting to the Executive Committee

REPORT

DATE: January 9, 2017

TO: Executive Committee

FROM: Phil Hawkey, Executive Director

RE: **AD HOC LEGISLATIVE COMMITTEE PROPOSED STRUCTURE**

RECOMMENDED ACTION

For information only

BACKGROUND


The SGVCOG's Strategic Plan included a goal to identify strategies to increase the SGVCOG's role related to legislative and regulatory advocacy. To support this goal, the Ad-Hoc Legislative Committee was formed and began meeting in October 2016. The goal of this Committee was to develop a recommended scope of work and process to establishing a more permanent Legislative Committee. The Ad Hoc included participation from Covina, Rosemead, Walnut, Water Districts, West Covina, and Glendora,

The final draft proposed structure (Attachment A) reflects the committee's recommendation. It is expected that the Ad Hoc Committee will meet on January 19th to finalize its recommendation to the Governing Board. The final recommendation is expected to go before the Governing Board on January 19th.

Prepared by: _____


Christian Cruz
Management Analyst

Approved by: _____


Marisa Creter
Assistant Executive Director

ATTACHMENTS

Attachment A – Ad-Hoc Legislative Committee Proposed Structure.

Legislative Ad-Hoc Committee

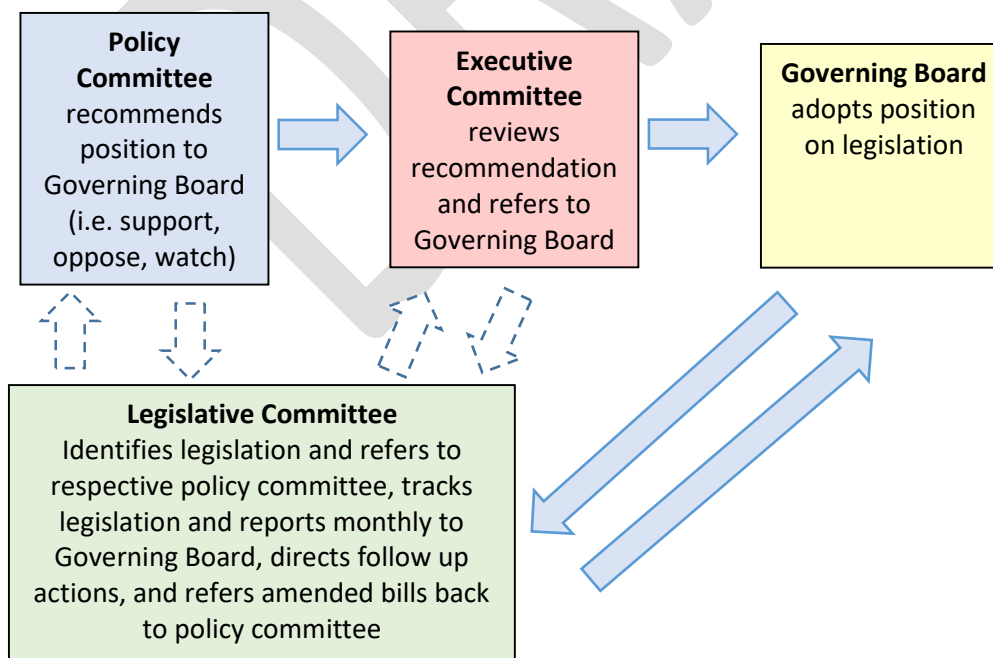
Scope and Purpose

The Legislative Ad-Hoc Committee will assist policy committees and the Governing Board in identifying and tracking legislation. The Committee's primary focus will be on legislation that relates to the areas identified in the SGVCOG's Strategic Plan (i.e. stormwater, transportation, and homelessness). Committee members will rely on analysis conducted by partner organizations (e.g. SCAG, Metro, League of California Cities, SGVEP, and LA County Solid Waste Task Force) to identify legislation to refer to policy committees. The Legislative Ad-Hoc Committee, under special circumstances, may communicate to the Executive Committee and/or Governing Board about critical legislation that does not clearly fall under the purview of the Policy Committees. The Legislative Ad-Hoc committee will not take a position on any issues but will recommend to the Policy Committees a position to consider and make recommendations on legislation to follow or be aware of

Policy Committees will continue to identify legislation and make recommendations directly to the Governing Board but will notify the Legislative Ad-Hoc Committee. In the event the Governing Board elects to pursue a lobbyist the Legislative Ad-Hoc Committee would be involved in the selection process.

Once the Governing Board adopts a position (i.e. support, oppose or watch), the Legislative Committee will be responsible for tracking that legislation and submitting a monthly report to the Governing Board. The Legislative Committee will be authorized to take additional action to support the Governing Board's adopted position (i.e. submit additional letters of support/opposition, submit testimony, or meet with legislators). Should the Legislative Committee identify major amendments to legislation for which the Governing Board has adopted a position, the Committee would refer that amended legislation back to the respective Policy Committee.

Process



Roles and Responsibilities

Committee members:

- Submit to staff any legislation to be considered by the Committee at least 10 days prior scheduled Legislative Committee meetings.
- Recommend legislation to be referred to policy committees.
- Represent SGVCOG at legislative hearings, briefings, and other functions to represent SGVCOG's adopted positions.
- Nominate the SGVCOG representative on the Legislative Committee of the California Division of the League of California Cities.
- Prepare annual SGVCOG legislative priorities for consideration by the Governing Board.

Staff:

- Based on legislation that is received from Ad-Hoc Legislative Committee members, prepare a monthly committee agenda.
- Prepare analysis for each bill identified by Legislative Committee members.
- Once Governing Board adopts a position on legislation, prepare monthly tracking sheet identifying the status of legislation.
- Prepare written testimony, letters of support, or other briefing documents to support SGVCOG's adopted positions and coordinate meetings with legislators and other key stakeholders.
- Staff will non independently *not* independently research legislation for consideration by the Committee.

Implementation

- This Committee will operate as an Ad-Hoc for one (1) legislative cycle trial period to best determine what functions a permanent Policy Committee will need to best serve the goals of the SGVCOG members.
- As an Ad-Hoc Committee, membership will be capped at (7) members four (4) COG members one of which needs to be from the Executive Committee and three (3) outside members one of which needs to be from the City Manager TAC. The 1st Vice President will chair the Committee and appoint the committee members until a regular committee is established.
- The Legislative Ad-Hoc Committee shall meet when legislation is identified and ready for the Ad-Hoc Committee to discuss and refer or there has been a significant change to pending legislation that the Ad-Hoc Committee or Governing Board has taken a position on previously.
- The Legislative Ad-Hoc Committee shall provide support and guidance to the Policy Committees on identified legislation.
- ***Only*** if there is an extreme urgency on legislation will the Legislative Ad-Hoc Committee recommend legislation directly to the Executive Committee for the consideration of the Governing Board.

REPORT

DATE: January 9, 2017
TO: Executive Committee
FROM: Phil Hawkey, Executive Director
RE: **HOMELESSNESS COMMITTEE WORK PLAN**

RECOMMENDED ACTION


For information only

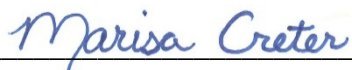
BACKGROUND

The SGVCOG Homelessness Committee began discussion on the Committee work plan starting on August 25, 2016. The goal of the Committee is to ensure that there are adequate homelessness programs and services available for those with the greatest need in the San Gabriel Valley Region (SGV). Currently, the SGV has an estimated 3,142 homeless individuals. In order to combat homelessness in the SGV the Committee focused on five (5) key items to include in the final work plan document to guide the Committee. They are as follows:

- Definition of homelessness
- Causes of homelessness
- Challenges to combat homelessness
- The homeless population in the SGV
- Strategies to combat homelessness in the SGV

The final draft work plan policy (Attachment A) reflects the Committee's comments and edits over the past five months and COG Staff will present the final draft document (Attachment B). Pending approval of the final work plan by the Committee we anticipate it will go to the Governing Board for approval on January 19, 2017.

Prepared by: 
Christian Cruz
Management Analyst

Approved by: 
Marisa Creter
Assistant Executive Director

ATTACHMENTS

Attachment A – Final Draft work plan policy

San Gabriel Valley Council of Governments

Homelessness Committee Policy

Adopted (DATE)

The San Gabriel Valley Council of Governments (SGVCOG) seeks to promote a high quality of life for all of the region's residents, and a critical element of doing this is ensuring that there are adequate homelessness programs and services available for those with the greatest need.

Currently, the County is divided into eight geographic areas designated as Service Planning Areas (SPA's). Each SPA is expected to have an equitable balance of homeless services. In January 2016, the Greater Los Angeles County Homeless Count was completed and the San Gabriel Valley (SGV), which is designated as SPA – 3, had an estimated 3,142 homeless individuals. However, it is important to note that the homeless count may not take into account those who are not easily visible such as homeless that reside in dense foliage areas and washes or those who are sharing the housing of others as temporary shelter due to loss of housing, economic hardship, or a similar reason, Currently, Los Angeles County has an estimated permanent supportive housing gap of 15,341 units to house homeless individuals.

A homeless person is an individual without permanent housing who may live on the streets; stay in a shelter, mission, single room occupancy facilities, abandoned building or vehicle; or in any other unstable or non-permanent situation.¹ The homeless population also includes students. Students who meet the following criteria are considered to be homeless or marginally homeless:²

- Lack a fixed, regular, and adequate nighttime residence.
- Share the housing of other persons due to loss of housing,
- Live in motels, hotels, trailer parks, or camping grounds and
- Live in emergency or transitional shelters; are abandoned in hospitals, or are awaiting foster care placement.

According to the most recent homeless count snap shot for SPA-3, 68% of homeless individuals are male, 32% female and 0.2% transgender. Of this group, 44% are Hispanic/Latino, 38% White, and 13% African American. More than half, or 55% of the homeless population are between the ages of 25-35, 20% are between the ages of 55-61, and 18% are below the age of 24. Also, 35% are chronically homeless³, 19% of the homeless population are families, and 5% are veterans.⁴

1 Section 330 of the Public Health Service Act (42 U.S.C., 254b)

2 Education Code 48852.7; 42 USC 11434a

3 According to the Housing and Urban Development Department. A person who is "chronically homeless" is an unaccompanied homeless individual with a disabling condition. -who has either been continuously homeless for a year or more, -OR has had at least four (4) episodes of homelessness in the past three (3) years.

4 Note: percentages do not include homeless individuals that fall within one or more categories. and/or categories not included.

An estimated 17% of the SGV homeless population reside in Pasadena and 21% in Pomona. The remaining 62% are located within the remaining cities in the SGV.

It is necessary to approach homelessness in the SGV with the idea that any services, initiatives, and funding must have the ability and flexibility to provide for a diverse homeless population. There are many causes of homelessness and they include but are not limited to:

- Domestic violence
- Substance abuse
- Mental illness
- Recent incarceration
- Economic issues
- Exclusion due to race, sexual orientation, identity, or cultural norms

There remain many challenges to addressing homelessness in the SGV including:

- **Data:** Difficulty in accurately collecting data on the homeless population and lack of consistency across state and federal agencies in defining homelessness; which results in underfunding of programs and lack of programs that meet the demographics of the homeless population.
- **Funding:** Insufficient funding which leads to programs that are limited, variable and restricted as well as programs that are discontinued.
- **Coordination and Best Practices:** Lack of a master list of resources as well as a toolkit of programs that are sensitive to the context of the community. This results in community opposition and difficulty in forming programs. Homeless individual may reside in multiple jurisdictions and makes it difficult to accurately track, follow-up and provide them with appropriate resources.

The homeless population in the SGV includes a myriad of individuals, families, youth/young adults and many more. It is essential to tailor programs and resources to meet the needs of a diverse homeless population; such as:

- 1) Veteran resources
- 2) Substance abuse programs
- 3) Family assistance centers
- 4) Mental health services
- 5) Counseling services
- 6) Job training and placement
- 7) Rapid re-housing programs
- 8) Day and night emergency shelters
- 9) Domestic violence resources
- 10) Health care services

This Homelessness Policy is intended to outline the priorities for the Committee to combat homelessness in the SGV region, by supporting and implementing homelessness initiatives and programs. Local engagement and partnerships are necessary to combating homelessness in the SGV. As such, the SGVCOG will pursue strategies to combat homelessness that include, but are not limited to:

- 1) Work with LAHSA to increase city participation in annual homeless count and participate in regional forums like the Milken institute to improve data analysis.
- 2) Explore the development of an annual SGV-wide homeless services fundraiser to raise money for homeless services.
- 3) Identify and track programs as well as state legislation for the consideration of the Committee and advocate for programs that meet the following criteria:
 - Provide long-term funding for homelessness programs;
 - Encourage the development of permanent housing facilities,
 - Establish opportunities for job training and placement;
 - Provide resources to local agencies to implement housing and homeless programs;
 - Will empower local governments with additional resources and flexibility to better serve homeless individuals and families, increase access to affordable housing and extend proven programs for the homeless.
- 4) Work with cities to increase participation in programs such as the United Way's Funders Collaborative and LA County's rapid re-housing program.
- 5) Develop a point of contact for each city and a database of current practices and initiatives that each city has undertaken to combat homelessness including priorities and needs for each city and contact information for those services.
- 6) Develop presentations and materials that cities can utilize to address community concerns about permanent supportive housing in order to increase support for this type of program.
- 7) Work with LAHSA and provide a COG representative for their Regional Homelessness Advisory Council to develop joint initiatives related to homelessness, including chronic homelessness and homelessness as a result of substance abuse.

These strategies are intended to guide the actions of the SGVCOG but also inform and influence the short-term actions and long-term goals of the SGVCOG. These strategies are also intended to evolve and be modified as needed.

REPORT

DATE: January 9, 2017

TO: Executive Committee

FROM: Phil Hawkey, Executive Director

RE: **SAN GABRIEL VALLEY ENERGY WISE PARTNERSHIP STAFFING**

RECOMMENDED ACTION

For information only.

BACKGROUND

Since 2009, the San Gabriel Valley Council of Governments (COG) has served as the local government partner for the San Gabriel Valley Energy Wise Partnership (SGVEWP). This program is funded by the California Public Utilities Commission (CPUC) Local Government Partnerships Program, and is co-managed by Southern California Edison (SCE) and Southern California Gas Company (SCG).

The three primary objectives of SGVEWP have been as follows:

1. Identify opportunities for municipal building energy efficiency retrofits and assist cities in implementing these projects and accessing SCE and SCG financial incentives and technical resources;
2. Leverage the COG's communication infrastructure to inform member agencies about existing SCE and SCG energy efficiency, conservation and demand response programs and encourage participation; and
3. Develop specialized energy efficiency offerings to local governments as well as residential and business customers.

Over the past five years, through participation in the program, San Gabriel Valley cities have received over \$1.2 million in cash incentive payments.¹

In November 2015, the Governing Board authorized an extension of the SGVEWP contract with SCG through December 2018, and in November 2016, the Governing Board authorized a similar extension with SCE through December 2018. Staff anticipates receiving, at a minimum, an additional one-year extension from SCE later this year that will go through December 2019.

Additionally, in December 2016, the SGVCOG received additional funding from both SCE and SCG to undertake activities that support the California Long-Term Energy Efficiency Strategic Plan

¹ In 2015, the CPUC issued their decision to move to "rolling" portfolios, which are ten-year program cycles. While the program cycles are longer, the utilities are still determining how to structure long-term agreements with local governments partners. In the interim, SCG has opted to develop three year contracts with their partners and SCE has opted to develop one year contracts with their partners.

(CEESP). Specifically, the SGVCOG received an additional \$80,000 in funding to assist the cities of South Pasadena, Monrovia, West Covina and Pomona in developing and implementing benchmarking policies. Using the Energy Star Portfolio Manager, benchmarking allows cities to inventory their facilities and compare them to similar facilities across the nation to assess energy usage and building performance and to identify opportunities to reduce energy usage. Work related to this effort must be completed by December 31, 2017. Table 1 provides summary of funding that is currently guaranteed through the SGVEWP.

	2017	2018
SCE	\$168,000	\$168,000
SCG	\$108,000	TBD
CEESP	\$80,000	-
Total	\$356,000	\$168,000

Table 1.
SGVEWP Funding (2017-2018).

STAFFING

The COG currently manages its SGVEWP programs using 5 part-time interns under the direct supervision of the Assistant Executive Director. The full cost of these positions, as well as overhead, are reimbursed through these grant programs. In order to allow for continued focus on all areas in the SGVCOG’s Strategic Plan as well as continue the high levels of success for the SGVEWP, staff is recommending that a portion of the SGVEWP funding be used to fund a full-time, limited-term position. A similar model is used by other Councils of Governments that manage Local Government Partnerships, including Western Riverside Council of Governments (WRCOG), San Bernardino Association of Governments (SANBAG) and South Bay Cities Council of Governments (SBCCOG). Typically, these positions are classified as program managers or management analysts. Table 2, below, provides a summary of the position titles and salary ranges from each of these agencies.

Agency	Position	Salary	
		Minimum	Maximum
WRCOG	Program Manager	\$ 65,485	\$ 123,427
SANBAG	Management Analyst I	\$ 50,990	\$ 76,485
SBCCOG	Program Manager	\$ 57,000	\$ 78,000
Average		\$ 59,028	\$ 89,401

Table 2.
Comparative Salary Ranges.

Based on this information, staff is recommending that this new position be filled under the SGVCOG’s Management Analyst classification, which has a comparable set of requirements and salary range. The salary range for the SGVCOG’s Management Analyst position is \$50,000-\$65,850.² The existing five internships would remain in place, and both the full-time and part-time positions would be fully funded through the SGVEWP grant agreements.

² The full cost of the position, including fringe benefits, is \$62,637 - \$79,719.

The responsibilities for the position include assisting the Assistant Executive Director with SGVEWP program activities, supervising the part-time SGVEWP staff and managing SGVEWP projects. For a complete list of responsibilities, please see Attachment A.

NEXT STEPS

Staff is recommending that the Governing Board authorize the Executive Director to recruit a full-time Management Analyst to manage the San Gabriel Valley Energy Wise Partnership (SGVEWP). This position would be limited-term position dependent upon grant funding. The full cost of the position would be reimbursed by the SGVEWP. Pending authorization from the Governing Board, staff would immediately initiate requirement for this position. The intent would be to fill the position by mid-March 2017.

Prepared by: Marisa Creter
Marisa Creter
Assistant Executive Director

Approved by: Philip A. Hawkey
Philip A. Hawkey
Executive Director

ATTACHMENTS

Attachment A – Recruitment Flyer: Management Analyst



**SAN GABRIEL VALLEY
COUNCIL OF GOVERNMENTS**

1000 S. Fremont Ave., Unit #42
Suite 10-210
Alhambra, CA 91803

**INVITES APPLICANTS FOR THE POSITION OF
MANAGEMENT ANALYST – EXEMPT (LIMITED TERM – 24 MONTHS -
DEPENDENT UPON GRANT FUNDING)**

SALARY AND BENEFITS:

\$50,000 - \$65,850

A standard array of benefits, including public employee retirement pension, will also be provided in an employment contract to the successful candidate.

OPENING DATE: 01/23/2017

CLOSING DATE: 02/20/2017

BACKGROUND

The San Gabriel Valley Council of Governments (SGVCOG) was founded in 1994 as a Joint Powers Authority (JPA). The current membership includes the 31 incorporated cities in the San Gabriel Valley, three Supervisorial Districts representing the unincorporated areas in the San Gabriel Valley, and the Valley’s three water agencies. Collectively, those agencies represent the Valley’s two million residents living in 31 cities and numerous unincorporated communities. The primary focus of the SGVCOG is to support activities related to Transportation; Energy, Environment and Natural Resources; and Housing, Community, and Economic Development.

The Mission

“The San Gabriel Valley Council of Governments will be recognized as the leader in advocating and achieving sustainable solutions for transportation, housing, economic growth and the environment.”

More information about the SGVCOG can be viewed at www.sgvkog.org.

THE POSITION:

Works independently to performs a wide variety of professional, administrative, fiscal and analytical support within assigned program areas, including budget preparation, financial management, and grant coordination; conducts research; supervises assigned functions with emphasis on professional administrative methods; may serve as a project manager working closely with the Assistant Executive Director, and performs other related duties as required.

Responsible for communicating with all levels of government including regional government agencies; assists in the implementation of the San Gabriel Valley Energy Wise Partnership annual workplan. Position reports to the Assistant Executive Director and will be responsible for assigned functions on behalf of the San Gabriel Valley Region for programs and funds benefiting the 29 cities in the San Gabriel Valley Energy Wise Partnership.

The position is funded through the San Gabriel Valley Energy Wise Partnership and the position will terminate if the funding is discontinued.

MAJOR DUTIES

- Plans, develops and coordinates the implementation of programs and projects of a large scope or complexity.
- Prepares, monitors and oversees the grant budgets.
- Negotiates and administers contracts, agreements, leases and services. Develops agreements and contract terms and monitors compliance.
- Researches grant programs, prepare grant applications and monitors compliance with applicable terms.
- Conducts research and analyzes statistical and related data. Reviews and makes recommendations.
- Prepares comprehensive technical reports, and correspondence, as well as maintains records.
- Prepares and presents reports to the San Gabriel Valley Energy Wise Partnership
- Serves as staff liaison to the San Gabriel Valley Energy Wise Partnership including preparation of agendas, minutes, and reports and coordination of presentations.
- Coordinates and presents at community meetings and events as assigned.
- Responsible for day-to-day management of the San Gabriel Valley Energy Wise Partnership, which has an annual budget of over \$356,000 and includes development and implementation of annual workplan, management of staff and consultants, invoicing, budget tracking, and reporting.
- Serves as key point of contact with local government agency staff at various levels and in numerous departments to implement municipal energy efficiency retrofits as well as energy efficiency marketing and education programs.
- Responsible for the day-to-day management, including training, of San Gabriel Valley Energy Wise Partnership part-time staff members.
- Supervises part-time staff.
- Performs related duties, as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in public administration, business administration, economics, or related field.
- One year of professional experience in administrative analysis and research, policy development, fiscal administration and budget and/or management responsibilities.
- A master's degree is desirable and may be substituted for one year of experience.
- At least one year experience managing a local government energy efficiency partnership is highly desirable.

KNOWLEDGE SKILLS & ABILITIES

Knowledge of:

- Principles and practices of public administration.
- Principles and practices of organization, administration and management.
- Program and project development, implementation and evaluation.
- Fiscal analysis and budget preparation and administration.
- Grant application and monitoring.
- Data collection and analysis.
- Report writing techniques and editing.
- Quantitative and management analysis technique.
- Methods and techniques of effective supervision.
- Principles of energy efficiency, water conservation, and sustainability management.

Ability to:

- Develop, implement, and administer projects and programs.
- Develop and implement goals, objectives, policies and procedures.
- Analyze legislation.
- Prepare analytical and financial reports.
- Prepare and deliver effective public presentations.
- Communicate effectively both orally and in writing.
- Analyze and recommend solutions to problems and issues.
- Plan, develop and manage programs and projects.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain effective and cooperative working relationships with officials of public and private agencies, City Council, commissions, community groups, and the general public.
- Supervise, train and evaluate staff.

Skill in:

- The use of computers and related word processing and spreadsheet application software.

APPLICATION PROCESS

Send resume and letter of interest to Marisa Creter, e-mail: (sgv@sgvcog.org) by 5:00 p.m.; PST, Monday, February 20, 2017. Additionally, include responses to the following supplemental questions:

1. Please describe the most complex project you have managed from start to finish as it relates to this position.

2. Describe an experience you have on educating or training others on energy efficiency or environmental programs.

Each answer should be included on a separate page and not exceed one-page single-spaced. Applicant's name should be included in the top right-hand corner of each page.

Questions, please call 626-457-1800. Your inquiries and application will be handled with the utmost confidentiality.



AGENDA AND NOTICE OF THE REGULAR MEETING OF THE
SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS GOVERNING BOARD
JANUARY 19, 2017 - 6:00 P.M.

**Upper San Gabriel Valley Municipal Water District Office
602 E. Huntington Drive, Suite B, Monrovia, California 91016**

SGVCOG Officers

President
Gene Murabito

1st Vice President
Kevin Stapleton

2nd Vice President
Cynthia Sternquist

3rd Vice President
Margaret Clark

Members

- Alhambra*
- Arcadia*
- Azusa*
- Baldwin Park*
- Bradbury*
- Claremont*
- Covina*
- Diamond Bar*
- Duarte*
- El Monte*
- Glendora*
- Industry*
- Irwindale*
- La Cañada Flintridge*
- La Puente*
- La Verne*
- Monrovia*
- Montebello*
- Monterey Park*
- Pasadena*
- Pomona*
- Rosemead*
- San Dimas*
- San Gabriel*
- San Marino*
- Sierra Madre*
- South El Monte*
- South Pasadena*
- Temple City*
- Walnut*
- West Covina*
- First District, LA County
Unincorporated Communities*
- Fourth District, LA County
Unincorporated Communities*
- Fifth District, LA County
Unincorporated Communities*
- SGV Water Districts*

Thank you for participating in tonight’s meeting. The Governing Board encourages public participation and invites you to share your views on agenda items.

MEETINGS: *Regular Meetings of the Governing Board are held on the third Thursday of each month at 6:00 PM at the Upper San Gabriel Valley Municipal Water District Office (602 E. Huntington Drive, Suite B, Monrovia, California 91016).* The Governing Board 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@sgvkog.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.

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

TO ADDRESS THE GOVERNING BOARD: 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. There is a three minute limit on all public comments. Proxies are not permitted and individuals may not cede their comment time to other members of the public. **The Governing Board may not discuss or vote on items not on the agenda.**

AGENDA ITEMS: The Agenda contains the regular order of business of the Governing Board. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Governing Board 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 Governing Board.

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

5 MINUTES

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment (*If necessary, the President 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

10 MINUTES

(It is anticipated that the SGVCOG Governing Board may take action on the following matters)

6. Governing Board Meeting Minutes
Recommended Action: Adopt Governing Board minutes.
7. Monthly Cash Disbursements/Balances/Transfers
Recommended Action: Approve Monthly Cash Disbursements/Balances/Transfers.
8. ACE Board of Directors Minutes
Recommended Action: Receive and file.
9. ACE Monthly Report
Recommended Action: Receive and file.
10. Committee Attendance
Recommended Action: Receive and file.
11. Los Angeles County Homeless Committee
Recommended Action: Appoint a representative to serve as the San Gabriel Valley representative on this Committee.
12. Los Angeles County Drought Resiliency Committee Appointment
Recommended Action: Appoint Judy Nelson (City of Glendora) to serve as the SGVCOG representative on the Los Angeles County Drought Resiliency Committee.

ACTION ITEMS

30 MINUTES

(It is anticipated that the SGVCOG Governing Board may take action on the following matters)

13. San Gabriel Valley Energy Wise Partnership Staffing
Recommended Action: Authorize the Executive Director to recruit a full-time Management Analyst to manage the San Gabriel Valley Energy Wise Partnership (SGVEWP). This position would be limited-term position dependent upon grant funding. The full cost of the position would be reimbursed by the SGVEWP.
14. Homeless Committee Policy and Workplan
Recommended Action: Adopt Resolution 16-30 adopting the SGVCOG Homeless Policy and Workplan.
15. Ad Hoc Legislative Committee
Recommended Action: Authorize creation of an Ad Hoc Legislative Committee for a one year period and call for nominees to participate on committee with appointments to be made at the February 2017 Governing Board.
16. Stormwater Legislative Priorities for 2017
Recommended Action: Adopt Resolution 16-31 identifying stormwater legislative priorities for 2017 and direct Water Committee to engage with State and Federal legislators to support these priorities.

PRESIDENT'S REPORT **45 MINUTES**

(It is anticipated that the SGVCOG Governing Board may take action on the following matters)

17. Oral Report
Recommended Action: For information.
18. ACE / Large Capital Projects Ad Hoc Committee Report
Recommended Action: Discuss and provide direction to staff.

EXECUTIVE DIRECTOR'S REPORT **5 MINUTES**

19. Oral Report
Recommended Action: For information.
20. Measure M – Next Steps
Recommended Action: For information.

GENERAL COUNSEL'S REPORT

COMMITTEE REPORTS **20 MINUTES**

Transportation Committee
Homelessness Committee
Energy, Environment and Natural Resources Committee
Water Committee
Ad Hoc Legislative Committee

PROJECT REPORTS **10 MINUTES**

The ACE Project
San Gabriel Valley Energy Wise Partnership

LIAISON REPORTS **10 MINUTES**

Gold Line Foothill Extension Construction Authority
San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy
Southern California Association of Governments
San Gabriel Valley Economic Partnership
South Coast Air Quality Management District

BOARD MEMBER ITEMS

ANNOUNCEMENTS

ADJOURN