POSTED
November 27, 2017

NOTICE AND AGENDA
SPECIAL MEETING

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

GOVERNING BOARD

Thursday, November 30, 2017 – 4:00 p.m.
City of La Cañada Flintridge Council Chambers
1327 Foothill Boulevard
La Cañada Flintridge, CA 91011

MARGARET MCAUSTIN, CHAIR
TERESA "TERRY" WALKER, VICE-CHAIR
PAULA DEVINE, MEMBER
EMILY GABEL-LUDDY, MEMBER
MARINA KHUBESRIAN, MEMBER
DAVID PERRY, MEMBER

COMMENTS FROM THE PUBLIC

The public is encouraged to address the Arroyo Verdugo Communities Joint Powers Authority Governing Board on any matter posted on the agenda or on any other matter within its jurisdiction. If you wish to address the Steering Committee, you may do so during the ***COMMENTS FROM THE PUBLIC*** period noted on the agenda. Each person is allowed three (3) minutes speaking time.

Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The Governing Board may direct staff to investigate and/or schedule certain matters for consideration at a future Governing Board meeting.

AMERICANS WITH DISABILITIES ACT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Ann Wilson at (818) 790-8880 no later than Friday prior to the meeting. (28 CFR 34.102.104 ADA TITLE II)

PLEASE NOTE: Copies of staff reports and supporting documentation pertaining to each item on this agenda are available for public viewing and inspection at City of La Cañada Flintridge City Hall, 2nd floor lobby area, during regular business hours. For further information regarding agenda items, please contact the Office of the Executive Director, Ann Wilson at (818) 790-8880, or by e-mail at awilson@lcf.ca.gov.

SB 343: Any writings relating to an agenda item distributed to a majority of the Governing Board less than 72 hours prior to the meeting will be available for public review in the Executive Director's Office during normal business hours.

PLEASE TURN OFF CELL PHONES AND PAGERS WHILE MEETING IN PROGRESS.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the La Cañada Flintridge City Hall bulletin board at 1327 Foothill Boulevard, La Cañada Flintridge not less than 72 hours prior to the meeting in accordance with Government Code Section 54954.2.

Dated: November 27, 2017

Ann Wilson, Executive Director

SPECIAL MEETING
AGENDA
ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA)
GOVERNING BOARD
Thursday, November 30, 2017
City of La Cañada Flintridge Council Chambers
1327 Foothill Boulevard
La Cañada Flintridge, CA 91011

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. COMMENTS FROM THE PUBLIC

V. ACTION ITEMS

A. Approval of the Arroyo Verdugo Subregion Minutes for the meeting of October 4, 2017
Motion: To Approve Minutes of October 4, 2017

B. Approval of the Arroyo Verdugo Communities Joint Powers Authority Minutes for the meeting of October 4, 2017
Motion: To Approve Minutes of October 4, 2017

C. AVCJPA Transportation Advisory Committee (TAC) Report: Development of Five-Year Plan for Submission to Metro to be Used as Basis for an RFP for a Consultant
Motion: To comment and to authorize the AVCJPA TAC to complete a final draft of the RFP for a consultant to develop the Five-Year Plan along with cost estimate, for final review by the Governing Board at a future meeting

D. Revised Conflict of Interest Code
Motion: To approve and forward to the County Conflict of Interest Office

E. AVCJPA Five-Year Multi-Year Subregional Program(MSP) Funds Per Capita
Motion: To Receive and File

F. Notice to Stakeholders of Public Participation Plan to be Considered by AVCJPA Governing Board at its next Regular Meeting on February 8, 2018

Motion: That the Executive Director, prior to February 8th, shall prepare a notice to be distributed to and posted by each agency encouraging stakeholders to comment on the Public Participation Plan, and that said notice shall contain information on where and how the draft Public Participation Plan will be available to them.

VI. REPORTS – INFORMATION ONLY

A. Reports from Arroyo Verdugo Appointees

1. SCAG Community, Economic & Human Development Committee – Robert Joe
2. SCAG District #42 – Vartan Gharpetian
3. SCAG Energy & Environment Committee – Paula Devine
4. SCAG Transportation Committee – Emily Gabel-Luddy
5. League of California Cities – L.A. County Division
    a. Division Representative Report – Marina Khubesrian
    b. Legislative Committee – Diana Mahmud

Motion: To Receive and File

B. Multi-Year Subregional Program Funding Per Capita (Information Only)
Motion: To Receive and File

C. Report from AVCJPA Representative to Metro TAC
Presenter: David Kriske
Motion: To Receive and File

D. Report from AVCJPA Executive Director (Oral)
Presenter: Ann Wilson, Executive Director

1. First AVCJPA TAC Meeting
2. First Meeting of Work Plan Subcommittee
3. First Meeting of Bylaws Subcommittee

Motion: To Receive and File

VII. COMMENTS FROM MEMBERS

VIII. ADJOURN

Arroyo Verdugo Cities

SPECIAL MEETING

MINUTES
ARROYO VERDUGO SUBREGION
STEERING COMMITTEE
Monday, October 4, 2017 - 9:00 a.m.
City of La Cañada Flintridge Council Chambers
1327 Foothill Boulevard
La Cañada Flintridge, CA 91011

I. CALL TO ORDER

Chair Devine called the meeting to order at 9:00 a.m.

II. FLAG SALUTE

Vice Chair McAustin led the Pledge of Allegiance.

III. ROLL CALL

Present: Chair Devine, Vice Chair McAustin, Member Gabel-Luddy, Member Khubesrian and Member Walker.

IV. COMMENTS FROM THE PUBLIC

Melvin Sanchez, SCAG Representative, announced the 8th Annual Economic Summit on November 9, in Downtown Los Angeles.

V. ACTION ITEMS

A. Approval of Minutes for the Meeting of July 10, 2017

MOTION: Member Walker moved and Member Khubesrian seconded a motion to approve the minutes of July 10, 2017. The motion carried unanimously.

B. Resolution Dissolving the Arroyo Verdugo Subregion and Authorizing the Transfer of Assets and Delegation of Subregion Authorities to the Arroyo Verdugo Communities Joint Powers Authority.

Executive Director Wilson presented the resolution to dissolve the Arroyo Verdugo Subregion. She introduced past Executive Directors in attendance. She explained the functions of the Joint Powers Authority (JPA) and ability to make decisions regarding Measure M issues.

Member Gabel-Luddy thanked the Executive Directors and commended the cities on working together.

MOTION: Member Khubesrian moved and Member McAustin seconded a motion to approve the resolution. The motion carried unanimously.

VI. COMMENTS FROM MEMBERS

Chair Devine thanked the Committee for the honor of serving as Chair.

VII. ADJOURN

MOTION: Member Walker moved and Member Gabel-Luddy seconded a motion to adjourn. The motion carried unanimously.

Ann Wilson, Executive Director

SPECIAL MEETING

MINUTES
ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

Monday, October 4, 2017 - 9:15 a.m.
City of La Cañada Flintridge Council Chambers
1327 Foothill Boulevard
La Cañada Flintridge, CA 91011

I. CALL TO ORDER

Paula Devine, Chair of the Former Arroyo Verdugo Subregion, called the meeting to order at 9:14 a.m.

II. FLAG SALUTE

Member Walker led the Pledge of Allegiance.

III. ROLL CALL

Present: Member Devine, Member Gabel-Luddy, Member Khubesrian, Member McAustin, Member Perry and Member Walker.

IV. COMMENTS FROM THE PUBLIC

None.

V. ACTION ITEMS

A. Selection of Chair for the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) – Term of Office: October 4, 2017 - June 30, 2018

Executive Director Wilson suggested the former chair of the former Subregion call for nominations.

Member Devine called for nominations.

Motion:
Member Gabel-Luddy moved and Member Khubesrian seconded a motion to nominate and select Member Margaret McAustin as Chair for the AVCJPA Governing Board. The motion carried unanimously.

Chair McAustin expressed gratitude for the nomination and enthusiasm for the continued efforts.

B. Selection of Vice-Chair for the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) - Term of Office: October 4, 2017 - June 30, 2018
Chair McAustin called for nominations for Vice Chair.

Motion: Ms. Khubesrian moved and Ms. Devine seconded a motion to nominate and select Member Walker as Vice Chair of the AVCJPA Governing Board. The motion carried unanimously.

C. Resolution Accepting the Transfer of Assets and Delegation of Subregion Authorities from the Arroyo Verdugo Subregion

Executive Director Wilson stated the JPA should accept the delegation and transfer of assets, if any.

La Cañada Flintridge City Manager Mark Alexander stated it would allow Authority funds held by Metro to transfer over.

Motion: Member Khubesrian moved and Member Walker seconded a motion to adopt the resolution accepting the transfer of assets and delegation of Subregion Authorities from the Arroyo Verdugo Subregion. The motion carried unanimously.

D. Joint Powers Authority Agreement – Information and Final Update

City Manager Alexander congratulated the Governing Board on the new JPA. He presented an overview of the JPA, including forwarding of documents to the Secretary of State, and notification to LAFCO, SCAG and Metro. He summarized noteworthy provisions of the agreement. He stated the purpose of the agreement was to provide the regional and cooperative planning in transportation. He explained that the JPA would have to be amended if the Authority wished to consider housing and other issues beyond transportation. He explained that the JPA was not a COG. He discussed the powers of the JPA including obtain grants, receive funds, issue payments. He stated the JPA operated under the Brown Act and Rosenberg's Rules of Order and the Chair and Vice Chair would serve from October 4 through June 30th, thereafter, July 1st through June 30th. He explained that La Canada Flintridge Director of Finance would be the Treasurer and the Board would be asked to appoint an auditor. He stated the City of Pasadena purchasing policies would be followed. He explained the adoption of budget and collection of dues.

Chair McAustin asked if semi-annual or quarterly budget reports would be received. City Manager Alexander stated the Board could direct staff as it saw fit. Chair McAustin suggested quarterly reports initially.

Executive Director Wilson discussed the budget as an expression of dues which will be collected at the beginning of each fiscal year, rather than at the end as has been the case.

Motion: Member Gabel-Luddy moved and Member Devine seconded a motion to receive and file. The motion carried unanimously.

E. Metro Presentation – Update on Measure M
Presenters: Therese McMillan and Wil Ridder

Executive Director Wilson introduced the representatives from Metro.

Therese McMillan introduced and provided background on Lori Lombardi. She provided an overview of Measure M funds including the three significant funds affecting major projects, local return and the multi-year sub-regional programs (MSPs). She discussed the BRT Connector project which extended between Arroyo Verdugo and San Fernando and was managed by Metro staff. She explained that Measure M established Local Return funds such as had been established under Prop. A, Prop. C, and Measure R and submitted Measure M Local Return estimates for Fiscal Year 2018 to the Governing Board.

Member Gabel-Luddy confirmed that the individual cities had to enter into individual funding agreements with Metro for Subregional funds. Ms. McMillan explained the City accounts for Local Return funds were on a City basis.

Chair McAustin clarified that the Local Return figures were for informational purposes. She asked for information on the Local Return Funding Agreements. Wil Rider stated they were standard agreements to identify the use of the funds. City Manager Alexander clarified that Local Return was a separate pot from the regional monies for the JPA. Executive Director Wilson explained that Local Return was for individual cities. She stated La Cañada Flintridge estimated $294,000 for 2017-18 when voters approved the Measure. The new estimate was $256,000.

In response to Chair McAustin, Ms. McMillan stated Local Return was less than expected available Measure M money because it was a percentage of the collection. She stated there would be adjustments in arrears. She noted the opportunity to leverage and package different fund sources to deliver a major project.

Ms. McMillan explained the Multi-Year Sub Regional Programs with specific funds and functions. She discussed the specific fund availability time frames and explained the need to determine and plan projects. She described the Moto-Connectivity Program and Complete Streets Project.

Member Khubesrian reiterated that the total budget through 2057 was provided for planning purposes. Ms. McMillan provided an example of a $200 million program, project planning and funding availability. She stated programming was important to forecast and allow Metro to manage funds.

Member Perry discussed the .5% planning and dollar amounts over a 5-year period. He asked about hiring a transportation planner. Ms. McMillan stated the JPA could enter into contractual agreements up to the half percent cumulative for the 5 years.

Chair McAustin clarified that the JPA had to prioritize use of the funds.

City Manager Alexander asked if the estimate including the allocation for the County unincorporated area. Ms. McMillan stated the amount was available for the Arroyo Verdugo Subregion. City Manager Alexander asked if the unincorporated area was included in the amount for the Arroyo Verdugo Subregion. She discussed the Moto-connectivity and Streets Projects and Measure M funding of $202 million.

Chair McAustin stated the most important job for the JPA was to develop a process to prioritize.

Member Gabel-Luddy asked about the Arroyo Verdugo Sub-region $121,000 for funding for planning and programming.

Executive Director Wilson asked about flexibility in other categories. Ms. McMillan explained the opportunity to swap funding capacity.

Member Khubesrian discussed restrictions on the SR-710 Freeway.

Executive Director Wilson asked when the $121,000 would be available. Ms. McMillan stated contracts could be entered up to the 5-year total. She stated a funding agreement was necessary. She stated they were working on a template for a funding agreement and the documentation for invoicing.

Member Devine asked about use of the $202 million. Ms. McMillan stated the band was the allowable time span to identify projects.

Member Perry asked if there was an ideal window of time for the JPA's five-year programming. Ms. McMillan suggested taking the necessary time to establish the program. She stated Metro had to manage the demand for program financing.

In response to Member Walker, Ms. McMillan anticipated the administrative procedures would be finalized in December.

Motion: Member Gabel-Luddy moved and Member Walker seconded a motion to receive and file. The motion carried unanimously.

F. Establishment of the Time, Date and Place of the Regular Meetings of the Arroyo Verdugo Communities Joint Powers Authority Governing Board

Executive Director Wilson indicated the Brown Act required an established time, day and place for regular meetings. She presented the available options.

The Members discussed their availability and preferences and determined the first Thursday at 4:00 p.m. was preferred.

Motion: Member Perry moved and Member Khubesrian seconded a motion to direct staff to return with a resolution reflecting the meetings will be held quarterly on the first Thursday of the month at 4:00 p.m., starting February 8, 2018. The motion carried unanimously.

G. Appointments

Motion: Member Khubesrian moved and Member Gabel-Luddy seconded a motion to appoint the following:

1. *SCAG Community, Economic & Human Development Committee* – Robert Joe
2. *SCAG Energy & Environment Committee* – Paula Devine
3. *League of California Cities – L.A. County Division*
    a. *Division Representative* – Marina Khubesrian
    b. Legislative Committee – Diana Mahmud
4. *Metro Transportation Advisory Committee Representative (TAC)* – David Kriske
5. *Metro Transportation Advisory Committee Alternate* – Roubik Golanian
6. *Executive Director* – Ann Wilson

The motion carried unanimously.

In response to Member Khubesrian, Executive Director Wilson stated Dave Spence was the prior Transportation Committee Representative and Jon Curtis was the Regional Council Representative. She described the role of the

Transportation Committee. She stated the first preference would be a member of the JPA.

Member Gabel-Luddy suggested one of the JPA members serve as the representative and she offered to serve as representative on an interim basis.

Member Walker offered to serve as an alternate.

Motion: Member McAustin moved and Member Gabel-Luddy seconded a motion to appoint the following:

1. *SCAG Transportation Committee Representative* – Member Gabel-Luddy and Member Walker as alternate.

The motion carried unanimously.

H. Appointment and/or Reappointment of Members to the Verdugo Workforce Development Board
Presenter: Judith Velasco, Director, Verdugo Workforce Development Board

Judith Velasco requested reappointment of the three Board members.

City Manager Alexander asked if all JPA members should vote or only the three represented cities. Ms. Velasco stated the whole membership usually voted. Executive Director Wilson suggested the non-represented member abstain. Ms. Velasco concurred.

Motion: Member Devine moved and Member Walker seconded a motion to reappoint the following candidates for membership on the Verdugo Workforce Investment Board:

a. Gavin Koon
b. George Palazzo
c. Marko Swan

The motion carried 3-0, with Member Khubesrian, Member Perry and Chair McAustin abstaining.

I. Conflict of Interest Code of the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA)

Executive Director Wilson explained the proposed Code and required approval by the County.

Motion: Member Perry moved and Member Devine seconded a motion to approve and adopt the AVCJPA Conflict of Interest Code. The motion carried unanimously.

J. Lease Agreement between the AVCJPA and the City of La Cañada Flintridge for Use of Meeting Room/Office Space

Member Walker recused herself.

Motion: Member Khubesrian moved and Member Perry seconded a motion to approve the Lease Agreement between the AVCJPA and the City of La Cañada Flintridge for Meeting Room/Office Space in the amount of $1.00 annually. The motion carried 5-0, Member Walker recused.

K. Authorization to bind coverage for Public Officials' Liability/General Liability/Auto Insurance; and authorize the Executive Director to execute any necessary coverage documents

Executive Director Wilson discussed the new quote for insurance, totaling $7,092.62. She stated the amount did not include $150 "TRIA" (terrorist insurance) as referenced in the document.

Motion: Member Gabel-Luddy moved and Member Walker seconded a motion to authorize the binding of insurance coverages to insure against any potential loss in an amount up to, but not exceeding $12,907.02; and authorize the Executive Director to execute any necessary coverage documents. The motion carried unanimously.

L. Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) Budget for FY 2017-18

Executive Director Wilson reviewed the proposed budget.

Member Walker confirmed that there were no assets or liabilities.

In response to Member Gabel-Luddy, City Manager Alexander stated the City Managers were aware of the estimated budget.

Motion: Member Gabel-Luddy moved and Member Devine seconded a motion to adopt the FY 2017-18 AVCJPA Budget (less $2156 for insurance general liability). The motion carried unanimously.

M. Appointment of Representatives for Bylaws Subcommittee and Work Plan Subcommittee

Executive Director Wilson recommended the Chair appoint two members to a Bylaws Subcommittee and two members to an annual work plan subcommittee.

City Manager Alexander explained that, if the Governing Board made appointments to the subcommittee, the subcommittees would be subject to the Brown Act.

Chair McAustin asked for volunteers for the Work Plan Committee. She appointed herself and Member Khubesrian.

Member Walker and Member Perry volunteered for the Bylaws Committee. Chair McAustin appointed Member Walker and Member Perry to the Bylaws Committee.

N. Authorization of AVCJPA Staff Transportation Advisory Committee (TAC)

Executive Director Wilson discussed the previous staff-level Transportation Advisory Committee (TAC) and interest from staff to reinitiate the meetings.

Motion: Member Perry moved and Member Gabel-Luddy seconded a motion to authorize the establishment of a staff-level Transportation Advisory Committee (TAC) to meet periodically to make recommendations to the AVCJPA Governing Board (staff appointments to TAC to be made by each City). The motion carried unanimously.

O. Authorization for the City of La Cañada Flintridge to Receive and Expend Funds on Behalf of the AVCJPA and Obtain Reimbursement for its Advances

City Manager Alexander explained that the City would be authorized to receive and expend funds.

Motion: Member Devine moved and Member Gabel-Luddy seconded a motion to authorize the City of La Cañada Flintridge to receive and expend funds on behalf of the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) and for the City of La Cañada Flintridge to be reimbursed for any advancements made by the City on the AVCJPA's behalf, until the JPA establishes its own account. The motion carried 5-0, Member Walker abstaining.

VI. REPORTS – INFORMATION ONLY

A. Report from AVCJPA Executive Director (Oral)
Presenter: Ann Wilson, Executive Director

Executive Director Wilson indicated she had no reports.

VII. COMMENTS FROM MEMBERS

Member Gabel-Luddy welcomed Member Perry. She expressed appreciation to the City Manager and Executive Director for saving the cities money, compared to what had been proposed to the cities prior to the formation of the JPA.

Member Khubesrian provided an update on reallocation of Measure R monies from the SR-710 Corridor. She stated South Pasadena had been with Pasadena and a consultant.

Member Perry congratulated the JPA on behalf of the Supervisor.

Member Devine expressed excitement for the upcoming year.

VIII. ADJOURN

Chair McAustin adjourned the meeting at 11:12 a.m.

Ann Wilson, Executive Director

AVCJPA

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

DATE: November 14, 2017

TO: Arroyo Verdugo Governing Board

FROM: AVCJPA Transportation Advisory Committee (TAC)

BY: Fred Dock, Director of Transportation, City of Pasadena

SUBJECT: Development of 5-Year Plan for Submission to Metro to be Used as Basis for Consultant RFP

BACKGROUND:

The Los Angeles County Traffic Improvement Plan, known as Measure M, was placed on the November 8, 2016 ballot by the Metro Board of Directors. With the approval of Measure M, the AVCJPA will need to draft a Five-Year Multi-year Subregional Program (MSP) for the expenditure of the Measure M funds. As a part of this program, .5% of the five-year total funds to be received by the JPA is available through Metro for the Development of a Five-year plan of projects for the AVCJPA. Many COGs are using these funds to contract with a consultant who would prepare the Plan. The purpose of this report is to provide the Governing Board with an outline that the staff will use as the basis for an RFP to retain a consultant for the purpose of the development of the AVCJPA 5-Year Plan.

The City of Pasadena had offered the necessary staff work to develop the RFP. The attached outline was completed by the City of Pasadena staff. It was considered at the Arroyo Verdugo Communities Transportation Advisory Committee (AVCJPA TAC) (transportation staff) its first meeting on November 8th. It was reviewed and commented on and the attached draft is attached for your review and comment.

Before MSP funds become available to the communities, the MSP plan must be approved by Metro. MSP funds are intended to provide Subregions flexibility in using the funds within the framework of Measure M guidelines. The guidelines include a 5-year project plan and project/funding agreement between the communities. According to Measure M guidelines, the purpose of the 5-year plan is to develop a program of projects including a public participation element. Complete project level details are required to demonstrate project readiness and availability for funding commitments. The presence of these two elements in the 5-year plan allows the AVCJPA to enter in a funding agreement for a consultant. To do so, the AVCJPA TAC has developed a preliminary program development outline to retain a consultant to work with the communities to draft the initial five-year plan. The preliminary guideline is presented in Exhibit A.

NEXT STEPS:

Using the preliminary outline presented in Exhibit A and from the feedback that will be received from the AVCJPA Governing Board, the AVCJPA TAC will be preparing the RFP to retain a consultant to prepare the scope of work for the Arroyo Verdugo's Multi-Year Subregional Program (MSP).

In order to develop the RFP, as stated by Metro in the Measure M Administrative Guideline requirements, up to 0.5% of the total funding forecast for the MSP may be used to support the development of the five-year plans, including conducting the necessary public outreach and coordination with jurisdictions and other stakeholders. For the programs in the Arroyo Verdugo Subregion, this 0.5% cap totals $121,000 for the five-year Project Development Funding as shown on Metro's "Measure M Multi-Year Subregional Programs 5-Year Cashflows" attached as Exhibit B. Any additional resources to support the development of the five-year plan, as stated by Metro, will need to be drawn from resources under the control of the subregion or its constituent cities.

The City of Padadena is the "mode" agency for the AVCJPA, and according to the Joint Powers Agreement, the AVCJPA must use the City of Pasadena's purchasing procedures to complete this RFP. Therefore, much of the timing of the completion of the RFP will depend upon the City of Pasadena's procedures which must be followed.

It is important to note that Metro has stated that there is no deadline for submission of the 5-year plan, and additionally, that no COG, JPA or Subregion will lose funding as a result of one submitting their plan ahead of the other. In fact, they have urged careful consideration prior to submission. In addition, Metro will not complete their administrative guidelines until the end of December, and those final guidelines could influence some of the stated items and the timing once they are completed in 2018.

RECOMMENDATIONS:

To comment and to authorize the AVCJPA TAC to complete a final draft of the RFP for a consultant to develop the Five-Year Plan along with cost estimate, for final review by the Governing Board at a future meeting.

Attachments: Exhibit A - Preliminary Program Development Outline
Exhibit B – Metro's Measure M Multi-Year Subregional Programs 5-Year Cashflows

Exhibit A

AVCJPA Outline for Development of 5-Year Plan

(To be used as Basis for RFP for Consultant)

1. Recommended scope for the consultant services to include the following:
    a. Coordination and review of projects that qualify for Multi-Year Subregional Program MSP funds for Arroyo Verdugo communities. Communities include:
        i. City of Burbank
        ii. County of Los Angeles (5th District – La Crescenta/Montrose)
        iii. City of Glendale
        iv. City of La Cañada Flintridge
        v. City of Pasadena
        vi. City of South Pasadena
    b. Assemble a five-year plan and project list based for the AV Communities on project readiness
        i. Plan will identify projects to be funded by the MSP program, as well as other funds. Details will include:
            1. Funding Source
                a. Measure M type of funding (Modal Connectivity & Complete Streets, or Transit) available for current 5-year program
                b. Measure M type of funding (Active Transportation, "To be Determined", Goods Movement, Highway Efficiency, Noise Mitigation and Arterial Projects) not available for current 5-year program, but available in out years
                c. Other funding identified by agency or consultant
            2. Type and amount committed
            3. Type and amount not committed
        ii. Final product to include a clear list of projects throughout the Arroyo Verdugo region
            1. Projects in the existing Mobility Matrix for the AVCJPA would be refined/updated
            2. Additional projects would be identified
    c. Develop nexus for each MSP project and align with the program types
        i. Each MSP category has an established set of criteria in Measure M that proposed projects must align with to be eligible for funding.
    d. Develop project schedules and timing

i. Project readiness criteria will need to be defined/aligned with Metro requirements

e. Conduct public outreach while developing the five-year plan
   i. Consultant must work closely with all AVCJPA agencies and communities as needed.
   ii. Metro requirement for public outreach

f. Budget assessment
   i. Coordination with each involved entity in the AVCJPA area to understand priority of projects
   ii. Research to understand which projects will need priority to borrow from one MSP fund to accelerate in another MSP fund of a different type that may not be available until a later year.
   iii. Identify and agree on trackable milestones for each project

g. The final plan must be approved by the AVCJPA before being submitted to Metro for approval

2. Communication outreach
   a. Discussion on frequency
      i. Monthly status report
      ii. Bi monthly project status meeting

3. Annual updating/reporting process

Deliverables for Consultant: Recommended AVCJPA Measure R 5-year Plan for Submission to Metro – *Estimated Timeline*

1. RFP Development by TAC/City of Pasadena Staff (estimated completion end of January)
2. RFP Released for Proposals (estimated end of January)
3. Proposals Received, Reviewed, negotiated (estimated by end of March)
4. RFP awarded by AVCJPA Governing Board (estimated late March)
5. Consultant begins work (beginning of April)
6. Consultant completes 5-Year draft for TAC review (estimated mid to late May)
7. Final draft submitted to AVCJPA Governing Board early June
8. Consultant coordinates required Public Participation process.
9. Review by each of the six agency City Councils and County Board of Supervisors, as needed (during June)
10. Final Five-Year Plan to be re-submitted to AVCJPA Governing Board (estimated in early July) for approval
11. Submit final, approved Five-Year Plan to Metro (estimated late July).

Exhibit B

Measure M Multi-Year Subregional Programs 5-Year Cashflows

$ in millions

Program	Sub-region	Ground-breaking Start Date	FY 2017 FY 2018	FY 2018 FY 2019	FY 2019 FY 2020	FY 2020 FY 2021	FY 2021 FY 2022	5-Year Total	1-Year Project Development Funding [a]
Modal Connectivity Program and Complete Streets Proj.	av	FY 2018	$ 2.0	$ 2.1	$ 2.1	$ 2.2	$ 2.2	$ 10.6	$ 0.053
Transit Projects	av	FY 2018	$ 2.6	$ 2.6	$ 2.7	$ 2.8	$ 2.8	$ 13.5	$ 0.068
Active Transportation Projects	av	FY 2033							
Arroyo Verdugo Projects to be Determined	av	FY 2048							
Goods Movement Projects	av	FY 2048							
Highway Efficiency, Noise Mitigation and Arterial Proj	av	FY 2048							
Arroyo Verdugo Subregion Total								**$ 24.2**	**$ 0.121**
Active Transportation, 1st/Last Mile, & Mobility Hubs	cc	FY 2018	$ 2.2	$ 2.2	$ 2.3	$ 2.3	$ 2.4	$ 11.3	$ 0.057
Los Angeles Safe Routes to School Initiative	cc	FY 2033							
BRT and 1st/Last Mile Solutions e.g. DASH	cc	FY 2048							
Freeway Interchange and Operational Improvements	cc	FY 2048							
LA Streetscape Enhancements & Great Streets Prog.	cc	FY 2048							
Public Transit State of Good Repair Program	cc	FY 2048							
Traffic Congestion Relief-Signal Synchronization	cc	FY 2048							
Central City Area Subregion Total								**$ 11.3**	**$ 0.057**
Active Transportation Program	gc	FY 2018			TBD			$ -	$ -
I-605 Corridor "Hot Spot" Interchange Improvements [b]	gc	FY 2018	$ 12.4	$ 12.7	$ 13.1	$ 13.3	$ 13.7	$ 55.3	$ 0.263
Gateway Cities Subregion Total								**$ 65.3**	**$ 0.263**
Active Transportation, Transit, and Tech. Program	lvm	FY 2018	$ 2.1	$ 2.2	$ 2.2	$ 2.3	$ 2.4	$ 11.2	$ 0.056
Highway Efficiency Program	lvm	FY 2018	$ 9.3	$ 9.5	$ 9.8	$ 9.5	$ 9.8	$ 46.7	$ 0.233
Modal Connectivity Program	lvm	FY 2048							
Traffic Congestion Relief and Improvement Program	lvm	FY 2048							
Las Virgenes Malibu Subregion Total								**$ 57.9**	**$ 0.289**
Active Transportation Program	nc	FY 2018	$ 2.6	$ 2.7	$ 2.8	$ 2.8	$ 2.9	$ 13.9	$ 0.069
Transit Program [b]	nc	FY 2018	$ 3.8	$ 6.0	$ 6.2	$ 6.3	$ 6.5	$ 30.9	$ 0.023
Multimodal Connectivity Program	nc	FY 2033							
Arterial Program	nc	FY 2048							
Goods Movement Program	nc	FY 2048							
Highway Efficiency Program	nc	FY 2048							
North County Subregion Total								**$ 44.8**	**$ 0.093**
South Bay Highway Operational Improvements [b]	sb	FY 2018	$ 11.0	$ 11.3	$ 11.6	$ 11.9	$ 12.2	$ 57.9	$ 0.132
Transportation System and Mobility Improve. Prog.	sb	FY 2018	$ 3.5	$ 3.6	$ 3.7	$ 3.8	$ 3.9	$ 18.4	$ 0.092
Transportation System and Mobility Improve. Prog.	sb	FY 2018	$ 19.6	$ 20.1	$ 20.6	$ 21.1	$ 21.6	$ 103.0	$ 0.515
South Bay Subregion Total								**$ 179.3**	**$ 0.739**
Active Transportation Prog. (Including Greenway Proj.)	sg	FY 2018	$ 2.3	$ 2.4	$ 2.4	$ 2.5	$ 2.66	$ 12.2	$ 0.061
Bus System Improvement Program	sg	FY 2018	$ 0.6	$ 0.6	$ 0.6	$ 0.6	$ 0.6	$ 2.9	$ 0.014
First/Last Mile and Complete Streets	sg	FY 2018	$ 2.0	$ 2.0	$ 2.1	$ 2.1	$ 2.2	$ 10.4	$ 0.052
Highway Demand Based Prog. (HOV Ext. & Connect.)	sg	FY 2018	$ 2.3	$ 2.4	$ 2.4	$ 2.5	$ 2.5	$ 12.2	$ 0.061
Goods Movement (Improvements & RR Xing Elim.)	sg	FY 2048							
Highway Efficiency Program	sg	FY 2048							
ITS-Technology Program (Advanced Signal Tech.)	sg	FY 2048							
San Gabriel Valley Subregion Total								**$ 37.6**	**$ 0.188**
Active Transportation 1st/Last Mile Connections Prog.	ww	FY 2018	$ 3.6	$ 3.7	$ 3.8	$ 3.9	$ 4.0	$ 19.0	$ 0.095
Westside Subregion Total								**$ 19.0**	**$ 0.095**

Notes:

[a] - Project development funding (0.5%) amount based on Measure M funding only.

[b] - Includes all funding sources programmed in the Expenditure Plan (page 3 of Attachment A) to subregional program.

AVCJPA

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

DATE: November 30, 2017

TO: Governing Board

FROM: Ann Wilson, Executive Director

SUBJECT: Revised Conflict of Interest Code

BACKGROUND:
The Conflict of Interest Division of the County of Los Angeles is the agency which requires each public agency member to submit a Form 700 disclosing any economic interests that exists within the population being served. Although most elected officials are accustomed to submitting their Form 700s to the FPPC, for all Councils of Governments (COGs) and for the Joint Powers Authority (JPA), these forms are submitted to the County's Conflict of Interest Division.

To make clear the requirement for the submission of Form 700s and to designate which Form each position must submit, the County requires a COG or JPA to adopt a Conflict of Interest Code, which is then adopted by the County and filed with the L.A. County Conflict of Interest Division.

The AVCJPA Governing Board, at its last meeting, adopted a draft Conflict of Interest Code. This was submitted to the County and they had some minor changes, which nevertheless required the Governing Board approval for the final version.

Attached for your review and approval is the revised Conflict of Interest Code for the Arroyo Verdugo Communities Joint Powers Authority, which allows for the regulation and orderly filing of Form 700s to the L.A. County Conflict of Interest Division.

RECOMMENDATION:
Adopt the attached revised Conflict of Interest Code for the Arroyo Verdugo Communities Joint Powers Authority

ATTACHMENT 1

PROPOSED CODE

Conflict Of Interest Code
of the

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA)

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Governing Board Representative, Alternate Governing Board Representative and the Executive Director and forward the originals of such statements to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

Conflict Of Interest Code

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA)

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction of the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose a residence, such as a home or vacation cabin, used exclusively as a personal residence; however, a residence in which a person rents out a room or for which a person claims a business deduction may be reportable.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income (including gifts, loans and travel payments) and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts, loans and travel payments) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

Conflict Of Interest Code

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA)

EXHIBIT "B"

DESIGNATED POSITIONS	DISCLOSURE CATEGORIES
Governing Board Representative	**1, 2, 3**
Alternate Governing Board Representative	**1, 2, 3**
Executive Director	**1, 2, 3**
Treasurer	**1, 2, 3**
Consultants/New Positions	*

***Consultants/New Positions are included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitations:**

The Executive Director or his or her designee may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Executive Director or his or her designee's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

Individuals who perform under contract the identical duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interests in the categories assigned to that designated position.

EFFECTIVE DATE:

ATTACHMENT 2

COUNTY OF LOS ANGELES
BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

HILDA L. SOLIS
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KATHRYN BARGER

LORI GLASGOW
EXECUTIVE OFFICER

October 6, 2017

TO: Don Garcia
Latayvius Alberty
Pamela Sund
Eileen Cohen

FROM: Ken Wales

SUBJECT: **CONFLICT OF INTEREST CODE FOR THE ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA)**

Attached for your review is the proposed Conflict of Interest Code for the Arroyo Verdugo Communities Joint Powers Authority

The Authority's Purpose:

The Authority was established on October 4, 2017, after the dissolution of the Arroyo Verdugo Subregion. The Authority will provide a vehicle for the Members to coordinate regional and cooperative planning, primarily in the area of transportation and determining how to prioritize regional transportation projects and the allocation of Measure M funds and other public monies. This will include building a more connective transportation system. The Members consist of representatives from the City of Burbank, City of Glendale, City of La Canada Flintridge, City of Pasadena, City of South Pasadena and the Los Angeles County Board of Supervisors (Fifth District).

There is not a previous Conflict of Interest and Disclosure Code on file. The Authority will be incorporating, by reference, Regulation 18730 that contains the terms of their Conflict of Interest Code. They will also be adopting the County's Model Disclosure Categories. See attached proposed Conflict of Interest and Disclosure Code.

The agency is adding five (5) positions:

- *Governing Board Representatives*
  The position(s) shall be deemed for all intent and purposes, the policy body of the Authority. All of the powers of the Authority, except as may be expressly delegated to others pursuant to the provisions of applicable law, shall be exercised by the Governing Board. **It is recommended that this position file under Categories 1, 2, 3.**

- *Alternate Governing Board Representatives*
  One person shall be designated as an alternate representative of the Governing Board by the legislative body of the Members or in the case of the County, the Fifth District Supervisor's designated alternate representative. These positions will have the same level of responsibilities as a Governing Board Representative of that particular legislative body when that Governing Board Representative is not present. **It is recommended that this position file under Categories 1, 2, 3.**

- *Executive Director*
  Position shall be the chief administrative officer of the Authority, and shall be responsible for the day to day management of the Authority. The position will provide advice and recommendations to the Board on matters such as contract approvals, project approvals, and internal policies. **It is recommended that this position files under categories 1, 2, 3.**

- *Treasurer*
  The city of La Canada Flintridge's Director of Finance shall hold the position of Treasurer of the Authority. The position shall have charge of the depositing and custody of all funds and property held by the Authority. The position shall also perform such other duties as may be imposed by provisions of applicable law, including those duties required in Sections 6505 and 6505.5 of the California Government Code, and such duties as may be required by the Governing Board. **It is recommended that this position files under categories 1, 2, 3.**

- *Consultants/New Positions*
  These positions will be held by individuals who perform duties that require broad disclosure unless determined by the Agency or their designee that limited disclosure is warranted. These individuals may participate in the making of decisions that may affect financial interests by providing information, advice, recommendation or counsel to the Agency. (See footnote at the end of Exhibit "B".)

We recommend the described amendments, listed above be approved.

The Panel has reviewed the attached proposed amendment(s) and has indicated their recommendation(s) as follows: ☐ Approve ☐ Reject

Signature Date

Signature Date

Signature Date

Comments:

DG:kw

Attachments

S: KEN: 2017 Panel Memo: Arroyo Verdugo Communities Joint Powers Authority

AVCJPA

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

DATE: November 30, 2017

TO: Governing Board

FROM: Ann Wilson, Executive Director

SUBJECT: AVCJPA Five-Year Multi-Year Subregional Program(MSP) Funds Per Capita

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BACKGROUND:

During the formation of Measure R and later, during the formation of the AVCJPA, the overall comments were that future Measure M funding should be considered, for the most part, with the exception being if an individual agency was willing to delay the receipt of their per capita funds from Metro to a later date, due to a delay in completion of their project. While a per capita strategy may or may not be part of the Governing Board consideration, it is useful for each agency to see how the $24.2 million in Multi-Year Subregional Program Funds (MSP) breaks down with the current population estimates.

CURRENT ESTIMATED PER CAPITA FIGURES

FIVE-YEAR MULTI-YEAR SUBREGIONAL PROGRAM FUNDS BY AGENCY PER CAPITA

AGENCY	POPULATION (DOF POP. EST. 1/1/7)		5-YEAR PER CAPITA MSP FUNDS
Burbank	105,033	20.33%	**4,919,860**
Glendale	201,748	39.06%	**9,452,520**
La Cañada Flintridge	20,497	3.97%	**960,740**
Pasadena	143,333	27.75%	**6,715,500**
South Pasadena	25,992	5.03%	**1,217,260**
County of Los Angeles 5th District (La Crescenta-Montrose)	19,940	3.86%	**934,120**
Totals:	516,543	100.00%	**24,200,000**

RECOMMENDATION:

To Receive and File.

AVCJPA

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

DATE: November 30, 2017

TO: Governing Board

FROM: Ann Wilson, Executive Director

SUBJECT: Notice to Stakeholders of Public Participation Plan to be Considered by AVCJPA Governing Board at its next Regular Meeting on February 8, 2018

The Metro Board-adopted Measure M Guidelines state that the COG or JPA 5-year Measure M Program will contain "meaningful public outreach." Stakeholder input into the Metro-required Public Participation Plan, will make the actual Public Participation Plan more meaningful.

A draft Public Participation Plan will be available prior to the February 8th Regular meeting. At that time, a notice will be distributed for posting at each agency, requesting stakeholder comments. These comments, along with the draft Public Participation Plan will be considered at the Regular meeting of February 8th.

RECOMMENDATION:
That the Executive Director, prior to February 8th, shall prepare a notice to be distributed to and posted by each agency encouraging stakeholders to comment on the Public Participation Plan, and that said notice shall contain information on where and how the draft Public Participation Plan will be available to them.

AVCJPA

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

DATE: November 30, 2017

TO: Governing Board

FROM: David Kriske, AVCJPA Representative, Metro Technical Advisory Committee

SUBJECT: Metro Technical Advisory Committee (TAC) Update

The Metro TAC meets monthly to provide input on Metro programs and projects, and to hear updates on various Metro programs that affect the cities, subregions, and Councils of Government in Los Angeles County. The following summarizes the projects or programs discussed at TAC since the AVCJPA Governing Board met in October.

Metro Long Range Transportation Plan Update

Metro staff has begun a comprehensive update to their Long Range Transportation Plan (LRTP), which was last updated in 2009. The LRTP is a long-range (30 year) policy and funding roadmap for how Metro plans to implement projects to meet its mobility goals for Los Angeles County. There will be four major modules of the plan, including Baseline Understanding, Values Framework, Transportation Network / Management Plan, and Implementation. The proposed LRTP will be a broader documentthan past versions of the LRTP. The LRTP will include mobility goals, identify programming for all of Metro's future projects across all sales tax measures, identify funding sources and project timelines, and include metrics for evaluation. Public Input for the LRTP will come from various visioning and other workshops that will begin in the winter, and policy input from the Policy Advisory Committee. The AVCJPA does not have representation on the PAC, and cities must participate through other COG memberships (e.g. San Fernando Valley and San Gabriel Valley). There has been no further information given on the status of the Metro Call for Projects which was an important funding mechanism included in previous LRTP's. The TAC representative will continue to monitor the status of the Call for Projects or potential replacement funding mechanism as it is an important funding source for cities.

Measure M Early Project Delivery Strategy

Metro Staff will ask the Metro Board to approve a policy outlining how Measure M projects can be delivered earlier than scheduled, as allowed by the Measure M Ordinance. The policy is meant to allow the Board and other stakeholders to evaluate projects that are candidates for acceleration, and to provide a framework to compare competing projects for acceleration. Elements that could influence a project's ability to be accelerated includes project readiness and availability of substantial outside funding to complete the project. This policy could affect the AVCJPA's subregional projects because the policy would allow the AVCJPA to advocate for acceleration of its projects -- particularly funding that is not available for several decades -- if the

JPA can justify acceleration under this proposed policy. All requests for acceleration must be approved by the Metro Board. The policy is expected to be reviewed by the Board at their November meeting.

Active Transportation Program (ATP) Cycle 4 Grant Assistance

Metro has approved a Grant Assistance Program for Cycle 4 of the State's ATP program, which has not been formally announced but will take place in 2018. Due to the passage of SB 1, this cycle will be the largest grant cycle offered and will provide cities and counties the opportunity to apply for funding for active transportation projects. As in past years, Metro will be offering grant assistance to help cities apply for state funds to offset previously-committed Metro Call for Projects funding or assist with projects that meet the Metro Board's ATP goals (such as the LA River Bike path). Assistance will also go towards projects that implement first/last mile projects or that leverage funding from Measure M's ATP 2 Percent Program. Metro plans to award a contract for consultant grant-writing services and notify cities and other agencies of potential grant-writing support services in 2018.

Transit Parking Program

The TAC has had ongoing discussion about Metro's new Transit Station Parking Program, which is a pilot project to implement parking management and parking pricing at Metro's transit stations including stations on the Metro Gold Line and Red Line in/near the AVCJPA area. Metro has implemented parking pricing at many stations to ensure parking availability for transit users. Pricing is tiered such that transit users (validated by recent TAP card usage) are offered a low parking rate while non-transit users must pay a higher rate. Discussion concerned the findings of the pilot program, and negative impacts to surrounding free street parking that occur when the program has been implemented in suburban areas. Metro's program affects current AVCJPA cities that have Gold Line Stations, and staff is monitoring the program to understand its applicability to Metrolink Stations which currently are un-managed and exhibit similar parking availability problems.

Metro Transfers Design Study and Bike/Bus Interface Study

Metro TAC was provided updates on two transit access studies that could impact future bus station planning around the future Metro SR-134 BRT Project that will travel through the AVCJPA region. These studies are identifying policies and design parameters to improve connectivity to bus stops and to improve transfer connectivity between regional train/bus routes and local circulators. These studies will identify design parameters and best-practices to help Metro and local agencies improve connectivity to rail and BRT stops that are built as part of Measure R and Measure M transit projects. The TAC was presented with preliminary results of the studies and discussed impacts to future projects. Metro will be finalizing both studies to provide guidance for future Metro transit projects.

RECOMMENDATION:
To Receive and File