AVCJPA
Arroyo Verdugo Communities Joint Powers Authority

REVISED NOTICE AND AGENDA
REGULAR MEETING

POSTED
January 31, 2020

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA)
GOVERNING BOARD

Thursday, February 6, 2020 – 4:00 p.m.
City of La Cañada Flintridge Council Chambers
One Civic Center Drive
La Cañada Flintridge, CA 91011

TERRY WALKER, CHAIR
SHARON SPRINGER, VICE-CHAIR
PAULA DEVINE, MEMBER
MARINA KHUBESRIAN, MEMBER
MARGARET MCAUSTIN, 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 Governing Board, 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 IS 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 One Civic Center Drive, La Cañada Flintridge not less than 72 hours prior to the meeting in accordance with Government Code Section 54954.2.

Dated: January 31, 2020

Ann Wilson, Executive Director

REGULAR AVCJPA GOVERNING BOARD MEETING
Thursday, February 6, 2020

PRELIMINARY BUSINESS

I. CALL TO ORDER

II. ROLL CALL

III. FLAG SALUTE

IV. COMMENTS FROM THE PUBLIC *(for items not on the agenda)*

V. PRESENTATIONS

VI. PRESENTATIONS

A. **Introduction of Strategic Planning Team – Lee Andrews Group**
B. **Update from Metro Regarding Next Gen Bus System**
   Presenter: Robert Calix, Senior Manager, Transportation Planning, Metro
   Staff Recommendation: **To Receive and File**
C. **Metro Automated Bus Lane Enforcement (ABLE)**
   Presenter: Nolan Borgman – Manger, Transportation Planning, Metro
   Staff Recommendation: **To Receive and File**

VII. CONSENT AGENDA

A. **Approval of the AVCJPA Governing Board Revised Minutes for the Meeting of August 1, 2019**
   Staff Recommendation: To Approve Revised Minutes of August 1, 2019
B. **Approval of the AVCJPA Governing Board Action Minutes for the Meeting of December 19, 2019**
   Staff Recommendation: To Approve Action Minutes of December 19, 2019
C. **Treasurer's Report**
   By: Rebekka Hosken , Treasurer, AVCJPA
   Staff Recommendation: To Receive and File
D. **Warrant Resolution**
   By: Rebekka Hosken , Treasurer, AVCJPA
   Staff Recommendation: Approve Resolution

VIII. PUBLIC HEARINGS - None

IX. OTHER BUSINESS

A. **Recommendations for Procedures for Board Appointments to Metro Staff Positions**
   By: Ann Wilson, Executive Director
   Staff Recommendation: That the Governing Board move to select Alternative 1, Alternative 2, return to the Previous Practice, or give direction to staff for another Alternative.

B. Resolution 20-1 Establishing the Time, Place and Days of Regular Meetings and Rescinding Resolution 19-1

Presenter: Ann Wilson, Executive Director

Staff Recommendation:

That the Governing Board adopt Resolution 20-1 Establishing the Time, Place and Days of Regular Meetings and Rescinding Resolution 19-1

C. Verdugo Workforce Reappointments

Presenter: Ann Wilson, Executive Director

Staff Recommendation:

That the Members of the Governing Board of Burbank, Glendale and La Cañada (members of the Verdugo Workforce Joint Powers Agreement) Reappoint the following to the Workforce with new expiration dates:

- Thomas Flavin (term to expire 2/14/23)
- BJ McGuire (term to expire 6/11/23)
- Julio Ruiz (term to expire 6/21/23
- Gavin Koon (term to expire 9/20/23)
- Onnig Bulanikian (term to expire 1/13/23)
- Cesar Valladares (term to expire 1/13/23)

X. REPORTS – INFORMATION ONLY

A. Reports from AVCJPA Appointees (Oral)

Presenter: Members or Appointees (if present)

Staff Recommendation:

To receive and file any oral or written reports submitted

B. Report from AVCJPA TAC Representative

Presenter: David Kriske

Staff Recommendation:

To Receive and File

C. Report from AVCJPA Executive Director (Oral)

Presenter: Ann Wilson, Executive Director

Staff Recommendation:

To Receive and File

XI. COMMENTS FROM MEMBERS

XII. ADJOURN

Arroyo Verdugo Communities Joint Powers Authority

UNOFFICIAL UNTIL APPROVED

REGULAR MEETING OF THE GOVERNING BOARD

MINUTES
ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY
Thursday, August 1, 2019 - 4:00 p.m.
City of La Cañada Flintridge Council Chambers
One Civic Center Drive
La Cañada Flintridge, CA 91011

I. CALL TO ORDER

Chair Walker called the meeting to order at 4:08 p.m.

II. ROLL CALL

Present: Terry Walker, Chair
Sharon Springer, Vice-Chair
Marina Khubesrian, Member
Margaret McAustin, Member
Paula Devine, Member (arrived at 4:15 p.m.)
David Perry, Member (arrived at 4:27 p.m.)

III. FLAG SALUTE

Vice Chair Springer led the Pledge of Allegiance.

IV. COMMENTS FROM THE PUBLIC

None.

V. PRESENTATIONS

A. Update from Metro Regarding the NextGen Project
Presenter: Robert Calix, Metro
Staff Recommendation: To Receive and File

Robert Calix, Metro, explained the study to redesign of the bus system, NextGen Project. He discussed the Strategic Plan and provided an overview of the project and efforts to improve ridership equity, educate riders, and needs of riders. He discussed meetings and public workshops held over the past year and half, takeaways and next steps. He presented examples of service concepts.

Member Devine joined the meeting at 4:15 p.m.

Member Perry joined the meeting at 4:27 p.m.

Member Khubesrian asked about collaboration with cities. Mr. Calix discussed information obtained from the pilot programs and indicated they were working with the local agencies. Member Khubesrian discussed the use of scooters as an option for micro-transit. Mr. Calix stated Metro was currently working through issues with the scooters. Member Khubesrian discussed the need for shelter and water facilities at bus stops. Mr. Calix stated Metro would work with cities on bus shelters.

Vice Chair Springer asked about the low ridership from Sylmar and Sunland to Downtown. Mr. Calix stated Downtown was a major job center but 27% of riders were going into the San Fernando Valley and 1% to Downtown. Vice Chair Springer asked the frequency of the Orange Line. Mr. Calix stated the Orange Line was had some frequency and Metro was proposing additional frequency. Vice Chair Springer discussed her experience with the Orange Line. Mr. Calix discussed the success of the Orange and Silver Lines and requests for additional BRTs.

Member Devine discussed the need for connectivity from Glendale to Los Angeles. Mr. Calix discussed the illustrative example and potential of taking riders to the Gold Line. Member Devine suggested considering the times of service and hours of operations in each community.

Chair Walker discussed limited statistics for La Canada Flintridge due to there being no lines, although there was interest in connectivity. In response to Chair Walker, Mr. Calix stated changes or additions to bus stops would go through the local agencies process. He suggested the Arroyo Verdugo JPA send a letter outlining the needs of the cities.

Member Perry asked about Metro Board motions. Mr. Calix stated the motions provided formal direction on entrances, seat material, to coordinate with municipal bus operators and to provide the service as proposed. Member Perry stated coordination with the local agencies was critical. He discussed the motions by the Supervisors. Mr. Calix stated monthly briefings would be provided.

Chair Walker asked about considerations of safety. Mr. Calix stated the representative from the Safety and Security Department of Metro was available at the public workshops to answer questions.

VI. CONSENT AGENDA

A. Approval of the Arroyo Verdugo Communities Joint Powers Authority Minutes for the Meeting of May 16, 2019
Staff Recommendation: To Approve Minutes of May 16, 2019

B. Treasurer's Report for August 1, 2019
By: Rebekka Hosken , Treasurer, AVCJPA
Staff Recommendation: To Receive and File

C. Warrant Resolution for August 1, 2019
By: Rebekka Hosken , Treasurer, AVCJPA
Staff Recommendation: Approve Resolution

D. Verdugo Workforce Appointments
Staff Recommendation: That the AVCJPA Governing Board Members of Burbank, Glendale, and La Cañada Flintridge appoint the following candidate for new membership on the Verdugo Workforce Investment Board, with the other Governing Board Members abstaining:

1. Steve Kaplan

Member McAustin requested Item D be considered separately because she would be abstaining.

Executive Director Wilson stated the Treasurer would like to comment on Item C. Treasurer Hosken informed the Authority that the members were reimbursed the funds fronted last year from the agencies for the Measure M consultant. The AVCJPA was able to repay the member agencies because the funds have now been collected from Metro for this purpose.

MOTION

Member Devine moved and Member Khubesrian seconded a motion to approve Consent Calendar Items A, B and C. The motion carried unanimously.

Executive Director Wilson explained that the cities of Pasadena and South Pasadena may wish to abstain.

MOTION

Vice Chair Springer moved and Member Devine seconded a motion to appoint Steve Kaplan to the Verdugo Workforce Investment Board. The motion carried 4-0, Members Khubesrian and McAustin abstaining.

II. PUBLIC HEARINGS- None

III. OTHER BUSINESS

A. Strategic Plan Scope

Presenter: Ann Wilson, Executive Director
Staff Recommendation: Option #1: Approve the attached Scope of Work for the Strategic Plan Consultant and Authorize the Executive Director to put the project out to bid with the description that the budget is $15,000.

Executive Director Wilson presented the staff report.

Member Devine asked about the proposed meeting. Executive Director Wilson stated it would be a Special meeting.

Member Khubesrian introduced the South Pasadena Public Works Director and Deputy Public Works Director. She expressed concern about whether $15,000 was realistic. Executive Director Wilson stated a mission statement and core values statement was necessary to get to the goal of the vision statement. She suggested the possibility of conducting a survey rather than one on one meetings. Member Khubesrian agreed that a survey could be a useful tool.

Member McAustin agreed with the proposed survey. She expressed concern with the limited budget and suggested issuing the RFP without a monetary cap.

Executive Director Wilson suggested an ad hoc committee to assist with interviewing the consultants.

Member Khubesrian asked if staff should be considered for the ad hoc committee. Executive Director Wilson stated a city manager could be considered.

MOTION

Member McAustin moved and Member Khubesrian seconded a motion to approve the scope of work for the strategic plan consultant, cutting back on the one on one meetings, and authorize the Executive Director to put the project out to bid. The motion carried unanimously.

B. Holiday Reception
Presenter: Ann Wilson, Executive Director
Staff Recommendation:
That the Governing Board select one of the following four options:

1. That all agencies must participate.
2. That a lesser number of agencies may participate.
3. That no agency participates.
4. That this matter be delegated to the City Managers for a decision.

Executive Director Wilson presented the staff report.

Chair Walker added that it would be a networking opportunity.

Member Devine explained the idea to meet other elected officials and suggested the host rotate among the member cities.

Member Khubesrian indicated support and offered to host once every six years.

Vice Chair Springer stated she spoke with her City Manager and Mayor and suggested corporate sponsors pay for the event.

Member McAustin stated she discussed the matter with her City Manager and staff and supported the importance of networking. She stated Pasadena was committed to participate.

Member Devine stated each city could determine how to cover the expense.

Member Perry stated the Supervisor would be generally supportive of the rotation.

Chair Walker stated each city could determine the design of the event.

Vice Chair Springer suggested Burbank be moved to the end of the rotation.

MOTION

Member McAustin moved and Member Khubesrian seconded a motion to approve the AVCJPA Annual Networking Reception with the host cities determine budgeting and scope of the event. The motion carried unanimously.

IV. REPORTS – INFORMATION ONLY

A. Reports from AVCJPA Appointees

1. SCAG Community, Economic & Human Development Committee – Alternate Robert Joe – Report Attached
2. League of California Cities – L.A. County Division - Diana Mahmud – Report Attached

Staff Recommendation:

To Receive and File Reports

MOTION

Member Khubesrian moved and Member McAustin seconded a motion to receive and file the reports. The motion carried unanimously.

B. Consideration of Continuation of Elected Appointee Reports
Staff Recommendation:
Give staff direction as to whether the Elected Appointees should continue to submit reports at regular meetings of the AVCJPA

Executive Director Wilson presented the staff report.

Member Devine stated she appreciated the reports.

Executive Director Wilson stated personal appearance was requested with written report if unavailable.

Chair Walker stated she would prefer written reports.

Member McAustin concurred and preferred written reports.

Member Khubesrian requested a list of the representatives to the various bodies.

MOTION

Member Khubesrian moved and Member McAustin seconded a motion to continue with having the Board receive reports, with the option to provide written reports or oral reports. The motion carried unanimously.

C. Report from AVCJPA TAC Representative
Presenter: David Kriske
Staff Recommendation:
To Receive and File

David Kriske provided an update on two items discussed at the TAC including Metro TAC de-obligation appeals and moving Metrolink service studies into planning and design.

Member Perry discussed the Supervisor's priority for the rail line and funding to get the projects shovel ready. He discussed efforts to obtain grant funds and local leverage. He announced the pilot program for multiple unit vehicles. He discussed consideration of light rail service from Burbank to Union Station.

Vice Chair Springer asked if the train would run to Lancaster. Mr. Kriske explained that half-hour service would be available throughout the corridor. He confirmed the cost of $175 million.

MOTION

Member McAustin moved and Vice Chair Springer seconded a motion to receive and file the report. The motion carried unanimously.

D. Report from AVCJPA Executive Director (Oral)
Presenter: Ann Wilson, Executive Director
Staff Recommendation:
To Receive and File

Executive Director Wilson indicated she had nothing to report.

VII. ADJOURN

Chair Walker adjourned the meeting at 5:41 p.m.

Arroyo Verdugo Communities Joint Powers Authority

U N O F F I C I L U N T I L A P P R O V E D

SPECIAL MEETING OF THE GOVERNING BOARD

MINUTES
ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY
Thursday, December 19, 2019 - 4:00 p.m.
City of La Cañada Flintridge Council Chambers
One Civic Center Drive
La Cañada Flintridge, CA 91011

I. CALL TO ORDER

Chair Walker called the meeting to order at 4:08 p.m.

II. ROLL CALL

Present:	Terry Walker, Chair
	Paula Devine, Member
	Marina Khubesrian, Member
	Margaret McAustin, Member
	David Perry, Member
Absent:	Sharon Springer, Vice-Chair

III. FLAG SALUTE

Chair Walker led the Pledge of Allegiance.

IV. COMMENTS FROM THE PUBLIC

There were no comments from the public

V. PRESENTATIONS

There were no presentations

VI. CONSENT AGENDA

A. Approval of the Arroyo Verdugo Communities Joint Powers Authority Minutes for the Meeting of August 1, 2019
Staff Recommendation: To Approve Minutes of August 1, 2019

MOTION
Member Devine moved and Member Khubesrian seconded a motion to have staff return with a corrected version of Minutes for approval. The vote was 5-0-1, with Vice-Chair Springer absent.

B. Treasurer's Report
By: Rebekka Hosken , Treasurer, AVCJPA
Staff Recommendation: To Receive and File

C. Warrant Resolution
By: Rebekka Hosken , Treasurer, AVCJPA
Staff Recommendation: Approve Resolution

D. AVCJPA TAC Recommendations for Appointments to Metro Staff Positions
By: Ann Wilson, Executive Director
1. Metro Transportation Advisory Committee Alternate (TAC)
    a. Yazdan Emrani, Director of Public Works, City of Glendale
2. Metro Policy Advisory Committee Alternate (PAC)
    a. Talin Shahbazian, Associate Planner (Transportation), City of Pasadena

Staff Recommendation: Approve the AVCJPA TAC Recommendation

MOTION
Member McAustin moved and Member Devine seconded a motion to approve staff recommendation and to direct the Executive Director to return with alternatives for the process of Governing Board staff-level appointments to Metro on a future agenda. The motion carried unanimously.

E. Letter of Support Letter in Support of Metro's Transit and Intercity Rail Capital Program Grant Application for Antelope Valley Line Metrolink Improvements Needed for 30 Minute Service
By: David Kriske, Assistant Community Development Director for Transportation, City of Burbank
Staff Recommendation:
Direct the Executive Director, on behalf of the AVCJPA Governing Board, to sign and submit a letter of support to Metro for its TIRCP grant application for Metrolink Antelope Valley Line capital improvements needed for 30-minute, all-day, bi-directional service.

Vice Chair Springer joined the meeting at 4:22 PM

MOTION: Moved by Devine, Second by Khubesrian. to remove Items A and D from the Consent Agenda for discussion and to approve the remainder of the Consent Agenda - Items B, C and E. 5-0-1. (Springer absent)

VII. PUBLIC HEARINGS
There were none.

VIII. OTHER BUSINESS
A. Award of Contract for Consulting Services for the AVCJPA Strategic Plan
Presenter: Ann Wilson, Executive Director
Staff Recommendation:
That the Governing Board: (1) Award the contract for AVCJPA Consulting Services to Lee Andrews Group in the not to exceed amount of $26,031.58; (2) Authorize the Executive

Director to execute the Contract, subject to attorney review as to Form; and (3) Authorize the Executive Director to authorize a change order of not to exceed $2,500 with the information reported at the next Governing Board meeting and with all change orders exceeding this amount to come before the Governing Board for approval.

MOTION
Vice-Chair Springer moved approval of staff recommendation, seconded by Member Devine. The motion passed unanimously.

B. Measure M Subregional Cash Flows for FY 2022-24 and Consultant Costs
Presenter: Ann Wilson, Executive Director
Staff Recommendation:
That the Governing Board: (1) Receive and file Measure M Cashflow; and (2) Authorize staff to request and to execute an Amendment to the existing Funding Agreement for Measure M planning (.5%) for purposes of Measure project planning for FY 2022-23 and FY 2024-24 in the amount of $6,129 to be reimbursed to proportionately to the AVCJPA member agencies upon receipt of Metro reimbursement for payments to Cambridge Systematics.

MOTION
Member Perry and Member Khubesrian seconded approval of staff recommendation. The motion passed unanimously.

IX. REPORTS – INFORMATION ONLY

A. Reports from AVCJPA Appointees (Oral)
Presenter: Members or Appointees
Staff Recommendation:
To Receive and File

MOTION
Member Khubesrian Member Devine seconded to receive and file. The motion passed unanimously.

B. Report from AVCJPA TAC Representative
Presenter: David Kriske
Staff Recommendation:
To Receive and File

MOTION
Member Khubesrian moved, seconded by Vice-Chair Springer by to receive and file. The motion passed unanimously.

C. Report from AVCJPA Executive Director (Oral)
Presenter: Ann Wilson, Executive Director
Staff Recommendation:
To Receive and File

Executive Director stated there was no report.

X. COMMENTS FROM MEMBERS

XI. ADJOURN

MOTION: Moved by Member Devine, seconded by Vice-Chair Springer to adjourn. The motion passed unanimously.

Meeting Adjourned at 5:24 PM

AVCJPA

Arroyo Verdugo Communities Joint Powers Authority

DATE: February 6, 2020

TO: Governing Board

FROM: Rebekka G. Hosken, Treasurer

SUBJECT: Treasurer's Report

BACKGROUND

Attached for your information is the latest Treasurer's Report with activity through January 27, 2020.

All membership dues for the year have now been received. Member cost shares toward the strategic plan consultant are now being received, with no expenditures yet incurred for that project.

Few expenditures are occurring, with just two checks issued since December for workshop and insurance costs.

The auditing firm, Moss, Levy & Hartzheim, has almost completed the FY 2018-19 audit, which will be provided in full at the next meeting of the Governing Board.

FISCAL IMPACT

None

OPTIONS

1. Receive and file

RECOMMENDATION

Staff recommends that the Board receive and file this report.

Attachments: 1. Treasurer's Report as of 1/21/2020

Arroyo Verdugo Communities Joint Powers Authority
TREASURER'S REPORT
FY 2019-20

as of 1/27/2020

	REVENUES		**Budget**		**Actual**
4395	Membership Dues				
	City of Burbank	$	9,073.00	$	9,073.00
	City of Pasadena	$	10,771.00	$	10,771.00
	County of Los Angeles	$	4,803.00	$	4,803.00
	City of Glendale	$	12,426.00	$	12,426.00
	City of La Canada Flintridge	$	5,727.00	$	5,727.00
	City of South Pasadena	$	5,083.00	$	5,803.00
	Strategic Plan Cost Shares				
	City of Burbank	$	4,932.00	$	4,932.00
	City of Pasadena	$	6,756.00	$	-
	County of Los Angeles	$	3,114.00	$	3,114.00
	City of Glendale	$	5,856.00	$	-
	City of La Canada Flintridge	$	2,763.00	$	-
	City of South Pasadena	$	2,611.00	$	-
4411	Subregional Measure M Funding (Metro Reimb.)	$	18,913.00	$	-
4610	Interest Income	$	-	$	9.47
	Total Revenues	$	92,828.00	$	56,658.47

	EXPENSES		**Budget**		**Actual**
5003	Salaries - Other			$	-
	Executive Director (salary x 18%)	$	21,500.00		
	Management Analyst (30 hours)	$	1,050.00		
6031	Office Supplies	$	-	$	335.54
6041	Insurance Premiums	$	9,900.00	$	9,997.60
6054	Training	$	-	$	75.00
6061	Professional Services				
	Minutes Preparation	$	1,800.00	$	-
	Financial Audit	$	2,500.00	$	-
	Measure M Consultant	$	27,546.00	$	-
	Strategic Plan Consultant	$	26,032.00		
	Tax Filing Fee and Attorney Time			$	89.99
	Bank Fees			$	18.50
	Set-Aside for Reserves	$	2,500.00	$	-
	Total Expenditures	$	92,828.00	$	10,516.63
	REVENUES LESS EXPENSES:	$	-	$	46,141.84

NOTES:

FY 2019-20 revenues include $2,500 to set aside as a reserve for unanticipated expenses.
An additional $2,500 will be added in FY 2020-21 to provide a reserve of $5,000.

Arroyo Verdugo Communities Joint Powers Authority

WARRANT RESOLUTION NO. 20-02

The following payments have been issued by the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) since the report of its prior meeting on December 19, 2019

There has been little activity in the past few months other than payment of a workshop cost for the Executive Director and repayment to the City of La Cañada Flintridge for the year's insurance premiums, which the City fronted as the JPA was awaiting receipt of membership dues and had insufficient funds available.

Check Warrant February 6, 2020

Checks issued 12/7/2019 - 1/27/2020

Check Date	Check Number	Payee	Description/Purpose	Amount
10/22/19	27	Best Best & Krieger	Workshop	$ 75.00
1/21/20	28	City of La Cañada Flintridge	Reimbursement - Insurance Premiums	$ 9,997.60
			Total:	**$ 10,072.60**

IX.A

AVCJPA

Arroyo Verdugo Communities Joint Powers Authority

DATE: February 6. 2020

TO: Governing Board

FROM: Ann Wilson, Executive Director

SUBJECT: Procedures for Governing Board Selection of Metro Staff Level Appointees

BACKGROUND

At its last meeting on December 19, 2020, the Governing Board requested that staff return with Alternatives for the Governing Board's appointment of Members and Alternates to the Metro Transportation Advisory Committee (TAC) and the Policy Advisory Committee (PAC).

In response, Member Khubesrian has submitted an Alternative, which is detailed in the Memo which was submitted for your consideration (Attachment 1). Staff also displays this Alternative, for comparative purposes, as Alternative 1 in Attachment 2.

Alternative 1 Summary:

- Selection process would be used for TAC and PAC Members and Alternates
- Details qualifications needed
- Application required
- Reviewed by possibly Subcommittee of Governing Board
- Lists attendance requirements
- Requires term limits (unspecified)

Alternative 2 Summary:

- Selection process used for only TAC Member and Alternate and PAC Alternate, with Governing Board appointing Executive Director as the PAC Member (no term limit)
- No specific qualifications needed - only that they are a staff member for a Member agency who works with the AVCJPA TAC and strongly recommended that they will have attended meetings of the Committee on which they wish to serve (but not required)
- Every three years, incumbent is asked if they wish to continue, and if so, item placed on consent for Board consideration. If Board wants to see new volunteers, or in the event of a vacancy, Board does not approve consent item and directs staff to ask for volunteers. If any new volunteers, they submit letters of interest. Governing Board Chair appoints Subcommittee of 2 or 3 Members and 1 recommended candidate per position goes back to Board.
- Appointee should be held to the Metro standard of attendance for these Committees (see Attachment 3)

Previous Practice Summary:

- Executive Director appointed by title as PAC Member

- For TAC Member or Alternate and for PAC Alternate, only when there is a vacancy, Executive Director seeks volunteers from AVCJPA TAC Members. If more than one name arises, then TAC votes and one name is given to Board for consideration.
- No term limits or rotation

What are other COGs/JPAs doing? – Summary:

- For PAC Member, 6 out of 7 either Board-appoint or self-appoint the Executive Director as the Member with no rotation. The PAC Alternate is Board approved or ED appointed, but no rotation.
- For the TAC Member and Alternate, for the 6 represented on the TAC, none of the six have specific qualifications which are required.
- Two of the agencies have a practice of reviewing the position either every 2 years or every three years at the Committee representative. In those cases, if the incumbent wished to continue, it is brought to the Board as a consent item. These are not rotations or term limits, just an opportunity for the Board to review the appointment every two or three years.

DISCUSSION

Qualifications:
Alternative 1 proposes that a representative or alternate serve in a "decision-making and policy-making and recommendation capacity...have 7 years of relevant transportation experience...[and] knowledge in capital improvement projects planning, budgeting and execution." These qualifications (taken together) generally exceed those listed in any job descriptions for Department Heads that staff reviewed. Alternative 2 does not propose specific qualifications, because first, we have had representatives who did not have all of the qualifications listed and the Board did not have an objection, so far as staff knows, to their performance. Secondly, although the AVCJPA recently had two competing candidates for one vacancy, staff has never experienced this phenomenon, whether in the old Arroyo Verdugo Subregion, or with the AVCJPA. It is rare. Many of the COGs expressed that there was difficulty in finding volunteers. In no case do they have specific requirements. If Alternate 1 qualifications are used, and the few people who may have those qualifications are not able to volunteer (there are several positions) then the AVCJPA could find itself without a qualified representative.

Process and Term Limits:
Alternative 1 proposes a term of office for all positions also proposes that when the term of office has ended, that a process be in place which would require an application and an interview by a Governing Board Subcommittee. It is not indicated in Alternative 1 whether the incumbent would be allowed to re-apply or not.

Alternative 2 suggests that one way to ensure that the position was examined by the Governing Board periodically would be to review the position once every three years. At that time, the incumbent would be asked if they were interested. If they were, then the name would appear on the Board's consent agenda. If the Board at that point wanted to ask for new candidates, the Board could disapprove the item and direct staff to request if any others were interested. At that point, letters of interest (if more than one was interested) could be submitted to the Executive Director and to be reviewed by a Governing Board Subcommittee of 2 or 3 members appointed by the Chair. One name would go

before the Board with the letter of interest. The incumbent would be allowed to submit a letter if interest if they desired. In this way, while not specifically a term limit, it is a method for the Board to look into the position every three years.

Difference Between the TAC and the PAC (See Attachment 3):
There are significant differences between the TAC and the PAC. The TAC requires members to provide technical input, serve on committees requiring a technical understanding of buses, streets/freeways, transit, and/or transportation demand/sustainability. They meet 10-12 times per year. They also vote on various matters. On the other hand, the PAC specifically requires (per Metro) high level policy experience on transportation issues. The TAC is not allowed to vote and they meet 4 times per year. It would be a rare occasion for the Alternate to need to attend. The groups require very different sets of skills and/or knowledge. Also, the TAC requires that if more than three consecutive absences occur by the Member or Alternate, that the appointing agency replace the individual. The PAC requires "regular" attendance.

Appointments Generally:
Alternative 1 proposes that the AVCJPA have uniform requirements and a uniform selection process for all Metro staff appointments, including TAC and PAC Members and Alternates. It works well for various different staff members to serve on the TAC as Member or Alternate or as the PAC Alternate. However, appointing the PAC Member in the same manner may not be as beneficial for the Governing Board. The Executive Director of a COG or JPA is in the best position to know what the Governing Board's policies are generally. Other JPAs/COGs all appoint their Executive Director to the PAC (with one exception). The COG Directors also have a phone conference once per month. During these calls, strategy is discussed along with many other issues. The PAC has been a topic of conversation – both the organization as well as individual topics raised by the PAC and how to strategize. If the Board chose to have someone other than the Executive Director be this representative, the overall strategy element would not be present. Further, since it is the Executive Director's job to advise the Governing Board on policy matters, it may be they are in the best position to know what the Board's policies are and to represent them during the TAC meetings.

RECOMMENDATION
That the Governing Board move to select Alternative 1, Alternative 2, return to the Previous Practice, or give direction to staff for another Alternative.

Attachments

1. Memo from South Pasadena detailing a proposed Alternative for staff appointments to Metro (Alternative 1)
2. Chart comparing Alternative 1 to Alternative 2
3. Descriptions of the TAC and the PAC Committees
4. Comparison of Countywide COG/JPA Appointments for staff level Metro Committees

ATTACHMENT 1

City of South Pasadena

Memo

Date: January 9, 2020

To: Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) Governing Board

From: Dr. Marina Khubesrian, South Pasadena City Councilmember and AVCJPA Governing Board Member

Re: Establishing Application Process and Minimum Requirements for Primary and Alternate Members Appointed to the Metro Transportation Advisory Committee and Metro Policy Advisory Committee

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The Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) Board appoints a primary and alternate member to both the Metro Transportation Advisory Committee (TAC) and Metro Policy Advisory Committee (PAC).

The Metro TAC was established in 1977 to provide technical assistance to Metro by reviewing and evaluating the various transportation proposals and alternatives within Los Angeles County. Transportation issues transmitted to the committee will include the funding, operation, construction and maintenance of streets and freeways, bus and rail transit, demand and system management, accessibility for the disabled and air quality improvements. The Metro PAC was established in early 2017 to review, comment and provide input on the draft Measure M Master Guidelines, the Long Range Transportation Plan (LRTP), and other work plans and policy areas that the Metro Board may request.

In order to aid the AVCJPA Board in selecting primary and alternate members for the TAC and PAC there should be a process to applying for the position and a set of minimum requirements used to select primary and alternate members. Below are a recommended process for applicants set of minimum requirements that should be considered for both the primary and alternate members:

- Term limits should be established for the PAC and TAC members and alternates
- Interested parties shall submit an application outlining their qualifications and relevant experience
- The proposed applicants should:
    - Serve in a decision and policy making and recommendation capacity for their agency.
    - Have seven (7) years of relevant transportation experience.
    - Demonstrative knowledge of transportation policy, operation, maintenance and construction.
    - Demonstrative knowledge in capital improvement projects' planning, budgeting, and execution.

- The AVCJPA should interview potential candidates possibly through a subcommittee and consider the final selected candidates at an open meeting.
- The selected member shall make a commitment to attend at least 70% of the proposed meetings. If absenteeism becomes an issue, the appointed member maybe eligible for replacement.
- The appointed member will be required to report back to the AVCJPA important and relevant information.

The AVCJPA Board participation in the Metro PAC and TAC allows an opportunity to improve transportation in the Arroyo Verdugo region. Establishing a process to appoint members with appropriate qualifications will ensure that the Board is placing members with relevant experience on these important committees capable of protecting the interest of all member agencies.

CC: Shahid Abbas, South Pasadena Public Works Director
Ann Wilson, AVCJPA Executive Director

ATTACHMENT 2

Alternates for Governing Board Appointments of TAC and PAC Members and Alternates

Qualifications

Alternative 1 (City of South Pasadena Proposal)	Alternative 2	
For both TAC and PAC Members and Alternates	*For both TAC Member and Alternate and PAC Alternate*	*For PAC Member Only*
Staff Member from AVCJPA Member Agencies	Staff Member from AVCJPA Member Agencies (works with AVCJPA TAC)	Executive Director
Serves in a decision-making and policy making and recommendation capacity for their agency.	No specific qualifications other than they must represent one of the member agencies in their professional capacity. Highly recommended that they have previously attended (the more, the better) the Committee meetings on which they wish to serve. Those interested in TAC should have more technical qualifications, but with a broad knowledge of transportation (not only one specialty), and those for PAC should be broad policy-based knowledge also with a broad (not necessarily technical) knowledge of transportation. But not required. Please see attached Metro purpose of each committee.	
Have seven (7) years of relevant transportation experience.		
Demonstrative knowledge of transportation policy, operation, maintenance and construction.		
Demonstrative knowledge in capital improvement projects' planning, budgeting, and execution		

Appointment Process

Alternative 1 (City of South Pasadena Proposal)	Alternative 2	
For both TAC and PAC Members and Alternates	*For both TAC Member and Alternate and PAC Alternate*	*For PAC Member Only*
Interested parties shall submit an application outlining their qualifications and relevant experience	1. Every three years from original appointment or re-appointment, incumbent is asked if they wish to continue to serve. If they do, consent item is placed on Board Agenda. If Board prefers to rotate, they can disapprove the consent item and ask for new volunteers. If they wish the person to continue, the Board would approve.	Board-appointed
The AVCJPA should interview potential candidates possibly through a subcommittee and consider the final selected candidates at an open meeting.	2. In the event of a vacancy, the ED asks for volunteers from the AVCJPA TAC. In the event of only one volunteer, it is brought to the Board as consent. In the event of more than one volunteer, those interested can submit letters of interest to the ED. The Chair would appoint a Subcommittee of two (or three) to review the letters and make one recommendation to the Board. Incumbent could apply.	
The selected member shall make a commitment to attend at least 70% of the proposed meetings. If absenteeism becomes an issue, the appointed member maybe eligible for replacement.	3. Board appoints.	
The appointed member will be required to report back to the AVCJPA important and relevant information.	4. Each appointed member will comply with rules of attendance established by Metro (see attached) and will report back any relevant information.	

Term

Alternative 1 (City of South Pasadena Proposal)	Alternative 2	
For both TAC and PAC Members and Alternates	*For both TAC Member and Alternate and PAC Alternate*	*For PAC Member Only*
Should be term Limits	Every three years, appointment would be examined as above.	None

ATTACHMENT 3

TAC Information (from TAC Member Handbook)

Meeting Schedule

First Wednesday of each month. (Approximately 10-12 meetings per year).

Role and Function

The Committee provides technical assistance to the Metro by reviewing and evaluating various transportation proposals and alternatives within Los Angeles County. Transportation issues discussed by the Committee include the funding, operation, construction and maintenance of streets and freeways, bus and rail transit, bikeway and pedestrian improvements, demand and system management, and air quality improvements. The Committee generally reviews and makes recommendations on transportation issues of countywide interest, such as the Metro's Call for Projects, Short and Long Range Transportation Plans, local, state and federal funding issues.

Responsibilities of TAC Members:

Committee members are expected to provide technical and professional input into discussions on a variety of transportation related issues pertaining to Los Angeles County.

[redacted]

TAC is composed of 35 members – 30 voting members and 5 non-voting (ex-officio) members.
There are four standing Subcommittees:
(1) *Bus Operations Subcommittee* - Review and provide technical input on bus operations, capital, and legislative issues.
(2) *Streets and Freeways Subcommittee* - Review and provide technical input on projects and issues related to traffic systems management, streets and freeways operations, programming seaports, airports access, goods movement, bikeways, pedestrian, and Transportation Enhancement Activities (TEA).
(3) *Local Transit Systems Subcommittee* - Provide technical input on issues affecting local transportation systems including fixed route circulation, commuter services, paratransit, transportation demand management (TDM), and rail feeder services.
(4) *Transportation Demand Management/Sustainability Subcommittee* – Provide technical input on TDM, air quality issues, Bicycle and Pedestrian improvements, TEA, and LACMTA plans and programs which implement a countywide transportation system that increases mobility, fosters walkable and livable communities, and minimizes greenhouse gas and environmental impacts.

Attendance Policy

After three consecutive absences at regular meetings by the member or alternate, the agency will automatically lose voting privileges. Privileges will not be reinstated until a notice is sent by the Metro notifying the agency of the absences. The appointing authority must then send a new letter to the Metro appointing the agency's new TAC member and alternate.

PAC Information (from Metro)

Overview

The Metro Policy Advisory Council (PAC) has been established to review, comment and provide input on the draft Measure M Master Guidelines (Guidelines), the Long Range Transportation Plan (LRTP), and possibly other work plans and policy areas that the Metro Board may request. The PAC will report directly to the Board, and its Committees as appropriate, on the issues being addressed at the PAC meetings. In order to ensure an equal, representative voice of all constituencies, the PAC is made up of three major constituency categories, each with 9 representatives reflective of a diverse coalition of stakeholders. The categories include transportation consumers – those who use or are impacted by our complex transport system; transportation providers – those who supply or regulate transportation infrastructure and services; and jurisdictions – representatives of elected bodies accountable to the needs of consumer and provider constituencies. In total, there are 27 representatives and 27 alternates on the PAC. **The PAC will provide high level policy input on the large policy issues facing mobility in the county.** As an example, an area of focus could be on issues of equity, system performance and delivery as it relates to countywide transportation projects or programs, as opposed to promoting project specific advocacy or debate, or addressing technical matters. Members do not represent their individual organization on the council—rather the constituency related to the seat—for example: air passenger and freight issues, not LAX or Burbank airport issues; clean air and water concerns, not EnviroMetro's agenda; the entirety of cities within the boundaries of the San Gabriel COG, not the COG itself. A member should never advocate for any single or individual agenda when receiving a variety of views from those represented. At its core, the PAC is advisory in nature. There will not be votes on any issues—indeed feedback to the board should reflect the full range of perspectives, not just the "majority" view on any subject.

Attendance

"Regular" attendance.

Note

The AVCJPA was not invited to be a part of the PAC until late in 2018. By that time, the monthly meetings had ceased, and they had become quarterly meetings, which they continue to be. Therefore, since the AVCJPA has been a member, there have been approximately 4 meetings. These meetings are not of a technical nature, in general, but focus broad transportation issues. As stated above, no decisions are allowed to be made by the PAC with a vote. They act in an advisory capacity only. From consensus comments only, Metro staff gathers information which they may or may not choose to pass along to the Board.

ATTACHMENT 4

Comparison: COG Selection of TAC/PAC Members and Alternatives

Position	West Side Cities COG	La Virgenes Malibu COG	North L.A. County Transportation Coalition	San Fernando Valley COG	South Bay Cities COG	San Gabriel Cities COG	Gateway Cities COG
TAC Member TAC Alternate	Board -approved. Letters of interest are gathered from all member agencies, all letters considered by Board publicly. Those interested can choose to submit qualifications or not.	Exec. Director finds interested person for Member and Alternate, then puts that before Board for approval.	Not represented on TAC (3 member cities already serve on TAC)	Exec. Director asks internal TAC, then ED vets and recommends one to Board for vote.	Exec. Dir. asks incumbent every 2 years if they are interested in continuing. If yes, the name goes to the Exec. Committee for receive and file. If no, ED asks member agency for volunteer. Getting volunteers difficult. Bd. Appoints.	Staff announces to Public Works TAC when there is an opening. The PW TAC holds discussion and they ask for a volunteer, and when one steps up, staff puts it on the next PW TAC meeting as a consent item, and then it goes to the Board as a consent item.	Appoint city public works staff as member and alternate. Nominations go to their transportation committee and one name for Board approval. Qualifications not formally reviewed.
PAC Member	Exec. Director (self-appointed)	Exec. Director (Bd. -approved)	Exec. Director (self-appointed)	Exec. Director (self-appointed)	Exec. Director (self-appointed)	Chief Engineer (Board-appointed)	Exec. Director
PAC Alternate	Self-appointed	ED proposes individual to Board for appointment.	Alternate appointed by ED	Alternate is Board appointed	Alternate appointed by ED (no Bd. action)	Executive Director (Board-appointed)	
Rotation?	Every 3 years, Incumbent is asked if interested in continuing to serve, if so, staff brings recommendation to re-appoint. If not, ED does a call for nominations.	No	No	No	Yes – for TAC only – approx. every 2 yrs. If no time limit, every 2 years	No	No

AVCJPA

Arroyo Verdugo Communities Joint Powers Authority

DATE: February 6, 2020

TO: Governing Board

FROM: Ann Wilson, Executive Director

SUBJECT: Resolution Establishing the Time, Place and Days of Regular Meetings and Rescinding Resolution 19-1

BACKGROUND

California Government Code § 54954 provides that (a) Each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. Meetings of advisory committees or standing committees, for which an agenda is posted at least 72 hours in advance of the meeting pursuant to subdivision (a) of Section 54954.2, shall be considered for purposes of this chapter as regular meetings of the legislative body.

The AVCJPA has been meeting at the City of La Cañada Flintridge City Hall Council Chambers at 4:00pm on the first Thursday of the month. The meetings have been quarterly, beginning in February. The last Resolution for this purpose was in 2019 because the City of La Cañada Flintridge moved its offices.

The reason for this change is that one of the four regular meetings falls on the first Thursday in May, which unfortunately coincides with the dates of the SCAG Regional Conference and General Assembly. In 2019, staff cancelled the Regular Meeting and scheduled a Special Meeting for the third Thursday in May. The Special meeting did conflict with the dates of the California Contract Cities Annual Conference (CCCA), but fortunately last year no members wished to attend. However, that conference always falls in that week.

To avoid future conflicts, this Resolution essentially states that only in the month of May the Governing Board will meet on the fourth Thursday of the month with all of the other provisions remaining constant.

FISCAL IMPACT: None

OPTIONS

1. Adopt Resolution 20-1 Establishing the time, place and days of regular meetings and rescinding Resolution 19-1
2. Give staff alternate direction

RECOMMENDATION

1. Adopt Resolution 20-1 Establishing the time, place and days of regular meetings and rescinding Resolution 19-1

Attachments

1. Resolution 20-1

ATTACHMENT 1

THE ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY
RESOLUTION NO. 20-1

A RESOLUTION OF THE GOVERNING BOARD OF THE ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY ESTABLISHING THE TIME, PLACE AND DAYS OF REGULAR MEETINGS AND RESCINDING RESOLUTION 19-1

WHEREAS, the California Government Code § 54954 provides that (a) Each legislative body of a local agency, except for advisory committees or standing committees, shall provide, by ordinance, resolution, bylaws, or by whatever other rule is required for the conduct of business by that body, the time and place for holding regular meetings. Meetings of advisory committees or standing committees, for which an agenda is posted at least 72 hours in advance of the meeting pursuant to subdivision (a) of Section 54954.2, shall be considered for purposes of this chapter as regular meetings of the legislative body; and

WHEREAS, at a Regular Meeting of the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) held on February 7, 2019, the AVCJPA Governing Board adopted Resolution 19-1, a schedule for regular meetings; and

WHEREAS, a schedule that presents an optimal schedule for the Governing Board members is contained in this Resolution.

NOW, THEREFORE, the Governing Board of the Arroyo Verdugo Communities Joint Powers Authority Steering Committee does hereby rescind Resolution 19-1 and adopt the following as its Regular meeting schedule and place:

Time: 4:00 p.m.

Place: City of La Cañada Flintridge City Council Chambers
One Civic Center Drive
La Cañada Flintridge, CA 91011

Schedule: Quarterly as follows:

- February of each year - 1st Thursday
- May of each year – 4th Thursday
- August of each year – 1st Thursday
- November of each year – 1st Thursday

PASSED, APPROVED and ADOPTED this 6th day of February 2020.

Terry Walker, Chair

ATTEST:

Ann Wilson, Executive Director

AVCJPA

Arroyo Verdugo Communities Joint Powers Authority

DATE: February 6, 2020

TO: Governing Board

FROM: Ann Wilson, Executive Director

SUBJECT: Verdugo Workforce Development Board Appointment

BACKGROUND

The Verdugo Workforce Development Board, or VWDB (formerly known as the Verdugo Workforce Investment Board), represents the cities of Burbank, Glendale and La Cañada Flintridge.

Appointments by the Verdugo Workforce Development Board must be approved by the AVCJPA Governing Board. Since the Joint Powers Agreement for the Verdugo Workforce Development Board only consists of Burbank, Glendale and La Cañada Flintridge, it is recommended that only those Governing Board Members vote and that the County, Pasadena and South Pasadena abstain on this item, since they are not parties to that Joint Powers Agreement.

Attached is a letter from the Board which lists further detail of those recommended for reappointment.

RECOMMENDATION

That the Members of the Governing Board of Burbank, Glendale and La Cañada (members of the Verdugo Workforce Joint Powers Agreement) reappoint the following to the Workforce with new expiration dates:

- Thomas Flavin (term to expire 2/14/23)
- BJ McGuire (term to expire 6/11/23)
- Julio Ruiz (term to expire 6/21/23
- Gavin Koon (term to expire 9/20/23)
- Onnig Bulanikian (term to expire 1/13/23)
- Cesar Valladares (term to expire 1/13/23)

Attachments

1. Report from Verdugo Workforce Development Board
2. VWDB Board Membership

ATTACHMENT 1

DATE: January 22, 2020

TO: Arroyo Verdugo Communities Governing Board Members of Burbank, Glendale and La Cañada Flintridge

FROM: Judith Velasco
Director, Verdugo Workforce Development Board

SUBJECT: Recommendation for (6) reappointments of membership on the VERDUGO WORKFORCE DEVELOPMENT BOARD

Reappointments

It is recommended that the Arroyo Verdugo Communities Governing Board Members of Burbank, Glendale and La Cañada Flintridge reappoint the following (6) members of the Verdugo Workforce Development Board for the specified term:

Business Representatives

- Thomas Flavin
  Chief Executive Officer, Burbank Chamber of Commerce
  New Reappointment expiration: February 14, 2023

- BJ McGuire
  Director, Human Resources (The Walt Disney Company)
  New Reappointment expiration: June 11, 2023

- Julio Ruiz
  Owner, Liquid Sky Sports
  New Reappointment expiration: June 21, 2023

Labor Representatives

- Gavin Koon
  Business Representative Operating Engineers, Local 501
  New Reappointment expiration: September 20, 2023

Other Category (Government, Economic, Community Development)

- Onnig Bulanikian
  Director, Community Services and Parks
  New Reappointment expiration: January 13, 2023

- Cesar Valladares
  Deputy Division Chief, Employment Development Department
  New Reappointment expiration: January 13, 2023

BACKGROUND:

The Joint Powers Agreement among the Verdugo Consortium Cities of Burbank, Glendale, and La Cañada Flintridge gives the authority to members of those cities in the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) to appoint and reappointment members of the Verdugo Workforce Development Board (VWDB). The federal Workforce Innovation and Opportunity Act (WIOA) require that majority of members are from business, twenty percent of the membership must be representatives from organized labor and the remainder from various public agencies, organized labor and nonprofit organizations.

CONCLUSION:

The attached updated membership roster for the Verdugo Workforce Development Board shows the current members already approved by the AVCJPA. This roster is consistent with the nomination and membership criteria required by the Workforce Innovation and Opportunity Act (WIOA) of 2014.

V W D B Verdugo Workforce Development Board
Serving Burbank, Glendale and La Cañada Flintridge

Verdugo Board Membership

#	Last Name	First Name	Organization	Membership
Total Business Members: 12				
1	**Aslanian**	**Ara**	Inverselogic, Inc.	Business
2	**Astorian**	**Greg**	ReMax Tri-City Realty	Business
3	**Burghdorf**	**Lucy**	Hollywood Burbank Airport	Business
4	**Darcey**	**James**	Copy Central	Business
5	**Espinoza**	**Marisol**	Southern California Gas Company	Business
6	**Flavin**	**Thomas**	Burbank Chamber of Commerce	Business
7	**Hacopian**	**Nicholas**	Glen West Management Co	Business
8	**Kukta**	**Debbie**	KO Properties, Inc.	Business
9	**McGuire**	**BJ**	The Walt Disney Company	Business
10	**Romero**	**Veronica**	PacFed Benefits Administrators	Business
11	**Ruiz**	**Julio**	LiquidSky Sports	Business
12	**Walker**	**Terry**	Providence St. Joseph Medical Center	Business
Total Labor Members: 5				
1	**Acosta**	**John**	Professional Musicians Local 47	Labor
2	**Casady**	**Lee**	IATSE Local 33	Labor
3	**Kaplan**	**Steve**	The Animation Guild, IATSE Local 839	Labor
4	**Koon**	**Gavin**	Operating Engineers, Local 501	Labor
5	**Sánchez**	**Teresa**	AFSCME District 36	Labor
Other				
Total Education & Training Members: 2				
1	***Lenz**	**Chris**	Cal State University LA - Career Dev. Svcs.	Education
2	****Ritterbrown**	**Michael**	GCC- Vice President, Instructional Services	Education
Total Government & Economic & Community development: 5				
1	**Bulanikian**	**Onnig**	City of Glendale, Comm. Services & Parks	Government
2	***Hamzoian**	**Mary**	City of Burbank, Economic Development	Economic Dev.
3	***Osipo-Peera**	**Nancy**	Department of Rehabilitation	WIOA Title IV
4	***Sanchez**	**Darlene**	City of Glendale, Economic Development	Economic Dev.
5	***Valladares**	**Cesar**	EDD	WIOA Title III

* = Member Required Under WIOA

** = Serves as a dual role representing Adult Education & Literacy, as well as Higher Education. GCC serves as the Adult School in Glendale.

Current Total membership: 24

Updated as of 10/09/2019

CITY OF SOUTH PASADENA

OFFICE OF THE CITY COUNCIL
1414 MISSION STREET, SOUTH PASADENA, CA 91030
TEL: (626) 403-7210 ▪ FAX: (626) 403-7211
WWW.SOUTHPASADENACA.GOV

Date: January 28, 2020
To: Arroyo Verdugo Subregion Steering Committee
From: Robert S. Joe, South Pasadena Mayor
Subject: SCAG Community, Economic and Human Development Committee Update

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Since August, the Community, Economic and Human Development (CEHD) Committee has met three times.

The following items were discussed by the CEHD to the Regional Council for action:

- Regional Housing Needs Assessment (RHNA) Determination from the California Housing and Community Development (HCD) Department
- Recommended Draft RHNA Methodology

The following items have been Received and Filed by the CEHD:

- Pedestrian Safety Month
- Executive Administration Committee Retreat Housing Discussion Follow-Up
- Connect SoCal Job Center Strategies
- SB 2 Housing Funding for Local Jurisdictions
- Legislative Update (Focus on Housing)
- Walktober and International Walk to School Month
- Connect SoCal Environmental Justice Report
- Local Government Planning Support Grants Program
- Connect SoCal's Envisioned Growth/Sustainable Communities Strategy
- Economic Impacts of the Housing Crisis
- SCAG Obligation Letter to HCD
- HCD Response Letter to SCAG
- Summary of Written Comments Received

The next meeting will be held on February 6, 2020.

AVCJPA

Arroyo Verdugo Communities Joint Powers Authority

DATE: February 6, 2020

TO: Governing Board

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

SUBJECT: Metro Technical Advisory Committee (TAC) Update

BACKGROUND

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 major projects or programs discussed at TAC since the AVCJPA Governing Board met in December.

DISCUSSION

Metro Active Transport (MAT) Program Update

Metro staff provided an update on the Metro Active Transport (MAT) Program. The Measure M Transportation Sales Tax adopted in 2016 includes approximately $1.68 billion (or 2 percent of the total revenue) to fund active transportation projects over the next 30 years. This funding is specifically geared towards improving first-last-mile connections at transit stations, and improving selected active transportation corridors throughout the county. Allocation of this funding will be through a periodic (every 2 to 5 years) grant solicitation process whereby cities and other LA County agencies can apply for funding for projects that meet this criteria. The Metro Board was asked to approve the first grant cycle 1 at their January 2020 meeting. If approved, the first Cycle 1 grant solicitation would begin in February and would close in April. Since some of the identified first-last mile transit centers and active transportation corridors are located within Arroyo Verdugo Communities JPA cities, city staff should review the grant program and determine if seeking funding under this new program will support active transportation planning efforts in each city. A brief Metro presentation about this new grant program is attached to this staff report.

FISCAL IMPACT

There is no Fiscal Impact to receive this TAC update.

RECOMMENDATION

Note and File.

Next stop: access to opportunity.

Metro Active Transport (MAT) Program

Technical Advisory Committee

January 8, 2020

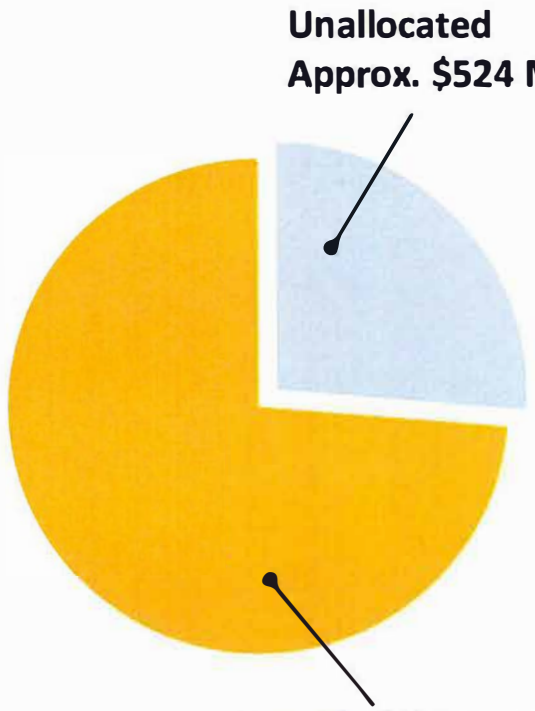
Metro

Recommendation

1. **Approve**
   - Metro Active Transport, Transit and First/Last Mile (MAT) Program Cycle 1
2. **Authorize**
   - CEO or designee to initiate a project selection process

Active Transportation Funding

Measure M established a 2% Active Transportation Fund



Specified/Allocated:

- **MAT Program Approx. $1.68 B***
- **LA River Path Approx. $58 M****

Metro Active Transport (MAT) Program

- $1.68 billion Measure M funding *(adjusted for inflation)*
- Multi-year, competitive program
- Regular cashflow (Cycle 1 - $75 M through FY25)
- Administrative Procedures (approved Sept. 10)

PAC Guidance

- Streamline process
- Implement existing policies
- Target to need

* Year of Expenditure $
** Current estimate Measure M 2% funding

Metro

Cycle 1 Overview: Categories

Active Transportation Corridors

Objectives/Benefits

- Move Active Transportation Strategic Plan (ATSP) regional network vision into action
- Create partnerships for regional scale corridors
- Target high need; prompt complex projects
- Create pipeline for future investment

Cycle 1 Funding

- Up to 8 Projects
- $4 - 8 M each
- Conceptual development through construction

FLM Priority Network

Objectives/Benefits

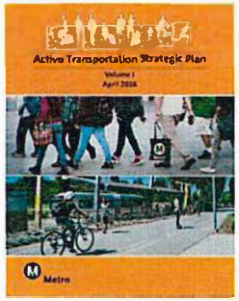
- Move ATSP vision for station areas into action
- Test FLM Toolkit/Pilot streamlined delivery
- Target high need
- Create highly visible "transit zones"
- Create pipeline for future investment

Cycle 1 Funding

- Up to 10 projects
- $500 K - 5 M each
- Conceptual development through construction

Metro

Cycle 1 Eligible Project List Development



Eligible Projects Originated from ATSP (adopted 2016):

- 186 Active Transportation Corridors
- 661 stations and stops

Active Transportation Corridors

Screening Criteria

- Greater than 3 miles in length
- Identified 160 total corridors
- Ranked by safety, equity, connectivity factors

Eligible Project List

- Top 25 invited to apply

FLM Priority Network

Screening Criteria

- FLM Policy (Board Motion 14.1) identified 269 stations
- Ranked by safety, equity, connectivity factors

Eligible Project List

- Top 138 locations invited to apply

Cycle 1 Timeline

PROGRAM DEVELOPMENT

- **Oct 2018- Jun 2019:** Policy Advisory Council/Working Group (4 meetings)
- **August 26, 2019:** Notice of Cycle Initiation
- **Sept 10, 2019:** Approval of Administrative Procedures
- **Sept 10, 2019:** Program Workshop

UPCOMING

- **Jan 2020:** Cycle 1 Board Approval Request
- **Feb 2020:** Solicitation Opens
- **Apr 2020:** Letters of Interest Due
- **May 2020:** Project Selection
- **July 2020:** Board Consideration of Selected Projects
- **Sep 2020:** Agreements / Project Initiation