



Arroyo Verdugo Communities Joint Powers Authority

REVISED
NOTICE AND AGENDA
REGULAR MEETING

POSTED
Friday,
March 26, 2021

**ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY (AVCJPA)
GOVERNING BOARD**

Thursday, April 1, 2021 at 4:00 p.m.
City of La Cañada Flintridge Council Chambers
One Civic Center Drive
La Cañada Flintridge, CA 91011

SPECIAL NOTE: DUE TO CORONAVIRUS (COVID-19) THE PUBLIC IS ENCOURAGED TO LISTEN TO THE MEETING VIA TELECONFERENCE
TO JOIN THE MEETING DIAL: (669) 900-9128 AND ENTER MEETING NUMBER 974 0926 3699

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE MEETING: BY EMAILING: avpubliccomment@lcf.ca.gov

**SHARON SPRINGER, CHAIR
DANIEL BROTMAN, VICE-CHAIR
JON PRIMUTH, MEMBER
ANDY WILSON, MEMBER
DAVID PERRY, MEMBER
TERRY WALKER, MEMBER**

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)

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 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

GOVERNOR'S EXECUTIVE ORDER N-25-20 – In accordance with Executive Order N-25-20 the Arroyo Verdugo Joint Powers Authority is authorized to make public meetings accessible electronically for members of the public wishing to address Governing Board during the Public Comment portion of the meeting.

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: March 26, 2021

Ann Wilson, Executive Director

REGULAR AVCJPA GOVERNING BOARD MEETING Thursday, April 1, 2021 at 4:00 p.m.

PRELIMINARY BUSINESS

I. CALL TO ORDER

II. ROLL CALL

III. COMMENTS FROM THE PUBLIC

PROCEDURE TO SUBMIT PUBLIC COMMENTS FOR ITEMS: (1) NOT ON THE AGENDA, (2) CONSENT CALENDAR ITEMS, AND/OR (3) NON-PUBLIC HEARING ITEMS:

If you are interested in addressing the Governing Board regarding items not listed on this agenda, consent calendar items, or items listed on the agenda that are not "Public Hearing" items, please submit your comment(s) via e-mail to avpubliccomment@lcf.ca.gov.

Emails will be accepted beginning at the time this agenda is posted on the City of La Cañada Flintridge, the City of South Pasadena or the City of Glendale's bulletin board and/or website(s), up through and until the conclusion of the acknowledgement and receipt of all submitted public comment(s) under either: (1) "COMMENTS FROM THE PUBLIC" (for non-listed or consent calendar items); or (2) at the time "public comments" are closed for an item appearing on the agenda (except Public Hearing items – see below). Emailed public comments will be read in the order that they are received. E-mail submissions will: (1) be acknowledged as received by the Executive Director or Board Clerk and will be read aloud; (2) be included in the official minutes of the meeting; and (3) be transmitted to each Governing Board member at the time it is received. Any e-mails received prior to the posting of this agenda or after the close of the "COMMENTS FROM THE PUBLIC" portion of the meeting or the particular agenda item, will be treated as an informational email only and forwarded to each Governing Board member but will NOT be included in the minutes of the meeting.

For items on the agenda, emails received prior to the posting of this agenda or after the "public comments" period for that particular agenda item will be treated as an informational email only and forwarded to each Governing Board member but will NOT be included in the minutes of the meeting. Such informational emails may be included in the official "administrative record" of a matter if included in the City Council's deliberation and decision-making process of that particular matter.

All emails received, whether included in the minutes of the meeting or not, are considered "public records" and subject to disclosure to the public upon request (unless otherwise exempted as provided under the California Public Records Act).

IV. PRESENTATIONS

A. AVCJPA Staff Report and Presentation by Metro Regarding NOHO to Pasadena BRT Line Project

Presenter: Scott Hartwell, Transportation Planner, Metro

Staff Recommendation: To Receive and File

- B. Presentation by Metro Regarding the Fareless System Initiative (FSI)
Presenter: Dennis Tucker, Program Manager, Metro
Staff Recommendation: To Receive and File

V. **CONSENT CALENDAR**

- A. Approval of the Arroyo Verdugo Subregion Minutes for the Meeting of February 4, 2020
Staff Recommendation:
To Approve Minutes of February 4, 2020
- B. Treasurer's Report through March 22, 2021
Alex Kung , Treasurer, AVCJPA
Staff Recommendation:
Receive and File
- C. Warrant Resolution
Alex Kung , Treasurer, AVCJPA
Staff Recommendation:
Receive and File

VI. **PUBLIC HEARINGS - None**

VII. **OTHER BUSINESS**

- A. AVCJPA Financial Policies
Presenter: Alex Kung, Treasurer
Staff Recommendation:
That the AVCJPA adopt the AVCJPA Financial Policies (Attachment "A of this report)
- B. Transportation Legislative Update
Presenter: Ann Wilson, Executive Director
Staff Recommendation:
Receive and File
- C. AVCJPA Work Plan 2021-2025
Presenter: Ann Wilson, Executive Director
Staff Recommendation: That the Governing Board Adopt the AVCJPA Work Plan for 2021-2025 (attached to this report)
- D. AVCJPA Organization Chart
Presenter: Ann Wilson, Executive Director
Staff Recommendation: That the Governing Board approve the AVCJPA Organization Chart (attached to this report)
- E. AVCJPA Strategic Project List for Submission to Metro for Short Range Transportation Plan (SRTP)
Presenter: Ann Wilson, Executive Director
Staff Recommendation: That the Governing Board approve the attached list of projects and direct the Executive Director to submit the list to Metro
- F. Possible Selection of AVCJPA Project for Federal Government "Earmark" Funding

Presenter: Ann Wilson, Executive Director

Staff Recommendation: That the Governing Board choose on of the below options at their discretion:

1. Select a transportation project or ranked projects and direct the Executive Director to cause the application to be completed and submitted prior to or on April 9th.
2. Do not select a project.
3. Give staff further direction.

G. Legal Services Agreement Between the AVCJPA and the Cities of Burbank and Glendale.

Presenter: Ann Wilson, Executive Director

Staff Recommendation: It is recommended that the Governing Board approve the attached agreement and authorize the Executive Director to sign the Agreement on behalf of the AVCJPA.

VIII. REPORTS – INFORMATION ONLY

A. Reports from AVCJPA Elected Appointees

1. SCAG Appointee Reports
2. League Appointee Report (no Report this meeting)

Staff Recommendation:

To Receive and File Reports

B. Report from AVCJPA Metro TAC Representative

Presenter: David Kriske

Staff Recommendation:

To Receive and File

C. Report from AVCJPA Executive Director

Presenter: Ann Wilson, Executive Director

Staff Recommendation:

To Receive and File

IX. REMAINING PUBLIC COMMENTS – IF ANY

X. COMMENTS FROM MEMBERS

XI. ADJOURN

**Next Regular Meeting:
Thursday, June 3, 2021, at 4:00 p.m.**

This information is tentative, and the schedule, time and location are subject to change.



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REGULAR MEETING OF THE GOVERNING BOARD

MINUTES

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY

Thursday, February 4, 2021 - 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 Springer called the meeting to order at 4:04 p.m.

II. ROLL CALL

Present: Sharon Springer, Chair
Daniel Brotman, Vice-Chair
Jon Primuth, Member
Andy Wilson, Member
David Perry, Member
Terry Walker, Member

III. COMMENTS FROM THE PUBLIC

None.

IV. WELCOME NEW MEMBERS PRIMUTH AND WILSON

Chair Springer welcomed Members Primuth and Wilson.

V. APPOINTMENT OF TREASURER

Executive Director Wilson presented the staff report.

MOTION

Member Primuth moved and Vice Chair Brotman seconded a motion to appoint Alex Kung as the Treasurer. The question was called and the motion carried unanimously.

VI. PRESENTATIONS

A. AVCPJA Staff Report and Presentation by Metro Regarding Highway Modernization

Presenter (Staff): Ann Wilson, Executive Director

Presenter (Metro): Isidro Panuco, Sr. Mgr., Transportation Planning, Metro

Staff Recommendation: To (1) Receive and File the Metro Presentation and (2) Approve the attached letter to Metro to be sent with any amendments and authorize the Chair to sign it on behalf of the Governing Board.

Senior Manager Panuco, Metro Transportation Planning, presented the proposed revisions to the guidelines for Measures M and R. He stated they were seeking comments or suggested changes from local jurisdictions.

Vice Chair Brotman stated it appeared that the modifications provided more flexibility, rather than mandating reallocation. Mr. Panuco discussed comments provided by other jurisdictions.

Member Perry explained the intent to add flexibility. He read the lead paragraph for Measure R guidelines and concern about preventing funding for future highway improvements. He stated everyone seemed to be in favor of the flexibility. Mr. Panuco concurred with concerns regarding limiting the ability to develop future projects, particularly if vehicle miles traveled was not reduced.

Executive Director Wilson read the draft letter for Board consideration.

In response to Member Wilson, Mr. Panuco discussed VMT as a metric. He indicated the comments received suggested the metrics be determined by each jurisdiction.

Vice Chair Brotman indicated support for the draft letter and stated he was not concerned with VMT as the litmus test, but suggested safety be considered.

Member Wilson requested the jurisdiction have flexibility to consider safety as a metric.

Executive Director Wilson discussed the deadline for comments. Mr. Panuco indicated they were waiting on the AVCPJA.

Member Wilson stated one metric seemed overly restrictive and suggested use of other metrics to substantiate the benefit including VMT, safety and other metrics.

CONSENSUS

By consensus, the board determined to amend the letter to indicate each Subregion should retain jurisdictional flexibility to use other metrics.

Member Perry expressed concern with the last sentence of Paragraph 6, "The highway modernization policy should exclude additional lane widening on freeways and support other forms of transportation solutions." and expressed concern that the Subregion would then be advocating for potentially handicapping other subregions and their desire to do those types of improvements. He suggested the subregion indicate its position but respecting the ability of the other subregions.

Chair Springer suggested indicated that the AVCJPA did not support freeway widening for its region.

Member Wilson suggested adding "in our subregion".

Vice Chair Brotman stated he would prefer retaining the statement opposing freeway widening but he could go along with the proposed change.

Executive Director Wilson discussed the subregion and JPA history of being against freeway widenings as a result of the 710 project and informed the Board that there were other COGS that supported freeway widening in their areas.

Member Walker stated the point was to encourage local control and agreement with no freeway widenings in the JPA region.

MOTION

Member Wilson moved and Member Perry seconded a motion to (1) Receive and File the Metro Presentation and (2) Approve the letter to Metro to be sent with any amendments and authorize the Chair to sign it on behalf of the Governing Board. The question was called, and the motion carried unanimously.

- B.** AVCJPA Staff Report and Presentation by Metro Regarding the NoHo to Pasadena BRT Line Project
Presenter (Staff): Ann Wilson, Executive Director
Presenter (Metro): Gary Byrne, Senior Transportation Manager, Metro
Staff Recommendation: To (1) Receive and File the Metro Presentation and (2) Approve the attached letter to Metro to be sent with any amendments and authorize the Chair to sign it on behalf of the Governing Board.

Senior Transportation Manager Byrne presented a PowerPoint including a project overview, background, project benefits, proposed project key statistics, Draft Environmental Impact Report (EIR) highlights, and next steps.

Vice Chair Brotman asked the timeline for making the final decision on routes. Mr. Byrne stated the Metro Board would make the final decision in April.

Chair Springer asked about the 30 rides modeling. Mr. Byrne explained that the modeling included all lines and demographics. He stated there was consideration of converting to rail but that would be far in the future.

Member Wilson asked if the models were being updated based on more people working from home. Mr. Byrne stated the ridership model had not been updated since COVID. Member Wilson suggested consideration of changes in behavior.

Executive Director Wilson asked if Metro was continuing to work with local cities. Mr. Byrne indicated they were still meeting with local jurisdictions. Executive Director Wilson discussed the cost being charged to Arroyo Verdugo and potential to go back to reallocate costs, if the Eagle Rock alternative was chosen. If this alternative is chosen, the cost to the AVCJPA might lessen.

Member Primuth asked if the traffic signal prioritization was midrange or most aggressive. Mr. Byrne explained that the time savings came from bus lanes and stops.

Member Wilson asked about removal of fare boxes. Mr. Byrne discussed the potential removal and explained that the fares would remain the typical Metro fares.

MOTION

Member Wilson moved and Vice Chair Brotman seconded a motion to (1) Receive and File the Metro Presentation and (2) Approve the attached letter to Metro to be sent with any amendments and authorize the Chair to sign it on behalf of the Governing Board. The question was called, and the motion carried 6-1, Member Walker abstained.

- C. AVCJPA Staff Report and Presentation by Metro Regarding the Measure M Equity Program
Presenter (Staff): Ann Wilson, Executive Director
Presenter (Metro): Craig Hoshijima, Deputy Executive Officer, Countywide Planning & Development, Metro

Staff Recommendation: To (1) Receive and File the Metro Presentation and (2) Approve the attached letter to Metro to be sent with any amendments and authorize the Chair to sign it on behalf of the Governing Board.

Deputy Executive Officer Hoshijima presented a PowerPoint about the Metro Subregional Equity Program including background, funding amounts by subregion, key considerations, and next steps.

Executive Director Wilson provided suggested amendments included in the letter.

MOTION

Member Primuth moved and Vice Chair Brotman seconded a motion to (1) Receive and File the Metro Presentation and (2) Approve the letter to Metro to be sent with any amendments and authorize the Chair to sign it on behalf of the Governing Board. The question was called and the motion carried unanimously.

- D. Report from Metro Regarding Metro Recovery
Presenter: Mark Vallianatos, Executive Officer, Innovation, Metro
Staff Recommendation: To Receive and File

Mr. Vallianatos provided an update Metro's Recovery Task Force including challenges, task force goals, and recommendations to improve mobility and advance equity.

MOTION

Vice Chair Brotman moved and Member Wilson seconded a motion to receive and file the report. The question was called and the motion carried unanimously.

- E. Report from Metro Regarding Traffic Reduction
Presenter: Tham Nguyen, Senior Director, Office of Extraordinary Innovation, Metro
Staff Recommendation: To Receive and File

Ms. Nguyen presented Metro's report regarding traffic reduction including Metro's 10-year strategic plan, traffic reduction pilot program, importance of equity in informing the development and analysis of concepts, anticipated schedule, listening session, opportunities for significant traffic reduction, concepts for analysis, pricing models, pricing to manage demand, next steps and virtual public meetings.

Member Wilson thanked Ms. Nguyen for the presentation, stating that some of the ideas may be controversial but were also very innovative.

In response to a question from Vice Chair Brotman, Ms. Nguyen indicated that the potential locations will be presented at the upcoming public meeting.

In response to a question from Chair Springer, Ms. Nguyen indicated that Metro has a number of projects underway that are intended to deal with traffic congestion, including the regional connector project that will connect the Blue and Gold Metro lines by 2028.

MOTION

Member Wilson moved and Vice Chair Brotman seconded a motion to receive and file the report. The question was called and the motion carried unanimously.

VII. CONSENT CALENDAR

- A. Approval of the Arroyo Verdugo Subregion Minutes for the Meeting of November 5, 2020

Staff Recommendation:

To Approve Minutes of November 5, 2020

- B. Treasurer's Report through January 21, 2021

Alex Kung, Treasurer, AVCJPA

Staff Recommendation:

Receive and File

- C. Warrant Resolution

Alex Kung, Treasurer, AVCJPA

Staff Recommendation:

Receive and File

MOTION

Member Perry moved and Member Primuth seconded a motion to approve the Consent Calendar. The question was called and the motion carried unanimously.

VIII. PUBLIC HEARINGS – None

IX. OTHER BUSINESS

- A. Appointments to Southern California Association of Governments (SCAG) Policy Committee Representatives

1. SCAG Community, Economic and Human Committee (CEHDC)

2. SCAG Transportation Committee (TC)

Presenter: Ann Wilson, Executive Director

Staff Recommendation:

That the Chair take nominations individually for each position, and that the Board vote on each position and direct staff to inform SCAG of the new appointees.

MOTION

Chair Springer moved and Vice Chair Brotman seconded a motion to nominate Alternate Schultz as the SCAG Community, Economic and Human Committee (CEHDC) appointee. The question was called and the motion carried unanimously.

MOTION

Vice Chair Brotman moved and Chair Springer seconded a motion to nominate Member Primuth as the SCAG Transportation Committee (TC) appointee. The question was called and the motion carried unanimously.

B. Report of Audit, Year End June 30, 2020

Presenter: Alex Kung, Treasurer

Staff Recommendation:

Receive and File

Treasurer Kung provided an overview of the audit indicating no findings.

MOTION

Member Walker moved and Member Wilson seconded a motion to receive and file the report. The question was called and the motion carried unanimously.

C. Verdugo Workforce Appointment

Presenter: Director, Verdugo Workforce Development Board

Staff Recommendation: That the AVCJPA Governing appoint the following candidate to the Verdugo Workforce Investment Board:

New Appointment:

- Pamela Marcello

Judith Velasco, Executive Director of Verdugo Workforce Development Board, recommended Ms. Pamela Marcello be appointed.

MOTION

Member Wilson moved and Member Primuth seconded a motion to appoint Pamela Marcello to the Verdugo Workforce Investment Board. The question was called and the motion carried unanimously.

X. REPORTS – INFORMATION ONLY

A. Reports from AVCJPA Appointees

1. SCAG (Energy, & Environment Committee (EEC)) – Representative Member Daniel Brotman – Oral Report
2. League of California Cities – L.A. County Division - Diana Mahmud – Report Attached

Staff Recommendation:

To Receive and File Reports

Vice Chair Brotman reported on the January 7th meeting at which the committee finalized a climate change resolution. He summarized the reports presented at the February 4th meeting including reports on the Southern California Green Print, Governor's Strategy on zero emission goals, and virtual tour of LA County food waste processing facility.

Member Wilson left the meeting.

B. Report from AVCJPA TAC Representative

Presenter: David Kriske

Staff Recommendation:

To Receive and File

Mr. Kriske provided updates on the TAC discussions including fare-less buses, active transportation grants, highway modernization, and travel rewards pilot project.

Member Primuth asked what was innovative about the pilot. Mr. Kriske indicated he would follow to see what was contemporary.

C. Report from AVCJPA Executive Director (Oral)

Presenter: Ann Wilson, Executive Director

Staff Recommendation:

To Receive and File

Executive Director Wilson stated they were working on the website. She stated the goals and work plan from strategic plan would be presented to the Board at its April meeting and written financial policies and procedures were being prepared for board adoption.

XI. REMAINING PUBLIC COMMENTS – IF ANY

XII. COMMENTS FROM MEMBERS

XIII. ADJOURN

MOTION

Chair Springer adjourned the meeting at 6:05 p.m.



Arroyo Verdugo Communities Joint Powers Authority

DATE: April 1, 2021
TO: Governing Board
FROM: Alex Kung, Treasurer
SUBJECT: Treasurer's Report

BACKGROUND

Attached for your information is the latest Treasurer's Report with activity through March 22, 2021.

Currently, all Metro reimbursements have now been received and recorded. Total actual revenues are lower than total budgeted revenues by \$8,136. This is primarily a result of less revenues collect in membership dues because in Fiscal Year 2019-2020 each agency advanced funds to the AVCJPA to pay for consulting fees. Actual membership dues collected in Fiscal Year 2020-2021 reflects current year dues minus the advances contributed by each agency in the prior fiscal year.

Since our last meeting, there was little activity and actual total expenditures only increased \$420 due to the purchase of the Treasurer's surety bond.

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 3/22/2021

Arroyo Verdugo Communities Joint Powers Authority
TREASURER'S REPORT
FY 2020-21

as of 3/22/2021

REVENUES		Budget	Actual
4395	Membership Dues		
	City of Burbank	\$ 7,773.00	\$ 6,137.00
	City of Pasadena	\$ 9,236.00	\$ 7,294.00
	County of Los Angeles	\$ 4,114.00	\$ 3,248.00
	City of Glendale	\$ 10,693.00	\$ 8,453.00
	City of La Canada Flintridge	\$ 4,912.00	\$ 3,879.00
	City of South Pasadena	\$ 4,352.00	\$ 3,436.00
4411	Subregional Measure M Funding (Metro Reimb.)	\$ 16,849.00	\$ 17,894.73
	Strategic Plan Carryover	\$ 9,694.00	\$ 9,134.35
4610	Interest Income	\$ -	\$ 10.78
	Total Revenues	\$ 67,623.00	\$ 59,486.86
EXPENSES		Budget	Actual
5003	Salaries - Other		\$ -
	Executive Director (salary x 18%)	\$ 21,500.00	
	Management Intern (Board Clerk) (30 hours)	\$ 580.00	
6038	Lease Agreements	\$ -	\$ 1.00
6041	Insurance Premiums	\$ 11,500.00	\$ 7,431.54
6054	Training	\$ -	\$ -
6061	Professional Services		
	Minutes Preparation	\$ 1,800.00	\$ 825.00
	Financial Audit	\$ 3,200.00	\$ 3,150.00
	Measure M Consultant	\$ 16,849.00	\$ 9,700.74
	Strategic Plan Consultant	\$ 9,694.00	\$ 9,134.35
	Tax Filing Fee and Attorney Time		\$ -
	Bank Fees		\$ -
	Set-Aside for Reserves	\$ 2,500.00	\$ -
	Total Expenditures	\$ 67,623.00	\$ 30,242.63
REVENUES LESS EXPENSES:		\$ -	\$ 29,244.23



Arroyo Verdugo Communities Joint Powers Authority

WARRANT RESOLUTION NO. 21-__ (Informational)

The following payment has been issued by the Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) since the report of its prior meeting on February 4, 2021. A total of \$420.00 was expended for the Treasurer's bond. This was all the activity from 1/20/21 – 3/22/21.

Check Warrant April 1, 2021

Checks issued 1/20/21 – 3/22/21

Check Date	Check Number	Payee	Description/Purpose	Amount
3/17/21	49	Arthur J. Gallagher & Co.	Treasurer's Bond	\$420.00
				\$420.00



Arroyo Verdugo Communities Joint Powers Authority

DATE: April 1, 2021
TO: Governing Board
FROM: Alex Kung, Treasurer
SUBJECT: Motion approving adoption of the Finance Policies and Procedures as identified in Attachment A

BACKGROUND

In the past, the AVCJPA Board has provided direction on various financial policies that provides staff with clarity and consistency in managing the financial operations of the Authority. In an effort to consolidate and memorialize in writing these financial policies, staff has prepared the Finance Policies and Procedures document (Attachment A) and is recommending the document for adoption. This document will service as the financial guide to provide direction for current and future staff. In addition, as financial operations become more complex, staff will have the ability to update this document with additional financial policies and procedures as need be. The proposed Finance Policies and Procedures document provides guidance for the following five sections:

- 1) Accounts Payable
- 2) Billing
- 3) Cash Management
- 4) Financial Reporting
- 5) Budgeting

Accounts Payable

Currently, invoices are processed and paid either through the Standard Cycle or the Urgent Checks Out of Cycle process. In Standard Cycles, staff processes approved invoices for payment, and provides the Governing Board the Warrant Resolution which includes a list of payments for their approval at their regular meetings. If approved, the checks require two signatures from the Governing Board member of the Treasurer's Agency and the Executive Director. An alternate (elected Board Member) signatory is also able to sign checks.

The second process known as the Urgent Checks process allows the Executive Director to approve payment up to \$2,000 on items deemed necessary without prior approval of the Board, and only if such expenditures will not exceed estimated year end reserve. Since the Board meets six times a fiscal year, staff wanted to ensure vendors are paid timely and no late fees are incurred, thus the need may arise to pay a vendor prior to the Board meeting.

Staff is recommending to allowing out of cycle checks in excess of \$2,000 if the Executive Director obtains approval from the AVCJPA Chairperson. This request provides staff additional flexibility to endure vendors are paid timely and penalties are incurred.

In each of these scenarios, urgent checks will still require two signatures and the disbursements will still be documented on the next Warrant Resolution but as an early release.

Billing

The Billing sections provides guidelines to ensure bills are prepared accurately and timely which allows the Authority to generate revenues to maintain operations. Currently, the only bills that staff generates are annual membership dues to each member's agency and approved project reimbursement requests that are submitted to Metro.

Cash Management

Cash Management policies and procedures are necessary to safeguard the Authority's cash accounts and are required to ensure funds are available to maintain daily operations. Performing timely bank reconciliations and cash analysis ensures staff has accurate information regarding whether funds are available to meet operations and to identify any fraudulent transactions.

Purchasing

Purchasing policies and procedures helps to ensure approved goods and services are purchased within budget and the necessary guidelines are met to make the purchase. Currently, staff follows the general guideline set out in the City of Pasadena's Purchasing Policy. Staff is currently reviewing those policies and procedures and will advise the Board of any additional recommendations.

Financial Reporting

To promote and maintain transparency, staff prepares annual financial statements, in compliance with generally accepted accounting principles (GAAP) and the Governmental Accounting Standards Board (GASB). The financial statements are also audited by an independent CPA firm to ensure financial records are in accordance with GAAP. Staff will continue to provide interim Treasurer Reports at each meeting to keep the Board apprised of changes to actual revenues and expenditures versus budgeted amounts.

Budgeting

Budgeting policies and procedures assist the staff and Board in managing current financial needs of the Authority and aids in making future financial decisions for the Board. Budgets are also used as a benchmark to evaluate actual performances versus expectations. The annual budget is prepared by staff and presented to the Board prior to July 1 of each year. The budget includes estimated revenues and expenditures, beginning and ending changes in fund balance, and a reserve balance that the Board has set aside.

This document will service to ensure that finance policies and procedures are memorialized in writing and assists staff in making sure these guidelines are being met.

FISCAL IMPACT

None

OPTIONS

1. Approve Attachment A – Arroyo Verdugo Community Joint Powers Authority Finance Policies and Procedures dated April 1, 2021;
2. Approve an amended policy;
3. Provide staff with other direction.

RECOMMENDATION

Staff recommends Option 1, Approve Attachment A – Arroyo Verdugo Community Joints Power Authority Finance Policies and Procedures dated April 1, 2021.

Attachment A: AVCJPA Finance Policies and Procedures

Arroyo Verdugo Communities Joint Powers Authority

Finance Policies and Procedures

**Adopted by the AVCJPA Governing Board
April 1, 2021**

FINANCE POLICIES AND PROCEDURES

- I. INTRODUCTION**
- II. ACCOUNTS PAYABLE**
- III. BILLING**
- IV. CASH MANAGEMENT**
- V. PURCHASING**
- VI. FINANCIAL REPORTING**
- VII. BUDGETING**

FINANCE POLICIES AND PROCEDURES

1. INTRODUCTION

The Arroyo Verdugo Communities Joint Powers Authority (AVCJPA) is a Joint Powers Authority of comprised of the following six agencies: The City of Burbank, the County of Los Angeles 5th District (La Crescenta/Montrose), the City of Glendale, the City of La Canada Flintridge, the City of Pasadena, and the City of South Pasadena.

The purpose of this document is to record the policies and procedures in practice for accounting, cash management, budgeting and reporting of financial information.

This manual has been developed to conform with GAAP (Generally Accepted Accounting Principles) as applied to governmental agencies.

TREASURER:

Appointment and Duties

The Treasurer is appointed by the Governing Board pursuant to the Joint Powers Agreement: Section 13. Designation of Treasurer and Auditor. *The Governing Board shall, in accordance with applicable law, designate a qualified person to serve as the Treasurer for the Authority and a qualified person to serve as the Auditor of the Authority. If the Governing Board so designates, and in accordance with provisions of applicable law, a qualified person may hold both the office of Treasurer and the office of Auditor of the Authority concurrently. The compensation, if any, of a person or persons holding the offices of Treasurer and/or Auditor shall be set by the Governing Board. Arroyo Verdugo Joint Powers Authority-*

Section 14. Treasurer and Auditor Duties. *Unless as otherwise amended by action of a Bylaws amendment approved by the Governing Board, the City of La Cañada Flintridge's Director of Finance shall hold the position of Treasurer of the Authority and shall have charge of the depositing and custody of all funds and property held by the Authority. The Treasurer shall 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. The Authority is responsible for the strict accountability of all funds and reports of all receipts and disbursements. It will comply with every provision of law relating to the establishment and administration of funds, particularly Section 6505 of the California Government Code. The person appointed by the Governing Board to hold the position of Auditor of the Authority shall ensure that an annual performance of financial review of the Authority's revenue and expenditures is conducted and shall report as such to the Governing Board and perform such other functions as may be required by provisions of applicable law, this Agreement, duly adopted Bylaws and/or by the direction of the Governing Board.*

If amended, the Joint Powers Agreement provisions regarding the Treasurer shall supersede this document.

Once the Treasurer is appointed by the Governing Board, the Executive Director shall issue a letter to the bank holding the AVCJPA funds stating that the appointment has been made.

2. ACCOUNTS PAYABLE

Purpose:

To document the established process of internal controls and checks and balances in the expenditure process and to ensure all payments are reviewed, approved, and recorded in an accurate and timely manner.

Process 1 – Standard Cycle Expenditures:

The following are the steps involved in processing invoices for payment:

1. Invoices for goods or services are submitted to the Treasurer for review.
 - a. Wherever appropriate, invoices are reviewed and approved by the Executive Director prior to being processed for payment by the Treasurer.
2. The Treasurer reviews total billings or detailed charges and supporting documentation for accuracy.
3. The Executive Director or designee ensures that all supporting documentation is available. If the documentation is not complete, additional documentation will be requested from the goods or services provider.
4. Approved invoices for payment are summarized on the Warrant Resolution and submitted for review and approval by the AVCJPA Governing Board, which regularly meets every other month per year on the first Thursday, beginning in February of each year.
 - a. Note: any contractual agreements are reviewed and approved by the Governing Board prior to being awarded and expenses incurred.
5. The Warrant Resolution is prepared for the Governing Board's review which includes the following descriptions: Payee, check date, check number, description of the payment and the amount of the check. Once the Governing Board approves the Warrant Resolution, the AVCJPA chairperson signs the Warrant Resolution and the authorized check signers will sign the checks.

Two signatures are required on all checks. The first signature is the Governing Board member of the Treasurer's Agency and the second signature is the Executive Director. (AVCJPA Governing Board Meeting action, 2/1/18) An alternate (elected Board Member) signatory for the elected signatory shall be selected by the Board.

6. Any items that were included on the Warrant Resolution but were not approved are noted with instructions.
7. Once the checks are signed the Treasurer or designee releases checks and files all documentation. The check stub is attached to the invoices and maintained as a complete package.
8. Each check is recorded in the check register which includes the following information: the date of check issuance, check number, payee, reference information and dollar amount.
9. The Treasurer maintains the check register for all checks printed and voided.
10. This information is also recorded in a general ledger file that supports the financial statements.
11. Blank check stock shall be secured and accounted for to preclude unauthorized use. If a check is missing, the Treasurer will research the missing check and bring the issue to the attention of the Executive Director.

Process 2 - Urgent Checks Out of Cycle:

The Governing Board meetings are held six times in a fiscal year. To ensure vendors are paid timely it may be required to process invoices and issue urgent checks outside the normal cycle. The following are the steps involved in processing urgent invoices for payment outside of the Governing Board approval cycle:

1. The Executive Director is authorized to use administrative discretion to spend up to \$2,000.00 on items deemed necessary without prior approval of the Board, and only if such expenditures will not exceed estimated year-end reserves. (AVCJPA Governing Board Meeting action, 5/16/19)
2. If there is a need to process an invoice for more than \$2,000.00 outside the standard check cycle, the Executive Director obtains and records the approval of the AVCJPA Chairperson via e-mail communication before the Treasurer processes the invoice for check issuance.
3. Two signatures are required on all checks. The first signature is the Governing Board member of the Treasurer's Agency and the second signature is the Executive Director. (AVCJPA Governing Board Meeting action, 2/1/18) An alternate (elected Board Member) signatory for the elected signatory shall be selected by the Board.
4. The Treasurer issues the checks, records the checks in the check register and maintains a copy of the original request and approval along with all normal supporting documentation.

5. The checks are routed for signature and mailed.
6. The Treasurer includes these out of cycle checks on the next Governing Board agenda for approval after the fact with a notation communicating that the check has already been issued.

Process 3 - Annual 1099 Reporting:

Following are the steps involved in preparing the IRS required annual 1099 reporting.

1. The Treasurer or designee shall issue 1099's to all parties according to IRS requirements.
2. As a practice, invoice payments should only be made to individuals upon receipt of a completed W-4.

3. BILLING

Purpose:

To ensure guidelines are established to promote accurate and timely billing for all revenues/reimbursements earned by AVCJPA.

Process:

All billing is done in accordance with the contract terms related to each program. Upon the execution of a contract, an original signed contract is forwarded to the Treasurer to be filed. The Treasurer reviews the contract for any financial related obligations, requirements, guidelines, etc. that will aid in accurate and timely billing for all programs.

In general, the Treasurer will follow the following steps during the billing process:

1. All data is compiled and formatted to generate a bill.
2. A bill is created for the total amount due including, but not limited to invoice date, invoice number, payment terms, remittance address, description of the amount being billed.
3. The Treasurer or designee submits the approved invoice and supporting documentation as appropriate for the contract.

4. CASH MANAGEMENT

Purpose:

The primary purpose of the cash management policy is to ensure safeguarding of all cash accounts. In addition, funds must be liquid and available for the use in daily operations while minimizing expense and maximizing income.

Process:

All funds should be deposited with an FDIC insured institution and the Treasurer or designee shall have the duties of depositing funds and reviewing bank statements.

In the event the Board desires to change banks, this change must be done by Resolution (Current Resolution 18-02).

The Treasurer or designee should perform the following functions on a regular basis:

Bank Account Reconciliation:

Upon receipt of each monthly bank statement, a scanned copy of the bank statement is forwarded to the Treasurer for review any unusual or unexpected activity. After reviewing, the Treasurer's designee reconciles the bank statement balance to the general ledger balance by clearing any checks/payments made and any deposits received and the Treasurer reviews and approves the reconciliation. Copies of the Treasurer's review for all reconciliations are maintained for auditor's annual review.

Cash Analysis:

The Treasurer keeps a record of all cash related transactions on a daily basis to ensure adequate funds are on hand for daily operations. The analysis should include cash disbursements related to accounts payable as well as cash receipts.

If it is determined there will be a need for additional cash resources to be obtained beyond that provided by current operations, Treasurer must present this need to the Executive Director immediately for resolution.

Petty Cash:

AVCJPA does not currently have a petty cash account. In the event a determination is made that a petty cash account is required, a policy and procedure will be developed.

5. PURCHASING

Purpose:

To ensure purchases made by the AVCJPA adhere to relevant purchasing rules, regulations, and procedures.

Generally, the AVCJPA will adhere to the Purchasing Policies of the City of Pasadena, except where local Pasadena policies apply only to Pasadena and cannot be used generally by the AVCJPA.

The Treasurer shall ensure that purchases fall within these limits.

6. FINANCIAL REPORTING

Purpose:

The financial statements, reports and supporting schedules of AVCJPA are to be prepared in conformity with generally accepted accounting principles ("GAAP") as applied to governmental agencies. The Governmental Accounting Standards Board ("GASB") is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

Conforming to the guidelines set forth by the principles of GAAP and GASB will ensure all financial reports utilized by AVCJPA Governing Board consistent and accurate.

Process:

Financial Period Close:

To ensure accurate financial reporting, the following activities will be completed at the end of each financial period:

1. Reconciliation of all asset and liability accounts.
2. Revenue accrual for all revenues earned during the reporting period but not billed.
3. Expense accrual for all expenses incurred during the reporting period but not yet paid.
4. Review and adjustment of all prepaid expenses, that is, expenses paid in the current period for the benefit of a future period.
5. Comparison of all actual revenue and expense accounts to budget for significant variances.

Annual Reporting:

AVCJPA will prepare an annual financial statement and reporting package in conformity with GASB standards. The statements should include:

1. A statement of net assets.

2. A statement of revenues, expenses, and changes in net assets.

An independent CPA firm will perform an audit of the annual financial statements and related financial records in accordance with generally accepted audit standards. The audit field work is to begin no later than ninety (90) days after the end of the fiscal period and the audit is to be completed no later than one-hundred-eighty (180) days after the end of the fiscal period in order to ensure complete, accurate and timely reporting of all financial data. The audited financial statements will be presented to the Governing Board for approval.

In addition, in January of each year, the Treasurer will file the Special Districts Financial Transactions Report with the State Controller's Office.

Interim Reporting:

Financial statements and other key financial data will be prepared for every Regular board meeting. The Interim financial report will be provided to the Governing Board as an aid in evaluating the operations of AVCJPA.

The Interim reporting package should include:

1. A comparative statement of revenues and expenses versus budget.
2. Any other material items, as determined by the Executive Director.

7. BUDGETING

Purpose:

The purpose of a budget is to provide a plan of financial operations for a given period utilizing estimates of revenues and expenditures based on expected operations. A well-developed budget provides the necessary information for management to assess potential future financial and organizational needs as well as a benchmark for evaluating actual performance against expectations.

Process:

AVCJPA will prepare an annual budget that accurately reflects goals and operating expectations for the upcoming year and the resources necessary to meet those goals and expectations. The Governing Board shall adopt a Budget annually prior to July 1 of each calendar year. The Executive Director and Treasurer will be responsible for coordinating and preparing the budget.

The Budget will:

1. Be prepared in conformity with financial statements produced by AVCJPA.
2. Include the following items:
 - a. Revenue and expenses

- b. Changes in fund balance
 - c. Reserve balance - "The Authority should maintain a reserve level of at least \$5,000" (AVCJPA Governing Board Meeting action, 5/16/19). To ensure the Authority has available discretionary funds the Board approved a creation of the reserve account.
3. Any other material items, as determined by the Executive Director.



Arroyo Verdugo Communities Joint Powers Authority

DATE: April 1, 2021
TO: Governing Board
FROM: Ann Wilson, Executive Director
SUBJECT: Transportation Legislative Update

BACKGROUND

In keeping with the need expressed in the Strategic Plan for the Board to receive Legislative Updates, the first of such reports is attached. The focus is to highlight transportation bills which could potentially be of interest to the AVCJPA.

Although this report was prepared by the Executive Director, efforts will be made for future meetings to draw on the legislative expertise in other cities, as well.

RECOMMENDATION

That the Board Receive and File.

Attachment: Current Transportation Legislation Highlights

CURRENT TRANSPORTATION LEGISLATION: HIGHLIGHTS

- **AB 970 (McCarty) Planning and Zoning. Electric Vehicle Charging Stations. Permit Application. Approval.** This measure would create a 15-day deemed approved permit shot clock for electric vehicle charging stations.
Cal Cities Position: Pending Oppose
Status: 3/4/21 Referred to Committee on Local Government
- **AB 1035 (Salas) Transportation. Road Maintenance and Rehabilitation Program. Recycled Material.** This measure would require cities and counties to adopt specifications for the use of recycled materials from the Department of Transportation's most recently published standard specifications book to maintain eligibility for SB 1 funding by 2022.
Cal Cities Position: Watch
Status: Will be heard on April 12, 2021 in Assembly Transportation (Friedman, Chair)
- **SB 381 (Portantino) Surplus residential property: priorities and procedures: City of South Pasadena.**
Current law establishes priorities and procedures that any state agency disposing of surplus residential property is required to follow. Under existing law, specified single-family residences must first be offered to their former owners or present occupants, as specified. Current law then requires the property to be offered to housing-related entities, as provided, prior to placing the property up for sale for fair market value, subject to specified priorities. This bill would, with respect to surplus residential properties located within the State Route 710 corridor in the City of South Pasadena, require surplus single-family residential properties to be offered to the City of South Pasadena after the properties are offered to present occupants pursuant to the provisions described above and the present occupants either decline to purchase or do not qualify and close on the property within 180 days of the effective date of the bill's provisions. Co-sponsored by City of South Pasadena.
From City of South Pasadena Analysis:
Specifically, SB 381 will: 1. Expeditiously offer to current tenants of single-family and other surplus residential properties, including multi-family residences, the opportunity to purchase the property as provided in the existing regulations applicable to the SR 710 Affordable Sales Program. 2. Expeditiously offer unoccupied properties to the City at the original acquisition price paid by Caltrans. 3. Allow the City to purchase properties at their acquisition price after current tenants reject or do not qualify to purchase the properties in which they reside. 4. Allow the City to establish and transfer ownership to a city-approved non-profit housing related entity that would act as a steward over the portfolio of surplus properties and ensure high-quality property maintenance and property management practices.
AVCJPA Member Primuth (South Pasadena) has been very involved in this legislation.
Cal Cities Position: Watch
Status: 3/18/21 Referred to Senate Transportation Committee
- **AB 512 (Holden) Surplus unimproved property: sale procedures: City of Los Angeles: City of Pasadena: City of South Pasadena.**
Existing law establishes priorities and procedures that any state agency disposing of surplus residential property is required to follow. This bill would require the Department of Transportation to offer to sell specified unimproved properties in the City of Los Angeles, City of Pasadena, and City of South Pasadena at the original acquisition price paid by the department to a housing-related entity for affordable housing purposes, as provided. This bill would make legislative findings and declarations as to the necessity of a special statute for the sale of surplus unimproved property located in the City of Los Angeles, the City of Pasadena, and the City of South Pasadena.
Cal Cities Position: Watch
Status: Calendared for Hearing on 4/15/21 Assembly Housing and Community Development
- **AB 43 (Friedman).** Assembly Member Friedman, Chair of the Assembly Transportation Committee, has previously stated that this traffic safety bill is her #1 priority this year. The bill was recently amended to:
 - Require local authorities to consider other factors when establishing speed limits, including pedestrian and bicycle safety, and would also allow local authorities to consider additional factors, including the current or immediately prior speed limit.

- Establish a prima facie speed limit of 25 miles per hour on state highways located in any business or residence district and would authorize Caltrans to change the speed limit on any such highway, including erecting signs to give notice thereof.
- Authorize Caltrans and a local authority to declare a speed limit of 20 or 15 miles per hour on highways.
- Amends certain requirements authorizing a local authority, without an engineering and traffic survey, to declare a lowered speed limit on portions of highway approaching a school building or school grounds and would similarly authorize a lowered speed limit on a section of highway approaching a business activity district.
- Authorize a local authority to further reduce the speed limit from the amount established by Caltrans regulations, which provide for the rounding up or down to the nearest 5 miles per hour increment of the 85th percentile speed of free-flowing traffic on a portion of highway as determined by a traffic and engineering survey.
- Make additional changes to laws pertaining to traffic and engineering studies.

The bill has been referred to her Assembly Transportation Committee, but no committee hearing date has been scheduled yet.

Cal Cities Position: Watch

Status: Re-referred to Assembly Transportation Committee

- **AB 840 (Holden).** Assembly Member Holden’s AB 840 would require the county transportation commissions in the Counties of Los Angeles and San Bernardino to jointly develop, in consultation with certain governmental agencies, including SCAG, a funding and implementation program for regional transit services to include service to international airports within the multicounty region. AB 840 would require the initial regional transit services draft program under these provisions to be completed on or before December 1, 2022 and would require the county transportation commissions in the Counties of Los Angeles and San Bernardino to hold a joint public hearing in each county in their jurisdiction on the draft program no earlier than 30 days after the draft has been completed.

Cal Cities Position: Watch

Status: The bill has been referred to the Assembly Transportation Committee, but no committee hearing date has been scheduled yet.

- **SB 551 (Stern).** Senator Stern’s SB 551 would establish the California Electric Vehicle Authority within the Governor’s office, which would coordinate activities among state agencies to advance electric vehicle and zero-emission charging infrastructure deployment as well as ensure related equity, workforce development, economic development, and other needs are addressed.

Cal Cities Position: Watch

Status: SB 551 is scheduled for a hearing before the Senate Governmental Organization Committee on April 6th

- **SB 375 reform bills.** There are several efforts afoot this year to reform SB 375 from 2008, which required sustainable communities strategy (SCS) plans to help California achieve GHG reduction goals for cars and light trucks, including AB 1147 (Friedman), SB 261 (Allen), and SB 475 (Cortese). These discussions are early and will continue to involve the local government community.

FEDERAL TRANSPORTATION FUNDING

- **“FAST” Act**

The current Federal Transportation Bill (“FAST” Act) is set to expire on September 30, 2021. It is expected that new, robust bill will be adopted at that time.

- **SCAG Regional Council Considers Federal CARES Act Funding Allocations 4/1/21**

On the same day as the AVCJPA Meeting, the SCAG Regional Council will meet on April 1st at 12:30pm to discuss allocation of federal transit funds, potentially impacting our local providers. A review of the CARES Act allocations indicates the Arroyo Verdugo transit providers as a whole will be getting about \$750,000 from CARES Act and more from the American Rescue Plan Act. If the SCAG Regional Council votes against the SCAG staff alternative, it would reduce LA County’s allocation by \$127. But the risk is this could set a precedent for the American Rescue Plan funding as well as other funding that is distributed in a similar way. Our three transit providers (Burbank, Glendale and Pasadena) are fully aware of this meeting and will be taking individual City positions.



Arroyo Verdugo Communities Joint Powers Authority

DATE: April 1, 2021
TO: Governing Board
FROM: Ann Wilson, Executive Director
SUBJECT: AVCJPA Work Plan 2021-2025

BACKGROUND

The Governing Board adopted the AVCJPA Strategic Plan on November 5, 2020. The facilitate staff work on the Strategic Plan, a Work Plan has been developed. The Work Plan reflects the items in the Strategic Plan but is somewhat more detailed regarding items to be accomplished.

Therefore the items should not be new to the Board, but the specifics may be. The Work Plan is presented for the Governing Board approval to that staff can be as effective as possible in working towards the goals set. It is also useful for the staff Transportation Advisory Committee (TAC) in accomplishing the goals set by the Governing Board.

RECOMMENDATION

That the Governing Board Adopt the AVCJPA Work Plan for 2021-2025 (attached to this report)

Attachment: AVCJPA Work Plan

ARROYO VERDUGO SUBREGION JOINT POWERS AUTHORITY

WORK PLAN

ITEMS WITH TIME FRAMES

	ITEM	WHO	WHEN
FY 2021-22	Develop Measure M Multi- Year Subregional Plan (MSP) Funding Plan. If using consultant, either extend agreement or go out to bid (ask Board to consider); concurrently apply for .05% Measure M Planning Funds through Metro to cover consultant expenses. Set up system and specific time limits for member agencies for review of local projects to be included.	Executive Director, consultant, TAC staff	September 2021 – July 2022 (next round of funding)
	(1) Identify subregional projects to (2) Conduct subregional transportation/mobility needs assessment to determine where the gaps are, what type of projects are most needed and beneficial to the subregion; and to (3) identify potential funding sources for any identified project.	Executive Director will consult TAC to identify projects. Will consider recommending that Board approve going out to bid for consultant.	TAC to consider matter. ED may ask Board to consider hiring a consultant, the cost of which will be in the 2021-22 Budget.
	Develop and maintain AVCJPA website. The City of Pasadena has offered to build the website. How content is handled is still under discussion.	ED, City of Pasadena, potentially other staff or consultant.	2021
	Leverage existing legislation tracking efforts by cities	ED, Cal Cities AV Cities Leg Group	2021 and ongoing
	Establish TAC working group to research, identify and lead grant coordination efforts.	TAC Staff Subcommittee	FY 2021-22
	Create an organizational chart that clearly defines JPA's staff structure, roles, decision-making processes, communication and reporting processes, etc. : Identify core functions of JPA administration and develop training materials.	ED	2021
FY 2022-23	Result of subregional study and needs assessment to be implemented.	ED, TAC, Board	FY 2022-23
	Identify staff resources to help with communications, coordination or other management duties. City Managers determine staff hour assignments and must be the determiner of the assignments. TAC can make list of tasks needed to be submitted to CMs and subsequently to the Board. Additionally, considerations of volunteer workers would need to go to the CMs. This task can also be consolidated with the consideration of hiring an intern to support ED with meeting coordination, Form 700s, special projects, social media and other IT work and other duties.	TAC, Board Members and City Managers	2022
	Develop social media presence. Will need to be done by additional member agency staff or by consultant following the website development.		2022
FY 2024-25	Explore innovative financing strategies	ED TAC and other member Agency staff	2024-25
	Implement Member Agency Annual Survey to track member needs, including whether the AVCJPA should pursue a new area of focus, and if so, how it would be best accomplished. Also, Inventory member agencies' challenges and needs with respect to planning data and analysis.	ED	2025

ONGOING ITEMS

ITEM	WHO	WHEN
Bring items to Board for regarding public policies that support subregional mobility and infrastructure improvements	Executive Director, with input from TAC	Ongoing - Whenever such an item arises
Advocate for increased funding and resources for local transit operators. Local Operators to communicate with the ED when support of the AVCJPA is needed so that either the ED or the Board can act to support the increased funding and/or resources on an ongoing basis	Board, ED, TAC	Ongoing
Establish staff working groups specific within transportation to share best practices	TAC	Ongoing beginning in 2021
Encourage Board members to brief their city councils on AVCJPA actions and opportunities	Board Members, ED	Ongoing
Review Strategic Plan on an annual basis.	ED, Board	Ongoing - Each October or December to be updated for the Board
Communicate the value and accomplishments of AVCJPA and its member agencies	ED and staff TBD	Ongoing
Produce clear and consistent communications, media, and promotional campaigns. Press releases regarding the AVCJPA activities, such as measure M funding and other activities, can be released on a periodic basis, by the ED representing the AVCJPA, or by a TAC staff member, noting in the release the involvement of the AVCJPA	ED, TAC	Ongoing
Look for opportunities to partner with organizations that support JPA's mission	ED, TAC, Board	Ongoing
Provide a JPA presence at selected community events.	Member Agency staff to staff within event at local jurisdiction.	Ongoing
Proactively research, identify and secure speaking opportunities for the Governing Board, TAC, or other AVCJPA representative to promote the AVCJPA to wider audiences (League of Cities, Contract Cities Association, Independent Cities Association, etc.)	ED, Board, TAC staff	Ongoing
Identify and pursue grant opportunities	ED, TAC, other Member agency staff	Ongoing
Continue to attend Metro Policy Advisory Committee (PAC) and Technical Advisory Committee (TAC) meetings	ED (PAC) and other appointed member agency staff (Metro TAC)	Ongoing
Continue to build and maintain relationships with key decision makers at local, regional and state level	Board, ED, and TAC members	Ongoing



Arroyo Verdugo Communities Joint Powers Authority

DATE: April 1, 2021
TO: Governing Board
FROM: Ann Wilson, Executive Director
SUBJECT: AVCJPA Organization Chart

BACKGROUND

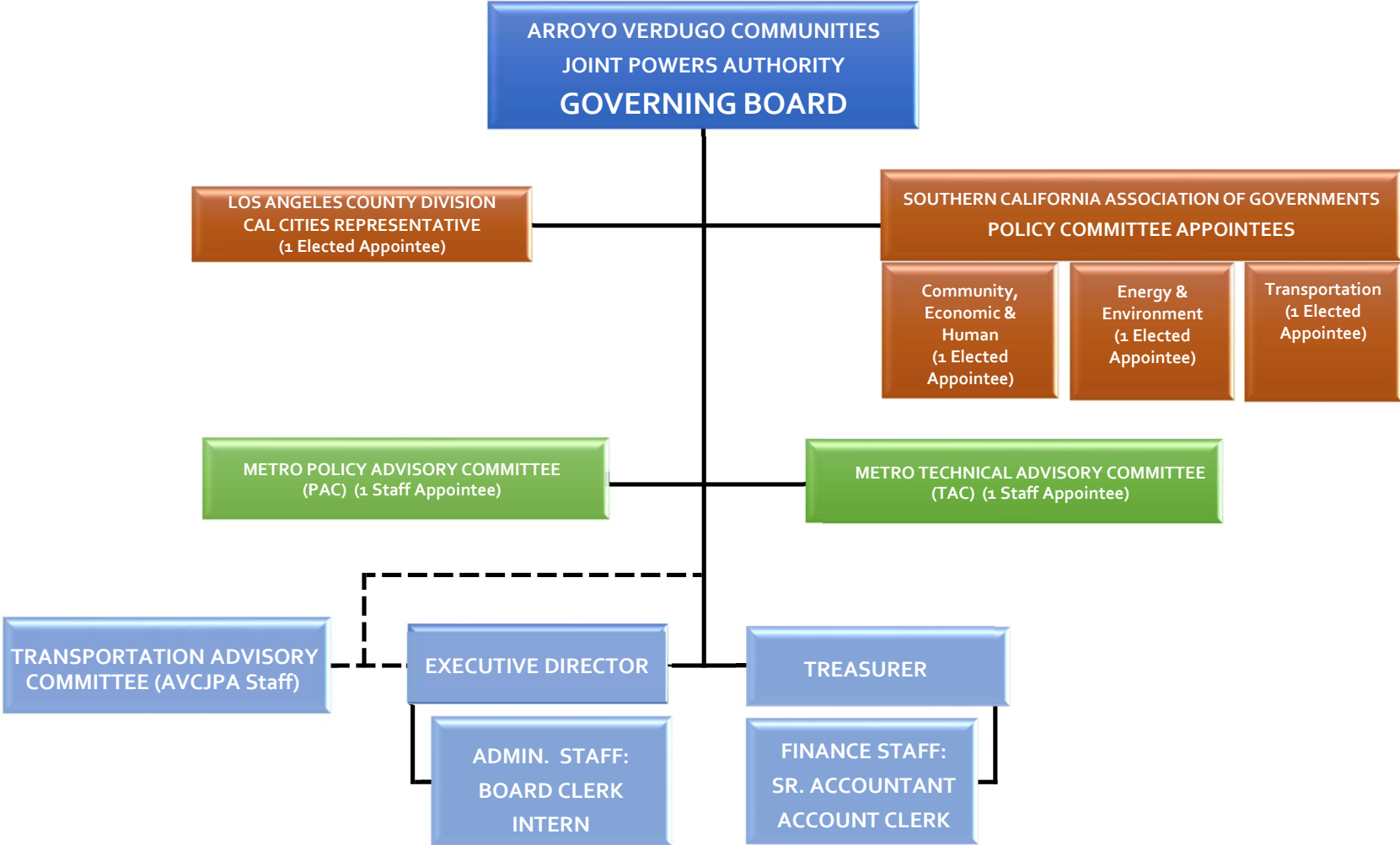
On November 5, 2020, the Governing Board adopted the Final Strategic Plan. To assist staff in achieving the objectives of the Plan, a Work Plan was created which reflects the Strategic Plan for the review of the Governing Board. One of the items listed was the creation of an Organization Chart. The basic Organization Chart defining the structure of the organization is attached. The other items mention in connection with this item are: *"definition of roles, decision-making processes, communication and reporting processes, etc. : Identify core functions of JPA administration and develop training materials."* will come to the Governing Board at a later meeting.

RECOMMENDATION

That the Governing Board approve the attached AVCJPA Organization Chart.

Attachment – AVCJPA Organization Structure

ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY ORGANIZATION CHART





Arroyo Verdugo Communities Joint Powers Authority

DATE: April 1, 2021
TO: Governing Board
FROM: Ann Wilson, Executive Director
SUBJECT: AVCJPA Strategic Project List for Submission to Metro for Short Range Transportation Plan (SRTP)

BACKGROUND

At the most recent Metro Policy Advisory Committee, of which the AVCJPA is a member, Metro staff asked all of the COGs/JPAs to submit projects (regardless of available funding) that were of regional or subregional significance to Metro for possible inclusion in their Strategic Project List within the Metro Short Range Transit Plan.

AVCJPA TAC staff was requested to submit any such projects. The list of submitted projects is attached for your review and approval .

RECOMMENDATION

That the Governing Board approve the attached list of projects and direct the Executive Director to submit the list to Metro.

Attachment: AVCJPA Projects for Inclusion in the Metro Short Range Transportation Plan

ARROYO VERDUGO COMMUNITIE JOINT POWERS AUTHORITY
PROJECTS FOR INCLUSION IN THE METRO SHORT RANGE TRANSPORTATION PLAN
Projects of Regional or Subregional Significance

AGENCY	PROJECT	PROJECT DESCRIPTION	ESTIMATED COST (IF KNOWN)
BURBANK	Downtown Burbank Magnolia Blvd Bridge Rehab Project	Rehabilitate Magnolia Bridge over I-5 and Metrolink to improve seismic resiliency and add protected bicycle and pedestrian paths as identified in the Burbank Complete Streets Plan	\$25,000,000
	Downtown Burbank Olive Avenue Bridge Rehab and BRT Station Project	Rehabilitate Olive Avenue Bridge over I-5 and Metrolink to improve seismic resiliency and add expanded pedestrian connection to Downtown Burbank Metrolink Station. Provide expanded NoHo-Pasadena BRT station with direct connection to Downtown Burbank Metrolink Station including bus platform and elevator	\$30,000,000
	Downtown Metrolink Station Rehabilitation	Rehabilitate the Downtown Burbank Metrolink Station, which is over 20 years old.	\$4,000,000
	Downtown Burbank Metrolink Station Pedestrian Underpass Project	Grade Separate (via underpass) the two pedestrian crossings at the Downtown Burbank Metrolink Station to improve safety and accommodate 15-minute Metrolink Service	\$10,000,000
	Downtown Burbank First-Last Mile Complete Streets Improvements	Construct First-Last Mile Bicycle and Pedestrian Improvements identified in the Complete Streets Plan that improve access to the Downtown Burbank Metrolink Station <i>(Includes the following Projects: 10% of Citywide Sidewalk Project, First Street Bikeway Phase 2, Downtown Magnolia Phase 2, Front-Verdugo Phase 2)</i>	\$6,400,000
GLENDALE	Victory Blvd Complete Streets Project	Would complete a regional gap in the off-street Class I bike path network between the Chandler Bikeway and the LA River via the Burbank Western Channel and Victory Boulevard, focusing on the section within the Glendale City limits. The project would improve transit and pedestrian connectivity in the corridor. The project limits are anticipated to be along Victory Boulevard from the Burbank city limit to the River Walk bikeway entrance in the City of Glendale, along the LA River.	Project Cost: \$12,000,000 Funding Shortfall: \$6,048,413
	Foothill Blvd.	This project includes selective removal and repair of broken and damaged curbs and gutters, driveway and alley approaches, sidewalks, and deteriorated pavements; Installation and/or reconstruction of curb ramps meeting current ADA guidelines; buffered Class II bike lane installation, landscaped median installation, street resurfacing, traffic signal upgrades at the existing intersections, installation of pavement striping, pavement markings, and signage on Foothill Boulevard between Lowell Avenue to Pennsylvania Avenue within the City ROW.	Project Cost: \$15,000,000 Funding Shortfall: \$15,000,000
	Victory Blvd Complete Streets Project	Would complete a regional gap in the off-street Class I bike path network between the Chandler Bikeway and the LA River via the Burbank Western Channel and	Project Cost: \$12,000,000

		Victory Boulevard, focusing on the section within the Glendale City limits. The project would improve transit and pedestrian connectivity in the corridor. The project limits are anticipated to be along Victory Boulevard from the Burbank city limit to the River Walk bikeway entrance in the City of Glendale, along the LA River.	Funding Shortfall: \$6,048,413
L.A. COUNTY (5TH DISTRICT LA CRESCENTA/MONTROSE)	(No unfunded projects of regional significance)		
LA CAÑADA FLINTRIDGE	Bus Rapid Transit: Glendale to La Cañada Flintridge	Bus Rapid Transit Route with minimal stops going from the Glendale Gold Line Station to the Town Center in La Cañada Flintridge. A rapid bus route is greatly needed. Although there is a shuttle, the bus rapid transit route going from the Glendale Gold Station directly using the 2 Freeway with either only that one stop or one more stop would be significant for La Canadans wanting to commute, in particular.	Unknown
PASADENA	Pasadena Transit Maintenance Facility	This project provides for the construction of a Transit Operations and Maintenance Facility (TOMF). The proposed transit facility will support operations and maintenance of the Pasadena Transit and Dial-A-Ride services fleet, including accommodating 30 compressed natural gas buses and 15 paratransit vehicles, with the capacity to accommodate a complete zero emission fleet. The existing bus yard is leased and operated by the City's transit service contractor. This location has always served as the bus yard used by the contractors who have operated the City's transit services. Several issues with the current bus yard have made it imperative for the City to locate and construct a TOMF. Due to the growth in local transit services, the existing bus yard is no longer large enough to store all of the Pasadena Transit buses and Dial-A-Ride vehicles. The size constraint of the current bus yard has resulted in having to store and operate a number of buses out of facilities several miles away; additional expenses are incurred in order to lease the additional vehicle storage space. Furthermore, there is no assurance that the current bus yard site will be available in the future as a bus yard because it is privately owned. The proposed TOMF will address the existing deficiencies of the current bus yard by providing a single site that can accommodate storage, cleaning, fueling, maintenance and dispatching of all the Pasadena Transit buses and Dial-A-Ride vehicles. The proposed TOMF will eliminate over 175 miles of daily deadhead (non-revenue) miles that are required to simply fuel the vehicles. By owning the TOMF and not requiring the service contractor to provide an operations and maintenance facility, the City may also be able to secure a reduced hourly contract rate by taking the leasing cost out of a contractor's rate.	Unknown
	Purchase Replacement and Expansion Buses for Pasadena Transit	This project provides for the purchase of replacement transit vehicles and expansion transit vehicles for the City of Pasadena's fixed-route transit system.	Unknown

		The project includes: Replacing transit buses exceeding useful life with CNG buses; If CARB requires EV replacement, 24 EV equivalent of CNG buses; 24 EV power infrastructure for charging Pasadena Transit Vehicle Fleet; This project provides for the purchase of transit vehicles for expansion of the transit system to help address overcrowding on the higher demand routes for the City of Pasadena's fixed-route transit system.	
	Bus Stop Improvement Program	This project provides for bus stop upgrades citywide to ensure accessibility to, from and within bus zones as well as improved and enhanced amenities for transit users. These bus stop improvements may include the installation of concrete and sidewalk repair to improve accessibility; lighting; purchase and installation of signage and wayfinding information, including real-time arrival information and other technology; bus stop signs; purchase and installation of trash receptacles and other amenities to improve bus stop conditions for transit customers.	Unknown
	Purchase Replacement Buses (2024)	This project provides for the purchase of replacement transit vehicles and expansion transit vehicles for the City of Pasadena's fixed-route transit system.	Unknown
	Replace Aging Bus Stop Shelters	This project provides for the installation of new bus shelters, bus benches, bus stop amenities and concrete paving at various bus stop locations throughout the City.	Unknown
	Citywide Transportation Performance Monitoring Network	This project would provide for traffic signal controller upgrades at up to 300 intersections, the upgrade of up to 100 traffic signal cabinets and the installation of fiber optic communication infrastructure to provide a redundant high bandwidth network. Upgraded controllers would collect high-resolution data, allowing for the development of improved coordination plans, reducing delay for roadway users while simultaneously providing the ability to manage traffic speeds. This would be for arterial performance monitoring and reporting. The project would improve transit operation by maintaining consistent travel time.	Unknown
	Citywide Transportation Performance Monitoring Network	This project would provide for traffic signal controller upgrades at up to 300 intersections, the upgrade of up to 100 traffic signal cabinets and the installation of fiber optic communication infrastructure to provide a redundant high bandwidth network. Upgraded controllers would collect high-resolution data, allowing for the development of improved coordination plans, reducing delay for roadway users while simultaneously providing the ability to manage traffic speeds. This would be for arterial performance monitoring and reporting. The project would improve transit operation by maintaining consistent travel time.	Unknown
	St. John Capacity Enhancement	This project provides for modifications to the intersections of the 1-210 eastbound off ramp at California Boulevard, and westbound California Boulevard at the Pasadena Avenue northbound 1-210 on ramp to provide dual southbound left turn movements and dual right turn movements which require roadway striping and reconfiguring lanes. Other work will include: resurface a portion of California Boulevard to accommodate roadway striping changes; reconstruct and widen the	Unknown

		sidewalk on the north side of California Boulevard to meet current standards, and modify traffic signals and associated hardware at the intersection of Pasadena Avenue/California Boulevard, and the southbound 1-210 off ramp at Californian Boulevard. This project will optimize traffic operations and improve mobility.	
	Intelligent Transportation System Projects & Traffic Flow Improvements within the SR 710 Affected Corridors	This project provides for upgrades to traffic signal controllers and cabinets; install fiber optics communication, dedicated short range communication, and signal preemption technology at up to 55 signalized intersections along segments of Orange Grove and Colorado Boulevards, Green and Holly Streets and Hill Avenue. This project will improve traffic operations and complement the corridors in the City of Pasadena that are being updated with adaptive traffic/traffic responsive control system signal technology.	Unknown
	Walnut Street Corridor Signal Improvements (New)	This project provides for the replacement of old traffic signal controller infrastructure and communication equipment along Walnut Street to reduce delay, manage speeds, and collect data. Installation of up to 15 new signal cabinets, traffic signal controllers, video detection equipment, two CCTV cameras, and 3 miles of fiber optic communication, associated hardware and software and requisite ADA compliant curb ramps. Walnut Street is used to bypass heavy traffic on the 210 freeway and on Colorado Boulevard. This project will improve traffic operations and mobility throughout the corridor.	Unknown
SOUTH PASADENA	(No unfunded projects of regional significance)		
GENERAL AVCJPA SUBREGIONAL PROJECTS	Arroyo Verdugo Transit Operators Fleet Electrification Phase 1	Electrify 25% of the Arroyo Verdugo transit providers local transit fleet in concert with AQMD mandates for zero-emission transit vehicles	\$20,000,000
	Accelerate NoHo-Pasadena BRT Project Conversion to Light Rail	Accelerate conversion of the NoHo-Pasadena BRT project to Light Rail. Current Measure M Expenditure Plan projects conversion to light rail in 2067. Project would move this date up to 2037. (Assume 18-mile corridor at 200,000,000 per mile LRT cost)	\$3,600,000,000
	Metrolink Antelope Valley Line 15 Service Improvements	Increase Metrolink frequency and reliability in concert with the Antelope Valley Line Double Track capital improvements. Annual funding needed to implement 15-minute, bi-directional, all-day service on the Antelope Valley Line	\$20,000,000
	Arroyo Verdugo Transit Providers Tier 2 Operational Funding	The Metro Tier 2 Transit Providers in Arroyo Verdugo (BurbankBus, Glendale Beeline, and Pasadena Transit) do not receive state and regional transit operations funds through the Metro Formula Allocation Procedure. This annual funding is needed to provide operations funding equivalent to the funding received if these agencies were Municipal Operators	\$7,300,000
	High Frequency/Rapid/Express BurbankBus service to		

	Airport (upgrade Burbank's current service)		
	NoHo-Pasadena BRT extension from NoHo to Airport		
	Red Line Extension from NoHo to Airport		
	BRT from Glendale Gold Line to Hollywood Burbank Airport		



Arroyo Verdugo Communities Joint Powers Authority

DATE: April 1, 2021
TO: Governing Board
FROM: Ann Wilson, Executive Director
SUBJECT: Possible Selection of AVCJPA Project for Federal Government "Earmark" Funding

BACKGROUND

Local Congressmembers have recently released their request for any projects that might be funded by the Federal "Earmark" process. Congressman Schiff, for example, has released applications for funding of such projects. We are told that each Member of Congress will be able to submit only 10 projects. For transportation projects, the deadline for submittal is April 9th. This would give time, in the event the Governing Board would like to select an eligible project or ranked projects at the April 1st meeting, for that project or projects to be submitted to the Congressman's Office. The AVCJPA is eligible as a governmental agency.

The following is taken from Congressman Schiff's letter to the cities:

- **"Criteria that will help a Project**
The Committee will give preference to project requests that already have local, state, or private funding and only need the remaining federal funds to fully complete the project or implement the program. This is because the Committees have told us they have very limited funding resources available for each Member's district.
- **Examples of the types of Projects that are funded through the Appropriations Process**
Projects that are often funded include building a community center, senior center, recreation center or park, water infrastructure, transportation infrastructure, health care services, education programs, social services, police services or equipment, and other local government projects and programs. This is one year of funding provided in FY2022."

Additionally, the application form indicates the following:

"Only projects with demonstrated community support will be considered. Examples of community support include, but are not limited to:

- *Letters of support from elected community leaders (e.g. mayors or other officials)*
- *Press articles highlighting the need for the requested Community Project Funding*
- *Support from newspaper editorial boards*
- *Projects listed on State intended use plans, community development plans, or other publicly available planning documents*
- *Resolutions passed by city councils or boards"*

This means in no uncertain terms that any project to be selected must have some level of match funding, and in the case of the AVCJPA, it would mean transportation infrastructure as listed and must have full community support.

Since, as a part of the April 1st Governing Board meeting, the Governing Board will have a list of projects, it will make the job somewhat easier. The TAC staff will be contacted prior to the meeting to give their recommendation to the Board, which will be presented at the time of the Board meeting. At that point, the Board can either choose to select a project or ranked projects or choose not to select a project.

One cautionary note is that if the AVCJPA does submit a project, it will compete directly against the individual city recommendations for funding. In the event the Governing Board would prefer not to compete, then a project should not be selected.

FISCAL IMPACT

If a project is selected, it would mean federal dollars of an unknown amount would be coming through the AVCJPA for a selected project. It is likely that the member agencies would have to advance the funds to the AVCJPA and then go through the reimbursement process with the federal government. Then, subsequently, the AVCJPA would refund the monies to the member agencies.

OPTIONS

1. Select a transportation project or ranked projects and direct the Executive Director to cause the application to be completed and submitted prior to or on April 9th.
2. Do not select a project.
3. Give staff further direction.

RECOMMENDATION

That the Governing Board select one of the three above listed Options at their discretion.



Arroyo Verdugo Communities Joint Powers Authority

DATE: April 1, 2021
TO: Governing Board
FROM: Ann Wilson, Executive Director
SUBJECT: Agreement Between the Arroyo Verdugo Communities Joint Powers Authority and the Cities of Glendale and Burbank for Legal Services

BACKGROUND

Since its inception, the AVCJPA has been without legal services. Although the services are not needed frequently, issues do arise which necessitate legal advice. The cities of Burbank and Glendale are offering legal services at no cost to the AVCJPA.

The legal counsel of the cities of Burbank and Glendale have conferred with AVCJPA staff and we have arrived at the attached proposed agreement. The Agreement specifies a scope of services limited to the following:

"Basic, routine legal advice concerning municipal law issues as follows. The respective City Attorney's Office would be available by phone or virtually to answer basic municipal legal questions concerning the Brown Act, Conflict of Interest, Public Records Act, Joint Powers Authorities (as long as not related to the substance of the agreement as it pertains to the parties), Agreements, filings and such related matters pertinent to the AVCJPA, Insurance (legal), Records Retention, Americans with Disabilities Act compliance for meetings and to review professional services agreements for a consultant or an agreement for purchase of good or services. The City Attorney's Offices, in this limited role, are not acting as General Counsel to the JPA."

This limited scope should serve the needs of the AVCJPA. In the event the AVCJPA was sued for any reason, staff would come back to the Governing Board for direction and potential funding of Counsel.

The AVCJPA is run, in part, on services donated by agencies. The offering of these services to the AVCJPA on the part of the cities of Burbank and Glendale is an important mainstay for the integrity and professionalism of the AVCJPA.

RECOMMENDATION

It is recommended that the Governing Board approve the attached agreement and authorize the Executive Director to sign the Agreement on behalf of the AVCJPA.

Attachment: Agreement Between the Cities of Burbank and Glendale and the Arroyo Verdugo Joint Powers Authority for the Provision of Legal Services.

**AGREEMENT BETWEEN THE CITIES OF BURBANK AND GLENDALE
AND THE ARROYO VERDUGO COMMUNITIES JOINT POWERS AUTHORITY
FOR THE PROVISION OF LEGAL SERVICES**

As members of the Arroyo Verdugo Communities Joint Powers Authority (JPA) the Cities of Burbank and Glendale, through their respective City Attorney Offices (Cities) are offering the following legal services to the JPA without charge, as a sharing of member resources under the JPA Agreement. The Cities each agree to provide said legal services for six months at a time. City Attorney's Office of Burbank agrees to provide services initially from execution of this agreement through June 30, 2021. City Attorney's Office of Glendale will provide such legal services starting July 1, 2021 through December 31, 2021 and, thereafter, the two cities will rotate the obligation every six months.

The Cities agree to provide basic, routine legal advice concerning municipal law issues as follows. The respective City Attorney's Office would be available by phone or virtually to answer basic municipal legal questions concerning the Brown Act, Conflict of Interest, Public Records Act, Joint Powers Authorities (as long as not related to the substance of the agreement as it pertains to the parties), Agreements, filings and such related matters pertinent to the AVCJPA, Insurance (legal), Records Retention, Americans with Disabilities Act compliance for meetings and to review professional services agreements for a consultant or an agreement for purchase of good or services. The City Attorney's Offices, in this limited role, are not acting as General Counsel to the JPA.

The City Attorney's Offices will not represent the JPA in litigation or on a major, complex project, such as negotiating and drafting a real estate purchase.

Any party to this Agreement may terminate the agreement upon written 30 days' notice to the other parties. If either of the cities gives such notice, the other city may decide whether it wishes to continue to offer services to the JPA under this Agreement. Notice may be delivered by email with a copy also served by mail or by mail, postage pre-paid.

This Agreement will be effective April 2, 2021.

April 2, 2021

The undersigned parties agree to the terms of this letter agreement for the provision of limited legal services to the Arroyo Verdugo Communities Joint Powers Agreement by the City Attorney's Offices of the Cities of Burbank and Glendale.

Amy Albano
City Attorney
City of Burbank
275 E. Olive Avenue
Burbank, CA 91502
Dated: _____

Michael Garcia
City Attorney
City of Glendale
613 E. Broadway
Glendale, CA 91206
Dated: _____

Ann Wilson
Executive Director
Arroyo Verdugo Communities
Joint Powers Authority
One Civic Center Drive
La Cañada Flintridge, CA 91607
Dated: _____



Arroyo Verdugo Communities Joint Powers Authority

DATE: April 1, 2021
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 February 2021.

DISCUSSION

Metro Customer Experience Plan

Metro staff is developing a Customer Experience plan with the goal of improving rider experience while aboard Metro buses and trains. The plan addresses various areas for improvement including bus reliability, accuracy of real time info, bus frequency, bus stops, ease of payment, speed, crowding, personal security, homelessness, and cleanliness. The plan will also identify near-term pilot projects to improve customer experience, including: enhancing Metro bus reliability to help bus riders delayed by a missed run or pass-up and offer them quick and free ride hailing service, addressing homelessness by deploying unarmed security ambassadors at terminus stations to intercede with people who are experiencing homelessness on Metro and get them the help they, enhancing security and cleanliness on the system, working with cities to provide shelters at bus stops and testing low-cost stop improvements, and implementing low-cost capital improvements such as bus-only lanes and signal priority. The plan will be a working document, and future customer experience plans will address equity, organizational culture and values, and out-of-town visitors.

Traffic Reduction Study

Metro staff gave an update on the Traffic Reduction Study, which will study implementing congestion pricing on a corridor or neighborhood of L.A. County. The purpose of the study and a potential pilot program is to reduce traffic through congestion pricing, and use the funds generated by the pricing to provide more high-quality options for travelling within the pilot area. The study is currently in the early concepts phase and Metro has identified four possible pilot areas, including:

- pricing all roads crossing the Santa Monica Mountains between I-405 and I-5
- pricing all roads crossing a smaller area of the Santa Monica Mountains between US-101 and I-5
- pricing all roads entering Downtown LA
- pricing all roads travelling on the I-10 corridor between Downtown LA and the Westside

Metro staff hopes to ask the Board to consider further study of one or more of the pilot areas in Summer 2021. If approved to move forward, staff would then conduct additional analysis and environmental review by Spring Spring 2022 and ask the Board to implement the project in Spring 2022. Final project opening would occur sometime in 2025. Metro plans to conduct ongoing stakeholder outreach and engagement during the development of the pilot projects.

Access Services Update

The TAC heard a presentation on Access Services current operations. Access services was created in 1994 by the Metro Board to provide mandated ADA civil rights paratransit service to riders who cannot use fixed-route bus or rail service. Access Services provides this ADA para-transit service on behalf of all fixed-route operators in LA County, and provides the service in all areas within ¾ mile of all fixed transit routes. Staff reviewed recent service enhancements including a new facility to process rider eligibility requests, updated contracts with ride providers, and implementation of technology improvements for riders including app-based “where’s my ride?” information and online reservations. Due to COVID-19, service demand declined from 11,500 to 2,500 trips per day, but has recovered to about 50% of pre-COVID levels. Staff also reviewed COVID-19 service adjustments including prohibiting shared rides, enhanced cleaning protocols, face covering requirements, utilizing service to provide senior boxed meals, and same day service to non-emergency medical appointments, grocery stores, pharmacies, bank, and LA County Cooling Stations. Access plans to review service area in light of Metro NextGen service changes, normalize operations in response to COVID-19 receding, and planning for projected increase in paratransit costs due to higher usage.

FISCAL IMPACT

There is no Fiscal Impact to receive this TAC update.

RECOMMENDATION

Note and File.