



SAN FERNANDO VALLEY COUNCIL OF GOVERNMENTS

A Joint Powers Authority

**BOARD OF DIRECTORS
BOARD MEETING
AGENDA**

Monday, April 8, 2024 — 10:00 a.m.

Marvin Braude Constituent Service Center
Meeting Room 1B
6262 Van Nuys Boulevard

BOARD OF DIRECTORS

Chair: Councilmember Marsha McLean, City of Santa Clarita
Vice-Chair: Councilmember Bob Blumenfield, 3rd District, City of Los Angeles
Supervisor Lindsey Horvath, 3rd Supervisorial District, County of Los Angeles
Supervisor Kathryn Barger, 5th Supervisorial District, County of Los Angeles
Councilmember Ara Najarian, City of Glendale
Mayor Nick Schultz, City of Burbank
Vice-Mayor Mary Mendoza, City of San Fernando
Councilmember Paul Krekorian, 2nd District, City of Los Angeles
Councilmember Nithya Raman, 4th District, City of Los Angeles
Councilmember Imelda Padilla, Council 6th District, City of Los Angeles
Councilmember Monica Rodriguez, 7th District, City of Los Angeles
Councilmember John Lee, 12th District, City of Los Angeles

STAFF

SFVCOG Fiscal Agent: Rachelle Anema, County of Los Angeles
SFVCOG Secretary: Los Angeles County Commission's Office
John Bwarie, Executive Director, San Fernando Valley COG
Shirley Edwards, Deputy County Counsel, County of Los Angeles

OPEN SESSION

1. **CALL TO ORDER** — Marsha McLean, Chair
2. **ROLL CALL**
3. **PLEDGE OF ALLEGIANCE**
4. **PUBLIC COMMENTS**

CONSENT CALENDAR

All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Board, any public comments on any of the Consent Calendar items will be heard. There will be no separate action unless members of the Board request specific items to be removed from the Consent Calendar.

5. **MINUTES** ([Page 5](#))

- a. January 8, 2024 Board of Directors Meeting Minutes

Recommended Action: *Approve Minutes.*

6. **FINANCIAL REPORT** ([Page 13](#))

Review FY 2023-24 Financials January 1, 2024 through March 31, 2024

Recommended Action: *Receive and File Financial Report*

7. **RECORDS RETENTION POLICY** ([Page 14](#))

Recommended Action: *Consider and take appropriate action to approve the draft proposed Records Retention Policy and find that this action is exempt from, or not a project under, the California Environmental Quality Act.*

REGULAR CALENDAR

At the discretion of the SFVCOG, all items appearing on this Agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the SFVCOG.

8. **CHAIR REPORT**

Councilmember Marsha McLean, Chair of the Board

Updates, remarks and recommendations from the Board Chair.

9. **EXECUTIVE DIRECTOR REPORT**

Updates, remarks and recommendations from the Executive Director

10. SFVCOG 2024-25 MOBILITY PRIORITIES ([Page 22](#))

Requested Action: *Review and adopt Transportation Committee recommended Mobility Priorities*

11. G (ORANGE) LINE IMPROVEMENTS ([Page 27](#))

Requested Action: *Consider and take appropriate action relating to the recommendations made by the SFVCOG Transportation Committee at the March 18 2024 committee meeting requesting that:*

- a. the Executive Director draft and present to the Board for approval a proposed letter to Los Angeles County Metropolitan Transportation Authority (LA Metro) addressing the following concerns pertaining to the Orange Line Improvement Update (the Project) including but not limited to the following:
 - i. Provide a Cost-Savings Comparison between this Project and other LA Metro Projects;
 - ii. Describe how will the Project facilitate the transition to rail;
 - iii. Provide more detail on Project scope changes due to budget shortfalls;
and,
 - iv. Address and identify safety improvements that include lighting as a capital expense.
- b. Invite LA Metro to provide a Project update addressing, at a minimum, the four concerns raised above at a future SFVCOG Board meeting.
- c. Find that the proposed actions set out in this Item 11 are exempt from or are not projects under the California Environmental Quality Act.

12. REPORT FROM THE AD HOC JPA REVIEW COMMITTEE ([Page 30](#))

Requested Action: *Review and accept recommendations from the ad hoc JPA Review Committee, and take appropriate action as follows:*

- a. Find that the actions taken under this Item 12 are exempt and/or are not projects under the California Environmental Quality Act;
- b. Approve and adopt an amendment to the Joint Powers Agreement ("JPA") modifying the quorum, voting and election requirements set out in Sections 8. B., C and D. 1. of the JPA.

13. CONSIDERATION OF THE FY 2024-25 SFVCOG BUDGET ([Page 43](#))

Requested Action: *Review and adopt the proposed FY 2024-25 SFVCOG Budget*

14. UPDATE ON SFVCOG RESERVE FUNDS

Requested Action: *Appoint an ad hoc Committee to draft recommendations for the Board's consideration*

15. ELECTION OF OFFICERS

a. Election of 2024-2025 Board Chair

b. Election of 2024-2025 Board Vice-Chair

Requested Action: *Elect a Board Chair and Vice-Chair to serve July 1, 2024 through June 30, 2025.*

16. 2024-25 MEETING SCHEDULE ([Page 45](#))

Recommended Action: *Determine Locations and Adopt Regular Meeting Schedule for FY24-25*

17. AGENDA ITEMS FOR FUTURE BOARD MEETINGS

a. 2024-25 Legislative Action Plan

18. BOARD MEMBER ANNOUNCEMENTS

19. NEXT MEETING

Board Meeting: July 8, 2024 10 AM in Glendale

20. ADJOURNMENT

Adjourning in memory of Marcos Gonzalez

Notices:

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SAN FERNANDO VALLEY COUNCIL OF GOVERNMENTS

A Joint Powers Authority

BOARD OF DIRECTORS

BOARD MEETING

MINUTES **DRAFT**

Monday, January 8, 2024 — 10:00 a.m.

Community Service Building Burbank

Room 104

150 N. Third Street

Burbank, CA 91502

BOARD OF DIRECTORS

Chair: Councilmember Marsha McLean, City of Santa Clarita

Vice-Chair: Councilmember Bob Blumenfield, 3rd District, City of Los Angeles

Supervisor Lindsey Horvath, 3rd Supervisorial District, County of Los Angeles

Supervisor Kathryn Barger, 5th Supervisorial District, County of Los Angeles

Councilmember Ara Najarian, City of Glendale

Mayor Nick Schultz, City of Burbank

Councilmember Mary Solorio, City of San Fernando

Councilmember Paul Krekorian, 2nd District, City of Los Angeles

Councilmember Nithya Raman, 4th District, City of Los Angeles

Councilmember Imelda Padilla, Council 6th District, City of Los Angeles

Councilmember Monica Rodriguez, 7th District, City of Los Angeles

Councilmember John Lee, 12th District, City of Los Angeles

STAFF

SFVCOG Fiscal Agent: Rachelle Anema, County of Los Angeles

SFVCOG Secretary: Los Angeles County Commission's Office

John Bwarie, Executive Director, San Fernando Valley COG
Adrienne Patterson, Deputy County Counsel, County of Los Angeles

OPEN SESSION - [AUDIO LINK](#)

1. CALL TO ORDER — Marsha McLean, Chair

Chair Councilmember Marsha McLean called the Meeting to order at 10:14 a.m. and thanked Mayor Nick Shultz for hosting the SFVCOG meeting in Burbank. Mayor Nick Shultz welcomed everyone and thanked the city of Burbank staff for facilitating the meeting.

2. ROLL CALL

Roll call was conducted by Staff.

QUORUM ESTABLISHED (9 Members):

Present 9: Chair Councilmember Marsha McLean
Natalie Vartenian for Supervisor Kathryn Barger
Bari Worth Girvan for Supervisor Lindsey P. Horvath
Paola Basignana for Councilmember Monica Rodriguez
Sahag Yedalian for Councilmember Paul Krekorian
Alexandra Leard for Councilmember Imelda Padilla
Josh Yeager for Councilmember John Lee
Mehmet Berker for Councilmember Nithya Raman
Mayor Nick Shultz

Excused 3: Vice Chair Councilmember Bob Blumenfield
Councilmember Ara Najarian
Councilmember Mary Solorio

3. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mehmet Berker.

4. PUBLIC COMMENTS

Stephanie Mullen, Metro representative, addressed the SFVCOG and highlighted a few recent articles in regard to business owners and residents concerns surrounding the East San Fernando Valley Light Rail Project; she asked that business owners and residents be directed to Metro for further resources.

CONSENT CALENDAR

All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Board, any public comments on any of the Consent Calendar items will be heard. There will be no separate action unless members of the Board request specific items to be removed from the Consent Calendar.

5. MINUTES ([Page 05](#))

- a. October 2, 2023 Board of Directors Meeting Minutes

Recommended Action: *Approve Minutes.*

This item was taken up jointly with Agenda Item No. 7.

On motion of Mayor Nick Shultz, seconded by Josh Yeager for Councilmember John Lee, the SFVCOG jointly approved this item including Agenda Item No. 7 with the following roll call vote:

Ayes 9: Chair Councilmember Marsha McLean
Natalie Vartenian for Supervisor Kathryn Barger
Bari Worth Girvan for Supervisor Lindsey P. Horvath
Paola Basignana for Councilmember Monica Rodriguez
Sahag Yedalian for Councilmember Paul Krekorian
Alexandra Leard for Councilmember Imelda Padilla
Josh Yeager for Councilmember John Lee
Mehmet Berker for Councilmember Nithya Raman
Mayor Nick Shultz

Excused 3: Vice Chair Councilmember Bob Blumenfield
Councilmember Ara Najarian
Councilmember Mary Solorio

6. 2024 ANNUAL WORK PROGRAM ADOPTION([Page 15](#))

Recommended Action: *Approve 2024 Work Program.*

This item was discussed after Agenda Item Nos. 5 and 7.

Paola Basignana for Councilmember Monica Rodriguez would like to make the following amendment; add *East San Fernando Valley Transit Corridor Project development* on page 2, Section 2. A of the report. Chair Councilmember Marsha McLean asked if there are any ramifications to highlighting certain projects. John Bwarie, Executive Director indicated that these projects will be moved to a higher priority. Discussion ensued. Mr. Bwarie suggested to remove specific projects from page 2, Section 2. A.

On motion of Mayor Nick Shultz, seconded by Sahag Yedalian for Councilmember Paul Krekorian, the SFVCOG adopted as amended the 2024 Work Program with the following roll call vote:

Ayes 10: Chair Councilmember Marsha McLean
Natalie Vartenian for Supervisor Kathryn Barger
Bari Worth Girvan for Supervisor Lindsey P. Horvath
Paola Basignana for Councilmember Monica Rodriguez
Sahag Yedalian for Councilmember Paul Krekorian
Alexandra Leard for Councilmember Imelda Padilla
Josh Yeager for Councilmember John Lee
Mehmet Berker for Councilmember Nithya Raman
Mayor Nick Shultz
John Popoch for Vice Chair Councilmember Bob Blumenfield
joined the meeting after roll call and approval of the minutes and financial report.

Excused 2: Councilmember Ara Najarian
Councilmember Mary Solorio

7. FINANCIAL REPORT ([Page 18](#))

- a. Review FY 2023-24 Financials October 1, 2023 through December 31, 2023
Recommended Action: Receive and File Financial Report

This item was taken up and approved jointly with Agenda Item No. 5.

REGULAR CALENDAR

At the discretion of the SFVCOG, all items appearing on this Agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the SFVCOG.

8. CHAIR REPORT

Councilmember Marsha McLean, Chair of the Board
Updates, remarks and recommendations from the Board Chair.

Chair Councilmember Marsha McLean requested an updated report from Metro addressing Metro's Budget Deficit at a future meeting. John Bwarie, Executive Director asked if the report should be presented at the upcoming SFVCOG Transportation Committee Meeting. Chair Councilmember Marsha McLean agreed.

9. EXECUTIVE DIRECTOR REPORT

Updates, remarks and recommendations from the Executive Director

John Bwarie, Executive Director, reminded everyone to submit form 700 by the due date of April 1, 2024. Mr. Bwarie also reminded that the Mobility Academy will be launching in a few weeks and encouraged all to participate. Mr. Bwarie introduced new staff member Valerie Berkley.

10. RETROACTIVE APPROVAL OF HOMELESS SERVICES COORDINATION AGREEMENT WITH LESAR DEVELOPMENT CONSULTANTS [\(Page 19\)](#)

Recommendation Action: Review and approve the attached retroactive Homeless Services Coordination Agreement with LeSar Development Consultants, Inc. for the period January 1, 2022 to September 30, 2022 for an amount not to exceed \$30,000.00, and delegate authority to the Board Chair to sign the attached Homeless Services Coordination Agreement on behalf of the Board, after execution by LeSar Development Consultants, Inc. and review as to form by County Counsel for the County of Los Angeles (serving as the SFVCOG Counsel).

John Bwarie, Executive Director provided an overview. Sahag Yedalian for Councilmember Paul Krekorian asked for clarification on the dates listed on the agreement as they are past the current time. Mr. Bwarie indicated that the contract had expired but services continued causing the need to approve the contract retroactively for that timeframe. Mr. Bwarie added that new mechanisms to curtail lapse in contract renewals are in place.

On motion of Mehmet Berker for Councilmember Nithiya Raman, seconded by Mayor Nick Shultz, the SFVCOG approved this item with the following roll call vote:

Ayes 10: Chair Councilmember Marsha McLean
Natalie Vartenian for Supervisor Kathryn Barger
Bari Worth Girvan for Supervisor Lindsey P. Horvath
Paola Basignana for Councilmember Monica Rodriguez
Sahag Yedalian for Councilmember Paul Krekorian
Alexandra Leard for Councilmember Imelda Padilla
Josh Yeager for Councilmember John Lee
Mehmet Berker for Councilmember Nithya Raman
Mayor Nick Shultz
John Popoch for Vice Chair Councilmember Bob Blumenfield
joined the meeting after roll call and approval of the minutes and financial report.

Excused 2: Councilmember Ara Najarian
Councilmember Mary Solorio

San Fernando Valley Council of Governments

Board of Directors Meeting Minutes
(DRAFT) - Monday, January 8, 2024

11. CONDITIONAL SELECTION OF CALIFORNIA CONSULTING, INC. FOR GRANT WRITING SERVICES (Page 39)

Recommendation Action: Review and approve the conditional selection of California Consulting, Inc. to perform grant writing services, and approve delegation of authority to the Executive Director to negotiate, execute and implement the attached Grant Writing Services Agreement, subject first to review as to form by County Counsel for the County of Los Angeles (serving as the SFVCOG Counsel).

John Bwarie, Executive Director provided an update and indicated that a Request for Proposal for homeless services grant writing was issued and the California Consulting Inc. for Grant Writing Services responded and has been selected; the firm has experience in grant writing for homeless services.

On motion of John Popoch for Vice Chair Councilmember Bob Blumenfield, seconded by Sahag Yedalian for Councilmember Paul Krekorian, the SFVCOG approved this item with the following roll call vote:

Ayes 10: Chair Councilmember Marsha McLean
Natalie Vartenian for Supervisor Kathryn Barger
Bari Worth Girvan for Supervisor Lindsey P. Horvath
Paola Basignana for Councilmember Monica Rodriguez
Sahag Yedalian for Councilmember Paul Krekorian
Alexandra Leard for Councilmember Imelda Padilla
Josh Yeager for Councilmember John Lee
Mehmet Berker for Councilmember Nithya Raman
Mayor Nick Shultz
John Popoch for Vice Chair Councilmember Bob Blumenfield
joined the meeting after roll call and approval of the minutes and financial report.

Excused 2: Councilmember Ara Najarian
Councilmember Mary Solorio

12. ESTABLISHING AN EXPECTATION FOR FUNDING TO ADDRESS OUR HOMELESS NEEDS

Recommendation Action: Discuss and direct staff on outcomes of discussion

Chair Councilmember Marsha McLean expressed her interest on the funding to address the homeless needs in the region and would like to discuss United Way, Inc. to a future meeting for an informational presentation on Funding for Homeless Services. Discussion on

Homeless Services Funding ensued.

13. DISCUSSION ON SFVCOG RESERVE FUNDS (Page 159)

Recommendation Action: *Discuss and direct staff on outcomes of discussion*

John Bwarie, Executive Director announced that the SFVCOG has a reserve of funds in the amount of just over \$250,000 of two years of operating expenses and asked the members how they would like to program the utilization of the funds. Discussion on fund utilization ensued. Chair Councilmember Marsha McLean asked members to provide ideas at a future meeting.

After discussion, On motion of Sahag Yedalian for Councilmember Paul Krekorian, seconded by Bari Worth Girvan for Supervisor Lindsey P. Horvath, the SFVCOG continued this item to a future meeting with the following roll call vote:

Ayes 10: Chair Councilmember Marsha McLean
Natalie Vartenian for Supervisor Kathryn Barger
Bari Worth Girvan for Supervisor Lindsey P. Horvath
Paola Basignana for Councilmember Monica Rodriguez
Sahag Yedalian for Councilmember Paul Krekorian
Alexandra Leard for Councilmember Imelda Padilla
Josh Yeager for Councilmember John Lee
Mehmet Berker for Councilmember Nithya Raman
Mayor Nick Shultz
John Popoch for Vice Chair Councilmember Bob Blumenfield
joined the meeting after roll call and approval of the minutes and financial report.

Excused 2: Councilmember Ara Najarian
Councilmember Mary Solorio

14. AGENDA ITEMS FOR FUTURE BOARD MEETINGS

John Bwarie confirmed the following agenda items to be included at a future meeting:

- Update on the JPA;
- United Way, Inc. informational presentation;
- Discussion on SFVCOG Reserve Funds; and
- Update on the Transportation Committee Priorities.

15. BOARD MEMBER ANNOUNCEMENTS

Sahag Yedalian for Councilmember Paul Krekorian announced that today is his last SFVCOG meeting as he will be transitioning to another department with-in the city of Los Angeles and he expressed his gratitude with serving the SFVCOG region alongside the members. Chair Council Marsha McLean and SFVCOG members expressed their gratitude towards Mr. Yedalian's commitment and service to the SFVCOG.

Adrienne Patterson, Deputy County Counsel, County of Los Angeles announced that today is her last meeting as she will be transitioning to Santa Clara County Counsel Office and introduced Shirley Edwards who will be assuming her role as Counsel for the SFVCOG.

16. NEXT MEETING

Board Meeting: Monday, April 8, 2024 at 10AM in Van Nuys

17. ADJOURNMENT

Adjourning in memory of Cindy Montañez

There being no further business, Chair Councilmember Marsha McLean adjourned the January 08 2024, San Fernando Valley Council of Governments Board of Directors Meeting at 11:27 a.m. in memory of Cindy Montañez.

Notices:

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**SAN FERNANDO VALLEY COUNCIL OF GOVERNMENTS
JOINT POWERS AUTHORITY FUND V54
STATEMENT OF RECEIPTS AND DISBURSEMENTS
JANUARY 1, 2024 THROUGH MARCH 31, 2024**

Fund V54/Org 55665

Cash Balance, January 1, 2024		\$ 323,706.37
Receipts:		
Interest Earnings	1/1/2024	977.49
Interest Earnings	2/1/2024	1,173.92
Interest Earnings	3/1/2024	859.39
Total Beginning Cash Balance and Receipts		<u>\$ 326,717.17</u>
Disbursements:		
AD AU A2400925549 Stratiscope - December 2023	1/8/2024	8,333.33
AD AU A2401100935 Stratiscope - Mobility Academy Meeting 1/25/2024	2/13/2024	81.00
AD AU A2401100936 Stratiscope - January 2024	2/13/2024	8,333.33
AD AU A2401142955 Stratiscope - Mobility Academy Ground Work 2/7/2024	2/21/2024	273.74
AD AU A2401204546 Stratiscope - February 2024	3/6/2024	8,333.33
Total Disbursements		<u>\$ 25,354.73</u>
Cash Balance, March 31, 2024		<u>\$ 301,362.44</u>

Prepared by
Los Angeles County
Department of Auditor-Controller
Accounting Division
ML 3/29/2024

H:\Special Funds\Special Funds Unit\JOINT POWERS AUTHORITIES\SFVCOG\SFVCOG - Reports\Reports FY23-24\FY24 SFVCOG Quarterly Reports.xlsx3rd Qtr 2024

SAN FERNANDO VALLEY COUNCIL OF GOVERNMENTS

RECORDS RETENTION POLICY AND SCHEDULE

WHEREAS, the San Fernando Valley Council of Governments ("SFVCOG") has an obligation to create and maintain records and information in accordance with accepted records management practices and standards;

WHEREAS, SFVCOG will manage and maintain records until the retention period has ended; will store records by a means acceptable to standard records management practices; and, once the retention period has ended, will destroy, archive or otherwise handle said records in accordance with this policy; and,

NOW THEREFORE, BE IT RESOLVED, THAT The Board of Directors ("Board") of the SFVCOG hereby resolves to maintain records in accordance with the following Records Retention Policy and Schedule (the "Policy"):

RECORDS RETENTION POLICY STATEMENT

I. SFVCOG Records Management

The Executive Director ("ED") for SFVCOG is responsible for developing and administering records management and archiving protocols and guidelines contained within this Policy. After SFVCOG Board approval of this Policy, the ED, on a biennial basis, will take steps to review and update this Policy and present these changes, if any, to the SFVCOG Board for approval. This Policy is developed to assist the SFVCOG in discharging its records management, archiving and retention responsibilities.

II. Definitions

The phrase "in the custody of the SFVCOG" means in the physical possession or control of the ED, any of the SFVCOG Board members, any ED staff, any contractors under contract with SFVCOG to perform any services that generate documents used by SFVCOG to perform its functions or carry out its duties.

The phrase "official public record" means a thing, based on its content and regardless of its medium, which constitutes an objective lasting indication of a writing, event, or other information, which is in the custody of the SFVCOG and is kept either (1) because a law requires it to be kept or (2) because it is necessary or convenient to the discharge of the SFVCOG duties and was made or retained for the purpose of preserving its informational content for future reference. (64 Ops.Cal.Atty.Gen. 317.)

HOA.104708176.1

An official public record, as defined in this Policy, differs from the definition of a public record under the California Public Records Act (Government Code section 7920.000 et seq.) in that the latter may be construed more broadly.

An official public record in the custody of the SFVCOG, as defined in this Policy, may include all records maintained in SFVCOG contractor and SFVCOG offices, storage areas, electronic systems, and electronic storage devices. These storage devices or locations may include networked servers, cloud-based storage, mainframes, data warehouses, storage area networks, electronic data interchanges, imaging and document management systems, personal computers, laptops, cell phones, internal or external hard drives, magnetic tapes, optical disks, and any other system or device used to perform SFVCOG business.

As a general rule, official public records are SFVCOG property regardless of how or where they are stored, and they will remain the property of the SFVCOG until their eventual disposition. Employees and third-party contractors shall not donate, sell, nor take sole physical control or possession of SFVCOG records. This includes records that have already met their retention period and are set for disposition. However, certain exceptions may exist. Thus, when any questions arise relating to this subject matter, please obtain assistance from SFVCOG legal counsel.

The following examples are not considered to be official public records ("**non-records**"):

- 1) Duplicates of an official public record made solely for convenience or reference;
- 2) Documents and records in draft form;
- 3) Transitory and informal communications used to develop an official public record, unless they are specifically required to be retained by the ED, by the SFVCOG Board, by SFVCOG Board-approved policy, or by applicable law or regulation;
- 4) Duplicative copies of publications and blank forms;
- 5) Material intended solely for reference or exhibition;
- 6) Material with no requirement for retention under this Policy.

Non-records have no retention period and thus may be disposed of at any time unless they are responsive to a Litigation Hold or a California Public Records Request or are otherwise needed for SFVCOG purposes as further explained below.

III. Record Retention

The Records Retention Schedule set out below provides minimum retention periods for maintaining official public records. Once an official public record has met its minimum retention period, the record may be destroyed, archived or otherwise handled as set forth below (disposition).

HOA.104708176.1

This Records Retention Schedule does not cover all categories of records and may be modified periodically by the ED, subject to adoption/approval of the SFVCOG Board.

IV. Record Disposition

Disposition refers to the final stage in the management of a record, where an official public record has met its retention period and may be ready for destruction. Prior to the destruction of an official public record, the following criteria should be considered:

- A. Is the record subject to a Litigation Hold or a California Public Records Request?
- B. Does the record have a specific administrative or fiscal function?
- C. Does the record have a specific historical/archival value?
- D. Is the record vital to SFVCOG on-going operations?

The SFVCOG ED will periodically review official public records in the custody of the SFVCOG, including those stored with SFVCOG contractors, and dispose of these records in adherence to the applicable schedules set out in this Policy, having first considered the criteria stated above and as more fully explained below.

Records falling into any of the categories listed above, and as further explained below, should be stored and managed with appropriate labeling and container demarcation so as to easily identify protected content.

All other official public records not currently in use, shall be retained (in archived storage) until their disposition date is reached. Any records scheduled to be retained, but for which there exists no current use, shall be properly archived in a manner that allows for easy retrieval, searching, identification, categorization and determination of destruction date, including appropriate labeling, container demarcation and storage in a safe, secure and accessible environment. The SFVCOG may contract for appropriate and compliant digital and/or physical storage services to retain and archive SFVCOG records.

A. Subject to Litigation Hold or California Public Records Request

SFVCOG must not destroy any record where a Litigation Hold has been issued by the SFVCOG legal counsel or where the record is the subject of a California Public Records Request. All inquiries regarding Litigation Hold or Public Records Requests should involve SFVCOG legal counsel.

A Litigation Hold should be put in place from the moment a litigation is reasonably anticipated, which can be anytime before the filing of a complaint in court. Litigation includes administrative hearings. Once litigation is anticipated, SFVCOG has a duty to suspend its routine document retention/destruction policy and put in place a "Litigation Hold" to ensure the preservation of potentially relevant documents including electronically stored information

HOA.104708176.1

("ESI"); in other words, there is a duty to preserve evidence which one knows or reasonably should know is relevant to the anticipated action (litigation).

A California Public Records Request is a request from someone who is seeking copies of records in the possession or control of SFVCOG (Government Code section 7920 et seq.) Once a California Public Records Request has been received, SFVCOG should refrain from any records destruction relating to the subject matter of the request. There are responsive deadlines set out in the law for responding to a request for records and any decision to deny access to such records (in whole or in part) must be justified by demonstrating that the record in question is exempt under express provisions of the California Public Records Act, or by demonstrating that, on the facts of the particular case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record. (Government Code section 7922.) Please consult with SFVCOG counsel on California Public Records Act requests.

B. Holds an Administrative or Fiscal Value

An official public record may be retained past its minimum retention period for operational purposes where the ED or the SFVCOG Board has determined that the record meets an administrative or fiscal need.

C. Holds an Historical or Archival Value

Official public records may also be retained past their retention period where they hold archival or historic value; by way of example, but not limitation, such records may be determined by the ED or by the SFVCOG Board to contain information of continuing and enduring value to SFVCOG, provide valuable research data, or document the history and development of the SFVCOG.

Archived records may be in any format and media, including paper, electronic, photographs, motion picture film, videos, and sound recordings.

D. Retention of Vital Records

A vital record is essential for the ongoing operation of SFVCOG business. Vital records are those records that contain information critical to the operation of the SFVCOG and require immediate recovery and access during or immediately following a natural disaster or other event disrupting normal operations. Such records include, but are not limited to, those that contain information protecting the SFVCOG's legal/financial interests or status.

Vital records should be identified by the ED and include them as part of SFVCOG's disaster recovery and business continuity planning.

Necessary steps should be taken to protect and safeguard those records to ensure availability.

HOA.104708176.1

V. Contracted Services that Store Official County Records and Non-Records

The SFVCOG records retention schedule, as set out below, applies to all ESI, and all records, data and/or information (regardless of medium) that may be stored or purchased, leased, or rented electronic storage equipment or devices that are geographically located within the County of Los Angeles or external to the geographical boundaries of the County of Los Angeles.

The ED shall ensure that all SFVCOG contracts include prescriptive language to ensure that contractors maintain, process, and (where applicable) store SFVCOG records in a manner that ensures such data and information is appropriately retained and destroyed in accordance with this Policy, where applicable.

SFVCOG Contractors must also dispose of non-records as instructed by the ED or as otherwise set out in the SFVCOG contract, consistent and in compliance with this Policy.

VI. Policy Exceptions

There are no exceptions to this Policy.

VII. Effective Date

This Policy shall be effective on the date that it is adopted and approved by the SFVCOG Board of Directors.

RECORDS RETENTION SCHEDULE

<u>Type</u>	<u>Title</u>	<u>Retention Period</u>
ADM	Administration	
	<u>Correspondence</u>	As stated below:
	--Non Member	3 years
	--Entity Member	7 years
	--Policy and Procedures	Permanent
	--Accreditation	Permanent
CON	Contracts	
	<u>Agreements and Contracts</u>	7 years following end of contract.
AF	Annual Filings	5 years from date of filing
E	Ethics	
	<u>Conflict of Interest (COI) Opinions</u>	Permanent

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	<u>COI Letters/Correspondence</u>	Permanent
	<u>COI Complaints/Related</u>	Permanent
	<u>Annual Filings</u>	Permanent
BC	Board/Committees	
	<u>Meeting Notes</u>	5 years
	<u>Minutes - Committees</u>	Permanent
	<u>Resolutions</u>	Permanent
BOD	Board of Directors	
	<u>Agendas</u>	Permanent
	<u>Meeting Notes</u>	5 years
	<u>Meeting Notices</u>	Permanent
	<u>Minutes of Board Meetings</u>	Permanent
	<u>Resolutions</u>	Permanent
MEM	Membership	
	<u>Membership Records</u>	Permanent
	<u>Appointment Resolutions & Letters</u>	Permanent
ELE	Officer Elections	
	<u>General</u>	Permanent
FIN	Financial (Retained by Executive Director and/or County of Los Angeles Auditor/Controller)	
	<u>Accounts Payable</u>	Current + 7 years
	--Correspondence	"
	--A/P Distributions Journal	"
	--Cash Disbursements	"
	--Expense Reports	"
	--Invoices	"
	<u>Accounts Receivable</u>	Current + 7 years

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	--A/R Register	“
	--Aged Trial Balance	“
	--Invoices	“
	<u>Audit Reporting</u>	Current + 7 years
	--Correspondence/Workpapers	“
	--Reports	“
	--State Controller’s Report	“
	<u>Banking</u>	Current + 7 years
	--Correspondence	“
	--Bank Confirmations	“
	--Bank Reconciliations	“
	--Bank Statements	“
	--Canceled and Voided Checks	“
	--Deposit Slips	“
	--Signature Authorizations	“
	<u>Financial Reporting</u>	Current + 7 years
	--Correspondence	“
	--Reports and Studies	“
	--Chart of Accounts	“
	<u>Ledgers</u>	Current + 7 years
	--Account Analysis	“
	--Balance Sheets	“
	--General Ledger	“
	--Journal Entries	“
INS	Insurance (If Applicable)	
	<u>Memorandum of Coverage</u>	Permanent
	<u>Insurance Policies</u>	Permanent

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	<u>Endorsements</u>	Permanent
	<u>Premium Deposit Determination</u>	Permanent
	<u>Retrospective Ratings</u>	Permanent
	<u>Claims Audits</u>	Permanent
	<u>Actuarial Studies</u>	Permanent
	<u>Underwriting Files</u>	Permanent
	<u>Certificates of Insurance</u>	Permanent
LGL	Legal (Retained with County of Los Angeles Office of County Counsel and/or Executive Director)	
	<u>General Correspondence</u>	Permanent
	<u>Attorney Correspondence</u>	Permanent
	<u>Conflicts of Interest Code</u>	Permanent
	<u>Conflict of Interest Statements</u>	Permanent
	<u>All Claims Documents</u>	7 years (from closure)
	<u>Litigation</u>	7 years after litigation is concluded
	<u>Claims involving minors</u>	3 years from age of 18 or 7 years which ever is longer. (from closure)
	<u>Opinions</u>	Permanent
	<u>Loss Runs</u>	Current + 7 years
MIS	Miscellaneous	Permanent until reclassified

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San Fernando Valley Council of Governments 2024 Mobility Priorities

The SFVCOG works to increase coordination within its jurisdictions to improve regional mobility, economy, and safety. Regional mobility goals for 2024 fall under the categories of regional rail improvements, bicycle network build-out, first/last mile projects, transportation technology, and bus/rail/BRT projects and operations, and are listed below:

1. Regional Rail Improvements

The SFVCOG recognizes that frequency, speed, and reliability are critical to ensuring Metrolink's & LOSSAN's success in providing reliable rail transit in the region, thereby reducing Vehicle Miles Traveled (VMT). Metrolink's Ventura and Antelope Valley Lines and LOSSAN's Amtrak Pacific Surfliner serve the SFVCOG region.

In order for this system to provide frequent, reliable transportation, the SFVCOG supports capital and operational improvements to provide train service in both directions on weekdays every 15 minutes between SFVCOG stations and LA Union Station during peak periods and throughout the day, and trains every 30 minutes in both directions during the evening (7pm - Midnight) and on weekends from 6am to 12 midnight (which aligns with the [Metrolink SCORE](#) plan).

This service frequency would result in a combined headway of about 7 minutes during peak periods and 15 minutes during evening periods on the trunk line where the Ventura and Antelope Valley lines and the Pacific Surfliner run between LA Union Station and Downtown Burbank. With Hollywood Burbank Airport stations now located on both lines, the same combined headway would apply to connections between LA Union Station and Hollywood Burbank Airport. Reaching these headways in both directions would likely require double-tracking where single-track operation currently exists. This headway goal is a starting point; reducing headways beyond these benchmarks could result in service more similar to local bus and rail, which has been shown to dramatically increase utility and resultant ridership of regional rail lines in other cities around the world. Additionally, providing some owl service (late night and early morning, resulting in 24-hour operation), could be of value.

In an effort to ensure resources are provided to improve regional rail service on the entire Antelope Valley Line (AVL), the SFVCOG supports equitable

investment in capital improvements and service enhancements on the AVL. The SFVCOG supports LA Metro's "Los Angeles – Glendale – Burbank Feasibility Study" completed in September 2019 to serve as a guide for assessing infrastructure improvements with the goal of providing a more frequent and consistent level of service throughout the day. Consistent with that goal, SFVCOG supports the Metro initiative launched in October 2023 to fund near-hourly weekday service and a doubling of weekend service on the AVL.

SFVCOG supports LA Metro's "LinkUS Union Station Run-Through Tracks" project as a critical improvement to improve regional and intercity rail service by allowing through-train service at Union Station. The opening date of the LinkUS project has been delayed to 2032 due to cost escalation, and SFVCOG encourages Metro and other stakeholders to continue to support the completion of the project as expeditiously as possible.

SFVCOG is continuing to advocate for advanced improved reliability, customer real-time information thus enhancing system reliability.

2. Bicycle Network Improvements

Providing a network of separated bicycle lanes, paths, and neighborhood streets to facilitate bicycling can improve access to transit, improve health, and reduce VMT. The SFVCOG supports efforts to build a backbone network of bicycle facilities across the region with a minimum of one mile spacing between parallel facilities. As part of this network build-out, gaps should be closed between existing separated bicycle lanes/paths and those facilities and key destinations such as transit hubs, retail, commercial, and residential activity centers that are a short distance away. Specifically, connecting the Los Angeles River, San Fernando, Burbank Channel, and Chandler Bikeways by closing the gaps in these bikeways in Burbank to create a more seamless rider experience.

Furthermore, the SFVCOG supports the completion of the Measure M-funded LA River Bike Path Gap (\$60M) and San Fernando Bike Master Plan (\$5M), which support this goal, as well as bike paths along the LA River tributaries (e.g. Pacoima Wash). In addition to these projects, the SFVCOG prioritizes projects that close gaps called out by Metro in their [Active Transportation Strategic Plan](#).

Currently Pacific Surfliner trains only have capacity for seven bikes on board each train, and require a bike reservation. Metrolink ticket holders that can use Surfliner code share service cannot bring bikes on board. The SFVCOG calls on Amtrak to increase bike capacity on their trains and adopt a similar policy to Metrolink where bike reservations are not required.

3. First/Last Mile Improvements

A transit trip's attractiveness is only as good as the weakest part of its journey, which is often the first and/or last mile (FLM) from origin to destination and vice

versa. The SFVCOG supports increasing the choices made available to users to complete the FLM of their journeys with mobility hubs at major transit stations (mobility hubs include a wide range of available options to complete journeys such as car share, micro-mobility, etc.) and improvements to road infrastructure along key connections between transit stations and stops and nearby trip origin and destination points. Such roadway infrastructure should include dedicated low-stress bicycle facilities (protected bike lanes, neighborhood greenways) and clean, well-maintained, well-lit sidewalks for people walking. Wayfinding signage is also key to guide people to key locations. First and last mile improvements should be focused at existing transit stations along the B Line, G Line, and Metrolink, as well as future planned stations along the Measure M-funded lines: ESFV, Sepulveda Transit Corridor and NoHo-Pasadena BRT.

4. Transportation Technology

The world of intelligent transportation technology continues to grow at a rapid pace. The SFVCOG supports the increased use and development of technologies to create a safer, more reliable, more efficient, less congested, and more pleasant transportation experience. Technologies include:

- Preparation of infrastructure to support autonomous vehicle technology including communication systems between AV's and the roadway network
- Real-time user information including bus stop arrival times, consolidated available mobility options near a user's location, traffic and road conditions, all available through mobile applications and stationary displays
- Parking management, information, and payment systems linked to parking infrastructure including on- and off-street facilities
- Sensing technologies for detection including expansion and use of smarter detection for non-motor vehicles (e.g. passive pedestrian detection with walk extension for people on foot who travel more slowly)

Advocating for a sophisticated advanced detection to reflect the need of the Pedestrians and Bike Users - Signal Operation Technology.

5. Bus/Rail/BRT Projects and Operations

The SFVCOG supports Metro Rail and BRT projects and transit operations that are critical to reduce VMT, as follows:.

- a. Measure M-Funded Transit Projects
 - i. Sepulveda Pass Corridor
 - ii. East San Fernando Valley Transit Corridor (LRT)
 - iii. NoHo to Pasadena Bus Rapid Transit (BRT)
 - iv. Orange Line Upgrades (gated crossings and grade separations)
 - v. Orange Line Conversion from BRT to LRT

- b. *Additional Support for Tier 2 Transit operators*

Taken together, BurbankBus, Glendale Beeline, LADOT Dash, and Pasadena Transit carry over 9.5 million rides per year, yet these agencies

receive no state or federal transit operations funding through Metro, and instead rely solely on local funding to operate. Recognizing the importance that these Tier 2 operators play in the SFVCOG region's mobility, the SFVCOG will advocate for increased funding from Metro to support these "Tier 2 Eligible Operators," including support for transit operations as well as transit vehicle capital funds.

c. *15-Minute Bus Network*

The SFVCOG region relies on bus transit to service most corridors within the region, but many corridors lack frequent service. High frequency is critical to ensuring bus transit meets the mobility needs of SFVCOG region residents and employees. The SFVCOG will advocate for bus headways no greater than 15 minutes on its major arterial corridors from 6am until 11pm. With the completion of Metro's NextGen Implementation, the SFVCOG will engage with Metro to ensure that the SFVCOG region receives necessary additional transit operations resources to reach this service standard.

d. *Support permanent, high-capacity transit connections to Hollywood Burbank Airport from the NoHo Transit Center*

Given the importance of this connection, the SFVCOG will advocate for funding to continue and enhance this important connection and to ensure that the line is integrated into Metro's maps, planning, outreach, and communications to advertise this connection to the public. Further, service should be extended to include weekend service, as well.



San Fernando Valley Council of Governments

DATE: April 8, 2024

TO: SFVCOG Board of Directors

FROM: John Bwarie, Executive Director

RE: **Metro G (Orange) Line Improvements Update**

RECOMMENDATION

Consider Metro's updated timeline and changes for the Metro G Line Improvements and consider sending a letter communicating the SFVCOG's position

BACKGROUND

The G Line Improvements Project is an upcoming Metro capital infrastructure project designed to add additional improvements to the existing G Line bus transit line. These improvements will improve bus transit service and enhance safety along and near the busway. The project will construct:

- Aerial grade-separated structures or bridges at the streets of Van Nuys Blvd., Vesper Ave., and Sepulveda Blvd.
- Gating systems or traffic signal prioritization at street crossings
- Bike path improvements

According to Metro, the G Line Improvements Project undertook some refinements in the scope of the project to slightly reduce the overall scale of improvements. The following project scope refinements include:

- The removal of the aerial G Line Sepulveda Station, leaving the existing at-grade G Line Sepulveda Station in place
- The reduction in the number of newly installed gating systems to only 13 intersections, with traffic signal prioritization installed at all other intersections
- The removal of stormwater capture improvements

The project is still slated to achieve the anticipated benefits of improved transit travel times and safety enhancements.

At the March 18, 2024 SFVCOG Transportation Committee meeting, Metro staff presented these updates and provided responses to committee members' questions. Some information was not able to be provided, as follows:

1. How does this cost savings approach of scaling back compare to other capital projects where funds were limited? Are those projects scaled back or do they get funding from other sources?

2. Do any of these changes limit future rail conversion AND do they actually work to advance it? Is what has been scaled back/eliminated going to need to be eventually done to convert the G Line to LRT, as is the future plan?
3. What can we do to ensure G Line safety improvements are included in this project, e.g. can improved lighting be seen as a capital expense?

These questions require responses from Metro in order to support the SFVCOG's Mobility Priorities.

CURRENT POSITIONS

The SFVCOG has an adopted position of support for these improvements as stated in the Measure M language. This position has been reaffirmed as an Adopted Mobility Priority since 2018.

Attachment: *Draft Letter to Metro from the SFVCOG re: the G Line Improvements*



San Fernando Valley Council of Governments

April 9, 2024

Stephanie Wiggins
Chief Executive Officer, Metro
One Gateway Plaza
Los Angeles, CA 90012

Dear Ms. Wiggins:

On behalf of the San Fernando Valley Council of Governments (SFVCOG), I am writing regarding Metro's adjustment to the Measure M-funded project for G Line improvements and modifications made to this capital project. This project has been an adopted priority of the SFVCOG since before Measure M passed, and continues to be a priority project for the region.

At the March 18, 2024 SFVCOG Transportation Committee meeting, Metro staff presented these updates and provided responses to committee members' questions. Some information was not able to be provided, as follows:

1. How does this cost savings approach of scaling back compare to other capital projects where funds were limited? Are those projects scaled back or do they get funding from other sources?
2. Do any of these changes limit future rail conversion AND do they actually work to advance it? Is what has been scaled back/eliminated going to need to be eventually done to convert the G Line to LRT, as is the future plan?
3. What can we do to ensure G Line safety improvements are included in this project, e.g. can improved lighting be seen as a capital expense?
4. How do travel time savings and traffic delay, particularly west of Sepulveda Boulevard, under the scaled-back proposal compare to those projected with automated gates at all intersections?

On April 8, the full SFVCOG Board of Directors requested that these questions be answered and the project reflect the critical needs of the corridor and the region.

We look forward to continuing to collaborate with Metro on this project that will serve the SFVCOG region.

Sincerely,

Marsha McLean
Chair, SFVCOG

SFVCOG • 10945 Burbank Blvd. • North Hollywood, CA 91601 • www.SFVCOG.org



San Fernando Valley Council of Governments

DATE: April 8, 2024
TO: Board of Directors
FROM: John Bwarie, Executive Director
RE: **SFVCOG JPA Agreement Update**

RECOMMENDATION

Consider the recommendations of the ad Hoc JPA Review committee to update the current SFVCOG JPA Agreement.

BACKGROUND

After the formation of the SFVCOG in 2010, the Board went through the process in 2014 to update the JPA agreement to reflect the evolution of the SFVCOG at that point. In the past year, the Board once again determined that it was necessary to review the JPA and make sure that it reflected the needs of the Board a decade later. An ad hoc committee was formed in late 2023, and the group met over the course of 5 months to raise issues, get expert advice from L.A. County Counsel and L.A. City Attorney, and make recommendations to modifications. The focus was on quorum and voting, as is reflected in the “tracked change” edits below to Section 8 of the JPA agreement.

Section 8. Board Actions – Meetings.

A. Meetings. Regular meetings of the Board shall be held not less than four times a year. Special meetings of the Board may be called by the Chair. The Board shall establish the dates and times of regular meetings of the Board. The location of each such meeting shall be as directed by the Board. All meetings of the SFVCOG shall be called and conducted, and an agenda posted, in accordance with the Ralph M. Brown Act, as applicable, Government Code Section 54950 et seq., as it now exists or may hereafter be amended.

B. Quorum. A quorum shall consist of the presence of a majority of the Board Representatives, representing a majority of the Members, ~~including at least one Board Representative each from the City of Los Angeles, the County of Los Angeles, and two of the other Member Jurisdictions in good standing with the SFVCOG.~~

C. Voting.

1. A majority of the Board shall be comprised of a ~~simple majority, which must include at least one Board Member of a Member Jurisdiction city other than the City of Los Angeles. By way of example, there are currently 12 Board Members so a simple majority would consist of at least 7 Board Members present, including at least one Board Member of a Member Jurisdiction city other than the City of Los Angeles.~~ ~~at least three Representatives of the City of Los Angeles; one Representative of the County of Los Angeles; and two Representatives of cities other than the City of Los Angeles.~~

2. A super majority shall be comprised of three-fourths of the Board Members. By way of example, there are currently 12 Board Members so a super majority would consist of at least 9 Board Members present. ~~include[ESR1] a majority of the Board as defined in paragraph C. 1. above and a total of at least 10 (ten) votes.~~
3. A super majority vote of the Board is required for matters affecting the budget of the SFVCOG; Membership, suspension or removal from the SFVCOG; amending the JPA; matters considering litigation and consideration of a position on ballot measures;
4. All other matters of the SFVCOG, including consideration of a position on legislative bills, requires a majority vote of the Board.
5. There shall be no proxy voting.

~~D.-First Meeting. At the first scheduled meeting of the Board, a Board Representative shall be elected to the position of Chair by the Board, and a different Board Representative shall be elected to the position of Vice Chair of the Board.~~

In the last update of the JPA agreement, authority was given to the Board – by a supermajority – to amend the JPA. If the Board votes to update the JPA, the new JPA would need to be filed with the State of California.

**SAN FERNANDO VALLEY COUNCIL OF GOVERNMENTS
A JOINT POWERS AUTHORITY**

JOINT POWERS AGREEMENT

HOA.104708653.1

AGREEMENT
“SAN FERNANDO VALLEY COUNCIL OF GOVERNMENTS”
(A JOINT POWERS AUTHORITY)

This Agreement (“Agreement”) is made and entered into by and between the public entities (“Members”) whose names are set forth in Exhibit A, attached hereto and incorporated herein by this reference (“Eligible Public Entities”), and who have approved and executed this Agreement pursuant to Section 6500 et seq. of the California Government Code and other applicable law. Each entity listed on Exhibit A shall become a Member of the San Fernando Valley Council of Governments (“SFVCOG”) when confirmation that this Agreement has been approved by its governing body and the executed Agreement are received by the legal advisors for the San Fernando Valley Council of Governments.

W I T N E S S E T H:

The parties hereto do agree as follows:

Section 1. Recitals. This Agreement is made and entered into with respect to the following facts:

- A. Historically, the San Fernando Valley (“Valley”) cities of Calabasas, Burbank, Glendale, Los Angeles and San Fernando, and the County of Los Angeles, have worked through The Valley Economic Alliance (“Alliance”) as informal strategic partners, involving elected officials, city managers and other staff; they share common interests with cities in north Los Angeles County, such as the City of Santa Clarita, and collectively have played a valuable role in serving as a forum for the exchange of ideas and information;
- B. However, Valley Area cities and the County of Los Angeles (“Jurisdictions”) wish to develop and implement subregional policies and plans that are unique to the greater San Fernando Valley region (“Valley Area”), and to voluntarily and cooperatively resolve differences among themselves, which requires a more formal structure;
- C. The public interest requires the establishment of an agency to jointly conduct studies and projects designed to coordinate and improve the common governmental responsibilities and services on a Valley-wide and subregional basis through the establishment of a council of governments (“COG”);
- D. The public interest requires that the COG explore areas of intergovernmental cooperation and coordination of government programs, and that it provide recommendations and solutions to problems of common and general concern to its Members;
- E. Each Member is a city or county (“Eligible Public Entities”) established by law with full powers of government in administrative, legislative, financial, and other related fields;
- F. Each Member, by and through its legislative body, has determined that an agency to assist in planning and voluntary coordination, in the greater San Fernando Valley area of Los Angeles County furthers the public interest, necessity and convenience; and
- G. Each Member is listed on Exhibit A hereto as an Eligible Public Entity or has otherwise been determined by the Board of Directors to qualify for membership.

Section 2. Creation of Separate Legal Entity. It is the intention of the Members to create, by means of this Agreement, a separate legal entity within the meaning of Section 6503.5 of the

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Government Code. Accordingly, there is hereby created a separate legal entity, which shall exercise its powers in accordance with the provisions of this Agreement, and applicable law.

Section 3. Name. The name of the said separate legal entity shall be the San Fernando Valley Council of Governments.

Section 4. Purpose and Powers of the SFVCOG.

- A. Purpose of SFVCOG. The purpose of the creation of the SFVCOG is to enable the Members to voluntarily engage in cooperative local and regional planning and the coordination of government services and responsibilities so as to assist the Members in the conduct of their affairs; to conduct studies and projects designed to improve and coordinate the common governmental responsibilities and services on a Valley Area and regional basis; and to coordinate implementation programming.
- B. Common Powers. The SFVCOG shall have, and may exercise, the following powers:
1. Serve as an advocate in representing the Members of the San Fernando Valley Council of Governments at the regional, state and federal levels on issues of importance to the greater San Fernando Valley region of Los Angeles County;
 2. Serve as a forum for the review, consideration, study, development and recommendation of public policies and plans with local and regional significance;
 3. Assemble information helpful in the consideration of problems of interest to the Members;
 4. Utilize Member resources or other public or public/private groups to carry out its programs and projects;
 5. Explore practical avenues for voluntary intergovernmental cooperation, coordination and action in the interest of the local public welfare and improving the administration of governmental services;
 6. Assist in coordinating subregional planning efforts and in resolving conflicts among the Members as they work toward achieving planning goals;
 7. Build a consensus among the Members to address regional and subregional issues, strategies, policies and programs;
 8. Facilitate and coordinate activities for obtaining state, federal and regional grants in support of projects; and as a mechanism to assist in financing the expenditures and activities of the SFVCOG;
 9. Make and enter into contracts, including contracts for the services of public/private organizations, managers, researchers, planners, engineers, attorneys and other consultants;
 10. Employ agents, officers and employees;
 11. Apply for, receive and administer grants, gifts, contributions and donations of property, funds, services and other forms of financial assistance from persons, firms, corporations and any federal, state or local governmental entity;
 12. Acquire, construct, lease, manage, maintain, own and operate any buildings, works or improvements;
 13. Delegate some or all of its powers to an Executive Director as hereinafter provided;

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14. Incur debts, liabilities and obligations and/or issue bonds;
 15. Exercise any implied power necessary to implement the express powers provided for in this Section 4; and
 16. Sue and be sued.
- C. Exercise of Powers. The SFVCOG shall, in addition, have all implied powers necessary to perform its functions. It shall exercise its powers only in a manner consistent with the provisions of applicable law, and this Agreement. For the purpose of determining the powers of, and the restrictions to be imposed on the SFVCOG in its manner of exercising its powers pursuant to Government Code Section 6509, it is understood and agreed by the Members that the SFVCOG shall have any powers and observe any restrictions imposed upon the City of Los Angeles, a charter city, in the exercise of similar powers, provided however, that if the City of Los Angeles shall cease to be a member, then the SFVCOG shall be restricted in the exercise of its power in the same manner as the City of Glendale, a charter city, or the next most populous Member city.
- D. Reserved Powers. The SFVCOG shall not possess the authority to compel any of its members to conduct any activities or implement any plans or strategies that they do not wish to undertake (except for the payment of dues). The goal and intent of the SFVCOG is one of voluntary cooperation among the Members for the collective benefit of the San Fernando Valley area of Los Angeles County.

Section 5. Members.

- A. Admitting New Members. New Members may be admitted to the SFVCOG upon a super majority vote of the Board, as defined in section 8, subsection c of this agreement, and execution of this agreement, provided that such a proposed new Member is a city whose jurisdiction, or part thereof, lies within or immediately adjacent to any jurisdiction that is a Member of SFVCOG, or that is deemed by the Board of Directors to share common interests with the SFVCOG.
- B. Duties. Members and/or their designated representatives shall advance the goals of the SFVCOG by regularly attending SFVCOG meetings, participating in discussion, engaging the community and stakeholders, voting, and ensuring their respective jurisdictional annual dues are timely paid.
- C. Withdrawal, Suspension or Removal. A Member may withdraw from the SFVCOG by filing written notice of withdrawal with the Chair of the Board. Further, a super majority of the Board may vote to have a Member suspended or removed from the SFVCOG for failure to abide by the provisions of the JPA. Prior to suspension or removal, the Board shall provide the Member 10 (ten) days' notice of its intent to suspend or remove the Member along with a factual basis of the Members actions. The 10 day notice will be considered a warning and the Member will be given an opportunity to cure the address or correct the reported defects. Should the Member fail to adequately address or correct the reported defects within the 10 day period, a super majority of the Board may vote to have the Member suspended for a period of 30 days or to remove the Member permanently. Should the Member be suspended, the Member shall be reinstated with full rights and privileges after the 30 day period.

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- D. Dues. The Member jurisdictions shall be responsible for the payment of annual dues to the SFVCOG. Dues shall be due and paid in full by August 1 of each year at the rates approved within the SFVCOG's budget.
- E. Non-Payment of Dues. If a Member fails to pay dues in a timely fashion, the Member shall be deemed to be suspended from this Agreement and the SFVCOG pursuant to the procedures outlined in Section 5 C. above.

Section 6. Creation of Board of Directors. There is hereby created a Board of Directors for the SFVCOG ("Board") to conduct the affairs of the SFVCOG. The Board shall be constituted as follows:

A. Designation of Board Representatives.

The Members of the SFVCOG shall designate representatives to the Board ("Board Representatives") as follows:

1. The City Council of the City of Los Angeles shall designate one Board Representative from each council district that is located entirely or partially in the San Fernando Valley.
2. The Board of Supervisors of the County of Los Angeles shall designate one Board Representative from each supervisorial district that is located entirely or partially in the San Fernando Valley.
3. The other Members shall each designate one Board Representative from their city council.

B. Designation of Alternate Board Representatives. For each Board Representative designated, one or more of their council/board members or full time staff members of the Member cities or the County Board of Supervisors shall be designated as alternate representative(s) to the SFVCOG Board of Directors ("Alternate Board Representative") pursuant to the Member's own procedures.

C. Eligibility. No person shall be eligible to serve as a Board Representative unless that person is, at all times during the tenure of that person as a Board Representative, a member of the legislative body of one of the appointing Member Jurisdictions; or in the case of an Alternate Board Representative a member of the legislative body or full-time staff member of one of the appointing Member Jurisdictions. The designation of a Board Representative and Alternate Board Representative shall be evidenced in writing to the Chair of the SFVCOG. Should any person serving on the Board fail to maintain the status as required by this section, that person's position on the Board shall be deemed vacated as of the date such person ceases to qualify pursuant to the provisions of this section and the Member shall be entitled to appoint a qualified replacement.

D. Compensation. Board Representatives and Alternative Board Representatives shall receive no compensation in connection with their service on the SFVCOG.

E. Representation. Notwithstanding the above provisions of this section, the legislative body of each Member may establish a procedure to provide for its representation at a Board meeting by an elected member of its legislative body in the event that neither the Board Representative nor the Alternate Board Representative are available to attend.

F. Term. Board Representatives and Alternate Board Representatives shall serve for a period determined by each Member's own procedures.

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- G. Board Powers. The Board shall be deemed, for all purposes, the policy making body of the SFVCOG. All of the powers of the SFVCOG, except as may be expressly delegated to others pursuant to the provisions of applicable law, this Agreement, or by direction of the Board, shall be exercised by and through the Board.

Section 7. Use of Public Funds and Property. The SFVCOG shall be empowered to utilize for its purposes, public and private funds, property and other resources received from the Members and from other sources. Subject to the approval of the Board of the SFVCOG, the Members shall participate in the funding of the SFVCOG in such a manner as the Board shall prescribe.

Section 8. Board Actions – Meetings.

- A. Meetings. Regular meetings of the Board shall be held not less than four times a year. Special meetings of the Board may be called by the Chair. The Board shall establish the dates and times of regular meetings of the Board. The location of each such meeting shall be as directed by the Board. All meetings of the SFVCOG shall be called and conducted, and an agenda posted, in accordance with the Ralph M. Brown Act, as applicable, Government Code Section 54950 et seq., as it now exists or may hereafter be amended.
- B. Quorum. A quorum shall consist of the presence of a majority of the Board Representatives, representing a majority of the Members.
- C. Voting.
1. A majority of the Board shall be comprised of a simple majority, which must include at least one Board Member of a Member Jurisdiction city other than the City of Los Angeles. By way of example, there are currently 12 Board Members so a simple majority would consist of at least 7 Board Members present, including at least one Board Member of a Member Jurisdiction city other than the City of Los Angeles.
 2. A super majority shall be comprised of three-fourths of the Board Members. By way of example, there are currently 12 Board Members so a super majority would consist of at least 9 Board Members present.
 3. A super majority vote of the Board is required for matters affecting the budget of the SFVCOG; Membership, suspension or removal from the SFVCOG; amending the JPA; matters considering litigation and consideration of a position on ballot measures;
 4. All other matters of the SFVCOG, including consideration of a position on legislative bills, requires a majority vote of the Board.
 5. There shall be no proxy voting.
- D. First Meeting. At the first scheduled meeting of the Board, a Board Representative shall be elected to the position of Chair by the Board, and a different Board Representative shall be elected to the position of Vice Chair of the Board.

Section 9. Officers

- A. The terms of office of the Chair and Vice Chair shall alternate annually between City and County Members. The Chair and Vice Chair positions shall be for one year beginning

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July 1st and ending on the following June 30th. Elections shall occur on an annual basis prior to the termination date. If there is a vacancy, for any reason, in the position of Chairperson or Vice Chairperson, the Board shall forthwith conduct an election and fill such vacancy for the unexpired term of such prior incumbent.

- B. Designation and Duties of Treasurer. The County of Los Angeles Auditor Controller shall provide the services of the Treasurer until such time as the SFVCOG Board, by a super majority vote, designates some other entity to serve in this capacity. The Treasurer shall have charge of the depositing and custody of all funds held by the SFVCOG. The Treasurer shall perform those duties performed by treasurers of Joint Powers Authorities as described in section 6505.5 of the Government Code and such other duties as may be imposed by provisions of applicable law, and such duties as may be required by this Memorandum, or at the direction of the Board.
- C. Designation and Duties of Secretary. The Board shall designate a Secretary. The Secretary shall keep a record of all proceedings and perform the usual duties of such office, including compliance with all notice and agenda posting requirements of the Ralph M. Brown Act (Government Code section 54950, et seq.), as it now exists or may hereafter be amended.
- D. Designation of Other Officers. The Board may appoint such other officers as it deems appropriate and necessary to conduct the affairs of the SFVCOG.

Section 10. Legal Advisors. The offices of the Los Angeles County Counsel and Los Angeles City Attorney shall serve jointly as the legal advisors to the SFVCOG. Each Member's City Attorney and the County Counsel will continue to represent their own jurisdictions on all legal matters within their purview; provided, however, in the event of a potential or actual conflict of interest between the County or the City of Los Angeles on the one hand and the SFVCOG on the other, then the County Counsel or the Los Angeles City Attorney (whichever has the conflict) shall create an ethical wall within its office, and the attorney(s) advising the Member and its Board Representative(s) shall be different than the attorney(s) advising the SFVCOG. Such ethical wall shall include procedures or methods to ensure there are no communications between the walled off attorneys related to confidential communications and matters giving rise to the conflict.

Section 11. Obligations of SFVCOG. The debts, liabilities and obligations of the SFVCOG ("SFVCOG Obligations") shall be the debts, liabilities or obligations of the SFVCOG alone. The Obligations shall not constitute debts, liabilities or obligations of the Members and the Members shall have no liability therefore.

Section 12. Implementation Agreements. When authorized by the Board, affected Members may execute special/supplemental Implementation Agreements (or Joint Powers Agreements pursuant to Government Code section 6500 et seq.) for the purpose of authorizing the SFVCOG to implement, manage and administer specific area-wide and regional programs in the interest of the local public welfare. The costs and liabilities incurred by the SFVCOG in implementing a program, including indirect costs, shall be assessed only to those Members who are parties to that Implementation Agreement. Nothing in this Agreement shall be construed so as to prevent

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any of the Members from entering into memoranda of understanding or joint powers agreements with each other or with third parties, outside of the SFVCOG.

Section 13. Term. The SFVCOG created pursuant to this Agreement shall continue in existence until such time as this Agreement is terminated or as otherwise provided by law. This Agreement may not be terminated except by an affirmative vote of a majority of the legislative bodies of the then Members of the SFVCOG.

Section 14. Application of Laws to SFVCOG Functions. The SFVCOG shall comply with all applicable laws in the conduct of its affairs, including, but not limited to, the Ralph M. Brown Act to the extent applicable. (Section 54950 et seq. of the Government Code.)

Section 15. Members - Interference with Function of Members. The Board shall not take any action which constitutes an interference with the exercise of lawful powers by a Member of the SFVCOG.

Section 16. Disposition of Assets. Upon the winding up and dissolution of the SFVCOG, after paying or adequately providing for the debts and obligations of the SFVCOG, the remaining assets of the SFVCOG shall be distributed to the parties to this Agreement in proportion to their contributions to the SFVCOG during its existence, pursuant to Government Code section 6512. If for any reason the parties to the Agreement are unable or unwilling to accept the assets of the SFVCOG, said assets will be distributed to the State of California or any local government for public purposes.

Section 17. Amendment. This Agreement may be amended at any time by a super majority vote of the Board.

Section 18. Effective Date. The Effective Date ("Effective Date") of this Agreement shall be the date of approval and execution by the last of the following: the City of Los Angeles, the County of Los Angeles, and two of the other cities listed in Exhibit A. Upon approval and execution, each party shall deliver an original executed signature page to the Los Angeles City Attorney and Los Angeles County Counsel, in their capacity as legal advisors to the SFVCOG. This Agreement shall be binding upon and shall inure to the benefit of the successors of the Members, respectively. None of the Members may assign any right or obligation hereunder without the written consent of the other Members.

Section 19. Bonding Requirement. The officers or persons who have charge of, handle, or have access to any property of the SFVCOG shall be persons designated as such by the Board. Each such designated officer or person shall be required to file an official bond with the Board, at the expense of the Board, in an amount which shall be established by the Board. Should the existing bond or bonds of any such officers be extended to cover the obligations provided herein, said bond shall be the official bond required herein. The premiums of any such bonds attributable to the coverage required herein shall be appropriate expenses of the SFVCOG

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Section 20. Indemnification. The Members agree that the SFVCOG shall indemnify, defend and hold harmless each of the respective Members, and their elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with the SFVCOG's acts and/or omissions arising from and/or relating to this Agreement or any act and/or omission performed by a Member on behalf of SFVCOG or at the request of the SFVCOG. However, the SFVCOG shall not be required to indemnify, defend and hold harmless any Member or their respective elected and appointed officers, employees, and agents arising from or connected with that Member's willful misconduct or active negligence. Pursuant to Government Code section 895.4, this indemnification provision is expressly intended to supersede the provisions of Government Code section 895.2, providing for joint and several liability of public entities entering into agreements.

Section 21. Budget and Disbursements. The Board shall adopt a budget annually prior to July 1st of each calendar year by a super majority vote. The Board may at any time amend the budget, by a super majority vote, to incorporate additional income and disbursements that might become available to the SFVCOG for its purposes during a fiscal year.

- A. Fiscal Year. The SFVCOG shall be operated on a fiscal year basis beginning on July 1st of each year and continuing until the following June 30th. All funds shall be placed in appropriate accounts and the receipt, transfer, or disbursement of such funds shall be accounted for in accordance with generally accepted accounting principles applicable to governmental entities and pursuant to applicable laws. There shall be strict accountability of all funds. All revenues and expenditures shall be reported to the Board.
- B. Expenditures. All expenditures shall be made within the approved annual budget. No expenditures in excess of those budgeted shall be made without the approval of the Board, by a super majority vote.
- C. Audit. The records and accounts of the SFVCOG shall be audited annually by an independent certified public accountant, or public accountant, in compliance with applicable laws, and copies of such audit report shall be filed with the State Controller, the Los Angeles County Auditor and each party to the SFVCOG no later than fifteen (15) days after receipt of said audit by the Board.
- D. Reimbursement of Funds. Grant funds received by the SFVCOG from any federal, state, regional or local agency to pay for budgeted expenditures for which the SFVCOG has received all or a portion of said funds from the parties hereto shall be used as determined by the Fiscal Manual adopted by the Board.

Section 22. General Provisions.

- A. Law. This Agreement shall be deemed to have been made, and shall be construed and interpreted, in accordance with the laws of the State of California.
- B. Notices. Any notice required hereunder must be in writing and shall be considered received upon delivery to the city or county clerk of the party to be notified, or two (2) business days after deposit in the United States mail, postage prepaid and properly addressed to such city or county clerk.

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- C. Execution in Counterparts. This Agreement may be executed on behalf of the respective Members in one or more counterparts, all of which shall collectively constitute one agreement.
- D. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Agreement is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining sections, subsections, sentences, clauses, phrases, or portions of this Agreement shall nonetheless remain in full force and effect. The governing body of each of the Members hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Agreement, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Agreement be declared invalid or unenforceable.
- E. No Third Party Beneficiaries. This Agreement is intended solely for the benefit of the SFVCOG and the parties to this Agreement, and no third party shall be deemed to be a beneficiary or to have any rights hereunder against the Authority or any of its Members.

The foregoing amendment to the Joint Powers Agreement was on the ____ day of April 2024, adopted and approved by a super majority of the Governing Board of the San Fernando Valley Council of Governments, and is effective on the date fully executed by the Chair of the Governing Board as set out below.

By: _____
Chair, Governing Board
San Fernando Valley Council of Governments

Date: _____

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By: _____
SHIRLEY R. EDWARDS
Deputy County Counsel

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EXHIBIT A
ELIGIBLE PUBLIC ENTITIES

County of Los Angeles, a political subdivision of the State of California
City of Burbank, a municipal corporation in the State of California
City of Calabasas, a municipal corporation in the State of California
City of Glendale, a municipal corporation in the State of California
City of Hidden Hills, a municipal corporation in the State of California
City of Los Angeles, a municipal corporation in the State of California
City of San Fernando, a municipal corporation in the State of California
City of Santa Clarita, a municipal corporation in the State of California

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DATE: April 8, 2024

TO: Board of Directors

FROM: John Bwarie, Executive Director

RE: FY 2024-2025 Budget

RECOMMENDATION

Adopt a budget for the Fiscal Year 2024-2025

BACKGROUND

Section 21 of the SFVCOG JPA Agreement states:

The Board shall adopt a budget annually prior to July 1st of each calendar year by a super majority vote. The Board may at any time amend the budget, by a super majority vote, to incorporate additional income and disbursements that might become available to the SFVCOG for its purposes during a fiscal year.

The proposed budget reflects a sustained revenue stream of \$120,000 based on current dues structure, plus \$5000 in sponsorship anticipated from events and activities, and a \$30,000 County grant for Homelessness coordination for the coming year. This budget reflects the priorities and work program adopted this year by the Board and is consistent with previously adopted budgets, mimicking last year's adopted budget.

Attachment: Proposed FY 2024-2025 Budget

ATTACHMENT

SAN FERNANDO VALLEY COUNCIL OF GOVERNMENTS				
FISCAL YEAR 2024-2025				
		2023-2024	2024-2025	
		Adopted	Proposed	
		Budget	Budget	Difference
REVENUES				
	Member Dues	\$ 120,000	\$ 120,000	\$ -
	Grants	30,000.00	30,000.00	\$ -
	Sponsorship/Donations	\$ 5,000.00	\$ 5,000.00	\$ -
TOTAL REVENUE		\$ 155,000	\$ 155,000	\$ -
EXPENDITURES				
	Audit	\$ 6,000	\$ 6,000	\$ -
	Incidental Expenses	500	500	\$ -
	Management Services			
	Contract	100,000	100,000	\$ -
	Mobility Workshop	5,000	5,000	\$ -
	Mobility Academy	1,000	1,000	\$ -
	Mobility Academy 2.0	-	-	\$ -
	Office & Meeting Supplies	1,000	1,000	\$ -
	Parking fees	250	250	\$ -
	Postage	100	100	\$ -
	Printing	1,900	1,900	\$ -
	Travel (incl. taking members to Sacramento)	5,000	5,000	\$ -
	Website Hosting	300	300	\$ -
	Meeting Fees/Registrations	250	250	\$ -
	VMT Model License with ESRI + AWS	2,190	2,190	\$ -
	Homeless Services (Contract with LA County)	30,000	30,000	\$ -
	Miscellaneous (Contingency Reserve)	1,510	1,510	\$ -
TOTAL EXPENDITURES		\$ 155,000	\$ 155,000	\$ -



San Fernando Valley Council of Governments

DATE: April 8, 2024
TO: Board of Directors
FROM: John Bwarie, Executive Director

RE: FY24-25 Meeting Schedule

RECOMMENDATION

Determine locations and adopt a regular meeting schedule for FY 24-25.

BACKGROUND

The SFVCOG Board meeting is quarterly on the second Monday at 10am, as a time that avoids conflicts with members' other standing board and committee meetings including Metro, Metrolink, city council meetings, and SCAG Region Council, to name a few. This ensures a quorum for SFVCOG Board actions and an anticipated schedule to plan for.

As is our practice, the Board will rotate around the region to host every other meeting in one of the member cities that is not Los Angeles, with alternating meetings being held at Van Nuys Civic Center.

Proposed Schedule:

July 8, 2024: Glendale
October 14, 2024: Van Nuys
January 13, 2025: San Fernando
April 14, 2025: Van Nuys