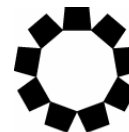


# ASSOCIATION OF BAY AREA GOVERNMENTS

Representing City and County Governments of the San Francisco Bay Area



**ABAG**

Date: January 13, 2017

To: ABAG Executive Board

From: Brad Paul  
Acting Executive Director

Subject: **Update on Staff Consolidation Plan, Contract for Services, and Memorandum of Understanding**

This memo provides an update and next steps on the Implementation Action Plan (IAP) for Option 7 to consolidate the staff and work of the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC). It particularly focuses on the process to develop a Contract for Services (CFS) and a Memorandum of Understanding (MOU).

The Contract for Services is the document that will govern how ABAG and MTC will merge their staff and ensure that ABAG has adequate staffing and support to carry out its mission, obligations and statutory authority as a Council of Governments. The MOU is the document that addresses the governance issues between the two governing boards. The development of these two key documents will continue to include input from ABAG's Executive Board and the counties and cities and stakeholders it represents through a series of meetings and workshops described below.

## Ad Hoc Committee

An ABAG *Ad Hoc* Committee was formed to provide President Pierce and staff with feedback on the Contract for Services, MOU, and other substantial tasks in this process of staff consolidation. Only the full ABAG Executive Board, however, can take action on these documents.

The *Ad Hoc* Committee, which is chaired by President Pierce, includes Sonoma Supervisor David Rabbitt (ABAG Vice-President), South San Francisco Mayor Pradeep Gupta (Chair of the Regional Planning Committee), Councilmember Pat Eklund (Novato), Mayor Greg Scharff (Palo Alto) and Councilmember Raul Peralez (San Jose). All members of the Ad Hoc Committee are also on ABAG's Administrative Committee.

## Upcoming Public Meetings

The next steps in this process include several public meetings. On January 19<sup>th</sup> the ABAG Executive Board will meet, followed by a regional discussion of the future of the Council of Governments at a special ABAG General Assembly (GA) on January 30<sup>th</sup>. GA attendees will

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participate in breakout sessions, facilitated by Executive Board leaders and ABAG senior staff, that will solicit feedback from them on their top priorities for the consolidated staff, the upcoming Budget and Work Plan, policy input for the Contract for Services, MOU and related documents.

In each case, we will send out a memo and packet similar to this one to brief participants in advance, provide them with an overview regarding the Contract for Services and MOU and frame a set of questions to solicit meaningful input.

### Discussion Framework at Upcoming Meetings

For the next Executive Board (January 19<sup>th</sup>), General Assembly (January 30<sup>th</sup>), and Regional Planning Committee (February 1<sup>st</sup>) meetings, we propose the following framework for our discussions.

1. A brief update on where we are in the process of implementing the staff consolidation plan and key next steps.
2. A thoughtful conversation with our members/long-term partners/key stakeholders that starts by asking them how they would describe ABAG's mission and overarching goals as the regions' Council of Governments, and how they would like to see it change, or not, going forward.
3. To help focus this discussion at each of the above mentioned meetings, staff would suggest we address the following issues in general discussions or breakout sessions:
  - A. What do members of the Council of Governments think are key regional tasks, programs and staff priorities for ABAG going forward?
    - 1) What regional issues should ABAG focus on, e.g., land use, resilience, housing, economic development, the environment, risk management and public financing services?
    - 2) How should ABAG continue to foster collaborative partnerships, support local member cities and towns, and serve as a convener of regional dialogues?
    - 3) How should ABAG continue to carry out local engagement going forward? What specific activities are a priority?
      - a) Assigning ABAG planners to support individual cities and counties;
      - b) Meetings like the General Assembly, Delegate meetings, Regional Planning Committee meetings, regular meetings with city managers, Bay Area Planning Directors meetings, Mayor's conferences, etc.;
      - c) Workshops on key issues/strategies: technical support; research on jobs, housing, resilience; etc.
    - 4) How should ABAG relate to other regional agencies?
  - B. After the consolidation of the ABAG and MTC staff, how can the ABAG Executive Board ensure that items 3.A.1) to 4) continue to be sufficiently addressed?
  - C. How will the Contract for Services and the MOU address the issues and any potential challenges raised under 3.A. and 3.B.?

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- D. The relationships between the ABAG Executive Board, MTC Commission members, and stakeholders are foundational for the Contract for Services and MOU to succeed. How do we continue building understanding, relationships and trust among them?

### Drafting Contract for Services and Memorandum of Understanding

The *Ad Hoc* Committee will help staff incorporate feedback from the above mentioned meetings and from discussions with MTC into the draft Contract for Services and MOU. These drafts will be simultaneously released to the Joint MTC Planning and ABAG Administrative Committee and then discussed at the ABAG Executive Board in February.

### Adoption of Contract for Services and Memorandum of Understanding

ABAG staff will work with MTC, with input from the *Ad Hoc* Committee, to further refine staff's final draft Contract for Services and MOU documents based on input we received from the January and February Executive Board meetings and General Assembly. We anticipate that these documents will be discussed at the Joint MTC Planning and ABAG Administrative Committee in early March and then presented to the two governing boards at their March meetings for additional discussion, refinement and adoption.

### ABAG and MTC Staff Organizational Development

While all this is going on, a highly regarded organizational development consulting firm jointly retained by ABAG and MTC, will recommend and facilitate a process designed to build better and deeper relationships, greater trust and a shared sense of purpose among the staff of both agencies. This process will lay the critical ground work for the ABAG/MTC staff consolidation to deliver one integrated regional staff with a unified planning program.

### ABAG Budget and Work Plan

In March, ABAG's executive management team will be presenting a Fiscal Year 2017-18 Budget and Work Plan. We also anticipate providing the outline of a plan that identifies funding strategies for ABAG's role as the Council of Governments and our Local Collaboration Programs. This plan will be informed by the ongoing dialogs described above. Final adoption of the Fiscal Year 2017-18 Budget and Work Plan will occur on May 11<sup>th</sup> at the annual ABAG General Assembly.