

## SBCAG STAFF REPORT

**SUBJECT:** Central Coast Coalition California Legislative Services

**MEETING DATE:** November 19, 2020

**AGENDA ITEM:** 4L

**STAFF CONTACT:** Lauren Bianchi Klemann

**RECOMMENDATION:**

Approve and authorize the Chair to execute a three-year agreement with Khouri Consulting for the Central Coast Coalition California Legislative Services from November 19, 2020 to November 29, 2023, at a cost not to exceed \$60,000.

**DISCUSSION:**

The Central Coast Coalition (Coalition) was formed in 2010 to raise awareness of U.S. 101 on the Central Coast as a major economic asset to the state and nation and to encourage investment on the corridor. Coalition members include the Santa Barbara County Association of Governments (SBCAG), San Luis Obispo Council of Governments (SLOCOG), Association of Monterey Bay Area Governments (AMBAG), Transportation Agency for Monterey County (TAMC), Santa Cruz County Regional Transportation Commission (SCCRTC) and San Benito Council of Governments (COG) (in partnership with Caltrans District 5) due to the nexus with U.S. 101 and all counties are included in Caltrans District 5 area.

Since formation, the Administrative Agency of the Coalition is SBCAG, with the current Chair of the Coalition being SBCAG's Executive Director, Marjie Kirn, and the Coalition Chief of Staff is Sarkes Khachek, SBCAG Director of Programming. Per a Memorandum of Understanding, between agencies effective July 1, 2020, SBCAG as the Administrative Agency of the Coalition is responsible for managing the recruitment, hiring, selection and management of a legislative services contract to support the Coalition's purpose and goals (see Attachment A, Memorandum of Understanding).

On September 21, 2020, SBCAG issued a Request for Proposals to support a three-year legislative services contract to start on November 19, 2020 and conclude on November 29, 2023, for an amount not to exceed \$20,000 annually. SBCAG received a total of three proposals and conducted interviews with a review committee the week of October 19. The review committee consisted of Sarkes Khachek and Lauren Bianchi Klemann of SBCAG; Mary Gilbert, of San Benito COG; and Maura Twomey of AMBAG. Following the review committee's recommendation and Marjie Kirn's, determination, Gus Khouri of Khouri Consulting was selected to be considered for the Coalition legislative services contract, subject to approval by the SBCAG Board of Directors.

Staff is recommending the SBCAG Board of Director's approve and authorize the Chair to execute a three-year agreement with Khouri Consulting for the Central Coast Coalition California Legislative Services from November 19, 2020 to November 29, 2023, at a cost not to exceed \$60,000 (see Attachment B, Agreement for Services Contract).

*The above recommended actions are not a "Project" under the California Environmental Quality (CEQA) Act under CEQA Guidelines section 15378.*

**ATTACHMENTS:**

- A. Central Coast Coalition California Memorandum of Understanding (web posting only)
- B. Agreement between SBCAG and Khouri Consulting for Central Coast Coalition Legislative Services (web posting only)
- C. Scope of Services for Central Coast Coalition California Legislative Services

# ATTACHMENT C



## **SCOPE OF SERVICES**

### **For**

## **Central Coast Coalition**

## **California Legislative Services**

### **SCOPE OF WORK & PROJECT DELIVERABLES**

SBCAG seeks proposals for a three-year Legislative Services contract estimated to start November 30, 2020 and conclude on November 29, 2023 to fulfill the following legislative, state policy, and program goals:

- Contractor will develop, in consultation with the SBCAG, an annual legislative advocacy platform that is reflective of the Coalition member agency legislative platform priorities.
- Contractor will work with the SBCAG to support the annual Coalition legislative day that will occur in the Spring, or as directed by SBCAG in consultation with the Coalition. Responsibilities include, but are not limited to: developing the itinerary, scheduling legislative and state agency meetings, drafting coalition talking points, supporting pre-briefings of coalition member elected representatives, advising the Coalition upon SBCAG's approval on recommended collateral material to provide for meetings, coordinating legislative day lunch for participants, and respond to any follow up items related to legislative day.
- Contractor will notify the Coalition during regular monthly meetings of the State of California's current political landscape, legislative issues, policies or funding programs as they relate to the Coalition's legislative platform and budgetary priorities, unless otherwise directed by SBCAG. This includes updates from state agencies such as, but not limited to: California State Transportation Agency, California Transportation Commission, California Department of Transportation (Caltrans), Strategic Growth Council, Governor's Office of Policy and Research, Air Resources Board and Department of Housing and Community Development. Information can be provided either in written summaries or verbal updates.

- Contractor will advise SBCAG of opportunities when Coalition members can testify, submit letters, or raise awareness of information in support of coalition legislative goals.
- Contractor will work with SBCAG to draft timely written and oral expressions of support or opposition on legislation, and/or relevant state agency policies or programs of interest to the Coalition to be distributed on Coalition letterhead on behalf of, or by, SBCAG.
- Contractor will work with SBCAG to ensure that any written correspondence to Coalition members is consistent with the scope of services
- Upon the request of the SBCAG in consultation with the Coalition, the Contractor will attend in-person or virtual meetings and events and report out on such participation with either written or oral updates. Meetings and events could include, but not limited to: California Transportation Commission meetings, State agency workshops and meetings, or special meetings of the Central Coast Coalition.

**Administrative Responsibilities:**

- Contractor will complete and file on behalf of SBCAG all lobbying and expenditure disclosure reports or any other reports required by the Secretary of State, Fair Political Practices Commission, or any other State agency upon submission to SBCAG of quarterly report of legislative activities performed on behalf of SBCAG for the Coalition.
- Contractor will inform SBCAG on any changes of policy or additional requirements affecting lobbying or expenditure reporting or any other reporting responsibilities of the SBCAG.