



San Gabriel Valley Council of Governments

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City Managers' Steering Committee Notes

Date: October 7th, 2008

Time: 8:00 a.m.

Location: Picasso's Café, Irwindale, CA

1.0 Preliminary Business

1.1 Call to Order

1.2 Roll Call / Introductions

Members Present:

Alhambra	T. Schultz
El Monte	J. Mussenden
San Gabriel	M. Paules
San Marino	M. Ballantyne

Members Not Present:

Azusa
Diamond Bar
La Canada Flintridge
San Dimas

2.0 Public Comment

3.0 Changes to Agenda Order; Identify Subsequent Need or Emergency Items

4.0 Consent Items

4.1 Minutes from September 9th, 2008 meeting

Because a quorum was not present, no action was taken on this item.

5.0 Discussion Items (*Recommended Action: Discussion with possible action*)

5.1 2007-08 Financial Audit Report

The Executive Director reviewed the 2007-08 Financial Audit report. He stated that the COG's overall financial status is strong, pointing out that the COG has made progress on several long-term goals including: adjusting the dues structure, diversifying the sources of income through grant funding, and ensuring all categorical funds are spent first, rather than unrestricted funds.

Despite these important milestones, the statement indicates that the Agency's overall expenditures exceeded income by \$7,079 last fiscal year. The Executive Director noted that these expenditures included both the settlement costs attributable to the Caltrans/SCAG audit (\$72,000) and the write-off of the outstanding SCAG reimbursable (\$65,000). These two liabilities have now been eliminated so that the current trends and expected income in additional years will increase net operating income and continue to build the unrestricted fund balance.

The COG continues to build its reserves and expects to have a fund balance of approximately \$360,000 by the end of the next fiscal year. It is anticipated that the COG will reach the goal of having reserves equal to one year of dues within the next three years.

Committee members asked whether any of the costs associated with the Caltrans/SCAG audit and lawsuit could be recovered through the COG's errors and omissions insurance. The Executive Director stated that this issue would require further review with the COG General Counsel.

5.2 Bylaw Revisions

- 5.2.1 Officer Title, Duties and Responsibilities
- 5.2.2 COG Finance Committee Duties and Responsibilities
- 5.2.3 ACE Finance Committee
- 5.2.4 Executive Committee Commission
- 5.2.5 Governing Board Meeting Location

The Executive Director reviewed proposed changes to the bylaws that would serve to clarify leadership succession and more accurately reflect the agency's current practices and procedures.

The Committee reviewed these recommended changes and did not have any further revisions or suggestions.

5.3 Water Agency Membership

The Executive Director stated that the San Gabriel Valley's Water Agencies became full voting members of the COG in September. Their representative on the Governing Board will be Leon Garcia and their alternate will be Bob Kuhn.

5.4 Transportation Capitol Improvement Project Survey

The Executive Director stated that staff is beginning to work on a Transportation Capitol Improvement Project Survey. The information collected in this survey will be used as part of the joint Metro/COG Congestion Mitigation Fee Pilot study that is set to begin in the San Gabriel Valley in January 2009. Additionally, the data that is collected will be useful for other COG activities and projects related to securing additional transportation funds for the region.

5.5 Status of Caltrans Requirements

The Executive Director stated that staff is working to address some final outstanding issues related to the Caltrans audit that was completed last year. He expects that all remaining required documentation will be completed in the coming months, bringing closure to this issue.

5.6 Measure R, Metro's ½ cent Sales Tax

The Executive Director stated that additional information related to regional jobs and wages have distributed. Additionally, staff is collecting information as to any positions that cities have adopted on Measure R.

5.7 Homeless Services Needs Assessment Study

The Executive Director stated that the consultants are still working to complete the Phase 1 report, which serves as a diagnostic of the current homeless population and the service delivery system within the San Gabriel Valley. The consultants' original estimate of the number of homeless was significantly lower than the estimate provided by the Los Angeles Homeless Services Authority (LAHSA). Since that time, the consultants have used these two numbers to create a range for the estimated number of homeless individuals, between 5,000 and 10,000. The Phase 1 report will be presented at the November Governing Board meeting. Once the Phase 1 report has been reviewed by the Governing Board, the consultants will begin developing the Phase 2 report, which focuses on developing a strategy for meeting the needs of homeless in the San Gabriel Valley.

5.8 Notice of Funds Availability (NOFA) City of Industry Funds Round 13

The Executive Director stated that the Los Angeles County Community Development Commission (LACDC) has released a Notice of Funds Available (NOFA) for the City of Industry funds. Applications are due on November 20th and all San Gabriel Valley cities have been strongly encouraged to apply.

5.9 SB 375 (Steinberg)

The Executive Director stated that staff is continuing to monitor this legislation and will update the Committee as more information about the implication of its implementation become available.

5.10AB 32 Workshop

The Executive Director encouraged committee members to attend this workshop, which is scheduled for October 8th.

5.11SGVEP/SGVCOG Holiday Party – December 18th

The Executive Director encouraged committee members to attend this event.

6.0 New Business items for Next Regular Meeting

7.0 Announcements

The Committee members discussed the ongoing issue between Los Angeles County, LA City, and other cities within the County regarding emergency communication equipment.

8.0 Next Meeting – November 4th

9.0 Adjourn

The Committee adjourned at 9:15 a.m.