



San Gabriel Valley Council of Governments

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City Managers' Steering Committee Notes

Date: November 4th, 2008

Time: 8:00 a.m.

Location: El Monte City Hall

1.0 Preliminary Business

1.1 Call to Order

1.2 Roll Call / Introductions

Members Present:

Alhambra	J. Fuentes
Diamond Bar	J. DeStefano
El Monte	J. Mussenden
San Gabriel	M. Paules

Members Not Present:

Glendora
La Canada Flintridge
San Dimas
San Marino

2.0 Public Comment

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

4.0 Consent Items

4.1 Minutes from October 7th, 2008 meeting

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

5.0 Discussion Items

5.1 FY 2008-09 First Quarter Financials

The Executive Director provided a report on this item. This report included an overview of the revenues and expenses, cash flow and the balance sheet. Committee members recommended that the COG keep a lower checking account balance and instead ensure that funds are quickly transferred to LAIF.

5.2 Legal Services RFQ

The Executive Director provided a report on this item. He reviewed the history of the COG's and ACE's legal services contracts, which have been exclusively provided through sole source contracts with Burke Williams and Sorenson (BW&S) since the inception of both the COG and ACE. COG board members have requested that staff prepare a Request for Qualifications (RFQ) for review and possible release at the November Governing Board meeting. It is expected that the ACE Project will go through a similar procurement process for legal services.

5.3 Auditing Services RFQ

The Executive Director gave a report on this item. As set forth in the by-laws, the COG is required to have an independent financial audit conducted by a certified public accounting firm every fiscal year. In 2004, the COG underwent a public competitive procurement for financial audit services. A new firm was selected and a five-year contract was awarded to Lopez and Company. This is the final year of this five-year contract. Therefore staff has prepared a draft Request for Qualifications for auditing services. Because of increased workload for other projects, Lopez and Company has indicated that they will not be rebidding for this contract. This RFQ will be to perform audits of both the COG's and ACE's financial statements.

Committee members reviewed the draft RFQ and recommended that it be revised to indicate that the Governing Board would approve the RFQ selection panel that had been recommended by the Executive Director.

5.4 Homeless Services Needs Assessment Study – Phase 1 Report

The Executive Director gave a report on this item. He stated that the Final Phase 1 Report for the Homeless Services Needs Assessment, along with an Executive Summary prepared by COG staff, has been released and will be presented at the November Governing Board meeting. There was discussion regarding the process for assigning cities into clusters, as well as opportunities for legislation that would allow for a more regional approach to meeting the SB 2 requirements.

5.5 Metro/Caltrans 710 Geotechnical Feasibility Study

The Executive Director stated that this study is moving forward. The Project Steering Committee has decided to include all five potential zones (which include terminus points ranging from the CA-2 in the west to the I-605 in the east) in the study. Currently, Caltrans is working with the consultant team to schedule exploratory borings in three of the zones. The other two zones have been delayed because they fall within superfund sites. Caltrans staff is researching the process for completing borings, including possible legal ramifications, within these superfund sites and will report these findings at an upcoming meeting.

5.6 Update on Bylaw Revisions

The Executive Director distributed copies of the proposed revisions to the SGVCOG bylaws. He stated that these proposed revisions will be presented to the Governing Board in November for possible action.

5.7 SB 375

The Executive Director stated that staff is continuing to monitor action on this legislation and that an SB 375 workshop for all City Managers and Planning Directors is scheduled for November 20th.

5.8 SGVEP/SGVCOG Holiday Party – December 18th

The Executive Director encouraged committee members to attend this event.

5.9 Strategic Planning Workshop – January 24th

The Executive Director encouraged committee members to attend this event.

6.0 New Business items for Next Regular Meeting

7.0 Announcements

8.0 Next Meeting – December 2nd

9.0 Adjourn

The meeting was adjourned at 9:25 a.m.