



# San Gabriel Valley Council of Governments

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## City Managers' Steering Committee

### Minutes

Date: May 11<sup>th</sup>, 2011

Time: 1 pm

Location: West Covina City Hall

#### 1.0 Preliminary Business

##### Members Present:

Alhambra	J. Keating
Diamond Bar	J. DeStefano
El Monte	R. Bobadillo
Glendora	C. Jeffers
La Canada Flintridge	M. Alexander
Rosemead	J. Allred
San Dimas	B. Michaelis
San Gabriel	M. Marlowe
San Marino	M. Ballantyne
Walnut	R. Wishner
West Covina	A. Pasmant

##### Members Absent:

Covina

##### Guests:

E. Aguilar, Sierra Madre

##### SGVCOG Staff:

N. Conway, Executive Director  
M. Creter, Staff  
R. Jones, Jones & Mayer  
I. Tsai, Jones & Mayer

#### 2.0 Preliminary Business

#### 3.0 Public Comment

#### 4.0 Changes to Agenda Order; Identify Subsequent Need or Emergency Items

#### 5.0 Consent Items

- 5.1 Minutes from April 6th, 2011 meeting  
There were no changes to the minutes.

#### 6.0 Discussion Items

##### 6.1 Congestion Mitigation Fee (CMF) Pilot Study

The Executive Director reviewed the outcomes of the CMF workshop in May. The Steering Committee recommended that a special meeting of the City Manager's TAC be scheduled for June to review the results of the nexus analysis and provide comments to MTA.

##### 6.2 Draft FY 2011-12 Budget

The Executive Director reviewed the draft budget for FY 2011-12 and indicated that no substantive changes had been made from the prior draft. He also indicated that in the coming months he anticipates presenting a proposal to convert some SGVCOG staff positions from private to public.

There was a motion to recommend approval of the FY 2011-12 budget to the Governing Board (M/S/C: B. Michaelis/C. Jeffers/ Unanimous).

6.3 Preliminary Report on ACE-COG Relationship

The General Counsel reported on this item and distributed the preliminary analytic memos that had been developed. He indicated that there had been positive progress made on this issue.

M. Marlowe requested that the General Counsel provide the complete reference to the sections of the bylaws referenced in the memo.

**7.0 Closed Session**

7.1 Discussion of SGVCOG Audit by Caltrans pursuant to Government Code section 54956.9(b)(1).

7.2 Discussion of ACE Grant Anticipation Notes Audit pursuant to Government Code section 54956.9(b)(1).

There was no action take on these items.

**8.0 New Business items for Next Regular Meeting**

The committee members requested that the Executive Director scheduled attendance by the SGVCOG financial auditors at the next meeting to discuss the scope and process for the FY 2011-12 audit.

**9.0 Announcements**

**10.0 Next Meeting**

**11.0 Adjourn**

The meeting was adjourned at 2:30 p.m.