



San Gabriel Valley Council of Governments

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City Managers' Steering Committee Minutes

Date: February 10th, 2009

Time: 8:00 a.m.

Location: El Monte City Hall

1.0 Preliminary Business

1.1 Call to Order

J. Mussenden called the meeting to order at 8:10 a.m.

1.2 Roll Call / Introductions

Members Present:

Alhambra	T. Schulz
El Monte	J. Mussenden
LCF	M. Alexander
San Dimas	B. Michaelis
San Gabriel	M. Paules
San Marino	M. Ballantyne

Members Not Present:

Diamond Bar
Glendora

SGVCOG Staff:

N. Conway, Executive Director
M. Creter, Staff

Guests:

R. Richmond, ACE Construction Authority
K. Radecki, City of Industry

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

3.0 Consent Items

3.1 Notes from January 8th, 2009 meeting

4.0 Discussion Items

4.1 Second Quarter SGVCOG & ACE Construction Authority Financial Reports

The Executive Director stated that as per the newly revised SGVCOG bylaws, the City Managers' Steering Committee will be taking over the responsibilities previously assigned to the Finance Committee. These responsibilities include reviewing the COG and ACE's quarterly financial reports and yearend financial statements. In anticipation of these responsibilities, committee members requested that they be given additional time to review these reports with their finance directors prior to taking any action. Additionally, they requested that at a future meeting, the Executive Director bring information regarding the COG's investment policy so that they could review the policy and making any recommendations for changes.

The Executive Director reviewed the Second Quarter Financial Statements. The Executive Director stated that he anticipates a \$70,000 increase in the COG's surplus by year end. He indicated that one of the significant revisions was the reduction in revenue and expenditure associated with the Watershed Coordinator Grant. This grant, which is funded by Proposition 50 bund funding, was frozen by the Governor and therefore no additional expenditures may be made until the COG is given further direction by the State. Therefore, the COG was forced to lay off the employee that was serving in the watershed coordinator position.

The CEO of ACE Construction Authority reviewed that agency's quarterly financial reports. One of the factors affecting ACE project financing is the decrease in interest rates, which impacts both income and outstanding debt. He stated that as the information contained in ACE's reports may be unusual to committee members, because it relates solely to financing a capital construction project, he could provide a overview briefing to the committee members and their finance directors on the ACE financial management system at an upcoming meeting.

4.2 ACE Construction Authority Year End Financial Statement FY 2007-2008

The CEO of ACE gave a report on this item. He stated that the yearend financial statement provides a "snapshot in time" of the Agency's finances. He stated that typically, the Agency reviews its finances in terms of the entire lifetime of specific projects. However, the yearend financial statements are important for recovering indirect/overhead rates from Caltrans.

4.3 SGVCOG & SCE San Gabriel Valley Energy Wise Partnership Contract

The Executive Director reviewed this item. He stated that one of the goals identified in the SGVCOG Long-Term Financial Plan was to diversify the COG's revenue stream by pursuing a variety of grant opportunities that would provide funding to support our Agency's identified goals and objectives. One such opportunity is the Local Government Partnership program with Southern California Edison that focuses on assisting our member agencies in implementing energy-efficiency projects. The contract for this Partnership has been reviewed and approved by SGVCOG and SCE legal counsel.

There was a motion to authorize the Executive Director to negotiate and execute all contracts associated with the SCE/Energywise Partnership (M/S/C: Mussenden / Michaelis / Unanimous).

4.4 Federal Economic Stimulus Package

The Executive Director stated that COG staff has received information from the majority of COG cities regarding projects being considered for eligibility under the Federal economic stimulus package. Staff has prepared a summary of all projects received to date, which in total, have cost of approximately \$550 million. Additionally, the Executive Director stated that staff is still in the process of coordinating a meeting with the Valley's congressional leadership to discuss this list. Staff will continue to keep the COG's member agencies informed as additional information becomes available.

4.5 Update on SGVCOG Bylaw Revisions

The Executive Director gave an update on this item. He stated that at the January Governing Board, the proposed bylaw revisions were presented for a first reading. At that time, there was discussion about a number of specific issues including the role of the COG's accountant, which is a staff position, as opposed to the role of the COG's Treasurer, an elected position. Additionally, there was discussion about reassigning the roles and responsibilities of the Finance Committee to the City Managers' Steering Committee. After discussion, it was determined to move forward with the bylaw revisions as presented and consider final action at the February Governing Board meeting.

4.6 Update on Homeless Services Needs Assessment Study Phase 2

The Executive Director gave an update on this item. He state that the second round of Phase 2 cluster meetings have been completed. He stated that consensus is beginning to develop that the best strategy for addressing the homeless services needs in the San Gabriel Valley would be to create an umbrella non-profit agency that would be responsible for coordinating all of the services throughout the Valley, including interfacing with the cities and County, assisting the service providers in securing funding and implementing programs related to the continuum of care model. The consultants are currently in the process of drafting a Phase 2 report, and the Executive Director anticipates that it will be distributed to City Managers for review in March.

4.7 Update on SB 375 Working Group

The Executive Director stated that a working group of the Planners' TAC has been formed to review issues related to the implementation of SB 375 (Steinberg). This working group met with the Executive Director of SCAG on January 26th to discuss this legislation in further detail, specifically as it relates to sub regional delegation issues. He stated that a full presentation on SB 375 will be given to the Governing Board in coming months and that staff will continue to provide information to the City Managers as it becomes available.

4.8 Status of Legal and Audit Services RFQs

The Executive Director stated that eight proposals were received in response to the Legal Services RFQ and two proposals were received in response to the Financial Audit Services RFQ. The proposal review committees for both RFQs are reviewing all proposals and conducting interviews with the top rated firms. It is anticipated that they will make recommendations for award of contracts at the February Governing Board meeting.

4.9 Strategic Plan Update

The Executive Director stated that the Strategic Planning session on January 24th was a successful event with approximately 50 people in attendance. A copy of the updated strategic plan was distributed to all committee members in their agenda packets. The Executive Director stated that one of the challenges faced by the COG is the high turnover on the Governing Board, as evidenced by the fact that over 70% of the Governing Board members have served in their positions for less than two years.

4.10 Executive Director's Evaluation

The Executive Director stated that the SGVCOG bylaws provide for the annual evaluation of the Executive Director and his staff. This process is expected to begin the coming months. In 2007, the firm of Len Wood & Associates conducted this evaluation. Staff has contacted Len Wood & Associates and they indicated that they would be available to conduct the evaluation again beginning in June, meaning that all evaluation forms would be distributed in March in order to be collected and tabulated by this time. For continuity purposes it is recommended that this firm be used again for the evaluation process. The FY 2008-2009 budget allocates \$4,000 for this evaluation process.

There was a motion to recommend that the Governing Board enter into a contract with the firm of Len Wood & Associates to conduct the annual Executive Director's evaluation (M/S/C: Alexander / Paules / Unanimous).

4.11 Metro Call for Projects Workshop – February 18th

The Executive Director stated that Metro is moving forward with their Call for Projects and that there will be a workshop for San Gabriel Valley cities on February 18th. In addition to providing information about the Call for Projects, this will provide participants the opportunity to identify inter-jurisdictional projects, as well as projects that are of regional significance.

5.0 New Business items for Next Regular Meeting

6.0 Announcements

7.0 Next Meeting

The meeting is scheduled for Tuesday, March 3rd.

8.0 Adjourn

The meeting was adjourned at 9:35 a.m.