



San Gabriel Valley Council of Governments

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City Managers' Steering Committee

Date: January 6, 2010

Time: 12 Noon

Location: SGVCOG Offices

1.0 Preliminary Business

1.1 Call to Order

C. Jeffers called the meeting to order at 12:10 p.m.

1.2 Roll Call / Introductions

Members Present:

Alhambra	J. Keating, J. Fuentes
Glendora	C. Jeffers
La Canada Flintridge	M. Alexander
Rosemead	J. Allred
San Dimas	B. Michaelis
San Gabriel	S. Preston
San Marino	M. Ballantyne
Walnut	R. Wishner
West Covina	A. Pasmant, C. Freeland

Members Not Present:

Diamond Bar
El Monte

SGVCOG Staff:

N. Conway, Executive Director
M. Creter, Staff

Guest:

E. Aguilar, Sierra Madre
J. Betta, Glendora
S. Brisco, Rosemead
D. Jordan, La Canada Flintridge
Alan Kreimier, Azusa
R. Richmond, ACE Project

2.0 Preliminary Business

3.0 Public Comment

There were no public comments.

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

There were no changes to the agenda order.

5.0 Consent Items

5.1 Minutes from October 4, 2009 meeting

5.2 Update Items (See Executive Director's Report)

5.2.1 SB 375

5.2.2 San Gabriel Valley Energy Wise Partnership 2010-2012 Cycle

The Executive Director provided a brief comment on this item and indicated that this contract would provide funding to staff the EENR Committee for the next three years.

5.2.3 California High Speed Rail Project

5.2.4 Homeless Services Study Implementation

5.2.5 Los Angeles County AB 811 Program (Energy Efficiency Financing)

5.3 Upcoming Events (See Executive Director's Report)

5.3.1 SGV Legislative Caucus Transportation Summit

5.3.2 Strategic Planning Session – January 30

5.3.3 SB 375 Workshop - TBD

5.3.4 SGVCOG Congressional Caucus Reception in Washington D.C. – March 15th

There was a motion to approve the consent items (M/S/C: J. Allred / B. Michaelis / Unanimous).

6.0 Discussion Items

6.1 SGVCOG Certified Financial Statement – FY 2008-09

The Executive Director gave a brief report on this item. He indicated that at the January Governing Board meeting, staff from Vasquez and Company, the COG's Auditor, will present the COG's FY 2008-09 Certified Financial Statement. This report offers an unqualified opinion on the financial statements, and no findings were reported. Additionally, this report identifies that the COG's financial position continues to strengthen as a result of several strategic initiatives including: restructuring member dues, expanding the COG's membership, and pursuing grant funding opportunities. At the end of FY 08-09, the COG had an unrestricted fund balance of \$389,086, which is an increase of \$147,787 from the prior year. With this current balance, the COG is approximately halfway towards its goal of having reserves equal to one year's operating expenses.

There was a motion to receive and file the FY 2008-09 Financial Statement (M/S/C: J. Fuentes / B. Michaelis / Unanimous).

6.2 ACE Certified Financial Statement – FY 2008-09

The Executive Director gave a brief explanation regarding ACE's relationship as a subsidiary organization to the COG, which necessitated the COG receiving and filing that agency's annual financial statement. In addition to separate financial statements for each organization, there is a consolidated financial statement. The ACE CEO reported that this report offers an unqualified opinion on the financial statements, and no findings were reported. He gave a brief overview of items discussed in the report.

There were questions regarding project closeout once all ACE Projects are completed including addressing assets and liabilities as well as maintenance agreements. There was a motion to receive and file ACE's FY 2008-09 Financial Statement (M/S/C: J. Fuentes / B. Michaelis / Unanimous).

6.3 Update on ACE Project Financial Reporting Format

The Executive Director gave a brief background on this item, indicating that last year the City Managers' Steering Committee had requested that a working group of their cities' finance directors with the Executive Director of the COG and staff from ACE, including the CEO, to developed a revised format for ACE's quarterly financial report. The intent of this new reporting format was to align with industry best practices while being easier for an audience that lacked financial expertise to understand. After several meetings the Finance Directors and ACE staff came to an agreement on a financial reporting format that included seven reports.

There was extended discussion on this item including the process by which this format was arrived upon and whether the Finance Directors should continue to meet. After discussion, the Steering Committee

determined that the Finance Directors should meet on an as needed basis to review ACE's financial reports.

6.4 Wildlife Issues in the Foothill Communities

The Executive Director indicated that the City of Duarte requested that the COG coordinate a meeting of the City Managers from the communities to discuss wildlife issues, particularly bears, including ranger services provided by the Department of Fish and Wildlife.

7.0 New Business items for Next Regular Meeting

8.0 Announcements

J. Fuentes announced that Steve Preston was officially appointed City Manager of San Gabriel on January 5, 2010.

9.0 Next Meeting

The next meeting is scheduled for Wednesday, February 3rd.

10.0 Adjourn

The meeting was adjourned at 1:30 p.m.