



**SGVCOG City Managers' Steering Committee Approved Minutes**  
**May 2, 2018**  
**12:00 Noon**  
**Upper San Gabriel Valley Municipal Water District Office**

1. Call to order. The meeting was called to order at 12:07 PM.
2. Pledge of Allegiance.
3. Roll Call

**Members Present:**

Alhambra, B. McKinney  
 Arcadia, D. Lazzaretto  
 Baldwin Park, S. Yauchzee  
 Glendora, C. Jeffers  
 La Canada Flintridge, M. Alexander  
 La Verne, B. Russi  
 Temple City, B. Cook

**Members Absent:**

Duarte  
 Covina  
 Monrovia  
 Pomona  
 San Dimas  
 West Covina

**SGVCOG Staff/Guests:**

M. Creter, Executive Director  
 M. Christoffels, SGVCOG Staff  
 K. Ward, SGVCOG Staff  
 E. Wolf, SGVCOG Staff  
 J. Tajima, LA County  
 J. Vasquez, South El Monte  
 K. Kearney, Bradbury  
 D. Fox, Diamond Bar

4. Public Comment.  
 There were no public comments.
5. Changes to Agenda Order.  
 There were no changes to the agenda.

**CONSENT CALENDAR**

6. City Managers' Steering Committee Minutes  
**There was a motion to approve the consent calendar (M/S: C. Jeffers/M. Alexander).**

**[MOTION PASSED]**

<b>AYES:</b>	Alhambra, Arcadia, Baldwin Park, La Verne, Glendora, La Canada Flintridge, Temple City
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Covina, Monrovia, Pomona, Duarte, West Covina, San Dimas

**PRESENTATIONS**

7. Los Angeles County 2020 Census Planning and Outreach

Jason Tajima, Chief Executive Office, County of Los Angeles presented on this item.

**ACTION ITEMS**

- 8. Draft Accounting and Financial Policies Procedures Manual  
M. Creter reported on this item. There was discussion that staff are the only ones signing checks as opposed to looping in elected officials. This point was addressed by the fact that 200 to 300 transactions are conducted per week making it impractical to make an elected official do this. A suggestion was made to make the auditor test the system of procedure on an annual/semi-annual basis to ensure the best management practices are being adhered.

**There was a motion to recommend the Governing Board approve updates to the SGVCOG Accounting and Financial Policies Procedures Manual (M/S: C. Jeffers/ M. Alexander)**

**[MOTION PASSED]**

<b>AYES:</b>	Alhambra, Arcadia, Baldwin Park, La Verne, Glendora, La Canada Flintridge, Temple City
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	Covina, Monrovia, Pomona, Duarte, West Covina, San Dimas

**DISCUSSION ITEMS**

- 9. FY 18-19 Draft Capital & Construction Projects Budget  
M. Christoffels presented on this item.
- 10. Municipal Compliance Issues with the LA County Fire Department  
M. Creter reported on this item. This issue will be brought back at the June meeting.

**UPDATE ITEMS**

- 11. Capital & Construction Project Update  
M. Christoffels presented on this item. The Committee directed staff to only share the one-pagers on the projects for proceeding project updates.
- 12. Executive Director’s Monthly Report  
M. Creter reported on this item. An update on the status of the city homelessness planning was given.

**CLOSED SESSION**

- 13. CONFERENCE WITH LABOR NEGOTIATORS: Agency designated representatives: Marisa Creter, Kimberly Hall Barlow, Richard D. Jones, Dominic Lazzaretto, Bob Russi, Brian Saeki, and Chris Jeffers; Unrepresented employees: All unrepresented employees pursuant to California Government Code section 54957.6.  
No report given.

**COMMITTEE MEMBER ITEMS**

**ANNOUNCEMENTS**

**ADJOURN**

The meeting adjourned at 2:30 p.m.