



**San Gabriel Valley Council of Governments**  
**AGENDA AND NOTICE OF THE REGULAR MEETING**  
**OF THE SGVCOG EXECUTIVE COMMITTEE**  
**November 6th, 2017- 12 NOON**  
**SGVCOG Office - 1000 S. Fremont Ave., Building 10, Suite 10210,**  
**Alhambra, California 91803**

Thank you for participating in tonight's meeting. The Executive Committee encourages public participation and invites you to share your views on agenda items.

President  
**Cynthia Sternquist**

1<sup>st</sup> Vice President  
**Margaret Clark**

2<sup>nd</sup> Vice President  
**Joe Lyons**

3<sup>rd</sup> Vice President  
**Becky Shevlin**

Past President  
**Barbara Messina**

Transportation Chair  
**John Fasana**

Homelessness Chair  
**Joseph Lyons**

EENR Chair  
**Denis Bertone**

Water Resources Chair  
**Diana Mahmud**

ACE Chair  
**Juli Costanzo**

**MEETINGS:** *Regular Meetings of the Executive Committee are held the first Monday of every month at 4:00 p.m. at the SGVCOG Office (1000 S. Fremont Ave., Building 10, Suite 10210, Alhambra, California 91803).* The Executive Committee agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, [www.sgvkog.org](http://www.sgvkog.org). Copies are available via email upon request ([sgv@sgvcog.org](mailto:sgv@sgvcog.org)). Documents distributed to a majority of the Board after the posting will be available for review in the SGVCOG office and on the SGVCOG website. Your attendance at this public meeting may result in the recording of your voice.

**CITIZEN PARTICIPATION:** Your participation is welcomed and invited at all Executive Committee meetings. Time is reserved at each regular meeting for those who wish to address the Board. SGVCOG requests that persons addressing the Executive Committee refrain from making personal, slanderous, profane or disruptive remarks.

**TO ADDRESS THE EXECUTIVE COMMITTEE:** At a regular meeting, the public may comment on any matter within the jurisdiction of the Board during the public comment period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public wishing to speak are asked to complete a comment card or simply rise to be recognized when the Chair asks for public comments to speak. We ask that members of the public state their name for the record and keep their remarks brief. If several persons wish to address the Board on a single item, the Chair may impose a time limit on individual remarks at the beginning of discussion. **The Executive Committee may not discuss or vote on items not on the agenda.**

**AGENDA ITEMS:** The Agenda contains the regular order of business of the Executive Committee. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Executive Committee can be fully informed about a matter before making its decision.

**CONSENT CALENDAR:** Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar. If you would like an item on the Consent Calendar discussed, simply tell Staff or a member of the Executive Committee.

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



## **PRELIMINARY BUSINESS**

1. Call to Order
2. Roll Call
3. Public Comment (*If necessary, the President may place reasonable time limits on all comments*)
4. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting (*It is anticipated that the Executive Committee may take action on these matters*)

## **CONSENT CALENDAR** (*It is anticipated that the Executive Committee may take action on the following matters*)

5. Executive Committee Meeting Minutes – Page 1  
*Recommended Action: Approve Executive Committee minutes.*

## **CLOSED SESSION**

6. PUBLIC EMPLOYMENT: Title: Executive Director pursuant to California Government Code section 54957  
CONFERENCE WITH LABOR NEGOTIATORS: Agency designated representatives: Richard D. Jones, Kim Barlow, Dominic Lazzaretto, Tony Ramos, Brian Saeki and Chris Jeffers; Unrepresented employee: Executive Director pursuant to California Government Code section 54957.6.

## **UPDATE ITEMS**

- Update on ACE/COG Integration – Page 5
- FY 2017-18 1<sup>st</sup> Quarter Financial Report – Page 127
- Executive Director Job Description – Page 143
- 2018 Extension of San Gabriel Valley Energy Wise Partnership (SGVEWP) Contract with Southern California Edison – Page 147

## **PRESIDENT’S REPORT**

### **EXECUTIVE DIRECTOR’S REPORT**

- Legislative Update – Page 155

### **GENERAL COUNSEL’S REPORT**

## **ACTION ITEMS** (*It is anticipated that the Executive Committee may take action on the following matters*)

7. 4<sup>th</sup> Amendment to the SGVCOG Joint Powers Agreement (JPA) – Page 161  
*Recommended Action: Approve final JPA and direct staff to transmit to member agencies.*
8. Draft Governing Board Agenda – Page 177  
*Recommended Action: Provide direction to staff.*

## **ANNOUNCEMENTS**

## **ADJOURN**



**SGVCOG  
Executive Committee Minutes  
October 2, 2017  
4:00 PM  
SGVCOG Offices, Alhambra**

**PRELIMINARY BUSINESS**

1. Call to Order

The meeting was called to order at 4:09 P.M.

2. Roll Call

**Members Present**

C. Sternquist, President  
J. Lyons, 2<sup>nd</sup> Vice President, Homelessness Chair  
B. Shevlin, 3<sup>rd</sup> Vice President  
B. Messina, Past President  
D. Mahmud, Water Policy Chair  
J. Costanzo, ACE Chair

**Members Absent**

M. Clark, 1st Vice President  
J. Fasana, Transportation Chair  
D. Bertone, EENR Chair

**Staff/Guests:**

M. Creter, Interim Executive Director  
C. Cruz, Staff  
E. Wolf, Staff

M. Christoffels, ACE  
K. Barlow, Jones & Mayer

3. Public Comment

There were no comments from the public.

4. Changes to Agenda Order:

There were no changes to the agenda.

**CONSENT CALENDAR**

5. Executive Committee Meeting Minutes

D. Mahmud offered a correction to UPDATE ITEMS: CIMP MOAs regarding the information provided in response to the difference in the cost to cities for the new MOAs versus the current MOA. The statement “This information was provided” was changed to “partial information was provided.”

**There was a motion to approve the consent calendar as amended (M/S: J. Lyons/D. Mahmud).**

**[MOTION PASSES]**

<b>AYES:</b>	C. Sternquist, J. Lyons, B. Shevlin, B. Messina, D. Mahmud, J. Costanzo
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	M. Clark, J. Fasana, D. Bertone

**CLOSED SESSION**

6. PUBLIC EMPLOYMENT: Title: Executive Director pursuant to California Government Code section 54957

CONFERENCE WITH LABOR NEGOTIATORS: Agency designated representatives: Richard D. Jones, Kim Barlow, Dominic Lazzaretto, Tony Ramos, Brian Saeki and Chris

Jeffers; Unrepresented employee: Executive Director pursuant to California Government Code section 54957.6.

No action was taken.

## UPDATE ITEMS

- JPA Revision

The revisions to the JPA were discussed at a previous meeting and presented to the Governing Board at its September meeting. Accordingly, this item will be on the Governing Board agenda for approval this month. K. Barlow will write the accompanying staff report. M. Creter added that staff will solicit information on how each city will amend this item for approval. She offered that herself or M. Christoffels would be available to discuss this at city council meetings if desired.

- Bylaws Revision

The committee discussed the following ACE/COG integration topics:

- Governing Board/Capital Projects and Construction Committee (CPCC) Authorities. The committee discussed the types of issues that probably do not need full Governing Board review, for instance, bid specs and protests. There was discussion of adding some types of professional service contracts. M. Christoffels suggested applying the criterion that these types of contracts would be eligible for review if the CPCC went against staff recommendation. K. Barlow will prepare three options for discussion including, the ability of the Governing Board to call up for full review all issues except eminent domain, the option to review only some specified issues, and a no Governing Board review option.
- Quorum Requirements. The committee agreed that the CPCC quorum should be 50%, which is different than the 40% requirement for all other SGVCOG Committees.
- Term of Office. The committee agreed that the term of office will be 2 years, which is different than the one year term for all other SGVCOG offices.
- Nominating Process. The committee discussed options for how delegates and alternates would be selected to the CPCC, and how replacements would be named. K. Barlow will provide options ranging from district nomination and Governing Board approval, to city nomination and Governing Board approval.
- Filling Vacancies. The committee agreed that the alternate would fill the immediate vacancy and that the district would then put forward a new candidate for approval according to the yet to be determined process.
- CPCC Composition. The committee discussed the option of sticking strictly to the five district appointees plus the one President appointee and the one Supervisorial appointment. Other ideas included having appointees from cities who have an ACE project underway in their jurisdiction. K. Barlow will prepare options for further discussion.
- Project Completion. D. Mahmud suggested that the "Notice of Completion" date be used by the SGVCOG and the CPCC as the date upon which other issues, such as CPCC membership, are decided.
- Single City Projects. D. Mahmud raised the issue of how the SGVCOG should address projects that only benefit a single city: should they be able to contract with ACE or must all ACE projects benefit the SGVCOG as a whole? M. Creter responded that this is an issue that the Project Selection Working Group will address, including threshold options and recommendations for Governing Board consideration.

K. Barlow discussed the three classifications of bylaws changes that will be presented to the Governing Board this month:

- First, there are sections that simply need to be updated or corrected.

- Second, there are changes reflect the Board action taken in August.
- Finally, there are sections that require further policy direction such as the level of authority given to the CPCC versus that reserved for the Governing Board.
- ACE MOU for Integration-related Costs  
M. Christoffels discussed how ACE accounts for “non-allowable costs,” actions such as lobbying and ribbon cutting ceremonies. After review, it was determined that this funding category cannot be used to support COG/ACE Integration, hence the need for this MOU.
- Budget Revision  
K. Ward itemized the necessary changes to the budget.
- Legislative Committee Report Back  
C. Cruz updated the Executive Committee on the work of the Ad Hoc Legislative Committee and their conclusion and recommendation that the Legislative Committee not be established. He outlined the Ad Hoc Committee’s recommended process for reviewing issues that fall outside of the purview of one of the existing SGVCOG policy committees.
- Memorandums of Agreement (MOAs) with the City of Los Angeles and Other Participating Cities for Administration of Contracts related to the Coordinated Integrated Monitoring Program (CIMP) for the Upper Los Angeles River (ULAR) Enhanced Watershed Management Plan (EWMP)  
E. Wolf provided an update on the status of the draft MOAs and reviewed the timing for SGVCOG invoicing and collection. Wolf provided a handout for each MOA (monitoring and non-monitoring) that listed each task and the estimated cost. The handouts included a breakdown of the total and yearly cost of those tasks and the proportional cost for each city. There was concurrence to place this item on the October Governing Board agenda.

**PRESIDENT’S REPORT**

The President asked if the meeting time of this committee was convenient for all members. After discussion, the group agreed to change the time to 12:00 P.M., pending approval of the Governing Board. The date will remain the same, the first Monday of the month.

**EXECUTIVE DIRECTOR’S REPORT**

- ACE/COG Integration  
J. Lyons reported that the October 2<sup>nd</sup> meeting of the Ad Hoc Integration Committee was productive and that there was agreement on all issues.

**GENERAL COUNSEL’S REPORT**

**ACTION ITEMS**

7. Draft Governing Board Agenda

The following changes were made to the agenda:

- Add to the Consent Calendar the change in time of the Executive Committee meeting. Recommend approval.
- Remove the Contract with Raupp Associates from Action Items.

**There was a motion to approve the Governing Board agenda as amended (M/S: B. Shevlin/D. Mahmud).**

**[MOTION PASSES]**

<b>AYES:</b>	C. Sternquist, J. Lyons, B. Shevlin, B. Messina, D. Mahmud
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	M. Clark, J. Fasana, D. Bertone, J. Costanzo

**ANNOUNCEMENTS**

**ADJOURN**

The meeting adjourned at 6:19 in memory of Lou Costanzo.

## SGVCOG / ACE Integration

	Activity	2017				2018			Status		
		S	O	N	D	J	F	M	A	M	J
JPA	Revise JPA to include changes to ACE and project and program processes										Completed.
	Submit revised JPA to GB for approval										Governing Board approved JPA at October 19 <sup>th</sup> meeting.  Final review scheduled for November 6 <sup>th</sup> Executive Committee meeting.
	Submit GB-approved JPA revisions to governing bodies for approval										
By-laws	Revise By-laws to include changes to ACE and project and program processes										Completed.
	Submit revised by-laws to GB for information										First reading scheduled for November 16 <sup>th</sup> meeting.
	Submit revised by-laws to GB for approval										
	Based on JPA and Bylaws, hold elections for newly configured ACE Board										
Project Identification	Develop process for project identification, development and approval										It is anticipated that this will begin in late November after approval of the MOU with ACE for staff working groups.
	Submit process for project identification, development and approval to GB										
	Develop and approve initial project list										
Personnel and Admin. Restructure	Conduct ACE/COG employee outreach										An initial combined meeting held was held in August. Staff has contracted with a change management consultant to assist with this process.
	Develop consolidated personnel system										Draft RFP for salary study has been developed.
	Implement consolidated personnel system										
	Develop consolidated admin and finance system										
	Implement consolidated admin and finance system										
Budget	Develop consolidated budget										
	Present budget to GB for approval										
Office Space	Identify options for joint office space										
	Present office space options to GB for approval										






# MEMO


DATE: October 30, 2017  
TO: ACE Ad Hoc Integration Committee  
FROM: Marisa Creter, Interim Executive Director  
RE: **ACE & SGVCOG SALARY POSITION SUMMARIES**

## INTERIM INTEGRATION STEPS

The following is a list of personnel information on both the San Gabriel Valley Council of Governments (SGVCOG) and Alameda Corridor-East Construction (ACE) Authority ACE. Note that the SGVCOG maintains its personnel system in the form of a resolution and includes positions, salary ranges, and benefits (Attachment A). Position descriptions are developed and listed separately (Attachment B). ACE maintains a summary of employee personnel information, which includes position descriptions, and salary ranges (Attachment D). Please list below for a full list of attachments:

Attachment A: SGVCOG Salary Resolution – Page 9  
Attachment B: SGVCOG Position Descriptions – Page 19  
Attachment D: ACE Benefit/Position Summary – Page 35  
Attachment E: ACE/SGVCOG Salary Ranges – Page 107  
Attachment F: ACE/SGVCOG Org. Charts – Page 109

Prepared by:   
Katie Ward  
Senior Management Analyst

Approved by:   
Marisa Creter  
Interim Executive Director



**RESOLUTION NO. 17-29**

**A RESOLUTION OF THE GOVERNING BOARD OF THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (SGVCOG) REGARDING EMPLOYMENT BENEFITS AND SALARY RATES FOR ALL CLASSES OF EMPLOYMENT**

**WHEREAS**, in 2013, the Governing Board restructured the SGVCOG organization and added administrative employees who are assigned to the traditional Council of Governments functions including completion of the goals and objectives adopted in the SGVCOG’s Strategic Plan and annual work plan, administration of grant programs, and coordination of the various policy and technical advisory committees;

**WHEREAS**, given the changes to the organization, the Governing Board is reviewing current practices and developing systems that reflect best industry practices and afford the greatest level of transparency and protection to the SGVCOG, its member agencies, the communities, and the employees including practices and policies related to the administrative and financial functions of the organization;

**WHEREAS**, on May 29, 2014, the Governing Board adopted Ordinance No. 100 which established an Administrative Code that created a personnel system;

**WHEREAS**, on July 17, 2014, the Governing Board adopted an Employee Policy and Procedures Manual that established a comprehensive set of rules, regulations and policies and a classification system designed to afford the greatest protection to the SGVCOG and its employees by clearly defining the expectations of employment, establishing a system for addressing and resolving areas of concern, and creating opportunities to mentor, train and develop personnel; and

**WHEREAS**, on September 18, 2014, the Governing Board adopted Resolution No. 14-23 establishing the employment benefits and salary rates for all classes of employment.

**NOW, THEREFORE**, the Governing Board of the SGVCOG does hereby resolve, declare, determine and order as follows, which supersedes Resolution No. 14-23, 15-13, 15- 22, and 16-16 in their entirety:

**SECTION 1.** The following bi-weekly salary schedules are assigned to the full-time classes of employment. Annual compensation is equal to 26 bi-weekly pay periods.

Position Title	Range Minimum		Range Maximum	
	Monthly Salary	Bi-Weekly Salary	Monthly Salary	Bi-Weekly Salary
Management Analyst	\$4,166.67	\$1,923.08	\$5,487.50	\$2,532.69
Senior Management Analyst	\$5,487.61	\$2,532.74	\$7,097.50	\$3,275.77
Regional Homelessness Coordinator	\$7,083.33	\$3,269.23	\$9,166.66	\$4,230.76
Assistant Executive Director	\$7,276.58	\$3,358.42	\$9,189.76	\$4,241.43
Executive Director			\$14,583.33	\$6,730.77

## Attachment A: SGVCOG Salary Resolution

**SECTION 2.** The following table designates the full-time position titles as non-exempt or exempt under the Fair Labor Standards Act (FLSA). All hourly position listed in Section 4 of this Resolution are designated as non-exempt. Position titles listed as non-exempt are compensated overtime for hours worked in excess of 40 hours per workweek. Position titles designated as exempt are not eligible for overtime compensation under the FLSA and will not receive overtime compensation for hours worked in excess of 40 hours per workweek.

Position Title	Exempt/Non-Exempt Status	Position Category
Management Analyst	Exempt	Supv/Professional
Senior Management Analyst	Exempt	Professional/Executive
Regional Homelessness Coordinator	Exempt	Professional/Executive
Assistant Executive Director	Exempt	Executive
Executive Director	Exempt	Executive

**SECTION 3.** The SGVCOG shall provide the following benefits:

A. Retirement.

- 1) The SGVCOG shall provide a tax-qualified governmental defined benefit plan through the California Public Employees Retirement System (CalPERS) for all full-time miscellaneous classes of employees, in accordance with the following provisions:
  - a. Employees of the SGVCOG shall pay seven percent (7%) the normal member contributions to CalPERS.
  - b. The period for determining the average monthly pay rate when calculating retirement benefits shall be the 36 highest paid consecutive months.
  - c. For full-time employees hired before July 1, 2012, the period for determining the average monthly pay rate when calculating retirement benefits shall be the 12 highest paid consecutive months.
  - d. All full-time employees will be covered by the Fourth Level of 1959 Survivor Benefits.
  - e. The lump sum death benefit paid to beneficiaries of retired CalPERS members will be \$500.
- 2) The SGVCOG shall provide a retirement plan for all hourly employees. The SGVCOG will contribute 2.5% of the employee's salary into an Internal Revenue Code 457 (b) qualified defined contribution plan. Additionally, employees

## Attachment A: SGVCOG Salary Resolution

contribute 5.0% of salary towards this program on a pre-tax basis. Upon separation from the SGVCOG, hourly employees will receive 100% of both the SGVCOG and the employee's contributions, plus any accrued interest.

### B. Insurances.

- 1) The SGVCOG will contribute \$700 per month for medical, dental, and vision care for all active full-time employees and their family members.
- 2) The SGVCOG shall provide a short-term disability program for all full-time employees. The SGVCOG shall also provide a long-term disability program for full-time employees to work in concert with the short-term disability program.
- 3) The SGVCOG shall contribute \$350 per month for medical, dental, and vision care for all part-time employees who have completed a 90-day waiting period and average no less than 25 hours per week (Monday – Sunday).
- 4) The SGVCOG shall provide a medical insurance rebate program for full-time employees who are currently enrolled under a medical insurance program through a spouse or other source. Qualifying employees can exchange their SGVCOG medical benefit for a cash rebate equal to the amount of the benefit.
- 5) In accordance with the California Labor Code, the SGVCOG pays the premium for unemployment insurance for employees.
- 6) Under the Workers' Compensation Insurance Law of California, any employee injured on the job in the course of employment is entitled to disability compensation and medical care. Full-time employees may utilize sick leave during the period of absence due to a work-related illness or injury. However, when payment of workers' compensation benefits is received by the employee:
  - a. He/she must endorse the check over to the SGVCOG;
  - b. The SGVCOG will convert the dollar amount of the check to sick leave hours (Total amount of the check divided by the hourly wage); and
  - c. The SGVCOG will credit the employee's sick leave account by that number of hours. Employees who do not wish to cover this absence with sick leave or who lack adequate sick leave hours may keep the check from workers' compensation.

### C. Vacation.

- 1) Full-time employees accrue vacation according to the following schedule:

Years of Service	Annual Rate (Hours)
0 to 5 years (0 to 60 months)	80
5 years 1 month + (61 months +)	120

## Attachment A: SGVCOG Salary Resolution

Vacation will be credited bi-weekly on a prorated basis proportionate to a full working month. Upon separation, termination, or retirement, full-time employees shall be compensated at their current rate of pay for their accrued vacation up to a maximum number of 240 hours.

- 2) An employee who has reached the maximum vacation accrual based on years of service will stop accruing vacation hours and will resume accruing vacation hours only when the number of accrued vacation hours falls below the maximum. No employee shall carry forward more than the maximum vacation accrual beyond the last full pay period in June of a fiscal year into a succeeding fiscal year. Accrued vacation may be used for time off following a written notice of resignation or retirement with prior written approval of the Executive Director. New full-time probationary employees are eligible to use accrued vacation during the probationary period with prior approval of the Executive Director.

### D. Holidays.

- 1) The SGVCOG will provide full-time employees 96 hours a fiscal year for holidays. Employees must use holiday hours for fixed holidays observed by the SGVCOG. Employees who do not use the full 96 hours during the fixed holidays when the SGVCOG is closed due to professional commitments approved by the Executive Director may use any remaining time as floating holidays. These remaining hours may be used any time throughout the fiscal year with the proper approval of the Executive Director. All holiday hours must be used by the last full pay period in June of each fiscal year and cannot be credited or carried over to the succeeding fiscal year. New full-time probationary employees are eligible to use paid holiday leave hours upon hire with prior approval of the Executive Director.
- 2) The SGVCOG will observe twelve (12) holidays a year during which the office will be closed. These include:
  - New Year's Day
  - Martin Luther King Day
  - Presidents' Day
  - Memorial Day (last Monday in May)
  - Independence Day
  - Labor Day (first Monday in September)
  - Veterans' Day
  - Thanksgiving Holiday (fourth Thursday and Friday in November)
  - Christmas Eve and Christmas Day (two days determined by the Executive Director)
  - New Year's Eve

If any holiday should fall on a day the SGVCOG office is scheduled to be closed, the Executive Director shall determine the date the holiday will be observed.



## Attachment A: SGVCOG Salary Resolution

- 3) The COG offices will be closed from December 24 through January 1 of each year. Employees may use vacation, holiday, or other accrued time to be compensated for those days.

### E. Leaves of Absence.

- 1) Full-time employee sick leave with pay shall accrue at the rate of six (hours) for each calendar month of service or any portion thereof prorated in proportion to a full working month for a maximum of 72 hours per calendar year. New full-time probationary employees are eligible to use accrued sick leave during the probationary period.
- 2) Accrued sick leave does not have any cash value, and employees will not be compensated for the value of accrued sick leave upon separation, termination, or retirement. Accrued sick leave may be used for time off following written notice of resignation or retirement if the employee or employee's immediate family member is ill. This includes any relative by blood or marriage that is an actual member of the employee's household, and/or any parent, grandparent, parent-in-law, grandparent-in-law, spouse, registered domestic partner, child, step-child, sibling or siblings-in-law of the employee regardless of residence
- 3) Bereavement leave of up to three (3) days leave with pay will be granted to full-time employees in the event of the death of an immediate family member. This includes any relative by blood or marriage that is an actual member of the employee's household, and/or any parent, grandparent, parent-in-law, grandparent-in-law, spouse, registered domestic partner, child, step-child, sibling or siblings-in-law of the employee regardless of residence. Sick leave, vacation, or holiday hours may be applied to a bereavement period for bereaving a family member not included in the SGVCOG's bereavement policy.
- 4) The Executive Director shall have the discretion to provide up to 20 hours executive leave in a fiscal year for exempt employees required to work significantly more hours on a regular basis due to operational demands. Executive leave shall not accrue from one fiscal year to the next, and therefore, if granted, the executive leave must be used during the fiscal year beginning with the pay period including July 1 and terminating the last full pay period in June of that same fiscal year. Approved executive leave shall be added to the employee's leave time effective the beginning of the pay period including July 1. Employees will not be compensated for the value of unused executive leave upon separation, termination, or retirement.
- 5) Any employee holding a full-time position who is ordered to active duty in the United States Armed Forces shall be entitled to military leave in accordance with federal and state law, including but not limited to, reinstatement with no loss of seniority rights and full reimbursement for up to 80 hours per year. Prior to the use of any military leave, an official copy of the military orders must be provided and remain on file in the office of the Executive Director.

## Attachment A: SGVCOG Salary Resolution

- 6) Employees called to serve jury duty will be granted a leave of absence for the period of service required. Full-time employees will receive up to 40 hours of jury duty pay per calendar year while performing this service. Payment of salary to FLSA-exempt employees during jury duty shall be carried out in accordance with the FLSA. At the discretion of the Executive Director, full-time employees who are required to serve extended jury service beyond 40 hours in any one calendar year may receive additional jury service pay.
- 7) A female employee disabled by pregnancy, childbirth or related medical conditions will be granted Pregnancy Disability Leave up to four (4) months in a twelve (12) month period in accordance with California Law (California Government Code section 12945, as may be amended from time to time). An eligible employee shall be required to use, or may elect to use, accrued leave during any portion of unpaid Pregnancy Disability Leave in accordance with state law. The SGVCOG will continue health care coverage under any employer group health plans for up to four (4) months of the Pregnancy Disability Leave under the same terms as if the employee had continued to work. Any eligible female employee who takes Pregnancy Disability Leave shall have the right to reinstatement to her former job or a comparable position, with no loss of seniority. Should an eligible female employee also qualify for Family and Medical Leave, discussed below, the maximum amount of Pregnancy Disability Leave and Family and Medical Leave shall be governed by subsection 8 below.
- 8) In compliance with the California Moore-Roberti Family Rights Act of 1991 (CFRA), the Federal Family and Medical Leave Act of 1993 (FMLA), the National Defense Authorization Act of 2008, the Uniformed Services Employment and Reemployment Rights Act (USERRA), and the California Military and Veteran Code, or as may be amended from time to time, the SGVCOG will provide eligible employees with up to twelve (12) work weeks in any twelve (12) month period, unpaid, job-protected leave for certain family and medical reasons, and up to 26 work weeks in a single twelve (12) month period for unpaid, job-protected caregiver leave. Employees are eligible if they have worked for the SGVCOG for at least one year, and for 1,250 hours over the previous 12 months. Unpaid leave must be granted to any eligible employee for the following reasons:
  - a. The birth of the employee's child and in order to care for the child;
  - b. The placement of a child with the employee for adoption or child care;
  - c. To care for a child, spouse, or parent who has a serious health condition;
  - d. A serious health condition that renders the employee unable to perform the essential functions of his or her position;
  - e. Treatment of substance abuse of the employee or his/her covered family member;
  - f. A qualifying exigency arising out of the fact that a covered military member is on active duty or has been notified of an impending call or order to active duty in the federal Armed Forces in support of a contingency operation; or



## Attachment A: SGVCOG Salary Resolution

- g. To care for a spouse, son, daughter, parent, or next of kin who is a covered service member, because the covered service member suffered a serious injury or illness while on active duty that may render said person unable to perform the duties of the service member's office, grade, rank or rating.

An eligible employee shall be required to use, or may elect to use, accrued leave during any portion of unpaid Family Medical Leave in accordance with federal and state law. For the duration of the Family and Medical Leave, the SGVCOG will continue health care coverage under any employer group health plans under the same terms as if the employee had continued to work. The SGVCOG will provide the employee with a guarantee of employment in the same or an equivalent job with equivalent pay, benefits, and other employment terms and conditions upon returning from the Family and Medical Leave except that the SGVCOG may deny reinstatement to a key employee, in accordance with state and federal law. An employee's use of Family and Medical Leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using Family and Medical Leave. If the employee cannot be returned to their original job, he/she shall be returned to a substantially similar job, unless there is no substantially similar job position available or filling the substantially similar position would substantially undermine the SGVCOG's ability to operate safely and efficiently. An employee shall have no greater rights to reinstatement, benefits, and other conditions of employment than if the employee had been continuously employed during the leave period. Should an employee also qualify for Pregnancy Disability Leave pursuant to section 7 above, the maximum amount of Pregnancy Disability Leave and Family and Medical Leave shall be governed by this Subsection (subsection 8).

- 9) If an employee is eligible for Family and Medical Leave under FMLA, and is also eligible for Pregnancy Disability Leave, but is not eligible for CFRA Leave under state law, any available FMLA Leave and any available Pregnancy Disability Leave shall run concurrently. The maximum amount of time that an eligible employee may take for FMLA Leave and Pregnancy Disability Leave is twelve (12) workweeks. If an employee is eligible for CFRA Leave and is also eligible for Pregnancy Disability Leave at the time of request for CFRA Leave, the four (4) months of Pregnancy Disability Leave authorized by subsection 7 shall be in addition to the twelve (12) workweeks of CFRA Leave. The maximum amount of time that an eligible employee may take for CFRA Leave and Pregnancy Disability Leave is twelve (12) workweeks plus four (4) months, or a total of seven (7) months.
- 10) The SGVCOG may, at the discretion of the Executive Director, grant an employee a leave of absence for up to three (3) months without pay. At the discretion of the Executive Director, an employee's leave of absence without pay may be extended in three (3) month increments up to a total maximum unpaid leave of absence of one (1) year. Leave without pay is intended for unusual circumstances and the request will be evaluated based upon the impact to the SGVCOG operations and

## Attachment A: SGVCOG Salary Resolution

work force levels. Leave without pay will only be granted upon the complete use of accrued sick leave, vacation, and holiday time.

### F. Work Hours.

- 1) Full-time and hourly employees working 8 hours or more in a workday shall take a one hour scheduled lunch break and two 15-minute breaks daily. Lunch breaks are unpaid; however, the 15-minute breaks are paid.
- 2) Hourly employees working a 6 to 7 hour workday are entitled to a 30-minute unpaid lunch and two 15-minute breaks. Hourly employees working a 4 to 5 hour workday are entitled to a 15-minute break; and those hourly employees working less than a 4-hour workday are not entitled to a break. Two 15-minute breaks may not be combined to replace any part of an unpaid lunch break.

### G. Additional Compensation.

- 1) Employees classified as exempt, as defined in Section 2 of this Resolution, are not eligible for overtime compensation. Employees classified as non-exempt, as defined in Section 2 of this Resolution, will receive compensation for approved overtime work as follows: Hours worked by non-exempt staff in excess of 40 hours in a seven day workweek are considered overtime. All eligible employees shall be compensated for authorized overtime at the rate of one and one-half times his/her equivalent hourly rate of pay or shall be allowed to accumulate one and on-half hours of compensatory time (of up to 30 hours) for each overtime hour worked, at the SGVCOG's option. Compensatory time must be taken by the end of the fiscal year in which it was earned.
- 2) After the last full pay period in any given month, full-time employees shall have the opportunity to sell to 80 hours of accrued vacation provided they have met the following:
  - a. During the current year, up to the last full pay period in June 30 of the fiscal year, the employee has used 40 hours of vacation.
  - b. The employee must maintain a minimum of 80 accrued hours after buyback.

Because the employee must approve disbursements from accrued vacation in writing, it is the employee's responsibility to request the buyback in writing seven days in advance of the impacted payroll period.

### H. Miscellaneous Benefits.

- 1) Automobile allowance shall be provided on a monthly basis to the Assistant to the Executive Director in the amount of \$350 and to the Executive Director in the amount of \$400.

## Attachment A: SGVCOG Salary Resolution

- 2) For those employees not provided with an automobile allowance, the SGVCOG shall reimburse the employee the current Internal Revenue Service mileage rate in effect per mile driven for authorized use of an employee's private vehicle on SGVCOG business. Employees that receive an automobile allowance are not eligible for mileage reimbursement and must have a private vehicle available for use of SGVCOG business.

**SECTION 4.** Hourly employees shall be compensated at a fixed rate pursuant to the following schedule:

Position Title	Hourly Rate
Project Assistant	\$25
Office Assistant	\$18
Intern (Graduate Student)	\$18
Intern (Undergraduate Student)	\$16


The Executive Director may hire, on an hourly basis, positions identified as full-time according to the current salary resolution. Such positions shall only be hired when filling in temporarily for an existing full-time position.

**SECTION 5.** The SGVCOG reserves the right, in its sole discretion, at any time and from time to time, and upon a non-discriminatory basis, to amend or rescind any provision of this Resolution or any salary or benefit provisions, or to terminate any benefits or salary provisions. Such changes may apply to current and/or future employees. All salary and benefits in this Resolution are subject to meet and confer guidelines and shall be reviewed at least annually in their entirety.

**SECTION 6.** The Executive Director shall certify to the adoption of this Resolution and shall enter this Resolution into the official book of resolutions.

**PASSED AND ADOPTED** by the Governing Board of San Gabriel Valley Council of Governments, County of Los Angeles, in the County of Los Angeles, State of California, on the 17<sup>th</sup> day of August, 2017.

San Gabriel Valley Council of Governments

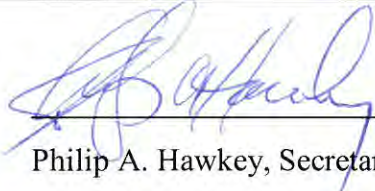
  
Cynthia Sternquist, President

# Attachment A: SGVCOG Salary Resolution

Attest:

I, Philip A. Hawkey, Executive Director and Secretary of the Board of Directors of the San Gabriel Valley Council of Governments, do hereby certify that Resolution 17-29 was adopted at a regular meeting of the Governing Board held on the 17<sup>th</sup> day of August by the following roll call vote:

<b>AYES:</b>	Alhambra, Arcadia, Azusa, Bradbury, Claremont, Diamond Bar, Duarte, Duarte, Covina, Glendora, La Canada Flintridge, La Verne, La Puente, Monrovia, Monterey Park, Pasadena, Rosemead, San Dimas, San Gabriel, Sierra Madre, South Pasadena, Temple City, West Covina, Walnut, LA County District 4, LA County District 5, Water Districts
<b>NOES:</b>	
<b>ABSTAIN:</b>	
<b>ABSENT:</b>	El Monte, Industry, Irwindale, Montebello, Pomona, South El Monte, San Marino, LA County District 1

  
Philip A. Hawkey, Secretary

**POSITION DESCRIPTION**  
**ASSISTANT EXECUTIVE DIRECTOR**  
**\$85,000-\$110,277 (SALARY)**

**DEFINITION**

Under administrative direction, assists the Executive Director in the analysis and solution of regional local government and special district problems, with particular emphasis on SGVCOG administrative programs, policies and procedures; manages the Information Technology methods for the SGVCOG; performs responsible and complex administrative work; manages grants, directs or conducts special surveys; performs other related duties as required. The **Assistant Executive Director** is an executive level class, which assists the Executive Director in conducting the business of the SGVCOG including grant management and special studies related to Valley wide issues. Incumbents are expected to operate with a great deal of independence and sensitivity to issues. This class may represent the Executive Director as assigned. The incumbent manages the Information Technology systems for the SGVCOG.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction and supervision from the Executive Director. Exercises direct and indirect supervision over assigned professional and support staff.

**ESSENTIAL DUTIES**

- Participates, as assigned, in the development and implementation of goals, objectives, policies and priorities for the SGVCOG and the Executive Director's Office.
- Conducts studies, surveys and the collection of information on difficult operational and administrative problems; analyzes findings and prepares reports of practical solutions for review by the Executive Director; manages special projects and provides staff support for SGVCOG Committees as assigned.
- Accepts full responsibility/oversight for all Information Technology systems and website content.
- Coordinates the selection and training of analytical staff; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as appropriate; assigns work to assigned staff and personnel; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.
- May be assigned to coordinate assigned programs of the Executive Director's Office with other City member staff/ departments and divisions and with outside agencies; assists in the installation of new programs and procedures.
- Assists in the coordination and preparation of the SGVCOG budget, funding mechanisms and budget control activities.
- May represent the SGVCOG at Governing Board meetings, special meetings, and committee meetings as well as member city community meetings or events and at professional meetings as required.
- Analyzes, interprets and applies policies and procedures within assigned areas for the SGVCOG Organization.
- Conducts special investigations and organizational reviews as directed by the Executive Director.
- Relieves the Executive Director of administrative detail.

## Attachment B: SGVCOG Position Descriptions

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, management and staff, and the public.

### **QUALIFICATION GUIDELINES**

*Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Assistant Executive Director. A desirable combination of qualifications is described as follows:*

#### **Education:**

A bachelor's degree in public administration, business administration or a related field. A master's degree is highly desirable.

#### **Experience:**

Eight years of administrative or managerial experience in a public administration setting, including four years as a Senior Administrative Analyst.

### **REQUIRED KNOWLEDGE/ABILITIES/SKILLS**

#### **Knowledge of:**

- Modern principles and practices of municipal or governmental administration, organizations and functions.
- Current social, political, and economic trends and operating problems of state and local government.
- Principles and practices of governmental/municipal budgeting and finance.
- Principles and practices of information technology and computer systems.
- Local and state legislative processes.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government; methods and techniques of supervision, training and motivation.
- Basic principles of mathematics; applicable federal, state and local laws, codes and regulations.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling and grammar.
- Occupational hazards and standard safety practices.

#### **Ability to:**

- Provide effective leadership and coordinate a variety of assigned program activities, including the ability to research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare and analyze a budget.
- Plan, organize, train, evaluate and direct work of assigned staff.
- Perform mathematical calculations quickly and accurately.



## Attachment B: SGVCOG Position Descriptions

- Interpret, explain and apply applicable laws, codes and regulations.
- Read, interpret and record data accurately.
- Organize, prioritize and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze a complex issue, and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

### **Skill to:**

- Operate an office computer and a variety of word processing and software applications.

### **LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS**

License/Certificate: Possession of, or ability to obtain, a valid Class C California driver's license.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**POSITION DESCRIPTION**  
**REGIONAL HOMELESSNESS COORDINATOR**  
**\$85,000 - \$110,000 (SALARY)**

**DEFINITION**

Works independently to coordinate with cities, homeless service providers, and other related agencies; performs a wide variety of professional, administrative, fiscal and analytical support within assigned program areas, including budget preparation, financial management, and grant coordination; conducts research; supervises assigned functions with emphasis on professional administrative methods; may serve as a project manager working closely with the Assistant Executive Director, Executive Director, and the Governing Board members; performs other related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction and general supervision from the Assistant Executive Director.

**ESSENTIAL DUTIES**

- Serves as liaison with cities, the County, LAHSA, community-based organizations, and the public on issues related to homelessness
- Connects community-based programs with Measure H and other funding sources
- Plans, develops, and coordinates the implementation of programs and projects of a large scope or complexity.
- Prepares, monitors, and oversees the grant budgets.
- Negotiates and administers contracts, agreements, leases and services. Develops agreements and contract terms and monitors compliance.
- Researches grant programs, prepares grant applications and monitors compliance with applicable terms.
- Conducts research and analyzes statistical and related data. Reviews and makes recommendations.
- Prepares comprehensive technical reports, and correspondence, as well as maintains records.
- Prepares and presents reports to the Governing Board, Policy Committees, and Technical Advisory Committees.
- Coordinates and presents at community meetings and events as assigned.
- Conducts a needs assessment (using existing data and/or new surveys) of homelessness in the SGV
- Provide information and assistance to member cities/agencies and service providers as it relates to homelessness
- Establish and maintain effective and cooperative working relationships with City employees, service providers, and the public agencies.
- Performs related duties, as assigned.

**QUALIFICATION GUIDELINES**

*Any combination of education and experience that has provided the knowledge, skills and abilities necessary for the Regional Homelessness Coordinator position. A desirable combination of qualifications is described as follows:*



### **Education:**

Bachelor's degree in public administration, business administration, economics, or related field.

### **Experience:**

Five years of professional experience in administrative analysis evaluating and managing homeless service programs, providing high level administration and management, and preparing complex analytical reports in either a social service, non-profit or government setting focused on homelessness issues. A master's degree is highly desirable.

## **REQUIRED KNOWLEDGE/ABILITIES/SKILLS**

### **Knowledge of:**

- Principles and practices of public administration.
- Principles and practices of organization, administration, and management.
- Program and project development, implementation and evaluation.
- Fiscal analysis and budget preparation and administration.
- Data collection and analysis.
- Report writing techniques and editing.
- Quantitative and management analysis technique.
- Methods and techniques of effective supervision.
- Homeless population, including subpopulations, predominant homeless issues and barriers to stable housing and income.
- Homeless service needs, programs and related community issues.
- Best practices in program and project development, implementation and evaluation relating to homeless populations.
- Development of and processes associated with Request for Proposals (RFPs).
- Grants and contractual agreement management.

### **Ability to:**

- Develop, implement, and administer projects and programs.
- Develop and implement goals, objectives, policies and procedures.
- Analyze legislation.
- Prepare analytical and financial reports.
- Prepare and deliver effective public presentations.
- Communicate effectively both orally and in writing.
- Exercise independent judgment and initiative within established guidelines.
- Establish and maintain effective and cooperative working relationships with officials of public and private agencies, City Councils, commissions, community groups, and the general public.
- Supervise, train, and evaluate staff.
- Identify and benchmark best practices for subpopulations, program types and other initiatives

### **Skill to:**

- Operate an office computer and a variety of word processing, spreadsheet and other software applications.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS**

License/Certificate: Possession of, or ability to obtain, a valid Class C California driver's license.

**PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. Additionally, the need to lift, drag and push files, paper and documents weighing up to 25 pounds is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**POSITION DESCRIPTION**  
**SENIOR MANAGEMENT ANALYST**  
**\$65,851-85,170 (SALARY)**

**DEFINITION**

Under direction, performs a wide variety of professional, administrative, fiscal and analytical support within assigned program areas, including budget preparation, human resources related support, financial management, and grant coordination; conducts research; supervises assigned functions with emphasis on citywide administrative methods; may serve as a unit manager working closely with Assistant Executive Director, Executive Director, and the Governing Board members; performs other related duties as required. This classification is distinguished from the next lower classification of Analyst in that it has overall responsibility for an assigned program and/or unit within a specialized area.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Assistant Executive Director, or Executive Director. Exercises technical and functional supervision over contract employees and programs as well as lower-level administrative support staff.

**ESSENTIAL DUTIES**

- Conducts studies of organizational, administrative and operational issues; reviews and analyzes processes, procedures and work methods; analyzes legislation; develops funding proposals, policy alternatives and strategies; prepares and presents reports and recommendations; demonstrates an understanding of applicable policies, procedures and work methods associated with assigned duties.
- Participates in the development and implementation of goals, objectives and priorities; conducts studies, surveys, and collects information; makes recommendation to solve difficult regional issues or problems.
- Performs analysis and review of budgetary, financial and operational systems; compiles and interprets statistical and financial data; analyzes findings, prepares reports and makes recommendations.
- Prepares charts, graphics, and illustrations for presentations; performs desktop publishing on a computer to produce newsletters, brochures, forms, mailers and other department publications; posts public hearing notices as assigned.
- Attends Policy Committee, Technical Advisory Committee and Governing Board meetings as assigned.
- Develops policy plans and procedures and monitors implementation; prepares procedural manuals; prepares or coordinates grant applications; handles correspondence as assigned.
- Provides staff support to the Assistant Executive Director and Executive Director; facilitates and coordinates projects; provides analytical support for financial and operational issues; coordinates and manages assigned special projects.
- Assumes operational authority over projects, services or administrative operations; trains and supervises assigned staff; provides team leadership; maintains financial and administrative processes and records; develops policy and procedural recommendations; develops, implements and monitors assigned budgets; monitors contracts and related documentation; performs customer service functions.

## Attachment B: SGVCOG Position Descriptions

- Participates in the development and implementation of project program budgets; analyzes past and future revenue projections; participates in the forecast of necessary funds for staffing, materials, services and supplies; monitors and assists in the administration of the approved budget.
- Serves as a liaison with SGVCOG City and agency employees, public and private organizations, community groups and other organizations; provides information and assistance regarding assigned program and service areas; responds to and resolves inquiries and complaints; writes, edits, and designs articles for the SGVCOG publications, newsletters and press releases.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies and associations, SGVCOG Governing Board, fellow staff, and the public.

### **QUALIFICATION GUIDELINES**

*Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Senior Management Analyst. A desirable combination of qualifications is described as follows:*

#### **Education:**

Bachelor's degree in public administration, business administration, economics, or related field. A master's degree is desirable and may be substituted for one year of experience.

#### **Experience:**

Four years of professional experience in administrative analysis and research, policy development, fiscal administration and budget and/or management responsibilities. At least one-year experience working in a local government is highly desirable.

### **REQUIRED KNOWLEDGE/ABILITIES/SKILLS**

#### **Knowledge of:**

- Modern principles, practices, and methods of administrative and organizational management.
- Organizational development and public administration policies and procedures.
- Principles of grant proposal writing and administration
- Research and reporting methods, techniques and procedures.
- City government and inter-governmental relationships.
- Principles of mathematics and statistical analysis.
- Structure and organization of public sector agencies.
- Principles and practices of public sector human resources administration and supervisory techniques, budget development and implementation.
- Public relations and customer service best practices.
- Applicable federal, state and local laws, codes and regulations.
- Standard office procedures, practices and equipment.
- Modern office practices, methods and equipment, including a computer and applicable software.

## Attachment B: SGVCOG Position Descriptions

- Methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling and grammar.
- Occupational hazards and standard safety practices.

### **Ability to:**

- Analyze financial, budgetary, administrative, operational and organizational problems.
- Provide sound policy and procedural recommendations.
- Oversee and/or manage specialty projects and programs.
- Work effectively with management, staff, and the public.
- Supervise and/or lead teams; develop, coordinate and administer assigned work programs and grants.
- Identify private, state and federal funding sources.
- Serve as a liaison between various public agencies.
- Develop and administer a budget.
- Prepare clear and concise administrative documents and reports.
- Analyze, interpret, summarize and present a variety of fiscal, statistical and administrative reports in an effective manner.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain and apply applicable laws, codes and regulations.
- Read, interpret and record data accurately.
- Organize, prioritize and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze a complex issue, and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing.
- Work effectively with people with varying backgrounds, educational levels, races and cultures.

### **Skill to:**

- Operate an office computer and a variety of word processing, spreadsheet and other software applications.

### **LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS**

License/Certificate: Possession of, or ability to obtain, a valid Class C California driver's license.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. Additionally, the need to lift, drag and push files, paper and documents weighing up to 25 pounds is

## Attachment B: SGVCOG Position Descriptions

required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**POSITION DESCRIPTION  
MANAGEMENT ANALYST  
\$50,000-65,850 (SALARY)**

**DEFINITION**

Under direction, performs a wide variety of professional, administrative, fiscal and analytical support within assigned program areas, including budget preparation, human resources related support, financial management, and grant coordination; conducts research; supervises assigned functions with emphasis on citywide administrative methods; may serve as a unit manager working closely with Assistant Executive Director, Executive Director, and the Governing Board members; performs other related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Assistant Executive Director, or Executive Director. May exercise technical and functional supervision over interns and/or part-time employees.

**ESSENTIAL DUTIES**

- Conducts studies of organizational, administrative and operational issues; reviews and analyzes processes, procedures and work methods; analyzes legislation; develops funding proposals, policy alternatives and strategies; prepares and presents reports and recommendations; demonstrates an understanding of applicable policies, procedures and work methods associated with assigned duties.
- Participates in the development and implementation of goals, objectives and priorities; conducts studies, surveys, and collects information; makes recommendation to solve difficult regional issues or problems.
- Performs analysis and review of budgetary, financial and operational systems; compiles and interprets statistical and financial data; analyzes findings, prepares reports and makes recommendations.
- Prepares charts, graphics, and illustrations for presentations; performs desktop publishing on a computer to produce newsletters, brochures, forms, mailers and other department publications; posts public hearing notices as assigned.
- Attends Policy Committee, Technical Advisory Committee and Governing Board meetings as assigned.
- Develops policy plans and procedures and monitors implementation; prepares procedural manuals; prepares or coordinates grant applications; handles correspondence as assigned.
- Provides staff support to the Assistant Executive Director and Executive Director; facilitates and coordinates projects; provides analytical support for financial and operational issues; coordinates and manages assigned special projects.
- Assumes operational authority over projects, services or administrative operations; trains and supervises assigned staff; provides team leadership; maintains financial and administrative processes and records; develops policy and procedural recommendations; develops, implements and monitors assigned budgets; monitors contracts and related documentation; performs customer service functions.
- Participates in the development and implementation of project program budgets; analyzes past and future revenue projections; participates in the forecast of necessary funds for

## Attachment B: SGVCOG Position Descriptions

staffing, materials, services and supplies; monitors and assists in the administration of the approved budget.

- Serves as a liaison with SGVCOG City and agency employees, public and private organizations, community groups and other organizations; provides information and assistance regarding assigned program and service areas; responds to and resolves inquiries and complaints; writes, edits, and designs articles for the SGVCOG publications, newsletters and press releases.
- Establishes positive working relationships with representatives of community organizations, state/ local agencies and associations, SGVCOG Governing Board, fellow staff, and the public.

### **QUALIFICATION GUIDELINES**

*Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Management Analyst. A desirable combination of qualifications is described as follows:*

#### **Education:**

Bachelor's degree in public administration, business administration, economics, or related field. A master's degree is desirable and may be substituted for one year of experience.

#### **Experience:**

One year of professional experience in administrative analysis and research, policy development, fiscal administration and budget and/or management responsibilities. At least one-year experience working in a local government is highly desirable.

### **REQUIRED KNOWLEDGE/ABILITIES/SKILLS**

#### **Knowledge of:**

- Modern principles, practices, and methods of administrative and organizational management.
- Organizational development and public administration policies and procedures.
- Principles of grant proposal writing and administration
- Research and reporting methods, techniques and procedures.
- City government and inter-governmental relationships.
- Principles of mathematics and statistical analysis.
- Structure and organization of public sector agencies.
- Principles and practices of public sector human resources administration and supervisory techniques, budget development and implementation.
- Public relations and customer service best practices.
- Applicable federal, state and local laws, codes and regulations.
- Standard office procedures, practices and equipment.
- Modern office practices, methods and equipment, including a computer and applicable software.
- Methods and techniques for record keeping and report preparation and writing.
- Proper English, spelling and grammar.



## Attachment B: SGVCOG Position Descriptions

- Occupational hazards and standard safety practices.

### **Ability to:**

- Analyze financial, budgetary, administrative, operational and organizational problems.
- Provide sound policy and procedural recommendations.
- Oversee and/or manage specialty projects and programs.
- Work effectively with management, staff, and the public.
- Supervise and/or lead teams; develop, coordinate and administer assigned work programs and grants.
- Identify private, state and federal funding sources.
- Serve as a liaison between various public agencies.
- Develop and administer a budget.
- Prepare clear and concise administrative documents and reports.
- Analyze, interpret, summarize and present a variety of fiscal, statistical and administrative reports in an effective manner.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain and apply applicable laws, codes and regulations.
- Read, interpret and record data accurately.
- Organize, prioritize and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze a complex issue, and develop and implement an appropriate response.
- Follow written and oral directions.
- Observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing.
- Work effectively with people with varying backgrounds, educational levels, races and cultures.

### **Skill to:**

- Operate an office computer and a variety of word processing, spreadsheet and other software applications.

### **LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS**

License/Certificate: Possession of, or ability to obtain, a valid Class C California driver's license.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. Additionally, the need to lift, drag and push files, paper and documents weighing up to 25 pounds is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**POSITION DESCRIPTION**  
**PROJECT ASSISTANT/OFFICE ASSISTANT**  
**\$18-\$25 (HOURLY)**

**DEFINITION**

Under direction, performs a wide variety of administrative duties and complex clerical, financial bookkeeping, and official recordkeeping tasks requiring specialized knowledge and involving broadly defined policies and procedures. This position works closely with the Assistant Executive Director, Executive Director, and the Governing Board members; performs other related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction and general supervision from the Assistant Executive Director.

**ESSENTIAL DUTIES**

- Meet and greet the public, independently respond to visitors' complex and sensitive inquiries on the telephone, in person, and in writing.
- Independently compose letters and general correspondence not requiring the Executive Director's attention.
- Performs a variety of clerical duties, some of which may be confidential in nature; including preparation and posting of agendas, answering the telephone, taking accurate messages, typing/word processing, proofreading, filing, checking and recording information on records and may make travel arrangements.
- May also perform desktop publishing on a computer to produce documents, newsletters, brochures, forms, mailers and other SGVCOG publications.
- Interpret SGVCOG policies, rules, and regulations to inquiries and refer to the appropriate staff member with more specific information and follow-up.
- Prepares staff reports and documents for consideration at meetings.
- Attends Governing Board, Policy Committee, and Technical Advisory Committee meetings as assigned and is responsible for the recording and development/production of minutes for those bodies.
- Responsible for the accurate record keeping including policy manuals; may prepare procedural manuals; and handles intergovernmental correspondence as assigned.
- Handles "Accounts Payable" preparation of check requests for approval of the Executive Director and processing by the SGVCOG Treasurer/Accountant.
- Maintains files for the Auditor; and provides data for payroll processing.
- Responsible for "Accounts Receivable"; responsible for invoicing when appropriate, receive and deposit all checks as needed and providing information and records to the SGVCOG Treasurer/Accountant; maintains Accounts Receivable files; and maintains personnel records including payroll reports as assigned.
- Responsible for the distribution and filing of the "Statement of Economic Interests" when applicable.
- Provides data and expenditure detail to assist in the preparation of the annual budget and mid-year budget revision or report and assists in the administration of the budget.
- Maintains office equipment.
- Maintains a data base of all Governing Board membership delegates and alternates, City

## Attachment B: SGVCOG Position Descriptions

- Council Members, City Managers, as well as Policy and Technical Advisory Committees.
- Performs related duties and responsibilities as assigned.

### **QUALIFICATION GUIDELINES**

*Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Project Assistant/Office Assistant. A desirable combination of qualifications is described as follows:*

#### **Education:**

Completion of a high school diploma or GED and two years of college course work in specialized secretarial and/or business courses.

#### **Experience:**

Four years of increasingly responsible secretarial and office management experience involving taking and transcribing minutes of meetings, maintaining complex files, and explaining policies, procedures, and regulations to staff or the public. Experience in local government or a regional governmental agency is highly desirable.

### **REQUIRED KNOWLEDGE/ABILITIES/SKILLS**

#### **Knowledge of:**

- Modern principles, practices, and methods of office management, procedures, equipment, supplies, practices, and business correspondence methods.
- Correct English usage, spelling, grammar, and punctuation.
- General office techniques, methods and techniques for record keeping, records processing, and report preparation and writing.
- Maintenance of office systems.
- Practices used in minute taking and preparation.
- Basic mathematical principles.
- Preparation of complex documents and knowledge regarding public records law.
- Safe driving practices.
- Public relations and customer service best practices.
- Applicable federal, state and local laws, codes, and regulations.
- Standard office procedures, practices and equipment including computers and applicable software.
- Occupational hazards and standard safety practices.

#### **Ability to:**

- Communicate clearly and concisely, both orally and in writing
- Work effectively with people with varying backgrounds, educational levels, ethnicities and cultures.
- Keep accurate records.
- Analyze situations carefully and adopt effective courses of action.
- Communicate effectively with a variety of individuals and governmental agencies.
- Compose correspondence independently and maintain effective and harmonious working

## Attachment B: SGVCOG Position Descriptions

relationships with staff.

- Prepare official minutes and resolutions.
- Operate a variety of office machines and equipment.
- Transcribe recorded minutes.
- Work independently.
- Type accurately.
- Follow verbal and written instruction.
- Interpret and apply rules and regulations.
- Maintain confidentiality.
- Perform routine financial processing and record keeping functions.
- Aid in administrative budgetary tracking.

### **Skill to:**

- Operate an office computer and a variety of word processing, spreadsheet and other software applications.

### **LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS**

License/Certificate: Possession of, or ability to obtain, a valid Class C California driver's license.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. Additionally, the need to lift, drag and push files, paper and documents weighing up to 25 pounds is required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.



Memo to: Mark Christoffels, Chief Executive Officer  
From: Deanna Stanley, Administrative Services Manager  
Date: October 6, 2017  
Subject: ACE Employee Policies, Salary and Benefit Information

The following information is a summary of our policies, salary and benefit information.

#### Positions and Salary Ranges

The position descriptions and salary range for each were developed beginning in 1999 and presented to the Board for approval accordingly as project needs increased over the course of the project's activities. In January, 2002 the Board approved salary range adjustments annually with CPI with costs for salary adjustments understood to be *merit based only* and can only be implemented if included in a Board approved annual budget. The most current job descriptions and salary ranges are attached.

In late 2011 the MTA's Office of Inspector General reviewed ACE's staffing plans, compensation and employee expenditure policies along with those of the Expo Line and Gold Line Foothill Extension. A report was issued in February, 2012.

#### Employee Policies

Employee policies developed by legal counsel, were approved by the Board and as revisions needed, taken back to the Board for approval. Employee Policies cover some of the following:

- Auto Reimbursement – Non-taxable auto reimbursement is offered to employees required to regularly use their personal vehicles for company business. Currently (3) Senior Project Managers, Program Manager, Utility Coordinator, Labor Compliance Administrator, Director of Government Relations and the CEO receive auto allowance. Quarterly reports must be completed reflecting mileage usage. If actual mileage falls below reimbursement rate, adjustments may be made. If reimbursement exceeds mileage at the end of the year, the employee must reimburse ACE or the amount will be treated as taxable income.
- Work Schedules and Holidays – ACE's policy has been a Monday through Friday workweek with office hours generally 8-5. Supervisors have the ability to modify staff work hours of their staff but an employee must work 40 hours per week. In 2000 the Board approved a 9/80 flexible work schedule which was phased out due to office coverage issues. There are 11 paid holidays.

## Attachment D: ACE Benefit/Position Summary

Memo RE: ACE Employee Policies, Salary & Benefits

October 6, 2017

Page 2

- Paid Leave – Vacation: The Board approved three weeks accrued vacation upon hire. The Board approved an additional week of vacation is earned after 5 years of service and in 2015 the Board approved an additional week of vacation after 10 years. The maximum vacation leave accrual is five weeks. Sick leave: Sick leave is accrued at a rate of 80 hours per year.
- Retirement – In 2001 the SGVCOG Governing Board approved ACE employees participation in CalPERS retirement system at a benefit formula of 2% @ 55 with the agency paying member contributions. In 2013 retirement legislation changed new member rates to 2% @ 62 formula with member contributions required to be paid by the member (PEPRA).

In 2004 the Board approved an employee-sponsored 457 retirement plan. The agency does not make contributions to this plan.

- Health Benefits – In 1999 the Board approved employee health benefits with a suggested employee contribution of \$50 per month. Medical, dental and vision plans are offered with nominal employee contributions. Employee only – none. Employee+1 - \$20 per pay. Employee+family \$40 per pay.

Currently ACE offers the following plans: Blue Shield HMO, Blue Shield/PPO with a High Deductible+HSA, or Kaiser medical benefits; Delta Dental and VSP vision.

Voluntary employee sponsored Aflac supplemental insurance coverage is offered.

Flexible Spending Account – Voluntary participation in a flexible spending account is offered.

A copy of the most updated employee position descriptions (updated by legal counsel in 2014) with the current salary ranges for the filled positions (updated in January 2017) is attached.

**POSITION DESCRIPTION**

**ACCOUNTANT**

\$46,611-\$76,068

**DEFINITION**

To perform a variety of professional accounting and budgeting duties, financial analysis and research relevant to economic financial data in support of ACE's fiscal programs; perform grant billing duties; monitor, review and analyze financial data including reconciliation of the general ledger; provide assistance to the Director of Finance in departmental operations; and perform related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Finance.

May exercise supervision over assigned technical and/or administrative support staff.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Performs a variety of professional accounting and budgeting duties, financial analysis and research relevant to economic financial data in support of ACE's fiscal programs.
2. Generates and submits complex grant reimbursement invoices consistent with mandated grant agreement regulations.
3. Works in conjunction with ACE Project Managers to acquire information on the progress of projects; prepares and submits quarterly progress and expenditure reports to stakeholder agencies consistent with the Memorandum of Understanding.
4. Ascertains funding levels and funding sources are consistent with amounts and percentages on documents, and works closely with ACE internal staff to expedite reimbursement of incurred expenditures.
5. Performs a final review of all vendor invoices before they are posted to the general ledger ascertaining the accuracy of coding and amounts; posts batches after validation.
6. Reviews and signs off on all journal entries prepared by lower level accounting staff before forwarding them to the Director of Finance for final approval; posts approved journal entries.
7. Maintains incurred-to-date expenditure reports by project, project phase, and line item account.
8. Prepares leading schedules for accounts receivables and revenue accounts.

*Position Description*  
*Accountant*

9. Prepares the quarterly expenditures and reimbursement reports included in financial reports package presented to ACE Board Members.
10. Monitors, reviews, and analyzes financial data, including reconciliation of general ledger accounts to ensure accuracy of recorded transactions.
11. Resolves inquiries and requests from outside auditors; provides support documents and analysis reports as requested.
12. Initiates ACH and wire transfers to expedite payment of invoices; deposits funds in escrow accounts for the acquisition of right-of-way properties for expeditious transactions.
13. Prepares incurred-to-date project cost worksheets to forecast and develop the capital projects budget.
14. Assists the Director of Finance in performing month-end and year-end closing activities.
15. Provides general administrative support to the Finance department including maintaining departmental files.
16. Prepares *ad-hoc* reports and performs special projects as required by management.
17. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in accounting, finance, business administration or a related field.

**Experience:**

Five years of experience in accounting, including experience in grant accounting.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Principles and practices of government accounting
- Principles and practices of budget preparation, analysis and administration.
- Various professional accounting standards such as GASB, GAAP and related regulations.
- Principles of grant fiscal management and billing.



*Position Description*

*Accountant*

- Advanced principles of fiscal record keeping.
- Principles of business management.
- Modern office practices, procedures and equipment including computers and software applications relevant to work performed.
- Applicable local, state, and federal laws, rules, and regulations governing fiscal programs for a public agency.

**Ability to:**

- Perform professional accounting work.
- Analyze, verify, prepare and maintain financial statements, documents, records and reports.
- Apply various professional accounting principles and standards to the maintenance of ACE's financial transactions.
- Perform fiscal and program analyses.
- Reconcile and maintain records and files.
- Apply federal, state and local laws and regulations.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

*Position Description*  
*Accountant*

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**

**ADMINISTRATIVE ASSISTANT TO ADMIN. SERVICES MANAGER**

\$61,235-\$90,846

**DEFINITION**

To assist CEO and Administrative Services Manager/Human Resources with clerical and administrative support; provide assistance for and during Board of Directors and/or Finance Committee meetings, serving as backup in absence of Clerk of the Board. Serve as Filing Officer of San Gabriel Valley Council of Governments for Annual Conflict of Interest filing statements developing and maintaining database of records. Assist Human Resources with confidential payroll processing and benefit administration.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Manager.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Provides clerical, secretarial and administrative assistance to project managers; maintains logs of program correspondence; inputs document control codes and saves project correspondence electronically for tracking.
2. Scans documents and files according to document retention process; files documents in accordance with document control filing system; oversees the efficiency of ACE's document control filing system.
3. Receives and responds to questions and comments from the public in a courteous and timely manner; provides information on ACE programs and services.
4. Provides general clerical, secretarial and administrative assistance to ACE departments including composing letters, memos, draft and final reports, and other correspondence, and printing and copying materials.
5. Orders, receives and approves office supply purchases.
6. Provides meeting support; sets up meetings including notifying and confirming participants, locating and reserving rooms and providing supporting material; attends meetings to take and transcribe meeting notes.
7. Assists with the preparation of materials and documents for Board meetings.
8. Serves as back support for the receptionist by receiving, screening and routing telephone calls; takes and delivers messages; greets and directs visitors to appropriate person.

*Position Description*  
*Administrative Assistant*

9. Utilizes a variety of office equipment in the performance of duties including computers, scanners, photocopiers and fax machines.
10. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a High School diploma or G.E.D.

**Experience:**

Five years of progressively responsible clerical and administrative support experience.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Business principles and practices of document control and retention.
- Modern office practices, procedures and equipment including computers and software applications relevant to work performed.
- Principles and practices of business correspondence preparation, review and distribution.
- Proper telephone etiquette.
- Standard format for reports and correspondence.
- Principles and practices of filing and record retention.
- Methods and techniques of providing quality customer service to ACE staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.

**Ability to:**

- Provide secretarial support to assigned departments.
- Perform document control and retention administrative tasks.
- Maintain complex filing systems.
- Perform a wide variety of clerical duties including word processing, reception, typing, and photocopying.

*Position Description*

*Administrative Assistant*

- Greet visitors and callers and direct as necessary.
- Operate computers and general office equipment.
- Proofread work and correct errors.
- Compile information and data.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis. Possession of Notary Public.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**

**ADMINISTRATIVE ASSISTANT/DOCUMENT CONTROL**

\$61,235-\$90,846

**DEFINITION**

To assist project managers with clerical, secretarial and administrative support; maintain logs of program correspondence; input document control codes and save project correspondence electronically for ACE-wide tracking; maintain an ACE-wide database of project documents (current projects and closed projects); and perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Manager.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Provides clerical, secretarial and administrative assistance to project managers; maintains logs of program correspondence; inputs document control codes and saves project correspondence electronically for tracking.
2. Scans documents and files according to document retention process; files documents in accordance with document control filing system; oversees the efficiency of ACE's document control filing system.
3. Receives and responds to questions and comments from the public in a courteous and timely manner; provides information on ACE programs and services.
4. Provides general clerical, secretarial and administrative assistance to ACE departments including composing letters, memos, draft and final reports, and other correspondence, and printing and copying materials.
5. Orders, receives and approves office supply purchases.
6. Provides meeting support; sets up meetings including notifying and confirming participants, locating and reserving rooms and providing supporting material; attends meetings to take and transcribe meeting notes.
7. Assists with the preparation of materials and documents for Board meetings.
8. Serves as back support for the receptionist by receiving, screening and routing telephone calls; takes and delivers messages; greets and directs visitors to appropriate person.
9. Utilizes a variety of office equipment in the performance of duties including computers, scanners, photocopiers and fax machines.

*Position Description*  
*Administrative Assistant*

10. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a High School diploma or G.E.D.

**Experience:**

Five years of progressively responsible clerical and administrative support experience.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Business principles and practices of document control and retention.
- Modern office practices, procedures and equipment including computers and software applications relevant to work performed.
- Principles and practices of business correspondence preparation, review and distribution.
- Proper telephone etiquette.
- Standard format for reports and correspondence.
- Principles and practices of filing and record retention.
- Methods and techniques of providing quality customer service to ACE staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.

**Ability to:**

- Provide secretarial support to assigned departments.
- Perform document control and retention administrative tasks.
- Maintain complex filing systems.
- Perform a wide variety of clerical duties including word processing, reception, typing, and photocopying.
- Greet visitors and callers and direct as necessary.
- Operate computers and general office equipment.

*Position Description*  
*Administrative Assistant*

- Proofread work and correct errors.
- Compile information and data.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.



**POSITION DESCRIPTION**  
**ADMINISTRATIVE SERVICES MANAGER**

\$77,579-\$139,641

**DEFINITION**

To plan, direct and manage ACE's central administration, human resources and information technology functions; serve as ACE's Clerk of the Board and Filing Officer; provide complex administrative support to ACE management; and perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Chief Executive Officer.

Exercises direct supervision over technical and clerical staff.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Plans, directs and manages ACE's central administration, human resources and information technology functions including document preparation and control, recruitment and selection, benefits administrative, insurance management and technology operations.
2. Selects, trains, motivates and evaluates staff; conducts performance evaluations; implements disciplinary procedures; ensures the provision of a high performing team.
3. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
4. Investigates and responds to internal or outside questions including responding to public records act requests, and discovery information for legal or general staff inquiries.
5. Maintains annual insurance policies for ACE operations including general liability, crime, excess liability, public officials' errors and omissions, etc.
6. Serves as the ACE's Clerk of the Board; prepares and posts monthly Board agendas in accordance with the Brown Act requirements; attends Board meetings and acts as Board Secretary by recording and transcribing minutes.
7. Prepares PowerPoint presentations for monthly Board meetings and other committee meetings as needed.
8. Maintains all Board meeting files including a database of Board actions and a chronology of ACE milestones.

*Position Description*

*Administrative Services Manager*

9. Serves as Filing Officer for Annual Filings of Conflict of Interests Statements.
10. Administers and coordinates recruitment and selection processes for ACE including advertising, resume review and interview scheduling.
11. Negotiates and approves office management, employee benefit and technology related expenses including leases, office equipment and furniture, insurances and hardware/software purchases.
12. Administers all employee pay and benefits including payroll, mandated benefits (workers compensation and disability) and employer provided medical, dental, retirement, and other programs.
13. Maintains all personnel records including tracking of annual leave, salary adjustments and performance reviews.
14. Serves as ACE's Notary Public.
15. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in personnel administration, business administration, public administration or a closely related field.

**Experience:**

Six years of increasingly progressive experience in office and administrative management, including two years of supervisory experience.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Operations, services and activities of a central administrative support function including clerical and secretarial services, office management, human resources and information technology.
- Principles and practices of effective business and administrative management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organization, administration and personnel management.
- Principles and practices of benefits administration.

*Position Description*

*Administrative Services Manager*

- Principles, practices, rules and regulations governing public meetings in the State of California.
- Methods and techniques utilized in recruitment and selection.
- Modern office practices, procedures and equipment including computers and software applications relevant to work performed.
- Principles and practices of business correspondence preparation, review and distribution.
- Pertinent federal, state, and local laws, codes and regulations.

**Ability to:**

- Plan, direct, and manage the work of staff providing clerical, secretarial, office management, human resources and information technology services.
- Serve as the Clerk of the Board for the organization.
- Apply principles of and practices of personnel administration.
- Interpret and explain ACE's personnel programs and policies to employees and the general public.
- Supervise, train and evaluate assigned personnel; schedule work, set priorities and monitor work progress.
- Collect, compile, analyze and summarize written and statistical information and data.
- Prepare clear and concise administrative reports.
- Maintain confidentiality.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and effectively, verbally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting

*Position Description*

*Administrative Services Manager*

and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**  
**AUDITS AND GRANTS MANAGER**

\$81,768-\$147,183

**DEFINITION**

To manage the operations, services and activities of staff responsible for performing contract audits and Quality Assurance/Quality Control (QA/QC) reviews for various ACE projects; ensure compliance with audit policies and procedures (audit methodology and risk management) and external regulatory requirements; serve as Grants Manager with responsibility for preparing funding allocation requests to funding partners; and perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Chief Executive Officer.

Exercise direct supervision over professional and technical staff.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Plans, directs, coordinates and manages the performance of audit assignments in accordance with the annual audit plan; reviews work papers and audit reports; edits reports prepared by the auditors.
2. Schedules and plans audits; initiates audit planning, identifies risk, and develops audit direction.
3. Ensures compliance with audit policies and procedures (audit methodology and risk management) and external regulatory requirements.
4. Selects, trains, motivates and evaluates staff; conducts performance evaluations; implements disciplinary procedures; ensures the provision of a high performing team.
5. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
6. Manages audit projects to quality outcomes while meeting established time budgets, and oversees the timely resolution of audit findings.
7. Prepares funding allocation requests in accordance with Caltrans Local Assistance Procedures Manual, and federal and state funding guidelines.
8. Prepares grant monitoring reports and maintains accurate funding accounts.
9. Prepares regular grant monitoring and funding obligation progress reports for local, state, and federal reporting requirements.

*Position Description*

*Audits and Grants Manager*

10. Maintains accurate funding accounts and prepares allocation approval requests.
11. Monitors potential lapsing of grant funds and re-allocates appropriately.
12. Prepares project closeouts and reports of final expenditures for reporting agencies.
13. Performs grant accounting functions assuring proper procedures and accountability of grant funds.
14. Coordinates with Project Managers on project budgets, revisions and monitor contractors' contingencies; prepares revised funding allocations request as necessary.
15. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a Bachelor's degree from an accredited university with major coursework in accounting, finance or related field.

**Experience:**

Five years of progressively responsible contract audit program management experience.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Operations, services and activities of a comprehensive contracts audit program.
- Operations, services and activities of a comprehensive grant management program.
- Operations, services and activities of a comprehensive engineering and construction management program.
- Rules, regulations, policies, procedures and standards governing audit practices.
- Principles, and practices of compliance, financial, operational, and performance audits.
- Level of controls and accountability required of large public agencies.
- Methods and techniques of conducting research.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Modern office practices, procedures and equipment including computers and software

*Position Description*

*Audits and Grants Manager*

applications relevant to work performed.

- Applicable local, state, and federal laws, rules, and regulations.

**Ability to:**

- Plan, direct and manage the staff and operations of an auditing program.
- Organize and control work efforts and complete projects on-time and within budget.
- Effectively manage multiple and highly complex audits.
- Supervise, train and evaluate assigned personnel; schedule work, set priorities and monitor work progress.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare comprehensive reports and correspondence.
- Produce superior quality analysis and written products on multiple, complex projects with minimal supervision and short timelines.
- Handle highly confidential information.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Licensure as a Certified Public Accountant required.

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

**Mobility** – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. **Lifting** – occasional lifting up to 20 pounds. **Vision** – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. **Dexterity** – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. **Hearing/Talking** - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. **Emotional/Psychological** – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

*Position Description*

*Audits and Grants Manager*

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.



**POSITION DESCRIPTION**

**CONTRACTS AUDITOR**

\$63,626-\$104,729

**DEFINITION**

To provide professional level support to ACE's contract audit function including pre-award, post-award, interim, close-out contract and Quality Assurance/Quality Control audits in accordance with applicable guidelines, regulations, and standards; prepare audit reports and discuss findings/conclusions with contractors and management; recommend actions necessary for resolution of audit findings; and perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Audit and Grants Manager.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Provides professional level support to ACE's contract audit function including pre-award, post-award, interim, close-out contract and Quality Assurance/Quality Control audits in accordance with applicable guidelines, regulations, and standards.
2. Creates the audit file, including the risk assessment; performs transaction testing, and attaches the contract brief, and financial information; ensures all work papers have a purpose, scope, source and conclusion, and appropriate indexing and cross-referencing.
3. Conducts overhead and compliance audits, including reviewing relevant guidelines for any revisions; reviews and analyzes contractors' accounting system and financial statements for compliance with contract provisions and applicable rules and regulations, and to ensure their overhead calculations are accurate and verifiable.
4. Prepares audit reports and discusses findings/conclusions with contractors and management based on prepared exhibits, schedules, and audit work papers.
5. Recommends corrective actions based on findings.
6. Conducts Quality Assurance/Quality Control Audits by visiting consultant project sites to ensure they are following the applicable Resident Engineer's QA/QC manual provided by management.
7. Develops audit procedures and budgetary estimates to ensure timely completion of audit assignments.
8. Assists external auditors by providing copies of completed audits, including relevant task orders and work papers, as applicable; addresses any additional questions they may have regarding discrepancies and policies and procedures.
9. Performs related duties as required.

Position Description  
Contracts Auditor

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to Bachelor's degree from an accredited university with major course work in business administration, public administration, or a related field.

**Experience:**

Five years of experience performing professional audit program work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Operations, services and activities of a comprehensive audit program.
- Operations, services and activities of a comprehensive engineering and construction management program.
- Rules, regulations, policies, procedures and standards governing audit practices.
- Principles, and practices of compliance, financial, operational, and performance audits.
- Level of controls and accountability required of large public agencies.
- Methods and techniques of conducting research.
- Principles and practices of administrative and technical business processes.
- Principles and practices of professional services or construction contract administration for public agencies.
- Modern office practices, procedures and equipment including computers and software applications relevant to work performed.
- Applicable local, state, and federal laws, rules, and regulations.

**Ability to:**

- Perform professional audit work.
- Interact professionally with various levels of ACE employees and outside organizations on audit matters.
- Exercise judgment in making decisions.
- Compile and analyze data.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and fiscal practices.
- Prepare comprehensive reports and correspondence.

*Position Description*

*Contracts Auditor*

- Produce superior quality analysis and written products on multiple projects with minimal supervision and short timelines.
- Handle highly confidential information.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Professional certificates/licenses are desirable.

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Occasional travel to construction sites with exposure to loud noises, traffic, moving construction equipment, varying and sometimes extreme weather conditions, rough, uneven and slippery ground surfaces, fumes, chemicals, and other environmental conditions. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**

**CONTRACTS ADMINISTRATOR/LABOR COMPLIANCE OFFICER**

\$65,112-\$99,777

**DEFINITION**

To manage contracts related to design, construction management, and other professional and construction services necessary for the implementation of ACE's work programs; work with other agency staff and through staff support consultants to meet project objectives, budgets and schedules; and perform related work as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Manager of Contracts.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Analyzes and evaluates weekly certified payrolls against wage determinations and the proper use of apprentices.
2. Responds to prevailing wage questions/concerns from contractors and employees.
3. Performs site visits, and conducts employee interviews at the project site in accordance with the labor compliance program.
4. Prepares and presents labor compliance program information at pre-bid and pre-construction meetings.
5. Conducts investigations on alleged violations reported on certified payrolls, site visits, employee interviews and/or other notification methods.
6. Tracks changes to federal and state regulations and standards and applies them accordingly to the labor compliance program.
7. Provides assistance with respect to planning procurement processes and setting schedules.
8. Provides highly technical assistance in DBE/SBE Compliance; tracks compliance; and provides contractors and consultants with DBE/UBE/SBE compliance requirements.
9. Assists proposal and bid evaluation teams; evaluates proposals and bids including cost/price analysis.
10. Assists the Manager of Contracts with development of solutions to problems with design consultants and other professional service firms.

*Position Description*

*Contracts Administrator/Labor Compliance Officer*

11. Conducts and/or closes out actions upon contract completion such as final audit, final payment, etc.
12. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in industrial relations, business law or related field.

A Master's degree in a related field or a law degree is desirable.

**Experience:**

Four years of progressively responsible construction contract compliance or procurement program experience.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Operations, services and activities of a comprehensive labor compliance program.
- Theories, principles, and practices of public sector procurement and contracts.
- Principles and practices of labor compliance including wage provisions applicable to work performed.
- Methods and techniques of conducting research and investigations into labor compliance issues.
- Theories, principles, and practices of public sector procurement and contracts.
- Types of procurement processes and the effective use of same depending on types of services required.
- Methods and techniques of developing bid packages and content including project or product specifications.
- Methods and techniques of negotiating contracts and services.
- Modern office practices, procedures and equipment including computers and software applications relevant to work performed
- Applicable local, state, and federal laws, rules, and regulations governing policies related to labor compliance and procurement including provisions afforded to DBE, UBE, and SBE entities.

*Position Description*

*Contracts Administrator/Labor Compliance Officer*

**Ability to:**

- Provide professional level support to labor compliance programs.
- Compile, analyze, and interpret complex data.
- Negotiate transactions effectively.
- Exercise judgment and creativity in making decisions.
- Analyze situations, identify problems, and recommend solutions.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements.
- Prepare comprehensive reports and correspondence.
- Interact professionally with various levels of ACE employees and outside representatives.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; frequent driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Frequent travel to construction sites with exposure to loud noises, traffic, moving construction equipment, varying and sometimes extreme weather

## Attachment D: ACE Benefit/Position Summary

### *Position Description*

#### *Contracts Administrator/Labor Compliance Officer*

conditions, rough, uneven and slippery ground surfaces, fumes, chemicals, and other environmental conditions. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**

**DIRECTOR OF FINANCE**

\$139,641-\$201,226

**DEFINITION**

To oversee and manage a finance and accounting system for a highly complex transportation capital improvement program; develop, implement and maintain financial records for each project and administrative expenditures in a manner that facilitates reporting to internal and outside customers; develop and implement internal controls that comply with federal, state and local regulations; develop ACE's annual budget; prepare all financial reports for the annual audited financial statements; manage cash flow and invest excess funds; and performed related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Chief Executive Officer.

Exercises direct supervision over professional, technical and administrative support staff.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Oversees and manages ACE's finance and accounting system with respect to a highly complex transportation capital improvement program funded from federal, state, and local sources.
2. Selects, trains, motivates and evaluates staff; conducts performance evaluations; implements disciplinary procedures; ensures the provision of a high performing team.
3. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
4. Develops ACE's annual budget; monitors and reports on budget performance; assumes lead responsibility for developing a long-term financial plan that will support an expedited project construction schedule and one which enhances ACE's financial position.
5. Performs the final review of professional service and construction vendor invoices to ensure accuracy of charges and accounting codes.
6. Performs highly responsible and complex professional accounting duties; interprets and applies accounting standards and determines applicability to operations; performs cash management functions including coordinating timely billing and collection of grant reimbursements, and investment of funds; ensures processes and financial record



*Position Description*  
*Director of Finance*

keeping are in compliance with accounting standards and all funding requirements of federal, state, and local funding agencies.

7. Serves as system administrator of the timesheet and expense report software application; exports and integrates timesheet and expense report data to the financial accounting system after ascertaining that the payroll register and timesheet data reconcile.
8. Works closely with external auditors who are tasked with oversight of ACE's financial records and operations for compliance with mandated standards; ensures access to required materials.
9. Acts as ACE's Treasurer, responsible for the effective management of ACE's debt and investments.
10. Through the direction and supervision of contracted services, ensures that ACE has sufficient insurance for all operations and services.
11. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a Bachelor's degree from an accredited university with major course work in accounting, finance, business administration or a related field.

**Experience:**

Eight years progressively responsible experience in finance, including familiarity with government agency funding and accounting requirements and large capital improvement projects.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Operations, services and activities of a comprehensive financial services department including finance, accounting, budget, treasury, debt and payroll.
- Operations, services and activities of a comprehensive engineering construction management program.
- Generally accepted accounting principles and financial reporting standards relevant to government operations.

*Position Description*  
*Director of Finance*

- Principles and practices of internal control procedures and practices as they apply to a public agency.
- Principles and practices of operational and capital budget development, monitoring and control.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organization, administration and personnel management.
- Pertinent local, state and federal laws, rules and regulations.

**Ability to:**

- Plan, direct and control the administration and operations of the Finance Department.
- Prepare and administer ACE-wide budgets.
- Develop and implement fiscal policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
- Effectively administer a variety of finance activities.
- Interpret and apply federal, state, local and department policies, procedures, laws and regulations.
- Develop and install sound accounting and related financial systems and procedures.
- Prepare complex financial statements, reports and analyses.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of C.P.A. license desirable.

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall

*Position Description*  
*Director of Finance*

vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**

**DIRECTOR OF GOVERNMENT AND COMMUNITY RELATIONS**

\$152,093-\$231,687

**DEFINITION**

To develop the funding strategy for ACE's programs; analyze, track and report on ongoing legislative efforts and their impact on ACE operations; manage applications necessary to seek funding from federal, state and local sources; and to perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Chief Executive Officer.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Assumes responsibility for developing the strategy for funding the overall ACE program through research and related methods to identify funding sources.
2. Analyzes, tracks and reports on on-going legislation and regulations; identifies their impact on ACE operations and provides recommendations on actions to be taken.
3. Manages the completion of applications and all other actions necessary to seek and obtain funding from federal, state and local sources.
4. Plans, directs, supervises and manages the work of contracted federal and state advocacy consultants to ensure alignment with ACE legislative goals and objectives.
5. Plans, directs and manages various programs such as community relations, labor compliance and disadvantaged business outreach programs.
6. Works collaboratively to maintain consensus with legislators, cities, local agencies, businesses and community groups for support of ACE's programs.
7. Plans, directs and manages environmental clearance and mitigation monitoring programs; ensures compliance with specifications, standards, rules and regulations.
8. Serves as ACE's representative at the local, state and federal levels.
9. Prepares reports, memos and agenda material.
10. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

*Position Description*

*Director of Government and Community Relations*

**Education:**

Equivalent to Bachelor's degree from an accredited university with major course work in public administration, or a related field.

**Experience:**

Nine years of progressively responsible experience in government relations program management; transportation emphasis highly desirable.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Operations, services and activities of a comprehensive engineering construction management program.
- Operations, services and activities of a comprehensive government and community relations program.
- Principles and practices of grant funding acquisition and management.
- Funding sources within the transportation industry at local, state and federal levels.
- Principles and practices of community relations and communication.
- The political environment at the federal, state and regional level.
- Methods and techniques of conducting effective presentations.
- Media resources.
- Methods and techniques of managing contracted lobbyist and related services.
- Community demographics impacted by ACE programs.
- Current elected and appointed officials of federal, state and regional government.
- Theories, principles, and practices of legislative and advocacy processes.
- Applicable local, state, and federal laws, rules, and regulations governing legislative procedures and lobbying practices for a public agency.

**Ability to:**

- Develop and implement an effective government and community relations program.
- Ensure the effective representation of the ACE within the local, state and federal legislative environment through contracted lobbyists and personal efforts.
- Identify funding sources for ACE's programs.
- Prepare complex legislative analyses.

## Attachment D: ACE Benefit/Position Summary

### *Position Description*

#### *Director of Government and Community Relations*

- Effectively develop grant applications and other methods of acquiring funding.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare comprehensive reports and correspondence.
- Perform advocacy work in support of various policies, programs and services.
- Interact and communicate with a wide variety of elected officials, private organizations and community groups.
- Maintain highly confidential and politically sensitive information.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the

#### **LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

#### **PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; frequent driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration, public contact and occasional working alone

#### **WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**  
**MANAGER OF CONTRACTS**

\$114,425-\$163,537

**DEFINITION**

To develop and implement procurement, purchasing and contract management policies and procedures; direct the activities necessary to perform ACE's procurement and contract administration functions in accordance with applicable federal, state and local codes and regulations; interact with Caltrans and MTA to maintain compliance and obtain approvals; and perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Chief Executive Officer.

Exercises direct supervision over professional and technical staff.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for the development of Request for Proposal and Invitation for Bid packages and overseeing the selection or bidding process to ensure it meets ACE policies and applicable codes and regulations.
2. Selects, trains, motivates and evaluates staff; conducts performance evaluations; implements disciplinary procedures; ensures the provision of a high performing team.
3. Participates in contractor selection; establishes evaluation criteria; analyzes proposals or bids to determine responsiveness; and recommends awards.
4. Works closely with ACE Project Managers to support project progress and insure compliance with ACE funding agency policies.
5. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
6. Plans, directs and communicates work requirements and schedules to support staff.
7. Serves as liaison with interaction with Caltrans and MTA staff regarding approvals, audits, and authorizations of contracts.
8. Develops and maintains the ACE Procurement Procedures Manual.
9. Manages direct purchasing activities; ensures responsive purchasing bids are solicited; compares price quotes; recommends vendor awards; issues purchase orders and monitors vendor performance.

*Position Description*  
*Manager of Contracts*

10. Coordinates the preparation of contracts and contract amendments and ensures compliance with applicable rules and regulations.
11. Monitors contract progress and compliance; reviews and approves change orders, invoices and payments, and works with contractors to resolve problems.
12. Manages ACE's labor compliance and DBE and SBE programs, ensuring compliance with regulations governing these programs.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in business administration, public administration or a related field.

**Experience:**

Three years of progressively responsible management experience in procurement and contract administration.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Operations, services and activities of a comprehensive procurement and contract program.
- Operations, services and activities of a comprehensive engineering and construction management program.
- Principles and practices of budget preparation and administration.
- Principles and practices of public administration.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Types of procurement processes and the effective use of same depending on types of services required.
- Methods and techniques of developing bid packages and content including project or product specifications.



*Position Description*  
*Manager of Contracts*

- Methods and techniques of negotiating contracts and services.
- Market trends and pricing conditions of various commodities, products, and services.
- Modern office practices, procedures and equipment including computers and software applications relevant to work performed
- Applicable local, state, and federal laws, rules, and regulations governing policies related to procurement including provisions afforded to DBE, UBE, and SBE entities.

**Ability to:**

- Plan direct and control the administration and operations of ACE's procurement contracts, DBE/UBE/SBE, and labor compliance functions.
- Skillfully represent ACE in all types of contract negotiations.
- Assist in the preparation and development of the annual budget.
- Develop and implement policies and procedures.
- Supervise, train and evaluate assigned personnel; schedule work, set priorities and monitor work progress.
- Interpret and apply provisions of codes, regulations, statutes and ordinances relevant to contracts and procurement management.
- Evaluate market trends, trade, and pricing conditions.
- Interview, evaluate, and negotiate with proposal respondents.
- Gain cooperation through discussion and persuasion.
- Work effectively with the business community, as well as representatives from other public agencies to meet the goals and objectives of all parties.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare comprehensive reports and correspondence.
- Apply federal, state and local laws and regulations.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

*Position Description*  
*Manager of Contracts*

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**

**MANAGER OF INFORMATION TECHNOLOGY**

\$66,414-\$101,774

**DEFINITION**

To perform a variety of highly complex professional technology duties in the administration and maintenance of ACE's information systems operations and programs; areas of responsibility include network, database, systems and applications; serve as technical advisor to staff and management on technology related issues; and perform related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Administrative Services Manager.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Performs a variety of highly complex professional technology duties in the administration and maintenance of ACE's information systems operations and programs; areas of responsibility include network, database, systems and applications.
2. Designs, implements, configures, documents, manages and administers the LAN network comprising multiple servers, and related hardware/software; performs routine backups of existing systems and applications software.
3. Designs and develops the ACE website; performs regular updates to content and postings.
4. Performs a variety of network system administration tasks such as creating/deleting/modifying email, computer and FTP accounts; maintains system security.
5. Performs system and database management tasks including maintenance, backup, data migration, and disaster recovery.
6. Investigates, analyzes and resolves network problems; troubleshoots failures and implements solutions.
7. Investigates, analyzes and resolves hardware and software problems; diagnoses issues and resolves through replacing defective components, re-installing software and related actions.
8. Serves as resource and technical advisor to staff and management on technology related issues; responds to staff and management requests for assistance on hardware and software issues; provides technical and consulting/training support to staff and contractors/consultants.

## Attachment D: ACE Benefit/Position Summary

### *Position Description*

#### *Manager of Information Technology*

9. Develops and maintains business relationships with technology vendors; researches, evaluates and hires contractors to design, develop and implement specialized technology solutions.
10. Develops, recommends implements, and ensures user compliance with technology related policies, procedures, and operational standards.
11. Reviews the effectiveness and efficiency of existing applications and systems; conducts research and develops strategies for improving technology operations and systems.
12. Administers technology related budget and procurement; prepares and submits the IT budget; monitors expenditures; purchases and configures new work stations, printers and accessories; provides recommendations on technology procurement
13. Performs related duties as required.

### **QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

#### **Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in computer science or a related field.

#### **Experience:**

Five years of professional experience in administering technology systems including networks, databases, applications and websites.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

- Operations, services and activities of a comprehensive technology program including networks, databases, security protocols, and firewalls.
- Operational characteristics of technology hardware and software including servers, desktops, laptops, printers, routers and related technology components, as well as engineering, scheduling, image editing, web development and MS Office suite software.
- Methods and techniques of troubleshooting and diagnosing hardware and software issues.
- Principles and practices of network design, administration and management.
- Principles and practices of database administration and management including back-ups and disaster recovery.

*Position Description*

*Manager of Information Technology*

- Principles and practices of website design, administration and management.
- Programming methods and techniques.
- Principles and practices of project management.
- Modern office practices, procedures and equipment including computers and software applications relevant to work performed.
- Applicable local, state, and federal laws, rules, and regulations governing fiscal programs for a public agency.

**Ability to:**

- Perform a variety of highly complex professional technology duties in the administration and maintenance of ACE's information systems operations and programs.
- Install, package deploy, implement, design, configure, manage and administer server, computer, software and network systems.
- Troubleshoot and perform diagnostics on a diverse range of hardware and software programs.
- Communicate complex technical concepts to staff and management.
- Research, evaluate and make recommendations on the procurement and deployment of technology hardware and software.
- Serve as a technical resource to ACE staff and management.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

*Position Description*

*Manager of Information Technology*

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**  
**PROGRAM MANAGER**  
\$146,623-\$211,287

**DEFINITION**

To manage and provide overall direction and control of ACE program management and staff, support consultants and other professional services; manage all project-related budgets and schedules on a program-wide basis including cost engineering, cost estimating, cost analysis/control, project budgets, estimates, and schedules; oversees the work of all program management consultants; as assigned may serve as project manager responsible for project construction management; and perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief Engineer/Deputy CEO.

Exercises direct supervision over professional, technical, and administrative support staff.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Manages and provides overall direction and control of ACE program management and staff support consultants, and other professional services; directs the implementation of ACE goals and objectives, policies, work standards and controls.
2. Selects, trains, motivates and evaluates staff; conducts performance evaluations; implements disciplinary procedures; ensures the provision of a high performing team.
3. Manages cost estimating, analysis and cost and budget control activities for the overall ACE program including design contracts, right of way costs, construction contracts, UPRR and utility costs.
4. Manages master project schedules, and coordinates schedule changes with the Project Managers.
5. Participates in consultant selection processes; develops scopes of services and assists in forming and serving on evaluation committees; performs bid analyses and prepares various reports for project-related procurements.
6. May manage an assigned project through the construction management firm; reviews a variety of highly technical project documentation including change orders and design changes; coordinates the resolution of issues with internal staff and professional construction management, engineering and design consultants or service providers; assumes responsibility for all aspects of project management including oversight of environmental clearance, design, construction management, right of way acquisition, and utility relocation.

*Position Description*

*Program Manager*

7. Ensures that project design and construction meet established objectives and agreed upon requirements of the local jurisdictions and the UPRR.
8. Supervises the work of staff responsible for the utilities relocation program; directs, coordinates, and acts as liaison with UPRR, outside agencies and utility companies.
9. Manages or oversees ACE QA/QC program for all professional services and construction contracts; reviews and approves all professional services and construction contract invoices.
10. Coordinates project funding requirements and reimbursement processes.
11. Assists in the development of policy and procedures for all functional areas.
12. Directs the preparation and presentation of managerial and policy issues with recommendations on matters related to ACE project implementation to the CEO and Deputy CEO.
13. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in civil engineering or a related field.

**Experience:**

Ten years of progressively responsible experience in transportation, public works, construction management, and railroad construction. Five years of experience with project scheduling and management software such as Primavera or equivalent.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Operations, services and activities of a comprehensive engineering and construction management program.
- Operations, services and activities related to utilities relocation.
- Principles and practices of construction project scheduling.
- Methods and techniques of using specialized construction project scheduling software programs.
- Principles and practices of engineering project cost estimating, analysis and budget control.
- Principles and practices of construction project management.



*Position Description*

*Program Manager*

- Principles and practices of managing the work of external consultants and contractors to meet project objectives.
- Principles and practices of engineering design.
- Principles and practices of construction project operational safety.
- Principles and practices of capital budget monitoring.
- Theories, principles, and practices of mass transit and highway systems design, construction, operations, maintenance, safety, accident prevention, and emergency response.
- Modern office practices, procedures and equipment including computers and software applications relevant to work performed
- Applicable local, state, and federal laws, rules, and regulations governing the design, engineering, and construction of mass transit, highway and other capital projects.

**Ability to:**

- Plan, organize, and manage cost engineering, cost estimating, cost analysis/control, project budgets and scheduling for ACE projects.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, and contracts.
- Ensure consultant and contractor compliance with contract provisions, plans and specifications.
- Manage and control project budgets and expenditures.
- Compile, analyze, and interpret complex technical data.
- Plan, organize, and manage assigned engineering and construction projects.
- Prepare comprehensive technical and administrative reports and correspondence.
- Gain cooperation through discussion and persuasion.
- Work effectively with all project stakeholders to meet the goals and objectives of all parties.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

*Position Description*  
*Program Manager*

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; frequent driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Frequent travel to construction sites with exposure to loud noises, traffic, moving construction equipment, varying and sometimes extreme weather conditions, rough, uneven and slippery ground surfaces, fumes, chemicals and other environmental conditions. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**  
**RECEPTIONIST/SECRETARY**

\$51,741-\$77,642

**DEFINITION**

To provide clerical, secretarial and administrative support for professional staff and/or management staff; serve as receptionist, receiving and directing visitors and callers in a timely and professional manner; ensure schedules, calendars, meetings and pertinent information is maintained in an organized manner; and perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Manager.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Serves as a receptionist by receiving, screening and routing telephone calls; takes and delivers messages; greets and directs visitors to appropriate person.
2. Receives and responds to questions and comments from the public in a courteous and timely manner; provides information on ACE program and services.
3. Receives, opens, sorts and distributes incoming mail; delivers to correct recipient; processes outgoing mail.
4. Files documents, reports and forms within a prescribed system.
5. Performs routine clerical duties such as photocopying and faxing.
6. Provides general clerical assistance to office staff including composing letters, memos and other correspondence.
7. Sets up meetings including notifying and confirming participants, locating and reserving rooms and providing supporting material.
8. Utilizes a variety of office equipment in the performance of duties including computers, scanners, photocopiers and fax machines.
9. Assists in the preparation and mailing of monthly Board agendas and meetings; distributes agendas; attends meeting to facilitate PowerPoint presentations; maintains updates to the Board Chronology log of all action items taken by the Board for records.
10. Attends weekly progress meetings; updates meeting agenda.
11. Processes and submits bi-weekly payment of ACE employee retirement funds to provider; maintains contribution log; provides necessary documentation to Finance Department for payroll.

*Position Description*  
*Receptionist/Secretary*

12. Submits bi-weekly payroll report to the San Gabriel Valley Council of Governments (SGVCOG); maintains log of CalPERS retirement contributions; prepares invoice for SGVCOG; provides backup to ACE Finance Department and follows up on outstanding payments as needed.
13. Provides assistance to the Administrative Services Manager in the area of human resources with submission of employee benefit enrollments and/or changes as necessary.
14. Attends monthly UPRR and ACE meetings; prepares documents and agendas; takes minutes.
15. Manages and maintains the phone system including programming changes as necessary.
16. Performs related duties as required.
17. Serves as Notary Public as necessary.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a High School diploma or G.E.D.

**Experience:**

Five years of progressively responsible experience providing clerical and administrative support.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Modern office practices, procedures and equipment including computers and software applications relevant to work performed.
- Proper telephone etiquette.
- Basic understanding of the Brown Act.
- Methods and techniques of processing and maintaining human resources related documents such as employee benefit contributions, retirement contributions, payroll reports and related materials.
- Operational characteristics of office equipment including switchboards, copiers, fax machines, printers, scanners and related devices.
- Standard format for reports and correspondence.

*Position Description*  
*Receptionist/Secretary*

- Principles and practices of filing and record retention.
- Methods and techniques of providing quality customer service to ACE staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.

**Ability to:**

- Perform a wide variety of clerical duties including word processing, reception, typing, photocopying and filing.
- Greet visitors and callers and direct as necessary.
- Operate computers and general office equipment.
- Create and maintain filing and recordkeeping systems.
- Proofread work and correct errors.
- Compile information and data.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**  
**SECRETARY DOCUMENT CONTROL**

\$51,741-\$77,642

**DEFINITION**

To maintain ACE's document control filing system; scan documents and file in accordance with document retention processes; provide general clerical assistance to various office departments; and perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Services Manager.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Scans documents and files according to document retention process and standards; files documents in accordance with document control filing system requirements.
2. Ensures documents and drawings have the correct file number.
3. Proofreads letters and other important documents before mailing to ensure accurate dates and necessary signatures are present to avoid any processing delays.
4. Provides transmittal numbers and document numbers for outgoing letters to Project Managers.
5. Updates and saves files documents, reports and forms within a prescribed system; scans and saves project reports in correct files; scans, saves, and distributes DBE reports; updates and saves monthly project schedules to their appropriate file locations.
6. Serves as receptionist by receiving, screening and routing telephone calls; takes and delivers messages; greets and directs visitors to appropriate person.
7. Receives and responds to questions and comments from the public in a courteous and timely manner; provides information on ACE programs and services.
8. Receives, opens, sorts and distributes incoming mail; delivers to correct recipient; processes outgoing mail.
9. Provides general clerical assistance to ACE departments including composing letters, memos, draft and final reports, and other correspondence, and printing and copying materials.
10. Sets up meetings including notifying and confirming participants, locating and reserving rooms and providing supporting material.
11. Utilizes a variety of office equipment in the performance of duties including computers, scanners, photocopiers and fax machines.

*Position Description*

*Secretary Document Control*

12. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a High School diploma or G.E.D.

**Experience:**

Five years of progressively responsible clerical legal document experience.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Business principles and practices of document control and retention.
- Methods and techniques of establishing and maintaining document control processes and filing systems.
- Modern office practices, procedures and equipment including computers and software applications relevant to work performed.
- Proper telephone etiquette.
- Operational characteristics of office equipment including switchboards, copiers, fax machines, printers, scanners and related devices.
- Standard format for reports and correspondence.
- Methods and techniques of providing quality customer service to ACE staff and members of the public.
- English usage, grammar, spelling, vocabulary, and punctuation.

**Ability to:**

- Perform document control and retention administrative tasks.
- Maintain complex filing systems.
- Perform a wide variety of clerical duties including word processing, reception, typing, and photocopying.
- Greet visitors and callers and direct as necessary.
- Operate computers and general office equipment.

*Position Description*

*Secretary Document Control*

- Proofread work and correct errors.
- Compile information and data.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.



**POSITION DESCRIPTION**

**SENIOR ACCOUNTANT**

\$64,287-\$96,111

**DEFINITION**

To perform a variety of complex and professional accounting duties in support of ACE's fiscal programs; functional areas of responsibility may include budgeting, financial analysis, financial reporting, cash flow management, and grant accounting; provide assistance to the Director of Finance in departmental operations; and perform related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Finance.

May exercise supervision over assigned professional, technical and/or administrative support staff.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Performs a variety of complex professional accounting duties in support of ACE's fiscal programs; functional areas of responsibility may include budgeting, financial analysis, financial reporting, cash flow management, and grant accounting.
2. Analyzes complex grant funding agreements and financial aspects of contractual agreements between ACE and other agencies/organizations.
3. Provides professional support to cash flow management operations; monitors and analyzes cash flow and availability; reports cash balances; prepares monthly cash flow projections.
4. Evaluates financial system operations, records and reports to ensure compliance with relevant codes, rules, regulations and government accounting standards.
5. Prepares and presents a variety of reports and analyses such as labor, financial, cost allocation and internal/external financial statements.
6. Plans and performs complex fiscal projects as assigned by the Director of Finance; project areas may include, but are not limited to, the development of fiscal policies, procedures, standard operation manuals and related assignments.
7. May exercise supervision over the work of assigned professional, technical or clerical staff; participates in the selection process; provides input in performance evaluations; plans, assigns, reviews and monitors the work of assigned staff; ensures staff training on fiscal program operations.
8. Monitors, analyzes, reviews and approves general ledger entries and reconciliations, ensuring compliance with professional accounting standards.

*Position Description*  
*Senior Accountant*

9. Resolves inquiries and requests from outside auditors; provides supporting documents and reports as requested.
10. Works in conjunction with ACE Project Managers to acquire information on the progress of projects; prepares and submits quarterly progress and expenditure reports to stakeholder agencies consistent with the Memorandum of Understanding.
11. Generates and submits complex grant reimbursement invoices consistent with mandated grant agreement regulations.
12. Prepares the quarterly expenditures and reimbursement reports included in financial reports package presented to ACE Board Members.
13. Assists the Director of Finance in performing assigned projects.
14. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in accounting, finance, business administration or a related field.

**Experience:**

Seven years of experience in accounting, including experience in financial reporting, cash flow management and grant management.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Principles and practices of government accounting.
- Principles and practices of budget preparation, analysis and administration.
- Various professional accounting standards such as GASB, GAAP and related regulations.
- Principles of supervision and training.
- Principles and practices of cash flow management.
- Financial system data processing systems and operations.
- Principles and practices of fiscal policy development and implementation.
- Principles of grant fiscal management.
- Principles of business management.

*Position Description*

*Senior Accountant*

- Modern office practices, procedures and equipment including computers and software applications relevant to work performed.
- Applicable local, state, and federal laws, rules, and regulations governing fiscal programs for a public agency.

**Ability to:**

- Perform complex professional accounting work.
- Interpret and apply the fiscal rules, regulations and context within complex grant contracts.
- Develop comprehensive and diverse financial statements and reports.
- Analyze, verify, prepare and maintain financial statements, documents, records and reports.
- Compile, analyze and interpret complex financial data.
- Interpret and apply various professional accounting principles and standards to the maintenance of ACE's financial transactions.
- Perform fiscal and program analyses.
- Apply federal, state and local laws and regulations.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

*Position Description*  
*Senior Accountant*

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**

**SENIOR CONTRACTS AND PROCUREMENT ADMINISTRATOR**

\$85,441-\$130,648

**DEFINITION**

To perform a variety of professional tasks in planning, preparing, and overseeing complex procurement activities; prepare Invitations to Bid and Requests for Proposal; negotiate contracts for goods and services; and perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Manager of Contracts.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Performs professional level tasks in assisting the Manager of Contracts with procurement planning processes.
2. Develops procurement schedules for large complex projects and assists with pre-bid or pre-proposal meetings.
3. Prepares of Invitation for Bid (IFB) and Request for Proposal (RFP) documents, including drafting modifications to terms and conditions for large, complex procurements.
4. Schedules advertising and announcement of IFBs and RFP's in relevant sources for optimal effect and participation.
5. Provides assistance with outreach to new vendors regarding the requirements of the procurement process.
6. Provides highly technical assistance in DBE/SBE Compliance, development of contract goals, outreach to small businesses as well as good faith effort responsiveness reviews.
7. Ensures compliance with ACE procurement policies and procedures and reports any variance to the Manager of Contracts.
8. Coordinates preparation of responses to bidder/proposer questions and addenda; participates in, and documents, bid and proposal evaluation, including determination of responsiveness and cost/price analysis.
9. Provides assistance to the Manager of Contracts in responses to bid protests, and debriefings of unsuccessful proposers.
10. Coordinates with the ACE audit function to ensure that pre-award audits of contracts and amendments are conducted.

*Position Description*

*Senior Contracts and Procurement Administrator*

11. Supports negotiations of amendments for professional services contracts by assisting Project Managers with the development of ACE's negotiation position, review of cost proposals, participation in negotiations, and preparation of documentation and amendments.
12. Assists the Manager of Contracts with development of strategies to resolve problems with design consultants and other professional services firms.
13. Processes change orders relevant to construction contracts ensuring compliance with contract specifications.
14. Assists in the identification of continuous process efficiencies.
15. Prepares reports and correspondence, including Board agenda items.
16. Coordinates with ACE's internal staff and managers to ensure that consultants/contractors are in compliance with contract requirements.
17. Coordinates contract closeout activities such as final audit, final payment, and reporting to funding agencies.
18. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in business administration, public administration or a related field.

**Experience:**

Five years of progressively responsible experience in procurement and contract administration, preferably with a public agency. Experience with large engineering and/or construction contracts desirable.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Operations, services and activities of a comprehensive procurement and contract program.
- Operations, services and activities of a comprehensive engineering and construction management program.
- Theories, principles, and practices of public sector procurement and contracts.

*Position Description*

*Senior Contracts and Procurement Administrator*

- Types of procurement processes and the effective use of same depending on types of services required.
- Methods and techniques of developing bid packages and content including project or product specifications.
- Methods and techniques of negotiating contracts and services.
- Sources of materials and services used in construction management.
- Market trends and pricing conditions of various commodities, products, and services.
- Modern office practices, procedures and equipment including computers and software applications relevant to work performed.
- Applicable local, state, and federal laws, rules, and regulations governing policies related to procurement including provisions afforded to DBE, UBE, and SBE entities.

**Ability to:**

- Provide professional level support within a complex procurement contract environment.
- Source goods and materials used in ACE's operations.
- Compile, analyze, and interpret complex data.
- Negotiate procurement transactions effectively.
- Exercise judgment and creativity in making decisions.
- Prepare specifications, Invitations for Bids, Requests for Proposals, and contracts.
- Analyze situations, identify problems, and recommend solutions.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, and contracts.
- Prepare comprehensive reports and correspondence.
- Interact professionally with various levels of ACE employees and outside representatives.
- Communicate clearly and effectively, both verbally and in writing.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.

*Position Description*

*Senior Contracts and Procurement Administrator*

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Evening, holiday and/or weekend work may be required.



**POSITION DESCRIPTION**  
**SENIOR CONTRACTS AUDITOR**

\$67,268-\$109,965

**DEFINITION**

To provide highly complex professional level support to ACE's contract audit function including pre-award, post-award, interim, close-out contract, and Quality Assurance/Quality Control audits in accordance with applicable guidelines, regulations, and standards; prepare audit reports and discuss findings/conclusions with contractors and management; recommend actions necessary for resolution of audit findings; and perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Audit and Grants Manager.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Provides highly complex professional level support to ACE's contract audit function including pre-award, post-award, interim, and close-out contract and Quality Assurance/Quality Control audits in accordance with applicable guidelines, regulations, and standards.
2. Develops audit programs, testing procedures and budgetary estimates to ensure timely completion of audit assignments.
3. Conducts the most complex overhead and compliance audits, including reviewing relevant guidelines for any revisions; reviews and analyzes contractors' accounting system and financial statements for compliance with contract provisions and applicable rules and regulations, and to ensure their overhead calculations are accurate and verifiable.
4. Conducts the most complex Quality Assurance/Quality Control Audits by visiting consultant project sites to ensure they are following the applicable Resident Engineer's QA/QC manual provided by management.
5. Creates the audit file, including the risk assessment; performs transaction testing, and attaches the contract brief, and financial information; ensures all work papers have a purpose, scope, source and conclusion, and appropriate indexing and cross-referencing.
6. Prepares audit reports and discusses findings/conclusions with contractors and management based on prepared exhibits, schedules, and audit work papers.
7. Recommends corrective actions based on findings.
8. Assists external auditors by providing copies of completed audits, including relevant task orders and work papers, as applicable; addresses any additional questions they may have regarding discrepancies and policies and procedures.

*Position Description*

*Senior Contracts Auditor*

9. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to Bachelor's degree from an accredited university with major course work in business administration, public administration, or a related field.

**Experience:**

Eight years of experience performing complex professional audit program work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Operations, services and activities of a comprehensive audit program.
- Operations, services and activities of a comprehensive engineering and construction management program.
- Rules, regulations, policies, procedures and standards governing audit practices.
- Principles, and practices of compliance, financial, operational, and performance audits.
- Methods and techniques of developing audit programs, testing procedures and budgetary estimates.
- Level of controls and accountability required of large public agencies.
- Methods and techniques of conducting research.
- Principles and practices of administrative and technical business processes.
- Principles and practices of professional services or construction contract administration for public agencies.
- Modern office practices, procedures and equipment including computers and software applications relevant to work performed.
- Applicable local, state, and federal laws, rules, and regulations.

**Ability to:**

- Perform highly complex professional audit work.
- Interact professionally with various levels of ACE employees and outside organizations on audit matters.
- Exercise judgment in making decisions.

*Position Description*

*Senior Contracts Auditor*

- Compile and analyze complex data.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and fiscal practices.
- Prepare comprehensive reports and correspondence.
- Produce superior quality analysis and written products on multiple, complex projects with minimal supervision and short timelines.
- Handle highly confidential information.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Licensure as a Certified Public Accountant required.

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; occasional driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Occasional travel to construction sites with exposure to loud noises, traffic, moving construction equipment, varying and sometimes extreme weather conditions, rough, uneven and slippery ground surfaces, fumes, chemicals, and other environmental conditions. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**  
**SENIOR PROJECT MANAGER**

\$139,641-\$201,226

**DEFINITION**

To manage and coordinate project components and the work of various consultants to ensure projects are aligned with objectives and delivered on time and within budget; manage the construction of the project through contracted service providers; coordinate project design, construction, and specific project needs with (i) public stakeholders at the state, county, and local level; (ii) private stakeholders including the Union Pacific Railroad; (iii) utility companies; and (iv) private property owners and other members of the public; and perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Chief Engineer/Deputy CEO.

Exercises direct supervision over management, professional, technical, and administrative staff.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Performs professional project management duties by coordinating project components and the various consultants; ensures maintenance of schedule and budget and the delivery of the project and objectives.
2. Selects, trains, motivates and evaluates staff; conducts performance evaluations; implements disciplinary procedures; ensures the provision of a high performing team.
3. Manages the construction of the project through the construction management firm; reviews a variety of highly technical project documentation including change orders and design changes; coordinates the resolution of issues with internal staff and professional construction management, engineering and design consultants or service providers.
4. Assumes responsibility for all aspects of project management including oversight of environmental clearance, design, construction management, right of way acquisition, utility relocation, and railroad coordination of ACE projects.
5. Participates in the consultant selection processes; develops scopes of services and assists in forming and serving on evaluation committees.
6. Coordinates project during design and construction with local jurisdictions, Union Pacific Railroad representatives and other key participants and stakeholders

*Position Description*  
*Senior Project Manager*

7. Establishes and maintains project schedules and budgets; prepares status reports, updates and presentations.
8. Ensures that project design and construction meet established objectives and agreed upon requirements of the local jurisdictions and the UPRR.
9. Ensures that the safety plan is enforced through monitoring reporting procedures and spot checks in the field.
10. Serves as safety liaison for emergency responses.
11. Participates in the legal action for condemnation cases which proceed through the legal process.
12. Interfaces with residents and commercial property owners to minimize impact to the business or residents during construction.
13. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in civil engineering or a related field.

**Experience:**

Eight years of progressively responsible experience in transportation design and/or construction; experience in civil design/construction, railroad construction or traffic signalization is particularly relevant.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Operations, services and activities of a comprehensive engineering and construction management program.
- Principles and practices of construction project management.
- Principles and practices of engineering design.
- Principles and practices of engineering and construction contract negotiation, oversight, and administration.
- Principles and practices of construction project operational safety.
- Principles and practices of capital budget monitoring.

*Position Description*

*Senior Project Manager*

- Theories, principles, and practices of mass transit and highway systems design, construction, operations, maintenance, safety, accident prevention, and emergency response.
- Modern office practices, procedures and equipment including computers and software applications relevant to work performed
- Applicable local, state, and federal laws, rules, and regulations governing the design, engineering, and construction of mass transit, highway and other capital projects.

**Ability to:**

- Plan, organize, and manage assigned engineering and construction projects.
- Successfully manage and deliver major capital and planning projects
- Prepare comprehensive technical and administrative reports and correspondence.
- Gain cooperation through discussion and persuasion.
- Work effectively with all project stakeholders to meet the goals and objectives of all parties.
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, and contracts.
- Ensure consultant and contractor compliance with contract provisions, plans and specifications.
- Compile, analyze, and interpret complex technical data.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

Mobility – frequent standing or sitting for extended periods; frequent walking; frequent driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 20 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching.

*Position Description*  
*Senior Project Manager*

Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

Work is performed in a typical temperature controlled office environment subject to typical office noise and environment. Frequent travel to construction sites with exposure to loud noises, traffic, moving construction equipment, varying and sometimes extreme weather conditions, rough, uneven and slippery ground surfaces, fumes, chemicals and other environmental conditions. Evening, holiday and/or weekend work may be required.

**POSITION DESCRIPTION**

**UTILITY COORDINATOR**

\$89,845-\$134,743

**DEFINITION**

To manage and coordinate the design, construction and relocation of third party utilities; coordinate the development of ACE's utility agreements; ensure that all work conducted meets established objectives of local jurisdictions and UPRR; and perform related duties as required.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Program Manager.

**ESSENTIAL DUTIES**

*Duties may include, but are not limited to, the following:*

1. Serves as principal ACE liaison with various third party utilities, consultants, contractors and agencies for managing and coordinating utility relocation planning and construction.
2. Prepares "Notices to Relocate" for utilities in affected cities, UPRR or other project facilities.
3. Assists in the determination of "prior rights" and in the development of relocation designs, estimates and schedules.
4. Coordinates and/or assists in the development of utility agreements between ACE and the affected utilities.
5. Manages and coordinates with Caltrans on the application and approval of "Specific Authorizations" for utilities relocation funding and approval to proceed with relocations.
6. Assists the Right of Way Manager with land rights acquisition and CalTrans Right of Way Certifications.
7. Manages and coordinates the preparation of applications, request for approval and subsequent relocations of utilities affecting UPRR in their right-of-way.
8. Ensures that project utilities relocation design and construction meet established objectives and agreed upon requirements of the local jurisdictions and the UPRR.
9. Coordinates and manages the review and approval of all invoices from the utilities pertaining to the relocation work in accordance with agreements and contracts.



*Position Description*

*Utility Coordinator*

10. Ensures, through coordination and monitoring with ACE project management and construction management staff that the utilities are relocated in the field in accordance within established and agreed schedules, budgets and scope.
11. Prepares utility related meeting minutes and agendas.
12. Provides utility related cost estimates, project schedules, or other project controls related work product as needed.
13. Assists in planning, coordinating, and close out of projects as directed by the ACE project managers.
14. Performs related duties as required.

**QUALIFICATIONS GUIDELINES**

*To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:*

**Education:**

Equivalent to a Bachelor's degree in civil or transportation engineering, or a related field.

**Experience:**

Three years of progressively responsible experience in design and/or construction; experience in civil/utilities design and construction; utilities relocation and coordination is particularly relevant.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- Operations, services and activities of a comprehensive utilities relocation program.
- Operations, services and activities of a comprehensive engineering and construction management program.
- Principles and practices of utilities relocation design and implementation.
- Principles and practices of right of way acquisition.
- Principles and practices of contract administration and procurement guidelines.
- Basic understanding of engineering principles.
- Basic understanding of highway construction practices.
- Working knowledge of CalTrans LAPM and LAPG protocols and document processing.
- Principles and practices of construction management.
- Principles and practices of project management.

*Position Description*

*Utility Coordinator*

- Operational processes related to utilities relocations including those specific to jurisdictions impacted by operations.
- Methods and techniques of preparing complex utilities agreements and contracts.
- Applicable laws and regulations governing construction processes, right-of-ways, environmental hazards removal, permitting, zoning code restrictions and related ordinances.

**Ability to:**

- Provide professional level support to ACE's utilities relocation program.
- Prepare, interpret, and understand detailed technical drawings, plans and specifications.
- Perform complex engineering calculations.
- Prepare complex utilities relocation agreements.
- Perform plan checking and verification.
- Interpret construction drawings.
- Interpret and apply relevant policies, procedures, rules and regulations.
- Effectively negotiate and mediate agreements, contracts, and changes.
- Prepare comprehensive technical and administrative reports and correspondence.
- Gain cooperation through discussion and persuasion.
- Work effectively with utilities, transportation agencies, service providers and representatives from other public agencies to meet the goals and objectives of all parties.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly and effectively, verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:**

Possession of, or the ability to obtain, a California Class C driver's license by the time of appointment. Individual who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**PHYSICAL AND MENTAL REQUIREMENTS**

*Position Description*

*Utility Coordinator*

Mobility – frequent standing or sitting for extended periods; frequent walking; frequent driving may be required; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 40 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent decision-making and concentration, public contact and occasional working alone.

**WORKING CONDITIONS**

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# ACE

POSITION	RANGE
Accounting Technician (2)	\$46,611 - \$76,068
Administrative Assistant (2)	\$61,235 - \$90,846
Administrative Services Manager	\$77,579 - \$139,641
Labor Compliance/Procurement Admin	\$65,112 - \$99,777
Contracts Auditor	\$63,626 - \$104,729
Contracts Manager	\$114,425 - \$163,537
Director of Finance	\$139,641 - \$201,226
Director of Government and Community Relations	\$152,093 - \$231,687
Manager of Audits and Grants	\$81,768 - \$147,183
Manager of Information Technologies	\$66,414 - \$101,774
Program Manager	\$146,623 - \$211,287
Secretary/Document Control	\$51,741 - \$77,642
Senior Accountant	\$64,287 - \$96,111
Senior Contracts Auditor	\$67,268 - \$109,965
Senior Contracts Administrator	\$85,441 - \$130,648
Senior Project Manager (4)	\$139,641 - \$201,226
Utility Coordinator	\$89,845 - \$134,743

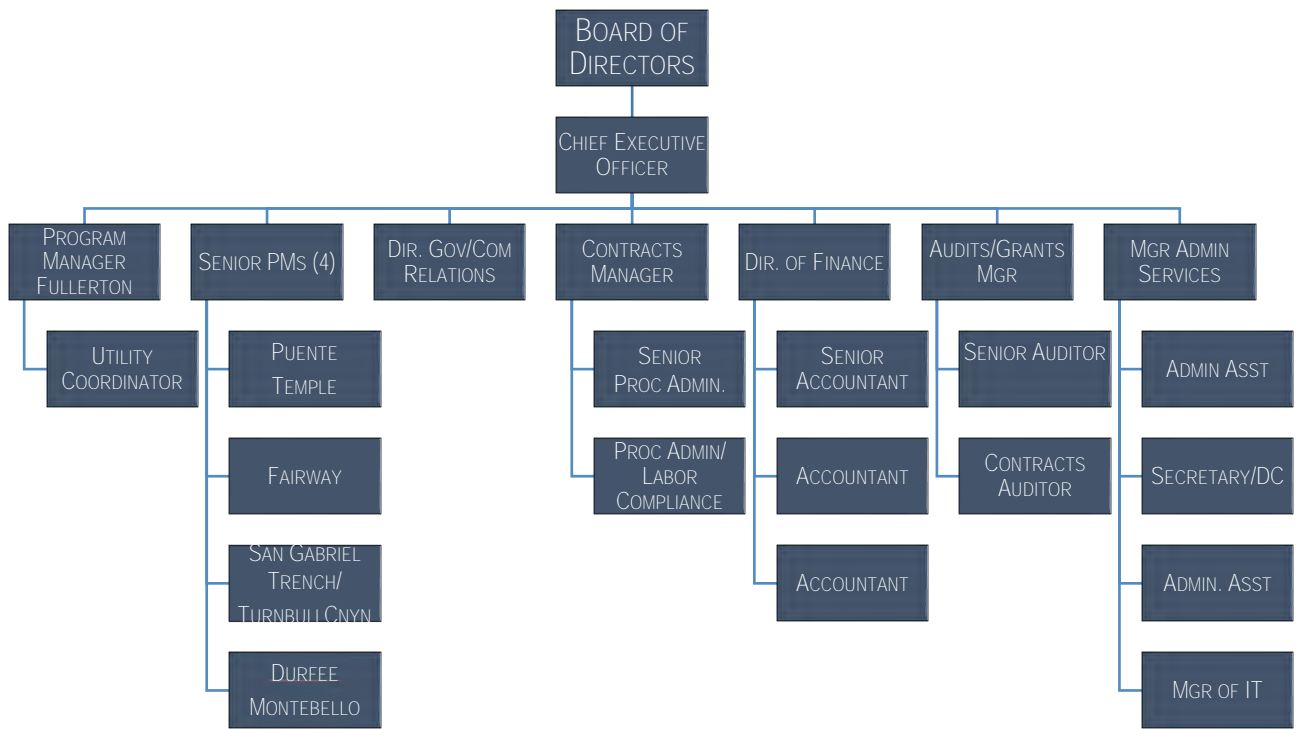
The salary for the Chief Executive Officer is negotiated and set by the Board of Directors. The current Chief Executive Officer's salary is \$243,454 annually.

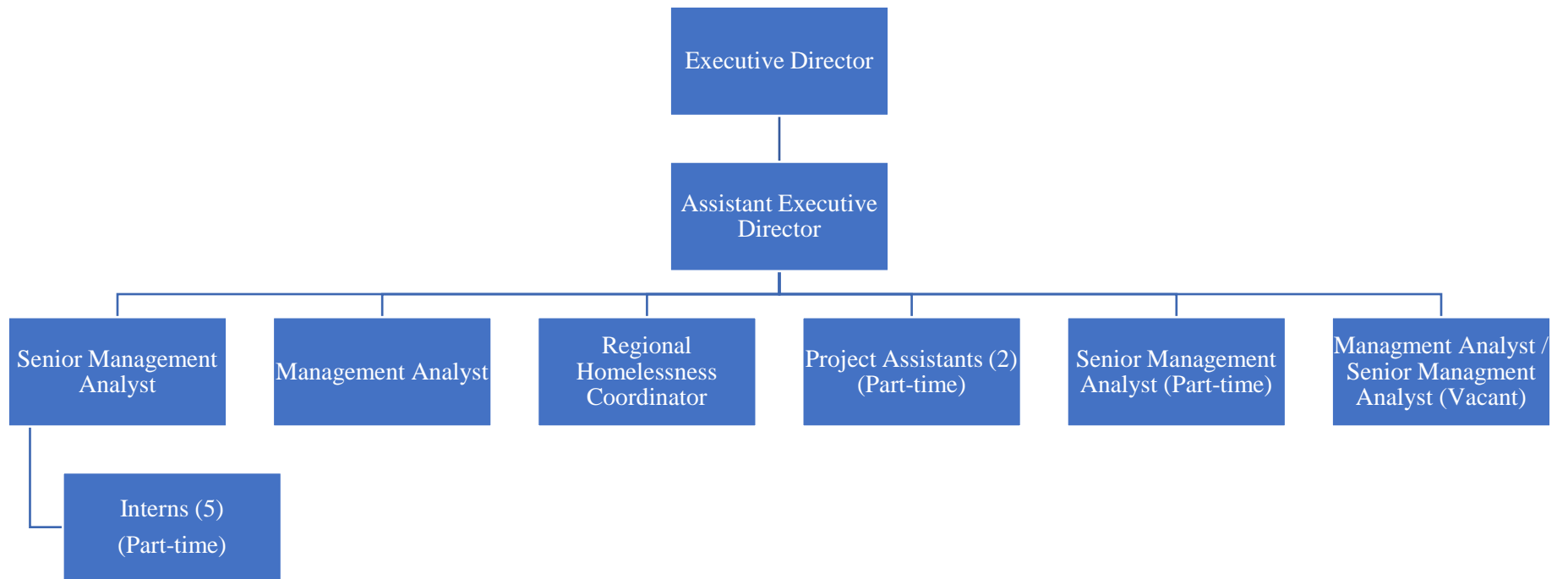
In accordance with policies, each staff position and salary range is approved by the ACE Board of Directors. Salary ranges are adjusted annually with CPI as per policies adopted by the Board. However, adjustment in ranges DO NOT constitute an increase to staff salaries. Salary increases are merit-based and must be included in the annual Board-approved budget.

# SGVCOG

Position Title	Range Minimum		Range Maximum	
	Monthly Salary	Bi-Weekly Salary	Monthly Salary	Bi-Weekly Salary
Management Analyst	\$4,166.67	\$1,923.08	\$5,487.50	\$2,532.69
Senior Management Analyst	\$5,487.61	\$2,532.74	\$7,097.50	\$3,275.77
Regional Homelessness Coordinator	\$7,083.33	\$3,269.23	\$9,166.66	\$4,230.76
Assistant Executive Director	\$7,276.58	\$3,358.42	\$9,189.76	\$4,241.43
Executive Director			\$14,583.33	\$6,730.77

Organizational Chart







# Interim Organization Chart





**SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS**

**A JOINT POWERS AUTHORITY**

**NINTH AMENDED AND RESTATED BYLAWS**

**EFFECTIVE, \_\_\_\_\_ 2017**

DRAFT

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## **BYLAWS**

### **SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS**

#### **PREAMBLE**

The San Gabriel Valley Council of Governments (the "Council") is an agency voluntarily established by its Members pursuant to a Joint Powers Agreement ("Agreement") for the purpose of providing a vehicle for the Members to engage in regional and cooperative planning and coordination of government services and responsibilities to assist the Members in the conduct of their affairs. In addition, the Council will provide a regional organization for the review of federal, state, and/or regional projects and studies which involve the use of federal, state and/or regional funds, in various forms.

#### **Article I - Definitions**

The terms "ACE Construction Authority," "Agreement," "Alternate Governing Board Representative," "Council," "Governing Board," and "Governing Board Representative," as used in these Bylaws are defined in the Agreement and said definitions are incorporated herein by reference.

#### **Article II - Membership and Representation**

**A. Membership.** Members shall withdraw from or be admitted to the Council in accordance with Section 21 of the Agreement.

**B. Representation/Members.**

1. The Governing Board Representative and Alternate Governing Board Representative for a Member shall be designated by a resolution or similar official action of that Member's legislative body.

2. Names of Governing Board Representatives and Alternate Governing Board Representatives shall be communicated in writing to the Governing Board by that Member's legislative body.

3. Governing Board Representatives and Alternate Governing Board Representatives shall serve until a successor is appointed or until such time that a Representative ceases to serve in public office for his or her Member.

### **Article III - Governing Board**

**A. Powers and Duties.** The powers and duties of the Governing Board, subject to the limitations of applicable law, the Agreement and these Bylaws, shall include:

1. All of the powers of the Council provided in Section 4 of the Agreement, except as may be expressly delegated to others pursuant to the provisions of the Agreement, these Bylaws or by the direction of the Governing Board shall be exercised by and through the Governing Board.
2. Making policy decisions and determining policy matters for the Council.
3. Conducting the affairs of the Council.
4. Appointing, fixing the compensation of and removing an Executive Director, establishing positions and salary schedules for staff subordinate to the Executive Director, appointing and fixing the compensation of other officers of the Council and conducting an annual performance review of the Executive Director.
5. Annually reviewing the proposed Council budget and proposed work plan submitted by the Executive Director and adopting an annual budget and a work plan.
6. Appointing Standing Policy Committees and Ad Hoc Committees, as necessary, to study specific problems, programs, or other matters which it has approved for study.
7. Based on the guidance of the General Counsel, keeping informed about and working to keep the Council in compliance with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules that could affect the Council or any of its activities and projects.
8. Acting upon policy recommendations including those from committees.

**B. Meetings.**

1. Regular meetings of the Governing Board shall be held monthly, at such time, place, and location as the Governing Board may set by resolution from time to time, unless dispensed with by the Governing Board. Special meetings of the Governing Board may be called by the President. All meetings of the Council shall be called by the President. All meetings of the Council shall be called and conducted, and an agenda posted, in accordance with the Ralph M. Brown Act, Government Code Section 54950, *et seq.*, as it now exists or may hereafter be amended. Members shall direct their respective city clerks or equivalent officers to comply with all notice and agenda posting requirements deemed necessary by the Governing Board.
2. Fifty (50) percent plus one of current active membership shall constitute a quorum. Suspended Members shall not be counted toward a quorum.

3. The Governing Board shall adopt by resolution a policy regarding the use of electronic devices at meetings, which shall comply with all applicable laws.

**C. Voting.** Voting on the Governing Board shall be conducted as prescribed in the Agreement. Further, voting may be by voice, roll call or ballot vote. A roll call or a ballot vote shall be conducted upon the demand of five participating representatives, or at the discretion of the presiding officer. No secret ballots shall be employed. If ballot voting occurs all ballots must: identify the individual voting; be counted in and have the results reported in open session; and be available for public review. Further, if ballot voting is used for appointments to a committee or entity external to the Council, then all candidates are to be listed on a single ballot; only one ballot is to be completed for each Governing Board Representative or Alternate present; the candidate(s) receiving the highest number of votes, which is at least a majority of those cast, is/are to be appointed consistent with the number of appointments to be made. Voting shall be reported as required by the Ralph M. Brown Act (Government Code Section 54950, *et seq.*). With respect to any item discussed-If the Governing Board is considering a vote in closed session, prior to such vote the General Counsel shall advise the Governing Board that such action must be reported out in open session, with identification of each Governing Board member's vote. shall be informed whether any matter will be considered direction from the Governing Board or a vote-g that must be reported out of closed session.

**D. Conduct.** All Governing Board Representatives and Alternate Governing Board Representatives shall conduct themselves in a civil, respectful, and professional manner in the performance of their duties.

#### **Article IV - Executive Director**

The powers and duties of the Executive Director of the Council, which may be modified by action of the Governing Board, are:

**A.** Subject to the authority of and as directed by the Governing Board, to serve as chief administrative officer of the Council and administer the affairs of the Council in compliance with all applicable federal, state and local laws, statutes, codes, regulations and rules.

**B.** Except as to what may be reserved to the Governing Board, to hire, direct, discharge and remove all employees of the Council and to retain and discharge consultants and to prescribe the duties and fix the compensation thereof.

**C.** Annually to prepare and present a proposed budget for the Council to the Steering Committee of the City Managers' Technical Advisory Committee ("Steering Committee") and, after the approval of the Steering Committee, to the Governing Board for its approval and, after approval by the Governing Board, to maintain the expenditures of the Council within the approved budget, as may be amended from time to time by the Council.

**D.** Annually to prepare a proposed work plan for the Council that is consistent with the proposed annual budget and the currently effective strategic plan; to submit the proposed

work plan to the Governing Board for its review, discussion, evaluation and possible adoption; and to implement the work plan adopted by the Governing Board.

**E.** To ensure that consultants under contract to the Council procure insurance policies that provide adequate protection to the Council and that such policies are in accord with any policy limits and policy coverage requirements directed by the Governing Board.

**F.** To attend the meetings of the Governing Board.

**G.** To perform such additional duties as the Governing Board, these Bylaws, the Agreement or applicable law may require.

### **Article V - Other Officers and Employees**

**A. Second and Third Vice Presidents.** Second and Third Vice Presidents of the Council shall be elected annually as officers of the Council at the same time and in the same manner as the President and First Vice President of the Council, whose election is described in Section 11 of the Agreement. Any Governing Board Representative who is not already an officer of the Council may be elected as Second or Third Vice President. The Second and Third Vice Presidents may individually serve as President in the absence of the President and First Vice President and shall perform such duties as may be required by the Agreement, these Bylaws, or by direction of the Governing Board or the President.

**B. Secretary.** The Executive Director, or his or her designee, shall be the Secretary of the Council but shall not be an officer of the Council. The Secretary shall perform and/or oversee the usual and customary ministerial duties of such position.

**C. Treasurer and Auditor/Controller.** As set forth in Government Code section 6505, *et seq.*, in particular, section 6505.6, and Section 13 of the Agreement, the Treasurer of the Council and the Auditor/Controller of the Council may be the same person and may be a contract employee or independent contractor of the Council. If the Treasurer and Auditor/Controller are not the same person, each shall have the duties and responsibilities set forth herein. The Treasurer and Auditor/Controller shall not be an officer of the Council. The duties and responsibilities of the Treasurer and Auditor/Controller are:

1. The Treasurer and Auditor/Controller shall possess the powers described in, and shall perform those functions required by: Government Code sections 6505, 6505.5 and 6505.6; all other applicable laws and regulations, including any subsequent amendments thereto, the Agreement, these Bylaws, and/or the direction of the Governing Board.

2. The Treasurer and Auditor/Controller shall have custody of all Council funds and shall provide for strict accountability thereof in accordance with Government Code section 6505.5 and other applicable laws, or grant or other funding requirements.



3. The Treasurer and Auditor/Controller shall annually cause an independent audit to be made of the Council by a certified public accountant, in accordance with Government Code sections 6505 and 6505.6, and shall present such audit to the Governing Board at one of its meetings and be available to answer any questions.

**D. General Counsel.** The Governing Board shall appoint a qualified person or firm to serve as the General Counsel to the Council on any basis it desires, including, but not limited to, a contract or an employment basis. The General Counsel shall perform duties as directed by the Council, including, but not limited to, the review of meeting agendas and agenda reports, insurance policies, and policies, and procedures for compliance with state, federal and local laws, including the Brown Act.

**E. Additional Officers, Employees, and Contractors.** The Governing Board shall have the power to appoint, engage or employ such additional officers, employees, and independent contractors as may be appropriate. Such officers, employees, and independent contractors may also be, but are not required to be, officers and employees of the individual Members. None of the officers, employees, or independent contractors appointed by the Governing Board shall be deemed, by reason of their employment by the Governing Board, to be employed by any of the Members or, by reason of their employment by the Governing Board, to be subject to any of the requirements of such Members.

**F. Bonding Requirement.** Pursuant to the requirements of Government Code section 6505.1, the Governing Board shall designate which officers or persons will have charge of, handle, or have access to any property of the Council. Each such designated officer or person shall be required to file an official bond with the Governing Board, at the expense of the Governing Board, in an amount which shall be established by the Governing Board. Should the existing bond or bonds of any such officers be extended to cover the obligations provided herein, said bond shall be the official public bond required herein. The premiums of any such bonds attributable to the coverage required herein shall be appropriate expenses of the Council. The Governing Board may also direct the purchase of appropriate insurance policies to supplement said bonds and the costs of such insurance policies shall be borne by the Council. The Council may procure an insurance policy in lieu of an official bond pursuant to Government Code section 1463.

**G. Status of Members' Officers and Employees.** As provided in Government Code section 6513, all of the privileges and immunities from liability and other benefits which apply to the activities of officers, agents, or employees when performing their respective functions within the territorial limits of their respective public agencies shall apply to them while engaged in the performance of any of their functions and duties extraterritorially under the Agreement.

**H. Vacancies.** In the event of a mid-term vacancy in an officer position, the officer in the next successive position shall fill that position for the remainder of the term, and every successive officer below shall accordingly move up one position. The Executive Committee shall recommend candidates to the Governing Board for the remaining vacant position, and the

Governing Board shall hold an election for that position. The order of succession shall be as follows: President, First Vice President, Second Vice President, and Third Vice President.

**I. Election of Officers.** In the event an election of new officers is not held prior to the expiration of the terms of those current officers, the terms of those current officers shall extend automatically, and the current officers will continue to serve in their respective positions until an election of new officers is held. Officers shall be elected by vote of a majority of those voting.

## **Article VI - Committees**

**A. Technical Advisory Committees.** The Council shall establish three Technical Advisory Committees (“TAC”), one consisting of city managers, one of planning/community development directors and one of public works/transportation directors of the Members as approved by the Governing Board. The Governing Board may establish additional TACs as it deems necessary and/or beneficial to the Council. Each TAC shall be established for the purpose of providing input, as may be requested by the Governing Board, a Council committee or as determined by the TAC itself, to report to the requesting body on matters including but not limited to Council work programs, budgets, priorities, policies, programs and practices.

Each TAC member may designate an alternate to serve in the absence of, and vote on behalf of, the member. Each TAC shall elect a Chair and Vice Chair by a majority vote of the members of the TAC. The Chair of each TAC shall sit as an ex officio, non-voting Representative to the Governing Board and an ex officio non-voting member of the Executive Committee and may make recommendations directly to the Governing Board and/or the Executive Committee. The Chief Executive Officer of the County or his or her designee shall be a member of the City Managers’ TAC (“CMTAC”) and shall be the sole representative of the County to the CMTAC. Each Governing Board Representative for the County shall be entitled to appoint one member to the Planning/Community Development Directors’ TAC and to the Public Works/Transportation Directors’ TAC. The Governing Board Representative of each Member of the Council that is neither a city nor a county shall be entitled to appoint one member to each of the three TACs. A quorum of each TAC shall be forty percent (40%) of its membership and all actions will be by a majority of those members present with a quorum in attendance. Each TAC shall meet in accordance with a schedule determined by the TAC and all meetings will be held in accordance with the Ralph M. Brown Act (Government Code section 54950, *et seq.*).

**B. City Managers’ Steering Committee.** There shall be a Steering Committee of the CMTAC (“City Managers’ Steering Committee”), to provide assistance and support to the full CMTAC, the Governing Board and/or the Executive Committee and to oversee certain policy and financial matters for the Council.

The City Managers’ Steering Committee shall meet at least quarterly. A quorum of the City Managers’ Steering Committee shall be forty percent (40%) of its membership and all actions will be by a majority of those members present with a quorum in attendance. All meetings of the City

Managers' Steering Committee shall be held in accordance with the Ralph M. Brown Act (Government Code section 54950, *et seq.*).

The Steering Committee shall: together with the Treasurer/Auditor recommend the independent auditor for the annual audit of the Council and all of its special funds, develop the scope of work for the audit, and review and comment on the preliminary and final audit reports prior to their presentation to the Executive Committee and the Governing Board; oversee the investment of Council funds in accordance with the Council's investment policy; review and modify the Council's investment policy when required; review, as necessary, those insurance policies purchased for the benefit of the Council including policies purchased by consultants working for the Council; monitor compliance of the Council with applicable federal, state and local laws, ordinances, statutes, codes and regulations; and undertake those additional assignments as directed by the Governing Board. The Steering Committee shall also review and monitor all matters related to the Council's financial affairs including reviewing quarterly financial reports, audits conducted by external auditors and agencies, grant compliance and bond issuance as well as any matters related to best management practices or state/federal requirements.

**C. Standing Policy Committees and Ad Hoc Committees.** The Governing Board may establish Standing Policy and Ad Hoc Committees. The Standing Policy Committees shall be established for the purpose of developing policy recommendations to the Governing Board or the Executive Director in specific functional areas consistent with the overall mission of the Council. Standing Policy Committees may be created to address transportation, solid waste and environmental matters and other matters considered important by the Governing Board. Ad Hoc Committees shall be formed to study and advise on specific matters of concern to the Governing Board. All Committees shall have a clearly defined purpose. The President of the Governing Board may, as he or she deems necessary, create President's Ad Hoc Committees and appoint their members, for limited terms and advisory purposes only. President's Ad Hoc Committees shall consist only of Governing Board Members, less than a majority of a Governing Board quorum, and shall not be subject to the Ralph M. Brown Act.

The Governing Board shall appoint the members ("Committee Members") of the Standing Policy and Ad Hoc Committees each June and, as appropriate throughout the year, with the intention of encouraging maximum participation in committee activities. Committee Members shall be Governing Board Representatives, Alternate Governing Board Representatives, city council members or County supervisors, city managers, or city or County staff, but no city, member agency, or County District may have more than one Committee Member on any Standing Policy or Ad Hoc Committee. The Committee Members of the Standing Policy Committees shall be appointed for terms which shall expire, regardless of the appointment date, at the end of the Fiscal Year of the Council as defined in Article VII. C. The Committee Members of Ad Hoc Committees shall be appointed for terms that coincide with the term of the respective Ad Hoc Committee or the end of the fiscal year of the Council, whichever may come first. The term of a Committee Member representing a Member of the Council or County District that has withdrawn or been suspended in accordance with Section 21 of the Agreement shall be concluded or suspended upon the effective date of the withdrawal or suspension of said Member of the Council

or County District. In appointing Committee Members of the Standing Policy and Ad Hoc Committees, the Governing Board shall consider regional representation.

A quorum of each Standing Policy Committee shall be forty percent (40%) of its membership. A quorum of each Ad Hoc Committee shall be a majority of its membership. All actions taken by either type of Committee will be by a majority of those Committee Members present with a quorum in attendance. All Standing Policy and Ad Hoc Committees shall be chaired by a Governing Board Representative or an Alternate Governing Board Representative and the Chair of each Committee shall be selected by a majority vote of the Committee Members. All meetings of the Standing Policy and Ad Hoc Committees shall be held in accordance with the Ralph M. Brown Act (Government Code section 54950, *et seq.*). All Committee Members of Standing Policy and Ad Hoc Committees shall be voting members unless limited voting is approved for a Committee by the Governing Board upon the recommendation of the Chair of that Committee. All Committee Members of Standing Policy and Ad Hoc Committees may designate an alternate to act on their behalf at any Committee meeting (“Alternate Member”). Each Alternate Member so designated may vote on behalf of the Committee Member the Alternate Member represents. If a Committee Member or his/her Alternate Member is absent from three consecutive meetings of any Standing Policy Committee, then the membership of the Committee Member will be terminated, however, subsequent re-appointment to the Standing Policy Committee can be made by the Governing Board. ~~If a~~ Committee Member or his/her Alternate Member may be removed for cause, including but not limited to, is determined by the Governing Board to have committed misconduct, ~~acted~~ acted in violation of the Council’s conflict of interest code, or otherwise ~~caused~~ caused harm to the ~~operations of the~~ Council, ~~then the membership of the Committee Member may be terminated~~ by a two-thirds vote of Members attending a the Governing Board meeting.

When the Governing Board or any Technical Advisory Committee deems it appropriate to have representation by district within the San Gabriel Valley, the following descriptions of each district shall be used:

- Northeast: Azusa, Claremont, Glendora, La Verne, San Dimas
- Southeast: Covina, Diamond Bar, Industry, La Puente, Pomona, Walnut
- Central: Baldwin Park, El Monte, Rosemead, South El Monte, Irwindale, West Covina
- Southwest: Alhambra, Montebello, Monterey Park, San Gabriel, South Pasadena, Temple City
- Northwest: Arcadia, Bradbury, Duarte, La Canada Flintridge, Monrovia, Pasadena, San Marino, Sierra Madre

**D. Capital Projects and Construction Committee.** There shall be a Capital Projects and Construction Committee, whose members will be appointed by the Governing Board. One Governing Board Member shall be appointed from the Members of each of the five districts in the Council. The cities in each district shall nominate their respective district representative for the Committee and an Alternate and the Governing Board shall ratify the appointments. The President of the Council shall be a Member of this Committee. A Los Angeles County Supervisor who represents a part of the San Gabriel Valley shall also serve as a Committee Member. Members may be re-appointed for up to three terms. The members of the Alameda Corridor East Construction Authority Board members holding office at the time of approval of these amended and restated By-Laws will each serve as a voting Member of the Committee until the ACE grade separation project(s) within their respective cities have been completed and a Notice of Completion has been filed, and no replacement member shall be appointed.

The Committee shall be chaired by a Governing Board Representative or an Alternate Governing Board Representative selected by a majority vote of the Committee Members. All Committee Members shall be voting members unless limited voting is approved by the Governing Board upon the recommendation of the Chair of that Committee. The Committee's quorum shall be fifty percent of the Committee Members. All actions taken by the Committee will be by a majority of those Committee Members present with a quorum in attendance. If a Committee Member is absent from three consecutive meetings Committee, then the membership of the Committee Member will be terminated. A Committee Member or his/her Alternate Member may be removed for cause, including but not limited to, committing misconduct, acting in violation of the Council's conflict of interest code, or otherwise causing harm to the Council, by a two-thirds vote of Members attending a Governing Board meeting. ~~If a Committee Member or his/her Alternate Member is determined by the Governing Board to have committed misconduct, acted in violation of the Council's conflict of interest code, or otherwise caused harm to the operations of the Council, then the membership of the Committee Member or Alternate may be terminated by the Governing Board.~~ The term of a Committee Member representing a Member of the Council or County District that has withdrawn or been suspended in accordance with Section 21 of the Agreement shall be concluded or suspended upon the effective date of the withdrawal or suspension of said Member of the Council or County District.

In the event of a vacancy on the Capital Projects and Construction Committee, the Alternate from that district shall become the Committee Member and the district will nominate a new Alternate for appointment by the Governing Board.

The Capital Projects and Construction Committee shall report to the Governing Board, communicating with the Governing Board through the Executive Committee. It shall advise and make recommendations for a plan of construction projects throughout the San Gabriel Valley for which Council staff will seek funding through available revenue and grants. The Governing Board shall have final approval authority with respect to any such project and related Implementation Agreements. However, to facilitate implementation of approved projects, the Committee, subject to such restrictions imposed by Federal, State and local governmental entities and by the Governing Board, shall have the following powers to act on behalf of the Council:

1. To approve contracts for execution by the Executive Director, including public works contracts and contracts for environmental review, design, materials and construction, and for the services of engineers, consultants, planners, and single purpose public or private groups, on behalf of and in the name of the Council;

2. To acquire, by purchase or eminent domain, construct, reconstruct, rehabilitate, maintain in whole or in part, dispose of in whole or part on behalf of and in the name of the Council, land, facilities and appurtenances necessary or convenient for the completion of the approved projects. Decisions of the Committee concerning the exercise of eminent domain shall be final and not subject to review;

3. To provide for or obtain insurance for the Council and its agents, officers, and employees;

4. To conduct studies to satisfy the requirements of the California Environmental Quality Act and National Environmental Policy Act approvals, and to certify such studies and reports;

5. To make grant applications, approve of designs and plans, obtain agency permits, and authorize all actions necessary for the funding, design and construction of projects within or outside of the San Gabriel Valley approved by the Governing Board;

6. To oversee the construction of projects approved by the Governing Board, including public bidding, contracting, building, change orders, final acceptance, [filing of a Notice of Completion \(which shall be required for all projects\)](#), and any related litigation.

The powers of the Capital Projects and Construction Committee shall be exercised only in furtherance of projects approved by the Governing Board. A quorum of the Capital Projects and Construction Committee shall be a majority of its voting members and all actions shall be by a majority of its members present with a quorum in attendance. All meetings of the Capital Projects and Construction Committee shall be held in accordance with the Ralph M. Brown Act (Government Code section 54950, *et seq.*). The Committee shall keep itself informed of and comply with all applicable federal, state and local laws, statutes, codes, ordinances, regulations and rules governing the implementation of projects. Decisions of the Capital Projects and Construction Committee, ~~except those relating to the exercise of eminent domain~~, may be called up for review by the Governing Board upon the written request of at least seven (7) Members of the Governing Board made within ten (10) days of the decision to be reviewed. Any such review must be agendaized for the next regular Governing Board meeting which is not less than ten (10) days after the call for review is made and shall be acted upon at such meeting. [No review may be sought of the following decisions of the Committee, which shall be final, except where the Committee's action does not follow staff's recommendation.](#)

[1. Any decision relating to the exercise of eminent domain.](#)

2. Approval of professional services agreements necessary to implement projects such as design, architectural, engineering, construction management, right of way acquisition, and property management.
3. Approval of bid specifications for approved projects and the conduct of public works bidding.
4. Determinations of disqualification of bidders as non-responsive or non-responsible.
5. Bid award protests.
6. Obtaining any ministerial permits necessary to construct a Governing Board approved project.
7. Approval of permit applications to regional agencies such as SCAQMD, SCAG, Regional Water Boards, etc.
8. Approval of change orders which do not require obtaining additional funding.
9. Final acceptance of projects when completed.

**D. Executive Committee.** The elected officers of the Council, the most recent past President of the Council who is currently serving as a Governing Board Delegate, and the Chairpersons of all Council Standing Policy Committees, shall comprise an Executive Committee, whose Chairperson shall be the President of the Council. Each of these members shall have one vote. The Chairpersons of the TACs shall be ex officio, non-voting members of the Executive Committee. The Executive Committee will meet monthly with the Executive Director on a date and at a location selected by the Executive Committee to consider and provide guidance on matters being considered for inclusion on Governing Board agendas and on other matters as directed by the Governing Board. A quorum of the Executive Committee shall be a majority of its voting members and all actions shall be by a majority of its members present with a quorum in attendance. All meetings of the Executive Committee shall be held in accordance with the Ralph M. Brown Act (Government Code section 54950, *et seq.*).

## **Article VII - Budgets, Dues and Disbursements**

**A. Annual Budget.** The Governing Board shall adopt a Budget annually prior to July 1 of each calendar year. The Budget shall: present projected revenues by source and by program on both a quarterly and annual basis; present projected expenses categorized by type of expense and by program both on a quarterly and annual basis; include separate schedules for special programs of the Council showing projected revenues and projected direct and allocated expenses; include a summary balance sheet for the current fiscal year and for the budget year; include projected capital expenditures; include comparisons between the budget, and the estimated actual current year results; and include the projected year-end cash position of the Council.

**B. Budget Amendments.** The Governing Board may, at any time, amend the budget to incorporate additional income and disbursements that might become available to or be required of the Council during a fiscal year.

**C. Fiscal Year.** The Council shall be operated on a fiscal year basis beginning on July 1 of each year and continuing until June 30 of the next year.

**D. Accounts.** All funds shall be placed in appropriate accounts and the receipt, transfer, or disbursement of such funds shall be accounted for in accordance with generally accepted accounting principles applicable to governmental entities and pursuant to Government Code section 6505 and any other applicable laws. There shall be strict accountability of all funds. All revenues and expenditures shall be reported to the Governing Board.

**E. Expenditures within Approved Annual Budget.** All expenditures shall be made within the approved annual budget as may be amended from time to time. No expenditures in excess of those budgeted shall be made without the approval of the Governing Board.

**F. Audit.** The records and accounts of the Council shall be audited annually by an independent certified public accountant, in compliance with Government Code sections 6505.5 – 6505.6, and copies of such audit report shall be filed with each Member of the Council and any other entities required by Government Code section 6505 no later than fifteen (15) days after receipt of said audit by the Governing Board.

**G. Dues.** The Members of the Council shall be responsible for payment to the Council, annually, of dues in the amounts annually budgeted by the Governing Board for the operating costs of the Council (“Dues”). If there is any proposed change to the method by which dues are calculated, thirty (30) days’ notice shall be provided to Members prior to the meeting at which the proposed change will be considered. Thirty (30) days’ notice shall be provided to Members of the date by which Dues are to be submitted, which shall be July 1<sup>st</sup> each year.

The Governing Board may waive dues or approve payment arrangements of dues as it deems appropriate.

**H. Uses of Funds.** Grant funds received by the Council from any federal, state, or regional agency to pay for budgeted expenditures for which the Council has received all or a portion of said funds from the parties hereto shall be used as determined by the Governing Board and in accordance with the terms of any such grants and applicable laws.

### **Article VIII - Amendments**

These Bylaws may, from time to time and at any time, be amended or repealed, and new or additional bylaws adopted, by approval of the Council, provided, however, that the Bylaws may not contain any provision in conflict with any applicable laws or with the Agreement. Amendments to these Bylaws may be proposed by a Governing Board Representative. Any Amendment shall be submitted to the Governing Board at a meeting at least one month prior to the meeting at which the Amendment is voted upon. A vote of fifty percent (50%) plus one (1) of



# REPORT

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DATE: November 1st, 2017

TO: City Managers' Steering Committee  
Executive Committee  
Governing Board Delegates and Alternates

FROM: Marisa Creter, Interim Executive Director

**RE: FY 2017-18 1ST QUARTER FINANCIAL REPORT**

## **RECOMMENDED ACTION**

Recommend Governing Board approve.

## **BACKGROUND**

Attachment A is the SGVCOG's FY 2017-18 1st Quarter Financial Report. Attachment B is ACE's 1st Quarter Financial Report. Both reports were prepared by ACE staff, who now manages the SGVCOG's finances.

Prepared by:



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Carlos Monroy  
Director of Finance, ACE

Approved by:



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Marisa Creter  
Interim Executive Director

## **ATTACHMENTS**

Attachment A – FY 2017-18 1st Quarter Financial Report  
Attachment B- ACE 1st Quarter Financial Report

**SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS**

FY 2018 First Quarter Report

As of September 30, 2017

	General Fund	Transportation	SGVEWP SCE/Gas Co.	SGVEWP Strategic Plan SCE/Gas Co.	Jul/17 - Sep/17 Actual	FY 2018 Revised Budget	% of Budget
<b>1 General Operating Income</b>							
2 Member Dues	\$ 188,993	\$ 2,769	\$ -	\$ -	\$ 191,763	\$ 760,798	25%
3 Sponsorships	53,600	-	-	-	53,600	50,000	107%
4 Hero Revenue	6,387	-	-	-	6,387	12,000	53%
5 Miscellaneous Revenue	-	-	-	-	-	6,320	0%
6 Interest	28	-	-	-	28	1,000	3%
7 <i>Total General Operating Income</i>	249,008	2,769	-	-	251,778	830,118	30%
<b>8 Grants &amp; Special Project Income</b>							
9 MTA Consultant	-	23,222	-	-	23,222	93,797	25%
10 Measure H Homeless Planning Funding	-	-	-	-	-	118,500	0%
11 Energy Wise (SGVEWP) - Gas	-	-	35,345	-	35,345	150,000	24%
12 Energy Wise (SGVEWP) - Edison	-	-	40,622	-	40,622	100,000	41%
13 Strategic Plan Grant - SGVEWP	-	-	-	7,872	7,872	40,000	20%
14 LA County Commercial PACE Grant	-	-	-	-	-	120,000	0%
15 Metro Open Streets Grant	-	-	-	-	-	596,000	0%
16 <i>Total Grants &amp; Special Project Income</i>	-	23,222	75,966	7,872	107,060	1,218,297	9%
<b>17 Total Income</b>	<b>249,008</b>	<b>25,991</b>	<b>75,966</b>	<b>7,872</b>	<b>358,838</b>	<b>2,048,415</b>	<b>18%</b>
<b>18 General Operating Expenses</b>							
19 <u>Ongoing Operational Contracts</u>							
20 Legal Services	4,296	-	-	-	4,296	76,000	6%
21 Financial Audit Services	-	-	-	-	-	20,400	0%
22 Treasurer	-	-	-	-	-	12,000	0%
23 Financial/Accounting Services (ACE)	-	-	-	-	-	28,000	0%
24 <u>Personnel</u>							
25 Salaries & Deferred Compensation	76,310	-	36,792	3,594	116,696	553,609	21%
26 Internship Program	1,290	-	17,151	2,072	20,513	90,000	23%
27 Benefits	21,965	-	7,804	865	30,634	110,638	28%
28 Staff Training and Professional Development	3,427	-	1,217	135	4,779	12,000	40%

**SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS**

FY 2018 First Quarter Report

As of September 30, 2017

	General Fund	Transportation	SGVEWP SCE/Gas Co.	SGVEWP Strategic Plan SCE/Gas Co.	Jul/17 - Sep/17 Actual	FY 2018 Revised Budget	% of Budget
29 <u>General &amp; Administrative</u>							
30 Rent & Parking	17,162	-	6,097	676	23,935	74,806	32%
31 Utilities	843	-	300	33	1,176	8,265	14%
32 Postage	65	-	23	3	91	2,000	5%
33 Equipment & Software Acquisition	1,058	-	376	42	1,476	10,000	15%
34 Storage	616	-	219	24	859	2,751	31%
35 Office Supplies	635	-	226	25	886	5,000	18%
36 Miscellaneous maint/ops expense	1,967	-	699	77	2,744	20,000	14%
37 Meeting/Travel	5,433	-	1,930	214	7,578	40,000	19%
38 Dues & Subscriptions	773	-	275	30	1,079	3,500	31%
39 Administrative Fees	729	-	259	29	1,017	3,500	29%
40 Insurance	899	-	319	35	1,253	8,000	16%
41 General Assembly	3,356	-	-	-	3,356	50,000	7%
42 <u>Consultant Services</u>							
43 Management Consultant Services	-	-	-	-	-	88,000	0%
44 MTA Board Support	-	25,991	-	-	25,991	123,212	21%
45 Transportation Technical Support (ACE)	-	-	-	-	-	25,000	0%
46 Administrative Support (ACE)	-	-	-	-	-	20,000	0%
47 ACE/SGVCOG Integration (ACE)	-	-	-	-	-	45,000	0%
48 Media/Public Relations	-	-	-	-	-	2,000	0%
49 Information Technology	429	-	152	17	598	2,000	30%
50 Grant Writing Services	26,650	-	-	-	26,650	50,000	53%
51 <u>Direct Expenses</u>							
52 Board Stipends & Taxes	3,000	-	-	-	3,000	11,000	27%
53 Printing / Publication	1,906	-	-	-	1,906	12,000	16%
54 <u>Direct Grant Expenses</u>							
55 LA County PACE Contract with SGVEP	1,045	-	-	-	1,045	100,000	1%
56 Metro Open Streets Expense	3,905	-	-	-	3,905	575,000	1%
57 SGVEWP Edison & Gas Expenses	-	-	2,127	-	2,127	40,000	5%
58 <i>Total Grant &amp; Special Project Expenses</i>	4,949.84	-	2,127	-	7,076	715,000	1%
59 <b>Total Expenditures</b>	177,761	25,991	75,966	7,872	287,590	2,223,681	13%
60 <b>Net income (Loss)</b>	<b>\$ 71,248</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 71,248</b>	<b>\$ (175,266)</b>	<b>N/A</b>



SGVCOG

San Gabriel Valley Council of Governments

2018 1<sup>st</sup> Quarter Reports  
September 30, 2017

## Grants Receivable Aging Detail As of September 30, 2017

Month	So. California Edison - Energy Wise	So. California Gas - Energy Wise	MTA	Totals	Notes
<b>JUL-17</b>	-	9,199.31	-	\$ 9,199.31	
<b>AUG-17</b>	24,563.29	16,476.59	7,588.76	\$ 48,628.64	MTA \$7,588.76 received 10/2/17
<b>SEP-17</b>	14,443.64	13,392.93	8,044.08	\$ 35,880.65	
	<u>\$ 39,006.93</u>	<u>\$ 39,068.83</u>	<u>\$ 15,632.84</u>	<u>\$ 93,708.60</u>	

# Comparative Summary Balance Sheet

## As of September 30, 2017

	<u>09.30.2017</u>	Change	Preliminary <u>06.30.2017</u>
CBB - Checking	\$ 857,250	434,673	\$ 422,578
CBB- 242-034-325 CD	55,576	14	55,562
CBB - 2766 Savings	1,588	0	1,588
CBB -242-034-953 CD	54,810	14	54,796
Petty Cash	400	-	400
LAIF	230,363	529	229,834
LAIF Maket Value	86	-	86
Cash and equivalents	<u>1,200,073</u>	<u>435,230</u>	<u>764,843</u>
Member Receivable	168,277	168,277	-
Grants/Contracts Receivable	93,709	17,902	75,807
Sponsorships Receivable	16,626	16,626	-
Unbilled Grant Receivable	-	(8,727)	8,727
Receivables - other	6,460	1,848	4,613
Receivables	<u>285,072</u>	<u>195,926</u>	<u>89,146</u>
Prepays and deferrals	57,881	(9,726)	67,606
Total assets	<u>1,543,026</u>	<u>621,430</u>	<u>921,595</u>
Accounts Payable	25,925	268	25,657
Payroll Payable	761	(9,601)	10,361
Accrued Vacation	18,294	(6,317)	24,610
Unearned Revenues - Member Cities Dues	569,035	569,035	-
Accruals, deferrals and other payables	29,468	2,737	26,731
Total liabilities	<u>643,482</u>	<u>556,122</u>	<u>87,361</u>
Net Position, beginning of period **	828,295	33,202	795,093
Change in net position	71,248	32,106	39,142
Net Position, end of period	<u>\$ 899,543</u>	<u>\$ 65,309</u>	<u>\$ 834,235</u>

\*\* Net position beginning balance was adjusted as of 09/01/2017

# CITICARD Charges: 2018Q1

<u>Expense Type</u>	<u>2018Q1</u>	<u>2017Q1</u>	
Administrative Fees	\$ 48	\$ -	
CEESP 3 - SCE	-	2,334	
Subscriptions	345	21	
Energy Wise - SC Gas Co.	597	1,610	
Energy Wise - SCE	895	2,415	
Equipment & Soft Acquisition	1,221	2,078	
Grl Assembly Event	711	1,556	
Meetings/Travel	2,991	2,516	
Misc Maint/Op Exp	662	-	
Office Supplies	805	457	
Postage	9	207	
Prepays	554	-	
Printing/Publications	-	1,014	
Unallowable - Meetings/Travel	1,124	-	
Unallowable - Postage	82	-	
Utilities	801	797	
Webpage/Software Srvc	482	829	
<b>Total</b>	<b>\$ 11,327</b>	<b>\$ 15,834</b>	



## Alameda Corridor-East Construction Authority

4900 Rivergrade Rd. Ste. A120 Irwindale, CA 91706 (626) 962-9292 fax (626) 962-3552 www.theaceproject.org

MEMO TO: ACE Construction Authority Finance Committee

FROM: Mark Christoffels  
Chief Executive Officer

DATE: October 26, 2017

SUBJECT: Review of Quarterly Progress Reports

RECOMMENDATION: Receive and file a report on the ACE Quarterly Progress Reports for the period from June 30, 2017 through September 30, 2017

BACKGROUND: ACE is required to produce quarterly financial reports to update revenues, project budgets, expenditure forecasts, grant reimbursements, investments, and project schedules. Attached are exhibits that provide this required information and below is a summary of any changes from the prior quarter.

### Exhibit I – ACE Revenue by Source

This exhibit details all funding authorized, allocated to projects, and remaining unallocated (surplus) since the inception of the ACE Project. During this review period there were no additional allocations, and the current un-programmed fund balance is \$5.9 million. If we are successful in obtaining the remaining funding needed for the Turnbull Canyon Road Grade Separation, these funds will be used on that project.

### Exhibit II – ACE Project Funding by Source

The funding allocation for the entire ACE Project is distributed among projects in this Exhibit based on the available revenues identified in Exhibit I. Funding allocations are adjusted either up or down quarterly to reflect updated project cost estimates as the project design is further developed, right of way acquisition costs become known as appraisals are made and purchase agreements executed, and finally when construction bids are received. In addition, funding sources may need to be changed due to **modification on ACE's grant funding agreements** with Caltrans and the MTA. Project allocation changes are shown on the summary sheet at the end of Exhibit II.

### Exhibit III – ACE Project Allocations vs. Estimate at Completion

This Exhibit tracks project allocations as compared to the estimated cost to complete for each project, along with other data. The current report shows that if the current ACE projects were to be completed based on what we know today; there would be an approximate \$1.1 million deficit which would be funded with the current un-allocated surplus of \$5.9 million. As the projects are bid out, or those in design are further developed, the cost estimates will be refined and the needed allocations adjusted based on **ACE's available balance of grant funds**.



#### Exhibit IV – Expenditure Forecasts

This is a cash flow forecast for active projects. The spreadsheets show full anticipated project costs regardless of whether the project is currently in design, right of way, or a construction phase. This allows staff to keep track of the overall program status and determine what remaining funds are available for future projects. The reasons for any changes shown in the Estimated at Completion (EAC) column are noted with footnotes at the bottom of the spreadsheet. This quarter the Fairway project went up by \$20.5 million which is being balanced out by a reduction of \$19.1 million reduction on the San Gabriel Trench and \$3.4 million reduction on the Temple project.

#### Exhibit V – ACE Expenditures vs. Reimbursements

This exhibit captures the reimbursement status for all active or completed projects as of September 30, 2017. Since ACE must borrow funds to make current payments to its vendors, consultants, and contractors, and then seek reimbursement from its granting agencies, minimizing the time for reimbursements is a key component to avoid incurring significant interest costs on **ACE borrowed funds. ACE's policy is to try to bill and receive** reimbursements within 30 days. As noted in this exhibit, as of September 30, 2017, ACE was current on all of its requested grant reimbursements except for \$4,547 million in receivables that were over 30 days. This amount is reflective of outstanding reimbursement invoices from the cities of Industry and Diamond Bar related to the Lemon Avenue Ramps ACE is constructing for them under a Betterment Agreement, and delayed federal reimbursement for the Nogales Street project.

#### Exhibit VI – Project Schedules

This exhibit reflects current estimated schedules for different phases of active projects. Changes **from last quarter's report** are as follows:

Durfee Ave	Six-month delay to allow for federal grant application.
Puente Ave	Two-month delay due to availability of UPRR crews
At Grade Imp	Six-month delay based on ongoing discussions with CPUC.

#### Exhibit VII – Treasury/Banking Investments

This exhibit has two components – a statement of net assets as of September 30, 2017 and an accounting of all banking and investments.

The exhibit shows that if ACE were to conclude all operations as of this date, it would have assets over liabilities of \$7,648,450 after paying off its current liabilities including the CalPERS liabilities. In an agreement with CalPERS, ACE is currently paying down its unfunded and termination liabilities through additional payments made each month. CalPERS current published unfunded and termination liability numbers (shown on Exhibit VII) do not yet reflect all payments so our actual liability is much less than currently stated.

**ACE's** banking and investments remain in compliance with the SGVCOG investment policy.

**EXHIBIT I - ACE REVENUE BY SOURCE**  
**As of September 30, 2017**

Grant		Authorized	Adjustments	Note	Net Authorized	Allocated To Projects	Surplus	Allocated Inc/(Decr)
<b>Federal</b>								
TEA - 21	Sect 0491	4,655,048	(402,000)	a	4,253,048	4,253,048	-	
TEA - 21	Sect 1017	2,205,000	(141,317)	b	2,063,683	2,063,683	-	
TEA - 21	Sect 1138	17,250,000	-		17,250,000	17,250,000	-	
TEA - 21	Sect 1533	100,000,000	-		100,000,000	100,000,000	-	
TEA - 21	Sect 198	9,562,500	(572,760)	b	8,989,740	8,989,740	-	
Hiway Fund FY 01		1,500,000	(3,300)	b	1,496,700	1,496,700	-	
NCPD FY 2000		1,240,000	-		1,240,000	1,240,000	-	
NCPD FY 2001		2,400,000	(2,565)	b	2,397,435	2,397,435	-	
NCPD FY 2002		4,000,000	(116,000)	b	3,884,000	3,884,000	-	
NCPD FY 2003		1,495,000	(10,000)	b	1,485,000	1,485,000	-	
NCPD FY 2004		2,000,000	(119,163)	b	1,880,837	1,880,837	-	
STP FY 2006		4,200,000	(42,000)	b	4,158,000	4,158,000	-	
STP FY 2009		570,000	-		570,000	570,000	-	
STP FY 2010		500,000	(85)	b	499,915	499,915	-	
AAA FY 2010		1,349,000	(230)	b	1,348,770	1,348,770	-	
SAFETEA-LU FY 05	Sect 1701	2,528,000	(255,185)	c	2,272,815	2,272,815	-	
SAFETEA-LU FY 06	Sect 1701	2,528,000	(254,883)	c	2,273,117	2,273,117	-	
SAFETEA-LU FY 07	Sect 1701	2,528,000	(252,029)	c	2,275,971	2,275,971	-	
SAFETEA-LU FY 08	Sect 1701	2,528,000	(252,029)	c	2,275,971	2,275,971	-	
SAFETEA-LU FY 09	Sect 1701	2,528,000	(251,136)	c	2,276,864	2,276,864	-	
SAFETEA-LU FY 05	Sect 1934	3,000,000	(280,077)	c	2,719,923	2,719,923	-	
SAFETEA-LU FY 06	Sect 1934	6,000,000	(560,154)	c	5,439,846	5,439,846	-	
SAFETEA-LU FY 07	Sect 1934	7,500,000	(700,192)	c	6,799,808	6,799,808	-	
SAFETEA-LU FY 08	Sect 1934	7,500,000	(700,192)	c	6,799,808	6,799,808	-	
SAFETEA-LU FY 09	Sect 1934	6,000,000	(560,154)	c	5,439,846	5,439,846	-	
SAFETEA-LU FY 05	Sect 1301	3,125,000	(247,763)	c	2,877,237	2,877,237	-	
SAFETEA-LU FY 06	Sect 1301	6,250,000	(495,526)	c	5,754,474	5,754,474	-	
SAFETEA-LU FY 07	Sect 1301	7,812,500	(619,407)	c	7,193,093	7,193,093	-	
SAFETEA-LU FY 08	Sect 1301	7,812,500	(619,407)	c	7,193,093	7,193,093	-	
SAFETEA-LU FY 09	Sect 1301	6,250,000	(495,526)	c	5,754,474	5,754,474	-	
FRA		2,544,100	-		2,544,100	2,544,100	-	
PUC (Section 130)		10,000,000	-		10,000,000	10,000,000	-	
ISTEA (Nogales-LA)		6,936,147	-		6,936,147	6,936,147	-	
CMAQ (Nogales-LA)		6,347,000	-		6,347,000	6,347,000	-	
	Subtotal	252,643,795	(7,953,080)		244,690,715	244,690,715	-	
<b>State</b>								
ITIP		39,000,000	(18,426)	d	38,981,574	38,981,574	-	
PUC (Section 190)		10,000,000	-		10,000,000	10,000,000	-	
TCRP		150,000,000	(19,700,000)	e	130,300,000	130,300,000	-	
Prop 1B-HRCSA (Nogales-LA/Fullerton/Durfee)		46,612,000	-		46,612,000	46,612,000	-	2,706,000
TCIF (SGT/Baldwin/Fairway/Puente/Durfee)		422,196,000	-		422,196,000	422,196,000	-	2,620,000
	Subtotal	667,808,000	(19,718,426)		648,089,574	648,089,574	-	
<b>Local</b>								
MTA 1 (FY 98-02)	C 25%	37,500,000	(23,360,000)	f	14,140,000	14,140,000	-	
MTA 2 (FY 03-05)	C 10%	1,857,000	-		1,857,000	1,857,000	-	
MTA 2 (FY 03-05)	C 25%	13,178,000	-		13,178,000	13,178,000	-	
MTA 2 (FY 03-05)	AB 3090	9,308,000	-		9,308,000	9,308,000	-	
MTA 2 (FY 03-05)	STIP-RIP	5,496,000	-		5,496,000	5,496,000	-	
MTA 3 (FY 06-09)	C 25%	85,000,000	-		85,000,000	85,000,000	-	
MTA 4 (FY 09-15)	C 25%-Remaining	28,566,800	-		28,566,800	28,566,800	-	
MTA 5 (FY 09-15)	C 25%-Supplemental	112,324,000	-		112,324,000	112,324,000	-	
MTA 6 (Nogales-LA)	C 25%	28,849,000	-		28,849,000	28,849,000	-	
MTA 7 (Phase II)	Measure R	400,000,000	-	g	400,000,000	396,056,000	3,944,000	(3,530,000)
	Subtotal	722,078,800	(23,360,000)		698,718,800	694,774,800	3,944,000	
<b>Other Sources</b>								
Railroad (UPRR/Metrolink)		40,552,000	(4,183,500)	h	36,368,500	35,360,000	1,008,500	(1,550,000)
Cities/LA County (Nogales-LA)		9,915,303	-		9,915,303	9,915,303	-	
Betterments (Cities/Metrolink)		54,527,807	-		54,527,807	54,527,807	-	
MWD (Brea Canyon)		2,207,402	-		2,207,402	2,207,402	-	
Property Sale		4,540,452	(4,184,700)	i	355,752	(690,688)	1,046,440	(3,584,700)
	Subtotal	111,742,964	(8,368,200)		103,374,764	101,319,824	2,054,940	
<b>TOTAL GRANTS</b>		<b>1,754,273,559</b>	<b>(59,399,706)</b>		<b>1,694,873,853</b>	<b>1,688,874,913</b>	<b>5,998,940</b>	
<b>Other Income</b>								
Property Rental Income		139,316	-		139,316	-	139,316	
Recovered Costs		17,288	-	j	17,288	-	17,288	
	Subtotal	156,604	-		156,604	-	156,604	
<b>TOTAL ACE Construction</b>		<b>1,754,430,163</b>	<b>(59,399,706)</b>		<b>1,695,030,457</b>	<b>1,688,874,913</b>	<b>6,155,544</b>	<b>(3,338,700)</b>

**Notes:**

- a) Transferred by LA County to ACE for the Nogales-LA project.
- b) Federal budgetary reduction.
- c) Based on Caltrans updated OA, appropriations reduced by 10% instead of 15%.
- d) \$18K for Ramona lapsed in June 2008 prior to project closeout.
- e) \$19.7 million programmed to other entities (yet to be allocated by State).
- f) Allocated to City of LA.
- g) Of the \$400M Measure R funds, \$135M has executed MOU.
- h) Based on individual projects, UPRR paid 1/2 before and 1/2 after construction phase.  
Due to phasing of construction, only \$27.753M has been received. \$4.184M adjustment is for Temple project.
- i) Sale of Nogales(Alh) property used to reduce expenditures billed to Caltrans.
- j) Costs recovered from audit after a project had been closed.



EXHIBIT II - ACE PROJECTS FUNDING BY SOURCE  
As of September 30, 2017

(\$ 000's)

Project	Task	Fed #	All																		
			TEA-21	NCPD/STP	SAFETEA	ITIP	ISTEA/CMQ	FRA/PUC	TCRP	Prop 1B	MTA 1	MTA 2	MTA 3	MTA 4	MTA 5	MTA 6	MTA 7	Railroad	Prop Sale	Cities/Better	
101 Ramona	Design	(002)	4,355	3,560	-	-	-	-	-	-	795	-	-	-	-	-	-	-	-	-	
	ROW	(002)	8,156	2,400	-	-	-	-	-	-	215	5,494	48	-	-	-	-	-	-	-	
	Constr	(002)	40,580	16,684	4,158	5,533	-	-	-	-	8,083	2,324	1,680	-	-	-	1,000	-	-	1,119	
	Ramona Total		53,091	22,644	4,158	5,533	-	-	-	-	1,010	13,577	2,372	1,680	-	-	1,000	-	-	1,119	
105 Nogales-AH	Design	(005)	4,034	2,560	-	1,473	-	-	-	-	1	-	-	-	-	-	-	-	-	-	
	ROW	(005)	17,231	12,970	2,997	3,407	-	-	-	-	700	1,940	-	-	-	-	-	-	-	(4,185)	
	Constr	(005)	28,534	1,841	-	21,580	-	-	4,406	-	382	225	-	-	-	-	-	-	-	100	
	Nogales-AH Total		49,798	17,372	2,997	26,460	-	-	4,406	-	1,082	2,166	-	-	-	-	-	-	-	(4,185)	
106 Sunset	Design	(020)	4,739	-	-	-	-	4,400	-	-	339	-	-	-	-	-	-	-	-	-	
	ROW	(026)	3,326	100	1,673	-	-	100	-	-	565	-	-	888	-	-	-	-	-	-	
	Constr	TCRP	85,797	-	-	-	47,720	-	-	-	14,607	16,691	345	-	-	-	-	-	-	6,434	
	Sunset Total		93,862	100	1,673	-	52,220	-	-	-	15,511	16,691	1,232	-	-	-	-	-	-	6,434	
110 East End	Design	(003)	4,295	1,952	1,240	952	-	-	-	-	97	-	-	-	-	-	-	-	-	-	
	ROW	(003)	4,478	3,131	-	1,347	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Design	(010)	3,620	2,896	-	600	-	-	-	122	2	-	-	-	-	-	-	-	-	-	
	ROW	(010)	9,431	5,718	-	2,255	-	-	-	286	919	253	-	-	-	-	-	-	-	-	
	Constr	TCRP	57,176	-	-	407	-	46,780	-	433	9,557	-	-	-	-	-	-	-	-	-	
	EE/Reservoir Total		79,000	13,697	1,240	5,561	-	46,780	-	122	818	10,530	253	-	-	-	-	-	-	-	
111 Brea Canyon	Design	(019)	4,556	1,191	-	410	-	2,500	-	-	455	-	-	-	-	-	-	-	-	-	
	ROW	(027)	12,881	1,485	5,521	-	-	2,000	-	-	3,875	-	-	-	-	-	-	-	-	-	
	Constr	TCRP	56,466	-	-	-	5,000	21,007	-	-	21,745	-	-	-	-	-	-	-	-	8,715	
	Brea Canyon Total		73,903	1,191	1,485	5,521	5,000	25,507	-	-	26,075	-	-	-	-	-	-	-	-	8,715	
309 JS - Phase 3	Design	(001)	8,057	6,072	-	265	-	-	-	1,541	-	-	-	-	-	-	-	-	-	-	
	ROW	(001)	-	-	-	-	-	-	-	612	239	(134)	-	-	-	-	-	-	-	-	
	Constr	(001)	3,582	2,866	-	-	-	-	-	2,153	239	45	-	-	-	-	-	-	-	-	
	JS - Phase 3 Sub-Total		11,639	8,938	-	265	-	-	-	2,153	239	45	-	-	-	-	-	-	-	-	
312 JS - Mission	Design	(006)	242	240	-	-	-	-	-	2	-	-	-	-	-	-	-	-	-	-	
	ROW	(006)	158	160	-	-	-	-	-	(2)	-	-	-	-	-	-	-	-	-	-	
	Constr	(015)	2,270	1,578	-	-	-	-	-	515	96	81	-	-	-	-	-	-	-	-	
	JS - Mission Sub-Total		2,670	1,978	-	-	-	-	-	517	94	81	-	-	-	-	-	-	-	-	
315 JS - Quad Gates	Constr	(016)	4,832	3,863	-	-	-	-	-	888	38	43	-	-	-	-	-	-	-	-	
320 IRRIS - Train	Constr	(007)	2,936	2,164	-	-	-	-	-	374	167	231	-	-	-	-	-	-	-	-	
321 JS - Phase 1	Constr	(008)	3,553	2,845	-	-	-	-	-	96	615	(2)	-	-	-	-	-	-	-	-	
322 JS - Phase 2	Constr	(014)	4,991	3,992	-	-	-	-	-	1,000	(1)	-	-	-	-	-	-	-	-	-	
325 IRRIS - Traffic	Constr	(021)	3,520	2,502	-	-	-	-	-	727	290	-	-	-	-	-	-	-	-	-	
	JS/Safety/IRIS Total		34,141	26,282	-	265	-	-	-	4,028	2,880	686	-	-	-	-	-	-	-	-	
Total Projects			1,676,949	134,053	17,464	67,346	38,982	13,283	22,544	130,300	468,808	84,140	28,578	84,800	27,567	108,585	28,849	396,056	35,360	(691)	66,651
Start-up/Misc	MTA	n/a	11,926	-	-	-	-	-	-	5,736	1,261	200	1,000	3,739	-	-	-	-	-	-	-
Total ACE			1,688,875	134,053	17,464	67,346	38,982	13,283	22,544	130,300	468,808	14,140	29,839	85,000	28,567	112,324	28,849	396,056	35,360	(691)	66,651
Net Authorized			1,684,875	134,053	17,464	67,346	38,982	13,283	22,544	130,300	468,808	14,140	29,839	85,000	28,567	112,324	28,849	400,000	36,369	356	66,651
Allocated to Projects			1,688,875	134,053	17,464	67,346	38,982	13,283	22,544	130,300	468,808	14,140	29,839	85,000	28,567	112,324	28,849	396,056	35,360	(691)	66,651
Surplus / (Shortfall)			6,000	(0)	0	(0)	0	(0)	(0)	(0)	(0)	0	0	0	0	0	0	3,944	1,009	1,047	0
Other Income			157	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Surplus / (Shortfall)			6,157	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

MTA 1 : MOU P0004367  
MTA 2 : MOU 8002  
MTA 3-5 : AMENDMENTS TO MOU  
MTA 6 : MOU P000F1159 (Nogales-LA)  
MTA 7 : MOU 8002R (Measure R-Phase II)

Page 2 of 3



Exhibit II - ACE PROJECTS FUNDING BY SOURCE  
 Changes in Funding on Active Projects  
 As of September 30, 2017  
 (\$ 000's)

Project	Task	6/30/2017	TEA-21	ITIP	HRCSA	TCIF	MTA 5	MTA 6	Meas R MTA 7	Railroad	Property Sales	9/30/2017	Comments
At-Grade Crossing	Design	4,463										4,463	
	ROW	1,075										1,075	
	Constr	17,378										17,378	
At-Grade Crossing Total		22,916					(2,552)		2,552			22,916	Swapped funds with Fairway & Temple
Durfee	Design	9,046										9,046	
	ROW	32,624										32,624	
	Constr	49,473			2,706	2,620			(5,326)			49,473	Allocated HRCSA & TCIF funds
Durfee Total		91,143			2,706	2,620			(5,326)			91,143	
Fairway-LA	Design	8,231										8,231	
	ROW	31,603										31,603	
	Constr	99,523			1,000				(1,000)			99,523	Swapped funds with At-Grade CON
Lemon		19,000										19,000	
Fairway-LA Total		158,357			1,000				(1,000)			158,357	
Fullerton	Design	10,698										10,698	
	ROW	26,625										26,625	
	Constr	115,061										115,061	
Fullerton Total		152,384										152,384	
Montebello	Design	13,530										13,530	
	ROW	29,660							244			29,660	Moved Prop C to Temple
	Constr	116,855										116,855	
Montebello Total		160,045							244			160,045	
Nogales-LA	Design	4,706										4,706	
	ROW	50,295										50,295	
	Constr	66,087										66,087	
Nogales-LA Total		121,088										121,088	
Puente	Design	9,413										9,413	
	ROW	30,828										30,828	
	Constr	57,136										57,136	
Puente Total		97,377										97,377	
SG Trench	Design	33,458										33,458	
	ROW	33,273										33,273	
	Constr	246,026										246,026	
SG Trench Total		312,757										312,757	
Temple	Design	7,265										7,265	
	ROW	13,077										13,077	
	Constr	77,822			(3,143)	1,043	1,796					74,619	Based on actual incurred Based on current budget Based on current budget
Temple Total		98,164			(3,143)	1,043	1,796				600	94,825	
Turnbull Cyn	Design	10,106										10,106	
	ROW	-										-	
	Constr	-										-	
Turnbull Cyn Total		10,106										10,106	
Nogales-ALH	Design	4,034										4,034	
	ROW	17,231										17,231	
	Constr	28,534			3,142	1,043						28,534	Sale of property used to reduce exp
Nogales-ALH Total		49,799			3,142	1,043						49,799	
<b>NET CHANGE</b>					2,706	2,620			(3,530)	(1,550)	(3,585)	(3,339)	

# Exhibit III

## ACE Projects Allocation vs. Actual Summary

As of September 30, 2017

(\$ 000's)

Project	Cost Estimate (1997)	Cost Estimate (2006)	(Exhibit II) Total Allocated to Projects	ITD Expenditures (Exhibit V)	Estimate at ** Completion Exhibit IV	Variance (Allocated vs. Estimate at Completion)	Status
Start-up/Misc			\$ 11,926	\$ 10,219			
<b>ACE Projects</b>							
1 At-Grade Crossing Safety Improvements	N/A	N/A	\$ 22,916	\$ 1,611	\$ 22,916	\$ -	Active
2 Durfee Road	N/A	N/A	91,143	25,513	91,143	-	Active
3 Fairway Drive (LA)	N/A	N/A	158,357	82,022	178,916	(20,559)	Active
4 Fullerton Road	N/A	N/A	152,383	51,897	152,384	(1)	Active
5 Montebello Corridor	N/A	N/A	160,045	4,874	160,045	-	Active
6 Nogales South (LA)	24,307	N/A	121,088	117,080	120,772	316	Active
7 Puente Avenue	N/A	N/A	97,377	71,968	97,377	-	Active
8 San Gabriel Trench	198,205	N/A	312,758	258,557	293,671	19,087	Active
9 Temple Avenue	35,985	80,272	94,826	94,284	94,826	-	Active
10 Turnbull Canyon Road	N/A	N/A	10,106	807	10,106	-	Preliminary
11 Baldwin Avenue	23,994	64,765	70,365	70,365	70,365	-	Closed
12 Brea Canyon	26,571	64,401	73,903	73,459	73,903	-	Closed
13 Crossing Safety/IRRS	61,000	35,200	34,141	34,343	34,141	-	Closed
14 East End/Reservoir	56,571	69,180	79,000	78,960	79,000	-	Closed
15 Hamilton Blvd.	N/A	N/A	1,789	1,789	1,789	-	Closed
16 Nogales North (Alh)	39,636	54,599	49,798	49,797	49,798	-	Closed
17 Ramona Blvd.	14,489	47,102	53,091	53,091	53,091	-	Closed
18 Sunset Avenue	22,259	70,502	93,862	93,794	93,862	-	Closed
<b>Subtotal</b>	<b>\$ 503,017</b>	<b>\$ 486,021</b>	<b>1,688,875</b>	<b>\$ 1,174,429</b>	<b>\$ 1,678,105</b>	<b>\$ (1,157)</b>	
<b>Estimated Total Project Cost</b>	<b>\$ 950,000</b>	<b>\$ 1,400,000</b>					
<b>Net Authorized</b>	<b>\$ 1,694,873,853</b>						
<b>Allocated</b>	<b>1,688,874,913</b>						
<b>Available</b>	<b>\$ 5,998,940</b>						

\*\* Excludes Start-up/Misc of \$11.926M to agree with Exhibit-IV EAC.

## Exhibit IV Expenditure Forecast (Active Projects)

As of September 30, 2017  
(\$ millions)

ITD	Budget		Estimate <sup>A</sup>		Forecast			EAC <sup>C</sup>		
	2017	2018	2018	2019	2020	2021	2022 <sup>B</sup>	Q4 FY17	Change	Q1 FY18
<b>Active Projects</b>										
	1.5	1.8	1.8	1.6	8.7	9.3		22.9		22.9
At-Grade Crossing Safety										
Durfee Road	23.5	16.3	16.3	14.4	20.0	16.9		91.1		91.1
Fairway Drive (LA)	77.4	45.8	45.8	21.8	22.6	8.3	3.0	158.4	20.5 <sup>D</sup>	178.9
Fullerton Road	50.7	25.8	25.8	30.6	30.2	15.1		152.4		152.4
Montebello Corridor	4.6	5.8	5.8	5.9	15.6	30.3	97.8	160.0		160.0
Nogales (LA)	117.0	1.7	3.8					120.8		120.8
Puente Ave	70.1	21.0	21.0	6.3				97.4		97.4
San Gabriel Trench	256.3	22.9	22.9	14.5				312.8	-19.1 <sup>E</sup>	293.7
Temple	94.0	0.9	0.8					98.2	-3.4 <sup>E</sup>	94.8
Turnbull Canyon Rd	0.7	1.8	1.8	7.5				10.0		10.0
<b>Completed Projects</b>										
Baldwin	70.4							70.4		70.4
Brea Cyn	73.4							73.9		73.9
Crossing Safety/IRRI	34.2							34.2		34.2
East End/Reservoir	79.0							79.0		79.0
Hamilton Blvd.	1.8							1.8		1.8
Nogales (Alh)	49.6							49.8		49.8
Ramona	53.1							53.1		53.1
Sunset	93.8							93.8		93.8
<b>Total</b>	<b>1,151.1</b>	<b>133.5</b>	<b>145.8</b>	<b>102.6</b>	<b>97.1</b>	<b>79.9</b>	<b>100.8</b>	<b>1,680.0</b>	<b>-2.0</b>	<b>1,678.0</b>

Note: Project forecasts include indirect cost.

<sup>A</sup> 2018 estimate includes mid-year adjustments

<sup>B</sup> Includes costs beyond 2022

<sup>C</sup> EAC includes 2018 estimate

<sup>D</sup> Revised construction estimate

<sup>E</sup> Estimated project cost savings

# Exhibit V

## ACE Expenditures vs. Reimbursements

As of September 30, 2017

Projects	Reimbursement Status (\$ 000)										
	ITD Expenditures	Received	Current / 30 days or Less	Aged Receivable	To Be Billed	MTA Retention					
At Grade Crossing	\$ 1,611	\$ 1,382	\$ -	\$ -	\$ 227	\$ -	2				
Baldwin	70,365	70,363	-	-	-	-	2				
Durfee	25,513	24,760	60	-	640	-	53				
Fairway Drive	73,129	69,541	1,191	-	2,359	-	38				
Fairway-Lemon Betterment	8,893	2,923	1,696	2,815	1,459	-	-				
Fullerton	51,897	47,004	3,872	-	760	-	261				
Montebello	4,874	4,402	438	-	29	-	5				
Nogales (LA)	117,080	111,046	-	1,732	4,037	-	460				
Puente Ave.	71,968	68,518	2,579	-	821	-	50				
SG Trench	258,557	255,279	1,461	-	1,804	-	13				
Temple	94,284	89,367	-	-	4,917	-	-				
Turnbull Cyn.	807	495	277	-	4	-	31				
Brea Canyon	73,459	73,459	-	-	-	-	-				
Crossing Safety / IRRIS	34,343	34,343	-	-	-	-	-				
EE/Reservoir	78,960	78,960	-	-	-	-	-				
Hamilton	1,789	1,789	-	-	-	-	-				
Nogales (AH)	49,797	49,797	-	-	-	-	-				
Ramona	53,091	53,091	-	-	-	-	-				
Sunset	93,794	93,794	-	-	-	-	-				
<b>Sub-total Projects</b>	<b>1,164,210</b>	<b>1,130,313</b>	<b>11,574</b>	<b>4,547</b>	<b>17,058</b>	<b>-</b>	<b>913</b>				
<b>Project Administration</b>	<b>10,219</b>	<b>10,119</b>	<b>99</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>				
<b>Total ACE</b>	<b>\$ 1,174,429</b>	<b>\$ 1,140,431</b>	<b>\$ 11,673</b>	<b>\$ 4,547</b>	<b>\$ 17,059</b>	<b>\$ -</b>	<b>913</b>				



# REPORT

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DATE: November 1, 2017

TO: City Managers Steering Committee  
Executive Committee  
Governing Board Delegates and Alternates

FROM: Marisa Creter, Interim Executive Director

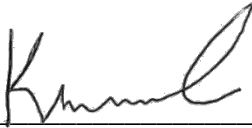
RE: **EXECUTIVE DIRECTOR JOB DESCRIPTION**


**RECOMMENDED ACTION**

Recommend Governing Board approve Executive Director job description

**BACKGROUND**

Attachment A is the Executive Director job description for the SGVCOG. The job description was developed and reviewed by the Ad Hoc Executive Director Committee and the City Managers’ Steering Committee.

Prepared by:  \_\_\_\_\_  
Katie Ward  
Senior Management Analyst

Approved by:  \_\_\_\_\_  
Marisa Creter  
Interim Executive Director

**ATTACHMENTS**

Attachment A – Executive Director Job Description

## **SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS EXECUTIVE DIRECTOR**

*Class specifications are intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Subject to the direction of the Governing Board and professional ethics, manages the operation of the San Gabriel Valley Council of Governments; assists the Governing Board in carrying out their role as representatives of the local governments and agency members of the SGVCOG; administers operational activities; heads the SGVCOG staff team and hired consultants, including capital project and construction activities. Develops or assists with solutions of regional local government and special district problems, with particular emphasis on SGVCOG administrative programs, policies and procedures.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single position class in which the incumbent operates within a framework of high visibility and accountability for SGVCOG operations. The incumbent reports directly to the Governing Board and must be able to meet their needs as well as operationalize policies through professional and ethical standards.

### **SUPERVISION RECEIVED/EXERCISES:**

Receives policy direction from the Governing Board and its Executive Committee. Exercises direct and indirect supervision over professional and support staff. May also administer and/or supervise contract consultants.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Participates, in the development and implementation of goals, objectives, policies and priorities for the SGVCOG and the Executive Director's Office.
- Enforces and administers the provisions of the By-Laws and Joint Powers Agreement of the SGVCOG.
- Adheres to the laws of the State of California and the United States of America.
- Administers the selection and training of management, analytical, administrative, engineering and construction staff; assumes responsibility for motivating and evaluating personnel and consultant performance; provides necessary training; initiates discipline procedures as appropriate; assigns work to staff and consultants; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.
- Directs and coordinates SGVCOG programs with other City member staff/departments and divisions and with outside agencies.

## **SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS**

### **EXECUTIVE DIRECTOR**

Page 2 of 3

- Responsible for the preparation of the SGVCOG budget, funding mechanisms and internal budget control activities.
- Develops and assists in the installation of new SGVCOG programs and procedures as needed, including the guidance of capital projects and construction.
- Represents the SGVCOG in a variety of meetings and public functions; confers with Governing Board Members, City Council Members, County Supervisors and representative staff, City Managers and city staff, State and Federal Legislators and their staff, State and Federal Administrative and Regulatory Agencies, Southern California Association of Governments (SCAG), taxpayers, businesses, and other individuals, groups, and outside agencies having interest or potential interest in San Gabriel Valley governmental affairs; coordinates the general activities of the SGVCOG with other governmental and private agencies.
- Develops and assists in the implementation of new SGVCOG programs and procedures as needed.
- Reviews, analyzes for efficiency and effectiveness and maintains, amends or eliminates existing SGVCOG programs and procedures as needed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, management and staff, and the public.
- Analyzes, interprets and applies policies and procedures for the SGVCOG Organization as a whole.
- May conduct special investigations and organizational reviews.
- Represents the SGVCOG at Governing Board meetings, special meetings, and committee meetings as well as member agency community meetings or events and at professional meetings as needed.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required. The position involves multiple off-site meetings and can involve a stressful public and political environment. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Executive Director of a regional governmental entity** that includes a capital projects and construction function. A typical way of obtaining the required qualifications is to possess the equivalent of ten years of administrative or managerial experience in a public

## **SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS**

### **EXECUTIVE DIRECTOR**

Page 3 of 3

administration setting, including three years as a city manager, assistant city manager, deputy city manager, deputy county supervisor, or executive director or assistant executive director of a governmental agency or professional governmental consulting firm. Incumbent must have a bachelor's degree in public administration, business administration or a related field. A master's degree is highly desirable.

#### **License/Certificate:**

Possession of, or the ability to obtain, a valid class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

#### **Knowledge of:**

Modern principles and practices of municipal or governmental administration, organizations and functions; current social, political, and economic trends and operating problems of state and local government; principles and practices of governmental/municipal budgeting and finance; organizing for capital projects and construction, local, state and federal legislative processes; principles of effective public relations and interrelationships with other governmental agencies, community groups and private businesses and firms, and other levels of government; methods and techniques of management supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

#### **Ability to:**

Provide effective leadership and manage a variety of SGVCOG program and construction activities, including the ability to communicate clearly and concisely, both orally and in writing; research and prepare complex reports on a variety of subjects; establish and maintain effective relationships with the member agencies, community at large, Governing Board, and other public officials; research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner; prepare and analyze a budget; plan, organize, train, evaluate and direct the work of staff and consultants; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on the Governing Board work plan; work independently and as part of a team; make sound decisions within established best management practices guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions from the Governing Board or SGVCOG legal counsel; observe safety principles and work in a safe manner; establish and maintain effective working relationships.

#### **Skill to:**

Operate an office computer and a variety of word processing and spreadsheet software applications.

# REPORT

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DATE: November 1st, 2017

TO: City Managers Steering Committee  
Executive Committee  
Governing Board Delegates & Alternates

FROM: Marisa Creter, Interim Executive Director

**RE: CONTRACT WITH SOUTHERN CALIFORNIA EDISON FOR  
EXTENSION OF SAN GABRIEL VALLEY ENERGY WISE  
PARTNERSHIP**

## **RECOMMENDED ACTION**

Authorize the Executive Director to execute Amendment #8 with Southern California Edison to extend the San Gabriel Valley Energy Wise Partnership (SGVEWP) through 2018.

## **BACKGROUND**

Since 2009, the San Gabriel Valley Council of Governments (COG) has served as the local government partner for the San Gabriel Valley Energy Wise Partnership. This program is funded by the California Public Utilities Commission (CPUC) Local Government Partnerships Program, and is co-managed by Southern California Edison (SCE) and Southern California Gas Company (SCG).

The three primary objectives of SGVEWP have been as follows:

1. Identify opportunities for municipal building energy efficiency retrofits and assist cities in implementing these projects and accessing SCE financial incentives and technical resources;
2. Leverage the COG's communication infrastructure to inform member agencies about existing SCE energy efficiency, conservation and demand response programs and encourage participation; and
3. Develop specialized energy efficiency offerings to local governments as well as residential and business customers.

Over the past five years, through participation in the program, San Gabriel Valley cities have received over \$1.2 million in cash incentive payments.

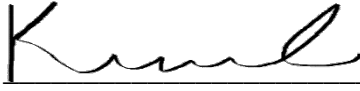
## **STATUS**


The COG has been under a contract with SCE since 2009 and then entered into a separate contract with SCG in 2013 to expand the Partnership. In 2015, the CPUC issued their decision to move to "rolling" portfolios, which are ten-year program cycles. While the program cycles are longer, the utilities are still determining how to structure long-term agreements with local governments

# REPORT

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partners. In the meantime, this amendment will extend the SCE contract an additional year.<sup>1</sup> The total SCE budget for 2018 is \$120,570, and the energy savings goal is 227,770 kWh. All other terms remain the same. Combined with the SCG budget, the total annual budget for the SGVEWP in 2018 is \$288,570. This amount includes COG staff time and expenses.

Prepared by:   
Katie Ward  
Senior Management Analyst

Approved by:   
Marisa Creter  
Interim Executive Director

## **ATTACHMENTS**

Attachment A – Draft SCE Contract Amendment #8

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<sup>1</sup> In 2015, the Governing Board approved an amendment to the contract with SCG to extend that source of funding for the Partnership through 2018.

## EIGHTH AMENDMENT

THIS EIGHTH AMENDMENT (“EIGHT AMENDMENT”) TO THE AGREEMENT TO JOINTLY DELIVER THE 2010-2012 SAN GABRIEL VALLEY ENERGY WISE ENERGY LEADER PARTNERSHIP PROGRAM (the “Agreement”) dated January 1, 2010 is effective as of January 1, 2017 (the “Eighth Amendment Effective Date”) by and between SOUTHERN CALIFORNIA EDISON COMPANY (“SCE”), AND SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS (“SGVCOG”). Terms not otherwise defined herein shall have the meaning ascribed to them in the Agreement. SCE may be referred to individually herein as the “Utility”. The Utility and SGVCOG may be referred to herein individually as a “Party” or collectively as the “Parties.”

### RECITALS

WHEREAS, the Parties previously executed the Agreement effective January 1, 2010 and subsequently amended the Agreement seven times to extend its term in accordance with the applicable decisions of the California Public Utilities Commission (“Commission”);

WHEREAS, on October 28, 2015, the Commission issued its Decision for Energy Efficiency Goals for 2016 and Beyond and Energy Efficiency Rolling Portfolio Mechanics (the “D.15-10-028”) which authorized the Energy Efficiency Program rolling portfolio mechanics for 2016 and beyond, and continuation of energy efficiency programs, consistent with the terms and conditions set forth in the Agreement (“2017-2018 Program”), except as otherwise provided in this Eighth Amendment; and

WHEREAS, the Parties desire to further amend the Agreement.

NOW THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. Add Section 10.1.4.c to the Agreement as follows:

10.1.4.c. Strategic Plan Budget: SGVCOG will submit to SCE a Strategic Plan Application(s) for Strategic Plan Menu item(s). The Strategic Plan Menu is the list of possible Strategies and Tasks derived from and must support the “Big, Bold” Strategies and related goals for local governments’ in the California Long-Term Energy Efficiency Strategic Plan. SCE program manager(s) will review the Application. If the Application is approved in writing by SCE, the Strategic Plan Budget will be in effect and SGVCOG may start work after SCE issues a written Notice to Proceed (NTP) with Strategic Plan work.

2. Add Section 10.3.2.e to the Agreement as follows:

10.3.2.e. Subcontractor for Strategic Plan Work: SCE will reimburse SGVCOG for Strategic Plan work up to a maximum of the Strategic Plan Budget approved by SCE. SGVCOG may hire subcontractor(s) to complete Strategic Plan work at negotiated rates between the SGVCOG and its subcontractor. Notwithstanding the foregoing, SGVCOG will submit fixed price invoices to SCE based on the approved Strategic Plan Budget deliverables, and SCE’s obligation to pay is limited to the Strategic Plan Budget amount for such deliverable. For avoidance of doubt, SCE will not reimburse SGVCOG for Strategic Plan work for amounts above the total set forth in the approved Strategic Plan Budget, as may be amended in accordance with this Agreement.

3. Section 26 of the Agreement is hereby deleted in its entirety and replaced with the following:

## 26. WRITTEN NOTICES

Any written notice, demand or request required or authorized in connection with this Agreement, shall be deemed properly given if delivered in person or sent by facsimile, electronic mail nationally recognized overnight courier, or first class mail, postage prepaid, to the address specified below, or to another address specified in writing by a Party as follows:

SGVCOG  
Marisa Creter  
Interim Executive Director  
1000 S. Fremont Avenue, Unit 42, Suite 10-210  
Alhambra, CA 91803  
[mcreter@sgvco.org](mailto:mcreter@sgvco.org)  
(626) 457-1800

SCE:  
Southern California Edison Company  
Bernard Adebayo-Ige , Program Manager  
1515 Walnut Grove Avenue  
Rosemead, CA 91770  
[Bernard.AdebayoIge@sce.com](mailto:Bernard.AdebayoIge@sce.com)  
(626) 302-0418

Notices shall be deemed received (a) if personally or hand-delivered, upon the date of delivery to the address of the person to receive such notice if delivered before 5:00 p.m. PST (or PDT, as applicable), or otherwise on the Business Day following personal delivery; (b) if mailed, three (3) Business Days after the date the notice is postmarked; (c) if by facsimile or electronic mail, upon electronic confirmation of transmission, followed by telephone notification of transmission by the noticing Party; or (d) if by overnight courier, on the Business Day following delivery to the overnight courier within the time limits set by that courier for next-day delivery.

4. Exhibit B (ENERGY LEADER PARTNERSHIP PROGRAM 2017-2018 GOALS & PARTNER BUDGET) of the Agreement which was amended in the Seventh Amendment is hereby deleted in its entirety and replaced with the version of Exhibit B (ENERGY LEADER PARTNERSHIP PROGRAM 2017-2018 GOALS & PARTNER BUDGET FOR SGVCOG) attached to this Eighth Amendment, which attached versions are incorporated herein by reference and made a part of the Agreement. The Parties acknowledge and agree that if a Commission decision or order alters the amount approved for the 2017-2018 Program budget(s), as set forth in Exhibit B, SCE shall amend Exhibit B to reflect the approved 2017-2018 Program budget in any such Commission decision or order, in accordance with Section 30 of this Agreement.
5. This Eighth Amendment may be executed in one or more counterparts and delivered by electronic means, each of which shall be deemed to be an original, but all of which together shall be deemed to be one and the same instrument.
6. General. From and after the Eighth Amendment Effective Date, any reference to the Agreement contained in any notice, request, certificate or other instrument, document or agreement shall be deemed to mean the Agreement, as amended by any prior amendments to the Agreement, and this Eighth Amendment. In the event of any conflict between the Agreement, as amended, and this Eighth Amendment, this Eighth Amendment shall prevail. All remaining provisions of the Agreement shall remain unchanged and in full force and effect. Each party is fully responsible for ensuring that the person signing this Eighth Amendment on that party's behalf has the requisite legal authority to do so.

[SIGNATURES FOLLOW ON NEXT PAGE]



IN WITNESS WHEREOF, the Parties hereto have caused this Eighth Amendment to be executed by their duly authorized representatives as of the Eighth Amendment Effective Date.

**SGVCOG:**

**SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS**

**By:** \_\_\_\_\_

**Name Printed: Marisa Creter**

**Title: Interim Executive Director**

**Date:** \_\_\_\_\_

**SCE:**

**SOUTHERN CALIFORNIA EDISON COMPANY**

**By:** \_\_\_\_\_

**Name Printed: Marc Ulrich**

**Title: Vice President, Customer Programs and Services**

**Date:** \_\_\_\_\_

**EXHIBIT B**

**ENERGY LEADER PARTNERSHIP PROGRAM 2017-2018 GOALS & PARTNER BUDGET  
FOR SGVCOG**

2017 - 2018 Budget		
Budget Category	2017 <sup>(1)</sup>	2018 <sup>(1)</sup>
Administrative	\$ 18,000	\$ 12,057
Marketing & Outreach	\$ 35,000	\$ 38,582
Direct Implementation <sup>(2)</sup>	\$ 55,000	\$ 69,931
Total Budget Not To Exceed	\$ 108,000	\$ 120,570
Technical Assistance <sup>(3)</sup>	\$ 45,000	\$ 44,650

Reported Savings Goal <sup>(4)</sup>		
	kWh	kW
2018	227,700	0

**Footnotes:**

- (1) Budget and Savings Goal are subject to be revised or provided upon CPUC Approval for the funding year.
- (2) Direct Implementation does not include Technical Assistance, Strategic Plan, or Incentives.
- (3) Technical Assistance fund is administrated by SCE for SCE approved T/A projects.
- (4) Reported savings are the value used to align partner goals with SCE goals. The values are also used to determine budget based on the budget metrics tool and whether or not savings goals are met.
- (5) Reported Savings Calculation:

To determine reported savings, multiply the gross savings value by the realization rate. Depending on the methodology used to determine savings, the following scenarios will apply:

- Any project that utilizes workpaper values to determine savings (i.e. Express, Direct Install, Midstream) must use a realization rate of 1.0. The reported savings and gross savings will match.
  - Any project that utilizes the calculated approach to determine savings (i.e. Custom, RCx, New Construction) must use a realization rate of 0.9. The reported savings will be 90% of the gross approved savings for these projects.
- (6) If the Energy Division selects a project for the Ex Ante Review process, the savings and realization rate will be determined by the Energy Division.

**Exhibit B Continued**

**Fully Burdened Labor Rate Table**

The rates in below table are fully burdened (see footnotes) and serve as maximum billing rates for actual costs incurred for each labor title.

Position	Fully Burdened Rates
Senior Consultant	\$200
Executive Director	\$220.88
Project Assistant	\$65.08
Management Analyst	\$70.75
Intern	\$46.86
Assistant Executive Director	\$135.82
Senior Management Analyst	\$106.12

Footnotes:

- (1) Fully burdened hourly rates set forth herein which include all related cost including, but not limited to, actual wages, statutory payroll and other taxes, employee benefits, insurance, overhead (administrative salaries, secretarial and other clerical salaries, furniture leases, entertainment, telephone system base charge, fax, library research, office leases/rents, and landscaping services, office supplies, postage, reproduction costs) and profit, as applicable.
- (2) Any reimbursable expenses, including any and all subcontractor expenses, shall be reimbursed at actual cost **without markup**. All reimbursable expenses require written approval, in advance, by the SCE Representative referenced in this contract.
- (3) For avoidance of doubt, the fully burdened hourly rates apply to SGVCOG's staff and Contractors, as applicable.



# Bills Approved By the Governor

Bill Number/Title	Summary	Committee/Location	COG Position
<b>AB 1180 (Holden)</b> add Section 25253.7 to the Health and Safety Code, relating to hazardous materials. <a href="http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB1180">http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB1180</a>	would authorize the Flood Control District to levy a tax, or impose a fee or charge, in compliance with the applicable provisions of Article XIII D of the California Constitution, to pay the costs and expenses of carrying out projects and programs to increase stormwater capture and reduce stormwater and urban runoff pollution.	<b>State:</b> Governor  <b>COG:</b> Water	Support 06/15/17
<b>SB 541 (Allen)</b> An act to add Section 17255.5 to the Education Code, relating to school facilities. <a href="https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB541">https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB541</a>	This bill would require the State Department of Education, the State Water Resources Control Board, and the Division of the State Architect and the Office of Public School Construction within in the Department of General Services, to consult and recommend best design practices that include water capture design standards for all new, reconstructed, or altered public schools, including school grounds. The bill would require these recommendations to be reported to the Governor and the Legislature on or before January 1, 2019. The bill would define "water capture" for these purposes.	<b>State:</b> Governor  <b>COG:</b> Water	Support 04/20/17
<b>AB 346 (Daly &amp; Brough)</b> Redevelopment: Housing Successor: Housing Asset Fund. <a href="http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB346">http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB346</a>	Authorizes a housing successor, under existing law concerning dissolved redevelopment and community development agencies, to use funds remaining in a Low and Moderate Income Housing Asset Fund for homelessness services, transitional housing, or emergency housing services, as well as for the development of affordable housing.	<b>State:</b> Governor  <b>COG:</b> Homelessness	Support 04/20/17
<b>SB 1 (Beall)</b> An act to amend the Vehicle Code, relating to transportation, making an appropriation therefor. <a href="http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB1">http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB1</a>	Increases several taxes and fees to raise the equivalent of roughly \$52.4 billion over ten years in new transportation revenues and makes adjustments for inflation every year; directs the funding to be used towards deferred maintenance on the state highways and local streets and roads, and to improve the state's trade corridors, transit, and active transportation facilities.	<b>State:</b> Governor  <b>COG:</b> Transportation	
<b>AB 1132 (Garcia)</b> An act to add Section 42451.5 to the Health and Safety Code, relating to nonvehicular air pollution. <a href="http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB1132">http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB1132</a>	This legislation would authorize an APCO to issue an OFA, pending a hearing of the district board, if the APCO determines that a person is in violation, either by operating without a permit or exceeding a district permit or rule, and the violation presents an imminent and substantial endangerment to the public health or welfare or the environment.	<b>State;</b> Sen Environmental Quality  <b>COG:</b> EENR	Support 06/15/17

<p><b>AB 1274 (O'Donnell)</b> An act to amend Sections 44011, 44060, 44060.5, and 44091.1 of the Health and Safety Code, relating to vehicular air pollution.  <a href="http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB1274">http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB1274</a></p>	<p>This legislation exempts two additional model years of vehicles (model years 7 and 8) from motor vehicle inspection and maintenance program (smog check) requirements, assesses these vehicles a fee of \$24 per year for each year they are exempted, and directs revenue from the fee to the Carl Moyer Memorial Air Quality Standards Attainment Program (Moyer Program)</p>	<p><b>Office:</b> Governor  <b>COG:</b> EENR</p>	<p>Support 06/15/17</p>
<p><b>SB 231 (Hertzberg)</b> An act to amend Section 53750 of, and to add Section 53751 to, the Government Code, relating to local government finance.  <a href="http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB231">http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB231</a></p>	<p>Adds a definition for "sewer" to the Proposition 218 Omnibus Implementation Act, that "includes systems, all real estate, fixtures, and personal property owned, controlled, operated, or managed in connection with or to facilitate sewage collection, treatment, or disposition for sanitary or drainage purposes, including lateral and connecting sewers, interceptors, trunk and outfall lines, sanitary sewage treatment or disposal plants or works, drains, conduits, outlets for surface water or storm waters, and any and all other works, property, or structures necessary or convenient for the collection or disposal of sewage, industrial waste, or surface water or storm waters." Prohibits "sewer system" from including a sewer system that merely collects sewage on the property of a single owner.</p>	<p><b>State:</b> Governor  <b>COG:</b> Water</p>	<p>Oppose 04/20/17</p>
<p><b>SB 242 (Skinner)</b> An act to add Chapter 29.1 (commencing with Section 5900) to Part 3 of Division 7 of the Streets and Highways Code, relating to the Property Assessed Clean Energy program.  <a href="http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB242">http://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180SB242</a></p>	<p>The bill would require a program administrator, before a property owner executes an assessment contract, as defined, to make an oral confirmation that at least one owner of the property has a copy of specified documents and forms related to the contract, and to provide an oral confirmation of the key terms of an assessment contract with the property owner on the call or an authorized representative of the owner on the call that contains specified information. The bill would require a program administrator to record the oral confirmation, and to retain that recording for a specified period of time.</p>	<p><b>State:</b> Governor  <b>COG:</b> EENR</p>	<p>Support 09/21/17</p>

# Bills Vetoed By the Governor

<p><b>AB 1408 (Calderon)</b> An act to amend Sections 3003, 3041, 3454, and 3455 of the Penal Code, relating to supervised release.  <a href="http://leginfo.legislature.ca.gov/faces/NavClient.xhtml?bill_id=201720180SB268">http://leginfo.legislature.ca.gov/faces/NavClient.xhtml?bill_id=201720180SB268</a></p>	<p>Requires the CDCR to provide a local law enforcement agency with copies of an inmate's record of supervision during any period of parole, including records of supervision in the Law Enforcement Automated Data System (LEADS). Specifies that the Board of BPH must consider an inmate's entire criminal history, including all current and past convictions, in determining whether to grant parole. Prohibits the use of intermediate sanctions for a person released on post-release community supervision (PRCS) if the person has violated the terms of his or her release for a third time. In this case, the supervising agency must file a petition to modify or revoke PRCS.</p>	<p><b>Office:</b> Governor  <b>COG:</b> Legislative Ad-Hoc</p>	<p>Support 06/15/17</p>
<p><b>SB 649 (Hueso)</b> An act to add Sections 65964.2 and 65964.5 to the Government Code, relating to telecommunications.  <a href="http://leginfo.legislature.ca.gov/faces/NavClient.xhtml?bill_id=201720180SB649">http://leginfo.legislature.ca.gov/faces/NavClient.xhtml?bill_id=201720180SB649</a></p>	<p>This bill would provide that a small cell is a permitted use, subject only to a specified permitting process adopted by a city or county, if the small cell meets specified requirements. By imposing new duties on local agencies, this bill would impose a state-mandated local program. The bill would authorize a city or county to require an encroachment permit or a building permit, and any additional ministerial permits, for a small cell, as specified.</p>	<p><b>State:</b> Governor  <b>COG:</b> Planners</p>	<p>Support 07/20/17</p>

# Bills Held In Committee

<p><b>SB 589 (Hernandez)</b> An act to add Section 13263.8 to the Water Code, relating to water quality.  <a href="http://leginfo.legislature.ca.gov/faces/TextClient.xhtml?bill_id=201720180SB589">http://leginfo.legislature.ca.gov/faces/TextClient.xhtml?bill_id=201720180SB589</a></p>	<p>Would require the state board to establish financial capability assessment guidelines by an unspecified date. The bill would also require the California Regional Water Quality Control Board, Los Angeles region to use the guidelines in a pilot project conducted by an independent or educational entity for assessing the financial capability of municipalities to implement a municipal separate storm sewer system permit. The bill would require the state board to oversee the use of the guidelines and to make statewide recommendations upon the completion of the financial capability analysis.</p>	<p><b>State:</b> Appropriations  <b>COG:</b> Water</p>	<p>Support 03/16/17</p>
<p><b>SB 633 (Portantino)</b> A regional board shall consider opportunities to convey stormwater to a regional site within the watershed  <a href="http://leginfo.legislature.ca.gov/faces/NavClient.xhtml?bill_id=201720180SB633">http://leginfo.legislature.ca.gov/faces/NavClient.xhtml?bill_id=201720180SB633</a></p>	<p>This bill would require a regional board preparing a water quality control plan for a region having a population in excess of 10 million residents to additionally consider opportunities to convey stormwater to a regional site within the watershed in which the stormwater originated for capture and infiltration and to consider and balance the opportunity for stormwater capture when determining past and probable future beneficial uses of water, as specified.</p>	<p><b>State:</b> Appropriations  <b>COG:</b> Water</p>	<p>Support 04/20/17</p>

<p><b>AB 968 (Rubio)</b> An act to amend Sections 10608, 10608.4, 10608.8, 10608.12, 10608.20, 10608.24 of, to add Sections 10608.25, 10608.46, and 10608.47 to, and to add and repeal Section 10608.45 of, the Water Code, relating to water.<a href="http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB968">http://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180AB968</a></p>	<p>This bill establishes a new 2025 water use efficiency requirement for urban retail water suppliers. This bill defines “water efficiency target” as a target developed by an urban retail water supplier for 2025 water efficiency in its 2020 urban water management plan (UWMP)</p>	<p><b>State:</b> Appropriations <b>COG:</b> Water</p>	<p>Support 05/18/17</p>
<p><b>Executive Order: 13792</b></p>	<p>This Executive Order was issued to determine whether each designation or expansion conforms to the policy stated in the Executive Order and to formulate recommendations for Presidential actions, legislative proposals, or other appropriate actions to carry out that policy.</p>	<p><b>State:</b> Secretary of the Interior <b>COG:</b> EENR</p>	<p>Support of the SGM maintaining its National Monument designations as it is currently configured 05/18/17</p>
<p><b>SB 268 (Mendoza)</b> An act to amend amend, repeal, and add Section 130051 of, and to add Section 130051.2 to, the Public Utilities Code, relating to transportation.</p>	<p>Adds the Los Angeles County Auditor-Controller as a non-voting member to the METRO Board. Reduces the number of County Supervisors on the METRO Board from five to two Supervisors with one Supervisor representing the largest population of the unincorporated area within Los Angeles County. Removes the appointment of two public members to the METRO Board. Increases Los Angeles Councilmember appointments by the Los Angeles Mayor from two to five.</p>	<p><b>Office:</b> Senate Appropriations <b>COG:</b> EENR</p>	<p>Oppose 06/15/17</p>
<p><b>AB 1654 (Rubio)</b> Require each urban retail water supplier to report annually to DWR the status of its water supplies for that year and whether the supplies will be adequate to meet projected customer demand. <a href="http://leginfo.legislature.ca.gov/faces/NavClient.xhtml?bill_id=201720180AB1654">http://leginfo.legislature.ca.gov/faces/NavClient.xhtml?bill_id=201720180AB1654</a></p>	<p>This bill would state the intent of the Legislature to enact legislation necessary to help make water conservation a California way of life.</p>	<p><b>State:</b> Committee on Rules <b>COG:</b> Water</p>	<p>Support 07/20/17</p>
<p><b>HR 465 (Gibbs)</b> To amend the Federal Water Pollution Control Act to provide for an integrated planning and permitting process, and for other purposes. <a href="https://www.congress.gov/bill/115th-congress/house-bill/465/text?q=%7B%22search%22%3A%5B%22HR+465%22%5D%7D&amp;r=1">https://www.congress.gov/bill/115th-congress/house-bill/465/text?q=%7B%22search%22%3A%5B%22HR+465%22%5D%7D&amp;r=1</a></p>	<p>This bill amends the Federal Water Pollution Control Act (commonly known as the Clean Water Act) by requiring the Environmental Protection Agency (EPA) to establish an integrated planning and permitting process for municipal wastewater and stormwater management</p>	<p><b>Federal:</b> Subcommittee on Water Resources and Environment. <b>COG:</b> Water</p>	<p>Support 07/20/17</p>



<p><b>HR 2510 (DeFazio)</b> Federal Water Pollution Control Act to authorize appropriations for State water pollution control revolving funds.</p> <p><a href="https://www.congress.gov/bill/115th-congress/house-bill/2510/text?q=%7B%22search%22%3A%5B%22HR+2510%22%5D%7D&amp;r=1">https://www.congress.gov/bill/115th-congress/house-bill/2510/text?q=%7B%22search%22%3A%5B%22HR+2510%22%5D%7D&amp;r=1</a></p>	<p>HR 2510 authorizes \$20 billion in federal funds to (re)capitalize state revolving funds. These funds provide low-interest loans and subsidies to communities for wastewater infrastructure. This category also includes \$1.5 billion for grants for state water pollution control agencies. It provides \$600 million for clean water pilot programs for watershed-based or system-wide efforts to address wet weather discharges, to promote stormwater best management practices, to undertake integrated water resource management, and to increase the resiliency of treatment works to natural or man-made disasters.</p>	<p><b>Federal:</b> Subcommittee on Water Resources and Environment.</p> <p><b>COG:</b> Water</p>	<p>Support 07/20/17</p>
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**SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS**

**A JOINT POWERS AUTHORITY**

**FOURTH AMENDED AND RESTATED**

**JOINT EXERCISE OF POWERS AGREEMENT**

**EFFECTIVE** \_\_\_\_\_

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**FOURTH AMENDED AND RESTATED JOINT EXERCISE OF POWERS  
AGREEMENT OF THE “SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS”  
(A JOINT POWERS AUTHORITY)**

This Fourth Amended and Restated Joint Exercise of Powers Agreement (“Agreement”) is made and entered into by and between the public entities (individually, “Member” and collectively, “Members”) whose names are set forth on Exhibit A, attached hereto and incorporated herein by this reference, pursuant to Section 6500, *et seq.* of the Government Code and other applicable law:

WITNESSETH:

The parties hereto do agree as follows:

Section 1. Recitals. This Agreement is made and entered into with respect to the following facts:

a. Historically, the San Gabriel Valley Council of Governments, formerly known as the San Gabriel Valley Association of Cities, an unincorporated association, played a valuable role in serving as a forum for the exchange of ideas and information among its Member cities; however, the growing need for the cities in the San Gabriel Valley to develop and implement their own subregional policies and plans and voluntarily and cooperatively resolve differences among themselves required a more representative and formal structure;

b. There is further a growing need for the cities in the San Gabriel Valley to involve the unincorporated areas of Los Angeles County (the “County”) and other public agencies located in the San Gabriel Valley in the development and implementation of subregional policies, plans, and projects, and in the voluntary and cooperative resolution of differences between the cities, public agencies and the unincorporated areas.

c. The public interest requires a joint powers agency to conduct studies and projects designed to improve and coordinate the common governmental responsibilities and services on an area-wide and subregional basis through the establishment of a council of governments;

d. The public interest requires that an agency explore areas of inter-governmental cooperation and coordination of government programs and provide recommendations and solutions to problems of common and general concern to its Members;

e. The public interest requires that an agency with the aforementioned goals not possess the authority to compel any of its Members to conduct any activities or implement any plans or strategies that they do not wish to undertake (except for the payment of dues);

f. Each Member is a public agency as defined by Section 6500 of the Government Code;

g. Each Member, by and through its legislative body, has determined that a subregional organization in the San Gabriel Valley is required in furtherance of the public interest, necessity and

convenience to assist in planning, voluntary coordination and implementing projects among the cities, unincorporated areas and other public agencies; and

h. Each Member, by and through its legislative body, has independently determined that the public interest, convenience and necessity requires the execution of this Agreement by and on behalf of each such Member.

i. This Fourth Amended and Restated Joint Exercise of Powers Agreement of the San Gabriel Valley Council of Governments is intended to supersede and replace the Third Amended and Restated Joint Exercise of Powers Agreement dated March 12, 2007, as amended by Amendment One, effective on May 9, 2008.

Section 2. Creation of Separate Legal Entity. It is the intention of the Members to create, by means of this Agreement, a separate legal entity within the meaning of Section 6503.5 of the Government Code. Accordingly, there is hereby created a separate legal entity which shall exercise its powers in accordance with the provisions of this Agreement and applicable law.

Section 3. Name. The name of the said separate legal entity shall be the San Gabriel Valley Council of Governments (“Council”).

Section 4. Purpose and Powers of the Council.

a. Purpose of Council. The purpose of the creation of the Council is to provide a vehicle for the Members to voluntarily engage in regional and cooperative planning and coordination of government services and responsibilities to assist the Members in the conduct of their affairs, including the ability to design and construct public works projects to benefit the region or individual Members. It is the clear intent among Members that the Council shall not possess the authority to compel any of its Members to conduct any activities or implement any plans or strategies that they do not wish to undertake (except for the payment of dues). The goal and intent of the Council is one of voluntary cooperation among Members for the collective benefit of cities, other public agencies and unincorporated areas in the San Gabriel Valley.

b. Common Powers. The Council shall have, and may exercise, the following powers:

- (1) Serve as an advocate in representing the Members of the Council at the regional, state and federal levels on issues of importance to the San Gabriel Valley;
- (2) Serve as a forum for the review, consideration, study, development and recommendation of public policies and plans with regional significance;
- (3) Assemble information helpful in the consideration of problems peculiar to the Members;
- (4) Utilize Member resources or presently existing single purpose public and public/private groups to carry out its programs and projects;

- (5) Explore practical avenues for voluntary intergovernmental cooperation, coordination and action in the interest of local public welfare and improving the administration of governmental services;
- (6) Assist in coordinating subregional planning efforts and in resolving conflicts among the cities, other public agencies, and unincorporated areas in the San Gabriel Valley as they work toward achieving planning goals;
- (7) Build a consensus among the Members on the implementation of policies and programs for addressing subregional and regional issues;
- (8) Serve as a mechanism for obtaining state, federal and regional grants to assist in financing the expenditures of the Council;
- (9) Make and enter into contracts, including contracts for the services of engineers, consultants, planners, attorneys, contractors, and single purpose public/private groups;
- (10) Employ agents, officers and employees;
- (11) Apply for, receive and administer a grant or grants under any federal, state, or regional programs;
- (12) Receive gifts, contributions and donations of property, funds, services and other forms of financial assistance from persons, firms, corporations and any governmental entity;
- (13) Lease, manage, maintain, and operate any buildings, works, or improvements;
- (14) Delegate some or all of its powers to the Executive Director as hereinafter provided; and
- (15) To make and enter into contracts for the services of engineers, consultants, planners, and single purpose public or private groups, including contracts for design, materials and public works construction contracts, on behalf of and in the name of the Council;
- (16) To acquire, by purchase or eminent domain, construct, reconstruct, rehabilitate, maintain in whole or in part, dispose of in whole or part on behalf of and in the name of the Council, land, facilities and appurtenances necessary or convenient for the completion of the public works construction projects approved by the Governing Board of the Council;



- (17) To provide for or obtain insurance for the Council and its Members, and their agents, officers, and employees and contract for risk management services;
- (18) Borrow money, incur indebtedness and/or issue bonds pursuant to the Constitution of the State of California and any of the laws of the State of California and to exercise any implied power necessary to exercise the express powers provided for in this subparagraph 15, provided, however, that any borrowing hereunder shall be for the purpose of financing construction projects approved by the Governing Board and shall be repaid solely from funds pledged or otherwise designated for such projects. Borrowings authorized hereunder shall be in the name of the Council and shall be subject to Section 16 of this Agreement.

c. Exercise of Powers. The Council shall, in addition, have all implied powers necessary to perform its functions. It shall exercise its powers only in a manner consistent with the provisions of applicable law, this Agreement and the Bylaws. For the purposes of determining the restrictions to be imposed on the Council in its manner of exercising its powers pursuant to Government Code section 6509, reference shall be made to, and the Council shall observe, the restrictions imposed upon the City of West Covina, a general law city.

Section 5. Creation of Governing Board. There is hereby created a Governing Board for the Council (“Governing Board”) to conduct the affairs of the Council. The Governing Board shall be constituted as follows:

a. Designation of Governing Board Representatives. Except with regard to the County, one person, who is a resident of the San Gabriel Valley, shall be designated as a representative to the Governing Board by the legislative body of each of the Members (“Governing Board Representative”). The County, in its sole discretion but subject to the requirement that it shall pay dues and assume all obligations under this Agreement in proportion to the number of its Representatives, shall have one, two or three Governing Board Representatives. The Governing Board Representative(s) for the County shall reside in and/or represent one of the First, Fourth or Fifth Supervisorial Districts and shall be selected by the respective County Supervisor. No Member shall be entitled to “ex officio” non-voting representation on the Governing Board; however, the Governing Board, at its sole discretion, may allow “ex officio” non-voting representation from public entities that are not Members.

b. Designation of Alternate Governing Board Representatives. Except with regard to the County, one person, who shall be a resident of the San Gabriel Valley, shall be designated as an alternate representative to the Governing Board by the legislative body of each of the Members (“Alternate Governing Board Representative”). The County shall have one, two or three Alternate Governing Board Representatives, each acting as an alternate for only one of the First, Fourth and/or Fifth Supervisorial Districts. The Alternate Governing Board Representative(s) for the County shall be selected by the respective County Supervisor(s) for the First, Fourth or Fifth Supervisorial Districts and shall reside in and/or represent that same Supervisorial District.

c. Eligibility. No person shall be eligible to serve as a Governing Board Representative or an Alternate Governing Board Representative unless that person is, at all times during the tenure of that person as a Governing Board Representative or Alternate Governing Board Representative, either a member of the legislative body of the appointing Members for city Members or an elected official of a public agency for public agency Members, except that Governing Board Representatives and Alternate Governing Board Representatives for the County do not have to be members of any legislative body but shall serve at the pleasure of their respective County Supervisors. Should any person serving on the Governing Board fail to maintain the status as required by this Section 5, that person's position on the Governing Board shall be deemed vacated as of the date such person ceases to qualify pursuant to the provisions of this Section 5 and the Member shall be entitled to appoint a qualified replacement.

Section 6. Use of Public Funds and Property. The Council shall be empowered to utilize for its purposes, public and/or private funds, property and other resources received from the Members and/or from other sources. Subject to the approval of the Governing Board of the Council, the Members shall participate in the funding of the Council in such a manner as the Governing Board shall prescribe, subject to the provisions of Section 23 of this Agreement. Where applicable, the Governing Board of the Council may permit one or more of the Members to provide in kind services, including the use of property, in lieu of devoting cash to the funding of the Council's activities.

Section 7. Functioning of Governing Board.

a. Voting and Participation. Each Member may cast only one vote for each issue before the Governing Board through its representative except that each Governing Board Representative for the County may cast one vote which shall be independent of and separate from the vote of any other Governing Board Representative for the County. An Alternate Governing Board Representative may participate or vote in the proceedings of the Governing Board only in the absence of the respective Governing Board Representative. Governing Board Representatives and Alternate Governing Board Representatives seated on the Governing Board shall be entitled to participate in and vote on matters pending before the Governing Board only if such person is physically present at the meeting of the Governing Board and if the Member which that Governing Board Representative or Alternate Governing Board Representative represents has timely and fully paid dues as required by this Agreement and the Bylaws. Each Governing Board Representative (or the Alternate Governing Board Representative) for the County who is physically present at the meeting of the Governing Board shall be entitled to participate in and vote on matters pending before the Governing Board without regard to the attendance or vote of any of the other Governing Board Representatives for the County if all dues owed by the County for the Supervisorial District of said Governing Board Representative are timely and fully paid as required by this Agreement and the Bylaws.

b. Proxy Voting. No absentee or proxy voting shall be permitted.

c. Quorum. A quorum of the Governing Board shall consist of not less than fifty percent (50%) plus one (1) of its total voting membership.

d. Committees. As needed, the Governing Board may create permanent or ad hoc advisory committees to give advice to the Governing Board on such matters as may be referred to such committees by the Governing Board. All committees shall have a stated purpose before they are formed. Such a committee shall remain in existence until it is dissolved by the Governing Board. Qualified persons shall be

appointed to such committees by the pleasure of the Governing Board. Committees, unless otherwise provided by law, this Agreement, the Bylaws or by direction of the Governing Board, may be composed of representatives to the Governing Board and non-representatives to the Governing Board.

e. Actions. Actions taken by the Governing Board shall be by not less than fifty percent (50%) plus one (1) of the voting Governing Board Representatives who are present with a quorum in attendance, unless by a provision of applicable law, this Agreement, the Bylaws or by direction of the Governing Board, a higher number of votes is required to carry a particular motion.

Section 8. Duties of the Governing Board. The Governing Board shall be deemed, for all purposes, the policy making body of the Council. All of the powers of the Council, except as may be expressly delegated to others pursuant to the provisions of applicable law, this Agreement, the Bylaws or by direction of the Governing Board, shall be exercised by and through the Governing Board.

Section 9. Robert's Rules of Order. The substance of Robert's Rules of Order shall apply to proceedings of the Governing Board, except as may otherwise be provided by provisions of applicable law, this Agreement, the Bylaws or by direction of the Governing Board.

Section 10. Meetings of Governing Board. The Governing Board shall, by means of the adoption of Bylaws, establish the dates and times of regular meetings of the Governing Board. The location of each such meeting shall be as directed by the Governing Board.

Section 11. Election of President and Vice-President. The President shall be the chairperson of the Governing Board, shall conduct all meetings of the Governing Board and perform such other duties and functions as required of such person by provisions of applicable law, this Agreement, the Bylaws or by the direction of the Governing Board. The Vice-President shall serve as President in the absence of the President and shall perform such duties as may be required by provisions of applicable law, this Agreement, the Bylaws, or by the direction of the Governing Board or the President. Additional officers of the Governing Board shall be as provided in the Bylaws.

A Governing Board Representative shall be elected to the position of President of the Governing Board, and a different Governing Board Representative shall be elected to the position of Vice-President of the Governing Board at the first regular meeting of the Governing Board held in May of each calendar year. The terms of office of the President and Vice-President shall commence and expire on July 1.

If there is a vacancy, for any reason, in the position of President or Vice-President, the officer in the next successive position shall fill that position for the remainder of the term, and every successive officer below shall accordingly move up one position. Except as the Governing Board by two thirds (2/3) vote may otherwise decide, the Governing Board shall forthwith conduct an election to fill any remaining vacancy for the unexpired term of such prior incumbent, unless the remaining term to be filled is three month or less.

Section 12. Executive Director. The Governing Board may appoint by a vote of fifty percent (50%) plus one (1) of the total voting membership a qualified person to be Executive

Director on any basis it desires including, but not limited to, a contract or employee basis. The Executive Director shall be neither a Governing Board Representative, nor an Alternate Governing Board Representative, nor an elected official of any Eligible Public Entity (as defined in Section 21 (c) of this Agreement). The Executive Director shall be the chief administrative officer of the Council. The Executive Director shall serve at the pleasure of the Governing Board and may be relieved from such position at any time, without cause, by a vote of fifty percent (50%) plus one (1) of the total voting membership of the Governing Board taken at a regular, adjourned regular or special meeting of the Governing Board. The Executive Director shall perform such duties as may be imposed upon that person by provisions of applicable law, this Agreement, the Bylaws, or by the direction of the Governing Board.

Section 13. Designation of Treasurer and Auditor. The Governing Board shall, in accordance with applicable law, designate a qualified person to act as the Treasurer for the Council and a qualified person to act as the Auditor of the Council. If the Governing Board so designates, and in accordance with provisions of applicable law, a qualified person may hold both the office of Treasurer and the office of Auditor of the Council. The compensation, if any, of a person or persons holding the offices of Treasurer and/or Auditor shall be set by the Governing Board.

Section 14. Council Treasurer. The person holding the position of Treasurer of the Council shall have charge of the depositing and custody of all funds held by the Council. The Treasurer shall perform such other duties as may be imposed by provisions of applicable law, including those duties described in Section 6505.5 of the Government Code, and such duties as may be required by the Governing Board. The Council's Auditor shall perform such functions as may be required by provisions of applicable law, this Agreement, the Bylaws and by the direction of the Governing Board.

Section 15. Designation of Other Officers and Employees. The Governing Board may employ such other officers or employees as it deems appropriate and necessary to conduct the affairs of the Council.

Section 16. Obligations of Council. The debts, liabilities and obligations of the Council shall be the debts, liabilities or obligations of the Council alone. No Member of the Council shall be responsible, directly or indirectly, for any obligation, debt or liability of the Council, whatsoever, to the fullest extent allowed by law. No Member of the Council shall be responsible for the debts or liabilities of any other Member solely by reason of Membership on the Council. Implementation Agreements to provide for the design and/or construction of projects with Members or other agencies ("Implementation Agreement") shall provide for indemnification of the individual Members of the Council who are not parties to the Contracts.

Section 17. Control and Investment of Council Funds. The Governing Board shall adopt a policy for the control and investment of its funds and shall require strict compliance with such policy. The policy shall comply, in all respects, with all provisions of applicable law.

Section 18. Implementation Agreements. When authorized by the Governing Board, affected Members may execute an Implementation Agreement for the purpose of authorizing the Council to implement, manage and administer area-wide and regional programs or projects in the interest of the local public welfare. The costs incurred by the Council in implementing a program

or projects, including indirect costs, shall be assessed only to those Members who are parties to that Implementation Agreement. Such Implementation Agreements shall provide for appropriate insurance and indemnification by the parties to the Agreement for whom the local project is being designed and/or built to protect the Council and all of its Members who are not parties to the Implementation Agreement.

Section 19. Term. The Council created pursuant to this Agreement shall continue in existence until such time as this Agreement is terminated. This Agreement may not be terminated except by an affirmative vote of not less than fifty percent (50%) plus one (1) of the then total voting membership of the Governing Board.

Section 20. Application of Laws to Council Functions. The Council shall comply with all applicable laws in the conduct of its affairs, including, but not limited to, the Ralph M. Brown Act. (Section 54950, *et seq.*, of the Government Code.)

Section 21. Members.

a. Withdrawal. A Member may withdraw from the Council by filing its written notice of withdrawal with the President of the Governing Board 60 days before the actual withdrawal. Such withdrawal shall be effective at 12:00 o'clock a.m. on the last day of that 60-day period. The withdrawal of a Member shall not in any way discharge, impair or modify the voluntarily-assumed obligations for the withdrawn Member in existence as of the effective date of its withdrawal. Withdrawal of a Member shall not affect the remaining Members. Withdrawn Members shall not be entitled to any reimbursement of annual dues paid. Withdrawal from any Implementation Agreement shall not be deemed withdrawal from the Council. At a minimum, withdrawal from an Implementation Agreement shall not relieve the withdrawing party from liability or obligations for any work undertaken pursuant to the Implementation Agreement already completed, or partially completed. In addition to being entitled to completely withdraw from the Council, the County may also partially withdraw and prospectively reduce its annual dues with a corresponding reduction in its ability to participate in and vote on matters before the Governing Board by filing a written notice of partial withdrawal with the President of the Governing Board 60 days before the actual partial withdrawal. Such notice of partial withdrawal shall indicate which Supervisorial District(s) shall remain active in the Council and which are being withdrawn and shall be effective at 12:00 o'clock a.m. on the last day of that 60-day period. Partial withdrawal shall not change the rights and obligations of the County under this Agreement except that the County shall no longer be able to participate in or vote on behalf of the withdrawn Supervisorial District(s) on any matter before the Governing Board or Council committees.

b. Non-Payment of Dues. If a Member fails to pay dues within three months of its annual dues assessment as required under Section 23 of this Agreement and the Bylaws, and after a 30-day written notice is provided to that Member, the Member shall be deemed to be suspended from this Agreement and the Council. When a Member is suspended, no representative of that Member shall participate or vote on the Governing Board or any committee. Such a Member shall be readmitted only upon the payment of all dues then owed by the Member, including dues incurred prior to the suspension and during the suspension. In the case of the County, if the County fails to pay dues for one or more of its Supervisorial Districts within three months of the County's annual dues assessment as required under Section 23 of this Agreement and the Bylaws, and after a 30-day written notice is provided to the County, no representative of the delinquent Supervisorial District(s) shall participate or vote on the Governing Board. The delinquent Supervisorial District(s) shall be able to resume participation and voting on the Governing Board only upon the payment

of all dues then owed by the County on behalf of the delinquent Supervisorial District including dues incurred prior to and during the period of non-payment by the County.

c. Admitting and Readmitting Eligible Members. Eligible public entities whose names are set forth on Exhibit A to this Agreement (“Eligible Public Entities”) shall be admitted to the Council by: adopting this Agreement by majority vote of the legislative body of the Eligible Public Entity; properly signing this Agreement; and paying in full all dues owed for the then current fiscal year. Since the County may be admitted to the Council with voting representatives from one, two or three Supervisorial Districts, the dues to be paid by County will be based upon the number of Supervisorial Districts that will represent the County in the Council. County, in its sole discretion, may be admitted to the Council with representation from fewer than three Supervisorial Districts and may subsequently increase County’s representation by one or more additional Supervisorial Districts contingent only on payment in full at the time that any additional Supervisorial District commences representation of the County of all dues for the then current fiscal year for said Supervisorial District. An Eligible Public Entity may be admitted regardless of whether it adopted and signed this Agreement before or after the Effective Date (as defined in Section 26 of this Agreement). An Eligible Public Entity that has withdrawn from the Council in accordance with Section 21 may be readmitted to the Council by adopting this Agreement or any subsequent version of this Agreement by a majority vote of the legislative body of the Eligible Public Entity; properly signing this Agreement or any subsequent version of this Agreement and paying in full all dues owed for the current fiscal year and any fiscal years for which the Eligible Public Entity had been withdrawn from the Council. No vote of the Governing Board shall be required to admit or readmit an Eligible Public Entity. County may reactivate representation by any withdrawn Supervisorial District (as defined in this Section 21) by paying in full all dues owed for the then current fiscal year and any fiscal years for which the Supervisorial District has been withdrawn and no vote of the Governing Board shall be required for said reactivation.

d. Admitting New Members. New Members who are not Eligible Public Entities may be admitted to the Council upon an affirmative vote of not less than fifty percent (50%) plus one (1) of the total voting membership of the Governing Board provided that such a proposed new Member is a city or public entity whose jurisdiction, or part thereof, lies within and/or immediately adjacent to, the San Gabriel Valley. Admission shall be subject to such terms and conditions as the Governing Board may deem appropriate.

Section 22. Interference with Function of Members. The Governing Board shall not take any action which constitutes an interference with the exercise of lawful powers by a Member of the Council.

Section 23. Dues of Members. The Members of the Council shall be responsible for the payment to the Council, annually, of dues for each fiscal year in the amounts periodically budgeted by the Governing Board, as and for the operating costs of the Council as provided in the Bylaws. The dues of any non-city and non-County Members of the Council shall be no more than the maximum dues assessed to any of the city Members of the Council. An annual dues assessment will be issued to all Members in July of each calendar year except that the annual dues assessment for the County will be issued in July of each calendar year for those Supervisorial Districts whose representation of the County began in the first six months of a Council fiscal year and in January of the following calendar year for those whose representation of the County began in the last six months of a Council fiscal year. Further, the annual dues assessment will also be issued each January for any new Members, including Eligible Public Entities and other entities, who have

become Members of the Council for the first time and whose membership commenced in the last six months of a Council fiscal year.

Section 24. Disposition of Assets. Upon termination of this Agreement, after the payment of all obligations of the Council, and subject to any grant funding restrictions or other funding agreements, any assets remaining shall be distributed to the Members in proportion to the then obligation of those Members' obligation to participate in the funding of the Council as provided in Section 23 hereof.

Section 25. Amendment. This Agreement may be amended at any time with the consent of fifty percent (50%) plus one (1) of all of the legislative bodies of the then parties hereto.

Section 26. Effective Date. The effective date ("Effective Date") of this Amended and Restated Agreement shall be the first date on which fifty percent (50%) plus one (1) of the Eligible Public Entities, whose names are set forth in Exhibit A, adopt this Agreement by a majority vote of the legislative body of each Eligible Public Entity and sign this Agreement.

Section 27. Capital Projects and Construction.

a. The Council shall have the authority to plan, review, design, manage, oversee, monitor and/or construct projects throughout the San Gabriel Valley as authorized in Section 4 of this Agreement. In addition, the Council may contract with other public agencies within or outside of the San Gabriel Valley to perform these functions outside of the San Gabriel Valley. Such projects will be determined by the Governing Board. The management and implementation of these projects will be the ultimate responsibility of the Executive Director.

b. The Governing Board of the Council previously formed the Alameda Corridor – East, Gateway to America Construction Authority (the "ACE Construction Authority") to implement a Project known as the Alameda Corridor – East, Gateway to America Project (the "Project"), which was expected to be of limited scope and duration. All responsibilities of the construction authority previously known as Alameda Corridor – East, Gateway to America Construction Authority shall continue to be the responsibilities of the Council. The ACE Project shall continue to completion and the Council will continue to use the name ACE in connection with its capital projects until such time as the Governing Board takes action to change identification of the Council's construction activities.

c. The Governing Board shall be advised regarding capital project and construction activities by a Standing Policy Committee established pursuant to the Council By-Laws. Such capital project and construction policy committee shall have a membership comprised of Council Governing Board members selected to represent the Council as provided in the By-Laws.

d. Implementation Agreements between the Council and any of its Members or other agencies shall provide for the agency or entity which will accept the project upon completion to properly approve the plans and specifications for any such project designed by Council employees, agents or contractors in order to ensure that all defenses and immunities available to public entities are fully preserved. Insurance shall be purchased for any such project.

That the Members of this Joint Powers Agreement have caused this Fourth Amended and Restated Agreement to be executed on their behalf, respectively, as follows:

PUBLIC AGENCY

\_\_\_\_\_

\_\_\_\_\_  
Supervisor/Mayor/Chairperson

ATTEST

\_\_\_\_\_  
Clerk

DATE

\_\_\_\_\_

DRAFT



EXHIBIT A

Eligible Public Entities

Alhambra

Arcadia

Azusa

Baldwin Park

Bradbury

Claremont

County of Los Angeles

Covina

Diamond Bar

Duarte

El Monte

Glendora

Industry

Irwindale

La Canada-Flintridge

La Puente

La Verne

Monrovia

Montebello

Monterey Park

Pasadena

Pomona

Rosemead

San Dimas

San Gabriel

San Gabriel Valley Water  
Districts Joint Powers  
Authority

Sierra Madre

South El Monte

South Pasadena

Temple City

Walnut

West Covina

DRAFT



AGENDA AND NOTICE OF THE REGULAR MEETING OF THE  
SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS GOVERNING BOARD

**NOVEMBER 16, 2017 - 6:00 P.M.**

**Upper San Gabriel Valley Municipal Water District Office  
602 E. Huntington Drive, Suite B, Monrovia, California 91016**

**SGVCOG Officers**

President  
**Cynthia Sternquist**

1<sup>st</sup> Vice President  
**Margaret Clark**

2<sup>nd</sup> Vice President  
**Joe Lyons**

3<sup>rd</sup> Vice President  
**Becky Shevlin**

**Members**

- Alhambra
- Arcadia
- Azusa
- Baldwin Park
- Bradbury
- Claremont
- Covina
- Diamond Bar
- Duarte
- El Monte
- Glendora
- Industry
- Irwindale
- La Cañada Flintridge
- La Puente
- La Verne
- Monrovia
- Montebello
- Monterey Park
- Pasadena
- Pomona
- Rosemead
- San Dimas
- San Gabriel
- San Marino
- Sierra Madre
- South El Monte
- South Pasadena
- Temple City
- Walnut
- West Covina

*First District, LA County  
Unincorporated Communities*

*Fourth District, LA County  
Unincorporated Communities*

*Fifth District, LA County  
Unincorporated Communities*

*SGV Water Districts*

Thank you for participating in tonight's meeting. The Governing Board encourages public participation and invites you to share your views on agenda items.

**MEETINGS:** *Regular Meetings of the Governing Board are held on the third Thursday of each month at 6:00 PM at the Upper San Gabriel Valley Municipal Water District Office (602 E. Huntington Drive, Suite B, Monrovia, California 91016).* The Governing Board agenda packet is available at the San Gabriel Valley Council of Government's (SGVCOG) Office, 1000 South Fremont Avenue, Suite 10210, Alhambra, CA, and on the website, [www.sgvco.org](http://www.sgvco.org). Copies are available via email upon request ([sgv@sgvco.org](mailto:sgv@sgvco.org)). Documents distributed to a majority of the Board after the posting will be available for review in the SGVCOG office and on the SGVCOG website. Your attendance at this public meeting may result in the recording of your voice.

**CITIZEN PARTICIPATION:** Your participation is welcomed and invited at all Governing Board meetings. Time is reserved at each regular meeting for those who wish to address the Board. SGVCOG requests that persons addressing the meeting refrain from making personal, slanderous, profane or disruptive remarks.

**TO ADDRESS THE GOVERNING BOARD:** At a regular meeting, the public may comment on any matter within the jurisdiction of the Board during the public comment period and may also comment on any agenda item at the time it is discussed. At a special meeting, the public may only comment on items that are on the agenda. Members of the public wishing to speak are asked to complete a comment card or simply rise to be recognized when the Chair asks for public comments to speak. We ask that members of the public state their name for the record and keep their remarks brief. There is a three minute limit on all public comments. Proxies are not permitted and individuals may not cede their comment time to other members of the public. **The Governing Board may not discuss or vote on items not on the agenda.**

**AGENDA ITEMS:** The Agenda contains the regular order of business of the Governing Board. Items on the Agenda have generally been reviewed and investigated by the staff in advance of the meeting so that the Governing Board can be fully informed about a matter before making its decision.

**CONSENT CALENDAR:** Items listed on the Consent Calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion on these items unless a Board member or citizen so requests. In this event, the item will be removed from the Consent Calendar and considered after the Consent Calendar. If you would like an item on the Consent Calendar discussed, simply tell Staff or a member of the Governing Board.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the SGVCOG office at (626) 457-1800. Notification 48 hours prior to the meeting will enable the SGVCOG to make reasonable arrangement to ensure accessibility to this meeting.



**PRELIMINARY BUSINESS**

**5 MINUTES**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment (*If necessary, the President may place reasonable time limits on all comments*)
5. Changes to Agenda Order: Identify emergency items arising after agenda posting and requiring action prior to next regular meeting

**LIAISON REPORTS**

**10 MINUTES**

6. Gold Line Foothill Extension Construction Authority
7. San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy
8. Southern California Association of Governments
9. League of California Cities
10. San Gabriel Valley Economic Partnership
11. South Coast Air Quality Management District

**CLOSED SESSION**

**10 MINUTES**

12. PUBLIC EMPLOYMENT: Title: Executive Director pursuant to California Government Code section 54957  
CONFERENCE WITH LABOR NEGOTIATORS: Agency designated representatives: Kim Barlow, Richard D. Jones, Dominic Lazzaretto, Tony Ramos, Brian Saeki, and Chris Jeffers; Unrepresented employee: Executive Director pursuant to California Government Code section 54957.6.

**PRESENTATION**

**10 MINUTES**

13. Coyote Management – Dominic Lazzaretto, City Manager, City of Arcadia  
*Recommended Action: For information only.*

**CONSENT CALENDAR**

**5 MINUTES**

*(It is anticipated that the SGVCOG Governing Board may take action on the following matters)*

14. Governing Board Meeting Minutes  
*Recommended Action: Adopt Governing Board minutes.*
15. Monthly Cash Disbursements/Balances/Transfers  
*Recommended Action: Approve Monthly Cash Disbursements/Balances/Transfers.*
16. ACE Monthly Report  
*Recommended Action: Receive and file.*
17. Committee Attendance  
*Recommended Action: Receive and file.*
18. Updated Environmental Protection Agency (EPA) Waters of the United States (WOTUS) Rulemaking Comments  
*Recommendation Action: Receive and file.*
19. December Meeting Date  
*Recommendation Action: Adopt Resolution 17-34 to move the December 2017 Governing Board meeting to December 14<sup>th</sup>.*
20. LA County Flood Control District (FCD) Stormwater Funding Measure Stakeholder Advisory Committee (SAC)  
*Recommended Action: Appoint Judy Nelson (Representative) to serve on the LA FCD Stormwater Funding Measure SAC.*
21. 9<sup>th</sup> Amendment to the SGVCOG Bylaws  
*Recommended Action: Approve for first reading.*

**ACTION ITEMS**

**60 MINUTES**

*(It is anticipated that the SGVCOG Governing Board may take action on the following matters)*

- 22. FY 2017-18 1<sup>st</sup> Quarter Financial Report  
*Recommended Action: Receive and file.*
- 23. Executive Director Job Description  
*Recommended Action: Approve Executive Director job description.*
- 24. Memorandum of Understanding (MOU) with ACE for Integration-related Costs  
*Recommended Action: Approve a MOU with ACE for an amount not to exceed \$45,000 for staff costs related to the COG/ACE integration.*
- 25. 2018 Extension of San Gabriel Valley Energy Wise Partnership (SGVEWP) Contract with Southern California Edison  
*Recommended Action: Authorize Executive Director to execute contract.*

**PRESIDENT'S REPORT**

**5 MINUTES**

**EXECUTIVE DIRECTOR'S REPORT**

**20 MINUTES**

- 26. Update on SGVCOG/ ACE Integration  
*Recommended Action: For information only.*
- 27. Regional Homeless Coordination Efforts  
*Recommended Action: For information only.*

**GENERAL COUNSEL'S REPORT**

**5 MINUTES**

**COMMITTEE REPORTS**

**10 MINUTES**

- 28. Transportation Committee
- 29. Homelessness Committee
- 30. Energy, Environment and Natural Resources Committee
- 31. Water Committee

**PROJECT REPORTS**

**5 MINUTES**

- 32. The ACE Project
- 33. San Gabriel Valley Energy Wise Partnership

**BOARD MEMBER ITEMS**

**ANNOUNCEMENTS**

**ADJOURN**