



## CALIFORNIA CONTRACT CITIES ASSOCIATION

### EXECUTIVE BOARD MEETING MINUTES – April 4, 2018

*Location:* Tam O’Shanter Restaurant  
2980 Los Feliz Blvd.  
Los Angeles, CA 90039

**Call To Order:** 6:16 PM

**Members Present:** President Michael Davitt, Vice President Jorge Morales, Secretary/Treasurer Sandra Armenta, Director- At-Large Mark Waronek, Director At Large Lindsey Horvath, Director-At-Large Ana Maria Quintana (via phone), Past President Lou La Monte, Ambassadors Chair Jeff Wood (via phone), City Managers Chair Mark Alexander, Associate Members Chair Frank Zerunyan, Bylaws Chair Liz Reilly and Special Events Chair James Bozajian

**Absent:** Director-At-Large Ali Taj, Selection Chair Amy Howorth, Budget & Audit Chair Nancy Tragarz, Special Events Co Chair Gustavo Camacho and Resolution Chair Mitch Englander.

**Others Present:** Executive Director Marcel Rodarte, Kelli Lofing and Cristina Shore.

**Quorum:** Yes

#### **Meeting Proceedings:**

- The meeting Minutes of March 2018 were presented by Secretary Treasurer, Sandra Armenta. Motion to approve minutes was made by Liz Reilly and seconded by Lindsey Horvath. Motion approved unanimously.
- The Treasurer’s Report for the month of March 2018 was presented by Secretary Treasurer Sandra Armenta. Motion was made by Lou La Monte and seconded by Liz Reilly to approve the Treasurer’s Report. Motion approved unanimously.
- Authorize payment of the disbursements for the month of March 2018 was presented by Secretary Treasurer Sandra Armenta. Motion to approve was made by Mark Waronek and seconded by Liz Reilly. Motion approved unanimously.

#### **Reports:**

##### ***President’s Report- Michael Davitt***

- President Davitt announced that the next Executive Board meeting will be held at the Palm Restaurant at lunchtime on May 2<sup>nd</sup> to minimize any conflict for those who are attending the SCAG conference.
- President Davitt reported that the April Board of Directors meeting is confirmed to be held at the Rose Bowl stadium with tours starting at 6:00pm.
- President Davitt congratulated the 2018-2019 slate of officers and was happy to recommend them for approval at the next board meeting. Recommendation of 2018-2019 officers are as follows: Incoming President Jorge Morales, incoming Vice President Sandra Armenta and incoming Secretary/Treasurer Mark Waronek. Motion to recommend officers to the Board of Directors next month was made by Lou La Monte and seconded by Liz Reilly.

***Executive Director Report- Marcel Rodarte***

- Executive Director Rodarte reported on the newly elected mentoring program. He identified 8 newly elected council members and 15 additional new council members from new cities in the last year. Director Rodarte encouraged everyone to reach out to the newly elected once they received their assignments.
- Executive Director also presented the draft copy of the Travel Expense policy and reported that he did not receive any additional comments or changes. He will resend the draft to request any last additional suggestions from legal counsel Christy Hogan.
- Director Rodarte presented the new fiscal year 2018/2019 proposed budget amendment for approval which included the request for performance increases for staff. Motion to adopt the 2018/2019 amended budget was made by Lindsey Horvath and seconded by Lou La Monte. Motion approved unanimously. The 2018/2019 budget will go before the Board of Directors for approval.
- Director Rodarte reported that the 2016/2017 year end audit has been completed and the report is available for review. Executive Board members requested that a representative from the firm be present at the next Executive board meeting to present the report and be available for any questions.
- Director Rodarte reported we currently have 364 registrants for the Annual Municipal Seminar and 36 registered golfers. Staff is continuing to work closely with the city of South Gate to finalize the program.

***Legislative Committee- Chair Lindsey Horvath***

- Chair Horvath reported that the legislative committee met last week via conference call to discuss the current legislative bills. She gave a brief report on the positions the committee considered for action. Motion to support the legislative committee's positions including SB922 was made by Lou La Monte and seconded by Michael Davitt. Motion approved unanimously.

***Bylaws Committee- Chair Liz Reilly***

- Chair Reilly presented the updated draft with the recommended suggestions made by Executive Board members and legal counsel Christy Hogan. Chair Reilly will draft the final version by next week to present to the Board of Directors at the next Board meeting. Motion to recommend to the Board was made by Liz Reilly and seconded by Lou La Monte. Motion approved unanimously.

**New Business:**

Executive Director Rodarte presented the membership renewal for SCAG and requested to renew at the \$5,000 level. Motion to renew was made by Lou La Monte and seconded by Mark Waronek. Motion approved unanimously.

City Manager Chair Mark Alexander suggested that there be a budget line item for Liability Insurance for special events hosted by CCA. Executive Director Rodarte reported that the option was explored previously and advised it was not necessary to obtain a policy but will do further research and report back at the next Executive Board meeting.

**ADJOURNMENT:** There being no further business to conduct, or actions required, President Michael Davitt adjourned the April 4, 2018 Executive Board meeting at 7:56 PM