



SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS  
900 Wilshire Blvd., Ste. 1700  
Los Angeles, CA 90017  
T: (213) 236-1800  
[www.scag.ca.gov](http://www.scag.ca.gov)

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Energy & Environment  
**Linda Parks, Ventura County**

Transportation  
**Cheryl Viegas-Walker, El Centro**

## REGULAR MEETING

# EXECUTIVE/ ADMINISTRATION COMMITTEE

*Thursday, October 3, 2019  
9:00 a.m. – 10:00 a.m.*

**SCAG MAIN OFFICE  
900 Wilshire Blvd., Ste. 1700  
Policy B Meeting Room  
Los Angeles, CA 90017  
(213) 236-1800**

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Tess Rey-Chaput at (213) 236-1908 or via email at [REY@scag.ca.gov](mailto:REY@scag.ca.gov). Agendas & Minutes are also available at: [www.scag.ca.gov/committees](http://www.scag.ca.gov/committees)

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. SCAG is also committed to helping people with limited proficiency in the English language access the agency's essential public information and services. You can request such assistance by calling (213) 236-1908. We request at least 72 hours (three days) notice to provide reasonable accommodations and will make every effort to arrange for assistance as soon as possible.

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**EAC - Executive/Administration Committee**  
***Members – October 2019***

- 1. Hon. Bill Jahn**  
Chair, Big Bear Lake, RC District 11
- 2. Hon. Rex Richardson**  
1st Vice Chair, Long Beach, RC District 29
- 3. Hon. Clint Lorimore**  
2nd Vice Chair, Eastvale, RC District 4
- 4. Hon. Alan Wapner**  
Imm. Past Chair, SBCTA Representative
- 5. Hon. Peggy Huang**  
CEHD Chair, TCA Representative
- 6. Hon. Stacy Berry**  
CEHD Vice Chair, Cypress, RC District 18
- 7. Sup. Linda Parks**  
EEC Chair, Ventura County Rep.
- 8. Hon. David Pollock**  
EEC Vice Chair, Moorpark, District 45
- 9. Hon. Cheryl Viegas-Walker**  
TC Chair, El Centro, RC District 1
- 10. Hon. Jess Talamantes**  
TC Vice Chair, Burbank, RC District 42
- 11. Hon. Jan Harnik**  
LCMC Chair, RCTC Representative
- 12. Hon. Margaret Clark**  
LCMC Vice Chair, Rosemead, RC District 32
- 13. Hon. Frank Navarro**  
Pres. Appt., Colton, RC District 6
- 14. Hon. L. Dennis Michael**  
Pres. Appt., Rancho Cucamonga, RC District 9
- 15. Hon. Margaret Finlay**  
Pres. Appt., Duarte, RC District 35

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**OUR MISSION**

*To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.*

**OUR VISION**

*Southern California's Catalyst for a Brighter Future*

**OUR CORE VALUES**

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- 
- 16. Sup. Luis Plancarte**  
Pres. Appt., Imperial County
  
  - 17. Hon. Brian McDonald**  
Tribal Govt Regl Plng Board
  
  - 18. Randall Lewis**  
Business Representative, Non-Voting Member

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Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700 – Policy B Meeting Room  
Los Angeles, California 90017  
**Thursday, October 3, 2019**  
**9:00 AM**

The Executive/Administration Committee may consider and act upon any of the items on the agenda regardless of whether they are listed as Information or Action items.

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**  
*(The Honorable Bill Jahn, Chair)*

**PUBLIC COMMENT PERIOD**

Members of the public desiring to speak on items on the agenda, or items not on the agenda, but within the purview of the Committee, must fill out and present a Public Comment Card to the Assistant prior to speaking. Comments will be limited to three (3) minutes per speaker. The Chair has the discretion to reduce the time limit based upon the number of speakers and may limit the total time for all public comments to twenty (20) minutes.

**REVIEW AND PRIORITIZE AGENDA ITEMS**

**ACTION/DISCUSSION ITEMS**

1. Resolution No. 19-615-1 Regarding Acceptance of Office of Traffic Safety Grant Funds to Support the Active Transportation Safety and Encouragement Campaign Page 6  
**(Kome Ajise, Executive Director)**

**RECOMMENDED ACTION FOR EAC AND RC:**

Approve Resolution No. 19-615-1 authorizing SCAG to accept, if awarded, Office of Traffic Safety Grant Funds to support the Go Human Campaign.

2. Authorization to Approve Notice of Exemption (NOE) for SCAG 2017 Disadvantaged Communities Active Transportation Page 10  
**(Kome Ajise, Executive Director)**

**RECOMMENDED ACTION:**

SCAG Staff recommends the Regional Council adopt Resolution No. 19-615-2 to approve the filing of a California Environmental Quality Act (CEQA) Notice of Exemption (NOE) in Imperial County for the SCAG 2017 Disadvantaged Communities Planning Initiative, subject to the 30-day public inspection period.

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3. Contracts \$200,000 or Greater: 20-002-C01, Board Counsel Services Page 19  
**(Basil Panas, Chief Financial Officer)**

**RECOMMENDED ACTION:**

Approve Contract No. 20-002-C01 in an amount not to exceed \$495,480 with Best Best & Krieger, LLP, to provide Board Counsel Services and as needed litigation services, subject to final review by SCAG Internal Audit and negotiation.

**CONSENT CALENDAR**

Approval Items

4. Minutes of the Meeting - September 5, 2019 Page 28
5. Revise SCAG's Standard Consultant Agreement (boilerplate contract) Page 33  
Language Related to Penalty Clauses
6. Contracts \$200,000 or Greater: 20-003-C01, Mobility Innovations and Page 38  
Pricing Study
7. Resolution No. 19-615-3 Approving Amendment 1 to the FY 2019-20 Page 65  
Overall Work Program (OWP)

Receive and File

8. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Page 73  
Amendments \$5,000 - \$74,999
9. October State and Federal Legislative Update Page 77
10. CFO Monthly Report Page 83

**CFO MONTHLY REPORT**

***(Basil Panas, Chief Financial Officer)***

**PRESIDENT'S REPORT**

***(The Honorable Bill Jahn, Chair)***

**EXECUTIVE DIRECTOR'S REPORT**

***(Kome Ajise, Executive Director)***

**FUTURE AGENDA ITEM/S**

**ANNOUNCEMENT/S**

**ADJOURNMENT**

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Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
October 3, 2019

**To:** Executive/Administration Committee (EAC)  
Transportation Committee (TC)  
Regional Council (RC)  
**From:** Julia Lippe-Klein, Assistant Regional Planner, Active  
Transportation & Special Programs, (213) 236-1856, Lippe-  
Klein@scag.ca.gov  
**Subject:** Resolution No. 19-615-1 Regarding Acceptance of Office of  
Traffic Safety Grant Funds to support the Active  
Transportation Safety and Encouragement Campaign

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION FOR TC:**

Recommend that the Regional Council approve Resolution No. 19-615-1 authorizing SCAG to accept if awarded Office of Traffic Safety grant funds in the amount of \$1,000,000 to support the Southern California Go Human Campaign.

**RECOMMENDED ACTION FOR EAC AND RC:**

Approve Resolution No. 19-615-1 authorizing SCAG to accept if awarded Office of Traffic Safety grant funds to support the Go Human Campaign.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.

**EXECUTIVE SUMMARY:**

*On May 1, 2014, the General Assembly adopted a resolution in support of endorsing a regional effort to promote a pedestrian and bicycle safety initiative. To pursue this effort, SCAG launched Go Human, a Regional Active Transportation Safety and Encouragement Campaign, with funding from the Active Transportation Program. To extend campaign efforts, SCAG applied for Pedestrian/Bicycle Safety funds from the Office of Traffic Safety in the amount of \$1,000,000 to conduct a fourth round of Go Human advertising and safety programming and outreach across the region. On July 12th, SCAG was informed that the grant award was being tentatively offered. SCAG is seeking RC approval to receive the funds.*

**BACKGROUND:**

The SCAG region, like California and the nation as a whole, experienced a period of annual declines in traffic-related fatalities and serious injuries until 2012 when they began to steadily rise. Although the region has made some progress on safety, 1,500 people are killed, 5,200 are seriously injured

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and 136,000 are injured in traffic collisions on average each year. About 73 percent of those killed since 2001 were in vehicles or on motorcycles, while the remaining 27 percent were walking or bicycling (disproportionate to their mode share, 12 percent of all daily trips are walking or biking trips). The numbers of both pedestrians and bicyclists killed are the highest they have been for more than a decade. These collisions are happening in every city across the region.

To address the number of collisions occurring, the SCAG 2014 General Assembly passed a resolution to support a regional safety initiative aimed at improving roadway safety for bicyclists and pedestrians. To implement the resolution, SCAG secured \$2.3 million in Caltrans grant funding from the statewide 2014 Active Transportation Program call for projects to coordinate a Southern California Active Transportation Safety and Encouragement Campaign.

Using these grant resources, SCAG successfully initiated the Go Human Campaign with the launch of a first round of advertising in September of 2015 as well as two additional rounds of advertising funded through the Office of Traffic Safety. The advertising campaign has secured over 550 million impressions to date (each time an ad is seen) region-wide through a combination of SCAG's initial investment, added value media secured through op-eds and press outlets, and donated media from local and county partners. SCAG has also completed and extended the other components of the initial grant scope of work which includes implementing a series of Go Human events in partnership with local cities as well as developing toolkits aimed at creating active transportation champions.

To continue the Go Human Campaign's momentum, SCAG applied for an additional \$1,000,000 in funding from the Office of Traffic Safety to extend the campaign into 2020. On July 12<sup>th</sup>, 2019, SCAG received notice that the award was being tentatively offered. If awarded, this funding will be used to conduct a fourth round of safety advertising, with advertisements running in 2020. In addition, the funds will be used to support localized safety community engagement, the expansion of SCAG's demonstration resources through its Kit of Parts deployment program in partnership with cities across the region, as well as an updated website for Go Human. SCAG is seeking RC approval to receive the funds.

**FISCAL IMPACT:**

If awarded, SCAG will receive \$1,000,000 in grant funds from the Office of Traffic Safety that will be utilized for the Southern California Active Transportation Safety and Encouragement Campaign.

**ATTACHMENT(S):**

1. Resolution No. 19-615-1 Acceptance of OTS Funds



RESOLUTION NO. 19-615-1

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS 900 Wilshire Blvd., Ste. 1700 Los Angeles, CA 90017 (213) 236-1800 www.scag.ca.gov

A RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) AUTHORIZING THE ACCEPTANCE OF THE OFFICE OF TRAFFIC SFAETY GRANT FUNDS TO SUPPORT THE SOUTHERN CALIFORNIA ACTIVE TRANSPORTATION SAFETY AND ENCOURAGEMENT CAMPAIGN

REGIONAL COUNCIL OFFICERS

- President Bill Jahn, Big Bear Lake
First Vice President Rex Richardson, Long Beach
Second Vice President Clint Lorimore, Eastvale
Immediate Past President Alan D. Wapner, San Bernardino County Transportation Authority

COMMITTEE CHAIRS

- Executive/Administration Bill Jahn, Big Bear Lake
Community, Economic & Human Development Peggy Huang, Transportation Corridor Agencies
Energy & Environment Linda Parks, Ventura County
Transportation Cheryl Viegas-Walker, El Centro

WHEREAS, the Southern California Association of Governments ("SCAG") is the Metropolitan Planning Organization, for the six county region comprising of Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial pursuant to 23 U.S.C. § 134 et seq. and 49 U.S.C. §5303 et seq.; and

WHEREAS, each year in the Southern California region, over 1,500 people are killed and over 136,000 are injured in traffic collisions;

WHEREAS, in the SCAG region, 524 pedestrians and bicyclists were killed in traffic collisions in 2016, representing 33% of all traffic fatalities in the region; and

WHEREAS, SCAG has applied for an award of \$1,000,000 in OFFICE OF TRAFFIC SAFETY, PEDESTRIAN/BICYCLE SAFETY Funds ("Grant Funds"), to support the ACTIVE TRANSPORTATION SAFETY AND ENCOURAGEMENT CAMPAIGN;

WHEREAS, the primary goal of the OFFICE OF TRAFFIC SAFETY is to "effectively and efficiently administer traffic safety grant funds to reduce traffic deaths, injuries, and economic losses"; and

WHEREAS, the Grant Funds will be used for the SOUTHERN CALIFORNIA ACTIVE TRANSPORTATION SAFETY AND ENCOURAGEMENT CAMPAIGN, which will involve consulting services to extend the Go Human Advertising Campaign, localized safety community engagement, the expansion of SCAG's demonstration resources through its Kit of Parts deployment program in partnership with cities across the region, as well as an updated website for Go Human.

NOW, THEREFORE, BE IT RESOLVED, by the Regional Council of Southern California Association of Governments to authorize SCAG to accept and administer the Grant Funds if awarded to support the SOUTHERN CALIFORNIA ACTIVE TRANSPORTATION SAFETY AND ENCOURAGEMENT CAMPAIGN.

Attachment: Resolution No. 19-615-1 Acceptance of OTS Funds (Acceptance of Office of Traffic Safety Grant Funds)

**BE IT FURTHER RESOLVED THAT:**

1. That the Regional Council hereby authorizes SCAG to accept the tentative Grant Funds in the amount of \$1,000,000 OFFICE OF TRAFFIC SAFETY to support the SOUTHERN CALIFORNIA ACTIVE TRANSPORTATION SAFETY AND ENCOURAGEMENT CAMPAIGN.
2. That SCAG's Executive Director or his designee is hereby designated and authorized by the Regional Council to execute all necessary agreements and other documents on behalf of the Regional Council as they relate to the Grant Funds supporting the SOUTHERN CALIFORNIA ACTIVE TRANSPORTATION SAFETY AND ENCOURAGEMENT CAMPAIGN.

**PASSED, APPROVED AND ADOPTED** by the Regional Council of the Southern California Association of Governments at its regular meeting this 3<sup>rd</sup> day of October, 2019.

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William "Bill" Jahn  
President, SCAG

Attested by:

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Kome Ajise  
Executive Director

Approved as to Form:

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Joann Africa  
Chief Counsel



Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
October 3, 2019

**To:** Executive/Administration Committee (EAC)  
Energy & Environment Committee (EEC)  
Regional Council (RC)  
**From:** Julia Lippe-Klein, Assistant Regional Planner, Active  
Transportation & Special Programs, (213) 236-1856, Lippe-  
Klein@scag.ca.gov  
**Subject:** Authorization to Approve Notice of Exemption (NOE) for SCAG  
2017 Disadvantaged Communities Active Transportation

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

SCAG Staff recommends the Regional Council adopt Resolution No. 19-615-2 to approve the filing of a California Environmental Quality Act (CEQA) Notice of Exemption (NOE) in Imperial County for the SCAG 2017 Disadvantaged Communities Planning Initiative, subject to the 30-day public inspection period.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.

**EXECUTIVE SUMMARY:**

**SCAG received approval to accept \$1,150,000 in California Active Transportation (ATP) funds to develop six (6) active transportation plan in disadvantaged communities ("Project"). In order to add a seventh city in the County of Imperial to the existing Project, SCAG assessed potential environmental impacts as required under CEQA and determined the Project is exempt from CEQA.**

**BACKGROUND:** In coordination with cities across the region, SCAG is implementing a local active transportation planning initiative. Specifically, the Grant aims to develop:

- Active transportation plans in disadvantaged communities;
- A pilot methodology to deliver low-cost local plans across the region

Six disadvantaged communities were selected as part of the Planning Initiative. In order to leverage resources, a seventh city in the County of Imperial has been added. Due to an administrative processing error, the need for this categorical exemption is required in the County of Imperial to ensure the Project can move forward. Prior to Caltrans approving a grant amendment for an additional city in the County of Imperial, SCAG must conduct an assessment of potential

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environmental impacts of the Project pursuant to CEQA in order to determine the type of CEQA document to prepare or whether the Project is exempt. SCAG staff has reviewed the Project and has determined that it is exempt from CEQA under the exemptions discussed herein.

**BASIS FOR EXEMPTIONS:**

The key considerations for determining if a project is exempt from CEQA are outlined in Sections 21080(b), 21083, and 21804 of the Public Resources Code and CEQA Guidelines Section 15002(k)(1), 15061, 15062, and 15300 to 15332. In general, CEQA Guidelines include a list of 33 classes of projects which have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provisions of CEQA. A project is exempt from CEQA if the project falls within one or more of the 33 classes. Once the lead agency determines that the project falls within any of the 33 classes, the project is exempt from CEQA, and the environmental review process does not need to proceed any farther. The lead agency may prepare and file a Notice of Exemption (NOE) pursuant to CEQA Guidelines Section 15062, the NOE serves as a public notice that the lead agency has determined that a project is exempt from CEQA. The NOE may be filed with the OPR and the county clerk of each county in which the project will be located after approval of the project. Submission of the NOE to the Office of Planning and Research (OPR) and the county clerks completes the review of exemption process for a lead agency under the provisions of CEQA. The filing and posting of an NOE will begin a 30- day public inspection period.

**ENVIRONMENTAL ASSESSMENT:**

SCAG staff has conducted an environmental assessment of the Project with the addition of a seventh in Imperial County pursuant to Sections 21080(b), 21083, and 21804 of the Public Resources Code and CEQA Guidelines Sections 15002(k)(1), 15061, 15062, and 15300 to 15332. CEQA Guidelines include a list of 33 classes of projects which have been determined not to have a significant effect on the environment and which shall, therefore, be exempt from the provisions of CEQA. Based upon its assessment, SCAG staff has determined that the following exemptions apply to the Project:

- **CEQA Guidelines §15301(c) – Existing Facilities:** The Project would involve implementing six active transportation demonstration projects in Imperial, Los Angeles, and Ventura counties, that could foster the minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use of existing highways, streets, sidewalks, gutters, bicycle and pedestrian trails and similar facilities beyond that existing at the time of the lead agency's determination, as set forth in the exemption under CEQA Guidelines §15301(c) - Existing Facilities;
- **CEQA Guidelines § 15304 (e) - Minor Alterations to Land:** The Project may involve developing temporary demonstration projects within the project cities that would exist for a

limited duration on existing rights of way, as set forth in the exemption under CEQA Guidelines § 15304 (e) - Minor Alterations to Land;

- **CEQA Guidelines §15306- Information Collection:** The Project includes basic data collection, research, experimental management and resource evaluation activities which will not result in a serious or major disturbance to an environmental resource. The project is strictly for information gathering purposes for possible future action which the agency has not yet approved, adopted or funded, as set forth in the exemption under CEQA Guidelines §15306- Information Collection
  
- **CEQA Guidelines §15322 – Educational or Training Programs Involving No Physical Changes:** The Project would consist of temporary demonstration projects in the communities of Ojai, El Monte, Calexico, Long Beach, Pasadena, and Glendale, involving no physical changes in the area affected, which would fall under the exemption set forth in CEQA Guidelines §15322 – Educational or Training Programs Involving No Physical Changes.

**SCHEDULE:**

Upon approval by the Regional Council, SCAG will submit the NOE to be filed with OPR and Imperial County Clerk for a 30-day public inspection period, which will begin on or about October 4, 2019 and end on or about November 4, 2019. It is anticipated that the Project would be implemented beginning in November 2019 and completed by June 2020.

**FISCAL IMPACT:**

Work associated with this item is included in Fiscal Year 2020 Overall Work Program. The Project is fully funded, totaling \$1,350,000, with \$1,150,000 coming from California Active Transportation Program funds, \$200,000 in SCAG in-kind (non-federal) match to be used for management support.

**ATTACHMENT(S):**

1. Resolution No. 19-615-2 NOE for SCAG DAC Planning Initiative - Imperial County
2. NOE SCAG DAC Planning Initiative - Imperial County



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T: (213) 236-1800  
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**RESOLUTION NO. 19-615-2**

**A RESOLUTION OF THE SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS (SCAG) TO RELEASE THE  
NOTICE OF EXEMPTION (NOE) FOR THE SCAG  
DISADVANTAGED COMMUNITIES ACTIVE TRANSPORTATION  
PLANNING INITIATIVE**

**REGIONAL COUNCIL OFFICERS**

President  
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First Vice President  
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Second Vice President  
**Clint Lorimore, Eastvale**

Immediate Past President  
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Human Development  
**Peggy Huang, Transportation  
Corridor Agencies**

Energy & Environment  
**Linda Parks, Ventura County**

Transportation  
**Cheryl Viegas-Walker, El Centro**

**WHEREAS**, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization, for the six county region consisting of Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial counties pursuant to 23 U.S.C. § 134 et seq. and 49 U.S.C. §5303 et seq.;

**WHEREAS**, SCAG adopted the 2016 Regional Transportation Plan and Sustainable Communities Strategy ("RTP/SCS") which included five goals for active transportation: 1) Decrease Bicycle and Pedestrian Fatalities and Injuries, 2) Develop an Active Transportation Friendly Environment throughout the SCAG Region, 3) Increase Active Transportation Usage in the SCAG Region, and 4) Encourage the Development of Local Active Transportation Plans; and 5) Develop Safe Routes to School Policies, and

**WHEREAS**, on October 26, 2016 SCAG was awarded \$1,150,000 in grant funds from the California Active Transportation program to develop active transportation plans for six disadvantaged communities (Project); and

**WHEREAS**, the primary goals of the Project are to (1) develop active transportation plans for six disadvantaged communities (DACs) within the SCAG region; and (2) establish a cost effective model for developing plans in DACs that leverages Go Human resources and SCAG modeling tools.

**WHEREAS**, SCAG has added a seventh disadvantaged community to take part in the Project; and

**WHEREAS**, the Project is scheduled to be implemented in November 2019 and completed by June 2020; and

**WHEREAS**, SCAG is required conduct an assessment of potential environmental impacts of the Project pursuant to the California Environmental Quality Act (CEQA), prior to receiving allocation of the awarded Grant Funds; and

**WHEREAS**, due to an administrative processing error, the need for this categorical exemption is required in the County of Imperial; and

Attachment: Resolution No. 19-615-2 NOE for SCAG DAC Planning Initiative - Imperial County (Authorization to Approve Notice of Exemption

**WHEREAS**, the Project would consist of two distinct activities: (1) Implement temporary demonstration project in a disadvantaged community in Imperial County and (2) seek resident and stakeholder engagement through a community planning process.

**WHEREAS**, SCAG has conducted an environmental assessment of the Project and determined that the Project is categorically exempt from CEQA pursuant to CEQA Guidelines Section 15301(c)- Existing Facilities, Section 15304(h)- Minor Alterations to Land, Section 15306- Information Collection, and is statutorily exempt from CEQA pursuant to CEQA Guidelines Section 15262- Feasibility and Planning Studies; and the scope of the Project activities have been determined to not have a significant effect on the environment; and

**WHEREAS**, SCAG has prepared a Notice of Exemption (NOE) to be filed with the State of California Office of Planning and Research (OPR) and the Clerk for the County of Imperial County where the Project will be located for a 30-day public inspection period pursuant to CEQA Guidelines Section i 5062.

**NOW THEREFORE, BE IT RESOLVED** by the Regional Council of the Southern California Association of Governments, that the foregoing recitals are true and correct and incorporated by this reference.

**BE IT FURTHER RESOLVED THAT** the SCAG Regional Council finds that based upon an environmental assessment of the Project pursuant to Sections 21080(b), 21083, and 21804 of the Public Resources Code and CEQA Guidelines Sections 15002(k)(1), 15061, 15062, and 15300 to 15332, SCAG has determined that the following CEQA exemptions apply to the Project:

1. The Project would involve developing active transportation plans for Calipatria within Imperial County, which could foster the minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use of existing highways, streets, sidewalks, gutters, bicycle and pedestrian trails and similar facilities beyond that existing at the time of the lead agency's determination, as set forth in the exemption under CEQA Guidelines §15301(c)- Existing Facilities;
2. The Project would involve developing temporary demonstration projects that would exist for a limited duration (less than three days) on existing rights of way, as set forth in the exemption under CEQA Guidelines § 15304 (e) - Minor Alterations to Land;
3. The Project would include education, encouragement campaigns, outreach and media strategies involving no physical changes in the areas affected, as set forth in the exemption under CEQA Guidelines §15322 - Educational or Training Programs Involving No Physical Changes; and
4. The Project includes basic data collection, research, experimental management and resource evaluation activities which will not result in a serious or major disturbance to an environmental resource. The project is strictly for information gathering purposes and

feasibility/planning study for possible future action which the agency has not yet approved, adopted or funded, as set forth in the exemption under CEQA Guidelines §15306- Information Collection.

**NOW THEREFORE, BE IT FURTHER RESOLVED** by the Regional Council, that:

1. The Notice of Exemption for the proposed Project has been completed in compliance with CEQA and will be filed with Office of Planning and Research and the Clerk for Imperial County for a 30-day public inspection period; and
2. The proposed Project does not have a significant effect on the environment, and thus additional environmental review by SCAG is not required for the Project and a Notice of Exemption fulfills the requirements of CEQA.

**PASSED, APPROVED AND ADOPTED** by the Regional Council of the Southern California Association of Governments at its regular meeting this 3rd day of October, 2019.

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William "Bill" Jahn  
President, SCAG

Attested by:

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Kome Ajise  
Executive Director

Approved as to Form:

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Joann Africa  
Chief Counsel

## Notice of Exemption

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**To:** Office of Planning and Research  
1400 Tenth Street, Room 121  
Sacramento, CA 95814

**From:** Southern California Association of Governments  
900 Wilshire Blvd, Suite #1700  
Los Angeles, CA 90017

Imperial County Clerk  
940 Main Street, Suite 202  
El Centro, CA 92243

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**Project Title:** Southern California Association of Governments (SCAG) 2017 Disadvantaged Communities Planning Initiative

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**Project Location:**  
Imperial County

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**Description of Nature, Purpose, and Beneficiaries of Project:** Project is intended to develop an active transportation plan in a disadvantaged community and “pilot” an innovative planning methodology to help deliver low-cost, local plans across the region by leveraging regional planning tools (health/active transportation models and active transportation database) and SCAG Go Human engagement resources.

Disadvantaged communities in the SCAG region often lack quality active transportation infrastructure and face safety challenges. Without plans, these communities are at a disadvantage when applying for funding to address these deficiencies. In the SCAG region, only 26% of cities have bicycle plans and 11% have pedestrian plans.

The plan will be developed using a combination of traditional and innovative stakeholder outreach to reach disadvantaged community members. Outreach will involve community meetings and direct engagement with existing forums such as faith-based organizations as well as a tactical urbanism demonstration project held in conjunction with a community event.

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**Name of Public Agency Approving Project:**  
Southern California Association of Governments

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**Name of Person or Agency Carrying Out Project:**  
Southern California Association of Governments

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**Exempt Status: (check one)**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));  Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption: CEQA Guidelines § 15002 (k)(1) – General Concepts; CEQA Guidelines § 15061 – Review for Exemption; CEQA Guidelines § 15301 (c) and 15301 (f) – Existing Facilities; CEQA Guidelines § 15304 (e) and 15304 (e) – Minor Alterations to Land; CEQA Guidelines § 15311 (a) and 15311 (c) – Accessory Structures; CEQA Guidelines § 15322 – Educational or Training Programs Involving No Physical Changes
- Statutory Exemptions

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**Reasons why project is exempt:**

SCAG has reviewed the proposed project pursuant to CEQA Guidelines § 15002 (k)(1) – General Concepts, and CEQA Guidelines § 15061 – Review for Exemption, and has determined that the proposed project is categorically exempt from CEQA because the scope of the project activities are included in the classes of projects which have been determined not to have a significant effect on the environment.

Therefore SCAG has determined that the proposed project is exempt from CEQA pursuant to following:

- The Project would involve implementing six active transportation demonstration projects in Imperial, Los Angeles, and Ventura counties, that could foster the minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use of existing highways, streets, sidewalks, gutters, bicycle and pedestrian trails and similar facilities beyond that existing at the time of the lead agency's determination, as set forth in the exemption under CEQA Guidelines §15301(c) - Existing Facilities;
- The Project includes basic data collection, research, experimental management and resource evaluation activities which will not result in a serious or major disturbance to an environmental resource. The project is strictly for information gathering purposes for possible future action which the agency has not yet approved, adopted or funded, as set forth in the exemption under CEQA Guidelines §15306- Information Collection
- The Project may involve developing temporary demonstration projects within the project cities that would exist for a limited duration on existing rights of way, as set forth in the exemption under CEQA Guidelines § 15304 (e) - Minor Alterations to Land;
- Educational or Training Programs Involving No Physical Changes: The Project would consist of temporary demonstration projects in the communities of Ojai, El Monte, Calexico, Long Beach, Pasadena, and Glendale, involving no physical changes in the area affected, which would fall under the exemption set forth in CEQA Guidelines §15322 – Educational or Training Programs Involving No Physical Changes.

**Project Approval Date:** SCAG's Regional Council Approved the project on October 2, 2019  
The California Transportation Commission awarded funding for this project on January 31, 2018.

<b>CEQA Contact Person:</b>	<b>Phone Number:</b>	<b>Fax Number:</b>	<b>Email:</b>
Roland Ok	(213) 236-1819	(213) 236-1963	ok@scag.ca.gov
<b>Project Contact Person:</b>	<b>Phone Number:</b>	<b>Fax Number:</b>	<b>Email:</b>
Julia Lippe-Klein	(213) 236-1856	(213) 236-1963	lippe-klein@scag.ca.gov

Date received for filing at OPR: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Ping Chang, Manager  
Compliance and Performance Monitoring  
Southern California Association of Governments

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Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
October 3, 2019

**To:** Executive/Administration Committee (EAC)  
Regional Council (RC)  
**From:** Basil Panas, Chief Financial Officer, Finance, 213-236-1817,  
panas@scag.ca.gov  
**Subject:** Contracts \$200,000 or Greater: 20-002-C01, Board Counsel  
Services

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

Approve Contract No. 20-002-C01 in an amount not to exceed \$495,480 with Best Best & Krieger, LLP, to provide Board Counsel Services and as needed litigation services, subject to final review by SCAG Internal Audit and negotiation.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians. 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration.

**EXECUTIVE SUMMARY:**

*The position of Board Counsel was re-established in July 2012 to help provide legal support to the agency. The Board Counsel shall serve as the primary counsel to the Regional Council and SCAG's internal Legal Department shall serve as the primary counsel to SCAG staff. The Board Counsel and SCAG's internal Legal Department will work together to provide legal services to the agency.*

**BACKGROUND:**

Staff recommends executing the following contract \$200,000 or greater:

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Best Best & Krieger, LLP, (20-002-C01)	The consultant shall serve as the primary counsel to the Regional Council and work with SCAG's internal Legal Department to provide legal services to the agency.	\$495,480

**FISCAL IMPACT:**

Funding in is available in the FY 2019-20 budget in Project Number 800-0160.01 (\$120,000), and the

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remaining \$375,480 is expected to be available and spread out over four (4) fiscal years in Project Number 800-0160.01, subject to budget availability.

**ATTACHMENT(S):**

1. Contract Summary 20-002-C01
2. Contract Summary 20-002-C01 COI

## CONSULTANT CONTRACT 20-002-C01

**Recommended Consultant:**

Best Best & Krieger, LLP

**Background & Scope of Work:**

The position of Board Counsel was re-established in July 2012 to help provide legal support to the agency. The Board Counsel shall serve as the primary counsel to the Regional Council and SCAG’s internal Legal Department shall serve as the primary counsel to SCAG staff. The Board Counsel and SCAG’s internal Legal Department will work together to provide legal services to the agency.

Ruben Duran of Best Best & Krieger (BBK) will serve as Board Counsel to help provide legal support to the Regional Council, the Executive Director and the agency. Mr. Duran will manage and be supported by a core team of BBK attorneys specifically selected for SCAG because of their expertise in areas of law pertinent to SCAG such as transportation, housing, land use and environmental law. Essential legal services (Task 1) include, but are not limited to: attend and serve as Board Counsel at Regional Council (RC) and other committee meetings; consult and provide advice to the RC, committees, Executive Director and other staff on various legal matters; assist with the annual performance review of the Executive Director; review and revise as needed proposed changes to the SCAG Bylaws and RC policies; and additional services as requested by the RC or the Executive Director. Task 1 services will be rendered in accordance with an agreed-upon flat monthly fee, starting at \$8,000 per month for FY 2019-20. As needed litigation services (Task 2) will be rendered in accordance with an agreed upon hourly rate structure. The contract is for three (3) years, with two addition 12-month options, for a total of 60-months.

**Project’s Benefits & Key Deliverables:**

The project’s benefits and key deliverables include, but are not limited to:

- Legal Counsel Services to the Regional Council on a flat fee monthly basis.
- As Needed Litigation Services on an hourly fee basis.

**Strategic Plan:**

This item supports SCAG’s Strategic Plan Goal: 1: Produce innovative solutions that improve the quality of life for Southern Californians. And Goal 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

**Contract Amount:**

**Total not to exceed** **\$495,480**  
Best Best & Krieger (prime consultant)

Note: Consultant originally proposed \$624,300, but staff negotiated the price down to \$495,480 without reducing the scope of work.

**Contract Period:**

Notice to Proceed through October 31, 2024

**Project Number(s):**

800-0160.01      \$120,000

Funding source:    General Fund

Attachment: Contract Summary 20-002-C01 (Contracts \$200,000 or Greater: 20-002-C01, Board Counsel Services)

Funding in is available in the FY 2019-20 budget in Project Number 800-0160.01 (\$120,000), and the remaining \$375,480 is expected to be available and spread out over four (4) fiscal years in Project Number 800-0160.01, subject to budget availability.

**Request for Proposal (RFP):**

SCAG staff notified 1,179 firms of the release of RFP 20-002 C01 via SCAG’s Solicitation Management System website. A total of 20 firms downloaded the RFP. SCAG received the three (3) proposals in response to the solicitation. However, one proposal was sent late and therefore not considered. SCAG received the following two (2) timely submitted proposals in response to the solicitation:

<b>Best Best &amp; Krieger, LLP</b>	<b>Task 1 Essential Legal Services</b> <b>\$624,300</b>
	Task 2: As needed Litigation Services
	Senior Partner             \$310 per hour
	Associate Attorney       \$260 per hour
	Paralegal                    \$165 per hour
	Legal Assistant             \$165 per hour
Lizarraga Law Firm, APC	Task 1: Essential Legal Services     \$444,000
	Task 2: As needed Litigation Services
	Senior Partner             \$350 per hour
	Associate Attorney       \$250 per hour
	Paralegal                    \$90 per hour
	Legal Assistant             \$75 per hour

**Selection Process:**

The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed the two (2) highest ranked offerors.

The PRC consisted of the following individuals:

- Kome Ajise, SCAG Executive Director
- Bill Jahn, SCAG President
- Rex Richardson, SCAG First Vice-President
- Clint Lorimore, SCAG Second Vice-President
- Joann Africa, SCAG Chief Counsel

**Basis for Selection:**

The PRC recommended Best Best & Krieger, LLP for the contract award for the following reasons:

- Proposed Board Counsel and core team demonstrated the most extensive experience in working with public agencies in lead capacities;
- Proposed Board Counsel and core team demonstrated the strongest qualifications, related work experience and depth of knowledge with respect to key areas of law relevant to SCAG, including but not limited to transportation, housing and environmental matters;
- Proposed Board Counsel and core team would provide additional capacity in terms of legal services to the agency;

- Proposal was tailored specifically for SCAG and demonstrated a clear understanding of SCAG issues;

Although Best Best & Krieger did not propose the lowest price, the PRC determined that their proposal presented the best overall value for the depth of experience, knowledge and resources outlined in the proposal and interview.

Although another firm proposed a lower price, the PRC did not recommend this firm for contract award because this firm:

- Did not identify all key personnel who would serve the agency and in what capacity;
- Did not demonstrate specific qualifications and related work experience with respect to key areas of law relevant to SCAG such as transportation, housing and environment law.
- Proposal and proposed approach focused primarily on firm's experience as General Counsel in FY 18-19 but did not expand on other outside experience or resources, or how they would be utilized to serve the agency.

**Conflict Of Interest (COI) Form - Attachment  
For October 3, 2019 Regional Council Approval**

Approve Contract No. 20-002-C01 in an amount not to exceed \$495,480 with Best Best & Krieger, LLP, to provide Board Counsel Services and as needed litigation services, subject to final review by SCAG Internal Audit and negotiation.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
Best Best & Krieger, LLP	Yes- form attached

# SCAG CONFLICT OF INTEREST FORM

RFP No. 20-002

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at [www.scag.ca.gov](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

**Name of Firm:** Best Best & Krieger LLP  
**Name of Preparer:** Ruben Duran, Partner  
**Project Title:** Board Counsel  
**RFP Number:** 20-002 **Date Submitted:** 08/19/19

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES  NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
<u>Donald Wagner</u>	<u>employed by BB&amp;K from Feb 2017 - Dec 2018</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

Attachment: Contract Summary 20-002-C01 COI (Contracts \$200,000 or Greater: 20-002-C01, Board Counsel Services)

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES       NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
Donald Wagner	Of Counsel Attorney	Feb 2017 – Dec 2018
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
Sean Ashton, Regional Council	September 2017	LCC Fall Reception - \$179.98
Jonathan Curtis, Regional Council	October 2016	LCC Fall Reception - \$111.38
James Gazeley, Regional Council	May 2019	CCA Dinner - \$111.04
Bill Jahn, Regional Council	October 2016 and September 2017	LCC Fall Receptions - \$111.38 and \$89.99

### SECTION III: VALIDATION STATEMENT

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

#### DECLARATION

I, (printed full name) Scott Campbell, hereby declare that I am the (position or title) Partner of (firm name) Best Best & Krieger LLP, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 08/15/19 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

  
 Signature of Person Certifying for Proposer  
 (original signature required)

08/15/19

Date

#### NOTICE

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

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Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
October 3, 2019

**MINUTES OF THE MEETING  
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)  
THURSDAY, SEPTEMBER 5, 2019**

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ADMINISTRATION COMMITTEE (EAC).

The Executive/Administration Committee (EAC) of the Southern California Association of Governments (SCAG) held its regular meeting at 900 Wilshire Boulevard, Suite 1700, Los Angeles, CA 90017. A quorum was present.

**Members Present**

Hon. Bill Jahn, President	<i>Big Bear Lake</i>	District 11
Hon. Rex Richardson, 2 <sup>nd</sup> Vice President	<i>Long Beach</i>	District 29
Hon. Alan Wapner, Imm. Past President	<i>Ontario</i>	SBCTA
Hon. Stacy Berry, Vice Chair, CEHD	<i>Cypress</i>	District 18
Sup. Linda Parks, Chair, EEC		Ventura County
Hon. David Pollock, Vice Chair, EEC	<i>Moorpark</i>	District 45
Hon. Cheryl Viegas-Walker, Chair, TC	<i>El Centro</i>	District 1
Hon. Jess Talamantes, Vice Chair, TC	<i>Burbank</i>	District 42
Hon. Clint Lorimore, Chair, LCMC	<i>Eastvale</i>	District 4
Hon. Margaret Clark, Vice Chair, LCMC	<i>Rosemead</i>	District 32
Hon. Frank Navarro, President’s Appt.	<i>Colton</i>	District 6
Hon. Margaret Finlay, President’s Appt.	<i>Duarte</i>	District 35
Sup. Luis Plancarte, President’s Appt.		Imperial County
Mr. Randall Lewis, Ex-officio	<i>Lewis Group of Companies</i>	Business Representative
Hon. Brian McDonald	<i>Chemehuevi Indian Tribe</i>	Tribal Govt Regl Plng Board

**Member Not Present**

VACANT, 1 <sup>st</sup> Vice President		
Hon. Peggy Huang, Chair, CEHD	<i>Yorba Linda</i>	TCA
Hon. L. Dennis Michael, President’s Appt.	<i>Rancho Cucamonga</i>	District 9

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**Staff Present**

Kome Ajise, Executive Director  
Darin Chidsey, Chief Operating Officer  
Debbie Dillon, Chief Strategy Officer  
Joann Africa, Chief Counsel/Director of Legal Services  
Sarah Jepson, Acting Director of Planning  
Basil Panas, Chief Financial Officer  
Art Yoon, Director of Policy and Public Affairs  
Julie Loats, Chief Information Officer  
Tess Rey-Chaput, Office of Regional Council Support

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The Honorable Bill Jahn called the meeting to order at 9:00 a.m. and asked Ex-Officio Member Randall Lewis, to lead the Pledge of Allegiance.

**PUBLIC COMMENT PERIOD**

There was no public comment speaker.

**REVIEW AND PRIORITIZE AGENDA ITEMS**

There was no prioritization of agenda items.

**CONSENT CALENDAR****Approval Items**

1. Minutes of the Meeting - August 1, 2019
2. SCAG Memberships and Sponsorships
3. SB 664 (Allen) – Electronic Toll and Transit Fare Collection Systems
4. Contracts \$200,000 or Greater: 18-040-C01, Regional Data Platform (Approval to Increase Contract Award)

**Receive and File**

5. EAC Retreat Housing Discussion Follow-Up
-

6. September State and Federal Legislative Update
7. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999
8. CFO Monthly Report

A MOTION was made (Walker) to approve the Consent Calendar Agenda Items 1 – 4; Receive and File Items 5 – 8. Motion was SECONDED (Finlay) and passed by the following votes:

**AYE/S:** Clark, Finlay, Jahn, Lorimore, McDonald, Navarro, Plancarte, Pollock, Walker and Wapner (10)

**NOE/S:** None (0)

**ABSTAIN:** None (0)

#### **CFO MONTHLY REPORT**

Basil Panas, Chief Financial Officer, reported that SCAG is waiting for a response from Caltrans regarding cost substitution with respect to the repayment amounts from the audits. Effective July 22, 2019, SCAG's external auditors, Vavrinek Trine, Day, & Co. LLP joined the regional CPA and business advisory firm of Eide Bailly LLP. They will be presenting their audit plan to SCAG's Audit Committee at its next meeting and will conclude its final field work later this month. To date, all member cities have renewed its membership except for the cities of Orange and Rancho Santa Margarita.

#### **PRESIDENT'S REPORT**

President Jahn reported that HCD provided a regional RHNA determination on August 22, 2019. The number is intended to reflect the number of housing units that jurisdictions together as a region must plan for in their housing elements between October 2021 and October 2029. Per statute, President Jahn stated that SCAG may object to the regional determination provided by HCD—which is the recommended action by staff for this item at today's CEHD and RC meetings. In order to be considered, President Jahn stated that SCAG's objection must be based on the technical merits of the analysis and not on regional or local policy objectives. He emphasized that policy discussions will be an important next step in the process once HCD, at their sole discretion, has finalized our RHNA regional determination in consideration of technical factors our staff has aimed to clarify in the objection.

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**EXECUTIVE DIRECTOR'S REPORT**

Executive Director Kome Ajise reported that SCAG has been very busy with RHNA and as mentioned by President Jahn, the objection is not based on the regional housing need determination total number but on the process. Mr. Ajise stated that he hoped for a collaboration with HCD to consider SCAG's alternative determination in order to provide a robust and reasonable a planning target as possible in order to affirmatively address the challenge in meeting the regional and state housing needs.

Mr. Ajise also reported that SCAG has been busy with Connect SoCal with a draft Plan and the programmatic environmental impact report being developed and on track for release this November. He thanked the leadership of Acting Planning Director, Sarah Jepson, and her staff.

On behalf of SCAG, Mr. Ajise reported that he testified in Sacramento in support of David S. Kim became the third Secretary of the California State Transportation Agency (CalSTA) who has deep roots in California.

Finally, Mr. Ajise reminded the members of the EAC Retreat, held this past July. He emphasized the outcome of the discussions will and should affect the work that we do regarding housing and going forward and in future years. He referenced Agenda Item No. 5 regarding the EAC Retreat Housing Discussion report that is included in the packet.

**FUTURE AGENDA ITEM/S**

None

**ANNOUNCEMENT/S**

None

**ADJOURNMENT**

There being no further business, President Jahn adjourned the meeting at 9:31AM.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

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Executive / Administration Committee Attendance Report

2019-20															Total M Attenc To Da
MEMBERS	CITY	Representing	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	
Hon. Bill Jahn, Chair	Big Bear Lake	District 11		1		1	1								3
Hon. Rex Richardson, 1st Vice Chair	Long Beach	District 29		1		1	1								3
Hon. Clint Lorimore, 2nd Vice Chair	Eastvale	District 4		1		1	1								3
Hon. Alan Wapner, Imm. Past. Chair		SBCTA		1		1	1								3
Hon. Peggy Huang, Chair, CEHD		TCA		0		1	0								1
Hon. Stacy Berry, Vice Chair, CEHD	Cypress	District 18		1		1	1								3
Supervisor Linda Parks, Chair, EEC		Ventura County		1		0	1								2
Hon. David Pollock, Vice Chair, EEC	Moorpark	District 45		1		1	1								3
Hon. Cheryl Viegas-Walker, Chair, TC	El Centro	District 1		1		1	1								3
Hon. Jess Talamantes, Vice Chair, TC	Burbank	District 42		1		1	1								3
Hon. Jan Harnik, Chair, LCMC		RCTC													0
Hon. Margaret Clark, Vice Chair, LCMC	Rosemead	District 32		1		1	1								3
Hon. L. Michael Dennis, President's Appt.	Rancho Cucamonga	District 9		1		1	0								2
Hon. Margaret Finlay, President's Appt.	Duarte	District 35		1		1	1								3
Hon. Frank Navarro, President's Appt.	Colton	District 6		1		0	1								2
Supervisor Luis Plancarte, President's Appt.		Imperial County		0		1	1								2
Hon. Brian McDonald	Chemehuevi Indian Tribe	Tribal Government Regional Planning Board		0		1	1								2
Mr. Randall Lewis, Ex-Officio Member	Lewis Group of Companies	Business Representative		1		1	1								3

Attachment: EAC Attendance Sheet 2019 (Minutes of the Meeting - September 5, 2019)

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Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
October 3, 2019

**To:** Executive/Administration Committee (EAC)  
Regional Council (RC)

**From:** Basil Panas, Chief Financial Officer, Contracts, 213-236-1817,  
panas@scag.ca.gov

**Subject:** Revise SCAG’s Standard Consultant Agreement (boilerplate  
contract) Language Related to Penalty Clauses

EXECUTIVE DIRECTOR’S  
APPROVAL

**RECOMMENDED ACTION:**

Authorize staff to remove penalty clauses from SCAG’s standard consultant agreements (please refer to Sections 10.d and 14. a in SCAG contract template – see Table 1 below), when engaging in contracts with colleges, universities, and non-profit organizations. These penalty clauses shall remain in contracts with for-profit businesses.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians. 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

**EXECUTIVE SUMMARY:**

*In 2010, the Regional Council authorized staff to impose penalties upon consultants for late invoices and late receipt of complete work. At the time, certain consultants were submitting late invoices and the penalty clauses were added to serve as a deterrent from this practice. Recently, staff has found that the colleges, universities, and non-profit organizations who provide consulting services to SCAG cannot agree to the penalty clauses, and staff is requesting the Regional Council’s approval to remove these clauses from consultant agreements with these entities. The penalty clauses shall remain in consultant agreements with for-profit businesses.*

**BACKGROUND:**

On February 4, 2010 the Regional Council approved the addition of penalty clauses to SCAG’s standard consultant agreement to deter consultants from submitting their monthly invoices late and late work (see attached Regional Council staff report).

The penalty clauses were intended to incentivize consultants to submit their monthly invoices in a timely manner, as is still the case. Since its imposition, SCAG has imposed the penalty twice.

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SCAG has been engaging colleges, universities, and non-profit organizations as consultants more frequently. Some of these entities have noted that the penalty clauses are problematic and prevents them from contracting with SCAG. These entities have informed SCAG staff that they typically lack the funding to pay a penalty, as they operate from grants, endowments, fundraising, donations, etc. As a result, some of these entities have indicated that they are unable to do business with SCAG because of the penalty clauses.

Staff finds that SCAG would benefit from being able to do business with colleges, universities, and non-profits. Staff has not experienced significant invoicing issues with the few colleges, universities, and non-profit organizations that do engage with SCAG. For these reasons and to remove the impediment to engaging with these entities, staff is seeking the Regional Council's approval to remove the penalty clauses in Sections 10.d and 14. a from contracts with colleges, universities, and non-profits. The penalty clauses shall remain in contracts with for-profit businesses as it incentivizes for-profit businesses to submit their monthly invoices in a timely manner.

Table 1 - Penalty Clauses  
(extract from SCAG's standard consultant agreement)

10. Invoicing for Payment

- d. Invoices for payment shall be submitted by the last day of each month ("Invoice Due Date") for the previous month's work. Invoices not received by SCAG within thirty (30) calendar days of the Invoice Due Date may be assessed a \$1,000 penalty per invoice, which shall be deducted by SCAG in the payment of the invoice.

14. Penalty

- a. A ten percent (10%) penalty shall be imposed for each thirty (30) day calendar period beyond the Agreement completion date, as specified in Section 3 (Term) of this Agreement, if the complete product, as described in the Scope of Work, is not received and approved by SCAG by the completion date. Such penalty shall be based on the total value of the Agreement, and shall not be imposed if the delay is caused by SCAG.

**FISCAL IMPACT:**

None.

**ATTACHMENT(S):**

1. Feb 4, 2010 RC Item 6.1.5

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# REPORT

AGENDA ITEM # 6.1.5  
TO BE COMPLETED BY ORCS

**DATE:** February 4, 2010  
**TO:** Executive/Administration Committee  
Regional Council  
**FROM:** Leyton Morgan, Manager of Contracts, 213-236-1982, [morgan@scag.ca.gov](mailto:morgan@scag.ca.gov)  
**SUBJECT:** Penalty for Late Receipt of Consultant Invoices

**EXECUTIVE DIRECTOR'S APPROVAL:**

*Debra Dillon for HF*

**RECOMMENDED ACTION:** Approve the imposition of a penalty for the late receipt of consultant invoices.

**EXECUTIVE SUMMARY:**

*Staff seeks to add a penalty clause to SCAG's standard consultant agreements to deter the late receipt of consultant invoices, which on occasion, has been problematic for SCAG in terms of managing its cash flow. This matter becomes significant in light of the State's current budget conditions and its impact upon SCAG's finances.*

**STRATEGIC PLAN:**

This item supports Goal 3 (Enhance the Agency's Long Term Financial Stability and Fiscal Management), objective a (Maximize available resources and funds to the fullest extent possible) of the SCAG Strategic Plan.

**BACKGROUND AND SUMMARY:**

SCAG's standard agreement for consultant services currently provides that consultant invoices are to be submitted to SCAG monthly. Despite staff's persistent efforts to seek compliance with this requirement, a few of SCAG's consultants have a practice of submitting their invoices late, and in some cases, have a practice of submitting several invoices at a time. This decreases the accuracy of cashflow forecasts when the most current expenditure information from consultants is not available on a timely basis. It also increases administrative time handling the late invoices. Finally, SCAG pays consultants overhead rates to comply with the contract terms and conditions. The circumstances are made more critical given the State's current budget conditions and its potential impact upon SCAG's finances.

Staff seeks to add a penalty clause in the standard consultant agreements relating to the late receipt of consultant invoices as a way of deterring this practice and to give consultants a financial incentive to comply with the requirement to submit invoices on a monthly basis. While the standard agreement also provides SCAG with the ability to terminate the contract or to stop the work, staff finds that a penalty relating to the late receipt of invoices provides SCAG with an additional remedy for addressing the problem. Additional language will be incorporated into SCAG's standard consultant service agreements to read as follows: "Invoices for payment shall be submitted by the last day of each month ("Invoice Due Date"). Invoices not received by SCAG within sixty (60) calendar days of the Invoice Due Date may be assessed a \$250.00 penalty per invoice, which shall be deducted by SCAG in the payment of the invoice." For example, if consultant services are rendered in September, the consultant is required to submit an invoice for that work by the last day of October. If the consultant fails to submit the invoice by the end of December

# REPORT

(that is, within 60 days of the due date), SCAG may assess the \$250 penalty and deduct this amount from the payment of the invoice. Mitigating circumstances that might impact a consultant's invoice preparation schedule will be considered by the Contract Administrator before imposition of the penalty. Should the Regional Council approve the imposition of this penalty, the provision will be included in all new consultant services agreements.

### FISCAL IMPACT:

Any revenues generated from the imposition of these penalties will be credited back to the agency's funding sources through the indirect cost allocation plan.

Reviewed by:

  
\_\_\_\_\_  
Chief Financial Officer

Attachment: Feb 4, 2010 RC Item 6.1.5 (Revise SCAG's Standard Consultant Agreement (boilerplate contract) Language Related to Penalty



Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
October 3, 2019

To: Executive/Administration Committee (EAC)  
Regional Council (RC)

EXECUTIVE DIRECTOR'S  
APPROVAL

From: Basil Panas, Chief Financial Officer, Contracts, 213-236-1817,  
panas@scag.ca.gov

Subject: Contracts \$200,000 or Greater: 20-003-C01, Mobility  
Innovations and Pricing Study

**RECOMMENDED ACTION:**

Approve Contract No. 20-003-C01 in an amount not to exceed \$540,000 with Estolano LeSar Advisors, to develop and implement a comprehensive public engagement strategy related to regional congestion pricing subject to final review by SCAG Internal Audit and negotiation.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians. 2: Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy. 4: Provide innovative information and value-added services to enhance member agencies' planning and operations and promote regional collaboration. 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

**EXECUTIVE SUMMARY:**

*Consistent with the Caltrans Partnership Grant that funds this project, the consultant shall perform a comprehensive public engagement strategy that will provide a thorough equity focused foundation to support SCAG's efforts to meet regional congestion pricing concepts. Staff seeks approval to proceed with the contract subject to Internal Audit review and negotiations.*

**BACKGROUND:**

**Staff recommends executing the following contract \$200,000 or greater:**

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Estolano LeSar Advisors (ELA), Inc. (20-003-C01)	The consultant shall work with SCAG, in collaboration with Caltrans and local agency partners, to develop and implement a broad public engagement strategy that provides a thorough equity focused foundation related to regional congestion pricing.	\$540,000

**OUR MISSION**

*To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.*

**OUR VISION**

*Southern California's Catalyst for a Brighter Future*

**OUR CORE VALUES**

*Be Open | Lead by Example | Make an Impact | Be Courageous*



**FISCAL IMPACT:**

Grant funds in the amount of \$540,000 are available in the FY 2019-20 OWP Budget in project numbers 145-4817H1.01 (\$432,000) and 145-4817E.01 (\$108,000).

**ATTACHMENT(S):**

1. Contract Summary 20-003-C01
2. Contract Summary 20-003-C01 COI

## CONSULTANT CONTRACT 20-003-C01

**Recommended  
Consultant:**

Estolano LeSar Advisors (ELA)

**Background &  
Scope of Work:**

Consistent with the Caltrans Partnership Grant that funds this project, the consultant shall develop and implement a comprehensive public engagement strategy that will provide a thorough equity focused foundation to support SCAG's efforts to meet regional congestion pricing concepts. Staff seeks the Regional Council's approval to proceed with awarding the contract to Estolano LeSar Advisors subject to Internal Audit review and negotiations.

SCAG, working with local agency partners, will continue its successful partnership with the California Department of Transportation (Caltrans) and the Federal Highway Administration (FHWA) to identify, analyze, and eventually plan for congestion pricing pilot concepts in the region. Through partnership efforts with Caltrans, SCAG received federal funding to pursue a congestion pricing feasibility study which has included travel demand modeling of likely changes in travel behavior and assessment of system safety and air quality conditions. Additionally, consideration of economic impacts and outreach to stakeholders were conducted. Key findings of the recent feasibility study suggest that a congestion pricing mobility program can achieve meaningful reductions in vehicle miles traveled (VMT) and help meet greenhouse gas (GHG) livability goals by shifting a sizeable share of trips to transit and active transportation modes. Study findings have also indicated that a congestion pricing mobility program can be financially self-sustaining.

In the previous decade, there have been numerous examples of successful congestion pricing projects internationally. The most common congestion pricing tool is a cordon or area charge on vehicles within a defined geographic boundary. Key examples include London, Stockholm, and Milan. In all of these cities, congestion charges are intended to reduce vehicular traffic and encourage the use of alternative modes.

Related complementary pricing initiatives have taken the form of low-emission and more recently, ultra-low emission zones (ULEZ), as implemented within the same area of central London as the Congestion Charge. Most vehicles, including cars and vans, must meet the ULEZ emissions standards or be subject to a daily charge to drive within the zone with different rate structures depending on type and size of vehicles. This is in addition to the Congestion Charge. As road pricing strategies and more generally, incentives for travel behavior have gained greater interest in the region, opportunities exist to explore broader concepts of pricing including ones that integrate low-emission/emission-free zones.

As the region plans for a future that is healthier and more prosperous, various policies and approaches including pricing concepts that integrate low-emission/emission-free zones will need to be explored with several major goals and objectives:

- Promote a balanced transportation system by encouraging residents and visitors to consider their travel choices;
- Reduce congestion;

- Increase the use of transit and active transportation;
- Improve quality of life; and
- Reduce VMT/VHT, criteria pollutants, and GHG emissions.

The comprehensive public engagement strategy performed by the consultant will provide a thorough equity focused foundation that will support efforts to meet these goals and objectives.

**Project’s Benefits & Key Deliverables:**

The project’s benefits and key deliverables include, but are not limited to:

- The consultants will conduct extensive outreach with a variety of CBOs and other stakeholders on the equity impacts of different types of congestion pricing, including low emission and ultra-low emission zones. This outreach will include gathering and analysis of public opinion on the impact of pricing programs and investments that can address resulting equity concerns;
- The consultants will develop and apply a methodology to determine the impact of potential pricing policies on households of varying income levels. The analysis will also consider the impact, as may be applicable, on different types of trips (e.g., employment trips, shopping trips, and recreational or social trips), and the impacts on air quality and health at different geographic scales;
- The consultants will hold up to 4 public workshops or demonstrations to provide education on various pricing strategies, and encourage public participation in informed dialogue on the development of future innovative pricing strategies throughout the region;
- The consultant will develop a final report, documenting steps taken to date, including outreach activities conducted and results, and identification of next steps required. The consultant will also develop and execute a media strategy to support engagement, and provide creative assets for SCAG and member cities to employ for ongoing awareness after completion of the contract performance.

**Strategic Plan:**

This item supports SCAG’s Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians; Goal 2: Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy; Goal 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration; and Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

**Contract Amount:**

<b>Total not to exceed</b>	\$540,000
ELA (prime consultant)	\$162,155
Sam Schwartz (subconsultant)	\$80,088
Community Arts Resources (subconsultant)	\$87,164
Toole Design Group, LLC (subconsultant)	\$14,921
Investing in Place (subconsultant)	\$25,456
Momentum Solutions Team, LLC (subconsultant)	\$48,504
Nelson/Nygaard Consulting Associates, Inc. (subconsultant)	\$121,712

**Contract Period:**

Notice to Proceed through June, 30, 2020

**Project Number(s):** 145-4817H1.01 \$432,000  
 145-4817H1.01 \$108,000

Funding source(s): Caltrans Partnership grant, and Transportation Development Act (TDA), Other Specify.

**Request for Proposal (RFP):** SCAG staff notified 2,249 firms of the release of RFP 20-003 via SCAG’s Solicitation Management System website. A total of 50 firms downloaded the RFP. SCAG received the three (3) proposals in response to the solicitation. However, one proposal was non-responsive and therefore not considered. SCAG received the following two (2) responsive proposals:

<b>Estolano LeSar Advisors (6 subconsultants)</b>	<b>\$540,540</b>
Guidehouse LLP (3 subconsultants)	\$1,183,007

**Selection Process:** The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed the two (2) highest ranked offerors.

The PRC consisted of the following individuals:

Annie Nam, Manager of Goods Movement and Transportation Finance, SCAG  
 Jaimee Lederman, Senior Regional Planner, SCAG  
 Jonathan Palacio, Associate Transportation Planner, Caltrans District 7

**Basis for Selection:** The PRC recommended Estolano LeSar Advisors for the contract award because the consultant:

- Demonstrated the best understanding of the project, specifically presenting a work plan that enables engagement with diverse community groups and stakeholders for outreach, and employs iterative feedback to adjust the outreach campaign to address emerging concerns.
- Offers a highly experienced consultant team with extensive knowledge and experience conducting outreach throughout the SCAG region, and includes consultants experienced with analysis of the impacts of innovative pricing strategies in other regions;
- Provides the best overall value for the project based upon allocation of resources for project tasks, additional approaches for task deliverables, and has the lowest cost.

**Conflict Of Interest (COI) Form - Attachment  
For October, 3, 2019 Regional Council Approval**

Approve Contract No. 20-003-C01 in an amount not to exceed \$540,000 with Estolano LeSar Advisors, to develop and implement a comprehensive public engagement strategy, related to regional congestion pricing, subject to final review by SCAG Internal Audit and negotiation.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
Estolano LeSar Advisors (prime consultant)	No - form attached
Sam Schwartz (subconsultant)	No - form attached
Community Arts Resources (subconsultant)	No - form attached
Toole Design Group, LLC (subconsultant)	No - form attached
Investing in Place (subconsultant)	No - form attached
Momentum Solutions Team, LLC (subconsultant)	No - form attached
Nelson/Nygaard Consulting Associates, Inc. (subconsultant)	No - form attached

# SCAG CONFLICT OF INTEREST FORM

RFP No. 20-003

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at [www.scag.ca.gov](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under "OPPORTUNITIES", then "Doing Business with SCAG" and scroll down under the "CONTRACTS" tab; whereas the SCAG staff may be found under "ABOUT" then "Employee Directory"; and Regional Council members can be found under "ABOUT", then scroll down to "ELECTED OFFICIALS" on the left side of the page and click on "See the list of SCAG representative and their Districts."

Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

**Name of Firm:** Estolano LeSar Advisors

**Name of Preparer:** Cecilia V. Estolano

**Project Title:** SCAG Mobility Innovations and Pricing

**RFP Number:** 20-003                      **Date Submitted:** 08/15/2019

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES       NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES       NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Cecilia V. Estolano, hereby declare that I am the (position or title) Co - CEO of (firm name) Estolano LeSar Advisors, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 08/15/2019 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



\_\_\_\_\_  
Signature of Person Certifying for Proposer  
(original signature required)

08/15/2019

\_\_\_\_\_  
Date

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No. 20-003

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Any questions regarding the information required to be disclosed in this form should be directed to SCAG’s Deputy Legal Counsel, especially if you answer “yes” to any question in this form, as doing so **MAY** also disqualify your firm from submitting an offer on this proposal

**Name of Firm:** Sam Schwartz Engineering, DPC  
**Name of Preparer:** Joe Iacobucci  
**Project Title:** Mobility Innovations and Pricing  
**RFP Number:** 20-003      **Date Submitted:** August 19, 2019

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES       NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES       NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Joe Iacobucci, hereby declare that I am the (position or title) Principal of (firm name) Sam Schwartz, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated August 15, 2019 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

 _____ Signature of Person Certifying for Proposer (original signature required)	<u>August 15, 2019</u> _____ Date
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**NOTICE**

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# SCAG CONFLICT OF INTEREST FORM

RFP No. 20-003

## SECTION I: INSTRUCTIONS

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Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

Name of Firm: Community Arts Resources  
Name of Preparer: Tamara O'Connor  
Project Title: Mobility Innovations and Pricing  
RFP Number: No. 20-003 Date Submitted: 8/14/19

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES  NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

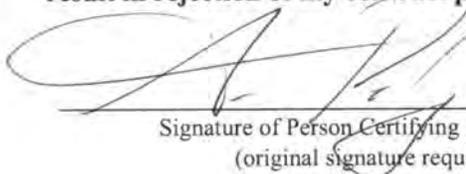
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Aaron Paley, hereby declare that I am the (position or title) President of (firm name) Community Arts Resources and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 8/14/19 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

  
 \_\_\_\_\_  
 Signature of Person Certifying for Proposer  
 (original signature required)

8/14/19  
 \_\_\_\_\_  
 Date

**NOTICE**

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# SCAG CONFLICT OF INTEREST FORM

RFP No. 20-003

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

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Any questions regarding the information required to be disclosed in this form should be directed to SCAG's Deputy Legal Counsel, especially if you answer "yes" to any question in this form, as doing so MAY also disqualify your firm from submitting an offer on this proposal

**Name of Firm:** Toole Design Group, LLC

**Name of Preparer:** Julie Albright

**Project Title:** Mobility Innovations and Pricing

**RFP Number:** 20-003      **Date Submitted:** August 19, 2019

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES       NO

If "yes," please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES       NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES  NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Roswell Eldridge, hereby declare that I am the (position or title) Chief Operating Officer of (firm name) Toole Design Group, LLC, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated August 19, 2019 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

  
 \_\_\_\_\_ August 19, 2019  
 Signature of Person Certifying for Proposer Date  
 (original signature required)

**NOTICE**

A material false statement, omission, or fraudulent inducement made in connection with this SCAG Conflict of Interest Form is sufficient cause for rejection of the contract proposal or revocation of a prior contract award.

# SCAG CONFLICT OF INTEREST FORM

RFP No. 20-003

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at [www.scag.ca.gov](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under “OPPORTUNITIES”, then “Doing Business with SCAG” and scroll down under the “CONTRACTS” tab; whereas the SCAG staff may be found under “ABOUT” then “Employee Directory”; and Regional Council members can be found under “ABOUT”, then scroll down to “ELECTED OFFICIALS” on the left side of the page and click on “See the list of SCAG representative and their Districts.”

Any questions regarding the information required to be disclosed in this form should be directed to SCAG’s Deputy Legal Counsel, especially if you answer “yes” to any question in this form, as doing so **MAY** also disqualify your firm from submitting an offer on this proposal

Name of Firm: Investing in Place  
Name of Preparer: Jessica Meaney  
Project Title: Mobility Innovations and Pricing  
RFP Number: 20-003 Date Submitted: 08/19/19

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES  NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES       NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES  NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Jessica Meaney, hereby declare that I am the (position or title) Executive Director of (firm name) Investing in Place, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 08/19/19 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



08/19/19

\_\_\_\_\_  
Signature of Person Certifying for Proposer  
(original signature required)

\_\_\_\_\_  
Date

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# SCAG CONFLICT OF INTEREST FORM

RFP No. 20-003

## SECTION I: INSTRUCTIONS

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Any questions regarding the information required to be disclosed in this form should be directed to SCAG’s Deputy Legal Counsel, especially if you answer “yes” to any question in this form, as doing so **MAY** also disqualify your firm from submitting an offer on this proposal

**Name of Firm:** Momentum Solutions Team, LLC  
**Name of Preparer:** David Kietzman  
**Project Title:** Mobility Innovations and Pricing  
**RFP Number:** 20-003      **Date Submitted:** 8/15/19

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES       NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES       NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES       NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES  NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

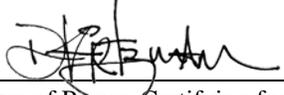
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) David Kietzman, hereby declare that I am the (position or title) Managing Partner of (firm name) Momentum Solutions Team, LLC, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 8/15/19 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

  
 \_\_\_\_\_ 8/15/19  
 Signature of Person Certifying for Proposer Date  
 (original signature required)

**NOTICE**

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# SCAG CONFLICT OF INTEREST FORM

RFP No. 20-003

## SECTION I: INSTRUCTIONS

All persons or firms seeking contracts must complete and submit a SCAG Conflict of Interest Form along with the proposal. This requirement also applies to any proposed subconsultant(s). Failure to comply with this requirement may cause your proposal to be declared non-responsive.

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Any questions regarding the information required to be disclosed in this form should be directed to SCAG’s Deputy Legal Counsel, especially if you answer “yes” to any question in this form, as doing so **MAY** also disqualify your firm from submitting an offer on this proposal

Name of Firm: Nelson\Nygaard Consulting Associates, Inc.

Name of Preparer: Leah Treat, Managing Director

Project Title: Mobility Innovations and Pricing

RFP Number: 20-003 Date Submitted: 8/26/19

## SECTION II: QUESTIONS

1. During the last twelve (12) months, has your firm provided a source of income to employees of SCAG or members of the SCAG Regional Council, or have any employees or Regional Council members held any investment (including real property) in your firm?

YES  NO

If “yes,” please list the names of those SCAG employees and/or SCAG Regional Council members and the nature of the financial interest:

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____
_____	_____

2. Have you or any members of your firm been an employee of SCAG or served as a member of the SCAG Regional Council within the last twelve (12) months?

YES  NO

If "yes," please list name, position, and dates of service:

Name	Position	Dates of Service
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Are you or any managers, partners, or officers of your firm related by blood or marriage/domestic partnership to an employee of SCAG or member of the SCAG Regional Council that is considering your proposal?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

4. Does an employee of SCAG or a member of the SCAG Regional Council hold a position at your firm as a director, officer, partner, trustee, employee, or any position of management?

YES  NO

If "yes," please list name and the nature of the relationship:

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

5. Have you or any managers, partners, or officers of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, campaign contributions or gifts to any current employee of SCAG or member of the SCAG Regional Council (including contributions to a political committee created by or on behalf of a member/candidate)?

YES       NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

This Validation Statement must be completed and signed by at least one General Partner, Owner, Principal, or Officer authorized to legally commit the proposer.

**DECLARATION**

I, (printed full name) Leah Treat, hereby declare that I am the (position or title) Managing Director of (firm name) Nelson\Nygaard Consulting Associates, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 8/20/19 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



\_\_\_\_\_  
Signature of Person Certifying for Proposer  
(original signature required)

8/20/19

\_\_\_\_\_  
Date

**NOTICE**

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Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
October 3, 2019

To: Executive/Administration Committee (EAC)  
Regional Council (RC)

EXECUTIVE DIRECTOR'S  
APPROVAL

From: Basil Panas, Chief Financial Officer, Budget & Grants, 213-236-1817, panas@scag.ca.gov

Subject: Resolution No. 19-615-3 Approving Amendment 1 to the FY 2019-20 Overall Work Program (OWP)

**RECOMMENDED ACTION:**

Adopt Resolution No. 19-615-3 approving Amendment 1 to the FY 2019-20 (FY20) Overall Work Program (OWP) and authorize the Executive Director, or his designee, to submit the necessary documentation to the California Department of Transportation (Caltrans).

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal

**EXECUTIVE SUMMARY:**

*Staff recommends that the Regional Council (RC) approve a first amendment to the FY20 OWP in the amount of \$3.6 million, increasing the budget from \$79.2 million to \$82.8 million. Amendment 1 is a formal amendment that includes: adding two new grants for the Active Transportation Program; adding a new grant for the FY20 Office of Traffic Safety - Pedestrian and Bicycle Safety Program; and adding five new grants for the FY20 Caltrans Sustainable Transportation Planning Grant Program. This amendment also includes: adding Transportation Development Act (TDA) funds and other local funds for the required match to support the new grants; adjustments to staff time allocations in various OWP projects; and revisions to the OWP budget reports to correctly present toll credits used as match for federal transportation planning funds.*

**BACKGROUND:**

On May 2, 2019 the RC adopted the FY20 Final Comprehensive Budget, which included the FY20 OWP budget in the amount \$79.2 million. On May 17, 2019, SCAG received five awards for a total of \$2.4 million for the FY20 Caltrans Sustainable Transportation Planning Grant program. The grant funds are programmed in this OWP amendment to meet the conditions of grant acceptance.

On June 27, 2019, the Federal Transit Administration (FTA) and Federal Highway Administration (FHWA) conditionally approved SCAG's FY20 OWP pending changes to the budget reports to correctly present toll credits used as match for federal transportation planning funds. The required

**OUR MISSION**

*To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.*

**OUR VISION**

*Southern California's Catalyst for a Brighter Future*

**OUR CORE VALUES**

*Be Open | Lead by Example | Make an Impact | Be Courageous*

changes were completed in an administrative amendment that was submitted to Caltrans on September 16, 2019.

**DISCUSSION:**

Staff recommends that the RC approve Amendment 1 to the FY 2019-20 OWP in the amount of \$3.6 million, increasing the budget from \$79.2 million to \$82.8 million.

Table 1 shows revenue increases of \$3.6 million for the new federal and state transportation planning grants, the local funds supporting the grants, and the adjustment for toll credits. Attachment 2 includes a list of budget changes including the new grants. To access the amended OWP, please visit: <http://www.scag.ca.gov/about/Pages/Overall%20Work%20Program.aspx>

<b>Table 1. FY 2019-20 OWP Revenues</b>			
<b>OWP REVENUES</b>	<b>Adopted</b>	<b>Amend #1</b>	<b>Change</b>
FHWA PL	\$ 23,169,366	\$ 23,169,366	\$ -
FTA 5303	\$ 14,855,692	\$ 14,855,692	\$ -
FEDERAL OTHER	\$ 3,366,348	\$ 5,421,356	\$ 2,055,008
SB 1 FORMULA GRANT	\$ 12,730,939	\$ 12,730,939	\$ -
SB 1 COMPETITIVE GRANT	\$ 245,654	\$ 245,654	\$ -
SB 1 ADAPTATION GRANT	\$ 531,122	\$ 531,122	\$ -
SHA COMPETITIVE GRANT	\$ -	\$ 993,617	\$ 993,617
STATE OTHER	\$ 7,964,382	\$ 8,392,382	\$ 428,000
TDA	\$ 9,342,288	\$ 9,777,761	\$ 435,473
CASH/LOCAL OTHER	\$ 2,424,607	\$ 2,790,815	\$ 366,208
IN-KIND COMMITMENTS	\$ 3,838,646	\$ 3,838,646	\$ -
<b>SUBTOTAL</b>	<b>\$ 78,469,044</b>	<b>\$ 82,747,350</b>	<b>\$ 4,278,306</b>
TOLL CREDITS	\$ 718,703	\$ -	\$ (718,703)
<b>TOTAL</b>	<b>\$ 79,187,747</b>	<b>\$ 82,747,350</b>	<b>\$ 3,559,603</b>

Table 2 shows the proposed changes to expenditure categories:

- 1) \$10,000 for adjustments to staff time allocations.
- 2) \$3.9 million for consultant work related to the Active Transportation Program, the FY20 Office of Traffic Safety - Pedestrian and Bicycle Safety Program, and the FY20 Caltrans Sustainable Transportation Planning Grant Program.
- 3) Less than \$91,000 decrease in third party in-kind commitments for consultant work.
- 4) \$0.4 million increase in other costs to support the new grants.

- 5) \$0.7 million decrease in toll credits used as match for federal transportation planning funds. The toll credits should not be included in the total budget. This change was necessary to correctly present toll credits in the OWP budget reports.

**Table 2. FY 2019-20 OWP Expenditures**

OWP EXPENDITURES	Adopted	Amend #1	Change
SALARIES	\$ 34,362,325	\$ 34,371,840	\$ 9,515
CONSULTANTS	\$ 36,315,673	\$ 40,246,604	\$ 3,930,931
LOCAL OTHER	\$ 1,900,367	\$ 1,809,982	\$ (90,385)
IN-KIND COMMITMENTS	\$ 3,838,646	\$ 3,838,646	\$ -
OTHER COSTS	\$ 2,052,033	\$ 2,480,278	\$ 428,245
<b>SUBTOTAL</b>	<b>\$ 78,469,044</b>	<b>\$ 82,747,350</b>	<b>\$ 4,278,306</b>
TOLL CREDITS	\$ 718,703	\$ -	\$ (718,703)
<b>TOTAL</b>	<b>\$ 79,187,747</b>	<b>\$ 82,747,350</b>	<b>\$ 3,559,603</b>

**FISCAL IMPACT:**

Amendment 1 to the FY20 OWP results in an increase of \$3,559,603, from \$79,187,747 to \$82,747,350. After approval by the RC, the revised budget will be submitted to Caltrans for final approval.

**ATTACHMENT(S):**

1. Resolution No. 19-615-3
2. List of Budget Changes FY20 A1
3. To access the amended OWP, please visit:  
<http://www.scag.ca.gov/about/Pages/Overall%20Work%20Program.aspx>



RESOLUTION NO. 19-615-3

A RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) APPROVING AMENDMENT 1 TO THE FISCAL YEAR 2019-20 OVERALL WORK PROGRAM

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS 900 Wilshire Blvd., Ste. 1700 Los Angeles, CA 90017 T: (213) 236-1800 www.scag.ca.gov

REGIONAL COUNCIL OFFICERS

- President Bill Jahn, Big Bear Lake
First Vice President Rex Richardson, Long Beach
Second Vice President Clint Lorimore, Eastvale
Immediate Past President Alan D. Wapner, San Bernardino County Transportation Authority

COMMITTEE CHAIRS

- Executive/Administration Bill Jahn, Big Bear Lake
Community, Economic & Human Development Peggy Huang, Transportation Corridor Agencies
Energy & Environment Linda Parks, Ventura County
Transportation Cheryl Viegas-Walker, El Centro

WHEREAS, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization, for the six county region consisting of Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial counties pursuant to 23 U.S.C. § 134 et seq. and 49 U.S.C. §5303 et seq.; and

WHEREAS, SCAG has developed the Fiscal Year (FY) 2019-20 Comprehensive Budget that includes the following budget components: the Overall Work Program (OWP); the FTA Discretionary and Formula Grant Budget; the TDA Capital and Debt Service Budget; the General Fund Budget; the Indirect Cost Budget (ICAP); and the Fringe Benefits Budget; and

WHEREAS, the OWP is the basis for SCAG's annual regional planning activities and budget; and

WHEREAS, in conjunction with the OWP Agreement and Master Fund Transfer Agreement, the OWP constitutes the annual funding contract between the State of California Department of Transportation (Caltrans) and SCAG for the Consolidated Planning Grant (CPG), the Sustainable Transportation Planning Grants, and the Adaptation Planning Grants; and

WHEREAS, SCAG is also eligible to receive other Federal and/or State grant funds and/or local funds for certain regional transportation planning related activities. For such funding upon award, the funds are implemented through the OWP and SCAG and the applicable Federal or State agency shall execute the applicable grant agreement(s); and

WHEREAS, SCAG's Regional Council approved the OWP for FY 2019-20 in May 2019, which was subsequently conditionally approved by Caltrans in June 2019; and

WHEREAS, this Amendment 1 to the FY 2019-20 OWP will result in a budget increase of \$3.6 million, from \$79.2 million to \$82.8 million; and

WHEREAS, Amendment 1 to the FY 2019-20 OWP, along with its corresponding staff report and this resolution, has been reviewed and discussed by SCAG's Regional Council on October 3, 2019.

Attachment: Resolution No. 19-615-3 Approving Amendment 1 to the FY 2019-20 Overall Work Program (OWP)

**NOW, THEREFORE, BE IT RESOLVED**, by the Regional Council of the Southern California Association of Governments, that Amendment 1 to the FY 2019-20 OWP is approved and adopted.

**BE IT FURTHER RESOLVED THAT:**

1. The Regional Council hereby authorizes submittal of Amendment 1 to the FY 2019-20 OWP to the participating State and Federal agencies.
2. SCAG pledges to pay or secure in cash or services, or both, the matching funds necessary for financial assistance.
3. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby designated and authorized to execute all related agreements and other documents on behalf of the Regional Council.
4. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make and submit to the applicable funding agencies, the necessary work program, and budget modifications to the FY 2019-20 OWP based on actual available funds and to draw funds as necessary on a line of credit or other requisition basis.
5. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to submit grant applications and execute the applicable grant agreements and any amendments with the applicable Federal or State agency and to implement grant funds through SCAG’s OWP, and this includes submittal and execution of the required Overall Work Program Agreement (OWPA) and the Master Fund Transfer Agreement (MFTA) with Caltrans.
6. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make administrative amendments to the FY 2019-20 OWP that do not affect the delivery of regional transportation planning tasks, activities, steps, products, or the funding amounts listed on the OWPA.

**PASSED, APPROVED AND ADOPTED** by the Regional Council of the Southern California Association of Governments at its regular meeting this 3<sup>rd</sup> day of October, 2019.

[Signatures on the following page]

---

William "Bill" Jahn  
President, SCAG

Attested by:

---

Kome Ajise  
Executive Director

Approved as to Form:

---

Joann Africa  
Chief Counsel

**FY 2019-20 OWP Amendment 1  
List of Budget Changes**

Project Task No.	Project Task Name	Category	Budget Change	FTA 5303	FHWA PL	TDA	FTA 5304	FHWA SPR	SHA	Other Special Grants	In-Kind/Cash/Local	Toll Credits	Reason for Change
010-1631.02	Transportation Demand Management (TDM) Planning	Staff	\$ (3,028)		\$ (2,681)						\$ (347)		Overestimated the staff effort and need to redirect funds to other projects.
045-0142.12	Enterprise GIS (EGIS) Implementation - Maint. & Support	Staff	\$ 261,617		\$ 231,610						\$ 30,007		Underestimated the staff effort and need to redirect funds from task 045-0142.17.
045-0142.17	QA Requirements and Documentation	Staff	\$ (261,615)		\$ (231,608)						\$ (30,007)		Overestimated the staff effort and need to redirect funds to task 045-0142.12.
055-4856.04	Tax Increment Financing for Sustainable Growth	Consultant	\$ 45,000								\$ 45,000		Add the cash commitment from the County of Los Angeles.
065.4858.01	Regional Resiliency Analysis	Staff	\$ 7,160		\$ 6,339						\$ 821		Underestimated the staff effort and need to redirect funds from other projects.
100-1630.02	Intelligent Transportation Systems (ITS) Planning	Staff	\$ (33,037)		\$ (29,248)						\$ (3,789)		Overestimated the staff effort and need to redirect funds to other projects.
100-1630.03	Regional ITS Strategic Plan and Regional ITS Architecture Update	Staff	\$ (14,871)		\$ (13,165)						\$ (1,706)		Overestimated the staff effort and need to redirect funds to other projects.
120-0175.01	OWP Development & Administration	Staff	\$ 136,808		\$ 121,116						\$ 15,692		Underestimated the staff effort and need to redirect funds from other projects.
140-0121.01	Transit Planning	Staff	\$ (66,965)		\$ (59,284)						\$ (7,681)		Overestimated the staff effort and need to redirect funds to other projects.
140-0121.02	Regional High Speed Transport Program	Staff	\$ (49,031)		\$ (43,407)						\$ (5,624)		Overestimated the staff effort and need to redirect funds to other projects.
140-0121.08	Transit Asset Management (TAM) Planning	Staff	\$ 40,860		\$ 36,173						\$ 4,687		Underestimated the staff effort and need to redirect funds from other projects.
140-4849.01	Transit Ridership Study Phase 2	Staff	\$ (17,898)		\$ (15,845)						\$ (2,053)		Overestimated the staff effort and need to redirect funds to other projects.
145-4816.01	First-Mile Last-Mile Connectivity Study for Naval Base Ventura County	Staff	\$ 3,618			\$ 3,618							Underestimated the staff effort and need to redirect funds from other projects.
145-4835.01	ADA Paratransit Demand Forecast (FY18 SB1 Competitive)	Staff	\$ 3,618			\$ 3,618							Underestimated the staff effort and need to redirect funds from other projects.
145-4865.01	(New) Southern California Goods Movement Communities Freight Impact Assessment	Staff	\$ 59,880			\$ 11,976		\$ 47,904					Add new FY20 Caltrans planning grant and add TDA funds to support the staff effort.
145-4865.01	(New) Southern California Goods Movement Communities Freight Impact Assessment	Consultant	\$ 239,520			\$ 47,904		\$ 191,616					Add new FY20 Caltrans planning grant and add TDA funds to support the consultant effort.
145-4866.01	(New) East San Gabriel Valley Mobility Plan	Staff	\$ 20,000			\$ 4,000		\$ 16,000					Add new FY20 Caltrans planning grant and add TDA funds to support the staff effort.
145-4866.01	(New) East San Gabriel Valley Mobility Plan	Consultant	\$ 397,500					\$ 318,000			\$ 79,500		Add new FY20 Caltrans planning grant and add cash commitment from Los Angeles County Department of Regional Planning to support the consultant work.
145-4867.01	(New) Curb Space Management Study	Staff	\$ 39,529			\$ 5,825	\$ 33,704						Add new FY20 Caltrans planning grant and add TDA funds to support the staff effort.
145-4867.01	(New) Curb Space Management Study	Consultant	\$ 525,171			\$ 77,387	\$ 447,784						Add new FY20 Caltrans planning grant and add TDA funds to support the consultant effort.
155-4863.01	(New) Transportation Broadband Strategies to Reduce VMT and GHG	Staff	\$ 27,000			\$ 3,097			\$ 23,903				Add new FY20 Caltrans planning grant and add TDA funds to support the staff effort.
155-4863.01	(New) Transportation Broadband Strategies to Reduce VMT and GHG	Consultant	\$ 538,000						\$ 476,292		\$ 61,708		Add new FY20 Caltrans planning grant and add cash and in-kind commitments from project partners to support the consultant work.

**FY 2019-20 OWP Amendment 1  
List of Budget Changes**

Project Task No.	Project Task Name	Category	Budget Change	FTA 5303	FHWA PL	TDA	FTA 5304	FHWA SPR	SHA	Other Special Grants	In-Kind/Cash/Local	Toll Credits	Reason for Change
155-4864.01	(New) SB743 VMT Mitigation Assistance Program	Staff	\$ 41,244			\$ 4,731			\$ 36,513				Add new FY20 Caltrans planning grant and add TDA funds to support the staff effort.
155-4864.01	(New) SB743 VMT Mitigation Assistance Program	Consultant	\$ 516,106			\$ 59,197			\$ 456,909				Add new FY20 Caltrans planning grant and add TDA funds to support the consultant effort.
160-4850.01	Project Management	Staff	\$ 47,538			\$ 47,538							Underestimated the staff effort and need to redirect funds from other projects.
225-3564.10	Go Human -MSRC - Sustainability Planning Grants	Consultant	\$ 7,249			\$ 10,725				\$ (3,476)			Add TDA funds for activities not eligible for MSRC grant reimbursement.
225-3564.10	Go Human -MSRC - Sustainability Planning Grants	Staff	\$ 3,476							\$ 3,476			Add MSRC grant funds for other direct costs.
225-3564.14	SCAG 2019 Local Demonstration Initiative	NA	\$ 4,000							\$ 4,000			Update the project name and add ATP grant funds.
225-3564.15	(New) FY20 OTS - Pedestrian and Bicycle Safety Program	Staff	\$ 56,000							\$ 56,000			Add new OTS grant funds to support staff work.
225-3564.15	(New) FY20 OTS - Pedestrian and Bicycle Safety Program	Consultant	\$ 944,000							\$ 944,000			Add new OTS grant funds to support consultant work.
225-4838.01	SCAG 2017 Active Transportation Safety & Encouragement Campaign (Phase 2)	Consultant	\$ 55,000								\$ 55,000		Add the in-kind commitment from the City of Hermosa Beach.
225-4839.01	SCAG Active Transportation Disadvantage Communities Plans	Consultant	\$ 20,000			\$ 20,000							Add TDA funds to support the City of Calipatria's active transportation plan.
225-4839.01	SCAG Active Transportation Disadvantage Communities Plans	Staff	\$ 60,000			\$ 60,000							Add TDA funds to support the work with community-based organizations for active transportation plans in seven disadvantaged communities.
225-4868.01	(New) Imperial County Project Ride, Walk, Learn	Consultant	\$ 224,000							\$ 224,000			Add new ATP grant funds for a new project.
225-4869.01	(New) San Gabriel Valley Greenway Network Implementation Plan	Consultant	\$ 200,000							\$ 200,000			Add new ATP grant funds for a new project.
275-4823.02	Sustainability Planning Grant Program - 2016 Call (FY19 SB 1 Formula)	Consultant	\$ 125,000								\$ 125,000		Add the cash commitment from the City of Riverside.
280-4824.02	Future Communities Pilot Program (FY19 SB 1 Formula)	Consultant	\$ 177,109								\$ 177,109		Add the cash commitments from the City of Glendale (\$18,709) and the City of Cerritos (\$158,400).
280-4824.02	Future Communities Pilot Program (FY19 SB 1 Formula)	Consultant	\$ (177,109)								\$ (177,109)		Remove the in-kind commitments from the City of Glendale and the City of Cerritos now replaced with cash commitments.
280-4824.02	Future Communities Pilot Program (FY19 SB 1 Formula)	Staff	\$ 31,489			\$ 31,489							Underestimated the staff effort and need to redirect funds from other projects.
280-4840.01	Future Communities Framework (FY19 SB 1 Formula)	Non-Profit	\$ -										To shift the existing \$50K in Consultnat GL to Non-Profit GL.
290-4826.01	SCS Scenario Development & Outreach (FY18 SB 1 Formula)	Staff	\$ 22,184			\$ 22,184							Underestimated the staff effort and need to redirect funds from other projects.
290-4826.02	SCS Scenario Development and Outreach (FY20 SB 1 Formula)	Staff	\$ 22,184			\$ 22,184							Underestimated the staff effort and need to redirect funds from other projects.
<b>SUBTOTAL</b>			<b>\$ 4,278,306</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 435,473</b>	<b>\$ 481,488</b>	<b>\$ 573,520</b>	<b>\$ 993,617</b>	<b>\$ 1,428,000</b>	<b>\$ 366,208</b>	<b>\$ -</b>	
Various	Various	Toll Credits	\$ (718,703)									\$ (718,703)	Remove toll credits from the total budget as required by Caltrans.
<b>TOTAL</b>			<b>\$ 3,559,603</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 435,473</b>	<b>\$ 481,488</b>	<b>\$ 573,520</b>	<b>\$ 993,617</b>	<b>\$ 1,428,000</b>	<b>\$ 366,208</b>	<b>\$ (718,703)</b>	



Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
October 3, 2019

**To:** Executive/Administration Committee (EAC)  
Regional Council (RC)

**From:** Basil Panas, Chief Financial Officer, Contracts, 213-236-1817,  
panas@scag.ca.gov

**Subject:** Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 -  
\$199,999 and Amendments \$5,000 - \$74,999

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

For Information Only - No Action Required

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

**BACKGROUND:**

**SCAG executed the following Purchase Orders (PO's) more than \$5,000 but less than \$200,000**

Daily Journal Corporation	RHNA Notice Publications	\$27,799
UCLA Conference Center	Lake Arrowhead symposium	\$20,000
Softwareone Inc.	FY20 VMware Renewal	\$19,487
Esri	FY20 ESRI Software Maintenance	\$15,501
CDW Government, Inc.	FY20 Cisco Maintenance and Support	\$11,410
Los Angeles County Business Federation	FY20 SCAG membership	\$11,000
Green Translations	FY20 Translation Service	\$10,000
U.S. Postal Service	FY20 Postage	\$10,000
CDW Government, Inc.	VEEAM Software Renewal	\$9,470
KC's Mediterranean Grill	RC Meeting Provisions	\$8,000
Pacific Snow Valley Resort LLC	EAC Retreat Hotel Accommodation	\$7,410
SEI Inc. dba Service Express Inc.	FY20 HP Hardware Support	\$7,047
Majestic Marketing DbA Bagmasters	GA Lunch Bags	\$6,787
Mailfinance	FY20 Mail machine lease	\$5,001
United Parcel Service(Ups)	FY20 Courier Service	\$5,000

**OUR MISSION**

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

**OUR VISION**

Southern California's Catalyst for a Brighter Future

**OUR CORE VALUES**

Be Open | Lead by Example | Make an Impact | Be Courageous



**SCAG executed the following Contract more than \$25,000 but less than \$200,000**

<b><u>Consultant/Contract #</u></b>	<b><u>Contract's Purpose</u></b>	<b><u>Contract Amount</u></b>
Local Government Commission (20-011-C01)	The consultant in shall place students (Fellows) in SCAG member cities and the Fellows will provide capacity-building support to the cities through various research, planning and project implementation activities.	\$76,500

**SCAG executed the Amendment more than \$5,000 but less than \$75,000**

<b><u>Consultant/Contract #</u></b>	<b><u>Amendment's Purpose</u></b>	<b><u>Amendment Amount</u></b>
N/A	N/A	N/A

**ATTACHMENT(S):**

1. Contract 20-011-C01

## CONSULTANT CONTRACT 20-011-C01

<b>Recommended Consultant:</b>	Local Government Commission
<b>Background &amp; Scope of Work:</b>	<p>Local governments have been and will continue to take a leading role in California’s response to climate change. However, budget constraints, the loss of key tools and funding sources, and limited technical familiarity with emerging tools and practices, pose significant challenges to local communities – large and small – as they seek to implement these efforts quickly and effectively. To help local governments overcome these obstacles, the consultant (LGC), in partnership with the Governor’s Office of Planning and Research, implements the CivicSpark Program to place students (Fellows) in SCAG member cities, and the Fellows will provide capacity-building support to the cities through various research, planning and project implementation activities.</p>
<b>Project’s Benefits &amp; Key Deliverables:</b>	<p>The project’s benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Providing capacity-building support to the cities through various research, planning and project implementation activities.</li></ul>
<b>Strategic Plan:</b>	<p>This item supports SCAG’s Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.</p>
<b>Contract Amount:</b>	<b>Total not to exceed</b> <span style="float: right;"><b>\$76,500</b></span>
<b>Contract Period:</b>	September 10, 2019 through September 2, 2020
<b>Project Number(s):</b>	065-0137E.10    \$76,500
	Funding source: Transportation Development Act (TDA)
<b>Request for Proposal (RFP):</b>	Staff awarded a non-profit sole source contract to them pursuant to State of California Contracts Manual, Sections 3.15 and 3.17 regarding Subvention and Local Assistance Contracts.
<b>Selection Process:</b>	<p>The LGC is the only agency that has the CivicSpark Americorps Program which is a partnership with the State of California Governor's Office of Planning &amp; Research. LGC, through the CivicSpark Program, works with organizations to address climate change matters in their respective areas and provides capacity-building support to local governments through research, planning and project implementation activities. The Sustainability Database maintained by the CivicSpark Fellows tracks a number of key metrics for SCAGs RTP/SCS, such as active transportation plans and projects, complete streets plans and projects, in fill development, and clean fuel adoption by municipal fleets. This data helps SCAG meet the SB 375 target and helps member cities meet their VMT and GHG reduction goals. LGC provides funding to place a CivicSpark fellow in a public agency for 1,300 hours per year and pays 50% of the costs and the agency (SCAG) pays the remaining 50%. SCAG funded 3 positions from September 2019 through September 2020.</p>

Attachment: Contract 20-011-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999)

**Basis for Selection:**

As previously stated, given Local Government Commission's unique niche expertise, staff awarded a non-profit sole source contract to them pursuant to State of California Contracts Manual, Sections 3.15 and 3.17 regarding Subvention and Local Assistance Contracts.

Attachment: Contract 20-0111-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999)



Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
October 3, 2019

**To:** Executive/Administration Committee (EAC)  
Regional Council (RC)  
**From:** Art Yoon, Director of Policy and Public Affairs, Legislation,  
(213) 236-1840, ArtYoon@scag.ca.gov  
**Subject:** October State and Federal Legislative Update

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

Receive and File

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 2: Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

**STATE**

**Governor Newsom Administration Updates**

California Department of Transportation

On Tuesday, September 3, 2019, Governor Newsom announced two key appointments to the California Department of Transportation (Caltrans). Toks Omishakin was appointed director of Caltrans. Mr. Omishakin most recently served as deputy commissioner for environment and planning at the Tennessee Department of Transportation (TDOT) since 2011. He was responsible for an administrative and project budget that exceeds \$250 million annually. He also led the activities of the divisions of Environment, Long-Range Planning, Project Planning, and Multimodal Transportation Resources.

Before his time at TDOT, Mr. Omishakin served as director of Healthy Living Initiatives in the City of Nashville's Mayor's Office. Mr. Omishakin was instrumental in developing a Complete Streets policy for Nashville and also served as the Mayor's liaison to several council's and boards. Mr. Omishakin has extensive knowledge of active transportation issues. He currently serves on the board of directors for America Walks, a nonprofit organization with the goal of advancing safe places for people to walk and move, as well as Vice Chair of the American Association of State Highway and Transportation Officials' (AASHTO) Council on Active Transportation. The Council focuses on issues related to bicycles, pedestrians, and other active transportation modes.

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Mr. Omishakin earned a Bachelor of Science degree in Engineering Technology from Mississippi Valley State University, and a Master of Arts Degree in Urban and Regional Planning from Jackson State University. The position requires Senate confirmation.

Governor Newsom also announced that James E. Davis was appointed to serve as chief deputy director of Caltrans. Mr. Davis will oversee leadership development, the Senate Bill (SB) 1 infrastructure program, and all internal operations comprising 20,000 employees and a \$15 billion budget. Mr. Davis has served for 31 years at Caltrans in various capacities, most recently as special advisor to the director of Caltrans. Mr. Davis previously served as Senate Bill (SB) 1 program manager from 2018 to 2019, district director for the Bay Area in 2018, and division chief of project management from 2013 to 2018, among other transportation engineering positions since 1988. Mr. Davis also served as Vice Chair of AASHTO's Project Management Technical Committee from 2016 to 2018. He is a member of the American Society of Civil Engineers and has been a member of the Project Management Technical Institute for more than 10 years.

Mr. Davis holds a Bachelor of Science degree in Civil Engineering from the University of Kansas. The chief deputy director position does not require Senate confirmation.

#### California Department of Housing and Community Development

The California Department of Housing and Community Development (HCD) will also be experiencing a leadership change. It was announced on Thursday, September 5, 2019, that Ben Metcalf would be stepping down as director of HCD effective September 6, 2019. Chief Deputy Director Doug McCauley will serve as Acting Director until a new director is appointed.

#### **State Legislature Adjournment**

The California Legislature adjourned in the early morning hours of September 14, 2019, concluding the first year of its two-year 2019-2020 session. The Governor has until October 13, 2019 to sign or veto bills passed by the Legislature. Bills that did not advance this year may be taken up again in 2020 (referred to as two-year bills). The Legislature confronted major issues that impact the lives of Californians. Below are some of the Assembly Bills (AB) and Senate Bills (SB) that garnered the most attention in 2019.

#### Housing Bills

AB 101 is the comprehensive budget trailer bill dealing with housing production and homeless initiatives. The measure funds the Local Government Planning Support Grants program, which provides one-time funding of \$250 million split between cities and counties, and regions to update planning documents. Of the total, half is directed to cities and counties based upon a population-based formula. Another \$125 million in one-time funding is provided for councils of governments

(COGs) that administer the Regional Housing Needs Assessment (RHNA). SCAG is specifically named in this measure.

AB 113 is referred to as a “clean-up” bill, meaning that it clarifies some of the provisions of the housing trailer bill described above. Specifically, AB 113 adds the Council of San Benito County Governments to the list of eligible COGs in the central coast multiagency working group identified in the Local Government Planning Support Grants program. This measure also specifies that COGs are allowed to apply for a portion of the Local Government Planning Support Grants Program to assist with putting together the entire program application.

#### Major Legislation from the 2019 Session

AB 5 (Gonzalez, D-San Diego) – AB 5 codifies the decision by the California Supreme Court in *Dynamex Operations West, Inc. vs. Superior Court of Los Angeles*, which established a three-prong test for determining whether a worker is an independent contractor or an employee. Negotiations on what professions would receive exemptions from the three-prong test dominated the debate on this bill. AB 5 was approved by the Governor on September 18, 2019.

AB 74 (Ting, D-San Francisco) – AB 74 is the Budget Act for Fiscal Year 2019-2020. The measure totals \$214.8 billion. AB 74 also details the expenditure plan for cap-and-trade funding, amounting to almost \$1.5 billion. Cap-and-trade expenditures fund programs dealing with greenhouse gases, clean vehicles and buses, and other programs. AB 74 was approved by the Governor on June 27, 2019.

AB 235 (Mayes, R-Yucca Valley) – AB 235 would have assisted the Pacific Gas and Electric Company in paying off up to \$20 billion dollars in wildfire claims stemming from a series of devastating fires that occurred in 2017 and 2018. Although the measure had made progress in the Legislature, Assemblymember Mayes announced on September 6, 2019 that AB 235 would be a two-year bill, meaning that it would no longer be considered this year, but could be reconsidered in 2020.

AB 392 (Weber, D-San Diego) / SB 230 (Caballero, D-Salinas) – Both AB 392 and SB 230 are measures that address police use-of-force. These bills were considered competing measures, but a compromise was reached during a Senate Public Safety Committee hearing that made passage of SB 230 contingent upon passage of AB 392. AB 392 was approved by the Governor on August 19, 2019, while SB 230 was approved on September 13, 2019.

AB 1482 (Chiu, D-San Francisco) – AB 1482 would impose a rent cap of 5% per year plus inflation on rent increases in certain apartments statewide through 2030. This measure passed the Senate (Y:25; N:10; NVR:5) on September 10, 2019, and the Assembly (Y:48; N:26; NVR:5). The Governor is expected to sign AB 1482.

SB 276 / SB 714 (Pan, D-Sacramento) – SB 276 would alter the process on how immunization exemptions are granted to children attending school. This measure passed the Assembly (Y:48; N:18; NVR:13) and Senate (Y:28; N:11; NVR:1). Late amendments requested by the Governor on this issue led to a gut-and-amend on SB 714, which passed the Assembly (Y:43; N:14; NVR:12) and Senate (Y:27; N:11; NVR:2). The Governor signed both of these measures on September 9, 2019.

## FEDERAL

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### **Federal Appropriations Update**

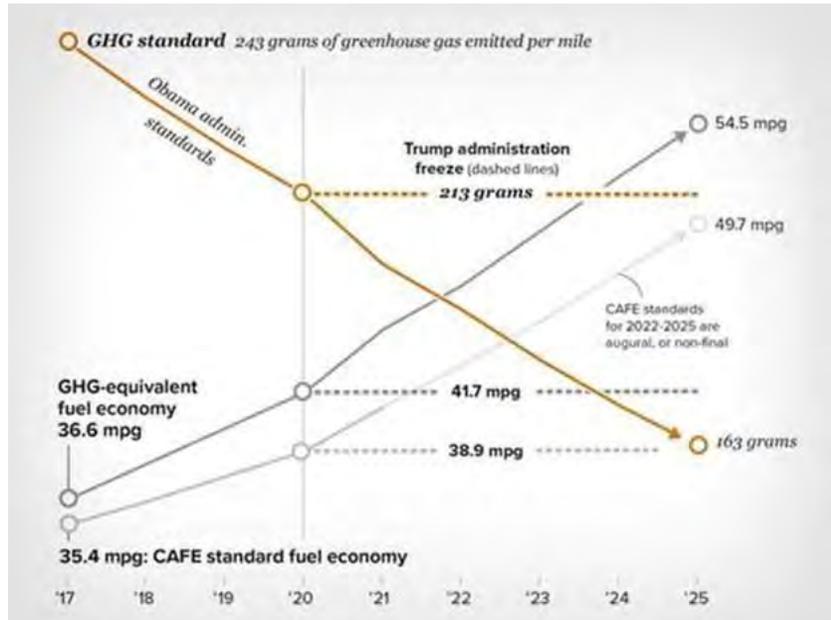
On September 9, 2019, Congress returned to session after the August Recess and is quickly working to pass Fiscal Year (FY) 2020 appropriations bills before the start of the new fiscal year on October 1, 2019. The House of Representatives has passed 11 of the 12 federal agency funding bills. However, over in the Senate, only half of the twelve appropriations bills have been approved by the Senate Appropriations Committee. The Senate differed in its approach to the federal budget by waiting until a spending limit agreement was in place, which came at the start of August, eliminating the possibility of mandatory across the board budget cuts to federal agencies.

On September 19, 2019, the Senate Appropriations Committee approved the FY 2020 Transportation, Housing, and Urban Development (THUD) Appropriations bill. The spending package provides the USDOT with \$86.6 billion in budgetary resources, which is \$168 million above the FY 2019 enacted level and rejects President Trump's proposed \$3.58 billion cut to USDOT programs. It should be noted that the Senate's version of the transportation funding bill will not raise the cap on passenger facility charges to avoid controversial issues among appropriators and any further delays.

Since the upper chamber is continuing to work through its set of appropriations bills and conference negotiations between both houses have not begun, it is likely that Congress will need to pass a Continuing Resolution to avoid a government shut-down. A longer Continuing Resolution takes the pressure off Congress to act, but allows Congress to avoid the potential for a series of very short Continuing Resolutions. On September 19, 2019, the House approved (Y:301; N:123) a Continuing Resolution to fund the federal government at FY 2019 spending levels through November 21, 2019.

### **Vehicle Emission Standards Update**

In August 2018, the United States Environmental Protection Agency (EPA) and National Highway Traffic Safety Agency (NHTSA) proposed the Safer Affordable Fuel Efficient (SAFE) Vehicles Rule, which would change existing Corporate Average Fuel Economy (CAFE) and greenhouse gas emissions standards for passenger vehicles and light trucks. Current CAFE standards require new cars and light trucks to reach an average of 54.5 miles per gallon by 2025. However, the proposed rule would freeze federal emission standards at 2020 levels through 2026 and eliminate the waiver that allows California to set its own stricter emissions standards, which gets special treatment under the Clean Air Act thanks to its historic smog problems.



The California Association of Councils of Governments (CALCOG) warns that an expected increase in carbon

dioxide emissions could increase by almost 15 million metric tons by 2025, which is roughly equivalent to putting an additional 2.8 million cars on the state’s roads for a year. Moreover, a fact sheet released by the EPA and NHTSA estimates an increase in daily fuel consumption of approximately half a million barrels per day. Aside from the obvious health and environmental concerns, the change in standards could have significant impacts on transportation plans and projects statewide. In California, a unique air quality emissions model, known as EMFAC, estimates emission rates for passenger vehicles operating in California. Transportation agencies use the EMFAC model to demonstrate that each region and the state is conforming to the requirements of the federal Clean Air Act. Once the rule takes effect, the EMFAC model could be invalid, and transportation agencies will be unable to demonstrate that their projects conform to federal Clean Air Act requirements. As a result, 443 infrastructure projects in the SCAG region could be interrupted and unable to proceed.

On July 22, 2019, the California Air Resources Board (CARB) and four automakers — Ford, Volkswagen, Honda and BMW North America — reached a surprise agreement on a set of terms for light-duty greenhouse gas emissions standards to maintain one national solution. Under the framework, these vehicles will average 50 miles per gallon by 2026, hitting the target one year later than under the Obama-era rules, but far above what is being proposed by the Trump

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Administration. Two other automakers, including Mercedes-Benz, were set to join the deal, however, it emerged that the United States Department of Justice (DOJ) launched an investigation into the automakers for antitrust violations. Both Senators Feinstein and Harris sent separate letters to DOJ raising concerns that the investigation is politically motivated.

On September 18, 2019, President Trump announced that he would revoke California's waiver to enforce stricter standards on vehicle carbon pollution. The Trump Administration severed and advanced this portion from the auto emissions rollback targeting the waiver from the broader, more technical rulemaking. Immediately, Governor Gavin Newsom, Attorney General Xavier Becerra, and CARB Chair Mary Nichols, announced that the state would sue the federal government once the document was public. It should be noted that a coalition of transportation stakeholders is working to advance language to give California a 36-month grace period to implement the SAFE Vehicles Rule in a Fiscal Year 2020 appropriations bill, since this is the only legislative vehicle moving in Congress.

**FISCAL IMPACT:**

None



Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
October 3, 2019

**To:** Executive/Administration Committee (EAC)  
Regional Council (RC)  
**From:** Basil Panas, Chief Financial Officer, Finance, 213-236-1817,  
panas@scag.ca.gov  
**Subject:** CFO Monthly Report

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

For Information Only - No Action Required

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

**AUDITS:**

**Caltrans**

SCAG continues to await a response from Caltrans to the Plan of Cost Substitution submitted in July. If approved, the plan would allow SCAG to satisfy the \$4.4 million of repayments sought in the Incurred Cost Audit and Indirect Cost Allocation Plan Audit with expenditures out of local funds already paid.

**Annual Audit**

SCAG's outside independent auditors, Eide Bailly LLP, began their final audit work for the FY19 audit on September 23, 2019. Their final report will be issued in late November or early December.

**MEMBERSHIP DUES:**

61.84% of the FY20 dues assessment has been collected.

**BUDGET & GRANTS (B&G):**

On August 29, 2019, staff submitted the FY 2018-19 (FY19) Overall Work Program (OWP) Year-End Package to Caltrans, which included: 1) Certification of Expenditure (COE) by Fund Source; 2) Final Statement of Expenditures (SOE); 3) 4<sup>th</sup> Quarter Progress Report; and 4) OWP Final Products for projects completed in the fiscal year.

Staff prepared an administrative amendment to the FY 2019-20 (FY20) OWP and toll credits are accurately presented as required by FTA and FHWA in their conditional approval letter for the FY20 OWP. Final approval of the FY20 OWP is expected soon after.

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Staff is preparing a formal amendment to the FY20 OWP primarily to add five new awards for the FY20 Caltrans Sustainable Transportation Planning Grant program:

- Curb Space Management Study - \$543,870
- East San Gabriel Valley Mobility Plan - \$417,500
- Goods Movement Communities Freight Impact Assessment - \$299,400
- SB743 VMT Mitigation Assistance Program - \$557,350
- Transportation Broadband Strategies to Reduce VMT and GHG - \$565,000

**CONTRACTS:**

In August 2019, the Contracts Department issued three (3) Request for Proposal, awarded three (3) contracts; issued two (2) contract amendments; and processed 245 Purchase Orders to support ongoing business and enterprise operations. Staff also administered 126 consultant contracts. Contracts staff continued to negotiate better pricing and reduced costs for services.

**ATTACHMENT(S):**

1. August 2019 CFO Monthly Status Report



# Office of the Chief Financial Officer

## Monthly Status Report

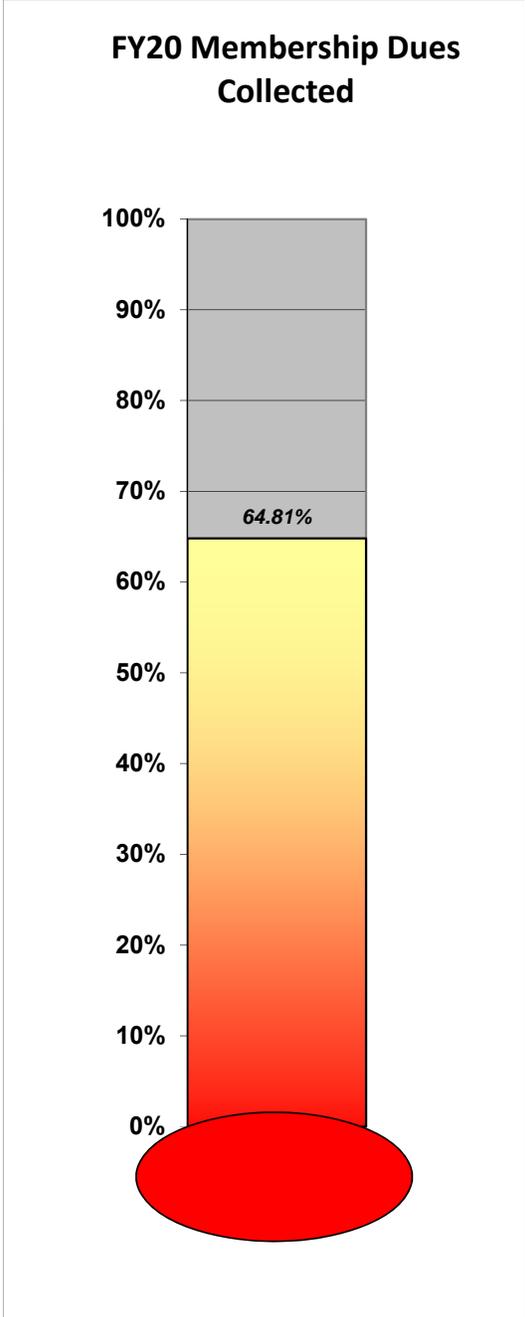
**AUGUST 2019**

**OVERVIEW**

As of September 11, 2019, 157 cities and 5 counties had paid their FY20 dues. This represents 64.8% of the dues assessment. 32 cities and one county had yet to pay their dues. Two cities are being recruited for membership.

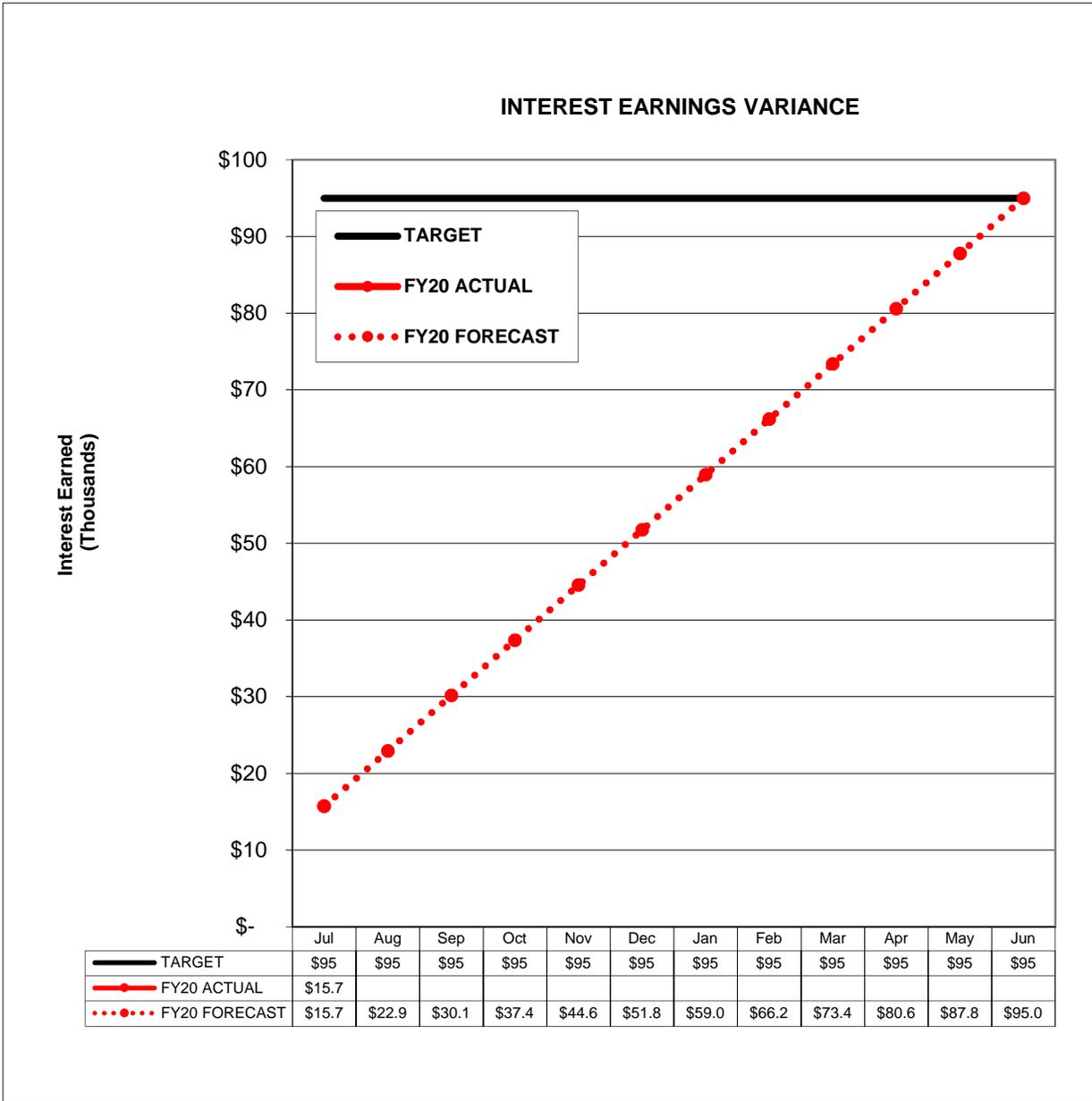
**SUMMARY**

FY20 Membership Dues	<u>\$ 2,113,909</u>
Total Collected	<u>\$ 1,369,926</u>
Percentage Collected	<u>64.81%</u>





**Office of the CFO**  
*Interest Earnings Variance*



Attachment: August 2019 CFO Monthly Status Report (CFO Monthly Report)

**OVERVIEW**

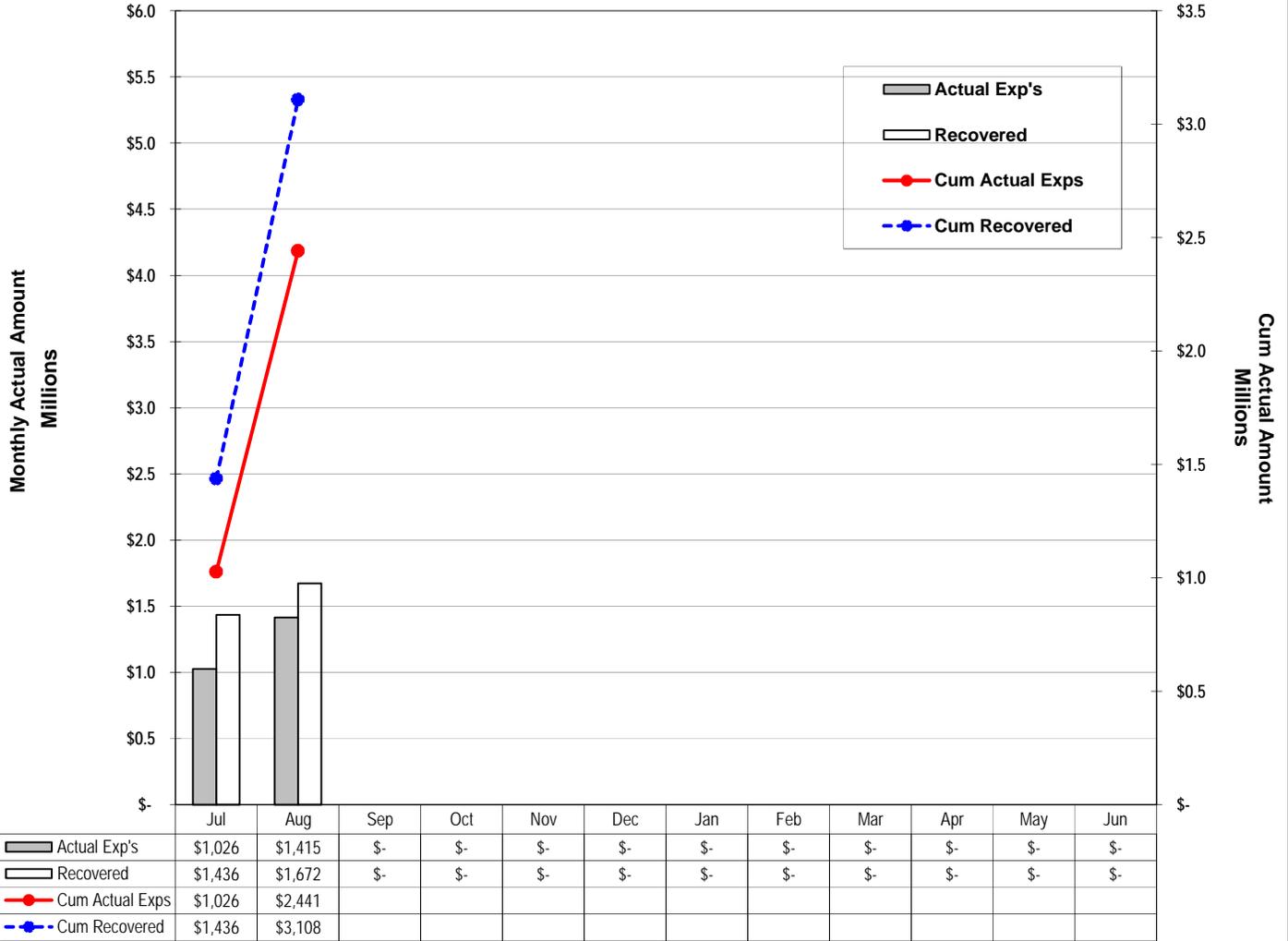
Actual interest income is plotted against the target amount. The amount credited to SCAG's account through July was \$15,738. The LA County Pool earned 2.15% in July.

**SUMMARY**

The amount projected for FY20 is \$95,000.



### FY20 INDIRECT COST & RECOVERY



Attachment: August 2019 CFO Monthly Status Report (CFO Monthly Report)

#### OVERVIEW

A comparison of Indirect Cost (IC), incurred by SCAG vs. IC recovered from SCAG's grants.

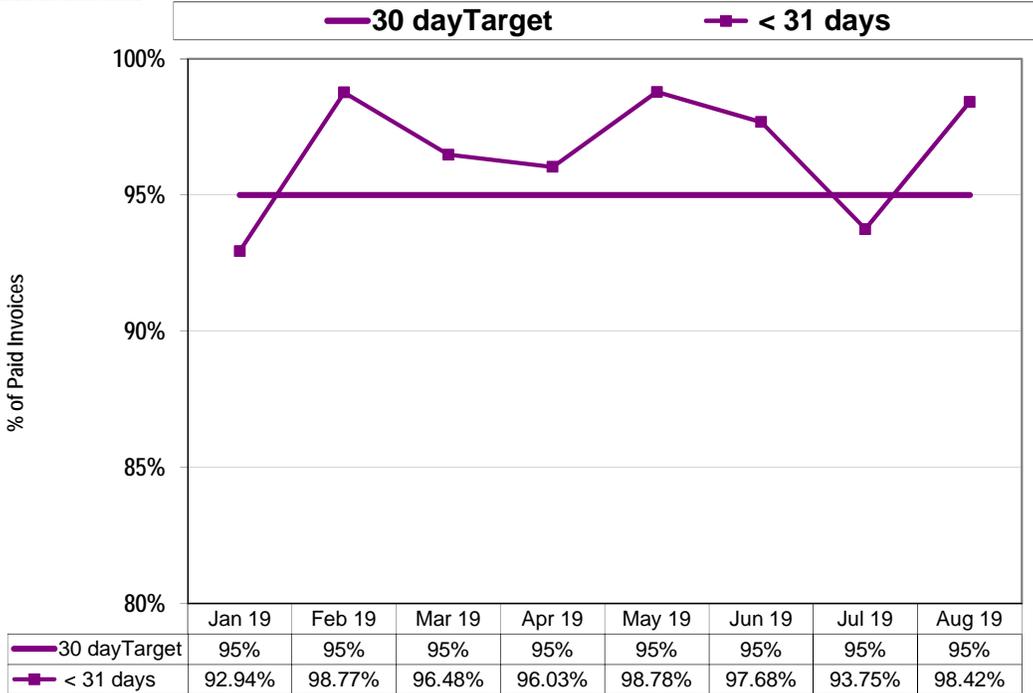
#### SUMMARY

Through August 2019, SCAG was over-recovered by \$666,588 due to unspent Indirect Cost budget.

Office of the CFO  
Invoice Aging



INVOICE AGING



OVERVIEW

The percent of total invoices paid within 30 days. The target is to pay 95% of all invoices within 30 days. This goal was met.

SUMMARY

98.42% of August 2019 payments were made within 30 days of invoice receipt.

At month-end, 33 invoices remained unpaid less than 30 days.

Actual

OVERVIEW

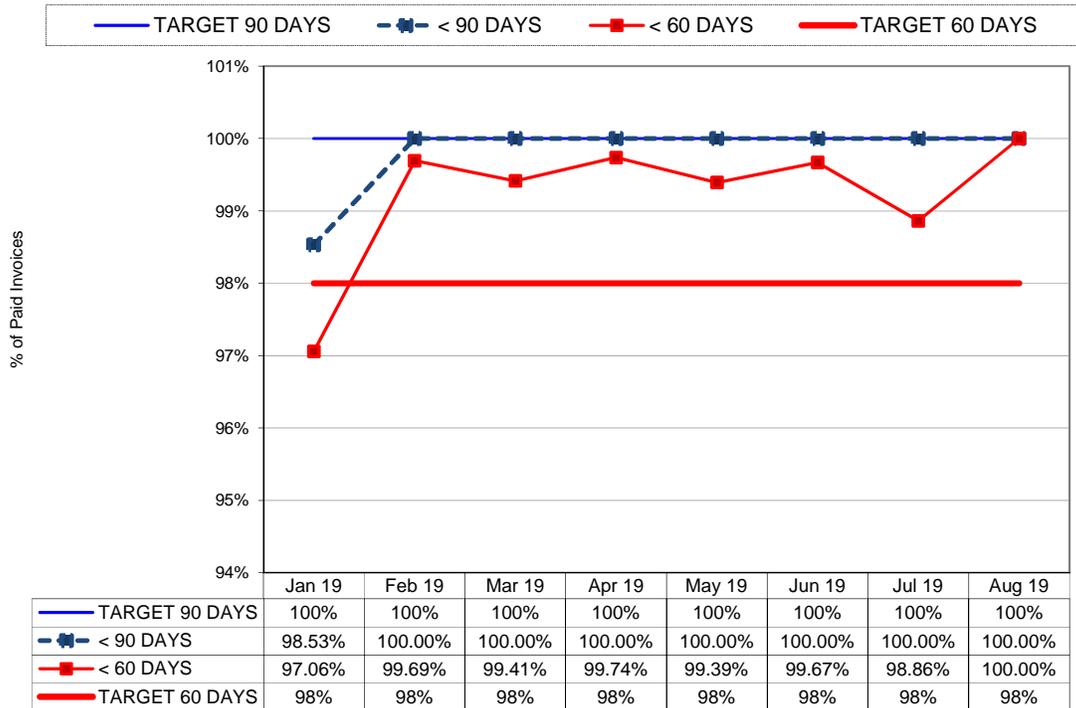
The percent of total invoices paid within 60 and 90 days. The target is to pay 98% of invoices within 60 days and 100% within 90 days.

SUMMARY

These goals were met during this period.

98.86% of August 2019's payments were within 60 days of invoice receipt and 100.00% within 90 days. Invoices unpaid 30-60 days totaled 2; 60-90 days: 2; >90 days: 0.

INVOICE AGING



Attachment: August 2019 CFO Monthly Status Report (CFO Monthly Report)



**Office of the CFO**  
Consolidated Balance Sheet

	7/31/2019	8/31/2019	Incr (decr) to equity	COMMENTS
Cash at Bank of the West	\$ 1,295,408	\$ 1,336,988		
LA County Investment Pool	\$ 8,574,092	\$ 6,711,008		
Cash & Investments	\$ 9,869,500	\$ 8,047,996	\$ (1,821,504)	Received \$0.7 million of TDA but spent \$2.7 m on AP.
Accounts Receivable	\$ 9,186,259	\$ 9,454,404	\$ 268,145	Billings of \$1.8M to FHWA partially offset by collections from FTA (\$1.05M) as well as MSRC, SB1 & TDA resulting in a net increase of \$268k.
Other Current Assets	\$ 6,956,190	\$ 6,443,668	\$ (512,522)	Net amort of \$255k in prepaids along with IC fund over-recovered \$257K
Fixed Assets - Net Book Value	\$ 6,672,535	\$ 6,672,535	\$ -	No change.
<b>Total Assets</b>	<b>\$ 32,684,484</b>	<b>\$ 30,618,603</b>	<b>\$ (2,065,881)</b>	
	\$ (2,822,215)			
	\$ -			
Accounts Payable	\$ (2,822,215)	\$ (84,027)	\$ 2,738,189	FY 19 Invoices paid down.
Employee-related Liabilities	\$ (499,677)	\$ (604,538)	\$ (104,861)	July had 8 unpaid working days while August had 10.
Deferred Revenue	\$ (171,559)	\$ (171,559)	\$ -	No change.
<b>Total Liabilities and Deferred Revenue</b>	<b>\$ (3,493,451)</b>	<b>\$ (860,123)</b>	<b>\$ 2,633,328</b>	
<b>Fund Balance</b>	<b>\$ 29,191,033</b>	<b>\$ 29,758,480</b>	<b>\$ 567,447</b>	
<b>WORKING CAPITAL</b>				
	7/31/2019	8/31/2019	Incr (decr) to working capital	
Cash	\$ 9,869,500	\$ 8,047,996	\$ (1,821,504)	
Accounts Receivable	\$ 9,186,259	\$ 7,913,080	\$ (1,273,179)	
Accounts Payable	\$ (2,822,215)	\$ 1,331,022	\$ 4,153,237	
Employee-related Liabilities	\$ (499,677)	\$ (605,300)	\$ (105,623)	
<b>Working Capital</b>	<b>\$ 15,733,867</b>	<b>\$ 16,686,798</b>	<b>\$ 952,931</b>	

Attachment: August 2019 CFO Monthly Status Report (CFO Monthly Report)



**Office of the CFO**  
Fiscal Year-To-Date Expenditure Report Through August 31, 2019

**COMPREHENSIVE BUDGET**

		<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Expenditures</b>	<b>Commitments</b>	<b>Budget Balance</b>	<b>% Budget Spent</b>
1	Staff & Allocated Fringe Benefits	540,920	540,920	79,808	-	461,112	14.8%
2	51001 Allocated Indirect Costs	674,563	674,563	99,520	-	575,043	14.8%
3	54300 SCAG Consultants	291,400	291,400	-	31,648	259,752	0.0%
4	54340 Legal costs	120,000	120,000	-	15,000	105,000	0.0%
5	55210 Software	-	-	-	-	-	#DIV/0!
6	55441 Payroll, bank fees	12,500	12,500	309	12,191	(0)	2.5%
7	55460 Mat & equip <\$5K	-	-	-	-	-	#DIV/0!
8	55510 Office Supplies	-	-	-	-	-	#DIV/0!
9	55580 Outreach	-	-	-	-	-	#DIV/0!
10	55600 SCAG Memberships	116,000	116,000	8,235	5,772	101,993	7.1%
11	55610 Professional Membership	11,500	11,500	3,156	556	7,788	27.4%
12	55620 Res mat/sub	2,000	2,000	411	-	1,589	20.5%
13	55730 Capital Outlay > \$5,000	-	-	-	-	-	#DIV/0!
14	55801 Recruitment Other	-	-	-	-	-	#DIV/0!
15	55830 Conference - Registration	1,000	1,000	-	-	1,000	0.0%
16	55860 Scholarships	32,000	32,000	-	-	32,000	0.0%
17	55910 RC/Committee Mtgs	25,000	25,000	-	-	25,000	0.0%
18	55912 RC Retreat	10,000	10,000	11,616	-	(1,616)	116.2%
19	55914 RC General Assembly	672,000	672,000	-	-	672,000	0.0%
20	55915 Demographic Workshop	28,000	28,000	-	8	27,992	0.0%
21	55916 Economic Summit	100,000	100,000	15,000	1	84,999	15.0%
22	55918 Housing Summit	20,000	20,000	-	-	20,000	0.0%
23	55919 Go Human	-	-	-	-	-	#DIV/0!
24	55920 Other Meeting Expense	75,000	75,000	7,424	45,487	22,089	9.9%
25	55925 RHNA Subgrl Delegation	500,000	500,000	-	-	500,000	0.0%
26	55xxx Miscellaneous other	101,966	101,966	10,205	19,092	72,669	10.0%
27	55940 Stipend - RC Meetings	210,485	210,485	21,050	-	189,435	10.0%
28	56100 Printing	30,000	30,000	-	-	30,000	0.0%
29	58100 Travel - outside SCAG region	92,500	92,500	1,222	-	91,278	1.3%
30	58101 Travel - local	36,500	36,500	3,432	-	33,068	9.4%
31	58110 Mileage - local	28,500	28,500	3,257	-	25,243	11.4%
32	58150 Travel Lodging	13,500	13,500	3,380	-	10,120	25.0%
33	58800 RC Sponsorships	200,000	200,000	22,195	36,800	141,005	11.1%
34	<b>Total General Fund</b>	<b>3,945,334</b>	<b>3,945,334</b>	<b>290,220</b>	<b>166,556</b>	<b>3,488,558</b>	<b>7.4%</b>
35							
36	Staff & Allocated Fringe Benefits	15,383,005	15,383,005	2,412,532	-	12,970,473	15.7%
37	51001 Allocated Indirect Costs	19,182,124	19,182,124	3,008,427	-	16,173,697	15.7%
38	54300 SCAG Consultants	29,075,454	29,075,454	92,284	5,328,702	23,654,468	0.3%
39	54302 Non-Profits/IHL	485,000	485,000	-	3,731	481,269	0.0%
40	54303 Consultants TC - FTA 5303	6,265,889	6,265,889	-	-	6,265,889	0.0%
41	54340 Legal Services - FTA 5303	200,000	200,000	-	200,000	-	0.0%
42	54360 Pass-through Payments	4,480,619	4,480,619	-	1,950,755	2,529,864	0.0%
43	55210 Software Support	250,000	250,000	17,675	9,230	223,095	7.1%
44	55250 Cloud Services	489,330	489,330	-	240,000	249,330	0.0%
45	5528x Third Party Contributions	5,739,013	5,739,013	628,834	-	5,110,179	11.0%
46	55284 Toll Credits	718,703	718,703	-	-	718,703	0.0%
47	55310 F&F Principal	239,928	239,928	39,184	181,033	19,711	16.3%
48	55315 F&F Interest	27,635	27,635	5,172	19,961	2,502	18.7%
49	55320 AV Principal	133,703	133,703	21,783	111,920	-	16.3%
50	55325 AV Interest	6,390	6,390	1,187	5,203	-	18.6%
51	55xxx Office Expenses	2,000	2,000	151	-	1,849	7.6%
52	55520 Hardware Supp	5,000	5,000	-	843	4,157	0.0%
53	55580 Outreach/Advertisement	50,000	50,000	-	-	50,000	0.0%
54	55610 Professional Memberships	2,500	2,500	-	-	2,500	0.0%
55	55620 Resource Materials - subscrib	934,455	934,455	4,655	19,048	910,752	0.5%
56	55730 Capital Outlay	300,000	300,000	-	-	300,000	0.0%
57	55810 Public Notices	57,000	57,000	-	187	56,813	0.0%
58	55830 Conf. Registration	3,500	3,500	40	-	3,460	1.1%
59	55920 Other Meeting Expense	54,000	54,000	-	842	53,158	0.0%
60	55930 Miscellaneous	294,228	294,228	-	-	294,228	0.0%
61	56100 Printing	15,000	15,000	-	-	15,000	0.0%
	58xxx Travel	293,750	293,750	9,954	-	283,796	3.4%
66	59090 Exp - Local Other	6,268,529	6,268,529	-	-	6,268,529	0.0%
	<b>Total OWP &amp; TDA Capital</b>	<b>90,956,755</b>	<b>90,956,755</b>	<b>6,241,879</b>	<b>8,071,454</b>	<b>76,643,422</b>	<b>6.9%</b>
	<b>Comprehensive Budget</b>	<b>94,902,089</b>	<b>94,902,089</b>	<b>6,532,099</b>	<b>8,238,010</b>	<b>80,131,980</b>	<b>6.9%</b>

**Attachment: August 2019 CFO Monthly Status Report (CFO Monthly Report)**



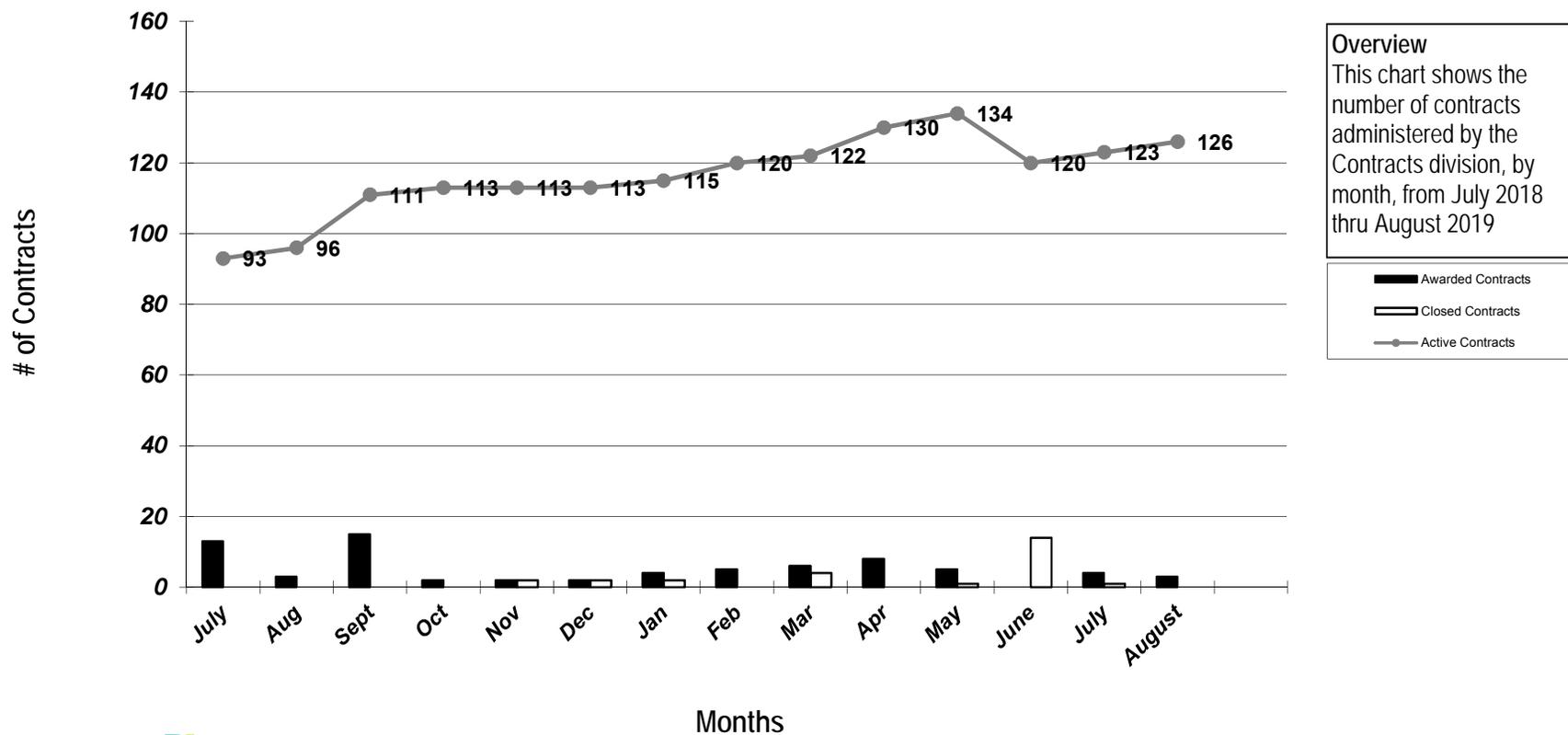
**Office of the CFO**  
Fiscal Year-To-Date Expenditure Report Through August 31, 2019

**INDIRECT COST EXPENDITURES**

			<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Expenditures</b>	<b>Commitments</b>	<b>Budget Balance</b>	<b>% Budget Spent</b>
1	50010	Regular Staff	5,649,706	5,649,706	1,136,979		4,512,727	20.1%
2	50013	Regular OT	1,000	1,000	769		231	76.9%
3	50014	Interns, Temps, Annuity	75,000	75,000	22,010		52,990	29.3%
4	50030	Severance	80,000	80,000	-		80,000	0.0%
5	51xxx	Allocated Fringe Benefits	4,507,099	4,507,099	744,145	-	3,762,954	16.5%
6	54300	SCAG Consultants	292,150	292,150	1,998	4,800	285,353	0.7%
7	54301	Consultants - Other	1,041,600	1,041,600	3,424	84,962	953,215	0.3%
8	54340	Legal	40,000	40,000	-	1,500	38,500	0.0%
9	55210	Software Support	519,400	519,400	71,401	9,825	438,174	13.7%
10	55220	Hardware Supp	415,000	415,000	57,689	183,883	173,428	13.9%
11	55230	Computer Maintenance	250,000	250,000	-	-	250,000	0.0%
12	55240	Repair & Maint Non-IT	26,500	26,500	2,792	23,708	0	10.5%
13	55270	Software Purchases	-	-	-	-	0	#DIV/0!
14	55315	F&F Interest	11,604	11,604	2,172	-	9,432	18.7%
15	55325	AV Interest	19,745	19,745	3,669	-	16,076	18.6%
16	55400	Office Rent DTLA	1,538,000	1,538,000	232,889	1,305,111	0	15.1%
17	55410	Office Rent Satellite	260,000	260,000	41,143	218,857	0	15.8%
18	55415	Offsite Storage	5,000	5,000	368	2,132	2,500	7.4%
19	55420	Equip Leases	100,000	100,000	3,295	66,206	30,499	3.3%
20	55430	Equip Repairs & Maint	1,000	1,000	-	1,000	0	0.0%
21	55435	Security Services	100,000	100,000	4,785	61,730	33,486	4.8%
22	55440	Insurance	238,385	238,385	47,655	-	190,730	20.0%
23	55441	Payroll / Bank Fees	15,000	15,000	1,151	13,849	0	7.7%
24	55445	Taxes	5,000	5,000	-	-	5,000	0.0%
25	55460	Mater & Equip < \$5,000 *	64,000	64,000	-	1,230	62,770	0.0%
26	55510	Office Supplies	73,800	73,800	4,889	68,912	(0)	6.6%
27	55520	Graphic Supplies	2,500	2,500	-	-	2,500	0.0%
28	55530	Telephone	195,000	195,000	25,924	108,934	60,142	13.3%
29	55540	Postage	10,000	10,000	-	10,000	0	0.0%
30	55550	Delivery Svc	5,000	5,000	301	4,699	0	6.0%
31	55580	Outreach/Advertisement	-	-	-	-	0	#DIV/0!
32	55600	SCAG Memberships	76,200	76,200	-	25,163	51,037	0.0%
33	55610	Prof Memberships	1,500	1,500	240	-	1,260	16.0%
34	55611	Prof Dues	1,350	1,350	120	-	1,230	8.9%
35	55620	Res Mats/Subscrip	70,800	70,800	9,224	9,150	52,426	13.0%
36	55700	Deprec - Furn & Fixt	185,000	185,000	-	-	185,000	0.0%
37	55710	Deprec - Computer Equipment	-	-	-	-	0	#DIV/0!
38	55715	Amortiz - Software	1,684	1,684	-	-	1,684	0.0%
39	55720	Amortiz - Leasehold Improvements	62,500	62,500	-	-	62,500	0.0%
40	55800	Recruitment Notices	25,000	25,000	-	5,289	19,711	0.0%
41	55801	Recruitment - other	45,000	45,000	2,040	42,685	275	4.5%
42	55810	Public Notices	2,500	2,500	-	-	2,500	0.0%
43	55820	In House Training	30,000	30,000	-	-	30,000	0.0%
44	55830	Networking Meetings/Special Events	22,500	22,500	1,861	-	20,639	8.3%
45	55840	Training Registration	65,000	65,000	9,659	-	55,341	14.9%
46	55920	Other Mtg Exp	2,500	2,500	-	-	2,500	0.0%
47	55950	Temp Help	105,000	105,000	3,412	-	101,588	3.2%
	55930	Misc. Other	6,500	6,500	-	-	6,500	0.0%
	58200	Travel - Reg Fees	-	-	-	-	0	#DIV/0!
48	55xxx	Miscellaneous - other	6,500	6,500	-	-	6,500	0.0%
49	56100	Printing	23,000	23,000	713	-	22,287	3.1%
50	58100	Travel - Outside	82,800	82,800	3,415	-	79,385	4.1%
51	58101	Travel - Local	19,500	19,500	227	-	19,273	1.2%
52	58110	Mileage - Local	23,500	23,500	803	-	22,697	3.4%
53	58120	Travel Agent Fees	3,000	3,000	181	-	2,819	6.0%
54		<b>Total Indirect Cost</b>	<b>16,396,323</b>	<b>16,396,323</b>	<b>2,441,342</b>	<b>2,253,623</b>	<b>11,701,358</b>	<b>14.9%</b>

**Attachment: August 2019 CFO Monthly Status Report (CFO Monthly Report)**

## SCAG Contracts (Year to Date)



### Summary

The chart shows that the Contracts Department is managing One hundred-twenty-six. Fifty-five are Cost Plus Fixed Fee contracts, 32 are fixed price contracts, and the remaining 3 are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). The Contracts Department anticipates issuing approximately 60 contracts for FY 2019-20. Note, due to the nature of SCAG's work, the majority of SCAG contracts have a one year term and end on June 30th each year.

**Office of the CFO**  
*Staffing Report as of September 1, 2019*



<b>GROUPS</b>	<b>Authorized Positions</b>	<b>Filled Positions</b>	<b>Vacant Positions</b>
<b>Executive</b>	8	7	1
<b>Legal</b>	2	2	0
<b>Policy &amp; Public Affairs</b>	18	17	1
<b>Administration</b>	48	43	5
<b>Planning &amp; Programs</b>	70	64	6
<b>Total</b>	<b>146</b>	<b>133</b>	<b>13</b>

**OTHER POSITIONS**

<b>GROUPS</b>	<b>Limited Term Positions</b>	<b>Interns or Volunteers</b>	<b>Temp Positions</b>	<b>Agency Temps</b>
<b>Executive</b>	0	0	0	0
<b>Legal</b>	0	0	0	0
<b>Policy &amp; Public Affairs</b>	1	2	4	0
<b>Administration</b>	0	0	1	0
<b>Planning &amp; Programs</b>	3	7	1	0
<b>Total</b>	<b>4</b>	<b>9</b>	<b>6</b>	<b>0</b>

Attachment: August 2019 CFO Monthly Status Report (CFO Monthly Report)