

SOUTHERN CALIFORNIA



**ASSOCIATION of  
GOVERNMENTS**

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First Vice President

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Bill Jahn, Big Bear Lake

Energy & Environment  
Margaret Clark, Rosemead

Transportation  
Paul Glaab, Laguna Niguel

## MEETING OF THE

# EXECUTIVE/ADMINISTRATION COMMITTEE

**PLEASE NOTE TIME**  
***Thursday, February 2, 2012***  
***9:00 a.m. – 10:00 a.m.***

**SCAG Main Office**  
**818 W. 7<sup>th</sup> Street, 12<sup>th</sup> Floor**  
**Board 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 Deby Salcido at (213) 236-1993 or via email [salcido@scag.ca.gov](mailto:salcido@scag.ca.gov)

Agendas & Minutes for the Executive/Administration Committee are also available at: [www.scag.ca.gov/committees/eac.htm](http://www.scag.ca.gov/committees/eac.htm)

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) 236-1993. We require at least 72 hours (three days) notice to provide reasonable accommodations. We prefer more notice if possible. We will make every effort to arrange for assistance as soon as possible.



**Executive / Administration Committee**  
*Membership – February 2012*

**Members**

**Representing**

<b>Chair</b>	<b>1. Hon. Pam O'Connor</b>	<b>Santa Monica</b>	<b>District 41</b>
<b>Vice-Chair</b>	<b>2. Hon. Glen Becerra</b>	<b>Simi Valley</b>	<b>District 46</b>
<b>2<sup>nd</sup> Vice-Chair</b>	<b>3. Hon. Greg Pettis</b>	<b>Cathedral City</b>	<b>District 2</b>
<b>Imm. Past Pres.</b>	<b>4. Hon. Larry McCallon</b>	<b>Highland</b>	<b>District 7</b>
	5. Hon. Mark Calac		Pechanga Band of Luiseno Indians
	6. Hon. Margaret Clark	Rosemead	District 32
	7. Hon. Paul Glaab	Laguna Niguel	District 12
	8. Hon. Bill Jahn	Big Bear Lake	District 11
	9. Hon. Paula Lantz	Pomona	District 38
	10. Mr. Randall Lewis	Ex-Officio	Lewis Group of Companies
	11. Hon. Michele Martinez	Santa Ana	District 16
	12. Hon. Keith Millhouse	Moorpark	VCTC
	13. Hon. Sharon Quirk-Silva	Fullerton	District 21
	14. Hon. Ronald Roberts	Temecula	District 5
	15. Hon. Cheryl Viegas-Walker	El Centro	District 1

# EXECUTIVE/ADMINISTRATION COMMITTEE

## AGENDA

### FEBRUARY 2, 2012

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

#### **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

*(Hon. Pam O'Connor, 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 provided that the Chair has the discretion to reduce this time limit based upon the number of speakers. The Chair may limit the total time for all public comments to twenty (20) minutes.

#### **REVIEW AND PRIORITIZE AGENDA ITEMS**

#### **EXECUTIVE DIRECTOR'S REPORT**

*(Hasan Ikhata, Executive Director)*

#### **CONSENT CALENDAR**

**Page No.**

##### **Approval Items**

- |                                                                                                                                                                                                                       |                   |           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------|
| 1. <u>Minutes of the January 5, 2012 Meeting</u>                                                                                                                                                                      | <b>Attachment</b> | <b>1</b>  |
| 2. <u>SCAG Sponsorship of Annual Event: California State University of San Bernardino (CSUSB) Leonard Transportation Center's 2012 Transportation and Logistics Summit (\$1,250)</u>                                  | <b>Attachment</b> | <b>7</b>  |
| 3. <u>Contracts \$200,000 or Greater: Monthly Managed Information Technology (IT) Services</u>                                                                                                                        | <b>Attachment</b> | <b>9</b>  |
| 4. <u>Contracts \$200,000 of Greater: Contract No. 12-020-C1, On-Call Bench Contract for Transportation Modeling and Air Quality Related Services</u>                                                                 | <b>Attachment</b> | <b>13</b> |
| 5. <u>Contract Amendments Greater than \$75,000: Contract 12-008-C1, Interactive Web Design for Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and Contract C11-034-C1, RTP/SCS Outreach</u> | <b>Attachment</b> | <b>17</b> |
| 6. <u>California Strategic Growth Council Sustainable Communities Planning Grant and Incentive Program Application</u><br><i>(Hasan Ikhata, Executive Director)</i>                                                   | <b>Attachment</b> | <b>21</b> |

# EXECUTIVE/ADMINISTRATION COMMITTEE

## AGENDA

### FEBRUARY 2, 2012

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#### Receive and File

Page No.

7. Contracts/Purchase Orders and/or Amendments Between \$5,000 - \$200,000 Attachment 27

#### ACTION ITEM

8. Draft FY 2012/13 Comprehensive Budget Attachment 31

**Recommended Action:** For information only; review and comment.

#### CFO MONTHLY FINANCIAL REPORT *(Wayne Moore, Chief Financial Officer)*

Attachment 83

#### FUTURE AGENDA ITEMS

Any Committee member or staff desiring to place items on a future agenda may make such a request.

#### ANNOUNCEMENTS

#### CLOSED SESSION

Public Employee Performance Evaluation  
Pursuant to Government Code Section 54957(b)  
Title: Executive Director

#### ADJOURNMENT

*The next regular meeting of the Executive/Administration Committee will be held on Thursday, March 1, 2012 at the SCAG Los Angeles Office.*

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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)

January 4, 2012

MINUTES

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**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ADMINISTRATION COMMITTEE. A RECORDING OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Executive/Administration Committee (EAC) held its meeting at the SCAG Offices, in Los Angeles, California. The meeting was called to order by Hon. Pam O'Connor, Chair, City of Santa Monica. A quorum was present.

**Members Present**

Hon. Pam O'Connor, Santa Monica, President	District 41
Hon. Glen Becerra, Simi Valley, 1st Vice -President	District 46
Hon. Margaret Clark, Rosemead	District 32
Hon. Paul Glaab, Laguna Niguel	District 12
Hon. Bill Jahn, Big Bear Lake	District 11
Hon. Paula Lantz, Pomona	District 38
Hon. Michele Martinez, Santa Ana	District 16
Hon. Larry McCallon, Highland, Imm. Past President	District 7
Hon. Greg Pettis, Cathedral City, 2 <sup>nd</sup> Vice-President	District 2
Hon. Sharon Quirk-Silva, Fullerton	District 21
Hon. Ron Roberts, Temecula	District 5
Hon. Cheryl Viegas-Walker, El Centro	District 1
Mr. Randall Lewis	Lewis Operating Corp.

**Members Not Present**

Hon. Mark Calac, Pechanga Band of Luiseno Indians	Tribal Govt. Representative
Hon. Keith Millhouse, Moorpark	VCTC

## **CALL TO ORDER & PLEDGE OF ALLEGIANCE**

Hon. Pam O'Connor, Chair, called the meeting to order at 9:00 a.m.

## **PUBLIC COMMENT PERIOD**

Miles Mitchell, Subregional Coordinator, City of Los Angeles and Robert Scott, Executive Director of the San Fernando Valley Council of Governments (COG), provided comments in support of *Item 9. SCAG Recognition of the San Fernando Valley COG Subregion.*

## **REVIEW and PRIORITIZE AGENDA ITEMS**

None.

## **EXECUTIVE DIRECTOR'S REPORT**

Hasan Ikhtrata, Executive Director, provided a summary in support of the California High Speed Rail Authority (CHSRA) agenda item that would be discussed at today's Regional Council (RC) meeting.

Mr. Ikhtrata commented that the goal is to bring \$1 billion into the Southern California region for phased improvements to improve regional connectivity with the LOSSAN Corridor and the Metrolink system in conjunction with the development of the proposed State HSR system. A Memorandum of Understanding is in progress with the CHSRA and the Southern California Transportation Agencies and relevant transportation commissions. In addition, authorization is requested to submit a public comment letter to CHSRA regarding Chapter 2 of the Draft Business Plan. These items will be reviewed and discussed at the RC today; RC members will have a choice to support the process or not. Mr. Dan Richard, CHSRA Board Member, will be in attendance to provide comments and updates on the Draft Business Plan. Will Kempton, Chief Executive Officer, OCTA, Art Leahy, Metro CEO and other CEOs will also be in attendance.

Discussion ensued regarding the previous flawed CHSRA process. Comments expressed, ranged from dissatisfaction in regards to the Draft Business Plan, the exorbitant costs associated with the CHSRA, and the entire CHSRA program to date, which the RC must now agree to in order to receive funding. Members discussed compromising in order to support the process and gain funding for the early projects and phased improvements and upgrades that are needed for the Southern California region.

Mr. Ikhtrata also noted that SCAG is the first MPO in the country to unveil an interactive version of the Draft 2012-2035 RTP/SCS called the iRTP. The iRTP can be accessed at [www.scagtrp.net](http://www.scagtrp.net), all are invited to view and participate in the process. In addition, 12 public workshops will be conducted for elected officials in the SCAG region; staff will also hold six (6) public hearings as required under federal statute. The public comment period will end on February 14, 2012.

## **CONSENT CALENDAR**

### **Approval Items**

1. Minutes of the November 3, 2011 Meeting

2. Minutes of the November 14, 2011 Meeting
3. SCAG Sponsorship of Annual Events: 1) 2011-2012 Coalition for America's Gateway and Trade Corridors (\$6,500); 2) The Southern California Leadership Council \$20,000); 3) Building Industry Association of Southern California Installation & Awards Night (\$1,000); 4) ULI Orange County/Inland Empire Retrofitting TOD in Suburbia: Solutions for Orange County & Inland Empire (\$250); and 5) West Coast Corridor Coalition (\$500)
4. Proposed Memorandum of Understanding (MOU) between Southern California Association of Governments (SCAG) and the Center for Demographic Research (CDR) at California State University, Fullerton
5. Proposed Memorandum of Understanding (MOU) between Southern California Association of Governments (SCAG) and the Daegu-Gyeongbuk Development Institute (DGI)
6. Public Buses: Triple Bicycle Racks Legislation

Councilmember Paula Lantz requested that all other entities, municipal operators and transit authorities within the respective counties be included in the discussion regarding the Triple Bicycle Racks proposed legislation. Ms. Sharon Neely, Deputy Executive Director, noted that the purpose of today's recommendation is to determine if the Regional Council is in support of the legislation. It is anticipated that all remaining regional transportation partners will be contacted.

A motion was made (Lantz) to approve Item 6 of the Consent Calendar. Motion was seconded (Becerra) and UNANIMOUSLY APPROVED.

7. Extension of iPad Pilot Program/Paperless Agendas to Full Regional Council

Councilmember Ron Roberts discussed using a personal iPad for downloading agendas and other related documents in lieu of a SCAG issued iPad. Staff also explained that under the Pilot Program, the iPad is the property of SCAG, thus any information it contains must be accessible to the public, if requested under the Open Public Records Act.

A motion was made (Roberts) to approve Item 7 of the Consent Calendar. Motion was seconded (Glaab) and UNANIMOUSLY APPROVED.

### **Receive and File**

8. Contracts/Purchase Orders and/or Amendments between \$5,000 - \$200,000

A motion was made (Glaab) to approve the Consent Calendar, Items 1-5 and 8. Motion was seconded (Becerra) and UNANIMOUSLY APPROVED.

## **ACTION ITEMS**

9. **SCAG Recognition of the San Fernando Valley Council of Governments (COG) Subregion**

A motion was made (Becerra) to formally recognize the San Fernando Valley COG as a new SCAG Subregion. Motion was seconded (Lantz) and UNANIMOUSLY APPROVED.

10. **Amendments \$75,000 or Greater: Contract No. 10-026-C1, Alternative Analysis of the Pacific Electric Right-of-Way/West Santa Ana Branch Corridor**

There were no additional comments made from the committee members.

A motion was made (O'Connor) to approve Amendment to Contract No. 10-26-C1, Alternative Analysis of the Pacific Electric Right-of-Way/West Santa Ana Branch Corridor. Motion was seconded (Glaab) and UNANIMOUSLY APPROVED.

## **CFO MONTHLY FINANCIAL REPORT**

Basil Panas, Accounting Manager, provided highlights of the CFO Monthly Financial Report.

- The final FY 2010/11 Comprehensive Annual Financial report has been issued and can be found on SCAG's website.
- The Risk Management Evaluation actions items are in progress and are on target for meeting the June 2012 deadline for completion.
- Amendment 2 to the FY 2011/12 Overall Work Program was approved by Caltrans; the Federal Highway Administration and the Federal Transit Administration. Amendment 2 will add approximately \$8,975,212 to the budget.

## **FUTURE AGENDA ITEMS**

There were no future agenda items.

## **ANNOUNCEMENTS**

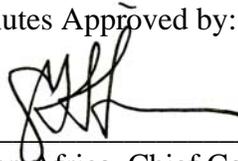
President Pam O'Connor announced that the next New Member Orientation meeting will be held at SCAG on Tuesday, February 21, 2012 from 10:00 a.m. to 1:00 p.m. Everyone is encouraged to attend and help welcome SCAG's newest members, which includes the San Fernando Valley COG.

Hasan Ikhata, Executive Director noted his attendance at the memorial service for past SCAG president Richard Dixon last month, and acknowledged Mr. Dixon's many contributions to the agency.

**ADJOURNMENT**

*The meeting of the EAC adjourned at 9:55 a.m. The next regular meeting of the Executive/Administration Committee will be held on Thursday, February 2, 2012 at the SCAG Los Angeles Office.*

Minutes Approved by:



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Joann Africa, Chief Counsel  
Staff to the Executive/Administration  
Committee

## EXECUTIVE/ADMINISTRATION COMMITTEE ATTENDANCE REPORT

Member (including Ex- Officio) LastName, FirstName	Representing	X = County Represented												
		IC	LA	OC	RC	SB	VC	SEP	OCT	NOV	DEC	JAN	FEB	
Becerra, Glen, 1st VP	Simi Valley						X	X					X	
Calac, Mark	Pechanga Tribal Government					X								
Clark, Margaret	Rosemead		X					X	X	X			X	
Glaab, Paul	Laguna Niguel			X				X					X	
Jahn, Bill	Big Bear Lake					X		X	X	X			X	
Lantz, Paula	Pomona		X					X	X				X	
Martinez, Michele	Santa Ana			X				X		X			X	
McCallon, Larry	Highland					X		X	X	X			X	
Millhouse, Keith	VCTC						X	X						
O'Connor, Pam, CHAIR	Santa Monica		X					X	X	X			X	
Pettis, Gregory, 2nd VP	Cathedral City				X			X	X	X				
Quirk-Silva, Sharon	Fullerton			X				X	X	X			X	
Roberts, Ron	Temecula				X			X	X	X			X	
Walker-Viegas, Cheryl	El Centro	X						X		X			X	
Lewis, Randall, Ex Officio	Lewis Op. Corp.					X		X	X	X			X	
<b>Totals</b>		<b>1</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>2</b>							

**DATE:** February 2, 2012

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

**FROM:** Sharon A. Neely, Deputy Executive Director, Strategy, Policy and Public Affairs,  
[neely@scag.ca.gov](mailto:neely@scag.ca.gov), (213)-236-1992

**SUBJECT:** SCAG Sponsorship of Annual Event: California State University of San Bernardino (CSUSB) Leonard Transportation Center's 2012 Transportation and Logistics Summit (\$1,250)

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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**RECOMMENDED ACTION:**  
Approve.

**EXECUTIVE SUMMARY:**  
*The Legislative/Communications & Membership Committee (LCMC) met on January 17, 2012 and recommended approval of up to \$1,250 for the sponsorship of the California State University San Bernardino (CSUSB) Leonard Transportation Center's 2012 Transportation and Logistics Summit to be held on March 9, 2012.*

**STRATEGIC PLAN:**  
This item supports SCAG Strategic Plan, Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies.

**BACKGROUND:**

**CSUSB Leonard Transportation Center**  
CSUSB Leonard Transportation Center's 2012 Transportation and Logistics Summit will be held on Friday, March 9, 2012 (7:30am – 2:30pm) at the Ontario Airport DoubleTree Hotel. The 2012 Summit will convene over 600 transportation industry experts and provide a forum of educational workshops, interactive panel sessions and presentations to examine and promote solutions of critical issues facing all stakeholders involved in the broad Transportation and Logistics Industry in Southern California. The \$1,250 Summit Sponsorship entitles SCAG to one (1) table with ten (10) event tickets; a SCAG listing on the website and event program; exhibitor tabletop at event along with event signage; and recognition of SCAG during the event.

**FISCAL IMPACT:**  
Up to \$1,250 (These funds are included in the approved 2012 budget).

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**DATE:** February 2, 2012

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

**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

**SUBJECT:** Contracts \$200,000 or Greater: Contract No. 12-019-C1, Monthly Managed Information Technology (IT) Services

**EXECUTIVE DIRECTOR'S APPROVAL:** 

**RECOMMENDED ACTION:**

Approve Contract No. 12-019-C1, with Allied Digital Systems, LLC, in an amount not-to-exceed \$1,912,960 to provide managed IT services for a five year period.

**EXECUTIVE SUMMARY:**

*This contract provides managed IT services (i.e., support, maintenance, and repair services for computers, network hardware and peripherals, and related system software; and professional service related to remote and on-site monitoring, data base administration, and web management).*

**OBJECTIVE:**

This contract shall replace the current IT Managed Systems contract. In October 2008, the Regional Council approved the first SCAG IT outsource contract to meet SCAG's needs for high performance, high demand information technology systems. This outsourcing strategy has been successful in securing a broad and reliable range of services for the performance, reliability, and integration of SCAG information systems.

**STRATEGIC PLAN:**

This item supports SCAG's Strategic Plan Goal 4: Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communication Technologies; Objective d: Integrate Advanced Information and Communication Technologies.

**BACKGROUND:**

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Allied Digital Systems, LLC, (12-019-C1)	The consultant shall provide managed IT services on a monthly basis, for a five year period.	\$1,912,960

**FISCAL IMPACT:**

Funding is available in the FY 2011/12 budget.

**ATTACHMENT:**

Consultant Contract No. 12-019-C1

## CONTRACT 12-019-C1

<b>Recommended Consultant:</b>	Allied Digital Systems, LLC (ADSL)										
<b>Background &amp; Scope of Work:</b>	<p>In October 2008, the Regional Council approved the first SCAG Information Technology (IT) outsource contract to meet SCAG's needs for high performance, high demand information technology systems. This outsourcing strategy has been successful in securing a broad and reliable range of services for the performance, reliability, and integration of SCAG information systems.</p> <p>This contract shall replace the current IT Managed Systems contract. ADSL has been selected to provide professional, timely, expert scheduled and on-demand twenty-four hours per day, seven (7) days per week (24/7) Managed Information Technology Services. ADSL attracts and maintains staff resources with broad IT experience and in-depth skills in a variety of technical and project management roles.</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>• Innovative strategies and standardized systems to support SCAG's rapidly growing mission-critical planning activities;</li><li>• Certified processes and monitoring systems that increase system uptime, reliability, and performance; and</li><li>• Daily customer support of SCAG operations, including 24/7 service response.</li></ul>										
<b>Strategic Plan:</b>	This item supports SCAG's Strategic Plan Goal 4: Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communication Technologies; Objective d: Integrate Advanced Information and Communication Technologies.										
<b>Contract Amount:</b>	<table><tr><td><b>Total not-to-exceed</b></td><td style="text-align: right;"><b>\$1,912,960</b></td></tr><tr><td>Monthly services: \$24,826 x 60 months =</td><td style="text-align: right;">\$1,489,560</td></tr><tr><td>Optional Work</td><td style="text-align: right;">\$418,400</td></tr><tr><td>One Time Relocation Plan Fee</td><td style="text-align: right;"><u>\$5,000</u></td></tr><tr><td></td><td style="text-align: right;"><u>\$1,912,960</u></td></tr></table> <p>Note: ADSL originally proposed a monthly service cost of \$25,043 x 60 = \$1,502,580, but staff negotiated the price down to \$24,826 x 60 = \$1,489,560 without reducing the scope of work.</p>	<b>Total not-to-exceed</b>	<b>\$1,912,960</b>	Monthly services: \$24,826 x 60 months =	\$1,489,560	Optional Work	\$418,400	One Time Relocation Plan Fee	<u>\$5,000</u>		<u>\$1,912,960</u>
<b>Total not-to-exceed</b>	<b>\$1,912,960</b>										
Monthly services: \$24,826 x 60 months =	\$1,489,560										
Optional Work	\$418,400										
One Time Relocation Plan Fee	<u>\$5,000</u>										
	<u>\$1,912,960</u>										
<b>Contract Period:</b>	February 2012 through March 31, 2017										
<b>Work Element:</b>	12-811.SCG1163.08 \$1,912,960 Funding source: Indirect										
<b>Request for Proposal (RFP):</b>	<p>SCAG staff notified 641 firms of the release of RFP 12-019-C1. A total of 54 firms downloaded the RFP. SCAG received the following two (2) proposals in response to the solicitation:</p> <table><tr><td><b>Allied Digital Services, LLC (no subconsultants)</b></td><td style="text-align: right;"><b>\$1,502,580</b></td></tr><tr><td>SIGMANet, Inc. (no subconsultants)</td><td style="text-align: right;">\$1,282,560</td></tr></table>	<b>Allied Digital Services, LLC (no subconsultants)</b>	<b>\$1,502,580</b>	SIGMANet, Inc. (no subconsultants)	\$1,282,560						
<b>Allied Digital Services, LLC (no subconsultants)</b>	<b>\$1,502,580</b>										
SIGMANet, Inc. (no subconsultants)	\$1,282,560										

After receiving only two (2) proposals, staff surveyed twelve (12) firms that attended the Pre-Proposal Meeting to determine why each did not submit a proposal. Two (2) firms responded to staff's inquiry and stated that the main reason they did not respond to the RFP was that they had insufficient staff or resources.

**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 both offerors.

The PRC consisted of the following individuals:

Richard Castillon, Information Technology Manager & CIO, Orange County Sanitation District

Catherine Chavez, Information Technology Manager, SCAG

Charles Lau, Associate Transportation Planner, California Department of Transportation

Royalan Swanson, Facilities Supervisor, SCAG

**Basis for Selection:** The PRC recommended ADSL for the contract award because the consultant:

- Proposed the highest value for the price. Although ADSL proposed a higher price, they offer services not offered through SIGMANet. For example, ADSL includes managed information security services, anti-virus software licenses and real-time 24/7 security incident correlation and unmanaged device discovery;

Further, ADSL maintains more stringent quality processes and controls than SIGMANet, as evidenced by the fact that ADSL has the following industry standard certifications that SIGMANet does not: ISO/IEC 27001 certification for Remote Management Services, and ISO/IEC 20000-1 for Desktop, Server, Network and Application Support;

- Offered lower per-hour pricing on optional, work-order based services. For example, the fee for an IT architect or lead engineer is 20-30% lower than SIGMANet for the same level of expertise. Over the life of the contract, this represents approximately \$104,000 in additional cost savings if SCAG awards the contract to ADSL rather than SIGMANet;
- Maintains a first class call center that includes single point of responsibility, advanced metrics, regular call monitoring and agent coaching, to ensure quality response to SCAG staff and management;
- In terms of staffing, has stronger "bench depth" than SIGMANet, including experienced backup staff for all critical positions;
- Provides a proprietary help desk system that will be customized to enable coordinated customer service with other SCAG service organizations, such as Facilities; and
- Uses standard processes to control license and asset inventory, change management, and configuration management, to increase SCAG's internal and external system uptime.

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**DATE:** February 2, 2012

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

**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

**SUBJECT:** Contracts \$200,000 or Greater: Contract No. 12-020-C1, On-Call Bench Contract for Transportation Modeling and Air Quality Related Services

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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**RECOMMENDED ACTION:**  
Approve Contract No. 12-020-C1, with Sierra Research, Inc., Parsons Brinckerhoff, Inc., Cambridge Systematics, Inc., Caliper Corporation, and M.E. Consulting Services, in an amount not-to-exceed \$544,244 to provide a variety of transportation modeling and air quality related services to support SCAG's modeling and conformity functions.

**EXECUTIVE SUMMARY:**  
*This contract provides a variety of transportation modeling and air quality related services to support SCAG's modeling and conformity functions.*

**OBJECTIVE:**  
The purpose of this contract is to establish a bench (group of pre-qualified firms) to provide modeling and technical services for SCAG staff on an on-call basis.

**STRATEGIC PLAN:**  
This item supports SCAG's Strategic Plan Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies, and Goal 4: Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communication Technologies.

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Sierra Research, Inc., Parsons Brinckerhoff, Inc., Cambridge Systematics, Inc., Caliper Corporation, and M.E. Consulting Services (12-020-C1)	The consultants shall provide a variety of transportation modeling and air quality related services to support SCAG's modeling and conformity functions, for approximately 18 months.	\$544,244* <i>(*subject to audit)</i>

**FISCAL IMPACT:**  
Funding is available in the FY 2011/12 budget.

**ATTACHMENT:**  
Consultant Contract No. 12-020-C1

## CONSULTANT CONTRACT 12-020-C1

<b>Recommended Consultants:</b>	Sierra Research, Inc., Parsons Brinckerhoff, Inc., Cambridge Systematics, Inc., Caliper Corporation, and M.E. Consulting Services												
<b>Background &amp; Scope of Work:</b>	<p>The development, maintenance, and application of SCAG’s travel demand and emissions models are complicated and often unpredictable. These activities would greatly benefit by having consultants available for quick turnaround of unforeseen modeling tasks. Thus, the purpose of this contract is to obtain a variety of transportation modeling and air quality related professional services to support SCAG’s modeling and conformity functions. The objective is to establish a “bench” (group) of pre-qualified consultants to provide modeling and air quality services to SCAG on an as needed basis. SCAG solicited consultants to provide the following services:</p> <p>Task 1 - Transportation Model Maintenance, Applications, and Technical Support; Task 2 - Transportation Model Development and Model Improvement; Task 3 - Transportation Model Software and Programming Support; Task 4 - Expertise for Air Quality and Conformity Analysis &amp; Evaluation, Review, Technical Support, and Training; Task 5 - Air Quality Modeling Tool Development and Enhancement; and Task 6 - Air Quality Software and Programming Support.</p> <p>SCAG provided detailed descriptions of the expected work tasks and required qualifications. Based on the evaluation criteria for each Task, the Proposal Review Committee selected a specific consultant to perform one of the six tasks listed above. Work associated with each task will be assigned to each consultant on an as needed basis.</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>• Provide travel demand modeling support for SCAG’s plans, programs and projects, including the 2012 RTP;</li><li>• Conduct travel demand model improvement projects, perform technical studies, provide SCAG staff technical assistance, as well as provide software and programming support; and</li><li>• Provide advanced technical expertise to support SCAG’s plans, programs and projects as related to air quality planning and transportation conformity.</li></ul>												
<b>Strategic Plan:</b>	This item supports SCAG’s Strategic Plan Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies, and Goal 4: Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communication Technologies.												
<b>Contract Amount:</b>	<table border="0" style="width: 100%;"><tr><td style="width: 60%;"><b>Total not to exceed</b></td><td style="text-align: right;"><b>\$544,244</b></td></tr></table> <p>Note: Contract award is subject to audit. Further, an initial amount of \$250,000 is allotted to be shared among the selected consultants. Each award shown below is a not-to-exceed maximum value for the respective consultant.</p> <table border="0" style="width: 100%;"><tr><td>Sierra Research, Inc.(Task 4 &amp; 5)</td><td style="text-align: right;">\$172,896</td></tr><tr><td>Parsons Brinckerhoff, Inc.(Task 2)</td><td style="text-align: right;">\$140,705</td></tr><tr><td>Cambridge Systematics, Inc.(Task 1)</td><td style="text-align: right;">\$133,143</td></tr><tr><td>Caliper Corporation (Task 3)</td><td style="text-align: right;">\$81,500</td></tr><tr><td>M.E. Consulting Services (Task 6)</td><td style="text-align: right;">\$16,000</td></tr></table>	<b>Total not to exceed</b>	<b>\$544,244</b>	Sierra Research, Inc.(Task 4 & 5)	\$172,896	Parsons Brinckerhoff, Inc.(Task 2)	\$140,705	Cambridge Systematics, Inc.(Task 1)	\$133,143	Caliper Corporation (Task 3)	\$81,500	M.E. Consulting Services (Task 6)	\$16,000
<b>Total not to exceed</b>	<b>\$544,244</b>												
Sierra Research, Inc.(Task 4 & 5)	\$172,896												
Parsons Brinckerhoff, Inc.(Task 2)	\$140,705												
Cambridge Systematics, Inc.(Task 1)	\$133,143												
Caliper Corporation (Task 3)	\$81,500												
M.E. Consulting Services (Task 6)	\$16,000												

**Contract Period:** February 2012 - June 30, 2013

**Work Element:** 12-070.SCG00130 \$250,000  
Funding sources: Consolidated Planning Grant – FHWA and FTA

**Request for Qualifications (RFQ):** SCAG staff notified 564 firms of the release of Request for Qualifications (RFQ 12-020). Staff also advertised the RFQ in the American Planning Association’s magazine, the Urban Transportation Monitor, as well as the Planning Institute, and posted it on SCAG’s bid management system. A total of 78 firms downloaded the RFQ. SCAG received the following 7 proposals in response to the solicitation:

Caliper (no subconsultants)	\$405,000
Iteris Inc. (no subconsultants)	\$236,289
Sierra Research (2 subconsultants)	\$198,980
Parsons Brinckerhoff (1 subconsultant)	\$140,705
Cambridge Systematics (no subconsultants)	\$133,000
Point Partners Inc. (no subconsultants)	\$88,000
M.E Consulting (no subconsultants)	\$48,000

**Selection Process:** The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFQ, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC did not conduct interviews because the proposals contained sufficient information upon which to base a contract award.

The PRC consisted of the following individuals:

Tony Van Haagen, Senior Transportation Planner, Caltrans District 7  
Michael A. Krause, Program Supervisor, South Coast Air Quality Management District  
Robert Farley, Transportation Planning Manager, Los Angeles County Metropolitan Transportation Authority  
Mike Ainsworth, Modeling Program Manager, SCAG  
Rongsheng Luo, Program Manager 2, SCAG

**Basis for Selection:** The PRC recommended 5 of the 7 firms that proposed, namely, Sierra Research, Inc., Parsons Brinckerhoff, Inc., Cambridge Systematics, Inc., Caliper Corporation, and M.E. Consulting Services to the bench because each firm demonstrated:

- An excellent technical approach and a clear understanding of the proposed work tasks;
- Excellent knowledge and previous work experience related to the specific work task;
- Excellent knowledge and experience using SCAG’s models and an understanding of SCAG’s technical processes;
- Excellent understanding of State and Federal regulations regarding modeling and air quality;
- Qualifications and availability of key staff members and project manager;
- Capability to provide quality graphic materials and model documentation;
- Reasonable pricing structure and ability to meet the schedule.

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**DATE:** February 2, 2012

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

**FROM:** Hasan Ikhmeta, Executive Director, [ikhmeta@scag.ca.gov](mailto:ikhmeta@scag.ca.gov), 213-236-1944

**SUBJECT:** California Strategic Growth Council Sustainable Communities Planning Grant and Incentive Program Application

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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**RECOMMENDED ACTION:**

**For Executive/Administration Committee:**

Recommend the Regional Council approve the Resolution No. 12-536-1, authorizing SCAG to apply for, and if awarded, accept grant funds under the California Strategic Growth Council Sustainable Communities Planning Grant and Incentive Program.

**For Regional Council:**

Approve Resolution No. 12-536-1, authorizing SCAG to apply for, and if awarded, accept grant funds under the California Strategic Growth Council Sustainable Communities Planning Grant and Incentive Program.

**EXECUTIVE SUMMARY:**

*The California Strategic Growth Council (SGC) issued a Request for Proposals (RFP) for the second round of the Sustainable Communities Planning Grant and Incentive Program ("Grant Program"). SCAG was a successful first round applicant for the Grant Program in 2010. SCAG's application, is currently under development, intends to expand the technical capacity and knowledge base to facilitate the development of sustainable communities in Southern California. The maximum application award is \$1,000,000 with a maximum grant period of 36 months. The RFP requires the resolution be approved by the Regional Council for application submittal due on February 15, 2012.*

**STRATEGIC PLAN:**

This item supports SCAG's Strategic Plan, Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies, Objective (a): Create and facilitate a collaborative and cooperative environment to produce forward thinking regional plans.

**BACKGROUND:**

On November 3, 2011, the SGC issued an RFP for the second round of the Grant Program. The Grant Program is funded by Proposition 84, the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006. It authorizes the Legislature to appropriate funds for planning grants and incentives that reduce energy consumption, conserve water, improve air and water quality, and provide other community benefits.

# REPORT

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A total of approximately \$18 million will be available for applicants of the second round of the grant program, addressing three focused areas:

1. Focused Area #1: Local Sustainable Planning  
Eligible Applicants: Cities and Counties
2. Focused Area #2: Regional SB 375 Plus  
Eligible Applicants: MPOs
3. Focused Area #3: Regional Planning Activities with Multiple Partners  
Eligible Applicants: Cities, Counties, Regional Transportation Planning Agencies, Joint Power Authorities and Council of Governments

SCAG's application of \$1,000,000 (maximum allowed), currently under development, is intended to focus on facilitating the development of sustainable communities in Southern California. The scope of work is anticipated to include, for example, the development of sustainability assessment and monitoring tools, creation of an implementation guide for sustainable development, and regional analysis and surveys of transit-oriented developments to support sustainable development strategies. The sustainability assessment and monitoring tools could be implemented at the small area, city, county and regional levels. Tools proposed in SCAG's application are intended to be a planning resource for all six (6) counties and 191 cities in the SCAG Region.

## **Key Dates Related to the Grant Application**

1. November 3, 2011 – SGC issued the RFP for the Sustainable Communities Grant Program
2. February 2, 2012 – SCAG Regional Council to Authorize staff to apply for the Grant Program
3. February 15, 2012 (by 5:00 p.m.) – Grant application due to SGC
4. May 2012 (specific date pending) – SGC to take action on grant award

## **FISCAL IMPACT:**

If awarded, the grant funds, in-kind match and the proposed scope of work will be incorporated into the Overall Work Program through budget amendment.

## **ATTACHMENT:**

Resolution No. 12-536-1



**ASSOCIATION of GOVERNMENTS**

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Paul Glaab, Laguna Niguel

**RESOLUTION NO. 12-536-1**

**A RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) TO APPROVE THE APPLICATION FOR, AND IF AWARDED, ACCEPT GRANT FUNDS UNDER THE SUSTAINABLE COMMUNITY PLANNING GRANT AND INCENTIVE PROGRAM ADMINISTERED BY THE CALIFORNIA STRATEGIC GROWTH COUNCIL**

**Name of Proposal: Building Sustainable Communities in Southern California**

**WHEREAS**, the Legislature and Governor of the State of California have provided funds for the Sustainable Communities Planning Grant and Incentives Program under the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84); and

**WHEREAS**, the Strategic Growth Council has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

**WHEREAS**, said procedures require all award recipients commit to threshold requirements; and

**WHEREAS**, said procedures established by the Strategic Growth Council require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and

**WHEREAS**, the applicant, if selected, will enter into an agreement with the State of California to carry out the development of the proposal.

**NOW, THEREFORE, BE IT RESOLVED** by the Regional Council of the Southern California Association of Governments that SCAG does hereby:

1. Approves the filing of an application for Building Sustainable Communities in Southern California in order to become a more sustainable community.
2. Certifies that applicant will have sufficient funds to develop the Proposal or will secure the resources to do so.
3. Certifies that the Proposal will comply with any applicable laws and regulations including being consistent with the State's Planning Priorities identified in Government Code section 65041.1 and summarized below:
  - a. Promote infill development and invest in existing communities
  - b. Protect, preserve and enhance agricultural land and natural resources; and
4. Encourage location and resource efficient new development; and

5. Certifies that threshold requirements outlined in the guidelines, including consideration of Ocean Protection Council Sea Level Rise Guidance will be met.
6. Agrees to reduce, on a permanent basis as feasible, greenhouse gas emissions consistent with California Global Warming Solutions Act of 2006 (Division 25.5 (commencing with Section 3850) of the Health and Safety Code) as part of the regional plan(s).
7. Agrees to meet the Collaboration Requirements of the focus area applicable to the Proposal; and includes all required documents in the application package.
8. Appoints the Executive Director, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

**APPROVED AND ADOPTED** by the Regional Council of the Southern California Association of Governments at its regular meeting on the 2<sup>nd</sup> day of February, 2012.

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Pam O'Connor  
President, SCAG  
Councilmember, Santa Monica

Attested by:

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Hasan Ikhata  
Executive Director

Approved as to Form:

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Joann Africa  
Chief Counsel

**DATE:** February 2, 2012

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

**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

**SUBJECT:** Amendment \$75,000 or Greater/Amendment Requiring RC Approval: Contract No. 12-008-C1, Interactive Web Design for Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS); and Contract No. 11-034-C1, RTP/SCS Outreach

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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**RECOMMENDED ACTION:**  
Approve amendment No. 1 to contract 12-008-C1 with Civic Resources Group, LLC, in an amount not-to-exceed \$270,000; and amendment No. 1 to contract 11-034-C1 with Lee Andrews Group, Inc., in an amount not-to-exceed \$50,000.

**EXECUTIVE SUMMARY:**  
*Amendment No. 1 to contract 12-008-C1 will among other things allow Civic Resources Group to design new, interactive web applications and complete the detailed design of SCAG's main website. Amendment No. 1 to contract 11-034-C1 will among other things allow Lee Andrews Group to enhance SCAG's outreach efforts on the Draft 2012 RTP/SCS. In accordance with the SCAG Procurement Manual Section 1.4.5, dated 12/09/09, version 10, both amendment require the Regional Council's approval.*

**STRATEGIC PLAN:**  
Contract 12-008-C1 supports SCAG's Strategic Plan Goal 4, Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communication Technologies, Objective d, Integrate Advanced Information and Communication Technologies.

Contract 11-034-C1 supports SCAG's Strategic Plan Goal 1: Improve Regional Decision Making By Providing Leadership and Consensus Building on Key Plans and Policies; Objective a: Create and Facilitate a Collaborative and Cooperative Environment to Produce Forward Thinking Regional Plans.

**BACKGROUND:**  
**Staff recommends amending the following contracts:**

<u>Consultant/Contract #</u>	<u>Amendment's Purpose</u>	<u>Amount</u>
1. Civic Resources Group, LLC (12-008-C1)	Amendment No. 1 adds funding to enable Civic Resources Group to design new, interactive web applications and complete the detailed design of SCAG's main website to provide dynamic planning scenarios for regional planners and the public.	\$270,000

# REPORT

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**Staff recommends amending the following contracts:**

<b><u>Consultant/Contract #</u></b>	<b><u>Amendment's Purpose</u></b>	<b><u>Amount</u></b>
2. Lee Andrews Group, (11-034-C1)	Amendment No. 1 adds funding to enable Lee Andrews Group to support the overall RTP goals for outreach coordination, as well as the goals of SCAG's recently updated Public Participation Plan.	\$50,000

**FISCAL IMPACT:**

Funding is available for each contract in the FY 2011/12 budget.

**ATTACHMENTS:**

1. Consultant Contract 12-008-C1
2. Consultant Contract 11-034-C1

# CONTRACT 12-008-C1 AMENDMENT 1

**Consultant:** Civic Resource Group, LLC

**Background & Scope of Work:** In August 2011, SCAG awarded Contract 12-008-C1 to Civic Resource Group (CRG) to provide planning, technical design, development and testing of new Southern California Association of Governments (SCAG) websites. CRG completed the first phase, the website 2012-2035 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) that includes the Interactive RTP/SCS (“iRTP”). This project puts SCAG at the forefront of e-government and supports the federal initiative for transparent, open government. SCAG is the first Metropolitan Planning Organization (MPO) in the nation to launch a fully interactive site with advanced comment submittal by chapter and sub-section. This facilitates public participation while at the same time supports SCAG’s “think green” initiative by discouraging printing and reducing environmental impact. It supports SCAG’s core value of “revolutionary” regional planning.

The purpose of this amendment is to add hours and tasks to design new, interactive web applications and complete the detailed design of SCAG’s main website. For the first phase, SCAG leveraged a competitively bid contract through the City of Los Angeles. Staff proposes to use the same contract for the amendment. It is critical to the project to retain CRG throughout the project to maintain design consistency, support the “live” sites (including the final RTP/SCS publication in April 2012), and provide skilled staff and innovative approaches to complete the next set of complex websites. The next phase shall provide dynamic planning scenarios for regional planners and the public. CRG shall also coordinate with the development team to provide training and knowledge transfer to SCAG staff. These activities will require an extensive level of effort over the next 17 months and thus the reason for the \$270,000 increase in the contract’s value. Finally, this amendment will extend the contract end date from June 30, 2012 to June 30, 2013 to allow the consultant sufficient time to perform the additional work.

**Project’s Benefits & Key Deliverables:** The project’s benefits and key deliverables include, but are not limited to:

- Innovative and accessible web applications that use the latest e-government technology to encourage public participation
- Increases transparency and accountability of SCAG planning activities;
- Furthers SCAG’s “green” conservation efforts by expanding the distribution of SCAG information while reducing environmental impact; and
- Supports quick access using cell phones and tablets, to respond to the explosive growth in the use of mobile devices.

**Strategic Plan:** This item supports SCAG’s Strategic Plan Goal 4, Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communication Technologies, Objective d, Integrate Advanced Information and Communication Technologies

<b>Amendment</b>	Amendment 1	\$270,000
<b>Amount:</b>	Original contract value	<u>\$197,505</u>
	<b>Total contract value is not-to-exceed</b>	<b>\$467,505</b>

This amendment exceeds \$75,000, as well as 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual Section 1.4.5, version 10, it requires the Regional Council’s approval.

**Contract Period:** August 11, 2011 through June 30, 2013

**Work Element:**

12-811.SCG01163.08	\$197,505
12-811.SCG01163.07	\$100,000
13-811.SCG01163.07	\$ 25,000
13-045.SCG00142.20	\$145,000

Funding sources: Consolidated Planning Grant – FHWA and FTA and Indirect

**Basis for the Amendment:** In accordance with SCAG’s Contract Manual Section 2.5, dated 12/09/09, version 10, to foster greater economy and efficiency, SCAG is authorized to procure goods and services by entering into State and local intergovernmental agreements (Master Service Agreements – MSA’s). The goods and services procured under an MSA were previously competitively procured by another governmental entity (SCAG is essentially “piggy backing” on the agreement.) SCAG utilized an MSA with the City of Los Angeles (RFP No. NP-9121, Contract No. 503388) that was competitively bid as the basis for originally awarding contract 12-008-C1. Staff proposes to continue to use this contract for the services required for amendment 1 to contract 12-008-C1.

This project is SCAG’s first successful web development that combines several advanced technologies to allow the public to easily read and visualize large, complex plans. CRG developed the RTP/SCS and iRTP sites using an iterative process. In the first phase, CRG resolved several complex technical challenges to convert text and media elements from the print format to the interactive web format. They worked with staff to “tag” content to enable easy searching and to facilitate online public commenting. CRG reviewed and corrected formatting errors that occurred during the test and live migrations from the internal to external network. These challenges delayed design work required for the main website conversion. However, CRG delivered the design for the new SCAG home page, as well as “audience gateways” to tailor SCAG content to the viewer. These will be enhanced and implemented in the second phase.

With this amendment, CRG shall design sites that integrate additional technologies to highlight specific planning areas. This includes a new Freightworks site and a GIS/data portal that enables scenario building. These activities will require an extensive level of effort over the next 17 months and thus the reason for the \$270,000 increase in the contract’s value. This amendment supports SCAG’s goals to increase public participation in the planning process, support conservation efforts, as well as make complex data, charts and maps more understandable to planners and the public.

**CONTRACT 11-034-C1 AMENDMENT 1**

**Consultant:** Lee Andrews Group, Inc.

**Background & Scope of Work:** In July 2011, SCAG awarded Contract 11-034-C1 to Lee Andrews Group, Inc. to coordinate the agency’s outreach approach with development of the 2012 Regional Transportation Plan and Sustainable Communities Strategy (RTP/ SCS).

The purpose of this amendment is to enhance agency outreach efforts on the Draft 2012 RTP to comply with the updated Public Participation Plan and address issues arising during the Plan’s public review and comment period. The enhanced outreach efforts will require additional consultant assistance, including translation services and coordination with various media outlets.

**Project’s Benefits & Key Deliverables:** The Lee Andrews Group will provide additional outreach support and maximize media involvement as well as coordinate with SCAG staff to address issues related to the 2012 RTP/SCS that arise out of the outreach effort.

**Strategic Plan:** This item supports SCAG’s Strategic Plan Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; Objective a: Create and Facilitate a Collaborative and Cooperative Environment to Produce Forward Thinking Regional Plans.

<b>Amendment</b>	Amendment 1	\$50,000
<b>Amount:</b>	Original contract value	<u>\$199,500</u>
	<b>Total contract value is not-to-exceed</b>	<u>\$249,500</u>

The aggregate value of the amended contract will exceed \$200,000 and therefore, in accordance with the SCAG Procurement Manual Section 1.4.5, version 10, it requires the Regional Council’s approval.

**Contract Period:** July 8, 2011 through June 30, 2012

**Work Element:**

10-090.1533.01	\$199,500
11-095.1533.01	\$50,000

Funding sources: Consolidated Planning Grant – FHWA and FTA

**Basis for the Amendment:** Lee Andrews is currently conducting the outreach work contract and has gained tremendous experience and familiarity with the required tasks.

SCAG has been coordinating with federal, state, transportation, and air quality partners and other stakeholders in the development of the Draft 2012 RTP to comply with state and federal requirements, including close collaboration in the development of a technically solid growth forecast, multimodal transportation and land use strategies, and a realistic financial plan. As noted above, the purpose of the amendment is to enhance the agency’s outreach efforts on the Draft 2012 RTP to comply with the updated Public Participation Plan (PPP). This amendment supports both the overall RTP goals for outreach and coordination and addresses the need to provide additional outreach to clarify issues of concern that arose during the Draft RTP development and initial outreach efforts, including additional media assistance and focused outreach to stakeholders.

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**DATE:** February 2, 2012

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

**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov

**SUBJECT:** Contracts/Purchase Orders and/or Amendments between \$5,000 - \$200,000

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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**RECOMMENDED ACTION:**  
For Information Only - No Action Required.

**STRATEGIC PLAN:**  
This item supports SCAG'S Strategic Plan Goal 3: Enhance the Agency's Long Term Financial Stability and Fiscal Management.

**BACKGROUND:**  
SCAG executed the following Contracts between \$25,000 and \$200,000

<u>Consultant/Contract #</u>	<u>Contract's Purpose</u>	<u>Contract Amount</u>
None		

SCAG executed the following Purchase Orders (PO's) between \$5,000 and \$200,000

<u>Vendor</u>	<u>PO Purpose</u>	<u>PO Amount</u>
SAS Institute, Inc.	SAS Server Software Licenses	\$128,000
IntelliBridge Partners, LLC	Agency temp worker - N. Andres	\$25,000
ESRI	ArcGIS SW license	\$22,838
County of Riverside - TMLA	Update RTP12 Small Area	\$20,000
Source Graphics	HP Design Jet Plotter	\$18,278
Trader Vic's	All Staff Appreciation Luncheon	\$5,316

SCAG executed the Amendment between \$5,000 and \$200,000

<u>Consultant/Contract #</u>	<u>Amendment's Purpose</u>	<u>Amendment Amount</u>
1. SDS Associates (12-006-T1)	The consultant shall develop a video to illustrate the story of the 2012-2035 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS) for the December Regional Council Meeting and to provide six (6) additional county-specific videos for the purpose of relaying the story of the 2012-2035 RTP/SCS during the public workshops and hearings that will be conducted between January and February 2012.	\$14,739

**FISCAL IMPACT:**  
Funding is available in the FY 2011/12 budget.

**ATTACHMENTS:** Amendment Summary

## CONTRACT 12-006-T1 AMENDMENT 1

**Consultant:** SDS Associates

**Background & Scope of Work:** In June 2011, SCAG awarded Contract 12-006-T1 to SDS Associates to develop a series of videos to communicate to the general public the purpose of the Draft 2012 - 2035 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS) and SCAG's role in order to solicit participation in developing the Draft 2012 - 2035 RTP/SCS.

The purpose of this amendment is to modify the original scope and develop one 17-minute video to illustrate the story of the Draft 2012 - 2035 RTP/SCS during the December Regional Council Meeting and provide six (6) additional county-specific videos for the purpose of relaying the story of the Draft 2012 - 2035 RTP/SCS during the workshops and public hearings that will be conducted between January and February 2012. This will maintain the contract end date of April 30, 2012.

**Project's Benefits & Key Deliverables:** The project's benefits and key deliverables include, but are not limited to:

- Development of the video framework, including key challenges, solutions, potential outcomes and benefits, and strategic plan;
- Video recording of visual images and interviews;
- A 17-minute video; and
- Six (6) county-specific videos for the Draft 2012 - 2035 RTP/SCS workshop/public hearings

**Strategic Plan:** This item supports SCAG's Strategic Plan Goal 1: Improve Regional Decision making by Providing Leadership and Consensus Building on Key Plans and Policies; Objective b: Develop external communications and media strategy to promote partnerships, build consensus and foster inclusiveness in the decision making process.

<b>Amendment</b>	Amendment 1	\$14,739
<b>Amount:</b>	Original contract value	<u>\$49,273</u>
	<b>Total contract value is not-to-exceed</b>	<b>\$64,012</b>

This amendment does not exceed \$75,000 or 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual Section 1.4.5, version 10, it does not require the Regional Council's approval.

**Contract Period:** September, 1, 2011 through April, 30, 2012

**Work Element:** 266.SCG.00715.01 \$49,273 (original)  
266.SCG.00715.01 \$14,739 (amendment)

Funding sources: TDA

**Basis for the Amendment:** SDS made the necessary revisions to produce the 17-minute video for the December Regional Council meeting and has been requested to produce six (6) additional county-specific videos for the Draft 2012 - 2035 RTP/SCS public workshops/hearings.

This amendment supports the overall RTP goals for improved regional decision making and external communication. This amendment will substantially enhance the overall public participation and produce regionally-significant videos in support of SCAG's outreach efforts. These revisions were necessary to provide a more comprehensive video of the Draft 2012 - 2035 RTP/SCS for the December Regional Council meeting. The creation of the six (6) county-specific videos will enhance the workshops and public hearings by providing relevant connections between the Draft 2012 - 2035 RTP/SCS and the six (6) counties.

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**DATE:** February 2, 2012

**TO:** Executive/Administrative Committee (EAC)  
Regional Council (RC)

**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, Moore@scag.ca.gov

**SUBJECT:** Draft FY 2012/13 Comprehensive Budget

**EXECUTIVE DIRECTOR'S APPROVAL:****RECOMMENDED ACTION:**

For information only; review and comment.

**EXECUTIVE SUMMARY:**

*Attached is a copy of the Draft FY 2012/13 Comprehensive Budget which includes the proposed work program for FY 2012/13. The Draft Comprehensive Budget is balanced and fully funded at \$46,870,720 (see page 11). The Draft Comprehensive Budget, as presented, is \$8,221,241 or 17% more than the FY 2012 budget. This increase is due primarily to a \$4 million FHWA grant for a congestion fee study; expansion of regional GIS services and the Green City's Initiative; and additional personnel costs to support expanded computer modeling capacity, Board policy implementation and regional office outreach services.*

*The proposed work program continues strategic initiatives started back in FY 2010/11 and builds upon successful programs completed in FY2011/12. The major strategic initiatives for FY 2012/13 are:*

- 1. Coordinate and monitor implementation of the adopted 2012 Regional Transportation Plan (RTP) and Sustainable Communities Strategies (SCS);*
- 2. Perform economic analysis impact of the 2012 RTP;*
- 3. Implement the approved Southern California Job Growth and Economic Recovery Strategy*
- 4. Pursue energy and water policy formulation for SCAG Board review;*
- 5. Enhance the Geographic Information System (GIS) Program to better serve the SCAG Region;*
- 6. Expanding video conferencing sites in the region;*
- 7. Assisting cities with Housing Element process and active transportation planning*
- 8. Compass Blueprint Program*

**FY 2011/12 Accomplishments:**

- Completed the release of the Draft 2012 Regional Transportation Plan and Sustainable Communities Strategy*
- Completed the Express Travel Choices Phase I Study*
- Completed the Comprehensive Regional Goods Movement Plan and Implementation Strategy*
- Continued work on the Southern California National Freight Gateway Collaboration*
- Initiated implementation of the approved Southern California Job Growth and Economic Recovery Strategy*
- Initiated the Regional Housing Needs Assessment process*
- Initiated the Southern California Economic Growth Strategy*

# REPORT

*workshops and outreach sessions within the SCAG Region*

- *Initiated an additional 30 Compass Demonstration Projects*
- *Launched interactive RTP on SCAG website*
- *Implemented RC iPad Pilot Program*

## **STRATEGIC PLAN:**

This item supports SCAG Strategic Plan Goal #3: Enhance the Agency's Long Term Financial Stability and Fiscal Management.

## **BACKGROUND:**

There are four components to the Comprehensive Budget:

1. Overall Work Program Budget (OWP)
2. General Fund Budget
3. Indirect Cost Budget
4. Fringe Benefit Budget

The Regional Council, Caltrans and the FHWA/FTA must approve each of these components before the FY 2012/13 work program can be implemented on July 1, 2012. The Regional Council must approve the General Fund Budget in March so that the General Assembly can approve it in April 2012. The other components, Overall Work Program Budget, Indirect Cost Budget and Fringe Benefit Budget must be approved by the Regional Council in May 2012.

The framework for developing the FY 2012/13 Comprehensive Budget was the SCAG Strategic Plan and Business Plan. All projects and programs funded in the budget support at least one of the five Strategic Plan Goals. The Strategic Plan Goals and Objectives are contained on pages 6-8. Highlights of the major budgeted activities and their strategic goal alignments are listed below:

### *Goal #1*

*Improve Regional Decision Making by Providing Leadership & Consensus Building on Key Plans & Policies*

- Regional Transportation Plan Implementation Strategy
- System Preservation
- Comprehensive Planning and Open-Space Strategic Plan
- Greenhouse Gas Reduction Project
- Corridor Performance Assessment and Bottleneck Analysis
- Economic Analysis of Adopted 2012 Regional Transportation Plan
- Urban Goods Movement
- East-West Freight Corridor/I-15 Study
- Evaluate opportunities to enhance Governance/Board Leadership
- Develop Energy and Water Policy consistent with the Regional Transportation Plan

### *Goal #2*

*Obtain Regional Transportation Infrastructure Funding & Promote Legislative Solutions for Regional Planning Priorities*

- Pursue leading energy and water policy formulation
- Mileage-Based User Fee-Groundwork Project

# REPORT

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- Regional Pavement Management System
- Implement the Southern California Job Growth and Economic Recovery Strategy

## *Goal #3*

### *Enhance the Agency's Long Term Financial Stability & Fiscal Management*

- Seek funding to enhance Compass Demonstration Projects
- Seek ways to provide funding or resources for affordable housing projects

## *Goal #4*

### *Develop, Maintain & Promote the Utilization of State of the Art Models, Information Systems & Communication Technologies*

- Additional video conference sites
- Enhance GIS Program (staffing and technology to provide additional resources)
- Add permanent staffing and restructure IT Department to support serving the region with state of the art IT.

## *Goal #5*

### *Optimize Organizational Efficiency & Cultivate an Engaged Workforce*

- Professional coaching for planning managers
- Automate training program
- Evaluate teleworking pilot program for potential broader implementation

## **FISCAL IMPACT:**

All components of the Draft Comprehensive Budget are balanced and fully funded.

## **ATTACHMENT:**

The Draft FY 2012/13 Comprehensive Budget

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Southern California Association of Governments

**COMPREHENSIVE BUDGET**

Fiscal Year 2012/13

Southern California Association of Governments  
FY 2012/13 Comprehensive Budget

**Table of Contents**

	Page
<b>Section I – Overview</b>	
Introduction .....	2
Organizational Chart .....	3
The SCAG Organization .....	5
SCAG Strategic Plan .....	6
The FY 2012/13 Comprehensive Budget .....	9
• How the Budget is Funded .....	9
• How the Budget is Allocated .....	10
• Comprehensive Line Item Budget .....	11
 <b>Section II – Budget Components</b>	
• The Overall Work Program (OWP) .....	12
○ The Flow of Funds .....	12
○ Summary of Revenue Sources.....	13
○ The OWP Document .....	15
○ The OWP Budget .....	16
○ OWP Program Summaries .....	18
• The General Fund (GF) .....	30
○ What is the General Fund Budget? .....	30
○ General Fund Line Item Budget .....	31
• The Indirect Cost Budget (IC) .....	32
○ What is the Indirect Cost Budget? .....	32
○ How is the Indirect Cost Budget Funded? .....	32
○ The Indirect Cost Budget .....	33
○ Indirect Cost Functional Activities .....	34
• The Fringe Benefit Budget (FB) .....	35
○ What is the Fringe Benefit Budget? .....	35
○ The Fringe Benefit Budget .....	36
 <b>Section III – Appendix</b>	
• Description of SCAG Budget Line Items .....	37
• Membership Assessment .....	42

# SECTION I - OVERVIEW

## INTRODUCTION

This document contains the Southern California Association of Governments' (SCAG) Comprehensive Budget for Fiscal Year 2012/13.

The total budget for the Association consists of:

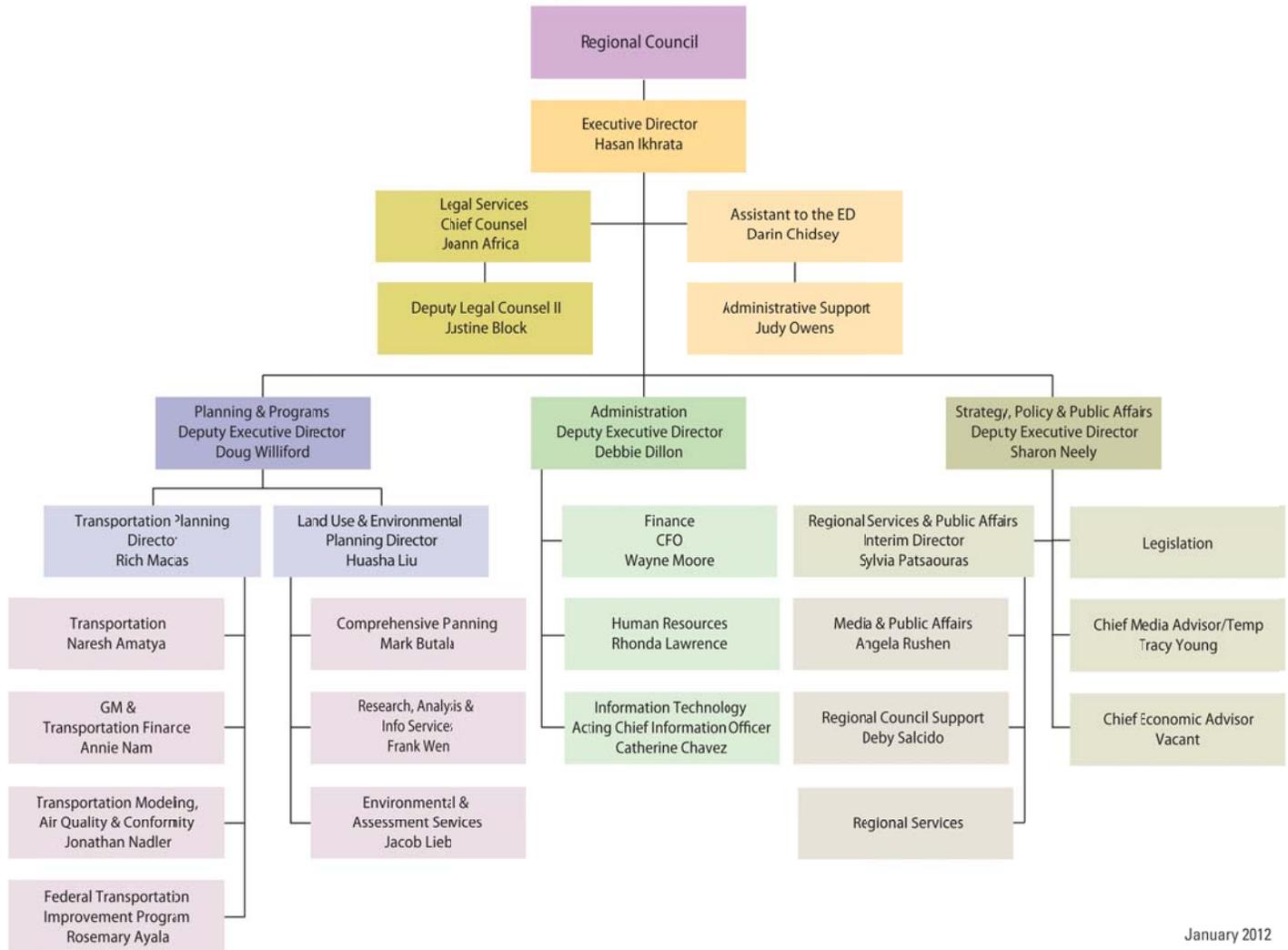
- **The Overall Work Program (OWP)**  
*A federal, state and locally funded budget consisting of projects related to regional planning in the areas of transportation, housing and the environment.*
- **The General Fund (GF)**  
*A budget that utilizes Association members' dues for activities not eligible for federal and State funding*
- **The Indirect Cost Budget (IC)**  
*The budget for the administrative and operations support of the Association*
- **The Fringe Benefit Budget (FB)**  
*The budget for the fringe benefits and leave time of Association employees*

This document is divided into three sections:

- An overview of the Association and its total budget
- A sub-section on each of the budget components
- A set of appendices that expand or provide more detailed information on budget content

# SCAG ORGANIZATIONAL CHART

## SCAG Organizational Chart



January 2012

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## The SCAG Organization

The Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization (MPO) for the six-county Southern California region and is the nation's largest MPO. Through SCAG, city and county governments throughout Southern California come together to develop solutions to common problems in transportation, housing, air quality, waste management and other issues. SCAG also acts as an information clearinghouse and service provider supplying cities and counties with a wide array of demographic, forecasting, mapping and other regional statistics and data.

Decision-making occurs through SCAG's Regional Council, a governing body composed of 84 city and county elected officials, transportation commissions, a tribal government representative, a representative of the business community as appointed by the President of SCAG and a representative from the Transportation Corridor Agencies. All issues considered by the Regional Council must first come through one or more of four policy committees (Transportation, Community, Economic and Human Development, Legislative/Communications & Membership, Energy and Environment) or the Executive/Administration Committee, which governs SCAG operations.

The agency also operates via a number of critical partnerships at the local, state and federal levels. In addition to its federal and state funding partners (Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, California Transportation Commission, California Department of Transportation, etc.) SCAG's planning efforts are closely coordinated with regional transit operators, Tribal Governments and fifteen sub-regional Councils of Governments (COGs) that represent SCAG's cities and counties.

There are a total of 191 cities, two Tribal Governments, six Counties and six commissions in the SCAG region. The region encompasses a population exceeding 18 million persons in an area of more than 38,000 square miles.

SCAG increasingly relies on input from its constituent members, community leaders, and the Southern California citizenry. It also employs a staff of professional planners, modelers and policy analysts who examine the region's challenges and works collaboratively with all stakeholders to develop potential solutions to improve the quality of life in the region.

The framework for developing the 2012/13 Comprehensive Budget is SCAG's multi-year Strategic Plan that focuses on SCAG's vision and priorities and improves the organization and its operations. The FY 2012/13 Comprehensive Budget supports Strategic Plan Goal #3 – Enhance the Agency's Long Term Financial Stability and Fiscal Management. All projects and programs funded in the budget support at least one of the five Strategic Plan Goals.

# SCAG STRATEGIC PLAN

## Strategic Plan Components

### *Vision Statement*

*An international and regional planning forum trusted for its leadership and inclusiveness in developing plans and policies for a sustainable Southern California.*

### *Mission Statement*

*Under the guidance of the Regional Council and in collaboration with our partners, our mission is to facilitate a forum to develop and foster the realization of regional plans that improve the quality of life for Southern Californians.*

### *Core Values*

#### **Collaboration**

*We foster collaboration through open communication, cooperation and a commitment to teamwork*

#### **Service**

*Our commitment to service and leadership is second to none*

#### **Trust**

*The hallmark of our organization is trust and is accomplished through a professional staff, transparency in decision making and objectivity and accuracy in our day-to-day work*

#### **Revolutionary**

*We are revolutionary in our thinking to achieve a cutting edge work program that is emulated by others*

#### **Sustainability**

*We work with our partners and local governments to achieve a quality of life that provides resources for today's generation while preserving an improved quality of life for future generations*

#### **Empowering**

*The empowering of staff occurs to reward initiative, confidence and creativity while promoting inclusionary decision-making*

#### **Rewarding**

*We promote a work environment that allows for professional and personal growth, recognizes astounding achievement, and makes a positive difference in the lives of the staff and the community*

## Strategic Plan Goals

### **GOAL #1**

*Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies*

#### **Objectives**

- Create and facilitate a collaborative and cooperative environment to produce forward thinking regional plans
- Develop external communications and media strategy to promote partnerships, build consensus and foster inclusiveness in the decision making process
- Provide practical solutions for moving new ideas forward

### **GOAL #2**

*Obtain Regional Transportation Infrastructure Funding and Promote Legislative Solutions for Regional Planning Priorities*

#### **Objectives**

- Identify new infrastructure funding opportunities with state, federal and private partners
- Identify and support legislative initiatives
- Maximize use of existing funding by working with state and federal regulators to streamline project delivery requirements

### **GOAL #3**

*Enhance the Agency's Long Term Financial Stability and Fiscal Management*

#### **Objectives**

- Maximize available resources and funds to the fullest extent possible
- Maintain adequate working capital to support Planning and Operations in accordance with SCAG's Investment Policy guidelines
- Monitor and continuously improve agency-wide and user defined budget variance and financial performance reporting system
- Optimize Procurement Process

## *Strategic Plan Goals ....cont'd*

### **GOAL #4**

*Develop, Maintain and Promote the Utilization of State of the Art Models, Information systems and Communication Technologies*

#### **Objectives**

- Develop and maintain planning models that support regional planning
- Develop, maintain and enhance data and information to support planning and decision making in a timely and effective manner
- Maintain a leadership role in the modeling and planning data/GIS communities
- Integrate advanced information and communication technologies

### **GOAL #5**

*Optimize Organizational Efficiency and Cultivate an Engaged Workforce*

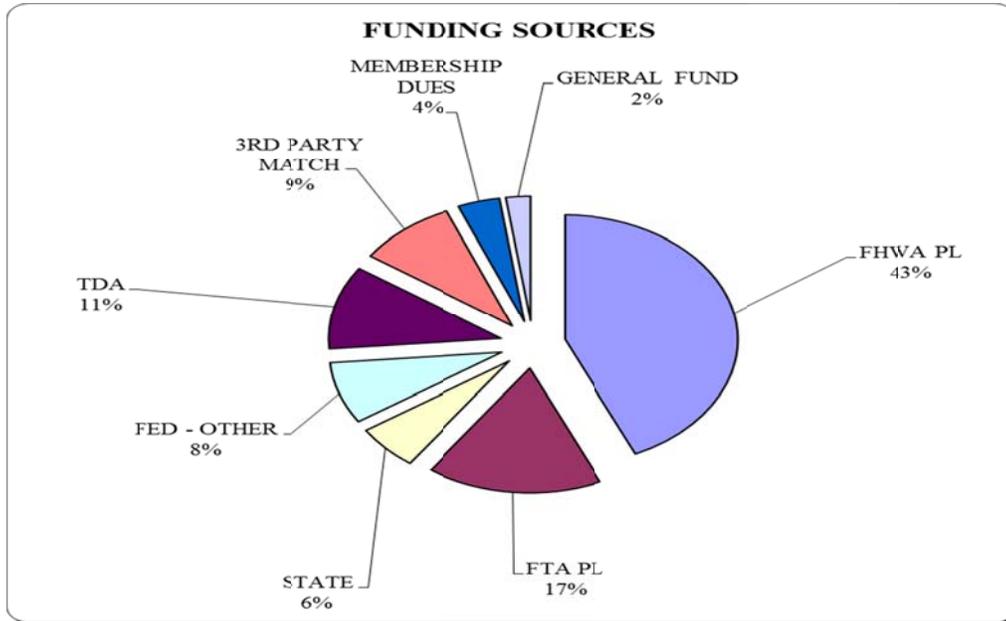
#### **Objectives**

- Identify and advocate methods to increase the free flow of information between staff, RC and Policy Committee Members
- Identify and advocate informal methods to share information that improve team building, camaraderie and relationships
- Routinely review and refine the roles and responsibilities at all levels of the organization
- Invest in employee development process
- Periodically review and enhance Project Management Practices

# THE FY 2012/13 COMPREHENSIVE BUDGET

## How the Budget is Funded

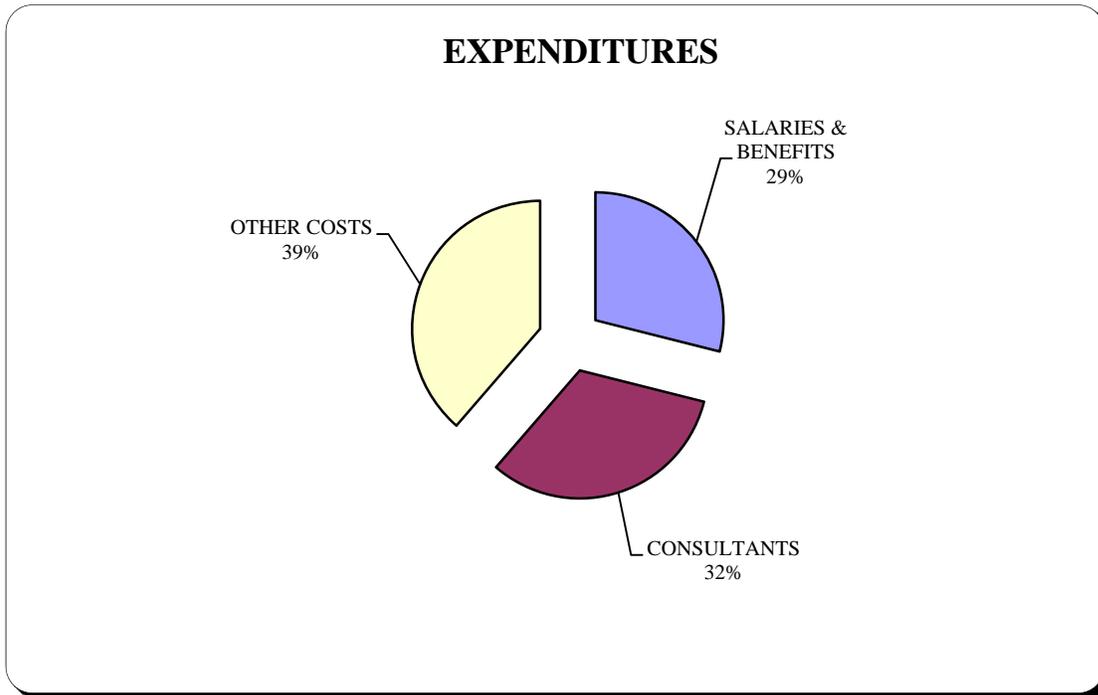
The Association receives most of its funding from the Federal Consolidated Planning Grant. The following chart illustrates the source and relative value funding sources.



FUNDING SOURCE	AMOUNT
FHWA PL	\$ 20,255,576
FTA PL	7,809,306
STATE	2,731,303
FED - OTHER	3,727,595
TDA	5,097,177
3RD PARTY MATCH	4,342,659
MEMBERSHIP DUES	1,833,105
GENERAL FUND	1,074,000
<b>TOTAL REVENUES</b>	<b>\$ 46,870,720</b>

## How the Budget is Allocated

The Association allocates its budget in four major categories. The following chart illustrates the relative values of each category.



EXPENDITURES	AMOUNT
SALARIES & BENEFITS	\$ 13,524,234
SCAG CONSULTANTS	15,160,309
OTHER COSTS*	18,186,177
<b>TOTAL EXPENDITURES</b>	<b>\$ 46,870,720</b>

\*Other includes direct and indirect non-labor costs (see page 11)

## Comprehensive Line Item Budget: FY 10 thru FY 13 Proposed

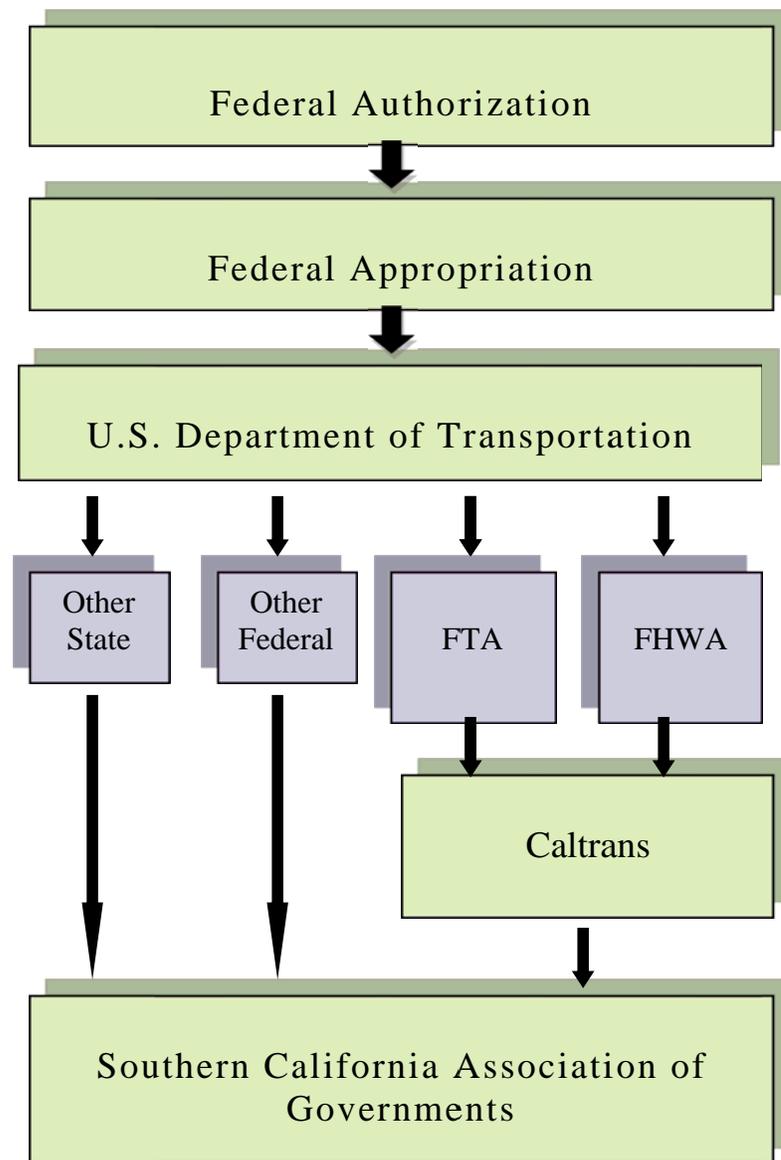
GL Account	Line Item	FY10 Actuals	FY11 Actuals	FY12 Adopted	FY13 Proposed
9001	Staff	10,599,949	11,714,752	\$ 11,765,428	\$ 13,524,234
54300	SCAG consultant	11,782,927	8,699,148	11,001,252	15,160,309
54330	Subregional cons	796,541	369,517	81,000	-
54340	Legal	151,566	50,206	325,000	375,000
54350	Professional Services	1,470,633	957,746	898,700	1,331,338
54400	Subregional staff	162,102	75,676	300,000	-
55210	Software support	528,739	439,248	442,188	509,603
55220	Hardware support	347,261	577,544	197,530	229,030
55240	Repair - maint	87,673	27,745	19,684	19,684
55270	CSC software purchases	69,335	-	-	-
5528X	3rd party contribution	2,977,564	2,979,714	2,755,975	3,311,709
55400	Office rent 818-offi	1,465,710	1,457,489	1,521,000	1,536,000
55410	Office rent satellite	135,299	141,809	155,000	222,000
55420	Equip ment leases	117,292	106,399	115,000	115,000
55430	Equip repair-maintenance	4,200	53,487	44,244	45,244
55440	Insurance	286,849	1,006,430	249,103	286,884
55441	Payroll / bank fees	34,926	21,575	13,932	22,500
55460	Materials & Equipment < \$5,000	77,645	45,930	168,500	180,000
55510	Office supplies	89,107	87,864	110,000	141,200
55520	Graphic Supplies	2,126	4,547	38,000	50,000
55530	Telephone	182,367	139,899	135,500	165,500
55540	Postage	25,562	32	30,000	20,000
55550	Delivery services	-	5,795	11,800	8,900
55600	SCAG memberships	143,932	131,551	77,000	153,000
55610	Professional memberships	5,068	4,005	2,910	7,610
55620	Resource Materials	160,607	140,580	186,850	511,185
55700	Dep - furniture & fixture	41,910	152,852	28,000	45,137
55710	Depreciation - comp	271,630	29,926	144,495	77,723
55720	Amortization - lease	45,893	49,186	16,330	7,402
55730	Capital outlay	-	-	1,049,833	734,444
55800	Recruitment - advertising	23,971	17,331	5,000	7,000
55801	Recruitment - other	-	2,340	5,000	30,000
55810	Public notices	9,127	17,719	5,000	13,000
55820	Staff training	142,776	75,393	160,000	160,000
55830	Conferences/Workshops	7,498	55,411	17,350	42,850
55910	RC/committee meetings	6,865	2,861	8,237	8,237
55914	RC general assembly	165,940	190,861	205,000	330,000
55920	Other meeting expense	100,541	79,730	115,982	122,600
55930	Misc. Other	25,764	64,410	178,000	35,526
55940	Stipend-RC meetings	188,317	153,600	190,000	175,000
55950	Temporary Help	281,480	370,426	122,000	58,500
55970	Interest on bank LOC	-	3,872	-	-
55972	Rapid pay fees	900	1,050	900	975
55980	Contingency	-	-	-	123,431
56100	Printing	10,867	26,552	184,330	116,000
58100	Travel	203,821	174,601	158,460	235,964
58101	Travel - Local	59,966	51,710	29,600	26,286
58110	Mileage	82,396	82,556	53,625	55,404
58150	Staff lodging expense	4,752	2,785	19,400	8,734
58200	Travel-registration	-	1,970	2,000	3,000
58450	Fleet Vehicle	3,750	3,555	8,200	8,200
58800	RC Sponsorships	26,000	48,650	43,500	69,650
60110	Retirement-PERS	1,932,293	2,258,157	2,781,889	3,148,326
60120	Retirement-PARS	79,067	64,626	65,000	65,000
60200	Health ins. - active employees	1,148,338	1,174,395	1,276,800	1,375,200
60201	Health ins. - retirees PAYGO	412,207	478,425	519,000	527,000
60202	Health ins. - retirees GASB 45	355,003	312,775	236,000	332,000
60225	Life insurance	86,489	100,860	97,493	100,159
60240	Medicare tax employers	141,689	158,731	169,877	192,643
60245	Social Security Tax employers	-	15,280	3,806	18,245
60300	Tuition reimbursement	10,996	16,929	16,416	16,416
60310	Transit passes	79,325	118,592	119,512	177,817
60320	Carpool reimbursement	2,900	1,750	2,100	2,100
60330	Transit passes - taxable	20,872	-	-	3,423
60400	Workers comp ins	72,596	2,889	87,774	87,774
60405	Unemployment comp ins	51,833	34,472	-	35,000
60410	Misc. employee benefits	23,751	57,736	6,431	8,739
60415	SCAG 457 match	78,590	104,482	102,500	102,500
60450	Benefits admin fees	3,347	3,722	7,402	7,716
60500	Automobile Allowance	-	19,250	22,800	22,800
	Indirect Cost Carry over			(261,162)	226,866
	<b>Total</b>	<b>37,908,439</b>	<b>35,821,105</b>	<b>38,649,476</b>	<b>46,870,720</b>

# SECTION II - BUDGET COMPONENTS

## THE OVERALL WORK PROGRAM (OWP)

### The Flow of Funds

In general, the majority of OWP funding comes to the Association via the Federal appropriations process. Some funding is directly allocated to the Association, and some is “passed through” via the California Department of Transportation (Caltrans).



## Summary of Revenue Sources

### Consolidated Planning Grant (CPG)

In 1997, FHWA/FTA instituted a transportation planning funds process called the Consolidated Planning Grant (CPG). In California, the four CPG fund sources are described below.

**1. Federal Highway Administration (FHWA) Metropolitan Planning Funds (FWWAPL)**

Metropolitan Planning Funds, otherwise known as PL funds, are available for MPOs to carry out the metropolitan transportation planning process required by 23 U.S.C. 134, including development of metropolitan area transportation plans and transportation improvement programs.

The state must make all federally authorized PL funds available to the MPOs in accordance with a formula developed by the state, in consultation with the MPOs and approved by the FHWA.

**2. Federal Transit Authority Metropolitan Planning Section 5303 (FTA §5303)**

All MPOs with an urbanized area receive FTA §5303 funds each year to develop transportation plans and programs. The percentage of the California apportionment of FTA §5303 each MPO receives is determined by a formula agreed to by the MPOs, Caltrans and FTA.

The FTA §5303 formula has two components, a base allocation and a population component which distributes funds according to the MPOs percentage of statewide urbanized area population as of the most recent decennial census.

**3. FHWA State Planning and Research – Partnership Planning Element (SP&R)**

Caltrans is authorized by FHWA to award grants to MPOs for regional transportation planning studies with a statewide or multi-regional perspective and benefit. Caltrans awards these grants through an annual, competitive selection process.

**4. FTA State Planning and Research Section 5304 (FTA §5304)**

The FTA authorized Caltrans to award grants to MPOs for projects that demonstrate consistency with the following state planning priorities:

- Ability to strengthen the economy
- Promote equity

- Protect the environment
- Promote public health and safety in the state
- Improve the jobs-housing imbalance
- Improve public participation
- Promote context sensitive planning; and
- Reduce congestion

Caltrans awards projects in categories based upon an annual competitive selection process:

- Statewide Transit Planning Studies
- Transit Professional Development; and
- Transit Technical Planning Assistance

## **Local Funds**

Each of the funding sources described above requires that local cash or in-kind services be provided as match. The Association uses a combination of the following sources for match:

### **Transportation Development Act (TDA)**

State of California Public Utilities Code Section 99233.2 authorizes the Transportation Commissions in Los Angeles, Orange, Riverside and San Bernardino counties to allocate  $\frac{3}{4}$  of 1 percent of their local transportation funds to SCAG as the multi-county planning agency for the region. As the largest source of non-federal funding received by SCAG, TDA is used to fund local initiatives and to provide cash match as needed for projects funded with state or federal funds.

### **Cash Match/Local Funding**

Funding from local agencies is provided to SCAG to serve as matching funds to the CPG and other grants that require local match as a condition of receiving grant funds. For example, the CPG requires a match of 11.47%. In addition, local agencies such as Transportation Commissions periodically provide funding for specific projects such as localized modeling work.

### **In-Kind Match**

The CPG and other grants accept in-kind match, as well as cash match, to fulfill the local match requirement that is a condition of receiving grant funds. In-kind match reflect services, such as staff time, provided by a local agency in support of the work funded by a grant.

## The OWP Document

The core regional transportation planning document is the OWP and its core product is completion of the Regional Transportation Plan (RTP). The OWP is developed by SCAG on an annual basis and:

- Introduces the agency;
- Provides users with an overview of the region; and
- Focuses on the region's transportation goals and objectives

The OWP serves as the transportation planning structure that SCAG must adhere to for the state fiscal year, which is July 1 through June 30th of the following calendar year. Other uses for the OWP include:

- SCAG's project budget
- A contract and monitoring tool for federal, state, and local entities (to track completion of annual transportation planning projects and expenditures of funds)
- An early reference for members of the public to know the "who/what/when/where/how much" of transportation planning activities in the region

The OWP includes three component pieces:

### 1. Prospectus

The prospectus section provides the context for understanding the work activities proposed and gives information about the region. It includes, but is not limited to:

- The region's transportation planning approach
- The agency's organizational structure and interagency arrangements
- An overview of governmental and public involvement
- The State Planning Emphasis Areas; and
- The progress made towards implementing the RTP

### 2. Work Elements

The Work Element identifies specific planning work to be completed during the term of the OWP, as well as a narrative of previous, on-going and future year's work to be completed. It also includes the sources and uses of funds.

### 3. Budget Revenue & Summary Reports

These summary reports are a listing of all the work elements in the OWP by funding sources and expenditure category.

The OWP, in conjunction with the Overall Work Program Agreement (OWPA) and the regional transportation planning Master Fund Transfer Agreement (MFTA), constitutes the annual funding agreement between the State and SCAG. Although the OWP includes all planning projects to be undertaken by SCAG during the fiscal year, the OWPA and MFTA do not include special federal grants.

## The OWP Budget

The OWP Budget can be viewed two ways: The first is a line item budget displaying how the OWP budget is allocated. The second is a chart showing the same budget by project and major budget category.

Following the budget tables are brief descriptions of each project in the OWP.

Cost Category	FY12	Draft FY13	Incr (Decr)
50010 Staff	\$ 6,595,654	\$ 7,509,644	\$ 913,990
54300 SCAG Consultant	10,434,836	14,472,638	\$ 4,037,802
54330 Subregional Consultant	81,000	-	\$ (81,000)
54350 Professional Svc	226,000	550,000	\$ 324,000
55210 Software support	30,000	90,000	\$ 60,000
55220 Hardware support	-	100,000	\$ 100,000
55280 Third Party Contribtion	2,755,975	3,311,709	\$ 555,734
55620 Resource Materials/Subscriptions	129,000	450,000	\$ 321,000
55810 Public Notices	-	8,000	\$ 8,000
55830 Conferences/Workshops	-	13,000	\$ 13,000
55920 Other Meeting Expense	14,582	20,000	\$ 5,418
55930 Miscellaneous Other	71,000	-	\$ (71,000)
55950 Temporary Help	50,000	-	\$ (50,000)
56100 Printing	122,830	18,500	\$ (104,330)
58100 Travel	88,810	108,350	\$ 19,540
58110 Mileage	26,600	2,000	\$ (24,600)
<b>Sub-total</b>	<b>\$ 20,626,287</b>	<b>\$ 26,653,841</b>	<b>\$ 6,027,554</b>
50011 Fringe Benefits	\$ 4,412,561	\$ 4,950,617	\$ 538,056
50012 Indirect Costs	\$ 10,277,888	\$ 12,359,157	\$ 2,081,269
<b>Total</b>	<b>\$ 35,316,737</b>	<b>\$ 43,963,615</b>	<b>\$ 8,646,879</b>

The next page shows the same budget by project and major budget category.

Work Elemnt		Total*	SCAG	SCAG Consultant
10	System Planning	\$ 2,098,492	\$ 1,498,492	\$ 600,000
15	Transportation Finance	694,659	494,659	200,000
20	Environmental Planning	1,160,362	1,010,362	150,000
25	Air Quality and Conformity	713,332	713,332	-
30	Federal Transportation Improvement Program	1,954,350	1,954,350	-
45	Geographic Information System (GIS)	3,089,819	2,579,819	510,000
55	Regional Forecasting and Policy Analysis	5,076,054	4,301,054	775,000
60	Corridor Planning	608,743	308,743	300,000
65	Compass Blueprint 2% Strategy	4,098,744	2,488,744	1,610,000
70	Modeling	4,584,981	2,904,981	1,680,000
80	Performance Assessment & Monitoring	1,357,978	877,978	480,000
90	Public Information & Communication	1,190,330	1,190,330	-
95	Regional Outreach and Public Participation	1,984,601	1,734,601	250,000
100	Intelligent Transportation System (ITS)	78,535	78,535	-
120	OWP Development & Administration	3,655,664	3,615,664	40,000
130	Goods Movement	1,835,426	1,335,426	500,000
140	Transit	578,498	578,498	-
145	Transit Planning Grant Studies & Programs	2,164,784	130,369	2,034,415
220	Strategic Growth Council (SGC) Proposition 84 Grant Award	598,691	130,468	468,223
225	Special Grant Projects	1,241,862	491,862	750,000
230	Airport Ground Access	479,045	479,045	-
250	Arroyo Seco Corridor Management Plan	100,590	25,590	75,000
260	JARC/New Freedom Program Administration	104,829	104,829	-
265	So. Calif. Value Pricing Pilot Program	4,000,000	-	4,000,000
266	TDA Funded Projects	415,480	365,480	50,000
267	Clean Cities Program	97,766	97,766	-
	<b>Total Direct Costs</b>	<b>\$ 43,963,615</b>	<b>\$ 29,490,977</b>	<b>\$ 14,472,638</b>

\*Includes indirect costs, fringe benefits, non-labor and in-kind match.

## OWP Program Summaries

The following section presents a brief description of each OWP Program objective and the Strategic Plan Goal it supports.

010

### SYSTEM PLANNING

**Manager:** Naresh Amatya

**Program Objective:**

Transportation System Planning involves long-term planning for system preservation, system maintenance, optimization of system utilization, and strategic system expansion of all modes of transportation for people and goods in the six-county region, including Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura. The Regional Transportation Plan (RTP) is the primary vehicle SCAG uses to achieve our transportation system planning goals and objectives. As the MPO for this region, one of SCAG's major responsibilities is to develop, administer, amend, and update the RTP. The primary objective of this work element is to ensure SCAG is fulfilling its roles and responsibilities in this area as the designated MPO and RTPA for this region. The focus of FY 2012/13 will be coordinate and monitor implementation of the adopted 2012 RTP/SCS.

**Strategic Plan:**

Supports Goal #1 – Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies

015

### TRANSPORTATION FINANCE

**Manager:** Annie Nam

**Program Objective:**

This work program is critical to addressing some of SCAG's core activities-specifically, satisfying federal planning requirements on financial constraint; ensuring a reasonably available revenue forecast throughout the RTP planning horizon, and addressing system level operation and maintenance cost analyses as well as capital cost evaluation of transportation investments in the RTP. In FY 2012/13, this work program will begin development of the 2016 RTP financial plan and continue to develop supporting business case/plans, facilitate work on efforts to evaluate alternative funding mechanisms for transportation and work with stakeholders on SAFETEA-LU re-authorization effort

related to technical input and analyses associated with transportation finance component.

**Strategic Plan:**

Supports Goal #2 – Obtain Regional Transportation Infrastructure Funding and Promote Legislative Solutions for Regional Planning Priorities.

**020 ENVIRONMENTAL PLANNING**

**Manager:** Jacob Lieb

**Program Objective:**

Review environmental plans and programs as required by applicable federal and state environmental laws. Staff work will also include internal coordination to integrate the most recent environmental policies into future planning programs such as environmental justice and intergovernmental review. Provide staff support to the Energy and Environment Policy Committee.

**Strategic Plan:**

Supports Goal #1 – Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies.

**025 AIR QUALITY AND CONFORMITY**

**Manager:** Jonathan Nadler

**Program Objective:**

Oversee and/or provide support for SCAG air quality planning, analysis, documentation and policy implementation. This includes collaboration with the ARB and air districts in the SCAG region in developing SIPs, including developing emission budgets to meet federal conformity requirements. Staff will facilitate federally required interagency consultation via SCAG’s Transportation Conformity Working Group, including the processing and acting as clearinghouse for the Particulate Matter (PM) hot spot analysis for transportation projects within the region. Staff will continue the process to ensure the timely implementation of TCMs. Staff will continue to track and participate in relevant air quality rulemaking.

**Strategic Plan:**

Supports Goal #1 – Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies.

030

**FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM (FTIP)**

**Manager:** Rosemary Ayala

**Program Objective:**

The Federal Transportation Improvement Program (FTIP) is a multimodal list of capital improvement projects programmed over a six-year period. The currently approved FTIP is the 2011 FTIP and was federally approved and found to conform on December 14, 2010. The program contains approximately \$30 billion worth of projects in FY 2010/2011 - 2015/2016. The FTIP must include all federally funded transportation projects in the region, as well as all regionally significant transportation projects for which approval from federal agencies is required regardless of funding source. The FTIP is developed to incrementally implement the programs and projects in the Regional Transportation Plan. The FTIP is amended on an on-going basis, as necessary, thereby allowing projects consistent with the Regional Transportation Plan to move forward toward implementation.

**Strategic Plan:**

Supports Goal #2 – Obtain Regional Transportation Infrastructure Funding and Promote Legislative Solutions for Regional Planning Priorities.

045

**GEOGRAPHIC INFORMATION SYSTEM (GIS)**

**Manager:** Frank Wen

**Program Objective:**

To facilitate the establishment of SCAG as a Regional Information Center, for all data and information related to Southern California and to provide data support and mapping capabilities to better serve the needs of the agency and our partner agencies. This program will also provide data and information to stakeholders to promote economic development and enhance the effectiveness of decision-makers. Additional goals include leveraging data sharing opportunities among public agencies throughout the region and maximizing data sharing while minimizing agency costs. A top priority will be continuing to provide training, data sharing and other GIS services to our local jurisdictions. Work will continue on the implementation of an Enterprise GIS system that will serve as the guide for meeting Objective #4 of the SCAG Strategic Plan. The program will play an integral part in the development of the Federal Transportation Improvement Program, amendments to the 2012 RTP/Sustainable Communities Strategy, Local Profiles and other planning activities.

**Strategic Plan:**

Supports Goal #4 – Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communications Technologies.

055

**REGIONAL FORECASTING & POLICY ANALYSIS**

**Manager:** Frank Wen

**Program Objective:**

Provide state-of-the-art forecasting methodology, programming, software, and data/statistics such that regional growth estimates and forecasts are technically sound, and set the standard for MPO growth forecasting practice. The key focus of this work element is to develop estimates and forecasts of population, household and employment used for the development of the 2016 Regional Transportation Plan and Sustainable Communities Strategy. This program also addresses the following: show growth forecasts in terms of population, employment, household and how underlying land uses are related to congestion and transportation investment. Additional program objectives include the collection, processing and analysis of data used in support of the planning activities of the agency.

**Strategic Plan:**

Supports Goal #4 – Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communications Technologies.

060

**CORRIDOR PLANNING**

**Manager:** Naresh Amatya

**Program Objective:**

Provide input to the RTP on the design concept and scope of major transportation investments, as identified upon the completion of corridor planning studies conducted under this work element and in partnership with other agencies. Ensure that corridor planning studies are completed in accordance with federal transportation planning requirements as identified in 23 CFR 450.

**Strategic Plan:**

Supports Goal #1 – Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies.

**Manager:** Mark Butala

**Program Objective:**

Compass Blueprint is a core effort for implementing the 2012 Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS). Compass Blueprint demonstrates that the region can achieve both mobility and air quality goals through local land use changes along with targeted transportation investments. To date, over 100 Compass Blueprint Demonstration Projects have been successfully completed in local jurisdictions throughout the region.

Compass Blueprint efforts will target Transit Project Priority (TPP) areas as defined in the RTP/SCS and will ensure that measures are in place to realize the integrated transportation/land use vision of the 2012 RTP/SCS. The work effort will focus on developing and applying new regionally and locally applicable planning tools and providing member jurisdictions with technical assistance consistent with the RTP/SCS and other policies. Specific tasks will include: Partnerships for Demonstration Projects and local technical assistance; continued development and refinement of RTP/SCS policies; “Toolbox Tuesdays” training in advanced planning tools for local government planners; and Compass Blueprint Recognition Awards for outstanding local projects consistent with Compass Blueprint principles.

**Strategic Plan:**

Supports Goal #1 – Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies

**Manager:** Jonathan Nadler

**Program Objective:**

Provide modeling services in support of developing and implementing the RTP, FTIP, and other major transportation planning initiatives. Maintain and improve SCAG’s modeling tools to more effectively forecast travel demand and estimate resulting air quality. Maintain a leadership role in the regional modeling community by coordinating the Region’s modeling activities and by providing technical advice/assistance and data to SCAG’s modeling partners. Promote model consistency through an active subregional modeling program. Continue ongoing modeling collaboration with county transportation commissions, Caltrans, Metrolink, air quality agencies, and state and federal

transportation agencies.

**Strategic Plan:**

Supports Goal #4 – Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communications Technologies.

080

**PERFORMANCE ASSESSMENT & MONITORING**

**Manager:** Jacob Lieb

**Program Objective:**

Provide performance assessment and monitoring of the SCAG region including growth and development, transportation system performance, environmental quality, and the socioeconomic well-being of the residents (e.g., income and housing affordability). The results of the monitoring and assessment provide the basis for policy-making particularly in relation to regional transportation planning. This program also works with the California Department of Transportation in the coordination and data collection mandated under the Highway Performance Monitoring System (HPMS).

**Strategic Plan:**

Supports Goal #1 – Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies

090

**PUBLIC INFORMATION & COMMUNICATIONS**

**Manager:** Angela Rushen

**Program Objective:**

Develop and execute a comprehensive internal and external communications program that informs key audiences about SCAG programs, plans, initiatives and services via public relations, media relations, video production, website content management and print/graphic design.

**Strategic Plan:**

Supports Goal #4 – Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communications Technologies.

**Manager:** Sylvia Patsouras

**Program Objective:**

Engage regional stakeholders in the SCAG planning and programming process through the support and enhancement of outreach efforts to local governments, Tribal Governments, and members of the various stakeholder entities, including community, environmental, business, and academic groups, as well as other interested parties. The SCAG Regional Offices are critical components in these efforts, with SCAG staff assigned to an office in each county in the SCAG region. SCAG has identified additional videoconferencing sites in remote parts of the SCAG region to facilitate participation in SCAG activities by a wider range of stakeholders, including member cities, partner agencies, and business and community groups.

**Strategic Plan:**

Supports Goal #4 – Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communications Technologies.

**Manager:** Naresh Amatya

**Program Objective:**

Coordinate and monitor implementation of the ITS Element of the 2012 RTP/SCS. Staff will also be monitoring progress of the adopted Regional ITS Architecture and documenting potential needs for future amendments to the Regional Architecture. Another objective is to provide training and educational opportunities to our stakeholders on ITS related topics in partnership with FHWA/Caltrans as opportunities become available.

**Strategic Plan:**

Supports Goal #4 – Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communications Technologies.

**Manager:** Bernice Villanueva

**Program Objective:**

Develop, administer, and monitor the Overall Work Program (OWP). The OWP is a required function of the Metropolitan Planning Organization (MPO) and provides a detailed description of the planning activities that will be completed by the MPO and its partners in the fiscal year.

**Strategic Plan:**

Supports Goal #3 – Enhance the Agency’s Long Term Financial Stability and Fiscal Management.

**Manager:** Annie Nam

**Program Objective:**

To integrate the movement of freight into regional transportation planning processes. In FY 2012/13, SCAG’s main focus will be on continuing efforts to refine and support the implementation of a comprehensive regional goods movement plan and strategy. This strategy intends to enhance performance of goods movement proposals set forth in the 2012 RTP through the application of new technologies, development of regional rail strategies, identification of environmental mitigation strategies, considerations between land use and freight movement, and establishment of potential mechanisms for improved regional mobility.

**Strategic Plan:**

Supports Goal #1 – Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies

**Manager:** Naresh Amatya

**Program Objective:**

Work with the stakeholders through the Regional Transit Task Force to coordinate implementation of the transit and rail recommendations provided in the Final 2012 RTP/SCS, which is expected to be adopted by the Regional Council in April 2012. Also, staff will continue to support and engage regional transit operators in further refining the transit strategies in preparation of the next RTP Update consistent with the SCAG MOU with the transit operators.

**Strategic Plan:**

Supports Goal #1 – Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies

**Manager:** Jonathan Nadler / Jacob Lieb

**Program Objective:**

As the MPO for the Region, SCAG is required pursuant to SB 375 to develop a Sustainable Communities Strategy (SCS) for inclusion in the 2012 RTP and must have in place appropriate modeling capabilities and data to support analyses of SCS scenarios and other transportation, land use and socio economic variables.

The SGS planning grant is centered upon policy analysis and planning demonstrations that reinforce the strategies included in the RTP/SCS, including analyzing the impacts of smart growth and creating usable demonstrations and templates for implementation. The awards are given by the Strategic Growth Council and the funds will be administered by Caltrans (modeling) and California Department of Conservation (planning). SCAG will be completing the projects during fiscal year 2012/13.

**Strategic Plan:**

Supports Goal #4 – Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communications Technologies.

230

## AIRPORT GROUND ACCESS

**Manager:** Naresh Amatya

**Program Objective:**

Identify new in-house aviation forecasting tools for developing new regional aviation demand forecasts for the 2016 Regional Transportation Plan, and to conduct outreach activities to implement adopted aviation policies and action steps in the 2012 Regional Transportation Plan.

**Strategic Plan:**

Supports Goal #1 – Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies

240

## HIGH-SPEED RAIL PROGRAM

**Manager:** Naresh Amatya

**Program Objective:**

Coordinate implementation of the Memorandum of Understanding (MOU) between the California High-Speed Rail Authority and SCAG, local transportation commissions, Metrolink and SANDAG for the programming of \$1 billion in high-speed rail (HSR) funds to the region's existing passenger rail services.

Another objective is to continue participating in the statewide HSR efforts to ensure the region's interests are protected. Staff will also provide support and analysis for the region's HSR planning efforts, including participation in the LOSSAN and Southern California Inland Corridor Group JPAs, and community meetings.

**Strategic Plan:**

Supports Goal #1 – Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies.

250

**ARROYO SECO CORRIDOR MANAGEMENT PLAN**

**Manager:** Philip Law / Caltrans, District 7

**Program Objective**

Finalize a Corridor Management Plan (CMP) for the Arroyo Seco Parkway National Scenic Byway (State Route 110) from Downtown Los Angeles to Pasadena.

**Strategic Plan:**

Supports Goal #1 – Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies.

260

**JARC/NEW FREEDOM PROGRAM ADMINISTRATION**

**Manager:** Naresh Amatya

**Program Objective:**

As the designated recipient of Job Access Reverse Commute (JARC) and New Freedom program funds, SCAG will be responsible for managing grant distribution and oversight for sub-recipients.

**Strategic Plan:**

Supports Goal #2 – Obtain Regional Transportation Infrastructure Funding and Promote Legislative Solutions for Regional Planning Priorities.

265

**EXPRESS TRAVEL CHOICES PHASE II**

**Manager:** Annie Nam

**Program Objective:**

Develop an implementation plan for value pricing, including build-out of the existing and planned managed network of Express/HOT lanes across Southern California and integration with one or more pilot projects for cordon/area pricing within specific major activity centers.

**Strategic Plan:**

Supports Goal #1 – Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies.

267

**CLEAN CITIES PROGRAM**

**Manager:** Sylvia Patsouras

**Program Objective:**

SCAG administers the U.S. Department of Energy (DOE) Clean Cities Program for the SCAG Clean Cities Coalition, including performing outreach and marketing in support of expanding alternative fuels in the SCAG region through stimulus grant awards of ARRA funds from DOE and funds from the California Energy Commission (CEC).

**Strategic Plan:**

Supports Goal #4 – Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communications Technologies.

# THE GENERAL FUND BUDGET (GF)

## What is the General Fund Budget?

The General Fund (GF) has been established to provide support to the Regional Council and its Subcommittees for the costs of stipends; travel; to fund costs not eligible for grant reimbursement (i.e., interest); to provide a source of working capital; to financial program expenditures, which must be paid prior to sending requisitions to certain federal and state grantors; and to authorize establishment of and borrowing from a line of credit. The General Fund is not an available resource to fund project costs otherwise chargeable to grants and/or contracts.

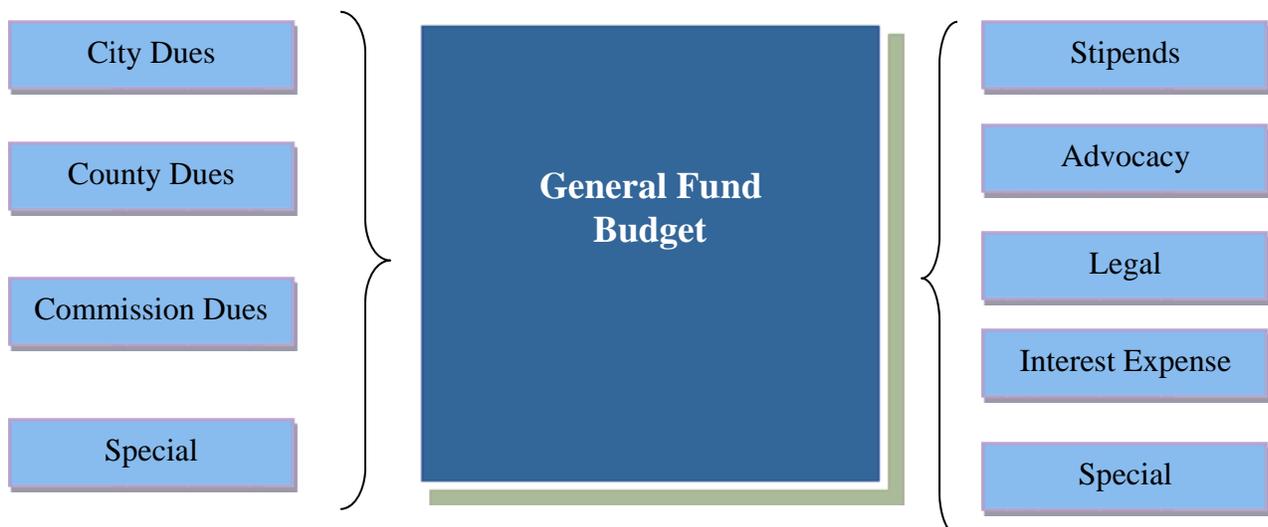
The Regional Council (RC) is responsible to conduct the affairs of the Association pursuant to Article V (A) 4 of the By-Laws. Among other duties, the RC reviews and may revise, amend, increase or decrease the proposed annual GF budget as prepared by the Executive Director. The RC submits the approved GF budget to members of the General Assembly (GA) at least thirty (30) days before the annual meeting for review. After adoption of the budget and the annual assessment schedule by the GA, the RC controls all Association expenditures in accordance with the budget.

## Membership Dues Assessments

The By-Laws require the Executive Director to annually submit the GF budget to the RC. Upon its adoption, the GA fixes membership assessment for all members of the Association in amounts sufficient to provide the funds required by the GF budget.

Budget staff prepares a proposed GF budget and submits it to the Chief Financial Officer (CFO) for review. The GF budget is submitted to the CFO in sufficient time to allow the items to be placed on the agendas for approval by the RC and the GA.

Member dues are calculated in accordance with the guidelines of the By-Laws.



# General Fund Line Item Budget

		FY11 ACTUAL	FY12 ADOPTED BUDGET	FY13 PROPOSED BUDGET	FY12 ADOPTED TO FY13 PROPOSED INCR (DECR)
<b>REVENUE:</b>	Membership Dues:				
	Counties	261,423	290,978	292,739	1,761
	Cities	1,209,583	1,354,527	1,420,366	65,839
	Commissions	95,000	85,000	85,000	-
	Transportation Corridor Agency		10,000	10,000	-
	Air Districts		25,000	25,000	-
	Sub-total	\$ 1,566,006	\$ 1,765,505	\$ 1,833,105	\$ 67,600
	Interest	51,647	60,000	60,000	-
	Other	48,267			-
	RHNA Assessments		120,000	-	(120,000)
	General Assembly Sponsorships	179,650	205,000	330,000	125,000
	Leasehold Improvements Reimbursement		1,050,000	684,000	(366,000)
Transfer from Reserves		132,234	-	(132,234)	
Sub-total	\$ 279,564	\$ 1,567,234	\$ 1,074,000	\$ (493,234)	
<b>Total Revenues</b>	<b>\$ 1,845,570</b>	<b>\$ 3,332,739</b>	<b>\$ 2,907,105</b>	<b>\$ (425,634)</b>	
<b>EXPENDITURES:</b>					
<b>Task .01 Regional Council</b>	<b>Regional Council:</b>				
	Stipends	153,600	190,000	175,000	(15,000)
	Committee Meetings	2,862	8,237	8,237	-
	Other Meeting Expense	48,332	44,400	44,400	-
	Travel - Outside	40,446	15,000	25,000	10,000
	Travel - Local	19,983	21,600	16,600	(5,000)
	Mileage - Local	11,526	18,000	13,000	(5,000)
	Travel > per diem	1,253	2,400	2,400	-
	Miscellaneous Other	6,170	-	-	-
	Staff Time	26,907	59,397	31,656	(27,741)
	Printing	12,110	-	-	-
	Conferences	15,517	-	-	-
	Stakeholder Summit	20,261	-	-	-
	Training	5,000	-	-	-
Task sub-total	\$ 363,967	\$ 359,034	\$ 316,293	\$ (42,741)	
<b>Task .02 Legislative</b>	<b>External Legislative:</b>				
	Federal Lobbyist	-	240,000	240,000	-
	Staff Time	80,030	16,412	17,414	1,002
	State Lobbyist	66,000	96,000	96,000	-
Task sub-total	\$ 146,030	\$ 352,412	\$ 353,414	\$ 1,002	
<b>Task .03 RHNA</b>	<b>RHNA:</b>				
	Legal Fees		75,000	100,000	25,000
	Professional Services			15,000	15,000
	Subregional Delegation		300,000	-	(300,000)
	SCAG Consultant		25,000	-	(25,000)
Staff Time	68,516	146,373	94,907	(51,466)	
Task sub-total	\$ 68,516	\$ 546,373	\$ 209,907	\$ (336,466)	
<b>Task .04 Other</b>	<b>Other:</b>				
	SCAG Memberships	76,335	59,000	93,000	34,000
	Capital Outlay		50,000	50,000	-
	Staff Time	54,078	-	-	-
	Fees paid to Caltrans	1,050	900	975	75
	Other Meeting Expense	15,244	7,000	7,000	-
	Miscellaneous Other	29,018	22,000	22,000	-
	Contingency			123,431	123,431
	Professional Services	2,628	-	-	-
	Resource Material/Subscription			3,330	3,330
	Travel	4,509	500	-	(500)
	Travel - Local			500	500
	Mileage - Local	1,868		2,000	2,000
	Trvl-Lodge >Per Diem			1,000	1,000
Bank Fees	5,417	4,332	7,500	3,168	
Interest on LOC	3,872	-	-	-	
Sponsorships	48,650	43,500	69,650	26,150	
Task sub-total	\$ 242,669	\$ 187,232	\$ 380,386	\$ 193,154	
<b>Task .05 - Clean Cities Coalition Coordination</b>	<b>Clean Cities Coalition Coordination</b>				
	Staff Time	\$ 17,576			
	SCAG Consultant	\$ 10,000			
Task sub-total	\$ 27,576	\$ -	\$ -	\$ -	
<b>Task .06 GA</b>	<b>General Assembly</b>				
	General Assembly	190,862	205,000	330,000	125,000
	Printing			6,000	
	Staff Time		8,697	9,352	655
Task sub-total	\$ 190,862	\$ 213,697	\$ 345,352	\$ 131,655	
<b>Task .07 LHI</b>	<b>Leasehold Improvements</b>				
	Leasehold Improvements		999,833	684,444	(315,389)
	Staff Time		50,167	79,844	29,677
Task sub-total	\$ -	\$ 1,050,000	\$ 764,288	\$ (285,712)	
<b>Total for all tasks</b>		<b>\$ 1,039,620</b>	<b>\$ 2,708,748</b>	<b>\$ 2,369,640</b>	<b>\$ (339,108)</b>
Allocated Fringe Benefits		156,885	188,023	153,716	(34,307)
Allocated Indirect Costs		387,913	435,969	383,749	(52,220)
<b>Total</b>		<b>\$ 1,584,418</b>	<b>\$ 3,332,740</b>	<b>\$ 2,907,105</b>	<b>\$ (425,635)</b>

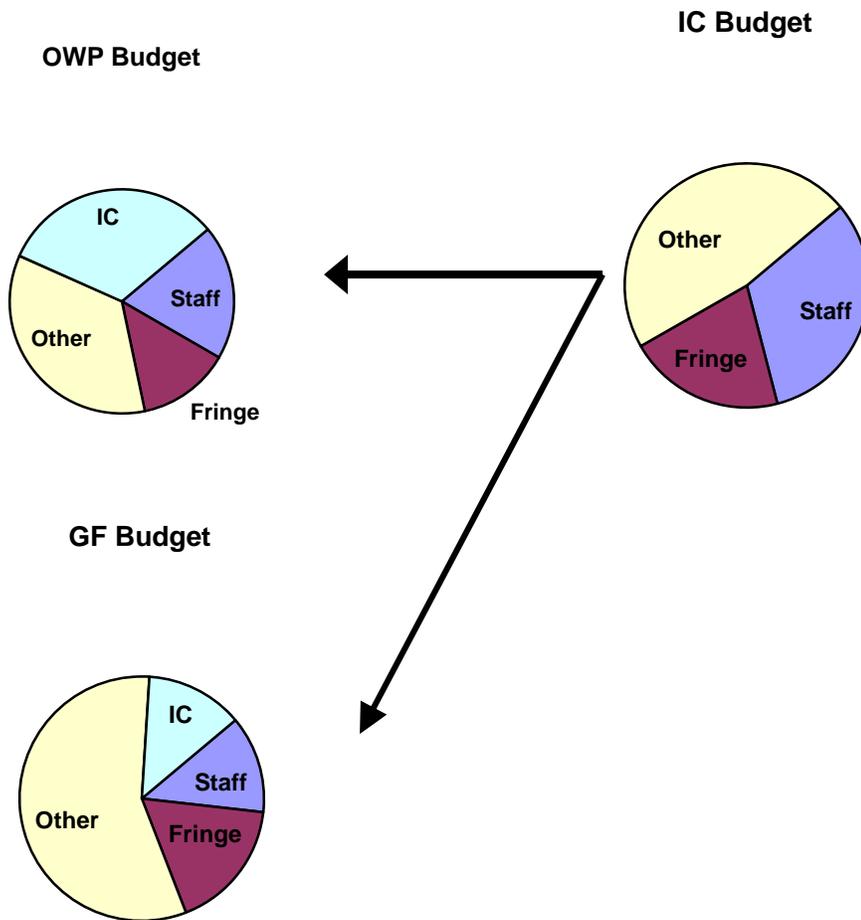
# THE INDIRECT COST BUDGET (IC)

## What is the Indirect Cost Budget?

The Indirect Cost Budget is established to provide funding for staff salaries, fringes and other non-labor costs that are not attributable to an individual direct program project, except on a pro-rata basis. The funding document is the basis for generating the Indirect Cost Allocation Plan (ICAP) which is forwarded to Caltrans for approval.

## How is the Indirect Cost Budget Funded?

An IC rate, approved by Caltrans, is applied to all productive staff salaries and fringe costs. For example, for every \$1,000 of direct salaries and fringe, the IC budget receives \$991.88 (99.18%). A review of the comprehensive line item budget chart on page 9 shows the impact of this concept. Notice that the OWP and General Fund budgets have each allocated funds for indirect costs which represents each budget component's share of funding the Indirect Cost program.



## The Indirect Cost Budget

Gl Account	Cost Category	FY12	FY13	Incr (Decr)
9001	Staff	\$ 3,476,877	\$ 4,158,509	\$ 681,632
54300	SCAG consultant	230,416	351,671	121,255
54340	Legal	250,000	275,000	25,000
54350	Professional Services	647,700	766,338	118,638
55210	Software support	412,188	419,603	7,415
55220	Hardware support	197,530	129,030	(68,500)
55240	Repair- maintenance	19,684	19,684	-
55400	Office rent 818-offi	1,521,000	1,536,000	15,000
55410	Office rent satellite	155,000	222,000	67,000
55420	Equipment leases	115,000	115,000	-
55430	Equip repair-maintenance	44,244	45,244	1,000
55440	Insurance	249,103	286,884	37,781
55441	Payroll / bank fees	9,600	15,000	5,400
55460	Materials & Equipment <\$5K	168,500	180,000	11,500
55510	Office supplies	110,000	141,200	31,200
55520	Graphic Supplies	38,000	50,000	12,000
55530	Telephone	135,500	165,500	30,000
55540	Postage	30,000	20,000	(10,000)
55550	Delivery Services	11,800	8,900	(2,900)
55600	SCAG memberships	18,000	60,000	42,000
55610	Professional memberships	2,910	7,610	4,700
55620	Resource Materials	57,850	57,855	5
55700	Dep - furniture & fixture	28,000	45,137	17,137
55710	Depreciation - comp	144,495	77,723	(66,772)
55720	Amortization - lease	16,330	7,402	(8,928)
55800	Recruitment notice	5,000	7,000	2,000
55801	Recruitment - other	5,000	30,000	25,000
55810	Public notices	5,000	5,000	-
55820	Staff training	160,000	160,000	-
55830	Conferences/workshops	17,350	29,850	12,500
55920	Other meeting expense	50,000	51,200	1,200
55930	Misc. Other	85,000	13,526	(71,474)
55950	Temporary Help	72,000	58,500	(13,500)
56100	Printing	61,500	91,500	30,000
58100	Travel	54,150	102,614	48,464
58101	Travel - local	8,000	9,186	1,186
58110	Mileage	9,025	38,404	29,379
58150	Staff lodging expense	17,000	5,334	(11,666)
58200	Travel-registration	2,000	3,000	1,000
58500	Fleet Vehicle	8,200	8,200	-
	Sub-total	\$ 8,648,952	\$ 9,774,604	\$ 1,125,652
50011	Fringe Benefits	2,326,067	2,741,433	415,366
	Unrecovered overhead	(261,162)	226,866	488,028
	Total	\$ 10,713,857	\$ 12,742,904	\$ 2,029,047

## IC Functional Activities

The Indirect Cost budget is spread across several functional areas within the agency. The following chart describes the functional areas.

Group	Area	Functional Activity
Administration	Finance	Finance is responsible for all financial activities of the agency, including accounting, budget & grants, investment policy, contracts, procurement, internal audits, and directing outside audits
	Human Resources	Human Resources is responsible for staff recruitment, employee relations, training, employee benefits, maintaining personnel records, and administration of personnel rules and systems.
	Information Technology	Information Technology supports IT operations, computers for office staff, modeling and GIS capabilities, phone systems, video conferencing and networks as well as Facilities/property management for all of SCAG offices.
Agency-wide Management		The Agency-wide Management section is responsible for the management of Association staff, the Association's budget, and day-to-day operations of the Association's departments. The Executive Director is the official representative of the Association and its policies.
Legal Services		Legal Services is responsible for all internal and external legal affairs of the Association.
Policy, Strategy & Public Affairs	Legislation	This unit is responsible for interfacing with the legislative processes at the federal and state level.
	Regional Services & Public Affairs	The primary responsibility of this unit is to maintain and expand governmental, community and private sector participation in the regional planning work of SCAG. This is done by working with cities and counties, local government officials, community and business interest groups.

# THE FRINGE BENEFIT BUDGET (FB)

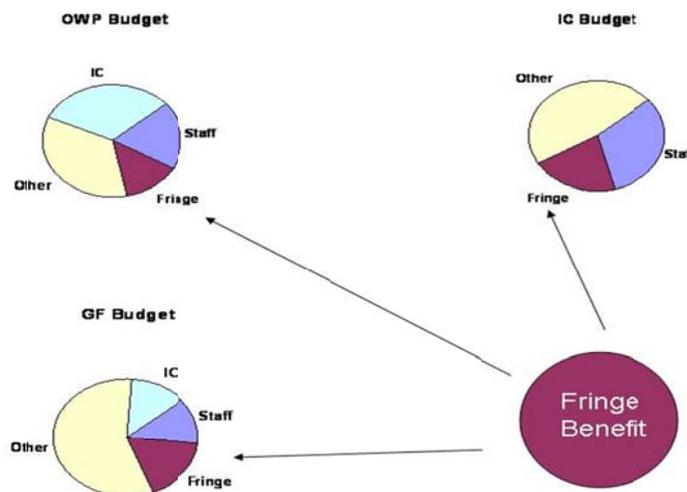
## What is the Fringe Benefit Budget?

Fringe benefits (FB) are employee-associated costs such as leave expenses (vacation, holidays, personal floating holidays, sick leave, etc.), health plan expenses, retirement plan expenses, workers' compensation insurance, unemployment insurance, bus/rail/carpool expenses, tuition reimbursement expenses, and deferred compensation expenses. These costs are expressed as a rate for full-time regular staff. The rate is the pooled costs of the fringe benefits divided by the total salaries for full-time regular staff.

To participate in SCAG's fringe benefits program, staff must hold benefits eligible positions as regular, at-will or limited-term positions. Some of these programs provide staff and their families with financial protection if they become ill or disabled. Others are designed to aid them in preparing for retirement or in meeting educational costs they incur for themselves. Others are designed to allow staff and their family's time to recreate and spend time together. Some part-time staff, interns, temporary employees and temporary agency workers are not eligible for SCAG's fringe benefits programs.

The employee-associated costs are related to SCAG's full-time staff to generate a fringe benefits burden rate. The fringe benefits burden is applied to all staff charges in OWP, General Fund and Indirect projects.

A rate is applied to all OWP, GF and IC salaries, e.g., for every \$1,000 of salaries, the FB receives \$659.23 (65.92%).



## The Fringe Benefit Budget

GL Account	Line Item	FY12	FY13	INCR (DECR)
60002	Sick leave	255,666	293,886	38,219
60004	PFH	179,732	206,601	26,868
60003	Holiday	400,594	460,478	59,885
60001	Vacation	575,858	661,943	86,085
60110	PERS	2,781,889	3,148,326	366,437
60120	PARS	65,000	65,000	-
60200	Health insurance - actives	1,276,800	1,375,200	98,400
60201	Health insurance - retirees PAYGO	519,000	527,000	8,000
60202	Health insurance - retirees GASB 45	236,000	332,000	96,000
60225	Life insurance	97,493	100,159	2,666
60240	Medicare tax - employers	169,877	192,643	22,766
60245	Social Security Tax employers	3,806	18,245	14,439
60300	Tuition reimbursement	16,416	16,416	-
60310	Bus passes	119,512	177,817	58,305
60320	Carpool reimbursement	2,100	2,100	-
60330	Taxable Bus Passes	-	3,423	3,423
60400	Workers Compensation	87,774	87,774	-
60405	Unemployment Comp Ins	-	35,000	35,000
60410	Miscellaneous Employee Benefits	29,231	31,539	2,308
60415	SCAG 457 match	102,500	102,500	-
60450	Benefits admin fees	7,402	7,716	314
		6,926,651	7,845,766	919,115

# SECTION III - APPENDIX

## DESCRIPTION OF SCAG BUDGET LINE ITEMS

Account/Line Item	Description
54300 SCAG Consultant	Outside experts retained to provide special expertise
54330 Sub-regional Consultant	Outside experts retained to provide special expertise to sub-regional agencies
54340 Legal	Outside legal experts retained to provide special expertise
54350 Professional Svc	Professional Services
54400 Sub-regional Staff	Sub-regional employees working on SCAG's sub-regional program
55210 Software Support	Fees paid for telephone support and updates of SCAG's high end desktop and network software
55220 Hardware Support	Fees paid for maintenance and repair contracts on SCAG's computer servers
55240 Repair Maintenance	Processes that do not enhance function or extend the useful life of an asset are expensed as repairs
55270 CSC Software Purchases	Purchase of small software packages
5528X 3rd Party Contribution	Like-kind contribution from other agencies that are match for SCAG's grants
55400 Office Rent 818-Offices	Rent paid for SCAG's main office
55410 Office Rent Satellite	Rent paid for SCAG's satellite offices
55420 Equipment Leases	Fees paid for copier, telephone, postage, etc. equipment
55430 Equipment Repairs And Maintenance	Fees paid to outside vendors to repair SCAG owned equipment
55440 Insurance	SCAG's liability insurance

Account/Line Item	Description
55441 Payroll / Bank Fees	Fees paid for payroll processing & bank services
55460 Small Office Purchases	Used to buy capital equipment with unit costs under \$5,000. (do not need to depreciate)
55510 Office Supplies	Routine office supplies and paper for copy machines
55520 Graphic Supplies	Materials used in the production of documents for agency communications, presentations, etc.
55530 Telephone	SCAG's monthly telephone fees paid for both voice and data lines
55540 Postage	Postage and delivery fees
55550 Delivery Services	Cost of outside courier delivery and other non-USPS services
55600 SCAG Memberships	Pays for SCAG to belong to various organizations
55610 Prof. Memberships	Fees paid on behalf of SCAG employees to belong to certain professional organizations
55620 Resource Material/Subscriber	Fees for book purchases., subscriptions and data acquisition
55700 Depreciation Furniture & Fixtures	The general fund buys assets that have a cost greater than \$5,000.00 using account 55730, Capital Outlay. The cost is recovered when depreciation is charged to a grant using this account
55710 Depreciation – Computer	See above
55720 Amortization-lease	To account for amortization of lease hold improvements.
55730 Capital Outlay	Fixed asset purchases greater than \$5,000. The cost is recovered when depreciation is charged to a grant
55800 Recruitment Advertising	Advertising in certain journals and publications regarding job opportunities at SCAG
55801 Recruitment – Other	Moving expenses and cost of sponsoring foreign employees (visas).
55810 Public Notices	Legal advertising that SCAG must undertake to support certain programs or grants

Account/Line Item	Description
55820 Staff Training	Used to provide access to outside training opportunities or to bring experts for in-house training
55830 Conferences/Workshops	Cost of educational and informational events attended by SCAG staff and elected officials
55910 RC/Committee Meetings	Pays for the food and other expenses associated with hosting RC and committee meetings
55912 RC Retreat	The RC holds an annual off-site retreat. This budget pays for the actual meeting expenses such as meals and conference facilities
55914 RC General Assembly	The by-laws require an annual meeting of the membership. This budget pays for the actual meeting expenses such as meals and conference facilities.
55920 Other Meeting Expense	Pays for other, non-food expenses related to meeting support
55930 Miscellaneous Other	Pays for other, minor expenses not categorized elsewhere
55940 Stipend-RC Mtg.	Stipends paid to RC Members for attending meetings
55950 Temporary Help	SCAG occasionally uses employment agencies to provide short term staffing
55970 Interest on bank LOC	Interest incurred on line of credit drawdowns.
55972 Rapid Pay Fees	Fees charged by the State Controller's to accelerate payment
55980 Contingency	Non-reimbursable project costs
56100 Printing	Pays for outside printing costs of SCAG publications and brochures
58100 Travel	Pays for staff and RC travel on behalf of SCAG projects
58101 Travel – Local	Travel inside the SCAG region
58110 Mileage	Cost of automobile travel at the IRS rate per mile
58150 Staff Lodging Expense	General funds used to pay for staff lodging expenses, under certain conditions, greater than state or federal guidelines.

Account/Line Item	Description
58200 Travel-Registration Fees	Pays conference and seminar registration fees
58450 Fleet Vehicle	Maintenance and repair of SCAG vehicles
58800 RC Sponsorships	General funds allocated to events supported by RC actions.
60110 Retirement-PERS	Pays for employee share of contributions to PERS
60120 Retirement-PARS	SCAG contribution to the supplemental defined benefit retirement plan
60200 Health Insurance	SCAG contribution for employee health insurance
60201 Health Ins.-Retirees PAYGO	Retiree health insurance premiums paid to CalPERS
60202 Health Ins.-Retirees GASB 45	Retiree health insurance premiums paid to the California Employers' Retiree Benefit Trust, as computed by an actuary
60225 Life Insurance	SCAG cost of life insurance for each benefit-eligible employee
60240 Medicare Tax Employer Share	SCAG pays a percentage of 1.45% (of payroll) contribution to Medicare for all employees hired after 1986.
60245 Social Security Tax Employers	Employer's share of social security on wages paid
60300 Tuition Reimbursement	All employees can participate in a tuition reimbursement program for work related classes.
60310 Transit Passes	All employees who utilize public transportation to commute are eligible to be reimbursed up to a specified maximum.
60320 Carpool Reimbursement	Eligible employees who are members of a carpool receive a specified monthly allowance.
60330 Transit Passes-Taxable	Amount of the transit subsidy in excess of the tax-free amount
60400 Workers Comp Insurance	This is mandated insurance for employees that provides a benefit if the employee receives a work-related injury.
60405 Unemployment Comp Insurance	Payments for unemployment insurance claims filed by former employees.

Account/Line Item	Description
60410 Miscellaneous Employee Benefits	The cost of SCAG's Employee Assistance Program
60415 SCAG Match-Deferred Comp.	SCAG managers and directors can receive up to \$3,500 of matching funds for 457 Plan deferred compensation contributions.
60450 Benefits – Administrative Fees	These fees pay for third parties who administer SCAG's cafeteria plan.
60500 Automobile Allowance	Allowances payable to executives in accordance with employment contracts.

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
PROPOSED 'MEMBERSHIP ASSESSMENT SCHEDULE  
FOR THE FISCAL YEAR 2012 - 13**

as of January 17, 2012

	UNINC POP COUNTIES/TOTAL <u>POP CITIES</u>	ASSESSMENTS <u>2012-13</u>
<b><u>COUNTIES (6)</u></b>		
IMPERIAL	37,708	6,581
LOS ANGELES	1,061,068	121,904
ORANGE	121,488	34,950
RIVERSIDE	457,320	62,455
SAN BERNARDINO	294,229	49,093
VENTURA	94,775	17,756
<b>SUB-TOTAL</b>	<b>2,066,588</b>	<b>292,739</b>
<b><u>CITIES &amp; TRIBES (185)</u></b>		
ADELANTO	28,540	2,845
AGOURA HILLS	23,387	2,159
ALHAMBRA	90,561	7,910
ALISO VIEJO	46,123	4,273
ANAHEIM	353,643	29,713
APPLE VALLEY	70,297	6,257
ARCADIA	56,719	5,144
ARTESIA	17,608	1,693
AVALON	3,559	386
AZUSA	49,207	4,528
BALDWIN PARK	81,604	7,188
BANNING	28,751	2,860
BARSTOW	24,281	2,234
BEAUMONT	34,217	3,296
BELLFLOWER	77,513	6,843
BELL GARDENS	47,002	4,348
BEVERLY HILLS	36,224	3,461
BIG BEAR LAKE	6,278	611
BLYTHE	22,625	2,099
BRADBURY	963	175
BRAWLEY	27,743	2,770
BREA	40,377	3,807
BUENA PARK	84,141	7,384
BURBANK	108,469	9,633
CALABASAS	23,788	2,204
CALEXICO	40,075	3,777
CALIMESA	7,555	716

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
 PROPOSED 'MEMBERSHIP ASSESSMENT SCHEDULE  
 FOR THE FISCAL YEAR 2012 - 13  
 as of January 17, 2012**

<b>COUNTIES (6)</b>	<b>UNINC POP COUNTIES/TOTAL POP CITIES</b>	<b>ASSESSMENTS 2012-13</b>
CALIPATRIA	8,233	776
CAMARILLO	66,690	5,956
CANYON LAKE	11,225	1,167
CARSON	98,329	8,556
CATHEDRAL CITY	52,841	4,829
CERRITOS	55,074	5,009
CHINO	84,742	7,444
CHINO HILLS	78,971	6,963
CLAREMONT	37,780	3,596
COACHELLA	42,591	3,987
COLTON	51,918	4,754
COMMERCE	13,581	1,362
COMPTON	99,769	8,676
CORONA	150,416	13,075
COVINA	49,720	4,573
CUDAHY	26,029	2,634
CULVER CITY	40,870	3,852
CYPRESS	49,981	4,588
DANA POINT	37,326	3,551
DESERT HOT SPRINGS	26,811	2,694
DIAMOND BAR	61,019	5,490
DOWNEY	113,715	10,069
DUARTE	23,124	2,144
EASTVALE	41,225	3,882
EL CENTRO	45,365	4,212
EL MONTE	126,464	11,106
EL SEGUNDO	17,076	1,648
FILLMORE	15,787	1,543
FONTANA	190,356	16,336
FULLERTON	138,610	12,098
GARDEN GROVE	175,618	15,134
GARDENA	61,947	5,580
GLENDALE	207,902	17,779
GLENDORA	52,830	4,829
GRAND TERRACE	12,717	1,287
HAWAIIAN GARDENS	15,922	1,558
HAWTHORNE	90,145	7,880
HEMET	75,820	6,707
HERMOSA BEACH	19,608	1,858

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
PROPOSED 'MEMBERSHIP ASSESSMENT SCHEDULE  
FOR THE FISCAL YEAR 2012 - 13**

as of January 17, 2012

<b>COUNTIES (6)</b>	UNINC POP COUNTIES/TOTAL	ASSESSMENTS
	<u>POP CITIES</u>	<u>2012-13</u>
HESPERIA	88,479	7,745
HIDDEN HILLS	2,040	265
HIGHLAND	52,503	4,799
HOLTVILLE	6,641	641
HUNTINGTON BEACH	203,484	17,418
HUNTINGTON PARK	64,929	5,821
IMPERIAL	13,374	1,347
INDIAN WELLS	5,144	521
INDIO	83,675	7,354
INDUSTRY	804	160
INGLEWOOD	119,212	10,520
IRVINE	217,686	18,576
IRWINDALE	1,727	235
LA CANADA FLINTRIDGE	21,608	2,024
LA HABRA	63,184	5,670
LA HABRA HEIGHTS	6,193	611
LA MIRADA	50,477	4,633
LA PALMA	16,304	1,588
LA PUENTE	43,360	4,047
LA QUINTA	44,421	4,137
LA VERNE	34,051	3,296
LAGUNA BEACH	25,354	2,574
LAGUNA HILLS	33,811	3,266
LAGUNA NIGUEL	67,666	6,046
LAGUNA WOODS	18,747	1,783
LAKE ELSINORE	50,983	4,678
LAKE FOREST	78,720	6,948
LAKESWOOD	83,674	7,354
LANCASTER	145,875	12,699
LAWDALE	33,641	3,251
LOMA LINDA	22,760	2,114
LOMITA	21,153	1,978
LONG BEACH	494,709	41,271
LOS ALAMITOS	12,270	1,257
LOS ANGELES	4,094,764	336,609
LYNWOOD	73,295	6,497
MALIBU	13,765	1,377
MANHATTAN BEACH	36,843	3,521
MAYWOOD	30,034	2,965

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
 PROPOSED 'MEMBERSHIP ASSESSMENT SCHEDULE  
 FOR THE FISCAL YEAR 2012 - 13  
 as of January 17, 2012**

<b>COUNTIES (6)</b>	<b>UNINC POP COUNTIES/TOTAL POP CITIES</b>	<b>ASSESSMENTS 2012-13</b>
MENIFEE	67,705	6,046
MISSION VIEJO	100,725	9,002
MONROVIA	39,984	3,777
MONTCLAIR	37,535	3,581
MONTEBELLO	65,781	5,881
MONTEREY PARK	65,027	5,821
MOORPARK	37,576	3,581
MORENO VALLEY	188,537	16,186
MORONGO-MISSION INDIANS	1,109	190
MURRIETA	101,487	9,062
NEEDLES	5,809	581
NEWPORT BEACH	86,738	7,609
NORCO	27,370	2,739
NORWALK	110,178	9,768
OJAI	8,226	776
ONTARIO	174,536	15,044
OXNARD	200,004	17,133
PALM DESERT	52,067	4,769
PALM SPRINGS	48,040	4,438
PALMDALE	152,622	13,255
PALOS VERDES ESTATES	14,208	1,407
PARAMOUNT	58,109	5,265
PASADENA	151,576	13,165
PERRIS	55,133	5,009
PICO RIVERA	67,288	6,016
POMONA	163,683	14,157
PORT HUENEME	22,445	2,084
RANCHO CUCAMONGA	178,904	15,404
RANCHO MIRAGE	17,180	1,663
RANCHO PALOS VERDES	43,525	4,062
PECHANGA BAND OF LUISENO INDIANS	800	160
REDLANDS	71,926	6,392
REDONDO BEACH	68,105	6,076
RIALTO	100,260	8,956
RIVERSIDE	304,051	25,655
ROLLING HILLS	1,983	265
ROLLING HILLS ESTATES	8,191	776
ROSEMEAD	57,756	5,234
SAN BERNARDINO	205,493	17,584

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
PROPOSED 'MEMBERSHIP ASSESSMENT SCHEDULE  
FOR THE FISCAL YEAR 2012 - 13**

as of January 17, 2012

<b>COUNTIES (6)</b>	<b>UNINC POP COUNTIES/TOTAL POP CITIES</b>	<b>ASSESSMENTS 2012-13</b>
SAN BUENAVENTURA	109,946	9,753
SAN CLEMENTE	68,763	6,136
SAN DIMAS	37,011	3,536
SAN FERNANDO	25,366	2,574
SAN GABRIEL	42,984	4,017
SAN JACINTO	36,933	3,521
SAN JUAN CAPISTRANO	37,233	3,551
SAN MARINO	13,673	1,377
SANTA ANA	357,754	30,044
SANTA CLARITA	177,641	15,299
SANTA FE SPRINGS	17,997	1,723
SANTA MONICA	92,703	8,090
SANTA PAULA	30,048	2,965
SEAL BEACH	26,010	2,634
SIERRA MADRE	11,146	1,167
SIGNAL HILL	11,465	1,182
SIMI VALLEY	126,902	11,136
SOUTH EL MONTE	22,627	2,099
SOUTH GATE	102,816	9,167
SOUTH PASADENA	25,881	2,619
TEMECULA	105,029	9,347
TEMPLE CITY	35,892	3,446
THOUSAND OAKS	130,209	11,406
TORRANCE	149,717	13,015
TUSTIN	75,773	6,707
TWENTYNINE PALMS	30,832	3,025
UPLAND	76,106	6,737
VERNON	96	115
VICTORVILLE	112,097	9,933
VILLA PARK	6,307	611
WALNUT	32,659	3,175
WEST COVINA	112,953	9,994
WEST HOLLYWOOD	38,036	3,611
WESTLAKE VILLAGE	8,905	836
WESTMINSTER	94,294	8,225
WESTMORELAND	2,444	295
WILDOMAR	31,321	3,070
WHITTIER	87,250	7,639
YORBA LINDA	69,273	6,166

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
 PROPOSED 'MEMBERSHIP ASSESSMENT SCHEDULE  
 FOR THE FISCAL YEAR 2012 - 13**

as of January 17, 2012

	UNINC POP COUNTIES/TOTAL POP CITIES	ASSESSMENTS 2012-13
<b><u>COUNTIES (6)</u></b>		
YUCCA VALLEY	21,292	1,993
YUCAIPA	52,063	4,769
SUB-TOTAL	16,285,876	1,420,366
GRAND TOTAL-ASSESSMENTS	18,352,464	1,713,105
<b><u>COMMISSIONS</u></b>		
SANBAG	2,052,397	25,000
RCTC	2,217,778	25,000
VCTC	828,383	10,000
Transportation Corridor Agency		10,000
OCTA	3,029,859	25,000
Air Districts		25,000
SUB-TOTAL		120,000
TOTAL MEMBERSHIP AND ASSESSMENTS		1,833,105

# REPORT

**DATE:** February 2, 2012  
**TO:** Executive/Administration Committee (EAC)  
Regional Council (RC)  
**FROM:** Wayne Moore, Chief Financial Officer, (213) 236-1804, moore@scag.ca.gov  
**SUBJECT:** CFO Monthly Report

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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**RECOMMENDED ACTION:**  
For Information Only-No Action Required.

**STRATEGIC PLAN:**  
This item supports SCAG's Strategic Plan Goal 3: Enhance the Agency's Long Term Financial Stability and Fiscal Management.

**ACCOUNTING**  
SCAG published and distributed its FY 2010/11 Comprehensive Annual Financial Report and Single Audit Report to all of the Regional Councilmembers. The auditors' opinions were unqualified, therefore, no exceptions were found. The auditors made two (2) recommendations to management to improve internal processes within the Accounting Department and these have been implemented.

Caltrans informed SCAG that they have accepted the recommendation of the State Controller's Office (SCO) to adjust SCAG's FY 2010/11 Indirect Cost Allocation Rate from 97.38% to 96.02%. The SCO had conducted an audit and made two adjustments to the FY 2010/11 Indirect Cost Allocation Plan totaling \$155,922, which indicated the reduced rate.

**BUDGET & GRANTS (B&G)**  
B&G staff continues to work on the preparation of the FY 2012/13 Comprehensive Budget and Overall Work Program documents.

B&G staff completed and submitted to Caltrans the FY 2011/12 2nd Quarter Progress Reports for the following grant programs: Proposition 84 Modeling Incentive Funds (Strategic Growth Council); Proposition 84 Sustainable Communities Planning Grant (Strategic Growth Council); and Section 5304 Transportation Planning Grants (Federal Highway Administration and Federal Transit Administration). In addition, Milestones Quarterly Reports and Federal Financial Reports were submitted to the Federal Transit Administration for the Section 5316 JARC and Section 5317 New Freedom programs.

Staff also assisted Caltrans on announcing the Call for Projects for the FY 2012/13 Transportation Planning Grant Program, which is available for planning projects that improve mobility and lead to the planning, programming, and implementation of transportation improvement projects. The program categories are Environmental Justice/Community-Based Transportation Planning Grants and Partnership Planning/Transit Planning Grants. Applications for the Environmental Justice/Community-Based Transportation Planning Grants are due directly to Caltrans on April 2, 2012. As for the Partnership

# REPORT

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Planning/Transit Planning Grants, applications are due to SCAG on February 17, 2012. SCAG will review and screen applications and act as the Lead Applicant for all applications within the region.

Staff is also finalizing seven (7) MOUs for the FY 2012 Transportation Planning Grant Program. In late July, Caltrans notified SCAG that a total of \$1,243,465 was awarded to the SCAG region for Partnership Planning/Transit Planning Grants.

## **CONTRACTS**

During the month of December 2011, the Contracts Department issued 12 Requests for Proposal (RFP's); awarded three (3) contracts; issued five (5) contract amendments; and issued 34 Purchase Orders to support ongoing business and enterprise operations. Staff is administering 82 consultant contracts, and five (5) Continuing Cooperative Agreements. Staff continues to implement the FY 2011/12 workplan (approximately 10 new contracts).

**ATTACHMENT:** December 2011 CFO Monthly Status Report



SOUTHERN CALIFORNIA  
**ASSOCIATION of GOVERNMENTS**

# **Office of the Chief Financial Officer**

Monthly Status Report

**DECEMBER 2011**



**SOUTHERN CALIFORNIA  
ASSOCIATION of GOVERNMENTS**

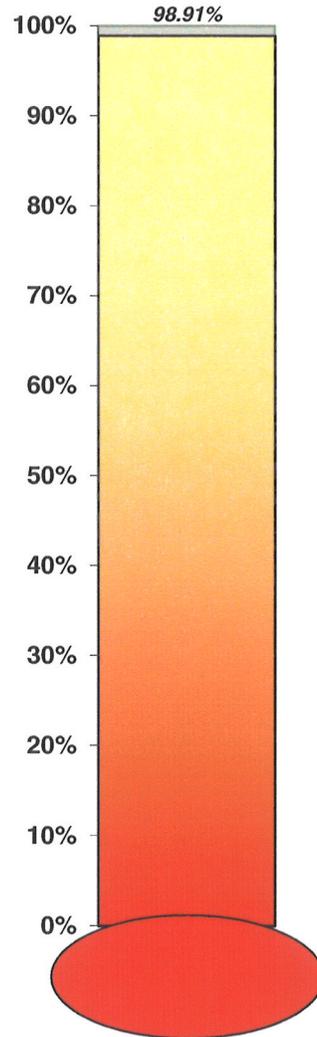
**OVERVIEW**

As of January 11, 2012, there are 189 paid members and 2 memberships pending. There are 5 cities in the SCAG region who are still being recruited for membership

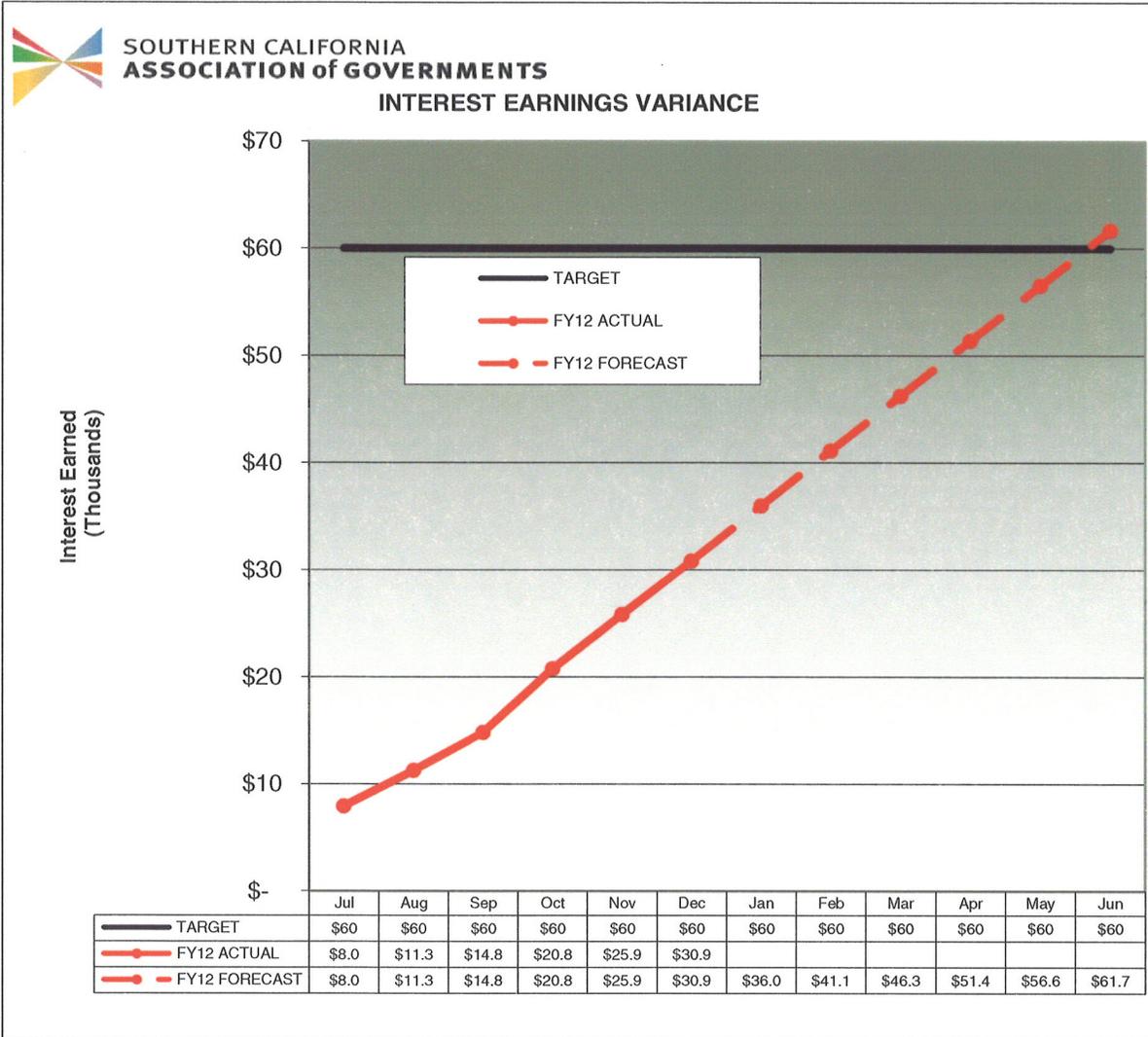
**SUMMARY**

FY12 Membership Dues	<u>\$ 1,777,526.65</u>
Total Collected	<u>\$ 1,758,127.90</u>
Percentage Collected	<u>98.91%</u>

**FY12 Membership  
Dues Collected**



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



**OVERVIEW**

Actual interest income is plotted against the target amount. The amount earned through November was \$30,850. The LA County Pool earned 1.18% in October.

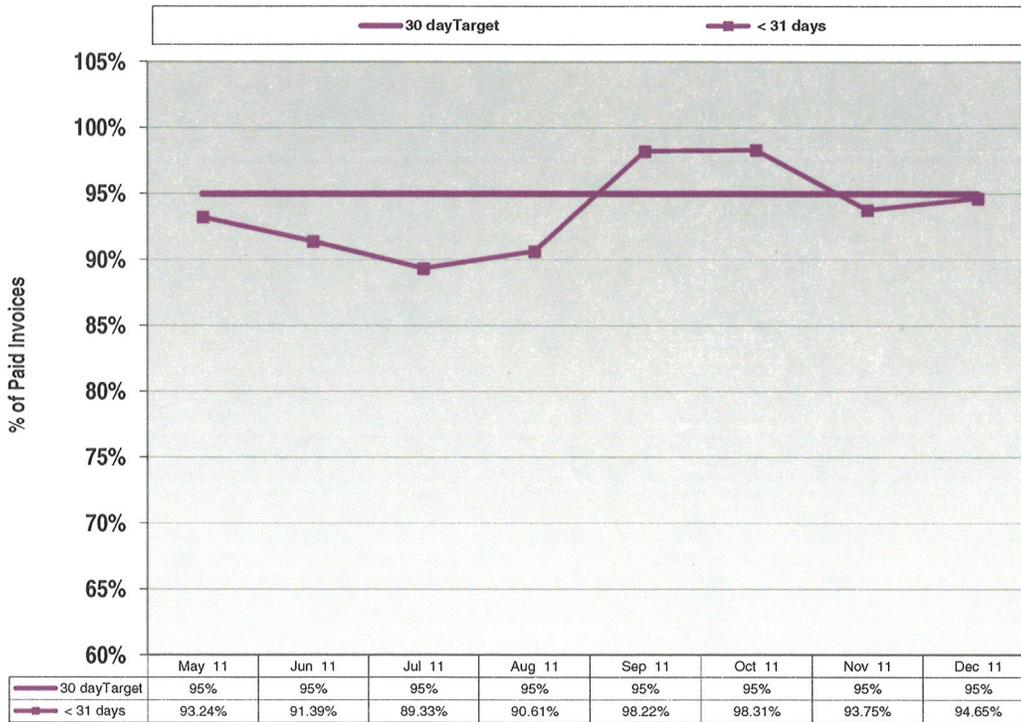
**SUMMARY**

The amount projected for FY12 is \$61,700 which is more than the target of \$60,000.

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 not met.

SUMMARY

94.65% of December 2011's payments were made within 30 days of invoice receipt.

At month-end, 54 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.

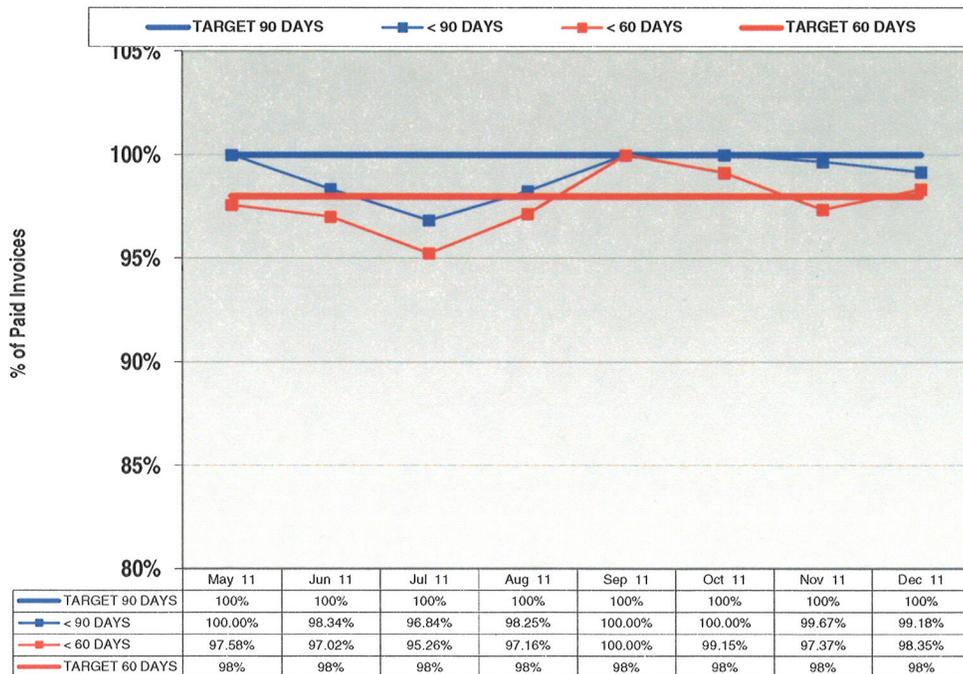
SUMMARY

These goals were partially met during this period.

98.35% of December 2011's payments were within 60 days of invoice receipt and 99.18% within 90 days. Invoices unpaid 30-60 days totaled 10; 60-90 days: 2; >90 days: 1.



INVOICE AGING



Office of the CFO

Fiscal Year-To-Date Expenditure Report Through December 31, 2011



COMPREHENSIVE BUDGET

		Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	Staff & Fringe Benefits	469,069	469,069	353,198		115,871	75.3%
2	51000 Indirect Costs	435,969	435,969	328,263		107,706	75.3%
3	54300 SCAG Consultants	336,000	320,215	46,437	188,606	85,172	14.5%
4	54340 Legal costs	75,000	75,000			75,000	0.0%
5	54350 Professional Services	25,000	25,000	2,500		22,500	10.0%
6	54400 Subregional Delegation	300,000	175,000			175,000	0.0%
7	55441 Payroll, bank fees	4,332	4,332			4,332	0.0%
8	55460 Materials & Equipment < \$5K		10,774	10,460		314	97.1%
9	55600 SCAG Memberships	59,000	71,455	71,455		(0)	100.0%
10	55620 Res/Materials?subscriptions		3,330			3,330	0.0%
11	55730 Capital Outlay	1,049,833	996,833	17,691	1,610	977,532	1.8%
12	55830 Conference - Registration		350	350		-	100.0%
13	55910 RC/Committee Meetings	8,237	49,237	48,866		371	99.2%
14	55914 RC General Assembly	205,000	330,000			330,000	0.0%
15	55920 Other Meeting Expense	51,400	41,276	37,788		3,488	91.6%
16	55930 Miscellaneous other	22,000	33,000	32,577		423	98.7%
17	55940 Stipend - RC Meetings	190,000	190,000	100,680		89,320	53.0%
18	55972 Rapid Pay Fees	900	900	450		450	50.0%
19	58100 Travel - outside SCAG region	15,500	15,500	9,859		5,641	63.6%
20	58101 Travel - local	21,600	21,600	7,103		14,497	32.9%
21	58110 Mileage - local	18,000	18,000	9,770		8,230	54.3%
22	58150 Staff Lodging Expense	2,400	2,400	1,346		1,054	56.1%
23	58800 RC Sponsorships	43,500	43,500	31,900		11,600	73.3%
24	<b>Total General Fund</b>	<b>3,332,740</b>	<b>3,332,740</b>	<b>1,110,694</b>	<b>190,216</b>	<b>2,031,830</b>	<b>33.3%</b>
25							
26	Staff & Fringe Benefits	11,008,215	11,169,990	5,370,517		5,799,473	48.1%
27	51000 Indirect Costs	10,277,888	10,277,911	4,991,358		5,286,553	48.6%
28	54300 SCAG Consultants	10,434,836	20,281,237	1,948,874	9,127,614	9,204,749	9.6%
29	54330 Subregional Consultants	81,000	106,000	45,351	60,649	(0)	42.8%
30	54350 Professional Services	226,000	726,000	84,509	110,042	531,449	11.6%
31	55210 Software Support	30,000	63,566	35,382	710	27,474	55.7%
32	55280 Third Party Contribution	2,755,975	3,105,945			3,105,945	0.0%
33	55620 Resource Materials - subscriber	129,000	421,000	18,477	299	402,224	4.4%
34	55920 Other Meeting Expense	14,582	10,016	9,610	120	286	95.9%
35	55930 Miscellaneous - other	71,000	316,500	16,313		300,187	5.2%
36	55950 Temporary Help	50,000	50,000	87,558	1,751		175.1%
37	56100 Printing	122,830	125,830	4,613	80,120	41,097	3.7%
38	58100 Travel	88,810	146,410	16,372		130,038	11.2%
39	58110 Mileage	26,600	25,000	23,143		1,857	92.6%
40	<b>Total OWP</b>	<b>35,316,736</b>	<b>46,825,405</b>	<b>12,652,077</b>	<b>9,381,306</b>	<b>24,831,331</b>	<b>27.0%</b>
41							
42	<b>Comprehensive Budget</b>	<b>38,649,476</b>	<b>50,158,145</b>	<b>13,762,771</b>	<b>9,571,522</b>	<b>26,863,161</b>	<b>27.4%</b>

Office of the CFO

Fiscal Year-To-Date Expenditure Report Through December 31, 2011



SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS

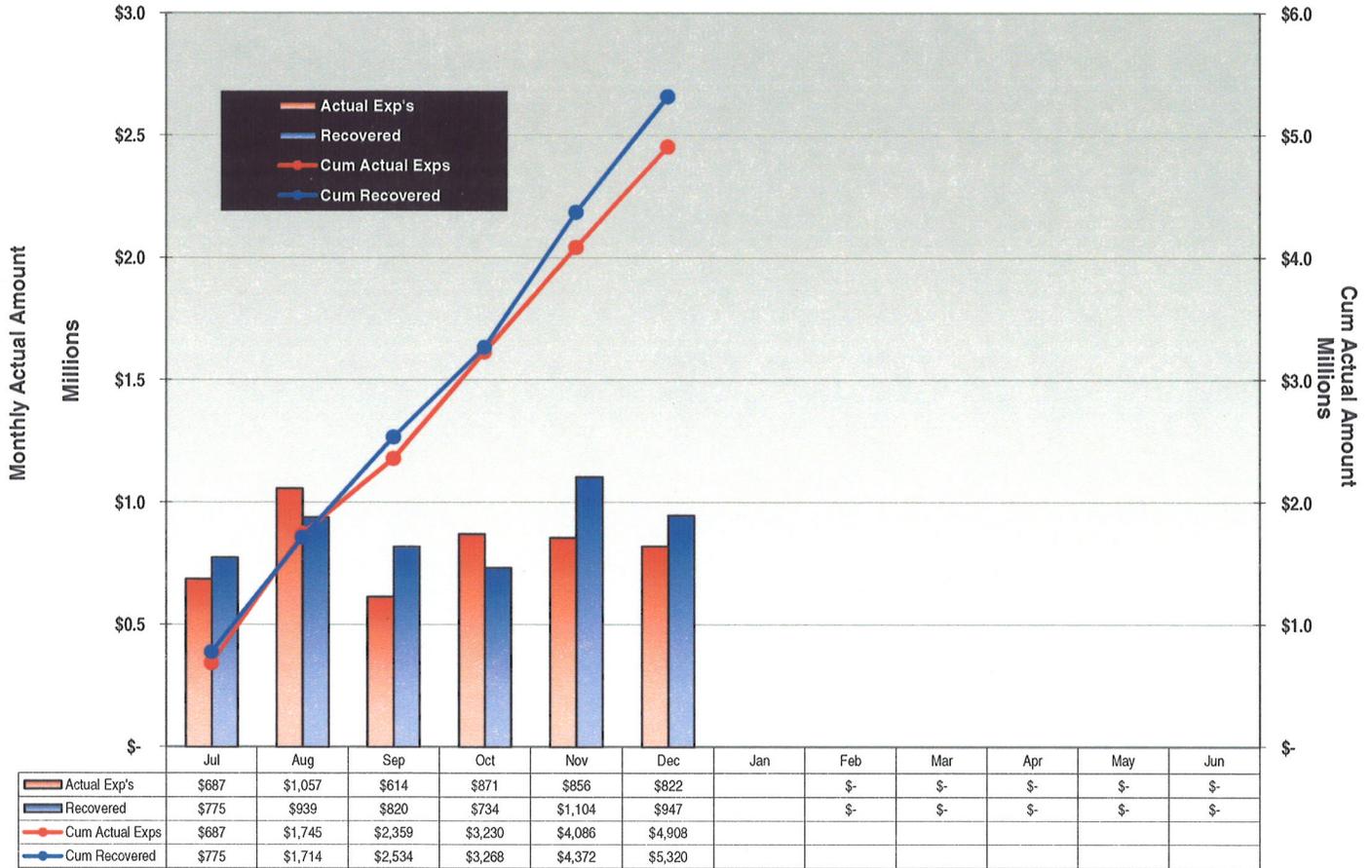
INDIRECT COSTS

			Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	50010	Regular Staff	3,476,877	3,457,087	1,741,312		1,715,775	50.4%
2	50013	Regular OT		2,000	1,003		997	50.1%
3	50014	Interns, Temps, Annuit		12,000	9,601		2,399	80.0%
4	51000	Allocated Fringe Benefits	2,326,067	2,322,192	1,044,473		1,277,719	45.0%
5	54300	SCAG Consultants	230,416	230,416	-	123,853	106,563	0.0%
6	54340	Legal	250,000	250,000	5,199	44,790	200,011	2.1%
7	54350	Prof Svcs	647,700	672,700	170,762	329,923	172,014	25.4%
8	55210	Software Support	412,188	412,188	258,832	58,984	94,373	62.8%
9	55220	Hardware Supp	197,530	197,530	68,949	13,515	115,066	34.9%
10	55240	Repair & Maint Non-IT	19,684	19,684	9,244	10,440	(0)	47.0%
11	55400	Office Rent 818 Offices	1,521,000	1,521,000	761,353	759,647	(0)	50.1%
12	55410	Office Rent Satellite	155,000	155,000	88,558	66,442	(0)	57.1%
13	55420	Equip Leases	115,000	115,000	50,409	51,890	12,702	43.8%
14	55430	Equip Repairs & Maint	44,244	44,244	21,789	22,455	0	49.2%
15	55440	Insurance	249,103	249,103	126,746		122,357	50.9%
16	55441	Payroll / Bank Fees	9,600	9,600	4,703		4,897	49.0%
17	55460	Mater & Equip < \$5,000	168,500	98,500	46,178	11,754	40,568	46.9%
18	55510	Office Supplies	110,000	110,000	52,821	57,179	0	48.0%
19	55520	Graphic Supplies	38,000	38,000	7,176	1,091	29,732	18.9%
20	55530	Telephone	135,500	135,500	71,490	64,010	(0)	52.8%
21	55540	Postage	30,000	30,000	20,000	10,000	0	66.7%
22	55550	Delivery Services	11,800	11,800	2,001		9,799	17.0%
23	55600	Scag Memberships	18,000	18,000	16,461		1,539	91.4%
24	55610	Prof Memberships	2,910	5,654	5,654		(0)	100.0%
25	55620	Res Mats/Subscrip	57,850	57,850	15,742	639	41,469	27.2%
26	55700	Deprec - Furn & Fixt	28,000	28,000	-		28,000	0.0%
27	55710	Deprec - Computer Equipment	144,495	144,495	-		144,495	0.0%
28	55720	Amortiz - Leasehold Improvement	16,330	16,330	-		16,330	0.0%
29	55800	Recruitment Notices	5,000	6,000	5,102		898	85.0%
30	55801	Recruitment - other	5,000	40,000	1,628	3,372	35,000	4.1%
31	55810	Public Notices	5,000	5,000	-		5,000	0.0%
32	55820	Training	160,000	140,000	52,243	74,860	12,897	37.3%
33	55830	Conference/workshops	17,350	17,350	2,939		14,411	16.9%
34	55920	Other Mtg Exp	50,000	50,000	551		49,449	1.1%
35	55930	Miscellaneous - other	85,000	85,000	18,800	950	65,249	22.1%
36	55950	Temp Help	72,000	162,000	160,181		1,819	98.9%
37	56100	Printing	61,500	57,756	6,541	2,846	48,369	11.3%
38	58100	Travel - Outside	54,150	64,150	37,901		26,249	59.1%
39	58101	Travel - Local	8,000	8,000	4,485		3,515	56.1%
40	58110	Mileage - Local	9,025	16,025	14,389		1,636	89.8%
41	58150	Staff lodging Expense	17,000	6,000	482		5,518	8.0%
42	58200	Travel - registration	2,000	2,000	-		2,000	0.0%
43	58450	Fleet Vehicle	8,200	12,200	2,189	8,920	1,090	17.9%
44		<b>Total Indirect Cost</b>	<b>10,975,019</b>	<b>11,035,354</b>	<b>4,907,887</b>	<b>1,717,561</b>	<b>4,409,906</b>	<b>44.5%</b>



**SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS**

**FY12 INDIRECT COST & RECOVERY**



**OVERVIEW**

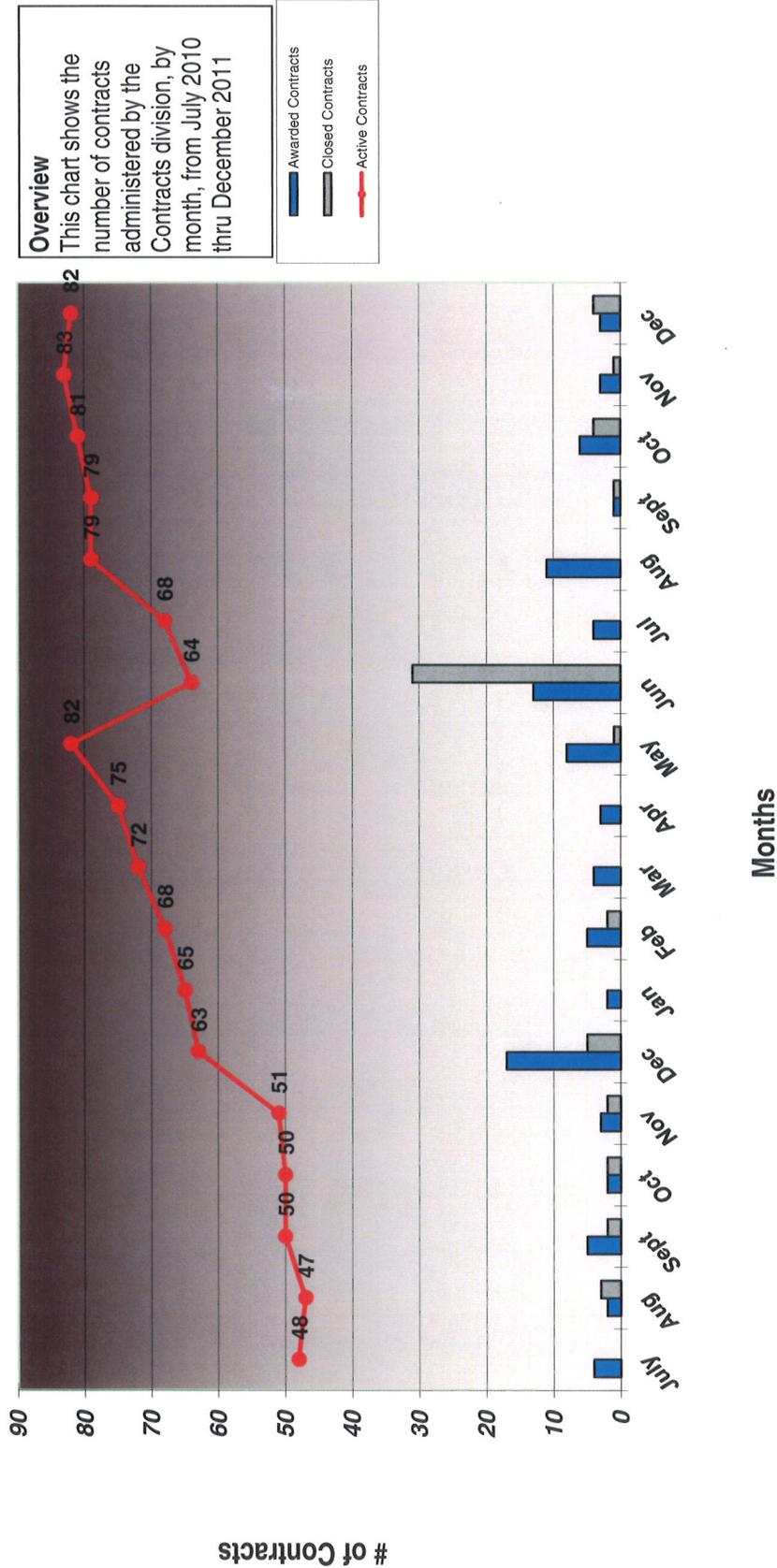
A comparison of Indirect Cost (IC), incurred by SCAG vs. IC recovered from SCAG's grants.

**SUMMARY**

Through December 2011, SCAG was over-recovered by \$411,734. This was due to lower than expected indirect cost expenditures.

	11/30/2011	12/31/2011	Incr (decr) to equity	COMMENTS
Cash at Bank of the West	\$ (62,974)	\$ 2,229,651		
LA County Investment Pool	\$ 6,316,769	\$ 3,222,981		
Cash & Investments	\$ 6,253,795	\$ 5,452,632	\$ (801,163)	AR increased
Accounts Receivable	\$ 4,516,876	\$ 5,243,337	\$ 726,461	Nov, Dec CPF invoices still outstanding
Other Current Assets	\$ (116,374)	\$ (222,848)	\$ (106,474)	Dec saw IC over-recovery of \$125K
Fixed Assets - Net Book Value	\$ 1,272,892	\$ 1,272,892	\$ -	No change
<b>Total Assets</b>	<b>\$ 11,927,190</b>	<b>\$ 11,746,014</b>	<b>\$ (181,176)</b>	
Accounts Payable	\$ (250,597)	\$ (237,100)	\$ 13,497	Minimal change
Employee-related Liabilities	\$ (442,837)	\$ (513,142)	\$ (70,305)	Minimal change
Deferred Revenue	\$ (42,786)	\$ (42,786)	\$ 0	No change
Total Liabilities and Deferred Revenue	\$ (736,220)	\$ (793,028)	\$ (56,808)	
<b>Fund Balance</b>	<b>\$ 11,190,970</b>	<b>\$ 10,952,985</b>	<b>\$ (237,984)</b>	
<b>WORKING CAPITAL</b>				
	11/30/2011	12/31/2011	Incr (decr) to working capital	
Cash	\$ 6,253,795	\$ 5,452,632	\$ 801,163	
Accounts Receivable	\$ 4,516,876	\$ 5,243,337	\$ (726,461)	
Accounts Payable	\$ (250,597)	\$ (237,100)	\$ (13,497)	
Employee-related Liabilities	\$ (442,837)	\$ (513,142)	\$ 70,305	
<b>Working Capital</b>	<b>\$ 10,077,237</b>	<b>\$ 9,945,727</b>	<b>\$ 131,511</b>	

# SCAG Contracts (Year to Date)



**Overview**  
This chart shows the number of contracts administered by the Contracts division, by month, from July 2010 thru December 2011

■ Awarded Contracts  
■ Closed Contracts  
● Active Contracts



**Summary**  
The chart shows that the Contract Division is managing 82 active consultant contracts. Twenty-two of these contracts are fixed price, 48 are Cost Plus Fixed Fee contracts, and the remaining 12 are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). The Contracts Division anticipates issuing approximately 10 more contracts for FY 2011/12. 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 January 1, 2012*

<b>GROUPS</b>	<b>Authorized Positions</b>	<b>Filled Positions</b>	<b>Vacant Positions</b>
Executive	3	3	0
Legal	3	2	1
Strategy, Policy & Public Affairs	20	18	2
Administration	34	33	1
Planning & Programs	50	50	0
<b>Total</b>	<b>110</b>	<b>106</b>	<b>4</b>

**OTHER POSITIONS**

<b>GROUPS</b>	<b>Limited Term Positions</b>	<b>Temp Positions</b>	<b>Agency Temps</b>
Executive	0	0	0
Legal	1	0	0
Strategy, Policy & Public Affairs	2	4	3
Administration	9	2	1
Planning & Programs	11	8	0
<b>Total</b>	<b>23</b>	<b>14</b>	<b>4</b>