



## REGULAR MEETING

# EXECUTIVE/ADMINISTRATION COMMITTEE

### Main Office

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Los Angeles, California  
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### Officers

President  
Cheryl Viegas-Walker, El Centro  
  
First Vice President  
Michele Martinez, Santa Ana  
  
Second Vice President  
Margaret Finlay, Duarte  
  
Immediate Past President  
Carl Morehouse, San Buenaventura

### Executive/Administration Committee Chair

Cheryl Viegas-Walker, El Centro

### Policy Committee Chairs

Community, Economic and  
Human Development  
Bill Jahn, Big Bear Lake  
  
Energy & Environment  
Deborah Robertson, Rialto  
  
Transportation  
Alan Wapner, San Bernardino  
Associated Governments

**Thursday, April 7, 2016**  
**9:00 a.m. – 10:00 a.m.**

**SCAG Main Office**  
**818 W. 7th Street, 12th 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 Tess Rey-Chaput at (213) 236-1908 or via email at [REY@scag.ca.gov](mailto:REY@scag.ca.gov). Agendas & Minutes for the EAC are also available at: <http://www.scag.ca.gov/committees/Pages/default.aspx>

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## Executive/Administration Committee Members – April 2016

<u>Members</u>	<u>Representing</u>
<b>Chair</b>	<b>1. Hon. Cheryl Viegas-Walker</b> <i>El Centro</i> <b>District 1</b>
<b>1<sup>st</sup> Vice-Chair</b>	<b>2. Hon. Michele Martinez</b> <i>Santa Ana</i> <b>District 16</b>
<b>2<sup>nd</sup> Vice-Chair</b>	<b>3. Hon. Margaret E. Finlay</b> <i>Duarte</i> <b>District 35</b>
<b>Immed. Past Pres.</b>	<b>4. Hon. Carl E. Morehouse</b> <i>San Buenaventura</i> <b>District 47</b>
	5. Hon. Pam O'Connor <i>Santa Monica</i> District 41
	6. Hon. Kris Murray <i>Anaheim</i> District 19
	7. Hon. Alan Wapner <i>Ontario</i> SANBAG
	8. Hon. Barbara Messina <i>Alhambra</i> District 34
	9. Hon. Bill Jahn <i>Big Bear Lake</i> District 11
	10. Hon. Larry McCallon <i>Highland</i> District 7
	11. Hon. Deborah Robertson <i>Rialto</i> District 8
	12. Hon. Carmen Ramirez <i>Oxnard</i> District 45
	13. Hon. Mary "Maxine" Resvaloso <i>Torres-Martinez Desert Cahuilla Indians</i> Tribal Gov. Rep.
	14. Mr. Randall Lewis <i>Lewis Group of Companies</i> Ex-Officio Member
	15. Hon. Gregory Pettis <i>Cathedral City</i> District 2
	16. Hon. Clint Lorimore <i>Eastvale</i> District 4
	17. Hon. Rex Richardson <i>Long Beach</i> District 29
	18. Hon. Joe Buscaino <i>Los Angeles</i> District 62

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# EXECUTIVE/ADMINISTRATION COMMITTEE

## AGENDA

### APRIL 7, 2016

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*The Executive/Administration Committee (EAC) 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. Cheryl Viegas-Walker, 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)*

- 2016 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS) - Update

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

- SCAG/SCLC Legislative Reception in Sacramento – Recap
- April 4, 2016 – Assembly Transportation Hearing (Sacramento)

#### **CONSENT CALENDAR**

**Page No.**

##### **Approval Items**

- |  |                   |           |
|--|-------------------|-----------|
| 1. <u>Minutes of the March 3, 2016 Meeting</u>   | <b>Attachment</b> | <b>1</b>  |
| 2. <u>Contracts \$200,000 or Greater: Contract No. 16-013-C1, Customer-Based Ridesharing and Transit Interconnectivity Study</u>   | <b>Attachment</b> | <b>7</b>  |
| 3. <u>Contract Amendment that exceeds 30% of the contract's original value: Contract No. 15-034-C1, to provide additional services Active Transportation Safety and Encouragement Campaign (Tactical Urbanism)</u>   | <b>Attachment</b> | <b>11</b> |
| 4. <u>Contract Amendment that exceeds 30% of the contract's original value: Contract No. 15-004-C1, to provide additional services for 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS) Program Environmental Impact Report (PEIR)</u> | <b>Attachment</b> | <b>15</b> |

# EXECUTIVE/ADMINISTRATION COMMITTEE

## AGENDA

### APRIL 7, 2016

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#### Approval Items - continued

Page No.

- |   |                   |           |
|---|-------------------|-----------|
| 5. <u>Resolution No. 16-578-3 for the United States Department of Energy (DOE) Office of Energy Efficiency &amp; Renewable Energy (EERE) Clean Cities Outreach, Education, and Performance Tracking Grant</u> | <b>Attachment</b> | <b>21</b> |
| 6. <u>Contract Amendment that Exceeds \$75,000: Contract No. 13-023-C1, Regional Transportation Plan Implementation and Project Management Assistance Services</u>  | <b>Attachment</b> | <b>25</b> |
| 7. <u>SCAG Sponsorships</u>   | <b>Attachment</b> | <b>30</b> |
| 8. <u>SCAG Conflict of Interest Code</u>  | <b>Attachment</b> | <b>33</b> |
| 9. <u>AB 1780 (Medina) – Trade Corridor Improvement Fund (TCIF)</u>   | <b>Attachment</b> | <b>41</b> |
| 10. <u>AB 1813 (Frazier)- High-Speed Rail Authority: Membership</u>   | <b>Attachment</b> | <b>43</b> |
| 11. <u>AB 2452 (Quirk) – California Environmental Quality Act</u>   | <b>Attachment</b> | <b>45</b> |

#### Receive and File

- |   |   |           |
|---|---|-----------|
| 12. <u>April 2016 State and Federal Legislative Update</u>  | <b>To be distributed<br/>under separate cover</b> |           |
| 13. <u>Purchase Orders \$5,000 but less than \$200,000; Contracts \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000</u> |   | <b>47</b> |
| 14. <u>Save the Date: The 27th Annual SCAG/USC Demographic Workshop - June 13, 2016</u>   |   | <b>49</b> |
| 15. <u>SCAG Housing Summit, October 11, 2016</u>  |   | <b>51</b> |
| 16. <u>Cap-and-Trade Green House Gas Reduction Fund: Affordable Housing &amp; Sustainable Communities (AHSC) Program Concept Application Review</u>   |   | <b>53</b> |

# EXECUTIVE/ADMINISTRATION COMMITTEE

## AGENDA

### APRIL 7, 2016

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#### ACTION/DISCUSSION ITEM

Page No.

17. Designation of Representatives to Assist with Negotiation of Executive Director's Employment Agreement Attachment 56  
*(Joe Silvey, General Counsel)*

**Recommended Action:** Designate representatives of EAC in connection with negotiations regarding possible changes to the Employment Agreement of the Executive Director.

#### CFO MONTHLY REPORT

Attachment 57

*(Basil Panas, Chief Financial Officer)*

#### FUTURE AGENDA ITEM/S

#### ANNOUNCEMENT/S

#### ADJOURNMENT

*The 2016 Regional Conference and General Assembly is scheduled for Thursday, May 5 – 6, 2016 at the La Quinta Resort & Club, 49-499 Eisenhower Drive, La Quinta, CA 92253.*

*The next regular meeting of the EAC is scheduled for Thursday, June 2, 2016 at the SCAG Los Angeles Office.*

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**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)  
MINUTES OF THE MEETING  
THURSDAY, MARCH 3, 2016**

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**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ADMINISTRATION COMMITTEE (EAC). AN AUDIO RECORDING OF THE ACTUAL MEETING IS AVAILABLE AT SCAG, 818 W. 7<sup>TH</sup> STREET, 12<sup>TH</sup> FLOOR, LOS ANGELES, CA 90017.**

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The Executive/Administration Committee (EAC) of the Southern California Association of Governments (SCAG) held its meeting at the SCAG Los Angeles office. There was a quorum.

**Members Present**

Hon. Cheryl Viegas-Walker, <i>Chair</i>	<i>El Centro</i>	District 1
Hon. Michele Martinez, <i>1<sup>st</sup> Vice Chair</i>	<i>Santa Ana</i>	District 16
Hon. Margaret E. Finlay, <i>2<sup>nd</sup> Vice Chair</i>	<i>Duarte</i>	District 35
Hon. Carl Morehouse, <i>Immediate Past President</i>	<i>San Buenaventura</i>	District 47
Hon. Joe Buscaino	<i>Los Angeles</i>	District 62
Hon. Bill Jahn, <i>Chair, CEHD</i>	<i>Big Bear Lake</i>	District 11
Hon. Clint Lorimore	<i>Eastvale</i>	District 4
Hon. Larry McCallon, <i>Vice Chair, CEHD</i>	<i>Highland</i>	District 7
Hon. Barbara Messina, <i>Vice Chair, TC</i>	<i>Alhambra</i>	District 34
Hon. Kris Murray, <i>Vice Chair, LCMC</i>	<i>Anaheim</i>	District 19
Hon. Rex Richardson	<i>Long Beach</i>	District 29
Hon. Deborah Robertson, <i>Chair, EEC</i>	<i>Rialto</i>	District 8
Hon. Alan Wapner, <i>Chair, TC</i>	<i>Ontario</i>	SANBAG

**Members Not Present**

Hon. Pam O'Connor, <i>Chair, LCMC</i>	<i>Santa Monica</i>	District 41
Hon. Gregory Pettis	<i>Cathedral City</i>	District 2
Hon. Carmen Ramirez, <i>Vice Chair, EEC</i>	<i>Oxnard</i>	District 45
Hon. Mary "Maxine" Resvaloso	<i>Torres-Martinez, Desert Cahuilla Indians</i>	Tribal Nations Rep.
Mr. Randall Lewis	<i>Lewis Group of Companies</i>	Ex-Officio Member

**Staff Present**

Hasan Ikhmeta, Executive Director  
Basil Panas, Chief Financial Officer  
Joe Silvey, General Counsel  
Joann Africa, Chief Counsel  
Huasha Liu, Director, Land Use and Environmental Planning  
Darin Chidsey, Director, Strategy, Policy and Public Affairs  
Naresh Amatya, Acting Director, Transportation Planning  
Tess Rey-Chaput, Office of Regional Council Support



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

Chair Cheryl Viegas-Walker called the meeting to order at 9:08 a.m. and asked Councilmember Bill Jahn, Big Bear Lake, District 11, to lead the Pledge of Allegiance.

## **PUBLIC COMMENT PERIOD**

Honorable Joe Lyons, Mayor of Claremont, commented regarding the Claremont Energy Challenge, the Resolution and the Energy and Environment Committee's support for the City of Claremont and its efforts to win the \$5 million Georgetown University Energy Prize.

## **REVIEW AND PRIORITIZE AGENDA ITEMS**

Chair Viegas-Walker announced that Receive and File Agenda Item Nos. 8, 9 and 12 will be moved to the Approval Items.

## **EXECUTIVE DIRECTOR'S REPORT**

Hasan Ikhata, Executive Director, announced that the Joint Meeting of the Policy Committees today, the respective Policy Committee Chairs will present the summary of public comments received on the 2016 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS). Mr. Ikhata also announced that a Special Regional Council and Policy Committees' meeting is scheduled for March 24, 2016, to review and make the recommendation to the Regional Council to approve the Proposed Final 2016 RTP/SCS and associated Proposed Final 2016 RTP/SCS PEIR. At the April 4, 2016 meeting, the Regional Council will be asked to approve the Proposed Final 2016 RTP/SCS.

Mr. Ikhata reported that the SCAG/SCALC Legislative Reception is scheduled for March 16 – 17, 2016 in Sacramento. He encouraged participation and asked the members to notify staff to coordinate travel arrangements.

## **PRESIDENT'S REPORT**

President Viegas-Walker reported that SCAG officers participated at the National Association of Regional Councils (NARC) Conference in Washington, DC. Darin Chidsey, Director, Strategy, Policy and Public Affairs, provided an update and reported that the officers met with some authors of the bills that SCAG has supported, including meeting with several legislators.

## **CONSENT CALENDAR**

### **Approval Items**

1. Minutes of the February 4, 2016 Regular Meeting
2. Minutes of the February 4, 2016 Special Meeting

3. Amendment 3 to the Fiscal Year 2015-16 Overall Work Program (OWP)
8. AB 1569 (Steinorth) – California Environmental Quality Act
9. H.R. 4369 (Calvert) and S. 2442 (Feinstein) – Ontario Passenger Facility Charge
12. SCAG Sponsorship and Membership

### **Receive and File**

4. Purchase Orders \$5,000 but less than \$200,000; Contracts \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000
5. 2017 Active Transportation Program (ATP) Guidelines and Applications
6. SCAG Sustainability Planning Grants Program – Monthly Update
7. Letters of Support for Electric Program Investment Charge (EPIC) Program Grants
10. Summary of California High-Speed Rail Authority (CHSRA) Draft 2016 Business Plan
11. March State and Federal Legislative Update

A MOTION was made (Jahn) to approve the Consent Calendar, Approval Item Nos. 1-3; 8, 9, and 12; and to Receive and File Item Nos. 4-7; 10-11. Motion was SECONDED (Morehouse) and passed by the following votes:

**FOR:** Viegas-Walker, Martinez, Finlay, Buscaino, Jahn, Lorimore, McCallon, Messina, Morehouse, Murray, Richardson, Robertson and Wapner (13).

**AGAINST:** None (0).

**ABSTAIN:** None (0).

### **ACTION/DISCUSSION ITEMS**

13. Cap-and-Trade Greenhouse Gas Reduction Fund: Affordable Housing and Sustainable Communities (AHSC) Program/SCAG Evaluation Criteria

Huasha Liu, Director, Land Use and Environmental Planning, reported regarding the AHSC Program and its application process for the current funding cycle. Ms. Liu asked the EAC to recommend to the Regional Council to approve the AHSC Program Evaluation Criteria to be used by SCAG in reviewing and recommending concept and full applications prepared for projects in the SCAG region for the AHSC Program.

Staff responded on the comments and questions expressed by the Councilmembers, including the criteria and consideration of the application process for the current funding cycle.

A MOTION was made (Finlay) to approve staff’s recommendation. Motion was SECONDED (Martinez) and passed by the following votes:

**FOR:** Viegas-Walker, Martinez, Finlay, Buscaino, Jahn, Lorimore, McCallon, Messina, Morehouse, Murray, Richardson, Robertson and Wapner (13).

**AGAINST:** None (0).

**ABSTAIN:** None (0).

14. Approval of Fiscal Year (FY) 2016-17 Draft Comprehensive Budget

Basil Panas, CFO, provided an overview of the FY 2016-17 Draft Comprehensive Budget and requested the EAC to recommend to the Regional Council to approve FY 2016-17 Budget and all of its components; and authorize the release of the Draft OWP to initiate the 30-day public comment period, and transmit the General Fund Budget and Membership Assessment to the General Assembly.

A MOTION was made (Robertson) to approve staff’s recommendation. Motion was SECONDED (McCallon) and passed by the following votes:

**FOR:** Viegas-Walker, Martinez, Finlay, Buscaino, Jahn, Lorimore, McCallon, Messina, Morehouse, Murray, Richardson, Robertson and Wapner (13).

**AGAINST:** None (0).

**ABSTAIN:** None (0).

**CFO MONTHLY REPORT**

Basil Panas, CFO, provided highlights of the CFO Monthly Financial Report. He noted that SCAG’s membership dues now represent 99% completion and that outreach efforts will continue to the remaining cities.

**FUTURE AGENDA ITEM/S**

None.

**ANNOUNCEMENT**

Mr. Ikhata announced that he attended the dedication of the Temecula Public Library in honor of SCAG Past President Ronald H. Roberts.



**ADJOURNMENT**

There being no further business, Chair Viegas-Walker adjourned the meeting at 9:36 a.m. in honor of the father of Councilmember Greg Pettis who recently passed away.

The next regular meeting of the EAC is scheduled for Thursday, April 7, 2016 at the SCAG Los Angeles Office.

**EXECUTIVE/ADMINISTRATION COMMITTEE ATTENDANCE REPORT**

	Members	Representing	X = County Represented						2015	2016				
			IC	LA	OC	RC	SB	VC	DEC	JAN	FEB	MAR	APR	MAY
1	Walker-Viegas, Cheryl, President	El Centro, District 1	X						X	X	X	X		
2	Martinez, Michele, 1st VP	Santa Ana, District 16			X				X	X	X	X		
3	Finlay, Margaret, 2nd VP	Duarte, District 35		X					X	X	X	X		
4	Morehouse, Carl, Imm. Past President	San Buenaventura, District 47						X	X	X	X	X		
5	Buscaino, Joe	Los Angeles, District 62		X					X		X	X		
6	Jahn, Bill	Big Bear Lake, District 11					X		X		X	X		
7	Lewis, Randall, Ex Officio	Lewis Op. Corp., Ex-Officio							X	X				
8	Lorimore, Clint	Eastvale, District 4				X			X	X	X	X		
9	McCallon, Larry	Highland, District 7					X		X	X	X	X		
10	Messina, Barbara	Alhambra, District 34		X					X	X	X	X		
11	Murray, Kris	Anaheim, District 19			X						X	X		
12	O'Connor, Pam	Santa Monica, District 41		X						X				
13	Pettis, Gregory	Cathedral City, District 2				X			X	X	X			
14	Ramirez, Carmen	Oxnard, District 45						X	X	X	X			
15	Resvaloso, Mary "Maxine"	Torres-Martinez Desert Cahuilla Indians				X								
16	Rex Richardson	Long Beach, District 29		X						X	X	X		
17	Robertson, Deborah	Rialto, District 8					X				X	X		
18	Wapner, Alan	SANBAG					X		X	X	X	X		
<b>TOTAL:</b>									<b>13</b>	<b>13</b>	<b>15</b>			



**DATE:** April 7, 2016

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

**FROM:** Basil Panas, Chief Financial Officer, (213) 236-1817, [panas@scag.ca.gov](mailto:panas@scag.ca.gov)

**SUBJECT:** Contracts \$200,000 or Greater: Contract No. 16-013-C1, Customer-Based Ridesharing and Transit Interconnectivity Study

**EXECUTIVE DIRECTOR'S APPROVAL:** 

**RECOMMENDED ACTION:**  
Approve Contract No. 16-013-C1, to AMMA Transit Planning (“Consultant”), in an amount not-to-exceed \$357,997, to conduct a Customer-Based Ridesharing and Transit Interconnectivity Study for San Bernardino County.

**EXECUTIVE SUMMARY:**  
*Consistent with the requirements of the Federal Transit Administration (FTA) 5304 grant that funds this project, the Consultant shall conduct study that examines transit in San Bernardino County. The study seeks to identify options to better coordinate public transit, ridesharing, and active transportation customer outreach efforts, as well as to identify system enhancements that can make transit, ridesharing, and active transportation more convenient and attractive alternatives to driving.*

**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:**

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
AMMA Transit Planning. (16-013-C1)	The Consultant shall identify options to better coordinate public transit, ridesharing, and active transportation customer outreach efforts as well as to identify system enhancements that can make transit, ridesharing, and active transportation more convenient and attractive alternative to driving in San Bernardino County.	\$357,997

**FISCAL IMPACT:**  
Funding of \$40,000 is available in the FY 2015-16 budget, \$158,999 is expected to be available in the FY 2016-17 budget, and the remaining \$158,998 is expected to be available in the FY 2017-18 budget, subject to budget availability.

**ATTACHMENT:**  
Consultant Contract No. 16-013-C1



## CONSULTANT CONTRACT 16-013-C1

**Recommended Consultant:**

AMMA Transit Planning

**Background & Scope of Work:**

Consistent with the requirements of the Federal Transit Administration (FTA) 5304 grant that funds this project, AMMA Transit Planning (“Consultant”) shall conduct a Customer-Based Ridesharing and Transit Interconnectivity Study for San Bernardino County. The study seeks to identify options to better coordinate public transit, ridesharing, and active transportation customer outreach efforts, as well as to identify system enhancements that can make transit, ridesharing, and active transportation more convenient and attractive alternatives to driving. SCAG, San Bernardino Associated Governments (SANBAG) and OmniTrans are partnering on this project, with SANBAG serving in the lead role.

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

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

- Identifying specific opportunities for improving ridesharing and transit interconnectivity;
- Identifying employers and activity centers that can benefit from improved interconnectivity and information on transportation choices;
- Conducting customer-focused assessments (surveys, focus groups, etc.) of how the transit/ridesharing system is currently used and how the system could better serve employers and activity centers; and
- Documenting service gaps, inefficiencies, and information needs as well as identifying strategies to improve each.

**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.

**Contract Amount:**

<b>Total not-to-exceed</b>	<b>\$357,997</b>
AMMA Transit Planning (prime consultant)	\$177,637
Transit Marketing (subconsultant)	\$61,535
DemandTrans (subconsultant)	\$31,550
MK Consulting (subconsultant)	\$18,250
ALTA Planning + Design (subconsultant)	\$19,725
Dan Boyle & Associates Inc. (subconsultant)	\$12,150
Mobility Partners (subconsultant)	\$12,780
HDR Engineering Inc. (subconsultant)	\$14,450
GIS Workshop (subconsultant)	\$9,920

Note: AMMA originally proposed \$372,391, but staff negotiated the price down to \$357,997 without reducing the scope of work.

**Contract Period:**

Notice-to-Proceed through June 30, 2018

**Project Number:**

145.3830.01 \$357,997

Funding sources: Consolidated Planning Grant (CPG) – FTA Section 5304 and SANBAG cash match.

Funding of \$40,000 is available in the FY 2015-16 budget, \$158,999 is expected to

be available in the FY 2016-17 budget, and the remaining \$158,998 is expected to be available in the FY 2017-18 budget, subject to budget availability.

**Request-for-Proposal (RFP):** SCAG staff notified 1,918 firms of the release of RFP 16-013-C1 via SCAG's Solicitation Management System. A total of 46 firms downloaded the RFP. SCAG received the following two (2) proposals in response to the solicitation:

<b>AMMA Transit Planning (8 subconsultants)</b>	<b>\$372,391</b>
Maroon Society (no subconsultants)	\$320,842

**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 interview both (2) offerors.

The PRC consisted of the following individuals:

Anna Jaiswal, Development Planning Manager, OmniTrans  
Justin Fornelli, Chief of Transit and Rail Program, SANBAG  
Kelly Lynn, Chief of Air Quality Management Plan, SANBAG  
Rebecca Forbes, Transportation Planner, Caltrans District 8  
Steve Fox, Sr. Regional Planner, SCAG  
Steve Smith, Director of Planning, SANBAG  
Tim Byrne, Chief of Planning, SANBAG

**Basis for Selection:** The PRC recommended Alta Planning & Design for the contract award because the Consultant:

- Demonstrated the best understanding of the project scope through its proposed comprehensive technical approach, specifically with regard to the nexus between traditional ridesharing, and the emerging smart-phone/technically based ridesharing platforms and transit;
- Articulated the best and thorough description of how they would perform the scope's deliverables; and
- Assembled the best team of experts in the various transportation and transit disciplines that can deliver the needed innovative and creative solutions for which the study is seeking to solve.

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

- Did not demonstrate an as much relevant experience as the select Consultant; and
- Did not adequately describe its methodology to complete the project's work scope.

## **Conflict of Interest Form - Attachment For April 7, 2016 Regional Council Approval**

### **Item No. 5**

Approve Contract No. 16-013-C1, to AMMA Transit Planning (“Consultant”), in an amount not-to-exceed \$357,997, to conduct a Customer-Based Ridesharing and Transit Interconnectivity Study for San Bernardino County.

The Consultant team for this contract includes the following subconsultant/s and the completed Conflict Form provided by the subconsultant/s is on file in SCAG’s Contracts Department and will be provided to anyone who requests a copy.

- AMMA Transit Planning (prime consultant). This firm did not disclose a conflict in the Conflict Form they submitted with their proposal.
- Transit Marketing (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted with their proposal.
- DemandTrans (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted with their proposal.
- Alta Planning + Design (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted with their proposal.
- MK Consulting (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted with their proposal.
- HDR Inc (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted with their proposal.
- Mobility Planners (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted with their proposal.
- Dan Boyle & Associates Inc. (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted with their proposal.
- GIS Workshop (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted with their proposal.

**DATE:** April 7, 2016

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

**FROM:** Basil Panas, Chief Financial Officer, (213) 236-1817, panas@scag.ca.gov

**SUBJECT:** Contract Amendment that exceeds 30% of the contract’s original value: Contract No. 15-034-C1, to provide additional services Active Transportation Safety and Encouragement Campaign (Tactical Urbanism)

**EXECUTIVE DIRECTOR’S APPROVAL:** 

**RECOMMENDED ACTION:**

Approve Amendment 5 to Contract No. 15-034-C1 with Estolano Lesar Perez (ELP) Advisors (“Consultant”), in an amount not-to-exceed \$50,000 increasing the contract value from \$830,483 to \$880,483 to provide an additional active transportation event, increasing the number of these events from six (6) to seven (7).

**EXECUTIVE SUMMARY:**

*The purpose of the amendment is to add an additional active transportation event that SCAG will perform in partnership with the South East Cities CicLAvia (an outdoor event that provides the public the opportunity to experience walking and biking in a safe, low-stress and festive environment). This event provides staff a significant opportunity to market SCAG’s GoHuman Media Campaign to the public (that is to promote active transportation, non-motorized travel such as walking and biking to promote healthy living, and help reduce greenhouse gas emissions in the region), as well as, implement the SCAG-Metro Joint Work Program by promoting implementation of Metro’s First-Last Mile Strategic Plan. Amendment 5, when combined with a previous amendment, exceeds 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (dated 11/01/14) Section 8.3, it requires the Regional Council’s approval.*

**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.

**BACKGROUND:**

<u>Consultant/Contract #</u>	<u>Amendment Purpose</u>	<u>Amendment Amount</u>
Estolano Lesar Perez Advisors. (15-034-C1)	The Consultant shall provide services for an additional active transportation event.	\$50,000

**FISCAL IMPACT:**

Funding is available in the FY 2015-16 budget.

**ATTACHMENT:**

Consultant Contract No. 15-034-C1

## CONSULTANT CONTRACT 15-034-C1 AMENDMENT 5

<b>Consultant:</b>	Estolano Lesar Perez (ELP) Advisors
<b>Background &amp; Scope of Work:</b>	<p>SCAG has received over \$2,000,000 in Active Transportation Grants to promote active transportation (non-motorized travel such as walking and biking) to promote healthy living and help reduce greenhouse gas emissions in the region. Accordingly, on July, 29, 2015, SCAG awarded Contract 15-034-C1 to Estolano Lesar Perez Advisors (“Consultant”) to plan and implement SCAG’s six (6) <i>GoHuman</i> events, including hosting bicycle and pedestrian related temporary infrastructure demonstrations and opens street activities similar to CicLAvia (an outdoor event that provides the public the opportunity to experience walking and biking in a safe, low-stress and festive environment). These six (6) events promote the objectives of SCAG’s <i>GoHuman</i> Media Campaign, that is, to continue to inform regional stakeholders of the benefits of active transportation.</p> <p>Staff subsequently amended contract 15-034-C1 (via Amendment 4) to provide additional marketing and advertising for each of the six (6) <i>GoHuman</i> events.</p> <p>The purpose of Amendment 5 is to add an additional event that will be partnered with the South East Cities CicLAvia, bringing the total number of events to seven (7). The additional event will combine a temporary demonstration event to the existing South East Cities CicLAvia for the City of Los Angeles neighborhood of Watts, scheduled for May 15, 2016. Partnering with CicLAvia, the City of Los Angeles and Metro, the additional event will significantly increase the number of impressions to the <i>GoHuman</i> brand (the number of times the public views SCAG’s <i>GoHuman</i> brand and message) as CicLAvia events generally attract approximately 100,000 attendees, where as non-CicLAvia events tend to attract substantially fewer attendees (less than 25,000). As such, this event provides staff a significant opportunity to market SCAG’s <i>GoHuman</i> Media Campaign to the public, and continue to inform regional stakeholders of the benefits of active transportation.</p> <p>Further, Amendment 5 will increase the contract from \$830,483 to \$880,483.</p>
<b>Project’s Benefits &amp; Key Deliverables:</b>	<p>The project’s benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Providing opportunities where residents can experience walking and biking in a safe, low-stress and festive environment,</li><li>• Engaging communities and building support for the development and/or implementation of bike and pedestrian infrastructure and/or plans,</li><li>• Educating participants on the benefits and strategies for incorporating active transportation into daily activities, and</li><li>• Generating media coverage through social and traditional media outlets to educate the broader community on the benefits of active transportation.</li></ul>
<b>Strategic Plan:</b>	<p>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.</p>

<b>Amendment</b>	Amendment 5	\$50,000
<b>Amount:</b>	Amendment 4	\$65,002
	Amendment 3 (administrative - no change to contract's value)	\$0
	Amendment 2 (administrative - no change to contract's value)	\$0
	Amendment 1 (administrative - no change to contract's value)	\$0
	Original contract value	<u>\$765,481</u>
	<b>Total contract value is not to exceed</b>	<b>\$880,483</b>

Amendment 5, when combined with a previous amendment, exceeds 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (dated 11/01/14) Section 8.3, it requires the Regional Council's approval.

**Contract Period:** Notice-to-Proceed through September 30, 2016

**Project Number:** 15-034.SCGC1 \$50,000  
 Funding sources: SCAG Regional Active Transportation Strategy  
 Funding is available in the FY 2015-16 budget.

**Basis for the Amendment:** Staff desires to add the South East Cities CicLAvia because among other things, it will occur in May 2016 (Bike Month) which is the same month that SCAG is hosting three (3) other *GoHuman* events. Also, as previously stated, South East Cities CicLAvia event will significantly increase the number of impressions to the *GoHuman* brand (the number of times the public views SCAG's *GoHuman* brand and message) as CicLAvia events generally attract approximately 100,000 attendees, where as non-CicLAvia events tend to attract substantially fewer attendees (less than 25,000). As such, this event provides staff a significant opportunity to market SCAG's *GoHuman* Media Campaign to the public. In addition, this event will help promote planning concepts included in Metro's First-Last Mile Strategic Plan, which is one of the primary elements of the Metro-SCAG Sustainability Joint Work Program.

This amendment supports the overall goals of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) for implementing SCAG's active transportation program.

## **Conflict of Interest Form - Attachment For April 7, 2016 Regional Council Approval**

### **Item No. 6**

Approve Amendment 5 to Contract No. 15-034-C1 with Estolano Lesar Perez (ELP) Advisors (“Consultant”), in an amount not-to-exceed \$50,000 increasing the contract value from \$830,483 to \$880,483 to provide an additional active transportation event, increasing the number of these events from six (6) to seven (7).

The Consultant team for this contract includes the following subconsultant/s and the completed Conflict Form provided by the subconsultant/s is on file in SCAG’s Contracts Department and will be provided to anyone who requests a copy.

- Estolano LeSar Perez Advisors, LLC (prime consultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 5.
- Community Arts Resource (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 5.
- Kounkuey Design Initiative (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 5.
- Investing in Place (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 5.
- Designed by Colleen (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 5.

**DATE:** April 7, 2016

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

**FROM:** Basil Panas, Chief Financial Officer, (213) 236-1817, panas@scag.ca.gov

**SUBJECT:** Contract Amendment that exceeds 30% of the contract’s original value: Contract No. 15-004-C1, to provide additional services for 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS) Program Environmental Impact Report (PEIR)

**EXECUTIVE DIRECTOR’S APPROVAL:** 

**RECOMMENDED ACTION:**  
Approve Amendment 6 to Contract No. 15-004-C1 with Sapphos Environmental, Inc. (“Consultant”), in an amount not-to-exceed \$46,500 increasing the contract value from \$605,241 to \$651,741 to cover additional services for the 2016 RTP/SCS PEIR.

**EXECUTIVE SUMMARY:**  
*This amendment provides for additional services that were needed by the Consultant to finalize the PEIR for the 2016 RTP/SCS. Such services included additional stakeholder outreach and agency coordination during the development of the Proposed Final PEIR; supplemental analysis related to updated modeling of the 2016 RTP/SCS and the Proposed Final PEIR’s Air Quality/Health Risk Assessment (HRA); and a more comprehensive development of responses to comments received on the Draft PEIR. The need for the additional services became apparent when staff first reviewed the complex issues raised as part of the 60-day public comment period on the Draft PEIR which concluded on February 1, 2016. Staff authorized the Consultant to perform the additional work at that time in order to meet the relevant deadlines and is thus requesting that this amendment be approved retroactively to February 1, 2016. The overall result of the additional services by the Consultant is a more comprehensive and defensible Final PEIR for the Agency. Amendment 6, when combined with previous amendments, exceeds 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (dated 11/01/14) Section 8.3, it requires the Regional Council’s approval.*

**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:**

<u>Consultant/Contract #</u>	<u>Amendment Purpose</u>	<u>Amendment Amount</u>
Sapphos Environmental, Inc. (15-004-C1)	Additional services for 2016 RTP/SCS PEIR.	\$46,500



# REPORT

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**FISCAL IMPACT:**

Funding is available in the FY 2015-16 budget.

**ATTACHMENT:**

Consultant Contract No. 15-004-C1

## **CONSULTANT CONTRACT 15-004-C1 Amendment 6**

**Consultant:** Sapphos Environmental, Inc.

**Background & Scope of Work:** On November 6, 2014, SCAG awarded Contract 15-004-C1 to Sapphos Environmental, Inc. (“Consultant”) to prepare a Program Environmental Impact Report (PEIR) for the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS). The 2016 RTP/SCS is a project under the California Environmental Quality Act (CEQA) and SCAG as the lead agency must undertake environmental review of the 2016 RTP/SCS under CEQA.

The PEIR is an informational document assessing the environmental impacts of the 2016 RTP/SCS as required under CEQA and as noted earlier, the PEIR is being prepared by the Consultant.

In December 2015, staff amended Contract 15-004-C1 (via Amendment 4) and received the Regional Council’s approval to amend Contract 15-004-C1 (via Amendment 5 to the contract) to add to the scope of work stakeholder outreach meetings, and agency coordination during the development of the PEIR; add PEIR presentations and attendance at SCAG’s Regional Council (RC) and Energy and Environmental Committee (EEC) or Policy Committee meetings; as well as to add a quantitative modeling component for the two (2) alternatives to the 2016 RTP/SCS to the existing quantitative evaluation of health risk assessment defined in the original scope of work.

The purpose of Amendment 6 is three-fold. First, it is to add to the scope of work stakeholder outreach meetings, and agency coordination during the development of the Proposed Final PEIR. While the original Scope of Work and Amendment 5 included some stakeholder outreach meetings and agency coordination, they were focused on the development of the Draft PEIR. Staff required additional meetings and coordination with agency and stakeholders to fulfill the outreach component for the Proposed Final PEIR and to seek input from agencies and stakeholders on the development of the Proposed Final PEIR. This amendment allows for stakeholder and agency input on the response to comments on the Draft PEIR, contents, and major components of the Proposed 2016 RTP/SCS Final PEIR to adequately address and incorporate into the Proposed Final PEIR document preparation.

Second, Amendment 6 will add to the scope of work the review, assessment, and inclusion into the Proposed Final PEIR the updates to the Draft 2016 RTP/SCS including updates to the transportation modeling and socioeconomic datasets as well as staff-initiated text updates to the Draft 2016 RTP/SCS document. During the development of the Proposed Final PEIR, the need arose for the Consultant to provide additional assessment on the updates to the Draft 2016 RTP/SCS in response to input during the 60-day public review and comment period. This additional assessment on the updates supports the environmental impact determination in the Draft PEIR. The amendment also helps to ensure that revisions to the Proposed Final PEIR reflect and incorporate the updates to the Draft 2016 RTP/SCS.

Third, Amendment 6 is to add a quantitative assessment to the existing quantitative evaluation of health risk defined in the original scope of work. Similar to the assessment on the updates to the Draft 2016 RTP/SCS, the quantitative evaluation of the Health Risk Assessment (HRA) focuses on the updates to the Draft 2016 RTP/SCS Project List based upon the input SCAG received from six County Transportation Commissions (CTCs) as part of the 2016 RTP/SCS finalization process. The original contract took into account the Health Risk Assessment’s quantitative modeling of the Draft 2016 RTP/SCS and its alternatives, not the updates to the Draft Plan and associated four alternatives. This amendment helps ensure that the Proposed Final PEIR contains an updated and legally defensible HRA for the PEIR.

The need for the additional services became apparent when staff first received and reviewed the complex issues raised as part of the 60-day public comment period on the Draft PEIR which concluded on February 1, 2016. Staff authorized the Consultant to perform the additional work at that time in order to meet the relevant deadlines and is thus requesting that this amendment be approved retroactively to February 1, 2016. The overall result of the additional services by the Consultant is a more comprehensive and defensible Final PEIR for the Agency.

Further, Amendment 6 also increases the contract value from \$605,241 to \$651,741

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

- The project’s benefits and key deliverables include, but are not limited to:
- A completed, environmentally compliant, and legally defensible PEIR for the 2016 RTP/SCS;
  - A CEQA compliant public notification and consultation process with all the appropriate stakeholders; and
  - Delivery of 2016 RTP/SCS PEIR, a first-tier, programmatic document that provides a region-wide assessment of the potential significant environmental effects of implementing the projects, programs, and policies included in the proposed 2016 RTP/SCS.

**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.

**Amendment Amount:**

Amendment 6	\$46,500
Amendment 5	\$82,078
Amendment 4	\$74,000
Amendment 3 (administrative - no change to contract’s value)	\$0
Amendment 2 (administrative - no change to contract’s value)	\$0
Amendment 1 (administrative - no change to contract’s value)	\$0
Original contract value	<u>\$449,163</u>
<b>Total contract value is not to exceed</b>	<b>\$651,741</b>

Amendment 6, when combined with previous amendments, exceeds 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (dated 11/01/14) Section 8.3, it requires the Regional Council’s approval.

**Contract Period:** December 30, 2014 through June 30, 2016

**Project Number:** 16-020.00161 \$46,500  
Funding sources: Consolidated Planning Grant – FTA and TDA  
Funding is available in the FY 2015-16 budget.

**Basis for the Amendment:** The original scope of work included agency and stakeholder outreach, preparation of the Final PEIR, as well as a quantitative modeling health risk impacts of the 2016 RTP/SCS. However, based on input received during the public review and comment period of the Draft 2016 RTP/SCS, staff determined that additional agency and stakeholder outreach, review and assessment on the updates to the Draft 2016 RTP/SCS, and a quantitative assessment of the HRA is needed help ensure a legally defensible analysis for the Final PEIR.

This amendment supports the overall goals for developing a robust and CEQA compliant PEIR by ensuring ongoing public outreach in the PEIR development process and providing a meaningful analysis of impacts to the extent feasible. Without the additional work, the Final PEIR could potentially be seen as deficient in providing information to the public in terms of both process and substance.

**Conflict of Interest Form - Attachment  
For April 7, 2016 Regional Council Approval**

**Item No. 7**

Approve Amendment 6 to Contract No. 15-004-C1 with Sapphos Environmental, Inc. (“Consultant”), in an amount not-to-exceed \$46,500 increasing the contract value from \$605,241 to \$651,741 to cover additional services for the 2016 RTP/SCS PEIR.

The Consultant team for this contract includes:

- Sapphos Environmental, Inc., (prime consultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 6.

**DATE:** April 7, 2016

**TO:** Executive/Administration Committee (EAC)  
Energy and Environment Committee (EEC)  
Regional Council (RC)

**FROM:** Basil Panas, Chief Financial Officer, (213) 236-1817, [panas@scag.ca.gov](mailto:panas@scag.ca.gov)

**SUBJECT:** Resolution No. 16-578-3 for the United States Department of Energy (DOE) Office of Energy Efficiency & Renewable Energy (EERE) Clean Cities Outreach, Education, and Performance Tracking Grant

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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**RECOMMENDED ACTION FOR EEC:**

Receive and File.

**RECOMMENDED ACTION FOR EAC:**

Recommend that the Regional Council approve Resolution No. 16-578-3 authorizing SCAG to accept United States Department of Energy (DOE) Office of Energy Efficiency & Renewable Energy (EERE) funds to support Clean Cities Outreach, Education, and Performance Tracking, and authorize the Executive Director or his designee to execute all related agreements and other documents on behalf of the Regional Council.

**RECOMMENDED ACTION FOR RC:**

Approve the attached Resolution No. 16-578-3, authorizing SCAG to accept United States Department of Energy (DOE) Office of Energy Efficiency & Renewable Energy (EERE) funds to support Clean Cities Outreach, Education, and Performance Tracking, and authorize the Executive Director or his designee to execute all related agreements and other documents on behalf of the Regional Council.

**EXECUTIVE SUMMARY:**

*SCAG has received a grant award from the United States Department of Energy (DOE), in Office of Energy Efficiency & Renewable Energy (EERE) Program Funds ("Grant Funds"), to support Clean Cities Outreach, Education, and Performance Tracking. The grant will be used for the Clean Cities Program, to support locally-based and government partnership efforts to expand the use of vehicles operating on alternative fuels in the SCAG region. SCAG staff will provide an annual update to the Energy and Environment Committee in regard to the Coalition's recent efforts.*

**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; Goal 2: Obtain Regional Transportation Infrastructure Funding and Promote Legislative Solutions for Regional Planning Priorities and Goal 4: Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communication Technologies.

**BACKGROUND:**

SCAG has received Grant Funds in the amount of \$45,000 to support Clean Cities Outreach, Education, and Performance Tracking. The Clean Cities Program was established by the DOE and designated to support locally based government/industry partnerships in the expanded use of vehicles operating on alternative fuels. The mission of the Clean Cities Program is to advance the nation's economic, environmental and energy security by supporting local decisions to adopt practices that contribute to the reductions of petroleum consumption. Clean Cities carries out this mission through a network of coalitions, which develop public/private partnerships to promote alternative fuels and vehicles, fuel blends, fuel economy, hybrid vehicles, and idle reduction.

In 2010, the Regional Council directed SCAG staff to assume the lead administrative role of the Southern California Clean Cities Program. The SCAG (or Southern California) Clean Cities Coalition (CCC) coordinates the activities of both private and public sector proponents of alternative fuel vehicles (AFVs) by providing a forum to discover commonalities, collaborate on public policy, investigate opportunities for joint projects, leverage scarce resources and cooperate on promoting the benefits of AFVs throughout the region.

**FISCAL IMPACT:**

The grant program will authorize SCAG to receive \$45,000 in Grant Funds from the DOE Office of Energy Efficiency & Renewable Energy (EERE) to support the SCAG Clean Cities Coalition program.

**ATTACHMENT:**

Resolution No. 16-578-3





SOUTHERN CALIFORNIA  
**ASSOCIATION OF  
GOVERNMENTS**

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Transportation  
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Associated Governments

**RESOLUTION NO. 16-578-3**

**A RESOLUTION OF THE SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS APPROVING THE  
ACCEPTANCE OF CALIFORNIA ENERGY COMMISSION (CEC)  
GRANT FUNDS TO SUPPORT MULTI-UNIT DWELLING  
PLUG-IN ELECTRIC VEHICLE READINESS STRATEGIES**

**WHEREAS**, the Southern California Association of Governments (SCAG) is the designated Metropolitan Planning Organization (MPO), pursuant to 23 U.S.C. Section 134 et seq. and 49 U.S.C. Section 5303 et seq., serving the nation's largest metropolitan planning area comprised of Los Angeles, Orange, San Bernardino, Riverside, Ventura and Imperial Counties;

**WHEREAS**, SCAG has received notice of a grant award (Grant Funds) from the United States Department of Energy (DOE) Office of Energy Efficiency & Renewable Energy (EERE) to support Clean Cities Outreach, Education, and Performance Tracking;

**WHEREAS**, the National Energy Technology Laboratory (NETL) will award the funds directly to SCAG on behalf of the US DOE;

**WHEREAS**, the Clean Cities Coalition Program, established by the U.S. Department of Energy, is designated to support locally-based and government partnership efforts to expand the use of vehicles operating on alternative fuels; and

**WHEREAS**, the Grant Funds will be used to develop public/private partnerships to promote alternative fuels and vehicles, fuel blends, fuel economy, hybrid vehicles, and idle reduction; and work will involve Clean Cities stakeholder outreach, conducting special topic webinar, and reporting on the use of alternative fuels by public and private fleet operators in the SCAG region.

**NOW, THEREFORE, BE IT RESOLVED** by the Regional Council of Southern California Association of Governments to authorize SCAG to accept and administer the Grant Funds to support the SCAG Clean Cities Coalition Program.

**BE IT FURTHER RESOLVED** by the SCAG Regional Council as follows:

1. That the Regional Council hereby authorizes SCAG to accept the Grant Funds from the National Energy Technology Laboratory (NETL) on behalf of the U.S. DOE.
2. That SCAG's Executive Director or his designee is hereby designated and authorized by the Regional Council to execute all necessary agreements and other documents on behalf of the Regional Council as they relate to receipt of the Grant Funds supporting the SCAG Clean Cities Coalition Program.

**PASSED, APPROVED AND ADOPTED** by the Regional Council of the Southern California Association of Governments at a regular meeting this 7<sup>th</sup> day of April, 2016.

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Cheryl Viegas- Walker  
President, SCAG  
Councilmember, El Centro

Attested by:

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Hasan Ikhata  
Executive Director

Approved as to Form:

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Joann Africa  
Chief Counsel

**DATE:** April 7, 2016

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

**FROM:** Basil Panas, Chief Financial Officer, (213) 236-1817, [panas@scag.ca.gov](mailto:panas@scag.ca.gov)

**SUBJECT:** Contract Amendment that exceeds \$75,000: Contract No. 13-023-C1, Regional Transportation Plan Implementation and Project Management Assistance Services

**EXECUTIVE DIRECTOR'S APPROVAL:** 

**RECOMMENDED ACTION:**

Approve Amendment No. 11 to Contract No. 13-023-C1 with System Metrics Group, Inc. ("Consultant"), in an amount not-to-exceed \$267,237, to provide additional regional transportation plan implementation and project management assistance services, increasing the contract value from \$1,914,297 to \$2,181,534 and extending the contract term from June 30, 2016 to June 30, 2017.

**EXECUTIVE SUMMARY:**

*The purpose of this amendment is to augment the current contract scope of work and associated budget to enable the Consultant to support the development of an implementation framework (as is federally required) for the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS); provide technical support to facilitate Project Study Report (PSR) development for the East West Freight Corridor (EWFC) in partnership with Caltrans; provide staff training and pavement management system database update; and to provide technical support to further SCAG's congestion pricing studies. Amendment 11, when combined with a previous amendment, exceeds \$75,000 of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (dated 11/01/14) Section 8.3, it requires the Regional Council's approval.*

**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:**

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Amendment Amount</u>
System Metrics Group, Inc. (SMG) (13-023-C1)	The Consultant shall provide additional regional transportation plan implementation and project management assistance services.	\$267,237

**FISCAL IMPACT:**

Funding of \$198,024 is available in the FY 2015-16 budget, and the remaining \$69,213 is expected to be available in the FY 2016-17 budget, subject to budget availability.

**ATTACHMENT:** Consultant Contract No. 13-023-C1

## CONSULTANT CONTRACT 13-023-C1 AMENDMENT 11

<b>Consultant:</b>	System Metrics Group, Inc. (SMG)
<b>Background &amp; Scope of Work:</b>	<p>In April 2013, SCAG awarded Contract No. 13-023-C1 to System Metrics Group (“Consultant”) to provide technical support with key implementation initiatives for the 2012-2035 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), including project management support services and facilitation of the technical groundwork necessary for the development of the 2016 RTP/SCS (referred to as Project Component 1: 2012-2035 RTP/SCS Implementation, and Technical Support for the 2016-2040 RTP/SCS, respectively).</p> <p>In November 2013 staff subsequently amended contract 13-023-C1 (via Amendment 2) to among other things, enable the Consultant to assist with developing the next steps for key financial plan strategies identified in the 2012 RTP/SCS, with particular emphasis on coordinating with key business group representation. In consultation with SCAG, the Consultant identified key transportation funding elements to be explored.</p> <p>The Consultant is also providing project management assistance to coordinate multiple consultant activities specific to conducting the value pricing project studies—namely, cordon/area pricing and regional express lane system pre-implementation activities (referred to as Project Component 2: Project Management Assistance and Technical Support for Coordinating SCAG’s Regional Value Pricing Pre-Implementation Initiatives and related RTP strategies).</p> <p>The purpose of this amendment is to augment the current contract scope of work and associated budget to support the development of an implementation framework (as is federally required) for the 2016-2040 RTP/SCS (Plan); provide technical support to facilitate Project Study Report (PSR) development for the East West Freight Corridor (EWFC) in partnership with Caltrans; to provide staff training and pavement management system database update; and to provide technical support to further SCAG’s congestion pricing studies.</p> <p>Amendment 11 increases the contract value from \$1,914,297 to \$\$2,181,534 and extends the contract term from June 30, 2016 to June 30, 2017.</p>
<b>Project’s Benefits &amp; Key Deliverables:</b>	Project primary benefit entails development of critical milestones and documentation of the region’s progress in implementing the 2016-2040 RTP/SCS. The key deliverables will include but are not limited to, the identification of potential challenges with implementing key initiatives, new opportunity areas, and recommended action steps.
<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, Objective a: Create and facilitate a collaborative and cooperative environment to produce forward thinking regional plans.
<b>Amendment Amount:</b>	Amendment No. 11 \$267,237 Amendment No. 10 (administrative - no change to contract’s value) \$0

Amendment No. 9 (administrative - no change to contract's value)	\$0
Amendment No. 8 (administrative - no change to contract's value)	\$0
Amendment No. 7 (administrative - no change to contract's value)	\$0
Amendment No. 6 (administrative - no change to contract's value)	\$0
Amendment No. 5 (administrative - no change to contract's value)	\$0
Amendment No. 4 (administrative - no change to contract's value)	\$0
Amendment No. 3 (administrative - no change to contract's value)	\$0
Amendment No. 2	\$74,875
Amendment No. 1 (administrative - no change to contract's value)	\$0
Original Contract Value	<u>\$1,839,422</u>
<b>Total contract value is not-to-exceed</b>	<b>\$2,181,534</b>

Amendment 11, when combined with a previous amendment, exceeds \$75,000. Therefore, in accordance with the SCAG Procurement Manual (dated 11/01/14) Section 8.3, it requires the Regional Council's approval.

**Contract Period:** April 23, 2013 through June 30, 2017

<b>Project Numbers:</b>	010.SCG00170.07	\$390,896
	010.SCG02106.02	\$202,711
	015.SCG00159.02	\$247,177
	015.SCG00159.03	\$182,547
	015.SCG00159.04	\$951,221
	130.SCG00162.10	\$206,983

Funding of \$198,024 is available in the FY 2015-16, and the remaining \$69,213 is expected to be available in the FY 2016-17 budget, subject to budget availability.

Consolidated Planning Grant (CPG) – Federal Transit Administration (FTA) and Transportation Development Act (TDA)

**Basis for the Amendment:** SCAG staff is seeking to amend the Consultant's current contract to develop the implementation framework for the 2016-2040 RTP/SCS. This contract amendment includes technical support for developing the initial operating segment for the EWFC including completion of the PSR in partnership with Caltrans; obtaining training on pavement management system software; and continuing technical and project management support of SCAG's value pricing studies. Continuity in the technical support of these initiatives is critical given time constraints to finalize deliverables. Timely implementation of these initiatives demonstrates progress in meeting federal requirements for performance-based planning and programming.

The breadth of issues raised from engagement with regional partners on these initiatives and recent policy committee discussions regarding the 2016 RTP/SCS has required the need for a more robust implementation framework than previously anticipated—over three years ago when the project was first initiated. Specifically, policy committee and stakeholder discussions regarding key initiatives like the EWFC and regional value pricing studies have necessitated supplemental support and technical analyses.

To date, the Consultants technical support has facilitated the development of critical Plan components, including updates to regional performance measures, assessment of regional pavement management needs to better gauge funding needs of our local streets and roads. The Consultant's technical support has also facilitated the development of concepts of operations for the SCAG region's value pricing initiatives. Additionally, the Consultant has assisted SCAG in furthering concepts for the initial operating segment of the EWFC. Following the adoption of the 2016-2040 RTP/SCS, SCAG is required by the Federal Code of Regulations (CFR) Title 23 Part 450 to develop an implementation framework to demonstrate continued progress in these areas.

## **Conflict of Interest Form - Attachment For April 7, 2016 Regional Council Approval**

### **Item No. 8**

Approve Amendment 11 to Contract No. 13-023-C1, in an amount not to exceed \$2,181,534, to provide additional regional transportation plan implementation and project management assistance services.

The Consultant team for this contract includes the following subconsultant/s and the completed Conflict Form provided by the subconsultant/s is on file in SCAG's Contracts Department and will be provided to anyone who requests a copy.

- System Metrics Group, Inc. (prime consultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 11.
- Applied Pavement Technology (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 11.
- Cambridge Systematics (subconsultant). This firm disclosed a conflict in the Conflict Form they submitted for Amendment 11.
- CDM Smith (subconsultant). This firm disclosed a conflict in the Conflict Form they submitted for Amendment 11.
- George R. Fetty and Associates (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 11.
- Nichols Consulting Engineers (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 11.
- Parsons Brinckerhoff (subconsultant). This firm disclosed a conflict in the Conflict Form they submitted for Amendment 11.
- Sarah J. Siwek and Associates (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 11.
- John Wolf (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 11.
- Orange County Business Council (subconsultant)/Tech Coast Consulting Group. This firm disclosed a conflict in the Conflict Form they submitted for Amendment 11.
- Anrab Associates, Inc. (subconsultant). This firm disclosed a conflict in the Conflict Form they submitted for Amendment 11. This firm disclosed a conflict in the Conflict Form they submitted for Amendment 11.
- HDR Engineering, Inc. (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 11.
- Natural Resources Defense Council (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 11.
- WKE, Inc. (subconsultant). This firm did not disclose a conflict in the Conflict Form they submitted for Amendment 11.

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**DATE:** April 7, 2016

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

**FROM:** Darin Chidsey; Director, Strategy, Policy & Public Affairs; (213) 236-1836;  
[chidsey@scag.ca.gov](mailto:chidsey@scag.ca.gov)

**SUBJECT:** SCAG Sponsorships

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Approve

**EXECUTIVE SUMMARY:**

*The Legislative/Communications & Membership Committee (LCMC) met on March 15, 2016 and recommended approval of up to \$15,000 in sponsorships for the: 1) Southern California Leadership Network (\$10,000); and 2) Local Government Commission's 2016 California Climate Adaptation Forum (\$5,000).*

**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 2: Obtain Regional Transportation infrastructure Funding and Promote Legislative Solutions for Regional Planning Priorities.

**BACKGROUND:**

**1. Southern California Leadership Network – \$10,000**

The Southern California Leadership Network (SCLN) was founded to advance the region and the state by inspiring, preparing, and connecting leaders to drive change. SCLN does this through its signature Leadership Fellowships, continued leadership development opportunities, and other events to promote lifelong leadership learning. SCAG has been a long-time supporter of a variety of SCLN's programs, including the California Connections Program (which this particular sponsorship replaces in the budget) and their annual Visionaries Luncheon.

SCLN is in the process of expanding the curriculum for "Leadership Southern California," their eight-month issues-based civic leadership fellowship. The program will give professionals from government, business, academic, and community organizations a unique opportunity to connect on a regional level while also preparing them to be a part of the region in a positive direction through new and innovative partnerships. SCLN is developing new curriculum designed for civic leaders that will give them the skills to lead and facilitate diverse teams through conflict into common ground and new initiatives. Fellows will learn to recognize unity that is present in the midst of diversity,

conflict, and strife, giving them the skills needed to build consensus and resolve community challenges in a productive, impactful manner.

Curriculum development, which began in September 2015, was done in partnership with leaders from multiple local universities. The curriculum was tested and refined in tandem with the Leadership 2015-16 class and will be fully rolled out with the 2016-17 Leadership Southern California class.

Staff is recommending a “Gold” level sponsorship in the amount of \$10,000. While the sponsorship will primarily aid in the development of the Leadership Southern California curriculum, the sponsorship also includes recognition as a “Gold” sponsor on all printed and electronic materials related to the 2016-2017 Leadership Southern California fellowship and an opportunity to address Leadership Southern California fellows as a sponsoring organization.

## **2. Local Government Commission – 2016 California Climate Adaptation Forum – \$5,000**

The Local Government Commission (LGC) is hosting the 2016 California Climate Adaptation Forum in Long Beach on September 7-8, 2016. The event will bring together a diverse audience of over 1,000 local, regional, and state leaders to address California’s adaptation needs. The program will feature cutting-edge policies, projects, programs, and partnerships, as well as tools and strategies that address the challenges community leaders face in developing and implementing adaptation solutions. Specifically, the event will feature:

- A series of plenaries with high-level government, business, and community leaders;
- A variety of breakout sessions on essential adaptation topics that reflect the diverse needs and challenges facing California and the SCAG region;
- Regional project tours highlighting adaptation efforts in Southern California;
- Pre-forum workshops on tools and strategies for implementing adaptation solutions; and
- Numerous networking opportunities where participants can share insights, best practices, and lessons learned about how to most effectively respond.

Although the LCMC is only being asked to approve \$5,000 in sponsorships for this event, the LGC has agreed to accept SCAG as a “Climate Adaptation Champion” in the amount of \$25,000. The LGC is amenable to this elevated sponsorship level since they previously committed to provide SCAG an \$8,400 stipend for serving as the CivicSpark Regional Coordinator for FY 2015-2016, as well as a \$10,000 credit from the FY 2014-2015 CivicSpark cycle. LGC and SCAG will also collaborate to help promote the Forum, which will amount to a \$1,600 in-kind contribution. Through an agreement between SCAG and the LGC, the stipend, credit, and in-kind contribution, combined with the amount that the LCMC is being asked to approve, would fulfill SCAG’s monetary commitment for the event.

The “Climate Change Champion” sponsorship includes:

- Five (5) full conference registrations;
- Display space near plenary room, registration area, or breakout sessions;
- Prominent logo placement on conference website home page and printed program booklet;

# REPORT

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- Organization name and logo on all major promotional materials;
- Program introduction opportunity;
- Mention in press releases; and
- Organization logo projected on screen during plenary sessions.

**FISCAL IMPACT:**

\$15,000 for memberships and sponsorships is included in the approved FY 15-16 General Fund budget.

**ATTACHMENT:**

None.

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**DATE:** April 7, 2016

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

**FROM:** Joann Africa, Chief Counsel; 213-236-1928; [africa@scag.ca.gov](mailto:africa@scag.ca.gov)

**SUBJECT:** SCAG Conflict of Interest Code

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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**RECOMMENDED ACTION:**

Approve and adopt amendments to the Conflict of Interest Code of the Southern California Association of Governments (SCAG).

**EXECUTIVE SUMMARY:**

*On January 7, 2016, the Executive/Administration Committee (EAC), acting on behalf of the Regional Council, approved the release of the proposed amendments to the SCAG Conflict of Interest Code for a 45-day public comment period from January 8, 2016 until February 22, 2016. SCAG did not receive any comments during the public comment period. The proposed Code amendments would add new staff positions, delete old staff positions, and revise the titles of existing staff positions to reflect organizational changes since approval of SCAG's last code amendments by the Fair Political Practices Commission (FPPC) in July 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; and Goal 2: Obtain Regional Transportation infrastructure Funding and Promote Legislative Solutions for Regional Planning Priorities.

**BACKGROUND:**

Pursuant to the state Political Reform Act, California Government Code Section 81000 et seq., SCAG is required to review every two years its Conflict of Interest Code and determine whether the Code must be amended. Each public official holding a designated position on the Code is required to file an Annual Statement of Economic Interests (FPPC Form 700).

SCAG staff has reviewed the Agency's current Code and determined that amendments to the Code are required. Specifically, the proposed Code amendments would add new staff positions, delete old staff positions, and revise the titles of existing staff positions to reflect organizational changes since approval of SCAG's last Code by the FPPC in July 2012. Included with this report are: 1) Proposed SCAG Conflict-of-Interest Code Amendments; 2) SCAG Organization Chart; and 3) Declaration of Chief Executive Officer (to be signed when Code is submitted to FPPC).

# REPORT

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**FISCAL IMPACT:**

Staff costs associated with this matter are funded by the Fiscal Year 2015/16 OWP, Work Element Number 810.SCG-0120.09.

**ATTACHMENTS:**

1. Proposed Conflict-of-Interest Code Amendments
2. SCAG Organization Chart
3. Declaration of Chief Executive Officer (to be signed when Code is submitted to FPPC)

**CONFLICT OF INTEREST CODE**  
**Southern California Association of Governments**

The Political Reform Act (Cal. Government Code §81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of Title 2, California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Southern California Association of Governments (SCAG).

Individuals holding designated positions shall file their statements of economic interests with SCAG, which will make the statements available for public inspection and reproduction (Gov. Code §81008). Upon receipt of the statements for the General Assembly Members, Regional Council Members, Policy Committee Members and the Executive Director, SCAG shall make and retain copies and forward the originals to the Fair Political Practices Commission. All other statements will be retained by SCAG.

**CONFLICT OF INTEREST CODE**  
**Southern California Association of Governments**

**Appendix A**

<b>Designated Positions</b>	<b>Assigned Disclosure Category</b>
General Assembly Members	1
Regional Council (RC) Members	1
Transportation Committee (TC) Members	1
Energy and Environment Committee (EEC) Members	1
Community, Economic and Human Development Committee (CEHD) Members	1
Executive Director	1
Chief Deputy Executive Director [VACANT]	
Deputy Executive Director of Administration	1
Director of Strategy, Policy and Public Affairs	2
Chief Financial Officer**	--
General Counsel*	1
Chief Counsel/ Director of Legal Services	1
Chief Information Officer	3, 4
Deputy Legal Counsel	1
Director of Transportation Planning	1
Director of Land Use and Environmental Planning	1
Internal Auditor	6, 7
Clerk of the Board	3
Manager of Transportation	3
Manager of Goods Movement and Transportation Finance	3
Manager of IT Application Development	3
Manager of Legislation [VACANT]	3
Manager of Transportation/Rail	3
Manager of Compliance and Performance Monitoring	3
Manager of Modeling and Forecasting	3
Manager of Sustainability	3
Manager of Active Transportation and Special Programs	3
Manager of Budget and Grants	2
Manager of Research and Analysis	3
Manager of the Federal Transportation Improvement Program	3
Manager of Regional Services	3
Manager of Communications	3
Manager of Media and Public Affairs	3
Manager of Contracts	2
Manager of Human Resources	3, 5
Manager of Accounting**	--

**CONFLICT OF INTEREST CODE**  
**Southern California Association of Governments**

- **Appendix A** - *continued*

\*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Executive Director may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's or new position's duties and, based on that description, a statement of the extent of the disclosure requirements. The Executive Director's determination is a public record and shall be retained for public inspection in the same manner as this Conflict-of-Interest Code (Gov. Code Sec. 81008). For example, the position of General Counsel is filled by a consultant, but acts in a staff capacity.

\*\*The following positions are NOT covered by the Conflict-of-Interest Code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- Chief Financial Officer
- Manager of Accounting

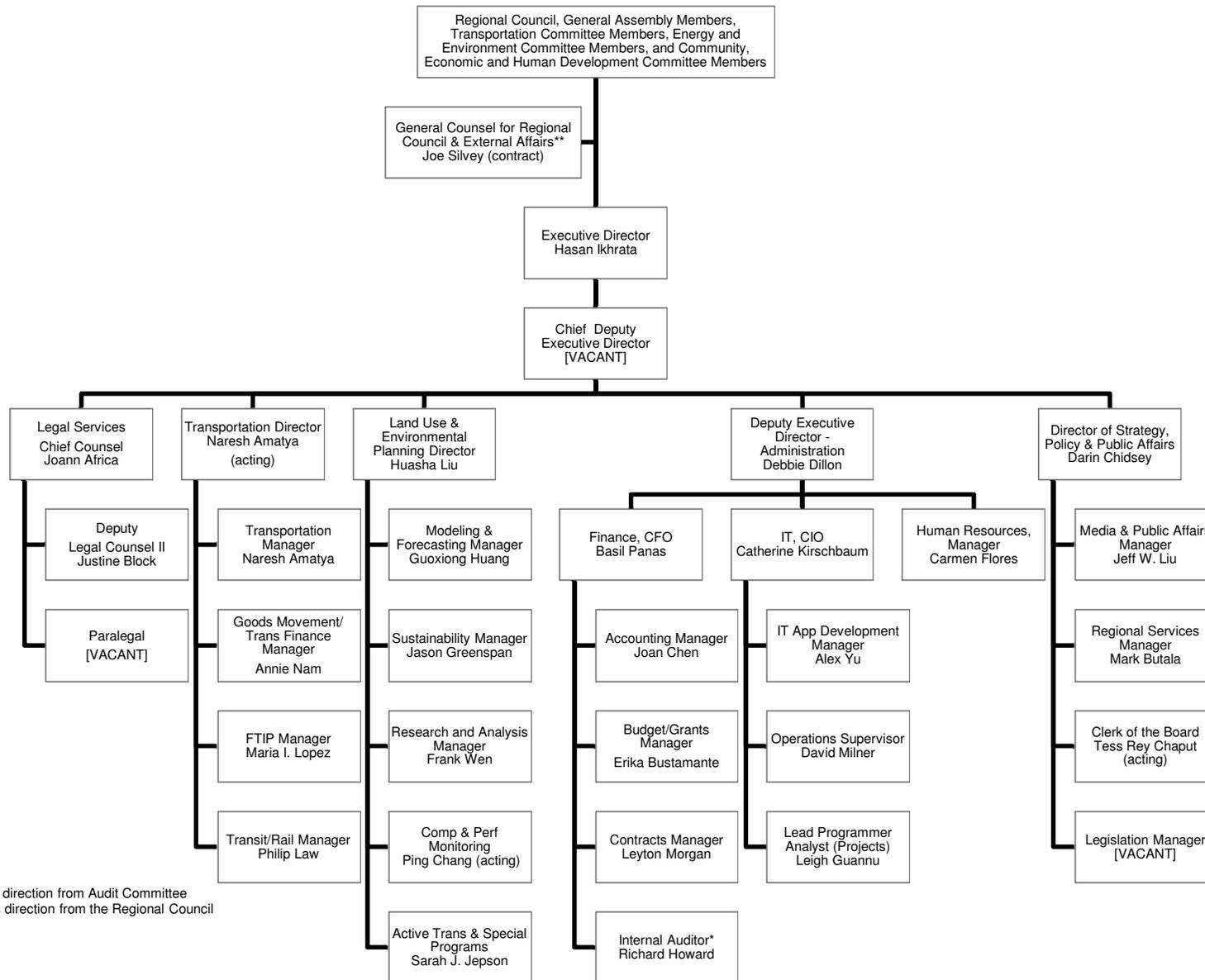
An individual holding one of the above listed positions may contact the Fair Political Practices Commission (FPPC) for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The FPPC makes the final determination whether a position is covered by Government Code Section 87200.

**CONFLICT OF INTEREST CODE**  
**Southern California Association of Governments**

**- Appendix B -**  
**Disclosure Categories**

<b>1</b>	A designated position in this category must report all interests in real property, as well as investments, business positions and sources of income (including receipt of gifts, loans and travel payments).
<b>2</b>	A designated position in this category must report investments in and income (including receipt of gifts, loans and travel payments) from individuals and entities of the type that supply equipment, materials or services to SCAG.
<b>3</b>	A designated position in this category must report investments in and income (including receipt of gifts, loans and travel payments) from individuals and entities of the type that supply equipment, materials or services to the designated position's division or department.
<b>4</b>	A designated position in this category must report all interests in real property located within the jurisdiction of SCAG and/or within a two-mile radius of any property used by SCAG.
<b>5</b>	A designated position in this category must report investments, business positions in business entities, and income (including receipt of gifts, loans, and travel payments) from sources that have filed a claim within the last two years or have a claim pending against SCAG.
<b>6</b>	A designated position in this category may file Statements of Economic Interests, Form 700-A. The statement shall identify each source of income (including receipt of gifts, loans, and travel payments), investments, or real property if the source of income, investment, or real property was the subject of a case assignment during the period covered by the statement.
<b>7</b>	A designated position in this category must report investments in and income, including gifts, loans and travel payments from entities of the type to provide auditing services.

# SCAG Organization Chart – December 2015



\* Takes direction from Audit Committee  
 \*\* Takes direction from the Regional Council

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**DECLARATION OF CHIEF EXECUTIVE OFFICER  
Multi-County Agency Conflict of Interest Code for**

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG)**

Name of Agency

The proposed conflict of interest code specifically includes each agency position that involves the making or participation in the making of decisions which may foreseeably have a material financial effect on an economic interest. Positions that do not make or participate in decisions are not included.

The disclosure categories are written to address the agency’s current programs and require disclosure of only foreseeable interests that may create a conflict of interest. It has also been determined that certain positions have such broad and indefinable duties that individuals holding the positions will report all financial interests pursuant to Government Code Section 87310.

The agency has satisfied all of the requirements of Title 2, Division 6 of the California Code of Regulations Section 18750.1 preliminary to approval of the proposed code, including providing a comment period for both employees and the public.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Hasan Ikhata**

Printed Name

**Executive Director**

Title

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**DATE:** April 7, 2016

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

**FROM:** Darin Chidsey; Director, Strategy, Policy & Public Affairs; (213) 236-1836;  
[chidsey@scag.ca.gov](mailto:chidsey@scag.ca.gov)

**SUBJECT:** AB 1780 (Medina) – Trade Corridor Improvement Fund (TCIF)

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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**RECOMMENDED ACTION:**  
Support

**EXECUTIVE SUMMARY:**

*AB 1780 would continuously appropriate 25% of the annual proceeds of the Greenhouse Gas Reduction Fund to the Trade Corridor Improvement Fund for allocation by the California Transportation Commission for the Sustainable Trade Corridors Program, which the bill would establish. This funding would be in addition to the 60% annual appropriation from the fund under existing statute for transit, sustainable housing and communities, and would require that no less than 10% of these appropriated funds be allocated for research and development projects that promote sustainable trade corridors. The Legislative/Communications and Membership Committee (LCMC) recommends support.*

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

**BACKGROUND:**

The California Global Warming Solutions Act of 2006 designates the State Air Resources Board (ARB) as the state agency charged with monitoring and regulating sources of emissions of greenhouse gases. ARB is required to adopt a statewide greenhouse gas emissions limit equivalent to the statewide greenhouse gas (GHG) emissions level in 1990 to be achieved by 2020, and the act authorizes ARB to include the use of market-based compliance mechanisms, known as 'Cap-and-Trade' to help achieve the reduced GHG emissions level. Existing law requires all moneys, except for fines and penalties, collected by ARB as part of Cap-and-Trade to be deposited in the Greenhouse Gas Reduction Fund (GGRF) and to be available upon appropriation. Current law continuously appropriates 60% of the annual proceeds of the fund for transit, affordable housing, sustainable communities, and high-speed rail purposes.

The Trade Corridor Improvement Fund (TCIF) was created in 2006 with Proposition 1B and has been among the largest publicly funded freight investment programs in the United States. The California Transportation Commission oversees the TCIF, which supports goods movement projects throughout the

state. The TCIF was set to expire, but was extended indefinitely by legislation sponsored by SCAG, SB 1228 (Hueso), to receive funds from other sources, including cap and trade revenue. Although the TCIF is in place, it is currently depleted of funds.

This bill, beginning in the 2016–17 fiscal year, would continuously appropriate 25% of the annual proceeds of the GGRF to the Trade Corridors Improvement Fund, to be continuously appropriated to the California Transportation Commission (CTC) for the Sustainable Trade Corridors Program created by the bill. The bill further stipulates that at least 10% of the moneys available for the program shall be allocated for research and development projects that promote sustainable trade corridors. CTC shall establish guidelines for making this allocation. The allocation from this bill is in addition to the current 60% of GGRF monies already annually appropriated and thus will not siphon from cap and trade funds appropriated in statute for transit, sustainable housing and communities.

The bill is referred to Assembly Transportation Committee; no hearing is scheduled.

The Legislative/Communications and Membership Committee (LCMC) recommends support of AB 1780, consistent with the board-adopted 2016 legislative priorities to provide robust funding to the TCIF and to maximize stable funding sources for highways, local streets and roads, and goods movement infrastructure.

**ATTACHMENT:**

None.

**DATE:** April 7, 2016

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

**FROM:** Darin Chidsey; Director, Strategy, Policy & Public Affairs; (213) 236-1836;  
[chidsey@scag.ca.gov](mailto:chidsey@scag.ca.gov)

**SUBJECT:** AB 1813 (Frazier)- High-Speed Rail Authority: Membership

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Support

**EXECUTIVE SUMMARY:**

*AB 1813 (Frazier) would add two ex-officio members to the High Speed Rail Authority appointed one each by the Senate Committee on Rules and by the Speaker of the Assembly, to the existing body consisting of nine members composed of five members appointed by the Governor, and two members each appointed by the Senate Committee on Rules and the Speaker of the Assembly. The Legislative/Communications and Membership Committee (LCMC) recommends support.*

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

**BACKGROUND:**

Existing law creates the High-Speed Rail Authority (HRA) with specified powers and duties relative to development and implementation of a high-speed train system. HRA currently is composed of nine (9) members, including five (5) members appointed by the Governor, and two (2) members each appointed by the Senate Committee on Rules and the Speaker of the Assembly.

This bill would additionally provide for appointment of one Member of the Senate by the Senate Committee on Rules and one Member of the Assembly by the Speaker of the Assembly to serve as ex officio members of the HRA. The bill would provide that the ex officio members shall participate in the activities of the authority to the extent that participation is not incompatible with their positions as Members of the Legislature.

For the purposes of making these ex officio member appointments, the Senate Committee on Rules and Assembly Speaker are required to take into consideration geographical diversity to ensure that all regions of the state are adequately represented, as they are with their other appointments onto the HRA.

# REPORT

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The bill is currently referred to Assembly Transportation Committee with no hearing scheduled.

The Legislative/Communications and Membership Committee (LCMC) recommends support of the bill to ensure broad participation and consideration of statewide perspectives by High Speed Rail Authority of the myriad, complex issues surrounding development of a comprehensive, statewide high speed rail system in California.

**ATTACHMENT:**

None.

**DATE:** April 7, 2016

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

**FROM:** Darin Chidsey; Director, Strategy, Policy & Public Affairs; (213) 236-1836;  
[chidsey@scag.ca.gov](mailto:chidsey@scag.ca.gov)

**SUBJECT:** AB 2452 (Quirk) – California Environmental Quality Act

**EXECUTIVE DIRECTOR'S APPROVAL:**



**RECOMMENDED ACTION:**

Support

**EXECUTIVE SUMMARY:**

*AB 2452 would, in an action or proceeding under CEQA, prohibit a court from staying or enjoining transportation infrastructure projects, as defined, based solely on the project's potential contribution to the emissions of greenhouse gases. Consistent with board policy and adopted 2016 legislative priorities supporting streamlined CEQA review processes, the Legislative/Communications and Membership Committee (LCMC) recommends support.*

**STRATEGIC PLAN: 6**

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 2: Obtain Regional Transportation Infrastructure Funding and Promote Legislative Solutions for Regional Planning Priorities.

**BACKGROUND:**

The California Environmental Quality Act (CEQA) requires that lead agencies with principal responsibility for carrying out or approving proposed discretionary projects subject to CEQA review, including transportation projects, prepare a negative declaration, mitigated declaration, or environmental impact report (EIR) for the project, unless it is exempt from CEQA. If there is evidence that a project may have a significant effect on the environment, the lead agency must prepare a draft EIR. CEQA also sets requirements relating to the preparation, review, approval and certification of environmental documents, as well as procedures relating to an action or proceeding to attack, review, set aside, void, or annul various actions of a public agency on the grounds of noncompliance with CEQA.

While the CEQA process surrounding environmental review is very important for ensuring that development in California is done conscientiously and safely, there are opportunities within the CEQA process that leave projects open to potentially excessive litigation, which contributes to the 17 year average delivery time of major transportation projects in California by some estimates. One such area for potential excess litigation is that of individual transportation projects within a Regional Transportation Plan (RTP). RTPs by design look holistically at a region's housing and transportation needs with special emphasis on making communities more sustainable with fewer GHG emissions. This

# REPORT

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is because state law (SB 375) requires that Metropolitan Planning Organizations coordinate planning for land use and transportation at a regional scale with the goal of reducing vehicle miles travelled, and to embody this objective into sustainable communities' strategies prepared in coordination with each regional transportation plan to reduce greenhouse gas (GHG) emissions.

For individual transportation projects that make up RTPs, the issue of GHG emissions is analyzed at a programmatic level, looking long-term and holistically across all projects, even though within the RTP there will be some projects that reduce GHG emissions and others that may increase. As a result, picking out an individual project to be blocked based solely on emissions fails to consider the project's contribution to the overall development plan. This double consideration and review of projects at both the programmatic and individual levels means regional plans are implemented more slowly; more projects may be subject to legal challenge and communities are left farther from completing their transportation plans over a longer period of time even though the project may reside within an approved sustainable communities' strategy that meets the reduction goals of AB 32/SB 375. The result is the emissions reductions required by law are met, but the project is delayed by years and, in many instances for numerous reasons, halted indefinitely.

Assembly Bill 2452 addresses the issue by preventing an individual transportation project, which is part of a broader regional transportation plan that already accounts for GHG emissions, from being blocked in court solely on the basis of GHG emissions. By preventing this from happening, individual transportation projects will not be subject to certain lawsuits under CEQA for a specific issue that has already been analyzed and vetted at the regional plan level.

The Legislative/Communications and Membership Committee (LCMC) recommends support, consistent with long-standing board policy and adopted 2016 legislative priorities supporting streamlined CEQA review processes to accelerate project delivery. AB 2452 is double referred to the Assembly Committees on Natural Resources and Judiciary with no hearing yet scheduled.

**ATTACHMENT:**

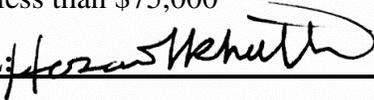
None.

**DATE:** April 7, 2016

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

**FROM:** Basil Panas, Chief Financial Officer, (213) 236-1817, panas@scag.ca.gov

**SUBJECT:** Purchase Orders \$5,000 but less than \$200,000; Contracts \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000

**EXECUTIVE DIRECTOR'S APPROVAL:** 

**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 Purchase Orders (PO's) between \$5,000 and \$200,000**

<u>Vendor</u>	<u>PO Purpose</u>	<u>PO Amount</u>
Anaheim Transportation Network	Integrated transportation and Capacity Building Plan (MOU M-018-015)	\$160,000
Local Government Commission	Sponsorship (Civic Spark)	\$75,000
New Horizons CLC of Southern Calif.	FY 2016 New Horizon – Modeling Software Training	\$7,000

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

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

**SCAG executed the Amendment between \$5,000 and \$74,999**

<u>Consultant/Contract #</u>	<u>Amendment's Purpose</u>	<u>Amendment Amount</u>
Estolano Lesar Perez (EL) Advisors (15-034-C1)	The purpose of the amendment is to increase funding to enable the Consultant to provide additional marketing and advertising for each of the six (6) <i>Go Human</i> events (SCAG's campaign to inform regional stakeholders of the benefits active transportation (non-motorized travel such as walking and biking).	\$65,002



# REPORT

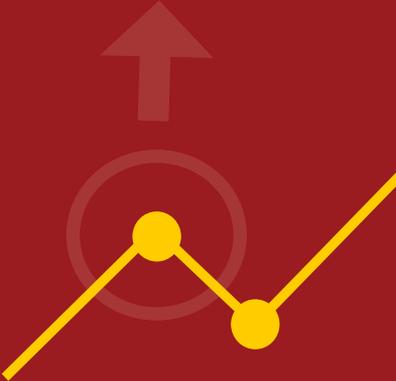
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<u>Consultant/Contract #</u>	<u>Amendment's Purpose</u>	<u>Amendment Amount</u>
Cambridge Systematics, Inc. (14-015-C1)	The purpose of this amendment is to add funding to enable the Consultant to complete the tasks and subtasks that have not been completed due to unforeseen factors that affected the planned progress and budget expenditures of the project; and to add work to the existing modeling task for developing a policy evaluation framework.	\$45,404

# SAVE THE DATE

27TH ANNUAL  
DEMOGRAPHIC WORKSHOP

## THE CONTINUED RISE OF THE **MILLENNIALS?**



**MONDAY, JUNE 13, 2016**

8:00a.m. - 3:00p.m.

**California Science Center**

Loker Conference Center  
700 Exposition Park Drive  
Los Angeles, CA 90037

Presented by

**USC  
Price**

Sol Price School  
of Public Policy



[www.scag.ca.gov/demographics](http://www.scag.ca.gov/demographics)

# JOIN US FOR THE 27TH ANNUAL DEMOGRAPHIC WORKSHOP

The Southern California Association of Governments and the University of Southern California Sol Price School of Public Policy are pleased to invite you to the 27th Annual Demographic Workshop at the California Science Center on Monday, June 13, 2016. This year's program, "The Continued Rise of the Millennials?" provides new insights and research on this important demographic group and what that means for the region's future, including housing, employment and services. The program will include guest speakers and panels related to this topic and will be attended by over 150 thought leaders, business representatives and city officials.

**MONDAY, JUNE 13, 2016 // 8a.m. – 3p.m.**

Continental breakfast served at 7:30am.

Register online at [www.scag.ca.gov/demographics](http://www.scag.ca.gov/demographics)

Early bird registration (ends May 31): \$75/person

Registration (after May 31): \$100/person

Student registration: \$50/person

Continental breakfast and lunch included

For more information, contact John Cho  
(213) 236-1847 or [choj@scag.ca.gov](mailto:choj@scag.ca.gov)

7 hours of CM credit is available for this event

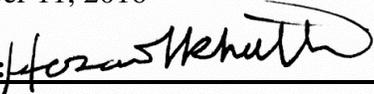
[www.scag.ca.gov/demographics](http://www.scag.ca.gov/demographics)

**DATE:** April 7, 2016

**TO:** Executive/Administration Committee (EAC)  
Regional Council (RC)  
Community, Economic and Human Development (CEHD) Committee  
Energy and Environment Committee (EEC)  
Transportation Committee (TC)

**FROM:** Huasha Liu, Director, Land Use and Environmental Planning, 213-236-1838, liu@scag.ca.gov

**SUBJECT:** SCAG Housing Summit, October 11, 2016

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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**RECOMMENDED ACTION:**

For Information Only – No Action Required.

**EXECUTIVE SUMMARY:**

*SCAG Staff is planning to hold a Housing Summit on October 11, 2016 to connect attendees with resources and opportunities created by State legislation and local policies to build more affordable housing as aligned with the goals of SCAG's Regional Transportation Plan/ Sustainable Communities Strategy (RTP/SCS). In addition to conveying the tools and programs of using state policies to leverage resources and opportunities, the agenda will also include speakers on demographic and housing demand and construction trends, funding infrastructure to support housing and how to convey the health, economic, and accessibility benefits to communities. In addition local jurisdictions are encouraged to update its planning and zoning authorities to create opportunities for affordable housing. As part of the Summit development, SCAG staff is pursuing a partnership approach and will include key stakeholders active in regional housing issues. Anticipated Summit participants include elected officials, planning directors/staff, city managers, developers, housing advocates, public health department directors, and transit planners.*

**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:**

SCAG Staff is planning to hold a Housing Summit on October 11, 2016 in downtown Los Angeles to connect attendees with resources and opportunities created by State legislation and local policies to build more affordable housing as aligned with the goals of SCAG's Regional Transportation Plan/ Sustainable Communities Strategy (RTP/SCS). An example is the Affordable Housing and Sustainable Communities (AHSC) Grant program, which is created from funds raised by California's Cap and Trade Program. Other examples include opportunities for jurisdictions to establish Enhanced Infrastructure Financing Districts and Community Revitalization Authorities, both of which were created by recent legislative bills, SB 628 (Beall) and AB 2 (Alejo), respectively. In addition, local jurisdictions are encouraged to

# REPORT

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update its planning and zoning authorities to create opportunities for affordable housing. The Summit will challenge the traditional thinking that a jurisdiction needs a vast amount of funding and resources to build affordable housing in the community. Rather, participants will learn about ways to create a community environment that fosters affordable housing, such as establishing developer incentives or using local zoning policies to encourage building.

In addition to conveying the tools and programs of using State policies to leverage resources and opportunities, the Summit will also include speakers on demographic and housing demand and construction trends, funding infrastructure to support housing and how to convey the health, economic, and accessibility benefits to communities. In addition to the morning panel that will convey the message of using state policies to leverage resources and opportunities, the agenda will also include speakers on funding infrastructure to support housing and how to convey the health, economic, and accessibility benefits to communities.

Anticipated participants include elected officials, planning directors/planning staff, city managers, developers, housing advocates, public health department directors, and transit planners. To ensure sufficient geographical representation for different challenges and solutions, SCAG is proposing to partner with several agencies and stakeholders, such as the City of Los Angeles and the Inland Empire Economic Partnership. A partnership with these agencies can help secure keynote speakers and enhance marketing efforts to promote the event. SCAG will begin its marketing campaign for the conference in early Summer 2016 and reach out to potential sponsors and partners concurrently.

## **FISCAL IMPACT:**

Work associated with this item is included in the Fiscal Year 2016-2017 Overall Work Program (WBS Number 16-080.SCG00153.04: Regional Assessment).

## **ATTACHMENT:**

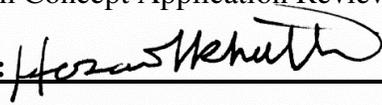
None.

**DATE:** April 7, 2016

**TO:** Regional Council (RC)  
Executive/Administration Committee (EAC)  
Community, Economic & Human Development (CEHD) Committee  
Energy and Environment Committee (EEC)  
Transportation Committee (TC)

**FROM:** Huasha Liu, Director, Land Use and Environmental Planning, 213-236-1838,  
liu@scag.ca.gov

**SUBJECT:** Cap-and Trade Greenhouse Gas Reduction Fund: Affordable Housing & Sustainable Communities (AHSC) Program Concept Application Review

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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**RECOMMENDED ACTION:**

For Information Only – No Action Required.

**EXECUTIVE SUMMARY:**

*In the second round of Cap and Trade Affordable Housing Sustainable Communities (AHSC) statewide grant program, there are thirty-six (36) concept applications. SCAG staff Evaluation Team will review whether the proposed project supports the implementation of the 2012 RTP/SCS. The deadline to complete concept application review and submit SCAG's recommendations to Strategic Growth Council (SGC) is April 13, 2016. Applicants invited to submit a full application will be notified the week of April 25, 2016 and will have six (6) weeks for full application preparation. Full applications will be due to SGC by June 2016.*

**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:**

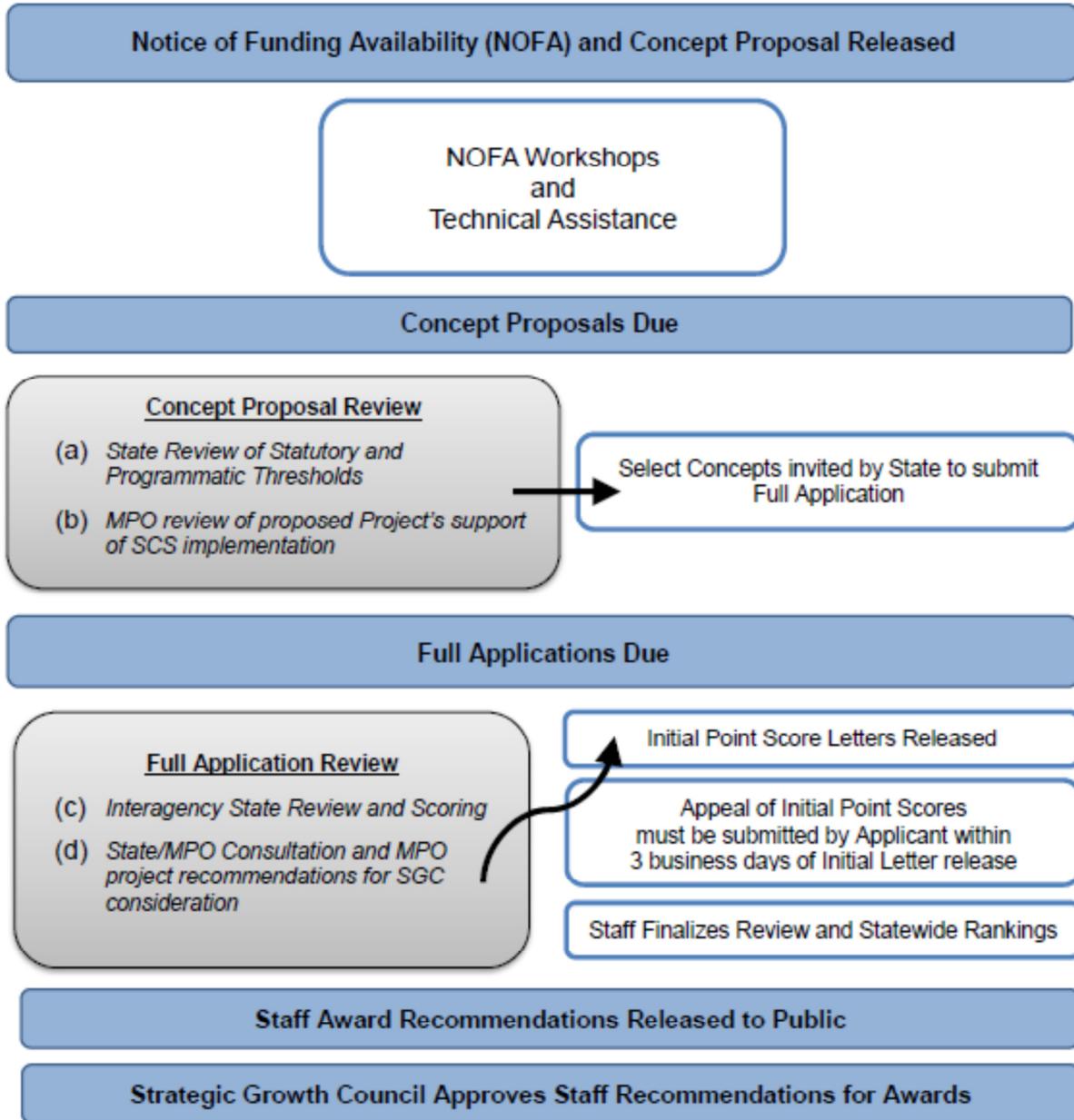
Through the State budget process, Cap-and-Trade auction proceeds are appropriated from the Greenhouse Gas Reduction Fund (GGRF) to State agencies and programs. The SGC is administering the AHSC program, which is intended to further regulatory purposes of AB 32 and SB 375 by investing GGRF monies in projects that reduce greenhouse gas emissions through more compact, infill development patterns, integrating affordable housing, encouraging active transportation and mass transit usage, and protecting agricultural land from sprawl development. For the 2015-2016 fiscal year, SGC and the California Department of Housing and Community Development (HCD) announced that \$320 million of funding would be available for the AHSC program.

SB 862 provides that SGC "shall coordinate with the metropolitan planning organizations (MPO) and other regional agencies to identify and recommend projects within their respective jurisdictions that best

# REPORT

reflect the goals and objectives of this division.” Table 1 illustrates the overall AHSC application review process, including where in the process MPO coordination takes place.

## AHSC Program Application Review Process



# REPORT

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## Applications

Concept applications were due to SGC on March 16, 2016. On March 24, SGC forwarded SCAG staff thirty-six (36) concept applications to review whether the proposed project supports the implementation of the SCS. By county, Los Angeles County was represented by twenty-four (24) submittals, followed by Ventura County with five (5), Imperial County, Orange County, and San Bernardino County with two (2) each, and Riverside County with one (1). The total amount requested by all applications is \$310.5 million. At the time of the staff report writing, SCAG staff is still reviewing concept applications, which must be submitted to SGC by April 13, and will provide a verbal update on the review findings at the April 7 meetings.

SCAG will have an Evaluation Team to evaluate concept and full applications and recommend projects based on support of SCS implementation. The Evaluation Team will be comprised of two SCAG land use staff and one SCAG transportation staff.

At its March 3, 2016 meeting, the Regional Council approved a set of evaluation criteria to review and rank proposed AHSC projects in Transit Oriented Development (TOD) project areas and Integrated Connectivity Project (ICP) project areas. The criteria are based on the 2012 RTP/SCS strategies, which reflects the most recently adopted RTP/SCS, and the SCAG Sustainability Grant Program Call for Projects. The approved criteria will help staff identify competitiveness of the applications as to supporting the SCS implementation.

SGC will invite selected participants to apply for the full AHSC program application the week of April 25, 2016. Full applications will be due to SGC by June 20, 2016 and full application review by SCAG will occur between late-June and August 2016. Awards will be announced by SGC in September 2016.

### **FISCAL IMPACT:**

Work associated with this item is included in the Fiscal Year 2015-2016 Overall Work Program (WBS Number 16-080.SCG00153.04: Regional Assessment).

### **ATTACHMENT:**

None.

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**DATE:** April 7, 2016

**TO:** Executive/Administration Committee (EAC)

**FROM:** Joseph Silvey, General Counsel, jsilvey@bwslaw.com, (949) 265-3411

**SUBJECT:** Designation of Representatives to Assist with Negotiation of Executive Director's Employment Agreement

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**RECOMMENDED ACTION:**

Designate representatives of EAC in connection with negotiations regarding possible changes to the Employment Agreement of the Executive Director.

**EXECUTIVE SUMMARY:**

*The EAC is responsible for negotiating the Executive Director's Employment Agreement. Section 54957.6 of the Brown Act allows public agencies to designate representatives to negotiate matters relating to employee salary or fringe benefits if such designations are made in an Open Session. A public agency can thereafter meet with its designated representatives in Closed Session to review its positions and provide instructions to the designated representatives.*

**STRATEGIC PLAN:**

This activity is in accord with SCAG's Strategic Plan, Goal 5: Optimize Organizational Efficiency and Cultivate an Engaged Workforce; Objective (d) Define the Roles and Responsibilities at all levels of the organization.

**BACKGROUND:**

After the completion of the Executive Director's Performance Evaluation, the EAC annually reviews the Executive Director's Employment Agreement; considers changes that are appropriate or requested by the Executive Director; and, if necessary, negotiates an amendment to the existing Employment Agreement with the Executive Director. The Employment Agreement changes recommended by the EAC must be approved by the Regional Council (RC).

To enable negotiations with the Executive Director to be handled efficiently and effectively, the EAC in past years has designated several representatives to meet and negotiate with the Executive Director on the EAC's behalf. After the designation of representatives, the EAC may meet with the representatives in Closed Session to provide guidance on the negotiations with the Executive Director. Any recommendations of the designated representatives regarding the Executive Director's Employment Agreement must be brought to the EAC and thereafter to the RC for action.

**ATTACHMENT:**

None

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# REPORT

**DATE:** April 7, 2016

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

**FROM:** Basil Panas, Chief Financial Officer; (213) 236-1817; panas@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.

**MEMBERSHIP DUES:**  
As of March 14, 2016, 195 cities and counties have paid their FY16 membership dues representing 99% of the assessment. We continue our outreach efforts.

**BUDGET & GRANTS (B&G):**  
Caltrans has issued the final FY16 CPG revenue allocations and the FY17 estimated allocations. Taken together they provide for \$179,067 in additional revenues which will be programmed in the final FY17 budget.

Staff presented the Draft Fiscal Year (FY) 2016-17 Comprehensive Budget and Overall Work Program (OWP) to the Executive/Administration Committee (EAC) and Regional Council (RC) on March 3, 2016 for approval and submission to our federal and state funding agencies. In addition, the Draft OWP was posted on SCAGs website for a 30-day public comment period.

B&G staff submitted the Draft OWP to the Federal Transit Administration, Federal Highway Administration, and Caltrans on March 2, 2016.

B&G staff is preparing Amendment 3 to the FY 2015-16 OWP for submittal to Caltrans, which was approved by the EAC and RC on March 3, 2016. The budget increase in Amendment 3 results mainly from adding approximately \$23.9 million in FTA Sec. 5339 funds for bus and bus facilities, and Sec. 5312 funds for low or no emission transit buses, both of which SCAG passes through to sub-recipients.

On February 16, 2016, FTA published the full-year appropriations for the following FY 2016 FTA grant programs:

- FTA Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities
- FTA Section 5337 State of Good Repair
- FTA Section 5339 Bus & Bus Facilities



# REPORT

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The appropriations are based on related transit and population data formulas, which are allocated to large urbanized areas (UZA) throughout the Nation. As the MPO and/or the Designated Recipient for some of the grant programs, B&G staff prepared and worked with the County Transportations Commissions (CTCs) to finalize the county allocations for various large UZAs in the SCAG region for Sections 5310, 5337 and 5339. In the upcoming weeks, the CTCs will determine the sub-allocations for their respective county and forward to SCAG for allocation.

## **CONTRACTS:**

In February 2015, the Contracts Department issued one (1) Requests for Proposal (RFP – 26 others are in process); issued two (2) contract amendments; and processed 21 Purchase Orders to support ongoing business and enterprise operations. Staff also administered 127 consultant contracts.

Contracts staff continued to negotiate better pricing and reduced costs for services. During the month of February 2016, over \$42,011 in budget savings was realized, thus bringing the current fiscal year cumulative budget savings total to approximately \$\$273,487.

## **ATTACHMENT:**

February 2016 CFO Monthly Status Report



SOUTHERN CALIFORNIA  
**ASSOCIATION of GOVERNMENTS**

# **Office of the Chief Financial Officer**

Monthly Status Report

**FEBRUARY 2016**

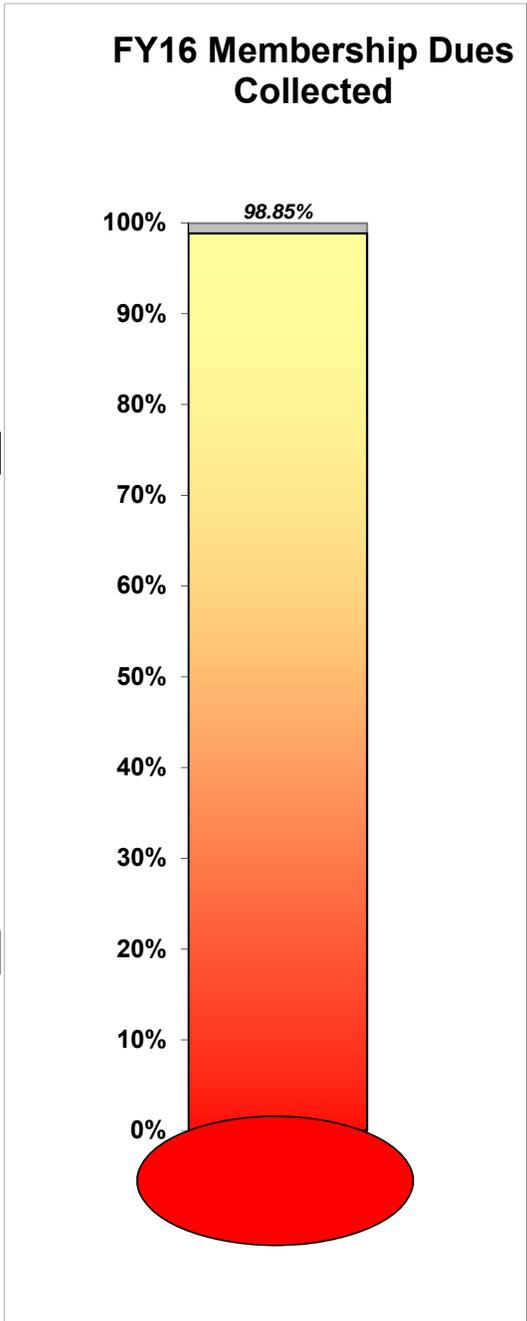


**OVERVIEW**

As of March 14, 2016, 195 cities and counties have renewed their membership while there are two cities in the SCAG region that are still being recruited for membership.

**SUMMARY**

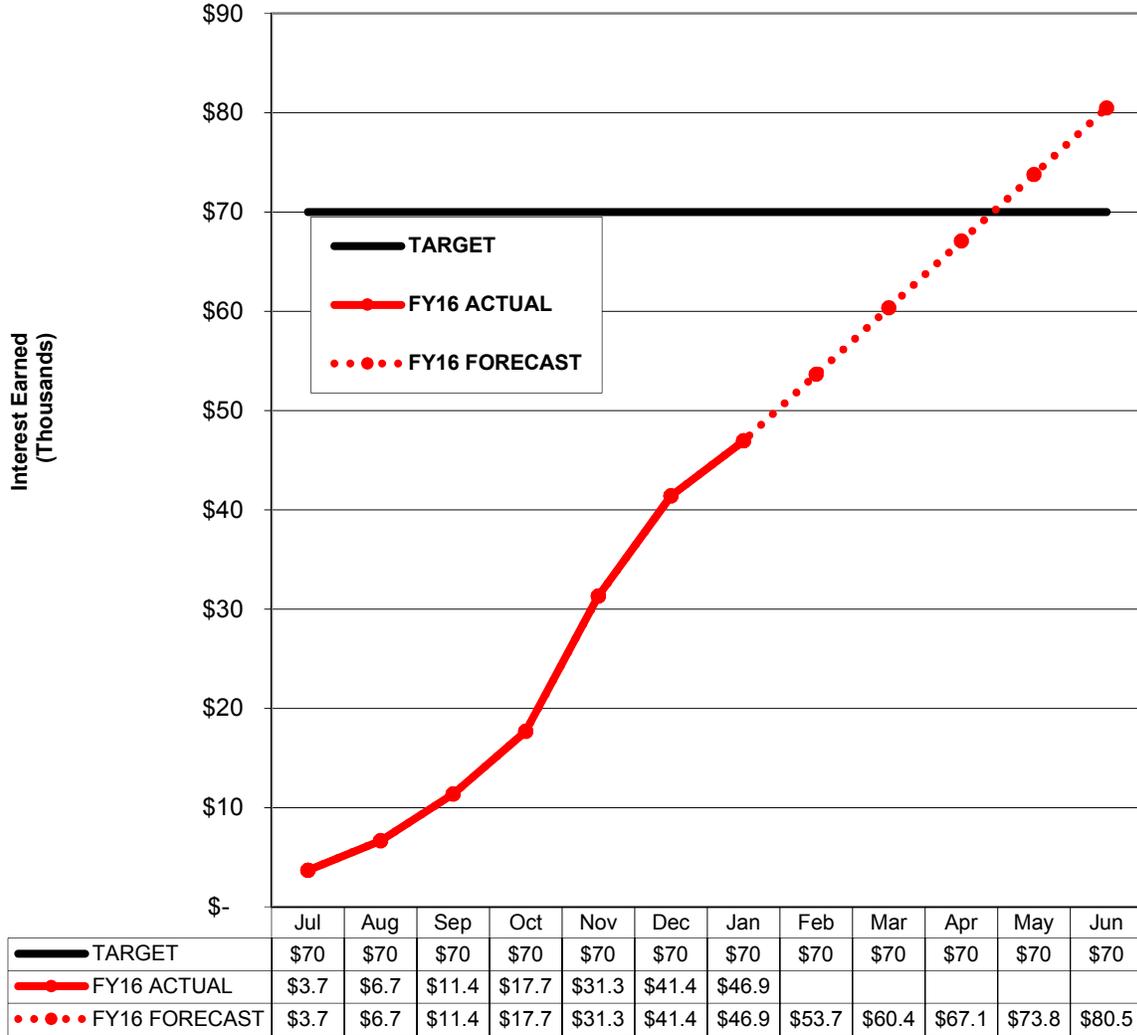
FY16 Membership Dues	<u>\$1,923,000.00</u>
Total Collected	<u>\$1,900,950.00</u>
Percentage Collected	<u>98.85%</u>



**Office of the CFO**  
Interest Earnings Variance



**INTEREST EARNINGS VARIANCE**



**OVERVIEW**

Actual interest income is plotted against the target amount. The amount earned through January was \$46,948. The LA County Pool earned 0.81% in January.

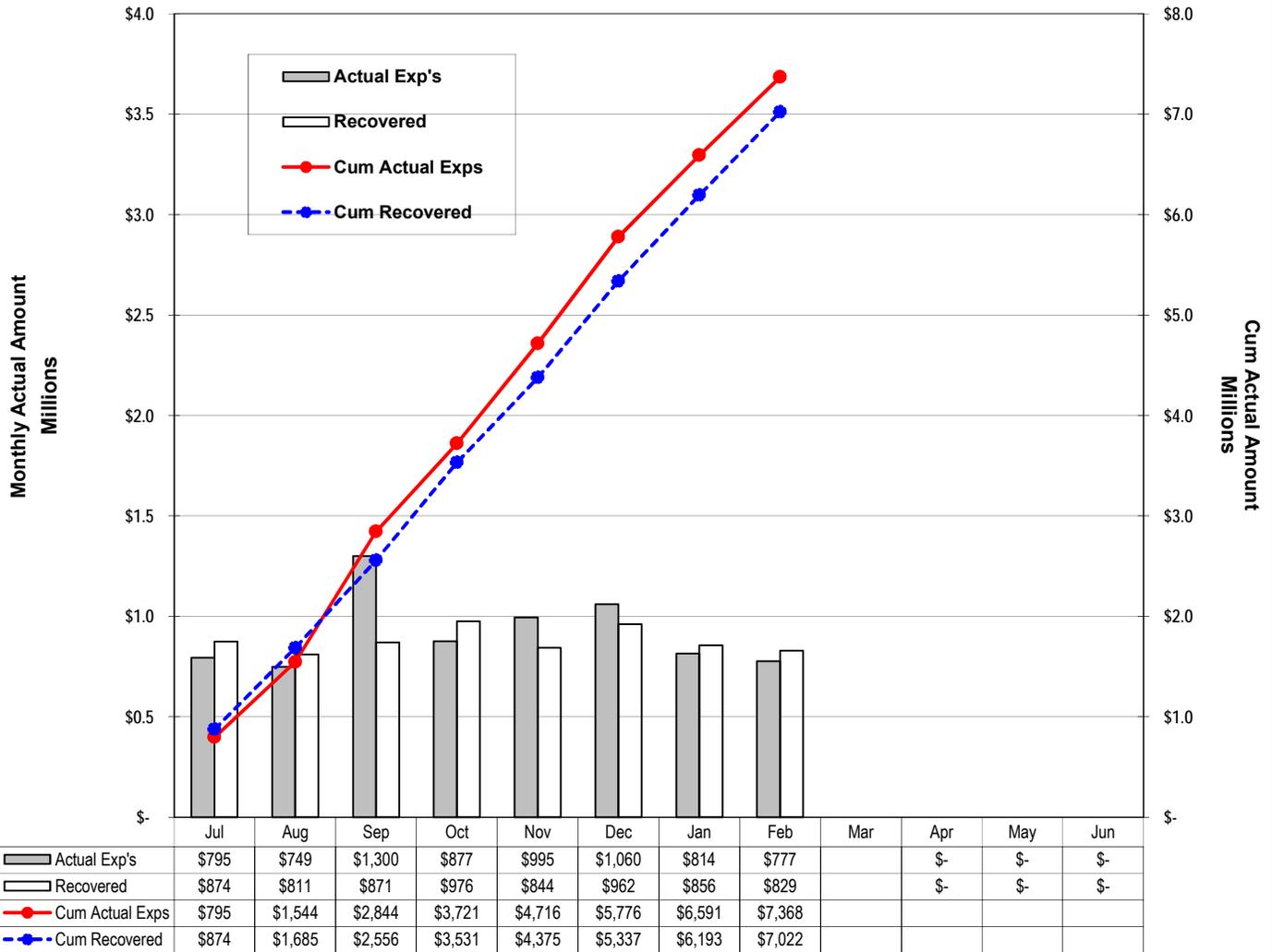
**SUMMARY**

The amount projected for FY16 is \$80,483, which is \$10,483 more than the revised target.



SOUTHERN CALIFORNIA  
ASSOCIATION of GOVERNMENTS

FY16 INDIRECT COST & RECOVERY



OVERVIEW

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

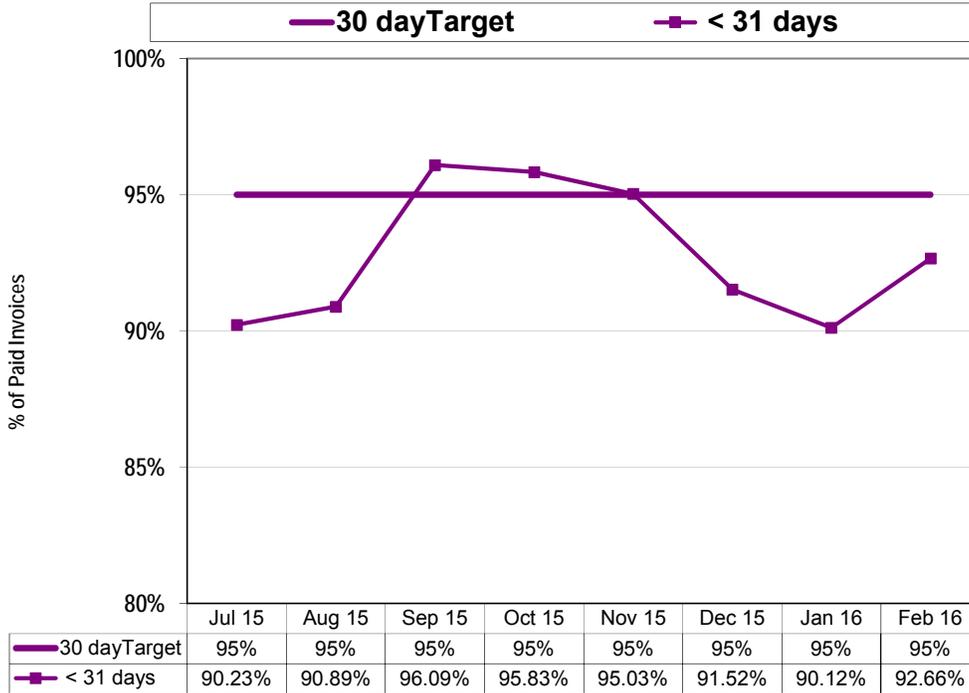
SUMMARY

Through February 2016, SCAG was under-recovered by \$345,627 due to lower than budgeted labor charges and the recapture of prior over-recovery.

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

92.66% of February 2016's payments were made within 30 days of invoice receipt.

At month-end, 31 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.

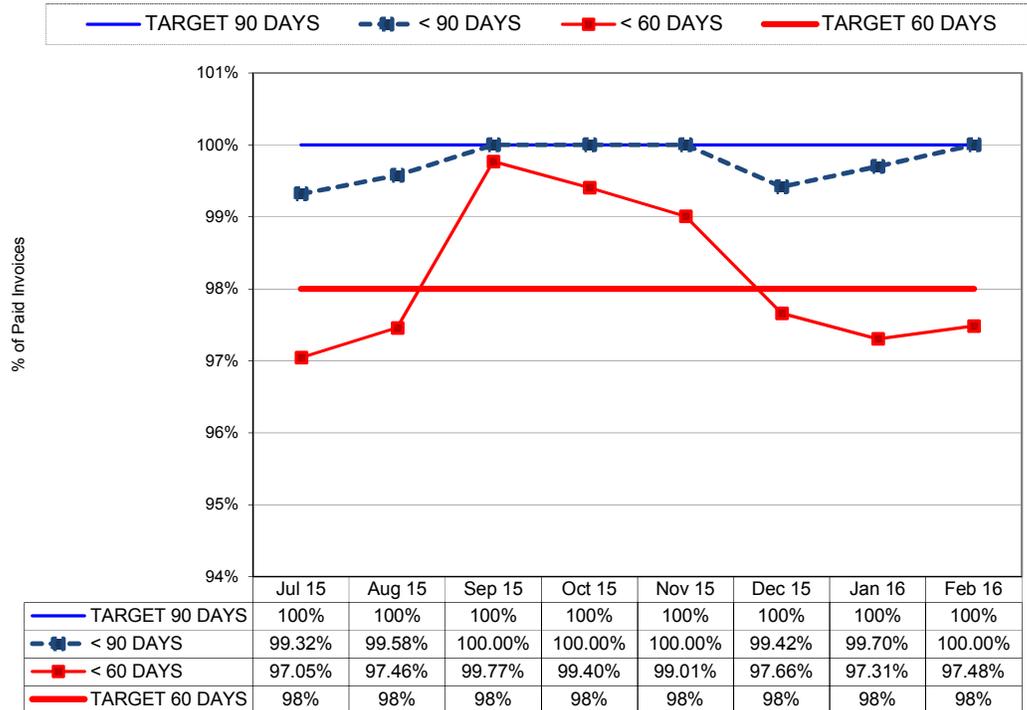
SUMMARY

These goals were partially met during this period.

97.48% of February 2016's payments were within 60 days of invoice receipt and 100.00% within 90 days. Invoices unpaid 30-60 days totaled 8; 60-90 days: 6; >90 days: 0.



INVOICE AGING



Office of the CFO  
Consolidated Balance Sheet

	1/31/2016	2/29/2016	Incr (decr) to equity	COMMENTS
1				
2	Cash at Bank of the West	\$ 184,326	\$ 1,661,161	
3	LA County Investment Pool	\$ 13,365,369	\$ 11,370,904	
4	Cash & Investments	\$ 13,549,695	\$ 13,032,065	\$ (517,630) TDA spent on projects
5				
6	Accounts Receivable	\$ 6,659,805	\$ 6,420,950	\$ (238,854) CPG uncollected billings fell in Feb
7				
8	Fixed Assets - Net Book Value	\$ 576,855	\$ 571,047	\$ (5,808) Immaterial change
9				
10	Total Assets	\$ 20,786,354	\$ 20,024,062	\$ (762,293)
11				
12	Accounts Payable	\$ (576,238)	\$ (401,351)	\$ 174,887 Invoice backlog was reduced
13				
14	Employee-related Liabilities	\$ (343,149)	\$ (372,463)	\$ (29,314) Feb had six unpaid workdays, Jan had five
15				
16	Other Current Liabilities	\$ (201,555)	\$ (274,089)	\$ (72,535) Feb had IC over-recovery of \$52K
17				
18	Deferred Revenue	\$ (511,935)	\$ (511,935)	\$ - No change
19				
20	Total Liabilities and Deferred Revenue	\$ (1,632,877)	\$ (1,559,839)	\$ 73,038
21				
22	Fund Balance	\$ 19,153,478	\$ 18,464,223	\$ (689,255)
23				
24				
	<b>WORKING CAPITAL</b>			
25		1/31/2016	2/29/2016	Incr (decr) to working capital
26	Cash	\$ 13,549,695	\$ 13,032,065	\$ (517,630)
27	Accounts Receivable	\$ 6,659,805	\$ 6,420,950	\$ (238,854)
28	Accounts Payable	\$ (576,238)	\$ (401,351)	\$ 174,887
29	Employee-related Liabilities	\$ (343,149)	\$ (372,463)	\$ (29,314)
30	Working Capital	\$ 19,290,113	\$ 18,679,201	\$ (610,912)

Office of the CFO

Fiscal Year-To-Date Expenditure Report Through February 29, 2016



SOUTHERN CALIFORNIA  
ASSOCIATION of GOVERNMENTS

COMPREHENSIVE BUDGET

		Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	Staff & Allocated Fringe Benefits	210,255	210,255	56,537		153,718	26.9%
2	51001 Allocated Indirect Costs	149,738	149,738	40,249		109,489	26.9%
3	54300 SCAG Consultants	568,383	529,098	150,579	208,815	169,704	28.5%
4	54340 Legal costs	100,000	100,000	59,749	23,761	16,490	59.7%
6	55441 Payroll, bank fees	15,000	15,000	3,601		11,399	24.0%
7	55510 Office Supplies	20,000	20,000	15,435	4,566	0	77.2%
8	55600 SCAG Memberships	5,250	26,345	26,345		0	100.0%
9	55610 Professional Membership	13,700	13,700	9,188	2,892	1,621	67.1%
10	55730 Capital Outlay	542,106	542,106	-		542,106	0.0%
11	55830 Conference - Registration	15,000	15,000	13,786		1,214	91.9%
12	55860 Scholarships	32,000	32,000	30,000		2,000	93.8%
13	55910 RC/Committee Mtgs	-	20,000	13,640	0	6,360	68.2%
14	55914 RC General Assembly	500,000	500,000	4,493	1,120	494,387	0.9%
16	55915 Demographic Workshop	13,000	13,000	1,875		11,125	14.4%
17	55916 Economic Summit	57,000	96,285	96,285	0	0	100.0%
18	55917 Labor Summit	13,500	13,500	-		13,500	0.0%
19	55920 Other Meeting Expense	90,000	70,000	41,264	28,736	0	58.9%
20	55930 Miscellaneous other	89,000	62,905	7,958	4,499	50,449	12.7%
21	55940 Stipend - RC Meetings	230,000	230,000	136,980	0	93,020	59.6%
22	56100 Printing	10,000	10,000	237	101	9,661	2.4%
23	58100 Travel - outside SCAG region	50,000	50,000	21,260	0	28,740	42.5%
24	58101 Travel - local	26,000	26,000	18,891	0	7,109	72.7%
25	58110 Mileage - local	23,500	23,500	10,888	0	12,612	46.3%
26	58150 Staff Lodging Expense	3,000	8,000	5,608		2,392	70.1%
27	58800 RC Sponsorships	112,750	112,750	86,743	5,625	20,382	76.9%
28	<b>Total General Fund</b>	<b>2,889,182</b>	<b>2,889,182</b>	<b>851,590</b>	<b>280,115</b>	<b>1,757,477</b>	<b>29.5%</b>
29				-			
30	Staff & Fringe Benefits	15,287,307	15,306,029	9,807,813		5,498,216	64.1%
31	51001 Allocated Indirect Costs	10,887,267	10,900,601	6,982,182		3,918,419	64.1%
32	54300 SCAG Consultants	16,316,856	19,549,344	5,487,355	12,974,748	1,087,241	28.1%
33	54301 Consultants - Other	70,000	154,845		15,018	139,827	0.0%
34	54350 Professional Services	207,200	207,200	112,388	94,811	0	54.2%
35	54360 Pass-through Payments	-	7,616,542	4,005,015		3,611,527	52.6%
36	55210 Software Support	176,566	328,228	328,228	0	0	100.0%
37	55280 Third Party Contribution	3,710,826	3,672,078	1,589,568		2,082,510	43.3%
38	55620 Resource Materials - subscrib	832,000	769,205	42,151	121,358	605,695	5.5%
39	55810 Public Notices	50,000	80,000	44,784	12,152	23,064	56.0%
40	55830 Conference - Registration	10,000	10,000	50		9,950	0.5%
41	55920 Other Meeting Expense	26,000	26,000	183		25,817	0.7%
42	55930 Miscellaneous - other	194,880	367,233	8,702	250	358,281	2.4%
43	55950 Temp Help	110,248	245,248	94,947	16,272	134,029	38.7%
44	56100 Printing	61,000	61,000	1,754	811	58,435	2.9%
45	58100 Travel	288,100	288,100	88,887	0	199,214	30.9%
46	<b>Total OWP</b>	<b>48,228,250</b>	<b>59,581,653</b>	<b>28,594,007</b>	<b>13,235,420</b>	<b>17,752,226</b>	<b>48.0%</b>
47				-			
48	<b>Comprehensive Budget</b>	<b>51,117,432</b>	<b>62,470,835</b>	<b>29,445,597</b>	<b>13,515,535</b>	<b>19,509,703</b>	<b>47.1%</b>

Office of the CFO

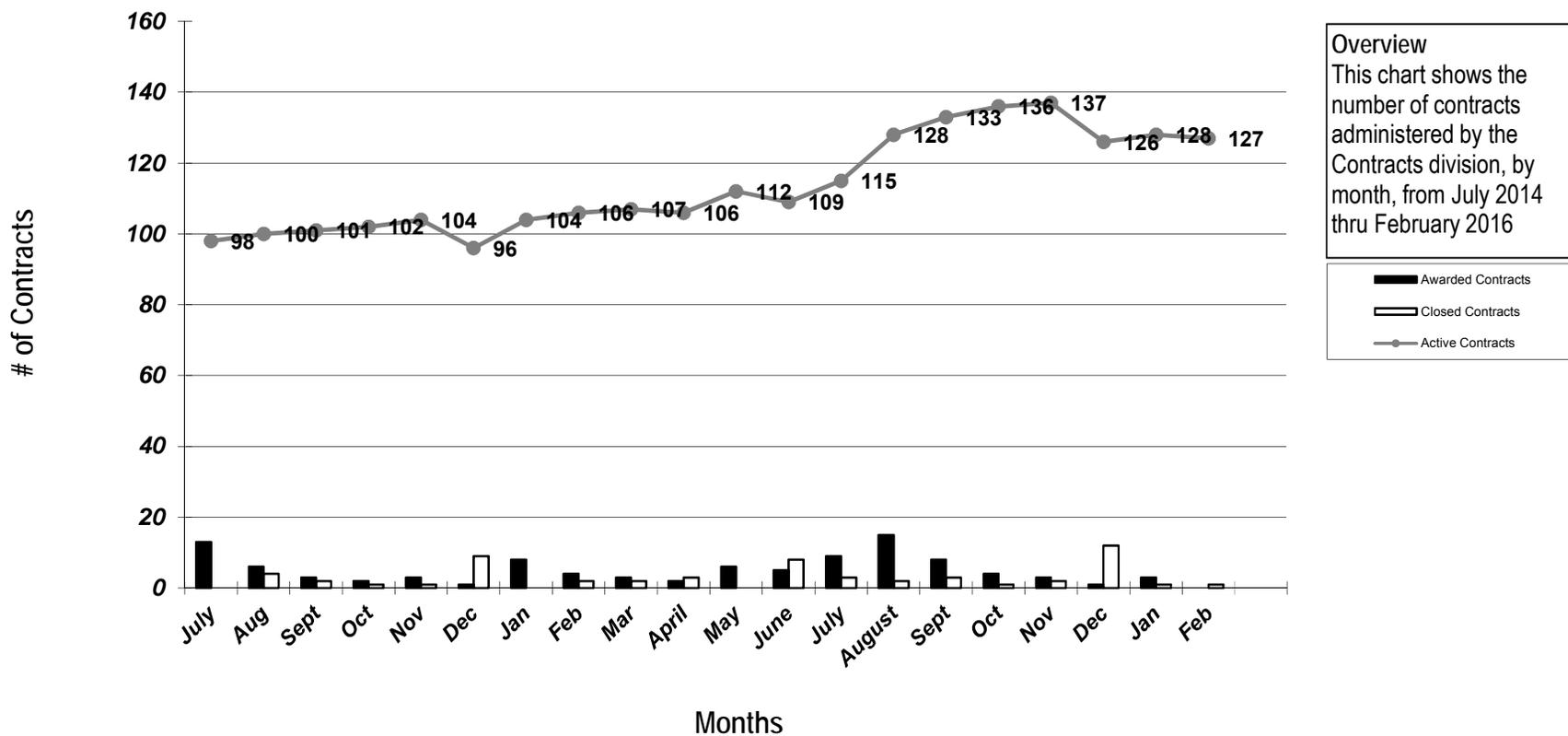
Fiscal Year-To-Date Expenditure Report Through February 29, 2016



INDIRECT COST EXPENDITURES

			Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	50010	Regular Staff	3,627,908	3,620,908	2,434,770		1,186,138	67.2%
2	50013	Regular OT	-	1,213	1,213		0	100.0%
3	50014	Interns, Temps, Annuit	81,000	91,944	17,336		74,609	18.9%
5	51000	Allocated Fringe Benefits	2,672,978	2,667,821	1,838,540		829,281	68.9%
6	54300	SCAG Consultants	134,000	134,000	108,653	25,347	0	81.1%
7	54301	Consultants - Other	1,299,359	1,299,359	602,027	461,496	235,836	46.3%
8	54340	Legal	335,000	335,000	116,948	114,567	103,486	34.9%
10	55210	Software Support	460,461	451,857	233,667	11,656	206,534	51.7%
11	55220	Hardware Supp	79,777	79,777	78,452	730	595	98.3%
12	55240	Repair & Maint Non-IT	30,000	26,475	23,953	2,522	0	90.5%
14	55400	Office Rent 818 Offices	1,582,877	1,556,377	1,081,496	374,793	100,089	69.5%
15	55410	Office Rent Satellite	171,490	151,490	92,238	59,252	0	60.9%
16	55420	Equip Leases	126,186	126,186	53,215	26,077	46,894	42.2%
17	55430	Equip Repairs & Maint	13,323	25,452	25,452	0	0	100.0%
18	55435	Security Services	-	46,500	7,245	0	39,255	15.6%
19	55440	Insurance	144,683	144,683	99,441		45,242	68.7%
20	55441	Payroll / Bank Fees	10,000	10,000	9,155		845	91.5%
21	55445	Taxes	-	5,465	3,874	1,591	0	70.9%
22	55460	Mater & Equip < \$5,000	49,500	49,500	22,728	736	26,036	45.9%
23	55510	Office Supplies	80,000	80,000	45,860	34,140	0	57.3%
24	55520	Graphic Supplies	2,000	2,000	1,546	454	0	77.3%
25	55530	Telephone	175,000	175,000	110,638	44,362	20,000	63.2%
26	55540	Postage	10,000	10,000	10,000		0	100.0%
27	55550	Delivery Services	5,000	5,000	3,168	1,832	0	63.4%
28	55600	SCAG Memberships	182,151	177,151	130,564	10,605	35,981	73.7%
30	55620	Res Mats/Subscrip	45,727	52,579	52,579	0	0	100.0%
31	55700	Deprec - Furn & Fixt	45,000	45,000	30,349		14,651	67.4%
32	55710	Deprec - Computer Equipment	75,000	75,000	15,294		59,706	20.4%
33	55715	Amortiz - Software	108,791	108,791	-		108,791	0.0%
34	55720	Amortiz - Leasehold Improvements	10,000	10,000	5,490		4,510	54.9%
35	55800	Recruitment Notices	15,000	15,000	1,374	13,626	0	9.2%
36	55801	Recruitment - other	25,000	25,000	12,646	12,354	0	50.6%
37	55810	Public Notices	5,000	5,000	800		4,200	16.0%
38	55820	Training	81,500	81,500	45,683	15,203	20,614	56.1%
39	55830	Conference/workshops	16,850	16,850	1,900		14,950	11.3%
40	55920	Other Mtg Exp	5,200	2,454	25		2,429	1.0%
41	55930	Miscellaneous - other	8,000	3,429	2,920	509	0	85.2%
42	55950	Temp Help	38,500	38,500	6,974	23,046	8,480	18.1%
43	56100	Printing	21,000	21,000	857	3,135	17,009	4.1%
44	58100	Travel - Outside	96,800	91,658	19,117		72,541	20.9%
45	58101	Travel - Local	11,450	11,450	7,118		4,332	62.2%
46	58110	Mileage - Local	45,725	45,725	7,614		38,111	16.7%
49	58200	Travel - Reg Fees	-	5,143	5,143		0	100.0%
50	58450	Fleet Vehicle	2,000	2,000	-		2,000	0.0%
51	<b>Total Indirect Cost</b>		<b>11,929,236</b>	<b>11,929,236</b>	<b>7,368,058</b>	<b>1,238,032</b>	<b>3,323,146</b>	<b>61.8%</b>

## SCAG Contracts (Year to Date)



**Overview**  
This chart shows the number of contracts administered by the Contracts division, by month, from July 2014 thru February 2016

- Awarded Contracts
- Closed Contracts
- Active Contracts



### Summary

The chart shows that the Contracts Department is managing 127 active consultant contracts. Sixty-nine of these are Cost Plus Fixed Fee contracts, 21 are fixed price contracts, and the remaining 37 are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). The Contracts Department anticipates issuing approximately 10 contracts for the remainder of FY 2015-16. 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.

<b>GROUPS</b>	<b>Authorized Positions</b>	<b>Filled Positions</b>	<b>Vacant Positions</b>
Executive	3	2	1
Legal	3	2	1
Strategy, Policy & Public Affairs	21	18	3
Administration	44	41	3
Planning & Programs	69	64	5
<b>Total</b>	<b>140</b>	<b>127</b>	<b>13</b>

**OTHER POSITIONS**

<b>GROUPS</b>	<b>Limited Term Positions</b>	<b>Temp Positions</b>	<b>Agency Temps</b>
Executive	0	0	0
Legal	0	0	0
Strategy, Policy & Public Affairs	4	2	0
Administration	3	4	0
Planning & Programs	3	31	0
<b>Total</b>	<b>10</b>	<b>37</b>	<b>0</b>