



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

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Transportation Commission**

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Energy & Environment  
**Deborah Robertson, Rialto**

Transportation  
**Ray Marquez, Chino Hills**

## HYBRID (IN-PERSON & REMOTE PARTICIPATION) \*

# EXECUTIVE/ ADMINISTRATION COMMITTEE

### *In-Person & Remote Participation\**

*Wednesday, November 2, 2022*

*3:00 p.m. – 4:00 p.m.*

*\*Public Participation: The SCAG offices are currently closed to members of the public. Please see next page for detailed instructions on how to participate in the meeting.*

### *To Attend and Participate on Your Computer:*

<https://scag.zoom.us/j/889726747>

### *To Attend and Participate by Phone:*

**Call-in Number: 1-669-900-6833**

**Meeting ID: 889 726 747**

### **PUBLIC ADVISORY**

Given the declared state of emergency (pursuant to State of Emergency Proclamation dated March 4, 2020) and local public health directives imposing and recommending social distancing measures due to the threat of COVID-19, and pursuant to Government Code Section 54953(e)(1)(A), the meeting will be conducted in a hybrid manner (both in-person and remotely by telephonic and video conference); however, SCAG's offices are currently closed to the general public and public participation will occur as described in the instructions below.

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Maggie Aguilar at (213) 630-1420 or via email at [aguilarm@scag.ca.gov](mailto:aguilarm@scag.ca.gov). Agendas & Minutes are also available at: [www.scag.ca.gov/committees](http://www.scag.ca.gov/committees).

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. SCAG is also committed to helping people with limited proficiency in the English language access the agency's essential public information and services. You can request such assistance by calling (213) 630-1420. We request at least 72 hours (three days) notice to provide reasonable accommodations and will make every effort to arrange for assistance as soon as possible.



## Instructions for Public Comments

***You may submit public comments in two (2) ways:***

1. **In Writing:** Submit written comments via email to: [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov) by **5pm on Tuesday, November 1, 2022**. You are **not** required to submit public comments in writing or in advance of the meeting; this option is offered as a convenience should you desire not to provide comments in real time as described below.

All written comments received after 5pm on Tuesday, November 1, 2022 will be announced and included as part of the official record of the meeting.

2. **In Real Time:** If participating in real time via Zoom or phone, during the Public Comment Period (Matters Not on the Agenda) or at the time the item on the agenda for which you wish to speak is called, use the “raise hand” function on your computer or \*9 by phone and wait for SCAG staff to announce your name/phone number. SCAG staff will unmute your line when it is your turn to speak. Limit oral comments to 3 minutes, or as otherwise directed by the presiding officer. For purpose of providing public comment for items listed on the Consent Calendar, please indicate that you wish to speak when the Consent Calendar is called; items listed on the Consent Calendar will be acted on with one motion and there will be no separate discussion of these items unless a member of the legislative body so requests, in which event, the item will be considered separately.

If unable to connect by Zoom or phone and you wish to make a comment, you may submit written comments via email to: [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov).

***In accordance with SCAG’s Regional Council Policy, Article VI, Section H and California Government Code Section 54957.9, if a SCAG meeting is “willfully interrupted” and the “orderly conduct of the meeting” becomes unfeasible, the presiding officer or the Chair of the legislative body may order the removal of the individuals who are disrupting the meeting.***



## Instructions for Participating in the Meeting

SCAG is providing multiple options to view or participate in the meeting:

### To Participate and Provide Verbal Comments on Your Computer

1. Click the following link: <https://scag.zoom.us/j/889726747>.
2. If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically.
3. Select “Join Audio via Computer.”
4. The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.
5. During the Public Comment Period (Matters Not on the Agenda) or at the time the item on the agenda for which you wish to speak is called (see note above regarding items on the Consent Calendar), use the “raise hand” function located in the participants’ window and wait for SCAG staff to announce your name. SCAG staff will unmute your line when it is your turn to speak. Each speaker is limited to oral comments totaling 3 minutes for all matters, or as otherwise directed by the presiding officer.

### To Listen and Provide Verbal Comments by Phone

1. Call **(669) 900-6833** to access the conference room. Given high call volumes recently experienced by Zoom, please continue dialing until you connect successfully.
2. Enter the **Meeting ID: 889 726 747**, followed by #.
3. Indicate that you are a participant by pressing # to continue.
4. You will hear audio of the meeting in progress. Remain on the line if the meeting has not yet started.
5. During the Public Comment Period (Matters Not on the Agenda) or at the time the item on the agenda for which you wish to speak is called (see note above regarding items on the Consent Calendar), press \*9 to add yourself to the queue and wait for SCAG staff to announce your name/phone number. SCAG staff will unmute your line when it is your turn to speak. Each speaker is limited to oral comments totaling 3 minutes for all matters, or as otherwise directed by the presiding officer.



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**EAC - Executive/Administration Committee**  
**Members – November 2022**

- 1. Hon. Jan C. Harnik**  
Chair, RCTC Representative
- 2. Hon. Art Brown**  
1st Vice Chair, Buena Park, RC District 21
- 3. Sup. Curt Hagman**  
2nd Vice Chair, San Bernardino County
- 4. Hon. Clint Lorimore**  
Imm. Past President, Eastvale, RC District 4
- 5. Hon. Frank A. Yokoyama**  
CEHD Chair, Cerritos, RC District 23
- 6. Hon. David J. Shapiro**  
CEHD Vice Chair, Calabasas, RC District 44
- 7. Hon. Deborah Robertson**  
EEC Chair, Rialto, RC District 8
- 8. Sup. Luis Plancarte**  
EEC Vice Chair, Imperial County
- 9. Hon. Ray Marquez**  
TC Chair, Chino Hills, RC District 10
- 10. Hon. Tim Sandoval**  
TC Vice Chair, Pomona, RC District 38
- 11. Hon. Peggy Huang**  
LCMC Chair, TCA Representative
- 12. Hon. Jose Luis Solache**  
LCMC Vice Chair, Lynwood, RC District 26
- 13. Hon. Larry McCallon**  
Highland, RC District 7, Pres. Appt.
- 14. Hon. Margaret Finlay**  
Duarte, RC District 35, Pres. Appt.
- 15. Hon. Kathleen Kelly**  
Palm Desert, RC District 2, Pres. Appt.

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**OUR MISSION**

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

**OUR VISION**

*Southern California's Catalyst for a Brighter Future*

**OUR CORE VALUES**

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





- 16. Hon. Nithya Raman**  
Los Angeles, RC District 51, Pres. Appt.
  
- 17. Hon. Andrew Masiel**  
Tribal Govt Regl Planning Board Representative
  
- 18. Ms. Lucy Dunn**  
Business Representative - Non-Voting Member

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## EXECUTIVE/ADMINISTRATION COMMITTEE MEETING AGENDA

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room  
Los Angeles, CA 90017  
**Wednesday, November 2, 2022**  
**3:00 PM**

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

### **CALL TO ORDER AND PLEDGE OF ALLEGIANCE** *(The Honorable Jan Harnik, Chair)*

### **PUBLIC COMMENT PERIOD (Matters Not on the Agenda)**

This is the time for persons to comment on any matter pertinent to SCAG's jurisdiction that is **not** listed on the agenda. Although the committee may briefly respond to statements or questions, under state law, matters presented under this item cannot be discussed or acted upon at this time. Public comment for items listed on the agenda will be taken separately as further described below.

**General information for all public comments:** Members of the public are encouraged, but not required, to submit written comments by sending an email to: [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov) by 5pm on Tuesday, November 1, 2022. Such comments will be transmitted to members of the legislative body and posted on SCAG's website prior to the meeting. Any writings or documents provided to a majority of the Executive Administration Committee regarding any item on this agenda (other than writings legally exempt from public disclosure) are available at the Office of the Clerk, located at 900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017 during normal business hours and/or by contacting the office by phone, (213) 630-1420, or email to [aguilarm@scag.ca.gov](mailto:aguilarm@scag.ca.gov). Written comments received after 5pm on Tuesday, November 1, 2022, will be announced and included as part of the official record of the meeting. Members of the public wishing to verbally address the Executive/Administration Committee in real time during the meeting will be allowed up to a total of 3 minutes to speak on items on the agenda, with the presiding officer retaining discretion to adjust time limits as necessary to ensure efficient and orderly conduct of the meeting. The presiding officer has the discretion to equally reduce the time limit of all speakers based upon the number of comments received. If you desire to speak on an item listed on the agenda, please wait for the chair to call the item and then indicate your interest in offering public comment by either using the "raise hand" function on your computer or pressing \*9 on your telephone. For purpose of providing public comment for items listed on the Consent Calendar, please indicate that you wish to speak when the Consent Calendar is called; items listed on the Consent Calendar will be acted upon with one motion and there will be no separate discussion of these items unless a member of the legislative body so requests, in which event, the item will be considered separately.



## REVIEW AND PRIORITIZE AGENDA ITEMS

### ACTION ITEM

1. Findings to Continue Holding Virtual Regional Council and Committee Meetings Under AB 361  
**(Ruben Duran, BB&K Board Counsel)**

PPG. 9

#### RECOMMENDED ACTION:

That the Executive/Administration Committee (EAC): (1) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the EAC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (2) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the EAC, RC and all committees, subcommittees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e).

2. Consideration of RC, EAC and Policy Committee Meeting Schedule and Options  
**(Michael R.W. Houston, Chief Counsel/Director of Legal Services)**

PPG. 16

#### RECOMMENDED ACTION:

That the Executive/Administration Committee (EAC) (i) discuss the recommendations pertaining to Regional Council (RC) and Policy Committee (PC) meeting structure described in this staff report and in the staff presentation and (ii) direct staff to make such modifications to RC and Policy Committee meeting structures as may be desired by the EAC.

3. Resolution No. 22-648-1 Approving Amendment 2 to the FY 2022-23 Overall Work Program (OWP) Budget, an amendment to the Indirect Cost Budget, an amendment to FTA Discretionary and Formula Grant Budget and a New Classification Structure and Salary Schedule  
**(Cindy Giraldo, Chief Financial Officer)**

PPG. 38

#### RECOMMENDED ACTION FOR EAC:

That the Executive/Administration Committee (EAC) recommend that the Regional Council adopt Resolution No. 22-648-1 approving a second amendment to the Fiscal Year 2022-23 (FY 2022-23) Overall Work Program (OWP) budget, an amendment to the Indirect Cost Budget, an amendment to the FTA Discretionary and Formula Grant Budget, and the new classification structure and salary schedule developed from the Classification and Compensation Study.



## EXECUTIVE/ADMINISTRATION COMMITTEE MEETING AGENDA

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4. Consideration of Increase to Regional Council Contract and Contract Amendments Approval Thresholds PPG. 57  
*(Cindy Giraldo, Chief Financial Officer)*

### **RECOMMENDED ACTION FOR EAC:**

That the Executive/Administration Committee (EAC) recommend to the Regional Council to approve the proposed amendment to the Regional Council Policy Manual, increasing the Regional Council's contract approval threshold to \$500,000 and the approval threshold for contract amendments to \$150,000 and 30%.

### **CONSENT ITEMS**

#### Approval Items

5. Minutes of the Special Meeting – October 6, 2022 PPG. 66
6. 2023 Meeting Schedule of the Executive Administration Committee, Policy Committees, and Regional Council PPG. 74
7. Contracts \$200,000 or Greater: Contract No. 21-048-MRFP 12, Connect SoCal 2024 Technical Support PPG. 75
8. Contracts \$200,000 or Greater: Contract No. 22-051-C01, Konica Reprographics & Multi-Function Printer Equipment Lease and Maintenance PPG. 102

#### Receive and File

9. Final 2022 Federal Certification Review PPG. 110
10. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999 PPG. 117
11. CFO Monthly Report PPG. 129

### **CFO REPORT**

*(Cindy Giraldo, Chief Financial Officer)*

### **PRESIDENT'S REPORT**

*(The Honorable Jan C. Harnik, Chair)*

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

*(Kome Ajise, Executive Director)*

### **FUTURE AGENDA ITEMS**

### **ANNOUNCEMENTS**

### **ADJOURNMENT**



**AGENDA ITEM 1**  
**REPORT**

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room  
Los Angeles, CA 90017  
**November 2, 2022**

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

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** Michael Houston, Director of Legal Services/Chief Counsel  
(213) 630-1467, houston@scag.ca.gov

**Subject:** Findings to Continue Holding Virtual Regional Council and Committee Meetings Under AB 361

**RECOMMENDED ACTION FOR EAC:**

That the Executive/Administration Committee (EAC): (1) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the EAC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (2) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the EAC, RC and all committees, subcommittees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e).

**RECOMMENDED ACTION FOR RC:**

That the Regional Council (RC): (1) ratify the prior actions of the Executive/Administration Committee taken at its November 2, 2022 meeting relating to findings made pursuant to Government Code Section 54953(e)(3); (2) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the RC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (3) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the RC, EAC and all committees, subcommittees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e).

**STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

*On March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency pursuant to Government Code Section 8625 in relation to the COVID-19 public health crisis. Notwithstanding declines in COVID-19-related cases and hospitalizations, and the relaxing of COVID-19-related requirements, this State of Emergency is still in force (although the Governor recently indicated that he would end the state of emergency on February 28, 2023). Additionally, variants such as variant b.a.5 have shown continued prevalence in test results in the region, even as newer variants emerge prior to the onset of winter, when more indoor congregation occurs. To continue assisting in managing this ongoing public health situation, local public health officials still recommend social distancing and other measures, as further discussed below, as a means to control and prevent the spread of COVID-19. Amendments to the Brown Act in Government Code section 54953(e) (hereafter, "Section 54953(e)") allow legislative bodies to conduct remote/teleconferenced meetings without posting the location of teleconferenced meeting sites or making such sites available to the public (as is required by Section 54953(b)(3)), provided that certain conditions facilitating "real time" public participation and other requirements are satisfied. SCAG's Regional Council Policy Manual permits the holding of remote and teleconferenced meetings in the manner permitted by Section 54953(e). Teleconference meetings include meetings that are held in a "hybrid" manner (that is, with both remote and "in-person" participation, and where the public is not permitted to attend in-person).*

*Since the enactment of Section 54953(e), the EAC, SCAG's Policy Committees, its other committees and the RC have met pursuant to Section 54953(e), subdivision (1)(A). SCAG's legislative bodies may continue meeting pursuant to Section 54953(e) provided that certain findings are made to continue doing so. Further, to continue meeting in such manner, the meetings must be held pursuant to the requirements of subdivision (e) of Section 54953.*

*This staff report includes findings that the EAC and RC can make to continue meeting remotely. Action by the EAC and RC will facilitate and authorize all of SCAG's legislative bodies (the RC, EAC, Policy Committees, other committees, subcommittees and task forces) to continue utilizing teleconference/videoconference meetings for a thirty-day period. Further continuation of this practice would require the EAC and/or RC to reconsider the then-current circumstances and make findings accordingly.*

**BACKGROUND:**

The United States Secretary of Health and Human Services declared a public health emergency based on the threat cause by COVID-19 on January 31, 2020. The President of the United States issued a Proclamation Declaring a National State of Emergency Concerning COVID-19 beginning

March 1, 2020. Thereafter, the Governor of California issued a Proclamation of State of Emergency pursuant to Government Code Section 8625 in relation to the COVID-19 public health crisis on March 4, 2020. At this time, this proclamation is in force, notwithstanding declines in COVID-19-related cases and hospitalizations from much higher rates during winter of 2022, and the general relaxing or retiring of COVID-19-related requirements. Thus, the declared state of emergency presently continues with respect to COVID-19. On October 17, 2022, Governor Newsom indicated that he would end the state of emergency on February 28, 2023.<sup>1</sup>

COVID-19 variants, including the b.a.5 variant, demonstrate that the virus continues to transmit in public places, as evidenced by test results. Newer variants such as b.a.2.75.2 are emerging and public health officials are closely monitoring this variants transmission in society. While no mandatory masking policy was ordered by the Los Angeles Public Health Officer in July, following some discussion of whether that would happen, and the health officer recently relaxed further certain mandatory masking requirements, the Los Angeles County Public Health Officer has made it clear that Los Angeles County continues to monitor case numbers and the Public Health Officer has not ruled out mandatory masking or other prophylactic measures in the future, should circumstances warrant.<sup>2</sup> The public health officer also continues to advocate for social distancing as a prudent and reasonable means to assist in controlling COVID-19.<sup>3</sup>

Pursuant to Assembly Bill (AB) 361, which amended the Brown Act's teleconferencing provisions, Section 54953(e) allows legislative bodies to meet virtually without posting the remote meeting locations and without providing public access at such locations (as is generally required by section 54953(b)(3)), provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees. Additionally, Section 54953(e) imposes transparency requirements to the

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<sup>1</sup> <https://www.gov.ca.gov/2022/10/17/governor-newsom-to-end-the-covid-19-state-of-emergency/#:~:text=SACRAMENTO%20%E2%80%93%20Today%2C%20Governor%20Gavin%20Newsom,used%20o%20combat%20COVID%2D19> (accessed October 18, 2022). The governor's statement indicated February 28, 2023 was selected to give "the health care system needed flexibility to handle any potential surge that may occur after the holidays in January and February, *in addition to providing state and local partners the time needed to prepare for this phaseout and set themselves up for success afterwards.*"

<sup>2</sup> [http://publichealth.lacounty.gov/media/coronavirus/docs/HOO/HOO\\_SaferReturnWorkCommunity.pdf](http://publichealth.lacounty.gov/media/coronavirus/docs/HOO/HOO_SaferReturnWorkCommunity.pdf) (visited September 26, 2022) (noting "Public Health will continue following the County's COVID-19 Response Plan to recommend or require future mitigation measures should the County's designation on the CDC's Community Level framework increase to Medium or High and the County's COVID-19 transmission level substantially increases in the future.")

<sup>3</sup> <http://publichealth.lacounty.gov/acd/ncorona2019/BestPractices/> (visited September 26, 2022) (noting that in business locations it is recommended to "Limit indoor occupancy to increase the physical space between employees at the worksite, between employees and customers, and between customers.")



management of remote and teleconference public meetings held under this section. Specifically, Section 54953(e) imposes two requirements for remote public meetings:

1. Public agencies hosting teleconference meetings pursuant to Section 54953(e) in lieu of traditional in-person or teleconferenced meetings must permit direct “real time” public comment during the teleconference and must leave open the opportunity for public comment until the comment period is closed during the ordinary course of the meeting. The opportunity to make public comment must be of a sufficient duration to allow actual public participation.
2. Any action by the governing body during a public teleconference meeting held under Section 54953(e) must occur while the agency is actively and successfully broadcasting to members of the public through a call-in option or an internet-based service option. If a technical disruption within the agency’s control prevents members of the public from either viewing the meeting of the public agency or prevents members of the public from offering public comment, the agency must cease all action on the meeting agenda until the disruption ends and the broadcast is restored.

SCAG has implemented the requirements for conducting public meetings in compliance with the prior executive orders and Section 54953(e). Teleconference accessibility via call-in option or an internet-based service option (via the Zoom Webinars platform) is listed on the published agenda for each meeting of SCAG legislative bodies, and on SCAG’s website. Further, SCAG provides access for public comment opportunities in real time at the time noted on the agenda. The holding of remote meetings in compliance with Section 54953(e) promotes the public interests of facilitating robust public participation on a remote platform and, further, protecting the public, SCAG’s members and its employees when congregating indoors and against recent variants (including variants b.a.5) that pose health risks. Providing remote meetings also allows for the fully participation of SCAG’s governing board members and staff who otherwise have tested positive, are mildly ill, and would be unable to personally attend meetings at SCAG’s offices but for the accommodations in Section 54953(e). This spring and summer, SCAG meetings have included remote participation of either staff or committee members who have been ill with COVID-19 and, but for remote participation, would not have attended in person due to communicable illness.

Since the enactment of Section 54953(e), the EAC, SCAG’s Policy Committees, its other committees and the RC have met pursuant to provisions in Government Code section 54953(e)(1)(A) because a declared state of emergency currently exists and County of Los Angeles Public Health Department and the City of Los Angeles currently recommends a variety of social distancing measures (including recommended, but not presently required, masking, recommending avoidance of crowded indoor spaces and social distancing, especially in cases where, as is the case here, the vaccination status of



persons outside your household is unknown).<sup>4</sup> The continued importance of social distancing measures is exemplified by current local health order recommendations to continue adhering to public health measures and recognition that local agencies and businesses may desire to adhere to more stringent health protocols than formally mandated.<sup>5</sup>

SCAG's legislative bodies may continue meeting pursuant to Section 54953(e) if certain findings are periodically made and provided, further, that such meetings continue to be held pursuant to the requirements of subdivision (e) of Section 54953. The required findings include: (1) the legislative body has reconsidered the circumstances of the state of emergency and (2) that either (i) state or local officials continue to recommend measures to promote social distancing or (ii) an in-person meeting would constitute an imminent risk to the safety of attendees.

SCAG's Regional Policy Manual permits holding teleconference/videoconference meetings and permits the President to waive certain requirements in the Policy Manual where state law permits such waiver. Likewise, SCAG's Bylaws authorize the EAC to make decisions and take actions binding on SCAG if such decisions or actions are necessary prior to the next regular meeting of the Regional Council. (Art. V.C(3)(a).) Given the RC's regular meeting on November 3rd will occur following the earlier meetings of the EAC on November 2<sup>nd</sup> and Policy Committees earlier in the day on the 3<sup>rd</sup>, SCAG's Bylaws authorize the EAC to make the findings contained in this staff report.

If the findings below are made, all SCAG legislative bodies (i.e., the RC, EAC, Policy Committees and other SCAG committees, subcommittees and task forces) are authorized to meet pursuant to Section 54953(e) for thirty days. Further continuation beyond this period would require the EAC and/or RC to reconsider the then-current circumstances.

#### **FINDINGS:**

The recommendations in this staff report are based on the following facts and findings, made pursuant to Government Code Section 54953(e)(3), which are incorporated into the recommended action taken by the EAC and RC, as noted above:

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<sup>4</sup> See <https://coronavirus.lacity.org/> (visited September 26, 2022) Los Angeles County Public Health Department notation that social distancing is still a recommended practice.

<sup>5</sup> See <https://www.lamayor.org/sites/g/files/wph1781/files/page/file/20220304%20SAFER%20LA%20ORDER%202020.03.19%20%28REV%202022.03.04%29.pdf> (City of Los Angeles Mayoral Order), noting "All persons living and working within the City of Los Angeles should continue to always practice required and recommended COVID-19 infection control measures at all times and when among other persons when in community, work, social, or school settings, especially when multiple unvaccinated persons from different households may be present and in close contact with each other, especially when in indoor or crowded outdoor settings." Also, noting "Consistent and correct mask use (covering nose and mouth) is especially important indoors when in close contact with others (less than six feet from) who are not fully vaccinated against COVID-19 or whose vaccination status is unknown."

1. The EAC and RC have reconsidered the circumstances of the state of emergency initially declared by the Governor on March 4, 2020, pursuant to section 8625 of the California Emergency Services Act, relating to the COVID-19 public health crisis and find that the declaration currently remains in effect. The continuation of virtual meetings will allow for full participation by members of the public, consistent with continued social distancing recommendations, and will facilitate the purposes of such social distancing recommendations by preventing large crowds from congregating at in indoor facilities for extended periods of time. Given that the vaccination status of meeting participants (including members of the public) is not known, it is prudent to use caution in protecting the health of the public, SCAG's employees and its membership where, as here, adequate virtual means exist to permit the meeting to occur by teleconference/videoconference with the public being afforded the ability to comment in real time.<sup>6</sup> Additionally, continuing virtual meetings allows for the fully participation of SCAG's governing board members and staff who otherwise have tested positive, are mildly ill, and would be unable to personally attend meetings at SCAG's offices but for the accommodations in Section 54953(e). Allowing the continued participation of mildly ill persons by remote means while they isolate promotes the public interest and, in fact, has permitted staff and governing board members to fully participate in prior meetings.
2. The EAC and RC find that state and local officials continue to recommend measures to promote social distancing as exemplified by the discussion and footnoted provisions above. Further the Los Angeles County Department of Public Health and City of Los Angeles continue to recommend measures to promote social distancing, including recommendations to avoid crowded indoor spaces and to maintain social distancing, especially in cases where the vaccination status of persons outside a person's household is unknown. The continued importance of social distancing measures is exemplified by recent health order recommending the need to continued adherence to public health measures and recognition that local agencies and businesses may desire to adhere to more stringent health protocols than formally mandated. Finally, SCAG's primary offices and its regional offices remain closed to the public in relation to the COVID-19 emergency declaration.

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<sup>6</sup> See

<https://www.lamayor.org/sites/g/files/wph1781/files/page/file/20220304%20SAFER%20LA%20ORDER%202020.03.19%20%28REV%202022.03.04%29.pdf>, noting "People at risk for severe illness or death from COVID-19—such as unvaccinated older adults and unvaccinated individuals with underlying medical conditions associated with higher risk for severe COVID-19—and members of their household, should defer participating in activities with other people outside their household where taking protective measures, including wearing face masks and social distancing, may not occur or will be difficult, especially indoors or in crowded spaces. For those who are not yet fully vaccinated, staying home or choosing outdoor activities as much as possible with physical distancing from other households whose vaccination status is unknown is the best way to prevent the risk of COVID-19 transmission."



**CONCLUSION:**

Staff recommends the actions described above be taken based on the findings contained in this staff report. Should further remote meetings pursuant to Section 54953(e) be warranted, the EAC and/or RC are required to reconsider the circumstances and make findings to continue holding meetings in this manner.

**FISCAL IMPACT:**

None.



# AGENDA ITEM 2 REPORT

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room  
Los Angeles, CA 90017  
November 2, 2022

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**To:** Executive/Administration Committee (EAC)  
**From:** Michael Houston, Director of Legal Services/Chief Counsel  
(213) 630-1467, houston@scag.ca.gov  
**Subject:** Consideration of RC, EAC and Policy Committee Meeting Schedule and Options

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EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION FOR EAC:**

That the Executive/Administration Committee (EAC) (i) discuss the recommendations pertaining to Regional Council (RC) and Policy Committee (PC) meeting structure described in this staff report and in the staff presentation and (ii) direct staff to make such modifications to RC and Policy Committee meeting structures as may be desired by the EAC.

**STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

*Over the course of the past 12 months, the EAC has met three times to discuss the format and structure of SCAG's legislative body meetings: November 3, 2021, January 5, 2022 and, most recently, during the EAC Retreat on July 1, 2022. The overriding goals of these discussions were to identify meeting formats that would (1) increase engagement and opportunity to collaborate by RC, EAC, and PC members, SCAG's stakeholders, and the public and (2) expand opportunities to discuss/develop policy by RC, EAC, and PC members, by providing more time to do so. Work on this topic is closely tied to priorities identified in the 2022-23 EAC Strategic Workplan.*

*At the EAC Retreat on July 1, staff presented the EAC with advantages and disadvantages of several meeting models: hybrid meetings (i.e., meetings with both remote and in-person components), fully remote meetings, in-person meetings, and holding Policy Committee meetings on different days/weeks from the monthly RC meeting. Following a robust discussion by the EAC, staff was directed to survey RC members to gauge their interest in (1) moving Policy Committee meetings to a different day or week from the RC meeting and (2) determining whether more time to develop policy at RC and Policy Committee meetings would be desirable.*

*A survey was sent out to RC members in mid-August. After a five-week response period, the survey concluded September 23rd. Forty-five RC members responded (a response rate of 52%). As further discussed below, the survey responses point to several preferences. First, approximately 64% of respondents indicate that they do not prefer moving Policy Committee meetings to a different day or week from the RC meeting. Second, approximately 66% of respondents express some preference to extend the length of RC meetings to provide more time for discussion and action on policy matters. In light of these responses, and based on additional survey responses, staff does not recommend moving the current Policy Committee meeting date/time and does recommend extending the RC meeting by ½ hour. Additional survey responses indicate a preference for increased discussion on policy matters and desire for additional time to prepare for meetings. The recommendations to extend the time of RC meetings facilitates additional policy discussion and, therefore, is consistent with both the overriding goals noted above. Further, this recommendation demonstrates continued implementation of priorities established in the 2022-23 EAC Strategic Workplan (which are further discussed in the body of this report).*

*Additionally, President Harnik has asked staff about the feasibility of emphasizing in-person participation by members at RC, EAC and Policy Committee meetings, and re-opening these meetings to in-person public participation (while still permitting remote public participation, as currently is the case). Staff encourages a discussion by the EAC in relation to emphasizing and incentivizing a return to in person participation of members at RC, EAC and Policy Committee meetings. It bears noting that Governor Newsom recently indicated he would end the declared COVID-19 state of emergency on February 28, 2023. Once the emergency declaration is retired, if members of SCAG’s legislative bodies participate by telephonic/virtual means, the Brown Act requires identification of the remote locations on the meeting agenda and public access at those locations. As further noted below, staff believes a re-opening of SCAG’s offices to in person attendance by RC, EAC and Policy Committee members is achievable beginning in January. Staff is also eager to welcome back members of the public to in person public participation in January. For those members of the public desiring to continue participating remotely/virtually, Zoom (or other similar platform) would still be provided as an option for public participation.*

#### **BACKGROUND AND DISCUSSION:**

##### **Prior EAC Discussions on RC/PC Meeting Structure and Participation Opportunities**

Over the course of the past 12 months, the EAC has discussed the format and structure of SCAG’s legislative body meetings. These discussions occurred over the course of three meetings held November 3, 2021, January 5, 2022 and, most recently, during the EAC Retreat on July 1, 2022. At these EAC meetings, staff presented several options for the eventual return to “in person” meetings of SCAG’s RC, the EAC, and Policy Committees. The overriding goals of these discussions were to identify meeting formats that would (1) increase engagement and opportunity to collaborate by RC,

EAC, and PC members, SCAG’s stakeholders, and the public and (2) expand opportunity to discuss/develop policy by RC, EAC, and PC members by providing more time to do so.

This topic is closely tied to priorities identified in the 2022-23 EAC Strategic Workplan, which was also discussed at the EAC’s summer retreat. Namely, the 2022-23 EAC Strategic Workplan includes objectives focused on (1) ensuring committee meeting formats support rich engagement and dialogue among the Regional Council and (2) promoting the leadership role of Policy Committee Chairs and Vice Chairs in prioritization of policy issues addressed by the committee, through guiding preparation and regular briefings with SCAG Executive staff to align agendas with priorities. It is worth noting that there have already been measurable efforts and success to elevate leadership on the RC in policy development and to provide a richer environment for policy discussion. As reported in the Draft EAC Strategic Work Plan presented at the EAC retreat, examples of current success to implement Strategic Workplan objectives include:

- The Connect SoCal Policy Development Framework, including establishment of three subcommittees to address important issues for inclusion in the 2024 Connect SoCal;
- The REAP 2 Program Development Framework;
- Meeting “outlooks” developed through staff and Policy Committee chairs and vice chairs collaboration for all of our committees; and
- Augmented staffing that includes Planning Department, Executive Office and Government & Public Affairs leads to support committee chairs in curating agendas.

Thus, the discussion of meeting structure and the recommendations presented in this report are consistent with, and would facilitate, further implementing the priorities directed by EAC in the Strategic Workplan. Additionally, staff is committed to the ongoing review of opportunities to provide robust environments to encourage policy discussion, and anticipates continuing this process by elevating such opportunities to the EAC for discussion as part of ongoing strategic planning efforts.

At the EAC retreat session held on July 1, staff presented the EAC with advantages and disadvantages of several meeting models: hybrid meetings (i.e., meetings with both remote and in-person components), fully remote meetings, in-person meetings, and holding Policy Committee meetings on different days/weeks from the monthly RC meeting. Following a robust discussion by the EAC, staff was directed to survey RC members to gauge their interest in moving Policy Committee meetings to a different day or week from the RC meeting and/or extending the time of RC and/or Policy Committee meetings.

#### **Survey of RC Members and Summary of Results and Conclusions**

Based on the EAC’s direction at the summer retreat, staff prepared a survey that was transmitted to all RC members. RC members were provided a roughly five-week period within which to respond.

Announcements reminding RC members to submit responses were made at RC and Policy Committee meetings, and staff sent follow up communication to members. The survey concluded September 23<sup>rd</sup>. Forty-five members of the RC responded, constituting a response rate of 52%.

A summary of the survey, which includes the questions asked and a tabulation of the responses, is attached to this staff report as Attachment 1.

The survey responses lead to several conclusions. First, approximately 64% of respondents indicate that they do not prefer moving Policy Committee meetings to a different day or week from the RC meeting (see Survey Question 5, Attachment 1). Consistent with this, approximately 53.5% of respondents strongly or somewhat disagreed when asked if having PC meetings on a separate day or week would provide more availability for them to participate in both meetings (see Survey Question 3, Attachment 1). Second, approximately 66% of respondents express some preference to extend the length of RC meetings to provide more time for discussion and action on policy matters (see Survey Question 7, Attachment 1).

In light of the responses, and based on additional survey question responses, staff does not recommend moving the current Policy Committee meeting date/time (i.e., 9:30-11:30 AM the day of the RC meeting). The survey data simply does not present a compelling basis to recommend moving Policy Committee meetings from their current date/time. However, because there is some preference among survey respondents to extend the Regional Council meeting time, to afford more discussion and action on policy matters, staff recommends extending the RC meeting by ½ hour, as further described below.

Additional survey responses indicate a preference for increased discussion on policy matters and desire for additional time to prepare for meetings (see Survey Questions 1, 7, Attachment 1). Extending the duration of the RC meeting by ½ hour also responds to this preference.

**Emphasis on In-Person Member and Public Participation as Public Health Metrics Improve/State of Emergency Ends**

Aside from the timing and duration of RC and Policy Committee meetings that was addressed in survey, President Harnik has inquired with staff about the feasibility of emphasizing in-person participation by members at RC, EAC and Policy Committee meetings, and re-opening these meetings for in-person public participation. Additionally, emphasizing in-person attendance at these meetings takes on added importance because the Governor recently indicated that he would end the declared COVID-19 state of emergency on February 28, 2023.<sup>1</sup> As discussed below, once the emergency declaration ends, the Brown Act requires SCAG to identify the remote locations on

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<sup>1</sup> <https://www.gov.ca.gov/2022/10/17/governor-newsom-to-end-the-covid-19-state-of-emergency/#:~:text=SACRAMENTO%20%E2%80%93%20Today%2C%20Governor%20Gavin%20Newsom,used%20to%20combat%20COVID%2D19.>



the meeting agenda and afford public access at those locations if members of all SCAG legislative bodies desire to participate telephonically/virtually<sup>2</sup>.

Therefore, staff encourages the EAC to discuss emphasizing and incentivizing in-person participation by members at RC, EAC and Policy Committee meetings, and re-opening these meetings for in-person public participation.

In connection with President Harnik's inquiry, staff is pleased to report that it is feasible to re-open SCAG's offices beginning in January to more robust in-person attendance by RC, EAC and Policy Committee members and in-person public attendance. January is appropriate because there are no RC or Policy Committee meetings in December, and staff is in the process of planning for an in-person Economic Summit that will be held at the Los Angeles Sheraton Grand on December 1st. Indeed, staff is eager to welcome back governing board members and members of the public to in-person public participation. Recent meetings held at SCAG evidence a tangible energy and excitement among members and staff who are able to interact in person. For those members of the public desiring to continue participating remotely/virtually, Zoom (or other similar platform) would still be provided as an option for public participation.

It bears noting that remote participation by RC, EAC and Policy Committee members is not necessarily foreclosed by emphasizing in-person attendance. But it is also important to note that, once the Governor's emergency declaration ends on February 28, 2023, Brown Act requirements applicable to remote (or "telephonic") participation will shift back to "normal" Brown Act telephonic meeting practices – that is the remote location will need to be identified on the agenda and the location will need to be open to the public. AB 361 amended the Brown Act to permit governing board member attendance at telephonic meetings without having to comply with location identification and open access requirements, provided a declared state of emergency and public health rules requiring/recommending social distancing were in force. AB 361 has provided flexibility for SCAG and other government agencies to meet remotely during the health crisis of the past two and a half years. The RC and EAC have been making required findings to use the flexibility provided by AB 361, based on both the continued declared state of emergency and requirements/recommendations by local health officials to socially distance. However, AB 361's provisions are generally meant to be temporary for the period of a public health emergency when certain distancing or closures are recommended or mandated. Indeed, the Governor has indicated an end of the emergency declaration on February 28, 2023.

Thus AB 361's flexibility will be retired in the near future (and not later than February 28, 2023 based on the recent statement by Governor Newsom). Once the RC and EAC discontinue making

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<sup>2</sup> The Brown Act's location identification and public access requirements apply to all SCAG bodies that are required to comply with the Brown Act (e.g.s, RC, EAC, Policy Committees, Connect SoCal subcommittees, Audit Committee, LCMC, to name a few).



AB 361 findings or by February 28, 2023, any future remote participation by members of the RC, EAC, Policy Committee or any other SCAG legislative bodies must comply with the “normal” provisions of the Brown Act that require identification of the remote location on the meeting agenda and ensuring that the location is open to the public.<sup>3</sup> Aside from those requirements, the Brown Act also requires roll call votes for all matters where any member participates remotely (which also applies to AB 361 sanctioned meetings).

SCAG’s Regional Council Policy Manual was amended last year to allow telephonic/remote participation by members (previously the manual generally prohibited telephonic participation). However, the manual also provides that remote participation by members is left to the approval and discretion of the President. Thus, the EAC’s discussion of this topic (i.e., emphasizing in-person member attendance at meetings) is warranted as AB 361’s flexibility will soon retire.

#### RECOMMENDATIONS FOR DISCUSSION AND DIRECTION:

Based on the survey responses received and prior discussions, staff requests the EAC discuss and provide direction on the following recommendations:

1. Staff **does not recommend** moving the Policy Committee meetings to a different day/week from the RC meeting date. Survey responses do not present compelling reason to move PC meetings to a separate day/week because 64% of responses indicated they did not prefer moving the Policy Committee meetings to a different day or week from the RC meeting.
2. Staff **recommends** that RC meetings be extended ½ hour and run from 12-2, staying within same overall current meeting timeframe of 9:30 am – 2 pm on the first Thursday of the month. Staff **does not recommend** starting Policy Committee meetings earlier. These recommendations are based on survey responses showing some preference to afford more time for the RC to discuss and act on policy matters, but also reflects that survey responses did not demonstrate a strong desire to extend the overall day spent at SCAG meetings.
3. Staff **recommends the EAC discuss and provide direction to** (i) emphasize and incentivize in-person member participation at RC/Policy Committee meetings and (ii) implement in-

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<sup>3</sup> Recently adopted legislation (AB 2449), permits some flexibility for members to not have to post their location or make it publicly available when participating by telephonic means. However, this recent legislation (which will not be effective until January 1, 2023) is of limited value because (i) the provisions still require a quorum of the body to participate in person from “a singular physical location”, (ii) there must be either a “just cause” or “emergency circumstance” justifying the remote participation (and the “emergency circumstances” must be approved by the body, potentially by unanimous vote depending on specific circumstances) and (iii) an individual member may only use these provisions a specific number of times in a calendar year. As a result, while AB 2449 may assist individual members in limited cases to participate remotely, the statute does not, and is not intended, to be used on a frequent or routine basis.

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person public participation, beginning in January. Unless otherwise permitted by AB 361, members participating remotely would be required to identify their remote location's address on agenda and have the location open to the public, per Brown Act requirements.<sup>4</sup> Remote participation for the public would still be available by virtual means (such as Zoom).

In addition to the recommendations above, staff will continue to look for and present opportunities to engage members, stakeholders and the public in meaningful dialogue on policy issues of regional importance.

**FISCAL IMPACT:**

None.

**ATTACHMENT(S):**

1. RCSurvey\_Final\_Summary (1)
2. PowerPoint Presentation - RC and PC Meeting\_EAC 11.02.22 v.1

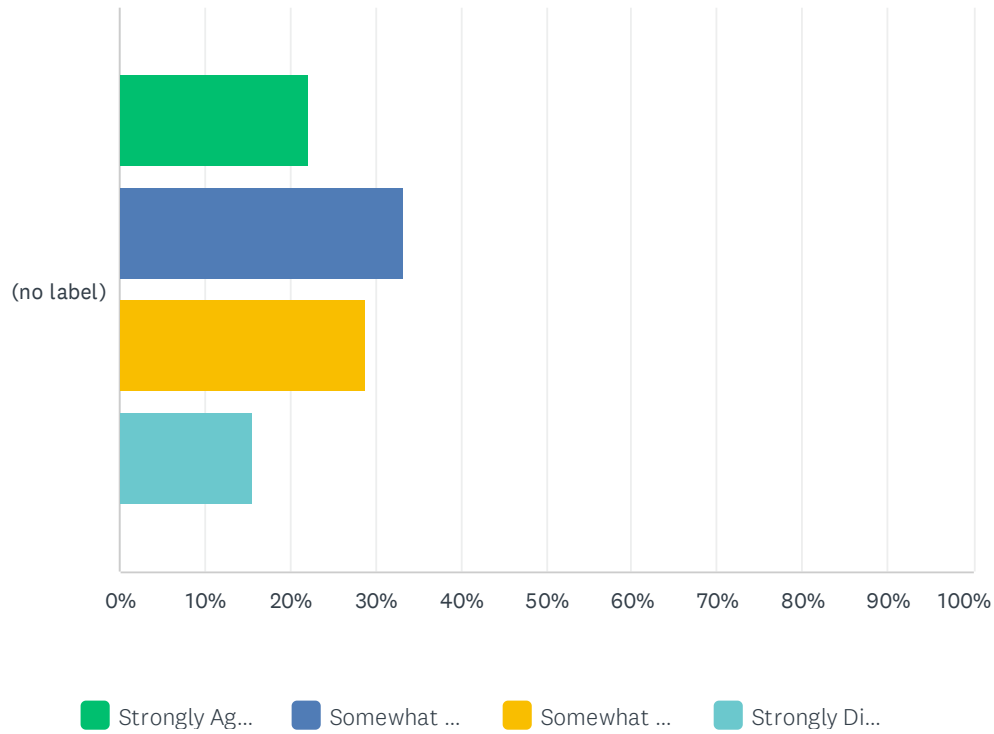
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<sup>4</sup> As noted above, under recent legislation (AB 1489), there are limited times when emergency circumstances or a member's personal "just cause" would allow for one or more members to participate remotely without identifying their location or making it available to the public. Given the strictures of this legislation, including the requirement that a quorum of the body meet from the same physical location, use of this legislation is likely to be rare and would require coordination with SCAG clerk and legal staff in advance.

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## Q1 Would more time between Regional Council and Policy Committee meetings help you better prepare and contribute to Regional Council discussion and actions?

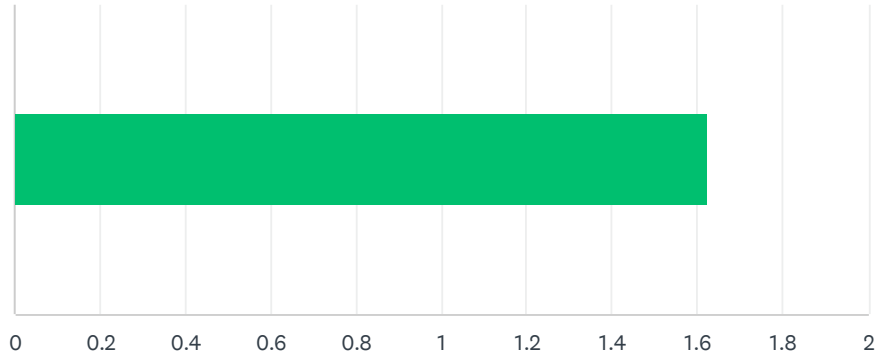
Answered: 45 Skipped: 0



	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	TOTAL	WEIGHTED AVERAGE
(no label)	22.22% 10	33.33% 15	28.89% 13	15.56% 7	45	2.62

## Q2 How much time between Regional Council and Policy Committee meetings would be ideal for you to better prepare for meetings?

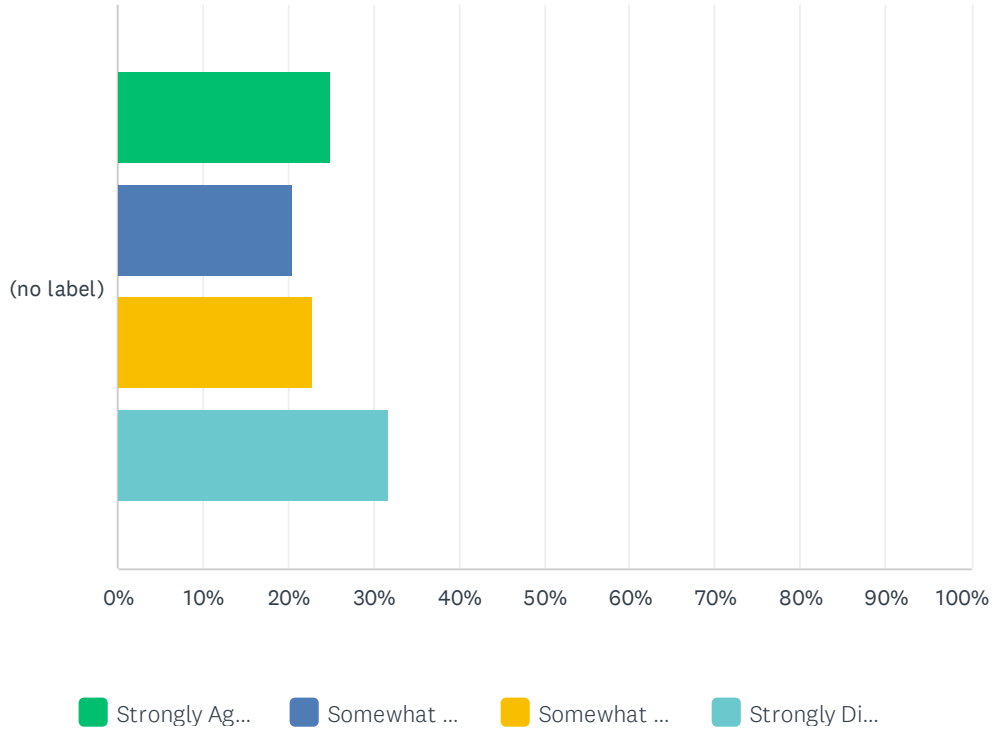
Answered: 24 Skipped: 21



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	2	39	24
Total Respondents: 24			

### Q3 Would holding the Regional Council and Policy Committee meetings on separate days (or weeks) help you be more available to participate in both?

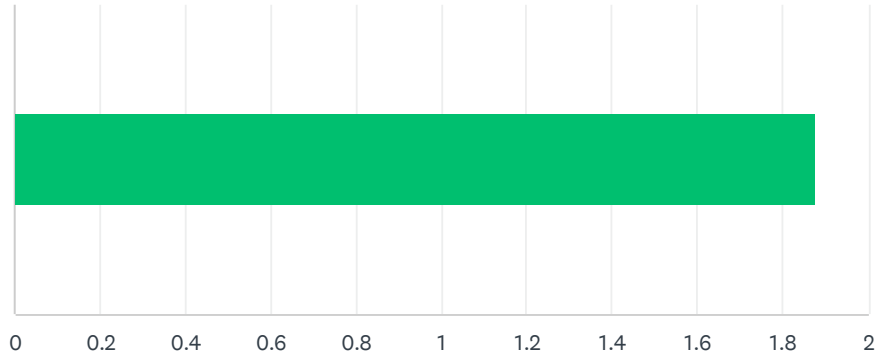
Answered: 44 Skipped: 1



	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	TOTAL	WEIGHTED AVERAGE
(no label)	25.00% 11	20.45% 9	22.73% 10	31.82% 14	44	2.39

### Q4 How much time between Regional Council and Policy Committee meetings would be ideal for you to be available to participate in both?

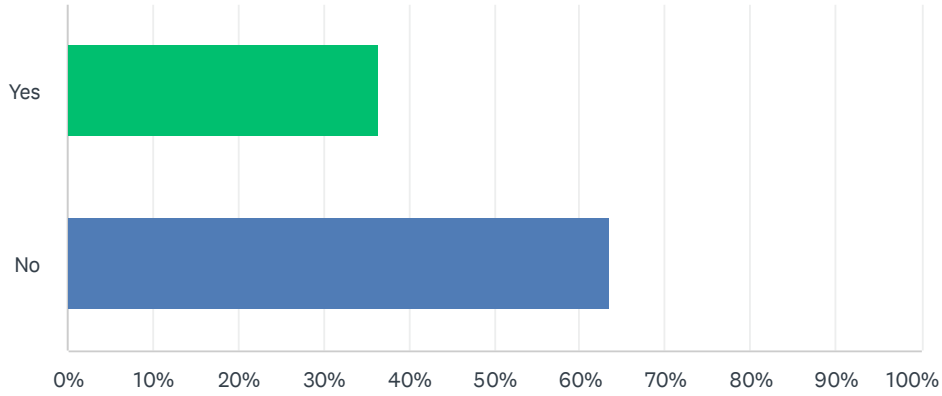
Answered: 16 Skipped: 29



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	2	30	16
Total Respondents: 16			

### Q5 Would it be your preference to reschedule the Policy Committee meetings to be on a different day (or week) than Regional Council?

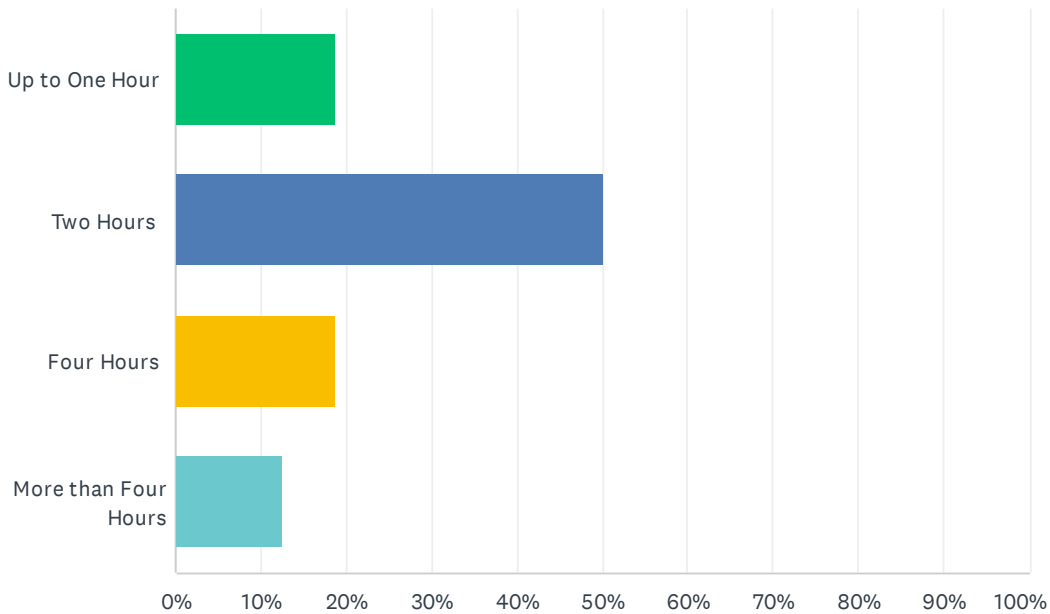
Answered: 44 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	36.36%	16
No	63.64%	28
TOTAL		44

**Q6 Holding the Policy Committee meetings on a different day (or week) than Regional Council will require an additional time commitment. Assuming these meetings continue to be conducted with remote participation as an option, how many additional hours per month would you be available for these meetings?**

Answered: 16 Skipped: 29



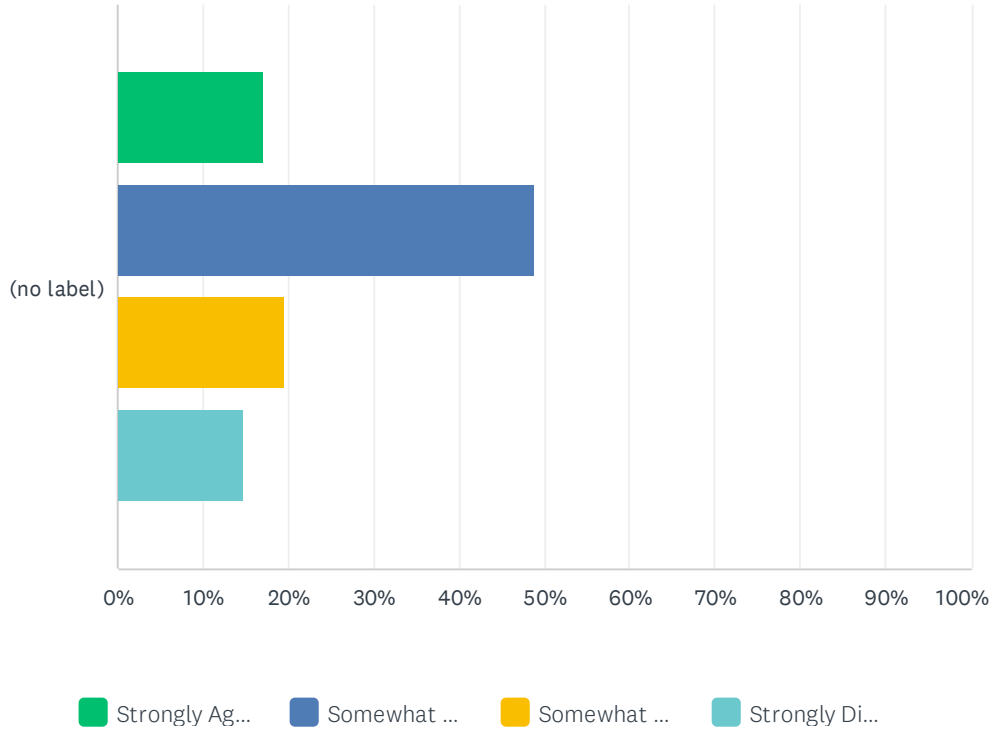
ANSWER CHOICES	RESPONSES	
Up to One Hour	18.75%	3
Two Hours	50.00%	8
Four Hours	18.75%	3
More than Four Hours	12.50%	2
<b>TOTAL</b>		<b>16</b>

Attachment: RCSurvey\_Final\_Summary (1) (Consideration of RC, EAC and Policy Committee Meeting Schedule and Options)



### Q7 Would extending the meeting length of the Regional Council (for example by starting the meeting earlier or ending later) be helpful in providing more time for discussion and actions?

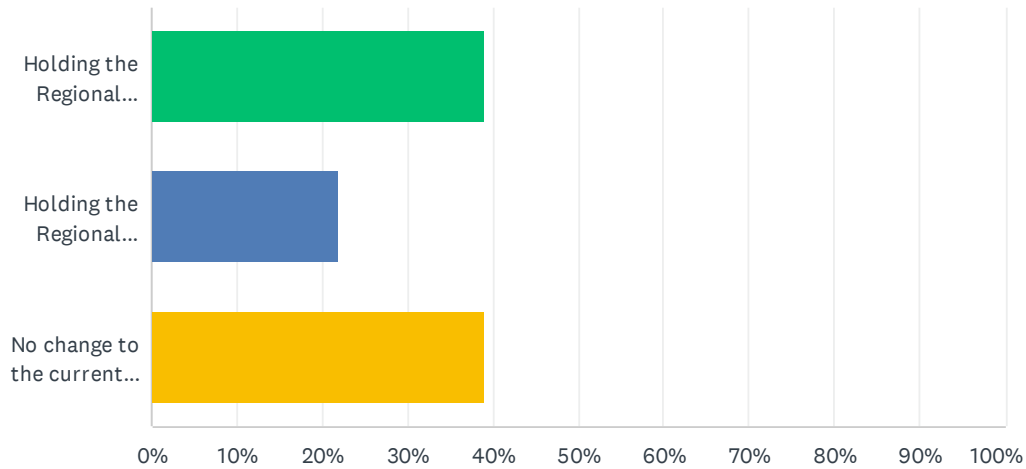
Answered: 41 Skipped: 4



	STRONGLY AGREE	SOMEWHAT AGREE	SOMEWHAT DISAGREE	STRONGLY DISAGREE	TOTAL	WEIGHTED AVERAGE
(no label)	17.07% 7	48.78% 20	19.51% 8	14.63% 6	41	2.68

### Q8 Considering your availability, which option would be ideal for you to participate in the discussion and actions for the Regional Council and Policy Committee meetings:

Answered: 41 Skipped: 4



ANSWER CHOICES	RESPONSES	
Holding the Regional Council and Policy Committee meetings on separate days (or on separate weeks)	39.02%	16
Holding the Regional Council and Policy Committee meetings on the same day and extending the length of the Regional Council meeting	21.95%	9
No change to the current structure	39.02%	16
<b>TOTAL</b>		<b>41</b>

## Q9 Any other comments or consideration on this topic:

Answered: 14 Skipped: 31

## Q10 Your Information

Answered: 41 Skipped: 4

ANSWER CHOICES	RESPONSES	
Name	100.00%	41
Organization	0.00%	0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	100.00%	41
Phone Number	0.00%	0

Attachment: RCSurvey\_Final\_Summary (1) (Consideration of RC, EAC and Policy Committee Meeting Schedule and Options)



# Consideration of RC, EAC and Policy Committee Meeting Schedule & Options

November 2, 2022

Michael R.W. Houston, Chief Counsel/Director of Legal Services

[WWW.SCAG.CA.GOV](http://WWW.SCAG.CA.GOV)



## GOALS FOR TODAY'S DISCUSSION

### CONSIDER CHANGES TO RC, EAC AND POLICY COMMITTEE MEETINGS THAT:

- Increase engagement and opportunity to collaborate by RC, EAC, and PC members, SCAG's stakeholders, and the public.
- Increase opportunity to discuss/develop policy by RC, EAC, and PC members by providing more time to do so.
- Align meeting structure with SCAG's evolved workplan and mission.

***Request: Provide input and direction to staff***

# Background

## PRIOR EAC DISCUSSIONS

- Meetings on 11/3/21, 1/5/22 and 7/1/22 - EAC discussed meeting structures and directed staff to solicit RC input on two primary options:
  - Move PC meetings to another day or another week from RC meetings
  - Extending the time of RC meetings to encourage additional discussion on policy matters

## CURRENT STRUCTURE & PROCESS IMPROVEMENTS

- PC/RC held 1st Thursday of month, with EAC held Wednesday afternoon beforehand.
- Success in elevating leadership on the RC in policy development and providing richer environment for policy discussion, per EAC Strategic Work Plan:
  - Connect SoCal subcommittees, REAP 2 Program Development Framework, committee "meeting outlooks", augmented committee staffing

## HISTORICAL STRUCTURE

- All meetings (EAC, PC and RC) held the same day.

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# Governing Structure Overview

REGIONAL COUNCIL	EXECUTIVE/ADMINISTRATION COMMITTEE	POLICY COMMITTEES
<ul style="list-style-type: none"> <li>• Governing board with primary decision-making authority.</li> <li>• Meets first Thursday of month (RCPM Art. IV.A(3)).</li> <li>• Typically considers recommendations from a PC in month following PC action, but can consider earlier if necessary (RCPM Art. IV.A(1)).</li> </ul>	<ul style="list-style-type: none"> <li>• Makes recommendations to RC, evaluates Executive Director and may act on behalf of RC, if needed prior to next RC meeting. (Bylaws Art. V.C(3)(a)).</li> <li>• Generally meets prior to and on same day as RC. (RCPM Art. IV.B(2)).</li> </ul>	<ul style="list-style-type: none"> <li>• Established in Bylaws for the purpose "of developing policy recommendations to the Regional Council." (Bylaws Art. V.B).</li> <li>• Meet on the same day as RC unless a special meeting is called (RCPM Art. IV.C(2)).</li> </ul>

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# Survey of RC Membership & Summary of Results

## SUMMARY OF SURVEY RESPONSES

- Nine questions, including “open ended” question for comments.
- Direct questions on (1) moving PC meetings and/or (2) extending RC meeting time.
- Additional questions probed availability, time commitment, interest in more discussion.
- 45 RC members responded (52% response rate).

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# Survey of RC Membership & Summary of Results (cont.)

## PRIMARY CONCLUSIONS

- **Strong preference not to change date/time of PC meetings.**

Question 5: “Would it be your preference to reschedule the Policy Committee meetings to be on a different day (or week) than Regional Council?”

Yes: 36.36%

No: 63.64%

- **Some preference to add time to RC meeting to allow more discussion.**

Question 7: “Would extending the meeting length of the Regional Council (for example by starting the meeting earlier or ending later) be helpful in providing more time for discussion and actions?”

Strongly & Somewhat Agree: 65.78%

Somewhat & Strongly Disagree: 34.14%

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## Return to In-Person Member and Public Participation

- President Harnik asked about feasibility in emphasizing in-person member attendance and public participation at RC, EAC and PC meetings.
- Public health environment is improved
- Governor is ending COVID-19 State of Emergency on February 28, 2023:
  - AB 361 findings will not be possible once state of emergency ends.
  - "Normal" Brown Act requirements for telephonic/remote meetings will require identified and publicly available remote locations and roll call votes.
- In-person member/public attendance is feasible to implement by January.
- RCPM allows remote meetings, subject to Presidential agreement.

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## Staff Recommendations for Discussion and Direction

- 1. Recommend not to move** the Policy Committee meetings to a different day/week from the RC meeting date.
  - Rationale: Survey responses do not present compelling reason to move PC meetings to a separate day/week because 64% of responses indicated they did not prefer moving the Policy Committee meetings to a different day or week from the RC.
- 2. Recommend extending** RC meetings by 1/2 hour and run from 12-2.
  - Stay within same current meeting timeframe of 9:30 a.m. – 2 p.m. on the first Thursday of the month.
  - Policy Committee starting time remains at 9:30 a.m.
  - Rationale: Survey responses show some preference for RC to have more time to discuss and act on policy matters, but also reflects that survey responses did not demonstrate a strong desire to extend the overall day spent at SCAG meetings.

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## Staff Recommendations for Discussion and Direction (cont.)

- 3. Recommend** emphasizing in-person member participation at RC, EAC and Policy Committee meetings and in-person public participation.
  - Beginning in January.
  - Brown Act's "normal" requirements would apply to any remote participation allowed by President once AB 361 findings end.

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**QUESTIONS?**

**INPUT AND DIRECTION FROM THE EAC IS REQUESTED**

**THANK YOU!**



**AGENDA ITEM 3**  
**REPORT**

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room  
Los Angeles, CA 90017  
**November 2, 2022**

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

**From:** Cindy Giraldo, Chief Financial Officer  
(213) 630-1413, giraldo@scag.ca.gov

**Subject:** Resolution No. 22-648-1 Approving Amendment 2 to the FY 2022-23 Overall Work Program (OWP) Budget, an amendment to the Indirect Cost Budget, an amendment to FTA Discretionary and Formula Grant Budget and a New Classification Structure and Salary Schedule

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**EXECUTIVE DIRECTOR'S  
APPROVAL**

**RECOMMENDED ACTION FOR EAC:**

That the Executive/Administration Committee (EAC) recommend that the Regional Council adopt Resolution No. 22-648-1 approving a second amendment to the Fiscal Year 2022-23 (FY 2022-23) Overall Work Program (OWP) budget, an amendment to the Indirect Cost Budget, an amendment to the FTA Discretionary and Formula Grant Budget, and the new classification structure and salary schedule developed from the Classification and Compensation Study.

**RECOMMENDED ACTION FOR RC:**

That the Regional Council (RC) adopt Resolution No. 22-648-1 approving a second amendment to the Fiscal Year 2022-23 (FY 2022-23) Overall Work Program (OWP) budget, an amendment to the Indirect Cost Budget, an amendment to the FTA Discretionary and Formula Grant Budget, and the new classification structure and salary schedule developed from the Classification and Compensation Study.

**STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

***Staff recommends that the EAC and RC adopt Resolution No. Resolution No. 22-648-1 approving a second amendment (Budget Amendment 2) to the FY23 OWP budget in the amount of \$10,985,246, increasing the OWP budget from \$117,790,708 to \$128,775,954. Budget Amendment 2 is a formal amendment to the FY23 OWP, which includes the following as reflected in the proposed resolution:***

- *Programming unexpended Consolidated Planning Grant (CPG) funds, including Senate Bill (SB 1) Sustainable Communities Formula and Federal Highway Administration State Planning and Research (FHWA SPR) grant funds;*
- *Programming unexpended various federal grant funds such as U.S. Department of Energy (DOE), FY22 Office of Traffic Safety (OTS), and Active Transportation Program (ATP) grant funds;*
- *Programming unexpended various state grant funds such as Regional Early Action Planning (REAP 1.0), Mobile Source Air Pollution Reduction Review Committee (MSRC) Last Mile Freight Program (LMFP) and Future Communities Pilot Program (FCPP), ATP, and Inclusive Economic Recovery Strategy (IERS), and other state grant funds;*
- *Adding a new OWP project for the Regional Housing Program;*
- *Adjusting staff time allocations in various OWP projects and adding consultant resources to support ongoing regional transportation activities; and*
- *Adjusting staff budget for the approved reclassifications and changes made in accordance with SCAG Personnel Rules, as well as for changes resulting from position evaluations and the Classification and Compensation Study.*

***Budget Amendment 2 also includes adding \$748,966 to the Indirect Cost Budget, increasing the total budget from \$28.90 million to \$29.65 million, and \$12,868,787 for the FTA Discretionary and Formula Grant Budget, increasing the total budget from \$1.84 million to \$14.71 million.***

#### **BACKGROUND:**

On May 4 and 5, 2022, the EAC and RC, respectively, approved the FY23 Final Comprehensive Budget, which included the FY23 OWP budget in the amount of \$116.96 million. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) subsequently approved SCAG's FY23 OWP on June 17, 2022.

Thereafter, SCAG submitted administrative Amendment 1 to the FY23 OWP, which included programming grant funds carry-over for state other, additional TDA funds and in-kind commitments to support ongoing regional transportation projects, and reallocation of CPG funds that resulted in budget neutral changes for various regional transportation planning projects. Further, staff received approval for the reclassification of seven vacant positions to align the classification with agency needs. The budget impact associated with these position reclassifications is being incorporated into the budget as part of Budget Amendment 2. Amendment 1 increased the OWP budget from \$116.96 million to \$117.79 million.

In September 2022, the California Department of Transportation (Caltrans) issued a reconciliation letter to confirm unexpended totals in CPG funds and other state grants as of June 30, 2022. The FY23 OWP budget adopted in May 2022 included carryover estimates for CPG funds of \$7.29 million

and carryover estimates for State Transportation Planning Grants. Budget Amendment 2 includes adjustments to account for the actual grant balances certified by Caltrans.

**DISCUSSION:**

**A. Budget Amendment**

Staff recommends that the EAC and RC approve: Budget Amendment 2 to the FY23 OWP in the amount of \$10,985,246, increasing the budget from \$117.79 million to \$128.78 million; an amendment to the Indirect Cost Budget in the amount of \$748,966, increasing the budget from \$28.90 million to \$29.65 million; and an amendment to the FTA Grant Budget in the amount of \$12,868,787, increasing the budget from \$1.84 million to \$14.71 million.

**i. Overall Work Program (OWP)**

**This amendment is the second amendment to the FY23 OWP in the amount of \$10,985,246, increasing the budget from \$117.79 million to \$128.78 million.** Table 1 shows the changes to the FY23 OWP Funding Sources in the amount of \$10,985,246:

<b>OWP FUNDING SOURCES</b>	<b>Amend#1</b>	<b>Change</b>	<b>Amend#2</b>
FHWA PL - Metropolitan Planning	\$ 28,992,734	\$ 3,262,731	\$ 32,255,465
FTA 5303 - Metropolitan Planning	\$ 12,660,680	\$ 3,269,729	\$ 15,930,409
FHWA SPR - Strategic Partnership Grants	\$ 256,027	\$ (88,724)	\$ 167,303
FEDERAL OTHER	\$ 1,582,338	\$ 1,736,072	\$ 3,318,410
SB 1 - Sustainable Communities Formula Grants	\$ 9,005,028	\$ 415,470	\$ 9,420,498
REAP 1.0 Grant Program	\$ 27,873,842	\$ 669,698	\$ 28,543,540
MSRC Last Mile Freight Program Grant	\$ 16,618,900	\$ 132,100	\$ 16,751,000
STATE OTHER	\$ 10,596,785	\$ 1,101,070	\$ 11,697,855
TDA	\$ 3,864,269	\$ (424,582)	\$ 3,439,687
IN-KIND COMMITMENTS	\$ 4,987,673	\$ 735,539	\$ 5,723,212
CASH/LOCAL OTHER	\$ 1,352,432	\$ 176,143	\$ 1,528,575
<b>TOTAL</b>	<b>\$ 117,790,708</b>	<b>\$ 10,985,246</b>	<b>\$ 128,775,954</b>

- 1) \$3,262,731 increase for FHWA PL and \$3,269,729 increase for FTA 5303 (CPG funds) due to the grant balance and carryover adjustments for ongoing regional transportation projects;
- 2) \$88,724 decrease for FHWA SPR due to the grant balance and carryover adjustments for the Sustainable Transportation Planning Grant funds;
- 3) \$1,736,072 increase for Federal Other, consisting of a \$1,188,005 increase for the FY23 OTS Pedestrian and Bicycle Safety Program support for the Southern California Go Human Campaign and a \$548,067 increase for grant balance and carryover adjustments for various federal grants;
- 4) \$415,470 increase for SB 1 Sustainable Communities Formula funds for the grant balance and carryover adjustments for the Sustainable Transportation Planning Grant funds;

- 5) \$669,698 increase for REAP 1.0 grant funds, \$132,100 increase for MSRC Last Mile Freight Program grant funds, and \$1,101,070 increase for State Other for grant balance and carryover adjustments;
- 6) \$424,582 decrease for TDA funds primarily due to various staffing adjustments; and
- 7) \$735,539 increase for in-kind commitments and \$176,143 increase for cash/local other to support various regional transportation planning projects.

Table 2 shows the changes to the FY23 OWP expenditure in the amount of \$10,985,246:

<b>OWP EXPENDITURES</b>	<b>Amend#1</b>	<b>Change</b>	<b>Amend#2</b>
SALARIES & BENEFITS	\$ 44,696,123	\$ 142,977	\$ 44,839,100
CONSULTANTS	\$ 63,420,075	\$ 4,498,722	\$ 67,918,797
NON-PROFITS/IHL	\$ 132,875	\$ (88)	\$ 132,787
IN-KIND COMMITMENTS	\$ 4,987,673	\$ 735,539	\$ 5,723,212
CASH/LOCAL OTHER	\$ 484,449	\$ 158,730	\$ 643,179
OTHER COSTS	\$ 4,069,513	\$ 5,449,366	\$ 9,518,879
<b>TOTAL</b>	<b>\$ 117,790,708</b>	<b>\$ 10,985,246</b>	<b>\$ 128,775,954</b>

- 1) \$142,977 increase for staff resources, including a retired annuitant to support various regional transportation planning projects as well as an intern to support the IERS grant work (fully funded by a grant from the California Workforce Development Board);
- 2) \$4,498,722 increase for consultant budget and \$88 decrease for Non-Profits/Institution for Higher Learning (IHL) budget, related to various grants activities (inclusive of technical assistance projects and sub-awards);
- 3) \$735,539 increase for in-kind commitments as well as \$158,730 increase for cash/local other to support various grants; and
- 4) \$5,449,366 increase to other costs is primarily due to the set-aside of CPG and grant funds of approximately \$4.44M to support various regional transportation planning projects in the FY 2023-24 OWP, and other changes include adjustments needed to support the impacts from the Classification and Compensation recommendations as described in **Section B – Classification and Compensation Study** of this staff report, as well as the changes made in accordance with the Personnel Rules and the reclassification requests approved in the Budget Amendment 1.

Attachment 2 includes a detailed list of budget changes. The full report for Amendment 2 to the FY23 OWP is available online at [https://scag.ca.gov/sites/main/files/file-attachments/fy22-23\\_owp\\_amend2.pdf](https://scag.ca.gov/sites/main/files/file-attachments/fy22-23_owp_amend2.pdf).

## ii. Indirect Cost Budget

**Budget Amendment 2 results in an increase of \$748,966 to the Indirect Cost Program, increasing the budget from \$28.90 million to \$29.65 million.** The proposed changes include the impacts from the addition of two new positions, adjustments to staff time allocations and cost as well as resources to support various indirect cost activities. The amended Indirect Cost Budget includes \$29.65 million for staff salaries, fringe benefits, and other non-labor costs that are not attributable to an individual direct program.

## iii. FTA Discretionary and Formula Grant Budget

**Budget Amendment 2 results in an increase of \$12,868,787 for the FTA Discretionary and Formula Grant Budget, increasing the total budget from \$1.84 million to \$14.71 million.** The increase is primarily due to the Sections 5339 and 5312 FTA grant balance adjustments to carryover the remaining grant funds to the FY23 FTA Discretionary and Formula Grant Budget.

## iv. Salaries and Benefits Budget

Budget Amendment 1 presented to the EAC and RC in September included salaries and benefits costs for 208 positions. Budget Amendment 2 includes the addition of two (2) new positions, which are primarily funded under the Indirect Cost Budget. The budget impacts of the proposed positions are provided below:

- One (1) Permanent Senior Administrative Assistant for the Office of Regional Council Support
  - **FY23 Budget Impact:** Approximately \$55.4K increase (Budgeted at 0.5 FTE)
  - **Annual Impact:** Approximately \$111K increase
- One (1) Limited Term Human Resources Analyst I
  - **FY23 Budget Impact:** Approximately \$60.5K increase (Budgeted at 0.5 FTE)
  - **Annual Impact:** The budget for all limited-term positions is requested on an annual basis; hence the funding for limited-term positions for FY24 will be reviewed by the EAC and RC in March 2023 as part of the FY24 Budget approval process.

With the proposed two new positions, Budget Amendment 2 includes salaries and benefits costs for 210 positions and interns, annuitants, and temporary staff, in the amount of \$36.87 million. Also, staff is currently evaluating the classification for a vacant Controller position based on the level of experience and expertise needed for the position to be successful. Following the evaluation process, a position upgrade may be recommended. The fiscal impact of this change is not included in this Budget Amendment 2 as the appropriate classification has not yet been determined. However, if a higher classification is recommended, staff is requesting pre-authorization to move forward with the recruitment and hiring of the position at the recommended classification level and the resulting fiscal impact will be included in the Budget Amendment 3.

## **B. Classification and Compensation Study**

Budget Amendment 2 includes budget adjustments to implement the recommended new classification structure and salary schedule that were developed from the Classification and Compensation Study. Approval of the proposed resolution will include approval of this new classification structure and salary schedule as further described in this report and attachments. Attachment 3 provides additional detail on the process taken to develop the recommendations. As noted in Attachment 3, the Classification and Compensation Study reviewed the entirety of SCAG's employee compensation, including both salary and benefits. The completed study identified recommended changes in both salary and benefit levels. However, Budget Amendment 2 includes only the recommended salary and classification changes. Staff are currently evaluating the recommended benefit changes and will bring a comprehensive benefits proposal developed from this study data to the EAC and RC in March as part of the FY 2023-24 Draft Comprehensive Budget. The proposed new classifications and salary schedule will be effective immediately for vacant positions being recruited and will be effective in January for existing staff.

The updated salary schedule is provided in Attachment 4. As a result of the updated salary schedule, the salary of 21 staff will be adjusted to the new bottom of the salary range in January 2023 for a total fiscal impact of approximately \$194K for FY23. This amount excludes the budget impact of eliminating the Junior Planner classification which has been realigned to Assistant Regional Planner. Since many of the current Junior Planner incumbents are involved in ongoing recruitments, the budget impacts of the Junior Planner reclassification will be included in Budget Amendment 3 when the pending transitions are confirmed. On average, SCAG's salary range maximum will increase by 13% upon adoption of the new salary schedule. This 13% average increase represents the market movement over the 3-year period since the completion of SCAG's prior salary survey implemented in 2020. Except for the 21 employees, whose salary is currently below the bottom of the proposed range, and the possible impacts to incumbent Junior Planners, all other employee salaries fall within the proposed salary ranges and will, therefore, not require a pay adjustment.

### **FISCAL IMPACT:**

Budget Amendment 2 to the FY23 OWP results in an increase of \$10,985,246, from \$117.79 million to \$128.78 million; an amendment to the Indirect Cost Budget results in an increase of \$748,966, from \$28.90 million to \$29.65 million; and an amendment to the FTA Discretionary and Formula Grant Budget results in an increase of \$12,868,787, from \$1.84 million to \$14.71 million. These changes are inclusive of the fiscal impacts of the new recommended classification structure and salary schedule. After approval by the EAC and RC, Amendment 2 to the FY23 OWP will be submitted to Caltrans for final approval.

### **ATTACHMENT(S):**

1. Resolution No. 22-648-1 - Approving Amendment 2 to the FY 2022-23 Comprehensive Budget Including Overall Work Program (OWP), and Related Matters



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2. List of Budget Changes - FY23 OWP Amendment 2
  3. Classification and Compensation Study Process and Recommendations Development
  4. Proposed Salary Schedule





RESOLUTION NO. 22-648-1

A RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) APPROVING AMENDMENT 2 TO THE FISCAL YEAR 2022-23 COMPREHENSIVE BUDGET, INCLUDING THE OVERALL WORK PROGRAM, AND RELATED MATTERS

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

REGIONAL COUNCIL OFFICERS

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- Executive/Administration Jan C. Harnik, Riverside County Transportation Commission
Community, Economic & Human Development Frank Yokoyama, Cerritos
Energy & Environment Deborah Robertson, Rialto
Transportation Ray Marquez, Chino Hills

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

WHEREAS, SCAG has developed the Fiscal Year (FY) 2022-23 Comprehensive Budget that includes the following budget components: the Overall Work Program (OWP); the FTA Discretionary and Formula Grant Budget; the TDA Capital and Debt Service Budget; the General Fund Budget; the Indirect Cost Budget; and the Fringe Benefits Budget; and

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

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

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

WHEREAS, SCAG's Regional Council approved the FY 2022-23 Comprehensive Budget including the OWP in May 2022, which was subsequently approved by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) in June 2022. The Regional Council approved Amendment 1 to the FY 2022-23 Comprehensive Budget including the OWP in September 2022; and

WHEREAS, Amendment 2 to the FY 2022-23 Comprehensive Budget, including the OWP, will result in: an OWP budget increase of \$10,985,246, from \$117,790,708 to \$128,775,954; an Indirect Cost budget increase of \$748,966, from \$28,901,961 to \$29,650,927; an FTA Grant budget increase of \$12,868,787, from

Attachment: Resolution No. 22-648-1 - Approving Amendment 2 to the FY 2022-23 Comprehensive Budget Including Overall Work Program

\$1,840,795 to \$14,709,582; adoption of the recommended new classification structure and salary schedule; and pre-authorizing staff to proceed with the recruitment and hiring of one reclassified position if the reclassification is recommended, and associated budget increase of the reclassification will be formerly incorporated in a future budget amendment; and

**WHEREAS**, Amendment 2 to the FY 2022-23 Comprehensive Budget including the OWP, along with its corresponding staff report and this resolution, has been reviewed and discussed by SCAG's Regional Council on November 3, 2022.

**NOW, THEREFORE, BE IT RESOLVED**, by the Regional Council of the Southern California Association of Governments, that the Amendment 2 to the FY 2022-23 Comprehensive Budget including the OWP, and as further described in the recitals above, is approved and adopted.

**BE IT FURTHER RESOLVED THAT:**

1. The Regional Council hereby authorizes submittal of Amendment 2 to the FY 2022-23 OWP to the participating State and Federal agencies.
2. The Regional Council hereby authorizes submittal of SCAG's approved FY 2022-23 Indirect Cost Rate Proposal (ICRP) to the participating State and Federal agencies.
3. SCAG pledges to pay or secure in cash or services, or both, the matching funds necessary for financial assistance.
4. The SCAG Executive Director, or in his or her absence, the Chief Financial Officer, is hereby designated and authorized to execute all related agreements and other documents on behalf of the Regional Council.
5. The SCAG Bylaws give the SCAG Executive Director authority to administer the Personnel Rules. In accordance with that authority, the SCAG Executive Director, or in his or her absence, the Chief Financial Officer, is hereby designated and authorized to make administrative amendments to the FY 2022-23 Comprehensive Budget including the OWP to implement the Personnel Rules.
6. The SCAG Executive Director, or in his or her absence, the Chief Financial Officer, is hereby authorized to make and submit to the applicable funding agencies, the necessary work program, and budget amendments to SCAG's FY 2022-23 Comprehensive Budget including the OWP, based on actual available funds and to draw funds as necessary on a line of credit or other requisition basis.
7. The SCAG Executive Director, or in his or her absence, the Chief Financial Officer, is hereby authorized to submit grant applications and execute the applicable grant agreements and any amendments with the applicable Federal or State agency and to implement grant funds through SCAG's OWP, and this includes submittal and execution of the required Overall Work Program Agreement (OWPA) and the Master Fund Transfer Agreement

(MFTA) with Caltrans, as part of the Caltrans Sustainable Transportation Planning Grant Programs.

8. The SCAG Executive Director, or in his or her absence, the Chief Financial Officer, is hereby authorized to make administrative amendments to the FY 2022-23 OWP that do not affect the delivery of regional transportation planning tasks, activities, steps, products, or the funding amounts listed on the OWPA.
9. The SCAG Executive Director, or in his or her absence, the Chief Financial Officer, is hereby authorized to make administrative amendments to the FY 2022-23 General Fund Budget; the Indirect Cost Budget; the Fringe Benefit Budget; FTA Discretionary and Formula Grant Budget; and the TDA Budget that do not exceed the overall funding amounts approved by the SCAG Regional Council and the participating State and Federal agencies.
10. The SCAG Executive Director, or in his or her absence, the Chief Financial Officer, is hereby authorized to make administrative amendments to the FY 2022-23 TDA Budget, including exceeding the TDA Budget approved by the Regional Council, for the purpose of allocating additional funding to projects that are included in the approved OWP, when such exceedance is necessary to execute or implement the OWP approved by the Regional Council.
11. The SCAG Executive Director, or in his or her absence, the Chief Financial Officer, is hereby authorized to negotiate and execute subrecipient agreements (e.g., memorandum of understanding) and related documents, on behalf of the Regional Council, involving the expenditure of funds programed under the FY 2022-23 Comprehensive Budget including the OWP.

**PASSED, APPROVED AND ADOPTED** by the Regional Council of the Southern California Association of Governments at its regular meeting this 3<sup>rd</sup> day of November, 2022.

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Jan C. Harnik  
President, SCAG  
Riverside County Transportation Commission

Attested by:

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Kome Ajise  
Executive Director

Approved as to Form:

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Michael R.W. Houston  
Chief Counsel

FY 2022-23 OWP Amendment 2  
List of Budget Changes

Director	Project Task No.	Project Task Name	Category	Budget Change	CPG FHWA_PL	CPG FTA_5303	TDA	FHWA SPR	FY21 SB1 Formula	FY22 SB1 Formula	FY23 SB1 Formula	State Others	REAP AB 101	FY22 OTS	FY23 OTS	DOE	MSRC	ATP	IERS Grant	Cash/Local Other	In-Kind Commitments
Jepson	010.0170.01	RTP Amendments, Management and Coordination	Staff	40,527	35,878	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,649
Jepson	010.1631.02	Transportation Demand Management (TDM) Planning	Staff	(11,235)	(9,946)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(1,289)
Jepson	010.1631.04	Congestion Management Process (CMP)	Staff	5,622	4,977	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	645
Jepson	010.1631.06	TDM Strategic Plan Phase 2 - Implementation	Consultant	49,730	-	44,026	5,704	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	015.0159.01	RTP Financial Planning	Staff	38,505	34,088	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,417
Jepson	015.0159.02	Transportation User Fee - Planning Groundwork Project Phase II	Staff	38,505	34,088	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,417
Jepson	020.0161.04	Environmental Compliance, Coordination & Outreach	Staff	(79,126)	(70,050)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(9,076)
Jepson	020.0161.05	Intergovernmental Review (IGR)	Staff	(31,958)	(28,292)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(3,666)
Jepson	025.0164.01	Air Quality Planning and Conformity	Staff	193,153	170,998	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,155
Jepson	030.0146.02	Federal Transportation Improvement Program	Staff	82,395	-	644,765	(645,907)	-	-	-	-	-	-	-	-	-	-	-	-	-	83,537
Shroyer	045.0142.12	Enterprise GIS (EGIS) Implementation - Maint. & Support	Staff	34,092	30,182	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,910
Shroyer	045.0142.23	Enterprise GIS (EGIS) Implementation - Capitalized Software	Staff	416,214	368,475	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	47,739
Jepson	045.0694.01	GIS Development & Applications	Staff	3,770	3,337	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	433
Jepson	045.0694.03	Professional GIS Services Program Support	Staff	495,338	438,523	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	56,815
Jepson	045.0694.04	GIS Modeling and Analytics	Staff	54,131	47,922	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,209
Jepson	050.0169.01	Complete Streets: RTP/SCS Active Transportation Development & Implementation	Staff	(109,610)	(97,038)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(12,572)
Jepson	050.0169.06	Complete Streets: Active Transportation Program	Staff	(31,219)	(27,638)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(3,581)
Jepson	050.4920.01	Go Human Evolution	Consultant	-	(50,000)	-	50,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	050.4920.01	Go Human Evolution	Staff	(44,098)	(39,040)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(5,058)
Jepson	055.1531.01	Southern California Economic Growth Strategy	Consultant	29,000	25,674	-	3,326	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	055.1531.01	Southern California Economic Growth Strategy	Staff	4,425	3,918	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	507
Jepson	055.4916.01	Census and Economic Data Coordination	Staff	1,543	1,366	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	177
Jepson	060.0124.01	Multimodal Corridor Planning	Staff	56,222	49,774	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,448
Jepson	065.0137.08	Sustainability Recognition Awards	Staff	2,731	-	-	2,731	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	065.4092.01	Adaptation Analysis	Staff	1,871	1,656	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	215
Jepson	065.4853.01	Greenhouse Gas Reduction Fund (GGRF) Technical Assistance	Staff	617	546	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71
Jepson	065.4876.01	Priority Agricultural Lands	Non-Profits/IHL	17,619	-	15,598	2,021	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	065.4876.01	Priority Agricultural Lands	Staff	1,497	1,325	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	172
Jepson	065.4878.01	Natural & Agricultural Lands Policy Development & Implementation	Staff	8,135	7,202	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	933
Jepson	065.4918.01	Priority Development Area Strategy Implementation	Staff	617	546	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71
Jepson	070.0130.10	Model Enhancement and Maintenance	Staff	2,499	2,212	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	287
Jepson	070.0130.13	Activity-Based Model (ABM) Development and Support	Consultant	100,000	-	88,530	11,470	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	070.0130.13	Activity-Based Model (ABM) Development and Support	Staff	569,700	504,356	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	65,344
Jepson	070.0132.08	Model Data Distribution and Support	Staff	571,563	506,005	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	65,558
Jepson	070.0147.01	RTP/FTIP Modeling, Coordination and Analysis	Staff	2,326	2,059	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	267
Jepson	070.2665.01	Scenario Planning and Modeling	Consultant	80,000	-	70,824	9,176	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	070.2665.01	Scenario Planning and Modeling	Staff	5,240	4,639	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	601
Jepson	070.2665.02	Growth Forecasting - Development, Outreach, and Collaboration	Staff	1,103,124	-	976,596	-	-	-	-	-	-	-	-	-	-	-	-	-	-	126,528
Jepson	080.0153.04	Regional Assessment	Staff	5,684	5,032	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	652
Jepson	080.0153.05	Environmental Justice Outreach and Policy Coordination	Staff	37,887	33,541	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,346
Cartagena	090.0148.01	Public Information and Communication	Consultant	300,000	-	265,590	34,410	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cartagena	090.0148.01	Public Information and Communication	Consultant	(33,000)	-	(33,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cartagena	090.0148.01	Public Information & Communication	Staff	77,962	-	69,020	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,942
Cartagena	090.0148.02	Media Support for Planning Activities	Staff	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cartagena	095.1633.01	Public Involvement	Staff	659,352	583,725	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,627
Jepson	100.1630.02	Intelligent Transportation System (ITS) Planning	Staff	4,719	4,178	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	541
Jepson	100.1630.04	Regional ITS Architecture Update - Ph 2	Consultant	(9,500)	-	(9,500)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	100.1630.04	Regional ITS Architecture Update - Phase 2	Staff	91	81	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10
Jepson	100.4901.01	Broadband Planning	Staff	(11,782)	(10,431)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(1,351)
Jepson	100.4911.01	Smart Cities	Staff	918	813	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	105
Jepson	115.4912.01	Clean Technology Program	Staff	19,426	17,198	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,228
Jepson	115.4912.02	Supporting Infrastructure for Zero-Emission Medium and Heavy-Duty Truck Study	Consultant	91,048	-	80,562	10,438	-	-	-	-	48	-	-	-	-	-	-	-	-	-
Jepson	115.4912.02	Supporting Infrastructure for Zero-Emission Medium and Heavy-Duty Truck Study	Staff	29,495	26,112	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,383
Jepson	115.4912.03	AI-Based Mobility Monitoring System and Analytics Demonstration Pilot	Staff	10,000	-	-	-	-	-	-	-	-	-	-	-	10,000	-	-	-	-	-
Giraldo	120.0175.01	OWP Development & Administration	Staff	531,799	-	721,023	(282,640)	-	-	-	-	-	-	-	-	-	-	-	-	-	93,416
Giraldo	120.0175.02	Grant Administration	Staff	6,826	-	-	6,826	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	130.0162.18	Goods Movement Planning	Staff	390,858	346,027	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	44,831
Jepson	130.0162.19	Curb Management & Integrated Strategies to Catalyze Market Adoption of EVs	Staff	65,269	-	-	-	-	-	-	-	-	-	-	-	65,269	-	-	-	-	-
Jepson	140.0121.01	Transit Planning	Staff	120,519	106,695	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,824

Attachment: List of Budget Changes - FY23 OWP Amendment 2 (Resolution No. 22-648-1 Approving

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Director	Project Task No.	Project Task Name	Category	Budget Change	CPG FHWA_PL	CPG FTA_5303	TDA	FHWA SPR	FY21 SB1 Formula	FY22 SB1 Formula	FY23 SB1 Formula	State Others	REAP AB 101	FY22 OTS	FY23 OTS	DOE	MSRC	ATP	IERS Grant	Cash/Local Other	In-Kind Commitments
Jepson	140.0121.02	Passenger Rail Planning	Staff	29,433	26,057	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,376
Jepson	145.4818.01	Westside Mobility Study Update	Consultant	(8,029)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(8,029)
Jepson	145.4865.01	SC Goods Movement Comm Freight	Consultant	(117)	-	-	(24)	(93)	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	145.4885.01	l-710 North Mobility Hubs Plan	Consultant	(110,794)	-	-	-	(88,635)	-	-	-	-	-	-	-	-	-	-	-	-	(22,159)
Jepson	145.4885.01	l-710 North Mobility Hubs Plan	Staff	1,469	-	-	1,465	4	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	225.3564.11	SCAG 2017 Active Transportation Safety & Encouragement Campaign	Consultant	248,739	-	-	-	-	-	-	-	-	-	-	-	-	-	-	248,739	-	-
Jepson	225.3564.14	SCAG 2019 Local Demonstration Initiative	Consultant	403,751	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	403,751	-
Jepson	225.3564.14	SCAG 2019 Local Demonstration Initiative	Staff	(1,688)	-	-	2,926	-	-	-	-	-	-	-	-	-	-	-	-	(4,614)	-
Jepson	225.3564.17	FY 22 - Pedestrian and Bicycle Safety Program	Consultant	250,909	-	-	-	-	-	-	-	21,986	-	228,923	-	-	-	-	-	-	-
Jepson	225.3564.17	FY 22 - Pedestrian and Bicycle Safety Program	Staff	(345,475)	-	-	(329,840)	-	-	-	-	-	-	(15,635)	-	-	-	-	-	-	-
Jepson	225.3564.18	FY 23 - Pedestrian and Bicycle Safety Program	Consultant	1,013,411	-	-	-	-	-	-	-	-	-	-	1,013,411	-	-	-	-	-	-
Jepson	225.3564.18	FY 23 - Pedestrian and Bicycle Safety Program	Staff	520,660	-	-	346,066	-	-	-	-	-	-	-	174,594	-	-	-	-	-	-
Jepson	225.4837.01	SCAG 2017 Active Transportation Local Planning Initiative	Consultant	13,888	-	-	-	-	-	-	-	-	-	-	-	-	-	-	71,819	-	(57,931)
Jepson	225.4837.01	SCAG 2017 Active Transportation Local Planning Initiative	Staff	(11,539)	-	-	(11,539)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	225.4868.01	Imperial County Project Ride, Walk, Learn	Consultant	132,638	-	-	-	-	-	-	-	-	-	-	-	-	-	-	132,638	-	-
Dillon	225.4884.01	Government to University Initiative (G2U)	Non-Profits/IHL	(10,000)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(10,000)	-
Jepson	235.4900.01	Local Information Services Team (LIST)	Staff	14,083	12,467	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,616
Jepson	267.1241.04	SCAG and DOE/NETL Clean Cities Coalition Coordination	Staff	14,050	-	-	3,279	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	275.4823.06	Sustainable Communities Program - 2018 Call (FY21 SB 1 Formula)	Consultant	2,815	-	-	322	-	2,493	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	275.4823.06	Sustainable Communities Program - 2018 Call (FY21 SB 1 Formula)	Staff	8,362	-	-	8,362	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	275.4882.01	Sustainable Communities Program (SCP) - Project Delivery (FY21 SB 1 Formula)	Staff	228,126	-	-	-	-	201,960	-	-	-	-	-	-	-	-	-	-	-	26,166
Jepson	275.4882.02	Sustainable Communities Program (SCP) - Project Delivery (FY23 SB 1 Formula)	Staff	(81,567)	-	-	-	-	-	-	(72,211)	-	-	-	-	-	-	-	-	-	(9,356)
Jepson	275.4892.01	Sustainable Communities Program - 2020 Call 1 (FY22 SB 1 Formula)	Consultant	70,050	-	-	8,035	-	-	62,015	-	-	-	-	-	-	-	-	-	-	-
Jepson	275.4892.02	Sustainable Communities Program - 2020 Call 1 (ATP Cycle 5)	Staff	(17,027)	-	-	(17,027)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	275.4895.01	Sustainable Communities Program - 2020 Call 3 (FY22 SB 1 Formula)	Consultant	168,716	-	-	19,351	-	-	149,365	-	-	-	-	-	-	-	-	-	-	-
Jepson	275.4895.01	Sustainable Communities Program - 2020 Call 3 (FY22 SB 1 Formula)	Staff	458	-	-	-	-	-	406	-	-	-	-	-	-	-	-	-	-	52
Jepson	275.4895.02	Sustainable Communities Program - 2020 Call 3 (FY23 SB 1 Formula)	Consultant	(100,000)	-	-	(11,470)	-	-	-	(88,530)	-	-	-	-	-	-	-	-	-	-
Jepson	280.4824.02	Future Communities Pilot Program (MSRC)	Consultant	351,323	-	-	-	-	-	-	-	-	-	-	-	-	77,061	-	-	57,601	216,661
Jepson	280.4824.03	Future Communities Pilot Program (FY22 SB 1 Formula)	Consultant	30,720	-	-	3,523	-	-	27,197	-	-	-	-	-	-	-	-	-	-	-
Jepson	280.4832.04	Regional Data Platform (FY21 SB1 Formula)	Consultant	246,276	-	-	28,247	-	218,029	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	280.4832.04	Regional Data Platform (FY21 SB1 Formula)	Staff	(67,099)	-	-	(7,697)	-	(59,402)	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	280.4832.06	Regional Data Platform (FY23 SB 1 Formula)	Consultant	150,000	-	-	17,205	-	-	-	132,795	-	-	-	-	-	-	-	-	-	-
Jepson	290.4827.03	Mobility Innovations & Incentives Study	Staff	(39,535)	-	-	(39,535)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	290.4862.02	Regional Planning for Open Space Strategic Plan (FY21 SB 1 Formula)	Consultant	26,486	-	-	3,038	-	23,448	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	290.4862.02	Regional Planning for Open Space Strategic Plan (FY21 SB 1 Formula)	Staff	24,520	-	-	24,520	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	290.4862.03	Regional Planning for Open Space Strategic Plan (FY22 SB 1 Formula)	Consultant	(7,707)	-	-	(884)	-	-	(6,823)	-	-	-	-	-	-	-	-	-	-	-
Jepson	290.4871.02	Connect SoCal Implementation (FY22 SB 1 Formula)	Staff	(233,621)	-	-	203,461	-	-	(386,949)	-	-	-	-	-	-	-	-	-	-	(50,133)
Jepson	290.4871.03	Connect SoCal Implementation (FY23 SB 1 Formula)	Staff	136,025	-	-	56,849	-	-	-	70,095	-	-	-	-	-	-	-	-	-	9,081
Jepson	290.4896.01	Regional Resiliency Analysis (FY22 SB 1 Formula)	Consultant	120,369	-	-	13,806	-	-	106,563	-	-	-	-	-	-	-	-	-	-	-
Jepson	290.4905.01	SB 743 VMT Mitigation Assistance Program (FY22 SB 1 Formula)	Consultant	(35,949)	-	-	(4,124)	-	-	(31,825)	-	-	-	-	-	-	-	-	-	-	-
Jepson	290.4905.01	SB 743 VMT Mitigation Assistance Program (FY22 SB 1 Formula)	Staff	126	-	-	126	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	290.4913.01	Civic Spark Climate Fellows (FY23 SB 1 Formula)	Consultant	7,000	-	-	802	-	-	-	6,198	-	-	-	-	-	-	-	-	-	-
Jepson	290.4914.01	Land Use Alternatives Development (FY23 SB 1 Formula)	Staff	5,237	-	-	-	-	-	-	4,636	-	-	-	-	-	-	-	-	-	601
Jepson	290.4915.01	Connect SoCal - Development of Land Use Strategies (FY23 SB 1 Formula)	Staff	13,267	-	-	-	-	-	-	11,745	-	-	-	-	-	-	-	-	-	1,522
Jepson	290.4924.01	Regional Housing Program	Staff	254,189	-	225,033	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,156
Jepson	300.4887.01	2020 Sustainable Communities Program (SCP) - Housing and Sustainable Development (HSD)	Consultant	(929,677)	-	-	-	-	-	-	-	-	(929,677)	-	-	-	-	-	-	-	-
Jepson	300.4887.01	2020 Sustainable Communities Program (SCP) - Housing and Sustainable Development (HSD)	Staff	30,923	-	-	-	-	-	-	-	-	30,923	-	-	-	-	-	-	-	-
Jepson	300.4887.02	TOD & PGA Work Programs - LA Metro	Consultant	118,648	-	-	-	-	-	-	-	-	118,648	-	-	-	-	-	-	-	-
Jepson	300.4887.02	TOD & PGA Work Programs - LA Metro	Staff	13,362	-	-	-	-	-	-	-	-	13,362	-	-	-	-	-	-	-	-

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List of Budget Changes

Director	Project Task No.	Project Task Name	Category	Budget Change	CPG FHWA_PL	CPG FTA_5303	TDA	FHWA SPR	FY21 SB1 Formula	FY22 SB1 Formula	FY23 SB1 Formula	State Others	REAP AB 101	FY22 OTS	FY23 OTS	DOE	MSRC	ATP	IERS Grant	Cash/Local Other	In-Kind Commitments
Jepson	300.4887.03	TOD & PGA Work Programs - SCRRA (Metrolink)	Consultant	42,444	-	-	-	-	-	-	-	-	42,444	-	-	-	-	-	-	-	-
Jepson	300.4887.03	TOD & PGA Work Programs - SCRRA (Metrolink)	Staff	18,546	-	-	-	-	-	-	-	-	18,546	-	-	-	-	-	-	-	-
Jepson	300.4887.04	Priority Growth Area Strategies	Consultant	285,675	-	-	-	-	-	-	-	-	285,675	-	-	-	-	-	-	-	-
Jepson	300.4887.04	Priority Growth Area Strategies	Staff	10,775	-	-	-	-	-	-	-	-	10,775	-	-	-	-	-	-	-	-
Jepson	300.4888.01	Regional Housing Needs Assessment (RHNA) (AB 101)	Staff	(5,198)	-	-	-	-	-	-	-	-	(5,198)	-	-	-	-	-	-	-	-
Jepson	300.4889.01	Subregional Partnership Program (AB 101)	Consultant	2,660,499	-	-	-	-	-	-	-	-	2,660,499	-	-	-	-	-	-	-	-
Jepson	300.4889.01	Subregional Partnership Program (AB 101)	Staff	(128,337)	-	-	-	-	-	-	-	-	(128,337)	-	-	-	-	-	-	-	-
Jepson	300.4889.02	Call for Collaboration (AB 101)	Consultant	(620,000)	-	-	-	-	-	-	-	-	(620,000)	-	-	-	-	-	-	-	-
Jepson	300.4889.02	Call for Collaboration (AB 101)	Staff	5,939	-	-	-	-	-	-	-	-	5,939	-	-	-	-	-	-	-	-
Jepson	300.4889.03	Leadership Academy	Consultant	(429,543)	-	-	-	-	-	-	-	-	(429,543)	-	-	-	-	-	-	-	-
Jepson	300.4889.03	Leadership Academy	Staff	12,714	-	-	-	-	-	-	-	-	12,714	-	-	-	-	-	-	-	-
Jepson	300.4889.04	Pro-Housing Campaign	Consultant	(145,000)	-	-	-	-	-	-	-	-	(145,000)	-	-	-	-	-	-	-	-
Jepson	300.4889.04	Pro-Housing Campaign	Staff	5,939	-	-	-	-	-	-	-	-	5,939	-	-	-	-	-	-	-	-
Jepson	300.4890.01	Data Tools and Technical Support for Housing Element Updates	Consultant	(412,338)	-	-	-	-	-	-	-	-	(412,338)	-	-	-	-	-	-	-	-
Jepson	300.4890.01	Data Tools and Technical Support for Housing Element Updates	Staff	434	-	-	-	-	-	-	-	-	434	-	-	-	-	-	-	-	-
Jepson	300.4890.02	Research/Policy Briefs, Honorariums, University Partnerships	Consultant	104,340	-	-	-	-	-	-	-	-	104,340	-	-	-	-	-	-	-	-
Jepson	300.4890.02	Research/Policy Briefs, Honorariums, University Partnerships (AB 101)	Staff	14,519	-	-	-	-	-	-	-	-	14,519	-	-	-	-	-	-	-	-
Jepson	300.4891.01	Reporting and Invoicing (AB 101)	Staff	(26,978)	-	-	-	-	-	-	-	-	(26,978)	-	-	-	-	-	-	-	-
Jepson	300.4891.02	REAP Grant Program Management	Staff	42,012	-	-	-	-	-	-	-	-	42,012	-	-	-	-	-	-	-	-
Jepson	303.4917.01	Economic Empowerment - New Funding and Partnerships	Staff	703	-	-	703	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	310.4874.01	Connect SoCal Development	Consultant	103,824	75,980	-	27,844	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	310.4874.01	Connect SoCal Development	Staff	97,372	86,204	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11,168
Jepson	310.4874.02	Key Connections Strategy Team	Staff	24,232	21,453	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,779
Jepson	310.4874.03	Planning Studios	Staff	(27,398)	(24,255)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(3,143)
Jepson	310.4874.04	Connect SoCal Performance Measurement & Monitoring	Staff	(53,875)	(47,695)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	(6,180)
Jepson	310.4874.06	Connect SoCal Performance Measures & Monitoring (FY22 SB 1 Formula)	Consultant	50,000	-	-	5,735	-	-	44,265	-	-	-	-	-	-	-	-	-	-	-
Jepson	310.4883.01	Transportation Safety	Consultant	125,000	-	110,662	14,338	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jepson	310.4883.01	Transportation Safety	Staff	47,224	41,807	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,417
Jepson	315.4898.01	Last Mile Freight Program	Consultant	132,100	-	-	-	-	-	-	-	-	-	-	-	-	132,100	-	-	-	-
Jepson	320.4902.01	Inclusive Economic Recovery Strategy	Staff	398,381	-	-	-	-	-	-	-	-	-	-	-	-	-	-	398,381	-	-
<b>TOTAL</b>				<b>10,985,246</b>	<b>3,262,731</b>	<b>3,269,729</b>	<b>(424,582)</b>	<b>(88,724)</b>	<b>386,528</b>	<b>(35,786)</b>	<b>64,728</b>	<b>22,034</b>	<b>669,698</b>	<b>213,288</b>	<b>1,188,005</b>	<b>86,040</b>	<b>209,161</b>	<b>852,333</b>	<b>398,381</b>	<b>17,413</b>	<b>894,269</b>

Attachment: List of Budget Changes - FY23 OWP Amendment 2 (Resolution No. 22-648-1 Approving

### **Attachment 3 – Classification and Compensation Study Process and Recommendations Development**

SCAG’s practice has been to conduct salary surveys every two to three years to ensure our compensation is market competitive. Consistent with this practice, the last salary schedule update was implemented on July 1, 2020. However, a comprehensive evaluation of the classification structure and job levels has not occurred in over 15 years.

In June 2020, SCAG procured an external consultant to support conducting an agency-wide classification and compensation study.

**The goals of the classification and compensation study were:**

- **To ensure employees are appropriately classified in the correct job title,**
- **That job descriptions accurately reflect the work performed by employees;**
- **Employee compensation is market competitive and equitable and**
- **Relationships among job levels are consistent and objective.**

The consultant-led Class and Compensation Study was a comprehensive review that included outreach to staff, and management, and extensive market comparable analysis. All SCAG employees completed a Job Description Questionnaire (JDQ) that provided detailed information on the scope of their position and the work currently performed. A job analysis using the pint factor evaluation method was applied to all classifications in order to determine the job grade. Job grades are a method of categorizing different jobs into groups that have the same relative value to the organization based on experience and complexity of position to balance internal and external equity. A position’s grade reflects compensable job factors such as scope and impact of decision-making, fiscal responsibility, supervisory/management responsibility, and freedom to act. Job grades were determined by evaluating required job factors and the complexity and scope of the classification relative to other SCAG classifications. The process also analyzed comparable positions that perform similar work and require similar knowledge, skills, and abilities at SCAG’s benchmark agencies in the assessment and development of job grades. The job grade reflects a position’s level based on the duties and responsibilities of the job and is not based on the qualifications held by incumbents of the position.

After completing the analysis, the consultant recommended removing 25 classifications from the structure. Factors that contributed to this recommendation included no identified body of work for that classification level, an outdated classification that has not been used to hire over the past few years, lack of distinction in work between similar classification levels, and incumbents in the role. Through the job analysis, work gaps in various functions were identified, and the consultant recommended adding 10 new classifications to support the agency’s current and future strategic goals. Additional recommendations to the classification structure include consolidating 19 classification levels into 9 due to a lack of distinction in the scope of work between levels in a series. The current titles proposed for consolidation will no longer be included in the classification structure upon implementation. Following the evaluation of market survey data and reconciling this data with SCAG’s internal classification structure, 26 classifications are recommended for a title change to better align with similar jobs in the market, more accurately reflect the scope of the role, and enhance candidate attraction. These changes were identified when the new classification had a similar scope of work, knowledge and skill requirements, and comparable compensation. The current titles will no



longer be included in the classification structure upon implementation. An overview of the recommendations to the classification structure can be found in the table below.

Classification Structure Recommendations Summary	
Total Classifications in New Structure	<b>87 classifications</b> <i>110 classifications currently</i>
Removed Classifications	25 classifications
New Classifications	12 classifications
Consolidated Classifications	19 classifications consolidated into 9 classifications
Classifications with Revised Titles for Market Alignment	26 classifications

Following approval of the new classification structure from SCAG’s Executive Team, a total rewards market survey was developed by the consultant to gather benchmark classification pay ranges and salary data, paid time off accrual rates, benefits and retirement information, and remote work benefits offered. Budget Amendment 2 is focused on the first phase of implementation with the classification structure and salary schedule. A comprehensive benefits proposal developed from this data is scheduled to come to the Executive/Administration Committee and Regional Council in March as part of the FY2023-24 Draft Comprehensive Budget.

SCAG’s compensation philosophy, as approved by Regional Council in 2001, is set at the 75<sup>th</sup> percentile in the market with our benchmark agencies. The board approved benchmark agencies that responded to the total rewards survey include the City of Long Beach, the City of Pasadena, LA Metro, the Metropolitan Transportation Commission, the Metropolitan Water District, Orange County, Orange County Transportation Authority, and South Coast Air Quality Management District. San Diego Association of Governments is included as a benchmark agency and was unable to respond to the total rewards survey, but publicly available classification and salary data were incorporated into the analysis. To gather additional data from comparable agencies, the Metropolitan Washington Council of Governments and the Sacramento Area Council of Governments also participated in the study.

The total rewards survey yielded compensation data for comparison of SCAG’s current salary ranges to identify where compensation is at market, above market, and below market. This data was analyzed, reconciled with internal placement of jobs, and used to develop the proposed pay ranges for each job grade while keeping equity at the forefront. When discussing compensation, there are multiple types of equity concerns employees have regarding pay. External equity is the degree to which salary ranges are competitive with the labor market. SCAG is also concerned about external equity since it determines SCAG’s ability to attract and retain highly competent workers. Internal equity refers to the appropriateness of the job hierarchy within the salary structure and the relative worth of one classification versus another.

On average, SCAG’s classifications will increase the top of the salary range maximum by 13% with the adoption of the new salary schedule. Each JDQ was evaluated using the same criteria to determine where they fit in the salary schedule. Factors considered as part of the evaluation process included knowledge and expertise, management/supervision responsibilities, human collaboration, impact of actions, decision making, and fiscal responsibility. The recommended salary ranges were aged by the consultant in order to adjust for projected market movement from when the data was collected in 2021, and the anticipated implementation date in 2023. The last salary schedule adjustment was implemented in 2020, this 13% average salary range increase represents the market movement over this 3-year period (2020-2023).

	Classification	Ranges						Time Base
		Minimum	Minimum	Midpoint	Midpoint	Maximum	Maximum	
			Hourly		Hourly		Hourly	
1	Accountant	\$83,859.70	\$40.32	\$98,535.15	\$47.37	\$113,210.60	\$54.43	Monthly
2	Administrative Assistant	\$58,974.29	\$28.35	\$69,294.80	\$33.31	\$79,615.30	\$38.28	Hourly
3	Application Developer	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
4	Applications Administration Supervisor	\$139,338.75	\$66.99	\$163,723.03	\$78.71	\$188,107.31	\$90.44	Monthly
5	Applications Administrator	\$91,574.79	\$44.03	\$107,600.38	\$51.73	\$123,625.97	\$59.44	Monthly
6	Assistant Modeler	\$70,324.72	\$33.81	\$82,631.55	\$39.73	\$94,938.38	\$45.64	Monthly
7	Assistant Regional Planner	\$70,324.72	\$33.81	\$82,631.55	\$39.73	\$94,938.38	\$45.64	Monthly
8	Associate Modeler	\$83,859.70	\$40.32	\$98,535.15	\$47.37	\$113,210.60	\$54.43	Monthly
9	Associate Regional Planner	\$83,859.70	\$40.32	\$98,535.15	\$47.37	\$113,210.60	\$54.43	Monthly
10	Audio/Video Supervisor	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
11	Benefits Administrator	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
12	Budget and Grants Analyst	\$83,859.70	\$40.32	\$98,535.15	\$47.37	\$113,210.60	\$54.43	Monthly
13	Chief Counsel	\$233,233.64	\$112.13	\$284,545.03	\$136.80	\$335,856.43	\$161.47	Monthly
14	Chief Financial Officer	\$233,233.64	\$112.13	\$284,545.03	\$136.80	\$335,856.43	\$161.47	Monthly
15	Chief Government and Public Affairs Officer	\$201,063.48	\$96.67	\$245,297.44	\$117.93	\$289,531.41	\$139.20	Monthly
16	Chief Human Resources Officer	\$201,063.48	\$96.67	\$245,297.44	\$117.93	\$289,531.41	\$139.20	Monthly
17	Chief Information Officer	\$201,063.48	\$96.67	\$245,297.44	\$117.93	\$289,531.41	\$139.20	Monthly
18	Chief Operating Officer	\$261,221.67	\$125.59	\$318,690.44	\$153.22	\$376,159.21	\$180.85	Monthly
19	Chief Planning Officer	\$233,233.64	\$112.13	\$284,545.03	\$136.80	\$335,856.43	\$161.47	Monthly
20	Chief Strategy Officer	\$233,233.64	\$112.13	\$284,545.03	\$136.80	\$335,856.43	\$161.47	Monthly
21	Clerk of the Board	\$149,422.92	\$71.84	\$182,295.96	\$87.64	\$215,169.00	\$103.45	Monthly
22	Communications Supervisor	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
23	Community Engagement Specialist	\$70,324.72	\$33.81	\$82,631.55	\$39.73	\$94,938.38	\$45.64	Monthly
24	Contracts Administrator	\$83,859.70	\$40.32	\$98,535.15	\$47.37	\$113,210.60	\$54.43	Monthly
25	Creative Designer	\$70,324.72	\$33.81	\$82,631.55	\$39.73	\$94,938.38	\$45.64	Monthly
26	Database Administrator	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
27	Department Manager	\$149,422.92	\$71.84	\$182,295.96	\$87.64	\$215,169.00	\$103.45	Monthly
28	Deputy Clerk of the Board	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
29	Deputy Director (Division)	\$173,330.58	\$83.33	\$211,463.31	\$101.67	\$249,596.04	\$120.00	Monthly
30	Deputy Legal Counsel	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
30	Deputy Legal Counsel *applies to employees hired before 12/31/2022	\$122,304.00	\$58.80	\$140,670.40	\$67.63	\$159,036.80	\$76.46	Monthly
31	Executive Assistant	\$83,859.70	\$40.32	\$98,535.15	\$47.37	\$113,210.60	\$54.43	Monthly
32	Facilities Supervisor	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
33	Finance Associate	\$58,974.29	\$28.35	\$69,294.80	\$33.31	\$79,615.30	\$38.28	Monthly
34	GIS Application Developer	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
35	GIS Applications Supervisor	\$139,338.75	\$66.99	\$163,723.03	\$78.71	\$188,107.31	\$90.44	Monthly
36	GIS Database Administraor	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
37	Government Affairs Officer	\$76,794.60	\$36.92	\$90,233.65	\$43.38	\$103,672.71	\$49.84	Monthly
38	Human Resources Analyst I	\$70,324.72	\$33.81	\$82,631.55	\$39.73	\$94,938.38	\$45.64	Monthly
39	Human Resources Analyst II	\$83,859.70	\$40.32	\$98,535.15	\$47.37	\$113,210.60	\$54.43	Monthly
40	Internal Auditor	\$149,422.92	\$71.84	\$182,295.96	\$87.64	\$215,169.00	\$103.45	Monthly
41	IT PMO Supervisor	\$139,338.75	\$66.99	\$163,723.03	\$78.71	\$188,107.31	\$90.44	Monthly
42	IT Project Manager	\$91,574.79	\$44.03	\$107,600.38	\$51.73	\$123,625.97	\$59.44	Monthly
43	IT Projects Assistant	\$70,324.72	\$33.81	\$82,631.55	\$39.73	\$94,938.38	\$45.64	Hourly
44	Lead IT Help Desk	\$91,574.79	\$44.03	\$107,600.38	\$51.73	\$123,625.97	\$59.44	Monthly
45	Lead Projects Manager	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
46	Lead Systems Analyst	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly

47	Legislative Affairs Analyst	\$76,794.60	\$36.92	\$90,233.65	\$43.38	\$103,672.71	\$49.84	Monthly
48	Management Analyst	\$91,574.79	\$44.03	\$107,600.38	\$51.73	\$123,625.97	\$59.44	Monthly
49	Modeling Supervisor	\$139,338.75	\$66.99	\$163,723.03	\$78.71	\$188,107.31	\$90.44	Monthly
50	Office Assistant	\$49,455.83	\$23.78	\$58,110.60	\$27.94	\$66,765.37	\$32.10	Hourly
51	Office Services Specialist	\$49,455.83	\$23.78	\$58,110.60	\$27.94	\$66,765.37	\$32.10	Hourly
52	Payroll Administrator	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
53	Planning Administration Officer	\$149,422.92	\$71.84	\$182,295.96	\$87.64	\$215,169.00	\$103.45	Monthly
54	Planning Supervisor	\$120,119.61	\$57.75	\$141,140.54	\$67.86	\$162,161.47	\$77.96	Monthly
55	Principal Accountant	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
56	Principal Budget and Grants Analyst	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
57	Principal Contracts Administrator	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
58	Principal Human Resources Analyst	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
59	Principal Management Analyst	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
60	Principal Modeler	\$120,119.61	\$57.75	\$141,140.54	\$67.86	\$162,161.47	\$77.96	Monthly
61	Principal Planner	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
62	Public Affairs Specialist	\$70,324.72	\$33.81	\$82,631.55	\$39.73	\$94,938.38	\$45.64	Monthly
63	Senior Accountant	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
64	Senior Administrative Assistant	\$64,399.93	\$30.96	\$75,669.92	\$36.38	\$86,939.91	\$41.80	Hourly
65	Senior Application Developer	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
66	Senior Audio/Visual Technician	\$58,974.29	\$28.35	\$69,294.80	\$33.31	\$79,615.30	\$38.28	Hourly
67	Senior Budget & Grants Analyst	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
68	Senior Contracts Administrator	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
69	Senior Creative Designer	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
70	Senior Database Administrator	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
71	Senior Deputy Legal Counsel	\$173,330.58	\$83.33	\$211,463.31	\$101.67	\$249,596.04	\$120.00	Monthly
72	Senior Economist	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
73	Senior GIS Application Developer	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
74	Senior GIS Database Administrator	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
75	Senior Government Affairs Officer	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
76	Senior Human Resources Analyst	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
77	Senior IT Quality Assurance Analyst	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
77	Senior IT Quality Assurance Analyst *applies to employees hired before 12/31/2022	\$108,284.80	\$52.06	\$124,529.60	\$59.87	\$140,774.40	\$67.68	Monthly
78	Senior Legislative Affairs Analyst	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
79	Senior Management Analyst	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
80	Senior Modeler	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
81	Senior Network Engineer	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
82	Senior Office Services Specialist	\$58,974.29	\$28.35	\$69,294.80	\$33.31	\$79,615.30	\$38.28	Monthly
83	Senior Public Affairs Specialist	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
84	Senior Regional Planner	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
85	Senior Systems Engineer	\$109,199.64	\$52.50	\$128,309.58	\$61.69	\$147,419.52	\$70.87	Monthly
86	Special Events Producer	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly
87	Web/Content Administrator	\$99,999.67	\$48.08	\$117,499.62	\$56.49	\$134,999.56	\$64.90	Monthly



**AGENDA ITEM 4**  
**REPORT**

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room  
Los Angeles, CA 90017  
**November 2, 2022**

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

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** Cindy Giraldo, Chief Financial Officer  
(213) 630-1413, giraldo@scag.ca.gov

**Subject:** Consideration of Increase to Regional Council Contract and Contract  
Amendments Approval Thresholds

**RECOMMENDED ACTION FOR EAC:**

That the Executive/Administration Committee (EAC) recommend to the Regional Council to approve the proposed amendment to the Regional Council Policy Manual, increasing the Regional Council's contract approval threshold to \$500,000 and the approval threshold for contract amendments to \$150,000 and 30%.

**RECOMMENDED ACTION FOR RC:**

Approve the proposed amendment to the Regional Council Policy Manual, increasing the Regional Council's contract approval threshold to \$500,000 and the approval threshold for contract amendments to \$150,000 and 30%.

**STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

*At the July 27, 2022, Audit Committee meeting, the Audit Committee directed staff to return with a recommendation and supporting data to be used to consider a recommendation to the Regional Council to amend the Regional Council's contract and contract amendment approval thresholds. On October 12, 2022, staff returned as directed with supporting data and a recommendation for Audit Committee consideration. Based on the analysis of the supporting data provided and the Audit Committee discussion, the Audit Committee unanimously voted to recommend an amended approval threshold of \$500,000 for contracts and \$150,000 and 30% for contract amendments. The proposed thresholds will realign the balance between appropriate oversight and operating efficiency with the level established in March 2009 when the current threshold was implemented.*

**BACKGROUND:**

At the July 27, 2022, Audit Committee meeting, Mr. David James, SCAG Internal Auditor, presented his findings and recommendations resulting from the completed internal audit on procurement. The following internal audit recommendation, shown in Exhibit 1, was included in his report, SCAG Internal Audit Report on Procurement:

**Exhibit 1: SCAG Internal Audit Report on Procurement, Process Observation 6:*****Process Observation 6: Regional Council Approval of Contracts***

The dollar threshold for Regional Council approval of contracts is \$200,000, and contract amendments are \$75,000 or a 30% increase. Project Managers must submit their project for approval before moving forward with a procurement and get on the schedule for the Regional Council, often causing a delay of a month or two for the procurement.

***Recommendation***

The Regional Council and executive management should consider increasing the dollar thresholds for Regional Council approval of procurements and contracts.

The Audit Committee supported this recommendation and directed staff to return to the Audit Committee with historical data and a recommendation for the audit committee to consider.

**Current SCAG Contract and Contract Amendments Approval Threshold:**

The current contract and contract amendments approval authority for the Executive Director and Regional Council is formally documented in the Regional Council Policy Manual, Article IX, A-C (Exhibit 2). The current threshold requiring Regional Council approval of \$200,000 for new contracts and \$75,000 or 30% of the initial contract value for contract amendments has been in place since March 2009.

**Exhibit 2: Regional Council Policy Manual, Article IX, A-C:****ARTICLE IX****APPROVAL AND REPORTING THRESHOLDS AND DELEGATION OF****APPROVAL AUTHORITY**

The following paragraphs identify those items that require approval by or reporting to the Executive/Administration Committee and the Regional Council and describe the process by which the Regional Council and the Executive Director may delegate approval authority to identified individuals.

**A. Contracts** - Any SCAG contract valued at or above \$200,000 must be approved in advance by the Executive/Administration Committee and the Regional Council. Any SCAG contract valued at more than \$25,000 but less than \$200,000 must be reported as a Receive and File item on the agendas of the next regular meetings of the Executive/Administration Committee and the Regional Council following the execution of the contracts by SCAG's Executive Director or his/her designee.

**B. Contract Amendments** – Any amendment to a SCAG contract, whose value alone or when added to all prior amendments exceeds \$75,000 must be approved in advance by the Executive/Administration Committee and the Regional Council. Any amendment to a SCAG contract whose value alone or when added to all prior amendments exceeds \$5,000 but is less than \$75,000 must be reported as a Receive and File item on the agendas of the next regular meetings of the Executive/Administration Committee and the Regional Council following the execution of the amendments by SCAG's Executive Director or his/her designee.

**C. Purchase Orders** - Any SCAG purchase order valued at or above \$200,000 must be approved in advance by the Executive/Administration Committee and the Regional Council. Any SCAG purchase order valued at more than \$5,000 but less than \$200,000 must be reported as a Receive and File item on the agendas of the next regular meetings of the Executive/Administration Committee and the Regional Council following the execution of the purchase order by SCAG's Executive Director or his/her designee.



History of SCAG Contract Values:

Table 1. below shows the number of SCAG contracts awarded from 2010 to 2022 at various thresholds. The total number of contracts awarded in this period is 863. During this period, the percentage of contracts requiring Regional Council approval has increased from 8% in 2010 to 32% in 2022.

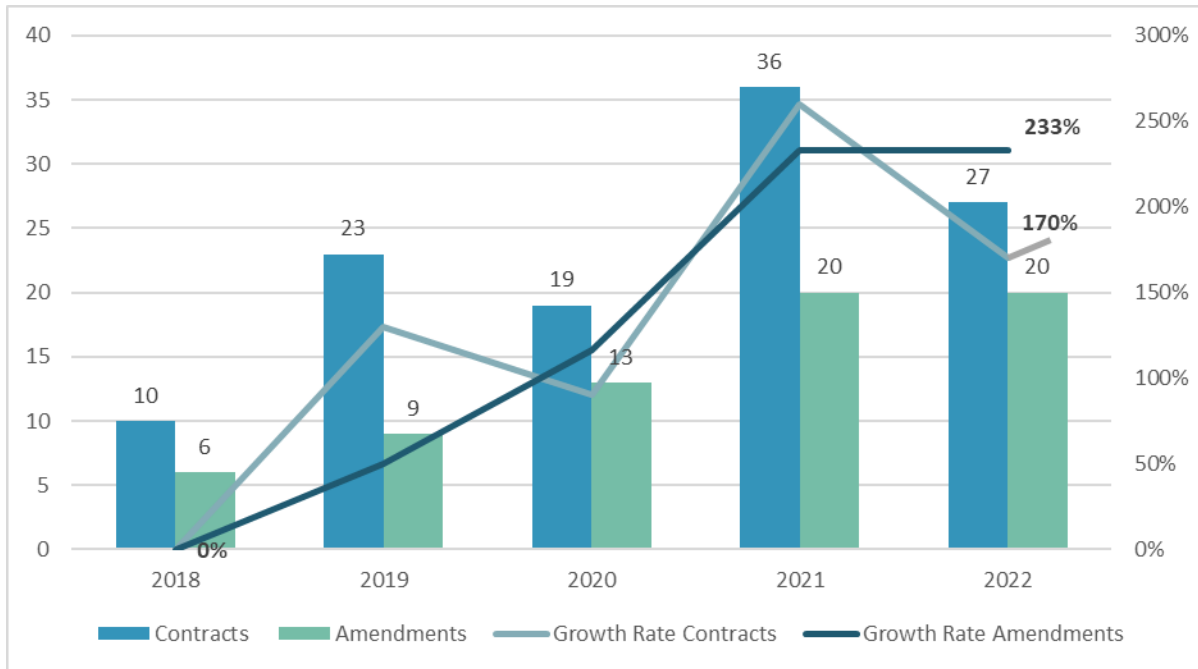
**Table 1. SCAG Contracts by Year at Various Thresholds**

Contract Amt.	End. Amt.	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	Total All Years
\$1,000,000	or greater	1	2	1	3	0	1	0	1	2	5	1	2	2	21
\$500,000	\$999,999	1	2	2	3	3	3	3	6	3	5	5	6	11	53
\$400,000	\$499,999	2	1	4	1	4	1	1	3	2	2	2	5	3	31
\$300,000	\$399,999	0	1	3	4	5	2	2	7	1	5	8	10	6	54
\$200,000	\$299,999	2	3	2	4	2	10	4	6	2	6	3	13	5	62
\$100,000	\$199,999	21	23	32	13	18	25	16	9	9	20	17	26	14	243
\$50,000	\$99,999	22	14	11	9	3	15	6	6	6	13	8	10	7	130
\$1	49,999	25	27	10	25	10	14	16	19	10	24	17	35	37	269
<b>Total</b>		<b>74</b>	<b>73</b>	<b>65</b>	<b>62</b>	<b>45</b>	<b>71</b>	<b>48</b>	<b>57</b>	<b>35</b>	<b>80</b>	<b>61</b>	<b>107</b>	<b>85</b>	<b>863</b>
<b>% Total Contracts above \$200K</b>		8%	12%	19%	24%	31%	24%	21%	40%	29%	29%	31%	34%	32%	
<b>% Total Contracts above \$300K</b>		5%	8%	15%	18%	27%	10%	13%	30%	23%	21%	26%	22%	26%	
<b>% Total Contracts above \$400K</b>		5%	7%	11%	11%	16%	7%	8%	18%	20%	15%	13%	12%	19%	
<b>% Total Contracts above \$500K</b>		3%	6%	5%	10%	7%	6%	6%	12%	14%	13%	10%	8%	15%	

Chart 1. Below shows the growth in the number of SCAG contracts and contract amendments requiring Regional Council approval over the last five fiscal years. The number of contracts has increased by an average growth rate of 170%, and the number of contract amendments requiring approval has increased by an average growth rate of 233% from 2018 to 2022.

**Chart 1. SCAG Contracts and Amendments requiring Regional Council Approval**





**Survey of Comparable Agencies:**

The Finance Division surveyed the contract approval thresholds for 17 comparable agencies. Benchmark agencies include the City of Long Beach, the City of Pasadena, LA Metro, MTC, MWD, Orange County, OCTA, SANDAG, and SCAQMD. To gather additional data from comparable agencies, AMBAG, ICTC, Imperial County, Metro Link, SACOG, SBCTA, RCTC, and Metropolitan Washington Council of Governments were also surveyed. The survey confirmed that these agencies have established board approval thresholds. However, there was no notable consistency in the threshold amount or the applied methodology to determine a commonly accepted best practice. Among the 17 agencies, dollar thresholds ranged between \$10,000 and \$5 million, with 12 of the 17 agencies requiring board approval before contract execution (consistent with SCAG’s practice) and five agencies requiring board approval before the release of the solicitation/Request for Proposals (RFP).

**DISCUSSION:**

Procurement policies and practices enable an agency to promote maximum value and economy for the agency’s constituents through fair and competitive processes. The goal underlying such policies is to select vendors and service providers using processes that minimize opportunities for favoritism and provide competitive pricing. For service providers, the task also involves assessing whether the provider’s skills best meet the agency’s needs. SCAG’s Finance Division administers and oversees the agency’s procurement processes to help ensure that procurement practices comply with Federal and State requirements, applicable grant requirements, and SCAG’s By-laws and Regional Council Policy Manual.

It is broadly recognized that internal controls and fiscal procedures often work in contrast to operating efficiency goals. However, they are essential to ensure public trust, which must be considered when determining the value delivered to our constituents through our contracting practices. The Regional Council Policy Manual recognizes the need for, and the importance of, appropriate fiscal oversight by establishing Regional Council approval thresholds for contracts and contract amendments. Balancing the need for operating efficiency with proper oversight is the primary consideration when determining an appropriate Regional Council contract approval threshold.

SCAG's current Regional Council contract and contract amendments approval thresholds have been at their current level since March 2009. Since that time, SCAG's operations have grown significantly. In FY 2008-09, SCAG's adopted Comprehensive Budget was \$40M. Today, our adopted Comprehensive Budget is \$125M; with the incorporation of REAP 2021, our current annual budget will grow to approximately \$370M. A growth rate of 825% since FY 2008-09, when our current contract approval threshold was established.

With the growth of SCAG's budget and natural inflationary factors, the balance of oversight and efficiency has shifted since the initial establishment of the contract and contract amendment approval threshold. The shift is most clearly seen in Table 1. In FY 2009-10, the Regional Council approved 8% of the contracts executed by SCAG; today, with the same threshold, the Regional Council is being asked to approve nearly one-third of all contracts executed. Should the Regional Council's contract approval threshold be increased to \$500,000, it is projected that approximately 10-15% of all contracts would require Regional Council approval, an oversight balance that is more in line with the threshold established in March 2009.

Based on the analysis of the data provided, the Audit Committee unanimously recommends that the Regional Council Policy Manual be amended to incorporate the following guidelines:

PROPOSED GUIDELINE	CONTRACT AWARD & CONTRACT AMENDMENT RECOMMENDATION
<p>The threshold is based on the goal of 10-15% of contracts requiring board approval. The contract amendment threshold is aligned with the current 30% guideline. Any contract amendment that causes the total contract value to cross the \$500,000 contract threshold will require Regional Council approval regardless of the amount of the amendment. Any SCAG contract valued at more than \$25,000 but less than \$500,000 and any contract amendment that exceeds \$5,000 but is less than \$150,000 and 30% of the initial contract value must be reported as a Receive and File item on the agendas of the next regular meetings of the Executive Administration Committee and the Regional Council.</p>	<p>\$500,000 for Contract Award</p> <p>\$150,000 AND 30% for Contract Amendments</p>

Reflective of the recommended Audit Committee guidance, a redline of the applicable section of the Regional Council Policy Manual has been prepared (Attachment 1) for the review of the Executive Administration Committee (EAC) and the Regional Council (RC). It is recommended that the EAC and RC move to amend the Regional Council Policy Manual as proposed.

**FISCAL IMPACT:**

There is no direct fiscal impact of the recommended action. However, by increasing the contract and contract amendment approval thresholds, SCAG will improve operating efficiency, help ensure grant proceeds are expended in a timely manner as directed by the grant guidelines and reduce contract cost overruns related to delays in contract amendment executions.

**ATTACHMENT(S):**

1. Attachment 1 - Redline of the Regional Council Policy Manual with Audit Committee recommended threshold changes.

ARTICLE IX

**APPROVAL AND REPORTING THRESHOLDS AND DELEGATION OF**

**APPROVAL AUTHORITY**

The following paragraphs identify those items that require approval by or reporting to the Executive/Administration Committee and the Regional Council and describe the process by which the Regional Council and the Executive Director may delegate approval authority to identified individuals.

**A. Contracts** - Any SCAG contract valued at or above ~~\$5~~200,000 must be approved in advance by the Executive/Administration Committee and the Regional Council. Any SCAG contract valued at more than \$25,000 but less than ~~\$5~~200,000 must be reported as a Receive and File item on the agendas of the next regular meetings of the Executive/Administration Committee and the Regional Council following the execution of the contracts by SCAG's Executive Director or his/her designee.

**B. Contract Amendments** – Any amendment to a SCAG contract, whose value alone or when added to all prior amendments either (1) causes the total contract value to cross the \$500,000 threshold, or (2) exceeds \$15075,000 and 30% of the initial contract value, must be approved in advance by the Executive/Administration Committee and the Regional Council. Any amendment to a SCAG contract whose value alone or when added to all prior amendments exceeds \$5,000 but is less than ~~\$15075,000~~ and 30% of the initial contract value must be reported as a Receive and File item on the agendas of the next regular meetings of the Executive/Administration Committee and the Regional Council following the execution of the amendments by SCAG's Executive Director or his/her designee.

**C. Purchase Orders** - Any SCAG purchase order valued at or above ~~\$5~~200,000 must be approved in advance by the Executive/Administration Committee and the Regional Council. Any SCAG purchase order valued at more than \$5,000 but less than ~~\$5~~200,000 must be reported as a Receive and File item on the agendas of the next regular meetings of the Executive/Administration Committee and the Regional Council following the execution of the purchase order by SCAG's Executive Director or his/her designee.

**D. Fines and Penalties** – Payment of any fine or penalty imposed upon SCAG in an amount equal to or greater than \$10,000 must be approved before payment by the Executive/Administration Committee and the Regional Council.

**E. Claims and Litigation Matters** – All claims made against SCAG and all litigation threats and lawsuits filed against SCAG must be reported to the Executive/Administration Committee and the Regional Council as soon as practical and before any significant SCAG response is undertaken. Litigation initiated by SCAG shall not commence without the approval of the Executive/Administration Committee and the Regional Council. Unless otherwise directed by the Regional Council, all claim and litigation settlements negotiated on behalf of SCAG must be approved by the Executive/Administration Committee and the Regional Council.

**F. Employee Settlements** – The Executive Director or his/her designee may negotiate and approve employee termination settlements whose value does not exceed 12 months of salary and related benefits and which must be in accord with applicable state law. Settlements in excess of this limit shall require approval by the Executive/Administration Committee and the Regional Council.

**G. Grant Applications** – The Executive Director or his/her designee is authorized to submit grant applications to funding agencies for projects or activities that are consistent with SCAG’s Mission.

**H. Delegation of Approval Authority by the Regional Council** – By formal action taken at a regular or special meeting, the Regional Council may delegate to the Executive/Administration Committee or the Executive Director any of the approval authorities assigned to the Executive/Administration Committee and the Regional Council and described in this Article.

**I. Approval Authority of the Executive Director**

The Executive Director is authorized to approve on behalf of SCAG all matters and items described in this Article that are below the thresholds requiring Executive/Administration Committee and Regional Council approval or that are delegated to the Executive Director by the Regional Council. The Executive Director, in writing, may delegate to the Chief Operating Officer or any other SCAG Director or Manager the authority to approve any item for which the Executive Director has approval authority.



Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room  
Los Angeles, CA 90017  
**November 2, 2022**

**MINUTES OF THE MEETING  
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)  
THURSDAY, OCTOBER 6, 2022**

THE FOLLOWING MINUTES IS A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ADMINISTRATION COMMITTEE (EAC). AN AUDIO RECORDING OF THE ACTUAL MEETING IS AVAILABLE AT: <http://scag.ig2.com/Citizens/>.

The Executive/Administration Committee (EAC) of the Southern California Association of Governments (SCAG) held its special meeting both in person and virtually (telephonically and electronically), given the declared state of emergency (pursuant to State of Emergency Proclamation dated March 4, 2020) and local public health directives imposing and recommending social distancing measures due to the threat of COVID-19, and pursuant to Government Code Section 54953(e)(1)(A). A quorum was present.

**Members Present**

<b>Hon. Jan Harnik, President</b>		<b>RCTC</b>
<b>Hon. Art Brown, 2<sup>nd</sup> Vice President</b>	<i>Buena Park</i>	<b>District 21</b>
<b>Hon. Clint Lorimore, Imm. Past President</b>	<i>Eastvale</i>	<b>District 4</b>
Hon. Frank Yokoyama, Chair, CEHD	<i>Cerritos</i>	District 23
Hon. David J. Shapiro, Vice Chair, CEHD	<i>Calabasas</i>	District 44
Hon. Deborah Robertson, Chair, EEC	<i>Rialto</i>	District 8
Hon. Luis Plancarte, Vice Chair, EEC		Imperial County
Hon. Ray Marquez, Chair, TC	<i>Chino Hills</i>	District 10
Hon. Jose Luis Solache, Vice Chair, LCMC	<i>Lynwood</i>	District 26
Hon. Kathleen Kelly, President’s Appt.	<i>Palm Desert</i>	District 2
Hon. Larry McCallon, President’s Appt.	<i>Highland</i>	District 7
Hon. Lucy Dunn		Business Representative

**Members Not Present**

Hon. Tim Sandoval, Vice Chair, TC	<i>Pomona</i>	District 38
Hon. Peggy Huang, Chair, LCMC		TCA
Hon. Margaret Finlay, President’s Appt.	<i>Duarte</i>	District 35
Hon. Nithya Raman, President’s Appt.	<i>Los Angeles</i>	District 51
Hon. Andrew Masiel, Sr.	<i>Pechanga Dev. Corp.</i>	TGRPB Representative

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**Staff Present**

Darin Chidsey, Chief Operating Officer  
Debbie Dillon, Chief Strategy Officer  
Cindy Giraldo, Chief Financial Officer  
Sarah Jepson, Director of Planning  
Javiera Cartagena, Director of Government and Public Affairs  
Julie Shroyer, Chief Information Officer  
Michael Houston, Chief Counsel, Director of Legal Services  
Ruben Duran, Board Counsel  
Maggie Aguilar, Clerk of the Board  
Cecilia Pulido, Deputy Clerk of the Board

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The Honorable Jan Harnik called the meeting to order at 8:33 a.m. President Harnik asked Regional Council Member Ray Marquez, Chino Hills, District 10, to lead the Pledge of Allegiance.

**PUBLIC COMMENT PERIOD**

President Harnik opened the Public Comment Period and outlined instructions for public comments. She noted this was the time for persons to comment on any matter pertinent to SCAG's jurisdiction that were not listed on the agenda. She reminded the public to submit comments via email to [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov).

Ruben Duran, Board Counsel, acknowledged there no written public comments for items not listed on the agenda.

Seeing no public comment speakers, President Harnik closed the Public Comment Period.

**REVIEW AND PRIORITIZE AGENDA ITEMS**

There was no prioritization of agenda items.

**ACTION ITEM**

1. Findings to Continue Holding Virtual Regional Council and Committee Meetings under AB 361

There were no public comments on this item.

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A MOTION was made (McCallon) that the Executive Administration Committee (EAC): 1) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the EAC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (2) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the EAC, RC and all committees, subcommittees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e). Motion was SECONDED (Marquez) and passed by the following votes:

**AYES:** Brown, Harnik, Kelly, Lorimore, Marquez, McCallon, Plancarte, Robertson, Shapiro, Solache and Yokoyama (11)

**NOES:** None (0)

**ABSTAIN:** None (0)

## 2. Approval of Amendment No. 1 to Executive Director's Employment Agreement

Board Counsel Duran indicated this was the culmination of the EAC and Regional Council's work with respect to the Executive Director's performance evaluation having taken place over a series of months. He explained that what they had before them was the recommended amendment to Mr. Kome Ajise's employment agreement, the first one since having been hired as Executive Director for SCAG. He noted the amendment primarily achieved two objectives: 1) to adjust the salary in conformance with their discussion and recommendation at the EAC meeting, which was an adjustment of \$382,000 annual base salary; and 2) to cleanup items on Mr. Ajise's employment agreement by eliminating reference to a cost of living adjustment that had been included in the original employment agreement and to align the timing of Mr. Ajise's performance evaluation with what was required in the bylaws, as opposed to what had been included in the original agreement which left vagueness as to the timing.

There were no public comments on this item.

A MOTION was made (Robertson) to approve the attached [in the agenda packet] Amendment No. 1 to the Employment Agreement between SCAG and Kome Ajise. Motion was SECONDED (Solache) and passed by the following votes:

**AYES:** Brown, Harnik, Kelly, Lorimore, Marquez, McCallon, Plancarte, Robertson, Shapiro,



Solache and Yokoyama (11)

**NOES:** None (0)

**ABSTAIN:** None (0)

**CONSENT CALENDAR**

There were no public comments on the Consent Calendar.

Approval Items

3. Minutes of the Regular Meeting – August 31, 2022
4. Resolution 22-647-6 Acceptance of Office of Traffic Safety Grant Funds to Support the Active Transportation Safety and Encouragement Campaign
5. Contract Amendment Greater Than 30% of the Contract’s Original Value and \$75,000 or Greater: Contract No. 18-046-C01, Project Portfolio Management - Implementation
6. Contracts \$200,000 or Greater: Contract No. 22-054-C01, City of Buena Park Comprehensive Active Transportation Program
7. Contracts \$200,000 or Greater: Contract No. 23-007-C01, ESRI Enterprise Agreement Software
8. SCAG Memberships and Sponsorships

Receive and File

9. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999
10. CFO Monthly Report

A MOTION was made (Robertson) to approve Consent Calendar, Items 3 through 8; Receive and File Item 9-10. Motion was SECONDED (Shapiro) and passed by the following votes:

**AYES:** Brown, Harnik, Kelly, Lorimore, Marquez, McCallon, Plancarte, Robertson, Shapiro, Solache and Yokoyama (11)

**NOES:** None (0)

**ABSTAIN:** Lorimore (1) Abstained on Agenda Item 5 due to a possible conflict of interest.

### **INFORMATION ITEM**

#### 3. REAP 2 Program Development Update

Sarah Jepson, Director of Planning, provided an update on the REAP 2 program development. Her report included an update on program development activities, the refinement of major Program areas, an overview of the budget to support those programs, the additional outreach and opportunities for engagement and feedback, and the schedule for Policy Committees and Regional Council consideration in advance of the December 31, 2022, application deadline.

Darin Chidsey, Chief Operating Officer, congratulated staff for the work they have done. He stated that this was a very large grant that was coming to SCAG and had the opportunity to really benefit so many of our local jurisdictions and transportation projects.

The comprehensive staff report and PowerPoint presentation were included in the agenda packet.

There were no public comments on this item.

### **CFO REPORT**

Cindy Giraldo, Chief Financial Officer, reported that Mr. Emad Gewaily, Controller, had decided to return to local government and that Ms. Erika Bustamante would be the Acting Controller. She also reported that the goal was to complete the audit and the Annual Comprehensive Financial Report by the end of November, with a presentation to the Audit Committee in December so that the final Report can come to the EAC and Regional Council in January. She also indicated that the Budget and Grants department was preparing budget amendment 2 for the current fiscal year budget. She noted that this amendment would incorporate the balance of the Caltrans confirmed, unexpended Consolidated Planning Grant and State planning grant funds from the prior fiscal year. She indicated that budget amendment 2 would be coming to this committee in November.

### **PRESIDENT'S REPORT**

President Harnik thanked everyone who responded to the recent RC/PC scheduling survey. She also noted that presuming the public health environment continues to improve, and in connection with the EAC's ongoing review of the meeting structure, SCAG staff was preparing for more in-person participation at Policy Committees and the Regional Council and hoped to make them open to the

general public again at SCAG's offices. She indicated that staff anticipates that the November EAC meeting will include more information and a discussion of increasing in-person participation by PC and RC members and re-opening these meetings to in-person public participation starting with the January meetings. She also reported that on October 12, SCAG staff would host a workshop with public sector stakeholders to provide an overview of the Regional Advanced Mitigation Planning Draft Policy Framework developed by the RAMP-ATG. She indicated that they received an invitation by email and asked that they encourage staff from their jurisdiction to participate. Lastly, President Harnik announced that the next EAC meeting would be on Wednesday, November 2 at 3:00 p.m.

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

Chief Operating Officer Chidsey called the members attention to an item appearing on the Regional Council agenda later that day on the Regional Guidelines for the Active Transportation Program, which SCAG secured support for a \$1.5 billion ATP augmentation request from Assembly Transportation Committee Chair Laura Friedman. He also announced that the annual Economic Summit would be in-person and scheduled for December 1 at the Sheraton Grand in Downtown Los Angeles. He announced the theme this year was "Resourcing the Region." Lastly, he reported that SCAG was updating the agency's strategic plan. He thanked the EAC members for their time spent on meeting with the consultants. He noted that next steps were to reach out to the Regional Council and external stakeholders for input.

### **FUTURE AGENDA ITEMS**

There were no future agenda items.

### **ANNOUNCEMENTS**

Regional Council Member Larry McCallon, Highland, District 7, expressed concerned over the ever-growing logistics in the supply chain industry. Staff addressed Regional Council Member McCallon's comments.

Regional Council Member Marquez expressed concern over the number of items on the Transportation Committee agenda due to time limitations. He indicated that he talked with staff about this and hoped that in the future they can limit the number of items to three or four.

President Harnik expressed that the workload of SCAG had increased so much and they have not increased the time of the meetings. She stated they needed more time to really have in depth conversations about these things because it was all important.

### **ADJOURNMENT**

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There being no further business, President Harnik adjourned the Special Meeting of the Executive Administration Committee at 9:17 a.m.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

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**Executive / Administration Committee Attendance Report**

2022-23																			Total Attendance To Date
MEMBERS	CITY	Representing	JUN	30-Jun	1-Jul	JULY	AUG	15-Aug	31-Aug	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY		
Hon. Jan Harnik, Chair, President, Chair		RCTC	1	1	1	1	1	1	1	1								8	
Hon. Art Brown, 1st Vice Chair	Buena Park	District 21	1	0	0	1	1	1	1	1								6	
Hon. Clint Lorimore, Imm. Past President	Eastvale	District 4	1	0	1	1	1	0	1	1								6	
Hon. Frank Yokoyama, Chair, CEHD	Cerritos	District 23	1	1	1	1	1	1	1	1								8	
Hon. David J. Shapiro, Vice Chair, CEHD	Cerritos	District 44	1	1	1	1	1	1	1	1								8	
Hon. Deborah Roberston, Chair, EEC	Rialto	District 8	0	1	1	1	1	1	1	1								7	
Hon. Luis Plancarte, Vice Chair, EEC		Imperial County	1	1	1	1	1	1	1	1								8	
Hon. Ray Marquez, Chair, TC	Chino Hills	District 10	1	1	1	1	0	1	1	1								7	
Hon. Tim Sandoval, Vice Chair, TC	Pomona	District 38	0	1	0	0	0	0	0	0								1	
Hon. Peggy Huang, Chair, LCMC		TCA	1	1	0	1	1	1	1	0								6	
Hon. Jose Luis Solache, Vice Chair, LCMC	Lynwood	District 26	1	1	0	0	0	1	0	1								4	
Hon. Margaret Finlay, President's Appt.	Duarte	District 35	1	1	1	1	1	1	1	0								7	
Hon. Kathleen Kelly, President's Appt.	Palm Desert	District 2	1	1	1	1	1	1	1	1								8	
Hon. Larry McCallon, President's Appt.	Highland	District 7	1	1	1	1	1	1	1	1								8	
Hon. Nithya Ramen, President's Appt.	Los Angeles	District 51	1	1	1	1	1	0	1	0								6	
Hon. Andrew Masiel, Sr.	Pechanga Dev. Corporation	Tribal Government Regional Planning Board	0	1	1	1	0	1	1	0								5	
Ms. Lucy Dunn, Ex-Officio Member	Lucy Dunn Strategic Issues Mar	Business Representative	1	1	1	1	1	1	1	1								8	
			14	15	13	15	13	14	15	12	0	0	0	0	0	0	0	0	

Attachment: EAC Attendance Sheet 2022-23 (Minutes of the Meeting - October 6, 2022)



# AGENDA ITEM 6 REPORT

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room  
Los Angeles, CA 90017  
**November 2, 2022**

### Proposed 2023 Schedule of Regular Meetings

[Approved by the Regional Council: \_\_\_\_\_]

All regular meetings of the Executive/Administration Committee are scheduled on the 1<sup>st</sup> Wednesday of each month and all regular meetings of the Regional Council and Policy Committees are scheduled on the 1<sup>st</sup> Thursday of each month.

WEDNESDAY		
Executive/Administration Committee (EAC)	3PM - 4PM	Policy Room B
THURSDAY		
Community, Economic and Human Development (CEHD) Committee	9:30AM - 11:30AM*	Policy Room B
Energy and Environment Committee (EEC)	9:30AM - 11:30AM*	Policy Room A
Transportation Committee (TC)	9:30AM - 11:30AM*	Board Room
Regional Council (RC)	12:00PM - 2:00PM*	Board Room

*\*Subject to change pending EAC discussion on Consideration of RC, EAC and Policy Committee Meeting Schedule and Options*

Executive Administration Committee	Regional Council and Policy Committees
January 4, 2023	January 5, 2023
February 1, 2023	February 2, 2023
March 1, 2023	March 2, 2023
April 5, 2023	April 6, 2023
May 3 - 5, 2023 (Wednesday - Friday) SCAG 2023 Regional Conference and General Assembly	May 3 - 5, 2023 (Wednesday - Friday) SCAG 2023 Regional Conference and General Assembly
May 31, 2023	June 1, 2023
July 5, 2023	July 6, 2023
August 2, 2023 (DARK)	August 3, 2023 (DARK)
September 6, 2023	September 7, 2023
October 4, 2023	October 5, 2023
November 1, 2023	November 2, 2023
December 6, 2023	December 7, 2023 SCAG Annual Economic Summit




**AGENDA ITEM 7**  
**REPORT**

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room  
Los Angeles, CA 90017  
**November 2, 2022**

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**To:** Executive/Administration Committee (EAC) **EXECUTIVE DIRECTOR'S**  
Regional Council (RC) **APPROVAL**

**From:** Cindy Giraldo, Chief Financial Officer   
(213) 630-1413, giraldo@scag.ca.gov

**Subject:** Contracts \$200,000 or Greater: Contract No. 21-048-MRFP 12, Connect  
SoCal 2024 Technical Support

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**RECOMMENDED ACTION:**

Approve Contract No. 21-048-MRFP 12 in an amount not to exceed \$916,750, with System Metrics Group (SMG), Inc. to provide technical support for the development of Connect SoCal 2024, focusing on the assessment of potential transportation projects, programs, and strategies to be incorporated into the plan. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract on behalf of SCAG.

**STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

*Consistent with federal and State mandates, SCAG produces a long-term regional transportation plan, Connect SoCal, every four (4) years. This project operates as the foundation for needed technical support for the development of Connect SoCal 2024, focusing on the assessment of potential transportation projects, programs, and strategies to be incorporated into the Connect SoCal 2024. Consultant assistance will also entail technical support and coordination of financial and economic modeling to develop sound financial strategies that better support system preservation, system management, and strategic investment efforts. Results of this work will support more comprehensive, multimodal system management strategies to better address broader regional and state goals, including improvement of the regional transportation system, the reduction of greenhouse gases (GHGs), and the move toward more robust environmental justice analyses.*



**BACKGROUND:**

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

<b><u>Consultant/Contract #</u></b>	<b><u>Contract Purpose</u></b>	<b><u>Contract Amount</u></b>
System Metrics Group, Inc. (21-048-MRFP-12)	The purpose of this project is to secure the technical expertise needed to document progress made since the adoption of Connect SoCal 2020 and develop the technical basis for Connect SoCal 2024. The selected consultant shall assist with specialized technical analyses and assessments of various transportation, GHG, and environmental justice strategies and initiatives to be considered in the development of Connect SoCal 2024.	\$916,750

**FISCAL IMPACT:**

Funding of \$915,593 is available in the FY 2022-23 Overall Work Program (OWP) Budget. The remaining amount, \$1,157, is expected to be available in, and any unused funds are expected to be carried forward into the FY 2023-24 OWP Budget Program, subject to budget availability.

**ATTACHMENT(S):**

1. Contract Summary 21-048-MRFP-12
2. Contract Summary 21-048-MRFP-12 COI



## CONSULTANT CONTRACT NO. 21-048-MRFP 12

**Recommended Consultant:**

System Metrics Group (SMG), Inc.

**Background & Scope of Work:**

Connect SoCal 2024 (The 2024 Regional Transportation Plan/Sustainable Communities Strategy), the foundational document that SCAG produces every four years, identifies numerous investment strategies necessary for the region to meet short and long-term transportation and land use goals. The consultant shall assist with specialized technical analyses and assessments of various transportation strategies and initiatives to be considered in the development of Connect SoCal 2024.

Strategies related to user pricing as identified in the Connect SoCal 2020 requires further coordination support and reexamination within the context of recently implemented projects, new mobility initiatives, and technology innovations. The consultant will provide technical support and coordination of financial and economic modeling to develop sound financial strategies that better support system preservation, system management and strategic investment efforts. Given that the cost of rebuilding roadways is eight times more than the provision of preventative maintenance, "Fix It First" has been a guiding principle for prioritizing transportation funding in the SCAG Regional Transportation Plan/Sustainable Communities Strategy for more than a decade. The consultant will provide technical support for efforts focused on preservation of the existing multimodal transportation system to extend infrastructure service life in a cost-effective manner. Lastly, the consultant's technical assistance will support more comprehensive, multimodal system management strategies to better address broader regional and state goals, including reduction of greenhouse gases (GHGs).

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

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

- Supporting SCAG through technical and policy development assistance, in the identification, collection, and analysis of data critical for Connect SoCal 2024;
- Providing technical support and coordination of multiple activities for regional pricing initiatives to support the refinement of strategies and/or development of new strategies for Connect SoCal 2024;
- Analyzing and developing select GHG reduction strategies from Connect SoCal 2020;
- Expanding topic areas in the Connect SoCal 2024 equity analysis, including but not limited to housing and climate vulnerability, as mandated for a governmental entity that receives federal funding, to ensure low-income households and people of color are not disproportionately impacted by the Connect SoCal 2024.

**Strategic Plan:**

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

**Contract Amount:**

**Total not to exceed**

**\$916,750**

System Metrics Group, Inc. (prime consultant)	\$464,982
Transportation Analytics (subconsultant)	\$114,097
Alta Planning + Design (subconsultant)	\$101,985
The Mark USA, Inc. (subconsultant)	\$75,335
Michael Manville (subconsultant)	\$70,300
Nichols Consulting Engineer (subconsultant)	\$50,081
CLR Analytics, Inc. (subconsultant)	\$39,970

**Contract Period:** Notice to Proceed through December 31, 2024

**Project Number(s):** 015-0159B.01 \$165,593  
015-4909A.01 \$200,000  
015-4910A.01 \$150,000  
080-0153A.05 \$200,000  
310-4874A.04 \$200,000

Funding source(s): Consolidated Planning Grant (CPG) – Federal Highway Administration (FHWA PL) and Federal Transit Administration (FTA 5303)

Funding of \$915,593 is available in the FY 2022-23 Overall Work Program (OWP) Budget. The remaining amount, \$1,157, is expected to be available in, and any unused funds are expected to be carried forward into the FY 2023-24 OWP Budget Program, subject to budget availability.

**Request for Proposal (RFP):** SCAG staff released RFP 21-048-MRFP 12 to all 21 firms on SCAG’s Transportation Planning Bench. SCAG received the following three (3) proposals in response to the solicitation:

<b>System Metrics Group, Inc. (6 subconsultants)</b>	<b>\$916,750</b>
Chen Ryan Associates, Inc. (1 subconsultant)	\$996,400
WSP USA, Inc. (3 subconsultants)	\$1,039,577

**Selection Process:** The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed all three (3) offerors.

The PRC consisted of the following individuals:

Mike Jones, Program Manager II, SCAG  
Pablo Gutierrez, Program Manager II, SCAG  
Sarah Dominguez, Program Manager II, SCAG

**Basis for Selection:**

The PRC recommended SMG for the contract award because the consultant:

- Provided the best technical approach, for example SMG demonstrated extensive, thoughtful, and clear responses for potential strategies to address ongoing regional transportation challenges with more specificity and covering a greater breadth of modalities than the other offerors. SMG was the only proposer to mention the use of the California Induced Travel calculator and the benefit/cost calculator used for the transportation finance analyses;
- Demonstrated the most comprehensive understanding of the role of pricing in Connect SoCal 2024 including different pricing strategies;
- Showed the most feasible likelihood of being able to start work immediately (i.e., “hit the ground running”) which is critical for this work given that the draft Connect SoCal 2024 must be completed in fall 2023;
- Demonstrated the best understanding of policy directives and processes related to Connect SoCal 2024.
- Provided the most robust plan on GHG reduction strategies as requested in the scope of work; and
- Proposed the lowest price.

**Conflict of Interest (COI) Form - Attachment  
For November 3, 2022 Regional Council Approval**

Approve Contract No. 21-048-MRFP 12 in an amount not to exceed \$916,750, with System Metrics Group, (SMG) Inc. to provide technical support for the development of Connect SoCal 2024, focusing on the assessment of potential transportation projects, programs, and strategies to be incorporated into the plan. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract on behalf of SCAG.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
System Metrics Group, Inc. (prime consultant)	No
Transportation Analytics (subconsultant)	No
Alta Planning + Design (subconsultant)	No
The Mark USA, Inc. (subconsultant)	No
Michael Manville (subconsultant)	No
Nichols Consulting Engineer (subconsultant)	No
CLR Analytics, Inc (subconsultant)	No

# SCAG CONFLICT OF INTEREST FORM

RFP No. 21-048-MRFP 12

## SECTION I: INSTRUCTIONS

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

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under "GET INVOLVED", then "Contract & Vendor Opportunities" and scroll down under the "Vendor Contracts Documents" tab; whereas the SCAG staff may be found under "ABOUT US" then "OUR TEAM" then "Employee Directory"; and Regional Council members can be found under "MEETINGS", then scroll down to "LEADERSHIP" then select "REGIONAL COUNCIL" on the left side of the page and click on "Regional Council Officers and Member List."

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

**Name of Firm:** System Metrics Group, Inc.  
**Name of Preparer:** William S. McCullough  
**Project Title:** RTP Technical Support  
**RFP Number:** 21-048-MRFP 12 **Date Submitted:** September 06, 2022

## SECTION II: QUESTIONS

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

YES  NO

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

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

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

YES  NO

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

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

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

YES  NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES  NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

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

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

I, (printed full name) William S. McCullough, hereby declare that I am the (position or title) Vice President of (firm name) System Metrics Group, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated September 06, 2022 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

*William S. McCullough*

September 06, 2022

Signature of Person Certifying for Proposer  
(original signature required)

Date

**NOTICE**

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



# SCAG CONFLICT OF INTEREST FORM

RFP No. 21-048-MRFP 12

## SECTION I: INSTRUCTIONS

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

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

**Name of Firm:** Alta Planning + Design, Inc.  
**Name of Preparer:** Emily Duchon  
**Project Title:** RTP Technical Support  
**RFP Number:** No. 21-048-MRFP 12      **Date Submitted:** September 6, 2022

## SECTION II: QUESTIONS

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

YES       NO

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

Name	Nature of Financial Interest
<u>N/A</u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>
<u></u>	<u></u>



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

YES  NO

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

Name	Position	Dates of Service
N/A		

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

YES  NO

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

Name	Relationship
N/A	

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

YES  NO

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

Name	Relationship
N/A	

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

YES       NO

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

Name	Date	Dollar Value
N/A		

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

I, (printed full name) Emily Duchon, hereby declare that I am the (position or title) Vice President of (firm name) Alta Planning + Design, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated August 26, 2022 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



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

August 26, 2022

\_\_\_\_\_  
Date

**NOTICE**

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

# SCAG CONFLICT OF INTEREST FORM

RFP No. 21-048-MRFP 12

## SECTION I: INSTRUCTIONS

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

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under “GET INVOLVED”, then “Contract & Vendor Opportunities” and scroll down under the “Vendor Contracts Documents” tab; whereas the SCAG staff may be found under “ABOUT US” then “OUR TEAM” then “Employee Directory”; and Regional Council members can be found under “MEETINGS”, then scroll down to “LEADERSHIP” then select “REGIONAL COUNCIL” on the left side of the page and click on “Regional Council Officers and Member List.”

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

**Name of Firm:** CLR Analytics Inc.  
**Name of Preparer:** Lianyu Chu  
**Project Title:** RTP Technical Support  
**RFP Number:** 21-048-MRFP 12      **Date Submitted:** 8/26/2022

## SECTION II: QUESTIONS

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

YES       NO

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

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

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

YES       NO

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

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

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES  NO

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


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

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

I, (printed full name) Lianyu Chu, hereby declare that I am the (position or title) President of (firm name) CLR Analytics Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated August 26, 2022 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.


8/26/22  
 \_\_\_\_\_  
 Signature of Person Certifying for Proposer Date  
 (original signature required)

**NOTICE**

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# SCAG CONFLICT OF INTEREST FORM

RFP No. 21-048-MRFP 12

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

**Name of Firm:** Michael Manville  
**Name of Preparer:** Michael Manville  
**Project Title:** RTP Technical Support  
**RFP Number:** 21-048-MRFP 12      **Date Submitted:** August 24, 2022

## SECTION II: QUESTIONS

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

YES       NO

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

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

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

YES       NO

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

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

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

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

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

**I, (printed full name)** Michael Manville, **hereby declare that I am the (position or title)** sole proprietor **of (firm name)** Michael Manville, **and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated August 24, 2022 **is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.****

*Michael Manville*

August 24, 2022

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

\_\_\_\_\_  
Date

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# SCAG CONFLICT OF INTEREST FORM

RFP No. 21-048-MRFP 12

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Name of Firm: Nichols Consulting Engineers, CHTD. (NCE)

Name of Preparer: Margot Yapp, PE

Project Title: RTP Technical Support

RFP Number: 21-048-MRFP 12 Date Submitted: 8/31/2022

## SECTION II: QUESTIONS

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

YES       NO

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

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

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

YES       NO

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

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

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

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

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

I, (printed full name) Margot Yapp, PE, hereby declare that I am the (position or title) President of (firm name) NCE, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 8/31/2022 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

\_\_\_\_\_  
 Signature of Person Certifying for Proposer (original signature required)      8/31/2022      Date

**NOTICE**

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# SCAG CONFLICT OF INTEREST FORM

RFP No. 21-048-MRFP 12

## SECTION I: INSTRUCTIONS

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

Name of Firm: Transportation Analytics  
Name of Preparer: Diana M. Dorinson, Founder & Principal  
Project Title: RTP Technical Support  
RFP Number: 21-048-MRFP 12 Date Submitted: 20-Aug-2022

## SECTION II: QUESTIONS

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

YES  NO

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

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



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

YES  NO

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

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

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

YES  NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____

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

YES  NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____

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

YES       NO

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

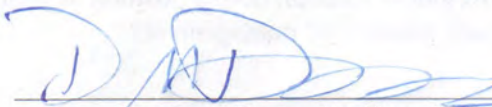
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

I, (printed full name) Diana M. Dorinson, hereby declare that I am the (position or title) Founder & Principal of (firm name) Transportation Analytics, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 20-Aug-2022 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

      20-Aug-2022  
 Signature of Person Certifying for Proposer      Date  
 (original signature required)

**NOTICE**

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

# SCAG CONFLICT OF INTEREST FORM

RFP No. 21-048-MRFP 12

## SECTION I: INSTRUCTIONS

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

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

Name of Firm: The Mark USA Inc.

Name of Preparer: Traci Shirachi

Project Title: Connect SoCal 2024 Transportation Technical Assistance Service

RFP Number: 21-048-MRFP 12 Date Submitted: 8-29-2022

## SECTION II: QUESTIONS

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

YES  NO

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

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____

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

YES       NO

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

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

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____



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

YES       NO

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

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

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

I, (printed full name) Traci Shirachi, hereby declare that I am the (position or title) CEO of (firm name) The Mark USA Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 8-29-2022 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

*Traci Shirachi*

8-29-2022

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

\_\_\_\_\_  
Date

**NOTICE**

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



**AGENDA ITEM 8**  
**REPORT**

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room  
Los Angeles, CA 90017  
**November 2, 2022**

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

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** Cindy Giraldo, Chief Financial Officer  
(213) 630-1413, giraldo@scag.ca.gov

**Subject:** Contracts \$200,000 or Greater: Contract No. 22-051-C01, Konica  
Reprographics & Multi-Function Printer Equipment Lease and  
Maintenance

**RECOMMENDED ACTION:**

Approve Contract No. 22-051-C01 in an amount not to exceed \$208,608 with Konica Minolta Business Solutions USA, Inc. to replace SCAG’s Konica Minolta equipment for like-for-like multifunction capabilities for a new 48-month lease including, but not limited to, maintenance of one (1) production machine to be housed in the Reprographics Center; seven (7) walk-up machines; one (1) desk-top machine in Reception/Lobby area; and five (5) desk-top machines in the regional offices. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract on behalf of SCAG.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.

**EXECUTIVE SUMMARY:**

***SCAG’s current fleet of leased copiers and printers expires in November 2022. SCAG has continued to utilize a more secure and efficient centrally managed multifunction devices that print, copy, and scan. SCAG also leverages an on-site color production digital press/printer and a high-volume production network copier in our Reprographics department for events and specialty printing needs.***

***This refresh of our Konica Minolta equipment updates multifunction capabilities for a new 48-month lease. The agreement continues the use of enterprise-level print management software to provide usage data and analytics for future decision making on opportunities for copy reduction and efficiency.***

**BACKGROUND:**

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Contract Amount</u>
Konica Minolta Business Solutions USA, Inc. (Konica Minolta) 22-051-C01	The consultant shall provide state of the art multifunction devices	\$208,608

**FISCAL IMPACT:**

Funding of \$70,000 is available in the FY 2022-23 Indirect Cost Program Budget in Project Number 810-0120.17, and the remaining \$138,608 is expected to be available in future Indirect Cost Program Budgets in Project Number 810-0120.17, subject to budget availability.

**ATTACHMENT(S):**

1. Contract Summary 22-051-C01
2. Contract Summary 22-051-C01 COI

**CONSULTANT CONTRACT NO. 22-051-C01**

<b>Recommended Consultant:</b>	Konica Minolta Business Solutions USA, Inc. (Konica Minolta)	
<b>Background &amp; Scope of Work:</b>	<p>SCAG’s current fleet of leased copiers and printers expires in November 2022. SCAG has continued to utilize a more secure and efficient centrally managed multifunction devices that print, copy, and scan. SCAG also leverages an on-site color production digital press/printer and a high-volume production network copier in SCAG’s Reprographics Department for events and specialty printing needs.</p> <p>The consultant shall provide state of the art multifunction devices. This refresh of SCAG Konica Minolta equipment updates multifunction capabilities for a new 48-month lease. The agreement continues the use of enterprise-level print management software to provide usage data and analytics for future decision making on opportunities for copy reduction and efficiency.</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>• Right-sizing and refresh of equipment to reduce maintenance cost aging printers and copiers;</li><li>• Increasing staff efficiency by installing high-performance equipment that uses a single interface across all SCAG offices.</li><li>• Enabling centrally managed secured printing via easy-to-use authentication (badge swipe) and helping to ensure reduction of waste from misrouted or forgotten print jobs; and</li><li>• Supporting sustainability efforts and energy efficiency through review of monthly copying/printing data.</li></ul>	
<b>Strategic Plan:</b>	This item supports SCAG’s Strategic Plan 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.	
<b>Contract Amount:</b>	<b>Total not-to-exceed</b>	<b>\$208,608</b>
	Konica Minolta (Prime consultant)	
<b>Contract Period:</b>	Notice to Proceed through November 30, 2026	
<b>Project Number:</b>	810-0120.17	\$70,000
	Funding source :	Indirect Cost
	<p>Funding of \$70,000 is available in the FY 2022-23 Indirect Cost Program Budget in Project Number 810-0120.17, and the remaining \$108,608 is expected to be available in future Indirect Cost Program Budgets in Project Number 810-0120.17, subject to budget availability.</p>	
<b>Basis for Selection:</b>	<p>In accordance with SCAG’s Procurement Manual (January 2021) Section 9.3, to foster greater economy and efficiency, SCAG’s federal procurement guidance (2 CFR 200.318 [e]) authorizes SCAG to procure goods and services by using an Intergovernmental Agreement (Master Service Agreement – MSA, also known as a Leveraged Purchase Agreement – LPA). The goods and services procured under an MSA were previously competitively procured by another governmental entity (SCAG is essentially “piggy-</p>	

backing” on the agreement.) SCAG utilized an MSA with the National Association of State Procurement Officials (NASPO) Cooperative Agreement No. 3091, 7-19-70-46-03 for Copiers, Printers & Related Devices that was competitively procured. This MSA is specifically designed for use by local government agencies to leverage combined purchasing power for discounted volume pricing. Konica Minolta is an industry leader in managed print services with a range of multifunction devices to meet the needs of SCAG’s employees. By refreshing SCAG’s aged Konica Minolta equipment with updated models, we preserve SCAG’s knowledgebase of data trends over time with minimal disruption to daily operations during the equipment refresh.

**Conflict Of Interest (COI) Form - Attachment  
For November 3, 2022 Regional Council Approval**

Approve Contract No. 22-051-C01 in an amount not to exceed \$208,608 with Konica Minolta Business Solutions USA, Inc. to replace SCAG’s Konica Minolta equipment for like-for-like multifunction capabilities for a new 48-month lease including, but not limited to, maintenance of one (1) production machine to be housed in the Reprographics Center; seven (7) walk-up machines; one (1) desk-top machine in Reception/Lobby area; and five (5) desk-top machines in the regional offices. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract on behalf of SCAG.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
Konica Minolta (prime consultant)	No - form attached

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 22-051-C01

## SECTION I: INSTRUCTIONS

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

In order to answer the questions contained in this form, please review SCAG’s Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG’s Regional Council members. All three documents can be viewed online at <https://scag.ca.gov>. The SCAG Conflict of Interest Policy is located under “GET INVOLVED”, then “Contract & Vendor Opportunities” and scroll down under the “Vendor Contracts Documents” tab; whereas the SCAG staff may be found under “ABOUT US” then “OUR TEAM” then “Employee Directory”; and Regional Council members can be found under “MEETINGS”, then scroll down to “LEADERSHIP” then select “REGIONAL COUNCIL” on the left side of the page and click on “Regional Council Officers and Member List.”

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

**Name of Firm:** Konica Minolta Business Solutions, U.S.A., Inc.  
**Name of Preparer:** Kristen McKenna  
**Project Title:** Purchase Order - Contract Number 22-051-C01  
**Date Submitted:** 10/11/2022

## SECTION II: QUESTIONS

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

YES       NO

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

Name	Nature of Financial Interest
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

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

YES       NO

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

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

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____



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

YES       NO

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

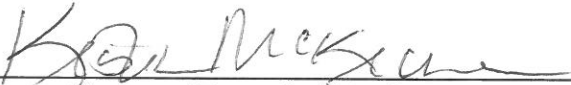
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

I, (printed full name) Kristen McKenna, hereby declare that I am the (position or title) Director, Public Sector Contracts of (firm name) Konica Minolta Business Solutions, U.S.A., Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 10/11/2022 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

      10/11/2022  
 Signature of Person Certifying for Proposer      Date  
 (original signature required)

**NOTICE**

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



**AGENDA ITEM 9**  
**REPORT**

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room  
Los Angeles, CA 90017  
**November 2, 2022**

**To:** Executive/Administration Committee (EAC)  
Regional Council (RC)  
**From:** Kome Ajise, Executive Director  
(213) 236-1835, Ajise@scag.ca.gov  
**Subject:** Final 2022 Federal Certification Review

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**RECOMMENDED ACTION FOR EAC AND RC:**  
Receive and File

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians. 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

**EXECUTIVE SUMMARY:**

*Federal regulations require the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) to jointly review and evaluate the metropolitan transportation planning process of all urbanized areas that have populations totaling 200,000 or greater every four (4) years. During the first half of 2022, FHWA and FTA reviewed and evaluated the Southern California Association of Governments' (SCAG's) transportation planning process. On August 15, 2022, FHWA and FTA supplied SCAG with the final report of the findings. The review found that the metropolitan planning process conducted in the SCAG region meets federal requirements with one corrective action, several recommendations, and three (3) commendations. The corrective action pertains to the prioritization and selection of projects funded with Congestion Mitigation and Air Quality (CMAQ) and Surface Transportation Block Grant (STBG) funds, including SCAG's role. The certification will remain valid for the next four (4) years.*

**BACKGROUND:**

As a federally designated Metropolitan Planning Organization (MPO)/Transportation Management Agency (TMA), SCAG undergoes a certification process every four years. The certification review process encompasses all areas of SCAG's business including, but not limited to, SCAG's planning and programming processes, organization structure, policy board, planning boundary, contracts and procurement processes, public participation plan, etc. Typically, the certification process begins with SCAG receiving a written notice of the process initiation along with a series of written desk audit questions from FHWA and FTA. SCAG then submits written responses to each of the desk

audit questions. A second step in the process consists of interviews with a select number of Regional Councilmembers and representatives from transit operators by the federal Department of Transportation representatives, as well as a formal public listening session where members of the public, interested parties and SCAG's stakeholders are invited to comment on SCAG's processes and practices. The final step in the process is the reporting of the findings and issuance of certification jointly by FHWA and FTA, which will remain in effect for the next four years.

For the 2022 certification review, FHWA and FTA initiated the transportation planning process certification review with a desk audit for SCAG on January 21, 2022. A virtual site visit was conducted April 12-13, 2022. On August 15, 2022, FHWA and FTA supplied SCAG with the final report of the findings. The FHWA and FTA review found that the metropolitan planning process conducted in the SCAG region meets federal requirements with one corrective action, several recommendations, and four (4) commendations. A summary of the findings and SCAG staff responses are provided below. Note that the summary below was also provided to the Executive/Administration Committee and Regional Council in September 2022. There have been no changes to the findings but this item is being recirculated with the final report, which was not available during the earlier circulation. SCAG staff will provide periodic updates on resolution activities.

#### **Corrective Action**

- Review Caltrans' CMAQ and STBG administrative policies, update SCAG policies and procedures if warranted, and develop a process to ensure administration of CMAQ and STBG programs in compliance with Federal program guidelines and regulations.

*SCAG Response:* SCAG staff has initiated actions to ensure compliance with Federal program guidelines and regulation, especially with respect to prioritization and selection of CMAQ-funded projects and sub-allocation of STBG funds. (*Resolution Due Date: June 30, 2023*)

#### **Recommendations**

- Improve performance-based planning and programming process to include a regional, performance-based, uniform approach to prioritize and select projects. Coordinate improvements with noted corrective action. Improve monitoring process to assess progress in meeting targets.

*SCAG Response:* In coordination with efforts to address the corrective action for CMAQ and STBG programs, SCAG staff has initiated actions to improve performance-based planning and programming, including monitoring progress in meeting targets. (*Resolution Due Date: June 30, 2024*)

- 
- Incorporate updated Transit Asset Management (TAM) targets in next Regional Transportation Plan (RTP) and Federal Transportation Improvement Program (FTIP) with input from technical advisory committees.

*SCAG Response:* SCAG staff has initiated updates to the TAM targets for Connect SoCal 2024 (2024 RTP) and associated FTIPs, including procuring consultant support and engagement with technical stakeholders and transit operators. (*Resolution due date: June 30, 2024*)

- Establish public transportation safety targets with input from technical advisory committees and transit operators. Incorporate public transportation safety targets in planning and programming process through next RTP and FTIP.

*SCAG Response:* SCAG established initial transit safety targets in June 2021 (within 180 days of transit operators establishing their own initial targets) in accordance with federal regulations. SCAG staff has secured consultant support and initiated engagement with technical stakeholders and transit operators on the transit safety targets for 2024 Connect SoCal and associated FTIPs. (*Resolution due date: June 30, 2024*)

- Include language on FTA formula programs (e.g., 5337 and 5339) in next public participation plan.

*SCAG Response:* FTA Sections 5337 and 5339 are part of the FTA Program of Projects (POP) listing included on SCAG's FTIP website. Accordingly, in the next public participation plan update, SCAG staff will incorporate language on FTA formula programs, including FTA Sections 5337 and 5339. (*Resolution due date: February 2026*)

- Review and update (as needed) consultation policy to ensure Tribal Governments consultation needs are met. Jointly with Tribal partners, develop and implement process to further engage Tribal partners in transportation planning process.

*SCAG Response:* In coordination with Tribal partners, SCAG staff will review consultation policies and processes to enhance Tribal partner engagement in the transportation planning process. (*Resolution due date: February 2026*)

- Update Federal Land Management Agencies (FLMA) contact list. Develop FLMA coordination guidance with Central Federal Lands Highway Division (supported by the FHWA California Division Planning and Air Quality Team, and Caltrans Division of Transportation Planning) to increase partnership opportunities.

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*SCAG Response:* SCAG staff will update the FLMA contact list and, in coordination with Central Federal Lands Highway Division, explore projects of mutual interest and develop FLMA coordination procedures. (*Resolution due date: Spring 2023*)

**Commendations**

- Toolbox Tuesdays provide excellent opportunity for interested stakeholders to learn and discuss transportation planning related themes.
- Review team valued commitment to equity as illustrated through the Equity Resource Guide.
- Review team impressed with public engagement done for Electric Vehicle Charging Station Study.

**FISCAL IMPACT:**

Work associated with this item is included in the Fiscal Year 2021-2022 and 2022-2023 Overall Work Program (WBS No. 23-010.0170.01: RTP Amendments, Management, and Coordination and WBS No. 23-030.0146.02: Federal Transportation Improvement Program).

**ATTACHMENT(S):**

1. 2022 Federal Certification Report - Summary of Findings

# MEMO

**To:** Kome Ajise, Darin Chidsey  
**From:** Annie Nam  
**CC:** Planning Managers  
**Date:** July 28, 2022  
**Re:** 2022 Federal Certification Review – Findings Summary

## Summary of Findings

This memorandum provides a summary of findings from SCAG's 2022 Federal Certification Review. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) initiated the transportation planning process certification review with a desk audit for SCAG on January 21, 2022. A virtual site visit was conducted April 12-13, 2022.

Overall, the SCAG region metropolitan planning process meets federal planning requirements except for a single corrective action. Comments on the 2022 Federal Certification Review are due close of business Tuesday, August 2, 2022.

## Corrective Action

- Review Caltrans' CMAQ and STBG administrative policies, update SCAG policies and procedures if warranted, and develop a process to ensure administration of CMAQ and STBG programs in compliance with Federal program guidelines and regulations.

**Resolution Due Date:** June 30, 2023

**Suggested Response:** SCAG staff has initiated actions to ensure compliance with Federal program guidelines and regulation, especially with respect to prioritization and selection of CMAQ-funded projects and sub-allocation of STBG funds.

## Recommendations

- Improve performance-based planning and programming process to include a regional, performance-based, uniform approach to prioritize and select projects. Coordinate improvements with noted corrective action. Improve monitoring process to assess progress in meeting targets.

**Resolution Due Date:** June 30, 2024

**Suggested Response:** In coordination with efforts to address the corrective action for CMAQ and STBG programs, SCAG staff has initiated actions to improve performance-based planning and programming, including monitoring progress in meeting targets.

- Incorporate updated Transit Asset Management targets in next RTP and FTIP with input from technical advisory committees.

**Resolution Due Date:** June 30, 2024

**Suggested Response:** SCAG staff has initiated updates to the TAM targets for 2024 Connect SoCal (2024 RTP) and associated FTIPs, including procuring consultant support and engagement with technical stakeholders and transit operators.

- Establish public transportation safety targets with input from technical advisory committees and transit operators. Incorporate public transportation safety targets in planning and programming process through next RTP and FTIP.

**Resolution Due Date:** June 30, 2024

**Suggested Response:** SCAG staff has initiated transit safety targets last year (within 180 day of transit operators establishing their own initial targets) in accordance with Federal regulations. This should be reflected in the final version of the Certification Review. SCAG staff has secured consultant support and initiated engagement with technical stakeholders and transit operators on the transit safety targets for 2024 Connect SoCal and associated FTIPs.

- Include language on FTA formula programs (e.g., 5337 and 5339) in next public participation plan.

**Resolution Due Date:** February 2026

**Suggested Response:** FTA Sections 5337 and 5339 are part of the FTA Program of Projects (POP) listing included on SCAG's FTIP website. Accordingly, SCAG staff will incorporate language on FTA formula programs, including FTA Sections 5337 and 5339, in the next public participation plan update.

- Review and update (as needed) consultation policy to ensure Tribal Governments consultation needs are met. Jointly with Tribal partners, develop and implement process to further engage Tribal partners in transportation planning process.

**Resolution Due Date:** February 2026

**Suggested Response:** In coordination with Tribal partners, SCAG staff will review consultation policies and process to enhance Tribal partner engagement in the transportation planning process.

- Update Federal Land Management Agencies (FLMA) contact list. Develop FLMA coordination guidance with Central Federal Lands Highway Division (supported by the FHWA California Division Planning and Air Quality Team, and Caltrans Division of Transportation Planning) to increase partnership opportunities.

**Resolution Due Date:** Spring 2023

---

**Suggested Response:** SCAG staff will update the FLMA contact list and, in coordination with Central Federal Lands Highway Division, explore projects of mutual interest and develop FLMA coordination procedures.

### Commendations

- Toolbox Tuesdays provide excellent opportunity for interested stakeholders to learn and discuss transportation planning related themes.
- Review team valued commitment to equity as illustrated through the Equity Resource Guide.
- Review team impressed with public engagement done for Electric Vehicle Charging Station Study.





# AGENDA ITEM 10 REPORT

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room  
Los Angeles, CA 90017  
November 2, 2022

**To:** Executive/Administration Committee (EAC)  
Regional Council (RC)  
**From:** Cindy Giraldo, Chief Financial Officer  
(213) 630-1413, giraldo@scag.ca.gov  
**Subject:** Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and  
Amendments \$5,000 - \$74,999

EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

Information Only - No Action Required

**STRATEGIC PLAN:**

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

**BACKGROUND:**

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

<u>Consultant/Contract #</u>	<u>PO' Purpose</u>	<u>Amount</u>
US Green Building Council LA Chapter	FY23 USGBC Symposium	\$10,000
ENO Transportation Foundation	FY23 ENO Transportation Membership	\$10,000
UCLA Institute Of Transportation Studies	Fy23 UCLA Lake Arrowhead Symposium	\$10,000
Taylor Walk Inc., dba Pacific Office Interiors	FY23 Conference Room Conversion	\$9,887
Latitude Geographics	FY23 Geocortex Software Renewal	\$5,737

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

<u>Consultant/Contract #</u>	<u>Contract's Purpose</u>	<u>Contract Amount</u>
Various (21-047-C01 through 21-047-C42)	Monthly report on Regional Early Action Plan Program (REAP) on-call services.	Various (as identified the attachment)
1. ePlus Technology, Inc. (22-040-C01)	Under this agreement, ePlus Technology, Inc. acts as the reseller for the purchase of anti-virus software,	\$181,253



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

<b><u>Consultant/Contract #</u></b>	<b><u>Contract's Purpose</u></b>	<b><u>Contract Amount</u></b>
	installation and managed threat detection and response services provided by CrowdStrike. This contract is for a three-year agreement that will provide dedicated managed threat detection and response services for all SCAG systems.	
2. BB2 Technology Group (23-008-C01)	Under this agreement, BB2 Technology Group acts as the reseller for the purchase of vulnerability management software, licenses, and installation and configuration services provided by Tenable. This contract is for a three-year agreement that will provide SCAG with the software and licenses necessary to regularly assess, track, manage, and report on security vulnerabilities present in our IT environments	\$79,999
3. Insight Public Sector, Inc. (23-012-C01)	Under this agreement, Insight Enterprise Inc. acts as the reseller for the procurement of consulting and application development services. The consultant will assist SCAG to leverage O365 tools to develop a flexible and reusable document approval workflow solution to automate, enhance controls, centralize and improve visibility of financial document approval process.	\$71,874



**SCAG executed these Amendments for more than \$5,000 but less than \$75,000 and less than 30% of the original contract value**

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

**ATTACHMENT(S):**

1. Contract Summary 21-047-C01 through C42
2. Contract Summary 22-040-C01
3. Contract Summary 23-008-C01
4. Contract Summary 23-012-C01

**CONSULTANT CONTRACT NOS. 21-047-C01 THROUGH 21-047-C42**  
**MONTHLY REAP FOLLOW UP**

**Selected  
Consultants:**

1. AECOM Technical Services, Inc.
2. Arup North America, Ltd.
3. Ascent Environmental, Inc.
4. BAE Urban Economics, Inc.
5. CTY Housing, Inc.
6. ECONorthwest
7. Estolano Advisors
8. HR&A Advisors Inc.
9. Kimley-Horn and Associates, Inc.
10. Kosmont & Associates, Inc.
11. LeSar Development Consultants
12. National Community Renaissance of California
13. Opticos Design, Inc.
14. Raimi + Associates
15. Stantec Consulting Services, Inc.
16. RDC-S111 (dba Studio One Eleven)
17. Turner Housing Innovation Labs, Inc.
18. Woodsong Associates, LLC
19. WSP USA Inc.

**Background &  
Scope of Work:**

On April 1, 2021, the Regional Council approved a procurement program to accelerate project delivery for the Regional Early Action Plan Program (REAP) and requested staff to report back monthly on procurement activities related to the On Call Services for the REAP Program. This report is to inform the Regional Council of procurement activities, contracts and amendments related to the On-call Services for the REAP Program. In addition, this report includes a summary of the contracts awarded under the REAP procurement program that were procured outside of the OCS.

In summary, the REAP Program provides a new model for timely implementation of SCAG's local assistance programs and the Regional Council has approved the following:

- (1) Authorized staff to enter into up to a total of \$10,000,000 in On Call Services contracts to implement the Regional Council's approved REAP work program, upon completion of competitive procurement and selection of consultants for the On Call Services;
- (2) Waived SCAG's procurement requirement to first obtain the Executive/Administration Committee's and Regional Council's approval for contracts at or above \$200,000 prior to execution, for any individual contract up to \$500,000 awarded to complete work that is part of the Regional Council's approved REAP grant funded program and authorization for the Executive Director or his/her designee to execute such contracts upon consultation with legal counsel;
- (3) Waived SCAG's procurement requirement necessitating Executive/Administration Committee's and Regional Council approval prior to entering any contract amendment exceeding \$75,000 or 30% (whichever is less) and, instead, requiring amendments of 30% or more to be first approved by the

Executive/Administration Committee and Regional Council, and authorizing the Executive Director or his/her designee to execute such amendments upon consultation with legal counsel; and (4) directing staff to make monthly informational reports to the Regional Council of procurement activities, contracts, and amendments related to REAP made pursuant to this action.

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

- The project’s benefits and key deliverables include, but are not limited to:
- Supporting local jurisdictions in the update of their Housing Elements;
  - Assistance with integrated land use planning, urban design, and land use policy;
  - Assistance with community development finance;
  - Assistance with racial equity analysis and training; and
  - Assistance with Grant Writing and Grant Program Administration.

**Strategic Plan:**

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

**Contract Amount:**

**Total not to exceed \$10,000,000**

Note: This is for on-call, or as needed services with consultants to be paid upon a Task Order award. As such, there is no specific award amount to each consultant, nor does SCAG guarantee any specific amount of work to a consultant. Therefore, the amount that may be funded to each consultant is not yet determined.

**Contract Period:**

June 2021 through December 31, 2023

**Project Number(s):**

- 300.4887.01 – 300.4887.04
- 300.4888.01
- 300.4889.01 – 300.4889.04
- 300.4890.01 – 300.4890.02
- 300.4891.01 – 300.4891.02

Funding source(s): REAP Program Grant

**Update**

Below is a table showing the on-call services procurements, and their status at present. Any future dates are subject to change, and procurements may be added or removed to this list.

MRFP #	Project Title	RFP Release Date	Procurement/Contract Stage	Consultant Selected	Award Amount
1	Housing Policy Leadership Academy (P&O-1 Leadership Academy)	05/03/21	Agreement Executed	LeSar Development Consultants	\$815,823
2	SCAG Development Streamlining (HPS-1 CEQA)	05/25/21	Agreement Executed	Ascent Environmental, Inc.	\$337,738
3	Advanced Accessory Dwelling Unit (ADU) Bundle	06/30/21	Agreement Executed	AECOM Technical Services, Inc.	\$546,676

MRFP #	Project Title	RFP Release Date	Procurement/Contract Stage	Consultant Selected	Award Amount
	(HSD 1-A - Advanced ADU Bundle)				
4	Westside Cities COG (WSCCOG) Partnership (Project 1)	07/16/21	Agreement Executed	ARUP US, Inc.	\$148,513
5	Other-To Residential Tool Kit	07/30/21	Agreement Executed	Studio One Eleven	\$137,740
6	1-B HSD Preliminary ADU Bundle (HSD 1-B Preliminary ADU Bundle)	08/04/21	Agreement Executed	Woodsong Associates	\$533,965
7	2-A HSD EIFD Bundle	07/30/21	Agreement Executed	Kosmont	\$582,638
8	3-A HSD Objective Development Standards	08/23/21	Cancelled	N/A	\$0
9	2-D HSD One San Pedro EIFD Study	08/11/21	Agreement Executed	Kosmont	\$222,834
10	Digitize Utilities Inventory For Housing Tool	08/11/21	Cancelled	N/A	\$0
11	2-C (HSD) – Heart of Hollywood TIF Study	08/19/21	Agreement Executed	HR&A Advisors	\$219,584
<b>12</b>	<b>Digitize Utilities Inventory For Housing Tool Rerelease of MRFP-10</b>	<b>10/14/21</b>	<b>Agreement Executed</b>	<b>Black &amp; Veatch</b>	<b>\$201,224</b>
13	2-B HSD Palmdale Housing Project	09/21/21	Cancelled		\$0
14	Reserved				
15	3-E HSD South El Monte Zoning Update	10/01/21	Agreement Executed	WSP USA, Inc.	\$239,394
16	3-C HSD Rialto Specific Plan Update	10/14/21	Agreement Executed	WSP USA, Inc.	\$467,604
17	San Fernando Valley COG (SFVCOG) Partnership Program	11/29/21	Agreement Executed	ARUP US, Inc.	\$198,742
18	3-A1 HSD Objective Development Standards LA Rerelease of MRFP-8	10/27/21	Agreement Executed	AECOM Technical Services, Inc.	\$583,057
19	3-A2 HSD Objective Development Standards Bundle	10/27/21	Cancelled	Woodsong Associates	\$0
20	HSD 3-D Burbank Media Specific Plan Update	02/08/22	Agreement Executed	WSP USA, Inc.	\$654,549
21	Metro's Joint Development	12/01/21	Agreement Executed	HR&A Advisors	\$350,736

Attachment: Contract Summary 21-047-C01 through C42 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments

MRFP #	Project Title	RFP Release Date	Procurement/Contract Stage	Consultant Selected	Award Amount
22	<b>SRP-1A Westside Cities COG (WSSCOG) REAP Subregional Partnership (Project #2 and #4 - re-release)</b>	12/21/21	<b>Agreement Executed</b>	<b>ECONorthwest</b>	<b>\$105,519</b>
23	Metro's Equitable Housing	12/23/21	Agreement Executed	Raimi + Associates	\$332,812
24	<b>2-B HSD Palmdale Housing Project</b>	<b>01/07/22</b>	<b>Agreement Executed</b>	<b>LeSar Development Consultants</b>	<b>\$557,773</b>
25	HPS-1 Grant Application Technical Assistance	03/21/22	Cancelled		\$0
26	HSD 1-C - Compton ADU Project	01/21/22	Cancelled		\$0
27	HPS-3 TIF EIFD Projects (Barstow, County of Imperial)	05/12/22	Consultant Selected/Agreement Routing	Kosmont	\$237,662
28	SRP-4 Riverside County Thermal Community Plan	01/31/22	Cancelled		
29	<b>3-A2 HSD Objective Development Standards Bundle Rerelease of MRFP-19</b>	<b>01/26/22</b>	<b>Agreement Executed</b>	<b>Crandall Arambula</b>	<b>638,400</b>
30	TOD 2- Metrolink Area Station Analysis	02/15/22	Agreement Executed	BAE Urban Economics, Inc.	\$717,444
31	Los Angeles Metro's Joint Development Housing Accelerator Part C	02/09/22	Agreement Executed	LeSar Development Consultants	\$388,500
32	TCC Pomona Technical Assistance	02/14/22	Cancelled		\$0
33	TCC Riverside Technical Assistance	02/14/22	Cancelled		\$0
34	SRP-4 Riverside County Thermal Community Plan	03/09/22	Cancelled		\$0
35	SPR-5 Imperial County	03/31/22	Cancelled		\$0
36	<b>TCC Pomona Technical Assistance</b>	<b>03/17/22</b>	<b>Agreement Executed</b>	<b>Lamar Johnson Collaborative</b>	<b>\$269,054</b>
37	TCC Riverside Technical Assistance	04/07/22	Cancelled		\$0
38	<b>HSD 1-C - Compton ADU Project</b>	<b>04/01/24+P44</b>	<b>Agreement Executed</b>	<b>Woodsong Associates</b>	<b>\$128,615</b>

Attachment: Contract Summary 21-047-C01 through C42 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments

MRFP #	Project Title	RFP Release Date	Procurement/Contract Stage	Consultant Selected	Award Amount
39	SPR-5 Imperial County	5/16/2022	Agreement Executed	Berkeley Economic Advising and Research (BEAR)	\$273,192
40	<i>HPS-1 Grant Application Technical Assistance</i>	<i>05/13/22</i>	<i>Agreement Executed</i>	<i>SCANPH</i>	<i>\$286,142</i>
41	<i>Preservation of At Risk Units</i>	<i>05/19/22</i>	<i>Agreement Executed</i>	<i>HR&amp;A Advisors</i>	<i>\$198,587</i>
42	<i>TCC Riverside Technical Assistance</i>		<i>Cancelled</i>		

			Awarded thru the REAP OCS (1)		\$7,914,597
			<i>Awarded REAP Funded, outside OCS (2)</i>		<i>\$2,459,919</i>
<b>Total:</b>					<b>\$10,374,516</b>

- (1) Most of the RFPs that are noted as cancelled were cancelled due to lack of response from OCS consultants. In these cases, SCAG staff took two steps (1) extended the response timeline and, if no responses were received after the extension, (2) re-released the procurement using SCAG’s standard procurement portal, Planet Bids, which taps into a broader pool of consultants. Note that public agencies across the State are struggling with procurements for housing policy and related land use work, due to the large amount of funding flowing for this work and the impacts of COVID pandemic on the overall workforce. In effect, the consultants with the capacity/expertise to do this work are incredibly busy and struggling to hire enough staff to keep up with demand. Given this, SCAG’s OCS and REAP procurement program have been exceptionally successful in moving forward a large work program.
- (2) These procurements are primarily those that were cancelled and thus procured outside of the OCS through a larger pool of consultants (Planet Bids). Contracts procured through Planet Bids fall under the second category of the REAP Procurement Program approved by the RC, which allow for staff to execute contracts up to \$500,000 without seeking RC approval (two such awards are attached below). The total procurement for the OCS is within the \$10M approved by the RC, while the REAP program procurement as a whole exceeds \$10M.



**CONSULTANT CONTRACT NO. 22-040-C01**

**Recommended Consultant:** ePlus Technology, Inc.

**Background & Scope of Work:** Under this agreement, ePlus Technology, Inc. acts as the reseller for the purchase of anti-virus software, installation and managed threat detection and response services provided by CrowdStrike. This contract is for a three-year agreement that will provide dedicated managed threat detection and response services for all SCAG systems.

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

- A dedicated CrowdStrike team who are experts in and provide 24/7 virus incident detection, response, alerting, and remediation which will decrease the “time to respond” and “time to remediate” security related incidents that occur on SCAG systems; and
- provide the ability to defend against modern security threats including but not limited to ransomware.

**Strategic Plan:** This item supports SCAG’s Strategic Plan Goal 5: Optimize Organizational Efficiency and Cultivate an Engaged Workforce; Objective: d) Integrate advanced information and communication technologies.

**Contract Amount:** **Total not to exceed** **\$181,253**  
ePlus Technology, Inc. (prime consultant)

**Contract Period:** October 20, 2022 through September 30, 2025

**Project Number:** 811-1163.08      \$81,600

Funding source: Indirect Cost (IC)

Funding of \$81,600 is available in the FY 2022-23 Indirect Cost Budget Program in Project Number 811-1163.08, and the remaining \$99,653 is expected to be available in futures year’s Indirect Cost Budget Program Budget, in Project Number 811-1163.08, subject to budget availability.

**Basis for Selection:** In accordance with SCAG’s Procurement Manual (January 2021) Section 9.3, to foster greater economy and efficiency, SCAG’s federal procurement guidance (2 CFR 200.318 [e]) authorizes SCAG to procure goods and services by using an Intergovernmental Agreement (Master Service Agreement – MSA, also known as a Leveraged Purchase Agreement – LPA). The goods and services procured under an MSA were previously competitively procured by another governmental entity (SCAG is essentially “piggy-backing” on the agreement.) SCAG utilized an MSA with Carahsoft – CrowdStrike - ePlus Tech, Inc. via NASPO (Agreement No. AR2472; California Addendum 7-17-70-40-05) that was competitively procured. This MSA is specifically designed for use by local agencies to leverage combined purchasing power for discounted volume pricing.

**CONSULTANT CONTRACT NO. 23-008-C01**

**Recommended Consultant:** BB2 Technology Group

**Background & Scope of Work:** Under this agreement, BB2 Technology Group acts as the reseller for the purchase of vulnerability management software, licenses, and installation and configuration services provided by Tenable. This contract is for a three-year agreement that will provide SCAG with the software and licenses necessary to regularly assess, track, manage, and report on security vulnerabilities present in our IT environments.

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

- Ability to assess, track, manage, and report on security vulnerabilities present in our IT environments, and
- a strengthened security posture that will result in a more secure IT ecosystem.

**Strategic Plan:** This item supports SCAG’s Strategic Plan Goal 5: Optimize Organizational Efficiency and Cultivate an Engaged Workforce; Objective: d) Integrate advanced information and communication technologies.

**Contract Amount:** **Total not to exceed** **\$79,999**  
BB2 Technology Group (prime consultant)

**Contract Period:** October 11, 2022 through September 30, 2025

**Project Number:** 811-1163.08 \$79,999  
Funding source: Indirect Cost (IC)

Funding of \$\$79,999 is available in the FY 2022-23 Indirect Cost Program Budget in Project Number 811-1163.08, and any unused funds are expected to be carried forward into FY 2023-24 and FY2024-25 Indirect Cost Budget Program Budgets in Project Number 811-1163.08, subject to budget availability.

**Basis for Selection:** In accordance with SCAG’s Procurement Manual (January 2021) Section 9.3, to foster greater economy and efficiency, SCAG’s federal procurement guidance (2 CFR 200.318 [e]) authorizes SCAG to procure goods and services by using an Intergovernmental Agreement (Master Service Agreement – MSA, also known as a Leveraged Purchase Agreement – LPA). The goods and services procured under an MSA were previously competitively procured by another governmental entity (SCAG is essentially “piggy-backing” on the agreement.) SCAG utilized an MSA with the Carahsoft-NASPO via Tenable – BB2 Technology Group AR2472; Addendum 7-17-70-40-05 that was competitively procured. This MSA is specifically designed for use by local agencies to leverage combined purchasing power for discounted volume pricing.

Attachment: Contract Summary 23-008-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 -

**CONSULTANT CONTRACT NO. 23-012-C01**

**Recommended Consultant:** Insight Public Sector, Inc.

**Background & Scope of Work:** Under this agreement, Insight Enterprise Inc. acts as the reseller for the procurement of consulting and application development services. The consultant will assist SCAG to leverage O365 tools to develop a flexible and reusable document approval workflow solution to automate, enhance controls, centralize and improve visibility of financial document approval process.

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

- Implementing a new workflow automation solution leveraging SCAG’s existing Microsoft Office 365 tools;
- Increasing staff efficiency through workflow automation; and
- Ensuring transparency and controls over current workflow processes.

**Strategic Plan:** This item supports SCAG’s Strategic Plan Goal 3: Be the foremost data information hub for the region; Objective: Model best practices by prioritizing continuous improvement and technical innovations through the adoption of interactive, automated, and state-of-the-art information tools and technologies.

**Contract Amount:** **Total not to exceed** **\$71,874**

**Contract Period:** October 4, 2022 through January 31, 2023

**Project Number(s):**

811.1163.03	\$35,937
811.1163.20	\$35,937

Funding source(s): Indirect Cost (IC)

Funding of \$71,874 is available in the FY 2022-23 Indirect Cost Budget Program in Project Numbers 811-1163.03 and 811-1163.20, and unused funds are expected to be carried forward into FY24 Indirect Cost Program Budget in Project Numbers 811-1163.03 and 811-1163.20, subject to budget availability.

**Basis for Selection:** In accordance with SCAG’s Procurement Manual (January 2021) Section 9.3, to foster greater economy and efficiency, SCAG’s federal procurement guidance (2 CFR 200.318 [e]) authorizes SCAG to procure goods and services by using an Intergovernmental Agreement (Master Service Agreement – MSA, also known as a Leveraged Purchase Agreement – LPA). The goods and services procured under an MSA were previously competitively procured by another governmental entity (SCAG is essentially “piggy-backing” on the agreement.) This procurement will greatly enhance SCAG IT’s ability to leverage its current suite of Microsoft products to significantly increase efficiency, reliability, transparency and control in the document approval process through automation workflow. The resulting workflow automation solution will also serve as a template for future similar automation initiatives that can potentially reduce costs and increase workflow efficiencies.

Attachment: Contract Summary 23-012-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 -

This procurement was facilitated through NASPO ValuePoint Contract AR2485, a competitively bid Master Services Agreement, with Insight Public Sector, Inc. State of California Participating Addendum 7-17-70-40-01 DGS

Attachment: Contract Summary 23-012-C01 (Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 -



# AGENDA ITEM 11 REPORT

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room  
Los Angeles, CA 90017  
**November 2, 2022**

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

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** Cindy Giraldo, Chief Financial Officer  
(213) 630-1413, giraldo@scag.ca.gov

**Subject:** CFO Monthly Report

**RECOMMENDED ACTION:**

Information Only - No Action Required

**STRATEGIC PLAN:**

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

**ACCOUNTING:**

During FY 2022-23, staff has prepared and submitted requests for reimbursements of approximately \$10.93 million to the following agencies. Additionally, SCAG received advance funds of \$23.74 million.

**CPG Billing: \$10.07 million** to Caltrans for work funded with federal and state grants completed from June 2022 to August 2022. Of this amount, \$3.50 million has been received, and the remaining \$6.57 million is still pending approval by Caltrans.

**ATP Billings: \$0.51 million** to Caltrans District 7, Office of Local Assistance for work funded with Active Transportation Program (ATP) grants completed from April 2022 to August 2022. Of this amount, \$0.33 million has been received, and the remaining \$0.18 million is still pending approval by ATP.

**LACI Billing: \$4,046.10** to LA Cleantech Incubator for work funded with LACI grant that was completed from April 2022 to June 2022. Of this amount, \$4,046.10 has been received.

**OTS (J7) Billing: \$73,389.74** to the Office of Traffic Safety for work funded with OTS (J7) grant that was completed from April 2022 to June 2022. Of this amount, \$73,389.74 has been received.

**ATN: \$795.50** to Anaheim Transportation Network (ATN) for SCAG staff time funded with ATN local funds from April 2022 to June 2022. Of this amount, \$795.50 is still pending payment from ATN.

**City of Burbank: \$1,125.76** to the City of Burbank for work funded with LEAP funds completed from May 2022 to June 2022. Of this amount, \$1,125.76 is still pending payment from the City of Burbank.

**City of Santa Ana: \$22,500** to the City of Santa Ana for work as identified in the scope of work of MOU # M-006-22 that was completed in June 2022. Of this amount, \$22,500 is still pending payment from the City of Santa Ana.

**WSCCOG: \$4,963.79** to Westside Cities Council of Governments (WSCCOG) for work performed for the tasks and deliverables in Exhibit A.2 of M - 005 - 19 (Measure M Westside Mobility Study Update) that was completed from February 2022 to June 2022. Of this amount, \$4,963.79 is still pending payment from WSCCOG.

**DOE-Clean Cities: \$26,875** to the Department of Energy for work funded with DOE-Clean Cities grant that was completed from April 2022 to June 2022. Of this amount, \$26,875 has been received.

**FTA Section 5339: \$214,965** to FTA Sec. 5339 for work completed by Riverside Transit Agency from December 2021 to March 2022. Of this amount, \$214,965 has been received from FTA Sec. 5339 and was offset by the payments to Riverside Transit Agency.

**REAP: \$23.74 million** in advance funds have been received from Housing and Community Development for the Regional Early Action Planning Grants 1.0 as of September 30, 2022. Of this amount, approximately \$20 million have been expended to date (\$1.08 million during FY 2022-23).

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

Staff completed preparing Amendment 2 to the FY 2022-23 Overall Work Program (OWP), in the amount of \$10,985,246, increasing the OWP budget from \$117.79 million to \$128.78 million. The amendment also includes adding \$748,966 to the Indirect Cost Budget, increasing the budget from \$28.90 million to \$29.65 million; and an amendment to the FTA Grant Budget in the amount of \$12,868,787, increasing the total budget from \$1.84 million to \$14.71 million. After approval by the Executive/Administration Committee (EAC) and the Regional Council (RC) on November 3, 2022, Amendment 2 to the FY23 OWP will be submitted to Caltrans for final approval.

Staff also completed preparing the FY 2022-23 (FY23) OWP 1<sup>st</sup> Quarter Progress Report, and the report will be submitted to Caltrans by October 31, 2022.

#### **CONTRACTS:**

In September 2022, the Contracts Department issued three (3) Requests for Proposal, awarded five (5) contracts; issued five (5) contract amendments; and processed fifty-three (53) Purchase Orders

to support ongoing business and enterprise operations. Staff also administered 208 consultant contracts. Contracts staff continued to negotiate better pricing as well as reduced costs for services. This month Contracts' staff negotiated \$47,430 in budget savings, bringing the cumulative FY23 savings to \$576,273.

The Contracts Department also submitted its Semi-annual Disadvantage Business Enterprise (DBE) Report (Report) to Caltrans. The Report, which is divided into four parts, documents the use of federal money on contracts administered through the Caltrans Office of Regional Planning (ORP), pursuant to Section 6.14 of the Caltrans Regional Planning Handbook. Caltrans uses the information in the Report to achieve its 17% DBE goal. In summary, for the reporting period 04/01/22 – 09/30/22, the report shows that:

- Parts A & B - SCAG awarded 6 contracts totaling \$1,663,692 in federal dollars and \$193,326 or 11.62% went to 6 DBEs.
- Part C - There were 6 contracts in which SCAG made monthly payments totaling \$991,658, and \$258,591, or 26.08%, went to DBEs.
- Part D - There were 6 contracts that closed totaling \$1,632,630 and \$355,305 or 21.76% went to DBEs.

SCAG is pleased with the success achieved in supporting DBEs. We will continue our focus on awarding contracts to DBEs in support of federal, state, and agency goals.