



# EXECUTIVE/ADMINISTRATION COMMITTEE

## Main Office

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Los Angeles, California  
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## Officers

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

## Executive/Administration Committee Chair

Cheryl Viegas-Walker, El Centro

## Policy Committee Chairs

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

***Please Note Time***  
***Thursday, December 3, 2015***  
***9:00 a.m. – 9:30 a.m.***

**SCAG Main Office**  
**818 W. 7th Street, 12th Floor**  
**Board Room**  
**Los Angeles, CA 90017**  
**(213) 236-1800**

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

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

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## **Executive/Administration Committee**

### *Members – December 2015*

#### **Members**

#### **Representing**

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

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# EXECUTIVE/ADMINISTRATION COMMITTEE

## AGENDA

### DECEMBER 3, 2015

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

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

*(Hon. Cheryl Viegas-Walker, Chair)*

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

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

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

*(Hasan Ikhata, Executive Director)*

- 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS) – Update
- SCAG 6<sup>th</sup> Annual Economic Summit – January 7, 2016

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

- Executive/Administration Committee (EAC) Retreat – January 7, 2016

#### **CONSENT CALENDAR**

**Page No.**

##### **Approval Items**

- |  |                   |          |
|--|-------------------|----------|
| 1. <u>Minutes of the November 5, 2015 Meeting</u>  | <b>Attachment</b> | <b>1</b> |
| 2. <u>Contract Amendment that exceeds \$75,000, as well as exceeds 30% of the contract's original value: Contract No. 13-018-C2, Organizational Development Services</u> | <b>Attachment</b> | <b>6</b> |

# EXECUTIVE/ADMINISTRATION COMMITTEE

## AGENDA

### DECEMBER 3, 2015

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#### Receive and File

#### Page No.

- |  |            |    |
|--|------------|----|
| 3. <u>Purchase Orders \$5,000 but less than \$200,000; Contracts \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000</u> | Attachment | 16 |
| 4. <u>Summary Report on SCAG Delegation Activities in South Korea, October 2015</u>  | Attachment | 17 |
| 5. <u>SCAG Memberships</u>   | Attachment | 19 |

#### CFO MONTHLY REPORT

*(Basil Panas, Chief Financial Officer)*

Attachment 23

#### FUTURE AGENDA ITEM/S

#### ANNOUNCEMENT/S

#### ADJOURNMENT

*The next meeting of the EAC is scheduled for Thursday, January 7, 2016 at the L.A. Hotel, 333 South Figueroa Street, Los Angeles, CA 90071.*

*The EAC Retreat is scheduled for Thursday and Friday, January 7 – 8, 2016 at the L.A. Hotel, 333 South Figueroa Street, Los Angeles, CA 90071.*

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)  
November 5, 2015

**MINUTES**

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

The Executive/Administration Committee (EAC) held its November 5, 2015 meeting at the SCAG Offices, in Los Angeles, California. The meeting was called to order by Hon. Cheryl Viegas-Walker, President, El Centro, District 1, at 9:04 a.m. There was a quorum.

**Members Present**

- |   |                          |
|---|--------------------------|
| Hon. Cheryl Viegas-Walker, El Centro, Chair                 | District 1               |
| Hon. Margaret E. Finlay, Duarte, 2 <sup>nd</sup> Vice-Chair | District 35              |
| Hon. Carl Morehouse, Imm. Past President                    | District 47              |
| Hon. Bill Jahn, Big Bear Lake                               | District 11              |
| Mr. Randall Lewis, Ex-Officio                               | Lewis Group of Companies |
| Hon. Clint Lorimore, Eastvale                               | District 4               |
| Hon. Larry McCallon, Highland                               | District 7               |
| Hon. Alan Wapner, Ontario                                   | SANBAG                   |

**Members Not Present**

- |  |  |
|--|--|
| Hon. Joe Buscaino, Los Angeles                               | District 62                                |
| Hon. Michele Martinez, Santa Ana, 1 <sup>st</sup> Vice-Chair | District 16                                |
| Hon. Kris Murray, Anaheim                                    | District 19                                |
| Hon. Pam O’Connor, Santa Monica                              | District 41                                |
| Hon. Mary “Maxine” Resvaloso                                 | Torres-Martinez Desert<br>Cahuilla Indians |
| Hon. Rex Richardson, Long Beach                              | District 29                                |
| Hon. Deborah Robertson, Rialto                               | District 8                                 |
| Hon. Barbara Messina, Alhambra                               | District 34                                |
| Hon. Greg Pettis, Cathedral City                             | District 2                                 |
| Hon. Carmen Ramirez, Oxnard                                  | District 45                                |

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

Hon. Cheryl Viegas-Walker, Chair, called the meeting to order at 9:00 a.m. Hon. Bill Jahn led all in the Pledge of Allegiance.

## **PUBLIC COMMENT PERIOD**

There were no public comments.

## **REVIEW AND PRIORITIZE AGENDA ITEMS**

There was no reprioritization of the agenda.

## **EXECUTIVE DIRECTOR'S REPORT**

Hon. Cheryl Viegas-Walker, Chair, deferred the Executive Director's Report to the Regional Council meeting held later today.

## **PRESIDENT'S REPORT**

Hon. Cheryl Viegas-Walker, Chair, announced that there will be an EAC Retreat that will follow the Annual Southern California Economic taken place on Thursday, January 7, 2016. The Retreat will continue with an afternoon session on Friday, January 8<sup>th</sup>. Additional details to follow; SCAG staff will survey the members and confirm the meeting dates.

## **CONSENT CALENDAR**

### **Approval Items**

1. Minutes of the October 8, 2015 Executive/Administration Committee Meeting

This item was pulled in order for the EAC to take a separate vote on the minutes.

A MOTION was made (Finlay) and SECONDED (McCallon) to approve the October 8, 2015 EAC meeting minutes. The motion was passed by the following vote:

AYES: Viegas-Walker, Finlay, Lorimore, McCallon and Morehouse

NOES: None

ABSTAIN: Jahn and Wapner

2. Contract Amendment that exceeds \$75,000, as well as exceeds 30% of the Contract's Original Value: Contract No. 15-004-C1, to provide additional services for 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS) Program

### **Receive and File**

3. 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS) – Regional Council Members' Outreach Toolkit

4. Purchase Orders \$5,000 but less than \$200,000; Contracts \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000
5. 2015 Active Transportation Program: Statewide and Regional Funding Awards Update
6. SCAG Sustainability Planning Grants Program – Monthly Update
7. Southern California Active Transportation Safety and Encouragement Campaign Update

A MOTION was made (McCallon) and SECONDED (Finlay) to approve the Consent Calendar, Items No. 2-7. The motion was passed by the following vote:

AYES: Viegas-Walker, Finlay, Jahn, Lorimore, McCallon, Morehouse and Wapner  
 NOES: None  
 ABSTAIN: None

**ACTION/DISCUSSION ITEMS**

8. Amendment 2 of the Fiscal Year (FY) 2015-16 Overall Work Program (OWP)

Basil Panas, CFO, provided an overview and background information on the FY 2015-16 OWP, and asked the EAC to Adopt Resolution No. 15-574-1 approving Amendment 2 to the FY 2015-16 OWP and authorize the Executive Director, or his designee, to submit the necessary administration documentation to the California Department of Transportation (Caltrans).

A MOTION was made (Finlay) and SECONDED (Jahn) to approve the Consent Calendar, Items No. 1-13. The motion was passed by the following vote:

AYES: Viegas-Walker, Finlay, Jahn, Lorimore, McCallon, Morehouse and Wapner  
 NOES: None  
 ABSTAIN: None

**CFO MONTHLY FINANCIAL REPORT**

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

**FUTURE AGENDA ITEMS**

There were no future agenda items requested.

**ANNOUNCEMENTS**

Hon. Cheryl Viegas-Walker asked staff for a brief verbal report regarding what to expect at today’s Joint Meeting of the Policy Committees. Huasha Liu, Director, Land Use & Environmental Planning, provided an update on the RTP/SCS highlights that will be discussed at the Joint Meeting. The purpose of today’s Joint Meeting is to receive direction

from the Policy Committees so that staff can finalize the Draft 2016 RTP/SCS and its Draft Program Environmental Impact Report (PEIR), and for the Policy Committees to recommend to the Regional Council at its December 3, 2015 meeting, that both documents be released for a 55-day public review and comment period.

Darin Chidsey, Director, Strategy, Policy and Public Affairs, also provided a brief overview and highlights of the upcoming Sixth Annual Southern California Economic Summit, which will be held on Thursday, January 7, 2016. Registration and additional information may be found on SCAG's website.

### **ADJOURNMENT**

*The EAC adjourned its meeting at 9.20 a.m. The next regular meeting of the EAC is scheduled for Thursday, December 3, 2015, from 9:00 a.m.- 9:30 a.m., at the SCAG Los Angeles Office.*

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS  
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)  
November 5, 2015

**MINUTES**

**EXECUTIVE/ADMINISTRATION COMMITTEE ATTENDANCE REPORT**

Member (including Ex-Officio) LastName, FirstName	Representing	X = County Represented											
		IC	LA	OC	RC	SB	VC	JUNE	JULY	AUG	SEPT	OCT	NOV
Walker-Viegas, Cheryl, President	El Centro	X						X	X		X	X	X
Martinez, Michele, 1st VP	Santa Ana			X				X	X		X		
Finlay, Margaret, 2nd VP	Duarte		X					X	X		X	X	X
Morehouse, Carl, Imm. Past President	San Buenaventura						X	X	X		X	X	X
Buscaino, Joe	Los Angeles		X						X		X		
Jahn, Bill	Big Bear Lake					X		X	X		X		X
Lewis, Randall, Ex Officio	Lewis Op. Corp.							X	X		X		X
Lorimore, Clint	Eastvale				X			X	X		X	X	X
McCallon, Larry	Highland					X		X				X	X
Messina, Barbara	Los Angeles		X					X	X		X	X	
Murray, Kris	Anaheim			X					X		X		
O'Connor, Pam	Santa Monica		X								X		
Pettis, Gregory	Cathedral City				X			X	X		X	X	
Ramirez, Carmen	Ventura						X		X			X	
Resvaloso, Mary "Maxine"	Torres-Martinez Desert Cahuilla Indians				X								
Rex Richardson	Long Beach		X					X			X		
Robertson, Deborah	San Bernardino County					X			X				
Wapner, Alan	Ontario					X			X		X		X
18	<b>Totals</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>2</b>						

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**DATE:** December 3, 2015

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

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

**SUBJECT:** Contract Amendment that exceeds \$75,000, as well as exceeds 30% of the contract's original value: Contract No. 13-018-C2, Organizational Development Services

**EXECUTIVE DIRECTOR'S APPROVAL:** 

**RECOMMENDED ACTION:**

Approve Amendment 7 to Contract No. 13-018-C2 with the Cultiver Group, Inc., in an amount not-to-exceed \$100,000, increasing the contract value from \$216,555 to \$316,555 to provide additional organizational development services.

**EXECUTIVE SUMMARY:**

*The purpose of this Amendment is to add \$100,000 to the contract so that the consultant can continue to provide management coaching services on an as needed basis. This amendment exceeds \$75,000, as well as 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (dated 11/01/14) Section 8.3, it requires the Regional Council's approval.*

**STRATEGIC PLAN:**

This item supports SCAG's Strategic Plan Goal 5: Optimize Organizational Efficiency and Cultivate an Engaged Workforce which includes investing in the employee development process by providing tools, resources, and support for employees.

**BACKGROUND:**

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

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Amount</u>
Cultiver Group, Inc. (13-018-C2)	The Consultant shall continue to provide management coaching services on an as needed basis.	\$100,000

**FISCAL IMPACT:**

Funding of \$100,000 is available in the FY 2015-16 budget.

**ATTACHMENT:**

Consultant Contract No. 13-018-C2

## CONTRACT 13-018-C2 AMENDMENT 7

**Consultant:** Cultiver Group, Inc.

**Background & Scope of Work:** In April 2013, SCAG awarded a contract to Cultiver Group for on-call, as needed, organizational consulting services to assist with SCAG's management development and succession planning efforts.

There is an ongoing need to ensure that SCAG has an extensive pool of knowledgeable and experienced management professionals leading the agency. This is a key in succession planning and to the successful future functioning of SCAG. It is important that SCAG provide this type of consulting assistance for Executive Managers to be as effective as possible.

The purpose of this amendment is to provide Executive Management with additional coaching to enhance their professional and leadership development, provide team building training, as well as to continue building SCAG staff's capacity in the following areas:

- Providing strategic and organization alignment;
- Providing recommendations for organizational structure for individual Departments and/or Divisions;
- Development of cross functional teams;
- Defining roles, goals and responsibilities;
- Developing strategic leadership;
- Providing more effective group decision making;
- Developing communication skills and conflict resolution between groups and/or individuals; and
- Developing consensus building among Divisions and Departments.

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

- A working environment focused on results, strategic plan alignment, cross functional teamwork, accountability, and open and honest communication and feedback, mentoring and learning, and appropriate and thoughtful risk taking;
- Strong partnerships and collaboration where support and challenge are mutual, strong, and balanced;
- Investment in key employees' professional and personal development;
- Better focus on strategic issues and communication;
- Methods to identify and overcome self-limiting and counter-productive behaviors that erode trust, respect, loyalty, and undermine productivity and performance;
- Development of organizational design;
- Strategies that build the thinking and behaviors that contribute to sustainable success; and
- More balance and satisfaction from a normally intense work week without loss of productivity.

**Strategic Plan:** This item supports SCAG's Strategic Plan Goal 5: Optimize Organizational Efficiency and Cultivate an Engaged Workforce which includes investing in the employee development process by providing tools, resources, and support for employees.

<b>Amendment</b>	Amendment 7	\$100,000
<b>Amount:</b>	Amendment 6 (administrative – no change to contract’s value)	\$0
	Amendment 5 (administrative – no change to contract’s value)	\$0
	Amendment 4 (reallocation of funds – no change to approved value)	\$141,555
	Amendment 3 (administrative - no change to contract’s value)	\$0
	Amendment 2 (administrative - no change to contract’s value)	\$0
	Amendment 1 (administrative - no change to contract’s value)	\$0
	Original contract value	<u>\$75,000</u>
	<b>Total contract value is not-to-exceed</b>	<b>\$316,555</b>

This amendment (7) exceeds \$75,000, as well as 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (dated 11/01/14) Section 8.3, it requires the Regional Council’s approval.

**Contract Period:** April 4, 2013 through June 30, 2016

**Project Number:** 810.SCG00120.04 \$316,555  
Funding sources: Consolidated Planning Grant (CPG) – Indirect Cost

**Basis for the Amendment:** SCAG has relied on Cultiver Group to provide on-call, as needed organizational consulting services during a critical period of organizational and leadership transition. Cultiver Group has thorough knowledge of SCAG’s organizational culture, structure, and business practices and will continue to assist the Executive Management team on critical organizational development issues through the remainder of the current fiscal year. The team building effort with the Executive Management team over the last 18 months has produced results. The Executive Director in consultation with Human Resources, desires to extend the current effort to assist with additional assistance needed through the end of the fiscal year. The additional consulting assistance will help SCAG continue making progress towards developing an Executive Management team comprised of mission-driven, creative problem-solvers. By strengthening leadership skills at the Executive level, SCAG is shaping the agency’s culture to enable leaders to empower their employees, measure progress, hold people accountable and deliver results.

**Conflict Of Interest Form - Attachment  
For December 3, 2015 Regional Council Approval**

**Item No. 2**

Approve Amendment 7 to Contract No. 13-018-C2 with the Cultiver Group, Inc., in an amount not-to-exceed \$100,000, increasing the contract value from \$216,555 to \$316,555 to provide additional organizational development services.

This consultant for this contract includes:

Cultiver Group, Inc. (prime consultant). This firm did not disclose a conflict in the Conflict Form they submitted with their original proposal or the form they submitted for Amendment 7- forms attached.

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 13-018-C2

## SECTION I: INSTRUCTIONS

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

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

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

Name of Firm: CULTIVER GROUP INC  
Name of Preparer: MICHAEL J. CORREY  
Project Title: ORGANIZATIONAL DEVELOPMENT SERVICES  
Date Submitted: NOVEMBER 16, 2015

## 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:

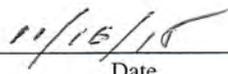
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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 J. COFFEY, hereby declare that I am the (position or title) FOUNDER/CEO of (firm name) CULTIVER GARD 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 Nov 16, 2018 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      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

RFIQ No. 13-018

## SECTION I: INSTRUCTIONS

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

In order to answer the questions contained in this form, please review SCAG's Conflict of Interest Policy, the list of SCAG employees, and the list of SCAG's Regional Council members. All three documents can be viewed online at [www.scag.ca.gov](http://www.scag.ca.gov). The SCAG Conflict of Interest Policy is located under "Doing Business with SCAG," whereas the SCAG staff and Regional Council members lists can be found under "About SCAG."

Any questions regarding the information required to be disclosed in this form should be directed to Justine Block, SCAG Deputy Legal Counsel.

Name of Firm: CULTIVER GROUP INC.

Name of Preparer: MICHAEL J. COFFEY

Project Title: Organizational Development Services

RFIQ Number: 13-018 Date Submitted: NOVEMBER 27, 2012

## 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:

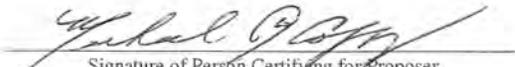
Name	Date	Dollar Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**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 J. COFFEY, hereby declare that I am the (position or title) CEO of (firm name) CULTIVER 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 November 27, 2012 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)

November 27, 2012  
 \_\_\_\_\_  
 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.

**DATE:** December 3, 2015

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

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

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

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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

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

**BACKGROUND:**

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

<u>Vendor</u>	<u>PO Purpose</u>	<u>PO Amount</u>
CALCOG	FY16 SCAG Membership	\$39,750
The LA Hotel Downtown	Economic Summit Expenses	\$13,764
Halogen Software, Inc.	FY16 Software License Renewal	\$12,588
Eno Transportation Foundation	FY16 SCAG Membership	\$12,500
Thomson West	Legal Research Subscription	\$9,000
State Board of Equalization	FY16 Sales and Use Tax	\$6,500

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

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

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

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

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**DATE:** December 3, 2015

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

**FROM:** Hon. Larry McCallon and Hon. Dr. Steven S. Choi

**SUBJECT:** Summary Report on SCAG Delegation Activities in South Korea, October 2015

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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

**EXECUTIVE SUMMARY:**  
*Three (3) delegates, Regional Councilmembers Dr. Steven S. Choi, Larry McCallon, and SCAG's Chief of Research and Forecasting Dr. Simon Choi (on behalf of Executive Director Hasan Ikhrata) represented SCAG to participate at two (2) international conferences: 1) the International Conference on Sustainable Development for Future City hosted by the Incheon National University (INU) College of Urban Sciences, in Incheon, South Korea on October 27, 2015; and 2) the International Conference on Climate Finance and Industry hosted by the Green Climate Fund (GCF), established within the United Nations Framework Convention on Climate Change (UNFCCC), Incheon Green Climate Forum (IGCFForum) and the Incheon Metropolitan City, in Incheon, South Korea from October 28-29, 2015. During their stay in Korea, the SCAG delegation visited Myongji University (MJU) and Hon. Dr. Steven S. Choi provided MJU faculty and students with a special lecture.*

**STRATEGIC PLAN:**  
This item supports SCAG's Strategic Plan, especially our Vision Statement of serving as "an international and regional planning forum trusted for its leadership and inclusiveness in developing plans and policies for a sustainable Southern California."

**BACKGROUND:**  
After approval from the Regional Council in September 2015, three (3) delegates represented SCAG to participate at two (2) international conferences. First, the SCAG delegation attended the International Conference on Sustainable Development for Future City hosted by the Incheon National University (INU) College of Urban Sciences in Incheon, South Korea on October 27, 2015. The INU College of Urban Sciences, one of 12 colleges of the INU, was founded in 2010. The INU College of Urban Sciences conducts creative and innovative research on developing the effective planning model and policy development in the area of transportation; sustainability; globalization; smart urban infrastructure; urban regeneration and energy; and governance. The INU College of Urban Sciences expands its global network to promote more joint research opportunities in the area of urban sciences through the newly created exploratory and creative educational program for future city design. SCAG delegates gave presentations on SCAG governance; SCAG region's demographics and suburban growth; RTP/SCS development and bottom-up process; and RTP/SCS implementation and collaboration. Second, the SCAG delegates attended another conference on climate finance and industry hosted by

# REPORT

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Green Climate Fund (GCF), established within the United Nations Framework Convention on Climate Change (UNFCCC), Incheon Green Climate Forum (IGCForum) and the Incheon Metropolitan City, in Incheon, South Korea from October 28-29, 2015. SCAG delegates gave presentations on SCAG governance; SCAG region's demographics and suburban growth; RTP/SCS development and bottom-up process; and RTP/SCS implementation and collaboration. The GCF is a fund within the framework of the UNFCCC founded as a mechanism to assist developing countries in adaptation and mitigation practices to counter climate change. The GCF is based in the new Songdo district of Incheon, South Korea. The IGCForum was established under the concept of a think tank to promote cooperation with GCF and boost climate change response and GHG reductions in 2015. The forum focuses on the development and research of GCF cooperative businesses and climate change policy in Incheon.

During their stay in Korea, the SCAG delegates visited Myongji University (MJU) on October 26 and Hon. Dr. Steven S. Choi provided MJU faculty and students with a special lecture.

**DATE:** December 3, 2015

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

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

**SUBJECT:** SCAG Memberships

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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**RECOMMENDED ACTION:**  
Approve

**EXECUTIVE SUMMARY:**

*The Legislative/Communications & Membership Committee (LCMC) met on November 17, 2015 and recommended approval of up to \$83,750 in FY 2015-16 memberships for: 1) California Association of Councils of Governments (\$39,750); 2) Southern California Leadership Council and the Center of Economic Development (\$20,000); 3) Coalition for America's Gateways & Trade Corridors (\$6,500); 4) Los Angeles County Business Federation (\$5,000); 5) Mileage-Based User Fee Alliance (\$5,000); 6) CEQA Working Group (\$5,000); and 7) Town Hall Los Angeles (\$2,500).*

**STRATEGIC PLAN:**

This item supports SCAG's Strategic Plan: Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; and Goal 2: Obtain Regional Transportation infrastructure Funding and Promote Legislative Solutions for Regional Planning Priorities.

**BACKGROUND:**

**1. California Association of Councils of Governments (CALCOG) – \$39,750**

Established in 1977, the California Association of Councils of Governments (CALCOG) is a statewide association representing 36 regional planning agencies working to assist each member in developing capacity to serve its members' needs for regional coordination and policy development. CALCOG's members serve as a forum for local governments to prepare regional plans, set regional transportation policy, strengthen the effectiveness of local government, and develop and maintain regional databases.

CALCOG works with and through its members to:

- Review plans, and policies on subjects agreed upon by members;
- Coordinate policy development as appropriate to the League of California Cities, the California State Association of Counties, the National Association of Regional Councils, and the Association of Metropolitan Planning Organizations;

- Promote more effective planning at the regional level;
- Conduct statewide workshops and conferences which provide members with an ideal opportunity to discuss key issues and learn from recognized experts in various fields; and
- Provide an informational clearinghouse on issues of concern to the regions and state.

The FY 2015-2016 annual dues are \$39,750. In the post-SB 375 era, and the vast quantity of legislation and policies related to regional issues and sustainable communities, CALCOG membership has become increasingly more valuable to SCAG and its members. CALCOG provides a strong voice for regional organizations in Sacramento with the legislature and the administration. CALCOG has provided extensive cap-and-trade work and analysis. Former SCAG President Pam O'Connor serves on CALCOG's Board of Directors and Hasan Ikhata serves on the Executive Director Committee.

## **2. Southern California Leadership Council and the Center of Economic Development – \$20,000**

Established in 2005, The Southern California Leadership Council is comprised of business and community leaders from throughout the 7 counties of Southern California, including four former California Governors. The Leadership Council funds, prioritizes, and approves the work of the Center of Economic Development (CED); which is a regional program of the Los Angeles County Economic Development Corporation (LAEDC). As a program of the LAEDC, the CED benefits from related work of the LAEDC's acclaimed business assistance, economic research and consulting programs. The Center's work is funded, prioritized and approved by the Leadership Council to shape and solve public policy issues such as business vitality, resources (energy, water and environment), and transportation (goods and people) that are critical to SCAG and the region's economic vitality and quality of life. SCAG Executive Director Hasan Ikhata attends Southern California Leadership Council meetings and regularly brings SCAG Board officers. The annual dues are \$20,000.

## **3. Coalition for America's Gateways & Trade Corridors (CAGTC) – \$6,500**

SCAG is a founding member of the Coalition for America's Gateways & Trade Corridors (CAGTC) as part of the RC high-priority goal to seek a federal freight funding partnership. CAGTC works with and through its members to raise public recognition and Congressional awareness of U.S. freight needs to promote sufficient funding in federal legislation for trade corridors, gateways, intermodal connectors, and freight facilities. CAGTC is comprised of over sixty representative organizations, including state Departments of Transportation (DOTs), MPOs, ports, engineering firms, and freight corridors who work to improve national freight policy. All of the Southern California freight stakeholders are a member of CAGTC. As a CAGTC member, SCAG will have the opportunity to participate in helping shape national freight policy and legislation with the organization. RC Board Officers regularly travel to Washington, DC to attend the meetings and conferences. The annual dues are \$6,500.

## **4. Los Angeles County Business Federation (BizFed) – \$5,000**

The Los Angeles County Business Federation (BizFed) is made up of more than 145 business organizations representing over 272,000 employers throughout Los Angeles County, along with Southern California's leading civic-minded corporations and public agencies. This membership will

allow SCAG access to utilize BizFed’s massive business networks to actively promote SCAG’s initiatives as part of the agency’s ongoing work on the Southern California Economic Summit and the Southern California Economic Recovery & Job Creation Strategy. A \$5,000 Bronze Level Membership will give SCAG a seat on the BizFed Board of Directors and a seat on the BizFed Advocacy Committee.

## **5. Mileage-Based User Fee Alliance (MBUFA) – \$5,000**

The Mileage-Based User Fee Alliance (MBUFA) is a national non-profit organization that brings together government, business, academic, and transportation policy leaders to conduct education and outreach on the potential for mileage-based user fees as an alternative for future funding and improved performance of the U.S. transportation system. Formed in 2010, MBUFA is comprised of nearly 30 public and private sector entities from across the United States including AECOM, California Department of Transportation (Caltrans), CDM Smith, Parsons Brinckerhoff, and seven other state departments of transportation. As a MBUFA member, SCAG will have the opportunity to shape the debate regarding mileage-based user fees in line with the funding strategies outlined in the 2012-2035 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). Staff is recommending a “Gold” level membership, which in addition to education, advisory, and advocacy, also includes:

- Maximum exposure at MBUFA workshops;
- Podium recognition, signage, logo, and attendance at workshop sponsor dinners for up to three (3) guests; and
- Logo on programs and appropriate literature distribution.

## **6. CEQA Working Group – \$5,000**

The CEQA Working Group is a broad coalition representing business, labor, schools, hospitals, clean tech, transit, affordable housing and other organizations that are pushing for moderate reforms to the California Environmental Quality Act (CEQA) that will preserve its original intent – environmental protection and public disclosure – while eliminating some of the misuses of CEQA that hurt job creation, community renewal, and the environment.

The coalition’s list of partners includes, but is not limited to, some of the following organizations:

- California Alliance for Jobs
- Transportation California
- San Bernardino Associated Governments (SANBAG)
- Western Riverside Council of Governments (WRCOG)
- California Transit Association
- Riverside County Transportation Commission (RCTC)
- Association of California Cities Orange County
- Los Angeles County Economic Development Corporation (LAEDC)
- San Gabriel Valley Economic Partnership
- Inland Empire Economic Partnership
- Los Angeles County Business Federation

SCAG staff has worked closely with the CEQA Working Group in recent years and a number of the coalition's partners on furthering responsible ideas and dialogue on CEQA reform, and is recommending membership, with dues at \$5,000, in the coalition.

## **7. Town Hall Los Angeles – \$2,500**

Town Hall Los Angeles convenes events around topics of regional concern and provides a platform for the discussion of solutions from a nonpartisan viewpoint. Since 1937, Town Hall Los Angeles has been supported entirely through dues and grants from individuals and organizations in the region and is counted among the Top Ten Leadership Forums in the nation. Their archive of nearly 5000 speakers provides a rich context for conversations about today's economy, infrastructure, job growth, and other topics of importance to the region. SCAG members attend their meetings and events depending on the subject and availability.

SCAG staff is recommending that the agency continue support of Town Hall Los Angeles at the "Civic Circle" membership level with annual dues of \$2,500, which includes:

- Acknowledgement on website and in promotional materials including event materials and communications to speakers and members;
- Corporate tables of ten (10) at member rate with logo on signage at events (limit of one (1) table per event);
- Invitations to VIP receptions and exclusive events; and
- Los Angeles-area employees can also opt-in to be "Designees" receiving the following perks:
  - o Professional development;
  - o Access to the nation's leaders;
  - o Reduced prices and advance notice on events; and
  - o Preferred seating at keynote and panel events.

### **FISCAL IMPACT:**

\$83,750 for memberships and sponsorships is included in the approved FY 15-16 General Fund budget.

### **ATTACHMENT:**

None.

# REPORT

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**DATE:** December 3, 2015

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

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

**SUBJECT:** CFO Monthly Report

**EXECUTIVE DIRECTOR'S APPROVAL:** 

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

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

**MEMBERSHIP DUES:**  
As of November 12, 2015, 187 cities and counties have paid their FY16 membership dues representing 97% of the assessment. This is in line with last year's renewal activity. We are in touch with the agencies who have not paid.

**AUDITS**  
The auditors from the Association of Local Government Auditors (ALGA) have completed their Peer Review of SCAG's Internal Audit function. The Peer Review was requested by the Audit Committee. ALGA will present their report to the Audit Committee at its December 14, 2015 meeting.

Additionally, SCAG's outside independent auditors, Vasquez and Co., LLP, will present their preliminary FY 2014-15 audit report to the Audit Committee at the same meeting.

**BUDGET & GRANTS (B&G):**  
On November 6, 2015, B&G staff submitted Amendment 2 to the Fiscal Year (FY) 2015-16 Overall Work Program (OWP) budget to Caltrans for their review and approval. Departments completed their requests for FY 2016-17 budget on November 20th and these are currently under review.

Caltrans announced an extension to their Sustainable Transportation Planning Grant program with a new deadline of December 31, 2015. This change stemmed from Caltrans' decision to increase the maximum award amount for the Strategic Partnerships category from \$500,000 to \$1 million and to give applicants enough time to adjust their applications accordingly. In light of this change, SCAG's deadline for applications has been extended to December 7, 2015.

On September 24, 2015, the Federal Transit Administration (FTA) published a notice of finding availability for the Low or No (LoNo) Emission Vehicle Deployment program. The main purpose of the LoNo Program is to deploy the cleanest and most energy efficient U.S.-made transit buses that have been

# REPORT

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largely proven in testing and demonstrations but are not yet widely deployed in transit fleets. The LoNo Program provides funding for transit agencies for capital acquisitions and leases of zero emission and low-emission transit buses, including acquisition, construction, and leasing of required supporting facilities such as recharging, refueling, and maintenance facilities. As the only eligible lead applicant for the large urbanized areas in the region, SCAG coordinated a call for applications on behalf of eligible sub-recipients. The deadline for sub-recipients to submit their proposals to SCAG was on November 16th and the deadline for SCAG to submit to FTA was on November 23rd. A total of seven (7) applications was submitted for the SCAG region with a grand total request of approximately \$32 million in FTA LoNo grant funds.

## **CONTRACTS:**

In October 2015, the Contracts Department issued two (2) Requests for Proposal (RFP's); awarded four (4) contracts; issued fourteen (14) contract amendments; and processed 41 Purchase Orders to support ongoing business and enterprise operations. Staff also administered 136 consultant contracts.

Contracts staff continued to negotiate better pricing and reduced costs for services. Thus far \$162,952 in budget savings has been realized this year's fiscal year.

## **ATTACHMENT:**

October 2015 CFO Monthly Status Report



SOUTHERN CALIFORNIA  
**ASSOCIATION of GOVERNMENTS**

# **Office of the Chief Financial Officer**

Monthly Status Report

**OCTOBER 2015**



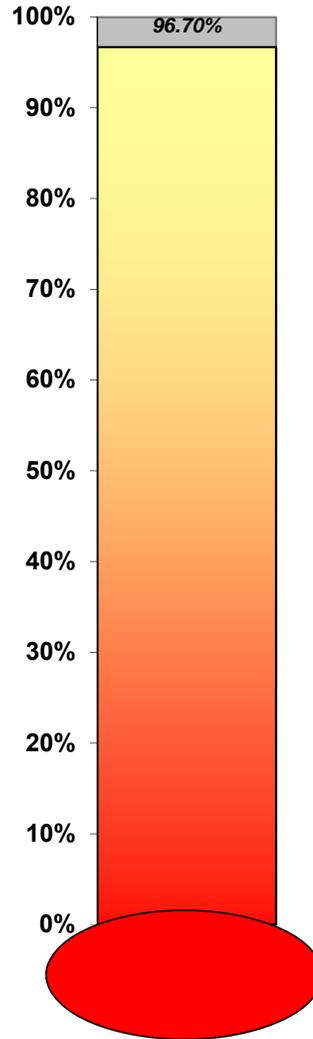
**OVERVIEW**

As of November 12, 2015, 187 cities and counties have renewed their membership while 7 cities have not yet renewed. There are three cities in the SCAG region that are being recruited for membership.

**SUMMARY**

FY16 Membership Dues	<u>\$1,923,000.00</u>
Total Collected	<u>\$1,858,973.00</u>
Percentage Collected	<u>96.70%</u>

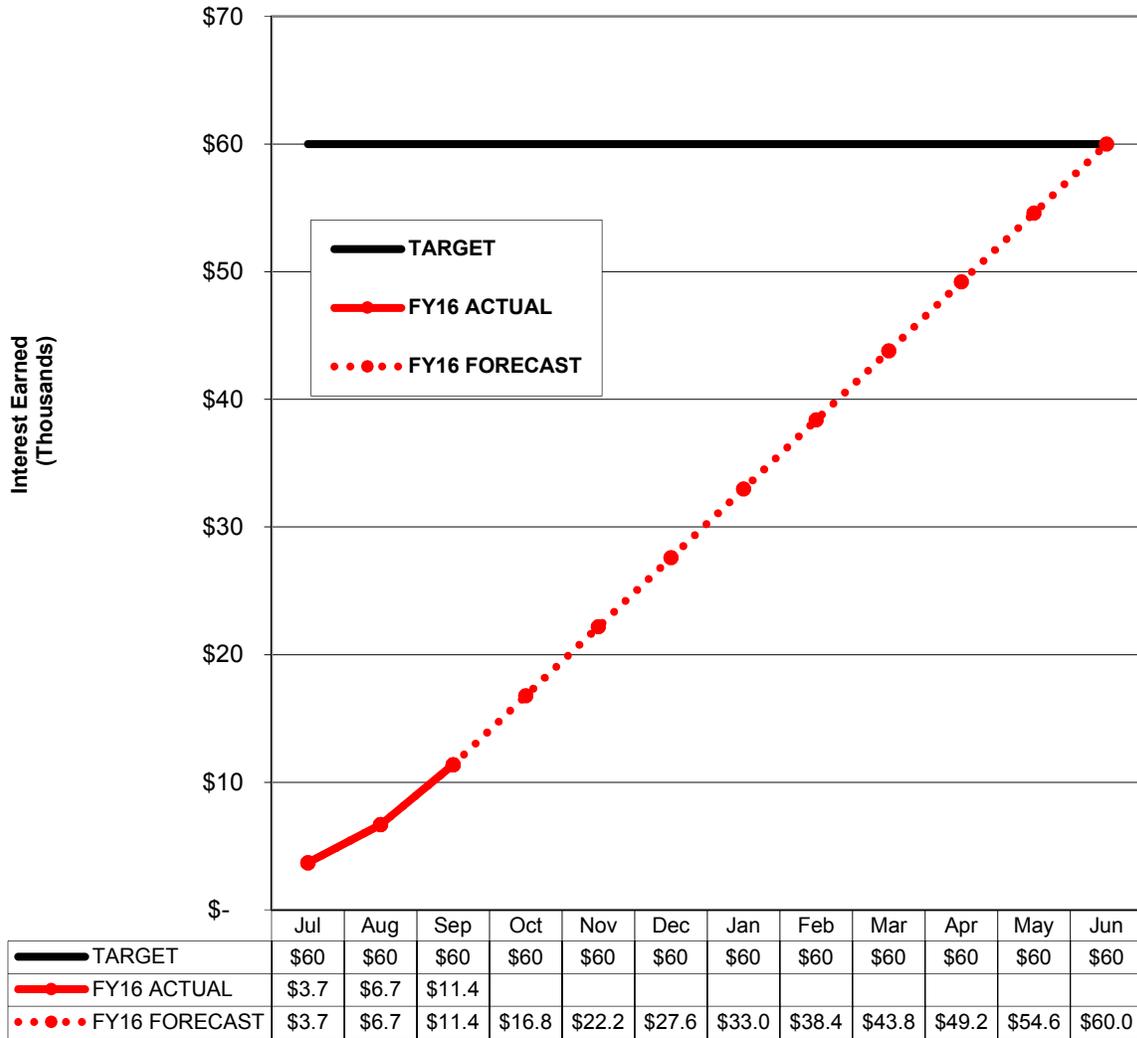
**FY16 Membership Dues Collected**



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



**INTEREST EARNINGS VARIANCE**



**OVERVIEW**

Actual interest income is plotted against the target amount. The amount earned through September was \$11,373. The LA County Pool earned 0.78% in September.

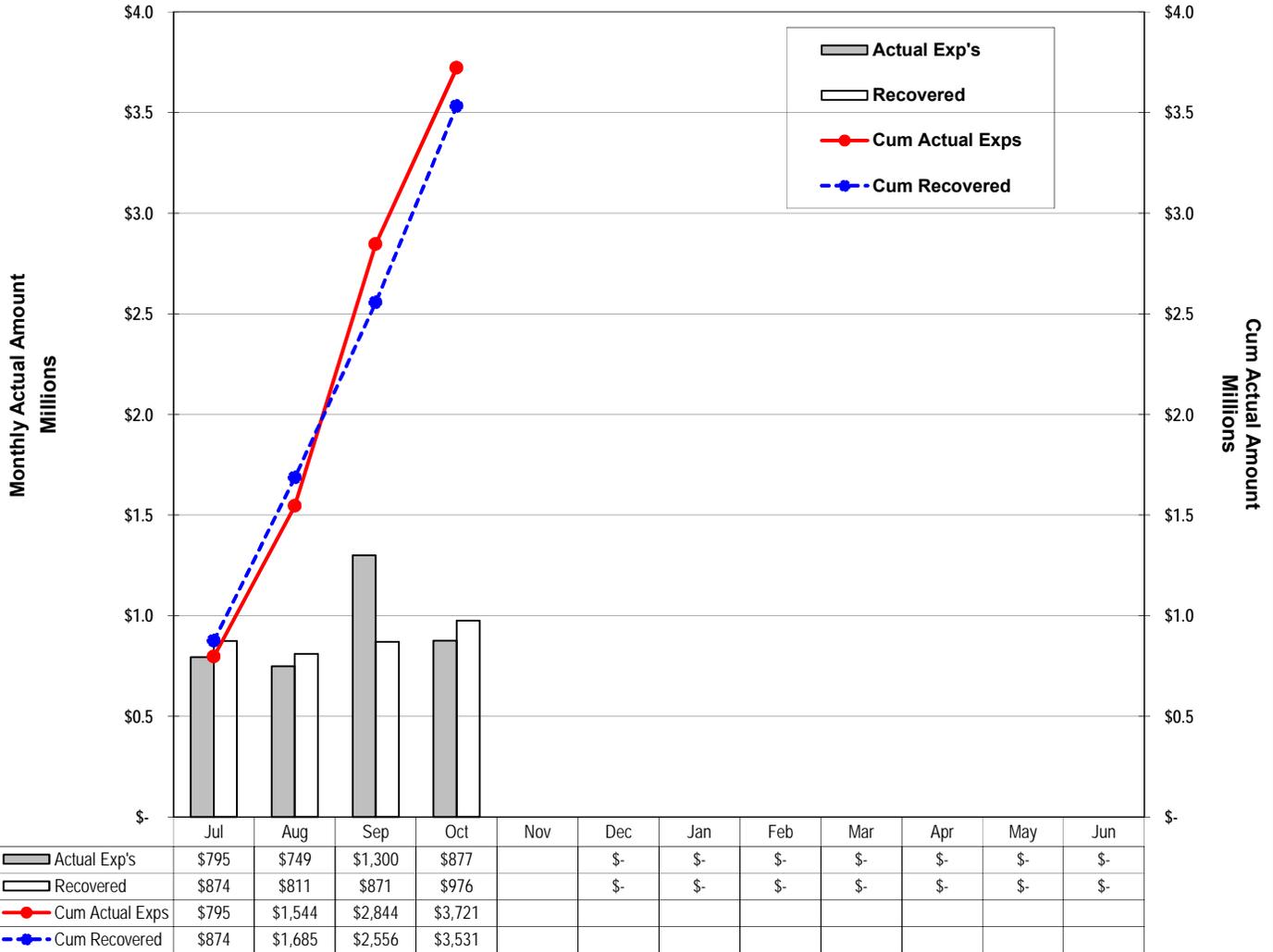
**SUMMARY**

The amount projected for FY16 is \$60,000.



SOUTHERN CALIFORNIA  
ASSOCIATION of GOVERNMENTS

FY16 INDIRECT COST & RECOVERY



OVERVIEW

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

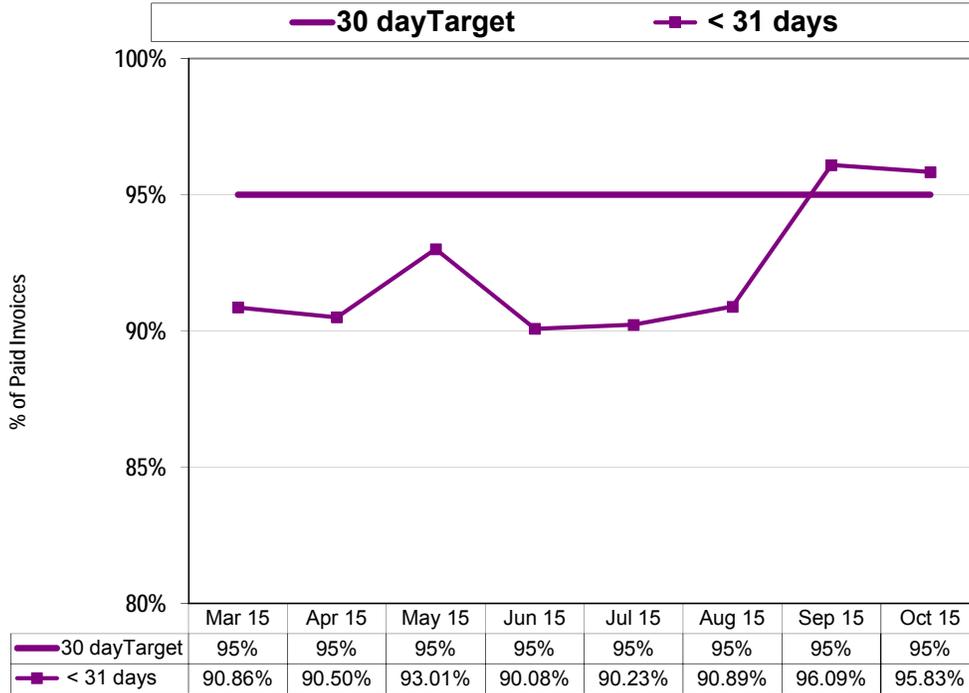
SUMMARY

Through October 2015, SCAG was under-recovered by \$189,664 due to lower than budgeted labor charges.

Office of the CFO  
Invoice Aging



INVOICE AGING



OVERVIEW

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

SUMMARY

95.83% of October 2015's payments were made within 30 days of invoice receipt.

At month-end, 38 invoices remained unpaid less than 30 days.

Actual

OVERVIEW

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

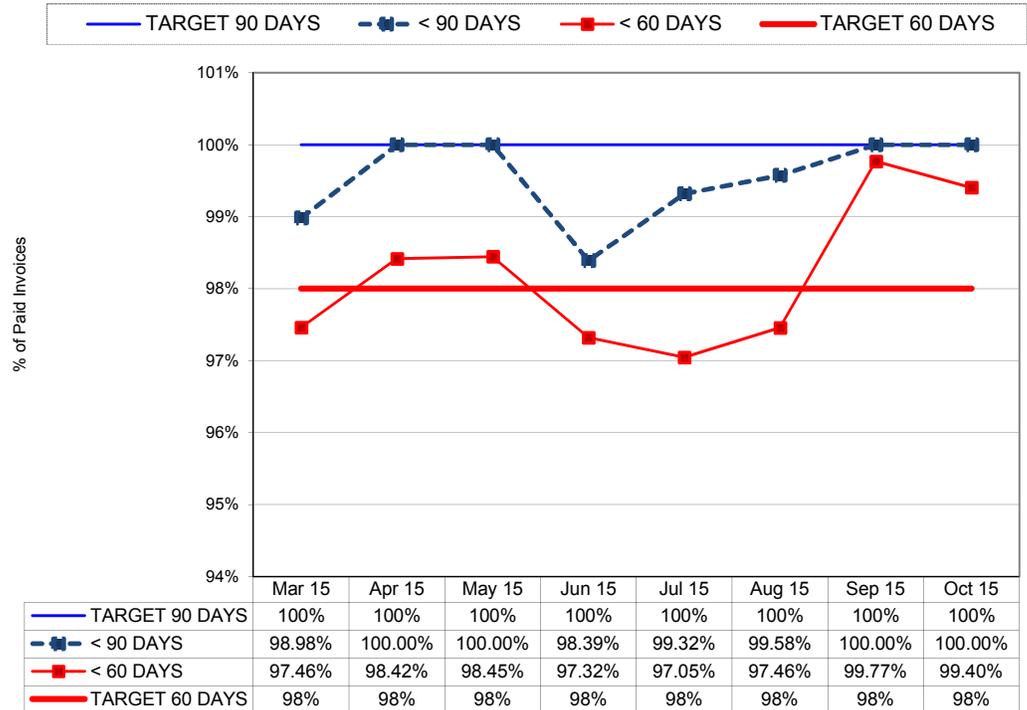
SUMMARY

These goals were met during this period.

99.40% of October 2015's payments were within 60 days of invoice receipt and 100.00% within 90 days. Invoices unpaid 30-60 days totaled 10; 60-90 days: 1; >90 days: 0.



INVOICE AGING



Office of the CFO  
Consolidated Balance Sheet

	9/30/2015	10/31/2015	Incr (decr) to equity	COMMENTS
1				
2	Cash at Bank of the West	\$ 1,037,506	\$ 2,655,180	
3	LA County Investment Pool	\$ 12,842,002	\$ 12,956,939	
4	Cash & Investments	\$ 13,879,507	\$ 15,612,120	\$ 1,732,613 Received payments on grant receivables
5				
6	Accounts Receivable	\$ 7,185,639	\$ 5,434,065	\$ (1,751,574) CPG grant receivable was paid down
7				
8	Fixed Assets - Net Book Value	\$ 557,750	\$ 557,750	\$ - No change
9				
10	Total Assets	\$ 21,622,896	\$ 21,603,935	\$ (18,961)
11				
12	Accounts Payable	\$ (175,621)	\$ (438,589)	\$ (262,968) Invoice activity increased
13				
14	Employee-related Liabilities	\$ (473,795)	\$ (587,307)	\$ (113,512) Sep had eight unpaid working days, Oct had ten
15				
16	Other Current Liabilities	\$ (440,554)	\$ (401,400)	\$ 39,154 Prepaid expenses increased by \$30K
17				
18	Deferred Revenue	\$ (224,135)	\$ (280,935)	\$ (56,800) Received Malibu contribution for PCH study
19				
20	Total Liabilities and Deferred Revenue	\$ (1,314,105)	\$ (1,708,231)	\$ (394,126)
21				
22	Fund Balance	\$ 20,308,791	\$ 19,895,704	\$ (413,088)
23				
24				
	<b>WORKING CAPITAL</b>			
25		9/30/2015	10/31/2015	Incr (decr) to working capital
26	Cash	\$ 13,879,507	\$ 15,612,120	\$ 1,732,613
27	Accounts Receivable	\$ 7,185,639	\$ 5,434,065	\$ (1,751,574)
28	Accounts Payable	\$ (175,621)	\$ (438,589)	\$ (262,968)
29	Employee-related Liabilities	\$ (473,795)	\$ (587,307)	\$ (113,512)
30	Working Capital	\$ 20,415,730	\$ 20,020,288	\$ (395,442)

Office of the CFO

Fiscal Year-To-Date Expenditure Report Through October 31, 2015



SOUTHERN CALIFORNIA  
ASSOCIATION of GOVERNMENTS

COMPREHENSIVE BUDGET

		Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	Staff & Allocated Fringe Benefits	210,255	210,255	25,790		184,465	12.3%
2	51001 Allocated Indirect Costs	149,738	149,738	18,360		131,378	12.3%
3	54300 SCAG Consultants	568,383	568,383	77,080	415,525	75,778	13.6%
4	54340 Legal costs	100,000	100,000	3,782	96,218	0	3.8%
6	55441 Payroll, bank fees	15,000	15,000	1,983		13,017	13.2%
7	55510 Office Supplies	20,000	20,000	4,804	15,196	0	24.0%
8	55600 SCAG Memberships	5,250	22,532	22,532	0	0	100.0%
9	55610 Professional Membership	13,700	13,700	6,164	4,617	2,920	45.0%
10	55730 Capital Outlay	542,106	542,106	-		542,106	0.0%
11	55830 Conference - Registration	15,000	15,000	8,595	1,830	4,575	57.3%
12	55860 Scholarships	32,000	32,000	30,000		2,000	93.8%
13	55910 RC/Committee Mtgs	-	20,000	7,529	0	12,471	37.6%
14	55914 RC General Assembly	500,000	500,000	-	0	500,000	0.0%
16	55915 Demographic Workshop	13,000	13,000	-	1,907	11,093	0.0%
17	55916 Economic Summit	57,000	57,000	13,763	0	43,237	24.1%
18	55917 Labor Summit	13,500	13,500	-	0	13,500	0.0%
19	55920 Other Meeting Expense	90,000	70,000	15,643	54,357	0	22.3%
20	55930 Miscellaneous other	89,000	66,718	4,830	27,961	33,927	7.2%
21	55940 Stipend - RC Meetings	230,000	230,000	67,280	0	162,720	29.3%
22	56100 Printing	10,000	10,000	99	2,096	7,805	1.0%
23	58100 Travel - outside SCAG region	50,000	50,000	9,777	0	40,223	19.6%
24	58101 Travel - local	26,000	26,000	8,725	0	17,275	33.6%
25	58110 Mileage - local	23,500	23,500	5,431	0	18,069	23.1%
26	58150 Staff Lodging Expense	3,000	8,000	2,469		5,531	30.9%
27	58800 RC Sponsorships	112,750	112,750	45,190	6,200	61,360	40.1%
28	<b>Total General Fund</b>	<b>2,889,182</b>	<b>2,889,182</b>	<b>379,824</b>	<b>625,907</b>	<b>1,883,451</b>	<b>13.1%</b>
29				-			
30	Staff & Fringe Benefits	15,287,307	15,306,029	4,934,747		10,371,282	32.2%
31	51001 Allocated Indirect Costs	10,887,267	10,900,601	3,513,046		7,387,555	32.2%
32	54300 SCAG Consultants	16,316,856	18,587,161	1,392,117	17,195,044	0	7.5%
33	54301 Consultants - Other	70,000	154,845		42,469	112,376	0.0%
34	54350 Professional Services	207,200	207,200	9,999	197,201	0	4.8%
35	55210 Software Support	176,566	176,566	138,303	38,263	0	78.3%
36	55280 Third Party Contribution	3,710,826	3,673,670	753,878	0	2,919,792	20.5%
38	55620 Resource Materials - subscrib	832,000	639,205	38,538	116,599	484,069	6.0%
39	55810 Public Notices	50,000	50,000	-	1,432	48,568	0.0%
40	55830 Conference - Registration	10,000	10,000	50	2,725	7,225	0.5%
41	55920 Other Meeting Expense	26,000	26,000	38		25,962	0.1%
42	55930 Miscellaneous - other	194,880	302,145	2,316	6,668	293,161	0.8%
43	55950 Temp Help	110,248	245,248	16,327	93,921	135,000	6.7%
44	56100 Printing	61,000	61,000	1,635	0	59,365	2.7%
45	58100 Travel	288,100	288,100	33,470	0	254,630	11.6%
46	<b>Total OWP</b>	<b>48,228,250</b>	<b>50,627,770</b>	<b>10,834,464</b>	<b>17,694,321</b>	<b>22,098,985</b>	<b>21.4%</b>
47				-			
48	<b>Comprehensive Budget</b>	<b>51,117,432</b>	<b>53,516,952</b>	<b>11,214,288</b>	<b>18,320,228</b>	<b>23,982,436</b>	<b>21.0%</b>

Office of the CFO

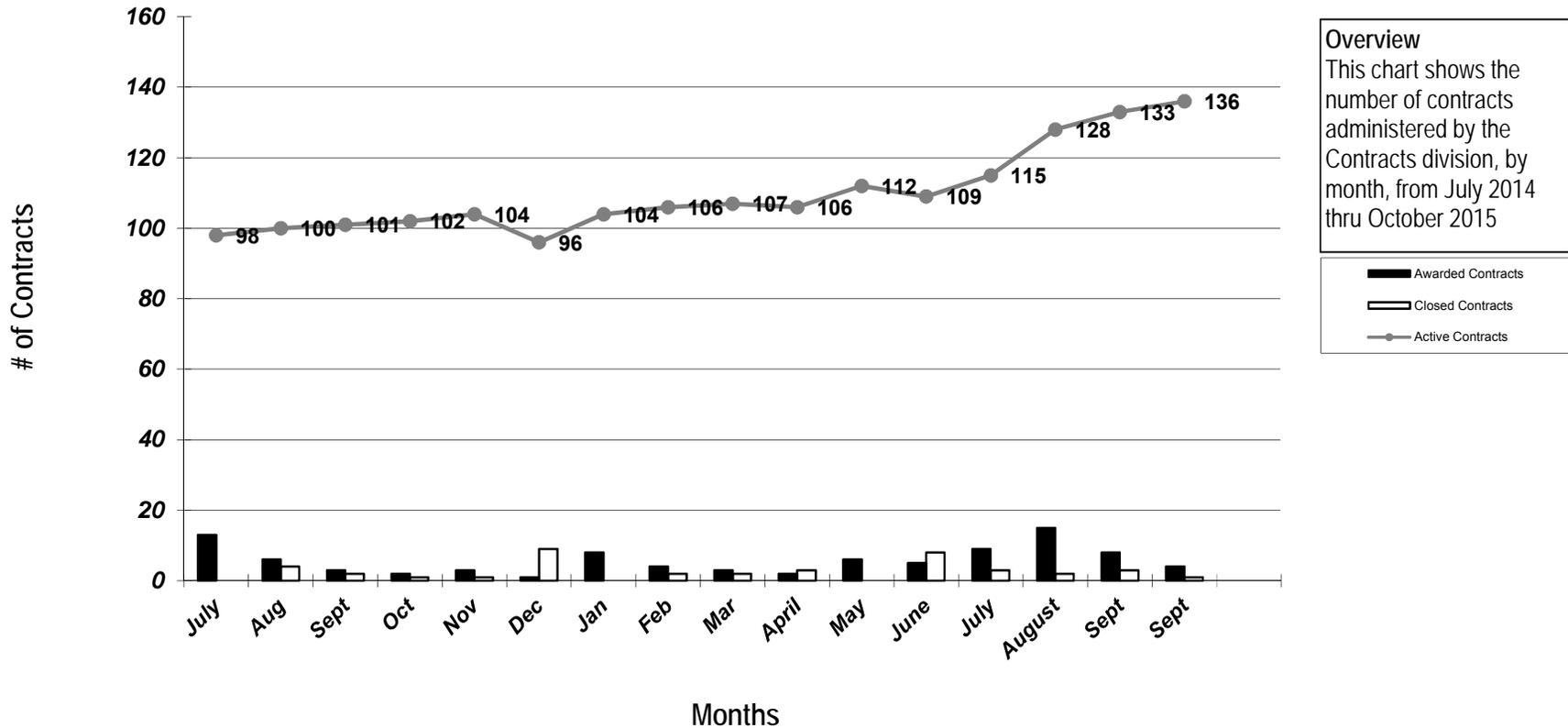
Fiscal Year-To-Date Expenditure Report Through October 31, 2015



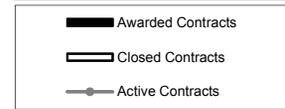
INDIRECT COST EXPENDITURES

			Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	50010	Regular Staff	3,627,908	3,620,908	1,274,752		2,346,156	35.2%
2	50013	Regular OT	-	751	751		0	100.0%
3	50014	Interns, Temps, Annuit	81,000	92,406	11,378		81,029	12.3%
5	51000	Allocated Fringe Benefits	2,672,978	2,667,821	848,923		1,818,898	31.8%
6	54300	SCAG Consultants	134,000	134,000	11,976	122,024	0	8.9%
7	54301	Consultants - Other	1,299,359	1,299,359	290,035	707,695	301,629	22.3%
8	54340	Legal	335,000	335,000	687	325,680	8,633	0.2%
10	55210	Software Support	460,461	460,461	225,239	157,748	77,474	48.9%
11	55220	Hardware Supp	79,777	79,777	68,868	10,909	0	86.3%
12	55240	Repair & Maint Non-IT	30,000	30,000	16,325	13,675	0	54.4%
14	55400	Office Rent 818 Offices	1,582,877	1,582,877	556,834	1,017,550	8,493	35.2%
15	55410	Office Rent Satellite	171,490	171,490	48,192	123,298	0	28.1%
16	55420	Equip Leases	126,186	126,186	25,726	100,460	0	20.4%
17	55430	Equip Repairs & Maint	13,323	13,323	8,673	4,650	0	65.1%
18	55440	Insurance	144,683	144,683	51,214	1,216	92,253	35.4%
19	55441	Payroll / Bank Fees	10,000	10,000	4,702		5,298	47.0%
20	55445	Taxes	-	465	465		0	100.0%
21	55460	Mater & Equip < \$5,000	49,500	49,500	10,794	15,228	23,478	21.8%
22	55510	Office Supplies	80,000	80,000	15,220	64,780	0	19.0%
23	55520	Graphic Supplies	2,000	2,000	1,003	736	261	50.2%
24	55530	Telephone	175,000	175,000	39,977	132,933	2,089	22.8%
25	55540	Postage	10,000	10,000	10,000	0	0	100.0%
26	55550	Delivery Services	5,000	5,000	998	4,001	0	20.0%
27	55600	SCAG Memberships	182,151	182,151	125,423	1,322	55,406	68.9%
29	55620	Res Mats/Subscrip	45,727	45,727	25,854	19,873	0	56.5%
30	55700	Deprec - Furn & Fixt	45,000	45,000	-		45,000	0.0%
31	55710	Deprec - Computer Equipment	75,000	75,000	-		75,000	0.0%
32	55715	Amortiz - Software	108,791	108,791	-		0	0.0%
33	55720	Amortiz - Leasehold Improvements	10,000	10,000	-		10,000	0.0%
34	55800	Recruitment Notices	15,000	15,000	-	15,000	0	0.0%
35	55801	Recruitment - other	25,000	25,000	3,078	21,922	0	12.3%
36	55810	Public Notices	5,000	5,000	-	5,000	0	0.0%
37	55820	Training	81,500	81,500	24,798	56,702	0	30.4%
38	55830	Conference/workshops	16,850	16,850	420	0	16,430	2.5%
39	55920	Other Mtg Exp	5,200	5,200	-	480	4,720	0.0%
40	55930	Miscellaneous - other	8,000	7,535	-	7,535	0	0.0%
41	55950	Temp Help	38,500	38,500	1,138	37,362	0	3.0%
42	56100	Printing	21,000	21,000	683	17,624	2,693	3.3%
43	58100	Travel - Outside	96,800	94,586	7,688		86,897	8.1%
44	58101	Travel - Local	11,450	11,450	4,554		6,896	39.8%
45	58110	Mileage - Local	45,725	45,725	2,490		43,235	5.4%
48	58200	Travel - Reg Fees	-	2,215	2,215		0	100.0%
49	58450	Fleet Vehicle	2,000	2,000	-	2,000	0	0.0%
50		<b>Total Indirect Cost</b>	<b>11,929,236</b>	<b>11,929,236</b>	<b>3,721,070</b>	<b>2,987,406</b>	<b>5,220,760</b>	<b>31.2%</b>

## SCAG Contracts (Year to Date)



**Overview**  
 This chart shows the number of contracts administered by the Contracts division, by month, from July 2014 thru October 2015



**Summary**

The chart shows that the Contracts Department is managing 136 active consultant contracts. Seventy-nine of these are Cost Plus Fixed Fee contracts, 20 are fixed price contracts, and the remaining 37 are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). The Contracts Department anticipates issuing approximately 30 contracts in FY 2015-16. Note, due to the nature of SCAG's work, the majority of SCAG contracts have a one year term and end on June 30th each year.



<b>GROUPS</b>	<b>Authorized Positions</b>	<b>Filled Positions</b>	<b>Vacant Positions</b>
Executive	3	2	1
Legal	3	2	1
Strategy, Policy & Public Affairs	20	16	4
Administration	44	41	3
Planning & Programs	70	66	4
<b>Total</b>	<b>140</b>	<b>127</b>	<b>13</b>

**OTHER POSITIONS**

<b>GROUPS</b>	<b>Limited Term Positions</b>	<b>Temp Positions</b>	<b>Agency Temps</b>
Executive	0	0	0
Legal	0	0	0
Strategy, Policy & Public Affairs	2	3	3
Administration	4	2	0
Planning & Programs	2	16	0
<b>Total</b>	<b>8</b>	<b>21</b>	<b>3</b>