



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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County Transportation Authority

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Corridor Agencies

Energy & Environment
Linda Parks, Ventura County

Transportation
Curt Hagman, San Bernardino
County

REGULAR MEETING

EXECUTIVE/ ADMINISTRATION COMMITTEE

Thursday, October 4, 2018
9:00 AM

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

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

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Executive/Administration Committee
Members – October 2018

- 1. Hon. Alan Wapner**
Chair
 - 2. Hon. Bill Jahn**
1st Vice Chair, Big Bear Lake, District 11
 - 3. Hon. Randon Lane**
2nd Vice Chair, Murrieta, District 5
 - 4. Hon. Margaret Finlay**
Imm. Past Chair, Duarte, District 35
 - 5. Hon. Peggy Huang**
CEHD Chair, TCA Representative
 - 6. Hon. James Mulvihill**
CEHD Vice Chair, San Bernardino, RC District 7
 - 7. Sup. Linda Parks**
EEC Chair, Ventura County
 - 8. Sup. Luis Plancarte**
EEC Vice Chair, Imperial County
 - 9. Sup. Curt Hagman**
TC Chair, San Bernardino County Representative
 - 10. Hon. Cheryl Viegas-Walker**
TC Vice Chair, El Centro, RC District 1
 - 11. Hon. Clint Lorimore**
Eastvale, District 4
 - 12. Hon. Greg Pettis**
Cathedral City, RC District 2
 - 13. Hon. Frank Navarro**
Pres. Appt., Colton, District 6
 - 14. Hon. Michele Martinez**
Pres. Appt., Santa Ana, RC District 16
 - 15. Hon. Judy Mitchell**
Pres. Appt., Rolling Hills Estates, RC District 40
 - 16. Hon. Carmen Ramirez**
Pres. Appt., Oxnard, RC District 45
-



EXECUTIVE/ADMINISTRATION COMMITTEE AGENDA





EXECUTIVE/ADMINISTRATION COMMITTEE AGENDA

Southern California Association of Governments
900 Wilshire Boulevard, Suite 1700 – Policy B Meeting Room
Los Angeles, California 90017
Thursday, October 4, 2018
9:00 AM

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE *(The Honorable Alan D. Wapner, Chair)*

PUBLIC COMMENT PERIOD

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

CLOSED SESSION

Public Employment
Title: Executive Director
(Pursuant to California Government Code Section 54957(b)(1))

RECONVENE OPEN SESSION

REVIEW AND PRIORITIZE AGENDA ITEMS

CONSENT CALENDAR

Approval Items

Receive and File

- Item No. 1 (Page 6) - Minutes of the September 6, 2018 EAC Meeting
- Item No. 2 (Page 12) - State and Federal Legislative Monthly Update
- Item No. 3 (Page 16) - SCAG's Go Human Campaign Recognized with APA California Award of Excellence
- Item No. 4 (Page 18) - Purchase Orders more than \$5,000 but less than \$200,000; Contracts more than \$25,000 but less than \$

CFO MONTHLY REPORT

(Basil Panas, Chief Financial Officer)

- Item No. 5 (Page 24) - CFO Report

FUTURE AGENDA ITEM/S



EXECUTIVE/ADMINISTRATION COMMITTEE AGENDA

ANNOUNCEMENT/S

ADJOURNMENT



Southern California Association of Governments
900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017

MINUTES OF THE REGULAR MEETING
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)
MONDAY, SEPTEMBER 6, 2018

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

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

Members Present

Hon. Alan Wapner, <i>Chair</i>	<i>Ontario</i>	SBCTA
Hon. Bill Jahn, <i>1ST Vice Chair</i>	<i>Big Bear Lake</i>	District 11
Hon. Randon Lane, <i>2ND Vice Chair</i>	<i>Murrieta</i>	District 5
Hon. Margaret E. Finlay, <i>Immediate Past Chair</i>	<i>Duarte</i>	District 35
Sup. Curt Hagman, <i>Chair, TC</i>		San Bernardino County
Hon. Peggy Huang, <i>Chair, CEHD</i>		TCA
Hon. James Mulvihill, <i>Vice Chair, CEHD</i>	<i>District 7</i>	San Bernardino
Sup. Luis Plancarte, <i>Vice Chair, EEC</i>		Imperial County
Hon. Clint Lorimore, <i>Chair, LCMC</i>	<i>Eastvale</i>	District 4
Hon. Greg Pettis, <i>Vice Chair, LCMC</i>	<i>Cathedral City</i>	District 2
Hon. Michele Martinez, <i>President's Appt.</i>	<i>Santa Ana</i>	District 16
Hon. Judy Mitchell, <i>President's Appt.</i>	<i>Rolling Hills Estates</i>	District 40
Hon. Carmen Ramirez, <i>President's Appt.</i>	<i>Oxnard</i>	District 45
Mr. Randall Lewis	<i>Lewis Group of Companies</i>	Ex officio, Business Representative

Member Not Present

Sup. Linda Parks, <i>Chair, EEC</i>		Ventura County
Hon. Cheryl Viegas-Walker, <i>Vice Chair, TC</i>	<i>El Centro</i>	District 1
Hon. Frank Navarro, <i>President's Appt.</i>	<i>Colton</i>	District 6
Hon. Sabrina LeRoy	<i>San Manuel Band of Mission Indians</i>	Tribal Government Regional Planning Board

Staff Present

Hasan Ikhata, Executive Director
Darin Chidsey, Chief Operating Officer
Debbie Dillon, Deputy Executive Director of Administration
Art Yoon, Director of Policy and Public Affairs
Frank J. Lizarraga, Jr., General Counsel
Joann Africa, Chief Legal Counsel/Director of Legal Services
Basil Panas, Chief Financial Officer
Julie Loats, Chief Information Officer
Tess Rey-Chaput, Office of Regional Council Support

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Honorable Alan D. Wapner, called the meeting to order at 9:00 a.m. and asked LCMC Chair Clint Lorimore, Eastvale, District 4, to lead the Pledge of Allegiance.

President Wapner announced that SCAG staff has been working on implementing a new electronic voting system which will be used for today's meeting. A video which illustrated the features and functionality of the system was presented to the members. President Wapner stated the new e-voting system will enhance members' boardroom experience by utilizing touch-screen voting, navigating a paperless agenda, and using a digital speaker signup.

PUBLIC COMMENT PERIOD

There was no public comment speaker.

REVIEW AND PRIORITIZE AGENDA ITEMS

There was no prioritization of agenda items.

ACTION / DISCUSSION ITEM

1. President Wapner Report – EAC Retreat, June 20 -21, 2018

President Wapner reported regarding the discussions that were covered at the EAC Retreat, June 20 – 21, 2018 in Ontario. He stated that a review of the three (3) existing policy committees [CEHD, EEC and TC], established by the SCAG Bylaws, was discussed regarding its relevance and responsibilities. The formation of an Emerging Technologies Committee was also discussed, which would be a new committee and reporting to the Regional Council to continue the work and discussion established by the Open Data/Big Data – Smart and Connected SCAG Region Committee. President Wapner stated the purpose of the Emerging Technologies Committee is to research and identify new and emerging technologies that play an important role in the RTP/SCS; and for the three (3) policy committees to utilize the Emerging Technologies Committee as a resource.

President Wapner also reported the formation of an Aviation Task Force—reporting to the Transportation Committee—to look at the regionalization of aviation in Southern California and collaborate with the Aviation Technical Advisory Committee (ATAC) to begin discussions particularly the aviation component of the RTP/SCS.

The Aviation Task Force will be comprised of RC members who serve on an airport authority from each of the airports in the SCAG region. If there is no such representative, President Wapner stated the airport authority may select its own representative to the Aviation Task Force.

President Wapner asked the members to let him or SCAG staff know if interested in serving either the Emerging Technologies Committee or the Aviation Task Force.

For the upcoming Regional Housing Needs Assessment (RHNA) process, President Wapner stated that he, along with CEHD Chair Peggy Huang, will be appointing new members of the RHNA Subcommittee which will be reporting to the CEHD Committee.

President Wapner reiterated that SCAG is the largest metropolitan planning organization in the country and the only agency where cities, counties and transit agencies convene. Therefore, he asked the members to leverage on their role to be the collaborator and facilitator throughout the region while continuing to work together.

As for the District Evaluation Subcommittee, President Wapner reported the subcommittee is comprised of a representative from each county in the SCAG region whose chair is Mayor L. Dennis Michael, Rancho Cucamonga, District 9. The subcommittee is tasked to review the current composition of the Regional Council Districts based upon current city population data from the State Department of Finance (DOF), every five (5) years pursuant to the SCAG Bylaws. He reported that the subcommittee is also tasked to consider issues of equity in representation and voting and ensure procedural best practices in the district evaluation process, whereby cities with five (5) versus seven (7) council members are within the same RC district. The subcommittee will also consider re-evaluating the population range for districts of 200,000 to 300,000 used in prior evaluations and determine if adjustments should be made or establish a formula to address the growing population of the cities. Another issue the subcommittee is tasked to address is the “automatic rotation of RC District representative” used by certain RC Districts and how this may hinder leadership opportunities for such RC District representatives at SCAG.

Hasan Ikhata, Executive Director, commented and offered caution when increasing the size of RC District representatives on the Regional Council.

President Wapner emphasized the importance of engaging and communicating with the cities that the Regional Council members represent in their respective districts.

President Wapner stated the members’ attendance to the Regional Council and policy committee meetings are very important. When selecting a member to a committee, he considered the member’s attendance record as the basis for the appointment. Should there be a pattern of non-attendance, President Wapner stated he will communicate to the respective COGs and cities to have a representative be an active member.

President Wapner stated that as Chairs and Vice Chairs of the policy committees and as policy makers, he asked the members to be actively engaged in their respective committee agendas; provide a clear direction to staff; and to allot time for policy discussions at the meetings.

Councilmember Judy Mitchell, Rolling Hills Estates, District 40, stated that at the EAC Retreat, one of the discussions was considering an increase in the size of the membership of the policy committees which would result with an increase in participation. Darin Chidsey offered clarification that under the SCAG Bylaws, each

subregion is allotted with a number of subregional representatives on the policy committee that is equal to the amount of Regional Council Districts in the subregion, with a minimum of three (3) subregional representatives on the policy committees per subregion.

Hasan Ikhata, Executive Director, offered further clarification that pursuant to the SCAG Bylaws, the current President may also make appointments to the policy committees; however, offered caution when doing so and take the growing membership size into consideration.

President Wapner echoed Mr. Ikhata's comment regarding the increasing membership size of the policy committees while ensuring the balance of its membership.

Mr. Ikhata also commented regarding the upcoming Regional Housing Needs Assessment (RHNA) process. He asked the members to think 'regionally' in order to comply with the mandates of the state law.

CONSENT CALENDAR

Approval Items

2. Minutes of the Special Meeting – August 20, 2018
3. 2019 Schedule of Regular Meetings of the Regional Council and Policy Committees
4. SCAG Memberships and Sponsorships
5. Amendment 2 to the Fiscal Year 2018-19 Comprehensive Budget
6. Contracts \$200,000 or Greater: Contract No. 18-028-C01, Regional Transportation Plan (RTP) Implementation and Technical Assistance Services
7. Contracts \$200,000 or Greater: Contract No. 19-004-C01, Agenda Management Software Maintenance
8. Contracts \$200,000 or Greater: Contract No. 18-025-C01, 48 Month Lease of Production Copier/Printer and Walk-up Machines
9. Contracts \$200,000 or Greater: Contract No. 18-011A-C01, Federal Transportation Improvement Program (FTIP) Online System

Receive and File

10. Purchase Orders more than \$5,000 but less than \$200,000; Contracts more than \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000
11. CFO Monthly Report

Regarding Agenda Item No. 3, *2019 Schedule of the Regional Council and Policy Committees Meetings*, Darin Chidsey, Chief Operating Officer, clarified that the month of January 2019 is not a 'dark' month. President Wapner stated he requested to leave the month of January as a regular meeting month for now.

A MOTION was made (Martinez) to approve the Consent Calendar, Item Nos. 2 through 9; and Receive and File Item Nos. 10 through 11. Motion was SECONDED (Finlay) and passed by the following roll call votes:

AYE/S: Wapner, Jahn, Lane, Finlay, Huang, Plancarte, Hagman, Lorimore, Pettis, Martinez, Mitchell, and Ramirez (12)

NOE/S: None (0).

ABSTAIN: None (0).

CFO REPORT

Basil Panas, Chief Financial Officer, provided an update regarding the Incurred and Indirect Cost Allocation plan audits by Caltrans; SCAG's membership dues; budget and grants and contracts.

ANNOUNCEMENTS

None.

FUTURE AGENDA ITEMS

None.

ADJOURNMENT

There being no further business, Chair Wapner adjourned the meeting at 9:29 a.m.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

Executive/Administration Committee (EAC) Attendance Report

2018

MEMBERS	CITY	Representing	Jan (SpM)	Feb	Mar	Apr	May	Jun	Jun (Retreat)	Jul (SpM)	Aug (SpM)	Sept	Oct	Nov	Dec	Total Mtgs Attended To Date
Alan D. Wapner (CHAIR)	Ontario	SBCTA	1	1	1	1		1	1	1	1	1				9
Bill Jahn (1st VICE CHAIR)	Big Bear Lake	District 11	1	1	1	1		1	1	1	1	1				9
Randon Lane (2nd VICE CHAIR)	Murrieta	District 5	0	1	1	1		1	1	1	1	1				8
Margaret E. Finlay (IMM. PAST CHAIR)	Duarte	District 35	1	1	1	1		1	1	1	1	1				9
Peggy Huang (CEHD Chair)	Yorba Linda	TCA						1	1	1	1	1				5
James Mulvihill, CEHD Vice Chair)	San Bernardino	District 7														0
Linda Parks (EEC Chair)		Ventura County	1	1	1	1		1	1	1	1	0				8
Luis Plancarte (EEC Vice Chair)		Imperial County						1	1	1	0	1				4
Curt Hagman (TC Chair)		San Bernardino County	1	1	1	1		1	1	0	1	1				8
Cheryl Viegas-Walker (TC Vice Chair)	El Centro	District 1	1	1	1	1		1	1	1	1	0				8
Clint Lorimore (LCMC Chair)	Eastvale	District 4	1	1	1	1		1	1	1	1	1				9
Greg Pettis (LCMC Vice Chair)	Cathedral City	District 2	1	1	1	1		1	0	1	1	1				8
Frank Navarro (Pres. Appointment)	Colton	District 6						1	1	1	1	0				4
Michele Martinez (Pres. Appointment)	Santa Ana	District 16	1	1	1	1		1	0	0	1	1				7
Judy Mitchell (Pres. Appointment)	Rolling Hills Estates	District 40						1	1	0	1	1				4
Carmen Ramirez (Pres. Appointment)	Oxnard	District 45	1	1	1	1		1	1	1	1	1				9
Randall Lewis (Ex-Officio Member)		Business Representative	1	1	1	1		1	1	1	1	1				9
Sabrina LeRoy (Tribal Govt Plng Board)		San Manuel Band of MI	0	1	1	0		0	0	0	0	0				2

Attachment: EAC Minutes of the Meeting - September 6 2018 (Minutes of the September 6, 2018 EAC



Southern California Association of Governments
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017
October 4, 2018

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

From: Art Yoon, Director of Policy and Public Affairs, Legislation,
(213) 236-1840, ArtYoon@scag.ca.gov

Subject: State and Federal Legislative Monthly Update

**EXECUTIVE DIRECTOR'S
APPROVAL**

RECOMMENDED ACTION:

For Information Only – No Action Required

STRATEGIC PLAN:

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

STATE

GOVERNOR'S ACTION ON SCAG-SUPPORTED BILLS

The deadline for the Governor to sign or veto bills was Sunday, September 30, 2018. SCAG has supported numerous bills throughout the past legislative session. The status of the bills which SCAG supported and are still in contention to be signed (as of September 20, 2018) are listed below:

<u>Bill and Author</u>	<u>Relating to</u>	<u>Status</u>
Assembly Bill 1877 (Limón)	Translated Emergency Communications	Signed by the Governor on September 21, 2018
Assembly Bill 2548 (Friedman)	Commuter Benefits Ordinance in Los Angeles County	Signed by the Governor on August 20, 2018
Senate Bill 821 (Jackson)	Emergency Notification by Counties	Signed by the Governor on September 21, 2018
Senate Bill 1119 (Beall)	Low Carbon Transit Operations Program	Signed by the Governor on September 20, 2018
Senate Bill 1260 (Jackson)	Fire Prevention and Protection	Signed by the Governor on September 21, 2018

UPDATE ON PROPOSITION 68

SCAG adopted a support position on Proposition 68 – the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 – during the Regional Council's April 2018 meeting. Proposition 68 was approved by voters on June 5, 2018, authorizing \$4 billion in bonds for various projects related to water, parks, climate, coastal protection, and outdoor access.

Round 3 of the Statewide Park Program (SPP), funded in part by Proposition 68, will provide \$255 million in competitive parks grants. Public hearings will take place during fall 2018 and application workshops during early 2019. Eligible applicants include cities, counties, nonprofits, and joint powers authorities.

FISCAL YEAR 2018-19 TRANSFORMATIVE CLIMATE COMMUNITIES NOTICE OF FUNDING AVAILABILITY

Applications for Round 2 of the California Strategic Growth Council's (SGC) Transformative Climate Communities (TCC) program are due Tuesday, October 30, 2018 by 5:00 p.m. This Fiscal Year 2018-19 notice of funding availability (NOFA) includes approximately \$46 million of competitive Implementation Grant funding and approximately \$800,000 of competitive Planning Grant funding for communities most impacted by pollution to set their own goals, strategies, and projects to bring about transformational change. The \$46.8 million in Implementation Grant and Planning Grant funding is made possible by California's Cap-and-Trade program. SGC anticipates announcing final recommendations in early December 2018, subject to the approval of the Council itself.

Eligible applicants for Implementation Grants include local governments, joint powers authorities, and tribal governments, among others. Eligible applicants for the Planning Grants include local governments, metropolitan planning organizations, joint powers authorities, regional transportation planning agencies, councils of government, or combinations thereof. A notable recipient of Implementation Grants during Fiscal Year 2016-2017 was the City of Ontario, which was awarded \$35 million for its "Ontario Connects – People Places Prosperity" application.

FISCAL YEAR 2017-18 AFFORDABLE HOUSING SUSTAINABLE COMMUNITIES PROGRAM GUIDELINES

Program staff across the Strategic Growth Council (SGC), Department of Housing and Community Development (HCD), and the California Air Resources Board (ARB), are currently finalizing the draft program guidelines for the 4th round of the Affordable Housing and Sustainable Communities (AHSC) program funding. The AHSC program funds land-use, housing, transportation, and land preservation projects to support infill and compact development in order to reduce greenhouse gas (GHG) emissions.

The Southern California Association of Governments (SCAG) has been providing technical assistance to local governments, transit agencies and developers in our six-county region to be more competitive in the AHSC program. SCAG staff works with the Strategic Growth Council in advance of each round of funding to request guideline revisions to make the program more sensitive to the existing conditions of the SCAG region and to enable a fair footing for applicants within the region. SCAG continues to advocate for broader program reform, with assistance from CALCOG, in order to clarify the statutory MPO role within AHSC. In addition, we continue to advocate for ways to achieve funding that is more in line with our region's population share and share of disadvantaged communities.

NOVEMBER 2018 GENERAL ELECTION UPDATE

The November General Election is taking place on Tuesday, November 6, 2018. Californians will face an extensive ballot due to the 11 (eleven) statewide propositions scheduled for a vote, on top of the various local, state, and federal races. The deadline to register to vote in the November General Election is Monday, October 22, 2018. The deadline for requesting a vote-by-mail ballot is Tuesday, October 30, 2018. Californians who are not yet registered to vote can do so electronically here: <https://bit.ly/2pt5OFD>.

FEDERAL

FEDERAL BUDGET UPDATE

As of September 19, 2018, a “minibus” containing three (3) appropriations bills sits on the President’s desk for his consideration. This minibus includes the Energy and Water Development, Military Branch and Veteran Affairs, and Legislative Branch budget bills (H.R. 5895). A second minibus (H.R. 6157), containing the Defense and Labor, Health and Human Services, Education appropriations bills, was passed by the Senate on September 18, 2018 (Y:93, N:7) and awaits a vote from the House of Representatives. It is worth noting that a short-term continuing resolution is attached to H.R. 6157, allowing the federal government to remain open by funding agencies whose budgets Congress has not addressed by September 30, 2018. Failure to pass an appropriations bill or a continuing resolution by September 30, 2018 would signify a full or partial federal government shutdown. The table below lists the 12 appropriations bills and their location in the budget process:

Appropriations Bills (12)	U.S. Senate Action	U.S. House Action	President’s Desk
<u>H.R. 5895</u> 1. Energy and Water Development 2. Military Branch and Veteran Affairs 3. Legislative Branch	Passed on September 12, 2018 (Y:92, N:5)	Passed on September 13, 2018 (Y:377, N:20)	Signed by the President on September 21, 2018
<u>H.R. 6157</u> 4. Defense 5. Labor, HHS, Education	Passed on September 18, 2018 (Y:93, N:7)	Passed on September 26, 2018 (Y:361, N:61)	Pending signature or veto
<u>H.R. 6147</u> 6. Interior and Environment* 7. Financial Services and General Government* 8. Transportation, Housing and Urban Development* 9. Agriculture*	House-Senate Conference committee met on September 13, 2018	House-Senate Conference committee met on September 13, 2018	N/A
10. Homeland Security*	Passed Senate Appropriations Committee but no action since June 21, 2018	Passed House Appropriations Committee but no action since July 25, 2018	N/A
11. Commerce, Justice, Science*	Passed Senate	Passed House	N/A

	Appropriations Committee but no action since June 14, 2018	Appropriations Committee but no action since May 17, 2018	
12. State and Foreign Operations*	Passed Senate Appropriations Committee but no action since June 21, 2018	Passed House Appropriations Committee but no action since June 20, 2018	N/A

***: A continuing resolution is likely for these bills.**



Southern California Association of Governments
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017
October 4, 2018

To: Executive/Administration Committee (EAC)
Community
Economic & Human Development Committee (CEHD)
Energy & Environment Committee (EEC)
Transportation Committee (TC)

From: Lindsey Hansen, Community Engagement Specialist, Active
Transportation & Special Programs, (213) 236-1921,
hansen@scag.ca.gov

Subject: APA California Recognizes Outstanding Planning in SCAG
Region

EXECUTIVE DIRECTOR'S
APPROVAL

RECOMMENDED ACTION:

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. 6: Deploy strategic communications to further agency priorities and foster public understanding of long-range regional planning.

EXECUTIVE SUMMARY:

The California Chapter of the American Planning Association (APA) will recognize several programs and projects with Awards of Excellence and Merit next week at its 2018 Annual Conference. Seven awards will be presented to SCAG member agencies, including two projects that were supported by SCAG's Sustainability Planning Grant program. In addition, SCAG is proud to announce that our Go Human program is being recognized with the Public Outreach Award of Excellence.

BACKGROUND:

The APA California Awards Program recognizes and celebrates the great planning work occurring throughout California to encourage quality in planning and increase the public's awareness of the planning profession. In addition, selected projects serve as case-studies and may inspire new solutions and approaches for addressing common challenges faced by communities across California. SCAG congratulates all of the recipients listed below and aims to highlight their great work as a resource for member agencies pursuing similar planning efforts.

2018 Awards of Excellence:

- *Comprehensive Plan Award, Large Jurisdiction:*
 - South Los Angeles & Southeast Los Angeles Community Plans (City of Los Angeles, Department of City Planning)
- *Implementation Award, Large Jurisdiction:*

- Willow Springs Wetlands (City of Long Beach, Department of Parks, Recreation & Marine)
- *Best Practices Award:*
 - Metro Transfers Design Guide (LA Metro)
- *Public Outreach Award:*
 - Go Human Tactical Urbanism Demonstration Projects (SCAG)
- *Planning Agency Award*
 - Los Angeles Department of City Planning

2018 Awards of Merit:

- *Comprehensive Plan Award, Small Jurisdiction:*
 - Temple City Mid-Century General Plan and Crossroads Specific Plan (City of Temple City)
- *Innovation in Green Community Planning Award:*
 - Rancho Cucamonga Sustainable Community Action Plan (City of Rancho Cucamonga)
- *Public Outreach Award:*
 - Uptown Open Space Vision Plan, City of Long Beach (City of Long Beach, Department of Parks, Recreation & Marine)

SCAG is proud to have played a role in three of these projects. In the previous round of Sustainability Planning Grants, SCAG provided funding resources to complete the Rancho Cucamonga Sustainable Community Action Plan and to complete a Habitat Creation Plan to support the implementation of the Long Beach Willow Springs Wetland project. SCAG is also honored for the recognition of its Go Human Tactical Urbanism Demonstration Projects in Orange County that showcased a variety of potential infrastructure improvements, including separated bike lanes, crosswalk improvements, placemaking and shared-use paths. In total, approximately 135,000 people attended these five events. The successful outreach effort in these Orange County communities will help better position them for grant funding, including through the California Active Transportation Program.

FISCAL IMPACT:

None



REPORT

Southern California Association of Governments
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017
October 4, 2018

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

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

Subject: Purchase Orders more than \$5,000 but less than \$200,000;
Contracts more than \$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 the following Strategic Plan Goal 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

BACKGROUND:

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

<u>Vendor</u>	<u>PO Purpose</u>	<u>PO Amount</u>
Qwest Communications Corp. dba Century Link	FY19 Centurylink Software	\$112,400
JDM Contractors	Design And Cabling Services	\$61,251
CDW Government, Inc.	FY19 HP Renewal	\$10,000
Southern Calif. Leadership Network	Sponsorship	\$10,000
CDW Government, Inc.	FY19 Cisco Smartnet Renewal	\$9,975
CDW Government, Inc.	FY19 Veeam Software Support Renewal	\$9,501
CDW Government, Inc.	Dell Monitors	\$8,477
Duggan And Associates, Inc.	Touch Up Painting	\$5,428
Sparkletts	FY19 Coffee/Beverage Service	\$5,000

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

<u>Consultant/Contract #</u>	<u>Contract's Purpose</u>	<u>Contract Amount</u>
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SCAG executed the following Contracts that were more than \$25,000 but less than \$200,000

<u>Consultant/Contract #</u>	<u>Contract's Purpose</u>	<u>Contract Amount</u>
Moore Iacofano Goltsman, Inc. (18-001-B37)	The Consultant shall provide services for a Sustainability Planning Grant for the City of Los Angeles, Department of Transportation (LADOT). Specifically, the Consultant shall provide media development, as part of the City of Angeles' Vision Zero Education Campaign, and will build on existing efforts to raise awareness of traffic safety and motivate behavior change to reduce fatalities. LADOT's Vision Zero efforts help reinforce and expand the reach of SCAG's <i>Go Human</i> campaign, which addresses the high numbers of traffic crashes resulting in death and serious injury throughout the region.	\$120,059
ThirdWave Corporation (18-042-C01)	The Consultant shall review SCAG's existing project management policies, procedures, and documents and work with SCAG staff to update these as necessary. Following the review of SCAG's existing procedures, the Consultant shall develop a project management manual and hold a comprehensive project management training for all SCAG staff that serve as Project Managers.	\$43,059

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

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

ATTACHMENT:

Contract Summaries

ATTACHMENT(S):

1. CONSULTANT CONTRACT 18-001-B37
2. Contract Summary 18-042-C01

CONSULTANT CONTRACT 18-001-B37

Recommended Consultant:	Moore Iacofano Goltsman, Inc. (MIG)		
Background & Scope of Work:	The Consultant shall provide services for a Sustainability Planning Grant for the City of Los Angeles, Department of Transportation (LADOT). Specifically, the Consultant shall provide media development, as part of the City of Angeles' Vision Zero Education Campaign, and will build on existing efforts to raise awareness of traffic safety and motivate behavior change to reduce fatalities. LADOT's Vision Zero efforts help reinforce and expand the reach of SCAG's <i>Go Human</i> campaign, which addresses the high numbers of traffic crashes resulting in death and serious injury throughout the region.		
Project's Benefits & Key Deliverables:	The project's benefits and key deliverables include, but are not limited to: <ul style="list-style-type: none">• Developing key messages and testing them with target audiences;• Developing messages on multiple formats including radio, social media, and video;• Evaluating the success of the messaging content using a Random Digit Dialing poll; and• Developing presentation ready materials for project stakeholders.		
Strategic Plan:	This item supports SCAG's Strategic Plan, Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians and Goal 2: Advance Southern California's policy interests and planning priorities through regional, statewide, and national engagement and advocacy.		
Contract Amount:	Total not to exceed		\$120,059
	MIG (prime consultant)		\$74,574
	FM3 (subconsultant)		\$27,721
	Craft & Commerce (subconsultant)		\$9,213
	InterEthnica (subconsultant)		\$8,551
	Note: MIG originally proposed \$138,811, but staff negotiated the price down to \$120,059 without reducing the scope of work.		
Contract Period:	August 16, 2018 through March 31, 2019		
Project Number:	225-3564J2.11	\$120,059	
	Funding source(s): Consolidated Planning Grant (CPG) – Federal Highway Administration (FHWA)		
Request for Proposal (RFP):	SCAG staff notified 3,018 firms of the release of RFP 18-001-B37 via SCAG's Solicitation Management System website. A total of 38 firms downloaded the RFP. SCAG received the following three (3) proposals in response to the solicitation:		
	MIG (3 subconsultants)		\$138,811
	Two Q, Inc. dba JP Marketing (1 subconsultant)		\$198,802

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:

Courtney Aguirre, Senior Regional Planner, SCAG

Julia Lippe-Klein, Associate Regional Planner, SCAG

Lilly O'Brien-Kovari, Deputy of Communications and External Affairs, LA Department of Transportation

Ryan Lynch, Communications Manager, LA Metro

Basis for Selection:

The PRC recommended MIG for the contract award because the Consultant:

- Demonstrated the best experience working on transportation safety projects, specifically, San Francisco's Vision Zero awareness and behavior change campaign and LADOT's 2016 Vision Zero Action Plan;
- Demonstrated the most significant knowledge of Vision Zero and the challenges of communicating its messages (e.g., breaking through an oversaturated market), and explained how MIG, Inc. had learned from the experiences of other Vision Zero cities (e.g., Seattle and NYC);
- Demonstrated the best understanding of the project, specifically the need to develop culturally sensitive media that will appeal to a broad audience as well as smaller sub-audiences, and the need to integrate Vision Zero communications efforts with engineering solutions, law enforcement initiatives, and the implementation of other relevant campaigns;
- Demonstrated the best understanding of the way that messages should be tested and then later evaluated for their effectiveness; and
- Proposed the lowest overall price.

CONSULTANT CONTRACT 18-042-C01

Recommended Consultant:	ThirdWave Corporation		
Background & Scope of Work:	SCAG staff has identified the need for project management assistance to ensure that the Agency’s project management policies and procedures allow SCAG to deliver projects as quickly and efficiently as possible. SCAG staff has also identified the need for project management training to ensure that all SCAG Project Managers are complying with SCAG’s internal procedures and are adhering to project management best practices. The Consultant shall review SCAG’s existing project management policies, procedures, and documents and work with SCAG staff to update these as necessary. Following the review of SCAG’s existing procedures, the Consultant shall develop a project management manual and hold a comprehensive project management training for all SCAG staff that serve as Project Managers.		
Project’s Benefits & Key Deliverables:	<p>The project’s benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none">• Reviewing of existing project management procedures and systems;• Updating project management procedures and systems as necessary;• Providing a comprehensive project management manual; and• Providing comprehensive project management training for SCAG Project Managers.		
Strategic Plan:	This item supports SCAG’s Strategic Plan Goal 7: Secure Funding to support agency priorities to effectively and efficiently deliver work products.		
Contract Amount:	Total not to exceed	\$43,059	
	ThirdWave Corporation (prime consultant) Note: ThirdWave originally proposed \$55,867, but staff negotiated the price down to \$43,059 without reducing the scope of work.		
Contract Period:	August 20, 2018 through November 30, 2018		
Project Number(s):	266-0715E.01	\$43,059	
	Funding source: Transportation Development Act (TDA)		
Request for Proposal (RFP):	SCAG staff notified 2,117 firms of the release of RFP 18-042 via SCAG’s Solicitation Management System. A total of 64 firms downloaded the RFP. SCAG received the following four (4) proposals in response to the solicitation:		
	ThirdWave Corporation (no subconsultants)	\$55,867	
	Worker Coach (no subconsultants)	\$46,500	
	LRS Program Delivery (no subconsultants)	\$61,001	
	ARETE Energy Systems Consultant (no subconsultants)	\$248,683	
Selection Process:	The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner		

consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed the two (2) highest ranked offerors.

The PRC consisted of the following individuals:

Caitlin Sims, Management Analyst, SCAG
Erika Bustamante, Manager of Budgets & Grants, SCAG
Josh Margraf, Internal Auditor, SCAG
Warren Whiteaker, Program Manager, SCAG
Basil Panas, Chief Financial Officer, SCAG

Basis for Selection:

The PRC recommended ThirdWave for the contract award because the Consultant:

- Provided the best technical approach in that it clearly explained how the work would be completed, and best incorporated meetings and hands-on work with SCAG Project Managers and staff involved in the project management and procurement processes. The Consultant understood the value of working closely with existing staff to ensure that processes were updated in a way that will work best for the Agency and for project management staff;
- Demonstrated the most experience developing and updating project management processes for government agencies; and
- Provided the best overall value for the level of effort proposed.

Although other firms proposed lower prices, the PRC did not recommend these firms for contract award because these firms:

- Did not demonstrate the same level of creativity and innovation within their proposed project approach, especially related to the review and update of policies and procedures; and
- Did not demonstrate significant experience working with government agencies related to project management.
- Did not adequately describe the technical approach to demonstrate how the proposed project would be completed, making it unclear if the project would adequately capture the needs of the Agency.



Southern California Association of Governments
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017
October 4, 2018

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

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

Subject: CFO REPORT

**EXECUTIVE DIRECTOR'S
APPROVAL**

RECOMMENDED ACTION:

For Information Only - No Action Required

STRATEGIC PLAN:

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

AUDITS

SCAG received the final Incurred Cost Audit report from Caltrans and in the process of responding to the draft Indirect Cost Allocation Plan audit.

SCAG's outside independent auditors, Vavrinek, Trine, Day and Co., performed their fieldwork in September and are preparing their draft audit report to be presented to the Audit Committee on November 13, 2018.

MEMBERSHIP DUES:

As of September 18, 2018, 162 cities and five counties have paid their FY19 dues. This represents about 85% of the assessment and is in line with prior years. 27 cities and one county have yet to pay. Two cities are being recruited for membership.

BUDGET & GRANTS (B&G):

On August 28, 2018, staff submitted the FY 2017-18 (FY18) Overall Work Program (OWP) 4th Quarter Progress Report with final expenditures to Caltrans. Additionally, staff collected and submitted the final OWP Work Products for projects completed in FY18.

On August 30, 2018, staff submitted a revised FY 2018-19 Indirect Cost Allocation Plan (ICAP) with corrections requested by Caltrans, resulting in a revised indirect cost rate of 93.55% compared to 93.29%.

On September 6, 2018, the Regional Council (RC) approved Amendment 2 to the FY 2018-19 budget. Staff is preparing Amendment 3 to the budget which will be presented to the EAC and RC for approval in November.

CONTRACTS:

In August 2018, the Contracts Department issued five (5) Request for Proposals (RFP's); awarded six (6) contracts; issued five (5) contract amendments; and processed 32 Purchase Orders to support ongoing business and enterprise operations. Staff also administered 91 consultant contracts. Contracts staff continued to negotiate better pricing and reduced costs for services. During August 2018 approximately \$23,427 in budget savings was realized. It should also be noted that during FY19 staff realized \$198,535 in budget savings.

ATTACHMENT(S):

1. CFO Charts



Office of the Chief Financial Officer

Monthly Status Report

AUGUST 2018

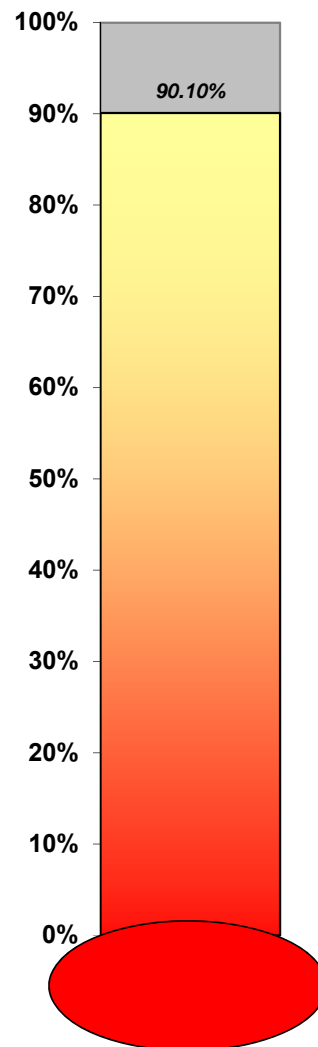
OVERVIEW

As of September 18, 2018, 162 cities and five counties had paid their FY19 dues. This represents 84.8% of the dues assessment. 27 cities and 1 county had yet to pay their dues. Two cities are being recruited for membership.

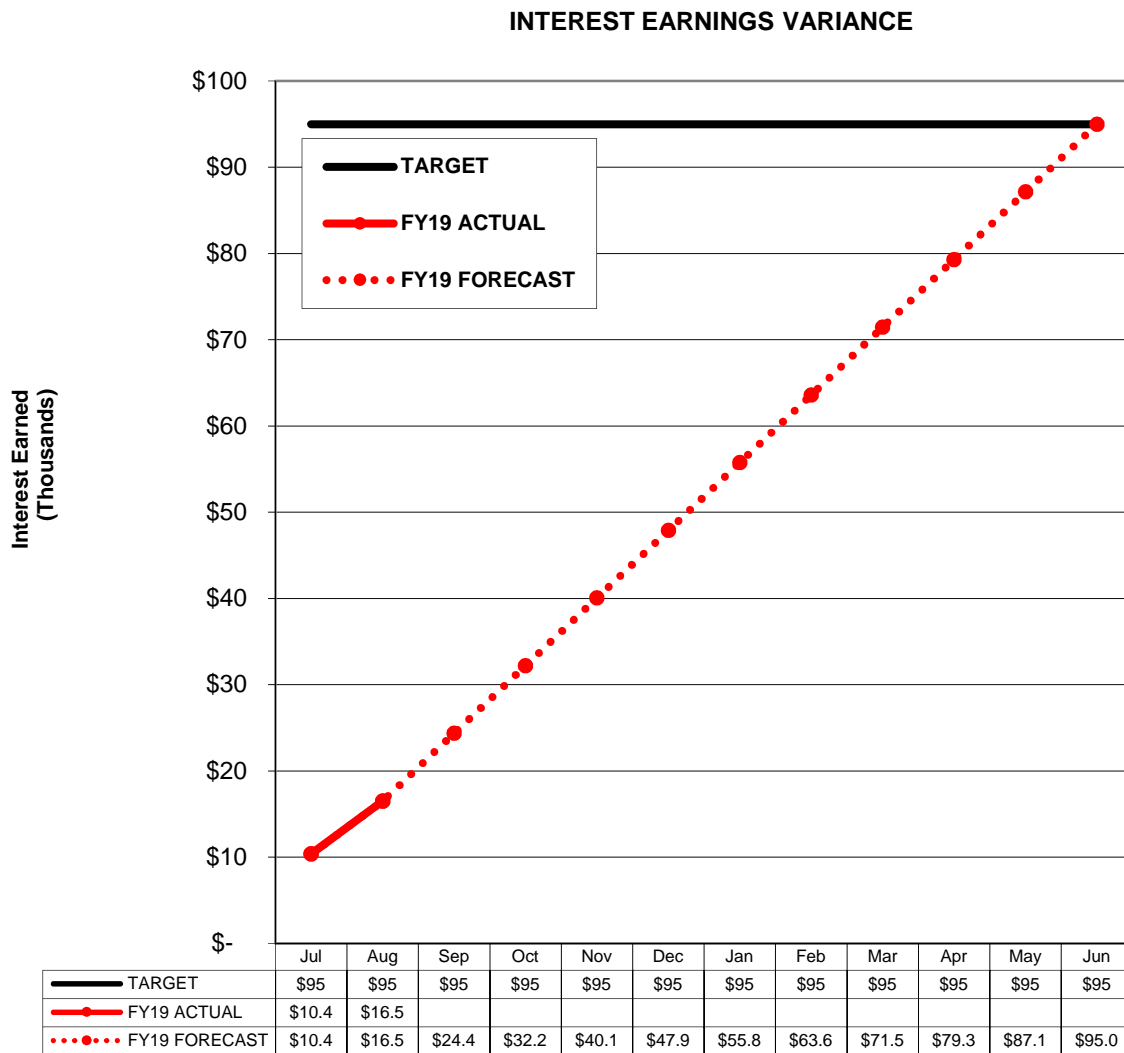
SUMMARY

FY19 Membership Dues	<u>\$ 2,053,962</u>
Total Collected	<u>\$ 1,850,659</u>
Percentage Collected *	<u>90.10%</u>

FY19 Membership Dues Collected



Office of the CFO
Interest Earnings Variance



Attachment: CFO Charts (CFO REPORT)

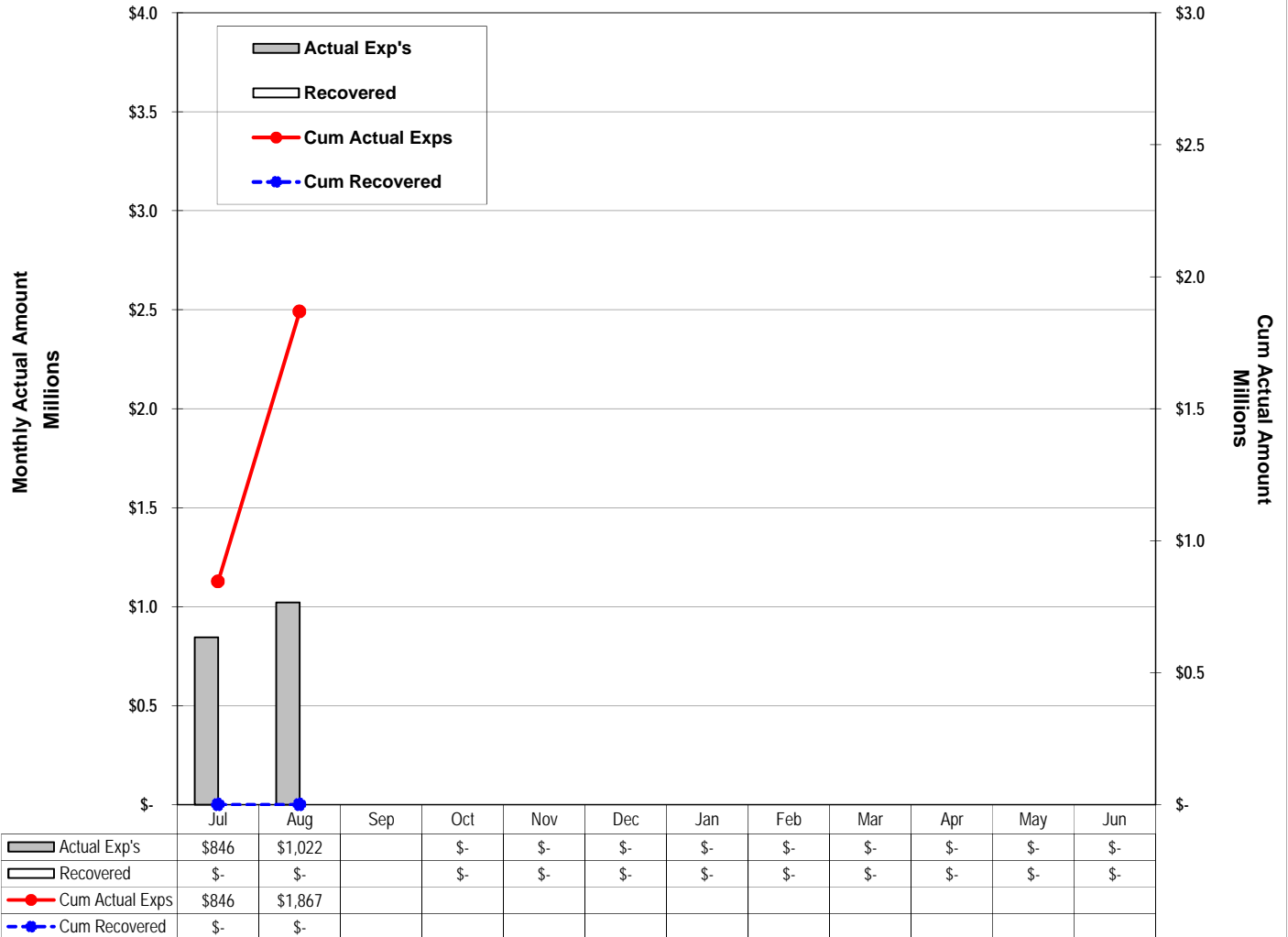
OVERVIEW

Actual interest income is plotted against the target amount. The amount credited to SCAG's account through August was \$16,526. The LA County Pool earned 1.92% in July.

SUMMARY

The amount projected for FY19 is \$95,000.

FY19 INDIRECT COST & RECOVERY



Attachment: CFO Charts (CFO REPORT)

OVERVIEW

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

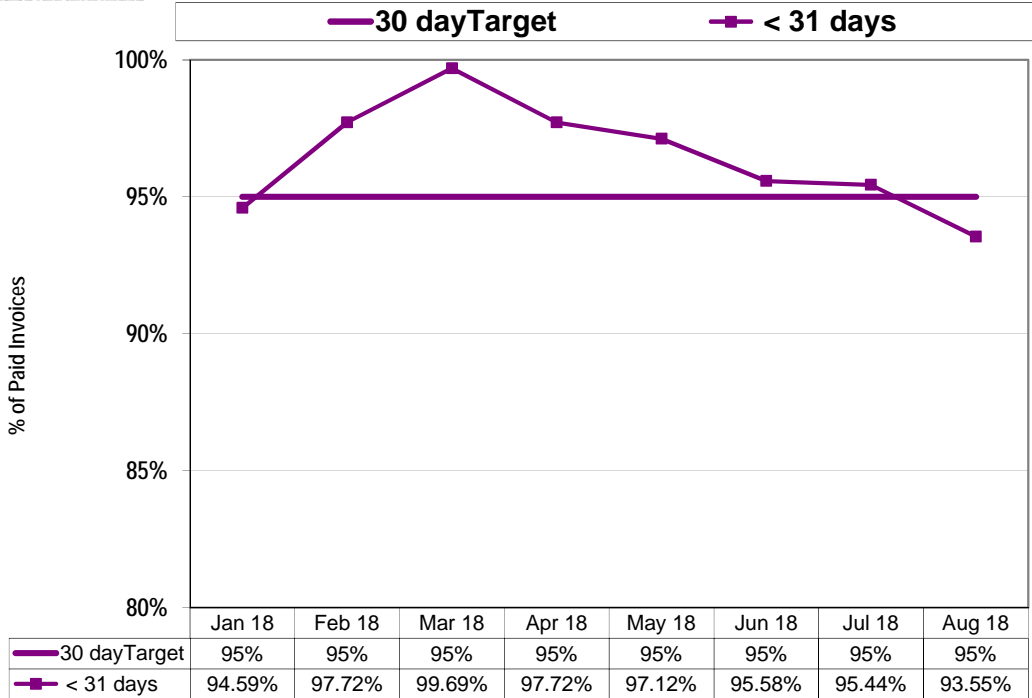
SUMMARY

Through August 2018, SCAG was under-recovered by \$1,867,318. This was because SCAG's FY19 Indirect Cost Allocation Plan has not been approved by Caltrans.

Office of the CFO
Invoice Aging



INVOICE AGING



OVERVIEW

The percent of total invoices paid within 30 days. The target is to pay 95% of all invoices within 30 days. This goal was not met.

SUMMARY

93.55% of August 2018 payments were made within 30 days of invoice receipt.

At month-end, 29 invoices remained unpaid less than 30 days.

Actual

OVERVIEW

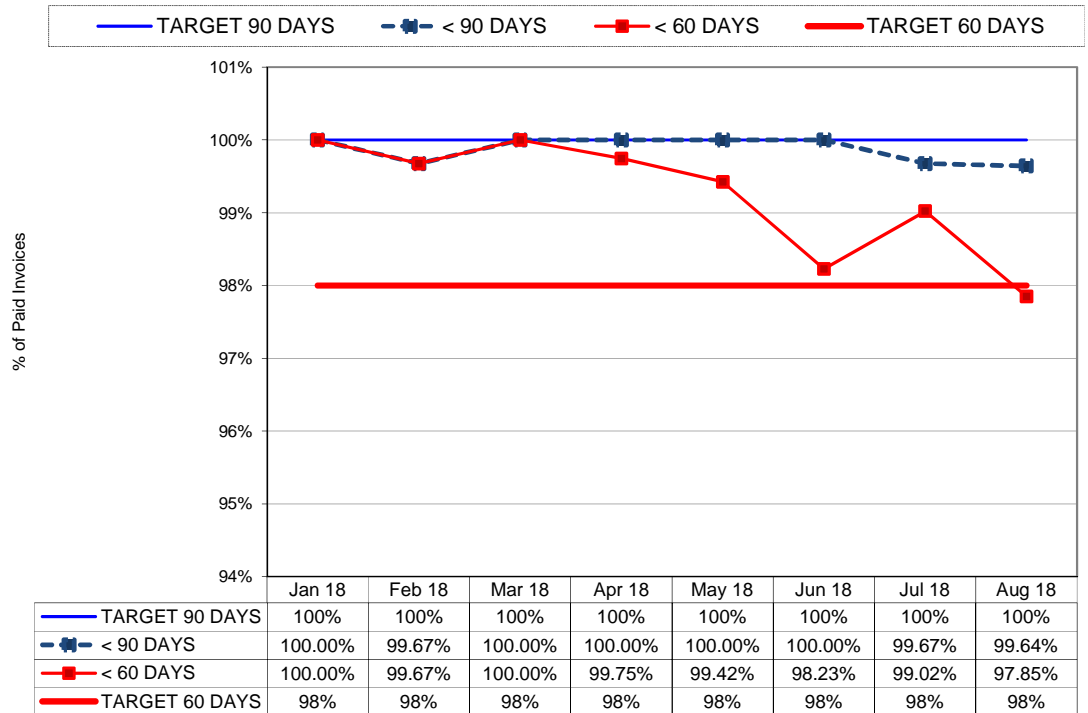
The percent of total invoices paid within 60 and 90 days. The target is to pay 98% of invoices within 60 days and 100% within 90 days.

SUMMARY

These goals were not met during this period.

97.85% of August 2018's payments were within 60 days of invoice receipt and 99.64% within 90 days. Invoices unpaid 30-60 days totaled 2; 60-90 days: 0; >90 days: 0.

INVOICE AGING



Attachment: CFO Charts (CFO REPORT)



Office of the CFO
Consolidated Balance Sheet

	7/31/2018	8/31/2018	Incr (decr) to equity	COMMENTS
Cash at Bank of the West	\$ 2,225,942	\$ 3,187,654		
LA County Investment Pool	\$ 4,610,543	\$ 5,860,772		
Cash & Investments	\$ 6,836,486	\$ 9,048,426	\$ 2,211,940	Received \$4.4 million in TDA, spent \$2.1 million on FY18 invoices
Accounts Receivable	\$ 6,547,323	\$ 5,305,579	\$ (1,241,744)	Received OTS \$0.6 million; FTA \$0.5 million
Other Current Assets	\$ 7,779,745	\$ 7,517,673	\$ (262,072)	\$215K of prepaid expenses were amortized
Fixed Assets - Net Book Value	\$ 1,231,475	\$ 1,231,475	\$ -	No change (balance shown is as of previous year-end as full fixed asset accounting is done annually)
Total Assets	\$ 22,395,028	\$ 23,103,153	\$ 708,125	
Accounts Payable	\$ (2,133,984)	\$ (38,966)	\$ 2,095,018	All outstanding FY18 invoices were paid off
Employee-related Liabilities	\$ (400,653)	\$ (598,371)	\$ (197,718)	July had seven unpaid working days, August had ten
Deferred Revenue	\$ (81,417)	\$ (81,417)	\$ -	No change
Total Liabilities and Deferred Revenue	\$ (2,616,054)	\$ (718,754)	\$ 1,897,300	
Fund Balance	\$ 19,778,974	\$ 22,384,399	\$ 2,605,424	
WORKING CAPITAL				
	7/31/2018	8/31/2018	Incr (decr) to working capital	
Cash	\$ 6,836,486	\$ 9,048,426	\$ 2,211,940	
Accounts Receivable	\$ 6,547,323	\$ 5,305,579	\$ (1,241,744)	
Accounts Payable	\$ (2,133,984)	\$ (38,966)	\$ 2,095,018	
Employee-related Liabilities	\$ (400,653)	\$ (598,371)	\$ (197,718)	
Working Capital	\$ 10,849,172	\$ 13,716,668	\$ 2,867,496	



Office of the CFO
Fiscal Year-To-Date Expenditure Report Through August 31, 2018

COMPREHENSIVE BUDGET

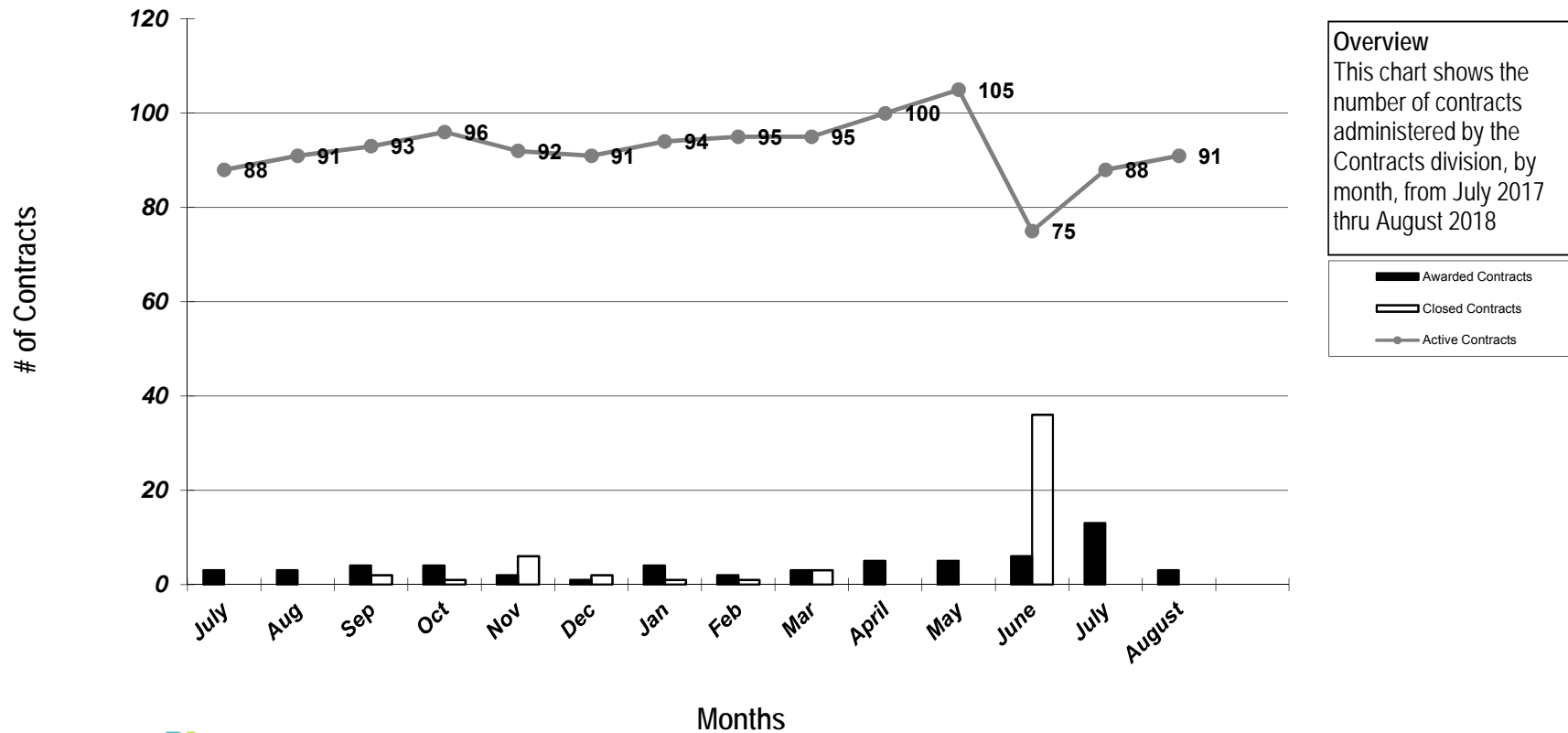
		Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	Staff & Allocated Fringe Benefits	500,715	500,715	38,313		462,402	7.7%
2	51001 Allocated Indirect Costs	467,122	467,122	-		467,122	0.0%
3	54300 SCAG Consultants	274,850	274,850	7,750	196,634	70,466	2.8%
4	54340 Legal costs	180,000	180,000	-	9,900	170,100	0.0%
5	55441 Payroll, bank fees	12,500	12,500	277	12,223	-	2.2%
6	55510 Office Supplies	25,000	25,000	154	22,255	2,591	0.6%
7	55600 SCAG Memberships	22,000	22,000	2,500	120	19,380	11.4%
8	55610 Professional Membership	11,500	11,500	1,227		10,274	10.7%
9	55830 Conference - Registration	15,000	15,000	-		15,000	0.0%
10	55860 Scholarships	32,000	32,000	-		32,000	0.0%
11	55910 RC/Committee Mtgs	25,000	25,000	-		25,000	0.0%
12	55912 RC Retreat	5,000	5,000	-		5,000	0.0%
13	55914 RC General Assembly	375,000	375,000	60,000	0	315,000	16.0%
15	55915 Demographic Workshop	18,000	18,000	-	25	17,975	0.0%
16	55916 Economic Summit	80,000	80,000	-		80,000	0.0%
17	55918 Housing Summit	40,000	40,000	-		40,000	0.0%
18	55920 Other Meeting Expense	40,000	40,000	2,814	20,928	16,258	7.0%
19	55930 Miscellaneous other	12,000	12,000	3,028	8,972	-	25.2%
20	55940 Stipend - RC Meetings	215,925	215,925	7,080	0	208,845	3.3%
21	56100 Printing	30,500	30,500	-		30,500	0.0%
22	58100 Travel - outside SCAG region	44,500	44,500	25	0	44,475	0.1%
23	58101 Travel - local	25,500	25,500	430	0	25,070	1.7%
24	58110 Mileage - local	23,500	23,500	591	0	22,909	2.5%
25	58800 RC Sponsorships	135,000	135,000	6,080	4,900	124,020	4.5%
26	Total General Fund	2,610,612	2,610,612	130,269	275,957	2,204,386	5.0%
27				-			
28	Staff & Fringe Benefits	15,130,995	15,030,995	2,461,087		12,569,908	16.4%
29	51001 Allocated Indirect Costs	14,115,805	14,115,805	-		14,115,805	0.0%
30	54300 SCAG Consultants	30,586,917	30,287,112	25,087	3,771,238	26,490,787	0.1%
31	54360 Pass-through Payments	12,075,472	12,075,472	-	6,795,183	5,280,289	0.0%
32	55210 Software Support	247,231	247,231	125,256	50,199	71,776	50.7%
33	55280 Third Party Contribution	4,567,848	4,567,848	312,794		4,255,054	6.8%
34	55310 F&F Principal	231,850	231,850	37,329	172,462	22,059	16.1%
35	55315 F&F Interest	49,426	49,426	9,199	36,914	3,313	18.6%
36	55320 AV Principal	102,665	102,665	20,632	82,033	-	20.1%
37	55325 AV Interest	21,886	21,886	6,008	15,879	-	27.4%
38	55620 Resource Materials - subscrib	931,456	931,456	71,574	50,502	809,380	7.7%
39	55730 Capital Outlay	300,000	300,000	-		300,000	0.0%
40	55810 Public Notices	56,000	56,000	-	575	55,425	0.0%
41	55920 Other Meeting Expense	83,500	83,500	110		83,390	0.1%
42	55930 Miscellaneous - other	158,711	560,654	472		560,182	0.1%
43	56100 Printing	28,000	75,862	-	35,261	40,601	0.0%
44	58100 Travel	283,050	283,050	12,783		270,267	4.5%
45	59090 Exp - Local Other	9,767,224	9,767,224	-		9,767,224	0.0%
46	Total OWP & TDA Capital	88,738,036	88,788,036	3,082,332	11,010,246	74,695,458	3.5%
47				-			
48	Comprehensive Budget	91,348,648	91,398,648	3,212,601	11,286,204	76,899,844	3.5%

Attachment: CFO Charts (CFO REPORT)

INDIRECT COST EXPENDITURES

			Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	50010	Regular Staff	4,540,919	4,540,919	884,892		3,656,027	19.5%
2	50013	Regular OT	1,000	1,000	-		1,000	0.0%
3	50014	Interns, Temps, Annuit	75,000	75,000	12,096		62,904	16.1%
4	50030	Severance	85,000	85,000	11,183		73,817	13.2%
5	5100X	Allocated Fringe Benefits	3,587,327	3,587,327	621,843		2,965,484	17.3%
6	54300	SCAG Consultants	234,570	234,570	-	2,923	231,647	0.0%
7	54301	Consultants - Other	1,421,750	1,453,602	48,519	81,525	1,323,558	3.3%
8	54340	Legal	125,000	125,000	-	39,782	85,218	0.0%
9	55210	Software Support	484,980	453,128	42,261	62,226	348,640	9.3%
10	55220	Hardware Supp	86,000	86,000	76,239	9,761	(0)	88.6%
11	55240	Repair & Maint Non-IT	15,000	15,000	623	4,114	10,263	4.2%
12	55400	Office Rent DTLA	724,350	724,350	4,600	719,705	45	0.6%
13	55410	Office Rent Satellite	245,883	245,883	38,855	128,210	78,819	15.8%
14	55420	Equip Leases	120,000	120,000	4,720	27,561	87,720	3.9%
15	55430	Equip Repairs & Maint	26,500	26,500	-	300	26,200	0.0%
16	55435	Security Services	100,000	100,000	4,344	54,856	40,800	4.3%
17	55440	Insurance	199,089	199,089	39,731		159,358	20.0%
18	55441	Payroll / Bank Fees	15,000	15,000	1,508	11,492	2,000	10.1%
19	55445	Taxes	5,000	5,000	-		5,000	0.0%
20	55460	Mater & Equip < \$5,000 *	14,000	14,000	723	13,277	-	5.2%
21	55510	Office Supplies	73,800	73,800	2,558	48,174	23,067	3.5%
22	55520	Graphic Supplies	2,500	2,500	-	15	2,485.02	0.0%
23	55530	Telephone	170,000	170,000	16,525	107,072	46,403	9.7%
24	55540	Postage	10,000	10,000	10,000		-	100.0%
25	55600	SCAG Memberships	188,450	188,450	32,772		155,678	17.4%
26	55620	Res Mats/Subscrip	57,300	57,300	1,335	6,322	49,643	2.3%
27	55700	Deprec - Furn & Fixt	232,000	232,000	-		232,000	0.0%
28	55710	Deprec - Computer Equipment	35,000	35,000	-		35,000	0.0%
29	55715	Amortiz - Software	250,000	250,000	-		250,000	0.0%
30	55720	Amortiz - Leasehold Improvements	70,000	70,000	-		70,000	0.0%
31	55800	Recruitment Notices	20,000	20,000	1,345	90	18,565	6.7%
32	55801	Recruitment - other	38,000	38,000	1,583	36,417	-	4.2%
33	55810	Public Notices	2,500	2,500	-		2,500	0.0%
34	55820	In House Training	20,000	20,000	1,815		18,185	9.1%
35	55830	Netowrking Meetings/Special Events	11,500	11,500	3,959		7,541	34.4%
36	55840	Training Registration	65,000	65,000	187		64,813	0.3%
37	55920	Other Mtg Exp	2,500	2,500	-		2,500	0.0%
38	55930	Miscellaneous - other	11,000	11,000	835	10,165	-	7.6%
39	55950	Temp Help	38,500	38,500	-	27,961	10,539	0.0%
40	56100	Printing	20,000	20,000	606	4,265	15,129	3.0%
41	58100	Travel - Outside	85,000	85,000	851		84,149	1.0%
42	58101	Travel - Local	18,750	18,750	495		18,255	2.6%
43	58110	Mileage - Local	26,100	26,100	316		25,784	1.2%
44	Total Indirect Cost		13,554,268	13,554,268	1,867,318	1,396,213	10,290,737	13.8%

SCAG Contracts (Year to Date)



Summary

The chart shows that the Contracts Department is managing Ninety-One consultant contracts. Forty-two are Cost Plus Fixed Fee contracts, 20 are fixed price contracts, and the remaining 29 are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). The Contracts Department anticipates issuing approximately 50 contracts for FY 2018-19. Note, due to the nature of SCAG's work, the majority of SCAG contracts have a one year term and end on June 30th each year.

Office of the CFO
Staffing Report as of September 1, 2018



GROUPS	Authorized Positions	Filled Positions	Vacant Positions
Executive	7	5	2
Legal	2	2	0
Policy & Public Affairs	18	13	5
Administration	41	36	5
Planning & Programs	63	60	3
Total	131	116	15

OTHER POSITIONS

GROUPS	Limited Term Positions	Interns or Volunteers	Temp Positions	Agency Temps
Executive	1	0	0	0
Legal	0	0	0	0
Policy & Public Affairs	4	0	0	0
Administration	4	4	0	0
Planning & Programs	8	17	0	
Total	17	21	0	0

Attachment: CFO Charts (CFO REPORT)