



SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS  
900 Wilshire Blvd., Ste. 1700  
Los Angeles, CA 90017  
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www.scag.ca.gov

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County

## REGULAR MEETING

# EXECUTIVE/ ADMINISTRATION COMMITTEE

*Thursday, November 1, 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](mailto:REY@scag.ca.gov). Agendas & Minutes for the Executive/Administration Committee are also available at: [www.scag.ca.gov/committees](http://www.scag.ca.gov/committees)

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*Members – November 2018*

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  2. **Hon. Bill Jahn**  
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  16. **Hon. Carmen Ramirez**  
Pres. Appt., Oxnard, RC District 45
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# EXECUTIVE/ADMINISTRATION COMMITTEE AGENDA

Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700 – Policy B Meeting Room  
Los Angeles, California 90017  
**Thursday, November 1, 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  
Pursuant to California Government Code Section 54957(b)(1)  
Title: Interim Executive Director

## **RECONVENE OPEN SESSION**

## **REVIEW AND PRIORITIZE AGENDA ITEMS**

## **ACTION/DISCUSSION ITEM/S**

1. Future Communities Pilot Program Guidelines (page 6)  
*(Kome Ajise, Director of Planning)*

## **RECOMMENDED ACTION FOR EAC:**

Recommend that Regional Council approve the Future Communities Pilot Program Guidelines.

## **RECOMMENDED ACTION FOR TC, EEC, CEHD:**

Receive and File

## **RECOMMENDED ACTION FOR RC:**

Approve the Future Communities Pilot Program Guidelines.

2. Resolution No. 18-605-1 Approving Amendment 3 to the FY 2018-19 Overall Work Program (page 24)  
*(Basil Panas, Chief Financial Officer)*

## **RECOMMENDED ACTION:**

Adopt Resolution No. 18-605-1 approving Amendment 3 to the FY 2018-19 Overall Work

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Program (OWP) and authorize the Interim Executive Director, or his designee, to submit the necessary documentation to the California Department of Transportation (Caltrans).

**CONSENT CALENDAR**

Approval Items

3. Minutes of the Meeting - October 4, 2018 (page 32)
4. Contract Amendment the exceeds 30% of the Contract's Original Value:  
Contract 17-038-SSG1, Special Adv (page 36)

Receive and File

5. State and Federal Legislative Monthly Update (page 44)
6. Purchase Orders more than \$5,000 but less than \$200,000; Contracts more than \$25,000 (page 47)

**CFO MONTHLY REPORT**

*(Basil Panas, Chief Financial Officer)*

7. CFO Monthly Report (page 59)

**FUTURE AGENDA ITEM/S**

**ANNOUNCEMENT/S**

**ADJOURNMENT**

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Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
November 1, 2018

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

INTERIM  
EXECUTIVE DIRECTOR'S  
APPROVAL

From: Kome Ajise, Director of Planning, Planning Division, 213-236-1835, Ajise@scag.ca.gov

Subject: Future Communities Pilot Program Guidelines

**RECOMMENDED ACTION FOR EAC:**

Recommend that Regional Council approve the Future Communities Pilot Program Guidelines.

**RECOMMENDED ACTION FOR TC, EEC, CEHD:**

Receive and File

**RECOMMENDED ACTION FOR RC:**

Approve the Future Communities Pilot Program Guidelines.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians. 2: Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy. 3: Be the foremost data information hub for the region. 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration. 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

**EXECUTIVE SUMMARY:**

*SCAG, in partnership with the Mobile Source Air Pollution Reduction Committee of the South Coast Air Quality Management District (MSRC), created the Future Communities Pilot Program (FCPP) to support city and county agencies in implementing innovative pilot projects that reduce emissions-producing vehicle miles traveled (VMT) from local travel and municipal operations. The FCPP will award approximately \$2.7 million to cities and counties within the South Coast Air Basin. SCAG, with support and input of consultants, technical experts and stakeholders, has prepared funding guidelines for the FCPP that outline the program goals, funding requirements, scoring criteria and application process. Following the review and adoption of the FCPP Guidelines by the Regional Council, SCAG will issue the FCPP Call for Proposals and conduct outreach to solicit project proposals. Staff anticipates returning to the Regional Council in February with funding recommendations for 5 to 10 pilot projects.*

**BACKGROUND:**

SCAG hosted an Open Data/Big Data – Smart and Connected SCAG Region Committee (Committee) from June to November of 2017 to assess the changing landscape of technology in regional planning and to provide guidance for local governments. The Committee’s key achievement was the development and adoption by the Regional Council of a Future Communities Framework to help the region with smart technology implementation.

In addition to the policy framework, the Committee reviewed and endorsed the Future Communities Initiative, a short-term work program including the following work elements: Regional Data Platform, a Policy Lab/Tool Builder, a Data Science Fellowship, and an annual forum and a new grant program called the Future Communities Pilot Program (FCPP). Each initiative harnesses the power of new technologies, big data, open data as well as enhanced analytics to promote innovation in regional and local planning and reduce transportation demand.

The FCPP is a project to support city and county agencies in implementing innovative pilot projects that reduce emissions-producing vehicle miles traveled (VMT) from local travel and municipal operations through the use of new technologies and enhanced data analytics. In July 2018, SCAG partnered with the MSRC to implement the FCPP in four phases: 1) Promising Practice Research 2) Call for Projects 3) Implementation and 4) Evaluation and Final Report.

In July 2018, SCAG hired Nelson Nygard to conduct the Promising Practice Research phase of the program. Research included the following tasks:

- Technical Advisory Committee (TAC)
- Expert Interviews
- Promising Practice Identification
- Case Studies
- Readiness Survey

Building on the Promising Practice Research, SCAG staff and the consultant team developed program guidelines and an application for a Future Communities Pilot Program Call for Projects.

The FCPP project team shared key components of the program guidelines with and incorporated feedback from a variety of stakeholders, including the Energy and Environment Committee, MSRC, Caltrans, and the TAC. The guidelines were reviewed for coordination with the 2016 RTP/SCS and upcoming Connect SoCal, consistency with funding source goals and requirements, and for support of innovative advancements in Transportation Demand Management (TDM) initiatives.

**Program Goals**

The goals ensure that the projects selected will meet statutory requirements for the funding sources used for the program as well as the direction of the Committee and the Future Communities Framework.

The goals of the FCPP are:

- 
- Apply new technologies and data analytics to test innovative approaches for reducing emissions-producing VMT from local travel and municipal operations.
  - Explore opportunities for data analytics and technology projects in a variety of contexts/communities, including projects that support and engage disadvantaged communities.
  - Improve efficiency and reduce the costs of city and county municipal services.
  - Identify and quantify relative impacts of a variety of technology-based VMT reduction strategies.
  - Promote replicable Pilot Projects that support new policy development, improve processes for government service provision, and pilot innovative engagement practices with private sector mobility providers.

#### Eligibility & Funding

SCAG has a total of \$2.7 million to award with a requirement of a 25% local match from each applicant. Due to MSRC funding restrictions, projects must be located within the South Coast Air District and will be limited to cities and county agencies from Los Angeles, Riverside, Orange, and San Bernardino counties. The maximum project size is \$500,000. Funding awards will be made on a competitive basis and in accordance with geographic equity requirements set by the MSRC.

#### Project Examples

A wide range of data analytics and technology projects are eligible for FCPP funding within the framework of the program goals. The program guidelines, supplemental case studies, and promising project research include eligible project examples. SCAG's research primarily focused on the following two project areas but, due to the desire to fund innovative projects, applications are not limited to these specific project areas.

- Projects that reduce VMT generated by municipal operations
  - Use of remote/teleconference services
  - Use of fleet telematics to track vehicle use
  - Use of route optimization to improve efficiencies
  - Use of Internet of Things (IoT) or asset management applications to improve fleet deployment efficiency
- Projects that reduce VMT by using technology to maximize benefits of new mobility services
  - Curbside management projects
  - Smart parking projects
  - Mobility as a Service projects
  - Mobile apps that implement direct incentives for switching to non-auto modes that reduce VMT

#### Scoring Criteria

FCPP applications will be scored according to the criteria outlined below. The top-scoring applications will be short-listed. Short-listed applicants will be invited for a one-on-one presentation and discussion with SCAG staff in early January 2019.



Scoring Criteria - Application	Point Value
Topic 1: Project Rationale	15 pts
Topic 2: Project Design	60 pts
Topic 3: Readiness and Sustainability	25 pts

Scoring Criteria - Interview	Point Value
Topic 1: Presentation	15 pts
Topic 2: Interview	15 pts

Schedule

The schedule for the Call for Projects and the Pilot Program Period moves quickly. The program guidelines outlines all project milestones including the following important dates.

Milestone	Date
Call for Applications Opens	November 1, 2018
Application Workshop #1	November 13, 2018
Application Workshop #2	December 4, 2018
Call for Project Application Deadline	December 13, 2018
One-on-One Meetings with Potential Awardees	January 7-11, 2019
SCAG Regional Council Approval of 2018 FCPP Awards	February 7, 2019
Pilot Launch	Spring 2019
Pilot Programs Conclude	December 2020
Pilot Program Final Reporting	December 2020

**FISCAL IMPACT:**

The Future Communities Pilot Program is funded by \$2,000,000 in funding from the Mobile Source Air Pollution Reduction Committee (MSRC) and \$1,000,000 in SB1 Funding in OWP Task Number 280.4824.01. An additional \$1,000,000 will be provided by awardees in the form of local match.

**ATTACHMENT(S):**

1. DRAFT Final\_SCAG FCPP\_Call for Projects Guidelines
2. Future Communities

# FUTURE COMMUNITIES PILOT PROGRAM

## PROGRAM GUIDELINES

### BACKGROUND

The Future Communities Pilot Program (FCPP) is a new grant program designed to provide local cities and counties with the resources needed to reduce emissions-producing vehicle miles traveled (VMT) using new technology and data solutions. The FCPP is a partnership between the [Southern California Association of Governments](#) (SCAG) and the [Mobile Source Air Pollution Reduction Committee](#) (MSRC) to improve air quality and implement SCAG’s [2016 Regional Transportation Plan/Sustainable Communities Strategy](#) (RTP/SCS). VMT and emission reduction goals support the State’s [Climate Change Scoping Plan](#), which outlines strategies for achieving California’s 2030 greenhouse gas target. The FCPP is also a major component of [SCAG’s Future Communities Initiative](#), which is a three-year work program for implementing the policy direction from SCAG’s Open Data/Big Data, Smart and Connected SCAG Region Committee.

FCPP funding is available to cities and municipalities within the South Coast Air Quality Management District (SCAQMD) portions of Los Angeles, Orange, Riverside and San Bernardino counties, and is funded through a combination of MSRC funding and Senate Bill 1 – The Road Maintenance and Rehabilitation Program (SB1). Proposed projects must consider the requirements outlined below to ensure compliance with the requirements of both funding sources.

### GOALS

The FCPP has the following goals, which will shape the pilot selection process described in this document:

- Apply new technologies and data analytics to test innovative approaches for reducing emissions-producing VMT from local travel and municipal operations.
- Explore opportunities for data analytics and technology projects in a variety of contexts/communities, including projects that support and engage disadvantaged communities.
- Improve efficiency and reduce the costs of city and county municipal services.
- Identify and quantify relative impacts of a variety of technology-based VMT reduction strategies.
- Promote replicable Pilot Projects that support new policy development, improve processes for government service provision, and pilot innovative engagement practices with private sector mobility providers.

### ELIGIBLE PROJECT TYPES AND PROMISING PRACTICES

Eligible projects must be implemented and demonstrate measurable VMT reduction during the project period. A wide range of data analytics and technology projects are eligible for FCPP funding within the framework of the program goals. To support applicants and provide examples

of possible projects, SCAG has conducted research into promising practices for the reduction of municipal VMT, as well as the role of technology and data analytics for the identification and deployment of strategies/tactics to decrease the production of VMT and greenhouse gases.

SCAG has developed in depth case studies to provide project applicants of potential project concepts. While SCAG’s case studies focus on two main themes for VMT reduction (VMT reduction from municipal operations and technology solutions for working with new mobility services), applicants are encouraged to submit a wide range of accessibility and mobility related proposals that meet the goals of the program. In addition to the case studies, SCAG developed a list of other promising practices that could support the goals of the program. Information regarding the case studies and promising practices can be found on [SCAG’s website](#).

The first theme that SCAG studied and developed case studies for includes projects that reduce VMT generated by municipal operations. Existing municipal services can be responsible for the production of significant VMT and emissions. Pilot Projects in this arena would reduce the production of VMT through the implementation of innovative data collection and analytic techniques to improve municipal operating policies, practices, and guidelines. These could include use of remote/teleconference services, use of fleet telematics, use of route optimization, use of Internet of Things (IoT), or asset management applications to improve fleet deployment efficiency.

SCAG’s research also considered projects that reduce VMT by using technology to maximize benefits of new mobility services – or to reduce “new” VMT sources. New technologies have spawned several new forms of mobility services, adding to the demands placed on the existing transportation network and increasing competition for operating space and resources. Pilot Projects in this category would develop innovative solutions for managing the operation of these new services within the local jurisdiction. These could include curbside management projects, smart parking projects, Mobility as a Service (MaaS) projects, or mobile apps that implement direct incentives for switching to non-auto modes that reduce VMT.

As mentioned above, applicants are not limited to the project types included in the case studies or the promising practices spreadsheet. Rather, those examples are provided to help applicants explore potential project ideas and identify implementation considerations. Given the limitations on timeline for deployment and completion of this Call for Projects, applications should be focused, clear, and action-oriented/plug and play ready. Entities considering applying to the FCPP should ask themselves the following questions when determining which type of Pilot Project to submit:

- Does it use data or technology in innovate ways?
- Does it clearly identify how it will aim to reduce VMT?
- Is it feasible to implement/operationalize and measure VMT reduction within the short project period (~18 months)?
- Has the jurisdiction identified matching resources?

## **ELIGIBLE APPLICANTS**

Given the restrictions of funding sources, only city and county municipal applicants from within the South Coast Air Quality Management District (SCAQMD) portions of San Bernardino, Riverside, Los Angeles, and Orange Counties are eligible to apply for FCPP funding.

SCAG will consider sub-applicants within the following contexts:

**Future Communities Pilot Project – Call For Projects Guidelines**  
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

- To encourage participation by cities with a variety of resource levels, cities may apply in partnership with sub-regional or regional agencies or multi-jurisdictional partners (e.g. councils of government), if such a partnership will improve the likelihood of successful implementation. Given that the sustainability of the projects is important, applicants in these situations will need to describe how they would sustain the knowledge of processes and maintenance of products once the project is completed and the partnering agency is no longer available to provide technical assistance.
- Departments outside of the immediate confines of a municipal structure, such as school districts, may be included as sub-applicants in partnership with a city- or county-lead agency.
- Sub-regional and regional entities may be included as sub-applicants to provide guidance on project design and implementation, and to ensure regional or sub-regional consistency with similar efforts and data standards. However, SCAG does not desire to enter into complicated contracting structures due to the limited time for project implementation. It is recommended that such participation be considered for meeting the local matching requirements.
- Collaboration between multiple partners is allowed; however, the tight timeline for project implementation and completion (~18 months) requires rapid deployment. Partnerships that may involve lengthy new collaborative experiences may not be competitive.
- Due to the inclusion of SB1 funding, at the time of award notice an applicant, sub-applicant and/or jurisdiction will be required to have a housing element in substantial compliance with the State Housing Element Law, and must have submitted updated Housing Element Annual Progress Reports.

Because these are implementation-oriented projects tied to municipal VMT reduction goals, it is important that the implementer of the project is closely involved and represented in the application package. Having the available resources to successfully implement the project is not only an important factor for project selection, but will also be important for project success given the limited time available to complete the projects.

Commensurate with the limited timeline for project delivery and the technical capacity required to effectively implement and execute Pilot Projects, significant effort will be required in the staffing and mobilization of resources for successful deployment. Therefore, SCAG expects that consultants or other third party professional service providers may be critical to successfully implementing projects.

## **FUNDING SOURCES AND MATCH REQUIREMENTS**

The funding available for these projects totals \$2.7 million and is a combination of both MSRC funding and SB1 funding. Funding awards and mix will depend on the number and type of applications received and regional equity funding targets. Below are important factors about the funding sources that applicants should consider:

- Maximum project size for applications is \$500,000.
- Funding is only available to city and county municipal applicants within the [South Coast Air Quality Management District \(SCAQMD\)](#) portion of the counties of Los Angeles, Orange, Riverside and San Bernardino.

**Future Communities Pilot Project – Call For Projects Guidelines**  
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

- The grant program requires a 25% match from applicants.
  - In-kind matches, cash matches, and leveraged resources from other supporting projects (e.g. grants, parallel development efforts, etc.) are eligible as co-funding.
    - Agencies using match other than cash will be required to document their staff hours and/or other expenses on a quarterly basis.
    - If a cash match is provided, the Agency should identify the source of funding (i.e. General Fund, AB 2766, Prop A, etc.) and include it in the project budget.
    - In kind participation of agency staff participation can count towards funding match contributions.
  - The match should, if possible, be expended concurrently in proportion to the grant funding. All matching funds must be spent by the completion of the project.
- In accordance with SB funding requirements, SB-1 funds may only be used for planning activities; not program implementation. Therefore, applicants should clearly identify and distinguish planning-related tasks from those aligned with implementation of the Pilot Projects in the proposed project scopes of work (SOW) and budgets.

SCAG does not intend to directly fund applicants' internal labor costs through this grant program. Due to the complexity of projects and rapid mobilization requirements, SCAG expects to hire professional service providers on behalf of successful applicants to implement the projects. While the proposed projects are likely to rely heavily on consultant staff, their approach to implementation and operation should give thought toward developing a project that is sustainable in the post-pilot phase. Applicants that intend on using their own internal labor force to complete the majority of the work must justify the need to do so in their applications and show that their staff will have the capacity and skills to complete the project within the timeframe of the project.

## APPLICATION PROCESS

Applications are due by December 13, 2018 by 5:00 p.m. as outlined in the submittal section of these guidelines. All project types will follow a single application process, which reflects the goals and requirements described in these guidelines. The application is posted on the [project website](#).

Multiple applications from an agency are possible. However, due to the limited amount of funding available through the Call for Projects, applicants should be judicious in only submitting their best projects that meet the goals of the program and can be completed within the timeline set out in these guidelines.

Project sponsors do not need a board resolution in order to apply, but they will be required to agree to submit a supporting resolution from the elected body or a letter of intent in support of the project from the appropriate executive officer prior to project kickoff.

Once the Call for Projects opens, SCAG will hold two application workshops to help guide potential applicants through the process as they finalize submissions. SCAG also has an "open door" policy during this application period, and is able to answer technical questions about the application content or process at any point during the call for projects.

## SCORING RUBRIC & CRITERIA

The scoring criteria for all projects funded through the FCPP will be the same. Question topics and their relationships to the scoring criteria are outlined below. Exact questions and further clarification regarding how points are awarded are provided in the call for projects application packet.

**Table 1: FCPP Application Scoring Rubric**

Scoring Criteria	Point Value
<b>Topic 1: Project Rationale</b>	<b>15 pts</b>
Source of VMT Production	5
Baseline Estimation of Current VMT Production	5
VMT Reduction Approach and Methodology	5
<b>Topic 2: Project Design</b>	<b>60 pts</b>
Goals, Objectives, and Outcomes	5
Innovation, Technology and Data Analytics	10
Project Implementation and Management	20
VMT Reduction Estimate and Cost Reduction Potential	15
Proposed Schedule and Budget	5
Performance Reporting	5
<b>Topic 3: Readiness and Sustainability</b>	<b>25</b>
Supportive Policies and Commitments	5
Expansion and Replicability	5
Match and Resource Leveraging	5
Disadvantaged Community Considerations	10

FCPP applications will be scored according to the rubric above. The top-scoring applications will be short-listed. Short-listed applicants will be invited for a one-on-one presentation and interview between January 7 and January 11, 2019 at SCAG’s offices. All short-listed applicants will be scored as follows:

**Table 2: Individual Interview and Presentation Scoring Rubric**

Scoring Criteria	Point Value
<b>Presentation</b>	<b>15 pts</b>
Management Approach and Technical Capacity	
Project Readiness and Sustainability	

**Future Communities Pilot Project – Call For Projects Guidelines**  
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

Scoring Criteria	Point Value
Value Added Opportunities/Benefits	
Interview	15 pts
Project Specific Interview Questions	

## EVALUATION PROCESS

SCAG will coordinate an internal review process for applications received. Review will include multidisciplinary teams from multiple SCAG planning groups. Each application will be scored by a minimum of three reviewers. Upon completion of the review process, SCAG will rank projects in accordance with the geographic representation and regional equity considerations required by each funding source to create a short-list of projects.

SCAG will then conduct one-on-one interviews with the short-listed applicants in each county to determine project readiness and availability of resources to successfully complete the projects. Applicants will be asked to provide a presentation on the project which will be followed by a standardized set of structured interview questions. Applicants should ensure that any critical personnel required for these meetings are available between January 7 and January 11, 2019.

Pending review of application details, SCAG reserves the right to request that potential grant recipients modify their proposed project scope of work to maximize the use of available funds. Final selection of grantee recipients will be based on the combined results of the technical application evaluation and interview. All one-on-one meetings will occur at SCAG’s main office building; however, in the spirit of reducing VMT, SCAG will coordinate videoconferencing with regional offices if necessary.

## SCHEDULE

The Call for Projects and the Pilot Program Period will both move quickly. The following schedule outlines important dates:

Milestone	Date
SCAG Future Communities Pilot Project Call for Applications Opens	November 1, 2018
Application Workshop #1	November 13, 2018
Application Workshop #2	December 4, 2018
Call for Project Application Deadline	December 13, 2018
One-on-One Meetings with Potential Awardees	January 7-11, 2019
SCAG Regional Council Approval of 2018 FCPP Application Rankings	February 7, 2019
Pilot Launch	Spring 2019
Pilot Programs Conclude	December 2020
Pilot Program Final Reporting	December 2020

## TIMELY USE OF FUNDS AND TIME EXTENSIONS

SCAG intends all selected projects to be completed in a timely manner and requires that applicants coordinate internal resources to ensure timely completion of the projects by December 31, 2020. A project initiation schedule and expectations regarding period of performance will be determined within three months of project award announcements and will be based on project complexity, funding source, and SCAG staff capacity.

Once the project schedule has been established, extensions will be considered on a case-by-case basis. Extensions and scope changes must be requested in letter format. All requests must include an explanation of the issues and actions the agency has taken to correct the issues. All extensions will be contingent on funding availability and the program requirements of the funding source assigned to the project when awarded. No extensions will be allowed beyond December 31, 2020.

## SUBMITTAL INFORMATION

Applications are due, via electronic submittal, by **December 13, 2018 by 5:00 p.m.** using the instructions provided in the application. Required application components include:

- Cover letter
- Signatory page
- FCPP application form
- Scope of Work and Management Plan
- Project schedule and proposed budget (including local match contribution)

Applications should include all supporting documents in a single PDF file. Files should be labeled using the format below:

- City/Agency Name\_Project Name.pdf
  - For example: SCAG\_Future-Communities-Pilot-Program.pdf

## CONTACT INFORMATION

Direct questions about the Future Communities Pilot Project application or process to:

Rye Baerg, Senior Regional Planner

(213) 236-1866

baerg@scag.ca.gov

or

Deanna Dupuy, Assistant Regional Planner

(213) 236-1884

dupuy@scag.ca.gov

# Future Communities Pilot Program Guidelines

Regional Council

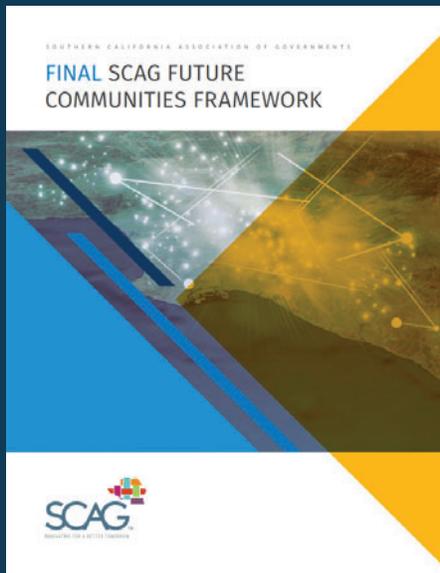
Rye Baerg

Senior Regional Planner, SCAG

November 1, 2018



## Future Communities Framework



Attachment: Future Communities (Future Communities Pilot Program Guidelines)

# Future Communities Pilot Projects



## Overview

- Available Funding: \$2.7 M
- 25% local match requirement
- Maximum project request \$500,000
- Pilot Projects must be located in South Coast Air Basin
- Research and Best Practices inform Connect SoCal (2020 RTP/SCS) and serve as local resource



## Key Dates



# Research: Expert Interview Takeaways



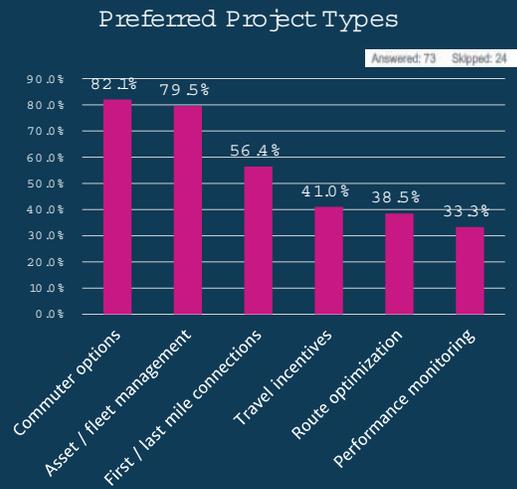
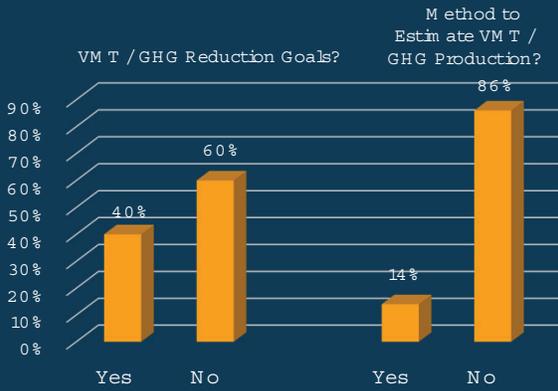
Interviewed 10 Experts

## Reoccurring Themes

- Many identified quality data as a gap in VMT reduction
- Opportunities for policy frameworks
- Three big VMT reduction moves
  - Pricing
  - Parking
  - Land Use
- Opportunities in fleet management

Academic/Researcher/Sustainability Policy
Applied Data Management
Emerging Technology
Fleet/Freight/Delivery
Municipal Planning or Operations
Private Sector Partnerships or Products
Transportation Demand Management

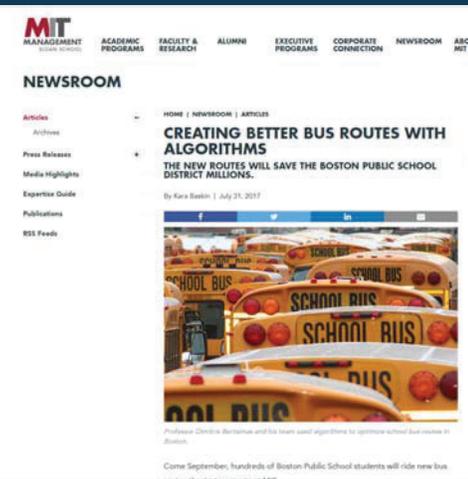
# Research: Readiness Survey Takeaways



# Search for New Ideas



Making better use of data and technology



Attachment: Future Communities (Future Communities Pilot Program Guidelines)

## Search for New Ideas



Looking at all types of municipal operations

The screenshot shows a news article from the website 'GOVERNING THE STATES AND LOCALITIES'. The article is titled 'A Quiet Revolution in Trash Trucks' and is categorized under 'INFRASTRUCTURE & ENVIRONMENT'. The text states: 'Garbage trucks get as little as 3 miles per gallon, making them prime targets in cities' efforts to trim costs and curb greenhouse gas pollution.' The author is 'BY DANIEL C. VOCK | JULY 10, 2014'. There are two images: one showing a worker in a yellow safety suit next to a trash truck, and another showing a white trash truck on a city street.

## Search for New Ideas



Learning from different disciplines (e.g., economic incentives, behavioral science)

The poster is for a 'FINAL EVENT' for 'MOBIWALLET Mobility and Transport Digital Wallet'. The event is scheduled for 'September 27th, 2016 - 10:00h-16:00h' at the 'Palacio de la Magdalena, Santander, Spain'. The poster features a background image of a tram at a station. On the left side, there is a list of logos for sponsors and partners, including Indra, Ayuntamiento de Santander, UC, TST, Santander, Intec, Gest, Aleph, Gest, Dunav, and others. The 'MOBIWALLET' logo is prominently displayed in the center, and the 'FINAL EVENT' text is in a white oval at the bottom.

Attachment: Future Communities (Future Communities Pilot Program Guidelines)

## Program Goals



- Apply new technologies and data analytics to reduce emissions-producing VMT from local travel and municipal operations
- Explore opportunities for projects in a variety of contexts/communities (with consideration for disadvantaged communities)
- Improve efficiency and reduce costs of county and municipal services
- Identify and quantify relative impacts of a variety of technology-based VMT reduction strategies
- Promote replicable Pilot Projects

## Eligible Project Types—Examples



Analysis of Current Policy Contributions to VMT	Fleet Telematics	Internet of Things (IoT) Applications	Paratransit Service Optimization
Asset Management & Fleet Dispatch	Foundational Data/IT Infrastructure	Mobility as a Service (MaaS)	Remote Services
Curbside Management	Incentives for Non-Auto Trips	New/Emerging VMT Sources	Route Optimization

## Evaluation Criteria



Scoring Criteria - Application	Point Value
Topic 1: Project Rationale	15 pts
Topic 2: Project Design	60 pts
Topic 3: Readiness and Sustainability	25 pts

Scoring Criteria - Interview	Point Value
Topic 1: Presentation	15 pts
Topic 2: Interview	15 pts

## Call for Projects Schedule



Milestone	Date
SCAG Future Communities Pilot Project Call for Applications Opens	November 1, 2018
Application Workshop # 1	November 13, 2018
Application Workshop # 2	December 4, 2018
Call for Project Application Deadline	December 13, 2018
One-on-One Meetings with Potential Awardees	January 7-11, 2019
SCAG Regional Council Approval of 2018 FCPP Awards	February 7, 2019
Pilot Launch	Spring 2019
Pilot Programs Conclude	December 2020
Pilot Program Final Reporting	December 2020

# Thank you

Rye Baerg

baerg@scag.ca.gov

213-236-1866





Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
November 1, 2018

**To:** Executive/Administration Committee (EAC)  
Regional Council (RC)  
**From:** Basil Panas, Chief Financial Officer, Finance, 213-236-1817,  
panas@scag.ca.gov  
**Subject:** Resolution No. 18-605-1 Approving Amendment 3 to the FY  
2018-19 Overall Work Program

INTERIM  
EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

Adopt Resolution No. 18-605-1 approving Amendment 3 to the FY 2018-19 Overall Work Program (OWP) and authorize the Interim Executive Director, or his designee, to submit the necessary documentation to the California Department of Transportation (Caltrans).

**STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

*Staff recommends that the Regional Council approve a third amendment to the FY 2018-19 OWP in the amount of \$6.1 million, increasing the budget from \$65.3 million to \$71.4 million. Amendment 3 is a formal amendment that includes: programming unexpended Consolidated Planning Grant (CPG) funds and Transportation Development Act (TDA) funds for ongoing regional transportation projects; adding new Caltrans transportation planning grants; adjusting various state and federal grant balances; and adjusting staff time allocations in various OWP tasks.*

**BACKGROUND:**

On September 6, 2018 the Regional Council approved an amendment to the FY 2018-19 Comprehensive Budget, including Amendment 2 to the Overall Work Program (OWP) decreasing the OWP budget from \$66.0 million to \$65.3 million primarily due to necessary corrections to the FY 2018-19 Indirect Cost Allocation Plan (ICAP) as required by Caltrans to comply with federal requirements.

Shortly after, on September 19, 2018, Caltrans certified \$10.3M of unexpended CPG funds after the end of FY 2017-18, of which \$3.8M is carryover from FY 2016-17 and \$6.5M is carryover from FY 2017-18. Additionally, Caltrans certified \$8.8 million of unexpended Caltrans transportation planning grants and SB 1 formula grants. The FY 2018-19 OWP budget adopted in May 2018 included estimated carryover amounts for CPG funds of \$3.8M as well as Caltrans grants and SB 1 grants. This amendment includes adjustments to account for the actual grant balances certified by Caltrans.

**DISCUSSION:**

Staff recommends that the Regional Council approve Amendment 3 to the FY 2018-19 OWP in the amount of \$6.1 million, increasing the budget from \$65.3 million to \$71.4 million. Table 1 provides a summary of revenue sources in the FY 2018-19 OWP Budget. The revenue in Amendment 3 increases by approximately \$6.1 million compared to Amendment 2, primarily due to programming carryover CPG funds, Caltrans grants and SB 1 grants.

**Table 1. FY 2018-19 OWP Revenues**

OWP REVENUES	AMEND #2	AMEND #3	CHANGE
CPG	\$ 32,485,372	\$ 34,346,360	\$ 1,860,988
CALTRANS GRANTS	\$ 1,837,271	\$ 3,012,441	\$ 1,175,170
SB 1 GRANTS	\$ 10,855,059	\$ 11,883,514	\$ 1,028,455
FEDERAL OTHER GRANTS	\$ 3,627,993	\$ 3,083,396	\$ (544,597)
STATE OTHER GRANTS	\$ 6,146,346	\$ 6,588,117	\$ 441,771
TDA	\$ 5,601,374	\$ 7,320,677	\$ 1,719,303
CASH/LOCAL OTHER	\$ 1,227,372	\$ 1,592,042	\$ 364,670
IN-KIND COMMITMENTS	\$ 3,503,143	\$ 3,535,364	\$ 32,221
<b>TOTAL</b>	<b>\$ 65,283,930</b>	<b>\$ 71,361,911</b>	<b>\$ 6,077,981</b>

Table 2 provides a summary of expenditures in the FY 2018-19 Comprehensive Budget. The proposed changes in Amendment 3 include:

- 1) \$0.2 million increase in salaries primarily due to reallocating staff time from the Indirect Cost Budget to the OWP Budget.
- 2) \$5.2 million increase in consultant budget for ongoing regional transportation planning projects, special grant projects, and additional resources for new projects.
- 3) \$0.5 million increase in other costs including partnerships with non-profit organizations/institutes of higher learning, program outreach, and other miscellaneous costs.
- 4) \$0.1 million increase for in-kind commitments that match staff work funded with CPG funds and consultant work funded with special grants.

**Table 2. FY 2018-19 OWP Expenditures**

OWP EXPENDITURES	AMEND #2	AMEND #3	CHANGE
SALARIES	\$ 27,810,404	\$ 28,019,516	\$ 209,112
CONSULTANTS	\$ 30,287,112	\$ 35,509,049	\$ 5,221,937
OTHER COSTS	\$ 2,629,533	\$ 3,179,570	\$ 550,037
IN-KIND COMMIT - STAFF	\$ 3,503,143	\$ 3,535,364	\$ 32,221
IN-KIND COMMIT - CONSULTANTS	\$ 1,053,738	\$ 1,118,412	\$ 64,674
<b>TOTAL</b>	<b>\$ 65,283,930</b>	<b>\$ 71,361,911</b>	<b>\$ 6,077,981</b>

**FISCAL IMPACT:**

This Amendment 3 to the FY 2018-19 Overall Work Program results in an increase of \$6.1 million, from \$65.3 million to \$71.4 million. After approval by the Regional Council, the revised budget will be submitted to Caltrans for review and approval.

**ATTACHMENT(S):**

1. Resolution No. 18-605-1
2. List of Budget Changes



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

**RESOLUTION NO. 18-605-1**

**A RESOLUTION OF THE SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS (SCAG)  
APPROVING AMENDMENT 3 TO THE FISCAL YEAR 2018-19  
OVERALL WORK PROGRAM**

REGIONAL COUNCIL OFFICERS

- President  
Alan D. Wapner, San Bernardino  
County Transportation Authority
- First Vice President  
Bill Jahn, Big Bear Lake
- Second Vice President  
Randon Lane, Murrieta
- Immediate Past President  
Margaret E. Finlay, Duarte

COMMITTEE CHAIRS

- Executive/Administration  
Alan D. Wapner, San Bernardino  
County Transportation Authority
- Community, Economic &  
Human Development  
Peggy Huang, Transportation  
Corridor Agencies
- Energy & Environment  
Linda Parks, Ventura County
- Transportation  
Curt Hagman, San Bernardino  
County

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

**WHEREAS**, SCAG has developed the Fiscal Year (FY) 2018-19 Comprehensive Budget that includes the following budget components: the General Fund Budget; the Overall Work Program (OWP); the Indirect Cost Budget (ICAP); and the Fringe Benefits Budget; and

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

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

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

**WHEREAS**, SCAG’s Regional Council approved the OWP for FY 2018-19 in May 2018, which was subsequently approved by Caltrans in June 2018. The Regional Council approved Amendment 1 to the OWP in July 2018 and Amendment 2 to the OWP in September 2018; and

**WHEREAS**, this Amendment 3 to the FY 2018-19 OWP will result in a budget increase of \$6,077,981, from \$65,283,930 to \$71,361,911; and

**WHEREAS**, Amendment 3 to the FY 2018-19 OWP, along with its corresponding staff report and this resolution, has been reviewed and discussed by SCAG’s Regional Council on November 1, 2018.

Attachment: Resolution No. 18-605-1 (Resolution No. 18-605-1 Approving Amendment 3 to the FY 2018-19 Overall Work Program)

**NOW THEREFORE, BE IT RESOLVED** by the Regional Council of the Southern California Association of Governments, that Amendment 3 to the FY 2018-19 OWP is approved and adopted.

**BE IT FURTHER RESOLVED THAT:**

1. The Regional Council, hereby authorizes submittal of Amendment 3 to the FY 2018-19 OWP to the participating State and Federal agencies.
2. SCAG pledges to pay or secure in cash or services, or both, the matching funds necessary for financial assistance.
3. The SCAG Interim Executive Director, or in his absence, the Chief Financial Officer, is hereby designated and authorized to execute all related agreements and other documents on behalf of the Regional Council.

**PASSED, APPROVED AND ADOPTED** by the Regional Council of the Southern California Association of Governments, at its regular meeting this 1<sup>st</sup> day of November, 2018.

\_\_\_\_\_  
Alan D. Wapner  
President, SCAG  
San Bernardino County Transportation Authority

Attested by:

\_\_\_\_\_  
Darin Chidsey  
Interim Executive Director

Approved as to Form:

\_\_\_\_\_  
Joann Africa  
Chief Counsel

**FY 2018-19 OWP AMENDMENT 3**  
List of Budget Changes

Project Task No.	Project Task Name	Category	Budget Request	CPG	Caltrans Grants	SB 1 Grants	TDA	Other State/Fed Grants	In-Kind/Cash/Local
<b>Continuing Work from FY18</b>									
010.0170.01	RTP Support, Development, and Policy Implementation	Consultant	\$ 150,000	\$ 132,795	\$ -	\$ -	\$ 17,205	\$ -	\$ -
010.1631.05	TDM Strategic Plan	Consultant	\$ 108,600	\$ -	\$ -	\$ -	\$ 108,600	\$ -	\$ -
015.0159.02	Transportation User Fee - Planning Groundwork Project Phase II	Consultant	\$ 46,115	\$ -	\$ -	\$ -	\$ 46,115	\$ -	\$ -
015.0159.04	Value Pricing Project Management Assistance	Consultant	\$ 56,000	\$ 49,577	\$ -	\$ -	\$ 6,423	\$ -	\$ -
020.0161.04	Regulatory Compliance	Consultant	\$ 75,000	\$ 66,397	\$ -	\$ -	\$ 8,603	\$ -	\$ -
030.0146.02	Federal Transportation Improvement Program	Staff	\$ (40,305)	\$ (35,682)	\$ -	\$ -	\$ -	\$ -	\$ (4,623)
045.0142.24	FTP System Enhancement, Maint & Support - Capitalized Software	Consultant	\$ (126,900)	\$ (112,345)	\$ -	\$ -	\$ (14,555)	\$ -	\$ -
050.0169.01	RTP/SCS Active Transportation Dev & Implementation	Staff	\$ 71,092	\$ 62,938	\$ -	\$ -	\$ -	\$ -	\$ 8,154
050.0169.02	Active Transportation Safety	Staff	\$ 10,995	\$ 9,734	\$ -	\$ -	\$ -	\$ -	\$ 1,261
050.0169.06	Active Transportation Program	Staff	\$ 10,313	\$ 9,130	\$ -	\$ -	\$ -	\$ -	\$ 1,183
055.0704.02	Region-Wide Data Coordination	Staff	\$ 255,837	\$ 226,493	\$ -	\$ -	\$ -	\$ -	\$ 29,344
055.0704.02	Region-Wide Data Coordination	Staff	\$ 95,000	\$ -	\$ -	\$ -	\$ 95,000	\$ -	\$ -
065.0137.09	Sustainability Joint Work Programs Implementation	Staff	\$ (30,744)	\$ (27,218)	\$ -	\$ -	\$ (7,455)	\$ -	\$ -
065.0137.09	Sustainability Joint Work Programs Implementation	Staff	\$ (65,000)	\$ (57,545)	\$ -	\$ -	\$ 1,000	\$ -	\$ -
065.0137.12	Electric Vehicle (EV) Program Readiness Strategies	Staff	\$ 1,000	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -
065.0137.12	Electric Vehicle (EV) Program Readiness Strategies	Staff	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -
065.4092.01	Adaptation Analysis	Consultant	\$ (74,099)	\$ (65,600)	\$ -	\$ -	\$ (8,499)	\$ -	\$ -
090.0148.01	Public Information and Communication	Staff	\$ 179,972	\$ 159,329	\$ -	\$ -	\$ 14,539	\$ -	\$ 20,643
090.0148.01	Public Information and Communication	Staff	\$ 126,760	\$ 112,221	\$ -	\$ -	\$ -	\$ -	\$ 14,539
090.0148.02	Media Support for Planning Activities	Staff	\$ 4,690	\$ 4,152	\$ -	\$ -	\$ -	\$ -	\$ 538
090.0148.02	Media Support for Planning Activities	Staff	\$ (29,152)	\$ (25,808)	\$ -	\$ -	\$ (3,344)	\$ -	\$ -
095.1533.02	Regional Planning & Policy Intern Program	Staff	\$ 202,406	\$ 68,314	\$ -	\$ -	\$ 125,241	\$ -	\$ 8,851
095.1633.01	Public Involvement	Staff	\$ (239,963)	\$ (212,439)	\$ -	\$ -	\$ -	\$ -	\$ (27,524)
100.1630.03	Regional ITS Strategic Plan and Regional ITS Architecture Update	Consultant	\$ 38,430	\$ 34,022	\$ -	\$ -	\$ 4,408	\$ -	\$ -
120.0175.02	Grant Administration	Staff	\$ 56,725	\$ -	\$ -	\$ -	\$ 56,725	\$ -	\$ -
130.0162.02	Southern California National Freight Gateway Collaboration	Staff	\$ (15,941)	\$ (14,112)	\$ -	\$ -	\$ -	\$ -	\$ (1,829)
130.0162.09	Urban Goods Movement (Warehousing/Transloading in the SCAG Region)	Staff	\$ (121,433)	\$ (107,504)	\$ -	\$ -	\$ -	\$ -	\$ (13,929)
130.0162.10	East-West Freight Corridor/I-15 Phase II	Staff	\$ 65,280	\$ -	\$ -	\$ -	\$ 65,280	\$ -	\$ -
130.0162.13	Southern California P3 Financial Capacity Analysis and Business Case Development	Consultant	\$ 100,000	\$ 88,530	\$ -	\$ -	\$ 11,470	\$ -	\$ -
130.0162.18	Goods Movement Planning	Staff	\$ (11,244)	\$ (9,954)	\$ -	\$ -	\$ -	\$ -	\$ (1,290)
130.0162.18	Goods Movement Planning	Staff	\$ 293,100	\$ 259,481	\$ -	\$ -	\$ 33,619	\$ -	\$ -
140.0121.01	Transit Planning	Staff	\$ (44,016)	\$ (38,967)	\$ -	\$ -	\$ -	\$ -	\$ (5,049)
140.0121.07	LA - Orange Inter-County Connectivity Study (Green Line Extension)	Consultant	\$ 127,098	\$ -	\$ -	\$ -	\$ 127,098	\$ -	\$ -
150.4093.01	Integrated Co-Benefits/Special Programs	Staff	\$ (25,849)	\$ (22,884)	\$ -	\$ -	\$ -	\$ -	\$ (2,965)
150.4093.02	HQTA/Sustainable Communities Initiative	Staff	\$ (30,747)	\$ (27,220)	\$ -	\$ -	\$ -	\$ -	\$ (3,527)
150.4093.03	HQTA/Sustainable Communities Initiative	Staff	\$ 50,000	\$ 44,265	\$ -	\$ -	\$ 5,735	\$ -	\$ -
150.4095.03	Active Transportation Data Partnership Platform	Staff	\$ 431	\$ 381	\$ -	\$ -	\$ -	\$ -	\$ 50
150.4095.03	Active Transportation Data Partnership Platform	Staff	\$ 126,599	\$ 112,078	\$ -	\$ -	\$ 14,521	\$ -	\$ -
150.4590.01	Integrated Sustainability Program	Staff	\$ 17,828	\$ 15,783	\$ -	\$ -	\$ (15,783)	\$ -	\$ 17,828
150.4590.01	Integrated Sustainability Program	Staff	\$ 831,639	\$ 654,151	\$ -	\$ -	\$ 177,488	\$ -	\$ -
225.2659.01	Regional Planning for Open Space Strategic Plan	Consultant	\$ 50,000	\$ 44,265	\$ -	\$ -	\$ 5,735	\$ -	\$ -
225.2659.01	Regional Planning for Open Space Strategic Plan	Staff	\$ 16,943	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 1,943
225.2661.01	Public Health	Staff	\$ 53,197	\$ 47,096	\$ -	\$ -	\$ -	\$ -	\$ 6,101
266.0715.01	Local Transportation Planning	Staff	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -
266.0715.06	Local Cash Match - 2016 Sustainability Program	Consultant	\$ 16,894	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,894
<b>SUBTOTAL</b>			\$ 2,682,551	\$ 1,458,854	\$ -	\$ -	\$ 1,175,169	\$ -	\$ 48,529

**New Project Tasks**

**FY 2018-19 OWP AMENDMENT 3**  
List of Budget Changes

Project Task No.	Project Task Name	Category	Budget Request	CPG	Caltrans Grants	SB 1 Grants	TDA	Other State/Fed Grants	In-Kind/Cash/Local
045.0142.25	FTIP System	Consultant	\$ 249,900	\$ 221,236	\$ -	\$ -	\$ 28,664	\$ -	\$ -
140.4848.01	SCAG Coastal Ferry Feasibility Study	Staff	\$ 17,217	\$ 15,242	\$ -	\$ -	\$ -	\$ -	\$ 1,975
140.4848.01	SCAG Coastal Ferry Feasibility Study	Consultant	\$ 50,000	\$ 44,265	\$ -	\$ -	\$ 5,735	\$ -	\$ -
140.4849.01	Transit Ridership Study Phase 1	Staff	\$ 26,803	\$ 23,728	\$ -	\$ -	\$ -	\$ -	\$ 3,075
140.4849.01	Transit Ridership Study Phase 1	Consultant	\$ 150,000	\$ 132,795	\$ -	\$ -	\$ 17,205	\$ -	\$ -
160.4850.01	Project Management	Staff	\$ 130,642	\$ -	\$ -	\$ -	\$ 130,642	\$ -	\$ -
	<b>SUBTOTAL</b>		\$ 624,562	\$ 437,266	\$ -	\$ -	\$ 182,246	\$ -	\$ 5,050
	<b>New Grants</b>								
145.4844.01	U.S. 101 Multi-Modal Corridor Study	Staff	\$ 18,859	\$ 7,843	\$ 3,077	\$ -	\$ -	\$ -	\$ 7,939
145.4844.01	U.S. 101 Multi-Modal Corridor Study	Consultant	\$ 315,000	\$ -	\$ 96,923	\$ -	\$ -	\$ -	\$ 218,077
145.4845.01	Inland Empire Comprehensive Corridor Plans	Staff	\$ 27,000	\$ -	\$ 23,894	\$ -	\$ 3,106	\$ -	\$ -
145.4845.01	Inland Empire Comprehensive Corridor Plans	Consultant	\$ 538,000	\$ -	\$ 476,106	\$ -	\$ -	\$ -	\$ 61,894
145.4846.01	Wilmington Freight Mitigation Project	Staff	\$ 61,241	\$ -	\$ -	\$ -	\$ 61,241	\$ -	\$ -
145.4846.01	Wilmington Freight Mitigation Project	Consultant	\$ 228,000	\$ -	\$ 192,000	\$ -	\$ -	\$ -	\$ 36,000
145.4847.01	Ventura County Freight Corridor Study	Staff	\$ 20,247	\$ 13,498	\$ 4,000	\$ -	\$ 1,000	\$ -	\$ 1,749
145.4847.01	Ventura County Freight Corridor Study	Consultant	\$ 120,000	\$ -	\$ 96,000	\$ -	\$ -	\$ -	\$ 24,000
	<b>SUBTOTAL</b>		\$ 1,328,347	\$ 21,341	\$ 892,000	\$ -	\$ 65,347	\$ -	\$ 349,659
	<b>Ongoing Grants/Balance Adjustments</b>								
145.3480.01	Aviation Blvd Multimodal Corridor Plan	Consultant	\$ (86,813)	\$ -	\$ (69,450)	\$ -	\$ -	\$ -	\$ (17,363)
145.3829.01	Active Streets LA - Pedestrian & Bicycle Friendly Streets for So. LA.	Staff	\$ (3,203)	\$ -	\$ (2,833)	\$ -	\$ (370)	\$ -	\$ -
145.3829.01	Active Streets LA - Pedestrian & Bicycle Friendly Streets for So. LA.	Consultant	\$ (79,069)	\$ -	\$ (70,000)	\$ -	\$ -	\$ -	\$ (9,069)
145.4833.01	Calexico West Point of Entry Expansion Special Project with ICTC	Consultant	\$ (65,059)	\$ -	\$ (52,047)	\$ -	\$ -	\$ -	\$ (13,012)
145.4424.01	I-105 Corridor Sustainability Study	Consultant	\$ 67,105	\$ -	\$ 53,703	\$ -	\$ 13,402	\$ -	\$ -
145.4425.01	City of Santa Ana Active Transportation Plan	Consultant	\$ 11,118	\$ -	\$ 9,237	\$ -	\$ -	\$ -	\$ 1,881
145.4815.01	Montclair Safe Routes to School Plan	Staff	\$ 790	\$ -	\$ 704	\$ -	\$ 86	\$ -	\$ -
145.4815.01	Montclair Safe Routes to School Plan	Consultant	\$ 23,868	\$ -	\$ 20,750	\$ -	\$ -	\$ -	\$ 3,118
145.4816.01	First-Mile Last-Mile Connectivity Study for Naval Base Ventura County	Staff	\$ 985	\$ -	\$ 874	\$ -	\$ 111	\$ -	\$ -
145.4817.01	Mobility Innovations and Pricing	Staff	\$ 2,933	\$ 22,645	\$ (18,096)	\$ -	\$ (4,549)	\$ -	\$ 2,933
145.4817.01	Mobility Innovations and Pricing	Consultant	\$ 163,391	\$ -	\$ 130,713	\$ -	\$ 32,678	\$ -	\$ -
145.4818.01	Westside Mobility Study Update	Consultant	\$ 123,517	\$ -	\$ 109,350	\$ -	\$ -	\$ -	\$ 14,167
145.4818.01	Westside Mobility Study Update	Staff	\$ 2,648	\$ -	\$ 2,344	\$ -	\$ 304	\$ -	\$ -
145.4819.01	Paths to Clean Vehicle Technology and Alternative Fuels Implementation in San Bernardino County	Staff	\$ 17,915	\$ 13,739	\$ 1,921	\$ -	\$ 475	\$ -	\$ 1,780
145.4819.01	Paths to Clean Vehicle Technology and Alternative Fuels Implementation in San Bernardino County	Consultant	\$ 185,160	\$ -	\$ 166,000	\$ -	\$ -	\$ -	\$ 19,160
225.3564.10	Go Human -MSRC - Sustainability Planning Grants	Consultant	\$ 524,867	\$ -	\$ -	\$ -	\$ -	\$ 524,867	\$ -
225.3564.10	Go Human -MSRC - Sustainability Planning Grants	Staff	\$ (36,858)	\$ 12,540	\$ -	\$ -	\$ -	\$ (51,022)	\$ 1,624
225.3564.11	SCAG 2017 Active Transportation Safety & Encouragement Campaign	Consultant	\$ 240,370	\$ -	\$ -	\$ -	\$ -	\$ 240,370	\$ -
225.3564.12	Pedestrian and Bicycle Safety Program - Office of Traffic Safety	Consultant	\$ 176,433	\$ -	\$ -	\$ -	\$ -	\$ 176,433	\$ -
225.3564.12	Pedestrian and Bicycle Safety Program - Office of Traffic Safety	Staff	\$ 54,852	\$ -	\$ -	\$ -	\$ 54,468	\$ 384	\$ -
225.3564.13	Safety Campaign FY19 - Office of Traffic Safety	Consultant	\$ (1,033,464)	\$ -	\$ -	\$ -	\$ -	\$ (1,033,464)	\$ -
225.3564.13	Safety Campaign FY19 - Office of Traffic Safety	Staff	\$ 65,440	\$ (81,963)	\$ -	\$ -	\$ 78,059	\$ 79,964	\$ (10,620)
225.4345.01	San Gabriel Valley Active Transportation Planning Initiative	Staff	\$ 14,956	\$ -	\$ -	\$ -	\$ -	\$ 14,956	\$ -
225.4345.01	San Gabriel Valley Active Transportation Planning Initiative	Consultant	\$ (46,951)	\$ -	\$ -	\$ -	\$ -	\$ (46,951)	\$ -
225.4837.01	SCAG 2017 Active Transportation Local Planning Initiative	Staff	\$ (61)	\$ -	\$ -	\$ -	\$ -	\$ (61)	\$ -
225.4838.01	SCAG 2017 Active Transportation Safety & Encouragement Campaign (Phase 2)	Consultant	\$ (18)	\$ -	\$ -	\$ -	\$ -	\$ (18)	\$ -
225.4839.01	SCAG Active Transportation Disadvantaged Communities Plans	Staff	\$ 6,876	\$ 6,087	\$ -	\$ -	\$ -	\$ -	\$ 789

FY 2018-19 OWP AMENDMENT 3  
List of Budget Changes

Project Task No.	Project Task Name	Category	Budget Request	CPG	Caltrans Grants	SB 1 Grants	TDA	Other State/Fed Grants	In-Kind/Cash/Local
267.1241.04	SCAG and DOE/NETL Clean Cities Coalition Coordination	Staff	\$ 2,000	\$ -	\$ -	\$ -	\$ 8,284	\$ (8,284)	\$ 2,000
275.4823.01	SB1 SCAG Sustainability Planning Grant Program	Consultant	\$ 417,670	\$ -	\$ -	\$ 387,162	\$ 30,508	\$ -	\$ -
275.4823.02	SB1 Sustainability Planning Grant Program (2016 Phase 2)	Staff	\$ 17,544	\$ 15,531	\$ -	\$ -	\$ -	\$ -	\$ 2,013
280.4824.01	Future Communities Planning Grant Program Research	Consultant	\$ 75,001	\$ -	\$ -	\$ 66,398	\$ 8,603	\$ -	\$ -
280.4824.01	Future Communities Pilot Program	Staff	\$ (56,137)	\$ (49,698)	\$ -	\$ -	\$ -	\$ -	\$ (6,439)
280.4831.01	Future Communities Study	Consultant	\$ 60,500	\$ -	\$ -	\$ 53,561	\$ 6,939	\$ -	\$ -
280.4831.01	Future Communities Study	Staff	\$ (10,527)	\$ (9,319)	\$ -	\$ -	\$ -	\$ -	\$ (1,208)
280.4832.01	Regional Data Platform	Consultant	\$ 126,721	\$ -	\$ -	\$ 112,186	\$ 14,535	\$ -	\$ -
280.4840.01	Future Communities Framework	Staff	\$ 1,075	\$ 952	\$ -	\$ -	\$ -	\$ -	\$ 123
285.4825.01	SB1 Program Administration	Staff	\$ 47,479	\$ -	\$ -	\$ 42,033	\$ 5,446	\$ -	\$ -
290.4826.01	SCS Scenario Development and Outreach	Consultant	\$ 85,000	\$ -	\$ -	\$ 75,251	\$ 9,749	\$ -	\$ -
290.4827.01	Mobility Innovations & Incentives - Revealed Preference Demonstration Study	Consultant	\$ 140,000	\$ -	\$ -	\$ 123,942	\$ 16,058	\$ -	\$ -
290.4828.01	Mobility Innovations & Incentives - Equity Analysis	Consultant	\$ 140,000	\$ -	\$ -	\$ 123,942	\$ 16,058	\$ -	\$ -
290.4829.01	Integrated Passenger and Freight Rail Forecast	Consultant	\$ 25,000	\$ -	\$ -	\$ 22,133	\$ 2,867	\$ -	\$ -
290.4829.01	Integrated Passenger and Freight Rail Forecast	Staff	\$ 42,573	\$ 37,690	\$ -	\$ -	\$ -	\$ -	\$ 4,883
290.4830.01	Housing Monitoring for SCS	Staff	\$ (3,106)	\$ (24,677)	\$ -	\$ 21,847	\$ 2,830	\$ -	\$ (3,106)
	SUBTOTAL		\$ 1,442,521	\$ (56,473)	\$ 283,170	\$ 1,028,455	\$ 296,541	\$ (102,826)	\$ (6,346)
	TOTAL		\$ 6,077,981	\$ 1,860,988	\$ 1,175,170	\$ 1,028,455	\$ 1,719,303	\$ (102,826)	\$ 396,891



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

MINUTES OF THE REGULAR MEETING  
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)  
MONDAY, OCTOBER 4, 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>1<sup>ST</sup> Vice Chair</i>	<i>Big Bear Lake</i>	District 11
Hon. Randon Lane, <i>2<sup>ND</sup> Vice Chair</i>	<i>Murrieta</i>	District 5
Hon. Margaret E. Finlay, <i>Immediate Past Chair</i>	<i>Duarte</i>	District 35
Hon. Peggy Huang, <i>Chair, CEHD</i>		TCA
Hon. James Mulvihill, <i>Vice Chair, CEHD</i>	<i>San Bernardino</i>	District 7
Sup. Linda Parks, <i>Chair, EEC</i>		Ventura County
Sup. Curt Hagman, <i>Chair, TC</i>		San Bernardino County
Hon. Cheryl Viegas-Walker, <i>Vice Chair, TC</i>	<i>El Centro</i>	District 1
Hon. Greg Pettis, <i>Vice Chair, LCMC</i>	<i>Cathedral City</i>	District 2
Hon. Frank Navarro, <i>President's Appt.</i>	<i>Colton</i>	District 6
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>Ex-officio</i>	<i>Lewis Group of Companies</i>	Business Representative

**Member Not Present**

Sup. Luis Plancarte, <i>Vice Chair, EEC</i>		Imperial County
Hon. Clint Lorimore, <i>Chair, LCMC</i>	<i>Eastvale</i>	District 4
VACANT		Tribal Government Planning Board

Attachment: EAC Minutes of the Meeting-Oct (Minutes of the Meeting - October 4, 2018)

**Staff Present**

Hasan Ikhata, Executive Director  
Darin Chidsey, Chief Operating Officer  
Debbie Dillon, Deputy Executive Director of Administration  
Kome Ajise, Director of Planning  
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 Councilmember Michele Martinez, Santa Ana, District 16, to lead the Pledge of Allegiance.

**PUBLIC COMMENT PERIOD**

There was no public comment speaker.

**CLOSED SESSION**

Chair Wapner announced the EAC would convene into Closed Session pursuant to California Government Code Section 54957(b)(1), Public Employment, Executive Director. Members of the public, SCAG staff not necessary for the Closed Session and SCAG Executive Director, Hasan Ikhata, were asked to leave the meeting room.

At the conclusion of the Closed Session, members of the public, SCAG staff and SCAG Executive Director Hasan Ikhata returned to the meeting room.

Frank J. Lizarraga, Jr., General Counsel, reported that the EAC took action to recommend to the Regional Council the acceptance of Hasan Ikhata’s resignation as Executive Director and to further commence process for transition.

Hasan Ikhata, Executive Director, thanked the members of the EAC and expressed gratitude for the 24 years he worked at SCAG. He also expressed his confidence for the leadership, the executive team and SCAG staff who will move the agency forward and continue the work in the region.

**RECONVENE TO OPEN SESSION**

At 9:35 a.m., Chair Wapner reconvened the Open Session.

**REVIEW AND PRIORITIZE AGENDA ITEMS**

There was no prioritization of agenda items.

**CONSENT CALENDAR**

**Approval Items**

- 1. Minutes of the Meeting – September 6, 2018

**Receive and File**

- 2. State and Federal Legislative Monthly Update
- 3. APA California Recognizes Outstanding Planning in the SCAG Region
- 4. 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

A MOTION was made (Viegas-Walker) to approve the Consent Calendar, Item Nos. 1 through 4. Motion was SECONDED (Navarro) and passed by the following votes:

**AYE/S:** Wapner, Jahn, Finlay, Huang, Mulvihill, Parks, Hagman, Viegas-Walker, Pettis, Navarro, Martinez and Ramirez (12).

**NOE/S:** None (0).

**ABSTAIN:** None (0).

**CFO REPORT**

- 5. CFO Monthly Report

Basil Panas, Chief Financial Officer, provided an update regarding the Incurred Cost and Indirect Cost Allocation Plan audits by Caltrans; SCAG’s membership dues; budget and grants and contracts. With respect to the Caltrans Incurred Cost audit, Mr. Panas reported that SCAG is developing a draft Corrective Action Plan to address the findings. An Audit Committee meeting is scheduled for October 24, 2018 to review the Incurred Cost audit report in detail. Incidentally, external auditors, Vavrinek Trine and Day (VTD) are also performing its FY 2017-18 audit and a report is scheduled to be released by early December 2018.

Additionally, with regards to the Caltrans Incurred Cost Audit, Hasan Ikhata, Executive Director, reported there were findings that would improve SCAG’s processes. SCAG has contracted two former Caltrans auditors to assist staff address the findings and develop corrective actions.

**ADJOURNMENT**

There being no further business, Chair Wapner adjourned the meeting at 9:34 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	1			10
Bill Jahn (1st VICE CHAIR)	Big Bear Lake	District 11	1	1	1	1		1	1	1	1	1	1			10
Randon Lane (2nd VICE CHAIR)	Murrieta	District 5	0	1	1	1		1	1	1	1	1	1			9
Margaret E. Finlay (IMM. PAST CHAIR)	Duarte	District 35	1	1	1	1		1	1	1	1	1	1			10
Peggy Huang (CEHD Chair)	Yorba Linda	TCA						1	1	1	1	1	1			6
James Mulvihill, CEHD Vice Chair	San Bernardino	District 7											1			1
Linda Parks (EEC Chair)	Ventura County		1	1	1	1		1	1	1	1	0	1			9
Luis Plancarte (EEC Vice Chair)	Imperial County							1	1	1	0	1	0			4
Curt Hagman (TC Chair)	San Bernardino County		1	1	1	1		1	1	0	1	1	1			9
Cheryl Viegas-Walker (TC Vice Chair)	El Centro	District 1	1	1	1	1		1	1	1	1	0	1			9
Clint Lorimore (LCMC Chair)	Eastvale	District 4	1	1	1	1		1	1	1	1	1	0			9
Greg Pettis (LCMC Vice Chair)	Cathedral City	District 2	1	1	1	1		1	0	1	1	1	1			9
Frank Navarro (Pres. Appointment)	Colton	District 6						1	1	1	1	0	1			5
Michele Martinez (Pres. Appointment)	Santa Ana	District 16	1	1	1	1		1	0	0	1	1	1			8
Judy Mitchell (Pres. Appointment)	Rolling Hills Estates	District 40						1	1	0	1	1	0			4
Carmen Ramirez (Pres. Appointment)	Oxnard	District 45	1	1	1	1		1	1	1	1	1	1			10
Randall Lewis (Ex-Officio Member)	Business Representative		1	1	1	1		1	1	1	1	1	1			10
Sabrina LeRoy (Tribal Govt Plng Board)	San Manuel Band of MI		0	1	1	0		0	0	0	0	0	0			2



Southern California Association of Governments
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017
November 1, 2018

To: Executive/Administration Committee (EAC)
Regional Council (RC)
From: Basil Panas, Chief Financial Officer, Contracts, 213-236-1817,
panas@scag.ca.gov
Subject: Contract Amendment the exceeds 30% of the Contract's
Original Value: Contract 17-038-SSG1, Special Advisory
Services

INTERIM
EXECUTIVE DIRECTOR'S
APPROVAL

RECOMMENDED ACTION:

Approve Contract Amendment No. 3 to contract 17-038-SSG1 in an amount not to exceed \$40,000, to Sharon Neely and Associates to enable the consultant to continue to serve as Special Advisor to SCAG's Interim Executive Director on issues related to regional infrastructure funding and implementation of SCAG's adopted plans, etc.

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

One of SCAG's major initiatives is Goods Movement which has been identified as a driver that will shape the future of the SCAG region. As congestion on our transportation corridors worsens, as the economy grows, and as funding challenges multiply, SCAG's leadership is needed to address these issues. Accordingly, staff hired Sharon Neely as part of a \$5000 monthly retainer agreement to provide on-call advisory services to SCAG. Staff has an ongoing need for these services. This amendment exceeds 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (dated 12/01/16) Section 8.3, it requires the Regional Council's approval.

BACKGROUND:

Staff recommends executing the following contract amendment exceeding 30% of the contract's original value:

Table with 3 columns: Consultant/Contract #, Amendment's Purpose, Amendment Amount. Row 1: Sharon Neely Associates (17-038-SSG1), This Amendment enables the consultant to serve as Special Advisor to SCAG's Interim Executive Director on issues related to regional infrastructure funding and implementation of SCAG's adopted plans, etc., \$40,000



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**FISCAL IMPACT:**

Funding of \$40,000 is available in the FY 2018-19 General Fund budget in project number 800-0160.04.

**ATTACHMENT(S):**

1. Summary for CONTRACT 17-038-SSG1 Amendment 3
2. Contract17-038-SSG1 Conflict of Interest Form

**CONTRACT 17-038-SSG1 AMENDMENT 3**

**Recommended Consultant:**

Sharon Neely and Associates

**Background & Scope of Work:**

One of SCAG's major initiatives is Goods Movement which has been identified as a driver that will shape the future of the SCAG region. As congestion on our transportation corridors worsens, as the economy grows, and as funding challenges multiply, SCAG's leadership is needed to address these issues. Accordingly, staff hired Sharon Neely as part of a \$5000 monthly retainer agreement to provide on-call advisory services to SCAG. Services in this Agreement shall include, but are not limited to. serving as Special Advisor to SCAG’s Interim Executive Director on issues related to regional infrastructure funding and implementation of SCAG’s adopted plans; representing SCAG on the Board of Directors of the Coalition for America’s Gateways and Trade Corridors (CAGTC); advising SCAG of opportunities to increase the visibility and effectiveness of SCAG to members of the United States Congress and U.S. Department of Transportation.

Given the need for these services, in April of 2017, staff awarded the original contract to the consultant, and because of a continuing need for these services, in August of 2018 staff amended the contract, increasing it by \$20,000, from \$80,000 to \$100,000 and extended the term from June 30, 2018 to October 31, 2018. Staff has an ongoing need for these services, accordingly, this Amendment 3 would increase the contract value \$40,000, from \$100,000 to \$140,000 and extend its term from October 31, 2018 to June 30, 2019.

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

The project’s benefits and key deliverables include, but are not limited to providing guidance and/or services to SCAG’s Regional Council, Interim Executive Director, as requested.

**Strategic Plan:**

This item supports SCAG’s Strategic Plan, Goal 1: Produce innovative plans that increase sustainability and improve the quality of life for Southern Californians; and Goal 4: Advance Southern California’s policy interests and planning priorities through regional, statewide, and national engagement and advocacy.

**Amendment Amount:**

Amendment 3	\$40,000
Amendment 2 (administrative – no change to contract’s value)	\$0
Amendment 1	\$20,000
Original contract value	<u>\$80,000</u>
<b>Total contract value is not to exceed</b>	<b>\$140,000</b>

This amendment exceeds 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (dated 12/01/16) Section 8.3, it requires the Regional Council’s approval.

**Contract Period:**

April 4, 2017 through June, 30, 2019

**Project Number:**

800-0160.04 \$40,000  
Funding source: General Fund

Attachment: Summary for CONTRACT 17-038-SSG1 Amendment 3 (Contract Amendment the exceeds 30% of the Contract’s Original Value:

Funding of \$40,000 is available in the FY 2018-19 budget in Project Number 800-0160.04, subject to budget availability.

**Basis for the Amendment:**

Staff made the original contract award in accordance with the Regional Council Policy Manual, Article VIII, Section 1.2 (updated September 2009, pg. 26), and the SCAG Procurement Manual (sections 3.3. and 3.4) which authorized the Executive Director to approve a consultant contract without competition, if the contract is less than \$200,000 and paid for from the General Fund.

Sharon Neely is unique in that she formerly served as SCAG's Chief Deputy Executive Director and has an intimate knowledge of the agency's initiatives and priorities and is also on the CAGTC Board of Directors. Her efforts there over many years finally resulted in Congress including, for the first time, funds for freight in the surface transportation reauthorization bill -- \$4.5 billion in the FAST Act (December 2015) for a discretionary freight projects program. To continue the work in this area, SCAG needs Sharon Neely because of her unique capabilities and effectiveness in Goods Movement, and her contacts at the local, state and federal levels. SCAG will use the services of Sharon Neely to continue to make meaningful progress in Goods Movement issues in the SCAG region.

**Conflict Of Interest (COI) Form - Attachment  
For November 1, 2018 Regional Council Approval**

Approve Contract Amendment No. 3 to contract 17-038-SSG1 in an amount not to exceed \$40,000, to Sharon Neely and Associates to enable the consultant to continue to serve as Special Advisor to SCAG's Interim Executive Director on issues related to regional infrastructure funding and implementation of SCAG's adopted plans, etc.

The consultant team for this contract includes:

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

Attachment: Summary for CONTRACT 17-038-SSG1 Amendment 3 (Contract Amendment the exceeds 30% of the Contract's Original Value:

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 17-038-SSG1

## 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: Sharon Neely & Associates  
Name of Preparer: Sharon Neely  
Project Title: Advisory Services  
Date Submitted: 10/18/2018

## 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
_____	_____
_____	_____
_____	_____
_____	_____

Attachment: Contract17-038-SSG1 Conflict of Interest Form (Contract Amendment the exceeds 30% of the Contract's Original Value: Contract

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
_____	_____
_____	_____
_____	_____





Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
November 1, 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

INTERIM  
EXECUTIVE DIRECTOR'S  
APPROVAL

**RECOMMENDED ACTION:**

Receive and File

**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**

**NOVEMBER GENERAL ELECTION RESOURCES**

The California General Election is scheduled to take place on Tuesday, November 6, 2018. The official voter information guide for state constitutional offices and state propositions can be found here: <https://bit.ly/2yn0msg>. To find out what will appear on your specific ballot, you can enter your address on the following website: <https://bit.ly/2xhDvAu>. Polling locations throughout the state can be found using this website: <https://bit.ly/2CMx6iD>.

**SENATE BILL 2 PLANNING GRANT PROGRAM DRAFT GUIDELINES RELEASED**

In early October, the California Department of Housing and Community Development (HCD) released draft guidelines for Senate Bill (SB) 2 Planning Grants. Part of California's 2017 Housing Package, SB 2 enacted a \$75 document recording fee on real estate transactions (excluding property sales) and is capped at \$225. SB 2 funding is divided into two pots: year one (collected Jan – Dec 2018) and year two (Jan 2019 and onward). 50% of year one revenues are to be used for HCD to establish a program that provides financial and technical assistance to local governments that are updating planning documents, processes, and zoning ordinances in order to accelerate housing production. The other 50% of year one funds are for existing state programs related to homelessness.

The comment period for the year one draft guidelines ends on November 7, 2018. Draft guidelines for year one can be found here: <https://bit.ly/2CLOFEu>. Comments can be submitted by email to: [CAHP@hcd.ca.gov](mailto:CAHP@hcd.ca.gov).

**FEDERAL**

**HOUSE AND SENATE ON RECESS**

Regardless of the mid-term election results, the House and Senate are scheduled to return to Washington D.C. on Tuesday, November 13, 2018. Congress will have about 15 working days to conduct business, with the remaining fiscal year 2019 appropriations bills at the top of the to-do list.

**FEDERAL BUDGET UPDATE**

On Friday, September 23, 2018, President Trump signed a spending package that fully funds the Defense and Labor, Health & Human Services, and Education departments for Fiscal Year (FY) 2018-19, which began on October 1, 2018. Attached to this spending package is a Continuing Resolution (CR) that provides spending authority at current levels for the Interior & Environment, Financial Services and General Government, Transportation, Housing and Urban Development, Agriculture, Homeland Security, Commerce, Justice, Science, and State departments through December 7, 2018. Congress and the President must come to an agreement on the remaining spending bills (or another continuing resolution) by December 7<sup>th</sup> in order to prevent a partial federal government shutdown.

**FAA REAUTHORIZATION**

On October 5, 2018, President Trump signed H.R. 302 – the FAA Reauthorization Act of 2018 – which extended the authority of the FAA through Fiscal Year (FY) 2023. H.R. 302 received overwhelming bipartisan support in both chambers, passing the U.S. House of Representatives by a vote of 398-23, and the U.S. Senate by a vote of 93-6. Overall, H.R. 302 authorizes nearly \$97 billion in funding over five years. Key funding provisions are included below:

Program	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Totals
<b>FAA Airport Improvement Program</b>	\$3,350	\$3,350	\$3,350	\$3,350	\$3,350	<b>\$16,750</b>
<b>FAA Facilities and Equipment</b>	\$3,398	\$3,469	\$3,547	\$3,624	\$3,701	<b>\$17,739</b>
<b>FAA Operations</b>	\$10,486	\$10,732	\$11,000	\$11,269	\$11,537	<b>\$55,024</b>
<b>FAA Airport Improvement Program (GF)</b>	\$1,020	\$1,041	\$1,064	\$1,087	\$1,110	<b>\$5,322</b>
<b>FAA Know Before You Fly</b>	\$1	\$1	\$1	\$1	\$1	<b>\$5</b>
<b>OST Essential Air Service</b>	\$158	\$161	\$165	\$168	\$172	<b>\$824</b>
<b>OST Small</b>	\$10	\$10	\$10	\$10	\$10	<b>\$50</b>



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Community Air Service						
FAA Research, Engineering & Development	\$194	\$199	\$204	\$209	\$214	\$1,020
Total Authorizations	\$18,617	\$18,963	\$19,341	\$19,718	\$20,095	\$96,734

**\*\*Amounts in millions of dollars**



Southern California Association of Governments
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017
November 1, 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

INTERIM
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

Table with 3 columns: Vendor, PO Purpose, PO Amount. Rows include Qwest Communications Corp. dba Century Link, Los Angeles Tourism and Convention Board, California Association of Councils of Government (CALCOG), Daily Journal Corporation, Ca Joint Powers Insurance Authority, Thomson West.

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

Table with 3 columns: Consultant/Contract #, Contract's Purpose, Contract Amount. Row includes Dudek (18-001-B21) with a detailed description of sustainability planning services.



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

<b><u>Consultant/Contract #</u></b>	<b><u>Contract's Purpose</u></b>	<b><u>Contract Amount</u></b>
Moore Iacofano Goltsman (MIG), Inc. (18-001-B09)	<p>This will reduce vehicle miles traveled and greenhouse gas emissions from transportation, and serve as an example for other suburban communities.</p> <p>The consultant shall provide services for a Sustainability Planning Grant for the City of Duarte (City). The Consultant shall prepare a Town Center Greening and Traffic Calming Plan (Plan), which is intended to help to balance safety, traffic flow and connectivity to encourage residents to reduce the use of single occupant vehicles and serve as a model for similar cities in the San Gabriel Valley, as well as across the SCAG region. This Plan will further the implementation of Complete Communities which was included as a land use strategy in SCAG's 2016 Regional Transportation Plan / Sustainable Communities Strategy (RTP/SCS).</p>	\$149,835



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

<b><u>Consultant/Contract #</u></b>	<b><u>Contract's Purpose</u></b>	<b><u>Contract Amount</u></b>
IBI Group (18-001-B15)	The consultant shall provide services for a Sustainability Planning Grant for the City of Vernon (City). Specifically, the consultant shall to conduct a Public Transit Feasibility Study for operating a public transportation system within the City, including coordination with existing services provided by neighboring jurisdictions. A tailored local transit system that serves the City's working and residential population and complements the regional transportation system will reduce greenhouse gas (GHG) emissions and vehicle miles traveled (VMT) and contribute to the implementation of the 2016-2040 RTP/SCS.	\$59,993
Michael Baker International (18-001-B28)	The consultant shall provide services for a Sustainability Planning Grant for the City of Perris (City). Specifically, the consultant shall provide information to the City regarding grant opportunities and engage in grant writing for the City for its "Grow Perris" Initiative, in support of the "Perris Green City Farm and Healthiest Cities and Counties Challenge" ("Project"). This grant writing Project could help implement the Initiative which intends to assist efforts to improve access to healthy affordable foods, and social economic resources for City residents with the goal to establish a network of gardens that will demonstrate how access to healthy, community-grown food can reduce car dependence and food-related car trips that can be a significant source of Vehicles Miles Traveled (VMT).	\$49,600

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

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



---

**ATTACHMENT(S):**

1. Contract 18-001-B21 Summary
2. Contract 18-001-B09 Summary
3. Contract 18-001-B15 Summary
4. Contract 18-001-B28 Summary

**CONSULTANT CONTRACT 18-001-B21**

**Recommended Consultant:**

Dudek

**Background & Scope of Work:**

The consultant shall provide services for a Sustainability Planning Grant for the City of Colton (City). Specifically, the consultant shall conduct a public outreach effort, analyze existing conditions, complete a market evaluation, develop zoning amendments and neighborhood development standards, and prepare a final report on the study’s findings. The study will create a vision plan to guide development and improvements that increase transit ridership, shorter vehicle trips, and active transportation mode share in the study area. This will reduce vehicle miles traveled and greenhouse gas emissions from transportation, and serve as an example for other suburban communities.

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

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

- A robust public outreach process;
- A market study that will show the potential opportunity of an older, economically distressed neighborhood; and
- Zoning code amendments and a development standards manual that can serve as a template for similar areas in the region.

**Strategic Plan:**

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

**Contract Amount:**

<b>Total not to exceed</b>	<b>\$159,954</b>
Dudek (prime consultant)	\$92,499
Place It (subconsultant)	\$30,011
ProForma Advisors (subconsultant)	\$37,444

**Contract Period:**

September 20, 2018 through June 30, 2019

**Project Number(s):**

275-4823U3.01	\$141,607
275-4823E.01	\$18,347

Funding source(s): Funding sources: Senate Bill 1 – The Road Repair and Accountability Act of 2017 (SB1) Formula Funds and Transportation Development Act (TDA).

**Request for Proposal (RFP):**

SCAG staff notified 2,725 firms of the release of RFP 18-001-B21 via SCAG’s Solicitation Management System. A total of 67 firms downloaded the RFP. SCAG received the following eight (8) proposals in response to the solicitation:

<b>Dudek (2 subconsultants)</b>	<b>\$159,954</b>
Mobius Planning (no subconsultants)	\$87,460
RRM Design Group (2 subconsultants)	\$154,923
KTUA (2 subconsultants)	\$159,769
The Arroyo Group (3 subconsultants)	\$159,994
Design Workshop (2 subconsultants)	\$165,387

Attachment: Contract 18-001-B21 Summary (Purchase Orders more than \$5,000 but less than \$200,000; Contracts more than \$25,000 but less

Michael Baker (no subconsultants)	\$183,546
Urban Collaborative (1subconsultant)	\$198,155

**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 four (4) highest ranked proposals.

The PRC consisted of the following individuals:

- Joseph Cryer, Assistant Regional Planner, SCAG
- Jessica Sutorus, Environmental Conservation Supervisor, City of Colton
- Victor Ortiz, City Engineer, City of Colton
- Mark Tomich, Director of Development Services, City of Colton
- Ricky Rivers, Transportation Planner, Caltrans District 8

**Basis for Selection:**

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

- Demonstrated the best understanding of the project, specifically, they showed the most attention to the needs of the community, the necessity of a robust outreach process, and they addressed key challenges and methods to overcome them;
- Provided the best technical approach, for example the outreach focuses on the specific needs of the community and is innovative in its use of describing planning methods, engaging audiences, and soliciting input from a wide range of stakeholders; and
- Demonstrated the most substantive experience working with similar communities, including engaging traditionally underserved groups

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

- Did not clearly demonstrate a sufficient level of effort, primarily in the form of staff hours, to satisfactorily complete the tasks in the Scope of Work;
- Did not demonstrate the same level of creativity and innovation within their proposed technical approach, particularly on the outreach task which did not show as much understanding of the local context; and
- Other firms proposed lower prices but did not propose a technical approach that fully met the RFP scope, including translation services, extensive outreach, and a robust market analysis, and did not demonstrate the familiarity and breadth of experience as did the selected consultant.

## CONSULTANT CONTRACT 18-001-C09

<b>Recommended Consultant:</b>	Moore Iacofano Goltsman (MIG), Inc.	
<b>Background &amp; Scope of Work:</b>	The consultant shall provide services for a Sustainability Planning Grant for the City of Duarte (City). The Consultant shall prepare a Town Center Greening and Traffic Calming Plan (Plan), which is intended to help to balance safety, traffic flow and connectivity to encourage residents to reduce the use of single occupant vehicles and serve as a model for similar cities in the San Gabriel Valley, as well as across the SCAG region. This Plan will further the implementation of Complete Communities which was included as a land use strategy in SCAG’s 2016 Regional Transportation Plan / Sustainable Communities Strategy (RTP/SCS).	
<b>Project’s Benefits &amp; Key Deliverables:</b>	<p>The project’s benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Improve pedestrian, bicycle, and vehicular safety;</li> <li>• Encourage residents to reduce the use of single occupant vehicles; and</li> <li>• Further the implementation of land use strategies included in the 2016 RTP/SCS.</li> </ul>	
<b>Strategic Plan:</b>	This item supports SCAG’s Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians.	
<b>Contract Amount:</b>	<b>Total not to exceed</b>	<b>\$149,835</b>
	Moore Iacofano Goltsman, Inc. (prime consultant)	\$98,029
	KOA Corporation (subconsultant)	\$44,284
	Economic & Planning Systems, Inc. (subconsultant)	\$7,522
<b>Contract Period:</b>	September 21, 2018 through June 30, 2019	
<b>Project Number(s):</b>	275-4823U3.01     \$132,649 275-4823E.01     \$17,186 Funding sources: Senate Bill 1 – The Road Repair and Accountability Act of 2017 (SB1) Formula Funds and Transportation Development Act (TDA).	
<b>Request for Proposal (RFP):</b>	SCAG staff notified 2,504 firms of the release of RFP 18-001-B09 via SCAG’s Solicitation Management System website. A total of 53 firms downloaded the RFP. SCAG received the following four (4) proposals in response to the solicitation:	
	<b>Moore Iacofano Goltsman, Inc. (2 subconsultants)</b>	<b>\$149,835</b>
	Alta Planning + Design (2 subconsultants)	\$144,871
	IBI Group (1 subconsultant)	\$149,923
	Nelson\Nygaard Consulting Associates, Inc. (2 subconsultants)	\$168,772
<b>Selection Process:</b>	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.	

Attachment: Contract 18-001-B09 Summary (Purchase Orders more than \$5,000 but less than \$200,000; Contracts more than \$25,000 but less

The PRC consisted of the following individuals:

India Brookover, Assistant Regional Planner (SCAG Project Manager)  
Nick Baldwin, Associate Planner, City of Duarte  
Jason Golding, Planning Manager, City of Duarte  
Amanda Hamilton, Public Works Manager, City of Duarte  
Jonathan Palacio, Associate Transportation Planner, Caltrans District 7

**Basis for Selection:**

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

- Demonstrated the best understanding of the project, specifically they demonstrated a superb knowledge of the local area and its challenges; scoped for an appropriate amount of outreach considering previous efforts made by the city; and addressed active transportation and mobility tasks and a holistic level and recognized the city's needs beyond bicycle planning;
- Provided the best technical approach, specifically MIG incorporating public art and branding into the plan made them stand out, and they demonstrated they can successfully implement this project with the one in Long Beach. They provided examples of aesthetically pleasing drought tolerant landscaping concepts that can also be used to improve safety for motorists (known as traffic calming) and storm water management. Furthermore, they did the best job at linking urban greening tasks to economic stimulation. MIG introduced an innovative approach to phasing for traffic calming treatments that is sensitive to the potential backlash of stakeholders and provides an inexpensive way to demonstrate the benefits of traffic calming before installing more permanent fixtures;
- Provided the best overall value for the level of effort proposed because their scope included a community benefits analysis, which can be used to present to the public, elected officials, and inform implementation efforts; and
- Proposed the lowest most realistic price to perform all the scope of work.

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

- Did not clearly demonstrate a sufficient level of effort to satisfactorily complete the tasks in the Scope of Work;
- Did not demonstrate the same level of creativity and innovation within their proposed technical approach. Proposed approach showed an over-emphasis on bicycles to other mobility modes as opposed to the more relevant modes that MIG included; and
- Did not propose a technical approach that fully met the RFP scope, especially their over-allocation of hours to outreach that did not build upon previous efforts.

**CONSULTANT CONTRACT 18-001-B15**

<b>Recommended Consultant:</b>	IBI Group				
<b>Background &amp; Scope of Work:</b>	<p>The consultant shall provide services for a Sustainability Planning Grant for the City of Vernon (City). Specifically, the consultant shall to conduct a Public Transit Feasibility Study for operating a public transportation system within the City, including coordination with existing services provided by neighboring jurisdictions. The study is intended to identify mobility demands and develop transportation solutions for providing public transportation service and multi-modal transportation investments in the City. A tailored local transit system that serves the City’s working and residential population and complements the regional transportation system will reduce greenhouse gas (GHG) emissions and vehicle miles traveled (VMT) and contribute to the implementation of the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). A tailored local public transportation system will also encourage riding the bus instead of driving a car. Aiming for resiliency, the City is committed to reducing the number of single-passenger vehicles. Consistent with the goals of the RTP/SCS fewer vehicles on the road should help reduce GHG emissions and VMT, along with reduced traffic and increased safety for pedestrians and cyclists.</p>				
<b>Project’s Benefits &amp; Key Deliverables:</b>	<p>The project’s benefits and key deliverables include, but are not limited to:</p> <ul style="list-style-type: none"><li>• Public outreach to the Vernon community;</li><li>• A comprehensive analysis and report on transit service alternatives, operation schedules, cost and revenue analysis, marketing recommendations, and other considerations for planning transit service.</li></ul>				
<b>Strategic Plan:</b>	This item supports SCAG’s Strategic Plan Goal 1. Produce innovative solutions that improve the quality of life for Southern Californians.				
<b>Contract Amount:</b>	<table border="0" style="width: 100%;"><tr><td style="width: 60%;"><b>Total not to exceed</b></td><td style="text-align: right;"><b>\$59,993</b></td></tr><tr><td>IBI Group (prime consultant)</td><td></td></tr></table>	<b>Total not to exceed</b>	<b>\$59,993</b>	IBI Group (prime consultant)	
<b>Total not to exceed</b>	<b>\$59,993</b>				
IBI Group (prime consultant)					
<b>Contract Period:</b>	August 31, 2018 through September 30, 2019				
<b>Project Number(s):</b>	<table border="0"><tr><td>275-4823U3.01</td><td>\$53,112</td></tr><tr><td>266-0715Q4.06</td><td>\$6,881</td></tr></table> <p>Funding source(s): Senate Bill 1, the Road Repair and Accountability Act of 2017 and the City of Vernon Cash Match.</p> <p>Funding of \$50,000 is available in the FY 2018-19 budget, and the remaining \$9,993 is expected to be available in the FY 2019-20 budget in Project Number 275-4823U3.01, subject to budget availability.</p>	275-4823U3.01	\$53,112	266-0715Q4.06	\$6,881
275-4823U3.01	\$53,112				
266-0715Q4.06	\$6,881				
<b>Request for Proposal (RFP):</b>	<p>SCAG staff notified 2,151 firms of the release of RFP 18-001-B15 via SCAG’s Solicitation Management System website. A total of 47 firms downloaded the RFP. SCAG received the following five (5) proposals in response to the solicitation:</p> <table border="0" style="width: 100%;"><tr><td style="width: 60%;"><b>IBI Group (no subconsultants)</b></td><td style="text-align: right;"><b>\$59,993</b></td></tr></table>	<b>IBI Group (no subconsultants)</b>	<b>\$59,993</b>		
<b>IBI Group (no subconsultants)</b>	<b>\$59,993</b>				

Attachment: Contract 18-001-B15 Summary (Purchase Orders more than \$5,000 but less than \$200,000; Contracts more than \$25,000 but less

Moore & Associates – (1 subconsultant)	\$59,935
Nelson-Nygaard – (no subconsultants)	\$60,001
Impact Sciences – (no subconsultants)	\$66,516
Kimley-Horn – (no subconsultants)	\$83,494

**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 three (3) highest ranked offerors.

The PRC consisted of the following individuals:

Marco Anderson, Sustainability Program Manager, SCAG  
 Lissette Melendez, Associate Engineer, City of Vernon  
 Mark Aumentado, Assistant Engineer, City of Vernon

**Basis for Selection:**

The PRC recommended IBI Group for the contract award because the consultant:

- Demonstrated the best understanding of the project, specifically IBI Group described the most practical solutions for getting input from hard to reach employee populations in the City;
- Provided the best technical approach, specifically, IBI Group intends to develop the best service option for the transit needs of the city, then explore all possible options, including public/private micro transit, and direct contracting; and
- Demonstrated the most relevant work experience developing transit services with similar demographics.

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

- Did not demonstrate the same level of creativity and innovation within their proposed technical approach. Proposed approach, particularly on economics task, focused mainly on retail opportunities and did not represent a good value; and
- Did not demonstrate the familiarity and breadth of experience as did the selected consultant.

## CONSULTANT CONTRACT 18-001-B28

<b>Recommended Consultant:</b>	Michael Baker International				
<b>Background &amp; Scope of Work:</b>	The consultant shall provide services for a Sustainability Planning Grant for the City of Perris (City). Specifically, the consultant shall provide information to the City regarding grant opportunities and engage in grant writing for the City for its “Grow Perris” Initiative, in support of the “Perris Green City Farm and Healthiest Cities and Counties Challenge (“Project”). This grants writing Project could help implement the Initiative which intends to assist efforts to improve access to healthy affordable foods, and social economic resources for City residents with the goal to establish a network of gardens that will demonstrate how access to healthy, community-grown food can reduce car dependence and food-related car trips that can be a significant source of Vehicles Miles Traveled (VMT).				
<b>Project’s Benefits &amp; Key Deliverables:</b>	The project’s benefits and key deliverables include, but are not limited to: <ul style="list-style-type: none"><li>• Letters of support for use in grant applications;</li><li>• Report on Grant Opportunities and Strategy; and</li><li>• Preparation and submission of six grant applications.</li></ul>				
<b>Strategic Plan:</b>	This item supports SCAG’s Strategic Plan Goal 4: Provide innovative information and value-added services to enhance member agencies’ planning and operations and promote regional collaboration.				
<b>Contract Amount:</b>	<table border="0" style="width: 100%;"><tr><td style="width: 60%;"><b>Total not to exceed</b></td><td style="text-align: right;"><b>\$49,600</b></td></tr><tr><td>Michael Baker International (prime consultant)</td><td></td></tr></table> <p>Note: Michael Baker International originally proposed \$64,719 but staff negotiated the price down to \$49,600 without reducing the scope of work.</p>	<b>Total not to exceed</b>	<b>\$49,600</b>	Michael Baker International (prime consultant)	
<b>Total not to exceed</b>	<b>\$49,600</b>				
Michael Baker International (prime consultant)					
<b>Contract Period:</b>	September 17, 2018 through September 17, 2019				
<b>Project Number(s):</b>	150.04590B.01 \$43,911 150.04590E.01 \$5,689 Funding source(s): Consolidated Planning Grant (CPG) – Federal Transit Administration (FTA) Transportation Development Act (TDA).				
<b>Request for Proposal (RFP):</b>	SCAG staff notified 2,464 firms of the release of RFP 18-001-B28 via SCAG’s Solicitation Management System. A total of 42 firms downloaded the RFP. SCAG received the following two (2) proposals in response to the solicitation: <table border="0" style="width: 100%; margin-top: 10px;"><tr><td style="width: 60%;"><b>Michael Baker International (1 subconsultant)</b></td><td style="text-align: right;"><b>\$64,719</b></td></tr><tr><td>KTUA (1 subconsultant)</td><td style="text-align: right;">\$48,947</td></tr></table>	<b>Michael Baker International (1 subconsultant)</b>	<b>\$64,719</b>	KTUA (1 subconsultant)	\$48,947
<b>Michael Baker International (1 subconsultant)</b>	<b>\$64,719</b>				
KTUA (1 subconsultant)	\$48,947				
<b>Selection Process:</b>	The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed both offerors.				

The PRC consisted of the following individuals:

Sarah Dominguez, Associate Regional Planner, SCAG  
Eduardo Sida, Program Coordinator, City of Perris  
Isabel Carlos, Director of Administrative Services, City of Perris  
Arsenio Ramirez, Program Coordinator, City of Perris  
Kwasi Agyakwa, Transportation Planner, Caltrans District 8

**Basis for Selection:**

The PRC recommended Michael Baker International for the contract award because the consultant:

- Acknowledged the value and necessity to encourage other City efforts in order to streamline implementation as well as to demonstrate multiple co-benefits of the urban farms in order to qualify for multiple grant opportunities;
- Proposed the best combined strategy that looks at the 31 garden sites based on the different needs to be met by the farms (education vs. production) and tailoring each proposal through that observation; and
- Provided the best overall value for the level of effort proposed. Specifically, their experience of starting a similar garden network in the City of Ontario and strong experience applying for similar grants. Also, the consultant provides the best long-term value by understanding the need for community engagement as a means of long-term sustainability.

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

- Did not clearly demonstrate a sufficient level of effort, primarily in the form of staff hours to satisfactorily to complete the Scope of Work;
- Did not demonstrate the same level of creativity and innovation within their proposed technical approach. Their proposed approach focused on data and metrics of GIS mapping and differing examples based on lot size but missed the overall need for program longevity by matching the garden type to the community need; and
- Did not propose a technical approach that would enable the city to continue the momentum of the grant applications after the contract period.



Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017  
November 1, 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 Monthly Report

INTERIM  
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**

Caltrans Independent Office of Audits and Investigations (Caltrans) issued the final Incurred Cost Audit (ICA) Report for SCAG on September 21, 2018 and is expected to issue its Indirect Cost Allocation Report shortly. A copy of the ICA report is available at: <http://dot.ca.gov/audits/INC.html>.

SCAG is working with Caltrans to resolve all issues related to these audits. The Audit Committee met on October 24, 2018 to review and provide input to staff on the ICA Report.

SCAG's outside independent auditors, Vavrinek, Trine, Day and Co., are currently on site performing their fieldwork and will present their draft Fiscal Year 2017-18 audit report to the Audit Committee in November or December 2018.

**MEMBERSHIP DUES:**

As of October 15, 2018, 164 cities and 6 counties had paid their FY19 dues. This represents about 93% of the assessment and is line with prior years. 25 cities have yet to pay. Two cities are being recruited for membership.

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

On September 19, 2018, Caltrans certified \$10.3 million of unexpended Consolidated Planning Grant (CPG) funds and \$8.8 million of special grant fund balances after the end of fiscal year 2017-18. Available funding will be programmed in Amendment 3 to the FY 2018-19 Overall Work Program (OWP) for RC approval on November 1, 2018.

**CONTRACTS:**

In September 2018, the Contracts Department issued three (3) Request for Proposals (RFP's); awarded twelve (12) contracts; issued five (5) contract amendments; and processed 114



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Purchase Orders to support ongoing business and enterprise operations. Staff also administered 103 consultant contracts.

**ATTACHMENT(S):**

1. CFO Charts



# Office of the Chief Financial Officer

## Monthly Status Report

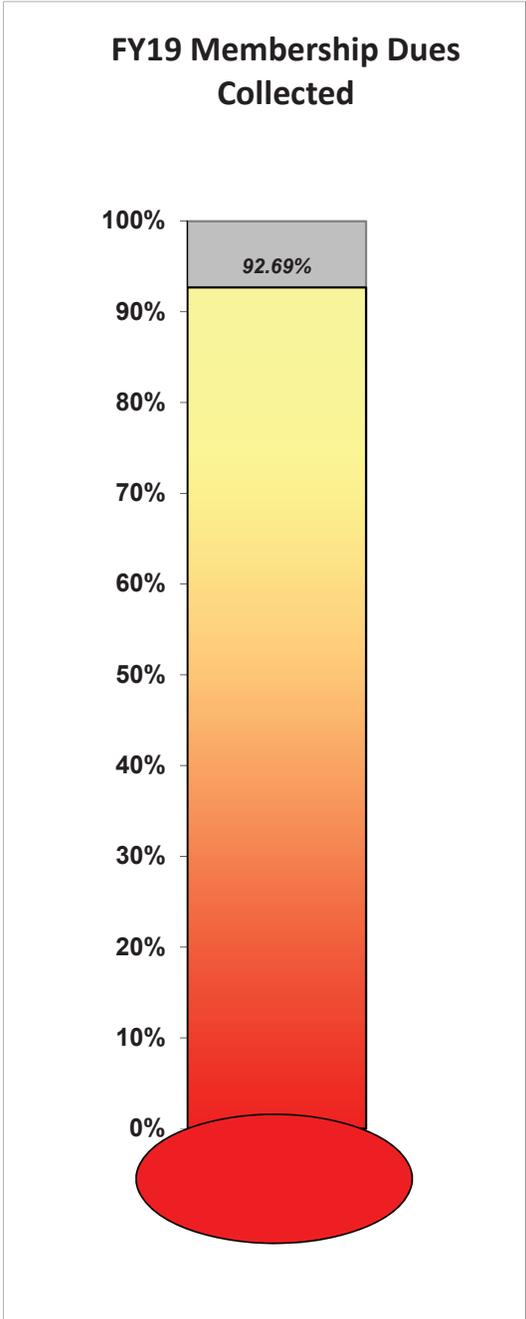
**SEPTEMBER 2018**

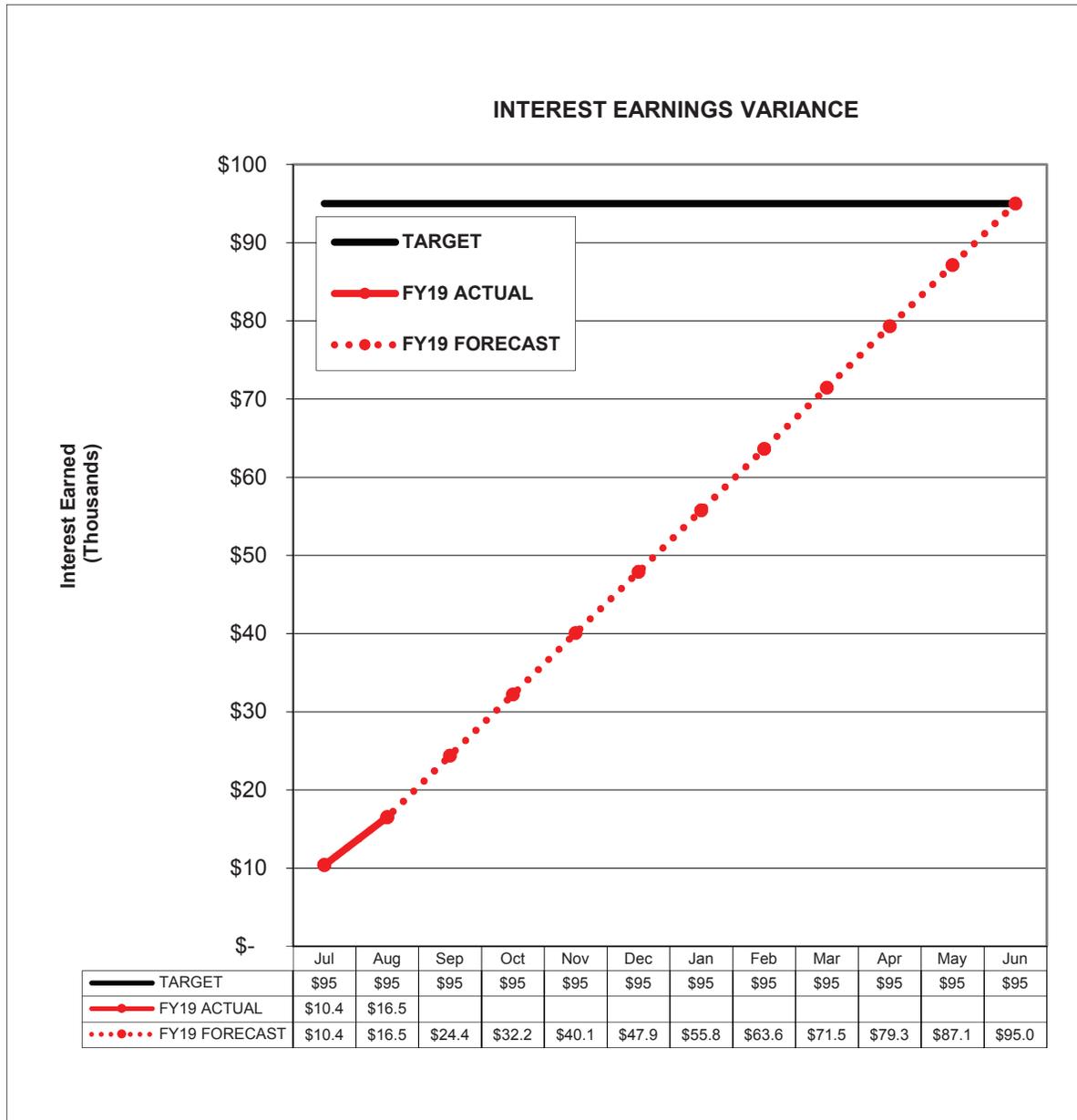
**OVERVIEW**

As of October 15, 2018, 164 cities and six counties had paid their FY19 dues. This represents 92.7% of the dues assessment. 25 cities 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>\$ 1,903,802</u>
Percentage Collected	<u>92.69%</u>





**OVERVIEW**

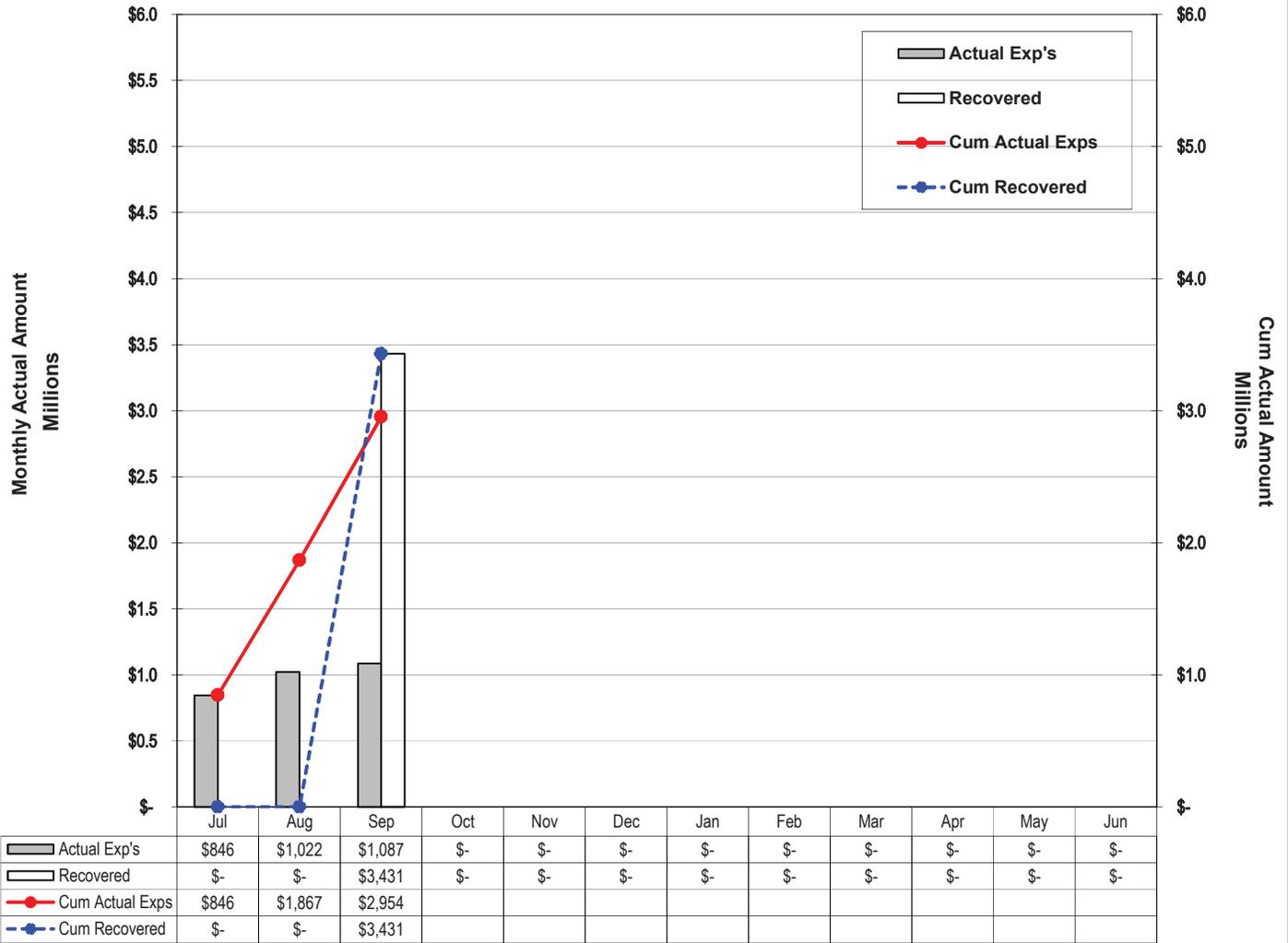
Actual interest income is plotted against the target amount. The amount credited to SCAG's account through August was \$16,526. The LA County Pool earned 1.92% in July.

**SUMMARY**

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



### FY19 INDIRECT COST & RECOVERY



Attachment: CFO Charts (CFO Monthly Report)

## OVERVIEW

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

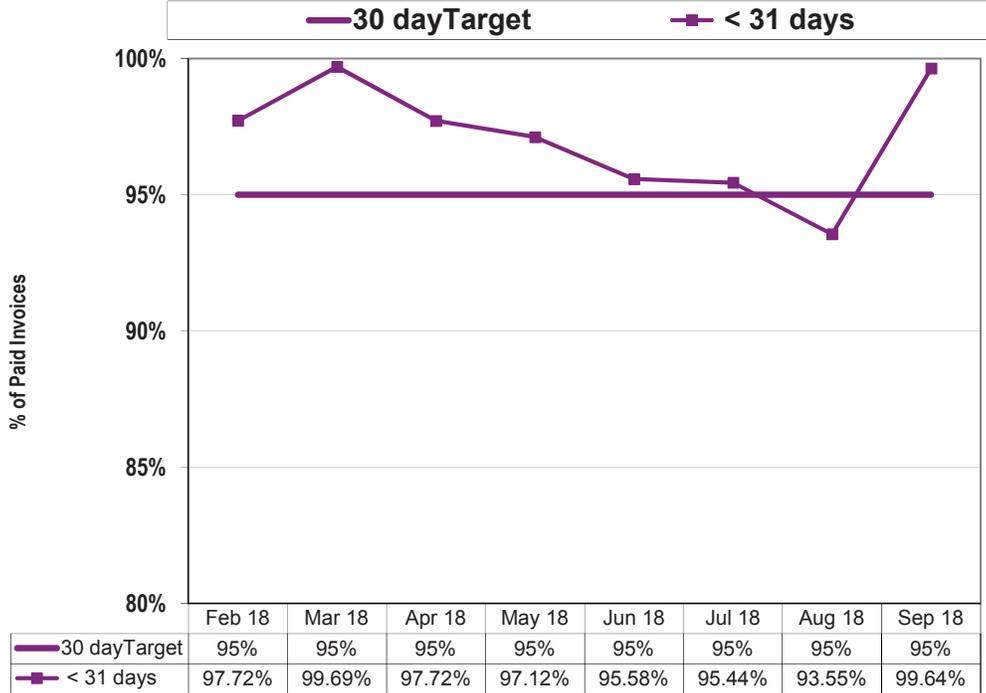
## SUMMARY

Through September 2018, SCAG was over-recovered by \$476,329 due to unspent budget.

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

99.64% of September 2018's payments were made within 30 days of invoice receipt.  
At month-end, 31 invoices remained unpaid less than 30 days.

Actual

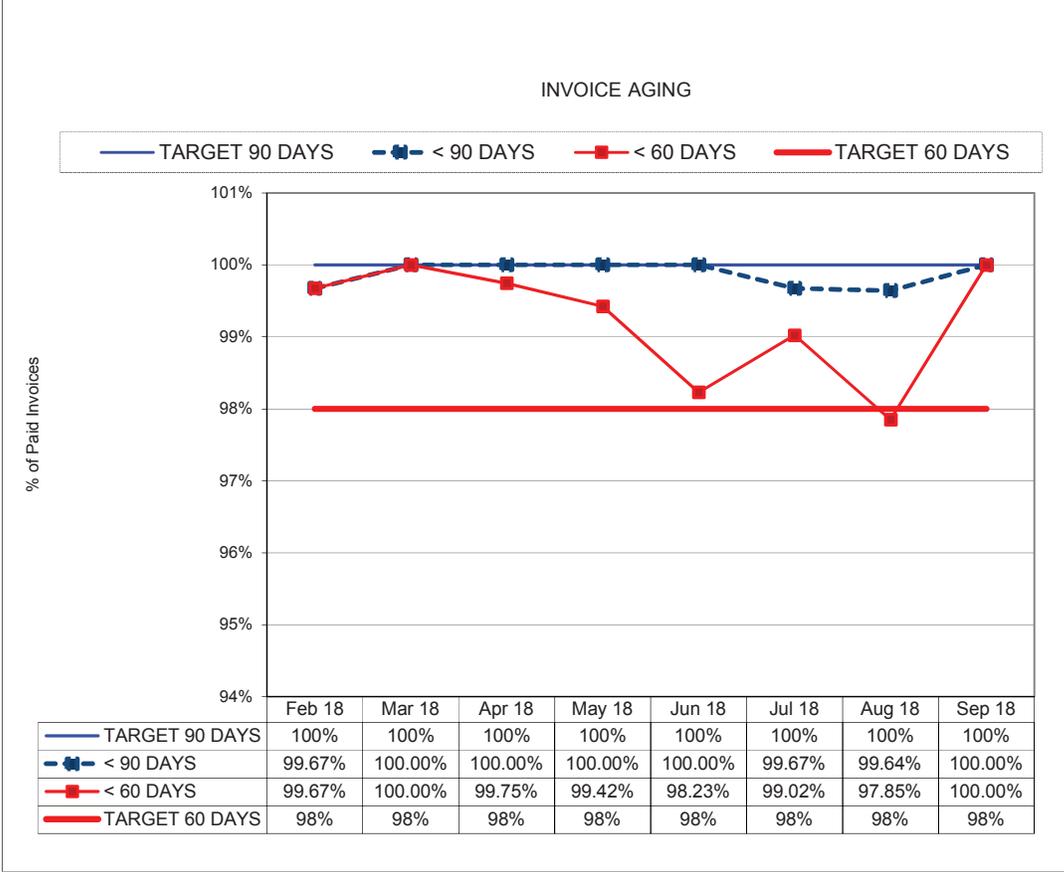
OVERVIEW

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

SUMMARY

These goals were met during this period.

100.00% of September 2018's payments were within 60 days of invoice receipt and 100.00% within 90 days. Invoices unpaid 30-60 days totaled 22; 60-90 days: 1; >90 days: 0.



Attachment: CFO Charts (CFO Monthly Report)



Office of the CFO  
Consolidated Balance Sheet

	8/31/2018	9/30/2018	Incr (decr) to equity	COMMENTS
1				
2	\$ 3,187,654	\$ 2,678,910		
3	\$ 5,860,772	\$ 5,962,119		
4	\$ 9,048,426	\$ 8,641,028	\$ (407,398)	TDA spent according to budget
5				
6	\$ 5,305,579	\$ 8,169,206	\$ 2,863,627	Sep captured all IC for FY19 as our ICAP was approved
7				
8	\$ 7,517,673	\$ 6,425,546	\$ (1,092,127)	IC was over-recovered by \$476K thru Sep and prepaids of \$623K were amortized.
9				
10	\$ 6,649,019	\$ 6,649,019	\$ -	No change (balance shown is as of previous year-end as full fixed asset accounting is done annually)
11				
12	\$ 28,520,697	\$ 29,884,799	\$ 1,364,102	
13				
14	\$ (38,966)	\$ (59,826)	\$ (20,860)	Immaterial difference
15				
16	\$ (598,371)	\$ (576,548)	\$ 21,823	August had 10 working days, September had 10
17				
18	\$ (81,417)	\$ (75,918)	\$ 5,500	Immaterial difference
19				
20	\$ (718,754)	\$ (712,292)	\$ 6,462	
21				
22	\$ 27,801,943	\$ 29,172,506	\$ 1,370,564	
23				
24				
<b>WORKING CAPITAL</b>				
25				
26	\$ 9,048,426	\$ 8,641,028	\$ (407,398)	
27	\$ 5,305,579	\$ 8,169,206	\$ 2,863,627	
28	\$ (38,966)	\$ (59,826)	\$ (20,860)	
29	\$ (598,371)	\$ (576,548)	\$ 21,823	
30	\$ 13,716,668	\$ 16,173,859	\$ 2,457,192	



**Office of the CFO**  
Fiscal Year-To-Date Expenditure Report Through September 30, 2018

**COMPREHENSIVE BUDGET**

		<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Expenditures</b>	<b>Adjusted Commitments</b>	<b>Budget Balance</b>	<b>% Budget Spent</b>
1	Staff & Allocated Fringe Benefits	500,715	500,715	65,004	-	435,711	13.0%
2	51001 Allocated Indirect Costs	467,122	467,122	60,812	-	406,310	13.0%
3	54300 SCAG Consultants	274,850	237,172	15,500	196,634	25,038	6.5%
4	54340 Legal costs	180,000	180,000	-	9,900	170,100	0.0%
5	55441 Payroll, bank fees	12,500	12,500	513	11,987	0	4.1%
6	55510 Office Supplies	25,000	25,000	154	22,255	2,591	0.6%
7	55600 SCAG Memberships	22,000	59,678	59,678	-	-	100.0%
8	55610 Professional Membership	11,500	11,500	3,320	120	8,060	28.9%
9	55730 Capital Outlay > \$5,000	-	3,893	3,893	(3,893)	3,893	100.0%
10	55830 Conference - Registration	15,000	15,000	-	-	15,000	0.0%
11	55860 Scholarships	32,000	32,000	-	-	32,000	0.0%
12	55910 RC/Committee Mtgs	25,000	25,000	-	-	25,000	0.0%
13	55912 RC Retreat	5,000	5,000	-	-	5,000	0.0%
14	55914 RC General Assembly	375,000	375,000	60,000	1	314,999	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	55919 Go Human	-	711	711	-	(0)	100.0%
19	55920 Other Meeting Expense	40,000	36,107	8,742	20,928	6,437	24.2%
20	55460 Mat & equip <\$5K	-	50	50	0	0	99.0%
21	55620 Res mat/sub	-	1,876	1,876	-	-	100.0%
22	55930 Misc.	12,000	7,820	1,750	(0)	6,070	22.4%
23	58150 Travel Lodging	-	1,543	1,543	-	0	100.0%
24	55940 Stipend - RC Meetings	215,925	215,925	23,930	-	191,995	11.1%
25	56100 Printing	30,500	30,500	-	-	30,500	0.0%
26	58100 Travel - outside SCAG region	44,500	44,500	25	-	44,475	0.1%
27	58101 Travel - local	25,500	25,500	3,636	-	21,864	14.3%
28	58110 Mileage - local	23,500	23,500	1,464	-	22,036	6.2%
29	58800 RC Sponsorships	135,000	135,000	95,080	4,900	35,020	70.4%
30	<b>Total General Fund</b>	<b>2,610,612</b>	<b>2,610,612</b>	<b>407,681</b>	<b>262,857</b>	<b>1,940,075</b>	<b>15.6%</b>
31							
32	Staff & Allocated Fringe Benefits	15,130,995	15,030,995	3,602,099	0	11,428,897	24.0%
33	51001 Allocated Indirect Costs	14,115,805	14,115,805	3,369,763	0	10,746,042	23.9%
34	54300 SCAG Consultants	30,586,917	30,287,112	54,516	3,771,238	26,461,358	0.2%
35	54360 Pass-through Payments	12,075,472	12,075,472	650,013	6,795,183	4,630,277	5.4%
36	55210 Software Support	247,231	247,231	141,998	50,199	55,034	57.4%
37	55280 Third Party Contribution	4,567,848	4,567,848	855,714	0	3,712,134	18.7%
38	55310 F&F Principal	231,850	231,850	56,107	172,462	3,281	24.2%
39	55315 F&F Interest	49,426	49,426	13,685	35,741	-	27.7%
33	55320 AV Principal	102,665	102,665	31,018	71,647	(0)	30.2%
34	55325 AV Interest	21,886	21,886	8,941	12,945	0	40.9%
35	55580 Outreach/Advertisement	-	15,936	15,936	0	(0)	
36	55620 Resource Materials - subscrib	931,456	931,456	121,063	50,502	759,891	13.0%
37	55730 Capital Outlay	300,000	300,000	-	0	300,000	0.0%
38	55810 Public Notices	56,000	56,000	29,587	575	25,838	52.8%
39	55920 Other Meeting Expense	83,500	83,500	110	0	83,390	0.1%
40	55220 Hardware Supp	5,000	5,000	-	0	5,000	0.0%
41	55510 Office Supplies	-	255	255	0	0	99.8%
42	55540 Postage	-	19	19	0	0	98.9%
43	55830 Conf. Registration	3,500	3,500	1,249	0	2,251	35.7%
44	55930 Misc Other	150,211	535,944	-	0	535,944	0.0%
45	56100 Printing	28,000	75,862	-	35,261	40,601	0.0%
46	58100 Travel - Outside	246,750	246,750	12,412	0	234,338	5.0%
47	58101 Travel - Local	5,500	5,500	1,674	0	3,826	30.4%
48	58110 Mileage - local	25,800	25,800	5,551	0	20,249	21.5%
49	58200 Travel - Reg Fees	5,000	5,000	-	0	5,000	0.0%
50	59090 Exp - Local Other	9,767,224	9,767,224	148,359	0	9,618,865	1.5%
51	<b>Total OWP &amp; TDA Capital</b>	<b>88,738,036</b>	<b>88,788,036</b>	<b>9,120,068</b>	<b>10,995,753</b>	<b>68,672,215</b>	<b>10.3%</b>
51							
52	<b>Comprehensive Budget</b>	<b>91,348,648</b>	<b>91,398,648</b>	<b>9,527,749</b>	<b>11,258,610</b>	<b>70,612,289</b>	<b>10.4%</b>

Attachment: CFO Charts (CFO Monthly Report)

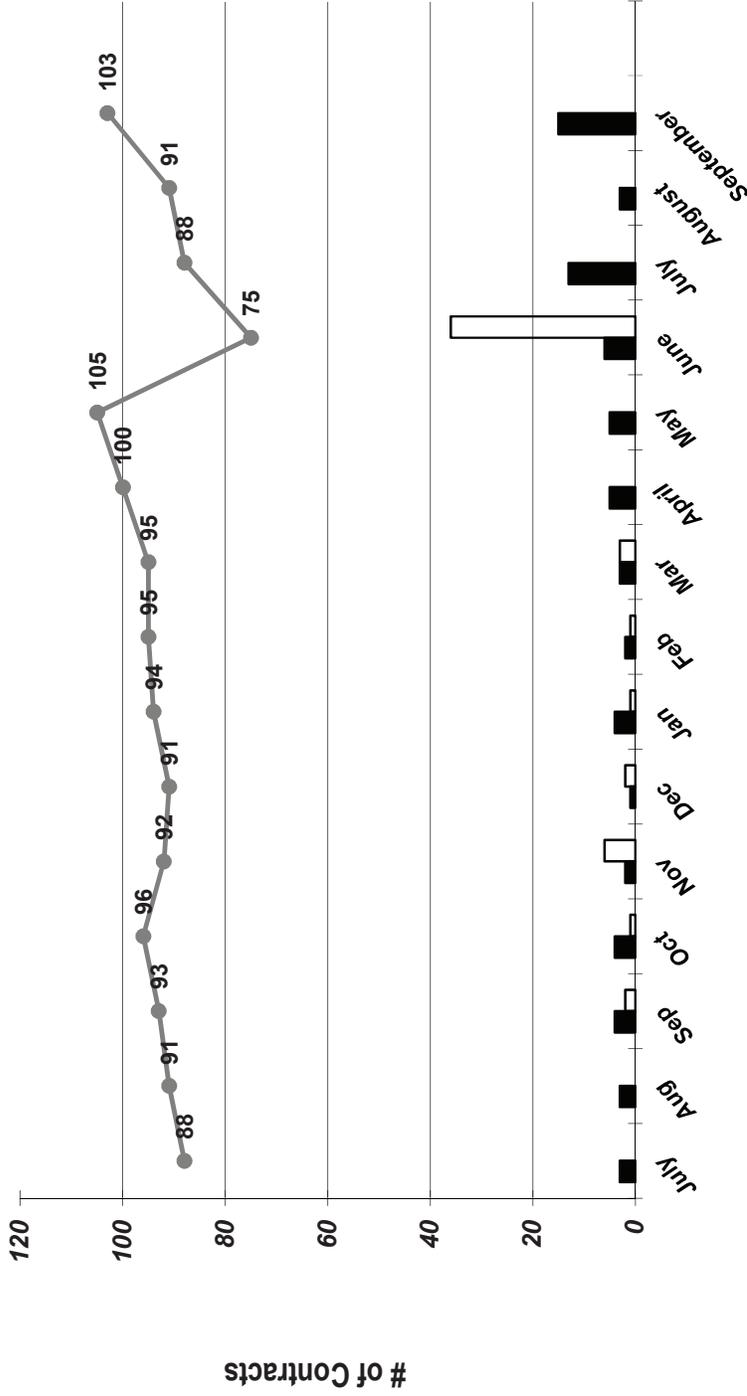


**INDIRECT COST EXPENDITURES**

	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Expenditures</b>	<b>Adjusted Commitments</b>	<b>Budget Balance</b>	<b>% Budget Spent</b>	
1	50010 Regular Staff	4,540,919	4,540,919	1,255,421	3,285,498	27.6%	
2	50013 Regular OT	1,000	1,000	-	1,000	0.0%	
3	50014 Interns, Temps, Annuity	75,000	75,000	17,184	57,816	22.9%	
4	50030 Severance	85,000	85,000	11,183	73,817	13.2%	
5	Allocated Fringe Benefits	3,587,327	3,587,327	962,567	2,624,760	26.8%	
6	54300 SCAG Consultants	234,570	205,793	4,700	2,923	198,170	2.3%
7	54301 Consultants - Other	1,421,750	1,453,602	83,404	81,525	1,288,673	5.7%
8	54340 Legal	125,000	125,000	-	39,782	85,218	0.0%
9	55210 Software Support	484,980	453,128	113,801	62,226	277,101	25.1%
10	55220 Hardware Supp	86,000	111,304	111,304	(0)	0	100.0%
11	55240 Repair & Maint Non-IT	15,000	15,536	15,536	-	(0)	100.0%
12	55270 Software Purchases		3,473	3,473	-	0	100.0%
13	55400 Office Rent DTLA	724,350	724,350	103,360	620,990	0	14.3%
14	55410 Office Rent Satellite	245,883	245,883	39,831	128,210	77,842	16.2%
15	55420 Equip Leases	120,000	120,000	10,280	27,561	82,159	8.6%
16	55430 Equip Repairs & Maint	26,500	25,964	1,690	300	23,975	6.5%
17	55435 Security Services	100,000	100,000	9,082	54,856	36,062	9.1%
18	55440 Insurance	199,089	199,089	73,432	-	125,657	36.9%
19	55441 Payroll / Bank Fees	15,000	15,000	2,981	11,492	527	19.9%
20	55445 Taxes	5,000	5,000	-	-	5,000	0.0%
21	55460 Mater & Equip < \$5,000 *	14,000	14,000	2,258	11,742	(0)	16.1%
22	55510 Office Supplies	73,800	73,800	11,634	48,174	13,992	15.8%
23	55520 Graphic Supplies	2,500	2,500	-	15	2,485	0.0%
24	55530 Telephone	170,000	170,000	18,208	107,072	44,720	10.7%
25	55540 Postage	10,000	10,000	10,000	-	0	100.0%
26	55600 SCAG Memberships	188,450	188,450	45,464	-	142,986	24.1%
27	55620 Res Mats/Subscrip	57,300	57,300	16,757	6,322	34,221	29.2%
28	55700 Deprec - Furn & Fixt	232,000	232,000	-	-	232,000	0.0%
29	55710 Deprec - Computer Equipment	35,000	35,000	-	-	35,000	0.0%
30	55715 Amortiz - Software	250,000	250,000	-	-	250,000	0.0%
31	55720 Amortiz - Leasehold Improvements	70,000	70,000	-	-	70,000	0.0%
32	55800 Recruitment Notices	20,000	20,000	1,740	90	18,170	8.7%
33	55801 Recruitment - other	38,000	38,000	1,785	36,215	0	4.7%
34	55810 Public Notices	2,500	2,500	-	-	2,500	0.0%
35	55820 In House Training	20,000	20,000	1,815	-	18,185	9.1%
36	55830 Networking Meetings/Special Events	11,500	11,500	4,735	-	6,765	41.2%
37	55840 Training Registration	65,000	65,000	9,877	-	55,123	15.2%
38	55920 Other Mtg Exp	2,500	2,500	-	-	2,500	0.0%
40	Miscellaneous - other	11,000	11,000	1,254	1,860	7,886	11.4%
41	55950 Temp Help	38,500	38,500	4,253	27,961	6,286	11.0%
42	56100 Printing	20,000	20,000	815	4,265	14,921	4.1%
43	58100 Travel - Outside	85,000	85,000	2,734	-	82,266	3.2%
44	58101 Travel - Local	18,750	18,750	1,301	-	17,449	6.9%
45	58110 Mileage - Local	26,100	26,100	389	-	25,711	1.5%
46	<b>Total Indirect Cost</b>	<b>13,554,268</b>	<b>13,554,268</b>	<b>2,954,246</b>	<b>1,273,581</b>	<b>9,326,441</b>	<b>21.8%</b>

**Attachment: CFO Charts (CFO Monthly Report)**

# SCAG Contracts (Year to Date)



**Overview**  
This chart shows the number of contracts administered by the Contracts division, by month, from July 2017 thru September 2018

Awarded Contracts  
 Closed Contracts  
 Active Contracts



**Summary**

The chart shows that the Contracts Department is managing One hundred and three contracts. Forty-six 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 40 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 October 1, 2018



<b>GROUPS</b>	<b>Authorized Positions</b>	<b>Filled Positions</b>	<b>Vacant Positions</b>
Executive	7	5	2
Legal	2	2	0
Policy & Public Affairs	19	13	6
Administration	42	37	5
Planning & Programs	64	60	4
<b>Total</b>	<b>134</b>	<b>117</b>	<b>17</b>

**OTHER POSITIONS**

<b>GROUPS</b>	<b>Limited Term Positions</b>	<b>Interns or Volunteers</b>	<b>Temp Positions</b>	<b>Agency Temps</b>
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	
<b>Total</b>	<b>17</b>	<b>21</b>	<b>0</b>	<b>0</b>

Attachment: CFO Charts (CFO Monthly Report)