



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

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**David Pollock, Moorpark**

Transportation  
**Sean Ashton, Downey**

MEETING NO. 638 – HYBRID (IN-PERSON &  
REMOTE PARTICIPATION) \*

# EXECUTIVE/ ADMINISTRATION COMMITTEE

***In-Person & Remote Participation\****  
***Wednesday, December 1, 2021***  
***3:00 p.m. – 4:00 p.m.***

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

***To Attend and Participate on Your Computer:***  
**<https://scag.zoom.us/j/889726747>**

***To Attend and Participate by Phone:***  
**Call-in Number: 1-669-900-6833**  
**Meeting ID: 889 726 747**

### **PUBLIC ADVISORY**

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

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

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



## Instructions for Public Comments

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

1. **In Writing:** Submit written comments via email to: [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov) by **5pm on Tuesday, November 30, 2021**. You are **not** required to submit public comments in writing or in advance of the meeting; this option is offered as a convenience should you desire not to provide comments in real time as described below.

All written comments received after 5pm on Tuesday, November 30, 2021 will be announced and included as part of the official record of the meeting.

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

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

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



## Instructions for Participating in the Meeting

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

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

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

### To Listen and Provide Verbal Comments by Phone

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



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**EAC - Executive/Administration Committee**  
**Members – December 2021**

- 1. Hon. Clint Lorimore**  
Chair, Eastvale, RC District 4
- 2. Hon. Jan C. Harnik**  
1st Vice Chair, RCTC Representative
- 3. Sup. Carmen Ramirez**  
2nd Vice Chair, Ventura County
- 4. Hon. Rex Richardson**  
Imm. Past President, Long Beach, RC District 29
- 5. Hon. Jorge Marquez**  
CEHD Chair, Covina, RC District 33
- 6. Hon. Frank A. Yokoyama**  
CEHD Vice Chair, Cerritos, RC District 23
- 7. Hon. David Pollock**  
EEC Chair, Moorpark, RC District 46
- 8. Hon. Deborah Robertson**  
EEC Vice Chair, Rialto, RC District 8
- 9. Hon. Sean Ashton**  
TC Chair, Downey, RC District 25
- 10. Hon. Art Brown**  
TC Vice Chair, Buena Park, RC District 21
- 11. Hon. Alan Wapner**  
LCMC Chair, SBCTA Representative
- 12. Hon. Peggy Huang**  
LCMC Vice Chair, TCA Representative
- 13. Hon. Kathryn Barger**  
Pres. Appt., Los Angeles County
- 14. Hon. Larry McCallon**  
Pres. Appt., Highland, RC District 7
- 15. Hon. Cheryl Viegas-Walker**  
Pres. Appt., El Centro, RC District 1

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**OUR MISSION**

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

**OUR VISION**

*Southern California's Catalyst for a Brighter Future*

**OUR CORE VALUES**

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



- 
- 16. Sup. Donald Wagner**  
Pres. Appt., Orange County
  
  - 17. Hon. Andrew Masiel**  
Tribal Govt Regl Planning Board Representative
  
  - 18. Randall Lewis**  
Business Representative, Non-Voting Member

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## EXECUTIVE/ADMINISTRATION COMMITTEE MEETING AGENDA

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
**Wednesday, December 1, 2021**  
**3:00 PM**

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

### **CALL TO ORDER AND PLEDGE OF ALLEGIANCE** *(The Honorable Clint Lorimore, Chair)*

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

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

**General information for all public comments:** Members of the public are encouraged, but not required, to submit written comments by sending an email to: [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov) by 5pm on Tuesday, November 30, 2021. Such comments will be transmitted to members of the legislative body and posted on SCAG's website prior to the meeting. Any writings or documents provided to a majority of the Executive Administration Committee regarding any item on this agenda (other than writings legally exempt from public disclosure) are available at the Office of the Clerk, located at 900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017 during normal business hours and/or by contacting the office by phone, (213) 630-1420, or email to [aguilarm@scag.ca.gov](mailto:aguilarm@scag.ca.gov). Written comments received after 5pm on Tuesday, November 30, 2021, will be announced and included as part of the official record of the meeting. Members of the public wishing to verbally address the Executive/Administration Committee in real time during the meeting will be allowed up to a total of 3 minutes to speak on items on the agenda, with the presiding officer retaining discretion to adjust time limits as necessary to ensure efficient and orderly conduct of the meeting. The presiding officer has the discretion to equally reduce the time limit of all speakers based upon the number of comments received. If you desire to speak on an item listed on the agenda, please wait for the chair to call the item and then indicate your interest in offering public comment by either using the "raise hand" function on your computer or pressing \*9 on your telephone. For purpose of providing public comment for items listed on the Consent Calendar, please indicate that you wish to speak when the Consent Calendar is called; items listed on the Consent Calendar will be acted upon with one motion and there will be no separate discussion of these items unless a member of the legislative body so requests, in which event, the item will be considered separately.

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

### **ACTION ITEM**

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



## EXECUTIVE/ADMINISTRATION COMMITTEE MEETING AGENDA

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### **RECOMMENDED ACTION:**

That the Executive/Administration Committee (EAC), acting on behalf of the Regional Council (RC): (1) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the EAC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (2) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the EAC, RC and all committees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings for a period of thirty (30) days pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e).

2. Resolution No. 21-638-1 Approving Amendment 2 to the FY 2021-22 Overall Work Program Budget, the Indirect Cost Budget and TDA Capital Budget  
*(Cindy Giraldo, Chief Financial Officer)*

### **RECOMMENDED ACTION:**

That the Executive/Administration Committee (EAC), acting on behalf of the Regional Council (RC):

- 1) Approve Resolution No. 21-638-1 adopting amendments to the Fiscal Year 2021-22 (FY22) Overall Work Program (OWP) budget, the Indirect Cost Budget and TDA Capital Budget, and authorizing such other matters as contained in and provided by said resolution;
- 2) Authorize the Executive Director, or his designee, to submit the Amendment 2 to the FY22 OWP to the California Department of Transportation (Caltrans); and
- 3) Authorize the Executive Director, of his designee, to submit the revised FY22 Indirect Cost Rate Proposal (ICRP) and the FY22 Fringe Benefits Cost Rate Proposal to the Federal Transit Administration (FTA).

### **CONSENT CALENDAR**

#### Approval Items

3. Minutes of the Regular Meeting – November 3, 2021
4. Approval for Additional Stipend Payments
5. Contract Amendment Greater Than 30% of the Contract's Original Value: Contract No. 17-026-C1 Amendment 8, Professional Auditing Services
6. SCAG Memberships and Sponsorships



## EXECUTIVE/ADMINISTRATION COMMITTEE MEETING AGENDA

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### Receive and File

7. Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and Amendments \$5,000 - \$74,999

8. CFO Monthly Report

### **CFO REPORT**

*(Cindy Giraldo, Chief Financial Officer)*

### **PRESIDENT'S REPORT**

*(The Honorable Clint Lorimore, Chair)*

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

*(Kome Ajise, Executive Director)*

### **FUTURE AGENDA ITEMS**

### **ANNOUNCEMENTS**

### **ADJOURNMENT**





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

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
**December 1, 2021**

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

**EXECUTIVE DIRECTOR'S  
APPROVAL**

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

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

**RECOMMENDED ACTION FOR EAC:**

That the Executive/Administration Committee (EAC), acting on behalf of the Regional Council (RC): (1) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the EAC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (2) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the EAC, RC and all committees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings for a period of thirty (30) days pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e).

**STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

*Because the Regional Council does not have a regularly scheduled meeting in December, the Executive/Administration Committee (EAC) is authorized by SCAG's Bylaws to make decisions and take actions binding on SCAG if such decisions or actions are necessary prior to the next regular meeting of the Regional Council. (Bylaws Art. V.C(3)(a).) Given a number of SCAG committees will be meeting in December and January before the next regularly scheduled RC meeting on January 6, 2022, the EAC is requested to make the findings contained in this staff report so that SCAG's legislative bodies may continue meeting pursuant to recent amendments to the Brown Act that provide flexibility in certain meeting requirements (as described below). The EAC and Regional Council made similar findings at their meetings held November 3<sup>rd</sup> and 4<sup>th</sup>, respectively.*

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***On March 4, 2020, Governor Newsom issued a Proclamation of State of Emergency pursuant to Government Code Section 8625 in relation to the COVID-19 public health crisis. Urgency legislation was enacted in October amending the Brown Act to add Government Code section 54953(e) (hereafter, "Section 54953(e)"). Section 54953(e) allows legislative bodies to conduct remote/teleconferenced meetings without posting the location of teleconferenced meeting sites or making such sites available to the public (as is required by Section 54953(b)(3)), provided that certain conditions facilitating "real time" public participation and other requirements are satisfied. SCAG's Regional Council Policy Manual permits the holding of remote and teleconferenced meetings in the manner permitted by Section 54953(e).***

***Since the enactment of Section 54953(e), the EAC, SCAG's Policy Committees, its other committees and the RC have been meeting pursuant to Section 54953(e), subdivision (1)(A). SCAG's legislative bodies may continue meeting pursuant to Section 54953(e) provided that certain findings are made periodically (not later than 30 days after the first meeting under Section 54953(e) and every 30 days thereafter). Further, to continue meeting in such manner, the meetings must be held pursuant to the requirements of subdivision (e) of Section 54953.***

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

#### **BACKGROUND:**

As has been previously reported in prior staff reports, on January 31, 2020, the United States Secretary of Health and Human Services declared a public health emergency based on the threat cause by COVID-19. The President of the United States issued a Proclamation Declaring a National State of Emergency Concerning COVID-19 beginning March 1, 2020. Thereafter, in response to COVID-19, the Governor of California issued a Proclamation of State of Emergency pursuant to Government Code Section 8625 in relation to the COVID-19 public health crisis on March 4, 2020. This proclamation has not been repealed or rescinded and a state of emergency continues to be declared in California with respect to COVID-19.

Following the March 2020 state of emergency declaration, Governor Newsom issued Executive Orders N-29-20 and N-08-21. These executive orders suspended specific provisions in the Brown Act relating to teleconferencing/videoconferencing and provided flexibility to public agencies as a means of protecting the public from transmission of the virus, while maintaining openness and transparency. These Executive Orders expired on September 30, 2021. In October, the Governor

signed urgency legislation, Assembly Bill 361 (AB 361), to amend the Brown Act's teleconferencing provisions. AB 361 adds Section 54953(e).

As previously summarized, Section 54953(e) allows legislative bodies to meet virtually without posting the remote meeting locations and without providing public access at such locations (as is generally required by section 54953(b)(3)), provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees. Additionally, Section 54953(e) imposes transparency requirements to the management of remote and teleconference public meetings held under this section. Specifically, Section 54953(e) imposes two new requirements for remote public meetings:

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

SCAG has implemented the requirements for conducting public meetings in compliance with the prior executive orders and Section 54953(e). Teleconference accessibility via call-in option or an internet-based service option (via the Zoom Webinars platform) is listed on the published agenda for each meeting of SCAG legislative bodies, and on SCAG's website. Further, SCAG provides access for public comment opportunities in real time at the time noted on the agenda.

Since the enactment of Section 54953(e), the EAC, SCAG's Policy Committees, its other committees and the RC have been meeting pursuant to provisions in Government Code section 54953(e)(1)(A) because a declared state of emergency exists and County of Los Angeles Public Health Department currently imposes or recommends a variety of social distancing measures (including the recommendation to avoid crowded indoor spaces and to maintain six feet of social distancing, especially in cases where, as is the case here, the vaccination status of persons outside your household is unknown).

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

SCAG's Regional Policy Manual permits holding teleconference/videoconference meetings and permits the President to waive certain requirements in the Policy Manual where state law permits such waiver. Likewise, SCAG's Bylaws authorize the EAC to make decisions and take actions binding on SCAG if such decisions or actions are necessary prior to the next regular meeting of the Regional Council. (Art. V.C(3)(a).) Given the Regional Council is not scheduled to hold a regular meeting in December, SCAG's Bylaws authorize the EAC to make the findings contained in this staff report.

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

#### **FINDINGS:**

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

1. The EAC has reconsidered the circumstances of the state of emergency initially declared by the Governor on March 4, 2020, pursuant to section 8625 of the California Emergency Services Act, relating to the COVID-19 public health crisis and find that the declaration remains in effect. The continuation of virtual meetings will allow for full participation by members of the public, while social distancing recommendations remain in effect, and will facilitate the purposes of such social distancing recommendations by preventing large crowds from congregating at in indoor facilities for extended periods of time. Given that the vaccination status of meeting participants (including members of the public) is not known, and colder wintertime weather leads to more congregation indoors, it is prudent to use caution in protecting the health of the public, SCAG's employees and its membership where, as here, adequate virtual means exist to permit the meeting to occur by teleconference/videoconference with the public being afforded the ability to comment in real time.

2. The EAC finds that state and local officials continue to impose or recommend measures to promote social distancing. The Department of Industrial Relations' issuance of COVID-19 Prevention regulations through Title 8 of the California Code of Regulations, section 3205 *et seq.*, includes informing employees that masking and social distancing in the workplace are most effective when used in combination because particles containing the virus can travel more than six feet. Further the Los Angeles County Department of Public Health continues to recommend measures to promote social distancing, including recommendations to avoid crowded indoor spaces and to maintain six feet of social distancing, especially in cases where the vaccination status of persons outside a person's household is unknown. Because colder weather tends to increase congregating indoors, it is prudent for SCAG to do its part to provide flexibility to meet remotely where possible. Finally, SCAG's primary offices and its regional offices remain closed to the public in relation to the COVID-19 emergency declaration.

**CONCLUSION:**

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

**FISCAL IMPACT:**

None.



## AGENDA ITEM 2 REPORT

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
December 1, 2021

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

EXECUTIVE DIRECTOR'S  
APPROVAL

**From:** Erika Bustamante, Manager of Budget and Grants  
(213) 236-1892, Bustamante@scag.ca.gov

**Subject:** Resolution No. 21-638-1 Approving Amendment 2 to the FY 2021-22  
Overall Work Program Budget, the Indirect Cost Budget and TDA Capital  
Budget

### RECOMMENDED ACTION:

That the Executive/Administration Committee (EAC), acting on behalf of the Regional Council (RC):

- 1) Approve Resolution No. 21-638-1 adopting amendments to the Fiscal Year 2021-22 (FY22) Overall Work Program (OWP) budget, the Indirect Cost Budget and TDA Capital Budget, and authorizing such other matters as contained in and provided by said resolution;
- 2) Authorize the Executive Director, or his designee, to submit the Amendment 2 to the FY22 OWP to the California Department of Transportation (Caltrans); and
- 3) Authorize the Executive Director, of his designee, to submit the revised FY22 Indirect Cost Rate Proposal (ICRP) and the FY22 Fringe Benefits Cost Rate Proposal to the Federal Transit Administration (FTA).

### STRATEGIC PLAN:

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

### EXECUTIVE SUMMARY:

**Staff recommends that the EAC approve Resolution No. 21-638-1, adopting a second amendment to the FY22 OWP budget, in the amount of \$944,419, increasing the total budget from \$134.4 million to \$135.3 million (Amendment 2). Amendment 2 is a formal amendment to FY22 OWP, which includes: programming unexpended Consolidated Planning Grant (CPG) funds and Transportation Development Act (TDA) funds for ongoing regional transportation projects; programming \$3.5M for the Inclusive Economic Recovery Strategy (IERS) Grant funds to support implementation of recommendations of the IERS and \$1.25M for the FY22 Office of Traffic Safety (OTS) grant funds to support the Southern California Go Human Campaign; adjusting balances for Sustainable Transportation Planning Grant funds including Senate Bill 1 (SB 1) Sustainable Communities Formula funds; adjusting balances for various federal and state grants, including Regional Early Action Planning (REAP) grant; adding new OWP projects, Broadband Planning and**

*Local Information Services Team (LIST); and adjusting staff time allocations in various OWP projects. Amendment 2 also includes adding \$582,956 to the Indirect Cost Budget, increasing the total budget from \$23.89 million to \$24.47 million, and \$10,560 for the TDA Capital Budget, increasing the total budget from \$0 to \$10,560.*

**BACKGROUND:**

On May 6, 2021, the EAC and RC adopted the FY22 Final Comprehensive Budget, which included the FY22 OWP budget in the amount \$94.1 million. The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) subsequently approved SCAG's FY22 OWP on June 29, 2021. Thereafter, SCAG submitted administrative Amendment 1 to the FY22 OWP to program the REAP full grant award, the Active Transportation Program (ATP) Cycle 5 grant funds, additional TDA funds to support the existing state-funded projects, and a grant balance adjustment for the FY21 OTS Pedestrian and Bicycle Safety program. Additionally, the amendment included reallocation of CPG funds that resulted in budget neutral changes. Amendment 1 increased the OWP budget from \$94.04 million to \$134.36 million.

In September 2021, the California Department of Transportation (Caltrans) issued a reconciliation letter to confirm unexpended totals in CPG funds and other state funded grants as of June 30, 2021. The FY22 OWP budget adopted in May 2021 included carryover estimates for CPG funds of \$8.6 million and carryover estimates for State Transportation Planning Grants. Amendment 2 includes adjustments to account for the actual grant balances certified by Caltrans. The full amount of available CPG funds was not programmed in this amendment and the remaining \$2.6 million will be programmed in the next budget amendment.

In October 2021, FTA approved SCAG's provisional FY 2021-22 indirect cost rate, of which Indirect Cost Rate Proposal (ICRP) was prepared in accordance with the FTA guidance based on the adopted Indirect Cost Budget and an under recovery of costs of \$1.37 million from FY 2019-20. In addition to the under recovered costs from FY 2019-20, Caltrans confirmed the under recovered indirect cost of \$598,332 can be included as the carry forward amount from FY 2016-17 for the FY 2021-22 ICRP. This under recovered amount from FY 2016-17 was not previously included in the calculation of the FY 2018-19 indirect cost rate due to pending audit resolution from Caltrans. Amendment 2 includes adjustments to account for this additional carry forward amount and an amendment to the approved FY 2021-22 ICRP as a result.

**DISCUSSION:**

Staff recommends that the EAC, acting on behalf of the RC, approve Amendment 2, which includes: amendment to the FY22 OWP, in the amount of \$944,419, increasing the budget from \$134.4 million to \$135.3 million; amendment to the Indirect Cost Budget in the amount of \$582,956, increasing the budget from \$23.89 million to \$24.47 million; and amendment to the TDA Capital Budget in the amount of \$10,560, increasing the budget from \$0 to \$10,560.



Overall Work Program (OWP)

**This amendment is a second amendment to the FY22 OWP in the amount of \$944,419, increasing the budget from \$134.4 million to \$135.3 million.** Table 1 provides a summary of FY22 OWP revenue changes for the adjustments to federal and state transportation planning grants and the local funds supporting the grants. The changes to revenue resulted in a net increase of \$944,419. The most significant changes include programming of the new grants as well as grant balance adjustments for the SB1 and REAP grants.

FUNDING SOURCES	Amend#1	Change	Amend#2	Justification
FHWA PL - Metropolitan Planning	\$ 21,450,065	\$ 1,592,529	\$ 23,042,594	
FTA 5303 - Metropolitan Planning	\$ 17,965,396	\$ 520,904	\$ 18,486,300	
FHWA SPR - Strategic Partnership Grants	\$ 997,365	\$ (100,407)	\$ 896,958	
FTA 5304 - Sustainable Communities Grants	\$ 449,146	\$ 1,898	\$ 451,044	
FEDERAL OTHER	\$ 979,115	\$ 1,468,722	\$ 2,447,837	New OTS grant \$1.25M
SB 1 - Sustainable Communities Formula Grants	\$ 12,387,813	\$ (1,536,785)	\$ 10,851,028	SB1 grant balance adjustment
SHA - Sustainable Communities Grants	\$ 651,283	\$ 204,221	\$ 855,504	
AB 101 - Regional Early Action Planning Grants	\$ 47,471,023	\$ (4,862,701)	\$ 42,608,322	REAP grant balance adjustment
MSRC Last Mile Freight Grant	\$ 10,000,000	\$ -	\$ 10,000,000	
STATE OTHER	\$ 8,618,356	\$ 4,284,072	\$ 12,902,428	New IERS grant \$3.5M
TDA	\$ 7,656,992	\$ (1,757,615)	\$ 5,899,377	
IN-KIND COMMITMENTS	\$ 4,563,689	\$ 241,135	\$ 4,804,824	
CASH/LOCAL OTHER	\$ 1,171,681	\$ 888,446	\$ 2,060,127	New City of Burbank \$430K (local match)
<b>TOTAL</b>	<b>\$ 134,361,924</b>	<b>\$ 944,419</b>	<b>\$ 135,306,343</b>	

- 1) \$355,818 increase for grant balance adjustments for the CPG funds and TDA funds (\$1,592,529 increase for FHWA PL, \$520,904 increase for FTA 5303, and \$1,757,615 decrease for TDA) for ongoing regional transportation projects
- 2) \$1,431,073 decrease for grant balance adjustments for the Sustainable Transportation Planning Grant funds including SB 1 Sustainable Communities Formula funds (\$100,407 decrease for FHWA SPR, \$1,898 increase for FTA 5304, \$1,536,785 decrease for SB 1 and \$204,221 increase for SHA)
- 3) \$1,486,722 increase for Federal Other, including \$1,250,000 increase for the FY22 OTS Pedestrian and Bicycle Safety Program support for the Southern California Go Human Campaign and \$218,722 increase for grant balance adjustments for various federal grants
- 4) \$4,862,701 decrease for grant balance adjustments for the REAP grant
- 5) \$4,284,072 increase for State Other, including \$3,500,000 increase for the California Workforce Development Board grant award to support implementation of recommendations of the Inclusive Economic Recovery Strategy (IERS) and \$784,072 increase for grant balance adjustments for various state grants
- 6) \$1,129,581 increase for balance adjustments for the third-party contributions as a result of various grant balance adjustments

Table 2 provides a summary of FY22 OWP expenditures changes for the adjustments to federal and state transportation planning grants and the local funds supporting the grants. The most significant



changes are an increase for consultant budgets to support the IERS and FY22 OTS grant activities and a reduction of other costs primarily due to the REAP grant balance adjustments.

OWP EXPENDITURES	Amend#1	Change	Amend#2
SALARIES & BENEFITS	\$ 42,389,180	\$ 1,572,082	\$ 43,961,262
CONSULTANTS *	\$ 73,822,612	\$ 3,198,018	\$ 77,020,630
NON-PROFITS/IHL	1,193,681	\$ (16,770)	1,176,911
IN-KIND COMMITMENTS	\$ 4,563,689	\$ 241,135	\$ 4,804,824
CASH/LOCAL OTHER	\$ 667,166	\$ 212,811	\$ 879,977
OTHER COSTS	\$ 11,725,596	\$ (4,262,857)	\$ 7,462,739
<b>TOTAL</b>	<b>\$ 134,361,924</b>	<b>\$ 944,419</b>	<b>\$ 135,306,343</b>

\* Consultants included: consultant, consultant TC, consultant IC REAP and cloud services

The proposed changes to expenditure categories are:

- 1) \$1,572,082 increase for staff resources, including the addition of nine new positions, inclusive of two positions in the Indirect Cost Budget and four limited-term positions (additional information on staffing changes can be found in the Salaries and Benefits Budget section below), to support transportation planning grants and adjustments in staff time allocations in various OWP projects.
- 2) \$3,198,018 increase to the consultant budget related to various grants.
- 3) \$16,770 decrease to the non-profit/institution of higher learning budget related to the grants.
- 4) \$241,135 increase to in-kind commitments to support the grants.
- 5) \$212,811 increase in local funds to support the grants.
- 6) \$4,262,857 decrease in other costs to support the grants.

The list of budget changes for Amendment 2 to the FY22 OWP is included in Attachment 2. The full report for Amendment 2 to the FY22 OWP is available at <https://scag.ca.gov/sites/main/files/file-attachments/fy21-22-owp-amend02.pdf>.

TDA Budget



**This amendment results in an increase of \$10,560 to the TDA Capital Budget, increasing the TDA Capital Budget from \$0 to \$10,560.** The proposed change is to complete the interior design, construction and installation of improvements to SCAG's Wilshire Office.

Indirect Cost Budget

**This amendment results in an increase of \$582,956 to the Indirect Cost program, increasing the Indirect Cost budget from \$23.89 million to \$24.47 million.** The proposed changes include the addition of two new positions (additional details can be found in the Salaries and Benefits Budget section below), resources to support various Indirect Cost Activities and adjustments to staff time allocations. The amended Indirect Cost Budget includes \$24.47 million for staff salaries, fringe benefits and other non-labor costs that are not attributable to an individual direct program.

Also included in this amendment is \$598,332 for the under recovery of indirect costs from FY 2016-17. The amount is carried forward, as an additional adjustment to the calculation of the indirect cost rate. Staff prepared amended FY 2021-22 ICRP based on FTA guidelines, and the amended indirect cost rate is 144.65%, 3.34% more than the current approved rate of 141.31%. The amended ICRP will be submitted to FTA for approval, after approval by the EAC. The amended indirect costs that are allocated to the salaries in the OWP and General Fund are \$26.46 million. The difference between the indirect cost budget and the allocated indirect costs is approximately \$1.96 million, which represents the under recovered costs of \$1.37 million from FY 2019-20 and \$598,332 from FY 2016-17.

Salaries and Benefits Budget

Amendment 1 to the budget presented to the EAC and RC in September included salaries and benefits costs for 186 positions in the amount of \$42.39 million. **This amendment adds nine new positions, eliminates one position, includes an employment class change for one position and incorporates nineteen position upgrades for promotional opportunities, primarily as a result of the Planning Division's reorganization.** The amended budget includes salaries and benefits costs for 194 positions in the amount of \$43.96 million. The nine new positions consist of five permanent positions and four limited-term positions. The salaries and benefits costs associated with the five permanent positions are approximately \$562,118 and will be covered by CPG and the Indirect Cost Budget. The costs associated with the four limited term positions are approximately \$450,979 and will be primarily covered by IERS, REAP and SB1 grant funds. The savings associated with the eliminated position are \$318,535. The cost associated with converting a limited-term position to permanent does not have any budget impact for this amendment; however, the ongoing annual impact for the position is approximately \$320,612. The costs associated with the nineteen position upgrades are approximately \$380,253 and will be covered primarily by CPG. The position upgrades are primarily a result of the Planning Division's re-organization, which aims to better align departments and staff to focus on preparation of the next Connect SoCal plan, implementation of the current Connect SoCal, and to position the Division to successfully deliver a growing work



program. The above outlined budget impacts for nine new positions, the one position elimination, nineteen position upgrades increases the current FY22 budget in the amount of approximately \$1.07 million, with the ongoing annual financial impact of these staffing changes, including one position employment class change, totaling \$1.58 million. Attachment 3 includes a detailed list of personnel changes.

In March 2021, the EAC and RC approved the FY22 Draft Comprehensive Budget, which included suspension of the performance-based merit increases for all executive and management staff. The suspension was implemented in FY22 and a cost saving of approximately \$128,211 was realized in the first six months. Included in Amendment 2 is SCAG staff's proposal to unfreeze the suspension and move forward with management and executive merit increases effective January 2022.

With the addition of staff positions, there is a commensurate increase in the Fringe Benefits Budget. The amended Fringe Benefits Budget proposes an increase of \$263,152, increasing the total budget from \$13.86 million to \$14.13 million. The amended fringe benefits rate is 77.43%, 0.81% less than the current approved rate of 78.24%, and it is applied to all salaries in the OWP, General Fund and Indirect Cost budget. The amended fringe benefits rate will be submitted to FTA for approval.

Also included in the Fringe Benefits Budget are FY22 budget neutral changes to implement Work@SCAG, which is a new program policy that establishes framework, guidelines, and tools SCAG will utilize to work in a new dynamic, hybrid environment which consists of in-office and remote work. The implementation of the Work@SCAG policy also helps address staff capacity issues at the Wilshire office location. In support of Work@SCAG and in recognition of additional costs incurred by staff to successfully work remotely (i.e., cell phone, internet service), SCAG proposes to offer all employees a technology allowance of \$110 monthly. This technology allowance will replace all cell phone allowances currently paid to staff. In addition, SCAG will maintain its current transit pass reimbursement program but reduce the number of required days of office travel by public transit from 15 days to 8 days. Finally, new employees will receive a one-time, \$300 stipend to purchase needed office furniture or equipment for their remote office set-up. The costs associated with this new benefits program are approximately \$120,000 in FY22, which will be covered by anticipated savings within the Fringe Benefits Budget. The estimated budget impact to continue this benefits program in FY23 is approximately \$239,280, net of savings from the discontinuation of cell phone allowances.

**FISCAL IMPACT:**

Amendment 2 to the FY22 OWP results in an increase of \$944,419 from \$134.4 million to \$135.3 million, amendment to the Indirect Cost Budget results in an increase of \$582,956 from \$23.89 million to \$24.47 million, and amendment to the TDA Capital Budget results in an increase of \$10,560 from \$0 to \$10,560. After approval by the EAC, Amendment 2 to the FY22 OWP will be

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submitted to Caltrans for final approval and the revised indirect cost rate and fringe benefits rate will be submitted to FTA for final approval.

**ATTACHMENT(S):**

1. Resolution No. 21-638-1 Approving Amendment 2 to the FY 2021-22 Overall Work Program (OWP)
2. List of Budget Changes - FY22 OWP Amendment 2
3. List of Personnel Changes - FY22 OWP Amendment 2



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

**RESOLUTION NO. 21-638-1**

**A RESOLUTION OF THE SOUTHERN CALIFORNIA  
ASSOCIATION OF GOVERNMENTS (SCAG)  
APPROVING AMENDMENT 2 TO THE FISCAL YEAR 2021-22  
OVERALL WORK PROGRAM BUDGET, THE INDIRECT COST BUDGET AND  
TDA CAPITAL BUDGET**

**REGIONAL COUNCIL OFFICERS**

- President  
**Clint Lorimore, Eastvale**
- First Vice President  
**Jan C. Harnik, Riverside County  
Transportation Commission**
- Second Vice President  
**Carmen Ramirez, County of Ventura**
- Immediate Past President  
**Rex Richardson, Long Beach**

**COMMITTEE CHAIRS**

- Executive/Administration  
**Clint Lorimore, Eastvale**
- Community, Economic &  
Human Development  
**Jorge Marquez, Covina**
- Energy & Environment  
**David Pollock, Moorpark**
- Transportation  
**Sean Ashton, Downey**

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

**WHEREAS**, SCAG has developed the Fiscal Year (FY) 2021-22 Comprehensive Budget that includes the following budget components: the Overall Work Program (OWP); the FTA Discretionary and Formula Grant Budget; the TDA Capital and Debt Service Budget; the General Fund Budget; the Indirect Cost Budget (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 the Consolidated Planning Grant (CPG), and the Sustainable Transportation Planning Grants; and

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

**WHEREAS**, SCAG’s Regional Council approved the OWP for FY 2021-22 in May 2021, which was subsequently approved by Caltrans in June 2021. The Regional Council approved Amendment 1 to the OWP in September 2021; and

**WHEREAS**, Amendment 2 to the FY 2021-22 OWP will result in a budget increase of \$944,419, from \$134,361,924 to \$135,306,343; and

**WHEREAS**, Amendment 2 to the FY 2021-22 OWP, along with its corresponding staff report and this resolution, has been reviewed and discussed by SCAG’s Executive Administration Committee, acting on behalf of the SCAG Regional Council, on December 1, 2021.

**Attachment: Resolution No. 21-638-1 Approving Amendment 2 to the FY 2021-22 Overall Work Program (OWP) (Resolution No. 21-638-1)**

**NOW, THEREFORE, BE IT RESOLVED**, by the Executive Administration Committee, acting on behalf of the Regional Council of the Southern California Association of Governments, that Amendment 2 to the FY 2021-22 OWP is approved and adopted.

**BE IT FURTHER RESOLVED THAT:**

1. The Executive Administration Committee, acting on behalf of the Regional Council, hereby authorizes submittal of Amendment 2 to the FY 2021-22 OWP to the participating State and Federal agencies.
2. The Executive Administration Committee, acting on behalf of the Regional Council, hereby authorizes submittal of Amendment 2 to the FY 2021-22 Indirect Cost Rate Proposal (ICRP) to the participating State and Federal agencies.
3. SCAG pledges to pay or secure in cash or services, or both, the matching funds necessary for financial assistance.
4. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby designated and authorized to execute all related agreements and other documents on behalf of the Regional Council.
5. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make and submit to the applicable funding agencies, the necessary work program, and budget modifications to the FY 2021-22 OWP based on actual available funds and to draw funds as necessary on a line of credit or other requisition basis.
6. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to submit grant applications and execute the applicable grant agreements and any amendments with the applicable Federal or State agency and to implement grant funds through SCAG's OWP, and this includes submittal and execution of the required Overall Work Program Agreement (OWPA) and the Master Fund Transfer Agreement (MFTA) with Caltrans, as part of the Caltrans Sustainable Transportation Planning Grant Programs.
7. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make administrative amendments to the FY 2021-22 OWP that do not affect the delivery of regional transportation planning tasks, activities, steps, products, or the funding amounts listed on the OWPA.
8. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make administrative amendments to the FY 2021-22 General Fund Budget; the Indirect Cost Budget; the Fringe Benefit Budget; FTA Discretionary and Formula Grant Budget; and the TDA Budget that do not affect the overall funding amounts approved by the SCAG Regional Council and the participating State and Federal agencies.

9. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to negotiate and execute subrecipient agreements (e.g., memorandum of understanding) and related documents, on behalf of the Regional Council, involving the expenditure of funds programed under the FY 2021-22 Comprehensive Budget.

**PASSED, APPROVED AND ADOPTED** by the Executive Administration Committee, acting on behalf of the Regional Council of the Southern California Association of Governments at its regular meeting this 1<sup>st</sup> of December of 2021.

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Clint Lorimore  
President, SCAG

Attested by:

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Kome Ajise  
Executive Director

Approved as to Form:

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







FY 2021-22 OWP Amendment 2

List of Personnel Changes

No.	Current Position	FTE	Work-Time (WT) Budget	Allocated Fringe Benefits (FB)	Total (WT+FB)	Proposed Position	FTE	Work-Time (WT) Budget	Allocated Fringe Benefits (FB)	Total (WT+FB)	Amendment 02 Budget Impact	Annual Budget Impact
<b>New Permanent Positions (n=5)</b>												
1	N/A	0.0	-	-	-	Program Manager II	0.7	80,340.74	62,210.08	142,550.82	142,550.82	203,644.03
2	N/A	0.0	-	-	-	Program Manager I	0.5	53,636.52	41,532.26	95,168.79	95,168.79	190,337.57
3	N/A	0.0	-	-	-	Senior Regional Planner	0.5	43,631.52	33,785.10	77,416.62	77,416.62	154,833.24
4	N/A	0.0	-	-	-	Deputy Director - Finance	0.5	89,353.89	69,189.22	158,543.10	158,543.10	317,086.21
5	N/A	0.0	-	-	-	Principal Management Analyst	0.5	49,843.61	38,595.30	88,438.91	88,438.91	176,877.81
<b>New Limited-Term Positions (n=4)</b>												
6	N/A	0.0	-	-	-	Department Manager (LT)	0.5	67,719.57	52,437.16	120,156.72	120,156.72	-
7	N/A	0.0	-	-	-	Assistant Regional Planner (LT)	0.5	34,023.94	26,345.69	60,369.63	60,369.63	-
8	N/A	0.0	-	-	-	Management Analyst (LT)	1.0	68,946.43	53,387.15	122,333.59	122,333.59	-
9	N/A	0.0	-	-	-	Associated Regional Planner (LT)	1.0	83,478.75	64,639.94	148,118.69	148,118.69	-
<b>Position Cancellation (n=1)</b>												
10	Deputy Director of Transportation	1.0	178,707.77	139,826.86	318,534.63	Cancelled	0.0	-	-	-	(318,534.63)	(318,534.63)
<b>Position Class Change (n=1)</b>												
11	Deputy Director of Special Initiatives (LT)	1.0	180,694.95	141,381.69	322,076.65	Deputy Director of Land Use	1.0	180,694.95	139,917.16	320,612.11	(1,464.53)	320,612.11
<b>Position Upgrades (n=19)</b>												
12	Public Affairs Specialist I	1.0	57,213.44	44,765.69	101,979.13	Public Affairs Specialist II	1.0	78,847.76	61,054.03	139,901.80	37,922.66	37,922.66
13	Database Administrator	1.0	100,965.92	78,999.07	179,964.98	Lead Applications Administrator	1.0	115,550.08	89,473.66	205,023.74	25,058.75	25,058.75
14	Senior Administrative Assistant	1.0	52,046.78	40,723.12	92,769.90	Deputy Clerk of the Board	1.0	78,916.88	61,107.55	140,024.44	47,254.53	47,254.53
15	Department Manager	1.0	153,099.10	119,789.79	272,888.89	Deputy Director	1.0	160,754.05	124,476.36	285,230.42	12,341.53	12,341.53
16	Program Manager I	1.0	117,779.17	92,154.31	209,933.48	Department Manager	1.0	117,779.17	91,199.71	208,978.88	(954.60)	-
17	Transportation Modeler I	1.0	58,336.63	45,644.51	103,981.14	Assistant Regional Planner	1.0	67,080.21	51,942.09	119,022.30	15,041.17	15,041.17
18	Program Manager I	1.0	117,951.97	92,289.51	210,241.48	Program Manager II	1.0	129,754.08	100,472.22	230,226.29	19,984.81	19,984.81
19	Associate Regional Planner	1.0	73,525.58	57,528.84	131,054.43	Senior Regional Planner	1.0	82,614.76	63,970.92	146,585.69	15,531.26	15,531.26
20	Regional Planner Specialist	1.0	111,264.68	87,057.16	198,321.84	Program Manager II	1.0	126,177.16	97,702.51	223,879.66	25,557.82	25,557.82
21	Regional Planner Specialist	1.0	110,227.90	86,245.94	196,473.84	Program Manager II	1.0	127,317.63	98,585.60	225,903.23	29,429.39	29,429.39
22~30	TBD - Based on results of Internal Recruitment	0.0	-	-	-	9 Position Upgrades	0.5	86,278.08	66,807.53	153,085.62	153,085.62	306,171.23
<b>Total</b>											<b>1,073,350.65</b>	<b>1,579,149.50</b>

Attachment: List of Personnel Changes - FY22 OWP Amendment 2 (Resolution No. 21-638-1 Approving



Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
**December 1, 2021**

**MINUTES OF THE MEETING**  
**EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)**  
**WEDNESDAY, NOVEMBER 3, 2021**

THE FOLLOWING MINUTES IS A SUMMARY OF ACTIONS TAKEN BY THE EXECUTIVE/ADMINISTRATION COMMITTEE (EAC). A VIDEO AND AUDIO RECORDING OF THE ACTUAL MEETING IS AVAILABLE AT: <http://scag.iqm2.com/Citizens/>.

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

**Members Present**

<b>Hon. Clint Lorimore, President</b>	<i>Eastvale</i>	<b>District 4</b>
<b>Hon. Jan Harnik, 1<sup>st</sup> Vice President</b>		<b>RCTC</b>
<b>Hon. Carmen Ramirez, 2<sup>nd</sup> Vice President</b>		<b>Ventura County</b>
Hon. Frank Yokoyama, Vice Chair, CEHD	<i>Cerritos</i>	District 23
Hon. David Pollock, Chair, EEC	<i>Moorpark</i>	District 46
Hon. Sean Ashton, Chair, TC	<i>Downey</i>	District 25
Hon. Art Brown, Vice Chair, TC	<i>Buena Park</i>	District 21
Hon. Kathryn Barger, President’s Appt.		Los Angeles County
Hon. Alan D. Wapner, Chair, LCMC		SBCTA
Hon. Peggy Huang, Vice Chair, LCMC		TCA
Hon. Larry McCallon, President’s Appt.	<i>Highland</i>	District 7
Hon. Cheryl Viegas-Walker, President’s Appt.	<i>El Centro</i>	District 1
Hon. Donald P. Wagner, President’s Appt.		Orange County
Hon. Andrew Masiel, Sr.	<i>Pechanga Dev. Corp.</i>	TGRP Representative
Mr. Randall Lewis, Ex-officio	<i>Lewis Group of Companies</i>	Business Representative

**Members Not Present**

<b>Hon. Rex Richardson, Imm. Past President</b>	<b><i>Long Beach</i></b>	<b>District 29</b>
Hon. Jorge Marquez, Chair, CEHD	<i>Covina</i>	District 33
Hon. Deborah Robertson, Vice Chair, EEC	<i>Rialto</i>	District 8

**Staff Present**

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

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The Honorable Clint Lorimore called the meeting to order at 3:01 p.m. President Lorimore asked Larry McCallon, Highland, District 7, to lead the Pledge of Allegiance.

Given the declared state of emergency (pursuant to State of Emergency Proclamation dated March 4, 2020) and local public health directives imposing and recommending social distancing measures due to the threat of COVID-19, and pursuant to Government Code Section 54953(e)(1)(A), President Lorimore announced the meeting was being held both in person and virtually (telephonically and electronically).

**PUBLIC COMMENT PERIOD**

President Lorimore opened the Public Comment Period and outlined instructions for public comments. He noted the total time period for all public comments related to items on the agenda and any other matter within the agency's subject matter jurisdiction was five minutes and the public comment period would be held open for at least five minutes to afford the public the ability to comment on all items on this agenda.

He reminded the public to submit comments via email to [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov). Board Counsel Ruben Duran acknowledged there were no written public comments received by email before or after the deadline. The Public Comment period was open for five minutes and the Clerk announced when the time elapsed.

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

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

There was no prioritization of agenda items.

### **ACTION ITEM**

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

Board Counsel Duran reported that AB 361 mandated each legislative body to make findings every 30 days in compliance with the statute. He outlined the necessary findings as follows: 1) that the EAC and RC reconsider the circumstances of the state of emergency given that the vaccination status of meeting participants was not known, and that it was prudent to use caution in protecting the health of the public, SCAG's employees and its members where there were virtual means to continue meeting; and 2) the state and local officials continue to impose or recommend measures to promote social distancing.

Regional Councilmember Peggy Huang, TCA, asked if Board Counsel Duran and Chief Counsel Michael Houston could revisit the public comment period and check with other agencies to see what they were doing. Board Counsel Duran acknowledged the request.

Regional Councilmember Carmen Ramirez, Ventura County, expressed support for the emergency findings so they could continue to meet virtually.

A MOTION was made (Ramirez) that the Executive Administration Committee (EAC), on behalf of the Regional Council (RC): (1) make the following findings required by Government Code Section 54953(e)(3) on the basis of the staff report, which is incorporated by this reference, that (i) a proclaimed state of emergency remains active in connection with the COVID-19 public health crisis, (ii) the EAC has reconsidered the circumstances of the state of emergency and (iii) state and local officials continue to impose or recommend measures to promote social distancing in relation to the COVID-19 public health crisis and, further, (2) authorize all legislative bodies of the Southern California Association of Government (SCAG), including the EAC, RC and all committees and task forces established by the RC or SCAG's Bylaws, to utilize remote teleconference meetings for a period of thirty (30) days pursuant to and in compliance with Brown Act provisions contained in Government Code Section 54953(e). Motion was SECONDED (Brown) and passed by the following votes:

**AYES:** Ashton, Barger, Brown, Harnik, Huang, Lorimore, McCallon, Pollock, Ramirez, Viegas-Walker, Wagner, Wapner and Yokoyama (13)

**NOES:** None (0)

**ABSTAIN:** None (0)

### **ACTION ITEM**

2. Resolution No. 21-637-1 Authorizing Acceptance One-Time Funds from the CA Workforce Development Board for Implementation of the Inclusive Economic Recovery Strategy

Cindy Giraldo, Chief Financial Officer, reported staff was seeking the EAC's recommendation to the Regional Council to approve Resolution No. 21-637-1 authorizing SCAG to accept a \$3.5 million one-time grant award from the California Workforce Development Board to support the implementation of the recommendations in the Inclusive Economic Recovery Strategy (IERS). She reminded the EAC that the IERS was adopted by the Regional Council earlier this year (July 1, 2021), and in support of this action and with the approval of the Regional Council, these grant funds would be used by SCAG to implement identified strategies aimed at helping ensure inclusive economic recovery for low-income communities and communities of color.

A MOTION was made (Brown) that the Regional Council approve Resolution No. 21-637-1 authorizing SCAG to accept one-time funds from the California Workforce Development Board in the amount of \$3,500,000 to support implementation of recommendations in the Inclusive Economic Recovery Strategy. Motion was SECONDED (Barger) and passed by the following votes:

**AYES:** Ashton, Barger, Brown, Harnik, Huang, Lorimore, McCallon, Pollock, Ramirez, Viegas-Walker, Wagner, Wapner and Yokoyama (13)

**NOES:** None (0)

**ABSTAIN:** None (0)

### **CONSENT CALENDAR**

#### Approval Items

3. Minutes of the Regular Meeting – October 6, 2021
4. Amending Contract Greater Than \$75,000 and 30% of the Contract's Original Value: Bench Contract No. 19-052-C01 through C10 Information Technology (IT) Application Development and Support

5. Amending Contract Greater Than 30% of the Contract's Original Value and \$75,000: Contract No. 20-002-C01, with Best Best & Krieger LLP for Board Counsel Services and as Needed Litigation Services

Receive and File

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

Board Counsel Duran noted for the record that he had recused himself from any involvement on Agenda Item No. 5 on the Consent Calendar and had not been involved in any of the staff work leading up to the placement of this agenda item.

A MOTION was made (McCallon) to approve Consent Calendar, Items 2 through 7; Receive and File Item 8 through 10. Motion was SECONDED (Pollock) and passed by the following votes:

**AYES:** Ashton, Barger, Brown, Harnik, Huang, Lorimore, McCallon, Pollock, Ramirez, Viegas-Walker, Wagner, Wapner and Yokoyama (13)

**NOES:** None (0)

**ABSTAIN:** None (0)

Board Counsel Duran further explained that the reason for his recusal was because he was a partner at Best Best & Krieger LLP.

**INFORMATION ITEM**

8. 2022 RC/EAC/Committee Meeting Options

Mr. Darin Chidsey, Chief Operating Officer, provided a report on the potential meeting options as outlined in the staff report for the eventual return to in-person meetings in 2022 and sought feedback from the EAC. He asked the Committee to think about when they wanted to come back to the office and what this looked like, what the interest was by members, and what other agencies were doing. Lastly, he requested feedback from the Committee on what made sense and what the interest was in reworking the schedule so that staff could come back with solid options.

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President Lorimore clarified they were seeking feedback and would not be acting on the item.

Regional Councilmember Cheryl Viegas-Walker, El Centro, District 1, stated she liked the idea of separating the Policy Committee meetings from the Regional Council as it gave them a better opportunity to utilize the input coming from their Policy Committees and gave staff an opportunity to make any adjustments or gather additional information before issues were acted upon. She further stated that from a logistical standpoint, it would give them greater opportunity to streamline the same presentations to multiple Policy Committee groups. She expressed that to the extent that they do standalone committee meetings on one day followed by a combined EAC and Regional Council meeting day, she would be fully in support of this. She indicated she wanted to hear feedback from staff as to how would it work best for them.

Executive Director Kome Ajise stated they would adjust to the will of the EAC and Regional Council. He indicated that if the meetings were further separated, one could see where maybe the workload would be a little bit dispersed and not all concentrated, but it would still be the same amount of work. He indicated they would have to see what made sense, what would allow for the most participation by members.

Mr. Chidsey further explained there were some logistical benefits to spreading out the meetings and were certainly open to exploring the different benefits to different meeting structures.

Regional Councilmember Art Brown, Buena Park, District 21, concurred with Regional Councilmember Viegas-Walker's comments. He indicated when he first started, they met on different days and that it was too rushed to have it all in one day.

Regional Councilmember Carmen Ramirez, Ventura County, indicated she wanted to hear from staff with respect to the workload as she thought it was a grind for staff to get it all done in one day.

Regional Councilmember Larry McCallon, Highland, District 7, expressed concurrence with comments about moving the Policy Committees to a different day. He suggested they be mindful of the fact that all of them had schedules and finding a time when everyone could meet was going to be an issue. He also expressed support for the hybrid option.

President Lorimore stated staff was looking for direction and asked the members to provide their feedback about coming back in person as he had heard different opinions on the issue.

Regional Councilmember Huang expressed support for the hybrid approach and stated it seemed to promote better attendance. She stated she concurred with the prior comments about having the Policy Committee meetings on different days.



Regional Councilmember David Pollock, Moorpark, District 46, stated he agreed with Regional Councilmember Viegas-Walker. He expressed he liked the idea of putting EAC on Thursdays before Regional Council and having the committee meetings on different days, either having the Policy Committees all at once or spread out for the benefit of staff. He further stated that he liked having hybrid meetings.

President Lorimore stated that one of the things they collectively discussed previously, was they wanted more time for policy discussion by moving these [the Policy Committees] meetings to a separate meeting day and thought that would be helpful. He indicated the hybrid approach seemed to be the consensus along with moving the meeting days.

Regional Councilmember Ramirez stated that before they made the decision to come back in person, they should see how the next month's go given that the wintertime was approaching, and the history had been there tended to be a surge in the virus. She suggested they hold off for a while in terms of getting back together in person.

President Lorimore stated that whatever they decided to do, whether in person or hybrid, there needed to be some lead time for staff [to prepare].

Regional Councilmember Sean Ashton, Downey, District 25, expressed he liked having the meetings all in one day because it was the one day that he scheduled off work. He hoped they could continue this hybrid process with the zoom platform and thought it would be the best way to go as it provided more flexibility for people and helped with better attendance.

Regional Councilmember Alan Wapner, SBCTA, expressed that meeting in a hybrid format was the way to go. He noted they were looking for some adjustments in the Brown Act that would allow technology to allow them to do electronic voting but that did not exist yet.

President Lorimore noted he was hearing a lot of consensus amongst the members. He indicated that staff was going to continue to look at this and asked staff of their understanding of the discussion. Mr. Chidsey acknowledged that the general consensus was that the hybrid meeting approach had been very effective. He indicated they would continue their current path through January and then come back with an update on options.

### **CFO REPORT**

Cindy Giraldo, Chief Financial Officer, reported that SCAG was victim to email fraud, which resulted in an unrecovered loss of \$22,538. She indicated the details, and a timeline of the events were included in the staff report, but as a result staff had implemented a new procedure requiring the completion of an updated vendor change form. She indicated that the incident was also reported by

Chief Counsel to both the Los Angeles Police Department and the Federal Bureau of Investigation. She also informed the EAC that staff implemented a new labor budgeting, monitoring and charging policy and that the new policy clearly outlined the responsibilities of each staff member for the accurate reporting of time worked on projects, as well as management's responsibility for proper project budgeting and monitoring. She noted that all staff had been trained on this new policy. Lastly, she noted that in October, staff submitted four grant proposals under the Caltrans sustainable transportation planning grant program that, if successful, would bring \$1,745,000 of additional funding to our region.

### **PRESIDENT'S REPORT**

President Lorimore reported it had been a busy month visiting several jurisdictions in the SCAG region to highlight what SCAG was doing. He thanked SCAG staff and the jurisdictions for accommodating the visits. Jurisdiction visits included Placentia, Yorba Linda, Lakewood for a luncheon with the speaker, the San Pablo Corridor in Palm Desert, and the State of the Airport in Ontario. He noted that SCAG also hosted a housing forum discussion. He also highlighted the hearings hosted by the State Assembly throughout southern California. Lastly, he reported that the next EAC meeting was scheduled for Wednesday, December 1, 2021, at 3:00 p.m.

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

Executive Director Ajise announced that Javiera Cartagena had been appointed as the new Director of Government and Public Affairs, who previously served as the Manager of Regional Services. He reported there was a Swiss Transportation Seminar in which there would be an opportunity for up to 15 Regional Council and Policy Committee members to participate in a virtual tour and class on the Swiss public transportation system. He noted that on November 1, both President Lorimore and him, welcomed an audience of almost 300 to SCAG's first Housing Policy Forum in which the focus was on federal and state funding legislation. He also announced that SCAG had formally launched applications for the Housing Policy Leadership Academy, an intensive 10-session training for local leaders, including electeds, business and community leaders, advocates, and others which would explore root causes of the housing crisis and advance equitable solutions. Lastly, he provided an update on Pedestrian Safety month and noted that staff revamped and relaunched SCAG's Go Human Traffic Safety Pledge, inviting jurisdictions, electeds, agency staff, community partners and individuals to commit to safety by implementing a variety of different safety strategies. He noted that the City of Palm Desert celebrated the completion of the San Pablo streetscape improvements with a ribbon cutting ceremony and that construction was the result of Go Human's Vision San Pablo, a temporary demonstration project in 2015.

Regional Councilmember Ramirez congratulated Ms. Cartagena on her appointment.



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**FUTURE AGENDA ITEMS**

There were no future agenda items.

**ANNOUNCEMENTS**

There were no announcements.

**ADJOURNMENT**

There being no further business, President Lorimore adjourned the Regular Meeting of the Executive Administration Committee at 4:00 p.m.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

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**Executive / Administration Committee Attendance Report**

2021-22																
MEMBERS	CITY	Representing	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	Total Mtgs Attended To Date	
Hon. Clint Lorimore, President	Eastvale	District 4	1	1	[REDACTED]	1	1	1							5	
Hon. Jan Harnik, Chair, 1st Vice Chair		RCTC	1	1		1	1	1								5
Sup. Carmen Ramirez, 2nd Vice Chair		Ventura County	1	1		1	1	1								5
Hon. Rex Richardson, Imm. Past President	Long Beach	District 29	1	0		0	1	0								2
Hon. Jorge Marquez, Chair, CEHD	Covina	District 33	1	0		D	1	1	0							3
Hon. Frank Yokoyama, Vice Chair, CEHD	Cerritos	District 23	1	1		1	1	1								5
Hon. David Pollock, Chair, EEC	Moorpark	District 46	1	1		1	1	1								5
Hon. Deborah Roberston, Vice Chair, EEC	Rialto	District 8	1	1		A	1	1	0							4
Hon. Sean Ashton, Chair, TC	Downey	District 25	1	0		1	1	1								4
Hon. Art Brown, Vice Chair, TC	Buena Park	District 21	1	1		1	1	1								5
Hon. Alan Wapner, Chair, LCMC		SBCTA	1	1		R	1	1	1							5
Hon. Peggy Huang, Vice Chair, LCMC		TCA	1	1		1	1	1								5
Sup. Kathryn Barger, President's Appt.		Los Angeles County	1	1		1	0	1								4
Hon. Larry McCallon, President's Appt.	Highland	District 7	1	1		K	1	1	1							5
Hon. Cheryl Viegas-Walker, President's Appt.	El Centro	District 1	1	1		1	1	1								5
Sup. Donald P. Wagner, President's Appt.		Orange County	1	1		1	0	1								4
Hon. Andrew Masiel, Sr.	Pechanga Dev. Corporation	Tribal Government Regional Planning Board	1	0	0	0	1								2	
Mr. Randall Lewis, Ex-Officio Member	Lewis Group of Companies	Business Representative	1	1	1	1	1								5	
			18	14	0	16	15	15	0	0	0	0	0	0	78	

Attachment: EAC Attendance Sheet 2021-22 (Minutes of the Meeting - November 3, 2021)



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

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
**December 1, 2021**

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

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** Darin Chidsey, Chief Operating Officer  
(213) 236-1836, Chidsey@scag.ca.gov

**Subject:** Approval for Additional Stipend Payments

**RECOMMENDED ACTION:**

That the Executive/Administration on Committee, acting on behalf of the Regional Council, approve additional stipend payments, pursuant to Regional Council Policy Manual, Article VIII, Section B(4) [RC Approved June 2019, amended June 2021], as requested by Regional Councilmember Alan D. Wapner, SBCTA.

**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:**

***Pursuant to the Regional Council Stipend Policy, staff is seeking approval for additional stipend payments for Regional Councilmember Alan D. Wapner, SBCTA.***

**BACKGROUND:**

In accordance with the Regional Council Policy Manual, Article VIII, Section B(4) [RC Approved June 2019, amended June 2021], *“Representatives of Regional Council Members may receive up to six (6) Stipends per month and the SCAG President may authorize two (2) additional Stipends in a single month on a case-by-case basis. SCAG’s First Vice President, Second Vice President and Immediate Past President may receive up to nine (9) Stipends per month. SCAG’s President may receive up to twelve (12) Stipends per month. Approval by the Regional Council is required for payment of any Stipends in excess of the limits identified herein.”*

For the month of October 2021, Regional Councilmember Alan D. Wapner, SBCTA, attended the following events for SCAG, which will count towards his 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> stipend requests:

No.	Meeting Date	Meeting Name
9 <sup>th</sup>	10/20	Railvolution Conference
10 <sup>th</sup>	10/21	Railvolution Conference



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11 <sup>th</sup>	10/28	Speaker at BIA Housing Summit
12 <sup>th</sup>	10/29	LCMC Briefing with K. Gilhooley

**FISCAL IMPACT:**

Funds for stipends are included in the General Fund Budget (800-0160.01: Regional Council).



**AGENDA ITEM 5**  
**REPORT**

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
**December 1, 2021**

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

**EXECUTIVE DIRECTOR'S  
APPROVAL**

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

**Subject:** Contract Amendment Greater Than 30% of the Contract's Original Value:  
Contract No. 17-026-C1 Amendment 8, Professional Auditing Services

**RECOMMENDED ACTION:**

That the Executive/Administration Committee, acting on behalf of the Regional Council, approve Amendment 8 to contract 17-026-C1, with Eide Bailly, LLC, to perform additional auditing services, in an amount not-to-exceed \$10,000, increasing the contract value from \$355,024 to \$365,024. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract amendment on behalf of SCAG.

**STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

*In April 2017, SCAG awarded contract 17-026-C1 to Eide Bailly, LLC (Formerly Vavrinek, Trine, Day and Company, LLP), to conduct audit services pursuant to the United States Office of Management and Budget (OMB), Title 2 United State Code of Federal Regulations Part 200 (2 CFR 200) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The initial contract was to end June 30, 2020, but staff requested, and the Regional Council approved, an extension of the contract term for an additional two-years (i.e., through June 30, 2022) to maintain the continuity of services. Due to new funding and programs, like REAP, additional financial statement audit and single audit work is required that was not included in the original contract scope of work. Staff now requests that the not to exceed amount of the contract is increased by \$10,000 to cover additional work needed for the FY 2020-21 audit.*

*This amendment when combined with a previous amendment also exceeds 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (dated January 2021) Section 9.3, it requires the Regional Council's approval.*

**BACKGROUND:**



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**Staff recommends executing the following amendments greater than 30% of the contracts original value:**

<b><u>Consultant/Contract #</u></b>	<b><u>Amendment's Purpose</u></b>	<b><u>Amendment Amount</u></b>
Eide Bailly, LLC (17-026-C1)	The consultant shall continue to provide professional auditing services	\$10,000

**ATTACHMENT(S):**

1. Contract Summary 17-026-C1 Amendment No. 8
2. Contract Summary 17-026-C1 Amendment No. 8 COI



**CONSULTANT CONTRACT NO. 17-026-C1 AMENDMENT NO. 8**

**Recommended Consultant:**

Eide Bailly, LLC (Formerly Vavrinek, Trine, Day and Company, LLP)

**Background & Scope of Work:**

In April 2017, SCAG awarded contract 17-026-C1 to Eide Bailly, to conduct audit services pursuant to the United States Office of Management and Budget (OMB), Title 2 United State Code of Federal Regulations Part 200 (2 CFR 200) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. The initial contract was to end June 30, 2020, but staff requested and the Audit Committee as well as Regional Council approved, an extension of the contract term for an additional two-years (i.e., through June 30, 2022) to maintain the continuity of services. Due to new funding and programs, like REAP, additional financial statement audit and single audit work is required that was not included in the original contract scope of work. Staff now requests that the not to exceed amount of the contract is increased by \$10,000 to cover additional work needed for the FY 2020-21 audit.

This Amendment will also increase the contract value from \$355,024 to \$365,024 (\$10,000).

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

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

- Providing Comprehensive Annual Financial Report (CAFR) and Single Audit
- Report auditor opinions;
- Increasing the public's confidence in the financial statements released by SCAG;
- Increasing the ability to safeguard SCAG's assets; and
- Providing assurance that SCAG's control environment is adequate.

**Strategic Plan:**

This item supports SCAG's Strategic Plan Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; Objective: a) Create and facilitate a collaborative and cooperative environment to produce forward thinking regional plans.

**Amendment Amount**

Amendment 8	\$10,000
Amendment 7 (administrative - no change to contract's value)	\$0
Amendment 6	\$123,386
Amendment 5(administrative - no change to contract's value)	\$0
Amendment 4	\$20,000
Amendment 3 (administrative - no change to contract's value)	\$0
Amendment 2 (administrative - no change to contract's value)	\$0
Amendment 1 (administrative - no change to contract's value)	\$0
Original contract value	<u>\$209,638</u>
<b>Total contract value is not to exceed</b>	<b>\$365,024</b>

This amendment when combined with a previous amendment also exceeds 30% of the contract's original value. Therefore, in accordance with the SCAG Procurement Manual (dated January 2021) Section 9.3, it requires the Regional Council's approval.

**Contract Period:**

April 10, 2017 through June 30, 2022

**Project Number:**

810.0120.08 \$10,000

Funding of \$10,000 is available in the FY 2021-22 Indirect Cost budget in Project Number 810-0120.08.

**Basis for the Amendment:**

The consultant is in the fifth year of its contract with SCAG which will take the contract through June 30, 2022. Staff is now requesting the Regional Council's approval of this action to add \$10,000 to the not to exceed amount of the contract to cover additional work under the contract for FY21.

The additional work needed is to cover one (1) additional major federal program requiring audit and two (2) additional new major funds requiring audit in the Comprehensive Annual Financial Report. The additional major program requires a separate materiality, scoping and compliance related testing. The new additional major funds require changes to the financial statements, footnotes, materiality, scoping and testing procedures.

The benefits of increasing the not to exceed amount of the contract covering the additional work include:

- Leveraging the consultant's familiarity with SCAG operations and Caltrans' audit findings and recommendations so as to provide better oversight regarding how SCAG is addressing said finding and recommendations.
- Making sure SCAG stays in compliance with all auditing requirements.

**Conflict Of Interest (COI) Form - Attachment  
For December 1, 2021 Executive Administration Committee  
Approval acting on behalf of the Regional Council**

Approve Amendment 8 to contract 17-026-C1, with Eide Bailly, LLC, to perform additional auditing services, in an amount not-to-exceed \$10,000, increasing the contract value from \$355,024 to \$365,024. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract amendment on behalf of SCAG.

The consultant team for this contract includes:

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

# SCAG CONFLICT OF INTEREST FORM

Contract No.

17-026-C01

## SECTION I: INSTRUCTIONS

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

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

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

Name of Firm: EIDE Bailly LLP  
Name of Preparer: ROGER ALVARO  
Project Title: FINANCIAL STATEMENT AUDIT SERVICES  
Date Submitted: 11/11/2021

## SECTION II: QUESTIONS

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

YES  NO

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

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____

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

YES       NO

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

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

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____

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

YES  NO

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

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

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

I, (printed full name) ROGER ACFARO, hereby declare that I am the (position or title) PARTNER of (firm name) EIDE BAILEY, LLP, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 11/11/2021 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



Signature of Person Certifying for Proposer  
(original signature required)

NOVEMBER 11, 2021

Date

**NOTICE**

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



**AGENDA ITEM 6**  
**REPORT**

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
**December 1, 2021**

**To:** Executive/Administration Committee (EAC)  
**From:** Javiera Cartagena, Director of Government and Public Affairs  
(213) 236-1980, cartagena@scag.ca.gov  
**Subject:** SCAG Memberships and Sponsorships

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**RECOMMENDED ACTION:**

That the Executive/Administration Committee, acting on behalf of the Regional Council, approve up to \$17,500 in annual memberships and sponsorships for the 1) Coalition for America's Gateways and Trade Corridors (\$6,500); 2) Los Angeles County Business Federation (\$6,000); and 3) California State University, San Bernardino LTC Mobility Dialogue Series (\$5,000).

**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.

**EXECUTIVE SUMMARY:**

*At its November 16, 2021, meeting, the Legislative/Communications and Membership Committee (LCMC) recommended approval of up to \$17,500 to retain membership in the 1) Coalition for America's Gateways and Trade Corridors (\$6,500); 2) Los Angeles County Business Federation (\$6,000); and sponsor the 3) California State University, San Bernardino LTC Mobility Dialogue Series (\$5,000).*

**BACKGROUND:**

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**Item 1:** Coalition for America's Gateways and Trade Corridors (CAGTC)  
**Type:** Membership      **Amount:** \$6,500

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The Coalition for America's Gateways and Trade Corridors (CAGTC) was established to bring national attention to the need to significantly expand U.S. freight transportation capabilities and to work toward solutions for this growing national challenge. CAGTC works with and through its members to raise awareness with the public and Congress on the need for sufficient funding for trade corridors, gateways, intermodal connectors, and freight facilities. This will be especially important as Congress considers the Transportation-Housing & Urban Development Appropriations

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bill to match the funding levels in the recently passed surface transportation reauthorization within the Bipartisan Infrastructure Bill. CAGTC will be instrumental in assisting SCAG advocate for long-term solutions that prioritize freight investment.

As a founding member, SCAG's participation in CAGTC was the result of the consistent Board-adopted goal to seek a federal freight funding partnership. CAGTC is comprised of over sixty representative organizations, including state Departments of Transportation (DOTs), metropolitan planning organizations (MPOs), ports, engineering firms, and freight corridors that work to improve national freight policy. All Southern California freight stakeholders are members of CAGTC, and SCAG Chief Operating Officer Darin Chidsey is a member of the CAGTC Board of Directors. Regional Council Board Officers regularly traveled to Washington, DC to attend CAGTC meetings and conferences in the past.

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**Item 2:** Los Angeles County Business Federation (LA County BizFed)  
**Type:** Membership      **Amount:** \$6,000

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The LA County BizFed is made up of more than 180 business organizations representing over 400,000 employers with 3.5 million employees throughout Los Angeles County, along with Southern California's leading civic-minded corporations and public agencies. The organization advocates for policies and projects that strengthen the regional economy. This membership will allow SCAG access to utilize BizFed's massive business networks to actively promote SCAG's initiatives such as the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS), Southern California Economic Summit, and other planning activities.

The Bronze Level membership would provide SCAG with the following benefits:

- One (1) voting seat on the BizFed Board of Directors;
- One (1) voting seat on the BizFed Advocacy Committee;
- SCAG's website link on the BizFed website – BizFed.org; and
- Access for up to five (5) representatives from SCAG to all BizFed intelligence sharing and events.

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**Item 3:** California State University, San Bernardino Leonard Transportation Center Mobility Dialogue Series  
**Type:** Sponsorship      **Amount:** \$5,000

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The California State University, San Bernardino (CSUSB) Leonard Transportation Center (LTC) was opened in 2006 to study regional transportation needs in the Inland Empire. Today, the LTC focuses on its research and student engagement programs. The Center's focal points include transportation management and governance issues, the development of new technologies, and transnational studies.



As part of their efforts, the LTC is offering its fifth Regional Mobility Dialogue Series in 2022. The Center has held these Dialogues over the past four years to bring together a diverse set of policymakers, public and private partners, as well as CSUSB staff, students, and members of the public. This year's topics included telecommuting during the pandemic, the nexus between transportation and climate change, congestion pricing, public transit and big data, innovations in the goods movement, and a year of transportation innovation in the Inland Empire.

The Gold Level Sponsorship would provide SCAG with the following benefits:

- Promotional video for the member will be shared on the LTC website
- Verbal acknowledgment at each event
- Acknowledgment on-screen during programs with member logo
- Recognition on LTC website and all social media accounts (Instagram, Twitter, FB, LinkedIn)
- ½ page advertisement/message in event program
- Speaking opportunity during opening remarks
- Send promotional materials out during all Dialogues

**PRIOR COMMITTEE ACTION:**

Staff presented the memberships for the 1) Coalition for America's Gateways and Trade Corridors (\$6,500); 2) Los Angeles County Business Federation (\$6,000); and sponsorship for the 3) California State University, San Bernardino LTC Mobility Dialogue Series (\$5,000) to the LCMC at its November 16, 2021, meeting. The LCMC approved the item by unanimous vote.

**FISCAL IMPACT:**

\$17,500 for SCAG's membership in CAGTC and the LA County BizFed to sponsor the LTC's Mobility Dialogue Series is included in the approved FY 21-22 General Fund budget.



# AGENDA ITEM 7 REPORT

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
December 1, 2021

To: Executive/Administration Committee (EAC)

EXECUTIVE DIRECTOR'S  
APPROVAL

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

Subject: Purchase Orders \$5,000 - \$199,999; Contracts \$25,000 - \$199,999 and  
Amendments \$5,000 - \$74,999

**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) for more than \$5,000 but less than \$200,000**

<u>Vendor</u>	<u>PO Purpose</u>	<u>PO Amount</u>
VFAIRS LLC	FY22 Virtual Platform For 2021Economic Summit	\$8,925
CoMotion Inc	FY22 CoMotion LA Sponsors	\$5,000

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

<u>Consultant/Contract #</u>	<u>Contract's Purpose</u>	<u>Contract Amount</u>
Various (21-047-C01 through 21-047-C19)	Monthly report on Regional Early Action Plan Program (REAP) on-call services.	Various (as identified the attachment)

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

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



**ATTACHMENT(S):**

1. Contract Summary 21-047-C01 through C19

**CONSULTANT CONTRACT NOS. 21-047-C01 THROUGH 21-047-C19**  
**MONTHLY REAP FOLLOW UP**

**Selected  
Consultants:**

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

**Background &  
Scope of Work:**

On April 1, 2021, the Regional Council approved a procurement program to accelerate project delivery for the Regional Early Action Plan Program (REAP) and requested staff to report back monthly on procurement activities related to the On Call Services for the REAP Program. This report is to inform the RC of those activities. This report is to inform the Regional Council of procurement activities, contracts and amendments related to the On-call Services for the REAP Program.

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

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

consultation with legal counsel; and (4) directing staff to make monthly informational reports to the Regional Council of procurement activities, contracts and amendments related to REAP made pursuant to this action.

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

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

**Strategic Plan:**

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

**Contract Amount:**

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

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

**Contract Period:**

June 2021 through December 31, 2023

**Project Number(s):**

- 300.4887.01
- 300.4887.02
- 300.4887.03
- 300.4887.04
- 300.4888.01
- 300.4889.01
- 300.4889.02
- 300.4889.03
- 300.4889.04
- 300.4890.01
- 300.4890.02
- 300.4891.01
- 300.4891.02

Funding source(s): REAP Program Grant

**Update**

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

Project Title	RFP Released	Awarded to (Consultant)	Amount of Award
P&O-1 Leadership Academy	5/3/2021	LeSar Development Consultants	\$815,823
HPS-1 CEQA	5/25/2021	Ascent Environmental, Inc.	\$337,738
HSD 1-A - Advanced ADU Bundle	6/30/2021	AECOM Technical Services, Inc.	\$546,676
HPS-2 Other to Residential	7/16/2021	Studio One Eleven	\$137,740

<b>Project Title</b>	<b>RFP Released</b>	<b>Awarded to (Consultant)</b>	<b>Amount of Award</b>
HSD 2-A EIFD Bundle	7/30/2021	Kosmont	\$579,462
HSD 1-B Preliminary ADU Bundle	8/4/2021	Woodson Associates	\$534,765
SRP-3 N. La County/Palmdale Digital Utility Data Inventory Tool for Housing	8/11/2021	No bids (*2 <sup>nd</sup> release please see below)	TBD
HSD 2-D One San Pedro EIFD Study	8/11/2021	Kosmont	\$229,950
SRP-1 WSCCOG REAP Subregional Partnership Project	8/12/2021	TBD (Closed 8/12/21)	TBD
HSD 2-C Heart of Hollywood TIF Study	8/19/2021	TBD (Closed 10/4/21)	TBD
HSD 2-B Utilities & Infrastructure Needs Assessment & Development Program	9/24/2021	TBD (Closes 11/3/21)	TBD
HSD 3-E South El Monte Comprehensive Zoning Update	10/1/2021	TBD (Closes 11/10/21)	TBD
SRP-3 N. La County/Palmdale Digital Utility Data Inventory Tool for Housing (re-release)	10/14/2021	TBD*	TBD
HSD 3-C Rialto Specific Plan Merger and Update	10/14/21	TBD (Closes 11/24/21)	TBD
HSD 3-A1 & A2 Objective Development Standards	10/27/21	TBD (Closes 12/3/21)	TBD
HSD 3-D Burbank Media District Specific Plan	Expected: 11/2021	Expected: 12/2021	TBD
SRP-1 WSCCOG REAP Subregional Partnership Project (Project #2 and #4) (re-release)	Expected: Late 2021	Expected: Early 2022	TBD
TCC: Pomona	Expected: Late 2021	Expected: Early 2022	TBD
TCC: Riverside	Expected: Late 2021	Expected: Early 2022	TBD
Metrolink Station Areas Analysis	Expected: Late 2021	Expected: Early 2022	TBD
Metro Transit-Oriented Communities Housing Accelerator	Expected: Late 2021	Expected: Early 2022	TBD
SRP-2 SFVCOG Mapping Application Tool	TBD	TBD	TBD
SRP-4 Subregion Joint ADU Project-OCCOG/VCOG/GCCOG	TBD	TBD	TBD



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

Southern California Association of Governments  
Hybrid (In-Person and Remote Participation)  
**December 1, 2021**

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

**EXECUTIVE DIRECTOR'S  
APPROVAL**

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

**Subject:** CFO Monthly Report

**RECOMMENDED ACTION:**

Information Only - No Action Required

**STRATEGIC PLAN:**

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

**MEMBERSHIP DUES:**

As of November 19, 2021, 178 cities and 5 counties had paid their FY22 dues. This represents 92.44% of the dues assessment. 8 cities and 1 county have yet to pay their dues.

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

In effort to streamline the review process, staff drafted a self-certification letter to simplify the risk assessment process for Last Mile Freight Program (LMFP) subrecipients. The letter will obtain certification from a potential subrecipient that the subrecipient complies with the financial requirements specific to the LMFP funding source. The draft self-certification letter is currently being reviewed by SCAG's subrecipient monitoring committee and will then be reviewed by our Legal Division. The implementation of this new process is scheduled for December.

Staff completed preparing Amendment 2 to the FY 2021-22 Overall Work Program (OWP), in the amount of \$944,419, increasing the total budget from \$134.4 million to \$153.3 million. The amendment also includes adding \$582,956 to the Indirect Cost Budget, increasing the total budget from \$23.89 million to \$24.47 million, and \$10,560 for the TDA Capital Budget, increasing the total budget from \$0 to \$10,560. After approval by the Executive/Administration Committee (EAC), acting on behalf of the Regional Council (RC) on December 1, 2021, Amendment 2 to the FY22 OWP will be submitted to Caltrans for final approval and the revised indirect cost rate and fringe benefits rate will be submitted to FTA for final approval.



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Staff received comments from the California Department of Transportation (Caltrans) for the FY 2021-22 1<sup>st</sup> Quarter OWP Progress Report. Staff reviewed the comments and is currently drafting SCAG's responses which will be submitted to Caltrans in December.

Staff also began development for the FY 2022-23 (FY23) Comprehensive Budget and OWP. Each division presented their proposed FY23 workplan and budget requests. All the budget requests were submitted to Budget and Grants Department and staff is currently analyzing and validating the requests. A draft budget will be presented to the EAC and RC in March 2022.

**CONTRACTS:**

In October 2021, the Contracts Department issued four (4) Request for Proposals; awarded two (2) contracts; issued twelve (12) contract amendments; and processed 16 Purchase Orders to support ongoing business and enterprise operations. Staff also administered 159 consultant contracts. Contracts staff continued to negotiate better pricing as well as reduced costs for services. This month Contract Division staff negotiated \$7,431 in budget savings, bringing the Fiscal Year total to \$250,824 in savings.

**ATTACHMENT(S):**

1. CFO Charts 120121





# Office of the Chief Financial Officer

## Monthly Status Report

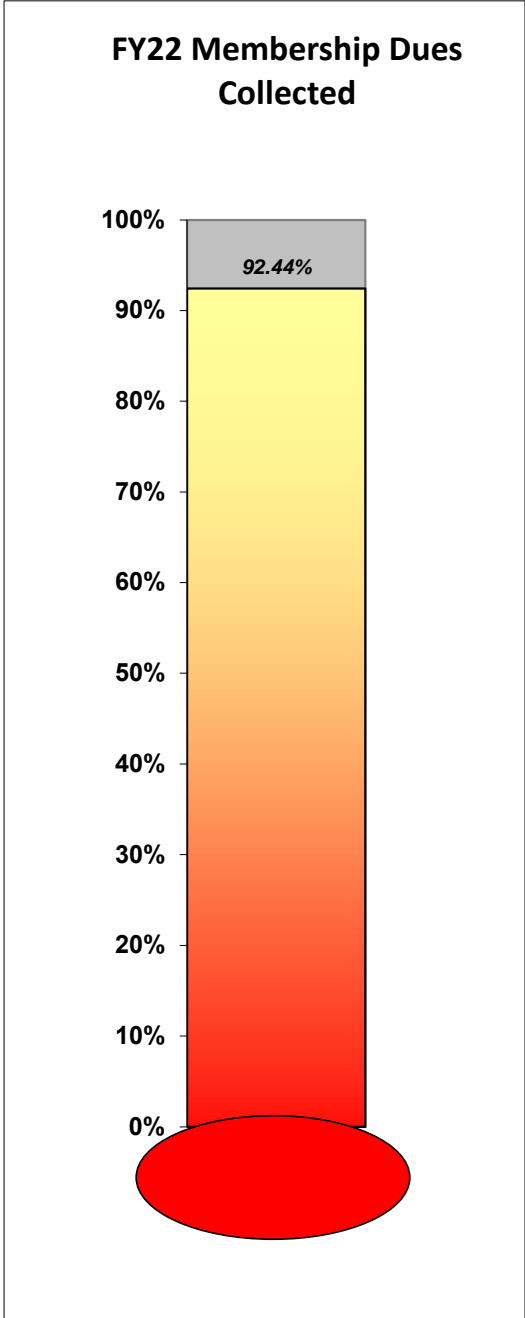
**OCTOBER 2021**

**OVERVIEW**

As of November 19, 2021, 178 cities and 5 counties had paid their FY22 dues. This represents 92.44% of the dues assessment. 8 cities and 1 county had yet to pay their dues.

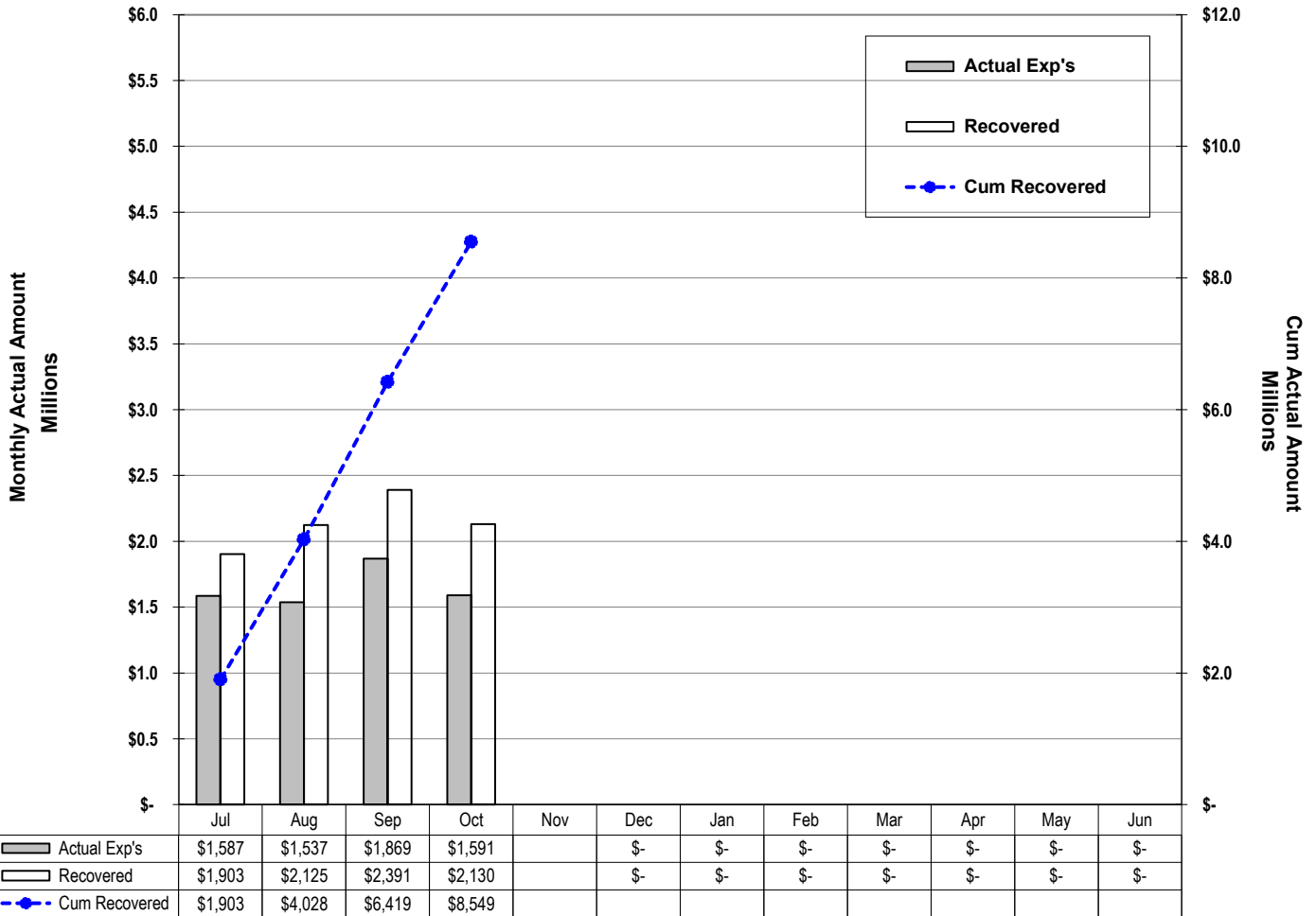
**SUMMARY**

FY22 Membership Dues	<u>\$ 2,194,817</u>
	<u>                    </u>
Total Collected	<u>\$ 2,028,787</u>
	<u>                    </u>
Percentage Collected	<u>92.44%</u>





### FY22 INDIRECT COST & RECOVERY



Attachment: CFO Charts 120121 [Revision 1] (CFO Monthly Report)

#### OVERVIEW

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

#### SUMMARY

Through October 2021, SCAG was over-recovered by \$1,965,584.03 due to unspent Indirect Cost budget. This is in line with the over-recovery built into the FY22 IC rate.



**Office of the CFO**  
Consolidated Balance Sheet

	9/30/2021	10/31/2021	Incr (decr) to equity	COMMENTS
Cash at Bank of the West	\$ 6,813,076	\$ 5,588,562		
LA County Investment Pool	\$ 8,375,312	\$ 6,492,681		
Cash & Investments	\$ 15,188,388	\$ 12,081,244	\$ (3,107,144)	Revenues of \$1.35M and Expenses of \$4.4M both on cash basis.
Accounts Receivable	\$ 14,351,732	\$ 17,353,207	\$ 3,001,476	Payments of \$224K from FHWA ATP II, \$179K from FY20 ATP Cycle 4, \$153K from FY19 ATP Local Planning Initiatives, \$142K from memberships, \$132K from FY19 ATP Disadvantaged Communities Plans, \$114K from TDA, and \$60,000K from FY19 ATP Safety and Encouragement Phase 2, offset by billings of \$836K to OTS, \$114K to TDA, \$307K to FY19 ATP Local Planning Initiatives, \$153 from OCDAP and \$7K to membership plus \$2.5M as AR Unbilled.
Other Current Assets	\$ 288,243	\$ (509,232)	\$ (797,475)	The decrease is due to net amortization of \$30K in prepaid expenses plus net IC/FB fund over recovery of \$767K.
Fixed Assets - Net Book Value	\$ 5,433,945	\$ 5,433,945	\$ -	
<b>Total Assets</b>	<b>\$ 35,262,308</b>	<b>\$ 34,359,164</b>	<b>\$ (903,144)</b>	
Accounts Payable	\$ (885,396)	\$ (455,902)	\$ 429,494	Decrease in Accounts Payable due to decrease in Contracts \$382K and AP \$47K.
Employee-related Liabilities	\$ (361,019)	\$ (400,446)	\$ (39,428)	Increase in liabilities due to 5 unpaid working days in October and 4 in September.
Deferred Revenue	\$ (7,553,932)	\$ (7,707,535)	\$ (153,603)	Increase due to OCDAP billing
<b>Total Liabilities and Deferred Revenue</b>	<b>\$ (8,800,347)</b>	<b>\$ (8,563,883)</b>	<b>\$ 236,464</b>	
<b>Fund Balance</b>	<b>\$ 26,461,961</b>	<b>\$ 25,795,280</b>	<b>\$ (666,680)</b>	
<b>WORKING CAPITAL</b>				
	9/30/2021	10/31/2021	Incr (decr) to working capital	
Cash	\$ 15,188,388	\$ 12,081,244	\$ (3,107,144)	
Accounts Receivable	\$ 14,351,732	\$ 17,353,207	\$ 3,001,476	
Accounts Payable	\$ (885,396)	\$ (455,902)	\$ 429,494	
Employee-related Liabilities	\$ (361,019)	\$ (400,446)	\$ (39,428)	
<b>Working Capital</b>	<b>\$ 28,293,705</b>	<b>\$ 28,578,103</b>	<b>\$ 284,398</b>	

Attachment: CFO Charts 120121 [Revision 1] (CFO Monthly Report)



**Office of the CFO**  
*Fiscal Year-To-Date Expenditure Report Through October 31, 2021*

**COMPREHENSIVE BUDGET**

		<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Expenditures</b>	<b>Commitments</b>	<b>Budget Balance</b>	<b>% Budget Spent</b>
1	Staff & Allocated Fringe Benefits	257,016	257,016	63,500	-	193,516	24.7%
2	51001 Allocated Indirect Costs	363,202	363,202	89,732	-	273,470	24.7%
3	54300 SCAG Consultants	288,000	276,004	36,000	6,978	233,026	13.0%
4	54340 Legal costs	120,000	120,000	-	118,066	1,934	0.0%
5	55441 Payroll, bank fees	15,000	15,000	2,302	12,697	0	15.3%
6	55580 Outreach/Advisement	-	1,000	661	307	32	66.1%
7	55600 SCAG Memberships	127,600	127,600	18,772	25,511	83,317	14.7%
8	55610 Professional Membership	11,500	11,500	1,850	957	8,693	16.1%
9	55620 Res mat/sub	2,000	2,000	-	-	2,000	0.0%
10	55730 Capital Outlay > \$5,000	1,512,183	1,512,183	73,325	935,931	502,927	4.8%
11	55840 Training Registration	-	11,996	11,996	-	0	100.0%
12	55860 Scholarships	44,000	44,000	-	-	44,000	0.0%
13	55910 RC/Committee Mtgs	15,000	15,000	-	-	15,000	0.0%
14	55912 RC Retreat	13,000	13,000	-	-	13,000	0.0%
15	55914 RC General Assembly	611,500	611,500	-	-	611,500	0.0%
16	55915 Demographic Workshop	28,000	28,000	-	1	27,999	0.0%
17	55916 Economic Summit	85,000	85,000	-	8,925	76,075	0.0%
18	55918 Housing Summit	20,000	20,000	-	-	20,000	0.0%
19	55920 Other Meeting Expense	86,500	86,500	1,330	19,464	65,706	1.5%
20	55xxx Miscellaneous other	67,000	66,000	929	407	64,663	1.4%
21	55940 Stipend - RC Meetings	202,000	202,000	61,420	-	140,580	30.4%
22	56100 Printing	10,000	10,000	-	10,000	0	0.0%
23	58100 Travel - outside SCAG region	77,500	77,500	-	-	77,500	0.0%
24	58101 Travel - local	47,500	47,500	446	-	47,054	0.9%
25	58110 Mileage - local	31,500	31,500	34	-	31,466	0.1%
26	58150 Travel Lodging	13,000	13,000	23	-	12,977	0.2%
27	58800 RC Sponsorships	165,000	165,000	2,000	30,331	132,669	1.2%
28	<b>Total General Fund</b>	<b>4,213,001</b>	<b>4,213,001</b>	<b>364,321</b>	<b>1,159,576</b>	<b>2,689,103</b>	<b>8.6%</b>
29				-			
30	Staff & Allocated Fringe Benefits	17,631,038	17,631,038	5,986,949	-	11,644,089	34.0%
31	5100x Allocated Indirect Costs	24,915,148	24,915,148	8,460,158	-	16,454,990	34.0%
32	543xx SCAG Consultants	40,296,922	72,427,112	1,442,198	34,936,990	36,047,923	2.0%
33	54302 Non-Profits/IHL	933,245	1,193,681	103,326	174,076	916,279	8.7%
34	54340 Legal Services	-	115,000	16,952	98,048	0	14.7%
35	54360 Pass-through Payments	9,191,406	9,191,406	-	5,007,208	4,184,198	0.0%
36	55210 Software Support	600,000	600,000	84,556	3,443	512,001	14.1%
37	55250 Cloud Services	1,635,500	1,635,500	89,346	362,931	1,183,223	5.5%
38	5528x Third Party Contributions	5,230,855	5,230,855	1,532,968	-	3,697,887	29.3%
39	55310 F&F Principal	264,368	264,368	86,702	177,666	0	32.8%
40	55315 F&F Interest	10,423	10,423	4,475	5,948	0	42.9%
41	55320 AV Principal	149,034	149,034	48,782	100,252	0	32.7%
42	55325 AV Interest	2,642	2,642	1,100	1,542	0	41.6%
43	55415 Off Site Storage	9,124	9,124	2,966	-	6,158	32.5%
44	55520 Hardware Supp	5,000	5,000	-	-	5,000	0.0%
45	55580 Outreach	64,000	64,000	16,000	-	48,000	25.0%
46	55620 Resource Materials - subscrib	540,000	540,000	44,061	58,773	437,166	8.2%
47	55810 Public Notices	65,000	65,000	25,093	-	39,907	38.6%
48	55830 Conf. Registration	4,000	4,000	-	-	4,000	0.0%
49	55920 Other Meeting Expense	19,000	19,000	6,588	-	12,412	34.7%
50	55930 Miscellaneous	190,717	186,316	-	12,766	173,550	0.0%
51	55931 Misc Labor	1,204,452	9,026,651	-	-	9,026,651	0.0%
52	55932 Misc Labor, Future	1,185,044	1,185,044	-	-	1,185,044	0.0%
53	56100 Printing	9,000	9,000	-	-	9,000	0.0%
54	58xxx Travel	82,500	80,500	456	-	80,044	0.6%
55	59090 Exp - Local Other	40,011,607	40,011,607	-	-	40,011,607	0.0%
56	<b>Total OWP, FTA Pass Thru &amp; TDA</b>	<b>144,250,025</b>	<b>184,571,449</b>	<b>17,952,675</b>	<b>40,939,644</b>	<b>125,679,129</b>	<b>9.7%</b>
57		-	-	-			
58	<b>Comprehensive Budget</b>	<b>148,463,026</b>	<b>188,784,450</b>	<b>18,316,996</b>	<b>42,099,221</b>	<b>128,368,233</b>	<b>9.7%</b>

Attachment: CFO Charts 120121 [Revision 1] (CFO Monthly Report)



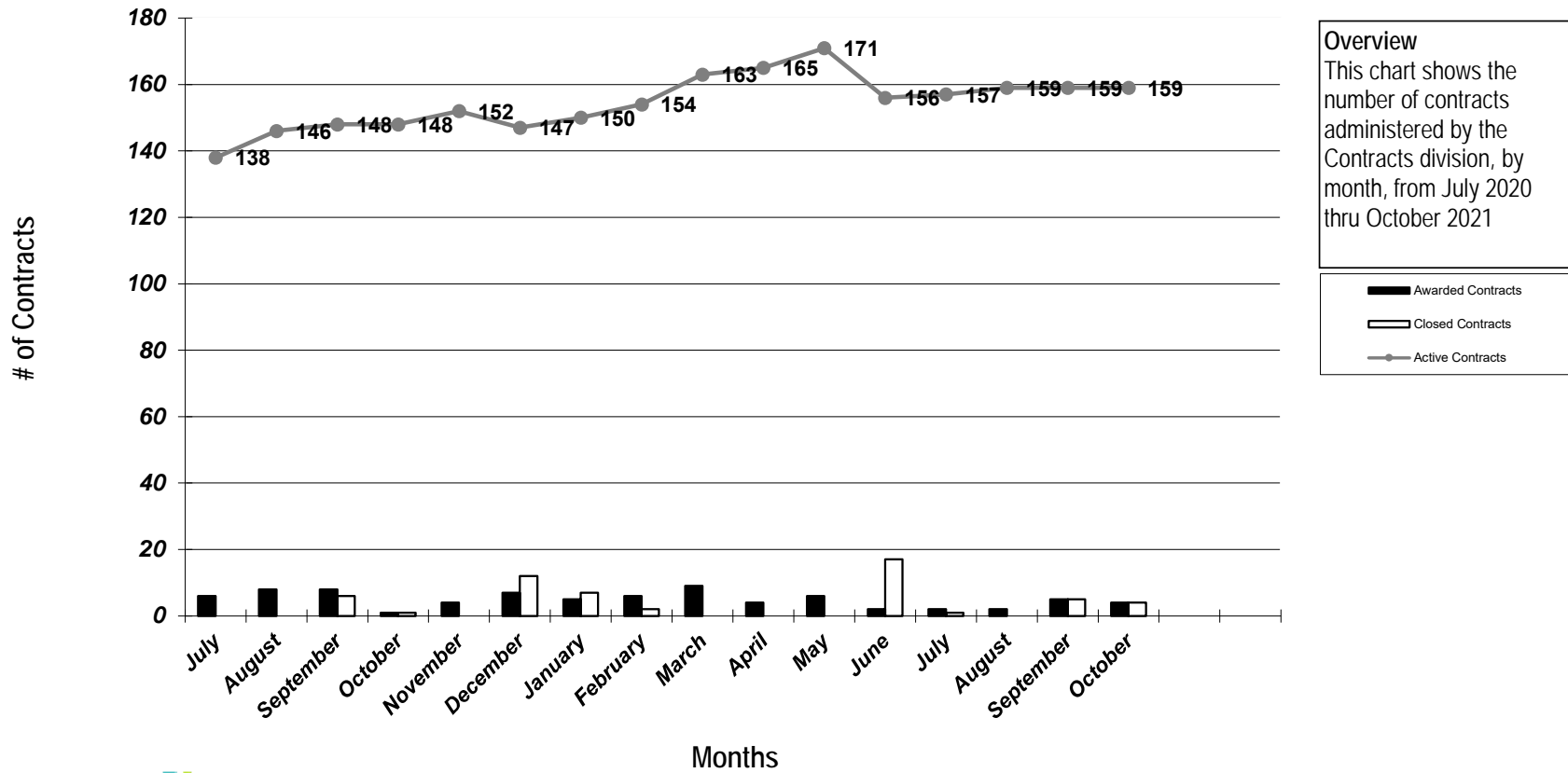
**Office of the CFO**  
Fiscal Year-To-Date Expenditure Report Through October 31, 2021

**INDIRECT COST EXPENDITURES**

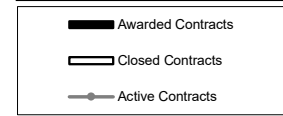
	<b>Adopted Budget</b>	<b>Amended Budget</b>	<b>Expenditures</b>	<b>Commitments</b>	<b>Budget Balance</b>	<b>% Budget Spent</b>		
1	50010	Regular Staff	7,746,533	7,746,533	2,707,144		5,039,389	34.9%
2	50013	Regular OT	1,000	1,000	960		40	96.0%
3	50014	Interns, Temps, Annuit	78,000	78,000	7,468		70,533	9.6%
4	50016	Retired Annuitant		20,150	19,801		349	98.3%
5	50030	Severance	80,000	80,000	17,288		62,712	21.6%
6	51xxx	Allocated Fringe Benefits	6,077,056	6,077,056	2,133,871	-	3,943,185	35.1%
7	54300	SCAG Consultants	1,961,819	1,940,669	55,596	168,447	1,716,626	2.9%
8	54301	Consultants - Other	731,000	781,000	69,565	452,023	259,412	8.9%
9	54340	Legal	40,000	40,000		-	40,000	0.0%
10	55201	Network and Communications	304,000	304,000	65,928	108,320	129,752	21.7%
11	55210	Software Support	548,900	508,400	207,272	301,128	-	40.8%
12	55220	Hardware Supp	940,817	905,817	33,829	42,873	829,116	3.7%
13	55240	Repair & Maint Non-IT	26,500	26,500	4,019	21,806	675	15.2%
14	55251	Infrastructure Cloud Services	623,465	658,465	6,289	175,052	477,124	1.0%
15	55271	On-Prem Software	247,690	247,690	1,334	-	246,356	0.5%
16	55275	Co-location Services	250,000	250,000	20,024	25,220	204,756	8.0%
17	55315	F&F Interest	4,376	4,376	1,879	2,497	0	42.9%
18	55325	AV Interest	8,162	8,162	3,398	4,764	0	41.6%
19	55400	Office Rent DTLA	2,302,445	2,302,445	969,550	1,332,820	75	42.1%
20	55410	Office Rent Satellite	278,200	278,200	53,149	89,370	135,682	19.1%
21	55415	Offsite Storage	5,000	5,000	1,426	1,666	1,908	28.5%
22	55420	Equip Leases	100,000	100,000	4,579	55,421	40,000	4.6%
23	55430	Equip Repairs & Maint	1,000	1,000		-	1,000	0.0%
24	55435	Security Services	100,000	100,000	17,709	82,291	0	17.7%
25	55440	Insurance	315,000	315,000	128,212	-	186,788	40.7%
26	55441	Payroll / Bank Fees	17,500	17,500	2,852	14,648	-	16.3%
27	55445	Taxes	5,000	5,000	50	-	4,950	1.0%
28	55460	Mater & Equip < \$5,000 *	54,000	54,000		-	54,000	0.0%
29	55510	Office Supplies	73,800	73,800	1,734	60,260	11,806	2.3%
30	55520	Graphic Supplies	4,000	4,000		-	4,000	0.0%
31	55530	Telephone	-	500	154	-	346	30.9%
32	55540	Postage	10,000	10,000		10,000	0	0.0%
33	55550	Delivery Svc	5,000	5,000	1,937	3,063	-	38.7%
34	55600	SCAG Memberships	102,200	102,200	830	170	101,200	0.8%
35	55610	Prof Memberships	1,500	1,500		-	1,500	0.0%
36	55611	Prof Dues	1,350	1,350		-	1,350	0.0%
37	55620	Res Mats/Subscrip	58,100	57,100	19,646	12,627	24,827	34.4%
38	55630	COVID Facility Expenses		1,500	1,306		194	87.1%
39	55700	Deprec - Furn & Fixt	250,330	250,330		-	250,330	0.0%
40	55720	Amortiz - Leasehold Improvements	75,000	75,000		-	75,000	0.0%
41	55800	Recruitment Notices	25,000	25,000	1,410	23,590	-	5.6%
42	55801	Recruitment - other	45,000	45,000	1,809	31,466	11,725	4.0%
43	55810	Public Notices	2,500	-		-	0	
44	55820	In House Training	30,000	30,000		-	30,000	0.0%
45	55830	Networking Meetings/Special Events	20,000	20,000		-	20,000	0.0%
46	55840	Training Registration	65,000	65,000	11,892	-	53,108	18.3%
47	55920	Other Mtg Exp	2,500	2,500	50	-	2,450	2.0%
48	55950	Temp Help	108,316	108,316	9,360	45,521	53,435	8.6%
49	55xxx	Miscellaneous - other	11,500	9,000	-	-	9,000	0.0%
50	56100	Printing	23,000	23,000		8,000	15,000	0.0%
51	58100	Travel - Outside	83,300	80,800	525	-	80,275	0.0%
52	58101	Travel - Local	20,000	19,000	384	-	18,616	2.0%
53	58110	Mileage - Local	23,500	22,500	72	-	22,428	0.3%
54	58120	Travel Agent Fees	3,000	3,000	7	-	2,993	0.2%
55		<b>Total Indirect Cost</b>	<b>23,891,359</b>	<b>23,891,359</b>	<b>6,584,306</b>	<b>3,073,042</b>	<b>14,234,011</b>	<b>27.6%</b>

Attachment: CFO Charts 120121 [Revision 1] (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 2020 thru October 2021



**Summary**

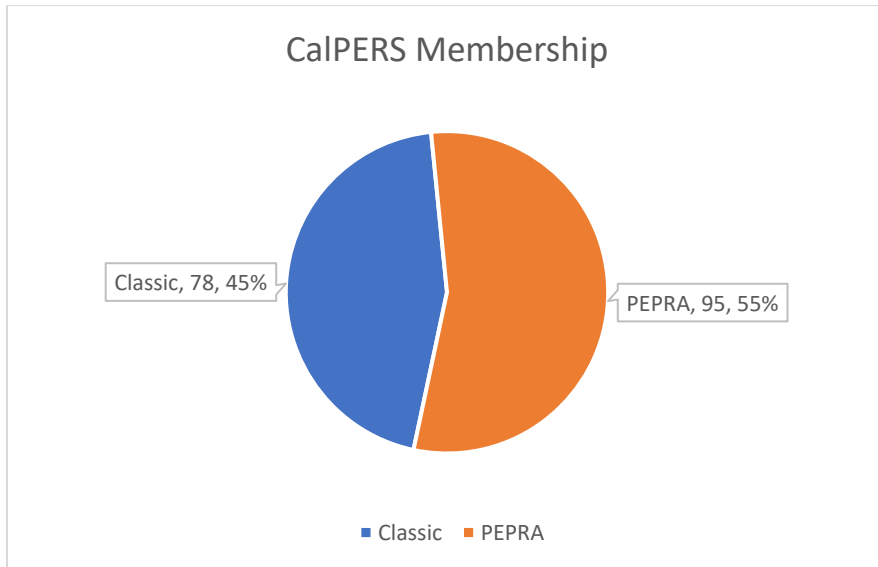
As illustrated on the chart, the Contracts Department is currently managing a total of 159 contracts. Forty-three (43) are Cost Plus Fee contracts; eighty-one (81) are Lump Sum (formerly Fixed Price) contracts, and the remaining thirty-five (35) are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). 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.

# CFO Report

As of November 1, 2021

## Staffing Update

Division	Authorized Positions	Filled Positions	Vacant Positions	Interns/Temps	Agency Temps	Volunteers	Total
Executive Office	9	8	1	0	0	0	8
Human Resources	7	6	1	1	0	0	7
Legal Services	3	2	1	0	0	0	2
Finance	28	25	3	2	0	0	27
Information Technology	26	24	2	2	0	0	26
Policy & Public Affairs	22	19	3	0	1	0	20
Planning & Programs	94	89	5	3	0	6	98
<b>Total</b>	<b>189</b>	<b>173</b>	<b>16</b>	<b>8</b>	<b>1</b>	<b>6</b>	<b>188</b>



Attachment: CFO Charts 120121 [Revision 1] (CFO Monthly Report)



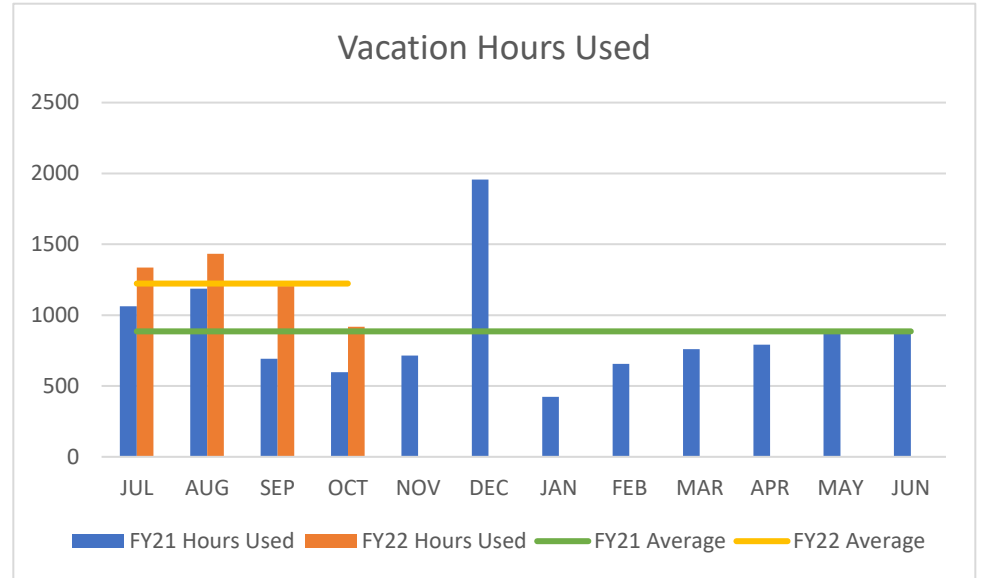
# CFO Report

As of November 1, 2021

## Vacation Update

### Vacation Usage FY22

	Hours Used	Cost
<b>Total</b>	4,891.60	\$ 306,453.15
<b>Average</b>	47.03	\$ 2,946.66
<b># of Staff</b>	104	
<b>% of Staff</b>	60.12%	



### Vacation Cash Out Pilot Program Usage in FY22 and FY21

	FY22 Hours Used	FY22 Cost	FY21 Hours Used	FY21 Cost
<b>Total</b>	160	\$ 10,894.40	1,180	\$ 81,956.80
<b>Average</b>	32	\$ 2,178.88	39.33	\$ 2,731.80
<b>Lowest</b>	20	\$ 1,227.00	20	\$ 1,352.40
<b>Highest</b>	40 (max)	\$ 2,866.80	40 (max)	\$ 5,568.40
<b># of Staff</b>	4		30	
<b>% of Staff</b>	2.31%		17.75%	