



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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Energy & Environment
Linda Parks, Ventura County

Transportation
Cheryl Viegas-Walker, El Centro

SPECIAL MEETING

EXECUTIVE/ ADMINISTRATION COMMITTEE

**Thursday, April 2, 2020
10:00 a.m. – 11:00 a.m.**

PUBLIC ADVISORY

Given recent public health directives limiting public gatherings due to the threat of COVID-19 and in compliance with the Governor's recent Executive Order N-29-20, the meeting will be held telephonically and electronically.

Please see next page for detailed instructions on how to participate in the meeting.

PUBLIC COMMENTS

In advance of the meeting, please submit Public Comments by email at: ePublicComment@scag.ca.gov All Public Comments received will be included in the official record of the meeting.

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



Detailed Instructions for Participating in the Meeting

The Special Meeting of the EAC scheduled for Thursday, April 2 at 10:00 a.m. is accessible telephonically and electronically (web-based video conferencing) via Zoom. As Zoom offers optimal functionality through its web-based application, we recommend using a computer to access the meeting. Instructions for both options can be found below.

To Join By Zoom

1. Click the following link: <https://scag.zoom.us/j/147681646>.
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.

To Join By Phone

1. Call **(669) 900-6833** to access the conference room. Given high call volumes recently experienced by Zoom, please continue calling until you connect successfully.
2. Enter the **Meeting ID: 147 681 646**, 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.

Email Public Comments to: ePublicComment@scag.ca.gov

The public is encouraged to submit comments by sending an email to: ePublicComment@scag.ca.gov
All written comments received before and during the Public Comment period will be read by SCAG staff (up to 3 minutes) and included as part of the official record of the meeting. The Chair has the discretion to reduce the time limit based upon the number of e-comments received and may limit the total time for all public comments to twenty (20) minutes.

To view past meeting videos: <http://scag.iqm2.com/Citizens/>

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.

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EXECUTIVE/ADMINISTRATION COMMITTEE SPECIAL MEETING AGENDA

EAC - Executive/Administration Committee *Members – April 2020*

1. **Hon. Bill Jahn**
Chair, Big Bear Lake, RC District 11
2. **Hon. Rex Richardson**
1st Vice Chair, Long Beach, RC District 29
3. **Hon. Clint Lorimore**
2nd Vice Chair, Eastvale, RC District 4
4. **Hon. Alan Wapner**
Imm. Past Chair, SBCTA Representative
5. **Hon. Peggy Huang**
CEHD Chair, TCA Representative
6. **Hon. Stacy Berry**
CEHD Vice Chair, Cypress, RC District 18
7. **Sup. Linda Parks**
EEC Chair, Ventura County Rep.
8. **Hon. David Pollock**
EEC Vice Chair, Moorpark, District 45
9. **Hon. Cheryl Viegas-Walker**
TC Chair, El Centro, RC District 1
10. **Hon. Jess Talamantes**
TC Vice Chair, Burbank, RC District 42
11. **Hon. Jan Harnik**
LCMC Chair, RCTC Representative
12. **Hon. Margaret Clark**
LCMC Vice Chair, Rosemead, RC District 32
13. **Hon. Frank Navarro**
Pres. Appt., Colton, RC District 6
14. **Hon. L. Dennis Michael**
Pres. Appt., Rancho Cucamonga, RC District 9
15. **Hon. Margaret Finlay**
Pres. Appt., Duarte, RC District 35

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EXECUTIVE/ADMINISTRATION COMMITTEE SPECIAL MEETING AGENDA

16. Sup. Luis Plancarte

Pres. Appt., Imperial County

17. Hon. Andrew Masiel

Tribal Govt Regl Planning Board Representative

18. Randall Lewis

Business Representative, Non-Voting Member

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Southern California Association of Governments
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Thursday, April 2, 2020
10:00 AM

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE
(The Honorable Bill Jahn, Chair)

PUBLIC COMMENT PERIOD

The public is encouraged to submit comments by sending an email to: ePublicComment@scag.ca.gov
All written comments received before and during the Public Comment period will be read by SCAG staff (up to 3 minutes) and included as part of the official record of the meeting. The Chair has the discretion to reduce the time limit based upon the number of e-comments received and may limit the total time for all public comments to twenty (20) minutes.

REVIEW AND PRIORITIZE AGENDA ITEMS

ACTION/DISCUSSION ITEM

1. Proposed Amendments to the Regional Council Policy Manual in Response to COVID-19
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RECOMMENDED ACTION:

Recommend that the Executive/Administration Committee, on behalf of the Regional Council, amend the Regional Council Policy Manual to allow for the use of teleconference and videoconference during meetings of SCAG’s General Assembly and Regional Council during an emergency, such as that currently in effect due to the COVID-19 public health crisis.

CONSENT CALENDAR

Approval Items

2. Minutes of the Meeting - March 5, 2020
3. Resolution No. 20-620-1 Authorizing and Updating Credit Accommodations from the Bank of the West
4. Resolution No. 20-620-2 Approving Amendment 3 to the FY 2019-20 Overall Work Program (OWP)
5. Resolution No. 20-620-3 Approving the 2021 Active Transportation Program Regional Guidelines
6. Approval for Additional Stipend Payments

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- 7. Contract Amendment Greater than 30% of the Contract’s Original Value, Purchase Order No. 007092, Employment Law Services

Receive and File

- 8. SCAG Aerial Imagery Program
- 9. California High-Speed Rail Authority (CHSRA) Draft 2020 Business Plan
- 10. Status Update on Final Federal Safer, Affordable, Fuel-Efficient Vehicles Rule
- 11. CFO Monthly Report

CFO MONTHLY REPORT
(Basil Panas, Chief Financial Officer)

BUSINESS REPORT
(k O - \ U " k)

PRESIDENT'S REPORT
(The Honorable Bill Jahn, Chair)

EXECUTIVE DIRECTOR'S REPORT
(Kome Ajise, Executive Director)

FUTURE AGENDA ITEM/S

ANNOUNCEMENT/S

ADJOURNMENT

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Southern California Association of Governments
Remote Participation Only
April 2, 2020

To: Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

From: Justine Block, Acting Chief Counsel; Ruben Duran, Board Counsel

Subject: Proposed Amendments to the Regional Council Policy Manual
in Response to COVID-19

RECOMMENDED ACTION:

Recommend that the Executive/Administration Committee, on behalf of the Regional Council, amend the Regional Council Policy Manual to allow for the use of teleconference and videoconference during meetings of SCAG’s General Assembly and Regional Council during an emergency, such as that currently in effect due to the COVID-19 public health crisis.

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

Although the Governor has issued various Executive Orders suspending certain provisions of the Ralph M. Brown Act (the “Brown Act”) during the COVID-19 emergency to encourage and allow for teleconferencing and videoconferencing of public agency meetings as a means of protecting the public from transmission of the virus while maintaining openness and transparency, SCAG’s Regional Council Policy Manual provides for different rules in various circumstances due to SCAG’s unique nature as a large, regional policy-making forum and planning organization. Specifically, SCAG’s policies do not currently allow for General Assembly or Regional Council meetings to be held via teleconference/videoconference.

The proposed amendments to the Regional Council Policy Manual will give SCAG leadership the flexibility during an emergency to hold public meetings of its various bodies, via teleconference and/or videoconference while remaining in compliance with applicable law.

BACKGROUND:

The COVID-19 pandemic has created a public health crisis that every level of government is mobilizing to address. Even during the crisis, public agencies must continue essential operations, and legislative bodies and their subsidiary bodies must meet to make decisions and craft public policy.

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Governor Newsom has issued several Executive Orders addressing the crisis, and, in particular, relaxing certain requirements under the Brown Act. At the same time, stay-at-home and shelter-in-place orders have been issued by the Governor as well as several mayors and counties within the SCAG region.

In light of this and given several time-sensitive business items necessary for the Regional Council to consider at its next regular meeting, SCAG staff and legal counsel recommend that the Executive/Administration Committee, on behalf of the Regional Council, amend the Regional Council Policy Manual to make clear that in limited circumstances when an emergency has been declared, the SCAG President, in consultation with the Executive Director, may determine that meetings of the General Assembly, Regional Council and other SCAG bodies will be conducted by teleconference and/or videoconference in order to protect public health and safety while still ensuring that critical SCAG business can be conducted.

Pursuant to the SCAG Bylaws, Article V.C. (3) (a), the Executive/Administration Committee (EAC) is authorized as follows: *“Subject to any limitations that may be established by the General Assembly and/or the Regional Council, the EAC is authorized to make decisions and take actions that are binding upon the Association if the President or the Executive Director determine that such decisions or actions are necessary prior to the next regular meeting of the Regional Council.”*

Accordingly, the following amendments are proposed to the Regional Council Policy Manual, for consideration by the EAC, acting on behalf of the Regional Council:

1. Add a new section (A)(4) to Article IV of the Regional Council Policy Manual to read in its entirety as follows:

“During a declared local, state or national emergency, the President may determine, after consultation with the Executive Director, that the Regional Council will meet using teleconferencing and/or videoconferencing capabilities.”

2. Add a new section (D)(7) to Article VI of the Regional Council Policy Manual to read in its entirety as follows:

“Notwithstanding any other provision of this Regional Council Policy Manual, during a declared local, state or national emergency, the President may determine, after consultation with the Executive Director, that the General Assembly, Regional Council and any other SCAG committee or body, including but not limited to the Executive/Administrative Committee, will meet using teleconferencing and/or

videoconferencing capabilities. Further, the President may waive certain provisions of teleconferencing and videoconferencing requirements set forth under Section D.1., D.2. and D.6. of this Article VI, consistent with applicable law. ”

ATTACHMENT(S):

1. Emergency-related amendments Articles IV and VI (see highlighted text)



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ARTICLE IV

COMPOSITION, ATTENDANCE AND POLICIES FOR THE REGIONAL COUNCIL, POLICY COMMITTEES AND OTHER SCAG COMMITTEES, SUBCOMMITTEES AND TASK FORCES

A. **Regional Council** – The membership, organization, duties, quorum and voting requirements of the Regional Council are addressed in SCAG’s Bylaws. The following additional policies are applicable to the Regional Council.

(1) The Regional Council shall generally consider a recommendation from a Policy Committee in the month following the development of such a recommendation. In the case of time sensitive matters, a recommendation from a Policy Committee may be considered at the first Regional Council meeting after the Policy Committee meeting at which the recommendation was adopted.

(2) The Regional Council shall generally consider a recommendation from the Executive/Administration Committee at the first Regional Council meeting after the Executive/Administration meeting at which the recommendation was adopted.

(3) The Regional Council shall generally meet on the first Thursday of each month. The Regional Council shall annually approve its calendar year meeting schedule which may include one or more months in which other SCAG meetings replace the regular meeting of the Regional Council. In addition, the Regional Council will not meet one month of the year to allow for a vacation period.

(4) During a declared local, state or national emergency, the President may determine, after consultation with the Executive Director, that the Regional Council will meet using teleconferencing and/or videoconferencing capabilities.

B. **Executive/Administration Committee** – The membership, organization, duties, quorum and voting requirements of the Executive/Administration Committee are addressed in SCAG’s Bylaws. The following additional policies are applicable to the Executive/Administration Committee.

(1) The President of SCAG shall serve as the Chair of the Executive/Administration Committee and shall be the presiding officer at its meetings. The First Vice President of SCAG shall serve as the Vice Chair and shall act as the presiding officer at meetings in the absence of the President. The Second Vice President or the Immediate Past President, in that order, shall preside at meetings in the absence of the President and First Vice President.

The Executive/Administrative Committee shall generally meet prior to and on the same day as the Regional Council in accordance with the annual schedule adopted for the regular meetings of the Regional Council. The Executive/Administration Committee may have a special meeting on a day other than the day scheduled for a meeting of the Regional Council or in addition to the day scheduled for a meeting of Regional Council. All such special meetings shall be called by the SCAG President in consultation with SCAG's Executive Director.

(2) The President shall provide a general report regarding each meeting of the Executive/Administrative Committee at the next regular meeting of the Regional Council and specifically shall report any actions taken by the Executive/Administration Committee acting on behalf of the Regional Council as allowed by Article V C. (3)(a) of SCAG's Bylaws.

C. The Policy Committees – The membership, organization, duties, quorum and voting requirements of the three Policy Committees (i.e. Transportation Committee; Community, Economic and Human Development Committee; and Energy and Environment Committee) are addressed in SCAG's Bylaws. The following additional policies are applicable to the three Policy Committees.

(1) Each Policy Committee shall elect its Chair and Vice Chair whose term shall commence upon the adjournment of the next regular meeting of the General Assembly and expire upon the opening of the following regular meeting of the General Assembly. Those holding the position of Chair and Vice Chair must be members of the respective Policy Committee and must also be representatives of Regional Council Members. Officers and those elected by the Regional Council to serve as Officers cannot serve as Chair or Vice Chair of a Policy Committee. An individual may serve two consecutive one-year terms as a Chair or two consecutive one-year terms as a Vice Chair, if so elected. Any person who served as Chair of a Policy Committee for two consecutive years or as Vice Chair for two consecutive years must wait one year before seeking election again to be Chair or Vice Chair of the same Policy Committee; except that any Vice Chair who has held such a position for up to two consecutive years may be elected to serve as Chair for the following year for up to two consecutive years. If a vacancy occurs in the office of Chair of a Policy Committee, the Vice Chair shall serve as Chair for the unexpired term and a new Vice Chair shall be elected to fill the unexpired term.

Each Policy Committee shall meet on the same day as the Regional Council unless a special meeting is otherwise called by the Chair of the Committee after discussions with SCAG's Executive Director.

(2) In the event an at-large or subregional member of a Policy Committee repeatedly fails to attend meetings of the Policy Committee, the SCAG Executive Director may, in his/her sole discretion, communicate with the member and encourage the member to actively participate in the meetings of the Policy Committee. The Executive Director may also, in his/her sole discretion, advise the SCAG President of the absences of the member and the President may take any such action as may be allowed by the SCAG Bylaws or this Policy Manual.

D. Legislative, Communications and Membership Committee - The membership, organization, meetings, duties, quorum and voting requirements of the Legislative, Communications and Membership Committee are addressed in SCAG's Bylaws.

E. Committees, Subcommittees and Task Forces

(1) Committees, Subcommittees and Task Forces shall be established in accordance with SCAG's Bylaws and shall strictly adhere to the requirements of the Ralph M. Brown Act (California Government Code Section 54950 et seq.). The first meeting of a new committee, subcommittee or task force shall be considered a regular meeting of said committee, subcommittee or task force.

(2) Unless otherwise identified in SCAG's Bylaws, a quorum of Committees, Subcommittees and Task Forces shall be fifty percent of its membership and all actions taken shall require the affirmative vote of a majority of the membership present and voting with a quorum in attendance.

(3) Each Committee, Subcommittee and Task Force shall set its own meeting schedule.

(4) In the event a member of a Committee, Subcommittee or Task Force repeatedly fails to attend meetings, the SCAG Executive Director may, in his/her sole discretion, communicate with the member and encourage the member to actively participate in the meetings.

ARTICLE VI

THE RALPH M. BROWN ACT: REQUIREMENTS AND SCAG POLICIES

SCAG endeavors to be in full compliance with all aspects of the Ralph M. Brown Act, (Government Code Section 54950 et seq. (herein the “Brown Act”)) in all of its meetings, activities and interactions with the public. Selected parts of the Brown Act are described and discussed in the materials that follow to provide guidance and reminders to SCAG Representatives about the requirements of the Brown Act and the policies that SCAG has implemented to ensure full compliance.

A. Bodies Subject to the Brown Act – In accordance with Section 54952 of the Government Code, the working entities of SCAG including the General Assembly, the Regional Council, the Policy Committees and generally all of the SCAG committees are “legislative bodies” of local agencies as defined by Section 54952 of the Government Code and their meetings are covered by the Brown Act with respect to matters such as agendas, closed sessions, public participation, etc. However, if an advisory committee is created by a SCAG legislative body and if the advisory committee is comprised of less than a quorum of the members of the SCAG legislative body that created it, then the advisory committee is not subject to the Brown Act, unless the advisory committee is a standing committee. The Brown Act defines a standing committee as one which has continuing jurisdiction over a particular subject matter or if its meeting schedule is fixed by some formal action by the body that created the committee.

B. Meetings – If a quorum of the membership of one of the legislative bodies of SCAG meets to hear, discuss or deliberate on any matter that is under the subject matter jurisdiction of the legislative body, then a meeting occurs regardless of whether or not any action is taken, and all notice and agenda provisions of the Brown Act apply. Informal gatherings at lunches or social activities or in other informal settings that involve a quorum or more of the membership of a SCAG legislative body must also meet the requirements of the Brown Act unless the event is open to the public and the members of the legislative body do not discuss among themselves, except as may be part of any scheduled program, issues that are within the subject matter jurisdiction of SCAG.

As an added caution, because SCAG has overlapping legislative bodies and committees, the quorum requirements of all applicable SCAG legislative bodies, especially the Executive/Administration Committee with its limited membership/quorum, should be considered whenever the attendance at a SCAG event is being planned to determine if the meeting requirements of the Brown Act are applicable.

C. Serial Meetings – A serial meeting is a series of communications, each of which involve less than a quorum of a legislative body, but which collectively involve at least a quorum of the legislative body and through which concurrence is developed with regard to an action to be taken by the legislative body (see Section 54952.2 of the Government Code). Serial meetings are forbidden by the Brown Act. Caution must be exercised to ensure that briefings by SCAG staff of members of a quorum of a small committee (e.g. Executive/Administrative Committee) do not lead to advance concurrence by the members of the committee about a subsequent action to be taken by the committee.

D. Teleconferencing and Videoconferencing – Section 54953 of the California Government Code sets forth the Brown Act requirements for teleconferencing and videoconferencing at SCAG meetings. SCAG has also established special requirements for the use of teleconferencing and videoconferencing that impose some additional restrictions beyond those of the Brown Act. The most significant aspects of the Brown Act’s requirements along with the specific requirements of SCAG are the following.

(1) All teleconferencing and videoconferencing locations that will be utilized by one or more members of the SCAG legislative body must be identified in the meeting agenda and must be open to the public and include access for people with disabilities. Copies of the agenda of the meeting must be posted at all teleconferencing or videoconferencing locations. Hotel rooms, homes, business offices can all be used as teleconferencing or videoconferencing locations as long as they are identified in the agenda, have the agenda posted at the location and are properly open to the public. An automobile cannot be identified as a teleconferencing location.

(2) During a teleconferenced or videoconference meeting, at least a quorum of the SCAG

legislative body must be at a location within the boundaries of the SCAG Region.

(3) If staff or consultants are to participate at a SCAG legislative body meeting to provide information or to be available to answer questions, the meeting location of such staff do not have to be placed on the agenda and the location does not have to be open to the public. A SCAG staff member can participate in a meeting by calling in from an undisclosed location or a train, bus or car, but such an option is not available to a member of the legislative body.

(4) All votes taken at teleconferenced or videoconference meetings must be taken via roll call.

(5) SCAG can elect to make additional teleconference or videoconference locations available to the public for any SCAG legislative body meeting. Members of a SCAG legislative body do not have to be present at every teleconference and videoconference location.

(6) SCAG may use teleconferencing or videoconferencing only for special meetings of the Executive/Administrative Committee and for all meetings of other SCAG committees, subcommittees, task forces. However, teleconferencing and videoconferencing shall not be employed for any meeting whose agenda includes a closed session.

(7) Notwithstanding any other provision of this Regional Council Policy Manual, during a declared local, state or national emergency, the President may determine, after consultation with the Executive Director, that the General Assembly, Regional Council and any other SCAG committee or body, including but not limited to the Executive/Administration Committee, will meet using teleconferencing and/or videoconferencing capabilities and may waive certain provisions of teleconferencing and videoconferencing requirements set forth above under Sections D.1., D.2. and D.6. of this Article VI, consistent with applicable law.

E. Regular Meetings – A meeting that occurs at an established time and place set by an action of the Regional Council or other SCAG legislative body is a regular meeting. Notices and agendas for regular meetings must be posted at least 72 hours before the meeting. A regular meeting agenda can be amended as long as the amended agenda is posted 72 hours before the meeting. Items not on the agenda for a regular meeting can be added to the agenda at the meeting upon the affirmative vote of two-thirds of the representatives/members present or a unanimous vote in the event of attendance of less than two-thirds of the membership if there is a need to take immediate

action on a matter that came to the attention of the SCAG legislative body (including staff) after the 72 hour agenda posting requirement had passed. Emergency matters may also be added to the agendas of regular meetings in accordance with the appropriate sections of the Brown Act, but the definition of an emergency matter (e.g. work stoppage, crippling activity, event which impairs public safety or health) means that such items will rarely, if ever, have to be addressed by a SCAG legislative body.

F. Special Meetings – Special meetings may be called by the presiding officer of any SCAG legislative body after discussions with the SCAG Executive Director. Any meeting that is set for a time and place other than the time and place established for regular meetings is either a special meeting or an emergency meeting and emergency meetings are unlikely to be necessary for SCAG. Meetings of SCAG legislative bodies that meet infrequently and/or irregularly are special meetings. Notices and agendas for special meetings should be posted and delivered to every member of the legislative body and to others who have requested copies of such notices at least 24 hours before a special meeting. No business can be conducted at a special meeting except for the matters identified in the special meeting agenda; however, a legislative body can defer action on matters that are listed on the agenda for a special meeting.

G. Public Participation – Every meeting of a SCAG legislative body must include an opportunity for members of the public to address the legislative body on any matter under the subject matter jurisdiction of the body. If the public comments are to be made in connection with an item on the agenda, time for the comments must be provided before the consideration of the item. As allowed by the Brown Act, the comments of members of the public at meetings of SCAG legislative bodies will generally be limited to three minutes, but this limit may be reduced by the presiding officer after consideration of the number of speakers and the time constraints of the agenda as long as any time limitations are fairly identified and implemented and not used restrict speech content.

H. Meeting Disruptions – In accordance with Section 54957.9 of the Government Code, if a SCAG meeting is “willfully interrupted” and the “orderly conduct of the meeting” becomes unfeasible and if order cannot be restored by removal of the individuals who are disrupting the meeting, the presiding officer of the legislative body may order the meeting room cleared so that the meeting

can be continued. Representatives of the press, if not participating in the disruption, may be allowed to attend the continued meeting session.

I. Confidential Information from Closed Sessions – Section 54963 of the Government Code prohibits the distribution of any confidential information acquired by a person in attendance at a closed session of a SCAG legislative body. However, in accordance with Government Code section 54956.96, an Official Representative or Alternate of the General Assembly or a representative of a Member of the Regional Council or a member of a SCAG committee may disclose such confidential information to selected individuals if the information has financial or liability implications for the SCAG Member whose representative on the SCAG legislative body obtains the information. The individuals to whom the confidential information may be disclosed are: (1) legal counsel for the SCAG Member for the purpose of obtaining advice on the financial or liability implications of the confidential information; and (2) members of the legislative body of the SCAG Member who are present in a closed session meeting of that legislative body (e.g. city council)



Southern California Association of Governments
Remote Participation Only
April 2, 2020

MINUTES OF THE REGULAR MEETING
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)
THURSDAY, March 5, 2020

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 at the SCAG main office, 900 Wilshire Boulevard, Suite 1700, Los Angeles, California 90017. A quorum was present.

Members Present

Hon. Bill Jahn, President	<i>Big Bear Lake</i>	District 11
Hon. Clint Lorimore, 2nd Vice President	<i>Eastvale</i>	District 4
Hon. Alan Wapner, Imm. Past President		SBCTA
Hon. Peggy Huang, Chair, CEHD		TCA
Hon. Stacy Berry, Vice Chair, CEHD	<i>Cypress</i>	District 18
Hon. David Pollock, Vice Chair, EEC	<i>Moorpark</i>	District 45
Hon. Cheryl Viegas-Walker, Chair, TC	<i>El Centro</i>	District 1
Hon. Jess Talamantes, Vice Chair, TC	<i>Burbank</i>	District 42
Hon. Jan Harnik, Chair, LCMC		RCTC
Hon. Margaret Clark, Vice Chair, LCMC	<i>Rosemead</i>	District 32
Hon. Frank Navarro, President’s Appt.	<i>Colton</i>	District 6
Hon. L. Dennis Michael, President’s Appt.	<i>Rancho Cucamonga</i>	District 9
Hon. Margaret Finlay, President’s Appt.	<i>Duarte</i>	District 35
Sup. Luis Plancarte, President’s Appt.		Imperial County
Mr. Randall Lewis, Ex-officio	<i>Lewis Group of Companies</i>	Business Representative

Members Not Present

Hon. Rex Richardson, 1st Vice President	<i>Long Beach</i>	District 29
Sup. Linda Parks, Chair, EEC		Ventura County
Hon. Andrew Masiel, Sr.	<i>Pechanga Dev. Corp.</i>	TGRP Representative

Staff Present

Kome Ajise, Executive Director
Darin Chidsey, Chief Operating Officer

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Debbie Dillon, Chief Strategy Officer
Justine Block, Acting Chief Counsel/Acting Director of Legal Services
Ruben Duran, Board Counsel
Sarah Jepson, Director of Planning
Art Yoon, Director of Policy and Public Affairs
Basil Panas, Chief Financial Officer
Julie Shroyer, Chief Information Officer
Peter Waggoner, Office of Regional Council Support
Tess Rey-Chaput, Office of Regional Council Support

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The Honorable Bill Jahn called the meeting to order at 9:00 a.m. and asked Mayor L. Dennis Michael, Rancho Cucamonga, District 9, to lead the Pledge of Allegiance.

President Jahn reminded the members that a Closed Session will immediately follow the EAC Open Session Meeting.

PUBLIC COMMENT PERIOD

There was no public comment speaker.

REVIEW AND PRIORITIZE AGENDA ITEMS

There was no prioritization of agenda items.

ACTION/DISCUSSION ITEMS

1. Regional Early Action Planning (REAP) Grant Subregional Partnership Program and Funding Allocation

President Jahn introduced the item and asked Executive Director Kome Ajise to provide a report.

A MOTION was made (Viegas-Walker) to authorize staff to develop a process and formula to make up to 50 percent, or \$23,736,000 of Regional Early Action Program (REAP) funds available to SCAG to: (1) incentivize and support local partnerships implementing eligible activities, leveraging SB 2 Planning Grants and Local Early Action Planning (LEAP) grant funds where appropriate; and (2) make funds available relative to each subregion's total share of regional housing need, as determine by the adopted Regional Housing Needs Assessment (RHNA) allocation. Motion was SECONDED (Finlay) and passed by the following votes:

AYE/S: Berry, Clark, Finlay, Harnik, Huang, Jahn, Lorimore, Michael, Navarro, Plancarte Pollock, Talamantes, Viegas-Walker and Wapner (14)

NOE/S: None (0)

ABSTAIN: None (0)

2. Resolution No. 20-619-1: Preserving Naturally Occurring Affordable Housing Project Regulatory Agreement

President Jahn introduced the item and asked Executive Director Kome Ajise to provide a report.

A MOTION was made (Michael) to adopt Resolution No. 20-619-1 to grant SCAG Executive Director or his designee the authority to negotiate and execute up to eight (8) regulatory agreements with the National CORE/Watt Investment partners-related property owners for a pilot project that aims to preserve naturally occurring affordable housing. Motion was SECONDED (Navarro) and passed by the following votes:

AYE/S: Berry, Clark, Finlay, Harnik, Huang, Jahn, Lorimore, Michael, Navarro, Plancarte Pollock, Talamantes, Viegas-Walker and Wapner (14)

NOE/S: None (0)

ABSTAIN: None (0)

CONSENT CALENDAR

Approval Items

3. Minutes of the Meeting – February 6, 2020

4. Contract Amendment: Contract No. 20-002-C01 - Board Counsel Services

5. Contract Amendment Greater than 30% of the Contract's Original Value, Purchase Order No. 007008, Electronic Signatures, Amendment 2

6. Approval Threshold Approval of the Fiscal Year 2020-21 Draft Comprehensive Budget

Receive and File

7. Road User Charges (RUCs) – Lessons Learned

8. CFO Monthly Report*

Councilmember Cheryl Walker, El Centro, District 1, asked to pull Agenda Item 8* for a separate discussion. President Jahn asked for a motion to approve the Consent Calendar, except for Item 8.

A MOTION was made (Viegas-Walker) to approve the Consent Calendar, except for Agenda Item 8; Receive and File Item 7. Motion was SECONDED (Talamantes) and passed by the following votes:

AYE/S: Berry, Clark, Finlay, Harnik, Huang, Jahn, Lorimore, Michael, Navarro, Plancarte Pollock, Talamantes, Viegas-Walker and Wapner (14)

NOE/S: None (0)

ABSTAIN: None (0)

PULLED AGENDA ITEM

8. CFO Monthly Report*

Councilmember Cheryl Viegas-Walker, El Centro, District 1, asked for clarification regarding the vacation “buy-back” program for SCAG employees and emphasized the importance of work-life balance, spending time with the family and staying energetic by managing and taking a vacation. Executive Director Kome Ajise explained that the vacation “buy-back” program in the proposed budget is an adjustment to the employee benefits in order for the agency to continue to be competitive, retain and attract quality employees. SCAG and other similar agencies limit the employees’ vacation accrual which are typically accrued at a lower pay and are expended at a higher pay, usually at an employee’s separation or at some other point years after originally accrued. Mr. Ajise asked Human Resources Manager Carmen Flores to further explain the program. Ms. Flores echoed Mr. Ajise’s clarification and further explained the program is part of a total compensation package that was reviewed and compared with other agencies. By allowing flexibility of utilizing vacation cash-out to cover for emergencies, deferred compensation program, or cover premium costs, Ms. Flores stated the adjustment will benefit employees. Councilmember Viegas-Walker reiterated concern and emphasized the importance of encouraging employees to refresh by taking a vacation instead of using the accrued vacation time as a cash compensation. Mr. Ajise stated that while employees are always encouraged to take vacation days in addition to the Personal Floating Holidays, the agency cannot mandate employees to take a vacation.

Councilmember Jess Talamantes, Burbank, District 42, echoed Councilmember Viegas-Walker’s concerns and suggested combining the employees’ vacation and sick time.

Immediate Past President Alan Wapner, SBCTA, echoed comments that were made regarding employees' health and well-being. While the cash-out option is beneficial to the employee and can be treated as a savings account, Immediate Past President Wapner wants to ensure that SCAG is also maintaining fiscal responsibility. Chief Financial Officer Basil Panas remarked the agency has sufficient reserves to cover for such payout.

Councilmember Margaret Clark, Rosemead, District 32, echoed the comments regarding employees taking a vacation and spending time with their children by visiting national parks.

Councilmember Jan Harnik, RCTC, asked a question regarding employees accrued vacation funds upon separation. Human Resources Manager Carmen Flores responded the vacation policy being proposed is allowing flexibility when using accrued vacation hours.

Councilmember Peggy Huang, TCA, asked for clarification regarding annual leaves and cited an example of her personal experience which necessitated use of annual leave from her employer. Human Resources Manager Carmen Flores responded the current vacation policy does not offer a vacation cash-out option but does offer separate vacation and sick leaves.

A MOTION was made (Viegas-Walker) to Receive and File Agenda Item 8. Motion was SECONDED (Talamantes) and passed by the following votes:

AYE/S: Berry, Clark, Finlay, Harnik, Huang, Jahn, Lorimore, Michael, Navarro, Plancarte Pollock, Talamantes, Viegas-Walker and Wapner (14)

NOE/S: None (0)

ABSTAIN: None (0)

CFO MONTHLY REPORT

Basil Panas, Chief Financial Officer, reported that SCAG received an audit resolution letter from Caltrans regarding the Indirect Cost Allocation Plan Audit whereby SCAG provided adequate documentation regarding its procurement policies and procedures including adjustment of its indirect cost to remove unallowable costs and that SCAG submitted adequate documentation to support reimbursement of \$2.25 million in disallowed costs via cost substitution.

PRESIDENT'S REPORT

President Jahn reported that he, along with some members of the EAC and LCMC, travelled last month to Sacramento for SCAG's Annual Legislative trip and met with the legislative offices

including visits with Secretary Kim and Senator Weiner. Governor Newsom, during his State of the State address, focused exclusively on the state's housing crisis. President Jahn emphasized that Sacramento will need to provide us the tools and funds to develop affordable housing. He expressed appreciation to staff for coordinating the Sacramento trip.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Kome Ajise thanked Chief Financial Officer Basil Panas for providing an update regarding the FY 21 draft Comprehensive Budget and commented that SCAG has accomplished a lot with meeting state and federal requirements and stated confidence with ensuring a smooth path forward.

Mr. Ajise reported that SCAG received almost two thousand comments for Connect SoCal and noted it is twice the amount of feedback received from the 2016 Plan. Overall, he commented that we are moving in the right direction and that the Joint Policy Committee will recommend to the Regional Council for approval of the Plan at the April meeting.

Mr. Ajise invited the members to SCAG's and USC Sol Price School of Public Policy's Annual Demographic Workshop scheduled for Thursday, June 11 from 8:30AM to 3:30PM. The workshop coincides with the decennial census of 2020 and updates on progress and challenges will be discussed. This year's theme is, "*What Does It Mean to Be a Slow Growth State?*"

Finally, Mr. Ajise provided a status update on Final Federal Safer, Affordable, Fuel-Efficient (SAFE) Vehicles Rule, Part I which became effective on November 26, 2019. SCAG will continue to work closely with the ARB, EPA, FHWA/FTA to achieve the goal of federal approval of conformity for the Final Connect SoCal Plan by June 1.

ANNOUNCEMENT/S

President Jahn announced that the Closed Session will begin immediately after the adjournment of the Open Session.

ADJOURNMENT

There being no further business, President Jahn adjourned the Open Session at 9:37AM.

After the adjournment of the Open Session, President Jahn convened the Closed Session.

CLOSED SESSION EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)



THURSDAY, MARCH 5, 2020

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

Members Present

Hon. Bill Jahn, President	<i>Big Bear Lake</i>	District 11
Hon. Clint Lorimore, 2nd Vice President	<i>Eastvale</i>	District 4
Hon. Alan Wapner, Imm. Past President		SBCTA
Hon. Peggy Huang, Chair, CEHD		TCA
Hon. Stacy Berry, Vice Chair, CEHD	<i>Cypress</i>	District 18
Hon. David Pollock, Vice Chair, EEC	<i>Moorpark</i>	District 45
Hon. Cheryl Viegas-Walker, Chair, TC	<i>El Centro</i>	District 1
Hon. Jess Talamantes, Vice Chair, TC	<i>Burbank</i>	District 42
Hon. Jan Harnik, Chair, LCMC		RCTC
Hon. Margaret Clark, Vice Chair, LCMC	<i>Rosemead</i>	District 32
Hon. Frank Navarro, President’s Appt.	<i>Colton</i>	District 6
Hon. L. Dennis Michael, President’s Appt.	<i>Rancho Cucamonga</i>	District 9
Hon. Margaret Finlay, President’s Appt.	<i>Duarte</i>	District 35
Sup. Luis Plancarte, President’s Appt.		Imperial County
Mr. Randall Lewis, Ex-officio	<i>Lewis Group of Companies</i>	Business Representative

Members Not Present

Hon. Rex Richardson, 1st Vice President	<i>Long Beach</i>	District 29
Sup. Linda Parks, Chair, EEC		Ventura County
Hon. Andrew Masiel, Sr.	<i>Pechanga Dev. Corp.</i>	TGRPB Representative

Staff Present

- Kome Ajise, Executive Director
- Darin Chidsey, Chief Operating Officer

- Ruben Duran, Board Counsel
- Justine Block, Acting Chief Counsel/Acting Director of Legal Services

CALL TO ORDER

President Bill Jahn called the Closed Session meeting to order at 9:40 a.m.

PUBLIC COMMENT PERIOD

President Jahn opened the Public Comment period.

Seeing none, President Jahn closed the Public Comment period and asked SCAG staff and members of the public to leave the meeting room.

The Executive/Administration Committee moved to Closed Session while President Jahn asked Board Counsel Ruben Duran to introduce the items:

1. Conference with Legal Counsel – Existing Litigation
Pursuant to CA Government Code §54956.9 (d) (1): *Liu vs CalPers and SCAG* (Case No. 19STCP0456)
2. Conference with Legal Counsel – Anticipated Litigation
Pursuant to CA Government Code §54956.9 (d) (2): *One Case*

President Jahn adjourned the Closed Session at 9:58 a.m.

At the conclusion of the Closed Session, Board Counsel Ruben Duran reported the EAC did not take any reportable action in accordance with Brown Act.

ADJOURNMENT

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

//

Executive / Administration Committee Attendance Report

2019-20															Total M Attend To Da
MEMBERS	CITY	Representing	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC [Sp. Mtg]	JAN	FEB	MAR	APR	
Hon. Bill Jahn, Chair	Big Bear Lake	District 11		1		1	1	1	1	1		1	1		8
Hon. Rex Richardson, 1st Vice Chair	Long Beach	District 29		1		1	1	0	1	1		0	0		5
Hon. Clint Lorimore, 2nd Vice Chair	Eastvale	District 4		1		1	1	1	1	0		1	1		7
Hon. Alan Wapner, Imm. Past. Chair		SBCTA		1		1	1	1	1	0		1	1		7
Hon. Peggy Huang, Chair, CEHD		TCA		0		1	0	1	1	1		1	1		6
Hon. Stacy Berry, Vice Chair, CEHD	Cypress	District 18		1		1	1	0	1	0		1	1		6
Supervisor Linda Parks, Chair, EEC		Ventura County		1		0	1	1	0	1		1	0		5
Hon. David Pollock, Vice Chair, EEC	Moorpark	District 45		1		1	1	1	1	0		1	1		7
Hon. Cheryl Viegas-Walker, Chair, TC	El Centro	District 1		1		1	1	1	1	0		1	1		7
Hon. Jess Talamantes, Vice Chair, TC	Burbank	District 42		1		1	1	1	0	0		1	1		6
Hon. Jan Harnik, Chair, LCMC		RCTC						1	1	1		1	1		5
Hon. Margaret Clark, Vice Chair, LCMC	Rosemead	District 32		1		1	1	1	1	1		1	1		8
Hon. L. Michael Dennis, President's Appt.	Rancho Cucamonga	District 9		1		1	0	1	1	0		1	1		6
Hon. Margaret Finlay, President's Appt.	Duarte	District 35		1		1	1	1	1	0		1	1		7
Hon. Frank Navarro, President's Appt.	Colton	District 6		1		0	1	1	1	0		1	1		6
Supervisor Luis Plancarte, President's Appt.		Imperial County		0		1	1	1	1	1		0	1		6
Hon. Andrew Masiel, Sr.	Pechanga Dev. Corporation	Tribal Government Regional Planning Board											0		0
Mr. Randall Lewis, Ex-Officio Member	Lewis Group of Companies	Business Representative		1		1	1	1	1	1		0	0		6

Attachment: EAC Attendance Sheet 2019-20 (Minutes of the Meeting - March 5, 2020)



AGENDA ITEM 3
REPORT

Southern California Association of Governments
Remote Participation Only
April 2, 2020

To: Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

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

Subject: Resolution No. 20-620-1 Authorizing and Updating Credit
Accommodations from the Bank of the West

RECOMMENDED ACTION:

Approve Resolution No. 20-620-1 authorizing Kome Ajise, Executive Director or Darin Chidsey, Chief Operating Officer, to borrow money from Bank of the West and perform duties related thereto.

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:

SCAG maintains a banking relationship with Bank of the West (BOW) and had in 2018 adopted Resolution 18-601-01 which approved certain credit accommodations from BOW. BOW recently required SCAG to update the Resolution.

BACKGROUND:

SCAG utilizes Bank of the West for its banking services as follows:

- a) Two (2) checking accounts and a payroll account
- b) Line of credit in the amount of \$6.5 million (no drawdowns currently), expiration date March 31, 2021
- c) Master Equipment Financing Agreement for furniture in the amount of \$1,241,979.77, final payment due in December 2022
- d) Master Equipment Financing Agreement for equipment in the amount of \$701,504.69, final payment due in April 2023

Due to the extended passage of time since Resolution 18-601-01 was adopted, BOW officials have required SCAG to adopt a new borrowing resolution. The resolution authorizes the Executive Director and Chief Operating Officer to transact business and execute documents with Bank of the West in relation to SCAG's banking and borrowing activities. Borrowing cannot exceed \$10 million.

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FISCAL IMPACT:

None.

ATTACHMENT(S):

1. Resolution No. 20-620-1



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

RESOLUTION NO. 20-620-1

**A RESOLUTION OF THE SOUTHERN CALIFORNIA
ASSOCIATION OF GOVERNMENTS (SCAG)
APPROVING CERTAIN CREDIT ACCOMODATIONS
FROM THE BANK OF THE WEST**

REGIONAL COUNCIL OFFICERS

- President
Bill Jahn, Big Bear Lake
- First Vice President
Rex Richardson, Long Beach
- Second Vice President
Clint Lorimore, Eastvale
- Immediate Past President
**Alan D. Wapner, San Bernardino
County Transportation Authority**

COMMITTEE CHAIRS

- Executive/Administration
Bill Jahn, Big Bear Lake
- Community, Economic &
Human Development
**Peggy Huang, Transportation
Corridor Agencies**
- Energy & Environment
Linda Parks, Ventura County
- Transportation
Cheryl Viegas-Walker, El Centro

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

WHEREAS, the SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS, a Metropolitan Planning Organization ("MPO") has made application to BANK OF THE WEST (the "Bank") for certain credit accommodations; and

WHEREAS, based upon SCAG's applications, the Bank has authorized such credit accommodations and in order to process these commitments, approval from SCAG's governing body is required.

NOW, THEREFORE, BE IT RESOLVED by the Executive/Administration Committee on behalf of the Regional Council of the Southern California Association of Governments, approves the credit accommodations from the Bank as further detailed in this resolution.

BE IT FURTHER RESOLVED THAT THE EXECUTIVE/ADMINISTRATION COMMITTEE ON BEHALF OF THE REGIONAL COUNCIL:

1. Authorizes Kome Ajise, as the Executive Director of the MPO, or Darin Chidsey, as the Chief Operating Officer of the MPO, in the name of and on behalf of the MPO to act as follows:

(a) Borrow money from the Bank in such amounts and upon such terms and conditions as are agreed upon by the officers of the MPO and the Bank; and execute and deliver or endorse such evidences of indebtedness or renewals thereof or agreements therefore as may be required by the Bank, all in such form and content as the officers of the MPO executing such documents shall approve (which approval shall be evidenced by the execution and delivery of such documents); provided, however, that the maximum amount of such indebtedness (i.e. line of credit commitment) shall not exceed the principal sum of \$10,000,000.00 exclusive of the Automatic Clearing House Guidance Line and any interest, fees, attorneys' fees and other costs and expenses related to the indebtedness.

Attachment: Resolution No. 20-620-1 (Resolution No. 20-620-1 Authorizing and Updating Credit Accommodations from the Bank of the the

(b) Execute such evidences of indebtedness, agreements, security instruments and other documents and to take such other actions as are herein authorized.

(c) Sell to or discount or re-discount with the Bank any and all negotiable instruments, contracts or instruments or evidences of indebtedness at any time held by the MPO; and endorse, transfer and deliver the same, together with guaranties of payment or repurchase thereof, to the Bank (for which the Bank is hereby authorized and directed to pay the proceeds of such sale, discount or re-discount as directed by such endorsement without inquiring into the circumstances of its issue or endorsement or the disposition of such proceeds).

(d) Withdraw, receive and execute receipts for deposits -and withdrawals on accounts of the MPO maintained with the Bank.

(e) Grant security interests and liens in any real, personal or other property belonging to or under the control of the MPO as security for any indebtedness of the MPO to the Bank; and execute and deliver to the Bank any and all security agreements, pledges, mortgages, deeds of trust and other security instruments and any other documents to effectuate the grant of such security interests and liens, which security instruments and other documents shall be in such form and content as the officers of the MPO executing such security instruments and other documents shall approve and which approval shall be evidenced by the execution and delivery of such security instruments and other documents.

(f) To designate in writing to the Bank in accordance with the terms of any agreement or other document executed by the above-named individuals one or more individuals who shall have the authority to as provided herein, to:

- (1) request advances under lines of credit extended by the Bank to the MPO;
- (2) apply for letters of credit or seek the issuance of banker's acceptances under which the MPO shall be liable to the Bank for repayment;
- (3) make deposits and receive and execute receipts for deposits on accounts of the MPO maintained with the Bank;
- (4) make withdrawals and receive and execute receipts for withdrawals on account of the MPO maintained with the Bank.

(g) Transact any other business with the Bank incidental to the powers hereinabove stated.

2. That all such evidences of indebtedness, agreements, security instruments and other documents executed in the name of and on behalf of the MPO and all such actions taken on behalf of the MPO in connection with the matters described herein are hereby ratified and approved.

3. That the Bank is authorized to act upon these resolutions until written notice of their revocation is delivered to the Bank.

4. That Kome Ajise, as an authorized officer of the MPO and serving as the secretary of the Regional Council, hereby is, authorized and directed to prepare, execute and deliver to the Bank a certified copy of this foregoing resolution, with the following language:

"I do hereby certify that I am an authorized officer of SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS, and I do hereby further certify that the foregoing is a true copy of the resolution of the Regional Council of the MPO adopted and approved at a meeting which was duly called and held in accordance with all applicable provisions of law, on the 4th day of April, 2020, at which meeting a majority of the members of the Regional Council of the MPO was present and voted in favor of the resolution.

I hereby further certify that such resolution is presently in full force and effect and have not been amended or revoked. I do further certify that the following persons have been duly elected and qualified as and, this day are, officers of the MPO, holding their respective offices appearing below their names, and that the signatures appearing opposite their names are the genuine signatures of such persons."

PASSED, APPROVED AND ADOPTED by the Executive/Administration Committee on behalf of the Regional Council of the Southern California Association of Governments at its special meeting this 2nd day of April, 2020.

William "Bill" Jahn
President, SCAG
Councilmember, City of Big Bear Lake

Attested by:

Kome Ajise
Executive Director

Approved as to Form:

Justine Block
Acting Chief Counsel



**AGENDA ITEM 4
REPORT**

Southern California Association of Governments
Remote Participation Only
April 2, 2020

To: Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

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

Subject: Resolution No. 20-620-2 Approving Amendment 3 to the FY
2019-20 Overall Work Program (OWP)

RECOMMENDED ACTION:

Adopt Resolution No. 20-620-2 approving Amendment 3 to the FY 2019-20 Overall Work Program (OWP) and authorize the Executive Director, or his designee, to submit the necessary documentation to the California Department of Transportation (Caltrans).

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

Staff recommends that the Executive Administrative Committee (EAC), acting on behalf of the Regional Council (RC), approve a third amendment to the FY20 OWP in the amount of \$0.2 million, increasing the budget from \$84.6 million to \$84.8 million. Amendment 3 is a formal amendment that includes: programming \$127,000 of local funds from partner cities to support the grants in the Sustainable Communities Program; and programming \$90,000 of federal funds from the Department of Energy (DOE) for the Clean Cities Outreach, Education, and Performance Tracking Program.

Additionally, this amendment includes the following changes with no net change: revising the amount programmed for FHWA PL and FTA 5303 Metropolitan Planning funds to match the final/best estimate allocations for FY 2019-20 provided by Caltrans Office of Regional Planning in March 2020; revising the amount programmed for Transportation Development Act (TDA) funds in various transportation planning projects; reallocating the amount programmed for SB 1 Sustainable Communities Formula funds in the Regional Data Platform and the Housing Monitoring for SCS projects to align with project schedules and deliverables; and adjusting staff time allocations in various transportation planning projects.

BACKGROUND:

On October 3, 2019 the EAC and RC approved Amendment 1 to the FY20 OWP in the amount of

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\$3.6 million, increasing the budget from \$79.2 million to \$82.8 million. On December 5, 2019, the EAC, acting on behalf of the RC, approved Amendment 2 to the FY20 OWP in the amount of \$1.8 million, increasing the budget from \$82.8 million to \$84.6 million.

DISCUSSION:

Staff recommends that the EAC, acting on behalf of the RC, approve Amendment 3 to the FY20 OWP in the amount of \$0.2 million, increasing the budget from \$84.6 million to \$84.8 million.

Table 1 shows revenue increases of \$217,000 for adjustments to the federal grants and the local funds supporting the grants. Attachment 2 includes a list of budget changes by project.

Table 1. FY 2019-20 OWP Revenues			
OWP REVENUES	Amend#2	Amend#3	Change
FHWA PL	\$ 22,936,539	\$ 22,936,539	\$ -
FTA 5303	\$ 15,055,309	\$ 15,055,309	\$ -
FTA 5304	\$ 1,525,362	\$ 1,525,362	\$ -
FHWA SP&R	\$ 1,615,155	\$ 1,615,155	\$ -
FEDERAL OTHER	\$ 2,776,443	\$ 2,866,443	\$ 90,000
SB 1 FORMULA GRANT	\$ 13,508,828	\$ 13,508,828	\$ -
SB 1 COMPETITIVE GRANT	\$ 271,544	\$ 271,544	\$ -
SB 1 ADAPTATION GRANT	\$ 804,605	\$ 804,605	\$ -
SHA COMPETITIVE GRANT	\$ 993,617	\$ 993,617	\$ -
STATE OTHER	\$ 8,406,097	\$ 8,406,097	\$ -
TDA	\$ 9,954,605	\$ 9,954,605	\$ -
CASH/LOCAL OTHER	\$ 2,897,723	\$ 3,024,723	\$ 127,000
IN-KIND COMMITMENTS	\$ 3,810,508	\$ 3,810,508	\$ -
TOLL CREDITS	\$ -	\$ -	\$ -
TOTAL	\$ 84,556,335	\$ 84,773,335	\$ 217,000

Table 2 shows the proposed changes to the expenditure categories:

- 1) \$37,050 increase for staff salaries to support transportation planning work.
- 2) \$143,680 increase for consultant work to support transportation planning work.
- 3) \$50,000 decrease for local in-kind commitment to support consultant work.
- 4) \$86,270 increase for staff resources in the miscellaneous other category to support transportation planning work.

Table 2. FY 2019-20 OWP Expenditures			
OWP EXPENDITURES	Amend#2	Amend#3	Change
SALARIES	\$ 34,757,932	\$ 34,794,982	\$ 37,050
CONSULTANTS	\$ 40,017,312	\$ 40,160,992	\$ 143,680
LOCAL OTHER	\$ 1,860,503	\$ 1,810,503	\$ (50,000)
IN-KIND COMMITMENTS	\$ 3,810,508	\$ 3,810,508	\$ -
TOLL CREDITS	\$ -	\$ -	\$ -
OTHER COSTS	\$ 4,110,080	\$ 4,196,350	\$ 86,270
TOTAL	\$ 84,556,335	\$ 84,773,335	\$ 217,000

FISCAL IMPACT:

Amendment 3 to the FY20 OWP results in an increase of \$217,000, from \$84,556,335 to \$84,773,335. After approval by the EAC, the revised budget will be submitted to Caltrans for final approval.

ATTACHMENT(S):

1. Resolution No. 20-620-2 - FY20 OWP Amendment 3
2. List of Budget Changes - FY20 OWP Amendment 3



RESOLUTION NO. 20-620-2

A RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) APPROVING AMENDMENT 3 TO THE FISCAL YEAR 2019-20 OVERALL WORK PROGRAM

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

REGIONAL COUNCIL OFFICERS

- President Bill Jahn, Big Bear Lake
First Vice President Rex Richardson, Long Beach
Second Vice President Clint Lorimore, Eastvale
Immediate Past President Alan D. Wapner, San Bernardino County Transportation Authority

COMMITTEE CHAIRS

- Executive/Administration Bill Jahn, Big Bear Lake
Community, Economic & Human Development Peggy Huang, Transportation Corridor Agencies
Energy & Environment Linda Parks, Ventura County
Transportation Cheryl Viegas-Walker, El Centro

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) 2019-20 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), the Sustainable Transportation Planning Grants, and the Adaptation 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 2019-20 in May 2019, which was subsequently conditionally approved by Caltrans in June 2019. The Regional Council approved Amendment 1 to the OWP in October 2019 and Amendment 2 to the OWP in December 2019; and

WHEREAS, this Amendment 3 to the FY 2019-20 OWP will result in a budget increase of \$0.2 million, from \$84.6 million to \$84.8 million; and

Attachment: Resolution No. 20-620-2 - FY20 OWP Amendment 3 [Revision 4] (Resolution No. 20-620-2 Approving Amendment 3 to the FY 2019-

WHEREAS, Amendment 3 to the FY 2019-20 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, in a special meeting held on April 2, 2020.

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 3 to the FY 2019-20 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 3 to the FY 2019-20 OWP to the participating State and Federal agencies.
2. SCAG pledges to pay or secure in cash or services, or both, the matching funds necessary for financial assistance.
3. The SCAG 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.
4. 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 2019-20 OWP based on actual available funds and to draw funds as necessary on a line of credit or other requisition basis.
5. 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.
6. The SCAG Executive Director, or in his absence, the Chief Financial Officer, is hereby authorized to make administrative amendments to the FY 2019-20 OWP that do not affect the delivery of regional transportation planning tasks, activities, steps, products, or the funding amounts listed on the OWPA.
7. 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 programmed under the FY 2019-20 OWP.

PASSED, APPROVED AND ADOPTED by the Executive/Administration Committee, acting on behalf of the Regional Council of the Southern California Association of Governments at a special meeting of the Executive/Administration Committee held this 2nd day of April, 2020.

William "Bill" Jahn
President, SCAG
Councilmember, City of Big Bear Lake

Attested by:

Kome Ajise
Executive Director

Approved as to Form:

Justine Block
Acting Chief Counsel

FY 2019-20 OWP Amendment 3

List of Budget Changes

Project Task No.	Project Task Name	Category	Budget Change	FTA 5303	FHWA PL	TDA	FTA 5304	FTA 5303 Carryover	FHWA PL Carryover	FHWA SPR	FY18 SB1 Formula	FY19 SB1 Formula	FY20 SB1 Formula	FY18 SB1 Competitive	FY18 SB1 Adaptation	SHA	Other Special Grants (OTS, DOE, MSRC, ATP grants)	In-Kind/Cash/Local
010-0170.01	RTP Support, Development, and Policy Implementation	Salaries	\$ 56,960		\$ 56,960													
010-0170.01	RTP Support, Development, and Policy Implementation	In-Kind Commitments	\$ 7,380															\$ 7,380
010-2106.02	System Management and Preservation	Salaries	\$ (22,784)		\$ (22,784)													
010-2106.02	System Management and Preservation	In-Kind Commitments	\$ (2,952)															\$ (2,952)
030-0146.02	Federal Transportation Improvement Program	Salaries	\$ -	\$ 622,118				\$ (622,118)										
045-0142.12	Enterprise GIS (EGIS) Implementation - Maint. & Support	Salaries	\$ (41,303)		\$ (41,303)													
045-0142.12	Enterprise GIS (EGIS) Implementation - Maint. & Support	In-Kind Commitments	\$ (5,351)															\$ (5,351)
045-0142.22	Planning System Development	Consultants	\$ (25,100)	\$ (25,100)														
045-0142.24	FTIP System Enhancement, Maint. & Support - Capitalized Software	Consultants	\$ (30,000)	\$ (30,000)														
045-0142.25	FTIP System	Consultants	\$ 55,100	\$ 55,100														
045-0694.04	GIS Development and Applications	Other Costs	\$ 41,303		\$ 19,061				\$ 22,242									
045-0694.04	GIS Development and Applications	In-Kind Commitments	\$ 5,351															\$ 5,351
055-4856.01	Scenario Planning & Local Input: Pathways to the 2020 RTP/SCS	Consultants	\$ (20,000)	\$ (20,000)														
055-1531.01	Southern California Economic Growth Strategy	Consultants	\$ 20,000	\$ 20,000														
060-0124.01	Corridor Planning	Salaries	\$ (34,176)		\$ (34,176)													
060-0124.01	Corridor Planning	In-Kind Commitments	\$ (4,428)															\$ (4,428)
065-0137.02	Electric Vehicle (EV) Program Readiness Strategies	Consultants	\$ (175,000)			\$ (175,000)												
145-4817.01	Mobility Innovations and Pricing	Salaries	\$ 27,559			\$ 27,559												
225-3564.13	Safety Campaign FY19 - Office of Traffic Safety	Salaries	\$ (58,634)			\$ (59,443)											\$ 809	
225-3564.13	Safety Campaign FY19 - Office of Traffic Safety	Other Costs	\$ 58,634			\$ 59,443											\$ (809)	
225-3564.15	FY20 OTS - Pedestrian and Bicycle Safety Program	Salaries	\$ 58,634			\$ 32,539											\$ 26,095	
225-3564.15	FY20 OTS - Pedestrian and Bicycle Safety Program	Other Costs	\$ (58,634)			\$ (32,539)											\$ (26,095)	
225-4837.01	FY19 ATP Local Planning Initiatives	Consultants	\$ 50,000															\$ 50,000
225-4837.01	FY19 ATP Local Planning Initiatives	Local Other	\$ (50,000)															\$ (50,000)

Attachment: List of Budget Changes - FY20 OWP Amendment 3 (Resolution No. 20-620-2 Approving Amendment 3 to the FY 2019-20 Overall

FY 2019-20 OWP Amendment 3

List of Budget Changes

Project Task No.	Project Task Name	Category	Budget Change	FTA 5303	FHWA PL	TDA	FTA 5304	FTA 5303 Carryover	FHWA PL Carryover	FHWA SPR	FY18 SB1 Formula	FY19 SB1 Formula	FY20 SB1 Formula	FY18 SB1 Competitive	FY18 SB1 Adaptation	SHA	Other Special Grants (OTS, DOE, MSRC, ATP grants)	In-Kind/Cash/Local	
225-4838.01	SCAG 2017 Active Transportation Safety & Encouragement Campaign (Phase 2)	Salaries	\$ 15,998			\$ 15,998													
265-2125.02	Express Travel Choices Phase III	Salaries	\$ (27,558)			\$ (27,558)													
267-1241.04	SCAG and DOE/NETL Clean Cities Coalition Coordination	Salaries	\$ -			\$ (19,731)											\$ 19,731		
267-1241.04	SCAG and DOE/NETL Clean Cities Coalition Coordination	Other Costs	\$ 92,000			\$ 19,731											\$ 70,269	\$ 2,000	
275-4823.02	Sustainability Planning Grant Program - 2016 Call (FY19 SB 1 Formula)	Salaries	\$ (3,201)			\$ (3,201)													
275-4823.02	Sustainability Planning Grant Program - 2016 Call (FY19 SB 1 Formula)	Consultants	\$ 50,000															\$ 50,000	
275-4823.03	Sustainable Communities Program - 2018 Call (FY19 SB 1 Formula)	Salaries	\$ (9,599)			\$ (9,599)													
275-4823.03	Sustainable Communities Program - 2018 Call (FY19 SB 1 Formula)	Other Costs	\$ 1			\$ 1													
275-4823.04	Sustainable Communities Program - 2016 Call (CPG)	Consultants	\$ 250,000			\$ 175,000												\$ 75,000	
275-4823.04	Sustainable Communities Program - 2016 Call (CPG)	Salaries	\$ (3,200)			\$ (3,200)													
280-4832.01	Regional Data Platform (FY18 SB 1 Formula)	Salaries	\$ 78,353			\$ 8,986					\$ 69,367								
280-4832.01	Regional Data Platform (FY18 SB 1 Formula)	Other Costs	\$ (270,717)			\$ (31,051)					\$ (239,666)								
280-4840.01	Future Communities Framework (FY19 SB 1 Formula)	Consultants	\$ (31,320)			\$ (3,592)						\$ (27,728)							
280-4840.01	Future Communities Framework (FY19 SB 1 Formula)	Other Costs	\$ 31,320			\$ 3,592						\$ 27,728							
290-4830.01	Housing Monitoring for SCS (FY18 SB 1)	Salaries	\$ 120,115			\$ 13,779					\$ 106,336								
290-4830.01	Housing Monitoring for SCS (FY18 SB 1)	Other Costs	\$ 72,249			\$ 8,286					\$ 63,963								
290-4830.02	Housing Monitoring for SCS (FY20 SB 1)	Salaries	\$ (120,114)			\$ (13,778)							\$ (106,336)						
290-4830.02	Housing Monitoring for SCS (FY20 SB 1)	Other Costs	\$ 120,114			\$ 13,778							\$ 106,336						
TOTAL			\$ 217,000	\$ 622,118	\$ (22,242)	\$ -	\$ -	\$ (622,118)	\$ 22,242	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	\$ 127,000

Attachment: List of Budget Changes - FY20 OWP Amendment 3 (Resolution No. 20-620-2 Approving Amendment 3 to the FY 2019-20 Overall



Southern California Association of Governments
Remote Participation Only
April 2, 2020

To: Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

From: Cory Wilkerson, Active Transportation Program Manager II,
Active Transportation & Special Programs, (213) 236-1992,
wilkerson@scag.ca.gov

Subject: Resolution No. 20-620-3 Approving the 2021 Active
Transportation Program Regional Guidelines

RECOMMENDED ACTION FOR EAC:

Adopt Resolution No. 20-620-3 approving the 2021 Active Transportation Program Regional Guidelines.

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:

On March 25, 2020, the California Transportation Commission (CTC) adopted the 2021 Active Transportation Program Guidelines (Statewide Guidelines). Per the Statewide Guidelines, SCAG is responsible for adopting the 2021 ATP Regional Guidelines (Regional Guidelines) to direct the selection of projects receiving awards through the regional portion of the Active Transportation Program. Approximately \$93 million is anticipated to be available in the SCAG region for programming through the ATP Regional Program.

BACKGROUND:

On March 25, 2018, the California Transportation Commission (CTC) adopted the 2021 Active Transportation Program (ATP) Statewide Guidelines and announced the 2021 ATP call for projects. Project applications are due on June 15, 2020. The 2021 ATP budget is estimated to be approximately \$445 million and will cover fiscal years 2021/2022 through 2024/25. Approximately sixty percent (60%) of the total funding awards will be recommended by the CTC through the Statewide Program and Small Urban/Rural Program components. Forty percent (40%) of the total funding awards will be recommended by Metropolitan Planning Organizations (MPOs) and included in Regional Programs. SCAG's share of the MPO component (SCAG's Regional Program) is approximately \$93 million, fifty-three percent (53%) of the MPO component.

In response to the COVID-19 pandemic, the March CTC meeting was hosted via webinar format. In

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

preparation for the meeting CTC staff expressed the importance of moving forward with the proposed funding schedule to ensure that program funds do not miss the construction season and continue to support the economy in this time of need. Hearing feedback regarding applicants' inability to conduct public participation during the application process, CTC staff encouraged applicants to describe the challenges in the application itself; including proposed outreach to be conducted as part of the various phases of the proposed project. CTC staff recognized that as response to the pandemic changes, there may be a need to revisit the application schedule at a future meeting.

The proposed 2021 ATP Regional Guidelines outline the process by which SCAG, in collaboration with the CTC and the county transportation commissions within the SCAG region, will recommend funding awards for the 2021 ATP Regional Program. The Regional Guidelines retain many of the same funding policies as in previous cycles, including preserving population-based funding targets (see table below) and dedicating up to 5% (\$4.7 million) of the ATP Regional Program resources for planning and capacity building projects (see below).

Continued from previous cycles, the ATP Regional Program awards funding to two categories of projects: (1) Implementation Projects and (2) Planning & Capacity Building Projects.

- **Implementation Projects:** No less than 95% of the funding will be recommended to proposals in this category. The selection process for Implementation Projects is the same as in previous cycles and is predominately managed by the county transportation commissions. Eligible applicants must apply for these funds by submitting an application through the statewide ATP call for projects. Base scores are established through the statewide ATP review process. The Regional Guidelines allow county transportation commissions to prioritize projects by adding up to twenty (20) points, on a 120 point scale, to supplement the state-provided base scores. As in previous cycles, the Board of each county transportation commission shall approve the methodology for assigning the additional points, as well as, approve the final project scores. Total funding available in each county is based on population-based funding targets.

Implementation Projects Category: Funding Targets

County	Pop %	Funding (in 1,000s)
Imperial	1%	\$882
Los Angeles	54%	\$47,506
Orange	17%	\$14,930
Riverside	13%	\$11,305
San Bernardino	11%	\$10,157
Ventura	4%	\$3,969
Total	100%	\$88,748

- **Planning & Capacity Building Projects:** No more than five percent (5%) of the funding will be recommended to proposals in this category. As in previous cycles, the project selection process will rely on the statewide ATP application, scoring and ranking process as well as SCAG's supplemental call for projects executed through its Sustainable Communities Program (SCP). Each county transportation commission will take an active role in scoring and ranking the projects submitted in their respective county through the SCP supplemental call for projects. SCP project awards will be integrated into the ATP Regional Program.

A staff recommended ATP Regional Program, assembled by combining project recommendations from the Implementation and Planning & Capability Building categories, will be reviewed by the Chief Executive Officers (CEOs) of the county transportation commissions to address any outstanding issues and achieve consensus prior to finalization of the program. The ATP Regional Program recommendations will be approved by the Boards or CEOs of the county transportation commissions prior to consideration by SCAG's Regional Council and submission to the CTC.

Next Steps

SCAG staff will continue to work with the county transportation commissions in the SCAG region, the CTC, Caltrans and other partners to provide outreach to ensure eligible applicants are aware of the ATP funding opportunity and provide technical assistance, resources and support as requested to facilitate regional competitiveness through the application submission period ending on June 15, 2020. Upon RC approval, the 2021 ATP Regional Guidelines will be submitted to the CTC for consideration of approval at the May Commission meeting. Finally, SCAG will be releasing a call for projects for Planning and Capacity Building projects in August 2020. These projects will be integrated into the 2021 ATP Regional Program, which will be submitted to the Regional Council for approval in April 2021.

FISCAL IMPACT:

Funding is included in SCAG's FY 2020-21 Overall Work Program (OWP) Budget. Staff's work budget is included in task 050-0169.06: Active Transportation

ATTACHMENT(S):

1. 2021 ATP Regional Guidelines
2. Resolution No. 20-620-3
3. PowerPoint Presentation - ATP Cycle 5-Regional Guidelines

2021 Active Transportation Program Regional Guidelines

Draft

April 2020

Southern California Association of Governments
Imperial County Transportation Commission
Los Angeles County Metropolitan Authority
Orange County Transportation Authority
Riverside County Transportation Commission
San Bernardino County Transportation Authority
Ventura County Transportation Commission

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
2021 ACTIVE TRANSPORTATION PROGRAM REGIONAL GUIDELINES

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Introduction

Purpose

The intent of this document is to successfully implement the Metropolitan Planning Organization (MPO) component of the California Active Transportation Program (ATP). The following 2021 ATP Regional Guidelines (Regional Guidelines) outline the roles, responsibilities and processes for selecting projects to receive funding from the SCAG region's dedicated share of the 2021 ATP. The Regional Guidelines also outline the requirements for programming, allocation, project delivery, project reporting, project administration and program evaluation related to the 2021 Regional Active Transportation Program (Regional Program). The Regional Guidelines may be revisited and modified for future rounds of funding in order to remain consistent with the 2021 ATP Statewide Guidelines (Statewide Guidelines), and to consider innovative concepts and best practices to improve the Regional Program's efficiency and effectiveness.

Background

- The goals of the ATP are to:
 - Increase the proportion of trips accomplished by biking and walking;
 - Increase the safety and mobility of non-motorized users;
 - Advance the active transportation efforts of regional agencies to achieve greenhouse gas reductions goals as established pursuant to SB 375;
 - Enhance public health, including reduction of childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding;
 - Ensure that disadvantaged communities (DAC) fully share in the benefits of the program; and
 - Provide a broad spectrum of projects to benefit many types of active transportation users.
- The 2021 Statewide Guidelines, adopted by the California Transportation Commission (CTC) on March 25, 2020, describe the policy, standards, criteria and procedures for the development, adoption and management of the ATP Statewide Program.
- Per the 2021 Statewide Guidelines, 40% of the funds for the ATP must be distributed by MPOs in urban areas with populations greater than 200,000, with funds distributed to each MPO based on total MPO population.
- The funds distributed by the MPOs must be programmed and allocated to projects selected through a competitive process in accordance with the ATP Statewide Guidelines.
- A MPO choosing to use the same project selection criteria and weighting, minimum project size, match requirement, and definition of DAC as used by the CTC for the statewide competition may defer its project selection to the CTC.
- MPOs may also issue a separate, supplemental call for projects. If a call for projects is initiated, it will require development and approval of guidelines and applications. In administering a competitive selection process, a MPO must use a multidisciplinary advisory group to assist in evaluating project applications.
- 25% of the regional funds must benefit DAC.

- The Statewide Guidelines allow for a large MPO to make up to 2% of its 2021 ATP funding available for active transportation plans in DACs.
- The Statewide Guidelines establish four eligible project types:
 - Infrastructure Projects: Capital improvements that will further the goals of this program. This typically includes the environmental, design, right-of-way, and construction phases of a capital (facilities) project. A new infrastructure project will not be programmed without a complete project study report (PSR) or PSR equivalent. The application will be considered a PSR equivalent if it defines and justifies the project scope, cost and schedule. Though the PSR or equivalent may focus on the project components proposed for programming, it must provide at least a preliminary estimate of costs for all components. PSR guidelines are posted on the CTC website: <http://www.catc.ca.gov/programs/ATP.htm>. *A capital improvement that is required as a condition for private development approval or permits is not eligible for funding from the Active Transportation Program.*
 - Plans: The development of a community wide bicycle, pedestrian, safe routes to school, or active transportation plan in a DAC.
 - Non-infrastructure Projects: Education, encouragement, and enforcement activities that further the goals of this program. The CTC intends to focus funding for non-infrastructure on start-up projects. A project is considered to be a start-up when no program currently exists. Start-up projects must demonstrate how the program is sustainable after ATP funding is exhausted. ATP funds cannot fund ongoing program operations. Non-infrastructure projects are not limited to those benefiting school students. Program expansions or new components of existing programs are eligible for ATP funds as long as the applicant can demonstrate that the existing program will be continued with non-ATP funds.
 - Infrastructure projects with non-infrastructure components.
- Per Statewide Guidelines, and based on SB 99, the following requirements apply specifically to SCAG:
 - SCAG must consult with the county transportation commissions, the CTC, and Caltrans in the development of the competitive project selection criteria. The criteria should include consideration of geographic equity consistent with program objectives;
 - SCAG must place priority on projects that are consistent with plans adopted by local and regional governments within the county where the project is located; and
 - SCAG must obtain concurrence from the county transportation commissions.
- The SCAG Regional Program will be developed through coordination of the ATP Subcommittee. The ATP Subcommittee is a subcommittee of the SCAG Sustainability Committee. The ATP Subcommittee is comprised of SCAG staff and representatives from each of the six (6) county transportation commissions. The Subcommittee drafts the Regional Program Guidelines, the Regional Program and administers tasks associated with project delivery. The County Transportation Commissions approve the Regional Program as it pertains to each respective county. SCAG's Regional Council approves the Regional Program Guidelines and Regional Program. The California Transportation Commission approves the Regional Program Guidelines and Regional Program.

Fund Estimates for 2021 Regional ATP

The 2021 ATP total funding estimate is \$445.5M. Per the 2021 ATP Statewide Guidelines, the MPO share is 40% of the total budget and the SCAG share is 50% of the MPO amount.

The SCAG region’s share of the 2021 ATP is approximately \$93.4M, which includes funding in Fiscal Years 2021/22, 2022/23, 2023/24, and 2024/2025 to be programmed as follows:

Year (Fiscal)	Funds (\$1000s)
FY 21/22	20,310
FY 22/23	21,157
FY 23/24	25,976
FY 24/25	25,976
Total	93,419

Eligibility

SCAG intends to apply the eligibility requirements as adopted in the 2021 Statewide Guidelines to the Regional Program. These requirements include an option for SCAG to provide a Regional Definition of Disadvantaged Communities. As part the 2016 Regional Transportation Plan (RTP)/ Sustainable Communities Strategy (SCS), SCAG established “environmental justice areas” and “communities of concern” as disadvantaged communities through a robust public outreach process that included the input of community stakeholders. These disadvantaged communities criteria are intended to complement existing definitions established through SB 535 and the ATP Statewide Guidelines.

Regional Disadvantaged Communities Definitions

Per the Statewide Guidelines, MPOs have the option to use different criteria for determining which projects benefit disadvantaged communities. This additional criteria includes Environmental Justice Areas and Communities of Concern. This criteria can be used in addition to the existing SB 535 criteria.

- Environmental Justice Areas: Environmental Justice Areas are reflected in Transportation Analysis Zones that show a higher share of minority population or households in poverty than is seen in the great region as a whole.
- Communities of Concern: Communities of Concern are Census Designated Places or city of Los Angeles Community Planning Ares that fall in the upper third for their concentration of minority population households in poverty. This designation is significant in severity due to the degree of poverty.

Project Selection Process

SCAG intends to award funding to projects in two program categories. These categories include: Implementation projects, and Planning & Capacity Building projects.

Implementation Projects Category

Implementation projects include infrastructure, non-Infrastructure, infrastructure projects with non-infrastructure components, and plans as defined by the Statewide Guidelines and included in the Background (above). No less than 95% of the total regional funds shall be dedicated to funding Implementation projects in the 2021 Regional ATP. Implementation funds shall be allocated to projects in each county using population-based funding targets.

Implementation Projects Category: Funding Targets

County	Pop %	Funding Amount
Imperial	1%	\$882
Los Angeles	54%	\$47,506
Orange	17%	\$14,930
Riverside	12%	\$11,305
San Bernardino	11%	\$10,157
Ventura	5%	\$3,969
Total	100%	\$88,748

In this category, and consistent with previous ATP cycles, SCAG will select Implementation projects utilizing the CTC statewide applications, scoring and ranking process. SCAG will only fund Implementation projects submitted through the statewide application process. However, SCAG and its member counties will reserve the option to establish an evaluation committee and issue a supplemental call for proposals for Implementation projects in future ATP cycles.

The selection process shall occur as follows:

- Prior to scoring by the CTC, SCAG shall coordinate with each county to ensure that all Implementation project applications submitted through the statewide call for proposals have been submitted to the county and SCAG.
- The county transportation commissions shall review the Implementation project applications and determine which projects are “consistent with plans adopted by local and regional governments within the county” per the requirements of SB 99. When projects are determined to be consistent, the county shall authorize up to twenty (20) points to consistent projects.
- If a county transportation commission assigns additional points (up to 20, as noted above) to a project for which they are the lead applicant, an explanation shall be provided to SCAG of how the scoring process resulted in an unbiased evaluation of the project.

- The Board of each respective county transportation commission shall approve the scoring methodology/guidelines and point assignments, and submit the scores to SCAG for inclusion in the preliminary ranking of regional projects by January 11, 2021
- SCAG shall establish a preliminary regional Implementation projects list based on the county's submissions that programs no less than 95% of the total regional funds and rely on population-based funding targets to achieve geographic equity.
- The county may also recommend funding for projects to be included on the Regional Program contingency list. Projects included on the contingency list shall be included in the program reflecting the project score as detailed in the Fund Balance and Contingency List section below.

Planning & Capacity Building Projects Category

Planning & Capacity Building projects may include the development of non-infrastructure projects and plans, as defined by the Statewide Guidelines and included in the Background section of the Regional Guidelines (above). The Regional Guidelines call for no more than 5% (\$4.7M) of the total regional funds be allocated in this category with a maximum of 2% (\$1.9M) being dedicated to Planning projects.

As in previous cycles, the pool of projects considered for funding in this category shall include projects that are submitted through the CTC's Statewide ATP Call for Projects using the state's planning application, as well as, planning and non-infrastructure projects submitted through the supplemental call for Planning & Capacity Building projects issued by SCAG. The supplemental call for projects is integrated with SCAG's Sustainable Communities Program (SCP) program and aims to better align planning and capacity building resources with regional planning priorities and opportunities. The SCP call for projects provides a more seamless, consolidated process for local jurisdictions and eligible applicants to secure resources from the ATP, as well as other regional funds programmed by SCAG.

Planning Applications Submitted Through the Statewide Call for Projects

- SCAG is required to consider funding proposals that are submitted, but unsuccessful in securing funds, through the statewide call for proposals.
- Within the Planning & Capacity Building projects category, SCAG will consider funding all unsuccessful planning, non-infrastructure, and quick build applications submitted at the statewide level.
- The planning, non-infrastructure, and quick build applications will not be re-scored by SCAG. The initial score provided by the CTC shall be used in ranking the project against projects submitted through the supplemental call for projects.
- Planning project awards will be capped at \$500,000. If the funding request exceeds \$500,000, the project applicant will be required to provide matching funds to fully fund the project.
- Non-infrastructure and quick build projects awards will be capped at \$900k. If the funding request exceeds the \$900k cap, the project applicant will be required to provide matching funds to fully fund the project or the project balance could be awarded through the Implementation Projects Category. Alternatively, the county transportation commission may fully fund the project as part

of the Implementation Projects Category, if the project merits award through the process outlined above.

Supplemental (Sustainable Communities Program) Call for Projects

- SCAG will develop SCP Guidelines, consistent with the parameters established by the Regional Guidelines, as described below.
- The SCP Guidelines will include the same match requirement and definition of DAC as used by the CTC in the statewide planning selection process.
- All Planning projects funded by ATP shall satisfy the CTC’s requirements for the use of planning funds, including DAC requirements.
- To increase the reach and impact of the Regional Program, SCAG will cap funding requests to \$900,000 for all non-infrastructure and quick build applications and \$500,000 for planning applications.
- The Scoring Criteria and associated points available for all project and application types will be as follows:
 - Mobility Benefit—Potential to increase walking/biking (0-25 points)
 - Safety Benefit—Potential to reduce the number and risk of pedestrian and bicycle fatalities and injury (0-35 points)
 - Public Health (0-10 points)
 - Disadvantaged Communities (0-10 points)
 - Public Participation (0-15 points)
 - Cost Effectiveness (0-5 points)
- In consultation with the counties and a multi-disciplinary working group, SCAG will develop applications for planning and non-infrastructure project types. Each application will be closely aligned with and aim to focus resources on the implementation of regional active transportation programs and strategies.

To establish a preliminary Planning & Capacity Building project list, applications from the supplemental call for projects and statewide call for projects will be ranked by county and prioritized by score. Funds will then be recommended to projects in consideration of the following principles:

- The total funding recommended in this category will not exceed 5% of the total Regional Program. Planning projects funding shall not exceed 2% of the total Regional Program.
- Geographic equity, informed by population-based funding targets, shall be pursued and assessed programmatically across all funding sources programmed through the Active Transportation component of the SCP.

Recommended Regional Program

SCAG shall create a draft Regional Program that incorporates the preliminary project lists from the Implementation and Planning & Capacity Building project categories.

SCAG will analyze the draft Regional Program to ensure it meets the DAC requirements by allocating at least 25% to projects benefiting DAC (as defined by the Statewide Guidelines).

If the total is less than 25%, SCAG will modify the preliminary regional project list to ensure the 25% mark is achieved, as follows:

- The lowest scoring project in the region may be replaced with the highest scoring DAC within the same County. If the county has no other eligible DAC projects, the lowest scoring project shall be replaced with the highest scoring DAC project(s) from the region.
- This process will be repeated until the 25% target is met.
- This process may lead to an outcome where a county receives less than its population-based share of the funding, but is necessary to ensure the DAC requirements for the Regional Program are met.

For ease of administration, SCAG may, with the project sponsor's permission, consolidate one or more of the projects on the Planning & Capacity project list into a Regional Planning & Capacity Building project to be administered by SCAG on behalf of the sponsoring agencies. If sponsoring agencies choose to be part of the consolidated project, a five percent (5%) fee for administrative service will be included as a task in the project. In order to provide the data contained in the Caltrans applications, SCAG will transfer the relative data fields to Caltrans for incorporation into ATP data set.

The final recommended Regional Program will be reviewed by the county transportation commission staff, Caltrans and CTC staff to make any final adjustments and achieve consensus prior to submitting the Regional Program recommendations to the Chief Executive Officers (CEO) of the county transportation commissions and Boards, SCAG's Regional Council and CTC for approval.

With consensus from the County Transportation Commission CEOs or their designees, SCAG's Executive Director may make technical changes to the program as needed to ensure the timely delivery of the regionally-selected projects.

Programming

Fund Assignments

SCAG is required to recommend the funding assignments for all projects proposed for funding in the Regional Program. The programming years for the 2021 ATP are State Fiscal Years 2021/22 to 2024/25. Per the Statewide Guidelines, the ATP must be developed consistent with the fund estimate and the amount programmed by fiscal year must not exceed the amount identified in the fund estimate. SCAG will aim to program in a constrained manner. SCAG is also required to recommend the funding source for each project, such that the program as a whole aligns with the fund estimate for each programming year. In meeting these requirements, SCAG will adhere to the following process and guiding principles:

- Funding assignments will be made by SCAG and the county transportation commissions through a collaborative decision-making process.
- Funding in fiscal years 2021/22 and 2022/23 will be state funding only. Funding in fiscal years 2023/24 and 2024/25 will include both state and federal funding.

- Funding assignments will be made to best align the funding source with the project type, size, and sponsors' capacity for obligating federal funds; therefore, federal and state funds will not be equally distributed in each county.
- State funds will be programmed to address the following regional objectives, listed in order of priority:
 - Satisfy match requirements for federally funded projects. Projects that provide some but not all of the 11.47% match may need assistance in satisfying the match. State funding is eligible to bridge the gap in any match funding deficit. State funding shall not exceed 11.47% of total project funding;
 - Reduce administrative burden for Planning and Non-infrastructure projects and projects requesting less than \$2M; and
 - Expedite delivery of pre-construction phases of projects to ensure timely delivery of projects funded for multiple phases.

Partial Awards

- County transportation commissions will be responsible for recommending partial awards for Implementation projects.
- SCAG and the county transportation commissions will only consider partial awards if the project sponsor meets one of the following requirements:
 - The applicant provides funds through additional sources to fully fund the project;
 - The applicant demonstrates the means by which it intends to fund the construction of a useable segment, consistent with the Regional Transportation Plan (RTP).
 - The applicant downsizes the project scope in a manner such that the "new" project would receive the same scores or ranking as the originally proposed project. The ATP Subcommittee will determine the eligibility of a downsized project scope based on the representative county transportation commission's request. The request shall include:
 - An explanation of the proposed scope change;
 - The reason for the proposed scope change;
 - The impact which the proposed scope change would have on the overall cost of the project;
 - An estimate of the impact the proposed scope change would have on the potential of the project to increase walking and bicycling as compared to the benefits identified in the project application (increase or decrease in benefit);
 - An estimate of the impact the proposed scope change would have on the potential of the project to increase the safety of pedestrians and bicyclists as compared to the benefits identified in the project application (increase or decrease in benefit); and
 - An explanation of the methodology used to develop the aforementioned estimates.

- For projects that fall into the Large Infrastructure category as defined in Statewide Guidelines, the applicant must demonstrate the means by which it intends to fund the construction of a useable segment, consistent with the RTP.
 - Uncommitted funds may only be from ATP or the Local Partnership Program (formulaic or competitive). The applicant must indicate its plan for securing a funding commitment; explain the risk of not securing that commitment, and its plan for securing an alternate source of funding should the commitment not be obtained. If a project with uncommitted funds is programmed, all funding commitments for that phase must be secured prior to July 1 of the fiscal year in which the project is programmed or the project will be removed from the program.
- If funding is made available (i.e. due to an ineligible project determination), the available funding will be prioritized for a threshold project receiving a partial award within the county where the funding was awarded initially. If the available funding exceeds the amount needed for fully funding the partial award, the surplus shall be made to the highest scoring project on the contingency list within the county where the funding was initially awarded. The surplus may also be made available for a partial award in another county, pending approval of the ATP Subcommittee.

Fund Balance & Contingency List

Any funds that are not assigned by SCAG to projects in the Regional Program will be returned to the state and incorporated into the fund estimate for subsequent ATP cycles. To maximize funds available in the region, the following steps will be pursued:

- The initial recommended Regional Program to the CTC will identify projects that program 100% of the region's share of ATP funds. If a balance exists after each county has exhausted to the greatest extent possible its funding target and SCAG has exhausted to the greatest extent possible the Planning & Capacity Building funds, SCAG in consultation with the counties, will recommend the fund balance be awarded to fully or partially fund the highest scoring and/or shovel ready "contingency" project(s) (see below) across all counties.
- If the final project on a county's list exceeds the county's ATP funding target, the county may work with the project sponsor to explore the feasibility of a partial award, as noted above. If a partial award is determined to be insufficient and infeasible, the county may recommend fully or partially funding to the subsequent highest scoring projects on the county's list.
- The recommended Regional Program will include a contingency list of Implementation and Planning and Capacity Building projects that will be in place until the next cycle of ATP funding. Implementation projects will be ranked in priority order based on the county transportation commission's evaluation scoring. Planning & Capacity Building projects will be ranked in priority order based on the project's statewide evaluation score. Projects may be included in both rankings depending on project type. SCAG intends to fund projects on the contingency list should there be any project failures or savings in the Regional Program. When a

contingency project is advanced for funding due to project failure from the Implementation list of projects, SCAG – in consultation with the counties – will strive to replace the failed project with a project from the same county from the Implementation list. When a contingency project is advanced for funding due to project failure from the Planning and Capacity Building list of projects, SCAG – in consultation with the counties – will strive to replace the failed project with a project from the same county from the Planning and Capacity Building list. In recommending replacement projects, SCAG and the county transportation commission may consider both project ranking and project readiness. If contingency projects are not amended into the program, they will remain unfunded and project sponsors may resubmit them for future ATP cycles.

- SCAG and/or the county transportation commissions are encouraged to pursue one or more of the following project management strategies:
 - Review the initial work schedule to determine timeline feasibility and propose revisions where necessary.

Program Amendments

The Regional Guidelines allow SCAG to amend the Regional Program to remove and advance projects. An annual report will be provided to the Regional Council on program amendments. Amendments to the Regional Program may occur under the following conditions and in the following manner:

- If project design, right-of-way or construction are programmed before the implementing agency completes the environmental process, and following completion of the environmental process updated information indicates that a project is expected to accomplish fewer benefits or is less cost effective as compared with the initial project application, then future funding for the project may be deleted from the program. It is the responsibility of the county transportation commission to recommend to SCAG that the project be deleted from the program if warranted. The county transportation commission that recommends project deletion may, in a reasonable timeframe, recommend replacing the deleted project with a project on the Contingency List.
- If the project is a Planning & Capacity Building Project and funds have not been allocated by May 1st of the year the funds are programmed, or the project sponsor has requested that the project be removed from the Regional Program, then SCAG may recommend deletion of the project and fund a project on the contingency list, considering project ranking, readiness and the county from which the deleted project originated.
- If a county transportation commission recommends deletion of a project and has not identified a replacement project for the contingency list in a reasonable timeframe, then SCAG will collaborate with the counties to identify a suitable replacement project from the region-wide contingency list and amend the project into the Regional Program.
- In order to ensure the timely use of all program funds, the CTC will, in the last quarter of the fiscal year, allocate funds to projects programmed in a future fiscal year on a first-come, first-served basis. SCAG will recommend approval of an advancement request if the project is:

- A Planning project and SCAG deems the project ready for allocation (see Allocation, below); or
- An Implementation project, and the county transportation commission recommends advancement of the project.

FTIP Amendments

All projects funded by the 2021 Regional Program must be amended into the Federal Transportation Improvement Program (FTIP).

- The county transportation commissions will be responsible for programming all Implementation projects into the FTIP.
 - Projects that are regionally significant and Transportation Control Measures (TCM) must be individually listed in the FTIP by the county transportation commission.
 - Projects that are not regionally significant or TCMs may be entered as a group listing by project function, using the applicable classifications under 23 CFR 771.117(c) and (d) and/or 40 CFR part 93 (See www.dot.ca.gov/hq/transprog/federal/fedfiles/res_publications/grouped_pjt_listings.pdf)
- SCAG shall be responsible for programming Planning and Non-Infrastructure projects into the FTIP.
- The county transportation commissions and SCAG shall aim to program all 2021 ATP projects, regardless of programming year, in the 2021 FTIP amendment cycle.

Allocation

The Regional Guidelines require allocation requests for a project in the Regional Program to include a recommendation from SCAG. SCAG shall defer this responsibility to the county transportation commissions for all Implementation projects and provide a concurrence letter to the county which notes that the project allocation request is consistent with the project as programmed in the FTIP or is being processed into the FTIP through an amendment or modification that is underway.

The CTC will consider approval of a Letter of No Prejudice (LONP) to advance a project programmed in the ATP. Approval of the LONP will allow the agency to begin work and incur eligible expenses prior to allocation. The Amended LONP Guidelines were adopted in October 2017 and are on the CTC's website, <http://www.catc.ca.gov/programs/atp/>.

Project Delivery

Per the Statewide Guidelines, ATP allocations must be requested in the fiscal year of project programming and are valid for award for six (6) months from the date of allocation, unless the CTC approves an extension. The Commission may extend the deadline only once for each allocation phase and only if it finds that unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The CTC and Caltrans require that the extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months.

If extraordinary issues exist that require a longer extension, the implementer may request up to 20 months for allocation only. Refer to the ATP Statewide Guidelines for complete project delivery requirements.

Extension requests for a project in the SCAG Regional Program must include a recommendation by SCAG. Extension requests will be approved by SCAG under the following conditions:

- If the project is an Implementation project, the county transportation commission has recommended that the project be extended.
- If the project is a Planning project, SCAG staff has reviewed the project status and determined that:
 - The project sponsor has made a good faith effort to meet programming deadlines and that there is a high likelihood that a project extension will result in project allocation; and/or
 - The justification for the extension indicates a reason that was unforeseen by the project sponsor and beyond the control of the project sponsor.

Caltrans will track the delivery of ATP projects and submit to the CTC a semiannual report showing the delivery of each project phase. SCAG will analyze these reports to identify project delivery issues in the SCAG region and work with the county transportation commissions and the project sponsor to resolve any issues.

Project Scope Change

In the event that a project requires a scope change, the project sponsor shall submit a request for scope change to SCAG and the responsible County Transportation Commission for review and approval. The request for scope change shall include:

- An explanation of the proposed scope change;
- The reason for the proposed scope change. If the request incorporates a change that alters original designs, the project sponsor shall provide the steps taken to retain the initial design and the extenuating circumstances that necessitate the design change. Extenuating circumstances are defined as those which make the project undeliverable due to costs and/or safety issues;
- The impact the proposed scope change would have on the overall cost of the project;
- An estimate of the impact the proposed scope change would have on the potential of the project to increase walking and bicycling as compared to the benefits identified in the project application (increase or decrease in benefit);
- An estimate of the impact the proposed scope change would have on the potential of the project to increase the safety of pedestrians and bicyclists as compared to the benefits identified in the project application (increase or decrease in benefit); and
- An explanation of the methodology used to develop the aforementioned estimates.

Project Reporting

As a condition of the project allocation, the CTC will require the implementing agency to submit semi-annual reports (unless the agency is subject to the Baseline Agreement requirement outlined in the 2019 ATP Statewide Guidelines) on the activities and progress made toward implementation of the project and a final delivery report. An agency implementing a project selected in the SCAG Regional Program must also submit copies of its semi-annual reports and s final delivery report to the county and SCAG. The purpose of the reports is to ensure that the project is executed in a timely fashion and is within the scope and budget identified when the decision was made to fund the project. Project reporting forms can be found at <http://www.dot.ca.gov/hq/LocalPrograms/lam/forms/lapgforms.htm>.

Schedule

Action	Date
CTC adopts ATP Guidelines	March 26, 2020
Call for projects	March 26, 2020
RC Approves ATP Regional Program Guidelines	April 2, 2020
Commission approves or rejects MPO Guidelines	May 14, 2020
Project applications to Caltrans (postmark date)	June 15, 2020
Staff recommendation for statewide and small urban and rural portions of the program	November 16, 2020
County 20 point scoring methodology submitted to SCAG	November 30, 2020
Commission adopts statewide and small urban and rural portions of the program	December 3, 2020
Counties submit recommended project lists to SCAG	January 1, 2021
Project PPRs Due to SCAG	January 1, 2021
Deadline for MPO DRAFT project programming recommendations to the Commission	January 18, 2021
CEOs Approval	March 1, 2021
RC Adopts SCAG Regional Program Approval	April 1, 2021
Deadline for MPO FINAL project programming recommendations to the Commission	April 2, 2021
Commission adopts MPO selected projects	May 2021



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

RESOLUTION NO. 20-620-3

A RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (SCAG) APPROVING THE 2021 ACTIVE TRANSPORTATION PROGRAM (ATP) REGIONAL GUIDELINES

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

WHEREAS, the Active Transportation Program was created by Senate Bill 99 (Chapter 359, Statutes of 2013) to encourage increased use of active modes of transportation, such as biking and walking;

WHEREAS, Streets and Highways Code Section 2382(k) allows the California Transportation Commission (Commission) to adopt separate guidelines for the metropolitan planning organizations charged with awarding funds to projects pursuant to Streets and Highways Code Section 2381(a)(1) relative to project selection;

WHEREAS, the Active Transportation Program Guidelines (Resolution G-20-31) requires the Commission to adopt a metropolitan planning organization's use of project selection criteria or weighting, minimum project size, match requirement, or definition of disadvantaged communities when differing from the statewide guidelines adopted by the Commission on March 25, 2020;

WHEREAS, SCAG is amending the Regional Program Guidelines with input from the six Southern California county transportation commissions to maximize planning funding and address minor inconsistencies in the guidelines;

WHEREAS, the Active Transportation Program Guidelines require metropolitan planning organizations to submit their ATP Regional Guidelines the Commission by April 17, 2020;

WHEREAS, attached with this Resolution as Exhibit "A" is SCAG's 2021 Active Transportation Program Regional Guidelines; and

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 it approves SCAG's 2021 Active Transportation Program Regional Guidelines.

REGIONAL COUNCIL OFFICERS

- President Bill Jahn, Big Bear Lake
First Vice President Rex Richardson, Long Beach
Second Vice President Clint Lorimore, Eastvale
Immediate Past President Alan D. Wapner, San Bernardino County Transportation Authority

COMMITTEE CHAIRS

- Executive/Administration Bill Jahn, Big Bear Lake
Community, Economic & Human Development Peggy Huang, Transportation Corridor Agencies
Energy & Environment Linda Parks, Ventura County
Transportation Cheryl Viegas-Walker, El Centro

Attachment: Resolution No. 20-620-3 (Resolution No. 20-620-3 Approving the 2021 Active Transportation Program Regional Guidelines)

BE IT FURTHER RESOLVED THAT:

1. The Executive Administration Committee, acting on behalf of the Regional Council, authorizes SCAG staff to submit the 2021 Active Transportation Regional Guidelines to the California Transportation Commission for approval.

PASSED, APPROVED AND ADOPTED by the Executive Administration Committee, acting on behalf of the Regional Council of the Southern California Association of Governments at a special meeting of the Executive/ Administration Committee held this 2nd day of April, 2020.

William "Bill" Jahn
President, SCAG
Councilmember, City of Big Bear Lake

Attested by:

Kome Ajise
Executive Director

Approved as to Form:

Justine Block
Acting Chief Counsel

Active Transportation Program – Cycle 5

Regional Guidelines

Cory Wilkerson
Active Transportation & Special Programs
April 2, 2020

www.scag.ca.gov



Funding Availability



- Programs 4 Years of Funds
 - Fiscal years 2021/22, 2022/23, 2023/24, and 2024/25
- Cycle 5 – Funding Estimate
 - \$445,560 over four years
- Funding Distribution
 - 50% for Statewide Component
 - 10% for Small Urban and Rural Component
 - 40% for Metropolitan Planning Organization Component
- SCAG MPO Funding Estimate
 - \$93,419 over four years

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SCAG Regional Program Funding Distribution



- 5% to Planning and Capacity Building Projects
 - \$4,671,000 over four years
 - Sustainable Communities Program
- 95% to Implementation Projects
 - \$88,748,000 over four years
 - Geographic Equity Funding Breakdown:

	Population	%	\$ (1,000's)
Imperial	190,266	1%	\$882
Los Angeles	10,253,716	54%	\$47,506
Orange	3,222,498	17%	\$14,930
Riverside	2,440,124	13%	\$11,305
San Bernardino	2,192,203	11%	\$10,157
Ventura	856,598	4%	\$3,969
	19,155,405	100%	\$88,748

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Schedule/Next Steps



- March 25, 2020 – Call for Projects
- March/April, 2020 – ATP Grant Workshops with CTCs
- June 15, 2020 – Project Applications Deadline (postmark date)
- November 16, 2020 – CTC Statewide Recommendations
- December 2-3, 2020 – CTC adopts Statewide Projects List
- April 2, 2021 – Deadline to submit MPO Recommendations
- May 2021 – CTC adopts MPO Projects List

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Thank You!

Cory Wilkerson
wilkerson@scag.ca.gov
(213) 236-1992
www.scag.ca.gov





AGENDA ITEM 6

REPORT

Southern California Association of Governments
Remote Participation Only
April 2, 2020

To: Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

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

Subject: Approval for Additional Stipend Payments

RECOMMENDED ACTION:

Approve additional stipend payments, pursuant to Regional Council Policy Manual, Article VIII, Section B(4) [adopted June 2019], as requested by Immediate Past President Alan Wapner and Transportation Committee Chair Cheryl Viegas-Walker.

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 Immediate Past President Alan Wapner and Transportation Committee Chair Cheryl Viegas-Walker.

BACKGROUND:

In accordance with the Regional Council Policy Manual, Article VIII, Section B(4) [adopted June 2019] *“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 January 2020, Immediate Past President Alan Wapner attended the following for SCAG which will count towards his 10th and 11th stipend requests:

No.	Meeting Date	Meeting Name
10 th	Jan. 25	Road Users Charge Study Tour (New Zealand/Australia)
11 th	Jan. 29	Impact of Autonomous Vehicles on Public Transportation Conference (Palo Alto, CA)

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

For the month of February 2020, Immediate Past President Alan Wapner attended the following for SCAG which will count towards his 10th and 11th stipend requests:

No.	Meeting Date	Meeting Name
10 th	Feb. 24	RHNA Subcommittee Meeting
11 th	Feb. 25	General Assembly Host Committee Meeting

For the month of January 2020, Transportation Chair Cheryl Viegas-Walker attended the following for SCAG which will count towards her 7th and 8th stipend requests:

No.	Meeting Date	Meeting Name
7 th	Jan. 24	Road Users Charge Study Tour (New Zealand/Australia)
8 th	Jan. 25	Road Users Charge Study Tour (New Zealand/Australia)

FISCAL IMPACT:

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



AGENDA ITEM 7
REPORT

Southern California Association of Governments
Remote Participation Only
April 2, 2020

To: Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

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

Subject: Contract Amendment Greater than 30% of the Contract's
Original Value, Purchase Order No. 007092, Employment
Law Services

RECOMMENDED ACTION:

Approve Amendment 1 to Purchase Order No. 007092, in an amount not to exceed \$80,000, increasing the contract value from \$20,000 to \$100,000 and extend the agreement's Term from June 30, 2020 to December 31, 2020, to enable the consultant to provide additional employment law services.

STRATEGIC PLAN:

This item supports the following Strategic Plan Goal 5: Recruit, support, and develop a world-class workforce and be the workplace of choice.

EXECUTIVE SUMMARY:

In July 2019, SCAG awarded Purchase Order No. 007092 to Liebert Cassidy Whitmore to assist staff with legal matters related to employment law. There is a need to obtain additional services from Liebert Cassidy Whitmore for employment law litigation and expertise regarding employee relations matters. Additionally, new legislation has been enacted at the Federal and State level that will require legal guidance and support to implement. This amendment exceeds 30% of the contract original value. Therefore, in accordance with the SCAG Procurement Manual (dated 11/25/19) Section 9.3, it requires the Regional Council's approval.

BACKGROUND:

Staff recommends executing the following Amendment that Exceeds 30% of the Contracts Original Value:

<u>Consultant/PO #</u>	<u>Amendment's Purpose</u>	<u>Amendment Amount</u>
Liebert Cassidy Whitmore (PO-007092)	The consultant shall provide additional support with legal matters and expertise related to employment law.	\$80,000

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OUR VISION

Southern California's Catalyst for a Brighter Future

OUR CORE VALUES

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FISCAL IMPACT:

Funding of \$40,000 is available in the FY 2019-20 budget, and the remaining \$60,000 is expected to be available in the FY 2020-21 budget in Project Number 810-0120.04, subject to budget approval.

ATTACHMENT(S):

1. Contract Summary PO-007092
2. Contract Summary PO-007092 COI

PURCHASE ORDER PO-007092 AMENDMENT 01

Consultant: Liebert Cassidy Whitmore

Background & Scope of Work: In July 2019, SCAG awarded Purchase Order number PO-007092 to Liebert Cassidy Whitmore to assist staff with legal matters related to employment law. In July 2019, SCAG awarded Purchase Order number PO-007092. There is a need to obtain additional legal services from Liebert Cassidy Whitmore for employment law litigation and expertise related to employee relations matters.

This amendment also increases the contract value from \$20,000 to \$100,000 (\$80,000) and extends the agreement's Term from June 30, 2020 to December 31, 2020.

Project's Benefits & Key Deliverables: This agreement's benefits and key deliverable include, but are not limited to:

- Expert advice on legal matters related to employment law

Strategic Plan: This item supports SCAG's Strategic Plan Goal 5.

Amendment	Amendment 1	\$80,000
Amount:	Original contract value	<u>\$20,000</u>
	Total contract value is not to exceed	\$100,000

This amendment exceeds the 30% of the contract original value. Therefore, in accordance with the SCAG Procurement Manual (dated 11/25/19) Section 9.3, it requires the Regional Council's approval.

Contract Period: July 1, 2019 through December 31, 2020

Project Number: 810-0120.04 \$100,000
Funding source: Indirect Cost

Funding of \$40,000 is available in the FY 2019-20 budget, and the remaining \$60,000 is expected to be available in the FY 2020-21 budget in Project Number 810-0120.04, subject to budget approval.

Basis for the Amendment: There is a need to obtain additional services from Liebert Cassidy Whitmore for employment law litigation and expertise regarding employee relations matters. Additionally, new legislation has been enacted at the Federal and State level that will require legal guidance and support to implement.

Conflict Of Interest (COI) Form - Attachment
For April 2, 2020 Special Meeting of the Executive/Administration Committee

Approve Amendment 1 to Purchase Order No. 007092, in an amount not to exceed \$80,000, increasing the contract value from \$20,000 to \$100,000 and extends the agreement's Term from June 30, 2020 to December 31, 2020, to enable the consultant to provide additional employment law services.

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)?
Liebert Cassidy Whitmore (prime consultant)	No - form attached

SCAG CONFLICT OF INTEREST FORM
SCAG Agreement for Annual Employment Law Service
Related to Purchase Order PO-007092

SECTION I: INSTRUCTIONS

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

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

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

Name of Firm: LIEBERT CASSIDY WHITMORE
 Name of Preparer: GARY CONNAWY
 Project Title: EMPLOYMENT LAW SERVICE
 RFP Number: PO-007092 Date Submitted: 3/19/2020

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

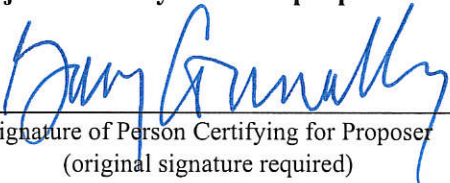
SECTION III: VALIDATION STATEMENT

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

WHITMORE

I, (printed full name) GARY CONNALLY, hereby declare that I am the (position or title) EXECUTIVE DIRECTOR of (firm name) LIBERT ASSIDY, 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 3/19/2020 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.


3/19/2020

 Signature of Person Certifying for Proposer Date
 (original signature required)

NOTICE

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



AGENDA ITEM 8
REPORT

Southern California Association of Governments
Remote Participation Only
April 2, 2020

To: Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

From: Javier Aguilar, Senior Regional Planner, Research & Analysis,
(213) 236-1845, Aguilar@scag.ca.gov

Subject: SCAG Aerial Imagery Program

RECOMMENDED ACTION:

Receive and File

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

In 2018, as part of the Regional Council-adopted Future Communities Initiative, SCAG launched a collaborative effort to establish the SCAG Region Aerial Image Consortium to provide standardized high quality aerial imagery products across the region. This report provides an update on the status of the project and progress made across all six-counties, including outlining a funding framework that will enable three counties—Los Angeles, Riverside, and Orange Counties—to move forward to produce aerial image products in 2020, while staff will continue to work with the remaining three counties to establish the partnerships and funding agreements to facilitate aerial imagery captures across the entire region by the end of the calendar year of 2020. Further work will be conducted in San Bernardino, Ventura, and Imperial counties to establish county-wide consortiums, secure adequate funding from consortium members and additional participants to develop the aerial imagery products for the rest of the region.

BACKGROUND:

Aerial images, secured through private vendors, are used by public agencies to derive land-use and asset data needed for federal, state, regional and local planning across multiple planning disciplines, including for example, land-use, transportation, water, energy, and environment. The goal of the consortium is to reduce costs and enhance quality of data for all participating agency by pooling resources to purchase a set of regional aerial image products through regional partnerships, while also improving the quality of data available for regional planning purposes.

Generally, aerial imagery data provide more detailed resolution and the ability to get other related

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products like building outlines, obliques, Lidar, and develop data sets, such as tree canopies, contours, elevations, and land cover (at a more refined scale). Jurisdictions utilize the data to monitor land use, assets, and their changes over time. In addition, these data resources give agencies the ability to overlay other geospatial data with the imagery products, aiding in local service delivery. These uses are helpful for planning (short and long range), compliance, engineering, emergency response, and communication with the public. Some perform analysis, such as tree canopy coverage, potential burn areas, solar insulation, surface permeability, slope analysis, flood models, and more.

Other important uses of the data include:

List of Usage of Aerial Imagery Data

<i>Usage</i>	<i>Examples</i>	
<i>Physical Environment Reference</i>	Base Map	<ul style="list-style-type: none"> • Map production base layer • Design background
	Physical Appearance	<ul style="list-style-type: none"> • Property appraisal: building appearance • Locate destination
	Property or Resource Management	<ul style="list-style-type: none"> • Parcel management • Address management • Open space protection
	Routes Plan	<ul style="list-style-type: none"> • Trail design • Biking routes design
	Planning and Pre-Engineering Design	<ul style="list-style-type: none"> • Check on-site and nearby physical environment • Accessibility and universal design
	Public Safety and Emergency Service	<ul style="list-style-type: none"> • Crime reports/mapping • Evacuation plan
	<i>Data Creation</i>	Create Accurate GIS Data
Quality Check for Other Data		<ul style="list-style-type: none"> • Adjust boundary • Adjust attribute content
Accurate Measurement		<ul style="list-style-type: none"> • Distance and Area
<i>Over-Time Data Comparison</i>	Land Surface Observable Changes	<ul style="list-style-type: none"> • Land use change comparison • Project progress phase check

Since many jurisdictions have plans to acquire aerial imagery in 2020, there is an opportunity to collaborate across Southern California to conduct aerial imagery captures for the entire SCAG region with the six SCAG counties. As such, every county will recognize the following benefits:

1. Economies of scale of more and better products for less cost
2. This aerial imagery purchase will provide jurisdictions with data outside their jurisdictions, allowing for better service delivery as neighboring jurisdictions have impacts on localities
3. The potential of having a standard and comprehensive dataset to compare development changes over time “apples to apples”
4. The potential of having one place to obtain the data.

For the last two years, SCAG staff have worked across the region to promote the “SCAG Region Aerial Image Consortium” to secure funding from both SCAG and the consortium members for a standardized high quality aerial imagery products across the region. The structure of the consortium and funding models differ across counties, but the level of investment from SCAG is comparable. Staff is working with existing data consortiums in Los Angeles and Ventura counties, and is establishing partnerships in Imperial, Orange, Riverside, and San Bernardino counties. As part of this effort, SCAG staff has attended over 30 meetings/workshops to forge and promote cooperation. In addition, staff has issued a Request for Information (RFI) to assess the cost and effort of the project for the region. Currently, SCAG staff is working with the Los Angeles Region Imagery Acquisition Consortium (LARAIC) to utilize its procured vendor to save time and costs. Local jurisdictions and stakeholders have been appreciative for SCAG’s leadership on the Aerial Imagery project that may lay the foundation for future projects with imagery and other data products.

As results of these efforts and internal discussions, staff developed the following framework:

- Purchase data instead of organizing a SCAG led regional consortium
- Develop and collect cost information through Request for Information (RFI)
- Build upon existing county consortium, using existing contracts

Three counties—Los Angeles, Riverside, and Orange Counties—are ready to move forward to fly, capture images, and produce the aerial image products in the first half of 2020. The 2020 capture year corresponds with the 2020 Census, and for some jurisdictions is a benchmark year for efforts, such as general plan updates. 2020 will also be the baseline year for 2024 Regional Transportation Plan/Sustainable Communities Strategy, which allows SCAG to use these data for land use and transportation facility verifications, as well as analyses. Given value of capturing 2020 data for both local and regional planning, SCAG is working diligently with partners in Imperial, Ventura, and San Bernardino to ensure comparable aerial image products will be available by the end of the calendar year. The below funding framework outlines the proposed resources and timeline for procuring aerial images in each county. The total funding commitment matches the resources programmed to this effort as part of the Future Communities Initiative.



SCAG Region Aerial Imagery			
County	SCAG Commitment	Products	Fiscal Year
Imperial	\$300,000	3" and 9" Orthos (with IR) and building outlines	2020/2021
Los Angeles	\$250,000	4" and 9" Orthos (with IR), obliques, and building outlines	2019/2020
Orange	\$200,000	3" Orthos (with IR) and building outlines	2019/2020
Riverside	\$300,000	3" Orthos (with IR) and building outlines	2019/2020
San Bernardino	\$250,000	6" Orthos (with IR) and building outlines	2020/2021
Ventura	\$200,000	3" and 6" Orthos (with IR) and building outlines	2020/2021

In Los Angeles County, SCAG will partner with the Los Angeles Region Imagery Acquisition Consortium (LARIAC) to purchase the aerial imagery products from the vendor competitively procured by LARIAC and related products. In Riverside County, SCAG will partner with the county to purchase imagery products. In Orange County, SCAG will do the streamline procurement, utilize and piggy-back on the contract between LARIC and its vendor, and work with OCCOG to collect funds from the local jurisdictions. In San Bernardino County, the county will issue a request for proposals to meet SCAG’s data specification. In Imperial County, SCAG is working with the county irrigation district, Caltrans, seven cities, and other stakeholders and interested parties to fund the project. In Ventura County, SCAG will continue to work with the county to collect the data to our specifications.

FISCAL IMPACT:

The Aerial Imagery Program is funded with Senate Bill (SB) 1 Sustainable Communities Formula Grant funds allocated to SCAG under the Caltrans Sustainable Transportation Planning Grant Program. SB 1 funds are for local and regional multimodal transportation and land use planning projects that further the region’s RTP/SCS, contribute to the State’s Greenhouse Gas HG reduction targets, and assist in achieving other State goals. Funding of \$750,000 is available in the FY 2019-20 budget in Project Number 280-4859.01, and the remaining \$750,000 is expected to be available in FY 2020-21 budget, subject to budget approval.



**AGENDA ITEM 9
REPORT**

Southern California Association of Governments
Remote Participation Only
April 2, 2020

To: Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

From: Stephen Fox, Senior Regional Planner, Transit/Rail, (213) 236-1855, fox@scag.ca.gov

Subject: California High-Speed Rail Authority (CHSRA) Draft 2020 Business Plan

RECOMMENDED ACTION:
Receive and File

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

EXECUTIVE SUMMARY:
On February 12, 2020, the California High Speed Rail Authority (CHSRA) released its Draft 2020 Business Plan for public review and comment. The draft document is available at https://www.hsr.ca.gov/about/business_plans/2020/. Staff has prepared comments that address the CHSRA commitment to providing \$1 billion in Proposition 1A funds for enhancements to the region's existing rail system; coordination on plans to link XpressWest to the Phase 1 system; and the schedule for delivering Phase 1 to the SCAG region. The comments included in this report will be submitted to CHSRA before the April 12, 2020 deadline.

BACKGROUND:
Under state law, the CHSRA is required to prepare a business plan every two (2) years and submit it to the state legislature for approval. The Draft 2020 Business Plan builds upon the previous 2018 Business Plan and the 2019 Project Update Report. At the March 2020 Transportation Committee meeting, a staff report summarized highlights of the Draft 2020 Business Plan. These include:

- The Draft 2020 Business Plan advances the concept of building high-speed rail through a “building block approach,” starting with an initial 171-mile initial operating segment (IOS) between Merced and Bakersfield in the San Joaquin Valley.
- The Draft 2020 Business Plan updates the capital cost estimates for each project section and phase. The cost of the Phase 1 system between San Francisco, Los Angeles and Anaheim increases from \$77.3 billion in 2018 to \$80.3 billion in the Draft 2020 Business Plan (using a

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mid-range estimate, in year of expenditure dollars).

- The year for full build-out of the Phase 1 system for the introduction of revenue service is 2033, which remains unchanged from the 2018 plan.
- CHSRA projects \$20.6 to \$23.4 billion in total funding available through 2030, based on a Cap-and-Trade funding range up to \$750 million per year. This is enough to begin revenue service on the 171-mile IOS between Merced and Bakersfield in 2029.
- The Draft 2020 Business Plan describes potential funding options for closing the large funding gap in the Phase 1 system, including extending the Cap-and-Trade revenue stream beyond 2030 to attract private financing and bond sales.

Based on a review of the Draft 2020 Business Plan, staff has the following comments:

- SCAG appreciates the Draft 2020 Business Plan's straightforward and conservative approach and strong emphasis on transparency in estimating project costs and available and potential funding sources. The inclusion of project costs with low and high ranges further solidifies this approach.
- SCAG also appreciates the frank and comprehensive discussion on the project's risks, including funding, litigation, right-of-way acquisition and stakeholder support risks. As an example, SCAG appreciates CHSRA highlighting the stakeholder issues to be resolved in the tunneling and alignment aspects of the Angeles National Forest and its adjacent areas, and the area around Hollywood Burbank airport.
- Through the 2012 Southern California High-Speed Rail Memorandum of Understanding (MOU) with SCAG and its transportation partners, including the City of Anaheim, Los Angeles County Metropolitan Transportation Authority, Riverside County Transportation Commission, and the Southern California Regional Rail Authority, CHSRA committed \$1 billion – \$500 million in Prop. 1A funding and another \$500 million from other funding sources – to fund early investments in Southern California's existing regional rail system in advance of bringing high-speed rail to our region. While the Draft 2020 Business Plan discusses CHSRA's commitment of Proposition 1A funds, with \$423 million to the LINK US project (Los Angeles Union Station Run-Thru tracks) and \$77 million to the Rosecrans/Marquardt grade separation project, it is silent regarding the additional \$500 million.
- Investment in the Southern California bookends and the eventual delivery of high-speed rail to Southern California are crucial components in implementing Connect SoCal in the SCAG

region. CHSRA should augment the Business Plan section on Moving Forward in Southern California to address how it is fulfilling its MOU commitment. SCAG further requests continued State partnership on advancing regional rail investments, including the Southern California Optimized Rail Expansion (SCORE) program as well as freight-related rail strategies that support improved passenger rail operations. We encourage State and CHSRA participation in SCAG's forthcoming Integrated Passenger and Freight Rail Forecast study, which aims to identify strategic rail corridor improvement programs for the region.

- SCAG has included the XpressWest Southern California to Las Vegas high-speed rail service in the financially constrained plan of Connect SoCal, and requests that CHSRA and its partners coordinate with SCAG on future studies analyzing how best to connect the XpressWest service to the city of Palmdale and the Antelope Valley in order to form a connection to the CA high-speed rail project.
- SCAG appreciates the progress on the environmental planning work on the four Southern California segments, and looks forward to reviewing the Draft EIRs/EISs as they are made available this year and early next year.
- SCAG requests that a section on Phase 2 of the high-speed rail project be included in the final 2020 Business Plan. While there is currently no funding or project schedule available, there has been some alternatives analysis and environmental work completed in the SCAG region in the last several years and this deserves some discussion.
- SCAG requests that the Phase 1 2033 revenue start date be discussed in the final 2020 Business Plan, perhaps within the risk analysis chapter. This date has remained unchanged since the 2018 Business Plan, yet current construction progress in the San Joaquin Valley, the challenges of tunneling through the Pacheco Pass and Angeles National Forest, and the significant Phase 1 funding gap all suggest a 2033 revenue service start date to be very challenging.

FISCAL IMPACT:

Staff work related to this project is included in the current OWP under Work Element No. 140.SCG00121-02 - Regional High Speed Rail Transport Program.



AGENDA ITEM 10
REPORT

Southern California Association of Governments
Remote Participation Only
April 2, 2020

To: Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

From: Rongsheng Luo, Program Manager II, Compliance &
Performance Monitoring, (213) 236-1994, LUO@scag.ca.gov

Subject: Status Update on Final Federal Safer, Affordable, Fuel-Efficient
Vehicles Rule

RECOMMENDED ACTION FOR EAC:

Receive and File.

STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

At the October 3, 2019 EEC meeting, staff made a presentation on the final federal Safer, Accountable, Fuel-Efficient (SAFE) Vehicles Rule Part I: One National Program Rule. Subsequently, the federal rule became effective on November 26, 2019. This staff report is a status update on the federal rule including major developments since the October 3, 2019 staff report, implications for the Final Connect SoCal, and the next steps.

BACKGROUND:

Federal Safer, Accountable, Fuel-Efficient (SAFE) Vehicles Rule

On August 24, 2018, the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Transportation’s National Highway Transportation and Safety Administration (NHTSA) jointly issued a proposed rule, “The Safer Affordable Fuel-Efficient (SAFE) Vehicles Rule for Model Years 2021–2026 Passenger Cars and Light Trucks.” The proposed rule is designed to roll back the federal Corporate Average Fuel Economy (CAFE) and vehicle greenhouse gas (GHG) emissions standards promulgated under the Obama Administration.

On September 27, 2019, EPA and NHTSA jointly published “The Safer Affordable Fuel-Efficient (SAFE) Vehicles Rule Part One: One National Program” to finalize elements of the proposed SAFE Vehicles Rule. Effective November 26, 2019, under the Part I Rule, NHTSA affirms that its statutory

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authority to set nationally applicable fuel economy standards preempts such state and local programs; and that EPA withdraws the Clean Air Act (CAA) preemption waiver that it granted to the State of California in January 2013 as it relates to California Air Resources Board (ARB) GHG and Zero-Emission Vehicle (ZEV) programs.

NHTSA and EPA are in the process of finalizing the remaining portions of the SAFE Vehicles Rule and are anticipated to issue a final rule on the federal fuel economy and GHG vehicle emissions standards in the near future.

Major Developments Since Last Update

State Interagency Coordination Working Group

California State Transportation Agency (CalSTA), Caltrans, and ARB have established a coordinating group amongst the three agencies. The Working Group have been partnering with MPOs including SCAG and all stakeholders to identify near-term and long-term solutions, including developing adjustments to ARB's EMFAC models. The Working Group also have had one-on-one consultations with agencies that may have the largest impacts and held larger stakeholder meetings for interested parties.

Release of EMFAC Off-Model Adjustment Factors by ARB

As previously reported, because of the CAA waiver withdrawal, ARB's EMFAC model may not be used because the model reflects ARB's ACC Regulations which are now invalidated by the Part I Rule. To address the issue, ARB developed and released off-model adjustment factors for both the EMFAC2014 and EMFAC2017 models to account for the impact of the Part I Rule on November 20, 2019. These adjustments provided in the form of multipliers can be applied to emissions outputs from the EMFAC model to account for the impact of the Part I Rule. On March 5, 2020, ARB officially submitted the off-model adjustment factors to the U.S. EPA.

Application of Off-Model Adjustment Factors to Connect SoCal

SCAG modeling staff has developed a method to apply these adjustment factors to the conformity analysis for the Proposed Final Connect SoCal. The analysis results confirm that the Proposed Final Connect SoCal continues to demonstrate transportation conformity.

Positions of Applicable Federal Agencies towards Off-Model Adjustment Factors

On March 2, 2020, in a joint letter to U.S. EPA Regional 9 Administrator, FHWA and FTA Regional Administrators ask EPA to confirm whether FHWA and FTA should continue to use EMFAC2014 and

EMFAC2017 for transportation conformity determinations in California. In response to the FHWA/FTA letter and the ARB's official submittal, U.S. EPA issued two separate response letters on March 12 affirming the continuing use of EMFAC2014 and EMFAC2017 for transportation conformity determinations with ARB's EMFAC off-model adjustment factors in California. FHWA/FTA have since resumed their review and approval of new transportation conformity determinations.

Implications for Final Connect SoCal

For the transportation conformity analysis of the Final Connect SoCal scheduled to be adopted by the Regional Council in April 2020, staff has proactively performed two regional emissions analyses, one with the off-model adjustment factors and the other without. The Final Connect SoCal demonstrates transportation conformity with and without these adjustment factors. In light of the U.S. EPA's approval of the off-model adjustment factors, the transportation conformity analysis for the Final Connect SoCal will be based on the regional emissions analysis with the off-model adjustment factors only.

Next Steps

The off-model adjustment factors only account for the impact of the Part I Rule, not the pending Part II Rule. The Part II Rule has been pending in the Office of Management and Budget and is expected to be published in the near future. In addition, the Part II Rule is expected to have the same 60-day effective date upon publication as the Part I Rule. Since the Part II Rule may also have emissions impacts, it would be ideal that the Final Connect SoCal receive timely adoption by the Regional Council as well as timely FHWA/FTA approval before the Part II Rule becomes effective.

Meanwhile, upon the publication of the Part II Rule, staff will conduct interagency consultation to seek clarification and guidance especially from ARB, U.S. EPA, and FHWA/FTA regarding transportation conformity implications of the Part II Rule and to develop any necessary remedy.

Despite the Part II Rule uncertainty, SCAG staff will continue to work proactively and closely with all involved agencies with the ultimate goal of resolving all SAFE Rule issues before our current transportation conformity determination expires on June 2, 2020.

Finally, staff will provide regular updates to Regional Council and/or Policy Committees as appropriate.

FISCAL IMPACT:

Work associated with this item is included in the FY 2019-2020 Overall Work Program under project number 025.0164.01: Air Quality Planning and Conformity.



Southern California Association of Governments
Remote Participation Only
April 2, 2020

To: Executive/Administration Committee (EAC)

**EXECUTIVE DIRECTOR'S
APPROVAL**

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

Subject: CFO Monthly Report

RECOMMENDED ACTION:

For Information Only - No Action Required

STRATEGIC PLAN:

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

AUDITS:

Caltrans

SCAG is awaiting an audit resolution letter from Caltrans regarding the Incurred Cost audit.

External Financial Audit

Eide Bailly LLP, SCAG's outside independent auditor, is preparing for the interim audit work for the FY20 annual audit. They will present their audit plan to the Audit Committee in April, 2020.

MEMBERSHIP DUES:

99.9% of the FY20 dues assessment was collected as of March 2, 2020. One city has yet to pay its dues and two are being recruited for membership.

BUDGET & GRANTS (B&G):

Staff completed the development of the Fiscal Year (FY) 2020-21 Draft Comprehensive Budget and Overall Work Program (OWP). The proposed Comprehensive Budget of \$93.8 million was presented to the EAC and RC on March 5, 2020. The Draft OWP was released for a 30-day public comment period ending April 6, 2020. The Final Budget will be presented to the EAC and RC for approval in May.

CONTRACTS:

In February 2020, the Contracts Department issued four (4) Request for Proposals, awarded three (3) contracts; issued four (4) contract amendments; and processed 31 Purchase Orders to support ongoing business and enterprise operations. Staff also administered 130 consultant contracts.

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Contracts staff continued to negotiate better pricing and reduced costs for services. This month staff negotiated \$62,102 in budget savings, bring the Fiscal Year 2020 savings to \$119,576 cumulatively.

ATTACHMENT(S):

1. CFO Charts



Office of the Chief Financial Officer

Monthly Status Report

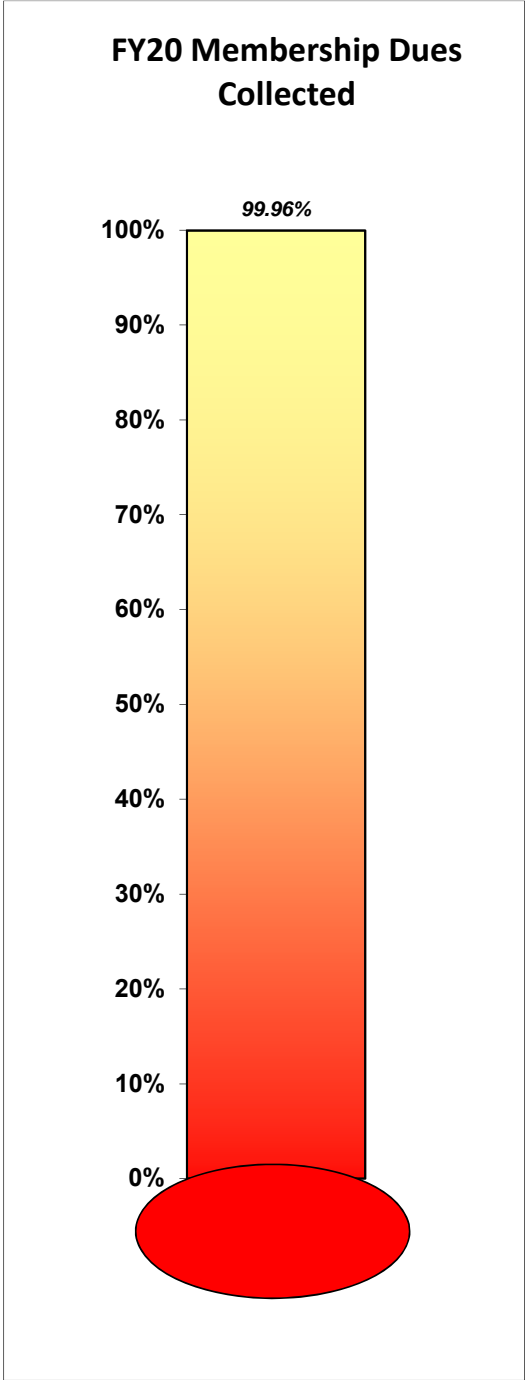
FEBRUARY 2020

OVERVIEW

As of March 23, 2020, 188 cities and 6 counties had paid their FY20 dues. This represents 99.96% of the dues assessment. One city had yet to pay its dues. Two cities are being recruited for membership.

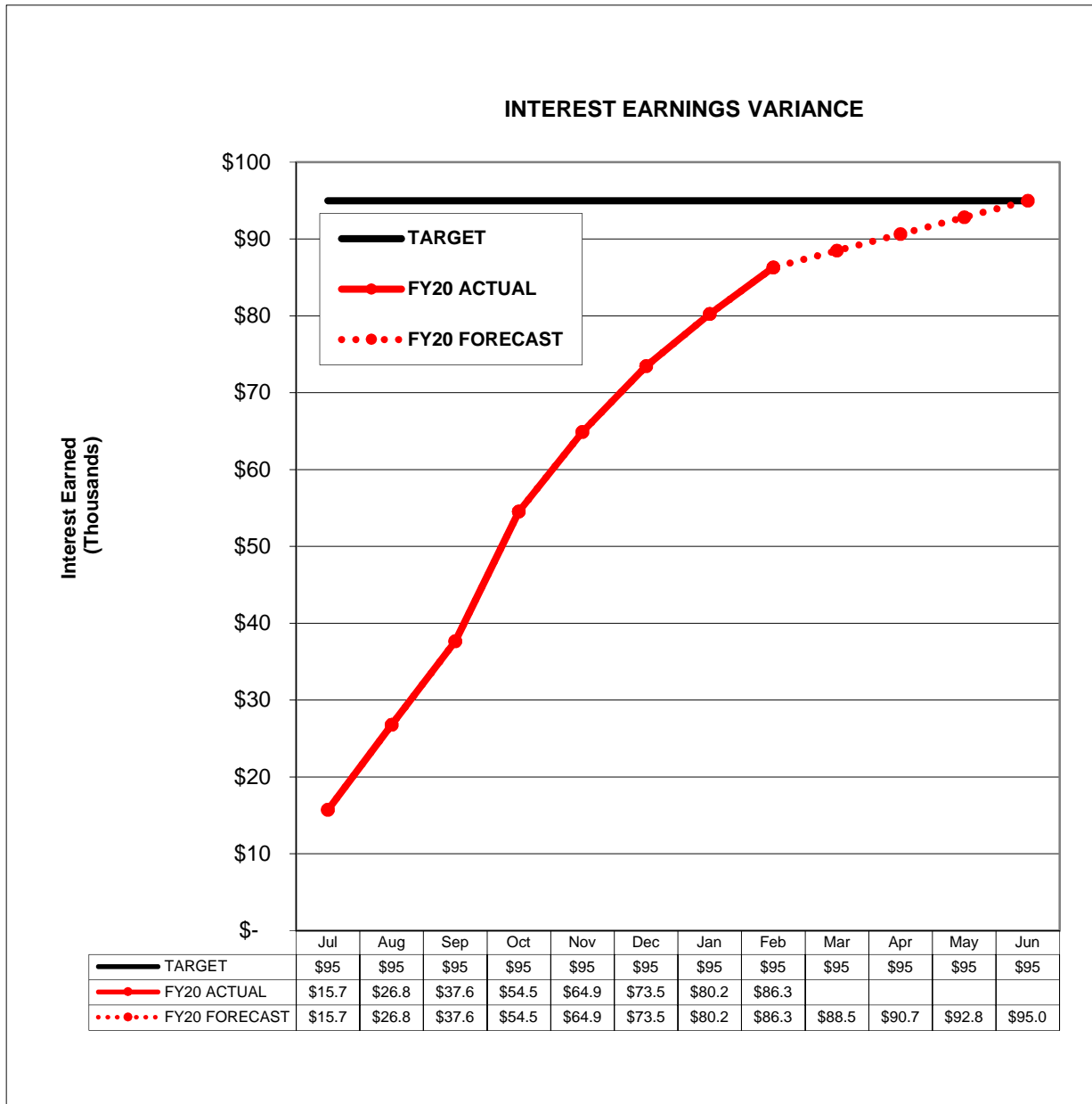
SUMMARY

FY20 Membership Dues	<u>\$ 2,113,909</u>
Total Collected	<u>\$ 2,112,970</u>
Percentage Collected	<u>99.96%</u>





Office of the CFO
Interest Earnings Variance



Attachment: CFO Charts (CFO Monthly Report)

OVERVIEW

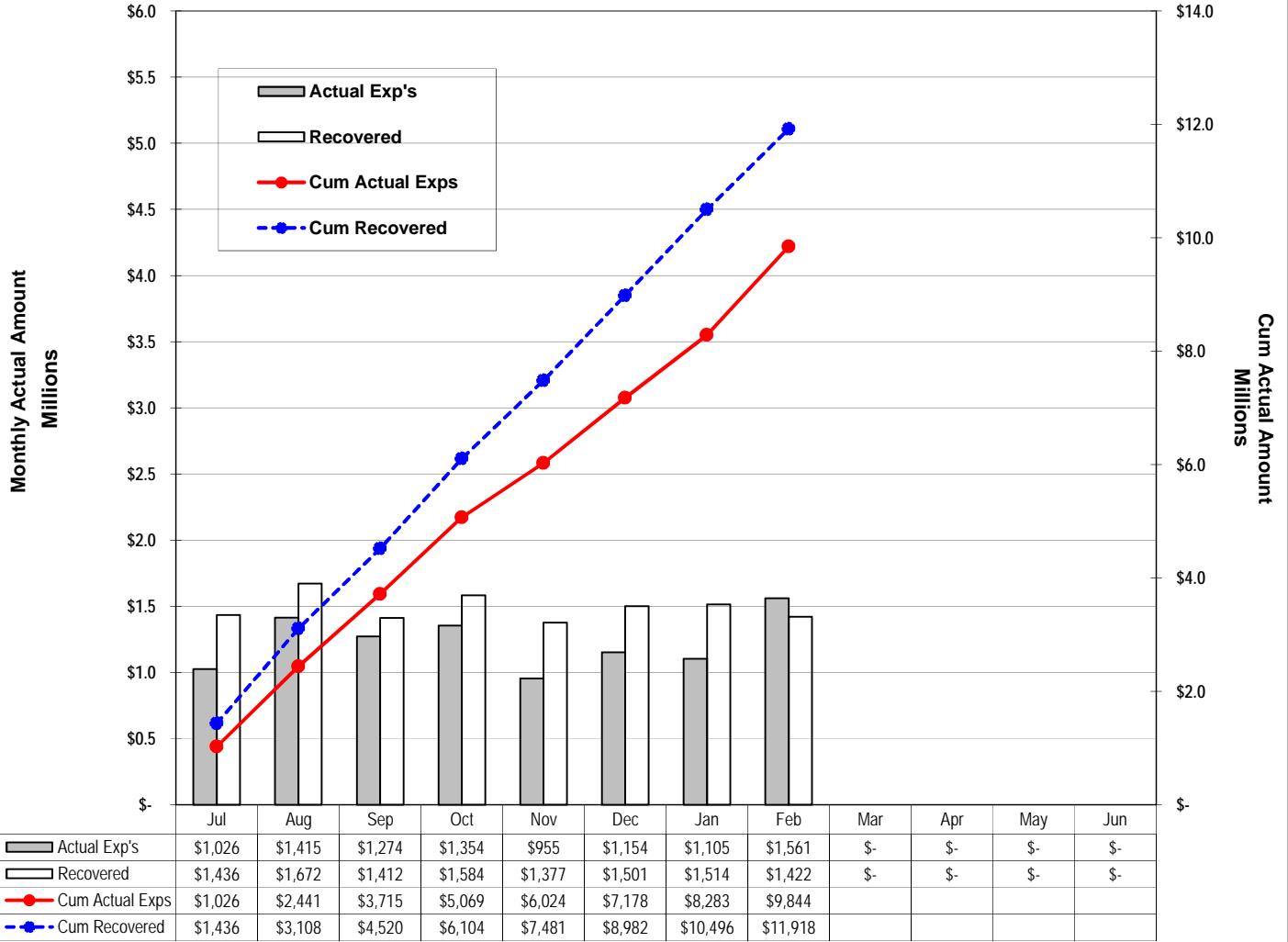
Actual interest income is plotted against the target amount. The amount credited to SCAG's account through February was \$86,318. The LA County Pool earned 1.86% in January.

SUMMARY

The amount projected for FY20 is \$95,000.



FY20 INDIRECT COST & RECOVERY



Attachment: CFO Charts (CFO Monthly Report)

OVERVIEW

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

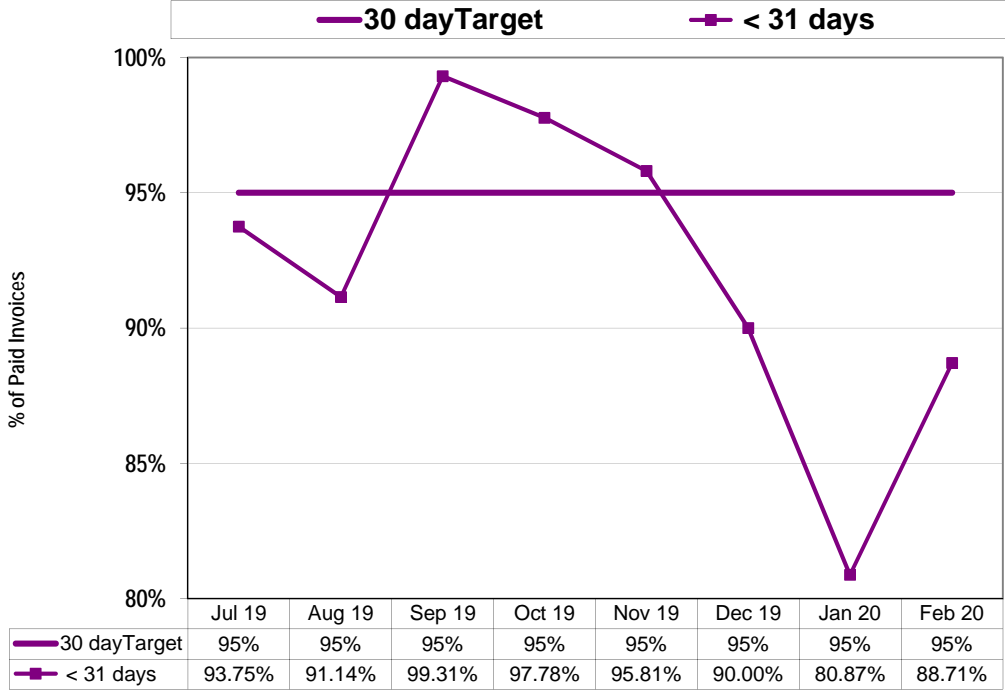
SUMMARY

Through February 2020, SCAG was over-recovered by \$2,073,795 due to unspent Indirect Cost budget. This is in line with the over-recovery built in to the FY20 IC rate.

Office of the CFO
Invoice Aging



INVOICE AGING



OVERVIEW

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

SUMMARY

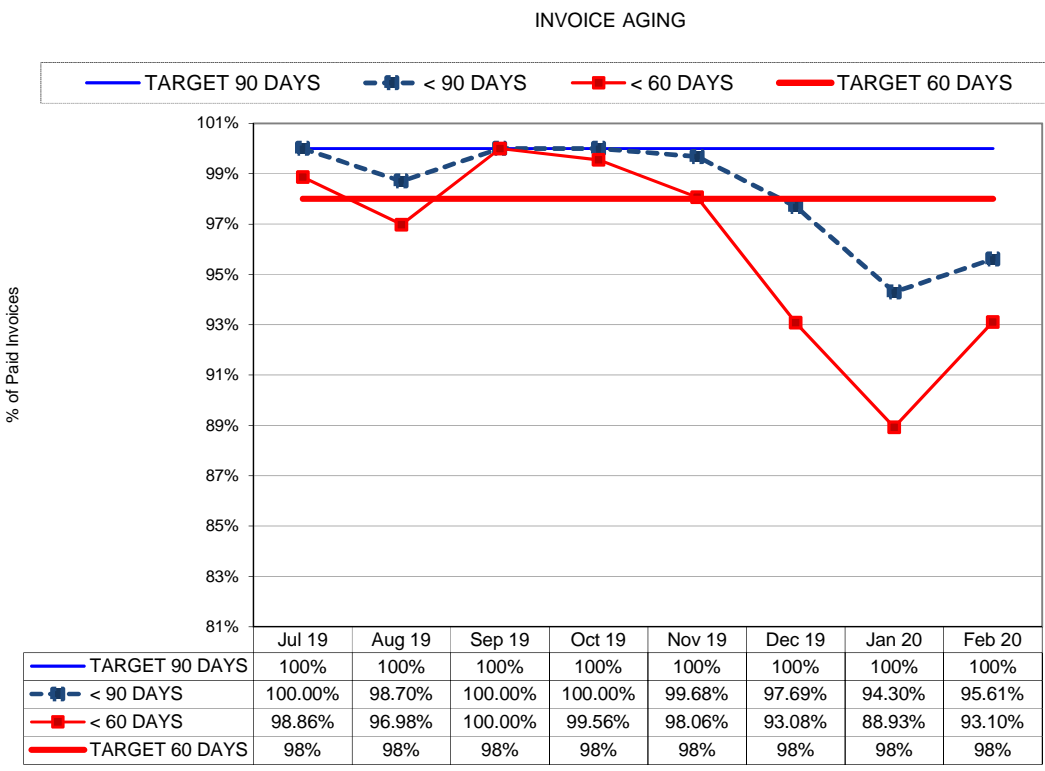
88.71% of February 2020's payments were made within 30 days of invoice receipt.
At month-end, 43 invoices remained unpaid less than 30 days.

OVERVIEW

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

SUMMARY

These goals were not met during this period.
93.10% of February 2020's payments were within 60 days of invoice receipt and 95.61% within 90 days. Invoices unpaid 30-60 days totaled 16; 60-90 days: 15; >90 days: 13.



Attachment: CFO Charts (CFO Monthly Report)



Office of the CFO
Consolidated Balance Sheet

	1/31/2020	2/29/2020	Incr (decr) to equity	COMMENTS
Cash at Bank of the West	\$ 6,215,019	\$ 2,504,116		
LA County Investment Pool	\$ 4,349,268	\$ 7,465,832		
Cash & Investments	\$ 10,564,287	\$ 9,969,948	\$ (594,339)	Expenses of \$5.52M with Revenues of \$4.92M. Balance from cash
Accounts Receivable	\$ 9,703,471	\$ 10,853,317	\$ 1,149,845	Billings of \$1,072K to FTA 5303, \$271K to SB1, & \$176K to ATPDCP, \$117K to FHWA & \$55K to MSRC offset by payments of \$192K from FHWA - ATP.
Other Current Assets	\$ 2,850,509	\$ 2,764,672	\$ (85,838)	Net amort of \$225K in prepaids expensed offset by IC fund under-recovery of \$139K.
Fixed Assets - Net Book Value	\$ 5,957,615	\$ 5,957,615	\$ -	No change.
Total Assets	\$ 29,075,883	\$ 29,545,551	\$ 469,669	
	\$ (128,931)			
	\$ (4,401,565)			
Accounts Payable	\$ (4,530,496)	\$ (4,941,528)	\$ (411,032)	Uptrend in processing of invoices ready for payment.
Employee-related Liabilities	\$ (631,407)	\$ (630,223)	\$ 1,184	January had 10 unpaid working days while February also had 10.
Deferred Revenue	\$ (407,259)	\$ (675,968)	\$ (268,709)	Cash Match billings/receipts to VCTC of \$125K, Costa Mesa of \$75K, City of Glendale of \$19K, & Volcker Alliance of \$50K.
Total Liabilities and Deferred Revenue	\$ (5,569,162)	\$ (6,247,719)	\$ (678,557)	
Fund Balance	\$ 23,506,721	\$ 23,297,833	\$ (208,888)	
WORKING CAPITAL				
	1/31/2020	2/29/2020	Incr (decr) to working capital	
Cash	\$ 10,564,287	\$ 9,969,948	\$ (594,339)	
Accounts Receivable	\$ 9,703,471	\$ 10,853,317	\$ 1,149,845	
Accounts Payable	\$ (4,530,496)	\$ (4,941,528)	\$ (411,032)	
Employee-related Liabilities	\$ (631,407)	\$ (630,223)	\$ 1,184	
Working Capital	\$ 15,105,855	\$ 15,251,514	\$ 145,659	

Attachment: CFO Charts (CFO Monthly Report)



Office of the CFO
Fiscal Year-To-Date Expenditure Report Through February 29, 2020

COMPREHENSIVE BUDGET

		Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	Staff & Allocated Fringe Benefits	540,920	540,920	298,527	-	242,393	55.2%
2	51001 Allocated Indirect Costs	674,563	674,563	372,263	-	302,300	55.2%
3	54300 SCAG Consultants	291,400	298,887	95,707	88,377	114,803	32.0%
4	54340 Legal costs	120,000	128,200	21,939	97,699	8,563	17.1%
5	55210 Software		86,153	73,851	12,302	0	85.7%
6	55441 Payroll, bank fees	12,500	12,500	3,272	9,228	(0)	26.2%
7	55600 SCAG Memberships	116,000	116,000	95,309	-	20,691	82.2%
8	55610 Professional Membership	11,500	11,500	6,542	556	4,402	56.9%
9	55620 Res mat/sub	2,000	5,960	5,960	-	1	100.0%
10	55830 Conference - Registration	1,000	1,000	300	-	701	30.0%
11	55860 Scholarships	32,000	36,000	36,000	-	0	100.0%
12	55910 RC/Committee Mtgs	25,000	15,000	-	-	15,000	0.0%
13	55912 RC Retreat	10,000	13,000	12,616	-	384	97.0%
14	55914 RC General Assembly	672,000	672,000	50,000	1	621,999	7.4%
15	55915 Demographic Workshop	28,000	28,000	-	8	27,992	0.0%
16	55916 Economic Summit	100,000	100,000	84,248	1	15,751	84.2%
17	55918 Housing Summit	20,000	20,000	-	-	20,000	0.0%
19	55920 Other Meeting Expense	75,000	83,500	49,134	34,366	0	58.8%
20	55925 RHNA Subrgl Delegation	500,000	433,800	-	-	433,800	0.0%
21	55xxx Miscellaneous other	101,966	55,188	39,893	(0)	15,295	72.3%
22	55940 Stipend - RC Meetings	210,485	210,485	116,990	-	93,495	55.6%
23	56100 Printing	30,000	30,000	262	437	29,301	0.9%
24	58100 Travel - outside SCAG region	92,500	93,500	29,437	-	64,063	31.5%
25	58101 Travel - local	36,500	36,500	22,753	-	13,747	62.3%
26	58110 Mileage - local	28,500	29,000	18,016	-	10,984	62.1%
27	58150 Travel Lodging	13,500	13,500	9,030	-	4,470	66.9%
28	58800 RC Sponsorships	200,000	200,000	73,385	31,600	95,015	36.7%
29	Total General Fund	3,945,334	3,945,156	1,515,434	274,574	2,155,148	38.4%
30							
31	Staff & Allocated Fringe Benefits	15,383,005	15,559,069	9,258,757	-	6,300,312	59.5%
32	51001 Allocated Indirect Costs	19,182,124	19,401,667	11,545,671	-	7,855,996	59.5%
33	54300 SCAG Consultants	29,075,454	32,713,081	2,179,670	15,721,133	14,812,278	6.7%
34	54302 Non-Profits/IHL	485,000	549,000	-	379,000	170,000	0.0%
35	54303 Consultants TC - FTA 5303	6,265,889	6,265,889	1,322,051	1,870,202	3,073,635	21.1%
36	54340 Legal Services - FTA 5303	200,000	200,000	80,426	119,574	0	40.2%
38	54360 Pass-through Payments	4,480,619	5,276,178	88,792	5,187,386	0	1.7%
39	55210 Software Support	250,000	250,000	153,792	61,779	34,429	61.5%
40	55250 Cloud Services	489,330	489,330	176,850	63,150	249,330	36.1%
41	5528x Third Party Contributions	5,739,013	5,671,011	2,471,642	-	3,199,369	43.6%
42	55284 Toll Credits	718,703	-	-	-	0	#DIV/0!
43	55310 F&F Principal	239,928	239,928	158,655	81,273	0	66.1%
44	55315 F&F Interest	27,635	27,635	19,337	8,298	0	70.0%
45	55320 AV Principal	133,703	133,703	88,326	45,377	0	66.1%
46	55325 AV Interest	6,390	6,390	4,458	1,932	0	69.8%
47	55xxx Office Expenses	2,000	2,000	162	-	1,838	8.1%
48	55520 Hardware Supp	5,000	5,000	1,612	-	3,388	32.2%
49	55580 Outreach/Advertisement	50,000	50,000	9,305	5,428	35,267	18.6%
50	55610 Professional Memberships	2,500	2,500	-	-	2,500	0.0%
51	55620 Resource Materials - subscrib	934,455	934,455	168,987	121,344	644,124	18.1%
52	55730 Capital Outlay	300,000	300,000	-	80,210	219,790	0.0%
53	55810 Public Notices	57,000	57,012	57,013	(0)	(0)	100.0%
54	55830 Conf. Registration	3,500	3,500	2,056	-	1,444	58.7%
55	55920 Other Meeting Expense	54,000	54,000	2,129	-	51,871	3.9%
56	55930 Miscellaneous	294,228	2,385,957	-	174,497	2,211,460	0.0%
57	56100 Printing	15,000	15,000	-	-	15,000	0.0%
57	58xxx Travel	293,750	299,750	63,228	-	236,522	21.1%
58	58800 RC Sponsorships			10,000	-	(10,000)	#DIV/0!
59	59090 Exp - Local Other	6,268,529	6,468,397	6,122	-	6,462,275	0.1%
60	Total OWP & TDA Capital	90,956,755	97,360,452	27,869,043	23,920,584	45,570,825	28.6%
61							
62	Comprehensive Budget	94,902,089	101,305,608	29,384,477	24,195,158	47,725,974	29.0%

Attachment: CFO Charts (CFO Monthly Report)



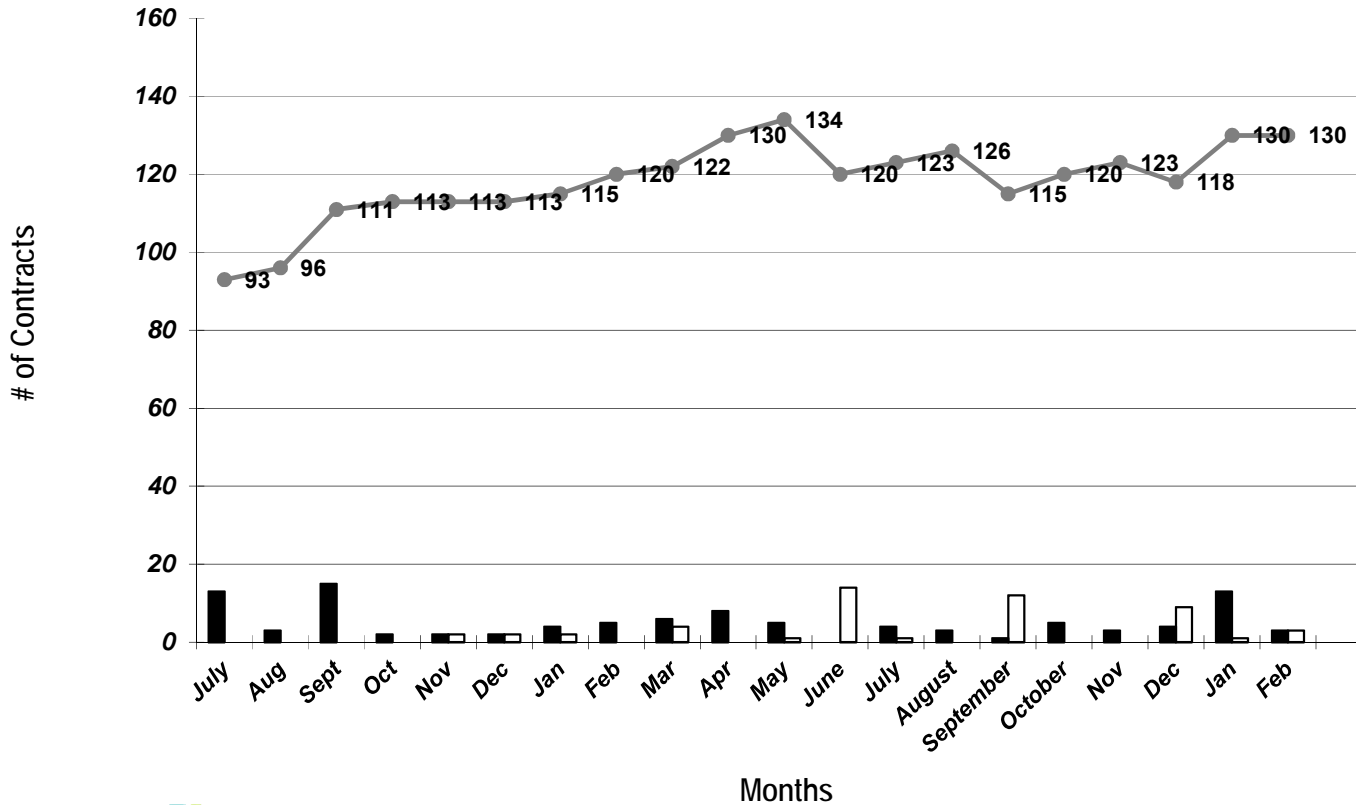
Office of the CFO
Fiscal Year-To-Date Expenditure Report Through February 29, 2020

INDIRECT COST EXPENDITURES

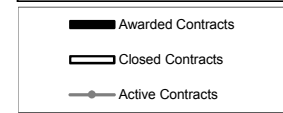
			Adopted Budget	Amended Budget	Expenditures	Commitments	Budget Balance	% Budget Spent
1	50010	Regular Staff	5,649,706	5,647,349	3,925,243		1,722,106	69.5%
2	50013	Regular OT	1,000	1,000	1,471		(471)	147.1%
3	50014	Interns, Temps, Annuity	75,000	75,000	77,934		(2,934)	103.9%
4	50030	Severance	80,000	48,500	6,309		42,191	13.0%
5	51xxx	Allocated Fringe Benefits	4,507,099	4,505,225	2,934,544	-	1,570,681	65.1%
6	54300	SCAG Consultants	292,150	159,087	18,598	3,370	137,119	11.7%
7	54301	Consultants - Other	1,041,600	1,041,600	324,866	290,532	426,202	31.2%
8	54340	Legal	40,000	40,000	(1,500)	1,500	40,000	-3.8%
9	55210	Software Support	519,400	517,303	376,843	14,014	126,446	72.8%
10	55220	Hardware Supp	415,000	555,281	555,281	0	(0)	100.0%
11	55230	Computer Maintenance	250,000	250,000	-	-	250,000	0.0%
12	55240	Repair & Maint Non-IT	26,500	49,282	49,282	(0)	0	100.0%
13	55270	Software Purchases		3,597	3,597	-	(0)	100.0%
14	55315	F&F Interest	11,604	11,604	8,119	-	3,485	70.0%
15	55325	AV Interest	19,745	19,745	13,774	-	5,971	69.8%
16	55400	Office Rent DTLA	1,538,000	1,538,000	757,136	780,864	0	49.2%
17	55410	Office Rent Satellite	260,000	260,000	145,838	114,163	(0)	56.1%
18	55415	Offsite Storage	5,000	7,500	2,573	1,029	3,898	34.3%
19	55420	Equip Leases	100,000	100,000	39,591	55,088	5,321	39.6%
20	55430	Equip Repairs & Maint	1,000	1,690	1,690	-	1	100.0%
21	55435	Security Services	100,000	100,000	34,981	31,533	33,486	35.0%
22	55440	Insurance	238,385	238,385	205,445	-	32,940	86.2%
23	55441	Payroll / Bank Fees	15,000	15,000	7,430	7,570	0	49.5%
24	55445	Taxes	5,000	5,000	624	-	4,376	12.5%
25	55460	Mater & Equip < \$5,000 *	64,000	63,310	2,574	841	59,895	4.1%
26	55510	Office Supplies	73,800	73,800	33,892	39,908	(0)	45.9%
27	55520	Graphic Supplies	2,500	2,500	-	-	2,500	0.0%
28	55530	Telephone	195,000	195,000	102,838	31,383	60,778	52.7%
29	55540	Postage	10,000	10,000	218	9,781	0	2.2%
30	55550	Delivery Svc	5,000	5,000	2,343	2,657	0	46.9%
31	55580	Outreach/Advertisement		-	-	-	0	#DIV/0!
32	55600	SCAG Memberships	76,200	76,200	56,931	163	19,107	74.7%
33	55610	Prof Memberships	1,500	1,500	240	-	1,260	16.0%
34	55611	Prof Dues	1,350	1,350	759	-	591	56.2%
35	55620	Res Mats/Subscrip	70,800	70,800	34,816	4,748	31,237	49.2%
36	55700	Deprec - Furn & Fixt	185,000	185,000	-	-	185,000	0.0%
37	55710	Deprec - Computer Equipment		-	-	-	0	#DIV/0!
38	55715	Amortiz - Software	1,684	1,684	-	-	1,684	0.0%
39	55720	Amortiz - Leasehold Improvements	62,500	62,500	-	-	62,500	0.0%
40	55800	Recruitment Notices	25,000	25,000	8,423	-	16,577	33.7%
41	55801	Recruitment - other	45,000	45,000	10,874	30,654	3,472	24.2%
42	55810	Public Notices	2,500	2,500	-	-	2,500	0.0%
43	55820	In House Training	30,000	30,000	10,239	-	19,761	34.1%
44	55830	Networking Meetings/Special Events	22,500	22,500	5,287	-	17,213	23.5%
45	55840	Training Registration	65,000	65,000	32,367	-	32,633	49.8%
46	55920	Other Mtg Exp	2,500	2,500	25	-	2,475	1.0%
47	55950	Temp Help	105,000	105,000	19,408	-	85,592	18.5%
49	55xxx	Miscellaneous - other	6,500	8,231	460	-	7,771	5.6%
50	56100	Printing	23,000	23,000	8,678	-	14,322	37.7%
51	58100	Travel - Outside	82,800	81,800	17,621	-	64,179	21.5%
52	58101	Travel - Local	19,500	20,000	2,994	-	17,006	15.0%
53	58110	Mileage - Local	23,500	24,000	2,914	-	21,086	12.1%
54	58120	Travel Agent Fees	3,000	3,000	571	-	2,429	19.0%
55		Total Indirect Cost	16,396,323	16,396,323	9,844,139	1,419,798	5,132,386	60.0%

Attachment: CFO Charts (CFO Monthly Report)

SCAG Contracts (Year to Date)



Overview
 This chart shows the number of contracts administered by the Contracts division, by month, from July 2018 thru February 2020



Summary

The chart shows that the Contracts Department is managing One hundred-thirty. Sixty are Cost Plus Fixed Fee contracts, 35 are fixed price contracts, and the remaining 35 are Time and Materials (T&M) contracts (includes Labor Hour and Retainer contracts). The Contracts Department anticipates issuing approximately 60 contracts for FY 2019-20. Note, due to the nature of SCAG's work, the majority of SCAG contracts have a one year term and end on June 30th each year.

Office of the CFO
Staffing Report as of March 1, 2020



GROUPS	Authorized Positions	Filled Positions	Vacant Positions
Executive Office	12	12	0
Legal Services	2	2	0
Finance	23	23	0
Information Technology	21	19	2
Policy & Public Affairs	18	18	0
Planning & Programs	71	66	5
Total	147	140	7

OTHER POSITIONS

GROUPS	Limited Term Positions	Interns or Volunteers	Temp Positions	Agency Temps
Executive Office	0	1	0	0
Finance	0	0	1	0
Policy & Public Affairs	2	1	2	0
Information Technology	1	0	0	0
Planning & Programs	3	10	2	0
Total	6	12	5	0

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