

SOUTHERN CALIFORNIA



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MEETING OF THE

EXECUTIVE/ADMINISTRATION COMMITTEE

***Thursday, January 2, 2014
9:00 a.m. – 10:00 a.m.***

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

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Lillian Harris-Neal at (213) 236-1858 or via email at harris-neal@scag.ca.gov.

Agendas & Minutes for the Executive/Administration Committee are also available at: <http://www.scag.ca.gov/committees/Pages/default.aspx>

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Executive/Administration Committee
Members – January 2014

| <u>Members</u> | <u>Representing</u> |
|---|--|
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| 9. Hon. Keith Millhouse | <i>Moorpark</i> VCTC |
| 10. Hon. Alan Wapner | <i>Ontario</i> SANBAG |
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| 12. Hon. Kris Murray | <i>Anaheim</i> District 19 |
| 13. Hon. Andrew Masiel, Sr. | <i>Pechanga Band of Luiseño Indians</i> Tribal Government Representative |
| 14. Mr. Randall Lewis | <i>Lewis Group of Companies</i> Ex-Officio |
| 15. Hon. Michele Martinez | <i>Santa Ana</i> District 16 |
| 16. Hon. Tom LaBonge | <i>Los Angeles</i> District 51 |
| 17. Hon. Gary Ovitt | San Bernardino County |
| 18. Hon. Deborah Robertson | <i>Rialto</i> District 8 |

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EXECUTIVE/ADMINISTRATION COMMITTEE

AGENDA

JANUARY 2, 2014

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

CALL TO ORDER & PLEDGE OF ALLEGIANCE

(Hon. Greg Pettis, Chair)

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

REVIEW AND PRIORITIZE AGENDA ITEMS

Page No.

EXECUTIVE DIRECTOR'S REPORT

(Hasan Ikhata, Executive Director)

- 4th Annual Southern California Economic Recovery & Job Creation Summit – Update
- FTA/FHWA Federal Certification Review of SCAG's Transportation Planning Procedures
- State/Federal Activities Update

PRESIDENT'S REPORT

ACTION/DISCUSSION ITEMS

1. 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) Plan Update: Subregional Sustainable Communities Strategy Framework and Guidelines **Attachment** **1**
(Huasha Liu, Director, Land Use & Environmental Planning)

Recommended Action: Adopt the proposed Subregional Sustainable Communities Strategy Framework and Guidelines.

2. Proposed Regional Housing Needs Assessment (RHNA) and Housing Element Reform Subcommittee Charter **Attachment** **21**
(Huasha Liu, Director, Land Use & Environmental Planning)

Recommended Action: Approve the RHNA and Housing Element Reform Subcommittee Charter.

EXECUTIVE/ADMINISTRATION COMMITTEE

AGENDA

JANUARY 2, 2014

CONSENT CALENDAR

Page No.

Approval Items

- | | | |
|---|------------|----|
| 3. <u>Minutes of the November 7, 2013 Meeting</u> | Attachment | 24 |
| 4. <u>SCAG Sponsorships & Memberships</u> | Attachment | 30 |
| 5. <u>Contract Amendment that increases the Contract's value over \$200,000: Contract No. 11-052-C1, Audit Services</u> | Attachment | 33 |

Receive & File

- | | | |
|--|----------------------------------|----|
| 6. <u>January 2014 State and Federal Legislative Update</u> | To be distributed at the Meeting | |
| 7. <u>Purchase Orders \$5,000 but less than \$200,000; Contracts \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000</u> | Attachment | 35 |

CFO MONTHLY FINANCIAL REPORT (*Basil Panas, Chief Financial Officer*)

Attachment 41

FUTURE AGENDA ITEM(S)

ANNOUNCEMENTS

CLOSED SESSION

Public Employee Performance Evaluation – Government Code Section 54957(b)
Title: Executive Director

ADJOURNMENT

The next meeting of the EAC is scheduled for Thursday, February 6, 2014, at the SCAG Los Angeles Office.

DATE: January 2, 2014

TO: Regional Council (RC)

FROM: Hon. Margaret Finlay, Chair, Community, Economic and Human Development Committee (CEHD)

SUBJECT: 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS) Plan Update: Subregional Sustainable Communities Strategy Framework and Guidelines

EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:

Adopt the Proposed Subregional Sustainable Communities Strategy Framework and Guidelines.

EXECUTIVE SUMMARY:

In accordance with state law, all subregions in the Southern California Association of Governments (SCAG) region have the option to work with the County Transportation Commissions (CTCs) and submit their own subregional Sustainable Communities Strategy (SCS). As part of the development of the adopted 2012-2035 Regional Transportation Plan/Sustainable Communities Strategy (2012 RTP/SCS), the policies and terms for accepting and incorporating subregional SCS documents into the regional plan were laid out in "Framework and Guidelines," required in statute and adopted by the Regional Council in 2009. The approved guidelines can be accessed at: http://rtpscs.scag.ca.gov/Documents/scs/SB375_FrameworkGuidelines040110.pdf

For the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS) plan update, staff has updated the Framework and Guidelines regarding subregional delegation. The proposed Framework and Guidelines (attached) are based upon the clarifying "Principles for Subregional Delegation" ("Principles") document that was reviewed and recommended for RC approval by CEHD on September 12, 2013, and approved by the Regional Council on October 3, 2013. The proposed Subregional Sustainable Communities Strategy Framework and Guidelines was reviewed and recommended for adoption by the CEHD Committee at their November meeting.

STRATEGIC PLAN:

This item supports SCAG's Strategic Plan Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; and Goal 4: Develop, Maintain and Promote the Utilization of State of the Art Models, Information Systems and Communication Technologies.

BACKGROUND:

State law codifying SB 375 directs SCAG Regional Council to adopt a SCS by specified deadlines to meet State adopted greenhouse gas emission reduction targets by 2020 and 2035. SB 375 also provides the option for a SCAG sub-region to prepare and submit to SCAG a subregional SCS for the 2016

REPORT

RTP/SCS plan update (Note: there are 15 subregions within the SCAG region. In the last SCS plan development, two of the 15 subregions chose to take delegation). The statute further directs SCAG to prepare a Framework and Guidelines document to delineate parameters for preparation of subregional SCSs and their integration into the regional approved SCS.

The Framework and Guidelines for the 2016 RTP/SCS Plan Update are based on the approved Framework and Guidelines for the 2012 RTP/SCS Plan. The document as presented here provides updates and revisions based on the Principles reviewed by CEHD on September 12, 2013 and approved by the Regional Council on October 3, 2013, along with other comments received, notably through the Technical Working Group meeting held September 16, 2013. Subsequently, the CEHD Committee adopted the Framework and Guidelines at its November 7, 2013 meeting and due to prior information, action items, discussions, and substantial member and stakeholder input, there was minimal dialogue at this meeting.

The steps and schedule for amending the Framework and Guidelines are as follows:

1. Discussion of these Principles in preliminary draft form with Technical Working Group (August 15, 2013)
2. CEHD recommended approval of Principles (September 12, 2013)
3. Open session for Technical Working Group members to review the recommended final Principles and draft updated Framework and Guidelines (week of September 16, 2013)
4. Review and Comment by CEO Sustainability Working Group (September 24, 2013)
5. Regional Council approval of Principles, and Draft Framework and Guidelines presented to CEHD for information (October 3, 2013)
6. Draft Framework and Guidelines presented to CEHD for action (November 7, 2013)
7. Draft Framework and Guidelines presented to Regional Council for action (January 2, 2014)
8. Deadline for subregions to communicate intent to prepare a subregional SCS (February 28, 2014)

FISCAL IMPACT:

Funding is included in SCAG's FY 2013-14 Overall Work Program (OWP) Budget. Staff's work for the current fiscal year is included in FY 2013-14 OWP 065.SCG02663.02.

ATTACHMENT:

Proposed Subregional Sustainable Communities Strategy Framework and Guidelines

Southern California Association of Governments (SCAG)
*Revised for use in developing 2016-2040 Regional Transportation Plan/Sustainable
Communities Strategy (2016 RTP/SCS)*

SUB-REGIONAL SUSTAINABLE COMMUNITIES STRATEGY
FRAMEWORK AND GUIDELINES

I. INTRODUCTION

Codified in 2009, California's Sustainable Communities and Climate Protection Act (referred to as "SB 375"), calls for the integration of transportation, land use, and housing planning, and also establishes the reduction of greenhouse gas (GHG) emissions as part of the regional planning process. SCAG, working with the individual County Transportation Commissions (CTCs) and the sub-regions within the SCAG region, is responsible for complying with SB 375 in the Southern California region. The success in this endeavor is dependent on the collaboration of SCAG with a range of public and private partners throughout the region.

Briefly summarized here, SB 375 requires SCAG as the Metropolitan Planning Organization (MPO) to:

- Submit to the State every four years, a Sustainable Communities Strategy (SCS) as part of the Regional Transportation Plan (RTP). The SCS will meet a State-determined regional GHG emission reduction target, if it is feasible to do so.
- Prepare an Alternative Planning Strategy (APS) that is not part of the RTP if the SCS is unable to meet the regional GHG emission reduction target.
- Integrate SCAG planning processes, in particular assuring that the Regional Housing Needs Assessment (RHNA) is consistent with the SCS, at the jurisdictional level.
- Specific to SCAG only, allow for sub-regional SCS/APS development.
- Develop a public participation process involving all required stakeholders.

Unique to the SCAG region, SB 375 provides that "a sub-regional council of governments and the county transportation commission may work together to propose the sustainable communities strategy and an alternative planning strategy . . . for that sub-regional area." Govt. Code §65080(b)(2)(D). In addition, SB 375 provides that SCAG "may adopt a framework for a sub-regional SCS or a sub-regional APS to address the intraregional land use, transportation, economic, air quality, and climate policy relationships." *Id.*

Finally, SB 375 requires SCAG to "develop overall guidelines, create public participation plans, ensure coordination, resolve conflicts, make sure that the overall plan complies with applicable legal requirements, and adopt the plan for the region." *Id.* Note that the Framework and Guidelines may be administratively amended subject to changes in applicable federal and/or state planning laws, regulations, and guidance.

The intent of this Framework and Guidelines for Sub-regional Sustainable Communities Strategy (also referred to herein as the “Framework and Guidelines” or the “Sub-regional Framework and Guidelines”) is to offer the SCAG region’s sub-regional agencies the highest degree of autonomy, flexibility and responsibility in developing a program and set of implementation strategies for their sub-regional areas while still achieving the goals of the regional SCS. This will enable the sub-regional strategies to reflect the issues, concerns, and future vision of the region’s collective jurisdictions with the input of the fullest range of stakeholders. This Framework and Guidelines establishes standards for the sub-regions’ work in preparing and submitting sub-regional strategies, while also laying out SCAG’s role in facilitating and supporting the sub-regional effort with data, tools, and other assistance.

The Framework and Guidelines are intended to facilitate the specific sub-regional option to develop the SCS (and optional APS) as described in SB 375. SCAG supports the fullest possible participation and will work closely with all the sub-regions equally within the SCAG region (regardless if the sub-region accepts sub-regional SCS delegation or not) to develop the regional SCS.

II. ELIGIBILITY AND PARTICIPATION

The option to develop a sub-regional SCS (and APS if they choose) is available to any sub-regions recognized by SCAG, regardless of whether the organization is formally established as a “sub-regional council of governments.”

CTCs play an important and necessary role in the development of a sub-regional SCS. Any sub-region that chooses to develop a sub-regional strategy will need to work closely with the respective CTC in its sub-regional area in order to identify and integrate transportation projects and policies. Beyond working with CTCs, SCAG encourages partnership efforts in the development of sub-regional strategies, including partnerships between and among sub-regions.

For the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS) cycle, sub-regional agencies should indicate to SCAG, in writing by February 28, 2014, if they intend to exercise their option to develop their own sub-regional SCS (see the Schedule for Development of the 2016 RTP/SCS attached here as Exhibit 1.)

Sub-regions that choose to develop an SCS for their area shall do so in a manner consistent with the most current version of this Framework and Guidelines. The sub-region’s decision to prepare the sub-regional SCS for their area must be communicated through formal action of the sub-regional agency’s governing board or the agency’s designee. Subsequent to receipt of any sub-region’s decision to develop and adopt an SCS, SCAG and the sub-region will develop a Memorandum of Understanding (MOU). The final executed version of the MOU shall be consistent with the Framework and Guidelines, and may be amended during the process, if necessary.

III. FRAMEWORK

The Framework portion of this document covers regional objectives and policy considerations, and provides general direction to the sub-regions in preparing a sub-regional SCS (and APS if necessary).

A. SCAG's goals for complying with SB 375 include:

- Update the 2016 RTP/SCS with an emphasis on documenting the region's progress in implementing the strategies and actions described in the 2012-2035 SCS.
- Achieve the regional GHG emission reduction targets for 2020 and 2035 for cars and light trucks through an SCS.
- Fully integrate SCAG's planning processes for transportation, growth, intergovernmental review, land use, housing, and the environment.
- Seek areas of cooperation that go beyond the procedural statutory requirements, but that also result in regional plans and strategies that achieve co-benefits.
- Build trust by providing an interactive, participatory and collaborative process for all stakeholders. Provide, in particular, for the robust participation of local jurisdictions, sub-regions and CTCs in the development of the SCAG regional SCS and implementation of the sub-regional provisions of the law.
- Assure that the SCS adopted by SCAG and submitted to California Air Resources Board (ARB) is a reflection of the region's collective growth strategy and vision for the future.
- Demonstrate continued reasonable progress in implementing the 2012-2035 RTP/SCS.
- Develop strategies that incorporate and are respectful of local and sub-regional priorities, plans, and projects.

B. Flexibility, Targets and Adoption

Sub-regions may develop an appropriate strategy to address the region's greenhouse gas reduction goals and the intent of SB 375. Sub-regions may employ any combination of land use policy change, transportation policy, and transportation investment, within the specific parameters described in the Guidelines.

SCAG will not issue sub-regional GHG or any other sub-regional performance targets.

Growth distribution and land use data for the 2016 RTP/SCS, including incorporated sub-regional SCSs, will be adopted at the jurisdictional level by the SCAG Regional Council.

C. Outreach Effort and Principles

In preparing a sub-regional SCS, sub-regions are required to conduct an open and participatory process that allows for stakeholder input. A more detailed discussion on outreach effort and principles can be found in Section IV.A.(3).

D. Communication and Coordination

Sub-regions developing their own SCS are strongly encouraged to maintain regular communication with SCAG staff, the respective CTC, their jurisdictions and other stakeholders, and other sub-regions if necessary, to review issues as they arise and to assure close coordination. Mechanisms for ongoing communication should be established in the early phases of strategy development.

E. Planning Concepts

SCAG, its sub-regions, and member cities have established a successful track record on a range of land use and transportation planning approaches up through and including the development of the 2012-2035 RTP/SCS. The sub-regional SCS should consider the 2012-2035 RTP/SCS and build off of its policies and concepts, including emphases on compact development, developing transit-oriented, mixed use, and walkable, bike-able communities, concentration on destinations/attractions and vehicle technology in concert with land use, provide for a mix of housing and jobs, and providing for a mix of housing and jobs, among others. These are further discussed in Section IV.A.(1).

IV. GUIDELINES

These Guidelines describe specific parameters for the sub-regional SCS/APS effort under SB 375, including process, deliverables, data, documentation, and timelines. As described above, the Guidelines are created to ensure that the region can successfully incorporate strategies developed by the sub-regions into the regional SCS, and that the region can comply with its own requirements under SB 375. Failure to proceed in a manner consistent with the Guidelines could result in SCAG not accepting a sub-region's submitted strategy.

A. SUB-REGIONAL ROLES AND RESPONSIBILITIES

(1) Sub-regional Sustainable Communities Strategy

Sub-regions that choose to exercise their optional role under SB 375 will develop and adopt a sub-regional Sustainable Communities Strategy. That strategy must contain all of the required elements, and follow all procedures, as described in SB 375 and outlined below:

- (i) identify the general location of uses, residential densities, and building intensities within the sub-region;
- (ii) identify areas within the sub-region sufficient to house all the population of the sub-region, including all economic segments of the population, over the course of the planning period of the RTP taking into account net migration into the region, population growth, household formation and employment growth;
- (iii) identify areas within the sub-region sufficient to house an eight-year projection of the regional housing need for the sub-region pursuant to Section 65584;

- (iv) identify a transportation network to service the transportation needs of the sub-region;
 - (v) gather and consider the best practically available scientific information regarding resource areas and farmland in the sub-region as defined in subdivisions (a) and (b) of Section 65080.01;
 - (vi) consider the state housing goals specified in Sections 65580 and 65581;
 - (vii) set forth a forecasted development pattern for the sub-region, which, when integrated with the transportation network, and other transportation measures and policies, will reduce the greenhouse gas emissions from automobiles and light trucks to achieve, if there is a feasible way to do so, the greenhouse gas emission reduction targets approved by the ARB; and
 - (viii) allow the RTP to comply with Section 176 of the federal Clean Air Act (42 U.S.C. Sec. 7506).
- [Government Code §65080(b)(2)(B).]

In preparing the sub-regional SCS, the sub-region should consider feasible strategies, including local land use policies, transportation infrastructure investment (e.g., transportation projects), and other transportation policies such as Transportation Demand Management (TDM) strategies (which includes pricing), and Transportation System Management (TSM) strategies. Sub-regions need not constrain land use strategies considered for the SCS to current General Plans. In other words, the adopted strategy need not be fully consistent with local General Plans currently in place. If the land use assumptions included in the final sub-regional SCS depart from General Plans, it is recommended that sub-regions include a finding as part of their adoption action (e.g., adopting resolution) that concludes that the land uses are feasible and may be implemented. Technological measures may be included if they can be demonstrated to exceed measures captured in other state and federal requirements (e.g., AB 32).

Sub-regions are encouraged, but not required, to develop a range of scenarios integrating transportation, growth, land use, housing, and environmental planning. Should a sub-region choose to develop alternative scenarios, they should be considered and evaluated using comparative performance information. If scenarios are prepared, sub-regions may choose to work with SCAG for further guidance. Tools that can allow for a process similar to that used at the regional level will be provided.

The regional RTP/SCS, of which the SCS is a component, is required to be internally consistent. Therefore, for transportation investments included in a sub-regional SCS to be valid, they must also be included in the corresponding RTP/SCS. Further, such projects need to be scheduled in the FTIP for construction completion by the target years (2020 and 2035) in order to demonstrate any benefits as part of the SCS. As such, sub-regions will need to collaborate with the respective CTC in their area to coordinate the sub-regional SCS with future transportation investments.

SCAG will accept and incorporate the sub-regional SCS, unless (a) it does not comply with SB 375, (b) it does not comply with federal law, or (c) it does not comply with SCAG's Sub-regional Framework and Guidelines. SCAG may adjust sub-regionally

submitted growth distribution and land use data at the sub-jurisdictional level if the compiled regional SCS does not meet GHG targets or other performance objectives specified by the Regional Council. More information on this contingency is included below in Section IV.C.(4) “Incorporation/Modification.”

The regional SCS, including incorporated sub-regional SCSs, are subject to a standard public review process and review and adoption by the SCAG Regional Council.

(2) Sub-regional Alternative Planning Strategy

At this time, SCAG will not prepare a regional APS for the 2016 Plan update. SCAG does not anticipate that a sub-regional APS scenario will be appropriate for the 2016 Plan update. Nevertheless, SB 375 provides sub-regions the option to further develop an APS, according to the procedures and requirements described in SB 375.

If a sub-region decides to prepare an APS, they must prepare a Sustainable Communities Strategy first, in accordance with SB 375. A sub-regional APS is not “in lieu of” a sub-regional SCS, but in addition to the sub-regional SCS.

Sub-regions are encouraged to focus their efforts on feasible measures that can be included in an SCS. Any timing or submission requirements for a sub-regional APS will be determined based on further discussions. In the event that a sub-region chooses to prepare an APS, the content of a sub-regional APS should be consistent with state requirements (See Government Code §65080(b)(2)(H)), as follows:

- (i) Shall identify the principal impediments to achieving the sub-regional SCS.
- (ii) May include an alternative development pattern for the sub-region pursuant to subparagraphs (B) to (F), inclusive.
- (iii) Shall describe how the alternative planning strategy would contribute to the regional greenhouse gas emission reduction target, and why the development pattern, measures, and policies in the alternative planning strategy are the most practicable choices for the sub-region.
- (iv) An alternative development pattern set forth in the APS shall comply with Part 450 of Title 23 of, and Part 93 of Title 40 of, the Code of Federal Regulations, except to the extent that compliance will prevent achievement of the regional greenhouse gas emission reduction targets approved by the ARB.
- (v) For purposes of the California Environmental Quality Act (Division 13 (commencing with Section 21000) of the Public Resources Code), an APS shall not constitute a land use plan, policy, or regulation, and the inconsistency of a project with an alternative planning strategy shall not be a consideration in determining whether a project may have an environmental effect.

(3) Sub-Regional SCS Outreach

SCAG will fulfill all of the statutory outreach requirements under SB 375 for the regional SCS/APS, which will include outreach regarding any sub-regional SCS/APS. SCAG’s

adopted Public Participation Plan incorporates the outreach requirements of SB 375, integrated with the outreach process for 2016 RTP/SCS development. See Section C(2) below for more information on SCAG's regional outreach plan.

In preparing a sub-regional SCS, sub-regions are strongly encouraged to design and adopt their own outreach processes that mirror the requirements imposed on the region under SB 375. Sub-regional outreach processes should reinforce the regional goal of full and open participation, and engagement of the broadest possible range of stakeholders.

Sub-regions that elect to prepare their own SCS are encouraged to present their sub-regional SCS, in coordination with SCAG, at all meetings, workshops and hearings held by SCAG in their respective counties. Additionally, the sub-regions are encouraged to either provide SCAG with their mailing lists so that public notices and outreach materials may also be posted and sent out by SCAG; or coordinate with SCAG to distribute notices and outreach materials to the sub-regions' stakeholders. Additional outreach may be performed by sub-regions.

(4) Sub-regional SCS Approval

The governing board of the sub-regional agency shall approve the sub-regional SCS prior to submission to SCAG. SCAG recommends there be a resolution from the governing board of the sub-region with a finding that the land use strategies included in the sub-regional SCS are feasible and based upon consultation with the local jurisdictions in the respective sub-region. Sub-regions should consult with their legal counsel as to compliance with the California Environmental Quality Act (CEQA). In SCAG's view, the sub-regional SCS is not a "project" for the purposes of CEQA; rather, the RTP which will include the regional SCS is the actual "project" which will be reviewed for environmental impacts pursuant to CEQA. As such, the regional SCS, which will include the sub-regional SCSs, will undergo a thorough CEQA review. Nevertheless, sub-regions approving sub-regional SCSs should consider issuing a notice of exemption under CEQA to notify the public of their "no project" determination and/or to invoke the "common sense" exemption pursuant to CEQA Guidelines § 15061(b)(3).

In accordance with SB 375, sub-regions are strongly encouraged to work in partnership with the CTC in their area. SCAG can facilitate these arrangements if needed.

(5) Data Standards

Sub-regions and jurisdictions are strongly encouraged, but will not be required, to use the Scenario Planning Model (SPM) tool for developing and evaluating the sub-regional SCSs and to submit sub-regional SCSs in SPM, or other compatible, GIS-based, format. This will enable SCAG to better integrate sub-regional submissions with the regional SCS and will allow sub-regions to prepare alternative scenarios if they so choose. SCAG will provide the SPM tool, and necessary training, free of charge for sub-regions and jurisdictions. See Section IV.C.(11) "Tools" below for more information on SPM.

Growth distribution and land use data for the 2016 RTP/SCS, including incorporated sub-regional SCSs, will be adopted at the jurisdictional level.

SCAG will distribute data to sub-regions and local jurisdiction via the region-wide local input process for 2016 RTP/SCS development. More information on data and the local input process can be found below in Section IV.C.(10) and in the attached Appendix A.

(6) Documentation

Sub-regions are expected to maintain full and complete records related to the development of the sub-regional SCS, and to use the most recent local general plans and other locally approved planning documents.

(7) Implementation Monitoring

Delegated sub-regions for the 2016 Plan will be required to provide progress reporting on the implementation of policies included in their sub-regional SCS. SCAG will, likewise, monitor implementation of the regional SCS. This information will assist SCAG in preparing future plan updates, and is consistent with SCAG's intended approach for developing the 2016 RTP/SCS, which will emphasize progress reporting, monitoring and updating. The intent is for SCAG to ensure that progress and success for our sub-regions and local jurisdictions are documented and recognized.

To monitor implementation sub-regions should track subsequent actions on policies and strategies included in the sub-regional SCS. Monitoring should be focused on policy actions taken (e.g., General Plan updates) or subsequent planning work performed.

While sub-regions have substantial discretion within the overall goal of ascertaining progress of adopted plan policies and strategies, SCAG is in the process of developing a scope of work for regional monitoring which can be used as guidance for sub-regional monitoring. This may involve, for example, a survey of local jurisdictions on their general plan updates reflecting SCS policies. SCAG will lead the effort for any data-intensive exercise and technical analysis, with assistance from sub-regions and local jurisdictions.

Further guidance on implementation monitoring including required format and timing will be developed through further discussion and documented in MOUs with delegated sub-regions.

(8) Timing

An overview schedule of the major milestones of the sub-regional process and its relationship to the regional 2016 RTP/SCS is attached here as Appendix B and may be further delineated or adjusted in MOUs with delegated sub-regions.

(9) Relationship to Regional Housing Needs Assessment and Housing Element

This section is not applicable to the 2016 RTP/SCS process, as the RHNA will next be updated in 2020.

Although SB 375 calls for an integrated process, sub-regions are not automatically required to take on RHNA delegation as described in state law if they prepare an SCS/APS. However, SCAG encourages sub-regions to undertake both processes due to their inherent connections.

SB 375 requires that the RHNA allocated housing units be consistent with the development pattern included in the SCS. See Government Code §65584.04(i). Population and housing demand must also be proportional to employment growth. At the same time, in addition to the requirement that the RHNA be consistent with the development pattern in the SCS, the SCS must also identify areas that are sufficient to house the regional population by income group through the RTP/SCS planning period, and must identify areas to accommodate the region's housing need for the next local Housing Element eight year planning period update. The requirements of the statute are being further interpreted through the RTP/SCS guidelines process. Staff intends to monitor and participate in the guidelines process, inform stakeholders regarding various materials on these issues, and amend, if necessary, these Framework and Guidelines, pending its adoption.

The option to develop a sub-regional SCS is separate from the option for sub-regions to adopt a RHNA distribution, and subject to separate statutory requirements. Nevertheless, sub-regions that develop and adopt a sub-regional SCS should be aware that the SCS will form the basis for the allocation of housing need as part of the RHNA process. Further, SCS development requires integration of elements of the RHNA process, including assuring that areas are identified to accommodate the year need for housing, and that housing not be constrained by certain types of local growth controls as described in state law.

SCAG will provide further guidance for sub-regions and a separate process description for the RHNA during RTP/SCS cycles in which it applies.

B. COUNTY TRANSPORTATION COMMISSIONS' ROLES AND RESPONSIBILITIES

Sub-regions that develop a sub-regional SCS will need to work closely with the CTCs in their area in order to coordinate and integrate transportation projects and policies as part of the sub-regional SCS. As discussed above (under "Sub-regional Sustainable Communities Strategy"), any transportation projects identified in the sub-regional SCS must also be included in the associated RTP/SCS in order to be considered as a feasible strategy. SCAG can help to facilitate communication between sub-regions and CTCs.

C. SCAG ROLES AND RESPONSIBILITIES

SCAG's roles in supporting the sub-regional SCS development process are as follows:

(1) Preparing and adopting the Framework and Guidelines

SCAG will update and have the SCAG Regional Council adopt these Framework and Guidelines each RTP/SCS cycle in order to assure regional consistency and the region's compliance with law.

(2) Public Participation Plan

SCAG will assist the sub-regions by developing, adopting and implementing a Public Participation Plan and outreach process with stakeholders. This process includes consultation with congestion management agencies, transportation agencies, and transportation commissions; and SCAG will hold public workshops and hearings. SCAG will also conduct informational meetings in each county within the region for local elected officials (members of the board of supervisors and city councils), to present the draft SCS (and APS if necessary) and solicit and consider input and recommendations.

(3) Methodology

As required by SB 375, SCAG will adopt and regularly update a methodology for measuring greenhouse gas emission reductions associated with the strategy.

(4) Incorporation/Modification

SCAG will accept and incorporate the sub-regional SCS, unless (a) it does not comply with SB 375 (Government Code Section 65080 et seq.), (b) it does not comply with federal law, or (c) it does not comply with SCAG's Sub-regional Framework and Guidelines.

Further, SCAG may develop and incorporate growth and land use assumptions for delegated sub-regions that differ from or go beyond what is submitted by delegated sub-regions. For incorporation in the regional RTP/SCS, SCAG may adjust sub-regionally submitted growth distribution and land use data at the sub-jurisdictional level for a number of reasons including complying with statutory requirements, ensuring meeting a regional GHG target or other regional performance objectives specified by the SCAG Regional Council. Performance considerations other than the GHG targets that may prompt adjustments to sub-regional land uses would be specified prior to regional public workshops and included in the regional scenario options discussed at public workshops (mid-2015) as required under SB 375. Any necessary modifications of sub-regionally-submitted growth distribution and land use data for the RTP/SCS will be made at the sub-jurisdictional level. Growth distribution and land use data for 2016 sub-regional SCS submittals will be held constant at the jurisdictional level.

The intent of this provision is to maintain flexibility in assembling the regional SCS if such flexibility is needed to meet federal or State requirements. Any adjustment to sub-regionally submitted growth distribution and land use data will be an iterative process, in close collaboration with the sub-region and affected jurisdictions. SCAG staff will also work closely with sub-regions prior to the finalization and submittal of the sub-regional SCS to address potential adjustments.

The development of a sub-regional SCS does not exempt the sub-region from other regional GHG emission reduction strategies not directly related to land use included in the regional SCS. An example from the adopted 2012-2035 RTP/SCS is regional TDM. All regional measures needed to meet the regional target will be subject to adoption by the SCAG Regional Council.

SCAG will develop a MOU with each sub-region to define a process and timeline whereby sub-regions would submit a draft sub-regional SCS to SCAG for review and comments, so that any inconsistencies may be identified and resolved early in the process.

(5) Modeling

SCAG currently uses a Trip-Based Regional Transportation Demand Model and ARB's EMFAC model for emissions purposes. SCAG is also in the process of developing an Activity Based Model for use in 2016 RTP/SCS development and evaluation.

SCAG will compile and disseminate performance information on the preliminary regional SCS and its components in order to facilitate regional dialogue.

(6) Regional Performance Measures.

As discussed above (Section IV.C.(4)), SCAG may make adjustments to sub-regionally submitted land use data in order to meet the GHG targets or to achieve other performance objectives. The process for finalizing formal Performance Measures will inform any potential adjustments. Below is a general description of the process for developing and finalizing formal Performance Measures.

SCAG is in the process of compiling two complete lists of performance measures and monitoring: one is to be used in evaluating regional-level scenarios for the 2016 RTP/SCS. The other is for monitoring the implementation of the 2012-2035 RTP/SCS. The monitoring of implementation may include, for example, tracking the joint work program activities between SCAG and CTCs, local general plan updates, and housing element compliance. Building on the foundation of the performance measures developed for the 2012-2035 RTP/SCS, the 2016 RTP/SCS will include any additional MAP-21 performance measures scheduled for adoption in April 2015 by the U.S. Department of Transportation as well as other updates adopted by the Regional Council. Most update related activities for the 2016 RTP/SCS performance measures are expected to take place between January 2014 and May 2015. This will be addressed through discussions with

the SCAG Technical Working Group and stakeholders, and the SCAG Policy Committees.

(7) Adoption/Submission to State

After the incorporation of sub-regional strategies, the Regional Council will finalize and adopt the 2016 RTP/SCS. SCAG will submit the SCS, including all sub-regional SCSs to ARB for review as required in SB 375.

(8) Conflict Resolution

SCAG must develop a process for resolving conflicts, as required by SB 375. As noted above, SCAG will accept the sub-regional SCS unless it is inconsistent with SB 375, federal law, or the Sub-regional Framework and Guidelines. In the event that growth and land use assumptions in a sub-regional SCS must be modified, the process will be collaborative, iterative and in close coordination among SCAG, sub-regions and their respective jurisdictions and CTCs. SCAG may establish a conflict resolution process as part of the MOU between SCAG and the sub-region.

(9) Funding

Funding for sub-regional activities is not available at this time. Any specific parameters for future funding are speculative. SCAG does not anticipate providing a share of available resources to sub-regions if funding were to become available. While there are no requirements associated with potential future funding at this time, it is advisable for sub-regions to track and record their expenses and activities associated with these efforts.

(10) Data

SCAG will distribute data to sub-regions and local jurisdiction via the region-wide local input process for 2016 RTP/SCS development. Information on data and the local input process can be found in the attached Appendix A.

(11) Tools

SCAG is developing a SPM tool for sub-regions and local jurisdictions to analyze land use impact. SCAG anticipates that this tool will be available for use in May 2014. The use of this tool is not mandatory and is at the discretion of the sub-region. SPM is a web-based tool that can be used to analyze, visualize and calculate the impact of land use changes on greenhouse gas emissions, auto ownership, mode use, vehicle miles of travel (VMT), and other metrics in real time. Users will be able to estimate transportation and emissions impacts by modifying land use designations within their community. SPM can be used by sub-regions in a technical setting for developing and evaluating alternative scenarios and in outreach settings for visualizing and communicating planning options and potential outcomes. SPM can also be used to collect, organize and transmit data.

Other planning tools that SCAG maintains or has access to (e.g., CaLOTS application) will, likewise, be made available to sub-regions for the sub-regional SCS development effort. SCAG will consider providing guidance and training on additional tools based on further discussions with sub-regional partners.

(12) Resources and technical assistance

SCAG will assist the sub-regions by making available technical tools for scenario development as described above. SCAG staff can participate in sub-regional workshops, meetings, and other processes at the request of the sub-region, and pending funding and availability. SCAG's legal staff will be available to assist with questions related to SB 375 or SCAG's implementation of SB 375. Further, SCAG will prepare materials for its own process in developing the regional SCS, and will make these materials available to sub-regions.

D. MILESTONES/SCHEDULE

- Deadline for sub-regions to communicate intent to prepare a sub-regional SCS – February 28, 2014
- CARB issues Final Regional Targets – TBD
- Sub-regional SCS development – through early 2015
- Release Draft 2016 RTP/SCS for public review – Fall 2015
- Regional Council adopts 2016 RTP/SCS – Spring 2016

For more detail on the process schedule and milestones, refer to the attached Appendix B. If other milestones are needed, they will be incorporated into the MOU between SCAG and the Sub-region.

APPENDIX A DATA REQUIREMENTS AND LOCAL INPUT PROCESS FOR SUB-REGIONAL SUSTAINABLE COMMUNITIES STRATEGIES

2016 RTP/SCS Development and the Local Input Process

Overview

Additional planning considerations will be addressed in the development of 2016 RTP/SCS, including issues flowing from the state, national and regional levels. Planning activities with complementary goals through all levels of government, include the following:

- The California Air Resources Board (ARB) Scoping Plan, Vision Framework and State of California's efforts to accelerate the introduction of zero emission vehicles (ZEV), as spelled out in the Governor's Executive Order B-16-2012; (<http://www.gov.ca.gov/news.php?id=17472>), and the associated Zero Emission Vehicle Action Plan ([http://opr.ca.gov/docs/Governor's Office ZEV Action Plan \(02-13\).pdf](http://opr.ca.gov/docs/Governor's_Office_ZEV_Action_Plan_(02-13).pdf)).
- Air Quality Management Plans for the 2008 Ozone National Ambient Air Quality Standards. Pursuant to the federal Clean Air Act, state implementation plans for each 2008 8-hour ozone nonattainment area must be submitted to US EPA by July 2016. The SCAG region contains seven such nonattainment areas: Coachella Valley, Imperial County, Morongo Area of Indian Country, Pechanga Area of Indian Country, South Coast Air Basin, Ventura County, and Western Mojave Desert Air Basin;
- The Air Resources Board's potential consideration of revised Greenhouse Gas (GHG) emission reduction targets applicable to the SCS. SB 375 gives ARB the authority to review and update regional greenhouse gas reduction targets every 4 years. The next ARB review of regional targets will occur in 2014. Under SB 375, ARB has authority to establish regional targets for 2020 and 2035 only. Based on AB 32 and state Executive Orders, California's planning efforts need to look beyond 2020 towards 2050 climate goals. SCAG's 2016 RTP/SCS will have a planning horizon of 2040, and each subsequent RTP update will further extend the planning horizon. ARB would expect, at a minimum that the 2016 RTP/SCS will maintain the 2035 level of greenhouse gas reductions through 2040 and beyond;
- The state transportation plan and freight plan;
- New requirements for RTPs included in the federal transportation reauthorization (MAP-21) Of note, MAP-21 includes substantial new processes for developing performance measures.

Also note that State law requires a coordinated Regional Housing Needs Assessment (RHNA) and Housing Element update cycle every eight years, or with *every other* RTP/SCS update. Given that the fifth cycle RHNA process was completed in conjunction with the 2012-2035 RTP/SCS, there will be **no** RHNA/Housing Element update with the 2016 plan.

SCAG and its partners have been diligently fulfilling the promise of the 2012-2035 RTP/SCS by focusing on implementation actions, including:

- Forming six subcommittees to closely examine issues of interest from the 2012-2035 plan, who ultimately recommended next steps that were approved by the Regional Council in May 2013;
- Launching a new comprehensive Sustainability Program, building on our on-going successful Compass Blueprint program to provide planning resources for member local agencies;
- Forming a standing Sustainability Working Group comprised of the six County Transportation Commissions in the SCAG region;
- Developing a formal joint work program between SCAG and the Los Angeles County Metropolitan Transportation Authority, while also exploring similar partnerships with other county transportation commissions;
- Developing legislative priorities that implement key components of the 2012-2035 plan, including innovative transportation finance, Cap and Trade implementation, and California Environmental Quality Act (CEQA) modernization.

Local Input Process

Based on the 2016 RTP/SCS Preliminary Draft Schedule and Milestones, the local input and review process will commence in October 2013 and conclude in September 2014. SCAG will seek Regional Council adoption of jurisdictional level population, households and employment for the years 2020, 2035 and 2040, which is the same as the adoption policy for the 2012-2035 RTP/SCS cycle.

Types of Variables

Variables are categorized into socio-economic variables and land use variables. The socioeconomic variables include population, households, housing units, and employment. The land use variables include land uses, residential densities, building intensities, etc., as described in SB 375. Sub-regions may use various typologies to capture land uses and can consult with SCAG for further guidance.

Geographical Levels

SCAG will be adopting the data at the jurisdictional level, but will make available Transportation Analysis Zone (TAZ) level data to jurisdictions and sub-regions. As part of the SPM development, SCAG is currently working on a new zone system, "SPMZ". Sub-regions' use of SPM is not required but SCAG will work with sub-regions to facilitate data development at the SPMZ level if so desired.

Base Year and Forecast Years

The socio-economic and land use variables will be required for the base year of 2012, and the target/plan horizon years of 2020, 2035 and 2040.

SCAG staff will develop the following socioeconomic and land use datasets through a bottom-up local input and review process as required by the 2016 RTP/SCS and Programmatic Environmental Impact Report (PEIR) for the 2016 RTP/SCS:

- Geographic datasets that establish existing conditions, including information on local general plan land use, zoning, existing land use, jurisdictional boundary, sphere of influence, farmland, flood areas, endangered species, transit priority areas, open space conservation plans, etc. (March 2013 – September 13th, 2013);
- Base year (2012) population, employment, household figures for all city and TAZs;
- Revised growth forecasts of population, employment, and households for the 2016 RTP/SCS at the jurisdictional and TAZ level for 2020, 2035, and 2040 will be sent out for review and input by local jurisdictions.
- Scenario planning exercise with SPM. This will involve voluntary alternative local jurisdiction land use scenarios, as well as sub-regional and regional level scenario planning exercises. These may include additional funding assumptions, Transportation Demand Management (TDM), Transportation System Management (TSM), active transportation measures, technology and other related strategies. All of these activities will serve as foundation to form the policy forecasts that will be derived from this local input process, if applicable; and
- Development of PEIR alternatives.

The datasets and land use scenarios, will be developed in four stages:

Stage 1 – Preliminary Land Use Data Collection and Review (March 2013 – September 13, 2013)

SCAG staff will have compiled and processed preliminary land use data from local jurisdictions and submitted these datasets for review and comment

Starting in March 2013, SCAG staff contacted each local jurisdiction in the region and requested general plan land use and zoning data. This data was integrated into SCAG's land use database and was published along with other geographic data such as existing land use, open space, farmland, and other resource data into an individual *draft* Map Book for each city and county in the region. Note this information was sent on August 9, 2013 to each jurisdiction's planning director and city manager for their review. To review your jurisdiction's map book from SCAG, please access the following link: [ftp://scag-data:\\$cag424@data.scag.ca.gov/Data_Map_Book](ftp://scag-data:$cag424@data.scag.ca.gov/Data_Map_Book). SCAG is requesting input on these datasets in order to ensure the accuracy of this land use data, which will then be carried over into the general plan-based growth forecasts for 2020, 2035, and 2040. Data workshops and/or one-on-one meetings with local jurisdictions were provided on an as-needed basis, and were conducted in August and September of 2013 to collect revisions, answer questions, and provide assistance as needed. SCAG is anticipating receiving verification of accuracy on each jurisdiction's general plan land use, zoning data, and existing land use at the parcel level.

Stage 2 – Review of Base Year 2012 Socioeconomic Data and Future Years Growth Forecast (October 2013- May 2014)

Staff will send a package with existing 2012 base year socioeconomic data and preliminary growth projections for the years 2020, 2035 and 2040. This data will be provided both at the jurisdictional and TAZ levels. An overview of the sample data package including base year figures and projected growth will be presented to SCAG's

policy committees and Technical Working Group (TWG). Also, this material will also be presented at sub-regional meetings throughout the region in October and November of 2013. It is important to note that these are not the formal public workshops required in SB 375. Staff will also follow up with one-on-one meetings, upon request, to collect data changes, answer questions, and provide individual assistance. SCAG's Regional Council will approve population, households and employment forecasts for the years 2020, 2035 and 2040 at the jurisdictional level. This is the same practice that was established for the previous RTP/SCS cycle. Jurisdictions may submit sub-jurisdictional level input at their option. However, sub-jurisdictional information will only be included as advisory in SCAG's adopted RTP/SCS. SCAG is starting a new open space database program for this planning cycle that will coordinate existing local, state, and federal open space conservation efforts. This will include review, comment and confirmation of Open Space data (maps/data), and a survey on local open space plans, policies and approaches. The deadline for providing input on this portion of the local input process will be May 2014.

Stage 3 – Detailed Land Use Scenario Exercises (May 2014 –September 2014)

Note: This section applies to non-delegated sub-regions. During the May 2014 – September 2014 period delegated sub-regions will be developing sub-regional SCSs according to their own process. Delegated sub-regions may use this section as guidance for designing their own process and SCAG may provide other assistance as needed.

SCAG will assist local jurisdictions to develop detailed land use scenarios by place types (density, intensity, and uses). An important part of the RTP/SCS development process is establishing a framework for CEQA streamlining under SB 375. For example, this can involve delineating uses, densities, and intensities such that subsequent development projects can be found consistent with the SCS. SCAG invites local jurisdictions to provide input to the RTP/SCS growth and land use assumptions (scenario plan) for this purpose if desired, with the clear understanding that land use data should be developed in a voluntary, bottom up process, based on interest and participation at the option of each jurisdiction. The deadline for providing input on this portion of the local input process will be September 2014.

Further, to facilitate Stages 3 and 4, to enhance the quality and consistency of data review and exchange between SCAG and jurisdictions and to provide jurisdictions with a tool to perform scenario exercises, SCAG is developing the UrbanFootprint Model (SPM). SPM will be available by May 2014; it will provide a common platform allowing easy access to SCAG's datasets allowing local jurisdictions to provide input on open space data electronically. While it is voluntary, we strongly encourage that jurisdictions utilize the SPM for data review and to provide input. Attachment E contains a description of SCAG's SPM.

APPENDIX B SCHEDULE AND MILESTONES FOR FOR SUB-REGIONAL SUSTAINABLE COMMUNITIES STRATEGIES

SCS

The key milestones and related schedule for the Regional SCS are as follows:

- CARB issues Final Regional Targets – TBD
- Regional SCS Workshops – mid-2015
- Release Draft 2016 RTP/Regional SCS for public review – Fall 2015
- Regional Council adopts 2016 RTP/SCS – Spring 2016

Sub-regional SCS

The key milestones and related schedule required as part of the development of the Sub-regional SCS are as follows:

1. Deadline for sub-regions to communicate intent to prepare a sub-regional SCS – February 28, 2014
2. Draft Sub-regional Dataset/Delivery to SCAG – May 2014
3. Final Sub-regional Dataset/Delivery to SCAG and CTC preliminary input on all planning projects – September 2014
4. Status report on Preliminary Sub-regional SCS – September 2014
5. Preliminary SCS / for purposes of preparing PEIR project description (intended to be narrative only project description that describes intended strategies or strategy options that are likely to be incorporated into the final Sub-regional SCS) – January 2015
6. Status report on Draft Sub-regional SCS – January 2015
7. Draft Sub-regional SCS (containing all components described above) to be incorporated into draft Regional SCS – February 2015
8. Iterative process, if necessary to meet target – January through March 2015
9. Status report on final Sub-regional SCS – February 2015
10. Final Sub-regional SCS for incorporation into Regional SCS – March 2015
11. CTC final input on planned projects from the CTCs – March 2015
12. Regional SCS adoption – April 2016

DATE: January 2, 2014
TO: Regional Council (RC)
FROM: Hon. Margaret Finlay, Chair, Community, Economic and Human Development (CEHD) Committee
SUBJECT: Proposed Regional Housing Needs Assessment (RHNA) and Housing Element Reform Subcommittee Charter

EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:

Approve the RHNA and Housing Element Reform Subcommittee Charter as recommended by the CEHD Committee.

EXECUTIVE SUMMARY:

The attached proposed “RHNA and Housing Element Reform Subcommittee Charter” (Charter) was developed to describe the RHNA and Housing Element Reform Subcommittee’s (Subcommittee) purpose and responsibilities. The Subcommittee serves a significant role as it will review and recommend possible changes to the RHNA and housing element processes. The Subcommittee reviewed and approved the proposed Charter at its first meeting on October 23, 2013, and the CEHD Committee reviewed and recommended approval of the proposed Charter on November 7, 2013.

STRATEGIC PLAN:

This item supports SCAG’s Strategic Plan Goal #3 (Optimize Organizations Efficiency and Cultivate an Engaged Workforce), Objective c (Define the roles and responsibilities at all levels of the organization).

BACKGROUND:

The attached proposed Charter has been developed to describe the RHNA and Housing Element Reform Subcommittee’s purpose and responsibilities. The Subcommittee will be reviewing and possible recommending changes to the agency policies and procedures related to the RHNA process. The Subcommittee may also provide recommendations regarding proposals related to changes to State administrative policies and state law regarding RHNA and the Housing Element process. The Subcommittee and CEHD Committee have both reviewed the proposed Charter and recommended its approval by the Regional Council.

FISCAL IMPACT:

Expenditures related to staff and legal support for the RHNA and Housing Element Reform Subcommittee along with additional related direct costs (i.e., stipends, meals, mileage and parking) will be drawn from the General Fund reserves until the FY 13-14 General Fund Budget is amended accordingly.

ATTACHMENT:

Proposed RHNA and Housing Element Reform Subcommittee Charter

RHNA AND HOUSING ELEMENT REFORM SUBCOMMITTEE CHARTER

Purpose of the Subcommittee

The purpose of the RHNA and Housing Element Reform Subcommittee (“Subcommittee”) is to review and provide guidance to address issues that were raised during the 5th Cycle RHNA process that may lead to suggested changes of the state law as well as to the policies and/or processes of the Southern California Association of Governments (SCAG) and the California State Department of Housing and Community Development (HCD) regarding the Regional Housing Needs Assessment (RHNA) and Housing Element updates. The decisions and actions of the Subcommittee, will serve as recommendations to SCAG’s Community, Economic and Human Development (CEHD) Committee, who thereafter, will make the final recommendations to the Regional Council.

Authority

Established by the Regional Council on March 7, 2013, the RHNA & Housing Element Subcommittee shall serve as a subcommittee of the CEHD Committee. The RHNA and Housing Element Reform Subcommittee shall be dissolved as of the date in which the final recommendations by CEHD regarding the decisions of the Subcommittee are reviewed and approved by the SCAG Regional Council.

Composition

The RHNA and Housing Element Reform Subcommittee will consist of twelve (12) members of either the Regional Council or the SCAG Policy Committees who collectively represent the six (6) counties of the SCAG region. Each county shall have a primary member and an alternate member to serve on the Subcommittee. The SCAG President will appoint the members of the Subcommittee and will select one of the members to serve as the Chair of the Subcommittee. It should be noted that the appointments to the Subcommittee were made by the SCAG President on June 6, 2013.

Meetings and Voting

A meeting quorum shall be established when there is attendance by at least one representative (either a primary member or an alternate member) from each of the six (6) counties.

All Subcommittee members are expected to attend each meeting, to the extent feasible. Subcommittee members may attend meetings by teleconference or video-conference. All meetings of the RHNA and Housing Element Reform Subcommittee are subject to the Brown Act. The Chair of the Subcommittee shall preside over all meetings and may select another Subcommittee member to serve as the Vice-Chair in the Chair’s absence. The Subcommittee will invite SCAG staff or others to attend meetings and provide pertinent information, as necessary. Meeting agendas will be prepared and provided in advance to Subcommittee members, along with appropriate briefing materials and reports, in accordance with the Brown

Act. Minutes of each meeting will be prepared. The Attendance Policy as set forth in the Regional Council Policy Manual shall apply to the meetings of the Subcommittee.

For purposes of voting, each county shall be entitled to one (1) vote to be cast by either the primary member or alternate member representing the respective county; provided, however, that the Chair of the Subcommittee does not vote except to break a tie vote.

Responsibilities

The responsibilities of RHNA and Housing Element Reform Subcommittee include reviewing and providing written recommendations to the CEHD Committee for suggested changes to issues pertaining to RHNA and the Housing Element processes, including but not limited to the following subjects:

- Translation of AB 2158 factors into housing need;
- Low and very low income household default densities;
- Land use density for mixed use projects;
- Definition of affordable units;
- Excluding growth on Tribal (Sovereign Nation) land from jurisdiction RHNA allocation;
- Use of Council of Government's growth forecast vs. Department of Finance projections with a 3% margin; and
- Lack of funding for building affordable units.

As part of the written recommendations by the Subcommittee, the issues shall be prioritized and separated to address proposed administrative and legislative changes.

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SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)
NOVEMBER 7, 2013

MINUTES

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

The Executive/Administration Committee (EAC) held its meeting at the SCAG Offices, in Los Angeles, California. The meeting was called to order by Hon. Greg Pettis, Chair, Cathedral City, District 2, at 9:10 a.m. There was a quorum.

Members Present

| | |
|--|-------------|
| Hon. Greg Pettis, Cathedral City, President | District 2 |
| Hon. Carl Morehouse, 1st Vice-President | District 47 |
| Hon. Cheryl Viegas-Walker, El Centro, 2nd Vice-President | District 1 |
| Hon. Glen Becerra, Simi Valley, Imm. Past President | District 46 |
| Hon. Margaret Finlay, Duarte | District 35 |
| Hon. Bill Jahn, Big Bear Lake | District 11 |
| Hon. James Johnson, Long Beach | District 30 |
| Hon. Michele Martinez, Santa Ana | District 16 |
| Hon. Keith Millhouse, Moorpark | VCTC |
| Hon. Pam O'Connor, Santa Monica | District 41 |
| Hon. Alan Wapner, Ontario | SANBAG |

Members Not Present

| | |
|--------------------------------|-------------------------------------|
| Hon. Lisa Bartlett, Dana Point | TCA Hon. |
| Tom LaBonge, Los Angeles | District 51 |
| Mr. Randall Lewis, Ex-Officio | Lewis Group of Companies |
| Hon. Andrew Masiel, Sr. | Pechanga Band of Luiseno Indians |
| Hon. Kris Murray, Anaheim | District 19 |
| Hon. Gary Ovitt | San Bernardino County |

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Hon. Greg Pettis, Chair, called the meeting to order at 9:10 a.m. Hon. James Johnson led the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

Hon. Marsha McLean, Councilmember, Santa Clarita, spoke in support for the City of Santa Clarita's request to be its own single-city Regional Council District, and asked to be able to speak to the matter during the item.

REVIEW AND PRIORITIZE AGENDA ITEMS

Agenda Item No. 5: University Partnership & Workforce Development, was deferred to the January 2, 2014 EAC/RC meetings.

EXECUTIVE DIRECTOR'S REPORT

Hasan Ikhata, Executive Director, welcomed a group of students from the University of Riverside who planned to attend today's meetings.

Mr. Ikhata provided an update of the SCAG Sustainability Grant Program. He noted that all of the 73 applicants were notified of the awards and that staff is moving forward in managing the projects. Based on the available funding, SCAG is on target to obligate \$5.39 million worth of projects, representing the top 44 ranked proposals. At the same time, SCAG is actively seeking additional federal, state and other funding in order to proceed with the remaining Phase 3 projects.

Mr. Ikhata provided highlights of the California High Speed Rail Authority Board (Authority) discussion that took place on October 15, 2013. He noted that several Regional Council members and other agency partners were in attendance and joined him in the positive discussion which focused on the progress the Authority has made on the High Speed Train and on the current status of the Southern California project segments.

Mr. Ikhata provided an update and support of the recommendations released from the House Transportation and Infrastructure Committee on 21st Century Freight Transportation. He noted that the Freight Panel Committee's recommendations are in line with the Board's pursuit of the adopted freight legislative goals for funding of Goods Movement infrastructure in the upcoming Federal Reauthorization legislation. Detail of the recommendations are included in the monthly legislative report.

Mr. Ikhata reported on additional updates from the Executive Director's Report.

PRESIDENT'S REPORT

The President's report was previously distributed to EAC members.

ACTION/DISCUSSION ITEMS

1. Waiver of Fiscal Year (FY) 2013-14 Membership Dues for the City of San Bernardino

Hasan Ikhata, Executive Director, asked the Committee to approve a waiver for the City of San Bernardino's FY 2012-13 and FY 2013-14 membership dues in the amount of \$36,399. The City is unable to pay either assessment due to its bankruptcy filing.

A motion was made (Morehouse) to approve staff's recommendation. Motion was seconded (Finlay) and UNANIMOUSLY APPROVED.

2. Regional Council District Evaluation Process and Recommendations

Hon. Leroy Mills, Vice-Chair, District Evaluation Subcommittee, provided a brief report on the Subcommittee's final recommendations which were to approve the addition of two new Regional Council Districts in the Western Riverside Council of Governments subregion, and to maintain current composition of Regional Council District #67 which has the effect of not approving the City of Santa Clarita's request to become its own single-city Regional Council District.

Hon. Marsha McLean, representing the City of Santa Clarita, presented support for the City's proposal to be a single city RC District and asked that the action be modified to allow staff to continue and evaluate the proposal and that this would be permitted under the SCAG's Bylaws. Discussion ensued among several Committee members regarding the evaluation process for the City of Santa Clarita's proposal. Hon. Cheryl Viegas-Walker, Second Vice President and District Evaluations Subcommittee member, stated that she maintains her support of the Subcommittee's recommendations but also noted that staff should consider the request early as part of the 2018 District evaluation process. After discussion, President Pettis asked the Committee for a vote on the Subcommittee's final recommendation.

A motion was made (Viegas-Walker) to approve the District Evaluation Subcommittee's recommendations and move them forward to the Regional Council. Motion was seconded (Finlay) and passed by a majority vote with one opposition (Millhouse).

3. 2013 SCAG Strategic Plan Update

Debbie Dillon, Deputy Executive Director, on behalf of the Hon. Gary Ovitt, Chair of the Strategic Plan Working group, provided a report of the changes to the 2009 Strategic Plan, which shall be incorporated into the SCAG Policy Manual.

The Proposed 2013 Update to the SCAG Strategic Plan, and Agency Accomplishments were included in the Agenda packet.

A motion was made (Jahn) to approve the recommendations. Motion was seconded (Morehouse) and UNANIMOUSLY APPROVED.

4. Amendment 2 of the Fiscal Year FY 2013-14 Overall Work Program (OWP)

Basil Panas, CFO, requested the EAC to adopt Resolution No. 13-554-1 relating to Amendment 2 of SCAG's OWP for FY 2013-14. He noted that Amendment 2 will increase the overall budget by \$2.1 million.

There were no additional discussions or comments made on this item.

A motion was made (Becerra) to approve staff's recommendation. Motion was seconded (Viegas-Walker) and UNANIMOUSLY APPROVED.

5. University Partnership & Workforce Development

Hon. Greg Pettis, Chair, requested this item pulled and noted that it would be continued at the January 2, 2014 EAC and Regional Council meetings.

6. SCAG Classification Salary Range Adjustments

Debbie Dillon, Deputy Executive Director, provided a background summary and report on the recommended changes to SCAG's salary classification ranges.

Discussion of the recommendations and methodology ensued. Staff responded on the comments and questions expressed by the Councilmembers.

A motion was made (Morehouse) to approve staff's recommendation. Motion was seconded (Jahn) and passed with a majority vote with one opposition (Johnson).

7. SCAG'S Compliance with SB 751 (Yee): Meetings: Publication of Action Taken

Hasan Ikhata, Executive Director, asked the Committee to review and comment on SCAG's Compliance with SB 751 (Yee) updated status report, which was included in the agenda packet.

Hon. Cheryl Viegas-Walker recommended possibly modifying the current agenda order to facilitate an efficient voting process and to ensure that action items were appropriately addressed.

CONSENT CALENDAR

Approval Items

8. Minutes of the October 3, 2013 Meeting

9. Contracts \$200,000 or Greater: Contract No. 13-038-C1 and C2 Enterprise Records Management project

Receive & File

10. November 2013 State and Federal Legislative Update
11. Purchase Orders \$5,000 but less than \$200,000; Contracts \$25,000 but less than \$200,000; and Amendments \$5,000 but less than \$75,000
12. SCAG Comments on Proposal Federal Policy Guidance on Metropolitan Planning Organization (MPO) Representation of Transit Providers
13. Panel Discussion on Climate Change
14. AB 32 Scoping Plan First Update – Discussion Draft for Public Review and Comment

A motion was made (Finlay) to approve the Consent Calendar, Items 8-14. Motion was seconded (Martinez) and UNANIMOUSLY APPROVED.

CFO MONTHLY FINANCIAL REPORT

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

There were no additional discussions or comments made on this item.

FUTURE AGENDA ITEM

There were no future agenda items requested.

ANNOUNCEMENTS

Hon. Greg Pettis reported that “Conflict of Interest” forms were previously distributed and noted that the form will be distributed monthly to the EAC and RC with respect to contracts/ amendments which require RC approval.

Hasan Ikhata Executive Director congratulated Councilmembers Cheryl Viegas-Walker and Margaret Finlay on their successful re-elections.

ADJOURNMENT

The meeting adjourned at 10:00 a.m. The next regular meeting of the Executive/Administration Committee will be held on Thursday, January 2, 2014 at the SCAG Los Angeles office.

Approved by:



Lillian Harris-Neal, CMC
Clerk of the Board

EXECUTIVE/ADMINISTRATION COMMITTEE ATTENDANCE REPORT

| Member (including Ex-Officio) LastName, FirstName | Representing | X = County Represented | | | | | | JUNE | JULY | AUG | SEPT. | OCT. | NOV. |
|---|----------------------------------|------------------------|----------|----------|----------|----------|----------|------|------|-----|-------|------|------|
| | | IC | LA | OC | RC | SB | VC | | | | | | |
| Pettis, Gregory, Chair | Cathedral City | | | | X | | | X | | X | X | X | X |
| Bartlett, Lisa | Dana Point | | | X | | | | X | | X | | X | |
| Becerra, Glen, Imm. Past President | Simi Valley | | | | | | X | X | | X | X | X | X |
| Finlay, Margaret | Duarte | | X | | | | | | | X | X | X | X |
| Jahn, Bill | Big Bear Lake | | | | | X | | X | | X | X | X | X |
| Johnson, James | Long Beach | | X | | | | | X | | X | | X | X |
| LaBonge, Tom | Los Angeles | | X | | | | | X | | X | | X | |
| Lewis, Randall, Ex Officio | Lewis Op. Corp. | | | | | X | | | | X | X | X | |
| Masiel, Andrew, Sr. | Pechanga Band of Luiseno Indians | | | | X | | | X | | | X | X | |
| Martinez, Michele | Santa Ana | | | X | | | | X | | X | X | | X |
| Millhouse, Keith | VCTC | | | | | | X | | | X | X | X | X |
| Morehouse, Carl, 1st VP | San Buenaventura | | | | | | X | X | | X | X | X | X |
| Murray, Kris | Anaheim | | | X | | | | | | X | | | |
| O'Connor, Pam | Santa Monica | | X | | | | | X | | X | X | | X |
| Ovitt, Gary | San Bernardino County | | | | | X | | X | | X | | X | |
| Walker-Viegas, Cheryl, 2nd VP | El Centro | X | | | | | | X | | X | X | X | X |
| Wapner, Alan | Ontario | | | | | X | | X | | X | | X | X |
| | Totals | 1 | 4 | 3 | 2 | 4 | 3 | | | | | | |

DATE: December 5, 2013

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

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

SUBJECT: SCAG Sponsorship & Memberships

EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:

Approve.

EXECUTIVE SUMMARY:

The Legislative/Communications & Membership Committee (LCMC) met on November 19, 2013, and recommended approval of a \$10,000 sponsorship for the University of Southern California Sol Price School of Public Policy – Executive Education (EXED) Program; and \$53,147 for FY 2013-2014 memberships for: 1) California Association of Councils of Governments – CALCOG (\$26,647); 2) Coalition for America's Gateways and Trade Corridors – CAGTC (\$6,500); and 3) Southern California Leadership Council and the Center of Economic Development (\$20,000).

STRATEGIC PLAN:

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

BACKGROUND:

Sponsorship

1. University of Southern California Sol Price School of Public Policy – Executive Education (EXED) Program – (\$10,000)

The Executive Education (EXED) Forum for Policy at the University of Southern California (USC) Sol Price School of Public Policy (Price) offers a broad base of specialized non-degree certificate programs for local and global leaders. The EXED Forum is a suite of programs targeting public sector and other senior, mid-level, and emerging leaders, and is designed to deepen their understanding of substantive policy issues, augment their ability to leverage and increase existing public sector capacity, and foster leadership – all with the purpose of improving public and nonprofit administration and solving public problems. The Forum achieves this by bringing together world-renowned faculty of USC Price, experienced practitioners and a dynamic curriculum to teach and reach across boundaries.

The EXED Forum offers two programs: 1) Local Leaders Program, and 2) Global Leaders Program. The Local Leaders Program is designed for local elected officials and offers a focused curriculum in ethics,

governance, leadership and public policy to promote and enhance commitment to public value and to reach across sectors. The target audiences for this program are mayors, council members, supervisors, and special district board members. The next Local Leaders Program is scheduled for spring, February 20-22, 2014 at the USC Davidson Conference Center.

SCAG has been a supporter of the USC Price EXED Forum for the 2011-2012 and 2012-2013 programs and is listed on their website as a Strategic/Sponsoring Partner. Several SCAG cities have participated in the Local Leaders Program, including SCAG President Greg Pettis, past SCAG Presidents Larry McCallon and Pam O'Connor, Regional Council member Alan Wapner, and Policy Committee member Ray Musser. SCAG staff is recommending a sponsorship in the amount of \$10,000.

Annual Memberships

SCAG's participation and leadership in several organizations are central to the success of SCAG's core responsibilities and funds have been included in the approved FY 2013-2014 budget. They are consistent with SCAG work priorities for FY 2013-2014 as approved by the Regional Council.

1. California Association of Councils of Governments (CALCOG) – (\$26,647)

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

CALCOG works with and through its members to:

- Review plans, and policies on subjects agreed upon by members;
- Coordinate policy development as appropriate to the League of California Cities, the California State Association of Counties, the National Association of Regional Councils, and the Association of Metropolitan Planning Organizations;
- Promote more effective planning at the regional level;
- Conduct statewide workshops and conferences which provide members with an ideal opportunity to discuss key issues and learn from recognized experts in various fields;
- Provide an informational clearinghouse on issues of concern to the regions and state.

The FY 2013-2014 annual dues are \$26,647. Past President Pam O'Connor serves on their Executive Committee and Hasan Ikhrata serves on the Executive Director Committee.

2. Coalition for America's Gateways and Trade Corridors (CAGTC) – (\$6,500)

SCAG is a founding member of this organization as part of the Regional Council high-priority goal to seek a federal freight funding partnership. The Coalition for America's Gateways and Trade Corridors (CAGTC) works with and through its members to raise public recognition and Congressional awareness of U.S. freight needs to promote sufficient funding in federal legislation for trade corridors, gateways, intermodal connectors and freight facilities. CAGTC is comprised of over sixty representative organizations, including state DOTs, MPOs, ports, engineering firms, and freight corridors who work to improve national freight policy. All of the Southern California freight

stakeholders are members of CAGTC. As a CAGTC member, SCAG will have the opportunity to participate in helping shape national freight policy and legislation with the organization. SCAG Chief Deputy Executive Director Sharon Neely currently serves as Chairman of the CAGTC Board of Directors. Regional Council Board Officers regularly travel to Washington, DC to attend their meetings and conferences. The annual dues are \$6,500.

3. Southern California Leadership Council and the Center of Economic Development – (\$20,000)

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

FISCAL IMPACT:

\$63,147 for sponsorships and memberships are included in the approved FY 13-14 General Fund budget.

ATTACHMENT:

None

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DATE: January 2, 2014

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

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

SUBJECT: Contract Amendment that increases the Contract's value over \$200,000:
Contract No. 11-052-C1, Audit Services

EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:
Approve Amendment 5 to Contract No. 11-052-C1, with Vasquez & Company, LLP, in an amount not-to-exceed \$16,546, to cover additional work by the auditors.

EXECUTIVE SUMMARY:
SCAG awarded Contract 11-052-C1 in the amount of \$186,813 to Vasquez & Company, LLP to perform the required annual financial audits for three fiscal years (FY 2010-11, FY 2011-12 and FY 2012-13). Three (3) administrative amendments were made that did not change the contract value. Amendment 4 increased the contract value by \$12,998 to cover the cost of the audit of the Information Technology Department requested by the Audit Committee. The purpose of this amendment amounting to \$16,546 is to provide additional funding for time spent preparing the Comprehensive Annual Financial Report for FY 2012-13. This work has been performed by SCAG staff in the past however staffing constraints required the Auditors to perform this task. The aggregate value of the amended contract will exceed \$200,000 and therefore, in accordance with the SCAG Procurement Manual (dated 02/14/13) Section 8.3, it requires the Regional Council's approval.

STRATEGIC PLAN:
This item supports SCAG's Strategic Plan Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; Objective a: Create and Facilitate a Collaborative and Cooperative Environment to Produce Forward Thinking Regional Plans. Goal 3: Enhance the Agency's Long Term Financial Stability and Fiscal Management; Objective a: Maximize available resources and funds to the fullest extent possible.

BACKGROUND:
Staff recommends amending the following contract:

| <u>Consultant/Contract #</u> | <u>Contract Purpose</u> | <u>Contract Amount</u> |
|---------------------------------------|---|------------------------|
| Vasquez & Company, LLP (11-052-C1) | The consultant shall provide expanded audit work in support of the annual financial statement audits, to attest the benefits of effectiveness and efficiency of SCAG's internal controls. | \$16,546 |

FISCAL IMPACT:
Funding is available in the FY 2013-14 budget.

ATTACHMENT:
Consultant Contract No. 11-052-C1

CONTRACT 11-052-C1 AMENDMENT 5

Consultant: Vasquez & Company, LLP

Background & Scope of Work: Vasquez & Company, LLP recently completed the annual financial audit for the fiscal year ending on June 30, 2013. This was the third and final year of the contract which was awarded in the amount of \$186,813. The purpose of this Amendment is to increase the total contract amount by \$16,546 to accommodate the estimated cost of additional work performed by the auditors to prepare the Comprehensive Annual Financial Report for FY 2012-13. This contract had previously been increased by \$12,998 to cover the cost of the audit procedures that were performed on the Information Technology function in year two of the contract, as requested by the Audit Committee. The combination of these amendments has caused the total contract value to exceed \$200,000 thereby requiring RC approval.

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

- Providing greater value to SCAG by identifying opportunities to improve the financial control environment;
- Improving the organization's efficiency and effectiveness; and
- Provide Regional Council additional assurance on the financial conditions of the organization.

Strategic Plan: This item supports This item supports SCAG's Strategic Plan Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; Objective a: Create and Facilitate a Collaborative and Cooperative Environment to Produce Forward Thinking Regional Plans. Goal 3: Enhance the Agency's Long Term Financial Stability and Fiscal Management; Objective a: Maximize available resources and funds to the fullest extent possible.

| | | |
|--------------------------|---|------------------|
| Amendment Amount: | Amendment 5 (administrative, no change to contract value) | \$16,546 |
| | Amendment 4 (administrative, no change to contract value) | \$12,998 |
| | Amendment 3 (administrative, no change to contract value) | \$0 |
| | Amendment 2 (administrative, no change to contract value) | \$0 |
| | Amendment 1 (administrative, no change to contract value) | \$0 |
| | Original contract value | <u>\$186,813</u> |
| | Total contract value is not-to-exceed | \$216,357 |

The aggregate value of the amended contract will exceed \$200,000 and therefore, in accordance with the SCAG Procurement Manual (dated 02/14/13) Section 8.3, it requires the Regional Council's approval.

Contract Period: June 20, 2011 through June 20, 2014

Project Number: 14-0810.0120.08 \$216,357
Funding sources: Indirect Cost Fund

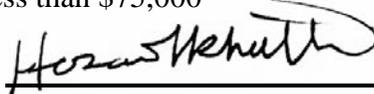
Basis for the Amendment: This amendment supports the overall public control and accountability. By independently reviewing and reporting on programs, functions, activities and organizations, auditors can provide the public, elected officials with a fair, objective and reliable assessment of SCAG's performance. Staff requires additional funding for the opportunity for independent review.

DATE: January 2, 2014

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

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

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

EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:
For Information Only - No Action Required.

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

BACKGROUND:

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

| <u>Vendor</u> | <u>PO Purpose</u> | <u>PO Amount</u> |
|----------------------------------|-------------------------------------|------------------|
| Xerox Corporation | FY14 Printing Expenses | \$10,000 |
| Hilton Orange County/Costa Mesa | Payment for 2013 Labor Summit Venue | \$7,001 |
| Thomson West | Westlaw Legal Library Subscription | \$6,728 |
| Latitude Geographics | Training | \$6,000 |
| American Public Transpo. Assoc. | Membership | \$5,148 |
| ParkMe, Inc. | Parking Data | \$5,000 |
| Computer Forensics International | Consulting Services | \$5,000 |

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

| <u>Consultant/Contract #</u> | <u>Contract's Purpose</u> | <u>Contract Amount</u> |
|--|--|------------------------|
| Science Applications International Corporation (SAIC, 13-028-C1) | The consultant shall provide consultant services to create a Regional Habitat Conservation Assessment Methodology and Database. The Regional Habitat Conservation Assessment Methodology and Database will inform the development of the 2016 RTP/SCS with a focus on the mitigation approaches required under MAP 21. | \$119,969 |

REPORT

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

Consultant/Contract #

System Metrics Group, Inc.
(13-023-C1)

Amendment's Purpose

The consultant shall assist with developing the next steps for key financial plan strategies identified in the 2012 RTP/SCS, with particular emphasis on coordinating with key business group representation. In consultation with SCAG, the consultant will identify key transportation funding elements to be explored.

Amendment

Amount

\$74,875

FISCAL IMPACT:

Funding is available in the FY 2013-14 budget.

ATTACHMENT:

Contract Summaries

CONSULTANT CONTRACT 13-028-C1

**Recommended
Consultant:**

Science Applications International Corporation (SAIC)

**Background &
Scope of Work:**

The consultant shall provide consultant services to create a Regional Habitat Conservation Assessment Methodology and Database that will form the development of the 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy (2016 RTP/SCS) with a focus on the mitigation approaches required under MAP 21.

Habitat conservation assessments have been conducted by county and subregional entities within the SCAG region. The methodology will be used by SCAG staff to categorize areas for potential conservation and provide recommendations for input into SCAG's scenario planning model.

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

1. The Comprehensive Integrated Database will:

- Update and maintain a comprehensive integrated database on regional habitat-related resources.
- Provide a Data Sources Inventory recommended for current and future transportation planning efforts.
- Assist in identifying a Stakeholder and Scientific Expert Inventory to engage in future stages of the regional habitat conservation efforts.

This deliverable will support local governments in the development of voluntary comprehensive local regional habitat conservation strategies; document progress in implementing the 2012- RTP/SCS; and inform scenario planning for the 2016 RTP/SCS.

2. The Conservation Assessment Methodology Report will:

- Incorporate of the California Wildlife Habitat Relationships (CWHR).
- Incorporate the CWHR and IBIS into the Vegetation Database.
- Crosswalk CWHR to IBIS and Existing Data Layers.
- Conduct CHAP Workshop. This workshop will be conducted to clarify decision rules for assessing conservation opportunities.
- Develop the CHAP valuation data layer.
- Outline the recommended methodology for the conservation assessment of natural resources in the SCAG region and will describe the methodology using CHAP to assess the value of conservation lands.

This deliverable will document progress in implementing the 2012-RTP/SCS; inform scenario planning for 2016 RTP/SCS; facilitate best practices in the SCAG region; allow County Transportation Commissions (CTCs) to consider the development of various mitigation strategies for transportation impacts to biological resources and conserving natural lands, building upon existing efforts such as Measure M in Orange County; and support local governments in the development of voluntary comprehensive local regional habitat conservation strategies.

* It is important to note that prioritization methodology, not actual prioritization will be the product of this report; prioritization will be at the discretion of the local jurisdictions.

Strategic Plan: This item supports SCAG's Strategic Plan Goal 1: Improve Regional Decision Making by Providing Leadership and Consensus Building on Key Plans and Policies; Objective a: Create and Facilitate a Collaborative and Cooperative Environment to Produce Forward Thinking Regional Plans.

Contract Amount: **Total not-to-exceed** **\$119,969**
SAIC (prime consultant) \$73,081
Northwest Habitat Institute (subconsultant) \$46,888

Note: SAIC originally proposed \$146,470, but staff negotiated the price down to \$119,969 without reducing the scope of work.

Contract Period: September 25, 2013 through June 30, 2014

Project Number: 225-SCG02659
Funding sources: Consolidated Planning Grant – TDA

Request-for-Proposal (RFP): SCAG staff notified 2,311 firms of the release of RFP 13-028-C1. Staff posted it on SCAG's bid management system. A total of 95 firms downloaded the RFP. SCAG received the following three (3) proposals in response to the solicitation:

| | |
|----------------------------------|------------------|
| SAIC (1 subconsultant) | \$119,969 |
| ICF (3 subconsultants) | \$99,944 |
| PCR Services (no subconsultants) | \$109,898 |

Selection Process: The Proposal Review Committee (PRC) evaluated each proposal in accordance with the criteria set forth in the RFP, and conducted the selection process in a manner consistent with all applicable federal and state contracting regulations. After evaluating the proposals, the PRC interviewed all three (3) offerors.

The PRC consisted of the following individuals:

Christine Fernandez, Regional Planner, SCAG
Christopher Tzeng, Regional Planner, SCAG
Pamela Lee, Regional Planner, SCAG
Grieg Asher, Regional Planner, SCAG
Fernando Castro, Associate Transportation Planner, Caltrans District 7

Basis for Selection: The PRC recommended SAIC for the contract award because the consultant:

- Demonstrated the best understanding of the proposed scope of work and the key elements involved. SAIC provided a thoughtful, insightful, and highly detailed workflow and methodology;
- Demonstrated the most comprehensive technical approach and project benefits compared to the lower cost proposers;
- Provided a highly specialized project team with extensive experience in projects of similar size and scope; and,
- Proposed a unique and cutting edge methodology called the Combined Habitat Assessment Plan (CHAP) which was lacking in the other proposals.

Although the price SAIC proposed was not the lowest, it was in the range of what the PRC determined it would take to meet the required deliverables, and SAIC provided the best overall value to SCAG for the previously stated reasons.

CONSULTANT CONTRACT 13-023-C1 AMENDMENT NO. 2

Consultant: System Metrics Group, Inc.

Background & Scope of Work: In April 2013, SCAG awarded Contract No. 13-032-C1 to System Metrics Group to provide technical support with key implementation initiatives for the 2012-2035 Regional Transportation Plan/Sustainable Communities Strategies (RTP/SCS), including project management support services and facilitation of the technical groundwork necessary for the development of the 2016 RTP/SCS (referred to as Project Component 1: 2012-2035 RTP/SCS Implementation, and Technical Support for the 2016-2040 RTP/SCS).

The consultant is also providing project management assistance to coordinate multiple consultant activities specific to conducting the value pricing project categories identified in the grant award—namely, cordon/area pricing and regional express lane system pre-implementation activities (referred to as Project Component 2: Project Management Assistance and Technical Support for Coordinating SCAG’s Regional Value Pricing Pre-Implementation Initiatives and related RTP strategies).

This amendment will enable the consultant to assist with developing the next steps for key financial plan strategies identified in the 2012 RTP/SCS, with particular emphasis on coordinating with key business group representation. In consultation with SCAG, the consultant will identify key transportation funding elements to be explored.

Project’s Benefits & Key Deliverables: Project primary benefit entails development of critical milestones and documentation of the region’s progress in implementing the 2012-2035 RTP/SCS. The key deliverables will include but are not limited to, the identification of potential challenges with implementing key initiatives, new opportunity areas, recommended action steps, and potential implications for the 2016-2040 RTP/SCS.

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

| | | |
|--------------------------|--|--------------------|
| Amendment Amount: | Amendment No. 2 | \$74,875 |
| | Amendment No. 1 (administrative - no change to contract’s value) | \$0 |
| | Original Contract Value | <u>\$1,839,422</u> |
| | Total contract value is not-to-exceed | <u>\$1,914,297</u> |

The amendment does not exceed \$75,000 or 30% of the contract’s original value. Therefore, in accordance with the SCAG Procurement Manual (dated 02/14/13) Section 8.3, it does not require the Regional Council’s approval.

Contract Period: April 23, 2013 through June 30, 2016

| | | | |
|-------------------------|-----------------|-----------|---------------------------------|
| Project Numbers: | 010.SCG00170.07 | \$250,000 | (FY 2012 - 13 and FY 2013- 14) |
| | 010.SCG02106.02 | \$400,000 | (FY 2012 - 13 and FY 2013 - 14) |
| | 015.SCG00159.02 | \$74,875 | (FY 2012 - 13) |
| | 015.SCG00159.03 | \$200,000 | (FY 2012 - 13 and FY 2013 - 14) |
| | 015.SCG00159.04 | \$500,000 | (FY 2012 - 13 and FY 2013 - 14) |

Remaining balance will be programmed in FY 2014 - 15 and FY 2015 - 16 budget.

Funding sources: Consolidated Planning Grant – FHWA and TDA

Basis for the Amendment: This additional work is needed given developments at the regional, state, and national levels related to user based mileage fees and other potential innovative financing mechanisms. Options for new transportation funding tools and mechanisms were major components of the 2012-2035 RTP/SCS. The transportation funding dialogue has continued to evolve since adoption of the 2012 RTP/SCS in 2012, driving the need to further engage current and emerging leaders to elicit their feedback and potentially gain their support regarding the plan for the future of transportation funding in Southern California.

REPORT

DATE: January 2, 2014

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

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

SUBJECT: CFO Monthly Report

EXECUTIVE DIRECTOR'S APPROVAL: 

RECOMMENDED ACTION:

For Information Only-No Action Required.

STRATEGIC PLAN:

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

MEMBERSHIP DUES

SCAG's collection of the FY14 dues is on schedule. As of November 20, 2013, SCAG has received 98% of the dues assessment representing 97% of membership. Staff is working with one (1) county and six (6) cities to reach 100% membership for the SCAG region.

AUDITS

SCAG's outside independent auditors, Vasquez and Co., LLP, presented their draft audit report to the Audit Committee on December 4, 2013. The auditors had no findings or recommendations for improvement. The RC will receive the final audit report at its meeting today. The Audit Committee also received the latest actuarial report (prepared by Nyhart Epler) on SCAG's Other Postemployment Benefits program (retiree medical benefit). The report was favorable in that SCAG's Unamortized Actuarial Accrued Liability has fallen from \$6.6 million to \$6.1 million at June 30, 2013. The investments in the irrevocable trust have earned \$480,000 from inception through June 30, 2013.

BUDGET & GRANTS (B&G):

Amendment 2 to the FY 2013-14 Overall Work Program (OWP) was submitted to Caltrans on November 7, 2013. Approval of Amendment 2 is expected by January 2014.

B&G staff has begun the preparation of the FY 2014-15 Draft Comprehensive Budget and Overall Work Program (OWP).

CONTRACTS:

In October 2013, the Contracts Department issued one (1) Request for Proposal (RFP); awarded two (2) contracts; issued four (4) contract amendments; and issued 42 Purchase Orders to support ongoing business and enterprise operations. Staff also administered 60 consultant contracts.

ATTACHMENT:

December CFO Monthly Status Report



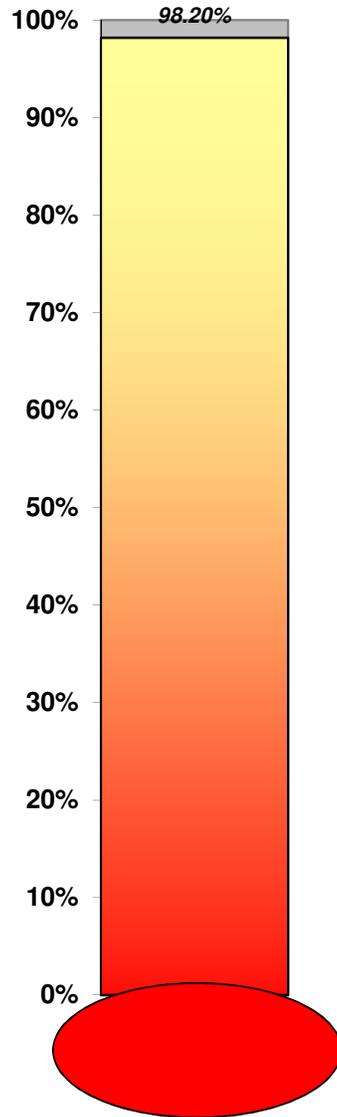
SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS

Office of the Chief Financial Officer

Monthly Status Report

OCTOBER 2013

FY14 Membership Dues Collected

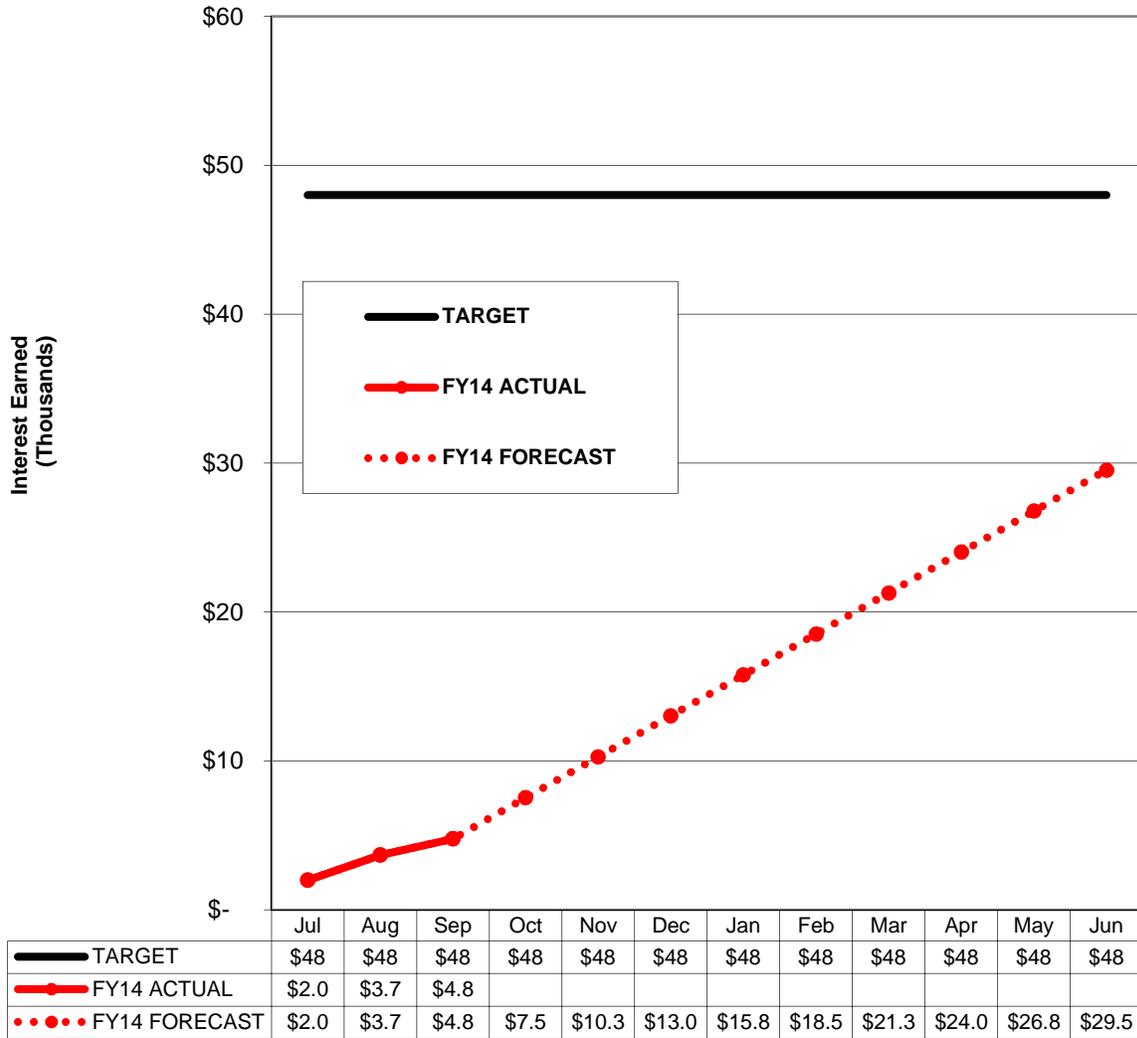


| | |
|----------------------|-------------------------------|
| FY14 Membership Dues | <u><u>\$ 1,857,847.00</u></u> |
| Total Collected | <u><u>\$ 1,824,375.00</u></u> |
| Percentage Collected | <u><u>98.20%</u></u> |

Office of the CFO
Interest Earnings Variance



INTEREST EARNINGS VARIANCE



OVERVIEW

Actual interest income is plotted against the target amount. The amount earned through September was \$4,774. The LA County Pool earned 0.70% in September.

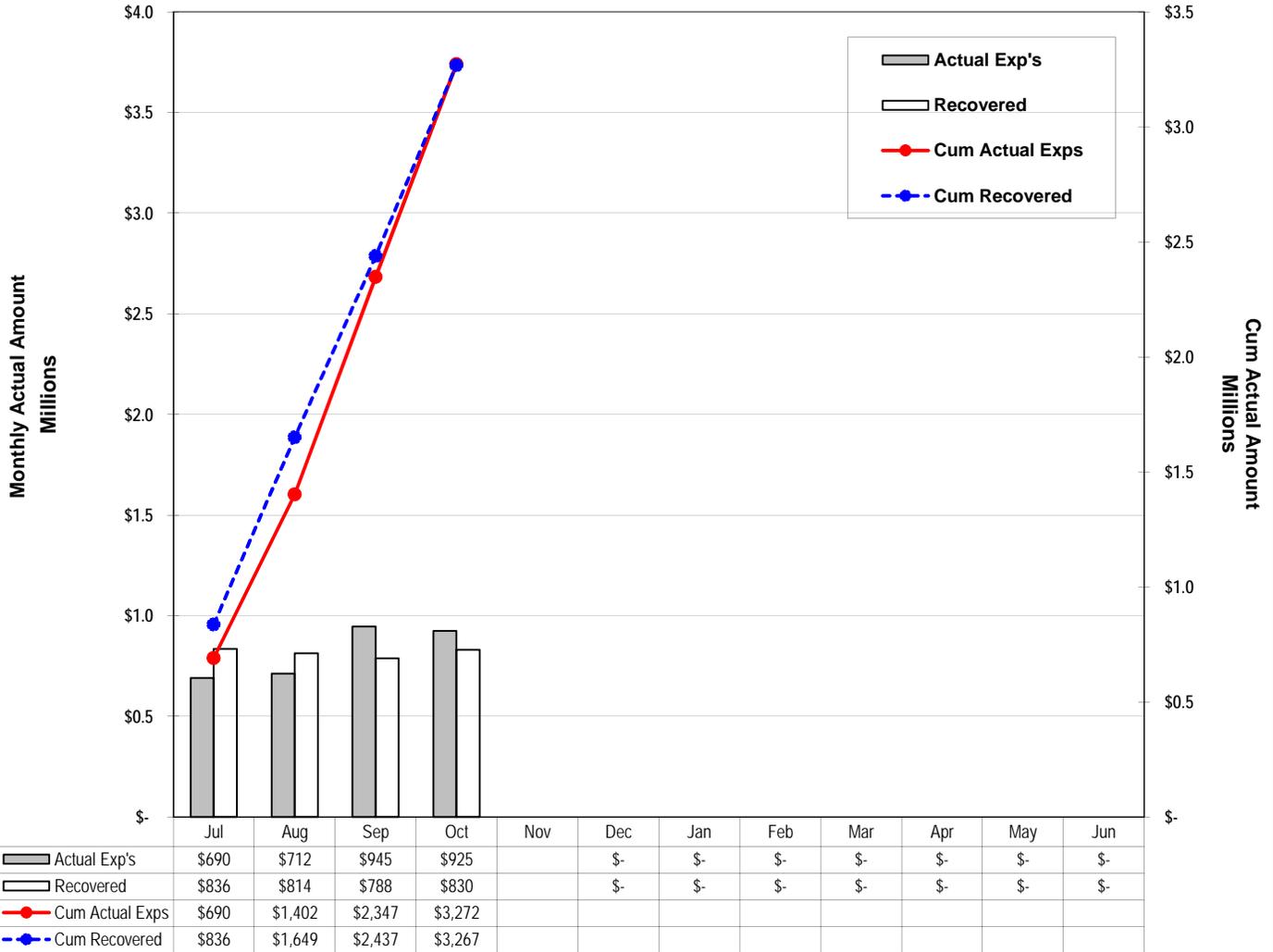
SUMMARY

The amount projected for FY14 is \$29,524, which is \$18,476 less than the target.



SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS

FY14 INDIRECT COST & RECOVERY



OVERVIEW

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

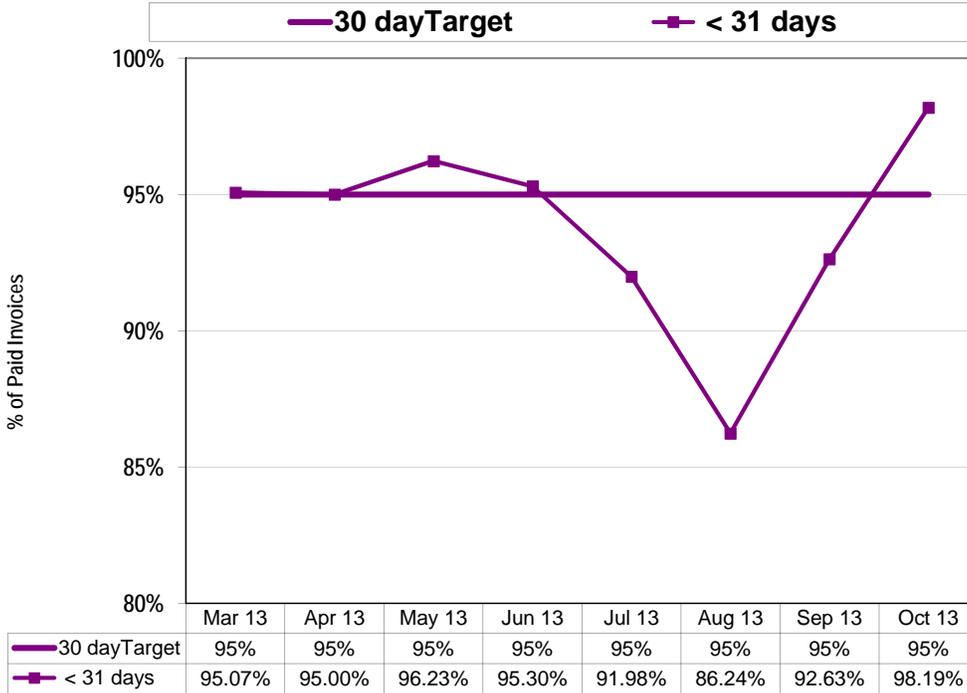
SUMMARY

Through October 2013, SCAG was under-recovered by \$4,459.

Office of the CFO
Invoice Aging



INVOICE AGING



OVERVIEW

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

SUMMARY

98.19% of October 2013's payments were made within 30 days of invoice receipt.

At month-end, 13 invoices remained unpaid less than 30 days.

Actual

OVERVIEW

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

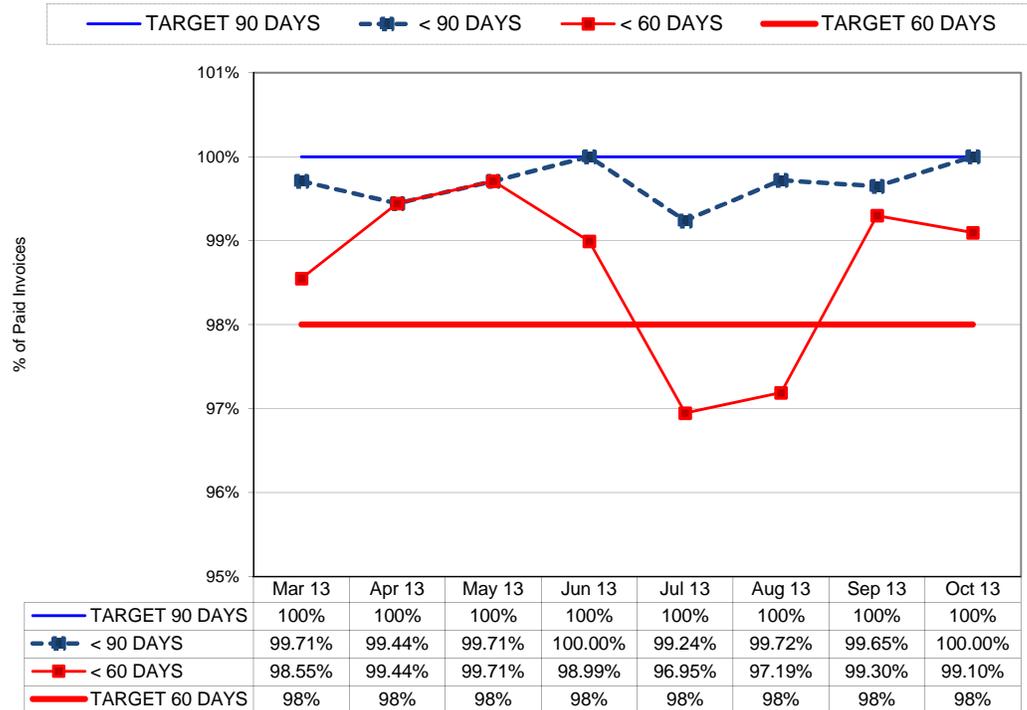
SUMMARY

These goals were met during this period.

99.10% of October 2013's payments were within 60 days of invoice receipt and 100.00% within 90 days. Invoices unpaid 30-60 days totaled 5; 60-90 days: 3; >90 days: 0.



INVOICE AGING



| | 9/30/2013 | 10/31/2013 | Incr (decr) to equity | COMMENTS |
|---|-----------------------|-----------------------|--------------------------------|--|
| Cash at Bank of the West | \$ 3,836,904 | \$ 5,328,057 | | |
| LA County Investment Pool | \$ 6,574,558 | \$ 6,756,022 | | |
| Cash & Investments | \$ 10,411,463 | \$ 12,084,079 | \$ 1,672,616 | Reflects payment received from FHWA. |
| Accounts Receivable | \$ 5,951,686 | \$ 4,215,641 | \$ (1,736,045) | A payment was received from FHWA |
| Fixed Assets - Net Book Value | \$ 687,279 | \$ 687,279 | \$ - | |
| Total Assets | \$ 17,050,427 | \$ 16,986,998 | \$ (63,428) | |
| Accounts Payable | \$ (408,371) | \$ (135,784) | \$ 272,587 | Invoice payment goals were met in October so payables were reduced |
| Employee-related Liabilities | \$ (297,188) | \$ (438,360) | \$ (141,171) | October had one week more in unpaid wages than September |
| Other Current Assets | \$ (725,875) | \$ (649,576) | \$ 76,299 | IC over-recovery was reduced by \$85K |
| Deferred Revenue | \$ (615,853) | \$ (628,657) | \$ (12,804) | Minimal change |
| Total Liabilities and Deferred Revenue | \$ (2,047,287) | \$ (1,852,376) | \$ 194,911 | |
| Fund Balance | \$ 15,003,139 | \$ 15,134,622 | \$ 131,483 | |
| WORKING CAPITAL | | | | |
| | 9/30/2013 | 10/31/2013 | Incr (decr) to working capital | |
| Cash | \$ 10,411,463 | \$ 12,084,079 | \$ 1,672,616 | |
| Accounts Receivable | \$ 5,951,686 | \$ 4,215,641 | \$ (1,736,045) | |
| Accounts Payable | \$ (408,371) | \$ (135,784) | \$ 272,587 | |
| Employee-related Liabilities | \$ (297,188) | \$ (438,360) | \$ (141,171) | |
| Working Capital | \$ 15,657,589 | \$ 15,725,576 | \$ 67,988 | |

Office of the CFO
Fiscal Year-To-Date Expenditure Report Through October 31, 2013



COMPREHENSIVE BUDGET

| | | Adopted Budget | Amended Budget | Expenditures | Commitments | Budget Balance | % Budget Spent |
|----|-------------------------------------|---------------------------|---------------------------|---------------------|--------------------|---------------------------|-------------------------------|
| 1 | Staff & Allocated Fringe Benefits | 149,472 | 289,791 | 96,808 | | 192,983 | 33.4% |
| 2 | 51001 Allocated Indirect Costs | 130,526 | 248,691 | 84,416 | | 164,275 | 33.9% |
| 3 | 54300 SCAG Consultants | 324,000 | 332,000 | 26,124 | 219,755 | 86,122 | 7.9% |
| 4 | 54340 Legal costs | 25,000 | 141,500 | 8,730 | 16,270 | 116,500 | 6.2% |
| 5 | 54350 Professional Services | 120,000 | 3,500 | 3,500 | 0 | 0 | 100.0% |
| 6 | 55441 Payroll, bank fees | 13,000 | 13,000 | 1,204 | | 11,796 | 9.3% |
| 7 | 55510 Office Supplies | | 15,000 | 5,929 | 9,071 | 0 | 39.5% |
| 8 | 55600 SCAG Memberships | 135,300 | 115,300 | 3,076 | | 112,224 | 2.7% |
| 9 | 55610 Professional Membership | | 20,000 | 5,683 | 784 | 13,533 | 28.4% |
| 10 | 55730 Capital Outlay | 677,106 | 677,106 | - | | 677,106 | 0.0% |
| 11 | 55860 Scholarships | | 14,000 | 12,000 | | 2,000 | 85.7% |
| 12 | 55910 RC/Committee Meetings | 50,000 | 8,462 | - | 3,353 | 5,109 | 0.0% |
| 13 | 55914 RC General Assembly | 330,000 | 330,000 | 15,000 | 263,602 | 51,398 | 4.5% |
| 16 | 55916 Economic Summit | - | 35,000 | 5,000 | 30,000 | 0 | 14.3% |
| 17 | 55917 Labor Summit | - | 6,538 | 6,538 | | 0 | 100.0% |
| 18 | 55920 Other Meeting Expense | 90,000 | 97,000 | 18,801 | 41,220 | 36,979 | 19.4% |
| 19 | 55930 Miscellaneous other | 319,374 | 17,455 | 3,757 | 13,699 | 0 | 21.5% |
| 20 | 55940 Stipend - RC Meetings | 180,000 | 180,000 | 46,540 | 0 | 133,460 | 25.9% |
| 21 | 55972 Rapid Pay Fees | 975 | 975 | - | | 975 | 0.0% |
| 22 | 56100 Printing | 6,000 | 6,000 | 898 | | 5,102 | 15.0% |
| 23 | 58100 Travel - outside SCAG region | 37,200 | 36,835 | 3,435 | 0 | 33,400 | 9.3% |
| 24 | 58101 Travel - local | 21,100 | 20,900 | 4,384 | 0 | 16,516 | 21.0% |
| 25 | 58110 Mileage - local | 14,000 | 14,000 | 3,850 | 0 | 10,149 | 27.5% |
| 26 | 58150 Staff Lodging Expense | 3,500 | 3,500 | - | | 3,500 | 0.0% |
| 27 | 58800 RC Sponsorships | 66,400 | 66,400 | 13,750 | | 52,650 | 20.7% |
| 28 | Total General Fund | 2,692,953 | 2,692,953 | 369,422 | 597,753 | 1,725,778 | 13.7% |
| 29 | | | | - | | | |
| 30 | Staff & Fringe Benefits | 12,164,400 | 12,188,642 | 3,650,235 | | 8,538,407 | 29.9% |
| 31 | 51001 Allocated Indirect Costs | 10,622,486 | 10,642,854 | 3,183,005 | | 7,459,849 | 29.9% |
| 32 | 54300 SCAG Consultants | 11,818,643 | 11,454,513 | 603,015 | 10,080,012 | 771,486 | 5.3% |
| 33 | 54350 Professional Services | 889,000 | 889,000 | 81,779 | 382,695 | 424,526 | 9.2% |
| 34 | 55210 Software Support | 188,059 | 188,059 | 142,867 | 3,889 | 41,303 | 76.0% |
| 35 | 55220 Hardware Support | 120,000 | 120,000 | 146 | 18,780 | 101,074 | 0.1% |
| 36 | 55280 Third Party Contribution | 3,170,438 | 3,148,996 | - | 126,397 | 3,022,599 | 0.0% |
| 37 | 55520 Graphic Supplies | 30,000 | 30,000 | 1,465 | | 28,535 | 4.9% |
| 38 | 55620 Resource Materials - subscrib | 205,000 | 205,000 | 40,061 | 28,098 | 136,841 | 19.5% |
| 39 | 55810 Public Notices | 28,000 | 28,000 | - | | 28,000 | 0.0% |
| 40 | 55830 Conference - Registration | 10,500 | 10,500 | 656 | 2,725 | 7,119 | 6.2% |
| 41 | 55920 Other Meeting Expense | 96,000 | 96,000 | 1,479 | | 94,521 | 1.5% |
| 42 | 55930 Miscellaneous - other | 135,953 | 129,416 | - | 13,354 | 116,062 | 0.0% |
| 43 | 56100 Printing | 105,000 | 105,000 | - | 0 | 105,000 | 0.0% |
| 44 | 58100 Travel | 170,700 | 172,152 | 21,242 | | 150,910 | 12.3% |
| 45 | Total OWP | 39,754,179 | 39,408,132 | 7,725,950 | 10,655,951 | 21,026,231 | 19.6% |
| 46 | | | | - | | | |
| 47 | Comprehensive Budget | 42,447,132 | 42,101,085 | 8,095,372 | 11,253,704 | 22,752,009 | 19.2% |

Office of the CFO
Fiscal Year-To-Date Expenditure Report Through October 31, 2013

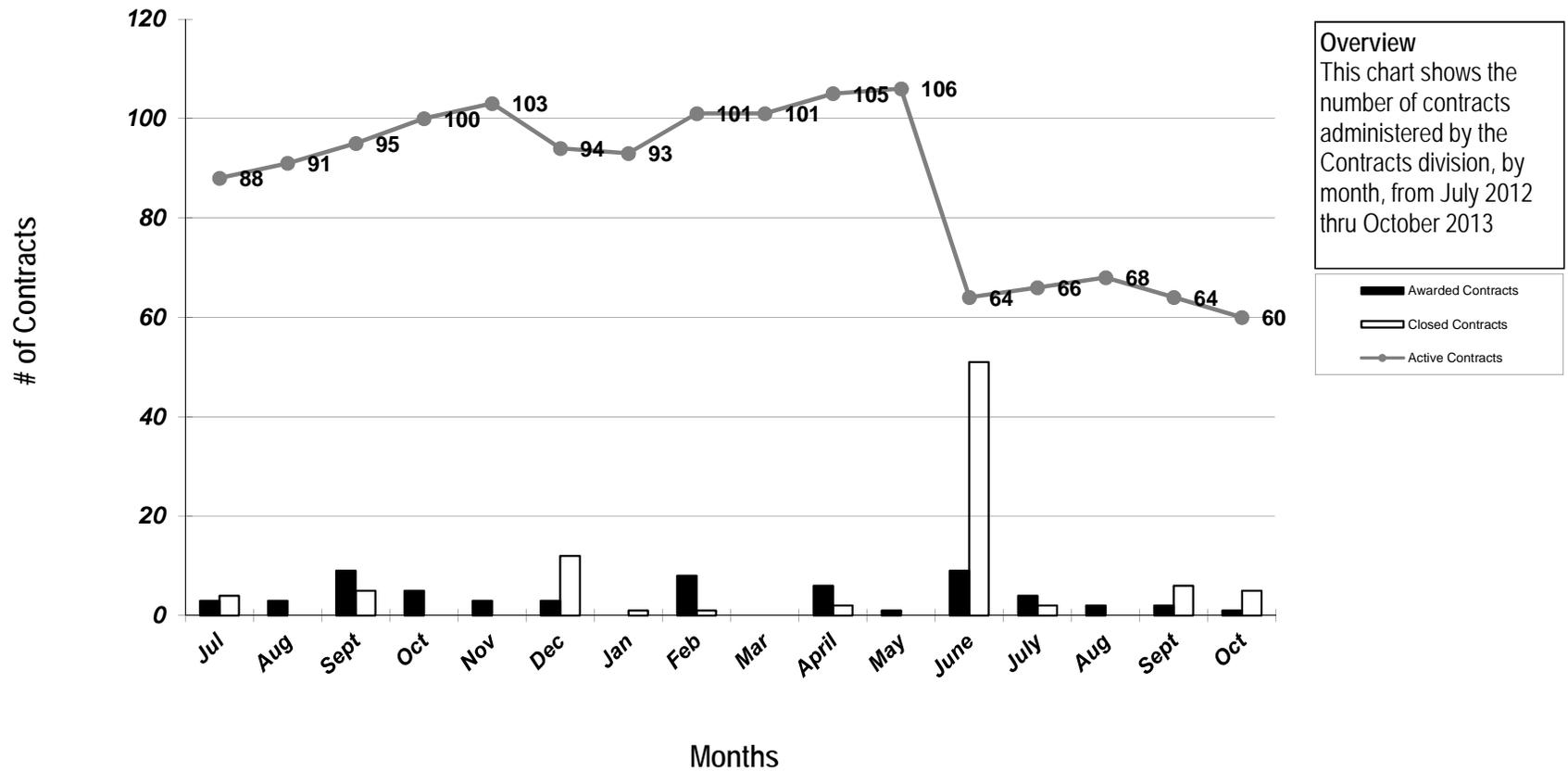


INDIRECT COST EXPENDITURES

| | | | Adopted Budget | Amended Budget | Expenditures | Commitments | Budget Balance | % Budget Spent |
|----|-------|----------------------------------|---------------------------|---------------------------|---------------------|--------------------|-----------------------|---------------------------|
| 1 | 50010 | Regular Staff | 3,435,840 | 3,434,357 | 1,101,162 | | 2,333,195 | 32.1% |
| 2 | 50013 | Regular OT | - | 1,483 | 1,483 | | 0 | 100.0% |
| 3 | 50014 | Interns, Temps, Annuity | 20,000 | 20,000 | 8,648 | | 11,352 | 43.2% |
| 4 | 51000 | Allocated Fringe Benefits | 2,407,072 | 2,407,072 | 751,938 | | 1,655,134 | 31.2% |
| 5 | 54300 | SCAG Consultants | 117,271 | 114,136 | 8,166 | 105,971 | 0 | 7.2% |
| 6 | 54340 | Legal | 150,000 | 150,000 | 4,892 | 126,303 | 18,805 | 3.3% |
| 7 | 54350 | Prof Svcs | 1,498,594 | 1,498,594 | 131,884 | 1,082,472 | 284,237 | 8.8% |
| 8 | 55210 | Software Support | 343,305 | 332,585 | 252,861 | 79,724 | 0 | 76.0% |
| 9 | 55220 | Hardware Supp | 98,512 | 98,512 | 27,736 | 29,190 | 41,586 | 28.2% |
| 10 | 55230 | Computer Maintenance | | 7,660 | 7,660 | 0 | 0 | 100.0% |
| 11 | 55240 | Repair & Maint Non-IT | 20,000 | 20,000 | 12,340 | 7,660 | 0 | 61.7% |
| 12 | 55270 | Software Purchases | - | 3,060 | 3,060 | | 0 | 100.0% |
| 13 | 55400 | Office Rent 818 Offices | 1,582,877 | 1,582,877 | 636,579 | 946,273 | 25 | 40.2% |
| 14 | 55410 | Office Rent Satellite | 220,328 | 220,328 | 67,616 | 152,712 | 0 | 30.7% |
| 15 | 55420 | Equip Leases | 117,979 | 117,979 | 23,778 | 89,150 | 5,051 | 20.2% |
| 16 | 55430 | Equip Repairs & Maint | 35,000 | 35,000 | 8,122 | 26,878 | 0 | 23.2% |
| 17 | 55440 | Insurance * | (126,622) | (126,622) | 56,958 | 1,216 | (70,880) | -45.0% |
| 18 | 55441 | Payroll / Bank Fees | 10,000 | 10,000 | 2,495 | | 7,505 | 25.0% |
| 19 | 55460 | Mater & Equip < \$5,000 | 93,600 | 93,600 | 4,671 | 17,754 | 71,175 | 5.0% |
| 20 | 55510 | Office Supplies | 130,000 | 126,610 | 26,618 | 99,993 | 0 | 21.0% |
| 21 | 55520 | Graphic Supplies | - | 1,465 | - | 870 | 595 | 0.0% |
| 22 | 55530 | Telephone | 184,800 | 184,800 | 56,431 | 128,369 | 0 | 30.5% |
| 23 | 55540 | Postage | 20,000 | 20,000 | - | 200 | 19,800 | 0.0% |
| 24 | 55550 | Delivery Services | 8,500 | 8,500 | 1,094 | 7,406 | 0 | 12.9% |
| 25 | 55600 | SCAG Memberships | - | 6,525 | 3,525 | | 3,000 | 54.0% |
| 26 | 55610 | Prof Memberships | 1,850 | 1,850 | 180 | 75 | 1,595 | 9.7% |
| 27 | 55620 | Res Mats/Subscrip | 36,200 | 36,200 | 16,321 | 10,652 | 9,228 | 45.1% |
| 28 | 55700 | Deprec - Furn & Fixt | 43,700 | 43,700 | - | | 43,700 | 0.0% |
| 29 | 55710 | Deprec - Computer Equipment | 95,000 | 95,000 | - | | 95,000 | 0.0% |
| 30 | 55720 | Amortiz - Leasehold Improvements | 5,300 | 5,300 | - | | 5,300 | 0.0% |
| 31 | 55800 | Recruitment Notices | 10,000 | 10,000 | 6,222 | 3,778 | 0 | 62.2% |
| 32 | 55801 | Recruitment - other | 22,000 | 22,000 | 10,257 | 11,743 | 0 | 46.6% |
| 33 | 55810 | Public Notices | 25,000 | 23,535 | - | 320 | 23,215 | 0.0% |
| 34 | 55820 | Training | 65,000 | 65,000 | 27,456 | 37,544 | 0 | 42.2% |
| 35 | 55830 | Conference/workshops | 25,850 | 25,850 | 1,230 | | 24,620 | 4.8% |
| 36 | 55920 | Other Mtg Exp | 1,200 | 1,200 | 294 | | 906 | 24.5% |
| 37 | 55930 | Miscellaneous - other | 13,500 | 13,500 | 515 | 12,985 | 0 | 3.8% |
| 38 | 55950 | Temp Help | 23,500 | 23,500 | 784 | 22,716 | 0 | 3.3% |
| 39 | 56100 | Printing | 7,500 | 7,500 | 741 | 6,760 | 0 | 9.9% |
| 40 | 58100 | Travel - Outside | 91,850 | 91,850 | 558 | | 91,292 | 0.6% |
| 41 | 58101 | Travel - Local | 9,950 | 9,950 | 1,726 | | 8,224 | 17.3% |
| 42 | 58110 | Mileage - Local | 40,375 | 40,375 | 5,636 | | 34,739 | 14.0% |
| 43 | 58150 | Staff lodging Expense | 3,000 | 3,000 | - | | 3,000 | 0.0% |
| 44 | 58450 | Fleet Vehicle | 6,500 | 6,500 | 243 | 6,257 | 0 | 3.7% |
| 45 | | Total Indirect Cost | 10,894,331 | 10,894,331 | 3,271,880 | 3,014,970 | 4,607,481 | 30.0% |

* Negative budget reflects the refund that SCAG earned from CalJPIA. The refund itself was booked in FY13 in the Accounting records

SCAG Contracts (Year to Date)



Overview
This chart shows the number of contracts administered by the Contracts division, by month, from July 2012 thru October 2013

- Awarded Contracts
- Closed Contracts
- Active Contracts



Summary

The chart shows that the Contract Division is managing 60 active consultant contracts. Sixteen of these are Cost Plus Fixed Fee contracts, 13 are fixed price contracts, and the remaining 31 are Time and Materials (T&M) contracts. The Contracts Department anticipates issuing approximately 70 contracts during FY 2013-14. 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 November 1, 2013

| GROUPS | Authorized Positions | Filled Positions | Vacant Positions |
|--|-----------------------------|-------------------------|-------------------------|
| Executive | 5 | 4 | 1 |
| Legal | 2 | 2 | 0 |
| Strategy, Policy & Public Affairs | 20 | 19 | 1 |
| Administration | 41 | 39 | 2 |
| Planning & Programs | 65 | 59 | 6 |
| Total | 133 | 123 | 10 |

OTHER POSITIONS

| GROUPS | Limited Term Positions | Temp Positions | Agency Temps |
|--|-------------------------------|-----------------------|---------------------|
| Executive | 0 | 1 | 0 |
| Legal | 0 | 0 | 0 |
| Strategy, Policy & Public Affairs | 0 | 3 | 0 |
| Administration | 2 | 2 | 0 |
| Planning & Programs | 0 | 11 | 0 |
| Total | 2 | 17 | 0 |