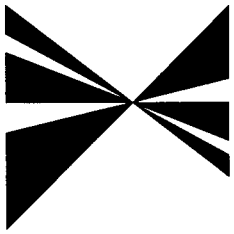
SOUTHERN CALIFORNIA



ASSOCIATION of GOVERNMENTS

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Los Angeles, California

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Officers: President: Councilmember Bev Perry, Brea • First Vice President: Councilmember Ron Roberts, Temecula • Second Vice President: Supervisor Hank Kuiper, Imperial County • Past President: Councilmember Ronald Bates, Los Alamitos

Imperial County: Hank Kuiper, Imperial County • Jo Shields, Brawley

Los Angeles County: Yvonne Brathwaite Burke, Los Angeles County • Zev Yaroslavsky, Los Angeles County • Harry Baldwin, San Gabriel • Paul Bowlen, Cerritos • Tony Cardenas, Los Angeles • Margaret Clark, Rosemead • Gene Daniels, Paramount • Mike Dispenza, Palmdale • Judy Dunlap, Inglewood • Eric Garcetti, Los Angeles • Wendy Greuel, Los Angeles • Frank Gurulé, Cudahy • James Hahn, Los Angeles • Janice Hahn, Los Angeles • Isadore Hall, Compton • Tom LaBonge, Los Angeles • Bonnie Lowenthal, Long Beach • Martin Ludlow, Los Angeles • Keith McCarthy, Downey • Llewellyn Miller, Claremont • Cindy Miscikowski, Los Angeles • Paul Nowatka, Torrance • Pam O'Connor, Santa Monica • Alex Padilla, Los Angeles • Bernard Parks, Los Angeles Jan Perry, Los Angeles • Beatrice Proo, Pico Rivera Ed Reyes, Los Angeles • Greig Smith, Los Angeles Dick Stanford, Azusa • Tom Sykes, Walnut • Paul Talbot, Alhambra • Sidney Tyler, Pasadena • Tonia Reyes Uranga, Long Beach • Antonio Villaraigosa, Los Angeles • Dennis Washburn, Calabasas • Jack Weiss, Los Angeles • Bob Yousefian, Glendale • Dennis Zine, Los Angeles

Orange County: Chris Norby, Orange County • Ronald Bates, Los Alamitos • Lou Bone, Tustin • Art Brown, Buena Park • Richard Chavez, Anaheim Debbie Cook, Huntington Beach • Cathryn DeYoung, Laguna Niguel • Richard Dixon, Lake Forest • Alta Duke, La Palma • Bev Perry, Brea • Tod Ridgeway, Newport Beach

Riverside County: Marion Ashley, Riverside County • Thomas Buckley, Lake Elsinore • Bonnie Flickinger, Moreno Valley • Ron Loveridge, Riverside • Greg Pettis, Cathedral City • Ron Roberts, Temecula

San Bernardino County: Paul Biane, San Bernardino County • Bill Alexander, Rancho Cucamonga • Edward Burgnon, Town of Apple Valley • Lawrence Dale, Barstow • Lee Ann Garcia, Grand Terrace • Susan Longville, San Bernardino • Gary Ovitt, Ontario • Deborah Robertson, Rialto

Ventura County: Judy Mikels, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Hueneme

Orange County Transportation Authority: Charles Smith, Orange County

Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Bill Davis, Simi Valley

559-4/20/04

No. 452

MEETING OF THE

REGIONAL COUNCIL

Thursday, May 6, 2004
10:30 a.m. – 11:30 a.m.

NOTE NEW TIME AND LOCATION

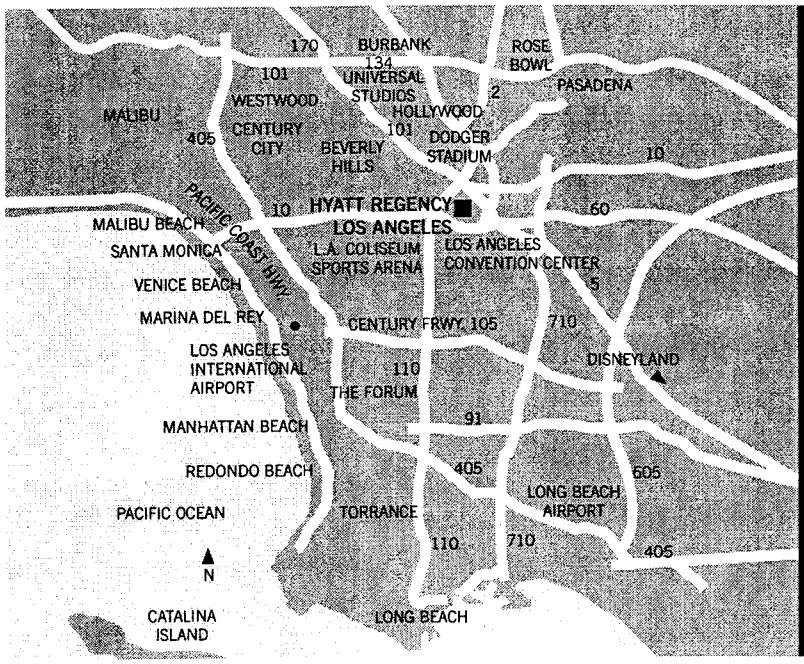
Hyatt Regency Los Angeles
711 South Hope Street
Los Angeles, CA 90017
213/683-1234

Agenda and map enclosed

Agendas available on the web at www.scag.ca.gov

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Shelia Stewart at (213) 236-1868 or stewart@scag.ca.gov.

SCAG, in accordance with the Americans with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.

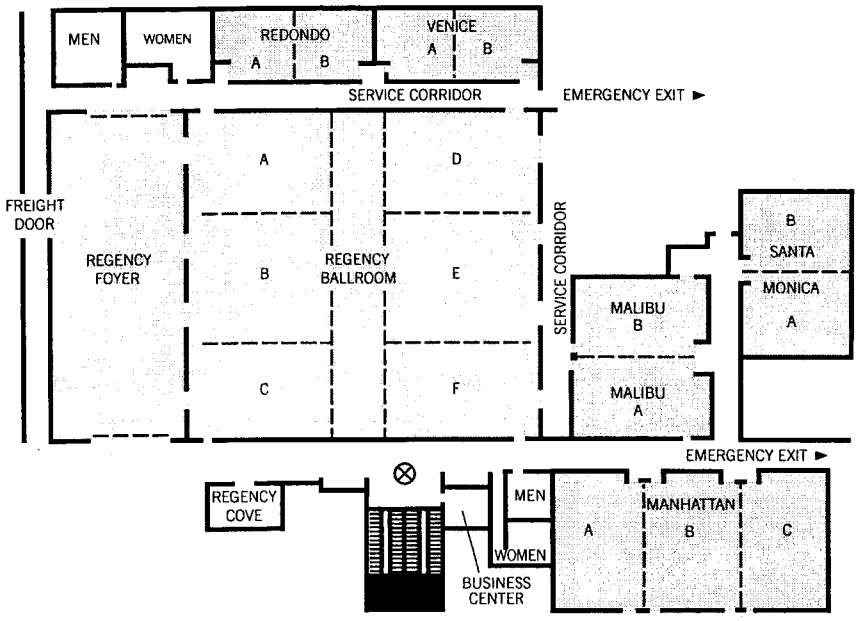


Hyatt Regency Los Angeles

DIRECTIONS

From Los Angeles Int'l Airport: Take Sepulveda Blvd. south to 105 Hwy East. Travel to 110 Freeway North. Exit on 6th St. Turn right on Hope St. Hotel is on corner of Hope and 7th St. Entrance is on right.

BALLROOM LEVEL



Note: All SCAG activities will be held on the Ballroom Level.

REGIONAL COUNCIL

AGENDA

			PAGE #	TIME
1.0	CALL TO ORDER & PLEDGE OF ALLEGIANCE	Councilmember Perry, President		

2.0 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 Council, must fill out and present a speaker's card to the Exec. Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The President may limit the total time for all comments to twenty minutes.

3.0 CONSENT CALENDAR

3.1 Approval Items

3.1.1	Approve Minutes of April 1, 2004 **Attachment**	01
3.1.2	Contract Amendment **Attachment**	12
	• Judith Norman Transportation Consultant	13
3.1.3	Approval of Bi-State Transportation Technical Advisory Steering Board Budget **Attachment**	15
3.1.4	MOU between SCAG & RCTC **Attachment**	16
3.1.5	Consensus Program Appropriations Additions **Attachment**	17

3.2 Receive & File

3.2.1	Contracts & PO between $5,000 - $25,000 **Attachment**	21
3.2.2	Conflict of Interest Listing **Attachment**	22
3.2.3	SCAG Legislative Matrix **Attachment**	23

May 6, 04 RC Agenda
DOCS# 97792 - Stewart

SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS

AGENDA

			PAGE #	TIME
3.3	**PRESIDENT'S REPORT**			
3.3.1	Appointments			
3.3.2	Election of 2004 SCAG Officers	**Action**		
3.4	**EXECUTIVE DIRECTOR'S REPORT**			
4.0	**ACTION ITEMS**			
4.1	**Administration Committee Report**	**Councilmember Dixon, Chair**		
4.1.1	Adopt Resolution #04-452-1 Approving the Final FY 2004-2005 Overall Work Program **Attachment**		**27**	
	Recommended Action: Approve			
4.1.2	Merit Pay Program **Attachment**		**67**	
	Recommended Action: Approve			
4.2	**Energy & Environment Committee (EEC) Report**	**Mayor Young Chair**		
4.3	**Transportation & Communications Committee (TCC) Report**	**Mayor Garcia Chair**		
4.5	**Communications Task Force Report**	**Councilmember Proo, Chair**		
5.0	**INFORMATION ITEMS**			
5.1	Monthly Financial Report **Attachment**	**Bert Becker, CFO**	**71**	

May 6, 04 RC Agenda
DOCS# 97792 - Stewart

AGENDA

			PAGE #	TIME
5.0	**INFORMATION ITEMS – Cont/d**			
5.2	Presentation on Office Space Enhancements	**Cheryl Collier**		**5 minutes**
5.3	Presentation of Results from the Data Needs Survey **Attachment**	**Huasha Liu** **Acting Director** **Information Systems**	**79**	**5 minutes**
5.4	Audit/Best Practices Sub-Committee Report	**Councilmember** **Sidney Tyler, Jr.**		

6.0 FUTURE AGENDA ITEMS

Any committee members desiring to place items on a future agenda may make such request. Comments should be limited to three minutes.

7.0 LEGAL COUNSEL REPORT

7.1 Closed Session

- Deanna Wetherbee-Distel et al. vs. City of Riverside; County of Riverside; Riverside County Transportation Commission; Riverside County Flood Control and Water Conservation District; Southern California Association of Governments; Riverside Transit Agency; Western Municipal Water District

  Conference with Legal Counsel re: pending litigation pursuant to California Government Code Section 54956.9

- HDR Appeal
  Conference with Legal Counsel – anticipated litigation Significant exposure to litigation pursuant to California Government Code Subdivision C §54956.9 (one potential case)

- SCAG v. HCD & BT&H
  Conference with Legal Counsel - existing litigation to be heard in closed session in pursuant to California Government Code Section §54956.9(a)

AGENDA

	PAGE #	TIME

7.1 Closed Session – Cont/d

- Morrison v. SCAG
  Conference with Legal Counsel Government Code section 54956.9(a) Morrison v. Southern California Association of Governments et al. Superior Court, Los Angeles County, Case No. BC 312066

- Performance Evaluation of Executive Director
  Pursuant to California Government Code §54957 b(1)

8.0 ANNOUNCEMENTS

The E Region (NARC) Newsletter was emailed to all members. Additional copies will be available at the meeting.

9.0 ADJOURNMENT

The next meeting is scheduled for June 3, 2004 in conjunction with the Annual Retreat @ Temecula Creek Inn in Temecula, California.

May 6, 04 RC Agenda
DOCS# 97792 - Stewart

NO. 451

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

April 1, 2004

MINUTES

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE REGIONAL COUNCIL. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Regional Council of the Southern California Association of Governments held its meeting at the SCAG Offices downtown Los Angeles. The meeting was called to order by the President, Councilmember Bev Perry, City of Brea. There was a quorum.

Members Present

Councilmember Bev Perry, Brea, President	District 22
Councilmember Ron Roberts, Temecula, 1st VP	District 5
Supervisor Hank Kuiper, Imperial County, 2nd VP	
Supervisor Marion Ashley, Riverside County	
Supervisor Paul Biane, San Bernardino County	
Supervisor Yvonne Burke, LA County	
Supervisor Chirs Norby, Orange County	
Councilmember Greg Pettis, Cathedral City	District 2
Councilmember Bonnie Flickinger, Moreno Valley	District 3
Mayor Lee Ann Garcia, Grand Terrace	District 6
Councilmember Susan Longville, San Bernardino	District 7
Mayor Bill Alexander, Rancho Cucamonga	District 9
Mayor Gary Ovitt, Ontario	District 10
Mayor Lawrence Dale, Barstow	District 11
Councilmember Cathryn De Young, Laguna Niguel	District 12
Councilmember Richard Dixon, Lake Forest	District 13
Councilmember Tod Ridgeway, Newport Beach	District 14
Councilmember Lou Bone, Tustin	District 17
Councilmember Alta Duke, La Palma	District 18
Councilmember Ron Bates, Los Alamitos	District 20
Councilmember Art Brown, Buena Park	District 21
Councilmember Paul Bowlen, Cerritos	District 23
Councilmember Gene Daniels, Paramount	District 24
Councilmember Keith McCarthy, Downey	District 25
Councilmember Isadore Hall, Compton	District 26
Councilmember Frank Gurule, Cudahy	District 27
Councilmember Judy Dunlap, Inglewood	District 28
Councilmember Bonnie Lowenthal, Long Beach	District 29
Councilmember Tonia Reyes-Uranga, Long Beach	District 30

Members Present – Cont'd

Mayor Pro Tem Bea Proo, Pico Rivera	District 31
Councilmember Margaret Clark, Rosemead	District 32
Councilmember Dick Stanford, Azusa	District 33
Councilmember Paul Talbot, Alhambra	District 34
Councilmember Harry Baldwin, San Gabriel	District 35
Councilmember Sid Tyler, Pasadena	District 36
Councilmember Tom Sykes, Walnut	District 37
Councilmember Llewellyn Miller, Claremont	District 38
Councilmember Paul Nowatka, Torrance	District 39
Mayor Pro Tem Sandra Jacobs, El Segundo	District 40
Councilmember Pam O'Connor, Santa Monica	District 41
Councilmember Bob Yousefian, Glendale	District 42
Councilmember Mike Dispenza, Palmdale	District 43
Councilmember Dennis Washburn, Calabasas	District 44
Mayor Toni Young, Port Hueneme	District 45
Councilmember Glen Becerra, Simi Valley	District 46
Councilmember Carl Morehouse, San Buenaventura	District 47
Councilmember Greig Smith, Los Angeles	District 59
Councilmember Thomas Buckley, Lake Elsinore	District 63
Councilmember Debbie Cook, Huntington Beach	District 64
Councilmember Robin Lowe, Hemet	RCTC

Members Not Present

Supervisor Judy Mikels, Ventura County	
Supervisor Zev Yaroslavsky, LA County	
Councilmember Jo Shields, Brawley	District 1
Mayor Ron Loveridge, Riverside	District 4
Councilmember Deborah Robertson, Rialto	District 8
Councilmember Richard Chavez, Anaheim	District 19
Councilmember Ed Reyes, Los Angeles	District 48
Councilmember Wendy Greuel, Los Angeles	District 49
Councilmember Dennis Zine, Los Angeles	District 50
Councilmember Tom LaBonge, Los Angeles	District 51
Councilmember Jack Weiss, Los Angeles	District 52
Councilmember Tony Cardenas, Los Angeles	District 53
Councilmember Alex Padilla, Los Angeles	District 54
Councilmember Bernard Parks, Los Angeles	District 55
Councilmember Jan Perry, Los Angeles	District 56
Councilmember Nate Holden, Los Angeles	District 57
Councilmember Cindy Miscikowski, Los Angeles	District 58
Councilmember Eric Garcetti, Los Angeles	District 60
Councilmember Antonio Villariagosa, Los Angeles	District 61
Councilmember Janice Hahn, Los Angeles	District 62
Councilmember Ted Burgnon, Town of Apple Valley	District 65

Mayor James Hahn, Los Angeles	At-Large
Mayor Bill Davis, Simi Valley	VCTC

Staff Present

Mark Pisano, Executive Director
Jim Gosnell, Deputy Executive Director
Bert Becker, Chief Financial Officer
Colin Lennard, General Counsel
Karen Tachiki, Chief Counsel
Hasan Ikrata, Director, Planning & Policy
Jim Sims, Director, Information Services
Shelia Stewart, Executive Assistant

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Led by Mayor Lee Ann Garcia, City of Grand Terrace.

2.0 PUBLIC COMMENT PERIOD

Councilmember Perry stated that comments regarding the Regional Transportation Plan (RTP) will be heard during RTP presentation. Carol Hossan, Westchester resident, commented that as SCAG consider approval of projects she hoped that all cities be treated in an equitable manner.

SPECIAL PRESENTATION

President Perry recognized Jim Sims for his many years of service and presented a plaque upon his retirement.

3.0 CONSENT CALENDAR

Item 3.1.2 was pulled for discussion. The following consent calendar items were MOVED (Roberts) , SECONDED (Kuiper) and APPROVED.

3.1 Approval Items

3.1.1 Approve Minutes of March 4, 2004

Councilmember Yousefian abstained. It was noted that Councilmember Tyler attended the meeting.

Pulled

3.1.2 Approve Proposed Date, Location & Budget for SCAG's 2004 Retreat

Mayor Young stated that in the past the retreat has always been held on a Thursday & Friday. However this year it has been scheduled for Wednesday & Thursday. Due to city council commitments, she asked if the retreat could be held on Thursday, June 3 and Friday, June 4, instead of Wednesday, June 2 & Thursday, June 3.

A poll of the members were taken. As a result of the poll, it was decided that the retreat would be held on Wednesday & Thursday.

3.2 Receive & File

3.2.1 Contracts & PO between $5,000 - $25,000

3.2.2 Conflict of Interest Listing

3.3 PRESIDENT'S REPORT

3.3.1 Appointments

District # 2	Hon. Greg Pettis, Cathedral City (Re-elected)
District # 12	Hon. Cathryn De Young, Laguna Niguel (Re-elected)
District # 14	Hon. Tod Ridgeway, Newport Beach (Re-elected)
District # 18	Hon. Alta Duke, La Palma (Re-elected)
District # 20	Hon. Ron Bates, Los Alamitos (Re-elected)
District # 22	Hon. Bev Perry, Brea (Re-elected)
District # 32	Hon. Margaret Clark, Rosemead (Re-elected)
District # 34	Hon. Paul Talbot, Alhambra (Re-elected)
District # 36	Hon. Sid Tyler, Pasadena (Re-elected)
District # 38	Hon. Llewellyn Miller, Claremont (Re-elected)
District # 40	Hon. Sandy Jacobs, El Segundo (Re-elected)
District # 42	Hon. Bob Yousefian, Glendale (Re-elected)
District # 44	Hon. Dennis Washburn, Calabasas (Re-elected)
District # 46	Hon. Glen Becerra, Simi Valley (Re-elected)

Subregional Representatives to Policy Committees

Representing San Gabriel Valley COG:
To CEHD Hon. Mary Ann Lutz, Monrovia
Representing Orange County COG
To CEHD: Hon. Doug Davert, Tustin
Hon. Gil Coerper, Huntington Beach
Hon. Marilyn Poe, Los Alamitos
To TCC: Hon. Bob Hernandez, Anaheim

Water Policy Task Force

Larry McKenney, Manager of Watershed and Coastal Resources, County of Orange

3.4 EXECUTIVE COMMITTEE REPORT

Due to the discussion and adoption of the Regional Transportation Plan Mark Pisano gave a brief report on his a couple of his accomplishments for the month

On March 4th Mr. Pisano participated in Business,Transportation & Housing Agency Secretary Sunne McPeak's Southland Regional Economic Conversation at the Los Angeles Area Chamber. Issues discussed were housing needs and costs in Southern California and Insurance Commissioner John Garamendi discussed the State's Worker's Compensation Strategy.

In addition he gave a presentation on March 12th at a Joint Forum of the California Assembly Select Committee on Adult Education and the Assembly Committee on Jobs, Economic Development, and the Economy. The Forum was hosted by Assembly members Carol Liu and Mark Ridley-Thomas and titled "Bridging the Gap: Establishing a Framework for Economic Progress in Los Angeles County."

3.5 NOMINATING COMMITTEE REPORT

Supervisor Hank Kuiper, chair, reported that the Nominating Committee met on March 23, 2004. The committee reviewed historical documentation and regional rotation of SCAG presidents. After discussion and reviewing the materials the committee nominated Mayor Toni Young, Port Hueneme as 2nd Vice President. Members serving on the committee are: Supervisor Paul Biane, San Bernardino; Supervisor Yvonne Burke, Los Angeles; Councilmember Glen Becerra, Simi Valley; Councilmember Alta Duke, La Palma, Vice Mayor Robin Lowe, Hemet, and Supervisor Hank Kuiper, Imperial County.

In addition, it was announced that Councilmember Ron Roberts, Temecula, was nominated as President and Supervisor Hank Kuiper was nominated as 1st Vice President.

It was MOVED (Lowe), SECONDED (Daniels) and UNANIMOUSLY APPROVED to accept the nomination.

3.6 BYLAWS COMMITTEE REPORT

Councilmember Dixon, Chair, stated that the Bylaws Committee met on several occasions to review and discuss amending the SCAG Bylaws to be presented to the Regional Council for approval and forward to the General Assembly for consideration. A summary of those amendments are as follows:

ARTICLE III- MEMBERSHIP AND REPRESENTATION FOR THE GENERAL ASSEMBLY:

Article III A (3) Membership Section: changes the previous provision which had allowed a 6 month grace period in which to pay dues to essentially a three month period, during which time the General Assembly Representative serves in an ex-officio capacity and does not have the right to vote. If the assessment is not paid by January 30 then it is deemed to be an automatic withdrawal from membership. Previously, the delinquency provision allowed a member to go for a period of two General Assemblies before withdrawal was deemed automatic. This proposed change recognizes the importance of a timely commitment evidenced by the payment of the annual dues.

Article III B (2): change recognizes that the Regional Council member shall be the General Assembly Representative unless the City does not have a Regional Council member, in that event, the representative is designated by the city council. This does not apply to the City of Los Angeles.

ARTICLE V-REGIONAL COUNCIL

Article V A (1) Membership: the sections relating to the establishment of districts have been changed to emphasize that the criteria for the establishment of districts should reflect a geographic community of interest and be comprised of districts of approximately equal population. This change deletes the requirement that districts have a population of approximately 250,000. It is also proposed that the number of districts be limited to 67.
These changes recognize the expected population growth in the region and the practical physical limitations of the meeting room.

The proposed changes also have the Regional Council review every five years the composition of the Districts to ascertain if any changes should be made. The review would utilize city population data from the Department of Finance. In order to provide an orderly transition to this new criteria, if approved at the General Assembly, the Regional Council would immediately undertake a review of the districts, make any necessary changes and then the reviews would occur in years ending in 3 or 8 thereafter. The proposal also accounts for the possibility that special district elections might be required to accommodate any changes in the districts.

Article V (A)(1)(b) District Elections: Proposed change would provide the subregion the discretion to allow a city who is located a substantial distance from the place where the election is to be held, to participate by videoteleconference or other telephonic means pursuant to procedures adopted by the Regional Council. This proposed change provides flexibility in election process to account for differing conditions in the subregions, while maintaining the integrity of the election process.

An additional change now defines eligible candidates to be all locally elected officials and there is no requirement that an eligible candidate be a member of the governing board of a subregional organization

Article V-(A)(1)(c) Regional Council Representation: Proposed change to reduce the period in which a city can be delinquent in the payment of dues to 3 months from the current 6 months.
This change is consistent with the payment of dues for membership in the General Assembly.

Article V(A)(4) Regional Council Duties: Proposed change to reflect that the Regional Council also would ratify the performance evaluation of the Executive Director.
Article V(A)(7)Administration Committee: Proposed change for the Policy Committees as well as the Administration Committee to clarify that it is the Committee which elects its Chair and Vice Chair. Also now provides that if a vacancy occurs in the Chair, the Vice Chair automatically becomes the Chair and the Committee then elects a new vice chair. Additionally, Committee chairs may serve for two consecutive full terms.
Proposed change with regard to the selection of the Chairs and Vice-Chairs reflects the actual practice of the Committees.

Article V (A)(10) County Transportation Commissions and Imperial Valley Association of Governments: Proposed change which precludes the County Transportation Commissions and Imperial Valley Association of Governments from voting when a division of the house has been called.
This change is made to ensure that in the event of a division of the house vote is called, that the County votes are appropriately weighted.

Additional proposed change to clarify that representatives of the Commissions and Imperial Valley Association of Governments may serve as chair and vice chair of committees if they are also a locally elected official.

Article VIII - Finances

Article VIII C: Proposed language regarding the Yearly Membership Assessment conforms to the action taken by the Regional Council and the General Assembly in 2001 and provides for an automatic adjustment in membership dues of a minimum of 1%.
As earlier indicated there are numerous other changes, which are editorial or reflect an updating of the Bylaws to conform to present practices. The above highlights the major substantive changes.

There were several concerns presented regarding **page 7 Article V (A)(1)(b) District Elections**. After a lengthy discussion alternative language was provided by Counsel to address this issue: District representatives for each District shall be elected by their peers from among locally elected city council members within a District by a majority vote of a quorum. The District shall tabulate the results at regular meeting of formally or informally constituted local government associations, division meetings of the League of California Cities and/or special meetings requested by all cities within a District. Notwithstanding the above, in the event a District is located a substantial distance from the location where the

election is to take place, the member Cities in the District may permit that member City to participate in such election by video teleconferencing or other telephonic means pursuant to procedures adopted by the Regional Council.

It was MOVED (Kuiper). SECONDED (Dunlap) and UNANIMOUSLY APPROVED to approve the alternative language.

It was MOVED (Dixon), SECONDED (Kuiper) and UNANIMOUSLY APPROVED to approve the amended bylaws and forward to the General Assembly for consideration.

4.0 ACTION ITEMS

4.1 Administration Committee Report

4.1.1 Proposed Sublease – Eastside of the 9th floor space

It was MOVED (Dixon), SECONDED (Young) and UNANIMOUSLY APPROVED to approve.

4.2 Energy & Environment Committee (EEC) Report

4.2.1 Adopt Resolution #04- 451-1 to certify the Final Program Environmental Impact Report (PEIR) for the 2004 RTP and to adopt the Findings and Statement of Overriding Considerations, Mitigation Monitoring and Reporting Program

It was MOVED (Young), SECONDED (Ridgeway) with 2 OPPOSITIONS (Yousefian, Dunlap) to waive reading and adopt Resolution 04-451-1 certifying the Final EIR for the 2004 RTP.

4.3 Transportation & Communications Committee (TCC) Report

4.3.1 Approve Resolution #04-451-2 Adopting the 2004 Regional Transportation Plan (RTP)

It was reported that on March 4, 2004, the TCC approved recommending the Final Draft 2004 RTP for adoption by the Regional Council. Mayor Garcia, Chair, stated that the TCC directed staff to address a number of issues in the Final Draft 2004 RTP to be presented to the RC. These include: 1) emphasize the need for continued cooperation between SCAG and the County Transportation Commissions (CTC) beyond the plan adoption to fully address the TDM goals and funding issues; 2) clarify that allowing Long Combination Vehicles (LCV) is not endorsed in the 2004 RTP; 3) a footnote relative to Bob Hope Airport demand forecast; and 4) a footnote relative to potential commercial airports in Imperial county.

A report was presented on each of the various components within the Plan by SCAG staff. After the report it was MOVED (Stanford), SECONDED (Alexander) to approve the 2004 RTP.

Public Comments

Mayor Mike Gordon, El Segundo; Miles Mitchell, Los Angeles DOT; Denny Zane, Urgan Dimensions; Charlie Lombardo, Burbank, Glendale, Pasadena Airport; Richard Marcus OCTA; Ty Schuiling, SANBAG; Robert Farrell, Coastal San Pedro Neighborhood Council; Jennifer Jaroski; Californians for Safe Highways; Councilmember Michael Feinstein, Santa Monica; and Doug Kim, MTA presented comments in favor of the RTP. Several members from the public thanked SCAG their for their work on the RTP as well as their efforts to work consistently with the various agencies.

Councilmember Lowenthal and Tonia Reyes-Uranga, Long Beach presented comments with regard to the I-710 Corridor; User-fee backed capacity enhancement, or truck facilities; Preservation-protecting the infrastructure; Development Mitigation Strategy and Air Quality. Other Regional Council members presented comments regarding the Plan. After a lengthy discussion there was a call for the question.

It was MOVED (Lowe) SECONDED (Stanford) and UNANIMOUSLY APPROVED to close debate.

Listed below are the amendments offered by Regional Council to be incorporated into the Plan:

Long Combination Vehicles (LCVs)

Amend LCV language to say: SCAG existing policy opposes LCV on non-designated facilities. LCVs include tractor-trailer combinations with two or more trailers that weigh more than eighty thousand pounds.

It was MOVED (Stanford), SECONDED (Garcia). There were 46 AYES with 6 (NOES). The motion passed.

Change date of implementation of the Orange Line to 2018

It was MOVED (McCarthy), SECONDED (Brown). There were 8 AYES and 30 NOES. The motion failed.

Change target date from 2020 to 2012 for I-10 to Huntington Drive on 710 Gap Closure

It was MOVED (Dixon), SECONDED (Talbot). There were 52 AYES. The motion was UNANIMOUSLY approved.

Change Bob Hope numbers within the Plan to 6.4 million

It was MOVED (Yousefian). No SECOND. Motion dies for lack of second.

US 101 Corridor to be called El Camino Real Corridor

It was MOVED (Washburn), SECONDED (Dixon). There were 52 AYES and 0 NOES. The motion was UNANIMOUSLY approved.

Keeping transportation bond issues at 2/3 vote and not the recommended 55% that is currently in the RTP

It was MOVED (Buckley), SECONDED (Ashley). There were 16 AYES and 21 NOES. The motion failed.

I-710 Corridor – Accept language as presented by the City of Long Beach

It was MOVED (Lowe), SECONDED (Dixon). There were 51 AYES and 1 NOE (Brown) to approve. The motion passed

2030 Implementation date to 2020

It was MOVED (Lowenthal) and SECONDED (Dixon). There were 52 AYES and 0 NOES. The motion UNANIMOSLY approved.

Main Motion

Mayor Garcia moved that Resolution 04-451-2 be approved adopting the 2004 RTP including the amendments. It was MOVED (Stanford) and SECONDED (Dixon, Alexander). There were 50 AYES and 2 NOES (Yousefian & Dunlap)

4.4.2 Approval of SCAG's participation in Regional Goods Movement and Advocacy Project

Mayor Garcia stated that staff is seeking approval from the Regional Council to participate in the formation and activities of a joint venture (JV) working group. This group is being established and funded by the 5-county MetroLink Transportation CEO's representing the five Southern California Regional Transportation Planning Agencies (with SCAG representing regional interests inclusive of IVAG), the Southern California Regional Rail Authority, and the Los Angeles County Economic Development Corporation. Private-sector partners demonstrating a

willingness to put forth and financially support project proposals will also be eligible to participate in the JV.

It was MOVED (Lowe), SECONDED (Brown, Bates) and UNANIMOUSLY APPROVED.

4.5 **Communications Task Force Report**

Councilmember McCarthy, stated that the Task Force reviewed the nominees for the Hagman Award and selected John Greenwood, nomination submitted by Mayor Toni Young. Mr. Greenwood was a primary designer of Leadership Southern California, a grass roots regional education program. He has long been involved with Coro Southern California as a Senior Trainer, and designed a similar program specifically for Ventura County called the Ventura County Leadership Academy, which is run in conjunction with United Way. He also has served the Harbor Area Gang Alternatives Program, Habitat for Humanity, and the Rotary Club of San Pedro. John also served many years as an elected member of the LAUSD Board of Education.

It was MOVED (McCarthy), SECONDED (Young) and UNANIMOUSLY APPROVED to approve John Greenwood as Hagman Award recipient.

It was also reported that staff is creating an electronic newsletter, which will debut prior to the end of the fiscal year. This will take the place of the Regional Vision newsletter that had been published quarterly. The new electronic newsletter, to be called **eVision**, will be coming more frequently with lots of timely information in a reader-friendly format.

In addition staff is currently developing a program of office enhancements, to make better meeting space as well as the space where staff works. These phased enhancements, especially of public spaces, are based on two major themes: SCAG leadership and vision, and honoring members. The improvements will visually say more about who SCAG is and what it does, as well as showcase SCAG initiatives.

5.0 INFORMATION ITEMS

5.1 Monthly Financial Report

Bert Becker, CFO presented a brief overview on the monthly financial report. The report contains preliminary financial data related to SCAG's cash flow, as well as budget and expense data for the eight months ended February 2004.

6.0 FUTURE AGENDA ITEMS

Any committee members desiring to place items on a future agenda may make such request. Comments should be limited to three minutes.

7.0 LEGAL COUNSEL REPORT

7.1 Closed Session

There was nothing to report out of closed session at this time.

- Morrison v. SCAG
  Conference with Legal Counsel Government Code section 54956.9(a)
  Morrison v. Southern California Association of Governments et al. Superior Court,
  Los Angeles County, Case No. BC 312066

- Deanna Wetherbee-Distel et al. vs. City of Riverside; County of Riverside; Riverside County Transportation Commission; Riverside County Flood Control and Water Conservation District; Southern California Association of Governments; Riverside Transit Agency; Western Municipal Water District

  Conference with Legal Counsel re: pending litigation pursuant to California Government Code Section 54956.9

- HDR Appeal
  Conference with Legal Counsel – anticipated litigation
  Significant exposure to litigation pursuant to California Government Code Subdivision C §54956.9 (one potential case)

- SCAG v. HCD & BT&H
  Conference with Legal Counsel - existing litigation to be heard in closed session in pursuant to California Government Code Section §54956.9(a)

9.0 ANNOUNCEMENTS

There were no announcements presented at this time.

10.0 ADJOURNMENT

There being no further business the meeting adjourned at 2:00 p.m. The next meeting is scheduled in conjunction with the General Assembly at the Hyatt Regency Los Angeles on May 6, 2004.

Mark Pisano, Executive Director

REPORT

TO: Administration Committee
Regional Council

FROM: Sam Mehta, Contracts Manager (213) 236-1813
Email: mehta@scag.ca.gov

SUBJECT: Approval of Contracts Over $25,000

DATE: April 12, 2004

EXECUTIVE DIRECTOR'S APPROVAL

RECOMMENDED ACTION: Approve Contracts

SUMMARY:

- **The following consultant contract amendment is recommended for approval:**
  Judith Norman Transportation Consultant (JNTC) This Amendment NTE $ 50,000
  Total Contract Value NTE $ 249,862

FISCAL IMPACT:

The Work Element is listed on the detail page for each contract. Included is the Work Element and category of funding, for example FHWA, FTA, indirect.

RC/ADMIN Agenda 5/6/2004
PC DOC#97770

SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS

CONSULTANT CONTRACT AMENDMENT

Consultant: Judith Norman Transportation Consultant (JNTC)

Scope: JNTC was awarded Contract No. 03-030 for the Health Access in San Bernardino and Riverside Counties: A Study of Non-Emergency Medical Transportation Needs and Resources. JNTC is performing technical work to identify and evaluate non-emergency medical transportation needs in the Inland Empire; identify potential resources available to address these needs; and develop recommendations for implementation of demonstration services.

The purpose of this amendment is to include an additional task to conduct a random digit dial telephone survey in the study's five geographic areas. This effort is needed to obtain supplemental data for the project that will not otherwise be obtainable. A major effort of the study is the collection and analysis of health-care data provided by the participating health care partners, both geocoding and survey activities. The health care partners have had considerable difficulty providing this data, in part in response to the federal regulations of the *Health Insurance Portability and Accountability Act* (HIPAA) and in part due to the realization that health care agencies do not have access to missed appointment data.

The contract end date will be extended through August 31, 2004, to allow time to perform the additional work. The funding for the proposed amendment will be provided from the unspent grant funds designated for the project.

Contract Amount:

This amendment is for	$ 50,000
Original contract is for	$199,862
Total contract value is not to exceed	**$249,862**

(This amendment is within the 30% limitation)

Contract Period: May 12, 2003 through August 31, 2004

Work Element:
03-131.SCGC1 - $199,862 (Funding source: FTA/SANBAG)
04-160.SCGC1 - $ 50,000 (Funding source: FTA/SANBAG)

Request for Proposal: Not applicable

Selection Process: Not applicable

Basis for Selection: JNTC is currently conducting the technical study under the contract and has gained tremendous experience and familiarity with the required tasks. This amendment will enable the consultant team to complete its tasks as identified in the project Scope of Work. This effort will enhance the quality of the data that is required by the study. The data collected through the telephone survey is vital to the work effort as it will be used to conduct Geographic Information Systems (GIS) and other analyses to determine the nature of consumer need and access for non-emergency medical transportation in the study area. The additional data will complete the study and make it much more valuable to SCAG and the State.

REPORT

DATE: May 6, 2004

TO: Regional Council

FROM: Arnold San Miguel, Senior Government Affairs Analyst

SUBJECT: Approve Budget for 8th Annual Bi-State Transportation Tech. Adv. Steering Board Meeting

EXECUTIVE DIRECTOR'S APPROVAL:

RECOMMENDED ACTION: Approve expenditure not to exceed $2,100.00 ($300 from the general fund) for simultaneous translation services and lunch at the 8th Annual Bi-State Transportation Technical Advisory Committee (BTTAC) Steering Board meeting scheduled for 11:00 a.m. – 2:00 p.m., Thursday, June 17, 2004 at San Diego Association of Governments (SANDAG) Board meeting room in San Diego, California.

BACKGROUND: In 1996 SCAG signed a Memorandum of Understanding with U.S. and Mexican planning organizations to enhance the coordination of transportation planning activity along the border. This year (July 2003 to June 2004) SCAG is serving as the Chair of BTTAC and is responsible for providing simultaneous translation services and lunch at this year's 8th annual BTTAC Steering Board Meeting. This is the first time SCAG has served as the Chair of BTTAC. The membership of BTTAC includes:

- Southern California Association of Governments (SCAG)
- Imperial Valley Association of Governments (IVAG)
- San Diego Association of Governments (SANDAG)
- California Department of Transportation (Caltrans)
- City of Calexico
- City of Mexicali
- City of Tecate
- City of San Diego
- City of Tijuana
- City of Playas de Rosarito,
- City of Ensenada
- County of San Diego,
- Secretario de Infrastructura y Desarrollo Urbano del Estado (SIDUE)

FISCAL IMPACT:
Expenditure not to exceed $2,100 (WBS 04-810.scgs90) consisting of approximately $1,500 to $1,800 for simultaneous translation services and $300 (a general fund expenditure WBS 04-800) for lunch with attendance of approximately 40 persons.

REPORT

DATE: April 16, 2004

TO: Administration Committee/Regional Council

FROM: Janet Henderson, Acting Lead Regional Planner
(213) 236-1928, henderso@scag.ca.gov

SUBJECT: Authorization to execute MOU with RCTC and OCTA for SP&R grant awarded to RCTC

EXECUTIVE DIRECTOR'S APPROVAL: _____

RECOMMENDED ACTION:

Authorize execution of MOU between SCAG and RCTC and OCTA for $300,000 SP&R grant awarded to RCTC by Caltrans.

BACKGROUND:

RCTC applied for and was awarded $300,000 FY 2003-04 SP&R funds through Caltrans. The grant is to continue work on the Community Environmental and Transportation Acceptability Process (CETAP) project. Specifically, these funds will be used for the Riverside County to Orange County external corridor MIS. The total cost of this project will be $3.3 million funded by RCTC and OCTA. The study is scheduled to take 18 months to complete.

FISCAL IMPACT:

RCTC will provide $75,000 cash to match this grant. This project has been programmed in the FY 2003-04 and FY 2004-05 SCAG Overall Work Program.

DOCS#97968v1 RC memo for CETAP MOU

REPORT

DATE: April 19, 2004

TO: The Regional Council
The Transportation and Communications Committee

FROM: Don Rhodes, Manager of Government and Public Affairs
Phone: (213) 236-1840 E-Mail: rhodes@scag.ca.gov

SUBJECT: FY 2005 Federal Transportation Appropriations Requests

EXECUTIVE DIRECTOR'S APPROVAL

RECOMMENDED ACTION: Adopt the updated federal transportation appropriations requests list.

SUMMARY:

Each year in the spring, SCAG prepares its federal appropriations requests for the federal fiscal year beginning in October. Unfortunately, when the original list of priority projects for the region was adopted, Orange County's projects were mistakenly omitted. For SCAG to continue to work with the six county transportation commissions and Metrolink to secure the necessary funding for all regional projects, the updated list needs to be adopted by the Regional Council.

BACKGROUND:

As previously stated, one of the successes of the Southern California Transportation Delegation has been the presentation of the region's transportation needs in a clear and united voice. To date, the Delegation, comprised of SCAG, the region's county transportation commissions and Metrolink, has focused its efforts on the reauthorization of TEA-21, the federal surface transportation program.

The attached list was comprised to continue the work of the Delegation beyond the reauthorization by creating a single document for the FY 2004-05 federal transportation appropriations. When originally adopted, the Regional Council showed that they agreed and supported the region's receipt of federal funds beyond what individual agencies could obtain. The document was revised to include previously inadvertently omitted OCTA projects, and to make technical changes to VCTC and RCTC projects.

FISCAL IMPACT:

All work related to the recommended staff action is contained within the adopted FY 03/04 budget and 2004 SCAG Legislative Program and does not require the allocation of any additional financial resources.

EFB#97898

Southern California Association of Governments
Six County Area & Metrolink
Appropriations Request
FY 05

Revised April 14, 2004

PROJECT NAME	*LOCATION*	*DESCRIPTION*	*AMOUNT*
Baughman Road Truck Route	Imperial	Construct 0.3-mile interregional truck traffic lane from Baughman Road to Forrester Road.	$550,000
State Route 98	Imperial	Widen State Route 98 between Kloke Road to SR 111.	$3 million
State Route 78/Brawley Bypass	Imperial	Construct 18-mile expressway with interchange and signalization.	$10 million
I-8/Imperial Avenue Improvements	Imperial	Reconstruct Interchange to provide access where none currently exists	$3 million for full funding agreement
Eastside Light Rail Transit Service	Los Angeles	This would link densely populated East Los Angeles with the regional rail/mass transit network at Union Station	$80 million, New Starts
I-405 HOV Lanes	Los Angeles	Construct HOV lanes from Route I-10 to Route US 101 along I-405	$15 million study
Gold Line East Extension	San Gabriel Valley/San Bernardino	Extension of Metrorail service from Pasadena to Montclair	$10 million study
San Bernardino Line Extensions	Metrolink	Construct platform additions and extensions to increase reverse peak train service.	$2 million
High Speed Rail Grade Crossings	Metrolink	Construct improved six grade crossings located throughout the system.	$2.15 million

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PROJECT NAME	*LOCATION*	*DESCRIPTION*	*AMOUNT*
Electronic Message Signs	Metrolink	Install electronic message signs that provide real time information.	$360,000
SR-57 Truck Climbing Lane	Orange	Truck-climbing lane northbound from Lambert Rd to LA County line.	$9.7 million
San Diego Freeway Widening Project	Orange	Will add one general-purpose lane in each direction from SR 73 to Beach Blvd.	$30.2 million
Orange County CenterLine Rail Transit	Orange	Construct CenterLine light rail line from John Wayne Airport to Santa Ana	$40 million, New Starts
CETAP Corridor from Riverside to Orange Counties	Riverside	Continue planning, studies and preparation of environmental document and partial land acquisition for multi-species habitat	$10 million
Perris Valley Extension of Metrolink	Riverside	Extend existing Metrolink service from Downtown Riverside to locations including UCR, March Air Reserve Base, and the Cities of Moreno Valley and Perris.	$10 million New Starts
SR-91 HOV Lanes	Riverside	Construct HOV lanes from Mary Street to 60/91/I-215 Interchange through Downtown Riverside along SR 91.	$12 million
Colton Crossing	San Bernardino	Construct rail-to-rail separation for the at-grade rail crossing that currently constitutes the most serious freight rail bottleneck between the ports and the rest of the United States	$20 million

000019

PROJECT NAME	*LOCATION*	*DESCRIPTION*	*AMOUNT*
I-10 and I-15 Interchange Improvements	San Bernardino	Reconstruction of unsafe and deficient freeway interchanges impacted by heavy truck volumes	$20 million study
Route 23/101 Interchange	Ventura	Add freeway lanes in intersection to increase capacity	$15 million
Install Transportation Management System throughout Ventura County	Ventura	TMS technology to implement Ventura County's comprehensive ITS program	$15 million
I-710 Completion	Los Angeles	Construct final 6-mile extension of I-710 from I-10 to I-210	$10 million study
East West Corridor	L.A./Long Beach Ports to Inland Empire	Exclusive truckway from the Ports of Los Angeles and Long Beach to the distribution centers located in the Inland Empire	$15 million study
Maglev Deployment Program	West L.A. to Ontario International Airport	Continue development of the Maglev Initial Operating Segment including preliminary engineering and environmental studies	$9.6 million study
TOTAL			$342.6 MILLION

020000

REPORT

DATE: April 12, 2004

TO: Administration Committee
Regional Council

FROM: Sam Mehta, Contracts Manager (213) 236-1813
Email: mehta@scag.ca.gov

SUBJECT: Contracts and Purchase Orders Between $5,000 - $25,000

RECOMMENDED ACTION: Information Only

SUMMARY:

SCAG executed the following contracts between $5,000 and $25,000

- Ed Jones & Associates — $ 15,000
  Subregional Liaison Services
  Funding Source: FHWA

- Consilium Associates — $ 24,579
  Regional Cordon Survey Summary
  Funding Source: FHWA

BACKGROUND:
Pursuant to the recommendations from the Best Practices Contracts Committee and KMPG, the Regional Council approved the execution by the Executive Director, Purchase Orders between $5,000 and $25,000 and the listing of all such Contracts and purchase orders on the agenda as information only.

RC/ADMIN Agenda 5/6/2004
PCDOC #97767

SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS

REPORT

DATE: April 12, 2004

TO: Administration Committee
Regional Council

FROM: Sam Mehta, Manager; Contracts (213) 236-1813
Email: Mehta@scag.ca.gov

SUBJECT: Conflict of Interest Listing

RECOMMENDED ACTION: Information Only

Listing of all agenda items involving consultants, vendors, or other groups to all members to determine whether they have conflicts

Item

3.1.2

- Judith Norman Transportation Consultant (JNTC)
  Sub: - Civic Technologies
  Sub: - Fairfax Research Consulting
  Sub: - MTM, Inc.
  Sub: - O'Melia Consulting

3.2.1

- Consilium Associates
  Sub: - National Research Center
- Ed Jones & Associates

RC/ADMIN Agenda 5/6/2004
PCDOC #97774

REPORT

DATE: May 6, 2004

TO: The Regional Council

FROM: Charlotte Eckelbecker, Government Affairs Analyst
Phone: (213) 236-1811 E-Mail: eckelbec@scag.ca.gov

SUBJECT: State Legislative Matrix

EXECUTIVE DIRECTOR'S APPROVAL

RECOMMENDED ACTION: Receive and File

SUMMARY:

A legislative matrix is attached for your review. It lists the most important bills and constitutional amendments within SCAG's jurisdiction that are currently making their way through the Legislature. The list is current as of 4/16/04.

Attached to the matrix are three letters of support signed by the SCAG President regarding two bills and one constitutional amendment. AB 1971 (Lowenthal) is a clean-up bill to 2002's AB 2650 (Lowenthal), which regulated the idling and queuing of trucks at the ports. SCAG supported AB 2650 and offered its support on AB 1971 as well. AB 2207 (Levine) creates a San Fernando Valley statistical district, which will assist SCAG's planning efforts. ACA 29 (Harman) prohibits the Governor and Legislature from lending Transportation Investment Fund revenues to the state General Fund. ACA 29 is on-point with the recently adopted 2004 RTP, *Destination 2030*.

Policy committees of the Legislature have until May 7th, the day after the General Assembly, to hear and report non-fiscal bills introduced in their house to the floor. Bills must be passed out of their house of origin by May 28th.

FISCAL IMPACT:
All work related to adopting the recommended staff action is contained within the adopted FY 03/04 budget and adopted 2004 SCAG Legislative Program and does not require the allocation of any additional financial resources.

CAE#98017

Housing

Bill, Author and Staff Contact	Description	Relevance to SCAG Region	Positions	Status and Hearing Date	Notes
AB 2158 (Lowenthal) Staff: Mark Stivers (916) 445-8740	RHNA reform bill.	SCAG is statutorily required to produce the RHNA for the SCAG region.	No related agency positions.	Assm. Housing 4/21/04 1:30 pm.	SCAG has actively participated in the Lowenthal Working Group on RHNA reform.

Energy and Environment

Bill, Author and Staff Contact	Description	Relevance to SCAG Region	Positions	Status and Hearing Date	Notes
AB 1971 (Lowenthal) Staff: Josh Tooker (916) 319-2054	Clarifies provisions that require ports to operate in such a manner that trucks do not idle or queue for more than 30 minutes.	Ports of Long Beach and Los Angeles located in SCAG region; goods movement central to regional economy; air quality affected.	SCAG: Support. No related agency positions.	Assm. Second Reading File	In 2003, SCAG supported AB 2650 (Lowenthal) that enacted the idling/queuing prohibition.
AB 2042 (Lowenthal) Staff: Josh Tooker (916) 319-2054	Requires SCAQMD to set baseline for emissions at Ports of Long Beach and Los Angeles. Growth must be limited or controlled so baselines are not exceeded.	Ports of Long Beach and Los Angeles located in SCAG region; goods movement central to regional economy; air quality affected.	No related agency positions.	Assm. Approp. 4/21/04 9 am.	AB 2042 will be heard as an information item in the EEC on 5/6/04.
SB 1397 (Escutia) Staff: William Sanchez (916) 445-3090	Makes findings and declarations about locomotive emissions in the South Coast Air Basin, encourages the state and federal regulators to turn authority over to local air district if they do not act to reduce locomotive emissions.	SCAG supports encouraging state and federal regulators to turn over authority to local districts if they do not act to control emissions.	No related agency positions.	Senate Environmental Quality. 4/12/04 1:30 pm.	Supported in 2004 legislative program.

Transportation

Bill, Author and Staff Contact	Description	Relevance to SCAG Region	Positions	Status and Hearing Date	Notes
AB 2041 (Lowenthal) Staff: Josh Tooker (916) 319-2054	Requires new Port Congestion Management District to set a charge for transporting cargo to or from Ports of Long Beach or Los Angeles by commercial motor vehicle during peak hours.	Ports of Long Beach and Los Angeles located in SCAG region; goods movement central to regional economy; traffic congestion and air quality worsening with truck traffic.	No related agency positions.	Assm. Loc. Govt. 4/21/04 1:30 pm.	Mitigation Measure 3.3-3a of the EIR for the 2004 RTP: "SCAG shall encourage the ports to extend their operating hours in order to reduce heavy-duty truck traffic during peak periods, thereby reducing the VHT these trucks spend in delay."
AB 2043 (Lowenthal) Staff: Josh Tooker (916) 319-2054	Establishes the Maritime Port Strategic Master Plan Task Force to compile data related to growth and congestion of ports.	Ports of Long Beach and Los Angeles located in SCAG region; goods movement and congestion projected to double by 2030.	No related agency positions.	Assm. Nat. Res. 4/19/04 1:30 pm.	
AB 2372 (Correa) Staff: John Scribner (916) 319-2069	Provides that STIP carry-forward provisions do not authorize the Transportation Commission to carry forward a county's surplus in lieu of programming funds for projects in the county within the 4-year share period unless requested.		OCTA sponsored; VCTC opposes.	Assm. Trans. 4/19/04 1:30 pm.	
AB 2456 (Spitzer) Staff: Dane Wadle (916) 319-2071	RTIP spot bill.		OCTA sponsored.	Assm. Trans. 4/19/04 1:30 pm.	

Transportation

Bill, Author and Staff Contact	Description	Relevance to SCAG Region	Positions	Status and Hearing Date	Notes
AB 2847 (Oropeza) Staff: Andrew Antwih (916) 319-2093	Imposes a 5 cent fee per gallon on the sales of gasoline or motor vehicle diesel fuel and deposits revenues in a Highway Fee Fund for maintenance, operation and improvement of state highway and local street and road system.	Adopted 2001 and 2004 RTPs depend on increased public revenues for transportation within the planning horizon.	No related agency positions.	Assm. Trans. 4/19/04 1:30 pm.	
ACA 21 (Bogh) Staff: Jaime Blackwell (916) 319-2065	Changes vote threshold from 2/3 to 4/5 of membership of both houses of Legislature to enact a statute suspending the transfer of motor vehicle sales tax revenues from the General Fund to the Transportation Investment Fund.	The 2004 RTP calls for the protection of Proposition 42 revenues by no longer permitting the suspension of transfers from the General Fund to the Transportation Investment Fund.	No related agency positions.	Assm. Trans. 4/19/04 1:30 pm.	SCAG supported the passage of Proposition 42 in 2002 that created the Transportation Investment Fund.
ACA 24 (Dutra) Staff: Chris Tapio (916) 3190-2020	Authorizes the Legislature to loan funds in the Transportation Investment Fund to the General Fund or any other state fund or account, or to local agencies, under Article XIX conditions.	The 2004 RTP calls for the protection of Proposition 42 revenues by no longer permitting the suspension of transfers from the General Fund to the Transportation Investment Fund.	No related agency positions.	Assm. Trans. 4/19/04 1:30 pm.	SCAG supported the passage of Proposition 42 in 2002 that created the Transportation Investment Fund.
ACA 29 (Harman) Staff: Peter Crandall (916) 319-2067	Deletes provision authorizing the Governor and Legislature to suspend the transfer of funds from the General Fund to the Transportation Investment Fund.	The 2004 RTP calls for the protection of Proposition 42 revenues by no longer permitting the suspension of transfers from the General Fund to the Transportation Investment Fund.	SCAG: Support. No related agency positions.	Assm. Trans. No hearing scheduled.	SCAG supported the passage of Proposition 42 in 2002 that created the Transportation Investment Fund.
SB 1614 (Torlakson) Staff: Robert Oakes (916) 445-6083	Imposes a 10 cent fee per gallon on the sales of gasoline or motor vehicle diesel fuel and deposits revenues in a Highway Fee Fund for maintenance, operation and improvement of state highway and local street and road system.	Adopted 2001 and draft 2004 RTPs call for increased public revenues for transportation.	No related agency positions.	Senate Trans. 4/20/04 1:30 pm.	Concern: In 2003, RC opposed SB 541 (Torlakson), which indexed gas tax to the CPI. Need adoption of 2004 RTP to clarify position.

REPORT

DATE: April 23, 2004

TO: Administration Committee/Regional Council

FROM: Janet Henderson, Acting Lead Regional Planner
(213) 236-1928, henderso@scag.ca.gov

SUBJECT: Fiscal Year 2004-05 Overall Work Program

EXECUTIVE DIRECTOR'S APPROVAL:

RECOMMENDED ACTION:

Approve Resolution #04-452-1 supporting the Final Fiscal Year (FY) 2004-05 Overall Work Program and Budget and submit to Caltrans and other funding agencies as necessary for approval.

BACKGROUND:

The OWP contains several sources of revenue. The major source is the Consolidated Planning Grant (CPG) which is the primary revenue used to meet SCAG's MPO requirements and address the Federal Planning Emphasis Areas (PEA's) of Federal and State Departments of Transportation. There are other significant grants included (e.g. Federal Railroad Administration for Maglev and Federal Aviation Administration for aviation planning).

The Fiscal Year 2004-05 Overall Work Program (OWP) is enclosed. The OWP includes the following information:

1. Prospectus – Informational material about SCAG required to be included in the OWP.

2. A detailed program narrative summary and fund source/line item budget for each work element.

3. A fund source summary showing the allocation of the funds by work element. (Program Revenue Table)

4. A line item budget indicating the amount for staff salaries, benefits, direct costs, consultants and subregions. (Program Expenditure Table)

5. A fund source summary showing the allocation of funds by work breakdown structure (WBS).

6. SCAG staff allocation by job classification.

7. Appendices including copies of required certifications and assurances and the FY 2004-05 OWP resolution.

Following is a more detailed discussion of the revenue and program expenditures for the FY

REPORT

2004-05 OWP.

Revenues:		**Expenditures:**	
CPG	$ 18,031,233	SCAG Operations	$17,267,160
SP&R	$ 300,000	SCAG Consultants	$ 1,378,000
5313B (pass through)	$ 826,036	SCAG Non-CPG*	$ 8,559,409
Federal Other	$ 7,487,284	Subregions	$ 897,056
State Other	$ 158,060	Subregion Consultants	$ 487,999
TDA	$ 663,555	Other Direct Costs	$ 361,640
Cash Match	$ 40,270	Third Party Commitments	$ 3,103,581
Third Party Commitments	$ 3,103,581	**TOTAL**	**$32,054,845**
Local Other	$ 1,444,826		
TOTAL	**$ 32,054,845**		

** includes pass through 5313B and federal other projects*

Program

The proposed program budget is designed to accomplish the following objectives:

- To meet Federal and State transportation grant requirements for mandated products.

- To address the Federal transportation emphasis areas and planning factors.

- To address the Budget Issue Priorities established by the Regional Council (approved December 2003). Those priorities are as follows:

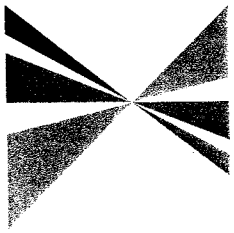
  - Transportation Financing
  - Good Movement
  - Aviation
  - Growth Visioning
  - Transportation System Performance
  - Air Quality
  - Transit System Performance
  - Transportation System Technology
  - Water Supply and Quality
  - Environmental Sustainability
  - Housing
  - Economic and Human Resource Development

The attached document will be presented at the May 6th meeting. It is being provided here as an overview of the OWP.

FISCAL IMPACT:

The OWP is the instrument that allows SCAG to manage projects and budgets. Approval of this document will continue the flow of federal planning funds for fiscal year 2004-05.

SOUTHERN CALIFORNIA



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Imperial County: Hank Kuiper, Imperial County • Jo Shields, Brawley

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Orange County: Chris Norby, Orange County • Ronald Bates, Los Alamitos • Lou Bone, Tustin • Art Brown, Buena Park • Richard Chavez, Anaheim Debbie Cook, Huntington Beach • Cathryn DeYoung, Laguna Niguel • Richard Dixon, Lake Forest • Alta Duke, La Palma • Bev Perry, Brea • Tod Ridgeway, Newport Beach

Riverside County: Marion Ashley, Riverside County • Thomas Buckley, Lake Elsinore • Bonnie Flickinger, Moreno Valley • Ron Loveridge, Riverside • Greg Pettis, Cathedral City • Ron Roberts, Temecula

San Bernardino County: Paul Biane, San Bernardino County • Bill Alexander, Rancho Cucamonga • Edward Burgnon, Town of Apple Valley • Lawrence Dale, Barstow • Lee Ann Garcia, Grand Terrace • Susan Longville, San Bernardino • Gary Ovitt, Ontario • Deborah Robertson, Rialto

Ventura County: Judy Mikels, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Hueneme

Orange County Transportation Authority: Charles Smith, Orange County

Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Bill Davis, Simi Valley

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Resolution #04-452-1

RESOLUTION OF THE SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS TO APPROVE AND ADOPT THE FISCAL YEAR 2004-2005 OVERALL WORK PROGRAM (OWP)

WHEREAS, the Southern California Association of Governments (SCAG) is the Metropolitan Planning Organization (MPO) for six counties: Los Angeles, Orange, San Bernardino, Riverside, Ventura and Imperial;

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

WHEREAS, the OWP is the basis for SCAG's annual activities and budget;

WHEREAS, SCAG has prepared an OWP for Fiscal Year (FY) 2004-05 which was reviewed by member agencies and SCAG committees; and,

WHEREAS, 23 CFR 450.334 and 450.220 require that the designated MPO and Caltrans certify that the transportation planning process is addressing the major issues in the metropolitan area and is being conducted in accordance with all applicable requirements.

NOW, THEREFORE, BE IT RESOLVED by the Regional Council of the Southern California Association of Governments, that SCAG does hereby approve and adopt the OWP for FY 2004-2005 and certifies that its planning process will be implemented through the OWP as amended, in accordance with:

1. 23 U.S.C. 134 and 135;
2. Sections 174 and 176(c) and (d) of the Clean Air Act as amended (42 U.S.C. 7504, 7506(c) and (d);
3. Title VI of the Civil Rights Act of 1964 and the Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
4. Section 1101(b) of the Transportation Equity Act for the 21st Century (Pub. L. 105-178 112 Stat. 107) and any successor thereto, regarding the involvement of disadvantaged business enterprises in FHWA and FTA funded projects (Sec. 105(f), Pub. L. 97-424, 96 Stat. 2100, 49 CFR part 26); and,
5. The Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the United States Department of Transportation implementing regulations (49 CFR 27, 37, and 38).

BE IT FURTHER RESOLVED:

1. That SCAG hereby authorizes submittal of its adopted OWP FY 2004-05 to the various participating State and Federal agencies;

2. That SCAG pledges to pay or secure in cash or services, or both, the matching funds necessary for financial assistance;

3. That the SCAG Executive Director or his designee, is hereby designated and authorized to submit the OWP for FY 2004-05 and any amendments thereto, and to execute all related agreements, including but not limited to Overall Work Program Agreements, Master Fund Transfer Agreements, special grant agreements, and agreements with subrecipients, on behalf of the Regional Council, to implement purposes of this Resolution;

4. That the SCAG Executive Director or his designee, is hereby authorized to make and submit to funding agencies, the necessary work program and budget modifications to the OWP for FY 2004-05 based upon actual available funds, and to draw funds as necessary on a letter of credit or other requisition basis;

5. That the Executive Director or his designee, is hereby authorized to make administrative amendments to the OWP for FY 2004-05, such as changing work elements or correcting errata.

APPROVED AND ADOPTED by a unanimous vote of the Regional Council of the Southern California Association of Governments at a regular meeting this ____ day of _____, 2004.

_____
Ron Roberts
President, SCAG
Councilmember, City of Temecula

_____
Mark Pisano
Executive Director

Attest:

_____
Karen Tachiki
SCAG Chief Legal Counsel

SCAG
FISCAL YEAR 2004-2005
OVERALL WORK PROGRAM
DRAFT

SOUTHERN CALIFORNIA
ASSOCIATION of
GOVERNMENTS

May 6, 2004

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OWP Materials

These materials were included in your packet:

- Report to Committee
- Resolution approving the FY 2004-2005 OWP
- Chart of Comments & Responses
- Final FY 2004-2005 OWP
- This presentation

OWP Public Outreach

- The draft was out for public comments from March 4 - April 2
- Discussed the OWP at agency meetings:
  - Administrative Committee
  - Regional Council
  - Subregional Coordinators
- The OWP was posted on the web
- The OWP was sent to local, state and federal agencies

Public Responses

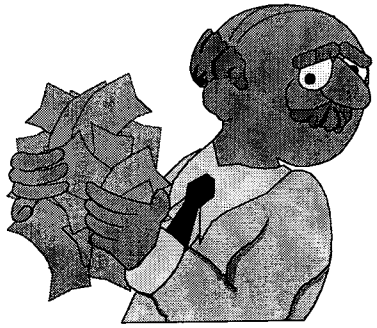
- 4 Comments letters received:
  - Caltrans
  - FHWA
  - Ventura
  - San Gabriel Valley
- 106 total comments / 97 from Caltrans
- Agencies took a close look at the document
- Positive suggestions

Public Comment Context

- corrections for minor typo's
- format issues
- clarification of project names
- subregional distribution of funds
- clarification of project scopes
- requests for funds
- technical issues
- requests for products

Intermodal Planning Group (IPG)

- April 21, 2004 meeting
- Representatives from FHWA, FTA, Caltrans District and Headquarters participated
- Comments and OWP modifications were reviewed
- Presentations on OWP projects
- Additional comments from FTA
- No comments to responses or objections from Caltrans
- FHWA "Best IPG ever"



Changes to the Final OWP

- The bottom line has changed from $31,248,348 to $32,054,845 due to additional carryover for special grants
- New work elements added based on comments
- Funding split details added at the WBS level
- Text changes to clarify information, correct typo's and provide additional information

FY 2003-04 Vs. FY 2004-05

- RTP Development
- RTP EIR
- Air Quality Conformity
- Growth Visioning
- RTIP Updates

- RTP Implementation
- Growth Visioning Next Steps
- Regional Comprehensive Plan
- RTIP
- New Issues
- Improve Technology Tools
- Improve Data & Modeling Programs

Program Revenues for Detailed Work Program

SOURCE:	AMOUNT
CPG	$18,031,233
SP&R	300,000
5313B	826,036
FEDERAL OTHER	7,487,284
STATE OTHER	158,060
	Subtotal: $26,802,613
MATCH:	
TDA	$663,555
CASH MATCH	40,270
THIRD PARTY COMMITMENTS	3,103,581
LOCAL OTHER	1,444,826
	Subtotal: $5,252,232
	GRAND TOTAL $32,054,845

FY 2004 - 2005 Work Elements

CPG	BUDGET*
System Planning	$919,148
Transportation Finance	388,474
Environmental Planning	995,565
Air Quality Planning & Conformity	1,202,455
RTIP	844,360
Regional Comprehensive Plan	706,634
Data	1,982,181
GIS	1,118,676
Growth Visioning Implementation	2,237,349

* Includes match

FY 2003 - 2004 Work Elements

CPG cont.	BUDGET*
Regional Forecasting & Policy Analysis	$1,270,678
Corridor Planning	679,264
Modeling	3,061,070
Performance & Assessment Monitoring	636,552
Public Information & Involvement	1,268,098
ITS	66,491
Security	182,184
OWP Development & Monitoring	1,535,922
Goods Movement	1,167,914
Transit	471,329
Subtotal:	**$20,734,344**

* Includes Match

FY 2004 - 2005 Work Elements cont.

5313B	BUDGET*
02-03 Transit Security Management	$7,523
Inter-Regional Rail	338,500
Partner Transit Health Services	134,850
03-04 Transit Security Management Training	56,479
Ontario International Ground Access	212,500
LADOT Training	41,000
Chino-Ontario Community Transportation	80,666
Transit Village Palmdale	57,211
02-03 Internship/Training in Transit	56,478
Subtotal:	**$985,207**

* Includes Match

FY 2004 - 2005 Work Elements cont.

OTHER FEDERAL	BUDGET*
Aviation	$2,374,081
I-15 Corridor Study (ISTEA)	625,000
MAGLEV	3,490,850
ITS	3,304,303
	Subtotal: $9,794,234

SP&R	**$375,000**

STATE	
Regional Energy Efficiency	$15,000
Bicycle & Pedestrian Safety Program	80,000
Watershed Planning	71,060
	Subtotal: $166,060

* Includes Match

GRAND TOTAL $32,054,845

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Who Will Do The Work

SCAG*	$17,267,160
SCAG CONSULTANT	1,378,000
SCAG PASS THROUGH	8,559,409
SUBREGIONS	897,056
SUBREGIONAL CONSULTANTS	487,999
OTHER DIRECT COSTS	361,640
THIRD PARTY COMMITMENTS (Match)	3,103,581
GRAND TOTAL	**$32,054,845**

** Includes CPG and other grant programs.*

SCHEDULE

✓ Approval of FY 2004-05 Priorities	December 4
✓ Project proposals due from subregions	January 5
✓ Submit draft OWP to Caltrans	February 27
✓ Regional Council releases draft	March 4
✓ 30 day review closes, all comments due	April 2
✓ Intermodal Planning Group (IPG) meeting	April 21
✓ Transmit final OWP to Caltrans (subject to RC May 6 action)	May 1 (state imposed deadline)
☐ Regional Council action on final OWP	May 6
☐ Receive approvals of FY 04-05 OWP	June
☐ FY 04-05 OWP budget begins*	July 1

** contingent on approval of the state budget*

Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
1	The Department finds that it responds appropriately to planning priorities, including the PEAs, the seven TEA-21 Planning Factors and it contains SCAG's annual certification to FHWA/FTA. The Department acknowledges SCAG's Response Update to the 2001 Federal Certification Review Findings Report of April 2, 2002.	No response necessary.
2	The Regional Prospectus in the FY 2004/05 draft OWP gives a good overview of SCAG's function as the Metropolitan Planning Organization (MPO) and Regional Transportation Planning Agency (RTPA) serving the six Southern California Counties and its responsibilities in developing the Regional Transportation Plan, the Regional Transportation Improvement Program and transportation-related portions of local air quality management plans.	No response necessary.
3	The mandated activities include development of the RTP and RTIP. The other planning activities include studies and analyses such as economic growth, growth visioning, regional housing needs assessment, corridor studies, Maglev, GIS, IGR and Watershed Management Planning. Regulatory compliance activities center around environmental and air quality requirements that are addressed in the RTP EIR, in conformity analyses and environmental justice principles and regulations.	No response necessary.
4	The document section "Planning Priorities Facing the Metropolitan Area" identifies some of the challenges facing the Region as presented in the 2003 State of the Region Report. Challenges in air quality, dramatic projected population growth, and constrained financial resources, underscores the need for continued regional cooperation.	No response necessary.
5	The document provides the public an understanding of the decision-making, interagency consultation and public involvement practices.	No response necessary.
6	The Department acknowledges SCAG's accomplishments as described in the introduction. Special recognition must be given for the recent adoption of the 2004 Regional Transportation Plan (RTP) and Final Program Environmental Impact Report (PEIR) for the 2004 RTP. Successful integration of the Land Use and Transportation Planning through the PILUT process, the Growth Visioning "scenario planning" effort along with SCAG's Communications Strategy were integral processes to the development of the preferred RTP alternative.	No response necessary.
7	The Department has made many recommendations concerning required content of the OWP work elements and funding information in previous comment letters. It is not apparent that this OWP incorporates any of those suggestions; therefore, is difficult to acknowledge any improvements in these areas.	Comments received in previous fiscal years were responded to and addressed. Changes to this years OWP include a break out of several large work elements into several smaller work elements and the inclusion of a new work element for OWP development and monitoring.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
8	The section "Detailed Work Element Descriptions" is inclusive of the necessary Work Elements (WEs) for SCAG to comply with its mandates. However, the information provided in the narrative sections of the work elements does not give a detailed discussion of the projects identified in the associated SCAG WBSs. The inclusion of narrative information at the WBS level is inconsistent. As presented there is not enough information at the WBS levels to describe a project that can be approved.	The detailed information included in each Work Element (WE) is inclusive of details for all the associated Work Breakdown Structure (WBS). The document is consistent in format. Additional information has been added at the work element level in the final document.
9	In addition, by examination of the WBSs it appears they should all be work elements. For example the System Planning work element, WBS 05-010.WSTC1 I-10 Robertson Intersection Study, could be a distinct work element. The same observation can be made of steps within the work element, for example, Step 10, Development of Regional Comprehensive Plan and Guide. The Regional Comprehensive Plan and Guide is a major planning product for the region and requires substantial resources to develop. This effort should be considered as a work element. This most likely relates to SCAG's understanding of the term "tasks". The work SCAG defines as tasks: "Work Breakdown Structures" (WBSs), are in fact discreet work elements (WEs), with tasks and products. Tasks are the steps leading to the completion of work products; such as, gather data, analyze data, develop issue papers, develop draft report. As each WBS contains tasks ("steps") and products, the OWP must be revised so that each WBS is in fact a WE and must contain all of the specific information as described in the ***2003 Regional Planning Handbook*** and the ***2004/2005 OWP Guidance.***	The FY 2004-05 OWP format is identical to the approved FY 2003-04 OWP. SCAG has created WE's by category with an overall budget. Each work element contains one or more WBS's that each contains a distinct scope and budget. The OWP as presented meets federal requirements.
10	Therefore, we recommend that all of the WBSs should be presented as discreet WEs as described in the above-referenced Guidance's and tracked as such in SCAG's Quarterly Reports and OWP amendments. We recognize that this does not address other significant OWP work element organizational deficiencies but will provide a degree of improvement sufficient to monitor work and funds.	SCAG currently provides details at the WBS level for all progress reports and amendments. We will continue to report this in the future. Caltrans and FHWA successfully monitored SCAG's progress in FY 03-04. Without further details, we can not address your concern of "other significant OWP work element organizational deficiencies".
11	As a point of clarification, particular attention should be paid to also tying and identifying both the work and match provided for/by any third party contributors.	Third party match is identified with each SCAG request for reimbursement and a match report is submitted quarterly to District 7. SCAG maintains records of agency match contributions relative to specific work elements
12	The current work element financial summary is a satisfactory method of identifying the category of funds and the application of funds to specific costs categories. However, the OWP does not contain the required funding information at the WE (WBS) level. Without this information it is impossible to determine the appropriate application of the federal funding by source but more importantly the appropriate match, particularly in the use of third party in-kind in lieu of non-federal funds. This is a critical requirement for approval of federal funds to a project within the OWP.	Currently, the breakout of funds at the WBS level is provided on the Quarterly Progress Reports. At the request of Caltrans, District 7, we have developed a new table of funding at the WBS level that will be included in the final document.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
13	The identification of carry over work is a requirement and can be improved through narrative and the inclusion of additional financial information. This will provide a better understanding of anticipated project disposition at the end of the fiscal year. Inclusion of financial information from previous WEs (WBSs) would assist in the proper identification of a project and insure the proper tracking of total funds to the overall project.	Carryover work is identified in several ways within the OWP document. First, the beginning of the document contains a chart titled *03-04 Work Element Reference.* This chart provides a cross-reference by WE and WBS number from FY 03-04 to FY 04-05. Next, in the detailed WBS, there is a reference to *03-04 Work Element Number.* All related previous years work is listed as *completed* for work that is related and last years scope was completed or *continuing* for work that began previously and is ongoing in this WBS. Because the OWP is developed for one year while work is still going on, including financial information would be very ruff estimates and lead to misunderstandings and errors. Final figures for each fiscal year are included on the progress report and the OWP is amended after fiscal close out to correct the carryover funding estimates.
14	In its present form the draft OWP is incomplete. The work program does not contain all of the required content and financial information required to obtain the Department's approval. To meet the minimum OWP requirements, substantial revision of SCAG's Draft OWP will be necessary. SCAG must assure that the WBSs in this document are developed as Work Elements. This is an achievable incremental improvement that will not require a complete reorganization of the document at this time. Please refer to the 2004/2005 MPO Guidance, Section 3, "Developing the OWP Work Element Considerations", Pages 5 and 6. and the Regional Planning Handbook (October 2003) Section 2.04b, "Work Elements", and provide all of the necessary information required in these sections of guidance.	A review of the document was conducted and additional information has been added regarding program objectives and previous accomplishments where we felt we had not provided enough detail. The OWP as presented meets federal and state requirements.
Work Elements:		
15	**Match Requirements** Work Element 05-150: Transit Security Management Training, the match required is $863, but the match provided is $683 This probably is due to a typographical error. The 6 and 8 appear to be transposed.	This has been corrected in the final document.
16	**Consistency / Clarity of Names** Some work element names are not always consistent throughout the OWP. An example is Work Element 05-285. The Table of Contents and the Work Element list the title as "Regional Aviation System Planning", while the Program Revenues / Program Expenditures summary sheets list the title as "Imperial County Airport Study".	All project names have been reviewed and corrected where necessary.
17	Work Elements 05-150 and 05-165 have the same name: Transit Security Management Training. One name should be modified to distinguish between the two work elements.	The fiscal year of award has been added to the title of all special grants.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
18	How are Work Element 05-210: Internship and Training in Transit Planning and Work 05-530: Internship and Training in Transit Planning, CSULA different from one another? Under Program Accomplishments for 05-210, is the phrase "student section" supposed to read "student selection" ?	Work element 05-210 is an approved grant from FY 02-03 and 05-530 is a new grant application to continue the same work. The title of project 05-210 has been modified to include the grant cycle year. Project 05-530 will be removed from the final document, as all applications will. The typo in 05-210 has been corrected.
19	**Work Element 05-150: Transit Security Management Training** The "agency" for Fund Source Budget does not agree with the "agency" for Funds Application in both the work element, Page 05-150-1, and the Program Revenues, Section III Part A-3 and Program Expenditures Section III Part B-3.	This has been corrected in the final document.
20	As noted above, there appears to be a typographical error of transposed numbers under "3rd Party commitments (In-Kind Services)". The required match is $863, but the listed match is only $683, leaving a match shortfall of $180.	This has been corrected.
21	**Dates** Several work elements list dates that are outside the parameters of the OWP time frame of July, 2004 to June, 2005:	All dates have been reviewed and are now within the fiscal year.
22	**Federal Applications Pending** Under Federal Applications Pending, Section IV Part B: 05-420-1, the SCAG column heading has "SCAG" listed twice, while the SCAG Consultant column is missing the word "SCAG".	All applications will be removed from the final document.
23	**Program Revenues / Program Expenditures** With regard to Work Element 05-150: Transit Security Management Training, (CSULA), the agency with the budget is listed as SCAG in Section III Part A-3, but as SCAG Consultant in Section III Part B-3. This relates to other issues previously identified for this work element.	This has been corrected.
24	**SP&R Planning – Combined Listing** In the document, in both the work elements and the Program Revenues / Program Expenditures sections, it would be helpful if SCAG would asterisk and/or provide a footnote that identifies the SPR – Partnership Planning funds separately from the SPR Discretionary funds that are both listed under the column heading of "SP&R Planning".	The FY 2004-05 OWP only contains SPR – Partnership Planning funds. The final document will have this noted.
25	**Footnotes** In the document, "Local Other" footnote L09 is identified as "co-applicant"; is this sufficient information given that the other footnotes are more specific ?	This is how the match was identified on the application. All applications will be removed from the final document.
26	**Typographical Error – Work Element Budget** Work Element 05-055: Regional Forecasting and Policy Analysis has a typographical error in the total budget amount at the top, right corner of the page. The numbers 2 and 9 are transposed; the correct total budget is $1,392,183.	This has been corrected.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
27	**05-010 System Planning** The work elements products are the Planning Program and the Schedule for the development of the Regional Transportation Plan and an Updated Project Database, it seems logical that the title of this Work Element should be revised to reflect the actual products which appear to be the implementation of the 2004 RTP and the development of the 2007 RTP not "Systems Planning".	SCAG views the development and maintenance of the Regional Transportation Plan and associated lists of projects and programs as 'System Planning' work. The introduction to this work element has been revised to give a clearer explanation of what System Planning includes.
28	**05-010 System Planning** This is a mega WE and should not be used in the SCAG OWP, it does not identify how any of the associated Work Breakdown Structures (WBS which are also in fact WEs) relate under this heading, for instance how does the 1-10 Robertson Intersection Study (05-010WSTC1) relate to the RTP more so than Growth Visioning. Growth Visioning is included in a separate mega-work element but is described as "include subregions in defining roles, expectations and responsibilities for the short and long term RTP Vision Implementation". In addition to not showing a logical flow of work within the mega work element, it is a mega budget and does not show the actual fund sources, funds types and funds applications as needed for each WBS (WE) below it, particularly the required local match for each WBS (WE).	This work element was reviewed for the draft document and several changes were made in the draft document. The draft contains separate work elements for Transportation Finance, Goods Movement and Transit all of which were a part of System Planning in FY 2003-04. We have reviewed the draft and additional revisions have been made. In the final document, Subregional Liaison has moved to 05-090 (Public Information & Involvement) and I-10 Robertson Intersection has moved to 05-060 (Corridors). The Regional Comprehensive Plan has been made into it's own work element. The final document includes a breakdown of fund source by WBS.
29	**05-010 SCGS1 - System Planning** The work elements products are the Planning Program and the Schedule for the development of the Regional Transportation Plan and an Updated Project Database; the title of this Work Element should be revised to reflect the actual products, which is the development of the 2007 RTP not "Systems Planning".	The introduction to this work element has been revised to give a clearer explanation of what System Planning includes.
30	**05-010 SCGS1 - System Planning** Implementing the 2004 RTP and Developing the 2007 RTP could be better presented as separate WEs.	The development of the 2007 RTP will flow from the implementation of the 2004 RTP, as such, they are addressed in the same WE.
31	**05-010 SCGS1 - System Planning** There are specific products in the Steps (tasks) that should be included in the products section, for instance 4) Amendment to 2004 RTP, as necessary, and 8) Implementation Strategy for the 2004 RTP. Drafts of plans, studies and etc. should also be included as products in this WE (WBS) and all other WEs (WBSs)	These are listed as products, please see page 05-010-4.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
32	**05-010 SCGS1 - System Planning** This WE indicates that there are no continuing activities, carryover work and funds are not identified, as example the Implementation Strategy for the 2004 RTP was to be completed by June 2004, this is continuing carry over work and should be identified as above in both the final Quarterly Report, the 2004 OWP amendment and this draft OWP.	This is actually two distinct products. The Implementation Strategy will be developed by June 2004 and no funds will be carried over. In FY 2004-05, we will produce an updated Implementation Strategy. Language in the document has been modified to make this clear.
33	**05-010.CLAS1 - PILUT** All PILUT WBSs (WE) need to contain a clear purpose and objectives statement as described above, it is still not clear how this work is distinguished from other growth visioning projects, why after the completion of the RTP this is still on-going and/or has to do with the implementation of the 2004 RTP?	The Pilut Program is a combination of implementing the 2004 RTP/Vision and planning for the 2007 RTP update. It provides a menu of program options for subregions that are keyed to the implementation and monitoring phase of Compass and the early planning phase of the 2007 RTP update.
34	**05-010.CLAS1 - PILUT** The title should be distinct as there are various separate PILUT projects, this one should be City of LA Pilut.	All subregional project titles have been modified to include the subregional code.
35	**05-010.CLAS1 - PILUT** Why are some PILUT projects complete and others continuing, the reasons for continuing work on PILUT projects should be clearly discussed?	This program is focused on implementing the 2004-growth vision land use strategy and providing feedback on the Compass vision. Compass is scheduled to be finalized by June 30, 2004. Participation in the technical advisory committee will be important in developing new transportation projects for the 2007 RTP. The combination of diverse but complimentary program options is a flexible-planning feature of the PILUT program approach.
36	**05-010.CLAS1 - PILUT** All tasks (steps) are from the 2003/04 OWP, steps 1, 3 and 6. Why are these continuing, what was accomplished and not accomplished last year on these? Were these steps not supposed to be completed for the 2004 RTP?	There are only 3 steps proposed. Besides active Compass program participation, three Compass land use scenario map review sessions were conducted as part of the final input provided on the Compass growth vision used in the 2004 RTP. This project is designed to transition from an initial scenario-planning phase to implementation of the adopted RTP vision strategy. Several implementation ordinances and programs were developed last year. These strategies are replicable in other subregions and are the inspiration for RTP/Compass strategies for linking land use with transportation investments.
37	**05-010.CLAS2 - High Flow Arterials** Title should be City of LA High Flow Arterials. Many WE/WBSs have the same title. The title should be distinct, so as to be easily identifiable in both the table of contents and as WE headings relating specifically to the products of that WE (WBS).	All subregional project titles have been modified to include the subregional code.
38	**05-010.CLAS2 - High Flow Arterials** In the prior year OWP, as in this one, this is under systems planning which related to the 2004 RTP, how does this project relate to the 2004 RTP and should it not have been completed for that RTP. What was accomplished on this project, why wasn't it finished on time?	Original intent was to complete this project in time for input to the 2004 RTP. However, the project could not be completed in time due to staffing issues faced by the LADOT. The project is still a valid and important one that should provide input to subsequent amendment to the 2004 RTP or the 2007 RTP.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
39	**05-010.AVGC2 - PILUT** The title should be distinct as there are various and separate PILUT projects; this one should be Arroyo Verdugo Cities Pilut.	All subregional project titles have been modified to include the subregional code.
40	**05-010.AVGC2 - PILUT** Why are some PILUT projects complete and others continuing, the reasons for continuing work on PILUT projects should be discussed.	The Compass policy dialogues and implementation strategies will be finalized by June 30, 2004. This is an RTP preferred growth visioning/ Compass implementation and monitoring program. It ensures implementation of the 2004 RTP vision, and monitoring program progress, by defining roles, expectations and responsibilities for both short and long range implementation strategies and public participation. Participation in the technical advisory committee will be important in developing new transportation projects for the 2007 RTP. Again, this is consistent with the menu of program options approach offered under the PILUT wok plan.
41	**05-010.AVGC2 - PILUT** This WE is confusing, in that it mentions various phases, these were not described in the prior years OWP. If a project has phases and/or is multi-year, each should be specifically defined and scoped. This WE mentions phases 1 and 3 neither of which was previously defined or currently defined. What are the phases of this project? What about phase 2? It is hard to distinguish if the work in the prior OWP is continuing and/or if this is 2004 RTP implementation work?	This program describes the phases of the Implementation and monitoring program that is being put in place, not the planning phases that led up to the 2004 RTP vision. This is a growth vision implementation program.
42	**05-010.CLAC1 - One-Way Streets in LA** Previous accomplishments, indicates none? Why, this appears to be continuing work? The budget is reduced from 2003/2004 - $50,000 with two tasks (steps) to 2004/2005 - $20,000 with one task (step). Prior year completed work needs to be described or the change in the scope of work?	Part of this project will be completed by the end of FY 03-04. Only the portion that cannot be completed by the FY end is included in the 04-05 OWP.
43	**05-010.CLAC1 - One-Way Streets in LA** Amendment 1 does not show this as carryover work, why? Does the Quarterly Report identify this as continuing 2004/2005 work? Both the QR and the OWP Amendment for the prior year should identify all carryover work.	This project was not included in the FY 03-04 amendment; the need for carryover was not determined at the time the amendment was completed. This has been noted in the FY 03-04 Third Quarter Progress Report.
44	**05-010.IVGC1 - Arterial Needs Analysis** The Title should identify the location of this study, Imperial Valley Arterial needs?	All subregional project titles have been modified to include the subregional code.
45	**05-010.IVGC1 - Arterial Needs Analysis** It appears that no work was done on this study; did the Quarterly Report indicate that this would be carryover work, did the amendment indicate this? If not each should have included a discussion as to why the work was not accomplished on time.	This study was included as possible carryover in the draft OWP. Work has begun and is included on the Quarterly Progress Report. The OWP will be amended to reflect actual work for FY 04-05 after this year is closed out.
46	**05-010. WSTC1 -1-10 Robertson Intersection Study (New work)** A draft Circulation and Access Improvement Plan should be included in both tasks (steps) and products.	This has been added to the final document.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
47	**05-015.SCGS1 – Transportation Finance** Tasks (steps) 3, 6 and 7 contain products, which should be reflected in the products section.	These items have been added to the list of products.
48	**05-015.SCGS1 – Transportation Finance** Task (step) 6 is also included in WE (WBS 05-010 SCGS1 - System Planning Task 4 (step)). It should be defined within the task (step) how the work and product is not redundant; otherwise it appears that funds are being expended in two work elements for the exact same work and product.	The language for Step 6 has been enhanced to give more detail to the work that will be completed. This language distinguishes the difference between the work in 05-010 and 05-015.
49	**05-030 - RTIP** Again a Mega Work element, this WE is not responsive to any of the 2003 Regional Planning Handbook or 2004/2005 OWP Requirements and shows little correlation to the prior years tasks or products. For instance the accomplishment section does not contain any report on the completion of the products listed for this WE. Each WBS must be a completed WE as described above and the accomplishments for each of these WBS (WEs) must relate specifically to the completed tasks and products of the prior year. For instance, at least two prior year accomplishments and perhaps others appear to be unfunded in the prior year OWP: Development a blueprint and action plan for an Integrated Regional Information System (IRIS) and developed and implemented a Communication Management System (CMS).	Comment noted. Accomplishment section has been revised to address this comment.
50	**RTIP** Additionally, in the Quarterly Reporting on the Data portion of the OWPs has been particularly weak. The final quarter report and the 2004/2005 completed and continuing work should be consistent with the task and products of the 2003/2004 and 2004/2005 OWPs.	The Quarterly Report specifically lists all steps and products as listed in the OWP.
51	**05-045 - GIS** The accomplishments in this WE need to relate specifically to the completion of the prior years OWP tasks and products, they do not.	Work element 05-045 - GIS focuses only on GIS and not Modeling-related activities which are addressed elsewhere in the FY 2004-2005 OWP. Accordingly, the program accomplishment section of WE 05-045 - GIS addresses only the GIS portion of the prior year tasks and products in 04-070.SCGS1. Additional language is also provided to expand the program accomplishment section.
52	**05-050 - Growth Visioning** What is the new Regional Comprehensive Plan, it is not a planning requirement? What is its purpose and objective? How does it differ from the RTP?	The Regional Comprehensive Plan has been prepared by SCAG in the past, most recently in 1996 (called the Regional Comprehensive Plan and Guide). It is not a planning requirement per statute, but it is part of the regional planning process. Preparation was directed by the Regional Council to enhance the effectiveness of existing plans, programs, and policies. Its purpose and objective is to serve as an implementation guide for outside entities, particularly local governments. It consolidates, translates, and promotes SCAG policies and programs for an external audience. By contrast the RTP calls for specific transportation projects, but treats supporting implementation measures only in general terms.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
53	**05-050 - Growth Visioning** This WE contains a better developed accomplishments section, as many of the prior year OWP Growth visioning products are completed and listed in a recognizable fashion.	No response necessary.
54	**Growth Visioning** There are several Growth Visioning WE/WBSs each should have a distinct WE Title that is consistent with the final product of the WBS/WE	All subregional project titles have been modified to include the subregional code.
55	**05-050.SCGS1 – Growth Visioning** This OWP unlike prior OWPs does not contain a logical flow of work activities, in past RTP implementation and RTP development WE were distinct and the OWP presented a logical flow of tasks and products relating to these major activities. It was possible to distinguish on-going and carry over activities relating to the prior RTP and the new work associated with the upcoming RTP. As with the PILUT projects it appears that 2004 RTP implementation activities are commingled with development of the 2007 RTP activities.	The OWP is organized by planning issue areas, and is consistent with agency reorganization to promote efficiency of effort. Portions of this WBS are continuations of effort from other areas in past OWPs. Revisions to the Draft OWP in past accomplishments, step descriptions, and product descriptions will provide additional clarity.
56	**05-050.SCGS1 – Growth Visioning** As above this WBS/WE needs an accomplishments section that fully describes the work that has been accomplished. For instance one concern is that this WBS/WE mentions phase 1 and phase 3 of the growth visioning effort, but neither the prior year OWP or this OWP define the scopes of work which relates to these phases or prior work accomplishments specific to each phase. Please define what Phase 1 was and how much of Phase 1 was accomplished? What was Phase 2; this was not discussed in the prior OWP, is it accomplished? What specifically is phase 3 and is it all new work?	Please refer to previous response, and note revisions to Draft OWP to provide for clarity. In response to the specific questions on phasing, this work is Phase 1 of the Growth Vision implementation effort. All phases of the earlier effort (Growth Vision Development) are complete.
57	**05-050.SCGS1 – Growth Visioning** Please describe any carryover work task and products for this WBS/WE.	There is no carryover work for this WBS.
58	**05-050.SCGS1 – Growth Visioning** The first draft of the "Regional Comprehensive Plan" is listed as a project and also mentioned in several other WBS/WEs, what is the purpose and objective of this document? The description of this proposed document is that it is "the blueprint for vision implementation". The Action Element of the Regional Transportation Plan is expected to contain the implementation measures for the plan recommendations including land use.	Within the revised Draft OWP, the Regional Comprehensive Plan has been added as a new, self-contained Work Element. The steps within other WBS referring to the plan have been deleted. The Regional Comprehensive Plan focus is implementation actions intended for external parties. The plan proposes actions and menus of options for these outside entities, particularly local governments. As described in comment 52, the RTP calls for specific implementation actions of SCAG, including the comprehensive plan, but calls for only generalized actions of outside entities including local governments. The comprehensive plan will create specific recommendations and menus of options for these outside entities to support regional policies and programs.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
59	**05-050.SCGS1 – Growth Visioning** How is the proposed "Regional Comprehensive Plan" different from the intended purpose of the RTP Action Element? How will this Plan demonstrate that implementing jurisdictions other than SCAG will in fact implement those measures? Will this Plan contain specific performance-based measurements that can assure the final RTP is achievable?	See response to previous comment. Also, the RCP will be prepared with assistance from outside implementing jurisdictions, and will form the basis for other efforts around performance measurement and implementation, notably the State of the Region report and Inter-Governmental Review. The intention of the on-going growth visioning work described in this portion of the OWP is to partner with implementing agencies (e.g. local governments) to create pilot projects. Entering into these partnerships will be based on mutual benefit, and several agencies have, to date, expressed an interest in proceeding.
60	**05-050-SCGC1 –CV Consensus Building** As above and how does the *Strategic Plan* relate to the *Comprehensive Plan*, they appear to have similar goal and objectives, in that the Strategic Plan is intended to "include goals and strategies to assure that the framework is in place to realize the land use assumptions in the 2004 RTP" and the *Comprehensive Plan* relates to the Growth Implementation Program "ensuring the measures are in place to realize the regional land- use assumptions adopted in the 2004 RTP. The Growth Vision WBS/WEs need to describe the purpose and objectives of each of the products, so that it is shown that tasks and products are distinct and not redundant.	The Strategic Plan referenced in the budget item is primarily internal in focus and will delineate steps needed to prepare for the 2007 RTP, and will consolidate lessons learned from all efforts contributing to the 2004 RTP – including PILUT, technical forecasting, and Growth Vision.
61	**05-050.SCGC2 – Water Demand Analysis** How are these products to be used, why is this in this section of the OWP do the products relate to the *Strategic Plan* or the *Comprehensive Plan* or something else?	These products relate to the Growth Vision (GV) (and as such, the Regional Comprehensive Plan). As the Growth Vision seeks to accommodate growth in a manner that improves transportation efficiencies, it is imperative to understand other factors that shape growth. Water supply/demand and quality have long affected growth patterns in the SCAG region. This analysis will help ensure that water issues will not be an impediment to accommodating the future growth patterns called for in the Growth Vision. The Growth Vision Implementation and Monitoring program and the Regional Comprehensive Plan and Guide and in particular the development of the Growth chapter of the RCPG* will use this analysis. Products have application to the development of short and long-term strategies in the Growth Vision Implementation and Monitoring Program and in future model runs of the Growth Vision alternative. (*see Steps 1 and 5 of 05-050.SCGS1)
62	**050 –GTWS1 – Growth Visioning** This title and WBS/WE should reflect the location of this growth-visioning project.	All subregional project titles have been modified to include the subregional code.
63	**05-050.OCGS1 Growth Visioning/Smart Growth** This title and WBS/WE should reflect the location of this growth-visioning project.	All subregional project titles have been modified to include the subregional code.
64	**05-050.SBCS1 – Promote New Housing** This title should reflect the location of this project.	All subregional project titles have been modified to include the subregional code.
65	**05-050.SGVS1 – Growth Visioning** This title should reflect the location of this project.	All subregional project titles have been modified to include the subregional code.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
66	**05-050.WRCS1- Mixed Use Housing** This title should reflect the location of this project.	All subregional project titles have been modified to include the subregional code.
67	**05-050.SBCC1- Promote New Housing** This title should reflect the location of this project.	All subregional project titles have been modified to include the subregional code.
68	**05-055.SCGS1- Regional forecasting and Policy Analysis** This is very confusing, these are new WE/WBS but the accomplishments included are for prior year 04-050 Growth Visioning Work. The accomplishments do not appear to tie to the tasks and products of that prior work element?	1. Based on Caltrans comments last year that some work elements were too large, this work was broken out into it's own work element. While "05-055.SCGS1 – Regional forecasting and policy analysis" is a new WE/WBS, the program objectives, steps, accomplishments, and products are not. The 05-055.SCGS1 better represents the forecasting and policy analysis function performed by the Community Development Division since SCAG reorganization in July of 2003. This WE consolidates many previous steps and products throughout other work programs, and makes them more representative of the work actually performed. For example, the forecasting functions including preparing socioeconomic data set for growth planning, regional transportation modeling and validations are previously under both WE 04-050 Growth Visioning and WE04-040 Data in FY 03-04. The analysis functions related to demographic and growth impacts are assessed and provided to many affected programs and work products. Finally, the policy analyses related housing, regional economy, subregional economic development, transportation investments, environmental justice, revenue and aviation forecasts, etc. are all previously under WE04-050. 2. The accomplishments stated under the WE/WBS 05-055.SCGS1 in the draft FY 04-05 OWP - "**Developed socioeconomic data and forecasting information for the 2004 RTP. This information included complete socioeconomic data inputs to regional modeling and heavy duty truck modeling, air cargo and passenger forecasts and regional aviation economic impact analysis, and local transportation revenue forecasts for RTIP development guidelines.**" - Correspond to the following three products specified under the WE 04-050 Growth Visioning: ▪ Final Plan Forecast Socioeconomic data set with projections of population, households and employment by five-year increments from 2000-2030 (May 2004) (PEA: 1,2,3,4,5; PF: 1,4,5). ▪ 2004 RTP Growth Forecast report on regional and county demographic economic trends (June 2004) (PEA: 1,2,3,4,5; PF: 1,4,5). ▪ Data set containing socioeconomic distributions for growth visioning scenarios (March 2004) (PEA: 1,2,3,4,5; PF: 1,4,5). The accomplishments stated under the WE/WBS 05-055.SCGS1 in the draft FY 04-05 OWP - "**Small Area Income Model Maintenance/ Improvements**

Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
		were accomplished and tested. A new income model was produced and an improved Small Area Forecast Model was developed." This corresponds to the three products specified under the WBS 04-040 SCGC1 Small Area Income Model (see page 49 of FY 03-04 OWP). Due to reorganization, the project management responsibilities were transferred from the Data and Monitoring Division to the Community Development Division.
69	**05-060.SCGS1 Corridor Planning** These WE/WBS are very confusing. Accomplishments listed are the same as the prior year OWP accomplishments. This needs to summarize the completion of the tasks and products from the prior year not reiterate work that has already been accomplished in the 2002/2003 FY. As example, what technical memos were completed for 04-060, 04-060.SCGS1?	The WBS includes on-going staff work related to corridors therefore some of the steps and products are identical to those listed in FY 03-04. FY 2003-04 products are all listed on the Quarterly Progress Report and copies are provided to Caltrans on a Quarterly basis.
70	**05-060.SCGS1 Corridor Planning** What happened to 04-060.SCGC2 I-15 Modal Evaluation that was supposed to be completed in FY 04/05?	The portion of the I-15 study that is in WBS 04-060.SCGC2 will be completed in FY 03-04. The portion of the study that will continue into FY 04-05 is in WE 05-230.
71	**05-070 Modeling and all WBS's under this heading** It is not clearly presented how the accomplished work relates specifically to the products listed in the prior year OWP. Accomplishments should relate to prior year tasks and products descriptions in each WBS/WE. It is not clear what is carryover work.	The Current OWP 04-070 includes steps in both Modeling and GIS, but the accomplished work related to GIS was reported under 05-040 since the GIS function was formerly transferred to the Data and Monitoring Section in August, 2003. Therefore, only Modeling portion of the accomplished work in OWP 04-070 was reported. The carried over Modeling work includes Arterial Speed Study, Regional Model Improvement project, Airport Travel Demand Model Development, and the Inter-Regional Rail Study. A more detailed write-up for the Program Accomplishments of the OWP 03-04 has been incorporated in the Draft OWP 04-05.
72	**Performance Assessment and Monitoring** Program accomplishments very incomplete it appears that many products were not completed in 2003/04?	Work Element 05-080.SCGS1 focuses on the State of the Region and transportation monitoring and does not address work activities related to IGR, Conformity and Congestion Management which are addressed elsewhere in the FY 2004-2005 OWP. Accordingly, the Program Accomplishment section does not address the prior year accomplishments related to IGR, Conformity and Congestion Management in 04-080.SCGS1. Additional language is also provided to expand the program accomplishment section.
73	**Public Information and Involvement** We commend SCAG's proactive efforts to involve the Tribal Governments, Native Americans in their planning processes. SCAG, as the regions MPO, must consult with the governing entity of a Federally Recognized Tribe (GOVERNANCE: statute; Title 23, U.S.C., Chapter 1, Sections 134 and 135, as amended by TEA-21, provides statutory guidance relative to requirement	No response necessary.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
74	**05-90 Public Information and Involvement** SCAG and the Tribal Governments within the SCAG region have made significant efforts to involve Tribes in the transportation planning process, particularly in this last year. We recommend, however, that SCAG include in its OWP a separate WE from public participation to address their efforts of involving the Tribal Governments in government-to-government consultation. This current WE would cover only Native Americans as individuals in the public participation process.	We have reviewed this suggestion and feel we provide this coordination within this work element sufficiently.
75	**05-120 – OWP Monitoring and Development** This WE discusses the tasks and products related to the development and monitoring of the SCAG OWP, quarterly reports and amendments. It is indicated herein that the SCAG OWP "document has changed over the years to contain more information". Although more text is provided, in fact less information is provided than in previous years. Specifically, the required information as described in the *2003 Regional Planning Handbook* and the *Annual OWP Guidance* is no longer provided.	New information included in this years OWP and continuing in FY 04-05 include Planning Emphasis Areas and Planning Factors detailed for each product, schedules for each step, work completed or continuing from the previous fiscal year, work scheduled to continue into the following fiscal year, consultant details including name of firm, contract number and total contract value and special grants list the total grant award amount. The text for each work element has been enhanced to contain more detailed information, a chart cross referencing FY 03-04 WE and WBS numbers to FY 04-05 WE and WBS numbers has also been included. Page number format in FY 04-05 has been modified to allow for changes in one WE that will not effect changes throughout the entire document.
Mass Transportation:		
76	The OWP Guidance, Appendix F, includes state planning considerations for mass transportation and promoting the transit in metropolitan areas. SCAG is undertaking many corridor and other planning studies that will incorporate transit and are applicable to Caltrans' goal of making transit a more practical travel option. DMT is interested in getting timely updates and copies of reports that effect transit in the SCAG region.	We will be sure that Mass Transit is included on our mailing list of meeting notices and information.
77	Two activities of special interest are 05-150, Transit Security Management Training and 05-165, Transit Security Management Training. The issue of incorporating transit into emergency preparedness plans is of particular interest as Caltrans updates emergency plans. SCAG should send updates on these activities to Annette Emery in the Division of Mass Transportation.	Reports will be forwarded.

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Caltrans Comments		**SCAG Response**
78	The following work elements cover both transit and land-use planning and coordination. However, transit agencies are not specifically listed as partners with SCAG. I would suggest listing potential stakeholders that will be invited to work with SCAG on the following work elements in order to show the integration of transit into the overall planning process: • 05-040, Data • 05-050, Growth Visioning • 05-050.SBCCI, Promote New Housing • 05-060.SCGSI; Corridor Planning (the funding seems excessive for the identified products) • 05-140.AVGCI, Coordinated Transportation System Information • 05-140.SCGSI, Transit • 05-210, Internship and Training in Transit Planning	SCAG recognizes that transit is a very important element of our transportation system and that it must be considered adequately in all of our planning efforts. As such, Regional Transit Task Force is an on-going advisory task force appointed by the regional council that includes all of the major transit service providers in the region. All of our planning efforts relevant to transit planning, such as the ones you have highlighted, will be presented to the transit task force at some point in the process.
79	Work element 05-170, Ontario International Ground Access is of particular interest to DMT. DMT and the Division of Aeronautics have discussed this project with District 8 System Planning. The main transit focus of this study is Mag Lev however; local transit agencies should be part of the working group to look at non Mag Lev options as part of the Regional Airport Development Strategy. SCAG should send status reports and updates on this project to Annette Emery in the Division of Mass Transportation.	The transit focus of this project is not Maglev. The focus of this project is to assess the airport ground access needs of the Ontario International Airport for all modes, including transit, rail connections and highway improvements. Caltrans District 7 as well as 8 are involved in this project as part of the stakeholders guiding the development of this project. SCAG will keep agencies informed, including Caltrans DMT and Division of Aeronautics as appropriate.
80	Finally, the SCAG OWP does not fully identify specific fund sources in the budget summary for each work element. There is a matrix in the back but this is difficult to follow. Many of the work elements appear to be ideas being used as a placeholder rather than well-thought out work elements with identified funds.	An additional chart has been added to the document that lists the break out of funds by WBS. The scopes listed in some of the work elements are intentionally broad and will be amended when a detailed consultant scope is developed.
CORRIDOR AND FEASIBILITY STUDIES:		
81	**Page IX**, list of corridor and planning studies completed, planned, or in progress: The "Eastern Gateways Corridor (SR-60 Corridor)", should be updated to reflect all the major facilities that are likely to be evaluated.	This correction has been made in the final document.
82	**Page IX**, list of corridor and planning studies completed, planned, or in progress: The "US 101 RSTIS (SR-23 to I-110), should be updated to reflect that this is a "Corridor Study" (not a regionally significant transportation investment study, since a major long-range capacity capital investment is not currently being recommended in the report). Also, the southern terminus is SR-110, not I-110.	This correction has been made in the final document.
83	**Page 05-060-2**: See previous comment regarding the US 101 study.	This correction has been made in the final document.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
84	**#05-010.WSTC1, I-10 Robertson Intersection Study**: Caltrans, in conjunction with Culver City, LADOT, MTA, and others already have been meeting to discuss potential improvements for traffic flow, at and around, the I-10/Robertson Interchange area. Specifically, MTA's Exposition Line Study Group is in the environmental process and is evaluating this area since it is an interim terminus for the rail line. Several preliminary improvement concepts have been identified. Since most of the tasks described in the OWP are already being accomplished, we recommend revising the proposed OWP project to have consultants conduct traffic counts, perform micro-simulation modeling, and other technical activities to help support current efforts underway.	The primary focus of this project is to ensure subregional input to improving the interface among pedestrians, vehicles and other transportation modes in the vicinity of I-10/Robertson. While it is true that the Caltrans, MTA, LADOT are looking at ways to improve traffic flow in this area, it is very important to ensure that local perspective is integrated into this process. This project will allow the Westside cities to bring their local perspective to the table on this project. SCAG will add language in the OWP to further clarify this project.
85	**05-130.SCGC3, East-West (60, 10, 210, 91)/North/South (605, 57, 5, and 15) Corridors:** The description of this project appears to be similar, or at least overlapping, with the Eastern Gateway Corridor described on Page IX. To prevent confusion, a consistent title should be defined for the study.	This correction has been made in the final document.
Aviation:		
86	We continue to stress the need to link compatible land use near airports to all work elements as applicable. To this end the 2002 California Airport Land Use Planning Handbook is a useful resource. It is available online at the address shown below: http://www.dot.ca.gov/hq/planning/aeronaut/htmlfile/landuse.php	Thank you for the information.
87	**Work Elements 05-040 Data, and 05-040SCGS1 Data, and 05-040SCGS2 2004 Aerial Imagery:** These work elements produce extremely valuable data sets and tools for planners, developers, and project managers and we encourage SCAG's continued emphasis on these activities.	SCAG intends to continue to focus on these areas.
88	**Work Elements 05-045 GIS, and 05-045SCGS1 GIS** Again, these work elements produce extremely valuable data sets and tools for planners, developers, and project managers and we encourage SCAG's continued emphasis on these activities.	SCAG intends to continue to focus on these areas.
89	**Work Elements 05-045 GIS, and 05-045SCGS1 GIS** Regarding all of the above work elements, we also encourage SCAG to specifically attempt to support the development of data sets and tools tailored to promote compatible land uses around airports. A specific recommendation is to coordinate with member agencies to facilitate the wide dissemination of any and all airport related data sets such as maps and shape files for such things as airport influence areas, noise contours, safety related compatibility zones. Many of these are depicted in Airport Comprehensive Land Use Plans but are not widely available or easy for the public to access. Demand for these products is likely to increase as	SCAG understands the importance of airport-related data in light of the recent passage of AB2776. The recommendation is consistent with the Program Objective for WE 05-045 GIS. Currently, SCAG maintains a database that has been used extensively in analysis around airports. Additional airport-related data would expand our existing database and increase data sharing and coordination for the region.

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Comments on FY 2004/05 Draft Overall Work Program		
	Caltrans Comments	**SCAG Response**
	development continues to encroach upon airports and in response to the recent passage of AB2776, which requires sellers of property located within an Airport Influence Area to provide disclosure of this fact prior to sale of the property.	
90	**Work Element 05-070.SCGC4 Airport Travel Demand Model** We look forward to the completion of the model and the opportunity to access the resulting data and discuss it implications in a regional and state system context. Please include the Division of Aeronautics in any notices regarding progress reports and /or milestones reached.	SCAG will include the Division of Aeronautics on our mailing lists.
91	**Work Elements 05-170 and 05-170.SCGC1: Ontario International Ground Access** Airport ground access is a key consideration in SCAG's regional aviation system as indicated in the 2004 RTP Aviation Element and the ongoing 2004 Regional Airport Ground Access Improvement Plan (refer to work element 05-280). The products of this work element should be valuable contributions to the system and we therefore encourage SCAG to see this project through to a timely completion. Lack of evident progress in this area is a concern. To this end we ask that SCAG consider inviting the Division of Aeronautics to assist in the process. For example, staff is available to serve on a Technical Advisory Committee or simply to review and comment on project activities.	This is a special grant provided jointly to SCAG, SANBAG and the City of Ontario. Though this project was slow to get off the ground, work is now progressing. SCAG will continue to work with the stakeholders, including the City of Ontario, SANBAG and Caltrans. Both District 7 and 8 have been involved as stakeholders in guiding the development of this project from the very outset. SCAG will be happy to include and invite the Division of Aeronautics in the future meetings on this project.
92	**Work Elements 05-280 Aviation, 05-280.SCGC1 Regional Airspace Analysis, and 05-285 Regional Aviation System Planning, 05-285.SCGS1 Regional Aviation System Planning, and 05-285.SCGC1 Regional Aviation System Planning:** The components of the work elements referenced above closely match and support the objectives of the Aviation Element of the 2004 SCAG RTP and we support the continuation of activities in support of their completion. We recommend close coordination with SANDAG on the issues of interregional high-speed rail/maglev and on the study of a new primary commercial airport in Imperial County to service passenger demand from the Inland Empire and Imperial and San Diego counties. The San Diego County Regional Airport Authority (SDCRAA) is moving into their tier two screening of potential airport sites for a new commercial airport to serve San Diego County. In addition to the already mentioned Imperial County option, the potential joint use of March ARB is still being considered. Close coordination between SDCRAA, March Joint Powers Authority, and SCAG on this issue is encouraged.	SCAG understands the importance of coordination amongst agencies and will continue to work with the agencies you have identified in resolving our aviation challenges.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
93	We anticipate that our continued participation on SCAG's Aviation Technical Advisory Committee will enable us to adequately support and participate in SCAG's aviation planning activities to each agencies mutual benefit.	No response required.
94	**Please remember that Division of Aeronautics staff is available to assist SCAG staff and your various stakeholders should the need arise. Our website (http://www.dot.ca.gov/aeronautics) has many useful contacts and reference documents, including the previously mentioned 2002 California Airport Land Use Planning Handbook, 2002 airport economic report: *Aviation in California*: *Benefits to Our Economy and Way of Life,* and the *2003 System Requirements Element* of the California Aviation System Plan.**	Thank you for the information. Caltrans Division of Aeronautics is a member of the Aviation Task Force and the Aviation Technical Committee.
Goods Movement:		
95	We understand that as in the past, several projects and modifications will be added to this work program as part of a carryover/continuation amendment from FY 2003/04. We also recognize that certain projects which affect our interests are subject to discretionary funding decisions, that may not be finalized for another couple of months or so.	No response necessary.
96	Fundamentally, from a goods movement perspective the OWP should support the development of an overall understanding of the region's goods movement system, how it operates, what are the deficiencies, and what are the appropriate policies, actions, investments and operational changes that need to occur to facilitate freight movement. Given the limited resources available, the OWP needs to fund and support efforts to achieve a balance of getting the maximum productivity out of the existing system, including freeways, arterial streets, rail system, and truck, rail, port, and air cargo terminals, and the programming of certain strategic investments that support the economy, assures community and social equity in both services and impacts, and in general maintains and enhances the environment. In this day and age, it also has to be a partnership strategy, that includes buy-in at the SCAG, County Transportation Commission, and other subregional council level, local input, and private sector participation, especially from those who provide infrastructure and services.	SCAG concurs with the comment and intend to continue involving and engaging all the stakeholders, including, Caltrans, County transportation Commissions, transit operators, subregions, local governments, rail and port authorities, trucking and shipping industry in developing and implementing a unified goods movement strategy that works for the region.

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Comments on FY 2004/05 Draft Overall Work Program		
Caltrans Comments		**SCAG Response**
97	In general we find the document quite comprehensive from a regional, modal, and goods movement standpoint, and in this regard, is one of the strongest OWPs in the State. But still we don't get a good sense, at least from this draft document, how the various studies will work together (or be coordinated) to address the myriad of freight mobility issues in the region. This extends to the fact that at times the projects we are following, and those that are listed in the OWP, do not match up (at least from a title aspect). This concern regarding coordination though goes beyond just SCAG's internal efforts. Even with our distant minimal involvement, what we see and what we are concerned about is some of the possible overlapping work and cross-purpose efforts by SCAG, SANDAG, LACMTA, RCTC, SANBAG, OCTA, VCAG, Metrolink, Metrans, Gateway Cities COG, Assemblyman Lowenthal, the seaports and the industry in general, all of which have various policy, research, planning and/or implementation efforts underway. A greater synergistic coordination effort is needed and necessary to tie them all together and to develop an overall regional goods movement strategy and approach. Areas where such coordination is required ranges from the continuing effort to develop dedicated truck lanes, to the development of short-haul marine container rail shuttle services. The focus needs to be using what scarce resources we have to get the biggest bang for the buck, whether it be for major investment projects, or for planning and analysis studies, such as the heavy-duty truck movement modal and data inventory efforts.	Again, SCAG concurs with the comment in general. SCAG continues to work diligently with the stakeholders you have identified in pursuing a unified goods movement strategy that enjoys regional consensus. The 2004 RTP, which is the product of such a consensus process, presents some of the most innovative and bold strategies to keep the goods moving through and within the region. The next phase is the implementation of these innovative strategies and identification of what works and what does not work so that we can further adjust the RTP in 2007 to ensure that our goods movement strategies continue to be valid, implementable and above all keeps the goods moving in the most efficient and effective manner.

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Comments on FY 2003/04 Draft Overall Work Program		
Ventura Comments		**SCAG Response**
98	VCTC is requesting the document be adjusted to include funding of $30,000 for Ventura County input to SCAG's continuing efforts under Growth Visioning/RTP.	Subregions were asked to submit their project proposals in early January. Funding allocations to the subregions were completed in early February. Though there is not additional funding available at this time, SCAG will make funding for the growth visioning effort a priority in the first FY 2004-05 Amendment. We will review your request again at that time.

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Comments on FY 2003/04 Draft Overall Work Program		
San Gabriel Valley COG Comments		**SCAG Response**
99	Based on SGV COG staff analysis of subregional per capita allocation, it appears they are overlooked in funding allocations.	The information included in the SGV COG staff analysis contains errors in both the population and allocation columns for subregions. However, this is a mute point, as funds are not allocated to subregions on a per capita basis. Allocation for FY 2004-05 was based on merit of projects, population of subregion and most importantly, percentage of expenditures over the past three fiscal years.

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Comments on FY 2003/04 Draft Overall Work Program		
FHWA Comments		**SCAG Response**
100	First we would like to commend SCAG on the improvements to the FY 2005 OWP document. Also, for taking on the Growth Visioning process.	Thank you for the comment.
101	Please provide a copy of SCAG's Bylaws to the FHWA/FTA LA Metro Office.	A copy of the by-laws has been sent to FHWA.
102	Please review all Memoranda of Understanding (MOUs) and ensure that they are up to date and can be made available upon request.	We are conducting a review of all MOU's and will provide copies upon request.
103	Work Element 05-010.SCGC1 Subregional Liaison – please provide work products to FHWA upon completion.	A copy of this product will be provided to FHWA upon completion.
104	05-010 High Flow Arterials Treatment - Please define High Flow Arterials as well as provide a scope and/or purpose for this study. What is the difference between this study and the Arterial Needs Analysis?	High Flow Arterials are arterial streets that have typically high traffic volumes (typically over 10,000 ADT per lane), particularly during the peak hours, and possess good potential for operational improvements, such as designation of one-way streets, automation of signal timing etc. that would allow the arterials to perform at or near their peak capacities without having to add lanes. The objective of the High Flow Arterial Study is to identify potential candidates for making such operational improvements and identifying the operational improvements specific to each targeted arterials. Objective of Arterial Needs Analysis, on the other hand, is to identify all potential improvements on the arterial network to accommodate the forecasted traffic, including operational improvements, potential road widening, increasing or adding transit services, adding bus lanes, adding bike lanes, improving sidewalks etc. as appropriate and necessary.
105	05-010.AVGC2 PILUT There is a discrepancy between the budget amount and the contract amount.	This project is not under contract, therefore no amount should have been listed as contract amount. It has been removed in the final document.
106	05-100 Air Quality Planning and Conformity – "As the Federally designated Regional Clearinghouse", as noted under Program accomplishments, please clarify the role of SCAG by naming the rule this oversight responsibility pertains to and differentiate between responsibilities that pertain to state transportation and state environmental rule.	Under Federal Executive Order No. 12372 (1982), SCAG performs a clearinghouse function, as a single point of contact, responsible for the review of federal grants, plans, programs, projects and environmental documentation submitted by public agencies to SCAG. The Intergovernmental Review (IGR) Section reviews each document for its with SCAG's regional plans and policies. In addition, under the California Environmental Quality Act (CEQA), Section 15206, requires that the preparation of environmental documentation consider the regional setting and discuss any inconsistencies between the proposed project and regional plans. As part of the review process, this documentation is required to be referred to affected state and regional agencies, including SCAG for review and comment.

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REPORT

DATE: May 6, 2004

TO: Administration Committee and Regional Council

FROM: Debbie Dillon, Supervising Human Resources Officer
213-236-1870 or dillon@scag.ca.gov

SUBJECT: Merit Pay Program

EXECUTIVE DIRECTOR'S APPROVAL: _____

RECOMMENDED ACTION:
The Personnel Committee recommends approving the extension of the Merit Pay Program to all employees effective June 2004. Further, this extension is a two-year pilot program and Human Resources will prepare reports to the Personnel Committee semi-annually on its implementation.

BACKGROUND:
The Personnel Committee met on April 21, 2004 and considered an extension of the program to all employees. The Committee felt strongly that all employees should be evaluated and compensated based on the merit of their performance. The Committee further emphasized that the only way the program is going to be successful is by the degree of management involvement and proper controls in the system. Finally, they directed staff to make sure that the program allows for the compensation to vary from year to year depending on budget and other factors. They concluded with a two-year pilot program extending the merit pay program to all employees in June of 2004.

The following background information was provided to the Personnel Committee for their April 21, 2004 meeting.

On June 7, 2001 the Regional Council adopted the Compensation study conducted by Personnel Concepts, Inc. One component of that study was the recommendation to implement a Merit Pay Program. The parameters of that study have been the basis for SCAG's new performance evaluation process and compensation planning over the course of the last two years.

Policy direction from the Regional Council included applying the Merit Pay Program to all employees in the senior level positions and above. This includes executive management, managers, supervisors, leads and seniors. All other employees were to stay on the current compensation system until a later date.

During fiscal year 2002/2003, a new performance evaluation process was implemented that changed the rating categories from a two rating category system of Satisfactory or Unsatisfactory to a five rating category system of Excels, Above, Meets, Needs Improvement and Unsatisfactory.

REPORT

In November 2003, the Personnel and Administration Committees received a report on the status of the program.

In January 2004, the first Merit Pay compensation adjustment was applied to the senior level staff and above. All compensation adjustments were delayed for six months from the evaluation cycle in July 2003 based on prior year reduction in force and unanticipated insurance premium increases. Staff not eligible for the program also received a six-month delay in compensation. Compensation adjustments applied as follows:

Staff eligible for Merit Pay (Senior level and above 57% of workforce):	
Excels Rating	*1.5% base salary, 2.5% lump sum
Above Rating	*1.5% base salary, 1% lump sum
Meets Rating	*1.5% base salary
Below Meets	no adjustment

Staff not eligible for Pay for Performance/Merit Pay Program (43% of workforce):
*1.5% base salary adjustment if rated Meets Standards or higher

* Represents six month adjustment

These adjustments were based on guidance from Personnel Committee members as well as parameters set by the Regional Council with the adoption of the Personnel Concepts, Inc. study from 2001.

These compensation adjustments are the performance-related adjustments that staff are eligible to receive. SCAG does not provide cost of living adjustments or step increases. The only method for increasing compensation is through the Merit Pay Program.

The Peer Review Committee (PRC), a cross section of staff and management, gathered input from staff and reported on the Merit Pay Program in March 2004. The PRC supports extending the program to all employees in June 2004. The input received consisted of:

- Recognition of important contributions from staff below senior level
- Morale would be affected negatively for those not eligible
- Equity

Successful Merit Pay Programs are typically in smaller organizations that do not have organized labor. They also are successful when the communication mechanisms within the organization are working well so that continuous improvement is a goal and an outcome. The Human Resources Department continuously seeks feedback from all levels of the organization and seeks to improve the process and the tools for the program. Management and employees actively participate in the communication and assist with making the program effective. They understand that the success of the program depends on their active participation. Positive outcomes have been demonstrated in the communication process. Employees better understand how they are performing and what they need to do to improve and achieve each rating category.

The ratings also demonstrate that the program is managed tightly and effectively. No complaints or grievances were received after implementation of the program or the first round of compensation adjustments in January 2004.

The following are the steps that have occurred over the last two years for this program as well as a statistical summary of the evaluation results:

ANNUAL PERFORMANCE EVALUATION PROCESS:

- Development and use of a new, common evaluation format for all staff.
- All employees, except probationary, were moved to a July 1 evaluation date from an anniversary date format in 2003.
- Clear definition of criteria and rating scale.
- Linkage of the process to the annual work plan, budget, and fiscal year through development of explicit and quantitative Performance Agreements with each employee.
- Training in a group setting to all Directors, Managers and Supervisors.
- Mentoring and coaching throughout process.
- Self-evaluation and performance agreement required from each employee.
- Receipt of programmatic input from all Directors, Managers and Supervisors on specific organization performance by department and unit.
- Careful review and revisions by Executive Director, Deputy Executive Director and Human Resources to ensure that the evaluation narrative and rating are in accordance with the established rating criteria.
- Annual evaluations completed for all employees in August 2003.
- Mid-year evaluations were completed for all employees in February/March of 2004.
- Feedback sought from management and staff through meetings and the Peer Review Committee.
- Additional improvements made to the form and the process.
- Annual review for FY 03/04 will be completed by end of June 2004.

EVALUATION RATING DEFINITIONS AND STATISTICS:

- **Excels** - The employee's performance has consistently exceeded the performance agreement and other position-related requirements, providing tangible and exceptional value to SCAG.
- **Above Standards** - The employee's performance frequently demonstrates more than expected for performance agreement and other position-related requirements, benefiting SCAG beyond that normally expected of the position.
- **Meets Standards** - The employee's performance meets the performance agreement and other position-related requirements.
- **Needs Improvement** - The employee's performance needs specific improvement in an area/s critical to the overall performance agreement and/or other position-related requirements, even while meeting some elements of the performance agreement and/or other position related requirements.
- **Unsatisfactory** -The employee's performance does not meet the majority of the element/s critical to the performance agreement and/or position-related expectations, requiring immediate, significant, and sustained improvement in their performance.

Rating	July 2003 Annual Rating	Mid-Year Review FY 03/04
Excels	17 or 17%	10 or 10%
Above	23 or 22%	25 or 25%
Meets Standards	59 or 57%	64 or 63%
Needs Improvement	4 or 4%	3 or 3%
Unsatisfactory*	0	0
TOTAL**	**103**	**102**

* New rating category added in Mid-Year cycle
** Excludes probationary employees

CONCLUSIONS:
We are on target for a second-year Merit Pay Program. It has been a valuable process for seeking input. Employees and management are supporting the program and are committed to its success. We will continue to seek feedback from all levels of the workforce and make refinements to the program as we progress. We made revisions to the forms for the next cycle based on feedback we sought in March after the Mid-Year process. We are seeing that the evaluation form is improving the communication for performance feedback. Staff has generally noted that a higher level of compensation tied to the performance motivates them to achieve at a higher level.

FISCAL IMPACT:
Funds have been budgeted for Fiscal Year 2004/2005 for performance related pay adjustments.

MEMO

DATE: April 14, 2004

TO: Administration Committee and Regional Council

FROM: Bert Becker, Chief Financial Officer
(213) 236-1960, becker@scag.ca.gov

RE: Monthly Financial Results for March 2004

Information Only

Summary: Monthly financial results for March 2004

Background: This report contains financial data related to SCAG's cash flow, as well as budget and expense data for the nine months ended March 2004.

Cash Flow

During March 2004, the Association received Line of Credit (LOC) advances of $2,155,000 compared to $2,687,000 in the prior year, a decrease of $532,000. On a year to date basis, total LOC advances have decreased by $4,134,500 compared to the prior year. At March 31, 2004, the LOC liability was $654,500 compared to $3,210,500 in the prior year, a decrease of $2,556,000.

Attachment 1, "Cash Receipts & Disbursements", graphically illustrates the results of cash receipts and disbursements. During March 2004 there were $5.4 million in receipts and $4.7 million in disbursements; compared to $3.4 million and $ 2.9 million, respectively in the prior year.

Attachment 2, "Unrestricted Cash Status Comparison", illustrates the amount of unrestricted cash that is available to support the Association's day-to-day operations. The unrestricted cash balance at March 31, 2004 was about $ 2.1 million. This graph illustrates the unrestricted cash status of the last 12 months and the prior 12 months for comparison. The balance fluctuates based on the timing of when cash is received and payments made, however, the graph clearly shows the improved cash position.

Attachment 3, "Cash Flow Summary", shows the receipts and disbursements during the month of March and their impact on working capital. The report also compares the current month to the same month in the prior year and the current year-to-date period to the same period last year, with variance amounts and the percentage variations.

Budget and Expenses

Also attached is the SCAG Agency Wide budget as well as the General Fund Budget. Both budgets include Budget Amendment 1 changes. The Agency Wide budget includes the General Fund.

The budgets, year-to-date expenses as of March 31, 2004, the remaining budget, and the percent of budget used are reported. They also present information about procurement and actual contract commitments against the line item budgets. The Agency Wide report is all-inclusive, and combines the OWP, the General Fund, fringe benefits, indirect costs, and all other projects.

MEMO

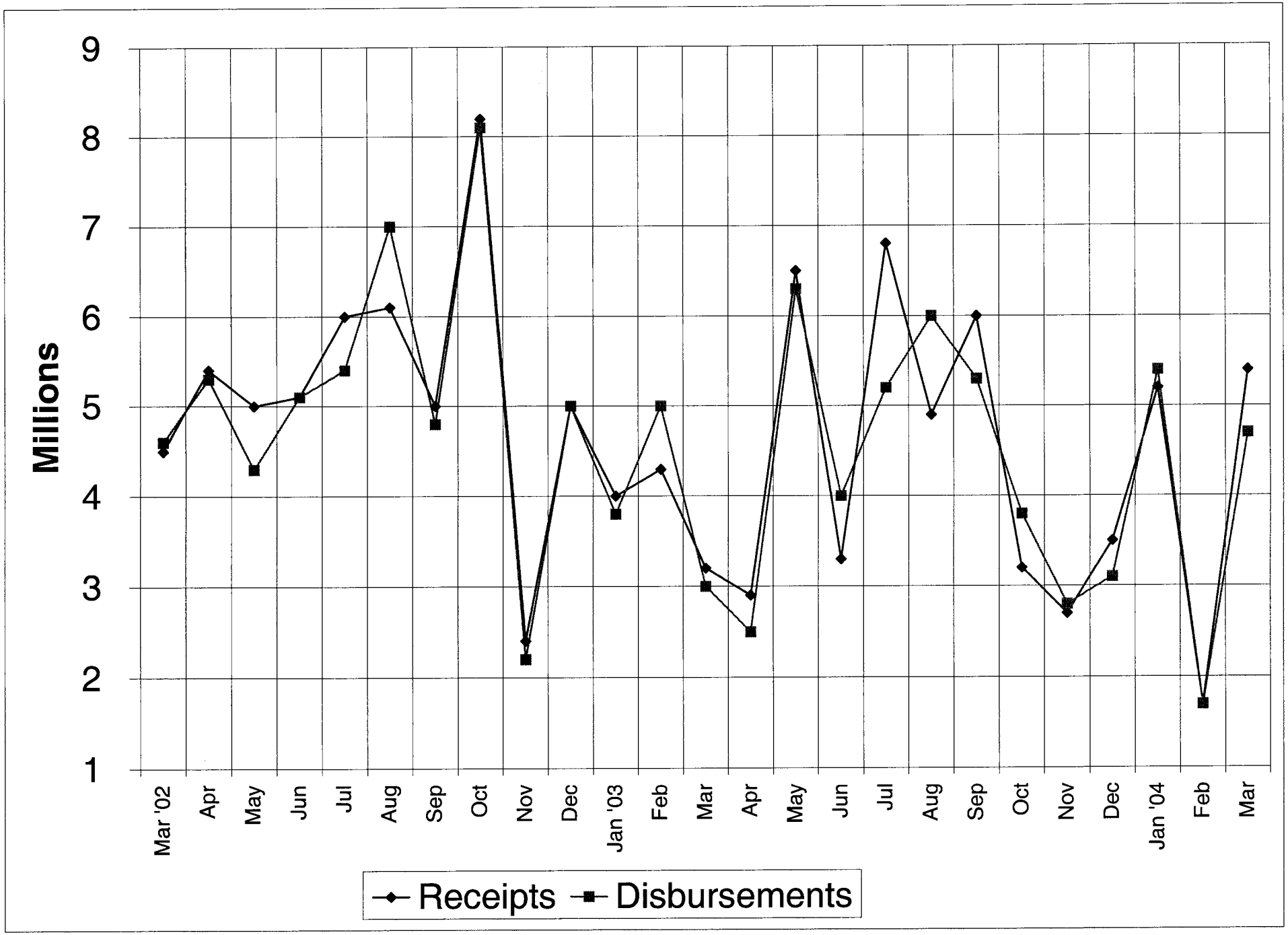
Through the first nine months of the fiscal year, SCAG's Agency wide expenses are 44% of budget. The total amended budget is $37.2 million and we have expended $16.4 million. Consulting and subregional staff costs are budgeted at $16.1 million versus actual expenses of $0.71 million, and are about $11.3 million less than expected for the nine months ended. The outlook for the rest of the year is that consultant expenses will continue to be significantly under budget.

SCAG's General Fund expenses are running at 47% of budget. The total budget is $1.1 million and actual expenses are $0.5 million. This is a favorable variance of approx. $0.32 million in the nine month period ending March 2004. The variance is primarily attributable to lower legal expenses, reduced interest cost for the LOC and the elimination of the Caltrans Rapid Pay fees.

PC Docs 97708

Attachment 1

Cash Receipts and Disbursements - Last 24 Months



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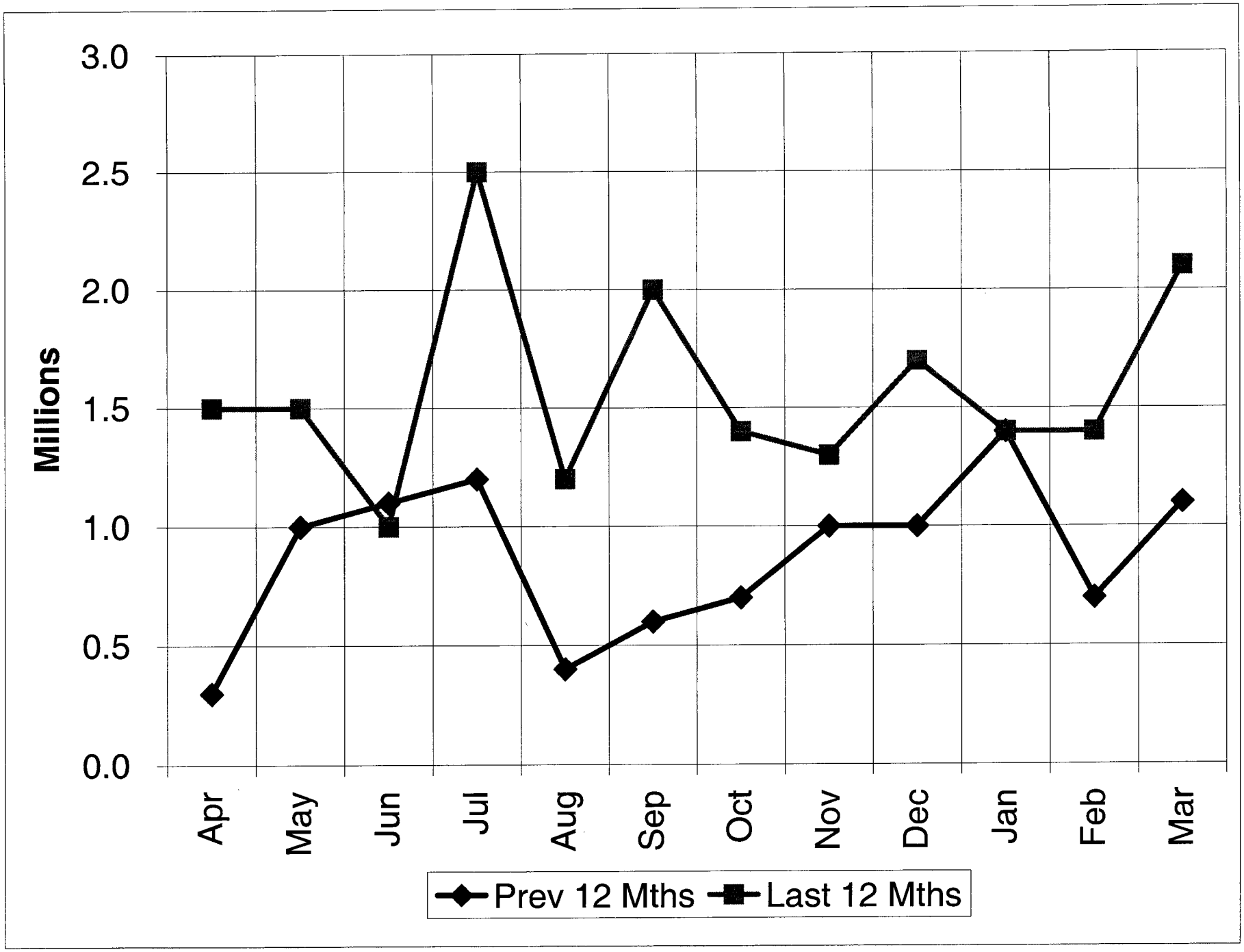
Attachment 2

Unrestricted Cash Status Comparison



PC Docs 91479

Attachment 3

Comparative Cash Flow Summary
FY04 vs. FY03
Month of March and Year to Date

Categories	March 2004	March 2003	Variance $	Variance %	July 1, 2003 To Date	July 1, 2002 To Date	Variance $	Variance %
Working Capital Beginning of Period:	**$ 1,383,913**	**$ 738,025**	**$ 645,888**	**88%**	**$ 1,218,032**	**$ 1,202,431**	**$ 15,601**	**1%**
Receipts:			- -					
Grants	3,266,120	659,747	2,606,373	395%	21,669,448	22,256,013	(586,565)	-3%
TDA	4,300	-	4,300	0%	999,800	1,000,000	(200)	0%
Membership Dues	2,285	6,451	(4,166)	-65%	966,772	933,052	33,720	4%
LOC Draws	2,155,000	2,687,000	(532,000)	-20%	15,426,000	19,560,500	(4,134,500)	-21%
Miscellaneous	5,105	924	4,181	453%	87,870	577,115	(489,245)	0%
	-							
Total Receipts	**5,432,810**	**3,354,122**	**2,078,688**	**62%**	**39,149,890**	**44,326,680**	**(5,176,790)**	**-12%**
Disbursements:								
Total Disbursments	1,768,524	1,938,996	(170,472)	-9%	20,581,367	26,145,253	(5,563,886)	-21%
LOC Payments	2,923,014	1,022,000	1,901,014	186%	17,661,369	18,252,707	(591,338)	-3%
	-							
Total Disbursments	**4,691,538**	**2,960,996**	**1,730,542**	**58%**	**38,242,736**	**44,397,960**	**(6,155,224)**	**-14%**
Working Capital End of Period:	**$ 2,125,186**	**$ 1,131,151**	**$ 994,035**	**88%**	**$ 2,125,186**	**$ 1,131,151**	**$ 994,035**	**88%**

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Southern California Association of Governments
Agency Wide Budget vs. Expenditures and Commitments

	Period: July - March	Budget	Mar	YTD to Mar	Balance	Pct	Commit-ments	YTD + Comm	Balance	Pct
9001	ALL STAFF	9,020,422	673,104	6,286,707	2,733,715	70%	-	6,286,707	2,733,715	70%
54300	SCAG CONSULTANT	13,938,173	535,343	2,436,988	11,501,185	17%	5,016,142	7,453,130	6,485,043	53%
54330	SUBREGIONAL CONS	632,535	68,301	130,331	502,204	21%	353,618	483,949	148,586	77%
54340	LEGAL	400,000	29,943	119,016	280,984	30%	-	119,016	280,984	30%
54350	PROFESSIONAL SVC	803,225	52,462	502,648	300,577	63%	332,153	834,801	(31,576)	104%
54400	SUBREGIONAL STAFF	1,488,118	105,157	379,444	1,108,675	25%	860,456	1,239,900	248,218	83%
55200	INTERNET ACCESS FEE	6,000	299	1,427	4,573	24%	749	2,176	3,825	36%
55210	SOFTWARE SUPPORT	139,000	9,023	103,006	35,994	74%	3,676	106,683	32,317	77%
55220	HARDWARE SUPPORT	42,000	2,873	36,467	5,533	87%	13,538	50,005	(8,005)	119%
55260	CSC SYSTEM UPGRADE	-	1,909	1,909	(1,909)	0%	-	1,909	(1,909)	0%
55270	CSC SOFTWARE PURCH	60,000	-	24,725	35,275	41%	25,631	50,356	9,644	84%
55280	3RD PARTY CONTRIBUTN	2,966,068	-	898,060	2,068,008	30%	2,065,337	2,963,397	2,671	100%
55400	OFFICE RENT 818-OFFI	1,300,000	111,254	1,013,633	286,367	78%	40,323	1,053,956	246,044	81%
55410	OFFICE RENT SATELLIT	36,000	2,939	25,996	10,004	72%	-	25,996	10,004	72%
55420	EQUIPMENT LEASES	340,000	27,795	239,409	100,591	70%	111,012	350,420	(10,420)	103%
55430	EQUIP REPAIR-MAINT	24,000	6,502	14,668	9,332	61%	1,866	16,534	7,466	69%
55440	INSURANCE	230,000	3,362	236,580	(6,580)	103%	-	236,580	(6,580)	103%
55441	PAYROLL PROC - ADP	23,000	1,636	19,790	3,210	86%	-	19,790	3,210	86%
55510	OFFICE SUPPLIES	90,000	12,495	74,322	15,678	83%	49,841	124,163	(34,163)	138%
55530	TELEPHONE	80,000	10,022	55,527	24,473	69%	3,120	58,646	21,354	73%
55540	POSTAGE	80,000	3,615	46,034	33,966	58%	3,592	49,626	30,374	62%
55600	SCAG MEMBERSHIPS	60,000	10,375	73,678	(13,678)	123%	-	73,678	(13,678)	123%
55610	PROF MEMBERSHIPS	275	900	1,175	(900)	427%	-	1,175	(900)	427%
55620	RESRCE MATER/SUBSC	174,336	46,651	55,003	119,333	32%	335	55,338	118,998	32%
55700	DEP - FURN & FIXTURE	31,623	2,608	24,343	7,280	77%	-	24,343	7,280	77%
55710	DEPRECIATION - COMP	359,716	22,889	250,801	108,915	70%	-	250,801	108,915	70%
55730	CAPITAL OUTLAY	25,000	-	-	25,000	0%	-	-	25,000	0%
55800	RECRUITMENT NOTICE	20,000	105	3,111	16,889	16%	-	3,111	16,889	16%
55810	PUBLIC NOTICES	26,334	-	15,941	10,393	61%	200	16,141	10,193	61%
55820	STAFF TRAINING	46,100	3,574	9,249	36,851	20%	4,125	13,374	32,726	29%
55910	RC/COMMITTEE MEETIN	20,000	2,023	12,092	7,908	60%	-	12,092	7,908	60%
55920	OTHER MEETING EXPENS	72,140	7,492	29,799	42,341	41%	33,302	63,101	9,039	87%
55930	MISC. OTHER	75,569	699	23,355	52,214	31%	13,990	37,345	38,224	49%
55940	STIPEND-RC MTG	130,000	13,610	88,110	41,890	68%	-	88,110	41,890	68%
55950	TEMPORARY HELP	241,916	27,448	293,528	(51,612)	121%	3,680	297,208	(55,292)	123%
55970	INTEREST ON BANK LOC	160,000	5,514	51,844	108,156	32%	-	51,844	108,156	32%
55972	RAPID PAY FEES	135,000	(1,895)	49,626	85,374	37%	-	49,626	85,374	37%
55980	CASH CONTRIBU PROJ	10,000	37,001	46,640	(36,640)	466%	-	46,640	(36,640)	466%
55990	BAD DEBTS EXPENSE	-	1	-	-	0%	-	-	-	0%
56100	PRINTING	224,000	3,880	57,164	166,837	26%	40,374	97,538	126,462	44%
58100	TRAVEL	255,750	15,639	89,844	165,906	35%	-	89,844	165,906	35%
58200	TRAVEL-REGISTRATION	34,750	3,466	20,417	14,333	59%	-	20,417	14,333	59%

Southern California Association of Governments
Agency Wide Budget vs. Expenditures and Commitments

	Period: July - March	Budget	Mar	YTD to Mar	Balance	Pct	Commit-ments	YTD + Comm	Balance	Pct
58500	AMPO BOARD EXPENSE	3,200	-	1,414	1,786	44%	-	1,414	1,786	44%
58600	NARC BOARD EXPENSE	4,500	-	-	4,500	0%	-	-	4,500	0%
58700	RC APPROVED COSTS	82,300	(261)	8,978	73,322	11%	-	8,978	73,322	11%
58999	UNALLOCATED RESERVE	457,126	-	-	457,126	0%	-	-	457,126	0%
60001	VACATION LEAVE	-	20,154	109,796	(109,796)	0%	-	109,796	(109,796)	0%
60002	SICK LEAVE	-	-	-	-	0%	-	-	-	0%
60020	SICK LEAVE BUYBACK	-	(1,572)	(11,458)	11,458	0%	-	(11,458)	11,458	0%
60100	SEVERANCE/VAC REBATE	-	-	58,719	(58,719)	0%	-	58,719	(58,719)	0%
60110	RETIREMENT-PERS	860,000	123,684	736,049	123,951	86%	-	736,049	123,951	86%
60200	HEALTH INS.	700,000	59,101	521,551	178,449	75%	-	521,551	178,449	75%
60210	DENTAL INS.	92,000	8,920	69,887	22,113	76%	-	69,887	22,113	76%
60220	VISION INS.	30,000	2,288	21,045	8,955	70%	-	21,045	8,955	70%
60225	LIFE INSURANCE	100,000	8,863	74,915	25,085	75%	-	74,915	25,085	75%
60230	MED/DEN REBATE	285,000	24,008	212,548	72,452	75%	-	212,548	72,452	75%
60240	MEDICARE TX EMPLRS	115,000	9,127	83,442	31,558	73%	-	83,442	31,558	73%
60300	TUITION REIMBURSMENT	10,000	-	60	9,940	1%	-	60	9,940	1%
60310	BUS PASSES	55,665	1,020	16,240	39,425	29%	-	16,240	39,425	29%
60320	CARPOOL REIMBURSEMEN	11,609	280	2,485	9,124	21%	-	2,485	9,124	21%
60330	BUS PASS-TAXABLE	43,000	5,725	35,494	7,506	83%	-	35,494	7,506	83%
60400	UNEMP/WORKCOMP IN	500,000	-	521,455	(21,455)	104%	-	521,455	(21,455)	104%
60410	MISC. EMP. BENE	-	(1)	(1)	1	0%	-	(1)	1	0%
60415	SCAG 457 MATCH	65,000	7,456	47,362	17,638	73%	-	47,362	17,638	73%
60450	BENEFITS ADMIN FEES	8,000	264	2,156	5,844	27%	-	2,156	5,844	27%
	Grand totals:	**37,223,451**	**2,129,068**	**16,354,545**	**20,868,906**	**44%**	**8,977,059**	**25,331,603**	**11,891,847**	**68%**

Southern California Association of Governments
General Fund Budget vs. Expenditures and Committments

	Period: July - March			YTD to	Mar		Commit-	YTD +		
		Budget	Mar	Mar	Balance	Pct	ments	Comm	Balance	Pct
9001	ALL STAFF	12,661	-	6,568	6,093	52%	-	6,568	6,093	52%
9901	FRINGE BENEFIT BRDN	6,478	-	3,332	3,146	51%	-	3,332	3,146	51%
9914	IC BURDEN	20,861	-	9,876	10,985	47%	-	9,876	10,985	47%
9916	IC ADJUSTMENT	-	-	915	(915)	0%	-	915	(915)	0%
54340	LEGAL	200,000	765	14,167	185,833	7%	-	14,167	185,833	7%
54350	PROFESSIONAL SVC	280,000	23,320	178,500	101,500	64%	101,775	280,275	(275)	100%
55600	SCAG MEMBERSHIPS	-	1,000	12,985	(12,985)	0%	-	12,985	(12,985)	0%
55730	CAPITAL OUTLAY	25,000	-	-	25,000	0%	-	-	25,000	0%
55910	RC/COMMITTEE MEETIN	20,000	2,023	12,092	7,908	60%	-	12,092	7,908	60%
55920	OTHER MEETING EXPENS	15,000	7,179	7,179	7,821	48%	27,000	34,179	(19,179)	228%
55930	MISC. OTHER	10,000	-	18,533	(8,533)	185%	-	18,533	(8,533)	185%
55940	STIPEND-RC MTG	130,000	13,610	88,110	41,890	68%	-	88,110	41,890	68%
55970	INTEREST ON BANK LOC	160,000	5,514	51,844	108,156	32%	-	51,844	108,156	32%
55972	RAPID PAY FEES	135,000	(1,895)	49,626	85,374	37%	-	49,626	85,374	37%
55980	CASH CONTRIBU PROJ	10,000	37,001	46,640	(36,640)	466%	-	46,640	(36,640)	466%
58100	TRAVEL	17,000	2,930	17,495	(495)	103%	-	17,495	(495)	103%
58200	TRAVEL-REGISTRATION	3,000	50	2,244	756	75%	-	2,244	756	75%
58500	AMPO BOARD EXPENSE	3,200	-	1,414	1,786	44%	-	1,414	1,786	44%
58600	NARC BOARD EXPENSE	4,500	-	-	4,500	0%	-	-	4,500	0%
58700	RC APPROVED COSTS	82,300	-	9,500	72,800	12%	-	9,500	72,800	12%
	Grand totals:	**1,135,000**	**91,497**	**531,021**	**603,979**	**47%**	**128,775**	**659,796**	**475,204**	**58%**

000078

DOC 95776

Printed on: 4/14/04

MEMO

DATE: May 6, 2004

TO: Regional Council

FROM: Huasha Liu, Interim Director, Information Services Department (213) 236-1838, liu@scag.ca.gov

Pablo Gutierrez, Associate Regional Planner, Data and Monitoring Division (213) 236-1929, gutierre@scag.ca.gov

Courts Carter, Senior Programmer Analyst, Data and Monitoring Division (213) 236-1835, carter@scag.ca.gov

SUBJECT: Presentation of Results from the Data Needs Survey

Information Only: Staff will present the results of the Data Needs Survey.

Background:

One of SCAG's important functions is to provide data and facilitate information sharing within and external to the region. Currently SCAG handles an estimated 8,500 data requests annually related primarily to census, transportation, socioeconomic (e.g. households and employment), GIS and SCAG reports. Between 2000 and 2010, SCAG estimates that it would spend a total of $8.4 million in data acquisition based on the current methods of acquiring data. A survey could provide a better understanding of the data needs of stakeholders, particularly member jurisdictions. The results of the survey will assist SCAG staff in prioritizing data acquisition and providing guidance for data sharing.

In early March this year, staff developed an electronic data needs survey process via SCAG's web site, including a survey form. The survey form contained questions on topics of interest as well as data types and formats. Staff also sent e-mails regarding the survey to major stakeholders including cities, counties, subregions, transportation commissions, special districts, state agencies, colleges/universities, school districts, consultants, and other interested groups. The survey form was also made available to the general public via SCAG's web site.

Summary of Survey Results:

A total of 127 surveys were submitted with approximately 2,000 different data sets selected as of April 10, 2004. Highlights of the survey results include the following:

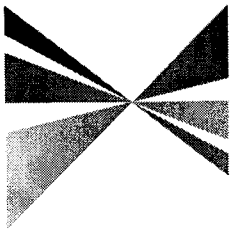
1. The majority of the respondents (68%) were from local governments, including cities, counties, special districts, and subregions;

2. At the city level, data sets with the most needs are related to Transportation (30%), 2000 Census (17%), and General Data (e.g. socioeconomic and travel demand forecast) (16%);

3. Priority in data sets is generally consistent across different types of organizations; and

4. Some of the major comments included needs for parcel level data as well as more frequent update on land use and aerial imagery data.

SOUTHERN CALIFORNIA



ASSOCIATION of GOVERNMENTS

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Orange County: Chris Norby, Orange County • Ronald Bates, Los Alamitos • Lou Bone, Tustin • Art Brown, Buena Park • Richard Chavez, Anaheim • Debbie Cook, Huntington Beach • Cathryn DeYoung, Laguna Niguel • Richard Dixon, Lake Forest • Alta Duke, La Palma • Bev Perry, Brea • Tod Ridgeway, Newport Beach

Riverside County: Marion Ashley, Riverside County • Ron Loveridge, Riverside • Jeff Miller, Corona • Greg Pettis, Cathedral City • Ron Roberts, Temecula • Charles White, Moreno Valley

San Bernardino County: Paul Biane, San Bernardino County • Bill Alexander, Rancho Cucamonga • Edward Burgnon, Town of Apple Valley • Lawrence Dale, Barstow • Lee Ann Garcia, Grand Terrace • Susan Longville, San Bernardino • Gary Ovitt, Ontario • Deborah Robertson, Rialto

Ventura County: Judy Mikels, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Hueneme

Orange County Transportation Authority: Charles Smith, Orange County

Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Bill Davis, Simi Valley

559-12/23/03

MEETING
Of the

ADMINISTRATION COMMITTEE

Thursday, May 6, 2004
9:30 a.m. – 10:30 a.m.

Hyatt Regency Los Angeles
711 South Hope Street
Los Angeles, CA 90017
(213) 683-1234

Agenda Enclosed

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Deby Salcido at (213)236-1993 or salcido@scag.ca.gov

SCAG, in accordance with the American with Disabilities Act (ADA), will accommodate persons who require a modification of accommodation in order to participate in this meeting. If you require such assistance, please contact SCAG at (213) 236-1868 at least 72 hours in advance of the meeting to enable SCAG to make reasonable arrangements. To request documents related to this document in an alternative format, please contact (213) 236-1868.

ADMINISTRATION COMMITTEE

AGENDA

		PAGE #	ACTIONS
1.0	**CALL TO ORDER**		
2.0	**PUBLIC COMMENT PERIOD -- Members of the public desiring to speak on an agenda item, or agenda items not on the agenda, but within the purview of this committee, must notify the Secretary and fill out a speaker's card prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The Chair may limit the total time for comments to twenty (20) minutes.**		
3.0	**CONSENT CALENDAR**		
3.1	**Approval Items**		
3.1.1	Approval of April 1, 2004 Minutes **Attachment**	**80**	
3.1.2	Contract Amendment **RC Attachment**	**12**	
	• Judith Norman Transportation Consultant	**13**	
3.1.3	Approval of Bi-State Transportation Technical Advisory Steering Board Budget **RC Attachment**	**15**	
3.1.4	MOU between SCAG & RCTC **RC Attachment**	**16**	
3.1.5	Consensus Program Appropriations Additions **RC Attachment**	**17**	
3.2	**Receive & File**		
3.2.1	Contracts & PO's between $5,000-$25,000 **RC Attachment**	**21**	
3.2.2	Conflict of Interest Listing **RC Attachment**	**22**	
3.2.3	SCAG Legislative Matrix **RC Attachment**	**23**	

Admin. Comm. Agenda – Salcido
05/06/04 - DOCS #97803

SOUTHERN CALIFORNIA
ASSOCIATION of GOVERNMENTS

AGENDA

			PAGE #	ACTIONS
4.0	**ACTION ITEMS**			
4.1	**Administration Committee Report**	**Councilmember Dixon, Chair**		
4.1.1	Adopt Resolution #04-452-1 Approving the Final FY 2004-2005 Overall Work Program **Attachment** Recommended Action: **Approve**		**27**	
4.1.2	Merit Pay Program **Attachment** Recommended Action: **Approve**		**67**	
5.0	**INFORMATION ITEMS**			
5.1	Monthly Financial Report **Attachment**	**Bert Becker, CFO**	**71**	
5.2	Audit/Best Practices Sub-Committee Report	**Councilmember Tyler, Chair**		

6.0 FUTURE AGENDA ITEMS

Any committee members or staff desiring to place items on a future agenda may make such request. Comments should be limited to three minutes.

7.0 ANNOUNCEMENTS

8.0 ADJOURNMENT

The next meeting is scheduled for Thursday, June 3, 2004 in conjunction with the Annual Retreat @Temecula Creek Inn in Temecula, California.

Admin. Comm. Agenda – Salcido
05/06/04 - DOCS #97803

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
Administration Committee Minutes
April 1, 2004

THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPES OF THE MEETING ARE AVAILABLE FOR LISTENING IN SCAG'S OFFICE.

The Administration Committee of the Southern California Association of Governments held its meeting at the SCAG Offices, 818 W. 7th Street, 12th Floor, Los Angeles, CA 90017. The meeting was called to order by the Chairperson, Mayor Richard Dixon, City of Lake Forest. There was a quorum.

1.0 CALL TO ORDER

Chairman Richard Dixon called the meeting to order at 9:09 a.m.

Committee Members Present:

Mayor William Alexander	City of Rancho Cucamonga
Mayor Pro-Tem Harry Baldwin	City of San Gabriel
Councilmember Ron Bates	City of Los Alamitos
Mayor Richard Dixon	City of Lake Forest
Councilmember Alta Duke	City of La Palma
Mayor Lee Ann Garcia	City of Grand Terrace
Mayor Pro-Tem Sandy Jacobs	City of El Segundo
Supervisor Hank Kuiper	County of Imperial
Mayor Ron Loveridge	City of Riverside
Councilmember Keith McCarthy	City of Downey
Councilmember Pam O'Connor	City of Santa Monica
Councilmember Bev Perry	City of Brea
Mayor Pro-Tem Greg Pettis	City of Cathedral City
Mayor Pro Tem Bea Proo	City of Pico Rivera
Mayor Ron Roberts	City of Temecula
Councilmember Sidney Tyler	City of Pasadena
Councilmember Toni Young	City of Port Hueneme
Councilmember Bob Yousefian	City of Glendale

Committee Members Absent:

Mayor Pro-Tem Mike Dispenza	City of Palmdale
Supervisor Judy Mikels	County of Ventura
Councilmember Dennis Washburn	City of Calabasas

Staff Present:

Bert Becker	Chief Financial Officer
Ed Paul	Internal Auditor
Charlie Wagner	Acting Manager of Finance

Others Present:

Zahi Faranesh	SCAG
Janet Henderson	SCAG
David Huang	SCAG
Ed Jones	SCAG Liaison

Others Present (Cont'd)

David Sosa	Caltrans
Jacki Bacharach	SBCCOG
Eric Carlson	MTA
Jen Jaroski	CHS
Richard Marcus	OCTA
Catherine McMillan	CVAG
Ty Schuiling	SANBAG

2.0 PUBLIC COMMENT PERIOD

None

3.0 CONSENT CALENDAR

The Consent Calendar was MOVED (Councilmember Bev Perry), SECONDED (Mayor Pro-Tem Greg Pettis) and UNANIMOUSLY APPROVED.

3.1 Approval Items

3.1.1 Approval of March 4, 2004 Minutes

3.1.2 Approve Proposed Date, Location & Budget For SCAG's 2004 Retreat

3.2 Receive & File

3.2.1 Contracts & PO's between $5,000-$25,000

3.2.2 Conflict of Interest Listing

3.2.3 Summary of Key Issues and Actions Taken by the Policy Committees in February

4.0 ACTION ITEMS

4.1 Administration Committee Report

4.1.1 Proposed Sublease – Eastside of The 9th Floor Space

This item was MOVED (Councilmember Bev Perry), SECONDED (Mayor Ron Roberts) and UNANIMOUSLY APPROVED.

4.1.2 Report From By-Laws Committee

Mayor Richard Dixon, Chair, presented an overview of recommended changes to the by-laws.

With respect to district elections, Mayor Richard Dixon stated that this item was addressed in great detail and the conclusion is to allow cities, within a district, to call a meeting at a place, date and time that is mutually convenient for them, hold that meeting to elect their representative and transmit the results of that meeting to the Subregion who, in turn, will transmit those results to SCAG.

Bev Perry suggested that the document should specify "member" cities as those allowed to vote.

It was MOVED (Councilmember Bev Perry), SECONDED (Councilmember Ron Bates) and UNANIMOUSLY APPROVED to include the alternative language.

Councilmember Llewellyn Miller raised concern with conducting an election at a single point and time and space.

Councilmember Debbie Cook recommended that for the election, each City Council vote at their council meetings and then report that result to SCAG.

Councilmember Susan Longville stated that she is in favor of having cities within a district have a meeting at a specific time and place so the decision is not made in isolation.

Councilmember Lawrence Dale stated that he concurs with each City Council scheduling votes to take place at their regular meetings.

Councilmember Bob Yousefian made an alternate motion to take the errata by-laws and insert "member" City Council and leave the method up to the local agencies on how they hold their elections. There being no Second, the motion failed.

It was MOVED (Councilmember Toni Young), SECONDED (Councilmember Hank Kuiper) and UNANIMOUSLY APPROVED to amend B1 to read "For purposes of this subsection a quorum shall be recorded votes from at least 2/3 of the member cities of each district".

It was MOVED (Councilmember Toni Young), SECONDED (Councilmember Bev Perry) and UNANIMOUSLY APPROVED the clean up language in the 2nd Errata.

It was MOVED (Councilmember Bev Perry), SECONDED (Councilmember Bates) and APPROVED (Objections: Mayor William Alexander, Mayor Ron Loveridge, and Councilmember Bob Yousefian) to approve the by-laws.

5.0 INFORMATION ITEMS

5.1 Monthly Financial Report

6.0 FUTURE AGENDA ITEMS

7.0 ANNOUNCEMENTS

8.0 ADJOURNMENT

Chairman Richard Dixon adjourned the meeting at 10:07 a.m.

Bert Becker, Chief Financial Officer
Staff to the Administration Committee

D. SALCIDO 04/23/2004
Admin Comm Minutes 04-01-04 DOCS#98236