



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

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MEETING OF THE

**EXECUTIVE/  
ADMINISTRATION  
COMMITTEE**

***Members of the Public are Welcome to Attend  
In-Person & Remotely***

***Wednesday, December 6, 2023***

***3:00 p.m. – 4:00 p.m.***

***To Attend In-Person:***

**SCAG Main Office – Policy B Meeting Room  
900 Wilshire Blvd., Ste. 1700  
Los Angeles, CA 90017**

***To Attend and Participate on Your Computer:***

**<https://scag.zoom.us/j/889726747>**

***To Attend and Participate by Phone:***

**Call-in Number: 1-669-900-6833  
Meeting ID: 889 726 747**

***PUBLIC ADVISORY***

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

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



## Instructions for Attending the Meeting

**To Attend In-Peron and Provide Verbal Comments:** Go to the SCAG Main Office located at 900 Wilshire Blvd., Ste. 1700, Los Angeles, CA 90017 or any of the remote locations noticed in the agenda. The meeting will take place in the Policy B Meeting Room on the 17<sup>th</sup> floor starting at 3:00 p.m.

**To Attend by Computer:** Click the following link: <https://scag.zoom.us/j/889726747>. If Zoom is not already installed on your computer, click “Download & Run Zoom” on the launch page and press “Run” when prompted by your browser. If Zoom has previously been installed on your computer, please allow a few moments for the application to launch automatically. Select “Join Audio via Computer.” The virtual conference room will open. If you receive a message reading, “Please wait for the host to start this meeting,” simply remain in the room until the meeting begins.

**To Attend by Phone:** Call **(669) 900-6833** to access the conference room. Given high call volumes recently experienced by Zoom, please continue dialing until you connect successfully. Enter the **Meeting ID: 889 726 747**, followed by #. Indicate that you are a participant by pressing # to continue. You will hear audio of the meeting in progress. Remain on the line if the meeting has not yet started.

## Instructions for Participating and Public Comments

***Members of the public can participate in the meeting via written or verbal comments.***

1. **In Writing:** Written comments can be emailed to: [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov). Written comments received **by 5pm on Tuesday, December 5, 2023**, will be transmitted to members of the legislative body and posted on SCAG’s website prior to the meeting. You are **not** required to submit public comments in writing or in advance of the meeting; this option is offered as a convenience should you desire not to provide comments in real time as described below. Written comments received after 5pm on Tuesday, December 5, 2023, will be announced and included as part of the official record of the meeting. Any writings or documents provided to a majority of this committee regarding any item on this agenda (other than writings legally exempt from public disclosure) are available at the Office of the Clerk, at 900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017 or by phone at (213) 630-1420, or email to [aguilarm@scag.ca.gov](mailto:aguilarm@scag.ca.gov).

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### OUR MISSION

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

### OUR VISION

Southern California’s Catalyst for a Brighter Future

### OUR CORE VALUES

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



2. **Remotely:** If participating in real time via Zoom or phone, please wait for the presiding officer to call the item for which you wish to speak and use the “raise hand” function on your computer or \*9 by phone and wait for SCAG staff to announce your name/phone number.
3. **In-Person:** If participating in-person, you are invited but not required, to fill out and present a Public Comment Card to the Clerk of the Board or other SCAG staff prior to speaking. It is helpful to indicate whether you wish to speak during the Public Comment Period (Matters Not on the Agenda) and/or on an item listed on the agenda.

## General Information for Public Comments

Verbal comments can be presented in real time during the meeting. Members of the public are allowed a total of 3 minutes for verbal comments. The presiding officer retains discretion to adjust time limits as necessary to ensure efficient and orderly conduct of the meeting, including equally reducing the time of all comments.

For purpose of providing public comment for items listed on the Consent Calendar, please indicate that you wish to speak when the Consent Calendar is called. Items listed on the Consent Calendar will be acted on with one motion and there will be no separate discussion of these items unless a member of the legislative body so requests, in which event, the item will be considered separately.

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

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## EXECUTIVE/ADMINISTRATION COMMITTEE MEETING AGENDA

### TELECONFERENCE AVAILABLE AT THESE ADDITIONAL LOCATIONS\*

<b>Cindy Allen</b> City of Long Beach - City Hall 411 W Ocean Boulevard, 11th Floor Long Beach, CA 90802	<b>Curt Hagman</b> Chino Hills District Office 14010 City Center Drive Chino Hills, CA 91709
<b>Clint Lorimore</b> City of Eastvale - City Hall 12363 Limonite Avenue #910 Eastvale, CA 91752	<b>Larry McCallon</b> City of Highland – City Hall 27215 Base Line Street Highland, CA 92346
<b>Tim Sandoval</b> City of Pomona - City Hall 505 S. Garey Avenue Chuck Bader Conference Room Pomona, CA 91767	<b>David Shapiro</b> City of Calabasas – City Hall 100 Civic Center Way Calabasas, CA 91302

\* Under the teleconferencing rules of the Brown Act, members of the body may remotely participate at any location specified above.



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**EAC - Executive/Administration Committee**  
***Members – December 2023***

- 1. Hon. Art Brown**  
Chair, Buena Park, RC District 21
- 2. Sup. Curt Hagman**  
1st Vice President, San Bernardino County
- 3. Hon. Cindy Allen**  
2nd Vice President, Long Beach, RC District 30
- 4. Hon. Jan C. Harnik**  
Imm. Past President, RCTC Representative
- 5. Hon. Frank A. Yokoyama**  
CEHD Chair, Cerritos, RC District 23
- 6. Hon. David J. Shapiro**  
CEHD Vice Chair, Calabasas, RC District 44
- 7. Hon. Deborah Robertson**  
EEC Chair, Rialto, RC District 8
- 8. Sup. Luis Plancarte**  
EEC Vice Chair, Imperial County
- 9. Hon. Tim Sandoval**  
TC Chair, Pomona, RC District 38
- 10. Hon. Mike Judge**  
TC Vice Chair, VCTC
- 11. Hon. Patricia Lock Dawson**  
LCMC Chair, Riverside, RC District 68
- 12. Hon. Jose Luis Solache**  
LCMC Vice Chair, Lynwood, RC District 26
- 13. Hon. Marshall Goodman**  
La Palma, RC District 18, Pres. Appt.
- 14. Hon. Clint Lorimore**  
Eastvale, RC District 4, Pres. Appt.
- 15. Hon. Larry McCallon**  
Highland, RC District 7 Pres. Appt./Air Dist. Rep.

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- 16. Hon. Tim McOsker**  
Los Angeles, RC District 62
  
- 17. Hon. Andrew Masiel**  
Tribal Govt Regl Planning Board Representative
  
- 18. Ms. Lucy Dunn**  
Business Representative - Non-Voting Member

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## EXECUTIVE/ADMINISTRATION COMMITTEE MEETING AGENDA

Southern California Association of Governments  
900 Wilshire Boulevard, Suite 1700 - Policy B Meeting Room  
Los Angeles, CA 90017

**Wednesday, December 6, 2023**  
**3:00 PM**

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

### **CALL TO ORDER AND PLEDGE OF ALLEGIANCE** *(The Honorable Art Brown, Chair)*

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

This is the time for public comments on any matter of interest within SCAG's jurisdiction that is *not* listed on the agenda. For items listed on the agenda, public comments will be received when that item is considered. Although the committee may briefly respond to statements or questions, under state law, matters presented under this item cannot be discussed or acted upon at this time.

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

#### **ACTION ITEM**

1. Amendments to the Regional Council Policy Manual  
*(Richard Lam, Deputy Legal Counsel)*

PPG. 6

#### **RECOMMENDED ACTION:**

That the Executive/Administration Committee (EAC) consider and finalize the amendments to the Regional Council Policy Manual (Policy Manual) as presented in this report and recommend approval by the Regional Council (RC) at the January 4, 2024 meeting.

#### **CONSENT ITEMS**

##### Approval Items

2. Minutes of the Meeting – November 1, 2023
3. Contract Amendments \$150,000 or Greater: Contract No. 22-011-C01, On-Call Services: Strategic Plan and Organization Assessment
4. Carbon Reduction Program (CRP) Guidelines
5. SCAG Memberships and Sponsorships

PPG. 19

PPG. 27

PPG. 37

PPG. 51



Receive and File

6. CFO Monthly Report

PPG. 56

**CFO REPORT**

*(Cindy Giraldo, Chief Financial Officer)*

**PRESIDENT'S REPORT**

*(The Honorable Art Brown, Chair)*

**EXECUTIVE DIRECTOR'S REPORT**

*(Kome Ajise, Executive Director)*

**FUTURE AGENDA ITEMS**

**ANNOUNCEMENTS**

**ADJOURNMENT**



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

Southern California Association of Governments  
December 6, 2023

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

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** Richard Lam, Deputy Legal Counsel  
(213) 630-1510, lam@scag.ca.gov

**Subject:** Amendments to the Regional Council Policy Manual

**RECOMMENDED ACTION:**

That the Executive/Administration Committee (EAC) consider and finalize the amendments to the Regional Council Policy Manual (Policy Manual) as presented in this report and recommend approval by the Regional Council (RC) at the January 4, 2024 meeting.

**STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

*From June 29 to 30, 2023, President Art Brown convened a retreat for the EAC to discuss strategic priorities for the upcoming year. The agenda included a presentation and discussion of proposed amendments to the Policy Manual.*

*As a result of the conversation and feedback, SCAG staff has prepared amendments to the Policy Manual for consideration by the EAC. Proposed language effecting these changes is presented as Attachments 1 to 4 to this staff report.*

*Once finalized and recommended by the EAC, the amendments to the Policy Manual can be brought forward to the RC for approval.*

**BACKGROUND:**

The EAC Retreat was convened by President Art Brown on June 29 to 30, 2023, in Buena Park, California. The main purpose of the Retreat was to allow the EAC to discuss strategic priorities for the upcoming year. During the Retreat, one of the agenda items included a presentation and discussion of proposed amendments to the Policy Manual.

Staff traditionally identified potential amendments to the Policy Manual for presentation to the Bylaws and Resolutions Committee as part of the annual Bylaws amendment process, since there is

often coordination needed with potential Bylaws amendments. This year, there were no Bylaw amendment proposals. As a result, staff presented potential amendments to the Policy Manual for consideration at the EAC Retreat.

#### **DISCUSSION:**

As a result of the conversation and feedback, SCAG staff has prepared amendments to the Policy Manual for consideration by the EAC. Proposed language effecting these changes are included as Attachments 1 to 4 to this staff report. The four (4) proposed amendments and the EAC's direction can be summarized as follows.

#### 1. Eligible Participants for "No Confidence" Votes in Multi-City Districts

Staff recommended amending the Policy Manual to provide that a maximum of five (5) council members from each city may participate in a no confidence vote.

SCAG's Bylaws provide that upon each city in a multi-city District adopting a resolution of no-confidence, a no confidence vote is held that determines whether the RC member retains their seat on the RC. If the no confidence vote leads to vacancy in the District, the resulting vacancy is filled by a special election, with the winner serving the remainder of the term. (Bylaws Art. V.A.(2)(a).) The Policy Manual provides that in a no confidence vote, "all city council members . . . must be given the opportunity to participate." (RCPM Art. V.G.(2).) This means that cities with more than five members could have all members participate in a no confidence vote. Comparatively, since 2018, and for the election of a multi-city District (including filling a vacancy that results from a no confidence vote), the Policy Manual only permits "a maximum of five (5) city council members" to participate. (RCPM Art. V.C, emph. added.). The purpose of this provision is to prevent cities with larger city councils from having more votes than cities with five members. There is, therefore, incongruity in the no-confidence vote provisions (all city council members can participate) and the election provisions (only 5 may participate). To address this, staff recommended that the Policy Manual be amended to provide that a maximum of five council members from each city may participate in a no confidence vote. This would provide parity in the process to "eject" a member and the process to "elect" a member.

The EAC agreed with the recommendation. The redline of the Policy Manual with staff's recommendation is included as Attachment 1.

#### 2. Teleconferencing for District Elections

Staff recommended amending the Policy Manual to prohibit teleconferencing at district elections unless authorized by the President.

There is presently an inconsistency in the Policy Manual and its Appendix relating to multi-city District elections. Article V.C(6) of the Policy Manual says teleconferencing is allowed. Comparatively, Appendix A (at p. 43) states teleconferencing “is not allowed.” These provisions should be conformed so they are consistent. Staff recommended that the Policy Manual and the Appendix be amended to provide that teleconferencing is not allowed unless the President expressly authorizes.

The EAC agreed with the recommendation. The redlined Policy Manual with staff’s recommendation is included as Attachment 2.

### 3. Policy Manual Code of Conduct Complaint Process

Staff recommended amending the Policy Manual to add a section to respond to complaints under the Code of Conduct.

The Code of Conduct in Article I of the Policy Manual applies to “SCAG Representatives” (all elected and appointed officials and representatives who serve in the SCAG organization as Officers, Official Representatives and Alternates to the General Assembly, representatives of Regional Council Members, District Representatives, ex officio members of any SCAG body, and members of SCAG committees and task forces). The Code of Conduct describes certain type of conduct deemed unacceptable, including conduct prohibited by law and some conduct not prohibited by law but that is considered unethical or unprofessional. Article II of the Policy Manual contemplates provisions for addressing complaints alleged in violation of the Code of Conduct. Article II presently includes placeholder language reflecting later consideration of a complaint process.

SCAG Staff proposed a complaint process to provide a concise yet flexible process that can address different types of complaints in a manner that is responsive, considerate of the importance of exercising due diligence, respectful of due process, protective of parties’ rights in an investigative process, and provides flexibility to address complaints based on the nature of the complaint being made. The proposed complaint process attempts to strike a balance to treat all complaints as worthy of consideration and inquiry, but provides flexibility so that complaint review and investigation tracks the nature of the complaint.

The EAC agreed with the recommendation and provided feedback on the complaint process. In summary, the complaint process involves the following: (1) the Executive Director reviews and conducts initial inquiry to determine if investigation is warranted in consultation with legal counsel; (2) any investigation shall be conducted by a neutral third party, in compliance with the law; (3) confidentiality and privacy considered during review and investigation for integrity of process and subject to applicable law; (4) results of an initial inquiry or investigation shall be

shared with the President; (5) determine what further action, if any, can or should be taken; and (6) could include further reporting to SCAG governing bodies for review or action. The redlined Policy Manual with staff's recommendation is included as Attachment 3.

#### 4. Update to Stipends

Staff recommended amending the Policy Manual to update the stipend policy.

Under existing policies, stipends for SCAG's RC members and the officers are: (i) set at \$120 per meeting, (ii) payable for attendance at each day of an event (i.e., a 2 day event would entitle 2 stipend payments), (iii) permitted for each meeting in the same day that is at a different address, (iv) limited to 6 stipends/month for RC members (with 2 additional stipends/month available by Presidential approval), (v) limited to 9 stipends/month for the vice presidents and 12 stipends/month for the President. Additionally, for RC members, any stipends in addition to those noted above may be payable upon RC approval. Finally, only 1 stipend is allowed for attending meetings of the RC and Policy Committees held on the same day. Other elected officials (that are not RC members) that serve on Policy Committees, SCAG committees, subcommittees or task forces are entitled to receive a stipend for attendance at such meetings and for meetings where the elected official is requested by the President or Executive Director. Other elected officials are limited to up to 4 stipends/month. Stipend requests must be received no later than 30 days after the close of the fiscal year in which the meeting for the stipend is requested.

In 2022, David James, SCAG's Internal Auditor, conducted an audit of stipend payments. The results of this audit were reported to the Audit Committee. During the Audit Committee meeting, members asked staff to consider options for updating stipend amounts and to review other agencies' stipend practices. Based on audit recommendations and Audit Committee input, staff provided recommendations and sought input from the EAC.

After full engagement of the EAC and a robust discussion which included a straw-poll, the EAC provided direction to update the stipend policy as follows:

- (1) Increase stipends to **\$150**;
- (2) For ***SCAG-clerked meetings***:
  - a. Stipends to be paid monthly (as soon as attendance sheets are submitted for the month);
  - b. Stipends to be paid automatically (eliminate requirement for submittal of Request for Stipend);
  - c. No limit or cap on the number of stipends (does not count towards existing limits).
- (3) For ***non-SCAG-clerked meetings***:

- a. Stipends to be paid following the close of the 45-day submittal period for Requests for Stipend;
  - b. Stipend requests must be submitted within **45 days** of the end of the month in which the meeting was attended (For example, a February 14<sup>th</sup> deadline for a meeting attended on December 1<sup>st</sup>);
  - c. A **hard cap** on the number of stipends<sup>1</sup> at existing numerical limits per month<sup>2</sup>, the President and RC no longer authorize additional stipends.
- (4) Stipend policy to be **reviewed every five years**.

The redlined Policy Manual with staff's recommendation is included as Attachment 4.

Staff recommends the EAC support all proposed amendments as carried forward by staff and that the EAC recommend that the Regional Council approve the amendments to the Policy Manual as presented herein.

**FISCAL IMPACTS:**

Funds for stipends are included in the General Fund Budget (800-0160.01: Regional Council) and the increase should be accommodated through membership dues.

**ATTACHMENT(S):**

1. RCPM Amendments - Eligible Participants for "No Confidence" Votes in Multi-City Districts
2. RCPM Amendments - Teleconferencing for District Elections
3. RCPM Amendments - Policy Manual Code of Conduct Complaint Process
4. RCPM Amendments - Update to Stipends

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<sup>1</sup> Numerical limits do not include all SCAG-clerked meetings (i.e. RC, EAC, TC, EEC, CEHD, etc.). After numerical limit is reached, all non-SCAG-clerked meetings and events (including with outside stakeholders and public agency partners, when so requested by the President or Executive Director) would not be stipend eligible.

<sup>2</sup> Twelve (12) – President; Nine (9) – 1st and 2nd Vice President & Immediate Past President; Six (6) – RC members; Four (4) – Other elected officials (i.e. those not serving as a RC Member) serving on a SCAG Policy Committee or another SCAG Committee, Subcommittee or Task Force; and Four (4) – Ex-Officio members attending meetings of the RC, EAC, GA, the Economic Summit, and other SCAG events as the President or Executive Director may specifically request.

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**Attachment 1**  
**Proposed Amendments to Regional Council Policy Manual**

**ARTICLE V**

**DISTRICT REPRESENTATIVE APPOINTMENTS, ELECTION PROCEDURES AND**  
**NO CONFIDENCE VOTES**

The appointment or election of District Representatives to serve on the Regional Council and the undertaking of a no confidence vote regarding a District Representative shall all be conducted in accordance with the following procedures.

...

**G. District Representative No Confidence Vote** – Article V A.(2)(a) of SCAG’s Bylaws indicates that the position of a District Representative shall be declared vacant by the SCAG President in the event of a no confidence vote undertaken in response to a resolution passed by all the cities in a District that are voting-eligible Members of SCAG. A no confidence vote by a District shall be conducted in accordance with the following procedures.

(1) A no confidence vote must be held within 30 days of the date on which the final city in the District approves a resolution calling for the no confidence vote.

(2) ~~All~~ A maximum of five (5) city council members from all ~~each~~ of the voting-eligible cities in the District ~~must~~ shall be given the opportunity to participate in a no confidence vote. In a voting-eligible city comprised of more than five (5) city council members, the mayor of such city shall appoint a maximum of five (5) members to vote in the no confidence vote.

...

**Attachment 2**  
**Proposed Amendments to Regional Council Policy Manual**

**ARTICLE V**

**DISTRICT REPRESENTATIVE APPOINTMENTS, ELECTION PROCEDURES AND**  
**NO CONFIDENCE VOTES**

The appointment or election of District Representatives to serve on the Regional Council and the undertaking of a no confidence vote regarding a District Representative shall all be conducted in accordance with the following procedures.

...

**C. Multi-City District Representative Elections** - When a District encompasses more than one city (“Multi-City District”), a maximum of five (5) city council members from each of the voting-eligible cities in the Multi-City District shall be provided the opportunity to vote for the individual who will serve as the District Representative to ensure equity among cities in voting. In a voting-eligible city comprised of more than five (5) city council members, the mayor of such city shall appoint a maximum of five (5) members to vote in Multi-City District Representative Elections. Multi-City District Representative Elections shall be conducted in accordance with the following policies and procedures.

...

(6) Nominations from the floor and proxy voting are not allowed. Teleconferencing for the District Representative election is not allowed ~~with written notification to all city council members from the cities in the respective District~~ unless the President expressly authorizes, in writing, telephonic participation for a District election.

...

**Appendix A**

**SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS**  
**DISTRICT REPRESENTATIVE ELECTION PROCEDURES**

The notice for SCAG Regional Council District Elections is a two-step process.

...

### Other District Election Guidelines

District Elections will be scheduled by SCAG staff in cooperation with the cities in each District. District Elections shall be held in conjunction with meetings of subregional organizations or the League of California Cities or at other times and locations identified by SCAG staff working in cooperation with the cities in a District.

District Representatives shall be elected by a majority of the votes of those city council members present from voting-eligible cities with a quorum.

A quorum shall consist of at least one city council member present from at least two-thirds of the voting-eligible SCAG member cities in a District. For example, if District X is comprised of six member (6) cities, then at least one (1) local elected official from four (4) of the member cities within District X must be present to constitute a quorum. When a quorum is present, the election may be conducted.

Nominations from the floor shall not be permitted.

Proxy voting and teleconferencing are not allowed unless the President expressly authorizes, in writing, telephonic participation for a District election.

In the event of a tie vote, additional balloting shall occur until a District Representative is elected.

Elected officials from cities that are not voting-eligible members of SCAG cannot vote and cannot be candidates for District Representative positions.

If there is only one candidate, that individual shall be declared the District Representative and no election will be required.

**Attachment 3**  
**Proposed Amendments to Regional Council Policy Manual**

**ARTICLE II**

**COMPLAINTS ALLEDGING VIOLATIONS OF THE CODE OF CONDUCT**

~~\*Per the action of the Regional Council on May 3, 2018, Article II will be developed and presented to the Regional Council at a future date.~~

Complaints alleging violations of the Code of Conduct by any SCAG Representative shall be initially reviewed by the Executive Director or his/her designee, in consultation with SCAG's legal counsel, who shall make an initial inquiry to determine whether an investigation is warranted. If an investigation is deemed warranted, any such investigation shall be performed by a neutral third-party investigator selected by the Executive Director or his/her designee in consultation with SCAG's legal counsel and conducted in compliance with applicable law (such as California's Fair Employment and Housing Act, Government Code § 12900 *et seq.*). To the extent permitted by law and to ensure the integrity of an investigation, confidentiality and privacy will be considered during review and investigation of a complaint. The prior sentence does not preclude the results of an investigation from being shared with other persons such as the SCAG Representative being investigated and/or the complainant, as determined by the President or Executive Director in consultation with SCAG's legal counsel. The results of an investigation shall be shared by the Executive Director or SCAG's legal counsel with the President (or if the President is alleged to have violated the Code of Conduct, then with the 1<sup>st</sup> Vice President or next officer who is not implicated), and together may determine what further action, if any, can or should be taken, including as appropriate, further reporting to SCAG governing bodies for review or action.

**Attachment 4**  
**Proposed Amendments to Regional Council Policy Manual**

**ARTICLE VIII**

**STIPENDS AND EXPENSE REIMBURSEMENTS**

**A. General Stipend Payment Policy**

(1) The payment for a stipend of one hundred ~~twenty-five~~ fifty dollars (hereinafter “Stipend”) will be calculated and authorized by the Office of Regional Council Support based on attendance records, attendance sheets or submitted expense reimbursement forms.

(2) Requests for Stipend payments for non-SCAG-clerked meetings must be received by the Office of Regional Council Support no later than ~~30-45~~ 45 days after ~~the close of the fiscal year for which the Stipend payments are requested~~ the end of the month in which the meeting, event or activity was attended (e.g. February 14<sup>th</sup> deadline for a meeting attended on December 1<sup>st</sup>).

**B. Stipends for Representatives of Regional Council Members and SCAG Officers**

(1) Representatives of Regional Council Members and SCAG Officers shall receive a Stipend for attendance at SCAG-~~sponsored-clerked~~ SCAG-sponsored meetings or SCAG-sponsored events (such as, the General Assembly, Regional Council meetings, Economic Summit, Demographic Workshop, etc.) or other authorized SCAG business activities. A Stipend will be authorized for each day of actual attendance at such SCAG-~~sponsored-clerked~~ SCAG-sponsored events or authorized activities. Stipends for business travel on behalf of SCAG-clerked meetings, SCAG-sponsored events or authorized activities will be authorized for days on which actual business is conducted and not for days that are devoted solely to travel. With regard to multiple meetings on a single calendar day, a Stipend will be authorized for attendance at every meeting that is at a different address.

(2) A Stipend for attendance at SCAG-clerked meetings shall be paid upon SCAG staff's submission of attendance sheets, without a request for a Stipend payment. For all other non-SCAG-clerked meetings, SCAG-sponsored events and authorized activities, ~~A~~ a request for a Stipend payment must be made in writing and contain information on the date, time, location and purpose of any such meeting and be submitted to the Office of Regional Council Support. Such requests must be approved by the SCAG President or SCAG's Executive Director or his/her designee. Attendance at non-SCAG-clerked meetings, SCAG-sponsored ~~meetings~~ events or authorized activities shall be demonstrated by a signature on an attendance form, attendance records of SCAG staff at such meetings, or ~~a~~ the submittal of an expense reimbursement form to the Office of Regional Council Support.

(3) Representatives of Regional Council Members and SCAG Officers shall receive only one Stipend for attendance at one or both of the monthly Regional Council meeting and the same day meeting of the individual's assigned SCAG Policy Committee (or a joint meeting of all of the Policy Committees). Attendance at SCAG-clerked meetings will be ~~demonstrated by the individual's signature on the attendance forms for the Regional Council and the Policy Committee~~ recorded by SCAG staff.

(4) Representatives of Regional Council Members and SCAG Officers shall receive a Stipend for meetings (including those over the telephone and those involving video- or teleconferencing) that are scheduled by SCAG's President or by SCAG's Executive Director or his/her designee.

(5) Representatives of Regional Council Members may, in addition to any SCAG-clerked meetings, receive up to six Stipends per month for non-SCAG-clerked meetings. ~~and the SCAG President may authorize two additional Stipends in a single month on a case-by-case basis.~~ SCAG's First Vice President, Second Vice President and Immediate Past President may, in addition to any SCAG-clerked meetings, receive up to nine Stipends per month for non-SCAG-clerked meetings. SCAG's President may, in addition to any SCAG-

clerked meetings, receive up to twelve Stipends per month for non-SCAG-clerked meetings. ~~Approval by the Regional Council is required for payment of any Stipends in excess of the limits identified herein.~~

**C. Stipends for Other Elected Officials and Individuals serving in an Ex Officio Capacity**

(1) Other elected officials (i.e. those not serving as a representative of a Regional Council Member) serving on a SCAG Policy Committee or another SCAG Committee, Subcommittee or Task Force shall receive a Stipend for attendance at a Policy Committee, Committee, Subcommittee or Task Force meeting.

(2) Other elected officials serving on a SCAG Policy Committee or another SCAG Committee, Subcommittee or Task Force shall receive a Stipend for attendance at a meeting (including those over the telephone or those involving video- or teleconferencing) when the attendance of the elected official is requested by the SCAG President or SCAG's Executive Director or his/her designee.

(3) A Stipend for other elected officials' attendance at SCAG-clerked meetings shall be paid upon SCAG staff's submission of attendance sheets, without a request for a Stipend payment. For all other non-SCAG-clerked meetings, SCAG-sponsored events and authorized activities. ~~A~~ attendance at all such meetings shall be demonstrated by a signature on an attendance form, attendance records of SCAG staff at such meetings, or the submittal of an expense reimbursement form to the Office of Regional Council Support. Other elected officials may, in addition to any SCAG-clerked meetings, receive up to four Stipends per month for non-SCAG-clerked meetings.

(4) Individuals serving in an ex officio capacity in any SCAG body including the Regional Council shall not be eligible for stipends or for the reimbursement of travel expenses (except for certain General Assembly expenses discussed elsewhere in this Policy Manual).

(5) Notwithstanding subsection C(4) of this Article VIII, the representative from the RC Approved 06/09/19, as amended though 11/03/22 Page 34 private/business sector appointed by the President to serve on both the Regional Council and Executive/Administration Committee as an ex officio member is eligible to receive a Stipend (pursuant to the process provided in Article VIII.B) and reimbursement of travel expenses (as provided in Article VIII.F) for attending up to four (4) meetings per month consisting of the Regional Council, the Executive/Administration Committee, the General Assembly, the Economic Summit, and other SCAG events as the President or Executive Director may specifically request.

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**MINUTES OF THE MEETING**  
**EXECUTIVE/ADMINISTRATION COMMITTEE (EAC)**  
**WEDNESDAY, NOVEMBER 1, 2023**

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

The Executive/Administration Committee (EAC) of the Southern California Association of Governments (SCAG) held its regular meeting both in person and virtually (telephonically and electronically). A quorum was present.

**Members Present**

<b>Hon. Art Brown, President</b>	<b><i>Buena Park</i></b>	<b>District 21</b>
<b>Sup. Curt Hagman, 1<sup>st</sup> Vice President</b>		<b>San Bernardino County</b>
<b>Hon. Cindy Allen, 2<sup>nd</sup> Vice President</b>	<b><i>Long Beach</i></b>	<b>Los Angeles County</b>
<b>Hon. Jan Harnik, Imm. Past President</b>	<b><i>RCTC</i></b>	<b>Riverside</b>
Hon. Frank Yokoyama, Chair, CEHD	<i>Cerritos</i>	District 23
Hon. David J. Shapiro, Vice Chair, CEHD	<i>Calabasas</i>	District 44
Hon. Luis Plancarte, Vice Chair, EEC		Imperial County
Hon. Tim Sandoval, Chair, TC	<i>Pomona</i>	District 38
Hon. Mike Judge, Vice Chair, TC	<i>VCTC</i>	Ventura County
Hon. Patricia Lock Dawson, Chair, LCMC	Riverside	District 68
Hon. Jose Luis Solache, Vice Chair, LCMC	Lynwood	District 26
Hon. Clint Lorimore, President’s Appt.	Eastvale	District 4
Hon. Marshall Goodman, President’s Appt.	<i>La Palma</i>	District 18
Hon. Larry McCallon, President’s Appt.	<i>Highland</i>	District 7
Hon. Lucy Dunn		Business Representative

**Members Not Present**

Hon. Deborah Robertson, Chair, EEC	<i>Rialto</i>	District 8
Hon. Andrew Masiel, Sr.	<i>Pechanga Dev. Corp.</i>	TGRP Representative
Hon. Tim McOsker, President’s Appt	<i>Los Angeles</i>	District 62

**Staff Present**

Kome Ajise, Executive Director  
Darin Chidsey, Chief Operating Officer

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Debbie Dillon, Chief Strategy Officer  
Cindy Giraldo, Chief Financial Officer  
Sarah Jepson, Chief Planning Officer  
Javiera Cartagena, Chief Government and Public Affairs Officer  
Ruben Duran, Board Counsel  
Jeffery Elder, Acting Chief Counsel/Director of Legal Services  
Maggie Aguilar, Clerk of the Board  
Cecilia Pulido, Deputy Clerk of the Board

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The Honorable Art Brown called the meeting to order at 3:00 p.m. President Brown asked Regional Council Member Larry McCallon, Air District representative, to lead the Pledge of Allegiance.

**PUBLIC COMMENT PERIOD**

President Brown opened the Public Comment Period and outlined instructions for public comments. He noted this was the time for persons to comment on any matter pertinent to SCAG's jurisdiction that were not listed on the agenda. He reminded the public to submit comments via email to [ePublicComment@scag.ca.gov](mailto:ePublicComment@scag.ca.gov).

The Clerk of the Board acknowledged there no written public comments received before or after the deadline.

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

**REVIEW AND PRIORITIZE AGENDA ITEMS**

There was no prioritization of agenda items.

**ACTION ITEM**

1. Resolution No. 23-660-1 Approving Amendment 1 to the FY 2023-24 Comprehensive Budget

There were no public comments on Items 1.

Cindy Giraldo, Chief Financial Officer, presented the EAC members with budget amendment 1 for their consideration. She explained that if approved, this would place SCAG's total comprehensive budget at just under \$450 million, an increase of \$95.2 million. She stated this included an increase

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in SCAG's overall work program of \$95.1 million, an increase to their indirect cost budget of \$832,000, a decrease to their FTA Grant budget of \$238,000, and finally an increase to their general fund budget of \$57,000. She explained that the details of the proposed changes were provided in the staff report however she briefly reviewed some of the more significant items included in the amendment. She shared that Table 2 of the staff report highlighted the changes to the overall work program budget by funding source and Table 3 showed the change by expenditure category. She explained that of the \$95.1 million increase to the overall work program, \$84 million was to incorporate required local match for subrecipients participating in the MSRC Last Mile Freight Program. She noted that the next largest contributor was to incorporate the change in their CPG revenue estimates of approximately \$3.5 million, which was being set aside for needs in fiscal year 2025 and \$2.8 million to program two new Office of Traffic Safety grants. She further explained that the balance of \$4.8 million was to account for smaller new grant revenues and adjustments of grant carryover balances from their prior fiscal year. She noted that a detailed listing of those adjustments had been provided at the bottom of page 11 of their agenda packet. She also explained that the FTA and formula grant budget that was decreasing by \$238,000 was to eliminate budget that was carried over from the prior year because they were able to complete that project in their past fiscal year, and therefore, the carryover budget was no longer needed. She noted that the indirect cost budget would also increase by \$832,000, which was predominantly attributable to increasing staff costs due to incorporating six previously approved REAP limited term positions. She also explained that the Budget Amendment included the approval of an updated salary schedule which incorporates two changes to two IT classifications, the Solutions Architect and the Chief Information Officer. Additionally, she noted that after completing an evaluation of organizational needs, the amendment included four position upgrades, two position downgrades, and the reallocation of six positions. She explained that these staffing changes were detailed in Attachment 4 of the staff report, and when combined, had a total net budget impact of \$196,000.

The comprehensive staff report was included in the agenda packet and posted on the SCAG website. The meeting audio is also available on the SCAG website.

A MOTION was made (Solache) to approve that the Executive/Administration Committee (EAC) recommend that the Regional Council adopt Resolution No. 23-660-1 approving a first amendment to the Fiscal Year 2023-24 Comprehensive Budget including: 1) A first amendment to the Fiscal Year 2023-24 Overall Work Program (FY24 OWP) Budget in the amount of \$95,142,892, increasing the FY24 OWP Budget from \$342,245,885 to \$437,388,777; 2) A first amendment to the FTA Discretionary and Formula Grant Budget (FTA Budget) in the amount of (\$238,394), decreasing the FTA Budget from \$546,062 to \$307,668; 3) A first amendment to the Indirect Cost Budget, in the amount of \$832,199, increasing the Indirect Cost Budget from \$34,525,897 to \$35,358,096; and 4) A first amendment to the General Fund Budget in the amount of \$57,210, increasing the General Fund Budget from \$3,089,747 to \$3,146,957. Motion was SECONDED (Shapiro) and passed by the following votes:

**AYES:** Brown, Goodman, Harnik, Judge, Lock Dawson, Lorimore, McCallon, Plancarte, Sandoval, Shapiro, Solache and Yokoyama (12)

**NOES:** None (0)

**ABSTAIN:** None (0)

**CONSENT CALENDAR**

There were no public comments on the Consent Calendar.

Approval Items

2. Minutes of the Meeting – October 4, 2023
3. 2024 Meeting Schedule of the Executive Administration Committee, Policy Committees, and Regional Council
4. SCAG Participation in the American University of Sharjah (AUS) California Transportation Delegation Trip to the United Arab Emirates, December 11 - 14, 2023
5. Resolution No. 23-660-2 Authorizing Acceptance of One-Time FY22 Community Project Funding/Congressionally Directed Spending (CPF/CDS)
6. Contracts \$500,000 or Greater: Contract No. 23-042-C01, Highways to Boulevards Regional Study

Receive and File

7. Purchase Orders, Contract and Amendments below Regional Council Approval Threshold
8. CFO Monthly Report

A MOTION was made (Goodman) to approve the Consent Calendar Item 2 through 6; and Receive and File Items 7 through 8. Motion was SECONDED (Solache) and passed by the following votes:

**AYES:** Brown, Goodman, Harnik, Judge, Lock Dawson, Lorimore, McCallon, Plancarte, Sandoval, Shapiro, Solache and Yokoyama (12)

**NOES:** None (0)

**ABSTAIN:** None (0)

**CFO REPORT**

Cindy Giraldo, Chief Financial Officer, reported that within the CFO report, Chief Planning Officer, Sarah Jepson, included highlights about the work that had been completed over the past quarter. Additionally, she shared they had done the reporting for the disadvantaged business enterprises. She stated they had goals in order to help these businesses succeed in the region. She stated as part of that, they were required to track their success in contracting with disadvantaged business enterprises (DBE) and that at the end of the past 6 months of their federally awarded contract, 18% of that contract value was awarded to DBEs. She stated this was detailed in a report that had been provided to Caltrans the past month.

**PRESIDENT'S REPORT**

President Brown reminded members to register for SCAG's 14th annual Southern California Economic Summit which would be taking place on December 7, 2023. President Brown provided an update on the Imperial County Mobile Workshop reporting he had joined a SCAG delegation for a tour of important sites in Imperial County. He shared they visited the Calexico East Port of Entry (POE) California Highway Patrol (CHP) Heavy Truck Vehicle Inspection Facility. Additionally, he shared they saw several ongoing projects in downtown Calexico, including a \$191 million federally funded upgrade to the Calexico West Port of Entry. President Brown shared their last stop had been the "Lotus Living Tiny Homes" project in El Centro, which had been created in partnership with Imperial Valley College and completed in 2021 to support unhoused college students. Lastly, President Brown stated the next regular meeting of the EAC meeting was scheduled for Wednesday, December 6, 2023, at 3:00 p.m. and reminded members there would not be Policy Committees or Regional Council meetings in December. He informed members the next meetings of the Policy Committees and Regional Council were scheduled for Thursday, January 4, 2024, at 9:30 a.m. and 12:00 p.m., respectively.

**EXECUTIVE DIRECTOR'S REPORT**

Kome Ajise, Executive Director, provided an update on the Draft Connect SoCal 2024 and the Draft PEIR Public Comment Period. He reported that the following day, they would be asking the Regional Council to approve SCAGs Draft Connect SoCal 2024 Plan and the associated Draft Program Environmental Impact Report. He explained this plan was important in meeting SCAG's state and

federal requirements and continuing the flow of transportation funding into the region. He stated that upon approval, they would start the public review and comment period for these documents, which was set to begin November 2 for the Draft Connect SoCal 2024 and November 9 for the Program Environmental Impact Report. He shared staff would facilitate the comment period by conducting briefings with elected officials throughout the region, as well as three public hearings on December 4, 5 and 8. He stated both comment periods end January 12, after which staff would review and catalogue comments, making revisions where needed to the draft plan and program environmental impact report before bringing them back to the Regional Council for final adoption in April 2024. Furthermore, he reported the final Greenprint Technical Advisory Committee Meeting was held on October 30. He stated the meeting included discussion of updated Greenprint draft data standards and potential data layers, tool functionality and user testing as part of this group's work advising staff on development of the Greenprint tool ensuring its alignment with the approved Regional Advanced Mitigation Planning Policy framework. He stated staff would integrate the guidance and feedback from all three meetings into recommendations presented to the Energy and Environment Committee in January and the Regional Council in February. Additionally, Mr. Ajise provided an update on SCAG's participation in the CTC, CARB and HCD Joint meeting. He stated Ma'Ayn Johnson, SCAG Housing Manager, would represent SCAG at a joint meeting of the California Transportation Commission, California Air Resources Board and the California Housing and Community Development Department the following day in Riverside. He shared the joint meeting was an important convening of SCAGs state partners and an opportunity for them to share SCAG's work on the Connect SoCal 2024 Sustainable Communities Strategy and what SCAG was doing to implement almost \$300 million in REAP 1 and REAP 2 funding across the region. Mr. Ajise also provided an update on the County allotments of REAP Suballocations by stating they would be advancing the Notice of Funds Available for Lasting Affordability at the Regional Council. He shared this was part of SCAGs \$246 million REAP 2.0 grant award, 80% of which they were suballocating for partner-led projects to ensure work was delivered efficiently while investing funding back into the region. He also touched on the Sustainable Communities Program stating it provided resources and direct technical assistance to jurisdictions to complete local planning efforts that implement Connect SoCal 2020. He shared how through this program, they strengthened partnerships with local agencies responsible for land use and transportation decisions. He reported the Regional Council approved the current SCP Guidelines in 2020 and since then, SCAG had issued four calls for applications and awarded \$11.8 million to 56 projects. Lastly, Mr. Ajise recognized Debbie Dillon, Chief Strategy Officer as she was retiring. Mr. Ajise highlighted some of Ms. Dillons accomplishments in her 20+ year career with SCAG.

### **FUTURE AGENDA ITEMS**

There were no future agenda items.



**ANNOUNCEMENTS**

There were no future agenda items.

**ADJOURNMENT**

There being no further business, President Brown adjourned the Meeting of the Executive Administration Committee at 3:30 p.m.

[MINUTES ARE UNOFFICIAL UNTIL APPROVED BY THE EAC]

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Executive / Administration Committee Attendance Report

2022-23																Total M Attend To Da
MEMBERS	CITY	Representing	31-May	29-Jun	30-Jun	JULY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
Hon. Art Brown, President, Chair	Buena Park	District 21	1	1	1	1	1	1	1							7
Hon. Curt Hagman, 1st Vice Chair		San Bernardino County	1	1	1	1	1	1	1							7
Hon. Cindy Allen, 2nd Vice Chair	Long Beach	District 30	1	1	1	1	1	0	1							6
Hon. Jan Harnik, Chair, Imm. Past President		RCTC	1	1	1	1	1	1	1							7
Hon. Frank Yokoyama, Chair, CEHD	Cerritos	District 23	1	1	1	1	1	1	1							7
Hon. David J. Shapiro, Vice Chair, CEHD	Cerritos	District 44	1	1	1	1	1	1	1							7
Hon. Deborah Roberston, Chair, EEC	Rialto	District 8	1	1	1	0	1	1	0							5
Hon. Luis Plancarte, Vice Chair, EEC		Imperial County	1	0	0	1	1	1	1							5
Hon. Tim Sandoval, Chair, TC	Pomona	District 38	1	1	0	1	0	1	1							5
Hon. Mike Judge, Vice Chair, TC		VCTC	1	1	1	1	1	1	1							7
Hon. Patricia Lock Dawson, Chair, LCMC	Riverside	District 68	1	1	1	1	1	0	1							6
Hon. Jose Luis Solache, Vice Chair, LCMC	Lynwood	District 26	1	1	0	0	1	1	1							5
Hon. Marshall Goodman, President's Appt.	La Palma	District 18	1	1	1	1	1	1	1							7
Hon. Clint Lorimore, President's Appt.	Eastvale	District 4	1	1	1	1	1	1	1							7
Hon. Larry McCallon, President's Appt.		Air District Representative	1	0	0	1	1	1	1							5
Hon. Tim McOsker, President's Appt.	Los Angeles	District 62	0	0	0	0	1	1	0							2
Hon. Andrew Masiel, Sr.	Pechanga Dev. Corporation	Tribal Government Regional Planning Board	0	1	1	1	0	1	0							4
Ms. Lucy Dunn, Ex-Officio Member	Lucy Dunn Strategic Issues Ma	Business Representative	1	1	1	1	1	1	1							7
			16	15	13	15	16	16	15	0	0	0	0	0	0	0

Attachment: EAC Attendance Sheet 2023-24 (Minutes of the Meeting - November 1, 2023)



**AGENDA ITEM 3**  
**REPORT**

Southern California Association of Governments  
December 6, 2023

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

**EXECUTIVE DIRECTOR'S  
APPROVAL**

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

**Subject:** Contract Amendments \$150,000 or Greater: Contract No. 22-011-C01,  
On-Call Services: Strategic Plan and Organization Assessment

*Kome Ajise*

**RECOMMENDED ACTION:**

That the Executive/Administration Committee (EAC), acting on behalf of the Regional Council, approve Amendment No. 2 Contract No. 22-011-C01 in an amount not to exceed \$100,000, increasing the contract value from \$259,650 to \$359,650 with Performance Works, to provide additional guidance, advice, and facilitation to assist staff with completing an update to SCAG's Strategic Plan, working with SCAG leadership, partners, stakeholders and staff. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract amendment on behalf of SCAG.

**STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

*The consultant provides guidance, advice, and facilitation to assist staff with completing an update to SCAG's Strategic Plan working with SCAG leadership, partners, stakeholders, and staff.*

**BACKGROUND:**

<u>Consultant/Contract #</u>	<u>Contract Purpose</u>	<u>Amendment Amount</u>
Performance Work (22-011-C01)	The consultant shall continue to provide guidance, advice, and facilitation to assist staff with completing an update to SCAG's Strategic Plan.	\$100,000



**FISCAL IMPACT:**

Funding of \$100,000 is available in the Fiscal Year (FY) 2023-24 Indirect Cost Program Budget in Project Number 810-0120.02.

**ATTACHMENT(S):**

1. Contract Summary 22-011-C01 Amendment No. 2
2. Contract Summary 22-011-C01 Amendment No. 2 COI

**CONSULTANT CONTRACT NO. 22-011-C01 AMENDMENT NO. 2**

**Consultant:** Performance Works

**Background & Scope of Work:** On February 24, 2022, SCAG awarded an on-call task order-based Contract 22-011-C01 to Performance Works to provide guidance, advice, and facilitation to assist staff with completing an update to SCAG’s Strategic Plan.

On September 8, 2023, staff amended the contract via Amendment 1, to account for unanticipated additional meetings and outreach required for the initial phases of the work effort to gather both internal and external stakeholder input to inform the plan update. Also, the consultant was asked to provide several internal retreat meetings for various divisions to support the overall strategic plan update. Amendment 1 increase the contract from \$195,000 to \$259,650 (\$64,500).

Amendment 2 is needed to account for the work anticipated from the consultant to perform implementation activities to fully implement the new strategic plan as well as related organizational and process improvement activities identified during the process. Amendment 2 increases the contract value from \$259,650 to \$359,650 (\$100,000).

**Project’s Benefits & Key Deliverables:** Provide consulting expertise and facilitation to SCAG staff for completing an update of SCAG’s Strategic Plan.

**Strategic Plan:** This supports all elements of the Strategic Plan as it is updating the current to plan to a new plan.

<b>Amendment Amount:</b>	Amendment 2	\$100,000
	Amendment 1	\$64,650
	Original contract value	<u>\$195,000</u>
	<b>Total contract value is not to exceed</b>	<b>\$359,650</b>

This amendment combined with a previous amendment exceeds \$150,000. Therefore, in accordance with the SCAG Procurement Manual (January 2021) Section 9.3, it requires the Regional Council’s approval.

**Contract Period:** February 24, 2022, through December 31, 2024

**Project Number:** 810-0120.02 \$100,000

Funding sources: Indirect Cost  
Funding of \$100,000 is available in the Fiscal Year (FY) 2023-24 Indirect Cost Program Budget in Project Number 810-0120.02.

**Basis for the Amendment:** Additional funding is needed to continue the work required on this project to bring it to completion with an updated plan in 2024 that also includes consultation and support for implementation activities such as organizational design, process improvement, staff retreat.

Attachment: Contract Summary 22-011-C01 Amendment No. 2 (Contract Amendments \$150,000 or Greater: Contract No. 22-011-C01, On-Call

**Conflict Of Interest (COI) Form - Attachment**  
**For December 6, 2023 Executive/Administration Committee Approval**

Approve Amendment No. 2 Contract No. 22-011-C01 in an amount not to exceed \$100,000, increasing the contract value from \$259,650 to \$359,650 with Performance Works, to provide additional guidance, advice, and facilitation to assist staff with completing an update to SCAG’s Strategic Plan, working with SCAG leadership, partners, stakeholders and staff. Authorize the Executive Director, or his designee, pursuant to legal counsel review, to execute the contract amendment on behalf of SCAG.

The consultant team for this contract includes:

Consultant Name	Did the consultant disclose a conflict in the Conflict of Interest Form they submitted with its original proposal (Yes or No)?
Performance Works (prime consultant)	No - form attached
Emergent Solutions Inc. (subconsultant)	No - form attached

# SCAG CONFLICT OF INTEREST FORM

RFP No./Contract No. 22-011-C01

## SECTION I: INSTRUCTIONS

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

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

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

Name of Firm: Performance Works  
Name of Preparer: Loree Goffigon  
Project Title: SCAG Strategic Plan  
Date Submitted: November 4, 2023

## SECTION II: QUESTIONS

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

YES       NO

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

Name	Nature of Financial Interest
_____	_____
_____	_____
_____	_____

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

YES       NO

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

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

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

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

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

I, (printed full name) Loree Goffigon, hereby declare that I am the (position or title) Managing Partner of (firm name) Performance Works, and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated November 4, 2023 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.



November 4, 2023

\_\_\_\_\_  
Signature of Person Certifying for Proposer  
(original signature required)

\_\_\_\_\_  
Date

**NOTICE**

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



YES       NO

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

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

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

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

YES       NO

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

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

**SECTION III: VALIDATION STATEMENT**

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

**DECLARATION**

I, (printed full name) Reza Ahmadi, hereby declare that I am the (position or title) Managing Principal of (firm name) Emergent Solutions, Inc., and that I am duly authorized to execute this Validation Statement on behalf of this entity. I hereby state that this SCAG Conflict of Interest Form dated 11-6-23 is correct and current as submitted. I acknowledge that any false, deceptive, or fraudulent statements on this Validation Statement will result in rejection of my contract proposal.

 _____ Signature of Person Certifying for Proposer (original signature required)	11-6-23 _____ Date
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**NOTICE**

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



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

Southern California Association of Governments  
December 6, 2023

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

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** Warren Whiteaker, Department Manager  
(213) 236-1810, whiteakerw@scag.ca.gov

**Subject:** Carbon Reduction Program (CRP) Guidelines

**RECOMMENDED ACTION:**

That the Executive/Administration Committee (EAC), acting on behalf of the Regional Council (RC) 1) approve CRP Program Guidelines; and 2) authorize the Executive Director to initiate call for projects consistent with approved guidelines.

**STRATEGIC PLAN:**

This item supports the following Strategic Plan Goal 1: Produce innovative solutions that improve the quality of life for Southern Californians. 7: Secure funding to support agency priorities to effectively and efficiently deliver work products.

**EXECUTIVE SUMMARY:**

*The Carbon Reduction Program (CRP) is a new program established by the Infrastructure Investment and Jobs Act (IIJA) and provides funding for transportation projects that reduce carbon dioxide emissions from on-road transportation sources. The Southern California Association of Governments (SCAG) is responsible for the selection of CRP-funded projects in the SCAG region. In April 2023, the RC approved expedited project selection of Fiscal Year 2021-22 (FY2022) CRP funds. SCAG staff, in consultation with the region's county transportation commissions (CTCs), developed program guidelines for the selection of CRP-funded projects for FY2023 through FY2026. SCAG staff will subsequently initiate a call for project nominations consistent with the approved guidelines and return to the RC for approval of projects recommended for funding.*

**BACKGROUND:**

CRP is a new program established by IIJA that provides over \$6.4 billion nationally over a five-year period (FY2022 through FY2026) for projects designed to reduce carbon dioxide emissions from on-road transportation sources. Under the program, each state is required to develop a Carbon Reduction Strategy by November 15, 2023, which identifies projects and strategies to reduce transportation emissions. The Carbon Reduction Strategy for California was developed by Caltrans and establishes a framework for eligible priority project categories that can use CRP funds in California:

- Zero-emission vehicles and supporting infrastructure,
- Active transportation,
- Rail and transit, and
- Conversion of existing highway lanes to priced managed lanes.

For each fiscal year, 65 percent of CRP funding apportioned to each state is required to be obligated in proportion to the relative share of population in urban areas within the state. The remaining 35 percent of funds apportioned to each state for each fiscal year may be obligated in any area of the state.

#### Expedited Selection of Projects Funded with FY2022 CRP Funds

Due to limited time to obligate FY2022 CRP funds, SCAG staff sought and received RC approval for expedited project selection for FY2022 only in April 2023.

#### Selection of Projects to be Funded with FY2023 through FY2026 CRP Funds

As noted in the April 2023 RC staff report, SCAG received concurrence from the Federal Highway Administration (FHWA) on a framework for the selection of the CRP projects within the SCAG region, which is modeled after the federal apportionment approach. Specifically, SCAG will use 65 percent of regional CRP funds (approximately \$92 million for FY2023 through FY2026) for a solicitation for project nominations in partnership with the region's CTCs as outlined in the attached program guidelines. County nomination targets<sup>1</sup> will guide the CTCs in the amount of funding requests that they submit to SCAG for project selection. SCAG will select projects based on the initial screening and prioritization by the CTCs and additional regional project evaluations. SCAG will select projects that advance regional and federal performance measures. SCAG will direct 35 percent of regional CRP funds (approximately \$49 million for FY2023 through FY2026) to identify, evaluate, and award funding for regional and/or local pilots and partnership projects that achieve regional transportation goals and further the objectives of Connect SoCal.

The attached CRP Program Guidelines build off the Surface Transportation Block Grant/Congestion Mitigation and Air Quality (STBG/CMAQ) Program Guidelines and continue the extensive engagement and collaborations that has been ongoing for more than a year with the six regional CTCs, Caltrans, and our federal partners. The CRP Program Guidelines outline a process in which:

- SCAG determines the availability of CRP funding;
- SCAG initiates a regional solicitation for project nominations;

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<sup>1</sup> The CRP nomination targets mirror the nomination targets established for the Surface Transportation Block Grant (STBG) program approved by the RC on February 2, 2023, as part of the STBG/CMAQ Compliance Action Plan. While nomination targets guide CTC submittals, the targets are not guaranteed funding levels, nor do the targets establish a nomination floor or a nomination ceiling.

- The CTCs assist in the process by outreaching to eligible project sponsors, conducting an initial screening against the selection criteria, and identifying county-level project priorities; and
- SCAG evaluates project nominations against program criteria and recommends a list of projects for RC approval.

Projects approved by the RC for funding will be programmed in the Federal Transportation Improvement Program (FTIP).

**FISCAL IMPACT:**

Work associated with this item is included in the FY2024 Overall Work Program (WBS No. 24-030.0146.03: Federal Project Selection, Monitoring, and Management).

**ATTACHMENT(S):**

1. PowerPoint Presentation - FY2023-FY2026 CRP Program Guidelines
2. SCAG FY23-FY26 CRP Program Guidelines



# SCAG Region CRP Program Guidelines

December 6, 2023

[WWW.SCAG.CA.GOV](http://WWW.SCAG.CA.GOV)

CRP Program Guidelines

## Key Compliance Issues

- CRP funds cannot be suballocated through a percentage or formula
- CRP project selection cannot be delegated
- Projects funded with federal funds must be approved by the MPO
  
- Caltrans' Carbon Reduction Strategy sets a framework for eligible priority project categories that use CRP funds in California:
  - Transit and passenger rail
  - Active transportation
  - ZEVs and EV infrastructure
  - Conversion of existing highway lanes to price managed lanes

CRP: Carbon Reduction Program | MPO: Metropolitan Planning Organization | ZEV: Zero-Emission Vehicle | EV: Electric Vehicle

## Selection Approach

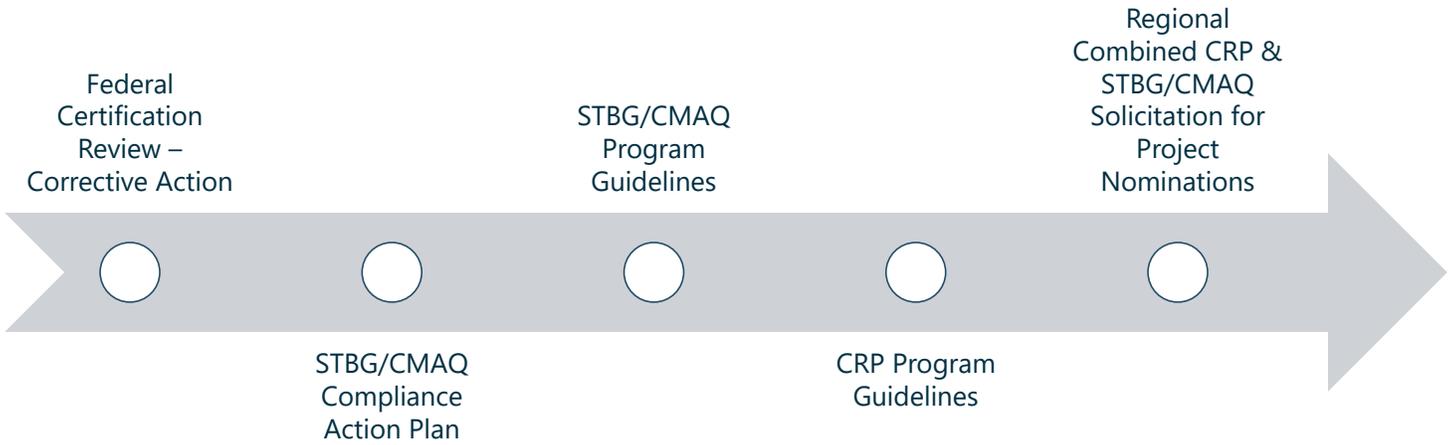
### SCAG and County Transportation Commission (CTC) Roles

- SCAG initiates regionwide solicitation for project nominations
- CTCs assist with local outreach and initial nomination screening process, using processes reviewed by SCAG for consistency with regional program guidelines
- County nomination targets guide CTCs in amount of funding requests that they submit to SCAG for project selection
  - Performance-based nomination targets do not represent a guaranteed funding level, a nomination floor, or a nomination ceiling
- SCAG selects projects based on initial screening & prioritization by CTCs and additional regional project evaluations

## Program Guidelines Notables

- Caltrans framework for project categories
  - Transit and passenger rail; active transportation, ZEVs and EV infrastructure, and conversion of existing highway lanes to price managed lanes
- CTC prioritization
  - CTCs to submit project nominations from respective counties and classify projects as Highly Recommended, Recommended, Contingency List, or Not Recommended
- Scoring criteria
  - CTC Prioritization; Regional Priorities; Performance Measures; Equity; Carbon Reduction
- Recommendation to RC
  - Scores converted to Highly Recommended, Recommended, Contingency List, or Not Recommended for RC approval

## Key Milestones and Next Steps



# THANK YOU!



SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

# FY23-FY26 CARBON REDUCTION PROGRAM GUIDELINES

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## CARBON REDUCTION PROGRAM OVERVIEW

The federal Carbon Reduction Program (CRP) Guidelines, establishes the policy framework for project selection and investment of federal funds in accordance with the State of California’s Carbon Reduction Strategy. CRP funding is made available by the Bipartisan Infrastructure Law (BIL), enacted as the Infrastructure Investment and Jobs Act (IIJA), which provides funds for projects designed to reduce transportation emissions.

SCAG is in a unique position to utilize this resource and build upon the REAP 2.0 funded County Transportation Commission Partnership Program efforts, allowing for broader planning and implementation investments, including those which focus on reducing transportation emissions. As part of its implementation of CRP, SCAG will use 65 percent of the regional CRP share to issue a Call for Project Nominations to support transformative projects as described below.

### BACKGROUND

The United States is committed to a whole-of government approach to reducing economy-wide net greenhouse gas (GHG) emissions by 2030. The BIL provides resources to help funding recipients advance this goal in the transportation sector. In addition, the BIL makes historic investments to improve the resilience of transportation infrastructure, helping communities prepare for hazards such as wildfires, floods, storms, and droughts exacerbated by climate change.

The CRP encourages the advancement of projects that address climate change and sustainability. In particular, SCAG encourages projects that implement the region’s Regional Transportation Plan/Sustainability Communities Strategy (RTP/SCS, known as Connect SoCal). In alignment with SCAG’s Racial Equity Early Action Plan, projects that facilitate the consistent integration of equity are strongly encouraged.

### FUNDING AVAILABILITY

The CRP program is authorized from FY22 through FY26. For the FY22 apportionments totaling \$33.6 million, SCAG coordinated with the CTCs to expedite and select a program of projects approved by the Regional Council on April 6, 2023. The SCAG region’s allocation of CRP funds is estimated to be approximately \$141 million from FY23 through FY26. For FY23-FY26, SCAG will solicit project nominations from the CTCs using a Call for Project Nominations process to program up to an estimated approximately \$92 million. This represents 65 percent of the SCAG region’s apportionments. SCAG will direct the remaining estimated up to approximately \$49 million to SCAG’s regional initiatives, to identify, evaluate, and award funding for regional and/or local pilots and partnership projects that achieve regional transportation goals and further the objectives of Connect SoCal. Actual programming may be lower to reflect the latest apportionments as reported by Caltrans.

CRP funds are contract authority, reimbursed from the Highway Account of the Highway Trust Fund. CRP funds are available for obligation for a period of 3 years after the last day of the fiscal year for which the funds are authorized. Thus, CRP funds are available for obligation for up to 4 years.

FEDERAL FISCAL YEAR	2023	2024	2025	2026
OBLIGATION DEADLINE	9/30/2026	9/30/2027	9/30/2028	9/30/2029
EXPENDITURE DEADLINE	9/30/2031	9/30/2032	9/30/2033	9/30/2034

### ELIGIBLE APPLICANTS

In general, SCAG cities, counties, transit agencies, federally recognized Tribal governments, and CTCs are eligible to apply for CRP funds. Each CTC is responsible for coordination and submission of project nominations to SCAG from eligible entities from their respective counties. SCAG encourages CTCs to coordinate with SCAG and other affected CTCs on project nominations for multi-county projects and to support multi-county agency projects such as the California Department of Transportation (Caltrans), the Los Angeles-San Diego-San Luis Obispo Rail Corridor Agency (LOSSAN), and the Southern California Regional Rail Authority (Metrolink).

### PUBLIC OUTREACH AND STAKEHOLDER ENGAGEMENT

Stakeholder engagement is essential in all SCAG programs. SCAG requires each CTC to engage relevant stakeholders to maximize project impact and further collaborative policy goals.

CTCs are required to demonstrate countywide outreach and engagement with stakeholders and the public to solicit project ideas. CTCs should follow current best practices related to virtual and in-person public participation, outreach, and engagement. SCAG encourages each CTC to outreach and engage with historically disadvantaged communities (Priority Equity Communities) within their respective counties. CTCs must document their public outreach and stakeholder engagement process and demonstrate how it meets the program guidelines. This can include a CTC conducting a call for project nominations.

### ELIGIBLE PROJECT USES

SCAG’s CRP guidelines prioritize projects that aspire to transform Southern California’s mobility opportunities, especially with respect to Connect SoCal, the region’s adopted Regional Transportation Plan (RTP) and Sustainable Community Strategy (SCS). Applicants are encouraged to review strategies included within [Connect SoCal](#) to align project applications with regional planning priorities and concepts. Funds shall be used for implementation efforts that can demonstrate a reduction in transportation emissions over the project’s lifecycle. Of critical importance to SCAG is to demonstrate GHG emission reduction to meet our climate commitments, particularly in ways that advance equity and improve underlying social and public health vulnerabilities.

Funds may be spent on projects at any phase, helping to close a critical transportation funding gap for pre-construction needs. As with most federal funds, CRP requires a non-federal match. While the non-federal share requirement depends on the type of project, most projects must have a minimum 11.47 percent non-federal funding match. Due to the limited balance of toll credits statewide, toll credits may not be used as funding match for CRP.

CRP funding may be used on a wide range of projects that support the reduction of transportation emissions. In accordance with California’s Carbon Reduction Strategy, applicants should nominate projects that support the state’s three [Carbon Reduction Program pillars](#): 1) transit and passenger rail 2) active transportation, 3) zero emission vehicles and infrastructure, and conversion of existing highway

lanes to price managed lanes. For more information, please refer to the [Federal CRP Implementation Guidance](#).

All proposed uses will be required to meet the state and program requirements. Projects must demonstrate a reduction in transportation emissions. Please contact SCAG with any questions regarding funding eligibility.

## PROJECT SELECTION PROCESS

SCAG will conduct a Call for Project Nominations, provide guidance, perform project evaluations, develop a list of selected projects, and conduct the SCAG board review and approval process.

CTCs will solicit and submit project applications including conducting and documenting their outreach processes, screening applicants and projects for program eligibility, and conducting initial evaluation and prioritization of projects from their respective county. CTCs will develop individual project application materials for submission to SCAG and establish processes for their county's project nominations, consistent with the overall program guidelines and subject to consultation and concurrence by SCAG staff.

One application is required per project and entities may submit multiple project applications. **Applicants must complete and submit their application by March 29, 2024, at 5:00 p.m. Program timelines are subject to change.**

## CALL FOR PROJECTS SCHEDULE

The following schedule outlines important dates for the CRP Call for Projects. **Program timelines are subject to change.**

CRP (FY23-FY26) CALL MILESTONES	DATE
CALL FOR APPLICATIONS OPENS	January 4, 2024
APPLICATION WORKSHOP	TBD
CALL FOR APPLICATIONS SUBMISSION DEADLINE	March 29, 2024
REGIONAL COUNCIL APPROVAL	July 11, 2024

## REGIONAL PROJECT EVALUATION

SCAG staff will form a review committee composed of a multidisciplinary group of staff members. The review committee will conduct the regional project evaluation process to review the project submittals provided by the CTCs and develop a recommended list of projects for adoption by the SCAG RC. This process will consist of the following steps:

1. **Confirm Eligibility:** SCAG staff will review submitted documentation to ensure compliance with applicable federal, state, and regional policies. Screening will include a review to ensure consistency with adopted RTP/SCS. Any issues identified will be communicated to CTC staff, and projects with unresolved issues will be excluded from further consideration.
2. **Scoring Criteria:** Eligible projects can achieve up to 100 points. The review committee will score projects using the following rubric:

SCORING CRITERIA	POSSIBLE POINTS
<b>CTC Prioritization:</b> Relative CTC project prioritization	Up to 25 Points
<b>Regional Priorities:</b> Project implements SCAG’s adopted RTP/SCS, including future adopted Plan policies and strategies	Up to 20 Points
<b>Performance Measures:</b> Project demonstrates support for Connect SoCal Performance Measures (including but not limited to Federal Transportation Performance Management Goals): <ul style="list-style-type: none"> <li>• Location Efficiency,</li> <li>• Mobility and Accessibility,</li> <li>• Safety and Public Health,</li> <li>• Environmental Quality,</li> <li>• Economic Opportunity,</li> <li>• Investment Effectiveness,</li> <li>• Transportation System Sustainability, and</li> <li>• Environmental Justice</li> </ul>	Up to 15 Points
<b>Equity:</b> Project demonstrates direct and/or indirect benefit that positively impact Priority Equity Communities	Up to 15 Points
<b>Carbon Reduction:</b> Expected carbon reduction and relative cost effectiveness of projects in reducing carbon emissions in the SCAG region	Up to 25 Points

The review committee will score each project using the following criteria:

<b>CTC Prioritization</b>	
• <b>Prioritized in the CTC list as Highly Recommended</b>	25 points
• <b>Prioritized in the CTC list as Recommended</b>	15 points
• <b>Prioritized in the CTC Contingency List</b>	5 points
<b>Regional Priorities</b>	
• <b>Aligns with 3 or more Regional Priorities</b>	20 points
• <b>Aligns with 1 to 2 Regional Priorities</b>	10 points
• <b>Does not align a Regional Priority</b>	0 points
<b>Performance Measures</b>	
• <b>Supports 6 or more Performance Measures</b>	15 points
• <b>Supports 4 or 5 Performance Measures</b>	10 points
• <b>Supports 2 or 3 Performance Measures</b>	5 points
• <b>Supports less than 2 Performance Measures</b>	0 points
<b>Equity</b>	
• <b>Demonstrates direct positive benefit to Priority Equity Communities</b>	15 points
• <b>Demonstrates indirect positive benefit to Priority Equity Communities</b>	10 points
• <b>Does not demonstrate positive benefits to Priority Equity Communities</b>	0 points
<b>Carbon Reduction</b>	
• <b>Demonstrates cost effectiveness in reducing transportation emissions</b>	25 points
• <b>Estimates transportation emission reduction benefits</b>	15 points
• <b>Does not address transportation emission reduction benefits</b>	0 points

3. **Project Ranking Process:** Projects will be ranked according to their average review committee score. SCAG staff will develop a recommended list of eligible projects for CRP funding using the comprehensive rubric rankings. All eligible projects scored with a maximum possible score of 100 points and ranked from highest to lowest score. In developing this list, SCAG will consider if project elements may not be eligible for CRP funds.
4. **Program Balancing:** Candidate projects will be initially prioritized according to their ranking as described above. However, to achieve programmatic investment thresholds, and ensure a balanced program of projects, SCAG staff may adjust project prioritization based on the following factors:
  - Ensuring that at least 40 percent of funding positively benefit Priority Equity Communities and meet Justice 40 requirements, and
  - Overall program balancing for a variety of project types, equitable investments, and regional diversity.

Project scores will be converted into recommendation categories (i.e., Highly Recommended, Recommended, Contingency List, and Not Recommended) prior to publishing the recommended program of projects. To achieve an overall Highly Recommended determination, projects must achieve a score of at least 85 points. To achieve an overall Recommended determination, projects must achieve a score of at least 70 and less than 85 points. To be considered for the Contingency List, projects must achieve a score of at least 65 points. Using this process, SCAG staff will develop a draft program of recommended (Highly Recommended and Recommended) and Contingency List projects for SCAG RC adoption. Projects that achieve a score of less than 65 will be determined to be Not Recommended.

5. **Program Approval:** The SCAG RC will consider the recommended CRP projects.

#### APPROVED PROJECTS AND MONITORING

To ensure the timely use of federal funds, SCAG will collaborate with Caltrans and CTCs to enhance Guideline policies and procedures to ensure federal funding requirements and deadlines are met and funds are not lost to the region. Once SCAG selects projects, CTCs will be required to submit a Project Alignment Confirmation Form to SCAG for transmittal to Caltrans. Additionally, SCAG will prepare and submit annual obligation plans to Caltrans, monitor federal fund obligations, overall federal funding levels, and apportionment and Obligation Authority (OA) balances. Program completion is based on statutory provisions and SCAG expects all selected projects to be completed in a timely manner and requires that applicants coordinate internal resources to ensure timely completion of the projects.

## CONTACT INFORMATION

Questions regarding the Carbon Reduction Program application process should be directed to:

Kate Kigongo  
Department Manager, Partnerships for Innovative Deployment  
Telephone: (213) 236-1808  
Email: [kigongo@scag.ca.gov](mailto:kigongo@scag.ca.gov)

Questions regarding eligibility, programming, and obligation of CRP funding should be directed to:

Heidi Busslinger  
Principal Planner, Federal Transportation Improvement Program  
Telephone: (213) 236-1541  
Email: [busslinger@scag.ca.gov](mailto:busslinger@scag.ca.gov)



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

Southern California Association of Governments  
December 6, 2023

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

**EXECUTIVE DIRECTOR'S  
APPROVAL**

**From:** David Angel, Legislative Affairs Analyst  
(213) 630-1422, angel@scag.ca.gov

**Subject:** SCAG Memberships and Sponsorships

**RECOMMENDED ACTION:**

That the Executive/Administration Committee, acting on behalf of the Regional Council, approve up to \$103,700 to retain or initiate memberships with 1) the Coalition for America's Gateways and Trade Corridors (\$7,500), 2) California Association of Councils of Governments (\$46,200), 3) Association of Metropolitan Planning Organizations (\$15,000), 4) the METTRANS Transportation Consortium (\$25,000), and 5) The Intelligent Transportation Society of America (\$10,000).

**STRATEGIC PLAN:**

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

**EXECUTIVE SUMMARY:**

*At its November 14, 2023, meeting, the Legislative/Communications and Membership Committee (LCMC) recommended approval of up to \$103,700 for 1) the Coalition for America's Gateways and Trade Corridors (\$7,500), 2) California Association of Councils of Governments (\$46,200), 3) Association of Metropolitan Planning Organizations (\$15,000), 4) the METTRANS Transportation Consortium (\$25,000), and 5) The Intelligent Transportation Society of America (\$10,000).*

**BACKGROUND:**

**Item 1:** Coalition for America's Gateways and Trade Corridors (CAGTC)

**Type:** Membership      **Amount:** \$7,500

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



assisting SCAG to advocate for long-term solutions that prioritize freight investment. Further, Darin Chidsey, SCAG’s Chief Operating Officer, represents the agency on CAGTC’s Board of Directors.

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**Item 2:** California Association of Councils of Governments

**Type:** Membership      **Amount:** \$46,200

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Established in 1977, the California Association of Councils of Governments (CALCOG) is a statewide association representing 47 regional planning agencies to serve its members’ regional coordination and policy development needs. CALCOG works with and through its members to:

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

The Fiscal Year (FY) 2023-2024 annual dues are \$46,200, consistent with FY 2022-2023’s dues. Given the vast quantity of legislation and policies related to regional issues and sustainable communities, CALCOG membership remains invaluable to SCAG.

CALCOG provides a strong voice for regional organizations in Sacramento. Three years ago, CALCOG was instrumental in including the first Regional Early Action Planning (REAP) Housing Grant 2019 program with a \$125 million allocation in Governor Newsom’s Housing Budget. SCAG received \$47 million to help local communities promote and increase the housing supply. CALCOG sought to expand the program this past year and secured \$600 million for MPO regions for the REAP 2.0 program. These funds will support the Sustainable Communities Strategy, infill housing development, reduce Vehicle Miles Traveled (VMT), and support Affirmatively Furthering Fair Housing (AFFH).

Former SCAG President Cheryl Viegas-Walker is one of CALCOG’s Past Presidents. Other CALCOG Board Members include SCAG’s Immediate Past President, Jan Harnik, and Regional Council Members Margaret Finlay and Alan Wapner. RC Member Margaret Finlay sits on CALCOG’s Executive Committee.

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**Item 3:** Association of Metropolitan Planning Organizations

**Type:** Membership      **Amount:** \$15,000

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The Association of Metropolitan Planning Organizations (AMPO) is a nonprofit membership organization established in 1994 to serve the needs and interests of metropolitan planning organizations (MPOs) nationwide. AMPO offers member MPOs technical assistance and training, frequent updates on federal policy, research findings and analysis, and conferences, workshops, and forums for collaboration and peer sharing.

AMPO's annual national conference provides a robust program covering current issues, including the future of transportation, data collection, legislative issues, and roundtable discussions relating to MPOs from all regions. Additionally, AMPO members can join the member-run Technical Committee. This committee works to define planning practices that develop key transportation proposals via a variety of technical support, including active transportation initiatives, emerging technologies, GIS and data visualization, and more.

FY 2023-2024 dues are calculated by multiplying the 2010 urbanized area (UZA) population by .006 for non-TMA (Transportation Management Area) MPOs or .007 for TMA MPOs (UZA Population x .006 or .007), which amounts to \$15,000 for SCAG. This would be the first time that SCAG becomes a member of AMPO, and our membership includes the following:

- 7 Online Discussion Forums focused on Active Transportation, Data, GIS and data Visualization, Core Products, Environment and resiliency, Socioeconomic Forecasting, and Emerging Technologies.
- Invitation to AMPO's annual conference with hundreds of other planners nationwide
- Access to the Spring Planning Tools & Training Symposium, which is a biennial event that provides a technical deep dive to advance the practices of MPOs.

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**Item 4:** The METRANS Transportation Consortium

**Type:** Membership      **Amount:** \$25,000

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The METRANS Transportation Center operates through a partnership with the University of Southern California and California State University, Long Beach. METRANS focuses on solving the most pressing transportation problems facing large metropolitan regions, like the Los Angeles Metropolitan area, through interdisciplinary research, education, and outreach. METRANS facilitates collaboration between the University community, the private sector, and the public sector to study trends in goods movement and international trade and to discuss the latest updates, developments, and policies in the transportation sector.

SCAG staff is recommending that the agency retain membership at the "Silver" level, which will provide SCAG with the following:

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- Membership on the METRANS Advisory Board
- Opportunities to propose special topical events related to current transportation issues
- Customized opportunities for student engagement and recruitment
- Sponsorship acknowledgment and participation in the annual Careers in Transportation panel
- Feature article in various METRANS/CITT publications and online media
- Admission to all METRANS events and VIP receptions, including four (4) complimentary admissions to the biennial International Urban Freight Conference (I-NUF)
- Recognition on the METRANS website and other communication materials and at all METRANS events, including I-NUF, Town Hall meetings, and the annual Seminar Series

**Item 5:** The Intelligent Transportation Society of America

**Type:** Membership      **Amount:** \$10,000

The Intelligent Transportation Society of America (ITS America), a nonprofit established in 1991, advocates for deploying Intelligent Transportation Systems (ITS) in the United States. Its mission is to advance the research and deployment of intelligent transportation technologies to save lives, improve mobility, increase accessibility and equity, promote sustainability, and improve efficiency and productivity. ITS America seeks to do this by convening leaders from the public sector, the private sector, academia, and research organizations to foster innovation. ITS America advocates for policies that support investment in ITS. The organization also conducts research, educates stakeholders, and spreads awareness of innovations in smart transportation technologies.

ITS America’s membership brings together the most influential voices from its 240+ members throughout 45 sectors ranging from state departments of transportation (DOT), metropolitan planning organizations (MPOs), cities, transit, freight, start-ups, automakers, suppliers, academia, and more, including:

- American Association of State Highway and Transportation Officials
- American Automobile Association (AAA)
- American Public Transportation Association (APTA)
- California Department of Transportation (CalTrans)
- Deloitte
- ESRI
- HDR, Inc.
- Los Angeles County Department of Public Works
- Los Angeles County MTA
- Los Angeles Department of Transportation (LADOT)
- Metropolitan Transportation Commission
- Mobility21

- 
- U.S. Department of Transportation
  - Federal Highway Administration
  - Federal Motor Carrier Safety Administration
  - Federal Transit Administration
  - National Highway Traffic Safety Administration

The FY 24 dues for MPOs are \$10,000, which includes the following benefits:

- Join leaders that drive and shape the discussion on a wide range of emerging mobility issues through ITS America’s Standing Advisory Committees;
- Receive weekly updates on federal, legislative, state, and local regulations in the Policy Rundown newsletter and participate in federal advocacy;
- Discounted executive forum attendance fees, exhibit and conference discounts, and forum and policy roundtable speaking opportunities;
- Promote SCAG’s projects and accomplishments in the transportation ecosystem on ITS America’s digital media platforms, ITSABlog, and in the Momentum newsletter; and
- Access to ITS America’s global network of ITS Professionals.

In September, the LCMC approved up to \$8,000 in funding to ITS America. However, SCAG only paid \$2,000, which was sufficient to cover the dues for the final quarter of 2023. This latest item covers the full membership dues for FY 2024. Starting this year, the dues for MPOs have increased to \$10,000, which is why the November LCMC approved this item for up to \$10,000.

**PRIOR COMMITTEE ACTION:**

Staff presented the memberships for 1) the Coalition for America’s Gateways and Trade Corridors (\$7,500), 2) California Association of Councils of Governments (\$46,200), 3) Association of Metropolitan Planning Organizations (\$15,000), 4) METRANS Transportation Consortium (\$25,000), and 5) ITS America (\$10,000) to the LCMC at its meeting on November 14, 2023. The LCMC approved all five items unanimously as part of the consent calendar.

**FISCAL IMPACT:**

\$103,700 for membership with the Coalition for America’s Gateways and Trade Corridors, the California Association of Councils of Governments, the Association of Metropolitan Planning Organizations, the METRANS Transportation Consortium, and Intelligent Transportation Society of America is included in the approved FY 23-24 General Fund Budget.



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

Southern California Association of Governments  
December 6, 2023

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

**EXECUTIVE DIRECTOR'S  
APPROVAL**

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

**Subject:** CFO Monthly Report

**RECOMMENDED ACTION:**

Information Only - No Action Required

**STRATEGIC PLAN:**

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

**ACCOUNTING:**

Membership Dues

As of October 31, 2023, 161 cities, 5 counties, 7 commissions, and 6 tribal governments have paid their FY24 membership dues. SCAG has collected \$1.78M out of \$2.48M billed. This represents 71.86% of the membership assessment.

Investments & Interest Earnings

As required by SCAG's investment policy adopted by the Regional Council in July 2018, staff will provide a monthly report of investments and interest earnings. During FY 2022-23, SCAG transferred all funds invested in the Los Angeles County Investment Pool to the Local Agency Investment Fund (LAIF) account, except any outstanding interest gains received in July 2023. The Los Angeles County Investment Pool account was closed in August 2023. SCAG has invested \$16.44M in the LAIF account as of October 31, 2023, and has earned \$89,037.28 interest income from LAIF. The interest earnings are distributed on a quarterly basis, with an average interest rate of 3.59%. Additionally, SCAG has also earned \$59.80 interest from the remaining funds in the Los Angeles County Investment Pool as of October 31, 2023.

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

The Executive/Administration Committee (EAC) and the Regional Council (RC) approved Amendment 1 to the FY 2023-24 (FY24) Overall Work Program (OWP), in the amount of \$95.14 million, increasing the FY24 OWP budget from \$342.25 million to \$437.39 million. The Amendment 1 to the FY24 OWP was submitted to Caltrans for final approval.

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In November, staff completed drafting six (6) Memorandum of Understanding (MOUs) for the REAP 2.0 County Transportation Commission Partnership Program and the draft MOUs have been shared with the partner agencies. Also, MOU templates for the REAP 2.0 Subregional Partnership Program as well as the Civic Engagement, Equity & Environmental Justice Program were also routed for internal review and approval this month. The individual MOUs for these Program projects will be drafted as the project scope of work and budget become finalized.

**CONTRACTS**

In October 2023, the Contracts Department issued seven (7) Requests for Proposal; awarded one (1) contract; issued twenty-one (21) contract amendments; and processed forty-six (46) Purchase Orders to support ongoing business and enterprise operations. Staff also administered 198 consultant contracts. Contracts staff continued to negotiate better pricing as well as reduced costs for services. This month Contracts' staff negotiated \$3,000 in budget savings.