



AGENDA

Orange County Council of Governments Board of Directors Meeting

As set forth in Orange County Council of Governments Bylaws and Joint Powers Agreement - the Orange County Council of Governments is a voluntary agency established to serve as a sub-regional organization to the Southern California Association of Governments representing Orange County on mandated and non-mandated regional planning activities, to provide a vehicle for Members to engage cooperatively on such activities, and to conduct studies and projects designed to improve and coordinate common governmental responsibilities and services on an area-wide and regional basis.

**Orange County Transportation Authority Headquarters
First Floor – Conference Room 154/155
600 South Main Street, Orange, California
May 26, 2016 – 10:30 a.m. to 12:00 p.m.**

Board Members (Voting)

Kris Murray, District 19, Chair
John Nielsen, District 17, Vice Chair
Fred Minagar, District 12
Barbara Kogerman, District 13
Steven Choi, District 14
Steve Nagel, District 15
Michele Martinez, District 16
Steve Hwangbo, District 18
Tri Ta, District 20
Art Brown, District 21
Marty Simonoff, District 22
Erik Petersen, District 64
Rose Espinoza, Cities-at-Large
Andrew Do, County-at-Large
Phil Anthony, Independent Special Districts of Orange County (ISDOC)
Jim Ferryman, Orange County Sanitation District (OCSD)
Jim Katapodis, Orange County Transportation Authority (OCTA)
Shawn Nelson, South Coast Air Quality Management District (SCAQMD), County Representative
Bert Hack, Transportation Corridor Agencies (TCA)
Michelle Steel, Southern California Association of Governments (SCAG), County Representative

Ex-Officio Members (Non-Voting)

Mike Balsamo, Private Sector
Carolyn Emery, Orange County, Local Agency Formation Committee (LAFCO)
Heather Stratman, Association of California Cities Orange County
Kate Klimow, University Community
Vacant, Health Care/Hospitality Industry
Julia Bidwell, Housing Community (Non-Profit)
Bryan Starr, Business Community
Tony Cardenas, Alternate, Orange County Division, League of California Cities (LOCC)



AGENDA

Orange County Council of Governments Board of Directors Meeting

Agenda Descriptions

The agenda descriptions are intended to provide members of the public a general summary of items of business to be transacted or discussed. The posting of the recommended actions do not indicate what action will be taken. The Board of Directors may take any action deemed to be appropriate and is not limited by the notice of the recommended action.

Public Comments on Agenda Items

Members of the public wishing to address the Board of Directors regarding any item appearing on the agenda may do so by completing a Speaker Card and submitting it to the Clerk of the Board. Speakers will be recognized by the Chair at the time the agenda item is considered. A speaker's comments shall be limited to three minutes.

Public Availability of Agenda Materials

All documents relative to the items referenced in this agenda are available for public inspection at www.occog.net

Accessibility

Any person with a disability requiring a modification or accommodation in order to participate in this meeting should contact the Clerk of the Board at (714) 593-4445, no less than three business days prior to this meeting to enable the Orange County Council of Governments to make reasonable arrangements to assure accessibility to this meeting.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

Members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board of Directors; however, action may not be taken on matters that are not listed on the agenda unless authorized by law. Comments shall be limited to three minutes per speaker, unless different time limits are set by the Chairman, subject to the approval of the Board of Directors.

SPECIAL PRESENTATIONS

- 1. Resolutions of Appreciation**
Marnie O'Brien Primmer, Executive Director

Present resolutions of Appreciation to the following:

- A. Outgoing Chairman Art Brown, in appreciation for your service to the OCCOG.
- B. Outgoing Vice Chair Bert Hack, in appreciation for your service to the OCCOG.
- C. Orange County Transportation Authority, in appreciation for the support provided through the No-Fee Resource Agreement to the OCCOG.

Recommended Action

Present outgoing Chair and Vice Chair with Resolution of Appreciation for their service to OCCOG. Present Resolution of Appreciation to OCTA for support of the OCCOG through the No-Fee Resource Agreement since 2013.



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CONSENT CALENDAR (Item Nos. 2 through 3)

All matters listed under the Consent Calendar are routine and will be enacted by one vote without separate discussion unless Members of the Board, the public, or staff request specific items be removed for separate action or discussion.

2. Approval of Meeting Minutes

Eileen White, Clerk of the Board

Recommended Action

Receive and file the minutes of the April 28, 2016 as amended or presented.

3. OCCOG Financial Report for April 2016

Marnie O'Brien Primmer, Executive Director

Recommended Action

Approve the OCCOG's Financial Report for April 2016.



AGENDA

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ACTION ITEMS

4. Orange County Complete Streets Initiative Financing and Costing Toolkit

Marnie O'Brien Primmer, Executive Director; Marika Poynter, OCCOG TAC Chair and Peter Piet, Steer Davies Gleave

As part of the Orange County Complete Streets Initiative (OC CSI), the OCCOG identified a need and funding for additional resources to be produced to support implementation of Complete Streets by local jurisdictions. Specifically, the Board approved a contract amendment with Steer Davies Gleave in November 2015 for development of a Funding and Costing Toolkit that could be used by local jurisdictions to assist them in identifying funding sources and producing grant applications. The Toolkit has been developed with input from local jurisdictions and outlines the steps jurisdictions can take to secure funding for Complete Streets projects they may have within their sphere of influence.

Recommended Action

Approve the release of the OC CSI Financing and Costing Toolkit to complement the OC CSI Design Handbook approved by the Board on April 28, 2016.

5. OCCOG 2016-2019 Strategic Plan

Marnie O'Brien Primmer, Executive Director

The OCCOG has undertaken a strategic planning process over the past several months, developing four goals with input from the Board of Directors, Ex-Officio members, City Managers and the OCCOG TAC.

Recommended Action

Approve 2016-2019 Strategic Plan, Mission, Vision and Values Statements. Direct staff to align 2016/2017 workplan and budget with approved strategic plan and bring these to the Board at the June 223, 2016 Board meeting for approval.

6. Approve Contract with Connected Consulting for Executive Director Services

Fred Galante, OCCOG Counsel

Recommended Action

Approve contract with Connected Consulting (Marnie Primmer) for Executive Director Services.



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7. **Approval of MOU with City of Irvine**

Marnie O'Brien Primmer, Executive Director

On January 28, 2016 OCTA sent a letter giving OCCOG the required 120-day notice to terminate the no-fee resource agreement the two agencies entered into in 2013. Currently, OCCOG receives administrative and IT support, office space, and meeting space from OCTA. OCCOG also pays for parking associated with meetings held at the OCTA. The no-fee agreement with OCTA ends June. Staff is seeking approval from the Board to meet the OCCOG's operational needs via other resources through a no-fee resource agreement with the City of Irvine.

Recommended Action

Approve MOU between OCCOG and the City of Irvine for meeting space and associated administrative support.

DISCUSSION ITEMS

8. **OCCOG Draft Budget 2016/2017**

Marnie O'Brien Primmer, Executive Director

Recommended Action

Review draft 2016/2017 budget and provide additional direction to Executive Director and Treasurer for development of final budget for Board approval at June 23, 2016 meeting.

PRESENTATIONS

9. **Energy Resiliency in Orange County**

Southern California Edison

Recommended Action

Receive presentation.

10. **Open Data Requirements of SB 272**

Robb Korinke, Level Zero

SB 272 (Hertzberg) was signed by Governor Brown in October 2015 and creates a June 30, 2016 deadline for local agencies to create catalogs of their enterprise data systems. This first of its kind legislation requires cities, counties and special districts to inventory their systems, ascertain what layers of information are subject to disclosure and produce a "roadmap" to this data in a publically available catalog.

Recommended Action

Receive presentation



AGENDA

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REPORTS

- 11. Technical Advisory Committee**
Marika Poynter, Technical Advisory Committee Chair
- 12. Southern California Association of Governments**
Kevin Gilhooley, Regional Affairs Officer, SCAG
- 13. South Coast Air Quality Management District**
Debra Ashby, Senior Public Information Specialist, SCAQMD
- 14. Executive Director Report**
Marnie O'Brien Primmer, Executive Director
- 15. Board Members Reports**
- 16. Member Agency Reports**
- 17. Staff Member Reports**
- 18. Future Agenda Items**
- 19. Adjournment**

!! PLEASE NOTE NEW MEETING LOCATION !!

The next meeting of the OCCOG Board of Directors will take place at 10:30 a.m. June 23, 2016 in the multipurpose room of the Harvard Community Athletic Park located at 14701 Harvard Avenue, Irvine, CA 92606



Minutes

Orange County Council of Governments Board of Directors Regular Meeting Thursday, April 28, 2016, 10:30 a.m.

CALL TO ORDER

The Regular Meeting of the Orange County Council of Governments was called to order by Outgoing Chair Brown at 10:34 a.m. on Thursday, April 28, 2016, at the Orange County Transportation Authority Headquarters, 600 South Main Street, Conference Room 154/155, Orange, California.

BOARD MEMBERS PRESENT

Phil Anthony, Independent Special Districts of Orange County (ISDOC)
Mike Balsamo, Private Sector (Ex-Officio)
Art Brown, District 21 (Outgoing Chair)
Steven Choi, District 14
Jim Ferryman, Orange County Sanitary District (OCSD)
Joan Finnegan, ISDOC Alternate
Steven Greyslock, ACC-OC (Ex-Officio Alternate)
Bert Hack, Transportation Corridor Authority (TCA) (Outgoing Vice Chair)
Kate Klimow, University Community (Ex-Officio)
Barbara Kogerman, District 13
Debra Kurita, LAFCO (Ex-Officio Alternate)
Michele Martinez, District 16 (11:00 a.m. arr.)
Kris Murray, District 19 (Incoming Chair)
Steve Nagel, District 15
John Nielsen, District 17 (Incoming Vice Chair)
Erik Peterson, District 64
Marty Simonoff, District 22
Bryan Starr, Business Community (Ex-Officio)
Michelle Steel, Southern California Association of Governments (SCAG) – County Representative
Tri Ta, District 20

BOARD MEMBERS ABSENT

Tony Cardenas, Orange County Division, League of Cities (Ex-Officio Alternate)
Julia Bidwell, Non-Profit Housing Community (Ex-Officio Alternate)
Andrew Do, County-at-Large
Carolyn Emery, Local Agency Formation Commission Orange County (Ex-Officio)
Rose Espinoza, Cities-at-Large
Steve Hwangbo, District 18
Jim Katapodis, Orange County Transportation Authority (OCTA)
Mike Munzing, District 12
Shawn Nelson, Southern California Air Quality Management District (SCAQMD), County Representative
Heather Stratman, Association of California Cities Orange County (Ex-Officio)

BOARD VACANCIES

Health Care/Hospital Industry (Ex-Officio)



Minutes

Orange County Council of Governments Board of Directors Regular Meeting Thursday, April 28, 2016, 10:30 a.m.

STAFF PRESENT

Marnie O'Brien Primmer, Interim Executive Director
Fred Galante, General Counsel
Marika Poynter, Technical Advisory Committee Chair
Eileen White, Clerk of the Board

These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were actually considered.

PLEDGE OF ALLEGIANCE led by Outgoing Chair Brown.

PUBLIC COMMENTS: None

CONSENT CALENDAR (Item Nos. 1 through 5)

1. Minutes

It was moved by Member Brown, seconded by Member Kogerman, that the minutes of the January 26, 2016, meeting be received and filed. Said motion was carried by the following vote:

AYES: (13) ANTHONY, BROWN, CHOI, FERRYMAN, HACK, KOGERMAN, MARTINEZ, MURRAY, NAGEL, NIELSEN, PETERSON, SIMONOFF, STEEL,

NOES: (0) NONE

ABSENT: (7) DO, ESPINOZA, HWANGBO, KATAPODIS, MUNZING, NELSON, TA

It was moved by Member Brown, seconded by Member Kogerman, that the minutes of the February 25, 2016, meeting be received and filed. Said motion was carried by the following vote:

AYES: (13) ANTHONY, BROWN, CHOI, FERRYMAN, HACK, KOGERMAN, MARTINEZ, MURRAY, NAGEL, NIELSEN, PETERSON, STEEL, TA

NOES: (0) NONE

ABSENT: (7) DO, ESPINOZA, HWANGBO, KATAPODIS, MUNZING, NELSON, SIMONOFF

It was moved by Member Brown, seconded by Member Kogerman, that the minutes of the March 17, 2016, meeting be received and filed. Said motion was carried by the following vote:

AYES: (14) ANTHONY, BROWN, CHOI, FERRYMAN, HACK, KOGERMAN, MARTINEZ, MURRAY, NAGEL, NIELSEN, PETERSON, SIMONOFF, STEEL, TA

NOES: (0) NONE

ABSENT: (6) DO, ESPINOZA, HWANGBO, KATAPODIS, MUNZING, NELSON

2. OCCOG Financial Report, January 2016

It was moved by Member Brown, seconded by Member Kogerman, to approve the OCCOG Financial Report for January 2016. Said motion was carried by the following vote:

AYES: (14) ANTHONY, BROWN, CHOI, FERRYMAN, HACK, KOGERMAN, MARTINEZ, MURRAY, NAGEL, NIELSEN, PETERSON, SIMONOFF, STEEL, TA

NOES: (0) NONE

ABSENT: (6) DO, ESPINOZA, HWANGBO, KATAPODIS, MUNZING, NELSON



Minutes

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3. OCCOG Financial Report, February 2016
It was moved by Member Brown, seconded by Member Kogerman, to approve the OCCOG Financial Report for February 2016. Said motion was carried by the following vote:
AYES: (14) ANTHONY, BROWN, CHOI, FERRYMAN, HACK, KOGERMAN, MARTINEZ, MURRAY, NAGEL, NIELSEN, PETERSON, SIMONOFF, STEEL, TA
NOES: (0) NONE
ABSENT: (6) DO, ESPINOZA, HWANGBO, KATAPODIS, MUNZING, NELSON
4. OCCOG Financial Report, March 2016
It was moved by Member Brown, seconded by Member Kogerman, to approve the OCCOG Financial Report for March 2016. Said motion was carried by the following vote:
AYES: (14) ANTHONY, BROWN, CHOI, FERRYMAN, HACK, KOGERMAN, MARTINEZ, MURRAY, NAGEL, NIELSEN, PETERSON, SIMONOFF, STEEL, TA
NOES: (0) NONE
ABSENT: (6) DO, ESPINOZA, HWANGBO, KATAPODIS, MUNZING, NELSON
5. Amendment #2: MOU Agreement with CSU Fullerton for FY 2016-17 Professional Services: Center for Demographic Research (CDR)
It was moved by Member Brown, seconded by Member Kogerman, to authorize the OCCOG Executive Director to execute Amendment #2 to the Memorandum of Understanding Agreement C-4-1557 with the CDR for the third year of the three-year MOU which provides for demographic research and deliverables for FY 2016-17. Said motion was carried by the following vote:
AYES: (14) ANTHONY, BROWN, CHOI, FERRYMAN, HACK, KOGERMAN, MARTINEZ, MURRAY, NAGEL, NIELSEN, PETERSON, SIMONOFF, STEEL, TA
NOES: (0) NONE
ABSENT: (6) DO, ESPINOZA, HWANGBO, KATAPODIS, MUNZING, NELSON

ACTION ITEMS

6. Election of 2016-2017 OCCOG Officers
Member Brown nominated Kris Murray for Chair. There were no other nominations and Kris Murray was elected Chair on a majority vote.

Chair Murray nominated John Nielsen for Vice Chair. There were no other nominations and John Nielsen was elected Vice Chair on a majority vote.
7. Orange County Complete Streets Initiative Final Report
Peter Piet, Steer Davies Gleave, narrated a PowerPoint Presentation entitled, "Orange County Complete Streets, OCCOG Board Final Presentation, dated April 28, 2016." Mr. Piet described goals and objectives while creating the Orange County Complete Streets Initiative Design Handbook; discussed pertinent components of the Handbook; displayed examples of Complete Streets; noted purpose of the document is to provide general guidance and tools to help local jurisdictions design and implement their own complete streets policies to meet their individual needs.

Executive Director Primmer advised the Handbook will be available via download from the OCCOG website and offered to all Orange Council jurisdictions via USB ports. She thanked the individuals, consultants and entities providing assistance during



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development of the Handbook.

It was moved by Member Brown, seconded by Member Hack, to approve and release the Orange County Complete Streets Initiative (OC CSI) Design Handbook for publication on the OCCOG website and to jurisdictions. Said motion was carried by the following vote:

AYES: (14) ANTHONY, BROWN, CHOI, FERRYMAN, HACK, KOGERMAN, MARTINEZ, MURRAY, NAGEL, NIELSEN, PETERSON, SIMONOFF, STEEL, TA

NOES: (0) NONE

ABSENT: (6) DO, ESPINOZA, HWANGBO, KATAPODIS, MUNZING, NELSON

8. Contract Amendment for Steer Davies Gleave

This item was pulled from the agenda.

9. Contract Amendment #3 for Irwin Bornstein, Contract for Clerk of the Board Services and Related FY 2015-2016 Budget Amendments for Additional Service

It was moved by Member Brown, seconded by Member Hack to:

- a. Adopt Resolution entitled, "A RESOLUTION OF THE ORANGE COUNTY COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS AMENDING THE FY 2015-16 BUDGET FOR THE ORANGE COUNTY COUNCIL OF GOVERNMENTS"
- b. Approve increase to not to exceed contract amount for Irwin Bornstein in the amount of \$4,000 to cover additional professional services fees for 2015-2016 support of audit and leadership transition. Total contract amount would be revised from \$12,750 to \$16,750.
- c. Direct Executive Director to execute a contract with Eileen White for contract Clerk of the Board services effective March 1, 2016, with a total contract amount not to exceed \$3,600 through June 30, 2016.

Said motion was carried by the following vote:

AYES: (14) ANTHONY, BROWN, CHOI, FERRYMAN, HACK, KOGERMAN, MARTINEZ, MURRAY, NAGEL, NIELSEN, PETERSON, SIMONOFF, STEEL, TA

NOES: (0) NONE

ABSENT: (6) DO, ESPINOZA, HWANGBO, KATAPODIS, MUNZING, NELSON

10. Termination of No-Fee Resource Agreement with OCTA

It was moved by Member Brown, seconded by Member Hack, to direct Interim Executive Director to work with the City of Irvine staff to develop a MOU for a no-fee resource agreement with the City of Irvine to provide meeting space and administrative support to the OCCOG effective June 1, 2016, for approval at the May 26, 2016, Board of directors meeting. Said motion was carried by the following vote:

AYES: (14) ANTHONY, BROWN, CHOI, FERRYMAN, HACK, KOGERMAN, MARTINEZ, MURRAY, NAGEL, NIELSEN, PETERSON, SIMONOFF, STEEL, TA

NOES: (0) NONE

ABSENT: (6) DO, ESPINOZA, HWANGBO, KATAPODIS, MUNZING, NELSON



Minutes

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DISCUSSION ITEMS

11. Energy Resilience in Orange County
Item continued to a future meeting.
12. OCCOG 2016-2019 Draft Strategic Plan
Chair Murray reviewed objectives of the Draft Strategic Plan, including ensuring OCCOG remain financially sustainable, develop revenue streams, and continue value based programs. She encouraged all Members to attend each and OCCOG every meeting; announced intention to keep the meetings informational, beneficial and short.

Report received and filed. Agenda item will be brought back to the Board's next Regular Meeting for further discussion and action.

REPORTS

13. Technical Advisory Committee
Marika Poynter, Technical Advisory Committee Chair, provided an update on the Committee on its efforts to date.
14. Southern California Association of Governments (SCAG)
Kevin Gilhooley representing SCAG, distributed fliers inviting all to attend the upcoming Active Transportation Leadership Symposium on May 4, 2016, 11:30 a.m. to 3:00 p.m. at La Quinta Resort & Club, La Quinta, CA.
15. South Coast Air Quality Management District
Debra Ashby, Senior Public Information Specialist, SCAQMD, provided an update on elections and meetings with the District; advised all to pick up fliers regarding affordable construction equipment and Clean Air Awards.
16. Executive Director's Report
Executive Director Marnie O'Brien Primmer noted she will be attending the AQMP working group meeting as well as the Active Transportation Symposium immediately preceding the SCAG General Assembly.
17. Board Member Reports
Steven Choi invited all to attend the 7th Annual Korean Festival on May 14, 2016, at the Irvine Civic Center.

Steven Greyshock invited all to attend the City's 60th Anniversary Event on June 18, 2016, at Village Green Park in Garden Grove; announced that two bills have been recently introduced to help cities regulate sober living facilities and ACC-OC will be hosting a townhall meeting on the subject in Laguna Hills.

Executive Director Primmer agreed to forward information on the Bills to Members.

Bryan Starr announced that a new Bill, SB13-87, has been introduced by Senator De Leon in response to the selection process of AQMD appointments. He believes the bill is an attempt to thwart Democracy by trying to change the rules when something doesn't go a certain way.



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Michelle Martinez announced recent approval of an OCTA shuttle service to the Orange County Fair; invited all to attend the GoHuman Campaign's sponsored Experience Hoover event on May 21, 2016, on Hoover Street and Sigler Park in Westminster from 10:00 a.m. to 2:00 p.m.

Outgoing Chair Brown thanked all for their support the past year; encouraged the Board to work together as a group toward common goals.

Chair Murray invited all to attend the SCAG General Assembly on May 5-6, 2016, at the La Quinta Resort & Club in La Quinta, CA.

18. Member Agency Reports
No reports

19. Staff Member Reports
No reports

CLOSED SESSION

20. Public Employee Appointment
The Board recessed to a closed session to discuss the Public Employee Appointment from 11:30 to 11:44 a.m.

Following the Closed Session, Fred Galante announced that the Board had appointed Marnie Primmer as its Executive Director beginning May 2016 to June 30, 2017, with two 1-year options.

FUTURE ACTION ITEMS

No discussion.

ADJOURNMENT

Chair Murray adjourned the meeting at 11:52 p.m. The next regular meeting of the OCCOG Board of Directors will be held May 26, 2016, at 10:30 a.m. at the Orange County Transportation Authority Headquarters, First Floor Conference Room 154/155, 600 South Main Street, Orange, California.



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

May 26, 2016

Subject: OCCOG Financial Report

Summary: OCCOG financial information is provided for board review.

As of April 30, 2016, OCCOG had a bank balance of \$423,130.73 at Bank of the West. There were two outstanding checks at April 30, 2016 totaling \$23,410.73.

Recommendation: Approve financial report.

Attachments:

- A. OCCOG Fiscal Year 2015-16 Checking Account Register
- B. Bank of the West Statement as of April 30, 2016
- C. OCCOG Fiscal Year 2015-16 Cash Receipts/Disbursements Report

Staff Contact: Irwin B. Bornstein, CPA
OCCOG Treasurer
949 910-5617
Irwinbornsteincpa@cox.net

**Orange County Council of Governments
Checking Account Register
Fiscal Year 2015-16**

Bank of the West 305,207.27
O/S Checks \$305,207.27

Bank of the West 292,658.13
O/S Checks (16,332.28)
\$276,325.85

Date	Check #	Description	Amount	Balance	Date Cleared	FY2015-16 CDR Fees	FY2015-16 Dues
July							
		Balance Forward		248,941.56			
7/9/2015	1203	Aleshire & Wynder, LLP	(1,314.00)	247,627.56	7/16/2015		
7/9/2015	1204	Gwenn Norton-Perry	(8,882.43)	238,745.13	7/17/2015		
7/9/2015	1205	Irwin B. Bornstein, CPA	(998.78)	237,746.35	7/23/2015		
7/9/2015	1206	K.E. Thaiman and Associates	(2,950.00)	234,796.35	7/20/2015		
7/23/2015		OCTA - Complete Streets reimbursement #2	70,410.92	305,207.27			
August							
8/2/2015	1207	Aleshire & Wynder, LLP	(1,600.50)	303,606.77	8/11/2015		
8/2/2015	1208	Gwenn Norton-Perry	(10,256.75)	293,350.02	8/11/2015		
8/2/2015	1209	Irwin B. Bornstein, CPA	(691.89)	292,658.13	8/12/2015		
8/2/2015	1210	Steer Davies & Gleave	(55,692.19)	236,965.94	8/25/2015		
8/28/2015		OCTA - Complete Streets reimbursement #3	55,692.19	292,658.13			
8/31/2015	1211	Aleshire & Wynder, LLP	(2,214.00)	290,444.13	9/22/2015		
8/31/2015	1212	Gwenn Norton-Perry	(10,389.53)	280,054.60	9/14/2015		
8/31/2015	1213	Jovenville, LLC	(1,575.00)	278,479.60	9/11/2015		
8/31/2015	1214	OCTA	(2,153.75)	276,325.85	9/16/2015		
September							
9/9/2015		Brea	5,544.97	281,870.82		1,525.89	4,019.08
9/9/2015		Buena Park	8,261.73	290,132.55		2,236.75	6,024.98
9/9/2015		Costa Mesa	10,240.98	300,373.53		2,761.74	7,479.24
9/9/2015		Fullerton	12,074.35	312,447.88		3,265.08	8,809.27
9/9/2015		Laguna Woods	3,854.40	316,302.28		1,066.49	2,787.91
9/9/2015		Mission Viejo	9,129.44	325,431.72		2,467.91	6,661.53
9/9/2015		San Juan Capistrano	5,129.01	330,560.73		1,410.28	3,718.73
9/9/2015		Seal Beach	4,391.95	334,952.68		1,209.03	3,182.92
9/9/2015		Tustin	7,994.49	342,947.17		2,165.86	5,828.63
9/9/2015		Villa Park	2,574.43	345,521.60		877.04	1,697.39
9/9/2015		Yorba Linda	7,222.47	352,744.07		1,964.93	5,257.54
9/9/2015	1215	Irwin B. Bornstein, CPA	(4,787.10)	347,956.97	9/28/2015		
9/9/2015	1216	Steer Davies & Gleave	(48,713.77)	299,243.20	10/2/2015		
9/28/2015		Aliso Viejo	6,079.14	305,322.34		1,660.31	4,418.83
9/28/2015		Anaheim	26,061.33	331,383.67		6,969.60	19,091.73
9/28/2015		Cypress	6,014.20	337,397.87		1,641.36	4,372.84
9/28/2015		Dana Point	5,023.74	342,421.61		1,377.12	3,646.62
9/28/2015		Fountain Valley	4,030.79	346,452.40		1,780.45	2,250.34
9/28/2015		Garden Grove	14,398.49	360,850.89		3,866.95	10,531.54
9/28/2015		Huntington Beach	15,806.68	376,657.57		4,259.26	11,547.42
9/28/2015		La Habra	6,868.40	383,525.97		1,869.69	4,998.71
9/28/2015		La Palma	3,808.48	387,334.45		1,054.30	2,754.18
9/28/2015		Laguna Hills	4,810.87	392,145.32		1,320.53	3,490.34
9/28/2015		Lake Forest	8,033.97	400,179.29		2,179.72	5,854.25

**Orange County Council of Governments
Checking Account Register
Fiscal Year 2015-16**

Date	Check #	Description	Amount	Balance	Date Cleared	FY2015-16 CDR Fees	FY2015-16 Dues
9/28/2015		Placentia	6,230.98	406,410.27		1,698.45	4,532.53
9/28/2015		Rancho Santa Margarita	6,013.43	412,423.70		1,640.44	4,372.99
9/28/2015		Stanton	5,353.79	417,777.49		1,464.78	3,889.01
9/28/2015		Westminster	8,883.15	426,660.64		2,402.39	6,480.76
9/28/2015		ISDOC	5,000.00	431,660.64			5,000.00
9/28/2015		Transportation Corridor Agencies	9,000.00	440,660.64			9,000.00

Bank of the West 489,374.41
O/S Checks (48,713.77)
\$440,660.64

October

10/3/2015	1217	Aleshire & Wynder, LLP	(1,622.61)	439,038.03	10/13/2015		8,836.02
10/3/2015	1218	Irwin B. Bornstein, CPA	(1,383.75)	437,654.28	10/19/2015		6,246.69
10/3/2015	1219	Vavrinek Trine, Day & Co. LLP	(2,815.00)	434,839.28	10/8/2015		13,402.08
10/7/2015	1220	Gwenn Norton-Perry	(20,319.07)	414,520.21	10/13/2015		5,163.89
10/22/2015		OCTA - Complete Streets reimbursement #4	48,713.77	463,233.98		3,249.92	8,836.02
10/22/2015		Orange	12,085.94	475,319.92		2,317.36	6,246.69
10/22/2015		Newport Beach	8,564.05	483,883.97		5,089.44	13,402.08
10/23/2015		Irvine	18,491.52	502,375.49		1,925.87	5,163.89
10/23/2015		San Clemente	7,089.76	509,465.25			7,500.00
10/23/2015		OC Sanitation Districts	7,500.00	516,965.25			

Bank of the West 516,965.25
O/S Checks -
\$516,965.25

November

11/1/2015	1221	Aleshire & Wynder, LLP	(2,232.00)	514,733.25	11/9/2015		
11/1/2015	1222	Irwin B. Bornstein, CPA	(1,733.45)	512,999.80	11/5/2015		
11/1/2015	1223	CSUF ASC	(39,740.50)	473,259.30	11/9/2015		
11/1/2015	1224	Vavrinek Trine, Day & Co. LLP	(1,000.00)	472,259.30	11/10/2015		
11/18/2015	1225	Aleshire & Wynder, LLP	(2,884.15)	469,375.15	11/24/2015		
11/18/2015	1226	Connected Consulting	(12,254.18)	457,120.97	11/19/2015		
11/18/2015	1227	CALCOG	(2,000.00)	455,120.97	12/16/2015		
11/18/2015	1228	Steer Davies & Gleave	(59,531.27)	395,589.70	11/30/2015		
11/18/2015	1229	Steer Davies & Gleave	(62,469.53)	333,120.17	11/30/2015		

Bank of the West \$335,120.17
O/S Checks (2,000.00)
\$333,120.17

December

12/3/2015		Fountain Valley	1,623.29	334,743.46			1,623.29
12/3/2015		Laguna Niguel	7,058.80	341,802.26		1,918.50	5,140.30
12/3/2015		Santa Ana	24,914.32	366,716.58		6,678.58	18,235.74
12/3/2015		OCTA	9,000.00	375,716.58			9,000.00
12/7/2015	1230	Aleshire & Wynder, LLP	(1,899.00)	373,817.58	12/17/2015		
12/7/2015	1231	Irwin B. Bornstein, CPA	(1,351.36)	372,466.22	12/18/2015		
12/7/2015	1232	Vavrinek Trine, Day & Co. LLP	(2,200.00)	370,266.22	12/17/2015		
12/10/2015	1233	Connected Consulting	(10,419.94)	359,846.28	12/14/2015		
12/10/2015	1234	Jovenville, LLC	(725.00)	359,121.28	12/22/2015		
12/18/2015		OCTA - Complete Streets reimbursements #5 and #6	122,000.80	481,122.08			

**Orange County Council of Governments
Checking Account Register
Fiscal Year 2015-16**

Date	Check #	Description	Amount	Balance	Date Cleared	FY2015-16 CDR Fees	FY2015-16 Dues
12/18/2015		Laguna Beach	4,299.29	485,421.37		1,184.72	3,114.57
12/18/2015		South Coast Air Quality Management District	7,500.00	492,921.37			7,500.00
12/28/2015		Los Alamitos	3,527.01	496,448.38		980.15	2,546.86
January							
1/4/2016	1235	Irwin B. Bornstein, CPA	(1,179.24)	495,269.14	1/14/2016		
1/4/2016	1236	Vavrinek Trine, Day & Co. LLP	(680.00)	494,589.14	1/14/2016		
1/4/2016	1237	Connected Consulting	(10,205.77)	484,383.37	1/11/2016		
1/15/2016		County of Orange	9,000.00	493,383.37			9,000.00
1/26/2016	1238	Aleshire & Wynder, LLP	(324.00)	493,059.37	stop payment		
1/26/2016	1239	CSUF ASC	(19,870.25)	473,189.12	2/1/2016		
1/26/2016	1240	Steer Davies & Gleave	(35,918.96)	437,270.16	2/5/2016		
February							
2/1/2016	1241	Connected Consulting	(10,249.95)	427,020.21	2/1/2016		
2/1/2016	1242	Irwin B. Bornstein, CPA	(1,481.88)	425,538.33	2/5/2016		
2/23/2016		OCTA - Complete Streets reimbursement #7	35,918.96	461,457.29			
2/24/2016	1243	Aleshire & Wynder, LLP	(2,139.00)	459,318.29	2/29/2016		
2/24/2016	1244	Steer Davies & Gleave	(44,838.00)	414,480.29	3/4/2016		
March							
3/5/2016	1245	Irwin B. Bornstein, CPA	(729.19)	413,751.10	3/8/2016		
3/5/2016	1246	OCTA	(2,144.25)	411,606.85	3/10/2016		
3/5/2016	1247	Steer Davies & Gleave	(54,439.20)	357,167.65	3/15/2016		
3/7/2016	1248	Connected Consulting	(10,240.75)	346,926.90	3/7/2016		
3/30/2016		OCTA - Complete Streets reimbursement #8, #9	99,277.20	446,204.10			
3/30/2016	JE #36	Record stop payment on Check #1238	324.00	446,528.10			
April							
4/3/2016	1249	Aleshire & Wynder, LLP	(2,340.00)	444,188.10	4/11/2016		
4/3/2016	1250	Aleshire & Wynder, LLP	(324.00)	443,864.10	4/11/2016		
4/3/2016	1251	Irwin B. Bornstein, CPA	(1,084.73)	442,779.37	4/18/2016		
4/3/2016	1252	Steer Davies & Gleave	(8,505.45)	434,273.92	4/25/2016		
4/4/2016	1253	Connected Consulting	(11,006.20)	423,267.72	4/4/2016		
4/20/2016		Bank Charge for Q/E 3/31/16	(136.99)	423,130.73	4/20/2016		
4/27/2016	1254	Aleshire & Wynder, LLP	(3,540.48)	419,590.25			
4/27/2016	1255	CSUF ASC	(19,870.25)	399,720.00			

Bank of the West 496,448.38
O/S Checks 7,500.00
\$496,448.38

Bank of the West 493,383.37
O/S Checks (56,113.21)
\$437,270.16

Bank of the West 459,642.29
O/S Checks (45,162.00)
\$414,480.29

Bank of the West 446,528.10
O/S Checks -
\$446,528.10

Bank of the West 423,130.73
O/S Checks (23,410.73)
\$399,720.00

Orange County Council of Governments
 Checking Account Register
 Fiscal Year 2015-16

Date	Check #	Description	Amount	Balance	Date Cleared	FY2015-16 CDR Fees	FY2015-16 Dues
May							
June							
Totals						79,480.89	259,008.75

Bank of the West
 O/S Checks
 \$0.00

Bank of the West
 O/S Checks
 \$0.00



>005950 6356944 0001 008230 10Z
ORANGE COUNTY COUNCIL OF GOVERNMENTS
ATTN IRWIN BORNSTEIN TREASURER
28241 CROWN VALLEY PARKWAY SUITE F-484
LAGUNA NIGUEL CA 92677-4441

At your service

 bankofthewest.com

 1-800-488-2265

 1-800-659-5495 TTY/TDD



New Chip Cards on the Way!

In an effort to provide more secure technology, we are sending our customers newly designed chip cards to help prevent counterfeit fraud. If you recently received your new chip card, please activate the new card and begin using it immediately. If you haven't received a chip card yet, watch your mail over the upcoming months. For more information visit bankofthewest.com/chipcards.

Get prepared for your Summer travels. Visit your Bank of the West branch to get your Foreign Currency before you go. And when you get back, your Bank of the West banker can help you turn them back into Dollars.

REGULAR BUSINESS CHECKING 011-244681

ORANGE COUNTY COUNCIL OF GOVERNMENTS
ATTN IRWIN BORNSTEIN TREASURER

ACCOUNT SUMMARY

Beginning Balance	\$446,528.10
0 Credits	0.00
0 Deposits	0.00
1 Withdrawals	-136.99
5 Checks	-23,260.38
Ending Balance	\$423,130.73

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$432,625.15



For your protection:

Examine this statement promptly. Any discrepancy must be reported within 30 days. Consumer customers: A discrepancy regarding an electronic payment or line of credit must be reported within 60 days.



REGULAR BUSINESS CHECKING xxx-xx4681 (continued)

ACCOUNT DETAIL

Withdrawals

<i>Date</i>	<i>Amount</i>	<i>Description</i>
04/20	\$136.99	CASH MANAGEMENT CHG -ACCOUNT ANALYSIS CHARGES

1 withdrawal for a total of \$136.99

Checks Paid

<i>Number</i>	<i>Date paid</i>	<i>Amount</i>	<i>Number</i>	<i>Date paid</i>	<i>Amount</i>	<i>Number</i>	<i>Date paid</i>	<i>Amount</i>
1249	04/11	2,340.00	1251	04/18	1,084.73	1253	04/04	11,006.20
1250	04/11	324.00	1252	04/25	8,505.45			

5 checks paid for a total of \$23,260.38



IMPORTANT INFORMATION

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

(For accounts that are maintained primarily for personal, family or household purposes.)



Telephone us at (800) 488-2265, or write us at Bank of the West*, Branch Service Center, P.O. Box 2573, Omaha, NE 68103-2573 as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared. We will need to know the following:

1. Tell us your name and account number (if any).
2. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
3. Tell us the dollar amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (20 business days for transactions involving new accounts) to do this, we will credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

*In South Dakota, Bank of the West operates under the name of Bank of the West California.

Account Statement

April 1, 2016 - April 30, 2016

Page 4 of 4

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**Orange County Council of Governments
Cash Receipts/Disbursements Report
For the Quarter ending September 30, 2015**

<u>Cash Receipts</u>	<u>Date</u>	<u>Payer</u>	<u>Description</u>	<u>Amount</u>
	7/23/2015	OCTA	Complete Streets Project Reimbursement #2	70,410.92
	8/28/2015	OCTA	Complete Streets Project Reimbursement #3	55,692.19
	9/9/2015	Brea	Annual Dues/CDR Fees	5,544.97
	9/9/2015	Buena Park	Annual Dues/CDR Fees	8,261.73
	9/9/2015	Costa Mesa	Annual Dues/CDR Fees	10,240.98
	9/9/2015	Fullerton	Annual Dues/CDR Fees	12,074.35
	9/9/2015	Laguna Woods	Annual Dues/CDR Fees	3,854.40
	9/9/2015	Mission Viejo	Annual Dues/CDR Fees	9,129.44
	9/9/2015	San Juan Capistrano	Annual Dues/CDR Fees	5,129.01
	9/9/2015	Seal Beach	Annual Dues/CDR Fees	4,391.95
	9/9/2015	Tustin	Annual Dues/CDR Fees	7,994.49
	9/9/2015	Villa Park	Annual Dues/CDR Fees	2,574.43
	9/9/2015	Yorba Linda	Annual Dues/CDR Fees	7,222.47
	9/28/2015	Aliso Viejo	Annual Dues/CDR Fees	6,079.14
	9/28/2015	Anaheim	Annual Dues/CDR Fees	26,061.33
	9/28/2015	Cypress	Annual Dues/CDR Fees	6,014.20
	9/28/2015	Dana Pont	Annual Dues/CDR Fees	5,023.74
	9/28/2015	Fountain Valley	Annual Dues/CDR Fees	4,030.79
	9/28/2015	Garden Grove	Annual Dues/CDR Fees	14,398.49
	9/28/2015	Huntington Beach	Annual Dues/CDR Fees	15,806.68
	9/28/2015	La Habra	Annual Dues/CDR Fees	6,868.40
	9/28/2015	La Palma	Annual Dues/CDR Fees	3,808.48
	9/28/2015	Laguna Hills	Annual Dues/CDR Fees	4,810.87
	9/28/2015	Lake Forest	Annual Dues/CDR Fees	8,033.97
	9/28/2015	Placentia	Annual Dues/CDR Fees	6,230.98
	9/28/2015	Rancho Santa Margarita	Annual Dues/CDR Fees	6,013.43
	9/28/2015	Stanton	Annual Dues/CDR Fees	5,353.79
	9/28/2015	Westminster	Annual Dues/CDR Fees	8,883.15
	9/28/2015	ISDOC	Annual Dues	5,000.00
	9/28/2015	Transportation Corridor Agencies	Annual Dues	9,000.00

343,938.77

Cash Disbursements

Date	Check #	Payee	Description	Amount
7/9/2015	1203	Aleshire & Wynder, LLP	May 2015 legal services	1,314.00
7/9/2015	1204	Gwenn Norton-Perry	June 2015 Executive Director services, mileage, OC Register subscription, supplies	8,882.43
7/9/2015	1205	Irwin B. Bornstein, CPA	June 2015 Treasurer services, mailings	998.78
7/9/2015	1206	K.E. Thalman and Associates	Strategic Planning session - OCCOG Board	2,950.00
8/2/2015	1207	Aleshire & Wynder, LLP	June 2015 legal services	1,600.50
8/2/2015	1208	Gwenn Norton-Perry	July 2015 Executive Director services, mileage, Register subscription, mailing, toll charges	10,256.75
8/2/2015	1209	Irwin B. Bornstein, CPA	July 2015 Treasurer services,	691.89
8/2/2015	1210	Steer Davies & Gleave	Complete Streets - Progress Report #3 (June 13- July 17)	55,692.19
8/31/2015	1211	Aleshire & Wynder, LLP	July 2015 legal services	2,214.00
8/31/2015	1212	Gwenn Norton-Perry	Aug 1-29, 2015 Executive Director services, mileage, Register subscription, mailing, supplies	10,389.53
8/31/2015	1213	Jovenville, LLC	Apr-June 2015 web maintenance; hosting Apr - June 2015	1,575.00
8/31/2015	1214	OCTA	January-June 2015 parking validations	2,153.75
9/9/2015	1215	Irwin B. Bornstein, CPA	August 2015 Treasurer services	4,787.10
9/9/2015	1216	Steer Davies & Gleave	Complete Streets - Progress Report #4 (July 18- August 17)	48,713.77

152,219.69

**Orange County Council of Governments
Cash Receipts/Disbursements Report
For the Quarter ending December 31, 2015**

<u>Cash Receipts</u>	<u>Date</u>	<u>Payer</u>	<u>Description</u>	<u>Amount</u>
	10/22/2015	OCTA	Complete Streets Project Reimbursement #4	48,713.77
	10/22/2015	Orange	Annual Dues/CDR Fees	12,085.94
	10/22/2015	Newport Beach	Annual Dues/CDR Fees	8,564.05
	10/23/2015	Irvine	Annual Dues/CDR Fees	18,491.52
	10/23/2015	San Clemente	Annual Dues/CDR Fees	7,089.76
	10/23/2015	OC Sanitation Districts	Annual Dues	7,500.00
	12/3/2015	Fountain Valley	Annual Dues (balance)	1,623.29
	12/3/2015	Laguna Niguel	Annual Dues/CDR Fees	7,058.80
	12/3/2015	Santa Ana	Annual Dues/CDR Fees	24,914.32
	12/3/2015	OCTA	Annual Dues	9,000.00
	12/18/2015	OCTA	Complete Streets Project Reimbursements #5 and #6	122,000.80
	12/18/2015	Laguna Beach	Annual Dues/CDR Fees	4,299.29
	12/18/2015	South Coast Air Quality Management District	Annual Dues	7,500.00
	12/28/2015	Los Alamitos	Annual Dues/CDR Fees	3,527.01
				282,368.55

<u>Cash Disbursements</u>	<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
	10/3/2015	1217	Aleshire & Wynder, LLP	August 2015 legal services	1,622.61
	10/3/2015	1218	Irwin B. Bornstein, CPA	September 2015 Treasurer services, mailbox renewal	1,383.75
	10/3/2015	1219	Vavrinek Trine, Day & Co. LLP	August 2015 audit services	2,815.00
	10/7/2015	1220	Gwenn Norton-Perry	Aug 30-Sep 24, 2015 Executive Director services + 30 days service per Resignation Agreement, mileage, supplies, OC Register subscription	20,319.07
	11/1/2015	1221	Aleshire & Wynder, LLP	September 2015 legal services	2,232.00
	11/1/2015	1222	Irwin B. Bornstein, CPA	October 2015 Treasurer services, mileage, postage	1,733.45
	11/1/2015	1223	CSUF ASC	CDR Fees, 1st and 2nd quarters, FY 15-16	39,740.50
	11/1/2015	1224	Vavrinek Trine, Day & Co. LLP	September 2015 audit services	1,000.00

11/18/2015	1225	Aleshire & Wynder, LLP	October 2015 legal services	2,884.15
11/18/2015	1226	Connected Consulting	Executive Director services Sep 25- Oct 31, 2015, mileage, parking, supplies	12,254.18
11/18/2015	1227	CALCOG	FY 2015-16 dues	2,000.00
11/18/2015	1228	Steer Davies & Gleave	Complete Streets - Progress Report #5 (August 18-September 20)	59,531.27
11/18/2015	1229	Steer Davies & Gleave	Complete Streets - Progress Report #6 (September 21-October 18)	62,469.53
12/7/2015	1230	Aleshire & Wynder, LLP	November 1-19, 2015 legal services	1,899.00
12/7/2015	1231	Irwin B. Bornstein, CPA	November 2015 Treasurer services, mileage, postage	1,351.36
12/7/2015	1232	Vavrinek Trine, Day & Co. LLP	October 2015 audit services	2,200.00
12/10/2015	1233	Connected Consulting	November 2015 Executive Director services, mileage, parking, supplies, website hosting reimbursement	10,419.94
12/10/2015	1234	Jovenville, LLC	July-November 2015 website maintenance and hosting	725.00
				<u>226,580.81</u>

**Orange County Council of Governments
Cash Receipts/Disbursements Report
For the Quarter ending March 31, 2016**

<u>Cash Receipts</u>	Date	Payer	Description	Amount
	1/15/2016	County of Orange	Annual Dues	9,000.00
	2/23/2016	OCTA	Complete Streets Project Reimbursement #7	35,918.96
	3/30/2016	OCTA	Complete Streets Project Reimbursement #8, #9	99,277.20
				<u>144,196.16</u>

<u>Cash Disbursements</u>	Date	Check #	Payee	Description	Amount
	1/4/2016	1235	Irwin B. Bornstein, CPA	December 2015 Treasurer services, mileage, postage, toll charge	1,179.24
	1/4/2016	1236	Vavrinek Trine, Day & Co. LLP	November 2015 audit services	680.00
	1/4/2016	1237	Connected Consulting	December 2015 Executive Director services, mileage, parking, toll charge	10,205.77
	1/26/2016	1238	Aleshire & Wynder, LLP	November 20-December 31, 2015 legal services	324.00
	1/26/2016	1239	CSUF ASC	CDR Fees, 3rd quarter, FY 15-16	19,870.25
	1/26/2016	1240	Steer Davies & Gleave	Complete Streets - Progress Report #7 (October 19-November 27)	35,918.96
	2/1/2016	1241	Connected Consulting	January 2016 Executive Director services, mileage, supplies	10,249.95
	2/1/2016	1242	Irwin B. Bornstein, CPA	January 2016 Treasurer services, mileage, postage	1,481.88
	2/24/2016	1243	Aleshire & Wynder, LLP	January 2016 legal services	2,139.00
	2/24/2016	1244	Steer Davies & Gleave	Complete Streets - Progress Report #8 (November 28-December 25)	44,838.00
	3/5/2016	1245	Irwin B. Bornstein, CPA	February 2016 Treasurer services, postage	729.19
	3/5/2016	1246	OCTA	July-November 2015 parking validations	2,144.25
	3/5/2016	1247	Steer Davies & Gleave	Complete Streets - Progress Report #9 (December 26, 2015-January 29, 2016)	54,439.20
	3/7/2016	1248	Connected Consulting	February 2016 Executive Director services, mileage, supplies, parking, meal	10,240.75
	3/30/2016		Aleshire & Wynder, LLP	Stop payment issued for Check #1238 - never received by payee; check reissued in April	(324.00)
					<u>194,116.44</u>

**Orange County Council of Governments
Cash Receipts/Disbursements Report
For the Quarter ending June 30, 2016**

<u>Cash Receipts</u>	<u>Date</u>	<u>Payer</u>	<u>Description</u>	<u>Amount</u>
				-

<u>Cash Disbursements</u>	<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
	4/3/2016	1249	Aleshire & Wynder, LLP	February 2016 legal services	2,340.00
	4/3/2016	1250	Aleshire & Wynder, LLP	November 20-December 31, 2015 legal services -- reissue of Check #1238	324.00
	4/3/2016	1251	Irwin B. Bornstein, CPA	March 2016 Treasurer services, postage	1,084.73
	4/3/2016	1252	Steer Davies & Gleave	Complete Streets - Progress Report #9 (January 29- February 26)	8,505.45
	4/4/2016	1253	Connected Consulting	March 2016 Executive Director services; mileage; supplies; parking, meals, train fare and tolls-local meetings; out-of-town conference expenses	11,006.20
	4/20/2016		Bank of the West	Bank service charge, quarter ended 3/31/16	136.99
	4/27/2016	1254	Aleshire & Wynder, LLP	March 2016 legal services	3,540.48
	4/27/2016	1255	CSUF ASC	CDR Fees, 4th quarter, FY 15-16	19,870.25
					<u>46,808.10</u>



May 26, 2016

Subject: Orange County Council of Governments Complete Streets Initiative Project Update and Orange County Complete Streets Initiative (OC CSI) Funding Toolkit

Summary: On April 28, 2016, the Orange County Council of Governments Board of Directors unanimously approved Orange County Complete Streets Initiative (OC CSI) Design Handbook. The OC CSI was funded through the use of the Federal Transit Administration 5309 Discretionary Earmarks. The OC CSI provides policies and design best practice in the form of a handbook that can be used by jurisdictions, agencies, design professionals, private developers, and community groups. The OC CSI Design Handbook provides non-prescriptive policies that can be tailored by jurisdictions to meet the requirements of Assembly Bill 1358, the California Complete Streets Act. Furthermore, the design best practices are non-specific and provide jurisdictions with a vast menu of options that can be selected depending on the existing infrastructure in place or the level of implementation desired by the local jurisdiction. The project is currently on schedule and on budget. During the course of the development of the OC CSI Design Handbook, it was discovered that one of the biggest hurdles to implementing complete street policies is the lack of information on how to acquire the funding to implement projects. In November 2015, the OCCOG Board of Directors approved an amendment to the original OC CSI contract to include the completion of a supplementary document, the Orange County Complete Streets Funding Toolkit.

Background: The Orange County Complete Streets Initiative Funding Toolkit is the second phase in the development of the OC CSI and includes detailed information for jurisdictions on how to apply for grant funding to assist with the implementation of complete streets projects and policies. It is written to assist jurisdictional and agency staff with little to no experience applying for grants. The toolkit walks staff through the grant application process and identifies the possible sources for grant funding. The Toolkit also includes several successful grant case studies from Orange County jurisdictions and agencies. The third section of the Toolkit includes information on how to prepare a grant budget, including information on the match funding, which is often times a key requirement in the successful administration of a grant. One of the most useful sections of the Toolkit for local jurisdictions will be the typical cost estimates for implementing new complete street projects and retrofitting existing streets.

It is envisioned that the OC CSI Funding Toolkit will be an accessory document to the original OC CSI Design Handbook and will be far more fluid in its context. It will require periodic updating as the costs of implementing complete streets changes. This work can be accomplished by the OCCOG or with the coordination of staff from the Orange County Transportation Authority or with the assistance of a professional in the transportation field.

The OC CSI Funding Toolkit and the OCCOG Funding Survey were discussed at the May 3, 2016 OCCOG Technical Advisory Committee (TAC) meeting. TAC members were asked to provide the completed survey to Steer Davies Gleave by mid-May, in addition to comments on the draft OC CSI Funding Toolkit document. The final version of the document incorporates many of the comments received and includes information received primarily from the Public Works staff at a number of jurisdictions.

The OCCOG Board is being asked to approve the release of the OC CSI Funding Toolkit, a complimentary document to the approved OC CSI Design Handbook. Approval of this document will complete the Orange County Complete Streets Initiative project.

Recommendation: Approve the release of the OC CSI Funding Toolkit for publication on the OCCOG website and to jurisdictions.

Attachments: 1. OC CSI Funding Toolkit

Staff Contact: Marnie O'Brien Primmer, OCCOG Interim Executive Director
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Marika Poynter, OCCOG TAC Chair, City of Irvine
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ORANGE COUNTY COUNCIL OF GOVERNMENTS

May 26, 2016

Subject: Orange County Council of Governments Strategic Plan

Summary: The Orange County Council of Governments (OCCOG) Board of Directors directed staff to undertake a strategic planning process in spring 2015. OCCOG engaged K.E. Thalman & Associates to conduct a visioning workshop and individual interviews with members of the Board of Directors. After

Background: The OCCOG set out to develop a strategic plan that would provide direction for the organization and would accomplish three things:

1. Articulate a role for OCCOG in regional planning activities that adds value to its member jurisdictions
2. Enhance the reputation of OCCOG as a leading sub-regional planning agency
3. Ensure the sustainability of the OCCOG from an operational and financial perspective

Process

On May 28, 2015 the OCCOG Board of Directors directed the OCCOG Executive Director to embark on a strategic planning process, engaging the services of Kristine Thalman of K.E. Thalman & Associates. As part of this process, one-on-one interviews with OCCOG Board members were conducted, along with a planning workshop on June 25, 2015. Upon completion of this first phase, the Board directed Ms. Thalman to conduct additional interviews with OCCOG Ex-Officio Board members to complement the information gathered from Board members. Subsequently the OCCOG Board directed Interim Executive Director Primmer to use an online survey to seek input from the OCCOG TAC and the Orange County City Manager's Association. Working together, Ms. Thalman and Ms. Primmer developed a draft three-year strategic plan framework for the OCCOG Board of Directors to discuss and provide additional guidance, which was presented at both the March and April OCCOG Board meetings. The draft plan has been further refined and resources have been allocated along with a timeframe for progress on specific tactics proposed in the plan.

OCCOG's Purpose

According to the OCCOG Bylaws approved by the Board of Directors September 24, 2015, the general purpose of the OCCOG is to:

- A. Serve as the Sub-Regional Organization that represents Orange County on mandated and non-mandated SCAG regional planning activities. Through such designation as a Sub-Regional Organization, OCCOG shall participate and provide an Orange

County voice of its Members on input and recommendations relating to SCAG planning activities, including but not limited to, the federally and state-mandated Regional Transportation Plan, the state-mandated Regional Housing Needs Assessment process, the state-mandated Sustainable Communities Strategy, and other SCAG programs.

- B. Develop and adopt an Orange County Projections that serves as Orange County's official growth forecast for local, area-wide and regional planning activities.
- C. Provide a vehicle for the Members to engage cooperatively and voluntarily on additional regional and cooperative planning efforts with federal, state and regional agencies, including such planning issues as air quality, water quality, and other issues as determined by the Board and OCCOG's member agencies, and to provide an Orange County voice on recommendations and solutions on such additional planning issues to federal, state and regional agencies.
- D. Conduct studies and projects designed to improve and coordinate the common governmental responsibilities and services on an area-wide and regional basis through the establishment of a council of governments.

The strategic plan should support OCCOG in carrying out this four-pronged purpose by offering improvements to OCCOG's governance structure and processes, providing a framework for the OCCOG staff and TAC to engage on planning issues that are critical to Orange County, and enabling the OCCOG to add value to member jurisdictions, other Orange County government entities, and its ex-officio members.

Further, the strategic plan should support the mission, vision and values of the OCCOG. Draft Mission, Vision, and Values statements are presented below, to complement the strategic plan and to articulate the direction of the OCCOG.

Mission

The Orange County Council of Governments convenes jurisdictions throughout the county to address land use, energy, mobility, and water issues facing our residents and ensures our county is represented in regional decision-making. Through implementing effective governance practices we deliver value to our member agencies and the tax payers of Orange County.

Vision

The Orange County Council of Governments strives to be the most well-regarded sub-regional planning organization in the State through cultivating excellence and leadership at the technical, executive and governing board level.

Values

Accuracy: The information provided by OCCOG for regional planning purposes, and the studies and reports prepared by OCCOG will be beyond reproach. Our reputation rests on our ability to provide accurate data and impartial analysis for policy decision-makers.

Collaboration: OCCOG seeks to bring together member jurisdictions, ex-officio partners and stakeholders throughout Orange County to develop

consensus around the policy areas we address. We complement rather than compete with ex-officio members, and know that Orange County is stronger when we speak with one voice on critical policy and legislative issues.

Efficiency: OCCOG will conduct its business in the most efficient and sustainable manner available.

Cost-Effectiveness: OCCOG is a good steward of taxpayer dollars.

Transparency: OCCOG is a model of good governance and engages members and the public openly and proactively.

Tenacity: OCCOG will fight tirelessly alongside our partners to ensure that Orange County's needs are met in all regional planning activities.

Recommended Action:

Approve the 2016-2019 Strategic Plan and Mission, Vision and Values statements. Direct staff to align 2016/2017 workplan and budget to Strategic Plan and bring to Board for approval at June 23, 2016 meeting.

Attachment: 2016-2019 Strategic Plan

Staff Contact: Marnie O'Brien Primmer, OCCOG Interim Executive Director
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Orange County Council of Governments – 2016-2019 Strategic Plan For Approval

Goal # 1 Advocate for Orange County’s Interests in Regional Planning Activities						
Tactic	Objectives	Metrics	Accountability	Year One Cost/Hours	Year Two Cost/ Hours	Year Three Cost/Hours
Develop Board Orientation packet and on-boarding process to educate and inform Board Members on the purpose, function and responsibilities surrounding Board of Director duties	Enable Orange County representatives to SCAG to understand their role in regional planning and policy issues.	Development of orientation packet and curriculum. 100% participation by new board members once orientation materials produced.	Executive Director, under direction from EMC with support from hired consultant	\$5000 and 150 hours to develop \$200 16 hours to implement	\$200 16 hours	\$200 16 hours
Develop “guiding principles” with regard to OCCOG’s stand on key issues through broader input and board consensus.	Establish a consensus policy to provide clear direction to SCAG reps from OCCOG on how positions are developed and how the message is carried to SCAG	Policy platform adopted by OCCOG Board of Directors	EMC/ Board Chair	40 hours	40 hours	40 hours
Monitor SCAG Agendas for issues impacting Orange County	Ensure OCCOG reps have advance notification of critical issues and where applicable develop Orange County strategy for addressing the issue.	Issues flagged for Board with at least 48 hours lead time in advance of SCAG meetings.	Executive Director/ TAC Chair	36 hours	36 hours	36 hours
Develop communication method and schedule for SCAG reps up to 48-hrs in advance on key issues/policies to be discussed at upcoming SCAG meetings.	Educate OCCOG’s representatives to SCAG on policy issues arising at Regional Council and Committee Level so that they informed and effective in voicing Orange County’s positions on regional issues.	Issues flagged for Board with at least 48 hours lead time in advance of SCAG meetings.	Executive Director/ TAC Chair	36 hours	36 hours	36 hours

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Provide clear communications to OCCOG Board and policy committee representatives on OCCOG policy positions.	Develop fact sheet outlining Issue, SCAG position, OCCOG position and suggested remarks for dissemination to SCAG reps.	Fact Sheets developed and provided.	Executive Director	50 hours	50 hours	50 hours
Determine if Orange County will take on sub-delegation activities related to the 2020 RTP/SCS.	Ensure that the OCCOG Board, member jurisdictions, and ex-officio partners have a robust and fully-informed decision process for whether to take sub-delegation.	Develop a consensus-based decision about sub-delegation based on available resources and risk profile.	OCCOG Board/ Executive Director/ TAC Chair	100 hours		
Actively engage in development of SCAG strategic documents and governance.	Ensure the Orange County's voice is considered in the development of SCAG strategic documents and governance documents.	Elements of plans reflect OC input/align with OCCOG goals.	OCCOG Representatives to SCAG Regional Council and Policy Committees	80 hours	80 hours	80 hours

Goal # 2 Deliver value to OCCOG member Jurisdictions and Ex-officio Partners

Tactic	Objectives	Metrics	Accountability	Year One Cost/Hours	Year Two Cost/ Hours	Year Three Cost/Hours
Continue to take an active role in regional planning forums (i.e. TWG, SRC, etc.)	Cement OCCOG as a leading sub-regional planning agency with valuable expertise on key policy topics	OCCOG staff in leadership positions at regional forums.	Executive Director/ TAC	240 hours	240 hours	240 hours
Work in partnership with CDR to develop Orange County's Projections	Ensure data used in the next RHNA is correct and fully vetted by OCCOG member jurisdictions.	Acceptance of Orange County's data by SCAG.	OCCOG TAC/ Executive Director/ CDR Staff	360 hours	480 hours	480 hours
Conduct needs assessment/survey of member agencies re: utilizing technical assistance and/or grant-writing support from OCCOG, develop a plan	1) Identify public/private grants that are available, and set up mechanism for communicating available grants to members	Survey Results and final report with plan to deploy resources in support of members.	Executive Director/ TAC Chair	360 hours		

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for providing the added support within financial and resource constraints	<p>2) Determine what technical and grant-writing support OCCOG can provide to members</p> <p>3) Determine costs of added services and how services would be accessed by members</p>					
Seek opportunities for private and public grants for appropriate OCCOG-led projects and/or studies	Apply for grant funding on behalf of OCCOG where it makes sense for a sub-regional rather than jurisdiction-based application	Grant application success rate of 50%	Executive Director/ TAC Chair with support from hired consultant	120 hours	120 hours	120 hours
Work closely with Orange County advocacy partners (i.e. ACC-OC, League, OCBC, BIA) to provide input into structure of grant programs	Ensure that grant programs are appropriately structured and that Orange County receives its fair share of available funding from Cap & Trade, ATP and other state and federal grant programs.	Grant program guidelines include provisions that are supported by OCCOG and advocacy partners.	Executive Director/ EMC	120 hours	120 hours	120 hours
Identify topics for and conduct workshops to educate and inform member jurisdictions	Provide opportunities for continuing education and best practice sharing on key technical issues relevant to member jurisdictions (ex. RTP/SCS, transportation funding basics, grants, housing projections, etc.)	Successfully host one technical workshop per quarter.	Executive Director/ TAC	265 hours	265 hours	265 hours
Assist member jurisdictions in leveraging the studies done as part of the OC CSI and OC Bikeways projects	Build on the investment OCCOG has made in providing active modes studies.	At least 5 member jurisdictions receive grant funding with technical support from OCCOG by 2019.	Executive Director with the support of a hired consultant in partnership with OCTA	\$40,000	\$80,000	\$80,000

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Work with OCCMA and executive directors from other sub-regional planning organizations to identify new areas of engagement	Provide support to member jurisdictions in technical areas that benefit from a sub-regional approach (for example energy, land use, workforce development, transportation)	Annual feedback survey from member jurisdiction technical staff	Executive Director in consultation with OCCMA with direction from EMC	\$10,000	\$25,000	\$40,000
Provide technical analysis to advocacy partners of the OCCOG on regionally significant issues identified in the policy platform developed by the OCCOG.	Support a unified voice in Orange County advocacy backed by sound technical analysis.	Annual feedback survey from ex-officio partners and member jurisdiction technical staff; policy scorecard	TAC/ Executive Director	80 hours	80 hours	80 hours
Goal #3 Implement a Comprehensive Communications Plan to Elevate Profile of OCCOG						
Tactic	Objectives	Metrics	Accountability	Year One Cost/Hours	Year Two Cost/ Hours	Year Three Cost/Hours
Create a dynamic and informative OCCOG website through regular information updates, updated visuals, and enhanced content	Provide a useful tool for member jurisdictions to access technical information, opportunities to serve as an OCCOG representative, and available resources. Tool for communicating to the public about who the OCCOG is and what its purpose is.	Improved SEO and traffic to website	Executive Director	\$200 80 hours	\$200 40 hours	\$200 40 hours
Update OCCOG mailing list	Ensure that OCCOG has current contact information for stakeholders, partners, Board members and member jurisdiction staff	Eliminate bounce-backs from online campaign	Executive Director with support from hired consultant	\$2500 20-40 hours	\$500 10 hours	\$500 10 hours
Implement a regular e-newsletter for member jurisdictions and stakeholders	Communicate to member jurisdictions about topics of interest, activities of the	Monthly e-newsletter designed and distributed	Executive Director with support from a hired consultant	\$240 36 hours	\$240 36 hours	\$240 36 hours

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	OCCOG and upcoming calendar items.					
Develop an Annual Report of the OCCOG’s activities	Provide an official record of the value delivered and successes achieved by the OCCOG on a yearly basis to member jurisdictions and stakeholders.	Report created and distributed electronically, posted on website	Executive Director/ TAC Chair with support from a hired consultant	\$2500 100 hours	\$2500 100 hours	\$2500 100 hours
Conduct an annual General Assembly	Share information with member jurisdictions, elevate the visibility of the COG, partner with ex-officio members, generate revenue.	Achieve revenue and attendance targets for GA	Executive Director/ Board/ Ex Officio Partners	\$50,000 300 hours	\$70,000 250 hours	\$85,000 250 hours
Develop and promote a Speakers Bureau, and a plan for actively engaging in key industry forums	Enhance the reputation of the OCCOG as an important JPA and a trusted source of technical support for Orange County agencies.	At least 2 speakers bureau requests/quarter. Attendance at monthly industry partner events.	Executive Director/ Board of Directors	\$2400 80 hours	\$2400 80 hours	\$2400 80 hours
Engage with CalCOG and other COGS in the region to assess best practices and emerging issues	Share information with fellow Board members for the benefit of member agencies.	Attendance at CalCOG Board and annual events. Participation in quarterly COG director meetings.	Board of Directors/ Executive Director	\$3000 300 hours	\$3000 300 hours	\$3000 300 hours
Design and implement a public awareness campaign to highlight the OCCOG’s goals and accomplishments. Elements could include: <ul style="list-style-type: none"> • Press releases • Social media posts • Earned media • YouTube 	Educate stakeholders about what the OCCOG is, its goals and its accomplishments such as grant awards, legislative wins in cooperation with advocacy partners, results of technical activities etc.	Specific metrics developed as part of plan	Executive Director/ EMC with support from a hired consultant	\$ 10000 120 hours	\$ 10000 120 hours	\$ 10000 120 hours

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• Blog						
Post final adopted OCCOG Strategic Plan on Organization web site	Educate member jurisdictions about the direction of the OCCOG for next 3 years.	Plan posted	Executive Director	1 hour	1 hour	1 hour
Seek out opportunities for recognition of the OC CSI and OC Bikeways projects. (i.e. speaking engagements, awards, etc.)	Capitalize on Complete Streets as model for agencies to adopt regionally as well as state-wide or nationally.	At least one industry award and at least one speaking role at a national conference	Executive Director/ TAC Chair	80 hours		
Leverage the existing online communications tools of member jurisdictions.	Establish protocol for member agencies to highlight OCCOG accomplishments or completed projects on their respective websites or announcements at their respective council/board meetings.	Content placement on member website and social media channels	EMC/ Board of Directors	20 hours	20 hours	20 hours
Deliver quarterly updates to member jurisdictions boards and councils.	Develop more engaged member jurisdictions by educating them about what the OCCOG has been doing on their behalf.	85% of the presentations given per quarter	Board of Directors	215 hours	215 hours	215 hours

Goal # 4 Develop a Financial and Staffing Plan for OCCOG to Sustain its Operational and Strategic Goals

Tactic	Objectives	Metrics	Accountability	Year One Cost/Hours	Year Two Cost/ Hours	Year Three Cost/Hours
Develop proposal for Board to consider options for diversifying revenue sources for OCCOG	Lessen reliance on dues as revenue source	Identify new revenue sources and develop plan to implement by end of FY 2016/17.	Executive Director	100 hours	40 hours	40 hours
Identify staff resources needed to accomplish strategic plan.	Ensure that staffing level for OCCOG is aligned with the goals identified the Board.	Board-approved staffing plan.	Executive Director	40 hours	15 hours	15 hours

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Conduct an annual General Assembly * duplicated from Goal #3 above	Share information with member jurisdictions, elevate the visibility of the COG, partner with ex-officio members, generate revenue.	Achieve revenue and attendance targets for GA	Executive Director/ Board/ Ex Officio Partners with support from a hired consultant	\$50,000 300 hours	\$70,000 250 hours	\$85,000 250 hours
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**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

May 26, 2016

Subject: Orange County Council of Governments Executive Director Recruitment

Summary: Approve Contract between OCCOG and Marnie O'Brien Primmer's firm Connected Consulting for OCCOG Executive Director Services.

Background:

The OCCOG Board initially contracted with Ms. Marnie O'Brien Primmer per its October 22, 2015 contract with her for independent contractor services to serve as the OCCOG's Interim Executive Director Services ("Interim Agreement"). The Interim Agreement was then assigned on November 19, 2015 from Ms. O'Brien Primmer to her firm, Connected Consulting.

Following a recruitment process for a permanent Executive Director for the OCCOG, the Board met in closed session on April 28, 2016 to consider candidates and approved having Contractor serve as the permanent Executive Director and directed the OCCOG General Counsel to present an agreement with Connected Consulting, substantially on the same terms as the Interim Agreement, for the Board's consideration at its May 26, 2016 meeting.

Discussion:

Per the Board's direction, the attached Independent Contractor Agreement for Executive Director Services between the OCCOG and Connected Consulting contains substantially the same terms as the Interim Agreement, which terms and modifications are as follows:

1. Executive Director Services: Connected Consulting serves as an independent contractor for the OCCOG and performs the duties of OCCOG Executive Director, including those described in Exhibit "A" to the attached Agreement. The OCCOG Board may update the duties in Exhibit "A" from time-to-time
2. Term. Connected Consultant will continue the duties being performed under the Interim Agreement and shall continue those duties until June 30, 2016, unless extended by the agreement of the parties.

3. Compensation. The compensation remains the same as under the Interim Agreement. Specifically, Connected Consulting will be compensated at the hourly rate of \$150.00, not to exceed \$10,000.00 per month.
4. Work Schedule. Connected Consulting is expected to engage in the hours of work that are necessary to fulfill the obligations of the position of OCCOG Executive Director. Connected Consulting may not charge the OCCOG beyond the monthly cap described in paragraph 3 above to fulfill the Executive Director duties.
5. Reimbursable Expenses. Connected Consulting will be reimbursed for all travel at the applicable federal rate, including travel to OCCOG Board, OCCOG EMC, SCAG and other meetings.

Recommendation: Approve the Independent Contractor Agreement for Executive Director Services between the OCCOG and Connected Consulting.

Attachments: Independent Contractor Agreement for Executive Director Services between the OCCOG and Connected Consulting

Staff Contact: Fred Galante, General Counsel
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fgalante@awattorneys.com

INDEPENDENT CONTRACTOR AGREEMENT FOR EXECUTIVE DIRECTOR SERVICES

THIS INTERIM INDEPENDENT CONTRACTOR AGREEMENT FOR EXECUTIVE DIRECTOR SERVICES (“Agreement”) by and between the ORANGE COUNTY COUNCIL OF GOVERNMENTS, a California Joint Powers Authority (“OCCOG”) and CONNECTED CONSULTING, a California corporation (“Contractor”) is approved as of the 26th day of May, 2016 (“Effective Date”).

RECITALS

A. At its October 22, 2015 Board meeting, the OCCOG Board approved an Interim Independent Contractor Agreement for Executive Director Services (“Interim Agreement”) for Ms. Marnie O’Brien Primmer, on an interim basis, to take over the duties of the former Executive Director who resigned on that date;

B. On November 19, 2015, the OCCOG Board approved an assignment and amendment to the Interim Agreement, assigning the Interim Agreement from Ms. O’Brien Primmer to her firm, Connected Consulting and the compensation to specify an applicable hourly rate;

C. Following a recruitment process for a permanent Executive Director for the OCCOG, the Board met in closed session to consider the candidates, approved having Contractor serve as the permanent Executive Director and directed the OCCOG General Counsel to present an agreement with Contractor, substantially on the same terms as the Interim Agreement, for the Board’s consideration at its May 26, 2016 meeting;

D. Contractor represents that she has the qualifications and ability to perform the services of OCCOG’s Executive Director in a professional manner. Performance of the Services in a professional manner includes, but is not limited to, meeting the requirements of this Agreement.

E. OCCOG and Contractor now wish to enter into this Agreement to memorialize the terms by which Contractor will provide the services of Executive Director to OCCOG.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions contained herein, OCCOG and Contractor hereby agree as follows:

AGREEMENT

1.0 POSITION & DUTIES

1.1 Duties and Appointment of Contractor as OCCOG Executive Director. OCCOG hereby appoints Contractor as the Executive Director of OCCOG, with Marnie O’Brien Primmer as Contractor’s representative, to perform the functions and duties as specified in OCCOG’s job description for the OCCOG Executive Director position, a copy of which is attached as Exhibit “A” to this Agreement, which duties may be updated from time-to-time by the OCCOG Board, as well as the functions and duties outlined for the OCCOG Executive

Director in the OCCOG Bylaws. Contractor shall be responsible for the general conduct and administration of all OCCOG business, supervision of all OCCOG contractors and performance of such other legally permissible and proper functions and duties as the OCCOG Board shall, from time-to-time, direct or assign.

1.2 Work Schedule. Contractor is expected to engage in the hours of work that are necessary to fulfill the obligations of the position of OCCOG Executive Director. Additionally, Contractor acknowledges that the duties also require attending the monthly OCCOG meetings or regional meetings related to OCCOG's business. Notwithstanding the foregoing, Contractor may set its own hours. Other than attendance at meetings, Contractor shall have discretion to determine where to perform any of the services to be performed, provided she completes all of the Services on a timely bases and provides contact information and is otherwise easily accessible to OCCOG Board members, contractors and others conducting business with OCCOG.

1.3 Irvine Facility and Resources. OCCOG was authorized by contract with OCTA to utilize certain OCTA resources and facilities, which contract expired May 16, 2016 and is anticipated to be replaced with a Memorandum of Understanding with the City of Irvine to utilize the Irvine City Hall facilities ("Irvine MOU"). If approved and for so long as the Irvine MOU is in place, OCCOG will provide Contractor with any equipment specified in the Irvine MOU to perform the services herein. No computer or access to Irvine's computer network shall be provided. All other equipment, tools and materials Contractor deems necessary to provide the services herein, including but not limited to computer and internet or email access, shall be provided by Contractor at its own expense, except if approved pursuant to Section 2.2. Contractor shall comply with Irvine's established security requirements.

1.4 Independent Contractor.

(a) Contractor shall provide the services described in Exhibit "A" to OCCOG as an independent contractor. It is understood and acknowledged by and between OCCOG and Contractor that Contractor is not now, and shall not be considered during the performance of this Agreement, an employee of OCCOG. Contractor hereby acknowledges and warrants that, as an independent contractor, Contractor is solely responsible for its performance and that of any authorized assistant or subcontractor of the services hereunder, which performance shall comply with rules, regulations and bylaws applicable to OCCOG. Contractor is solely liable for all costs and expenses associated with the performance hereunder and for any and all loss or damages which may be caused or occasioned on account of Contractor's condition of services pursuant to this Agreement, whether the same loss or damages be for personal injury or property damage. Notwithstanding the foregoing, OCCOG shall be responsible for those expenses approved as provided as in Section 2.2. Under no circumstances shall Contractor look to OCCOG as its employer, or as a partner, agent, or principal. Contractor shall not be entitled to any benefits, including without limitation worker's compensation, deferred compensation, disability insurance, vacation or sick pay.

(b) Contractor shall have the option to hire an assistant or subcontractor to perform clerical or secretarial support services under the Agreement; provided Contractor shall remain the principal person in charge of performing services under this Agreement

and first secures approval from the Chair of the Board to use such assistants. Any assistant must be hired, supervised, and paid at the Contractor's own cost.

(c) Contractor shall be responsible for providing, at Contractor's expense and in Contractor's name, disability, worker's compensation or other insurance, as well as licenses and permits usual or necessary for conducting the service under this Agreement.

1.5 OCCOG Documents. All data, studies, reports and other documents prepared by Contractor while performing its duties during the term of this Agreement shall be furnished to and become the property of OCCOG, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by OCCOG or provided by OCCOG to Contractor in connection with the performance of this Agreement shall be held confidential by Contractor to the extent permitted by applicable law. Such materials shall not, without the prior written consent of the Chair of the Board, be used by Contractor for any purposes other than the performance of its functions and duties for OCCOG.

2.0 COMPENSATION AND REIMBURSEMENT

2.1 Compensation. For the services rendered pursuant to this Agreement, Contractor shall be compensated, excluding incidental expenses per Section 2.2, at the hourly rate of One Hundred Fifty and 00/100 Dollars (\$150.00); provided that such compensation shall not exceed Ten Thousand and 00/100 Dollars (\$10,000.00) per month ("Monthly Cap") during the term of this Agreement. Contractor acknowledges that the Monthly Cap may be less than needed to perform duties under Section 1.1 or fulfil the requirements of the work schedule under Section 1.2 above when broken down by the hourly rate and that such hourly rate is provided for invoicing purposes only. To that end, Contractor agrees to abide by the provisions of Sections 1.1 and 1.2 and accepts the risk that some work may not be compensated beyond the Monthly Cap. Contractor shall be solely responsible for the payment of all taxes and similar matters. The Compensation shall be Contractor's sole compensation for its services under this Agreement. Contractor shall invoice OCCOG for the services rendered pursuant to this Agreement. The invoice shall include the number of hours worked, a description of the services performed and expenses to be reimbursed. The invoices shall be in sufficient detail so as to adequately and fully describe each task performed and hours related to such task and how each task performed aligns with the overall progress towards Contractor's specific goals and objectives outlined in this Agreement and as may be requested by the Board. The invoice shall be provided to OCCOG no more frequently than every 30 days. OCCOG shall pay all Contractor invoices within 30 days of receipt, consistent with OCCOG's standard procedure for the payment of contracts or invoices, including review by the Chair of the Board and approval by the OCCOG Board through the warrant run process. Contractor further acknowledges that she will be required to break down the hours spent to an hourly charge for purposes of invoices used for grant compliance purposes.

2.2 Incidental Expenses. Subject to approval per Section 2.3 below, OCCOG agrees to reimburse Contractor the actual cost of those reasonable incidental expenses, including but not limited to, necessarily incurred by Contractor while engaged in the business of OCCOG for such items as attendance at meetings and seminars related to OCCOG's business,

provided Contractor presents appropriate copies of receipts therefore. Mileage for meetings attended shall be reimbursed at the applicable federal rate.

2.3 Approval by Board. To be eligible to receive reimbursement for travel and other expenses incurred pursuant to Section 2.2, the expenses shall be included as part of the applicable Board-approved OCCOG budget and Contractor shall inform the Chair of the Board in writing before incurring such expenses.

3.0 TERM

3.1 Commencement Date. Contractor shall continue to perform services for OCCOG, which commenced on September 25, 2015 under the Interim Agreement and continue services as Executive Director for the OCCOG pursuant to this Agreement.

3.2 Term. This Agreement shall be in effect until June 30, 2017. Any extension beyond such date shall be evidenced by a writing signed by both parties.

3.3 Termination by OCCOG or Contractor. The Board, upon an affirmative vote of a majority of a quorum of its members, may terminate this Agreement at any time with or without cause; provided that if termination is with cause, no prior notice shall be required. If termination is without cause, then thirty (30) days notice before the effective date of termination shall be required, unless a shorter period is acceptable to Contractor. Contractor may terminate this Agreement at any time upon at least thirty (30) days written notice to OCCOG before the effective date of termination, unless a shorter period is acceptable to the OCCOG Board. As an independent contractor, Contractor expressly agrees that she shall not be entitled to any compensation beyond the time actually worked and billed for OCCOG as the result of the termination of this Agreement for any reason or for no reason.

4.0 PERFORMANCE EVALUATIONS

4.1 Purpose. The performance review and evaluation process set forth herein is intended to provide review and feedback to Contractor so as to facilitate a more effective management of the OCCOG. Nothing herein shall be deemed to alter or change the independent contractor status of Contractor (as set forth in Section 1.4 above), nor shall this Section 4.0 be construed as requiring "cause" to terminate this Agreement, or the services of Contractor.

4.2 Annual Evaluation. Should the Board approve this Agreement, as specified in Section 3.2, the OCCOG Board or subcommittee shall review and evaluate the performance of Contractor annually at least thirty (30) days before each anniversary of the Effective Date. In addition, Contractor shall submit for consideration by the OCCOG Board or subcommittee at those times established by the OCCOG Board, but by no later than August, 2016 and annually thereafter, if this Contract is extended, Contractor's proposed performance goals and objectives and incorporate the OCCOG Board's suggestions.

5.0 INDEMNIFICATION AND INSURANCE

5.1 Indemnification. OCCOG shall defend, hold harmless and indemnify Contractor against any tort, professional liability, claim or demand, or other legal action arising

out of an alleged act or omission occurring in the performance of Contractor's services under this Agreement. This section shall not apply to intentional tort or crime committed by Contractor, to any action outside the course and scope of the services provided by Contractor under this Agreement, or any other intentional or malicious conduct or gross negligence of Contractor.

5.2 Insurance. Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to OCCOG, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

(a) Comprehensive General Liability Insurance. A policy of comprehensive general liability insurance written on a per occurrence basis in an amount not less than either (i) a combined single limit of \$500,000.00 or (ii) bodily injury limits of \$250,000.00 per person, \$500,000.00 per occurrence and \$500,000.00 products and completed operations and property damage limits of \$100,000.00 per occurrence and \$100,000.00 in the aggregate.

(b) Worker's Compensation Insurance. If Contractor maintains any employees, a policy of worker's compensation insurance in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure and provide legal defense for both Contractor and OCCOG against any loss, claim or damage arising from any injuries or occupational diseases occurring to any worker employed by or any persons retained by Contractor in the course of carrying out the work or services contemplated in this Agreement.

(c) Automotive Insurance. A policy of comprehensive automobile liability insurance written on a per occurrence basis in an amount not less than either (i) bodily injury liability limits of \$50,000.00 per person and \$100,000.00 per occurrence and property damage liability limits of \$50,000.00 per occurrence. Said policy shall include coverage for owned, non-owned, leased and hired cars.

6.0 GENERAL PROVISIONS

6.1 Entire Agreement. This Agreement represents the entire agreement between the parties and supersedes any and all other agreements, either oral or in writing, between the parties with respect to Contractor's services to OCCOG. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by either party, or anyone acting on behalf of either party, which are not embodied herein, and that no other agreement, statement or promises not contained in this Agreement shall be valid or binding upon either party.

6.2 Notices. Any notice required or permitted by this Agreement shall be in writing and shall be personally served or shall be sufficiently given when served upon the other party as sent by United States Postal Service, postage prepaid and addressed as follows:

To the OCCOG:

Chair of the Board

To Contractor:

Marnie O'Brien Primmer

OCCOG
550 South Main Street
Orange, CA 92663

[on file at OCCOG Office]

Notices shall be deemed given as of the date of personal service or upon the date of deposit in the course of transmission with the United States Postal Service.

6.3 Outside Professional Activities. Contractor agrees to devote its productive time, ability and attention to the OCCOG's business during the term of this Agreement. Notwithstanding the foregoing, this Agreement in no way prohibits Contractor from providing services or engaging in employment with additional clients as long as said activity does not impede the progress of the work performed by the Contractor for OCCOG. Contractor shall further secure prior approval from the Board to perform services for member agencies that could be in conflict or inconsistent with the services provided herein and shall be prohibited from working on any matters for the Southern Association of Governments ("SCAG") or OCTA during the term of this Agreement.

6.4 Conflicts Prohibited. During the term of this Agreement, Contractor shall not engage in any business or transaction or maintain a financial interest which conflicts, or reasonably might be expected to conflict, with the proper discharge of Contractor's duties under this Agreement. Contractor shall comply with all requirements of law, including Sections 87100 et seq., Section 1090 and Section 1125 of the Government Code, and any and all other conflict and/or public sector ethics laws.

6.5 Effect of Waiver. The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or other times be deemed a waiver or relinquishment of that right or power for all or any other times.

6.6 Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, then the parties agree that the remaining provisions shall nevertheless continue in full force without being impaired or invalidated in any way.

6.7 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

6.8 Independent Legal Advice. The OCCOG and Contractor represent and warrant to each other that each has received legal advice from independent and separate legal counsel with respect to the legal effect of this Agreement, and the OCCOG and Contractor further represent and warrant that each has carefully reviewed this entire Agreement and that each and every term thereof is understood and that the terms of this Agreement are contractual and not a mere recital. This Agreement shall not be construed against the party or its representatives who drafted it or who drafted any portion thereof.

IN WITNESS WHEREOF, the OCCOG has caused this Agreement to be signed and executed on its behalf by its Chair of the Board, and duly attested by its officers thereunto duly authorized, and Contractor has signed and executed this Agreement by its authorized agent.

OCCOG: ORANGE COUNTY COUNCIL
OF GOVERNMENTS

Kris Murray, Chair of the Board

ATTEST:

OCCOG Secretary

APPROVED AS TO FORM

OCCOG Counsel

CONTRACTOR: CONNECTED
CONSULTING

By: Marnie O'Brien Primmer
Title: _____

EXHIBIT “A”

DESCRIPTION OF OCCOG EXECUTIVE DIRECTOR FUNCTIONS AND DUTIES

Essential Duties:

- Serve as staff to the OCCOG Board of Directors, and attending SCAG policy and governing board meetings and SCAG Subregional Coordinators meetings representing the OCCOG subregion.
- Protecting Orange County interests in SCAG’s development of the Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS) and the Regional Housing Needs Assessment (RHNA) allocation to local jurisdictions in the six-county SCAG region;
- Protecting the local, bottom-up development of the Orange County Projections (OCP), which represents Orange County’s official growth forecast for local, countywide and regional planning;
- Adopting a growth forecast, which is now required by statute to be used for RHNA allocations and for regional transportation planning; and,
- Providing input and recommendations on new requirements relating to Senate Bill 375 and its requirements for a SCS that seeks to reduce greenhouse gas emissions by shifting future and higher-intensity growth near transit stations and facilities.

The level of effort necessary to provide and support the following services/support will be mutually agreed upon by Contractor and OCCOG prior to commencement

ADMINISTRATIVE SERVICES
▪ Agenda/minutes preparation (Board and Executive Management Committee)
▪ Coordinate with Clerk of the Board (Meeting facilitation, Brown Act posting)
▪ Oversee Orange County Complete Streets Initiative work performed by contractor and coordinate with OCTA to assure prompt payment of contractor in accordance with grant requirements; and assure appropriate match for grant is provided and documented
▪ Work to implement applicable OCCOG Work Plan, develop future work plans
▪ Align OCCOG Work Plan with SCAG’s 2016 RTP/SCS Work plan/schedule
▪ Maintenance of Board roster, OCCOG TAC, stakeholder lists
▪ Oversee OCCOG elections as required by SCAG (beginning with May 2016 elections)
▪ Oversee CALCOG involvement for OCCOG

<ul style="list-style-type: none"> ▪ Coordination with OCTA for OCCOG functions as needed
<ul style="list-style-type: none"> ▪ SCAG Committee appointments/appointments to external boards (by OCCOG)
<ul style="list-style-type: none"> ▪ Coordinate with OCCOG legal counsel
<ul style="list-style-type: none"> ▪ Maintain OCCOG identity materials (letterhead, envelopes, etc)
<ul style="list-style-type: none"> ▪ OCCOG Bylaws review
<ul style="list-style-type: none"> ▪ Maintain and update all OCCOG guidance documents, JPAs, bylaws, etc.
<ul style="list-style-type: none"> ▪ Complete Strategic Plan, using information created by consultant.
<ul style="list-style-type: none"> ▪ Monitor state and federal legislation that could impact OCCOG, in accordance with OCCOG's legislative goals and objectives and work with OCCOG Board to develop clear legislative platform
<p><u>FINANCIAL SERVICES</u></p>
<ul style="list-style-type: none"> • Coordinate with OCCOG Treasurer/Bookkeeper in the Accounting of all OCCOG Financials
<ul style="list-style-type: none"> • Accounts payable processing
<ul style="list-style-type: none"> • Check register
<ul style="list-style-type: none"> • Audit support
<ul style="list-style-type: none"> • Grant reporting/tracking support (OCTA will remain federal grant administrator for OCCOG)
<ul style="list-style-type: none"> • Development and oversight of OCCOG Budget
<ul style="list-style-type: none"> • Procurement oversight
<ul style="list-style-type: none"> • Contract oversight
<ul style="list-style-type: none"> • Invoicing of OCCOG dues
<ul style="list-style-type: none"> • Invoicing of Center for Demographic Research fees (with OCCOG dues)
<p><u>TECHNICAL SUPPORT</u></p>
<ul style="list-style-type: none"> • Assist OCCOG TAC Chair with meeting location/facilitation
<ul style="list-style-type: none"> • Align OCCOG Work Plan with SCAG's 2016 RTP/SCS Workplan/schedule
<ul style="list-style-type: none"> • Assist with OCCOG TAC agenda development
<ul style="list-style-type: none"> • Participation in monthly SCAG Regional Council, Subregional Coordinators meetings, SCS Committee meetings
<ul style="list-style-type: none"> • Participation in monthly SCAG Plan and Programs TAC meetings
<ul style="list-style-type: none"> • Identify potential funding opportunities for OCCOG
<ul style="list-style-type: none"> • Staff report development for OCCOG TAC (for items going to OCCOG Board)
<ul style="list-style-type: none"> • Participation in technical analysis of various documents/processes

<ul style="list-style-type: none"> • Participation in CDR Management Oversight Committee and/or CDR TAC meetings
<ul style="list-style-type: none"> • Technical support for RHNA or air quality issues (may be sub consultant effort)
<p><u>OUTREACH SERVICES</u></p>
<ul style="list-style-type: none"> • Data base/matrix for Boards, stakeholders, committees, TAC (e-mail, mail lists)
<ul style="list-style-type: none"> • Website maintenance
<ul style="list-style-type: none"> • High level of coordination with Orange County City Manager’s Association
<ul style="list-style-type: none"> • Development of flyers, agendas, meeting notes, sign-in sheets, presentations
<ul style="list-style-type: none"> • OCCOG or policy area fact sheets
<ul style="list-style-type: none"> • Stakeholder Working Group (meets as needed, database maintained)
<ul style="list-style-type: none"> • Work with various groups and coalitions as needed
<ul style="list-style-type: none"> • Oversee communication efforts for OCCOG
<ul style="list-style-type: none"> • Media outreach as needed
<ul style="list-style-type: none"> • Public participation plans/programs as needed



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

May 26, 2016

Subject: Memorandum of Understanding (MOU) for No-Fee Services with City of Irvine

Summary: After the Orange County Council of Governments (OCCOG) notice on January 28, 2016 that OCTA would be terminating the May 28, 2013 no-fee resource agreement for administrative support and meeting space, the Board directed staff to identify a path forward. At the April 28, 2016 Board meeting staff reported that the City of Irvine has offered to supply meeting space and limited administrative support to the OCCOG.

Background: On May 28, 2013 OCCOG entered into a no-fee resource agreement with OCTA to provide operational support services to include: a) an office space, b) parking pass and building access badge, c) IS support, computing and telephone service, d) telephone conference bridge access, e) printing, f) use of meeting space, g) federal grant administration, h) invoicing OCCOG dues and CDR assessments, and i) audit services.

At a meeting on December 16 2015, OCTA staff and OCCOG Interim Executive Director Primmer discussed the intent of OCTA to terminate the resource agreement based on OCTA's evaluation of the OCCOG's use of the services in said agreement and the Authority's available resources. After additional conversations made it clear OCTA was moving toward the termination of the agreement, Interim Executive Director Primmer alerted the OCCOG Counsel and Chairman on January 4, 2016 and proposed to work with OCTA to identify adjustments that could be made to make the resource agreement work better for both parties as well as begin to identify other sources of support for OCCOG should OCTA determine it desired to terminate the agreement. OCTA subsequently provided the official notification to OCCOG on January 28, 2016 initiating termination of the no-fee resource agreement dated May 28, 2013. The agreement will terminate on June 20, 2016.

At the February 4 meeting of the Executive Management Committee (EMC) Interim Executive Director Primmer reported the termination letter and the EMC discussed options for securing the operational support services needed for OCCOG to function. It was determined that the Board should be notified and interest sought from member jurisdictions in providing some or all of the needed services and support functions.

After notifying Board members and stakeholders of the opportunity, the City of Irvine and OCCOG staff have developed a plan to ensure that

OCCOG's operational needs continue to be met. Office space will be provided by Connected Consulting offsite. The City of Irvine will provide meeting space, and limited administrative support for OCCOC including copies, a phone line, and use of a/v equipment with technical support as needed. The Center for Demographic Research has offered storage for OCCOG files if required. OCCOG Treasurer Irwin Bornstein will absorb the invoicing responsibilities formerly handled by OCTA staff. The federal grant administration services provided by OCTA are being concluded and will no longer be needed after June 1.

Recommended Action:

Approve the MOU with the City of Irvine for meeting space and limited administrative support of OCCOG.

Attachment: MOU with the City of Irvine

Staff Contact: Marnie O'Brien Primmer, OCCOG Executive Director
949/698-2856
EDOCCOG@gmail.com

COOPERATIVE AGREEMENT
BETWEEN
CITY OF IRVINE
AND
ORANGE COUNTY COUNCIL OF GOVERNMENTS
FOR
NON-FEE FACILITY USE AGREEMENT

This COOPERATIVE AGREEMENT (hereinafter referred to as “COOPERATIVE AGREEMENT”), is effective this 1st day of JUNE 2016, by and between the CITY OF IRVINE (“CITY”), a charter law jurisdiction of the State of California and the Orange County Council of Governments (“OCCOG”), a public joint powers entity of the State of California.

RECITALS:

WHEREAS, on June 1, 2016, OCCOG and CITY entered into Cooperative Agreement in which CITY agreed to provide specified support services to administer the functions of the OCCOG; and

WHEREAS, CITY is willing to provide limited administration support for OCCOG functions and activities as provided in this COOPERATIVE AGREEMENT; and

NOW THEREFORE, it is mutually understood and agreed by CITY and OCCOG as follows:

ARTICLE 1. RESPONSIBILITIES OF OCCOG

Provide an executive director and all other positions required in the OCCOG Joint Powers Agreement, bylaws and other formally adopted policies, contracts and applicable regulations, as necessary to operate the day-to-day functions of the OCCOG, except for those staff services provided by CITY pursuant to Article 2 below.

ARTICLE 2. RESPONSIBILITIES OF CITY

- A. Provide, at CITY’S cost, basic printing resources limited to OCCOG identity (business cards, letterhead, etc.), 2-color items, and single sheet documents that may include fact sheets and similar materials. CITY will not provide large quantities of copies (approximately 250 copies or more per print request or per week) or any binding or collating services for copies.
- B. Provide, at CITY’S cost, for the use of the CITY’S conference or meeting rooms, as available; provided that CITY shall retain priority over scheduling of any such room.

- C. Provide, at CITY's cost, use of audio visual equipment and technical support needed during OCCOG meetings in CITY facilities.
- D. Provide, at CITY's cost a landline telephone extension for OCCOG use.
- E. Provide, at CITY's cost, a mailing address and mailbox for OCCOG use.

ARTICLE 3: INDEMNIFICATION

- A. OCCOG shall defend, indemnify, and hold harmless the CITY, its officers, directors, agents, and employees, from all liability, claims, losses and demands, including defense costs and reasonable attorneys' fees, whether resulting from court action or otherwise, arising out of the negligent acts or omissions of OCCOG, its officers, directors, agents, or employees, in the performance of this COOPERATIVE AGREEMENT.
- B. CITY shall defend, indemnify, and hold harmless the OCCOG, its officers, directors, agents, and employees, from all liability, claims, losses and demands, including defense costs and reasonable attorneys' fees, whether resulting from court action or otherwise, arising out of the negligent acts or omissions of CITY, its officers, directors, agents, or employees, in the performance of this COOPERATIVE AGREEMENT.

ARTICLE 4: ASSIGNMENT

Neither party shall assign the performance of this COOPERATIVE AGREEMENT, nor any part thereof, nor any monies due hereunder, without prior written consent of the other party.

ARTICLE 5: TERM OF COOPERATIVE AGREEMENT

This COOPERATIVE AGREEMENT shall commence upon execution by both parties and shall continue in full force and effect unless terminated earlier by any party. CITY or OCCOG may terminate this COOPERATIVE AGREEMENT, without cause, by delivering written notice of termination to the other party not less than one hundred twenty (120) calendar days before the date of termination.

ARTICLE 6: ENTIRE AGREEMENT

This COOPERATIVE AGREEMENT contains the entire understanding between the parties relating to the obligations of the parties described in this COOPERATIVE AGREEMENT. All prior or contemporaneous agreements, understandings, representatives and statements, oral and written, are merged into this COOPERATIVE AGREEMENT and shall be of no further force or effect. Each party is entering into this COOPERATIVE AGREEMENT based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

ARTICLE 7: AUTHORITY TO EXECUTE THIS COOPERATIVE AGREEMENT

The persons executing this COOPERATIVE AGREEMENT warrant and represent that they have the authority to execute this COOPERATIVE AGREEMENT on behalf of their principal and have the authority to bind such party to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this COOPERATIVE AGREEMENT to be executed the day and year written below.

OCCOG: ORANGE COUNTY
COUNCIL OF GOVERNMENTS

Kris Murray, Chair of the Board

ATTEST:

OCCOG Secretary

APPROVED AS TO FORM

OCCOG Counsel

CITY OF IRVINE

Sean Joyce, City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM

City Attorney



**ORANGE COUNTY
COUNCIL OF GOVERNMENTS**

May 26, 2016

Subject: OCCOG Draft Budget FY 2016/ 2017

Summary: The Draft 2016/2017 Budget is presented for Board review. Notable modifications from 2015/2016 include the following:

- Staff has made minor modifications to the travel budget to allow for increased participation by OCCOG Executive Director, TAC Chair and Board leadership in relevant conferences and industry meetings.
- The budget for accounting services has increased to account for expanded assistance with invoicing dues.
- The federal grant that OCCOG has been utilizing for conducting the Orange Count Complete Streets initiative will be exhausted at the end of this fiscal year. Currently the project is on budget and on time.
- OCCOG will hold a General Assembly in or about the January 2016 timeframe. The General Assembly is intended to assist OCCOG in diversifying its income sources. It is expected that the revenues will exceed the expenditures needed to host the General Assembly. OCCOG will request to partner with member jurisdictions and ex-officio members to host this annual event.

Please note, staff anticipates that the OCCOG will have a nearly \$360,000 reserve at the end of the 2015/2016 fiscal year.

- OCCOG's sizable reserve will need to be held in abeyance for use with sub-delegation activities, should the Board choose to pursue that opportunity. Additional funding will need to be secured should the Board opt to take on sub-delegation.
- Should the OCCOG choose not to take on sub delegation, staff will present other options to the Board to be able to support member jurisdictions. Staff is NOT asking the board to make a decision about sub-delegation at this time, merely pointing out the funding implications for the 2016/2017 budget.

Recommendation: Discuss proposed budget and provide additional direction to staff for bringing final 2016/2017 Budget to Board for approval at June 23, 2016 meeting.

Attachments:

- A.** Draft 2016/2017 Budget
- B.** Draft 2016/2017 OCCOG Dues Schedule
- C.** Draft 2016/ 2017 CDR Dues Schedule

Staff Contact: Marnie O'Brien Primmer
OCCOG Executive Director
949.698.2856
edocog@gmail.com

Orange County Council of Governments Revenues and Expenditures - Proposed FY 16-17 Budget

	Actual Revenues and Expenditures Jul 15 - Apr 16	FY 15-16 Budget	% of Budget	Current Projection for FY 15-16	FY 16-17 Proposed
Revenues					
47200 · Program Income					
47230 · Membership Dues	\$ 258,188	\$ 259,009	100%	\$ 259,009	\$ 259,885 ^a
47240 · CDR Fees	79,922	79,481	100%	79,481	79,941 ^b
47250 - General Assembly Revenue					125,000 ^c
Total 47200 · Program Income	<u>338,110</u>	<u>338,490</u>	<u>100%</u>	<u>338,490</u>	<u>464,826</u>
48000 - Government Grants	143,245	520,417	65%	520,417	-
Total Revenues	481,355	858,907	79%	858,907	464,826
Expenditures					
61000 · Program Expenditures					
61010 · CDR Fees	79,922	79,481	100%	79,481	79,941 ^b
61050 - General Assembly Costs					50,000 ^d
61100 - Consulting Services					
61110 - Consulting - FTA Grant	159,161	373,276	0%	504,500	-
Total 61000 · Program Expenditures	<u>239,083</u>	<u>452,757</u>	<u>78%</u>	<u>583,981</u>	<u>129,941</u>
62100 · Contract Services					
62110 · Executive Director Services					
62111 · Exec Dir Services - FTA Grant	23,030	17,875		35,750	
62110 · Exec Dir Services - General	82,850	84,349	64%	96,474	120,000 ^e
Total 62110 · Executive Director Services	<u>105,880</u>	<u>102,224</u>	<u>77%</u>	<u>132,224</u>	<u>120,000</u>
62120 - Administrative Services -Other	2,950	550	0%	550	-

**Orange County Council of Governments
Revenues and Expenditures - Proposed FY 16-17 Budget**

	FY 2014-15 Actual	Actual Revenues and Expenditures Jul 15 - Apr 16	FY 15-16 Budget	% of Budget	Current Projection for FY 15-16	FY 16-17 Proposed
62125 - Clerk of the Board Services	-	-	3,600	0%	3,600	12,000 f
62130 - Legal Services	13,081	19,195	20,000	96%	25,951	20,000 g
62140 - Accounting/Bookkeeping Svcs	10,065	12,346	16,750	74%	16,462	16,750 g
62150 - Website Consultant	3,575	725	2,500	29%	725	-
62155 - Website Hosting	-	72	-	-	72	150 h
62160 - Audit Services	6,500	6,695	6,695	100%	6,695	6,896 i
Total 62100 - Contract Services	142,051	141,257	182,319	77%	186,279	175,796
62800 - Facilities and Equipment	319					
62891 - Parking FTA Grant	319					
62890 - Parking	2,533	2,144	4,000	54%	4,717	-
Total 62800 - Facilities and Equipment	2,851	2,144	4,000	54%	4,717	-
65000 - Operations						
65010 - Books, Subscriptions, Reference	528	143	-	-	143	143 4
65020 - Postage, Mailing Service	559	426	-	-	468	468 9
65041 - Supplies FTA Grant	94	-	-	-	-	-
65040 - Supplies	499	1,100	-	-	1,467	1,467 5
65050 - Telephone, Telecommunications	65	-	-	-	-	-
65060 - CALCOG Dues	1,500	2,000	3,500	57%	2,000	2,000 j
65070 - Banking Fees	-	137	500	27%	274	600 k
65090 - Miscellaneous	-	-	2,450	0%	-	3,500 l
Total 65000 - Operations	3,244	3,806	6,450	59%	4,352	6,100
65100 - Other Types of Expenses						
65120 - Insurance - Liability, D and O	-	1,565	10,000	16%	1,565	15,000 m
Total 65100 - Other Types of Expenses	-	1,565	10,000	16%	1,565	15,000

Orange County Council of Governments Revenues and Expenditures - Proposed FY 16-17 Budget

	Actual Revenues			FY 15-16 Budget	% of Budget	Current Projection for FY 15-16	
	FY 2014-15 Actual	Actual Revenues and Expenditures Jul 15 - Apr. 16					
68300 · Travel and Meetings							
68310 · Conference, Convention, Meeting	1,596	203	-		270	5	
68321 - Travel - FTA Grant	232	69	-		80	10	
68320 · Travel	1,587	1,617	-		1,990	11	
68300 · Travel and Meetings - Other	-	-	3,000	0%	-	-	12
Total 68300 · Travel and Meetings	3,415	1,889	3,000	63%	2,340		5,000
Total Expenditures	390,645	603,418	789,750	76%	783,234		331,837
Net Revenues over Expenditures	90,710	71,020	69,157	103%	75,673		132,989
Fund Balance, Beginning of Year	193,252				283,962		359,635
Fund Balance, End of Year	\$ 283,962				\$ 359,635		\$ 492,624

FOOTNOTES:

FY 15-16 Projections:

- 1 Projection equals budget
- 2 Straight-line projection based on 6 months of expenditures to date
- 3 Conservative projection, based on actuals to date (9 months of expenditures incurred to date)
- 4 Projection equals actual to date
- 5 Straight-line projection based on 9 months of expenditures to date
- 6 Straight-line projection based on 5 months of expenditures to date, and 11 months total (OCTA facility agreement ends June 1)
- 7 Straight-line projection. Bank fees began to be assessed for quarter ended March 31, 2016
- 8 Miscellaneous expenditures projected in accounts # 65010 to 65040
- 9 Actuals to date includes \$300 annual mailbox fee. Straight-line projection takes this into account

Orange County Council of Governments Revenues and Expenditures - Proposed FY 16-17 Budget

**FY 16-17
Proposed**

	Actual Revenues and Expenditures Jul 15 - Apr 16	FY 15-16 Budget	Current Projection for FY 15-16
	FY 2014-15 Actual	% of Budget	

- 10 Projection based on only \$8 charged from changeover in Executive Director position in September, through December
- 11 Actuals to date includes \$497 for out-of-town conference expenditures. Straight-line projection takes this into account
- 12 Travel and Meeting expenditures projected in accounts # 68310 to 68321

FY 16-17 Proposed Budget:

- a Same dues as last year, including Villa Park
- b Amount per existing three-year contract with Cal State Fullerton
- c New activity for FY 2016-17; total estimated gross revenue
- d New activity for FY 2016-17; total estimated costs associated with event
- e Amount is per approved contract
- f 20 hrs/month x \$50/hr
- g Same as FY 15-16 budgeted amount
- h Estimate, based on FY 15-16 projection
- i Vavrinek Trine & Day audit contract goes up 3% per year (3-year agreement)
- j No change from FY 15-16 actual
- k Full year of estimated fees, based on FY 15-16 projection
- l Increase of \$1,050 over FY 15-16 budget, to provide additional funds for printing
- m Based on recent quotes
- n Increase of \$2,000 over FY 15-16 budget, to provide funds for attendance of Board leadership, Executive Director and TAC Chair at additional meetings

Fiscal Year 2016-17 Cost of Demographic Research (CSUF) Schedule

City Name	City Population	% Population	2/3	1/3	Total Fees
			Weighted Fees % of Total Pop.	Base Fees	
1 Aliso Viejo	50,509	1.65%	\$880.37	\$783.74	1,664.11
2 Anaheim	358,136	11.71%	6,242.33	783.74	7,026.07
3 Brea	43,710	1.43%	761.87	783.74	1,545.60
4 Buena Park	83,347	2.73%	1,452.74	783.74	2,236.48
5 Costa Mesa	114,603	3.75%	1,997.54	783.74	2,781.27
6 Cypress	49,743	1.63%	867.02	783.74	1,650.76
7 Dana Point	33,415	1.09%	582.43	783.74	1,366.16
8 Fountain Valley	56,714	1.85%	988.53	783.74	1,772.26
9 Fullerton	142,457	4.66%	2,483.03	783.74	3,266.77
10 Garden Grove	177,303	5.80%	3,090.40	783.74	3,874.14
11 Huntington Beach	195,212	6.38%	3,402.56	783.74	4,186.29
12 Irvine	258,386	8.45%	4,503.68	783.74	5,287.42
13 La Habra	62,064	2.03%	1,081.78	783.74	1,865.51
14 La Palma	16,057	0.53%	279.87	783.74	1,063.61
15 Laguna Beach	23,617	0.77%	411.65	783.74	1,195.38
16 Laguna Hills	30,681	1.00%	534.77	783.74	1,318.51
17 Laguna Niguel	66,142	2.16%	1,152.86	783.74	1,936.59
18 Laguna Woods	16,213	0.53%	282.59	783.74	1,066.33
19 Lake Forest	83,910	2.74%	1,462.56	783.74	2,246.29
20 Los Alamitos	11,738	0.38%	204.59	783.74	988.33
21 Mission Viejo	96,701	3.16%	1,685.50	783.74	2,469.24
22 Newport Beach	84,270	2.76%	1,468.83	783.74	2,252.57
23 Orange	141,420	4.63%	2,464.96	783.74	3,248.69
24 Placentia	52,263	1.71%	910.95	783.74	1,694.68
25 Rancho Santa Margarita	48,516	1.59%	845.64	783.74	1,629.37
26 San Clemente	66,245	2.17%	1,154.65	783.74	1,938.39
27 San Juan Capistrano	36,085	1.18%	628.96	783.74	1,412.70
28 Santa Ana	342,930	11.22%	5,977.29	783.74	6,761.03
29 Seal Beach	25,078	0.82%	437.11	783.74	1,220.85
30 Stanton	39,751	1.30%	692.86	783.74	1,476.60
31 Tustin	82,717	2.71%	1,441.76	783.74	2,225.50
32 Villa Park	5,948	0.19%	103.67	783.74	887.41
33 Westminster	94,073	3.08%	1,639.70	783.74	2,423.43
34 Yorba Linda	67,637	2.21%	1,178.92	783.74	1,962.65

Incorporated City totals	3,057,591	100%	\$53,294.00	\$26,647.00	<u>\$79,941.00</u>
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Unincorporated total	<u>125,420</u>
Total County Population	<u>3,183,011</u>

Population Estimate = January 1, 2016 California State Department of Finance (www.dof.ca.gov)

Base Fees - 1/3 of total Fees	\$ 26,647.00
Fees Based on Population - 2/3 of total Fees	53,294.00
Total CDR Fees for FY 2016-17	<u>\$ 79,941.00</u>

	<u>2014-15</u>		<u>2015-16</u>		<u>2016-17</u>
OCCOG Board approved 3-Year CDR MOU and Budget	\$ 79,922.00	\$	79,481.00	\$	79,941.00

Proposed Fiscal Year 2016-17 Dues Schedule

Agency Name	City Population	% Population	2/3 Weighted Dues % of Total Pop.	1/3 Base Dues	Fixed Dues (Non-City Members)	Total Dues
1 Aliso Viejo	50,509	1.65%	\$ 2,344.47	\$ 2,087.11		\$ 4,431.58
2 Anaheim	358,136	11.71%	16,623.53	2,087.11		18,710.65
3 Brea	43,710	1.43%	2,028.88	2,087.11		4,115.99
4 Buena Park	83,347	2.73%	3,868.70	2,087.11		5,955.81
5 Costa Mesa	114,603	3.75%	5,319.51	2,087.11		7,406.62
6 Cypress	49,743	1.63%	2,308.91	2,087.11		4,396.02
7 Dana Point	33,415	1.09%	1,551.02	2,087.11		3,638.13
8 Fountain Valley	56,714	1.85%	2,632.48	2,087.11		4,719.60
9 Fullerton	142,457	4.66%	6,612.40	2,087.11		8,699.51
10 Garden Grove	177,303	5.80%	8,229.84	2,087.11		10,316.95
11 Huntington Beach	195,212	6.38%	9,061.12	2,087.11		11,148.23
12 Irvine	258,386	8.45%	11,993.46	2,087.11		14,080.57
13 La Habra	62,064	2.03%	2,880.81	2,087.11		4,967.93
14 La Palma	16,057	0.53%	745.31	2,087.11		2,832.43
15 Laguna Beach	23,617	0.77%	1,096.23	2,087.11		3,183.34
16 Laguna Hills	30,681	1.00%	1,424.11	2,087.11		3,511.23
17 Laguna Niguel	66,142	2.16%	3,070.10	2,087.11		5,157.21
18 Laguna Woods	16,213	0.53%	752.56	2,087.11		2,839.67
19 Lake Forest	83,910	2.74%	3,894.84	2,087.11		5,981.95
20 Los Alamitos	11,738	0.38%	544.84	2,087.11		2,631.95
21 Mission Viejo	96,701	3.16%	4,488.55	2,087.11		6,575.66
22 Newport Beach	84,270	2.76%	3,911.55	2,087.11		5,998.66
23 Orange	141,420	4.63%	6,564.27	2,087.11		8,651.38
24 Placentia	52,263	1.71%	2,425.88	2,087.11		4,512.99
25 Rancho Santa Margarita	48,516	1.59%	2,251.96	2,087.11		4,339.07
26 San Clemente	66,245	2.17%	3,074.88	2,087.11		5,161.99
27 San Juan Capistrano	36,085	1.18%	1,674.95	2,087.11		3,762.06
28 Santa Ana	342,930	11.22%	15,917.72	2,087.11		18,004.83
29 Seal Beach	25,078	0.82%	1,164.04	2,087.11		3,251.15
30 Stanton	39,751	1.30%	1,845.11	2,087.11		3,932.23
31 Tustin	82,717	2.71%	3,839.46	2,087.11		5,926.57
32 Villa Park	5,948	0.19%	276.09	2,087.11		2,363.20
33 Westminster	94,073	3.08%	4,366.57	2,087.11		6,453.68
34 Yorba Linda	67,637	2.21%	3,139.49	2,087.11		5,226.61
35 County of Orange					9,000.00	9,000.00
36 OCTA					9,000.00	9,000.00
37 TCA					9,000.00	9,000.00
38 OC Sanitation District					7,500.00	7,500.00
39 ISDOC					5,000.00	5,000.00
40 South Coast AQMD					7,500.00	7,500.00

Incorporated City totals 3,057,591 100% \$ 141,923.64 \$ 70,961.82 \$ 47,000.00 \$ 259,885.46

Unincorporated total 125,420
 Total County Population 3,183,011

Population Estimate = January 1, 2016 California State Department of Finance (www.dof.ca.gov)

Base Dues - 1/3 of total Dues Less Fixed Dues	\$ 70,961.82
Dues Based on Population - 2/3 of total Dues Less Fixed Dues	141,923.64
Fixed Dues - Non-City agencies	47,000.00
Total Dues for FY 2016-17 (same as FY 2015-16)	<u>\$ 259,885.46</u>