



Orange County Council of Governments

## AGENDA

Orange County Council of Governments  
Board of Directors Meeting

**April 27, 2023 at 10:30 AM**

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.

**Los Olivos Community Center -101 Alfonso, Irvine, CA 92618**

**1 507 473 4847 Meeting ID Number: 834 8824 3354**

**Password: 948428 - 10:30 a.m. to 12:30 p.m.**

### **NOTICE**

Pursuant to Government Code Section 54953(b), this Regular Board Meeting includes teleconference participation by:

Director Rodriguez - Richard Nixon Library - 18001 Yorba Linda Blvd, Yorba Linda, CA 92886  
Director Kim – Renaissance Washington, DC Downtown Hotel– 999 Ninth St. NW  
Washington, DC 20001, United States

### **Board Members (Voting)**

**District 13** Chair Wendy Bucknum

**County of Orange SCAG Representative** Vice Chair Don Wagner

**District 12** Sandy Rains

**District 14** Tammy Kim

**District 15** Lauren Kleiman

**District 16** Valerie Amezcua

**District 17** Letitia Clark

**District 18** Marshall Goodman

**District 19** Ashleigh Aitken

**District 20** Joe Kalmick

**District 21** Art Brown

**District 22** Marty Simonoff

**District 64** Casey McKeon

**Cities-at-Large** Rose Espinoza

**Independent Special Districts of Orange County (ISDOC)** Mike Schaefer

**Orange County Sanitary District (OCSD)** David Shawver

**Orange County Transportation Authority (OCTA)** Brian Goodell

**South Coast Air Quality Management District (SCAQMD)** Carlos Rodriguez

**Transportation Corridor Agency (TCA)** Scott Voigts

### **Ex-Officio Members (Non-Voting)**

**Anaheim Resort Transportation (ART)** Diana Kotler

**Association of California Cities, Orange County (ACC-OC)** Kris Murray

**Business Community (OCBC)** Jennifer Bullard



## AGENDA

April 27, 2023 at 10:30 AM

**Caltrans District 12** Ryan Chamberlain  
**Orange Co. Local Agency Formation Commission (OC-LAFCO)** Carolyn Emery  
**Non-Profit Housing Community** Helen O'Sullivan  
**League of California Cities** Erin Sasse  
**Private Sector** Adam Wood  
**University Community** Amanda Hughes  
**Orange County Hispanic Chamber of Commerce** Eddie Marquez  
**Vacant County-at-Large**

### 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 does 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.com](http://www.occog.com)

### 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 (949) 357-3342, 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.



**1. Oaths of Office**

Fred Galante, General Counsel

- **Mayor Pro Tem Marshall Goodman**
- **Mayor Ashleigh Aitken**

**Consent Calendar (Item Nos. 2 -6)**

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 for February 23, 2023, Regular Meeting**

Kathryn Morrison, OCCOG Clerk of the Board

**Recommended Action:** *Receive and file the minutes as amended or presented.*

**3. OCCOG Financial Reports for February/March 2023**

John Hanson, OCCOG Treasurer

**Recommended Action:** *Approve the OCCOG Financial Reports for February and March 2023.*

**4. Approval of New Bank Account**

Marnie O'Brien Primmer, Executive Director

**Recommended Action:** *Approve Resolution # 2023-001 to Authorize OCCOG Executive Director to close Account #591004948 and open a new checking account #591113097 with Citizens Business Bank.*

**5. Approve Contract with Gruber and Lopez Inc. for 2022-23 OCCOG Financial Audit**

**Recommended Action:** *Request Board of Directors approve resolution no. 2023-02 authorizing the Executive Director execute the contract with Gruber and Lopez Inc. Fee for the financial audit for fiscal year 2022-23 shall not exceed \$12,500.*

**6. Approve Contract Amendment #4 for Legislative Consultant, Wendy Strack**

**Recommended Action:** *Approve Contract Amendment to expand the scope of work in line with OCCOG Strategic Plan and 2023 Work plan objectives, extend the performance period through end of June 2024, and increase monthly retainer commensurate with the increased scope. New monthly retainer amount is \$5000 with additional as-needed work billed at \$125/hour with prior written authorization. Total contract value not to exceed \$72,000 annually.*



## Action Items

**7. Selection of SCAG Policy Committee Representative**

Fred Galante, General Counsel

**Recommended Action:** *Select one SCAG Policy Committee Representative*

**8. Conduct OCCOG Leadership Elections**

Fred Galante, General Counsel

**Recommended Action:** *General Counsel to conduct OCCOG Leadership Elections in accordance with OCCOG bylaws.*

**9. Approve nominations for SCAG Greenprint Technical Advisory Committee**

**Recommended Action:** *Select up to three representatives to serve on the SCAG Greenprint Technical Advisory Committee (TAC).*

**10. Approval of FY 2023-2026 Memorandum of Understanding with Center for Demographic Research (CDR)**

Deborah Diep, CDR Director

**Recommended Action:** *Authorize the OCCOG Executive Director to execute the FY2023-2026 Memorandum of Understanding with CSU Fullerton for demographic services by the Center for Demographic Research.*

## Discussion Items

**11. 2023 General Assembly Recap and 2024 General Assembly Preparation Discussion**

Lisa Telles, OCCOG Consultant

**Recommended Action:** *Receive and file.*

**12. Legislative Update**

Bill Higgins, Executive Director of CalCOG

**Recommended Action:** *Receive and file.*

**13. REAP 1.0 Progress Update**

Jazmine Estores, REAP Deputy Program Manager, LSA

**Recommended Action:** *Receive and file.*



- 14. REAP 2.0 Application Discussion**  
Marnie O'Brien Primmer, Executive Director

**Recommended Action:** *Receive and file.*

### OCCOG Leadership Reports

- 15. Chair's Report**  
Wendy Bucknum, OCCOG Chair
- 16. Executive Director's Report**  
Marnie O'Brien Primmer, OCCOG Executive Director

### Brief Reports

This section is set aside for brief reports or presentations from listed agencies. Speakers are requested to keep their comments brief. Any speaker wishing to provide a more detailed discussion should request the discussion be placed on the agenda at a future meeting.

- **OCCOG Technical Advisory Committee**  
Justin Equina, Technical Advisory Committee Chair
- **Southern California Association of Governments**  
Jonathan Hughes, Regional Affairs Officer, SCAG
- **South Coast Air Quality Management District**  
Carlos Rodriquez, OCCOG Director; Debra Ashby, Senior Public Information Specialist SCAQMD;  
Link to January edition of SCAQMD Advisor Newsletter:  
<http://www.aqmd.gov/docs/default-source/publications/aqmd-advisor/mar-apr-2023.pdf?sfvrsn=8>
- **Board Member Reports**  
Scott Voigts, OCCOG Director
- **Member Agency Reports**
- **Staff Member Reports**

### Future Agenda Items

#### Adjournment of Regular Meeting

The April 27, 2023 OCCOG Board of Directors is closed in honor of Cpt. Tim Strack beloved husband of OCCOG Legislative Consultant, Wendy Strack.

The next OCCOG Regular Meeting will be on May 25, 2023, at the Los Olivos Community Center.



## MINUTES

Thursday, February 23, 2023 | 10:30 a.m.

### Call to Order

Vice Chair Wagner called the Regular Meeting of the Orange County Council of Governments to order at 10:32 a.m. on Thursday, February 23, 2023, via Zoom; at (669) 900 6833, Meeting ID Number: 815 9796 0516.

### Board Members Present

**County of Orange SCAG Representative Chair Don Wagner**

**District 13 Vice Chair Wendy Bucknum**

**District 14 Tammy Kim**

**District 17 Letitia Clark**

**District 20 Joe Kalmick**

**District 21 Art Brown**

**District 22 Marty Simonoff**

**District 64 Casey McKeon**

**Cities-at-Large Rose Espinoza**

**South Coast Air Quality Management District (SCAQMD) Carlos Rodriguez**

**Independent Special Districts of Orange County (ISDOC) Mike Schaefer**

**Orange County Sanitary District (OCSD) David Shawver**

**Orange County Transportation Authority (OCTA) Brian Goodell**

**Transportation Corridor Agency (TCA) Scott Voigts**

**Non-Profit Housing Community (Ex-Officio) Helen O'Sullivan**

**League of California Cities, Orange County, (LOCC-OC) (Ex-Officio) Erin Sasse**

**Caltrans District 12 (Ex-Officio) Lan Zhou on behalf of Ryan Chamberlain**

**Business Community (OCBC) (Ex-Officio) Jennifer Bullard**

**Hispanic Chamber of Commerce Eddie Marquez**

### Board Members Absent

**District 12 Sandy Rains**

**District 15 Lauren Kleiman**

**District 16 Benjamin Vasquez**

**District 18 Kim Nguyen**

**District 19 Ashleigh Aitken**

**Anaheim Resort Transportation (ART) (Ex-Officio) Diana Kotler**

**Association of California Cities, Orange County (ACC-OC) (Ex-Officio) Kris Murray**

**Orange Co. Local Agency Formation Commission (OC-LAFCO) (Ex-Officio) Carolyn Emery**

**Private Sector (Ex-Officio) Adam Wood**

### Board Vacancies

**Health Care/Hospital Industry (Ex-Officio)**



# MINUTES

Thursday, February 23, 2023 | 10:30 a.m.

### Staff Present

- Marnie O’Brien Primmer, Executive Director
- Fred Galante, General Counsel
- Wendy Strack, OCCOG Legislative Consultant
- Lisa Telles, Consultant
- Jazmine Estores, Assistant Project Management Consultant
- Kathryn Morrison, Clerk of the Board

### Others Present

- Justin Equina, TAC Chair
- Ben Zdeba, TAC Vice Chair
- Deborah Diep, Center for Demographic Research Director
- Gail Shiomoto-Lohr, City of Mission Viejo
- Jonathan Hughes, SCAG Public Affairs Officer

**Pledge of Allegiance** Chair Bucknum

**Public Comments** None

### Quorum Present

(Chair) Wendy Bucknum, (Vice Chair) Don Wagner, Tammy Kim, Letitia Clark, Joe Kalmick, Art Brown, Marty Simonoff, Rose Espinoza, Casey McKeon, Carlos Rodriguez, Mike Schaefer, David Shawver, Brian Goodell, Scott Voigts

#### 1. Special Leadership Election

Fred Galante, General Counsel

**Recommended Action:** *Nominations from the floor accompanying voice vote.*

It was moved by Director Simonoff and seconded by Vice Chair Wagner to nominate Vice Chair Bucknum as OCCOG Chair. All in favor, passing unanimously. Said motion was carried by the following vote:

It was moved by Vice Chair Bucknum and seconded by Director Simonoff to nominate Chair Wagner as OCCOG Vice Chair. All in favor, passing unanimously. Said motion was carried by the following vote:

DW	WB	SR	TK	LK	BV	LC	KN	JK	AB	MS	CM	RE	MS	DS	BG	CR	SV
Y	Y	A	Y	A	A	Y	A	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y



# MINUTES

Thursday, February 23, 2023 | 10:30 a.m.

In a special election, the OCCOG Board of Directors elected Mission Viejo Council Member, Wendy Bucknum as Chair of OCCOG and Orange County Supervisor, Don Wagner, Vice Chair through April 2023. At the April 27th OCCOG Board Meeting, the 2023/2024 annual election for Chair and Vice Chair will take place. After the election, Chair Bucknum thanked Director Wagner for stepping up from his position as Vice Chair, to Chair OCCOG since November.

DW = D. Wagner	SR = S. Rains	WB=W. Bucknum	TK= T. Kim	LK= L. Kleiman
BV= B. Vazquez	LC= L. Clark	KN = K. Nguyen	JK= J. Kalmick	AB = A. Brown
MS = M. Simonoff	CM = C. McKeon	RE = R. Espinoza	MS = M. Schaefer	DS = D. Shawver
	BG = B. Goodell	CR = C. Rodriguez	SV = S. Voigts	

Legend: Y=YES, N=NO, C=CONFLICT, ABS=ABSTAIN, A=ABSENT, P=PRE

### Consent Calendar (Item Nos. 2 - 4)

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 for January 26, 2023, Regular Meeting

Kathryn Morrison, OCCOG Clerk of the Board

**Recommended Action:** *Receive and file the minutes as amended or presented.*

#### 3. OCCOG Financial Reports for January 2023

John Hanson, OCCOG Treasurer

**Recommended Action:** *Approve the OCCOG Financial Reports for January of 2023.*

#### 4. Mid-Year Budget Review

Marnie O’Brien Primmer, Executive Director

**Recommended Action:** *Approve the Mid-Year Budget Review*

It was moved by Director Brown and seconded by Director Voigts to approve consent calendar items 2-4. Abstention from Director McKeon. Said motion was carried by the following vote:

DW	WB	SR	TK	LK	BV	LC	KN	JK	AB	MS	CM	RE	MS	DS	BG	CR	SV
Y	Y	A	Y	A	A	Y	A	Y	Y	Y	AB S	Y	Y	Y	Y	Y	Y





**Action Items**

**5. Selection of SCAG Committee Representative (1 appointment)**

Fred Galante, General Counsel

**Recommended Action:** *Approve the selection of SCAG Committee Representative.*

Recommendation from Executive Director, Marnie O’Brien Primmer to continue the SCAG Committee Representative to a future board meeting date due to lack of interest.

OCCOG has twelve (12) representatives that sit on SCAG policy committees. Currently, there is one (1) vacancy for Orange County elected officials. No letters of interest were received before the February 17, 2023, deadline, therefore, the deadline has been extended to Friday, April 7 at 5 pm, and the OCCOG Board will make the appointment at the April 27th Board of Directors meeting. Interested Orange County elected officials from SCAG member jurisdictions, are encouraged to submit a letter of interest, including committee preference and qualifications, to OCCOG's Clerk of the Board Kathryn Morrison at [kathryn@occog.com](mailto:kathryn@occog.com) by April 7 at 5:00 p.m.

**6. Legislative Update**

Wendy Strack, Legislative Consultant

**Recommended Action:** OCCOG Board of Directors adopt the following positions on legislation.

It was moved by Director Voigts and seconded by Director Brown to adopt the following positions on legislation. Abstain by Carlos Rodriguez.

DW	WB	SR	TK	LK	BV	LC	KN	JK	AB	MS	CM	RE	MS	DS	BG	CR	SV
Y	Y	A	Y	A	A	Y	A	Y	Y	Y	Y	Y	Y	Y	Y	AB S	Y

The Board voted unanimously to take positions on two new bills:

**SB 411 (Portantino, D-Burbank) – Support**

SB 411 provides authority to entities whose members of the legislative body are appointed to those positions to use remote participation provisions similar to the previous emergency authority that was in effect during the pandemic. The recognized need for this allowance reflects an understanding that these organizations typically cover a broader geographic area and as such, Board Members are often required to travel long distances to attend in-person meetings.



# MINUTES

Orange County Council of Governments  
Board of Directors Regular Meeting

Thursday, February 23, 2023 | 10:30 a.m.

Orange County Council of Governments

SB 423 (Wiener, D-San Francisco) – **Oppose**

SB 423 removes the sunset date for SB 35, passed in 2017 and requires cities and counties to implement a streamlined, ministerial review process for affordable housing in local jurisdictions that have not met their goals for above-moderate and lower-income levels. Eligible projects for this streamlining process include multifamily housing developments that have land use restrictions or covenants providing that any lower or moderate-income housing will remain available for specified periods of time.

**7. Approve Amendment Number 1 to Contract 00001-21 with WSP USA for Geospatial Planning Solution and 3-D Visualization Services**

Marnie O’Brien Primmer, Executive Director

**Recommended Action:** *Authorize Executive Director to execute Contract Amendment 1 to Contract 00001-21 with WSP to modify the contract scope and extend the performance schedule of the contract by three months with a new completion date of September 30, 2023, subject to General Counsel’s approval as to the form of the Amendment.*

It was moved by Director Kalmick and seconded by Director Espinoza to executive Contract Amendment 1 to Contract 00001-21 with WSP to modify the contract scope and extend the performance schedule of the contract by three months with a new completion date of September 30, 2023, subject to General Counsel’s approval as to the form of the Amendment. Abstain by McKeon.

DW	WB	SR	TK	LK	BV	LC	KN	JK	AB	MS	CM	RE	MS	DS	BG	CR	SV
Y	Y	A	Y	A	A	Y	A	Y	Y	Y	AB S	Y	Y	Y	Y	Y	Y

### Presentation

**8. Orange County Housing Finance Trust Progress Report**

Adam Eliason, Orange County Housing Finance Trust

**Recommended Action:** *Receive and file.*

Adam Eliason, Manager of the Orange County Housing Finance Trust, provided a presentation on the status of the Trust. Twenty-six Orange County cities and the County of Orange are members of the Trust which provides a funding source to finance the preservation and production of affordable housing. Funding has been committed for 16 projects totaling 1,065 units and 12 of those projects have closed.



The Orange County Housing Finance Trust was awarded \$600,000 in REAP 1.0 funds by the OCCOG Board to fund administration programs. The funding was used to:

- Administer 3 annual NOFA's, internal underwriting and compliance policy, construction and permanent loan template.
- Prepare developer outreach, property acquisition criteria, and brokerage outreach to increase supply of potential acquisitions.
- Prepare Trust five-year strategic plan and annual updates.
- Create affordable and Permanent Supportive Housing opportunities and accomplishment mapping on website.
- Target and secure new funding sources.
- Develop and implement a strategy to retain and increase Trust membership and report to cities.

### Discussion

#### 9. **Orange County Housing Finance Trust Progress Report**

Adam Eliason, Orange County Housing Finance Trust

**Recommended Action:** *Receive and file.*

Staff presented a list of projects planned for inclusion in the OCCOG REAP 2.0 application to SCAG. The required application will outline OCCOG's plans for projects to be funded with the \$3.245 million grant to support "transformative" planning activities related to promoting infill, affirmatively furthering fair housing (AFFH) and reducing vehicle miles traveled (VMT).

The deadline for submitting the application to SCAG has been extended, therefore, the OCCOG Board of Directors will review and approve the final application at the April 27<sup>th</sup> Board Meeting. Staff is currently working the budget for the following project areas that will be included in the comprehensive application:

- Support Jurisdictional Fair Housing Efforts
- Housing Element Action Plan Assistance
- Technology tools to support AFFH, VMT reduction, and infill development.
- Zoning Code and Housing Ordinance Support
- Housing-Related Outreach Support
- On-Call Services Bench
- Missing Middle Pre-Approved Plans
- Land Use/VMT Reduction Tool

### OCCOG Leadership Reports

#### 12. **Chair's Report**

Wendy Bucknum, OCCOG Chair



Chair Bucknum shared with the Board that she is thankful to be back and thanked Vice Chair Wagner for his leadership.

**13. Executive Director's Report**

Marnie O'Brien Primmer, OCCOG Executive Director

The General Assembly will be in place of the March Board of Directors Meeting on Thursday, March 23, 2023, at the Richard Nixon Library and Museum in Yorba Linda. Registration and continental breakfast will open at 8:30 a.m. and the program will begin at 9:00 a.m. We are close to meeting our goal for sponsorships and nearly all the speakers are confirmed. All Board Members have been registered for the event, but please let us know if you will not be joining us for lunch so we can provide an accurate count to the caterer.

**Brief Reports**

This section is set aside for brief reports or presentations from listed agencies. Speakers are requested to keep their comments brief. Any speaker wishing to provide a more detailed discussion should request the discussion be placed on the agenda at a future meeting.

• **OCCOG Technical Advisory Committee**

Justin Equina, Technical Advisory Committee Chair - The February TAC meeting took place on February 7. At that meeting SCAG staff presented the REAP 2.0 and PATH program funding, the high-level schedule for SCAG's Connect SoCal was presented and an update was provided on the RAMP Greenprint policy framework. OCCOG's consultant, Esri, provided an overview of the Community Snapshot dashboard tool that provides data for OCCOG member use. **Dire**

• **Southern California Association of Governments**

Jonathan Hughes, Regional Affairs Officer, SCAG

- Jonathan Hughes noted that SCAG is happy to be a sponsor of OCCOG's General Assembly.
- SCAG Executive Director, Kome Ajise has been visiting cities for one-on-one meetings. Contact Jonathan at [Hughesj@scag.ca.gov](mailto:Hughesj@scag.ca.gov) if your city is interested in one of these meetings.
- The SCAG General Assembly is taking place May 3 -5. The event is free for city managers and elected officials.
- Nominations for two (2) seats on SCAG's Governing Board is coming up in April. Information about the election process will be available soon.

• **South Coast Air Quality Management District**

Director Carlos Rodriguez

The new electric lawn and garden rebate program, providing savings of up to 85% on electric landscaping equipment, opens in March. Click [here](#) for information.



## MINUTES

Thursday, February 23, 2023 | 10:30 a.m.

Director Rodriguez shared that he is Chair of the Technology Committee at AQMD and that three electric school buses for Orange County schools were recently approved by the committee and will go to the Governing Board for final approval in March.

**Board Member Reports** - Director Shawver announced that the OCSan and OCWD Groundwater Replenishment System [Final Expansion](#) project dedication will take place on April 14. All OCCOG Board Members are invited to attend this momentous occasion.

- **Member Agency Reports**
- **Staff Member Report**

### Future Agenda Items

#### Adjournment of Regular Meeting

The next OCCOG Regular Meeting will be on March 23, 2023, General Assembly at the Richard Nixon Library, Yorba Linda, CA.



## AGENDA ITEM #3

## OCCOG February 2023 Financial Report

### STAFF RECOMMENDATION

Approve financial report.

### SUMMARY

OCCOG financial information is provided for Board review.

As of February 28, 2023, OCCOG had combined cash and investments of \$271,718.49 consisting of the following: a bank balance of \$218,588.58 at Citizens Business Bank outstanding checks in the amount of \$127,494.27 and an investment balance at the State Local Agency Investment Fund of \$180,624.18.

### ATTACHMENTS

- A. OCCOG Fiscal Year 2022-23 Cash and Investments
- B. Citizens Business Bank Statement as of February 28, 2023
- C. State Local Agency Investment Fund (LAIF) Monthly Statement for February, 2023
- E. LAIF Performance Report - Period Ending March 9, 2023, Pooled Money Investment Account (PMIA) Average Monthly Effective Yields – December 2022 – January 2023 – February 2023 and PMIA Portfolio Composition at 2/28/23.
- F. OCCOG Fiscal Year 2022-23 Cash Receipts/Disbursements Report

### STAFF CONTACT

John Hanson, CPA  
OCCOG Treasure  
949-929-0073  
jhoccog@gmail.com

**Orange County Council of Governments  
Cash and Investments  
Fiscal Year 2022-23**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
<b>July</b>					
		Balance Forward		212,323.58	Citizens Business Bank 343,919.03
7/1/2022	2305	Connected Consulting	(15,107.70)	197,215.88	O/S Checks (176,092.86)
7/1/2022	2306	Lisa Telles Communications	(2,500.00)	194,715.88	State LAIF 179,075.32
7/1/2022	2307	WJS Consulting	(2,500.00)	192,215.88	<u>\$346,901.49</u>
7/1/2022	2308	Kathryn Morrison	(3,671.54)	188,544.34	
7/1/2022	2311	John Hanson	(707.32)	187,837.02	
7/14/2022		SCAG	151,691.80	339,528.82	
7/14/2022		City of La Habra	9,010.01	348,538.83	
7/15/2022	2309	WSP USA	(9,192.90)	339,345.93	
7/15/2022	2310	Orange County Housing Finance Trust	(130,000.00)	209,345.93	
7/15/2022		Local Agency Investment Fund	462.55	209,808.48	
7/22/2022		City of Seal Beach	6,090.24	215,898.72	
7/22/2022		City of Placentia	8,173.26	224,071.98	
7/22/2022		City of Los Alamitos	5,065.00	229,136.98	
7/22/2022		City of Villa Park	4,583.65	233,720.63	
7/22/2022		City of Fullerton	15,406.54	249,127.17	
7/22/2022		City of San Juan Capistrano	6,876.73	256,003.90	
7/22/2022		City of Laguna Woods	5,510.90	261,514.80	
7/22/2022		City of Stanton	7,230.53	268,745.33	
7/25/2022		Citizens Business Banks	(46.74)	268,698.59	
7/26/2022		City of Irvine	28,645.17	297,343.76	
7/29/2022		City of Laguna Beach	5,921.12	303,264.88	
7/29/2022		Transportation Corridor Agencies	10,000.00	313,264.88	
7/29/2022		City of Cypress	8,063.09	321,327.97	
7/29/2022		City of Laguna Niguel	9,209.47	330,537.44	
7/29/2022		City of Costa Mesa	12,929.96	343,467.40	
7/29/2022		City of Buena Park	10,720.01	354,187.41	
7/29/2022		City of La Palma	5,338.36	359,525.77	
7/29/2022		City of San Clemente	9,135.50	368,661.27	
7/29/2022		City of Dana Point	6,730.13	375,391.40	
7/29/2022		City of Garden Grove	17,603.05	392,994.45	
7/31/2022	2312	Aleshire & Wynder, LLP	(2,538.00)	390,456.45	
7/31/2022	2313	Trevor O'Neil	(200.00)	390,256.45	
7/31/2022	2314	Tammy Kim	(300.00)	389,956.45	
7/31/2022	2315	Diane Dixon	(300.00)	389,656.45	
7/31/2022	2316	Joseph Kalmick	(300.00)	389,356.45	
7/31/2022	2317	Arthur Brown	(200.00)	389,156.45	
7/31/2022	2318	David Shawver	(300.00)	388,856.45	
7/31/2022	2319	Pictometry International Inc.	(6,750.00)	382,106.45	
7/31/2022	2320	John Hanson	(1,201.20)	380,905.25	
7/31/2022	2321	Lisa Telles Communications	(2,500.00)	378,405.25	
7/31/2022	2322	Connected Consulting	(12,113.43)	366,291.82	
7/31/2022	2323	WJS Consulting	(3,000.00)	363,291.82	
7/31/2022	2324	Michelle Boehm	(7,000.00)	356,291.82	
7/31/2022	2325	AJ Design	(926.25)	355,365.57	

**Orange County Council of Governments  
Cash and Investments  
Fiscal Year 2022-23**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
7/31/2022	2326	AJ Design	(2,034.00)	353,331.57	
7/31/2022	2327	Kathryn Morrison	(3,929.98)	349,401.59	
7/31/2022	2328	Lucy Dunn	(2,500.00)	346,901.59	
<b>August</b>					
8/5/2022		City of Huntington Beach	19,624.11	366,525.70	Citizens Business Bank \$636,497.54
8/5/2022		City of Tustin	10,412.20	376,937.90	O/S Checks (319,904.12)
8/5/2022		City of Newport Beach	10,743.48	387,681.38	State LAIF 179,075.32
8/5/2022		City of Laguna Hills	6,556.82	394,238.20	\$495,668.74
8/5/2022		City of Yorba Linda	9,440.00	403,678.20	
8/5/2022		Orange County Sanitation District	10,000.00	413,678.20	
8/5/2022		City of Rancho Santa Margarita	7,863.07	421,541.27	
8/5/2022		City of Fountain Valley	8,596.85	430,138.12	
8/11/2022		City of Mission Viejo	11,437.99	441,576.11	
8/11/2022		City of Lake Forest	10,984.37	452,560.48	
8/11/2022		City of Santa Ana	28,503.63	481,064.11	
8/18/2022		County of Orange	10,000.00	491,064.11	
8/23/2022		Citizens Business Bank Fees	(32.32)	491,031.79	
8/23/2022		SCAG	19,475.17	510,506.96	
8/29/2022		SCAG	69,472.00	579,978.96	
8/29/2022		SCAG	235,094.00	815,072.96	
8/31/2022	2329	Aleshire & Wynder LLP	(1,115.00)	813,957.96	
8/31/2022	2330	CSUF ASC	(28,731.00)	785,226.96	
8/31/2022	2331	WSP	(8,324.35)	776,902.61	
8/31/2022	2332	WSP	(56,664.85)	720,237.76	
8/31/2022	2333	John Hanson	(1,046.78)	719,190.98	
8/31/2022	2334	AJ Design	(498.75)	718,692.23	
8/31/2022	2335	Orange County Housing Finance Trust	(172,000.00)	546,692.23	
8/31/2022	2336	September 1 check to Baird Driskell	-	546,692.23	
8/31/2022	2337	WSP	(22,295.25)	524,396.98	
8/31/2022	2338	VOID	-	524,396.98	
8/31/2022	2339	WJS Consulting	(3,000.00)	521,396.98	
8/31/2022	2340	Lisa Telles Communications	(2,875.00)	518,521.98	
8/31/2022	2341	Eide Bailly LLP	(4,925.00)	513,596.98	
8/31/2022	2342	Connected Consulting	(12,489.16)	501,107.82	
8/31/2022	2343	Kathryn Morrison	(4,203.98)	496,903.84	
8/31/2022	2344	AJ Design	(1,235.00)	495,668.84	
<b>September</b>					
9/9/2022		City of Westminster	11,270.29	506,939.13	Citizens Business Bank 357,501.70
9/15/2022	2345	Michelle Boehm	(4,200.00)	502,739.13	O/S Checks (41,653.10)
9/22/2022		City of Orange	15,006.98	517,746.11	State LAIF 179,075.32
9/22/2022		Independent Special District of OC	1,000.00	518,746.11	\$494,923.92
9/28/2022		South Coast Air Quality District	10,000.00	528,746.11	
9/28/2022		City of Brea	7,830.91	536,577.02	



**Orange County Council of Governments  
Cash and Investments  
Fiscal Year 2022-23**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
9/30/2022	2346	VOID	-	536,577.02	
9/30/2022	2347	CALCOG	(2,600.00)	533,977.02	
9/30/2022	2348	LSA	(8,613.16)	525,363.86	
9/30/2022	2349	Aleshire & Wynder	(2,664.00)	522,699.86	
9/30/2022	2350	AJ Design	(2,034.00)	520,665.86	
9/30/2022	2351	Kathryn Morrison	(4,178.98)	516,486.88	
9/30/2022	2352	Lisa Telles Communications	(2,850.00)	513,636.88	
9/30/2022	2353	John Hanson	(1,065.45)	512,571.43	
9/30/2022	2354	AJ Design	(451.25)	512,120.18	
9/30/2022	2355	AJ Design	(2,059.00)	510,061.18	
9/30/2022	2356	WJS Consulting	(3,000.00)	507,061.18	
9/30/2022	2357	Connected Consulting	(12,137.26)	494,923.92	
<b>October</b>					
10/10/2022	2358	Orange County Business Council	(150.00)	494,773.92	Citizens Business Bank 311,179.51
10/11/2022	2359	Eric Shen	(3,500.00)	491,273.92	O/S Checks (34,717.82)
10/11/2022		Transtech	900.00	492,173.92	State LAIF 179,685.51
10/11/2022		Southern California Edison	5,000.00	497,173.92	<u>\$456,147.20</u>
10/14/2022		Aleshire & Wynder	1,000.00	498,173.92	
10/14/2022		City of Orange	5,000.00	503,173.92	
10/14/2022		LAIF Interest	610.19	503,784.11	
10/19/2022	2369	Baird + Driskell	(30,409.00)	473,375.11	
10/21/2022		LSA	2,250.00	475,625.11	
10/21/2022		City of Aliso Viejo	8,139.91	483,765.02	
10/28/2022		Interwest Consulting Group	2,250.00	486,015.02	
10/31/2022	2360	Tammy Kim	(200.00)	485,815.02	
10/31/2022	2361	Diane Dixon	(100.00)	485,715.02	
10/31/2022	2362	Joseph Kalmick	(200.00)	485,515.02	
10/31/2022	2363	Arthur Brown	(100.00)	485,415.02	
10/31/2022	2364	David Shawver	(200.00)	485,215.02	
10/31/2022	2365	KLM Strategies (original checks Voided, Re-issue)	(5,000.00)	480,215.02	
10/31/2022	2366	Aleshire & Wynder	(2,071.53)	478,143.49	
10/31/2022	2367	Interwest Consulting Group	(270.00)	477,873.49	
10/31/2022	2368	LSA	(9,800.00)	468,073.49	
10/31/2022	2369	Issued 10/19 to Baird + Driskell	-	468,073.49	
10/31/2022	2370	John Hanson	(971.70)	467,101.79	
10/31/2022	2371	Lisa Telles Communications	(3,300.00)	463,801.79	
10/31/2022	2372	Kathryn Morrison	(4,207.98)	459,593.81	
10/31/2022	2373	Wavelength Automation Inc	(1,548.00)	458,045.81	
10/31/2022	2374	Casa Del Sol	(1,148.61)	456,897.20	
10/31/2022	2375	VOID	-	456,897.20	
10/31/2022	2376	Wendy J Strack	(3,000.00)	453,897.20	
10/31/2022		SCAG	2,250.00	456,147.20	

**Orange County Council of Governments  
Cash and Investments  
Fiscal Year 2022-23**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
<b>November</b>					
11/8/2022		Townsend Public Affairs	900.00	457,047.20	Citizens Business Bank 312,641.57
11/8/2022		DTN.TECH	900.00	457,947.20	O/S Checks (55,068.99)
11/11/2022	2377	AJ Design	(2,327.50)	455,619.70	State LAIF 179,685.51
11/11/2022	2378	Connected Consulting	(12,137.26)	443,482.44	<u>\$437,258.09</u>
11/15/2022		Orange County Transit Authority	10,000.00	453,482.44	
11/15/2022		Curt Pringle & Associates	4,500.00	457,982.44	
11/18/2022	2379	Curt Pringle & Associates	(10,025.00)	447,957.44	
11/21/2022		City of Anaheim	31,094.64	479,052.08	
11/21/2022		Urban Land Institute	2,250.00	481,302.08	
11/21/2022		Orange County Business Council	900.00	482,202.08	
11/30/2022	2380	Aleshire & Wynder	(4,395.00)	477,807.08	
11/30/2022	2381	Interwest Consulting Group	(2,880.00)	474,927.08	
11/30/2022	2382	Shen and Associates LLC	(6,500.00)	468,427.08	
11/30/2022	2383	WJS Consulting	(5,000.00)	463,427.08	
11/30/2022	2384	John Hanson	(1,014.00)	462,413.08	
11/30/2022	2385	Kathryn Morrison	(4,232.98)	458,180.10	
11/30/2022	2386	Connected Consulting	(12,136.76)	446,043.34	
11/30/2022	2387	AJ Design	(2,059.00)	443,984.34	
11/30/2022	2388	AJ Design	(3,500.00)	440,484.34	
11/30/2022	2389	AJ Design	(451.25)	440,033.09	
11/30/2022	2390	Lisa Telles Communications	(2,775.00)	437,258.09	
<b>December</b>					
12/2/2022		City of Fountain Valley	3,000.00	440,258.09	Citizens Business Bank \$410,510.31
12/9/2022		SCAG	109,844.58	550,102.67	O/S Checks (225,849.48)
12/12/2022		City of La Habra	3,000.00	553,102.67	State LAIF 179,685.51
12/12/2022		Department of Transportation	900.00	554,002.67	<u>\$364,346.34</u>
12/12/2022		City of Mission Viejo	3,000.00	557,002.67	
12/12/2022		City of San Clemente	3,000.00	560,002.67	
12/12/2022		City of San Juan Capistrano	3,000.00	563,002.67	
12/15/2022	2391	WSP	(42,156.50)	520,846.17	
12/15/2022	2392	Orange County Housing Finance Trust	(60,000.00)	460,846.17	
12/15/2022	2393	Eagle Aerial Solutions	(95,671.90)	365,174.27	
12/19/2022		Neighborworks OC	900.00	366,074.27	
12/19/2022		Association Ca Cities OC	300.00	366,374.27	
12/19/2022		City of Los Alamitos	3,000.00	369,374.27	
12/19/2022		City of Garden Grove	3,000.00	372,374.27	
12/19/2022		City of Laguna Niguel	3,000.00	375,374.27	
12/19/2022		City of Brea	3,000.00	378,374.27	
12/21/2022		Check Re-Order	(65.85)	378,308.42	
12/22/2022		City of Buena Park	3,000.00	381,308.42	
12/22/2022		City of Tustin	3,000.00	384,308.42	
12/22/2022		City of Yorba Linda	3,000.00	387,308.42	

**Orange County Council of Governments  
Cash and Investments  
Fiscal Year 2022-23**




Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
12/22/2022		City of Newport Beach	3,000.00	390,308.42	
12/31/2022	2394	LSA	(7,776.25)	382,532.17	
12/31/2022	2395	John Hanson	(874.85)	381,657.32	
12/31/2022	2396	Lisa Telles Communications	(2,950.00)	378,707.32	
12/31/2022	2397	Kathryn Morrison	(4,307.98)	374,399.34	
12/31/2022	2398	WJS Consulting	(5,000.00)	369,399.34	
12/31/2022	2399	Eide Bailly LLP	(3,498.00)	365,901.34	
12/31/2022	2400	Aleshire & Wynder LLP	(1,555.00)	364,346.34	
<hr/>					
<b>January</b>					
1/1/2023	2425	Connected Consulting	(12,311.39)	352,034.95	Citizens Business Bank \$462,291.57
1/6/2023		City of Anaheim	6,500.00	358,534.95	O/S Checks (245,099.49)
1/6/2023		City of Laguna Beach	3,000.00	361,534.95	State LAIF 180,624.18
1/6/2023		MWDOC	50,000.00	411,534.95	\$397,816.26
1/13/2023		SCAG	133,471.13	545,006.08	
1/13/2023		LAIF Interest	938.67	545,944.75	
1/15/2023	2401	AJ Design	(5,000.00)	540,944.75	
1/15/2023	2402	VOID	-	540,944.75	
1/15/2023	2403	VOID	-	540,944.75	
1/15/2023	2404	Orange County Housing Finance Trust	(20,000.00)	520,944.75	
1/15/2023	2405	Baird Driskell	(21,769.75)	499,175.00	
1/15/2023	2406	CSUF ASC	(28,731.00)	470,444.00	
1/18/2023		Lake Forest	3,000.00	473,444.00	
1/18/2023		OCFA	58,702.00	532,146.00	
1/18/2023		MWDOC	3,000.00	535,146.00	
1/31/2023	2407	Aleshire & Wynder LLP	(6,020.00)	529,126.00	
1/31/2023	2408	LSA	(8,359.25)	520,766.75	
1/31/2023	2409	Eagle Aerial Solutions	(91,702.00)	429,064.75	
1/31/2023	2410	Interwest Consulting Group	(10,037.50)	419,027.25	
1/31/2023	2411	Trevor O'Neil	(100.00)	418,927.25	
1/31/2023	2412	Tammy Kim	(100.00)	418,827.25	
1/31/2023	2413	Diane Dixon	(100.00)	418,727.25	
1/31/2023	2414	Joseph Kalmick	(100.00)	418,627.25	
1/31/2023	2415	Arthur Brown	(100.00)	418,527.25	
1/31/2023	2416	David Shawver	(100.00)	418,427.25	
1/31/2023	2417	AJ Design	(2,034.00)	416,393.25	
1/31/2023		Community Catalyst	1,000.00	417,393.25	
1/31/2023	2418	WJS Consulting	(5,000.00)	412,393.25	
1/31/2023	2419	Lisa Telles Communications	(2,675.00)	409,718.25	
1/31/2023	2420	John Hanson	(1,056.98)	408,661.27	
1/31/2023	2421	38Alpha (Kathryn Morrison)	(4,668.01)	403,993.26	
1/31/2023	2422	AJ Design	(6,177.00)	397,816.26	

**Orange County Council of Governments  
Cash and Investments  
Fiscal Year 2022-23**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
<b>February</b>					
02/02/2023		WePay	306.52	398,122.78	Citizens Business Bank 218,588.58
02/03/2023	WIRE	WSP	(12,741.68)	385,381.10	O/S Checks (127,494.27)
02/03/2023		City of Santa Ana	6,500.00	391,881.10	State LAIF 180,624.18
02/03/2023	2423	Connected Consulting	(12,376.92)	379,504.18	<u>\$271,718.49</u>
02/13/2023		SCAG	22,691.08	402,195.26	
02/17/2023	2424	Richard Noxon Foundation	(14,255.00)	387,940.26	
02/23/2023		Citizens Business Bank	35.00	387,975.26	
02/24/2023		TCA	1,000.00	388,975.26	
02/28/2023	2426	Aleshire & Wynder	(2,557.00)	386,418.26	
02/28/2023	2427	Eide Bailly LLP	(4,577.00)	381,841.26	
02/28/2023	2428	Eagle Aerial Solutions	(83,000.00)	298,841.26	
02/28/2023	2429	AJ Design	(1,021.25)	297,820.01	
02/28/2023	2430	John Hanson	(968.03)	296,851.98	
02/28/2023	2431	Lisa Telles Communications	(3,450.00)	293,401.98	
02/28/2023	2432	38Alpha (Kathryn Morrison)	(4,558.58)	288,843.40	
02/28/2023	2433	WJS Consulting	(5,000.00)	283,843.40	
02/28/2023	2434	Connected Consulting	(12,124.91)	271,718.49	
02/28/2023	2435	VOID	0.00	271,718.49	

ORANGE COUNTY COUNCIL OF GOVERNMENTS  
3972 BARRANCA PKWY STE J127  
IRVINE CA 92606-1204

## Managing Your Accounts

	Phone Number	888.222.5432
	Website	cbbank.com
	Email	customersupport@cbbank.com

## Summary of Accounts

Account Type	Account Number	Ending Balance
ANALYZED BUSINESS PLAN GOVERNMENT SRVCS	591004948	\$218,588.59

## ANALYZED BUSINESS PLAN GOVERNMENT SRVCS-591004948

### Account Summary

Date	Description	Amount
02/01/2023	Beginning Balance	\$462,291.57
	6 Credit(s) This Period	\$34,032.60
	21 Debit(s) This Period	\$277,735.58
02/28/2023	Ending Balance	\$218,588.59

### Deposits

Date	Description	Amount
02/03/2023	DEPOSIT	\$6,500.00
02/24/2023	DEPOSIT	\$1,000.00
		2 item(s) totaling \$7,500.00

### Electronic Credits

Date	Description	Amount
02/02/2023	PAYMENTS WePay NTE* ZZZ* Payouts\	\$306.52
02/13/2023	PAYABLES SO CAL ASSOC OF 115	\$22,691.08
		2 item(s) totaling \$22,997.60

### Other Credits

Date	Description	Amount
02/23/2023	Reverse / Corrected Stop Pymt Charge(s)	\$35.00
02/24/2023	RETURNED CHECK# 3258, REFER TO MAKER	\$3,500.00
		2 item(s) totaling \$3,535.00

### Other Debits

Date	Description	Amount
02/02/2023	CHECK # 2405	\$21,769.75
02/03/2023	CHECK # 2420	\$1,056.98
02/06/2023	WIRE/OUT-202303402734;BNF WSP GLOBAL INC	\$12,741.68
02/07/2023	CHECK # 2392	\$60,000.00
02/08/2023	CHECK # 2414	\$100.00
02/08/2023	CHECK # 2421	\$4,668.01

OUTSTANDING CHECKS		INSTRUCTIONS
No.	Amount	<p style="text-align: center;"><b>PLEASE EXAMINE THIS STATEMENT AT ONCE AND IMMEDIATELY NOTIFY THE BANK OF ANY ERRORS.</b></p> <p style="text-align: center;"><b>ALL ITEMS CREDITED ARE SUBJECT TO FINAL PAYMENT.</b></p> <ol style="list-style-type: none"> <li>1. Compare each paid check with your check stub or register and mark as paid.</li> <li>2. Bank balance shown on front of your statement..... _____</li> <li>3. Compare any deposits shown on statement, including bank originated credits, with those entered in your check register. Add any not shown on statement..... _____</li> <li>4. Subtotal..... _____</li> <li>5. Subtract total of outstanding checks..... _____</li> <li>6. Account Balance..... _____</li> <li>7. Your check book balance..... _____</li> <li>8. Subtract any bank charges including monthly service charge or transfers you have authorized and have been deducted on this statement..... _____</li> <li>9. Adjusted check book balance..... _____</li> </ol> <p style="font-size: small; margin-top: 10px;"><i>*Denotes a point at which one or more check serial numbers are unaccounted for this statement period. It may indicate outstanding checks or checks shown on previous statements.</i></p>
TOTAL		

**STATEMENTS AND IMAGES**

Your account statement will include the following information with respect to each check paid against your account during the statement cycle: (1) the check number (2) the amount of the check; and (3) the date of the payment. Copies of checks can be requested by calling customer service at (888) 222-5432. Please refer to our Bank Product and Service Information for applicable fees under Research Requests.

**THE FOLLOWING NOTICE CONCERNING ELECTRONIC TRANSFER APPLIES IF YOUR ACCOUNT IS MAINTAINED FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES.**

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS CONTACT US AT:**

**Telephone: (888) 222-5432**  
**or write us at:**  
**Citizens Business Bank P O Box 51000, Ontario, CA 91761**

Contact us as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or a 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. If you have a question concerning your statement, please be prepared to:

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

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days 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

**ANALYZED BUSINESS PLAN GOVERNMENT SRVCS-591004948 (continued)****Other Debits (continued)**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02/08/2023	CHECK # 2407	\$6,020.00
02/09/2023	CHECK # 2417	\$2,034.00
02/09/2023	CHECK # 2401	\$5,000.00
02/09/2023	CHECK # 2422	\$6,177.00
02/13/2023	CHECK # 2419	\$2,675.00
02/13/2023	CHECK # 2408	\$8,359.25
02/14/2023	CHECK # 2415	\$100.00
02/14/2023	CHECK # 2412	\$100.00
02/15/2023	CHECK # 2418	\$5,000.00
02/16/2023	CHECK # 2416	\$100.00
02/16/2023	CHECK # 2423	\$12,376.91
02/16/2023	CHECK # 2409	\$91,702.00
02/23/2023	CHECK # 3258	\$3,500.00
02/27/2023	CHECK # 2424	\$14,255.00
02/27/2023	CHECK # 2404	\$20,000.00
		21 item(s) totaling \$277,735.58

**Daily Balances**

<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>	<b>Date</b>	<b>Amount</b>
02/02/2023	\$440,828.34	02/09/2023	\$349,530.67	02/23/2023	\$248,343.59
02/03/2023	\$446,271.36	02/13/2023	\$361,187.50	02/24/2023	\$252,843.59
02/06/2023	\$433,529.68	02/14/2023	\$360,987.50	02/27/2023	\$218,588.59
02/07/2023	\$373,529.68	02/15/2023	\$355,987.50		
02/08/2023	\$362,741.67	02/16/2023	\$251,808.59		

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# California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

March 16, 2023

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

## ORANGE COUNTY COUNCIL OF GOVERNMENTS

TREASURER  
3972 BARRANCA PKWY  
SUITE J127  
IRVINE , CA 92606

[Tran Type Definitions](#)

**Account Number:** 40-30-020

February 2023 Statement

### Account Summary

Total Deposit:	0.00	Beginning Balance:	180,624.18
Total Withdrawal:	0.00	Ending Balance:	180,624.18



# PMIA/LAIF Performance Report as of 03/09/23



## PMIA Average Monthly Effective Yields<sup>(1)</sup>

February	2.624
January	2.425
December	2.173

## Quarterly Performance Quarter Ended 12/31/22

LAIF Apportionment Rate <sup>(2)</sup> :	2.07
LAIF Earnings Ratio <sup>(2)</sup> :	0.00005680946709337
LAIF Fair Value Factor <sup>(1)</sup> :	0.981389258
PMIA Daily <sup>(1)</sup> :	2.29
PMIA Quarter to Date <sup>(1)</sup> :	1.98
PMIA Average Life <sup>(1)</sup> :	287

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 02/28/23 \$200.5 billion

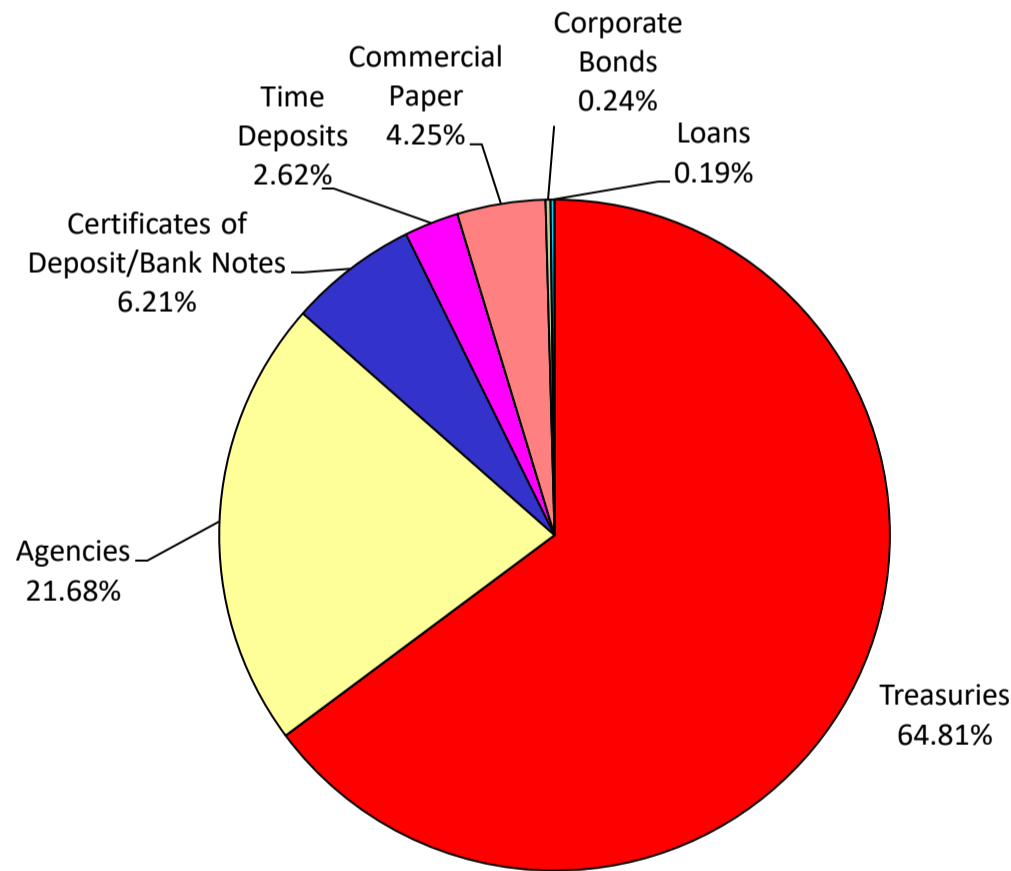


Chart does not include \$3,158,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller

**Orange County Council of Governments  
Cash Receipts/Disbursements Report  
For the Quarter ending March 31, 2023**

**Cash Receipts**

Date	Payer	Description	Amount
1/6/2023	City of Anaheim	Cycle 2 Data Collection.	6,500.00
1/6/2023	City of Laguna Beach	Cycle 2 Data Collection.	3,000.00
1/6/2023	MWDOC	Cycle 2 Data Collection.	50,000.00
1/13/2023	SCAG	REAP Grant Reimbursement	133,471.13
1/13/2023	LAIF Interest	Cycle 2 Data Collection.	938.67
1/18/2023	Lake Forest	Cycle 2 Data Collection.	3,000.00
1/18/2023	OCFA	Cycle 2 Data Collection.	58,702.00
1/18/2023	MWDOC	Cycle 2 Data Collection.	3,000.00
1/31/2023	Community Catalyst	March 2023 General Assembly	1,000.00
02/02/2023	WePay		306.52
02/03/2023	City of Santa Ana		6,500.00
02/13/2023	SCAG		22,691.08
02/23/2023	Citizens Business Bank		35.00
02/24/2023	TCA		1,000.00
			\$ 290,144.40

**Cash Disbursements**

Date	Check #	Payee	Description	Amount
1/1/2023	2425	Connected Consulting	December Executive Director	(12,311.39)
1/15/2023	2405	Baird Driskell	REAP Model Development	(21,769.75)
1/15/2023	2406	CSUF ASC	2nd Qtr CDR Fees	(28,731.00)
1/31/2023	2407	Aleshire & Wynder LLP	December Legal Fees	(6,020.00)
1/31/2023	2408	LSA	December REAP Project managem	(8,359.25)
1/31/2023	2409	Eagle Aerial Solutions	Cycle 2 Aerial Imagery	(91,702.00)
1/31/2023	2410	Interwest Consulting Group	REAP Admin/Coordination Novemb	(10,037.50)
1/31/2023	2411	Trevor O'Neil	2nd Qtr Board Stipend	(100.00)
1/31/2023	2412	Tammy Kim	3rd Qtr Board Stipend	(100.00)
1/31/2023	2413	Diane Dixon	4th Qtr Board Stipend	(100.00)
1/31/2023	2414	Joseph Kalmick	5th Qtr Board Stipend	(100.00)
1/31/2023	2415	Arthur Brown	6th Qtr Board Stipend	(100.00)
1/31/2023	2416	David Shawver	7th Qtr Board Stipend	(100.00)
1/31/2023	2417	AJ Design	Social Media December 2022	(2,034.00)
1/31/2023	2418	WJS Consulting	Grant Monitoring January / SCAG A	(5,000.00)
1/31/2023	2419	Lisa Telles Communications	General Assembly, Special Events, I	(2,675.00)
1/31/2023	2420	John Hanson	Treasurer January 2023	(1,056.98)
1/31/2023	2421	38Alpha (Kathryn Morrison)	Administrative Assistant/Clerk Janua	(4,668.01)
1/31/2023	2422	AJ Design	REAP Video Production/Social Medi	(6,177.00)
02/03/2023	WIRE	WSP	REAP Reimbursement	(12,741.68)
02/03/2023	2423	Connected Consulting	January Executive Director	(12,376.92)
02/17/2023	2424	Richard Noxon Foundation	General Assembly Event/Catering	(14,255.00)
02/28/2023	2426	Aleshire & Wynder	January Legal Fees	(2,557.00)
02/28/2023	2427	Eide Bailly LLP	Audit Fees	(4,577.00)
02/28/2023	2428	Eagle Aerial Solutions	Cycle 2 Aerial Imagery	(83,000.00)
02/28/2023	2429	AJ Design	REAP ADU work	(1,021.25)
02/28/2023	2430	John Hanson	January Treasurer Services	(968.03)
02/28/2023	2431	Lisa Telles Communications	Communications/Marketing/REAP	(3,450.00)
02/28/2023	2432	38Alpha (Kathryn Morrison)	Administrative Assistant/Clerk Feb 2	(4,558.58)
02/28/2023	2433	WJS Consulting	Grant Monitoring January / SCAG	
02/28/2023			Agenda Monitoring	(5,000.00)
02/28/2023	2434	Connected Consulting	Executive Director/REAP February	(12,124.91)
			\$(357,772.25)	



## AGENDA ITEM #3

## OCCOG March 2023 Financial Report

### STAFF RECOMMENDATION

Approve financial report.

### SUMMARY

OCCOG financial information is provided for Board review.

As of March 31, 2023, OCCOG had combined cash and investments of \$243,743.42 consisting of the following: a bank balance of \$122,932.01 at Citizens Business Bank outstanding checks in the amount of \$59,812.77 and an investment balance at the State Local Agency Investment Fund of \$180,624.18.

### ATTACHMENTS

- A. OCCOG Fiscal Year 2022-23 Cash and Investments
- B. Citizens Business Bank Statement as of March 31, 2023
- C. State Local Agency Investment Fund (LAIF) Monthly Statement for March 2023
- E. LAIF Performance Report - Period Ending April 5, 2023, Pooled Money Investment Account (PMIA) Average Monthly Effective Yields – January 2023 – February 2023 – March 2023 and PMIA Portfolio Composition at 2/28/23.
- F. OCCOG Fiscal Year 2022-23 Cash Receipts/Disbursements Report

### STAFF CONTACT

John Hanson, CPA  
OCCOG Treasure  
949-929-0073  
jhoccog@gmail.com

**Orange County Council of Governments  
Cash and Investments  
Fiscal Year 2022-23**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
<b>July</b>					
		Balance Forward		212,323.58	Citizens Business Bank 343,919.03
7/1/2022	2305	Connected Consulting	(15,107.70)	197,215.88	O/S Checks (176,092.86)
7/1/2022	2306	Lisa Telles Communications	(2,500.00)	194,715.88	State LAIF 179,075.32
7/1/2022	2307	WJS Consulting	(2,500.00)	192,215.88	<u>\$346,901.49</u>
7/1/2022	2308	Kathryn Morrison	(3,671.54)	188,544.34	
7/1/2022	2311	John Hanson	(707.32)	187,837.02	
7/14/2022		SCAG	151,691.80	339,528.82	
7/14/2022		City of La Habra	9,010.01	348,538.83	
7/15/2022	2309	WSP USA	(9,192.90)	339,345.93	
7/15/2022	2310	Orange County Housing Finance Trust	(130,000.00)	209,345.93	
7/15/2022		Local Agency Investment Fund	462.55	209,808.48	
7/22/2022		City of Seal Beach	6,090.24	215,898.72	
7/22/2022		City of Placentia	8,173.26	224,071.98	
7/22/2022		City of Los Alamitos	5,065.00	229,136.98	
7/22/2022		City of Villa Park	4,583.65	233,720.63	
7/22/2022		City of Fullerton	15,406.54	249,127.17	
7/22/2022		City of San Juan Capistrano	6,876.73	256,003.90	
7/22/2022		City of Laguna Woods	5,510.90	261,514.80	
7/22/2022		City of Stanton	7,230.53	268,745.33	
7/25/2022		Citizens Business Banks	(46.74)	268,698.59	
7/26/2022		City of Irvine	28,645.17	297,343.76	
7/29/2022		City of Laguna Beach	5,921.12	303,264.88	
7/29/2022		Transportation Corridor Agencies	10,000.00	313,264.88	
7/29/2022		City of Cypress	8,063.09	321,327.97	
7/29/2022		City of Laguna Niguel	9,209.47	330,537.44	
7/29/2022		City of Costa Mesa	12,929.96	343,467.40	
7/29/2022		City of Buena Park	10,720.01	354,187.41	
7/29/2022		City of La Palma	5,338.36	359,525.77	
7/29/2022		City of San Clemente	9,135.50	368,661.27	
7/29/2022		City of Dana Point	6,730.13	375,391.40	
7/29/2022		City of Garden Grove	17,603.05	392,994.45	
7/31/2022	2312	Aleshire & Wynder, LLP	(2,538.00)	390,456.45	
7/31/2022	2313	Trevor O'Neil	(200.00)	390,256.45	
7/31/2022	2314	Tammy Kim	(300.00)	389,956.45	
7/31/2022	2315	Diane Dixon	(300.00)	389,656.45	
7/31/2022	2316	Joseph Kalmick	(300.00)	389,356.45	
7/31/2022	2317	Arthur Brown	(200.00)	389,156.45	
7/31/2022	2318	David Shawver	(300.00)	388,856.45	
7/31/2022	2319	Pictometry International Inc.	(6,750.00)	382,106.45	
7/31/2022	2320	John Hanson	(1,201.20)	380,905.25	
7/31/2022	2321	Lisa Telles Communications	(2,500.00)	378,405.25	
7/31/2022	2322	Connected Consulting	(12,113.43)	366,291.82	
7/31/2022	2323	WJS Consulting	(3,000.00)	363,291.82	
7/31/2022	2324	Michelle Boehm	(7,000.00)	356,291.82	
7/31/2022	2325	AJ Design	(926.25)	355,365.57	

**Orange County Council of Governments  
Cash and Investments  
Fiscal Year 2022-23**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
7/31/2022	2326	AJ Design	(2,034.00)	353,331.57	
7/31/2022	2327	Kathryn Morrison	(3,929.98)	349,401.59	
7/31/2022	2328	Lucy Dunn	(2,500.00)	346,901.59	
<b>August</b>					
8/5/2022		City of Huntington Beach	19,624.11	366,525.70	Citizens Business Bank \$636,497.54
8/5/2022		City of Tustin	10,412.20	376,937.90	O/S Checks (319,904.12)
8/5/2022		City of Newport Beach	10,743.48	387,681.38	State LAIF 179,075.32
8/5/2022		City of Laguna Hills	6,556.82	394,238.20	\$495,668.74
8/5/2022		City of Yorba Linda	9,440.00	403,678.20	
8/5/2022		Orange County Sanitation District	10,000.00	413,678.20	
8/5/2022		City of Rancho Santa Margarita	7,863.07	421,541.27	
8/5/2022		City of Fountain Valley	8,596.85	430,138.12	
8/11/2022		City of Mission Viejo	11,437.99	441,576.11	
8/11/2022		City of Lake Forest	10,984.37	452,560.48	
8/11/2022		City of Santa Ana	28,503.63	481,064.11	
8/18/2022		County of Orange	10,000.00	491,064.11	
8/23/2022		Citizens Business Bank Fees	(32.32)	491,031.79	
8/23/2022		SCAG	19,475.17	510,506.96	
8/29/2022		SCAG	69,472.00	579,978.96	
8/29/2022		SCAG	235,094.00	815,072.96	
8/31/2022	2329	Aleshire & Wynder LLP	(1,115.00)	813,957.96	
8/31/2022	2330	CSUF ASC	(28,731.00)	785,226.96	
8/31/2022	2331	WSP	(8,324.35)	776,902.61	
8/31/2022	2332	WSP	(56,664.85)	720,237.76	
8/31/2022	2333	John Hanson	(1,046.78)	719,190.98	
8/31/2022	2334	AJ Design	(498.75)	718,692.23	
8/31/2022	2335	Orange County Housing Finance Trust	(172,000.00)	546,692.23	
8/31/2022	2336	September 1 check to Baird Driskell	-	546,692.23	
8/31/2022	2337	WSP	(22,295.25)	524,396.98	
8/31/2022	2338	VOID	-	524,396.98	
8/31/2022	2339	WJS Consulting	(3,000.00)	521,396.98	
8/31/2022	2340	Lisa Telles Communications	(2,875.00)	518,521.98	
8/31/2022	2341	Eide Bailly LLP	(4,925.00)	513,596.98	
8/31/2022	2342	Connected Consulting	(12,489.16)	501,107.82	
8/31/2022	2343	Kathryn Morrison	(4,203.98)	496,903.84	
8/31/2022	2344	AJ Design	(1,235.00)	495,668.84	
<b>September</b>					
9/9/2022		City of Westminster	11,270.29	506,939.13	Citizens Business Bank 357,501.70
9/15/2022	2345	Michelle Boehm	(4,200.00)	502,739.13	O/S Checks (41,653.10)
9/22/2022		City of Orange	15,006.98	517,746.11	State LAIF 179,075.32
9/22/2022		Independent Special District of OC	1,000.00	518,746.11	\$494,923.92
9/28/2022		South Coast Air Quality District	10,000.00	528,746.11	
9/28/2022		City of Brea	7,830.91	536,577.02	

**Orange County Council of Governments  
Cash and Investments  
Fiscal Year 2022-23**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
9/30/2022	2346	VOID	-	536,577.02	
9/30/2022	2347	CALCOG	(2,600.00)	533,977.02	
9/30/2022	2348	LSA	(8,613.16)	525,363.86	
9/30/2022	2349	Aleshire & Wynder	(2,664.00)	522,699.86	
9/30/2022	2350	AJ Design	(2,034.00)	520,665.86	
9/30/2022	2351	Kathryn Morrison	(4,178.98)	516,486.88	
9/30/2022	2352	Lisa Telles Communications	(2,850.00)	513,636.88	
9/30/2022	2353	John Hanson	(1,065.45)	512,571.43	
9/30/2022	2354	AJ Design	(451.25)	512,120.18	
9/30/2022	2355	AJ Design	(2,059.00)	510,061.18	
9/30/2022	2356	WJS Consulting	(3,000.00)	507,061.18	
9/30/2022	2357	Connected Consulting	(12,137.26)	494,923.92	
<b>October</b>					
10/10/2022	2358	Orange County Business Council	(150.00)	494,773.92	Citizens Business Bank 311,179.51
10/11/2022	2359	Eric Shen	(3,500.00)	491,273.92	O/S Checks (34,717.82)
10/11/2022		Transtech	900.00	492,173.92	State LAIF 179,685.51
10/11/2022		Southern California Edison	5,000.00	497,173.92	<u>\$456,147.20</u>
10/14/2022		Aleshire & Wynder	1,000.00	498,173.92	
10/14/2022		City of Orange	5,000.00	503,173.92	
10/14/2022		LAIF Interest	610.19	503,784.11	
10/19/2022	2369	Baird + Driskell	(30,409.00)	473,375.11	
10/21/2022		LSA	2,250.00	475,625.11	
10/21/2022		City of Aliso Viejo	8,139.91	483,765.02	
10/28/2022		Interwest Consulting Group	2,250.00	486,015.02	
10/31/2022	2360	Tammy Kim	(200.00)	485,815.02	
10/31/2022	2361	Diane Dixon	(100.00)	485,715.02	
10/31/2022	2362	Joseph Kalmick	(200.00)	485,515.02	
10/31/2022	2363	Arthur Brown	(100.00)	485,415.02	
10/31/2022	2364	David Shawver	(200.00)	485,215.02	
10/31/2022	2365	KLM Strategies (original checks Voided, Re-issue)	(5,000.00)	480,215.02	
10/31/2022	2366	Aleshire & Wynder	(2,071.53)	478,143.49	
10/31/2022	2367	Interwest Consulting Group	(270.00)	477,873.49	
10/31/2022	2368	LSA	(9,800.00)	468,073.49	
10/31/2022	2369	Issued 10/19 to Baird + Driskell	-	468,073.49	
10/31/2022	2370	John Hanson	(971.70)	467,101.79	
10/31/2022	2371	Lisa Telles Communications	(3,300.00)	463,801.79	
10/31/2022	2372	Kathryn Morrison	(4,207.98)	459,593.81	
10/31/2022	2373	Wavelength Automation Inc	(1,548.00)	458,045.81	
10/31/2022	2374	Casa Del Sol	(1,148.61)	456,897.20	
10/31/2022	2375	VOID	-	456,897.20	
10/31/2022	2376	Wendy J Strack	(3,000.00)	453,897.20	
10/31/2022		SCAG	2,250.00	456,147.20	

**Orange County Council of Governments  
Cash and Investments  
Fiscal Year 2022-23**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
<b>November</b>					
11/8/2022		Townsend Public Affairs	900.00	457,047.20	Citizens Business Bank 312,641.57
11/8/2022		DTN.TECH	900.00	457,947.20	O/S Checks (55,068.99)
11/11/2022	2377	AJ Design	(2,327.50)	455,619.70	State LAIF 179,685.51
11/11/2022	2378	Connected Consulting	(12,137.26)	443,482.44	<u>\$437,258.09</u>
11/15/2022		Orange County Transit Authority	10,000.00	453,482.44	
11/15/2022		Curt Pringle & Associates	4,500.00	457,982.44	
11/18/2022	2379	Curt Pringle & Associates	(10,025.00)	447,957.44	
11/21/2022		City of Anaheim	31,094.64	479,052.08	
11/21/2022		Urban Land Institute	2,250.00	481,302.08	
11/21/2022		Orange County Business Council	900.00	482,202.08	
11/30/2022	2380	Aleshire & Wynder	(4,395.00)	477,807.08	
11/30/2022	2381	Interwest Consulting Group	(2,880.00)	474,927.08	
11/30/2022	2382	Shen and Associates LLC	(6,500.00)	468,427.08	
11/30/2022	2383	WJS Consulting	(5,000.00)	463,427.08	
11/30/2022	2384	John Hanson	(1,014.00)	462,413.08	
11/30/2022	2385	Kathryn Morrison	(4,232.98)	458,180.10	
11/30/2022	2386	Connected Consulting	(12,136.76)	446,043.34	
11/30/2022	2387	AJ Design	(2,059.00)	443,984.34	
11/30/2022	2388	AJ Design	(3,500.00)	440,484.34	
11/30/2022	2389	AJ Design	(451.25)	440,033.09	
11/30/2022	2390	Lisa Telles Communications	(2,775.00)	437,258.09	
<b>December</b>					
12/2/2022		City of Fountain Valley	3,000.00	440,258.09	Citizens Business Bank \$410,510.31
12/9/2022		SCAG	109,844.58	550,102.67	O/S Checks (225,849.48)
12/12/2022		City of La Habra	3,000.00	553,102.67	State LAIF 179,685.51
12/12/2022		Department of Transportation	900.00	554,002.67	<u>\$364,346.34</u>
12/12/2022		City of Mission Viejo	3,000.00	557,002.67	
12/12/2022		City of San Clemente	3,000.00	560,002.67	
12/12/2022		City of San Juan Capistrano	3,000.00	563,002.67	
12/15/2022	2391	WSP	(42,156.50)	520,846.17	
12/15/2022	2392	Orange County Housing Finance Trust	(60,000.00)	460,846.17	
12/15/2022	2393	Eagle Aerial Solutions	(95,671.90)	365,174.27	
12/19/2022		Neighborworks OC	900.00	366,074.27	
12/19/2022		Association Ca Cities OC	300.00	366,374.27	
12/19/2022		City of Los Alamitos	3,000.00	369,374.27	
12/19/2022		City of Garden Grove	3,000.00	372,374.27	
12/19/2022		City of Laguna Niguel	3,000.00	375,374.27	
12/19/2022		City of Brea	3,000.00	378,374.27	
12/21/2022		Check Re-Order	(65.85)	378,308.42	
12/22/2022		City of Buena Park	3,000.00	381,308.42	
12/22/2022		City of Tustin	3,000.00	384,308.42	
12/22/2022		City of Yorba Linda	3,000.00	387,308.42	



**Orange County Council of Governments  
Cash and Investments  
Fiscal Year 2022-23**




Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
12/22/2022		City of Newport Beach	3,000.00	390,308.42	
12/31/2022	2394	LSA	(7,776.25)	382,532.17	
12/31/2022	2395	John Hanson	(874.85)	381,657.32	
12/31/2022	2396	Lisa Telles Communications	(2,950.00)	378,707.32	
12/31/2022	2397	Kathryn Morrison	(4,307.98)	374,399.34	
12/31/2022	2398	WJS Consulting	(5,000.00)	369,399.34	
12/31/2022	2399	Eide Bailly LLP	(3,498.00)	365,901.34	
12/31/2022	2400	Aleshire & Wynder LLP	(1,555.00)	364,346.34	
<hr/>					
<b>January</b>					
1/1/2023	2425	Connected Consulting	(12,311.39)	352,034.95	Citizens Business Bank \$462,291.57
1/6/2023		City of Anaheim	6,500.00	358,534.95	O/S Checks (245,099.49)
1/6/2023		City of Laguna Beach	3,000.00	361,534.95	State LAIF 180,624.18
1/6/2023		MWDOC	50,000.00	411,534.95	\$397,816.26
1/13/2023		SCAG	133,471.13	545,006.08	
1/13/2023		LAIF Interest	938.67	545,944.75	
1/15/2023	2401	AJ Design	(5,000.00)	540,944.75	
1/15/2023	2402	VOID	-	540,944.75	
1/15/2023	2403	VOID	-	540,944.75	
1/15/2023	2404	Orange County Housing Finance Trust	(20,000.00)	520,944.75	
1/15/2023	2405	Baird Driskell	(21,769.75)	499,175.00	
1/15/2023	2406	CSUF ASC	(28,731.00)	470,444.00	
1/18/2023		Lake Forest	3,000.00	473,444.00	
1/18/2023		OCFA	58,702.00	532,146.00	
1/18/2023		MWDOC	3,000.00	535,146.00	
1/31/2023	2407	Aleshire & Wynder LLP	(6,020.00)	529,126.00	
1/31/2023	2408	LSA	(8,359.25)	520,766.75	
1/31/2023	2409	Eagle Aerial Solutions	(91,702.00)	429,064.75	
1/31/2023	2410	Interwest Consulting Group	(10,037.50)	419,027.25	
1/31/2023	2411	Trevor O'Neil	(100.00)	418,927.25	
1/31/2023	2412	Tammy Kim	(100.00)	418,827.25	
1/31/2023	2413	Diane Dixon	(100.00)	418,727.25	
1/31/2023	2414	Joseph Kalmick	(100.00)	418,627.25	
1/31/2023	2415	Arthur Brown	(100.00)	418,527.25	
1/31/2023	2416	David Shawver	(100.00)	418,427.25	
1/31/2023	2417	AJ Design	(2,034.00)	416,393.25	
1/31/2023		Community Catalyst	1,000.00	417,393.25	
1/31/2023	2418	WJS Consulting	(5,000.00)	412,393.25	
1/31/2023	2419	Lisa Telles Communications	(2,675.00)	409,718.25	
1/31/2023	2420	John Hanson	(1,056.98)	408,661.27	
1/31/2023	2421	38Alpha (Kathryn Morrison)	(4,668.01)	403,993.26	
1/31/2023	2422	AJ Design	(6,177.00)	397,816.26	

**Orange County Council of Governments  
Cash and Investments  
Fiscal Year 2022-23**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
<b>February</b>					
					Citizens Business Bank 218,588.58
02/02/2023		WePay	306.52	398,122.78	O/S Checks (127,494.27)
02/03/2023	WIRE	WSP	(12,741.68)	385,381.10	State LAIF 180,624.18
02/03/2023		City of Santa Ana	6,500.00	391,881.10	<u>\$271,718.49</u>
02/03/2023	2423	Connected Consulting	(12,376.92)	379,504.18	
02/13/2023		SCAG	22,691.08	402,195.26	
02/17/2023	2424	Richard Noxon Foundation	(14,255.00)	387,940.26	
02/23/2023		Citizens Business Bank	35.00	387,975.26	
02/24/2023		TCA	1,000.00	388,975.26	
02/28/2023	2426	Aleshire & Wynder	(2,557.00)	386,418.26	
02/28/2023	2427	Eide Bailly LLP	(4,577.00)	381,841.26	
02/28/2023	2428	Eagle Aerial Solutions	(83,000.00)	298,841.26	
02/28/2023	2429	AJ Design	(1,021.25)	297,820.01	
02/28/2023	2430	John Hanson	(968.03)	296,851.98	
02/28/2023	2431	Lisa Telles Communications	(3,450.00)	293,401.98	
02/28/2023	2432	38Alpha (Kathryn Morrison)	(4,558.58)	288,843.40	
02/28/2023	2433	WJS Consulting	(5,000.00)	283,843.40	
02/28/2023	2434	Connected Consulting	(12,124.91)	271,718.49	
02/28/2023	2435	VOID	0.00	271,718.49	
<b>March</b>					
3/1/2023	2436	WSP	(28,868.46)	242,850.03	Citizens Business Bank 122,932.01
3/2/2023		WePay	1,731.40	244,581.43	O/S Checks (59,812.77)
3/7/2023		Placeworks	1,000.00	245,581.43	State LAIF 180,624.18
3/11/2023		Cox Communications	1,000.00	246,581.43	<u>\$243,743.42</u>
3/13/2023		SCAG	64,722.25	311,303.68	
3/15/2023		City of Placentia	3,000.00	314,303.68	
3/15/2023		Citizens Business Bank	(175.62)	314,128.06	
3/16/2023		Citizens Business Bank	(17.94)	314,110.12	
3/24/2023		Dirtanu Inc	1,000.00	315,110.12	
3/31/2023	1001	Aleshire & Wynder LLP	(1,978.00)	313,132.12	
3/31/2023	1002	VOID	-	313,132.12	
3/31/2023	1003	Richard Nixon Foundation	(10,387.00)	302,745.12	
3/31/2023	1004	Placeworks	(10,381.25)	292,363.87	
3/31/2023	1005	Flowerful	(910.49)	291,453.38	
3/31/2023		Citizens Business Bank	(12.70)	291,440.68	
3/31/2023	1006	Sustain SoCal	(1,000.00)	290,440.68	
3/31/2023	1007	Lisa Telles Communications	(5,888.82)	284,551.86	
3/31/2023	1008	WJS Consulting	(5,000.00)	279,551.86	
3/31/2023	1009	John Hanson	(874.88)	278,676.98	
3/31/2023	1010	LSA	(7,804.00)	270,872.98	
3/31/2023	1011	Eagle Aerial View Solutions	(10,840.00)	260,032.98	
3/31/2023	1012	Kathryn Morrison (38Alpha)	(4,134.58)	255,898.40	
3/31/2023	1013	Connected Consulting	(12,154.98)	243,743.42	

ORANGE COUNTY COUNCIL OF GOVERNMENTS  
3972 BARRANCA PKWY STE J127  
IRVINE CA 92606-1204

## Managing Your Accounts

	Phone Number	888.222.5432
	Website	cbbank.com
	Email	customersupport@cbbank.com

## Summary of Accounts

Account Type	Account Number	Ending Balance
ANALYZED BUSINESS PLAN GOVERNMENT SRVCS	591113097	\$122,932.01

## ANALYZED BUSINESS PLAN GOVERNMENT SRVCS-591113097

### Account Summary

Date	Description	Amount
03/03/2023	Beginning Balance	\$0.00
	6 Credit(s) This Period	\$290,942.24
	16 Debit(s) This Period	\$168,010.23
03/31/2023	Ending Balance	\$122,932.01

### Deposits

Date	Description	Amount
03/15/2023	DEPOSIT	\$3,000.00
03/24/2023	DEPOSIT	\$1,000.00
		2 item(s) totaling \$4,000.00

### Electronic Credits

Date	Description	Amount
03/10/2023	COX COMMUNICATIO PAYMENTS 11363698	\$1,000.00
03/13/2023	PAYABLES SO CAL ASSOC OF 116	\$64,722.25
		2 item(s) totaling \$65,722.25

### Other Credits

Date	Description	Amount
03/06/2023	OTC Transfer	\$220,219.99
03/08/2023	MISCELLANEOUS CREDIT	\$1,000.00
		2 item(s) totaling \$221,219.99

### Electronic Debits

Date	Description	Amount
03/15/2023	HARLAND CLARKE CHK ORDER 12AK98140327600	\$175.62
		1 item(s) totaling \$175.62

OUTSTANDING CHECKS		INSTRUCTIONS
<b>No.</b>	<b>Amount</b>	<p style="text-align: center;"><b>PLEASE EXAMINE THIS STATEMENT AT ONCE AND IMMEDIATELY NOTIFY THE BANK OF ANY ERRORS.</b></p> <p style="text-align: center;"><b>ALL ITEMS CREDITED ARE SUBJECT TO FINAL PAYMENT.</b></p> <ol style="list-style-type: none"> <li>1. Compare each paid check with your check stub or register and mark as paid.</li> <li>2. Bank balance shown on front of your statement..... _____</li> <li>3. Compare any deposits shown on statement, including bank originated credits, with those entered in your check register. Add any not shown on statement..... _____</li> <li>4. Subtotal..... _____</li> <li>5. Subtract total of outstanding checks..... _____</li> <li>6. Account Balance..... _____</li> <li>7. Your check book balance..... _____</li> <li>8. Subtract any bank charges including monthly service charge or transfers you have authorized and have been deducted on this statement..... _____</li> <li>9. Adjusted check book balance..... _____</li> </ol> <p style="font-size: small; margin-top: 10px;"><i>*Denotes a point at which one or more check serial numbers are unaccounted for this statement period. It may indicate outstanding checks or checks shown on previous statements.</i></p>
<b>TOTAL</b>		

**STATEMENTS AND IMAGES**

Your account statement will include the following information with respect to each check paid against your account during the statement cycle: (1) the check number (2) the amount of the check; and (3) the date of the payment. Copies of checks can be requested by calling customer service at (888) 222-5432. Please refer to our Bank Product and Service Information for applicable fees under Research Requests.

**THE FOLLOWING NOTICE CONCERNING ELECTRONIC TRANSFER APPLIES IF YOUR ACCOUNT IS MAINTAINED FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES.**

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS CONTACT US AT:**

**Telephone: (888) 222-5432**  
**or write us at:**  
**Citizens Business Bank P O Box 51000, Ontario, CA 91761**

Contact us as soon as you can if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or a 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. If you have a question concerning your statement, please be prepared to:

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

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days 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

**ANALYZED BUSINESS PLAN GOVERNMENT SRVCS-591113097 (continued)****Other Debits**

Date	Description	Amount
03/14/2023	CHECK # 2434	\$12,124.91
03/16/2023	HARLAND CLARKE CHK ORDER 12A775510318500	\$17.94
03/23/2023	Account Analysis Fees	\$12.70
		3 item(s) totaling \$12,155.55

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
1003	03/22/2023	\$10,387.00	2427	03/09/2023	\$4,577.00	2431	03/13/2023	\$3,450.00
1004	03/28/2023	\$10,381.25	2428	03/15/2023	\$83,000.00	2432	03/10/2023	\$4,558.58
1005	03/24/2023	\$910.49	2429	03/10/2023	\$1,021.25	2433	03/10/2023	\$5,000.00
2426*	03/08/2023	\$2,557.00	2430	03/07/2023	\$968.03	2436*	03/28/2023	\$28,868.46

\* Indicates skipped check number

12 item(s) totaling \$155,679.06

**Daily Balances**

Date	Amount	Date	Amount	Date	Amount
03/06/2023	\$220,219.99	03/13/2023	\$264,810.38	03/23/2023	\$162,092.21
03/07/2023	\$219,251.96	03/14/2023	\$252,685.47	03/24/2023	\$162,181.72
03/08/2023	\$217,694.96	03/15/2023	\$172,509.85	03/28/2023	\$122,932.01
03/09/2023	\$213,117.96	03/16/2023	\$172,491.91		
03/10/2023	\$203,538.13	03/22/2023	\$162,104.91		

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# California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

April 03, 2023

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

## ORANGE COUNTY COUNCIL OF GOVERNMENTS

TREASURER  
3972 BARRANCA PKWY  
SUITE J127  
IRVINE , CA 92606

[Tran Type Definitions](#)

**Account Number:** 40-30-020

March 2023 Statement

### Account Summary

Total Deposit:	0.00	Beginning Balance:	180,624.18
Total Withdrawal:	0.00	Ending Balance:	180,624.18

**Orange County Council of Governments  
Cash Receipts/Disbursements Report  
For the Quarter ending March 31, 2023**

**Cash Receipts**

<b>Date</b>	<b>Payer</b>	<b>Description</b>	<b>Amount</b>
1/6/2023	City of Anaheim	Cycle 2 Data Collection.	6,500.00
1/6/2023	City of Laguna Beach	Cycle 2 Data Collection.	3,000.00
1/6/2023	MWDOC	Cycle 2 Data Collection.	50,000.00
1/13/2023	SCAG	REAP Grant Reimbursement	133,471.13
1/13/2023	LAIF Interest	Cycle 2 Data Collection.	938.67
1/18/2023	Lake Forest	Cycle 2 Data Collection.	3,000.00
1/18/2023	OCFA	Cycle 2 Data Collection.	58,702.00
1/18/2023	MWDOC	Cycle 2 Data Collection.	3,000.00
1/31/2023	Community Catalyst	March 2023 General Assembly	1,000.00
02/02/2023	WePay	General Assembly Registration	306.52
02/03/2023	City of Santa Ana	Cycle 2 Data Collection.	6,500.00
02/13/2023	SCAG	REAP Grant Reimbursement	22,691.08
02/23/2023	Citizens Business Bank	Fee Reverse	35.00
02/24/2023	TCA	General Assembly Sponsorship	1,000.00
3/2/2023	WePay	General Assembly Registration	1,731.40
3/7/2023	Placeworks	General Assembly Sponsorship	1,000.00
3/11/2023	Cox Communications	General Assembly Sponsorship	1,000.00
3/13/2023	SCAG	REAP Grant Reimbursement	64,722.25
3/15/2023	City of Placentia	Cycle 2 Data Collection.	3,000.00
3/24/2023	Dirtonu Inc	General Assembly Sponsorship	1,000.00
			<b><u>\$ 362,598.05</u></b>

**Cash Disbursements**

<b>Date</b>	<b>Check #</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1/1/2023	2425	Connected Consulting	December Executive Director	(12,311.39)
1/15/2023	2405	Baird Driskell	REAP Model Development	(21,769.75)
1/15/2023	2406	CSUF ASC	2nd Qtr CDR Fees	(28,731.00)
1/31/20223	2407	Aleshire & Wynder LLP	December Legal Fees	(6,020.00)
1/31/2023	2408	LSA	December REAP Project management	(8,359.25)
1/31/2023	2409	Eagle Aerial Solutions	Cycle 2 Aerial Imagery	(91,702.00)
1/31/2023	2410	Interwest Consulting Group	REAP Admin/Coordination November	(10,037.50)
1/31/2023	2411	Trevor O'Neil	2nd Qtr Board Stipend	(100.00)
1/31/2023	2412	Tammy Kim	3rd Qtr Board Stipend	(100.00)



1/31/2023	2413	Diane Dixon	4th Qtr Board Stipend	(100.00)
1/31/2023	2414	Joseph Kalmick	5th Qtr Board Stipend	(100.00)
1/31/2023	2415	Arthur Brown	6th Qtr Board Stipend	(100.00)
1/31/2023	2416	David Shawver	7th Qtr Board Stipend	(100.00)
1/31/2023	2417	AJ Design	Social Media December 2022	(2,034.00)
1/31/2023	2418	WJS Consulting	Grant Monitoring January / SCAG Ager	(5,000.00)
1/31/2023	2419	Lisa Telles Communications	General Assembly, Special Events, RE.	(2,675.00)
1/31/2023	2420	John Hanson	Treasurer January 2023	(1,056.98)
1/31/2023	2421	38Alpha (Kathryn Morrison)	Administrative Assistant/Clerk January	(4,668.01)
1/31/2023	2422	AJ Design	REAP Video Production/Social Media	(6,177.00)
02/03/2023	WIRE	WSP	REAP Reimbursement	(12,741.68)
02/03/2023	2423	Connected Consulting	January Executive Director	(12,376.92)
02/17/2023	2424	Richard Noxon Foundation	General Assembly Event/Catering	(14,255.00)
02/28/2023	2426	Aleshire & Wynder	January Legal Fees	(2,557.00)
02/28/2023	2427	Eide Bailly LLP	Audit Fees	(4,577.00)
02/28/2023	2428	Eagle Aerial Solutions	Cycle 2 Aerial Imagery	(83,000.00)
02/28/2023	2429	AJ Design	REAP ADU work	(1,021.25)
02/28/2023	2430	John Hanson	January Treasurer Services	(968.03)
02/28/2023	2431	Lisa Telles Communications	Communications/Marketing/REAP	(3,450.00)
02/28/2023	2432	38Alpha (Kathryn Morrison)	Administrative Assistant/Clerk Feb 2023	(4,558.58)
	2433	WJS Consulting	Grant Monitoring January / SCAG	
02/28/2023			Agenda Monitoring	(5,000.00)
02/28/2023	2434	Connected Consulting	Executive Director/REAP February	(12,124.91)
3/1/2023	2436	WSP	October REAP Geospatial	(28,868.46)
3/15/2023		Citizens Business Bank	Check re-order	(175.62)
3/16/2023		Citizens Business Bank	Deposit Slips	(17.94)
3/31/2023	1001	Aleshire & Wynder LLP		(1,978.00)
3/31/2023	1002	VOID		-
3/31/2023	1003	Richard Nixon Foundation	General Assembly Event/Catering	(10,387.00)
3/31/2023	1004	Placeworks	REAP Grant Object Designs July	(10,381.25)
3/31/2023	1005	Flowerful	Flowers General Assembly	(910.49)
3/31/2023		Citizens Business Bank	March Bank Fees	(12.70)
3/31/2023	1006	Sustain SoCal	Annual Membership	(1,000.00)
3/31/2023	1007	Lisa Telles Communications	Communications/Marketing/REAP	(5,888.82)
3/31/2023	1008	WJS Consulting	Grant Monitoring March / SCAG	(5,000.00)
			Agenda Monitoring	
3/31/2023	1009	John Hanson	March Treasurer Services	(874.88)
3/31/2023	1010	LSA	Project Management Admin Support RI	(7,804.00)
3/31/2023	1011	Eagle Aerial View Solutions	Cycle 2 Aerial Imagery	(10,840.00)
3/31/2023	1012	Kathryn Morrison (38Alpha)	Administrative Assistant/Clerk March 2023	(4,134.58)
3/31/2023	1013	Connected Consulting	Executive Director/REAP March	(12,154.98)

\$ (458,200.97)



# PMIA/LAIF Performance Report as of 04/05/23



## PMIA Average Monthly Effective Yields<sup>(1)</sup>

<b>March</b>	<b>2.831</b>
February	2.624
January	2.425

## Quarterly Performance Quarter Ended 12/31/22

LAIF Apportionment Rate <sup>(2)</sup> :	2.07
LAIF Earnings Ratio <sup>(2)</sup> :	0.00005680946709337
LAIF Fair Value Factor <sup>(1)</sup> :	0.981389258
PMIA Daily <sup>(1)</sup> :	2.29
PMIA Quarter to Date <sup>(1)</sup> :	1.98
PMIA Average Life <sup>(1)</sup> :	287

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 02/28/23 \$200.5 billion

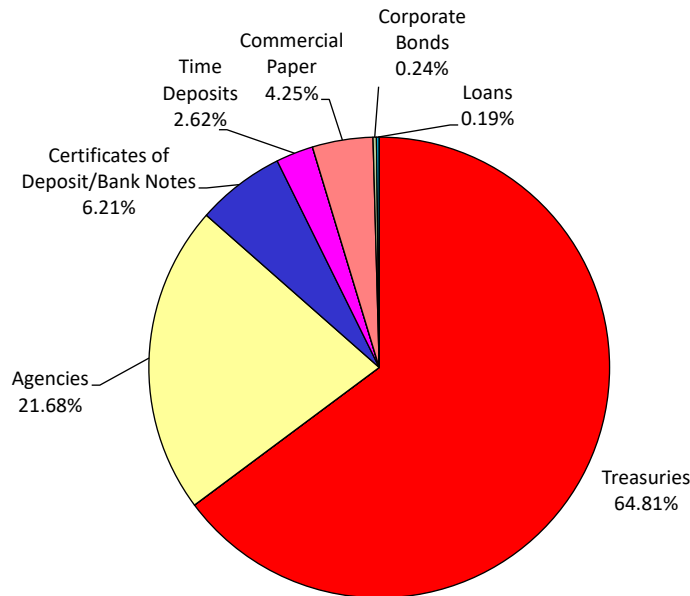


Chart does not include \$3,158,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller



## AGENDA ITEM # 4

## Approval of New Bank Account

### STAFF RECOMMENDATION

Approve Resolution # 2023-001 to Authorize OCCOG Executive Director to close Account #591004948 and open a new checking account #591113097 with Citizens Business Bank.

### SUMMARY

In early 2023, OCCOG and Citizens Business Bank staff noticed several instances of fraudulent activity related to checks that were presented for payment to the bank that were not written by OCCOG staff. As a precaution, OCCOG banking protocol already requires either two signatures on checks or a signature and email authorization to pay. Citizens Business Bank regularly monitors OCCOG checks and requests authorization when any questions arise. There were two instances where a fraudulent check was submitted for payment. In both instances, the bank proactively notified OCCOG, and staff stopped payment on the bad checks.

Additionally, OCCOG also experienced a spoofing incident, wherein a legitimate email chain with an OCCOG vendor accounting employee discussing payment was hijacked by an interloper. OCCOG confirmed that incorrect account information had been provided for an electronic payment and refrained from paying the fraudulent invoice. Staff subsequently alerted the bank to the attempt as well.

In all instances, OCCOG and Citizens Business Bank staff were vigilant and no fraudulent payments were made, however out of an abundance of caution, the bank recommended that OCCOG close the account and open a new one to protect from future fraudulent activity. This is an operational matter that can be handled by staff, and it was handled expeditiously.

However, the bank requires a resolution for their records memorializing the account closure authorization and new account establishment. Staff is therefore bringing forward the item for Board approval and will provide the signed resolution to the bank.

### ATTACHMENTS

Resolution 2023-001 Citizens Business Bank



Orange County Council of Governments

## STAFF REPORT April 27, 2023

---

### STAFF CONTACT

John Hanson  
OCCOG Treasurer  
John@occog.com  
949-949-929-0073

**RESOLUTION 2023-001**

**A RESOLUTION OF THE ORANGE COUNTY COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS AUTHORIZING EXECUTIVE DIRECTOR PRIMMER OR TREASURER JOHN HANSON TO BANK ACCOUNT AT CITIZENS BUSINESS BANK 591004948 AND OPEN CITIZENS BUSINESS BANK ACCOUNT 591113097.**

WHEREAS, the Orange County Council of Governments (OCCOG) serves as a Southern California Association of Governments (SCAG) subregional organization that represents the interests of Orange County in the consideration of SCAG plans, programs, policies and legislative platforms; and,

WHEREAS, the OCCOG has a regular business checking account no. 591-004948 with the Citizens Business Bank; and,

WHEREAS, In early 2023, OCCOG and Citizens Business Bank staff noticed several instances of fraudulent activity related to checks that were presented for payment to the bank that were not written by OCCOG.

WHEREAS, OCCOG also experienced a spoofing incident, wherein a legitimate email chain with an OCCOG vendor accounting employee discussing payment was hijacked by an interloper. OCCOG confirmed that incorrect account information had been provided for electronic payment and refrained from paying the fraudulent invoice. and

WHEREAS, it has been determined that in the best interest of the OCCOG the bank recommended that OCCOG close the checking account and open a new one to protect from future fraudulent activity. and

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE ORANGE COUNTY COUNCIL OF GOVERNMENTS DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Authorize Executive Director Primmer and/or Treasurer John Hanson to close checking account at Citizens Business Bank #591-004948 and open checking account 591-113097. Transfer the funds from the closed Citizens Bank account to the new Citizens Business bank account no. 591-113097.

SECTION 2. The Clerk of the Board shall certify the adoption of the resolution.

PASSED, APPROVED AND ADOPTED by the Board of Directors of the Orange County Council of Governments this 27<sup>th</sup> day of April 2023.

---

Wendy Bucknum, OCCOG Chair

I, KATHRYN MORRISON, Clerk of the Board of the Orange County Council of Governments, do hereby certify that said Resolution was duly and regularly adopted by the Board of Directors of the Orange County Council of Governments at a regular meeting thereof held on the 27th day of April, 2023, by the following votes:

AYES:

NOES:

ABSENT:

---

Kathryn Morrison  
Clerk of the Board



**AGENDA ITEM # 5**

**Approve Contract with Gruber and Lopez  
Inc. for 2022-23 OCCOG Financial Audit**

**RECOMMENDED ACTION**

Executive Director execute the contract with Gruber and Lopez Inc. Fee for the financial audit for fiscal year 2022-23 shall not exceed \$12,500.

**SUMMARY**

Auditing Orange County Council of Governments (OCCOG) financial records plays an important role in public sector finance. The auditors are responsible for evaluating OCCOG’s system of internal controls and overall financial management and condition. It is one of the most important and effective methods to ensure the credibility and transparency of the OCCOG’s financial reporting to all of the OCCOG’s stakeholders. The format of the presentation of the audited financial statements is in accordance with the Governmental Accounting Standards Board (GASB) pronouncements. Audits are performed in accordance with auditing standards generally accepted in the United States and the standards set forth for financial audits contained in the General Accounting Office’s Government Auditing Standards (2018) issued by the Comptroller General of the United States.

**STAFF RECOMMENDATION**

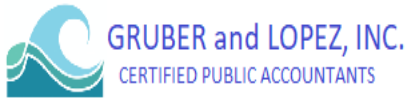
Approve audit engagement letter.

**ATTACHMENTS**

- A. Engagement Letter

**STAFF CONTACT**

John Hanson, CPA  
OCCOG Treasure  
949-929-0073  
jhoccog@gmail.com



April 15, 2023

To the Members  
Orange County Council of Governments  
Irvine, CA

Dear Members of the Board, and Council Management:

We are pleased to confirm our understanding of the services we are to provide **Orange County Council of Governments** as of and for the year ended **June 30, 2023**.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and disclosures, which collectively comprise the basic financial statements of **Orange County Council of Governments** as of and for the year ended **June 30, 2023**. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement **Orange County Council of Governments'** basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to **Orange County Council of Governments'** RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and Government Auditing Standards will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

438 Old Newport Blvd, Newport Beach, CA 92663  
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## **Orange County Council of Governments**

April 15, 2023

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The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with Government Auditing Standards.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of your accounting records of **Orange County Council of Governments** and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and Government Auditing Standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, Government Auditing Standards do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

1. Revenue Recognition
2. Management override

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and Government Auditing Standards.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of **Orange County Council of Governments'** compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to Government Auditing Standards.

## **Orange County Council of Governments**

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### **Other Services**

We will also assist in preparing the financial statements and related notes of **Orange County Council of Governments** in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under Government Auditing Standards and such services will not be conducted in accordance with Government Auditing Standards. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and Government Auditing Standards.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities

## Orange County Council of Governments

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include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

## **Orange County Council of Governments**

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### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to **Orange County Council of Governments** ; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Gruber and Lopez, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to U.S. Oversight or Cognizant Agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gruber and Lopez, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the U.S. Oversight or Cognizant Agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

**Matt Lenton, CPA** is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately mid November 2023.

**Our fee for these services will be at our standard hourly rates including out-of-pocket costs will not exceed \$12,500 for the year ended June 30, 2023.**

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Invoices shall be issued with a net sixty (60) day payment term with corresponding purchase order number stated on the invoice.

Our cost estimates also takes into account assistance that we anticipate receiving from you and your staff to provide the information requested and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

### **Reporting**

We will issue a written report upon completion of our audit of **Orange County Council of Governments'** financial statements. Our report will be addressed to "management and those charged with governance (Board of Directors)" of **Orange County Council of Governments**. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary

## Orange County Council of Governments

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for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that **Orange County Council of Governments** is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

### Most Recent External Quality Control Review

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2020 peer review report accompanies this letter.

### Other Disclosures

#### *Electronic Communication:*

In the interest of facilitating our services to you, we may communicate by facsimile transmission or by sending electronic mail over the Internet. Such communications may include information that is confidential to you. Our firm employs measures in the use of facsimile machines and computer technology designed to maintain data security. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, we have no control over the unauthorized interception of these communications once they have been sent.

#### *Termination of Engagement:*

**Orange County Council of Governments** for its convenience may terminate this Agreement in whole or in part upon thirty (30) calendar day's written notice. Such adjustment shall provide for payment to our Firm for services rendered and expenses incurred prior to the effective date of termination. Upon receipt of termination notice the firm shall properly discontinue services unless the notice directs otherwise. The Firm shall deliver promptly to **Orange County Council of Governments** and transfer title (if necessary) all completed work, and work in progress, including drafts, documents, plans, forms, data, products, graphics, computer programs and reports. The Firm also reserves the right to withdraw from the engagement at any time because of unpaid fees,

**Orange County Council of Governments**

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the guidance of our Professional Standards, or for any other reason. We will notify you in advance of any decision by us to withdraw as your accountants, and we will take all reasonable steps to assist in the orderly transfer of your accounting services.

*Electronic Dissemination of Financial Statements:*

With regard to the electronic dissemination of financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

*Dispute Resolution:*

In the event Orange County Council of Governments firm and/or Irvine determines that service is unsatisfactory, or in the event of any other dispute, claim, question or disagreement arising from or relating to the Agreement or breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties.

If any dispute, controversy or claim arises in connection with the performance or breach of this agreement, either party may, upon written notice to the other party, request that the matter be mediated. Such mediation will be conducted by a mediator appointed by and pursuant to the Rules of the American Arbitration Association or such other neutral facilitator acceptable to both parties. Both parties will exert their best efforts to discuss with each other in good faith their respective positions in an attempt to finally resolve such dispute or controversy.

Each party may disclose any facts to the other party or to the mediator which it, in good faith, considers necessary to resolve the matter. All such discussions, however, will be for the purpose of assisting in settlement efforts and will not be admissible in any subsequent litigation against the disclosing party. Except as agreed by both parties, the mediator will keep confidential all information disclosed during negotiations. The mediator may not act as a witness for either party in any subsequent arbitration between the parties.

The mediation proceedings will conclude within sixty days from receipt of the written notice unless extended or terminated sooner by mutual consent. Each party will be responsible for its own expenses. The fees and expenses of the mediator, if any, will be borne equally by the parties.

**Orange County Council of Governments**

April 15, 2023

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We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

**GRUBER AND LOPEZ, INC.**

*Ron Lopez*

**Ron Lopez, CPA  
Managing Partner**

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RESPONSE:

This letter correctly sets forth the understanding of **Orange County Council of Governments**:

Council Management Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Council Member Signature (Boardmember): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





## AGENDA ITEM # 6

## Amendment to Agreement with Wendy Strack Consulting

### STAFF RECOMMENDATION

Approve Contract Amendment to expand the scope of work in line with OCCOG Strategic Plan and 2023 Work plan objectives, extend the performance period through end of June 2024, and increase monthly retainer commensurate with the increased scope. New monthly retainer amount is \$5000 with additional as-needed work billed at \$125/hour with prior written authorization. Total contract value not to exceed \$72,000 annually.

### SUMMARY

On July 25, 2019, the OCCOG and Wendy J. Strack Consulting, LLC (“Consultant”) entered into an agreement (“Agreement”) for Consultant to provide various services to OCCOG, including for legislative policy analysis and legislative advocacy and assist OCCOG member agencies with grant writing as needed. The Agreement was subsequently extended and additional compensation authorized for additional tasks to be performed by Consultant on June 25, 2020, June 24, 2021 and June 23, 2022.

Staff is requesting that the OCCOG Board once again extend the Agreement for another year, until June 30, 2024 and approve additional compensation for Consultant, retroactive to October 1, 2022, acknowledging the additional tasks directed by the Executive Director under her authority. Those tasks are described under Task 5 of the attached proposed Amendment and include monitoring and reporting of SCAG Policy Committees and Connect SoCal Working Group meetings previously performed by consultant Michelle Boehm as part of the Board-approved 2022-2025 Strategic Plan and 2022-23 Work Plan.

Specifically, Consultant has been tasked with providing the OCCOG Board with preparatory briefing materials and meeting recaps for the Legislative, Communications and Membership Committee, Executive Committee, Transportation Committee, Community Economic and Human Development Committee, and Energy and Environment Committee. Consultant has also been tasked to provide the OCCOG TAC with briefing notes in advance and summary notes following for the following Connect SoCal 2024 Working Groups: Safe & Active Streets, Equity, Natural and Farm Lands Conservation, and Sustainable & Resilient Communities.



Consultant Services shall continue to be billed at a flat retainer of \$5,000 per month which reflects the increased committee monitoring level of effort, and will also be entitled to bill up to an additional \$1,000 monthly, billed at the rate of \$125.00 per hour for up to 4 hours per meeting.

## **ATTACHMENTS**

Proposed Amendment No. 4 to Contract Services Agreement with Wendy J. Strack Consulting, LLC

## **STAFF CONTACT**

Marnie O. Primmer  
OCCOG Executive Director  
(949)216-5288  
marnie@occog.com

Fred Galante  
OCCOG General Counsel  
(949)250-5410  
fgalante@awattorneys.com

**AMENDMENT NO. 4 TO AGREEMENT FOR CONTRACT SERVICES  
BETWEEN THE ORANGE COUNTY COUNCIL OF GOVERNMENTS AND  
WENDY J. STRACK CONSULTING, LLC**

This AMENDMENT NO. 4 TO CONTRACT SERVICES AGREEMENT ("Amendment") is made and entered into this 27<sup>th</sup> day of April, 2023, by and between the ORANGE COUNTY COUNCIL OF GOVERNMENTS, a California Joint Powers Authority ("OCCOG") and WENDY J. STRACK CONSULTING, LLC, a California limited liability company ("Consultant").

**RECITALS**

**WHEREAS**, on or about July 25, 2019, the OCCOG and Consultant entered into a Contract Services Agreement ("Agreement") to provide various services to OCCOG, including for legislative policy analysis and legislative advocacy and assist OCCOG member agencies with grant writing as needed, as further described in the Agreement;

**WHEREAS**, on June 25, 2020, the parties entered into that certain Amendment No. 1 to the Agreement to extend the term of the Agreement by one year and clarify that the maximum compensation payable to Consultant shall be in the amount set by the OCCOG Board in its annual budget;

**WHEREAS**, on June 24, 2021, the parties entered into that certain Amendment No. 2 to the Agreement to extend the term of the Agreement by one year, adopt an increased retainer amount and revised scope of work;

**WHEREAS**, on June 23, 2022, the parties entered into that certain Amendment No. 3 to further extend the term until June 30, 2024 and increase the Contract Sum;

**WHEREAS**, the parties now wish to amend the Agreement, to be effective retroactive to October 1, 2022 when OCCOG's Executive Director, in accordance with her authority, requested Consultant commence performance of work previously performed by consultant Michelle Boehm, to further extend the term and expand the scope of services to be provided by Consultant.

**NOW, THEREFORE**, in consideration of performance by the parties of the covenants and conditions herein contained, the parties hereto agree as follows:

**1. Contract Sum.** Section 2.1 of the Agreement, entitled "Contract Sum", shall be amended to increase the maximum annual contract sum payable to Consultant, retroactive to October 1, 2022, to read as follows:

"2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the "Schedule of Compensation" attached hereto as Exhibit "B" and incorporated herein by this reference, but not exceeding the maximum contract amount of Fifty-Two Thousand

and 0/100 Dollars (\$52,000.00) in FY 2022-23 and Sixty Thousand and 00/100 Dollars (\$60,000.00) in FY 2023-24, plus additional services at the rate set forth in Section 2.4 and Exhibit “B” up to a maximum of One Thousand and 00/100 Dollars (\$1,000.00) per month for enhanced meeting monitoring, as directed by OCCOG’s Executive Director (“Contract Sum”) and billed at the rate of One Hundred Twenty-Five and 00/100 Dollars (\$125.00) per hour.

**2. Term.** Section 3.3 of the Agreement, entitled “Term”, shall be amended to read as follows:

“3.3 Term. Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not later than June 30, 2024, except as otherwise provided in the Scope of Services (Exhibit “A”).”

**3. Scope of Services.** Exhibit “A” attached to the Agreement entitled “Scope of Services” shall be replaced in its entirety with Exhibit “A” attached to this Amendment.

**4. Schedule of Compensation.** Exhibit “B” attached to the Agreement entitled “Schedule of Compensation” shall be replaced in its entirety with Exhibit “B” attached to this Amendment.

**5. Full Force and Effect.** The parties further agree that, except as specifically provided in this Amendment, the terms of the Agreement, as previously amended, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment as of the date written in the preamble above.

ORANGE COUNTY COUNCIL OF GOVERNMENTS

\_\_\_\_\_  
Wendy Bucknum, Chair of the Board

ATTEST:

\_\_\_\_\_  
OCCOG Secretary

APPROVED AS TO FORM  
Aleshire & Wynder, LLP

\_\_\_\_\_  
OCCOG Counsel

**CONSULTANT**

**WENDY J. STRACK CONSULTING, LLC**, a  
California limited liability company

By: \_\_\_\_\_

Name: Wendy J. Strack

Title: Managing Member

**EXHIBIT “A”**

**SCOPE OF SERVICES**

**Consultant will perform the following services within the times requested by the OCCOG Contract Officer, with the understanding that timing is critical to assure that all tasks and deliverables described below are delivered timely to allow the Event, as defined below, to be a success:**

- |                               |   |
|-------------------------------|---|
| Task 1 – Government Relations | Provide regular briefings to local, state, and federal elected officials regarding OCCOG’s legislative priorities.<br><br>Additionally, work with regional partners including ACC-OC and OCBC to collaborate on content, provide support for meeting strategy and scheduling, and attend advocacy trips arranged by those organizations.  |
| Task 2 – Meeting Monitoring   | Monitor SCAG Regional Council; Executive/Administration Committee, Transportation Committee; Energy and Environment Committee; Community, Economic and Human Development Committee, Legislative/Communications and Membership Committee meetings and provide OCCOG Board Representatives on the Committee with briefing notes in advance of the meetings and summary notes following.               |
| Task 3 – Communications       | Work with OCCOG staff to develop content for a bi-monthly legislative e-newsletter to be distributed to OCCOG Members.  |
| Task 4 – Advocacy             | Consultant shall work with OCCOG staff to coordinate advocacy efforts related to OCCOG’s key policy areas. This will include developing and updating bi-annual legislative policy guidelines, drafting letters of support, performing legislative and budgetary analysis, outreach to key stakeholders, and coalition building to advance OCCOG priorities. Consultant shall keep the Orange County |

legislative delegation appraised of our efforts and request their ongoing support.

Intermittent, not included in retainer amount:

Task 5 – Monitor Connect SoCal Working Group Meetings

Provide the OCCOG TAC with briefing notes in advance of the meetings and summary notes following for the following Connect SoCal 2024 Working Groups: Safe & Active Streets, Equity, Natural and Farm Lands Conservation, and Sustainable & Resilient Communities. \*Max 4 hours/ meeting, billed at \$125.00/hour as needed.

**EXHIBIT “B”**

**SCHEDULE OF COMPENSATION**

Consultant shall be paid up to the Contract Sum, which is based on the following breakdown: Consultant support shall be charged on an hourly rate, not to exceed Fifty-Two Thousand and 00/100 Dollars (\$52,000.00) in FY 2022-23 and Sixty Thousand and 00/100 Dollars (\$46,000.00) in FY 2023-24 (subject to adjustment per Section 2.3 of this Agreement). Consultant shall receive a monthly retainer of \$5,000.00, capped at 40 hours per month for tasks covered under the retainer. Additional time for retainer-related tasks, Tasks 1-4 above, may be requested for additional services at the rate of \$125 per hour for up to a maximum of One Thousand and 00/100 Dollars (\$1,000.00) per month for enhanced meeting monitoring, as directed by OCCOG’s Executive Director. .

For each hour worked for Task 5, the Consultant will be paid at the rate of \$125.00.

Any additional work beyond the retainer and hourly tasks noted above must be approved in advance by the OCCOG Executive Director.





**AGENDA ITEM # 7**

**Selection of SCAG Policy  
Committee Representatives  
(1 appointment)**

**RECOMMENDED ACTION**

Select one representative to serve on SCAG policy committees from candidates received by April 27, 2023.

**SUMMARY**

Orange County has 12 representatives that serve on SCAG policy committees. The OCCOG Board is the appointing body for these representatives. When a candidate is selected they are able to choose the committee they would like to serve on. The Board then provides the approved representatives and their requested committee to the SCAG President for approval and assignment to a policy committee. Once appointed, policy committee representatives serve as long as they are duly elected representatives of a dues-paying SCAG member jurisdiction.

OCCOG received two nominations from eligible candidates by the April 4, 2023, 5 PM deadline: Mayor Tanya Doby of Los Alamitos and Buena Park Mayor Pro Tem, Susan Sonne. MPT Sonne Subsequently withdrew her name from consideration. Mayor Doby is presented to the Board for consideration. Information from the candidate is included in Attachment A.

**STAFF CONTACT**

Kathryn Morrison  
OCCOG Clerk of the Board  
kathryn@occog.com

**Attachment A – Mayor Doby, City of Los Alamitos**



Mrs. Doby has a Bachelor of Arts from California State University Long Beach, in Speech Communication. She currently owns and operates an apparel brokerage, Anchored Rose, Inc, and provides Human Resources (HR) Consulting. Prior to being a consultant and small business owner, she was an HR Generalist for the YMCA of Greater Long Beach. She has over 20 years of Human Resource experience and specializes in Employee Relations and Trainings. She offers extensive knowledge and experience in employee retention and community building via open dialogue and communication.

She has served in several volunteer capacities at the elementary school level as well as the school district level. She also served for three years on the Parks, Recreation, and Cultural Arts Commission as the Chair and as a Commissioner before being appointed to the Council.

Mrs. Doby has been a resident of Los Alamitos since 2013 and with her husband, Josiah, is raising her two children, Justus and Sage. Mrs. Doby's husband, Josiah, attended school here in Los Alamitos and graduated from Los Alamitos High School in 1999 and experienced the excellence of our community and School District.

Tanya firmly believes in the culture and wonder that is in the small town of Los Alamitos and is excited to do her part to help the community grow and thrive.



Orange County City Selection Committee  
Candidate Statement Form

Name: TANYA DOBY

Specific Position Applying For: COMMUNITY, ECONOMIC & HUMAN DEVELOPMENT COMMITTEE

District: \_\_\_\_\_

Home address: 31037 GREEN AVE

Mobile phone: 562-310-9160 E-mail: tdoby@cityoflosalamitos.org

City: LOS ALAMITOS

Years as elected official: 4 Occupation: APPAREL & ACCESSORIES BROKER

Please list other positions held (both state and local service):

FRIENDS OF ROSMOR PRESIDENT, PTA COUNCIL-MEMBER, PWD CHAIR,  
PARKS, REC & CULTURAL ARTS COMMISSION (CHAIR 1 YEAR), OC MVD  
TRUSTEE, HUMAN RELATIONS COMMITTEE COMMISSIONER, MAYOR  
PRO-TEM-CITY OF LOS ALAMITOS, MAYOR-CITY OF LOS  
ALAMITOS

Please use a separate sheet to answer the following questions.

- 1) What would you hope to accomplish in your term as a member of this committee?
- 2) The Opportunity Notice lists the Objective and/or Responsibilities of this position; what qualifications or skills do you bring to the position you are seeking appointment?

[Handwritten Signature]

Date 4/24/2023

Please use a separate sheet to answer the following questions.

- 1) What would you hope to accomplish in your term as a member of this committee?

My major goals when considering any committee chair work is to be an asset to that committee and provide a perspective that may not otherwise be readily offered or considered. As the current Mayor of what could be considered a micro city, I believe it is important to have the perspectives of smaller cities represented in larger spaces. My goal is to be that perspective.

- 2) The Opportunity Notice lists the Objective and/or Responsibilities of this position; what qualifications or skills do you bring to the position you are seeking appointment?

Having been on Council for the past 4 years and having an HR background, I have a wealth of experience and understanding of human development and community building, both for residents and other city stakeholders. I also bring an ability to communicate information and ideas clearly and concisely. I also believe in being able to collaborate for the greatest good of our stakeholders.



## AGENDA ITEM # 9

### Approve nominations for SCAG Greenprint Technical Advisory Committee

#### RECOMMENDATION

Select up to three representatives to serve on the SCAG Greenprint Technical Advisory Committee (TAC).

#### SUMMARY

As the subregional entity for Orange County, OCCOG is tasked with selecting representatives to serve on the Southern California Association of Governments (SCAG) Greenprint Technical Advisory Committee. The TAC is comprised of representatives from each SCAG county: two city representatives, one county representative, and one County Transportation Commission (CTC) representative. The TAC will also have a business and an environmental community representative. Representatives are asked, but not required, to have experience with Environmental Impact Reports (EIR), Regional Advance Mitigation, and/or analyzing geographic data. Representatives may be planning staff or a governing board member from a member jurisdiction. The OCCOG Executive Management Committee (EMC) met April 10 and considered potential qualified representatives. The EMC is recommending the Board nominate the following individuals:

**Supervisor Donald Wagner**, OCCOG Vice Chair

**Justin Equina**, OCCOG TAC Chair, City of Irvine Senior Planner

**Ted White**, City of Anaheim Planning & Building Director

Further the EMC also requested OCCOG to submit a letter of support for the business consensus candidate for appointment to the Greenprint TAC.

One additional representative from our county transportation commission (CTC) will serve on the TAC. OCTA, will be responsible for appointing their representative and have selected Dan Phu.

As part of the Connect SoCal 2020 plan, developing a Regional Advance Mitigation Plan (RAMP) to include a "Greenprint" document was approved by the SCAG Regional Council. SCAG began development of the Greenprint in fall of 2020, but the process and outcomes were critiqued heavily by stakeholders and SCAG member jurisdictions alike. After significant pushback, SCAG Regional Council directed staff to take another approach to developing the plan, and the Regional Advance Mitigation Plan (RAMP) Policy Framework, was finally adopted by the Regional Council in February 2023.



As part of the approved plan, the Regional Council directed staff to implement a new Greenprint Technical Advisory Committee, or TAC.

Additional information from the SCAG application for the TAC:

“The purpose of the TAC is to provide input to SCAG staff on data policies for the SoCal Greenprint, a web-based conservation planning tool to support advance mitigation. To ensure the TAC provides meaningful input and informed advice, SCAG is specifically seeking representatives with experience with Environmental Impact Reports (EIRs), Regional Advance Mitigation, and analyzing geographic data. However, these skills are not required to join the TAC. The formation and composition of the Greenprint TAC is a key element of the Regional Advance Mitigation Program (RAMP) Policy Framework, which provides background on Connect SoCal’s goals and PEIR requirements related to RAMP and outlines goals for SCAG’s RAMP Initiative. The RAMP Policy Framework provides direction on establishing a TAC to ensure that the SoCal Greenprint tool provides data that aligns with advance mitigation opportunities. Specifically, the TAC will provide a forum for members to advise and provide input SCAG staff on data policies and user guidelines, data governance standards, data selection criteria, data parameters, and a process to resolve potential divergent perspective for the SoCal Greenprint tool.

The TAC is expected to meet for a minimum of three four-hour workshops in June, July and August of 2023. Each of the invited TAC members must be available to actively participate in all three of the workshops. Additionally, TAC members may be requested to review materials between meetings for discussion. While the TAC is not a decision-making body (i.e., the TAC will not directly make recommendations to any of SCAG’s legislative bodies, rather it will provide input, advice and counsel to staff), it will meet consistent with the Brown Act.

The TAC will be comprised of one representative from: each county transportation commission in the SCAG region, Caltrans, each county government in the SCAG region, the City of Los Angeles, two city governments within each county in the SCAG region, as well as a representative from the environmental community with RAMP experience, and a representative from the business community. The TAC is open to the public and will seek input from the development community, non-governmental conservation groups, regional conservation agencies, researchers, and other stakeholders. “

As Orange County’s subregional planning entity, OCCOG is responsible to select three of our region’s representatives to serve on the TAC. OCTA is responsible for selecting the CTC representative for our county. They have chosen Dan Phu to serve on the committee. OCCOG staff and EMC members had a robust discussion at the April 10, 2023 EMC meeting. OCCOG Vice Chair Don Wagner submitted his interest in serving as the County representative. OCCOG TAC



Chair Justin Equina, who has been very engaged throughout the Greenprint process, also expressed interest in serving as one of OCCOG’s two city representatives. The third representative, Ted White, is recommended by the EMC members for his collaborative approach and technical experience preparing and reviewing EIR documents, and geographic data analysis. The OCCOG Board is asked to direct staff to submit nominations for the EMC-recommended representatives.

### **STAFF CONTACT**

Marnie O’Brien Primmer  
OCCOG Executive Director  
949-698-2856  
marnie@occog.com



Orange County Council of Governments

## STAFF REPORT April 28, 2022

### AGENDA ITEM # 11

### Greenprint/RAMP Update

#### RECOMMENDED ACTION

Receive and file or provide alternative direction.

#### SUMMARY

The SCAG Regional Advanced Mitigation Plan Advisory Task Group (RAMP-ATG) comprised of Regional Council members, is tasked to understand and consider SCAG's voluntary policy framework for regional mitigation, the Regional Advanced Mitigation Plan (RAMP), that would balance future transportation infrastructure planning against conservation needs meets twice in April. The first meeting took place on April 18, and the follow-up meeting takes place on April 26. The Task Force was created by SCAG after stakeholders and members of the Regional Council expressed concerns over the development of the proposed Greenprint, part of the overall RAMP included in the 2020 RTP/SCS, Connect SoCal.

The RAMP-ATG has asked SCAG staff to better explain how the proposed Greenprint tool and the proposed data sets for the tool are envisioned by SCAG to be used by local jurisdictions and county transportation commissions (CTCs), in considering and balancing conservation and other regional goals as they analyze roadway projects and development projects.

At the April 18<sup>th</sup> Advisory Task Group meeting, the joint comment letter from the cities of Irvine and Mission Viejo on the draft Greenprint datasets (Attachment A) was recognized by SCAG staff, the building industry and the Chair of the Energy & Environment Committee as providing constructive comments on the datasets. SCAG has also issued a response to the letter (Attachment B) that falls short of providing the assurances that OCCOG and our member jurisdictions have been seeking with regard to the data included in the Greenprint.

SCAG staff is now proposing that any policy discussion on the Greenprint datasets be separated from the regional mitigation policy framework, and be deferred to FY22/23. Further, SCAG staff has indicated they will continue to secure feedback from interested parties, but needs more time to address the issues of Greenprint's data parameters, data governance and user guidelines. SCAG is also proposing that a new Technical Advisory Committee be created to provide input to SCAG on the Greenprint datasets. Budget for the original Greenprint consultant contract has been expended so a separate contract of consultant services will be procured for the continued effort. This proposal will be further discussed at the Group's April 26, 2022 meeting.





## BACKGROUND

SCAG first contacted OCCOG Executive Director Marnie Primmer in fall of 2020 to provide a briefing on the Greenprint project. SCAG staff provided a briefing to the OCCOG Technical Advisory Committee in February 2021. The OCCOG TAC members present provided feedback and asked questions of SCAG staff aimed at ensuring that the information included in the Greenprint would be properly vetted, sourced and labeled; serve a regional planning purpose; and that potential negative impacts on housing development could be averted. During this timeframe, the SCAG Technical Working Group, the brain trust of staff-level technical experts most likely to use the Greenprint tool professionally, was disbanded while SCAG re-envisioned the purpose and purview of the group. This had implications for the adoption of the Greenprint because it limited the feedback that SCAG was likely to receive from technical staff of the subregions and local jurisdictions. While the TWG was not meeting, the subregional directors group did meet with SCAG Executive Director Kome Ajise and SCAG staff to receive a briefing on the Greenprint and offer input. The Executive Directors requested SCAG to better engage with the subregions on issues such as the Greenprint and to better prepare the subregions so that we could support our respective Regional Council members in complex policy issues. We also reiterated that concerns raised by the business community had been communicated to our elected officials and needed to be addressed before SCAG should move forward.

In July 2021, SCAG brought forward the Greenprint as an information item for the Regional Council. At that time, the RC directed SCAG staff to pause further work, conduct a public hearing, and work with stakeholders to address concerns that had been raised. In particular, the nature of the sole source procurement of the Nature Conservancy to steward the Greenprint gave pause to some who found their involvement troubling. As conservators of open space, they were perceived by some to have a built-in conflict of interest. Additionally, while SCAG did outreach to jurisdictions via the subregions, there was some concern over the lack of direct engagement with the jurisdictions during the scoping of the Greenprint as well as a failure to respond to concerns regarding the sources and accuracy of some of the data layers proposed to be included in the Greenprint. Further, some jurisdictions as well as members of the development and business community have raised issues regarding the Greenprint's use in CEQA challenges and its potential to be weaponized against jurisdictions looking to develop open space therefor raising home prices even higher.

On August 24, 2021, SCAG held a virtual public hearing to discuss the Greenprint. The meeting was sparsely attended by Regional Council members, possibly because it was scheduled on a Tuesday night which tends to be City Council meeting nights for many jurisdictions. Concerns have also



been raised about the timeliness of the meeting notification and distribution to SCAG member jurisdictions as well as some stakeholders.

On October 7, 2021, SCAG held a public hearing as part of its monthly Regional Council meeting. The discussion was robust amongst a cross section of stakeholders from throughout the region. Subsequent to the public hearing, SCAG's Regional Council asked SCAG staff to continue the pause on the work being done on Greenprint and to continue to engage with the public to address concerns that have been raised. Regional Council oversight of the Greenprint was enacted, in the form of a five-member task force to be selected by the SCAG President.

At the October 28, 2021 Board meeting the OCCOG Board had a discussion about Greenprint and directed staff to send a letter to SCAG detailing our concerns. The Board also instructed staff to return with a draft resolution for review and approval at the December 6, 2021 meeting, which was subsequently passed by the OCCOG Board of Directors.

The cities of Irvine and Mission Viejo sent a letter on March 7, 2022 expressing several concerns to SCAG regarding the Greenprint and SCAG responded on April 1, 2022. Unfortunately, the response letter failed to fully address the issues raised by Mission Viejo and Irvine. Therefore, OCCOG and others continue to have concerns around the sourcing and vetting of data, and we will recommend that the Technical Working Group (TWG) be engaged to monitor the progress of this initiative to ensure that the issues raised by our members are addressed at the RAMP-ATG and regional council by SCAG staff.

## **STAFF CONTACT**

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OCCOG Executive Director  
949-698-2856  
marnie@occog.com



**AGENDA ITEM # 10**

**Approval of FY 2023-2026 Memorandum of Understanding with Center for Demographic Research (CDR)**

**STAFF RECOMMENDATION**

Authorize the OCCOG Executive Director to execute the FY2023-2026 Memorandum of Understanding with CSU Fullerton for demographic services by the Center for Demographic Research.

**SUMMARY**

The Center for Demographic Research (CDR) at California State University, Fullerton (CSUF) develops population, employment, housing, and other demographic projections used by the Orange County Council of Governments (OCCOG), its member agencies, and other local and regional agencies for transportation and other planning activities. The demographic projections are used in the development of the Orange County Projections, which are approved by the OCCOG Board of Directors for transmittal to the Southern California Association of Governments (SCAG) as Orange County's official growth forecast for countywide, area-wide and regional planning purposes, including SCAG's Regional Transportation Plan/Sustainable Communities Strategy.

This item requests the OCCOG Board to authorize the Executive Director to execute a three-year Memorandum of Understanding Agreement between OCCOG and CDR to continue to conduct professional services for demographic services commencing on July 1, 2023 (Attachment A).

**BACKGROUND**

Since 1996, the OCCOG (previously in conjunction with the Orange County Division, League of California Cities) and other agencies have jointly funded CDR as sponsors for the preparation of demographic projections for use in various planning activities. The mechanism for funding and authorizing CDR's work is a Memorandum of Understanding (MOU) that is entered into by CDR and its sponsors. The current three-year MOU (FY2020/2021-FY2022/2023) will terminate on June 30, 2023.

The proposed three-year MOU would extend the professional services provided by CDR through FY2025/26. The MOU Agreement has been reviewed and discussed over a series of meetings of CDR's Management Oversight Committee, a management-level committee of its sponsor agencies and partners (OCCOG, County of Orange, Orange County Transportation Authority (OCTA), Transportation Corridor Agencies (TCA), Orange County Sanitation District (OC San), Municipal



Water District of Orange County, Orange County Water District, Southern California Association of Governments, and the Orange County Local Agency Formation Commission) that provides input and direction on CDR's budget and work program.

Since CDR was established in 1996, annual fees paid by Orange County cities to SCAG were originally delivered back to subregions through SCAG's Overall Work Program (OWP). A portion of OWP dollars were allocated to the OCCOG (previously in conjunction with the Orange County Division, League of California Cities) in support of demographic data development by CDR. This was considered the cities' contribution to CDR. When OWP funding from SCAG was reduced, and then ended in mid-2000s due to SCAG budget constraints, the flow of dollars back to Orange County for demographic and other subregional work was no longer available and also ended and cities began directly funding a portion of the CDR sponsorship as supported by the Orange County City Managers Association.

It should be noted that all work conducted by CDR is funded solely through the sponsors. Further, the execution of the OCCOG sponsorship of the CDR MOU pertains solely to the funding of the OCCOG seat by the 34 Orange County cities. Other OCCOG member agencies that are also sponsors of CDR pay for separate sponsorship fees that are not included in the OCCOG sponsorship seat, such as MWDOC, TCA, and OCTA. The invoicing and collection of the OCCOG sponsorship seat with the Orange County cities is done in coordination with the annual OCCOG dues invoicing, and all Orange County cities will be advised of their FY2023/24-FY2025/26 CDR fees through the Orange County City Managers Association.

The proposed budget for FY2023/24-FY2025/26 work is included in the MOU along with the proposed services and products and reflects an increase from previous years to include scheduled minimum wage increases, market studies on salaries, updated healthcare costs, and updated work programs. Integral to the work is the development of the 2026 Orange County Projections, which includes baseline and projection data that will be used in the development of the Orange County growth forecast for the 2028 SCAG Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) and OCTA's development of its next Long-Range Transportation Plan, and coordination with SCAG and Orange County jurisdictions to ensure the Orange County growth forecast is included in the 2024 SCAG RTP/SCS.

As a result of the Great Recession in the late 2000s, CDR's work program and services were pared down in combination with a restructuring of sponsor agencies' contributions. The Management Oversight Committee has since expressed the sponsors' support in maintaining CDR's current work



program and services and recognized that a minimum level of funding is needed to ensure CDR continues its high level of data support services to Orange County.

The most significant change in this MOU is the reduction in funding by the Orange County Sanitation District (OC San) by half instead of pulling out entirely. CDR staff and OC San pursued finding a partner agency to cover the full sponsorship seat funding similar to the arrangement with the Municipal Water District of Orange County (MWDOC) and the Orange County Water District (OCWD). OCFA was approached but they declined participation at this time. However, OCFA will be approached for future iterations of the CDR MOU. Without a partner agency to cover the cost of a full sponsorship seat, OC San will be reclassified from a Sponsor to a CDR Contributing Partner with specified work product, limited services and access to CDR data, and non-voting status on the CDR Management and Technical Committees for the 2023-2026 MOU term. OC San's reduced funding was addressed in the proposed three-year budget through non-salary reductions, select benefit cost allocations and use of carryover funds from the 2020-2023 MOU due to staff reductions during the pandemic shutdowns. All the sponsor representatives on the Management Oversight Committee have endorsed the proposed MOU.

OCCOG staff recommends that the OCCOG Board continue the contract for demographic services and authorize the OCCOG Executive Director to execute the Memorandum of Understanding (MOU) Agreement. Execution of the MOU will provide for the professional services needed for the continued development of Orange County's growth forecasts for the Southern California Association of Governments Regional Transportation Plan/Sustainable Communities Strategy (Connect SoCal). Each Orange County city and the County of Orange is directly involved in demographic data development with CDR, and this "bottom up" approach has worked well in addressing demographic issues early in and throughout the process and in developing a countywide forecast representative of local input.

## ATTACHMENTS

- A. MOU Agreement with CSU Fullerton for demographic research for July 1, 2023-June 30, 2026
- B. April 27, 2023 CDR Primer presentation

## STAFF CONTACTS

**Marnie O'Brien Primmer**  
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**Deborah Diep, Director**  
Center for Demographic Research  
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(657) 278-4596

**MEMORANDUM OF UNDERSTANDING**  
**by and between**  
**ORANGE COUNTY INTERESTS**  
**and**  
**CSU FULLERTON AUXILIARY SERVICES CORPORATION**  
**for the**  
**CONTINUED OPERATION OF THE CENTER FOR DEMOGRAPHIC RESEARCH**  
**AT CALIFORNIA STATE UNIVERSITY, FULLERTON**

This Memorandum of Understanding (“MOU”) is entered into between the County of Orange, Transportation Corridor Agencies, Orange County Transportation Authority, Municipal Water District of Orange County, Orange County Water District, Orange County Council of Governments, Southern California Association of Governments (“SPONSORS”); the Orange County Local Agency Formation Commission and Orange County Sanitation District (“CONTRIBUTING PARTNERS”) and the CSU Fullerton Auxiliary Services Corporation, (“ASC”), which is a 501 (c)3 California corporation organized under California law as an auxiliary organization of California State University, Fullerton (“CSUF”). This MOU is for the development of demographic data and related support products. Obligations and rights specified for CSUF in the MOU shall be exercised by the ASC.

**WHEREAS**, the development of demographic and related information for Orange County is a vital data source used for a wide range of local, subregional and regional applications, including, transportation infrastructure planning, facilities planning and timing, development of fee programs, bond revenue stream analysis, general planning and other applications; and

**WHEREAS**, a number of primary users of data in Orange County have recognized the benefit of having a local area expertise in developing demographic projections and associated products; and

**WHEREAS**, these SPONSORS, CONTRIBUTING PARTNERS, and CSUF agree on the importance of having a single entity in Orange County developing demographic products and providing such products to data users; and

**WHEREAS**, these agencies also desire to establish a long-term process which allows each individual agency participation in the development and review of demographic products; and

**WHEREAS**, the Center for Demographic Research (“CDR”) located at CSUF provides an opportunity to place demographic activities in a setting that accomplishes SPONSORS’ and CONTRIBUTING PARTNERS’ objectives and provides augmented educational opportunities for CSUF; and

**WHEREAS**, CSUF will be listed as a “SPONSOR” based upon their financial contribution as outlined in the budget in Attachment 1 and in-kind contributions for the balance of the remaining Sponsor seat; and

**WHEREAS**, the SPONSORS have worked cooperatively in supporting and organizing the Center for Demographic Research for 27 years and wish to continue their cooperation; and

**WHEREAS**, the CONTRIBUTING PARTNERS wish to participate in supporting the Center for Demographic Research beginning in Fiscal Year 2010/2011; and

**NOW, THEREFORE, IT IS RESOLVED** that the **SPONSORS, CONTRIBUTING PARTNERS**, and the ASC agree as follows:

1. The SPONSORS and CONTRIBUTING PARTNERS will fund the CDR for the next three years for an annual total fee as set forth in Item IV below and Attachment 1.
2. Process and Structure
  - A. Orange County Projections

The Orange County Council of Governments (“OCCOG”) will be responsible for the approval of the Orange County Projections at the Regional Statistical Area level and subsequent to that action the County of Orange will approve the Orange County Projections. The OCCOG will work with CDR staff to integrate the Orange County Projections as approved into the Southern California Association of Governments (“SCAG”) Regional Growth Forecast. Sponsors will make good faith efforts to use the Orange County Projections data in all future forecasting and planning efforts.

B. Management Oversight

The Management Oversight Committee (“MOC”) shall meet at least four (4) times each year to (1) consider policy matters associated with the operations of the Center for Demographic Research, (2) review products status and activities which are part of the core Work Program, (3) review the Center for Demographic Research’s financial status and status of MOU signatures, (4) set CDR budget and modify staff salaries funded by this MOU (5) consider requests from additional agencies wishing to become sponsors or contributing partners, (6) modify budget and work program upon addition or termination of a sponsor or contributing partner, (7) address other matters vital to the function of the Center for Demographic Research, and (8) undertake additional tasks as requested by the SPONSORS.

The Management Oversight Committee will be comprised of staff representing the SPONSORS, CONTRIBUTING PARTNERS and CSUF. Each SPONSOR will have one voting member of equal standing on the Management Oversight Committee including one member jointly representing the Municipal Water District of Orange County and the Orange County Water District; each CONTRIBUTING PARTNER will have one non-voting Ex-Officio member. The designees from each SPONSOR, CONTRIBUTING PARTNER, and the university shall be named by July 1 of each year. An organization may also designate an individual(s) to serve as an alternate

member of the Management Oversight Committee. The committee chair and vice-chair will be elected for a three-year term from voting members.

C. Technical Oversight:

The Technical Advisory Committee (“TAC”) provides technical guidance and input into the development of each product produced under this MOU before they are reviewed by the Management Oversight Committee. The Technical Advisory Committee advises the Director of the Center for Demographic Research, as well as reports to the Management Oversight Committee. The Committee will include one voting representative from each SPONSOR including a member representing the Municipal Water District of Orange County and the Orange County Water District; each CONTRIBUTING PARTNER will have one non-voting Ex-Officio member. University participation on the Technical Advisory Committee will include at least one voting member from CSUF, and one voting member each from the University of California, Irvine and Chapman University. The Director of the Center for Demographic Research will coordinate with research centers at these universities to ensure data consistency. The designees from each SPONSOR, CONTRIBUTING PARTNER, and agency shall be named by July 1 of each year. The committee chair and vice-chair will be elected for a three-year term from voting members.

The Technical Advisory Committee shall schedule at least four (4) meetings each year. It will (1) provide a report to the Management Oversight Committee summarizing its meetings, (2) provide advice on the approach, techniques, data sources and methods used to develop new products, (3) facilitate the acquisition of data necessary to produce products, (4) provide suggestions on the interpretation and analysis incorporated into deliverables, (5) provide input on assumptions for the development of the growth projections, (6) provide review of deliverables prior to approval by the Management Oversight Committee and (7) undertake other tasks as identified by the Management Oversight Committee.

D. Transportation Modeling Data

The Orange County Transportation Authority (“OCTA”) will be responsible for the approval of all transportation modeling variables used in the Orange County Transportation Analysis Model (“OCTAM”) at the Traffic Analysis Zone level. The transportation modeling variables shall be consistent with the Orange County Projections, as approved by the Orange County Council of Governments and the County of Orange at the Regional Statistical Area Level. The OCTA and SCAG will exercise user agreements for their consultants to access the transportation modeling variables.



3. Duration and Terminations

This agreement will become effective upon execution and ends on June 30, 2026. A review of the performance of the Center for Demographic Research in meeting its obligations under this MOU will be conducted by the Management Oversight Committee throughout the term July 2023 through June 2026. This MOU may be extended and/or amended by mutual agreement of all signatories.

A party may terminate its participation under this MOU by giving each of the other parties sixty (60) days written notice thereof. Upon said notice of termination, the SPONSOR or CONTRIBUTING PARTNER terminating its participation shall pay the balance of fees owed by the SPONSOR or CONTRIBUTING PARTNER for that given fiscal year. Each fiscal year, the SPONSORS and CONTRIBUTING PARTNERS shall review and approve in writing the MOU, work program, and funding arrangement. Such written approval shall constitute a SPONSOR’S or CONTRIBUTING PARTNER’S agreement to participate in this Agreement. In the event that ASC wishes to terminate its participation, it shall reimburse the SPONSORS and CONTRIBUTING PARTNERS any advance payments, less an amount to cover expenses related to work in progress and less costs reasonably necessary to effect such termination. If a party wishes to withdraw from the agreement, said notice shall be affected by delivery of such notice in person or by depositing said notice in the United States mail, registered or certified mail, return receipt required, postage prepaid.

4. Funding and Schedule

Respective fees shall be as follows for the following fiscal year:

<b>Payment Schedule for 2023-2026</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>	<b>Three-Year Total</b>
County of Orange	\$124,866.28	\$135,578.86	\$145,297.07	\$405,742.21
Orange County Council of Governments	\$124,866.28	\$135,578.86	\$145,297.07	\$405,742.21
Orange County Transportation Authority	\$124,866.28	\$135,578.86	\$145,297.07	\$405,742.21
Transportation Corridor Agencies	\$124,866.28	\$135,578.86	\$145,297.07	\$405,742.21
Southern California Association of Governments	\$124,866.28	\$135,578.86	\$145,297.07	\$405,742.21
Municipal Water District of Orange County	\$62,433.14	\$67,789.43	\$72,648.54	\$202,871.11
Orange County Water District	\$62,433.14	\$67,789.43	\$72,648.54	\$202,871.11
Orange County Local Agency Formation Commission	\$19,500.00	\$20,000.00	\$20,500.00	\$60,000.00
Orange County Sanitation District	\$65,433.14	\$69,789.43	\$72,648.54	\$207,871.11
<b>NON-CSUF TOTAL</b>	<b>\$834,130.82</b>	<b>\$903,262.59</b>	<b>\$964,930.96</b>	<b>\$2,702,324.37</b>
California State University, Fullerton	\$198,533.03	\$204,854.98	\$210,701.64	\$614,089.65
<b>TOTAL</b>	<b>\$1,068,663.83</b>	<b>\$1,132,117.57</b>	<b>\$1,175,632.57</b>	<b>\$3,376,413.98</b>

Payments shall be made in accordance with invoicing policies of the ASC according to the schedule below. SPONSORS and CONTRIBUTING PARTNERS will be invoiced at the beginning of each quarter. Quarterly payments equal to 25% of the annual fees shall follow invoices submitted according to the calendar below:

Fiscal Year 2023/2024: July 2023, October 2023, January 2024, April 2024  
Fiscal Year 2024/2025: July 2024, October 2024, January 2025, April 2025  
Fiscal Year 2025/2026: July 2025, October 2025, January 2026, April 2026

SPONSORS and CONTRIBUTING PARTNERS shall pay one-quarter of their annual fees upon receipt of said invoices or may prepay for an entire fiscal year. Prepayment does not imply a discounted rate.

5. Administrative Representatives

A. The Principal Investigator for the operations and management of the Center for Demographic Research and the conduct of this MOU is Deborah Diep, Director. The Assistant Director, Rubaiya Zaman, will serve as the Principal Investigator in the Director's absence. They are authorized to negotiate supplemental services with the SPONSORS, CONTRIBUTING PARTNERS, and Non-sponsors as noted in Section VII. Sydney Dawes, Director, ASC Office of Sponsored Programs is designated as the administrative representative for the ASC. Should the Principal Investigators become unavailable for any reason, no other Principal Investigator shall be chosen by CSUF or the ASC without the approval of the SPONSORS. Furthermore, the ASC agrees that the Management Oversight Committee shall make the recommendation on the selection of the Director or interim Director of the Center for Demographic Research and no Director or interim Director shall be appointed without approval of the Management Oversight Committee. The Management Oversight Committee will serve as the search committee if a search committee for the Director is required by the ASC.

B. Equipment and furniture purchased by ASC under the terms of this MOU shall remain the property of the SPONSORS. In the event that the Center for Demographic Research is disbanded, the equipment remains the property of the SPONSORS and the Management Oversight Committee shall determine its disposition.

C. Databases and applications developed and maintained for the Center for Demographic Research purposes shall remain under control of the SPONSORS. In the event that Center for Demographic Research is relocated from CSUF, all Center for Demographic Research functions and designations shall accompany the Center for Demographic Research.

6. Additional Sponsorships and Revenues

Other agencies and entities can become sponsors or contributing partners of the Center for Demographic Research with unanimous agreement among the SPONSORS as determined by a vote of the Management Oversight Committee. Adjustments in sponsor fees found necessary resulting from the addition of sponsors shall be determined by the Management Oversight Committee with consultation from the Center for Demographic Research Principal Investigators.

The disposition of additional revenues generated through additional sponsors, and the sale of products and services to non-sponsors shall be determined by the Management Oversight Committee. The additional funds shall be prorated according to the respective sponsor fee. SPONSORS shall have the option of expending their share of the additional funds on CDR activities, products or equipment or having the funds returned to the SPONSORS at the end of the fiscal year.

7. Products and Deliverables

- A. The Center for Demographic Research will produce the identified core Demographic Products and Services as described in Attachment 2 and listed in Attachment 3. Each SPONSOR will receive ten (10) copies in printed form and one (1) copy of estimates and projections in electronic form.
- B. The SPONSORS and CONTRIBUTING PARTNERS have the right to request supplemental products and support services from the Center for Demographic Research through a purchase order. Projects above the amount of \$35,000 shall be approved by the ASC. Such purchases may be entered into if the SPONSOR or CONTRIBUTING PARTNER agrees to pay ASC all additional costs resulting from the additional products or services, including an indirect cost of 22%, and if the activities do not interfere with the normal functioning of the CDR. If requests for additional products or services require interference with the normal functioning of the CDR as determined by the Management Oversight Committee or additional resources from the CDR's basic budget the proposal for such products and services will be forwarded to the Management Oversight Committee for their advice and consent prior to finalization of the agreement. In all cases, supplemental work for SPONSORS and CONTRIBUTING PARTNERS shall be assessed indirect costs of 22%.
- C. Non-sponsors can contract with the Center for Demographic Research through the ASC for its services or obtain supplemental products and support services from the Center for Demographic Research through a Non-sponsor purchase order. A list of these projects will be submitted to the MOC on a quarterly basis. If the Director assesses a proposed project contains a conflict of interest, conflict of time commitment, or interference with the normal functioning of CDR, the Management Oversight Committee will be informed of the request for services and will review it for any potential conflicts. The Director shall notify the Management Oversight Committee of any such proposed agreement and provide the committee with draft text and budget, before the intended start of work. The Management Oversight Committee shall review the proposed project for possible conflicts of interests, conflicts of time commitment, and budgetary adequacy. The Management Oversight Committee may at its discretion impose a surcharge of funds to be used at its discretion. Action on these matters may be taken only with the concurrence of a majority of the members of the Management Oversight Committee and all such supplemental work for Non-sponsors shall be assessed normal indirect costs of 35.5% unless negotiated otherwise.

- D. Use of revenues generated by the sale of products produced by the Center for Demographic Research shall be determined by the Management Oversight Committee. A quarterly report on product sales will be presented to the Management Oversight Committee.
- E. Additional projects should not adversely affect the schedule of deliverables unless otherwise agreed to by the Management Oversight Committee.

8. Sponsorship

This Agreement shall be signed by all SPONSORS and CONTRIBUTING PARTNERS by June 30, 2023 with the exception of the Southern California Association of Governments. The Southern California Association of Governments shall sign this Agreement by September 30, 2023. If all SPONSORS and CONTRIBUTING PARTNERS listed in Section XVIII do not sign by September 30, 2023, the work program and budget will be modified to reflect the committed funding. If any SPONSOR or CONTRIBUTING PARTNER does not sign this Agreement, the funding amounts of the remaining SPONSORS and CONTRIBUTING PARTNERS will not change. The remaining SPONSORS and CONTRIBUTING PARTNERS are not required to make up the difference in the reduced budget. Any SPONSOR or CONTRIBUTING PARTNER listed as an ORANGE COUNTY INTEREST that does not sign this Agreement forfeits all rights, services, and privileges as a CDR SPONSOR or CONTRIBUTING PARTNER unless otherwise negotiated. A formal status report on execution will be delivered at each Management Oversight Committee meeting until all SPONSORS and CONTRIBUTING PARTNERS sign this Agreement.

9. Liability and Insurance

Each party to this MOU hereby assumes any and all risks for personal injury and property damage attributable to the negligent acts or omissions of that party and the officers, employees, and agents thereof. ASC warrants that it has adequate Worker's Compensation Insurance and liability insurance for its own employees. The ASC, the SPONSORS (the County of Orange, Transportation Corridor Agencies, Orange County Transportation Authority, Municipal Water District of Orange County, Orange County Water District, Orange County Council of Governments, and Southern California Association of Governments), and the CONTRIBUTING PARTNERS (the Orange County Local Agency Formation Commission and Orange County Sanitation District) agree to indemnify and hold each other, their respective officers, employees, students, agents, harmless from and against all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from negligent or intentional acts or omissions of the indemnifying party, its officers, employees, students or agents.

10. Independent Contractor

In the performance of all services and obligations under this agreement, SPONSORS, CONTRIBUTING PARTNERS, and ASC shall act as independent contractors. None shall be considered an employee or agent of the other.

11. Use of Names

SPONSORS and CONTRIBUTING PARTNERS agree not to use the names of the ASC or CSUF in any commercial connection with work performed under this Agreement without prior written permission from the ASC. SPONSORS and CONTRIBUTING PARTNERS may use said names in ordinary internal business reports concerning this Agreement and may use the names of the Center for Demographic Research and the Principal Investigators in non-commercial publicity announcing the results of the project.

ASC agrees not to use the names of SPONSORS and/or CONTRIBUTING PARTNERS in any commercial connection with this work without prior written permission from SPONSORS and/or CONTRIBUTING PARTNERS. ASC may use SPONSORS' and/or CONTRIBUTING PARTNERS' name in ordinary internal business reports concerning this agreement and in non-commercial publicity announcing the awarding of the contract.

The provisions of this Section of the Agreement shall survive for two (2) years beyond any termination date specified in Section III or any extension thereof.

12. Force Majeure

SPONSORS, CONTRIBUTING PARTNERS, and ASC shall not be liable or deemed to be in default for any delay or failure in performance under this Agreement or interruption of services resulting, directly or indirectly, from acts of God, civil or military authority, acts of public enemy, strikes, labor disputes, or any similar cause beyond the reasonable control of SPONSORS, CONTRIBUTING PARTNERS, or ASC, provided the affected party notifies the other party of the delay in writing within ten days of the onset of the delay.

13. Assignment

This Agreement shall inure to the benefit of and be binding upon and enforceable by the parties and their successors and permitted assigns. However, neither party may assign any of its rights or obligations under this Agreement without the prior written consent of the other.

14. Modification and Waiver

None of the terms of the Agreement may be waived or modified except by an express agreement in writing signed by SPONSORS, CONTRIBUTING PARTNERS, and ASC. Modifications not documented in writing cannot be enforced. The failure or delay of

either party in enforcing any of its rights under this Agreement shall not be deemed a continuing waiver or a modification by such party of such right.

15. Governing Law

The validity and interpretation of this Agreement shall be governed by the laws of the State of California.

16. Federal Statutes Relating to Nondiscrimination

ASC will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S. C. sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S. C. section 794), which prohibits discrimination on the basis of handicaps; (d) Age discrimination Act of 1975, as amended (42 U.S.C. sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.O. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-d and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (I) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirement of any other federal nondiscrimination statute(s) which may apply to the application.

17. Execution of MOU

This MOU, or any amendment related thereto, may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same agreement. The signature page of this MOU or any amendment may be executed by way of a manual or authorized digital signature. Delivery of an executed counterpart of a signature page to this MOU or an amendment by electronic transmission scanned pages shall be deemed effective as a delivery of a manually or digitally executed counterpart to this MOU or any amendment.

18. Special Terms and Conditions

ASC, SPONSORS, and CONTRIBUTING PARTNERS agree to comply with other Special Provisions as outlined in Attachment 4 if applicable and where a Subconsultant shall provide engineering and design related or other work that are part of services provided by ASC, SPONSOR or CONTRIBUTING PARTNER, serving as recipient (as

defined in Uniform Guidance 2 CFR § 200.1) or subrecipient (as defined in Uniform Guidance 2 CFR § 200.1) of Federal assistance.

19. Notices

Notices under this agreement shall be provided via email to the individuals listed below:

For SPONSORS:

Linh Ly  
County of Orange  
400 W. Civic Center Drive, Fifth Floor  
Santa Ana, CA 92701  
linh.ly@ocgov.com

Marnie O'Brien Primmer  
Orange County Council of Governments  
3972 Barranca Pkwy, Suite J-127  
Irvine, CA 92606  
marnie@occog.com

Kurt Brotcke  
Orange County Transportation Authority  
550 S. Main Street  
2nd Floor  
Orange, CA 92868  
kbrotcke@octa.net

Kome Ajise  
Southern California Association of Governments  
c/o Michael Houston, SCAG Chief Counsel  
900 Wilshire Blvd., Suite 1700  
Los Angeles, CA 90017  
houston@scag.ca.gov

Valarie McFall  
Transportation Corridor Agencies  
125 Pacifica, Suite 100  
Irvine, CA 92618-3304  
vmcfall@thetollroads.com

Harvey De La Torre  
Municipal Water District of Orange County  
18700 Ward Street  
Fountain Valley, CA 92728  
hdelatorre@mwdoc.com

Michael R. Markus  
Orange County Water District  
18700 Ward Street  
Fountain Valley, CA 92728-8300  
MMarkus@ocwd.com

Alexander Porter  
Administration and Finance, California State University, Fullerton  
800 N. State College Blvd., LH-802  
Fullerton, CA 92831-3599  
porter@fullerton.edu

For CONTRIBUTING PARTNERS:

Carolyn Emery  
Orange County Local Agency Formation Commission  
2677 N. Main Street, Suite 1050  
Santa Ana, CA 92705  
cemery@oclafco.org

Robert Thompson  
Orange County Sanitation District  
10844 Ellis Avenue  
Fountain Valley, CA 92738-8127  
rthompson@ocsan.gov

For CSU FULLERTON AUXILIARY SERVICES CORPORATION

Sydney Dawes, Director, ASC Office of Sponsored Programs  
CSU Fullerton Auxiliary Services Corporation  
1121 N. State College Blvd.  
Fullerton, CA 92831-3014  
sdawes@fullerton.edu



20. Execution

**IN WITNESS THEREOF**, the SPONSORS, CONTRIBUTING PARTNERS, and the ASC have executed this Agreement on the date first herein written. This Agreement is to be signed in counter parts.

**For the CSU Fullerton Auxiliary Services Corporation:**

\_\_\_\_\_  
Charles D. Kissel, Executive Director

\_\_\_\_\_  
Date

**For the County of Orange:**

\_\_\_\_\_  
Frank Kim, County Executive Officer

\_\_\_\_\_  
Date

**For the Orange County Council of Governments:**

\_\_\_\_\_  
Marnie O'Brien Primmer, Executive Director

\_\_\_\_\_  
Date

**For the Orange County Transportation Authority:**

\_\_\_\_\_  
Darrell E. Johnson, Chief Executive Officer

\_\_\_\_\_  
Date

**For the Southern California Association of Governments:**

\_\_\_\_\_  
Kome Ajise, Executive Director

\_\_\_\_\_  
Date

**For the Foothill/Eastern Transportation Corridor Agency:**

\_\_\_\_\_  
Valarie McFall, Interim Chief Executive Officer

\_\_\_\_\_  
Date

**For the San Joaquin Hills Transportation Corridor Agency:**

\_\_\_\_\_  
Valarie McFall, Interim Chief Executive Officer

\_\_\_\_\_  
Date

**For the Municipal Water District of Orange County:**

\_\_\_\_\_  
Megan Yoo Schneider, President of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Harvey De La Torre, Interim General Manager

\_\_\_\_\_  
Date

**For the Orange County Water District:**

\_\_\_\_\_  
Cathy Green, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael R. Markus, General Manager

\_\_\_\_\_  
Date

**For the Orange County Local Agency Formation Commission:**

\_\_\_\_\_  
Carolyn Emery, Executive Officer

\_\_\_\_\_  
Date

**For the Orange County Sanitation District:**

\_\_\_\_\_  
Robert Thompson, General Manager

\_\_\_\_\_  
Date

**For California State University, Fullerton:**

\_\_\_\_\_  
Alexander Porter, Vice President for

Administration & Finance/CFO

\_\_\_\_\_  
Date

**Attachment 1: Center for Demographic Research  
DRAFT Annual Budget: July 1, 2023 through June 30, 2026**

		<u>2023-24</u>	<u>2024-25</u>	<u>2025-26</u>	
1	Salaries	\$506,994.46	\$538,091.84	\$555,010.54	
2	Benefits	\$197,002.10	\$212,734.05	\$226,691.04	
3	Supplies	\$5,500.00	\$5,500.00	\$5,500.00	
4	Printing & Publications	\$11,000.00	\$11,000.00	\$11,000.00	
5	Meetings, Mileage, & Training	\$1,950.00	\$1,950.00	\$1,950.00	
6	Equipment & Virtual Data Server	\$4,300.00	\$4,300.00	\$4,300.00	
7	<b>Expenses</b>	<b>\$726,746.56</b>	<b>\$773,575.89</b>	<b>\$804,451.58</b>	
8	Federally-negotiated Indirect Cost (IDC) / Overhead: 35.5%	\$257,995.03	\$274,619.44	\$285,580.31	
9	Office space rent (not subject to IDC)	\$83,922.24	\$83,922.24	\$85,600.68	
10	<b>(A) Gross Total Program Costs</b>	<b>\$1,068,663.83</b>	<b>\$1,132,117.57</b>	<b>\$1,175,632.57</b>	
11	Contributions toward IDC				
12	Non-CSUF SPONSORS/Contributing Partner (22.0%)	\$159,884.24	\$170,186.70	\$176,979.35	
13	CSUF contribution (IDC reduction from 35.5% to 22%)	\$98,110.79	\$104,432.74	\$108,600.96	
14	Total Indirect Cost (IDC) / Overhead	\$257,995.03	\$274,619.44	\$285,580.31	
15	<b>CSUF Contribution Summary</b>				
16	Office space rent: 100% <sup>1</sup>	\$83,922.24	\$83,922.24	\$85,600.68	
17	Administrative Asst. salary support from HSS Dean <sup>1</sup>	\$16,500.00	\$16,500.00	\$16,500.00	
18	Subtotal of CSUF Monetary Contributions	\$100,422.24	\$100,422.24	\$102,100.68	
19	IDC / Overhead (Rate reduction from 35.5% to 22%) <sup>2</sup>	\$98,110.79	\$104,432.74	\$108,600.96	
20	<b>(B) Total CSUF Contribution</b>	<b>\$198,533.03</b>	<b>\$204,854.98</b>	<b>\$210,701.64</b>	
21	<b>NET CDR BUDGET TOTAL: (A) - (B) {Also (C) + (D)}</b>	<b>\$870,130.80</b>	<b>\$927,262.59</b>	<b>\$964,930.93</b>	
22	Contributing Partner (no seat): LAFCO	\$19,500.00	\$20,000.00	\$20,500.00	
23	Contributing Partner (no seat, equiv. to 1/2 seat): OC San	\$65,433.14	\$69,789.43	\$72,648.54	
24	Cost per full Sponsorship Seat to cover full budget= (Net Budget - LAFCO)/ 6.5 seat equivalent	\$130,866.28	\$139,578.86	\$145,297.07	
25	<b>(C) 2020-2023 MOU carryover to apply to remaining 6 full seats<sup>3</sup></b>	<b>\$36,000.00</b>	<b>\$24,000.00</b>	<b>\$0.00</b>	
26	Cost per Sponsorship Seat= (Net Budget - LAFCO - OC San - carryover <sup>3</sup> ) / 6 remaining seats	\$124,866.28	\$135,578.86	\$145,297.07	
	<b>Number of Seats</b>				
27	COUNTY	1	\$124,866.28	\$135,578.86	\$145,297.07
28	OCCOG	1	\$124,866.28	\$135,578.86	\$145,297.07
29	OCTA	1	\$124,866.28	\$135,578.86	\$145,297.07
30	TCA	1	\$124,866.28	\$135,578.86	\$145,297.07
31	SCAG	1	\$124,866.28	\$135,578.86	\$145,297.07
32	MWDOC <sup>4</sup>	0.5	\$62,433.14	\$67,789.43	\$72,648.54
33	OCWD <sup>4</sup>	0.5	\$62,433.14	\$67,789.43	\$72,648.54
34	CSUF	1	see above	see above	see above
35	OC San	0	\$65,433.14	\$69,789.43	\$72,648.54
36	LAFCO	0	\$19,500.00	\$20,000.00	\$20,500.00
37	<b>(D) TOTAL</b>	<b>7</b>	<b>\$834,130.82</b>	<b>\$903,262.59</b>	<b>\$964,930.96</b>

<sup>1</sup>Monetary contribution

<sup>2</sup>Non-monetary contribution (rate reduction); not included in IV. Funding and Schedule: Payment Schedule for 2020-2023, Page 4.

<sup>3</sup>Carryover is from 2020-2023 CDR MOU and is applied only to those agencies providing full seat sponsorship. \$6,000 per full seat in FY 1; \$4,000 in FY 2, \$0 in FY 3.

<sup>4</sup>MWDOC and OCWD partner to fund one sponsor seat.

## **Attachment 2 Proposed CDR 2023-2026 Services and Products**

### **REPORTS**

#### **Orange County Progress Report**

Produce an annual Orange County Progress Report. This document presents a unified and a comprehensive picture of Orange County and its 34 cities including its economic health, its demographic status and trends, and other information of interest to those who might wish to relocate to Orange County, do business in the County, or otherwise have an interest in the economic and demographic status and future of Orange County.

#### **Orange County Projections**

Preparation and development of OCP-2026 will begin during this three-year MOU with completion and adoption expected in late 2026. OCP-2026 will include continued development of Tier 3/city TAZ level for three cities (Anaheim, Irvine, and Newport Beach) that volunteered to participate in the OCP-2022 pilot Tier 3 program. This data will also be provided to SCAG for use in their modeling efforts at the Tier 3 level. The OCP dataset contains population, housing, and employment projections by 2020 census tract, jurisdiction, Community Analysis Area, and Regional Statistical Area for a 25-year period. This iteration will include agency boundaries for MWDOC & OCWD.

#### **Orange County Facts and Figures**

Update quarterly the Orange County Facts and Figures. This document focuses on the most frequently asked questions about Orange County demographics and related information.

#### **Boundary and Annexation Report**

Working with information provided by OC LAFCO, CDR staff will produce an annual report of the jurisdictional boundary changes. This multi-page report will contain a map of the year to year boundary changes and a table listing the area change and specific annexations and incorporations for each calendar year. Detailed annexation and vicinity maps from OC LAFCO's approved changes of organization documents will also be included in the report. For ease of reference and to make the information publicly available, the report will be posted on OC LAFCO's website.

#### **Housing Activity Report**

Using information from the Housing Inventory System (HIS), CDR staff will produce an annual report on the housing construction and demolition activity by jurisdiction. Information will be released in aggregate form at the jurisdiction level in a PDF.

## **PUBLIC INFORMATION SERVICES**

### **Provide Public Information on Orange County Demographics as Requested**

Provide information in response to numerous requests made by government agencies, elected officials, private companies, non-profit organizations, schools, students, and citizens regarding demographic and related information about Orange County.

### **Maintain CDR Website**

Update the information currently on the CDR website on a regular basis and expand as information becomes available. CDR will continue to host the Orange County Data Acquisition Partnership (OCDAP) website as a subsite to CDR's website.

### **Provide Information and Analysis to News Media**

Provide information, description, interviews, and analysis of demographics to news media to assist them in doing stories where demographics is the focus.

### **Update RHNA Allocations**

Develop allocations of 2020 RHNA for annexations and incorporations as requested. Provide data support to local jurisdictions and SCAG during development of the 2020 RHNA. Monitor RHNA development process to ensure Orange County data is incorporated.

### **Process Decennial Census and American Community Survey Data**

Process Bureau of Census data as it pertains to development of the Orange County Projections and at the request of CDR Sponsors.

### **State Data Center Affiliate**

The CDR will serve as a State Data Center Affiliate to the Demographic Research Unit of the California Department of Finance. As an Affiliate, CDR will assist the SDC and Orange County in disseminating census data and improving public access to census data products consistent with services CDR already provides.

## **DATA BASES**

### **Housing Inventory System**

The Housing Inventory System (HIS) is a data system that includes all changes to each jurisdiction's housing stock, including recent changes to accessory dwelling units. Data is collected at the address level and converted into a GIS database by geocoding. After geocoding, quality analysis efforts include tying activity to parcels and building footprints. Depending on the jurisdiction, different documents are used to record added units including certificates of use and occupancy, utility release log, or building final documents. Demolitions and conversions are recorded through other recordation. Changes to the mobile home inventory will be verified with HCD data. This project includes an annual review and sign off process by each jurisdiction of their geocoded data to ensure accuracy.

### **Census Data by Partial TAZ**

Update the correspondence tables of 2020 Census blocks to the TAZs after release of Census Bureau data and GIS shapefiles. As the various census files become available, transportation modeling variables and other key variables useful for projecting the modeling variables will be aggregated to TAZ.

### **Calibrate Age Cohort Component, Shift-Share and Headship Rate Models**

Based on data from the Census Bureau, DOF, and EDD data, calibrate the models used to project county-wide population, housing and employment.

### **Master Polygon File**

Update master polygon file based on the 2020 Census block file for use in development of OCP dataset and annual population and housing unit estimates. Allocate Census block data to TAZ, CAA, RSA, MWDOC and OCWD. Working with information from OC LAFCO, the master polygon file will be updated annually to include changes to agency boundaries: jurisdiction, MWDOC and OCWD.

### **Population and Housing Estimates by TAZ (OCP)**

Estimates of population and housing by unit type will be developed using the 2020 Census and American Community Survey data at the split TAZ. From 2014 onwards, housing unit changes will be geocoded and aggregated to the TAZ. Annual estimates of population and housing will be produced by TAZ for maintenance of the OCP base file.

### **Annual Population and Housing Estimates by Partial Census Tract and Sponsor Agency**

Estimates of population and housing units developed using the 2020 Census for each of the special district sponsors will be updated annually. From 2014 onwards, annual estimates (January 1) of population and housing will be produced by partial census tract and for each of the special district sponsor agencies: MWDOC and OCWD.

### **Project Total County Population, Housing, and Employment**

Draft assumptions for OCP-2026 will be developed and reviewed by the CDR TAC. These will then be incorporated into the macro level models used to project population, housing, and employment. The resulting projections will be reviewed by the CDR TAC and MOC and then brought to the OCCOG TAC and Board for approval as the controls totals for OCP-2026.

### **Projected Population, Housing and Employment by TAZ (OCP)**

Preparation and development of OCP-2026 will begin during this MOU cycle. Countywide population, housing, and employment for years 2020 through 2050 will be allocated to Traffic Analysis Zones split by jurisdictions. Following the allocation, extensive review and refinement will occur to assure the accuracy of the projections.

### **Secondary Variables by TAZ (OCTAM)**

Preparation of the base year OCTAM data for OCP-2026 will begin in this MOU cycle. The basic projected population, housing, and employment from OCP-2026 will be expanded to the 14 OCTAM variables. These variables will include resident population, group quarters population, employed residents, median income, occupied single family dwelling units, occupied multiple family dwelling units, household size, retail employment, service employment, K-12 public school employment, all other employment, school enrollment, university enrollment, and area.

### **Entitlement Dataset & Support Services**

Provide support to Orange County jurisdictions in the development of the entitlements database and other data requested by SCAG during the development of the 2024 and 2028 RTP/SCS. Monitor development process to ensure Orange County data is incorporated.

### **Consolidated Boundary and Annexation Program (CBAS)**

CDR staff will report annual jurisdictional boundary and feature changes through the voluntary program of the U.S. Census Bureau that allows for a consolidated annual review of jurisdiction boundaries. This review will be done using the official County Surveyor/OC LAFCO jurisdiction GIS boundary file. Orange County jurisdictions will be able to opt in or out of this CDR service annually. CDR will notify each participating jurisdiction and OC LAFCO of the outcome of the BAS review, i.e., whether there were any areas where jurisdiction boundaries needed to be corrected.

## **COMMITTEES**

### **Participate in Sponsor Technical Advisory Committees as Requested**

Participate in appropriate Sponsor technical advisory committees, such as OCCOG TAC, County's Demographic Steering Committee, OCTA's Modeling TAC, Orange County Data Acquisition Partnership Steering and Technical Advisory Committee, and SCAG's Technical Working Group and other regional working groups.

### **Coordinate with SCAG and SCAG Committees**

This service revolves around the incorporation of OCP into the SCAG growth forecast. This service includes participation in SCAG expert panels and workshops to develop assumptions for their population and employment projections; monitoring the discussions relevant to the development of SCAG's growth forecast at SCAG policy committees and subregional coordinator meetings; and coordinating with relevant SCAG staff on this issue.

### **Coordinate with University Research Centers**

CDR staff will coordinate with UCI and Chapman University research centers to ensure consistency between the CDR's forecast and estimates and those produced by these institutes.

**2023-2026 CONTRIBUTING PARTNER LAFCO FUNDED PROJECT: Sphere of Influence Estimates**

CDR will update its master polygon file on an annual basis with changes to the county islands and sphere of influence (SOI) boundaries. CDR will produce annual estimate of January 1 population, housing, and acreage for each of the county islands, 2020 Census Designated Places (CDPs) and SOI polygons upon completion of the annual Housing Inventory System to maintain this information in preparation for OC LAFCO’s municipal service reviews. This effort includes updates covering the period from current January 1 back to the most recent Decennial Census using population control totals from the State Department of Finance.

**Boundary and Annexation Report:** Working with OC LAFCO over the three-year MOU cycle, CDR will attempt to build a historical reference collection of these reports going back to 2000 as information is available.

**NEW PROJECTS & SERVICES**

**Building Footprints**

Using the building footprint geodatabase deliverable accessed through OCDAP, for CDR’s internal use, CDR will work to append and expand the building footprint attributes in Orange County by general use type, e.g., residential (with ADUs; using CDR’s HIS address-level housing activity geodatabase), employment, schools, and accessory structures like carports.

**2023-2026 LAFCO FUNDED PROJECT: Disadvantaged Unincorporated Communities (DUCs)**

On an annual basis after the ACS 5-year block group data is released, CDR will calculate and identify the Disadvantaged Unincorporated Communities (DUCs) within Orange County based on LAFCO’s definition. Each year, CDR will provide LAFCO with a shapefile of the DUCs in Orange County and a shapefile of the DUC portions within the unincorporated portions of Orange County. The first regular annual deliverable will be January 2024. The initial deliverable will include DUC shapefiles for latest ACS data available as of July 2023 for delivery in August 2023.

**2023-2026 CONTRIBUTING PARTNER OC SAN FUNDED PROJECT: Population Estimates**

CDR will update its master polygon file on an annual basis with changes to the OC San boundaries. CDR will produce annual estimate of January 1 population upon completion of the annual Housing Inventory System. This effort includes updates covering the period from current January 1 back to the most recent Decennial Census using population control totals from the State Department of Finance.



Attachment 3

Proposed Draft Work Program 7/2023 - 6/2026

	07/23	10/23	01/24	04/24	07/24	10/24	01/25	04/25	07/25	10/25	01/26	04/26	07/26
OC Facts and Figures		▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
Special 2020 Census Profile reports	●	▲											
OC Progress Report	▲				●	■	▲				●	■	▲
Boundary & Annexation Report				▲				▲				▲	
Housing Activity Report		▲				▲				▲			
OC Projections 2026			●	■	■	■	■	■	■	■	■	■	■
OCP 2026 secondary variables						●	■	■	■	■	■	■	■
Census Data by TAZ	■	■	■	■	■	■	■	■	■	■	■	■	■
Append Building Footprints	■	■	■	■	■	■	■	■	■	■	■	■	■
Pop & Housing by TAZ	●	■	■	■	■	■	■	■	▲	■	■	■	▲
Employment by TAZ	■	■	■	■	■	▲						●	■
Housing Inventory System	■	■	■	■	■	■	■	■	▲	■	■	■	▲
Pop & Housing by Partial CT	■	■	■	■	■	■	■	■	▲	■	■	■	▲
Special District Annual Estimates	▲			●	■	▲		●	■			●	■
Calibrate Demog & Econ Models		●	■	■	■	■	▲						
Consolidated Boundary & Annexation		●	■	▲		●	■	▲		●	■	▲	
Public Information	■	■	■	■	■	■	■	■	■	■	■	■	■
Maintain CDR Homepage	■	■	■	■	■	■	■	■	■	■	■	■	■
Info for Media	■	■	■	■	■	■	■	■	■	■	■	■	■
Process Census Info	■	■	■	■	■	■	■	■	■	■	■	■	■
State Data Center Affiliate support	■	■	■	■	■	■	■	■	■	■	■	■	■
RHNA Allocations	■	■	■	■	■	■	■	■	■	■	■	■	■
2030 Census Geographic Support	■	■	■	■	■	■	■	■	■	■	■	■	■
Entitlement Dataset & Support Services	■	■	■	■	■	■	■	■	■	■	■	■	■
OC LAFCO Annual Population Estimates	▲			●	■	▲		●	■	▲		●	■
OC LAFCO Disadvantaged Communities	●	▲	●	■	▲		●	■	▲		●	■	▲
OC San Annual Population Estimates	▲			●	■	▲		●	■	▲		●	■

- Startup
- ▲ Milestone/Completion

## Attachment 4: Special Terms and Conditions

### 1. Invoicing for Payment

Prompt Payment to Subconsultants, if applicable: ASC or Subconsultant shall pay any sub-tier consultant for satisfactorily completed work no later than ten (10) days of receipt of each payment from SPONSOR or CONTRIBUTING PARTNER unless a longer period is agreed to in writing. Any delay or postponement of payment over thirty (30) calendar days may take place only for good cause and with SPONSOR or CONTRIBUTING PARTNER's prior written approval. This requirement shall not be construed to limit or impair any contractual, administrative, or judicial remedies otherwise available to the ASC or Subconsultant in the event of a dispute involving late payment or nonpayment by the ASC, deficient subconsultant performance, and/or noncompliance by a subconsultant. This clause applies to both Disadvantaged Business Enterprise (DBE) and non-DBE subconsultants.

### 2. Written and Electronic Versions of Work Products and Related Work Materials

All work products produced under the Agreement shall contain the following disclaimer:

*“The preparation of this report has been financed in part through grant(s) from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) through the U.S. Department of Transportation (DOT). The contents of this report reflect the views of the author who is responsible for the facts and accuracy of the data presented herein. The contents do not necessarily reflect the official views or policies of CDR Sponsors, Contributing Partners, or DOT. This report does not constitute a standard, specification or regulation.”*

### 3. Compliance with Laws, Rules, and Regulations

ASC shall perform all services under the Agreement in accordance and in full compliance with all applicable Federal, State and local statutes, rules, regulations, and policies and procedures and shall secure and maintain all licenses or permits required by law.

### 4. Contingency Fees or other Unlawful Consideration

a. ASC certifies, by execution of this MOU, except bona fide employees or bona fide established commercial or selling agencies maintained by ASC for the purpose of securing business, no person or external agency has been employed or retained by ASC to solicit or secure the Agreement for a commission, percentage, brokerage, or contingency fee for breach or violation of this warranty, SPONSOR or CONTRIBUTING PARTNER has the right in its sole discretion to terminate its partnership from the Agreement with its only obligation to pay for the value of the work actually performed, or to deduct from the Agreement price, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingency fee.

b. ASC further certifies that the Agreement was not obtained or secured through rebates,

kickbacks or other unlawful consideration either promised or paid to any SPONSOR or CONTRIBUTING PARTNER employee. For breach or violation of this warranty, SPONSOR or CONTRIBUTING PARTNER shall have the right, in its discretion, to terminate its partnership from the Agreement without liability, to pay only for the value of work performed, or to deduct from the Agreement price or otherwise recover the full amount of each rebate, kickback or other unlawful consideration.

## 5. Records Retention and Audits

- a. ASC and its Subconsultant(s), if applicable, shall maintain all source documents, books, and records connected with their performance of the Agreement for a minimum of three (3) years from the date that SPONSOR or CONTRIBUTING PARTNER makes final payment to ASC or until audit resolution is achieved for each annual OWP Agreement (between SPONSOR or CONTRIBUTING PARTNER and Caltrans), whichever is later, and all other related, pending matters are closed.
- b. ASC shall establish and maintain, an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support invoices which segregate and accumulate the costs of the applicable Project Number(s) by line item and produce Quarterly Reports which clearly identify reimbursable costs and other expenditures related to such Project Number(s).
- c. Upon request, at any time during normal business hours and as often as SPONSOR or CONTRIBUTING PARTNER, The State Controller, County Auditors (in SCAG region), or other government agencies or any duly authorized representative may deem necessary, ASC shall make available for examination all of its records with respect to all matters covered by the Agreement for purposes of audit, examination, or to make copies or transcripts of such records, including, but not limited to, contracts, invoices, payrolls, personnel records, conditions of employment and other records relating to all matters covered by the Agreement. Such records and access to the facilities and premises of ASC shall be made available during the period of performance of the Agreement, and for a minimum of four (4) years following the close of SPONSOR or CONTRIBUTING PARTNER's Fiscal Year.
- d. ASC agrees and shall require that all of its agreements with Subconsultant(s), if applicable, contain provisions requiring adherence to this section in its entirety.

## 6. Federal and State Lobbying Activities Certification

- a. ASC certifies, to the best of its knowledge and belief, that no State or Federal funds have been paid or will be paid, by or on behalf of SPONSOR or CONTRIBUTING PARTNER, to any person for influencing or attempting to influence an officer or employee of any State or Federal agency, a Member of the State Legislature or United States Congress, an officer or employee of the Legislature or Congress, or any employee of a Member of the

Legislature or Congress in connection with the awarding of any State or Federal contract, the making of any State or Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any State or Federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than State or Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, ASC shall complete and submit Federal Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with those form instructions.
- c. This certification is a material representation of fact, upon which reliance was placed when the Agreement was entered into. Submission of this certification is a prerequisite for making or entering into the Agreement pursuant to 31 U.S.C. 1352.
- d. ASC also agrees that it will require that the language of this certification be included in all agreements with subconsultants which are funded wholly or in part by any funds provided herein and which exceed \$100,000 and that all such Subconsultants, if applicable, shall certify and disclose accordingly.

## 7. Certifications and Assurances

- a. ASC shall adhere to the requirements contained in SPONSOR or CONTRIBUTING PARTNER's annual Certification and Assurances (FHWA and FTA "Metropolitan Transportation Planning Process Certification") submitted as part of SPONSOR or CONTRIBUTING PARTNER's OWP, pursuant to 23 CFR 450.334 and 23 U.S.C. 134. This Certification shall be published annually in SPONSOR or CONTRIBUTING PARTNER's OWP. Such requirements shall apply to ASC to the same extent as SPONSOR or CONTRIBUTING PARTNER and may include, but are not limited to:
  - (1) Title VI of the Civil Rights Act of 1964 and Title VI Assurance executed by California under 23 U.S.C. 324 and 29 U.S.C. 794;
  - (2) The Americans with Disabilities Act of 1990 (Pub. L. 101-336, 104 Stat. 327, as amended) and the United States Department of Transportation (US DOT) implementing regulations (49 CFR 27, 37, and 38).
- b. ASC shall additionally comply with the requirements contained in the annual FTA "Certifications and Assurances for FTA Assistance," including "Certifications and Assurances Required of Each Applicant" and the "Lobbying Certification" in compliance with 49 U.S.C. Chapter 53; published annually in SPONSOR or CONTRIBUTING PARTNER's OWP. Such assurances shall apply to ASC to the same extent as SPONSOR or CONTRIBUTING PARTNER, and include but are not limited to the following areas:
  - (1) Standard Assurances
  - (2) Debarment, Suspension, and Other Responsibility Matters for Primary Covered

Transactions

- (3) Drug Free Work Place Agreement
- (4) Intergovernmental Review Assurance
- (5) Nondiscrimination Assurance
- (6) Nondiscrimination on the Basis of Disability
- (7) Certification and Assurances required by the U.S. Office of Management and Budget

- c. ASC shall require its Subconsultant(s), if applicable, to comply with these Certifications, and agrees to furnish documentation at no cost to SPONSOR or CONTRIBUTING PARTNER to support this requirement that all of its agreements with Subconsultant(s) contain provisions requiring adherence to this section in its entirety.

8. Cost Principles

- a. ASC agrees to comply with the following:

- (1) the Contract Cost Principles and Procedures, 48 Code of Federal Regulations, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., 2 CFR Part 225 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), “Cost Principles for State, Local, and Indian Tribal Governments,” and successors thereto, shall be used to determine the allowability of individual project cost items, and
- (2) the Federal administrative procedures in accordance with “Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,” 2 CFR Part 200, et seq., and successors thereto.

- b. Any costs for which ASC receives payment or credit that is determined by a subsequent audit or other review by either SPONSOR or CONTRIBUTING PARTNER, Caltrans or other State or Federal authorities to be unallowable under, but not limited to, 2 CFR Part 225 ( Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, or successor there to); 48 CFR, Chapter 1, Part 31; or 2 CFR Part 200, et seq., and successors thereto, are to be repaid by ASC within thirty (30) days of ASC receiving notice of audit findings. Should ASC fail to reimburse moneys due SPONSOR or CONTRIBUTING PARTNER within thirty (30) days of demand, or within such other period as may be agreed between Parties hereto, SPONSOR or CONTRIBUTING PARTNER is authorized to withhold future payments due ASC.
- c. ASC agrees to furnish documentation to SPONSOR or CONTRIBUTING PARTNER to support this requirement that all of its agreements with Subconsultants, if applicable, contain provisions requiring adherence to this section in its entirety.



# Center for Demographic Research



Orange County Council of Governments  
Board of Directors

April 27, 2023



# Acronyms

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- ACS- American Community Survey, U.S. Census Bureau
- ASC- CSUF Auxiliary Services Corporation
- CDR- Center for Demographic Research
- DOF- CA State Department of Finance
- EDD- CA State Employment Development Dept.
- HCD- CA State Department of Housing and Community Development
- HIS- Housing Inventory System
- LRTP- Long Range Transportation Plan
- MOC- Management Oversight Committee
- MOU- Memorandum of Understanding
- OCCOG- Orange County Council of Governments
- OCP- Orange County Projections
- OCTA- Orange County Transportation Authority
- RHNA- Regional Housing Needs Assessment
- RTP- Regional Transportation Plan
- SCAG- Southern California Association of Governments
- SCS- Sustainable Communities Strategy
- TAC- Technical Advisory Committee



# Sponsorship and Administration

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- University-based, non-profit research center specializing in applied demographics
- Established at CSUF in 1996 to fill void after County bankruptcy
- Provides demographic support for program, infrastructure, and environmental planning
- Ensures Orange County continues its demographic presence and excellence in local and regional planning



# CDR Sponsors 2023-2026

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Contributing  
Partners:





# Organization

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- Sponsor representatives oversee CDR:
  - Management Oversight Committee (MOC)
  - Technical Advisory Committee (TAC)
- Administration
  - CSUF Auxiliary Services Corporation (ASC)
  - College of Humanities and Social Sciences



# CDR Provides

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- Maintenance of a centralized, single source of Orange County demographic information
- A consistent and accurate set of small-area, annual population and housing unit estimates
- Orange County Projections (OCP)- Demographic projections of population, housing, and employment that are valid, independent, and objective through a long-established process (40+ years) and collective effort from Orange County jurisdictions with uniform usage in the region
- Technical participation in regional and local activities to ensure, on Orange County agencies' behalf, that a technical review and local efforts and information are incorporated into regional planning efforts



# CDR Core Products & Services

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- REPORTS

- Annual Reports
  - Orange County Progress Report
  - Boundary & Annexation Report
  - Housing Activity Report
- Orange County Facts & Figures- quarterly

- DATABASES

- Housing Inventory System
- Projected Population, Housing and Employment by TAZ (OCP-2022)
- Projected Secondary Variables by TAZ (OCP/OCTAM)
- Annual Population and Housing Estimates
- Employment Estimates
- Census data by Sponsor boundaries & geographies
- Database and GIS support systems



# CDR Core Products & Services (cont.)

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- Provide public information on Orange County demographics as requested
- Maintain CDR webpage
  - Includes hosting OCDAP website (Orange County Data Acquisition Partnership)
- Provide information and analysis to news media
- Update RHNA allocations
- Committee participation & monitoring
- Process Census Bureau data
- State Data Center Affiliate- includes Decennial Census coordination and annual city boundary change reporting
- Available for additional work outside the CDR MOU



# CDR Budget

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- MOU with Sponsors
  - Funds core staff of 7 full & part time plus operating expenses to produce core products and services
  - Sale of products to non-sponsors offsets printing costs
  - Surplus funds go into the equipment account
  - Salary increases- merit only, no COLA
  - 403(b) retirement with 2% minimum employee contribution for employer to also contribute; no pension
- Add-on projects
  - Funds additional staff
  - Specific projects have included equipment
  - If non-sponsor, includes a surcharge



# Sponsorship

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- OCCOG's CDR contribution is funded solely through fees from the 34 cities
- Other OCCOG member agencies that are also sponsors of CDR pay separate CDR sponsorship fees that are not included in the OCCOG sponsorship seat, such as MWDOC, TCA, and OCTA, i.e., no overlap
- OC San reclassified as Contributing Partner for 2023-2026 MOU with funding reduction and limited products and services.

# Websites

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- U.S. Census Bureau
  - [www.census.gov](http://www.census.gov)
  - <https://data.census.gov/>
- State Department of Finance (annual population and housing data)
  - [www.dof.ca.gov/Forecasting/](http://www.dof.ca.gov/Forecasting/)
- State Employment Development Department (employment data)
  - [www.labormarketinfo.edd.ca.gov/](http://www.labormarketinfo.edd.ca.gov/)
  - [www.bls.gov/](http://www.bls.gov/)
- National Historical Geographic Information System (NHGIS)
  - [www.nhgis.org/](http://www.nhgis.org/)
- Center for Demographic Research
  - [www.fullerton.edu/cdr](http://www.fullerton.edu/cdr)      [www.fullerton.edu/cdr/links/](http://www.fullerton.edu/cdr/links/)
- Orange County Data Acquisition Partnership (OCDAP)
  - [www.fullerton.edu/cdr/OCDAP](http://www.fullerton.edu/cdr/OCDAP)





# Thank You

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## AGENDA ITEM # 11

## OCCOG FY 22/23 General Assembly Report

### RECOMMENDED ACTION

Receive and file report and provide direction for the FY 23/24 General Assembly.

### SUMMARY

OCCOG's 2023 General Assembly – Cultivating Collaboration – was held on Thursday, March 23, 2023, at the Richard Nixon Presidential Library and Museum in Yorba Linda, CA. The event had 180 registrations and approximately 150 people in attendance representing 31 jurisdictions. Total revenue was \$54,056 and expenses totaled \$37,529, and for the first time the General Assembly was profitable. For the first time the 2023 General Assembly was a half-day event, which helped reduce costs and supported higher attendance at all sessions.

### BACKGROUND

OCCOG's annual General Assembly is an opportunity to bring together OCCOG's member jurisdictions for education and collaboration on OCCOG's five policy areas: energy, transportation/mobility, water, air quality and land use/housing. The 2023 General Assembly included 16 speakers for sessions on transportation, energy, housing and a keynote that focused on collaboration, for better or worse, throughout Orange County's history. The Richard Nixon Presidential Library and Museum venue provided a beautiful and unique location for the event with plenty of free parking and an opportunity for guests to tour the museum after the luncheon speaker.

#### Budget:

OCCOG projected a net gain of \$27,063 for the General Assembly in the FY 2022-23 budget. Sponsorship revenue was slightly below target, but this was balanced by lower expenses. The largest difference was in registration income, which was about half of planned. Registrations, while strong, were lower than target. In the end, the event netted \$16,526.64, which was approximately \$10,000 below budget.



	Budget	Actual
<b>Income</b>		
Sponsorships	\$55,000	\$45,850
Registrations	\$12,500	\$6,206
<b>Expenses</b>		
Venue, Food, AV, Rentals	\$31,435	\$24,642
Staff Support	\$7,500	\$7,500
Other Expenses	\$1,500	\$5,387
<b>Net gain (loss)</b>	<b>\$27,063</b>	<b>\$16,527</b>

Post Event Survey

A 13-question survey was sent to General Assembly attendees to provide feedback which will assist us in planning for the next event. The following is a summary of the results:

- 78% of respondents rated overall satisfaction a 5 out of 5.
- 78% of respondents rated the Nixon Library venue a 5 out of 5.
- 57% of respondents rated the lunch a 5 out of 5
- The largest number of respondents attended the housing panel (96%)
- 91% of respondents said the information presented at the General Assembly was relevant to them.
- 41% reported that they did not attend the entire event because their schedule didn't allow them to. Only 6% said they only attended the sessions they were interested in.
- 87% said they would attend the next OCCOG General Assembly. And 87% said they would encourage a friend or colleague to attend the next General Assembly.

When asked what topics attendees would like covered at the next OCCOG General Assembly, housing clearly dominated responses. Other policy areas aligned with OCCOG's 5 areas of focus, with water, transportation and energy rounding out the requests. This was a particularly thoughtful response, "Housing is always a critical issue – sharing best practices, hearing a debate on local control, hearing from practitioners who have challenges in developing housing – would all be interesting."

Representative feedback:

- "Very limited cell reception at venue."
- "Excellent program, well-run."
- "Enjoyed the space presenter and addition of OC history presenter. Refreshing topics that I did not expect but found very interesting. Good general assembly!"
- "Not a lot of sponsor benefit at the lower levels; there was not enough time dedicated to networking; also, the room felt cramped – it would've been nice to have space on the sides of the room for mingling and/or grabbing coffee instead of having to go to the other side of the room."
- "I think you did a wonderful job in presenting a varied, diverse agenda. Too often groups like OCCOG limit their presentations to the same old things. With the Oftelie presentation



- and the solar space presentation – you offered something very interesting and thought provoking. Good job!”
- “Enjoyed this year’s more than in past years. Loved hearing out the history of OC.”
- “Great venue and event. Well done!”
- “The General Assembly was great and Caltrans is proud of being OCCOG’s partner in promoting and advancing transportation planning, community engagement, climate change action and stakeholders’ collaboration!”
- “Thank you and OCCOG for hosting this event. I look forward to attending and supporting next year’s event.”

### 2023/2024 General Assembly

Staff is initiating planning efforts for the FY 2024 General Assembly and is requesting direction from the Board on how to proceed. Specifically, questions include:

- Location:
  - Should the 2023/2024 General Assembly return to the Richard Nixon Presidential Library and Museum or would the Board like to consider other locations?
  - Staff has solicited information from Dove Canyon for a South County location that can accommodate a group of our size
  - Additional venues considered for 2023 included Bowers Museum and University Club at UCI
  - Past General Assembly events have been held at the Disneyland Resort
- Timing:
  - Should the 2023/2024 General Assembly be scheduled for the March 2024?
  - Or should we consider holding the General Assembly every-other-year?
- Format
  - Did the Board prefer the shortened half-day format?
  - Or do we need to return to a longer format that allows for content on each of our 5 policy areas and expanded networking opportunities?

### Next Steps

Based on feedback from today’s discussion staff will conduct research and prepare a recommendation for Board consideration and approval at the June 22, 2023 Board meeting.

### **STAFF CONTACT**

Marnie O’Brien Primmer  
OCCOG Executive Director  
949-698-2856  
marnie@occog.com



## AGENDA ITEM # 13

## REAP 1.0 Program Update

### STAFF RECOMMENDATIONS

Receive and file the report.

### SUMMARY

OCCOG has requested and received an extension for completion of REAP 1.0 projects from the original June 30 deadline to October 15. Key activities related to REAP 1.0 since the last REAP update include continuing work with Aliso Viejo, Laguna Beach, and Santa Ana to provide them with 3-D visualization services, planning pro-housing designation workshops and ArcGIS urban Training Group Sessions; progress on developing model ordinances for member jurisdictions including collecting feedback, and preliminary development of an ADU Plans Gallery; soliciting interest in joining the next ULI TAP and conducting initial stakeholder interview with TAC participation; development of the Housing SoCal website; and providing staff support with technical assistance and staff augmentation through the On-Call Services Bench consultants.

### BACKGROUND

Since receiving a \$3.245M grant from SCAG for the subregional partners program of the Regional Early Action Planning Grant (REAP SRP), OCCOG has developed a program of projects based on input from our members and has been steadily delivering services and outcomes. OCCOG continues to move forward the several projects and tasks included in the REAP 1.0 program including:

- Geospatial Planning and 3-D Visualization Services
  - WSP/Esri are in the initial stages of planning the Pro-housing designation program workshops. Targeting a kickoff meeting in late April to be followed up by a second workshop (as needed) and 1-1 meetings offered to jurisdictions. WSP and OCCOG are working to poll jurisdictions to determine the best date for the initial workshop.
  - OCCOG will start advertising the ArcGIS Urban Training Group Sessions to jurisdictions currently engaged in visualizations. An announcement was made at the April 4, 2023, TAC meeting with planned follow up to jurisdictions to help determine best format (in person vs. virtual) and most suitable days of the week for training sessions.
  - Esri is currently developing a mapping tool to show applicability of AB 2097 (parking minimum exemption).
  - 3-D visualization work continues with the City of Aliso Viejo, Laguna Beach, and Santa Ana. Waiting for the City of Costa Mesa, La Palma, and Dana Point to circle back on need for services.
  - REAP-produced deliverables are made available to jurisdictions via the Esri hub.



Orange County Council of Governments

- ULI Partnership
  - At the March TAC meeting, OCCOG solicited interest in participating on the next ULI Technical Assistance Panel (TAP), seeking at least three jurisdiction representatives with one from each OCCOG region, including north, central, and south. Four TAC representatives ultimately participated in the TAP with ULI.
- ADU Website and Toolkit, Model Ordinances
  - Community Planning Collaborative (CPC), formerly Baird + Driskell (B+D), and their subconsultant attorneys from Goldfarb & Lipman are working on review of the draft ordinance and draft guidelines for the Density Bonus and Model ADU ordinances. OCCOG has circulated the updated drafts for review. OCCOG and CPC will analyze the feedback provided to update the ordinances accordingly.
  - CPC anticipated timeline for other model ordinances include:
    - SB6/AB2011 - mid-April with a webinar tentatively planned for early June.
    - Motel Conversion - mid-April.
    - Residential Care - mid-April, Goldfarb & Lipman to review. OCCOG Executive Committee will help advise on sharing with jurisdictions.
    - ADU - draft was released for comments with OCCOG and CPC to collect and analyze responses.
  - ADU Amnesty Memo – CPC is developing a best practices document with Goldfarb & Lipman to possibly review. Draft memo to be completed in early May. Content will be shaped by AB 221 & SB897 and include designing effective programs. RHNA options, and resources from other jurisdictions.
  - The Housing SoCal website is currently under development, with a beta version anticipated for release in May.
  - CPC is working on an ADU Plans Gallery, in the process of confirming plans with Placer County, Encinitas and/or Citrus Heights, San Diego County, San Mateo County, Ventura County, City of Danville and possibly Newport Beach.
    - Each OCCOG/VCOG/GCCOG member jurisdiction building department will “opt in” to the specific plans they wish to include in the gallery for their residents. Jurisdictions that do not participate will direct residents to their own website.
- On-Call Services (OCS) Bench
  - OCCOG has been actively working with OCS consultants to provide assistance to member jurisdictions on a variety of items such as: public outreach, housing element updates, one-on-one support, staff augmentation, and more.
  - LSA and Harris & Associates continue to provide REAP project management support to OCCOG.
  - Curt Pringle & Associates is working on the next bi-monthly legislative and housing newsletters set for release in April and May respectively.
  - Interwest has been working with jurisdictions that are a part of the On-Call Planning contract to facilitate with planning staff augmentations and housing project assistance.



## STAFF REPORT April 27, 2023

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Orange County Council of Governments

- Placeworks is currently wrapping up work on the Objective Design Standards (ODS) Toolkit project, which is currently being prepared for presentation at the May 2023 Board Meeting.
- OCCOG will continue to work with OCS and jurisdictions through the end of REAP 1.0 to fulfill needs of jurisdictions as requests are received by OCCOG.

### STAFF CONTACT

Marnie O'Brien Primmer  
OCCOG Executive Director  
949-698-2856  
marnie@occog.com



## AGENDA ITEM # 14

## REAP 2.0 Application Process

### RECOMMENDED ACTION:

Receive and file.

### SUMMARY

As a result of AB 140, \$246 million in one-time funding will be made available to the Southern California Association of Governments region for Regional Early Action Planning Grant (REAP) 2021 (aka REAP 2.0). SCAG has defined several programs including the Sub-Regional Partners Program (SRP) which will provide a direct allocation of funding for councils of governments like OCCOG. Under the SRP, OCCOG will receive the same amount of funding it received under REAP 1.0, approximately \$3.245M. OCCOG has been working with member jurisdictions to identify areas of support that would meet both the requirements of the REAP program and the needs of jurisdictions. Staff has presented a list of projects for Board discussion as we prepare the OCCOG REAP 2.0 application to SCAG. Now that the application is out and specific criteria have been released, staff will refine the proposed list of projects to comply with grant criteria and return to stakeholders for input prior to asking the Board to approve the OCCOG application to ensure that we are meeting the needs of our members while adhering to grant requirements.

While still awaiting approval from the State on its own application for use of REAP 2021 funds, SCAG has opted to proceed with opening the window for subrecipients to apply for funds. The application window opened April 12, and SCAG hosted an application preparation webinar April 19. OCCOG attended the webinar and met individually with SCAG staff to discuss application preparation. Given the complexity of the application and the tight turnaround for the submittal deadline, OCCOG will be seeking consultant support from the REAP OCS to assist with preparing the application. SCAG has confirmed that application preparation activities are reimbursable as administrative expenses under REAP 2.0. OCCOG staff will bring forward the REAP 2.0 application for adoption by the Board at the May 25, 2023 meeting and will submit the application prior to the May 31, 2023 deadline.

### BACKGROUND

#### Update Subsequent to February 2023 Meeting

SCAG opened the SRP grant application process on April 12, and the current submittal deadline is May 31, 2023. OCCOG has continued to work with SCAG staff to ensure that OCCOG's proposed projects will be acceptable under REAP 2.0, most recently on April 19 subsequent to the release of the application. We have received positive feedback for our proposed program of projects and are preparing a detailed budget, timeline, and maps as required per the application guidelines. The





application process is significantly more complex than the REAP 1.0 application process, requiring multiple maps and full project scope to be included along with implementation timelines budget and narratives for each project.

The MOU with SCAG for REAP 2.0 has not yet been developed, and it is staff's understanding that it is unlikely to be released for our review prior to the closure of the application period.

Pursuant to previous staff reports, OCCOG has ascertained that each project included in our application must meet all four requirements of the REAP 2.0 criteria, namely: each project must be within an infill location, it must affirmatively further fair housing (AFFH), and it must reduce vehicle miles traveled (VMT) while also being "transformative." Further, SCAG is requiring that each project support the Connect SoCal plan. Each project must include a targeted outreach component. In addition to a budget, timeline and project narrative including deliverables and metrics, each project must include three maps illustrating that they are located in an infill location, how they are located in a "priority growth area" and benefit "priority populations."

Funding is not a competitive grant and instead is a direct allocation based on RHNA apportionments. Rather than a pass/fail criteria, applications will be reviewed on a scale of 0-5, and any application with a score of 0 in any one area will be rejected. It is OCCOG's understanding that jurisdictions will have the opportunity to correct a zero score and resubmit to SCAG for consideration.

Since September 2022, OCCOG staff have been working closely with the TAC and EMC to develop the list of projects we will include in our application to SCAG and has also periodically updated the OCCMA. Most recently, staff has presented information on REAP 2.0 and OCCOG's proposed projects to the OCCOG Board January 26, 2023 and February 23, 2023. OCCOG staff made a presentation to the TAC at the February 7, 2023 and March 7, 2023 meeting. Staff also reviewed progress with the OCCOG EMC on February 13, 2023 and April 10, 2023. OCCOG's Executive Director also made a presentation about current REAP 1.0 projects available to support jurisdictions and sought input on proposed projects under REAP 2.0 to the Orange County City Managers Association (OCCMA) at their monthly meeting held April 5, 2023.

Due to the increased complexity and detail required, OCCOG staff will be utilizing additional consultant resources to prepare the application and supporting documentation. OCCOG is still awaiting guidance on whether contracts for REAP 1.0 work that would meet the REAP 2.0 criteria and could therefore be continued under REAP 2.0 may be amended or whether all contracts must be re-issued. As we get information on this outstanding issue, staff will ensure that OCCOG's application and approach is consistent with SCAG and HCD guidance for grant eligibility. OCCOG staff will bring forward the draft application, with supporting documentation, for Board approval



at our May 25, 2023 meeting. Once approved, staff will then submit our application to SCAG by the May 31, 2023 deadline.

OCCOG will also work with SCAG to develop the Memorandum of Understanding for REAP 2.0 and will bring that forward for Board review and approval before signing. Once approved and signed, OCCOG will begin work on REAP 2.0 projects as soon as we receive Notice to Proceed from SCAG. SCAG has informed OCCOG that REAP 2.0 program initiation-related work is billable beginning in September 2022. Once the MOU has been executed, OCCOG can submit labor and expenses for reimbursement.

#### Recap From January 2023 Staff Report

Pursuant to AB 140, SCAG is receiving \$246M in funding for what has become known as the REAP 2.0 program. Modeled after the successful 2019 REAP 1.0 program, this one-time funding source will support “transformative” planning activities related to promoting infill, affirmatively furthering fair housing (AFFH) and reducing vehicle miles traveled (VMT). While the broader SCAG program will have several components that are still being developed in compliance with the guidelines released by the California Department of Housing and Community Development (HCD) on July 26, 2022, SCAG has indicated that they will once again provide funding directly to the subregions via a Subregional Partnership Program (SRP). SCAG has designated the SRP as part of the “early action” portion of their REAP 2.0 program. SRP allocations will follow the same formula made under REAP 1.0. OCCOG will therefore receive up to \$3.245M in funding via the REAP 2.0 SRP program. Should OCCOG not be able to use the funding allocated to us, it is staff’s understanding at this time that the intent is for funds to remain within the county and be reallocated to the CTC partnership program.

As in REAP 1.0, OCCOG will be required to submit an application that outlines our plans for projects under REAP 2.0. The first step in the application process is to submit an Intent to Apply form to SCAG. While not required by SCAG to have Board approval for the Intent to Apply, OCCOG staff brought forward the OCCOG Intent to Apply for Board discussion and approval at the September 2022 board meeting to maintain transparency and ensure that OCCOG’s REAP 2.0 SRP application is Board-led.

New requirements and parameters have been placed around the types of projects that will qualify for REAP 2.0 funding, including the imperative that the projects be “transformative” in nature and address AFFH, VMT, and encourage infill. Whereas project planning was the focus of REAP 1.0, project implementation is the focus of REAP 2.0.



Proposed projects to be included in the OCCOG REAP 2.0 application:

**Support Jurisdictions Fair Housing Efforts:** this would include training for member staff, county-wide AFFH education sessions/convenings, developer roundtables, anti-displacement policy best practices, and outreach support for member jurisdictions.

**Housing Element Action Plan Assistance:** Once housing elements have been certified, implementing the strategies laid out is an important next step in keeping our jurisdictions in conformance with state housing law. OCCOG will review the housing elements of our members and identify areas where there may be county-wide benefit to having OCCOG take on implementation activities.

**Technology tools to support AFFH, VMT reduction, and Infill development:** OCCOG has introduced GIS-based tools and 3-D renderings, as well as a housing website and video series under REAP 1.0 that we plan to continue, as well as new tools that will help monitor public sentiment and provide scenario-based interactive decision-making that can help the public understand the complexities of decisions that must be made to reach individual jurisdictional housing goals.

**Zoning Code and Housing Ordinance Support:** OCCOG proposes to provide several tools that can assist jurisdictions with making any changes that may be needed a) zoning code audit for each member jurisdiction with an actionable checklist, b) for those jurisdictions that need greater support at the conclusion of the audit, staff augmentation from the OCCOG consultant bench c) zoning code templates and model ordinances that can be tailored to individual jurisdictional needs.

**Housing-Related Outreach Support:** an array of outreach resources including tools and consultant support accessible by OCCOG member jurisdictions to augment their in-house public engagement and ensure that jurisdictions are meeting their housing element commitments.

**On-Call Services Bench:** OCCOG has been able to offer support to nearly all our jurisdictions via the on-call bench we established under REAP 1.0. A wide range of work has been undertaken to support housing related planning activities, including: developing objective design standards, SB 9 and ADU plan review, outreach and public engagement efforts, housing element certification support, residential parking programs, and assistance with AFFH-related efforts.

**Missing Middle Pre-Approved Plans:** The development of pre-approved plans that can be used for Missing Middle housing – small-scale multifamily housing that can range from duplexes to



townhouses to smaller apartment buildings that are compatible with walkable neighborhoods. Having these plans available, fast-tracks the time it takes for homeowners and developers to get through the building permit process, saving time and money. OCCOG will include the pre-approved plans on the Housing SoCal website developed under REAP 1.0.

**Land Use/VMT Reduction Tool:** A tool to help city planners (OCCOG member jurisdiction staff) to better make land use decisions. This is the creation of a meta-model that will enable staff to see and understand the impacts of land use decisions on vehicle miles traveled (VMT), in real time. This will help to inform land use decisions up front in the planning process rather than how it currently happens at the end of the process. This will lead to land use decisions that make a greater, transformative impact on reducing VMT.

It is important to note that all OCCOG jurisdictions will have access to the full program of projects ultimately approved by the Board. Our approach is to offer a menu of options that are available, not mandatory participation by jurisdictions. We are trying to assist our members to meet the requirements of state housing law by offering an array of technical assistance, staff augmentation, expertise, and removing the burden of implementation where possible.

## STAFF CONTACT

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