



AGENDA

Orange County Council of Governments
Board of Directors Meeting

Orange County Council of Governments

January 28, 2021

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.

Pursuant to Executive Order N-29-20 issued on March 17, 2020 by Governor Gavin Newsom, which directs Californians to follow public health directives including canceling large gatherings, certain provisions of the Ralph M. Brown Act are suspended due to a State of Emergency in response to COVID-19. Consistent with the Executive Order, OCCOG Board meetings will be conducted by teleconference only. Those persons wishing to speak on any item included on the agenda, or on any matter within the subject matter jurisdiction of the OCCOG Board, are invited to submit electronic written comments to eileen@occog.com. If you do not have access to email, you may also call the Board Clerk at (949) 291-3455 before 9:00 a.m. on January 28, 2021, to submit your comments over the phone.

If you would like to participate and speak via the teleconference, please use the following URL:

<https://zoom.us/j/91537904901?pwd=dElOZTd4c0xiWkRMNjR1TGMrMHRPZz09>

Meeting ID: 915 3790 4901

Passcode: 069859

One tap mobile

+16699006833,,91537904901#,,,,,0#,,069859# US (San Jose)

Dial by your location

+1 669 900 6833 US (San Jose)

Meeting ID: 915 3790 4901

Passcode: 069859

In compliance with the Americans with Disabilities Act, if you require a reasonable accommodation to participate in this meeting, please contact the Board Clerk at (949) 291-3455 at least 48 hours prior to the advertised starting time of the meeting.

Any documents produced by the Board and distributed to a majority of the Board regarding any item on this agenda will be posted on the Board's website at <https://www.occog.com/>.

For all other questions, please call the Board Clerk at (949) 291-3455.



Zoom Format Only

1 (669) 900-6833 Meeting ID Number 915 3790 4901

Passcode 069859 - 10:30 a.m. to 12:00 p.m.

Board Members (Voting)

Phil Bacerra, District 16

Art Brown, District 21

Wendy Bucknum, District 13 (Vice Chairman)

Michael Carroll, District 14

Rose Espinoza, Cities-at-Large

Brian Goodell, Orange County Transportation Authority (OCTA)

Fred Minagar, District 12

Diane Dixon, District 15

Kim Nguyen, District 18

Trevor O'Neil, District 19 (Chair)

Letitia Clark, District 17

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

Mike Scheafer, Independent Special Districts of Orange County (ISDOC)

Marty Simonoff, District 22

Scott Voigts, Transportation Corridor Agencies (TCA)

Vacant, District 64

Vacant, District 20

Vacant, Orange County Sanitation District (OCSD)

Ex-Officio Members (Non-Voting)

Tony Cardenas, Orange County Division, League of California Cities

Ryan Chamberlain, Caltrans District 12

Bruce Channing, Association of California Cities Orange County (ACC-OC)

Carolyn Emery, Orange County, Local Agency Formation Committee (OC LAFCO)

Amanda Hughes, UC Irvine representing University Community

Diana Kotler, Anaheim Resort Transportation (ART)

Steven LaMotte, BIAOC, representing Development Community

Jennifer Ward, OCBC representing the Business Community

Helen O'Sullivan, NeighborWorks Orange County, representing Non-Profit Housing Community

Vacant, Health Care/Hospital Industry



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

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) 291-3455, 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.



Administration

Eileen White, Clerk of the Board, will administer the Oath of Office to new Directors and those in attendance without an Oath on file.

Consent Calendar (Item Nos. 1-5)

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.

1. **Approval of Meeting Minutes for October 22, 2020, Regular Meeting** [Packet Page 8](#)
Eileen White, OCCOG Clerk of the Board

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

2. **OCCOG Financial Reports for October, November, and December 2020** [Packet Page 13](#)
John Hanson, OCCOG Treasurer

Recommended Action: Approve the OCCOG Financial Reports for October, November and December 2020.

3. **Amendment #1: MOU Agreement with CSU Fullerton for FY 2021-22 Professional Services: Center for Demographic Research (CDR)** Deborah Diep, Center for Demographic Research Director [Packet Page 50](#)

Recommended Action: Authorize the OCCOG Executive Director to execute Amendment #1 to the Memorandum of Understanding Agreement C-0-2348 with the CDR for the second year of the three-year MOU, which provides for demographic research and deliverables for FY 2021/22.

4. **Approval of 2019-2020 Audit Report** John Hanson, OCCOG Treasurer [Packet Page 88](#)

Recommended Action: Approve the audit report as prepared by Eide Bailey, LLP, independent auditors for the OCCOG; receive and file the letter from the auditors dated November 16, 2020.

5. **Legislative Update** Wendy Strack, OCCOG legislative Consultant [Packet Page 114](#)

Recommended Action: Receive and file the Legislative Update.



Action Items

6. **Appointment of Three (3) SCAG Policy Committee Members** Marnie O'Brien Primmer, Executive Director

[Packet Page 130](#)

Recommended Action: Select three (3) elected officials to fill the SCAG Policy Committee vacancies from among the nominations received.

7. **Appoint Representative and Alternate Representative for JPIA** Marnie O'Brien Primmer, Executive Director

[Packet Page 136](#)

Recommended Action: Select the 2021 OCCOG representative and alternate to the JPIA.

8. **Approve 18 Month Communications Plan** Marnie O'Brien Primmer, Executive Director

[Packet Page 137](#)

Recommended Action: Approve the 18 Month Communications Plan as presented or amended.

9. **2021 Legislative Policy Guidelines** Wendy Strack, OCCOG legislative Consultant

[Packet Page 148](#)

Recommended Action: Approve the 2021 Legislative Policy Guidelines as presented or amended.

10. **Review and Approve Memorandum of Understanding Agreement (MOU) with Southern California Association of Governments (SCAG) for the Subregional Partners Regional Early Action Planning (REAP) Grant Program.** Marnie O'Brien Primmer, Executive Director

[Packet Page 155](#)

Recommended Action: Direct OCCOG Executive Director and OCCOG Counsel to negotiate and execute the MOU agreement with SCAG for the Regional Early Action (REAP) Grant program Phase I and Phase II as presented to the board, or with amendments requested.

11. **Review and Approve OCCOG Procurement Policy** Marnie O'Brien Primmer, Executive Director

[Packet Page 193](#)

Recommended Action: Approve update to OCCOG Procurement Policy as presented or amended for consistency with REAP guidelines.

12. **Review and Approve Request For Proposals (RFP) 001-21 for the Geo-Spatial Planning Solution as part of the Subregional Partners REAP Grant Program** Marnie O'Brien Primmer, Executive Director

[This item will be forwarded separately](#)



Recommended Action: Direct Executive Director to release Request For Proposals (RFP) 0001-21 for the Geo-Spatial Planning Solution REAP Grant project as presented or amended to be consistent with REAP grant guidelines and SCAG procurement requirements.

- 13. Postpone OCCOG General Assembly to Fall 2021** Marnie Primmer, OCCOG Executive Director [Packet Page 199](#)

Recommended Action: Direct OCCOG Executive Director to work with the Disney Resort to find an acceptable date for an in-person General Assembly to take place safely in fall of 2021.

Presentation

- 14. OCBC Community Indicators Report** Wallace Walrod, Chief Economist Orange County Business Council

Reports

- **OCCOG Technical Advisory Committee**
Nate Farnsworth, Technical Advisory Committee Chair
- **Southern California Association of Governments**
Jonathan Hughes, Regional Affairs Officer, SCAG
- **South Coast Air Quality Management District**
Carlos Rodriguez, Board Member SCAQMD; Debra Ashby, Senior Public Information Specialist, SCAQMD
Link to South Coast AQMD Advisor Newsletter, January/February 2021 Edition: [jan-feb-2021.pdf \(aqmd.gov\)](#)

Additional Reference Materials:

- AB 2766 Resource Guide: <http://www.aqmd.gov/docs/default-source/transportation/ab2766-motor-vehicle-subvention-fund-program/ab2766-resource-guide.pdf?sfvrsn=8>
- Fact Sheet: <http://www.aqmd.gov/docs/default-source/transportation/ab2766-motor-vehicle-subvention-fund-program/ab-2766-subvention-fund-program-fact-sheet---2020.pdf?sfvrsn=12>
- FY 18/19 Annual Report: <http://www.aqmd.gov/docs/default-source/transportation/ab2766-motor-vehicle-subvention-fund-program/fy-reports/ab-2766-annual-report-fy-2018-2019.pdf?sfvrsn=6>
- **Executive Director Report**



Orange County Council of Governments

AGENDA

Orange County Council of Governments
Board of Directors Meeting

January 28, 2021

Marnie O'Brien Primmer, Executive Director

- **Board Member Reports**
- **Member Agency Reports**
- **Staff Member Reports**

Future Agenda Items

Adjournment

The next OCCOG Regular Meeting will be on **February 25, 2021**, at a place to be determined, pending state and local public health orders in force at the time of the meeting.



MINUTES

Thursday, October 22, 2020 | 10:30 a.m.

Call to Order

Chair O'Neil called the Regular Meeting of the Orange County Council of Governments to order at 10:30 a.m. on Thursday, October 22, 2020, via Zoom; at (669) 900-6833, Meeting ID Number 991 1858 4637

Board Members Present

Phil Bacerra, District 16
Wendy Bucknum, District 13 (Vice Chairman)
Bruce Channing (ACC-OC) (Ex-Officio)
Rose Espinoza, Cities-at-Large
Jim Ferryman, Orange County Sanitary District (OCSD)
Chris Flynn, Caltrans District 12 (Alternative)
Dean Grose, District 20
Amanda Hughes, University Community (Ex-Officio)
Fred Minagar, District 12
Steve Nagel, District 15
Kim Nguyen, District 18
Trevor O'Neil, District 19 (Chairman)
Helen O'Sullivan, Non-Profit Housing Community (Ex-Officio)
Charles E. Puckett, District 17
Carlos Rodriguez, (TCA)
Mike Scheafer, Independent Special Districts of Orange County (ISDOC)
Lyn Semeta, District 64
Marty Simonoff, District 22
Scott Voigts, SCAQMD
Jennifer Ward, OCBC, Business Community (Ex-Officio)

Board Members Absent

Art Brown, District 21
Tony Cardenas, Orange County Division, League of Cities (Ex-Officio)
Michael Carroll, District 14
Mike Hennessey (OCTA)
Diana Kotler, Anaheim Resort Transportation (ART) (Ex-Officio)
Steven LaMotte, Private Sector (Ex-Officio)
Luis Papia, LAFCO (Ex-Officio) (Alternative)

Board Vacancies

Health Care/Hospital Industry (Ex-Officio)



MINUTES

Thursday, October 22, 2020 | 10:30 a.m.

Staff Present

Marnie O'Brien Primmer, Executive Director
Fred Galante, General Counsel
John Hanson, Treasurer
Nate Farnsworth, TAC Chair
Kathryn Morrison, Administrative Assistant

Others Present

Mark Monin, (ISDOC) (Alternative)
Debra Ashby, Sr. Public Info Spec., SCAQMD
Deborah Diep, Center for Demographic Research Director
Jonathan Hughes, SCAG Public Affairs Officer
Marika Poynter, Principal Planner, City of Irvine

Pledge of Allegiance led by Chair O'Neil.

Public Comments None

Consent Calendar (Item Nos. 1 - 5)

1. Approval of Meeting Minutes for September 24 2020, Regular Meeting Eileen White, OCCOG Clerk of the Board

It was moved by Director Grose and seconded by Director Puckett to receive and file the minutes as amended to add Director Mark Monin, LAFCO Alternate, present during the meeting. Said motion was carried by the following vote:

AYES: (16) BECERRA, BROWN, BUCKNUM, ESPINOZA, FERRYMAN, GROSE, MINAGAR, NGUYEN, NAGEL, O'NEIL, PUCKETT, RODRIGUEZ, SCHEAFER, SIMONOFF, SEMETA, VOIGTS
NOES: (0)

ABSENT/ABSTAINING: (2) CARROLL, HENNESSEY

2. OCCOG Financial Reports for September 2020 John Hanson, OCCOG Treasurer

Executive Director Primmer referenced a memo at the end of the financial reports regarding a billing error regarding her monthly retainer. \$25.00 was incorrectly added to her retainer for several months, which resulted in an accumulated overpayment. This error has been corrected and the overage amount has been repaid.

It was moved by Director Grose and seconded by Director Puckett to receive and file the Financial Reports for September 2020. Said motion was carried by the following vote:

AYES: (16) BECERRA, BROWN, BUCKNUM, ESPINOZA, FERRYMAN, GROSE, MINAGAR, NGUYEN, NAGEL, O'NEIL, PUCKETT, RODRIGUEZ, SCHEAFER, SIMONOFF, SEMETA, VOIGTS



NOES: (0)

ABSENT/ABSTAINING: (2) CARROLL, HENNESSEY

3. 2020-2021 FY Investment Policy John Hanson, Treasurer

It was moved by Director Grose and seconded by Director Puckett to receive and file the Investment Policy for FY 2020-2021. Said motion was carried by the following vote:

AYES: (16) BECERRA, BROWN, BUCKNUM, ESPINOZA, FERRYMAN, GROSE, MINAGAR, NGUYEN, NAGEL, O'NEIL, PUCKETT, RODRIGUEZ, SCHEAFER, SIMONOFF, SEMETA, VOIGTS

NOES: (0)

ABSENT/ABSTAINING: (2) CARROLL, HENNESSEY

4. Legislative Update Wendy Strack, OCCOG legislative Consultant

It was moved by Director Grose and seconded by Director Puckett to receive and file the Legislative Update. Said motion was carried by the following vote:

AYES: (16) BECERRA, BROWN, BUCKNUM, ESPINOZA, FERRYMAN, GROSE, MINAGAR, NGUYEN, NAGEL, O'NEIL, PUCKETT, RODRIGUEZ, SCHEAFER, SIMONOFF, SEMETA, VOIGTS

NOES: (0)

ABSENT/ABSTAINING: (2) CARROLL, HENNESSEY

5. Selection of Date for December Meeting Marnie O'Brien Primmer, Executive Director

It was moved by Director Grose and seconded by Director Puckett to approve December 3, 2020, for December OCCOG Board meeting.

Said motion was carried by the following vote:

AYES: (16) BECERRA, BROWN, BUCKNUM, ESPINOZA, FERRYMAN, GROSE, MINAGAR, NGUYEN, NAGEL, O'NEIL, PUCKETT, RODRIGUEZ, SCHEAFER, SIMONOFF, SEMETA, VOIGTS

NOES: (0)

ABSENT/ABSTAINING: (2) CARROLL, HENNESSEY

Action Item

6. Approve OCCOG REAP Application and Authorize Scope of Services for Release in RFP

Marnie O'Brien Primmer, Executive Director, advised that additional information must be gathered from the OCCOG's 34 jurisdictions before the application is deemed complete. This information has not yet been submitted/compiled for all jurisdictions. She is recommending the Board consider delegate the authority of approving the application to the Executive Management Committee (EMC) for their scrutiny and review. Additionally, she's recommending the Board delegate authority to the EMC to approve and release the GIS-based Site Selection Tool Request for Proposals (RFP) due to time sensitivity. She referred to the proposed timeline indicating the deadline for information to be submitted as well as the application deadline. The Board will be able to review the final application, act on the



MINUTES

Thursday, October 22, 2020 | 10:30 a.m.

proposed Memorandum of Understanding (MOU) with SCAG, and authorize release of the GIS-based Site Selection Tool RFP at its December 3, 2020, meeting.

It was moved by Director Brown and seconded by Vice Chair Bucknum to delegate approval of REAP Application and Scope of Service for GIS based Site Selection Tool to OCCOG Executive Management Committee. Said motion was carried by the following vote:

AYES: (16) BECERRA, BROWN, BUCKNUM, ESPINOZA, FERRYMAN, GROSE, MINAGAR, NGUYEN, NAGEL, O'NEIL, PUCKETT, RODRIGUEZ, SCHEAFER, SIMONOFF, SEMETA, VOIGTS
NOES: (0)

ABSENT/ABSTAINING: (2) CARROLL, HENNESSEY

Reports

- **Technical Advisory Committee**

Nate Farnsworth, TAC Chair, announced RHNA appeals are due on Monday, October 26, 2020; announced formation of a Litigation Study Team to analyze options regarding appeal of the RHNA housing numbers; invited all to attend the November OCCOG TAC meeting to hear the Embarcadero Institute speak; responded to questions regarding litigation regarding the RHNA numbers already received and currently being discussed to date.

- **Southern California Association of Governments (SCAG)**

Johnathan Hughes, SCAG Regional Affairs Officer, thanked all for their diligent efforts on the REAP applications on Orange County's behalf; announced the next Regional Council meeting on November 5, 2020;

- **OCTA**

Warren Whiteaker, Principal Transportation Analyst, OCTA, discussed the subject area and objectives of the South Orange County Multimodal Transportation Study (SOCMUS); invited all to attend the Elected Official Roundtable for Agencies on Tuesday, November 10, 2020. Additional details for those wishing to attend will be sent shortly to all elected officials and City Managers.

- **South Coast Air Quality Management District**

Link to South Coast AQMD Advisor Newsletter, August/September 2020 Edition:
<http://www.aqmd.gov/home/research/publications/advisor-archive/current-edition>

- Carlos Rodriquez, SCAQMD Boardmember, announced encouraged all to sign up for/promote funding programs including the Lower Emission School Bus Program whereby high polluting diesel buses can be replaced, with an application deadline of January 26, 2021; encouraged all to participate in the ongoing Commercial Lawn and Garden Equipment exchange program as well as the Check before you Burn environmental program. He invited all to attend the Environmental Justice Conference on October 28, 2020, from 8:00 a.m. to Noon via zoom. Information on all these programs is available via the SCAQMD website. In response to a question regarding the emissions of wood burning stove in comparison to power plants, Debra Ashby, Sr. Public Info Spec., SCAQMD, agreed to research and report back.



MINUTES

Thursday, October 22, 2020 | 10:30 a.m.

- **Executive Director's Report**

Executive Director Primmer requested feedback on the new meeting recap feature the board got via email after last month's meeting; commended Lisa Telles for her efforts on the video production and recap; requested Board members do what they can to facilitate the information needed from their cities/jurisdictions to complete the REAP application; commended Electeds who have termed out and will no longer be part of this Board. The thanked Charles Puckett, Lyn Semeta, and Steve Nagel for their tireless dedication, consistent efforts, and diplomacy in representing Orange County and leading the OCCOG for the betterment of the County and its residents. Vice Chair Buckman and Chair O'Neil also thanked the termed out Elected Officials.

- **Board Member Reports**

Director Primmer agreed to provide the contact information for the Coalition Against Bigger Trucks in response to Director Brown's request.

- **Member Agency Reports**

No reports

- **Staff Member Reports**

No reports

Future Agenda Items

None

Adjournment

It was moved by Director Brown and seconded by Vice Chair Bucknum to adjourn the meeting at 11:28 a.m. to the next regular meeting to be held on December 3, 2020, at a place to be determined, pending state and local public health orders in force at the time of the meeting. Said motion was carried by the following vote:

AYES: (16) BECERRA, BROWN, BUCKNUM, ESPINOZA, FERRYMAN, GROSE, MINAGAR, NGUYEN, NAGEL, O'NEIL, PUCKETT, RODRIGUEZ, SCHEAFER, SIMONOFF, SEMETA, VOIGTS

NOES: (0)

ABSENT/ABSTAINING: (2) CARROLL, HENNESSEY



AGENDA ITEM #2

OCCOG October 2020 Financial Report

SUMMARY

OCCOG financial information is provided for Board review.

As of October 31, 2020, OCCOG had combined cash and investments of \$622,614.23 consisting of the following: a bank balance of \$2,591.13 at Bank of the West, bank balance of \$440,588.68 at Citizens Business Bank outstanding checks in the amount of \$77,305.55 and an investment balance at the State Local Agency Investment Fund of \$256,739.97.

STAFF RECOMMENDATION

Approve financial report.

ATTACHMENTS

- A. OCCOG Fiscal Year 2020-21 Cash and Investments
- B. Bank of the West Statement as of October 31, 2020
- C. Citizens Business Bank Statement as of October 31, 2020
- D. State Local Agency Investment Fund (LAIF) Monthly Statement for October 31, 2020
- E. LAIF Performance Report - Quarter Ending September 30, 2020, Pooled Money Investment Account (PMIA) Average Monthly Effective Yields – August 2020 – September 2020 – October 2020 and PMIA Portfolio Composition at 9/30/20.
- F. OCCOG Fiscal Year 2020-21 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 2020-21**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
July					
		Balance Forward		338,479.65	
7/2/2020	1551	Eileen White	(4,455.00)	334,024.65	
7/2/2020	1552	Connected Consulting	(10,802.99)	323,221.66	Bank of the West 29,548.45
7/2/2020	2047	Wendy J Strack Consulting	(2,500.00)	320,721.66	Citizens Business Bank 181,238.76
					Bank
7/2/2020	2048	Kathryn Morrison	(1,300.00)	319,421.66	O/S Checks (21,504.44)
7/2/2020	2049	John Hanson	(694.71)	318,726.95	State LAIF 256,195.97
7/2/2020	2050	Aleshire & Wynder, LLP	(2,340.00)	316,386.95	<u>\$445,478.74</u>
7/2/2020	2051	Communications Lab	(1,250.00)	315,136.95	
7/14/2020	2052	Lisa Telles Communications	(1,000.00)	314,136.95	
7/14/2020	2053	City of Placentia	(157.00)	313,979.95	
7/20/2020		Bank of the West	(52.12)	313,927.83	
7/22/2020		Citizens Business Bank	(41.95)	313,885.88	
7/22/2020		City of Stanton	5,833.09	319,718.97	
7/22/2020		City of Los Alamitos	3,926.48	323,645.45	
7/22/2020		City of Newport Beach	11,069.90	334,715.35	
7/22/2020		City of Fountain Valley	8,997.51	343,712.86	
7/22/2020		City of Villa Park	3,524.43	347,237.29	
7/22/2020		Orange County Sanitation District	7,500.00	354,737.29	
7/22/2020		City of Laguna Woods	4,250.55	358,987.84	
7/29/2020		City of Rancho Santa Margarita	6,506.47	365,494.31	
7/29/2020		City of La Palma	4,198.51	369,692.82	
7/29/2020		City of Lake Forest	8,995.82	378,688.64	
7/29/2020		City of Laguna Niguel	9,651.62	388,340.26	
7/29/2020		City of Cypress	2,179.01	390,519.27	
7/29/2020		City of Cypress	4,360.66	394,879.93	
7/29/2020		City of Laguna Beach	4,673.31	399,553.24	
7/29/2020		City of Alsio Viejo	6,593.18	406,146.42	
7/29/2020		City of Costa Mesa	13,079.65	419,226.07	
7/29/2020		City of San Clemente	9,600.68	428,826.75	
7/29/2020		City of Buena Park	8,807.79	437,634.54	
7/29/2020		City of La Habra	7,516.82	445,151.36	
7/29/2020		City of Dana Point	5,422.04	450,573.40	
7/29/2020		City of Placentia	6,693.67	457,267.07	
7/29/2020		City of Tustin	8,695.79	465,962.86	
7/29/2020		Local Agency Investment Fund	1,020.88	466,983.74	
7/31/2020	2054	CALCOG	(2,100.00)	464,883.74	
7/31/2020	2055	John Hanson	(819.45)	464,064.29	
7/31/2020	2056	Aleshire & Wynder, LLP	(1,782.00)	462,282.29	
7/31/2020	2057	Wendy J Strack Consulting	(2,500.00)	459,782.29	
7/31/2020	2058	Connected Consulting	(10,802.99)	448,979.30	
7/31/2020	2059	VOID	-	448,979.30	
7/31/2020	2060	Lisa Telles Communications	(1,000.00)	447,979.30	
7/31/2020	2061	Kathryn Morrison	(1,250.00)	446,729.30	
7/31/2020	2062	Communications Lab	(1,250.00)	445,479.30	

**Orange County Council of Governments
Cash and Investments
Fiscal Year 2020-21**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
August					Bank of the West 29,548.45
					Citizens Business Bank 305,784.65
					O/S Checks (27,678.18)
					State LAIF 256,195.97
					<u>\$563,850.89</u>
8/12/2020		City of Santa Ana	31,346.03	476,825.33	
8/12/2020		City of Fullerton	12,956.81	489,782.14	
8/12/2020		City of San Juan Capistrano	5,641.88	495,424.02	
8/12/2020		City of Irvine	22,648.88	518,072.90	
8/24/2020		City of Anaheim	32,889.68	550,962.58	
8/24/2020		City of Huntington Beach	17,074.85	568,037.43	
8/24/2020		City of Seal Beach	4,856.91	572,894.34	
8/24/2020		Citizens Business Bank	(35.13)	572,859.21	
8/31/2020		City of Yorba Linda	9,882.68	582,741.89	
8/31/2020		City of Brea	8,287.18	591,029.07	
8/31/2020		ISDOC	500.00	591,529.07	
8/31/2020	2063	Aleshire & Wynder	(684.00)	590,845.07	
8/31/2020	2064	John Hanson	(909.91)	589,935.16	
8/31/2020	2065	Communications Lab	(2,500.00)	587,435.16	
8/31/2020	2066	Wendy J Strack Consulting	(2,500.00)	584,935.16	
8/31/2020	2067	Kathryn Morrison	(1,750.00)	583,185.16	
8/31/2020	2068	Lisa Telles Communications	(1,000.00)	582,185.16	
8/31/2020	2069	AJ Design	(4,500.00)	577,685.16	
8/31/2020	1553	Connected Consulting	(10,834.27)	566,850.89	
8/31/2020	1554	Elaine White	(3,000.00)	563,850.89	
September					Bank of the West 15,714.18
					Citizens Business Bank 333,670.66
					O/S Checks (31,045.43)
					State LAIF 256,195.97
					<u>\$574,535.38</u>
9/8/2020		City of Mission Viejo	11,658.11	575,509.00	
9/8/2020		City of San Juan Capistrano	2,000.00	577,509.00	
9/8/2020		City of Garden Grove	15,239.62	592,748.62	
9/22/2020		City of Orange	12,832.19	605,580.81	
9/30/2020	2070	Wavelength Automation	(1,428.00)	604,152.81	
9/30/2020	2071	Eide Bailly	(6,000.00)	598,152.81	
9/30/2020	2072	Eileen White	(1,500.00)	596,652.81	
9/30/2020	2073	Lisa Telles Communications	(1,000.00)	595,652.81	
9/30/2020	2074	Kathryn Morrison	(1,714.94)	593,937.87	
9/30/2020	2075	Wendy J Strack Consulting	(2,500.00)	591,437.87	
9/30/2020	2076	John Hanson	(1,035.21)	590,402.66	
9/30/2020	2077	Aleshire & Wynder	(2,934.00)	587,468.66	
9/30/2020	1555	Connected Consulting	(10,433.28)	577,035.38	Memo regarding previous payments attached
9/30/2020	1556	Communications Lab	(2,500.00)	574,535.38	

**Orange County Council of Governments
Cash and Investments
Fiscal Year 2020-21**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
October					
10/5/2020		OCTA	9,000.00	583,535.38	
10/5/2020		Orange County Water District	50,000.00	633,535.38	
10/15/2020		Local Agency Investment Fund Interest	544.00	634,079.38	
10/22/2020		Municipal Water District of OC	50,000.00	684,079.38	
10/22/2020		SoCal Gas	5,000.00	689,079.38	
10/29/2020		City of Westminster	9,530.17	698,609.55	
10/31/2020	2078	Kathryn Morrison	(1,759.96)	696,849.59	
10/31/2020	2079	Wendy J Strack Consulting	(2,500.00)	694,349.59	
10/31/2020	2080	John Hanson	(1,036.70)	693,312.89	
10/31/2020	2081	Aleshire & Wynder, LLP	(1,620.00)	691,692.89	
10/31/2020	2082	Communications Lab	(2,500.00)	689,192.89	
10/31/2020	2083	CSUFAS	(26,550.16)	662,642.73	
10/31/2020	2084	CSUFAS	(26,550.16)	636,092.57	
10/31/2020	2085	Lisa Telles Communications	(1,000.00)	635,092.57	
10/31/2020	2086	Connected Consulting	(10,788.57)	624,304.00	
10/31/2020	2087	Eileen White	(1,500.00)	622,804.00	
10/31/2020		Bank of the West	(189.77)	622,614.23	
					Bank of the West 2,591.13
					Citizens Business Bank 440,588.68
					O/S Checks (77,305.55)
					State LAIF 256,739.97
					<u>\$622,614.23</u>



BANK OF THE WEST
BNP PARIBAS

P.O. Box 2830, Omaha, NE 68103-2830

Account Statement

October 1, 2020 - October 31, 2020

Page 1 of 4



>005640 5264160 0001 008230 10Z
ORANGE COUNTY COUNCIL OF GOVERNMENTS
ATTN JOHN HANSON
3972 BARRANCA PKWY STE J127
IRVINE CA 92606-1204



At your service



bankofthewest.com



1-800-488-2265



1-800-659-5495 TTY

We Appreciate You

Thank you for banking with Bank of the West. We appreciate your business and look forward to continuing to serve your banking needs.

Remember to confirm your email during your next branch visit or call our Contact Center at 800-488-2265. Our emails keep you educated about our services, products and more.

REGULAR BUSINESS CHECKING 011-244681

ORANGE COUNTY COUNCIL OF GOVERNMENTS
ATTN JOHN HANSON

ACCOUNT SUMMARY

Beginning Balance	\$15,714.18
0 Credits	0.00
0 Deposits	0.00
1 Withdrawals	-189.77
2 Checks	-12,933.28
Ending Balance	\$2,591.13

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$3,608.51



For your protection:

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





REGULAR BUSINESS CHECKING xxx-xx4681 *(continued)*

ACCOUNT DETAIL

Withdrawals

<i>Date</i>	<i>Amount</i>	<i>Description</i>
10/20	\$189.77	CASH MANAGEMENT CHG -ACCOUNT ANALYSIS CHARGES

1 withdrawal for a total of \$189.77

Checks Paid

<i>Number</i>	<i>Date paid</i>	<i>Amount</i>	<i>Number</i>	<i>Date paid</i>	<i>Amount</i>
1555	10/02	10,433.28	1556	10/08	2,500.00

2 checks paid for a total of \$12,933.28

027909 1261596 0000000 060572 121144 01/02





IMPORTANT INFORMATION

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

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



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

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

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

05640 5264160 009266 018531 0002/0002



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





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PO Box 3938, Ontario, CA 91761

RETURN SERVICE REQUESTED

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

Account Number: 591004948

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	\$440,588.68

ANALYZED BUSINESS PLAN GOVERNMENT SRVCS-591004948

Account Summary

Date	Description	Amount
10/01/2020	Beginning Balance	\$333,670.66
	3 Credit(s) This Period	\$123,530.17
	7 Debit(s) This Period	\$16,612.15
10/30/2020	Ending Balance	\$440,588.68

Deposits

Date	Description	Amount
10/05/2020	DEPOSIT	\$59,000.00
10/22/2020	DEPOSIT	\$55,000.00
10/29/2020	DEPOSIT	\$9,530.17
		3 item(s) totaling \$123,530.17

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
2070	10/14/2020	\$1,428.00	2074	10/07/2020	\$1,714.94	2077	10/06/2020	\$2,934.00
2071	10/13/2020	\$6,000.00	2075	10/08/2020	\$2,500.00			
2073*	10/13/2020	\$1,000.00	2076	10/05/2020	\$1,035.21			

* Indicates skipped check number

7 item(s) totaling \$16,612.15

Daily Balances

Date	Amount	Date	Amount	Date	Amount
10/05/2020	\$391,635.45	10/08/2020	\$384,486.51	10/22/2020	\$431,058.51
10/06/2020	\$388,701.45	10/13/2020	\$377,486.51	10/29/2020	\$440,588.68
10/07/2020	\$386,986.51	10/14/2020	\$376,058.51		

OUTSTANDING CHECKS		INSTRUCTIONS
No.	Amount	<p style="text-align: center;">PLEASE EXAMINE THIS STATEMENT AT ONCE AND IMMEDIATELY NOTIFY THE BANK OF ANY ERRORS.</p> <p style="text-align: center;">ALL ITEMS CREDITED ARE SUBJECT TO FINAL PAYMENT.</p> <ol style="list-style-type: none"> 1. Compare each paid check with your check stub or register and mark as paid. 2. Bank balance shown on front of your statement..... _____ 3. Compare any deposits shown on statement, including bank originated credits, with those entered in your check register. Add any not shown on statement..... _____ 4. Subtotal..... _____ 5. Subtract total of outstanding checks..... _____ 6. Account Balance..... _____ 7. Your check book balance..... _____ 8. Subtract any bank charges including monthly service charge or transfers you have authorized and have been deducted on this statement..... _____ 9. Adjusted check book balance..... _____ <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

California State Treasurer *Fiona Ma, CPA*



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

November 02, 2020

[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

October 2020 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/15/2020	10/14/2020	QRD	1656654	N/A	SYSTEM	544.00

Account Summary

Total Deposit:	544.00	Beginning Balance:	256,195.97
Total Withdrawal:	0.00	Ending Balance:	256,739.97



PMIA/LAIF Performance Report as of 11/04/20



PMIA Average Monthly Effective Yields⁽¹⁾

Oct	0.620
Sep	0.685
Aug	0.784

Quarterly Performance Quarter Ended 09/30/20

LAIF Apportionment Rate ⁽²⁾ :	0.84
LAIF Earnings Ratio ⁽²⁾ :	0.00002309407394024
LAIF Fair Value Factor ⁽¹⁾ :	1.004114534
PMIA Daily ⁽¹⁾ :	0.65%
PMIA Quarter to Date ⁽¹⁾ :	0.80%
PMIA Average Life ⁽¹⁾ :	169

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 09/30/20 \$109.2 billion

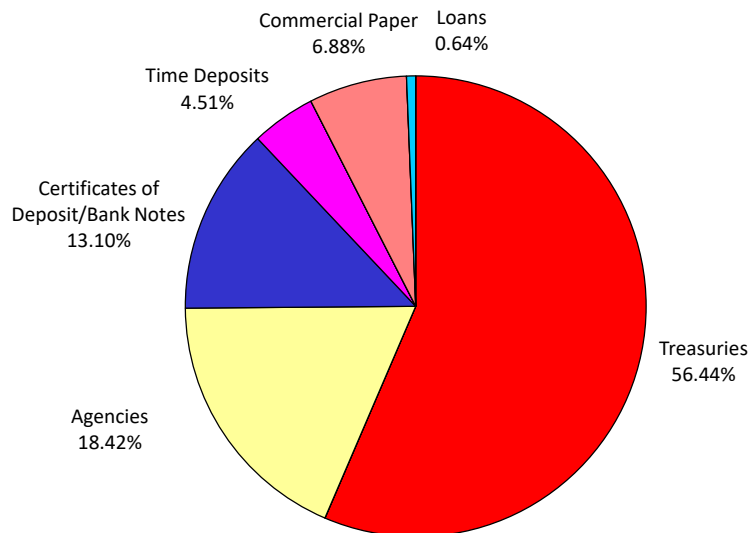


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

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:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

**Orange County Council of Governments
Cash Receipts/Disbursements Report
For the Quarter ending December 31, 2020**

Cash Receipts

Date	Payer	Description	Amount
10/5/2020	OCTA	OCCOG Dues	9,000.00
10/5/2020	Orange County Water District	Cycle 1 Data	50,000.00
10/15/2020	Local Agency Investment Fund		544.00
	Interest	Quarterly Interest	
10/22/2020	Municipal Water District of OC	Cycle 1 Data	50,000.00
10/22/2020	SoCal Gas	General Assembly Sponsorship	5,000.00
10/29/2020	City of Westminster	CDR Fees and Dues	9,530.17
			124,074.17

Cash Disbursements

Date	Check #	Payee	Description	Amount
10/31/2020	2078	Kathryn Morrison	Administrative Assistant October 2020	(1,759.96)
10/31/2020	2079	Wendy J Strack Consulting	Strategy and Advocacy Services October 2020	(2,500.00)
10/31/2020	2080	John Hanson	Treasurer September/October 2020	(1,036.70)
10/31/2020	2081	Aleshire & Wynder, LLP	Legal October 2020	(1,620.00)
10/31/2020	2082	Communications Lab	Social Media/Web Site September 2020	(2,500.00)
10/31/2020	2083	CSUFAS	1st Quarter CDR Fees	(26,550.16)
10/31/2020	2084	CSUFAS	2nd Quarter CDR Fees	(26,550.16)
10/31/2020	2085	Lisa Telles Communications	General Assembly Special Events October 2020	(1,000.00)
10/31/2020	2086	Connected Consulting	October Executive Director	(10,788.57)
10/31/2020	2087	Eileen White	Clerk of the Board October	(1,500.00)
10/31/2020		Bank of the West	Service Fees	(189.77)
				(75,995.32)



AGENDA ITEM #2

OCCOG November 2020 Financial Report

SUMMARY

OCCOG financial information is provided for Board review.

As of November 30, 2020, OCCOG had combined cash and investments of \$627,767.23 consisting of the following: a bank balance of \$2,591.13 at Bank of the West, bank balance of \$382,551.91 at Citizens Business Bank outstanding checks in the amount of \$14,115.79 and an investment balance at the State Local Agency Investment Fund of \$256,739.97.

STAFF RECOMMENDATION

Approve financial report.

ATTACHMENTS

- A. OCCOG Fiscal Year 2020-21 Cash and Investments
- B. Bank of the West Statement as of November 30, 2020
- C. Citizens Business Bank Statement as of November 30, 2020
- D. State Local Agency Investment Fund (LAIF) Monthly Statement for November 30, 2020
- E. LAIF Performance Report - Quarter Ending September 30, 2020, Pooled Money Investment Account (PMIA) Average Monthly Effective Yields – September 2020 – October 2020 – November 2020 and PMIA Portfolio Composition at 10/31/20.
- F. OCCOG Fiscal Year 2020-21 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 2020-21**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
July					
		Balance Forward		338,479.65	
7/2/2020	1551	Eileen White	(4,455.00)	334,024.65	
7/2/2020	1552	Connected Consulting	(10,802.99)	323,221.66	Bank of the West 29,548.45
7/2/2020	2047	Wendy J Strack Consulting	(2,500.00)	320,721.66	Citizens Business Bank 181,238.76
					Bank
7/2/2020	2048	Kathryn Morrison	(1,300.00)	319,421.66	O/S Checks (21,504.44)
7/2/2020	2049	John Hanson	(694.71)	318,726.95	State LAIF 256,195.97
7/2/2020	2050	Aleshire & Wynder, LLP	(2,340.00)	316,386.95	<u>\$445,478.74</u>
7/2/2020	2051	Communications Lab	(1,250.00)	315,136.95	
7/14/2020	2052	Lisa Telles Communications	(1,000.00)	314,136.95	
7/14/2020	2053	City of Placentia	(157.00)	313,979.95	
7/20/2020		Bank of the West	(52.12)	313,927.83	
7/22/2020		Citizens Business Bank	(41.95)	313,885.88	
7/22/2020		City of Stanton	5,833.09	319,718.97	
7/22/2020		City of Los Alamitos	3,926.48	323,645.45	
7/22/2020		City of Newport Beach	11,069.90	334,715.35	
7/22/2020		City of Fountain Valley	8,997.51	343,712.86	
7/22/2020		City of Villa Park	3,524.43	347,237.29	
7/22/2020		Orange County Sanitation District	7,500.00	354,737.29	
7/22/2020		City of Laguna Woods	4,250.55	358,987.84	
7/29/2020		City of Rancho Santa Margarita	6,506.47	365,494.31	
7/29/2020		City of La Palma	4,198.51	369,692.82	
7/29/2020		City of Lake Forest	8,995.82	378,688.64	
7/29/2020		City of Laguna Niguel	9,651.62	388,340.26	
7/29/2020		City of Cypress	2,179.01	390,519.27	
7/29/2020		City of Cypress	4,360.66	394,879.93	
7/29/2020		City of Laguna Beach	4,673.31	399,553.24	
7/29/2020		City of Alsio Viejo	6,593.18	406,146.42	
7/29/2020		City of Costa Mesa	13,079.65	419,226.07	
7/29/2020		City of San Clemente	9,600.68	428,826.75	
7/29/2020		City of Buena Park	8,807.79	437,634.54	
7/29/2020		City of La Habra	7,516.82	445,151.36	
7/29/2020		City of Dana Point	5,422.04	450,573.40	
7/29/2020		City of Placentia	6,693.67	457,267.07	
7/29/2020		City of Tustin	8,695.79	465,962.86	
7/29/2020		Local Agency Investment Fund	1,020.88	466,983.74	
7/31/2020	2054	CALCOG	(2,100.00)	464,883.74	
7/31/2020	2055	John Hanson	(819.45)	464,064.29	
7/31/2020	2056	Aleshire & Wynder, LLP	(1,782.00)	462,282.29	
7/31/2020	2057	Wendy J Strack Consulting	(2,500.00)	459,782.29	
7/31/2020	2058	Connected Consulting	(10,802.99)	448,979.30	
7/31/2020	2059	VOID	-	448,979.30	
7/31/2020	2060	Lisa Telles Communications	(1,000.00)	447,979.30	
7/31/2020	2061	Kathryn Morrison	(1,250.00)	446,729.30	
7/31/2020	2062	Communications Lab	(1,250.00)	445,479.30	

**Orange County Council of Governments
Cash and Investments
Fiscal Year 2020-21**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
August					Bank of the West 29,548.45
					Citizens Business Bank 305,784.65
					O/S Checks (27,678.18)
					State LAIF 256,195.97
					<u>\$563,850.89</u>
8/12/2020		City of Santa Ana	31,346.03	476,825.33	
8/12/2020		City of Fullerton	12,956.81	489,782.14	
8/12/2020		City of San Juan Capistrano	5,641.88	495,424.02	
8/12/2020		City of Irvine	22,648.88	518,072.90	
8/24/2020		City of Anaheim	32,889.68	550,962.58	
8/24/2020		City of Huntington Beach	17,074.85	568,037.43	
8/24/2020		City of Seal Beach	4,856.91	572,894.34	
8/24/2020		Citizens Business Bank	(35.13)	572,859.21	
8/31/2020		City of Yorba Linda	9,882.68	582,741.89	
8/31/2020		City of Brea	8,287.18	591,029.07	
8/31/2020		ISDOC	500.00	591,529.07	
8/31/2020	2063	Aleshire & Wynder	(684.00)	590,845.07	
8/31/2020	2064	John Hanson	(909.91)	589,935.16	
8/31/2020	2065	Communications Lab	(2,500.00)	587,435.16	
8/31/2020	2066	Wendy J Strack Consulting	(2,500.00)	584,935.16	
8/31/2020	2067	Kathryn Morrison	(1,750.00)	583,185.16	
8/31/2020	2068	Lisa Telles Communications	(1,000.00)	582,185.16	
8/31/2020	2069	AJ Design	(4,500.00)	577,685.16	
8/31/2020	1553	Connected Consulting	(10,834.27)	566,850.89	
8/31/2020	1554	Elaine White	(3,000.00)	563,850.89	
September					Bank of the West 15,714.18
					Citizens Business Bank 333,670.66
					O/S Checks (31,045.43)
					State LAIF 256,195.97
					<u>\$574,535.38</u>
9/8/2020		City of Mission Viejo	11,658.11	575,509.00	
9/8/2020		City of San Juan Capistrano	2,000.00	577,509.00	
9/8/2020		City of Garden Grove	15,239.62	592,748.62	
9/22/2020		City of Orange	12,832.19	605,580.81	
9/30/2020	2070	Wavelength Automation	(1,428.00)	604,152.81	
9/30/2020	2071	Eide Bailly	(6,000.00)	598,152.81	
9/30/2020	2072	Eileen White	(1,500.00)	596,652.81	
9/30/2020	2073	Lisa Telles Communications	(1,000.00)	595,652.81	
9/30/2020	2074	Kathryn Morrison	(1,714.94)	593,937.87	
9/30/2020	2075	Wendy J Strack Consulting	(2,500.00)	591,437.87	
9/30/2020	2076	John Hanson	(1,035.21)	590,402.66	
9/30/2020	2077	Aleshire & Wynder	(2,934.00)	587,468.66	
9/30/2020	1555	Connected Consulting	(10,433.28)	577,035.38	Memo regarding previous payments attached
9/30/2020	1556	Communications Lab	(2,500.00)	574,535.38	

**Orange County Council of Governments
Cash and Investments
Fiscal Year 2020-21**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
October					
10/5/2020		OCTA	9,000.00	583,535.38	
10/5/2020		Orange County Water District	50,000.00	633,535.38	
10/15/2020		Local Agency Investment Fund Interest	544.00	634,079.38	Bank of the West 2,591.13
10/22/2020		Municipal Water District of OC	50,000.00	684,079.38	Citizens Business Bank 440,588.68
10/22/2020		SoCal Gas	5,000.00	689,079.38	O/S Checks (77,305.55)
10/29/2020		City of Westminster	9,530.17	698,609.55	State LAIF 256,739.97
10/31/2020	2078	Kathryn Morrison	(1,759.96)	696,849.59	<u>\$622,614.23</u>
10/31/2020	2079	Wendy J Strack Consulting	(2,500.00)	694,349.59	
10/31/2020	2080	John Hanson	(1,036.70)	693,312.89	
10/31/2020	2081	Aleshire & Wynder, LLP	(1,620.00)	691,692.89	
10/31/2020	2082	Communications Lab	(2,500.00)	689,192.89	
10/31/2020	2083	CSUFAS	(26,550.16)	662,642.73	
10/31/2020	2084	CSUFAS	(26,550.16)	636,092.57	
10/31/2020	2085	Lisa Telles Communications	(1,000.00)	635,092.57	
10/31/2020	2086	Connected Consulting	(10,788.57)	624,304.00	
10/31/2020	2087	Eileen White	(1,500.00)	622,804.00	
10/31/2020		Bank of the West	(189.77)	622,614.23	
November					
11/5/2020		City of Laguna Hills	3,768.79	626,383.02	Bank of the West 2,591.13
11/5/2020		TCA	9,000.00	635,383.02	Citizens Business Bank 382,551.92
11/16/2020		City of Garden Grove	2,000.00	637,383.02	O/S Checks (14,115.79)
11/27/2020		City of Tuston	2,000.00	639,383.02	State LAIF 256,739.97
11/30/2020	2088	John Hanson	(941.30)	638,441.72	<u>\$627,767.23</u>
11/30/2020	2089	Aleshire & Wynder	(1,008.50)	637,433.22	
11/30/2020	2090	Communications Lab	(2,500.00)	634,933.22	
11/30/2020	2091	Kathryn Morrison	(1,589.99)	633,343.23	
11/30/2020	2092	Lisa Telles Communications	(1,000.00)	632,343.23	
11/30/2020	2093	Eileen White	(1,500.00)	630,843.23	
11/30/2020	2094	Wendy J Strack Consulting	(2,500.00)	628,343.23	
11/30/2020	2095	Aleshire & Wynder	(576.00)	627,767.23	



BANK OF THE WEST
BNP PARIBAS

P.O. Box 2830, Omaha, NE 68103-2830

Account Statement

November 1, 2020 - November 30, 2020

Page 1 of 2



>001176 5474851 0001 008230 10Z
 ORANGE COUNTY COUNCIL OF GOVERNMENTS
 ATTN JOHN HANSON
 3972 BARRANCA PKWY STE J127
 IRVINE CA 92606-1204



At your service



bankofthewest.com



1-800-488-2265



1-800-659-5495 TTY

We Appreciate You

Thank you for banking with Bank of the West. We appreciate your business and look forward to continuing to serve your banking needs.

Remember to confirm your email during your next branch visit or call our Contact Center at 800-488-2265. Our emails keep you educated about our services, products and more.

REGULAR BUSINESS CHECKING 011-244681

ORANGE COUNTY COUNCIL OF GOVERNMENTS
 ATTN JOHN HANSON

ACCOUNT SUMMARY

Beginning Balance	\$2,591.13
0 Credits	0.00
0 Deposits	0.00
0 Withdrawals	0.00
0 Checks	0.00
Ending Balance	\$2,591.13

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$2,591.13



For your protection:

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





IMPORTANT INFORMATION

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

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

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

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

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

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



RETURN SERVICE REQUESTED

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




Statement Ending 11/30/2020

ORANGE COUNTY COUNCIL OF

Page 1 of 2

Account Number: 591004948

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	\$382,551.92

ANALYZED BUSINESS PLAN GOVERNMENT SRVCS-591004948

Account Summary

Date	Description	Amount
10/31/2020	Beginning Balance	\$440,588.68
	3 Credit(s) This Period	\$16,768.79
	10 Debit(s) This Period	\$74,805.55
11/30/2020	Ending Balance	\$382,551.92

Deposits

Date	Description	Amount
11/05/2020	DEPOSIT	\$12,768.79
11/16/2020	DEPOSIT	\$2,000.00
11/27/2020	DEPOSIT	\$2,000.00
		3 item(s) totaling \$16,768.79

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
2072	11/12/2020	\$1,500.00	2082	11/13/2020	\$2,500.00	2086	11/12/2020	\$10,788.57
2078*	11/06/2020	\$1,759.96	2083	11/12/2020	\$26,550.16	2087	11/12/2020	\$1,500.00
2080*	11/03/2020	\$1,036.70	2084	11/12/2020	\$26,550.16			
2081	11/09/2020	\$1,620.00	2085	11/09/2020	\$1,000.00			
						10 item(s) totaling \$74,805.55		

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
11/03/2020	\$439,551.98	11/09/2020	\$447,940.81	11/16/2020	\$380,551.92
11/05/2020	\$452,320.77	11/12/2020	\$381,051.92	11/27/2020	\$382,551.92
11/06/2020	\$450,560.81	11/13/2020	\$378,551.92		

OUTSTANDING CHECKS		INSTRUCTIONS
No.	Amount	<p style="text-align: center;">PLEASE EXAMINE THIS STATEMENT AT ONCE AND IMMEDIATELY NOTIFY THE BANK OF ANY ERRORS.</p> <p style="text-align: center;">ALL ITEMS CREDITED ARE SUBJECT TO FINAL PAYMENT.</p> <ol style="list-style-type: none"> 1. Compare each paid check with your check stub or register and mark as paid. 2. Bank balance shown on front of your statement..... _____ 3. Compare any deposits shown on statement, including bank originated credits, with those entered in your check register. Add any not shown on statement..... _____ 4. Subtotal..... _____ 5. Subtract total of outstanding checks..... _____ 6. Account Balance..... _____ 7. Your check book balance..... _____ 8. Subtract any bank charges including monthly service charge or transfers you have authorized and have been deducted on this statement..... _____ 9. Adjusted check book balance..... _____ <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

California State Treasurer *Fiona Ma, CPA*



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

December 04, 2020

[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

November 2020 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	256,739.97
Total Withdrawal:	0.00	Ending Balance:	256,739.97



PMIA/LAIF Performance Report as of 12/08/20



PMIA Average Monthly Effective Yields⁽¹⁾

Nov	0.576
Oct	0.620
Sep	0.685

Quarterly Performance Quarter Ended 09/30/20

LAIF Apportionment Rate ⁽²⁾ :	0.84
LAIF Earnings Ratio ⁽²⁾ :	0.00002309407394024
LAIF Fair Value Factor ⁽¹⁾ :	1.004114534
PMIA Daily ⁽¹⁾ :	0.65%
PMIA Quarter to Date ⁽¹⁾ :	0.80%
PMIA Average Life ⁽¹⁾ :	169

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 10/31/20 \$101.4 billion

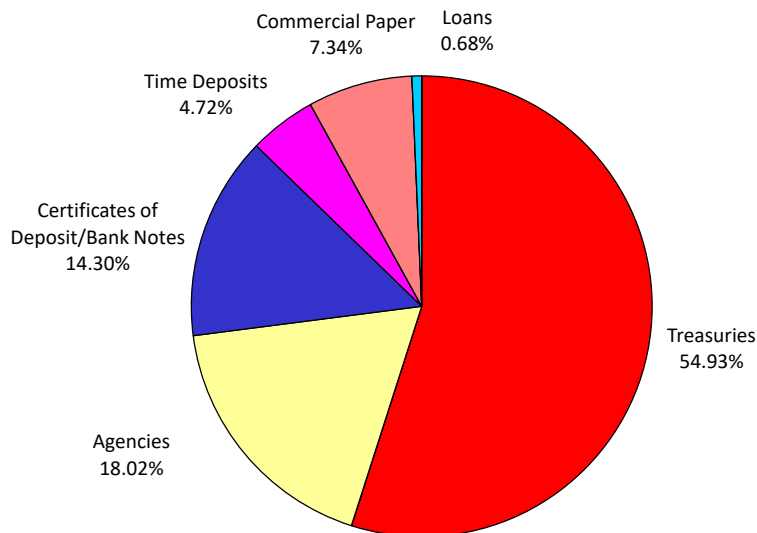


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

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:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

**Orange County Council of Governments
Cash Receipts/Disbursements Report
For the Quarter ending December 31, 2020**

Cash Receipts

Date	Payer	Description	Amount
10/5/2020	OCTA	OCCOG Dues	9,000.00
10/5/2020	Orange County Water District	Cycle 1 Data	50,000.00
10/15/2020	Local Agency Investment Fund		544.00
	Interest	Quarterly Interest	
10/22/2020	Municipal Water District of OC	Cycle 1 Data	50,000.00
10/22/2020	SoCal Gas	General Assembly Sponsorship	5,000.00
10/29/2020	City of Westminster	CDR Fees and Dues	9,530.17
11/5/2020	City of Laguna Hills	CDR Fees and Cycle 1 Data	3,768.79
11/5/2020	TCA	OCCOG Dues	9,000.00
11/16/2020	City of Garden Grove	Cycle 1 Data	2,000.00
11/27/2020	City of Tuston	Cycle 1 Data	2,000.00
			\$140,842.96

Cash Disbursements

Date	Check #	Payee	Description	Amount
10/31/2020	2078	Kathryn Morrison	Administrative Assistant October 2020	(1,759.96)
10/31/2020	2079	Wendy J Strack Consulting	Strategy and Advocacy Services October 2020	(2,500.00)
10/31/2020	2080	John Hanson	Treasurer September/October 2020	(1,036.70)
10/31/2020	2081	Aleshire & Wynder, LLP	Legal October 2020	(1,620.00)
10/31/2020	2082	Communications Lab	Social Media/Web Site September 2020	(2,500.00)
10/31/2020	2083	CSUFAS	1st Quarter CDR Fees	(26,550.16)
10/31/2020	2084	CSUFAS	2nd Quarter CDR Fees	(26,550.16)
10/31/2020	2085	Lisa Telles Communications	General Assembly Special Events October 2020	(1,000.00)
10/31/2020	2086	Connected Consulting	October Executive Director	(10,788.57)
10/31/2020	2087	Eileen White	Clerk of the Board October	(1,500.00)
10/31/2020		Bank of the West	Service Fees	(189.77)
11/30/2020	2088	John Hanson	Treasurer October/November 2020	(941.30)
11/30/2020	2089	Aleshire & Wynder	Legal November 2020	(1,008.50)
11/30/2020	2090	Communications Lab	Social Media/Web Site October 2020	(2,500.00)
11/30/2020	2091	Kathryn Morrison	Administrative Assistant November 2020	(1,589.99)
11/30/2020	2092	Lisa Telles Communications	General Assembly Special Events November 2020	(1,000.00)
11/30/2020	2093	Eileen White	Clerk of the Board November	(1,500.00)
11/30/2020	2094	Wendy J Strack Consulting	Strategy and Advocacy Services November 2020	(2,500.00)
11/30/2020	2095	Aleshire & Wynder	Legal November 2020	(576.00)
			\$ (87,611.11)	



AGENDA ITEM #2

OCCOG December 2020 Financial Report

SUMMARY

OCCOG financial information is provided for Board review.

As of December 31, 2020, OCCOG had combined cash and investments of \$617,168.96 consisting of the following: a bank balance of \$2,591.13 at Bank of the West, bank balance of \$368,152.85 at Citizens Business Bank outstanding checks in the amount of \$10,314.99 and an investment balance at the State Local Agency Investment Fund of \$256,739.97.

STAFF RECOMMENDATION

Approve financial report.

ATTACHMENTS

- A. OCCOG Fiscal Year 2020-21 Cash and Investments
- B. Bank of the West Statement as of December 31, 2020
- C. Citizens Business Bank Statement as of December 31, 2020
- D. State Local Agency Investment Fund (LAIF) Monthly Statement for December 31, 2020
- E. LAIF Performance Report - Quarter Ending September 30, 2020, Pooled Money Investment Account (PMIA) Average Monthly Effective Yields – September 2020 – October 2020 – November 2020 and PMIA Portfolio Composition at 11/30/20.
- F. OCCOG Fiscal Year 2020-21 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 2020-21**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
July					
		Balance Forward		338,479.65	
7/2/2020	1551	Eileen White	(4,455.00)	334,024.65	
7/2/2020	1552	Connected Consulting	(10,802.99)	323,221.66	Bank of the West 29,548.45
7/2/2020	2047	Wendy J Strack Consulting	(2,500.00)	320,721.66	Citizens Business Bank 181,238.76
					Bank
7/2/2020	2048	Kathryn Morrison	(1,300.00)	319,421.66	O/S Checks (21,504.44)
7/2/2020	2049	John Hanson	(694.71)	318,726.95	State LAIF 256,195.97
7/2/2020	2050	Aleshire & Wynder, LLP	(2,340.00)	316,386.95	<u>\$445,478.74</u>
7/2/2020	2051	Communications Lab	(1,250.00)	315,136.95	
7/14/2020	2052	Lisa Telles Communications	(1,000.00)	314,136.95	
7/14/2020	2053	City of Placentia	(157.00)	313,979.95	
7/20/2020		Bank of the West	(52.12)	313,927.83	
7/22/2020		Citizens Business Bank	(41.95)	313,885.88	
7/22/2020		City of Stanton	5,833.09	319,718.97	
7/22/2020		City of Los Alamitos	3,926.48	323,645.45	
7/22/2020		City of Newport Beach	11,069.90	334,715.35	
7/22/2020		City of Fountain Valley	8,997.51	343,712.86	
7/22/2020		City of Villa Park	3,524.43	347,237.29	
7/22/2020		Orange County Sanitation District	7,500.00	354,737.29	
7/22/2020		City of Laguna Woods	4,250.55	358,987.84	
7/29/2020		City of Rancho Santa Margarita	6,506.47	365,494.31	
7/29/2020		City of La Palma	4,198.51	369,692.82	
7/29/2020		City of Lake Forest	8,995.82	378,688.64	
7/29/2020		City of Laguna Niguel	9,651.62	388,340.26	
7/29/2020		City of Cypress	2,179.01	390,519.27	
7/29/2020		City of Cypress	4,360.66	394,879.93	
7/29/2020		City of Laguna Beach	4,673.31	399,553.24	
7/29/2020		City of Alsio Viejo	6,593.18	406,146.42	
7/29/2020		City of Costa Mesa	13,079.65	419,226.07	
7/29/2020		City of San Clemente	9,600.68	428,826.75	
7/29/2020		City of Buena Park	8,807.79	437,634.54	
7/29/2020		City of La Habra	7,516.82	445,151.36	
7/29/2020		City of Dana Point	5,422.04	450,573.40	
7/29/2020		City of Placentia	6,693.67	457,267.07	
7/29/2020		City of Tustin	8,695.79	465,962.86	
7/29/2020		Local Agency Investment Fund	1,020.88	466,983.74	
7/31/2020	2054	CALCOG	(2,100.00)	464,883.74	
7/31/2020	2055	John Hanson	(819.45)	464,064.29	
7/31/2020	2056	Aleshire & Wynder, LLP	(1,782.00)	462,282.29	
7/31/2020	2057	Wendy J Strack Consulting	(2,500.00)	459,782.29	
7/31/2020	2058	Connected Consulting	(10,802.99)	448,979.30	
7/31/2020	2059	VOID	-	448,979.30	
7/31/2020	2060	Lisa Telles Communications	(1,000.00)	447,979.30	
7/31/2020	2061	Kathryn Morrison	(1,250.00)	446,729.30	
7/31/2020	2062	Communications Lab	(1,250.00)	445,479.30	

**Orange County Council of Governments
Cash and Investments
Fiscal Year 2020-21**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
August					Bank of the West 29,548.45
					Citizens Business Bank 305,784.65
					O/S Checks (27,678.18)
					State LAIF 256,195.97
					<u>\$563,850.89</u>
8/12/2020		City of Santa Ana	31,346.03	476,825.33	
8/12/2020		City of Fullerton	12,956.81	489,782.14	
8/12/2020		City of San Juan Capistrano	5,641.88	495,424.02	
8/12/2020		City of Irvine	22,648.88	518,072.90	
8/24/2020		City of Anaheim	32,889.68	550,962.58	
8/24/2020		City of Huntington Beach	17,074.85	568,037.43	
8/24/2020		City of Seal Beach	4,856.91	572,894.34	
8/24/2020		Citizens Business Bank	(35.13)	572,859.21	
8/31/2020		City of Yorba Linda	9,882.68	582,741.89	
8/31/2020		City of Brea	8,287.18	591,029.07	
8/31/2020		ISDOC	500.00	591,529.07	
8/31/2020	2063	Aleshire & Wynder	(684.00)	590,845.07	
8/31/2020	2064	John Hanson	(909.91)	589,935.16	
8/31/2020	2065	Communications Lab	(2,500.00)	587,435.16	
8/31/2020	2066	Wendy J Strack Consulting	(2,500.00)	584,935.16	
8/31/2020	2067	Kathryn Morrison	(1,750.00)	583,185.16	
8/31/2020	2068	Lisa Telles Communications	(1,000.00)	582,185.16	
8/31/2020	2069	AJ Design	(4,500.00)	577,685.16	
8/31/2020	1553	Connected Consulting	(10,834.27)	566,850.89	
8/31/2020	1554	Elaine White	(3,000.00)	563,850.89	
September					Bank of the West 15,714.18
					Citizens Business Bank 333,670.66
					O/S Checks (31,045.43)
					State LAIF 256,195.97
					<u>\$574,535.38</u>
9/8/2020		City of Mission Viejo	11,658.11	575,509.00	
9/8/2020		City of San Juan Capistrano	2,000.00	577,509.00	
9/8/2020		City of Garden Grove	15,239.62	592,748.62	
9/22/2020		City of Orange	12,832.19	605,580.81	
9/30/2020	2070	Wavelength Automation	(1,428.00)	604,152.81	
9/30/2020	2071	Eide Bailly	(6,000.00)	598,152.81	
9/30/2020	2072	Eileen White	(1,500.00)	596,652.81	
9/30/2020	2073	Lisa Telles Communications	(1,000.00)	595,652.81	
9/30/2020	2074	Kathryn Morrison	(1,714.94)	593,937.87	
9/30/2020	2075	Wendy J Strack Consulting	(2,500.00)	591,437.87	
9/30/2020	2076	John Hanson	(1,035.21)	590,402.66	
9/30/2020	2077	Aleshire & Wynder	(2,934.00)	587,468.66	
9/30/2020	1555	Connected Consulting	(10,433.28)	577,035.38	
9/30/2020	1556	Communications Lab	(2,500.00)	574,535.38	

**Orange County Council of Governments
Cash and Investments
Fiscal Year 2020-21**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
October					
10/5/2020		OCTA	9,000.00	583,535.38	
10/5/2020		Orange County Water District	50,000.00	633,535.38	
10/15/2020		Local Agency Investment Fund Interest	544.00	634,079.38	Bank of the West 2,591.13
10/22/2020		Municipal Water District of OC	50,000.00	684,079.38	Citizens Business Bank 440,588.68
10/22/2020		SoCal Gas	5,000.00	689,079.38	O/S Checks (77,305.55)
10/29/2020		City of Westminster	9,530.17	698,609.55	State LAIF 256,739.97
10/31/2020	2078	Kathryn Morrison	(1,759.96)	696,849.59	<u>\$622,614.23</u>
10/31/2020	2079	Wendy J Strack Consulting	(2,500.00)	694,349.59	
10/31/2020	2080	John Hanson	(1,036.70)	693,312.89	
10/31/2020	2081	Aleshire & Wynder, LLP	(1,620.00)	691,692.89	
10/31/2020	2082	Communications Lab	(2,500.00)	689,192.89	
10/31/2020	2083	CSUFAS	(26,550.16)	662,642.73	
10/31/2020	2084	CSUFAS	(26,550.16)	636,092.57	
10/31/2020	2085	Lisa Telles Communications	(1,000.00)	635,092.57	
10/31/2020	2086	Connected Consulting	(10,788.57)	624,304.00	
10/31/2020	2087	Eileen White	(1,500.00)	622,804.00	
10/31/2020		Bank of the West	(189.77)	622,614.23	
November					
11/5/2020		City of Laguna Hills	3,768.79	626,383.02	Bank of the West 2,591.13
11/5/2020		TCA	9,000.00	635,383.02	Citizens Business Bank 382,551.92
11/16/2020		City of Garden Grove	2,000.00	637,383.02	O/S Checks (24,899.07)
11/27/2020		City of Tuston	2,000.00	639,383.02	State LAIF 256,739.97
11/30/2020	2088	John Hanson	(941.30)	638,441.72	<u>\$616,983.95</u>
11/30/2020	2089	Aleshire & Wynder	(1,008.50)	637,433.22	
11/30/2020	2090	Communications Lab	(2,500.00)	634,933.22	
11/30/2020	2091	Kathryn Morrison	(1,589.99)	633,343.23	
11/30/2020	2092	Lisa Telles Communications	(1,000.00)	632,343.23	
11/30/2020	2093	Eileen White	(1,500.00)	630,843.23	
11/30/2020	2094	Wendy J Strack Consulting	(2,500.00)	628,343.23	
11/30/2020	2095	Connected Consulting	(10,783.28)	617,559.95	
11/30/2020	2096	Aleshire & Wynder	(576.00)	616,983.95	

**Orange County Council of Governments
Cash and Investments
Fiscal Year 2020-21**

Date	Check #	Description	Amount	General Ledger Balance	Bank Balances and Reconciliation
December					
12/11/2020		California Association of Cities	500.00	617,483.95	
12/29/2020		LSA	1,000.00	618,483.95	
12/29/2020		SCAQMD	7,500.00	625,983.95	
12/31/2020	2097	Communications Lab	(2,500.00)	623,483.95	
12/31/2020	2099	Wendy J Strack Consulting	(2,500.00)	620,983.95	
12/31/2020	2150	Lisa Telles Communications	(1,000.00)	619,983.95	
12/31/2020	2152	Eileen White	(1,500.00)	618,483.95	
12/31/2020	2153	VOID	-	618,483.95	
12/31/2020	2155	Kathryn Morrison	(1,314.99)	617,168.96	
					Bank of the West 2,591.13
					Citizens Business Bank 368,152.85
					O/S Checks (10,314.99)
					State LAIF 256,739.97
					<u>\$617,168.96</u>



BANK OF THE WEST
BNP PARIBAS

P.O. Box 2830, Omaha, NE 68103-2830

Account Statement

December 1, 2020 - December 31, 2020

Page 1 of 2

0000705 5703795 0001 008230 10Z
ORANGE COUNTY COUNCIL OF GOVERNMENTS
ATTN JOHN HANSON
3972 BARRANCA PKWY STE J127
IRVINE CA 92606-1204



At your service



bankofthewest.com



1-800-488-2265



1-800-659-5495 TTY

00705 5703795 000706 001411 0001/0001

REGULAR BUSINESS CHECKING 011-244681

ORANGE COUNTY COUNCIL OF GOVERNMENTS
ATTN JOHN HANSON

ACCOUNT SUMMARY

Beginning Balance	\$2,591.13
0 Credits	0.00
0 Deposits	0.00
0 Withdrawals	0.00
0 Checks	0.00
Ending Balance	\$2,591.13

EARNINGS SUMMARY

Interest this statement period	\$0.00
Interest credited year-to-date	\$0.00
Annual percentage yield earned	0.00%
Average monthly balance	\$2,591.13



For your protection:

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

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

Packet Page 42





IMPORTANT INFORMATION

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS

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

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

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

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

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



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




Statement Ending 12/31/2020

ORANGE COUNTY COUNCIL OF

Page 1 of 2

Account Number: 591004948

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	\$368,152.85

ANALYZED BUSINESS PLAN GOVERNMENT SRVCS-591004948

Account Summary

Date	Description	Amount
12/01/2020	Beginning Balance	\$382,551.92
	2 Credit(s) This Period	\$9,000.00
	9 Debit(s) This Period	\$23,399.07
12/31/2020	Ending Balance	\$368,152.85

Deposits

Date	Description	Amount
12/11/2020	DEPOSIT	\$500.00
12/29/2020	DEPOSIT	\$8,500.00
		2 item(s) totaling \$9,000.00

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
2079	12/08/2020	\$2,500.00	2090	12/07/2020	\$2,500.00	2094*	12/08/2020	\$2,500.00
2088*	12/03/2020	\$941.30	2091	12/07/2020	\$1,589.99	2095	12/02/2020	\$10,783.28
2089	12/07/2020	\$1,008.50	2092	12/07/2020	\$1,000.00	2096	12/07/2020	\$576.00

* Indicates skipped check number

9 item(s) totaling \$23,399.07

Daily Balances

Date	Amount	Date	Amount	Date	Amount
12/02/2020	\$371,768.64	12/07/2020	\$364,152.85	12/11/2020	\$359,652.85
12/03/2020	\$370,827.34	12/08/2020	\$359,152.85	12/29/2020	\$368,152.85

OUTSTANDING CHECKS		INSTRUCTIONS
No.	Amount	<p style="text-align: center;">PLEASE EXAMINE THIS STATEMENT AT ONCE AND IMMEDIATELY NOTIFY THE BANK OF ANY ERRORS.</p> <p style="text-align: center;">ALL ITEMS CREDITED ARE SUBJECT TO FINAL PAYMENT.</p> <ol style="list-style-type: none"> 1. Compare each paid check with your check stub or register and mark as paid. 2. Bank balance shown on front of your statement..... _____ 3. Compare any deposits shown on statement, including bank originated credits, with those entered in your check register. Add any not shown on statement..... _____ 4. Subtotal..... _____ 5. Subtract total of outstanding checks..... _____ 6. Account Balance..... _____ 7. Your check book balance..... _____ 8. Subtract any bank charges including monthly service charge or transfers you have authorized and have been deducted on this statement..... _____ 9. Adjusted check book balance..... _____ <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

California State Treasurer *Fiona Ma, CPA*



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

January 04, 2021

[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

December 2020 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	256,739.97
Total Withdrawal:	0.00	Ending Balance:	256,739.97



PMIA/LAIF Performance Report as of 12/11/20



PMIA Average Monthly Effective Yields⁽¹⁾

Nov	0.576
Oct	0.620
Sep	0.685

Quarterly Performance Quarter Ended 09/30/20

LAIF Apportionment Rate ⁽²⁾ :	0.84
LAIF Earnings Ratio ⁽²⁾ :	0.00002309407394024
LAIF Fair Value Factor ⁽¹⁾ :	1.004114534
PMIA Daily ⁽¹⁾ :	0.65%
PMIA Quarter to Date ⁽¹⁾ :	0.80%
PMIA Average Life ⁽¹⁾ :	169

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 11/30/20 \$103.0 billion

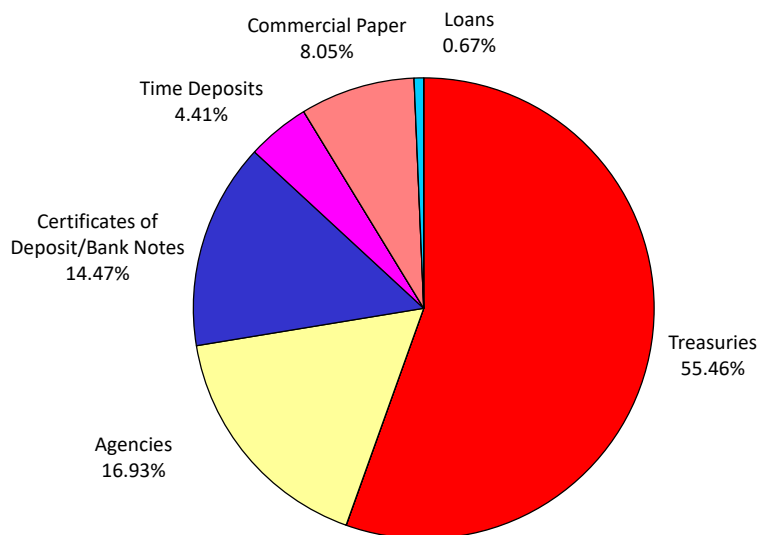


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

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:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

**Orange County Council of Governments
Cash Receipts/Disbursements Report
For the Quarter ending December 31, 2020**

Cash Receipts

Date	Payer	Description	Amount
10/5/2020	OCTA	OCCOG Dues	9,000.00
10/5/2020	Orange County Water District	Cycle 1 Data	50,000.00
10/15/2020	Local Agency Investment Fund	Interest	544.00
10/22/2020	Municipal Water District of OC	Quarterly Interest	
10/22/2020	SoCal Gas	Cycle 1 Data	50,000.00
10/29/2020	City of Westminster	General Assembly Sponsorship	5,000.00
11/5/2020	City of Laguna Hills	CDR Fees and Dues	9,530.17
11/5/2020	TCA	CDR Fees and Cycle 1 Data	3,768.79
11/16/2020	City of Garden Grove	OCCOG Dues	9,000.00
11/27/2020	City of Tuston	Cycle 1 Data	2,000.00
12/11/2020	California Association of Cities	General Assembly Sponsorship	500.00
12/29/2020	LSA	General Assembly Sponsorship	1,000.00
12/29/2020	SCAQMD	OCCOG Dues	7,500.00
			\$149,842.96

Cash Disbursements

Date	Check #	Payee	Description	Amount
10/31/2020	2078	Kathryn Morrison	Administrative Assistant October 2020	(1,759.96)
10/31/2020	2079	Wendy J Strack Consulting	Strategy and Advocacy Services October 2020	(2,500.00)
10/31/2020	2080	John Hanson	Treasurer September/October 2020	(1,036.70)
10/31/2020	2081	Aleshire & Wynder, LLP	Legal October 2020	(1,620.00)
10/31/2020	2082	Communications Lab	Social Media/Web Site September 2020	(2,500.00)
10/31/2020	2083	CSUFAS	1st Quarter CDR Fees	(26,550.16)
10/31/2020	2084	CSUFAS	2nd Quarter CDR Fees	(26,550.16)
10/31/2020	2085	Lisa Telles Communications	General Assembly Special Events October 2020	(1,000.00)
10/31/2020	2086	Connected Consulting	October Executive Director	(10,788.57)
10/31/2020	2087	Eileen White	Clerk of the Board October	(1,500.00)
10/31/2020		Bank of the West	Service Fees	(189.77)
11/30/2020	2088	John Hanson	Treasurer October/November 2020	(941.30)
11/30/2020	2089	Aleshire & Wynder	Legal November 2020	(1,008.50)
11/30/2020	2090	Communications Lab	Social Media/Web Site October 2020	(2,500.00)
11/30/2020	2091	Kathryn Morrison	Administrative Assistant November 2020	(1,589.99)
11/30/2020	2092	Lisa Telles Communications	General Assembly Special Events November 2020	(1,000.00)
11/30/2020	2093	Eileen White	Clerk of the Board November	(1,500.00)
11/30/2020	2094	Wendy J Strack Consulting	Strategy and Advocacy Services November 2020	(2,500.00)
11/30/2020	2095	Aleshire & Wynder	Legal November 2020	(576.00)
12/31/2020	2097	Communications Lab	Social Media/Web Site November 2020	(2,500.00)
12/31/2020	2099	Wendy J Strack Consulting	Strategy and Advocacy Services December 2020	(2,500.00)
12/31/2020	2150	Lisa Telles Communications	General Assembly Special Events December 2020	(1,000.00)
12/31/2020	2152	Eileen White	Clerk of the Board December	(1,500.00)
12/31/2020	2153	VOID		-
12/31/2020	2155	Kathryn Morrison	Administrative Assistant December 2020	(1,314.99)
			\$ (96,426.10)	



AGENDA ITEM #3

**Amendment #1: MOU Agreement with CSU Fullerton for
FY 2021-22 Professional Services: Center for
Demographic Research (CDR)**

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.

On April 23, 2020, the OCCOG Board authorized the Executive Director to execute the three-year Memorandum of Understanding Agreement (MOU C-0-2348) between OCCOG and CDR to continue to conduct FY 2020-2023 professional services for demographic services (Attachment B). This item is to inform the OCCOG Board the Executive Director will execute Amendment #1 to the current, three-year MOU C-0-2348, which authorizes the Cal State Fullerton Auxiliary Services Corporation to release funds for CDR to continue to conduct FY2021/22 professional services for demographic services in the second year of the three-year MOU. Amendment #1 to the MOU Agreement is provided in Attachment A. There are no changes to the budget or work program.

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. In 2020, the eighth, three-year MOU was executed between CDR and its sponsoring agencies for demographic work and deliverables for the three-year period of FY2020/21 through FY2022/23. This agreement period includes CDR's development of the 2022 Orange County Projections, which will be the Orange County growth forecast dataset transmitted to SCAG for inclusion in the 2024 SCAG Regional Transportation Plan/Sustainable Communities Strategy growth forecast. A copy of the original MOU is provided in Attachment B.

Since CDR was established in 1996, annual fees paid by Orange County jurisdictions to SCAG were 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 also ended and cities began directly funding a portion of the CDR sponsorship as supported by the Orange County City Managers Association. These fees are collected annually per the shared use agreement between OCCOG and OCTA through which OCTA agreed to provide the invoicing and collection services for OCCOG dues and CDR fees.

Sponsoring agencies and partners during the current three-year MOU agreement period include the OCCOG, County of Orange, Orange County Transportation Authority (OCTA), Transportation Corridor Agencies, Orange County Sanitation District, Municipal Water District of Orange County, Orange County Water District, Southern California Association of Governments, and the Orange County Local Agency Formation Commission. The MOU agreement period terminates on June 30, 2023.

DISCUSSION

The amendment to the MOU affirms the professional services provided by CDR through FY2021/22. There is no change to the scheduled OCCOG contribution for FY2021/22. The proposed budget for FY2021/22 work is included in Attachment 2 of the MOU Agreement C-0-2348 (Attachment B to this agenda item), and the proposed FY2021/22 services and products are described in Attachment 2 of the MOU Agreement C-0-2348. The amendment language in the MOU Agreement: Amendment #1 has been reviewed and approved by the CDR's Management Oversight Committee, a management-level committee of its sponsor agencies that provides input and direction on CDR's budget and work program.

Integral to the FY2021/22 work is the development of the 2022 Orange County Projections, which includes baseline and projection data that will be used in the development of the Orange County growth forecast for the 2024 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.

Execution of the Amendment will provide for the continued professional services needed for the development of Orange County's growth forecasts for the Southern California Association of



Governments Regional Transportation Plan/Sustainable Communities Strategy and the Regional Housing Needs Assessment. 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 the process and in developing a countywide forecast representative of local input.

It should be noted that all work conducted by CDR is funded solely through the sponsors. The execution of the OCCOG sponsorship of the CDR MOU pertains solely to the funding of the OCCOG seat by 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 TCA, OCTA, and the County of Orange. 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 estimated FY2021/22 CDR fees through the Orange County City Managers Association.

ATTACHMENTS

- A. Amendment #1: MOU Agreement with CSU Fullerton for demographic research for FY 2021/22
- B. MOU Agreement No. C-0-2348 with CSU Fullerton and Orange County Sponsors for demographic research for FY 2020/21-2022/23

RECOMMENDED ACTION

The OCCOG Executive Director will execute Amendment #1 to the Memorandum of Understanding Agreement C-0-2348 with the CDR for the second year of the three-year MOU, which provides for demographic research and deliverables for FY 2021/22.

STAFF CONTACT

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

AMENDMENT No. 1 to Agreement No. C-0-2348
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 Amendment is pursuant to Agreement no. C-0-2348 effective July 1, 2020 between the County of Orange; Foothill/Eastern Transportation Corridor Agency and San Joaquin Hills Transportation Corridor Agency (“Transportation Corridor Agencies”); Orange County Sanitation District; Orange County Transportation Authority; Municipal Water District of Orange County; Orange County Water District; Orange County Council of Governments; Southern California Association of Governments; and California State University, Fullerton (“SPONSORS”); the Orange County Local Agency Formation Commission (“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 Amendment provides for the continuation of the Agreement no. C-0-2348. In accordance with Sections I and III of said Agreement, the first-year option period is exercised and performance period is hereby extended through June 30, 2022. Funding for the period July 1, 2021 through June 30, 2022 is obligated in accordance with said Agreement Section IV-Funding and Schedule.

IV. Funding and Schedule

Payment Schedule for 2020-2023	2020-2021	2021-2022	2022-2023	Three-Year Total
Orange County Transportation Authority	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
County of Orange	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Orange County Council of Governments	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Orange County Sanitation District	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Transportation Corridor Agencies	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Southern California Association of Governments	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Municipal Water District of Orange County	\$53,100.32	\$55,189.31	\$57,462.00	\$165,751.63
Orange County Water District	\$53,100.32	\$55,189.31	\$57,462.00	\$165,751.63
Orange County Local Agency Formation Commission	\$17,000.00	\$17,000.00	\$17,000.00	\$51,000.00
NON-CSUF TOTAL	\$760,404.48	\$789,650.34	\$821,468.00	\$2,371,522.82
California State University, Fullerton	\$97,213.96	\$98,782.60	\$98,782.60	\$294,779.16
TOTAL	\$857,618.44	\$888,432.94	\$920,250.60	\$2,666,301.98

XVII. Notices

Notices under this agreement shall be considered to be given if delivered by first class mail to the following addresses:

For SPONSORS:

Jessica Witt
County of Orange
333 W. Santa Ana Blvd., 3rd Floor
Santa Ana, CA 92701-4062

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

James D. Herberg
Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, CA 92738-8127

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

Kome Ajise
Southern California Association of Governments
c/o Justine Block, SCAG Acting Chief Counsel
900 Wilshire Blvd., Ste. 1700
Los Angeles, CA 90017

Valarie McFall
Transportation Corridor Agencies
125 Pacifica, Suite 100
Irvine, CA 92618-3304

Robert Hunter
Municipal Water District of Orange County
18700 Ward Street
Fountain Valley, CA 92728

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

Danny C. Kim
Administration and Finance, California State University, Fullerton
800 N. State College Blvd., LH-802
Fullerton, CA 92831-3599

For CONTRIBUTING PARTNERS:

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

For CSU FULLERTON AUXILIARY SERVICES CORPORATION

Sydney Dawes, Director, ASC Office of Sponsored Programs
CSUF Auxiliary Services Corporation
1121 N. State College Blvd.
Fullerton, CA 92831

All other terms and conditions of the Agreement shall remain the same.

IN WITNESS THEREOF, the SPONSORING PARTIES and the CSUF ASC have executed this Amendment on the date first herein written. This Amendment 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 Sanitation District:

James D. Herberg, General Manager

Date

For the Orange County Transportation Authority:

Darrell Johnson, Chief Executive Officer

Date

For the Southern California Association of Governments:

Kome Ajise, Executive Director

Date

For the Municipal Water District of Orange County:

Sat Tamaribuchi, President of the Board

Date

Robert Hunter, General Manager

Date

For the Foothill/Eastern Transportation Corridor Agency:

Samuel Johnson, Chief Executive Officer

Date

For the San Joaquin Hills Transportation Corridor Agency:

Samuel Johnson, Chief Executive Officer

Date

For the Orange County Water District:

Stephen R. Sheldon, President

Date

Michael R. Markus, General Manager

Date

For the California State University, Fullerton:

Danny C. Kim, Vice President for
Administration & Finance/CFO

Date

For the Orange County Local Agency Formation Commission:

Carolyn Emery, Executive Officer

Date

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 Sanitation District, 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 (“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 24 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 2020/2021; and

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

I. The SPONSORS and CONTRIBUTING PARTNERS will fund the CDR for the next three years, subject to an annual review and two one-year options by the SPONSORS and CONTRIBUTING PARTNERS, for an annual total fee as set forth in Item IV below and Attachment 1.

II. 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 annual 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.

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.

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.

III. Duration and Terminations

This agreement will become effective upon execution and ends on June 30, 2023. 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 2020 through June 2023. 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.

IV. Funding and Schedule

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

Payment Schedule for 2020-2023	2020-2021	2021-2022	2022-2023	Three-Year Total
Orange County Transportation Authority	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
County of Orange	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Orange County Council of Governments	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Orange County Sanitation District	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Transportation Corridor Agencies	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Southern California Association of Governments	\$106,200.64	\$110,378.62	\$114,924.00	\$331,503.26
Municipal Water District of Orange County	\$53,100.32	\$55,189.31	\$57,462.00	\$165,751.63
Orange County Water District	\$53,100.32	\$55,189.31	\$57,462.00	\$165,751.63
Orange County Local Agency Formation Commission	\$17,000.00	\$17,000.00	\$17,000.00	\$51,000.00
NON-CSUF TOTAL	\$760,404.48	\$789,650.34	\$821,468.00	\$2,371,522.82
California State University, Fullerton	\$97,213.96	\$98,782.60	\$98,782.60	\$294,779.16
TOTAL	\$857,618.44	\$888,432.94	\$920,250.60	\$2,666,301.98

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 2020/2021: July 2020, October 2020, January 2021, April 2021
Fiscal Year 2021/2022: July 2021, October 2021, January 2022, April 2022
Fiscal Year 2022/2023: July 2022, October 2022, January 2023, April 2023

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.

V. 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.

VI. 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.

VII. 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 \$25,000 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 22%.

- 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.

VIII. Sponsorship

This Agreement shall be signed by all SPONSORS and CONTRIBUTING PARTNERS by June 30, 2020 with the exception of the Southern California Association of Governments. The Southern California Association of Governments shall sign this Agreement by September 30, 2020. If all SPONSORS and CONTRIBUTING PARTNERS listed in Section XVIII do not sign by September 30, 2020, 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.

IX. 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 Sanitation District, 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) 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.

X. 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.

XI. 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.

XII. 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.

XIII. 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.

XIV. 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.

XV. Governing Law

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

XVI. 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.

XVII. Notices

Notices under this agreement shall be considered to be given if delivered by first class mail to the following addresses:

For SPONSORS:

Jessica Witt
County of Orange
10 Civic Center Plaza, 3rd Floor
Santa Ana, CA 92701

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

James D. Herberg
Orange County Sanitation District
10844 Ellis Avenue
Fountain Valley, CA 92738-8127

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

Kome Ajise
Southern California Association of Governments
c/o Justine Block, SCAG Acting Chief Counsel
900 Wilshire Blvd., Suite 1700
Los Angeles, CA 90017

Valarie McFall
Transportation Corridor Agencies
125 Pacifica, Suite 100
Irvine, CA 92618-3304

Robert Hunter
Municipal Water District of Orange County
18700 Ward Street
Fountain Valley, CA 92728

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

Danny C. Kim
Administration and Finance, California State University, Fullerton
800 N. State College Blvd., LH-802
Fullerton, CA 92831-3599

For CONTRIBUTING PARTNERS:

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

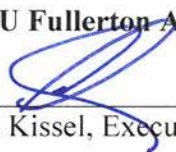
For CSU FULLERTON AUXILIARY SERVICES CORPORATION

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

XVIII. 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 21 MAY 20

For the County of Orange:



Frank Kim, County Executive Officer
Date 4/28/20

For the Orange County Council of Governments:

Marnie O'Brien Primmer, Executive Director
Date _____

For the Orange County Sanitation District:

James D. Herberg, General Manager
Date _____

For the Orange County Transportation Authority:

Darrell Johnson, Chief Executive Officer
Date _____

For the Southern California Association of Governments:

Kome Ajise, Executive Director
Date _____

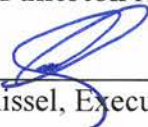
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For the CSU Fullerton Auxiliary Services Corporation:



Charles D. Kissel, Executive Director
02 Jul 20

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
4/23/20

Date

For the Orange County Sanitation District:

James D. Herberg, General Manager

Date

For the Orange County Transportation Authority:

Darrell Johnson, Chief Executive Officer

Date

For the Southern California Association of Governments:

Kome Ajise, Executive Director

Date

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Charles D. Kissel, Executive Director
30 APR 20

Date

For the County of Orange:

Frank Kim, County Executive Officer

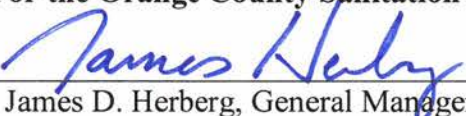
Date

For the Orange County Council of Governments:

Marnie O'Brien Primmer, Executive Director

Date

For the Orange County Sanitation District:



James D. Herberg, General Manager
04-22-2020

Date

For the Orange County Transportation Authority:

Darrell Johnson, Chief Executive Officer

Date

For the Southern California Association of Governments:

Kome Ajise, Executive Director

Date

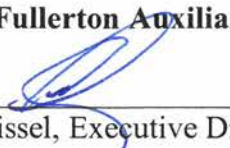
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02 Jun 20
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Date

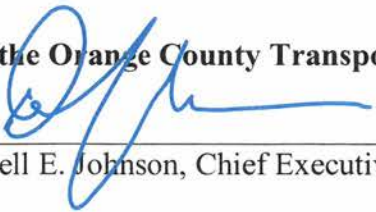
For the Orange County Council of Governments:

Marnie O'Brien Primmer, Executive Director
Date

For the Orange County Sanitation District:

James D. Herberg, General Manager
Date

For the Orange County Transportation Authority:



Darrell E. Johnson, Chief Executive Officer
6/9/2020
Date

For the Southern California Association of Governments:

Kome Ajise, Executive Director
Date

PV
Gm

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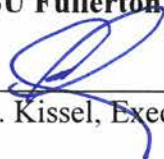
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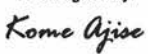
For the Orange County Sanitation District:

James D. Herberg, General Manager
Date _____

For the Orange County Transportation Authority:

Darrell Johnson, Chief Executive Officer
Date _____

For the Southern California Association of Governments:

DocuSigned by:


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Kome Ajise, Executive Director
Date 9/30/2020

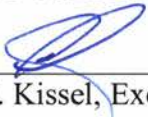
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Date _____

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James D. Herberg, General Manager
Date _____

For the Orange County Transportation Authority:

Darrell Johnson, Chief Executive Officer
Date _____

For the Southern California Association of Governments:

Kome Ajise, Executive Director
Date _____

For the Foothill/Eastern Transportation Corridor Agency:



Michael Kraman, Chief Executive Officer

4/9/2020
Date

For the San Joaquin Hills Transportation Corridor Agency:



Michael Kraman, Chief Executive Officer

4/9/2020
Date

For the Municipal Water District of Orange County:

Sat Tamaribuchi, President of the Board

Date

Robert Hunter, General Manager

Date

For the Orange County Water District:

Vincent Sarmiento, President

Date

Michael R. Markus, General Manager

Date

For the Orange County Local Agency Formation Commission:

Carolyn Emery, Executive Officer

Date

For California State University, Fullerton:

Danny C. Kim, Vice President for
Administration & Finance/CFO

Date

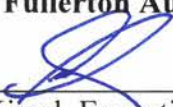
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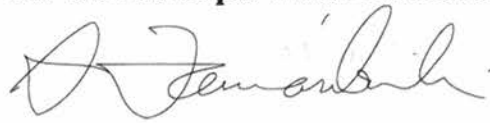
Date

For the San Joaquin Hills Transportation Corridor Agency:

Michael Kraman, Chief Executive Officer


Date

For the Municipal Water District of Orange County:



Sat Tamaribuchi, President of the Board

March 30, 2020
Date



Robert Hunter, General Manager

March 20, 2020
Date

For the Orange County Water District:

Vincent Sarmiento, President

Date

Michael R. Markus, General Manager

Date

For the Orange County Local Agency Formation Commission:

Carolyn Emery, Executive Officer

Date

For California State University, Fullerton:

Danny C. Kim, Vice President for
Administration & Finance/CFO

Date

For CSU FULLERTON AUXILIARY SERVICES CORPORATION

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Frank Kim, County Executive Officer
Date _____

For the Orange County Council of Governments:

Marnie O'Brien Primmer, Executive Director
Date _____

For the Orange County Sanitation District:

James D. Herberg, General Manager
Date _____

For the Orange County Transportation Authority:

Darrell Johnson, Chief Executive Officer
Date _____

For the Southern California Association of Governments:

Kome Ajise, Executive Director
Date _____

For the Foothill/Eastern Transportation Corridor Agency:

Michael Kraman, Chief Executive Officer

Date

For the San Joaquin Hills Transportation Corridor Agency:

Michael Kraman, Chief Executive Officer

Date

For the Municipal Water District of Orange County:

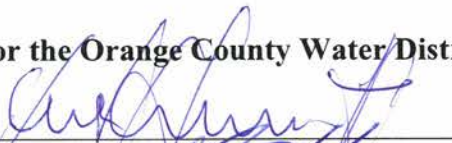
Sat Tamaribuchi, President of the Board

Date

Robert Hunter, General Manager

Date

For the Orange County Water District:



Vincent Sarmiento, President

3-18-20


Date



Michael R. Markus, General Manager

3-18-20

Date

APPROVED AS TO FORM
By 
General Counsel for
Orange County Water District

For the Orange County Local Agency Formation Commission:

Carolyn Emery, Executive Officer

Date

For California State University, Fullerton:

Danny C. Kim, Vice President for
Administration & Finance/CFO

Date

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

XVIII. 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

02 Jul 20
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 Sanitation District:

James D. Herberg, General Manager

Date

For the Orange County Transportation Authority:

Darrell Johnson, Chief Executive Officer

Date

For the Southern California Association of Governments:

Kome Ajise, Executive Director

Date

For the Foothill/Eastern Transportation Corridor Agency:

Michael Kraman, Chief Executive Officer

Date

For the San Joaquin Hills Transportation Corridor Agency:

Michael Kraman, Chief Executive Officer

Date

For the Municipal Water District of Orange County:

Sat Tamaribuchi, President of the Board

Date

Robert Hunter, General Manager

Date

For the Orange County Water District:

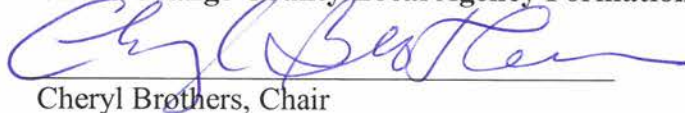
Vincent Sarmiento, President

Date

Michael R. Markus, General Manager

Date

For the Orange County Local Agency Formation Commission:



Cheryl Brothers, Chair

5-13-2020

Date

For California State University, Fullerton:

Danny C. Kim, Vice President for
Administration & Finance/CFO

Date

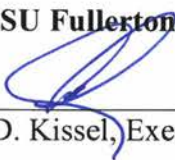
For CSU FULLERTON AUXILIARY SERVICES CORPORATION

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

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For the CSU Fullerton Auxiliary Services Corporation:



Charles D. Kissel, Executive Director

20 FEB 20
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 Sanitation District:

James D. Herberg, General Manager

Date

For the Orange County Transportation Authority:

Darrell Johnson, Chief Executive Officer

Date

For the Southern California Association of Governments:

Kome Ajise, Executive Director

Date

**Attachment 1: Center for Demographic Research
Annual Budget: July 1, 2020 through June 30, 2023**

		<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	
1	Salaries	\$434,339.26	\$446,889.06	\$467,736.62	
2	Benefits	\$184,459.49	\$191,881.70	\$201,114.20	
3	Supplies	\$7,000.00	\$7,000.00	\$7,000.00	
4	Printing & Publications	\$8,500.00	\$12,500.00	\$8,500.00	
5	Meetings, Mileage, & Training	\$1,950.00	\$1,950.00	\$1,950.00	
6	Equipment	\$500.00	\$500.00	\$500.00	
7	Expenses	\$636,748.75	\$660,720.77	\$686,800.82	
8	Federally-negotiated Indirect Cost (IDC) / Overhead: 37%	\$235,597.04	\$244,466.68	\$254,116.30	
9	Office space rent (not subject to IDC)	\$80,784.96	\$82,353.60	\$82,353.60	
10	(A) Gross Total Program Costs	\$953,130.75	\$987,541.05	\$1,023,270.72	
11	Contributions toward IDC				
12	Non-CSUF SPONSORS/Contributing Partner (22.0%)	\$140,084.73	\$145,358.57	\$151,096.18	
13	CSUF contribution (IDC reduction from 37% to 22%)	\$95,512.31	\$99,108.11	\$103,020.12	
14	Total Indirect Cost (IDC) / Overhead	\$235,597.04	\$244,466.68	\$254,116.30	
15	CSUF Contribution Summary				
16	Office space rent: 100% ¹	\$80,784.96	\$82,353.60	\$82,353.60	
17	Administrative Asst. salary support from HSS Dean ¹	\$16,429.00	\$16,429.00	\$16,429.00	
18	Subtotal of CSUF Monetary Contributions	\$97,213.96	\$98,782.60	\$98,782.60	
19	IDC / Overhead (Rate reduction from 37% to 22%) ²	\$95,512.31	\$99,108.11	\$103,020.12	
20	(B) Total CSUF Contribution	\$192,726.27	\$197,890.71	\$201,802.72	
21	NET CDR BUDGET TOTAL: (A) - (B)	\$760,404.48	\$789,650.34	\$821,468.00	
22	Contributing Partner (no seat): LAFCO	\$17,000.00	\$17,000.00	\$17,000.00	
23	Cost per Sponsorship Seat= (Net Budget – LAFCO)/ 7 remaining seats	\$106,200.64	\$110,378.62	\$114,924.00	
	Number of Voting Seats				
24	OCTA	1	\$106,200.64	\$110,378.62	\$114,924.00
25	COUNTY	1	\$106,200.64	\$110,378.62	\$114,924.00
26	OCCOG	1	\$106,200.64	\$110,378.62	\$114,924.00
27	OCSO	1	\$106,200.64	\$110,378.62	\$114,924.00
28	TCA	1	\$106,200.64	\$110,378.62	\$114,924.00
29	SCAG	1	\$106,200.64	\$110,378.62	\$114,924.00
30	MWDOC	0.5	\$53,100.32	\$55,189.31	\$57,462.00
31	OCWD	0.5	\$53,100.32	\$55,189.31	\$57,462.00
32	CSUF	1	see above	see above	see above
33	LAFCO	0	\$17,000.00	\$17,000.00	\$17,000.00
34	TOTAL	8	\$760,404.48	\$789,650.34	\$821,468.00

¹Monetary contribution

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

Attachment 2
Proposed CDR 2020-2023 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-2022 will begin during this three-year MOU. Incorporate 2020 Decennial Census data into OCP-2022 base year dataset. Complete OCP-2022 dataset and adoption. Following the adoption of OCP-2022, produce a report containing assumptions, tables, charts, maps, and methodology. 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, OCSD, & 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 publically 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.

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 2017 and 2019 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. 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. 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, OCSD, and OCWD. Working with information from OC LAFCO, the master polygon file will be updated annually to include changes to agency boundaries: jurisdiction, MWDOC, OCSD, and OCWD.

Population and Housing Estimates by TAZ (OCP)

Estimates of population and housing by unit type will be developed using the 2010 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, OCSD, and OCWD.

Project Total County Population, Housing, and Employment

Draft assumptions for OCP-2022 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-2022.

Projected Population, Housing and Employment by TAZ (OCP)

Preparation and development of OCP-2022 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)

The basic projected population, housing, and employment from OCP-2022 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. Preparation of the base year OCTAM data for OCP-2026 will begin in this MOU cycle.

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 2020 & 2024 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 a new, 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 including, OCCOG TAC, County’s Demographic Steering Committee, OCTA’s Modeling TAC, Orange County Sanitation District’s Planning Advisory Committee, Water Use Efficiency Project 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.

2020-2023 LAFCO FUNDED PROJECT: Sphere of Influence Estimates

CDR will update its master polygon file on an annual basis with changes to the sphere of influence (SOI) boundaries. CDR will produce annual estimate of January 1 population and housing for each of the SOI polygons upon completion of the annual Housing Inventory System to maintain this information in preparation for the 2018-2022 OC LAFCO municipal service review cycle.

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

Modifications to OCTA Traffic Analysis Zones

CDR will work with OCTA on an update to their Orange County Transportation Analysis Model Traffic Analysis Zones (OCTAM TAZs) to align with roads and communities that have been built and future developments which are now formally detailed. Once the 2020 Census block geographic boundaries are available, the CDR will work with OCTA from July to December 2020 to update the OCTAM TAZ boundaries by incorporating any additional changes OCTA has requested and finalize any other requested or suggested changes to the TAZ boundaries in preparation for the OCP-2022. 2020 base year estimates to be reviewed by jurisdictions in summer 2021.

Orange County Projections 2022 Geographies- Tier 3/City TAZ Pilot Program

CDR will complete a pilot program of three cities, which already have comparable data at the Tier 3/city TAZ level, to expand the OCP split OCTAM-TAZ geographies to the city/Tier 3 TAZs for OCP-2022. The city-TAZs nest into the OCTAM TAZs. This data will also be provided to SCAG for use in their modeling efforts at the Tier 3 level. The OCP-2022 working geographic unit would be the split Tier 3 TAZ. The OCTAM modeling dataset would still be developed and provided to OCTA at the OCTAM TAZ (Tier 2) level. The pilot program would potentially be a first-phase effort to incorporate the city/Tier 3 TAZ for the three volunteer cities (Anaheim, Irvine, and Newport Beach) into the CDR minimum planning unit database for OCP.

Special Decennial Census Edition of the Facts & Figures

This multi-page document will include county and city/community data from the 2020 Decennial Census on population and housing. It will also show growth and changes since the 2010 Decennial Census. This document will be electronic and posted online for free download.

Census Bureau Count Question Resolution (CQR) Program Support

CDR staff will provide maps to Orange County jurisdictions to verify 2020 Census jurisdictional boundaries and total population and housing unit counts by census block. CDR staff will assist Orange County jurisdictions in documenting errors found during the review process by providing maps to be used in their responses to the U.S. Census Bureau Count Question Resolution program.

Attachment 3

Proposed Draft Work Program 7/2020 - 6/2023

	07/20	10/20	01/21	04/21	07/21	10/21	01/22	04/22	07/22	10/22	01/23	04/23	07/23
OC Facts and Figures		▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
Special 2020 Census Profile reports				●	▲								
OC Progress Report					●	—	▲				●	—	▲
Boundary & Annexation Report				▲				▲				▲	
Housing Activity Report		▲				▲				▲			
Modifications to OCTA TAZs	●	—	▲										
OC Projections 2022	●	—								▲			
OCP 2022 - Tier 3 Pilot Program	●	—									▲		
OCP 2022 secondary variables				●	—						▲		
Census Data by TAZ	●	—			▲	—			▲	—			▲
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 Date Center Affiliate support	●	—											
RHNA Allocations	●	—											
2020 Census Geographic Support	●	—										▲	
Entitlement Dataset & Support Services	●	—										▲	
Census Count Question Resolution Program					●	—							▲

- Startup
- ▲ Milestone/Completion



AGENDA ITEM #4

Approval of 2019-2020 Audit Report

SUMMARY

Eide Bailly, LLP, OCCOG's independent auditors, has completed the audit of OCCOG's financial statements as of June 30, 2020 and for the fiscal year then ended, and has issued its report on the financial statements and its report on internal control over financial reporting, compliance and other matters based on the audit.

The auditors have issued an unqualified ("clean") audit opinion on the financial statements, indicating that in their opinion the financial statements prepared by management present fairly the financial position of OCCOG as of June 30, 2020 and the changes in financial position for the FY 2019-20 fiscal year in accordance with accounting principles generally accepted in the United States. During their audit, they identified no deficiencies in internal controls over financial reporting that they considered to be material weaknesses, and noted no instances of non-compliance or other matters that are required to be reported under Government Auditing Standards.

The financial statements indicate that OCCOG had a net position of \$323,849 at June 30, 2020 and a fund balance in the General Fund of the same amount as of that same date. OCCOG's net position decreased by \$37,728 during the fiscal year, as did the fund balance in the General Fund.

The actual decrease in fund balance in the General Fund this past year of \$37,728 was greater than the decrease of \$18,924 that was projected in the FY 2019-20 budget. The reasons for this \$18,924 difference were revenues coming in \$64,138 less than budgeted (due primarily to cancellation of the General Assembly sponsorships), offset by savings of \$45,334 in the areas of General Assembly, and administrative expenditures.

The year-end net position/fund balance of \$323,849 is available as a reserve for contingencies, new programs, increases in the cost of services, unforeseen expenses or revenue shortfalls that may arise in future years.

The auditors have also issued the second audit communication letter to the Board of Directors that is required by generally accepted auditing standards. This letter communicates certain audit findings and other matters to the Board. The auditors noted no difficulties dealing with OCCOG management or any disagreements with management. Their findings are described in the attached letter.



STAFF RECOMMENDATION

Approve the Audited Financial Statements for FY 2019-20 and receive and file the letter from the auditors dated November 16, 2020.

ATTACHMENTS

- A. OCCOG Audited Financial Statements for FY 2019-20
- B. Letter from Eide Bailly, LLP, to the OCCOG Board of Directors, dated November 16, 2020

STAFF CONTACT

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



Financial Statements
Year Ended June 30, 2020

Orange County
Council of Governments

ORANGE COUNTY COUNCIL OF GOVERNMENTS

Basic Financial Statements

Year Ended June 30, 2020

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Independent Auditor's Report

To the Board of Directors
Orange County Council of Governments
Irvine, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the general fund of the Orange County Council of Governments (OCCOG) as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise OCCOG's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and general fund of OCCOG, as of June 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information as listed in the table of contents be presented to supplement the 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about 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 do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 16, 2020 on our consideration of OCCOG's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of OCCOG's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering OCCOG's internal control over financial reporting and compliance.



Laguna Hills, California
November 16, 2020

ORANGE COUNTY COUNCIL OF GOVERNMENTS

Management's Discussion and Analysis

As Management of the Orange County Council of Governments (OCCOG), we offer readers of OCCOG's financial statements this narrative overview and analysis of OCCOG's financial activities for the fiscal year ended June 30, 2020.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to OCCOG's basic financial statements. The basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains required supplementary information.

Government-wide Financial Statements. The government-wide financial statements are designed to provide readers with a broad overview of OCCOG's finances in a manner similar to a private-sector business.

The statement of net position presents information on all of OCCOG's assets and liabilities, with the difference between assets and liabilities reported as net position. Over time, increases or decreases in net position may serve as a useful indication on whether the financial position of OCCOG is improving or deteriorating.

The statement of activities presents information showing how OCCOG's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. The government-wide financial statements may be found on pages 7 and 8.

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. OCCOG, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. Governmental fund financial statements focus on near-term inflows and outflows of spendable resources as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements. OCCOG consists of a single governmental fund. The fund financial statements may be found on pages 9 and 10.

Government-wide Financial Analysis

The total net position of OCCOG was \$323,849 at June 30, 2020 (as noted in Table 1). In comparison, the total net position of OCCOG at June 30, 2019 was \$361,577. OCCOG’s net position at June 30, 2020 was unrestricted, meaning there are no external restrictions placed on the future use of the organization’s net position.

Table 1.
ORANGE COUNTY COUNCIL OF GOVERNMENTS
Net Position at June 30:

	Governmental Activities		Percent Change
	2020	2019	
Current and other assets	\$ 350,924	\$ 370,693	-5.3%
Total assets	350,924	370,693	
Current liabilities	27,075	9,116	197.0%
Total liabilities	27,075	9,116	
Net position			
Unrestricted	323,849	361,577	-10.4%
Total net position	\$ 323,849	\$ 361,577	

The total net position of OCCOG decreased by \$37,728, or 10.4%, during FY 2019-20 (see Table 2). This means that expenses exceeded revenues, on a full accrual basis, by \$37,728 for the year. This compares to the decrease in net position during FY 2018-19 of \$1,179. Revenues were 3.8% lower than in FY 2018-19, and expenses were 6.2% higher. The overall decrease in revenues can be attributed to General Assembly being canceled. During Fiscal Year 2019-20 we cancelled the General Assembly due to Covid-19. Membership dues and fees remained relatively unchanged in FY 2019-20 compared to FY 2018-19. The increase in expenses can be attributed to increased spending for Demographic Research in the amount of \$6,223. Administrative expenses increased by \$28,285, which was primarily due to addition of Administrative Service position to OCCOG. Professional fees increased in FY 2019-20 compared to FY 2018-19 by \$26,101. Professional fees increase was primarily due to higher legal fees and a full year of Grant Writing expenses compared to only 9 months in prior year. The increase in Administrative and Professional fees was offset by a decrease in spending for General Assembly. Due to Covid-19 the 2020 General Assembly was cancelled which resulted in lower expenses.

Table 2.
ORANGE COUNTY COUNCIL OF GOVERNMENTS
Changes in Net Position
For the Year Ended:

	Governmental Activities		Percent Change
	2020	2019	
Revenues:			
Program revenues:			
Member dues and fees	\$ 337,716	\$ 331,767	1.8%
Charges for services	8,684	27,296	-68.2%
General revenues:			
Investment earnings	5,804	6,909	-16.0%
Total revenues	<u>352,204</u>	<u>365,972</u>	-3.8%
Expenses:			
General government	(379,651)	(326,694)	16.2%
Community development	(10,281)	(40,457)	-74.6%
Total expenses	<u>(389,932)</u>	<u>(367,151)</u>	6.2%
Change in net position	(37,728)	(1,179)	3100.0%
Net position, beginning of year	361,577	362,756	-0.3%
Net position, end of year	<u>\$ 323,849</u>	<u>\$ 361,577</u>	-10.4%

Financial Analysis of the General Fund

As noted above, OCCOG maintains a single governmental fund, called the General Fund.

OCCOG’s revenues for FY 2019-20 came from membership dues and fees, as well as charges for services. Members pay annual membership dues that fund expenditures related to the administration of OCCOG. Members also reimburse OCCOG for the cost of demographic research performed by California State University, Fullerton. There was no change in the dues structure from FY 2018-19 to FY 2019-20.

General Fund Budgetary Highlights

The OCCOG Board of Directors adopted a formal budget for the fiscal year ended June 30, 2020, on July 23, 2019, which anticipated a deficit of revenues over expenditures for the year of \$(18,924).

Actual expenditures exceeded actual revenues for the year by \$37,728. Actual revenues for the year of \$352,204 were \$64,138 less than the final budget amount, as a result primarily of General Assembly being cancelled.

Total actual expenditures of \$389,932 were \$45,334 less than expected in the final FY 2019-20 budget. Administrative expenditures were \$14,239 less than the final budget amount. This was the result of Administrative Services position not being utilized for full year, and Planning Support position not being filled. We saw higher spending than budgeted for Clerk of the Board services which offset some savings for Planning Support. Professional services expenditures were \$12,015 higher than budgeted mainly due increased legal fees. Miscellaneous expenditures were \$8,703 lower than budgeted because of less travel and office related expenses. General Assembly expenditures were \$39,179 less than budgeted due to the General Assembly was cancelled because of Covid-19.

Contacting OCCOG Management

Questions concerning any of the information provided in this report or requests for additional information should be addressed to the OCCOG Executive Director at Irvine City Hall, 1 Civic Center Plaza, Irvine, CA 92623-9575, or to the OCCOG Treasurer at 3972 Barranca Parkway Suite J127, Irvine, CA 92606.

ORANGE COUNTY COUNCIL OF GOVERNMENTS

Statement of Net Position
June 30, 2020

	<u>Governmental Activities</u>
<u>Assets</u>	
Cash and investments (note 2)	\$ 338,480
Accrued interest	944
Prepaid items (note 3)	11,500
Total assets	<u>350,924</u>
<u>Liabilities</u>	
Accounts payable	27,075
<u>Net Position</u>	
Net position:	
Unrestricted	<u>\$ 323,849</u>

See accompanying notes to the financial statements.

ORANGE COUNTY COUNCIL OF GOVERNMENTS

Statement of Activities
Year Ended June 30, 2020

	<u>Governmental Activities</u>
General Government:	
Program revenues, and contributions	
Membership dues and fees	\$ 337,716
Charges for services	8,684
Total program revenues, and contributions	<u>346,400</u>
Expenses:	
General government	(379,651)
Community development	(10,281)
Total expenses	<u>(389,932)</u>
Net program expense	(43,532)
General Revenues:	
Investment earnings	<u>5,804</u>
Change in net position	(37,728)
Net position, beginning of year	<u>361,577</u>
Net position, end of year	<u><u>\$ 323,849</u></u>

See accompanying notes to the financial statements.

ORANGE COUNTY COUNCIL OF GOVERNMENTS

Governmental Fund
Balance Sheet
June 30, 2020

	<u>General Fund</u>
<u>Assets</u>	
Cash and investments	\$ 338,480
Accrued interest	944
Prepaid items	11,500
Total assets	<u>\$ 350,924</u>
<u>Liabilities and Fund Balance</u>	
Liabilities:	
Accounts payable	\$ 27,075
Fund Balance:	
Nonspendable	11,500
Unassigned	312,349
Total fund balance	<u>323,849</u>
Total liabilities and fund balance	<u>\$ 350,924</u>

See accompanying notes to the financial statements.

ORANGE COUNTY COUNCIL OF GOVERNMENTS

Governmental Fund
Statement of Revenues, Expenditures and Change in Fund Balance
Year Ended June 30, 2020

	<u>General Fund</u>
Revenues:	
Membership dues and fees	\$ 337,716
Charges for services	8,684
Investment earnings	5,804
Total revenues	<u>352,204</u>
Expenditures:	
Current:	
General government:	
Demographic research	100,312
Administrative	175,961
Professional services	81,715
Miscellaneous	21,663
Community development	
General Assembly conference	10,281
Total expenditures	<u>389,932</u>
Net change in fund balance	(37,728)
Fund balance, beginning of year	<u>361,577</u>
Fund balance, end of year	<u>\$ 323,849</u>

See accompanying notes to the financial statements.

ORANGE COUNTY COUNCIL OF GOVERNMENTS

Notes to the Financial Statements Year Ended June 30, 2020

(1) Summary of Significant Accounting Policies

(a) Organization

A Joint Exercise of Powers Agreement (Agreement) between public agencies located in Orange County, California (Members) created the Orange County Council of Governments (OCCOG) in August 1996. Member agencies include all 33 Orange County cities, the County of Orange, the Orange County Transportation Authority, the Transportation Corridor Agencies, Orange County Sanitation Districts, Independent Special Districts of Orange County and the South Coast Air Quality Management District. The Agreement may not be terminated except by an affirmative vote of a majority of total voting membership of the Board of Directors.

The general purpose of OCCOG is: 1) to serve as the Sub-regional Organization that represents Orange County on mandated and non-mandated Southern California Association of Governments (SCAG) regional planning activities; 2) to develop and adopt an Orange County Projections that serves as Orange County's official growth forecast for local, area-wide and regional planning activities; 3) to provide a vehicle for its members to engage cooperatively and voluntarily on additional regional and cooperative planning efforts with federal, state and regional agencies and to provide Orange County a voice on recommendations and solutions on such additional planning issues to federal, state and regional agencies; and 4) to conduct studies and projects designed to improve and coordinate the common governmental responsibilities and services on an area-wide and regional basis through the establishment of a council of governments. The goal and intent of OCCOG is one of voluntary cooperation among its member agencies for the collective benefit of all member agencies in Orange County.

The books and financial records for OCCOG for the year ended June 30, 2020 are maintained by the Orange County Council of Governments at 3972 Barranca Pkwy, Suite J127, Irvine, CA 92606.

(b) Measurement Focus, Basis of Accounting and Financial Statement Presentation

The basis financial statements of OCCOG are comprised of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to the basic financial statements

ORANGE COUNTY COUNCIL OF GOVERNMENTS

Notes to the Financial Statements
Year Ended June 30, 2020

(1) Summary of Significant Accounting Policies (Continued)

(b) Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)

Government-wide Financial Statements

Government-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.

Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures are generally recorded when a liability is incurred, as under accrual accounting.

OCCOG reports the following major governmental fund:

General Fund – The General Fund is used to account for all financial resources except those required to be accounted for in another fund.

(c) Use of Estimates

The financial statements have been prepared in accordance with generally accepted accounting principles and may include amounts based on estimates and assumptions by management. Actual results could differ from those amounts.

(2) Cash and Investments

As of June 30, 2020, cash and investments were reported in the financial statements as follows:

Statement of net position:

Cash and investments	\$ 338,480
Total cash and investments	<u>\$ 338,480</u>

ORANGE COUNTY COUNCIL OF GOVERNMENTS

**Notes to the Financial Statements
Year Ended June 30, 2020**

(2) Cash and Investments (Continued)

Cash and investments as of June 30, 2020 consist of the following:

Deposits with financial institutions	\$	83,305
Investments		255,175
Total cash and investments	<u>\$</u>	<u>338,480</u>

California public agency depositors. As of June 30, 2020, the carrying amount of OCCOG deposits was \$83,305 and the bank balance was \$83,305.

Cash consists of bank demand deposit accounts. The California Government Code requires California banks and savings and loan associations to secure a government’s deposits by pledging government securities with a value of 110% of a government’s deposits. California law also allows financial institutions to secure government deposits by pledging first trust deed mortgage notes at 150% of the value of the government’s total deposits. The collateral for deposits in federal and state chartered banks is held in safekeeping by an authorized Agent of Depository recognized by the State of California Department of Banking. These securities are physically held in an undivided pool of all California public agency depositors.

<u>Investments Types</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Investment Fund (LAIF)	N/A	\$75M	\$75M
Local Government Investment Pool	N/A	30%	None
Money Market Mutual Fund	N/A	20%	None

Investments in State Investment Pool

OCCOG is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code under the oversight of the Treasurer of the State of California. The entire balance of OCCOG’s investment is invested in LAIF. The fair value of OCCOG’s investment in this pool is reported in the accompanying financial statements at amounts based upon OCCOG’s pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

ORANGE COUNTY COUNCIL OF GOVERNMENTS

Notes to the Financial Statements Year Ended June 30, 2020

(2) Cash and Investments (Continued)

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

Concentration of Credit Risk

OCCOG is exposed to concentration of credit risk whenever they have invested more than 5% of their total investments in any one issuer. As of June 30, 2020, OCCOG was not exposed to concentration of credit risk.

Custodial Credit Risk

The custodial credit risk for deposits is the risk that, in the event of failure of a depository financial institution, a government will not be able to recover deposits or will not be able to recover collateral securities that are in the possession of an outside party.

The custodial credit risk for investments is the risk that, in the event of failure of a counterparty to a transaction, a government will not be able to recover the value of investment in collateral securities that are in the possession of an outside party. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF). As of June 30, 2020, none of OCCOG's deposits or investments were exposed to custodial credit risk.

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. OCCOG's investment policy limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. LAIF has an investment maturity of less than 1 year.

Fair Value Classifications

Fair value measurements are categorized based on the valuation inputs used to measure fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

Investments in LAIF investment pool are uncategorized as deposit and withdrawals are made on the basis of \$1 and not fair value.

ORANGE COUNTY COUNCIL OF GOVERNMENTS

Notes to the Financial Statements
Year Ended June 30, 2020

(3) Prepaid Items

Prepaid items at June 30, 2020 consisted of the following:

Prepaid insurance	\$ 11,500
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(4) Liability Insurance

(a) Description of Self-Insurance Pool Pursuant to Joint Powers Agreement

The Orange County Council of Governments is a member of the California Joint Powers Insurance Authority (the Authority), which provides joint protection programs and group purchased insurance for local government agencies. The Authority is composed of 116 California public entities and is organized under a joint powers agreement pursuant to California Government Code §6500 et seq. OCCOG participates in the Authority's Primary Liability Program, which does not have a self-insured retention or member deductible.

The overall coverage limit for each member, including all layers of coverage, is \$50 million per occurrence. Subsidence losses have a sub-limit of \$40 million per occurrence. The coverage structure includes retained risk that is pooled among members, reinsurance, and excess insurance. More detailed information about the various layers of coverage is available on the following website: <https://cjpia.org/protection/coverage-programs>.

During the past three fiscal years, the Primary Liability Program did not experience settlements or judgments that exceeded pooled or insured coverage. There were also no significant reductions in pooled or insured coverage in 2019-20.

OCCOG pays an annual contribution to the Authority and may share in any member refunds in the event that pooled funding exceeds the cost of pooled claims and claim-related expenses, or OCCOG may be required to pay additional contributions based upon the Authority's operating results. The Authority's financial statements may be obtained from its administrative office located at 8081 Moody Street, La Palma, California 90623, or by calling (562) 467-8700.

ORANGE COUNTY COUNCIL OF GOVERNMENTS

Required Supplementary Information
 Budgetary Comparison Schedule
 General Fund
 For the Year Ended June 30, 2020

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive/ (Negative)
Revenues:				
Membership dues and fees	\$ 346,342	\$ 346,342	\$ 337,716	\$ (8,626)
Charges for services	65,000	65,000	8,684	(56,316)
Investment earnings	5,000	5,000	5,804	804
Total revenues	416,342	416,342	352,204	(64,138)
Expenditures:				
Current:				
General government:				
Demographic research	95,000	95,000	100,312	(5,312)
Administrative	190,200	190,200	175,961	14,239
Professional services	69,700	69,700	81,715	(12,015)
Miscellaneous	30,366	30,366	21,663	8,703
Community development				
General Assembly conference	50,000	50,000	10,281	39,719
Total expenditures	435,266	435,266	389,932	45,334
Net change in fund balance	\$ (18,924)	\$ (18,924)	\$ (37,728)	\$ (18,804)

See accompanying notes to the required supplementary information.

ORANGE COUNTY COUNCIL OF GOVERNMENTS

Notes Required Supplementary Information General Fund Year Ended June 30, 2020

Budgetary Data

OCCOG establishes accounting control through formal adoption of an annual operating budget. The budget is prepared in conformity with accounting principles generally accepted in the United States of America. The adopted budget can be amended by the Board as unforeseen circumstances come to management's attention. The Executive Director has the authority to approve amendments to the budget, provided that any individual amendment did not exceed \$10,000 and further provided that any and all such amendments did not increase the total amount of budgeted expenditures. Individual budget amendments in excess of \$10,000 and increases in the total amount of budgeted expenditures required the approval of the Board of Directors.

The legal level of budgetary control is the account level within the General Fund.



CPAs & BUSINESS ADVISORS

Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Board of Directors
Orange County Council of Governments
Irvine, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and general fund of the Orange County Council of Governments (OCCOG), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise OCCOG’s basic financial statements and have issued our report thereon dated November 16, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered OCCOG's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of OCCOG's internal control. Accordingly, we do not express an opinion on the effectiveness of OCCOG's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether OCCOG's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our 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 or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

The image shows a handwritten signature in cursive script that reads "Eide Bailly LLP".

Laguna Hills, California
November 16, 2020



November 16, 2020

To the Board of Directors
Orange County Council of Governments
Irvine, California

We have audited the financial statements of the Orange County Council of Governments (OCCOG) as of and for the year ended June 30, 2020 and have issued our report thereon dated November 16, 2020. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and *Government Auditing Standards*

As communicated in our letter dated July 23, 2020, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of OCCOG solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by OCCOG is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during year. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. No such significant accounting estimates were identified.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit.

The following summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole and each applicable opinion unit.

Debit	Cash and Investments	\$1,254	
Credit	Investment Earnings		\$1,254
To adjust LAIF investment to fair value at June 30, 2020.			

The effect of these uncorrected misstatements, including the effect of the reversal of prior year uncorrected misstatements as of and for the year ended June 30, 2020, is an understatement of net income of approximately \$1,254, and understatement of net position/fund balance of \$1,254.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to OCCOG's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management which are included in the management representation letter dated November 16, 2020.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with OCCOG, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as OCCOG's auditors.

This report is intended solely for the information and use of the Board of Directors, and management of OCCOG and is not intended to be, and should not be, used by anyone other than these specified parties.



Laguna Hills, California

AGENDA ITEM #5

LEGISLATIVE UPDATE

SUMMARY

This legislative update provides an overview of the Governor's January Budget Proposal, bills introduced to date, and delegation committee assignments. In addition, an update on federal appointments and legislative items of interest are included.

BACKGROUND

The Legislative Update is provided to keep the OCCOG Board apprised of legislative and regulatory actions that address land use and housing, energy, mobility, air quality and water issues.

DISCUSSION

State Update

The 2021-2022 Legislative Session was launched on December 7th and included the swearing in of four new members of the Orange County Delegation – Assembly Member Janet Nguyen (AD 72), Assembly Member Laurie Davies (AD 73), Senator Josh Newman (SD 29) and Senator Dave Min (SD 37).

As of January 22, 2021, 584 bills have been introduced so far and both the Senate and Assembly Leaders have outlined several priorities for 2021. Both Senate Pro Tem Atkins (D-San Diego) and Speaker Rendon (D-Lakewood) included addressing issues related to the pandemic including extending the eviction moratorium and reopening schools, as well as law enforcement issues. Senate Pro Tem Atkins specifically mentioned housing as a priority and mentioned that familiar bills will be reintroduced. Speaker Rendon mentioned addressing broadband access for remote learning and fossil fuels/fracking. It is unclear how the legislative schedule and bill loads will be impacted by the recent surge in COVID-19 cases across the state, as well as whether there will be any changes in how remote participation is handled in each house. However, the Senate adopted rules limiting debate near the house of origin deadline and the end of session deadline to avoid the circumstance which occurred last year where the Pro Tem's housing priorities did not advance due to time constraints.

Bills of Interest for the Orange County Council of Governments (OCCOG) have been included as Attachment A. The League of California Cities and Association of California Cities – Orange County have not yet released any position on the bills included in the attachment.

The Assembly and Senate have also released committee assignments for the legislative session. The Orange County Delegation assignments are included below. Of note, the Assembly Transportation Committee will see a new Chair in 2021 – Assembly Member Laura Friedman (D-Glendale). This signals a shift in direction for the committee as Former Chair Jim Frazier (D-Fairfield) traditional would hold back environmental initiatives that would impact gas tax revenues. The new Chair is expected to be more open to those initiatives.

Orange County Delegation Committee Assignments

AD 55 – Phillip Chen

Vice Chair, Banking and Finance Committee

Member, Insurance Committee

Member, Utilities and Energy Committee

AD 65 – Sharon Quirk-Silva

Chair, Arts, Entertainment, Sports, Tourism, and Internet Media Committee

Member, Communications and Conveyance Committee

Member, Governmental Organization Committee

Member, Housing and Community Development Committee

Member, Jobs, Economic Development, and the Economy Committee

AD 68 – Steven Choi

Vice Chair, Higher Education Committee

Member, Banking and Finance Committee

Member, Human Services Committee

Member, Legislative Ethics Committee

AD 69 – Tom Daly

Chair, Insurance Committee

Member, Governmental Organization Committee

Member, Military and Veterans Affairs Committee

Member, Transportation Committee

AD 72 – Janet Nguyen

Vice Chair, Human Services Committee

Vice Chair, Revenue and Taxation Committee

Member, Banking and Finance Committee
Member, Transportation Committee
Member, Water, Parks, and Wildlife Committee

AD 73 – Laurie Davies

Member, Appropriations Committee
Member, Communications and Conveyance Committee
Member, Governmental Organization Committee
Member, Judiciary Committee
Member, Transportation Committee

AD 74 – Cottie Petrie-Norris

Chair, Accountability and Administrative Review Committee
Member, Military and Veterans Affairs Committee
Member, Revenue and Taxation Committee

SD 29 – Josh Newman

Member, Budget and Fiscal Review Committee
Member, Business, Professions, and Economic Development Committee
Member, Elections and Constitutional Amendments Committee
Member, Labor, Public Employment, and Retirement Committee
Member, Transportation Committee
Member, Military and Veterans Affairs Committee
Member, Budget Subcommittee #5 on Corrections, Public Safety, Judiciary, Labor and Transportation
Member, Joint Legislative Committee on Emergency Management
Member, Special Committee on Pandemic Emergency Response

SD 32 – Bob Archuleta

Chair, Military and Veterans Affairs Committee
Member, Business, Professions, and Economic Development Committee
Member, Governmental Organization Committee
Member, Transportation Committee

SD 34 – Tom Umberg

Chair, Judiciary Committee
Member, Housing Committee
Member, Transportation Committee
Member, Military and Veterans Affairs Committee

Member, Joint Committee on Rules

SD 36 – Pat Bates

Vice Chair, Appropriations Committee
Vice Chair, Housing Committee
Vice Chair, Transportation Committee
Vice Chair, Special Committee on Pandemic Emergency Response
Member, Business, Professions, and Economic Development Committee
Member, Environmental Quality Committee
Member, Insurance Committee
Member, Rules Committee
Member, Joint Legislative Committee on Emergency Management
Member, Joint Legislative Budget Committee
Member, Joint Committee on Rules

SD 37 – Dave Min

Member, Banking and Financial Institutions Committee
Member, Budget and Fiscal Review Committee
Member, Business, Professions, and Economic Development Committee
Member, Energy, Utilities, and Communications Committee
Member, Transportation Committee
Member, Budget Subcommittee #1 on Education

Governor’s January Budget Proposal

On January 9, 2021, Governor Newsom released his January Budget Proposal for the 2021-2022 fiscal year. The \$227.2 billion budget proposal includes \$164.5 billion in General Fund spending and \$34 billion in budget reserves and surplus. The budget also proposes to continue to accelerate the pay down of state retirement liabilities through \$6.5 billion in additional payments over the next three years.

Due to higher than anticipated revenues, the State is able to delay \$2 billion in previously scheduled cuts in FY 2020-2021. In addition, for only the second time since 1979, the State is projected to exceed the State Appropriations Limit (“Gann Limit”) by \$102 million. Any funds above this limit are constitutionally required to be allocated evenly between schools and tax refunds. An updated calculation for the Gann Limit will be included in the May Revise.

Despite the positive revenue news, the Governor did warn against new, significant ongoing funding commitments due to future projected structural deficits of \$7.6 billion in 2022-2023, growing to \$11 billion by 2024-2025.

Some of the major items of interest included in the January Budget Proposal are described below.

Economic Recovery Initiatives

- \$14 billion is proposed to help the state recover from the COVID-19 economic downturn, including several mid-year budget adjustments proposed for FY 2020-2021.
 - \$3.6 billion for Golden State Stimulus Checks, Small Business Grants, Cultural Institutions Grants, and fee waivers.
 - \$777.5 for the California Jobs Initiative to accelerate investment and job creation.
 - \$353 million for workforce development.
 - \$9.3 billion for schools, housing, agriculture, deferred maintenance, and zero-emission vehicles:
 - \$1.5 billion for the infrastructure and incentives to implement the State's 2035 (100 percent of in-state sales for passenger cars and trucks) and 2045 zero-emission vehicle goals (100 percent of medium and heavy duty vehicles).
 - \$500 million for housing in FY 2020-2021, including \$250 million for housing infill development and \$250 million for Project HomeKey.
 - \$385 million for sustainable agriculture.
 - \$300 million for deferred maintenance and the greening of State infrastructure.

Transportation

The California State Transportation Agency (CalSTA) proposed budget is \$20.6 billion for all departments under the agency. The budget notes the impact of COVID-19 reductions in travel on fuel excise tax revenues, which are expected to be \$1.5 billion below pre-pandemic forecasts through 2024-2025. The Federal COVID Relief package provides \$10 billion for highway projects, of which California expects to receive about \$900 million. The State also expects to receive \$2 billion for transit agency assistance from the relief package.

For the 2020-2021 through 2023-2024 time period, the State projects \$17.4 billion for projects in the State Highway Operations and Protection Program (SHOPP) and \$2.4 billion for the State Transportation Improvement Program (STIP).

As part of efforts launched under Executive Orders N-19-19 and N-79-20, CalSTA is directed to leverage over \$5 billion in annual transportation funding to help reverse fuel consumption trends and greenhouse gas emissions from the transportation sector. The Climate Action Plan for Transportation Infrastructure (CAPTI) is scheduled to be completed by July 15, 2021. The Plan will focus on 4 key initiatives including:

- 1) Build towards an integrated, statewide rail and transit network
- 2) Support bicycle, pedestrian, and micro-mobility options
- 3) Support the deployment of light, medium, and heavy-duty zero-emission vehicle infrastructure
- 4) Support innovative solutions to congestion designed to encourage mode shift

Funding items of note include:

- \$1.3 billion for transit and rail:
 - \$667 million for State Transit Assistance
 - \$487 million for the Transit and Intercity Rail Capital Program
 - \$107 million for the Low Carbon Transit Operations Program
- Proposed regulatory and reporting relief related to the Transportation Development Act (TDA), including flexibility to spend funds on both operations and capital projects.

Housing and Homelessness

Funding items of note in the January Budget Proposal include:

- \$11.7 million in one-time funding for FY 2020-2021 for trial courts to process AB 3088 (eviction moratorium) filings.
- \$2.6 billion in Federal COVID Relief Rental Assistance Funding for California, to be split between the State and Local Governments with populations over 200,000.
- \$1.75 billion in one-time funding for Housing for All:
 - \$750 million in competitive grants for hotel/motel/apartment conversions
 - \$250 million in FY 2020-2021 for Project Home Key
 - \$750 million to acquire and rehabilitate real estate assets to expand community continuum of care behavioral health treatment resources
- \$500 million for the Infill Infrastructure Grant Program, including \$250 million for FY 2020-2021.
- \$500 million in Low Income Tax Credits.

- \$4.3 million to create a Housing Accountability Unit under the Department of Housing and Community Development (HCD) to facilitate housing production through monitoring, technical assistance, and enforcement.
- \$2.7 million to streamline AB 434 financing programs.
- Proposed statutory changes to encourage housing development including authorizing market-rate and commercial development that could subsidize affordable housing production on excess state lands.
- Development of pro-housing regulations targeted for early 2021 to encourage local governments to pursue pro-housing policies such as reduced parking requirements, lower development impact fees, and by-right zoning. These regulations will provide additional points for projects competing for state grant program funding.

Cap and Trade Expenditure Plan

The January Budget Proposal includes the following proposed current year and future year investments for the Expenditure Plan.

Program	FY 2020-2021	FY 2021-2022
Equity Programs		
AB 617 Community Air Protection	\$125 million	\$140 million
AB 617 Local Air District Implementation	\$0	\$50 million
AB 617 Technical Assistance to Community Groups	\$0	\$10 million
Safe and Affordable Drinking Water	\$30 million	\$24 million
Low Carbon Transportation & ZEV Strategy		
Clean Trucks, Buses, and Off-Road Freight Equipment	\$165 million	\$150 million
Agricultural Diesel Engine Replacement and Upgrades	\$90 million	\$80 million
Clean Cars 4 All and Transportation Equity Projects	\$74 million	\$76 million
Natural & Working Lands		
Healthy and Resilient Forests (SB 901)	\$125 million	\$200 million
Healthy Soils	\$15 million	\$15 million

Federal Update

On Monday, January 3, 2021 the 117th Congress was sworn in and began the new legislative session. Two new members joined the Orange County Delegation and were sworn in on the 3rd - Representative Young Kim (CA-39) and Representative Michelle Steel (CA-48).

In addition, President Biden has nominated the following individuals for key Cabinet posts including:

- Pete Buttigieg for Transportation Secretary
- Xavier Becerra for Health and Human Services Secretary
- Marcia Fudge for Housing and Urban Development Secretary
- Michael Regan for Environmental Protection Agency Secretary
- Deb Haaland for Interior Department Secretary

Other Appointments of note at the US Department of Transportation include:

- Polly Trottenberg, Deputy Secretary of Transportation
- Stephanie Pollack, Deputy Administrator, FHWA
- Amit Bose, Deputy Administrator, FRA
- Nuria Fernandez, Deputy Administrator, FTA

COVID Relief/Omnibus Legislation

On Sunday, December 27th, President Trump signed a funding package containing \$900 billion in COVID relief and \$1.4 trillion to fund general government operations through September 30, 2021. This included \$36.1 billion for Interior/Environment, \$49.5 billion for Energy/Water, and \$74.7 billion for Transportation and Housing & Urban Development (THUD).

This package included the following provisions related to COVID-19 relief:

- Direct stimulus payments of \$600 to individuals earning up to \$75,000 and couples filing jointly up to \$150,000. An additional \$600 per child is also included in the package.
- Pandemic Unemployment Assistance Payments of up to \$300/week for 11 weeks.
- \$13 billion in food assistance for the Supplemental Nutrition Assistance Program (SNAP).
- \$10 billion for childcare assistance.
- \$284 billion to restart the Paycheck Protection Program, which is expected to be re-launched quickly since it is an existing program.
 - \$40 billion set-aside for businesses with 10 or fewer employees and loans under \$250,000 in low-income areas.
- \$20 billion for SBA Economic Injury Disaster Loan program grants.
- \$20 billion for contact tracing and testing.
- \$28 billion to cover vaccine costs and distribution.

- \$82 billion for schools, including \$54 billion for public K-12 schools and \$23 billion for higher education.
- \$45 billion for transportation, including \$15 billion for airline payroll assistance, \$14 billion for transit systems, and \$10 billion for state highways.
- \$7 billion for increased broadband access.
- Extends the existing federal eviction moratorium through January 31, 2021. California's eviction moratorium is also currently set to expire at the same time, unless otherwise extended.
- \$25 billion in rental assistance to assist those financially impacted by COVID-19.

Attachments

- A. January Bill Status Report

RECOMMENDED ACTION

Receive and File the report as presented.

STAFF CONTACT

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Status Report Friday, January 22, 2021

[AB 11](#) (Ward D) Climate change: regional climate change authorities.

Last Amend: 1/21/2021

Status: 1/21/2021-From committee chair, with author's amendments: Amend, and re-refer to Com. on NAT. RES. Read second time and amended.

Is Fiscal: Y

Location: 1/11/2021-A. NAT. RES.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would require the Strategic Growth Council, by January 1, 2023, to establish up to 12 regional climate change authorities to coordinate climate adaptation and mitigation activities in their regions, and coordinate with other regional climate adaptation authorities, state agencies, and other relevant stakeholders.

[AB 15](#) (Chiu D) COVID-19 relief: tenancy: Tenant Stabilization Act of 2021.

Status: 1/11/2021-Referred to Com. on H. & C.D.

Is Fiscal: Y

Location: 1/11/2021-A. H. & C.D.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would extend the definition of "COVID-19 rental debt" as unpaid rent or any other unpaid financial obligation of a tenant that came due between March 1, 2020, and December 31, 2021. The bill would also extend the repeal date of the act to January 1, 2026. The bill would make other conforming changes to align with these extended dates. By extending the repeal date of the act, the bill would expand the crime of perjury and create a state-mandated local program.

[AB 16](#) (Chiu D) Tenancies: COVID-19 Tenant, Small Landlord, and Affordable Housing Provider Stabilization Act of 2021.

Last Amend: 1/12/2021

Status: 1/13/2021-Re-referred to Com. on H. & C.D.

Is Fiscal: Y

Location: 1/11/2021-A. H. & C.D.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would establish the Tenant, Small Landlord, and Affordable Housing Provider Stabilization Program. The bill would authorize the Director of Housing and Community Development to direct an existing office or program within the Department of Housing and Community Development to implement the program. The bill would establish in the State Treasury the COVID-19 Tenant, Small Landlord, and Affordable Housing Provider Stabilization Fund, and, upon appropriation by the Legislature, distribute all moneys in the fund to the department to carry out the purposes of the program.

[AB 50](#) (Boerner Horvath D) Climate change: Climate Adaptation Center and Regional Support Network: sea level rise.

Status: 1/11/2021-Referred to Com. on NAT. RES.

Is Fiscal: Y

Location: 1/11/2021-A. NAT. RES.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Current law requires the Natural Resources Agency, in collaboration with the Ocean Protection Council, to create, and update biannually, a Planning for Sea Level Rise Database describing steps being taken throughout the state to prepare for, and adapt to, sea level rise. This bill would establish the Climate Adaptation Center and Regional Support Network in the Ocean Protection Council to provide local governments facing sea level rise challenges with information and scientific expertise necessary to proceed with sea level rise mitigation.

[AB 67](#) (Petrie-Norris D) Sea level rise: working group: economic analysis.

Status: 1/11/2021-Referred to Com. on NAT. RES.

Is Fiscal: Y

Location: 1/11/2021-A. NAT. RES.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would require a state agency to take into account the current and future impacts of sea level rise when planning, designing, building, operating, maintaining, and investing in infrastructure located in the coastal zone or otherwise vulnerable to flooding from sea level rise or storm surges, or when otherwise approving the allocation of state funds for those purposes. The bill would require, by March 1, 2022, the Ocean Protection Council, in consultation with the Office of Planning and Research, to establish a multiagency working group, consisting of specified individuals, on sea level rise to provide recommended policies, resolutions, projects, and other actions to address sea level rise, the breadth of its impact, and the severity of its anticipated harm. The bill would require the council, in consultation with the working group to, among other things, develop a standardized methodology and template for conducting economic analyses of risks and adaptation strategies associated with sea level rise, as provided.

[AB 68](#)

(Salas D) Affordable housing: California State Auditor’s Report.

Status: 12/8/2020-From printer. May be heard in committee January 7.

Is Fiscal: N

Location: 12/7/2020-A. PRINT

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would state the intent of the Legislature to enact legislation that would implement recommendations made in the California State Auditor’s Report 2020-108, issued on November 17, 2020, relating to affordable housing.

[AB 71](#)

(Rivas, Luz D) Homelessness funding: Bring California Home Act.

Last Amend: 1/12/2021

Status: 1/15/2021-Re-referred to Coms. on REV. & TAX. and H. & C.D. pursuant to Assembly Rule 96.

Is Fiscal: Y

Location: 1/15/2021-A. REV. & TAX

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would, for taxable years beginning on or after January 1, 2022, include a taxpayer’s global low-taxed income in their gross income for purposes of the Personal Income Tax Law, in modified conformity with the above-described federal provisions. The bill would exempt any standard, criterion, procedure, determination, rule, notice, or guideline established or issued by the Franchise Tax Board to implement its provisions from the rulemaking provisions of the Administrative Procedure Act.

[AB 72](#)

(Petrie-Norris D) Environmental protection: Natural Resources Agency: coastal adaptation projects: sea level rise: regulatory review and permitting: report.

Status: 1/11/2021-Referred to Com. on NAT. RES.

Is Fiscal: Y

Location: 1/11/2021-A. NAT. RES.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would enact the Coastal Adaptation Permitting Act of 2021. The bill would require the agency to explore, and authorize it to implement, options within the agency’s jurisdiction to establish a more coordinated and efficient regulatory review and permitting process for coastal adaptation projects, as defined. The bill would require the agency to submit, by July 1, 2023, a report to the Legislature with suggestions and recommendations for improving and expediting the regulatory review and permitting process for coastal adaptation projects.

[AB 106](#)

(Salas D) Regions Rise Grant Program.

Status: 1/11/2021-Read first time.

Is Fiscal: N

Location: 12/16/2020-A. PRINT

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would state the intent of the Legislature to enact legislation that would establish the Regions Rise Grant Program in order to close the equity gap and spur economic growth.

[AB 115](#)

(Bloom D) Planning and zoning: commercial zoning: housing development.

Status: 1/11/2021-Read first time. Referred to Coms. on H. & C.D. and L. GOV.

Is Fiscal: Y

Location: 1/11/2021-A. H. & C.D.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would, notwithstanding any inconsistent provision of a city’s or county’s general plan,

specific plan, zoning ordinance, or regulation, would require that a housing development be an authorized use on a site designated in any local agency's zoning code or maps for commercial uses if certain conditions apply. Among these conditions, the bill would require that the housing development be subject to a recorded deed restriction requiring that at least 20% of the units have an affordable housing cost or affordable rent for lower income households, as those terms are defined, and located on a site that satisfies specified criteria.

[AB 215](#) (Chiu D) Housing element.

Status: 1/12/2021-From printer. May be heard in committee February 11.

Is Fiscal: Y

Location: 1/11/2021-A. PRINT

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: The Planning and Zoning Law requires a city or county to adopt a general plan for land use development within its boundaries that includes, among other things, a housing element. That law requires the Department of Housing and Community Development (HCD) to determine whether the housing element is in substantial compliance with specified provisions of that law. That law also requires HCD to notify a city, county, or city and county, and authorizes HCD to notify the office of the Attorney General, that the city, county, or city and county is in violation of state law if HCD finds that the housing element or an amendment to the housing element does not substantially comply with specified provisions of the Planning and Zoning Law, or that the local government has taken action or failed to act in violation of specified provisions of law. This bill would add the Housing Crisis Act of 2019 to those specified provisions of law.

[AB 244](#) (Rubio, Blanca D) Affordable housing cost study: housing plan addendum.

Status: 1/14/2021-From printer. May be heard in committee February 13.

Is Fiscal: Y

Location: 1/13/2021-A. PRINT

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would require the California Tax Credit Allocation Committee, the Department of Housing and Community Development, the California Housing Finance Agency, and the California Debt Limit Allocation Committee to conduct an affordable housing cost study that measures the factors that influence the cost of building affordable housing, breaks down total development costs for affordable housing, and enables the state to maximize resources allocated for affordable housing.

[ACA 1](#) (Aguiar-Curry D) Local government financing: affordable housing and public infrastructure: voter approval.

Status: 12/8/2020-From printer. May be heard in committee January 7.

Is Fiscal: N

Location: 12/7/2020-A. PRINT

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: The California Constitution prohibits the ad valorem tax rate on real property from exceeding 1% of the full cash value of the property, subject to certain exceptions. This measure would create an additional exception to the 1% limit that would authorize a city, county, city and county, or special district to levy an ad valorem tax to service bonded indebtedness incurred to fund the construction, reconstruction, rehabilitation, or replacement of public infrastructure, affordable housing, or permanent supportive housing, or the acquisition or lease of real property for those purposes, if the proposition proposing that tax is approved by 55% of the voters of the city, county, or city and county, as applicable, and the proposition includes specified accountability requirements.

[SB 1](#) (Atkins D) Coastal resources: sea level rise.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: Y

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: The California Coastal Act of 1976 establishes the California Coastal Commission and provides for planning and regulation of development in the coastal zone, as defined. The act requires the commission, within 90 days after January 1, 1977, to adopt, after public hearing, procedures for the preparation, submission, approval, appeal, certification, and amendment of a local coastal program, including a common methodology for the preparation of, and the determination of the scope of, the local coastal programs, as provided. This bill would also include, as part of the procedures the commission is required to adopt, recommendations and guidelines for the identification, assessment, minimization, and mitigation of sea level rise within each local coastal program, as provided. The bill

would delete the timeframe specified above by which the commission is required to adopt these procedures.

SB 5

(Atkins D) Housing: bond act.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: N

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would state the intent of the Legislature to enact legislation that would authorize the issuance of bonds and would require the proceeds from the sale of those bonds to be used to finance housing-related programs that serve the homeless and extremely low income and very low income Californians.

SB 6

(Caballero D) Local planning: housing: commercial zones.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: Y

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: The Planning and Zoning Law requires each county and city to adopt a comprehensive, long-term general plan for its physical development, and the development of certain lands outside its boundaries, that includes, among other mandatory elements, a housing element. This bill, the Neighborhood Homes Act, would deem a housing development project, as defined, an allowable use on a neighborhood lot, which is defined as a parcel within an office or retail commercial zone that is not adjacent to an industrial use. The bill would require the density for a housing development under these provisions to meet or exceed the density deemed appropriate to accommodate housing for lower income households according to the type of local jurisdiction, including a density of at least 20 units per acre for a suburban jurisdiction.

SB 7

(Atkins D) Environmental quality: Jobs and Economic Improvement Through Environmental Leadership Act of 2021.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: Y

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: The California Environmental Quality Act (CEQA) requires a lead agency, as defined, to prepare, or cause to be prepared, and certify the completion of an environmental impact report (EIR) on a project that the lead agency proposes to carry out or approve that may have a significant effect on the environment or to adopt a negative declaration if it finds that the project will not have that effect. CEQA also requires a lead agency to prepare a mitigated negative declaration for a project that may have a significant effect on the environment if revisions in the project would avoid or mitigate that effect and there is no substantial evidence that the project, as revised, would have a significant effect on the environment. CEQA authorizes the preparation of a master EIR and authorizes the use of the master EIR to limit the environmental review of subsequent projects that are described in the master EIR, as specified. This bill would require a lead agency to prepare a master EIR for a general plan, plan amendment, plan element, or specific plan for housing projects where the state has provided funding for the preparation of the master EIR.

SB 8

(Skinner D) Density Bonus Law.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: N

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would make a nonsubstantive change to the definition of "development standard" for purposes of the Density Bonus Law.

SB 9

(Atkins D) Housing development: approvals.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: Y

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would require a proposed housing development containing 2 residential units within a single-family residential zone to be considered ministerially, without discretionary review or hearing, if the proposed housing development meets certain requirements, including, but not limited to, that the proposed housing development would not require demolition or alteration of housing that is subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of moderate, low, or very low income, that the proposed housing development does not allow for the demolition of more than 25% of the existing exterior structural walls, except as provided, and that the development is not located within a historic district, is not included on the State Historic Resources Inventory, or is not within a site that is legally designated or listed as a city or county landmark or historic property or district.

SB 10 (Wiener D) Planning and zoning: housing development: density.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: Y

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would, notwithstanding any local restrictions on adopting zoning ordinances, authorize a local government to pass an ordinance to zone any parcel for up to 10 units of residential density per parcel, at a height specified in the ordinance, if the parcel is located in a transit-rich area, a jobs-rich area, or an urban infill site, as those terms are defined. In this regard, the bill would require the Department of Housing and Community Development, in consultation with the Office of Planning and Research, to determine jobs-rich areas and publish a map of those areas every 5 years, commencing January 1, 2022, based on specified criteria. The bill would specify that an ordinance adopted under these provisions is not a project for purposes of the California Environmental Quality Act. The bill would prohibit a residential or mixed-use residential project consisting of 10 or more units that is located on a parcel rezoned pursuant to these provisions from being approved ministerially or by right.

SB 15 (Portantino D) Housing development: incentives: rezoning of idle retail sites.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: Y

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Current law establishes, among other housing programs, the Workforce Housing Reward Program, which requires the Department of Housing and Community Development to make local assistance grants to cities, counties, and cities and counties that provide land use approval to housing developments that are affordable to very low and low-income households. This bill, upon appropriation by the Legislature in the annual Budget Act or other statute, would require the department to administer a program to provide incentives in the form of grants allocated as provided to local governments that rezone idle sites used for a big box retailer or a commercial shopping center to instead allow the development of workforce housing

SB 31 (Cortese D) Building decarbonization.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: Y

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would require the State Energy Resources Conservation and Development Commission to identify and implement programs to promote existing and new building decarbonization. The bill would, to the extent clean energy or energy efficiency funds are made available from the federal government to address economic recovery and development due to the COVID-19 pandemic, authorize the commission to expend federal moneys, to the extent authorized by federal law, for projects for existing and new building decarbonization. The bill would additionally require the commission, under the EPIC program, to award funds for projects that will benefit electricity ratepayers and lead to the development and deployment of commercial and residential building decarbonization technologies and investments that reduce or eliminate greenhouse gas generation in those buildings.

SB 32 (Cortese D) Energy: general plan: building decarbonization requirements.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: Y

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would require a city or county to amend, by January 1, 2023, the appropriate elements of

its general plan to include goals, policies, objectives, targets, and feasible implementation strategies, as specified, to decarbonize newly constructed commercial and residential buildings. The bill would require a city or county to submit these draft general plan amendments to the commission at least 45 days prior to the adoption of the amendments. The bill would require the legislative body of the city or county to consider the commission’s advisory comments, if any, prior to adopting the amendments.

[SB 44](#)

(Allen D) California Environmental Quality Act: streamlined judicial review: environmental leadership transit projects.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: Y

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would require the Judicial Council, on or before April 1, 2022, to adopt rules of court establishing procedures requiring actions or proceedings seeking judicial review pursuant to CEQA or the granting of project approvals, including any appeals to the court of appeal or the Supreme Court, to be resolved, to the extent feasible, within 270 days of the filing of the certified record of proceedings with the court to an action or proceeding seeking judicial review of the lead agency’s action related to an environmental leadership transit project. The bill would require the environmental leadership transit project to meet certain labor requirements.

[SB 45](#)

(Portantino D) Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2022.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: Y

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would enact the Wildfire Prevention, Safe Drinking Water, Drought Preparation, and Flood Protection Bond Act of 2022, which, if approved by the voters, would authorize the issuance of bonds in the amount of \$5,510,000,000 pursuant to the State General Obligation Bond Law to finance projects for a wildfire prevention, safe drinking water, drought preparation, and flood protection program.

[SB 67](#)

(Becker D) Clean Energy.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: N

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would state the intent of the Legislature to enact subsequent legislation to accelerate the state’s progress toward having 100% of electricity provided by renewable or other zero-carbon sources on a 24-hour, 7-day basis.

[SB 83](#)

(Allen D) California Infrastructure and Economic Development Bank: Sea Level Rise Revolving Loan Program.

Status: 1/11/2021-Read first time.

Is Fiscal: Y

Location: 12/15/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Would create the Sea Level Rise Revolving Loan Program within the I-Bank to provide low-interest loans to local jurisdictions for the purchase of coastal properties in their jurisdictions identified as vulnerable coastal property. The bill would require the California Coastal Commission, before January 1, 2023, in consultation with the California Coastal Commission, the State Lands Commission, and any other applicable state, federal, and local entities with relevant jurisdiction and expertise, to determine criteria and guidelines for the identification of vulnerable coastal properties eligible for participation in the program. The bill would authorize specified local jurisdictions to apply for, and be awarded, a low-interest loan under the program if the local jurisdiction develops and submits to the bank a vulnerable coastal property plan.

[SB 106](#)

(Umberg D) Mental Health Services Act: homelessness.

Status: 1/11/2021-Read first time.

Is Fiscal: N

Location: 1/5/2021-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: Current law, the Mental Health Services Act (MHSA), an initiative measure enacted by the voters as Proposition 63 at the November 2, 2004, statewide general election, establishes the continuously appropriated Mental Health Services Fund to fund various county mental health programs and requires counties to spend those funds as specified. This bill would state the intent of the Legislature that the MHSA be updated to better focus on people with mental illness who are also experiencing homelessness, who are involved in the criminal justice system, and for early intervention for youth.

SCA 2

(Allen D) Public housing projects.

Status: 12/8/2020-From printer. May be acted upon on or after January 7.

Is Fiscal: N

Location: 12/7/2020-S. RLS.

Desk	Policy	Fiscal	Floor	Desk	Policy	Fiscal	Floor	Conf. Conc.	Enrolled	Vetoed	Chaptered
1st House				2nd House							

Summary: The California Constitution prohibits the development, construction, or acquisition of a low-rent housing project, as defined, in any manner by any state public body until a majority of the qualified electors of the city, town, or county in which the development, construction, or acquisition of the low-rent housing project is proposed approve the project by voting in favor at an election, as specified. This measure would repeal these provisions.

Total Measures: 29

Total Tracking Forms: 29



AGENDA ITEM #6

Appointment to Fill Three (3) Vacancies on SCAG Policy Committees

SUMMARY

Openings on the SCAG Policy Committees were created following the November City elections. On December 9, 2020, the Call for Nominations was distributed with a deadline of nominations by January 8, 2021. On January 11, 2021, it was announced that the deadline for nominations had been extended to January 18, 2021.

BACKGROUND

Three of Orange County's assigned seats on SCAG Policy Committees are currently vacant due to termed out positions/advancements to the SCAG Regional Council. On December 9, 2020, a Call for Nominations was emailed to all Orange County City Clerks for distribution to all elected officials and posted to the OCCOG.com website. Deadline for nomination submissions was January 8, 2021, and subsequently extended to January 18, 2021.

To be eligible for an OCCOG subregional representative seat on SCAG policy committees, a nominee must be an elected official from a city that is a member of SCAG. The three policy committees are Transportation, Energy and Environment, and Community, Economic and Human Development. Once selected by the OCCOG Board, the successful nominee will have the opportunity to express a committee preference to the SCAG Regional Council President, who will assign them to a policy committee.

Councilmember Dan Kalmick, City of Huntington Beach, Councilmember Richard Hurt, City of Aliso Viejo, Mayor Steven Vargus, City of Brea, and Mayor Connor Traut, City of Buena Park, submitted statements of interest before the January 18, 2021, deadline.

Each candidate has been invited to provide a brief (3 minute maximum) statement during the meeting.

ATTACHMENTS

- A. Statements of interest from the candidates

RECOMMENDED ACTION

Appoint three of the candidates as Orange County subregional representatives to the SCAG Policy Committee as assigned by the SCAG Regional Council President.



Orange County Council of Governments

STAFF REPORT January 28, 2021

STAFF CONTACT

Marnie O'Brien Primmer
Executive Director
Orange County Council of Governments
marnie@occog.com
949.698.2856
www.occog.com

Connor Traut
Mayor of Buena Park

January 26, 2021

To: Eileen White
OCCOG Clerk

Re. Statement of Interest for the SCAG Policy Committee

Ms. White:

This letter has been written to confirm my interest to serve on a SCAG Policy Committee.

In particular, I believe that my experience and knowledge would add much value to the Energy & Environment Committee.

My relevant background includes the following:

- Member of the volunteer Government Advisory Panel to Southern California Edison
- Alternate Director to the Orange County Power Authority
- Alternate Director to the Orange County Sanitation District
- Former Advisor to a municipal environmental commissioner
- Participated in multiple trainings and tours with multiple water districts
- Authored school district and city policies relating to styrofoam use

I would like to serve on this policy committee because I want to use my knowledge and experience to serve Orange County regionally, especially on issues relating to energy and our environment. Currently, I am an attorney and the Mayor of Buena Park, and have served two years on city council. Prior, I was an elected school board member for four years and Orange County Juvenile Justice Commissioner for two years. While growing up, I grew to love our environment by having lived in a wilderness area, founded a teen council and became an Eagle Scout.

I deeply value our environment and would like to do more to help our region. I appreciate your consideration and hope to earn the opportunity to serve.

Thank you,



Connor Traut, Esq.
Mayor of Buena Park

Having just been elected to the City Council of Huntington Beach and as the first Millennial elected in my City, I bring a fresh perspective but also more than a decade of public service in various fields. I served eight years on our City's Planning Commission (both as Chair and Vice-Chair), nearly ten years on OCTA's Citizens Advisory Committee (now serving as Vice Chair for nearly five years) where I helped form the Technology and Innovation Subcommittee to talk about the emerging nexus of transportation and technology, and even served for five years as a volunteer firefighter with OCFA. I have become somewhat of a transportation and land use policy wonk and have been working within Huntington Beach to stand up municipal fiber optics services to our low-income communities and Smart City pilots for ITS solutions.

I hold an BS in Electrical and Computer Engineering from UC Berkeley and have run an IT Management Consulting business for nearly two decades. I have also served on various nonprofit boards in the Huntington Beach and Long Beach.

My interest is in serving on the TCC and I feel my background and experience working with OCTA and within my own City as well as my career in technology would make me an excellent match for the Transportation and Comms policy committee.

Thank you for your consideration.

Thank you!

Dan Kalmick, City Councilmember
City of Huntington Beach

1/7/2021

Dear Evaluation Committee,

I am writing to Nominate myself for a SCAG policy committee appointment. I am a newly elected council member for Aliso Viejo with a commitment to my community and development within our city.

The times are important, and I believe in being an active participant in SCAG. I started my career with the Riverside Economic Development in 2009, during the worst financial crisis (at the time) since the Great Depression. I was fortunate to work with cities in that county, manage stimulus funds, and work to reverse the horrible effects of that crisis. When you witness people losing homes, businesses, and savings for their future, you fight for them. I decided to run for office to ensure that everyone is represented and that we all feel comfortable about the future of our county.

Within my community I hold several roles including President of the Board for the Friends of Aliso Viejo. In that capacity I have been able to see the needs of our city when it comes to our youth and their future. I am also a member of the National Small Business Association Leadership Council where I serve on the tax issue committee, health and human resources committee, environment and regulatory affairs committee, and the economic development committee. I have traveled to Washington D.C. to meet with our Senators and Congress Members to advocate for small business in South Orange County. I have also made short trips to talk to my Assembly Member about the importance of small business in Orange County.

Policy is important to the sustainability of our city and I would like to study, engage, and act to ensure our city is moving forward. Beyond my commitment to our city, I am a husband and a small business owner. I earned a B.S. in Accounting and a MBA in Management from California Baptist University.

I have an interest in serving on the Community, Economic and Human Development Committee and the Transportation Committee if possible.

I look forward to hearing from you and I thank you for your consideration.

Richard Hurt



Aliso Viejo Council Member

12 Journey, Suite 100

Aliso Viejo, CA 92656



City of Brea

January 15, 2021

Marnie O'Brien Primmer
Executive Director
Orange County Council of Governments

Dear Marnie:

I, **Steven Vargas, Mayor of the City of Brea**, desire to be appointed as a representative on the Energy and Environment Committee. Below describes my qualifications for such appointment:

I was elected to the Brea City Council in 1998, where I initially served a four-year term. I was re-elected to the Council in November 2014 and again in 2018. I served as Mayor Pro Tem in 2020 and am currently serving as the Mayor of Brea. During my term as a Council Member, I have represented the City of Brea on a number of regional committees, including as a current member of both the League of California Cities Transportation, Communications & Public Works Committee and the North Orange County Cities Joint Powers Authority. From 2019-2020, I was the Chair of Brea's U.S. Census Complete Count Committee. Previously, I served the County of Orange as a 3rd District Executive Assistant and federally as an Outreach Coordinator for the Puerto Rico Federal Affairs Administration.

Professionally, I worked for Chevron for twenty years, where I served as a Health, Environmental, & Safety Specialist at the El Segundo Refinery. Additionally, I worked for Southern California Edison at the San Onofre Nuclear Power Plant in San Clemente for seven years. I am also a nationally-certified Construction Health & Safety Technician (CHST). My experience in these areas makes me well-suited to represent this Committee on energy and environmental matters for Orange County.

I am an active member of the Navy Select Reserve Force, holding the rank of Lieutenant Commander, Civil Engineering Corps. I am the Executive Officer for Beachmaster Unit One, North Island. I am in my 23rd year of naval service, which included an initial six-year active duty enlistment as a submarine diver. After a 17-year break in service, I rejoined the Navy as a Construction Battalion, Seabee. I have been activated five times since 9/11, including a one-year deployment to Iraq, Al-Asad and Falluja.

As an engaged volunteer, I have held leadership positions in numerous non-profit organizations, including with the Brea American Legion Post 181; Placentia Boys & Girls Club; Cub Scout Pack 820; Brea Veterans of Foreign Wars Post 5384; and the American Legion District 29.

Thank you for your time and consideration of my appointment to be a representative on the Energy and Environment Committee. Should you need additional information, please do not hesitate to contact my office at stevENV@cityofbrea.net and cmadmin@cityofbrea.net or by telephone at (714) 306-4523.

Respectfully,

Steven Vargas
Mayor

City Council

Steven Vargas
Mayor

Cecilia Hupp
Mayor Pro Tem

Christine Marick
Council Member

Glenn Parker
Council Member

Marty Simonoff
Council Member



AGENDA ITEM #7

Appoint Representative and Alternate Representative for JPIA

SUMMARY

On October 27, 2016, the Board voted to join the Joint Powers Insurance Authority (JPIA) as a member agency in order to procure liability coverage through the California Joint Powers Insurance Authority (CJPIA). As a condition of membership in the JPIA, the OCCOG Board is required to designate one of its Directors to serve on the JPIA Board of Directors, as well as alternate(s).

BACKGROUND

On October 27, 2016, the Board voted to join the Joint Powers Insurance Authority (JPIA) as a member agency in order to procure liability coverage through the California Joint Powers Insurance Authority (CJPIA). The coverage was implemented as of February 1, 2017.

In order to receive this coverage, the JPIA requires the OCCOG designate a member of its Board to serve on the JPIA Board of Directors as well as alternates. The JPIA holds its annual Board of Directors meeting once a year in July at the JPIA headquarters in La Palma. Either the designated Director or his/her alternate is required to join the meeting. This year's meeting was held virtually on Wednesday, October 28, 2020, at 6:00 p.m. due to delays and conditions related to the Covid-19 Pandemic.

Former OCCOG Director Steve Nagel served as the OCCOG's designated Director, with current OCCOG Director Marty Simonoff serving as alternate since February 1, 2017. Director Nagel had to step down from the Fountain Valley City Council due to term limits and in so doing had to vacate his appointment on the OCCOG and JPIA.

Two or more OCCOG Directors are needed to volunteer for the JPIA Director or alternate positions. OCCOG Director Simonoff has generously volunteered to remain on the JPIA Board of Directors either as the Director or an alternate.

RECOMMENDED ACTION

Select the 2021 OCCOG Representative and alternate to the JPIA.

STAFF CONTACT

Marnie O'Brien Primmer
Executive Director
Orange County Council of Governments
marnie@occog.com
949.698.2856
www.occog.com



AGENDA ITEM #8

18 Month Communications Plan

SUMMARY

Included in the Board-approved 2020-2021 Work Plan, is the development of a comprehensive Communications Plan to support the activities outlined in the Work Plan. The purpose of the Communications Plan is to provide direction to the OCCOG staff and consultant team and guide consistent communication to OCCOG's members, partners, and stakeholders.

The following plan has been reviewed by the Executive Management Committee on two occasions and their comments have been incorporated.

DRAFT PLAN

The Orange County Council of Governments (OCCOG) is a voluntary Joint Powers Authority that serves as the County's sub-regional planning organization.

- In partnership with the Southern California Association of Governments (SCAG), OCCOG leads the development of Orange County's planning documents so the county can compete for state and federal funding.
- OCCOG representatives on the SCAG Board make sure Orange County's voice is heard when regional policy-making takes place.
- OCCOG convenes member agencies to engage cooperatively on five policy areas that are important to the County as a whole – air quality, water, mobility, energy and land use.

All 34 Orange County cities and 25 special districts are members of OCCOG, underscoring the value of consolidating regional planning efforts to improve efficiency and cost-effectiveness, pool technical expertise, share best practices, and speak with a unified voice.

Mission

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

Vision

OCCOG strives to be the most well-regarded sub-regional planning organization in the State through cultivating excellence and leadership at the technical, executive and governing board levels.



Core Values

- Accuracy
- Collaboration
- Efficiency
- Cost-Effectiveness
- Transparency
- Tenacity

COMMUNICATIONS GOALS:

1. Build trust and awareness by implementing consistent communication tactics and messaging to OCCOG’s primary audience and secondary audiences.
 - a. Grow email list to include representatives and opinion leaders from all OCCOG’s primary and secondary audiences.
2. Increase sponsorship revenue and attendance at OCCOG’s 2021 General Assembly.
 - a. Attendance: 300
 - b. Sponsorship Revenue: \$50,000
3. Increase awareness of the following:
 - a. OCCOG’s value to jurisdictions and agencies
 - b. OCCOG’s technical expertise
 - c. OCCOG’s five policy areas
 - d. OCCOG’s core values
 - e. Areas of differentiation
4. Raise the awareness of the OCCOG Chair’s and member jurisdictions’ accomplishments in OCCOG’s five policy areas.
5. Communicate the progress of OCCOG’s 2020/2021 Work Plan initiatives.
 - a. Strategic Plan
 - b. 2021 General Assembly
 - c. Orange County Data Acquisition Partnership (OCDAP)
 - d. REAP Grant Program Process and Projects
 1. Support for Orange County’s housing trusts
 2. Support for jurisdictions updating housing elements
 3. Providing tools for jurisdictions to accelerate housing production
 - e. Regional Planning Documents (RHNA, RTP/SCS, etc.)
 - f. Legislation
 - g. Grants



AUDIENCES:

All communication is to be Orange County-centric.

Primary Audience

- Orange County Elected Officials – local, special districts, state, federal
- City Managers, County of Orange Executives
- Planning Commissioners
- Planning and Development city and county staff

Secondary Audience

- Practitioners in the industries that serve OCCOG member jurisdictions:
 - Planning
 - Construction Engineers
 - Developers
 - Energy
 - Refuse and Recycling
 - Cable
 - Municipal Services
 - Social Support Service Providers

DIFFERENTIATORS – WHAT MAKES OCCOG UNIQUE?

OCCOG:

- Is the official legally-designated SCAG sub-region for Orange County.
- As a volunteer Joint Powers Authority (JPA), pools technical planning expertise and promotes collaboration among Orange County’s jurisdictions in five policy areas: air quality, water, energy, mobility and land use – ONLY. These are the five infrastructure and environmental issues that cross Orange County jurisdictions.
- Provides a common voice for Orange County jurisdictions in OCCOG’s five policy areas.
- Provides a forum to improve efficiency and cost-effectiveness for local government to work through issues in OCCOG’s five policy areas in a regional manner rather than in silos.
- Through active leadership at the technical level and engaged elected leaders provides oversight of SCAG on behalf of Orange County.
- Partners with ex-officio members to elevate stakeholder voices and inform the decision-making process.



MESSAGES:

“OCCOG facilitates regional planning in Orange County for five policy issues – air quality, water, energy, mobility and land use.”

- Infrastructure issues cannot be contained and solved within city boundaries in a county like Orange County which is the densest county in the state of California with 34 cities and 25 special districts.
- OCCOG developed the Smart Streets guidelines and tool kit as a resource for city planning initiatives.
- Through its programming and annual General Assembly, OCCOG provides speakers and information, and is a clearing house for best practices and collaboration in the five infrastructure policy areas.
- OCCOG tracks and takes positions on legislation that will support or harm the five infrastructure policy areas.
- OCCOG coordinates closely with established government organizations that focus on air quality (AQMD), transportation (OCTA & TCA), and water (MWDOD & OCWD) to communicate and support policy and programs that address OCCOG’s five infrastructure policy areas.

“OCCOG is Orange County’s legally designated sub-regional planning organization, ensuring that Orange County’s unique perspective is included in the Southern California Association of Governments (SCAG) federally- and state-mandated planning efforts.”

- OCCOG is one of 15 subregions that represent portions of Southern California with shared interests, issues and geography. Subregions play an important role as a conduit between SCAG and the cities and counties of the region by participating and providing input on SCAG’s planning activities. This involvement helps the Regional Council and its committees make better-informed decisions.
- Sixteen Orange County elected officials are members of the SCAG Regional Board. They work together with the support of OCCOG to represent Orange County’s interests in regional planning policy.

“Orange County is strongest when we speak with one voice on critical infrastructure planning and policy issues.”

- As the officially-designated sub-region of SCAG for Orange County, OCCOG coordinates Orange County elected officials who serve a delegates and committee representatives involved at various levels of SCAG’s governing and policy structure.



- Orange County's SCAG Delegates and Committee Representatives provide a unified voice from Orange County that can have an impact on regional decision making.

"Orange County is a technical leader in planning and infrastructure issues."

- Technical experts from Orange County agencies are in leadership roles in multiple regional planning working groups.
- OCCOG's Executive Director, Marnie Primmer is the chair of SCAG's sub-regional executive director's group.
- The Center for Demographic Research located at CSUF works with all 35 Orange County jurisdictions and provides OCCOG and Orange County agencies with accurate and complete data to support regional planning.
- OCCOG's Technical Advisory Committee (TAC) meets monthly with technical and planning representatives with nearly every jurisdiction attending on a regular basis. The TAC works through complex technical issues that most jurisdictions face, shares best practices and works collaboratively to address planning issues.

"Orange County includes 34 cities and 25 special districts who work together through the OCCOG JPA to collaborate, facilitate and promote cooperation and best practices on planning issues that cross borders to set infrastructure policies that will benefit the quality of life of all Orange County residents."

"Orange County has 3.2 million residents and is the sixth largest county in the U.S. by population. Based on population alone, Orange County could be a stand-alone metropolitan area."

- Orange County is home to 8 percent of California's population within only 0.5 percent of the state's land mass. (2019-2020 Orange County Community Indicators Report; OCBC.org)
- Orange County's population density is significantly higher than the surrounding counties at 4,033 persons per square mile. Los Angeles County is home to 2,527 persons per square mile and in San Diego County the number is 797. (2019-2020 Orange County Community Indicators Report; OCBC.org)
- Orange County is the 3rd largest county in California by population and has more residents than 20 states as of 2019 (U.S. Census Bureau).



- Orange County is a net importer of workers. Prior to the COVID-19 pandemic, 167,000 workers commuted into Orange County every day. (2019-2020 Orange County Community Indicators Report; OCBC.org)
- Orange County's gross domestic product in 2018 was the third highest in California at \$230 billion. Los Angeles was number 1 with \$711 billion and number 2 was Santa Clara with \$317 billion. (2019-2020 Orange County Community Indicators Report; OCBC.org)
- Orange County's gross domestic product in 2018 (\$230 billion) ranked 8th in the United States and equaled the GDP of Iraq. The nine U.S. County economies ahead of Orange County are, in order, 1) Los Angeles, 2) New York, 3) Cook (Illinois), 4) Harris (Texas), 5) Santa Clara, 6) King (Washington), and 7) Dallas. ("California's economic recovery may surprise you" OC Register, Jan. 25, 2020)

TACTICS & ACTION ITEMS:

- **Website** (Central holding place for OCCOG communication materials)
The OCCOG website will house all communication materials and information to support key messages.
 1. Add a newsroom and post e-newsletters, email blasts and press releases.
 2. Add a page to reinforce OCCOG's five policy areas.
 3. Add a page listing the FY20-21 Work Plan and status.

Primary: Marnie Primmer, OCCOG

Support: Communications LAB

- **OCCOG Update** – (Best way to reach primary audience)
The purpose of the monthly e-newsletter (**OCCOG Update**) is to:
 - Increase OCCOG leadership visibility
 - Communicate news and best practices in OCCOG's five policy areas
 - Share Ex-Officio member events
 - Keep OCCOG top of mind

To reinforce communication consistency, an electronic newsletter will be sent on the same day each month with, at the minimum, the following information:

- Letter from the chair – includes most current OCCOG news or activities
- Innovation Corner, powered by UCI (content provided by UCI)
- Member jurisdiction news
- Upcoming events of interest
- Upcoming OCCOG meetings

1. Grow email list to include primary and secondary audiences.



2. Set hard schedule and ensure content and approval deadlines are included on outlook calendars.
3. Create an editorial calendar that tracks upcoming Board decisions and news that can reinforce OCCOG's key messages and five policy areas.
4. Outline procedures and responsibility for developing and distribution of e-newsletters. Set clear chain of command for approval.
5. Post to website.

Primary: Communications LAB

Support: Lisa Telles Communications

- **OCCOG Board Meeting Spotlight** – (Sent to Board Members only)
Compile highlights of OCCOG Board Meetings for quick distribution to Board Members that summarizes Board actions and reinforces OCCOG messaging. This document can be used by Board Members as a tool to update colleagues in the district they represent.
 1. Outline procedures and responsibility for developing and distribution of Board Meeting summaries.
 2. Consider posting Board Meeting actions to social media the day of meetings with photos to support messaging (collaboration).

Primary: Lisa Telles Communications

Support: Marnie Primmer, OCCOG

- **Email blasts** – (Best way to reach primary audience)
Email blasts focus on one topic sent to the OCCOG mailing list to announce:
 - Events for partner organizations.
 - Significant Board decisions and OCCOG wins
 - Grant opportunities and deadline reminders
 - Legislation or regulatory news impacting one of the five policy areas that is time sensitive.
 1. Identify contact people for partners who can provide information about upcoming events for distribution to OCCOG's list.
 2. Identify partners who will distribute OCCOG event information to their lists.
 3. Include upcoming events on communications editorial calendar.
 4. Outline procedures and responsibility for developing and distribution of email blasts.



5. Send 1 to 2 email blasts a month.
6. Post upcoming partner events on OCCOG website calendar.

Primary: Communications LAB

Support: Lisa Telles Communications

- **Social Media** -- (Use to reinforce email communication) Facebook and Twitter posts will focus on reinforcing information included in the monthly **OCCOG Update** and email blasts, promoting OCCOG-hosted events, and sharing announcements from member jurisdictions and ex-officio members that reinforce OCCOG's five policy areas.

A stand-alone social media campaign will be developed to promote General Assembly attendance.

1. Develop and manage a social media calendar with a maximum of four original content posts to Facebook and Twitter per month.
 - a. Develop list of evergreen social media posts.
 - b. Share an average of four OCCOG ex-officio member and/or partner social media posts that support OCCOG's five policy areas per month.
 - c. Determine if OCCOG should create and maintain a LinkedIn page.
2. To achieve greater parity for OCCOG among peer organizations, increase OCCOG's Facebook and Twitter followers to 500 for each platform
 - a. Consider developing a marketing plan to spend up to \$100 a month on Facebook advertising and post boosting to supplement organic growth in followers, likes, reach and engagement.
 - b. Develop and implement strategies to increase Twitter followers.

Primary: Communications LAB

Support: Marnie Primmer and Lisa Telles Communications

- **Editorial Placements (Op-Eds)** -- (Promote OCCOG leadership)
Submit op-eds to news and trade publications to raise profile of OCCOG leadership and subject matter expertise.
 1. Identify topics and schedule
 2. Identify targeted publications
 3. Plan to submit one op-ed a quarter

Primary: Communications LAB

Support: Marnie Primmer



▪ **Annual Report** (Presented at the 2021 General Assembly)

1. Develop scope of work and format for Annual Report
2. Present draft Annual Report to the Technical Advisory Committee and EMC prior to the General Assembly for review and comment
3. Develop a multi-media presentation of the Annual Report for the General Assembly.
4. Distribute the Annual Report to key stakeholders after the General Assembly.

Primary: Marnie Primmer, OCCOG

Support: Lisa Telles Communications

▪ **Audience Awareness Survey**

A survey is planned as part of the updated OCCOG strategic plan that is currently being developed. Questions to support the communication plan and benchmarks for future measurement will be included in the Strategic Plan survey.

- Send survey to the OCCOG mailing list using Survey Monkey to determine awareness of OCCOG's purpose, Work Plan initiatives, the strength of messages, what type of content they wish to receive, and preferred way to receive information and news from OCCOG.
 - Based on survey results, set benchmarks, identify opportunities for improvement, set goals, and adjust communication plan to meet goals.
 - Plan to conduct annual surveys to measure results compared to 2020 benchmarks.
1. Develop survey questions to support communications plan
 2. Coordinate with Strategic Plan survey
 3. Conduct survey
 4. Compile and report results
 5. Identify opportunities to adjust communication plan to meet goals

Primary: Lisa Telles Communications

Support: Marnie Primmer, OCCOG



STAFF REPORT January 28, 2021

Orange County Council of Governments

METRICS:

The following metrics will be tracked to monitor the success of the Communications Plan.

Tactic	Metric	Current/ Average	Goal
Website	Page views	Average 927 per month	1400 per month by June 30, 2022.
Annual Report	Meet deadline	N/A	April 2021 GA
Housing Videos	Meet deadlines	N/A	One video per month beginning April 2021
General Assembly	Registrations	200	300
	Sponsorship \$	20,000	\$50,000
	# Sponsors	20	30
OCCOG Update	Open rate	18%	30%
	Click-thru rate	2.5%	7.5%
OCCOG Board Spotlight	Meet deadlines	N/A	Distribute Monday after Board Meeting
OCCOG E-blasts	Open rate	20%	35%
Distribution List	List members	775	900 by June 30, 2021
Editorial Placements	No. of placements	N/A	2 annually
Social Media	Facebook followers	229	500 by June 30, 2022
	Post reach- FB **	Aug 26 – Sept 22: Average 23 people per post Total reach: 69 people	30 per post; 200 per month by June 30, 2022
	Page likes- FB**	Aug 26 – Sept 22: 17	30 per month by June 30, 2022
	Twitter followers	240	500 by June 30, 2022
Benchmark Survey	Replies	N/A	30% reply rate

** Facebook goals will be amended if funding is allotted for Facebook advertising in the Fiscal Year 2022 budget.

Note: Message awareness metrics will be identified after the benchmark survey is completed.



BUDGET AND RESOURCES:

OCCOG’s existing consulting team consisting of Communications LAB, Lisa Telles Communications, AJ Design and Kathryn Morris will be able to implement a majority of the work outlined in the Draft Communication Plan as presented under their current contracts. The need for additional funding and consultant resources to support the website, social media and the annual report tactics will be assessed and brought back to the Board of Directors for approval if required to meet the goals outlined in the plan as part of the Fiscal Year 2021/2022 budget process.

RECOMMENDED ACTION

Approve 18-month Communications plan as presented or amended.

STAFF CONTACT

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

AGENDA ITEM #9 2021-2022 DRAFT LEGISLATIVE POLICY GUIDELINES

SUMMARY

This report offers an overview of proposed updates to the 2021-2022 Legislative Policy Guidelines.

BACKGROUND

The Legislative Update is provided to keep the OCCOG Board apprised of legislative and regulatory actions that address land use and housing, energy, mobility, air quality and water issues.

DISCUSSION

The Orange County Council of Governments (OCCOG) is a voluntary joint-powers agency that provides a vehicle for member agencies to engage cooperatively on matters important to the county as a whole. We conduct studies and projects designed to improve and coordinate common governmental responsibilities across the county.

Our Mission

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

To better support this mission, the OCCOG shall implement legislative policy guidelines to enable OCCOG to react in a timely manner to ongoing legislation and regulatory changes related to our mission-directed policy areas. Further, the OCCOG Board of Directors believes that policy decisions are best made at the level of government closest to constituents whenever possible. The protection and enhancement of local autonomy and flexibility for municipal government is an essential element of our region's ability to direct outcomes for our residents. This belief is a driving force behind our legislative principles.

OCCOG staff will work with our member jurisdictions and ex-officio partners on advocacy efforts in accordance with our annual Work Plan and Three-Year Strategic Plan adopted by the Board of Directors.

Advocacy Guidelines

- OCCOG will seek to reach consensus among member jurisdictions and ex-officio partners on legislation prior to taking a position.
- OCCOG will avoid taking a position on legislation that divides rather than unites our members.
- OCCOG Staff is authorized to continue to advocate a position for a bill which has been amended into a new bill number as long as the legislative intent and language remain substantially unchanged.
- Letters of support or opposition will be provided on OCCOG letterhead and signed by the Board Chairman unless directed by the Board to be signed by the Executive Director.

The 2021-2022 Draft Legislative Policy Guidelines are included in Attachment A for review and consideration. Major changes to the proposed guidelines include:

- Inclusion of a principle related to the reauthorization of the Fixing America's Surface Transportation (FAST) Act, currently set to expire in September.
- Supporting funding and flexibility for transit agencies in the wake of COVID-related revenue losses
- Supporting a focus on incentives and removal of barriers/hurdles for housing production.
- Supporting local flexibility in meeting state housing goals as well as funding to achieve those goals.

The proposed guidelines also include support for a potential initiative being advanced by the City of Anaheim and the California Statewide Communities Development Authority (CSCDA). This proposal seeks to allow moderate income housing units created under CSCDA's Workforce Housing program to count towards local Regional Housing Needs Assessment (RHNA) numbers. Presently, moderate income housing units only count if they are new construction. Conversion of market rate housing to moderate income housing units are currently not credited towards RHNA attainment. At the February Board Meeting, representatives from the City of Anaheim and CSCDA will present additional information on the proposal for formal Board Action.

RECOMMENDED ACTION

Adopt the 2021-2022 Legislative Policy Guidelines as presented or amended.



JANUARY 28, 2021

Orange County Council of Governments

STAFF CONTACT

Wendy Strack

OCCOG Legislative Consultant, Wendy J. Strack Consulting LLC

wendy@wjsconsulting.com

951.712.3173

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Policy Principles

<u>Issue</u>	<u>Principle</u>	<u>Board Position</u>
Governance	Maintain maximum local flexibility in the areas of land use, housing, energy, mobility, air quality, and water.	Support
Governance	Policies that incentivize local agencies to act collaboratively to achieve regional goals.	Support
Governance	Protecting the authority of regional agencies to set regional priorities and program funding.	Support
Governance	Fair and proportionate representation on countywide and regional boards that protects the autonomy of those governing bodies.	Support
Governance	Policies that make cities more dependent on federal, state and/or county government or agencies for policy direction.	Oppose
Funding	Appropriate funding to regional agencies to match new state and federal requirements for enhanced planning, delivery, and performance review.	Support
Funding	Stable funding through identifiable source(s) and a public policy environment conducive to meeting the region's land-use, housing, energy, mobility, air quality, water, and workforce education needs.	Support
Funding	The correction of Orange County's status as a "donor" county with regard to federal and state transportation funding.	Support
Funding	Fair-share Federal and State funding to Orange County based on population, urban nature, and the amount of tax revenue contributed to Federal and State budgets.	Support
Funding	Policies that impose intrusive, unnecessary, or unfunded state-imposed mandates or preempts local authority.	Oppose
Funding	Measures that infringe on the ability of each city to establish or exercise its authority or financing capability.	Oppose
Taxes	The use of private sector investment, rather than governmental taxes and spending, where possible, to accomplish public benefits.	Support
Taxes	Majority vote approval of tax increases for community infrastructure improvements, coupled with oversight and cost-containment.	Support
Taxes	Clear distinctions between taxes and user fees including a direct nexus for fees related to an administrative cost or provision of public service.	Support

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Taxes	Extreme caution in considering the modification or elimination of taxpayers' ability to have elected officials, as opposed to appointed staff, resolve California tax disputes;	Support
Water	Adequate rehabilitation and protection of critical levee and waterway systems in the Bay-Delta and other areas of the State that have critical importance to the long-term and sustained movement of water supplies to their points of use.	Support
Water	Adequate investment in surface water impounds, recycle and reuse projects, and groundwater storage systems that protect the State from droughts, earthquakes, and other events that would otherwise cause significant economic dislocations, loss of human lives, or the loss of significant natural resources.	Support
Infrastructure	Adequate and dedicated funding on an annual basis at Federal, State, and County levels for infrastructure maintenance, rebuilding, and expansion.	Support
Infrastructure	Design-build authority for infrastructure construction.	Support
Infrastructure	Investment strategies based on sound science and public policy criteria that direct resources into the most needed regional and local infrastructure categories, leverage State and Federal dollars, and maximize the return on existing infrastructure investments.	Support
Infrastructure	Accelerated project delivery through streamlined environmental delegation and increased authority to local California Department of Transportation (Caltrans) Districts and through use of alternative project delivery methods such as design-build, public-private partnerships, etc.	Support
Transportation	A continued strong state role in providing funding for transit operations rather than shifting responsibility to local transportation entities.	Support
Transportation	Reauthorization of Federal Surface Transportation Legislation that provides for equitable distribution of funds, maintaining or increasing funding levels for critical programs, prioritizes local discretion in programming and allocation decisions, and rewards regions with local revenue matching abilities.	Support
Transportation	Policies that ensure local flexibility in meeting the goals of the state's greenhouse gas reduction initiatives, including the creation of incentive-based	Support

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	measures and grant programs to assist with compliance.	
Transportation	Efforts to provide secure transit funding for capital and operating expenses.	Support
Transportation	Streamline the Transportation Development Act to create efficiencies and new performance metrics with a reduced focus on farebox recovery.	Support
Transportation	Flexibility should be included in any transit funding source, allowing transit operators to use the funding for both operations and capital expenditures.	Support
Transportation	Policies to divert or reclassify transportation revenue sources, including General Fund and debt service purposes.	Oppose
Transportation	Policies to link or reprioritize local and state transportation funding to support the state's greenhouse gas reduction initiatives.	Oppose
Transportation	Increased funding for the state's Active Transportation Program to provide the necessary funding to implement state and local goals in this category.	Support
Housing	Policies that usurp local zoning authority or that favor a "one size fits all" approach to housing development.	Oppose
Housing / Homelessness	Continued flexibility in the use of Mental Health Services Act and SB 2 funds to allocate the most funds to the most competitive local projects.	Support
Housing/ Homeless	Local control of Regional Housing Needs Assessment (RNHA) allocations and site placements.	Support
Housing/ Homeless	State support to provide funding for emergency shelters, transitional housing, and ongoing program costs.	Support
Housing	Housing affordability initiatives that enable local jurisdictions and the development community to work together to close the housing affordability gap, provide affordable housing that is appropriate for their community, and remove disincentives and regulatory obstacles to providing affordable housing.	Support
Housing	Efforts to develop sustainable and ongoing funding sources for the creation of permanent supportive housing and affordable housing in local communities, including tax increment tools.	Support
Housing / Land Use	Growth control policies and "smart" growth initiatives that may result in unintended consequences such as unreasonably higher housing costs, increased commute times that impact individuals and families,	Oppose

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	limited housing supplies that impact labor supplies, and unreasonably inflated land values that limit economic expansion.	
Housing /Environment	Increased regulation that may place time and resource burdens on approved affordable housing projects.	Oppose
Housing	CEQA Reforms that reduce burdens and hurdles for the implementation of affordable housing projects, including additional flexibility for local agencies.	Support
Housing	Housing policies that incentivize the creation of affordable housing that reflects the character and needs of the region and community where they are located.	Support
Housing	Greater flexibility for local housing element updates as the region seeks to accommodate more than three times the number of units allocated under the most recent RHNA cycle.	Support
Housing	Reinstatement of the ability to share or trade RHNA allocations to facilitate effective planning and development.	Support
Housing	Allow cities to receive RHNA credit for Moderate Income Units generated under the CSCDA Workforce Housing Program.	Support
Environment	CEQA lawsuits for purposes other than for legitimate environmental litigation	Oppose
COVID-19	Direct and flexible funding for state and local governments to backfill lost revenue resulting from the COVID-19 economic downturn.	Support



AGENDA ITEM #10

Review and Approve Draft Memorandum of Understanding with Southern California Association of Governments for Subregional Partnership Regional Early Action Planning Grant Program

SUMMARY

As part of the requirements for the Subregional Partnership Regional Early Action Planning (REAP) Grant Program, the OCCOG staff has been working closely with staff at Southern California Association of Governments (SCAG) to develop a mutually-agreed to Memorandum of Understanding (MOU) that will govern the responsibilities of both parties, and ensure successful grant program administration.

BACKGROUND

At its October 22, 2020, meeting, the OCCOG Board of Directors directed staff to negotiate a MOU with SCAG that would protect OCCOG and clearly spell out the requirements of the administrative responsibilities OCCOG will have under the REAP Grant Program, as well as clarify SCAG's role in overseeing the grant. In particular OCCOG has requested SCAG include language that would support the commitments SCAG staff has repeatedly made to OCCOG and other subregional partners to support smaller COGs who do not have the reserve funding available to enter into contracts with vendors as part of the REAP Grant Program on a purely reimbursement basis. OCCOG Counsel and Executive Director have negotiated with SCAG staff and are providing a draft MOU for consideration by the OCCOG Board that reflects Board direction and more specific feedback from the OCCOG Executive Management Committee (EMC) as well.

The MOU specifically provides for a payment method that will benefit OCCOG and meet SCAG's needs and the requirements of the grant. Namely, SCAG has committed to review approved consultant invoices submitted by OCCOG and pay OCCOG directly in a timely manner to allow us to pay our contractors in a reasonable timeframe without having to be concerned about cash flow or depleting reserves. OCCOG is still finalizing the MOU in two areas, relating to the publication and ownership of the information and work-products related to the REAP program. We are confident these minor issues, highlighted in the attached draft MOU, can be worked through with SCAG and are comfortable that OCCOG can meet the requirements of SCAG in terms of procurements, contract management, and reporting as laid out in the MOU. To move forward with the REAP grant, OCCOG staff is recommending the Board approve this MOU and direct staff to complete negotiations with SCAG and execute the contract. Should material changes to the MOU be proposed by SCAG during the refinement process, we would return to the OCCOG Board for further direction and approval.



RECOMMENDED ACTION

Review and approve the draft MOU with SCAG for the REAP Grant Program. Direct OCCOG Executive Director and OCCOG Counsel to negotiate and execute the MOU Agreement with SCAG for the Regional Early Action (REAP) Grant Program Phase I and Phase II as presented to the Board, or with amendments requested.

ATTACHMENTS

- A. Memorandum of Understanding No. M-00x-21 between the Southern California Association of Governments (SCAG) and Orange County Council of Governments "OCCOG" (Subregional Partner) for (Project Title)

STAFF CONTACT

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OCCOG General Counsel
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OCCOG Executive Director
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(949) 698-2856

COVER PAGE
MEMORANDUM OF UNDERSTANDING
No. M-0x-21

SCAG Overall Work Program (OWP) No: 300-4872Y0.03

Federal/State Awarding Agency: State of California, Department of Housing and Community Development

CFDA Number and Name: N/A

Federal Award Identification Number (FAIN) No: N/A

Federal Award Date: N/A

Total Amount of the Federal Award: N/A

Federal Award Project Description: N/A

Federal Awarding Official: N/A

Sub-Recipient Name: Orange County Council of Governments

Sub-Recipient's DUNS No: TBD

Total Amount of Federal Funds Obligated to the Sub-Recipient: \$0

Total Amount of Non-Federal Funds Obligated to the Sub-Recipient: TBD

Total Amount of the Sub-Award: TBD

Subaward Period of Performance Start Date: Effective date of this MOU

Subaward Period of Performance End Date: June 30, 2023

Type of Contract: Project Specific

Method of Payment: See Section 6 of this MOU

Project R&D: N/A

Indirect Cost Rate for the Federal Award: N/A

Subaward Project Title: XXXXXXXXX

Subaward Project Description: XXXXXXXXX

MEMORANDUM OF UNDERSTANDING

No. **M-00x-21**

**BETWEEN THE
SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS
AND ORANGE COUNTY COUNCIL OF GOVERNMENTS "OCCOG" (Subregional Partner)
FOR XXXXXXXXXXXXXXXXXXXX (Project Title)**

(SCAG Project/OWP No. 300-4872Y0.03)

This Memorandum of Understanding ("MOU" or "Agreement") is by and between the **Southern California Association of Governments** ("SCAG") and the **Orange County Council of Governments** ("Sub-Recipient"), for **XXXXXXXXXXXX**, subsequently herein referred to as "Project." SCAG and the Sub-Recipient are individually referred to herein as "Party" and may be collectively referred to herein as "Parties."

RECITALS

WHEREAS, SCAG is a Joint Powers Agency and a federally designated Metropolitan Planning Organization (MPO) for Southern California. As an MPO, SCAG is primarily responsible for the development of a Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) for the counties of Imperial, Los Angeles, Orange, San Bernardino, Riverside, and Ventura;

WHEREAS, the State of California (the "State"), Department of Housing and Community Development ("Department") is authorized to provide up to \$47,471,023 to SCAG under the Regional Early Action Planning (REAP) Grant Program, the regional component of the Local Government Planning Support Grants Program (as described in Health and Safety Code section 50515.02);

WHEREAS, based on SCAG's Regional Council action at its March 5, 2020 meeting, of the authorized amount, approximately up to \$23 million will be allocated to fund subregional partnership projects for planning activities that will accelerate housing production and facilitate compliance in implementing the Sixth Cycle of Regional Housing Needs Allocation (RHNA) ("Subregional Partnership Program), and funding amount available for each subregional partner will be based on the final Sixth Cycle of RHNA allocation;

WHEREAS, the Department approved SCAG's application for a Request for Advance Allocation on April 14, 2020, to receive \$11,867,755 (up to 25% of the amount allocated) and a Request for Allocation for the remaining funding is expected to be authorized in 2021;

WHEREAS, on September 3, 2020, SCAG's Regional Council approved Subregional Partnership Program Guidelines and authorized SCAG's Executive Director or his designee to enter into agreements with the designated subregional partner under the REAP Program;

WHEREAS, the Sub-Recipient, as the designated subregional partner, developed and submitted their proposals consistent with the Subregional Partnership Program Guidelines (“Project”) and SCAG reviewed and approved the Project;

WHEREAS, pursuant to its annual Overall Work Program (OWP), SCAG will be engaged in activities and projects that will require certain technical, professional, or support services from time to time related to its work regarding the Subregional Partnership Program;

WHEREAS, the purpose of this MOU is to describe the responsibilities of the Parties, which includes SCAG to provide funding for the Project;

WHEREAS, the Sub-Recipient will hire a Consultant (“Consultant”) to perform the services required for the Project as described in the REAP Subregional Partnership Program application (“Scope of Work”);

WHEREAS, consistent with the funding schedule in the Subregional Partnership Program Guidelines, SCAG shall contribute a maximum, not to exceed amount of xxx Dollars (\$xx) of state funds for the Project (“Grant Funds”) as a part of Phase 1 Funding, and the Grant Funds may be increased up to the authorized full suballocation amount through an amendment to this Agreement, when the remainder of the funds will be made available to SCAG by the Department;

WHEREAS, the Sub-Recipient’s designated project manager, in coordination with SCAG’s designated project manager, will ensure the Scope of Work is performed by the Consultant;

WHEREAS, subject to the conditions described in the Subregional Partnership Program Guidelines, qualifying activities by the Sub-Recipient and Consultant subject to payment under the Grant Funds will begin on September 3, 2020 and shall be completed by June 30, 2023;

WHEREAS, this MOU shall supersede and replace any previous agreements or negotiations between SCAG and the Sub-Recipient related to the Project described herein; and

WHEREAS, SCAG’s Fiscal Year is from July 1 through June 30.

NOW THEREFORE, IT IS MUTUALLY AGREED THAT:

1. MOU Contents

This MOU is comprised of these terms and conditions and any attached Exhibit, and may be amended only by written agreement between SCAG and the Sub-Recipient. Such terms and conditions may be subject to change. The Recitals to this Agreement are also incorporated herein by this reference.

2. Scope of Work

- a. The Sub-Recipient and Consultant procured by the Sub-Recipient in accordance with applicable procurement requirements and policies, shall perform the Scope of Work, in accordance with applicable State requirements, including but not limited to the requirements set forth in Sections 7, 8, 9, 14, 15, 16, 17, 18, 19 and 20 of this MOU.
- b. SCAG shall only be obligated to make payments to the Sub-Recipient for work performed as part of the Scope of Work regarding the Project up to the maximum amount of xxx Dollars (\$xxx). SCAG intends to use state funds to meet its funding obligations described herein.
- c. The Sub-Recipient shall use the Grant Funds in accordance with the approved Scope of Work as contained in the timeline and budget and related information outlined in the Subregional Partnership Program application and any subsequent applications.
- d. If the Sub-Recipient is able to contract for services at a lower cost than outlined in their Subregional Partnership Program application and approved Scope of Work budget, the remaining funds may be used to fund other REAP programs by SCAG. The Sub-Recipient shall have the opportunity to submit a revised Scope of Work Approval form detailing a proposed use for the remaining funds within 30 days of execution of the contract creating the cost savings. The proposed use is subject to approval by the SCAG Project Manager, and must be proposed to fund meaningful work which adheres to the guidelines.
- e. The approved Scope of Work shall be documented using the Scope of Work Approval Form, attached hereto as "Exhibit A" and incorporated herein by this reference and subsequently herein referred to "Approval Form." The completed Approval Form must be signed and agreed upon by Subrecipient Project Manager and SCAG Project Manager, prior to the performance of the Scope of Work. The completed Approval Form may be signed by way of a manual or authorized digital signature, or a signature stamp. The completed Approval Form may be amended subject to approval by SCAG. No alteration or deviation of the Scope of Work shall be valid unless the completed Approval Form is amended and properly signed and agreed upon by both Parties.
- f. The Sub-Recipient hereby verifies that it procured or shall procure the Consultant to perform the Scope of Work through a fair and competitive process consistent with the Sub-Recipient's procurement procedures, as long as those procedures comply with all City/County laws, rules and ordinances governing procurement, and all applicable provisions of California state law. The Sub-Recipient shall consult with SCAG Project Manager in development of an RFP (or any solicitation) and obtain SCAG Project Manager's approval on the final RFP (or solicitation) prior to its issuance. The Sub-Recipient shall provide SCAG with a copy of its Notice to Proceed issued to the Consultant, along with a copy of the Consultant contract within forty-eight (48) hours of its issuance. When requested, the Sub-Recipient shall also provide other related documentation of compliance, as determined by SCAG, with applicable procurement requirements and terms and conditions of this MOU within forty-eight (48) hours of the request.

- g. Subject to the execution of a valid, enforceable contract between the Sub-Recipient and Consultant, the Sub-Recipient shall be responsible for managing the Consultant in performing the Scope of Work. Each Party's Project Manager shall review and approve Consultant's invoices.
- h. The Sub-Recipient's Project Manager shall be responsible for final approval of Consultant's deliverables consistent with the Scope of Work; provided, however, that prior to approving a deliverable from the Consultant, the Sub-Recipient's Project Manager shall consult with SCAG's Project Manager. In the event that the Sub-Recipient or its Consultant proposes an amendment to the Consultant's contract which changes the terms of Consultant's contract with the Sub-Recipient, including but not limited to, increases the value of the contract amount and/or modifies the Scope of Work, the Sub-Recipient shall notify SCAG's Project Manager in writing prior to such amendment process and provide SCAG with a copy of such amendment.
- i. The Sub-Recipient shall provide SCAG with quarterly reports and a final report as specified in Section 6 of this MOU, which shall include an accounting of Grant Fund expenditures. The Sub-Recipient shall retain a copy of payment records, invoices, receipts, and any other documentation requested by SCAG for all Grant Fund expenditures.
- j. The Sub-Recipient agrees that SCAG, or its authorized representative(s), shall have access to and the right to examine, audit, excerpt, copy or transcribe any pertinent transaction, activity, or record relating to this Agreement. All such material shall be kept and maintained by the Sub-Recipient and shall be made available to SCAG during the term of this Agreement unless SCAG's advance written permission is given to dispose of any such material.

3. Term

The Term of this Agreement shall begin on the Effective Date of the Agreement and continue until **June 30, 2023**, hereinafter referred to as the "Completion Date," unless terminated earlier as provided herein. Time is of the essence in the performance of services under this MOU.

4. Program Management

- a. All work under this MOU shall be coordinated with SCAG and the Sub-Recipient through the Project Managers.
- b. For purposes of this MOU, SCAG designates the following individual as its Project Manager:

xxxxxx
xxxxxxxxxx
(213) xxx-xxxx
xxxxxx@scag.ca.gov

SCAG reserves the right to change this designation upon written notice to the Sub-Recipient.

- c. For purposes of this MOU, the Sub-Recipient designates the following individual as its Project Manager:

Marnie O. Primmer
Executive Director
949.216.5288
marnie@occog.com

The Sub-Recipient reserves the right to change this designation upon written notice to SCAG.

5. Funding

- a. SCAG's contribution to the Project is funded wholly with state funds, up to xx Dollars (\$xx). SCAG shall not be obligated to make payments for any Project costs that exceed xx Dollars (\$xxx). SCAG shall not be obligated to pay for any increase in Project costs which exceeds SCAG's obligated funding amount.
- b. SCAG reserves the right, in its sole discretion, to discontinue funding the Program and terminate the contract as described in Section 21 of this MOU.
- c. Any costs for which the Sub-Recipient receives reimbursement or credit that is determined by a subsequent audit or other review by either SCAG, the Department or other State authorities to be ineligible or otherwise unallowable, are to be repaid by the Sub-Recipient within thirty (30) calendar days of the Sub-Recipient receiving notice of audit findings and a written demand for reimbursement from SCAG. Such repayment shall include interest, penalties or related fees, as determined by the Department or other State authorities. Should the Sub-Recipient fail to reimburse unallowable costs due to SCAG within thirty (30) calendar days of demand, or within such other period as may be agreed between both parties hereto, SCAG is authorized to withhold future payments due to the Sub-Recipient.

6. Invoices and Progress Reports

- a. SCAG's contribution to the Project shall be made to the Sub-Recipient after the Sub-Recipient and Consultant have performed the services made pursuant to the Scope of Work and provided such work is supported by progress invoices submitted to and approved by Sub-Recipient. All invoices submitted to SCAG for payment shall be e-mailed to accountspayable@scag.ca.gov (file cannot exceed 10MB).
- b. Not less frequently than once in every month, the Sub-Recipient shall submit an invoice to SCAG using the Invoice Report, attached hereto and incorporated herein by this reference and subsequently herein referred to as "Exhibit B." SCAG shall pay Sub-Recipient for Staff and Consultant invoices. The Invoice Report shall include a narrative description of the progress

toward completion of tasks related to the Project, copies of paid Staff and Consultant invoices. After receipt of the Invoice Report, SCAG shall issue funds to the Sub-Recipient to pay the approved invoices. SCAG shall issue payments to Sub-Recipient for Staff and Consultant services no later than ten (10) days from SCAG's receipt of the submitted invoices so that Sub-Recipient may pay its Staff and Consultant for such approved work before the due date on each invoice. The Sub-Recipient is required to issue payment on the submitted invoices no later than ten (10) days from the receipt of funding from SCAG. SCAG agrees that the intent of this arrangement is that Sub-Recipient shall not be required to pay Consultant before SCAG provides Sub-Recipient funds for the amounts due on each approved Consultant invoice.

- c. The Invoice Report shall include the following information:
 - 1) Names of Sub-Recipient and Consultant personnel performing work
 - 2) Dates and times of Project work
 - 3) Location of Project work
 - 4) Itemized costs, including identification of each employee, contractor or subcontractor staff who provided services during the period of the invoice, the number of hours and hourly rates for each such employee, including complete timesheets or time cards signed by the employee and approved by the supervisor; invoices and vouchers, evidencing in proper detail the nature of the charges, and other documentation requested by SCAG; contractor or subcontractor staff member, authorized travel expenses with receipts, receipts for authorized materials or supplies, and subcontractor invoices.
 - 5) The Sub-Recipient shall submit narrative reports indicating percentage of completion with each set of invoices to allow the SCAG's Project Manager to determine if the Sub-Recipient is performing to expectations, is on schedule, is within funding limitations, as well as to communicate interim findings, and to afford occasions for airing difficulties respecting special problems encountered so that remedies can be developed.
- d. Incomplete or inaccurate invoices shall be returned to the Sub-Recipient unapproved for correction.
- e. All direct and Consultant costs billed must be specifically identified and supported with original receipts, invoices, or statements. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Human Resources for similar employees (i.e. non-represented employees) unless written verification is supplied that government hotel rates were not then commercially available to the Sub-Recipient, its sub-recipient, contractors, and/or subcontractors, at the time and location required as specified in the California Department of Transportation's Travel Guide Exception Process at the following link: http://www.dot.ca.gov/hq/asc/travel/ap_b/bu1.htm. Also see website for summary of travel reimbursement rules.
- f. By the tenth day following the start of a new quarter (i.e., January 10, April 10, July 10, October 10), the Sub-Recipient shall submit a Quarterly Report using the Sub-Recipient Report Template provided by SCAG Project Manager to the Sub-Recipient Project Manager prior to the due date. A copy of the Sub-Recipient Report Template is attached hereto as "Exhibit C" and incorporated

herein by this reference and subsequently herein referred to as “Report Template”. The Report Template may be modified at any time by the SCAG Project Manager, and will be provided to the Sub-Recipient Project Manager as soon as the change is in effect. The Quarterly Report shall include, in narrative form, a description of services performed by Sub-Recipient’s staff and Consultant as well as progress toward completion of tasks related to the Project for the prior quarter and a reporting of all costs incurred regarding the Project.

- g. By February 10 of each year following receipt of funding pursuant to this MOU, the Sub-Recipient shall submit an Annual Report using the Report Template. The Annual Report shall include, in narrative form, a description of services performed by Sub-Recipient’s staff and Consultant as well as progress toward completion of tasks related to the Project for the prior year and a reporting of all costs incurred regarding the Project for that period.
- h. On April 10, 2021, the Sub-Recipient Project Manager shall submit the Housing Element Progress portion of the Report Template to SCAG Project Manager. The Housing Element Progress section shall thereafter be required annually, as part of the Annual Report due on February 10 of each year.
- i. As each project is finalized, and no later than July 21, 2023, the Sub-Recipient shall submit a Close-Out Report for each project, in a format to be determined by the SCAG Project Manager. At the time of the drafting of this MOU, the Awarding Agency, State of California, Department of Housing and Community Development (HCD) has not provided the requirements for the Close-Out Report due to HCD by all grantees at the conclusion of the grant performance period. Therefore, the Close-Out Report format required by SCAG of Sub-Recipients is not available at this time, but will be provided to the Sub-Recipient Project Manager by SCAG Project Manager once it becomes available.
- j. On all documents submitted to SCAG for the Project, including Invoices, Quarterly Reports, Annual Reports, and Close Out Form, the Project Number (OWP No. 300-4872.03) shall be referenced from the Effective Date through June 30, 2023.
- k. The Parties acknowledge that SCAG’s fiscal year is from July 1 to June 30. The Sub-Recipient agrees to submit all invoices to SCAG for services rendered through June 30th, no later than July 21st during the Term of this Agreement (e.g., 7/21/21, 7/21/22, & 7/21/23). SCAG shall not be obligated to pay the Sub-Recipient for any invoice received after such date.
- l. The Sub-Recipient will require that its Consultant pay any subconsultants for satisfactorily completed work no later than ten (10) days of receipt of each payment from the Sub-Recipient. The ten (10) calendar days period is applicable unless a longer period is agreed to in writing.

7. Accounting Records

- a. The Sub-Recipient and Consultant shall establish and maintain an accounting system conforming to Generally Accepted Accounting Principles (GAAP) to support Invoices which segregate and accumulate the costs of work elements by line item and produce Progress Reports which clearly identify reimbursable costs and other expenditures by work elements.
- b. The Sub-Recipient and Consultant shall establish a separate ledger account for receipts and expenditures of Grant Funds and maintain expenditure details in accordance with the scope of work, project timeline and budget.
- c. The Sub-Recipient and Consultant shall maintain documentation of its competitive bid process consistent with the Sub-Recipient's procurement procedures, as long as those procedures comply with all City/County laws, rules and ordinances governing procurement, and all applicable provisions of California state law., and financial records of expenditures incurred during the course of the project in accordance with GAAP.
- d. The Sub-Recipient agrees that SCAG or designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this MOU.
- e. The Sub-Recipient and Consultant shall be responsible for maintaining accounting records as specified above.

8. Allowable Uses of Grant Funds

- a. SCAG shall not award or disburse funds unless it determines that the Grant Funds shall be expended in compliance with the terms and provisions of the Notice of Funding Opportunity (NOFA) for the REAP Grant Program pursuant to Chapter 3.1 of Health and Safety Code (Sections 50515 to 50515.05) (Chapter 159, Statutes of 2019), which includes associated forms and guidelines and this Agreement.
- b. Grant Funds shall only be used by the Sub-Recipient for project activities approved by SCAG that involve planning activities in accordance with the NOFA published by the Department.
- c. Grant Funds may not be used for administrative costs of persons employed by the Sub-Recipient for activities not directly related to eligible activities.
- d. The Sub-Recipient shall use no more than 5 percent of the total Grant Funds for administrative costs related to the Project. For purposes of this MOU, administrative costs are defined as: preparing invoices and supporting documentation; preparing quarterly progress reports; and participating in project management meetings. Additional funds may be used from other sources solely contributed by the Sub-recipient to support the Sub-recipient's administration of the Project.
- e. If the Sub-Recipient is seeking reimbursement for indirect costs, they must annually submit an Indirect Cost Allocation Plan (ICAP) or an Indirect Cost Rate Proposal (ICRP) to its cognizant

agency for indirect costs in accordance with Title 2 Code of Federal Regulations Part 200 (2 CFR 200) Uniform Administrative Requirements, Cost Principles, And Audit Requirements for Federal Awards. The cognizant agency for indirect costs means the Federal agency responsible for reviewing, negotiating, and approving indirect cost allocation plans or indirect cost proposals. The Sub-Recipient must include their estimated indirect cost rate in the project application and provide a copy of the acceptance letter from their cognizant agency for the approved ICAP or ICRP for the current fiscal year. Indirect costs may be sought for reimbursement only after the Sub-Recipient has received ICAP/ICRP approval from its cognizant agency.

- f. The Sub-Recipient shall be accountable to SCAG and the Department to ensure Consultants' performance. The agreements with the Consultants shall provide for compliance with all applicable requirements of this Agreement as determined by SCAG.
- g. SCAG will provide reimbursement only for approved and eligible costs incurred after September 3, 2020 as described in the conditions of the Subregional Partnership Program Guidelines.
- h. There must be a strong implementation component for the funded activity through REAP, including, where appropriate, agreement by the Sub-Recipient to formally adopt the completed planning document. The Sub-Recipient that does not formally adopt the funded activity could be subject to repayment of the Grant Funds.
- i. In the event that it is determined, at the sole discretion of SCAG, that the Sub-Recipient is not meeting the terms and conditions of the Agreement, immediately upon receiving a written notice from SCAG to stop work, the Sub-Recipient shall cease all work under the Agreement. SCAG has the sole discretion to determine that the Sub-Recipient meets the terms and conditions after a stop work order, and to deliver a written notice to the Sub-Recipient to resume work under the Agreement.

9. Electronic Version of Work Products

- a. For purposes of this Agreement, "Work Products" shall mean any deliverables, including reports, data files, newsletters or any other written or electronic materials provided pursuant to the Scope of Work.
- b. The Sub-Recipient shall submit one (1) electronic copy of all completed deliverables associated with the Project to the assigned SCAG Project Manager.
- c. SCAG and Sub-Recipient shall each own all Work Products and Sub-Recipient shall have unfettered rights to reproduce, publish or otherwise use Work Products related to the Project and developed as part of this MOU; provided, however, that any reproduction, publishing, or reuse of the Work Products will be at the Sub-Recipient's sole risk and without liability or legal exposure to SCAG.

- d. Subject to the California Public Records Act, all deliverables and related materials related to the Project shall be held confidential by Consultant. Nothing furnished to the Sub-Recipient or SCAG which is otherwise known or is generally known, or has become known, to the related industry shall be deemed confidential. The Sub-Recipient shall also safeguard such confidential materials from unauthorized disclosure, using the same standard of care to avoid disclosure, as the Sub-Recipient treats its confidential information, but in no case less than reasonable care.

10. MOU Changes

- a. No alteration or deviation of the terms of this MOU shall be valid unless made in writing in the form of MOU Amendment and properly executed by both parties. If an amendment is to become effective before the date of full execution by the Parties, the effective date of such amendment shall be no earlier than the date that SCAG received the Request.
- b. Either Party may request, at any time, amendments to this MOU and will notify the other party regarding such changes. Within ten (10) calendar days from the date of the written notice, the requesting Party shall notify the other Party of the impact of such changes on the Scope of Work, schedule, and budget. Upon agreement between the Parties as to the required changes, an amendment to this MOU shall be prepared regarding the same. If the Parties are unable to reach an agreement regarding the changes requested by SCAG, the Parties may terminate this MOU in accordance with the provisions set forth in Section 21(a) of this MOU.

11. Notices

Any notice or notices required or permitted to be given pursuant to this MOU may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested, to the following addresses:

To SCAG: Cindy Giraldo
 Chief Financial Officer
 Southern California Association of Governments
 900 Wilshire Blvd., Suite 1700
 Los Angeles, CA 90017
 (213) 630-1413
 giraldo@scag.ca.gov

SCAG reserves the right to change this designation upon written notice to the Sub-Recipient.

To Sub-Recipient: Marnie O. Primmer
 Executive Director
 Orange County Council of Governments
 3792 Barranca Parkway
 Suite J127
 949.216.5288

marnie@occog.com

12. Insurance

The Sub-Recipient and Consultant, at their own expense, procure and maintain policies of insurance of the types and amounts below, for the duration of the MOU. The policies shall state they afford primary coverage. The minimum required insurance coverage required by SCAG is set forth below.

- a. Minimum Scope of Insurance – Coverage shall be at least as broad as:
 - 1) Insurance Services Office Commercial General Liability coverage (Occurrence form CG0001), or its equivalent.
 - 2) Insurance Services Office form number CA0001 (Ed. 1/87) covering Automobile Liability, code 1 (any auto) or its equivalent.
 - 3) Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
 - 4) Professional Liability (Errors and Omissions) insurance appropriate to the Consultant's profession.
- b. Minimum Limits of Insurance – The Sub-Recipient, Consultant, and SCAG shall maintain limits no less than:
 - 1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
 - 2) Automobile Liability: Including contractual liability insuring owned, non-owned, hired and all vehicles by the Sub-Recipient and Consultant with a combined single limit of not less than \$1,000,000 applicable to bodily injury, or death, and loss of or damage to property in any one occurrence.
 - 3) Workers' Compensation Liability: Including Occupational Diseases in accordance with California Law and Employers' Liability Insurance with a limit of not less than \$1,000,000 each accident.
 - 4) Professional Liability Insurance: With limits of not less than \$1,000,000 per occurrence. In addition, it shall be required that the professional liability insurance policy remain in effect for six (6) months after the Completion Date of this MOU.
- c. Other Insurance Provisions – Both Sub-Recipient and SCAG should comply with the other insurance provisions. The general liability and automobile liability policies are to contain, or be endorsed to

contain, the following provisions:

- 1) SCAG, its officials and employees are to be covered as additional insureds, as respects to liability arising out of the activities performed by or on behalf of the Sub-Recipient or Consultant, products and completed operations of the Sub-Recipient or Consultant; premises owned, occupied or used by the Sub-Recipient; or automobiles owned leased, hired or borrowed by the Sub-Recipient. The coverage shall contain no special limitations on the scope of protection afforded to SCAG, its officials and employees.
 - 2) For any claims related to this Project, the Sub-Recipient's and Consultant's insurance coverage shall be primary insurance as respects SCAG, its officials and employees. Any insurance or self-insurance maintained by SCAG shall be excess of the Sub-Recipient's and Consultant's insurance and shall not contribute with it.
 - 3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to SCAG, its officials and employees.
 - 4) The Sub-Recipient's or Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - 5) Workers' Compensation and Employer's Liability policies shall contain the inclusion of SCAG, its members, subsidiaries, officials and employees and shall provide a waiver of subrogation.
- d. Deductibles and Self-Insured Retentions – Any deductibles or self-insured retentions in amounts over \$10,000 must be declared to and approved by SCAG.
- e. Acceptability of Insurers – Insurance is to be placed with California admitted insurers with a current A.M. Best's rating of no less than A and be admitted, unless otherwise approved by SCAG.
- f. Verification of Coverage – The Sub-Recipient and Consultant shall furnish SCAG with original endorsements and certificates of insurance evidencing coverage required by this clause. All documents are to be signed by a person authorized by that insurer to bind coverage on its behalf. All documents are to be received and approved by SCAG before work commences. Upon request of SCAG at any time, the Sub-Recipient shall provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

13. Indemnification

- a. Except for the negligence or willful misconduct of SCAG and any of its directors, officers, agents, employees, assigns, and successors in interest, the Sub-Recipient undertakes and agrees to defend, indemnify, and hold harmless SCAG and any of its directors, officers, agents, employees, assigns, and successors in interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees and cost of litigation, damage or liability of any nature whatsoever, for death or injury to any person, including SCAG's

employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors or omissions or violations of law by the Sub-Recipient, employees and agents in connection with its activities in pursuing the Project or under this MOU. The Sub-Recipient further agrees to require its Consultant to provide indemnification for SCAG to the same extent as the Sub-Recipient, in the contract(s) between the Sub-Recipient and its Consultant for work related to this Agreement.

14. Records Retention and Audits

- a. The Sub-Recipient shall maintain all source documents, books and records connected with the Project and procurement of the Consultant and all work performed under this MOU for a minimum of three (3) years from the Completion Date or the date an audit resolution is achieved for each annual SCAG Overall Work Program (OWP), whichever is later, and shall make all supporting information available upon request for inspection and audit by representatives of SCAG, the Department, the California State Auditor, or other authorized government agency. Copies shall be made and furnished by SCAG upon request at no cost to SCAG.
- b. SCAG shall maintain all source documents, books and records connected with the Project under this MOU for a minimum of three (3) years from the Completion Date or the date an audit resolution is achieved for each annual SCAG OWP, and shall make all supporting information available upon request for inspection and audit by representatives of the Sub-Recipient, the Department, the California State Auditor, or other authorized government agency. Copies shall be made and furnished by the Sub-Recipient upon request at no cost to the Sub-Recipient.
- c. At any time during the term of this Agreement, SCAG and the Department may perform a financial audit of any and all phases of the award. At SCAG and the Department's request, the Sub-Recipient shall provide, at its own expense, a financial audit prepared by an independent certified public accountant. SCAG and the Department has the right to review project documents and conduct audits during project implementation and over the project life.
- d. The Sub-Recipient agrees that SCAG and the Department shall have the right to review, obtain, and copy all records and supporting documentation to the performance of this Agreement. The Sub-Recipient agrees to provide any relevant information requested.
- e. The Sub-Recipient agrees to permit SCAG and the Department access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees who might reasonably have information related to such records and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with statutes, program guidelines, and this Agreement.
- f. If any litigation, claim, negotiation, audit, monitoring, inspection or other action has been started before the expiration of the required record retention period, all records must be retained by the

Sub-Recipient and the Consultant until completion of the action and resolution of all issues which arise from it. Records relating to any and all audits or litigation relevant to this Agreement shall be retained for five (5) years after the conclusion or resolution of the matter.

- g. If applicable, the Sub-Recipient agrees to include all costs associated with this MOU and any amendments thereto to be examined in the annual audit and in the schedule of activities to be examined under a single audit prepared by the Sub-Recipient in compliance with Subpart F of the Office of Management and Budget's Uniform Grant Guidance, formerly referred to as Circular A-133. The Sub-Recipient is responsible for assuring that the Single Auditor has reviewed the requirements of this MOU. Copies of said audits shall be submitted to SCAG.
- h. Neither the pendency of a dispute nor its consideration by a Party or the State shall excuse the other Party from full and timely performance in accordance with the terms of this MOU.

15. General Terms and Conditions

- a. The Sub-Recipient and Consultant shall adhere to the requirements contained in the State of California General Terms and Conditions (GTC 04/2017) now incorporated by reference. Such requirements shall apply to the Sub-Recipient and the Consultant to the same extent as SCAG and may include, but are not limited to:
 - 1) Recycling Certification
 - 2) Non-Discrimination Clause
 - 3) Anti-Trust Claims
 - 4) Child Support Compliance Act
 - 5) Priority Hiring Considerations
 - 6) Small Business Participation and DVBE Participation

16. Equal Employment Opportunity/Nondiscrimination

- a. In the performance of work undertaken pursuant to this MOU, the Parties and their assignees and successors in interest, shall affirmatively require that their employees and contractors shall not unlawfully discriminate, harass or allow harassment, against any person, employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.
- b. The Parties shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. The Parties shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the

Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.

- c. The Parties shall permit access by representatives of SCAG, the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department shall require to ascertain compliance with this clause. The Parties shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. The Parties shall include the nondiscrimination and compliance provisions of this clause in all sub-agreements to perform work under this MOU.
- d. The applicable regulations of the Fair Employment and Housing Commission implementing the Government Code sections referenced above, are incorporated into this MOU by reference and made a part hereof as if set forth in full.
- e. Noncompliance: In the event of noncompliance by either Party with the nondiscrimination provisions of this MOU, the other Party may cancel, terminate or suspend the MOU, in whole or in part.
- f. If required by Department, additional or alternate sanctions for noncompliance may be imposed.

17. Conflict of Interest

The Parties shall comply with Federal and State conflict of interest laws, regulations and policies as well as all applicable Federal and State laws, regulations and policies in connection with its activities pursuant to this Agreement.

18. Independent Contractor

The Sub-Recipient and its Consultant(s), officers, employees and agents shall be independent contractors in the performance of this MOU, and not officers, employees, contractors or agents of SCAG.

19. Disputes

- a. In the event of a dispute among the parties concerning a question of fact arising under this agreement that is not disposed of by agreement, which involves a decision by the Department's Housing Policy Development Manager (or the Manager's designee) who may consider any written or verbal evidence submitted by SCAG, the decisions of the Department shall be final and not subject to further appeal pursuant to Health and Safety Code Section 50515.04(g). SCAG shall include in such submittal to the Department any written or verbal evidence submitted to SCAG by the Parties, at the discretion of SCAG, as part of this process. Neither the pendency of a

dispute nor its consideration by the Department will excuse the Parties from full and timely performance in accordance with the terms of this agreement.

- b. For other disputes and except as otherwise provided in this MOU, if a dispute arises between the Parties to this MOU, the Parties hereto agree to use the following procedure to resolve such dispute, prior to pursuing other legal remedies:
- c. A meeting shall be held promptly between the Parties that will be attended by the Sub-Recipient's Project Manager and SCAG's Project Manager as well as individuals with decision-making authority (to the extent reasonably possible), who will attempt in good faith to negotiate a resolution of the dispute.
- d. If the Parties are unsuccessful in resolving the dispute under (a) above, they may:
 - 1) agree to submit the matter to mediation, binding judicial reference, or a private adjudicator (if all Parties so agree); or
 - 2) initiate litigation following advance written notice to the other Party of not less than thirty (30) days.
- e. If any party should bring a legal action against the other to enforce the terms of this MOU, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs, as determined by a court of competent jurisdiction in said proceeding.

20. Noncompliance

In addition to such other remedies as provided by law, in the event of nonperformance or noncompliance with any grant condition or specific requirement of this MOU, this MOU may be terminated pursuant to Section 21.

21. Termination of MOU

- a. Termination for Convenience. Either Party may terminate this MOU at any time by giving written notice to the other party of such termination at least thirty (30) calendar days before the effective date of such termination. In such event, all finished or unfinished documents and other materials as described in the MOU shall be provided to SCAG and the Sub-Recipient shall be paid for all services performed by Consultant and accepted by the Sub-Recipient provided the required consultation between the Sub-Recipient and SCAG has been undertaken in accordance with Section 2(f) of this MOU. Further, the Party terminating this MOU before the effective date of termination shall be responsible for any actual, incurred termination costs incurred by the Consultant as a result of such termination notice.
- b. Termination for Cause. If through any cause, the Sub-Recipient shall fail to timely and adequately fulfill its obligations under this MOU, or if the Sub-Recipient violates any of the covenants,

agreements, or stipulations of this MOU, SCAG shall thereupon have the right to terminate the MOU by giving not less than ten (10) calendar days written notice to the Sub-Recipient of the intent to terminate and specifying the effective date thereof. SCAG shall provide a reasonable opportunity for the Sub-Recipient to cure prior to termination. In no event shall such opportunity to cure extend beyond the term of the MOU. In the event that SCAG invokes this termination clause, all finished or unfinished documents and other materials as described in the MOU shall be returned to SCAG at its option.

- c. If through any cause, SCAG shall fail to timely and adequately fulfill its obligations under this MOU, or if SCAG violates any of the covenants, agreements, or stipulations of this MOU, the Sub-Recipient shall thereupon have the right to terminate the MOU by giving not less than ten (10) calendar days written notice to SCAG of the intent to terminate and specifying the effective date thereof. The Sub-Recipient shall provide a reasonable opportunity for SCAG to cure prior to termination. In no event shall such opportunity to cure extend beyond the term of the MOU. In the event that the Sub-Recipient invokes this termination clause, all finished or unfinished documents and other materials as described in the MOU shall be returned to the Sub-Recipient at its option.

22. Non-Assignment

- a. Neither Party shall assign this MOU, or any part thereof, without the written consent of each Party to this MOU. Any assignment without such written consent shall be void and unenforceable.
- b. The covenants and agreement of this MOU shall inure to the benefit of, and shall be binding upon each of the Parties and their respective successors and assignees.

23. Release of Information

The Sub-Recipient shall have the right to release any information to a third party or otherwise publish or utilize any information obtained or produced by it as a result of or in connection with the performance of services under this Agreement without the prior written authorization of SCAG, except as prohibited by law.

24. Non-Exclusivity

Nothing herein is intended nor shall be construed as creating an exclusive arrangement between SCAG and the Sub-Recipient. This Agreement shall not restrict SCAG from acquiring similar, equal or like services from other entities or sources.

25. Severability

If any provision of this MOU is held to be illegal, invalid, or unenforceable, in whole or in part, such provision shall be modified to the minimum extent necessary to make it legal, valid, and enforceable, and the legality, validity, and enforceability of the remaining provisions shall not be affected thereby.

26. Survival

The following sections survive expiration or termination of this MOU:

Section 9 (Electronic Version of Work Products)
Section 13 (Indemnification)
Section 19 (Disputes)
Section 23 (Release of Information)

27. Jurisdiction and Venue

This MOU shall be deemed an agreement under the laws of the State of California and for all purposes shall be interpreted in accordance with such laws. Both Parties hereby agree and consent to the exclusive jurisdiction of the courts of the State of California and that the venue of any action brought thereunder shall be Los Angeles County, California.

28. Waiver

No delay or failure by either Party to exercise or enforce at any time any right or provision of this Agreement shall be considered a waiver thereof of such Party's right thereafter to exercise or enforce each and every right and provision of this Agreement. A Waiver to be valid shall be in writing but need not be supported by consideration. No single waiver shall constitute a continuing or subsequent waiver.

29. Standard of Care

The Parties and Consultant shall perform the work required for the production of the Project under this MOU in accordance with generally accepted industry standards, practices, and principles applicable to such work.

30. Force Majeure

Neither the Sub-Recipient, SCAG nor Consultant shall be liable or deemed to be in default for any delay or failure in performance under this MOU or interruption of services resulting, directly or indirectly, from acts of nature, civil or military authority, acts of public enemy, war, strikes, labor disputes, pandemics, or any other similar cause beyond the reasonable control of the Sub-Recipient, SCAG or Consultant.

31. Execution of MOU or Amendment

This MOU, or any amendment related thereto (Amendment), 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 Agreement or an Amendment by electronic transmission scanned pages shall be deemed effective as a delivery of a manually or digitally executed counterpart to this Agreement or any Amendment.

32. Effective Date

This MOU shall be effective as of the last date in which the document is executed by both Parties.

33. Entire MOU

This MOU, including the attached Exhibits A, B and C, represents and contains the entire agreement of the Parties with respect to the matters set forth herein. This MOU supersedes any and all prior negotiations, discussions and, if any, previous agreements between the Parties.

34. Authority

The Sub-recipient warrants and certifies that it possesses the legal authority to execute this Agreement and to undertake administration of the proposed Project, and that a resolution, motion, or similar action has been fully adopted or passed, as an official act of the Sub-recipient's governing body, authorizing receipt of SCAG Grant Funds, and directing and designating the authorized representative(s) of the Sub-recipient to act in connection with the Project specified and to provide such additional information as may be required by SCAG.

**SIGNATURE PAGE TO
MEMORANDUM OF UNDERSTANDING
NO. M-00x-21**

IN WITNESS WHEREOF, the Parties have caused this MOU to be executed by their duly authorized representatives as of the dates indicated below:

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS (“SCAG”)

By: _____ Date _____
Cindy Giraldo
Chief Financial Officer

APPROVED AS TO FORM:

By: _____ Date _____
Haviva Shane
Best, Best & Krieger

Orange County Council of Governments (“OCCOG” or “Sub-Recipient”)

By: _____ Date _____
Marnie O. Primmer
Executive Director

APPROVED AS TO FORM:

By: _____ Date _____
Fred Galante, General Counsel
Aleshire Wynder, LLP

Exhibit A Scope of Work Approval Form



Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Scope of Work Approval Form

Subregional Partner: _____

- Original Scope of Work Approval Add or Remove Project Manager
 Revision Requested to Projects (Please check all that apply)
 Revise/Delete a Previously Approved Project or Task Change Funding Allocation Between Projects
 Add a New Project Project/Task Date Change Change in Deliverable
 RHNA Adjusted Allocation Initiated by SCAG

Other (Please describe)

SCAG Approval Date: _____

Revision Request Date: _____

Approved Summary of Projects and Activities (application approved on XX,XX,XXX)

	Project/Activity Name	Phase 1 funding	Phase 2 funding	Total Project Funding
1				
2				
3				
4				
5				
6				
7				
	Phase Total			
	Total Approved Funding Amount			

Approved Summary of Projects and Activities (Revision) *If a revision is requested, please also update the appropriate individual project outline(s) on the following pages. If a new project is being requested, please fill out a new project outline using the template on the last three pages of this form.*

	Project/Activity Name and requested change	Total Amount
1		
2		
3		
4		



Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Scope of Work Approval Form

5		
6		
7		
	Total Approved Funding Amount	

Approval Requested By:
 SUBRECIPIENT PROJECT MANAGER
 Name and Title

Approved By:
 SCAG PROJECT MANAGER
 Ma'Ayn Johnson, Housing Programs Manager

 Signature Date

 Signature Date

Note to Subrecipient(s):

If the approved Scope of Work includes the adoption or amendment of ordinances or any other support activities, those activities, e.g., ADU ordinances, must support the creation of additional housing and be in compliance with applicable current State and Federal laws and statutes. If the project is found to be non-compliant with any current laws or statutes, reimbursement will be denied, and any funds previously disbursed may be subject to repayment by the Subrecipient. If the Subrecipient is unclear as to the legality of their proposed ordinance or amendment, the SCAG Project Manager can offer technical assistance. The California Department of Housing and Community Development has a website for current ADU law and resources for agencies at <https://www.hcd.ca.gov/policy-research/accessorydwellingunits.shtml>.



Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Scope of Work Approval Form

SCAG will provide enough copies of the following two pages for each approved project.

1	Project Name
Brief Description of Project: <i>As provided in initial approved application</i>	
Alignment with SCAG Connect SoCal regional priorities: <i>As provided in initial approved application</i>	
Approved Program Metrics to be Documented in Quarterly and Annual Reports: <i>As determined by SCAG Project Manager</i>	



Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Scope of Work Approval Form

1	Project Name	Task and sub-tasks	Staff/Consultant/Both	Estimated cost	Phase 1 or 2	Begin date	End date	Deliverable
		<i>As provided in initial approved application</i>						
		Total projected cost						



Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Scope of Work Approval Form

Please provide more information about the new requested project. Use additional pages if needed, and copy the template if more than one new project is being requested.

New Project Name:	
Estimated cost	
Expected start date	
Expected end date	
Does this project require the procurement of at least one consultant?	<input type="checkbox"/> no <input type="checkbox"/> yes ___ total number of consultant firms expected for projects
Agency expected to procure consultant	<input type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify:
Agency expected to administer or implement project or activity*	<input type="checkbox"/> subregional partner <input type="checkbox"/> SCAG <input type="checkbox"/> Other, please specify:
Which agency will be directly paying consultant invoices?	<input type="checkbox"/> subregional partner (SCAG will reimburse the subregional partner) <input type="checkbox"/> SCAG
Does this project require adoption or approval by a local decision-making body for implementation?	<input type="checkbox"/> no <input type="checkbox"/> yes If yes, please specify the expected adoption/approval date:

*The implementing agency cannot have any unresolved audit findings from prior government contracts and cannot be party to pending land use, housing, or environmental litigation which could impact the proposed activities.



Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Scope of Work Approval Form

Please provide more details about the project or activity, including:

- Brief description of project key deliverables and tasks, proposed performance indicators
- Nexus to housing production and why the task necessary for the adoption or implementation of the listed eligible activities for any tasks that are considered indirect to housing production (e.g., EIRs or General Plan amendments)
- Expected outcome of project or activity (i.e., plans for adoption or implementation)
- Related tasks that will be funded from other funding sources besides REAP (e.g., LEAP, SB 2) and the amount
- You may add additional space, as needed

Alignment with SCAG Connect SoCal regional priorities (refer to Program Guidelines and attachment)

Please describe below how the project or activity aligns and advances Connect SoCal and Housing Program regional priorities and framework. You may add additional space, as needed.



Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Scope of Work Approval Form

Proposed Program Metrics to be Documented in Quarterly and Annual Reports:
Will be evaluated by SCAG Project Manager




Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Scope of Work Approval Form

New Project Name:						
Project/Activity Tasks						
Task and sub-tasks	Staff/Consultant/Both	Estimated cost	Phase 1 or 2	Begin date	End date	Deliverable
Total projected cost						

**Exhibit B
 Invoice Report Format**

Use Agency Letterhead							
SAMPLE				INVOICE			
Email invoice to: accounts payable@scag.ca.gov Cindy Giraldo Chief Financial Officer Southern California Association of Governments 900 Whilre Blvd., Ste 1700 Los Angeles, CA 90017				Date: _____ Invoice #: _____ Invoice Period: _____ MOU #: _____ OWP #: _____ Project Title: _____			
Cost Categories	Hourly Rate	Hours	Budget	Current Invoice	Previously Invoiced	YTD Expenditure	Balance
<u>Tasks (labor only)</u>							
Task 1				\$0.00	\$0.00	\$0.00	\$0.00
Task 2				\$0.00	\$0.00	\$0.00	\$0.00
Task 3				\$0.00	\$0.00	\$0.00	\$0.00
Task 4				\$0.00	\$0.00	\$0.00	\$0.00
Task 5				\$0.00	\$0.00	\$0.00	\$0.00
Task 6				\$0.00	\$0.00	\$0.00	\$0.00
Task 7				\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Tasks			-	\$0.00	\$0.00	\$0.00	\$0.00
<u>Overhead & Fringe (if applicable)</u>							
Overhead	0.00%			\$0.00	\$0.00	\$0.00	\$0.00
Fringe	0.00%			\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Overhead & Fringe:				\$0.00	\$0.00	\$0.00	\$0.00
<u>Fixed Fee (if applicable)</u>							
Fixed Fee	0.00%			\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Fixed Fee:				\$0.00	\$0.00	\$0.00	\$0.00
<u>Other Direct Costs (ODCs)</u>							
Travel				\$0.00	\$0.00	\$0.00	\$0.00
Printing - Directly Chargeable only				\$0.00	\$0.00	\$0.00	\$0.00
Other				\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - ODCs:				\$0.00	\$0.00	\$0.00	\$0.00
<u>Consultant/Subconsultant</u>							
Consultant 1				\$0.00	\$0.00	\$0.00	\$0.00
Consultant 2				\$0.00	\$0.00	\$0.00	\$0.00
Consultant 3				\$0.00	\$0.00	\$0.00	\$0.00
Consultant 4				\$0.00	\$0.00	\$0.00	\$0.00
Subtotal - Consultant/Subconsultant:				\$0.00	\$0.00	\$0.00	\$0.00
GRAND TOTAL				\$0.00	\$0.00	\$0.00	\$0.00
Please send check to: CITY OF TBD Address City/State/ZIP							
By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.							
_____ Signature of an Authorized Official				_____ Title			
_____ Full Name of An Official who is authorized to legally bind the Organization				_____ Date			

Exhibit C Report Template



Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Sub-Recipient Reporting Form

Subrecipient: _____ **Date Submitted:** _____

Reporting Period Please check the appropriate reporting period.

Quarterly Report
 Annual Report
 Final Report
 Jan-Mar
 Apr-Jun
 Jul-Sep
 Oct-Dec
 2021
 2022
 2023

Current Approved Summary of Projects and Activities Per Scope of Work Dated XX-XX-XXXX

Project/Activity Name	Total Project Funding	Expenditures This Period	Expenditures to Date	Balance to be Spent by 6/30/23	Uses LEAP or SB2 Funding
1					None
2					Choose an item.
3					Choose an item.
4					Choose an item.
5					Choose an item.
6					Choose an item.
7 Administrative Fee					None
Total Approved Funding Amount					

Report Submitted By:
 SUBRECIPIENT PROJECT MANAGER
 Name and Title

Signature _____ Date _____

Report Reviewed and Accepted By:
 SCAG PROJECT MANAGER
 Ma'Ayn Johnson, Housing Program Manager

Signature _____ Date _____

Report Received by SCAG Date: _____




Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Sub-Recipient Reporting Form

Project/Activity Task Tracker Required for Quarterly and Annual Reports

Please write a brief description of progress for each task/subtask. Narrative reporting on overall project will be reported in the Project Progress Narrative section of this form. Indicate if the task is complete, and the date the deliverable was completed. Please attach any and all deliverables to this report.

Task and sub-tasks	Staff/Consultant/Both	Estimated cost	Begin date	End date	Deliverable	Deliverable Completion Date
1.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached Description of progress:						
2.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached Description of progress:						
3.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached Description of progress:						
4.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached Description of progress:						
5.						Click or tap to enter a date.



Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Sub-Recipient Reporting Form

Task and sub-tasks	Staff/Consultant/Both	Estimated cost	Begin date	End date	Deliverable	Deliverable Completion Date
<i>Description of progress:</i>						
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached						Click or tap to enter a date.
<i>Description of progress:</i>						
6.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached						Click or tap to enter a date.
<i>Description of progress:</i>						
7.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached						Click or tap to enter a date.
<i>Description of progress:</i>						
8.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached						Click or tap to enter a date.
<i>Description of progress:</i>						
9.						Click or tap to enter a date.
<input type="checkbox"/> Task Completed <input type="checkbox"/> Deliverable Attached						Click or tap to enter a date.
<i>Description of progress:</i>						
10. Administrative	Staff					
Total projected cost						



Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Sub-Recipient Reporting Form

Project Metrics Required for Quarterly and Annual Reports

Below are the metrics for this project as approved in consultation with SCAG Project Manager. Please provide the data for the applicable reporting period. Add as many lines as necessary, and you may include other metrics that are also applicable, as appropriate.

Metric	Baseline	As of 3/31/21	As of 6/30/21	As of 9/30/21	As of 12/31/21	As of 3/31/22	As of 6/30/22	As of 9/30/22	As of 12/31/22	As of 3/31/23	As of 6/30/23	Change
Other Quantitative Metrics: (optional)												
Other Qualitative Metrics: (optional)												



Regional Early Action Planning (REAP) Grant
Subregional Partnership Program
Sub-Recipient Reporting Form

Project Progress Narrative *Required for Quarterly and Annual Reports*

Project: _____

Please describe in narrative format the progress for this project during the reporting period. Include any actions taken to further project tasks and indicate if the project is proceeding according to the timeline in the Scope of Work Approval Form. List any challenges to progress that occurred during the reporting period and plans to address those challenges. If project was completed during this reporting period, please indicate the date completed, and include any outstanding deliverables with your report.

<input type="checkbox"/> Project Complete Date Completed: <small>Click or tap to enter a date.</small>
Briefly describe the status of the project as of the end of the reporting period:
List actions taken to further project tasks:
Identify any delays to project schedule and plans to address the delays. (If none, please indicate N/A):
List any other challenges to progress during this reporting period. (If none, please indicate N/A):
Identify any needs for additional technical assistance from SCAG. (If none, please indicate N/A):



Regional Early Action Planning (REAP) Grant
 Subregional Partnership Program
 Subrecipient Reporting Form

Housing Element Progress Required by April 10, 2021 and thereafter on Annual Reports Only

In the section below, please list the jurisdictions your subregional area covers and housing element progress. The rubric below can be used to indicate housing element progress: Use additional space or add additional lines, if needed.

- A. *Work on housing element update has not been initiated*
- B. *Draft housing element update is underway/proceeding, but not yet submitted to HCD*
- C. *Draft housing element update has been submitted to HCD; HCD review is pending or has been received/*
- D. *Revised Draft housing element update pursuant to initial HCD review is proceeding*
- E. *Revised Draft housing element update has been submitted to HCD, HCD review is pending or has been received*
- F. *Housing element update has been Adopted and submitted to HCD, certification pending*
- G. *Adopted housing element being revised pursuant to HCD review noncompliance findings*
- H. *Housing element update has been adopted, submitted to HCD, found in compliance with State law, and is being implemented*

Jurisdiction	Housing element progress as reported in application	Housing element progress (A-F) April 2021	Housing element progress (A-F) February 2022	Housing element progress (A-F) February 2023	Housing element progress (A-F) June 2023
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.
		Choose an item.	Choose an item.	Choose an item.	Choose an item.



AGENDA ITEM #11

Review and Approve OCCOG Procurement Policy

SUMMARY

Public agencies may create a policy to establish guidelines and regulations governing the agency's purchasing of goods and services. The Orange County Council of Governments ("OCCOG") currently does not have a purchasing policy in place. The Board is asked to consider the proposed Orange County Council of Government Procurement Policy ("Proposed Policy").

BACKGROUND

The Proposed Policy would help to ensure that goods and services are obtained timely, efficiently and economically, while adhering to principles of good public policy and practices and sound business judgment. The Proposed Policy is designed to foster free and open competition among vendors, consultants and contractors and incorporate ethical standards.

The Proposed Policy would establish the Executive Director as OCCOG's Purchasing Manager. Pursuant to the Proposed Policy, the following purchasing rules apply:

- For purchases \$500 or less: Purchases do not require competitive bidding but may be made following the receipt of at least one price quote or proposal.
- For purchases \$501 – \$10,000: Purchases shall be made following the receipt of at least three written price quotes or proposals, which may be solicited using any means reasonably calculated to obtain a combination of the lowest price and highest quality of goods or services available.
- For purchases \$10,001 or more: Purchases shall be made following the posting of a written solicitation. Such written solicitations and offers or responses thereto may be in any reasonable form, as may be determined by the Purchasing Manager. Such written solicitations shall be posted in at least one publicly accessible location likely to reach the intended service provider, supplier, or vendor.

In addition, the Proposed Policy provides additional guidance on how purchases should be made during each of the above categories, as well as limited exceptions to the bidding requirements.



RECOMMENDED ACTION

Approve the Orange County Council of Governments Procurement Policy as presented or amended for consistency with REAP guidelines.

ATTACHMENTS

- A. Orange County Council of Governments Procurement Policy

STAFF CONTACT

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ORANGE COUNTY COUNCIL OF GOVERNMENTS

PROCUREMENT POLICY

SECTION 1: PURPOSE

1.0 This Policy sets forth the rules and procedures for OCCOG's procurement activities. As a recipient of federal and state funds, OCCOG has the responsibility to ensure that its procurement process complies with all applicable federal, state, and agency legal requirements, is based on sound business practices, is conducted in a manner that ethically serves the best interest of OCCOG and the public, and ensures fair and open competition.

SECTION 2: PURCHASING AUTHORITY

2.0 Purchasing Manager. The Executive Director of OCCOG is hereby designated as its Purchasing Manager.

2.1 Purchasing Manager Authority. The Purchasing Manager is authorized to purchase or lease materials, supplies, services, and equipment without prior authorization of the Board of Directors (Board) if the total (not annual) cost is \$10,000 or less. All other purchases shall require Board authorization. Amendments to contracts approved by the Board, or amendments to contracts approved by the Purchasing Manager which will result in a total contract sum of more than \$10,000, shall be approved by the Board.

SECTION 3: COMPETITIVE PURCHASING PROCEDURES

3.0 Estimates. Prior to making a purchase, the Purchasing Manager shall make a good faith estimate of the amount of the purchase, using available information regarding market rates, in order to determine the appropriate purchasing procedure. However, inaccurate estimates shall not invalidate any procurement procedure or purchase, provided that all estimates shall be made in good faith and prices shall not be intentionally underestimated, nor shall purchases be split or separated into smaller orders, in order to avoid more formal procurement procedures.

3.1 Purchasing Procedures; Thresholds. Except as provided in Sections 3.4 and 3.5, the Purchasing Manager shall make purchases or enter into leases and contracts in accordance with the following requirements:

Amount of New Contract

\$500 or less:

Purchases shall not require competitive bidding but may be made following the receipt of at least one price quote or proposal.

Orange County Council of Governments
Procurement Policy

\$501 – \$10,000: Purchases shall be made following the receipt of at least three written price quotes or proposals, which may be solicited using any means reasonably calculated to obtain a combination of the lowest price and highest quality of goods or services available. Such solicitations do not need to be published in a newspaper and may be made by posting a notice in a public location, including a website, or by mail, fax, or email. The Purchasing Manager shall keep a record of all such solicitations and the price quotes or proposals submitted in response thereto.

\$10,001 or more: Purchases shall be made following the posting of a written solicitation. Such written solicitations and offers or responses thereto may be in any reasonable form, as may be determined by the Purchasing Manager. Such written solicitations shall be posted in at least one publicly accessible location likely to reach the intended service provider, supplier, or vendor. The posting location may include OCCOG's website, an electronic bulletin board, a newspaper of general circulation, or a trade journal, magazine, or other publication, whether in print or electronic. Each solicitation shall describe the purchases sought and all other requirements, including the quantity and quality thereof, any desired warranty, the time, place and manner of delivery of the purchases, the desired terms of payment, and the form, method, and timing of the response or offer to the solicitation.

3.2 Award of Contract.

- A. Rejection of Bids. OCCOG may reject all bids in its sole discretion.
- B. No Bids Received. If no bids are received, OCCOG may make the purchase by any reasonable and available means, notwithstanding the other requirements of this Policy.
- C. Lowest Responsive and Responsible Bidder. If a contract is awarded, it shall be awarded to the lowest responsive and responsible bidder, except that the award of contracts for professional services shall be based on the criteria specified in Section 3.3.
 - (i) A responsive bidder is a bidder whose bid or proposal conforms to the specifications in the solicitation.
 - (ii) A responsible bidder is a bidder capable of performing the services or providing the supplies or equipment in a professional manner as

Orange County Council of Governments
Procurement Policy

reasonably determined by the Purchasing Manager. In determining whether a bidder is responsible, consideration may be given to the following factors:

- (a) The quality of the items or services offered;
- (b) The ability, capacity, and skill of the bidder or vendor to perform the contract or provide the services;
- (c) The ability, capacity, and skill of the bidder or vendor to perform the contract or provide the service promptly, within the time specified, and without delay or interference;
- (d) The character, integrity, reputation, judgment, training, experience, and efficiency of the bidder;
- (e) The sufficiency of the bidder's financial resources; and
- (f) The ability of the bidder to provide such future service as may be needed.

3.3 Professional Services. Selection of persons or firms to provide professional services shall be based on demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. The price for the services shall be reasonable and competitive but OCCOG is not required to award the contract to the lowest bidder.

3.4 Public Works Projects. Contracts for public works projects shall be solicited and awarded in accordance with applicable state or federal laws. OCCOG's general counsel shall be consulted regarding contract requirements for public works projects.

3.5 Exceptions to Competitive Bidding. The procedures in this Section 3 shall not apply to purchases or contracts that satisfy one or more of the following criteria:

A. No competitive advantage; sole source. Purchases for which no competitive advantage would be gained from competitive pricing, such as when equipment, goods, materials, supplies, personal property, or services are unique and are only available from one source. However, sole source purchasing shall only be permitted for purchases of up to \$30,000. For purchases totaling more than \$30,000, the Purchasing Manager shall use the competitive bidding procedures described in this Section.

B. Cooperative purchasing. Purchases made through a cooperative purchasing agreement.

C. "Piggyback" Purchasing. Purchases where the vendor was awarded a bid by another public agency, said agency used purchasing procedures substantially similar to those that OCCOG would have been required to use, and the vendor offers the same price(s) to OCCOG that it offered to the other agency.

Orange County Council of Governments
Procurement Policy

D. Emergency purchases. Purchases made when there is an emergency, as determined by the Executive Director, threatening life, health, or safety, and services and/or goods must be procured immediately to prevent loss. Emergency purchases in excess of \$500 must be presented at the next regular Board meeting for ratification by the Board.

E. Bidding Impractical. Purchases for which bidding would be impractical, inefficient, or otherwise not in the best interest of OCCOG, as determined by a Board resolution stating the basis for such determination.

F. Amendments and Extensions. Amendments to existing contracts, including amendments that extend the term of the contract or increase the compensation due under the contract.

G. Existing Contracts. Contracts in place as of the date this Policy is adopted.

3.6 Price Discrepancy. Should a discrepancy exist in prices, the bid price shown for the unit price or lump sum item shall take precedence over the bid price shown for the total.

3.7 Security. All bidders must supply such bidders' security, payment bonds, and/or performance bonds as are required by law or as are determined to be appropriate by the Purchasing Manager.

SECTION 4: PURCHASES USING STATE OR FEDERAL FUNDS

4.0 Notwithstanding any other provision of this Policy, if a purchase is funded in whole or in part by state or federal grant funds and the grant requires OCCOG to use specific purchasing procedures that are inconsistent with the requirements of this Policy, then OCCOG shall follow the grant requirements. OCCOG's general counsel shall be consulted regarding contract requirements for purchases with state or federal funds.

SECTION 5: DISPOSITION OF OCCOG PROPERTY

5.0 Except as hereinafter provided, upon a finding by the Board of Directors that property belonging to OCCOG is no longer required for OCCOG purposes, the Purchasing Manager shall proceed to dispose of the property as authorized by the Board.

5.1 With respect to any item of equipment and supplies determined by the Purchasing Manager to have a current value of \$2,500 or less, the Purchasing Manager is authorized to determine whether or not such item of equipment is surplus to OCCOG needs and thereupon may dispose of it in such manner and for such consideration as will best serve the interests of OCCOG without expressed consent of the Board of Directors. Such disposal, and the reasons therefore, shall promptly be reported to the Board of Directors, unless the amount or value received is \$500 or less.



AGENDA ITEM #13

Postpone OCCOG General Assembly to Fall 2021

SUMMARY

Disneyland Resort has notified OCCOG that they will be unable to host the OCCOG General Assembly that is scheduled for April 8, 2021, due to ongoing COVID restrictions.

The 2020 General Assembly was originally scheduled for March 2020 but had to be postponed when the California gather-in-place restrictions were announced at the beginning of March 2020. The General Assembly was first rescheduled to October 2020 and then cancelled all together when the impacts of the pandemic continued through the fall. At the meeting of August 27, 2020, the Board of Directors chose April 8, 2021, as the date for holding an in-person 2021 General Assembly at the Disney Grand California Resort.

BACKGROUND

Subsequent to notification by Disney that the April 8 date could not be accommodated, OCCOG staff brought forward two options for the Executive Management Committee (EMC) to consider and direct staff to implement.

- 1) Postpone the event to the fall of 2021. OCCOG will work with the Disney Resort to select an alternative date that is acceptable to OCCOG and will allow for an in-person event based on COVID precautions.
- 2) Pivot to a virtual event that would take place for three hours over two mornings April 8 and 9, 2021.

Below is an analysis staff has prepared for the two options provided for the Board to consider. Postponing the in-person event to fall 2021, or pivoting to a virtual event and keeping the planned and already publicized April 8 date.

POSTPONE GENERAL ASSEMBLY TO FALL 2021 COST: \$50,000	
PROS	CONS
Provides networking value	Further delays General Assembly
Provides traditional event benefit for sponsors	OCCOG may need to consider additional educational forums to support members



Speakers and panels can adjust presentations based on audience interest in real time	More expensive to host than virtual event
Supports Collaboration	Speakers/Participants must travel to venue
May generate more sponsorship revenues than virtual event	
PIVOT TO VIRTUAL GENERAL ASSEMBLY COST: \$10,000	
Keeps OCCOG and its service and value top of mind	Zoom fatigue
Educates new elected officials about OCCOG and timely issues	Sponsor benefits need to be adjusted for virtual platform with potential impact to revenue.
Opportunity to have speakers from other parts of the country without incurring expenses for travel.	Chance that less sponsors will want to participate.
Less expensive to produce than an in-person event. (No food, parking, room charges, fewer printed materials, no signage or a/v needed).	Audience engagement – even if they sign in, they can easily be distracted or multi-task while listening and not receive value from the event.
Potential for more participants because they will not have to travel to the location.	Hard to provide spontaneous connections and meaningful networking remotely.
Able to provide content outside of scheduled General Assembly without additional cost. (aka hosting content on the website)	
Less staff time and fewer volunteers needed to produce and execute event.	
Can provide flexibility to speakers for live or recorded presentations.	

During the discussion with the EMC, a third option, to jointly host the General Assembly with ACC-OC by combining with their planned Leadership Academy was brought forward. That could



potentially provide cost-sharing with ACC-OC, but would raise the overall cost of the event since it would then be a multi-day conference. Additional exploration of the alignment of the two events and opportunities for cross-promotion and cost-sharing is needed.

RECOMMENDED ACTION

Based on feedback from the EMC and Chair, the benefits of the in-person event outweigh the costs. The EMC is recommending the Board postpone the General Assembly and direct the OCCOG Executive Director to work with the Disneyland Resort to find an acceptable date for an in-person General Assembly to take place safely in the fall of 2021.

STAFF CONTACT

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