



Western Riverside Council of Governments Administration & Finance Committee

REVISED AGENDA

**Wednesday, December 11, 2024
12:00 PM**

**Western Riverside Council of Governments
3390 University Avenue, Suite 200
Riverside, CA 92501**

Remote Locations:

**French Valley Airport Conference Room
37600 Sky Canyon Road
Murrieta, CA 92563**

**March Field Air Museum
22550 Van Buren Boulevard
Riverside, CA 92518**

Committee members are asked to attend this meeting in person unless remote accommodations have previously been requested and noted on the agenda. The below Zoom link is provided for the convenience of members of the public, presenters, and support staff.

[Public Zoom Link](#)

Meeting ID: 893 5384 2874

Passcode: 724783

Dial in: 669 444 9171 U.S.

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Administration & Finance Committee meeting, please

contact WRCOG at (951) 405-6706. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting. In compliance with Government Code Section 54957.5, agenda materials distributed within 72 hours prior to the meeting which are public records relating to an open session agenda item will be available for inspection by members of the public prior to the meeting at 3390 University Avenue, Suite 200, Riverside, CA, 92501.

In addition to commenting at the Committee meeting, members of the public may also submit written comments before or during the meeting, prior to the close of public comment to lfelix@wrcog.us.

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact Lucy Felix at least 72 hours prior to the meeting at (951) 405-6706 or lfelix@wrcog.us. Later requests will be accommodated to the extent feasible.

The Committee may take any action on any item listed on the agenda, regardless of the Requested Action.

1. CALL TO ORDER (Brenda Dennstedt, Chair)

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC COMMENTS

At this time members of the public can address the Committee regarding any items within the subject matter jurisdiction of the Committee that are not separately listed on this agenda. Members of the public will have an opportunity to speak on agendized items at the time the item is called for discussion. No action may be taken on items not listed on the agenda unless authorized by law. Whenever possible, lengthy testimony should be presented to the Committee in writing and only pertinent points presented orally.

5. CONSENT CALENDAR

All items listed under the Consent Calendar are considered to be routine and may be enacted by one motion. Prior to the motion to consider any action by the Committee, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Committee request specific items be removed from the Consent Calendar.

A. Action Minutes from the October 9, 2024, Administration & Finance Committee Meeting

Requested Action(s):

1. Approve the Action Minutes from the October 9, 2024, Administration & Finance Committee meeting.

6. REPORTS / DISCUSSION

Members of the public will have an opportunity to speak on agendized items at the time the item is called for discussion.

A. Appointment of WRCOG Representatives to Various Outside Committees

Requested Action(s):

1. Recommend that the Executive Committee appoint one primary and one alternate representative to the California Association of Councils of Governments for a term commencing January 1, 2025, and ending December 31, 2026.
2. Recommend that the Executive Committee appoint two primary and two alternate representatives to the Riverside County Solid Waste Advisory Council / Local Task Force for a term commencing January 1, 2025, and ending December 31, 2026.

3. Recommend that the Executive Committee appoint one representative to the Santa Ana Watershed Project Authority's One Water One Watershed Steering Committee for a term commencing January 1, 2025, and ending December 31, 2026.
4. Recommend that the Executive Committee appoint one primary and one alternate representative to the San Diego Association of Governments' Borders Committee for a term commencing January 1, 2025, and ending December 31, 2026.
5. Recommend that the Executive Committee appoint six representatives to SCAG Policy Committees for a term commencing January 1, 2025, and ending December 31, 2026.

B. Member Dues Exploration

Requested Action(s):

1. Recommend that the Executive Committee adjust member dues based on local January-to-January Consumer Price Index starting from the 2008 total member dues of \$345,480 through present, and adjust member dues annually based on local January-to-January Consumer Price Index.

7. REPORT FROM THE COMMITTEE CHAIR

Brenda Dennstedt, Western Water

8. REPORT FROM THE EXECUTIVE DIRECTOR

Dr. Kurt Wilson

9. ITEMS FOR FUTURE AGENDAS

Members are invited to suggest additional items to be brought forward for discussion at future Committee meetings.

10. GENERAL ANNOUNCEMENTS

Members are invited to announce items / activities which may be of general interest to the Committee.

11. NEXT MEETING

The next Administration & Finance Committee meeting is scheduled for Wednesday, February 12, 2025, at 12:00 p.m., in WRCOG's office at 3390 University Avenue, Suite 200, Riverside.

12. CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: APN # 210081002

Agency negotiator: Executive Director

Negotiating parties: Lee & Associates

Under negotiation: Price and Terms of payment

13. ADJOURNMENT

Administration & Finance Committee

Action Minutes

1. CALL TO ORDER

The meeting of the WRCOG Administration & Finance Committee was called to order by Chair Rita Rogers at 12:01 p.m. on October 9, 2024, in WRCOG's office.

2. PLEDGE OF ALLEGIANCE

Committee member Kevin Bash led the Committee members and guests in the Pledge of Allegiance.

3. ROLL CALL

- City of Corona - Jacque Casillas
- City of Jurupa Valley - Chris Barajas
- City of Lake Elsinore - Brian Tisdale
- City of Norco - Kevin Bash
- City of Perris - Rita Rogers (Chair)
- City of San Jacinto - Crystal Ruiz
- City of Wildomar - Joseph Morabito
- County, District 2 - Karen Spiegel*

*Arrived after Roll Call

Absent:

- City of Eastvale
- County, District 3
- Western Water

4. PUBLIC COMMENTS

There were no public comments.

5. CONSENT CALENDAR

RESULT:	APPROVED AS RECOMMENDED
MOVER:	Lake Elsinore
SECONDER:	Jurupa Valley
AYES:	Corona, Jurupa Valley, Lake Elsinore, Norco, Perris, San Jacinto, Wildomar, District 2

A. Action Minutes from the August 14, 2024, Administration & Finance Committee Meeting

Action:

1. Approved the Action Minutes from the August 14, 2024, Administration & Finance Committee meeting.

6. REPORTS / DISCUSSION

A. Approval of a Memorandum of Understanding between the WRCOG and the Riverside County Transportation Commission for SR-79 Realignment Project

RESULT:	APPROVED AS RECOMMENDED
MOVER:	San Jacinto
SECONDER:	District 2
AYES:	Corona, Jurupa Valley, Lake Elsinore, Norco, Perris, San Jacinto, Wildomar, District 2

Action:

1. Authorized the Executive Director to execute a Memorandum of Understanding between WRCOG and the Riverside County Transportation Commission regarding funding for SR-79 Realignment Project with a maximum funding level of \$35,000,000.

7. REPORT FROM THE COMMITTEE CHAIR

Chair Rogers had nothing to report.

8. REPORT FROM THE EXECUTIVE DIRECTOR

Dr. Kurt Wilson had nothing to report.

9. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

10. GENERAL ANNOUNCEMENTS

There were no general announcements.

11. NEXT MEETING

The next Administration & Finance Committee meeting is scheduled for Wednesday, November 13, 2024, at 12:00 p.m., in WRCOG's office.

12. CLOSED SESSION

There was no reportable action.

13. ADJOURNMENT

The meeting was adjourned at 1:10 p.m.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Appointment of WRCOG Representatives to Various Outside Committees
Contact: Chris Gray, Deputy Executive Director, cgray@wrcog.us, (951) 405-6710
Date: December 11, 2024

Recommended Action(s):

1. Recommend that the Executive Committee appoint one primary and one alternate representative to the California Association of Councils of Governments for a term commencing January 1, 2025, and ending December 31, 2026.
2. Recommend that the Executive Committee appoint two primary and two alternate representatives to the Riverside County Solid Waste Advisory Council / Local Task Force for a term commencing January 1, 2025, and ending December 31, 2026.
3. Recommend that the Executive Committee appoint one representative to the Santa Ana Watershed Project Authority's One Water One Watershed Steering Committee for a term commencing January 1, 2025, and ending December 31, 2026.
4. Recommend that the Executive Committee appoint one primary and one alternate representative to the San Diego Association of Governments' Borders Committee for a term commencing January 1, 2025, and ending December 31, 2026.
5. Recommend that the Executive Committee appoint six representatives to SCAG Policy Committees for a term commencing January 1, 2025, and ending December 31, 2026.

Summary:

WRCOG makes appointments to various committees in outside agencies every other even numbered year. The Administration & Finance Committee serves as the nominating committee and provides recommendations to the Executive Committee for ultimate approval.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item to provide a list of individuals who have expressed interest in representing WRCOG on a committee in an outside agency. This item supports WRCOG's 2022-2027 Strategic Plan Goal #1 (Serve as an advocate at the regional, state, and federal level for the Western Riverside subregion).

Discussion:

Background

WRCOG's Executive Committee appoints a number of elected officials to represent the Agency and/or the subregion's interests on a number of committees in outside agencies. These include the following:

- California Association of Councils of Governments (CALCOG) (one appointment plus an alternate)
- Riverside County Solid Waste Advisory Council / Local Task Force (two appointments plus two alternates)
- San Diego Association of Governments (SANDAG) Borders Committee (one appointment plus an alternate)
- Santa Ana Watershed Project Authority (SAWPA) One Water One Watershed (OWOW) Steering Committee (one appointment)
- Southern California Association of Governments (SCAG) Policy Committees (six appointments)

Per policy, all WRCOG appointees serve for a two-year term. The term for these appointments will be from January 2025 through December 2026. Also per policy, priority in selection is to be given to elected officials who serve on WRCOG as Executive Committee members or alternates.

WRCOG emailed a notice of availability to all elected officials for WRCOG's member agencies. A list of those persons who responded will be presented for review and discussion at the meeting.

Prior Action(s):

None.

Financial Summary:

WRCOG stipends are included in the Agency's adopted Fiscal Year 2024/2025 Budget under the General Fund (Fund 110).

Appointments to SCAG Policy Committees have no fiscal impact to WRCOG since SCAG provides stipends to elected officials for attendance at its meetings.

Attachment(s):

None.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Member Dues Exploration
Contact: Dr. Kurt Wilson, Executive Director, kwilson@wrcog.us, (951) 405-6701
Date: December 11, 2024

Recommended Action(s):

1. Recommend that the Executive Committee adjust member dues based on local January-to-January Consumer Price Index starting from the 2008 total member dues of \$345,480 through present, and adjust member dues annually based on local January-to-January Consumer Price Index.

Summary:

One of WRCOG's key revenue sources, member dues, has remained unchanged since a 15% reduction in Fiscal Year (FY) 2009/2010, raising questions about their sustainability. In response, after meeting twice since October 2023, a working group of WRCOG Technical Advisory Committee (TAC) members, guided by the Administration & Finance Committee, has developed a proposed dues structure.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item is to provide an update on exploring options for WRCOG member dues. This effort aligns with WRCOG's 2022-2027 Strategic Plan Goal #3 (Ensure fiscal solvency and stability of the Western Riverside Council of Governments).

Discussion:

Background

WRCOG annual member dues are currently set at \$294k in total. This is a fixed amount that has not changed since FY 2009/2010, when member dues were reduced by 15% due to the Great Recession. To provide perspective, the purchasing power of \$294k in 2008 is \$207k in 2023.

Based on the total annual member dues, WRCOG then distributes the dues on a weighted average allocation that is based on population and assessed value (which is described in the WRCOG Bylaws) for cities and the county, while the water districts and the Riverside County Office of Education are assessed fixed amounts. This weighted average allocation had not been updated from 2009 allocations until FY 2024/2025, so member dues had been calculated based on population and assessed value from 2009 through FY 2023/2024. WRCOG will continue to update the weighted average allocation annually

based on the latest available data as indicated by the WRCOG Bylaws. Updating the allocation provides an opportunity to adjust the allocation among agencies and improve the fairness of the cost.

Beyond updating the weighted average allocation with current data, WRCOG explored the adjustment of total member dues to more appropriately fit its Strategic Plan and better serve its members with elevated agency activities. Member dues are utilized to cover a portion of the Administration Department budget. The larger line item expenses within the Administration budget include staff time to cover committee meetings, legislative activities, agency sponsorship of events and organizations, agency events, and legal expenses. These line item expenses have increased over time as costs have risen, and, as member dues have not been adjusted since 2008, this has increased the burden on WRCOG programs to cover the Administration budget.

Present Situation

The working group met two times since October 2023. Members of the working group consisted of the following TAC members: Betsy Lowrey (City of Temecula), Dr. Grace Martin (March JPA), Ernie Reyna (City of Perris), Rob Johnson (City of San Jacinto), Rod Butler (City of Jurupa Valley), and Will Kolbow (City of Calimesa). Staff provided information such as what other comparable agencies charge, how comparable agencies utilize their dues, the history of dues at WRCOG, how WRCOG currently utilizes its dues as part of its Administration budget, and how WRCOG envisions its Administration budget moving forward. WRCOG is focused on the long-term financial outlook of the Agency and is looking at ways to adjust budgets to reflect this. The goal of exploring member dues is to ensure the dues charged align with the long-term outlook of WRCOG.

The second working group meeting, held on January 25, 2024, focused on what other comparable agencies charge, analyzing how their budgets are structured, and how WRCOG may change its budget structure to better align. Working group members requested that staff return with more information on how member dues will be utilized moving forward as WRCOG's budget structure is revised to better align. WRCOG did reach out to the working group members prior to the September 19, 2024, group meeting to discuss the due diligence conducted after the second working group meeting. These conversations were conducted on a one-on-one basis to be more efficient with time.

Member Dues Adjustment Proposal

Since member dues have remained stagnant since 2008, WRCOG programs, i.e., TUMF and I-REN, have been burdened to cover the costs needed to cover the Agency's Administration budget. This is not sustainable for WRCOG to maintain in the long-term and does not enable WRCOG to serve its member agencies at its fullest capacity. Based on the input provided by the working group from the meetings, WRCOG developed a proposal to adjust member dues in order to align with its Strategic Plan and ensure the long-term stability of WRCOG without having to place a large burden on the member agencies.

WRCOG is proposing to index member dues to the local (Riverside-San Bernardino-Ontario Metropolitan Area) Consumer Price Index (CPI) based on what each current member agency due would have been in 2008 through January 2024. This includes the dues without the 15% reduction that took place in 2009. Dues would be indexed based on the January-to-January local CPI. WRCOG is proposing to adjust member dues via CPI since CPI is a commonly utilized metric among public agencies. The total member dues in 2008 based on the current WRCOG membership would have been \$345,480. The total

member dues indexed annually from the January 2008 local CPI to the January 2024 local CPI is \$530,438. The local CPI was created in 2018, so the local CPI from 2008 through 2017 utilized is the Los Angeles-Long Beach-Anaheim MSA. WRCOG does not have a general fund or tax revenues to assist funding its agency budget so utilizing CPI adjustments can assist with rising costs.

As costs have risen and, as member dues have not been adjusted since 2008, this has increased the burden on WRCOG programs to cover the Administration budget. This burden has two major factors for the Agency and its members, as WRCOG programs have had to increase its contributions to cover the Administration budget.

1. Continues to take funding from program activities, such as those listed below.
 - Less staff / consultant support from TUMF
 - Less money for grant writing assistance
 - Less money for demographic research and travel behavior studies
2. Increases uncertainty for WRCOG and its programs.
 - Most funding sources for WRCOG programs are not certain annually because they depend on factors outside of WRCOG's control, such as the economy or grant funding. WRCOG has become increasingly dependent on funding from programs to fully fund its Administration budget which is a juxtaposition to its Strategic Plan and ensuring long-term stability of the Agency. Specific past experiences of uncertainty are listed below.
 - TUMF Program experienced a 90% decline in TUMF revenue over a two year period.
 - WRCOG was awarded \$1.6M in State funding for housing planning (REAP 2.0). This funding was then withheld due to proposed budget cuts to the State budget, and then finally restored because of successful negotiations on the State budget.
 - Commercial PACE revenues vary year-to-year and are closely tied to the economy.
 - Six WRCOG programs are funded primarily by grants which require WRCOG to continually reapply and can vary depending on the State fiscal outlook.

Adjusting member dues from its current total to \$530,438 is an increase of 80% and increases for individual member agencies range from \$1,300 to \$26,000 based on 2023 population and assessed value. The dues increase that will be a result of this adjustment via CPI will be used to cover more of the Administration budget. This will enable WRCOG programs to dedicate more of its funding to increase program capabilities with the goal of benefitting member agencies. There are a lot of uncertainties in the coming years and WRCOG programs are susceptible so WRCOG is trying to be proactive as it looks at the long-term viability of the Agency.

TAC Recommendation

The TAC received a report on this item at its September 19, 2024, meeting. Discussion took place among the members, and the Committee recommended that the Executive Committee adjust member dues based on local January-to-January CPI starting from the 2008 total member dues of \$345,480 through present, and adjust member dues annually based on Local January-to-January CPI.

Prior Action(s):

September 19, 2024: The Technical Advisory Committee recommended that the Executive Committee adjust member dues based on local January-to-January CPI starting from the 2008 total member dues of \$345,480 through present, and adjust member dues annually based on local January-to-January CPI.

Financial Summary:

While no proposal to change member dues has been made, if a change is approved, it will likely begin as early as FY 2024/2025, for the Fiscal Year 2025/2026 budget.

Attachment(s):

None.