



Western Riverside Council of Governments Administration & Finance Committee

AGENDA

**Wednesday, October 14, 2020
12:00 p.m.**

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

**WRCOG's OFFICE IS CURRENTLY CLOSED TO THE PUBLIC DUE TO COVID-19
AND STAFF ARE WORKING REMOTELY**

**Members of the public are encouraged to participate in this meeting via Zoom
(see meeting information below)**

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SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT

Due to the state and local State of Emergency resulting from the threat of Novel Coronavirus (COVID-19), Governor Newsom has issued Executive Order N-29-20 (issued March 17, 2020) in which Section 3 supersedes Paragraph 11 of Executive Order N-25-20 (issued on March 12, 2020). This new order states that WRCOG does not need to make a physical location available for members of the public to observe a public meeting and offer public comment. The Order allows WRCOG to hold Committee meetings via teleconferencing and allows for members of the public to observe and address the meeting telephonically or electronically.

To follow the Order issued by the Governor, the Administration & Finance Committee meeting scheduled for Wednesday, October 14, 2020 at 12:00 p.m. will be held via video and teleconference and any members of the public can attend electronically. Members of the public may send public comments by emailing snelson@wrcog.us, or calling

(951) 405-6703 before or during the meeting, prior to the close of public comment.

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact Suzy Nelson prior to 12:00 p.m. on October 12, 2020, at (951) 405-6703 or at snelson@wrcog.us.

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

1. CALL TO ORDER (Kevin Bash, Chair)

2. ROLL CALL

3. PUBLIC COMMENTS

At this time members of the public can address the Administration & Finance Committee regarding any items listed on this agenda. Members of the public will have an opportunity to speak on agenda 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.

4. 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. Summary Minutes from the September 9, 2020, Administration & Finance Committee Meeting are Available for Consideration. P. 1

Requested Action: 1. *Approve the Summary Minutes from the September 9, 2020, Administration & Finance Committee meeting.*

B. Finance Department Activities Update P. 5

Requested Action: 1. *Receive and file.*

C. Single Signature Authority Report P. 11

Requested Action: 1. *Receive and file.*

D. Clean Mobility Options Voucher for Community Transportation Needs Assessment P. 13

Requested Action: 1. *Recommend that the Executive Committee adopt Resolution Number 28-20; A Resolution of the Executive Committee of the Western Riverside Council of Governments accepting a Community Transportation Needs Assessment Voucher.*

5. REPORTS / DISCUSSION

A. 2021 General Assembly Options P. 19

Requested Action: 1. *Receive and file.*

B. Proposed Project List for SCAG Regional Early Action Program (REAP) Subregional Partnership Program **P. 23**

Requested Action: 1. *Receive and file.*

C. Update on Exploring the Formation of a Western Riverside County Economic Development Corporation **P. 27**

Requested Action: 1. *Receive and file.*

D. Potential New Members to WRCOG **P. 29**

Requested Action: 1. *Discuss and provide direction.*

E. Appointment of WRCOG Representatives to Various Committees **P. 33**

Requested Actions:

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, 2021, and ending December 31, 2022.*
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, 2021, and ending December 31, 2022.*
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, 2021, and ending December 31, 2022.*
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, 2021, and ending December 31, 2022.*
5. *Recommend that the Executive Committee appoint six representatives to SCAG Policy Committees for a term commencing January 1, 2021, and ending December 31, 2022.*

6. REPORT FROM THE EXECUTIVE DIRECTOR ***Rick Bishop***

7. ITEMS FOR FUTURE AGENDAS ***Members***

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

8. GENERAL ANNOUNCEMENTS ***Members***

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

9. NEXT MEETING: **The next Administration & Finance Committee meeting is scheduled for Wednesday, November 11, 2020, at 12:00 p.m., on the Zoom platform.**

10. ADJOURNMENT

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1. CALL TO ORDER

The meeting of the Administration & Finance Committee was called to order at 12:03 p.m. by Chair Kevin Bash on the Zoom virtual platform.

2. ROLL CALL

Members present:

Mike Lara, City of Beaumont
Brian Tisdale, City of Lake Elsinore
Kelly Seyarto, City of Murrieta
Kevin Bash, City of Norco (Chair)
Rita Rogers, City of Perris
Rusty Bailey, City of Riverside
Crystal Ruiz, City of San Jacinto
Ben Benoit, City of Wildomar
Karen Spiegel, County of Riverside, District 2
Chuck Washington, County of Riverside District 3
Brenda Dennstedt, Western Municipal Water District (WMWD)

3. PUBLIC COMMENTS

There were no public comments.

4. CONSENT CALENDAR – (Wildomar / Perris) 11 yes; 0 no; 0 abstention. Items 4.A through 4.C were approved.

A. Summary Minutes from the July 8, 2020, Administration & Finance Committee Meeting are Available for Consideration.

Action: 1. *Approved the Summary Minutes from the July 8, 2020, Administration & Finance Committee meeting.*

B. Finance Department Activities Update

Action: 1. *Received and filed.*

C. Public Service Fellowship Activities Update

Action: 1. *Received and filed.*

5. REPORTS / DISCUSSION

A. WRCOG Policies and Procedures Related to Non-Discrimination and Contracting

Chris Gray, WRCOG Director of Transportation & Planning, reported that the issue of social equity has come to the forefront based upon recent national events. WRCOG complies with all applicable laws and regulations in terms of discrimination, harassment, and retaliation. Consultants which WRCOG contracts with are prohibited from acts of discrimination by those we employ.

Due to Proposition 209 WRCOG is prohibited from taking any action to formally promote minority owned businesses. Assembly Constitutional Amendment (ACA) 5 (Weber. Government preferences) is on the November ballot. If passed, WRCOG would be free to implement additional policies.

Committee member Chuck Washington indicated that ACA 5 would not repeal Proposition 209, but it would make changes to some components of it; the key component being that none of it is mandatory.

Committee member Brian Tisdale indicated that the point in bringing this matter up is that in light of the current environment, it is important for WRCOG to review its policies to make sure it is in compliance with the law, which it is.

Mr. Gray indicated that staff would like to explore ways to support minority-owned and small businesses.

Committee member Washington indicated that we need to look for opportunities to support small businesses and businesses owned and operated by women and/or people of color.

Committee member Ben Benoit indicated that the South Coast Air Quality Management District is supporting ACA 5.

Action: 1. *Received and filed.*

B. TUMF Program Revenue and Expenditures Update

Chris Gray, WRCOG Director of Transportation & Planning, reported that TUMF collections for Fiscal Year 2019/2020 came in very close to projections. Activity continues in all the Zones with a significant amount of development occurring in the Central and Southwest Zones.

In tracking development by land use, the Single-family sector continues to be the strongest in land use. Multi-family has reduced a bit, while Industrial use is picking up.

Since inception in 2003, over \$900M in revenues has been collected. \$1.1B in total funding since inception has been spent or allocated to member agencies through the next five years. This has resulted in 108 completed projects with five or six projects anticipated to be completed this year.

TUMF Credit Agreement funding has resulted in \$240M in projects completed through these agreements as developers receive a credit against their TUMF obligations. The I-15 / Cajalco Interchange Project is the largest project completed to date at \$50M, which was completed through a Credit Agreement.

Funding to member jurisdictions of approximately \$30M to \$50M is provided through Measure A funding. Funds are allocated on an annual basis.

Staff are preparing reports for individual jurisdictions which identifies completed projects, allocated funding, and credit agreements, to name a few.

Action: 1. *Received and filed.*

C. PACE Programs Activities Update: Deferral of Judicial Foreclosure on Delinquent PACE Properties

Casey Dailey, WRCOG Director of Energy & Environmental Programs, reported that a delinquency occurs when a property owner fails to pay one or both of its annual property tax and/or PACE assessment.

In 2015, the Executive Committee adopted a policy to review, on an annual basis, the number and amount of delinquencies in order to determine the assignment of collection rights, or the initiation of judicial foreclosure.

For the Fiscal Year 2019/2020 tax year, 43,120 assessments were placed on the tax roll, totaling \$116,462,023.17. As of July 31, 2020, the preliminary delinquency rate for all PACE Programs is 1.43%, or just over \$2M. In comparison, Riverside County's delinquency rate is at 4.3%.

In order to fill the shortfall, WRCOG partners with First National Assets (FNA), which provides the funding to fill the gaps. Over time, FNA is made whole as individual property owners come current on their property tax bills.

- Action:**
1. *Recommended that the Executive Committee Adopt Resolution Number 27-20; A Resolution of the Executive Committee of the Western Riverside Council of Governments waiving judicial foreclosure proceeding requirements for delinquent payments of assessments of the Energy Efficiency and Water Conservation Program for Western Riverside County and the California HERO Program.*

(Wildomar / Perris) 11 yes; 0 no; 0 abstention. Item 5.C was approved.

6. REPORT FROM THE EXECUTIVE DIRECTOR

Rick Bishop reported that the Morongo Band of Mission Indians has recently notified WRCOG that it will not be moving forward in its membership with WRCOG. Staff are reviewing considerations for General Assembly 2021 that include options ranging from holding the event in an interior ballroom to holding it outside. WRCOG was recently awarded \$200,000 to develop an Energy Resilience Plan in response to power interruptions resulting from events such as wildfires, extreme heat, and/or public safety power shutoffs. The 6th Annual Solar Conference is scheduled for September 14, 2020, from 8:30 a.m. to 12:15 p.m. The next Future Forward webinar series is scheduled for September 24, 2020, from 9:00 a.m. to 10:00 a.m. and will include a panel discussion of former WRCOG Fellows who will provide their insights on accommodating future growth in Western Riverside County.

7. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

8. GENERAL ANNOUNCEMENTS

There were no general announcements.

9. CLOSED SESSION

The Committee adjourned to Closed Session for discussion on the performance evaluation of the Executive Director.

10. NEXT MEETING: The next Administration & Finance Committee meeting is scheduled for Wednesday, October 14, 2020, at 12:00 p.m., on the Zoom platform.

11. ADJOURNMENT: The meeting of the Administration & Finance Committee adjourned from Closed Session at 12:49 p.m.

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Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Finance Department Activities Update

Contact: Andrew Ruiz, Chief Financial Officer, aruiz@wrcog.us, (951) 405-6740

Date: October 14, 2020

The purpose of this item is to provide an update on the Agency financials through July 2020.

Requested Action:

1. Receive and file.

Fiscal Year 2019/2020 Agency Audit

WRCOG's annual Agency Interim Audit was completed on June 19, 2020. WRCOG utilizes the services of the audit firm Rogers, Anderson, Malody, and Scott (RAMS) to conduct its financial audit. The first visit is known as the "interim" audit, which involves preliminary audit work that is conducted prior to fiscal year end. The interim audit tasks are conducted in order to compress the period needed to complete the final audit after fiscal year end. In October 2020, RAMS will return to finish its second round, which is known as "fieldwork." It is anticipated that the final audit will be presented to this Committee in January 2021.

Financial Report Summary Through July 2020

The Agency Financial Report summary through July 2020, a monthly overview of WRCOG's financial statements in the form of combined Agency revenues and costs, is provided as Attachment 1.

Prior Action:

October 5, 2020: The Executive Committee received and filed.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

1. Financial Report summary through July 2020.

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Item 4.B

Finance Department Activities
Update

Attachment 1

Financial Report summary through
July 2020

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Western Riverside Council of Governments
Agency Financials
For the Month Ending July 31, 2020

Total Agency

	Approved Budget 6/30/2021	Thru Actual 7/31/2020	Remaining Budget 6/30/2021
Revenues and Transfers in			
Member Dues	311,410	294,410	17,000
Operating Transfer In	2,208,432	120,274	2,088,158
WRCOG HERO	136,290	7,422	128,868
PACE Residential	78,000	15,148	62,852
PACE Commercial	200,000	40,750	159,250
CA HERO	1,464,730	45,748	1,418,982
Commerical/Service	41,137	21,152	19,985
Retail	89,632	9,221	80,412
Single Family Residential	652,270	91,146	561,124
Multi-Family	267,415	26,561	240,855
Commercial/Svcs - Admin Portion	987,281	507,646	479,635
Retail - Admin Portion	2,151,178	221,296	1,929,882
Single Family Residential - Admin Portion	15,654,486	2,187,500	13,466,986
Multi Family - Admin Portion	6,417,964	637,453	5,780,511
Total Revenues and Transfers in	\$ 40,539,536	\$ 4,225,727	\$ 36,313,810
Expenses			
Salaries	2,053,769	99,731	1,954,038
Benefits	1,027,040	132,570	894,470
Overhead	1,443,294	120,274	1,323,020
Legal	285,600	8,906	276,694
Advertising Media	65,667	13500	52,167
Bank Fees	33,885	1,695	32,190
Commissioner Per Diem	62,500	750	61,750
Communications - Cellular Phones	13,500	834	12,666
Communications - Computer Services	53,000	1,597	51,404
Communications - Regular Phone	16,000	1,933	14,067
Computer Hardware	10,000	2,315	7,685
Consulting Labor	2,268,780	26,848	2,241,932
Event Support	165,736	1486.25	164,250
General Supplies	1,500	1,113	387
Parking Cost	20,000	2,142	17,858
Postage	5,350	609	4,741
Recording Fee	173,525	7,427	166,098
Rent/Lease Equipment	20,000	421	19,579
Total Expenses	\$ 40,468,538	\$ 424,152	\$ 40,044,386

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Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Single Signature Authority Report

Contact: Andrew Ruiz, Chief Financial Officer, aruiz@wrcog.us, (951) 405-6741

Date: October 14, 2020

The purpose of this item is to notify the Committee of contracts recently signed under the Single Signature Authority of the Executive Director.

Requested Action:

1. Receive and file.

The Executive Director has Single Signature Authority for contracts up to \$100,000. For the months of April through June 2020 three contracts were signed by the Executive Director. These are summarized below.

1. In July 2020, a Professional Services Agreement (PSA) was executed with Kevin Palmer for \$25,000 to assist in developing an Economic Development Corporation.
2. In August 2020, a PSA Amendment was executed with Environmental Science Associates for \$10,000 to provide services related to the Climate Action Plan.
3. In September 2020, a PSA Amendment was executed with WSP for \$25,000 to provided services related to the Riverside County Travel Demand Model (RIVTAM/RIVCOM)

Prior Action:

None.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

None.

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Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Clean Mobility Options Voucher for Community Transportation Needs Assessment

Contact: Kyle Rodriguez, Staff Analyst, krodriguez@wrcog.us, (951) 405-6721

Date: October 14, 2020

The purpose of this item is to provide an update on the 2020 Community Transportation Needs Assessment Voucher for the Western Riverside County Clean Cities Coalition.

Requested Action:

1. Recommend that the Executive Committee adopt Resolution Number 28-20; A Resolution of the Executive Committee of the Western Riverside Council of Governments accepting a Community Transportation Needs Assessment Voucher.

Background

The California Air Resources Board (CARB), in cooperation with the Local Government Commission, CALSTART, Inc., released the Clean Mobility Options Voucher Pilot Program to conduct “Community Transportation Needs Assessments” that will help identify – and eventually address – transportation challenges faced by residents in their communities. The Western Riverside County Clean Cities Coalition seeks to integrate technology with alternative fuels and infrastructure in order to improve efficiency, increase domestic energy security, and improve operating costs for consumers and businesses. In July 2020, the Coalition applied CARB’s proposed 2020 Community Transportation Needs Assessment under the Clean Mobility Options (CMO) Voucher Pilot Program.

2020 Needs Assessment

In August 2020, the Coalition received a 2020 Needs Assessment Voucher, which will focus exclusively on residents living within disadvantaged and low-income communities. The Voucher will be used to address gaps in communities and neighborhoods that are suburban, less urbanized, less densely populated, and therefore lack robust public transit options often associated with major urban communities. The Needs Assessment will be conducted through a community engagement approach, using a stakeholder group that will include residents, affordable housing developers, environmental justice advocates, academics, and business owners. The group will develop a survey tool and a community outreach strategy that includes digital and social media, workshops (virtual or in-person), phone surveys, and one-on-one interviews. The Needs Assessment will be used to better understand how to overcome obstacles to obtaining clean, equitable transportation in our communities.

Before the Coalition can proceed, the Executive Committee must adopt a resolution accepting funding and the Community Transportation Needs Assessment Voucher.

Prior Action:

None.

Fiscal Impact:

All expenditures associated with the Needs Assessment will be covered by a grant that the Coalition will be receiving from CALSTART for \$48,600.

Attachment:

1. Resolution Number 28-20; A Resolution of the Executive Committee of the Western Riverside Council of Governments accepting a Community Transportation Needs Assessment Voucher.

Item 4.D

Clean Mobility Options Voucher for
Community Transportation Needs
Assessment

Attachment 1

Resolution Number 28-20; A
Resolution of the Executive
Committee of the Western Riverside
Council of Governments accepting a
Community Transportation Needs
Assessment Voucher

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RESOLUTION NUMBER 28-20

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE
WESTERN RIVERSIDE COUCIL OF GOVERNMENTS
ACCEPTING A COMMUNITY TRANSPORTATION
NEEDS ASSESMENT VOUCHER**

WHEREAS, the Western Riverside Council of Governments (WRCOG) is a joint powers authority consisting of the County of Riverside and 18 cities, the Eastern Municipal Water District, the Western Municipal Water District, and the Riverside County Superintendent of Schools, situated in Western Riverside County; and

WHEREAS, the California Air Resources Board (CARB), on behalf of California Climate Resources, in cooperation with the Program Administrator team of The Local Government Commission, CALSTART, Inc., will conduct “Community Transportation Needs Assessments” that will help identify – and eventually address – transportation challenges faced by residents in their communities; and

WHEREAS, pursuant to this effort, CARB provides vouchers through its Clean Mobility Options Voucher Pilot Program to support community-based efforts to improve zero-emission mobility access and equity, improve local air quality, and reduce greenhouse gas emissions; and

WHEREAS, CARB has awarded the Western Riverside County Clean Cities Coalition a 2020 Community Transportation Needs Assessment Voucher under the Clean Mobility Options Voucher Pilot Program (the “2020 Voucher”) with an approved budget of \$48,600; and

WHEREAS, the Western Riverside Council of Governments is a California public agency; and

WHEREAS, The Western Riverside County Clean Cities Coalition has reviewed the 2020 Voucher guidelines pursuant to this opportunity and determined that its objectives are consistent with the mission of WRCOG’s Climate Adaptation Plan; and

WHEREAS, WRCOG staff, with the approval and support of the Executive Committee, has determined that it is in its best interest to accept the 2020 Voucher to support its Energy and Environmental Program to serve disadvantaged and low-income residents of Western Riverside County communities.

NOW THEREFORE, BE IT RESOLVED by the Executive Committee of the Western Riverside Council of Governments that:

1. On November 2, 2020, the Executive Committee adopted Resolution 28-20 to accept \$48,600 in funding to complete a Community Transportation Needs Assessment for the Clean Mobility Options Voucher Pilot Program.
2. The Executive Committee further authorized and directed WRCOG staff to accept the 2020 Voucher; and

3. The Executive committee further authorizes WRCOG staff to perform all acts and to do all things necessary to implement the 2020 Voucher Agreement terms in compliance with the requirements of the Clean Mobility Options Voucher Pilot Program.

PASSED AND ADOPTED by the Executive Committee of the Western Riverside Council of Governments on November 2, 2020.

Kevin Bash, Chair
WRCOG Executive Committee

Rick Bishop, Secretary
WRCOG Executive Committee

Approved as to form:

Steven DeBaun
WRCOG Legal Counsel

AYES: _____ NAYS: _____ ABSENT: _____ ABSTAIN: _____



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: 2021 General Assembly Options

Contact: Chris Gray, Director of Transportation & Planning, cgray@wrcoq.us, (951) 405-6710

Date: October 14, 2020

The purpose of this item is to receive information related to options for the 2021 General Assembly.

Requested Action:

1. Receive and file.

Background

Because of COVID-19 restrictions, WRCOG was unable to hold the annual General Assembly & Leadership Conference in June 2020. Staff is currently engaged in efforts to plan the 2021 General Assembly event. Based upon review of current conditions and likely unknown conditions over the course of the next several months, staff anticipates the need to address several challenges next year including:

- Some members and guests may be reluctant to participate in a large public gathering for a variety of reasons.
- Staff are unsure of the regulatory environment on large events that would be in place at the time of the General Assembly.
- Many of WRCOG's usual sponsors may be experiencing financial distress because of COVID-19. This issue is particularly problematic since the General Assembly cost is funded through sponsor contributions.
- Any in-person event, if allowed, will likely need to maximize opportunities for social distancing and limit the amount of exposure between attendees while providing opportunities for networking.

Based on these considerations, staff has identified three potential options for the 2021 General Assembly:

- In-person event in an indoor space
- In-person event in an outdoor space
- Virtual event

In-Person Event in an Indoor Space

Traditionally, the General Assembly has been held in a ballroom or a large meeting area. Previously, the event was held at the Morongo Casino, Resort & Spa and, to accommodate larger audiences, was moved to the Pechanga Resort Casino for the 2019 event. Approximately 1,000 persons attended the event at Pechanga which included the following:

- Half-day Leadership Conference
- Exhibit space
- VIP reception

- General Assembly
- Dinner
- Leadership Address
- Post-event reception

An in-person 2021 event at Pechanga would be like previous events though likely limited in scope. The most logical format would be to limit the event to the following:

- General Assembly
- Dinner
- Leadership Address
- Optional post-event reception

The General Assembly, dinner, and Leadership Address could be structured similar to previous years and would likely require 2 to 2 ½ hours to conclude. The Ballroom at Pechanga has a capacity of over 3,000 persons which means that tables and chairs could be arranged to maintain social distancing for a smaller audience of 1,000 persons. The post-event reception could be held at a venue like Pechanga’s Journey’s End Restaurant, which can hold 150 people indoors or 600 persons if the outdoor space is used concurrently.

In-Person Event in an Outdoor Space

Another option would be to hold the 2021 event on the Pechanga lawn, which can accommodate between 800 and 1,000 persons in a social distancing manner. The likely line-up for an event would be as follows:

- General Assembly
- Dinner
- Leadership Address
- Optional post-event reception

The main programming, including the General Assembly, dinner, and Leadership Address, could be structured similar to previous years and would likely require 2 to 2 ½ hours to conclude. The primary difference is that it would be an outdoor event and may be scheduled to start later due to anticipated weather conditions. Additionally, since it is an outdoor event, it would likely be a less formal event than in previous years. The post-event reception could be held at the Journey’s End restaurant, using the outdoor space only.

Virtual Event

A third option for WRCOG would be to hold the 2021 General Assembly as fully virtual event. Staff anticipate that the virtual event would primarily focus on the Leadership Address, though some elements of the General Assembly could be incorporated into the virtual event. For example, recognition of WRCOG member agencies could still occur in a virtual event.

Next Steps

Recognizing that it is early and COVID-related circumstances are constantly changing, staff is sharing these options for discussion purposes and appreciates any direction provided by the Committee. Staff will also be contacting previous sponsors to seek their input regarding the 2021 General Assembly and returning to this Committee for additional discussion and direction early in 2021.

Prior Action:

None.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

None.

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Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Proposed Project List for SCAG Regional Early Action Program (REAP) Subregional Partnership Program

Contact: Chris Gray, Director of Transportation & Planning, cgray@wrcog.us, (951) 405-6710

Date: October 14, 2020

The purpose of this item is to provide a list of proposed projects WRCOG is developing for submittal to the Southern California Association of Governments (SCAG) for Regional Early Action Planning (REAP) Grant Program funding.

Requested Action:

1. Receive and file.

REAP Introduction

The REAP Subregional Partnership Program is intended to increase planning to accelerate housing production throughout the SCAG region through implementable actions that will increase housing supply to meet the 6th Cycle Regional Housing Needs Assessment (RHNA). The Subregional Partnership Program has been designed to augment and complement funds that are awarded to jurisdictions by the California Department of Housing and Community Development (HCD) pursuant to Senate Bill 2 Planning Grants and the Local Early Action Program (LEAP).

SCAG also developed additional objectives for the Subregional Partnership Program and, among those objectives, include:

- Align resources with allocation methodology for the 6th Cycle of RHNA to support local jurisdictions in addressing identified housing needs.
- Advance Connect SoCal sustainable development goals including supporting local jurisdictions in promoting housing in priority growth areas to increase access to jobs and transit and reduce environmental impacts.

WRCOG Eligibility

WRCOG is eligible to receive up to \$1.678 million for the Western Riverside County subregion. Over the next month, WRCOG will be preparing an application to SCAG to secure this funding for this subregion. SCAG is requiring that WRCOG identify a list of projects in this application. All applications are due to SCAG by December 1, 2020.

Proposed Project List

Based on discussions with staff of WRCOG member agencies, WRCOG has developed a preliminary project list to include in the application for REAP funding. The project list is provided below at the end of this section.

REAP funding is meant to support jurisdictions in meeting Housing Element requirements. The 6th Cycle Housing Elements must be revised and updated to include and identify housing needs for each jurisdiction's RHNA by October 15, 2021. With that in mind, WRCOG is proposing projects aimed at assisting jurisdictions with technical data to complete Housing Elements and meet RHNA number requirements. In addition, WRCOG is also proposing projects that will assist jurisdictions in meeting state law requirements in their Housing Elements, Land Use Element, and Safety Elements as part of a future General Plan Update.

In addition, WRCOG is currently developing a subregional Climate Action Plan (CAP) update of which 14 jurisdictions are participating. WRCOG is proposing to utilize REAP funding to perform a programmatic Environmental Impact Report for the subregional CAP. This would allow participating jurisdictions to streamline greenhouse gas (GHG) analyses which will help expedite the approval process for housing developments.

WRCOG is also proposing to utilize REAP funds to assist on regionally significant projects that have previously been brought to the attention of this Committee – the establishment of a Housing Trust Fund and an Economic Development Corporation (EDC). Staff has proposed establishing and operating a Housing Trust Fund for Western Riverside County and believes utilizing REAP funding will help increase housing production. WRCOG believes establishing an EDC will help build homes in the subregion. The subregion's inability to build housing does not derive from a lack of available lots but can be largely attributed to a lack of individuals who can afford housing. WRCOG's analysis indicates that as many as 200,000 entitled units are available in Western Riverside County. Builders will only build homes they can sell. WRCOG believes an EDC has the ability to bring the types of high paying jobs that will enable the already entitled units to be built. Along with the inability to build homes, the lack of high paying jobs is a root cause of many underlying issues in the region that SCAG and others are interested in addressing such as traffic congestion and air quality.

Proposed Project	Description
Jurisdiction staffing augmentation	Provide a regional consultant bench available to assist local jurisdictions with Housing Element review and adoption.
Sites Inventory and 3-D Mapping Applications	Identify sites suitable for residential development to accommodate the RHNA allocation within jurisdictions.
Accessory Dwelling Unit (ADU) Capacity Analysis	Provide a WRCOG-wide ADU feasibility analysis.
AB 686 – Housing Discrimination / Affirmatively Furthering Fair Housing (AFFH)	The AFFH study will include a region-specific guide on how to quantitatively analyze methodologies addressing AB 686 criteria.
GIS database development – Housing Element data	Provide GIS services to local jurisdictions to ensure data utilized is most current.
EIR for Subregional CAP	Provide streamlined GHG analyses for jurisdictions participating in the subregional CAP to assist in expediting the approval process for housing developments
Establish and operate Housing Trust Fund	Funding to operate Housing Trust in order to bring housing (workforce and homelessness) to subregion
Formation of an EDC to bring jobs-housing fit to Western Riverside County	Funding to operate EDC in order to develop economy of the subregion in order to allow for already entitled housing units to be constructed at market rate

This list is a preliminary list so WRCOG staff is available to discuss the proposed projects with member agency staff. The goal of the projects is to provide assistance to jurisdictions in meeting its Housing Element requirements and to help build more homes in Western Riverside County.

Prior Action:

August 13, 2020: The Planning Directors Committee received and filed.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

None.

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Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Update on Exploring the Formation of a Western Riverside County Economic Development Corporation

Contact: Elisa Laurel, Program Manager, elaurel@wrcog.us, (951) 405-6752

Date: October 14, 2020

The purpose of this item is to provide an update on exploring the formation of a Western Riverside County Economic Development Corporation (EDC) and on the establishment of an EDC Steering Committee.

Requested Action:

1. Receive and File.

Background

WRCOG staff held a Visioning Session on June 18, 2020, to re-visit Agency goals and accomplishments and discuss new initiatives for potential WRCOG involvement as well as consider suggestions from member agencies. During the session, Agency Directors and Managers presented new ideas, discussed program ideas, and provided feedback on activities that WRCOG is currently engaged in regarding the Agency's long-standing focus on the issue areas identified below. These focus areas were first adopted in 2011 and were subsequently affirmed by the Executive Committee and Technical Advisory Committee in 2014 and 2017. In 2014, the Agency identified "economic development" to be a central pillar for the five other goal areas, which were recognized to be mutually dependent on one another to advance. WRCOG's programs are intended to work together to support improving quality of life, which is perhaps the overall largest factor in improving the area's economic development. The focus areas include:

1. Economic Development
2. Energy and Environment
3. Water
4. Transportation
5. Education
6. Health

As a follow up to this exercise, staff presented to the Administration & Finance Committee on July 8, 2020, three prospective projects for WRCOG involvement during this next fiscal year. One project was the exploration of the formation of a Western Riverside County Economic Development Corporation, which would stand as an independently funded, non-profit organization governed by representatives from both the public and private sectors. An EDC would also help to establish sustained and complimentary services in economic development. The concept was met with positive feedback and there was a high level of interest to further explore the formation of an EDC for the subregion. As a next step to this effort, staff has been conducting further due diligence and research in the discovery phase consisting of reviewing existing EDC models, regionally, statewide, and nationally, that would best fit the needs of the Western Riverside County subregion.

On August 20, 2020, staff provided an update to the Technical Advisory Committee and were encouraged to extend the timeline on its Workplan Schedule to ensure greater due diligence and allow for thorough inclusion of all potential stakeholders. An updated EDC Workplan Schedule was provided during the September Executive Committee meeting, extending the timeline to spring 2021.

Due Diligence and Discovery Findings

Staff has for the most part completed the initial due diligence and discovery phase which included outreach to stakeholders and the gathering of EDC best practice models. To date, staff has conducted outreach with 15 cities, 4 Chambers of Commerce, 10 regional stakeholders, and 14 EDCs locally and across the nation.

Consistent themes throughout the discovery process with EDC best practice models consisted of the following:

- Allows for a region to speak with one voice.
- Leaders came together and recognized the importance of creating a regional brand.
- A win for one is a win for all.
- EDCs were formed during times of downturn in response to recognizing that the economy needed to diversify its jobs and economic base.
- Formation began after a strategic regional study that served as a roadmap to success.
- Public sector helped to lead and provide initial funding for EDCs and subsequently scaled to develop a private sector-led effort.
- Big-picture focus, complimentary and not duplicative of local jurisdiction, chamber etc. activities

Based on conversations with regional stakeholders it was affirmed that there is not any one existing entity that serves as universally recognized regional point of contact for economic development efforts. In particular, the role of branding / marketing the region in a coordinated and cohesive manner in order to attract new businesses, was a consistent gap found throughout the discovery process.

Next Steps

Staff will provide an update on work and discovery completed to date and present to the Technical Advisory Committee in October. During that meeting we will also request the appointment of at least three and up to six representatives from WRCOG's Technical Advisory Committee to serve on the EDC Steering Committee along with a number of other representatives from the public, private and non-profit sector. Subsequently, in November, staff will provide a similar update to the Executive Committee and request the appointment of at least three members from the Executive Committee to serve on the EDC Steering Committee. The Steering Committee will be charged with further examination of EDC governance, participation, funding, and other operational matters.

Prior Actions:

September 14, 2020: The Executive Committee received and filed.

August 20, 2020: The Technical Advisory Committee received and filed.

August 13, 2020: The Planning Directors Committee received and filed.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

None.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Potential New Members to WRCOG

Contact: Chris Gray, Director of Transportation & Planning, cgray@wrcoq.us, (951) 405-6710

Date: October 14, 2020

The purpose of this item is to provide options for the potential addition of new members to WRCOG following the departure of the Morongo Band of Mission Indians.

Requested Action:

1. Discuss and provide direction.

Background

Among COGs in California, WRCOG's membership is somewhat unique in that it is not solely comprised of local jurisdictions. WRCOG's long-standing areas of focus (economy, energy and environment, water, transportation, education, and health), which are contained in the Agency's Economic Development and Sustainability Framework, have spurred the Agency's leaders in prior years to augment the Agency's membership breadth by bringing regional partners with expertise in these focus areas "to the table" and having a seat on the Executive Committee and Technical Advisory Committee. These additions have included the Eastern and Western Municipal Water Districts, the Riverside County Superintendent of Schools, and the Morongo Band of Mission Indians.

Is Agency Expansion Desired? If so, What Options Exist?

During the last several years discussion regarding Agency membership expansion has been limited to the idea of additional tribal participation. With Morongo's recent decision to not renew its membership with WRCOG, staff believes this might be a good time for the Administration & Finance Committee to have a broader discussion on the issue of expansion, specifically with a focus on potential new members that have the expertise offered by the water districts and the superintendent of schools.

Staff is bringing forward two potential courses of action for consideration. The first option would be to not replace the Morongo Band of Mission Indians and keep the Executive Committee membership as it currently stands. The second option would be to add a limited number of new members to WRCOG.

If Committee members wish to explore an expanded Executive Committee, there are several different approaches that the Committee could take. One way to give structure to the discussion is to consider how WRCOG's current members and programs align with the Sustainability Framework. There is precedent to use the Sustainability Framework to expand membership of the Executive Committee.

For example, the Riverside County Superintendent of Schools was added to represent the Education focus area. The Eastern and Western Municipal Water Districts were added to the Executive Committee to incorporate the Water focus area.

A scan of the Sustainability Framework indicates that several of the focus areas are well represented by WRCOG’s members and programs while others have limited representation as shown in the table below.

Sustainability Framework Focus Area	WRCOG Members / Programs
Economic Development	Many WRCOG member agencies have Economic Development staff. WRCOG is also exploring a regional Economic Development Corporation (EDC) to support member agency efforts.
Energy and Environment	WRCOG PACE / HERO, Solid Waste, Used Oil, Clean Cities, Western Community Energy.
Water	Eastern and Western Municipal Water Districts.
Transportation	TUMF, Active Transportation, SB 743 Implementation Strategy, and Riverside Countywide Transportation Model. Riverside County Transportation Commission and Riverside Transit Agencies are also members of WRCOG and participate in the Planning Directors and Public Works Committees.
Education	Riverside County Superintendent of Schools.
Health	Riverside County’s Riverside University Health System offers a variety of health-related services throughout Western Riverside County. However; there is no member whose primary focus is health care.

Based on this review, staff determined that there are at least two focus areas that could be better represented, namely Education and Health. The Riverside County Superintendent of Schools represents K-12 students but not Community Colleges or four-year universities. There is also no member specifically focused on Health.

If Committee members desired an expansion of the Executive Committee for these focus areas, three possible additions could include:

1. University California, Riverside (UCR)
2. Inland Empire Health Plan (IEHP)
3. Riverside Community College District (RCCD)

UCR and RCCD could serve as beneficial members as both align with the Education focus area of the Economic Development and Sustainability Framework. UCR serves as the major research and development institution in both the subregion and greater Inland Southern California area, and RCCD serves as the major community college in the subregion and Western Riverside County. Additionally, both institutions would play a strategic and important role as staff considers connecting industry and education related to future WRCOG initiatives. Both organizations are also heavily involved in Economic Development.

IEHP could also serve as a beneficial member as it strategically aligns with the Health focus area. IEHP serves as a major healthcare provider in not only the Western Riverside County subregion but the greater Inland Southern California marketplace. It should be noted that IEHP currently has approximately 1.3 million total members, with approximately 600,000 of those members in Riverside County. That means that one in four residents of Riverside County overall are members of IEHP. IEHP’s healthcare role in the community is a vital partnership that should be considered as we future initiatives are connected related to homelessness, health and well-being.

Staff is seeking feedback on whether Committee members are interested in expanding WRCOG’s membership and, if so, which members could potentially be added. If directed to do so, staff can return with a recommendation on adding potential members to WRCOG and identify one or more potential candidate organizations.

Prior Action:

None.

Fiscal Impact:

This item is for informational purposes only; therefore, there is no fiscal impact.

Attachment:

None.

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Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Appointment of WRCOG Representatives to Various Committees

Contact: Rick Bishop, Executive Director, rbshop@wrcog.us, (951) 405-6701

Date: October 14, 2020

The purpose of this item is to provide a listing of elected officials who have expressed interest in serving on various committees, and to request that the Administration & Finance Committee provide recommendations for a number of appointments to the Executive Committee for consideration.

Requested Actions:

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, 2021 and ending December 31, 2022.
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, 2021 and ending December 31, 2022.
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, 2021 and ending December 31, 2022.
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, 2021 and ending December 31, 2022.
5. Recommend that the Executive Committee appoint six representatives to SCAG Policy Committees for a term commencing January 1, 2021 and ending December 31, 2022.

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. 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)
- SAWPA's One Water One Watershed (OWOW) Steering Committee (one appointment)
- San Diego Association of Governments' (SANDAG) Borders Committee (one appointment plus an alternate)
- Southern California Association of Governments (SCAG) Policy Committees (six appointments)

Per policy, all WRCOG appointees to committees serve for a two-year term. Current terms for WRCOG appointees expire on December 31, 2020.

WRCOG has notified all City and County elected officials of opportunities to serve on the above committees and requested that individuals interested in serving to contact Rick Bishop by Monday, October 12, 2020. A listing of individuals who have expressed interest in serving as WRCOG appointees will be presented at the meeting for consideration

Staff requests that the Administration & Finance Committee review the listing and forward appointment recommendations to the Executive Committee for consideration. Agency policy is that priority in selection be given to elected officials who serve on WRCOG as Executive Committee members or alternates.

Prior Action:

None.

Fiscal Impact:

Stipends are allocated in WRCOG's Fiscal Year 2020/2021 Budget under the General Fund.

Attachment:

None.