



Western Riverside Council of Governments Executive Committee

AGENDA

**Monday, September 9, 2019
2:00 p.m.**

**County of Riverside
Administrative Center
4080 Lemon Street
1st Floor, Board Chambers
Riverside, CA 92501**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Executive Committee meeting, please contact WRCOG at (951) 405-6703. 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 450, Riverside, CA, 92501.

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

1. CALL TO ORDER / ROLL CALL (Bonnie Wright, Chair)

2. PLEDGE OF ALLEGIANCE

3. PUBLIC COMMENTS

At this time members of the public can address the Executive Committee regarding any items within the subject matter jurisdiction of the Executive Committee that are not separately 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 Executive Committee in writing and only pertinent points presented orally.

4. MINUTES

A. Summary Minutes from the August 5, 2019, Executive Committee Meeting are Available for Consideration.

P. 1

Requested Action: 1. *Approve the Summary Minutes from the August 5, 2019, Executive Committee meeting.*

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 Executive Committee, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the Executive Committee request specific items be removed from the Consent Calendar.

Action items:

- A. **Amendment to Professional Services Agreement for Climate Adaptation Planning Services** **Christopher Gray** **P. 9**

Requested Action: 1. *Approve the First Amendment to the Professional Services Agreement between WRCOG and PlaceWorks, Inc., for support to WRCOG in its climate adaptation planning activities, increasing the total not to exceed amount from \$377,877 to \$388,877.*

- B. **TUMF Program Activities Update: TUMF Reimbursement Agreement** **Christopher Gray** **P. 33**

Requested Action: 1. *Authorize the Executive Director to execute a TUMF Reimbursement Agreement with the City of Perris for the Engineering Phase of the Goetz Road (Between Ethanac Road and Case Road) Widening Project in an amount not to exceed \$691,000.*

Information items:

- C. **Finance Department Activities Update** **Andrew Ruiz** **P. 61**

Requested Action: 1. *Receive and file.*

- D. **WRCOG Committees and Agency Activities Update** **Christopher Gray** **P. 67**

Requested Action: 1. *Receive and file.*

- E. **Regional Streetlight Program Activities Update** **Daniel Soltero** **P. 81**

Requested Action: 1. *Receive and file.*

- F. **Environmental Department Programs Activities Update** **Kyle Rodriguez** **P. 85**

Requested Action: 1. *Receive and file.*

- G. **Report out of WRCOG Representatives on Various Committees** **Rick Bishop** **P. 95**

Requested Action: 1. *Receive and file.*

6. REPORTS / DISCUSSION

- A. Presentation from the University of California, Riverside, on the 2020 Census *Karthick Ramakrishnan, UCR* P. 97

Requested Action: 1. Receive and file.

- B. PACE Program Activities Update: Commercial PACE Update and Renovate America Stipulated Judgment *Casey Dailey, WRCOG* P. 99

Requested Action: 1. Receive and file.

- C. Regional Housing Needs Assessment Methodology Update *Cynthia Mejia, WRCOG* P. 103

Requested Action: 1. Direct staff to submit a comment letter to SCAG on behalf of the subregion regarding the RHNA process, the regional determination, and the three methodology options.

7. REPORT FROM THE TECHNICAL ADVISORY COMMITTEE CHAIR *Chris Lopez*

8. REPORT FROM COMMITTEE REPRESENTATIVES

SCAG Regional Council and Policy Committee Representatives
SCAQMD, Ben Benoit
CALCOG, Brian Tisdale
SAWPA OWOW Committee, Rusty Bailey
SANDAG Borders Committee, Crystal Ruiz

9. REPORT FROM THE EXECUTIVE DIRECTOR *Rick Bishop*

10. ITEMS FOR FUTURE AGENDAS *Members*

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

11. GENERAL ANNOUNCEMENTS *Members*

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

12. NEXT MEETING: The next Executive Committee meeting is scheduled for Monday, October 7, 2019, at 2:00 p.m., at the County of Riverside Administrative Center, 1st Floor Board Chambers.

13. ADJOURNMENT

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Western Riverside Council of Governments

4.A

Regular Meeting

~ Minutes ~

Monday, August 5, 2019

2:00 PM

County Administrative Center

1. CALL TO ORDER

The meeting was called to order by Chair Bonnie Wright at 2:01 p.m. on August 5, 2019, at the Riverside County Administrative Center, 4080 Lemon Street, Riverside.

Jurisdiction	Attendee Name	Status	Arrived / Departed
City of Banning	Daniela Andrade	Present	1:55 PM
City of Beaumont		Absent	
City of Calimesa	Larry Smith	Present	1:55 PM
City of Canyon Lake		Absent	
City of Corona	Jason Scott	Present	1:55 PM
City of Eastvale		Absent	
City of Hemet	Bonnie Wright	Present	1:55 PM
City of Jurupa Valley		Absent	
City of Lake Elsinore	Brian Tisdale	Present	1:55 PM
City of Menifee	Matt Liesemeyer	Present	2:17 PM
City of Moreno Valley	Victoria Baca	Present	1:55 PM
City of Murrieta	Kelly Seyarto	Present	1:55 PM
City of Norco	Kevin Bash	Present	1:55 PM
City of Perris	Rita Rogers	Present	1:55 PM
City of Riverside		Absent	
City of San Jacinto	Crystal Ruiz	Present	1:55 PM
City of Temecula	James Stewart	Present	1:55 PM
City of Wildomar	Ben Benoit	Present	1:55 PM
District 1		Absent	
District 2	Karen Spiegel	Present	1:55 PM
District 3	Chuck Washington	Present	1:55 PM
District 5		Absent	
EMWD	David Slawson	Present	1:55 PM
WMWD	Brenda Dennstedt	Present	1:55 PM
Morongo Band of Mission Indians		Absent	
Office of Education (ex-officio)	Dr. Judy White	Present	1:55 PM
TAC Chair	Chris Lopez	Present	1:55 PM
Executive Director	Rick Bishop	Present	1:55 PM

Note: Times above reflect when the member logged in; they may have arrived at the meeting earlier.

2. PLEDGE OF ALLEGIANCE

Committee member Kelly Seyarto led members and guests in the Pledge of Allegiance.

3. PUBLIC COMMENTS

Arnold San Miguel, Southern California Association of Governments (SCAG), announced that SCAG will be conducting four public hearings in August related to the proposed Regional Housing Needs Assessment allocation methodology. SCAG will be adopting its 6th Cycle Regional Housing Needs Assessment Allocation Plan in October 2019.

4. MINUTES

RESULT:	APPROVED AS RECOMMENDED
MOVER:	District 2
SECONDER:	Wildomar
AYES:	Banning, Calimesa, Corona, Hemet, Lake Elsinore, Moreno Valley, Murrieta, Norco, Perris, San Jacinto, Temecula, Wildomar, District 2, District 3, EMWD, WMWD
ABSENT:	Beaumont, Canyon Lake, Eastvale, Jurupa Valley, Menifee, Riverside, District 1, District 5, and the Morongo Band of Mission Indians

A. Summary Minutes from the June 3, 2019, Executive Committee Meeting are Available for Consideration

Action: 1. *Approved the Summary Minutes from the June 3, 2019, Executive Committee meeting.*

B. Summary Minutes from the June 21, 2019, Executive Committee Meeting are Available for Consideration

Action: 1. *Approved the Summary Minutes from the June 21, 2019, Executive Committee meeting.*

5. CONSENT CALENDAR

RESULT:	APPROVED AS RECOMMENDED
MOVER:	Wildomar
SECONDER:	San Jacinto
AYES:	Banning, Calimesa, Corona, Hemet, Lake Elsinore, Moreno Valley, Murrieta, Norco, Perris, San Jacinto, Temecula, Wildomar, District 2, District 3, EMWD, WMWD
ABSENT:	Beaumont, Canyon Lake, Eastvale, Jurupa Valley, Menifee, Riverside, District 1, District 5, and the Morongo Band of Mission Indians

A. Approval Second Amendment to Professional Services Agreement with Kearns and West, Inc., for On-Call Planning Professional Services for Member Jurisdictions

Action: 1. *Approved the Second Amendment to the Professional Services Agreement between WRCOG and Kearns and West, Inc., to provide WRCOG planning support and advisory services in an amount not to exceed \$60,925 for the WRCOG Clean Cities Program, taking the amended contract in a not to exceed amount of \$206,485 in total, extended the term of the Agreement through June 30, 2020.*

B. TUMF Program Activities Update: Approval of Proposed TUMF Exemption for Transitional Housing for the Homeless, one Reimbursement Agreement, and two Reimbursement Agreement Amendments

- Actions:**
1. *Approved the proposed TUMF exemption for specially built homes that serve as transitional housing for homeless individuals or families.*
 2. *Authorized the Executive Director to execute a TUMF Reimbursement Agreement Amendment with the City of Moreno Valley for the Right-of-Way and Construction Phases of the Nason Street / SR-60 Interchange in an amount not to exceed \$11,261,500.*
 3. *Authorized the Executive Director to execute a TUMF Reimbursement Agreement Amendment with the City of Moreno Valley for the Moreno Beach Drive / SR-60 Interchange in an amount not to exceed \$20,758,480.*
 4. *Authorized the Executive Director to execute a TUMF Reimbursement Agreement with the City of Temecula for the Planning and Engineering Phases of the Diaz Road (Western Bypass) Widening in an amount not to exceed \$1,065,923.*

C. Approval of 4th Quarter Draft Budget Amendment for Fiscal Year 2018/2019

- Action:**
1. *Approved the 4th Quarter Draft Budget Amendment for Fiscal Year 2018/2019.*

D. Finance Department Activities Update

- Action:**
1. *Received and filed.*

E. WRCOG Committees and Agency Activities Update

- Action:**
1. *Received and filed.*

F. Western Riverside Energy Partnership Program Activities Update

- Action:**
1. *Received and filed.*

G. Single Signature Authority Report

- Action:**
1. *Received and filed.*

H. Report out of WRCOG Representatives on Various Committees

- Action:**
1. *Received and filed.*

I. California Public Employees Retirement System Unfunded Accrued Liability Update

- Action:**
1. *Received and filed.*

6. REPORTS / DISCUSSION

A. Report from the League of California Cities

Erin Sasse, League of California Cities Regional Public Affairs Manager, reported that the

Legislature returns on Monday.

AB 213 (as introduced, Reyes) is still moving through with no opposition.

SB 5 (as amended, Beall) is still moving forward; the League encourages support.

AB 516 (as amended, Chiu) is still moving forward; the League encourages letters of opposition.

SB 266 (as amended, Leyva) has significant impacts to local jurisdictions; sample letters are available on, and can be submitted through, the League's portal.

The Mayor's breakfast is scheduled for August 9, 2019; Assembly member Mayes is the guest speaker.

The next golf tournament is scheduled for September 13, 2019.

The next Division Meeting will be held at the annual conference on October 16, 2019.

The League is accepting applications for service on the Division Executive Committee and Statewide Policy Committees.

Action: 1. *Received and filed.*

B. Regional Water Supply Update: Presentation from Eastern Municipal Water District and Western Municipal Water District

Craig Miller, Western Municipal Water District (WMWD) General Manager, reported that as of July 10, 2019, the State Water Project Allocation has been increased to 75%. The Colorado River Aqueduct Allocation is at 78%. No major rains are anticipated for the remainder of the year and the state is out of long-term drought conditions.

All Statewide reservoirs are nearly full, including the local Diamond Valley Lake. Snowpack levels are above average. While there has not been a huge recovery, the trend has stopped the dive, as water levels are increasing.

Two big projects WMWD is wrapping up are the La Sierra Pipeline and Sterling Pump Station Local Supply Reliability Projects. This is a \$36 million Capital Improvement investment that includes two desalters and reduces the reliance on imported water.

Paul Jones, Eastern Municipal Water District (EMWD) General Manager, reported that EMWD serves seven cities and the unincorporated County. EMWD is building a third brackish groundwater desalter. EMWD's service area is only approximately 38% built out. EMWD is looking to create more groundwater banking in the Hemet / San Jacinto basin.

The Perris North Basin Groundwater Contamination Prevention and Remediation Program will recover and reuse groundwater to meet local supply objectives. Benefits include the production of 6,750 acre-feet of new water supply, protects existing wells, and will help address rising groundwater conditions. EMWD applied for a grant for this project and has not yet heard back but is very optimistic.

An emerging contaminant issue is per- and poly-fluoroalkyl substances – PFAS. These fall into a class of over 4,500 man-made chemicals. These are the most extensively produced and regulated chemicals and are found in water-proofing materials, non-stick coatings, fire-fighting

foams, paper packing, and food wrappers.

There is evidence that exposure can lead to adverse health impacts. The Science Advisory Board to the U.S. Environmental Protection Agency and the World Health Organization considers PFAS as a likely human carcinogen. There are no federal or state maximum containment level regulations set for drinking water, only advisory levels.

PFAS have not been detected in imported water. PFAS have been detected in three wells at the March Air Reserve Base and the Air Force has been working with EMWD for a couple of years to remove PFAS from that water. Until that occurs, the wells have been taken out of service.

EMWD and other local water agencies are doing extensive monitoring and research for all water supply sources.

Committee member Karen Spiegel asked if there is adequate water for the proposed number of housing units to be built by the cities.

Mr. Jones responded that various water agencies throughout southern California have multiple plans to work with for different scenarios. The agencies are also creating projects and programs to build resilience. There is a very robust importing system.

Action: 1. *Received and filed.*

C. Regional Streetlight Program Activities Update

Daniel Soltero, WRCOG Staff Analyst, reported that the City of Murrieta was the first jurisdiction to purchase and convert its streetlights; the City retrofitted approximately 6,469 streetlights and is 99% complete. The City of Eastvale is approximately 76% complete and has retrofitted 4,107 lights. The City of Moreno Valley is over 60% complete and has retrofitted 11,145 lights. The City of Wildomar began retrofitting its lights last month and are approximately 50% complete. The City of Hemet is scheduled to begin retrofitting over 4,200 lights this month. Remaining jurisdictions are scheduled through the end of the year.

Public opinion has been positive; there have been no negative comments received by staff to date.

The Streetlight Program is meeting its goal of mitigating light pollution from previous lights onto private residences and are meeting the American Medical Association's recommendation for LED lights to be no higher than 3,000 Kelvin color temperature. WRCOG's recommendation is 2,700 Kelvin color temperature.

In 2017, the U.S. implemented changes in federal tariffs imposed on Chinese imports. Some of those imports forced the LED manufacturers to increase their pricing between 6% and 10%. In 2018, General Electric formally requested a 5% price increase on LED fixtures. WRCOG was able to negotiate a price lock through the end of June 2019 for the 2017 proposal pricing, and a 5% increase cap from July 2019 through the end of the year. Beginning January 1, 2020, pricing is subject to fair market value. Jurisdictions were able to purchase the necessary lights which saved approximately \$370,300.

Action: 1. *Received and filed.*

D. PACE Program Activities Update: Request for Revisions to HERO Program Residential Dealer Fees, and Approval of Amended Program Reports, Debt Management Policy, and Authorized Maximum Bonding Amounts

Casey Dailey, WRCOG Director of Energy & Environmental Programs, reported that the HERO Dealer Fee Program allows contractors to offer lower interest rates to the customers; this is standard industry-wide in the home improvement arena. The contractor has 90 days to select a set of interest rates based upon multiple year terms. The contractor is then locked into those rates for 90 days.

Renovate America is requesting to provide contractors the flexibility to move within the various sets of interest rates on a project-by-project basis in order to remain competitive in the market place.

The HERO Debt Management Policy establishes the parameters for issuing debt. There have been changes in PACE law which requires an update to the Policy.

The Maximum Bond Indebtedness Limit specifies the total amount of bonds WRCOG may issue under its PACE Programs. In June 2016, this Committee set the limit to \$3 billion due to the high volume of projects. The Program has already exceeded \$2 billion in overall financing for all providers. Staff was requested to break out the financing for each provider. Staff will review these limits on an annual basis.

- Actions:**
1. *Approved updates to the HERO Residential Dealer Fee.*
 2. *Adopted Resolution Number 26-19; A Resolution of the Executive Committee of the Western Riverside Council of Governments approving a Debt Management Policy and taking other actions related thereto.*
 3. *Adopted Resolution Number 27-19; A Resolution of the Executive Committee of the Western Riverside Council of Governments increasing maximum bond authorization for its PACE Programs and making certain required disclosures.*
 4. *Approved the amended California HERO Program Report and the WRCOG Energy Efficiency and Water Conservation Program Report to increase the maximum bond indebtedness.*

RESULT: APPROVED AS RECOMMENDED

MOVER: Lake Elsinore

SECONDER: San Jacinto

AYES: Banning, Calimesa, Corona, Hemet, Lake Elsinore, Moreno Valley, Murrieta, Norco, Perris, San Jacinto, Temecula, Wildomar, District 2, District 3, EMWD, WMWD

ABSENT: Beaumont, Canyon Lake, Eastvale, Jurupa Valley, Menifee, Riverside, District 1, District 5, and the Morongo Band of Mission Indians

E. Adoption of Resolution Proclaiming October 2, 2019, as California Clean Air Day

Casey Dailey, WRCOG Director of Energy & Environmental Programs, reported that the 2nd Annual California Clean Air Day will be observed on October 2, 2019. The Coalition for Clean Air launched California Clean Air Day to call people to action and do their part to improve air quality. Six regional working Groups have convened to support activities and raise awareness statewide. WRCOG staff has been selected to serve as Co-Chair for the Inland Empire section of the Coalition.

The University of California, Riverside, and the Riverside Public Utilities are hosting a Sustainability Day at the Bourns College of Engineering. Dignity Health in San Bernardino is hosting a Health Walk.

A video is being developed for the Riverside Unified School District K-12 students.

The Coalition is asking people to take a pledge and commit to an activity that will contribute to cleaner air – not driving a vehicle for the day, bike to work, use cleaner cleaning products, etc. Anyone can pledge their commitment at <https://cleanairday.org/take-the-pledge>.

Micro-grants are available and WRCOG has applied for \$1,000 to support Clean Air Day events. For jurisdictions that adopt a similar resolution, WRCOG will host a tree planting ceremony at a location of choice by that jurisdiction.

Committee member Karen Spiegel recommended staff work with the Superintendent of Schools.

Action: 1. *Adopted Resolution Number 30-19; A Resolution of the Executive Committee of the Western Riverside Council of Governments Proclaiming October 2, 2019, as California Clean Air Day.*

RESULT:	APPROVED AS RECOMMENDED
MOVER:	District 2
SECONDER:	San Jacinto
AYES:	Banning, Calimesa, Corona, Hemet, Lake Elsinore, Moreno Valley, Murrieta, Norco, Perris, San Jacinto, Temecula, Wildomar, District 2, District 3, EMWD, WMWD
ABSENT:	Beaumont, Canyon Lake, Eastvale, Jurupa Valley, Menifee, Riverside, District 1, District 5, and the Morongo Band of Mission Indians

7. REPORT FROM THE TECHNICAL ADVISORY COMMITTEE CHAIR

Chris Lopez reported that the Committee received a very thorough presentation by the water districts in July, as well as a presentation on spurring economic development. The TAC is dark in August.

8. REPORT FROM COMMITTEE REPRESENTATIVES

There was nothing to report.

9. REPORT FROM THE EXECUTIVE DIRECTOR

Rick Bishop, WRCOG Executive Director, reported that staff sends out weekly updates on weekend events staff attend and asked Committee members to let staff know if there are any events, they would like WRCOG to attend. WRCOG is making rounds to provide WRCOG presentations at City Council / Board meetings.

10. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

11. GENERAL ANNOUNCEMENTS

Committee member Kevin Bash announced that the City of Norco has been putting on a Pearl Harbor ceremony for the past 14 years to remember and honor veterans from all wars. This year's event will be held on Saturday, December 7, 2019. Mr. Kelly McKeague, Director of the MIA / KIA Recovery Unit, will be the guest speaker. This will be the first year a Pearl Harbor survivor will not be attending.

Committee member Larry Smith announced that WRCOG staff attends weekend events in the City of Calimesa, most recently the summer concert events, and educates residents on how and where to recycle their used oil.

Committee member Karen Spiegel congratulated Dr. Judy White, Superintendent of School, who was recently recognized by the Richard T. Fields Bar Association for her work in the school system.

12. CLOSED SESSION

In addition to the one item listed on the agenda, staff is requesting that the Committee add an additional item pursuant to Government Code Section 54956.9(d)(2) related to potential exposure to litigation.

RESULT:	APPROVED AS RECOMMENDED
MOVER:	District 3
SECONDER:	Wildomar
AYES:	Banning, Calimesa, Corona, Hemet, Lake Elsinore, Moreno Valley, Murrieta, Norco, Perris, San Jacinto, Temecula, Wildomar, District 2, District 3, EMWD, WMWD
ABSENT:	Beaumont, Canyon Lake, Eastvale, Jurupa Valley, Menifee, Riverside, District 1, District 5, and the Morongo Band of Mission Indians

There were no reportable actions.

13. NEXT MEETING

The next Executive Committee meeting is scheduled for Monday, September 9, 2019, at 12:00 p.m., at the County of Riverside Administrative Center, 1st Floor Board Chambers, Riverside.

14. ADJOURNMENT

The meeting was adjourned at 3:26 p.m.



Western Riverside Council of Governments Executive Committee

Staff Report

Subject: Amendment to the Professional Services Agreement for Climate Adaptation Planning Services

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

Date: September 9, 2019

The purpose of this item is to request approval of an amendment to the existing Professional Services Agreement for Climate Adaptation Planning Services with PlaceWorks, Inc.

Requested Action:

1. Approve the First Amendment to the Professional Services Agreement between WRCOG and PlaceWorks, Inc., for support to WRCOG in its climate adaptation planning activities, increasing the total not to exceed amount from \$377,877 to \$388,877.
-

Regional Climate Adaptation Toolkit for Transportation Infrastructure

In October of 2017, WRCOG, in coordination with the San Bernardino County Transportation Commission (SBCTA), submitted an application to the Caltrans Adaptation Planning Grant Program, seeking funding for a Regional Adaptation Toolkit for Transportation Infrastructure, to support regional efforts to prepare for and mitigate risks associated with climate adaptation and transportation infrastructure. Caltrans awarded WRCOG and SBCTA a total of \$683,431 to develop the first of two phases of the Toolkit Project (The Project). The Project would include the following components for Western Riverside County:

1. A newly established regional climate collaborative, the "Inland Empire Regional Climate Collaborative" (IERCC);
2. A revision to WRCOG's community vulnerability assessment;
3. City-level, climate-related, transportation hazards and evacuation maps;
4. A climate resilient transportation infrastructure guidebook; and
5. A regional climate adaptation and resiliency template general plan element.

The project kicked off in October 2018. Based on the progress of the project and to increase project efficiencies, it has been determined that a task of the original Services in Task 1 – Form Regional Climate Collaborative (Adaptation Planning Grant Task 2) – will need to change consultants. WRCOG and the project team have come to the conclusion that a series of webinars is the appropriate outreach and engagement with local agency staff needed to attain the most input from local jurisdictions. The series of webinars provides multiple dates and times and flexibility for jurisdiction staff to attend based on their schedule. In order to accommodate for the series of webinars, \$11,000 of the budget from one consultant – Local Government Commission – has been reduced, and the budget of another consultant – PlaceWorks – has been increased. Both consultants have approved of these revisions to their respective Scopes of Work.

In detail, PlaceWorks will partner with WRCOG and SBCTA staff to host and facilitate a series of webinars in support of outreach and engagement with local agency staff (Adaptation Planning Grant Task 2.3). The webinar series will include up to eight separate webinars, each focused on a different region of the project area. The webinars will provide an opportunity for the project team to present the results of the vulnerability

assessments and preliminary results of the evacuation route mapping to local agency staff, to answer questions from staff, and discuss adaptation strategies and components of the Regional Climate Adaptation and Resiliency Template that would most helpful to member agencies.

Prior Action:

September 10, 2018: The Executive Committee approved the Professional Services Agreement between the Western Riverside Council of Governments and PlaceWorks, Inc., to provide community outreach and engagement support services for the Regional Climate Adaptation Toolkit for Transportation Infrastructure Phase I, in an amount not to exceed \$377,877.

Fiscal Impact:

Expenditures related to our Climate Adaptation efforts are included in the Fiscal Year 2019/2020 Agency Budget under the Transportation Department. The majority of the funding for this effort is provided by a Caltrans Grant.

Attachment:

1. First Amendment to the Professional Services Agreement between WRCOG and PlaceWorks, Inc.

Item 5.A

Amendment to the Professional
Services Agreement for Climate
Adaptation Planning Services

Attachment 1

First Amendment to the Professional
Services Agreement between
WRCOG and PlaceWorks, Inc.

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**FIRST AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
PLACEWORKS, INC.**

1. PARTIES AND DATE.

This First Amendment is made and entered into this _____ day of August, 2019, by and between the Western Riverside Council of Governments, a California public agency ("WRCOG"), and PlaceWorks, Inc., a California S-Corporation ("Consultant"). WRCOG and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Master Agreement.

WRCOG and Consultant have entered into that certain Professional Services Agreement in September 2018 ("Master Agreement").

2.2 First Amendment.

WRCOG and Consultant desire to enter into this First Amendment for the purposes of amending the Scope of Services ("Services") and increasing the total compensation not to exceed amount.

3. TERMS.

3.1 Scope of Services.

Consultant agreed to furnish to WRCOG all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the climate adaptation planning services necessary for the Project ("Services") in the Master Agreement. Based on the progress of the project and to increase project efficiencies, it has been determined that the scope of the original Services in Task I – Form Regional Climate Collaborative (Adaptation Planning Grant Task 2) – will need to be expanded. The changes are more particularly described and reflected in the Scope of Services provided in Exhibit "A". The changes in project schedule are more particularly described and reflected in the Project Schedule provided in Exhibit "B".

3.2 Increase in Compensation.

Based on the change in Services, the maximum compensation for Services performed under the Master Agreement and this First Amendment will be increased by Eleven Thousand Dollars (\$11,000), so the total not-to-exceed-value of the Master Agreement and this First Amendment will be increased from Three-Hundred Seventy-Seven Thousand Eight Hundred Seventy-Seven Dollars (\$377,877) to Three-Hundred Eighty-Eight Thousand Eight Hundred Seventy-Seven Dollars (\$388,877). Work shall be performed in manner that is consistent with

the revised Scope of Services and Compensation set forth in Exhibits “A” and “C”, respectively, to this First Amendment.

3.3 Continuation of Existing Provisions.

Except as amended by this First Amendment, all provisions of the Master Agreement, including without limitation the indemnity and insurance provisions, shall remain in full force and effect and shall govern the actions of the Parties under this First Amendment.

3.4 Counterparts.

This First Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute one instrument.

[Signatures on the following page]

SIGNATURE PAGE TO
FIRST AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
PLACEWORKS, INC.

IN WITNESS WHEREOF, the Parties hereto have made and executed this First Amendment as of the date first written above.

WRCOG

CONSULTANT

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

PlaceWorks, Inc.

By: _____
Rick Bishop
Executive Director

By: _____
Brian Judd
Managing Principal

APPROVED AS TO FORM:

ATTEST:

By: _____
General Counsel
Best Best & Krieger, LLP

By: _____
Its:

EXHIBIT “A” SCOPE OF SERVICES

Project Understanding

The WRCOG and SBCTA service areas cover over 20,000 square miles and are home to over 3.5 million people. This vast territory includes some of the fastest growing communities in California, major industrial and institutional hubs, world-famous tourist destinations, and highly sensitive remote habitats. Like much of the rest of California, the WRCOG and SBCTA service areas face present and future harm from climate-related hazards such as extreme heat, wildfire, floods, and droughts. Although these hazards are common throughout much of California, the size and complexity of western Riverside and San Bernardino counties limits the use of a “standardized” or “one-size fits all” approach to climate vulnerability and resiliency. We understand that WRCOG and SBCTA are seeking a tailored toolkit to support climate adaptation planning throughout the region. A holistic, thorough, and highly tailored approach is necessary to help safeguard the WRCOG and SBCTA service areas against climate-related hazards and build comprehensive, community-wide resiliency.

The PlaceWorks team can provide this all-encompassing, detailed approach. We have conducted extensive work in the WRCOG and SBCTA service territories on climate resiliency and land use planning projects. PlaceWorks staff prepared both the San Bernardino County Climate Change Vulnerability Assessment as part of the general plan update and WRCOG’s “CAPtivate Western Riverside County.” Our analysis for San Bernardino County focused on the unincorporated areas of the county as part of the San Bernardino Countywide Plan. Our team members worked on multiple phases of WRCOG’s CAPtivate climate action and adaptation planning effort while employed at another firm. ICF, a member of the PlaceWorks team, completed a Transit Resiliency Toolkit for the entire Southern California Association of Governments (SCAG) territory, including the WRCOG and SBCTA service areas. We have also prepared numerous plans for local communities throughout the area, and many members of the PlaceWorks team live and work in western Riverside and San Bernardino counties. We are familiar with the characteristics and issues in the region, and confident that we can prepare a climate adaptation toolkit that is focused and highly responsive to your unique conditions. We feel that the PlaceWorks team has an advantage in this because of our intimate knowledge of the previous climate adaptation projects that are the foundation of this critical project.

Based on our experience conducting vulnerability assessments in San Bernardino County, we know that the region has several significant vulnerabilities. Many important roadways, including Interstates 15 and 40, run through wildfire- and flood-prone areas. If they are blocked by hazard events, it could cause congestion and access difficulties throughout the region. Homeless persons and people who work outdoors are susceptible to extreme heat and other hazards. Senior citizens and persons with medical challenges are highly vulnerable to hazards that can adversely affect health or may require evacuations, such as wildfires, extreme heat, and floods. Persons with low incomes or other resource limitations face disproportionate harm from hazard events, as financial constraints make it harder to prepare for or recover from an emergency. We also know that economic activities such as agriculture and recreation can be disrupted by drought, and that droughts and severe weather can interrupt important utility services. The natural resources in the region, which are a source of community pride as well as important contributors to the local economy, are at risk of harm from drought, extreme heat, wildfire, and pest and disease outbreaks. Our experience with the CAPtivate vulnerability assessment confirmed similar issues in Riverside County as well the possibility of demand for public health and safety services exceeding capacity, causing services to be less effective. The PlaceWorks team will build from this

existing awareness of the climate vulnerability issues in the region to prepare the vulnerability assessment for the SBCTA service area, incorporating new science and best practices.

In addition to the climate resiliency projects for the region that members of the PlaceWorks team prepared, communities in western Riverside and San Bernardino counties have also taken action to address climate-related hazards. We understand that this toolkit and all components must incorporate local accomplishments and planning efforts as both a foundation for this project and a valuable source of information. The toolkit will support continued coordination between individual jurisdictions in the WRCOG and SBCTA service areas, leveraging opportunities and lessons learned to ensure a greater regional approach to climate adaptation planning.

The PlaceWorks team is aware that toolkits covering large regions must be responsive to the needs and characteristics of remote desert communities, mountain towns, and major urban areas, which involves extensive engagement from WRCOG and SBCTA staff, staff of participating communities, and external stakeholders and community members. We know the importance of close collaboration and regular, meaningful participation with all involved parties, and understand that WRCOG, SBCTA, and the Local Government Commission will be responsible for community outreach and engagement, including formation of the Inland Empire Regional Climate Collaborative. However, since we have conducted extensive outreach activities with WRCOG and SBCTA communities, we understand the values and opinions of engaged stakeholders and will prepare elements of this project that are easily usable in outreach activities and responsive to stakeholders. Climate change vulnerability is inherently complex, but we must find clear, down-to-earth ways to speak to communities about it.

The success of this toolkit depends on whether individual communities can easily understand it and actually use it to create effective climate adaptation strategies. Because usability is of such critical importance, we will develop all components of the toolkit with the end user in mind. We make a practice of creating user-friendly deliverables that simplify complex issues while maintaining accuracy and sufficient detail. All elements will be clearly laid out, and we will use graphics, maps, and tables to illustrate and explain key concepts. To keep the document approachable and easily understood, we will avoid unnecessary technical jargon and clearly explain any technical terms and concepts that are necessary to understand the issues.

The PlaceWorks team fully understands WRCOG's and SBCTA's intent and desired outcomes of this project. We will rely on our team's extensive expertise in developing, updating, and implementing climate adaptation and resiliency efforts in the Inland Empire and throughout California to prepare this toolkit. Our commitment in working with WRCOG and SBCTA is to provide guidance and materials that each of your jurisdictions can use to make their communities safer and better prepared for the future.

Scope of Work

Below is the PlaceWorks team's approach to the scope of work provided by WRCOG and SBCTA. Our team prepared this approach based on our prior experience and our understanding of the project gathered from the Request for Proposals and discussions with staff. We are available and willing to modify this approach to better tailor it to your needs or accommodate other priorities. Each task includes project management and coordination activities to support achievement of overall project goals and individual task objectives. Each task also includes preparation of draft and final deliverables and presentation of final deliverables to WRCOG, SBCTA, and Caltrans.

Task 1. Community Outreach & Engagement (Adaptation Planning Grant Task 2)

1.1 Form Regional Climate Collaborative (Adaptation Planning Grant Task 2.1)

The Local Government Commission will lead and complete this task in partnership with WRCOG & SBCTA. This task involves the organization, facilitation, and launching of the Inland Empire Regional Climate Collaborative (IERCC). PlaceWorks and ICF will provide support to the IERCC and project team related to the formation of collaborative or outreach to the community and stakeholders, specially related to the technical analyses led by our team that will support IERCC discussions and community outreach.

1.2 Community Outreach (Adaptation Planning Grant Task 2.2)

In addition, our approach to Tasks 2 to 5 includes coordination, consultation, and collaboration with WRCOG and SBCTA staff and staff of participating agencies. Each task includes in-person meetings and/or an online webinar to support preparation of work products. Our team is open to coordinating with WRCOG, SBCTA, and the Local Government Commission team to identify opportunities to integrate our planning process and proposed meetings into the outreach plan and engagement activities developed as part of Task 1.

1.3 Local Agency Support/Additional Outreach (Adaptation Planning Grant Task 2.3)

In support of outreach and engagement with local agency staff, the PlaceWorks team will partner with WRCOG and SBCTA staff to host and facilitate a series of webinars. The webinar series will include up to eight separate webinars, each focused on a different region of the project area. The webinars will provide an opportunity for the PlaceWorks, WRCOG, and SBCTA project team to present the results of the vulnerability assessments and preliminary results of the evacuation route mapping to local agency staff, to answer questions from staff, and discuss adaptation strategies and components of the Regional Climate Adaptation and Resiliency Template that would most helpful to member agencies.

Deliverables and Meetings:

- PlaceWorks' project management team will coordinate with WRCOG, SBCTA, and/or LGC staff in support of community outreach as supported by our budget. Coordination is anticipated to include participation in project team meetings (by phone) and review of outreach strategies. In person meeting attendance and preparation of meeting materials is not supported by the budget.
- In support of local agency outreach, PlaceWorks will lead up to eight 60-90-minute webinars targeted to local agency staff. PlaceWorks will prepare a meeting agenda and brief facilitator's guide, a PowerPoint presentation, and a consolidated summary of all webinars. PlaceWorks will coordinate with WRCOG and SBCTA staff to identify participants and to support preparation of an email invitation to local agency staff. WRCOG and SBCTA staff will be responsible for inviting local agency staff.

Task 2. San Bernardino County Transportation and Community Vulnerability Assessment(Adaptation Planning Grant Task 3.1)

PlaceWorks understands that WSP will prepare a Risk-Based Vulnerability Assessment Pilot Project for two facilities. The PlaceWorks and ICF team will coordinate with WSP and the WRCOG & SBCTA project

team to identify potential sites following preparation of the San Bernardino County Vulnerability Assessment and WRCOG Vulnerability Assessment Update prepared by the PlaceWorks and ICF team. PlaceWorks' budget for Task 2 includes monthly coordination meetings (by phone or webinar) during completion of the pilot study.

Task 2.1. Prepare San Bernardino County Vulnerability Assessment

As requested in the RFP, the PlaceWorks team will use the WRCOG CAPtivate vulnerability assessment, which relied on the methods in the California Adaptation Planning Guide, as a model for the SBCTA vulnerability assessment. ICF will lead this task with support from PlaceWorks. Our approach will follow the four steps used in the CAPtivate vulnerability assessment.

Step 1: Exposure. The PlaceWorks team will analyze projected exposure for San Bernardino County for the same climate hazards used in the WRCOG assessment: extreme heat, drought, wildfire, and flooding/extreme events. We will also discuss with SBCTA whether to include any additional hazards, such as agricultural pests and diseases, human health impacts, or severe weather, which were included in the vulnerability assessment prepared by PlaceWorks for unincorporated San Bernardino County. The RFP requests that the San Bernardino County vulnerability assessment use similar datasets as the WRCOG one; however, the state recently updated its climate projection datasets as part of the 4th Climate Assessment. These datasets will be finalized and released in August. SCAG is currently using the 4th Climate Assessment datasets for a similar vulnerability assessment currently being prepared by ICF. We will rely on these datasets, supplemented as needed with information from the state Cal-Adapt database, the 2018 State Hazard Mitigation Plan, and local plans and reports, to ensure that the most recent and best-available science is used.

Our work will build on the existing vulnerability assessments and other documents that include climate resiliency information in the WRCOG/SBCTA service area. Although our goal is to avoid conflicting analyses and unnecessary work, climate adaptation is a rapidly evolving field, and previous documents may not reflect the most recent science or current best practices. For example, the table below shows a brief comparison between the 2014 CAPtivate vulnerability assessment approach and our proposed approach to the San Bernardino County vulnerability assessment. We will ensure that the transportation and community vulnerability assessment for San Bernardino County is as up to date as possible to provide all participating jurisdictions with the best available foundation for improving community resiliency. To avoid conflicting analysis, our scope for this task includes an update to the CAPtivate vulnerability assessment (Task 2.2). Although this update is not included in WRCOG and SBCTA's grant application, our team is prepared to conduct a cost-effective update to support a consistent and up-to-date assessment for the region.

PROPOSED SBCTA VULNERABILITY ASSESSMENT	2014 WRCOG VULNERABILITY ASSESSMENT
Includes key economic drivers as a community asset.	Does not assess how climate change could affect major economic activities.
Analyzes climate-related effects to all community services.	Public health is the only service in the assessment.
Relies on the most recent, best-available science and other information.	Does not include extensive new research and guidance released since 2014.

PROPOSED SBCTA VULNERABILITY ASSESSMENT	2014 WRCOG VULNERABILITY ASSESSMENT
Assesses a full range of climate-related effects.	Does not consider severe weather, including severe winter weather, and pest or disease infestations.

We will produce GIS layers and high-resolution PDFs of San Bernardino County for each hazard. If appropriate, we will provide maps of specific locations in the county where a more detailed, zoomed-in view would be helpful. We will also prepare a brief narrative (a few paragraphs per hazard) that summarizes how each hazard might change in the area. If an update to the WRCOG vulnerability assessment is desired, the maps in the WRCOG report will be similarly updated.

Steps 2 to 4: Identify Sensitivities, Impacts, and Adaptive Capacity, and Prioritize by Vulnerability. We will prepare a comprehensive vulnerability assessment that identifies the climate susceptibility of several different categories of populations and assets. This will include populations and assets in existing assessments as well as others that emerge from conversations with Inland Empire Regional Climate Collaborative members, local jurisdiction staff, community members, and other stakeholders. The PlaceWorks team recommends evaluating the climate-related vulnerabilities of the following groups of populations and assets:

- **Social vulnerability of persons likely to be disproportionately harmed by climate-related hazards.** Examples include senior citizens (especially those living alone), persons in poverty, and persons who are linguistically isolated. We will consider vulnerability to physical harm as well as emotional well-being and overall quality of life. This approach will build on the methods used in CalEnviroScreen.
- **Transportation-related buildings and infrastructure.** We expect this to include roadways and rail lines as well as airports, train stations, rail yards, bridges, trails, and other supportive facilities.
- **Other key infrastructure not related to transportation.** This includes the components of electrical and natural gas systems, water and wastewater infrastructure, communication facilities, and dams and flood-control infrastructure.
- **Other buildings not related to transportation.** Examples include police and sheriff stations, fire stations, key government offices and administrative centers, schools, medical centers, and care homes.
- **Economic drivers** for San Bernardino County and local communities, including major employers, recreational facilities, and agricultural areas.
- **Ecosystems and natural resources.** We expect this to include the range of ecosystems throughout San Bernardino County as well as local parks, state and federal preserves, and groundwater supplies.
- **Key services that protect public health and safety.** Examples include communications, water and wastewater, energy delivery, public safety, and health services.

We recognize that assessing the vulnerability of the transportation sector is a key priority of this project. We will first work with SBCTA (and WRCOG as relevant) to identify the specific assets or systems that should be evaluated for vulnerability, building from the categories used in the WRCOG vulnerability assessment and refining the list in future discussions. We plan to evaluate the impact and adaptive capacity of transportation-related infrastructure through facilitated discussions with SBCTA and key

stakeholders from local agencies, which has been highly effective in our experience. Team member ICF recently facilitated a series of interviews with transit managers in the SCAG region to discuss potential climate impacts on the transit systems specifically. For the SBCTA vulnerability assessment, we will draw on these discussions with stakeholders for insight into transit sensitivities.

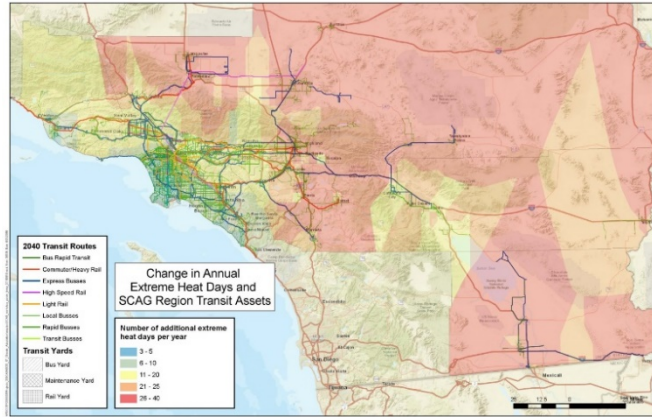
For the non-transportation sectors (populations, structures, public health, and biological resources), we will draw extensively on the San Bernardino County Climate Adaptation and Resiliency Strategy, which PlaceWorks recently completed. Using the CAPtivate vulnerability assessment as a template, we will customize the information to San Bernardino County by summarizing the key findings and conclusions from the adaptation and resiliency strategy. We will also identify which of the vulnerability findings from WRCOG’s assessment may be applicable to San Bernardino County with minor updates. For example, WRCOG’s discussion on populations could be relevant, but with adjustments to the statistics on percentage of population above 65, low income, etc., which in turn could affect the vulnerability scores. Other San Bernardino County statistics may have more recent sources that could be updated. For example, we would confirm the percentage of California’s electricity from hydroelectric sources, since there may be an update to the 2014 statistic in WRCOG’s vulnerability plan.

For transportation-related assets not represented by key stakeholder discussions as well as a handful of topics unrelated to transportation, we will hold virtual interviews in a webinar-discussion format with key stakeholders who have knowledge of systems and issues in San Bernardino County. Stakeholders may include representatives from SCAG (beyond the transit-focused representatives we will have spoken with already), representatives from SBCTA, transportation officials from a select number of the cities in San Bernardino County, and stakeholders knowledgeable on the non-transportation topics being explored. We anticipate holding up to five webinars, with about two to five participants each.

For each webinar, we will prepare slides that discuss the potential exposure in their particular areas, then guide participants through facilitated discussions to better understanding the potential impacts and adaptive capacities of the elements of their systems. The PlaceWorks team will work with SBCTA and WRCOG to identify potential participants, and we will coordinate all logistics of the webinars, including scheduling, preparing slides, facilitating the discussion, taking notes, and summarizing findings.

We will use these finding to develop a quantitative ranking of vulnerability derived from impact and adaptive-capacity scoring and following the methods in the Adaptation Planning Guide. This will also reflect the vulnerability scoring matrix used in the existing WRCOG and San Bernardino County vulnerability assessments. We will include brief write-ups of the vulnerabilities of each population and asset, calling out specific locations and facilities as feasible and appropriate.

		IMPACT SCORE				
		IM0	IMI1	IM2	IM3	IM4
ADAPTIVE CAPACITY SCORE	AC0	V2	V3	V4	V5	V5
	AC1	V1	V2	V3	V4	V5
	AC2	V1	V1	V2	V3	V4



	AC3	V0	V1	V1	V2	V3
	AC4	V0	V0	V0	V1	V2

Source: Figure A-4: The Vulnerability Assessment Process, from the Technical Appendix of WRCOG’s Subregional Climate Action Plan

Task 2.2. Update WRCOG Vulnerability Assessment

We propose to prepare an update to WRCOG’s CAPtivate vulnerability assessment that integrates the newest science and reflects the most up-to-date best practices. This would ensure that the WRCOG vulnerability assessment remains accurate and is of greatest use to jurisdictions in the WRCOG service area. It would also ensure greater consistency between the WRCOG and SBCTA vulnerability assessments. We would ensure that the list of populations and assets is the same for both the WRCOG and SBCTA documents to the extent applicable. PlaceWorks will review the existing vulnerability assessment, prepare a memo summarizing recommended updates, and prepare the updates upon approval of WRCOG. Although this task is not included in the WRCOG and SBCTA original scope of work, we recommend it to ensure compatibility and consistency between the two vulnerability assessments.

Task 2.3. Draft Adaptation Programs and Strategies

We will begin this subtask with desk research to identify and summarize the existing adaptation programs in the region that may affect the jurisdictions in San Bernardino County. These may include city-level adaptation plans, efforts by SCAG, and programs at the state level. We will prepare a brief document (about five pages or less) that summarizes these efforts. This document will be used to make sure that the resiliency investment decisions made are within the broader context of other adaptation initiatives.

We will then identify more specific resiliency strategies. As with the SBCTA vulnerability assessment, we will use the WRCOG analysis as a starting point. During the webinars discussed previously, we will include questions about appropriate strategies for addressing anticipated impacts. We will review the WRCOG CAPtivate adaptation strategies to determine the extent they should be prioritized in San Bernardino County, and then discuss additional strategies identified through our webinars and research. We anticipate one or two additional phone interviews with SBCTA to obtain their feedback on the strategies. We will also draw on our team’s extensive experience supporting transportation agencies and other organizations in resiliency planning to determine whether additional strategies should be considered.

Task 2 Deliverables and Meetings:

- Phone meetings with SBCTA as needed to support the task and meeting summaries
- Materials for 5 webinar stakeholder interviews/discussions (assumes participation of 2 to 5 stakeholders in each webinar)
- Maps of all hazards identified (electronic: GIS and PDF)
- Administrative Draft, Draft, and Final Vulnerability Assessment, including subregional transportation hazard profiles (electronic)
- Memo summarizing best practices for local adaptation programs and strategies
- Administrative, Draft, and Final Resiliency Strategies for the transportation system in San Bernardino County
- Memo summarizing potential updates to the CAPtivate vulnerability assessment for consistency with current best practices and best available science
- Updated WRCOG CAPtivate climate action plan, adaptation and resiliency strategy, and vulnerability assessment
- Presentation of draft and final vulnerability assessment and strategies to IERCC and WRCOG and SBCTA standing committees (assumes two in-person presentations with a webinar option).

Task 3. Prepare City-Level Climate-Related Transportation Hazards and Evacuation Maps (Adaptation Planning Grant Task 3.2)

Task 3 will rely on the vulnerability assessments prepared and updated as Task 2 of this project. With these assessments, the PlaceWorks team will have a strong understanding of the critical transportation linkages and networks that exhibit higher vulnerability to hazards related to climate change. PlaceWorks will lead this task with support from ICF.

Task 3.1. Develop a GIS Evacuation Network

Using existing evacuation route maps prepared by county and city agencies, the PlaceWorks team will develop a GIS-based evacuation network that will be used as the basis for this task. Development of this network will include outreach to the counties and cities to gather available existing mapping or verify the absence of this mapping in the jurisdiction. If no map is available—which is common in our experience—the PlaceWorks team will identify key evacuation routes for these jurisdictions and develop a GIS dataset for their review and approval. Once all jurisdictions have approved their evacuation networks, we will transition to the next step—evacuation hazards analysis.

Task 3.2. Conduct Evacuation Hazards Analysis

Using the approved evacuation network datasets, the PlaceWorks team will analyze the evacuation routes in relation to mapped natural hazards in the study area. We assume that the analysis will focus on flooding, wildfire, slope stability, subsidence, and other relevant hazards determined by the project team. Using these hazard datasets, the PlaceWorks team will identify key roadways susceptible to identified hazards. As part of the analysis, key attributes of these evacuation routes—mainly storm drain and bridge infrastructure—will be identified in areas of potential impact as well as the potential vulnerabilities specific to these attribute types. The end result of this step will be a series of maps that identify key hazard vulnerabilities for each jurisdiction in the study area and highlight which hazards pose the greatest threat to evacuation routes.

Task 3.3. Evacuation Risk Assessment

Based on the evacuation hazards analysis, the PlaceWorks team will assess evacuation risks to identify critical transportation routes and methods in the study area and identify alternates necessary to ensure adequate evacuation capability during climate-related hazards. As part of this assessment, we will focus on areas that have critical vulnerability issues to ensure a better understanding of future needs. We anticipate reviewing the roadway capacity, potential bottlenecks, technical and environmental constraints (bridges, topography, etc.), and the potential for contraflow. Determining the changes necessary to the evacuation network due to future climatic conditions is a critical element to future planning, design, and construction of capital improvements. We have also found through past experience that when many of these conditions prohibit an expansion of the evacuation network, a community may have to rely on non-motorized facilities (trails) to assist with evacuation, which we will review on a case by case basis during this analysis. By identifying potentially needed improvements, each jurisdiction can better plan for and respond to changing climatic conditions and related hazards.

Task 3.4. Transportation Access Adequacy

Building on the analyses conducted in Tasks 3.1 to 3.3, the PlaceWorks team will identify communities and individuals in the study area with inadequate access to transportation. The PlaceWorks team will rely on prior data and analysis by our teaming partner ICF for the SCAG region that identified transportation deficiencies, and data gathering from SBCTA, WRCOG, member agencies, and key stakeholders that understand community- and transportation-related challenges in the study area. The main purpose of this assessment is to determine the number and location of transit-dependent residents and key ways they could be affected by evacuation issues and constraints. A crucial input would be any vulnerable transit facilities identified by the vulnerability assessment in Task 2. Information from SBCTA and WRCOG Non-Motorized Transportation Plans will be an important component of this analysis and allow for consistency with these overarching plans.

Task 3.5. Final City-Level Climate-Related Transportation Hazards and Evacuation Maps

Upon completion of Tasks 3.1 to 3.4, the PlaceWorks team will provide a portfolio of city-level maps identifying evacuation routes, potential hazard vulnerabilities, and future priority projects/improvement locations to ensure future evacuation efforts are effective. These city-level maps could be used in support of or integrated into the following planning documents in addition to future improvement projects:

- General plan safety elements to comply with Government Code Section 65302 (g) 1
- Local hazard mitigation plans
- Climate adaptation/resiliency strategies
- Disaster recovery plans
- Emergency operations plans
- Capital improvement programs
- Hazard mitigation grant applications to the Federal Emergency Management Agency (FEMA)

Given the nature of this deliverable, it makes sense to provide a GIS-formatted output for the cities and counties in the study area. To accommodate this, PlaceWorks proposes development of ArcGIS Online Story Maps to provide the mapping information in an easily accessible form that is organized by jurisdiction. Additionally, PlaceWorks will make all GIS data and maps available for download. Each jurisdiction will be given a password to access these resources. The GIS data will be provided as Esri ArcGIS 10.4 compatible files and electronic maps as PDF documents. Using the Story Map format, we

anticipate integration into the eventual Phase II component (“Plug and Play” online feature) of this project to be significantly streamlined.

Task 3 Deliverables and Meetings:

- Project team meetings with WRCOG and SBCTA staff to support task (up to four in-person meetings and phone coordination meetings as needed)
- Webinars to present results of each task to WRCOG, SBCTA, Caltrans, and participating agency staff (up to four webinars)
- Draft and final maps of city-level evacuation routes, potential hazard vulnerabilities, and future priority projects/improvement locations (electronic: Esri ArcGIS 10.4, ArcGIS Online Story Maps, and PDFs).
- Presentation of draft and final evacuation routes and maps to IERRC and WRCOG and SBCTA standing committees (assumes two in-person presentations with a webinar option).

Task 4. Climate Resilient Transportation Infrastructure Guidebook (Adaptation Planning Grant Task 3.3)

Task 4 will be led by WSP under a separate contract with WRCOG. As part of this task, we anticipate the need to coordinate with WSP and WRCOG/SBCTA staff.

Task 4.1. Coordination with WSP and WRCOG

PlaceWorks will coordinate with WSP and the WRCOG & SBCTA team to share data and results from Task 2 (Vulnerability Assessment) and Task 3 (Evacuation Mapping) to support WSP’s preparation of the Climate Resilient Transportation Infrastructure Guidebook.

Task 5. Regional Climate Adaptation & Resiliency Strategy Template (Adaptation Planning Grant Task 3.4)

The PlaceWorks team, led by PlaceWorks with support from ICF, will prepare a Regional Climate Adaptation and Resiliency Template that will be a guidebook for local communities to integrate climate change adaptation into existing planning mechanisms. It will help build resiliency throughout the WRCOG and SBCTA service areas, reducing local and regional susceptibility to the issues identified in the vulnerability assessments prepared for this project and previous efforts.

We will build from the WRCOG Subregional Climate Action Plan Implementation Model Code Book, expanding the breadth of the Regional Climate Adaptation and Resiliency Template to accommodate a greater range of issues, new science and best practices, other planning mechanisms, and additional topics. It will also incorporate the results and guidance from the City-Level Climate Related Transportation Hazards and Evacuation Maps, and the Climate Resilient Transportation Infrastructure Guidebook. The template will provide guidance and resources to strengthen resiliency in general plans, specific plans, climate adaptation strategies, land use and zoning regulations, capital improvement plans, hazard mitigation plans, and other appropriate efforts.

The Regional Climate Adaptation and Resiliency Template must be responsive to conditions throughout the region. The communities that will be using this template have a very wide range of demographic, economic, and environmental characteristics, and the template must be useable by all communities in the WRCOG and SBCTA service areas. The pitfall for developing a toolkit that must respond to such a broad scope is that it can become much less specific and focused, which makes it far less useful. We will prepare the Regional Climate Adaptation and Resiliency Template to be applicable to communities that

reflect the full range of diversity in the WRCOG and SBCTA service areas, using guidance that is clear and detailed so that recommendations can be easily put into place.

The policy and planning guidance in the Regional Climate Adaptation and Resiliency Template will address all identified climate-related hazards in the region and will improve climate resiliency in a comprehensive and holistic manner. The guidance in the template will address vulnerable populations (including environmental justice communities), public and private buildings and infrastructure, biological systems, and important community services. The guidance for all affected populations and assets will propose resources, policies, practices, and other information to reduce the severity of impacts and improve capacity to resist these impacts or recover from them, addressing both factors that contribute to vulnerability. We will emphasize “no-regrets” strategies that build resiliency while simultaneously addressing other issues of importance to communities, such as providing financial savings to local governments and community members, improving public health, and conserving natural resources. The template will lay out short-term strategies to address existing climate-related hazards and prepare for future conditions, as well as long-term strategies that will enhance community well-being in coming years and decades.

Although the Regional Climate Adaptation and Resiliency Template will address all populations and assets that are susceptible to climate-related hazards, we will take care to ensure that it improves climate resiliency for the regional transportation system. We recognize that the transportation system includes not only physical infrastructure such as roads and railways, but critical services and important economic activities that use this infrastructure, including emergency response services, public transit, and freight transport. There is a social component to a resilient transportation system, and harm to these systems can have a disproportionate impact on specific communities within the region. We are aware that an effective transportation system is critical to other goals for communities in the WRCOG and SBCTA service areas, including economic growth and greenhouse gas emission reductions. The policy and planning guidance in the Regional Climate Adaptation and Resiliency Template will be responsive to the diverse nature of the transportation system in the WRCOG and SBCTA service areas, to the needs of the key services and populations that depend on this system, and to the wide range of goals that a high-quality transportation system helps advance.

Ease of use will be critical to the success of the Regional Climate Adaptation and Resiliency Template. All sections of the template will be clearly laid out, using graphics and tables to illustrate and explain key concepts and to make the document approachable and engaging. Policy recommendations and other guidance will be accompanied by information about potential funding sources, descriptions of best practices, suggested time frames for implementation, links to relevant resources, model ordinances, content for staff reports, and other tools to help put adaptation policy into effect. The layout of the template will allow it to be easily transferred to a web-based guidance document if desired as part of the Phase II effort.

Another critical factor in the success of the Regional Climate Adaptation and Resiliency Template is ensuring that recommended policies and practices are supported by members of the local community. Through regular coordination with the IERCC and the organizations and individuals that it liaises with, we will make sure that the information in the template is consistent with community values and objectives and is technically and politically feasible for communities in the region. While we will avoid recommendations that are infeasible or not suitable for the WRCOG and SBCTA service areas, we know that some communities will wish to take a more transformative and visionary approach in building

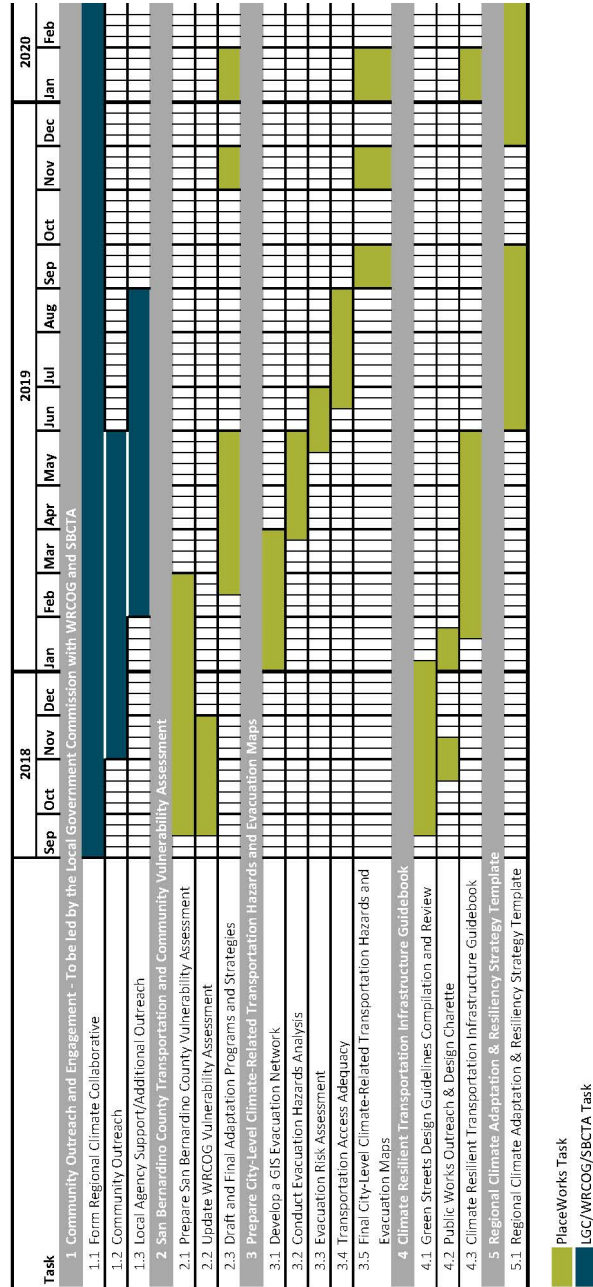
climate adaptation. The PlaceWorks team will ensure that the template allows for more ambitious efforts to improve resiliency without forcing such policies and guidance on communities that not interested in that approach.

Task 5 Deliverables and Meetings:

- Project team meetings with WRCOG and SBCTA staff to support task (up to 2 in-person meetings and phone coordination meetings as needed).
- Up to 2 meetings or workshops with participating agencies to support development of template. An online webinar option will be available for all meetings.
- Draft outline of template content (electronic).
- Administrative, Draft, and Final Regional Climate Adaptation and Resiliency Template (electronic).
- Presentation of draft and final template to IERRC and WRCOG and SBCTA standing committees (assumes 2 in-person presentations with an online webinar option).

EXHIBIT “B” PROJECT SCHEDULE

PlaceWorks’ proposed schedule for completion of the Regional Climate Adaptation Toolkit for Transportation Infrastructure is provided below. As shown in this schedule, we anticipate that the project can be completed no later than February 2020. We believe this schedule is consistent with the project timeline presented in the project’s application for the Adaptation Planning Grant program.



Quality and Cost Control/Schedule Adherence

Quality Control

PlaceWorks has established a number of quality control and quality assurance procedures and protocols to ensure accuracy in our documents. We implement a tracking form that needs to be signed off for each stage of document review and production. Documents cannot be reproduced until this form is signed by the project manager and project director. Documents are submitted to the firm's word processing center for standardized formatting and systematic checks. A technical editor reviews it for consistency, readability, grammar, and graphics or typographical errors. The project director reviews technical content and general format before it is sent back to the project manager.

Our reproduction staff produces and assembles documents in-house to ensure a higher level of quality control and reduced costs to our clients. After revisions have been made and the final formatting completed, the document is printed, and production staff thumbs through it page by page to assure that no pages or figures are missing, and that formatting is consistent. Production staff makes the required number of copies and delivers them to the project manager, who has the ultimate responsibility for the quality of the document.

Cost Control

Intrinsic to project efficiency and cost control are: appropriate staffing; schedule management and adherence; and accurate budget planning, tracking, reporting, and invoicing procedures. Costs are controlled when a project is completed efficiently, and rework is not required.

PlaceWorks uses Deltek management and accounting software. Deltek allows each project manager to input staffing requirements at the level of detail required. For example, projected work can be input by weeks for short-term planning (e.g., 2–3 months) and by month (hours/week for the month) for a longer project. This allows us to manage workload to ensure that appropriate-level staff is available and busy on project tasks. Any change to hours is automatically reflected in the budget information. Most importantly, Deltek facilitates “real time” budget status information. Based on the weekly entry of time, the project manager can provide the budget status by the level of detail entered for the project (typically for milestone tasks at a minimum). If required, time entry and information can be facilitated by Deltek.

Our use of MS Project scheduling for projects is also a key component of cost control. Adhering to project schedules avoids unnecessary and expensive extended project management and coordination time. Our in-house report production and distribution team also assist us in cost control for our projects.

Schedule Adherence

PlaceWorks has a strong track record for meeting project schedules and coordinating closely with its clients. Over years of managing a diverse portfolio of projects, including climate adaptation projects, hazard mitigation plans, and comprehensive planning projects, we have developed a variety of tools to keep projects on schedule and ensure that staff are well informed at all times.

- We maintain an up-to-date schedule throughout the project to ensure that all team members are aware of upcoming meetings and product due dates.

- We maintain staff commitments throughout the project and work closely and proactively with staff and other project managers to manage staff workload and schedules to meet project schedules.
- We stay in close, regular contact with staff and our subconsultants and document important decisions about the project in writing, which ensures that decisions are understood by all team members.
- We schedule project due dates for staff and subconsultants with adequate time for editing and formatting into finished reports.
- We limit subconsultants' payments to specific milestones to ensure that progress on the project is commensurate with billings.

POTENTIAL ISSUES AND CHALLENGES

We approach our projects as partners with our clients and value a collaborative process. The PlaceWorks team has worked with regional transportation and planning agencies on many projects and led complex technical analyses that cover large and diverse regions. It is not unusual for large projects, especially those with many diverse stakeholders, to experience issues and challenges. Our project management team has an established relationship with the WRCOG team managing the grant application, and the SBCTA team as well as a familiarity with the participating agencies. Many members of our team live in the region and have direct local experience with the issues we will explore and analyze as we prepare the climate adaptation and resiliency toolkit.

Although our experience with climate adaptation plans and resiliency projects has been overwhelmingly positive, we are aware that potential risks or difficulties could affect staff and the project team. These risks include challenges with data collection, competing priorities, changes in political support, lack of time for project management or administration, staff turnover, and unforeseen events or emergencies. These events do not necessarily result in failure of a project to reach its desired outcomes if they are identified early and addressed in an open and constructive dialogue. In our experience, when and how we identify the issues and implement solutions to address the challenges is critical to our success.

This regional climate adaptation toolkit has the potential to offer valuable analyses and tools to build resiliency in western Riverside and San Bernardino counties. It will be important during project initiation to identify what the consultant team will need from stakeholders to support the technical tasks, why and when stakeholder engagement is important to task and project success, how stakeholders will be engaged, and what they gain from their engagement. Creation of the climate collaborative will be important and provide a foundation of support for this project. Our scope and budget include coordination with LGC, WRCOG, and SBCTA in support of integration of the toolkit preparation (and ultimate implementation) into the climate collaborative's activities, as appropriate.

This project includes dozens of potential stakeholders, which often results in various levels of interest and engagement throughout the process. There are many competing demands for time, and it is challenging to maintain a process with consistent participation from all stakeholders. Some agency staff could be engaged consistently throughout the planning process, and others could prefer more limited engagement at key milestones or tasks. Our approach to each task includes in-person and online opportunities to engage staff in tasks, recognizing that preferences vary by the individual and their schedules.

This project will have multiple tasks, with varying levels of dependence and independence from each other, and each one with a dedicated team of experts. Projects with the best intentions and tightest scopes of work are vulnerable to uncertainties and risks during the plan preparation process. Not all risks can be identified in advance of a project; however, we work to follow a structured project management process that supports ongoing review and early identification of potential challenges during a project. Our project management team will participate in all tasks, ensuring that tasks stay on budget and schedule and maintain consistency in approach and quality. Our approach and budget include regular project check-ins to review task progress, discuss issues, and identify needs as well as file sharing and communication protocols. Our systems and processes allow us to move quickly to identify solutions to minimize or avoid difficulties that could compromise the project's path to successful completion.

EXHIBIT "C" COMPENSATION

COST PROPOSAL										SUBCONSULTANT									



Western Riverside Council of Governments Executive Committee

Staff Report

Subject: TUMF Program Activities Update: TUMF Reimbursement Agreement

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

Date: September 9, 2019

The purpose of this item is to request approval of the TUMF Reimbursement Agreement with the City of Perris.

Requested Action:

1. Authorize the Executive Director to execute a TUMF Reimbursement Agreement with the City of Perris for the Engineering Phase of the Goetz Road (Between Ethanac Road and Case Road) Widening Project in an amount not to exceed \$691,000.
-

WRCOG's Transportation Uniform Mitigation Fee (TUMF) Program is a regional fee program designed to provide transportation and transit infrastructure that mitigates the impact of new growth in Western Riverside County. The Administrative Plan includes basic program guidelines, including a section that outlines exemptions from TUMF. Questions or issues periodically arise that, when resolved, result in a revision to the Administrative Plan.

TUMF Reimbursement Agreement

One Reimbursement Agreement is provided for approval.

City of Perris (one agreement):

1. Goetz Road, Engineering Phase, in an amount not to exceed \$691,000: The City is currently in the Design Phase of widening Goetz road between Ethanac Road and Case Road to a total of four lanes. The Engineering Phase for this project is expected to be completed in December of 2019 and the construction phase to begin during the summer of 2020.

Prior Action:

None.

Fiscal Impact:

Transportation Department activities are included in the Agency's adopted Fiscal Year 2019/2020 Budget under the Transportation Department.

Attachment:

1. TUMF Reimbursement Agreement with the City of Perris for the Goetz Road Widening.

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Item 5.B

TUMF Program Activities Update:
TUMF Reimbursement Agreement

Attachment 1

TUMF Reimbursement Agreement
with the City of Perris for the
Goetz Road Widening

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**TRANSPORTATION UNIFORM MITIGATION FEE PROGRAM
AGREEMENT TO REIMBURSE TUMF FUNDS
GOETZ ROAD WIDENING BETWEEN ETHANAC ROAD AND CASE ROAD
ENGINEERING PHASE**

THIS REIMBURSEMENT AGREEMENT (“Agreement”) is entered into as of this day of ____, 20__, by and between the Western Riverside Council of Governments (“WRCOG”), a California joint powers authority and **CITY OF PERRIS** a California municipal corporation (“AGENCY”). WRCOG and AGENCY are sometimes hereinafter referred to individually as “Party” and collectively as “Parties”.

RECITALS

A. WRCOG is the Administrator of the Transportation Uniform Mitigation Fee Program of Western Riverside County (“TUMF Program”).

B. WRCOG has identified and designated certain transportation improvement projects throughout Western Riverside County as projects of regional importance (“Qualifying Projects” or “Projects”). The Qualifying Projects are more specifically described in that certain WRCOG study titled “TUMF Nexus Study”, as may be amended from time to time. Qualifying Projects can have Regional or Zonal significance as further described in the TUMF Nexus Study.

C. The TUMF Program is funded by TUMF fees paid by new development in Western Riverside County (collectively, “TUMF Program Funds”). TUMF Program Funds are held in trust by WRCOG for the purpose of funding the Qualifying Projects.

D. The AGENCY proposes to implement a Qualifying Project, and it is the purpose of this Agreement to identify the project and to set forth the terms and conditions by which WRCOG will release TUMF Program Funds.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants and subject to the conditions contained herein, the Parties hereby agree as follows:

1. Description of the Qualifying Project. This Agreement is intended to distribute TUMF Program Funds to the AGENCY for **Goetz Road Widening Between Ethanac Road and Case Road** (the “Project”), a Qualifying Project. The Work, including a timetable and a detailed scope of work, is more fully described in Exhibit “A” attached hereto and incorporated herein by reference and, pursuant to Section 20 below, is subject to modification if requested by the AGENCY and approved by WRCOG. The work shall be consistent with one or more of the defined WRCOG Call for Projects phases detailed herein as follows:

PS&E – Plans, Specifications and Estimates

2. WRCOG Funding Amount. WRCOG hereby agrees to distribute to AGENCY, on the terms and conditions set forth herein, a sum not to exceed **Six Hundred and Ninety One Thousand Dollars (\$691,000)**, to be used for reimbursing the AGENCY for eligible Project

expenses as described in Section 3 herein (“Funding Amount”). The Parties acknowledge and agree that the Funding Amount may be less than the actual cost of the Project. Nevertheless, the Parties acknowledge and agree that WRCOG shall not be obligated to contribute TUMF Program Funds in excess of the maximum TUMF share identified in the TUMF Nexus Study (“Maximum TUMF Share”), as may be amended from time to time.

3. Project Costs Eligible for Advance/Reimbursement. The total Project costs (“Total Project Cost”) may include the following items, provided that such items are included in the scope of work attached hereto as Exhibit “A” (“Scope of Work”): (1) AGENCY and/or consultant costs associated with direct Project coordination and support; (2) funds expended in preparation of preliminary engineering studies; (3) funds expended for preparation of environmental review documentation for the Project; (4) all costs associated with right-of-way acquisition, including right-of-way engineering, appraisal, acquisition, legal costs for condemnation procedures if authorized by the AGENCY, and costs of reviewing appraisals and offers for property acquisition; (5) costs reasonably incurred if condemnation proceeds; (6) costs incurred in the preparation of plans, specifications, and estimates by AGENCY or consultants; (7) AGENCY costs associated with bidding, advertising and awarding of the Project contracts; (8) construction costs, including change orders to construction contract approved by the AGENCY; (9) construction management, field inspection and material testing costs; and (10) any AGENCY administrative cost to deliver the Project.

4. Ineligible Project Costs. The Total Project Cost shall not include the following items which shall be borne solely by the AGENCY without reimbursement: (1) any AGENCY administrative fees attributed to the reviewing and processing of the Project; and (2) expenses for items of work not included within the Scope of Work in Exhibit “A”.

5. Procedures for Distribution of TUMF Program Funds to AGENCY.

(a) Initial Payment by the AGENCY. The AGENCY shall be responsible for initial payment of all the Project costs as they are incurred. Following payment of such Project costs, the AGENCY shall submit invoices to WRCOG requesting reimbursement of eligible Project costs. Each invoice shall be accompanied by detailed contractor invoices, or other demands for payment addressed to the AGENCY, and documents evidencing the AGENCY’s payment of the invoices or demands for payment. Documents evidencing the AGENCY’S payment of the invoices shall be retained for four (4) years and shall be made available for review by WRCOG. The AGENCY shall submit invoices not more often than monthly and not less often than quarterly.

(b) Review and Reimbursement by WRCOG. Upon receipt of an invoice from the AGENCY, WRCOG may request additional documentation or explanation of the Project costs for which reimbursement is sought. Undisputed amounts shall be paid by WRCOG to the AGENCY within thirty (30) days. In the event that WRCOG disputes the eligibility of the AGENCY for reimbursement of all or a portion of an invoiced amount, the Parties shall meet and confer in an attempt to resolve the dispute. If the meet and confer process is unsuccessful in resolving the dispute, the AGENCY may appeal WRCOG’s decision as to the eligibility of one or more invoices to WRCOG’s Executive Director. The WRCOG Executive Director shall provide his/her decision in writing. If the AGENCY disagrees with the Executive Director’s

decision, the AGENCY may appeal the decision of the Executive Director to the full WRCOG Executive Committee, provided the AGENCY submits its request for appeal to WRCOG within ten (10) days of the Executive Director's written decision. The decision of the WRCOG Executive Committee shall be final. Additional details concerning the procedure for the AGENCY's submittal of invoices to WRCOG and WRCOG's consideration and payment of submitted invoices are set forth in Exhibit "B", attached hereto and incorporated herein by reference.

(c) Funding Amount/Adjustment. If a post Project audit or review indicates that WRCOG has provided reimbursement to the AGENCY in an amount in excess of the Maximum TUMF Share of the Project, or has provided reimbursement of ineligible Project costs, the AGENCY shall reimburse WRCOG for the excess or ineligible payments within 30 days of notification by WRCOG.

6. Increases in Project Funding. The Funding Amount may, in WRCOG's sole discretion, be augmented with additional TUMF Program Funds if the TUMF Nexus Study is amended to increase the maximum eligible TUMF share for the Project. Any such increase in the Funding Amount must be approved in writing by WRCOG's Executive Director. In no case shall the amount of TUMF Program Funds allocated to the AGENCY exceed the then-current maximum eligible TUMF share for the Project. No such increased funding shall be expended to pay for any Project already completed. For purposes of this Agreement, the Project or any portion thereof shall be deemed complete upon its acceptance by WRCOG's Executive Director which shall be communicated to the AGENCY in writing.

7. No Funding for Temporary Improvements. Only segments or components of the construction that are intended to form part of or be integrated into the Project may be funded by TUMF Program Funds. No improvement which is temporary in nature, including but not limited to temporary roads, curbs, tapers or drainage facilities, shall be funded with TUMF Program Funds, except as needed for staged construction of the Project.

8. AGENCY's Funding Obligation to Complete the Project. In the event that the TUMF Program Funds allocated to the Project represent less than the total cost of the Project, the AGENCY shall provide such additional funds as may be required to complete the Project.

9. AGENCY's Obligation to Repay TUMF Program Funds to WRCOG; Exception For PA&ED Phase Work. Except as otherwise expressly excepted within this paragraph, in the event that: (i) the AGENCY, for any reason, determines not to proceed with or complete the Project; or (ii) the Project is not timely completed, subject to any extension of time granted by WRCOG pursuant to the terms of this Agreement; the AGENCY agrees that any TUMF Program Funds that were distributed to the AGENCY for the Project shall be repaid in full to WRCOG, and the Parties shall enter into good faith negotiations to establish a reasonable repayment schedule and repayment mechanism. If the Project involves work pursuant to a PA&ED phase, AGENCY shall not be obligated to repay TUMF Program Funds to WRCOG relating solely to PA&ED phase work performed for the Project.

10. AGENCY's Local Match Contribution. AGENCY local match funding is not required, as shown in Exhibit "A" and as called out in the AGENCY's Project Nomination Form submitted to WRCOG in response to its Call for Projects.

11. Term/Notice of Completion. The term of this Agreement shall be from the date first herein above written until the earlier of the following: (i) the date WRCOG formally accepts the Project as complete, pursuant to Section 6; (ii) termination of this Agreement pursuant to Section 15; or (iii) the AGENCY has fully satisfied its obligations under this Agreement. All applicable indemnification provisions of this Agreement shall remain in effect following the termination of this Agreement.

12. Representatives of the Parties. WRCOG's Executive Director, or his or her designee, shall serve as WRCOG's representative and shall have the authority to act on behalf of WRCOG for all purposes under this Agreement. The AGENCY hereby designates **Habib Motlagh, City Engineer** or his or her designee, as the AGENCY's representative to WRCOG. The AGENCY's representative shall have the authority to act on behalf of the AGENCY for all purposes under this Agreement and shall coordinate all activities of the Project under the AGENCY's responsibility. The AGENCY shall work closely and cooperate fully with WRCOG's representative and any other agencies which may have jurisdiction over or an interest in the Project.

13. Expenditure of Funds by AGENCY Prior to Execution of Agreement. Nothing in this Agreement shall be construed to prevent or preclude the AGENCY from expending funds on the Project prior to the execution of the Agreement, or from being reimbursed by WRCOG for such expenditures. However, the AGENCY understands and acknowledges that any expenditure of funds on the Project prior to the execution of the Agreement is made at the AGENCY's sole risk, and that some expenditures by the AGENCY may not be eligible for reimbursement under this Agreement.

14. Review of Services. The AGENCY shall allow WRCOG's Representative to inspect or review the progress of the Project at any reasonable time in order to determine whether the terms of this Agreement are being met.

15. Termination.

(a) Notice. Either WRCOG or AGENCY may, by written notice to the other party, terminate this Agreement, in whole or in part, in response to a material breach hereof by the other Party, by giving written notice to the other party of such termination and specifying the effective date thereof. The written notice shall provide a 30 day period to cure any alleged breach. During the 30 day cure period, the Parties shall discuss, in good faith, the manner in which the breach can be cured.

(b) Effect of Termination. In the event that the AGENCY terminates this Agreement, the AGENCY shall, within 180 days, repay to WRCOG any unexpended TUMF Program Funds provided to the AGENCY under this Agreement and shall complete any portion or segment of work for the Project for which TUMF Program Funds have been provided. In the event that WRCOG terminates this Agreement, WRCOG shall, within 90 days, distribute to the

AGENCY TUMF Program Funds in an amount equal to the aggregate total of all unpaid invoices which have been received from the AGENCY regarding the Project at the time of the notice of termination; provided, however, that WRCOG shall be entitled to exercise its rights under Section 5(b), including but not limited to conducting a review of the invoices and requesting additional information. Upon such termination, the AGENCY shall, within 180 days, complete any portion or segment of work for the Project for which TUMF Program Funds have been provided. This Agreement shall terminate upon receipt by the non-terminating Party of the amounts due to it hereunder and upon completion of the segment or portion of Project work for which TUMF Program Funds have been provided.

(c) Cumulative Remedies. The rights and remedies of the Parties provided in this Section are in addition to any other rights and remedies provided by law or under this Agreement.

16. Prevailing Wages. The AGENCY and any other person or entity hired to perform services on the Project are alerted to the requirements of California Labor Code Sections 1770 et seq., which would require the payment of prevailing wages were the services or any portion thereof determined to be a public work, as defined therein. The AGENCY shall ensure compliance with these prevailing wage requirements by any person or entity hired to perform the Project. The AGENCY shall defend, indemnify, and hold harmless WRCOG, its officers, employees, consultants, and agents from any claim or liability, including without limitation attorneys, fees, arising from its failure or alleged failure to comply with California Labor Code Sections 1770 et seq.

17. Progress Reports. WRCOG may request the AGENCY to provide WRCOG with progress reports concerning the status of the Project.

18. Indemnification.

(a) AGENCY Responsibilities. In addition to the indemnification required under Section 16, the AGENCY agrees to indemnify and hold harmless WRCOG, its officers, agents, consultants, and employees from any and all claims, demands, costs or liability arising from or connected with all activities governed by this Agreement including all design and construction activities, due to negligent acts, errors or omissions or willful misconduct of the AGENCY or its subcontractors. The AGENCY will reimburse WRCOG for any expenditures, including reasonable attorneys' fees, incurred by WRCOG, in defending against claims ultimately determined to be due to negligent acts, errors or omissions or willful misconduct of the AGENCY.

(b) WRCOG Responsibilities. WRCOG agrees to indemnify and hold harmless the AGENCY, its officers, agents, consultants, and employees from any and all claims, demands, costs or liability arising from or connected with all activities governed by this Agreement including all design and construction activities, due to negligent acts, errors or omissions or willful misconduct of WRCOG or its sub-consultants. WRCOG will reimburse the AGENCY for any expenditures, including reasonable attorneys' fees, incurred by the AGENCY, in defending against claims ultimately determined to be due to negligent acts, errors or omissions or willful misconduct of WRCOG.

(c) Effect of Acceptance. The AGENCY shall be responsible for the professional quality, technical accuracy and the coordination of any services provided to complete the Project. WRCOG's review, acceptance or funding of any services performed by the AGENCY or any other person or entity under this Agreement shall not be construed to operate as a waiver of any rights WRCOG may hold under this Agreement or of any cause of action arising out of this Agreement. Further, the AGENCY shall be and remain liable to WRCOG, in accordance with applicable law, for all damages to WRCOG caused by the AGENCY's negligent performance of this Agreement or supervision of any services provided to complete the Project.

19. Insurance. The AGENCY shall require, at a minimum, all persons or entities hired to perform the Project to obtain, and require their subcontractors to obtain, insurance of the types and in the amounts described below and satisfactory to the AGENCY and WRCOG. Such insurance shall be maintained throughout the term of this Agreement, or until completion of the Project, whichever occurs last.

(a) Commercial General Liability Insurance. Occurrence version commercial general liability insurance or equivalent form with a combined single limit of not less than \$1,000,000.00 per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to the Project or be no less than two times the occurrence limit. Such insurance shall:

(i) Name WRCOG and AGENCY, and their respective officials, officers, employees, agents, and consultants as insured with respect to performance of the services on the Project and shall contain no special limitations on the scope of coverage or the protection afforded to these insured;

(ii) Be primary with respect to any insurance or self-insurance programs covering WRCOG and AGENCY, and/or their respective officials, officers, employees, agents, and consultants; and

(iii) Contain standard separation of insured provisions.

(b) Business Automobile Liability Insurance. Business automobile liability insurance or equivalent form with a combined single limit of not less than \$1,000,000.00 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.

(c) Professional Liability Insurance. Errors and omissions liability insurance with a limit of not less than \$1,000,000.00 Professional liability insurance shall only be required of design or engineering professionals.

(d) Workers' Compensation Insurance. Workers' compensation insurance with statutory limits and employers' liability insurance with limits of not less than \$1,000,000.00 each accident.

20. Project Amendments. Changes to the characteristics of the Project, including the deadline for Project completion, and any responsibilities of the AGENCY or WRCOG may be requested in writing by the AGENCY and are subject to the approval of WRCOG's Representative, which approval will not be unreasonably withheld, provided that extensions of time for completion of the Project shall be approved in the sole discretion of WRCOG's Representative. Nothing in this Agreement shall be construed to require or allow completion of the Project without full compliance with the California Environmental Quality Act (Public Resources Code Section 21000 *et seq.*; "CEQA") and the National Environmental Policy Act of 1969 (42 USC 4231 *et seq.*), if applicable, but the necessity of compliance with CEQA and/or NEPA shall not justify, excuse, or permit a delay in completion of the Project.

21. Conflict of Interest. For the term of this Agreement, no member, officer or employee of the AGENCY or WRCOG, during the term of his or her service with the AGENCY or WRCOG, as the case may be, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

22. Limited Scope of Duties. WRCOG's and the AGENCY's duties and obligations under this Agreement are limited to those described herein. WRCOG has no obligation with respect to the safety of any Project performed at a job site. In addition, WRCOG shall not be liable for any action of AGENCY or its contractors relating to the condemnation of property undertaken by AGENCY or construction related to the Project.

23. Books and Records. Each party shall maintain complete, accurate, and clearly identifiable records with respect to costs incurred for the Project under this Agreement. They shall make available for examination by the other party, its authorized agents, officers or employees any and all ledgers and books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or related to the expenditures and disbursements charged to the other party pursuant to this Agreement. Further, each party shall furnish to the other party, its agents or employees such other evidence or information as they may require with respect to any such expense or disbursement charged by them. All such information shall be retained by the Parties for at least four (4) years following termination of this Agreement, and they shall have access to such information during the four-year period for the purposes of examination or audit.

24. Equal Opportunity Employment. The Parties represent that they are equal opportunity employers and they shall not discriminate against any employee or applicant of reemployment because of race, religion, color, national origin, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

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

26. Attorneys' Fees. If either party commences an action against the other party arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and costs of suit.

27. Time of Essence. Time is of the essence for each and every provision of this Agreement.

28. Headings. Article and Section Headings, paragraph captions or marginal headings contained in this Agreement are for convenience only and shall have no effect in the construction or interpretation of any provision herein.

29. Public Acknowledgement. The AGENCY agrees that all public notices, news releases, information signs and other forms of communication shall indicate that the Project is being cooperatively funded by the AGENCY and WRCOG TUMF Program Funds.

30. No Joint Venture. This Agreement is for funding purposes only and nothing herein shall be construed to make WRCOG a party to the construction of the Project or to make it a partner or joint venture with the AGENCY for such purpose.

31. Compliance With the Law. The AGENCY shall comply with all applicable laws, rules and regulations governing the implementation of the Qualifying Project, including, where applicable, the rules and regulations pertaining to the participation of businesses owned or controlled by minorities and women promulgated by the Federal Highway Administration and the Federal Department of Transportation.

32. Notices. All notices hereunder and communications regarding interpretation of the terms of this Agreement or changes thereto shall be provided by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

If to AGENCY: City of Perris
 101 North D Street
 Perris, CA 92570
 Attn: Habib Motlagh, City Engineer
 Telephone: (951) 943-6504
 Facsimile: (951) 943-8416

If to WRCOG: Western Riverside Council of Governments
 Citrus Tower
 3390 University Ave. Suite 450
 Riverside, California 92501-3609
 Attention: Christopher Gray, Director of Transportation
 Telephone: (951) 405-6710
 Facsimile: (951) 787-7991

Any notice so given shall be considered served on the other party three (3) days after deposit in the U.S. mail, first class postage prepaid, return receipt requested, and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred regardless of the method of service.

33. Integration; Amendment. This Agreement contains the entire agreement between the PARTIES. Any agreement or representation respecting matters addressed herein that are not expressly set forth in this Agreement is null and void. This Agreement may be amended only by mutual written agreement of the PARTIES.

34. Severability. If any term, provision, condition or covenant of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby.

35. Conflicting Provisions. In the event that provisions of any attached appendices or exhibits conflict in any way with the provisions set forth in this Agreement, the language, terms and conditions contained in this Agreement shall control the actions and obligations of the Parties and the interpretation of the Parties' understanding concerning the Agreement.

36. Independent Contractors. Any person or entities retained by the AGENCY or any contractor shall be retained on an independent contractor basis and shall not be employees of WRCOG. Any personnel performing services on the Project shall at all times be under the exclusive direction and control of the AGENCY or contractor, whichever is applicable. The AGENCY or contractor shall pay all wages, salaries and other amounts due such personnel in connection with their performance of services on the Project and as required by law. The AGENCY or consultant shall be responsible for all reports and obligations respecting such personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance and workers' compensation insurance.

37. Effective Date. This Agreement shall not be effective until executed by both Parties. The failure of one party to execute this Agreement within forty-five (45) days of the other party executing this Agreement shall render any execution of this Agreement ineffective.

38. No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives to be effective on the day and year first above-written.

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

CITY OF PERRIS

By: _____ Date: _____
Rick Bishop
Executive Director

By: _____ Date: _____
Richard Belmudez
City Manager

Approved to Form:

By: _____ Date: _____
Steven C. DeBaun
General Counsel

EXHIBIT “A”**SCOPE OF WORK****SCOPE OF WORK:**

This project will widen Goetz Road between Ethanac Road and Case Road within the City of Perris to a total of four through lanes, with additional turn pockets at major intersections as warranted by traffic volumes. The project length is 2.17 miles (4.34 lane miles). Within the project reach, the majority of the roadway has two existing lanes.

Along with lane widening, curb & gutter, sidewalks and minor storm drain facilities will be installed throughout the project limits. The project will also widen the existing bridge that crosses over Perris Valley Channel. The project is located entirely within Perris City Limits, and the City will be the lead for all project phases.

***This Reimbursement Agreement is for the Engineering Phase Only**

EXHIBIT “A-1”**ESTIMATE OF COST**

Phase	TUMF	LOCAL	TOTAL
PA&ED			
PS&E	\$691,000		\$691,000
RIGHT OF WAY			
CONSTRUCTION			
TOTAL	\$691,000		\$691,000

***This Reimbursement Agreement is for the Engineering Phase Only**

EXHIBIT “A-2”
PROJECT SCHEDULE

TIMETABLE:

Phase	Estimated Completion Date	Estimated Cost	Comments
PA&ED			
PS&E	December 2019	\$691,000	This agreement is for Engineering Phase Only
RIGHT OF WAY			
CONSTRUCTION			
TOTAL		\$691,000	

Elements of Compensation

EXHIBIT “B”

PROCEDURES FOR SUBMITTAL, CONSIDERATION AND PAYMENT OF INVOICES

1. For professional services, WRCOG recommends that the AGENCY incorporate this Exhibit “B-1” into its contracts with any subcontractors to establish a standard method for preparation of invoices by contractors to the AGENCY and ultimately to WRCOG for reimbursement of AGENCY contractor costs.
2. Each month the AGENCY shall submit an invoice for eligible Project costs incurred during the preceding month. The original invoice shall be submitted to WRCOG’s Executive Director with a copy to WRCOG’s Project Coordinator. Each invoice shall be accompanied by a cover letter in a format substantially similar to that of Exhibit “B-2”.
3. For jurisdictions with large construction projects (with the total construction cost exceeding \$10 million) under construction at the same time, may with the approval of WRCOG submit invoices to WRCOG for payment at the same time they are received by the jurisdiction. WRCOG must receive the invoice by the 5th day of the month in order to process the invoice within 30 days. WRCOG will retain 10% of the invoice until all costs have been verified as eligible and will release the balance at regular intervals not more than quarterly and not less than semi-annually. If there is a discrepancy or ineligible costs that exceed 10% of the previous invoice WRCOG will deduct that amount from the next payment.
4. Each invoice shall include documentation from each contractor used by the AGENCY for the Project, listing labor costs, subcontractor costs, and other expenses. Each invoice shall also include a monthly progress report and spreadsheets showing the hours or amounts expended by each contractor or subcontractor for the month and for the entire Project to date. Samples of acceptable task level documentation and progress reports are attached as Exhibits “B-4” and “B-5”. All documentation from the Agency’s contractors should be accompanied by a cover letter in a format substantially similar to that of Exhibit “B-3”.
5. If the AGENCY is seeking reimbursement for direct expenses incurred by AGENCY staff for eligible Project costs, the AGENCY shall provide the same level of information for its labor and any expenses as required of its contractors pursuant to Exhibit “B” and its attachments.
6. Charges for each task and milestone listed in Exhibit “A” shall be listed separately in the invoice.
7. Each invoice shall include a certification signed by the AGENCY Representative or his or her designee which reads as follows:

"I hereby certify that the hours and salary rates submitted for reimbursement in this invoice are the actual hours and rates worked and paid to the contractors or subcontractors listed.

Signed _____

Title _____

Date _____

Invoice No. _____

8. WRCOG will pay the AGENCY within 30 days after receipt by WRCOG of an invoice. If WRCOG disputes any portion of an invoice, payment for that portion will be withheld, without interest, pending resolution of the dispute, but the uncontested balance will be paid.
9. The final payment under this Agreement will be made only after: (I) the AGENCY has obtained a Release and Certificate of Final Payment from each contractor or subcontractor used on the Project; (ii) the AGENCY has executed a Release and Certificate of Final Payment; and (iii) the AGENCY has provided copies of each such Release to WRCOG.

EXHIBIT “B-1”
[Sample for Professional Services]

For the satisfactory performance and completion of the Services under this Agreement, Agency will pay the Contractor compensation as set forth herein. The total compensation for this service shall not exceed (____INSERT WRITTEN DOLLAR AMOUNT____) (\$__INSERT NUMERICAL DOLLAR AMOUNT__) without written approval of Agency’s City Manager [or applicable position] (“Total Compensation”).

1. ELEMENTS OF COMPENSATION.

Compensation for the Services will be comprised of the following elements: 1.1 Direct Labor Costs; 1.2 Fixed Fee; and 1.3 Additional Direct Costs.

1.1 DIRECT LABOR COSTS.

Direct Labor costs shall be paid in an amount equal to the product of the Direct Salary Costs and the Multiplier which are defined as follows:

1.1.1 DIRECT SALARY COSTS

Direct Salary Costs are the base salaries and wages actually paid to the Contractor's personnel directly engaged in performance of the Services under the Agreement. (The range of hourly rates paid to the Contractor's personnel appears in Section 2 below.)

1.1.2 MULTIPLIER

The Multiplier to be applied to the Direct Salary Costs to determine the Direct Labor Costs is _____, and is the sum of the following components:

1.1.2.1 Direct Salary Costs _____

1.1.2.2 Payroll Additives _____

The Decimal Ratio of Payroll Additives to Direct Salary Costs. Payroll Additives include all employee benefits, allowances for vacation, sick leave, and holidays, and company portion of employee insurance and social and retirement benefits, all federal and state payroll taxes, premiums for insurance which are measured by payroll costs, and other contributions and benefits imposed by applicable laws and regulations.

1.1.2.3 Overhead Costs _____

The Decimal Ratio of Allowable Overhead Costs to the Contractor Firm's Total Direct Salary Costs. Allowable Overhead Costs include general, administrative and overhead costs of maintaining and operating established offices, and consistent with established firm policies, and as defined in the Federal Acquisitions Regulations, Part 31.2.

Total Multiplier
(sum of 1.1.2.1, 1.1.2.2, and 1.1.2.3) _____

1.2 FIXED FEE.

1.2.1 The fixed fee is \$_____.

1.2.2 A pro-rata share of the Fixed Fee shall be applied to the total Direct Labor Costs expended for services each month, and shall be included on each monthly invoice.

1.3 ADDITIONAL DIRECT COSTS.

Additional Direct Costs directly identifiable to the performance of the services of this Agreement shall be reimbursed at the rates below, or at actual invoiced cost.

Rates for identified Additional Direct Costs are as follows:

<u>ITEM</u>	<u>REIMBURSEMENT RATE</u>
	<u>[__insert charges__]</u>
Per Diem	\$ /day
Car mileage	\$ /mile
Travel	\$ /trip
Computer Charges	\$ /hour
Photocopies	\$ /copy
Blueline	\$ /sheet
LD Telephone	\$ /call
Fax	\$ /sheet
Photographs	\$ /sheet

Travel by air and travel in excess of 100 miles from the Contractor's office nearest to Agency's office must have Agency's prior written approval to be reimbursed under this Agreement.

2. DIRECT SALARY RATES

Direct Salary Rates, which are the range of hourly rates to be used in determining Direct Salary Costs in Section 1.1.1 above, are given below and are subject to the following:

- 2.1 Direct Salary Rates shall be applicable to both straight time and overtime work, unless payment of a premium for overtime work is required by law, regulation or craft agreement, or is otherwise specified in this Agreement. In such event, the premium portion of Direct Salary Costs will not be subject to the Multiplier defined in Paragraph 1.1.2 above.
- 2.2 Direct Salary Rates shown herein are in effect for one year following the effective date of the Agreement. Thereafter, they may be adjusted annually to reflect the Contractor's adjustments to individual compensation. The Contractor shall notify Agency in writing prior to a change in the range of rates included herein, and prior to each subsequent change.

<u>POSITION OR CLASSIFICATION</u>	<u>RANGE OF HOURLY RATES</u>
-----------------------------------	------------------------------

[__sample__]

Principal	\$.00 - \$.00/hour
Project Manager	\$.00 - \$.00/hour
Sr. Engineer/Planner	\$.00 - \$.00/hour
Project Engineer/Planner	\$.00 - \$.00/hour
Assoc. Engineer/Planner	\$.00 - \$.00/hour
Technician	\$.00 - \$.00/hour
Drafter/CADD Operator	\$.00 - \$.00/hour
Word Processor	\$.00 - \$.00/hour

- 2.3 The above rates are for the Contractor only. All rates for subcontractors to the Contractor will be in accordance with the Contractor's cost proposal.

3. INVOICING.

- 3.1 Each month the Contractor shall submit an invoice for Services performed during the preceding month. The original invoice shall be submitted to Agency's Executive Director with two (2) copies to Agency's Project Coordinator.
- 3.2 Charges shall be billed in accordance with the terms and rates included herein, unless otherwise agreed in writing by Agency's Representative.
- 3.3 Base Work and Extra Work shall be charged separately, and the charges for each task and Milestone listed in the Scope of Services, shall be listed separately. The charges for each individual assigned by the Contractor under this Agreement shall be listed separately on an attachment to the invoice.

- 3.4 A charge of \$500 or more for any one item of Additional Direct Costs shall be accompanied by substantiating documentation satisfactory to Agency such as invoices, telephone logs, etc.
- 3.5 Each copy of each invoice shall be accompanied by a Monthly Progress Report and spreadsheets showing hours expended by task for each month and total project to date.
- 3.6 If applicable, each invoice shall indicate payments to DBE subcontractors or supplies by dollar amount and as a percentage of the total invoice.
- 3.7 Each invoice shall include a certification signed by the Contractor's Representative or an officer of the firm which reads as follows:

I hereby certify that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the employees listed.

Signed _____
 Title _____
 Date _____
 Invoice No. _____

4. PAYMENT

- 4.1 Agency shall pay the Contractor within four to six weeks after receipt by Agency of an original invoice. Should Agency contest any portion of an invoice, that portion shall be held for resolution, without interest, but the uncontested balance shall be paid.
- 4.2 The final payment for Services under this Agreement will be made only after the Contractor has executed a Release and Certificate of Final Payment.

EXHIBIT B-2
Sample Cover Letter to WRCOG

Date
 Western Riverside Council of Governments
 Riverside County Administrative Center
 4080 Lemon Street, Third Floor
 Riverside, California 92501-3679
 Attention: Deputy Executive Director
 ATTN: Accounts Payable

Re: Project Title - Invoice #__

Enclosed for your review and payment approval is the AGENCY's invoice for professional and technical services that was rendered by our contractors in connection with the 2002 Measure "A" Local Streets and Roads Funding per Agreement No. _____ effective (Month/Day/Year). The required support documentation received from each contractor is included as backup to the invoice.

Invoice period covered is from Month/Date/Year to Month/Date/Year.

Total Authorized Agreement Amount:	\$0,000,000.00
Total Invoiced to Date:	\$0,000,000.00
Total Previously Invoiced:	\$0,000,000.00
Balance Remaining:	\$0,000,000.00

Amount due this Invoice:	\$0,000,000.00 =====
---------------------------------	--------------------------------

I certify that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the contractors listed.

By: _____
 Name
 Title

cc:

EXHIBIT B-3
Sample Letter from Contractor to AGENCY

Month/Date/Year

Western Riverside Council of Governments
 Riverside County Administrative Center
 4080 Lemon Street, Third Floor
 Riverside, California 92501-3679
 Attention: Deputy Executive Director
 Attn: Accounts Payable

Invoice # _____

For **[type of services]** rendered by **[contractor name]** in connection with **[name of project]**
 This is per agreement No. XX-XX-XXX effective Month/Date/Year.

Invoice period covered is from Month/Date/Year to Month/Date/Year.

Total Base Contract Amount:	\$000,000.00
Authorized Extra Work (if Applicable)	\$000,000.00

TOTAL AUTHORIZED CONTRACT AMOUNT:	\$000,000.00
 Total Invoice to Date:	 \$000,000.00
Total Previously Billed:	\$000,000.00
Balance Remaining:	\$000,000.00
 Amount Due this Invoice:	 \$000,000.00
	=====

I certify that the hours and salary rates charged in this invoice are the actual hours and rates worked and paid to the employees listed,

By: _____
 Name
 Title

EXHIBIT B-4
SAMPLE TASK SUMMARY SCHEDULE
(OPTIONAL)

EXHIBIT B-5
Sample Progress Report

REPORTING PERIOD: Month/Date/Year to Month/Date/Year
 PROGRESS REPORT: #1

A. Activities and Work Completed during Current Work Periods

TASK 01 – 100% PS&E SUBMITTAL

1. Responded to Segment 1 comments from Department of Transportation
2. Completed and submitted Segment 1 final PS&E

B. Current/Potential Problems Encountered & Corrective Action

Problems	Corrective Action
None	None

C. Work Planned Next Period

TASK 01 – 100% PS&E SUBMITTAL

1. Completing and to submit Traffic Signal and Electrical Design plans
2. Responding to review comments

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Western Riverside Council of Governments

Executive Committee

Staff Report

Subject: Finance Department Activities Update

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

Date: September 9, 2019

The purpose of this item is to provide an update on the Fiscal Year (FY) 2018/2019 Agency Audit, the Agency Financial Report summary through June 2019, and the status of the Agency relocation.

Requested Action:

1. Receive and file.
-

FY 2018/2019 Agency Audit

WRCOG's annual Agency Interim Audit was completed on June 12, 2019. 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 September, 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 December 2019.

Financial Report Summary through June 2019

The Agency Financial Report summary through June 2019, a monthly overview of WRCOG's financial statements in the form of combined Agency revenues and costs, is provided as Attachment 1.

Agency Relocation Update

During Fiscal Year 2018/2019, WRCOG began subleasing approximately 2,000 square feet of its office space to David Taussig & Associates (dta). Building ownership also proposed an offer for WRCOG to relocate its offices to the 2nd floor, where there is 4,000 square feet less than the 4th floor and would net WRCOG approximately \$1 million in savings over the course of the new lease in comparison to the existing lease. The Executive Committee took action to allow for the move, and WRCOG has since entered into an agreement to relocate.

While the 2nd floor is 4,000 square feet less than the 4th floor, staff is working with an architect to compress the current open space concept into a more compact workplace while still retaining the same number of offices and workspaces and the two large conference rooms. There will still be enough space on the 2nd floor to accommodate growth when / if the Regional Energy Network (REN) and/or Western Community Energy (WCE) launch. The savings in relocating to the 2nd floor represents a 20% reduction in the overall lease cost. While the savings are one area of focus when considering relocating,

CalPERS Unfunded Accrued Liability Update

At the June 21, 2019, Executive Committee meeting, Committee member Jeff Hewitt requested information regarding where WRCOG stands with its Unfunded Accrued Liability (UAL) and how much of WRCOG's pension is currently covered. Committee member Hewitt noted that the Riverside County Transportation Commission (RCTC) recently acted to pay off its UAL of \$8.1 million, which would save RCTC approximately \$7.5 million in interest payments over 30 years.

On July 10, 2019, the Administration & Finance Committee received a presentation and requested that the Finance Directors Committee provide its input and that staff return to the Administration & Finance Committee in September with an update. Once the item is re-reviewed by the Administration & Finance Committee on September 11, 2019, staff will bring forward a full report with any recommendations to the Executive Committee.

Prior Action:

August 5, 2019: 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 – June 2019.

Item 5.C

Finance Department Activities Update

Attachment 1

Financial Report summary – June 2019

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**Western Riverside Council of Governments
Monthly Budget to Actuals
For the Month Ending June 30, 2019**

Total Agency			
	Approved Budget 6/30/2019	Thru Actual 6/30/2019	Remaining Budget 6/30/2019
Revenues			
Member Dues	311,410	311,410	-
PACE Residential Revenue	255,598	244,052	11,546
WRELP Phase 2 Revenue	86,750	149,654	(62,904)
Statewide HERO Revenue	1,080,342	1,080,342	-
Gas Co. Prtnrshp Revenue	86,676	101,893	(15,217)
PACE Commercial Revenue	41,984	30,844	11,140
WRCOG HERO-Recording Revenue	132,795	180,565	(47,770)
PACE Commercial Recording Revenue	22,770	1,361	21,409
Statewide Recording Revenue	665,915	665,915	-
Active Transportation Revenue	71,443	71,443	-
Regional Streetlights Revenue	300,000	425,687	(125,687)
Solid Waste	122,248	122,248	-
Used Oil Grants	228,820	228,574	246
NW Clean Cities - Air Quality	181,770	191,770	(10,000)
LTF Revenue	775,500	775,500	-
Adaptation Grant Revenue	258,186	258,186	0
CAP Grant Revenue	11,881	11,881	(0)
RivTAM Revenue	150,000	112,600	37,400
General Assembly Revenue	300,000	247,800	52,200
PACE Admin Requisition Fee	25,000	25,000	-
Commerical/Service	110,645	104,018	6,627
Retail	130,094	125,670	4,424
Industrial	397,418	533,627	(136,209)
Residential/Multi/Single	1,192,183	1,295,926	(103,743)
Multi-Family	8,037,275	488,203	7,549,072
PACE SB2 Recording Revenue	308,810	308,810	-
Interest Revenue - Other	128,942	178,994	(50,052)
HERO - Other Revenue	150,823	150,823	-
Commercial/Service - Non-Admin Portion	2,655,491	2,600,447	55,045
Retail - Non-Admin Portion	3,122,265	3,141,741	(19,476)
Industrial - Non-Admin Portion	9,538,037	13,340,671	(3,802,634)
Residential/Multi/Single - Non-Admin Portion	27,516,865	32,398,156	(4,881,291)
Multi-Family - Non-Admin Portion	11,304,318	12,205,079	(900,761)
FY 17/18 Carryover Funds Transfer in	945,845	945,845	-
Carryover Funds Transfer in	4,268,757	4,268,757	-
Overhead Transfer in	2,084,260	2,078,697	5,563
Total Revenues and Carryover Funds	58,937,742	79,402,189	(1,840,847)
Expenditures	Approved 6/30/2019	Actual 6/30/2019	Remaining Budget
Wages and Benefits			
Salaries & Wages	2,706,622	2,476,266	230,356
Fringe Benefits	907,163	778,111	129,052
Overhead Allocation	2,078,254	2,078,697	(443)

Total Wages, Benefits and Overhead	6,001,857	5,333,074	358,965
General Legal Services	685,194	627,641	57,553
PERS Unfunded Liability	198,823	152,327	46,496
Audit Svcs - Professional Fees	27,500	32,480	(4,980)
Bank Fees	26,856	33,347	(6,491)
Commissioners Per Diem	71,800	67,665	4,135
Office Lease	400,000	390,420	9,580
WRCOG Auto Fuels Expenses	1,250	1,362	(112)
WRCOG Auto Maintenance Expense	89	89	-
Parking Validations	24,752	17,054	7,698
Staff Recognition	800	408	392
Coffee and Supplies	3,000	1,720	1,280
Event Support	175,722	171,704	4,018
Program/Office Supplies	22,809	22,177	632
Computer Equipment/Supplies	6,993	3,238	3,755
Computer Software	93,448	74,506	18,942
Rent/Lease Equipment	30,000	15,799	14,201
Membership Dues	34,000	30,822	3,178
Subscription/Publications	1,948	1,620	328
Meeting Support Services	8,052	3,225	4,827
Postage	6,468	3,580	2,888
Other Household Exp	1,129	787	342
COG HERO Share Expenses	15,000	5,431	9,569
Storage	6,657	5,251	1,406
Printing Services	2,798	2,190	608
Computer Hardware	12,600	2,664	9,936
Communications - Regular Phone	15,000	18,132	(3,132)
Communications - Cellular Phones	20,379	9,275	11,104
Communications - Computer Services	57,936	42,590	15,346
Communications - Web Site	8,063	8,063	-
Equipment Maintenance - General	9,000	5,396	3,604
Equipment Maintenance - Comp/Software	21,000	17,920	3,080
Insurance - Gen/Busi Liab/Auto	97,678	104,073	(6,395)
PACE Residential Recording	333,966	288,851	45,115
Seminars/Conferences	13,233	6,105	7,128
General Assembly Expenses	300,000	213,207	86,793
Travel - Mileage Reimbursement	24,357	16,017	8,340
Travel - Ground Transportation	4,535	4,057	478
Travel - Airfare	14,755	12,504	2,251
Lodging	12,290	14,828	(2,538)
Meals	7,919	5,980	1,939
Other Incidentals	7,206	8,075	(869)
Training	6,250	745	5,505
OPEB Repayment	71,053	71,053	-
Supplies/Materials	52,195	35,343	16,852
Advertisement Radio & TV Ads	42,274	26,820	15,454
Consulting Labor	2,660,491	2,568,772	91,719
TUMF Project Reimbursement	38,000,000	31,874,980	6,125,020
BEYOND Program REIMB	2,793,608	1,831,037	962,571
Misc Equipment Purchased	3,000	2,735	265
Bad Debt Expense	78,238	78,238	-
Total General Operations	47,676,204	38,857,272	8,210,104
Total Expenditures and Overhead	53,678,061	44,190,346	8,569,069



Western Riverside Council of Governments

Executive Committee

Staff Report

Subject: WRCOG Committees and Agency Activities Update

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

Date: September 9, 2019

The purpose of this item is to provide updates on noteworthy actions and discussions held in recent standing Committee meetings, and to provide general project updates.

Requested Action:

1. Receive and file.
-

Attached are summary of actions and activities from recent WRCOG standing Committee meetings that have taken place for meetings which have occurred during the month of August.

Prior Action:

None.

Fiscal Impact:

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

Attachments:

1. WRCOG August Committees Activities Matrix (Action items only).
2. Summary recaps from August Committee meetings.

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Item 5.D

WRCOG Committees and Agency
Activities Update

Attachment 1

WRCOG August Committees
Activities Matrix (Action items only)

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WRCOG Committees Activities Matrix (Action Items Only)	Executive Committee	Administration & Finance Committee	Technical Advisory Committee	Planning Directors Committee	Public Works Committee	Finance Directors Committee	Solid Waste Committee
Date of Meeting:	8/5/19	Did not meet	Did not meet	8/8/19	8/8/19	Did not meet	8/21/19
Current Programs / Initiatives:							
Regional Streetlights Program	Received and filed.			Received and filed.	Received and filed.		n/a
Property Assessed Clean Energy (PACE) Programs	Approved updates to HERO Residential Dealer Fee; Adopted resolutions approving a Debt Management Policy and increasing maximum bond authorization; and approved the amended HERO Program Report to increase the maximum bond indebtedness.			n/a	n/a		n/a
TUMF	Approved a TUMF Exemption for Transitional Housing; approved three reimbursement agreements			Received and filed.	n/a		n/a
Fellowship	n/a			n/a	n/a		n/a

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Item 5.D

WRCOG Committees and Agency
Activities Update

Attachment 2

WRCOG August Committees
Activities Matrix (Action items only)

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**Western Riverside Council of Governments
Executive Committee
Meeting Recap
August 5, 2019**

Following is a summary of key items discussed at the last Executive Committee meeting. To review the full agenda and staff reports for all items, please click [here](#). To review the meetings PowerPoint presentation, please click [here](#).

Professional Services Agreements (PSAs) Approved

- The Executive Committee approved amendment to a consulting contract for the continuation of planning support and advisory services for the Clean Cities Program.

TUMF Program Activities

- The Executive Committee approved a TUMF exemption for specially built homes that serve as transitional housing for homeless individuals or families.
- The Executive Committee approved a Reimbursement Agreement Amendment with the City of Moreno Valley for the Nason Street / SR-60 Interchange Project and the Moreno Beach Drive / SR-60 Interchange Project.
- The Executive Committee approved a Reimbursement Agreement with the City of Temecula for the Diaz Road (Western Bypass) Widening Project.

4th Quarter Budget Amendment Approved

- The Executive Committee approved a Fiscal Year 2018/2019 4th Quarter Budget amendment.
- Overall, there will be a net total agency increase in revenues of \$11,401,063 for the 4th Quarter of Fiscal Year 2018/2019.

Regional Water Supply Presentation Received

- Paul Jones, Eastern Municipal Water District General Manager, and Craig Miller, Western Municipal Water District General Manager, provided an update on the status of State and local water supply and projects.
- As of July 10, 2019, the State is out of long-term drought conditions due to the past rainy season. Locally, the Diamond Valley Reservoir, which predominantly serves the southern California area, is at 94% capacity.
- Local projects for both Eastern and Western Municipal Water Districts continue to diversify the water supply portfolio and increase system reliability.
- The Committee also received a presentation on Per- and Poly-fluoroalkyl Substances (PFAS), an emerging contaminant issue, which has recently received growing media attention due to potential adverse health implications. WMWD and EMWD are taking the necessary precautions to preserve the public health of communities served.

Regional Streetlight Program Presentation Received

- Streetlight retrofits have begun in a number of participating jurisdictions including the Cities of Eastvale, Moreno Valley, Murrieta, and Wildomar. The City of Murrieta will be the first participating agency to complete their streetlight retrofit.
- Since 2017, federal tariffs imposed have impacted General Electric and other lighting manufacturers, forcing them to increase pricing 6% - 10%. In response, WRCOG negotiated a price lock resulting in savings of approximately \$370,000 for participating jurisdictions.

PACE Updates Received

- The Executive Committee updated the PACE debt management policy to further outline debt issuance guidelines in accordance with the California Debt Investment Advisory Commission requirements.
- Since the inception of the Program, WRCOG has added Renew Financial, PACE Funding, Ygrene, Greenworks, CleanFund, and Twain as PACE Providers. The Executive Committee increased the maximum bond authorization from \$3 billion to \$3.7 billion to reflect the addition of new Providers.
- The Executive Committee approved an update to the HERO Residential Dealer Fee Program that will remove the 90-day interest rate lock in contractors must abide to. Instead, contractors will have flexibility to move through the interest rate bands on an individual project basis.

California Clean Air Day is October 2, 2019

- The Executive Committee adopted a resolution proclaiming October 2, 2019 a California Clean Air Day, which encourages communities to act and improve air quality.
- WRCOG is encouraging member agencies to pass similar resolutions to embrace California Clean Air Day. Jurisdictions that adopt a similar resolution will be provided resources to host a tree planting ceremony at the jurisdiction or a local park. Interested member agencies should reach out to WRCOG staff.

Next Meeting

The next Executive Committee meeting is scheduled for Monday, September 9, 2019, at 2:00 p.m., at the County of Riverside Administrative Center, 1st Floor Board Chambers.



**Western Riverside Council of Governments
Planning Directors Committee
Meeting Recap
August 8, 2019**

Following is a summary of key items discussed at the last Planning Directors Committee meeting. To review the full agenda and staff reports, please click [here](#). To review the meeting PowerPoint presentation, please click [here](#).

Planning Directors Committee Leadership for FY 2019/2020 Selected

- Chair: H.P Kang, City of Hemet
- Vice-Chair: Jeff Murphy, City of Murrieta
- 2nd Vice-Chair: Travis Randel, City of San Jacinto

Residential Housing Definition for TUMF

- The TUMF Administrative Plan includes program guidelines and procedures, including a section that outlines the definitions of land uses for TUMF.
- Due to changing types of residential projects (i.e. mixed used development projects), WRCOG is asking for input on whether the definition of “single-family residential unit” and “multi-family residential unit” should be redefined in the TUMF Administrative Plan.
- WRCOG staff will monitor projects over the next three to four months and return to the Planning Directors Committee (PDC) with additional information to determine whether a change should be made to the TUMF Program definitions or if projects should be processed on a case-by-case basis.

State Housing Legislative Update

- Assembly Bill (AB) 101 and Senate Bill (SB) 102 are two trailer bills that were introduced as part of the Governor's budget and include:
 - Incentives: a state funding program for “pro housing” communities
 - Penalties: financial penalties for jurisdictions with non-compliant Housing Elements ranging from \$10,000 – \$600,000 monthly
- AB 101 has passed both houses of the State Legislature and is now pending approval by the Governor.
- SB102 has passed the Senate and is being reviewed by the Assembly.
- The 2019 Legislative Session ends on September 13, 2019.
- October 13, 2019, marks the last day for the Governor to sign or veto bills.

Inland Empire Comprehensive Multimodal Corridor Plans are Being Developed

- RCTC and SCBTA, in coordination with Caltrans and SCAG, are preparing two comprehensive Multimodal Corridor Plans that will span into Western Riverside and San Bernardino Counties and will include highway facilities and transit systems.
- The main purpose for the Corridor Plans is to meet requirements for funding programs, primarily the SB 1 Solutions for Congested Corridors Program (SCCP).
- Projects submitted for SCCP Cycle 2 funding must be included in a Multi-Modal Corridor Plan. The California Transportation Commission allows three types of projects:
 - To be an update to an existing multimodal plan
 - A hybrid plan
 - A new plan

Eastvale, Moreno Valley, Murrieta, and Wildomar are Retrofitting their LED Streetlights

- Streetlight retrofits have begun in several participating jurisdictions including the cities of Eastvale, Moreno Valley, Murrieta, and Wildomar. The City of Murrieta will be the first participating agency to complete their streetlight retrofit.
- The City of Hemet is projected to begin their streetlight retrofits in August 2019. Remaining jurisdictions (Lake Elsinore, Menifee, Perris, San Jacinto, Temecula and the Jurupa Valley Community Services District) are anticipated to start the retrofit process later this year.
- Since 2017, an increase in federal tariffs have impacted General Electric and other lighting manufacturers, forcing them to increase pricing 6% - 10%. In response to this, WRCOG has negotiated prices and locked-in lower rates for participating jurisdictions, saving them approximately \$370,000.

Regional Housing Needs Assessment (RHNA) Methodology Options Discussions are Occurring at SCAG

- Each local jurisdiction in California is required to adopt a Housing Element as part of its General Plan that shows how the community plans to meet its existing and projected housing needs for people at all income levels within their jurisdiction.
- RHNA is the state-mandated process to identify the total number of regional housing units needed, and SCAG is the entity assigned with drafting a methodology to distribute the regional need. In preparation for the 6th RHNA Cycle, SCAG staff has drafted three prospective methodologies to distribute housing need.
- SCAG is currently soliciting input on the three methodologies and will be holding four public hearings in August. The public hearing in the Inland Empire will be held at the San Bernardino County Transportation Authority office on Tuesday, August 27, 2019 at 6:00 p.m.
- WRCOG is currently evaluating whether it should submit a comment letter to SCAG regarding the RHNA methodology. If WRCOG prepares a comment letter, it will need to be submitted to SCAG by the first week of September. We ask that any agency that wishes to provide input to WRCOG do so by August 23rd so that WRCOG may incorporate these comments into our letter.

Planning Directors Committee Representative Update

- As part of an annual update, staff would like PDC members to review and provide updates to voting representatives from each member agency.
- Staff would like to note that the designated PDC representative does not have to be the jurisdiction's Community Development Director or Planning Director. Staff encourages each agency to have at least one alternate representative.
- Any updates or changes to designated representatives can be sent to Janis Leonard, WRCOG Administrative Services Manager, at jleonard@wrcog.us.

Next Meeting

The next Planning Directors Committee meeting is scheduled for Thursday, September 12, 2019, at 9:00 a.m. at WRCOG's office, located at 3390 University Avenue, Suite 450, Riverside.



**Western Riverside Council of Governments
Public Works Committee
Meeting Recap
August 8, 2019**

Following is a summary of key items discussed at the last Public Works Committee meeting. To review the full agenda and staff reports, please click [here](#). To review the meeting PowerPoint presentation, please click [here](#).

Public Works Committee Leadership for FY 19-20 Selected

- Chair: Kristen Jensen, City of Hemet
- Vice-Chair: Bob Moehling, City of Murrieta
- 2nd Vice-Chair: Brad Brophy, City of San Jacinto

Eastvale, Moreno Valley Murrieta, and Wildomar are Retrofitting Their LED Streetlights

- Streetlight retrofits have begun in several participating jurisdictions including the cities of Eastvale, Moreno Valley, Murrieta, and Wildomar. The City of Murrieta will be the first participating agency to complete their streetlight retrofit.
- The City of Hemet is projected to begin their streetlight retrofits in August 2019. Remaining jurisdictions (Lake Elsinore, Menifee, Perris, San Jacinto, Temecula and the Jurupa Valley Community Services District) are anticipated to start the retrofit process later this year.
- Since 2017, an increase in federal tariffs have impacted General Electric and other lighting manufacturers, forcing them to increase pricing 6% - 10%. In response to this, WRCOG has negotiated prices and locked-in lower rates for participating jurisdictions, saving them approximately \$370,000.

Residential Housing is Defined for TUMF

- The TUMF Administrative Plan includes program guidelines and procedures, including a section that outlines the definitions of land uses for TUMF.
- Due to changing types of residential projects (i.e. mixed used development projects), WRCOG is asking for input on whether the definition of "single-family residential unit" and "multi-family residential unit" should be redefined in the TUMF Administrative Plan.
- The Public Works Committee suggested that the definitions currently in place for residential housing developments remain the same.

Inland Empire Comprehensive Multimodal Corridor Plans are Being Developed

- RCTC and SCBTA, in coordination with Caltrans and SCAG, are preparing two comprehensive Multimodal Corridor Plans that will span into Western Riverside and San Bernardino Counties and will include highway facilities and transit systems.
- The main purpose for the Corridor Plans is to meet requirements for funding programs, primarily the SB 1 Solutions for Congested Corridors Program (SCCP).
- Projects submitted for SCCP Cycle 2 funding must be included in a multi-modal corridor plan. The California Transportation Commission has allowed for three types of projects:
 - To be an update to an existing multimodal plan
 - A hybrid plan
 - A new plan

- Potential improvements include transit, active transportation, operational improvements as well as improvements to local arterials.

Directors Comments

There will be a workshop on September 12, 2019 with SCAG and other presenters on streamlined electric vehicle permitting, based on new state requirements. The workshop will start at 11 AM and then conclude by 12:30 PM. Lunch will be served.

Next Meeting

The next Public Works Committee meeting is scheduled for Thursday, September 12, 2019, at 1:00 p.m., in WRCOG's office, located at 3390 University Avenue, Suite 450, Riverside.



Western Riverside Council of Governments Executive Committee

Staff Report

Subject: Regional Streetlight Program Activities Update

Contact: Daniel Soltero, Staff Analyst, dsoltero@wrcoq.us, (951) 405-6738

Date: September 9, 2019

The purpose of this item is to provide an update on the LED retrofit progress for the Cities of Hemet, Eastvale, Murrieta, and Wildomar.

Requested Action:

1. Receive and file.
-

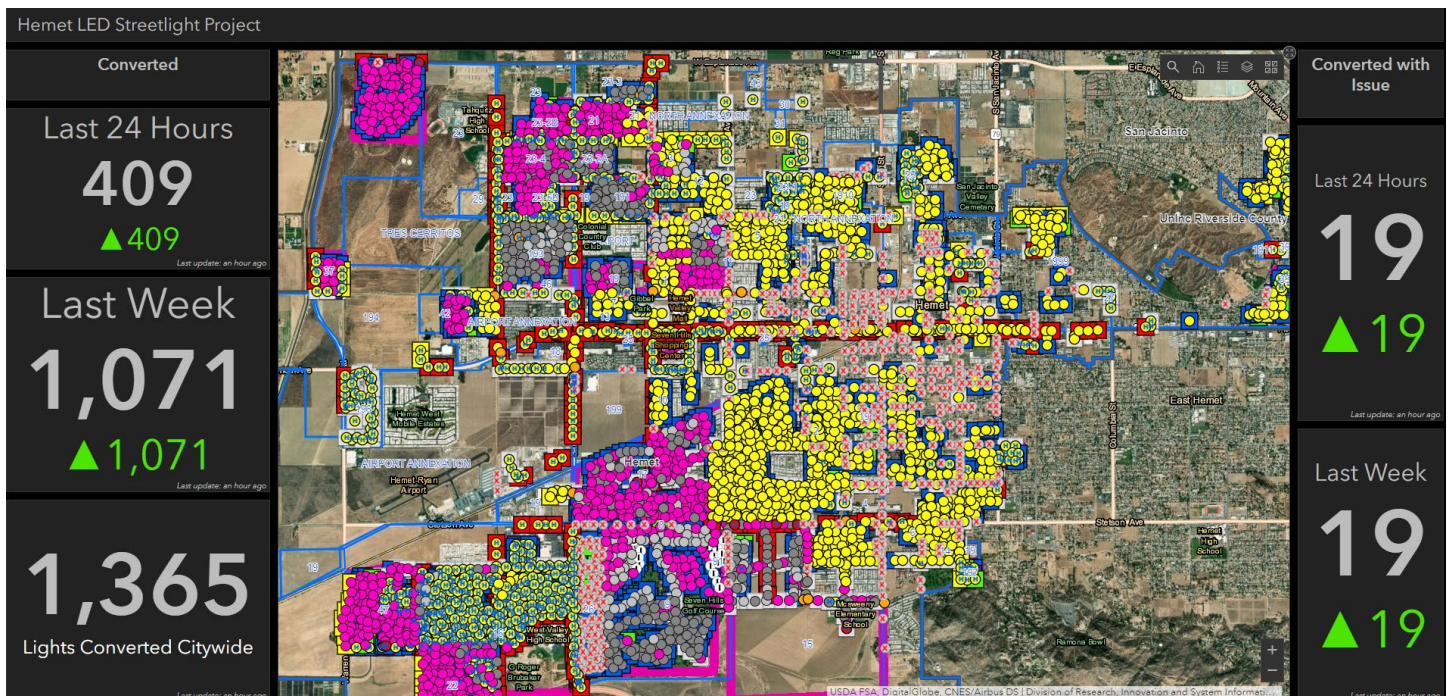
WRCOG's Regional Streetlight Program will assist member jurisdictions with the acquisition and retrofit of their Southern California Edison (SCE)-owned and operated streetlights. The Program has three phases: 1) streetlight inventory; 2) procurement and retrofitting of streetlights; and 3) ongoing operations and maintenance. A major objective of the Program is to provide cost savings to participating member jurisdictions.

Background

At the direction of the Executive Committee, WRCOG developed a Regional Streetlight Program allowing jurisdictions (and Community Service Districts) to purchase streetlights within their boundaries that are currently owned and operated by SCE. Once the streetlights are owned by the member jurisdiction, the lamps will be retrofitted to Light Emitting Diode (LED) technology to provide more economical operations (i.e., lower maintenance costs and reduced energy use).

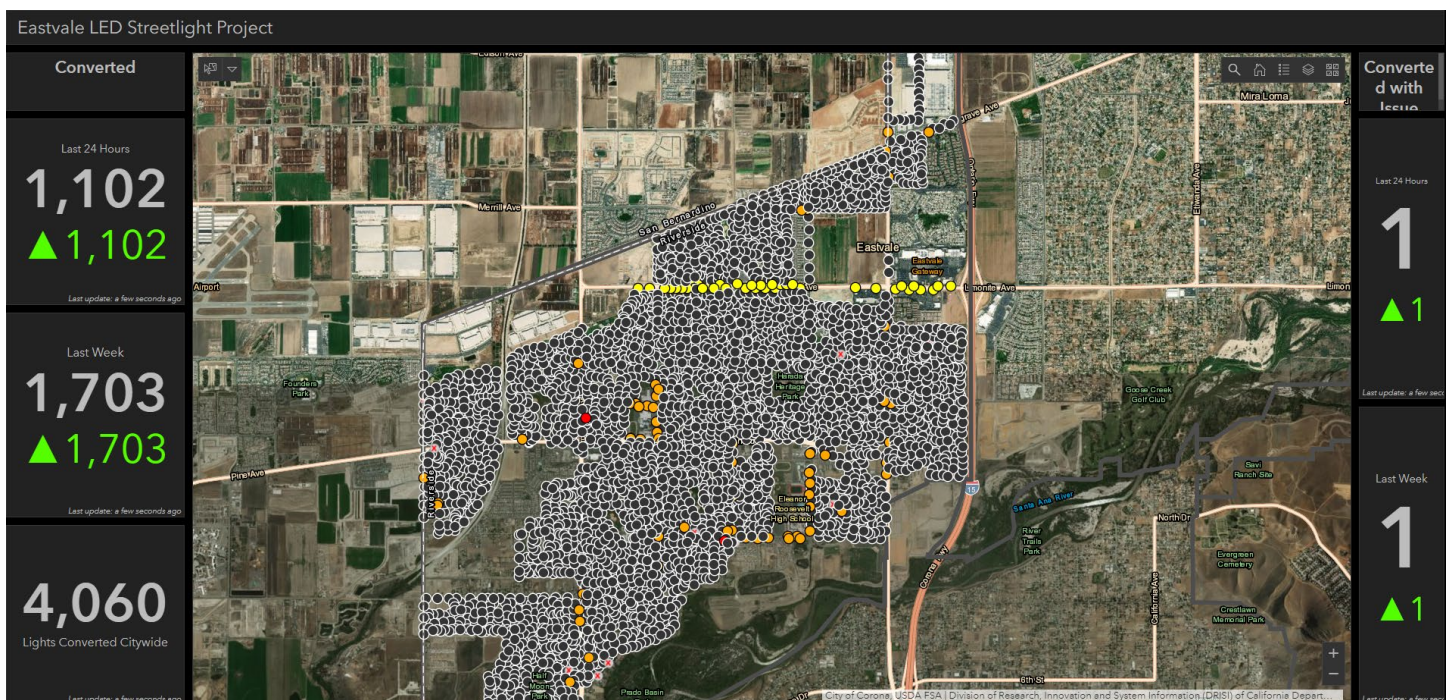
City of Hemet Retrofit is Underway

The City of Hemet started its streetlight retrofit on August 15, 2019, and is currently retrofitting over 4,200 of its city-owned and newly acquired streetlights to Current by General Electric (GE) LED fixtures. As of August 27, 2019, the City was approximately 32% complete; 1,365 streetlights converted to LED. The City of Hemet is unique in being one of the only jurisdictions in the Program to own most of its streetlights prior to the acquisition of additional streetlights from SCE. This led the City to begin retrofitting city-owned streetlights first in a few residential neighborhoods, and then later move into the residential neighborhoods with streetlights acquired from SCE. The below map identified yellow dots as streetlights to be converted, pink dots as streetlights converted needing City Pole Tag, grey dots as converted poles already tagged by the City, and blue and pink lines for the City's Lighting and Maintenance District boundaries.



Eastvale Streetlight Retrofit Near Completion

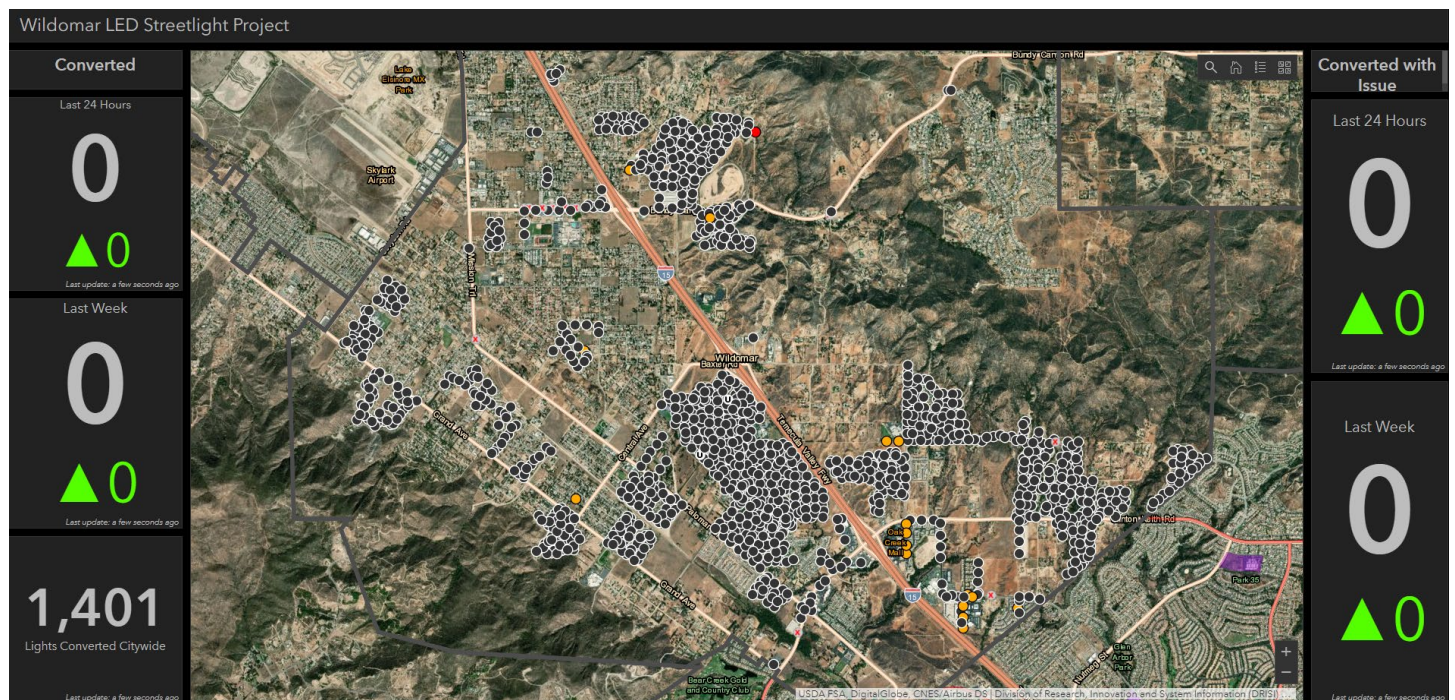
The City of Eastvale commenced with its streetlight LED retrofit on June 4, 2019. As of August 27, 2019, the City is nearing completion of its streetlight retrofit project with over 4,000 streetlights converted to GE LED fixtures, as represented by the black dots. Currently, the retrofit has halted while the City contemplates installing additional equipment on streetlights on Limonite Ave, as identified in the below map with yellow dots. Orange and red dots in the map below are streetlights needing a revisit due to utility issue or data error.



Wildomar Streetlight Retrofit Near Completion

The City of Wildomar started its streetlight retrofit on July 19, 2019. As of August 27, 2019, the City is nearing the completion of its streetlight retrofit project with 1,401 streetlights converted to LED. The retrofit project has been halted as WRCOG and the City are working with SCE to determine if newly constructed streetlights as part of new development could be deeded to the City, or acquired and subsequently retrofitted to LED.

Additionally, the City is contemplating the retrofit of City-owned safety lights at intersections as well. The below map identifies streetlights converted to LED with black dots, and the orange and red dots represents those fixtures needing to be revisited due to utility issue or data error.



Murrieta Streetlight Retrofit Near Completion

The City of Murrieta started retrofitting its streetlights on February 11, 2019. As of August 27, 2019, the City of Murrieta is nearing completion of its streetlight retrofit. Currently, the City and WRCOG are inquiring with SCE about streetlight inventory data errors and poles that were missed by SCE during the True-Up process. If SCE determines these additional poles to be sellable, then the City would like to acquire the poles and retrofit them to LED. The City, Siemens, and WRCOG will work towards a project closeout which includes meeting City requirements for project delivery, substantial and final completion documentation, identification of punch list items and final work, as well as submitting all deliverables to the City such as GIS files. Concurrent to the retrofit project, WRCOG has been assisting the City with submitting SCE Incentive Applications for the streetlight retrofit.

Prior Actions:

August 8, 2019: The Planning Directors Committee received and filed.

August 8, 2019: The Public Works 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 Executive Committee

Staff Report

Subject: Environmental Department Programs Activities Update

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

Date: September 9, 2019

The purpose of this item is to provide an update of the Solid Waste Cooperative, updates to the Used Oil Program, and the status of the Clean Cities Coalition.

Requested Action:

1. Receive and file.
-

WRCOG's Environmental Department assists member jurisdictions with addressing state mandates which require education and outreach programs that reduce greenhouse gas emissions. The Environmental Department houses three programs to meet California's goals: 1) a Solid Waste Cooperative, which assists in strategies of reduction of short-lived climate pollutants; 2) a regional Used Oil Recycling Program, designed to promote the proper recycling and disposal of used oil, oil filters, and Household Hazardous Waste (HHW); and 3) the Clean Cities Coalition, which aims to cut petroleum use in the transportation sector through integration of alternative fuels and advanced technology.

Solid Waste Cooperative

WRCOG's Solid Waste Cooperative is comprised of 18 WRCOG member agencies, local waste haulers, the California Department of Resources Recycling and Recovery (CalRecycle), and other stakeholders of interest. The Cooperative was formed to help the subregion discuss issues of importance and learn the challenges and successes of recycling programs invoked.

In October 2018, staff held one-on-one meetings with members of the Cooperative and was asked to focus on recently-chaptered legislation SB 1383, Short-Lived Climate Pollutants (SLCP): Organic Waste Methane Emissions Reduction. SB 1383 aims to achieve a 50% reduction in statewide greenhouse gas emissions from organic waste disposal by the year 2020.

On February 20, 2019, WRCOG hosted a workshop on SB 1383. The workshop was attended by multiple representative from over 18 jurisdictions across the county. Attendees had the opportunity to hear from CalRecycle regarding the general information on SB 1383 and its upcoming requirements on the jurisdictions. HF&H Consultants focused on the decisions that jurisdictions will need to make surrounding implementation and compliance for the law. A panel discussion was held for questions and concerns.

WRCOG is currently researching SB 1383 and exploring options on providing support to member jurisdictions in developing and implementing a Compliance Program. In May 2019, members of the Solid Waste Committee (SWC) discussed what WRCOG's role should be regarding SB 1383 compliance and bringing on consultant support on a regional contract, or an individual city contract. Members requested that WRCOG develop a survey to identify where each jurisdiction was in the process of compliance (adopting ordinances, developing inspection programs, etc), and what future assistance they deem needing support with.

Based on the survey results (attached), two topics emerged with over 50% of respondents indicating the need for assistance.

1. Developing an inspection and enforcement program to review commercial solid waste accounts; and
2. Identifying inspectors for eligible food generators and food recovery facilities.

Staff continues to identify and assess all current and future grant opportunities that can support WRCOG members in meeting upcoming SB 1383 mandate. For example, CalRecycle plans to release a food waste recovery grant food that can be leveraged to support jurisdictions' near-future SB 1383 requirements. WRCOG is looking to help gather the necessary data of food generators and food recovery facilities within Western Riverside County. For the time being, efforts are being made to learn more about cities' current work with SB 1383 implementations, including any waste hauler amendments and ordinances passed, attending and sharing upcoming workshops pertaining to SB 1383, and connecting with all interested parties on strategies to enforce SB 1383 compliance.

Used Oil and Filter Exchange Events

The Used Oil Program is paid for by a grant from CalRecycle which funds jurisdictions to provide outreach and education on the recycling of used motor oil and oil filters. Collection and exchange events help educate and facilitate the proper recycling of used motor oil and used oil filters. During used oil events, every individual that brings in their used oil filter is provided with a brand new filter, of equal or lesser price, at no cost.

In 2018, staff launched a Social Media Campaign to increase marketing and promotion efforts to attract residents to the various events throughout the subregion. Staff concluded that the pilot digital advertising campaign for the Program a success. At Used Oil events, staff utilize an electronic survey to interact with residents and collect information to help better inform community members of future opportunities to recycle used oil. Staff have found that in Fiscal Year (FY) 2018/2019 WRCOG's oil filter collection numbers increased over 27% from last year to this year. Additionally, over 1 million impressions were made online, with many positive reactions and shared posts. While the number of events has stayed consistent, the focus of an online platform promotion has driven the number of attendees up. Last year the number of community members reached was 906, this year it was over 5,800; a 540% increase. Based on the success of the pilot campaign, staff intends to continue using social media as the primary advertising platform for its Used Oil and Filter Exchange Program.

The following is a list of "completed" Used Oil Outreach and Filter Exchange Events:

Date	Event	Location	Oil Filters Exchanged
5/11/2019	Community Event	Temecula	n/a
5/11/2019	Oil & Filter Event	San Jacinto	31
5/18/2019	Oil & Filter Event	Menifee	28
5/18/2019	Oil & Filter Event	Corona	107
5/25/2019	Community Event	Riverside	n/a
6/1/2019	Oil & Filter Event	Riverside	152
7/6/2019	Oil & Filter Event	Norco	69
7/20/2019	Oil & Filter Event	Perris	46
8/3/2019	Oil & Filter Event	Riverside	70
8/17/2019	Oil & Filter Event	Lake Elsinore	40

The following is a list of “upcoming” Used Oil Outreach and Oil Filter Exchange Events:

Date	Event	Location	Time
8/22/2019	Community Event	Calimesa	6:30 p.m. – 8:30 p.m.
8/31/2019	Oil & Filter Event	Temecula	9:00 a.m. – 12:00 p.m.
9/14/2019	Oil & Filter Event	Banning	9:00 a.m. – 12:00 p.m.
9/28/2019	Oil & Filter Event	Jurupa Valley	9:00 a.m. – 12:00 p.m.
10/5/2019	Community Event	Canyon Lake	10:00 a.m. – 3:00 p.m.
10/12/2019	Community Event	Murrieta	8:00 a.m. – 4:00 p.m.
10/26/2019	Oil & Filter Event	Riverside	9:00 a.m. – 12:00 p.m.

Western Riverside Clean Cities Coalition

The Western Riverside Clean Cities Coalition seeks to integrate technology with alternative fuels and infrastructure. Clean Cities Coalitions work with the U.S. Department of Energy (DOE) to improve efficiency, increase domestic energy security, and improve operating costs for consumers and business. Transportation is a large part of our energy economy; 70% of total U.S. petroleum usage is for transportation. The Clean Cities National Network tracks and reports fuel pricing, openings and closings of fuel stations, and vehicle and station equipment costs to the DOE to provide a picture of Alternative Fuel Vehicles (AFV) technology adoption, petroleum fuel use reductions, and air quality improvement to the subregion. Through Coalitions, the DOE funds additional activities designed to help advance the AFV market in the subregion.

WRCOG will undertake the following four activities for FY 2019/2020:

1. Fuel and technology feedback listening sessions
 - a. *The Coalition will organize and facilitate fuel and technology-specific listening sessions with fleets and other stakeholders to identify technology gaps and critical research needs to improve vehicle / infrastructure performance and usability in the subregion.*
2. AFV infrastructure development and corridor planning
 - a. *The Coalition will organize and facilitate alternative fuel infrastructure planning activities, alternative fuel corridor development (including support of the FAST Act Section 1413, Alternative Fuel Corridor Designation initiative activities), research and preparation of alternative fueling readiness plans, and planning for future fueling infrastructure development where current corridor gaps exist in the subregion.*
 - b. *The Coalition will continue development and build-out of its GIS planning tool and will work to nominate the State Route 91 corridor as a FAST-ACT corridor for electric vehicle charging.*
3. Fuel / technology outreach and demonstration events
 - a. *The Coalition will organize and facilitate fuel and technology-specific, end-user workshops and outreach event(s) including (but not limited to) hands-on ride & drives, demonstrations, educational showcases of alternative fuel and advanced technology vehicles, and refueling / charging systems. The Coalition will be assisting with the planning of an AltCar Expo being held on October 16, 2019, at the Riverside Convention Center.*
4. Targeted coaching and technical assistance
 - a. *The Coalition will continue to provide direct technical assistance and coaching to its members' fleets, end-users, and other appropriate stakeholders. Examples include assisting with project planning, aggregate purchasing initiatives, reviewing equipment specifications, coordinating performance testing of new fueling stations, orientation training for end-users receiving new AFVs or fueling equipment, problem-solving, etc.*

Prior Action:

None.

Fiscal Impact:

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

Attachment:

1. SB 1383 Assessment Responses.

Item 5.F

Environmental Department Programs
Activities Update

Attachment 1

SB 1383 Assessment Responses

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SB 1383 Assessment Responses

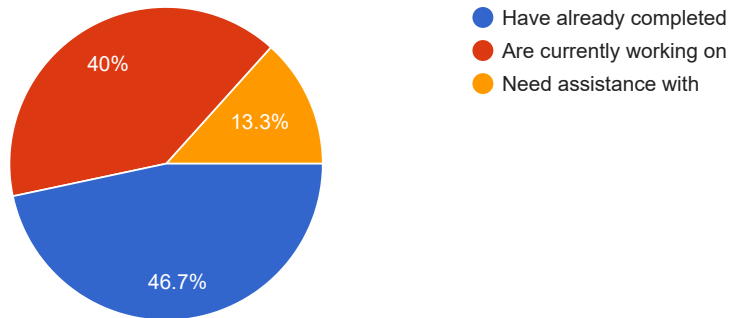
16 responses

Requirements of SB 1383



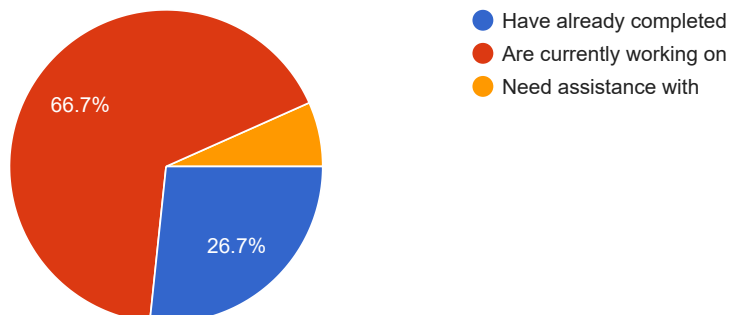
2019: Notify the City Council or Board of Supervisors of jurisdictional compliance requirements, such as acquiring an organics collection program.

15 responses



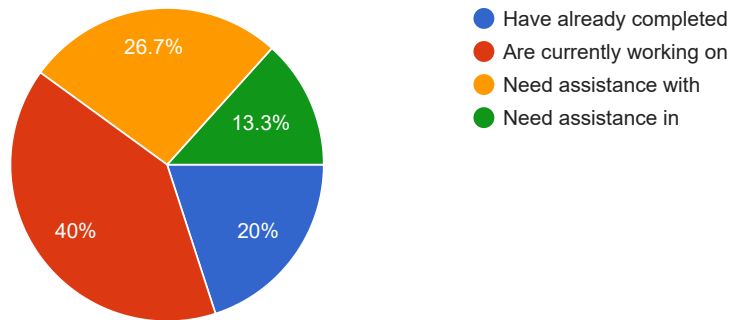
2019: Evaluate your current waste hauler franchise agreement, and identify any needs for compliance such as organics waste collection and processing services.

15 responses



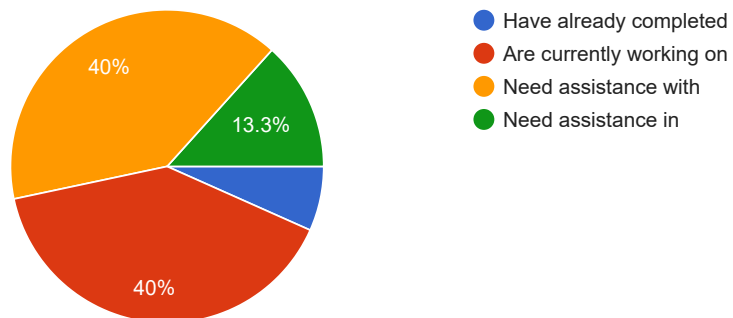
2020: Adopt organic recycling regulations to meet 50% reduction of organics disposal (2014 baseline).

15 responses



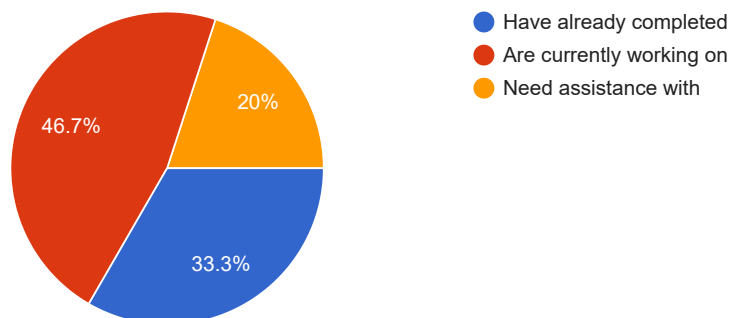
2020: Develop an inspection and enforcement program to review commercial solid waste accounts (2+ Cubic yard bins).

15 responses



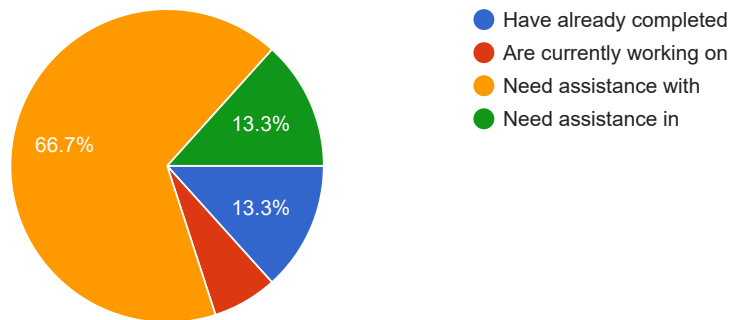
2020: Update waste hauler franchise agreements through amendments, procurement, and negotiation.

15 responses



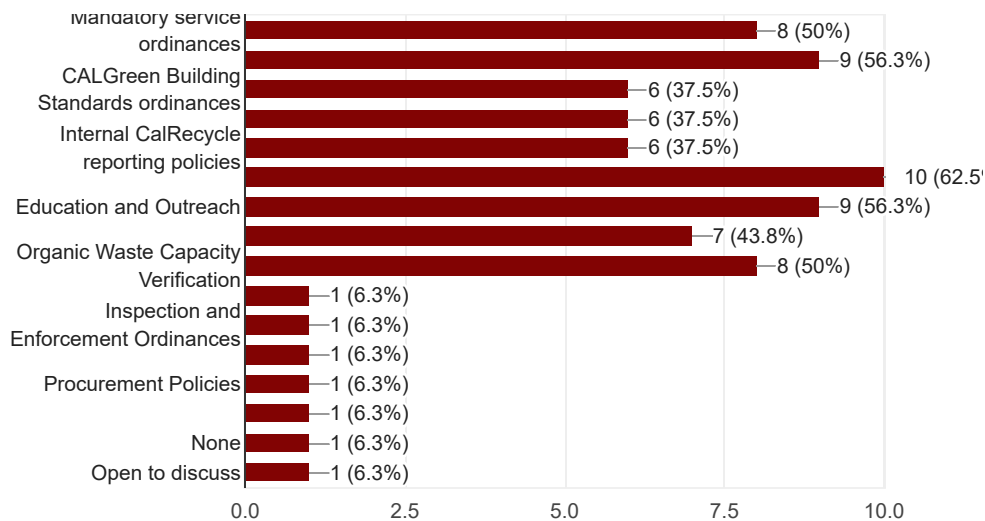
2022: Identify inspectors for eligible food generators and food recovery facilities.

15 responses



In addition to your waste hauler franchise agreements, requirements of SB 1383 include the following, select all that your jurisdiction will need assistance with developing.

16 responses



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Western Riverside Council of Governments Executive Committee

Staff Report

Subject: Report out of WRCOG Representatives on Various Committees

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

Date: September 9, 2019

The purpose of this item is to inform the Executive Committee of activities occurring on the various Committees in which WRCOG has an appointed representative.

Requested Action:

1. Receive and file.

This item serves as a placeholder for WRCOG representatives' use in providing materials pertaining to meetings of the Committee they have been appointed to.

No meetings have occurred since the last report.

The next meeting of the SANDAG Borders Committee is scheduled for Friday, September 27, 2019.

The next meeting of the SAWPA OWOW Committee is scheduled for Thursday, September 26, 2019.

The next meeting of the CALCOG Board of Directors is scheduled for Thursday, November 7, 2019.

Prior Action:

August 5, 2019: The Executive 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 Executive Committee

Staff Report

Subject: Presentation from the University of California, Riverside, on the 2020 Census

Contact: Karthick Ramakrishnan, Professor of Political Science and Public Policy, University of California, Riverside, karthick@ucr.edu, (951) 827-5540

Date: September 9, 2019

The purpose of this item is to provide an update on current efforts by the University of California, Riverside, (UCR) on outreach and coordination efforts related to the 2020 Census.

Requested Action:

1. Receive and file.

The 2020 Decennial Census represents a significant event for all regions in the United States, particularly Riverside County. The population counts from the Census are key inputs into diverse topics such as Congressional Redistricting and the allocation process for Federal Grants and other funds. As such, it is critical that there is a full and accurate count of everyone in Riverside County.

Outreach efforts are currently underway by a variety of public and private entities to encourage full participation in the Census. The UCR Center for Social Innovation is coordinating these outreach efforts along with Riverside County.

Karthick Ramakrishnan of UCR will be providing a presentation on these and other initial efforts related to the 2020 Census. Additional updates will be provided to various WRCOG Committees during the remainder of 2019 and 2020 as needed.

Prior Action:

February 21, 2019: The Technical Advisory 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

Executive Committee

Staff Report

Subject: PACE Programs Activities Update: Commercial PACE Update and Renovate America Stipulated Judgment

Contact: Casey Dailey, Director of Energy & Environmental Programs, cdailey@wrcog.us, (951) 405-6720

Date: September 9, 2019

The purpose of this item is to provide an update on general PACE Program activities, on C-PACE, and on the Renovate America Stipulated Judgment.

Requested Action:

1. Receive and file.

WRCOG's PACE Programs provide financing to property owners to implement energy saving, renewable energy, water conservation, and seismic strengthening improvements to their homes and businesses. Financing is paid back through a lien placed on the property tax bill. The HERO Program was initiated in December 2011 and was expanded in 2014 (an effort called "California HERO") to allow for jurisdictions throughout the state to join WRCOG's Program and allow property owners in these jurisdictions to participate. WRCOG now offers CaliforniaFIRST, Greenworks, and PACE Funding as additional PACE Providers under the WRCOG PACE Program.

Overall PACE Program Update

The following table provides a summary of all residential projects that have been completed under the residential WRCOG PACE Programs through August 15, 2019:

PACE Program	Date Program Launched	Projects Completed	Total Project Value	Product Type Installed
WRCOG HERO	December 2011	26,967	\$472,407,511	HVAC: 32.22%; Solar: 18.03%; Windows / Doors: 32.20%; Roofing: 9.94%; Landscape: 6.02%
California HERO	December 2013	64,189	\$1,255,788,042	HVAC: 34.98%; Solar: 15.81%; Windows / Doors: 24.15%; Roofing: 18.16%; Landscape: 5.6%
CaliforniaFIRST	May 2017	243	7,126,636	HVAC: 6.4%; Solar: 70.1%; Windows / Doors: 7.4%; Roofing: 9.8%; Landscape: 6.4%
PACE Funding	November 2017	387	\$9,153,425	HVAC: 28.1%; Solar: 26.5%; Windows / Doors: 26.9%; Roofing: 11.4%; Landscape: 7.1%
Total:		91,786	\$1,744,475,614	

The following table provides a summary of the total estimated economic and environmental impacts for projects completed in both the WRCOG and the California HERO Programs to date.

Estimated Economic and Environmental Impacts	
KW Hours Saved – Annually	.736 GWh
GHG Reductions – Annually	191,329 tons
Gallons Saved – Annually	495 Million
\$ Saved – Annually	\$97 Million
Projected Economic Impact	\$ 2.9 Billion
Projected Job Creation / Retention	17,493 Jobs

Commercial PACE Update

Truax Hotel: On August 16, 2019, staff attended the groundbreaking ceremony for the Truax Hotel, located in Old Town Temecula. The Truax Hotel is utilizing Commercial PACE (C-PACE) financing through WRCOG PACE Program partner, Twain Financial. The hotel is utilizing PACE for the lighting, windows, and heating ventilation and air conditioning (HVAC) systems in an amount exceeding \$29,000,000. This project represents the largest C-PACE project done to date by the WRCOG PACE Program and staff believes this is the largest new construction C-PACE project done in California. Staff intends to utilize this project as a showcase for member agencies as an economic development incentive that can be used to attract private investment into the subregion.

Renovate America Stipulated Judgment

On August 9, 2019, WRCOG learned that Renovate America reached an agreement with the Riverside County District Attorney's Office which was leading a statewide examination into PACE financing and Renovate America's HERO Program. According to the District Attorney (DA), the examination included Renovate America's cooperation and was conducted over the course of nearly three years. WRCOG was not contacted as part of the investigation, although staff had previously learned of the effort and offered assistance to the DA. There were no allegations of criminal misconduct or admission of wrongdoing.

On August 26, 2019, staff requested a meeting and met with the DA's Office to discuss and gain understanding and perspective on the stipulated judgment and the various requirements that Renovate America agreed to implement as a result of the examination. Renovate America has 120 days from the date of the release of the judgment to implement its requirements. Renovate America is also required to conduct a third-party audit annually for the next five years to ensure compliance with the judgment. WRCOG staff is continuing to review the compliance requirements, and plans to provide members with a more comprehensive analysis prior to the Executive Committee meeting.

Generally, there are about 40 requirements in the judgment, which fall into the broad categories below:

1. Requirements that Renovate America already has in place
2. Requirements that Renovate America already has in place but need modification
3. New requirements

As Renovate America works to implement the requirements, WRCOG will provide updates and Program Report, Consumer Protections and other Program revisions to the Committee. WRCOG will also require its other residential PACE Program providers to implement these actions.

Prior Action:

August 5, 2019:

The Executive Committee 1) approved updates to the HERO Residential Dealer Fee; 2) adopted Resolution Number 26-19; A Resolution of the Executive Committee of the Western Riverside Council of Governments approving a Debt Management Policy and taking other actions related thereto; 3) adopted Resolution Number 27-19; A Resolution of the Executive Committee of the Western Riverside Council of Governments increasing maximum bond authorization for its PACE Programs and making certain required disclosures; and 4) approved the amended California HERO Program Report and the WRCOG Energy Efficiency and Water Conservation Program Report to increase the maximum bond indebtedness.

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

Executive Committee

Staff Report

Subject: Regional Housing Needs Assessment Methodology Update

Contact: Cynthia Mejia, Senior Analyst, cmejia@wrcog.us, (951) 405-6752

Date: September 9, 2019

The purpose of this item is to provide an update on the Regional Housing Needs Assessment (RHNA) Cycle 6 process occurring at the Southern California Association of Governments (SCAG).

Requested Action:

1. Direct staff to submit a comment letter to SCAG on behalf of the subregion regarding the RHNA process, the regional determination, and the three methodology options.

Background

The state-wide housing crisis is creating challenges locally in housing the subregion's growing population, complying with changing legislation, meeting RHNA targets, and avoiding growing risks that might come with findings of non-compliance. New bills are anticipated to continue to emerge in a variety of areas aimed at increasing housing production throughout California. In response to this, WRCOG's 2019/2020 Legislative Platform established Housing as a Priority Issue Area, recognizing the acute impact of the state-wide housing shortage and housing-related legislative activity to the WRCOG subregion. For this Priority Issue Area, WRCOG committed, to the extent possible, to having staff lead more targeted efforts, including engaging state agency staff in solutions-oriented discussions regarding the housing crisis and related activities. One of the leading topics in housing-related issues is RHNA.

Each local jurisdiction in California is required to adopt a Housing Element as part of its General Plan that shows how the community plans to meet the existing and projected housing needs of people at all income levels. RHNA is the state-mandated process to identify the total number of housing units (by affordability level) that each jurisdiction must accommodate in its Housing Element. As part of this process, the California Department of Housing and Community Development (HCD) and SCAG identify the total housing need for the SCAG region. California's Housing Element Law ([Government Code](#), Section [65584.04](#)) charges SCAG with developing a "methodology to distribute the identified housing need to local governments in a manner that is consistent with the development pattern included in the Sustainable Communities Strategy (SCS)."

SCAG is currently preparing for its 6th RHNA Cycle, which will cover the planning period of October 2021 through October 2029. Between February and June 2019, SCAG staff presented to its RHNA Subcommittee on different factors that could be used to develop a proposed RHNA methodology. Based on the feedback received from the Subcommittee members and public comment, SCAG staff has developed three options for consideration. At its July 22, 2019, meeting, the SCAG RHNA Subcommittee recommended that the SCAG Community, Economic & Human Development Committee (CEHD) approve to release the three RHNA methodology options for public review and comment. In August, SCAG held four public hearings to obtain input from stakeholders on the methodologies. The deadline to submit comments is September 13, 2019.

RHNA Methodology Options

Per State housing law, the RHNA distribution methodology must distribute existing and projected housing needs to all jurisdictions. The following section provides information on the three options for distributing existing and projected needs to jurisdictions from the regional RHNA determinations provided by the California Department of Housing and Community Development (HCD).

Option 1 separates existing need and projected need from the regional determination and uses different mechanisms to assign need to jurisdictions. Seventy percent of existing need is assigned to jurisdictions based on regional population share and 20% is assigned to jurisdictions based on its share of regional population within the high-quality transit areas (HQTAs), which is used as a proxy for proximity to transit. The remaining 10% of existing need is assigned to jurisdictions based on its share of expected residential building permit activity. After adjusting for social equity using a 110% adjustment, existing housing need is assigned to only very low, low, and moderate-income categories. For projected need, household growth based on local input is used as the main factor and then a 150% social equity adjustment is applied. To determine a draft total RHNA allocation, existing need and projected need are combined.

Existing need consists of overcrowding, cost-burden, current vacancy rates below fair market rates, and any other components that are included in the regional determination provided by HCD or are not otherwise related to projected need as described above.

Option 2 does not separate existing need and projected need. Instead, 80% of the regional need as determined by HCD is assigned based on regional population share and 20% is assigned based on a jurisdiction's share of regional population within an HQTA. A social equity adjustment is then applied.

Option 3 considers local input as the main factor for RHNA distribution. However, this option is based on a jurisdiction's share of population growth. Moreover, the horizon year used to determine a jurisdiction's share is selected based on the total household growth from that time period that most closely aligns with the regional determination provided by HCD. In addition, future vacancy needs by owner and renter, along with replacement need share, are added to the jurisdiction's share of regional need to determine its total housing need. Once total housing need is calculated, a 150% social equity adjustment is used to determine the four income categories.

In terms of the three Options, staff's perspective is as follows:

- Option 3 is most likely the current approach used in past cycles with several adjustments. For example, the social equity adjustment is likely to lead to additional allocations beyond what a jurisdiction might have received in previous RHNA cycles.
- Option 2 represents a more top-down approach in which an allocation is made by SCAG based on the regional population share rather than local input.
- Option 1 is a significant departure from how RHNA allocations have been done in previous years and introduces several complexities into the process, taking into account factors like current vacancy rates, recent building activity, and other factors.

Following the public comment period, SCAG staff will review all comments received and make a proposal to its RHNA Subcommittee to recommend one distribution methodology as a "draft RHNA methodology" at a special meeting, tentatively scheduled for September 23, 2019. The recommendation from the RHNA Subcommittee will be further reviewed and considered for approval by SCAG's CEHD Committee at a specially scheduled meeting in late September 2019 and thereafter, by SCAG's Regional Council in October 2019.

RHNA Regional Determination

The HCD has given SCAG a regional determination number of 1,344,740. SCAG staff had estimated that the regional determination might be up to 800,000 units based on previous cycles. However, through the consultation process with SCAG and in evaluating numbers provided by the State's Department of Finance, that regional determination nearly doubled. Because of this change, the number of housing units allocated to

jurisdictions within the SCAG region will increase substantially, posing significant concerns to WRCOG member agencies. SCAG has the ability to appeal the HCE allocation, but as of this writing it has not been determined if SCAG will pursue such a course of action.

WRCOG Actions

Staff have shared updates with the Planning Directors Committee (PDC) and have collected input on member agencies' RHNA methodology preferences. WRCOG has also run allocation projections for each of its member agencies to see which options better align with the subregion's goals. Based on the input received and the allocation numbers that staff have compiled, staff intends to submit a comment letter to SCAG with feedback on the proposed methodologies. Altogether, the second RHNA methodology option appears to be the best aggregate methodology for the subregion overall, but options 1 and 3 produce slightly lower allocations for a handful of WRCOG jurisdictions individually. Also important to note is that while the second methodology appears to be the best aggregate option for the subregion, it does have shortcomings such as a lack of proximity-to-jobs factor. Upon Executive Committee direction, staff will be sharing another update to its PDC and will tailor the comment letter accordingly before submitting a final comment letter to SCAG by September 13, 2019.

Prior Action:

August 8, 2019: The Planning Directors Committee received and filed.

Fiscal Impact:

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

Attachments:

1. SCAG RHNA Methodology Options.
2. Presentation slides from SCAG RHNA Subcommittee meeting of July 22, 2019.
3. 6th Cycle SCAG HCD Determination Letter.

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Regional Housing Needs
Assessment Methodology Update

Attachment 1

SCAG RHNA Methodology Options

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Option 1 vs. Option 2 vs. Option 3: A Comparison

The three proposed RHNA methodology options offer different mechanisms to determine a jurisdiction's draft RHNA allocation from the regional total.

	Option 1	Option 2	Option 3
Existing need separate from projected need	Yes	No	No
Higher total of lower income categories	Yes	No	No
Emphasis on HQTAs from regional total	On existing need only, 20%	On total allocation, 20%	No
Accounts for recent building activity	Yes	No	No
Social equity adjustment	110% for existing need 150% for projected need	150% for total need	150% for total need
Local input as a component	Yes	No	Yes

Option 1 allows for a higher degree of variability than Option 2 since it relies on both pre-determined characteristics (such as HQTAs) and on local input, which can vary by jurisdiction and does not necessarily rely on pre-determined characteristics. Proponents of Option 1 may argue that its distribution mechanism allows for local conditions as reported by jurisdictions while still accommodating a need for linkage to regional transportation and land use planning. Option 1 also assigns existing need to lower income categories, which can meet the existing need factor of cost-burden specifically for low income households.

Option 2 does not differentiate between existing and projected need in its distribution mechanism and creates a stronger link to regional transportation and land use planning by applying proximity to transit as a factor to the total need distribution. While local input is not a component, some proponents of Option 2 may argue that because local input may not inherently consider regional goals might be a reason to exclude it as a main factor in RHNA methodology.

Option 3 uses local input as the basis for determining a jurisdiction's share of regional growth. While Option 1 considers share of household growth as a factor for projected need, Option 3 considers population growth as a factor for total RHNA need. Except for household income distribution for social equity adjustment, this option does not use other factors beyond local input on growth, such as transit proximity, to determine a jurisdiction's housing need.

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Regional Housing Needs
Assessment Methodology Update

Attachment 2

Presentation slides from SCAG
RHNA Subcommittee meeting of July
22, 2019

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6th Cycle Proposed RHNA Methodology

Ma'Ayn Johnson, AICP
Compliance and Performance
Monitoring

RHNA Milestones and Outlook

	Subcommittee Completion	
RHNA Subcommittee Charter	October 2018	✓
Regional determination	June 2019	✓
Proposed RHNA Methodology for public comment period	July 2019	
Draft RHNA Methodology for HCD review	October 2019	
Draft RHNA allocation	February 2020	
RHNA appeals hearings	July 2020	
Final RHNA allocation	August 2020	

Objectives of RHNA

- 1) To increase the housing supply and mix of housing types, tenure and affordability within each region in an equitable manner
- 2) Promoting infill development and socioeconomic equity, the protection of environmental and agricultural resources, and the encouragement of efficient development patterns



Objectives of RHNA

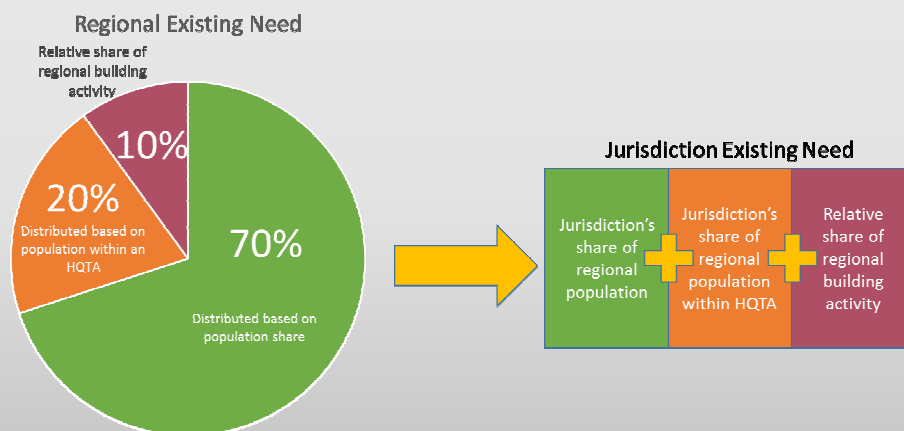
- 3) Promoting an improved intraregional relationship between jobs and housing
- 4) Allocating a lower proportion of housing need in income categories in jurisdictions that have a disproportionately high share in comparison to the county distribution
- 5) Affirmatively furthering fair housing



Proposed RHNA Methodology: Options

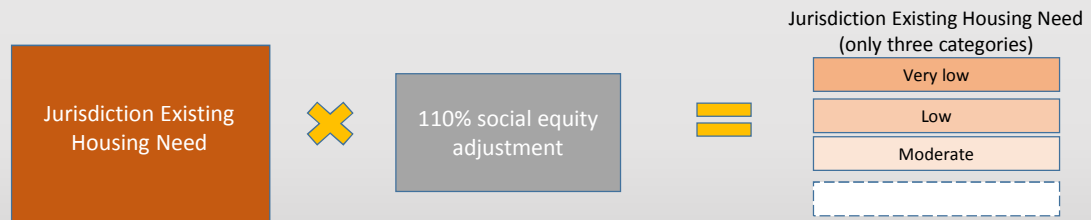
- Three options developed based on feedback from RHNA Subcommittee and stakeholders
- Each option applies different components
- Recommendation to release for public comment period
- One option will be recommended in late September 2019 for submittal to HCD

Option 1 Step 1 Determining Existing Need



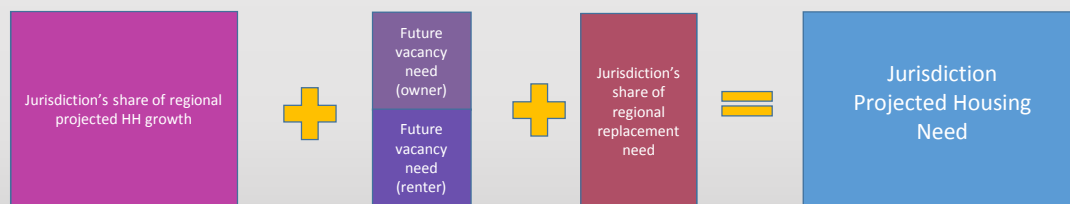
Option 1

Step 1: Determining Existing Need



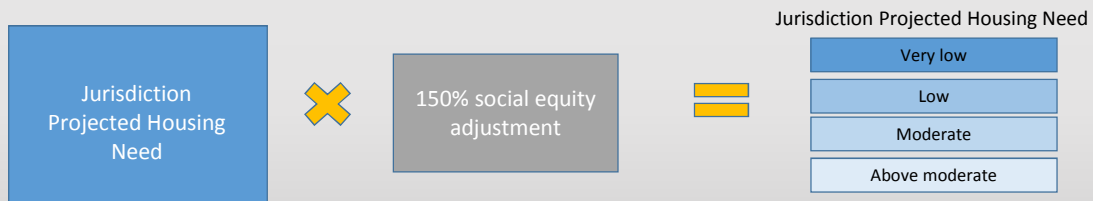
Option 1

Step 2: Determining Projected Housing Need



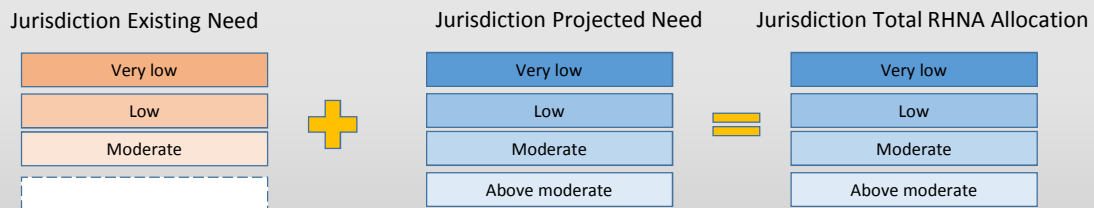
Option 1

Step 2: Determining Projected Housing Need

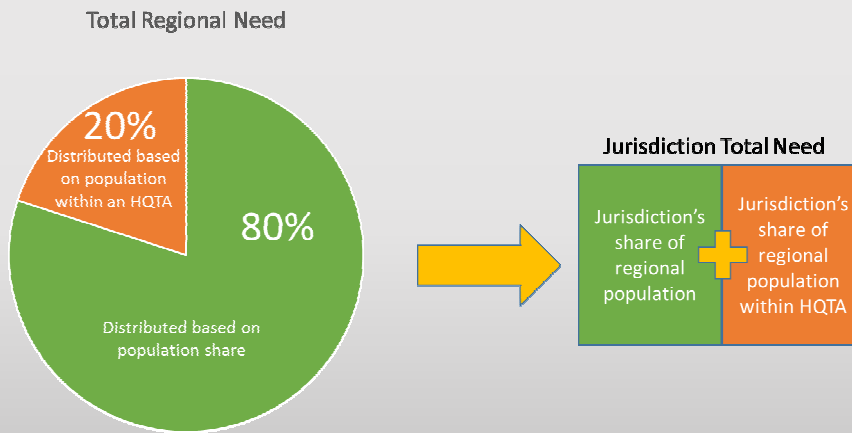


Option 1

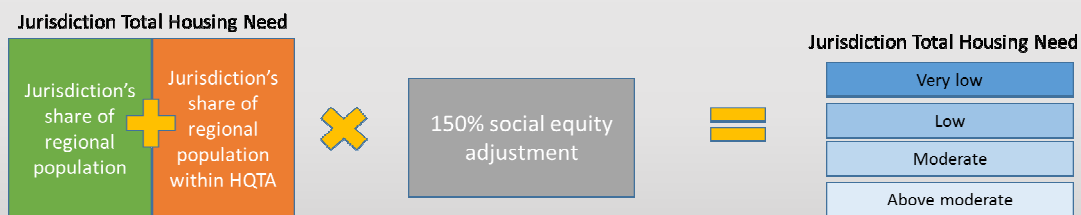
Step 3: Total RHNA Allocation



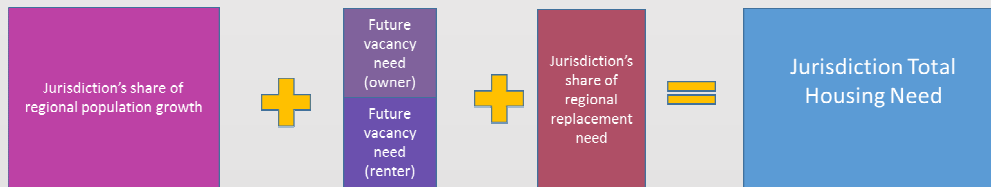
Option 2 Step 1



Option 2 Step 2

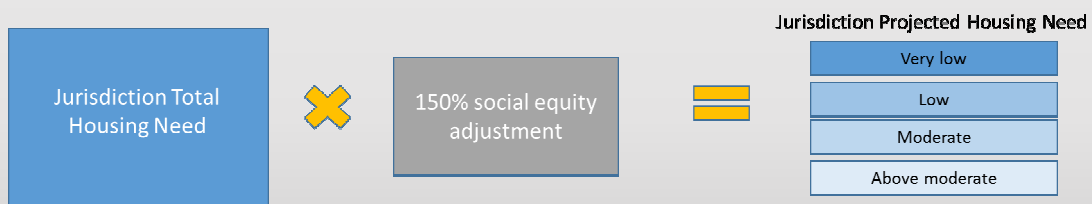


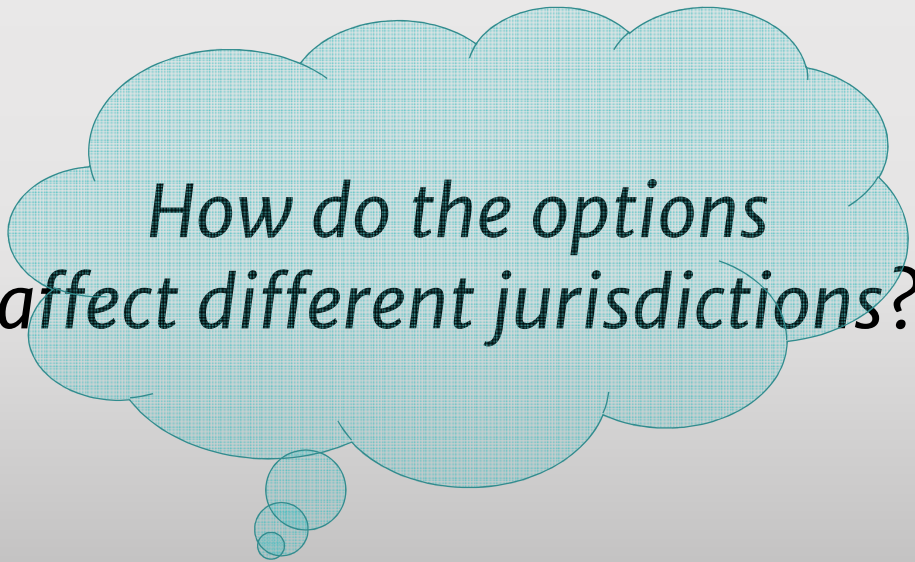
Option 3 Step 1



- Similar to projected need from Option 1
- Share of regional population growth instead of household growth
- Horizon year based on closest household growth to regional determination from HCD

Option 3 Step 2





*How do the options
affect different jurisdictions?*

City A and City B

- City A
 - Urbanized
 - Within County X
 - Most of population is within an HQTAs
 - Population: Appx. 65,000
 - Higher concentration of lower income households than other parts of the county

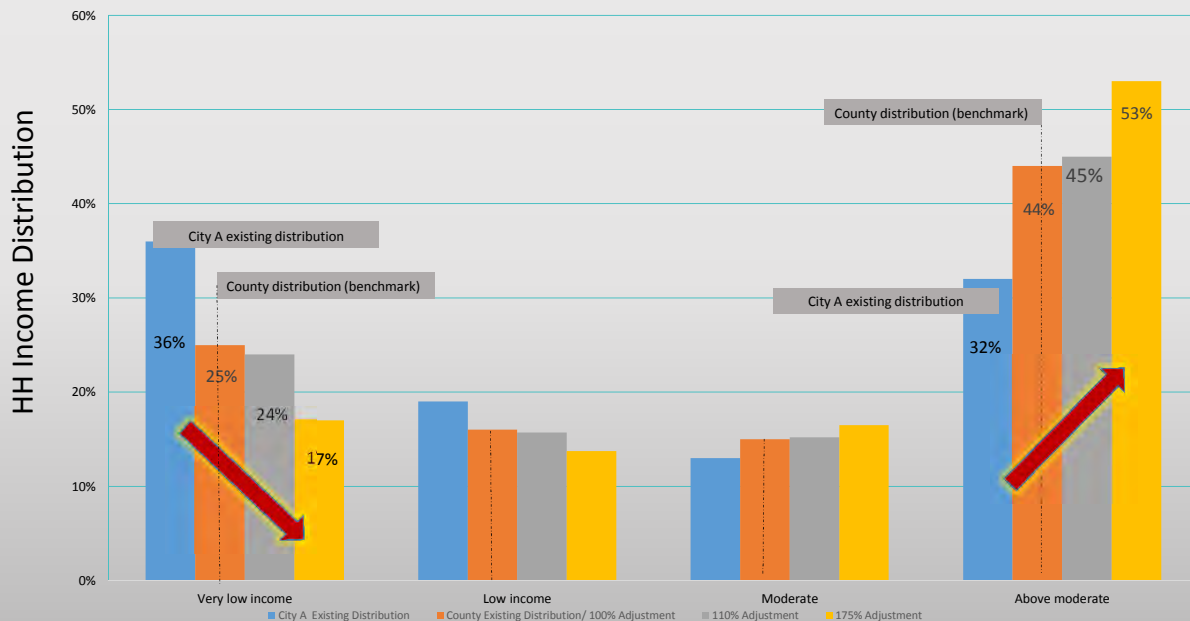
- City B
 - Suburban community
 - Within County Y
 - No HQTAs within jurisdiction
 - Population: Appx 65,000
 - Higher concentration of high income households than other parts of the county

Option 1: Step 1 Existing Need

- Example assumption: Regional existing need of 250,000
 - 175,000 (70%) will be assigned based on population share
 - 50,000 (20%) will be assigned based on population share within HQTAs
 - 25,000 (10%) will be assigned based on share of recent regional permit activity in comparison to population

City A	Existing need	City B	Existing need
+Share of regional population (0.35%)	606	+Share of regional population (0.35%)	606
+Share of regional population within HQTAs (0.37%)	183	+Share of regional population within HQTAs (0%)	0
+Share of permit activity in comparison to population (1.10%)	280	+Share of permit activity in comparison to population (0.30%)	88
=Total existing need	1,069	=Total existing need	694

Social Equity Adjustment



Option 1: Step 1 Existing Need

City A	Income Category	Very low	Low	Moderate	Above moderate	Total
	Current Distribution	30.1%	23.2%	17.6%	29.1%	100%
	After 110% adjustment	24.8%	14.8%	16.7%	43.6%	100%
	After 110% adjustment into 3 categories	44%	26.3%	29.7%	--	100%

City B	Income Category	Very low	Low	Moderate	Above moderate	Total
	Current Distribution	15.8%	12.2%	16.8%	55.2%	100%
	After 110% adjustment	24.5%	16.9%	18.5%	40.1%	100%
	After 110% adjustment into 3 categories	40.9%	28.3%	30.8%	--	100%

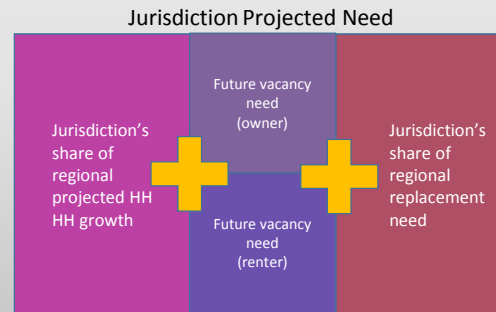
Option 1: Step 1 Existing Need

Existing housing need	City A	City B
Very low	459	318
Low	296	178
Moderate	315	198
Above moderate	--	--
Total	1,069	694

Option 1: Step 2 Projected Need

- Projected need will be determined by three factors:

- Household growth
- Future vacancy need
 - By owner and renter
- Replacement need



Option 1: Step 2a Household Growth

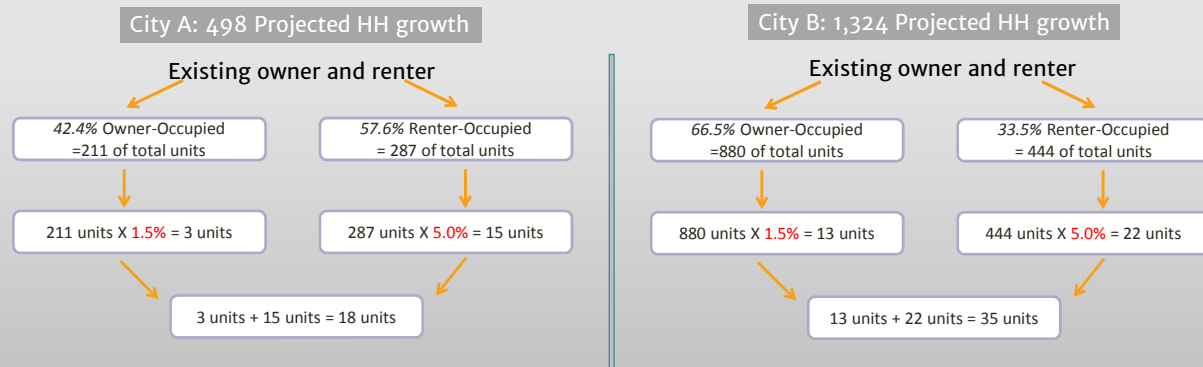
- A jurisdiction's share of regional household growth using local input as the basis

City A	
+Household growth (based on local input)	498

City B	
+Household growth (based on local input)	1,324

Option 1: Step 2b Future Vacancy Need

- Future vacancy need uses the breakdown of owner and renter households in each jurisdiction
- A 1.5% vacancy rate is applied to projected owner households
- A 5.0% vacancy rate is applied to projected renter households



Option 1: Step 2c Replacement Need

- Jurisdictions will be assigned a replacement need based on their share of regional replacement need
- Share of regional replacement need was adjusted by replacement need survey results
- The final regional replacement need will be assigned after the regional determination process with HCD
- Some jurisdictions replaced all demolished units and have 0 replacement need.

City A		City B	
+Replacement need (based on adjustment from survey)	24	+Replacement need (based on adjustment from survey)	0

Option 1: Step 2 Projected Need

City A		City B	
+Projected household growth	498	+Projected household growth	1,324
+Future Vacancy Need	18	+Future Vacancy Need	35
+Replacement Need	24	+Replacement Need	0
=Projected housing need	540	=Projected housing need	1,359

Option 1: Step 2

City A	Income category	City A existing HH income distribution	County X existing housing distribution	150% adjustment
	Very low	30.1%	25.3%	22.9%
	Low	23.2%	15.6%	11.8%
	Moderate	17.6%	16.8%	16.4%
	Above moderate	29.1%	42.3%	48.9%
City B	Income category	City B existing HH income distribution	County Y existing housing distribution	150% adjustment
	Very low	15.8%	23.7%	27.7%
	Low	12.2%	16.5%	18.6%
	Moderate	16.8%	18.3%	19.1%
	Above moderate	55.2%	41.5%	34.6%

Option 1: Step 3 Total RHNA Allocation

		Very low	Low	Moderate	Above moderate	Total
City A	Existing need	459	296	315	--	1,069
	Projected need	130	60	83	266	540
	Total RHNA	589	356	398	266	1,608

		Very low	Low	Moderate	Above moderate	Total
City B	Existing need	318	178	198	--	694
	Projected need	396	245	242	477	1,359
	Total RHNA	713	423	440	477	2,053

Option 2

- Example assumption: Regional need of 675,000
 - 540,000 (80%) will be assigned based on population share
 - 135,000
 - (20%) will be assigned based on population share within HQT

City A	Existing need	City B	Existing need
+Share of regional population (0.35%)	1,870	+Share of regional population (0.35%)	1,870
+Share of regional population within HQT (0.37%)	493	+Share of regional population within HQT (0%)	0
=Total need	2,363	=Total existing need	1,870

- Social equity adjustment: 150%

Option 3

- Based on population growth for selected horizon year
- Horizon year is selected based on horizon growth closest to HCD determination
- Example assumption: HCD provides a total of 800,000

City A	Existing need
+Share of regional population growth (0.14%)	910
+Future vacancy need	32
+Share of replacement need	24
=Total existing need	966

City B	Existing need
+Share of regional population growth (0.76%)	4,950
+Future vacancy need	132
+Share of replacement need	0
=Total existing need	5,082

- Social equity adjustment: 150%

A Comparison of Options

	Option 1	Option 2	Option 3
Existing need separate from projected need	Yes	No	No
Higher total of lower income categories	Yes	No	No
Emphasis on HQTAs from regional total	On existing need only, 20%	On total allocation, 20%	No
Accounts for recent building activity	Yes	No	No
Social equity adjustment	110% for existing need 150% for projected need	150% for total need	150% for total need
Local input as a component	Yes	No	Yes

Full Proposed RHNA Methodology

- Step by step guide to calculate a draft RHNA allocation in proposed methodology packet
- Full survey responses available at www.scag.ca.gov/rhna

Next Steps

- Recommendation of RHNA methodology options for public review
 - Today, July 22 RHNA Subcommittee
 - August 1, CEHD and Regional Council
- Proposed RHNA methodology public hearings
 - *Tentative:* August 20, 10-12pm, 1-3pm Los Angeles
 - *Tentative:* August 27, 5-7pm, Inland Empire
 - *Tentative:* September 3, 5-7pm, Los Angeles

Next Steps

- Special RHNA Subcommittee Meeting to select a RHNA methodology
 - Late September 2019
- Draft RHNA Methodology Review by HCD
 - Fall 2019

For more information

www.scag.ca.gov

Email: housing@scag.ca.gov

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Regional Housing Needs
Assessment Methodology Update

Attachment 3

6th Cycle SCAG HCD Determination
Letter

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**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



August 22, 2019

Kome Ajise, Executive Director
Southern California Association of Governments
900 Wilshire Blvd., Ste. 1700
Los Angeles, CA 90017

Dear Executive Director Ajise:

RE: Regional Housing Need Determination

This letter provides the Southern California Association of Governments (SCAG) its determination of the Regional Housing Need Determination. Pursuant to Government Code (Gov. Code) section 65584.01, the Department of Housing and Community Development (HCD) is required to provide the determination of SCAG's existing and projected housing need.

In assessing SCAG's regional housing need, HCD and SCAG staff completed an extensive consultation process starting in March 2017 through August 2019 covering the methodology, data sources, and timeline. HCD also consulted with Walter Schwarm of the California Department of Finance (DOF) Demographic Research Unit.

Attachment 1 displays the minimum regional housing need determination of **1,344,740** total units among four income categories for SCAG to distribute among its local governments. Attachment 2 explains the methodology applied pursuant to Gov. Code section 65584.01.

As you know, SCAG is responsible for adopting a RHNA allocation methodology for the *projection* period beginning June 30, 2021 and ending October 15, 2029. Pursuant to Gov. Code section 65584(d), SCAG's RHNA allocation methodology must further the following objectives:

- (1) Increasing the housing supply and the mix of housing types, tenure, and affordability in all cities and counties within the region in an equitable manner, which shall result in each jurisdiction receiving an allocation of units for low- and very low income households.
- (2) Promoting infill development and socioeconomic equity, the protection of environmental and agricultural resources, the encouragement of efficient development patterns, and the achievement of the region's greenhouse gas reductions targets provided by the State Air Resources Board pursuant to Section 65080.
- (3) Promoting an improved intraregional relationship between jobs and housing, including an improved balance between the number of low-wage jobs and the number of housing units affordable to low-wage workers in each jurisdiction.

- (4) Allocating a lower proportion of housing need to an income category when a jurisdiction already has a disproportionately high share of households in that income category, as compared to the countywide distribution of households in that category from the most recent American Community Survey.
- (5) Affirmatively furthering fair housing.

Pursuant to Gov. Code section 65584.04(e), to the extent data is available, SCAG shall include the factors listed in Gov. Code section 65584.04(e)(1-12) to develop its RHNA allocation methodology, and pursuant to Gov. Code section 65584.04(f), SCAG must explain in writing how each of these factors was incorporated into the RHNA allocation methodology and how the methodology furthers the statutory objectives described above. Pursuant to Government Code section 65584.04(h), SCAG must consult with HCD and submit its draft allocation methodology to HCD for review.

HCD appreciates the active role of SCAG staff in providing data and input throughout the consultation period. Pursuant to Government Code section 65584.01(c)(1), HCD may accept or reject the information provided by the council of governments or modify its own assumptions based on this information.

The Department especially thanks Ping Chang, Ma'Ayn Johnson, Kevin Kane, and Sarah Jepson. The Department looks forward to its continued partnership with SCAG and its member jurisdictions and assisting SCAG in its planning efforts to accommodate the region's share of housing need.

If HCD can provide any additional assistance, or if you, or your staff, have any questions, please contact Megan Kirkeby, Assistant Deputy Director for Fair Housing, at megan.kirkeby@hcd.ca.gov.

Sincerely,



Megan Kirkeby
Assistant Deputy Director for Fair Housing

ATTACHMENT 1

HCD REGIONAL HOUSING NEED DETERMINATION

SCAG: June 30, 2021 – October 15, 2029 (8.3 years)

<u>Income Category</u>	<u>Percent</u>	<u>Housing Unit Need</u>
Very-Low*	26.1%	350,998
Low	15.3%	206,338
Moderate	16.7%	225,152
Above-Moderate	41.8%	562,252
Total	100.0%	1,344,740
* Extremely-Low	14.5%	Included in Very-Low Category

Notes:

Income Distribution:

Income categories are prescribed by California Health and Safety Code (Section 50093, et.seq.). Percents are derived based on ACS reported household income brackets and regional median income, then adjusted based on the percent of cost-burdened households in the region compared with the percent of cost burdened households nationally.

ATTACHMENT 2

HCD REGIONAL HOUSING NEED DETERMINATION SCAG: June 30, 2021 – October 15, 2029 (8.3 years)

Methodology

SCAG: June 30, 2021-October 15, 2029 (8.3 Years) HCD Determined Population, Households, & Housing Need					
1.	Population: DOF 6/30/2029 projection adjusted +3.5 months to 10/15/2029				20,455,355
2.	<i>- Group Quarters Population: DOF 6/30/2029 projection adjusted +3.5 months to 10/15/2029</i>				-363,635
3.	Household (HH) Population: October 15, 2029				20,079,930
	Household Formation Groups	HCD Adjusted DOF Projected HH Population	DOF HH Formation Rates	HCD Adjusted DOF Projected Households	
		20,079,930		6,801,760	
	under 15 years	3,292,955	n/a	n/a	
	15 – 24 years	2,735,490	6.45%	176,500	
	25 – 34 years	2,526,620	32.54%	822,045	
	35 – 44 years	2,460,805	44.23%	1,088,305	
	45 – 54 years	2,502,190	47.16%	1,180,075	
	55 – 64 years	2,399,180	50.82%	1,219,180	
	65 – 74 years	2,238,605	52.54%	1,176,130	
	75 – 84 years	1,379,335	57.96%	799,455	
	85+	544,750	62.43%	340,070	
4.	Projected Households (Occupied Unit Stock)				6,801,760
5.	+ Vacancy Adjustment (2.63%)				178,896
6.	+ Overcrowding Adjustment (6.76%)				459,917
7.	+ Replacement Adjustment (.50%)				34,010
8.	<i>- Occupied Units (HHs) estimated (June 30, 2021)</i>				-6,250,261
9.	+ Cost Burden Adjustment (Lower Income: 10.63%, Moderate and Above Moderate Income: 9.28%)				120,418
6th Cycle Regional Housing Need Assessment (RHNA)					1,344,740

Explanation and Data Sources

- 1-4. Population, Group Quarters, Household Population, & Projected Households: Pursuant to Government Code Section 65584.01, projections were extrapolated from Department of Finance (DOF) projections. Population reflects total persons. Group Quarter Population reflects persons in a dormitory, group home, institution, military, etc. that do not require residential housing. Household Population reflects persons requiring residential housing. Projected Households reflect the propensity of persons, by age-groups, to form households at different rates based on Census trends.
5. Vacancy Adjustment: HCD applies a vacancy adjustment based on the difference between a standard 5% vacancy rate and the region's current "for rent and sale" vacancy percentage to provide healthy market vacancies to facilitate housing availability and resident mobility. The adjustment is the difference between standard 5% and region's current vacancy rate (2.37%) based on the 2013-2017 5-year American Community Survey (ACS) data. For SCAG that difference is 2.63%.
6. Overcrowding Adjustment: In region's where overcrowding is greater than the U.S overcrowding rate of 3.35%, HCD applies an adjustment based on the amount the region's overcrowding rate (10.11%) exceeds the U.S. overcrowding rate (3.35%) based on the 2013-2017 5-year ACS data. For SCAG that difference is 6.76%.

Continued on next page

7. Replacement Adjustment: HCD applies a replacement adjustment between .5% & 5% to total housing stock based on the current 10-year average of demolitions in the region's local government annual reports to Department of Finance (DOF). For SCAG, the 10-year average is .14%, and SCAG's consultation package provided additional data on this input indicating it may be closer to .41%; in either data source the estimate is below the minimum replacement adjustment so the minimum adjustment factor of .5% is applied.
8. Occupied Units: Reflects DOF's estimate of occupied units at the start of the projection period (June 30, 2021).
9. Cost Burden Adjustment: HCD applies an adjustment to the projected need by comparing the difference in cost-burden by income group for the region to the cost-burden by income group for the nation. The very-low and low income RHNA is increased by the percent difference ($70.83\% - 60.20\% = 10.63\%$) between the region and the national average cost burden rate for households earning 80% of area median income and below, then this difference is applied to very low- and low-income RHNA proportionate to the share of the population these groups currently represent. The moderate and above-moderate income RHNA is increased by the percent difference ($20.48\% - 11.20\% = 9.28\%$) between the region and the national average cost burden rate for households earning above 80% Area Median Income, then this difference is applied to moderate and above moderate income RHNA proportionate to the share of the population these groups currently represent. Data is from 2011-2015 Comprehensive Housing Affordability Strategy (CHAS).

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