



Western Riverside Council of Governments Executive Committee

AGENDA

**Friday, June 24, 2022
10:00 AM**

**Pechanga Resort Casino
45000 Pechanga Pkwy
Eagle's View Ballroom
Temecula, CA 92592**

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

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 Suzy Nelson 72 hours prior to the meeting at (951) 405-6703 or snelson@wrcog.us. Later requests accommodated to the extent feasible.

In compliance with Government Code Section 54957.5, agenda materials distributed within 72 hours prior to the meeting which are public records relating to an open session agenda item will be available for inspection by members of the public prior to the meeting at 3390 University Avenue, Suite 200, Riverside, CA, 92501.

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC COMMENTS

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

5. REPORTS / DISCUSSION

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

A. Operational Review of the Finance Department

Requested Action(s): 1. Receive and file.

B. Update on Implementation of the 2022-2027 WRCOG Strategic Plan

Requested Action(s): 1. Receive and file.

C. Travel Behavior Analysis (Trip Origin-Destination Assessment)

Requested Action(s): 1. Receive and file.

D. 2022 General Assembly Debrief and 2023 General Assembly Pre-Planning

Requested Action(s): 1. Receive and file.

6. REPORT FROM THE EXECUTIVE COMMITTEE CHAIR

Crystal Ruiz, City of San Jacinto

7. REPORT FROM THE EXECUTIVE DIRECTOR

Dr. Kurt Wilson

8. ITEMS FOR FUTURE AGENDAS ~ Members

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

9. GENERAL ANNOUNCEMENTS ~ Members

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

10. NEXT MEETING

The next Executive Committee meeting is scheduled for Monday, July 11, 2022, at 2:00 p.m., on the Zoom platform with an option for Committee members to attend in person at the WRCOG office.

11. ADJOURNMENT



Western Riverside Council of Governments Executive Committee

Staff Report

Subject: Operational Review of the Finance Department
Contact: Andy Green, Senior Associate, Citygate Associates, LLC,
Agreen@citygateassociates.com, (916) 458-5100
Kurt Wilson, Executive Director, kwilson@wrcog.us, (951) 405-6701
Date: June 24, 2022

Requested Action(s):

1. Receive and file.
-

Purpose:

The purpose of this item is to provide a briefing of the operational review of the Finance Department.

WRCOG 2022-2027 Strategic Plan Goal:

Goal #3 - Ensure fiscal solvency and stability of the Western Riverside Council of Governments.

Background:

In January 2022, Citygate Associates, LLC, was engaged to conduct an independent, third-party operational review of WRCOG's Finance Department.

This operational review included examination of the department's operational structure, review of existing financial policies, procedures, and practices to determine compliance with best practices, and to identify potential financial issues. It also included a review of the department's operational functions, workflow processes, and documents to identify overall strengths and weaknesses, and a recommendation for streamlining procedures and processes.

The review was completed in March 2022, and the results of the review will be presented at this Committee meeting by Andrew Green, Senior Associate of Citygate Associates.

Prior Action(s):

None.

Fiscal Impact:

The costs of the operational review is a not-to-exceed amount of \$20,000.

Attachment(s):

None.



Western Riverside Council of Governments Executive Committee

Staff Report

Subject: Update on Implementation of the 2022-2027 WRCOG Strategic Plan
Contact: Dr. Kurt Wilson, Executive Director, kwilson@wrcog.us, (951) 405-6701
Date: June 24, 2022

Requested Action(s):

1. Receive and file.

Purpose:

The purpose of this item is to share progress on implementation of the 2022-2027 WRCOG Strategic Plan.

WRCOG 2022-2027 Strategic Plan Goal:

Goal #4 - Communicate proactively about the role and activities of the Council of Governments.

Background:

On January 12, 2022, the 2022-2027 WRCOG Strategic Plan was adopted during a joint session of the Executive Committee and the Technical Advisory Committee. Key goals of this Strategic Plan (Attachment 1) are as follows:

Goal 1: Serve as an advocate at the regional, state, and federal level for the Western Riverside subregion.

Goal 2: Identify and help secure grants and other potential funding opportunities for projects and programs that benefit member agencies.

Goal 3: Ensure fiscal solvency and stability of the Western Riverside Council of Governments.

Goal 4: Communicate proactively about the role and activities of the Council of Governments.

Goal 5: Develop projects and programs that improve infrastructure and sustainable development in our subregion.

Goal 6: Develop and implement programs that support resilience for our region.

Goal 7: Provide a safe, inclusive environment that values employees.

As noted in the Strategic Plan, each of the Goals has a number of strategies related to their implementation. An overview of accomplishments per each of these strategies is provided as Attachment 2. This summary document notes various WRCOG activities related to the Strategic Plan goals. There are three levels of implementation based on current activities.

The highest level of implementation occur in Goal 5 (Infrastructure) and Goal 6 (Resilience), which have been addressed through multiple WRCOG programs and activities. For example, WRCOG's continued

implementation of the TUMF Program. The Resilient IE Grant was completed and submitted to the State of California per the grant requirements. Additionally, the various Energy & Environmental programs such as the I-REN, Clean Cities, Solid Waste, and Used Oil actively implement Goal 6.

Goal 2 (Grants), Goal 3 (Fiscal), and Goal 7 (Employees) have been addressed at a moderate level. WRCOG's existing Grant Writing Program and Grant summary address several strategies under Goal 2. The proposed Fiscal Year 2022/2023 Budget focuses on fund revenue and expenditures, providing greater transparency, consistent with Goal 3. WRCOG is also implementing several activities related to Goal 7 such as a formal training program, an updated salary and benefit survey, and developing formal departmental work plans to facilitate more structured employee reviews.

Goal 1 (Advocacy) and Goal 4 (Communications) were always anticipated to begin during the second half of the calendar year and, consequently, have seen limited levels of implementation to date. For example, WRCOG has not completed a Communications Master Plan or engaged in significant levels of advocacy at the State or Federal level.

Prior Action(s):

January 12, 2022: The Executive Committee adopted the 2022-2027 WRCOG Strategic Plan.

Fiscal Impact:

The adopted WRCOG Fiscal Year 2022/2023 Budget implements the Strategic Plan goals and strategies as noted in the document.

Attachment(s):

[Attachment 1 - Strategic Plan](#)

[Attachment 2 - Strategic Plan Goals](#)

Attachment

Strategic Plan



WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS STRATEGIC PLAN

2022-2027

DKS

Prepared by DKS Associates
Anaheim, CA

EXECUTIVE SUMMARY

This document will serve as the Western Riverside Council of Government's 2022-2027 Strategic Plan. Its purpose is to help WRCOG prioritize its efforts, allocating both fiscal and human resources to achieve a shared Vision and Goals that also reflect community priorities and needs. The Plan is the result of a comprehensive review by DKS Associates of the following:

- The WRCOG annual budget;
- Executive Committee meetings (agendas, minutes);
- News articles;
- Demographic data; and
- Incorporation documents.

DKS staff held virtual meetings with members of the Executive Committee during November and December prior to the Strategic Plan Workshop. Participants discussed their views on the opportunities and challenges ahead for the agency. This includes discussions regarding the areas which WRCOG should and should not become involved in terms of local governance and regional planning.

Interviews were also held via conference calls with the management team and key staff members from all WRCOG departments.

In addition, the team held brief interviews with City Managers from member agencies and also received email comments describing their views on the best role for WRCOG to play as it relates to their particular agency.

This information helped guide a Strategic Planning Workshop for the Committee held Friday, December 3, 2021. The meeting, which was open to the public, was used to define the agency's Mission Statement, Vision Statement, Core Values and Goals to guide WRCOG's future operations.



WRCOG GOALS

1

Serve as an advocate at the regional, state, and federal level for the Western Riverside subregion.

2

Identify and help secure grants and other potential funding opportunities for projects and programs that benefit member agencies.

3

Ensure fiscal solvency and stability of the Western Riverside Council of Governments.

4

Communicate proactively about the role and activities of the Council of Governments.

5

Develop projects and programs that improve infrastructure and sustainable development in our subregion.

6

Develop and implement programs that support resilience for our region.

7

Provide a safe, inclusive environment that values employees.

Each Goal is intended to focus the agency's fiscal and human resources on areas of highest priority.



MISSION, VISION AND VALUES

The purpose of establishing WRCOG's Mission, Vision and Core Values is to clearly define why the agency was created; how the Executive Committee envisions its future and what principles members and staff will adhere to as part of conducting its business.

Mission

The Mission of the Western Riverside Council of Governments is to facilitate, plan and identify funding opportunities for critical infrastructure projects and programs that benefit its member agencies and the communities they serve.

Vision

The Western Riverside Council of Governments provides a strong regional voice representing the interests of its member agencies, securing funding, and facilitating investments in transportation and infrastructure to ensure a sustainable, safe and economically strong region.

Core Values

Integrity
Transparency
Collaboration
Innovation

Diversity
Accountability
Sustainability
Inclusion



Goal 1:

Serve as an advocate at the regional, state and federal level for the Western Riverside subregion.



The Executive Committee's strongest support was for a goal to re-establish WRCOG as a vocal and recognized advocate for the Western Riverside subregion. Strategies to support this goal include:

- **1.1 Provide consistent updates regarding legislative actions that impact WRCOG member agencies to Committee members and member agency staff members.**
- **1.2 Update the legislative platform detailing WRCOG's position(s) on issues that affect member agencies and actively promote that platform.**
- **1.3 Explore options for the creation of a legislative action committee.**
- **1.4 Provide opportunities for WRCOG members to actively participate in efforts in Sacramento to shape policy and effectively communicate regional successes.**

Goal 2:

Identify and help secure grants and other potential funding opportunities for projects and programs that benefit member agencies.



Many of the WRCOG member agencies lack the capacity to track and apply for grant opportunities to fund projects and programs with both local and regional benefits. The Executive Committee established a goal to prioritize WRCOG's role in tracking funding opportunities and assisting in the application process to secure funds. Strategies include:

- **2.1 Track and provide updates on regional, state and federal grant opportunities of interest to WRCOG and its member agencies.**
- **2.2 Provide staff support and/or access to consultants for grant research and application preparation.**
- **2.3 Consider providing training opportunities for grant writing and management to member agencies.**

[illegible]

- **3.1 Maintain sound, responsible fiscal policies.**
- **3.2 Develop a process to vet fiscal impact(s) and potential risk(s) for all new programs and projects.**
- **3.3 Provide detailed financial statements for public review online.**

Goal 4: Communicate proactively about the role and activities of the Council of Governments.



The Executive Committee believes communication with local and regional agencies is essential to the long-range viability of WRCOG. Staff has already begun work on several strategies including the following:

- **4.1 Develop a Communications Strategic Plan.**
- **4.2 Use social media to disseminate positive news, milestones and accomplishments throughout the region.**
- **4.3 Promote regional interaction and coordination with surrounding communities and service providers including schools, economic development interests, transportation and non-profit agencies.**

Goal 5:

Develop projects and programs that improve infrastructure and sustainable development in our region.



The Executive Committee remains committed to prioritizing investments in Western Riverside County that contributes to its future economic development and overall quality of life for its residents. By providing a regional forum to address, define and deliver solutions to regional problems, WRCOG can serve a critical role in contributing to the overall health of the region. Strategies include:

- **5.1 Support investment in projects, infrastructure and programs in the region including:**
 - 5.1.1 Transportation infrastructure,
 - 5.1.2 Water and wastewater infrastructure, and
 - 5.1.3 Broadband/Smart Cities infrastructure.
- **5.2 Support the Resilient IE Grants in conjunction with the San Bernardino County Transportation Authority.**
- **5.3 Continue collaboration with regional agencies to address pollution control, stormwater runoff and other environmental concerns.**

Goal 6: Develop and implement programs that support resilience for our region.



WRCOG has delivered several successful programs which have supported resilience throughout the Western Riverside County subregion. The Executive Committee supports these efforts by establishing a specific goal to address efficiency. Strategies include the following:

- **6.1 Incentivize programs for saving electricity, water and other essential resources through the Inland Regional Energy Network.**
- **6.2 Supporting efforts to promote the Clean Cities Coalition.**
- **6.3 Continuing to support the Solid Water & Recycling Program.**

Goal 7:

Provide a safe, inclusive environment that values employees.



WRCOG employees are fundamental to carrying out the Strategic Plan and ensuring that each goal is achieved. The purpose of this goal is to ensure that the COG continues to provide a positive work environment and can retain and attract high quality employees. Strategies include the following:

- **7.1 Develop and implement organization-wide staff succession planning.**
- **7.2 Support employee training, enrichment and recognition, including team building opportunities.**
- **7.3 Establish clear performance standards for the workforce and provide annual employee reviews.**
- **7.4 Promote diversity, equity and inclusion in all hiring practices.**

Attachment

Strategic Plan Goals

Goal 1: Serve as an advocate at the regional, state, and federal level for the Western Riverside subregion.

1.1 Provide consistent updates regarding legislative actions that impact WRCOG member agencies to Committee members and member agency staff members.

1.2 Update the legislative platform detailing WRCOG's position(s) on issues that affect member agencies and actively promote that platform.

1.3 Explore options for the creation of a legislative action committee.

1.4 Provide opportunities for WRCOG members to actively participate in efforts in Sacramento to shape policy and effectively communicate regional successes.

Accomplishments:

Strategy 1.1

Cal Cities and CSAC provide regular updates on State and Federal legislation to the Executive Committee. Cal Cities also provides regular updates to the Technical Advisory Committee (TAC).

Staff provide a monthly update on housing-related legislation to the Planning Directors Committee and Executive Committee.

Staff also implementing projects to address State legislation including but not limited to:

- SB 9
- SB 743
- AB 602

Strategies 1.2, 1.3, 1.4

No significant action

Goal 2: Identify and help secure grants and other potential funding opportunities for projects and programs that benefit member agencies:

2.1 Track and provide updates on regional, state and federal grant opportunities of interest to WRCOG and its member agencies.

2.2 Provide staff support and/or access to consultants for grant research and application preparation.

2.3 Consider providing training opportunities for grant writing and management to member agencies.

Accomplishments:

Strategy 2.1

WRCOG provides biweekly update of grant opportunities which are sent to PWC, PDC, TAC, and Executive Committee.

Strategies 2.2

WRCOG is currently working on four grant applications related to the State ATP (Active Transportation Plan) and IIG (Infill Infrastructure Grant).

WRCOG is also providing direct staff support to assist five member agency with implementation of State housing requirements as funded by the REAP (Regional Early Action Plan). WRCOG is also reaching out to additional member agencies to inquire if additional staff support is needed.

Strategy 2.3

No significant action

Goal 3: Ensure fiscal solvency and stability of the Western Riverside Council of Governments.

3.1 Maintain sound, responsible fiscal policies.

3.2 Develop a process to vet fiscal impact(s) and potential risk(s) for all new programs and projects.

3.3 Provide detailed financial statements for public review online.

Accomplishments:

Strategy 3.1

WRCOG has prepared Draft 2022/2023 Fiscal Year budget which shows revenues and expenditures by fund.

WRCOG retained an outside consultant who has completed 3rd Party review of WRCOG Fiscal Policies and Procedures

WRCOG has begun work on a Fiscal Sustainability Study

Strategies 3.2

No significant action

Strategies 3.3

WRCOG website has been updated to include the following documents:

- Annual Comprehensive Financial Report
- Annual Audit
- Monthly Financials
- Budget Amendments
- Investment Summary Report
- Agency Budget

Goal 4: Communicate proactively about the role and activities of the Council of Governments.

4.1 Develop a Communications Strategic Plan.

4.2 Use social media to disseminate positive news, milestones and accomplishments throughout the region.

4.3 Promote regional interaction and coordination with surrounding communities and service providers including schools, economic development interests, transportation and non-profit agencies.

Accomplishments:

Strategy 4.1

No significant action

Strategies 4.2

No significant action

Strategies 4.3

Staff meets with RCTC staff to discuss recent activities on a quarterly basis to ensure efforts are coordinated.

Staff actively participates in the regional Water Task Force to address water-related issues.

Goal 5: Develop projects and programs that improve infrastructure and sustainable development in our region.

5.1 Support investment in projects, infrastructure and programs in the region including:

5.1.1 Transportation infrastructure,

5.1.2 Water and wastewater infrastructure, and

5.1.3 Broadband/Smart Cities infrastructure.

5.2 Support the Resilient IE Grants in conjunction with the San Bernardino County Transportation Authority.

5.3 Continue collaboration with regional agencies to address pollution control, stormwater runoff and other environmental concerns.

Accomplishments:

Strategy 5.1.1

WRCOG is continuing to manage the TUMF Program in collaboration with our partner and member agencies. WRCOG also continues to manage the dissemination of the RIVCOM (Riverside County Transportation Analysis Model) and looks into ways to ensure it is updated.

Strategies 5.1.2

WRCOG is a co-leader of the Regional Water Task Force and continues to support the WTF Speaker Series.

Strategies 5.1.3

WRCOG is finalizing our Regional Smart Cities/Broadband study and also continuing to share information regarding Broadband funding opportunities with member agencies.

Strategy 5.2

Phase 2 of the Resilient IE Grant is complete and final report submitted to the State of California. Energy Resiliency Study underway to improve resiliency at public facilities.

Strategy 5.3

WRCOG staff is currently working with Riverside County Flood Control District on expanding and enhancing the Love Your Neighborhood initiative to include all cities in Riverside County and to expand into fiscal years 2022-2023, 2023-2024 and beyond.

Goal 6: Develop and implement programs that support resilience for our region.

6.1 Incentivize programs for saving electricity, water and other essential resources through the Inland Regional Energy Network.

6.2 Supporting efforts to promote the Clean Cities Coalition.

6.3 Continuing to support the Solid Waste & Recycling Program.

Accomplishments:

Strategy 6.1

WRCOG is currently in the process of hiring third party implementors (consultants) for I-REN Program Implementation

WRCOG is currently recruiting for a Senior Analyst level position to support I-REN implementation.

All I-REN partners (CVAG, SBCOG, WRCOG) are in the process of approving governance and program implementation agreements, expected completion is September 2022.

Strategy 6.2

WRCOG is continuing implementation of the Clean Cities Coalition. WRCOG will be hiring a Program Manager to oversee the Program in Fiscal Year 2022/2023.

Strategies 6.3

WRCOG is continuing implementation of the Solid Waste and Recycling Programs. WRCOG hired a Program Manager to oversee this program in May 2022.

WRCOG has contracted with a third-party consultant to perform planning studies related to Organics and Edible Food Recovery capacity related to SB 1383 compliance

Goal 7: Provide a safe, inclusive environment that values employees.

7.1 Develop and implement organization-wide staff succession planning.

7.2 Support employee training, enrichment and recognition, including teambuilding opportunities.

7.3 Establish clear performance standards for the workforce and provide annual employee reviews.

7.4 Promote diversity, equity and inclusion in all hiring practices.

Accomplishments:

Strategy 7.1

No significant action.

Strategy 7.2

WRCOG has implemented an agency-wide training program for all employees.

Strategy 7.3

WRCOG has developed departmental work plans which will be the basis for updated performance review documents.

Strategy 7.4

No significant action.



Western Riverside Council of Governments Executive Committee

Staff Report

Subject: Travel Behavior Analysis (Trip Origin-Destination Assessment)
Contact: Chris Gray, Deputy Executive Director, cgray@wrcog.us, (951) 405-6710
Date: June 24, 2022

Requested Action(s):

1. Receive and file.

Purpose:

The purpose of this item is to provide an overview of the travel behavior analysis (origin-destination assessment) WRCOG performed for each WRCOG member agency.

WRCOG 2022-2027 Strategic Plan Goal:

Goal #5 - Develop projects and programs that improve infrastructure and sustainable development in our subregion.

Background:

As a follow-up to a request made during a recent WRCOG Technical Advisory Committee meeting discussing the TUMF Construction Cost Index, WRCOG commenced a travel behavior analysis, via an origin-destination assessment utilizing big data, as a means to better understand whether TUMF is fulfilling its goal of providing funding to major arterial roadways to accommodate for regional travel in the WRCOG subregion. The analysis utilized big data from Streetlight Data, which provides data points from smart phones and navigation devices in connected cars and trucks. The analysis also utilized other common commuting data sources, such as the California Household Travel Survey and the Longitudinal Employer-Housing Dynamics. The analysis looked into account items such as the origin of trips traveling into the boundaries of each member agency, the destination of trips traveling from each member agency, commute trip distances, trip type, and the trip distribution to-and-from each member agency during the p.m. peak hour.

Assessments have been summarized in an infographic that will be presented during the meeting. Similar presentations have been provided to the WRCOG Planning Directors, Public Works, and Technical Advisory Committees. WRCOG is able to provide presentations upon request to member agencies to discuss findings for the respective member agency.

Big data was utilized for major portions of this analysis and can be a useful tool for member agencies to utilize to answer questions or analysis that are brought forth during discussions or projects. WRCOG will look into other ways to incorporate big data into future analyses for the benefit of WRCOG member agencies.

Prior Action(s):

February 17, 2022: The Technical Advisory Committee received and filed.

February 10, 2022: The Public Works Committee received and filed.

February 10, 2022: The Planning Directors Committee received and filed.

Fiscal Impact:

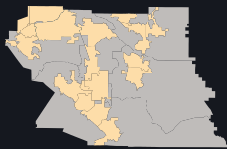
Transportation & Planning Department activities are included in the Agency's adopted Fiscal Year 2021/2022 Budget under the Transportation Department. This activity is funded through WRCOG's allocation of Local Transportation Funds.

Attachment(s):

[Attachment 1 - WRCOG Subregion Origin-Destination Assessment](#)

Attachment

WRCOG Subregion Origin- Destination Assessment



Travel pattern datasets, or “Big Data”, helps to understand where, when, and how people typically travel in the Western Riverside Council of Governments (WRCOG) Region. Big Data pairs anonymized information (ex. mobile locations and demographic information) with advanced modeling to develop representative estimates of travel activities.

WRCOG Regional Travel Patterns

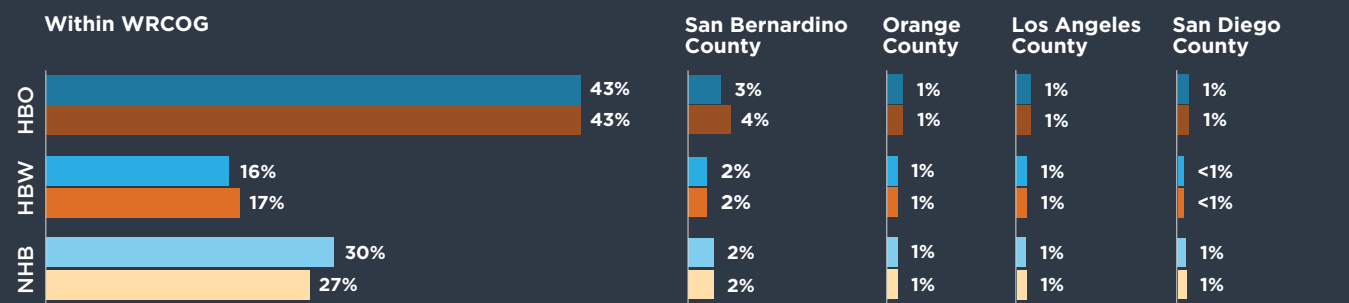
WRCOG Regional travel patterns from Streetlight 2019 and 2021 were reviewed to understand regionwide travel behaviors including origin-destination assessment, trip purpose, and changes in travel due to the COVID-19 pandemic.

2021 data includes travel data from January through October 2021

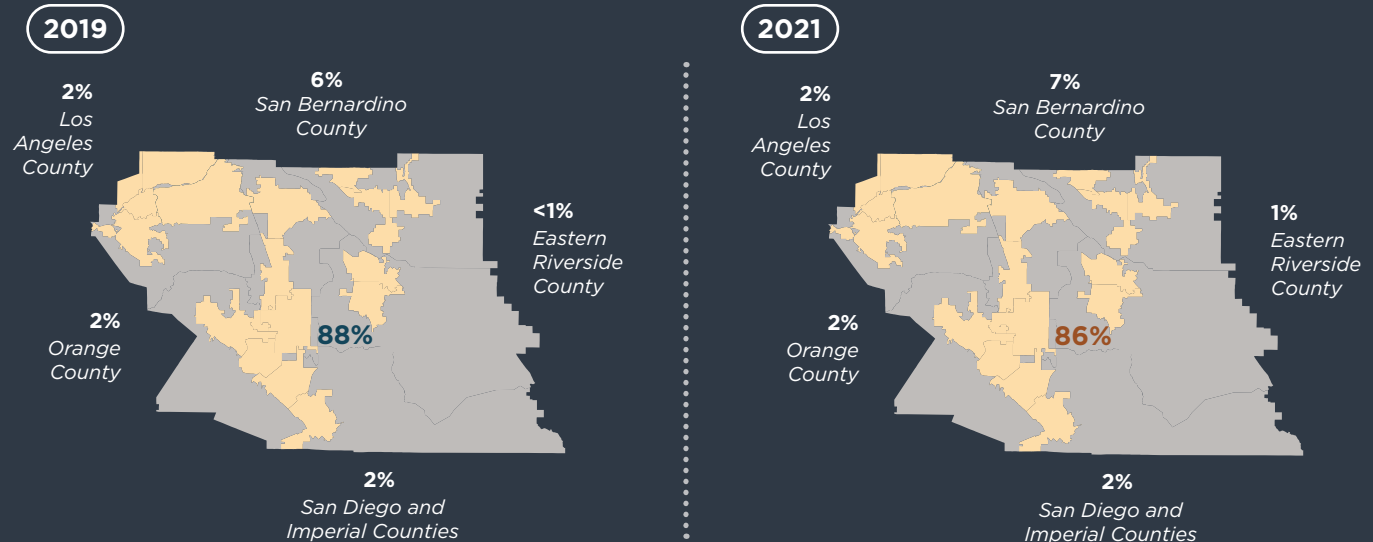
Key Findings

- Approximately 85% trips to and from WRCOG stay within the WRCOG subregion.
- Home-Based Other trips make up most of the trips (48%).
- In 2019, there was an estimated total of 60 million trips made in WRCOG.
- In 2021, travel decreased due to travel restrictions in response to the COVID-19 pandemic, resulting in approximately 36 million trips, and a 40% reduction in travel. However, total trip distribution and travel by trip purpose in the subregion remained similar.

Top Places WRCOG Population Traveled to and From in 2019 and 2021



Daily Trip Distribution in WRCOG Region in 2019 and 2021





Western Riverside Council of Governments Executive Committee

Staff Report

Subject: 2022 General Assembly Debrief and 2023 General Assembly Pre-Planning
Contact: Kurt Wilson, WRCOG Executive Director, kwilson@wrcog.us, (951) 405-6701
Date: June 24, 2022

Requested Action(s):

1. Receive and file.

Purpose:

The purpose of this item is to ask Committee members their experience at the 2022 General Assembly and discuss major milestones for the 2023 General Assembly.

WRCOG 2022-2027 Strategic Plan Goal:

Goal #4 - Communicate proactively about the role and activities of the Council of Governments.

Background:

One key event for WRCOG is its annual General Assembly & Leadership Address. The event provides an opportunity for WRCOG to share regional accomplishments and also provide information regarding WRCOG's activities in support of its member agencies. The General Assembly & Leadership Address also meets the requirements of the Joint Powers Authority (JPA) and By-Laws since there is a requirement for an annual meeting to be held. This annual meeting also provides the opportunity to approve WRCOG's Fiscal Year Budget and election of WRCOG Committee members to serve as Chair, Vice-Chair, and 2nd Vice-Chair.

This item being presented has two elements. First, Committee members will have an opportunity to provide input on their experience at the General Assembly & Leadership Address on June 23, 2022. Second, the WRCOG Executive Director will provide an update on key milestones for the planning of the next General Assembly & Leadership Address, which is tentatively scheduled for June 22, 2023.

As with previous events, the initial focus of event planning activities is the selection of a speaker since the cost of the speaker is a primary factor in determining event sponsorship, event themes, and other key items. Based on the preliminary schedule (Attachment 1), the final speaker selection and contract negotiations should conclude by December 2022 to allow the event planning to proceed.

Prior Action(s):

None.

Fiscal Impact:

Costs and revenues associated with the 2022 and 2023 General Assembly & Leadership Address are allocated to the WRCOG Supporting Foundation. An update on the 2022 General Assembly & Leadership Address Budget will be provided at an upcoming WRCOG Supporting Foundation meeting once all event costs and revenues have been tabulated. A budget for the 2023 General Assembly & Leadership Address will be provided for adoption at a future WRCOG Supporting Foundation meeting.

Attachment(s):

[Attachment 1 - 2023 General Assembly schedule](#)

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Person Responsible	Sep	4th Quarter Oct	Nov	Dec	1st Quarter Jan	Feb	Mar	2nd Quarter Apr	May	Jun
1			Develop list of preliminary speaker options	22 days	Thu 9/1/22	Fri 9/30/22		Kurt										
2			Review Speaker Options with Chair	5 days	Mon 10/3/22	Fri 10/7/22	1	Kurt										
3			Review Speaker Options with Admin	1 day	Mon 10/10/22	Mon 10/10/22	2	Kurt										
4			Finalize Speaker selection	10 days	Tue 10/11/22	Mon 10/24/22	3	Kurt										
5			Finalize Speaker Contract	44 days	Tue 10/25/22	Fri 12/23/22	4	Kurt										
6			Speaker Annoucemer	5 days	Mon 12/26/22	Fri 12/30/22	5	Kurt										
7			Finalize Sponsorship Brochure	10 days	Mon 1/2/23	Fri 1/13/23	6	Kurt										
8			Send out GA Save the Date	3 days	Mon 1/2/23	Wed 1/4/23	6	Kurt										
9			Draft Annual Report	41 days	Mon 4/3/23	Mon 5/29/23		Isabella										
10			Review Draft Annual Report	5 days	Thu 6/1/23	Wed 6/7/23	9	Kurt										
11			Update Annual Report	5 days	Thu 6/8/23	Wed 6/14/23	10	Isabella,Christian										
12			Print Annual Report	4 days	Thu 6/15/23	Tue 6/20/23	11	Isabella										
13			Draft Keynote Speaker Questions	20 days	Tue 5/2/23	Mon 5/29/23		Daniel S.										
14			Review Draft Keynote Speaker	8 days	Tue 5/30/23	Thu 6/8/23	13	Kurt										
15			Chair to review Keynote Speaker	5 days	Fri 6/9/23	Thu 6/15/23	14	Kurt										
16			Final Keynote Speaker Questions	2 days	Fri 6/16/23	Mon 6/19/23	15	Kurt										
17			Provide Keynote Speaker Questions to Keynote Speaker	1 day	Tue 6/20/23	Tue 6/20/23	16	Kurt										
18			Send out notice for Community Service Awards	1 day	Wed 3/1/23	Wed 3/1/23		Julian										
19			Admin & Finance Staff Report for CSA	6 days	Thu 3/2/23	Thu 3/9/23	18	Julian										
20			Admin & Finance Nominates CSA	1 day	Fri 3/10/23	Fri 3/10/23	19	Julian										
21			Exec Committee Staff Report on CSA	4 days	Mon 3/13/23	Thu 3/16/23	20	Julian										
Project: 2023 General Assembly Date: Mon 6/13/22			Task		Project Summary		Manual Task		Start-only		Deadline							
			Split		Inactive Task		Duration-only		Finish-only		Progress							
			Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress							
			Summary		Inactive Summary		Manual Summary		External Milestone									
Page 1																		

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Person Responsible	Sep	4th Quarter Oct	Nov	Dec	1st Quarter Jan	Feb	Mar	2nd Quarter Apr	May	Jun				
22			Exec Committee Approval of CSA	1 day	Mon 4/3/23	Mon 4/3/23	21	Julian											 Julian			
23			Notify CSA Awardees	4 days	Tue 4/4/23	Fri 4/7/23	22	Julian											 Julian			
24			Register CSA for GA Event	10 days	Mon 4/10/23	Fri 4/21/23	23	Julian											 Julian			
25			Order plaques for CSA Awardees	5 days	Mon 5/1/23	Fri 5/5/23	24	Julian											 Julian			
26			Determine Event Entertainment Needs with Chair	3 days	Wed 3/1/23	Fri 3/3/23		Kurt											 Kurt			
27			Secure event entertainment	20 days	Mon 3/6/23	Fri 3/31/23	26	Chris											 Chris			
28			Pay entertainment deposit	6 days	Mon 4/3/23	Mon 4/10/23	27	Chris											 Chris			
29			Coordination call with entertainment	1 day	Tue 4/11/23	Tue 4/11/23	28	Louis											 Louis			
30			Final Payment with entertainment	5 days	Wed 4/12/23	Tue 4/18/23	29	Chris											 Chris			
31			Distribute Event Photography RFP	1 day	Mon 4/3/23	Mon 4/3/23		Janis											 Janis			
32			Photography RFP Questions	1 day	Wed 4/12/23	Wed 4/12/23	31	Janis											 Janis			
33			Photography RFP Due	1 day	Fri 4/21/23	Fri 4/21/23	32	Janis											 Janis			
34			Photography Proposal Review	5 days	Mon 4/24/23	Fri 4/28/23	33	Chris											 Chris			
35			Photography Contract Award	1 day	Mon 5/1/23	Mon 5/1/23	34	Chris											 Chris			
36			Coordination Call with Photograper	1 day	Fri 5/12/23	Fri 5/12/23	35	Chris											 Chris			
37			Walk through with photographer	3 days	Fri 5/19/23	Tue 5/23/23	36	Chris											 Chris			
38			Send out sponsorship emails	73 days	Wed 2/1/23	Fri 5/12/23		Casey											Casey			
39			Send out sponsorship intake	41 days	Wed 3/1/23	Wed 4/26/23	38	Suzy											Suzy			
40			Send out sponsorship invoices	41 days	Fri 3/31/23	Fri 5/26/23	39	Suzy											Suzy			
41			Finalize sponsorship attendees	1 day	Tue 5/30/23	Tue 5/30/23	38,39,40	Suzy											 Suzy			
42			Send out member intake forms	63 days	Wed 3/1/23	Fri 5/26/23		Julian											Julian			
Project: 2023 General Assembly Date: Mon 6/13/22			Task		Project Summary		Manual Task		Start-only		Deadline											
			Split		Inactive Task		Duration-only		Finish-only		Progress											
			Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress											
			Summary		Inactive Summary		Manual Summary		External Milestone													
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ID	i Task Mode	Task Name	Duration	Start	Finish	Predecessors	Person Responsible	Sep	4th Quarter Oct	Nov	Dec	1st Quarter Jan	Feb	Mar	2nd Quarter Apr	May	Jun
43			Finalize member attendees	1 day	Fri 5/26/23	Fri 5/26/23	42	Julian									Julian
44			Finalize number of dinner guests	1 day	Mon 5/29/23	Mon 5/29/23	41,43	Julian									Julian
45			Finalize number of VIP guests	1 day	Mon 5/29/23	Mon 5/29/23	41,43	Julian									Julian
46			Finalize number of hotel rooms	1 day	Mon 5/29/23	Mon 5/29/23	41,43	Julian									Julian
47			Develop Event Theme with Chair	20 days	Wed 2/1/23	Tue 2/28/23		Kurt						Kurt			
48			Send out invites to EC members for	13 days	Wed 3/1/23	Fri 3/17/23		Kurt						Kurt			
49			EC Member Filiming	30 days	Mon 3/20/23	Fri 4/28/23	48	Kurt							Kurt		
50			Finalize member vide	1 day	Mon 5/1/23	Mon 5/1/23	49	Christian								Christian	
51			Order plaques for Committee	10 days	Mon 5/1/23	Fri 5/12/23		Julian								Julian	
52			Develop Draft Event Program Document	10 days	Mon 4/3/23	Fri 4/14/23		Christian							Christian		
53			Update Draft Event Program	30 days	Mon 4/17/23	Fri 5/26/23		Isabella							Isabella		
54			Provide Event Program to Graphic Artist to finalize	1 day	Fri 5/26/23	Fri 5/26/23		Christian								Christian	
55			Final Event Program	5 days	Mon 5/29/23	Fri 6/2/23	54	Christian								Christian	
56			Print Event Program	5 days	Mon 6/5/23	Fri 6/9/23	55	Janis								Janis	
57			Prepare draft event signage	5 days	Mon 5/22/23	Fri 5/26/23		Christian								Christian	
58			Final event signage	6 days	Thu 6/1/23	Thu 6/8/23	57	Christian								Christia	
59			Print event signage	5 days	Mon 6/12/23	Fri 6/16/23		Janis								Jani	
60			Prepare draft sponsor boards	2 days	Fri 6/2/23	Mon 6/5/23		Christian								Christian	
61			Final sponsor boards	5 days	Mon 6/5/23	Fri 6/9/23	60	Christian								Christia	
62			Print sponsor boards	5 days	Thu 6/1/23	Wed 6/7/23	61	Janis								Janis	
63			Order gift for chair	20 days	Mon 5/1/23	Fri 5/26/23		Kurt							Kurt		
64			Draft event script	1 day	Mon 5/29/23	Mon 5/29/23		Kurt								Kurt	
65			Conduct table read of script	7 days	Thu 6/1/23	Fri 6/9/23	64	Kurt								Kurt	
66			Finalize script	5 days	Mon 6/12/23	Fri 6/16/23	65	Kurt								Kurt	

Project: 2023 General Assembly Date: Mon 6/13/22	Task		Project Summary		Manual Task		Start-only		Deadline	
	Split		Inactive Task		Duration-only		Finish-only		Progress	
	Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
	Summary		Inactive Summary		Manual Summary		External Milestone			

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Person Responsible	Sep	4th Quarter Oct	Nov	Dec	1st Quarter Jan	Feb	Mar	2nd Quarter Apr	May	Jun
67			Confirm speaker travel arrangements including hotel and ground	1 day	Mon 5/29/23	Mon 5/29/23		Kurt										 Kurt
68			Provide speaker with guests at head table	1 day	Mon 5/29/23	Mon 5/29/23		Kurt										 Kurt
69			Provide speaker travel information to Pechanga security	1 day	Thu 6/1/23	Thu 6/1/23	67	Kurt										 Kurt
70			Confirm travel arrangements with speaker one week before event	1 day	Fri 6/16/23	Fri 6/16/23	67	Kurt										 Kurt
71			Draft list of staff assignments for General Assembly	10 days	Mon 4/3/23	Fri 4/14/23		Chris Tzeng								 Chris Tzeng		
72			Distribute GA staff assignments	1 day	Fri 5/26/23	Fri 5/26/23	71	Chris Tzeng									 Chris Tzeng	
73			All-Staff meeting to review GA	1 day	Wed 6/14/23	Wed 6/14/23	72	Chris Tzeng										 Chris
74			Draft sponsor and member table	1 day	Fri 6/2/23	Fri 6/2/23		Kurt										 Kurt
75			Finalize sponsor and member table	5 days	Mon 6/5/23	Fri 6/9/23	74	Kurt										 Kurt
76			Send reiminder to all guests	1 day	Fri 6/16/23	Fri 6/16/23		Suzy,Julian										 Suzy
77			Conduct final review of videoes	1 day	Fri 6/9/23	Fri 6/9/23		Kurt										 Kurt
78			Prepare Draft GA Agenda	7 days	Thu 6/1/23	Fri 6/9/23		Suzy									 Suzy	
79			Final GA Agenda	1 day	Fri 6/16/23	Fri 6/16/23	78	Suzy										 Suzy
80			Draft Day After Exec Agenda	6 days	Fri 6/9/23	Fri 6/16/23		Suzy									 Suzy	
81			Final Day After Exec Agenda	1 day	Fri 6/16/23	Fri 6/16/23	80	Suzy										 Suzy
82			Print Name Badges	6 days	Mon 6/12/23	Sat 6/17/23		Janis										 Jani
83			Print meal cards	6 days	Mon 6/12/23	Sat 6/17/23		Janis										 Jani
84			Print table numbers	6 days	Mon 6/12/23	Sat 6/17/23		Janis										 Jani
85			Finalize list of items to take to Pechanga	6 days	Mon 6/12/23	Sat 6/17/23		Chris										 Chri

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Task

Split

Milestone

Summary









Project Summary

Inactive Task

Inactive Milestone

Inactive Summary









Manual Task

Duration-only

Manual Summary Rollup

Manual Summary









Start-only

Finish-only

External Tasks

External Milestone









Deadline

Progress

Manual Progress







ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Person Responsible	Sep	4th Quarter Oct	Nov	Dec	1st Quarter Jan	Feb	Mar	2nd Quarter Apr	May	Jun	
86			Final confirmation with Pechanga regarding catering	1 day	Fri 6/16/23	Fri 6/16/23		Kurt											
87			Final confirmation with Pechanga	1 day	Fri 6/16/23	Fri 6/16/23		Tyler											

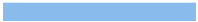
Project: 2023 General Assembly
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Task

Split

Milestone

Summary









Project Summary

Inactive Task

Inactive Milestone

Inactive Summary









Manual Task

Duration-only

Manual Summary Rollup

Manual Summary









Start-only

Finish-only

External Tasks

External Milestone









Deadline

Progress

Manual Progress



