



# Western Riverside Council of Governments General Assembly Business Session

## AGENDA

Thursday, June 23, 2022  
6:30 PM

Pechanga Resort Casino  
45000 Pechanga Pkwy  
Summit 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](mailto:snelson@wrcog.us).

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact Suzy Nelson 72 hours prior to the meeting at (951) 405-6703 or [snelson@wrcog.us](mailto:snelson@wrcog.us). Later requests accommodated to the extent feasible.

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

### 1. CALL TO ORDER (Karen Spiegel, Chair)

### 2. 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.

### 3. CONSENT CALENDAR

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

#### A. Fiscal Year 2022/2023 Agency Budget

##### Requested Action(s):

1. Adopt Resolution Number 20-22; A Resolution of the General Assembly of the Western Riverside Council of Governments adopting the Fiscal Year 2022/2023

Agency Budget for the Western Riverside Council of Governments.

**B. Ratification of WRCOG Bylaws**

**Requested Action(s):**

1. Accept Resolution Number 25-21; A Resolution of the Executive Committee of the Western Riverside Council of Governments amending its Bylaws.

**4. REPORTS / DISCUSSION**

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

**A. Nominations for Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair Positions for Fiscal Year 2022/2023**

**Requested Action(s):**

1. Approve Crystal Ruiz, City of San Jacinto, as Chair; Chris Barajas, City of Jurupa Valley, as Vice-Chair; and Rita Rogers, City of Perris, as 2nd Vice-Chair Fiscal Year 2022/2023.

**5. ADJOURNMENT**



# Western Riverside Council of Governments General Assembly Business Session

## Staff Report

**Subject:** Fiscal Year 2022/2023 Agency Budget  
**Contact:** Kurt Wilson, Executive Director, [kwilson@wrcog.us](mailto:kwilson@wrcog.us), (951) 405-6701  
 Andrew Ruiz, Chief Financial Officer, [aruiz@wrcog.us](mailto:aruiz@wrcog.us), (951) 405-6740  
**Date:** June 23, 2022

### **Requested Action(s):**

1. Adopt Resolution Number 20-22; A Resolution of the General Assembly of the Western Riverside Council of Governments adopting the Fiscal Year 2022/2023 Agency Budget for the Western Riverside Council of Governments.

### **Purpose:**

The purpose of this item is to request approval of the Agency's Fiscal Year (FY) 2022/2023 Budget.

### **WRCOG 2022-2027 Strategic Plan Goal:**

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

### **Background:**

Attached, please find the proposed WRCOG budget for approval. In its new format, the document provides greater visibility into the programs and finances of the Agency.

The key highlights in terms of changes are:

1. Elimination of three positions associated with and funded by Western Community Energy.
2. Addition of two positions tied to long-term funding sources.
3. Maintenance of the Fellowship Program at current funding levels.
4. Maintenance of the Grant Program at current funding levels.
5. Closure of four programs from the current fiscal year.
6. Creation of a HERO reserve fund.
7. Measure A Revenues from settlement agreement with City of Beaumont.
8. Set aside funds to assist with the implementation of the upcoming Classification and Compensation Study.

After being reviewed by the Administration & Finance Committee on May 11, 2022, and the Technical Advisory Committee on May 19, 2022, the budget was recommended by the Executive Committee on June 6, 2022, that the General Assembly approve the draft Fiscal Year 2022/2023 Agency Budget.

### **Prior Action(s):**

**June 6, 2022:** The Executive Committee recommended that the General Assembly approve the draft Fiscal Year 2022/20223 Agency Budget.

**May 19, 2022:** The Technical Advisory Committee recommended that the Executive Committee and General Assembly approve the draft Fiscal Year 2022/20223 Agency Budget.

**May 11, 2022:** The Administration & Finance Committee recommended that the Executive Committee and General Assembly approve the draft Fiscal Year 2022/20223 Agency Budget.

**Fiscal Impact:**

Approval of this item by the General Assembly will authorize the revenue collection and expenditures identified in the budget document as articulated in the budget resolution. All known and expected revenues and expenditures impacting the Agency have been budgeted for Fiscal Year 2022/2023 but will be continually updated throughout the budget process.

**Attachment(s):**

[Attachment 1 - FY 2022/2023 Budget](#)

[Attachment 2 - Resolution Number FY 2022/2023 Budget](#)

# Attachment 1

FY 2022/2023 Budget



2022-2023

# ANNUAL BUDGET

**WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

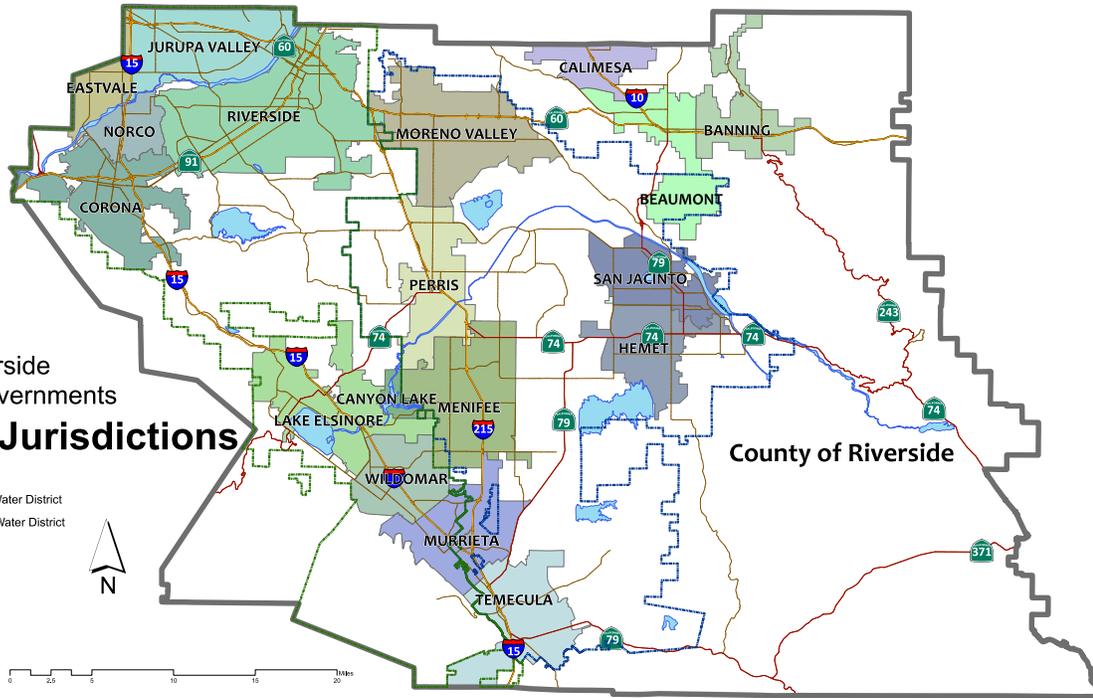




Western Riverside  
Council of Governments

## Member Jurisdictions

- Eastern Municipal Water District
- Western Municipal Water District
- Freeways
- Highways
- Major Roads



Notes: Areas in white are unincorporated Riverside County.  
Eastern Municipal Water District and Western Municipal Water District are also members of WRCOG. The Riverside County Superintendent of Schools is an ex-officio member.

## Member Agencies

- City of Banning
- City of Beaumont
- City of Calimesa
- City of Canyon Lake
- City of Corona
- City of Eastvale
- City of Hemet
- City of Jurupa Valley
- City of Lake Elsinore
- City of Menifee
- City of Moreno Valley
- City of Murrieta
- City of Norco
- City of Perris
- City of Riverside
- City of San Jacinto
- City of Temecula
- City of Wildomar
- County of Riverside
- Eastern Municipal Water District
- Western Municipal Water District
- Riverside County Superintendent of Schools (ex-officio)



# GENERAL ASSEMBLY AND EXECUTIVE COMMITTEE MEMBERS

## GENERAL ASSEMBLY MEMBERS

### City of Banning

David Happe, Colleen Wallace, Alberto Sanchez,  
Mary Hamlin, Kyle Pingree

### City of Beaumont

Mike Lara, Rey Santos, David Fenn, Lloyd White,  
Julio Martinez III

### City of Calimesa

Wendy Hewitt, Wynona Duvall, Linda Molina,  
Bill Davis, Jeff Cervantez

### City of Canyon Lake

Dale Welty, Kasey Castillo, Jennifer Dain,  
Jeremy Smith, Larry Greene

### City of Corona

Jacque Casillas, Jim Steiner, Tom Richins,  
Wes Speake, Tony Daddario

## EXECUTIVE COMMITTEE MEMBERS



Council member David Happe



Council member Mike Lara



Council member Wendy Hewitt



Council member Dale Welty



Council member Jacque  
Casillas

## GENERAL ASSEMBLY MEMBERS

### City of Eastvale

Christian Dinco, Jocelyn Yow, Brandon Plott,  
Clint Lorimore, Todd Rigby

### City of Hemet

Russ Brown, Linda Krupa, Karlee Meyer, Joe Males,  
Malcolm Lilienthal, Jr

### City of Jurupa Valley

Chris Barajas, Lorena Barajas Bisbee, Brian  
Berkson, Guillermo Silva, Leslie Altamirano

### City of Lake Elsinore

Brian Tisdale, Bob Magee, Steve Manos,  
Natasha Johnson, Tim Sheridan

### City of Menifee

Matt Liesemeyer, Dean Deines, Bob Karwin,  
Lesa Sobek, Bill Zimmerman

### City of Moreno Valley

Edward Delgado, Yxstian Gutierrez, Ulises Cabrera,  
David Marquez, Elena Baca-Santa Cruz

## EXECUTIVE COMMITTEE MEMBERS



Council member Christian Dinco



Council member Russ Brown



Mayor Chris Barajas  
2nd Vice-Chair



Council member Brian Tisdale



Council member Matt  
Liesemeyer



Council member Edward  
Delgado

## GENERAL ASSEMBLY MEMBERS

### City of Murrieta

Lori Stone, Christi White, Jonathan Ingram,  
Cindy Warren, Lisa DeForest

### City of Norco

Kevin Bash, Ted Hoffman, Robin Grundmeyer,  
Katherine Aleman, Greg Newton

### City of Perris

Rita Rogers, David Starr Rabb, Marisela Nava,  
Malcolm Corona, Michael Vargas

### City of Riverside

Ronaldo Fierro, Erin Edwards, Clarissa Cervantes,  
Chuck Conder, Gaby Plascencia, Jim Perry,  
Steve Hemenway, Patricia Lock Dawson

### City of San Jacinto

Crystal Ruiz, Alonso Ledezma, Michael Heath,  
Brian Hawkins, Phil Ayala

### City of Temecula

James Stewart, Zak Schwank, Jessica Alexander,  
Maryann Edwards, Matt Rahn

## EXECUTIVE COMMITTEE MEMBERS



Council member Lori Stone



Council member Kevin Bash  
Immediate Past Chair



Council member Rita Rogers



Council member Ronaldo Fierro



Mayor Crystal Ruiz  
Vice-Chair



Council member James Stewart

## GENERAL ASSEMBLY MEMBERS

### City of Wildomar

Ben Benoit, Ashlee DePhillippo, Bridgette Moore,  
Dustin Nigg, Joseph Morabito

### County of Riverside

Kevin Jeffries, Karen Spiegel, Chuck Washington,  
Jeff Hewitt, V. Manuel Perez

### Eastern Municipal Water District

Phil Paule, David Slawson, Stephen Corona,  
Randy Record, Jeffrey Armstrong

## EXECUTIVE COMMITTEE MEMBERS



Mayor Ben Benoit



**District 1**  
Supervisor Kevin Jeffries



**District 2**  
Supervisor Karen Spiegel  
Chair



**District 3**  
Supervisor Chuck Washington



**District 5**  
Supervisor Jeff Hewitt



EMWD Board President Phil  
Paule

## GENERAL ASSEMBLY MEMBERS

### **Western Municipal Water District**

Brenda Dennstedt, Mike Gardner, Fauzia Rizvi,  
Gracie Torres, Laura Roughton

### **Riverside County Office of Education**

## EXECUTIVE COMMITTEE MEMBERS



WMWD Board President  
Brenda Dennstedt



Riverside County  
Superintendent of Schools  
Dr. Edwin Gomez (ex-officio)



---

# WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

## Mission, Vision, and Core Values

### 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	Diversity
Transparency	Accountability
Collaboration	Sustainability
Innovation	Inclusion



TABLE OF CONTENTS

**BUDGET MESSAGE..... 1**

**WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS ORGANIZATION ..... 7**

**PERSONNEL LISTING BY DEPARTMENT ..... 9**

**BUDGET NARRATIVE SUMMARY ..... 11**

    DISCUSSION OF BUDGET POLICIES AND PROCESSES .....13

    BUDGET NARRATIVE BY FUND.....13

**FINANCIAL SUMMARIES ..... 19**

    BUDGET SUMMARY BY FUND.....21

    TOTAL REVENUES BY DEPARTMENT.....22

    TOTAL EXPENSES BY DEPARTMENT.....22

    TOTAL REVENUES AND EXPENSES FY 22/23.....23

    GENERAL FUND REVENUES AND EXPENSES .....24

    TOTAL REVENUES AND EXPENDITURES SINCE FY 2016/2017.....25

    TOTAL EXPENSES BY DEPARTMENT SINCE FY 2016/2017 .....26

    CHANGE IN FUND BALANCE.....27

**BUDGET DETAIL BY DEPARTMENT..... 29**

    TRANSPORTATION & PLANNING DEPARTMENT .....31

    ENERGY & ENVIRONMENTAL DEPARTMENT .....39

    ADMINISTRATION DEPARTMENT.....44

---

---

## BUDGET MESSAGE

County of Riverside • City of Banning • City of Beaumont • City of Calimesa • City of Canyon Lake • City of Corona • City of Eastvale • City of Hemet • City of Jurupa Valley • City of Lake Elsinore • City of Menifee • City of Moreno Valley • City of Murrieta • City of Norco • City of Perris • City of Riverside • City of San Jacinto • City of Temecula • City of Wildomar • Eastern Municipal Water District • Western Municipal Water District • Riverside County Superintendent of Schools

Hon. Members of the WRCOG General Assembly:

On behalf of a dedicated team who has worked tirelessly to assemble this document, I'm pleased to present the proposed WRCOG budget for Fiscal Year 2022/2023. It represents a balanced budget that is inspired by the newly adopted Mission and Vision Statements, reflective of the Strategic Plan Goals adopted by the Executive Committee and propelled by the work of a committed team of employees.

Externally, the continued uncertainty and endless adaptations in response to a global pandemic continue to complicate the forecasting process. Similarly, current issues of labor and housing, war, and threats to economic markets have impacted our subregion's economic outlook. The impacts have been particularly difficult for some of WRCOG's member agencies and, since it's central to our Mission, these issues of regional concern provide additional opportunities for WRCOG to convene or support its member agencies as they navigate obstacles to serving our communities.

Internally, the Agency is still recovering from the disruptions of two recent major financial events: the abrupt end to the process of issuing new assessments for the HERO residential PACE-financing Program and the anticipated bankruptcy-related financial losses resulting from WRCOG's investments in Western Community Energy. Even though these two events represent only a blip in terms of the Agency's three-decade track record of strength and value, they are major events that provide a grave reminder of our collective responsibility in governing the Agency. The understandable frustration and resulting scrutiny provided an opportunity to recalibrate aspects of the Agency and engage in a purposeful period of transition. Every organization can evolve through self-assessment but it's sometimes difficult to get past the fear of changing the way things are done. Challenges bring opportunities to elevate former practices and overcome the resistance of organizational inertia.

The Executive Committee responded by setting a clear course for the Agency. It established a Mission and Vision Statement and a set of Strategic Goals to guide the Agency's future. In addition to the direction, the Committee members provided me with the latitude and tools to carry out their vision. This budget supports the fulfillment of these obligations by building on the successes, blunting known risks, and scrubbing existing practices to mitigate future risk.

The following Goals were adopted at the joint Executive and Technical Advisory Committee meeting on January 12, 2022:

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 subregion.
7. Provide a safe, inclusive environment that values employees.

### **SUMMARY**

Despite the dramatic revenue losses associated with the wind down of the HERO residential PACE-financing Program, the Agency remains in a healthy financial position with a diversity of revenues that protects current programs and plans for the future. In furtherance of the Executive Committee's direction to maximize transparency, communication, and fiscal sustainability, the budget has been completely redesigned in a more data-rich and user-friendly format. In a recalibration that aligns the document more closely with that of the member agencies, we are now budgeting at the fund level rather than the program level. This, along with greater budget detail and narrative descriptions, is intended to provide a more user-friendly document that meets the mandates of transparency, communication, and fiscal sustainability in a way that will allow even the most casual observer to understand WRCOG's programs and money flow.

### **LOOKING FORWARD**

Throughout the budget year, continued efforts will be required in order to maximize the value WRCOG provides to its member agencies and strike the appropriate balance between innovation and risk tolerance. A Classification and Compensation Study is expected to be completed during the fiscal year and, depending on the results, new fiscal pressures and options will need to be evaluated mid-year.

Additionally, in order to further the mandate of fiscal sustainability, we anticipate the completion of financial modeling or long-range financial planning during the upcoming fiscal year. It will consider potential impacts of a decline in new home construction or a recession, for example. It will also consider the long-term viability of existing programs, including the Fellowship and Grant programs.

### **CONCLUSION**

I'm proud that this balanced budget is mindful of the Executive Committee's mandates around fiscal best practices and incorporates principles of sustainability, efficiency, transparency, and predictability. It contemplates the closure of four programs from Fiscal Year 2021/2022 and the launch of a new partnership program (I-REN). It reflects the loss of three positions associated with Western Community Energy that were

eliminated earlier this fiscal year and adds two new positions for which funding sources are secured for the long-term. It creates a reserve fund for the HERO Program, raises options to slow the depletion of funds supporting the Fellowship Program, and continues the Grant Program for member agencies. This budget also identifies partial funding to support the implementation of recommendations from the upcoming Classification and Compensation Study.

I'd like to thank members of the Executive Committee for their attentiveness to the Agency's finances. I'd like to thank our internal finance team and department leadership for their adaptability in reformatting this entire process. I'd also like to thank Laurie Montes, Andy Green, and Bob Leland for their willingness to provide support during this process.

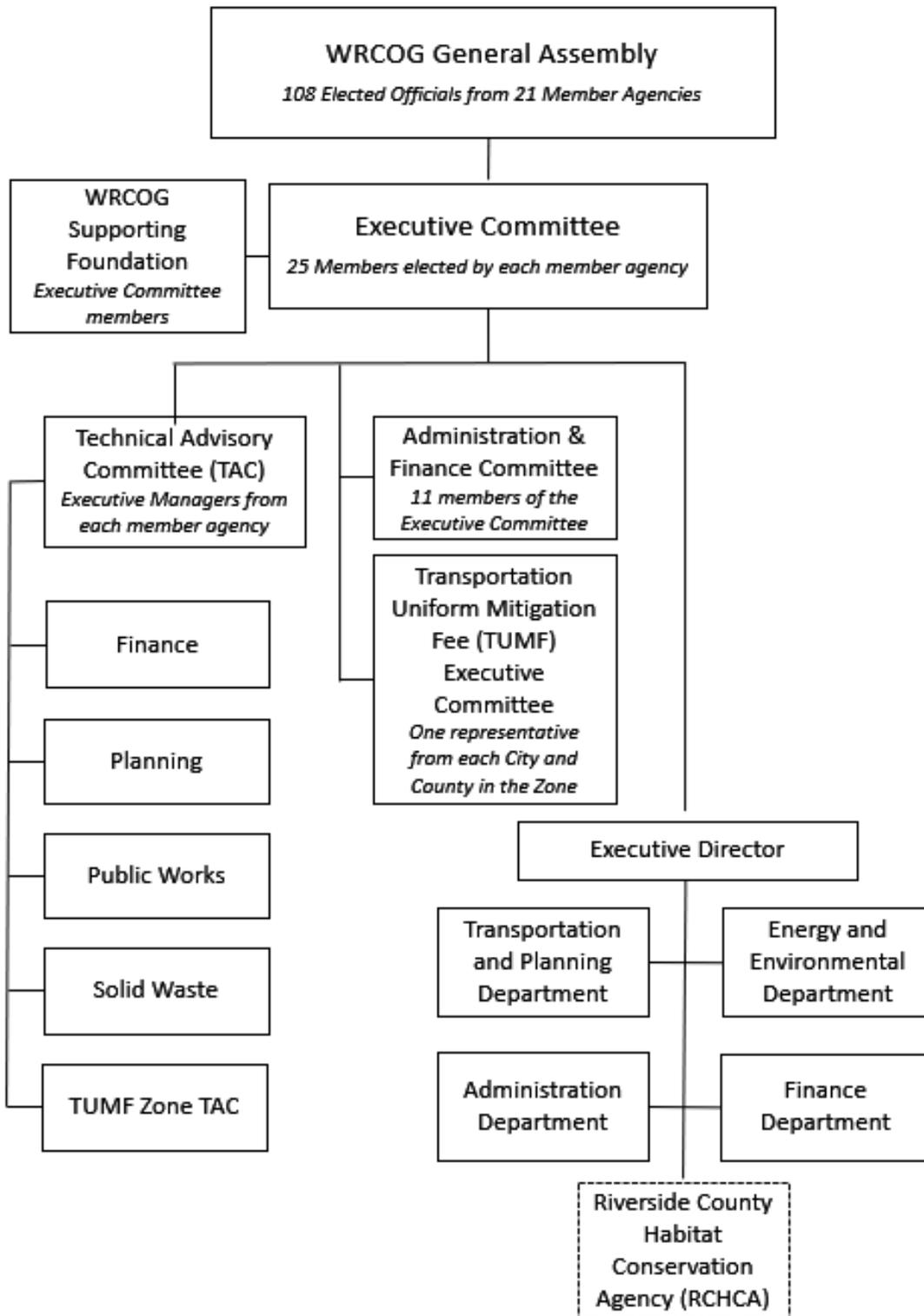
Respectfully submitted,



Dr. Kurt O. Wilson  
Executive Director



# WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS ORGANIZATION





WRCOG Budget

FY 2022/2023

## PERSONNEL LISTING BY DEPARTMENT

	FY 2019/20	FY 2020/21	FY 2021/22	Staffing Changes	FY 2022/23
<b>Transportation and Planning Department</b>					
Transportation and Planning Director/Deputy Executive Director	-	-	1		1
Transportation and Planning Director	1	1	-		-
Program Manager	1	3	3		3
Senior Analyst	1	1	1		1
Staff Analyst	2	2	1		1
Department Total	5	7	6		6
<b>Energy and Environmental Department</b>					
Deputy Executive Director	1	1	-		-
Energy and Environmental Director	1	1	1		1
Program Manager	2	1	4	1 <sup>(1)</sup>	5
Sr. Staff Analyst	-	1	1	1 <sup>(2)</sup>	2
Staff Analyst	4	4	3		3
Technician	5	2	2		2
Department Total	13	10	11		13
<b>Executive Department</b>					
Executive Director	1	1	1		1
Program Manager	1	1	-		-
Public Information Officer	-	-	1		1
Department Total	2	2	2		2
<b>Finance Department</b>					
Chief Financial Officer	1	1	1		1
Program Manager	1	1	1		1
Technician	1	1	-		-
Accountant	1	-	2		2
Department Total	4	3	4		4
<b>Administrative Services Department</b>					
Administrative Services Director	-	-	1		1
Program Manager	1	1	1		1
Staff Analyst	-	-	1		1
Administrative Assistant	1	1	1		1
Department Total	2	2	4		4
<b>Riverside County Habitat Conservation Agency (RCHCA)<sup>(3)</sup></b>					
RCHCA Director of Administration	1	1	-		-
RCHCA Director of Natural Resources	1	1	1		1
Natural Resources Manager	1	1	1		1
Program Manager	-	-	1		1
Staff Analyst	-	1	-		-
OSH Technician	2	2	3		3
Department Total	5	6	6		6
<b>Western Community Energy (WCE)<sup>(4)</sup></b>					
Director of Western Community Energy/Deputy Executive Director	1	1	1	-1 <sup>(4)</sup>	-
Program Manager	1	1	-		-
Sr. Staff Analyst	1	1	-		-
Staff Analyst	1	1	-		-
Technician	-	-	-		-
Department Total	4	4	1		-
WRCOG Total	35	34	34		35

(1) New Inland-Regional Energy Network (I-REN) Position.

(2) New Clean Cities Coalition position.

(3) RCHCA is a separate joint powers authority (JPA). Staffing services for RCHCA are provided by WRCOG through a management services agreement with the JPA.

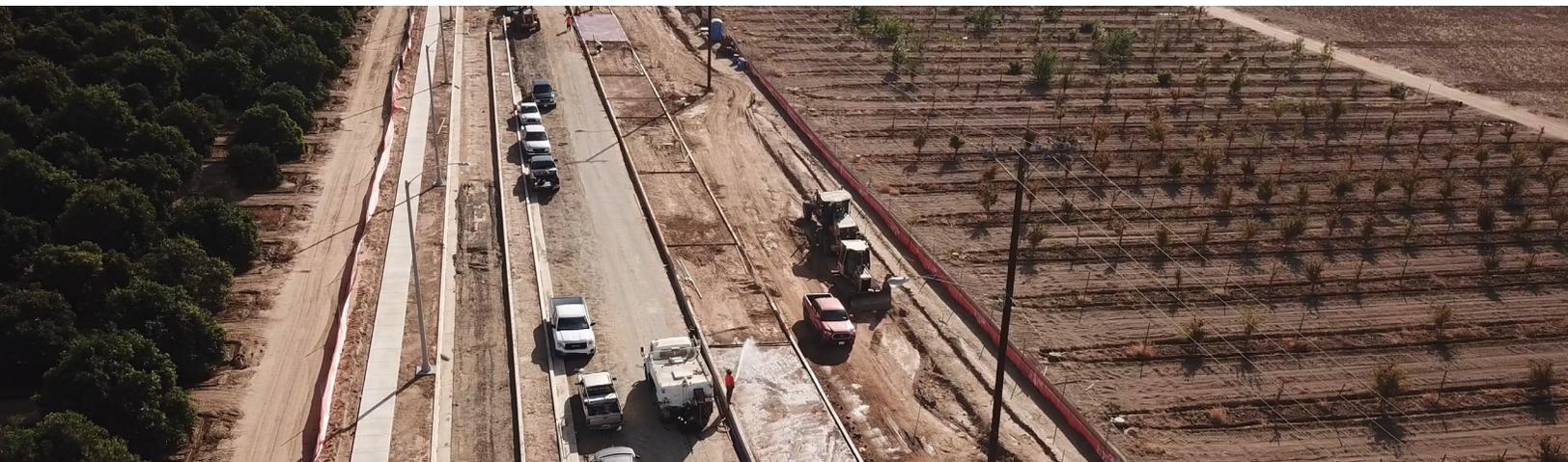
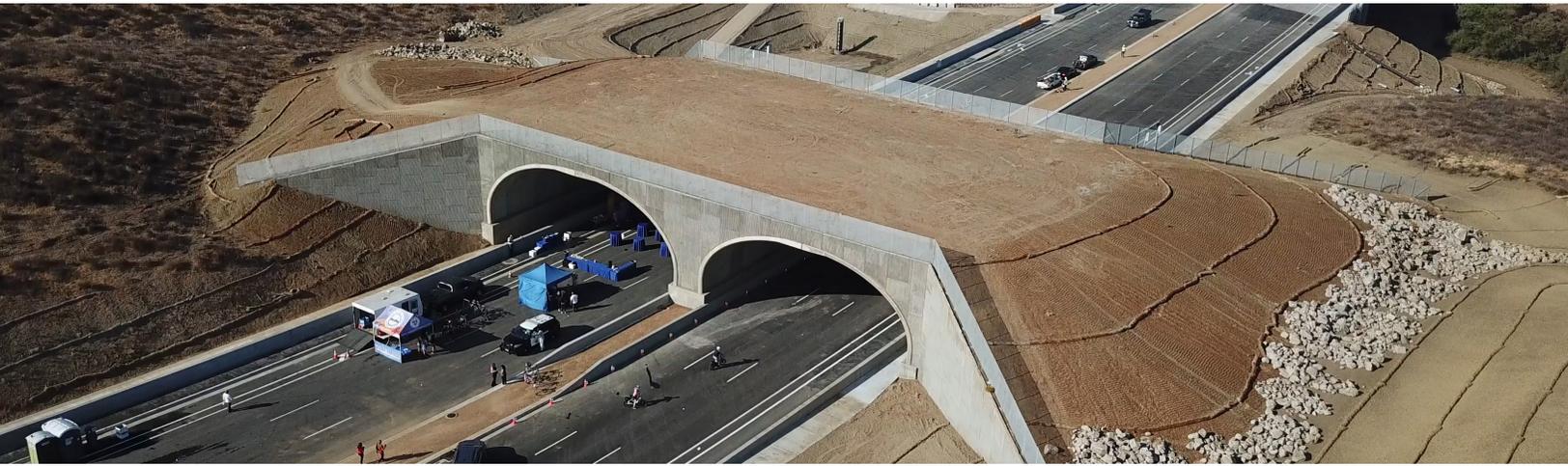
(4) WCE is a separate JPA. Staffing services for WCE were provided by WRCOG through a management services agreement with the JPA. Business operations are winding down and all positions have been eliminated.



---

---

## BUDGET NARRATIVE SUMMARY



DISCUSSION OF BUDGET POLICIES AND PROCESSES

WRCOG is a Joint Powers Authority (JPA), consisting of the County of Riverside, 18 cities, two regional water districts, and the Riverside County Superintendent of Schools (ex-officio). Its actions and activities are guided by its members. Recognizing that issues related to growth are not constrained by city or county boundaries, WRCOG focuses on a number of regional matters important to the future of Western Riverside County. By working together through its committee structure and utilizing existing resources, WRCOG is cost-effective by reducing duplication of efforts, sharing information, enabling strong advocacy, and strengthening Western Riverside County’s standing regionally and statewide. WRCOG’s program areas are varied and range from transportation to air quality, solid waste, environmental, energy, resiliency, sustainability, and growth.

The JPA (originally established April 1, 1991; as amended November 1, 2021) establishes the form of the Agency and calls for the Executive Director to annually prepare and present a proposed budget to the Executive Committee and General Assembly. This Agreement sets the fiscal year as July 1 through June 30. Prior to the beginning of each fiscal year, the General Assembly is required to adopt a final budget for the revenues and expenditures of WRCOG during the following fiscal year.

WRCOG Bylaws (Resolution Number 25-21, approved November 1, 2021) provide further details regarding the annual budget. The Administration & Finance Committee provides budget and finance overview for WRCOG. The Bylaws authorize this Committee to increase the WRCOG budget in any category up to fifteen percent (15%).

Consistent with the JPA agreement, the Bylaws require the Executive Director to annually prepare and present a proposed budget to the Executive Committee and General Assembly. Further, the Executive Director is authorized to contract and execute on behalf of WRCOG contracts that are related to purposes contained in the approved annual budget and subject to established expenditure authority.

Budget control levels establish the parameters for administrative budget transfers and amendments. Upon adoption of the resolution for the Fiscal Year 2022/2023, budget control levels will be by department within the General Fund and by Fund within all other funds.

BUDGET NARRATIVE BY FUND

**OVERVIEW**

The WRCOG Budget (exclusive of the Riverside County Habitat Conservation Agency) includes expenditures of \$46 million and revenues of \$75 million, with the discrepancy primarily attributed to the Transportation Uniform Mitigation Fee (TUMF) Program which accrues revenues over multiple years for large transportation projects and is not expected to spend all revenues in the same fiscal year. The General Fund reserve is approximately \$5 million (50%).

The Unfunded Accrued Liability (UAL) is \$3.4 million, the Other Post-Employment Benefits (OPEB) balance is \$1.2 million, and the available balance in WRCOG's Section 115 Trust is \$350,000. In lieu of the traditional inclusion of a Cost-of-Living Adjustment (COLA) and in anticipation of the results from the upcoming Classification and Compensation Study, labor costs are budgeted to increase by 4.5% as reflected in a to-be-allocated formula to be determined upon completion of the Study.

Four Programs from Fiscal Year 2021/2022 will end and not be included in the Fiscal Year 2022/2023 budget: Smart Climate Grant (Caltrans), Western Riverside Energy Partnership (SoCal Gas), Household Hazardous Waste (CalRecycle), and the General Assembly & Leadership Address (shifting to the WRCOG Supporting Foundation).

One new revenue source includes Measure A funds from the City of Beaumont as part of a settlement agreement that includes the transfer of \$9.4 million over a period of several years.

The Inland Regional Energy Network (I-REN) is a new program in partnership with the Coachella Valley Association of Governments (CVAG) and the San Bernardino Council of Governments (SBCOG). WRCOG serves as the lead administrative agency and SoCal Gas serves as the fiscal agent. The I-REN focuses on the energy sector with an emphasis on energy efficiency through efforts related to Codes and Standards, Public Sector, and Workforce, Education and Training. The Program is authorized and fully funded by the California Public Utilities Commission (CPUC) using the statewide public goods surcharge. The combined budget for the three agencies over 6 years is \$65 million.

#### **ELIMINATED POSITIONS**

Three positions associated with, and funded by, Western Community Energy were eliminated in the current fiscal year. These include one Senior Analyst, one Program Manager, and one Deputy Executive Director.

#### **NEW POSITIONS**

The CPUC-approved I-REN budget includes several positions. The Fiscal Year 2022/2023 budget includes the creation of one of those positions: Senior Analyst. The total budgeted annual cost for the position is \$144,000.

The Clean Cities Program is currently funded by the U.S. Department of Energy, West Virginia University, and member dues. Due to the popularity of programs related to alternative fueled vehicles, electric vehicle charging infrastructure, energy efficiency, and resiliency, several grant funding opportunities that could benefit WRCOG's subregion are not being captured. The Clean Cities Program Manager position will provide dedicated in-house management of the Program and reduce reliance on consultants. The incumbent will also focus on increasing the level of related grant funds throughout the subregion. The total annual cost of the position is budgeted at \$175,000 and is offset with contributions from the Local Transportation Fund (LTF) in the amount of \$70,000 in addition to any grant funding offsets that materialize. The total cost

increase to the Clean Cities fund is \$105,000. This cost will be decreased by a reduction of consulting expenses and the acquisition of potential grant funds.

**MEMBER DUES**

No changes are proposed to the current member dues structure. They will continue to represent a revenue of approximately \$300,000.

**TRANSPORTATION UNIFORM MITIGATION FEE (TUMF)**

The TUMF Program continues to benefit from high levels of development throughout the subregion. Revenue estimates are increasing from \$48 million to \$55.1 million. The upcoming year will see the implementation of state law changes related to the collection of the fee, the inclusion of vehicle miles traveled (VMT) as an analytical consideration, and a Nexus Study update. The 4% WRCOG Administration Fee remains unchanged.

**STREETLIGHT PROGRAM**

The member-based revenues are declining from \$146,000 to \$135,000 to reflect the withdrawal of the City of Temecula from the Maintenance and Operations Program.

**SOLID WASTE**

Revenues and expenditures remain static with the \$0.17 per occupied dwelling unit rate remaining unchanged for more than a decade and generating \$126,000.

**LOVE YOUR NEIGHBORHOOD**

Revenues from the Riverside County Flood Control and Water Conservation District remain the only source of funding for this Program and are increasing from \$35,000 to \$50,000.

**USED MOTOR OIL**

Gas Tax revenues received from CalRecycle remain the only source of funding for this Program and are increasing from \$168,000 to \$198,000.

**INLAND REGIONAL ENERGY NETWORK (I-REN)**

This new Program is a partnership with CVAG and SBCOG with SoCal Gas as the fiscal agent. The Program is completely funded by the CPUC via the public goods charge affixed to statewide utility bills. The combined three-agency, six-year budget is \$65 million. The current budget includes one new Senior Analyst position that was also included in the CPUC-approved budget.

**LOCAL TRANSPORTATION FUNDS (LTF)**

These state funds are allocated to WRCOG through an agreement whose share is expected to increase from \$866,000 to \$1 million in revenue. An additional \$70,000 is partially funding the Clean Cities Program Manager position that will, among other things, seek to bring additional transportation-related grant funds to the subregion. As of the start of Fiscal Year 2021/2022 the LTF fund balance is \$2.6 million.

**RIVERSIDE COUNTY MODELING (RIVCOM)**

Revenues from software licensing fees and extraordinary service requests from members is expected to decline from \$50,000 to \$25,000.

**REGIONAL EARLY ACTION PLANNING GRANT (REAP)**

This non-recurring state revenue comes via the Southern California Association of Governments (SCAG) and ends at the end of Fiscal Year 2022/2023. Approximately \$1 million of the total \$1.76 million will be spent in Fiscal Year 2022/2023 with six member agencies expected to seek services from the on-call planning consultants retained by WRCOG as part of this project.

**CALIFORNIA RESILIENCY CHALLENGE**

This non-recurring \$200,000 grant from the Bay Area Council ends at the end of calendar year 2022. The deliverable is an Energy Resilience Plan and the remaining funds at the end of Fiscal Year 2021/2022 total approximately \$132,000.

**FELLOWSHIP PROGRAM**

Operating primarily from a non-recurring funding source, the fund balance for this Program has dwindled from \$1.38 million from Fiscal Year 2014/2015 to \$193,000 at the end of Fiscal Year 2021/2022. With current annual WRCOG costs of approximately \$100,000, the Program will deplete funding by the end of Fiscal Year 2023/2024 at its current pace. Prolonging the Program life would require a new funding source or decreased costs, but no changes are proposed at this time.

**COMMERCIAL PROPERTY ASSESSED CLEAN ENERGY (C-PACE)**

The C-PACE Program continues a healthy mix of low-volume high-dollar projects delivered through three providers (Greenworks, Clean Fund, and Twain). Funding is dependent on projects being delivered and are estimated to include expenditures of \$168k against revenues of \$200k.

**HERO RESIDENTIAL PACE-FINANCING PROGRAM**

The HERO residential PACE-financing Program continues the long wind down period. No new assessments have been issued since implementation of the Executive Committee’s December 2020 directive to stop issuing new assessments. Existing assessments will need servicing until they are paid off. The last scheduled payoff date for any HERO residential PACE-financing Program assessments is the year 2046; however, early payoffs are common. Revenues from annual administration fees, prepayment fees, and delinquencies are estimated at \$2.7 million. Expenses for legal costs (\$900,000), settlements (\$200,000), salaries and overhead (down 30% to \$900,000) are budgeted for the upcoming year. This budget creates a HERO Reserve fund with an initial level of \$464,000. As the Program winds down, there is no certainty as to the timing of when the final assessments will be paid off. At the same time, there is no certainty as to the amount or timing for resolving legal issues. The Reserve fund is intended to provide a buffer in the event the timing of both events requires additional money.

**GRANT WRITING**

Grant writing assistance was identified as a priority during the Strategic Planning session and currently happens for transportation-related projects through a combination of staff and consultant resources. The Program is funded by non-recurring revenues that have dwindled from \$900,000 in 2017 to \$38,000 at the end of Fiscal Year 2021/2022. With a current annual Program cost of \$20,000 (plus LTF), the Program will deplete all funds by the end of Fiscal Year 2023/2024 at the current rate.

**CLEAN CITIES**

Program revenues are increasing from \$253,000 to \$270,000. The Program's revenue sources are the U.S. Department of Energy (\$90,000), West Virginia University (\$54,000), and member dues (\$126,000).



---

## FINANCIAL SUMMARIES



FINANCIAL SUMMARIES

BUDGET SUMMARY BY FUND

Budget Summary by Fund	FY16/17 Actual	FY17/18 Actual	FY18/19 Actual	FY19/20 Actual	FY20/21 Actual	FY21/22 Budget	FY22/23 Budget
<b>110-General Fund</b>							
Total Revenue	13,032,774	13,191,170	9,879,317	8,533,704	9,615,598	11,060,546	9,557,820
Total Expense	11,216,131	11,483,711	10,360,866	7,174,792	7,998,941	10,975,207	9,094,271
Net Annual	1,816,644	1,707,459	(481,550)	1,358,911	1,616,656	85,339	463,548
WCE Write-off	0	0	0	0	0	(3,000,000)	0
Balance Sheet Adjusts	2,582,012	237,599	(1,460,049)	(1,963,428)	151,705	817,986	0
Beginning Balance	4,277,449	8,676,105	10,621,163	8,679,564	8,075,047	9,843,408	7,746,733
Ending Balance	8,676,105	10,621,163	8,679,564	8,075,047	9,843,408	7,746,733	8,210,281
<b>120-Clean Cities Fund</b>							
Total Revenue	150,500	205,500	191,770	267,770	151,000	240,000	340,167
Total Expense	59,195	211,885	206,346	228,077	495,899	240,000	339,783
Net Annual	91,305	(6,385)	(14,576)	39,693	(344,899)	0	384
Balance Sheet Adjusts	(91,305)	6,385	75,000	(39,693)	384,592	42,000	0
Beginning Balance	0	0	0	60,424	60,424	100,117	142,117
Ending Balance	0	0	60,424	60,424	100,117	142,117	142,501
<b>140-Used Oil Fund</b>							
Total Revenue	288,820	230,794	228,574	377,654	376,396	168,023	198,398
Total Expense	273,567	849,955	228,581	381,132	298,267	168,022	198,223
Net Annual	15,252	(619,161)	(7)	(3,478)	78,129	1	175
Balance Sheet Adjusts	(15,252)	619,161	7	3,478	(78,129)	0	0
Beginning Balance	0	0	0	0	0	0	1
Ending Balance	0	0	0	0	0	1	176
<b>180-REN Fund</b>							
Total Revenue	0	0	0	0	0	5,151,020	10,038,349
Total Expense	0	0	1,283	26,172	52,208	4,430,748	10,038,330
Net Annual	0	0	(1,283)	(26,172)	(52,208)	720,272	19
Balance Sheet Adjusts	0	0	1,283	26,172	52,208	(720,272)	0
Beginning Balance	0	0	0	0	0	0	0
Ending Balance	0	0	0	0	0	0	19
<b>210-LTF Fund</b>							
Total Revenue	701,260	742,009	775,500	800,249	676,494	750,000	930,000
Total Expense	0	513,701	788,658	709,397	887,089	850,000	948,829
Net Annual	701,260	228,308	(13,158)	90,853	(210,595)	(100,000)	(18,829)
Balance Sheet Adjusts	(694,075)	473,011	697,918	(95,413)	301,448	334,000	0
Beginning Balance	1,257,298	1,264,483	1,965,802	2,650,562	2,646,002	2,736,855	2,970,855
Ending Balance	1,264,483	1,965,802	2,650,562	2,646,002	2,736,855	2,970,855	2,952,026
<b>220-TUMF Fund</b>							
Total Revenue	40,532,694	64,699,478	64,716,485	49,150,509	59,794,421	46,080,000	54,054,200
Total Expense	82,703,353	35,974,676	70,847,939	68,625,251	43,122,398	46,080,000	25,400,000
Net Annual	(42,170,659)	28,724,803	(6,131,454)	(19,474,741)	16,672,023	0	28,654,200
Balance Sheet Adjusts	39,460,728	(70,891,293)	34,856,257	(3,549,951)	(29,262,084)	27,250,000	0
Beginning Balance	54,250,222	51,540,291	9,373,801	38,098,604	15,073,912	2,483,851	29,733,851
Ending Balance	51,540,291	9,373,801	38,098,604	15,073,912	2,483,851	29,733,851	58,388,051
<b>300-HERO Fund</b>							
Total Revenue	0	0	0	0	0	0	0
Total Expense	0	211,301	0	0	0	0	0
Net Annual	0	2,470,347	68,049	1,956	0	0	0
Balance Sheet Adjusts	0	(2,259,046)	(68,049)	(1,956)	0	0	0
Beginning Balance	0	2,324,674	68,049	(66,092)	2,420	0	0
Ending Balance	0	0	65,628	65,628	(2,420)	0	0
Ending Balance	0	65,628	65,628	(2,420)	0	0	0

FINANCIAL SUMMARIES

TOTAL REVENUES BY DEPARTMENT

<b>FY 22/23 Total Revenue by Department</b>	<b>Admin</b>	<b>Transportation &amp; Planning</b>	<b>Energy &amp; Environment</b>	<b>Totals</b>
110-General Fund	2,876,257	3,315,800	3,365,763	9,557,820
120-Clean Cities Fund	-	-	340,167	340,167
140-Used Oil Fund	-	-	198,398	198,398
180-REN Fund	-	-	10,038,349	10,038,349
210-LTF Fund	-	930,000	-	930,000
220-TUMF Fund	-	54,054,200	-	54,054,200
300-HERO Fund	-	-	-	-
<b>Totals</b>	<b>2,876,257</b>	<b>58,300,000</b>	<b>13,942,677</b>	<b>75,118,934</b>

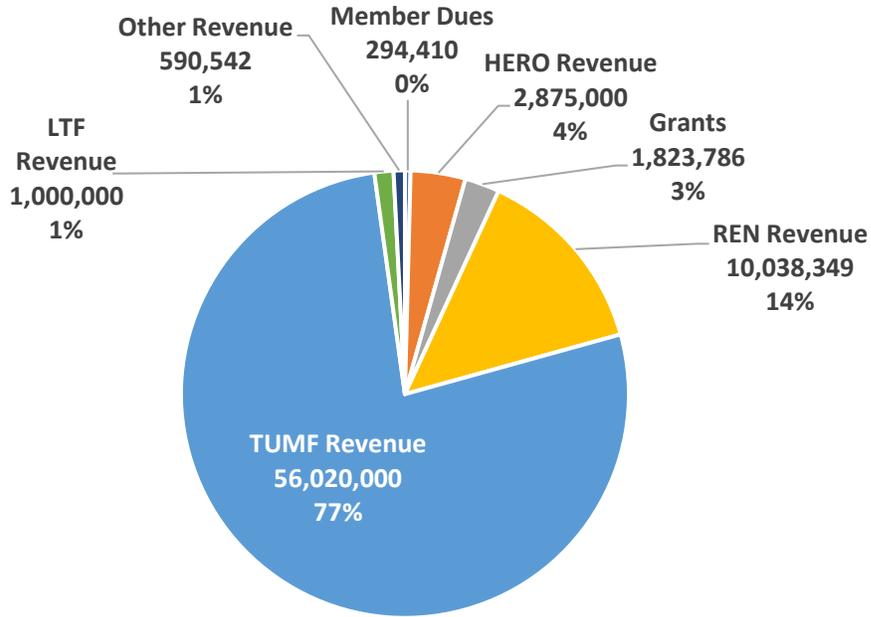
TOTAL EXPENSES BY DEPARTMENT

<b>FY 22/23 Total Expense by Department</b>	<b>Admin</b>	<b>Transportation &amp; Planning</b>	<b>Energy &amp; Environment</b>	<b>Totals</b>
110-General Fund	3,136,490	3,084,119	2,873,662	9,094,271
120-Clean Cities Fund	-	-	339,783	339,783
140-Used Oil Fund	-	-	198,223	198,223
180-REN Fund	-	-	10,038,330	10,038,330
210-LTF Fund	-	948,829	-	948,829
220-TUMF Fund	-	25,400,000	-	25,400,000
300-HERO Fund	-	-	-	-
<b>Totals</b>	<b>3,136,490</b>	<b>29,432,948</b>	<b>13,449,997</b>	<b>46,019,436</b>

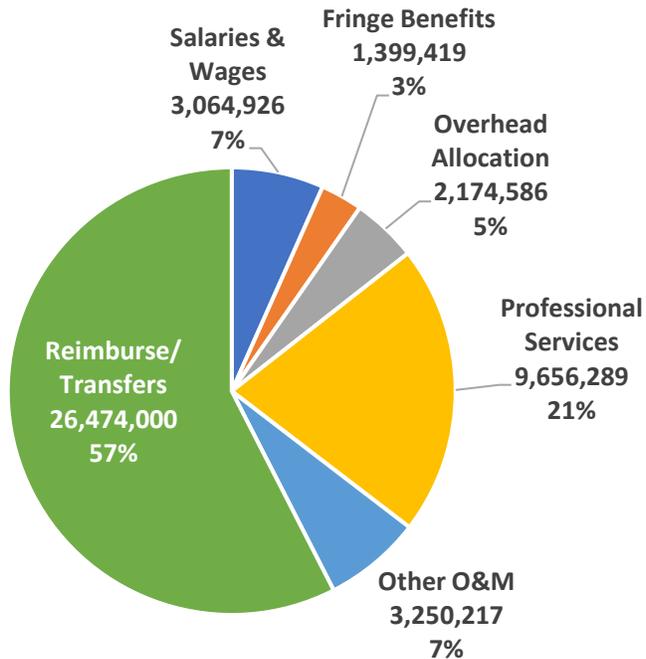
FINANCIAL SUMMARIES

TOTAL REVENUES AND EXPENSES FY 22/23

Total Revenues FY22/23

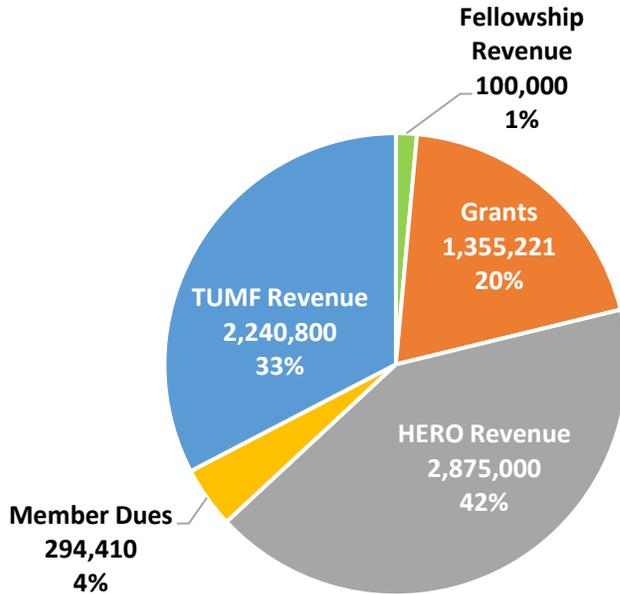


Total Expenses FY22/23

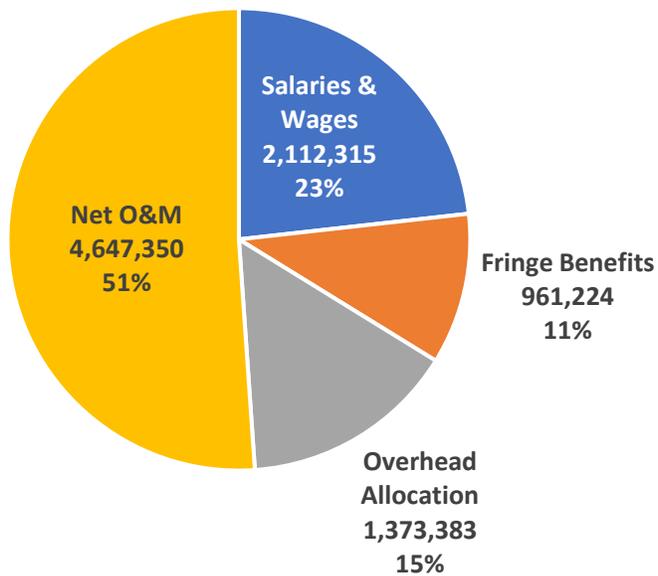


GENERAL FUND REVENUES AND EXPENSES

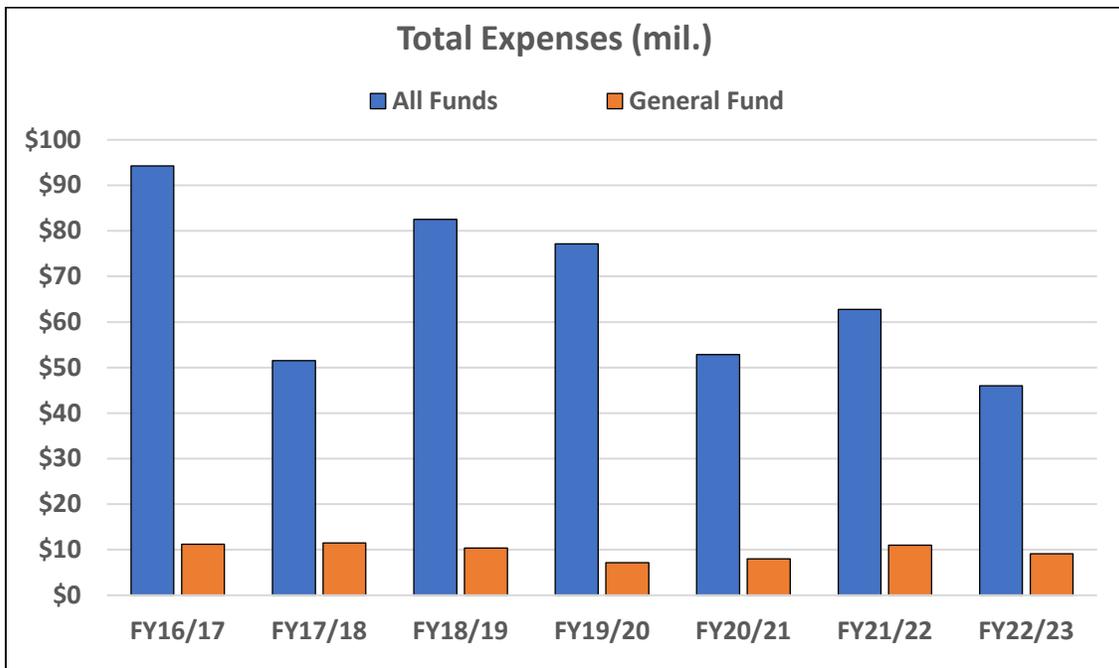
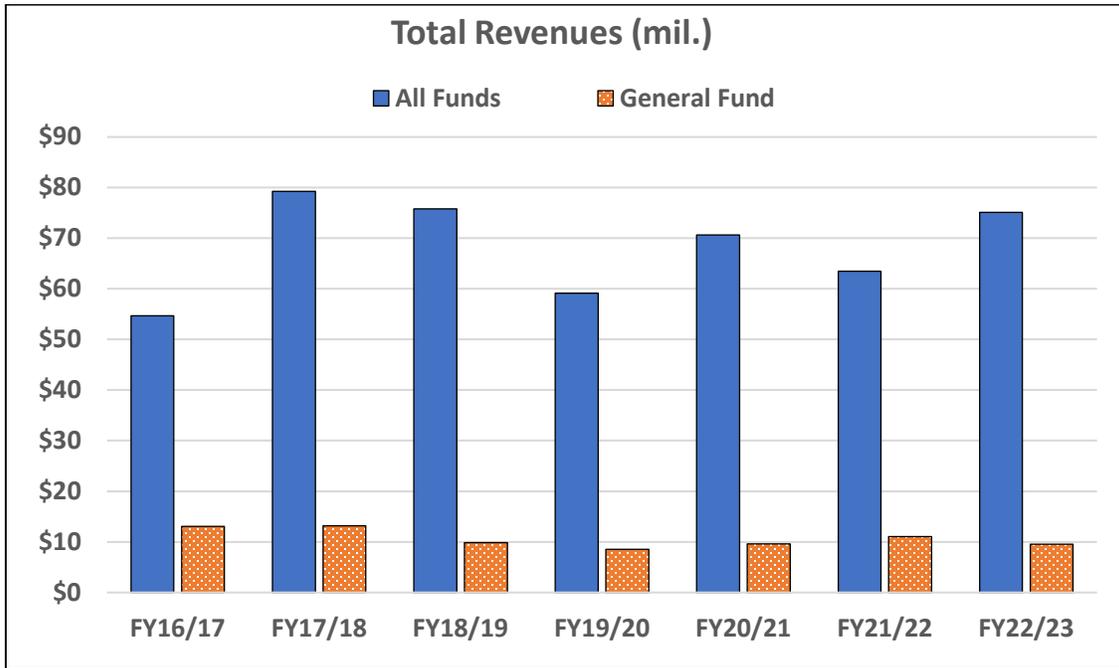
General Fund Revenues FY22/23



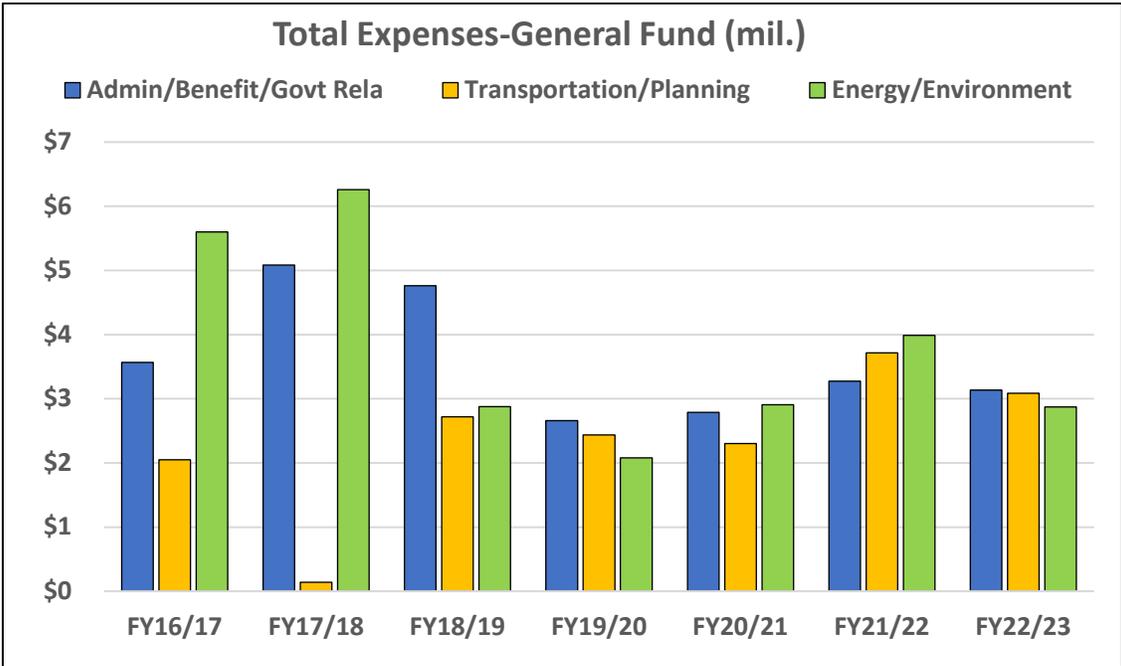
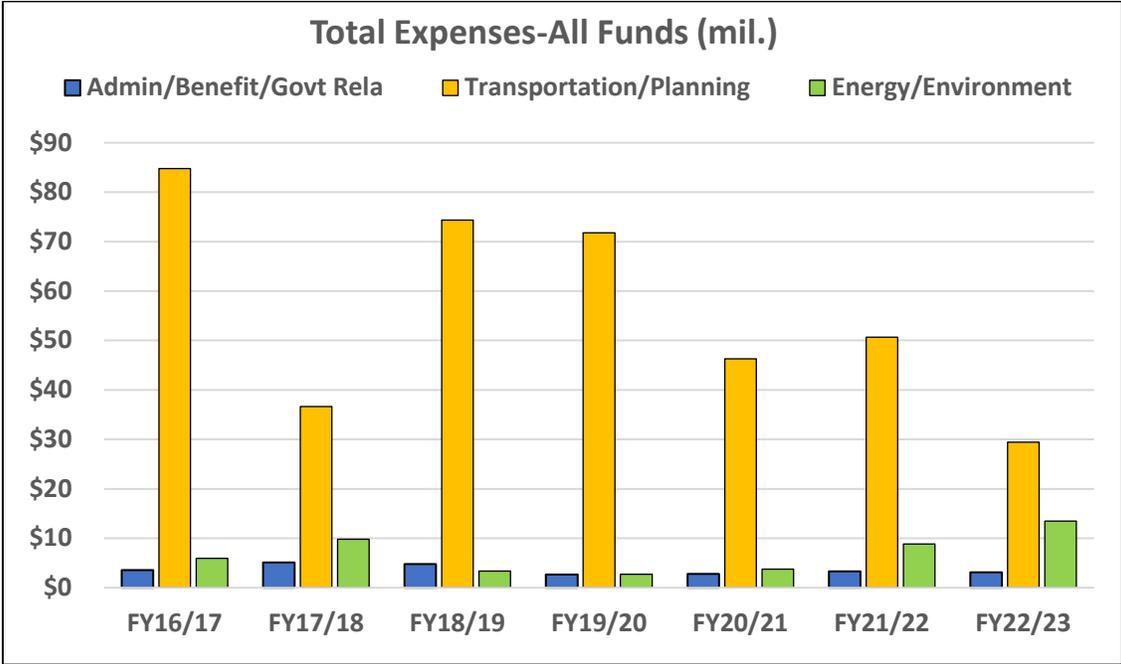
General Fund Expenses FY22/23



TOTAL REVENUES AND EXPENDITURES SINCE FY 2016/2017



TOTAL EXPENSES BY DEPARTMENT SINCE FY 2016/2017



## FINANCIAL SUMMARIES

### CHANGE IN FUND BALANCE

Change in Fund Balance	6/30/21 Balance	FY 21/22 Revenue	FY 21/22 Expense	6/30/22 Balance	FY 22/23 Revenue	FY 22/23 Expense	FY 22/23 Adjustments	6/30/23 Balance
110-General Fund	9,843,408	11,060,546	10,975,207	9,928,747	9,557,820	9,094,271	<b>(2,182,014)</b>	8,210,281
120-Clean Cities Fund	100,117	240,000	240,000	100,117	340,167	339,783	<b>42,000</b>	142,501
140-Used Oil Fund	-	168,023	168,022	1	198,398	198,223	<b>0</b>	176
180-REN Fund	-	5,151,020	4,430,748	720,272	10,038,349	10,038,330	<b>(720,272)</b>	19
210-LTF Fund	2,736,855	750,000	850,000	2,636,855	930,000	948,829	<b>334,000</b>	2,952,026
220-TUMF Fund	2,483,851	46,080,000	46,080,000	2,483,851	54,054,200	25,400,000	<b>27,250,000</b>	58,388,051
300-HERO Fund	-	-	-	-	-	-	<b>0</b>	-
Totals	<u>15,164,231</u>	<u>63,449,589</u>	<u>62,743,977</u>	<u>15,869,843</u>	<u>75,118,934</u>	<u>46,019,436</u>	<u>24,723,714</u>	<u>69,693,054</u>



---

---

## BUDGET DETAIL BY DEPARTMENT



## TRANSPORTATION & PLANNING DEPARTMENT

### Mission

The mission of the Transportation & Planning Department is to assist WRCOG member agencies with addressing key transportation and planning challenges through various programs.

Budget at a glance:	
Total Revenues	\$58,300,000
Total Expenditures	\$29,432,948
Net Revenue	\$28,867,052
Total Staff	6

### Department Description

Functions of the Transportation & Planning Department fall into two key areas: the Transportation Uniform Mitigation Fee (TUMF) Program and regional planning activities in concert with the County of Riverside and Southern California Association of Governments (SCAG). Below is a discussion of these functions.

#### TUMF

A key WRCOG effort is the TUMF Program. The TUMF Program funds critical transportation infrastructure to accommodate the traffic created by new population growth and commercial development throughout Western Riverside County. TUMF Program participants include the County of Riverside, 18 cities in Western Riverside County and the March Joint Powers Authority. Fee revenues collected from new development are allocated by WRCOG to the Riverside County Transportation Commission (RCTC) and member agencies so they can prioritize TUMF projects to be planned and constructed. TUMF revenues are also distributed to the Riverside Transit Agency (RTA) for transit improvements, and to the Western Riverside County Regional Conservation Authority (RCA) for the acquisition of sensitive environmental habitat. Over the 20-year period of the Program's nexus study, TUMF will provide approximately \$3 billion to improve mobility in Western Riverside County by building critically needed transportation infrastructure. Collectively, these infrastructure improvements and mitigation projects will help to reduce congestion, create safer roadways, improve air quality, provide open space, and keep our communities moving. The types of projects funded by TUMF are transportation-related, including interchanges, bridges, grade separations, roadways, and transit facilities.

The TUMF Program is funded through fees paid by project applicants. As funds are collected by WRCOG (either directly or through a WRCOG member agency), those funds are pooled by WRCOG and distributed as follows:

- 45.7% to WRCOG member agencies,
- 45.7% to RCTC,
- 3.1% to RTA,
- 1.5% to RCA, and
- 4.0% to WRCOG for Program Administration.

The 45.7% of TUMF is allocated to WRCOG's member agencies through the 5-Year Transportation Improvement Program (TIP) process. The WRCOG subregion is grouped into five TUMF Zones, which are geographic groupings of member agencies. The five current TUMF Zones are as follows:

- Central (Menifee, Moreno Valley, Perris, and the County of Riverside)
- Hemet / San Jacinto (Hemet, San Jacinto, and the County of Riverside)
- Northwest (Corona, Eastvale, Jurupa Valley, Norco, Riverside, March JPA, and the County of Riverside)
- Pass (Banning, Beaumont, Calimesa, and the County of Riverside)
- Southwest (Canyon Lake, Lake Elsinore, Murrieta, Temecula, Wildomar, and the County of Riverside)

Per the TUMF Administrative Plan, RCTC is responsible for the administration of TUMF funds it receives. RCTC allocates those funds to subregional TUMF Projects, which are identified in the TUMF Nexus Study. Funds are remitted to RCTC monthly. The process to allocate and distribute TUMF funds between WRCOG and RCTC is governed by a Memorandum of Understanding (MOU) between the two agencies.

RTA also receives an allocation of TUMF funds which are used to fund regional transit projects, as identified in the Nexus Study. These funds are remitted to RTA on a quarterly basis. WRCOG and RTA have an MOU which sets forth the various roles and responsibilities of both parties.

RCA's allocation of TUMF funds is also remitted on a quarterly basis and are used by RCA to purchase land in support of the Multi-Species Habitat Conservation Plan (MSHCP). WRCOG and RCA also have an MOU, similar to the other MOUs maintained with WRCOG's partner agencies.

### Planning

The Transportation & Planning Department also oversees various land-use and transportation planning efforts. Major planning activities include the SCAG Regional Early Action Program (REAP) Subregional Partnership Program, Grant Writing Assistance Program, Riverside County Transportation Model (RIVCOM), Senate Bill (SB) 743 Support and Mitigation, regional agency outreach and coordination, housing-related outreach, other land-use / transportation studies, and coordination with WRCOG Planning Directors and Public Works Committees.

The REAP Subregional Partnership Program is funding by SCAG to assist WRCOG member agencies with various implementation activities related to State housing-related legislation. WRCOG entered into an MOU with SCAG in 2021 which allows WRCOG to spend the funds based on a SCAG-approved work plan. Key elements of the work plan include development of a Geographic Information System (GIS) database for use in member agency housing elements, Objective Design Standards for adoption by WRCOG member agencies, and direct support to member agency Planning Departments in the form of contract planners.

The Grant Writing Assistance Program was established by the Executive Committee in 2017. The primary focus of this Program is two-fold. First, WRCOG prepares a bi-weekly summary of potential grants which are then distributed to WRCOG member agencies. WRCOG then engages one of WRCOG's On-Call grant writing consultants to prepare the grant application for the WRCOG member agency. If successful, the implementation of the Grant is then the responsibility of the WRCOG member agency.

The Transportation & Planning Department administers and distributes the RIVCOM funds. Agencies and independent consultants can access the RIVCOM model either through executing a user agreement and user fee, or WRCOG can, upon request, provide RIVCOM analysis on a per use basis. The RIVCOM model is a complex system that analyzes road networks, socio-economic data, driver behavior, and goods movement to predict where traffic flow will occur as the population grows and changes. While the RIVCOM model covers the entire SCAG region, the County of Riverside is the focus of analysis, and the model data is more disaggregated within the County as opposed to other areas of the region.

WRCOG Planning staff are also assisting WRCOG member agencies with the Implementation of SB 743. This assistance was initially funded by a grant from SCAG, which was received in 2018 and completed in 2020. WRCOG maintains a website and provides various online tools for VMT calculation. This website also includes a link to a process to determine if a VMT analysis is required, based on specific information regarding a project's location and description. Additionally, WRCOG has been evaluating a Regional VMT Mitigation Program in collaboration with RCTC and RTA.

WRCOG also coordinates on a regular basis with other regional agencies such as SCAG. WRCOG provides updates on SCAG activities through a regular review of upcoming SCAG meetings. This update is distributed to elected officials in the WRCOG subregion and other key regional stakeholders. WRCOG staff also attend SCAG meetings and coordinates with SCAG to provide updates at WRCOG meetings.

Over the past several years, WRCOG has actively worked to promote a greater understanding of recent housing-related legislation. As part of this process, WRCOG regularly monitors pending legislation and prepares summaries for WRCOG's Committees. Additionally, WRCOG serves as a resource for member agency staff who may have questions regarding legislation and conducts additional research as necessary to determine the potential impacts of legislation.

Another planning-related activity is the special studies which WRCOG conducts for the benefit of its members, including the Fee Comparison Study, the Assembly Bill (AB) 602 Trip Generation Study and the regional travel survey. These studies support the TUMF Program and other fee programs within the WRCOG subregion.

Local Transportation Fund (LTF) revenue is distributed by RCTC based on funds provided by the State of California under the 1971 Transit Development Act (TDA). The TDA allocates a portion

of sales tax funds back to the region in which they were generated for regional planning activities. A portion of these funds are made available to WRCOG through RCTC. To receive these funds, the Planning Department prepares and submits a work plan outlining how these funds will be spent in the forthcoming fiscal year.

The Transportation & Planning Department regularly applies for and receives grants from a variety of regional and State agencies.

**Prior Year Accomplishments**

During the 2021/2022 Fiscal Year, the Transportation & Planning Department accomplishments include the following activities as broken down by the Transportation and Planning Work Groups in the Department:

TUMF

Through March of Fiscal Year 2021/2022, WRCOG has collected nearly \$50 million in TUMF from developers throughout the WRCOG subregion. Current projections are that the Program will collect nearly \$70 million by the end of Fiscal Year 2021/2022.

WRCOG’s key role within the Program is to serve as the Program Administrator, ensuring that funds are collected and distributed to WRCOG member agencies as they complete work on projects. The TUMF Program funds both pre-construction (planning, design, and environmental work) and construction activities. Currently, the TUMF Program is funding:

- 6 bridge construction projects
- 1 grade separation
- 22 interchanges
- 38 roadway projects
- 9 transit projects

Notable projects which are currently underway include:

- Hamner Avenue Bridge (Norco / Eastvale)
- I-25 Holland Overcrossing (Menifee)
- SR-60 / Moreno Beach Interchange (Moreno Valley)
- I-15 / French Valley Parkway Overcrossing & Interchange (Temecula)
- Temescal Canyon Road (Riverside County)
- SR-60 / Potrero Boulevard Interchange (Beaumont)
- Vine Street Mobility Hub (Riverside)

The TUMF Program also implemented a Construction Cost Index (CCI) during Fiscal Year 2021/2022 as approved by the Executive Committee. This CCI included an increase of 3% for TUMF fees. WRCOG implemented this increase in conjunction with its member agencies

through updates to the individual member fee resolutions. WRCOG also implemented updates in its automated fee collection processing system to seamlessly incorporate this change.

The Executive Committee also authorized staff to commence work on a Nexus Study update in Fall 2021. Key work completed to date for the Nexus Study includes a review of the existing TUMF Network and review of socio-economic data. WRCOG also met with each member agency to determine if that agency wanted to recommend any projects for addition to the TUMF Network.

### Planning

The Planning activities included the Regional Early Action Program (REAP), Regional Grant Writing, RIVCOM, Climate Adaptation Study, SB 743 implementation, and other transportation or planning related efforts.

WRCOG was awarded \$1.7 million through the REAP Subregional Partnership Program. These funds were used to establish new efforts to assist jurisdictions with housing planning and increase housing production. These efforts, which will continue through June 2023, are entirely funded by REAP funds. Specific accomplishments include:

- Development of a regional GIS / Mapping System for Housing Opportunity Sites to support the development of jurisdictional Housing Elements,
- Held monthly educational legislative sessions on proposed housing bills, including presentations to the Planning Directors Committee (PDC) and the Executive Committee, and
- Assisted nine jurisdictions that received funding to support the development of their Housing Elements or other related planning activities.

During the 2021/2022 Fiscal Year, WRCOG's Grant Writing Program assisted with the development of ten applications for the Statewide Active Transportation Program. In addition, WRCOG updated the Program Guidelines to provide more financial stability to the Grant Writing Assistance Program by ensuring that WRCOG assistance was provided for grant application development with the highest possibility of success. The revisions to the Program Guidelines were approved by the WRCOG Committees in 2022.

WRCOG completed work on the RIVCOM for use by jurisdictions and implemented a process for users to access the model. This process includes finalizing a user agreement and incorporating a fee collection via the TUMF portal site. During the 2021/2022 Fiscal Year, six consultants executed user agreements for full use of the model. Three additional consultants have requested access to the model on behalf of jurisdictions.

WRCOG completed the Resilient Inland Empire (IE) Phase II, a study funded by Caltrans. Resilient IE works to support regional and local efforts to prepare for and mitigate risks associated with climate adaptation on the region's transportation infrastructure. Phase II of this

project focused on quantifying the community-wide costs of transportation asset outages under projected future climate-related hazard scenarios.

The web based VMT Screening Tool was updated in Fiscal Year 2021/2022. WRCOG also prepared a VMT Calculator Tool that allows projects to estimate its VMT for use in environmental analysis. WRCOG also commenced exploration of a VMT Mitigation Program for Western Riverside County. As part of this effort, WRCOG completed due diligence on Program frameworks, considerations, and potential mitigation actions for a potential Regional VMT Mitigation Program.

A regional travel survey was completed that analyzes where trips in the subregion originate and end. Analysis was conducted for each jurisdiction, and the March Joint Powers Authority, and was presented to WRCOG Committees. The primary purpose of this analysis was to demonstrate that the TUMF Program was meeting its goal to accommodate for regional travel in the WRCOG subregion.

Finally, WRCOG provided monthly updates to the Planning Directors and Executive Committees regarding recently passed and proposed State legislation that impacts housing such as SB 9, SB 10, SB 330, and AB 602.

### **Department Strategic Work Plan**

On January 12, 2022, the Executive Committee adopted a new Strategic Plan with specific Transportation & Planning Department goals and strategies.

Transportation & Planning staff will work toward achieving Goal 1: Serve as an advocate at the regional, state, and federal level for the Western Riverside County subregion. Within this goal there are four specific strategies. Below is a discussion of the efforts that will be made during Fiscal Year 2022/2023:

Goal 1, Strategy 1.1: Provide consistent updates regarding legislative actions that impact WRCOG member agencies to Committee members and member agency staff members.

- WRCOG's action related to legislation such as SB 743 and the various housing-related legislative item clearly aligns with this Strategic Plan goal. One of the Departmental actions is the preparation of a report that is provided to the Executive Committee and the PDC on a regular basis regarding State legislation related to housing.

The Department will also work on Goal 2: Identify and help secure grants and other funding opportunities for projects and programs that benefit member agencies.

Goal 2, Strategy 2.1: Track and provide updates on regional, state, and federal grant opportunities of interest to WRCOG and its member agencies.

- WRCOG staff provide bi-weekly updates regarding grants opportunities for WRCOG member agencies.
- The REAP grant (\$1.8M) was obtained by WRCOG to implement a variety of programs to assist its member agencies with responding to new State housing mandates. WRCOG provides bi-weekly updates on grant opportunities to our member agencies, thereby meeting both this Goal and Strategy.

Goal 2, Strategy 2.2: Provide staff support and/or access to consultants for grant research and application preparation.

- WRCOG’s Grant Writing Assistance Program is directly responsive to this strategy since WRCOG provides on-call consultants to assist its member agencies with grant preparation.

Goal 5 will also be addressed by the Transportation & Planning Department. Goal 5: Develop projects and programs that improve infrastructure and sustainable development in the region.

Goal 5, Strategy 5.1: Support investment in projects, infrastructure and programs in the region including, transportation infrastructure, water and wastewater infrastructure, and broadband / Smart Cities infrastructure.

- All of the Department efforts related to the TUMF Program are in alignment with this goal since the focus is the successful implementation of all aspects of the TUMF Program. This includes both routine efforts related to the management and oversight of the Program as well as the completion of key technical studies such as the Nexus Study, VMT Mitigation, the Fee Analysis Study, and the AB 602 Residential Trip Generation study.
- The updated TUMF Nexus Study is a major Departmental-wide effort. WRCOG regularly prepares updates to the TUMF Nexus Study, which are currently required to be completed following completion of the SCAG Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS). The last update was completed in 2016 and adopted in 2017. The TUMF Nexus Study will update the list of TUMF-eligible facilities and also update the fee levels based on the standard TUMF land use categories.
- The VMT Mitigation effort is a collaborative effort with partner agencies such as RCTC and RTA along with several of member agencies (the Cities of Jurupa Valley, Moreno Valley, and Riverside). The purpose of the VMT Mitigation effort is to identify ways to mitigate VMT impacts of development and transportation projects to ensure that these projects can meet CEQA-compliance requirements under SB 743. Creating a pathway for VMT mitigation ensures that land use projects can continue to be built (allowing payment of TUMF) and transportation projects can be implemented (allowing expenditure of TUMF).
- The Fee Analysis Study is a key study that complements the TUMF Nexus Study. The first Fee Analysis Study was completed in 2016 in response to questions from

stakeholders who questioned the impact of a TUMF fee increase on new development. The updated Study will provide a comprehensive look at impact fees across the subregion, allowing WRCOG member agencies to fully evaluate the effect of any changes in TUMF.

- Another key effort is an evaluation of residential trip generation related to AB 602. AB 602 requires that impact fees for residential projects be evaluated on a per square foot instead of a per unit basis. WRCOG will be completing a data collection effort and a statistical analysis to determine the impact of different home sizes on travel demand, thereby allowing WRCOG to determine how TUMF should be calculated per the requirements of AB 602.

Additional activities that further the Agency's Strategic Plan include the following:

- Ensure timely processing of TUMF payments, reimbursement agreements, and jurisdiction reimbursement requests.
- Compile monthly TUMF revenue reports.
- Complete all programmatic TUMF documents such as the 5-year TIPs.
- Provide member agencies with regular updates regarding grant opportunities and prepare grant applications that comply with the Grant Writing Assistance Program Guidelines.
- Provide regular updates regarding housing-related legislation to member agencies.
- Complete the REAP Work Plan.
- Complete and submit the LTF Work Plan.
- Complete the TUMF Annual Report and the jurisdictional TUMF Annual Reviews.
- Provide regular updates on SB 743 to member agencies.

## ENERGY & ENVIRONMENTAL DEPARTMENT

### Mission

The mission of the Energy & Environmental Department is to assist member agencies and regional partners in the pursuit of clean, consistent, and efficient energy resources and to implement programs that support California's greenhouse gas reduction and decarbonization goals.

Budget at a glance:	
Total Revenues	\$13,942,677
Total Expenditures	\$13,449,997
Net Revenue	\$492,680
Total Staff	13

### Department Description

The Energy & Environmental Department has two divisions. The key programs overseen by the Energy Division include: the Inland Regional Energy Network (I-REN), the Commercial Property Assessed Clean Energy Program (C-PACE), HERO residential PACE-financing Program, Regional Streetlights, and Energy Resilience. The Environmental Department assists member agencies with addressing state mandates requiring education and outreach programs to reduce greenhouse gas (GHG) emissions. The Environmental Division has three key programs to meet California's goals: the Solid Waste and Recycling Program, the Western Riverside County Clean Cities Coalition, and the Used Oil Recycling Program.

### Energy

Inland Regional Energy Network (I-REN) - The I-REN is a collaboration between WRCOG, CVAG, and the San Bernardino Council of Governments (SBCOG). It is the mission of I-REN to actively participate in California's Clean Energy initiatives and build a stronger clean energy economy and community. I-REN has a vision to connect residents, businesses, and local governments to a wide range of energy efficiency resources to increase energy savings and equitable access throughout San Bernadino and Riverside Counties. I-REN programs and services include three sectors: Public sector, Codes and Standards sector, and Workforce Education and Training sector.

I-REN's goals for these sectors are: 1) build capacity and knowledge to enable local governments to effectively leverage energy efficiency services and demonstrate best practices (Public sector), 2) work closely with local building departments and the building industry to support, train, and enable long-term streamlining of energy code compliance (Codes and Standards sector), and 3) ensure there is a trained workforce to support and realize energy efficiency savings goals across sectors (Workforce Education and Training sector).

Commercial Property Assessed Clean Energy (C-PACE) - WRCOG administers a C-PACE Program throughout California. The C-PACE Program provides financing to commercial property owners to implement energy saving, renewable energy, water conservation, and seismic strengthening improvements to their businesses.

The HERO residential PACE-financing Program worked with one primary partner to provide financing for a series of energy efficient home improvements. That partnership is now dissolved and WRCOG is no longer accepting new customer assessments. The existing assessments are currently scheduled to be paid off as late as the year 2046, although early payoffs are common. WRCOG continues to service the existing assessments until they are paid off and draws revenue from an annual assessment, prepayment fee, and delinquencies. The amount of revenue and expenses are expected to decrease as the number of live assessments decreases.

**Regional Streetlights** - The Regional Streetlight Program has assisted 10 member agencies and a Community Service District to purchase approximately 50,000 streetlights within their jurisdictional boundaries, which were previously owned and operated by Southern California Edison (SCE) and retrofit to light-emitting diode (LED) technology to provide more economic operations (i.e., lower maintenance costs and reduced energy use). Local control of the streetlight system provides agencies with opportunities for future revenue generation such as digital-ready networks and telecommunications and information technology strategies. WRCOG is currently completing development of a Smart Streetlights Implementation Plan and Broadband Assessment to determine how best to utilize the streetlights for additional use and benefit to all WRCOG member agencies.

**Energy Resiliency Plan** - WRCOG is completing the Western Riverside County Energy Resiliency Plan to address local energy resiliency against power outage impacts on the subregion's power supply for critical facilities maintained and operated by member agencies. The Plan is expected to be completed in Fiscal Year 2022/2023.

#### Environmental

**Solid Waste and Recycling Program** - The Solid Waste and Recycling Program assists in developing regional strategies to address waste diversion goals and reduce short-lived climate pollutants. The Solid Waste Committee meets quarterly to discuss current and upcoming legislation related to recycling laws, hosts speakers and staff from CalRecycle to provide updates, and supports members with compliance-related activities, including preparing annual reports on their behalf.

**Western Riverside County Clean Cities Coalition** - The Clean Cities Coalition aims to reduce petroleum use in the transportation sector through the integration of advanced alternative technologies including zero-emission vehicles (ZEV) and alternative fuel infrastructure deployment. The Clean Cities Coalition does this through promotion of technologies, outreach, and education to the public.

**Used Oil Recycling Program** - The Used Oil Recycling Program is designed to promote the proper recycling and disposal of used motor oil, filters, and other household hazardous waste (HHW). WRCOG staff host events across the subregion, promoting the proper use of contaminated used oil, and to provide a venue for community members to recycle their used oil properly. WRCOG

staff also supports members with compliance-related activities including preparing annual reports on their behalf.

## Prior Year Accomplishments

### Energy

1. In November 2021, the CPUC authorized the formation of the I-REN and approved its business plan and budget for \$65 million through program years 2022-2027.
2. In November 2021, staff worked with the recently formed ERP Advisory Group to develop the Facility Prioritization Matrix. The top three facilities selected are as follows:
  - Banning Wastewater Treatment Plant
  - Jurupa Valley Fire Station 16
  - Kay Cenicerros Senior Center, Menifee
3. Provided over \$54 million in financing for nine C-PACE projects.

### Environmental

1. Developed AB 939 Annual Reports on behalf of 13 member agencies.
2. Hosted multiple workshops on solid waste management best practices, lessons learned, and upcoming reporting requirements modification with dozens of participants from cities and stakeholders across the subregion.
3. Hosted the Love Your Neighborhood multi-city clean-up event picking up over 2,000 pounds of trash.
4. Doubled capacity (3,285 gallons) for collection of used oil and contaminated household hazardous waste at nine locations across the subregion.
5. Hosted 27 virtual Used Oil events and exchanged a total of 1,443 used oil filters across Western Riverside County.
6. Reached over 350,000 social media users with the Used Oil Recycling Program advertising campaign.
7. Conducted 85 visits to Certified Collection Centers throughout Western Riverside County.

## Department Strategic Work Plan

On January 12, 2022, the Executive Committee adopted a new Strategic Plan. The Energy & Environmental Department will assist with efforts to address Goal 5: Develop projects and programs that improve infrastructure and sustainable development in our subregion. Within this goal, the Department plans to address the strategies discussed below:

Goal 5, Strategy 5.1: Support investment in projects, infrastructure and programs in the region including: (1) Transportation infrastructure, (2) Water and wastewater infrastructure, and (3) Broadband/Smart Cities infrastructure.

- Complete Smart Streetlights/Broadband Feasibility Assessment.
- Prepare monthly C-PACE closed project reports.

Goal 5, Strategy 5.3: Continue collaboration with regional agencies to address pollution control, stormwater runoff and other environmental concerns.

- Secure multi-year partnership for Love Your Neighborhood Initiatives.

The Department will also assist in efforts to meet Goal 6: Develop and implement programs that support resilience for our region. Within this goal, the Department plans to address the strategies discussed below:

Goal 6, Strategy 6.1: Incentivize programs for saving electricity, water, and other essential resources through the I-REN.

- Complete Western Riverside County Energy Resiliency Plan.
- Launch I-REN website.
- Select I-REN third party implementors.
- Develop I-REN program manuals for Public Sector and Workforce, Education & Training Programs.

Goal 6, Strategy 6.2: Supporting efforts to promote the Clean Cities Coalition.

- Host Alt Car Live Event.
- Submit annual Clean Cities Program Report to Department of Energy.
- Recruit and hire Clean Cities Program Manager.

Goal 6, Strategy 6.3: Continuing to support the Solid Waste and Recycling Program.

- Submittal of annual Used Oil compliance report.
- Conduct Annual solid waste rate survey.
- Prepare and submit AB 939 compliance reports on behalf of member agencies.
- Host a minimum of 30 used oil events throughout Western Riverside County.

## ADMINISTRATION DEPARTMENT

### Mission

The mission of the Administration Department is to carry out the policies established by the Executive Committee; provide executive leadership, financial, administrative, and technical support to the WRCOG organization and member agencies; and to safeguard and facilitate the use of resources for strategic financial planning.

Budget at a glance:	
Total Revenues	\$2,876,257
Total Expenditures	\$3,136,490
Net Cost	\$260,233
Total Staff	10

### Department Description

The Administration Department consists of three functional areas: Executive Leadership, Administrative Services, and Finance. Executive Leadership provides direction to and oversight of all operations of the Agency under the policy direction of the Executive Committee. The Administrative Services Division (ASD) is responsible for planning, organizing, directing, and coordinating WRCOG's operations. The operations include human resources, information technology, compliance, safety, procurement, facilities management, and coordination of legislative committee's activities. The Finance Division oversees and administers the financial affairs of WRCOG and provides effective and efficient management of the Agency's financial affairs. The Finance Division manages revenues, expenditures, accounting, budgeting, and the investment functions of the Agency. The Division also provides financial information to its various stakeholders to support departments and other decision-makers.

### Prior Year Accomplishments

#### Executive Leadership

1. Successful transition of Executive Directors.
2. Conducted an Agency-wide assessment of the organization's strengths and vulnerabilities.
3. Implemented the first phase of process improvements to mitigate organizational risk and maximize progress toward Strategic Goals.

#### Administrative Services

1. Developed standardized processes for general operations in human resources, facilities management, procurement, information technology, and training.
2. Implemented a new electronic payroll system to accurately manage employee data and streamline the onboarding process.
3. Championed the first annual benefit campaign which provided comprehensive information for staff to make informed benefits selections.

4. Developed and implemented a contracts database to centralize the management of agreements and improve internal controls.
5. Created a new training portal for staff to provide standardized training, offering a multi-faceted approach including career and professional development opportunities.
6. Implemented a new electronic agenda preparation and management system.

Finance

1. Released a Request for Proposal for Financial Auditing Services and selected a new financial auditor for the Agency.
2. Received an unmodified opinion in the Fiscal Year 2020/2021 annual audit and the 8th consecutive GFOA award for the Annual Comprehensive Financial Report.
3. Released a Request for Proposal and selected a contractor for Investment Management and Advisory Services.
4. Completed multiple business process improvements, including streamlining of the accounts payable process, that resulted in operational efficiencies Agency-wide.
5. Conducted an internal control risk assessment.

**Department Strategic Work Plan**

On January 12, 2022, the Executive Committee adopted a new Strategic Plan with specific Administration Department goals and strategies.

Executive Leadership

The Executive Leadership function is ultimately responsible for the Executive Committee’s entire Strategic Plan. Each department is tasked with specific areas of the Plan, and Executive Leadership directs, monitors, and reports on these activities. Certain areas of the Plan will be carried out directly by the staff in the Executive Leadership Department, such as Goal 4: Communicate proactively about the role and activities of the Council of Governments. Within this goal there are three specific strategies that are included in the work plan for next fiscal year:

Goal 4, Strategy 4.1: Develop a Communications Strategic Plan.

- After further assessment of the Agency’s communication needs and capacity, a Request for Proposal will be issued to hire a communications consultant to prepare a plan.

Goal 4 Strategy 4.2: Use social media to disseminate positive news, milestones, and accomplishments throughout the region.

- Staff will develop their social media skills through training and research and incorporate components of the Communications Strategic Plan to capture and share information on a routine basis.

Goal 4 Strategy 4.3: Promote regional interaction and coordination with surrounding communities and service providers including schools, economic development interests, transportation, and non-profit agencies.

- This Strategy will be built into the Communications Strategic Plan set and as a priority for expanded social media efforts. The Plan will use coordination to leverage the existing communications efforts of member agencies by regularly sharing or promoting their content where appropriate.

Administrative Services

The ASD is tasked with addressing Goal 7: Provide a safe, inclusive environment that values employees. Within this goal, there are four specific strategies discussed below.

Goal 7, Strategy 7.1: Develop and implement organization-wide succession planning.

- Succession planning is key in preparing for the loss of critical personnel. Government agencies are particularly impacted in this area because of the institutional knowledge that is lost when an employee separates from service. The Classification and Compensation Study will play an integral role in establishing a clear understanding of essential duties and responsibilities for staff. It will support the ability to identify development opportunities and prepare employees for the next level.

Goal 7, Strategy 7.2: Support employee training, enrichment, and recognition, including team-building opportunities.

- WRCOG is establishing an employee-led Good Vibes Team. The Team will assist in the development of enriched teambuilding strategies that will foster well-being and improve morale.
- Training programs are essential to improve the culture of WRCOG and enhance employee performance. WRCOG will work to implement training programs that will enable employees to be prepared for technological changes and facilitate career development.

Goal 7, Strategy 7.3: Establish clear performance standards for the workforce and provide annual employee reviews.

- The ASD will implement a performance review process that will include setting clear and specific performance expectations for each employee while providing periodic informal and/or formal feedback about employee performance relative to the goals of the Strategic Plan. The enhanced program will shift from the process of managing tasks to providing coaching opportunities that foster employee commitment to the overall goals of WRCOG.

Goal 7, Strategy 7.4: Promote diversity, equity, and inclusion in all hiring practices.

Additional activities that further the Strategic Plan include the following:

1. Classification and Compensation Study. This Study will assist WRCOG in enhancing employee engagement and satisfaction and attracting and retaining a diverse workforce.
2. Improve cyber security defenses for WRCOG by updating the existing information technology structure.
3. Implement a secure electronic platform for WRCOG documents.
4. Develop a performance evaluation system based on the Strategic Plan.
5. Work to implement process improvements to strengthen internal control areas.
6. Update WRCOG's policies and procedures manual.
7. Develop onboarding and orientation program for new staff.

### Finance

The Finance Division is tasked with addressing Goal 3: Ensure fiscal solvency and stability of the Western Riverside Council of Governments. Within this goal, there are three specific strategies discussed below.

Goal 3, Strategy 3.1: Maintain sound, responsible fiscal policies.

- In order to maintain sound and responsible fiscal policies, staff will review and revise its existing policies (accounting, investment, purchasing, etc.), and also explore / create new fiscal policies, such as a reserve, pension funding, and budget policy.

Goal 3, Strategy 3.2: Develop a process to vet fiscal impact(s) and potential risk(s) for all new programs and projects.

- The Finance Division will collaborate with leadership on establishing a vetting process, continue to review and scrutinize fiscal impacts on staff reports, and also seek external input regarding creation of a vetting process to ensure past mistakes aren't repeated.

Goal 3, Strategy 3.3: Provide detailed financial statements for public review online.

- Staff will work to provide detailed financials to its website, seek input from stakeholders regarding reporting, and expand and revise its current reporting format.

Additional activities that further the Strategic Plan include the following:

1. Streamline month-end close process. Explore opportunities to ensure the Agency's books are closed in a timely manner on a monthly basis and reporting to departments are delivered timely.
2. Review accounting System. Review the Agency's existing financial software solutions and explore potentially upgrading / consolidating all systems into one.
3. Update Policies. Review and update accounting, investment, reserve, and budget policies.
4. Update internal control assessment to ensure proper financial controls are implemented.



## RESOLUTION NUMBER 20-22

### A RESOLUTION OF THE GENERAL ASSEMBLY OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS ADOPTING THE FISCAL YEAR 2022/2023 AGENCY BUDGET

**WHEREAS**, The Western Riverside Council of Governments (WRCOG) operates on a fiscal year basis, beginning on July 1 of each year and continuing until June 30 of the succeeding year; and

**WHEREAS**, Article III, Section 3.3 of the WRCOG Joint Powers Agreement states that prior to July 1 of each year, the General Assembly shall adopt a final budget for the expenditures of WRCOG during the following fiscal year; and

**WHEREAS**, Article III, Section 6, Subdivision (A) of the WRCOG Bylaws states that the Executive Committee of WRCOG shall prepare and recommend to the General Assembly a yearly budget for funds and distribution and to determine the estimated share of contributions from each member agency; and

**WHEREAS**, on June 6, 2022, a proposed Agency Budget for Fiscal Year 2022/2023 was presented to the Executive Committee, and the Executive Committee recommended the proposed Agency Budget for Fiscal Year 2022/2023 to the General Assembly; and

**WHEREAS**, WRCOG provided the public with proper notice that the meeting to approve the proposed Agency Budget for Fiscal Year 2022/2023 is to be held on June 23, 2022, at the General Assembly meeting; and

**WHEREAS**, on June 23, 2022, the proposed Agency Budget for Fiscal Year 2022/2023 was presented to the General Assembly and the General Assembly held a public hearing on the proposed Budget.

**NOW THEREFORE, BE IT RESOLVED** by the General Assembly of the Western Riverside Council of Governments as follows:

#### **Section 1. RECITALS**

The above recitals are incorporated herein by this reference.

#### **Section 2. FINAL BUDGET**

- (a) The General Assembly hereby approves and adopts the WRCOG Fiscal Year 2022/2023 Agency Budget with expenditure appropriations of \$46,019,436.
- (b) The continuation of Fiscal Year 2021-22 appropriations to FY 2022-23 is authorized for the completion of programs and activities currently underway.

#### **Section 3. AMENDING THE FINAL BUDGET**

- (a) In accordance with Sections 4.1 and 1.2.2, Subdivision (f) of the WRCOG Joint Powers Agreement and Government Code Section 29092, the General Assembly hereby delegates its power to amend the WRCOG Fiscal Year 2022/2023 Agency Budget and approve Budget transfers throughout the Fiscal Year to the Executive Director within the following control levels:

- (1) Level of Budgetary Control – Budgetary control is established at the following levels: a) General Fund – Fund level and b) Other Funds – Fund level.
- (b) The Executive Director is authorized to establish and amend revenue estimates and expenditure appropriations corresponding to receipt or award of grant funding, donations, and reimbursements.
- (c) The Executive Director may revise the schedule of any appropriation made in this resolution where the revision is of a technical nature and is consistent with the intent of the Board. Notice of any revisions shall be included in subsequent budget updates to the Board.
- (d) The Executive Director is authorized to adjust classifications, including salary and benefit adjustments, and to make related inter-fund transfers and appropriation adjustments, to ensure comparability with similar classifications to maintain equity in WRCOG's salary schedules and to incorporate changes into the Salary Schedule, as appropriate.

**Section 4. IMPLEMENTATION OF ANNUAL BUDGET**

The Executive Director is hereby authorized to take necessary and appropriate actions to carry out the purpose and intent of this resolution.

**PASSED AND ADOPTED** by the General Assembly of the Western Riverside Council of Governments on June 23, 2022.

\_\_\_\_\_  
 Karen Spiegel, Chair  
 WRCOG Executive Committee

\_\_\_\_\_  
 Kurt Wilson, Secretary  
 WRCOG Executive Committee

Approved as to form:

\_\_\_\_\_  
 Steven DeBaun  
 WRCOG Legal Counsel

AYES: \_\_\_\_\_      NAYS: \_\_\_\_\_      ABSENT: \_\_\_\_\_      ABSTAIN: \_\_\_\_\_



Western Riverside Council of Governments  
3090 University Ave, Suite 200  
Riverside, CA 92501  
(951) 405-6700  
[www.wrcog.us](http://www.wrcog.us)

# Attachment 2

Resolution Number 20-22  
FY 2022/2023 Budget

**RESOLUTION NUMBER 20-22**

**A RESOLUTION OF THE GENERAL ASSEMBLY OF THE  
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS  
ADOPTING THE FISCAL YEAR 2022/2023 AGENCY BUDGET**

**WHEREAS**, the Western Riverside Council of Governments (WRCOG) operates on a fiscal year basis, beginning on July 1 of each year and continuing until June 30 of the succeeding year; and

**WHEREAS**, Article III, Section 3.3 of the WRCOG Joint Powers Agreement states that prior to July 1 of each year, the General Assembly shall adopt a final budget for the expenditures of WRCOG during the following fiscal year; and

**WHEREAS**, Article III, Section 6, Subdivision (A) of the WRCOG Bylaws states that the Executive Committee of WRCOG shall prepare and recommend to the General Assembly a yearly budget for funds and distribution and to determine the estimated share of contributions from each member agency; and

**WHEREAS**, on June 6, 2022, a proposed Agency Budget for Fiscal Year 2022/2023 was presented to the Executive Committee, and the Executive Committee recommended the proposed Agency Budget for Fiscal Year 2022/2023 to the General Assembly; and

**WHEREAS**, WRCOG provided the public with proper notice that the meeting to approve the proposed Agency Budget for Fiscal Year 2022/2023 is to be held on June 23, 2022, at the General Assembly meeting; and

**WHEREAS**, on June 23, 2022, the proposed Agency Budget for Fiscal Year 2022/2023 was presented to the General Assembly and the General Assembly held a public hearing on the proposed Budget.

**NOW, THEREFORE, BE IT RESOLVED** by the General Assembly of the Western Riverside Council of Governments as follows:

**Section 1. RECITALS**

The above recitals are incorporated herein by this reference.

**Section 2. FINAL BUDGET**

- (a) The General Assembly hereby approves and adopts the WRCOG Fiscal Year 2022/2023 Agency Budget with expenditure appropriations of \$46,019,436.
- (b) The continuation of Fiscal Year 2021/2022 appropriations to FY 2022/2023 is authorized for the completion of programs and activities currently underway.

**Section 3. AMENDING THE FINAL BUDGET**

- (a) In accordance with Sections 4.1 and 1.2.2, Subdivision (f) of the WRCOG Joint Powers Agreement and Government Code Section 29092, the General Assembly hereby delegates its power to amend the WRCOG Fiscal Year 2022/2023 Agency Budget and approve Budget transfers throughout the Fiscal Year to the Executive Director within the following control levels:
  - (1) Level of Budgetary Control – Budgetary control is established at the following levels: a) General Fund – Fund level, and b) Other Funds – Fund level.
- (b) The Executive Director is authorized to establish and amend revenue estimates and expenditure appropriations corresponding to receipt or award of grant funding, donations, and reimbursements.
- (c) The Executive Director may revise the schedule of any appropriation made in this Resolution where the revision is of a technical nature and is consistent with the intent of the Executive Committee. Notice of any revisions shall be included in subsequent budget updates to the Executive Committee.
- (d) The Executive Director is authorized to adjust classifications, including salary and benefit adjustments, and to make related inter-fund transfers and appropriation adjustments, to ensure comparability with similar classifications to maintain equity in WRCOG's Salary Schedules and to incorporate changes into the Salary Schedule, as appropriate.

**Section 4. IMPLEMENTATION OF ANNUAL BUDGET**

The Executive Director is hereby authorized to take necessary and appropriate actions to carry out the purpose and intent of this resolution.

**PASSED AND ADOPTED** by the General Assembly of the Western Riverside Council of Governments on June 23, 2022.

\_\_\_\_\_  
Karen Spiegel, Chair  
WRCOG Executive Committee

\_\_\_\_\_  
Dr. Kurt Wilson, Secretary  
WRCOG Executive Committee

Approved as to form:

\_\_\_\_\_  
Steven DeBaun  
WRCOG Legal Counsel

AYES: \_\_\_\_\_      NAYS: \_\_\_\_\_      ABSENT: \_\_\_\_\_      ABSTAIN: \_\_\_\_\_



# Western Riverside Council of Governments General Assembly Business Session

## Staff Report

**Subject:** Ratification of WRCOG Bylaws  
**Contact:** Dr. Kurt Wilson, Executive Director, [kwilson@wrcog.us](mailto:kwilson@wrcog.us), (951) 405-6701  
**Date:** June 23, 2022

### **Requested Action(s):**

1. Accept Resolution Number 25-21; A Resolution of the Executive Committee of the Western Riverside Council of Governments amending its Bylaws.

### **Purpose:**

The purpose of this item is to ratify WRCOG's Bylaws. These updates were made based on direction from a subcommittee tasked with reviewing both documents.

### **WRCOG 2022-2027 Strategic Plan Goal:**

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

### **Background:**

The practices, role, and needs of WRCOG have evolved over the past three decades. The processes outlined in the formation document (Joint Powers Agreement) and the operational document (Bylaws) should be updated from time to time in order to capture changes in the needs, intent, and focus of the Executive Committee. This agenda item proposes updates to the WRCOG Bylaws.

Last summer, a subcommittee comprised of Vice-Chair Crystal Ruiz, Committee member Brian Tisdale, Committee member Ben Benoit, and immediate Past Chair Kevin Bash met to evaluate and propose changes to WRCOG's Bylaws. The group met over a series of months and identified several substantive changes along with several formatting and/or stylistic changes.

A partial list of key changes to the Bylaws is listed below. For the full scope of changes, please see the attached red line document (Attachment 1). The changes are intended to:

1. Clarify the role of the Chairperson to include, without limitation, the power to execute documents or take other actions as directed by the Executive Committee, make appointments to the Administration & Finance Committee, create and appoint to ad hoc committees, and call special meetings.
2. Clarify which official will preside over the meeting when the Chair is absent. Designates the Past Chair to preside over the meeting if the Chair, Vice-Chair, and 2nd Vice-Chair are absent.
3. Clarify the duties of the Executive Director and General Counsel and the Executive Committee's ultimate oversight authority over the Executive Director and General Counsel. Duties of the

Executive Director include:

- a. Administration of personnel system.
  - b. Administration of contracts.
  - c. Preparation of audit by outside auditor.
  - d. Enforcement of policies, rules and regulations, motions, or resolutions.
  - e. Preparation and implementation of budget.
4. Establish the selection, oversight, and termination process of the Executive Director and General Counsel.
  5. Update gender references.
  6. Make various non-substantive language changes for clarity.

**Prior Action(s):**

**November 1, 2021:** The Executive Committee adopted Resolution Number 25-21; A Resolution of the Executive Committee of the Western Riverside Council of Governments amending its Bylaws.

**October 13, 2021:** The Administration & Finance Committee recommended that the Executive Committee adopt Resolution Number 25-21; A Resolution of the Executive Committee of the Western Riverside Council of Governments amending its Bylaws.

**Fiscal Impact:**

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

**Attachment(s):**

[Attachment 1 - Bylaws - red lined](#)

[Attachment 2 - Resolution Number 25-21 Amending the Bylaws](#)

# Attachment

## Bylaws – red lined

**BY-LAWS  
FOR THE  
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

**ARTICLE I**

**SECTION 1.**

These Bylaws are provided for the organization and administration of the Western Riverside Council of Governments which has been established under a Joint Powers Agreement (“JPA”). These Bylaws supplement the Agreement. Capitalized terms shall have the same meaning as set forth in the JPA. In the event that the Bylaws conflict with the JPA, the JPA shall control.

**ARTICLE II  
GENERAL ASSEMBLY**

**SECTION 1. MEETINGS**

- A. Annual Meeting. The annual General Assembly shall meet in June. The locations and times of these meetings shall be determined by the Executive Committee.
- B. Special Meetings. Special meetings of the General Assembly may be called by the Chairperson, or in his or her absence by the Vice-Chairperson, or in the absence of the Chairperson and the Vice-Chairperson, by the Second Vice-Chairperson, or a majority of the members of the member agencies.

**SECTION 2. OFFICERS**

- A. Nomination and Election. The General Assembly shall elect, by a majority vote, the Chairperson, Vice-Chairperson, and Second Vice-Chairperson from members of the Executive Committee, provided he or she is first nominated by either the General Assembly or Executive Committee. The election of the Chairperson, Vice-Chairperson, and Second Vice-Chairperson shall be conducted ~~once each year and no later than July~~ annually by July 1, or as soon thereafter as possible.
- B. Prohibition. The ~~General Assembly shall not elect the~~ Chairperson, Vice-Chairperson, and Second Vice-Chairperson ~~from~~ shall each be representatives of ~~the same~~ from different General Assembly member ~~agency~~ agencies.
- C. Term. The elected Chairperson, Vice-Chairperson, and Second Vice-Chairperson shall assume office ~~at the close of the meeting of their election~~ annually on July 1 and each officer shall hold office for one year, or until his or her successor ~~shall~~ be elected.

D. Vacancy. Notwithstanding Article II, Section 2.C., if the office of the Chairperson, Vice-Chairperson or Second Vice-Chairperson becomes vacant, the resulting vacancy(s) shall be filled by the Vice-Chairperson and/or Second Vice-Chairperson, respectively and a new Second Vice-Chairperson shall be selected as set forth in Article II, Section 2.A. ~~Notwithstanding the forgoing, the Executive Committee shall appoint, by a majority vote, one of its members to fill the unexpired term of the vacated office~~may choose to keep the position vacant until the annual selection of the Officers.

E. Removal. Notwithstanding Article II, Section 2.D., the Executive Committee may remove the Chairperson, Vice-Chairperson or Second Vice-Chairperson by majority vote. ~~The removal of either the Chairperson, Vice-Chairperson or Second Vice-Chairperson creates a~~resulting vacancy ~~which~~ shall be filled in accordance with Article II, Section 2.D.

F. Duties of Chairperson.

1. ~~F. Duties of the Chairperson, Vice-Chairperson and Second Vice-Chairperson.~~—The Chairperson shall, if present, preside at all meetings of the General Assembly ~~and~~ Executive Committee ~~and/or Administration & Finance Committee and shall~~ exercise and perform such other powers and duties as may be from time to time ~~be~~ assigned to ~~the Chairperson, including the creation and appointment of ad hoc committees. In the absence~~him or her by the Executive Committee or as prescribed herein.

2. In any case in which the execution of a document or the performance of an act is directed by action of the Executive Committee, the Chairperson, unless the act of the Executive Committee otherwise provides, is empowered to execute such document or perform such act.

3. At the beginning of the fiscal year, the Chairperson shall make appointments to the Administration and Finance Committee.

4. The Chairperson shall have the power to create and appoint ad hoc committees.

5. The Chairperson may call special meetings

G. Duties of the Vice Chairperson, ~~the~~ The Vice-Chairperson shall perform ~~all~~ the duties of the Chairperson in his or her absence. When so acting, the Vice-Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson. ~~In the absence~~

H. of both the Chairperson and Vice-Chairperson, the Duties of Second Vice-Chairperson. The Second Vice-Chairperson shall perform ~~all~~ the duties of the Chairperson in the absence of the Chairperson and the Vice-Chairperson. When

so acting, the Second Vice-Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson.

I. Past-Chairperson. In the absence of the Chairperson, Vice-Chairperson, and Second Vice-Chairperson, the ~~General Assembly~~ Chairperson of the Previous Year (the "Past Chairperson") shall perform the duties of the Chairperson for that meeting only. When so acting, Past Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson.

J. Chair Pro Tempore. In the absence of the Chairperson, Vice-Chairperson, Second Vice-Chairperson and the Past Chairperson, the Executive Director or designee shall open the meeting and the General Assembly ~~or~~, Executive Committee or Administration and Finance Committee, as applicable, shall choose one of its voting members to chair the meeting for that day only.

### **SECTION 3. VOTING**

A. In General. Each voting representative of a General Assembly Member Agency shall have one vote as set forth in Section 2.4.1 of the Joint Powers Agreement.

~~B. Eligibility. The Chairperson, Vice-Chairperson and Second Vice-Chairperson are eligible to vote.~~

B. ~~C. Quorum.~~ The General Assembly shall act only upon a majority of a quorum ~~those members present at the meeting~~. A quorum shall be the majority of the total ~~authorized~~ representatives of each General Assembly Member Agency, provided that a voting representative of a majority of the General Assembly Member Agencies are present.

## **ARTICLE III** **EXECUTIVE COMMITTEE**

### **SECTION 1. MEMBERSHIP**

A. The Executive Committee will be composed of the Mayor from each of the member cities, four members of the Riverside County Board of Supervisors, and the President of each water district, ~~and the Tribal Chairman of the Morongo Band of Mission Indians~~. Any City Council, at its discretion, can appoint a Mayor Pro Tem or other city council member in place of the Mayor. Each water district board, at its discretion, can appoint another board member in place of the President. ~~The Tribal Council of the Morongo Band of Mission Indians, at its discretion, can appoint another tribal council member in place of the Tribal Chairman. Those~~ members under this Section 1.A shall be referred to herein as "Regular Members."

B. Each regular member on the Executive Committee shall also have an alternate, who must also be a current member of the legislative body of the ~~party~~ member agency such alternate represents. For the Board of Supervisors, the Board of

Supervisor's member not serving under section A, above, shall serve as an alternate to the members of the Board of Supervisors. The name of the alternate members shall be on file with the Secretary of the Executive Committee. ~~In~~During the absence of the regular member from ~~an agency committee meeting~~, the alternate member from such agency shall assume all rights and duties of the absent regular member. Those members under this Section 1.B shall be referred to herein as "Alternate Members."

## **SECTION 2. OFFICERS**

- A. Officers and Duties. The officers of the Executive Committee shall be the Chairperson, Vice-Chairperson, and Second Vice-Chairperson of the General Assembly. The Chairperson, Vice-Chairperson, and Second Vice-Chairperson shall perform the same duties set forth in Article II.
- B. Absence. If a jurisdiction misses three consecutive regular meetings, said jurisdiction shall be notified ~~of these occurrences~~by the Executive Director.

## **SECTION 3. MEETINGS**

The Executive Committee shall meet in accordance with the meeting schedule adopted by the Executive Committee, as may be revised from time to time.

## **SECTION 4. QUORUM**

The Executive Committee shall act only upon a majority of ~~a quorum~~those members present at the meeting. A quorum shall consist of a majority of the voting members of the Executive Committee.

## **SECTION 5. VOTING**

Each member city present shall have one vote in the Executive Committee, each County Supervisor present shall have one vote, and each member water district present shall have one vote, ~~and the representative of the Morongo Band of Mission Indians present shall have one vote. Only authorized members present, or designated alternates.~~ Only Regular Members present, or Alternates Members acting when the ~~regular member~~Regular Member is absent, may vote. As set forth in the JPA, the water districts ~~and the Morongo Band of Mission Indian~~ members do not vote on TUMF matters.

## **SECTION 6. POWERS AND FUNCTIONS**

- A. To prepare and recommend to the General Assembly a yearly budget for funds and distribution, and to determine the estimated share of contributions from each member agency.

- B. To administer, manage, contract for, and handle the financing of the studies, projects and programs.
- C. To exercise the powers of the Joint Powers Agreement between sessions of the General Assembly.
- D. To select and employ an Executive Director who shall be the Chief Administrative Officer of WRCOG and who shall have administrative supervision over all WRCOG employees. The Executive Committee shall establish personnel rules and regulations.
- E. To appoint ~~regular and special~~standing and ad hoc committees ~~within the~~from Executive Committee members.
- F. To establish and operate a ~~permanent~~business office for WRCOG.
- ~~G. To appoint advisory committees on such projects as it determines advisable.~~
- G. ~~H.~~ To provide for additional ex-officio, non-voting members, as deemed appropriate for the effective conduct of the business of the organization.

## **SECTION 7. POLICY REGARDING CONFIDENTIAL INFORMATION DISCLOSED DURING CLOSED SESSIONS**

The Executive Committee recognizes that, from time to time, it is vital that members of the Executive Committee divulge certain privileged information obtained in WRCOG closed sessions ~~at WRCOG~~ to their own governing bodies ~~meeting in closed sessions~~. Thus, WRCOG adopts the policy set forth in Government Code section 54956.96 which authorizes the disclosure of closed session information that has ~~directed~~direct financial or liability. Such information can only be disclosed during closed session meetings of the member agency

- A. All information received by the legislative body of the member agency in a closed session related to the information presented to WRCOG in closed session shall be confidential. However, a member of the legislative body of a member agency, or his/her duly appointed alternate under the JPA, may disclose information obtained in a closed session that has direct financial or liability implications for that member agency to the following individuals:
  - 1. Legal counsel of that member agency for purposes of obtaining advice on whether the matter has direct financial or liability implications for that member agency.
  - 2. Other members of the legislative body of the member agency present in a closed session of that member agency, as well as other persons that may be invited to attend the closed session by the member agency's legislative body.

- B. The legislative body of the local agency member, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and/or take action concerning information obtained in a closed session of WRCOG pursuant to this Policy.

**ARTICLE IV**  
**OTHER COMMITTEES**

**SECTION 1. TECHNICAL ADVISORY COMMITTEE**

- A. Duties. The Technical Advisory Committee (TAC) shall interface with WRCOG staff, review staff reports, consider staff recommendations, provide recommendations to the Executive Committee, and perform such other duties as may be delegated to it.
- B. Meetings. The TAC may meet once a month or as it is deemed necessary.
- C. Membership. The TAC is comprised of an executive from the County of Riverside, the City Manager from each of WRCOG's member cities, the General Manager from each of WRCOG's member water districts, ~~the Chief Administrative Officer from the Morongo Band of Mission Indians,~~ and the Executive Director from the March Joint Powers Authority. A City Manager, Water District General Manager, ~~Chief Administrative Officer of the Morongo Band of Mission Indians,~~ and Executive Director from the March JPA may appoint an alternate who is a department head of the agency.
- D. Quorum. The TAC shall act only upon a majority of ~~a quorum~~those members present at the meeting. A quorum shall consist of a majority of the members of the TAC. Each representative shall have one vote, except that members of the water districts ~~and Morongo Band of Mission Indians~~ shall not vote on TUMF matters.

**SECTION 2. ADMINISTRATION & FINANCE COMMITTEE**

- A. Duties. The Administration & Finance Committee shall provide budget and finance overview for WRCOG, review staff recommendations on WRCOG programs prior to consideration by the Executive Committee, and provide advice on other matters to the Executive Committee as needed. The Administration & Finance Committee shall have the authority (i) to increase the WRCOG budget in any category up to fifteen percent (15%); and (ii) to authorize contracts up to \$200,000 when the contract requires execution prior to the next regularly scheduled Executive Committee meeting.
- B. Meetings. The Administration & Finance Committee may meet once a month or as it is deemed necessary.

- C. Membership. The Administration & Finance Committee shall be composed of the Executive Committee Chairperson; the Executive Committee Vice-Chairperson, the Executive Committee Second Vice-Chairperson, the Past Executive Committee Chairperson; and seven other members of the Executive Committee selected by the Executive Committee Chairperson. When selecting members of the Administration & Finance Committee, the Executive Committee Chairperson is encouraged to consider geographic balance. At least two members of the Board of Supervisors shall be members of the Administration & Finance Committee. At least one member shall be a water district representative.
- D. Quorum and Voting. The Administration & Finance Committee shall act only upon a majority of a quorum. A quorum shall consist of a majority of the members of the ~~committee~~Committee. Each member present shall have one vote, except that members representing the water districts ~~and Morongo Band of Mission Indians~~ shall not vote on TUMF matters.
- E. Term and Removal. Appointments to the Administration & Finance Committee shall be for a one-year term ending on June 30 of the fiscal year (July to June) in which the appointments are made or until new members are appointed. The process set forth below applies should the Chair wish to remove a Board member appointed (“Appointee”) during the one-year term of the appointment. The process does not apply to the Chair’s decision not to reappoint an Appointee at the end of the Appointee’s one-year term.
1. The Chair shall provide Appointee with written notice of the Chair’s decision to remove the Appointee from the appointment.
  2. The notice shall be provided ~~in writing~~ to Appointee through WRCOG’s Executive Director and shall include a brief statement of why removal is sought, which reason may include, without limitation, three or more consecutive absences of regular committee meetings. The notice shall be delivered to the email address, if any, provided by Appointee as well as by first class mail to the Clerk of the City / County appointing Appointee to the WRCOG Executive Committee and Appointee’s mailing address.
  3. The removal shall be effective on the 15th day after WRCOG’s Executive Director sends notice to Appointee unless Appointee provides notice to the WRCOG Executive Director, prior to the expiration of such 15-day period, of his or her desire to contest the removal.
  4. In the event that the removal is contested, the removal shall be stayed and the Executive Director shall schedule an Administration & Finance Committee meeting at which both the Chair and Appointee may present their arguments for and against removal. Based thereon, the Administration & Finance Committee shall either uphold or reject the removal. The decision of the Administration & Finance Committee shall be final.

5. If the removal is not contested or is approved by the Administration & Finance Committee, the Chair may appoint another ~~WRCOG-Executive Committee member~~Regular Member to fill the remainder of the Appointee's term. The appointment of the new member shall comply with the membership requirements set forth in Section C, above. The term of the newly appointed member shall expire on June 30 of the fiscal year in which the appointment is made.

This section ~~2.E~~ shall only apply to appointments made by the Chair to the seven open seats on the Administration & Finance Committee and not to the four ex-officio members of the ~~committee~~Committee.

## **ARTICLE V** **EXECUTIVE DIRECTOR AND GENERAL COUNSEL**

### **SECTION 1. EXECUTIVE DIRECTOR**

~~A. Duties. In addition to those duties enumerated in the Joint Powers Agreement, the duties of the Executive Director are:~~

A. Duties. The Executive Director shall be responsible for the overall management of WRCOG, and has the necessary and full authority to effect this responsibility subject to the Executive Committee's oversight, any policies and directives issued by the Committee, and as called upon pursuant to the WRCOG JPA Agreement. The Executive Director shall be a full-time officer. The appointment and employment of the Executive Director shall be overseen by the Administration & Finance Committee and confirmed by the Executive Committee as set forth in Section B, below . In addition to those set forth in the Joint Powers Agreement, the powers and duties of the Executive Director, subject to oversight by the Executive Committee, are:

1. To administer ~~all contracts~~the personnel system, including contract employees of WRCOG.
2. To administer all WRCOG contracts, except as set forth in Article V.2.B (General Counsel).
3. To cause to be prepared by a Certified Public Accountant and to submit to the Executive Committee as soon as practical after the end of each fiscal year a post-audit of the financial transactions and records of WRCOG for the preceding year.
4. To keep the Executive Committee advised as to the needs of WRCOG.
5. ~~2.~~To have full charge of the administration of the business affairs of WRCOG., including the review and rejection of claims..

~~3. To exercise general supervision over all property belonging to WRCOG.~~

6. To see that all ordinances, rules and regulations, motions, or resolutions are enforced.

7. ~~4.~~To accept, on behalf of WRCOG, easements and other property rights and interests.

8. ~~5.~~To be responsible for the purchase of all supplies and equipment of WRCOG.

9. To provide for the clerical services required by WRCOG including keeping a book of minutes of all meetings of WRCOG, giving notice of all meetings as may be required by law or action of WRCOG, and (h) perform such other duties as may be prescribed by motion, ordinance or resolution of WRCOG.

10. To take any or all of the following actions in relation to employees of WRCOG :

a) To hire employees at the appropriate salary range as determined by the Executive Committee .

b) To promote, transfer, suspend with or without pay, or discharge any employee in accordance with applicable rules and policies

11. To make disbursements of WRCOG funds consistent with the annual budget, as may be amended by the Executive Committee from time to-time. The Executive Director shall have such other duties, powers and responsibilities as may from time to time be assigned by the Executive Committee or General Assembly.

12. ~~6. Accept~~To accept grants on behalf of WRCOG.

13. Annually to prepare and present a proposed budget to the Executive Committee and General Assembly.

14. To serve as Secretary of the General Assembly and of the Executive Committee.

15. To attend meetings of the General Assembly, Executive Committee Administration & Finance Committee and other standing and ad hoc committees.

16. To perform such other and additional duties as the Executive Committee may require.

B. Selection, Oversight and Termination.

a. Selection.

1. Upon a vacancy or expected vacancy of the position of the Executive Director, the Administration & Finance Committee shall be responsible for directing the recruitment of Executive Director candidates, subject to the direction and oversight of the Executive Committee.

2.

a) Following recruitment, the Administration & Finance Committee may appoint an ad hoc to interview potential candidates with a goal of presenting two or three candidates to the Administration & Finance Committee for consideration.

b) The Administrative & Finance Committee shall then interview potential candidates recommended by the ad hoc committee with a goal of recommending one or two candidates to the Executive Committee for consideration as set forth in Step 4, below.

c) If the Administration & Finance Committee decides not to appoint an ad hoc committee, Step 2 shall be skipped and the process shall proceed directly to step 3, below.

3. If the Administration & Finance Committee decides not to appoint an ad hoc committee provided for in Step 2, below, the Administrative and Finance Committee shall interview potential candidates with a goal of recommending one or two candidates to the Executive Committee for consideration.

4. The Executive Committee shall then make the final selection and oversee the negotiation of a employment contract.

5. The Executive Committee may approve deviations from the process set forth above.

b. Oversight. Under the direction of the Executive Committee, the Administration & Finance Committee shall be primarily responsible for the oversight of the Executive Director. A performance review shall be performed annually or more frequently by the Administration & Finance Committee and then by the Executive Committee. Any changes in employment terms, included changes in compensation or benefits, shall be approved by the Executive Committee.

c. Termination. The Executive Director may be terminated pursuant to the terms of the Executive Director's employment contract by the Executive Committee on its own motion or upon recommendation of the Administration & Finance Committee

~~B. Contract~~C. Contracting. The Executive Director is authorized to contract and execute on behalf of WRCOG, contracts, including contracts for supplies, equipment and materials, and consultants, not to exceed \$~~100,000.00~~100,000, provided the contract relates to purposes previously approved and budgeted by the General Assembly or Executive Committee.

## SECTION 2. GENERAL COUNSEL

A. Duties of General Counsel. The General Counsel shall be a person admitted to practice law by the Supreme Court of California or a firm comprised of same, and shall have been actively engaged in the practice of law for not less than 10 years preceding appointment. The General Counsel shall represent and advise the General Assembly, Executive Committee, Administration & Finance Committee and the Executive Director on legal matters actions, or proceedings in which WRCOG is concerned, or interested, or is a party.

B. The General Counsel shall be selected and overseen by the Executive Committee. The power to terminate the General Counsel shall rest exclusively with the Executive Committee.

## ARTICLE VI DEFINITION OF WESTERN RIVERSIDE AREA

The boundaries of WRCOG shall be defined according to the legal description attached hereto as Exhibit "A."

## ARTICLE VII AMENDMENTS

These Bylaws and any amendments thereto may be amended by the General Assembly, by majority vote. Proposed amendments shall be submitted, in writing, to members of the General Assembly along with the agenda for such meeting.

## ARTICLE VII REVIEW OF BYLAWS

It is the intent of the Executive Committee and General Assembly that these Bylaws shall

be reviewed by the Administration & Finance Committee at least every 4 years, or sooner if determined necessary. Following review, the Bylaws, along with any recommended updates, shall be presented to the Executive Committee. If changes are approved by the Executive Committee, the changes shall be effective immediately, provided that any changes shall be presented to the General Assembly as soon thereafter as practical for confirmation.

<b>Summary report:</b>	
<b>Litera® Change-Pro for Word 10.8.2.11 Document comparison done on 10/8/2021 12:32:26 PM</b>	
<b>Style name:</b> Default Style	
<b>Intelligent Table Comparison:</b> Active	
<b>Original filename:</b> CURRENT WRCOG Bylaws as of 110518.docx	
<b>Modified filename:</b> Updated DRAFT Bylaws (October 2021)--SCD-c1.DOCX	
<b>Changes:</b>	
<u>Add</u>	155
<del>Delete</del>	81
<del>Move From</del>	0
<u>Move To</u>	0
<u>Table Insert</u>	0
<del>Table Delete</del>	0
<u>Table moves to</u>	0
<del>Table moves from</del>	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
Format changes	0
<b>Total Changes:</b>	<b>236</b>

# Attachment

Resolution Number 25-21 amending  
the Bylaws



Western Riverside Council of Governments

County of Riverside • City of Banning • City of Beaumont • City of Calimesa • City of Canyon Lake • City of Corona • City of Eastvale • City of Hemet • City of Jurupa Valley • City of Lake Elsinore • City of Menifee • City of Moreno Valley • City of Murrieta • City of Norco • City of Perris • City of Riverside • City of San Jacinto • City of Temecula • City of Wildomar • Eastern Municipal Water District • Western Municipal Water District • Riverside County Superintendent of Schools

RESOLUTION NUMBER 25-21

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS AMENDING ITS BYLAWS

WHEREAS, the Western Riverside Council of Governments ("WRCOG") has been created pursuant to a certain Joint Exercise of Powers Agreement, as amended, ("JPA") in accordance with California Government Code section 6500, et seq.; and

WHEREAS, the WRCOG Executive Committee is comprised of the Mayor from each WRCOG member city, four members of the Riverside County Board of Supervisors, the President of each participating Water District; and the Riverside County Superintendent of Schools; and

WHEREAS, pursuant to Section 2.4.2 of the JPA, the Executive Committee is authorized to exercise the powers of the JPA between session of the General Assembly; and

WHEREAS, Section 2.4.1 of the JPA includes the power to amend WRCOG's Bylaws; and

WHEREAS, the Executive Committee of the Western Riverside Council desires to amend its Bylaws.

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

Section 1: The Bylaws of the Western Riverside Council of Governments are hereby amended as set forth in in Exhibit "A," attached hereto and incorporated herein.

Section 2: This Resolution shall become effective upon adoption by the WRCOG Executive Committee.

PASSED AND ADOPTED by the Executive Committee of the Western Riverside Council of Governments on November 1, 2021.

Karen Spiegel
Karen Spiegel, Chair
WRCOG Executive Committee

Kurt Wilson, Secretary
WRCOG Executive Committee

Approved as to form:

Steven DeBaur
WRCOG Legal Counsel

AYES: 21 NAYS: 0 ABSENT: 3 ABSTAIN: 0

**BY-LAWS  
FOR THE  
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

**ARTICLE I**

**SECTION 1.**

These Bylaws are provided for the organization and administration of the Western Riverside Council of Governments which has been established under a Joint Powers Agreement ("JPA"). These Bylaws supplement the Agreement. Capitalized terms shall have the same meaning as set forth in the JPA. In the event that the Bylaws conflict with the JPA, the JPA shall control.

**ARTICLE II  
GENERAL ASSEMBLY**

**SECTION 1. MEETINGS**

- A. Annual Meeting. The annual General Assembly shall meet in June. The locations and times of these meetings shall be determined by the Executive Committee.
- B. Special Meetings. Special meetings of the General Assembly may be called by the Chairperson, or in his or her absence by the Vice-Chairperson, or in the absence of the Chairperson and the Vice-Chairperson, by the Second Vice-Chairperson, or a majority of the members of the member agencies.

**SECTION 2. OFFICERS**

- A. Nomination and Election. The General Assembly shall elect, by a majority vote, the Chairperson, Vice-Chairperson, and Second Vice-Chairperson from members of the Executive Committee, provided he or she is first nominated by either the General Assembly or Executive Committee. The election of the Chairperson, Vice-Chairperson, and Second Vice-Chairperson shall be conducted annually by July 1, or as soon thereafter as possible.
- B. Prohibition. The Chairperson, Vice-Chairperson, and Second Vice-Chairperson shall each be representatives from different General Assembly member agencies.
- C. Term. The elected Chairperson, Vice-Chairperson, and Second Vice-Chairperson shall assume office annually on July 1 and each officer shall hold office for one year, or until his or her successor is elected.
- D. Vacancy. Notwithstanding Article II, Section 2.C., if the office of the Chairperson, Vice-Chairperson, or Second Vice-Chairperson becomes vacant, the resulting vacancy(ies) shall be filled by the Vice-Chairperson and/or Second Vice-

Chairperson, respectively, and a new Second Vice-Chairperson shall be selected as set forth in Article II, Section 2.A. Notwithstanding the forgoing, the Executive Committee may choose to keep the position vacant until the annual selection of the Officers.

- E. Removal. Notwithstanding Article II, Section 2.D., the Executive Committee may remove the Chairperson, Vice-Chairperson, or Second Vice-Chairperson by majority vote. The resulting vacancy shall be filled in accordance with Article II, Section 2.D.
- F. Duties of the Chairperson.
1. The Chairperson shall, if present, preside at all meetings of the General Assembly, Executive Committee, or Administration & Finance Committee and shall exercise and perform such other powers and duties as may be from time to time assigned him or her by the Executive Committee or as prescribed herein.
  2. In any case in which the execution of a document or the performance of an act is directed by action of the Executive Committee, the Chairperson, unless the act of the Executive Committee otherwise provides, is empowered to execute such document or perform such act.
  3. At the beginning of the fiscal year, the Chairperson shall make appointments to the Administration & Finance Committee.
  4. The Chairperson shall have the power to create and appoint ad hoc committees.
  5. The Chairperson may call special meetings.
- G. Duties of the Vice Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in his or her absence. When so acting, the Vice-Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson.
- H. Duties of Second Vice-Chairperson. The Second Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson and the Vice-Chairperson. When so acting, the Second Vice-Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson.
- I. Past-Chairperson. In the absence of the Chairperson, Vice-Chairperson, and Second Vice-Chairperson, the Chairperson of the Previous Year (the "Past Chairperson") shall perform the duties of the Chairperson for that meeting only. When so acting, Past Chairperson shall have all the powers of, and be subject to all the restrictions upon, the Chairperson.

- J. Chair Pro Tempore. In the absence of the Chairperson, Vice-Chairperson, Second Vice-Chairperson and the Past Chairperson, the Executive Director or designee shall open the meeting and the General Assembly or, Executive Committee, or Administration & Finance Committee, as applicable, shall choose one of its voting members to chair the meeting for that day only.

### **SECTION 3. VOTING**

- A. In General. Each voting representative of a General Assembly Member Agency shall have one vote as set forth in Section 2.4.1 of the Joint Powers Agreement.
- B. Quorum. The General Assembly shall act only upon a majority of those members present at the meeting. A quorum shall be the majority of the total representatives of each General Assembly Member Agency, provided that a voting representative of a majority of the General Assembly Member Agencies are present.

## **ARTICLE III** **EXECUTIVE COMMITTEE**

### **SECTION 1. MEMBERSHIP**

- A. The Executive Committee will be composed of the Mayor from each of the member cities, four members of the Riverside County Board of Supervisors, and the President of each water district. Any City Council, at its discretion, can appoint a Mayor Pro Tem or other City Council member in place of the Mayor. Each water district Board, at its discretion, can appoint another Board member in place of the President. Those members under this Section 1.A shall be referred to herein as "Regular Members."
- B. Each Regular Member on the Executive Committee shall also have an alternate, who must also be a current member of the legislative body of the member agency such alternate represents. For the Board of Supervisors, the Board of Supervisor's member not serving under section A, above, shall serve as an alternate to the members of the Board of Supervisors. The name of the alternate members shall be on file with the Secretary of the Executive Committee. During the absence of the regular member from a committee meeting, the alternate member from such agency shall assume all rights and duties of the absent Regular Member. Those members under this Section 1.B shall be referred to herein as "Alternate Members."

### **SECTION 2. OFFICERS**

- A. Officers and Duties. The Officers of the Executive Committee shall be the Chairperson, Vice-Chairperson, and Second Vice-Chairperson of the General Assembly. The Chairperson, Vice-Chairperson, and Second Vice-Chairperson shall perform the same duties set forth in Article II.

- B. Absence. If a jurisdiction misses three consecutive regular meetings, said jurisdiction shall be notified by the Executive Director.

### **SECTION 3. MEETINGS**

The Executive Committee shall meet in accordance with the meeting schedule approved by the Executive Committee, as may be revised from time to time.

### **SECTION 4. QUORUM**

The Executive Committee shall act only upon a majority of those members present at the meeting. A quorum shall consist of a majority of the voting members of the Executive Committee.

### **SECTION 5. VOTING**

Each member city present shall have one vote in the Executive Committee, each County Supervisor present shall have one vote, and each member water district present shall have one vote. Only Regular Members present, or Alternate Members acting when the Regular Member is absent, may vote. As set forth in the JPA, the water districts members do not vote on TUMF matters.

### **SECTION 6. POWERS AND FUNCTIONS**

- A. To prepare and recommend to the General Assembly a yearly budget for funds and distribution, and to determine the estimated share of contributions from each member agency.
- B. To administer, manage, contract for, and handle the financing of the studies, projects, and programs.
- C. To exercise the powers of the Joint Powers Agreement between sessions of the General Assembly.
- D. To select and employ an Executive Director who shall be the Chief Executive Officer of WRCOG and who shall have administrative supervision over all WRCOG employees. The Executive Committee shall establish personnel rules and regulations.
- E. To appoint standing and ad hoc committees from Executive Committee members.
- F. To establish and operate a business office for WRCOG.
- G. To provide for additional ex-officio, non-voting members, as deemed appropriate for the effective conduct of the business of the organization.

## **SECTION 7. POLICY REGARDING CONFIDENTIAL INFORMATION DISCLOSED DURING CLOSED SESSIONS**

The Executive Committee recognizes that, from time to time, it is vital that members of the Executive Committee divulge certain privileged information obtained in WRCOG closed sessions to their own governing bodies. Thus, WRCOG adopts the policy set forth in Government Code section 54956.96 which authorizes the disclosure of closed session information that has direct financial or liability implication. Such information can only be disclosed during closed session meetings of the member agency.

- A. All information received by the legislative body of the member agency in a closed session related to the information presented to WRCOG in closed session shall be confidential. However, a member of the legislative body of a member agency, or his or her duly appointed alternate under the JPA, may disclose information obtained in a closed session that has direct financial or liability implications for that member agency to the following individuals:
1. Legal counsel of that member agency for purposes of obtaining advice on whether the matter has direct financial or liability implications for that member agency.
  2. Other members of the legislative body of the member agency present in a closed session of that member agency, as well as other persons that may be invited to attend the closed session by the member agency's legislative body.
- B. The legislative body of the local agency member, upon the advice of its legal counsel, may conduct a closed session in order to receive, discuss, and/or take action concerning information obtained in a closed session of WRCOG pursuant to this Policy.

## **ARTICLE IV** **OTHER COMMITTEES**

### **SECTION 1. TECHNICAL ADVISORY COMMITTEE**

- A. **Duties.** The Technical Advisory Committee (TAC) shall interface with WRCOG staff, review staff reports, consider staff recommendations, provide recommendations to the Executive Committee, and perform such other duties as may be delegated to it.
- B. **Meetings.** The TAC may meet once a month or as it is deemed necessary.
- C. **Membership.** The TAC is comprised of an executive from the County of Riverside, the City Manager from each of WRCOG's member cities, the General Manager from each of WRCOG's member water districts, and the Executive Director from the March Joint Powers Authority. A City Manager, Water District General

Manager, and Executive Director from the March JPA may appoint an alternate who is a department head of that agency.

- D. Quorum. The TAC shall act only upon a majority of those members present at the meeting. A quorum shall consist of a majority of the members of the TAC. Each representative shall have one vote, except that members of the water districts shall not vote on TUMF matters.

## **SECTION 2. ADMINISTRATION & FINANCE COMMITTEE**

- A. Duties. The Administration & Finance Committee shall provide budget and finance overview for WRCOG, review staff recommendations on WRCOG programs prior to consideration by the Executive Committee, and provide advice on other matters to the Executive Committee as needed. The Administration & Finance Committee shall have the authority (i) to increase the WRCOG budget in any category up to fifteen percent (15%); and (ii) to authorize contracts up to \$200,000 when the contract requires execution prior to the next regularly scheduled Executive Committee meeting.
- B. Meetings. The Administration & Finance Committee may meet once a month or as it is deemed necessary.
- C. Membership. The Administration & Finance Committee shall be composed of the Executive Committee Chairperson; the Executive Committee Vice-Chairperson, the Executive Committee Second Vice-Chairperson, the Past Executive Committee Chairperson; and seven other members of the Executive Committee selected by the Executive Committee Chairperson. When selecting members of the Administration & Finance Committee, the Executive Committee Chairperson is encouraged to consider geographic balance. At least two members of the Board of Supervisors shall be members of the Administration & Finance Committee. At least one member shall be a water district representative.
- D. Quorum and Voting. The Administration & Finance Committee shall act only upon a majority of a quorum. A quorum shall consist of a majority of the members of the Committee. Each member present shall have one vote, except that members representing the water districts shall not vote on TUMF matters.
- E. Term and Removal. Appointments to the Administration & Finance Committee shall be for a one-year term ending on June 30 of the fiscal year (July to June) in which the appointments are made or until new members are appointed. The process set forth below applies should the Chair wish to remove a Committee member appointed ("Appointee") during the one-year term of the appointment. The process does not apply to the Chair's decision not to reappoint an Appointee at the end of the Appointee's one-year term.

1. The Chair shall provide Appointee with written notice of the Chair's decision to remove the Appointee from the appointment.
2. The notice shall be provided to Appointee through WRCOG's Executive Director and shall include a brief statement of why removal is sought, which reason may include, without limitation, three or more consecutive absences of regular committee meetings. The notice shall be delivered to the email address, if any, provided by Appointee as well as by first class mail to the Clerk of the City / County appointing Appointee to the WRCOG Executive Committee and Appointee's mailing address.
3. The removal shall be effective on the 15th day after the Executive Director sends notice to Appointee unless Appointee provides notice to the Executive Director, prior to the expiration of such 15-day period, of his or her desire to contest the removal.
4. In the event that the removal is contested, the removal shall be stayed and the Executive Director shall schedule an Administration & Finance Committee meeting at which both the Chair and Appointee may present their arguments for and against removal. Based thereon, the Administration & Finance Committee shall either uphold or reject the removal. The decision of the Administration & Finance Committee shall be final.
5. If the removal is not contested or is approved by the Administration & Finance Committee, the Chair may appoint another Executive Committee Regular Member to fill the remainder of the Appointee's term. The appointment of the new member shall comply with the membership requirements set forth in Section C, above. The term of the newly appointed member shall expire on June 30 of the fiscal year in which the appointment is made.

This section 2.E shall only apply to appointments made by the Chair to the seven open seats on the Administration & Finance Committee and not to the four ex-officio members of the Committee.

## **ARTICLE V** **EXECUTIVE DIRECTOR AND GENERAL COUNSEL**

### **SECTION 1. EXECUTIVE DIRECTOR**

- A. **Duties.** The Executive Director shall be responsible for the overall management of WRCOG and has the necessary and full authority to effect this responsibility subject to the Executive Committee's oversight, any policies and directives issued by the Committee, and as called upon pursuant to the WRCOG JPA. The Executive Director shall be a full-time Officer. The appointment and employment of the Executive Director shall be overseen by the Administration & Finance

Committee and confirmed by the Executive Committee as set forth in Section B, below. In addition to those set forth in the JPA, the powers and duties of the Executive Director, subject to oversight by the Executive Committee, are:

1. To administer the personnel system, including contract employees of WRCOG.
2. To administer all WRCOG contracts, except as set forth in Article V.2.B (General Counsel).
3. To cause to be prepared by a Certified Public Accountant and to submit to the Executive Committee as soon as practical after the end of each fiscal year a post-audit of the financial transactions and records of WRCOG for the preceding year.
4. To keep the Executive Committee advised as to the needs of WRCOG.
5. To have full charge of the administration of the business affairs of WRCOG, including the review and rejection of claims.
6. To see that all ordinances, rules and regulations, motions, or resolutions are enforced.
7. To accept, on behalf of WRCOG, easements and other property rights and interests.
8. To be responsible for the purchase of all supplies and equipment of WRCOG.
9. To provide for the clerical services required by WRCOG including keeping a book of minutes of all meetings of WRCOG, giving notice of all meetings as may be required by law or action of WRCOG, and perform such other duties as may be prescribed by motion, ordinance, or resolution of WRCOG.
10. To take any or all of the following actions in relation to employees of WRCOG:
  - a) To hire employees at the appropriate salary range as determined by the Executive Committee.
  - b) To promote, transfer, suspend with or without pay, or discharge any employee in accordance with applicable rules and policies.
11. To make disbursements of WRCOG funds consistent with the annual budget, as may be amended by the Executive Committee from time to time. The Executive Director shall have such other duties, powers and

responsibilities as may from time to time be assigned by the Executive Committee or General Assembly.

12. To accept grants on behalf of WRCOG.
13. Annually to prepare and present a proposed budget to the Executive Committee and General Assembly.
14. To serve as Secretary of the General Assembly and of the Executive Committee.
15. To attend meetings of the General Assembly, Executive Committee, Administration & Finance Committee, and other standing and ad hoc committees.
16. To perform such other and additional duties as the Executive Committee may require.

B. Selection, Oversight, and Termination.

a) Selection.

1. Upon a vacancy or expected vacancy of the position of the Executive Director, the Administration & Finance Committee shall be responsible for directing the recruitment of Executive Director candidates, subject to the direction and oversight of the Executive Committee.
2. Following recruitment, the Administration & Finance Committee may appoint an ad hoc committee to interview potential candidates with a goal of presenting two or three candidates to the Administration & Finance Committee for consideration.
3. The Administration & Finance Committee shall then interview potential candidates recommended by the ad hoc committee with a goal of recommending one or two candidates to the Executive Committee for consideration as set forth in Step 4.
4. If the Administration & Finance Committee decides not to appoint an ad hoc committee, Step 2 shall be skipped, and the process shall proceed directly to Step 5.
5. If the Administration & Finance Committee decides not to appoint an ad hoc committee provided for in Step 2, the Administration & Finance Committee shall interview potential candidates with a goal of recommending one or two candidates to the Executive Committee for consideration.

6. The Executive Committee shall then make the final selection and oversee the negotiation of an employment contract.
  7. The Executive Committee may approve deviations from the process set forth above.
- b) Oversight. Under the direction of the Executive Committee, the Administration & Finance Committee shall be primarily responsible for the oversight of the Executive Director. A performance review shall be performed annually or more frequently by the Administration & Finance Committee and then by the Executive Committee. Any changes in employment terms, including changes in compensation or benefits, shall be approved by the Executive Committee.
  - c) Termination. The Executive Director may be terminated pursuant to the terms of the Executive Director's employment contract by the Executive Committee on its own motion or upon recommendation of the Administration & Finance Committee.
- C. Contracting. The Executive Director is authorized to contract and execute on behalf of WRCOG, contracts, including contracts for supplies, equipment and materials, and consultants, not to exceed \$100,000, provided the contract relates to purposes previously approved and budgeted by the General Assembly or Executive Committee.

## **SECTION 2. GENERAL COUNSEL**

- A. Duties of General Counsel. The General Counsel shall be a person admitted to practice law by the Supreme Court of California or a firm comprised of same, and shall have been actively engaged in the practice of law for not less than 10 years preceding appointment. The General Counsel shall represent and advise the General Assembly, Executive Committee, Administration & Finance Committee, and the Executive Director on legal matters, actions, or proceedings in which WRCOG is concerned, or interested, or is a party.
- B. The General Counsel shall be selected and overseen by the Executive Committee. The power to terminate the General Counsel shall rest exclusively with the Executive Committee.

## **ARTICLE VI** **DEFINITION OF WESTERN RIVERSIDE AREA**

The boundaries of WRCOG shall be defined according to the legal description attached hereto as Exhibit "A."

**ARTICLE VII**  
**AMENDMENTS**

These Bylaws and any amendments thereto may be amended by the General Assembly, by majority vote. Proposed amendments shall be submitted, in writing, to members of the General Assembly along with the agenda for such meeting.

**ARTICLE VIII**  
**REVIEW OF BYLAWS**

It is the intent of the Executive Committee and General Assembly that these Bylaws shall be reviewed by the Administration & Finance Committee at least every 4 years, or sooner if determined necessary. Following review, the Bylaws, along with any recommended updates, shall be presented to the Executive Committee. If changes are approved by the Executive Committee, the changes shall be effective immediately, provided that any changes shall be presented to the General Assembly as soon thereafter as practical for confirmation.

## EXHIBIT "A"

## WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

## LEGAL DESCRIPTION

1. **BEGINNING** at the Northeast corner of Section 1, Township 2 South, Range 2 East, San Bernardino Meridian;
2. Thence South along Range line to the Northeast corner of Section 36, T2S, R2E;
3. Thence West along the North line of said Section 36 to the North one-quarter corner thereof;
4. Thence South along the North-south center section line of said Section 36 to the Center section thereof;
5. Thence East along the East-West center section line of said Section 36 to the East one-quarter corner thereof;
6. Thence South along the East line of said Section 36 to the Northeast corner of Section 1, T3S, R2E;
7. Thence West along the North line of said Section 1 to the Northwest corner thereof;
8. Thence South along the West line of said Section 1 to the Northwest corner of Section 12, T3S, R2E;
9. Thence East along the North line of said Section 12 to the Northeast corner thereof;
10. Thence South along the East line of said Section 12 to the Southeast corner thereof;
11. Thence west along the South line of said Section 12 to the Northwest corner of Section 13, T3S, R2E;
12. Thence South along the West line of said Section 13 to the Southwest corner thereof;
13. Thence East along the South line of said Section 13 to the Southeast corner thereof;
14. Thence South along Range line to the Southwest corner of Section 18, T4S, R3E;
15. Thence East along Section lines to the Northeast corner of Section 20, T4S, R3E;
16. Thence South along the East line of said Section 20 to the Southeast corner thereof;
17. Thence West along the south line of said Section 20 to the Northwest corner of Section 29, T4S, R3E;
18. Thence South along the West line of said Section 29 to the Southwest corner thereof;
19. Thence East along the South line of said Section 29 to the Northeast corner of Section 32, T4S, R3E;
20. Thence South along the East line of said Section 32 to the Southeast corner thereof;
21. Thence West along the South line of said Section 32 to the Northeast corner of Section 5, T5S, R3E;
22. Thence South along Section lines to the Northwest corner of Section 16, T5S, R3E;
23. Thence East along the North line of said Section 16 to the Northeast corner thereof;
24. Thence South along the East line of said Section 16 to the Northwest corner of Section 22, T5S, R3E;
25. Thence East along the North line of said Section 22 to the Northeast corner thereof;
26. Thence South along the East line of said Section 22 to the Northwest corner of Section 26, T5S, R3E;
27. Thence East along the North line of said Section 26 to the Northeast corner thereof;
28. Thence South along Section lines to the Northwest corner of Section 1, T6S, R3E;
29. Thence East along the North line of said Section 1 to Northeast corner thereof;
30. Thence South along the East line of said Section 1 to the Northwest corner of Section 6, T6S, R4E;
31. Thence East along the North line of said Section 6 to the Northeast corner thereof;
32. Thence south along the East line of said Section 6 to the Northwest corner of Section 8, T6S, R4E;
33. Thence South along Section lines to the Southeast corner of Section 17, T6S, R4E;
34. Thence West along Section lines to the Northwest corner of Section 19, T6S, R4E;
35. Thence South along the West line of said Section 19 to the Southeast corner of Section 24, T6S, R3E;
36. Thence west along the South lines of said Sections 24 and Section 23, T6S, R3E to a point of intersection with the centerline of State Highway 74;
37. Thence Southeasterly along said centerline of State Highway 74, through its various courses, to the intersection with State Highway 371;
38. Thence Southeasterly, Westerly, and Southerly along the centerline of said State Highway 371, through its various courses, to a point of intersection West line of Section 18, T7S, R4E;
39. Thence South along Section lines to the East one-quarter corner of Section 19, T7S, R4E;
40. Thence West along the East-West Center section line of said Section 19 to the West line thereof;

WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

LEGAL DESCRIPTION

(Continued)

- 41. Thence South along the West line of said Section 19 to the North line of Section 30, T7S, R4E;
- 42. Thence East along the North line of said Section 30 to the Northwest corner of Section 29, T7S, R4E;
- 43. Thence South along the West line of said Section 29 to the West one-quarter corner thereof;
- 44. Thence East along the East-West center section line of said Section 29 to the Northeast corner of the West one-half of the East one-half of the West one-half of the South one-half of said Section 29;
- 45. Thence South along the East line of said West one-half of the East one-half of the West one-half of the South one-half to a point of intersection with the South line of the North 400 acres of said Section 29;
- 46. Thence East along said South line of the North 400 acres of Section 29 to a point of intersection with the East line of said Section 29;
- 47. Thence South along the East line of said Section 29 and Section 32, T7S, R4E to the North line of Section 4, T8S, R4E;
- 48. Thence East along said North line of Section 4 to the Northeast corner thereof;
- 49. Thence South along the East line of said Section 4 to the Southeast corner thereof;
- 50. Thence West along the South line of said Section 4 to the Northeast corner of Section 8, T8S, R4E;
- 51. Thence South along the West line of said Section 8 to a point of intersection with the centerline of Coyote Canyon Road, as it currently exists;
- 52. Thence southeasterly and southerly along the centerline of said Coyote Canyon Road, through its various courses, to a point of intersection with the East line of Section 36, T8S, R4E;
- 53. Thence South along said East line of Section 36 to the Southeast corner thereof, said corner being on the South boundary of the County of Riverside;
- 54. Thence Westerly, Northerly and Easterly along the boundary of the County of Riverside to the Point of Beginning.

By: *Kenneth D. Teich*

Date: 5-10-05





# Western Riverside Council of Governments General Assembly Business Session

## Staff Report

**Subject:** Nominations for Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair Positions for Fiscal Year 2022/2023

**Contact:** Dr. Kurt Wilson, Executive Director, [kwilson@wrcog.us](mailto:kwilson@wrcog.us), (951) 405-6701

**Date:** June 23, 2022

### **Requested Action(s):**

1. Approve Crystal Ruiz, City of San Jacinto, as Chair; Chris Barajas, City of Jurupa Valley, as Vice-Chair; and Rita Rogers, City of Perris, as 2nd Vice-Chair Fiscal Year 2022/2023.

### **Purpose:**

The purpose of this item is to recommend nominations for approval by the General Assembly for Executive Committee leadership for Fiscal Year (FY) 2022/2023.

### **WRCOG 2022-2027 Strategic Plan Goal:**

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

### **Background:**

WRCOG's Bylaws (November 2021) indicate that there are three elected positions for WRCOG Leadership: Chair, Vice-Chair, and 2nd Vice-Chair. As per the Bylaws, there are several requirements, including:

1. Must be a member of the Executive Committee (Article II, Section 2.A)
2. Must be from different members of the WRCOG member agencies (Article II, Section 2.B)

The Chair, Vice-Chair, and 2nd Vice-Chair all serve on an annual basis, with a term that runs through the fiscal year (July 1 to June 30).

The Administration & Finance Committee acts as the nominating Committee for leadership positions on the Executive Committee. The nomination period for these positions was open from April 22, 2022, to May 10, 2022. Six nominations were received for the various leadership positions.

On May 11, 2022, the Administration & Finance Committee considered and discussed the nominees. The Committee recommended the following persons for Executive Committee leadership:

**Chair:** Crystal Ruiz, City of San Jacinto

**Vice-Chair:** Chris Barajas, City of Jurupa Valley

**2nd Vice-Chair:** Rita Rogers, City of Perris

On June 6, 2022, the Executive Committee concurred with the recommendation.

**Prior Action(s):**

**June 6, 2022:** The Executive Committee nominated Crystal Ruiz (San Jacinto) as Chair, Chris Barajas (Jurupa Valley) as Vice-Chair, and Rita Rogers (Perris) as 2nd Vice-Chair for Fiscal Year 2022/2023, to be considered by the General Assembly on June 23, 2022.

**May 11, 2022:** The Administration & Finance Committee nominated Crystal Ruiz (San Jacinto) as Chair, Chris Barajas (Jurupa Valley) as Vice-Chair, and Rita Rogers (Perris) as 2nd Vice-Chair for Fiscal Year 2022/2023, to be considered by the Executive Committee on June 6, 2022, and the General Assembly on June 23, 2022.

**Fiscal Impact:**

The action itself does not make any financial transactions; however, meeting stipends are allocated in the Fiscal Year 2022/2023 Agency Budget.

**Attachment(s):**

None.