



Western Riverside Council of Governments General Assembly Business Session

AGENDA

**Thursday, June 29, 2023
6:00 PM**

**Pechanga Resort Casino
45000 Pechanga Pkwy
Summit Ballroom
Temecula, CA 92592**

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

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact Janis Leonard 72 hours prior to the meeting at (951) 405-6702 or jleonard@wrcog.us. Later requests accommodated to the extent feasible.

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

1. CALL TO ORDER (Crystal Ruiz, Chair)

2. PUBLIC COMMENTS

At this time members of the public can address the General Assembly regarding any items within the subject matter jurisdiction of the General Assembly 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 General Assembly 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 General Assembly, any public comments on any of the Consent Items will be heard. There will be no separate action unless members of the General Assembly request specific items be removed from the Consent Calendar.

A. Approval of Action Minutes from the June 23, 2022, General Assembly Business Session

Requested Action(s):

1. Approve the Action Minutes from the June 23, 2022, General Assembly Business Session.

B. Approval of Fiscal Year 2023/2024 Agency Budget

Requested Action(s):

1. Adopt Resolution Number 24-23; A Resolution of the General Assembly of the Western Riverside Council of Governments adopting the Fiscal Year 2023/2024 Agency Budget for the Western Riverside Council of Governments.

4. REPORTS / DISCUSSION

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

A. Approval of Nominations for Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair Positions for Fiscal Year 2023/2024

Requested Action(s):

1. Approve Chris Barajas, City of Jurupa Valley, as Chair; Rita Rogers, City of Perris, as Vice-Chair; and Brenda Dennstedt, Western Water, as 2nd Vice-Chair, for Fiscal Year 2023/2024.

5. ADJOURNMENT

General Assembly Business Session

Minutes

1. CALL TO ORDER

The meeting of the WRCOG General Assembly Business Session was called to order by Chair Karen Spiegel at 6:30 p.m. on June 23, 2022, at the Pechanga Resort Casino, Summit Ballroom.

2. MEMBERS PRESENT

- City of Banning - Colleen Wallace, Mary Hamlin
- City of Beaumont - Mike Lara, Lloyd White
- City of Calimesa - Jeff Cervantez, Wendy Hewitt
- City of Canyon Lake - Jeremy Smith, Jennifer Dain, Dale Welty
- City of Corona - Wes Speake, Tom Richins, Jim Steiner
- City of Eastvale - Christian Dinco, Todd Rigby
- City of Hemet - Malcolm Lilienthal, Russ Brown, Linda Krupa, Karlee Meyer
- City of Jurupa Valley - Chris Barajas, Leslie Altamirano, Brian Berkson
- City of Lake Elsinore - Tim Sheridan, Brian Tisdale, Steve Manos, Natasha Johnson, Bob Magee
- City of Menifee - Bill Zimmerman, Lesa Sobek
- City of Moreno Valley - Yxstian Gutierrez, Edward Delgado
- City of Murrieta - Lisa DeForest, Christi White, Cindy Warren, Lori Stone
- City of Norco - Kevin Bash, Ted Hoffman, Greg Newton, Katherine Aleman
- City of Perris - Rita Rogers, Michael Vargas, Marisela Magana, Malcolm Corona
- City of Riverside - Chuck Conder, Patricia Lock-Dawson, Ronaldo Fierro
- City of San Jacinto - Crystal Ruiz, Brian Hawkins, Phil Ayala, Michael Heath
- City of Temecula - Maryann Edwards, James Stewart, Zak Schwank, Jessica Alexander, Matt Rahn
- City of Wildomar - Joseph Morabito, Ashlee DePhillippo
- County, District 2 - Karen Spiegel
- County, District 3 - Chuck Washington
- County, District 5 - Jeff Hewitt
- Eastern Municipal Water District (EMWD) - Phil Paule, Jeffrey Armstrong
- Western Municipal Water District (WMWD) - Brenda Dennstedt, Mike Gardner, Fauzia Rizvi, Laura Roughton

2. PUBLIC COMMENTS

There were no public comments.

3. CONSENT CALENDAR

RESULT: APPROVED AS RECOMMENDED

MOVER: Murrieta

SECONDER: Perris

AYES: Banning, Beaumont, Calimesa, Canyon Lake, Corona, Eastvale, Hemet, Jurupa Valley, Lake Elsinore, Menifee, Moreno Valley, Murrieta, Norco, Perris, Riverside, San Jacinto, Temecula, Wildomar, District 2, District 3, District 5, EMWD, WMWD

A. Fiscal Year 2022/2023 Agency Budget

Action:

1. Adopted 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 Amendment

Action:

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

4. REPORTS / DISCUSSION

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

Actions:

1. Appointed Crystal Ruiz, Mayor, City of San Jacinto, as Executive Committee Chair for Fiscal Year 2022/2023.
2. Appointed Chris Barajas, Mayor, City of Jurupa Valley, as Executive Committee Vice-Chair for Fiscal Year 2022/2023.
3. Appointed Rita Rogers, Council member, City of Perris, as Executive Committee 2nd Vice-Chair for Fiscal Year 2022/2023.

RESULT: APPROVED AS RECOMMENDED

MOVER: Lake Elsinore

SECONDER: WMWD

AYES: Banning, Beaumont, Calimesa, Canyon Lake, Corona, Eastvale, Hemet, Jurupa Valley, Lake Elsinore, Menifee, Moreno Valley, Murrieta, Norco, Perris, Riverside, San Jacinto, Temecula, Wildomar, District 2, District 3, District 5, EMWD, WMWD

5. ADJOURNMENT

The meeting was adjourned at 7:14 p.m.



Western Riverside Council of Governments General Assembly Business Session

Staff Report

Subject: Approval of Fiscal Year 2023/2024 Agency Budget

Contact: Dr. Kurt Wilson, Executive Director, kwilson@wrcog.us, (951) 405-6701
Andrew Ruiz, Chief Financial Officer, aruiz@wrcog.us, (951) 405-6740

Date: June 29, 2023

Requested Action(s):

1. Adopt Resolution Number 24-23; A Resolution of the General Assembly of the Western Riverside Council of Governments adopting the Fiscal Year 2023/2024 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) 2023/2024 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.

In order to incorporate feedback received from the Executive Committee, this budget was built on a set of guiding principles.

1. Ensuring fair distribution of funds and funding requests.
2. Requiring non-comprehensive programs (those which do not benefit the entirety of the member agencies) to be self-sustaining.
3. Focusing on the long-term health of each fund.
4. Moving towards these goals in an incremental way when full-scale immediate changes are impractical.

The total Agency budget is \$19,621,107 in revenues and transfers in against \$19,342,918 in expenditures, which includes all funds except for the Riverside County Habitat Conservation Agency (RCHCA) and the Transportation Uniform Mitigation Fee (TUMF) passthrough funds described below.

The General Fund budget totals \$7,278,415 in revenues and transfers in against \$7,650,002 in expenditures and has an approximate fund balance of \$10.8M of approximately 142%. The Unfunded Accrued Liability (UAL) is -\$32K (103.8% funded) for PEPPRA employees and \$2.2M (84.4% funded) for Classic employees. This is offset by a 115 Trust balance of \$334k. The Other Post Employment Benefit

(OPEB) liability is \$1.8M (52% funded).

After being reviewed by the Administration & Finance Committee on April 12, 2023, and the Technical Advisory Committee on April 20, 2023, the budget was recommended by the Executive Committee on May 1, 2023, that the General Assembly approve the draft Fiscal Year 2023/2024 Agency Budget.

Prior Action(s):

May 1, 2023: The Executive Committee recommended that the General Assembly approve the Fiscal Year 2023/2024 Agency Budget.

April 20, 2023: The Technical Advisory Committee received and filed.

April 12, 2023: The Administration & Finance Committee received and filed.

April 3, 2023: The Executive Committee received and filed.

March 16, 2023: The Technical Advisory Committee received and filed.

March 6, 2023: The Executive Committee received and filed.

February 23, 2023: The Finance Directors Committee received and filed.

Fiscal Impact:

The Fiscal Year 2023/2024 Agency Budget has anticipated revenues and transfers in (overhead) of \$19,621,107 against \$19,342,918 in expenditures, a difference of \$277,975.

Compared to Fiscal Year 2022/2023, this represents a decrease of approximately \$68M in revenues and \$31M in expenditures; however, as previously noted, this drastic decrease is attributable to the TUMF collections (with the exception of the 4% admin fee) now no longer being considered a revenue for the Agency. Excluding these revenues for an apples-to-apples comparison actually shows revenues for the Agency increasing by approximately \$2.2M, with expenditures increasing by approximately \$1.8M, which is primarily attributable to the increased I-REN revenues, decreased HERO revenues, and decreased TUMF Administrative revenues.

Attachment(s):

[Attachment 1 - Fiscal Year 2023/2024 Agency Budget](#)

[Attachment 2 - Resolution Number 24-23 adopting the FY 2023/2024 Agency Budget](#)

Attachment

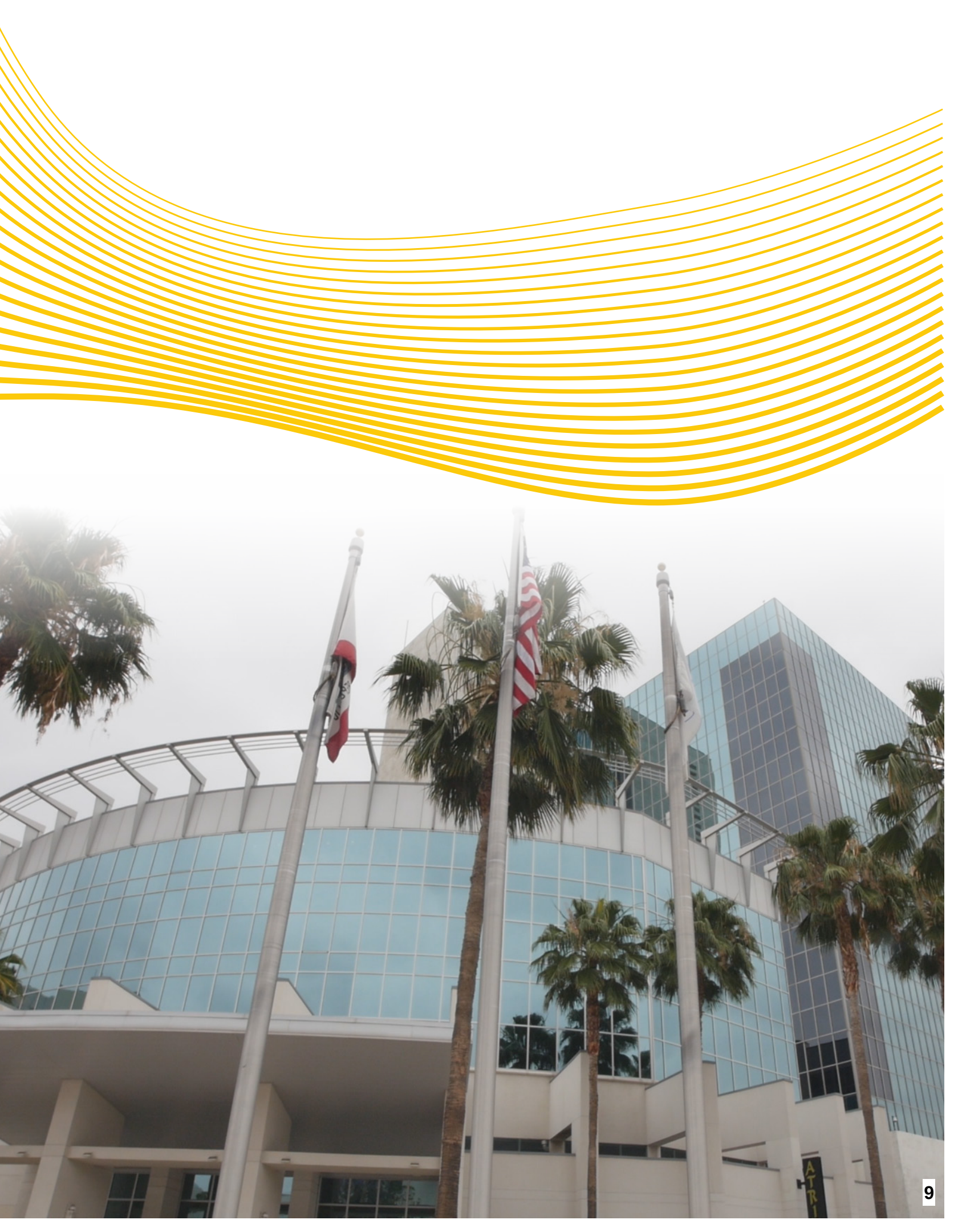
Fiscal Year
2023/2024 Budget



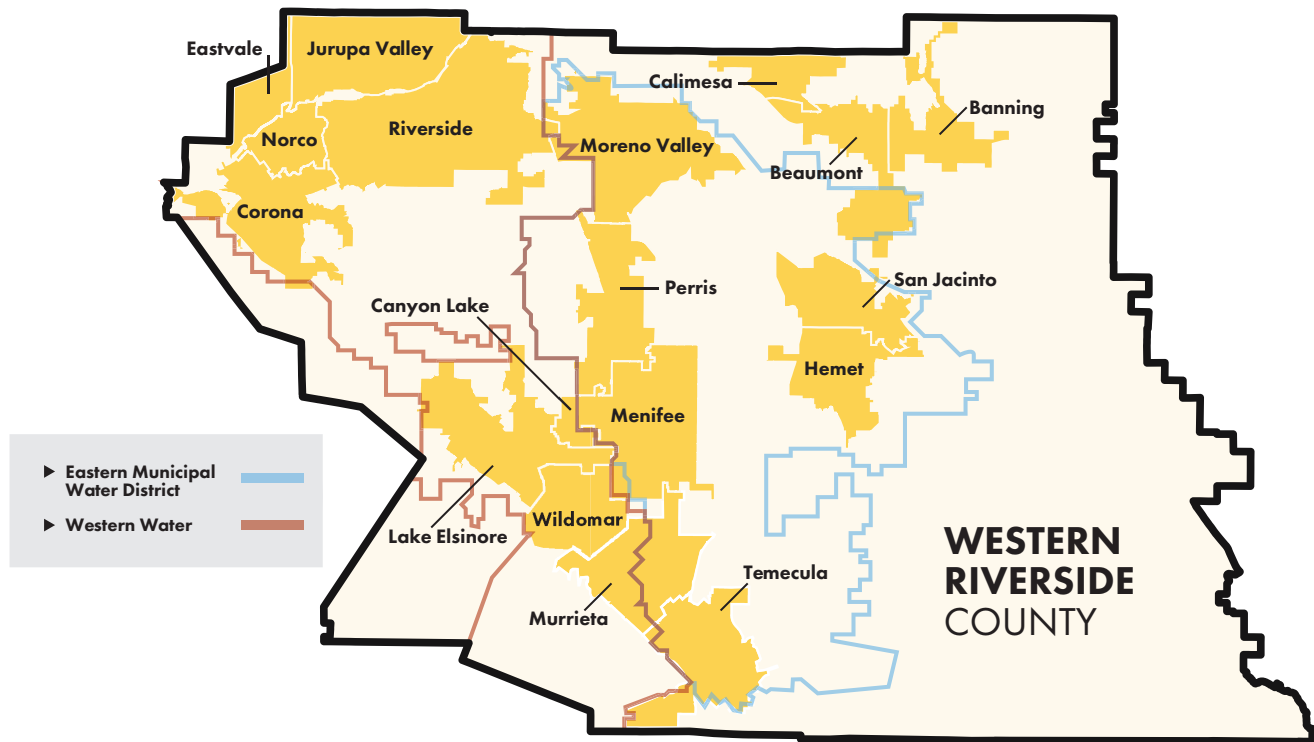
2023 / 2024

ANNUAL BUDGET

WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS



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 Water
- Riverside County Superintendent of Schools (ex-officio)

GENERAL ASSEMBLY AND EXECUTIVE COMMITTEE MEMBERS

GENERAL ASSEMBLY MEMBERS



City of Banning

Reuben Gonzales, Colleen Wallace,
Alberto Sanchez, Rick Minjares,
Sheri Flynn



City of Beaumont

Mike Lara, Jessica Voigt, David
Fenn, Lloyd White, Julio Martinez III



City of Calimesa

Wendy Hewitt, John Manly, Linda
Molina, Bill Davis, Jeff Cervantez



City of Canyon Lake

Mark Terry, Dale Welty, Kasey
Castillo, Jennifer Dain, Jeremy Smith



City of Corona

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

EXECUTIVE COMMITTEE MEMBERS



Council member Reuben
Gonzales



Council member Mike Lara



Mayor Pro Tem Wendy Hewitt



Council member Mark Terry



Council member Jacque
Casillas

GENERAL ASSEMBLY MEMBERS



City of Eastvale

Christian Dinco, Jocelyn Yow,
Michael McMinn, Clint Lorimore,
Todd Rigby



City of Hemet

Jackie Peterson, Linda Krupa,
Karlee Meyer, Joe Males, Malcolm
Lilienthal, Jr.



City of Jurupa Valley

Chris Barajas, Armando Carmona,
Brian Berkson, Guillermo Silva,
Leslie Altamirano



City of Lake Elsinore

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



City of Meniffee

Bob Karwin, Rick Estrada,
Dean Deines, Lesa Sobek, Bill
Zimmerman



City of Moreno Valley

Elena Baca-Santa Cruz, Edward
Delgado, Cheylynda Barnard, Ulises
Cabrera, David Marquez

EXECUTIVE COMMITTEE MEMBERS



Mayor Pro Tem Christian Dinco



Council member Jackie
Peterson



Mayor Chris Barajas, Vice-
Chair



Council member Brian Tisdale



Mayor Pro Tem Bob Karwin



Council member Elena Baca –
Santa Cruz

GENERAL ASSEMBLY MEMBERS



City of Murrieta

Ron Holiday, Lori Stone, Jon Levell,
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



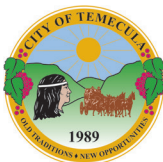
City of Riverside

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,
Valerie Vandever, Brian Hawkins,
Phil Ayala



City of Temecula

James Stewart, Zak Schwank,
Jessica Alexander, Curtis Brown,
Brenden Kalfus

EXECUTIVE COMMITTEE MEMBERS



Council member Ron Holliday



Mayor Pro Tem Kevin Bash



Council member Rita
Rogers, 2nd Vice - Chair



Council member Ronaldo
Fierro



Mayor Pro Tem Crystal
Ruiz, Chair



Mayor Pro Tem James Stewart

GENERAL ASSEMBLY MEMBERS



City of Wildomar

Joseph Morabito, Dustin Nigg,
Ashlee DePhillippo, Bridgette
Moore, Carlos Marquez



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



Council Member Joseph
Morabito



District 1
Supervisor Kevin Jeffries



District 2
Supervisor Karen Spiegel



District 3
Supervisor Chuck Washington



District 5
Supervisor Yxstian Gutierrez



EMWD Board President Phil
Paule

GENERAL ASSEMBLY MEMBERS



Western Water

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



**Riverside County Office
of Education**

EXECUTIVE COMMITTEE MEMBERS



Director 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
Transparency
Collaboration
Innovation

Diversity
Accountability
Sustainability
Inclusion



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BUDGET MESSAGE

Members of the Western Riverside Council of Governments General Assembly:

I'm pleased to present the proposed FY 2023/2024 budget for your consideration. I'd like to offer special thanks for the dedication and assistance of the management and finance staff as well as the guidance and direction provided by the Executive Committee.

After a recent period of transition, WRCOG's finances are stable, and the Agency is well positioned to carry out the goals of the recently adopted Strategic Plan:

1. Serve as an advocate at the regional, state, and federal level for the Western Riverside County subregion.
2. Identify and help secure grants and other potential funding opportunities for projects and programs that benefit member agencies.
3. Ensure fiscal solvency and stability of the Western Riverside Council of Governments.
4. Communicate proactively about the role and activities of the Council of Governments.
5. Develop projects and programs that improve infrastructure and sustainable development in our subregion.
6. Develop and implement programs that support resilience for our region.
7. Provide a safe, inclusive environment that values employees.

In addition to the Strategic Plan Goals, the Executive Committee directed a longer-term look at the Agency's finances in order to better identify and mitigate potential risks. This resulted in a fiscal modeling exercise that demonstrated the long-term fiscal health of each fund based on current activity, recessions, and other scenarios.

The Executive Committee also directed further efforts toward fiscal transparency. Just as WRCOG is built on the premise of aligning collective resources, the budget is a work of various programs working together for the good of the member agencies. Historically, several programs were housed in the General Fund and the Administrative functions (Fiscal, HR/Admin, and Executive) were consolidated. This still resulted in the accurate reporting of data, but the tethering of programs obscured the readability which was in contrast with direction received from the Executive Committee. The proposed FY 2023/2024 budget includes additional steps toward the disaggregation of fiscal data in order to improve transparency.

Guiding Principles

In order to incorporate feedback received from the Executive Committee, this budget was built on a set of guiding principles.

1. Ensuring fair distribution of funds and funding requests.
2. Requiring non-comprehensive programs (those who do not benefit the entirety of the member agencies) to be self-sustaining.
3. Focusing on the long-term health of each fund.
4. Moving towards these goals in an incremental way when full-scale immediate changes are impractical.

Overview

The total Agency budget is \$19,621,107 in revenues and transfers in against \$19,342,918 in expenditures, which includes all funds except for the Riverside County Habitat Conservation Agency (RCHCA) and the Transportation Uniform Mitigation Fee (TUMF) passthrough funds described below. The General Fund budget totals \$7,278,415 in revenues and transfers in against \$7,650,002 in expenditures and has an approximate fund balance of \$10.8M of approximately 142%. The Unfunded Accrued Liability (UAL) is -\$32K (103.8% funded) for PEPRA employees and \$2.2M (84.4% funded) for Classic employees. This is offset by a 115 Trust balance of \$334k. The Other Post Employment Benefit (OPEB) liability is \$1.8M (52% funded).

New Programs

None.

New Positions

None.

Eliminated Positions

Two positions were eliminated in the current fiscal year. One related to the HERO Program, due to the declining activity of the Program. The second related to the I-REN, due to a re-allocation of existing staff to cover the vacant position.

Ending Programs

California Resiliency Challenge

Focus Areas

While many programs remain static from the previous year, there are six areas of particular focus in this budget.

1. TUMF Program

The TUMF Program operates by collecting fees from developers and then redistributing funds to member agencies and other regional entities for projects. In previous budgets, those funds were included as WRCOG revenues and expenditures. WRCOG's new auditor has cited Governmental Accounting Standards Board Statement 84 (GASB 84) and recommended those funds be treated as pass-through funds with the exception of the 4% Administrative fee that remains with WRCOG. Despite the change in accounting and appearance, this has no tangible impact on the operation or implementation of the Program but does change the reporting in a way that reflects a substantial change in the total revenues and expenditures (decrease of \$70M in revenues and \$32M in expenditures).

2. Member Dues

Most public agencies rely primarily on tax revenues (property or sales) to fund general government activities. Some single-purpose agencies rely primarily on fees charged to customers in exchange for services. In the case of WRCOG, the programs are funded by revenues related to those specific programs and the Administrative function is funded through a combination of Member Dues and overhead charged to programs for their incremental administrative burden. The Member Dues in the proposed budget account for \$294k. In contrast, member dues in 2009 totaled \$320k. The decrease was the result of a policy decision to reduce fees during the Great Recession. Those fees have never been restored.

No change in Member Dues is proposed in the current budget. Over the next year, however, the Executive Committee has referred the matter to the Technical Advisory Committee to evaluate and make recommendations to be considered as part of the FY 2024/2025 budget.

3. Solid Waste Program

The Solid Waste Program continues to benefit those member agencies which opt in to receive services. The costs of labor and materials have grown and the scope of those

services has expanded as state mandates have increased. Despite these increases, the Solid Waste Program fees charged to those agencies which opt in to the Program have not been adjusted in more than 10 years. This proposed budget includes fee increases to the Solid Waste Program ranging from \$1,116 to \$8,241 based on agency size and whether the agency opts in for a second service. This is necessary in order for the Program to be self-sufficient.

4. Clean Cities Program

The Clean Cities Program has received significant attention at the state and federal levels with new challenges and opportunities emerging every year. The current Program has operated on a combination of funding from the U.S. Department of Energy (DOE), a temporary partnership with the West Virginia University (WVU), and Agency member dues. The DOE funds are determined solely by the DOE and the WVU funds will expire at the end of the upcoming fiscal year. The true cost associated with the Program would require a substantial increase in member dues. Fortunately, staff has taken an aggressive stance in search of grant funding to offset the member obligation for the Program. It is unclear when, or to what extent, those grant funds will materialize. This proposed budget recommends an increase in member dues of \$126,000 to \$138,600 based on the funding formula. The FY 2024/2025 budget will either reflect the benefits of grants received in the upcoming fiscal year, or a proposal for an additional fee increase in order for the Program to be self-sufficient.

5. Public Service Fellowship Program

The Fellowship Program was borne of capacity related to the HERO residential PACE Program. It provided two lump sum injections of funds to operate the Program. Since 2019, no new funds have been added to the Program. The only change has been for hosting agencies to share costs. This cost sharing has slowed the depletion of funds, but the Program can't continue without additional funding.

No changes are proposed in this budget, however, based on the guiding principles, if the Program expends all of its available funding, the Program will be discontinued. Over the course of the next year, in an attempt to prevent or delay the Program's transition, staff will evaluate a variety of philanthropic or fundraising options to benefit the Program.

6. HERO Program

The HERO Program was effectively closed several years ago by action of the Executive Committee. This ended the process of taking on new customers or issuing new bonds related to the Program, but it did not relieve WRCOG of its responsibility to service existing bonds. HERO-related revenues continue to trickle in at a slow pace and the costs of servicing the existing bonds are also declining. The Program built a small reserve in recent years with the expectation that, as the Program came closer to winding down, it

would have negative fiscal activity. That is the case for FY 2023/2024 and is demonstrated by drawing on reserve funds.

7. I-REN Program

The Inland Regional Energy Network (I-REN) is a partnership between all three Councils of Government (COG) in the two-county region (WRCOG, Coachella Valley Association of Governments, and San Bernardino Council of Governments). It is funded by the California Public Utilities Commission (CPUC) through a six-year allocation of funds from the Public Goods Surcharge. The I-REN governance structure includes elected officials from each participating COG with each COG having three votes. They provide policy direction and technical guidance on issues related to I-REN. I-REN, however, is not a separate legal entity so WRCOG, in its capacity as lead administrative agency, incorporates the I-REN funds in the WRCOG budget.

Unlike most public agencies, the CPUC issues funds based on the calendar year. This creates an offsetting approval and authorization process that is further complicated by the unusual governance structure. These issues are addressed in the proposed budget resolution by asking the General Assembly to specifically delegate budget authority to the Executive Committee and delegating limited authority to the I-REN governance structure (known as the I-REN Executive Committee). This provides the necessary programmatic latitude to I-REN while protecting the fiduciary responsibility of WRCOG through continued oversight and the ability to intervene if necessary.

Conclusion

WRCOG is in a strong financial position but is committed not to take that for granted. The possibility of fiscal disruption from a recession, political shift, or even another pandemic, remains on the forefront of fiscal decision-making for the agency. In response, this budget represents a series of purposeful steps to continue strengthening the organization's long-term fiscal position, mitigating financial risks, and maximizing the value to member agencies.

Respectfully submitted,



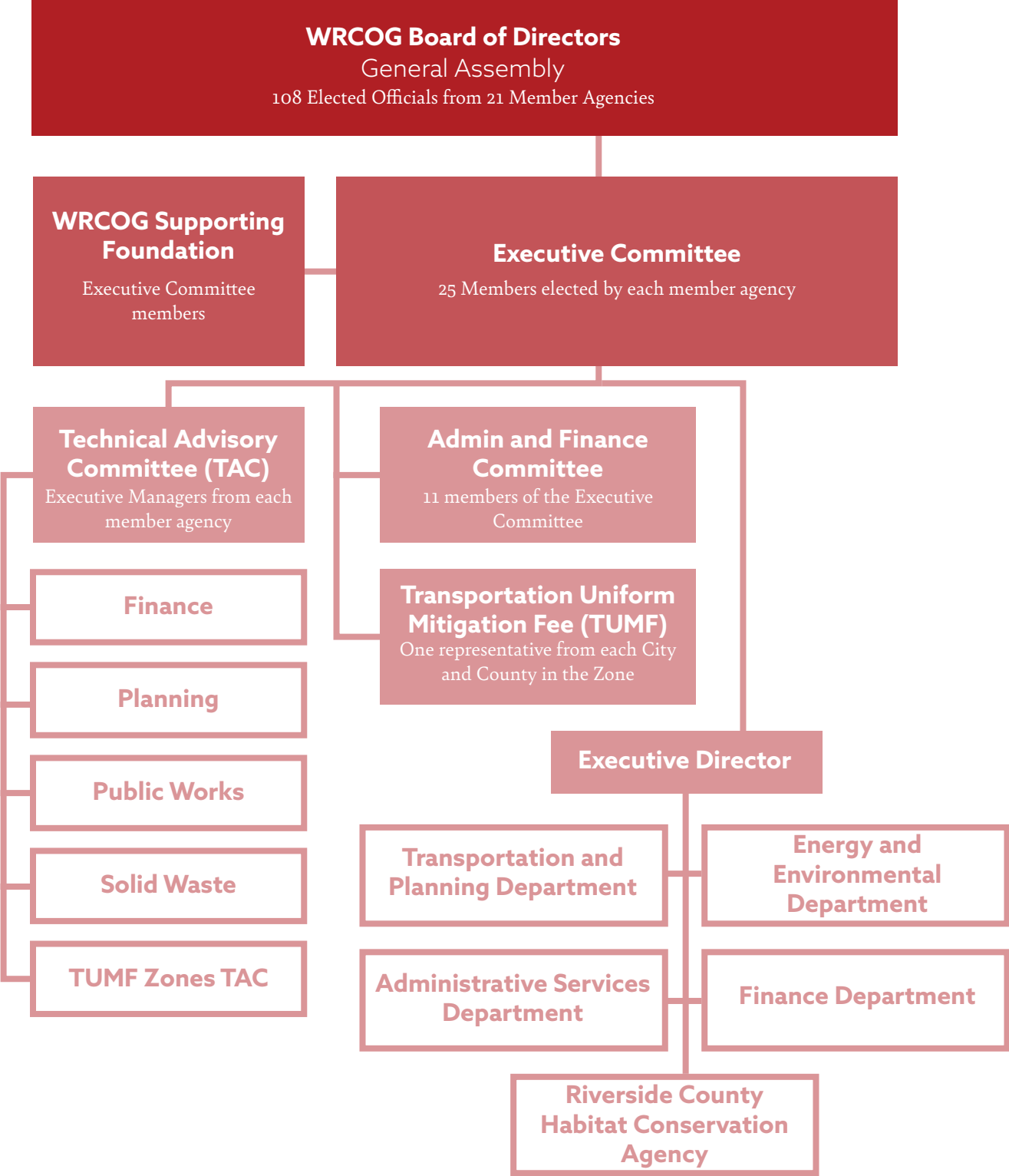
Dr. Kurt O. Wilson
Executive Director

BUDGET SCHEDULE

Date	Activity
July – November 2022	Classification and Compensation study
September 2022 – March 2023	Long-range fiscal modeling
December 2022 – March 2023	Budget estimates and planning
February 23, 2023	Finance Directors Committee: Long-range fiscal model
March 6, 2023	Executive Committee: Overview and key issue advisory - member dues, Fellowship Program, Clean Cities, Solid Waste, I-REN budget authority and process
March 16, 2023	Technical Advisory Committee: Fellowship Program, member dues, Solid Waste, Clean Cities, segregation of Admin funds, changes in Audit procedures, fiscal software
March 29, 2023	Budget Ad Hoc Committee: Revenues (emphasis on Fellowship Program, Solid Waste, Clean Cities, member dues, and I-REN budget authority and process)
April 3, 2023	Executive Committee: Revenues (emphasis on Fellowship, Solid Waste, Clean Cities, member dues, and I-REN budget authority and process)
April 12, 2023	Administration & Finance Committee: Member dues, Fellowship Program, Clean Cities, Solid Waste, I-REN budget process, budget resolution
April 20, 2023	Technical Advisory Committee: I -REN budget authority and process, budget resolution, full draft budget
April 27, 2023	Finance Directors: Full budget, budget resolution
May 1, 2023	Executive Committee: Expenditures, I-REN budget authority and process, budget resolution, recommendation to General Assembly
June 29, 2023	General Assembly: Budget adoption



WRCOG ORGANIZATION





PERSONNEL LISTING BY DEPARTMENT

	FY 2020/21	FY 2021/22	FY 2022/23	Staffing Changes	FY 2023/24
Transportation and Planning Department					
Transportation and Planning Director/Deputy Executive Director	1	1	1		1
Program Manager	3	2	2		2
Analyst III	1	1	1		1
Analyst I	2	1	2		2
Department Total	7	5	6		6
Energy and Environmental Department					
Deputy Executive Director	1	-			
Director Energy and Environmental Programs	1	1	1		1
Program Manager	1	4	5		5
Analyst III	2	1	2		2
Analyst II	-	-	1		1
Analyst I	4	3	2	-1 ⁽²⁾	1
Program Specialist I	2	2	2	-1 ⁽²⁾	1
Department Total	11	11	13		11
Executive Department					
Executive Director	1	1	1		1
Public Information Officer (PIO)	-	1	1		1
Program Manager	-	1	1		1
Department Total	1	3	3		3
Finance Department					
Chief Financial Officer	1	1	1		1
Program Manager	1	1	1		1
Analyst I	-	2	3		3
Program Specialist I	1	-	-		-
Department Total	3	4	5		5
Administrative Services Department					
Administrative Services Director	-	1	1		1
Program Manager	1	1	1		1
Analyst I	1	2	1		1
Program Specialist I	-	-	1		1
Department Total	2	4	4		4
Riverside County Habitat Conservation Agency (RCHCA) ⁽³⁾					
Director of RCHCA	1	1	1		1
Director of Administration	1	-	-		-
Program Manager	1	2	2		2
Analyst I	1	-	-		-
OSH Technician	3	4	4		4
Department Total	7	7	7		7
Western Community Energy (WCE) ⁽⁴⁾					
Director of Western Community Energy/Deputy Executive Director	1	1	-	⁽⁴⁾	-
Program Manager	1	-	-		-
Analyst III	1	-	-		-
Analyst I	1	-	-		-
Department Total	4	1	-		-
WRCOG Total	35	35	38		36

(1) In FY 2022/23 WRCOG adopted a new classification and compensation schedule. Positions are updated to reflect new titles.

(2) Removal of I-REN Analyst position and HERO Program Specialist 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, March JPA, and the Riverside County Superintendent of Schools. 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 effort, 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, environment, 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. Budget control levels determine the parameters for administrative budget transfers and amendments. Upon adoption of the resolution for the Fiscal Year 2023/2024, budget control levels will be established by department within the General Fund and by Fund within all other funds.

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 Narrative by Fund / Program

FY 2023/2024 Budget Summary

General Fund revenues and transfers in (overhead) are anticipated to be \$7,278,415 against \$7,650,002 in expenditures, a difference of \$371,587. This difference is primarily due to the HERO Program budget.

Clean Cities Fund revenues and transfers in (from Local Transportation Fund - LTF) are anticipated to be \$434,600 against \$434,600 in expenditures.

Used Oil Fund revenues are anticipated to be \$220,753 against \$220,115 in expenditures, a difference of \$638.

I-REN Fund revenues are anticipated to be \$10,478,589 against \$9,835,997 in expenditures, a difference of \$642,592. The I-REN's budget is \$65M over a six-year budget period, where funds can be rolled into subsequent years if they are not spent in earlier years, as long as it's within the six-year Program period.

LTF revenues are anticipated to be \$1,208,750 against \$1,203,562 in expenditures, a difference of \$5,188.

For FY 2023/2024, the total Agency budgeted revenues and transfers in (overhead) are anticipated to be \$19,572,850 against \$19,286,298 in expenditures, a difference of \$286,552.

Compared to FY 2022/2023, this represents a decrease of approximately \$68M in revenues and \$31M in expenditures; however, as previously noted, this drastic decrease is attributable to the TUMF collections (with the exception of the 4% admin fee) now no longer being considered a revenue for the Agency. Excluding these revenues for an apples-to-apples comparison actually shows revenues for the Agency increasing by approximately \$2.2M, with expenditures increasing by approximately \$1.8M, which is primarily attributable to the increased I-REN revenues, decreased HERO revenues, and decreased TUMF Administrative revenues.

Revenue and Expenditure Proposals

The largest revenue change in the proposed budget is the result of an accounting change to WRCOG's largest program – Transportation Uniform Mitigation Fee (TUMF). The bulk of the revenues collected for the TUMF Program are redistributed to partner agencies. WRCOG's current practice has been to account for the full collection as revenue. WRCOG's new auditor, relying on Governmental Accounting Standards Board (GASB) Statement 84, has recommended the redistributed funds be treated as pass through funds rather than Agency revenues. For FY 2023/2024, only the 4% of TUMF funds retained by WRCOG will be counted as revenue. While this has no impact on the Program of its ability to fund projects, the year-over-year comparison of revenues may appear dramatic (reduction of approximately \$70M).

Energy and Environmental Programs

C-PACE:

The Commercial Property Assessed Clean Energy (C-PACE) Program is currently limited to two providers: Twain and Nuveen (formerly known as Greenworks). In previous years,

the revenues and expenditures were estimated in a similar manner as other programs – predicting the revenue level, then constraining expenses accordingly. Program revenues are the result of completed projects with one of the two providers. Projects happen at unpredictable intervals which makes estimating revenues more difficult and typically requires mid-year budget adjustments to reflect actual activity. With the exception of a fixed cost (\$148k), the PACE expenses increase and decrease in concert with revenue increases and decreases.

In order to more accurately predict revenues and constrain expenditures, this proposed budget downgrades revenues and expenditures to the maintenance level. Revenue estimates would then be increased as revenue from completed projects is realized and the related expenditures would be adjusted accordingly. This allows for a more accurate reflection of finances related to the project and provides a scalable solution that can be easily adapted as conditions change.

A second change in the proposed budget is to consolidate revenues and expenditures from both providers into a single budget line item (while continuing to track each provider separately). This allows for a more accurate allocation of overhead costs and paves the way for an easier transition in the event additional providers were added to C-PACE Program. It also provides a built-in safeguard against overspending if revenues come in lower than expected.

SoCalGas Company Partnership:

The Energy Department is poised to re-establish its relationship with SoCalGas with a new partnership. This two-year agreement will provide WRCOG with revenues of \$100k a year for two years (for a total of \$200k). Anticipated expenditures will be aligned with revenues at \$100k. The Partnership will serve public agencies through customer incentives and deemed rebate programs, third-party energy efficiency programs, fill gaps in statewide programs, collaborate with local organizations and agencies, collaborate with customers to develop energy solutions and regional strategies, and provide Regional Ambassadors. Ambassadors will serve public agencies as an extension of staff to SoCalGas' Regional Energy Pathway team, ensuring public sector customers have a local "go-to" resource that supports their agencies' ability to increase energy efficiency.

Streetlight Program:

The Streetlight Program, now in its maintenance phase, coordinates service contracts between entities and provides support on an as-needed basis to participating member jurisdictions. Revenue is relatively fixed with a 3% annual increase baked into the agreements with member jurisdictions. Revenues for FY 2023/2024 will be budgeted at \$139k and expenditures at \$125k.

I-REN:

The Inland Regional Energy Network, or I-REN, will have an anticipated budget of \$10.4M in revenues and \$9.8M in expenditures in FY 2023/2024, spread across three Sectors: 1) Public, 2) Workforce Education & Training, and 3) Codes & Standards; however, it is important to note that the I-REN's budget is \$65M over a six-year budget period, where funds can be rolled into subsequent years if they are not spent in earlier years, as long as it's within the six-year Program period. While the I-REN was approved in November 2021, it has taken some time to organize the governing structure (I-REN Executive Committee) and associated agreements, onboard new staff, and solicit procurements for implementers necessary to begin the launch of programs. Now, as the I-REN brings on its implementers and consultants under contract, a substantial increase in activity is expected as work on those contracts begins. Staff will file an advice letter with the California Public Utilities Commission (CPUC) to roll over any unspent funds from 2022 and 2023 into the later years of the six-year budget period.

HERO Program:

The HERO Program is in a winddown phase and has an anticipated budget of \$764k, a decrease of approximately \$366k. This decrease was anticipated and is primarily due to a decrease in early payoffs and outstanding assessments, which make up the Program's annual administrative fee. Anticipated expenditures are \$1.15M, representing a deficit of approximately \$394k.

Clean Cities Program:

The Clean Cities Program has an anticipated budget of \$434k in revenues, an increase of approximately \$94k compared to FY 2022/2023. This increase is primarily due to two additional grants and an increase in the allocation received from the U.S. Department of Energy. This also includes an allocation of \$70k from the Local Transportation Fund (LTF) Program. The proposed budget for Clean Cities also includes a proposed increase in member dues of approximately \$12k. Anticipated expenditures will be aligned with revenues at \$434k.

Solid Waste:

The Solid Waste Program has an anticipated budget of \$183k in revenues and expenditures, a decrease of approximately \$57k compared to FY 2022/2023. This decrease is due to one-time revenues received for SB 1383 capacity planning in FY 2022/2023. The proposed budget for Solid Waste also includes a proposed increase in member dues of approximately \$62k.

Love Your Neighborhood Program:

The Love Your Neighborhood Program, a partnership with the Riverside County Flood Control and Water Conservation District, will continue into next year with anticipated revenues and expenditures of \$50k - no change from this current year.

Used Oil Program:

A grant from CalRecycle provides an anticipated budget of \$220k in revenues and expenditures, an increase of \$22k compared to FY 2022/2023.

Transportation and Planning Programs

TUMF Program:

The TUMF Program budget will only include the administrative fee, which is 4% of the total TUMF collections, in the upcoming budget. The administrative fee has an anticipated budget of \$2M in revenues and expenditures, which is based on \$50M in total collections. An additional \$52k is anticipated in revenues due to Beaumont Measure A funds to be allocated to WRCOG based on the Beaumont Settlement Agreement.

Local Transportation Fund (LTF) Program:

This Program has an anticipated budget of \$1.2M in revenues and expenditures, an increase of approximately \$200k compared to FY 2022/2023.

RivCOM Program:

This Program has an anticipated budget of \$25k in revenues and expenditures - no change from this current year.

REAP 1.0 Program:

This grant will be expending its remaining funds in FY 2023/2024. The remaining funds are approximately \$300k based on current estimates.

REAP 2.0 Program:

A new grant from SCAG will be commencing in FY 2023/2024 and has anticipated revenues and expenditures of \$500k.

Administration

Previously, the Administration Department grouped the Administrative Services, Finance, and Executive functions under one budget; however, for FY 2023/2024, these three functions will now have their own separate budgets. Member dues remain flat at \$294k; however, member dues will be evaluated over this next year with a possible change in the FY 2024/2025 budget. Interest revenues are estimated at \$200k, an increase of \$20k from FY 2022/2023. Lastly, overhead, which is charged across WRCOG's various programs, and is the primary funding source for the Administration function, is anticipated to be \$2.42M, a decrease of \$100k compared to FY 2022/2023.

Administrative Services:

Administrative Services houses the majority of Administration's expenses, such as legal, consulting, office lease, etc., and has anticipated expenditures of approximately \$2M.

Fellowship:

The Fellowship Program has anticipated revenues and expenditures of \$100k, which is an assumption based on five Fellows funded at 100%; however, based on the current funding structure, some Fellows could be funded at 50%, or there could potentially be more than five Fellows.

Finance:

Costs for a potential software upgrade are included in the FY 2023/2024 budget under Finance; however, a formal RFP process still needs to be performed to select a software vendor, and this is just an estimate based on what staff received from a potential software company, Tyler Technologies. Total anticipated expenditures are \$556k.

Executive:

Anticipated expenditures are budgeted at approximately \$348k.





FINANCIAL SUMMARIES

BUDGET SUMMARY BY FUND

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24
	Actual	Actual	Actual	Actual	Budget	Budget	Budget
110-General Fund							
Total Revenue	13,191,170	9,879,317	8,533,704	9,615,598	11,060,546	8,098,481	7,278,415
Total Expense	11,483,711	10,360,866	7,174,792	7,998,941	10,975,207	8,156,866	7,650,002
Net Annual	1,707,459	(481,550)	1,358,911	1,616,656	85,339	(58,385)	(371,587)
Adjust to Unassigned Balance	237,599	(1,460,049)	(1,963,428)	151,705	817,986	94,686	-
Beginning Unassigned Balance	8,676,105	10,621,163	8,679,564	8,075,047	9,843,408	10,746,733	10,783,034
Ending Unassigned Balance	10,621,163	8,679,564	8,075,047	9,843,408	10,746,733	10,783,034	10,411,447
120-Clean Cities Fund							
Total Revenue	205,500	191,770	267,770	151,000	240,000	340,167	434,600
Total Expense	211,885	206,346	228,077	495,899	240,000	339,783	434,600
Net Annual	(6,385)	(14,576)	39,693	(344,899)	-	384	-
Adjust to Unassigned Balance	6,385	75,000	(39,693)	384,592	(67,911)	-	-
Beginning Unassigned Balance	-	-	60,424	60,424	100,117	32,206	32,590
Ending Unassigned Balance	-	60,424	60,424	100,117	32,206	32,590	32,590
140-Used Oil Fund							
Total Revenue	230,794	228,574	377,654	376,396	168,023	198,398	220,753
Total Expense	849,955	228,581	381,132	298,267	168,022	198,223	220,753
Net Annual	(619,161)	(7)	(3,478)	78,129	1	175	-
Adjust to Unassigned Balance	619,161	7	3,478	(78,129)	-	(176)	-
Beginning Unassigned Balance	-	-	-	-	-	1	-
Ending Unassigned Balance	-	-	-	-	1	-	-
180-REN Fund							
Total Revenue	-	-	-	-	5,151,020	7,728,330	10,478,589
Total Expense	-	1,283	26,172	52,208	4,430,748	7,728,330	9,835,997
Net Annual	-	(1,283)	(26,172)	(52,208)	720,272	-	642,592
Adjust to Unassigned Balance	-	1,283	26,172	52,208	(720,272)	-	-
Beginning Unassigned Balance	-	-	-	-	-	-	-
Ending Unassigned Balance	-	-	-	-	-	-	642,592
210-LTF Fund							
Total Revenue	742,009	775,500	800,249	676,494	750,000	930,000	1,208,750
Total Expense	513,701	788,658	709,397	887,089	850,000	948,829	1,203,562
Net Annual	228,308	(13,158)	90,853	(210,595)	(100,000)	(18,829)	5,188
Adjust to Unassigned Balance	473,011	697,918	(95,413)	301,448	(12,553)	-	-
Beginning Unassigned Balance	1,264,483	1,965,802	2,650,562	2,646,002	2,736,855	2,624,302	2,605,473
Ending Unassigned Balance	1,965,802	2,650,562	2,646,002	2,736,855	2,624,302	2,605,473	2,610,661

FUND SUMMARY

Fund Summary														
	General Fund		Clean Cities*		Used Oil		I-REN		LTF*		TUMF		Grand Total	
	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget
Revenues	8,098,481	7,278,415	340,167	434,600	198,398	220,753	7,728,330	10,478,589	1,002,500	1,208,750	70,263,068	-	87,630,944	19,621,107
Expenditures														
Salaries	4,555,109	4,350,420	292,783	393,589	134,725	125,815	1,174,522	1,051,230	721,940	913,262	-	-	6,879,079	6,832,958
Legal	699,850	555,200	-	-	1,000	1,000	45,000	60,000	2,000	20,000	-	-	747,850	636,200
General Operations	1,357,256	1,305,196	23,050	26,011	62,498	93,300	3,225,425	3,756,600	16,100	20,300	32,888,595	-	37,572,924	5,201,407
Consulting	1,544,650	1,439,186	23,950	15,000			3,283,383	4,968,167	250,000	250,000	-	-	5,101,983	6,672,353
Total	8,156,866	7,650,002	339,783	434,600	198,223	220,115	7,728,330	9,835,997	990,040	1,203,562	32,888,595	-	50,301,837	19,342,918
Excess Rev/Exp	(58,385)	(371,587)	384	-	175	638	-	642,592	12,460	5,188	37,374,473	-	37,329,107	277,975

*70k allocation from LTF to Clean Cities

GENERAL FUND

General Fund														
	Solid Waste		Love Your Neighborhood		Gas Company		Streetlights		PACE Commercial		HERO		TUMF	
	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget
Revenues	240,750	183,580	50,000	50,000	-	100,000	135,542	139,608	\$110,000	\$148,550	1,130,000	764,000	2,605,932	2,052,000
Expenditures														
Salaries	104,653	140,505	13,604	20,817	-	61,024	106,689	61,024	117,660	148,550	909,838	743,674	1,414,430	1,374,260
Legal	1,000	2,000	-	200	-	2,500	750	20,000	3000		500,000	325,000	75,000	95,000
General Operations	5,400	14,950	10,000	3,983	-	17,750	12,408	14,000	3,000		90,500	43,660	98,250	82,600
Consulting	129,556	26,125	26,396	25,000	-	18,726	15,433	30,000	29,757		70,000	40,000	450,000	500,000
Total	240,609	183,580	50,000	50,000	-	100,000	135,280	125,024	153,417	148,550	1,570,338	1,152,334	2,037,680	2,051,860
Excess Rev/Exp	141	0	-	0	-	0	262	14,584	(43,417)	-	(440,338)	(388,334)	568,252	140
	RivTAM		REAP 1.0		REAP 2.0		Administrative Services		Finance		Executive		Fellowship	
	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget	FY 23 Budget	FY 24 Budget
Revenues	25,000	25,000	750,000	300,000	-	500,000	2,951,257	2,011,178	0	556,280		348,516	100,000	100,000
Expenditures														
Salaries	10,288	16,532	249,183	90,586	-	146,079	1,438,691	716,718	-	392,553	-	336,516	190,072	95,774
Legal	-	-	5,000	-	-	15,000	115,000	95,000	-	-	-	-	100	500
General Operations	-		-	-	-	-	1,132,948	949,026	-	163,727	-	12,000	4,750	3,500
Consulting	14,571	1,000	558,437	209,414	-	338,921	250,000	250,000	-		-		500	
Total	24,859	17,532	812,620	300,000	-	500,000	2,936,639	2,010,744	-	556,280	-	348,516	195,422	99,774
Excess Rev/Exp	141	7,468	(62,620)	0	-	0	14,617	433	-	-	-	-	(95,422)	226

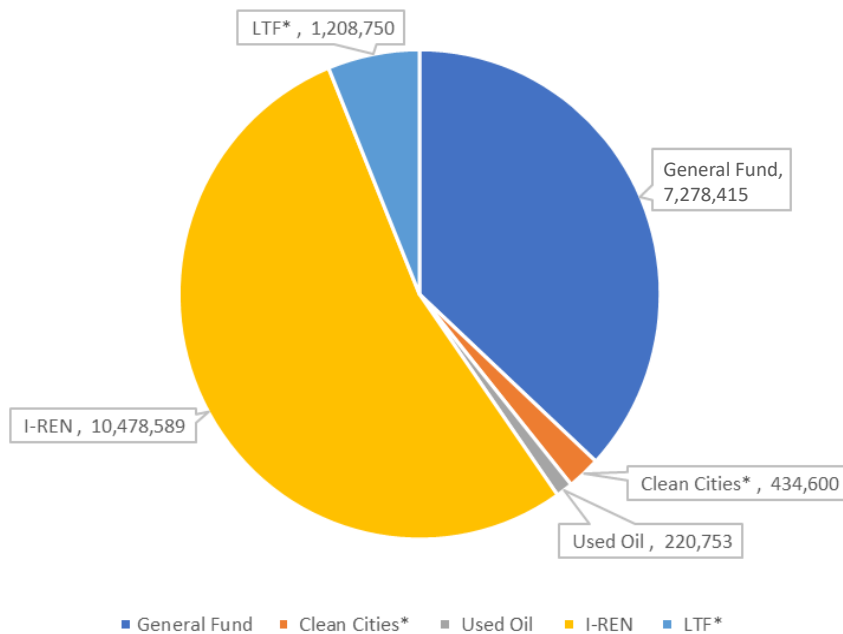
TOTAL REVENUES BY DEPARTMENT

FY 23/24 Total Revenue by Department						
	Administrative Services	Finance	Executive	Transportation & Planning	Energy & Environment	Totals
110-General Fund	2,111,178	556,061	348,516	2,877,000	1,385,660	7,278,415
120-Clean Cities Fund	-	-	-	-	434,600	434,600
140-Used Oil Fund	-	-	-	-	220,753	220,753
180-REN Fund	-	-	-	-	10,478,589	10,478,589
210-LTF Fund	-	-	-	1,208,750	-	1,208,750
220-TUMF Fund	-	-	-	-	-	-
300-HERO Fund	-	-	-	-	-	-
Totals	2,111,178	556,061	348,516	4,085,750	12,519,602	19,621,107

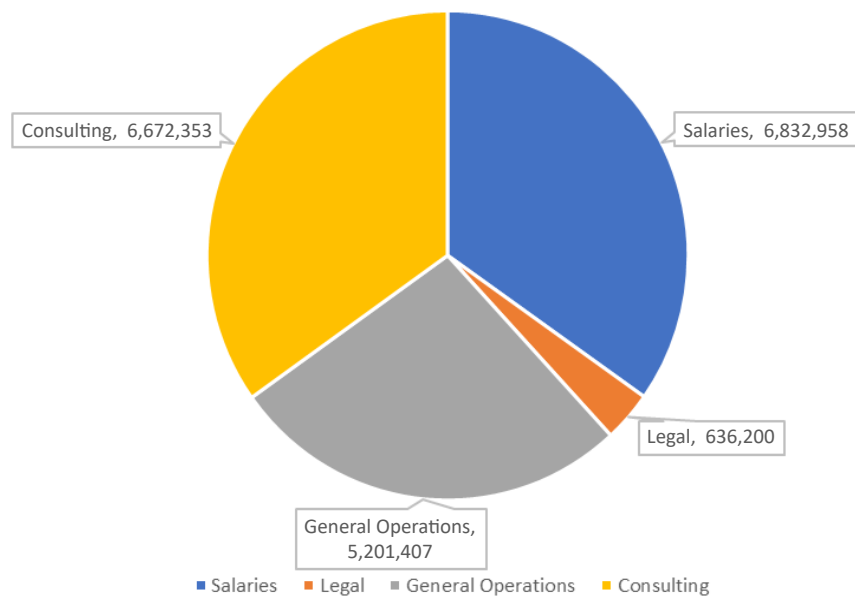
TOTAL EXPENSES BY DEPARTMENT

FY 23/24 Total Expense by Department						
	Administrative Services	Finance	Executive	Transportation & Planning	Energy & Environment	Totals
110-General Fund	2,110,515	556,280	348,516	2,869,254	1,765,655	7,650,002
120-Clean Cities Fund	-	-	-	-	434,386	434,386
140-Used Oil Fund	-	-	-	-	220,057	220,057
180-REN Fund	-	-	-	-	9,835,414	9,835,414
210-LTF Fund	-	-	-	1,203,060	-	1,203,060
220-TUMF Fund	-	-	-	-	-	-
300-HERO Fund	-	-	-	-	-	-
Totals	2,110,515	556,280	348,516	4,072,314	12,255,512	19,342,918

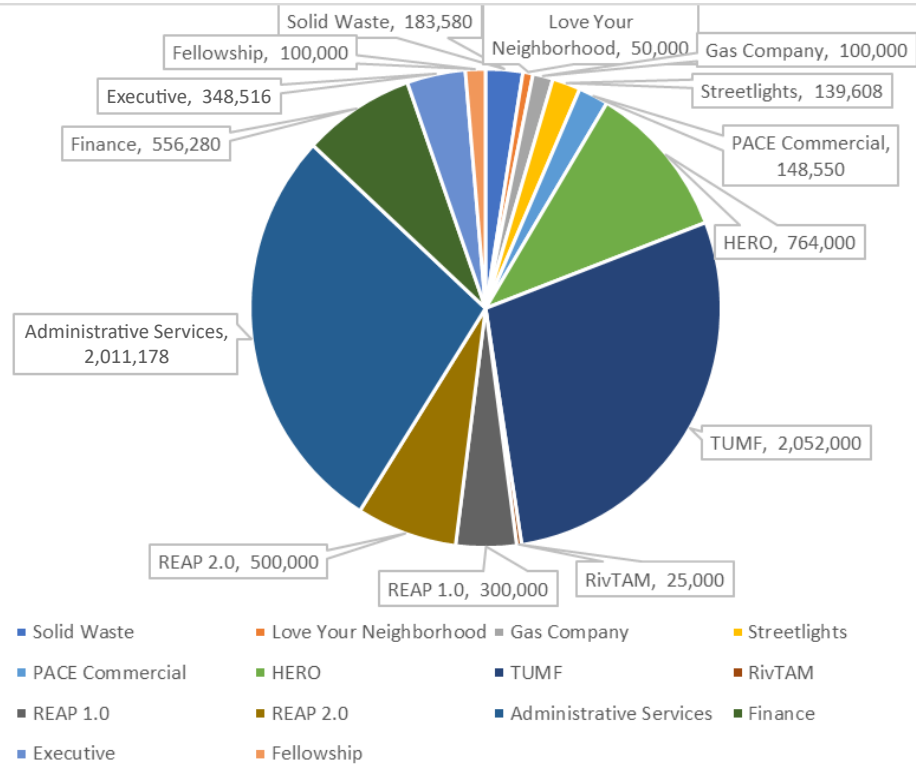
TOTAL REVENUES FY 23/24



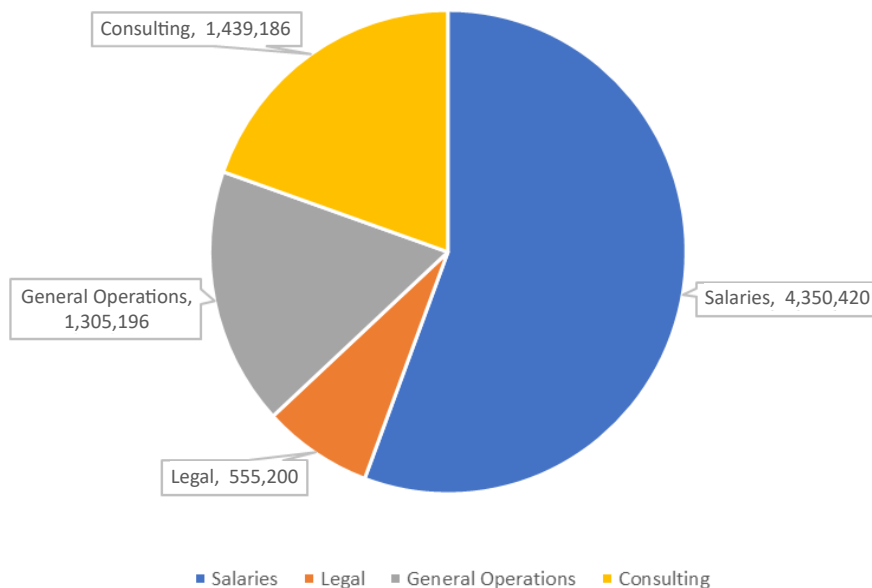
TOTAL EXPENDITURES FY 23/24



GENERAL FUND REVENUES FY 23/24

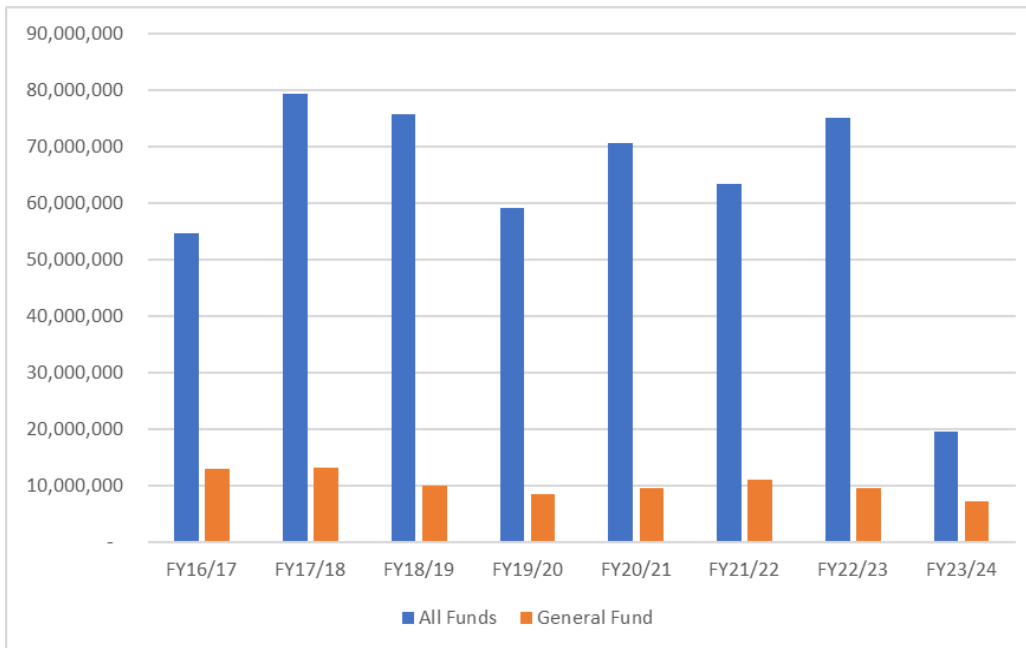


GENERAL FUND EXPENDITURES FY 23/24

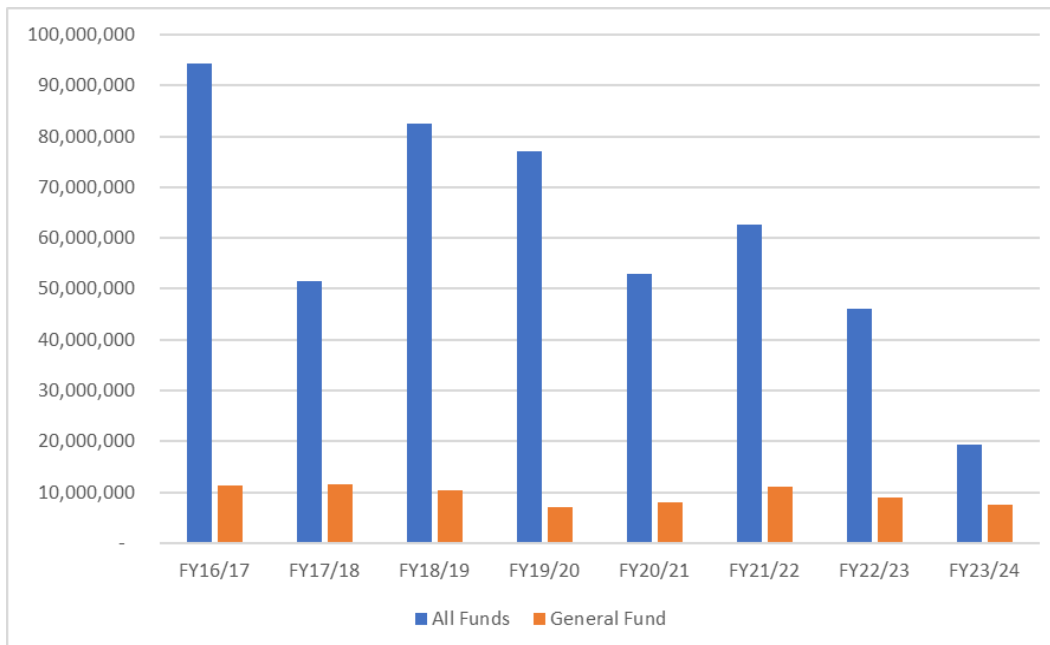


TOTAL REVENUES AND EXPENDITURES SINCE FY 2016/2017

TOTAL REVENUES

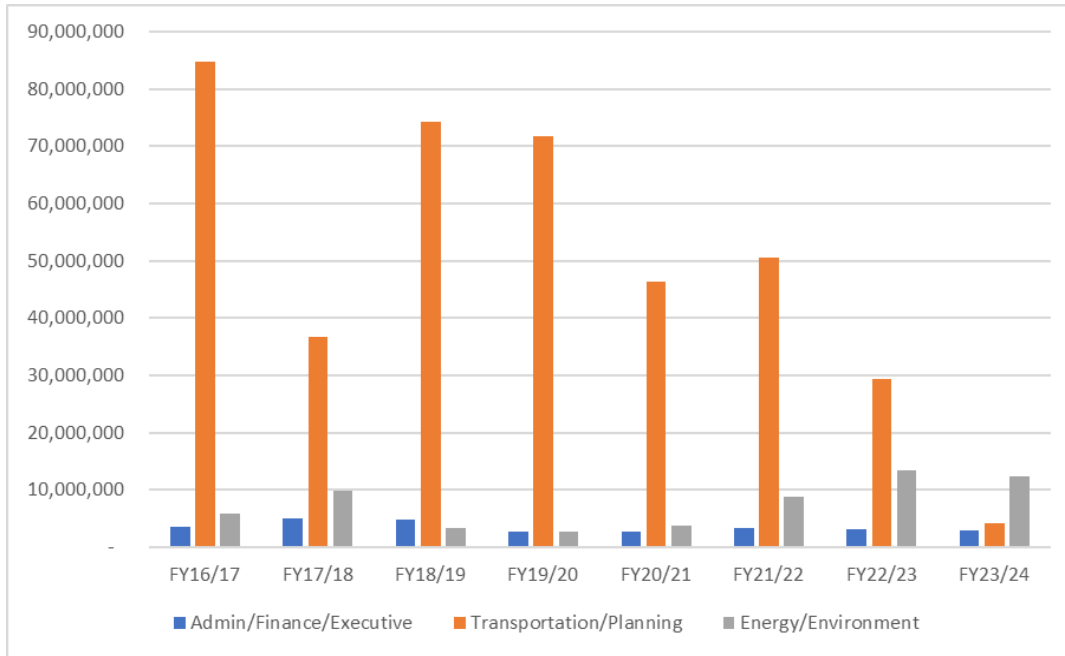


TOTAL EXPENSES

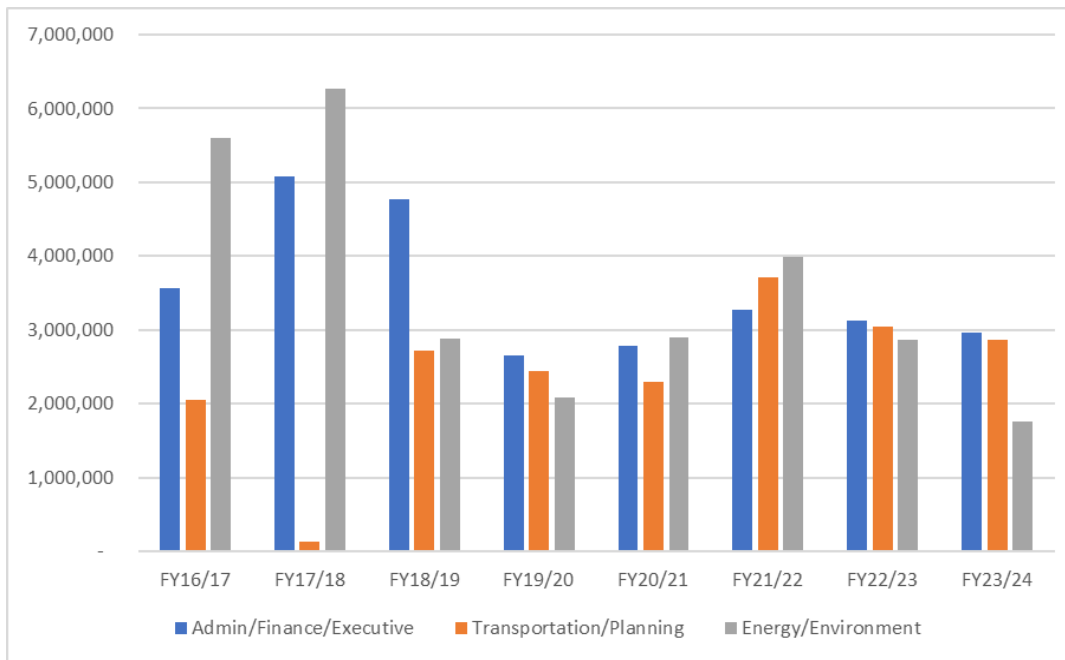


TOTAL EXPENSES BY DEPARTMENT SINCE FY 2016/2017

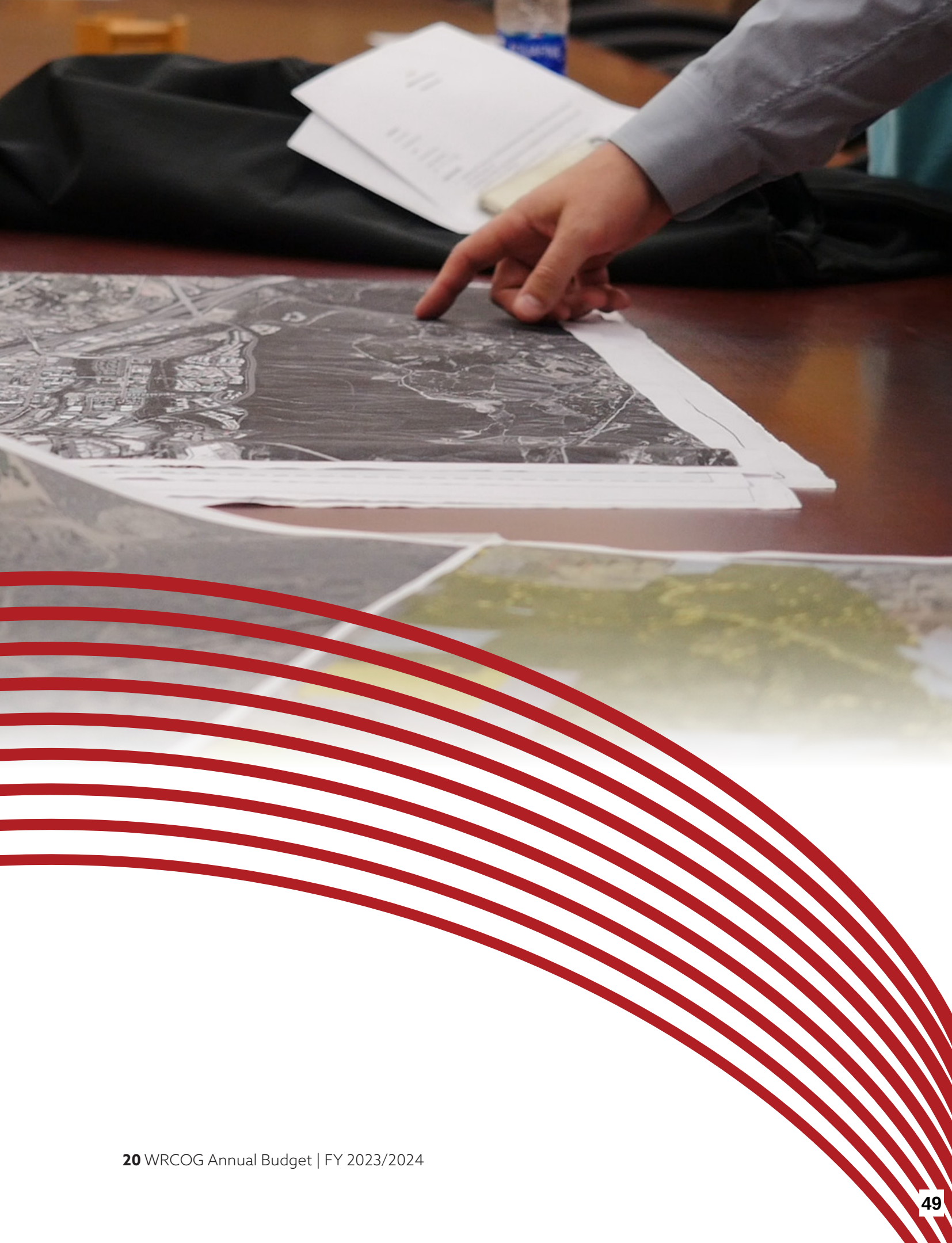
TOTAL EXPENSES - ALL FUNDS



TOTAL EXPENSES - GENERAL FUND







BUDGET DETAIL BY DEPARTMENT

Transportation & Planning Department



BUDGET AT A GLANCE:

TOTAL REVENUES	\$4,085,750
TOTAL EXPENDITURES	\$4,072,314
NET REVENUE	\$13,436
TOTAL STAFF	6

Mission

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

Department Description

Functions of the Transportation and Planning Department are split into two divisions. The Transportation Division oversees the Transportation Uniform Mitigation Fee (TUMF) Program. The Planning Division implements the SCAG Regional Early Action Program (REAP) Subregional Partnership Program, the Grant Writing Assistance Program, Modeling (RIVCOM) Program, and supports the WRCOG Public Works Committee (PWC) and Planning Directors Committee (PDC).

Transportation Division

TUMF

The TUMF Program funds critical transportation infrastructure to accommodate the traffic created by new population growth and commercial development throughout Western Riverside County. Each of WRCOG's member jurisdictions and the March Joint Powers Authority participate in the Program. 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 allocated to WRCOG's member agencies is distributed 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), and
- 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 Division

REAP Program

The REAP Subregional Partnership Program provides funding through SCAG, from the State, to assist WRCOG member agencies with various planning and implementation activities related to State housing goals and 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 by member agencies to identify opportunity sites for housing, an Objective Design Standards Toolkit, an SB 9 Toolkit and model ordinance for use and adoption by WRCOG member agencies, an Affordable Housing Pipeline, and direct technical support to member agency Planning Departments in the form of contract planners working on a variety of housing related projects and activities.

Grant Writing Assistance Program

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. If WRCOG member agencies are interested, 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.

Modeling (RIVCOM) Program

The Transportation & Planning Department developed, administers, and distributes the Riverside County Transportation Analysis Model (RIVCOM) model. 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.

PWC / PDC Support

WRCOG staff also supports the WRCOG Public Works Committee (PWC) and the WRCOG Planning Directors Committee (PDC) through research and analysis regarding key planning issues. An example of this assistance is support related to the implementation of SB 743. WRCOG maintains a website and provides various online tools for Vehicle Miles Traveled (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. WRCOG has also focused its efforts on the feasibility of a Regional VMT Mitigation Program, in collaboration with RCTC, RTA and interested member agencies, in order to assist the agencies with the mitigation of VMT impacts from development and infrastructure projects.

WRCOG also coordinates on a regular basis with other regional agencies such as SCAG. WRCOG provides updates on SCAG activities through regular agenda reviews 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.

Prior Year Accomplishments

Transportation Division

TUMF Program

- Collected nearly \$50M in TUMF throughout April 2023,
- Completed updates of the 5-Year Zone Transportation Improvement Program,
- Processed 41-member agency TUMF reimbursement invoices associated with \$9M

- in TUMF funding for both pre-construction and construction phases,
- Continued work on the updated TUMF Nexus Study, and
- Completed analysis of residential home size and trip generation to maintain compliance with AB 602 requirements.
- Current projects under construction by TUMF include:
 - o Hamner Avenue Bridge (Norco / Eastvale)
 - o I-215 Holland Overcrossing (Menifee)
 - o SR-60 / Moreno Beach Interchange (Moreno Valley)
 - o I-15 / French Valley Parkway Overcrossing & Interchange (Temecula)
 - o Temescal Canyon Road (Riverside County)
 - o SR-60 / Potrero Boulevard Interchange (Beaumont)
 - o Esplanade Avenue (Hemet)
 - o Vine Street Mobility Hub (Riverside)

Planning Division

REAP Program

- Completion of a regional GIS / Mapping System for Housing Opportunity Sites to support the development of jurisdictional Housing Elements,
- Development of an Affordable Housing Pipeline tool in an online GIS format, in coordination with the Housing Authority of the County of Riverside,
- Completion of the Objective Design Standards Toolkit,
- Completion of the SB 9 Toolkit that includes a FAQ sheet and model ordinance,
- Held regular educational legislative sessions on proposed housing bills, including presentations to the PDC and the Executive Committee, and
- Assisted eight jurisdictions to support the development of their Housing Elements or other housing-related planning activities.

Grant Writing Program

- Provided a bi-weekly summary of potential grants to WRCOG member agencies, and
- Prepared five grant applications on behalf of WRCOG member agencies.

GIS / Modeling Program

- Distributed updated RIVCOM model data to 15 consultants working the WRCOG subregion, and
- Completed an update of RIVCOM to address several technical issues.

PWC / PDC Support

- Facilitated monthly meetings of the PWC and PDC.
- Provided email notifications on relevant topics including grant repository updates, 2020 Census urban area delineations, Housing Element assistance opportunities, and more.

Other Planning Division Activities

- Continued resilience planning efforts through the Resilience Inland Empire (IE) Program. 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. In FY 2021/2022, the community-wide costs of transportation asset outages under projected future climate-related hazard scenarios were quantified via a risk assessment. In FY 2022/2023, WRCOG held on-going discussions with jurisdictions to apply for grant funding in order for their transportation projects to be more resilient.
- Continued research on a VMT Mitigation Program. As part of this effort, WRCOG completed due diligence on Program frameworks, considerations, and potential mitigation actions for a potential Regional VMT Mitigation Program.
- Completed update of the Regional Fee Comparison Analysis.
- Provided technical assistance to member jurisdictions in its review of the 2024 Connect SoCal Plan. More specifically, provided technical assistance to member jurisdictions with the review of socio-economic data (SED) and input to SCAG for the Connect SoCal Plan.

Department Strategic Work Plan

On January 12, 2022, the Executive Committee adopted a new Strategic Plan with specific Transportation & Planning Department goals and strategies including Goal 2 (Grants) and Goal 5 (Infrastructure).

The Department will work on Goal 2: Identify and help secure grants and other funding opportunities for projects and programs that benefit member agencies, through these specific strategies and actions:

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 will continue to provide bi-weekly updates regarding grants opportunities to WRCOG member agencies.

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 and will continue to provide on-call consultants to assist its member agencies with grant preparation.

The Department will work on 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. WRCOG Staff will:

- Complete key technical studies related to TUMF such as the TUMF Nexus Study. 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.
- 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.
- Complete the TUMF Annual Report and the jurisdictional TUMF Annual Reviews.
- Provide regular updates on VMT Mitigation Program efforts to member agencies.
- Complete research regarding a potential regional program to address both land use and transportation project VMT mitigation requirements.

- Provide member agencies with regular updates regarding grant opportunities and prepare grant applications that comply with the Grant Writing Assistance Program Guidelines.
- Complete planning-support activities related to the REAP Program.
- Complete and submit the LTF Work Plan.

Energy & Environmental Department

BUDGET AT A GLANCE:

TOTAL REVENUES	\$12,519,680
TOTAL EXPENDITURES	\$12,255,512
NET REVENUE	\$264,091
TOTAL STAFF	11

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.

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 (PACE) Program (C-PACE), HERO residential PACE-financing Program, Regional Streetlights Program, and the Regional Energy Ambassador Program. The Environmental Division has three key programs to meet California's waste diversion, recycling, and clean transportation goals: the Solid Waste and Recycling Program, the Western Riverside County Clean Cities Coalition, and the Used Oil Recycling Program.



Energy Division Programs

Inland Regional Energy Network Program (I-REN)

The I-REN is a collaboration between WRCOG, the Coachella Valley Association of Governments (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 Riverside and San Bernadino 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).

C-PACE Program

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.

Residential PACE Program

The HERO residential PACE-financing Program previously 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 residential 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 active assessments decreases.



Regional Streetlight Program

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), retrofit to light-emitting diode (LED) technology to provide more economic operations (i.e., lower maintenance costs and reduced energy use), and currently manages a regional streetlight operation and maintenance (O&M) contract on behalf of participating agencies. 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. In 2022, WRCOG developed 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 and is currently seeking funding and pilot project opportunities.

Regional Energy Pathways Program

The Southern California Gas Company (SoCal Gas) launched the Regional Energy Pathways Program in 2022 which serves public sector customers that previously participated in Local Government Partnerships. The Regional Energy Pathways Program is one of several new offerings which focuses on connecting customers with SoCalGas' Energy Efficiency Programs. The Program will serve public agencies through customer incentives and deemed rebate programs, third-party energy efficiency programs, fill gaps in statewide programs, collaborate with local organizations and agencies, collaborate with customers to develop energy solutions and regional strategies, and provide Regional Ambassadors. Ambassadors will serve public agencies as an extension of staff to SoCalGas' Regional Energy Pathway team, ensuring public sector customers have a local "go-to" resource that supports their agencies' ability to increase energy efficiency.

Environmental Division

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



Prior Year Accomplishments for FY 2022/2023

Energy Division

I-REN Program

- Launched the IREN.gov splash page.
- Established the I-REN Executive Committee, its representatives from each partner COG, and the Chair, Vice-Chair and Second Vice-Chair.
- Finalized the Program Agreement between WRCOG and SoCal Gas, the MOA between the COG partners, and the I-REN Governance & Operations Rules.
- Established a custodial bank account for WRCOG / I-REN to receive advanced payments from SoCal Gas for I-REN expenditures.
- Awarded program implementation contracts to four vendors.
- Secured partnership with Civic Spark for the I-REN Energy Fellowship Program.
- Initiated I-REN orientations throughout Riverside and San Bernardino Counties.

C-PACE Program

- Provided nearly \$15M in financing for three C-PACE project.

Residential PACE Program

- PACE Programs implemented an Escheatment procedure to timely process and provide a final notification to property owners of unclaimed refunds before escheating to the State where the funds will be kept for ongoing tracking and claiming.

Other Energy Division Activities

- Completed the Energy Resilience Plan which serves as a resource for developing and implementing energy resilience solutions to mitigate power outage impacts for member-owned facilities in the subregion. The Plan has two main elements:
 - o Identify and prioritize critical facilities, and
 - o Designing for energy resilience.
- Three facilities studied in this Plan include the Banning Wastewater Treatment

Plant, the Jurupa Valley Fire Stations, and the Kay Cenicerros Senior Center in Menifee.

- Developed and submitted a grant application to the Governor's Office of Planning and Research's ICARP Adaptation Planning Grant Program to conduct up to 10 additional microgrid feasibility studies in the subregion.

Environmental Division

Solid Waste and Recycling Program

- Developed AB 939 Electronic Annual Reports and SB 1383 reports on behalf of 12 member agencies.
- Retained a consultant to develop organics and food capacity planning to fulfill SB 1383 requirements on behalf of 12 member agencies.
- Hosted organics workshops on SB 1383 and capacity planning.
- Secured a multi-year partnership with Riverside County Water Protection for the Love Your Neighborhood Program and developed a website.
- Hosted three Love Your Neighborhood events in partnership with Riverside County Flood Control and Water Conservation District.
- Developed and submitted a grant application for the U.S. Environmental Protection Agency Recycling Education and Outreach solicitation.
- Developed and issued a Request for Proposals to obtain a consultant to implement a regional food rescue program and Tier 1 & 2 food waste generator inspections for SB 1383 compliance.

Western Riverside County Clean Cities Coalition

- Supported Clean Cities Coalition members with the reduction of over 4 million gasoline gallon equivalents and over 7 tons of greenhouse gas emissions through fleet operations and sales of fuel to consumers.



- Hosted the annual SoCal Alt Car Expo, engaging nearly 100 local jurisdictions, fleet managers, and other important clean transportation industry stakeholders around policy, funding, and other clean mobility related topics.
- Developed and submitted multiple grant applications for clean transportation and equity projects, including:
 - o A Community Transportation Needs Assessment - \$100,000.
 - o Clean Mobility Options Voucher funding for deployment of clean mobility options - \$1.5M.
 - o Support for funding application for the Houston to Los Angeles hydrogen fueling corridor planning program - \$30,000.
 - o Clean Cities Energy and Environmental Justice Program funding - \$110,000
- Participated in multiple training courses focused on engaging energy and environmental justice communities around mobility challenges and clean mobility projects.
- Engaged nearly 20 new clean mobility industry partners, community organizations, and other important stakeholders, resulting in new partnership opportunities related to clean mobility and air quality.

Used Oil Recycling Program

- Hosted 27 virtual Used Oil events and exchanged a total of 760 used oil filters across Western Riverside County.
- Reached over 685,000 social media users with the Used Oil Recycling Program advertising campaign.
- Staff continued to work with EcoHero to provide quality in-school presentations to 3,000 students in the subregion on protecting the environment from dumping used oil and illegal dumping.

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 (Infrastructure) and Goal 6 (Resilience).

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.

- Track, monitor, and share information on smart city / broadband projects and technologies that meet WRCOG member needs.
- Track, monitor, share information, and assist WRCOG members with securing smart city / broadband funding opportunities.
- Track, monitor, and share information on funding opportunities to conduct energy resilience planning activities.
- Support WRCOG members with increasing participation in energy efficiency in public facilities.
- Support WRCOG members with incorporating energy efficiency into policies and practices to modify the organization's decision-making process.

Goal 5, Strategy 5.3:

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

- Collaborate on a minimum of six events per year in the subregion and work with the Riverside County Flood Control and Water Conservation District and Coachella Valley Association of Governments

Goal 6, Strategy 6.1:

Incentivize programs for saving electricity, water, and other essential resources through the I-REN.

- Develop I-REN program manuals for the Public Sector and Workforce, Education & Training Programs.
- Develop Public Sector incentives program for energy efficiency improvements including HVAC, Lighting, Heat Pumps, and more.
- Identify and leverage funding sources for energy efficiency improvements on public facilities.
- Launch I-REN Energy Fellowship Program.
- Conduct subregional "I-REN Orientation" workshops.
- Conduct follow-up onboarding meetings and begin site assessments and audits to identify Public Sector energy efficiency projects for implementation.
- Launch Building Upgrade Concierge (BUC) software.
- Develop I-REN Brand, Marketing & Communications guides and strategies.
- Support existing Workforce and Codes & Standards trainings across I-REN service territory.
- Develop Energy certification and accreditation programs for member agency staff and/or members of the community.

- Support member agency participation in California’s energy efficiency landscape.
- Incorporate all WRCOG members into the Energy Resilience Plan prioritization matrix.
- Prepare monthly C-PACE closed project reports.
- Implement annual Escheatment procedure for unclaimed PACE refunds.
- Prepare and submit annual CAETFA report for PACE activities.
- Track, monitor and prepare annual report on PACE delinquencies.

Goal 6, Strategy 6.2:

Supporting efforts to promote the Clean Cities Coalition.

- Host the Annual Alt Car Event.
- Host a series of listening sessions with alternative fuel and zero-emission vehicle stakeholders to discuss needs, challenges, and successes related to fleet transitions.
- Prepare a 3-year strategic plan for Coalition activities that ensures the Coalition activities remain effective and relevant.
- Increase mobility-related outreach and engagement of Energy and Environmental Justice communities by directly engaging community members and community organizations.
- Conduct regular engagement with Coalition members and stakeholders to assess need and opportunity for partnership building and resource sharing.
- Regularly seek funding and other resources to enable deployment of clean and resilient transportation and zero-emission vehicle infrastructure.
- Assist members as appropriate with region-wide zero emission vehicle transition planning including building partnerships with adjacent regions.
- Submit annual Clean Cities Program Report to Department of Energy.

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 24 used oil events throughout Western Riverside County.
- Develop resources for member cities to meet SB 1383 compliance requirements.

Administrative Services Department

BUDGET AT A GLANCE:	
TOTAL REVENUES	\$2,111,178
TOTAL EXPENDITURES	\$2,110,515
NET COST	\$663
TOTAL STAFF	4

Mission

The mission of the Administrative Services Department is to provide administrative and technical support to the WRCOG organization, staff, and member agencies.

Department Description

The Administration Department has two main roles at WRCOG. First, the Administration Department houses the WRCOG Executive Director who oversees WRCOG's Programs and staff based on direction from the WRCOG Executive Committee. Second, the Administration Department is responsible for supporting various WRCOG Departments including Energy & Environment, Finance, and Transportation & Planning. Key functions include human resources, information technology, compliance, safety, facilities management, and coordination of WRCOG committee's activities.



Prior Year Accomplishments

1. Continued development of standardized processes for general operations in human resources, facilities management, procurement, information technology, and training.
2. Completed a Classification and Compensation study to ensure positions are correctly classified and to analyze WRCOG's current pay practices to determine if they were competitive and in compliance with current employment, state, and federal laws.
3. Implemented recommendations from the Classification and Compensation study which makes WRCOG a desirable place for employment and improves employee morale.
4. Implemented an online employee driven benefits program.
5. Developed and implemented a contracts database to centralize the management of agreements and improve internal controls.
6. Implemented a Fraud Waste and Abuse Policy.
7. Created a new training portal for staff to provide standardized training, offering a multi-faceted approach including career and professional development opportunities.
8. Prepared updated performance review templates that include Strategic Plan Goals and document employee goals / accomplishments to support the Strategic Plan implementation.
9. Implemented cloud migration for flexibility and reliability, increase performance, and lower IT costs.

Department Strategic Work Plan

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

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 played an integral role in establishing a clear understanding of essential duties and responsibilities for staff. It supports 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 established an employee-led Good Vibes Team. The Team assists in the development of enriched teambuilding strategies that fosters well-being and improves morale.
- Training programs are essential to improve the culture of WRCOG and enhance employee performance. WRCOG will continue implementing training programs that will enable employees to be prepared for technological changes and facilitate career development.

Additional activities that further the Strategic Plan include the following:

1. Implement a secure, electronic platform for WRCOG documents.
2. Work to implement process improvements to strengthen internal control areas.
3. Update WRCOG's policies and procedures.
4. Develop onboarding and orientation program for new staff.

Finance Department



Mission

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

Department Description

The Finance Department oversees and administers the financial affairs of WRCOG and provides effective and efficient management of the Agency's financial affairs. The Finance Department manages the accounting, budgeting, and the investment functions of the Agency. The Department also provides financial information to its various stakeholders to support departments and other decision makers.

Prior Year Accomplishments

1. Received an unmodified opinion in the FY 2021/2022 annual audit and the 9th consecutive GFOA award for the Annual Comprehensive Financial Report.
2. Began revising accounting policies and procedures starting with its investment and credit card policies (Strategic Goal 3.1).
3. Conducted a preliminary assessment of accounting software needs.
4. New financial reports were created for various stakeholders (Strategic Goal 3.3).
5. Continued to improve various processes, including streamlining of the accounts payable process through DocuSign, specific programmatic procedures as they relate to fiscal, and implemented an internal budget amendment approval process that resulted in operational efficiencies Agency-wide.
6. Began implantation of recommendations from 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.

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 have begun revise its existing policies (accounting, investment, purchasing, etc.). This process has started with a review of WRCOG's Investment Policy and the creation of a new credit card policy. During the past year, staff identified key participants to ensure the new policies are thoroughly vetted, including its auditors, an external consultant, and other Finance Directors from WRCOG's subregion. Staff will continue to work on revising its existing policies 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 Department will collaborate with leadership on establishing a vetting process, continue to review and scrutinize fiscal impacts on staff reports, and seek external input regarding creation of a vetting process for new programs / initiatives. While a formal process has not been established yet, staff have received input from its various committee members on financial-related matters due to the increased transparency and reporting on its programs.

Goal 3, Strategy 3.3:

Provide detailed financial statements for public review online.

- Staff have revised the monthly financial statements to include significantly more detail than previously provided. These revised financial statements include program-level financials, fund level financials, as well as various graphs and charts. Additionally, staff have provided quarterly updates to WRCOG's various committees

on any internal budget adjustments. Staff are also publishing these various items on WRCOG's website. Throughout the process, staff have received input from various committee members and adjusted the reporting format based on this input.

Last year, additional activities that further the Strategic Plan were also identified:

1. Streamline the month end close process. Over the past year, the Finance Department has become significantly more consistent with its month end close and producing budget to actual reports for internal and external review. These reports are not only being produced in a timely manner, but they are also more accurate.
2. Review accounting System. Over the past year, staff met with nearly all finance directors in the subregion, collaborated with CSMFO members, and reviewed the Agency's existing financial software solutions to explore potentially upgrading / consolidating all systems into one.
3. Update internal control assessments to ensure proper financial controls are implemented.



Resolution Number 04-23

A RESOLUTION OF THE GENERAL ASSEMBLY OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS ADOPTING THE FISCAL YEAR 2023/2024 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 May 1, 2023, a proposed Agency Budget for Fiscal Year 2023/2024 was presented to the Executive Committee, and the Executive Committee recommended the proposed Agency Budget for Fiscal Year 2023/2024 to the General Assembly; and

WHEREAS, WRCOG serves as the administrative lead for the Inland Regional Energy Network (I-REN) and incorporates the I-REN Budget in the WRCOG budget; and

WHEREAS, the I-REN has a governing body consisting of elected officials from throughout the I-REN service area, including WRCOG; and

WHEREAS, the I-REN revenues are fixed, approved, and provided exclusively through the California Public Utilities Commission (CPUC); and

WHEREAS, the categories and amounts of I-REN spending are constrained by the WRCOG approved I-REN Business Plan; and

WHEREAS, the CPUC allocates I-REN funding based on a calendar year rather than the WRCOG fiscal year; and

WHEREAS, WRCOG provided the public with proper notice that the meeting to approve the proposed Agency Budget for Fiscal Year 2023/2024 is to be held on June 29, 2023, at the General Assembly meeting; and

WHEREAS, on June 29, 2023, the proposed Agency Budget for Fiscal Year 2023/2024 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 2023/2024 Agency Budget with expenditure appropriations of \$19,342,918.
- (b) The continuation of Fiscal Year 2022/2023 appropriations to Fiscal Year 2023/2024 is authorized for the completion of programs and activities currently underway.

Section 3. INLAND REGIONAL ENERGY NETWORK (I-REN)

- (a) The General Assembly hereby directs the WRCOG Executive Committee to monitor the finances of the I-REN and provides for:
 - (1) Expanded budget authority to impose new fiscal requirements on the I-REN Executive Committee as it deems necessary; and
 - (2) Make mid-year budget adjustments in any amount, provided they meet the following criteria:
 - a) consistent with the intent and purpose of I-REN.
 - b) revenue assumptions are consistent with CPUC allocations.
 - c) expenditures are consistent with the WRCOG-approved I-REN Business Plan.
- (b) The General Assembly hereby provides the I-REN Executive Committee with limited delegated authority to approve and amend the I-REN budget subject to the following conditions:
 - (1) Revenues shall be consistent with the CPUC funds allocation.
 - (2) Expenditures shall be consistent with the WRCOG-approved I-REN Business Plan.
 - (3) The WRCOG Executive Committee may impose additional constraints at its sole discretion.
 - (4) The WRCOG Executive Committee reserves the right to revoke this limited delegation of authority.

Section 4. 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 2023/2024 Agency Budget and approve the authority of 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 – Department Level, and b) Other Funds – Fund level.

(b) The Executive Director is authorized to establish and amend revenue estimates and expenditure appropriations subject to the receipt or award of corresponding revenues (i.e., grant funding, donations, contract or bond revenues, 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, is consistent with the intent of the governing board, and provided that any net increase in expenditures is paired with a corresponding revenue increase. 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, and allocation 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 5. 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 29, 2023.

Crystal Ruiz, 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

Attachment

Resolution Number 24-23; A
Resolution of the General Assembly of
the Western Riverside Council of
Governments adopting the Fiscal Year
2023/2024 Agency Budget

RESOLUTION NUMBER 24-23

A RESOLUTION OF THE GENERAL ASSEMBLY OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS ADOPTING THE FISCAL YEAR 2023/2024 AGENCY BUDGET

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

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 May 1, 2023, a proposed Agency Budget for Fiscal Year 2023/2024 was presented to the Executive Committee, and the Executive Committee recommended the proposed Agency Budget for Fiscal Year 2023/2024 to the General Assembly; and

WHEREAS, WRCOG serves as the administrative lead for the Inland Regional Energy Network (I-REN) and incorporates the I-REN Budget in the WRCOG budget; and

WHEREAS, the I-REN has a governing body consisting of elected officials from throughout the I-REN service area, including WRCOG; and

WHEREAS, the I-REN revenues are fixed, approved, and provided exclusively through the California Public Utilities Commission (CPUC); and

WHEREAS, the categories and amounts of I-REN spending are constrained by the WRCOG-approved I-REN Business Plan; and

WHEREAS, the CPUC allocates I-REN funding based on a calendar year rather than the WRCOG fiscal year; and

WHEREAS, WRCOG provided the public with proper notice that the meeting to approve the proposed Agency Budget for Fiscal Year 2023/2024 is to be held on June 29, 2023, at the General Assembly meeting; and

WHEREAS, on June 29, 2023, the proposed Agency Budget for Fiscal Year 2023/2024 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. BUDGET

- (a) The General Assembly hereby approves and adopts the WRCOG Fiscal Year 2023/2024 Agency Budget with expenditure appropriations of \$19,342,918.
- (b) The continuation of Fiscal Year 2022/2023 appropriations to Fiscal Year 2023/2024 is authorized for the completion of programs and activities currently underway.

Section 3. REGIONAL ENERGY NETWORK (I-REN)

- (a) The General Assembly hereby directs the WRCOG Executive Committee to monitor the finances of the I-REN and provides for:
 - (1) Expanded budget authority to impose new fiscal requirements on the I-REN Executive Committee as it deems necessary; and
 - (2) Make mid-year budget adjustments in any amount, provided they meet the following criteria:
 - a) consistent with the intent and purpose of I-REN
 - b) revenue assumptions are consistent with CPUC allocations
 - c) expenditures are consistent with the WRCOG-approved I-REN Business Plan
- (b) The General Assembly hereby provides the I-REN Executive Committee with limited delegated authority to approve and amend the I-REN budget subject to the following conditions:
 - (1) Revenues shall be consistent with the CPUC funds allocation.
 - (2) Expenditures shall be consistent with the WRCOG-approved I-REN Business Plan.
 - (3) The WRCOG Executive Committee may impose additional constraints at its sole discretion.
 - (4) The WRCOG Executive Committee reserves the right to revoke this limited delegation of authority.

Section 4. 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 2023/2024 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 – Department Level and b) Other Funds – Fund level.

- (b) The Executive Director is authorized to establish and amend revenue estimates and expenditure appropriations subject to the receipt or award of corresponding revenues (i.e., grant funding, donations, contract or bond revenues, 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, is consistent with the intent of the governing board, and provided that any net increase in expenditures is paired with a corresponding revenue increase. 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, and allocation 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 5. 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 29, 2023.

Crystal Ruiz, 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: Approval of Nominations for Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair Positions for Fiscal Year 2023/2024

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

Date: June 29, 2023

Requested Action(s):

1. Approve Chris Barajas, City of Jurupa Valley, as Chair; Rita Rogers, City of Perris, as Vice-Chair; and Brenda Dennstedt, Western Water, as 2nd Vice-Chair, for Fiscal Year 2023/2024.

Purpose:

The purpose of this item is to recommend nominations for approval by the General Assembly for Executive Committee leadership for Fiscal Year 2023/2024.

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

WRCOG's Bylaws 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 7, 2023, to May 3, 2023.

On May 10, 2023, the Administration & Finance Committee considered and discussed the nominees. The Committee recommended the following persons for Executive Committee leadership:

Chair: Chris Barajas, City of Jurupa Valley

Vice-Chair: Rita Rogers, City of Perris

2nd Vice-Chair: Brenda Dennstedt, Western Water

On June 5, 2023, the Executive Committee concurred with the recommendation.

Prior Action(s):

June 5, 2023: The Executive Committee nominated Chris Barajas (Jurupa Valley) as Chair, Rita Rogers (Perris) as Vice-Chair, and Brenda Dennstedt (Western Water) as 2nd Vice-Chair for Fiscal Year 2023/2024, to be considered by the General Assembly on June 29, 2023.

May 10, 2023: The Administration & Finance Committee nominated Chris Barajas (Jurupa Valley) as Chair, Rita Rogers (Perris) as Vice-Chair, and Brenda Dennstedt (Western Water) as 2nd Vice-Chair for Fiscal Year 2023/2024, to be considered by the Executive Committee on June 5, 2023, and the General Assembly on June 29, 2023.

Fiscal Impact:

Meeting stipends are allocated in the Fiscal Year 2023/2024 Agency Budget.

Attachment(s):

None.