Western Riverside Council of Governments
Technical Advisory Committee

AGENDA

Thursday, October 19, 2017
9:30 a.m.

County of Riverside
Administrative Center
4080 Lemon Street
5th Floor, Conference Room C
Riverside, CA 92501

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Technical Advisory Committee meeting, please contact WRCOG at (951) 955-8308. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting. In compliance with Government Code Section 54957.5, agenda materials distributed within 72 hours prior to the meeting which are public records relating to an open session agenda item will be available for inspection by members of the public prior to the meeting at 4080 Lemon Street, 3rd Floor, Riverside, CA, 92501.

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

1. CALL TO ORDER (Alex Diaz, Chairman)

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

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

5. CONSENT CALENDAR

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

A. **Summary Minutes from the August 17, 2017, Technical Advisory Committee Special Meeting are Available for Consideration.** **P. 1**

***Requested Action*:** *1. Approve the Summary Minutes from the August 17, 2017, Technical Advisory Committee special meeting.*

B. **Finance Department Activities Update Including Agency Audit and Upcoming Annual TUMF Compliance Review by Agencies** ***Ernie Reyna*** **P. 7**

***Requested Action*:** *1. Receive and file.*

C. **Single Signature Authority Report** ***Ernie Reyna*** **P. 39**

***Requested Action*:** *1. Receive and file.*

D. **Western Riverside Energy Partnership Activities Update** ***Tyler Masters*** **P. 47**

***Requested Action*:** *1. Receive and file.*

E. **Environmental Department Activities Update** ***Dolores Sanchez Badillo*** **P. 51**

***Requested Action*:** *1. Receive and file.*

F. **1st Quarter Draft Budget Amendment for Fiscal Year 2017/2018** ***Ernie Reyna*** **P. 55**

***Requested Action*:** *1. Recommend that the Executive Committee approve the 1st Quarter Draft Budget Amendment for Fiscal Year 2017/2018.*

G. **Technical Advisory Committee 2018 Meeting Schedule** ***Janis Leonard*** **P. 65**

***Requested Action*:** *1. Approve the Schedule of Technical Advisory Committee meetings for 2018.*

H. **PACE Programs Activities Update** ***Casey Dailey*** **P. 71**

***Requested Action*:** *1. Receive and file.*

I. **Transportation Department Activities Update** ***Christopher Gray*** **P. 83**

***Requested Action*:** *1. Receive and file.*

6. REPORTS / DISCUSSION

A. Santa Ana Municipal Separate Storm Sewer System (MS4) Permit Compliance Program Update — ***Richard Boon*, *Riverside County Flood Control*** — **P. 87**

Requested Action: *1. Receive and file.*

B. Regional Housing Needs Assessment (RHNA) Overview — ***Ma'Ayn Johnson*, *SCAG*** — **P. 99**

Requested Action: *1. Receive and file.*

C. Western Community Energy Activities Update — ***Barbara Spoonhour*, *WRCOG*** — **P. 101**

Requested Action: *1. Provide direction on establishing potential enrollment periods to join Western Community Energy.*

D. Public Service Fellowship Activities Update — ***Cynthia Mejia*, *WRCOG*** — **P. 127**

Requested Actions:
1. Recommend that the Executive Committee allocate $300,000 from Agency carryover funds for the remainder of the Public Service Fellowship, Round II.
2. Recommend that the Executive Committee allocate $400,000 from Agency carryover funds for the continuation of the Public Service Fellowship, with Round III commencing in January 2018.

E. Regional Streetlight Program Activities Update — ***Tyler Masters, WRCOG*** — **P. 135**

Requested Action: *1. Receive and file.*

F. Visioning Session Summary — ***Jennifer Ward, WRCOG*** — **P. 141**

Requested Action: *1. Receive and file.*

7. REPORT FROM THE EXECUTIVE DIRECTOR — ***Rick Bishop***

8. ITEMS FOR FUTURE AGENDAS — **Members**

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

9. GENERAL ANNOUNCEMENTS — **Members**

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

10. NEXT MEETING: **The next Technical Advisory Committee meeting is scheduled for Thursday, November 16, 2017, at 9:30 a.m., in the County of Riverside Administrative Center, 5th Floor, Conference Room C.**

11. ADJOURNMENT

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Technical Advisory Committee **Item 5.A**
August 17, 2017
Summary Minutes

1. CALL TO ORDER

The special meeting of the Technical Advisory Committee was called to order at 9:37 a.m. by Chairman Gary Nordquist at the County of Riverside Administrative Center, 5th Floor, Conference Room C.

2. ROLL CALL

Members present:

Alex Diaz, City of Banning
Bonnie Johnson, City of Calimesa
Joe Indrawn, City of Eastvale
Gary Thompson, City of Jurupa Valley
Grant Yates, City of Lake Elsinore (9:43 a.m. arrival)
Kim Summers, City of Murrieta
Andy Okoro, City of Norco
John Russo, City of Riverside
Aaron Adams, City of Temecula (9:43 a.m. arrival)
Gary Nordquist, City of Wildomar (Chair)
George Johnson, County of Riverside
John Rossi, WMWD
Roger Meyer, Morongo Band of Mission Indians

Staff present:

Steve DeBaun, Legal Counsel
Rick Bishop, Executive Director
Ernie Reyna, Chief Financial Officer
Barbara Spoonhour, Director of Community Choice Aggregation
Jennifer Ward, Director of Government Relations
Chris Gray, Director of Transportation
Tyler Masters, Program Manager
Crystal Adams, Program Manager
Christopher Tzeng, Program Manager
Dolores Badillo, Senior Staff Analyst
Andrea Howard, Senior Staff Analyst
Cynthia Mejia, Staff Analyst
Kyle Rodriguez, Staff Analyst
Josh Lewis, Intern
Janis Leonard, Administrative Services Manager

Guests present:

Karen Spiegel, City of Corona
Moises Lopez, City of Riverside
Araceli Ruiz, County of Riverside, District 1
Chika Ojukwu, County of Riverside, District 1
Matt Schenk, March Joint Powers Authority
Carrie Harmon, Riverside County Economic Development Agency
Heidi Marshall, Riverside County Economic Development Agency
Darcy Kuenzi, Riverside County Flood Control & Water Conservation District
Jeremy Goldman, Southern California Edison

3. PLEDGE OF ALLEGIANCE

Kim Summers, City of Murrieta, led the members and guests in the Pledge of Allegiance.

4. PUBLIC COMMENTS

There were no public comments

5. SELECTION OF TECHNICAL ADVISORY COMMITTEE CHAIR, VICE-CHAIR, AND 2ND VICE-CHAIR FOR FISCAL YEAR 2017/2018 (Note: agenda items were taken out of order.)

Rick Bishop indicated that WRCOG's Executive Committee leadership for this fiscal year is the City of Banning as Chair, the County of Riverside as Vice-Chair, and the City of Hemet as 2nd Vice-Chair. While there are no requirements within WRCOG's Bylaws or Joint Powers Agreement, the leadership of this Committee have historically followed that of the Executive Committee.

Action: *1. Selected Technical Advisory Committee elected Alex Diaz, City of Banning, as Chair, George Johnson, County of Riverside, as Vice-Chair, and Dave Brown, City of Hemet, as 2nd Vice-Chair for Fiscal Year 2017/2018.*

(Temecula / Jurupa Valley) 13 yes; 0 no; 0 abstention. Item 5 was approved by a unanimous vote of those members present. The Cities of Beaumont, Canyon Lake, Corona, Hemet, Menifee, Moreno Valley, Perris, and San Jacinto, the Eastern Municipal Water District, and March JPA were not present.

6. CONSENT CALENDAR *(Riverside / Calimesa) 13 yes; 0 no; 0 abstention. Items 6.A – 6.H were approved by a unanimous vote of those members present. The Cities of Beaumont, Canyon Lake, Corona, Hemet, Menifee, Moreno Valley, Perris, and San Jacinto, the Eastern Municipal Water District, and March JPA were not present.*

A. Summary Minutes from the June 15, 2017, Technical Advisory Committee Special Meeting are Available for Consideration.

Action: *1. Approved the Summary Minutes from the June 15, 2017, Technical Advisory Committee special meeting.*

B. Finance Department Activities Update Including Agency Audit and Upcoming Annual TUMF Compliance Review by Agencies

Action: *1. Received and filed.*

C. Financial Report Summary Through June 2017

Action: *1. Received and filed.*

D. Regional Streetlight Program Activities Update

Action: *1. Recommended that the Executive Committee direct the Executive Director to negotiate and enter into a contract with Siemens for Streetlight retrofit and ongoing operations & maintenance services once jurisdictional streetlights have been acquired and retrofitted.*

E. Western Riverside Energy Partnership Activities Update Including Information on Additional Funding For SCE Direct Install Program

Action: *1. Received and filed.*

F. Environmental Department Activities Update

Action: 1. *Received and filed.*

G. Amendment to the Appendix of the WRCOG Conflict of Interest Code

Action: 1. *Recommended that the Executive Committee Adopt WRCOG Resolution Number 39-17; A Resolution of the Executive Committee of the Western Riverside Council of Governments Amending the Conflict of Interest Code pursuant to the Political Reform Act of 1974.*

H. PACE Programs Activities Update

Action: 1. *Received and filed.*

7. REPORTS / DISCUSSION

A. Economic Development Initiative and Presentation from Riverside County EDA

Carrie Harmon provided information on EDA staff and their responsibilities. EDA services includes a business center located in downtown Riverside, provides technical services, conducts marketing services, and provides small business support, to name a few. EDA also has an Office of Foreign Trade, oversees the Riverside County Film Commission, a Center for Demographics, and collaborates on a Workforce Development Department.

The Business Solutions Team can assist in recruiting services, at no cost to the city or new business, and can include onboarding, criminal background checks, on the job training in which EDA pays half the employee's salary for six months, and many other services.

Priorities for the next fiscal year include expansion of EDA's services, launch an Infrastructure Investment Study, create a marketing and branding strategy for Riverside County, the opening of a Business Center in Southwest Riverside County, and work on bringing broadband to all of Riverside County, to name a few.

Jennifer Ward indicated that WRCOG has $250,000 in Agency carryover funds set aside for economic development.

Christopher Gray indicated that many jurisdictions have expressed interest in learning about the commuting habits of Riverside County residents, such as where they travel to for work outside of this County, and what types of industries they are working in.

The Committee discussed various options, including regional branding and marketing, development of a regional economic baseline, a regional commuting study, and creation of an economic development best practices workbook.

Action: 1. *Recommended that staff focus on a Regional Commuting Study.*

(County / Wildomar) 13 yes; 0 no; 0 abstention. Item 7.A was approved by a unanimous vote of those members present. The Cities of Beaumont, Canyon Lake, Corona, Hemet, Menifee, Moreno Valley, Perris, and San Jacinto, the Eastern Municipal Water District, and March JPA were not present.

B. Transportation Uniform Mitigation Fee (TUMF) Programs Activities Update

Christopher Gray reported that the TUMF Ad Hoc Committee recently met to discuss the administration of the TUMF Program, the TMF Zone process, fee calculation issues, and eligible expenses under the Program.

The Ad Hoc Committee determined that WRCOG should continue administering the Program, to leave the TUMF Zone process as is, and to adjust the Fee Calculation handbook to not charge for the first 3,000 square feet of retail and service uses.

Another meeting will be scheduled to discuss what types of TUMF-eligible projects could be expanded to include rail transit, signal coordination, and active transportation projects.

Each member jurisdiction is in the process of adopting updated TUMF Ordinances based upon the recent adoption of the updated TUMF Nexus Study.

Action: *1. Received and filed.*

C. Grant Writing Assistance Program Guidelines

Christopher Gray reported that the Grant Writing Assistance Program is meant to assist member jurisdictions in writing and applying for grants. WRCOG will hire a bench of consultants. A set of guidelines have been developed and are being presented today for approval. Participation does not preclude a jurisdiction from applying for grants on their own.

Action: *1. Approved the Grant Writing Assistance Program Guidelines.*

(Temecula / Wildomar) 13 yes; 0 no; 0 abstention. Item 7.C was approved by a unanimous vote of those members present. The Cities of Beaumont, Canyon Lake, Corona, Hemet, Menifee, Moreno Valley, Perris, San Jacinto, the Eastern Municipal Water District, and March JPA were not present.

D. Community Choice Aggregation Activities Update

Barbara Spoonhour reported that at its last meeting, the Executive Committee approved template Bylaws and Joint Powers Agreement (JPA) for a Community Choice Aggregation (CCA), a template agreement between WRCOG and the CCA for staffing services, approved an agreement with The Energy Authority to provide operational services, and directed the Executive Director to negotiate an agreement with EES to set rates and regulatory services.

The County of Los Angeles and two of its member jurisdictions have created its JPA and held its first Board meeting, and is expected to launch its CCA in May 2018. The City of San Jacinto is performing its data testing with Southern California Edison; San Jacinto Power should come online by the end of the year.

WRCOG has contracted The Creative Bar to provide outreach and marketing services, and to create a CCA name, logo and tagline of *Western Community Energy, Your neighborhood electric authority.*

In order to participate, the local jurisdiction must take formal action and adopt an ordinance. Staff would like phase one to include five or six jurisdictions. Jurisdictions can join at any time and are not obligated to join at all, if that is the jurisdictions desire. Staff will be reaching out to jurisdictions to schedule meetings to discuss their interest in joining the CCA.

Action: *1. Received and filed.*

8. REPORT FROM THE EXECUTIVE DIRECTOR

Rick Bishop reported that a visioning workshop of this Committee and the Executive Committee is being scheduled for late September or mid-October, and will also include members of the Planning Directors' and Public Works Committees.

9. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

10. GENERAL ANNOUNCEMENTS

Aaron Adams announced that he will be reaching out to colleagues in the Southwest portion of the County for a meeting related to capacity issues on the I-15 in that area.

11. NEXT MEETING **The next regular Technical Advisory Committee meeting is scheduled for Thursday, September 21, 2017, at 9:30 a.m., in the County of Riverside Administrative Center, 5th Floor, Conference Room C.**

12. ADJOURNMENT **The meeting of the Technical Advisory Committee adjourned at 10:50 a.m.**

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Item 5.B

Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **Finance Department Activities Update Including Agency Audit and Upcoming Annual TUMF Compliance Review by Agencies**

Contact: **Ernie Reyna, Chief Financial Officer, ereyna@wrcog.us, (951) 955-8432**

Date: **October 19, 2017**

The purpose of this item is to *provide an update on the financial audit of Fiscal Year (FY) 2016/2017, 1st Quarter Budget Amendments for FY 2017/2018, and the annual TUMF compliance review for FY 2016/2017.*

Requested Action:

1. Receive and file.

FY 2016/2017 Financial Audit

Auditors from Rogers, Anderson, Malody, & Scott (RAMS) have concluded the interim and final fieldwork portion of the financial audit for the Agency. RAMS reviewed payroll, accounts payable, and all other areas of WRCOG's accounting system. The final Comprehensive Annual Financial Report (CAFR) is expected to be issued no later than November 15, 2017, and will be reviewed by the Finance Directors' Committee at its quarterly meeting on October 26, 2017. Staff will present the CAFR at the November 8, 2017, Administration & Finance Committee meeting, the Technical Advisory Committee on November 16, 2017, and to the Executive Committee on December 4, 2017.

1st Quarter Budget Amendment

The 1st Quarter of FY 2017/2018 concluded on September 30, 2017, and the Administration & Finance Committee received the amendment report at its October 11, 2017, meeting. Item 5.G. contains the amendment report in the Technical Advisory Committee agenda for this meeting. It is expected the Executive Committee will consider the amendment at its November 6, 2017 meeting.

Annual TUMF Review of Participating Agencies

WRCOG is conducting reviews of TUMF collections by participating agencies for FY 2016/2017. The reviews provide WRCOG an opportunity to meet with staff that are assigned to TUMF, including planning, public works, and finance staff. During the review, WRCOG will randomly select remittance reports to review and verify that the correct land use type has been used and that fees have been calculated properly. The reviews are expected to conclude by December 2017, with reports being issued to City Managers / Agency Heads in January 2018.

Financial Report Summary through August 2017

The Agency Financial Report summary, a monthly overview of WRCOG's financial statements in the form of combined Agency revenues and costs, through August 2017 is provided as Attachment 1.

Total Compensation Study Proposal

On October 11, 2017, the WRCOG Administration & Finance Committee authorized the Executive Director to enter into an agreement with Koff & Associates to conduct an Agency Compensation Study for $20,000. In the past, staff has conducted informal salary and benefit surveys of other public entities for comparison purposes to examine whether Agency salary and benefits are in-line with what is being offered by other governmental agencies, including position titles, starting and ending pay, as well as the various levels of benefits to enable the Agency to attract a quality workforce.

Staff has been in contact with the human resources consulting firm Koff & Associates to discuss the potential of conducting a more formalized Total Compensation Study, for the purpose of examining WRCOG's salaries and benefits to other entities. Koff & Associates has over 33 years of experiencing in working with cities, counties, and special districts, including some in the WRCOG subregion. Among the agencies that have utilized the services of Koff & Associates include Riverside County Transportation Commission, the San Bernardino Council of Governments, and the Cities of Jurupa Valley, Menifee, and Perris.

The Study will examine if each of WRCOG's seven position titles are properly classified. Those seven titles include Executive Director, Deputy Executive Director, Director, Program Manager, Senior Analyst, Staff Analyst, and Technician. Koff & Associates will survey ten to twelve similar agencies and will determine if the starting and ending point of the salary range for each WRCOG position are appropriate. In addition, the study will examine if WRCOG is utilizing the correct number of steps in each pay grade. Currently, WRCOG has 14 steps and each step represents a 5% increase.

Once the Study is concluded, Koff & Associates will bring their results back to the Administration & Finance Committee for further discussion on WRCOG's salaries and benefits, and make recommendations regarding any potential adjustments, it determines necessary.

Prior Action:

October 11, 2017: The Administration & Finance Committee directed the Executive Director to enter into a contract in an amount not to exceed $20,000 with Koff & Associates to complete a Total Compensation Study for WRCOG.

Fiscal Impact:

Funding for the contract of Koff & Associates is included in the Fiscal Year 2017/2018 Budget under the consulting line item in the Administration Program, and will not exceed $20,000.

Attachments:

1. Financial Report summary – August 2017.
2. Total Compensation Study Proposal – Koff & Associates.

Item 5.B

Finance Department Activities Update Including Agency Audit and Upcoming Annual TUMF Compliance Review by Agencies

Attachment 1

Financial Report summary – August 2017

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Western Riverside Council of Governments
Monthly Budget to Actuals
For the Month Ending August 31, 2017

Revenues	**Approved 6/30/2018 Budget**	**Thru 7/31/2017 Actual**	**Remaining 6/30/2018 Budget**
General Assembly	300,000	18,800	281,200
WRCOG HERO Residential Revenue	816,771	263,508	553,263
CA HERO Residential Revenue	7,639,575	843,111	6,796,464
SCE WREP Revenue	75,000	14,438	60,562
WRCOG HERO Residential Recording Revenue	182,775	53,790	128,985
CA HERO Residential Recording Revenue	1,508,036	146,685	1,361,351
CA First Residential Revenue	167,000	8,426	158,574
CA First Residential Recording Revenue	86,000	3,159	82,841
Other Misc Revenue	-	5,921	(5,921)
RIVTAM Revenue	-	25,000	(25,000)
Commercial/Service - Admin Portion	101,097	7,991	93,106
Retail - Admin Portion	118,867	25,795	93,072
Industrial - Admin Portion	249,133	100,914	148,219
Residential/Multi/Single - Admin Portion	1,045,779	240,332	805,447
Multi-Family - Admin Portion	129,787	10,717	119,070
Commercial/Service - Non-Admin Portion	2,426,945	191,788	2,235,157
Retail - Non-Admin Portion	2,852,820	619,080	2,233,740
Industrial - Non-Admin Portion	5,979,195	2,421,937	3,557,258
Residential/Multi/Single - Non-Admin Portion	25,098,070	5,767,963	19,330,107
Multi-Family - Non-Admin Portion	3,114,890	257,216	2,857,674
Fund Balance/Carryover	6,299,409		6,299,409
Total Revenues	**62,996,435**	**11,026,571**	**51,969,864**

Expenditures			
Wages & Salaries	2,584,095	263,546	2,320,549
Fringe Benefits	739,956	113,504	626,452
Total Wages and Benefits	3,384,051	377,050	3,007,001
			-
Overhead Allocation	2,219,371	362,416	1,856,955
Audit Fees	27,500	2,267	25,233
Bank Fees	29,000	3,360	25,640
Commissioners Per Diem	62,500	4,950	57,550
Office Lease	427,060	11,437	415,623
Parking Validations	4,775	365	4,410
Event Support	112,600	6,885	105,715
General Supplies	66,536	243	66,293
Computer Supplies	12,500	788	11,712
Computer Software	18,000	7,284	10,716
Rent/Lease Equipment	35,000	1,064	33,936
Membership Dues	31,950	6,546	25,404
Subcriptions/Publications	6,500	27	6,473
Meeting Support/Services	12,100	462	11,638
Postage	8,155	1,055	7,100
Other Household Expenditures	4,880	424	4,456
Storage	1,000	3,502	(2,502)
Computer Hardware	1,000	1,643	(643)

Misc. Office Equipment	-	688	(688)
Communications-Regular	1,000	844	156
Communications-Long Distance	500	38	462
Communications-Cellular	12,677	686	11,991
Communications-Web Site	5,600	36	5,564
Equipment Maintenance - General	11,000	3,116	7,884
Equipment Maintenance - Computers	25,000	600	24,400
Insurance - General/Business Liason	72,950	24,795	48,155
PACE Recording Fees	1,862,811	138,555	1,724,256
Seminars/Conferences	24,550	125	24,425
General Assembly Expenditures	304,200	8,311	295,889
Travel - Mileage Reimbursement	15,700	1,843	13,857
Travel - Ground Transportation	13,100	88	13,012
Travel - Airfare	28,704	882	27,822
Meals	10,419	289	10,130
Other Incidentals	13,358	2,270	11,088
Training	14,321	128	14,193
Consulting Labor	3,659,928	82,505	3,577,423
Consulting Expenses	72,865	33,966	38,899
TUMF Project Reimbursement	39,000,000	1,103,079	37,896,921
BEYOND Expenditures	2,052,917	12,069	2,040,848
Total General Operations	61,181,206	1,829,631	59,351,575
Total Expenditures	**64,565,257**	**2,206,681**	**62,358,576**

Item 5.B

Finance Department Activities Update Including Agency Audit and Upcoming Annual TUMF Compliance Review by Agencies

Attachment 2

Total Compensation Study Proposal

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July 20, 2017

Total Compensation Study Proposal

Western Riverside Council of Governments

Submitted by:

Koff & Associates

GEORG S. KRAMMER
Chief Executive Officer

2835 Seventh Street
Berkeley, CA 94710
www.KoffAssociates.com

gkrammer@koffassociates.com
Tel: 510.658.5633
Fax: 510.652.5633

July 20, 2017

Mr. Ernie Reyna, CFO
Western Riverside Council of Governments
4080 Lemon Street, 3rd Fl., MS 1032
Riverside, CA 92501-3609

Dear Mr. Reyna:

Thank you for the opportunity to respond to your Request for Proposal for a **Total Compensation Study**, which includes position review for seven (7) job categories, as well as evaluation and review of the salary ranges and benefits for those same categories, for the **Western Riverside Council of Governments** ("WRCOG"), to be completed by December 31, 2017. We are most interested in assisting WRCOG with this important study and feel that we are uniquely qualified to provide value to your organization based on our experience working with other cities, counties, JPAs, and non-profit agencies throughout California.

Koff & Associates is an experienced Human Resources consulting firm that has been providing human resources consulting services to cities, counties, special districts, courts, educational institutions, and other public agencies for over thirty-three (33) years. The firm has achieved a reputation for working success-fully with management, employees, and governing bodies. We believe in a high level of dialogue and input from study stakeholders and our proposal speaks to that level of effort. That extra effort has resulted in close to *100% implementation* of all of our classification and compensation studies.

Koff & Associates ensures that each of our projects is given the appropriate resources and attention, resulting in a high level of quality control, excellent communication between clients and our office, commitment to meeting timelines and budgets, and a consistently high-caliber work product.

As Chief Executive Officer of the firm, I would assume the role of Project Director and be responsible for the successful completion of the project. I can be reached at our Berkeley address and the phone number listed on the cover page. My email is gkrammer@koffassociates.com.

This proposal will remain valid for at least ninety (90) days from the date of submittal. Please call if you have any questions or wish additional information. We look forward to the opportunity to provide professional services to the Western Riverside Council of Governments.

Sincerely,

Georg S. Krammer

Georg S. Krammer
Chief Executive Officer

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PROPOSER QUALIFICATIONS

Koff & Associates ("K&A") is a public sector human resources consulting firm that was founded in 1984 by Gail Koff; K&A has been assisting cities, counties, special districts, other public agencies, and non-profit organizations with their classification and compensation needs for over thirty-three (33) years.

We are a private corporation and our legal name is Kaneko & Krammer Corp. dba Koff & Associates. Our headquarters are located in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, and the Sacramento Region. We are a California State-certified Small Business Enterprise and a locally certified Very Small Local Business Enterprise (through County of Alameda). We are also a certified Small Local Business (SLB) through the County of Alameda, and a DBE (Disadvantaged Business Enterprise).

We are familiar with the various public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. We have extensive experience working in both union and non-union environments (including service as the management representative in meet & confer and negotiation meetings), working with Joint Power Authorities, City Councils, County Commissions, Boards of Directors, Boards of Supervisors, Boards of Trustees, and Merit Boards.

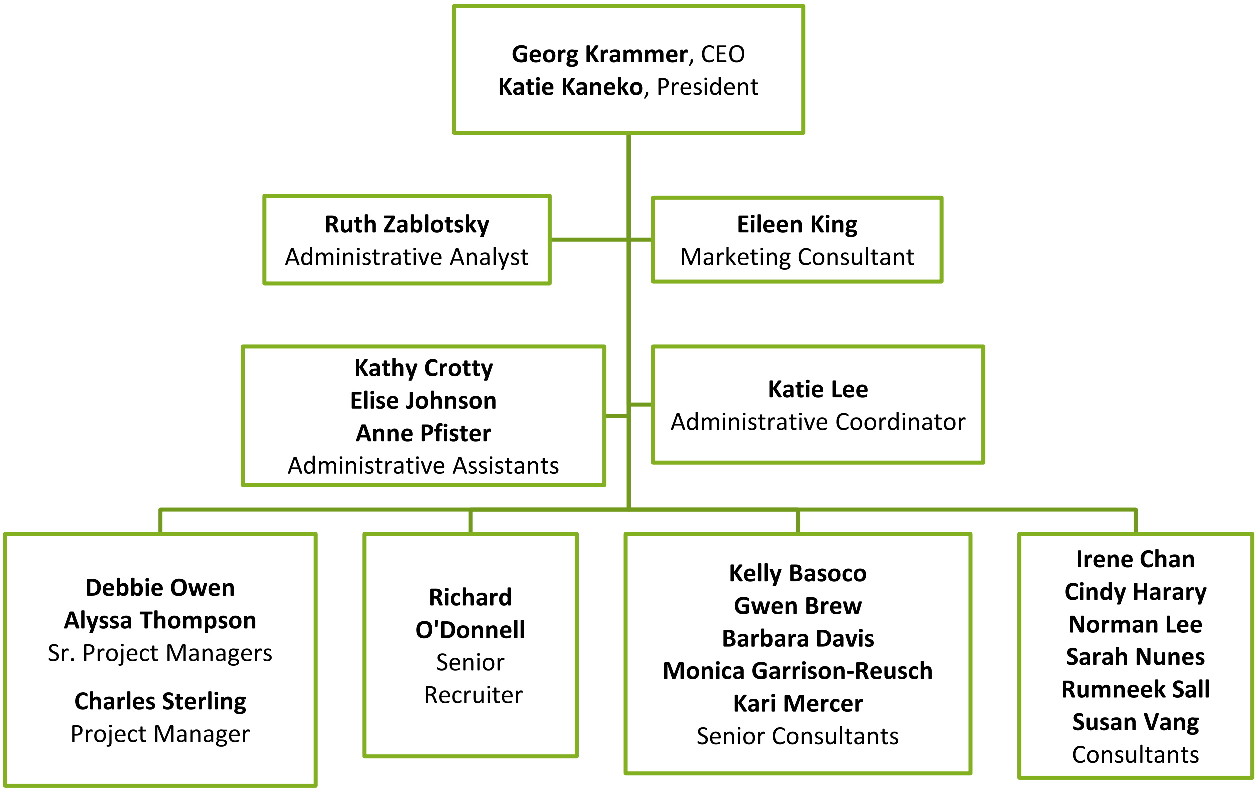
The firm's areas of focus are classification and compensation studies (approximately 70% of our workload); organizational development/assessment studies; performance management and incentive compensation programs; development of strategic management tools; policy/procedure development and employee handbooks; training and development; executive search and staff recruitments; public agency consolidations and separations; Human Resources audits; and serving as off-site Human Resources Director for smaller public agencies that need the expertise of a Human Resources Director but do not need a full-time, on-site professional.

Without exception, all of our studies have successfully met all of our intended commitments; communications were successful with employees, supervisors, management, and union representatives; and we were able to assist each agency in successfully implementing our recommendations. All studies were brought to completion within stipulated time limits and proposed budgets.

Our long list of clients is indicative of our firm's reputation as being a quality organization that can be relied on for producing comprehensive, sound, and cost-effective recommendations and solutions. K&A has a reputation for being "hands on" with the ability and expertise to implement its ideas and recommendations through completion in both union and non-union environments.

K&A relies on our stellar reputation and the recommendations and referrals of past clients to attract new clients. Our work speaks for itself and our primary goal is to provide professional and technical consulting assistance with integrity, honesty and a commitment to excellence. We are very proud of the fact that we have not had any formal appeals in 33 years, working with hundreds of public agency clients and completing hundreds of classification, compensation, organizational and other kinds of studies.

Our entire team consists of twenty-three (23) employees as shown below in our organizational chart.



No subcontractors will be assigned to this study.

TEAM MEMBER QUALIFICATIONS

All members of our team have worked on multiple total compensation studies and are well acquainted with the wide array of public sector organizational structures, compensation structures, classification plans, as well as the challenges and issues that arise when conducting studies such as this one for WRCOG.

Following are short biographies of the specific staff who will be assigned to this study:

Georg Krammer, M.B.A., S.P.H.R.
Chief Executive Officer

Georg brings close to twenty (20) years of management-level human resources experience to Koff & Associates with an emphasis in organizational development; classification and compensation design; market salary studies; executive and staff recruitment; performance management; and employee relations, in the public sector, large corporations and small, minority-owned businesses. He had five (5) years in the private sector where he served as an HR Manager, and Administrative Officer, and then HR Director.

After obtaining a Master of Arts in English and Russian and teaching credentials at the University of Vienna, Austria, Georg came to the United States to further his education and experience and attained his Master of Business Administration from the University of San Francisco. After starting his HR career in Wells Fargo's college recruiting department, he moved on to HR management positions in the banking and high-tech consulting industries. With his wide-ranging and deep experience as a well-rounded senior HR generalist, his education in business and teaching, his depth and breadth of experience with public sector HR needs, programs, and functions, Georg's contribution to K&A's variety of projects greatly complements the Koff & Associates consulting team. He has spearheaded several hundred classification, compensation, organizational, strategic planning, etc., studies for hundreds of cities, towns, counties, and special districts throughout the State of California and has contributed to more than quadrupling the size of Koff & Associates as a result of the success of his projects and the subsequent expansion of the business through referrals from satisfied clients. Georg joined K&A in 2003 and has been the firm's Chief Executive Officer since 2005.

Georg will be key personnel and serve as the Co-Project Director for this project; he will coordinate all of K&A's efforts, will attend all meetings with WRCOG, and will be responsible for all work products and deliverables.

Debbie Owen, CCP
Senior Project Manager

Debbie has over twenty (20) years of experience providing classification and compensation consulting services to public sector agencies; she has worked with clients across local government including cities, counties, special districts, and transit agencies. Her project roles include serving in the capacity of either project team member or project manager. Prior to beginning her public sector consulting career, Debbie worked as a Compensation and Benefits Specialist in the private sector for five (5) years.

In 1992, Debbie obtained her certification as a Certified Compensation Professional (CCP) from the American Compensation Association (now *WorldatWork*); to ensure current knowledge of compensation and benefits program trends and best practices, she maintains active membership in the *WorldatWork* organization.

Her specialized, diverse experience includes serving as a project team member on classification projects by facilitating employee orientation sessions, conducting employee job evaluation meetings, researching/evaluating classification concepts, analyzing data for employee allocations, developing/revising classification specifications and preparing classification reports. Her compensation experience includes base salary or total compensation survey development, labor market agency research and recommendations, comparable agency job matching, compensation data analysis, salary recommendations and preparing compensation reports. In addition to serving as a team member, Debbie has often served as a project manager, working with clients to evaluate their classification and compensation needs, directing the work of teams to provide high quality deliverables consistent with best practices, presenting study findings to client stakeholders, and addressing feedback from the client.

Since joining K&A, Debbie has worked on the following projects, either as Co-Project Director or as Sr. Project Manager:

- County of El Dorado (class);
- County of Trinity (class and comp);
- County of Bernalillo, New Mexico (class);
- City of Campbell (small class studies and FLSA analysis);
- City of Redwood City (small class studies);
- City of National City (comp);
- Contra Costa County Employee Retirement System (CCCERA) (class and comp);
- El Dorado Hills Community Services District (class and comp);
- Sweetwater Authority (comp);
- Livermore Area Recreation and Parks District (class);
- Alameda-Contra Costa Transit (class and comp);
- Truckee Sanitary District (class and comp);
- Trabuco Canyon Water District (FLSA analysis and comp); and
- Western Municipal Water District (retirement system practices survey).

Debbie will serve as the Co-Project Director for this study; together with Georg, she will coordinate all of K&A's efforts, will attend all meetings with WRCOG, and will be responsible for all work products and deliverables. She will provide consultant support for this project, including compensation analysis, internal job analysis, development of recommendations, and implementation strategies.

Cindy Harary, B.A.
Consultant

Cindy's professional qualifications include over twenty-seven (27) years of experience in the Human Resources field, primarily in classification and compensation. She spent the first eleven (11) years in the public sector working for the City of Whittier, California, where she started out in their Public Works department before moving to the Human Resources Department. She gained experience in classification and compensation, recruitment and selection, employee training and development, labor relations, and general human resources administration.

For the next sixteen (16) years, Cindy worked as a Human Resources Consultant for another private human resources consulting firm where she specialized in conducting classification and compensation studies for multiple public sector agencies including cities, counties, and special districts as well as several private sector clients. While there, some of the Orange County cities she worked on in partnership with other consultants at that firm were: Cities of Brea, Laguna Beach, Lake Forest, La Palma, Los Alamitos, Placentia, San Clemente, Stanton, and Tustin. For cities in Los Angeles County, her Classification and Compensation work includes: Cities of Corona, Downey, El Monte, Manhattan Beach, and Upland. Finally, in San Bernardino County she has done Classification and Compensation work for the City of Rancho Cucamonga.

Since joining K&A, Cindy has conducted Classification and/or Compensation work for Vallecitos Water District, in San Marcos; the Cities of National City; Anaheim; Santa Ana; Seal Beach; and Menifee; Sweetwater Authority, in Chula Vista; County of Orange-Public Works Study; Housing Authority of Alameda; Oro Loma Sanitary District; and South Coast Air Quality Management District, in Diamond Bar. She has worked on these studies in conjunction with Georg Krammer, CEO, and Project Director for each study.

Cindy earned her B.A. degree in Broadcast Journalism at California State University, Long Beach.

Cindy will provide consultant support throughout this effort for WRCOG, including compensation analysis, internal job analysis, development of recommendations, and implementation strategies.

REFERENCES

NOTE: We are currently conducting similar studies for the City of Murrieta, and the Eastern Municipal Water District.

Agency & Project	Contact
Calaveras Council of Governments Classification and Total Compensation Study, completed 2013.	**Ms. Melissa Raggio** Administrative Services Officer (209) 754-2094, Ext. 105 444 E. Saint Charles Street, Suite A San Andreas, CA 95249 mraggio@calacog.org
Humboldt County Association of Governments (HCAOG) Agency-wide Classification and Total Compensation Study, 2011.	**Ms. Marcella Clem** Executive Director (707) 444-8208 427 F Street, Suite 220 Eureka, CA 95501 Marcella.clem@hcaog.net *Note: our HCAG contact at the time of the study was **Ms. Debbie Egger**:* *Debbie.egger@hcaog.net*
Riverside County Transportation Commission Classification and Total Compensation Studies, completed in April 2013 and another in 2015.	**Ms. Beth Gutierrez** Human Resources Manager (951) 787-7941 4080 Lemon St., 3rd Floor Riverside, CA 92502 bgutierrez@rctc.org
SACOG (Sacramento Area Council of Governments) Classification and Compensation Study, 2016. Human Resources Services since 2014.	**Mr. Erik Johnson** Manager of Policy & Administration (916) 340-6247 1415 L Street, Suite 300 Sacramento, CA 95814 ejohnson@sacog.org
SANBAG (San Bernardino Associated Governments) Classification and Total Compensation Study, 2014.	**Ms. Colleen Franco** HR/Information Services Administrator (909) 884-8276 1170 W. 3rd St., 2nd Fl. San Bernardino, CA 91410-1715 cfranco@sanbag.ca.gov
San Bernardino International Airport / Inland Valley Development Agency (IVDA/SBIAA) Classification and Compensation Study, 2015.	**Ms. Catherine Pritchett** Sr. Asst. to the Executive Director Administrative Services (909) 382-4100, Ext. 134

Organizational Study, 2016.	1601 E. Third St. San Bernardino, CA 92408 cpritchett@sbdairport.com
Northern California Power Agency (NCPA) Compensation Study, 2016.	**Ms. Vicki Cichocki** Manager Human Resources (916) 781-4209 651 Commerce Drive Roseville, CA 95678 Vicki.Cichocki@ncpa.com
Santa Barbara County Association of Governments (SBCAG) Classification and Compensation Study, 2015. Executive Director position benchmarked and surveyed.	**Ms. Bobbi Didier** Director of Administrative Services (805) 961-8903 260 N. San Antonio Rd., Suite B Santa Barbara, CA 93110 bdidier@sbcag.org
San Francisco County Transportation Authority In 2010 K&A performed a Total Compensation Study and developed a Performance Management System; we also conducted Total Compensation Study updates in 2011, 2013 and 2015. The last Compensation Study included the Executive Director as a benchmarked, surveyed position.	**Ms. Cynthia Fong** Deputy Director for Finance & Administration (415) 522-4828 100 Van Ness Ave., 26th Floor San Francisco, CA 94102 Cynthia.fong@sfcta.org
Transportation Corridor Agencies Compensation Study, 2016.	**Ms. Amy Potter** Chief Financial Officer (949) 754-3498 125 Pacifica, Suite 100 Irvine, CA 92618-3304 apotter@thetollroads.com
City of Jurupa Valley Citywide Classification and Total Compensation Study, 2015.	**Mr. Alan Kreimeier** Director of Administrative Services (951) 332-6464 8930 Limonite Avenue Jurupa Valley, CA 92509 akreimeier@jurupavalley.org
City of Menifee Compensation Study, 2017. Citywide Classification and Total Compensation Study, 2011.	**Mr. Bruce Foltz** Finance Director (951) 723-3703 29714 Haun Road Menifee, CA 92586 bfoltz@cityofmenifee.us

City of Perris Classification and Total Compensation Study, 2007; Organizational Assessment Study, 2009; Classification and Total Compensation work, 2011; Classification Study, 2013.	**Ms. Isabel Carlos** Administrative Services Manager (951) 943-6100 101 N. D Street Perris, CA 92570 icarlos@cityofperris.org

EXECUTIVE SUMMARY, APPROACH, METHODOLOGY

The Western Riverside Council of Governments ("WRCOG") desires human resources consulting assistance to conduct an objective analysis of its compensation practices; recommend changes that result in equitable, competitive and legally defensible classification and pay practices that will both attract and retain qualified individuals as well as enhance opportunities for growth and professional development; evaluate the current employee benefit and compensation plan against comparable markets and comparable employers; provide recommendations for adjustments.

- ❖ WRCOG currently wishes to ensure the following positions and titles are classified properly:

    1. Executive Director
    2. Deputy Executive Director
    3. Directors (3)
    4. Program Managers (6)
    5. Senior Analysts (4)
    6. Staff Analysts (7)
    7. Technicians (7)

- ❖ Based on the titles just provided, WRCOG wishes to determine whether the salary ranges are within averages of similar agencies:

    1. Each position has 14 steps, 5% from step-to-step
    2. Does position start too low?
    3. Does position end too low?

- ❖ Finally, WRCOG wishes to review benefits, as compared to a comparable group of agencies.

The purpose of the study is to review WRCOG's compensation structure for the studied positions, and conduct a total compensation market survey (salaries plus benefits) using a set of appropriate comparator agencies. The identification of comparator agencies, confirmation of benchmark classifications, and benefits to be collected is an iterative process that includes all stakeholders. We have found this open discussion philosophy to be critical to our success for organizational buy-in. Once the external data development is completed, we will make specific recommendations for internal equity for non-benchmarked classifications and classifications without a large enough market sampling.

The Total Compensation Study will contain specific recommendations regarding the integration of all study classifications into WRCOG's compensation structure, with the goal of developing a clearly designed, internally equitable format that is flexible for career opportunity and future growth. Our study will make recommendations regarding a salary structure that takes WRCOG's compensation preferences into consideration as well as the appropriate placement of each classification on WRCOG's salary schedule.

The study includes a significant number of meetings with the Study Project Team, Human Resources, employees, and the Board of Directors, as desired. We have expertise in labor/management relations and understand the importance of active participation by all stakeholders to ensure a successful outcome.

The meetings and "stakeholder touch-points" that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and create a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of K&A's studies.

Total Compensation Study Objectives:

- To review and understand all current documentation, rules, regulations, policies, procedures, budgets, class descriptions, organizational charts, memoranda of understanding ("MOU"), personnel policies, wage and salary schedules, and related information so that our recommendations can be operationally incorporated with a minimum of disruption;
- To conduct start-up Study Project Team meetings with management, study project staff, and other stakeholders to discuss any specific concerns with respect to the development of compensation recommendations; finalize study plans and timetables; conduct employee orientation sessions with management and staff in order to educate and explain the scope of the study and describe what are and are not reasonable study expectations and goals;
- To make recommendations regarding a list of appropriate comparator agencies, benchmark classifications, and benefits to be collected prior to beginning the compensation study;
- To collect accurate salary and benefit data from the approved group of comparator agencies and to ensure that the information is analyzed in a manner that is clear and comprehensible to the Study Project Team, Human Resources, management, the Board of Directors, and employees;
- To carefully analyze the scope and level of duties and responsibilities, requirements for successful work performance, and other factors for survey classes according to generally accepted compensation practices;
- To review WRCOG's compensation structure and practices and develop compensation recommendations that will assist WRCOG in recruiting, motivating, and retaining competent staff;
- To develop a compensation structure that meets all legal requirements, is totally non-discriminatory, and easily accommodates organizational change, growth, and operational needs;
- To develop solutions that address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting WRCOG's goals, objectives, and budget considerations;
- To evaluate benefit offerings in the labor market and make recommendations for better alignment and/or different benefit offerings as indicated by the analysis and best practices;
- To create a comprehensive final report summarizing the compensation study approach and methodology, analytical tools, findings, and recommended compensation structure;
- To recommend appropriate internal salary relationships and allocate classes to salary ranges in a comprehensive salary range plan;
- To work collaboratively and effectively with WRCOG and its stakeholders while at the same time maintaining control and objectivity in the conduct of the study;
- To document all steps in the process and provide documentation and training for Human Resources and other staff, as appropriate, in compensation analysis methodologies so that WRCOG can integrate, maintain, administer, and defend any recommended changes after the initial implementation; and

- To provide effective ongoing communications throughout the duration of the project and continued support after implementation.

Methodology / Work Plan / Deliverables:

Deliverable A: Meetings with the Study Project Team and Management Staff for Review of Process, Products and Documents Required

During the initial meeting with the Study Project Team, we will discuss the compensation study factors that need to be agreed upon. This deliverable includes identifying WRCOG's Study Project Team (Human Resources, etc.), contract administrator, and reporting relationships. Our team will conduct an orientation and briefing session with the Study Project Team to explain process and methodology; create the specific work plan and work schedule; identify subsequent tasks to be accomplished; reaffirm the primary objectives and specific end products; determine deadline dates for satisfactory completion of the overall assignment; determine who will be responsible for coordinating/scheduling communications with employees, managers, and stakeholders; and develop a timetable for conducting the same.

We are open to facilitating a meeting with the Board of Directors to ensure that we set appropriate expectations of this project, receive any direction, and provide any educational information, as appropriate.

Included in this task will be the gathering of written documentation, identifying current incumbents, and assembling current class descriptions, organizational charts, salary schedules, budgets, employment contracts, personnel policies, previous classification studies, and any other relevant documentation to gain a general understanding of WRCOG operations.

WRCOG terminology and methods of current compensation procedures will be reviewed and agreed to. We will discuss methodology, agree to formats for compensation results, identify appropriate comparator agencies, benchmark classifications, and benefits to be surveyed for compensation survey purposes. We will respond to any questions that may arise from the various stakeholders.

Deliverable B. List of Comparator Agencies, Benchmark Classifications, and Benefits to be Collected

During the initial meeting with the Study Project Team, we will discuss and agree to the compensation study factors. We will identify appropriate comparator agencies that will be included in the external market survey, which will be the foundation of ensuring that the agencies' salaries for the studied classifications are competitively aligned with the external labor market. We will also confirm those classifications that will be surveyed in the market (i.e., benchmark classifications), with the intention of internally aligning the remaining classifications with those that were surveyed. Finally, we will determine the list of benefits that WRCOG wants to include in the total compensation data gathering process.

1. Determination of Comparator Agencies

The selection of comparator agencies is considered a critical step in the study process. We typically use the following factors to identify appropriate comparators and will receive approval before proceeding with the total compensation survey.

Our recommended methodology is that we involve the Board of Directors, management, Human Resources, and employee representation in the decision-making process of selecting which comparable agencies are included, **PRIOR** to beginning the study. Our experience has shown that this is the most successful approach. The factors that we typically review when selecting and recommending appropriate comparator agencies include:

- ***Organizational type and structure*** – While various organizations may provide overlapping services and employ some staff having similar duties and responsibilities, the role of each organization is somewhat unique, particularly in regard to its relationship to the citizens it serves and level of service expectation. During this iterative process, WRCOG's current/ previous list of comparators and the advantages/disadvantages of including them or others will be discussed.
- ***Similarity of population served, WRCOG demographics, WRCOG staff, and operational budgets*** – These elements provide guidelines in relation to resources required (staff and funding) and available for the provision of services.
- ***Scope of services provided*** – While having an organization that provides all of the services at the same level of citizen expectation is ideal for comparators, as long as the *majority* of services are provided in a similar manner, sufficient data should be available for analysis.
- ***Labor market*** – The reality of today's labor market is that many agencies are in competition for the same pool of qualified employees. Individuals often do not live in the community they serve. Therefore, the geographic labor market area (where WRCOG may be recruiting from or losing employees to) will be taken into consideration when selecting potential comparator organizations.
- ***Cost-of-living*** – The price of housing and other cost-of-living related issues are some of the biggest factors in determining labor markets. We will review overall cost-of-living of various geographic areas, median house prices, and median household incomes to determine the appropriateness of various potential comparator agencies.

We typically recommend using ten to twelve (10-12) comparator agencies but are flexible and can easily use a different approach based on WRCOG preferences.

2. Determination of Benchmark Classifications

In the same collaborative manner as described in Step 1 above, we will work with WRCOG stakeholders to select those classifications that will be surveyed.

"Benchmark classes" are ordinarily chosen to reflect a broad spectrum of class levels. In addition, those that are selected normally include classes that are most likely to be found in other similar agencies, and therefore provide a sufficient valid data sample for analysis. Internal relationships will be determined between the benchmarked and non-benchmarked classifications and internal equity alignments will be made for salary recommendation purposes. Due to the fact that the labor market typically yields reliable data, we recommend using approximately 60-65% of all classifications as benchmarks but we are happy to use a different model.

Due to the small number of classifications in this study (7), we will most likely survey the majority of them. The exception may be those classification series that have more than one level for which we would typically only survey the journey-level and internally align the other levels of the class series. We are happy to discuss our methodology with WRCOG if we are selected to perform this project. It looks like the organization uses broad classifications and we may want to survey separate functions within each classification. Again, the final decision will be made in collaboration with the agency.

3. Determination of Salary and Benefits Data to Be Collected

In addition to base salaries, benefit data elements for a Total Compensation Study normally include at least the following (which are generally available to all staff in a specific job classification):

- **Monthly Salary –** The top of the normal, published salary range. All figures are presented on a monthly or annual basis. We normalize the salary data to reflect number of hours in the work week and/or roll-up of retirement or other benefits in base salaries.
- **Employee Retirement –** This includes two figures: the amount of the employee's State or other public or private retirement contribution that is contributed by the agency and the amount of the agency's Social Security contribution.
- **Retiree Healthcare –** With healthcare costs rising and retiree healthcare and liabilities increasing for many public agencies, we also collect this information.
- **Insurance –** This typically includes Health, Dental, Vision, Life, Long-Term Disability, Short-Term Disability, and other insurance coverage.
- **Leave –** Other than sick leave, which is usage-based, leave is the amount of days off for which the organization is obligated. All days will be translated into direct salary costs.
    - **Vacation:** The number of vacation days available to all employees after five (5) years of employment.
    - **Holidays:** The number of holidays (including floating) available to the employee on an annual basis.
    - **Administrative/Personal Leave:** Administrative leave is normally the number of days available to management staff to compensate for the lack of payment for overtime. Personal leave may be available to other groups of employees to augment vacation or other time off.
- **Deferred Compensation –** We report any employer contribution made on the employee's behalf, whether dollar amount or percentage of salary, that does not require an employee-matching contribution. We can also report employer contributions that do require an employee match and would do so as a separate report.
- **Other –** This category includes any other benefits that are available to all employees within a classification and not already specifically detailed.

Deliverable C. Data from Comparators

K&A does not collect market compensation data by merely sending out a written questionnaire. We find that such questionnaires are often delegated to the individual in the department with the least experience in the organization and given a low priority. Our experienced compensation analysts conduct all of the data collection and analysis to ensure validity of the data and quality control. This approach also ensures that we compare job description to job description and not just job titles, therefore ensuring true "matches" of at least 70%, which is the percentage we use to determine whether to include a comparator classification or not. Our job analysis method is the whole position analysis approach. Objective factors in the whole position classification methodology include:

1. Education, Training, and Certifications/Licenses
2. Required Experience
3. Problem Solving/Ingenuity
4. Attention/Stress (Concentration/Time Pressure & Interruptions)
5. Independence of Action/Responsibility
6. Contacts with Others/Internal/External
7. Supervision Received and/or Given to Others
8. Consequences of Action/Decisions Made on the Job
9. Equipment Used
10. Working Conditions
11. Physical/Mental Demands

Our analysis will include written documentation of our assessment methodology and assessment for each position surveyed.

We typically collect classification descriptions, organization charts, salary schedules, personnel policies, MOUs, and other information via website, by telephone, or by an onsite interview. With the prior knowledge from the data gathered directly from each comparator agency and our experience in the public sector human resources field, our professional staff makes preliminary "matches" and then schedules appointments by telephone, or sometimes in person, with knowledgeable individuals to answer specific questions. We find that the information collected using these methods has a very high validity rate and allows us to substantiate the data for employees, management, and governing bodies.

Deliverable D. Analysis and Preliminary Review of Data

Data will be entered into spreadsheet format designed for ease of interpretation and use. The information will be presented in a format that will identify the comparator positions used for each classification comparison. Information will be calculated based upon both average and median figures allowing WRCOG to make informed compensation decisions.

Other elements of the compensation survey report are agencies surveyed; comparable class titles; salary range maximum/control point; number of observations; and percent of WRCOG's salary range is above/below the market values. In addition, we will include any type of statistical representation and analysis that WRCOG desires such as 60th, 70th, or any other percentiles.

Benefits data will be displayed in an easy-to-read format. You will receive three sets of spreadsheets per classification, one with base pay, one with the benefits detail, and one with total compensation statistical data. In addition, we are often asked to collect "other" benefits (as listed in the benefits section above), which we typically report on a separate spreadsheet.

Deliverable E. Draft Compensation Findings/Additional Analysis/Study Project Team Meetings

We distribute our draft findings to the Study Project Team. After their preliminary review, K&A will meet with the Study Project Team and other stakeholders (including management, employees, and Human Resources) to clarify data, to receive requests for reanalysis of certain comparators, and to answer questions and address concerns. This provides an opportunity for the Study Project Team and other stakeholders to review and question any of our recommended benchmark comparator matches. If questions arise, we conduct follow-up analysis to reconfirm our original analysis and/or make corrections as appropriate.

Deliverable F. Analysis of Internal Relationships and Alignment

To determine internal equity for all studied positions, considerable attention will be given to this phase of the project. It is necessary to develop an internal position hierarchy based on the organizational value of each classification. Again, we utilize the whole position analysis methodology as described earlier, in Deliverable C.

By reviewing those factors, we will make recommendations regarding vertical salary differentials between classes in a class series (if recommended), as well as across departments. This analysis will be integrated with the results of the compensation survey and WRCOG's existing compensation plan.

The ultimate goal of this critical step in the process is to address any potential internal equity issues and concerns with the current compensation system, including compaction issues between certain classifications. We will create a sound and logical compensation structure for the various levels within each class series, so that career ladders are not only reflected in the classification system but also in the compensation system, with pay differentials between levels that allow employees to progress on a clear path of career growth and development. Career ladders will be looked at vertically, as well as horizontally, to reflect WRCOG's classification structure.

Deliverable G. Compensation Structure and Implementation Plan

Depending on data developed as a result of the internal analysis, we will review and make recommendations regarding internal alignment and the salary structure (set of salary ranges, salary differentials, steps within ranges, the number of steps and how to place the lowest and highest steps, and/or alternative compensation plans) within which the classes are allocated, based upon WRCOG's preferred compensation model. In addition, we will develop externally competitive benefit comparisons for all classifications. Finally, we will develop a proposed implementation plan based on the study results and recommendations.

We will conduct a competitive pay analysis using the market data gathered to assist in the determination of external pay equity and the recommendation of a new base compensation structure. We will conduct a comparative analysis to illustrate the relationships between current pay practices and the newly determined market conditions and develop solutions to address pay equity issues, analyze the financial impact of addressing pay equity issues, and create a market adjustment implementation strategy supporting WRCOG goals, objectives, and budget considerations. We will develop recommendations covering special compensation issues such as salaries above the maximum; seniority; promotions; maintenance of the salary schedules; etc.

Draft recommendations will be discussed with the Study Project Team and management for discussions and decisions on overall pay philosophy and the practicality of acceptance and prior to developing an Interim Report.

Deliverable H. Final Report and Guidelines for Implementation

The Draft Interim Report of the Total Compensation Study will be completed and submitted to the Study Project Team for review and comment. The report will provide detailed compensation findings, documentation, and recommendations. It will include:

- A set of all market data spreadsheets;
- A proposed Salary Range document;
- A procedure to address employees whose base pay exceeds the maximum of their newly assigned pay range;
- Implementation issues and cost projections surrounding our recommendations; and
- A guide for rules, policies and procedures for WRCOG in implementing, managing and maintaining the compensation system.

Once all of WRCOG's questions/concerns are addressed and discussed, a Final Compensation Report will be created and submitted in bound format. The Final Report will incorporate any appropriate revisions identified and submitted during the review of the draft report.

Deliverable I. Formal Appeals Support

Should WRCOG have a formal appeal process regarding the allocation of positions to classifications and of classifications to salary ranges, this proposal does not cover time regarding a formal appeal process. If our on-site participation is desired, our stated composite hourly rate will be honored. As mentioned above, however, our internal process usually addresses any appeal issues.

Deliverable J. Final Presentation

Our proposal includes multiple meetings and weekly oral and written status/progress updates to the Study Project Team. Regarding the involvement of the Board of Directors, we recommend at least one initial meeting to confirm the comparator agencies to be included in the study, one interim study session (to discuss the initial findings of the compensation study), and one final presentation of our Final Report. Of course, we are flexible regarding having more or less interaction with the Board, based on WRCOG's preferences.

❖ Post-Implementation Consultation and Support

We are committed to providing WRCOG with the highest-quality product and service. Providing ongoing consultation and support after study implementation is a service that is included in our professional fees and a continued relationship-building aspect of our client relationship that we highly value.

We often find that clients will call or email with follow-up questions and to discuss certain aspects of the study, ask why decisions and recommendations were made, and other important components of the study. We consider post-implementation support as part of our customer service.

Should WRCOG request any additional onsite meetings and/or training after implementation of the study and/or other specific, identifiable work efforts, such as position reclassification studies, creating new class descriptions, or conducting annual surveys, we would honor our composite hourly rate for actual hours spent at WRCOG. However, from experience, we expect that most follow-up support will be conducted via telephone and email and this is absolutely included in our "Not To Exceed Fee" for this project.

❖ Stakeholder Engagement

The meetings and communications with stakeholders that we recommend ensure understanding of the project parameters, enhance accurate intake and output of information, and encourage a collaborative and interactive approach that will result in greater buy-in for study recommendations. This interactive approach, although time-consuming, has resulted in almost 100% implementation success of K&A's studies.

We believe in an interactive and collaborative process with the whole organization and in a high level of stakeholder contact and interaction to ensure organizational buy-in of the study throughout the entire process. Following are the major milestones at which we touch base with Human Resources, employees, managers, and other stakeholders, as appropriate:

- Initial study kick-off and employee/management orientation meetings;
- Stakeholder input regarding a list of appropriate comparator agencies;
- WRCOG stakeholder review of compensation study data and contact with them to address any challenges to the market comparables we identified for each classification;
- Stakeholder input on internal salary relationship analysis and recommendations; and
- Stakeholder input regarding final compensation plans and structure recommendations.

These steps will ensure that the study results in a product that is accepted and trusted by all levels within the organization. Beyond sound mechanics, our approach includes sufficient communication steps to ensure that the study methodology is understood and the results are regarded as expert, impartial, and fair.

TIME REQUIREMENTS

Our professional experience is that compensation studies of this scope and for this size organization take approximately three to four (3-4) months to complete, allowing for adequate compensation data collection and analysis, review steps by WRCOG, the development of final reports, any appeals, and presentations.

Therefore, completion of the study by year-end, in time for the January 2017 time frame you referenced, is reasonable and achievable. Please note, however, we would be able to start the project in September. The following is a suggested timeline (which can be modified based on WRCOG's needs):

Deliverable	Total Compensation Study	Week #
A.	Meetings with Study Project Team and Management Staff for Initial Documentation Review	Week 1
B.	List of Comparator Agencies, Benchmark Classifications, and Benefits to be Collected	Week 2
C.	Data from Comparators	Week 8
D.	Analysis and Preliminary Review of Data	Week 9
E.	Draft Compensation Findings/Additional Analysis/Study Project Team Meetings	Week 12
F.	Analysis of Internal Relationships and Alignment	Week 13
G.	Compensation Structure and Implementation Plan	Week 14
H.	Final Report and Guidelines for Implementation	Week 15
I.	Formal Appeals Support *	As Needed
J.	Final Presentation	As Scheduled

COST PROPOSAL

We have often found our process requires a very high level of time commitment, which sometimes results in a higher proposal cost. We believe that our methodology and implementation success rate is attributable to the significantly greater level of contact we have with management, governing body, and staff. The time we commit to working with the employees (orientations and briefings, meetings with employees via personal interviews, informal appeal process, etc.) results in significantly greater buy-in throughout the process and no formal appeals at the end of the study.

In fact, our firm has never had a formal appeal to any of our studies in our 33 years in business. It has been our experience that the money and time invested in stakeholder communication throughout the study are money and time saved during implementation. Numerous times our firm has been hired after an agency has gone through an unsuccessful study whose results were rejected or appealed and whose implementation was very controversial. The result was a divided organization with hostility and animosity between employees/employee representation and management. Whenever our firm was hired after such an unfortunate experience, study stakeholders were amazed at our open and all-inclusive process, our efforts to elicit equal stakeholder input, and our development of recommendations that were accepted as fair and reasonable and understood by management, employees, and the governing body. Our success rate is also attributable to the fact that we have over 33 years of experience working with employees of all types of backgrounds, educational levels, and work experiences, and we are accustomed to successfully communicating with and educating them throughout the process. It is imperative that all employees eventually buy into the study results and recommendations, whether they have been through a process like this before or whether this is the first time for them.

Our clients always provide feedback that our process was professional, comprehensive, understandable, timely, and inclusive. Employees, although not necessarily always happy with our recommendations, have always indicated that we listened to their issues and concerns and were available for discussion, as required. Although time consuming, we also drive the process to ensure that timelines are met and schedules are maintained.

Deliverables	**Total Compensation Study**	**Hours**
A.	Meetings with Study Project Team and Management Staff for Initial Documentation Review	12
B.	List of Comparator Agencies, Benchmark Classifications, and Benefits to be Collected	12
C.	Data from Comparators ❖ *up to 12 benchmarks, up to 12 comparators*	40
D.	Analysis and Preliminary Review of Data ❖ *up to 12 benchmarks, up to 12 comparators*	20
E.	Draft Compensation Findings/Additional Analysis/Study Project Team Meetings	12
F.	Analysis of Internal Relationships and Alignment	4
G.	Compensation Structure and Implementation Plan	12
H.	Final Report and Guidelines for Implementation	16
I.	Formal Appeals Support *	0
J.	Final Presentation	10
	Anticipated hours for additional unscheduled meetings and phone calls	8
	Total Professional Hours	**146**
	Combined professional and clerical composite rate: **$135/Hour**	**$19,710**
	Expenses **are included** in our combined composite rate:	**N/A**
	Expenses include but are not limited to duplicating documents, binding reports, phone, fax, supplies, postage, travel expenses, per diem, etc.	
	TOTAL NOT-TO-EXCEED COST FOR PROJECT:	**$19,710**
	*Additional consulting will be honored at composite rate **($135/Hour)**	

INSURANCE ACKNOWLEDGEMENT

We will submit and support the levels of coverage and endorse WRCOG with our General Liability coverage upon award of a contract for the project.

Workers' Compensation:	Statutory Limits
Commercial General Liability:	$2,000,000 per occurrence
Professional Liability (Errors & Omissions):	$1,000,000 per occurrence
Automobile Insurance:	$1,000,000 per occurrence

Our insurance broker is Ms. Eileen Hollander, Sr. Account Manager/Commercial Lines, Integro Insurance Brokers, 2300 Contra Costa Blvd., Suite 375, Pleasant Hill, CA 94523.

Signature Page

Koff & Associates intends to adhere to all of the provisions described above.

This proposal is valid for ninety (90) days.

Respectfully submitted,

By: **KOFF & ASSOCIATES**
State of California

Georg S. Krammer	**July 20, 2017**
Chief Executive Officer	

Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **Single Signature Authority Report**

Contact: **Ernie Reyna, Chief Financial Officer, ereyna@wrcog.us, (951) 955-8432**

Date: **October 19, 2017**

The purpose of this item is to *notify the Committee of any recent contracts signed under the single signature authority of the Executive Director.*

Requested Action:

1. Receive and file.

The Executive Director has single signature authority for contracts up to $50,000. For the period of July 1, 2017, through September 30, 2017, 12 contracts were signed by the Executive Director. It should be noted that 11 of the contracts are strictly to establish consultants for the WRCOG's On-Call Planning Services bench.

1. On July 31, 2017, a contract in the amount of $15,370 was signed into agreement with the American Bicycling Education Association (ABEA). This Agreement replaces the Agreement with Riverside Community College District as that Agreement had to be canceled due to restructuring of the District's departments. The funds utilized for ABEA's activities are covered by WRCOG's Caltrans Active Transportation Program grant. This grant is funding a pilot project that includes training programs to educate residents on the maintenance, essential tools and safety equipment of the bicycle, safe techniques, rules of the road, vehicle code for riding safely, and general bike handling techniques.

2. On August 21, 2017, a Professional Services Agreement in the amount of $50,000 was signed into agreement with AECOM Technical Services, Inc. (AECOM). This Agreement solely establishes AECOM on the consultant bench for On-Call Planning Services for assistance related to General Plan / Sustainability Support and Climate Change Planning. Actual services from AECOM will be based on need and will be more particularly described in the individual Task Order issued by WRCOG at the appropriate time. No services shall be performed unless authorized by a fully executed Task Order when Tasks are determined by WRCOG.

3. On August 21, 2017, a Professional Services Agreement in the amount of $50,000 was signed into agreement with Alta Planning + Design (Alta). This Agreement solely establishes Alta on the consultant bench for On-Call Planning Services for assistance related to Grant Writing Assistance and Transportation Planning. Actual services from Alta will be based on need and will be more particularly described in the individual Task Order issued by WRCOG at the appropriate time. No services shall be performed unless authorized by a fully executed Task Order when Tasks are determined by WRCOG.

4. On August 21, 2017, a Professional Services Agreement in the amount of $50,000 was signed into agreement with Blais & Associates (Blais). This Agreement solely establishes Blais on the consultant bench for On-Call Planning Services for assistance related to Grant Writing Assistance. Actual services from Blais will be based on need and will be more particularly described in the individual Task Order issued

by WRCOG at the appropriate time. No services shall be performed unless authorized by a fully executed Task Order when Tasks are determined by WRCOG.

5. On August 21, 2017, a Professional Services Agreement in the amount of $50,000 was signed into agreement with Fehr & Peers. This Agreement solely establishes Fehr & Peers on the consultant bench for On-Call Planning Services for assistance related to Transportation Planning. Actual services from Fehr & Peers will be based on need and will be more particularly described in the individual Task Order issued by WRCOG at the appropriate time. No services shall be performed unless authorized by a fully executed Task Order when Tasks are determined by WRCOG.

6. On August 21, 2017, a Professional Services Agreement in the amount of $50,000 was signed into agreement with KOA Corporation (KOA). This Agreement solely establishes KOA on the consultant bench for On-Call Planning Services for assistance related to Transportation Planning. Actual services from KOA will be based on need and will be more particularly described in the individual Task Order issued by WRCOG at the appropriate time. No services shall be performed unless authorized by a fully executed Task Order when Tasks are determined by WRCOG.

7. On August 21, 2017, a Professional Services Agreement in the amount of $50,000 was signed into agreement with KTU&A (KTUA). This Agreement solely establishes KTUA on the consultant bench for On-Call Planning Services for assistance related to Grant Writing Assistance. Actual services from KTUA will be based on need and will be more particularly described in the individual Task Order issued by WRCOG at the appropriate time. No services shall be performed unless authorized by a fully executed Task Order when Tasks are determined by WRCOG.

8. On August 21, 2017, a Professional Services Agreement in the amount of $50,000 was signed into agreement with Michael Baker International, Inc. (MBI). This Agreement solely establishes MBI on the consultant bench for On-Call Planning Services for assistance related to General Plan / Sustainability Support, Healthy Communities Planning, and Climate Change Planning. Actual services from MBI will be based on need and will be more particularly described in the individual Task Order issued by WRCOG at the appropriate time. No services shall be performed unless authorized by a fully executed Task Order when Tasks are determined by WRCOG.

9. On August 21, 2017, a Professional Services Agreement in the amount of $50,000 was signed into agreement with National Community Renaissance of California (National CORE). This Agreement solely establishes National CORE on the consultant bench for On-Call Planning Services for assistance related to Grant Writing Assistance and General staff support. Actual services from National CORE will be based on need and will be more particularly described in the individual Task Order issued by WRCOG at the appropriate time. No services shall be performed unless authorized by a fully executed Task Order when Tasks are determined by WRCOG.

10. On August 21, 2017, a Professional Services Agreement in the amount of $50,000 was signed into agreement with PlaceWorks, Inc. (PlaceWorks). This Agreement solely establishes PlaceWorks on the consultant bench for On-Call Planning Services for assistance related to General Plan / Sustainability Support, Healthy Communities Planning, Climate Change Planning, Economic and Demographic Forecasting, and General staff support. Actual services from PlaceWorks will be based on need and will be more particularly described in the individual Task Order issued by WRCOG at the appropriate time. No services shall be performed unless authorized by a fully executed Task Order when Tasks are determined by WRCOG.

11. On September 12, 2017, a Professional Services Agreement in the amount of $50,000 was signed into agreement with Raimi and Associates (Raimi). This Agreement solely establishes Raimi on the consultant bench for On-Call Planning Services for assistance related to Healthy Communities Planning. Actual services from Raimi will be based on need and will be more particularly described in the individual Task Order issued by WRCOG at the appropriate time. No services shall be performed unless authorized by a fully executed Task Order when Tasks are determined by WRCOG.

12. On September 12, 2017, a Professional Services Agreement in the amount of $50,000 was signed into agreement with WSP. This Agreement solely establishes WSP on the consultant bench for On-Call Planning Services for assistance related to Grant Writing Assistance, Transportation Planning, Economic and Demographic Forecasting, and General staff support. Actual services from WSP will be based on need and will be more particularly described in the individual Task Order issued by WRCOG at the appropriate time. No services shall be performed unless authorized by a fully executed Task Order when Tasks are determined by WRCOG.

Prior Action:

October 11, 2017: The Administration & Finance received report for the period of April 1, 2017, through June 30, 2017.

Fiscal Impact:

The item for this quarter is informational only; therefore, there is no fiscal impact.

Attachment

1. WRCOG Contracts Activity report.

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Item 5.C
Single Signature Authority Report

Attachment 1
WRCOG Contracts Activity report

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Western Riverside Council of Governments
Contracts Activity Report
For the Period July 1, 2017, through September 30, 2017

Level Of Authority	Date	Consultant	Description of Services	Amount
Executive Director				
	7/31/2017	American Bicycle Education Alliance, Inc.	Provide bicycle/pedestrian education training as part of pilot program - part of Western Riverside County Active Transportation Plan, funded by Caltrans.	$15,370
	8/21/2017	AECOM Technical Services, Inc.	Establish consultant on the On-Call Planning Services consultant bench to provide services related to General Plan/Sustainability Support and Climate Change Planning.	$50,000
	8/21/2017	Alta Planning + Design	Establish consultant on the On-Call Planning Services consultant bench to provide services related to Grant Writing Assistance and Transportation Planning.	$50,000
	8/21/2017	Blais & Associates	Establish consultant on the On-Call Planning Services consultant bench to provide services related to Grant Writing Assistance.	$50,000
	8/21/2017	Fehr & Peers	Establish consultant on the On-Call Planning Services consultant bench to provide services related to Transportation Planning.	$50,000
	8/21/2017	KOA Corporation	Establish consultant on the On-Call Planning Services consultant bench to provide services related to Transportation Planning.	$50,000
	8/21/2017	KTU&A	Establish consultant on the On-Call Planning Services consultant bench to provide services related to Grant Writing Assistance.	$50,000
	8/21/2017	Michael Baker International, Inc.	Establish consultant on the On-Call Planning Services consultant bench to provide services related to General Plan/Sustainability Support, Healthy Communities Planning, and Climate Change Planning.	$50,000
	8/21/2017	National Community Renaissance of California	Establish consultant on the On-Call Planning Services consultant bench to provide services related to Grant Writing Assistance and General Staff Support.	$50,000

Level Of Authority	Date	Consultant	Description of Services	Amount
	8/21/2017	PlaceWorks, Inc.	Establish consultant on the On-Call Planning Services consultant bench to provide services related to General Plan/Sustainability Support, Healthy Communities Planning, Climate Change Planning, Economic and Demographic Forecasting, and General Staff Support.	$50,000
	9/12/2017	Raimi and Associates	Establish consultant on the On-Call Planning Services consultant bench to provide services related to Healthy Communities Planning.	$50,000
	9/12/2017	WSP	Establish consultant on the On-Call Planning Services consultant bench to provide services related to Grant Writing Assistance, Transportation Planning, Economic and Demographic Forecasting, and General Staff Support.	$50,000

Administration & Finance
None

Other
None

Total Amount for Single Signature **$ 565,370**

Prepared and Approved by

Item 5.D

Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **Western Riverside Energy Partnership Activities Update**

Contact: **Tyler Masters, Program Manager, tmasters@wrcog.us, (951) 955-8378**

Date: **October 19, 2017**

***The purpose of this item is to** provide the Committee with information on the upcoming 2017 LED Holiday Light Exchange & Energy Efficiency starter kit give-away, and an update form the Local Government All Partners meeting hosted by SCE & SoCal Gas.*

Requested Action:

1. Receive and file.

The Western Riverside Energy Partnership (WREP) responds to Executive Committee direction for WRCOG, Southern California Edison (SCE), and SoCal Gas to seek ways to improve marketing and outreach to the WRCOG subregion regarding energy efficiency. WREP is designed to assist local governments set an example for their communities to increase energy efficiency, reduce greenhouse gas emissions, increase renewable energy usage, and improve air quality.

2017 LED Holiday Light Exchange & Energy Efficiency Starter Kit Give-Away

WREP is excited to announce the 4th Annual LED Holiday Light Exchange and Energy Efficiency Starter Kit give-away, in coordination with SCE and SoCal Gas. At events across Western Riverside County this holiday season, residents that are SCE / SoCal Gas customers can exchange their old, incandescent string lights for new, energy-efficient LED holiday lights at no cost. WRCOG will also provide SoCal Gas Energy Efficiency Starter Kits, which include a low flow shower head and three faucet aerators. The giveaways will take place in December 2017 at five member cities' community events.

Since 2014, staff attended 15 holiday community events and exchanged over 1,400 holiday lights and 72 energy efficiency starter kits. In 2017, five community events will host the Holiday Light Exchange and Energy Efficiency Giveaway. At each event, there will be a total of 100 lights and 50 Starter Kits available for residents.

To participate in the Holiday Light Exchange, residents must bring:

- Old, inefficient, incandescent holiday lights to exchange
- A recent copy of SCE monthly bill (or proof of electronic bill payment)
- A license or picture identification matching customer name on the SCE bill

To participate in the Energy Efficiency Starter Kit giveaway, residents must bring:

- A recent copy of their SoCal Gas monthly bill (or proof of electronic bill payment)
- A license or picture identification matching customer name on the SoCal Gas bill

Below is the confirmed list of this year's community events:

City	Event	Date
Jurupa Valley	3rd Annual Tree and City Hall Lighting	12/1/17
Lake Elsinore	WinterFest	12/2/17
Hemet	Christmas Parade	12/2/17
Menifee	Christmas Tree Lighting Ceremony	12/9/17
Moreno Valley	Snow Day and Holiday Tree Lighting	12/9/17

Staff will be working with each jurisdiction to conduct public outreach to residents and promote the events. In addition to the Holiday Lights and Energy Efficiency Starter Kits, staff will also provide information on household energy efficiency tips from both SCE and SoCal Gas.

2017 Local Government All Partners Meeting

On October 2, 2017, SCE and SoCal Gas hosted the "2017 Local Government All Partners" meeting at SCE's Energy Education Center in Irwindale. Jointly, SCE and SoCal Gas provide this annual meeting to Local Government Partnerships in order to provide an update on what new programs and or policies will be implemented for the upcoming year.

At this year's meeting, attendees were informed on the following items below:

- Utility Business Plan updates**:** Attendees received updates about the SCE and SoCal Gas business plans in the finalization process with the CPUC. Both utilities must submit business plans to the CPUC to receive approval on current / new programs and funding for the Local Government Partnerships. These business plans support the various Programs that are offered through the Partnerships such as funding for projects, Direct Install Program, Commercial Business Programs, and Energy Savings Assistance (ESA) / Middle Income Direct Install (MIDI) Programs.

- Energy efficiency benchmarking**:** Benchmarking is an effective energy practice to help identify, and monitor building energy usage through the analysis of SCE and SoCal Gas utility data. Benchmarking is a great first step to conduct an analysis of facility energy / gas usage and support identification of top energy users. This information can help direct energy efficiency improvement in municipal facilities.

- Transportation Electrification**:** SCE representatives informed attendees of their Charge Ready Program that will assist local governments with electric vehicle (EV) preparedness.
  - SCE's Charge Ready Program Round 2: This program will deploy infrastructure to serve EV charging stations throughout SCE's service territory. SCE already installed 412 charging ports in Southern California hopes to install 750 charging ports by the end of 2017. Additional information on this Program can be found on SCE's website. Currently there is no firm date for enrollment of the Program, but staff will keep members informed on the Programs status as it initiates.

- Energy Efficiency Funding**:** There are several funding opportunities through the Local Government Partnerships that support implementation of energy efficiency projects.
  - Strategic Plan Funding: Both SCE and SoCal Gas have funding available for 2018 to assist Partnerships with energy efficiency efforts through Benchmarking, Greenhouse Gas Inventory, Climate Action Planning, and innovative projects such as Zero Net Energy to help reach the State of California's energy efficiency goals.
  - Funding Wizard: This state-developed tool coordinates funding opportunities to help support a sustainable future. Funding Wizard can be accessed via their website.

- Programs for Disadvantaged Communities**:** Both SCE and SoCal Gas offer Energy Savings Assistance (ESA) / Middle Income Direct Install (MIDI) Programs to assist residents in disadvantaged communities. This Program provides a no cost energy audit of a home or rental property and completes certain energy upgrades (including Cooling measures (windows, wall air conditioner / central air conditioning), refrigerator replacement, pool pump replacement, lighting, attic insulation, faucet aerators, low-flow showerheads, and duct sealing / testing) to residences, also at no cost. For information, please visit SCE's and SoCal Gas's websites.

Prior Action:

October 2, 2017: The Executive Committee received report.

Fiscal Impact:

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

Attachment:

None.

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Item 5.E

Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **Environmental Department Activities Update**

Contact: **Dolores Badillo, Senior Analyst, dbadillo@wrcog.us, (951) 955-8306**

Date: **October 19, 2017**

The purpose of this item is to *provide an update on the Used Oil and Filter Exchange Program and events, and the status of WRCOG's Pilot Litter Program in the City of Lake Elsinore.*

Requested Action:

1. Receive and file.

WRCOG's Solid Waste Program assists member jurisdictions with addressing state mandates, specifically Assembly Bill (AB) 939 (1989), which requires diversion of waste from landfills. Each year, a jurisdiction must file an Electronic Annual Report (EAR) with CalRecycle on the jurisdictions' achievements in meeting and maintaining the diversion requirements. The Solid Waste Program also has a Regional Used Oil component designed to assist member jurisdictions in educating and promoting proper recycling and disposal of used oil, oil filters, and Household Hazardous Waste (HHW).

Used Oil Payment Program

The California Oil Recycling Enhancement Act provides funding to cities and counties for establishing and maintaining local used oil collection programs to encourage recycling and proper disposal of used oil and oil filters. CalRecycle recently released notices to jurisdictions regarding the Used Oil Payment Program 8 (OPP 8) funding. For the past 20 years, WRCOG has successfully administered the used oil and filter program, and HHW regional programs on behalf of participating member jurisdictions. Currently, the Cities of Banning, Calimesa, Canyon Lake, Eastvale, Hemet, Jurupa Valley, Lake Elsinore, Murrieta, Norco, San Jacinto, Temecula, and Wildomar are included in the Program.

Used Oil and Filter Exchange Events

WRCOG's Used Oil and Oil Filter Exchange events help educate and facilitate the proper recycling of used motor oil and used oil filters. The primary objective of hosting the events is to educate "Do It Yourself" (DIY) individuals who change their own oil, as well as promoting recycling of used oil and oil filters to avoid these contaminants being disposed directly into the environment; therefore, an auto parts store is a great venue to hold these events. In addition to promoting used oil / oil filter recycling, staff provides information about the county-wide HHW Collection Program, which allows residents to drop-off other automotive and household hazardous products for free. Staff are now utilizing an electronic survey on an iPad to interact with residents at these events and collect information to help better inform community members of future opportunities to recycle used oil. Staff recently participated in the following Used Oil events in the subregion:

Date	Event	Location
9/16/2017	City of Menifee Used Oil Event	O'Reilly, 25894 Newport Rd.
9/23/2017	City of Banning Used Oil Event	AutoZone, 3453 Ramsey St.
10/7/2017	Canyon Lake Car Show	City of Canyon Lake, Lodge

The following is a list of upcoming Used Oil and Oil Filter Exchange:

Date	Event	Location	Time
11/4/2017	City of Temecula Used Oil Event	O'Reilly 33417 Temecula Parkway	9:00 a.m. – 12:00 p.m.
11/18/2017	City of Riverside Used Oil Event	AutoZone 4980 La Sierra Ave.	9:00 a.m. – 1:00 p.m.

Community Outreach

Canyon Lake Parade of Frights and Wildomar Trunk or Treat: On October 28, 2017, WRCOG will participate in two fall community events. In the City of Canyon Lake, from 9:00 a.m. to 12:30 p.m., the Parade of Frights event is expected to be attended by over 800 peopleand over 80% of businesses in the City's Towne Center. Via the interactive Halloween Passport activity, WRCOG's Used Oil message will be delivered to parents accompanying their children along the trick or treating route.

Later the same day, the City of Wildomar's Trunk or Treat event, from 5:00 p.m. to 8:00 p.m. at Marna O'Brian Park, also is expected to draw large crowds. WRCOG will attend to encourage families to collect an oil changing tire gauge or a colorful oil message bandanas when they visit the trunk/vendor booth. Used Oil collection containers will also be passed out to adults. .

America Recycles Day: America Recycles Day is observed on November 15, 2017, and Riverside County residents are encouraged to participate in a local event three days later. This local program is part of Keep America Beautiful, a nationally recognized day dedicated to promoting and celebrating recycling. Thousands of events are held across the U.S. to raise awareness about the importance of recycling and to encourage Americans to sign personal pledges to recycle and buy products made from recycled materials. On Saturday, November 18, 2017 the Riverside County Board of Supervisors office will host a free recycling and paper shredding event for area residents. Participants will be able to drop off used tires (Maximum of 9) and E-Waste. In addition, the County Department of Animal Services will be collecting clean, gently used blankets, towels and stuffed animals as well as pet food for rescue animals. WRCOG's Environmental Department will be among five local agencies supporting America Recycles Day. The event is open to all Riverside County residents. It will be held from 10:00 am to 2:00 p.m. at Nuview Elementary School.

Meetings and Conferences

Staff attends and hosts meetings that focus on how agencies can promote and educate residents and businesses on the environmental and health benefits of recycling, legislation pertaining to waste and recycling, and best practices.

Organics Lunch and Learn: In place of the regularly scheduled Solid Waste Committee meeting, a Lunch and Learn event will be held on Wednesday, November 15, 2017, from 10 a.m. – 2:00 p.m. at the City of Wildomar Council Chambers. Hans Kernkamp, General Manager-Chief Engineer of the Riverside County Department of Waste Resources, will be the keynote speaker. Wildomar Mayor Pro Tem and South Coast Air Quality Management Vice-Chair, Ben Benoit, will provide welcoming remarks. Included in the lineup of panelists is Jeff Kurtz, General Manager of the Promenade Mall in Temecula, whichestablished a food waste program that, along with saving the mall money on its trash bill, is an example for business leadership in protecting the environment. Additional presenters include representatives from a Feed America-Inland Empire, and a science teacher who manages a hands-on organic recycling program that includes food donations to homeless centers. Local waste haulers (Athens Services, Burrtec Waste Industries, CR&R Environmental Services and Waste Management) as well as CalRecycle staff will be present to discuss the current and future status of organics recycling efforts. Recycling organics, food scraps, and green waste from commercial businesses and households throughout the state is critical to achieving the State's new goal of source reduction, recycling, and composting by the year 2020. Information on the half-day event will be sent directly to all WRCOG member jurisdictions.

Pilot Litter Program

In 2016, WRCOG launched the Lake Elsinore Pilot Litter Program at City-wide Clean Up event. In 12 months, staff collected information to extend the Program to additional Western Riverside County jurisdictions. Projects ranged from a Business Outreach and presentations at Lake Elsinore Valley Unified schools, to working with the City in setting up their first Adopt a Highway program. Over 375 residents signed "Say No To Litter" pledges. Partnerships with Riverside County Flood Control, CR&R and Lowes added to an overall successful pilot program. WRCOG is looking to expand elements of this program to other cities and is researching the benefits of the Adopt A Highway (or ramp) program for additional members.

Prior Action:

October 2, 2017: The Executive Committee received report.

Fiscal Impact:

Used Oil Program activities are included in the Fiscal Year 2017/2018 Agency Budget under the Environment Department.

Attachment:

None.

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Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **1st Quarter Draft Budget Amendment for Fiscal Year 2017/2018**

Contact: **Ernie Reyna, Chief Financial Officer, ereyna@wrcog.us, (951) 955-8432**

Date: **October 19, 2017**

The purpose of this item is to *request approval of WRCOG's 1st Quarter Draft Budget Amendments for Fiscal Year (FY) 2017/2018, as identified in the attachment to this staff report. The summary will include increases and/or decreases to both revenues and expenditures, by department.*

Requested Action:

1. Recommend that the Executive Committee approve the 1st Quarter Draft Budget Amendment for Fiscal Year 2017/2018.

General Fund

For the 1st Quarter of FY 2017/2018, there will be no adjustments made to the General Fund budget.

Revenue increase to the General Fund: ***$0***
Expenditure increase to the General Fund: ***$0***

Transportation Department

The TUMF Program will be decreasing the Local Transportation Fund (LTF) revenue. When the budget was created, LTF funds were projected at $825,000 based on previous year receipts. LTF funding varies depending on revenue received by RCTC, which is then distributed to WRCOG and the Coachella Valley Association of Governments (CVAG). The actual amount of the allocation is determined via a formula and therefore can vary on a yearly basis. The FY 2017/2018 allocation from RCTC was determined to be $726,000. Based on this revised allocation, there will be a reduction of $99,000 in revenue. This reduction in revenue will be partially offset through the receipt of $25,000 from the County of Riverside for an update to the Riverside County Traffic Analysis Model (RIVTAM), which will be jointly funded through efforts between WRCOG, RCTC, Riverside County, and CVAG. The net loss in revenue of $74,000 will be offset through corresponding reductions in expenditures, particularly for consultant expenses. The Transportation Department will still maintain a balanced budget as the TUMF revenue projections remain the same and cover all anticipated expenditures.

WRCOG received the first payment from the City of Beaumont related to the settlement between WRCOG and the City. This initial payment is in the amount of $4.1 million, which is shown as increased revenue for the Transportation Department under the TUMF Program. WRCOG will allocate these funds to projects in the City of Banning (Highland Springs Avenue interchange) and the City of Calimesa (Cherry Valley Boulevard) so there will be a corresponding increase in TUMF expenditures. WRCOG will provide these funds to these Cities on a reimbursement basis. Additional funds received by WRCOG related to the settlement will be reflected in a similar fashion with an increase in revenue and a corresponding increase in expenditures.

Revenue increase to Transportation Department: ***$4,026,000***
Expenditure increase to Transportation Department: ***$4,100,000***

Energy Department

The 1st Quarter Budget amendment includes an adjustment to decrease the California HERO Program projected revenues by $1.8 million. When the FY 2017/2018 Budget was drafted in February 2017, the anticipated revenues were based on actuals and trends from the launch of the HERO Program to date. The original Budget at that time projected $7.6 million in revenues, but that is now being revised down to $5.8 million for this fiscal year. Staff believes this reduction is more indicative of how the remainder of the fiscal year will finish, in part due to market competition from other PACE Program providers operating in California.

In addition, the recording revenue in the California HERO Program will decrease by $500,000 to match the projected revenue reductions, and will be offset by a $500,000 reduction in recording expenditures.

Finally, it was anticipated that the residential provider, Spruce Finance, would be operational under the WRCOG PACE umbrella at the beginning of FY 2017/2018, so revenues were budgeted at $253,000 between recording and residential revenues. It is now expected that Spruce will not be up and running until later in the fiscal year; staff is reducing revenue (residential plus recording) down to $50,000 in total, or a reduction of $203,000.

Revenue decrease to Energy Department: ***$2,511,036***
Expenditure decrease to Energy Department: ***$508,036***

Environment Department

For the 1st Quarter of FY 2017/2018, there will be no adjustments made to the Environment budget.

Revenue decrease to the Environment Department: ***$0***
Expenditure increase to the Environment Department: ***$0***

Prior Action:

October 11, 2017: The Administration & Finance Committee 1) recommended that the Executive Committee approve the 1st Quarter Draft Budget Amendment for Fiscal Year 2017/2018.

Fiscal Impact:

General Fund: No adjustments made to revenue or expenditures for the 1st Quarter of FY 2017/2018.

Transportation: Revenues for LTF will be reduced by $99,000, and there will also be a $25,000 increase for RIVTAM revenue.

Energy: Revenues for the PACE Programs will be reduced by $2M and expenditures by $508k for the 1st Quarter. With the reductions in revenue within the Energy Program, the Budget remains balanced and the anticipated carryover projection will be $3M for the Fiscal Year.

Environment: No adjustments made to revenue or expenditures for the 1st Quarter of FY 2017/2018.

Attachment:

1. Annual Budget for the year ending June 30, 2018, with 1st Quarter amendments.

Item 5.F

1st Quarter Draft Budget Amendment for Fiscal Year 2017/2018

Attachment 1

Annual Budget for the year ending June 30, 2018, with 1st Quarter amendments

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Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Transportation (Summary)		Approved 6/30/2018 Budget	Thru 9/30/2017 Actual	**Amendment Needed 9/30/2017**
	Revenues			
40001	Beaumont Settlement Revenue	-	4,100,000	4,100,000
41000	LTF Revenue	825,000	726,000	(99,000)
42001	RIVTAM Revenue	-	25,000	25,000
	Total Revenues	-	-	**4,026,000**
	Expenditures			
85160	TUMF Project Reimbursement	-	-	4,100,000
	Total General Operations	-	-	**4,100,000**
	Total Net Revenue Increase/(Decrease)			**$ (74,000)**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Transportation (TUMF - 1148)		Approved 6/30/2018 Budget	Thru 9/30/2017 Actual	**Amendment Needed 9/30/2017**
	Revenues			
40001	Beaumont Settlement Revenue	-	4,100,000	**4,100,000**
	Expenditures			
85160	TUMF Project Reimbursement			**4,100,000**
	Total General Operations	-	-	**4,100,000**
	Total Net Revenue Increase/(Decrease)			**$ -**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Transportation (RIVTAM - 2039)		Approved 6/30/2018 Budget	Thru 9/30/2017 Actual	**Amendment Needed 9/30/2017**
	Revenues			
42001	RIVTAM	-	25,000	**25,000**
	Total Revenues	-	-	**25,000**
	Total Net Revenue Increase/(Decrease)			**$ 25,000**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Energy (Summary)		Approved 6/30/2018 Budget	Thru 9/30/2017 Actual	**Amendment Needed 9/30/2017**
	Revenues			
40603	CA HERO Revenue	7,639,575	1,439,259	**(1,800,000)**
40611	CA HERO Recording	1,508,036	245,520	**(508,036)**
40620	Spruce Residential Revenue	167,000	-	**(132,000)**
40623	Spruce Residential Recording Revenue	86,000	-	**(71,000)**
	Total Revenues	9,400,611	1,684,779	**(2,511,036)**
	Expenditures			
	General Operations			
73506	WRCOG/CA HERO - Recording Fee	1,508,036	146,685	**(508,036)**
	Total General Operations	1,508,036	146,685	**(508,036)**
	Total Net Revenue Increase/(Decrease)			**(2,511,036)**
	Total Net Expenditure Increase/(Decrease)			**(508,036)**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Spruce (2102)		Approved 6/30/2018 Budget	Thru 9/30/2017 Actual	**Amendment Needed 9/30/2017**
	Revenues			
40620	Spruce Residential Revenue	167,000	-	**(132,000)**
40623	Spruce Residential Recording Revenue	86,000	-	**(71,000)**
	Total Revenues	**253,000**	**-**	**(203,000)**
	Total Net Revenue Increase/(Decrease)			**$ (203,000)**

Western Riverside Council of Governments
Annual Budget
For the Year Ending June 30, 2018

Department: Energy (California HERO - 5000)		Approved 6/30/2018 Budget	Thru 9/30/2017 Actual	**Amendment Needed 9/30/2017**
	Revenues			
40603	CA HERO Revenue	7,639,575	1,439,259	**(1,800,000)**
40611	Recording Fee Revenue	1,508,036	245,520	**(508,036)**
	Total Revenues	9,147,611	1,684,779	**(2,308,036)**
	Expenditures			
	General Operations			
73506	Recording Fee	1,508,036	146,685	**(508,036)**
	Total General Operations	1,508,536	152,407	**(508,036)**
	Total Net Revenue Increase/(Decrease)			**(2,308,036)**
	Total Net Expenditure Increase/(Decrease)			**(508,036)**

Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **Technical Advisory Committee 2018 Meeting Schedule**

Contact: **Janis L. Leonard, Administrative Services Manager, jleonard@wrcog.us, (951) 955-8320**

Date: **October 19, 2017**

The purpose of this item is to *provide and obtain approval of a meeting schedule for 2018.*

Requested Action:

1. Approve the Schedule of Technical Advisory Committee meetings for 2018.

Attached are the proposed meeting dates for the 2018 Technical Advisory Committee (TAC) meetings. All TAC meeting dates are proposed for the third Thursday of the month, with the exception of being dark during the months of June and December. **Note: Future TAC meetings will be held at WRCOG's new office located at 3390 University Avenue, 4th floor, in Riverside.**

Prior Action:

None.

Fiscal Impact:

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

Attachment:

1. Schedule of Technical Advisory Committee meetings for 2018.

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Item 5.G

Technical Advisory Committee 2018 Meeting Schedule

Attachment 1

Schedule of Technical Advisory Committee meetings for 2018

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WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
SCHEDULE OF MEETINGS FOR 2018

WRCOG Standing Committees	Day	Time	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Technical Advisory Committee	3rd Thurs.	9:30 a.m.	18	15	15	19	17	**DARK**	19	16	20	18	15	**DARK**

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Item 5.H

Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **PACE Program Activities Update**

Contact: **Casey Dailey, Director of Energy and Environmental Programs, cdailey@wrcog.us, (951) 955-7282**

Date: **October 19, 2017**

The purpose of this item is to *provide an update on residential and commercial property tax delinquencies for PACE financing assessments.*

Requested Action:

1. Receive and file.

WRCOG's PACE Programs provide financing to property owners to implement a range of energy saving, renewable energy, and water conserving improvements to their homes and businesses. Improvements must be permanently fixed to the property and must meet certain criteria to be eligible for financing. Financing is paid back through a voluntary lien placed on the property tax bill.

Overall HERO Program Activities Update

WRCOG subregion: Over 24,000 projects, totaling over $487 million, have been completed.

Statewide Program: As of this writing, 371 jurisdictions have adopted Resolutions of Participation for the California HERO Program. Nearly 78,000 projects have been completed, totaling nearly $1.6 billion.

PACE Assessment Delinquencies

On September 14, 2015, the Executive Committee adopted a policy to review, on an annual basis, the number and amount of delinquencies and determine the assignment of collection rights, or to begin the judicial foreclosure process.

Under WRCOG's Master Bond Indentures, it is stated that any property owner that is delinquent in his or her tax bill on October 1 of each year will be subject to WRCOG initiating a judicial foreclosure process. However, WRCOG may elect to defer the judicial foreclosure proceedings if WRCOG has received or advanced funds to cover the delinquent amounts. Previous actions by the Executive Committee include:

Residential HERO delinquencies:
2013/2014 Tax Year – deferred 8 of 3,288 parcels totaling $12,748.21.
2014/2015 Tax Year – deferred 44 of 9,125 parcels totaling $97,687.67.
2015/2016 Tax Year – deferred 155 of 21,811 parcels totaling $401,909.87.

David Taussig & Associates (DTA), the HERO Program Assessment Administrator, issues a preliminary report that details the delinquencies for the tax year. For the 2016/2017 Tax Year, WRCOG enrolled HERO assessments on 38,367 parcels totaling $120,536,571.96. As of September 26, 2017, the total residential delinquency rate is 0.61% or $738,004.43. A breakdown by county is provided in Attachment 1. A delinquency simply means that the property owner(s) did not make timely payment of his and/or her property taxes (including the HERO Assessment payment) for the past tax year. In order to provide some context, the County of Riverside delinquency rate for 2016/2017 Tax Year is 1.349%.

In previous years, Renovate America purchased the collection rights to the delinquent residential properties; however, Renovate America notified WRCOG staff that it does not intend to purchase the collection rights for the 2016/2017 delinquencies. Staff is exploring other third party entities who could purchase the collection rights. Once a third party is identified and agrees to purchase the collection rights, a purchase and sales agreement will be brought forward for consideration by the Executive Committee.

<u>SAMAS Commercial assessment delinquencies:</u>
2014/2015 Tax Year: enrolled 4 parcels totaling $38,294.21 – 0 delinquencies
2015/2016 Tax Year: enrolled 15 parcels totaling $196,878.30 – 0 delinquencies
2016/2017 Tax Year – enrolled 33 parcels totaling $855,051.24

- SAMAS Commercial delinquency rate is 0.88% or $7,548.20 (as of 10/3/17)

Previously, there were no delinquencies that required deferment of foreclosure in the SAMAS Commercial Program. This year, one commercial property located in the City of Pomona participating in the SAMAS Commercial Program is delinquent in its payment of the second assessment installment. The amount of this delinquency is $7,548.20. SAMAS Capital, Inc., the administrator and funding partner for the SAMAS Commercial Program, has not expressed a willingness to advance the funds necessary to allow for the deferral of foreclosure proceedings on this delinquent property.

<u>Administration & Finance Recommendation</u>: On October 11, 2017, the Administration & Finance Committee discussed and reaffirmed the desire to continue deferring residential delinquencies and to defer the single commercial parcel for as long as possible so as to not force property owners into foreclosure as a result of their PACE assessment. WRCOG staff will secure a third party to purchase the 263 delinquent residential assessments totaling $738,004.43. WRCOG will purchase the delinquent commercial assessment due to the lower amount of $7,548.20. Since the Executive Committee reviews delinquencies each year, the advancement of funds to cover the delinquency for the commercial property will not set a precedent.

It is possible that property owners will elect to bring their delinquent assessment current, or a lender on the property may elect to do so. Once WRCOG has secured a third party to purchase the delinquencies, the number of delinquent parcels and the delinquency total may be less than $798,004.43 by the November 6, 2017, Executive Committee meeting.

<u>Prior Action</u>:

<u>October 11, 2017:</u> The Administrative & Finance Committee 1) recommended the Executive Committee direct WRCOG to defer the judicial foreclosure proceeding and to assign WRCOG's collection rights to a third party for 263 delinquent parcels totaling $738,004.43 and defer foreclosure on one commercial parcel assessment and purchase the delinquency for $7,548.20.

<u>October 2, 2017</u>: The Executive Committee 1) received WRCOG PACE Summary; 2) conducted a Public Hearing regarding the inclusion of the County of Tulare unincorporated areas; 3) adopted WRCOG Resolution Number 41-17; A Resolution of the Executive Committee of the Western Riverside Council of Governments Rescinding Resolution No. 14-16 Authorizing Renovate America, Inc. to Administer and Finance Eligible Improvements to be Installed on Commercial Property and Rescinding All Approvals and Other Authorizations Granted Under Such Resolution; 4) adopted WRCOG Resolution Number 42-17; A Resolution of the Executive Committee of the Western Riverside Council of Governments confirming modification of the California HERO Program Report so as to expand the Program area within which contractual assessments may be offered; 5) adopted WRCOG Resolution Number 43-17; A Resolution of the Executive Committee of the Western Riverside Council of Governments Authorizing the Issuance of PACE Funding bonds, amending

the Program Report and Approving the Form of a Professional Administration Agreement with PACE Funding Group, LLC, Indenture of Trust, Bond Purchase Agreement, Depository and Account Control Agreement, Professional Services Agreement for Assessment Administration for the Issuance of Bonds for the WRCOG PACE Funding Program and Appointing a Trustee; 6) supported the Administration & Finance Committee's recommendation to direct and authorize the Executive Director to enter into contract negotiations and execute any necessary documents to include Greenworks under WRCOG's PACE umbrella; 7) supported the Administration & Finance Committee's recommendation to direct and authorize the Executive Director to enter into contract negotiations and execute any necessary documents to include Ygrene under WRCOG's PACE umbrella.

Attachments:

1. 2016/2017 Delinquency Summary.

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Item 5.H
PACE Program Activities Update

Attachment 1
2016/2017 Delinquency Summary

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Western Riverside Council of Governments
Residential Delinquency Summary Report (Both Installments) [1]
Fiscal Year 2016-2017

Alameda County

Fund #518

Total Levy For FY 2016-2017:	$383,280.64	**Total Amount Collected:**	$378,828.10
Number of Parcels Subject to Levy:	118	**Delinquent Amount:**	$4,452.54
Number of Parcels Delinquent:	1	**Delinquency Rate:**	1.16%

Contra Costa County

Fund #T444499970

Total Levy For FY 2016-2017:	$17,217.68	**Total Amount Collected:**	$17,217.68
Number of Parcels Subject to Levy:	5	**Delinquent Amount:**	$0.00
Number of Parcels Delinquent:	0	**Delinquency Rate:**	0.00%

Fund #TE43949970

Total Levy For FY 2016-2017:	$2,041,487.30	**Total Amount Collected:**	$2,024,911.64
Number of Parcels Subject to Levy:	640	**Delinquent Amount:**	$16,575.66
Number of Parcels Delinquent:	5	**Delinquency Rate:**	0.81%

Contra Costa County - All Funds

Total Levy For FY 2016-2017:	$2,058,704.98	**Total Amount Collected:**	$2,042,129.32
Number of Parcels Subject to Levy:	645	**Delinquent Amount:**	$16,575.66
Number of Parcels Delinquent:	5	**Delinquency Rate:**	0.81%

El Dorado County

Fund #20852

Total Levy For FY 2016-2017:	$86,184.80	**Total Amount Collected:**	$80,666.40
Number of Parcels Subject to Levy:	23	**Delinquent Amount:**	$5,518.40
Number of Parcels Delinquent:	1	**Delinquency Rate:**	6.40%

Fresno County [2]

Fund #6056

Total Levy For FY 2016-2017:	$5,154,709.76	**Total Amount Collected:**	$5,134,167.43
Number of Parcels Subject to Levy:	1,851	**Delinquent Amount:**	$20,542.33
Number of Parcels Delinquent:	13	**Delinquency Rate:**	0.40%

Fund #6060

Total Levy For FY 2016-2017:	$47,990.32	**Total Amount Collected:**	$47,990.32
Number of Parcels Subject to Levy:	16	**Delinquent Amount:**	$0.00
Number of Parcels Delinquent:	0	**Delinquency Rate:**	0.00%

Fresno County - All Funds

Total Levy For FY 2016-2017:	$5,202,700.08	**Total Amount Collected:**	$5,182,157.75
Number of Parcels Subject to Levy:	1,867	**Delinquent Amount:**	$20,542.33
Number of Parcels Delinquent:	13	**Delinquency Rate:**	0.39%

Humboldt County

Fund #50100

Total Levy For FY 2016-2017:	$2,285.40	**Total Amount Collected:**	$2,285.40
Number of Parcels Subject to Levy:	1	**Delinquent Amount:**	$0.00
Number of Parcels Delinquent:	0	**Delinquency Rate:**	0.00%

Imperial County

Fund #96200

Total Levy For FY 2016-2017:	$496,822.18	**Total Amount Collected:**	$496,822.18
Number of Parcels Subject to Levy:	252	**Delinquent Amount:**	$0.00
Number of Parcels Delinquent:	0	**Delinquency Rate:**	0.00%

Kern County [3]

Fund #42912

Total Levy For FY 2016-2017:	$5,548,691.52	**Total Amount Collected:**	$5,500,846.64
Number of Parcels Subject to Levy:	2,002	**Delinquent Amount:**	$47,844.88
Number of Parcels Delinquent:	19	**Delinquency Rate:**	0.86%

Fund #42926

Total Levy For FY 2016-2017:	$31,987.22	**Total Amount Collected:**	$31,987.22
Number of Parcels Subject to Levy:	12	**Delinquent Amount:**	$0.00
Number of Parcels Delinquent:	0	**Delinquency Rate:**	0.00%

Kern County - All Funds

Total Levy For FY 2016-2017:	$5,580,678.74	**Total Amount Collected:**	$5,532,833.86
Number of Parcels Subject to Levy:	2,014	**Delinquent Amount:**	$47,844.88
Number of Parcels Delinquent:	19	**Delinquency Rate:**	0.86%

Kings County

Fund #5011

Total Levy For FY 2016-2017:	$327,760.92	**Total Amount Collected:**	$327,760.92
Number of Parcels Subject to Levy:	143	**Delinquent Amount:**	$0.00
Number of Parcels Delinquent:	0	**Delinquency Rate:**	0.00%

Los Angeles County

Fund #96.21

Total Levy For FY 2016-2017:	$6,858,687.12	**Total Amount Collected:**	$6,824,481.73
Number of Parcels Subject to Levy:	1,988	**Delinquent Amount:**	$34,205.39
Number of Parcels Delinquent:	11	**Delinquency Rate:**	0.50%

Madera County

Fund #83000

Total Levy For FY 2016-2017: $513,308.88	**Total Amount Collected:** $513,308.88
Number of Parcels Subject to Levy: 175	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

Marin County

Fund #109286

Total Levy For FY 2016-2017: $55,601.50	**Total Amount Collected:** $55,601.50
Number of Parcels Subject to Levy: 18	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

Merced County

Fund #86510

Total Levy For FY 2016-2017: $940,855.74	**Total Amount Collected:** $926,250.91
Number of Parcels Subject to Levy: 345	**Delinquent Amount:** $14,604.83
Number of Parcels Delinquent: 6	**Delinquency Rate:** 1.55%

Mono County

Fund #66100

Total Levy For FY 2016-2017: $33,923.85	**Total Amount Collected:** $33,923.85
Number of Parcels Subject to Levy: 8	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

Monterey County

Fund #99600

Total Levy For FY 2016-2017: $189,002.50	**Total Amount Collected:** $189,002.50
Number of Parcels Subject to Levy: 40	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

Napa County

Fund #52160

Total Levy For FY 2016-2017: $490,389.20	**Total Amount Collected:** $490,389.20
Number of Parcels Subject to Levy: 121	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

Orange County

Fund #749CE

Total Levy For FY 2016-2017: $12,835,230.51	**Total Amount Collected:** $12,747,061.32
Number of Parcels Subject to Levy: 3,483	**Delinquent Amount:** $88,169.19
Number of Parcels Delinquent: 22	**Delinquency Rate:** 0.69%

Eastern Riverside

Fund #68-9002

Total Levy For FY 2016-2017: $25,045.88	**Total Amount Collected:** $25,045.88
Number of Parcels Subject to Levy: 8	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

Fund #68-9010

Total Levy For FY 2016-2017: $2,324,363.74	**Total Amount Collected:** $2,284,181.05
Number of Parcels Subject to Levy: 778	**Delinquent Amount:** $40,182.69
Number of Parcels Delinquent: 14	**Delinquency Rate:** 1.73%

Eastern Riverside - All Funds

Total Levy For FY 2016-2017: $2,349,409.62	**Total Amount Collected:** $2,309,226.93
Number of Parcels Subject to Levy: 786	**Delinquent Amount:** $40,182.69
Number of Parcels Delinquent: 14	**Delinquency Rate:** 1.71%

Riverside County

Fund #68-6547

Total Levy For FY 2016-2017: $203,105.36	**Total Amount Collected:** $203,105.36
Number of Parcels Subject to Levy: 88	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

Fund #68-9004 [4]

Total Levy For FY 2016-2017: $5,259,340.87	**Total Amount Collected:** $5,230,918.61
Number of Parcels Subject to Levy: 2,440	**Delinquent Amount:** $28,422.26
Number of Parcels Delinquent: 18	**Delinquency Rate:** 0.54%

Fund #68-9008 [5]

Total Levy For FY 2016-2017: $34,177,693.90	**Total Amount Collected:** $33,928,269.76
Number of Parcels Subject to Levy: 11,744	**Delinquent Amount:** $249,424.14
Number of Parcels Delinquent: 90	**Delinquency Rate:** 0.73%

Fund #68-9009

Total Levy For FY 2016-2017: $377,417.19	**Total Amount Collected:** $375,592.52
Number of Parcels Subject to Levy: 130	**Delinquent Amount:** $1,824.67
Number of Parcels Delinquent: 1	**Delinquency Rate:** 0.48%

Riverside County - All Funds

Total Levy For FY 2016-2017: $40,017,557.32	**Total Amount Collected:** $39,737,886.25
Number of Parcels Subject to Levy: 14,402	**Delinquent Amount:** $279,671.07
Number of Parcels Delinquent: 109	**Delinquency Rate:** 0.70%

Sacramento County

Fund #1030

Total Levy For FY 2016-2017: $1,108,919.86	**Total Amount Collected:** $1,106,922.38
Number of Parcels Subject to Levy: 409	**Delinquent Amount:** $1,997.48
Number of Parcels Delinquent: 1	**Delinquency Rate:** 0.18%

Fund #1031

Total Levy For FY 2016-2017: $1,515.70	**Total Amount Collected:** $1,515.70

Number of Parcels Subject to Levy: 1	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

Sacramento County - All Funds

Total Levy For FY 2016-2017: $1,110,435.56	**Total Amount Collected:** $1,108,438.08
Number of Parcels Subject to Levy: 410	**Delinquent Amount:** $1,997.48
Number of Parcels Delinquent: 1	**Delinquency Rate:** 0.18%

San Diego County

Fund #6265-01

Total Levy For FY 2016-2017: $28,066,901.89	**Total Amount Collected:** $27,942,265.91
Number of Parcels Subject to Levy: 7,303	**Delinquent Amount:** $124,635.98
Number of Parcels Delinquent: 33	**Delinquency Rate:** 0.44%

Fund #6265-03

Total Levy For FY 2016-2017: $401,274.85	**Total Amount Collected:** $401,274.85
Number of Parcels Subject to Levy: 110	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

San Diego County - All Funds

Total Levy For FY 2016-2017: $28,468,176.74	**Total Amount Collected:** $28,343,540.76
Number of Parcels Subject to Levy: 7,413	**Delinquent Amount:** $124,635.98
Number of Parcels Delinquent: 33	**Delinquency Rate:** 0.44%

San Francisco County

Fund #84

Total Levy For FY 2016-2017: $68,881.88	**Total Amount Collected:** $68,881.88
Number of Parcels Subject to Levy: 16	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

San Joaquin County

Fund #72900

Total Levy For FY 2016-2017: $2,909,915.90	**Total Amount Collected:** $2,904,219.00
Number of Parcels Subject to Levy: 1,024	**Delinquent Amount:** $5,696.90
Number of Parcels Delinquent: 4	**Delinquency Rate:** 0.20%

Fund #72910

Total Levy For FY 2016-2017: $14,949.76	**Total Amount Collected:** $14,949.76
Number of Parcels Subject to Levy: 6	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

San Joaquin County - All Funds

Total Levy For FY 2016-2017: $2,924,865.66	**Total Amount Collected:** $2,919,168.76
Number of Parcels Subject to Levy: 1,030	**Delinquent Amount:** $5,696.90
Number of Parcels Delinquent: 4	**Delinquency Rate:** 0.19%

San Mateo County

Fund #C06 F12

Total Levy For FY 2016-2017: $338,291.06	**Total Amount Collected:** $338,291.06
Number of Parcels Subject to Levy: 71	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

Santa Clara County

Fund #994

Total Levy For FY 2016-2017: $13,037.78	**Total Amount Collected:** $13,037.78
Number of Parcels Subject to Levy: 3	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

Fund #995

Total Levy For FY 2016-2017: $1,663,650.56	**Total Amount Collected:** $1,660,288.96
Number of Parcels Subject to Levy: 420	**Delinquent Amount:** $3,361.60
Number of Parcels Delinquent: 1	**Delinquency Rate:** 0.20%

Santa Clara County - All Funds

Total Levy For FY 2016-2017: $1,676,688.34	**Total Amount Collected:** $1,673,326.74
Number of Parcels Subject to Levy: 423	**Delinquent Amount:** $3,361.60
Number of Parcels Delinquent: 1	**Delinquency Rate:** 0.20%

Santa Cruz County

Fund #405000

Total Levy For FY 2016-2017: $137,262.96	**Total Amount Collected:** $137,262.96
Number of Parcels Subject to Levy: 33	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

Solano County

Fund #8995

Total Levy For FY 2016-2017: $13,654.54	**Total Amount Collected:** $13,654.54
Number of Parcels Subject to Levy: 4	**Delinquent Amount:** $0.00
Number of Parcels Delinquent: 0	**Delinquency Rate:** 0.00%

Fund #8998

Total Levy For FY 2016-2017: $1,701,755.36	**Total Amount Collected:** $1,690,696.73
Number of Parcels Subject to Levy: 542	**Delinquent Amount:** $11,058.63
Number of Parcels Delinquent: 3	**Delinquency Rate:** 0.65%

Solano County - All Funds

Total Levy For FY 2016-2017: $1,715,409.90	**Total Amount Collected:** $1,704,351.27
Number of Parcels Subject to Levy: 546	**Delinquent Amount:** $11,058.63
Number of Parcels Delinquent: 3	**Delinquency Rate:** 0.64%

Sonoma County

Fund #94000

Total Levy For FY 2016-2017:	$255,091.98	**Total Amount Collected:**	$251,104.00
Number of Parcels Subject to Levy:	60	**Delinquent Amount:**	$3,987.98
Number of Parcels Delinquent:	1	**Delinquency Rate:**	1.56%

Stanislaus County [6]

Fund #64075

Total Levy For FY 2016-2017:	$2,573,091.79	**Total Amount Collected:**	$2,563,076.64
Number of Parcels Subject to Levy:	1,015	**Delinquent Amount:**	$10,015.15
Number of Parcels Delinquent:	7	**Delinquency Rate:**	0.39%

Fund #64076

Total Levy For FY 2016-2017:	$7,003.80	**Total Amount Collected:**	$7,003.80
Number of Parcels Subject to Levy:	4	**Delinquent Amount:**	$0.00
Number of Parcels Delinquent:	0	**Delinquency Rate:**	0.00%

Stanislaus County - All Funds

Total Levy For FY 2016-2017:	$2,580,095.59	**Total Amount Collected:**	$2,570,080.44
Number of Parcels Subject to Levy:	1,019	**Delinquent Amount:**	$10,015.15
Number of Parcels Delinquent:	7	**Delinquency Rate:**	0.39%

Tehama County

Fund #50050

Total Levy For FY 2016-2017:	$4,374.07	**Total Amount Collected:**	$4,374.07
Number of Parcels Subject to Levy:	2	**Delinquent Amount:**	$0.00
Number of Parcels Delinquent:	0	**Delinquency Rate:**	0.00%

Tulare County

Fund #690

Total Levy For FY 2016-2017:	$640,352.60	**Total Amount Collected:**	$635,258.37
Number of Parcels Subject to Levy:	272	**Delinquent Amount:**	$5,094.23
Number of Parcels Delinquent:	3	**Delinquency Rate:**	0.80%

Ventura County

Fund #1077

Total Levy For FY 2016-2017:	$124,647.14	**Total Amount Collected:**	$124,647.14
Number of Parcels Subject to Levy:	36	**Delinquent Amount:**	$0.00
Number of Parcels Delinquent:	0	**Delinquency Rate:**	0.00%

Fund #1070

Total Levy For FY 2016-2017:	$62,669.34	**Total Amount Collected:**	$59,234.99
Number of Parcels Subject to Levy:	21	**Delinquent Amount:**	$3,434.35
Number of Parcels Delinquent:	1	**Delinquency Rate:**	5.48%

Fund #1076

Total Levy For FY 2016-2017:	$25,170.28	**Total Amount Collected:**	$25,170.28
Number of Parcels Subject to Levy:	8	**Delinquent Amount:**	$0.00
Number of Parcels Delinquent:	0	**Delinquency Rate:**	0.00%

Fund #1071

Total Levy For FY 2016-2017:	$503,092.30	**Total Amount Collected:**	$496,454.59
Number of Parcels Subject to Levy:	152	**Delinquent Amount:**	$6,637.71
Number of Parcels Delinquent:	2	**Delinquency Rate:**	1.32%

Fund #1075

Total Levy For FY 2016-2017:	$34,145.82	**Total Amount Collected:**	$32,335.28
Number of Parcels Subject to Levy:	11	**Delinquent Amount:**	$1,810.54
Number of Parcels Delinquent:	1	**Delinquency Rate:**	5.30%

Fund #1072

Total Levy For FY 2016-2017:	$77,034.74	**Total Amount Collected:**	$73,781.48
Number of Parcels Subject to Levy:	28	**Delinquent Amount:**	$3,253.26
Number of Parcels Delinquent:	2	**Delinquency Rate:**	4.22%

Fund #1073

Total Levy For FY 2016-2017:	$936,224.90	**Total Amount Collected:**	$933,796.58
Number of Parcels Subject to Levy:	247	**Delinquent Amount:**	$2,428.32
Number of Parcels Delinquent:	2	**Delinquency Rate:**	0.26%

Fund #1078

Total Levy For FY 2016-2017:	$45,990.74	**Total Amount Collected:**	$45,990.74
Number of Parcels Subject to Levy:	15	**Delinquent Amount:**	$0.00
Number of Parcels Delinquent:	0	**Delinquency Rate:**	0.00%

Fund #1074

Total Levy For FY 2016-2017:	$284,495.62	**Total Amount Collected:**	$281,670.30
Number of Parcels Subject to Levy:	93	**Delinquent Amount:**	$2,825.32
Number of Parcels Delinquent:	1	**Delinquency Rate:**	0.99%

Ventura County - All Funds

Total Levy For FY 2016-2017:	$2,093,470.88	**Total Amount Collected:**	$2,073,081.38
Number of Parcels Subject to Levy:	611	**Delinquent Amount:**	$20,389.50
Number of Parcels Delinquent:	9	**Delinquency Rate:**	0.97%

Yolo County

Fund #80101

Total Levy For FY 2016-2017:	$100,790.76	**Total Amount Collected:**	$100,790.76
Number of Parcels Subject to Levy:	32	**Delinquent Amount:**	$0.00
Number of Parcels Delinquent:	0	**Delinquency Rate:**	0.00%

All Counties

Total Levy For FY 2016-2017:	$120,536,571.96	**Total Amount Collected:**	$119,798,567.53
Number of Parcels Subject to Levy:	38,367	**Delinquent Amount:**	$738,004.43
Number of Parcels Delinquent:	263	**Delinquency Rate:**	0.61%

Created on: Sept 28, 2017

Original Purchases by Renovate America:	$373,931.93	**Total Number of Parcels Purchased:**	130
Current Amount of Delinquencies Purchased by Renovate America:	$327,171.56	**Current Number of Delinquent Parcels Purchased by Renovate America:**	113

[1] Delinquency data as of 9/26/2017.
[2] 1 of the 13 delinquent parcels is currently on a payment plan.
[3] 2 of the 19 delinquent parcels are currently on a payment plan.
[4] 2 of the 18 delinquent parcels are currently on a payment plan.
[5] 8 of the 90 delinquent parcels are currently on a payment plan.
[6] 1 of the 7 delinquent parcels is currently on a payment plan.

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Item 5.I

Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **Transportation Department Activities Update**

Contact: **Christopher Gray, Director of Transportation, cgray@wrcog.us, (951) 955-8304**

Date: **October 19, 2017**

The purpose of this item is to *provide an overall update of Transportation Department activities including those related to the TUMF Program, the Active Transportation Plan, an SB 743 Implementation Study, and a collaborative effort with RCTC, CVAG, and Riverside County to update the County Travel Forecasting Model (RIVTAM).*

Requested Action:

1. Receive and file.

WRCOG's Transportation Uniform Mitigation Fee (TUMF) Program is a regional fee program designed to provide transportation and transit infrastructure that mitigates the impact of new growth in Western Riverside County. Each of WRCOG's member jurisdictions and the March Joint Powers Authority (JPA) participate in the Program through an adopted ordinance, collect fees from new development, and remit the fees to WRCOG. WRCOG, as administrator of the TUMF Program, allocates TUMF to the Riverside County Transportation Commission, groupings of jurisdictions—referred to as TUMF Zones—based on the amounts of fees collected in these groups, and the Riverside Transit Agency. The Active Transportation Plan will identify challenges to and opportunities for creating a safe, efficient, and complete active transportation network that will expand the availability of active modes of transportation for users both within the region and between neighboring regions. The Grant Writing Assistance Program seeks to assist its member jurisdictions in grant writing on an as-needed basis as funding is available. The Riverside County Traffic Analysis Model (RIVTAM) was developed in 2009 to provide Riverside County jurisdictions a more detailed tool to develop long-term forecasts of future travel behavior. Since 2009, RIVTAM has not undergone a comprehensive update, so the land use and transportation data the RIVTAM utilizes is significantly outdated.

TUMF Program Update

On July 10, 2017, the Executive Committee approved the 2016 TUMF Nexus Study, which included comprehensive updates to the growth forecast, TUMF Network, and unit cost assumptions. The Executive Committee approved the Study and recommended TUMF participating agencies update their fees by amending their applicable TUMF Ordinances to reflect changes in the TUMF Network and the costs to construct facilities. The TUMF Fee Schedule approved by the Executive Committee is below:

Land Use type	November 1 – June 30, 2019	July 1, 2019 – June 30, 2020	After July 1, 2020
Single-family residential	$8,873	$9,146	$9,418
Multi-family residential	$6,134	$6,134	$6,134
Industrial	$1.77	$1.77	$1.77

Retail	**$7.50**	**$7.50**	**$7.50**
Service	**$4.56**	**$4.56**	**$4.56**
Class A & B Office	**$2.19**	**$2.19**	**$2.19**

Staff distributed the TUMF Ordinance / Resolution to member agencies on July 11, 2017, for review and adoption. As of this writing the Cities of Banning, Beaumont, Canyon Lake, Calimesa, Corona, Eastvale, Hemet, Jurupa Valley, Lake Elsinore, Menifee, Moreno Valley, Perris, Norco, Riverside, San Jacinto and Temecula have adopted the Ordinance. The following agencies have currently scheduled meetings to adopt the Ordinance: March JPA and Murrieta. Staff attended the majority of these meetings and provided support to member staff in terms of providing presentations and answering questions regarding the TUMF Program. Several jurisdictions asked specific questions regarding TUMF projects previously completed within its respective jurisdictions. WRCOG also prepared template staff reports and presentations for use by member staff in these meetings.

Staff is scheduling individual meetings with members to provide updates on the 2016 TUMF Nexus Study and any other TUMF-related items. Staff met, with the following agencies: Banning, Beaumont, Calimesa, Corona, Eastvale, Lake Elsinore, Moreno Valley, Murrieta, Riverside, Temecula, and March JPA. The purpose of these meetings is primarily to address any outstanding issues regarding fee calculations and to serve as a check-in regarding on-going projects.

Review of Developer Credit Agreements

WRCOG staff and consultants completed a comprehensive review of all Developer Credit Agreements since the inception of the Program. These agreements allow developers to construct TUMF facilities in lieu of the payment of TUMF fees. This review concluded these agreements resulted in the construction of over $200 million in transportation infrastructure, demonstrating these agreements are a valuable component of the TUMF Program. This review also indicated WRCOG should consider revising language in the agreements, specifically: consideration of a provision related to a kick-off meeting involving WRCOG, the member agency, and the Developer, and whether there should be a provision that limits the length of the agreement. One key finding of the review is the discovery of several credit agreements that were executed in the mid-2000s, but no improvements were ever built and it is uncertain whether these development agreements retain their previous entitlements. Staff presented this information to the Public Works Committee (PWC), which recommended that staff identify potential changes in the Credit Agreement template that jurisdictions use and bring those specific changes back to the PWC prior to consideration by other WRCOG Committees.

Subsequent TUMF Efforts

Staff is finalizing several documents related to the implementation of the TUMF Program. These documents include an updated Fee Calculation Handbook and a TUMF Reimbursement Manual.

The update to the Fee Calculation Handbook will address issues such as an updated fee calculation for gas stations and other technical updates related to the adoption of the Nexus Study. Staff would like to streamline the process for calculating TUMF for gas stations as staff has identified that the TUMF was miscalculated in a couple of jurisdictions. With jurisdiction staff on the frontline of calculating TUMF for developers, WRCOG would like to make the calculation of TUMF as seamless as possible.

The Reimbursement Manual provides greater clarity regarding expenses eligible for reimbursement and streamlines the process through which jurisdictions receive payment from WRCOG for their costs associated with TUMF Projects. Both of these documents will be brought forward through the WRCOG Committee structure for review and approval in late 2017.

RIVTAM Update

In 2008, WRCOG, RCTC, and Riverside County collaborated on the development of a Countywide Travel Demand Model (RIVTAM) for use in land use planning and infrastructure studies such as the TUMF Nexus

Study, General Plans, Environmental Impact Reports (EIR's) and other transportation studies. In 2016, staff met with other stakeholders to discuss a potential update of RIVTAM for use by the various jurisdictions throughout Riverside County. Since these initial conversations, WRCOG worked with these agencies to secure agreements to fund the update of the model. WRCOG has now secured agreements with RCTC, Riverside County, and CVAG to fund this model update and will be collaborating on an RFQ/RFP that will be released later in 2017.

Western Riverside County Active Transportation Plan

On May 28, 2015, the California Transportation Commission allocated funding to WRCOG to develop the Western Riverside County Active Transportation Plan. The Active Transportation Plan will identify challenges to and opportunities for creating a safe, efficient, and complete active transportation network that will expand the availability of active modes of transportation for users both within the region and between neighboring regions. As part of this, the Project Team has been working with member agency staff, through the Planning Directors' and Public Works Committees, to develop a Regional Network. The Regional Network projects were determined with input from prior local and regional plans, collision review, regional destinations analysis, and agency guidance. The goal of the Western Riverside County ATP is to focus the regional ATP on a subset of high priority, regional projects. The final report will include specific details for each project included in the Regional Network that will assist jurisdictions in applying for grant funding, particularly the statewide Active Transportation Program.

Grant Writing Assistance Program

WRCOG launched Grant Writing Assistance Program to assist its member jurisdictions in grant writing. WRCOG has $200,000 available for the Program and can assist member jurisdictions on an as-needed basis as grant funding becomes available, with the goal of strengthening the subregion's overall competitiveness for statewide funding. WRCOG secured a bench of consultants to help jurisdictions prepare grant applications in five program areas (Active Transportation; Caltrans Sustainable Transportation and Adaptation Planning; Affordable Housing and Sustainable Communities; electric vehicle and alternative fuel readiness or funding related to Clean Cities activities; and any new planning grant opportunities). More information, including the Guidelines and Application, is on WRCOG's website: www.wrcog.us.

Prior Action:

October 2, 2017: The Executive Committee 1) authorized the Executive Director to execute a TUMF Reimbursement Agreement with the City of Lake Elsinore for the SR-74 / I-15 Interchange Project in an amount not to exceed $2,634,251; 2) authorized the Executive Director to execute a TUMF Reimbursement Agreement with the City of Riverside for the Adams Street / SR-91 Interchange Project in an amount not to exceed $4,100,000.

Fiscal Impact:

Transportation Department activities are included in the Agency's adopted Fiscal Year 2017/2018 Budget under the Transportation Department.

Attachment:

None.

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Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **Santa Ana Municipal Separate Storm Sewer System (MS4) Permit Compliance Program Update**

Contact: **Richard Boon, Senior Flood Control Planner, Riverside County Flood Control and Water Conservation District, rboon@rivco.org, (951) 955-1330**

Date: **October 19, 2017**

The purpose of this item is to *provide a presentation from the Watershed Protection Division of the Riverside County Flood Control and Water Conservation District regarding the status of National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Programs within the Santa Ana Region of Riverside County.*

Requested Action:

1. Receive and file.

The Santa Ana NPDES MS4 Permit requires City Managers for Beaumont, Calimesa, Canyon Lake, Corona, Eastvale, Hemet, Jurupa Valley, Lake Elsinore, Menifee, Moreno Valley, Norco, Perris, Riverside and San Jacinto, as well as the County Executive Officer to meet at least twice annually to discuss Santa Ana NPDES MS4 compliance programs. These meetings are integrated into the WRCOG TAC for the convenience of the City Managers and Executive Officer. This agenda item will convene the first meeting for fiscal year 2017-2018. Each City Manager, or their designated alternate, must attend at least one of two meetings.

Background

The cities and County of Riverside, as well as the Riverside County Flood Control and Water Conservation District and Coachella Valley Water District (Permittees), are jointly regulated by NPDES MS4 Permits issued by the Santa Ana, Colorado and San Diego Regional Water Quality Control Boards. These permits, issued pursuant to the federal Clean Water Act, are designed to protect local lakes, rivers and streams from pollution (such as sediment, oils, grease, fertilizers, animal and human waste, trash and dissolved metals) associated with urban land use. The NPDES MS4 Permits specifically regulate discharges of storm water and non-storm water (e.g., irrigation runoff) from the storm drain system owned and operated by the Permittees. The NPDES MS4 Permits require Permittees to take action to regulate business and new developments, as well as residential areas and Permittee facilities (e.g., maintenance yards, parks, etc.) so as to minimize the potential for pollutants to be mobilized by runoff and conveyed through the storm drain system to local lakes, rivers and streams. Enhanced programs are required to address waterbodies that may be impaired by pollutants in urban runoff.

The presentation will address the status of Canyon Lake and the Alum Treatment Successes, and the status of other NPDES MS4 Permit program elements, including the three MS4 Permits in the County, details on the Trash Amendments, and the status of the Unfunded Mandates Test Claims.

Prior Action:

January 19, 2017: The Technical Advisory Committee received report.

Fiscal Impact:

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

Attachment:

1. Stormwater Permits Program Update PowerPoint.

Item 6.A

Santa Ana Municipal Separate Storm Sewer System (MS4) Permit Compliance Program Update

Attachment 1

Stormwater Permits Program Update PowerPoint

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Stormwater Permits Program Update

October 19, 2017

Riverside County Flood Control
and Water Conservation District

Outline

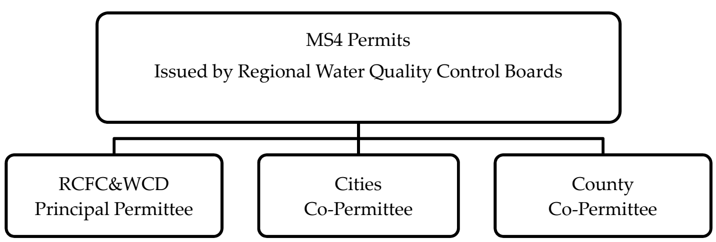
- NPDES Permits
  - o Municipal Stormwater Permits
  - o Countywide Water Quality Programs
  - o Waterbody Specific Programs
  - o Permit Status
- Santa Margarita Water Quality Improvement Plan
  - o Strategies & Goals
- New Regulations For Trash Management
- Unfunded Mandates Claims
- Questions

NPDES Permits

The Clean Water Act prohibits the discharge of "pollutants" through a "point source" into a "water of the United States" unless authorized by a National Pollutant Discharge Elimination System (NPDES) permit.

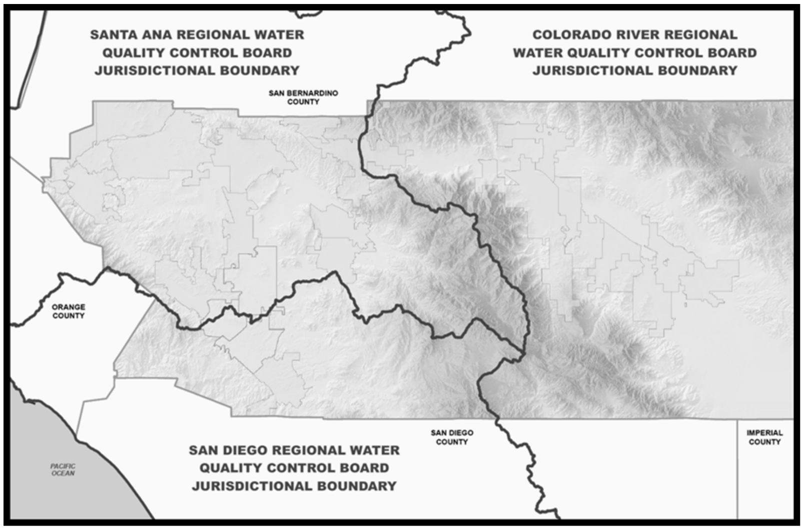
GET, 2017
Water

Municipal Separate Storm Sewer System Permit (MS4 Permit)



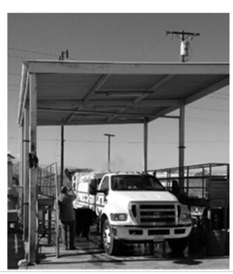
Permits for discharges from municipal storm sewers -
(ii) shall include a requirement to effectively prohibit non-stormwater discharges into the storm sewers; and
(iii) shall require controls to reduce the discharge of pollutants to the maximum extent practicable, ………. and such other provisions as the Administrator or the State determines appropriate for the control of such pollutants.

Regional Board Boundaries in Riverside County



Countywide Programs – Source Control

Code Enforcement

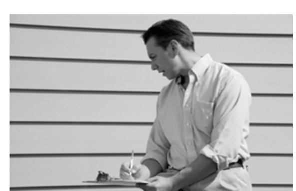


Municipal Housekeeping

New Development Controls

Education/Outreach

Municipal Activities



Business Inspection Programs

Water Body Specific Programs

Lake Elsinore/Canyon Lake

Excessive Nutrients

- *Lake Elsinore—Aeration System* ➞
- *Canyon Lake Alum Treatment twice a year*
- *TMDL Revision*

Santa Ana River

Excessive bacterial indicators

- *Evaluating bacterial sources*

Santa Margarita River/Lagoon ➞

Excessive Nutrients

- *Alternative TMDL Workgroup*
- *WQIP Completion*

Stormwater Permit Status

- Santa Ana MS4 Permit – Expired January 29, 2015 (Administrative extension)
  - o Delayed due to Unfunded Mandates claims
- Regional MS4 Permit (Santa Margarita) – Expires June 27, 2018
  - o Application For Next Permit (Report Of Waste Discharge) – Submittal on 1/7/18
- Whitewater River MS4 Permit – Expires June 19, 2018
  - o Application For Next Permit (Report Of Waste Discharge) – Submittal on 12/27/18

SMR Water Quality Improvement Plan

Current SMR MS4 Permit Requires Preparation Of Watershed Plan:

- Identification Of Priority Water Quality Conditions & Potential Strategies (B.2)
- Establishment Of Numeric Goals, Specific Strategies and Schedules (B.3)
- Monitoring And Assessment (B.4)
- Adaptive Management (B.5)
- Submittal on 1/7/2018
- Annual Reporting

WQIP Strategies & Goal

Goal: Water Quality Standards

Enhanced City Program (and/or)
Targeted Implementation
Expansion
Adaptation

Additional City Programs/Projects (and/or)
Enhanced Street Sweeping
Outfall Diversion

Additional Watershed Projects
Regional Basins
Stream Rehabilitation

New Trash Management Regulations

- Applies to all surface water of the State
  - o Prohibits the discharge of trash to surface waters of the State
- Two compliance track alternatives:
  - o **Track 1:** install a network of full-capture systems
  - o **Track 2:** combination of controls proving Track 1 equivalency
- Letters to Regional Boards with the compliance track selection were submitted
- Compliance schedule: 10 years and 10% installation per year

Unfunded Mandates

- Fourteen Pending Test Claims At Commission On State Mandates: 12 are MS4 Permit Claims.
- 11-TC-03 – R9-2010-0016 (County Of Riverside, RCFC&WCD, Murrieta, Temecula and Wildomar) scheduled for May 25, 2018.
- 10-TC-07 – R8-2010-0036 (County of San Bernardino, SBCFCD, and cities) scheduled for July 27, 2018
- Claim also filed for Regional Permit

Questions?

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Item 6.B

Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **Regional Housing Needs Assessment (RHNA) Overview**

Contact: **Ma'Ayn Johnson, SCAG Housing & Land Use Planner, (213) 236-1975, johnson@scag.ca.gov, (213) 236-1975**

Date: **October 19, 2017**

The purpose of this item *is to introduce the Committee to the 6th Cycle Regional Housing Needs Assessment outreach process.*

Requested Action:

1. Receive and file.

The Regional Housing Needs Assessment (RHNA) is an assessment process performed periodically as part of housing element and General Plan updates at the local level. The RHNA quantifies the need for housing by income group within each jurisdiction during specific planning periods. The 5th cycle Final RHNA Allocation Plan was adopted by the SCAG Regional Council on October 4, 2012, and covers the planning period from October 15, 2013 to October 15, 2021. The RHNA is used in land use planning, to prioritize local resource allocation and to help decide how to address existing and future housing needs. The RHNA allows communities to anticipate growth, so that collectively the region can grow in ways that enhance quality of life, improve access to jobs, promote transportation mobility and address social equity and fair share housing needs. The regional projected housing need for the 5th cycle RHNA planning period is 412,137 units.

Ma'Ayn Johnson, SCAG Housing & Land Use Planner, will provide an overview of RHNA and discuss the process for developing the 6th Cycle, October 2021 – October 2029, and the outreach process.

Prior Action:

October 12, 2017: The Planning Directors Committee received report.

Fiscal Impact:

This item is informational; therefore there is no fiscal impact.

Attachments:

None.

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Item 6.C

Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **Western Community Energy Activities Update**

Contact: **Barbara Spoonhour, Director of Community Choice Aggregation Development, bspoonhour@wrcog.us, (951) 955-8313**

Date: **October 19, 2017**

***The purpose of this item is to** provide the Committee with an update on the status of implementing Western Community Energy, a CCA for the subregion.*

Requested Action:

1. Provide direction on establishing potential enrollment periods to join Western Community Energy.

Community Choice Aggregation (CCA) allows cities and counties to aggregate their buying power to secure electrical energy supply contracts on a region-wide basis. In California, CCA (Assembly Bill 117) was chaptered in September 2002 and allows for local jurisdictions to form a CCA for this purpose. Several local jurisdictions throughout California are pursuing the formation of CCAs as a way to lower energy costs and/or provide a "greener" energy supply. WRCOG's Executive Committee has directed staff to pursue the feasibility of CCA for Western Riverside County. WRCOG, the San Bernardino Council of Governments (SBCOG), and the Coachella Valley Association of Governments (CVAG) funded a joint, two-county feasibility study in response to the Executive Committee's direction; the study has recently been completed and was presented to the Committee previously.

Branding, Marketing and Outreach

On July 12, 2017, the Administration & Finance Committee approved a contract with a local marketing firm, The Creative Bar, to provide branding and marketing. Staff worked with The Creative Bar to develop the CCA's identity, which is "Western Community Energy: *Your Neighborhood Power Authority*".

In addition, staff developed easy-to-understand Frequently Ask Questions (FAQs) to use in educating jurisdictions and communities on the Program (Attachments 1 and 2).

Timeline

In discussions with our consultants, it is deemed cost effective to establish the initial Western Community Energy Governing Board with approximately five to six jurisdictions (Phase 1), instead of waiting for all eligible jurisdictions to determine whether or not they wish to participate. These five or six jurisdictions would represent approximately 160,000 accounts or 2.2 million MWs of energy need. Other jurisdictions can join at any time.

There is an initial goal of providing energy its first group of customers by July 2018, which means the Governing Board would need to hold its first meeting in January 2018. Once the Governing Board has held its first meeting, it takes approximately six months of working with SCE to launch.

Staff is meeting one-on-one with jurisdictional Councilmembers throughout the subregion to provide a high level overview of the Program. Once these meetings conclude, staff is requesting to present at either a Working Group, Study Session, and/or City Council meeting to gain comments from the community and to determine whether the Council wants to direct its staff to come back with an action.

Staff is seeking direction from the Technical Advisory Committee on establishing potential enrollment periods (example below). This would then allow jurisdictions to move at a pace they feel comfortable with. Once again, staff wants to emphasize that there are no requirements for all non-municipal utility jurisdictions within the subregion to join WCE, and did not ask the Executive Committee to make that recommendation.

Phase 1 – Join by January 1, 2018 - Launch in July 2018
Phase 2 – Join between January 2 and March 31, 2018 – Launch in September 2018
Phase 3 – Join between April 2 and June 30 – Launch December 2018

Power Charge Indifference Adjustment (PCIA) Update

On October 11, 2017, the WRCOG Administration and Finance Committee approved staff entering into cost sharing agreements with CVAG staff, which will operate Desert Community Energy, and Los Angeles Community Choice Energy to utilize Best Best & Krieger for legal services for the proceeding.

As background, on June 29, 2017, the California Public Utilities Commission (CPUC) opened a proceeding (R17-06-026, which WRCOG and CVAG are party to) to consider alternatives to the amount that Community Choice Aggregation and Direct Access customers pay in order to keep remaining Investor Owned Utility customers financially unaffected by their departure, which is required by legislation. Legislation also requires that departing customers do not experience cost increases as a result of an allocation of costs that were not incurred on behalf of the departing load.

The PCIA is the mechanism to ensure that customers who remain with the utility do not end up taking on the long-term financial obligations the utility incurred on behalf of now-departed customers. Examples of such financial obligations include utility expenditures to build power plants and, more commonly, long-term power purchase contracts with independent power producers.

On September 25, 2017, the CPUC released its Scoping Memo on the Proceeding. The following is a summary:

1. Revised background principles for the proceeding including the addition of principles raised by CalCCA.
2. Revised issues to be addressed with reference to and inclusion of an issue raised by WRCOG and CVAG.
3. Established a schedule for the proceeding.
4. Established the type of proceeding and the ex parte rules that apply.

The Scoping Memo splits the proceeding into two concurrent tracks that will look at:

Track 1: California Alternative Rates for Energy (CARE)/Medical Baseline PCIA Exemptions
- Review and possible revision of exemptions.
- Consistency of treatment of exemptions among IOUs.

Track 2: Evaluation and Modification of the PCIA Methodology
- Implementation of SB 350 language discussing bundled customer indifference and protection of departing customers from allocation of costs not incurred on their behalf (Pub. Util. Code Sections 365.2 and 366.3).
- Transparency of current PCIA methodology.

- Data access for current PCIA methodology.
- Review and possible modification of current PCIA methodology.
- Alternatives to PCIA framework.
- Additional considerations and statutory changes relevant to review, revision, and consideration of alternatives to the PCIA.

Staff will continue to provide updates to the Committee as workshops and information is available.

Community Choice Energy Summit

On November 14-16, 2017, at the Santa Clara Marriott, Santa Clara, CA, Infocast will host a Community Choice Energy Summit, themed "*Connect with Community Choice Aggregators: the Hot New Renewable Energy Procurement Market*". A copy of the draft agenda is attached.

According to the CPUC, CCAs may be serving up to 85% of state load by the 2020s. The Summit will bring together existing CCAs with emerging CCAs to share: 1) evolving best practices and lessons learned, 2) understanding CCAs' strategies and plans for power procurement, 3) managing power portfolios to integrate and optimize both state-mandated and locally-driven goals for efficiency, climate, renewables, project siting and jobs, and 4) to learn how to form and operate a CCA from legal, regulatory, financial, and power portfolio aspects.

For more information, please visit: http://infocastinc.com/event/community-choice-energy/#section-venue.

Prior Actions:

August 7, 2017: The Executive Committee 1) approved the CCA Joint Powers Agreement and Bylaws template, recognizing that it is a draft document to be finalized at a later time by the CCA; 2) approved the template agreement between WRCOG and the CCA for staffing services; 3) directed and authorized the Executive Director to negotiate and enter into an agreement with The Energy Authority to provide CCA Operational Services; and 4) directed the Executive Director to negotiate an agreement with EES for rate setting and regulatory services as described herein and direct legal counsel to submit a request for an opinion from the FPPC regarding conflict of interest concerns with said contract.

July 12, 2017: The Administration & Finance Committee recommended the Executive Committee 1) approve the CCA Joint Powers Agreement and Bylaws; 2) approve the draft agreement between WRCOG and the CCA for staffing services; 3) direct and authorize the Executive Director to negotiate and enter into an agreement with The Energy Authority and EES Consulting to provide CCA Operational Services; and 4) authorize and direct the Executive Director to enter into an agreement, substantially as to form, not to exceed $100,000 with The Creative Bar for branding and marketing services.

Fiscal Impact:

WRCOG costs associated with CCA administration would be initially paid for from existing Agency carryover funds, and would be recouped from the CCA once it becomes operational. (An agreement between WRCOG and the CCA will identify responsibilities and mechanisms for cost recovery.)

Attachments:

1. Frequently Asked Questions for Local Governments
2. Frequently Asked Questions for the Community
3. Community Choice Energy Summit Agenda

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Item 6.C

Western Community Energy Activities Update

Attachment 1

Frequently Asked Questions for Local Governments

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Frequently Asked Questions for Local Governments

WRCOG is developing a Program that will provide the community a choice in the energy supply it receives, enable local control to rate setting and programs, and offer competitive rates to Southern California Edison (SCE).

WESTERN COMMUNITY ENERGY HAS ECONOMIC AND ENVIRONMENTAL BENEFITS

In 2016, WRCOG completed a Feasibility Study to determine the estimated savings for implementing a Community Choice Aggregation (CCA) Program. Using conservative numbers and assumptions, the Feasibility Study indicates a CCA being favorable for the subregion.

In addition, the program gives residents and business owners local control over their rates, power supply and even generation options. This combined with the potential for investment opportunities within the community benefits not only the environment, but our local economy as a whole.

Western Community Energy (WCE) will be administered by WRCOG initially. As WCE establishes its joint powers authority (JPA) and Governing Board, we anticipate a launch in late 2018 of 5 to 6 jurisdictions, which represents over 160,000 residential and commercial accounts.

PROGRAM OBJECTIVES

1. **Provide local control over programs, rates, power supply/ generation options.**
2. **Provide consumers a choice in energy supply.**
3. **Offer competitive utility rates.**
4. **Provide economic development through implementation of renewable energy projects.**

What is a "Community Choice Aggregation" Program?

ANSWER

Community Choice Aggregation (CCA) enables local governments (alone or with others through a JPA) to buy electricity and offer it to customers in their communities. The electricity will still be distributed and delivered over the existing Southern California Edison (SCE) electricity lines. Essentially, a CCA provides consumers with choices in their energy sources instead of having SCE as a default.

What is Western Community Energy?

ANSWER

Western Community Energy (WCE) will be a joint powers authority (JPA) that local governments can join to allow the choice of energy generation to its residents and businesses.

What are the benefits of WCE?

ANSWER

1. Consumers (residents and businesses) can choose what type of energy resources are serving the community.
2. Local elected officials will be in charge of energy resources, rate-setting, and administration, which provides local accountability and transparency.
3. Energy can be provided at lower and/or competitive rates through negotiation of energy prices below those offered by SCE.
4. Local economic development opportunities can exist through investing resources in development of renewable energy.

Are there any CCA's in California?

ANSWER

Yes. There are eight CCA programs up and running in California: Marin Clean Energy, Sonoma Clean Power Lancaster Choice Energy, San Francisco Clean Power, Peninsula Clean Energy, Redwood Coast Energy Authority, Silicon Valley Clean Energy, and Apple Valley Choice Energy.

Are existing CCA's successful?

ANSWER

Yes. These CCA's are offering their customers 20-50% more renewable energy than the incumbent utility at prices that are competitive and in most cases lower than the utility rates. Marin and Sonoma are also procuring and co-developing in-State and local renewable resources and offering specialized energy programs designed for its local service areas.

How would a local government join Western Community Energy?

ANSWER

A local government would take formal action to join the WCE's JPA and then adopt an ordinance to participate. The 2nd reading to the ordinance could be waived. Templates are available.

Are all local governments in the subregion required to participate?

ANSWER

No. WCE does not have the authority to compel any local government to participate, and any local government can choose to remain with the SCE. A local government may also decide to join after WCE is established.

Can a local government opt-out of a CCA after it joins? How does that work?

ANSWER

Yes. A member has the ability to opt-out and could do so for only its municipal facilities or for its entire community.

Who will manage WCE?

ANSWER

WRCOG will provide management and administrative services for three years, or until the WCE Board determines otherwise.

What does WCE need to "start business"?

ANSWER

Once its Governing Board is established, WCE must prepare and submit an Implementation Plan to the CPUC for certification.

What is an Implementation Plan?

ANSWER

The Implementation Plan outlines how WCE will function, set rates, purchase electricity, and carry out all other functions required under CPUC regulations.

What start-up costs are needed?

ANSWER

Estimated start-up costs (consultants, administration functions, legal, staffing, data management, etc.) are between $3-7 million. WRCOG will cover these costs or WCE (once established) can take out a loan. Start-up costs would be recouped by revenues realized during the first year of operation.

What are the working capital requirements?

ANSWER

Power procurement is estimated to be between $21-50 million, depending on the amount of WCE customers. Only 5%-10% will be needed to cover the initial months of operations (billing, staffing, legal, and internal operations, etc.) until a revenue stream is established through customer utility bill payments. The remainder will accumulate over time in a reserve to build credit worthiness for WCE. The majority of the working capital funds can be realized from WCE bonding and/or securing a loan, which will be built into the rates.

How have other CCA's dealt with working capital costs?

ANSWER

Existing CCA's in California secured loans for the initial capital and repaid the loans within the first three years.

Are municipal General Funds at risk?

ANSWER

No. There is no risk to local government general funds. A CCA's budget is completely separate from the general funds of participating local governments.

Is this an "Opt-in" or an "Opt-out" Program?

ANSWER

California law states that CCA's are "Opt-out" Programs, meaning once a local government takes action, all the residents and businesses will be automatically enrolled in the CCA. Residents can choose to opt-out at anytime and stay with SCE.

What if a jurisdiction joins the CCA but individual businesses or residents desire to stay with SCE?

ANSWER

Every customer can choose to remain with SCE for their energy supply. State law requires that customers receive several notifications so they can "opt-out" and remain with SCE at no charge, both before and just after a CCA program launches. All customers can choose which electricity provider is best for them.

Will customers be able to switch back and forth from WCE and SCE?

ANSWER

Yes. Pursuant to state law, once a CCA becomes active, all customers are automatically transferred under the CCA. However, customers may go back to SCE at any time. SCE may charge a fee to accept the customers back and will require the customers to stay with SCE service for one year.

What if I don't want my energy provided by WCE and just want to stay with SCE?

ANSWER

You can. Every customer can choose to remain with SCE for both power resources and delivery. State law requires that customers receive several notifications so they can "opt-out" and remain with SCE at no charge, both before and just after WCE launches. All customers can choose which electricity provider is best for them.

Does SCE have a say in whether or not a CCA can be formed?

ANSWER

No.

What is SCE's role in WCE?

ANSWER

SCE will:

- Continue to own and operate the distribution lines.
- Be responsible for the reliable and safe delivery of electricity to the customer.
- Continue metering services.
- Continue meter reading and usage data acquisition.
- Handle billing and payment services.
- Provide customer care and account maintenance.

What will WCE do?

ANSWER

WCE will be responsible for:

- Procuring and providing the generation portion of customer electricity needs.
- Ensuring that the generation power is delivered to the necessary grid location required to service the customers.
- Meeting the Resource Adequacy and Renewable Portfolio Standards (RPS) requirements.
- Responding to customer inquiries regarding energy supply, management, and oversight of WCE.

What role does the CPUC have in a CCA?

ANSWER

The CPUC has limited jurisdiction over CCA operations. The CPUC will certify WCE's Implementation Plan and ensure WCE is meeting its Renewable Portfolio Standards (RPS) requirements. WCE must annually file proof of resource adequacy / capacity and submit a number of regulatory reports to other agencies. The CPUC will oversee the relationship between the SCE and WCE.

You say that WCE can provide energy at lower cost, but how can I know for sure?

ANSWER

The CCA Feasibility Study prepared for Western Riverside County concluded that energy cost savings could be gained by a CCA compared to SCE. While there is no guarantee, other CCA's operating in California are experiencing savings compared to their respective IOUs. Each year WCE will work with SCE to compare the energy costs offered by both energy providers. This information will be distributed to all WCE customers. For additional benefits beyond cost savings, please see page 2.

How will the rates be set?

ANSWER

Energy rates will be set regularly, based on the projected cost of energy. Unlike SCE rates, which are set by the CPUC, WCE's energy rates will be set by local elected officials representing the participating communities. The public will be encouraged to attend and participate at rate setting meetings to ensure a more transparent process.

Will taxes increase?

ANSWER

No. WCE does not have the ability to tax and there are no impacts on taxes. WCE will be completely revenue funded by the ratepayers, requiring zero tax dollars from customers or participating communities.

Isn't renewable power more expensive than non-renewable electricity? Wouldn't a CCA's rates be higher?

ANSWER

In today's markets, that is not the case. To date, CCA's in California have been able to offer 25-30% cleaner energy at lower costs to customers compared to higher carbon-based energy sources.

What's the catch?

ANSWER

There are risks involved with any CCA. These include a potential reduction in SCE rates, higher "opt-out" rates than estimated (i.e., over 25%; current CCA's in CA have opt-out rates between 4% and 16%), higher exit fees charged by SCE, or legislative and/or regulatory changes. These scenarios have been contemplated in the Feasibility Study.

Does this mean the CCA would be in the commodity market? How risky is this?

ANSWER

Yes. Electricity is a commodity and markets exist where electricity is traded daily with multiple buyers and sellers. While electricity can be purchased on a daily spot market with variable pricing, this is not how WCE would purchase its power needs.

ADDITIONAL QUESTIONS?

Contact WRCOG at 951.955.7985
or www.wrcog.us for additional information

Item 6.C

Western Community Energy Activities Update

Attachment 2

Frequently Asked Questions for the Community

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Frequently Asked Questions for the Community

The Western Riverside Council of Governments is working with local governments to develop a program that will provide the community a choice in the energy supply it receives, enable local control to rate setting, and offer competitive rates to Southern California Edison (SCE).

WESTERN COMMUNITY ENERGY HAS ECONOMIC AND ENVIRONMENTAL BENEFITS

In 2016, WRCOG completed a Feasibility Study to determine the estimated savings for implementing a Community Choice Aggregation (CCA) Program. Using conservative numbers and assumptions, the Feasibility Study indicates a CCA being favorable for the subregion.

In addition, the program gives residents and business owners local control over their rates, power supply and even generation options. This combined with the potential for investment opportunities within the community benefits not only the environment, but our local economy as a whole.

Once the new program, Western Community Energy (WCE), is launched, residents and businesses in participating communities will have the option of having their energy provided by WCE or staying with Southern California Edison. WCE will be governed by locally-elected officials, and once it establishes its Joint Powers Authority (JPA) and Governing Board, the new entity could be operating as soon as 2018.

PROGRAM OBJECTIVES

1. **Provide local control over programs, rates, power supply/ generation options.**
2. **Provide consumers a choice in energy supply.**
3. **Offer competitive utility rates.**
4. **Provide economic development through implementation of renewable energy projects.**

Western Riverside Council of Governments 4080 Lemon Street | Riverside, CA 92501
www.wrcog.us | (951) 955-7985

What is a "Community Choice Aggregation" Program?

ANSWER

Community Choice Aggregation (CCA) enables local governments (alone or with others through a Joint Powers Agreement) to buy electricity and offer it to customers in their communities. The electricity will still be distributed and delivered over the existing Southern California Edison (SCE) electricity lines. Essentially, a CCA provides consumers with choices in their energy sources instead of having SCE as a default.

Are there any CCA's in California?

ANSWER

Yes. There are eight CCA programs up and running in California: Marin Clean Energy, Sonoma Clean Power Lancaster Choice Energy, San Francisco Clean Power, Peninsula Clean Energy, Redwood Coast Energy Authority, Silicon Valley Clean Energy, and Apple Valley Choice Energy.

Are existing CCA's successful?

ANSWER

Yes. These CCA's are offering their customers 20-50% more renewable energy than the incumbent utility at prices that are competitive and in most cases lower than the utility rates. Marin and Sonoma are also procuring and co-developing in-State and local renewable resources and offering specialized energy programs designed for its local service areas.

What is Western Community Energy?

ANSWER

Western Community Energy (WCE) will be the CCA Program option for local governments that desire to provide different energy choices for residents and businesses located in their communities.

What are the benefits of WCE?

ANSWER

1. Consumers (residents and businesses) can choose what type of energy resources are serving the community.
2. Local elected officials will be in charge of energy resources, rate-setting, and and administration, which provides local accountability and transparency.
3. Energy can be provided at lower and/or competitive rates through negotiation of energy prices below those offered by SCE.
4. Local economic development opportunities can exist through investing resources in development of renewable energy.

What are the projected savings?

ANSWER

Using conservative assumptions, the Feasibility Study shows a CCA being favorable for the region.

Estimated Combined Customer Savings for WCE (1st full year):
- 4.4% savings with a 33% renewable mix
- 3% savings with a 50% renewable mix
- **4.2% higher with a 100% renewable mix**

What will WCE do?

ANSWER

WCE will be responsible for:

- Procuring and providing the generation portion of customer electricity needs.
- Ensuring that the generation power is delivered to the necessary grid location required to service the customers.
- Meeting the Resource Adequacy and Renewable Portfolio Standards (RPS) State requirements.
- Responding to customer inquiries regarding energy supply, management, and oversight.

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ANSWER

The CCA Feasibility Study prepared for Western Riverside County concluded that energy cost savings could be gained by a CCA compared to SCE. Other CCA's operating in California are experiencing savings compared to their respective IOUs. Each year WCE will work with SCE to compare the energy costs offered by both energy providers. This information will be distributed to all WCE customers. If a WCE customer desires to switch back to SCE, they can do so at any time.

How will the rates be set?

ANSWER

Energy rates will be set regularly, based on the projected cost of energy. Unlike SCE rates, which are set by the CPUC, WCE's energy rates will be set by local elected officials representing the participating communities. The public will be encouraged to attend and participate at rate setting meetings to ensure a more transparent process.

What if I don't want to have my energy provided by WCE and just want to stay with SCE?

ANSWER

You can. California law requires that customers receive several notifications to opt-out at no charge, both before and just after a CCA program launches. All customers have the ability to choose which electricity provider is best for them. California law states that CCA's are "Opt-out" Programs, meaning once a local government takes action, all the residents and businesses will be automatically enrolled in the CCA.

Are customers able to switch back and forth from WCE to SCE if they wish?

ANSWER

Yes. Once a CCA becomes active, all customers automatically will receive energy purchased by the CCA. However customers may go back to SCE-sourced energy at any time, but might have to pay a fee to SCE and be required to stay with SCE service for one year.

If my power goes out, who do I call?

ANSWER

You would continue to contact SCE in the event of a power-outage.

ADDITIONAL QUESTIONS?

Contact WRCOG at 951.955.7985 or www.wrcog.us for additional information

If I have questions regarding my bill, who do I call?

ANSWER

You would contact WCE.

Will my taxes increase?

ANSWER

No. WCE does not have the ability to tax and there are no impacts on taxes. WCE will be completely revenue funded by the ratepayers, requiring zero tax dollars from customers or participating communities.

Will SCE stay involved in our area served by WCE?

ANSWER

Yes. SCE will continue to:

- Own and operate the distribution lines.
- Be responsible for the reliable and safe delivery of electricity to the customer.
- Provide metering services.
- Conduct meter reading and usage data acquisition.
- Handle billing and payment services.
- Provide customer care and account maintenance.

Isn't renewable power more expensive than non-renewable electricity? Wouldn't a CCA's rates be higher?

ANSWER

In today's markets, that is not the case. To date, CCA's in California have been able to offer 25-30% cleaner energy at lower costs to customers compared to higher carbon-based energy sources.

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Western Community Energy Activities Update

Attachment 3

Community Choice Energy Summit Agenda

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FAST-LANE TO CALIFORNIA'S CLEAN ENERGY GOALS

AM Pre-summit Workshop, Tuesday, Nov 14, 9AM-12Noon: **Starting a CCA: Legal, Financial and Operational Steps**

PM Pre-Summit Workshop, Tuesday, Nov 14, 1-5PM: **CCA Power Moves: Tools, Strategies & New Ideas**

Main Summit | Wednesday, November 15, 2017

7:00 – 8:00 *Registrant & Networking Breakfast*

8:00 - 8:15 *Welcome & Introduction by the Summit Chair*

8:15 - 8:45 *Keynote Presentation: CPUC Commissioner or Senior Policy Staff*

Dorothy Duda, *Program Manager of Electric Costs, Natural Gas, and Market Structure, Energy Division,* CPUC (invited)

8:45 - 9:45 *Panel Discussion:* **The Next Generation of CCAs**

A dozen or more CCAs are currently in formation, with many more potentially in the queue, as the CCA business model and value proposition is proving out by the leaders. Some of these CCAs represent very large cities and regions, including the City of San Jose, Los Angeles County, San Diego and environs, Riverside County, the Central Coast. This panel will bring together the senior officials from emerging CCAs to share their visions, their concerns and their organizational needs, exploring topics such as how best to shape the desired load curve for their region with available tools, how to tailor power purchasing to best meet that load curve, how the CCA RFP process affects programs and ability to implement desired power qualities and rate, and how they are interacting with their local IOU and regulators to move forward.

Panelists:
Katie Barrows, *Director of Environmental Resources*, COACHELLA VALLEY ASSOCIATION OF GOVERNMENTS
Catherine Blakespear, *Mayor*, CITY OF ENCINITAS
René Bobadilla, *City Manager*, CITY OF PICO RIVERA
Tom Habashi, *CEO*, MONTEREY BAY COMMUNITY POWER AUTHORITY
Scott Mann, *Planning Commissioner*, SLO CLEAN ENERGY
Kerrie Romanow, *Environmental Services Director*, CITY OF SAN JOSE

9:45 - 10:15 *Networking Break*

10:15 - 10:45 *Keynote Presentation*

Nick Chaset, *CEO***,** EAST BAY COMMUNITY ENERGY

10:45 - 11:45 *Panel Discussion:* **Power Procurement – Balancing Aspirational Goals with Cost and Feasibility**

This panel will highlight the state of the art in CCA bulk power purchasing and alternative power strategies for attaining their locally-driven energy mandates. The first wave of CCA activity arguably focused mainly on procuring RECs and lower carbon fuel sources from large power delivery services and IPPs and from remote concentrated solar farms. More recently, some CCAs have been doing Virtual PPAs with renewable developers, and even starting to site some of the projects within the CCA member territory. CCAs have to weigh a number of factors in designing their power supply, amidst an ever-evolving California energy market. This panel will mix power buyers and planners from existing and formative CCAs with renewable developers and energy service providers to explore energy sourcing alternatives, and emerging contractual structures and risk factors.

Panelists:
Ted Beatty, *Director of Resource and Program Development*, SOUTHERN CALIFORNIA PUBLIC POWER AUTHORITY (SCPPA)
Greg Brehm, *Director of Power Resources*, MARIN CLEAN ENERGY (MCE)
Jeff Fuller, *Director of Client Services*, THE ENERGY AUTHORITY
Michael A. Hyams, *Director*, CLEANPOWERSF
Dan Kalb, *City Councilmember*, CITY OF OAKLAND
John Roukema, *Director of Electric Utility*, SILICON VALLEY POWER

11:45 - 1:15 *Group Luncheon*

1:15 - 1:45 *Post-Luncheon Keynote:*

Jon Wellinghoff*, CEO*, POLICY/DER CONSULTING

1:45 - 2:30 *Panel Discussion:* **CCA Finance Part I: Contracts, Credit, and the Fine Art of Project Finance**

This panel will mix renewable developers with a track record of signing PPAs with CCAs, renewable financiers, and CCA power procurement officials. As the prospects for PPAs to become a major new force in power offtake grow, CCAs will need to negotiate PPAs, address creditworthiness issues, and familiarize themselves with the complex world of project finance structures. (A sequel panel on Day Two will discuss municipal bond finance issues.)

Moderator:
Deanne M. Barrow, *Associate,* NORTON ROSE FULBRIGHT US LLP

Panelists:
Magali Cohen*, Director, Power & Infrastructure Finance***,** INVESTEC SECURITIES LLC
Siobhan Doherty, *Director of Power Resources*, PENINSULA CLEAN ENERGY
Sondra Martinez, *Senior Director, Project Finance Americas*, NORD/LB
David McNeil, CFA, *Finance Manager*, MARIN CLEAN ENERGY (MCE)
Vince Plaxico, *Director of Project Finance*, RECURRENT ENERGY
Elizabeth Waters, *Managing Director,* MUFG - PROJECT FINANCE, AMERICAS

2:30 - 3:15	*Panel Discussion:* **Issues for Renewable Project and DER Developers in Interacting with CCAs**

This panel will give the developer community a chance to talk about their experiences thus far providing long term power purchase agreements to CCAs, and to explore what the future will look like with a proliferation of many dozens of CCAs in California. Panelists will help to educate incoming CCA management and power procurement/contracts about their future offerings and capabilities.

- Project timeline - what do newer CCAs need to understand about the renewable project development schedule and time-frames for various steps
- How are developers thinking about CCAs' credit rating and its impact on project financing options
- Section 201 Trade Petition - potential impact on solar development for CCAs

Moderator:
Peter D. Mostow, *Partner,* WILSON SONSINI GOODRICH & ROSATI

Panelists:
Michael Arndt, *Managing Director, Development,* RECURRENT ENERGY
Katherine Ryzhaya, *Chief Commercial Officer,* LIGHTSOURCE RENEWABLE ENERGY
Additional Panelists to be Announced

3:15 - 3:45	*Networking Break*
3:45 - 4:25	*Panel Discussion:* **Impact of CCAs on the Grid**

While in theory CCAs are not legally or technically responsible for grid balancing functions, they do need to submit scheduling plans to CAISO and long-term Integrated Resource Plans to CPUC, which implicates some distribution grid issues. Some CCAs are including grid balancing, demand response, frequency regulation and ancillary services as bullet points in their feasibility studies, and some current CCAs are starting to work with third party grid aggregators like Autogrid, EV Motor Werks, and others. This panel will bring together planning experts from CCAs and their grid consultants with CAISO and IOU representatives to explore the impact of CCAs on transmission, distribution grid dynamics and possible relevance of emerging concepts like locational marginal pricing for DERs.

Panelists:
Tom Cuccia, *Account Manager*, CAISO
David Rubin, *Director, Service Analysis*, PACIFIC GAS AND ELECTRIC COMPANY
Brian Stevens, *Strategic Business Planner*, SACRAMENTO MUNICIPAL UTILITY DISTRICT (SMUD)
Peter Asmus*, Associate Director, Energy*, NAVIGANT RESEARCH
Alan Suleiman, *Director Marketing & Public Affairs,* SILICON VALLEY CLEAN ENERGY

4:25 – 4:30 *Welcoming Remarks to the Reception*

Anne Falcon*, Senior Associate,* EES CONSULTING, INC.

4:30 - 5:15 *Panel Discussion:* **Evolution of CCAs and Innovative DER and Local Energy Programs**

As more and more CCAs start to undertake experimental programs to provide local economic activity and local renewable project siting with their power profile/criteria, new models for collaboration with outside platform providers and aggregators and developers are emerging, representing demand response, peak capacity shifting, DER aggregation by Virtual Power Plants, etc. This panel will explore how some of these programs are working, how they are being funded, interaction with state funding sources like CEC EPIC, and opportunities for leveraging this dynamic for the future uptake of innovative grid business models, solutions and technologies.

Moderator:
Chris Sentieri, *Climate Solutions Manager*, THE OFFSET PROJECT

Panelists:
Rick Brown, PhD, *CEO*, TERRAVERDE RENEWABLE PARTNERS
Marc Estrada, *President,* GPT, INC.
Craig Lewis, *CEO*, CLEAN COALITION
Beth Reid, ________, OLIVINE
Richard Schorske, *Executive Director*, ZNE ALLIANCE
Laurie ten Hope, *Deputy Director, Energy Research & Development,* CALIFORNIA ENERGY COMMISSION (invited)

5:15 - 6:15 *Networking Reception Sponsored by:*

EES Consulting, Inc.

Main Summit | Thursday, November 16, 2017

7:00 – 8:00 *Registration & Networking Breakfast*

8:00 – 8:05 *Welcome & Introduction by the Summit Chair*

8:05 - 8:30 *Keynote Address:* **Perspective from the California Energy Commission**

8:30-9:00 *Keynote Address:* **Key CCA Challenge: How to Accelerate and Scale "Out" Non-Exporting DER Development**

Paul Fenn, who originated the CCA model, will discuss the latest developments in CCA 2.0, focused on finance, behind-meter deployments and supporting programs, system power-offsetting contracts, microgrid / electric vehicle / IP thermostat combinations and other applications of integrated DER assets to support real-time CCA-specific and transmission zone-specific load curve reform strategies. He will examine current California and other U.S. CCAs in terms of local DER development, the limitations of past projects, and how municipalities can use current capacity to support local DER project development and product sales. Fenn will give the story of past successes like high renewable levels at rate parity, as well as the great leaps into local development of DERs by CCAs in more recent years, and assess the immediate future of DER deployment by CCAs based on the presence of new innovators in the public and private sectors.

Paul Fenn, *Founder & President,* LOCAL POWER, INC.

9:00 - 9:45 *Panel Discussion:* **Lessons Learned from the First Wave of CCAs**

This panel will feature executives from CCAs currently in operation who now have anywhere from 2-6 years of experience driving their power portfolio ahead of state timelines and criteria. These directors will discuss the challenges on the road and their vision moving forward, and how they are actively working with newer CCAs to accelerate their formation.

Moderator:
Tim Cronin, *Associate*, WILSON SONSINI GOODRICH & ROSATI

Panelists:
Cathy DeFalco, EJD, C.P.M., *Executive Director*, LANCASTER CHOICE ENERGY / CITY OF LANCASTER
Joseph Moon, *Assistant Director, Energy & Environmental Services*, APPLE VALLEY CHOICE ENERGY (AVCE)
Jan Pepper, *CEO*, PENINSULA CLEAN ENERGY
Steve Shupe, *General Counsel*, SONOMA CLEAN POWER AUTHORITY
Drake Welch, *Vice President, Customer Care*, CALPINE ENERGY SOLUTIONS

9:45 - 10:15 *Networking Break*

10:15 - 11:00 *Panel Discussion:* **CCA Finance Part II: Municipal Bonds and Creditworthiness**

Forming a CCA requires an initial bond, which so far has been put together differently, from different sources, by different CCAs, in some cases using member city money, money from regional community banks, from public funds, or from larger national banks. In addition the CCA needs to establish creditworthiness to make purchases on the wholesale power markets, and take out insurance for capacity hedging. Further lump sums can be required for doing VPPAs with renewable developers or local energy projects. This panel will include a mix of CCA CFOs and municipal finance sources and advisors, exploring the needs of the upcoming waves of CCAs.

Panelists:
Stephen Fleming, *President/CEO*, RIVER CITY BANK
Joseph Natoli, *Vice President*, GOLDMAN SACHS
Don Eckert, *Interim CEO/Director of Finance*, SILICON VALLEY CLEAN ENERGY
Additional Panelists to be Announced

11:00 - 12:00 *Closing Panel Discussion*: **What Lies Ahead**

This closing panel will present a cross-section of community representatives kicking the tires on the big vision of getting to 100% local renewables incorporating the pyramid of negawatts/efficiency, demand response, local generation and storage with local economic activity.

- Why a technological revolution is not enough
- Where does DER technology fit into our vision of resilient communities?

- How do we ensure community economic benefits and good clean energy jobs through DER deployment?
- Putting the community in Community Choice energy?

Moderator:
Al Weinrub, *Coordinator,* LOCAL CLEAN ENERGY ALLIANCE

Panelists:
Ben Bartlett, *City Councilmember*, CITY OF BERKELEY; *Board Member,* CALCEF
Woody Hastings*, Renewable Energy Manager,* CENTER FOR CLIMATE PROTECTION
Avni Jamdar, *Director,* EMERALD CITIES SAN FRANCISCO
Jessica Tovar, EAST BAY CLEAN POWER ALLIANCE

12:00 Summit adjourns

Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **Public Service Fellowship Activities Update**

Contact: **Cynthia Mejia, Staff Analyst, cmejia@wrcog.us, (951) 955-8311**

Date: **October 19, 2017**

The purpose of this item is to *provide an update on the second round of Public Service Fellows currently working in WRCOG member agencies and to request funding for continuation of the Fellowship Program.*

Requested Actions:

1. Recommend that the Executive Committee allocate $300,000 from Agency carryover funds for the remainder of the Public Service Fellowship, Round II.
2. Recommend that the Executive Committee allocate $400,000 from Agency carryover funds for the continuation of the Public Service Fellowship, with Round III commencing in January 2018.

In partnership with higher education institutions, WRCOG developed and launched a Public Service Fellowship Program that provides local university graduates with career opportunities within local governments and agencies in a way that is mutually beneficial to both the Fellow and the Agency.

Background

In February 2016, the Executive Committee approved the creation of a one-year pilot Public Service Fellowship Program, to be administered by WRCOG in Western Riverside County, in partnership with the University of California, Riverside (UCR), and California Baptist University (CBU). The goal of this Program is to retain local students to fulfill the subregion's needs for a robust public sector workforce and to combat the often-mentioned "brain drain" that Riverside County experiences when local students graduate but then leave the region to seek full-time employment elsewhere. The Fellowship Program is geared towards students graduating from UCR and CBU to engage them in career opportunities with local governments and agencies in a way that is mutually beneficial to both the Fellows and the agency.

WRCOG is responsible for general Program administration and oversight, maintaining employment of the Fellows, soliciting interest from local government agencies, serving as the liaison between member agencies and the universities, providing Program funding, and coordinating payment of Fellowship stipends. UCR and CBU are responsible for soliciting interest from students, reviewing applications and conducting interviews, recommending local government agency placements, and communicating regularly with Fellows. WRCOG, UCR, and CBU also provide ongoing training to Fellows on career readiness and other theoretical topics during regular Networking Sessions to support their hands-on work experience. A representative from each University serves as an "advisor" to answer questions from the Fellows or host agencies, monitor the Fellows' performance, handle HR-related issues or complaints in collaboration with WRCOG, and provide needed support to ensure that the Fellowship placement is successful.

Program Update

Round I of the Fellowship placed 17 Fellows in member agencies, and to staff's knowledge to date, nearly all are gainfully employed with at least eight working for public agencies in Riverside County. Based on widespread success of Round I and remaining funding, WRCOG launched a second round of the Fellowship Program, with 19 Fellows (eleven from UCR and eight from CBU) placed in WRCOG member jurisdictions. Round II Fellows are currently in the fifth month of their Program. WRCOG held three Networking Sessions for the Fellows, which help to supplement the work they are doing at their host agencies. The June 2017 session featured presentations on the role of City Managers and possible routes to city management from Eastvale City Manager Michelle Nissen, and Corona City Manager Darrell Talbert. In July 2017, the Fellows underwent a rigorous "legislative 101" crash-course from the League of California Cities Regional Public Affairs Manager Erin Sasse. In August 2017, City of Riverside Police Chief Sergio Diaz and Fire Chief Michael Moore presented on the role of municipal public safety departments and the programs they administer other than emergency response.

The next Networking Session is scheduled for Thursday, October 26, 2017, and will be a bus tour of the subregion. Throughout the bus tour, Fellows will visit several member jurisdictions and hear from subject-matter experts on economic development, transportation, infrastructure, air quality, planning, and others.

Effort to Expand to Cal State San Bernardino: Staff is in the process of building a relationship with California State University, San Bernardino (CSUSB) in an effort to diversify the institutions contributing to the Program. Staff acknowledges the great benefit that CSUSB provides to subregion and intends to create a pathway for CSUSB graduates to participate in the Fellowship Program.

Fellow Activity: Fellows have been working on a wide range of projects including event coordination, policy analysis and legislative tracking. A few specific tasks include general plan updates, communications and social media content management, grant writing, ordinance development, and budget research. Jurupa Valley's Fellow, Michelle Holguin, was recently featured in WRCOG's September 2017 eCommunicator (Attachment 1) for her participation at Riverside's Homelessness Faith Summit. At the summit, Ms. Holguin provided a presentation to over 200 community leaders on what Jurupa Valley is doing to tackle the challenges relating to homelessness.

One-on-One Meetings: Throughout the month of September, staff met individually with each Fellow to check-in on their Fellowship experiences to-date. Staff will soon begin to meet with host agency supervisors over the next few months to obtain further feedback on the Program.

Continuation of Funding for Fellowship

Round II: At the launch of the Fellowship Program in February 2016, staff was directed by the Executive Committee to allocate $400,000 from Agency carryover funds, which would cover the first round of the Program and partially cover the second round. Staff was directed to return to the Executive Committee as these funds were exhausted, to request a continuation of funds for the second round and subsequent rounds of the Fellowship Program, which is the purpose of this item.

Based on the overwhelming success of the Fellowship Program thus far, staff is seeking approval for the allocation of an additional $300,000 from Agency carryover funds to fully fund the remaining portion of the second round. During discussion with the Administration & Finance Committee on October 11, 2017, Committee members expressed positive support for the Fellowship Program and recommended the Executive Committee allocate $300,000 to complete Round II.

Subsequent Rounds: Staff is also seeking approval for the allocation of an additional $400,000 for additional rounds of the Fellowship, which the Administration & Finance Committee also supported on October 11. If approved by the Executive Committee, Round III of the Fellowship would commence in January 2018 with up Fellows starting work in their host agencies in July 2018. This request for funding includes a 10% portion of the budget dedicated for expenses associated with administering and operating the Program. On October 19, 2017, staff will seek feedback from the Technical Advisory Committee (TAC) on how to best allocate these funds towards subsequent rounds of the Fellowship. For example, $400,000 could fund 25 Fellows in a single round, or alternatively could fund 12 Fellows each in two subsequent rounds (with jurisdictions alternating which years they receive a folder). These, and other options, will be presented to the TAC for comments and input.

Prior Action:

October 11, 2017: The Administration & Finance Committee 1) recommended that the Executive Committee allocate $300,000 from Agency carryover funds for the remainder of the Public Service Fellowship, Round II; 2) recommended that the Executive Committee allocate $400,000 from Agency carryover funds for the continuation of the Public Service Fellowship, with Round III commencing in January 2018.

Fiscal Impact:

Activities for the Fellowship Program are included in the Agency's adopted FY 2017/2018 Budget under the Government Relations Department. A total of $400,000 in FY 2015/2016 Agency carryover funds have been allocated to the creation of the Fellowship Program. $700,000 is being requested for allocation from the FY 2016/2017 Agency carryover funds.

Attachment:

1. Fellow Feature in September 2017 eCommunicator.

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Item 6.D

Public Service Fellowship Activities Update

Attachment 1

Fellow Feature in September 2017 eCommunicator

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WRCOG
Western Riverside Council of Governments

eCommunicator

SEPTEMBER 2017

Fellow Feature: Spotlight on Jurupa Valley

The WRCOG Public Service Fellowship is pleased to feature Michelle Holguin, Fellow for the City of Jurupa Valley, for her outstanding presentation at the City of Riverside's Faith Summit earlier this month. The Faith Summit was a tri-city collaboration between Riverside, Corona, and Jurupa Valley as they attempt to address growing concerns with homelessness. Northwest Riverside County jurisdictions were recently awarded a BEYOND grant to help fund efforts aimed at addressing homelessness in their jurisdictions. At the event, Michelle provided an update to more than 200 non-profit, elected official, and faith-based leaders on how Jurupa Valley is working to combat this challenge.

Michelle is a Master's of Public Health candidate at California Baptist University and hopes to use her experience as a Fellow to further public health administration and policy in Riverside County after her Fellowship concludes in March 2018.

Learn More

How Technology is Helping Bring the Cost of Land Conservation Down

RCHCA and other conservation land managers continually work to control non-native weeds from displacing native Californian wildflowers and animals that depend on them for food, including the Stephen's kangaroo rat (SKR). Currently, land managers depend on labor intensive walking surveys to identify new growth of weeds, which results in the weeds being well established and difficult to eradicate by the time they are detected.

Searching for a faster and less expensive method, RCHCA researched advances in

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Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **Regional Streetlight Program Activities Update**

Contact: **Tyler Masters, Program Manager, tmasters@wrcog.us, (951) 955-8378**

Date: **October 19, 2017**

The purpose of this item is to *provide the Committee with an update on the steps member jurisdictions are taking to acquire their streetlights and participate in the Regional Streetlight Program, provide an update on the regional financing option as well as the scheduling of finance meetings with jurisdictions, an update on the RFQ for LED fixtures, and to update the Committee on the Professional Services Agreement between WRCOG and the selected O&M vendor, Siemens Industry, Inc.*

Requested Action:

1. Receive and file.

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

Background

At the direction of the Executive Committee, WRCOG developed a Regional Streetlight Program that will allow jurisdictions (and Community Service Districts) to purchase streetlights within their boundaries that are currently owned and operated by SCE. Once the streetlights are owned by the member jurisdiction, the lamps will be retrofitted to Light Emitting Diode (LED) technology to provide more economical operations (i.e., lower maintenance costs, reduced energy use, and improvements in public safety). Local control of the streetlight system provides jurisdictions with opportunities for future revenue generation such as digital-ready networks, and telecommunications and information technology strategies.

The Program seeks to provide cost-efficiencies for local jurisdictions through the purchase, retrofit, and maintenance of streetlights within jurisdictional boundaries, without the need of additional jurisdictional resources. As a regional Program, WRCOG is working with participating jurisdictions to move through the acquisition process, develop financing recommendations, develop and update regional and community-specific streetlight standards, and implement a regional O&M agreement that will enhance the level of service currently provided by SCE.

Regional Streetlight Acquisition Update

To date, eleven jurisdictions (listed below) have decided to move forward and have signed their Purchase and Sales Agreements to acquire current SCE-owned streetlights within their jurisdictional boundaries. Collectively, these account for nearly 48,000 streetlights within Western Riverside County. Once each Agreement is signed by the jurisdiction, SCE will transmit the Agreement to the California Public Utilities Commission (CPUC) for review and approval. The CPUC approval process can take up to 12 months (depending on valuation price of the streetlights). Jurisdictions with estimated streetlight sales prices exceeding $5 million will move forward in the CPUC process as a "full filing," which requires further CPUC action and can take upwards of four to twelve months for approval. According to other southern California cities that successfully progressed through the process, the timeline was slightly quicker for CPUC approval of full filings; on average the timing is closer to four months. Jurisdictions with estimated streetlights sales prices of under $5 million will move forward in the CPUC process as an "advice filing," and can be administratively approved within two to six months.

On August 30, 2017, SCE filed the City of Murrieta's application with the CPUC. Murrieta is the first city in Western Riverside County to enter this phase of the process. Additionally, on September 25, 2017, SCE filed the City of Temecula's application with the CPUC. Temecula is now the second city in Western Riverside County to enter this phase of the process and the remaining nine jurisdictions are nearing this stage. Staff will keep the WRCOG Committee updated as jurisdictions progress through the acquisition process.

<u>Acquisition process schedule</u>: The table below provides the estimated status for each jurisdiction participating in the Program. While Murrieta and Temecula have advanced to the CPUC for approval of streetlight acquisition, the nine remaining jurisdictions are awaiting SCE's submission of the Agreements to the CPUC. Staff estimated the next batch of WRCOG cities to advance to the CPUC as early as Mid-October. This timeline is tentative and subject to change depending on review conducted by SCE and the CPUC.

Acquisition Process	**Amendment Executed**	**SCE sends to CPUC**	**CPUC approval date**	**SCE transition start**	**Estimated retrofit start**
Retrofit, O&M, LED fixture, and financing GOALS			Retrofit, O&M service selection GOAL	Finance Closing <u>and</u> LED selection GOAL	LED fixture delivery date GOAL
Example City	*Start date*		*+ 45 days (120 for full)*	*+ 60 days*	*+ 30 days*
Eastvale	7/26/2017	10/18/2017	12/2/2017	1/31/2018	3/2/2018
Hemet	8/7/2017	10/18/2017	11/20/2017	1/17/2018	2/19/2018
Jurupa Community Services District	7/20/2017	10/18/2017	12/2/2017	1/31/2018	3/2/2018
Lake Elsinore	8/9/2017	10/18/2017	12/2/2017	1/31/2018	3/2/2018
Menifee	8/1/2017	10/18/2017	12/2/2017	1/31/2018	3/2/2018
Moreno Valley	9/19/2017	10/18/2017	12/2/2017	1/31/2018	3/2/2018
Murrieta	7/27/2017	8/30/2017	10/14/2017	12/13/2017	1/12/2018
Perris	8/8/2017	10/18/2017	12/2/2017	1/31/2018	3/2/2018
San Jacinto	8/7/2017	10/18/2017	12/2/2017	1/31/2018	3/2/2018
Temecula	7/24/2017	9/25/2017	1/23/2018	3/24/2018	4/23/2018
Wildomar	7/24/2017	10/18/2017	12/2/2017	1/31/2018	3/2/2018
				One phase = 3,000/poles/month	

<u>WRCOG & Siemens Industry, Inc. Professional Services Agreement</u>

At the October 2, 2017, Executive Committee meeting, the Committee directed the Executive Director to enter into a contract agreement with Siemens Industry, Inc., Intelligent Traffic Systems, for a regional streetlight retrofit and ongoing operations & maintenance services in an amount not to exceed $5,913,073 over a five-year contract period subject to legal counsel review and approval.

The WRCOG RFP Evaluation Committee (comprised of representatives from WRCOG and its financial advisors, and representatives from Lake Elsinore, Murrieta, San Jacinto and Temecula) found Siemens to have demonstrated experience in streetlight retrofit and maintenance projects, competitive pricing, and capacity to maintain and improve upon existing level of service for streetlight related tasks.

The Scope of Work (SOW), as part of the Siemens Agreement lists the services Siemens will provide to participating jurisdictions. The jurisdictions that participate in the Regional Program are also able to include its current jurisdiction-owned streetlights and signalized intersection safety lights, etc. For the duration of the contract, the services provided by Siemens will include, but are not limited to the following:

Project Development / Implementation / Routine maintenance (Pre & Post LED conversion):

1. Installation of streetlight identification pole tags
2. LED streetlight retrofits
3. Installation of housing shields (if necessary)
4. Maintenance of HPS / LPS fixtures (prior to LED installation)
5. Installation of HPS / LPS housing shields (if necessary)
6. Maintenance of LED streetlights
7. Replacement of LED streetlights
8. Implementation and administration of a 24/7 customer service portal
9. LED fixtures warranty processing
10. Photocell, fuse, fuse holder, hand hole cover maintenance
11. Quarterly review of system operations (including night check of streetlight systems)

Extraordinary Maintenance:

1. Pole knockdown replacement (no foundation)
2. Pole knockdown replacement (with foundation)
3. Replacement of pull box lid
4. Graffiti abatement on poles
5. Replacement of overhead wiring
6. Painting of poles
7. USA Dig Alert service

The total contract amount for LED installation and routine operations and maintenance for 55,000 streetlights in Western Riverside County is not to exceed $5,913,073 over five years. This contract equates to roughly $1.79 per pole per month which will be collected from participating jurisdictions on a semi-annual basis and held by the paying agent in a separate bank account for payment to the contractor. This amount represents the costs if all eleven cities participating in streetlight retrofit and operations & maintenance and is subject to change based upon the number of jurisdictions that actually participate in the Program.

In addition to the services listed above, staff worked with Siemens to include additional services within the Agreement to support procurement of LED lighting fixtures, as needed.

Streetlight Financing Update

WRCOG, PFM, and Bank of America have been working together to develop a regional financing structure and financial documents that will be reviewed, approved, and entered into by the jurisdictions interested in participating in the finance option of the Regional Streetlight Program. As part of the financing process for the Program, staff have been meeting with the jurisdictions who have signed their Purchase and Sales Agreements (PSA) to schedule financial meetings and provide the next steps of the acquisition process. The purpose of these financial meetings is to provide jurisdictions with the updates to their cash flow models, O&M prices and updated LED fixtures prices. At these meetings, staff will update jurisdictions on the status of the draft regional Finance Agreements and provide a copy to the jurisdictions for review and comment.

List of scheduled Financial Meetings:

1. City of Eastvale: October 10, 2017
2. City of Hemet: October 4, 2017

3. City of Lake Elsinore, October 18, 2017
4. City of Menifee: October 16, 2017
5. City of Moreno Valley: October 16, 2017
6. City of Murrieta: October 16, 2017
7. City of Perris: October 17, 2017
8. City of San Jacinto: October 16, 2017
9. City of Temecula: October 5, 2017
10. City of Wildomar: October 10, 2017
11. Jurupa Community Services District: October 16, 2017

Upon conclusion of these meetings, staff will be coordinating with each jurisdiction to identify potential dates to take the finalized Finance Agreements to their City Council for approval. Staff will be working with each jurisdiction to meet specific timelines set forth in the table above so that once the PSA comes out of the CPUC, all jurisdictions will have their financing approved and ready to initiate payments for the streetlights and O&M.

<u>Streetlight Request for Quotation (RFQ)</u>

On September 21, 2017, WRCOG released an RFQ to solicit suppliers interested in providing WRCOG's member jurisdictions with LED lights for the replacement of jurisdiction owned streetlights. This is the next step within the Regional Streetlight Program as many of the jurisdictions are in the process of acquiring their streetlights from SCE. Upon the closing of the RFQ, an evaluation committee (to be formed) will review the proposals and coordinate with the jurisdictions to identify the best LED lighting fixture(s) that meet the region's street lighting needs.

On October 11, 2017, WRCOG extended the schedule of events two weeks to allow additional time for potential proposers to properly respond to this RFQ and for WRCOG staff to provide responses to the large amount of questions received from potential proposers. Quotes are due on November 1, 2017 and staff anticipates making a decision by November 20, 2017.

The specifications listed within the RFQ were extracted from WRCOG's LightSuite document (approved by the Executive Committee on September 11, 2017), the outdoor lighting resource developed using technical analysis and public input from the Regional Demonstration Area hosted in the City of Hemet. The LightSuite document is a guiding template for interested jurisdictions to apply to current street lighting standards and new developments. For the Demonstration Area, WRCOG and the City of Hemet installed over 150 different LED lighting fixtures from twelve different lighting vendors. The Demonstration Area helped identify public preference for lighting specifications through guided tours. At these tours, attendees voiced their opinion on what type of lighting style they preferred and on how much lighting is needed within their community. Attendees included elected officials, public safety officials, city staff, astronomers, lighting specialists, and residents from Riverside and San Bernardino Counties.

Upon closing of the RFQ, staff will be coordinating a working group with the Public Works Directors from each respective jurisdiction involved in the Regional Streetlight Program to analyze the proposals and select the preferred LED lighting fixture(s) that the jurisdictions would like to implement within their boundaries.

<u>Prior Action</u>:

<u>October 2, 2017</u>: The Executive Committee 1) directed the Executive Director, subject to legal counsel review and approval, to enter into a contract agreement with Siemens Industry, Inc., Intelligent Traffic Systems, for regional streetlight retrofit and ongoing operations & maintenance services in an amount not to exceed $5,913,073 over a five year contract period.

Fiscal Impact:

Activities for the Regional Streetlight Program are included in the Agency's adopted Fiscal Year 2017/2018 Budget in the Energy Department.

Attachment:

None.

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Western Riverside Council of Governments
Technical Advisory Committee

Staff Report

Subject: **Visioning Session Summary**

Contact: **Jennifer Ward, Director of Government Relations, jward@wrcog.us, (951) 955-0186**

Date: **October 19, 2017**

The purpose of this item is to *provide a summary of items discussed at WRCOG's Joint Committee Visioning Session held on October 12, 2017.*

Requested Action:

1. Receive and file.

Staff will provide a verbal update on the discussions from the Agency's visioning session, held on Thursday, October 12, 2017. Over 60 members of the Executive, Technical Advisory, Planning and Public Works Committees attended this joint meeting.

Prior Action:

October 11, 2017: The Administration & Finance Committee received report.

Fiscal Impact:

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

Attachment:

None.

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