



Western Riverside Council of Governments Technical Advisory Committee

AGENDA

**Thursday, March 16, 2023
9:30 AM**

**Western Riverside Council of Governments
3390 University Avenue, Suite 200
Riverside, CA 92501**

[Public Zoom Link](#)

Meeting ID: 858 2279 3084

Passcode: 720771

Dial in: (669) 900 9128 U.S.

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Executive Committee meeting, please contact WRCOG at (951) 405-6703. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting. In compliance with Government Code Section 54957.5, agenda materials distributed within 72 hours prior to the meeting which are public records relating to an open session agenda item will be available for inspection by members of the public prior to the meeting at 3390 University Avenue, Suite 200, Riverside, CA, 92501.

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

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

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

- 1. CALL TO ORDER (Rob Johnson, Chair)**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. PUBLIC COMMENTS**

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

5. 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 February 16, 2023, Technical Advisory Committee Meeting

Requested Action(s): 1. Approve the Summary Minutes from the February 16, 2023, Technical Advisory Committee meeting.

B. Finance Department Activities Update

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

6. REPORTS / DISCUSSION

A. Environmental Department Activities Update - Regional Food Rescue and Technical Assistance RFP

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

B. Update on REAP 1.0 and 2.0 Funding Opportunities

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

C. WRCOG Financial Sustainability Modeling and Fiscal Year 2023/2024 Budget Introduction

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

D. 2023 General Assembly Activities Update

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

7. REPORT FROM THE EXECUTIVE DIRECTOR

Dr. Kurt Willson

8. ITEMS FOR FUTURE AGENDAS

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

9. GENERAL ANNOUNCEMENTS

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

10. NEXT MEETING

The next Technical Advisory Committee meeting is scheduled for Thursday, April 20, 2023, at 9:30

a.m., in WRCOG's office at 3390 University Avenue, Suite 200, Riverside.

11. ADJOURNMENT

Technical Advisory Committee

Minutes

1. CALL TO ORDER

The meeting of the WRCOG Technical Advisory Committee was called to order by Chair Rob Johnson at 9:30 a.m. on February 16, 2023, on the Zoom platform.

2. PLEDGE OF ALLEGIANCE

Chair Johnson led members and guests in the Pledge of Allegiance.

3. ROLL CALL

- City of Banning - Doug Shulze
- City of Beaumont - Elizabeth Gibbs*
- City of Calimesa - Will Kolbow
- City of Corona - Jacob Ellis*
- City of Eastvale - Marc Donohue
- City of Hemet - Noah Rau
- City of Jurupa Valley - Rod Butler
- City of Lake Elsinore - Jason Simpson
- City of Moreno Valley - Mike Lee
- City of Murrieta - Ivan Holler*
- City of Perris - Clara Miramontes
- City of Riverside - Mike Futrell
- City of San Jacinto - Rob Johnson (Chair)
- City of Temecula - Betsy Lowrey
- County of Riverside - Jeff Van Wagenen
- EMWD - Jolene Walsh
- March JPA - Rodney McCraine

*Arrived after Roll Call

4. PUBLIC COMMENTS

Arnold San Miguel from SCAG extended an invitation to register for the next Toolbox Tuesday on February 21, 2023, at 1:00 p.m. Another webinar will take place on Wednesday, February 22, 2023, at 11:00 a.m. regarding curbside management. SCAG Housing Working Group meetings will take place on April 18, July 18, and October 17, 2023. Civic engagement equity and environmental justice call for application will provide \$5M to support a wide range of eligible land use and transportation planning activities.

5. CONSENT CALENDAR – (Banning / Jurupa Valley) 16 yes; 0 no; 0 abstention. Items 5.A and 5.B

were approved. The City of Riverside did not answer.

A. Summary Minutes from the January 19, 2023, Technical Advisory Committee Meeting

Action:

1. Approved the Summary Minutes from the January 19, 2023, Technical Advisory Committee meeting.

B. Approval of the Third Amendment to Professional Services Agreement with Yunex, LLC

Action:

1. Recommended that the the Executive Committee approve the Third Amendment with Yunex, LLC.

6. REPORTS / DISCUSSION

A. I-REN Activities Update and Survey Participation Request

Benjamin Druyon, WRCOG Program Manager, presented on how WRCOG, CVAG, and SBCOG formed a partnership in 2017 due to loss of funding sources with other energy efficiency programs; this partnership is called Inland Regional Energy Network, or I-REN. The I-REN team hired a consultant to develop and submit a Business Plan to the California Public Utilities Commission (CPUC), which was formally approved in November 2021 for \$65M for program years 2022 through 2027.

I-REN will focus on three sectors: 1) Public, 2) Codes and Standards, and 3) Workforce, Education and Training. Through these sectors, there will be some direct benefits to participating members which include technical assistance, financial incentives, energy modeling services, benchmarking services, Title 24 Code Compliance trainings, energy certification programs, and placement of I-REN Energy Fellows.

WRCOG's representatives are Crystal Ruiz from the City of San Jacinto (and serving as the Chair of I-REN's Executive Committee), Chris Barajas from the City of Jurupa Valley, and Jacque Casillas from the City of Corona. CVAG's representative is Oscar Ortiz (serving as Vice-Chair), and SBCOG's representatives are Art Bishop (serving as 2nd Vice-Chair) from the Town of Apple Valley, Curt Hagman from the County of San Bernardino, and Deborah Robertson from the City of Rialto. An agreement between the three COGs was formed, as well as the governance and operations rules to determine duties of the individual COGs as well as the I-REN Executive Committee.

A program agreement was developed between I-REN and SoCal Gas, which will allow transfer of ratepayer funds to WRCOG from SoCal Gas. Highlights were presented on the development of the I-REN Strategic Plan, a 5-year Organizational Plan. This was designed to ensure effective and efficient use of ratepayer funds, identify clear priorities and actions, and to ensure activities and engagement are aligned across all members of I-REN.

Committee members were reminded on the importance of their participation in a recent survey that was distributed prior to the meeting and will be open until February 28, 2023.

Action:

1. Received and filed.

B. Streetlight Program, Broadband, and Energy Resilience Activities Update

Daniel Soltero, WRCOG Program Manager, presented information on the ICARP Adaptation Planning Grants Program (APGP), which helps public entities, tribes, and community-based organizations fill planning needs, provides resources to identify climate resilience priorities, and supports development of climate resilience projects across the state. The Energy Resilience Plan was completed in December of 2022 in response to increasing power outages from wildfires, extreme heat, or public safety. Staff are preparing an application to the ICARP APGP to build upon the existing Energy Resilience Plan by proposing to conduct energy resilience / microgrid feasibility studies at 10 different member agency-owned sites or facilities across the subregion to identify the facilities that need energy resilience upgrades the most.

Various updates were provided on the State's broadband initiatives and funding programs. The Middle-Mile Broadband Initiative advertised bids to construct the 10,000-mile fiber optic network in Q4 2022, and bids were due at the end of December 2022. The CPUC provided comments on the Loan Loss Reserve Fund in November 2022, and a Proposed Decision on how funds will be implemented is anticipated in Q1 2023. The Local Agency Technical Assistance (LATA) Grants Program reimburses local agencies and tribes for pre-construction activities in broadband projects, and has received 116 applications that request more funding than the Program has to offer. In Riverside County, four LATA grants have been awarded to public agencies amounting to nearly \$1.3M. The Federal Funding Account / Last Mile Infrastructure Deployment initiative released Priority Maps in January 2023 which will help facilitate distribution of funds, and although a date has not yet been announced, the CPUC will provide additional tools and application materials.

The Streetlight Program oversees an Agreement with Yunex for streetlight retrofit and maintenance services, which expires on December 1, 2023. Staff are preparing a Request for Proposals to solicit bids for streetlight maintenance services, which is expected to be released in March or April 2023. Member agencies will be invited to participate in the bid review process. Moreover, staff are preparing the 2022 annual streetlight maintenance reports for participating member agencies, which will provide details on work orders and maps of pole knockdowns or other notable work orders.

Action:

1. Received and filed.

C. Western Riverside County Clean Cities Coalition Activities Update

Taylor York, WRCOG Program Manager, presented an update on Clean Cities Coalition activities that occurred during the fourth quarter of 2022. The Coalition focuses on outreach, resource sharing, and partnership-building for the deployment of alternative-fuel vehicles and infrastructure. The Coalition is moving forward with its work under the Clean Cities Energy and Environmental Justice Initiative (CCEEJI), which is funded through the Justice40 initiative – focusing 40% of federal investment in disadvantaged communities. Coalition staff previously participated in CCEEJ outreach training. WRCOG was awarded funding to support a Community Engagement Liaison Fellow for two years to focus on EEJ-related mobility outreach and engagement in the WRCOG subregion. Staff is currently preparing the job description, and hopes to fill the position in April.

Because WRCOG prepared a Community Transportation Needs Assessment for focused census tracts

in the subregion, WRCOG is now eligible to apply for up to \$1M in funding to deploy solutions that address the identified challenges. Staff is working to identify interests and prepare an application for funding. Staff has also applied for funding to conduct a needs assessment in additional areas of the subregion and are waiting for award results.

Clean Cities staff hosted the first-quarter Coalition meeting on January 31, 2023, at the California Air Resources Board (CARB) facility in Riverside. The meeting began with a tour of the recently completed facility. Following the tour, Coalition staff hosted a facilitated listening session to better understand zero emission vehicle (ZEV) technology challenges, as well as challenges related to State ZEV transition mandates. Discussion provided valuable feedback, which will inform the preparation of the three-year strategic plan for Coalition work, which will be prepared over the next few months. The next Coalition meeting is scheduled for April 26, 2023.

Between November 14 and 17, 2023, Coalition staff attended the annual Clean Cities Coordinator Training workshop in Denver, CO. The workshop provided training on managing successful Coalitions, and opportunities to share expertise, success stories, and lessons learned. Mr. York participated in a panel and discussed the important role of Clean Cities Coalitions in addressing federal equity priorities and examples of how Coalitions are taking on new EEJ-inspired activities. Mr. York also announced that he was nominated and accepted a two-year term as the California Region Clean Cities Director.

Action:

1. Received and filed

7. REPORT FROM THE EXECUTIVE DIRECTOR

Dr. Kurt Wilson, WRCOG Executive Director, reminded the Committee that all 109 WRCOG elected officials are voting members at the General Assembly. Community Service Award nominations are now open and will close on Friday March 3, 2023. General Assembly will be held at Pechanga Resort and Casino on June 29, 2023, and will have Doris Kerns Goodwin, Presidential historian, as the guest speaker. The theme for this year is "Connecting with our past, partnering for our future."

Dr. Wilson also reported that the Classification and Compensation Study has been completed. The Agency's budget will be presented to the Executive Committee in May for their recommendations. Dr. Wilson also reminded Committee member to complete their Form 700s.

Lastly, Alyssa Cox is now president of Cal-ICMA and is looking for volunteers for Cal-ICMA committees. Interested parties are encouraged to reach out to her.

8. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

9. GENERAL ANNOUNCEMENTS

There were no general announcements.

10. NEXT MEETING

The next Technical Advisory Committee meeting is scheduled for Thursday, March 16, 2023, at 9:30 a.m., in WRCOG's office located at 3390 University Avenue, Suite 200, Riverside.

11. ADJOURNMENT

The meeting of the Technical Advisory Committee adjourned at 10:22 a.m.



Western Riverside Council of Governments Technical Advisory Committee

Staff Report

Subject: Finance Department Activities Update
Contact: Andrew Ruiz, Chief Financial Officer, aruiz@wrcog.us, (951) 405-6740
Date: March 16, 2023

Requested Action(s):

1. Receive and file.

Purpose:

The purpose of this item is to provide an update on the Agency financials through January 2023.

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

On January 12, 2022, the Executive Committee adopted a new Strategic Plan with specific fiscal-related goals:

1. Maintain sound, responsible fiscal policies.
2. Develop a process to vet fiscal impact(s) and potential risk(s) for all new programs and projects.
3. Provide detailed financial statements for public review online.

Regarding goal #1, staff have planned out a process to go through and revise all of its fiscal-related policies. They plan to have them vetted and revised by the end of the fiscal year. Staff will begin by updating its investment policy with the assistance of its financial advisor, Public Financial Management (PFM), and will seek input from the Finance Directors Committee at its next meeting.

Regarding goal #3, staff have updated the public financial statements with significantly more detail, including breaking out each line item by fund, department, and program. These detailed financial statements provide more transparency into each of the Agency's funds and programs.

As staff continue to work through these goals, input from WRCOG's Committee structure will be important to ensure the goals are being met.

Financial Report Summary Through January 2023

The Agency's Financial Report summary through January 2023, a detailed overview of WRCOG's financial statements in the form of combined Agency revenues and costs, plus a detailed breakout, are

provided as an attachment to this Staff Report.

A fund-level, budget-to-actual report has been added to this staff report, as well as additional graphs. Additionally, some account descriptions have been broken out and cleaned up. These changes have been made based on input received from members of WRCOG's various committees.

Fiscal Year (FY) 2021/2022 Year End and Agency Audit

FY 2021/2022 has now ended and the Agency's books have now been closed. WRCOG will be utilizing the services of the audit firm Van Lant and Fankhanel (VLF) to conduct its financial audit. During FY 2021/2022, an RFP was released for financial auditing services as a Government Finance Officers Association (GFOA) best practice, as WRCOG has utilized auditing firm Rogers, Anderson, Malody and Scott for the past five years. WRCOG selected a new audit firm (VLF) to conduct its audits based on the results of the RFP.

In July 2022, VLF conducted the first phase of the audit, known as the interim audit, which involved preliminary audit work that was conducted prior to the books being fully closed. The interim audit tasks were conducted in order to gain an understanding of the Agency's processes during the year and to compress the period needed to complete the final audit after the books have been closed. The interim audit has now been completed; the full audit began in October 2022 with expected completion by the end of February 2023.

While the audit is mostly completed, WRCOG's auditors recommended a change to two of its custodial funds in accordance with GASB 84. These two funds are the HERO custodial fund and the TUMF fund. The HERO Program issued bonds when it was in operations, so some level of activity should be reported by WRCOG in its financial statements. The TUMF fund, historically, has been recognized as a special revenue fund, but the auditors are recommending this be switched to a custodial fund based on the criteria in GASB 84. Due to this, the audit has taken slightly longer than expected due to the additional gathering of information.

WRCOG's auditors presented a summary of the audit to WRCOG's Executive Committee on March 6, 2023. The Annual Comprehensive Financial Report (ACFR) will be distributed to WRCOG's committee members once the audit is completed, which is expected to happen in mid-March.

Prior Action(s):

March 8, 2023: The Administration & Finance Committee received and filed.

Fiscal Impact:

Finance Department activities are included in the Agency's adopted Fiscal Year 2022/2023 Budget under the Administration Department under Fund 110.

Attachment(s):

[Attachment 1 - January 2023 Agency Financials](#)

Attachment

January 2023
Agency Financials



Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

Description	Actual	FY 23 Budget	Variance
Revenues			
Member Dues	294,410	294,410	-
Fellowship	52,942	100,000	47,058
Operating Transfer Out	1,164,216	2,476,847	1,312,630
Solid Waste - SB1383	117,593	117,593	-
HERO Admin Revenue	326,507	2,725,000	2,398,493
Greenworks PACE Commercial Revenue	68,728	150,000	81,272
Twain PACE Commercial Revenue	-	50,000	50,000
PACE Funding Recording Revenue	38	-	(38)
Regional Streetlights Revenue	111,261	135,542	24,281
Solid Waste	124,206	173,157	48,951
Used Oil Grants	198,398	198,398	-
Clean Cities	129,200	270,167	140,967
Inland Regional Energy Network (I-REN)	457,358	10,038,349	9,580,991
REAP Revenue	230,186	1,050,000	819,814
LTF Revenue	1,072,500	1,072,500	-
Other Misc Revenue-RIVTAM	11,500	25,000	13,500
TUMF Commercial - Admin Fee	42,869	62,400	19,531
TUMF Retail - Admin Fee	25,872	166,400	140,528
TUMF Industrial - Admin Fee	359,380	332,800	(26,580)
TUMF Single Family - Admin Fee	771,279	1,456,000	684,721
TUMF Multi Family - Admin Fee	365,813	187,200	(178,613)
TUMF Commercial - Program Revenue	1,028,849	1,497,600	468,751
TUMF Retail - Program Revenue	620,928	3,993,600	3,372,672
TUMF Industrial - Program Revenue	8,625,108	7,987,200	(637,908)
TUMF Single Family - Program Revenue	18,504,658	34,944,000	16,439,342
TUMF Multi Family - Program Revenue	8,779,518	4,492,800	(4,286,718)
Beaumont TUMF Settlement Revenue	1,955,041	10,884,000	8,928,959
General Fund Investment / Interest Revenue	80,352	5,000	(75,352)
TUMF Investment Revenue / Earnings	797,305	275,000	(522,305)
Total Revenues	\$ 46,316,016	\$ 85,160,963	\$ 38,844,947



Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

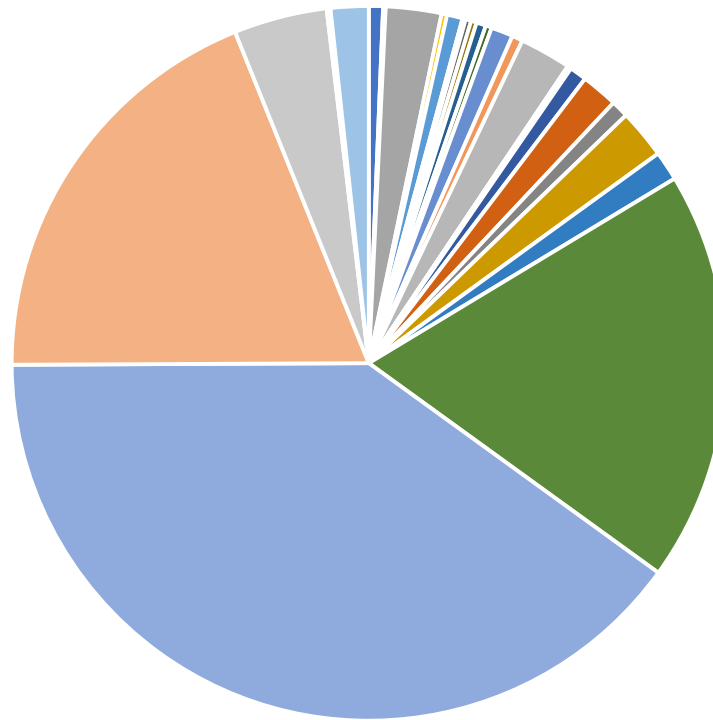
Description	Actual	FY 23 Budget	Variance
Expenses			
Salaries & Wages - Fulltime	1,350,398	3,194,926	1,844,527
Fringe Benefits	719,015	1,449,419	730,405
Overhead Allocation	987,897	2,174,586	1,186,688
General Legal Services	1,281,992	2,656,100	1,374,108
Audit Svcs - Professional Fees	-	30,000	30,000
Bank Fees	3,525	67,008	63,483
Commissioners Per Diem	35,700	72,000	36,300
Parking Cost	16,895	28,000	11,105
Office Lease	199,681	340,000	140,319
Operations and Maintenance	-	-	-
WRCOG Auto Fuels Expenses	104	1,000	896
WRCOG Auto Maintenance Expense	-	500	500
Parking Validations	1,351	16,100	14,749
Staff Recognition	2,547	3,100	553
Coffee and Supplies	350	2,500	2,150
Event Support	75,326	164,750	89,424
Program/Office Supplies	7,976	22,550	14,574
Computer Supplies	1,013	7,000	5,987
Computer Software	51,386	102,500	51,114
Rent/Lease Equipment	6,553	15,000	8,447
Membership Dues	15,266	362,250	346,984
Subscriptions/Publications	20,090	9,200	(10,890)
Meeting Support Services	96	3,350	3,254
Postage	3,304	7,850	4,546
Other Expenses	1,624	4,600	2,976
Storage	3,174	5,500	2,326
Printing Services	1,856	6,650	4,794
Computer Hardware	366	11,700	11,334
Misc Office Equipment	-	3,000	3,000
Communications - Regular Phone	12,914	17,500	4,586
Communications - Cellular Phones	5,901	17,500	11,599
Communications - Computer Services	5,367	40,000	34,633
Communications - Web Site	6,610	8,000	1,390
Equipment Maintenance	290	7,500	7,210
Maintenance - Building and Improvement	11,930	12,000	70
Insurance - Errors & Omissions	-	21,049	21,049
Insurance - Gen/Busi Liab/Auto	79,217	83,217	4,000



Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

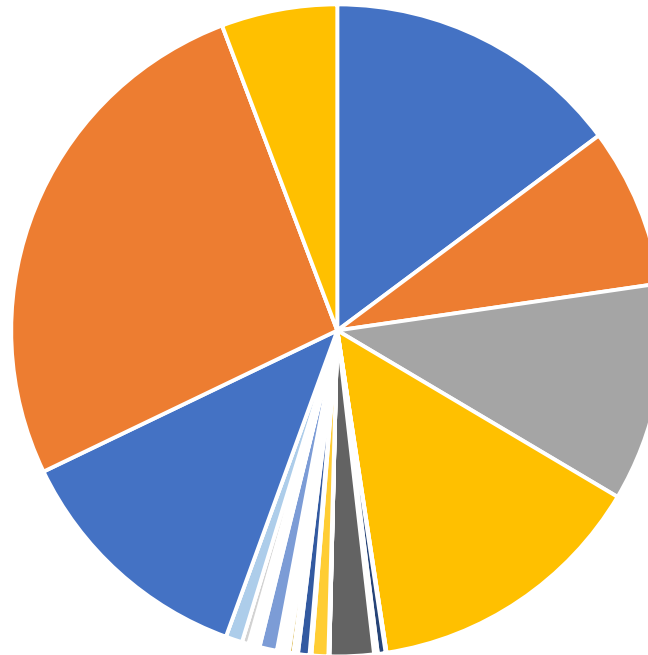
Description	Actual	FY 23 Budget	Variance
WRCOG Auto Insurance	3,181	6,000	2,819
Data Processing Support	13,884	8,000	(5,884)
Recording Fee	5,282	14,000	8,718
Seminars/Conferences	5,756	30,850	25,094
Travel - Mileage Reimbursement	2,656	31,560	28,904
Travel - Ground Transportation	913	15,800	14,887
Travel - Airfare	2,708	56,750	54,042
Lodging	9,329	108,600	99,272
Meals	3,448	16,990	13,542
Other Incidentals	29	1,500	1,471
Training	3,062	159,375	156,313
OPEB Repayment	-	110,526	110,526
Supplies/Materials	1,232	9,400	8,168
Advertising Media - Newspaper Ad	29,000	29,048	48
Staff Education Reimbursement	-	7,500	7,500
Compliance Settlements	75,280	200,000	124,720
Direct Costs	-	1,660,177	1,660,177
Consulting Labor	1,123,812	7,415,307	6,291,495
TUMF Project Reimbursement	2,404,432	25,000,000	22,595,568
COG REN Reimbursement	-	1,474,000	1,474,000
Beaumont Settlement Distributions	525,000	6,488,595	5,963,595
Total Expenses	\$ 9,118,717	\$ 53,811,883	\$ 44,693,165

Revenues



- Member Dues
- Solid Waste - SB1383
- Twain PACE Commercial Revenue
- Solid Waste
- Inland Regional Energy Network (I-REN)
- Other Misc Revenue-RIVTAM
- TUMF Industrial - Admin Fee
- TUMF Commercial - Program Revenue
- TUMF Single Family - Program Revenue
- General Fund Investment / Interest Revenue
- Fellowship
- HERO Admin Revenue
- PACE Funding Recording Revenue
- Used Oil Grants
- REAP Revenue
- TUMF Commercial - Admin Fee
- TUMF Single Family - Admin Fee
- TUMF Retail - Program Revenue
- TUMF Multi Family - Program Revenue
- TUMF Investment Revenue / Earnings
- Operating Transfer Out
- Greenworks PACE Commercial Revenue
- Regional Streetlights Revenue
- Clean Cities
- LTF Revenue
- TUMF Retail - Admin Fee
- TUMF Multi Family - Admin Fee
- TUMF Industrial - Program Revenue
- Beaumont TUMF Settlement Revenue

Expenditures



- Salaries & Wages - Fulltime
- Audit Svcs - Professional Fees
- Office Lease
- Parking Validations
- Program/Office Supplies
- Membership Dues
- Other Expenses
- Misc Office Equipment
- Communications - Web Site
- Insurance - Gen/Busi Liab/Auto
- Seminars/Conferences
- Lodging
- OPEB Repayment
- Compliance Settlements
- COG REN Reimbursement
- Fringe Benefits
- Bank Fees
- Operations and Maintenance
- Staff Recognition
- Computer Supplies
- Subscriptions/Publications
- Storage
- Communications - Regular Phone
- Equipment Maintenance
- WRCOG Auto Insurance
- Travel - Mileage Reimbursement
- Meals
- Supplies/Materials
- Direct Costs
- Beaumont Settlement Distributions
- Overhead Allocation
- Commissioners Per Diem
- WRCOG Auto Fuels Expenses
- Coffee and Supplies
- Computer Software
- Meeting Support Services
- Printing Services
- Communications - Cellular Phones
- Maintenance - Building and Improvement
- Data Processing Support
- Travel - Ground Transportation
- Other Incidentals
- Advertising Media - Newspaper Ad
- Consulting Labor
- General Legal Services
- Parking Cost
- WRCOG Auto Maintenance Expense
- Event Support
- Rent/Lease Equipment
- Postage
- Computer Hardware
- Communications - Computer Services
- Insurance - Errors & Omissions
- Recording Fee
- Travel - Airfare
- Training
- Staff Education Reimbursement
- TUMF Project Reimbursement

Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Administration								
Revenues								
110	12	40001	0000	0000	Member Dues	\$ 294,410	\$ 294,410	\$ -
110	12	49001	0000	0000	Interest Revenue - Other	80,352	5,000	(75,352)
110	12	97001	0000	0000	Operating Transfer Out	1,164,216	2,476,847	1,312,630
Total Revenues						\$ 1,538,978	\$ 2,776,257	\$ 1,237,278
Expenses								
110	12	60001	0000	0000	Salaries & Wages - Fulltime	\$ 444,597	\$ 944,788	\$ 500,191
110	12	61000	0000	0000	Fringe Benefits	339,406	449,211	109,805
110	12	65101	0000	0000	General Legal Services	39,911	115,000	75,089
110	12	65401	0000	0000	Audit Svcs - Professional Fees	-	30,000	30,000
110	12	65505	0000	0000	Bank Fees	-	2,000	2,000
110	12	65507	0000	0000	Commissioners Per Diem	35,700	70,000	34,300
110	12	71615	0000	0000	Parking Cost	16,895	28,000	11,105
110	12	73001	0000	0000	Office Lease	199,681	340,000	140,319
110	12	73002	0000	0000	Operations and Maintenance	-	-	-
110	12	73003	0000	0000	WRCOG Auto Fuels Expenses	104	1,000	896
110	12	73004	0000	0000	WRCOG Auto Maintenance Expense	-	500	500
110	12	73102	0000	0000	Parking Validations	1,351	10,000	8,649
110	12	73104	0000	0000	Staff Recognition	2,287	3,100	813
110	12	73106	0000	0000	Coffee and Supplies	350	2,500	2,150
110	12	73107	0000	0000	Event Support	14,400	45,000	30,600
110	12	73108	0000	0000	Program/Office Supplies	7,831	20,000	12,169
110	12	73109	0000	0000	Computer Equipment/Supplies	1,013	5,500	4,487
110	12	73110	0000	0000	Computer Software	37,359	35,000	(2,359)
110	12	73111	0000	0000	Rent/Lease Equipment	6,553	15,000	8,447
110	12	73113	0000	0000	Membership Dues	13,141	30,000	16,859
110	12	73114	0000	0000	Subscription/Publications	12,599	6,000	(6,599)
110	12	73115	0000	0000	Meeting Support Services	80	500	420
110	12	73116	0000	0000	Postage	2,932	5,000	2,068
110	12	73117	0000	0000	Other Household Exp	1,624	1,500	(124)
110	12	73119	0000	0000	Storage	432	1,500	1,068

Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
110	12	73120	0000	0000	Printing Services	1,856	1,000	(856)
110	12	73122	0000	0000	Computer Hardware	366	8,000	7,634
110	12	73201	0000	0000	Communications - Regular Phone	12,914	17,500	4,586
110	12	73204	0000	0000	Communications - Cellular Phones	2,305	7,500	5,195
110	12	73206	0000	0000	Communications - Computer Services	5,367	40,000	34,633
110	12	73209	0000	0000	Communications - Web Site	6,610	8,000	1,390
110	12	73302	0000	0000	Equipment Maintenance - Comp/Software	290	5,000	4,710
110	12	73303	0000	0000	Maintenance - Building and Improvement	11,930	12,000	70
110	12	73401	0000	0000	Insurance - Errors & Omissions	-	21,049	21,049
110	12	73405	0000	0000	Insurance - Gen/Busi Liab/Auto	79,217	79,217	-
110	12	73407	0000	0000	WRCOG Auto Insurance	3,181	6,000	2,819
110	12	73601	0000	0000	Seminars/Conferences	3,988	3,500	(488)
110	12	73611	0000	0000	Travel - Mileage Reimbursement	746	3,500	2,754
110	12	73612	0000	0000	Travel - Ground Transportation	398	1,500	1,102
110	12	73613	0000	0000	Travel - Airfare	963	3,000	2,037
110	12	73620	0000	0000	Lodging	3,455	1,500	(1,955)
110	12	73630	0000	0000	Meals	2,059	3,500	1,441
110	12	73650	0000	0000	Training	2,827	30,000	27,173
110	12	73660	0000	0000	OPEB Repayment	-	110,526	110,526
110	12	73801	0000	0000	Staff Education Reimbursement	-	7,500	7,500
110	12	85100	0000	0000	Direct Costs	-	160,177	160,177
110	12	85101	0000	0000	Consulting Labor	162,778	250,000	87,222
Total Expenses						\$ 1,479,496	\$ 2,941,068	\$ 1,461,572

Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Fellowship								
Revenues								
110	12	40009	4700	0000	Fellowship	\$ 52,942	\$ 100,000	\$ 47,058
Total Revenues						\$ 52,942	\$ 100,000	\$ 47,058
Expenses								
110	12	60001	4700	0000	Salaries & Wages - Fulltime	\$ 20,471	\$ 174,412	\$ 153,941
110	12	61000	4700	0000	Fringe Benefits	1,838	15,660	13,822
110	12	65101	4700	0000	General Legal Services	507	100	(407)
110	12	73102	4700	0000	Parking Validations	-	1,000	1,000
110	12	73104	4700	0000	Staff Recognition	260	-	(260)
110	12	73107	4700	0000	Event Support	-	1,000	1,000
110	12	73108	4700	0000	Program/Office Supplies	-	500	500
110	12	73115	4700	0000	Meeting Support Services	-	250	250
110	12	73116	4700	0000	Postage	-	100	100
110	12	73601	4700	0000	Seminars/Conferences	-	150	150
110	12	73611	4700	0000	Travel - Mileage Reimbursement	-	1,000	1,000
110	12	73612	4700	0000	Travel - Ground Transportation	-	150	150
110	12	73630	4700	0000	Meals	-	350	350
110	12	73650	4700	0000	Training	-	250	250
110	12	85101	4700	0000	Consulting Labor	-	500	500
Total Expenses						\$ 23,076	\$ 195,422	\$ 172,346

Western Riverside Council of Governments
Budget-to-Actuals
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Clean Cities								
Revenues								
120	80	41402	1010	0000	Air Quality - Other Reimburse	\$ 129,200	\$ 270,167	\$ 140,967
120	80	41701	1010	0000	LTF Revenue	70,000	70,000	-
Total Revenues						\$ 199,200	\$ 340,167	\$ 140,967
Expenses								
120	80	60001	1010	0000	Salaries & Wages - Fulltime	\$ 71,367	\$ 170,523	\$ 99,155
120	80	61000	1010	0000	Fringe Benefits	31,038	86,260	55,222
120	80	63000	1010	0000	Overhead Allocation	21,000	36,000	15,000
120	80	73107	1010	0000	Event Support	8,354	10,000	1,646
120	80	73115	1010	0000	Meeting Support Services	-	500	500
120	80	73122	1010	0000	Computer Hardware	-	700	700
120	80	73204	1010	0000	Communications - Cellular Phones	253	600	347
120	80	73601	1010	0000	Seminars/Conferences	-	1,000	1,000
120	80	73611	1010	0000	Travel - Mileage Reimbursement	64	500	436
120	80	73612	1010	0000	Travel - Ground Transportation	392	750	358
120	80	73613	1010	0100	Travel - Airfare	1,253	3,500	2,247
120	80	73620	1010	0100	Lodging	2,166	3,500	1,334
120	80	73630	1010	0000	Meals	159	1,000	841
120	80	73640	1010	0000	Other Incidentals	-	500	500
120	80	73703	1010	0000	Supplies/Materials	-	1,000	1,000
120	80	85101	1010	0000	Consulting Labor	14,668	23,450	8,782
Total Expenses						\$ 150,716	\$ 339,783	\$ 189,067

Western Riverside Council of Governments
Budget-to-Actuals
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Love Your Neighborhood								
Revenues								
110	80	41201	1035	0000	Solid Waste	\$ -	\$ 50,000	\$ 50,000
Total Revenues						<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>
Expenses								
110	80	65101	1035	0000	General Legal Services	\$ 135	\$ -	\$ (135)
110	80	73107	1035	0000	Event Support	3,600	10,000	6,400
110	80	85101	1035	0000	Consulting Labor	-	40,000	40,000
Total Expenses						<u>\$ 3,735</u>	<u>\$ 50,000</u>	<u>\$ 46,265</u>

Western Riverside Council of Governments
Budget-to-Actuals
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Solid Waste								
Revenues								
110	80	40301	1038	0000	Solid Waste - SB1383	\$ 117,593	\$ 117,593	\$ -
110	80	41201	1038	0000	Solid Waste	124,206	123,157	(1,049)
Total Revenues						\$ 241,800	\$ 240,750	\$ (1,049)
Expenses								
110	80	60001	1038	0000	Salaries	\$ 31,920	\$ 61,429	\$ 29,509
110	80	61000	1038	0000	Fringe Benefits	13,882	31,224	17,342
110	80	63000	1038	0000	Overhead Allocation	7,000	12,000	5,000
110	80	65101	1038	0000	Legal	1,048	1,000	(48)
110	80	73102	1038	0000	Parking Validations	-	500	500
110	80	73107	1038	0000	Event Support	733	2,000	1,267
110	80	73114	1038	0000	Subscriptions/Publications	-	250	250
110	80	73204	1038	0000	Cell Phone Expense	488	500	12
110	80	73601	1038	0000	Seminars/Conferences	285	500	215
110	80	73611	1038	0000	Mileage Reimbursement	-	250	250
110	80	73612	1038	0000	Ground Transportation	-	150	150
110	80	73613	1038	0000	Airfare	-	250	250
110	80	73630	1038	0000	Meals	-	500	500
110	80	73650	1038	0000	Training	235	500	265
110	80	85101	1038	0000	Consulting Labor	82,779	129,556	46,778
Total Expenses						\$ 138,369	\$ 240,609	\$ 102,241

Western Riverside Council of Governments
Budget-to-Actuals
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Used Oil								
Revenues								
140	80	41401	2057	0000	Used Oil Grants	\$ 198,398	\$ 198,398	\$ -
Total Revenues						\$ 198,398	\$ 198,398	\$ -
Expenses								
140	80	60001	2057	0000	Salaries & Wages - Fulltime	\$ 38,689	\$ 76,400	\$ 37,711
140	80	61000	2057	0000	Fringe Benefits	9,566	38,486	28,919
140	80	63000	2057	0000	Overhead Allocation	11,573	19,839	8,266
140	80	65101	2057	0000	General Legal Services	-	1,000	1,000
140	80	73102	2057	0000	Parking Validations	-	250	250
140	80	73107	2057	0000	Event Support	23,239	20,000	(3,239)
140	80	73108	2057	0000	Program/Office Supplies	-	500	500
140	80	73113	2057	0000	Membership Dues	-	500	500
140	80	73115	2057	0000	Meeting Support Services	-	1,000	1,000
140	80	73119	2057	0000	Storage	2,742	4,000	1,258
140	80	73120	2057	0000	Printing Services	-	1,000	1,000
140	80	73204	2057	0000	Communications - Cellular Phones	209	200	(9)
140	80	73405	2057	0000	Insurance - Gen/Busi Liab/Auto	-	1,000	1,000
140	80	73601	2057	0000	Seminars/Conferences	700	2,000	1,300
140	80	73611	2057	0000	Travel - Mileage Reimbursement	-	1,000	1,000
140	80	73612	2057	0000	Travel - Ground Transportation	-	500	500
140	80	73613	2057	0000	Travel - Airfare	492	-	(492)
140	80	73630	2057	0000	Meals	-	500	500
140	80	73703	2057	0000	Supplies/Materials	-	1,000	1,000
140	80	73704	2057	0000	Advertising Media - Newspaper Ad	29,000	29,048	48
Total Expenses						\$ 116,210	\$ 198,223	\$ 82,013

Western Riverside Council of Governments
Budget-to-Actuals
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Streetlights								
Revenues								
110	67	40615	2026	0000	Regional Streetlights Revenue	\$ 111,261	\$ 135,542	\$ 24,281
Total Revenues						\$ 111,261	\$ 135,542	\$ 24,281
Expenses								
110	67	60001	2026	0000	Salaries	\$ 31,585	\$ 63,779	\$ 32,194
110	67	61000	2026	0000	Fringe Benefits	13,736	31,032	17,296
110	67	63000	2026	0000	Overhead Allocation	7,000	12,000	5,000
110	67	65101	2026	0000	Legal	9,025	750	(8,275)
110	67	65505	2026	0000	Streetlights Bank Fees	-	508	508
110	67	73102	2026	0000	Parking Validations	-	150	150
110	67	73107	2026	0000	Event Support	-	1,000	1,000
110	67	73108	2026	0000	Program/Office Supplies	-	500	500
110	67	73114	2026	0000	Subscriptions/Publications	-	1,600	1,600
110	67	73115	2026	0000	Meeting&Support	-	600	600
110	67	73116	2026	0000	Postage	33	150	117
110	67	73204	2026	0000	Communications - Cellular Phones	304	500	196
110	67	73601	2026	0000	Seminars/Conferences	-	1,200	1,200
110	67	73611	2026	0000	Travel - Mileage Reimbursement	145	250	105
110	67	73612	2026	0000	Travel-Ground Transportation	123	500	377
110	67	73613	2026	0000	Travel - Airfare	-	1,000	1,000
110	67	73620	2026	0000	Lodging	574	800	226
110	67	73630	2026	0000	Meals	32	250	218
110	67	73650	2026	0000	Training	-	500	500
110	67	73703	2026	0000	Supplies/Materials	1,050	2,900	1,850
110	67	85101	2026	0000	Consulting Labor	2,100	15,433	13,333
Total Expenses						\$ 65,706	\$ 135,402	\$ 69,696

Western Riverside Council of Governments
Budget-to-Actuals
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Inland Regional Energy Network - Public Sector								
Revenues								
180	67	41480	2080	71XX	IREN - Public Sector	\$ 213,789	\$ 6,239,958	\$ 6,026,169
Total Revenues						\$ 213,789	\$ 6,239,958	\$ 6,026,169
Expenses								
180	67	60001	2080	7101	Salaries & Wages - Fulltime	\$ 72,659	\$ 221,281	\$ 148,622
180	67	61000	2080	7101	Fringe Benefits	31,599	100,535	68,935
180	67	63000	2080	7101	Overhead Allocation	63,869	350,457	286,588
180	67	65101	2080	7101	General Legal Services	3,673	11,327	7,654
180	67	65101	2080	7111	General Legal Services	3,673	3,673	-
180	67	65505	2080	7101	Bank Fees	-	1,500	1,500
180	67	73102	2080	7101	Parking Validations	-	1,000	1,000
180	67	73107	2080	7103	Event Support	4,167	20,833	16,667
180	67	73107	2080	7113	Event Support	4,167	4,167	-
180	67	73113	2080	7101	Membership Dues	-	25,000	25,000
180	67	73117	2080	7101	Other Household Exp	-	1,000	1,000
180	67	73120	2080	7101	Printing Services	-	2,500	2,500
180	67	73122	2080	7101	Computer Hardware	-	1,000	1,000
180	67	73125	2080	7101	Misc. Office Equipment	-	1,000	1,000
180	67	73204	2080	7101	Communications - Cellular Phones	347	3,600	3,253
180	67	73601	2080	7101	Seminars/Conferences	-	10,000	10,000
180	67	73611	2080	7101	Travel - Mileage Reimbursement	548	10,530	9,983
180	67	73612	2080	7101	Travel - Ground Transportation	-	5,000	5,000
180	67	73613	2080	7101	Travel - Airfare	-	25,000	25,000
180	67	73620	2080	7101	Lodging	336	69,664	69,329
180	67	73620	2080	7111	Lodging	336	336	-
180	67	73630	2080	7101	Meals	46	2,834	2,788
180	67	73630	2080	7111	Meals	46	46	-
180	67	73703	2080	7101	Supplies/Materials	-	1,000	1,000
180	67	85100	2080	7101	Direct Costs	-	1,500,000	1,500,000
180	67	85101	2080	7101	Consulting Labor	12,204	2,934,300	2,922,095

Western Riverside Council of Governments
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
180	67	85101	2080	7103	Consulting Labor	1,958	1,958	-
180	67	85101	2080	7111	Consulting Labor	12,889	12,889	-
180	67	85101	2080	7113	Consulting Labor	1,273	1,273	-
180	67	85182	2080	7101	COG REN Reimbursement	-	916,256	916,256
Total Expenses						\$ 213,789	\$ 6,239,958	\$ 6,026,170

Western Riverside Council of Governments
Budget-to-Actuals
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Inland Regional Energy Network - Workforce Education and Training								
Revenues								
180	67	41480	2080	72XX	IREN - Workforce Education and Training	\$ 148,323	\$ 2,323,361	\$ 2,175,038
Total Revenues						\$ 148,323	\$ 2,323,361	\$ 2,175,038
Expenses								
180	67	60001	2080	7201	Salaries & Wages - Fulltime	\$ 44,685	\$ 136,088	\$ 91,403
180	67	61000	2080	7201	Fringe Benefits	19,434	56,124	36,690
180	67	63000	2080	7201	Overhead Allocation	39,279	111,309	72,030
180	67	65101	2080	7201	General Legal Services	3,673	11,327	7,654
180	67	65101	2080	7211	General Legal Services	3,673	3,673	-
180	67	73102	2080	7201	Parking Validations	-	1,000	1,000
180	67	73107	2080	7203	Event Support	4,167	20,833	16,667
180	67	73107	2080	7213	Event Support	4,167	4,167	-
180	67	73113	2080	7201	Membership Dues	-	302,000	302,000
180	67	73117	2080	7201	Other Expenses	-	1,000	1,000
180	67	73120	2080	7201	Printing Services	-	1,000	1,000
180	67	73122	2080	7201	Computer Hardware	-	1,000	1,000
180	67	73125	2080	7201	Misc Office Equipment	-	1,000	1,000
180	67	73601	2080	7203	Seminars/Conferences	79	2,421	2,342
180	67	73601	2080	7213	Seminars/Conferences	79	79	-
180	67	73611	2080	7201	Mileage Reimbursement	-	10,530	10,530
180	67	73612	2080	7201	Ground Transportation	-	2,500	2,500
180	67	73613	2080	7201	Airfare	-	10,000	10,000
180	67	73620	2080	7201	Lodging	336	13,664	13,329
180	67	73620	2080	7211	Lodging	336	336	-
180	67	73630	2080	7201	Meals	46	2,834	2,789
180	67	73630	2080	7211	Meals	46	46	-
180	67	73650	2080	7201	Training	-	126,125	126,125
180	67	73703	2080	7201	Supplies/Materials	-	500	500
180	67	85101	2080	7201	Consulting Labor	12,204	1,146,510	1,134,305
180	67	85101	2080	7203	Consulting Labor	1,958	1,958	-

Western Riverside Council of Governments
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
180	67	85101	2080	7211	Consulting Labor	12,204	12,204	-
180	67	85101	2080	7213	Consulting Labor	1,958	1,958	-
180	67	85182	2080	7201	COG REN Reimbursement	-	341,155	341,155
Total Expenses						\$ 148,323	\$ 2,323,341	\$ 2,175,018

Western Riverside Council of Governments
Budget-to-Actuals
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Inland Regional Energy Network - Codes and Standards								
Revenues								
180	67	41480	2080	73XX	IREN - Codes and Standards	\$ 95,246	\$ 1,475,030	\$ 1,379,784
Total Revenues						\$ 95,246	\$ 1,475,030	\$ 1,379,784
Expenses								
180	67	60001	2080	7301	Salaries & Wages - Fulltime	21,816	66,439	44,624
180	67	61000	2080	7301	Fringe Benefits	9,488	28,691	19,204
180	67	63000	2080	7301	Overhead Allocation	19,177	103,597	84,421
180	67	65101	2080	7301	General Legal Services	3,673	11,327	7,654
180	67	65101	2080	7311	General Legal Services	3,673	3,673	-
180	67	73102	2080	7301	Parking Validations	-	1,000	1,000
180	67	73107	2080	7303	Event Support	4,167	20,833	16,667
180	67	73107	2080	7313	Event Support	4,167	4,167	-
180	67	73113	2080	7301	Membership Dues	-	1,000	1,000
180	67	73117	2080	7301	Other Expenses	-	1,000	1,000
180	67	73120	2080	7301	Printing Services	-	1,000	1,000
180	67	73122	2080	7301	Computer Hardware	-	1,000	1,000
180	67	73125	2080	7301	Misc Office Equipment	-	1,000	1,000
180	67	73601	2080	7301	Seminars/Conferences	-	2,500	2,500
180	67	73611	2080	7301	Mileage Reimbursement	-	1,000	1,000
180	67	73612	2080	7301	Ground Transportation	-	2,500	2,500
180	67	73613	2080	7301	Airfare	-	10,000	10,000
180	67	73620	2080	7301	Lodging	336	13,664	13,329
180	67	73620	2080	7311	Lodging	336	336	-
180	67	73630	2080	7301	Meals	46	2,834	2,789
180	67	73630	2080	7311	Meals	46	46	-
180	67	73703	2080	7311	Supplies/Materials	-	500	500
180	67	85101	2080	7301	Consulting Labor	12,204	964,213	952,008
180	67	85101	2080	7303	Consulting Labor	1,958	1,958	-
180	67	85101	2080	7311	Consulting Labor	12,204	12,204	-
180	67	85101	2080	7313	Consulting Labor	1,958	1,958	-

Western Riverside Council of Governments
Budget-to-Actuals
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
180	67	85182	2080	7301	COG REN Reimbursement	-	216,589	216,589
Total Expenses						\$ 95,246	\$ 1,475,030	\$ 1,379,784

Western Riverside Council of Governments
Budget-to-Actuals
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
PACE Funding								
Revenues								
110	67	40611	2104	0000	PACE Revenue	\$ 38	\$ -	\$ (38)
Total Revenues						\$ 38	\$ -	\$ (38)
Expenses								
110	67	73506	2104	0000	Recording Fee-PACE	\$ 85	\$ -	\$ (85)
Total Expenses						\$ 85	\$ -	\$ (85)
Nuveen (Greenworks)								
Revenues								
110	67	40604	2105	0000	WRCOG HERO CAFTA Revenue	\$ 68,728	\$ 150,000	\$ 81,272
Total Revenues						\$ 68,728	\$ 150,000	\$ 81,272
Expenses								
110	67	60001	2105	0000	Salaries & Wages -Greenworks Lending	\$ 31,612	\$ 58,176	\$ 26,563
110	67	61000	2105	0000	Fringe Benefits	13,748	30,934	\$ 17,186
110	67	63000	2105	0000	Overhead Allocation	14,000	24,000	\$ 10,000
110	67	73506	2105	0000	Recording Fee	174	2,000	\$ 1,826
110	67	85101	2105	0000	Consulting Labor	10,000	34,757	\$ 24,757
Total Expenses						\$ 69,534	\$ 149,866	\$ 80,332
Twain								
Revenues								
110	67	40607	2115	0000	PACE Commercial Sponsor Revenue	\$ -	\$ 50,000	\$ 50,000
Total Revenues						\$ -	\$ 50,000	\$ 50,000
Expenses								
110	67	65101	2115	0000	General Legal Services	\$ 660	\$ 6,000	\$ 5,340
110	67	73506	2115	0000	Recording Fee	-	2,000	2,000
110	67	85101	2115	0000	Consulting Labor	-	10,000	10,000
Total Expenses						\$ 660	\$ 18,000	\$ 17,340

Western Riverside Council of Governments
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Clean Fund								
Expenses								
110	67	65101	2120	0000	General Legal Services	\$ -	\$ 5,000	\$ 5,000
Total Expenses						<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>

Western Riverside Council of Governments
Budget-to-Actuals
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Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
California Resiliency Challenge								
Expenses								
110	67	60001	2225	0000	Salaries & Wages - Fulltime	\$ 5,948	\$ 8,035	\$ 2,087
110	67	61000	2225	0000	Fringe Benefits	2,587	3,635	1,048
110	67	65101	2225	0000	General Legal Services	608	250	(358)
110	67	85101	2225	0000	Consulting Labor	84,275	119,127	34,853
Total Expenses						\$ 93,417	\$ 131,047	\$ 37,630

Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
HERO								
Revenues								
110	67	40603	5000	0000	Hero Admin Fees	\$ 326,507	\$ 2,725,000	\$ 2,398,493
Total Revenues						\$ 326,507	\$ 2,725,000	\$ 2,398,493
Expenses								
110	67	60001	5000	0000	Stwide AB811 Salaries & Wages	\$ 179,422	\$ 326,906	\$ 147,484
110	67	61000	5000	0000	Fringe Benefit	78,031	182,932	104,901
110	67	63000	5000	0000	Overhead Allocation	233,333	400,000	166,667
110	67	65101	5000	0000	GENERAL LEGAL SERVICES	293,612	900,000	606,388
110	67	65505	5000	0000	Bank Fee	3,525	48,000	44,475
110	67	65507	5000	0000	Commissioners Per Diem	-	2,000	2,000
110	67	73102	5000	0000	Parking Validations	-	200	200
110	67	73107	5000	0000	Statewide - Event Support	-	500	500
110	67	73108	5000	0000	General Supplies	-	300	300
110	67	73109	5000	0000	Computer Supplies	-	1,000	1,000
110	67	73110	5000	0000	Computer Software	4,997	2,000	(2,997)
110	67	73113	5000	0000	NWCC- Membership Dues	-	1,500	1,500
110	67	73114	5000	0000	Subscriptions/Publications	-	1,000	1,000
110	67	73115	5000	0000	Meeting Support Services	16	500	484
110	67	73116	5000	0000	Postage	339	2,000	1,661
110	67	73204	5000	0000	Cellular Phone	778	1,500	722
110	67	73504	5000	0000	Data Processing Support	13,884	8,000	(5,884)
110	67	73506	5000	0000	Recording Fee	5,023	10,000	4,977
110	67	73601	5000	0000	Seminar/Conferences	-	2,500	2,500
110	67	73611	5000	0000	Travel - Mileage Reimbursement	33	500	468
110	67	73612	5000	0000	Travel - Ground Transportatoin	-	500	500
110	67	73613	5000	0000	Travel - Airfare	-	2,500	2,500
110	67	73620	5000	0000	Lodging	-	1,500	1,500
110	67	73630	5000	0000	Meals	326	500	174
110	67	73640	5000	0000	Statewide Other Incidentals	-	500	500
110	67	73650	5000	0000	Training	-	2,000	2,000

Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
110	67	73703	5000	0000	Supplies/Materials	-	1,500	1,500
110	67	81010	5000	0000	Compliance Settlements	75,280	200,000	124,720
110	67	85101	5000	0000	CA HERO Direct Exp	3,690	160,000	156,310
Total Expenses						\$ 892,288	\$ 2,260,338	\$ 1,368,050

Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
TUMF Administration								
Revenues								
110	65	43001	1148	0000	Commerical/Service	\$ 42,869	\$ 62,400	\$ 19,531
110	65	43002	1148	0000	Retail	25,872	166,400	140,528
110	65	43003	1148	0000	Industrial	359,380	332,800	(26,580)
110	65	43004	1148	0000	Residential/Multi/Single	771,279	1,456,000	684,721
110	65	43005	1148	0000	Multi-Family	365,813	187,200	(178,613)
110	65	43027	1148	0000	Beaumont TUMF Settlement Revenue	-	205,932	205,932
Total Revenues						\$ 1,565,213	\$ 2,410,732	\$ 845,519
Expenses								
110	65	60001	1148	0000	Salaries & Wages Fulltime	\$ 198,042	\$ 425,181	\$ 227,139
110	65	61000	1148	0000	Fringe Benefits	86,129	189,249	103,120
110	65	63000	1148	0000	Overhead Allocation	466,667	800,000	333,333
110	65	65101	1148	0000	General Legal Services	40,215	75,000	34,785
110	65	65505	1148	0000	Bank Fees	-	15,000	15,000
110	65	73102	1148	0000	Parking Validations	-	500	500
110	65	73108	1148	0000	General Supplies	145	500	355
110	65	73109	1148	0000	Computer Supplies	-	500	500
110	65	73110	1148	0000	Computer Software	9,030	65,000	55,970
110	65	73113	1148	0000	Membership Dues	625	1,500	875
110	65	73114	1148	0000	Subscriptions/Publications	7,006	100	(6,906)
110	65	73116	1148	0000	POSTAGE	-	100	100
110	65	73117	1148	0000	Other Household Expenses	-	100	100
110	65	73120	1148	0000	Printing Services	-	150	150
110	65	73204	1148	0000	Cellular Phone	1,014	3,000	1,986
110	65	73302	1148	0000	Equipment Maintenance	-	2,500	2,500
110	65	73405	1148	0000	Insurance - Gen/Busi Liab/Auto	-	3,000	3,000
110	65	73601	1148	0000	Seminar/Conferences	-	1,500	1,500
110	65	73611	1148	0000	Travel - Mileage Reimbursement	155	1,500	1,345
110	65	73612	1148	0000	Travel - Ground Transportation	-	250	250
110	65	73613	1148	0000	Travel-AirFare	-	750	750

Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
110	65	73620	1148	0000	Lodging	-	800	800
110	65	73630	1148	0000	Meals	304	1,000	696
110	65	73640	1148	0000	Other Incidentals	29	500	471
110	65	85101	1148	0000	Outside Consultants	288,326	450,000	161,674
Total Expenses						\$ 1,097,686	\$ 2,037,680	\$ 939,994

Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
TUMF (Zone Revenues)								
Revenues								
220	65	43001	1148	0000	Commercial/Svcs	\$ 1,028,849	\$ 1,497,600	\$ 468,751
220	65	43002	1148	0000	Retail	620,928	3,993,600	3,372,672
220	65	43003	1148	0000	Industrial	8,625,108	7,987,200	(637,908)
220	65	43004	1148	0000	Residential/Multi/Single	18,504,658	34,944,000	16,439,342
220	65	43005	1148	0000	Multi Family	8,779,518	4,492,800	(4,286,718)
220	65	43027	1148	0000	Beaumont TUMF Settlement Revenue	1,955,041	10,678,068	8,723,027
220	65	49104	1148	0000	Citizens Trust Investment Interest	797,305	275,000	(522,305)
Total Revenues						\$ 40,311,406	\$ 63,868,268	\$ 23,556,862
Expenses								
220	65	65101	1148	3307	Beaumont Legal Svcs-URBAN LOGIC	\$ 795	\$ 795	\$ -
220	65	65101	1148	3310	General Legal Services	863,911	1,491,976	628,065
220	65	65101	1148	3311	General Legal Services	7,229	7,229	-
220	65	85195	1148	0000	Beaumont Settlement Distributions	525,000	6,488,595	5,963,595
220	65	85160	1148	0000	TUMF Project Reimbursement	2,404,432	25,000,000	22,595,568
Total Expenses						\$ 3,801,366	\$ 32,988,595	\$ 29,187,229

Western Riverside Council of Governments
 Budget-to-Actuals
 As of January 31, 2023

Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Grant Writing								
Expenses								
110	65	85101	1300	0000	Consulting Labor	\$ -	\$ 20,000	\$ 20,000
Total Expenses						<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>

Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Local Transportation Fund								
Revenues								
210	65	41701	1400	0000	LTF Revenue	\$ 1,002,500	\$ 1,002,500	\$ -
Total Revenues						\$ 1,002,500	\$ 1,002,500	\$ -
Expenses								
210	65	60001	1400	0000	Salaries & Wages - Fulltime	\$ 113,380	\$ 375,872	\$ 262,492
210	65	61000	1400	0000	Fringe Benefits	49,309	166,069	116,760
210	65	63000	1400	0000	Overhead Allocation	105,000	180,000	75,000
210	65	65101	1400	0000	General Legal Services	-	2,000	2,000
210	65	73102	1400	0000	Parking Validations	-	500	500
210	65	73107	1400	0000	Event Support	-	250	250
210	65	73108	1400	0000	Program/Office Supplies	-	250	250
210	65	73110	1400	0000	Computer Software	-	500	500
210	65	73113	1400	0000	Membership Dues	1,500	750	(750)
210	65	73114	1400	0000	Subscriptions/Publications	486	250	(236)
210	65	73116	1400	0000	Postage	-	500	500
210	65	73204	1400	0000	Communications - Cellular Phones	202	100	(102)
210	65	73601	1400	0000	Seminars/Conferences	625	3,500	2,875
210	65	73611	1400	0000	Travel - Mileage Reimbursement	965	1,000	35
210	65	73612	1400	0000	Travel - Ground Transportation	-	1,500	1,500
210	65	73613	1400	0000	Travel - Airfare	-	750	750
210	65	73620	1400	0000	Lodging	1,120	2,500	1,380
210	65	73630	1400	0000	Meals	293	750	457
210	65	73703	1400	0000	Supplies/Materials	182	1,000	818
210	65	85101	1400	0000	Consulting Labor	162,335	250,000	87,665
Total Expenses						\$ 435,398	\$ 988,040	\$ 552,643

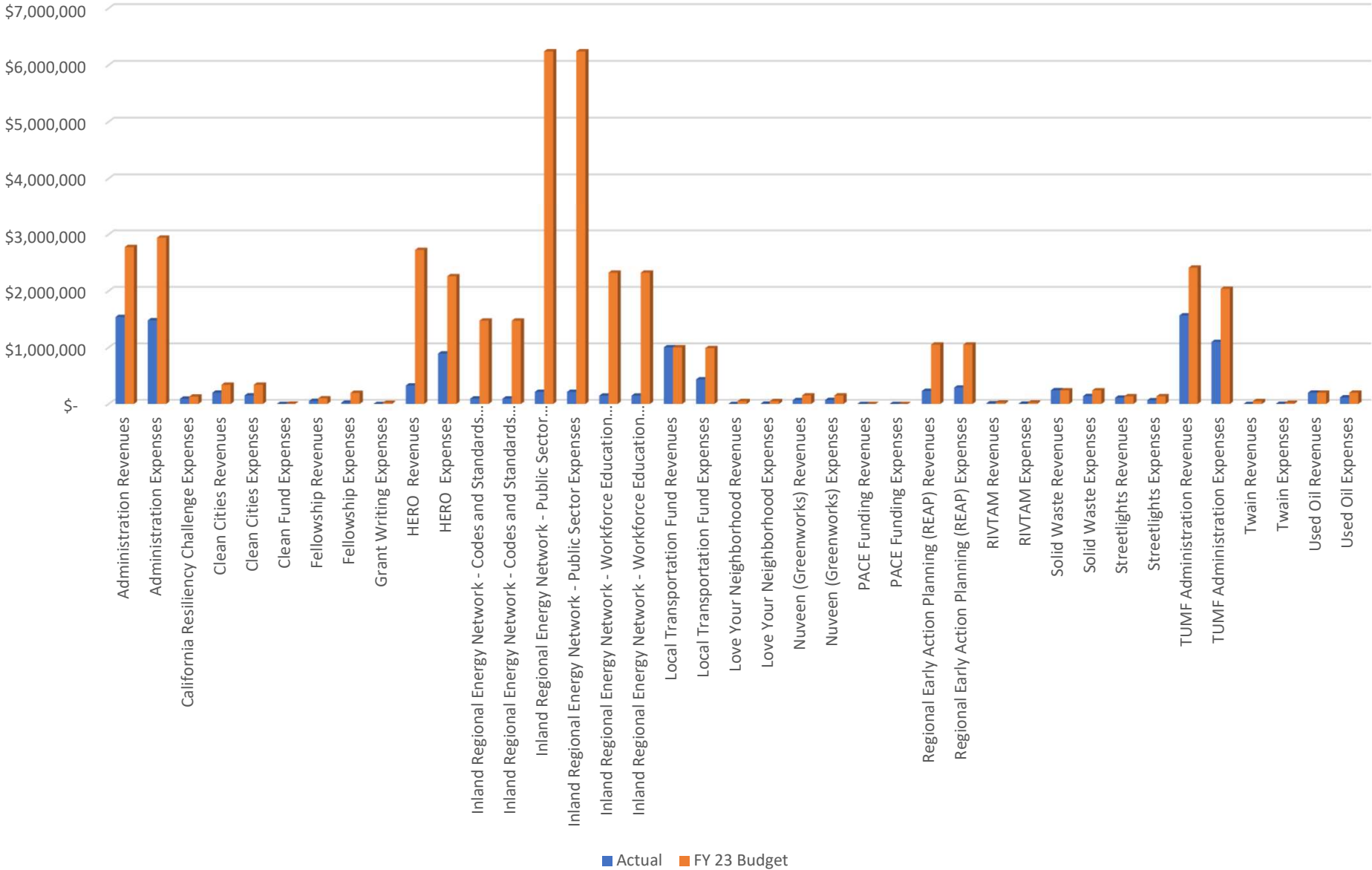
Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
RIVTAM								
Revenues								
110	65	42001	2039	0000	Other Misc Revenue-RIVTAM	\$ 11,500	\$ 25,000	\$ 13,500
Total Revenues						\$ 11,500	\$ 25,000	\$ 13,500
Expenses								
110	65	60001	2039	0000	Salaries & Wages - Fulltime	\$ 3,049	\$ 6,353	\$ 3,305
110	65	61000	2039	0000	Fringe Benefits	1,326	3,504	2,179
110	65	85101	2039	0000	Consulting Labor	-	15,000	15,000
Total Expenses						\$ 4,374	\$ 24,858	\$ 20,483

Western Riverside Council of Governments
Budget-to-Actuals
As of January 31, 2023

Fund	Department	Account	Project	Location	Description	Actual	FY 23 Budget	Variance
Regional Early Action Planning (REAP)								
Revenues								
110	65	41606	2235	0000	REAP Revenue	\$ 230,186	\$ 1,050,000	\$ 819,814
Total Revenues						\$ 230,186	\$ 1,050,000	\$ 819,814
Expenses								
110	65	60001	2235	0000	Salaries & Wages - Fulltime	\$ 41,156	\$ 79,264	\$ 38,108
110	65	61000	2235	0000	Fringe Benefits	17,899	35,872	17,974
110	65	63000	2235	0000	Overhead Allocation	-	125,383	125,383
110	65	65101	2235	6001	General Legal Services	2,298	5,000	2,702
110	65	85101	2235	0000	Consulting Labor	227,888	804,101	576,213
Total Expenses						\$ 289,241	\$ 1,049,620	\$ 760,379

Budget-to-Actual Program Level





Western Riverside Council of Governments
Budget-to-Actuals - Fund Level
As of January 31, 2023

Description	Actual	FY 23 Budget	Variance
General Fund - 110			
Revenues			
Member Dues	294,410	294,410	-
Fellowship	52,942	100,000	47,058
Solid Waste - SB1383	117,593	117,593	-
PACE Funding Sponsor Revenue	-	-	-
HERO Admin Revenue	326,507	2,725,000	2,398,493
Greenworks PACE Commercial Revenue	68,728	150,000	81,272
Twain PACE Commercial Revenue	-	50,000	50,000
PACE Funding Recording Revenue	38	-	(38)
Regional Streetlights Revenue	111,261	135,542	24,281
Solid Waste	124,206	173,157	48,951
REAP Revenue	230,186	1,050,000	819,814
Other Misc Revenue-RIVTAM	11,500	25,000	13,500
TUMF Commercial - Admin Fee	42,869	62,400	19,531
TUMF Retail - Admin Fee	25,872	166,400	140,528
TUMF Industrial - Admin Fee	359,380	332,800	(26,580)
TUMF Single Family - Admin Fee	771,279	1,456,000	684,721
TUMF Multi Family - Admin Fee	365,813	187,200	(178,613)
Beaumont TUMF Settlement Revenue	-	205,932	205,932
Operating Transfer Out	1,164,216	2,476,847	1,312,630
General Fund Investment / Interest Revenue	80,352	5,000	(75,352)
Total Revenues	4,147,154	9,713,281	5,566,127
Expenses			
Salaries & Wages - Fulltime	987,802	2,148,323	1,160,521
Fringe Benefits	568,581	973,254	404,674
Overhead Allocation	728,000	1,373,383	645,383
General Legal Services	388,020	1,108,100	720,080
Audit Svcs - Professional Fees	-	30,000	30,000
Bank Fees	3,525	65,508	61,983
Commissioners Per Diem	35,700	72,000	36,300
Parking Cost	16,895	28,000	11,105
Office Lease	199,681	340,000	140,319
Operations and Maintenance	-	-	-
WRCOG Auto Fuels Expenses	104	1,000	896
WRCOG Auto Maintenance Expense	-	500	500
Parking Validations	1,351	12,350	10,999
Staff Recognition	2,547	3,100	553



Western Riverside Council of Governments
Budget-to-Actuals - Fund Level
As of January 31, 2023

Description	Actual	FY 23 Budget	Variance
Coffee and Supplies	350	2,500	2,150
Statewide - Event Support	18,733	59,500	40,767
General Supplies	7,976	21,800	13,824
Computer Supplies	1,013	7,000	5,987
Computer Software	51,386	102,000	50,614
Rent/Lease Equipment	6,553	15,000	8,447
Membership Dues	13,766	33,000	19,234
Subscriptions/Publications	19,604	8,950	(10,654)
Meeting Support Services	96	1,850	1,754
POSTAGE	3,304	7,350	4,046
Other Household Expenses	1,624	1,600	(24)
Storage	432	1,500	1,068
Printing Services	1,856	1,150	(706)
Computer Hardware	366	8,000	7,634
Communications - Regular Phone	12,914	17,500	4,586
Cellular Phone	4,889	13,000	8,111
Communications - Computer Services	5,367	40,000	34,633
Communications - Web Site	6,610	8,000	1,390
Equipment Maintenance	290	7,500	7,210
Maintenance - Building and Improvement	11,930	12,000	70
Insurance - Errors & Omissions	-	21,049	21,049
Insurance - Gen/Busi Liab/Auto	79,217	82,217	3,000
WRCOG Auto Insurance	3,181	6,000	2,819
Data Processing Support	13,884	8,000	(5,884)
Recording Fee	5,282	14,000	8,718
Seminar/Conferences	4,273	9,350	5,077
Travel - Mileage Reimbursement	1,079	7,000	5,921
Travel - Ground Transportation	521	3,050	2,529
Travel-AirFare	963	7,500	6,537
Lodging	4,029	4,600	571
Meals	2,721	6,100	3,379
Other Incidentals	29	1,000	971
Training	3,062	33,250	30,188
OPEB Repayment	-	110,526	110,526
Supplies/Materials	1,050	4,400	3,350
Staff Education Reimbursement	-	7,500	7,500
Compliance Settlements	75,280	200,000	124,720
Direct Costs	-	160,177	160,177
Consulting Labor	861,835	2,048,474	1,186,639
Total Expenses	4,157,669	9,258,912	5,101,242



Western Riverside Council of Governments
Budget-to-Actuals - Fund Level
As of January 31, 2023

Description	Actual	FY 23 Budget	Variance
Clean Cities Fund - 120			
Revenues			
Air Quality - Other Reimburse	129,200	270,167	140,967
LTF Revenue	70,000	70,000	-
Total Revenues	199,200	340,167	140,967
Expenses			
Salaries & Wages - Fulltime	71,367	170,523	99,155
Fringe Benefits	31,038	86,260	55,222
Overhead Allocation	21,000	36,000	15,000
Event Support	8,354	10,000	1,646
Meeting Support Services	-	500	500
Computer Hardware	-	700	700
Communications - Cellular Phones	253	600	347
Seminars/Conferences	-	1,000	1,000
Travel - Mileage Reimbursement	64	500	436
Travel - Ground Transportation	392	750	358
Travel - Airfare	1,253	3,500	2,247
Lodging	2,166	3,500	1,334
Meals	159	1,000	841
Other Incidentals	-	500	500
Supplies/Materials	-	1,000	1,000
Consulting Labor	14,668	23,450	8,782
Total Expenses	150,716	339,783	189,067



Western Riverside Council of Governments
Budget-to-Actuals - Fund Level
As of January 31, 2023

Description	Actual	FY 23 Budget	Variance
Used Oil Fund - 140			
Revenues			
Used Oil Grants	198,398	198,398	-
Total Revenues	198,398	198,398	-
Expenses			
Salaries & Wages - Fulltime	38,689	76,400	37,711
Fringe Benefits	9,566	38,486	28,919
Overhead Allocation	11,573	19,839	8,266
General Legal Services	-	1,000	1,000
Parking Validations	-	250	250
Event Support	23,239	20,000	(3,239)
Program/Office Supplies	-	500	500
Membership Dues	-	500	500
Meeting Support Services	-	1,000	1,000
Storage	2,742	4,000	1,258
Printing Services	-	1,000	1,000
Communications - Cellular Phones	209	200	(9)
Insurance - Gen/Busi Liab/Auto	-	1,000	1,000
Seminars/Conferences	700	2,000	1,300
Travel - Mileage Reimbursement	-	1,000	1,000
Travel - Ground Transportation	-	500	500
Travel - Airfare	492	-	(492)
Meals	-	500	500
Supplies/Materials	-	1,000	1,000
Advertising Media - Newspaper Ad	29,000	29,048	48
Total Expenses	116,210	198,223	82,013



Western Riverside Council of Governments
Budget-to-Actuals - Fund Level
As of January 31, 2023

Description	Actual	FY 23 Budget	Variance
Inland Regional Energy Network (I-REN) Fund - 180			
Revenues			
I-REN Revenues	457,358	10,038,349	9,580,991
Total Revenues	457,358	10,038,349	9,580,991
Expenses			
Salaries & Wages - Fulltime	139,160	423,808	284,648
Fringe Benefits	60,521	185,350	124,829
Overhead Allocation	122,325	565,363	443,039
General Legal Services	22,038	45,000	22,962
Bank Fees	-	1,500	1,500
Parking Validations	-	3,000	3,000
Event Support	25,000	75,000	50,000
Membership Dues	-	328,000	328,000
Other Expenses	-	3,000	3,000
Printing Services	-	4,500	4,500
Computer Hardware	-	3,000	3,000
Misc Office Equipment	-	3,000	3,000
Communications - Cellular Phones	347	3,600	3,253
Seminars/Conferences	158	15,000	14,842
Mileage Reimbursement	548	22,060	21,513
Ground Transportation	-	10,000	10,000
Airfare	-	45,000	45,000
Lodging	2,013	98,000	95,987
Meals	275	8,640	8,365
Training	-	126,125	126,125
Supplies/Materials	-	2,000	2,000
Direct Costs	-	1,500,000	1,500,000
Consulting Labor	84,974	5,093,383	5,008,409
COG REN Reimbursement	-	1,474,000	1,474,000
Total Expenses	457,358	10,038,330	9,580,972



Western Riverside Council of Governments
Budget-to-Actuals - Fund Level
As of January 31, 2023

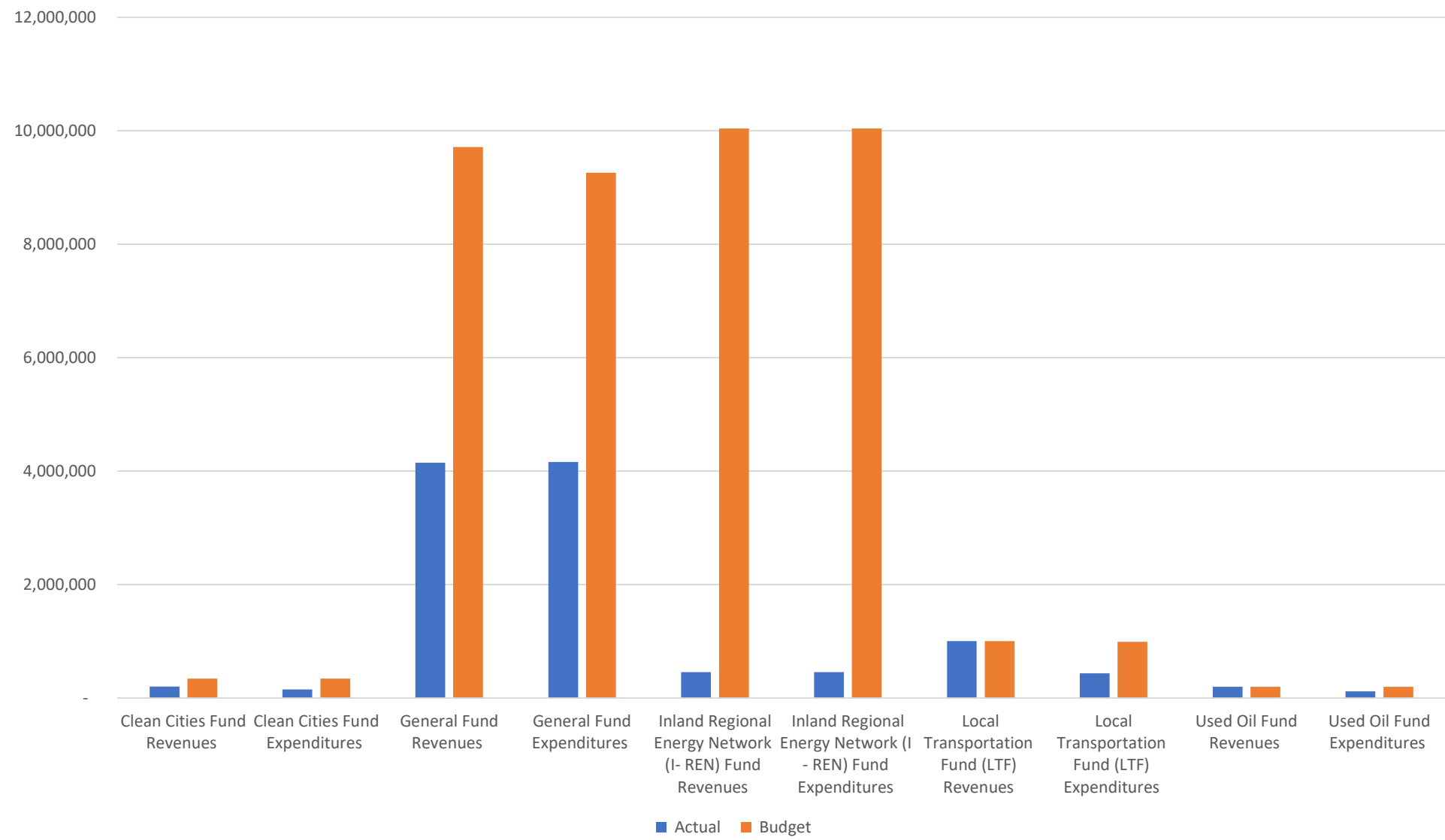
Description	Actual	FY 23 Budget	Variance
Local Transportation Fund (LTF) - 210			
Revenues			
LTF Revenue	1,002,500	1,002,500	-
Total Revenues	1,002,500	1,002,500	-
Expenses			
Salaries & Wages - Fulltime	113,380	375,872	262,492
Fringe Benefits	49,309	166,069	116,760
Overhead Allocation	105,000	180,000	75,000
General Legal Services	-	2,000	2,000
Parking Validations	-	500	500
Event Support	-	250	250
Program/Office Supplies	-	250	250
Computer Software	-	500	500
Membership Dues	1,500	750	(750)
Subscriptions/Publications	486	250	(236)
Postage	-	500	500
Communications - Cellular Phones	202	100	(102)
Seminars/Conferences	625	3,500	2,875
Travel - Mileage Reimbursement	965	1,000	35
Travel - Ground Transportation	-	1,500	1,500
Travel - Airfare	-	750	750
Lodging	1,120	2,500	1,380
Meals	293	750	457
Supplies/Materials	182	1,000	818
Consulting Labor	162,335	250,000	87,665
Total Expenses	435,398	988,040	552,643



Western Riverside Council of Governments
Budget-to-Actuals - Fund Level
As of January 31, 2023

Description	Actual	FY 23 Budget	Variance
Transportation Uniform Mitigation Fee (TUMF) Fund - 220			
Revenues			
Commercial/Svcs	1,028,849	1,497,600	468,751
Retail	620,928	3,993,600	3,372,672
Industrial	8,625,108	7,987,200	(637,908)
Residential/Multi/Single	18,504,658	34,944,000	16,439,342
Multi Family	8,779,518	4,492,800	(4,286,718)
Beaumont TUMF Settlement Revenue	1,955,041	10,678,068	8,723,027
TUMF Investment Revenue / Earnings	797,305	275,000	(522,305)
Total Revenues	40,311,406	63,868,268	23,556,862
Expenses			
General Legal Services	871,935	1,500,000	628,065
TUMF Project Reimbursement	2,404,432	25,000,000	22,595,568
Beaumont Settlement Distributions	525,000	6,488,595	5,963,595
Total Expenses	3,801,366	32,988,595	29,187,229

Budget-to-Actual Fund Level





Western Riverside Council of Governments Technical Advisory Committee

Staff Report

Subject: Environmental Department Activities Update - Regional Food Rescue and Technical Assistance RFP

Contact: Olivia Sanchez, Program Manager, osanchez@wrcog.us, (951) 405-6721

Date: March 16, 2023

Requested Action(s):

1. Receive and file.
-

Purpose:

The purpose of this item is to provide program activity updates from the Solid Waste Program housed in the Environmental Department.

WRCOG 2022-2027 Strategic Plan Goal:

Goal #6 - Develop and implement programs that support resiliency for the subregion.

Background:

WRCOG's Environmental Department assists WRCOG member agencies with addressing state mandates requiring education and outreach programs to reduce greenhouse gas (GHG) emissions. The Environmental Department houses three programs to meet California's goals: 1) the Solid Waste and Recycling Program, which assists in developing strategies to reduce short-lived climate pollutants; 2) a regional Used Oil Recycling Program, designed to promote the proper recycling and disposal of used motor oil and filters; and 3) the Love Your Neighborhood region-wide initiative, which supports marketing and awareness on illegal disposal and littering by using online platforms and community events.

Solid Waste and Recycling

The waste diversion goals set by California under legislation (AB 939, AB 341, AB 1826, AB 827, and SB 1383,) require local jurisdictions to implement techniques that promote resident and business recycling and organic recycling. To regionally address these measures, WRCOG formed the Solid Waste Committee (SWC), comprised of participating WRCOG member jurisdictions.

Regional Food Rescue and Technical Assistance Request for Proposals: To recap, SB 1383 is a short-lived climate pollutant bill that addresses reducing organic waste disposal to 50% by the year 2020 and 75% by the year 2025. Organic waste in landfills emits 20% of the state's methane. SB 1383 outlines specific mandatory requirements for local jurisdictions to undertake to meet these goals. One of these goals is to rescue at least 20% of currently disposed surplus food by 2025. Jurisdictions that fail to comply with SB 1383 requirements could be subject to financial penalties. WRCOG staff has been

updating its member agencies regarding SB 1383 in a variety of means, including regular meetings of the SWC and other Committees.

Since SB 1383 carries measurable requirements and penalizes jurisdictions for failing to meet them, WRCOG staff have discussed potential options to address the SB 1383. One potential option would be the development of a regional program. Another option would be to have each jurisdiction comply with these requirements individually.

WRCOG staff sent out a survey seeking interest from WRCOG member jurisdictions in such a regional program to assist with edible food recovery and edible food generator / food rescue organization inspections. Members of the SWC indicated that there was general interest in a regional program. WRCOG staff reached out to the San Gabriel Valley Council of Governments (SGVCOG) staff, who had developed a regional edible food program that could serve as a model for staff to replicate. Based on the feedback from the survey and the presentation to SWC members provided by SGVCOG, WRCOG staff issued a Request for Proposals (RFP) for a consultant to provide a scope of work and associated costs for an edible food rescue program. The primary purpose of the RFP was to determine the cost of a regional program and whether there were vendors which could manage and implement this type of program.

The RFP was posted on December 27, 2022, and closed on January 26, 2023. The SWC review team scored the two submitted proposals and conducted interviews on February 28, 2023. The two proposals were close in cost and each scored very close as well. The interviews revealed that both firms and their subcontractors were well adept at providing the services; however, there was consensus on one proposal that the reviewers wanted to progress. However, the SWC review team wanted to ensure that other SWC members that were not at the interviews could ask pertinent questions of the selected proposer. WRCOG staff scheduled a meeting for SWC members on March 14, 2023, in which the review panel will further discuss and review these proposals.

Some reasons cited by the review panel for the preferred proposal include:

- Local firm (based in Riverside County)
- Multi-lingual capabilities
- Knowledge of Riverside County
- Specialization in SB 1383 outreach projects
- Previous experience working with WRCOG member agencies

Areas that the proposal covers include:

- Project management - team coordination
- Capacity and compliance - food recovery agencies, Tier 1 & Tier 2 edible food waste compliance
- Public outreach - communications & education plan, research, surveys, audience mapping, media audit
- Implementation of outreach and education plan
- Inspection schedule and plan - Tier 1 & Tier 2
- Regional food recovery plan - Careit (app) database, written plan
- Final Report

The budget is broken down by city for a three-year total of \$1,031,437. Member costs to implement a

regional program could be offset by funds provided by the SB 1383 Planning Grant Program.

WRCOG staff is bringing this item to the Technical Advisory Committee to gauge its interest in participating in a regional program to implement SB 1383. Members of the SWC have expressed their interest in a regional program; however, WRCOG has not received any formal commitments from member agencies, but will be requesting that member agencies agree to participate in a regional program prior to formally approving a contract for these services.

Prior Action(s):

February 15, 2023: The Solid Waste Committee received and filed.

Fiscal Impact:

Any future implementation of a regional program related to SB 1383 would be funded through contributions from participating members.

Attachment(s):

[Attachment 1 - MSW Bid](#)



Regional Food Recovery and Local Assistance

Western Riverside Council of Governments

REQUEST FOR PROPOSAL SUBMISSION
NUMBER 22-13



dc

DEGRAVE
COMMUNICATIONS

· PUBLIC RELATIONS ·



Mariposa Eco
Consulting, Inc.

MSW CONSULTANTS

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JANUARY 26, 2023

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DEAR MR. DAILEY,

MSW Consultants, along with DeGrave Communications, and Mariposa Eco Consulting, are pleased to submit this proposal to perform Regional Food Recovery & Local Assistance to the Western Riverside Council of Governments (WRCOG). We believe our experienced staff and our breadth of knowledge in the solid waste and communications industries enables us to successfully perform this project. The following characteristics of our team set us apart from our competitors.



Team with extensive experience in assisting local governments comply with AB 341, AB 1826 and SB 1383

3

Top Team Members with Accreditations in Public Relations (DeGrave Com)

75+

Collective Years in Marketing, Communications and Branding (DeGrave Com)

15+

Industry awards (DeGrave Com)

Founded in 2000, MSW Consultants has provided solid waste and recycling consulting services exclusively to local governments in the areas of finance, economics, and public policy. With over 30 years experience in the solid waste industry, our organization has provided a broad range of solid waste consulting services to over 80 cities, counties and special districts in the areas of auditing, contract negotiation, rate setting, competitive service procurement, contract compliance, waste diversion, and regulatory compliance.

With DeGrave Communications' in-depth experience in developing award-winning communications, marketing and branding strategies for dozens of public-sector agencies, and first-hand knowledge of Southern California, we believe our team is the perfect fit and will bring a unique understanding to this project. For this project, MSW Consultants will serve as prime contractor. As president of MSW Consultants, I have the authority to bind the firm in a contract with WRCOG. I acknowledge that the proposal will be valid for at least 90 days and will become part of MSW Consultants' professional service agreement with WRCOG.

Collectively, the MSW Consultants/DeGrave/Mariposa Eco Consulting team have an unmatched understanding of the Riverside County region and have worked with several WRCOG member jurisdictions. Our firms will work side-by-side to achieve the objectives, and tasks set forth in this proposal. MSW Consultants will take the lead on the overall project management, and execution of Tasks 1, 2, 4, 5, 6, 7. The DeGrave team will oversee the execution of Task 3, and collaborate with MSW Consultants in Task 7. Mariposa Eco Consulting will support Tasks 4, 5 and 6.

Thank you for the opportunity to submit our proposal. Our team would welcome the opportunity to interview with WRCOG staff and member agencies.

Sincerely yours,

DAVID DAVIS, CMA
PRESIDENT · MSW CONSULTANTS

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D. Firm Capabilities

D. Firm Capabilities

2000

Founded



Locally Based in
Murrieta, CA



Multilingual
Capabilities



Knowledge of
Riverside County



Specialization in SB 1383
Outreach Projects

9

Collectively we have worked with
9 WRCOG Member agencies

D. Firm Capabilities (A & B)

MSW CONSULTANTS

A. MSW Consultants has provided solid waste consulting services to over 80 local governments in the areas of finance, economics, and public policy. We have over 30 years of experience providing consulting service over the full range of integrated waste management including collection, recycling, material processing, and disposal. We are continually helping our clients navigate the myriad of federal, state, and local rules that govern the solid waste management industry.

DEGRAVE COMMUNICATIONS

A. DeGrave Communications has a proven track record of working on dozens of similar projects to those listed in the scope of work. From developing large-scale agency-wide strategic communications plans to smaller waste-specific campaign communication outreach plans, our team has tackled them all. We understand the value of creating plans that are agency-specific, not cookie cutter. Specifically, our team has worked with City of Folsom, City of Newport Beach, City of Agoura Hills and City of Downey to develop communication plans for their unique SB 1383 outreach efforts. We assist our statewide public agencies with social media outreach, website copy and material development daily. As we have transitioned into a digital world, we have been able to help our clients with townhall meetings both in-person and virtually. More recently, we worked with SAWPA to develop a three-county outreach effort for a Trust the Tap campaign in English, Spanish and Chinese. Providing educational materials and resources to SAWPA's member agencies in Orange, Riverside and San Bernardino Counties.

MARIPOSA ECO CONSULTING, INC.

A. Mariposa Eco Consulting integrates all aspects of an environmental

management firm, including air, water, solid waste, sustainable program management, energy, greenhouse gas reduction and measurement, hazardous waste and universal waste management, and resource conservation. We assist our clients with seeing the benefits of a sustainable earth; complying with and improving upon environmental laws, while generating profits and growth.

MSW CONSULTANTS

B. The MSW team consists of professional accountants and outreach specialists with extensive experience with designing and implementing solid waste programs.

DEGRAVE COMMUNICATIONS

B. Our team specializes in working with public agencies. We understand government and we understand WRCOG. Our team has worked internally and externally for public agencies; We understand the unique challenges that government agencies face. Some of our clients include: City of Agoura Hills, City of Folsom, City of Murrieta, City of Eastvale, City of Lake Elsinore, Elsinore Valley Municipal Water District, Western Municipal Water District and Lake Elsinore & San Jacinto Watersheds Authority (SAWPA).

MARIPOSA ECO CONSULTING, INC.

B. Mariposa Eco Consulting works with all aspects of businesses, local government, and communities to design, develop, and implement sustainable programs that work. We take the time to understand the specific circumstances of our clients, including demographics, economics, and environmental factors, allowing our clients to realize profits and compliance.

D. Firm Capabilities (C)

MSW CONSULTANTS

DAVID DAVIS, CMA · PROJECT DIRECTOR

Mr. David Davis is a Certified Management Accountant (CMA) with over 30 years of experience in the field of solid waste management. Mr. Davis' expertise lies in working with municipal managers to maximize the value of the solid waste services provided to their ratepayers. He has held executive management positions in both the private and public sectors and has extensive experience in providing business advisory services to local government in the field of solid waste management.

ROLE: Mr. Davis will serve as the Project Director for this project. He will be the main point of contact and have overall responsibility for the project. He will direct the planning of the project and attend all meetings.

LUCAS ARIAS · PROJECT MANAGER

Lucas is a highly effective project manager. He has substantial experience in the waste industry and has served multiple cities across Los Angeles, Orange, Riverside, and Ventura counties. He graduated from California State University, Northridge with a BA in Jazz Studies. Before entering the waste industry, Mr. Arias has performed as a trumpet player and drummer with multiple artists across the country.

Role: Mr. Arias will serve as Project Manager. He will oversee the day-to-day operation to ensure all milestone and deadlines are met and review all reports for each task on this project. He will serve as task lead for facilitating meetings, assessing capacity and compliance, and developing and implementing the inspection program.

GIRARD MOBLEY · PROJECT ANALYST

Mr. Mobley is a skilled financial and project analyst. He has extensive experience in conducting audits on waste haulers for municipalities, and in providing recycling outreach and education to commercial waste generators. He graduated from San Diego State University with a BS in Business Administration with a focus on Finance and a minor in Economics. He is also a certified practitioner in the zero waste principles and practices.

Role: Mr. Mobley will serve as Project Analyst. He will serve as task lead for developing the food recovery program, drafting the final report and assisting as needed for all other tasks.

ALYSON SCHILL · CEO, CAREIT

Alyson brings an intimate knowledge of zero food waste to powerfully move initiatives forward. She continues to thrive at the heart of shaping and advocating for city, county, and statewide policies and support for food waste prevention. With a background in volunteer management, gleaning, sustainable event production, environmental service-learning leadership in educational institutions, and restaurant management, Alyson combines experiences from across the food waste chain to create meaningful and comprehensive waste reduction programs. Alyson is the CEO of the food donation app, Careit.

Role: Alyson will assist with onboarding jurisdictions into the Careit app and training. She will also provide technical support during inspections to tier generators.

D. Firm Capabilities (C)

KAYLA FRIEDERICH · OUTREACH TECHNICIAN

Ms. Kayla Friederich is a diligent project analyst new to the solid waste industry. She has high standards for reporting quality data and providing effective outreach. Before joining MSW Consultants, Ms. Friederich has customer service experience in food service and retail. She has also gained further communication experience through social media creation by interning with The Water Conservation Garden and by assisting her family's small business.

Role: Ms. Friederich will serve as Outreach Technician. She will assist with capacity and compliance, implementing public outreach, and implementing the inspection program.

DEGRAVE COMMUNICATIONS, INC.

LISELLE DEGRAVE, APR · DIRECTOR

A veteran communicator, Liselle has nearly 20 years of experience and her expertise includes spearheading communications, marketing and outreach projects for public-sector, and non-profit clients throughout California. Her background blends both in-house communications and agency expertise to ensure impactful communications strategies for the clients she serves. She will serve as the principal-in-charge.

Role: Will be involved in Task 3 - overseeing the project management for all outreach efforts as well as strategy.

RACHEL MCGUIRE, MBA, APR · PROJECT MANAGER

Rachel is a recognized leader in the field of public relations and communications and brings nearly 20 years of experience working in-house and in an agency setting to this project along with a proven track record of award-winning communications, marketing, outreach and branding strategies. For this engagement, Rachel will serve as the director leading DeGrave Communication's fully integrated team of communications, marketing and outreach professionals.

Role: Will be involved in Task 3 – serving as project manager for all outreach efforts as well as strategy and developing copy.

JESSICA WINN · ACCOUNT EXECUTIVE

Jessica is a leader in the areas of organization administration and marketing. She has a proven track record of effectively supporting the DeGrave Communications team with community engagement, managing project organization and research. For this endeavor she will serve DeGrave Communication's fully integrated team of communications, marketing and outreach professionals to support research efforts.

Role: Will be involved in Task 3 – serving the team with any member agency requests, scheduling agency workshops and needed organizational support.

ASHLEY RINGGER · STRATEGIC VISUAL DESIGNER

Ashley is an accomplished professional in the fields of communications and public affairs. She brings nearly 15 years of experience in community outreach and engagement as well as graphic and website design to RMG

D. Firm Capabilities (C)

Communications. With a passion for public service and working in water, Ashley has designed communications campaigns and collateral for our clients, including program websites, social media content and graphics, fact sheets, water quality reports and Prop. 218 notifications. A gifted storyteller, graphic artist and web designer she will assist with crafting dynamic visuals together with meaningful content for this project.

Role: Will be involved in Task 3 – designing all needed campaign design elements including, but not limited to e-blasts, social media posts and campaign materials.

MARIPOSA ECO CONSULTING, INC.

CYNTHIA LOZANO VANT HUL · PROJECT MANAGER

Cynthia Lozano Vant Hul (President/Project Manager) is qualified by reasons of education, training background and over 25 years' experience in the solid waste and recycling industry. Cynthia has 14 years' experience providing subcontracting contract services. Cynthia holds a Master of Public Administration degree, from California State University San Bernardino. Since 2003, Cynthia has been a Director with the Southern California Waste Management Forum (SCWMF). In 2022, Cynthia was appointed as the President of the SCWMF. In 2019, she was appointed as a Director to the Women in Solid Waste & Recycling (WISR), new LA Chapter and since 2000 a member in good standings with the California Resource Recovery Association (CRRRA).

Role: Cynthia will assist with the design of the inspection plan and edible food recovery program.

KYLE VANT HUL · PROJECT ANALYST

Kyle Vant Hul (Project Analyst) has 14 years' experience in the solid waste and recycling industry. He is a certified resource, recovery, and recycling consultant. Since 2011, Kyle was the lead recycling trainer for the LAUSD Expanded Recycling program. Kyle have led numerous comprehensive City audits in the Los Angeles, Orange, and Imperial Counties and in the Los Angeles County Garbage Districts. In 2017/2018 Kyle led sixteen Zero Waste Representatives in the Northeast Valley (NEV) City of Los Angeles, recycLA program. Today, Kyle provides the "On the Ground" daily assistance with the Recycling Coordinator staff within the LA Market in completing site assessments, program implementation and training.

ROLE: Kyle will assist with the implementation of the inspection program.

D. Firm Capabilities

D. Firm Capabilities (D)

MSW CONSULTANTS

MSW Consultants is owned by David Davis, CMA and is a small size S-corp located in Murrieta, CA.

DEGRAVE COMMUNICATIONS

DeGrave Communications, Inc. is owned by Liselle DeGrave, APR and is a small size S-corp located in Murrieta, CA.

MARIPOSA ECO CONSULTING, INC.

Mariposa Eco Consulting, Inc. is owned by Cynthia Lozano Vant Hul and is a small sized California corporation located in Banning, CA.

D. Firm Capabilities (E)

MSW CONSULTANTS

MSW Consultants is owned by David Davis, CMA and is an S-corp founded in 2000.

DEGRAVE COMMUNICATIONS

DeGrave Communications, Inc. is currently an S-corp, incorporated in 2018, but founded in 2003 as a sole proprietorship.

MARIPOSA ECO CONSULTING, INC.

Mariposa Eco Consulting, Inc. is a California corporation: #C4009500, incorporated in 2011.

D. Firm Capabilities (F)

There are no special issues, problems, or risks that are likely to be encountered in this project and how the Proposer would propose to address them.

MSW Consultants, DeGrave Communications and Mariposa are all equal opportunity employers and do not condone any type of discrimination in the workplace.

At MSW Consultants, we believe that equal opportunity applies to everyone, we also understand that it is especially important for people in groups that have historically been subjected to unfair treatment in the workplace. Although we don't promise to employ or promote all people in such groups, we do pledge to treat qualified job applicants and employees eligible for promotion fairly. We also pledge to avoid discriminating against them based on conscious or unconscious biases.

Moreover, we prohibit discrimination and harassment of any type and afford equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. We conform to the spirit as well as to the letter of all applicable laws and regulations.

D. Firm Capabilities

D. Firm Capabilities (G)

MSW Consultants is 50% women-owned. We are an SB (Micro) certified firm, CID#: 2001476.

DeGrave Communications is a 51% women-owned, minority-owned, business. We are a WOSB, DBE and SBE certified firm. CUCP 49193 Metro 8782

Mariposa Eco Consulting, Inc. is a Women Business Enterprise (Women-Owned), small and disadvantage certificated company.

D. Firm Capabilities (H)

Experts in municipal waste and outreach make our team one-of-a-kind

WRCOG will benefit from the knowledge and expertise of our handpicked, fully integrated team of municipal waste and outreach professionals. Our proposed team of industry leaders combines MSW Consultants, veteran municipal solid waste management specialists, with DeGrave Communications' award-winning team of seasoned communications professionals along with and Mariposa's added "boots on the ground" grassroots efforts.

Together our seasoned team will provide WRCOG's member jurisdictions with a no-hassle, all-inclusive approach to a Regional Food Recovery & Local Assistance. Our team's streamlined proven strategy combines our firms' efforts and minimizes administrative costs for WRCOG to be able to complete the project with only one consultant to manage.

In addition, all three firms are based in Riverside County and have worked for many WRCOG jurisdictions.

MSW Consultants specializes in providing consulting service exclusively to local governments in the areas of waste contract procurement and negotiation, education and outreach, regulatory compliance, waste contract compliance audits, and customer rate-setting. To avoid any real or apparent conflicts of interest, we choose to not work for private waste companies. As a result, we bring a high level of independence and objectivity to our client engagements. MSW Consultants is currently providing solid waste consulting services to WRCOG members in the cities of Corona and Jurupa Valley and has provided services to the City of Norco.

DeGrave Communications has extensive knowledge of working with WRCOG member agencies, including the cities of Eastvale, Lake Elsinore, Murrieta, Menifee, along with Western Municipal Water District and Eastern Municipal Water District. We are well versed in SB 1383 and proven communication techniques to drive behavior change. We have developed personalized SB 1383 campaigns for the cities Agoura Hills, Newport Beach (award-winning), Folsom and Downey. These unique campaigns consider each agencies needs and goals to ensure long-term success. Our tailored approach to each agency is never cookie cutter and ensures each outreach program is successfully implemented at each agency.

Mariposa Eco Consulting's expertise as an environmental management consulting firm will complement the MSW Consultants team as they serve as a connection point with businesses in the WRCOG area.

E. Approach and Understanding of the Scope of Work Plan



E. Approach and Understanding of the Scope of Work Plan

PROJECT UNDERSTANDING

A key goal of SB 1383 is to collect edible food that would otherwise go to waste, and redistribute it to feed people in need.

To achieve this goal, SB 1383 requires local jurisdictions to promote relationships between certain businesses that generate excess edible food (Tier 1 and Tier 2 generators), and food recovery organizations (e.g., food banks, food runners, etc.). Jurisdictions are required to: 1) conduct education and outreach to businesses, 2) monitor and keep records regarding each business' compliance, and, 3) enforce the regulations.

The approach of SB 1383 is to build upon existing food recovery networks. Moreover, jurisdictions are required to identify any shortfalls in existing capacity, and submit plans to CalRecycle on how they intend to fill any capacity gaps. The regulations require each individual jurisdiction to implement their own edible food recovery program.

However, because existing food recovery networks often cross over individual city boundaries, a regional approach often results in greater efficiency. Instead of throwing good food in the trash, businesses are required to donate that food (and keep a record of their donations). As a result, there is a double benefit. Edible food that would have otherwise been landfilled (and contribute to climate change), is used to reduce food insecurity.

OBJECTIVES

The objectives of this project are to assist WRCOG member jurisdictions by:

- Educating Tier 1 and Tier 2 businesses about their food donation obligations
- Increasing Tier 1 and Tier 2 businesses access to food recovery organizations, and food recovery services

- Monitoring Tier 1 and Tier 2 businesses' compliance with food recovery program requirements
- Identify any gaps in edible food recovery capacity, and help plan to fill those gaps, if needed.

APPROACH

Our approach to this project will be to apply our extensive experience in SB 1383 program implementation, to WRCOG'S specific requirements. We will be fully committed to the overall mission of WRCOG solid waste and recycling strategic goals.

In our proposed scope of work, we have highlighted several specialized approaches that enable us to efficiently accomplish the program objectives. We believe that our experience, and our specialized approaches, uniquely qualify us to perform this work for WRCOG.

DETAILED SCOPE OF WORK AND BUDGET

To accomplish WRCOG's objectives, we propose to perform the tasks detailed below.

Task 1 • Project Management

The purpose of this task is to keep the project on schedule and on task.

SUBTASK 1.1: KICKOFF MEETING/ANNUAL PROJECT STATUS MEETING

We will conduct an initial project kickoff meeting with WRCOG staff and representatives of member jurisdictions. We will also conduct annual project status meetings at the beginning of each year of the project. All meetings will be conducted via video conference call. At these meetings, we will discuss the overall status of the project. This will include, but not be limited to, a review of: 1) project objectives, 2) the scope of work, 3) key issues, 4) work products, and, 5) project schedule.

E. Approach and Understanding of the Scope of Work Plan

Deliverables:

- Meeting notes
- Materials for kickoff meeting and annual project status meetings

SUBTASK 1.2: PROJECT TEAM COORDINATION

In addition to our kickoff meeting and annual project status meetings, we will conduct biweekly meetings, make regular phone calls, send and respond to e-mails, and participate in other communications with WRCOG to keep the project on schedule and within budget.

Deliverables:

- Meeting notifications
- Meeting agendas and notes

TASK 1.3: PROJECT MANAGEMENT UPDATE MEETINGS

We will schedule up to eight (8) meetings with WRCOG staff and representatives of participating cities to provide information and obtain feedback on draft deliverables.

Deliverables:

- Meeting notifications
- Meeting agendas and notes
- Other relevant drafts and documents

Task 2 • Capacity and Compliance

The purpose of this task is to review and determine the capacity of food recovery organizations, and confirm which Tier 1 and Tier 2 generators have written agreements. To accomplish this task, we will build on the information we gathered in the organic waste capacity study that we performed for WRCOG in 2022.

We will review and determine the capacity of food recovery organizations in Subtask 2.1.

We will confirm which commercial edible food generators have written agreements in Subtask 2.2.

SUBTASK 2.1: FOOD RECOVERY AGENCIES AND ORGANIZATIONS

To review and determine the capacity of food recovery organizations, we will:

- Compile the FROs from participating cities into a Regional Detailed Report
- Review and report the FRO available capacity of each participating city
- Determine whether the FROs have a food recovery agreement, if they do not, we will provide them a sample agreement
- Update the list of food recovery organizations and services to update participating jurisdictions' websites to reflect their:
 - Name and physical address
 - Contact information
 - Collection service area
 - Types of recoverable food accepted

Deliverables:

- Regional Detailed Report containing a list of FRO formatted by each participating city

SUBTASK 2.2: TIER 1 AND TIER 2 EDIBLE FOOD WASTE GENERATORS COMPLIANCE

To confirm which commercial edible food generators have written agreements, we will:

- Compile the existing lists of CEEGs from participating cities into the

E. Approach and Understanding of the Scope of Work Plan

Regional Detailed Report from task 2.1

- Review the list to determine if they qualify as Tier 1 or Tier 2 generators
- Review the generators access to capacity via food recovery agreements
- Update the list of Tier 1 and Tier 2 commercial edible food generators by jurisdiction to reflect:
 - Customer name and address
 - Primary contact information
 - Compliance status, including whether they have written agreements with food recovery organizations and donations logs
- Compile this information into the Regional Detailed Report, which will be in the form of one regional document with the information on each participating city formatted by sections.

Deliverables:

- Regional Detailed Report containing a list of CEFGs formatted by participating city

Task 3 • Public Outreach

The purpose of this task is to design and implement a targeted public outreach and education campaign that will increase awareness about food rescue among commercial edible food generators in Western Riverside County. The following approach and methodology has been created especially for WRCOG to successfully roll out edible food recovery to its member jurisdictions. Our goal will be to not only promote compliance with SB 1383, but to develop a strategy that will actually ‘move the needle’ toward the 20% Statewide food rescue goal in Western Riverside County.

TASK 3.1: DEVELOP COMMUNICATIONS AND EDUCATION PLAN

DeGrave will develop **multilingual outreach and education materials,**

and a detailed plan on comprehensive outreach and education efforts, for member jurisdiction’s Tier 1 and Tier 2 edible food generators. Our multi-pronged, strategic communications approach for this task includes the following four phases:

PHASE 1 RESEARCH

Effective Communication, Outreach and Education Strategies are Created – Not Copied. Research is the foundation for effective impactful communication, outreach and education projects and programs. At the start of Task 3.1 our team will embark upon a research and discovery process for this project. Our team will use information gathered in the research phase to solidify objectives, strategies, tactics, timelines and measure results. Here are our team’s recommended steps for this task:

KICK-OFF MEETING

We will commence with a kick-off meeting, which can be held virtually or in-person, and will include key WRCOG, MSW and DeGrave team members. WRCOG will provide an overview of key public outreach deliverables, identify key milestones, project timeline, identify roles and responsibilities of WRCOG and agree on Task 3 deliverables. This meeting will also give us the opportunity to consult with WRCOG on behaviors participating WRCOG cities could participate in to meet Tier 1 and Tier 2 edible food waste mandates as well as determine any barriers to motivation that may be specific to the participating cities. We will also go over commonly asked questions that WRCOG’s participating cities are receiving. This information will help us refine messaging and identify opportunities to further clarify SB 1383 details.

SURVEY

We recommend developing an online survey that is sent out to key stakeholders. This survey will be used to glean qualitative and quantitative

E. Approach and Understanding of the Scope of Work Plan

data on key stakeholders' understanding of SB 1383, how they like to receive information, barriers to participation and motivations for recycling. This data will help us further refine messaging and outreach and education methods. It will also serve as a baseline to measure success.

AUDIENCE IDENTIFICATION AND MAPPING

DeGrave Communications team members have worked with and for many WRCOG agencies. As part of our initial research efforts, we will identify key audiences. Identifying these audiences is important as it will help guide our plan rollout on how to reach these audiences. These key audiences will be gathered into a database for WRCOG.

COMMUNICATIONS AND MEDIA AUDIT

Our audit will focus on a review of what is currently being done throughout WRCOG cities and Tier 1 and 2 edible food waste generators to communicate SB 1383 requirements. We will make recommendations on how, to leverage education and outreach materials from CalRecycle in order to amplify the message.

PHASE 2: PLANNING

We will use the data and insights uncovered in Phase 1 to develop the overall Outreach and Education Plan. Prior to moving to Phase 3: Development of Outreach Materials, we will present our recommended Outreach and Education Plan to the WRCOG team to provide an opportunity for feedback and ensure a mutually agreed upon direction.

PHASE 3: IMPLEMENTATION

Based on the research and suggested strategies and tactics these efforts may include the following items noted below. All collateral items developed will follow WRCOG and/or participating cities' brand and writing style standards. It will also provide clear and effective messaging on edible food

recovery and comply with Article 4. In addition, the materials developed will be multi-lingual and based on resources provided by CalRecycle.

Five Regional Educational Workshops will be organized in-person and/or virtual (with recording).

Possible suggestions for multilingual outreach items for Tier One and Tier Two Edible Food Generators:

- Flyers
- Multilingual Stickers
- Presentation/slide templates
- Social media
- Website content
- Newsletter content
- Fact sheets
- Brochures
- PSAs
- Ads
- News Release templates
- Signage
- Workshops

PHASE 4: EVALUATION

During this entire engagement, our team will continually evaluate the progress and refine the approach. If needed. It is recommended that six months after the program is implemented that WRCOG sends out a follow-up survey to gauge the success of the outreach program.

Deliverables:

- Outreach and Education Plan
- Multilingual Outreach and Education Materials

E. Approach and Understanding of the Scope of Work Plan

TASK 3.2: IMPLEMENT OUTREACH AND EDUCATION PLAN

Upon the approval of the Outreach and Education Plan, DeGrave Communications **will implement the plan**. This task will include the DeGrave team providing records of:

- All outreach and education efforts
- Copies of the utilized marketing materials
- The date and to whom the information was disseminated or if direct contact was made
- Recorded workshops (up to 5)

Deliverables:

- Weekly reports and updates on conducted outreach and education efforts, including emails, presentations, individuals/entities outreached, outcomes/relevant documents;
- Copies of the utilized marketing materials.
- Five-workshops (in-person or virtual)

Task 4 • Develop Inspection Schedule and Plan

The purpose of this task is to develop a written plan to conduct and document inspections and enforcement of commercial edible food generators. This plan will consist of:

- 1) written procedures to conduct outreach and inspections to individual Tier 1 and Tier 2 generators;
- 2) an electronic mechanism (e.g., Zendesk, etc.) and written procedures for member jurisdictions to receive and monitor complaints; and,
- 3) a timeline showing key start and completion dates of inspections of Tier 1 and Tier 2 generators by jurisdiction.

The written procedures will address inspections, complaints, and

enforcement. They will be customized to work within each City's existing circumstances. The written inspection procedures will meet the requirements of Section 18995.1 (Jurisdiction Inspection Requirements). The written complaint procedures will include instructions how to use the electronic mechanism (e.g., Zendesk, etc.), and meet the requirements outlined in Sections 18995.3 (Jurisdiction Investigation of Complaints of Alleged Violations). The written enforcement procedures will meet the requirements of Section 18995.4 (Enforcement by a Jurisdiction) and Section 18997.2 (Penalty Amounts).

Deliverables:

- A written implementation plan and schedule to implement and manage an inspection program in participating cities.
- Electronic mechanism to receive, monitor, and manage complaints

Task 5 • Implement Inspection Schedule and Plan

The purpose of this task is to **implement the inspection program planned in Task 4**. This task will include conducting inspections, managing complaints, and documenting enforcement activities.

Onboarding to Careit

We propose to use Careit to aid in the performance of inspections. Careit is a food donation and rescue program management tool. Careit makes it easy for businesses and institutions to donate surplus food. Careit also enables municipalities to monitor, manage and report on their edible food recovery activities. More information about Careit can be found here: <https://careitapp.com/>

We will take the individual Tier generator and food recovery organization information compiled in Task 2, and upload it into Careit.

E. Approach and Understanding of the Scope of Work Plan

Conducting Inspections

We proposed to use Careit to inspect all Tier 1 generators, and all food recovery organizations. We will start inspections on or about April 1, 2023, and complete these inspections by December 31, 2023. We propose to use Careit to inspect all Tier 2 generators beginning January 1, 2024, and complete these inspections by June 30, 2024. Thereafter, we propose to inspect every Tier 1 and Tier 2 generator, and inspect every food recovery organization, once every fiscal year. This will ensure that all participating member jurisdictions will be in compliance with Section 18995.1 (2) (Jurisdiction Inspection Requirements). Our inspection work will consist of:

- Contacting, and visiting the locations of all commercial edible food generators, and food recovery organizations.
- Interviewing owners and employees to answer any questions, and ensure they understand the State's edible food donation requirements.
- Confirming the existence of written agreements.
- For edible food generators, reviewing written logs of food donations, and recording the types of food recovered into Careit.
- For food recovery organizations, reviewing food donation records, and recording the types and amounts of food recovered into Careit.
- Documenting the inspections we perform in Careit.

Managing Complaints

We propose to manage the food recovery complaints received by WRCOG and each member jurisdiction. We propose to use an electronic mechanism (e.g., Zendesk, etc.) by which member cities can accept and resolve complaints received from the general public. We will provide a

web link that each member jurisdiction can include on their website, which will lead to the online complaint management system. The complaint management system will enable users to enter:

- The name and contact information of the complainant (If the complaint is not anonymous)
- The identity of the alleged violator, if known.
- A description of the alleged violation including location(s) and all other relevant facts known to the complainant.
- Any relevant photographic or documentary evidence to support the allegations in the complaint.
- The identity of any witnesses, if known.

For each of the complaints received by member jurisdictions, we will:

- Start an investigation within 90 days (if we determine that the alleged facts as presented would constitute a violation of SB 1383)
- Possibly decline to investigate the complaint if we determine (with concurrence from the member jurisdiction) the investigation is unwarranted
- Contact, visit, and interview the alleged violator, and obtain their response
- Resolve the complaint; either by either by 1) confirming that the complaint is unwarranted, 2) helping to bring the violator into compliance, or, 3) conducting enforcement upon the violator.
- Inform the complainant of the resolution of the complaint
- Maintain records of all complaints and responses for the member jurisdiction's Implementation Record. These records will include the complaint as received, and its resolution.

E. Approach and Understanding of the Scope of Work Plan

Documenting Enforcement Actions

We propose to document the results of enforcement activities for each member jurisdiction into Careit. We will document the number of NOV's, penalty orders, and enforcement actions that were resolved, and categorize them by type pursuant to Section 1895.2 (12) (Implementation Record and Recordkeeping Requirements).

Deliverables:

- Documentation of the number of inspections conducted by type for commercial edible food generators and food recovery organizations, the number of complaints pursuant to Section 18995.3 of the adopted guidelines that were received and investigated, and the number of Notices of Violations issued (in partnership with participating cities) based on investigation of those complaints.
- In partnership with member jurisdictions, provide documentation of the number of Notices of Violation, penalty orders, and enforcement actions that were resolved, categorized by type of entity subject to the adopted guidelines. These documents will be provided monthly.

Task 6 • Draft Regional Food Recovery Program Plan

The purpose of this task is to **prepare a Regional Food Recovery Plan**. The Regional Food Recovery Plan will consist of two components:

- 1) an online real-time peer-to-peer database that will enable food recovery organizations to better connect with Tier 1 and Tier 2 generators (Careit); and,
- 2) a written plan that quantifies the amount of existing recoverable food by Tier 1 and Tier 2 generators, and by member jurisdiction. This written plan will enable WRCOG to compare how its efforts relate to the State's 20% food rescue goal.

Online Peer-to-Peer Database (Careit)

The online peer-to-peer database of the Regional Food Recovery Plan will include the Tier 1 and Tier 2 generator information collected in Task 2. We propose to provide this information on a real-time basis in Careit, that will be continually accessible to WRCOG, member jurisdictions, and food recovery organizations.

We will provide training, workshops, and access to this online database to all food recovery organizations in and around Western Riverside County. We will work with WRCOG staff, and staff from member jurisdictions, and food service organizations in the use of this online tool. We will review the use of Careit with WRCOG and member jurisdiction staff prior to its approval and implementation.

The online peer-to-peer database will enable food recovery organizations to:

- Receive real-time notifications of edible food available for donations by Tier generators;
- Coordinate the pick-up of the donations;
- Track the status of each donation; and,
- Auto-generate written agreements with generators.

Written Plan

The written plan will calculate how much additional edible food will need to be recovered by generator and by jurisdictions and help WRCOG and its member jurisdictions understand how their efforts will support the 20% state-wide food recovery diversion goal.

We will use the CalRecycle statistics to calculate the potentially recoverable food for each generator (based on our work in Task 2). We will provide insight into targets set by these statistics and create a plan for each generator to increase their donation capacity.

E. Approach and Understanding of the Scope of Work Plan

We will create a detailed report describing each Tier generators donation progress by jurisdiction. This report will enable member jurisdictions to monitor food recovery program participation and direct resources and outreach to increase program participation.

Deliverables:

- Report detailing the program, methodology, tactics to connect food rescue organizations with food waste generators, marketing / outreach, and implementation timeline.

Task 7 • Final Report

The purpose of this task is to provide WRCOG with a summary of the work performed, and an analysis on the status of the food recovery program in a Final Report. The summary will include the information gathered in Task 2, and the total number and detail of outreach activities and inspections performed, organized by member jurisdiction. The analysis will detail the participation of Tier 1 and 2 generators, the food recovery needs and operations of food recovery agencies, and the necessary steps, if any, that member jurisdictions should consider to ensure SB 1383 compliance.

Deliverables:

- Final report

Budget



Budget and Timeline

We have included our proposed annual non-to-exceed budget for the first contract year of this project in Schedule 1 on the following page. Our budget shows the hours by task and by staff member extended by their hourly rate. This is the proposed cost for Contract Year 1.

We will perform the same scope of work during Contract Year 2, Contract Year 3, and any subsequent Contract Years at hourly rates that are increased by no more than the annual change in the Consumer Price Index. Further, if the level of effort decreases after Contract Year 1, we will negotiate a revised scope of work in good faith with WRCOG and the member jurisdictions.

In Schedule 2, we have included a breakdown of our budget by member jurisdiction. Because of their fixed nature, the total proposed budget amounts for Task 1 (Project Management) and Task 3 (Public Outreach) do not change based on the number of participating jurisdictions.

We propose to bill for this project on a time and material, not-to-exceed basis. Therefore, we will only bill for the hours we work. If our project tasks require less time than anticipated, we will pass the savings on to WRCOG. If WRCOG requests that we perform any additional work outside the scope of work, we will do so at the same hourly rates. We will obtain WRCOG's written approval prior to performing any additional work. We will invoice WRCOG monthly. Our invoices will describe the work performed by each staff member with the hours worked each day extended by the hourly billing rate.

We have included our proposed project timeline in Schedule 3.

Schedule 1 – Hours by Task

Task	Description	Principal MSW Consultants	Principal in Charge/Sr. Communications Manager DeGrave	Project Manager MSW Consultants	Project Manager Mariposa EcoConsulting	Project Analyst MSW Consultants	Account Executive DeGrave	Strategic Visual Designer DeGrave	Project Analyst Mariposa	Outreach Technicians MSW Consultants	Total Hours	Total Cost
1	Project Management											
1.1	Kickoff Meeting	5	5	5	5	0	0	0	0	0	20	\$4,000
1.2	Project Team Coordination	22	0	32	11	54	0	0	11	86	216	\$38,546
1.3	Project Management Update Meetings	10	2	26	2	0	0	0	0	0	40	\$7,600
	Subtotal - Task 1	37	7	63	18	54	0	0	11	86	276	\$50,146
2	Capacity and Compliance											
2.1	Food Recovery Agencies and Organizations	7	0	26	0	33	0	0	0	66	131	\$22,598
2.2	Tier 1 and Tier 2 Compliance	23	0	93	0	116	0	0	0	233	465	\$80,195
	Subtotal - Task 2	30	0	119	0	149	0	0	0	299	596	\$102,793
3	Public Outreach											
3.1	Develop Outreach and Education Plan	0	100	0	0	0	82	45	0	0	227	\$36,100
3.2	Implement Outreach and Education Plan	0	100	0	0	0	83	45	0	0	228	\$36,250
	Subtotal - Task 3	0	200	0	0	0	165	90	0	0	455	\$72,350
4	Inspection Program Development											
	Subtotal - Task 4	11	0	114	46	57	0	0	0	0	228	\$42,750
5	Inspection Program Implementation											
	Subtotal - Task 5	95	0	796	95	796	0	0	286	1,114	3,183	\$552,569
6	Food Recovery Program											
	Subtotal - Task 6	31	0	312	125	156	0	0	0	0	624	\$117,000
7	Final Report											
	Subtotal - Task 7	15	0	152	61	76	0	0	0	0	304	\$57,000
	Total Hours	219	207	1,556	345	1,288	165	90	297	1,499	5,666	
	Hourly Rate	\$225	\$175	\$175	\$225	\$175	\$150	\$140	\$165	\$165		
	Subtotal Fees	\$49,284	\$36,225	\$272,291	\$77,735	\$225,313	\$24,750	\$12,600	\$49,083	\$247,327		\$994,607
	Expenses						\$5,000			\$31,830		\$36,830
	Total	\$49,284	\$36,225	\$272,291	\$77,735	\$225,313	\$29,750	\$12,600	\$49,083	\$279,157		\$1,031,437

Schedule 2 – Fees by Jurisdiction

WRCOG Estimated of Regional Food Recovery & Local Assistance Program

Jurisdiction	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Total Fees
Banning	\$787	\$1,613	\$1,214	\$671	\$13,020	\$2,586	\$894	\$20,785
Beaumont	1,437	2,945	2,216	1,225	19,270	4,462	1,633	33,189
Calimesa	283	580	437	241	2,604	811	322	5,278
Canyon Lake	290	595	448	247	1,042	737	330	3,689
Corona	4,152	8,511	6,404	3,540	56,246	12,927	4,720	96,501
Eastvale	1,855	3,803	2,862	1,582	9,374	4,868	2,109	26,453
Hemet	2,351	4,818	3,626	2,004	26,561	7,014	2,672	49,046
Jurupa Valley	2,780	5,698	4,288	2,370	26,040	7,985	3,160	52,319
Lake Elsinore	1,860	3,813	2,869	1,586	24,478	5,750	2,114	42,470
Menifee	2,766	5,669	4,266	2,358	18,228	7,503	3,144	43,932
Moreno Valley	5,500	11,274	8,484	4,689	64,579	16,552	6,252	117,329
Murrieta	2,937	6,020	4,530	2,504	35,935	8,922	3,338	64,186
Norco	678	1,389	1,045	578	16,145	2,511	770	23,117
Perris	2,075	4,254	3,201	1,769	15,103	5,712	2,359	34,472
Riverside	8,246	16,904	12,720	7,030	96,348	24,790	9,373	175,411
San Jacinto	1,437	2,946	2,217	1,225	17,707	4,373	1,634	31,539
Temecula	2,881	5,906	4,444	2,456	49,476	9,572	3,275	78,010
Wildomar	967	1,981	1,491	824	7,291	2,675	1,099	16,328
Unincorporated (W)	6,865	14,073	10,590	5,853	53,122	19,078	7,804	117,384
Total County	\$50,146	\$102,793	\$77,350	\$42,750	\$552,569	\$148,830	\$57,000	\$1,031,437

Schedule 3 – Project Timeline

Project Schedule - WRCOG Regional Food Recovery & Local Assistance Program

Task	Description	Contract Year 1												Contract Year 2												Contract Year 3																	
		FY 2023			FY 2024												FY 2025												FY 2026														
		A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M						
1.1	Kickoff Meeting	■											■												■																		
1.2	Project Team Coordination	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■			
1.3	Project Management Update Meetings			■		■			■		■		■		■			■			■		■		■		■		■		■		■		■		■		■				
2.1	Food Recovery Agencies and Organizations	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■		
2.2	Tier 1 and Tier 2 Compliance	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
3.1	Develop Outreach and Education Plan	■	■	■	■																																						
3.2	Implement Outreach and Education Plan				■	■	■	■	■	■	■	■	■	■																													
4	Inspection Program Development	■	■	■																																							
5	Inspection Program Implementation - FY 2024:																																										
	Inspect all Tier 1 Generators and FROs				■	■	■	■	■	■																																	
	Inspect all Tier 2 Generators									■	■	■	■	■	■																												
5	Inspection Program Implementation - FY 2025:																																										
	Inspect all Tier 1 Generators and FROs																■	■	■	■	■	■																					
	Inspect all Tier 2 Generators																			■	■	■	■	■	■	■	■																
5	Inspection Program Implementation - FY 2026:																																										
	Inspect all Tier 1 Generators and FROs																																					■	■	■	■		
	Inspect all Tier 2 Generators																																						■	■	■	■	
6	Food Recovery Program	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
7	Final Report										■	■	■											■	■	■														■	■	■	■

E. Approach and Understanding of the Scope of Work Plan

Quality Control Methods

Our team uses the following tools and best practices to ensure exceptional quality control as well as budget and schedule control throughout the project.

REGULAR CLIENT CHECK-IN

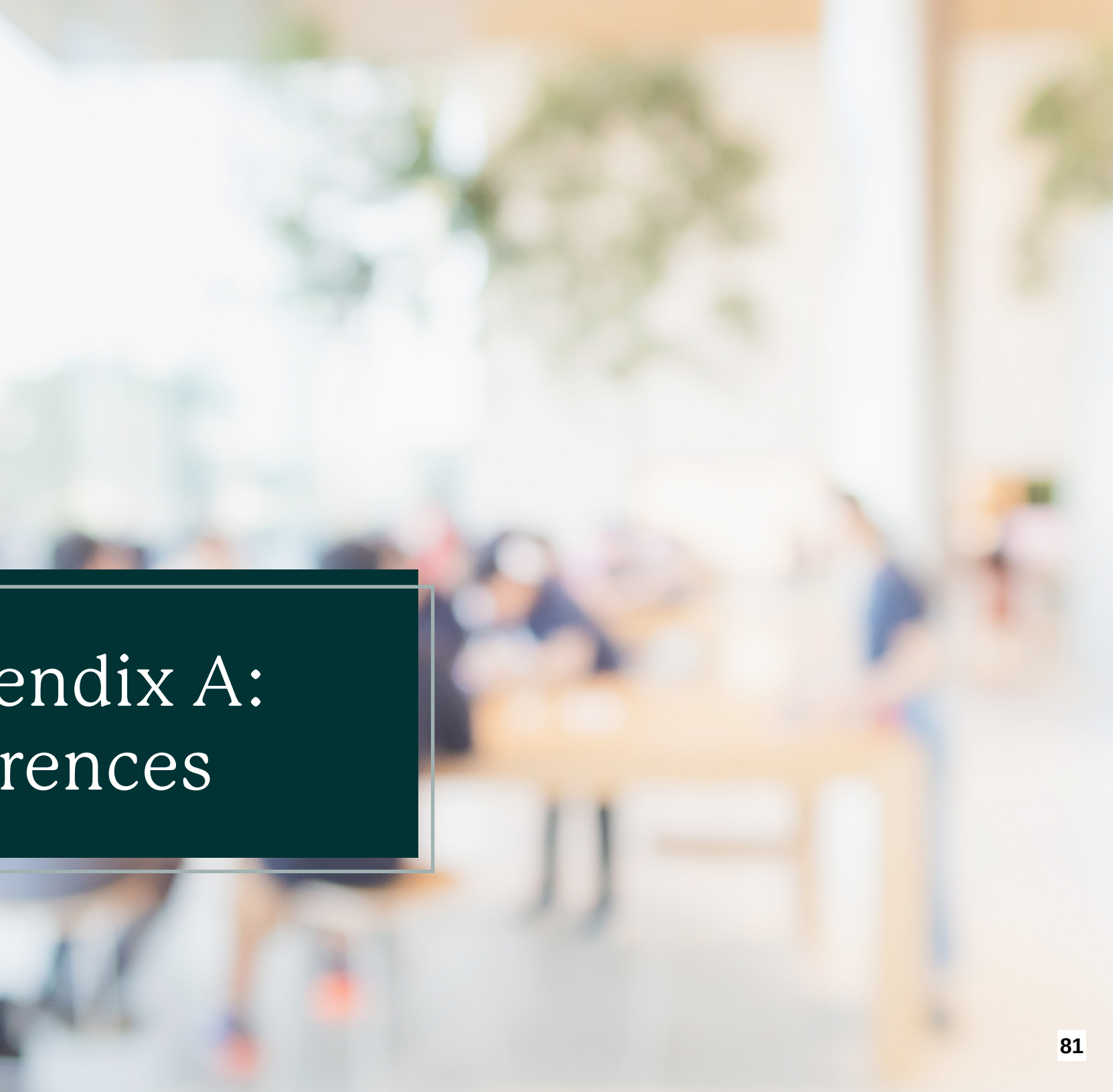
These regular meetings will allow the WRCOG and our team to share progress updates and next steps to ensure all team members are aligned and that the project continues to move forward and meet all deadlines. Meetings can be held in person or will be held via Zoom calls.

WEEKLY INTERNAL TEAM STRATEGY MEETINGS

These meetings allow the internal team to touch base on project deliverables and timelines.

PROPOSED WORK SCHEDULE

Our team uses Smartsheet for day-to-day project management, timelines, approvals and follow-ups. This system helps us stay on track and accomplish all the required tasks within your desired timeline. We will give your team access to the project management sheets upon project kick-off. Not a fan of Smartsheet? We're happy to use what works best for you.



F. Appendix A: References

F. Appendix A: References (MSW Consultants)

F. There are no special issues, problems, or risks that are likely to be encountered in this project and how the Proposer would propose to address them.

CITY OF STANTON

CESAR RANGEL

DIRECTOR OF PUBLIC WORKS

(714) 890-4203 · CRANGEL@STANTONCA.GOV

PROJECT: Solid Waste Management Consulting Services

We have been providing solid waste management consulting services to the City since 2021. Our services include providing municipal code revision for solid waste, updating the franchise agreement to conform with SB 1383, negotiate and calculate compensation for any new program from the waste hauler, implementing an edible food recovery program, assist with CalRecycle EAR reporting requirements, assist with applying for any new grant funding opportunities, and develop and implement an inspection and compliance program.

CITY OF RANCHO PALOS VERDES

RAMZI AWWAD

PUBLIC WORKS DIRECTOR – PUBLIC WORKS

(310) 544-5245 · RAWWAD@RPVCA.GOV

PROJECT: Solid Waste and Recycling Consulting Services

In 2020, we conducted a performance review of EDCO Disposal Corporation. Our work included reviewing the hauler's residential operations, customer service, and financial requirements of the franchise agreement. This was our fourth review of EDCO for the City

of Rancho Palos Verdes.

We have also reviewed the franchise fee payments and AB 341/ AB 1826 compliance of the City's non-exclusive commercial haulers (Republic Services and Waste Management).

As part of our review of the commercial waste haulers, we categorized each hauler's commercial customers, and we confirmed their compliance with AB 341 and AB 1826



CITY OF ORANGE

JOSH SOLIZ

SOLID WASTE PROGRAM MANAGER

(714) 744-5588 · JSOLIZ@CITYOFORANGE.ORG

PROJECT: Franchise Agreement Negotiation with CR&R Hauler

In 2019, we assisted the City in renegotiating its solid waste franchise agreement with CR&R. We are currently assisting the City in managing its solid waste franchise agreement with CR&R Incorporated. Our work includes assisting the City with CalRecycle compliance, and preparing for compliance with SB 1383 including updating the City's solid waste ordinance. MSW Consultants uses a proprietary web-based application Minerva® to assist the City in monitoring the AB 341 and AB 1826 compliance of its commercial and multi-family waste generators.

F. Appendix A: References (Mariposa Eco Consulting Inc.)

REPUBLIC SERVICES

SUSANNE PASSANTINO

SENIOR AREA MUNICIPAL MARKETING MANAGER

LOS ANGELES

SPASSANTINO@REPUBLICSERVICES.COM

Between 2011 and 2019 Mariposa Eco Consultants has performed over 60,000 on-site business, residential and multifamily audits on behalf of Republic Services, Los Angeles, for the cities of Bell, Cypress, Compton, Inglewood, Hawthorne, Lawndale, San Fernando, Rosemead and the County of Los Angeles Garbage Districts.

LOS ANGELES UNIFIED SCHOOL DISTRICT

STEVE CASARES

MANAGEMENT ANALYST II

SCASARES@LAUSD.NET

Since January 2012, Mariposa Eco Consultants has managed all on-site recycling, training and education development for approximately 1,500 Los Angeles Unified School District Schools facilities.

F. Appendix A: References (DeGrave Communications, Inc.)

CITY OF FOLSOM

Christine Brainerd, MPA, APR · Communications Director

50 Natoma Way · Folsom, CA 95630

916.461.6013 · cbrainerd@folsom.ca.us

PROJECT: SB 1383 Communications and Outreach Services

This reference and work sample is a demonstration for our capabilities for Task 3.



F. Appendix A: References

CITY OF FOLSOM

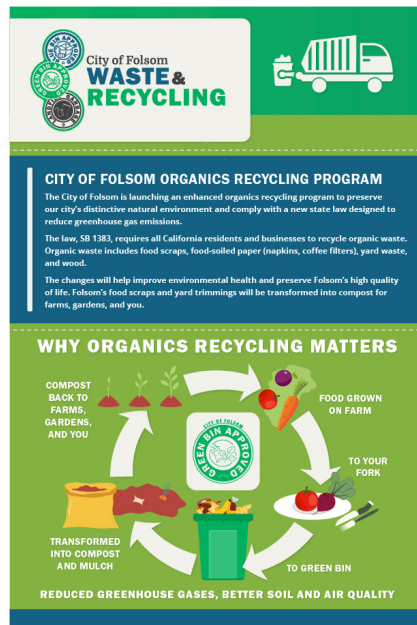
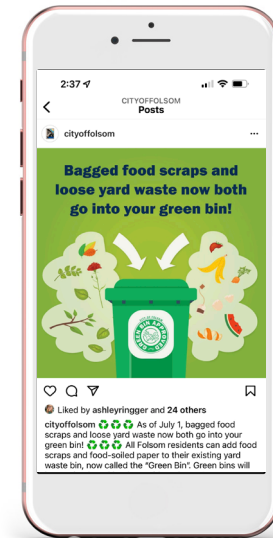
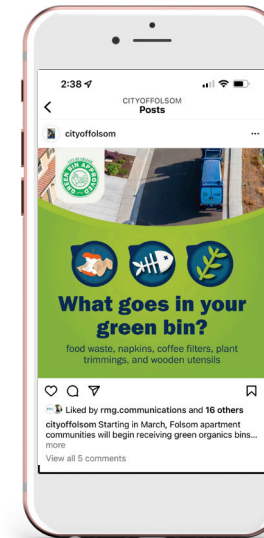
Christine Brainerd, MPA, APR · Communications Director

50 Natoma Way · Folsom, CA 95630

916.461.6013 · cbrainerd@folsom.ca.us

PROJECT: SB 1383 Communications and Outreach Services

This reference and work sample is a demonstration for our capabilities for Task 3.



F. Appendix A: References

CITY OF NEWPORT BEACH

John Pope · Communications Manager

100 Civic Center Drive · Newport Beach, CA 92660

949.644.3031 · jpope@newportbeach.ca.gov

PROJECT: SB 1383 Communications and Outreach Services

This reference and work sample is a demonstration for our capabilities for Task 3.

City of Newport Beach

NEW ORGANICS RECYCLING
COMING 2022!





ORGANIC WASTE: Green-top cart

NEW!

- Grass
- Leaves
- Tree Branches
- Plants & Weeds
- Garden Trimmings
- Sawdust
- Food/Kitchen Scraps (meat, poultry, fish, fruit, vegetables)



RECYCLING: Blue-top cart

METAL

- Empty Aerosol Cans
- Aluminum Cans
- Tin Cans
- Food/Juice Cans
- Empty Paint Cans
- Aluminum Foil

PAPER

- Cardboard
- Junk Mail
- Magazines
- Phone Books
- Cereal/Cracker Boxes
- Newspaper
- Computer Paper & White Paper
- Mixed Color Paper

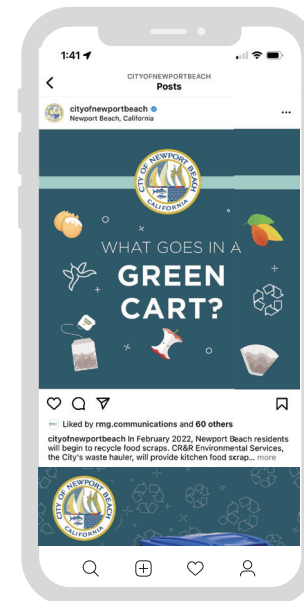
PLASTIC

- Drink Bottle
- Detergent Containers
- Water Bottles
- Milk Containers



LANDFILL: Black-top cart

- Mixed Products (i.e. Plastic/Metal Combination)
- Waxed Milk Cartons
- Waxed Paper
- Coated Materials
- Ceramic/Pyrex
- Mirrors
- Safety Glass
- Plate Glass
- Pet Waste
- Dairy Products
- Paper Towels
- Styrofoam
- Non-Donatable Clothing
- Palm Fronds
- Plastic Bags



F. Appendix A: References

CITY OF AGOURA HILLS

Ramiro Adeva · Assistant City Manager

30001 Ladyface Court · Agoura Hills, CA 91301

818.597.7353 · radeva@agourahillscity.org

PROJECT: SB 1383 Communications and Outreach Services

This reference and work sample is a demonstration for our capabilities for Task 3.



F. Appendix A: References

LESJWA

Mark Norton · Water Resources & Planning Manager

11615 Sterling Avenue · Riverside, CA 92503

951-354-4221 · mnorton@sawpa.org

PROJECT: Trust the Tap Campaign

This reference and work sample is a demonstration for our capabilities for Task 3.

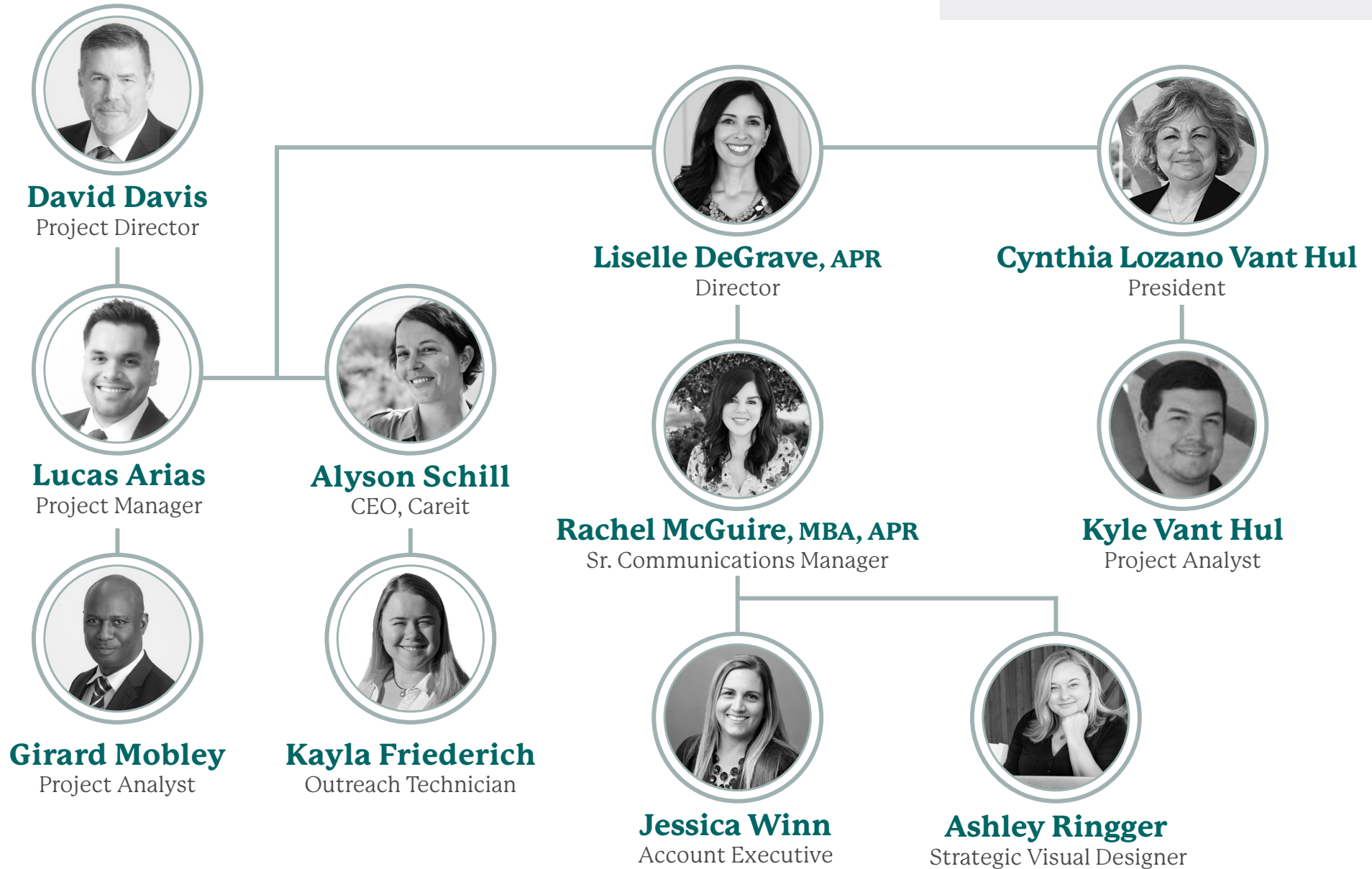




G. Appendix B: Project Team Staffing

G. Appendix B: Project Team Staffing

No employees working on the engagement have ever been convicted of a felony.





David Davis, CMA

Project Director



Mr. David Davis is a Certified Management Accountant (CMA) with over 30 years of experience in the field of solid waste management. Mr. Davis' expertise lies in working with municipal managers to maximize the value of the solid waste services provided to their ratepayers. He has held executive management positions in both the private and public sectors and has extensive experience in providing business advisory services to local government in the field of solid waste management.

As a chief financial executive for local hauling and landfill divisions of a national solid waste management company, Mr. Davis was responsible for financial reporting, budgeting, cost analysis, billing, and collections. He also managed the accounting and rate analysis sections of the City of Riverside's Department of Public Utilities.

Mr. Davis has specific experience in: 1) analysis and design of customer rates for refuse collection, transfer, processing and disposal operations; 2) development and evaluation of competitive proposals for waste collection, recycling, and transfer service; 3) feasibility studies for waste processing, waste transfer, and landfill gas projects; 4) verification of the proper payment of solid waste fees; 5) management reviews of solid waste operations; 6) evaluation of alternative waste diversion programs; 7) solid waste program planning and funding; and, 8) evaluating internal management controls.

ROLE: Mr. Davis will serve as the Project Director for this project. He will be the main point of contact and have overall responsibility for the project. He will direct the planning of the project and attend all meetings.

Education & Credentials

30 Years Experience

Cal State Fullerton

- BA, Finance

Certified Management Accountant (CMA)

Affiliations

Solid Waste Association of North America

Southern California Waste Management Forum (Chair)

Zero Waste Practitioner



Lucas Arias

Project Manager



Lucas is a highly effective project manager. He has substantial experience in the waste industry and has served multiple cities across Los Angeles, Orange, Riverside, and Ventura counties. He graduated from California State University, Northridge with a BA in Jazz Studies. Before entering the waste industry, Mr. Arias has performed as a trumpet player and drummer with multiple artists across the country.

Mr. Arias has been with MSW Consultants since January 2022. In that time, he has worked on solid waste consulting engagements for Western Riverside City of Governments (WROCG) and the cities of Corona, Del Mar, La Habra, Lomita, Orange, Rancho Palos Verdes, San Clemente, and Stanton.

Mr. Arias has conducted over 1,500 waste assessments, trained dozens of recycling coordinators, worked on sustainability grants for multiple cities and has conducted several waste characterizations. In addition, he has developed outreach performance internal audit protocols, created diversion reports, and played a key role in SB 1383 roll out and strategic planning for the city of Los Angeles including edible food capacity planning and organics outreach. As an outreach coordinator, Mr. Arias designed creative solutions to unique and complex waste compliance issues.

ROLE: Mr. Arias will serve as Project Manager. He will oversee the day-to-day operation to ensure all milestone and deadlines are met and review all reports for each task on this project. He will serve as task lead for facilitating meetings, assessing capacity and compliance, and developing and implementing the inspection program.

Education & Credentials

5 Years Experience

California State University, Northridge

• BA, Jazz Studies

Affiliations

Solid Waste Association of North America
(Member)

Southern California Waste Management
Forum (Member)



Girard Mobley

Project Analyst



Mr. Mobley is a skilled financial and project analyst. He has extensive experience in conducting audits on waste haulers for municipalities, and in providing recycling outreach and education to commercial waste generators. He graduated from San Diego State University with a BS in Business Administration with a focus on Finance and a minor in Economics. He is also a certified practitioner in the zero waste principles and practices.

Mr. Mobley has been with MSW Consultants since March 2019. In that time, he has worked on solid waste consulting engagements for the County of Santa Barbara, and the cities of Corona, Chula Vista, Del Mar, La Habra, La Palma, Lomita, Norco, Orange, Rolling Hills, San Clemente, South Pasadena, Stanton, Signal Hill, Vernon, Whittier, and Rancho Palos Verdes.

Mr. Mobley has audited the accounting records of over 20 waste haulers to include franchise fees verification, tonnage reports, and gross receipts. He prepared hauler franchise agreements to incorporate SB 1383 requirements.

He also oversees the recycling survey program in the city of Vernon providing outreach and educational resources to over 400 commercial waste generators. He regularly educates commercial waste generators about the requirements of AB 341 and AB 1826. Prior to joining MSW Consultants, he served for 20 in the United States Marine Corps.

ROLE: Mr. Mobley will serve as Project Analyst. He will serve as task lead for developing the food recovery program, drafting the final report and assisting as needed for all other tasks.

Education & Credentials

25 Years Experience

San Diego State University

- BS, Finance

Affiliations

Zero Waste Practitioner

California Resource Recovery Association
(Member)

Solid Waste Association of North America
(Member)

Institute of Internal Auditors (Member)



Alyson Schill

CEO, Careit App; Outreach Technician

Alyson brings an intimate knowledge of zero food waste to powerfully move initiatives forward. She continues to thrive at the heart of shaping and advocating for city, county, and statewide policies and support for food waste prevention. With a background in volunteer management, gleaning, sustainable event production, environmental service-learning leadership in educational institutions, and restaurant management, Alyson combines experiences from across the food waste chain to create meaningful and comprehensive waste reduction programs. Alyson is the CEO of the food donation app, Careit. She's passionate about reconnecting all members of a community and healing through food.

ROLE: Alyson will assist with onboarding jurisdictions into the Careit app and training. She will also provide technical support during inspections to tier generators.



Kayla Friederich

Outreach Technician



Ms. Kayla Friederich is a diligent project analyst new to the solid waste industry. She has high standards for reporting quality data and providing effective outreach. Before joining MSW Consultants, Ms. Friederich has customer service experience in food service and retail. She has also gained further communication experience through social media creation by interning with The Water Conservation Garden and by assisting her family's small business.

Ms. Friederich has been with MSW consultants since September 2022. In that time, she has conducted outreach for SB 1383 compliance for the City of Stanton and the City of Rancho Palos Verdes. She has also assisted the Western Riverside Council of Government to analyze their edible food tier generator lists.

Ms. Friederich has always been passionate about the environment. Because of this, she earned a BS in Environmental Systems and a Minor in Communication from University of California, San Diego in 2021. She hopes to continue to grow in the solid waste industry and assist jurisdictions with environmental compliance.

ROLE: Ms. Friederich will serve as Outreach Technician. She will assist with capacity and compliance, implementing public outreach, and implementing the inspection program.

Education & Credentials

1 Year Experience

University of California, San Diego

- BS, Environmental Systems
- Minor in Communication

Affiliations

Solid Waste Association of North America
(Member)

Southern California Waste Management
Forum (Member)



Liselle DeGrave, APR

Director

A veteran communicator, Liselle has nearly 20 years of experience and her expertise includes spearheading communications, marketing and outreach projects for public-sector, and non-profit clients throughout California. Her background blends both in-house communications and agency expertise to ensure impactful communications strategies for the clients she serves. She will serve as the principal-in-charge.

Areas of Expertise



Communications Strategies



Collateral Development



Public Outreach



Media Relations



Community Relations



Multi-cultural Communications and Outreach



Branding



Non-profits

Relevant Experience

ELSINORE VALLEY MUNICIPAL WATER DISTRICT

Communications, Outreach, Water Efficiency, Education and Engineering Projects

WESTERN MUNICIPAL WATER DISTRICT

Communications, Outreach and Education Projects

SCV WATER

Communications and Outreach Projects

CITY OF EASTVALE

Communications, Outreach and Branding Projects

JURUPA COMMUNITY SERVICES DISTRICT

Communications, Outreach and Branding Projects

LAKE ELSINORE AND SAN JACINTO WATERSHEDS AUTHORITY

Communications, Outreach, Events and Branding Projects

ROLE: Will be involved in Task 3 - overseeing the project management for all outreach efforts as well as strategy.

Education & Credentials

San Diego State University

- B.A., Communications Studies, Emphasis in Public Relations; Minor in Spanish

Universal Accreditation Board

- Accreditation in Public Relations

Affiliations & Awards

Public Relations Society of America Member

- Past Director at Large
- Past Assembly Delegate, Board Member
- 2019 PRSA Spirit of PR Award

California Association of Public Information Officials Member

PRSA National · Bronze Anvil

- Pressing On in Public Relations · Pressing On in Public Relations Podcast

PRSA Inland Empire Chapter · Best in Show

- Pressing On in Public Relations · Pressing On in Public Relations Podcast

PRSA Inland Empire Chapter Polaris Award · Campaign

- EVMWD/Rancho Water · Water-wise Living Campaign

CAPIO EPIC Award – Campaign

- EVMWD/Rancho Water · Water-wise Living Campaign

PRSA Inland Empire Chapter Polaris Award – Multi-cultural Communications

- SAWPA · Trust the Tap



Rachel McGuire, MBA, APR

Sr. Communications Manager



Rachel is a recognized leader in the field of public relations and communications and brings nearly 20 years of experience working in-house and in an agency setting to this project along with a proven track record of award-winning communications, marketing, outreach and branding strategies. For this engagement, Rachel will serve as the director leading DeGrave Communication's fully integrated team of communications, marketing and outreach professionals.

Areas of Expertise



Communications Strategies



Marketing



Public Outreach



Media Relations



Construction Relations



Collateral Development



Crisis Communications



Non-profits

Relevant Experience

ELSINORE VALLEY MUNICIPAL WATER DISTRICT

Communications, Outreach, Water Efficiency, Education and Engineering Projects

RUBIDOUX COMMUNITY SERVICES DISTRICT

Research and Project Administration

SCV WATER

Communications, Outreach, Water Efficiency and Engineering Projects

CITY OF EASTVALE

Communications, Outreach and Media Services

CITY OF AGOURA HILLS

Communications, Outreach, Branding and Crisis Communications Services

CITY OF FOLSOM

Communications, Outreach and Graphic Design Services

ROLE: Will be involved in Task 3 – serving as project manager for all outreach efforts as well as strategy and developing copy.

Education & Credentials

University of Redlands · M.B.A

UCLA B.A. · Communications Studies

Universal Accreditation Board

• Accreditation in Public Relations

Pepperdine University School of Public Policy

• Advanced Public Engagement Certificate

Affiliations & Awards

Public Relations Society of America Member

• San Diego/Imperial Counties Director at Large

• Inland Empire Past President

California Association of Public Information Officials Member

• Past President

• 2016 Communicator of the Year

• 2019 Lifetime Achievement Award Recipient

PRSA National · Bronze Anvil

• PResing On in Public Relations · PResing On in Public Relations Podcast

PRSA Inland Empire Chapter · Best in Show

• PResing On in Public Relations · PResing On in Public Relations Podcast

PRSA Inland Empire Chapter · Best in Show

• Western Municipal Water District · La Sierra Pipeline Project

PRSA Los Angeles Chapter PRISM Award · Campaign

• SCV Water · PFAS Outreach

CAPIO - Best in Show

• City of Agoura Hills · Brand Refresh Campaign



Jessica Winn

Account Executive

Jessica is a leader in the areas of organization administration and marketing. She has a proven track record of effectively supporting the DeGrave Communications team with community engagement, managing project organization and research. For this endeavor she will serve DeGrave Communication's fully integrated team of communications, marketing and outreach professionals to support research efforts.

Areas of Expertise



Public Outreach



Community Relations



Marketing



Project Administration

Relevant Experience

WESTERN MUNICIPAL WATER DISTRICT

Communications, Outreach and Community Outreach.

ELSINORE VALLEY MUNICIPAL WATER DISTRICT

Communications, Outreach, Water Efficiency, Education and Engineering Projects

RUBIDOUX COMMUNITY SERVICES DISTRICT

Research and Project Administration

HABITAT FOR HUMANITY

Community Outreach, Writing and Marketing

ROLE: Jess Will be involved in Task 3 - serving the team with any member agency requests, scheduling agency workshops and needed organizational support.

Education & Credentials

Chapman University

• B.A., Organizational Leadership

Affiliations & Awards

Chapman University Alumni Board

• Board Director



Ashley Ringger

Strategic Visual Designer

Ashley is an accomplished professional in the fields of communications and public affairs. She brings nearly 15 years of experience in community outreach and engagement as well as graphic and website design to RMG Communications. With a passion for public service and working in water, Ashley has designed communications campaigns and collateral for our clients, including program websites, social media content and graphics, fact sheets, water quality reports and Prop. 218 notifications. A gifted storyteller, graphic artist and web designer she will assist with crafting dynamic visuals together with meaningful content for this project.

Areas of Expertise



Creative Direction



Infographic Design



Branding



Community Relations



Social Media



Non-profits



Digital and Print Media



Copywriting

Education & Credentials

Brigham Young University

- B.B.A. Marketing

California State University at San Marcos

- Graphic Design

Affiliations & Awards

PRSA – Inland Empire Chapter · Best in Show

- PPressing On in Public Relations · PPressing On in Public Relations Podcast

PRSA – Inland Empire Chapter Polaris Award · Social Media

- San Bernardino Valley MWD · SBVMWD Social Media Program

PRSA – Inland Empire Chapter Capella Award · Campaign

- Jurupa Community Services District · Strategic Communications and Marketing Plan

Relevant Experience

ELSINORE VALLEY MUNICIPAL WATER DISTRICT

Communications, Outreach, Water Efficiency, Education and Engineering Projects

SCV WATER

Branding and Graphic Design Services

CITY OF NEWPORT BEACH

Communications, Outreach and Graphic Design Services

CITY OF FOLSOM

Communications, Outreach and Graphic Design Services

SAN BERNARDINO VALLEY MUNICIPAL WATER DISTRICT

Social Media Program Management

SANTA ANA WATERSHED PROJECT AUTHORITY

Communications Outreach and Branding

ROLE: Will be involved in Task 3 – designing all needed campaign design elements including, but not limited to e-blasts, social media posts and campaign materials.



Cynthia Lozano Vant Hul

President/Project Manager



Mariposa Eco
Consulting, Inc.

Cynthia Lozano Vant Hul (President/Project Manager) is qualified by reasons of education, training background and over 25 years' experience in the solid waste and recycling industry. Cynthia has 14 years' experience providing subcontracting contract services. Cynthia holds a Master of Public Administration degree, from California State University San Bernardino. Since 2003, Cynthia has been a Director with the Southern California Waste Management Forum (SCWMF). In 2022, Cynthia was appointed as the President of the SCWMF. In 2019, she was appointed as a Director to the Women in Solid Waste & Recycling (WISR), new LA Chapter and since 2000 a member in good standings with the California Resource Recovery Association (CRRRA).

ROLE: Cynthia will assist with the design of the inspection plan and edible food recovery program.



Kyle Vant Hul

Project Analyst



Mariposa Eco
Consulting, Inc.

Kyle Vant Hul (Project Analyst) has 14 years' experience in the solid waste and recycling industry. He is a certified resource, recovery, and recycling consultant. Since 2011, Kyle was the lead recycling trainer for the LAUSD Expanded Recycling program. Kyle have led numerous comprehensive City audits in the Los Angeles, Orange, and Imperial Counties and in the Los Angeles County Garbage Districts. In 2017/2018 Kyle led sixteen Zero Waste Representatives in the Northeast Valley (NEV) City of Los Angeles, recycLA program. Today, Kyle provides the "On the Ground" daily assistance with the Recycling Coordinator staff within the LA Market in completing site assessments, program implementation and training.

ROLE: Kyle will assist with the implementation of the inspection program.



H. Appendix C: Company Overview



H. Appendix C: Company Overview

PRIME

MSW Consultants · S-Corp · DUNS 028466375
41760 Ivy St., Suite 203 · Murrieta, California 92562
951.694.400 · David Davis, CMA · David@MSW-Consultants.com

MSW Consultants provides solid waste consulting services exclusively to local governments in the areas of finance, economics, and public policy. Our mission is to work with municipal managers to maximize the value of the solid waste services that are delivered to their ratepayers. MSW Consultants was founded in 2000 by David L. Davis, CMA. In his over 30 years in the solid waste industry, Mr. Davis has provided a broad range of solid waste consulting services to over 80 cities, counties and special districts in the areas of auditing, contract negotiation, rate setting, competitive service procurement, contract compliance, waste diversion, and regulatory compliance. MSW Consultants is located in the City of Murrieta and is a California corporation.

MSW Consultants performs the following services for local governments:

- AB 341 and AB 1826 compliance
- SB 1383 compliance planning
- Design and implementation of waste diversion programs
- Performance audits of franchised waste haulers
- Contract negotiation and procurement assistance
- Rates studies for collection, processing, transfer and disposal service
- Solid waste program planning and design
- Reviews of contractor's requests for rate increases
- Route audits and routing efficiency studies

SUBCONSULTANT

DeGrave Communications · S-Corp · DUNS 079239610
40575 Cal Oaks Rd. D2-137 · Murrieta, CA 92592
951-764-0865 · Liselle DeGrave, APR · Liselle@DeGravePR.com

DeGrave Communications Overview

Formed in 2004, DeGrave Communications is an award winning, full-service public relations firm. For over 15 years, DeGrave Communications has worked with its clients to provide public relations strategic consulting service. DeGrave Communications emphasizes the need for starting all outreach with a research component and this holds true for every project implemented by the firm, despite budget.

Our top team members have specialized experience working with organizations throughout California. In addition, our firm is headed up by award-winning public relations professionals who hold the elite Accreditation in Public Relations to ensure our clients receive the highest level of service focused on multifaceted, precise and measurable communications strategies for our clients.

Our carefully curated team for this project has worked with clients in California, nationally and internationally producing exceptional results.

We know Public Relations and Public Agencies. We are a one-of-a-kind Public Relations Firm.

Each member of our hand-picked team for this project has the availability and expertise to meet the WRCOG's member agency outreach needs. We are committed to flexibility and changes to your scope and schedule and will ensure that all projects are finished on time and on budget.

DeGrave Communications is a small business, S-Corporation located in

H. Appendix C: Company Overview

Murrieta, CA. The firm is registered with the U.S. federal government as a minority-owned, women-owned, emerging small business, the California Department of General Services as a certified small business and with the California Public Utilities Commission as a Woman/Minority Business Enterprise (WMBE). DeGrave Communications is also a registered DBE organization.

SUBCONSULTANT

Mariposa Eco Consulting, Inc. · C-Corp · DUNS 010891685

1618 Fairway Oaks Ave. · Banning, California 92220

909-560-0542 · 909-912-8407 [fax]

Cynthia Lozano Vant Hul · cynthia@mariposaecoconsulting.com

Mariposa Eco Consulting integrates all aspects of an environmental management firm including air, water, solid waste, sustainable program management, energy, greenhouse gas reduction and measurement, hazardous waste and universal waste management, and resource conservation. We assist our clients with seeing the benefits of a sustainable earth; complying with and improving upon environmental laws, while generating profits and growth.

Mariposa Eco Consulting works with all aspects of businesses, local government and communities to design, develop, and implement sustainable programs that work. We take the time to understand the specific circumstances of our clients, including demographics, economics, and environmental factors, allowing our clients to realize profits and compliance.

Our work has included:

- Corporate Sustainability Reports

- All Levels of Waste Audits (Commercial, Residential, Multi-family and Industrial)
- Outreach and Education
- Representation with local and state agencies
- Waste minimization
- Waste prevention programs and market development
- Compliance and Electronic Annual Reporting
- Greenhouse Gas emission measurement and verification



Western Riverside Council of Governments Technical Advisory Committee

Staff Report

Subject: Update on REAP 1.0 and 2.0 Funding Opportunities
Contact: Suzanne Peterson, Analyst III, speterson@wrcog.us, (951) 405-6719
Date: March 16, 2023

Requested Action(s):

1. Receive and file.
-

Purpose:

The purpose of this item is to provide a list of proposed projects WRCOG is developing for submittal to the Southern California Association of Governments (SCAG) for REAP SRP 2.0 funding.

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

The Regional Early Action Planning (REAP) Grant Subregional Partnership Program is intended to increase planning to accelerate housing production throughout the SCAG region through implementable actions that will increase housing supply to meet the 6th Cycle Regional Housing Needs Assessment (RHNA). The Subregional Partnership Program, conducted as part of the initial REAP funding, also known as REAP 1.0, has been designed to augment and complement funds that were awarded to jurisdictions by the California Department of Housing and Community Development pursuant to SB 2 Planning Grants and the Local Early Action Program. WRCOG was allocated approximately \$1.6M through the Subregional Partnership Program to provide assistance to the subregion's local jurisdictions.

SCAG is receiving a second allocation of funding deemed "REAP 2.0," a flexible program that seeks to accelerate progress towards State housing goals and climate commitments through a strengthened partnership between the State of California, its regions, and local entities. REAP 2.0 seeks to accelerate infill housing development, reduce Vehicle Miles Traveled (VMT), increase housing supply at all affordability levels, affirmatively further fair housing, and facilitate the implementation of adopted regional and local plans to achieve these goals. One of the programs which this is done by is the Subregional Partnership Program, of which WRCOG is set to receive approximately \$1.6M. WRCOG has met with SCAG staff to review eligible activities and sought feedback from the WRCOG Planning Directors Committee.

REAP 1.0 Summary

Since 2021, WRCOG has completed and continues to work on a variety of projects utilizing REAP funding. These projects are intended to be a resource for all WRCOG member agencies. These include the GIS Underutilization Explorer Tool, the Objective Design Standards Toolkit, an SB 9 Toolkit, an Affordable Housing Pipeline GIS Tool, and an upcoming presentation to the Planning Directors to review Housing Element law and consequences of non-compliance. Other projects provide direct technical assistance to requesting cities. Some examples of this include the Prohousing Designation for the City of Riverside, Housing Development Case Studies for the City of Perris, the development of an In-Lieu Fee for the City of Calimesa's Inclusionary Housing Ordinance, and assistance with Municipal Code updates for the City of Hemet. Many of these projects are complete or nearing completion and all projects will be completed by December 2023.

REAP 2.0 Introduction

The REAP 2.0 Program was established as part of the 2021 California Comeback Plan under AB 140 and builds on REAP 1.0 which was established in 2019, but expands the Program focus by integrating housing and climate goals. The Program objectives for REAP 2.0 are as follows:

1. Accelerate infill development that facilitates housing supply, choice, and affordability;
2. Affirmatively further Fair Housing; and
3. Reduce VMT.

For this effort, the State has made approximately \$600M available state-wide to fund REAP Programs. Of that, SCAG is set to receive approximately \$246M. A majority of this funding will be made available to eligible entities through three programmatic funding areas, described below.

1. Transportation Partnership Programs (TPP) - SCAG has allocated \$100M to transportation initiatives and is developing two complementary programs to implement projects - the County Transportation Commission (CTC) Partnerships and the Regional Pilot Initiatives (RPI) Partnership Program. The CTC Partnership Program will develop a robust partnership program between SCAG and the CTCs to fund county-specific pilots and projects. The RPI Partnership Program will identify, evaluate, and award funding for regional or local pilot programs and projects that achieve regional transportation goals and objectives.
2. Partnerships to Affirmatively Transform Homes (PATH) - PATH builds on the concepts put forward in the Key Connections in Connect SoCal 2020, which focuses on advancing expanded mobility ecosystems and management strategies using innovative policy and/or technology to realize regional planning goals, and account for 30% of the greenhouse gas emissions reduction needed to meet SCAG's SB 375 requirements. The PATH Program also builds on current work funded through the REAP 1.0 Program, the Local Early Action Planning (LEAP) grant program, and SB 2 planning grants. SCAG has allocated over \$88M to the PATH Program which is further divided into three program areas.
3. Subregional Partnership Program (SRP) 2.0 - The SRP 2.0 Program will allocate approximately \$23M to subregional councils of governments (COGs) on a non-competitive basis for activities supporting cities and counties to implement projects and programs identified in their Housing Elements. The SRP approach supports housing element implementation and creates a means for local efforts to align with SCAG's regional plans, implement the infill and VMT reduction goals of the Connect SoCal Plan, and support State planning goals.

WRCOG Eligibility

WRCOG is eligible to receive up to \$1.6M in SRP funding. Other COGs and some counties, including Riverside County, have been allocated funding separate from the WRCOG allotment. This amount is based on a non-competitive allocation formula set by SCAG. WRCOG will be preparing an application to SCAG to secure its funding. SCAG is requiring that WRCOG identify a list of projects in this application.

Proposed Preliminary Project List

Based on discussion with SCAG staff, WRCOG member agencies, and past experience with REAP 1.0, WRCOG has developed a preliminary project list to include in the application for REAP funding. The project list is provided below and includes eligible activities as identified in the SCAG REAP 2.0 SRP Guidelines.

- **Pro-housing Designation:** WRCOG is seeking to assist any jurisdiction interested in pursuing California Department of Housing and Community Development's (HCD) Pro-housing Designation. Local governments with Pro-housing Designations are eligible to apply for the new Pro-housing Incentives Program - a grant program with \$2M in State funding. Additionally, local governments with the Pro-housing Designation receive priority processing or funding points when applying for several funding programs, including the Infill Infrastructure grant and the Transformative Climate Communities grant. It is expected that additional transportation and planning funding opportunities will integrate the Pro-housing Designation as an incentive, if not a requirement, for eligibility. WRCOG would provide assistance with application development, submittal, and addressing HCD's comments towards a successful submission. WRCOG encourages any interested cities to act quickly as the Pro-housing Designation application will become more onerous beginning in 2024.
- **Local Housing Assistance:** Building on the success of the local housing assistance provided to jurisdictions utilizing REAP 1.0 funds, WRCOG will continue this type of customized assistance. The specific activities will vary jurisdiction-to-jurisdiction, but the Program will be carried out the same way it is currently operating. Jurisdictions will submit a request to WRCOG for assistance on a particular activity or activities, an agreement between WRCOG and the jurisdiction will be executed, and finally, WRCOG will utilize one of the consultants from the on-call planning bench to carry out the requested activity. The key distinction between the assistance provided with REAP 1.0 funds and REAP 2.0 funds is the type of activities that are deemed eligible. Eligible REAP SRP 2.0 activities focus on the implementation of housing elements as a means of investing in actions to accelerate infill development that facilitates housing supply, choices, and affordability, while affirmatively furthering fair housing, and reducing VMT. WRCOG reviewed a sample of Housing Elements from various jurisdictions to better understand the types of programs that would be implemented and potential opportunities to provide assistance. Examples of activities include municipal code updates, anti-displacement policies, rezoning, and other updates to general and specific plans.
- Additional activities may be considered based on the feedback from member agencies.

REAP 2.0 Timeline

In October 2022, WRCOG submitted an Intent to Apply to SCAG for the SRP Program. Currently, SCAG is awaiting final approval by the State in order to release the application. Once released there will be a narrow window in which to apply. After approval by the WRCOG Executive Committee, WRCOG staff

will prepare the final SRP application to apply for funding. Once the application is submitted, SCAG will review, provide feedback as necessary, and work with WRCOG on drafting a Memorandum of Understanding (MOU). The MOU will then be brought to the Executive Committee for review and approval. The MOU is anticipated to be brought to the Executive Committee prior to the beginning of the next fiscal year and associated funds to be incorporated into the 2023/2024 Fiscal Year budget.

Prior Action(s):

March 6, 2023: The Executive Committee directed staff to submit a grant application to the Southern California Association of Governments for the SRP under REAP 2.0 Program in the amount of \$1.6M.

February 9, 2023: The Planning Directors Committee received and filed.

Fiscal Impact:

WRCOG's SRP grant application, if approved by SCAG, will allow WRCOG to secure up to \$1.6M in funding through the REAP 2.0 Program. Once this grant application is approved by SCAG, WRCOG and SCAG will execute an MOU which will allow WRCOG to secure this funding. This MOU will be brought to the WRCOG Executive Committee for its approval at a subsequent meeting. WRCOG anticipates that this revenue will be available starting July 1, 2023, and WRCOG will therefore include the revenue in the Fiscal Year 2023/2024 Agency Budget.

Attachment(s):

None.



Western Riverside Council of Governments Technical Advisory Committee

Staff Report

Subject: WRCOG Financial Sustainability Modeling and Fiscal Year 2023/2024 Budget Introduction

Contact: Andrew Ruiz, WRCOG Chief Financial Officer, aruiz@wrcog.us, (951) 405-6740
 Jessica Oliphant, Consultant, Baker Tilly, Jessica.Oliphant@bakertilly.com
 Andy Belknap, Consultant, Baker Tilly, Andy.Belknap@bakertilly.com
 Bob Leland, Consultant, Baker Tilly, Bob.Leland@bakertilly.com

Date: March 16, 2023

Requested Action(s):

1. Receive and file.

Purpose:

The purpose of this item is to provide a presentation on a long-range modeling analysis performed as well as an introductory discussion to the Fiscal Year 2023/2024 budget.

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

This item is reserved for a presentation from Baker Tilly, a consulting firm that WRCOG hired to perform long-range financial modeling for the Agency as well as various other financial-related activities. This presentation will also serve as an introduction to the Fiscal Year 2023/2024 budget, which will include some high-level discussion on the budget process and changes to the upcoming budget.

Prior Action(s):

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

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

Fiscal Impact:

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

Attachment(s):

None.



Western Riverside Council of Governments Technical Advisory Committee

Staff Report

Subject: 2023 General Assembly Activities Update
Contact: Julian Brambila, Analyst I, jbrambila@wrcog.us, (951) 405-6760
Date: March 16, 2023

Requested Action(s):

1. Receive and file.

Purpose:

The purpose of this item is to provide an activities update on the 2023 General Assembly & Leadership Conference.

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

WRCOG's 32nd Annual General Assembly & Leadership Conference will be held on Thursday, June 29, 2023, at the Pechanga Resort and Casino. Staff are looking forward to building on the success of last year's event, which was the Agency's first in-person event since 2019.

General Assembly Registration for WRCOG Member Agencies

Event registration for 2023 will be completed via an online portal accessible on WRCOG's website at <https://wrcog.us/206/General-Assembly>. Staff will provide a presentation on the registration process for WRCOG member agencies.

General Assembly 2023 Community Service Award Nominees

The Administration & Finance Committee selected the following nominees to be forwarded to the Executive Committee for approval at its April 3, 2023, meeting.

- Ronnie Imel (individual)
- Moreno Valley College Corps (group)

Additionally, the Administration & Finance Committee desired to honor the late Ted Hoffman with a Lifetime Achievement Award (posthumously).

Prior Action(s):

March 9, 2023: The Administration & Finance Committee recommended two nominees for the Outstanding Community Service award to the Executive Committee for final approval, in addition to one Lifetime Achievement Award.

February 6, 2023: The Executive Committee approved the Community Service Award selection guidelines.

Fiscal Impact:

There is no fiscal impact to the general fund. Funds for General Assembly and its activities are raised through sponsorship.

Attachment(s):

None.