



Western Riverside Council of Governments Technical Advisory Committee

AGENDA

**Thursday, September 15, 2022
9:30 AM**

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

[Join Zoom Meeting](#)

Meeting ID: 854 4168 1555

Passcode: 451764

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

SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT

Due to the State or local recommendations for social distancing resulting from the threat of Novel Coronavirus (COVID-19), this meeting is being held via Zoom under Assembly Bill (AB) 361 (Government Code Section 54953). Pursuant to AB 361, WRCOG does not need to make a physical location available for members of the public to observe a public meeting and offer public comment. AB 361 allows WRCOG to hold Committee meetings via teleconferencing or other electronic means and allows for members of the public to observe and address the committee telephonically or electronically.

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 jleonard@wrcog.us.

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

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**

4. PUBLIC COMMENTS

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

5. CONSENT CALENDAR

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

A. Summary Minutes from the August 18, 2022, Technical Advisory Committee Meeting

Requested Action(s): 1. Approve the Summary Minutes from the August 18, 2022, Technical Advisory Committee meeting.

B. Finance Department Activities Update

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

C. Regional Streetlight Program Activities Update

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

D. ICMA Activities Update

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

6. REPORTS / DISCUSSION

A. Local Housing Activities Assistance Program Activities Update

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

B. 4th Quarter Draft Budget Amendment for Fiscal Year 2021/2022

Requested Action(s): 1. Recommend that the Executive Committee approve the 4th Quarter draft Budget Amendment for Fiscal Year 2021/2022.

C. Grant Writing Assistance Program Activities Update

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

D. Environmental Department 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, October 20, 2022, at 9:30 a.m., on the Zoom platform with an option for Committee members to attend in-person.

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 9:34 a.m. on August 18, 2022, on the Zoom platform.

2. PLEDGE OF ALLEGIANCE

Committee member Rob Johnson led members and guests in the Pledge of Allegiance.

3. ROLL CALL

- City of Banning - Doug Schulze
- City of Eastvale - Marc Donohue
- City of Hemet - Eddie Pust
- City of Jurupa Valley - Rod Butler
- City of Moreno Valley - Mike Lee
- Louie Lacasella - City of Murrieta
- City of Perris - Clara Miramontes
- City of Riverside - Michael Moore
- City of San Jacinto - Rob Johnson (Chair)
- City of Temecula - Betsy Lowrey
- Eastern Municipal Water District (EMWD) - Jolene Walsh
- March JPA - Dr. Grace Martin

4. PUBLIC COMMENTS

There were no public comments.

5. CONSENT CALENDAR – (Jurupa Valley / Riverside) 12 yes; 0 no; 0 abstention. Item 5.A was approved.

A. Summary Minutes from the July 21, 2022, Technical Advisory Committee Meeting

Action:

1. Approved the Summary Minutes from the July 21, 2022, Technical Advisory Committee meeting.

6. REPORTS / DISCUSSION

A. Cal Cities Activities Update

Erin Sasse, Regional Public Affairs Manager, Cal Cities, reported that the Legislature took up all of the fiscal items last week and has until August 31, 2022, to pass any of the remaining bills. The Governor has until September 30, 2022, to sign or veto any bills.

Presentation highlights included:

AB 2011 has passed out of Suspense – Cal Cities is working with the author but continues to oppose at this time due to the requirement for all cities to ministerially approve certain affordable housing and mixed-use development in areas zoned for office, retail, or parking, regardless of General Plans.

SB 932 – Cal Cities still opposes due to lack of flexibility and funding source.

AB 1685 passed out of Suspense – Cal Cities opposed due to potential significant loss of revenue regarding parking tickets for the homeless.

AB 1985 – passed and is on the Senate for final vote. Provides additional 2 years to comply with SB 1383 requirements. Cal Cities is asking for amendments to help cities in more rural areas with the procurement piece.

SB 1127 – reduces the timeline for employers to make decisions regarding workers' compensation and claimed injuries. Cal Cities opposes and does not agree the deadline should be increase.

AB 1751 – passed out of Suspense. This Bill would extend the sunset date for existing workers' compensation presumptions by two years. Cal Cities is asking that the extension be for only one year.

AB 1951 – Cal Cities still opposes. This Bill would expand the existing partial sales tax and use tax exemption for the manufacturing and research & development of tangible personal property.

Action:

1. Received and filed.

B. Request for Early TUMF Reimbursement by a Developer for the Cajalco Road Project in the City of Corona

Chris Gray, WRCOG Deputy Executive Director, reported that under a TUMF Credit Reimbursement Agreement, any private project development project meets its TUMF obligation in three ways: payment of TUMF, construction of an improvement through a Credit Agreement, and/or construction of an improvement through a financing district. Under a Credit Agreement, the developer is responsible for the construction of an improvement. When the amount of credit exceeds the TUMF obligation, the developer can request reimbursement.

WRCOG's policy is that reimbursements are usually provided at the end of the project, because what was built sometimes changes from the original design of the project. Land use types may change, fees may change, and/or the development intensity may change. Therefore, a reimbursement is often made a number of years after the project is completed.

In 2021, a developer-funded improvement was completed at the I-15 / Cajalco Interchange Project in the City of Corona. The matter being presented today is about the timing of the reimbursement for the

Project, not the reimbursement itself.

Per the TUMF Administrative Plan, the developer is entitled to TUMF credit and reimbursement. The estimated reimbursement is \$25M; however, a developer is only allowed to request reimbursement once the development portion of the project is complete. While WRCOG has never paid out a reimbursement before its due, in this instance, the City of Corona has requested that WRCOG consider an early reimbursement of a portion of the total reimbursement, \$3.3M. The project is currently estimated to be a 10% to 15% build out.

This Project is the largest project built through a credit agreement with an estimated value of \$47M. The project would not have begun had the developer not provided the initial funding, as the Zone did not have funding available. This Interchange is a regional project and was not included in RCTC's funding priorities at the time; RCTC will not be providing any early reimbursement. There is funding available for this reimbursement and would be paid from the Northwest Zone funding.

This item was presented to and discussed at a recent Public Works Committee. That Committee's direction was to convene a meeting of the Northwest Zone to discuss the matter, and to prepare and return with a comprehensive policy to prepare a comprehensive policy to address this and future matters like it.

Actions:

1. Requested that WRCOG uphold the Policy as is currently written.

(Temecula / Banning) 11 yes; 0 no; 0 abstention. The water districts do not vote on TUMF matters. Item 6.B was approved by the Committee as a whole.

C. SB 1383 Capacity Planning Activities Update

Olivia Sanchez, WRCOG Program Manager, reported that WRCOG has worked with MSW Consultants to provide assistance for the required capacity planning activity for organics and edible food recovery as required by Senate Bill (SB) 1383.

Dave Davis and Lucas Arias, MSW Consultants, reported that the purpose of SB 1383 is to keep organics out of the landfill. The goal is to reduce organics to landfills by 50% and to reduce the loss of edible food by 20%. The purpose of capacity planning is to support the goals of SB 1383.

MSW calculated recoverable edible food disposed from commercial edible food (tier) generators and created a report that was submitted to Riverside County on the amount of capacity for organics and edible food, which was then incorporated in a report to CalRecycle, per SB 1383 regulations. It should be noted that SB 1383 requirements do not include residential recoverable edible food.

Action:

1. Received and filed.

7. REPORT FROM THE EXECUTIVE DIRECTOR

Andrew Ruiz, WRCOG Chief Financial Officer, reported that WRCOG is looking for volunteers for a

number of subcommittees for a number of subject matters such as TUMF Nexus Study, advocacy, the Agency budget, and General Assembly.

8. ITEMS FOR FUTURE AGENDAS

Chair Rob Johnson would like an item on mental health with regard to homelessness.

9. GENERAL ANNOUNCEMENTS

There were no general announcements.

10. NEXT MEETING

The next Technical Advisory Committee meeting is scheduled for Thursday, September 15, 2022, at 9:30 a.m., on the Zoom platform with an option for Committee members to attend in-person.

11. ADJOURNMENT

The meeting of the Technical Advisory Committee adjourned at 10:30 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: September 15, 2022

Requested Action(s):

1. Receive and file.

Purpose:

The purpose of this item is to provide an update on the Agency financials through June 2022.

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.

As staff begin to work on meeting these goals, they will seek input through WRCOG's Committee structure regarding updates and to ensure these goals are being met.

Financial Report Summary Through June 2022

The Agency's Financial Report summary through June 2022, a monthly overview of WRCOG's financial statements in the form of combined Agency revenues and costs, is provided as Attachment 1. Note that these are not the final numbers for the Fiscal Year as staff are still closing the Agency's books. Please note that the Financial Summary Report will be undergoing a complete change in the coming months, with more detail, in alignment with Strategic Plan Goal #3.

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

Fiscal Year 2021/2022 has now ended and staff are beginning to work on closing the Agency's books. 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 ended up selecting 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 involves preliminary audit work that is conducted prior to the books being fully closed. The interim audit tasks are 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 and the final audit is scheduled for October 2022.

Prior Action(s):

August 25, 2022: The Finance Directors 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 - June Budget to Actuals](#)



Western Riverside Council of Governments

Budget to Actuals

For Month Ending June 30, 2022

	Approved Budget 6/30/2022	Actual Thru 6/30/2022	Remaining Budget 6/30/2022
Total Agency			
Revenues			
Member Dues	286,640	294,410	(7,770)
Interest Revenue - Other	17,500	13,173	4,327
Overhead Transfer In	2,000,000	2,106,624	(106,624)
TUMF Commercial	4,800,000	919,105	3,880,895
TUMF Retail	4,800,000	4,390,472	409,528
TUMF Industrial	7,680,000	12,705,240	(5,025,240)
TUMF Single Family	19,200,000	49,646,385	(30,446,385)
TUMF Multi Family	9,600,000	6,218,406	3,381,594
TUMF Commerical - Admin Fee	200,000	38,296	161,704
TUMF Retail - Admin Fee	200,000	182,936	17,064
TUMF Industrial - Admin Fee	320,000	529,385	(209,385)
TUMF Single Family - Admin Fee	800,000	2,068,599	(1,268,599)
TUMF Multi-Family - Admin	400,000	259,100	140,900
TUMF Beaumont Settlement	-	25,000	(25,000)
Grant Revenue	1,663,000	940,270	722,730
LTF Revenue	750,000	866,250	(116,250)
RIVTAM	50,000	46,300	3,700
Fellowship Revenue	100,000	104,515	(4,515)
PACE Admin Revenue	3,179,548	2,772,715	406,833
Regional Energy Network Revenue	5,051,019	769,092	4,281,927
Clean Cities Revenue	240,000	253,764	(13,764)
Solid Waste Revenue	112,970	158,157	(45,187)
Used Oil Grants	168,023	168,023	-
Gas Co. Prtnrshp Revenue	108,400	63,749	44,651
Regional Streetlights Revenue	211,725	146,759	64,966
PACE Commercial Sponsor Revenue	400,000	421,301	(21,301)
Total Revenues	\$ 63,649,588	\$ 86,108,027	\$ (22,458,439)
Expenses			
Salaries & Wages - Fulltime	2,745,899	2,605,894	140,005
Fringe Benefits	1,319,884	1,036,270	283,614
Overhead Allocation	1,682,458	1,610,775	71,683
General Legal Services	1,868,100	1,798,675	69,425
Audit Svcs - Professional Fees	35,000	30,125	4,875
Bank Fees	33,885	52,932	(19,047)
Commissioners Per Diem	57,500	56,150	1,350
Parking Cost	20,000	24,377	(4,377)
Office Lease	350,000	339,894	10,106
Fuel Expense	1,500	123	1,377
Parking Validations	15,450	4,138	11,312
Staff Recognition	1,000	473	527
Coffee and Supplies	3,000	2,456	544
Event Support	95,737	112,554	(16,817)
Meeting Support Services	5,250	32	5,218
Program/Office Supplies	13,700	19,546	(5,846)
Supplies/Materials	33,540	30,517	3,023
Computer Equipment/Supplies	2,000	3,631	(1,631)
Computer Software	102,000	82,368	19,632
Rent/Lease Equipment	15,000	9,693	5,307
Membership Dues	31,750	17,124	14,626
Subscriptions/Publications	4,250	8,997	(4,747)



Western Riverside Council of Governments

Budget to Actuals

For Month Ending June 30, 2022

	Approved Budget 6/30/2022	Actual Thru 6/30/2022	Remaining Budget 6/30/2022
Total Agency			
Postage	5,350	3,523	1,827
Other Household Expenses	3,250	1,799	1,451
Storage	5,000	6,051	(1,051)
Recording Fee	10,000	17,374	(7,374)
Printing Services	4,000	2,568	1,432
Computer Hardware	16,500	5,402	11,098
Communications - Regular Phone	16,000	14,755	1,245
Communications - Cellular Phones	13,500	14,466	(966)
Communications - Computer Services	53,000	31,733	21,267
Communications - Web Site	8,000	1,322	6,678
Equipment Maintenance	10,500	5,083	5,417
Insurance - Errors & Omissions	15,000	9,335	5,665
Insurance - Gen/Busi Liab/Auto	99,500	81,492	18,008
WRCOG Auto Insurance	4,500	2,802	1,698
TUMF Project Reimbursement	46,080,000	14,790,106	31,289,894
Seminars/Conferences	9,650	7,627	2,023
Travel - Mileage Reimbursement	9,500	5,567	3,933
Travel - Ground Transportation	2,300	1,741	559
Travel - Airfare	4,250	3,437	813
Lodging	3,800	4,641	(841)
Meals	7,400	4,136	3,264
Other Incidentals	5,000	921	4,079
Training	7,500	10,485	(2,985)
Consulting Labor	2,924,616	1,937,296	987,320
Total Expenses	\$ 57,513,228	\$ 25,052,427	\$ 33,502,555



Western Riverside Council of Governments Technical Advisory Committee

Staff Report

Subject: Regional Streetlight Program Activities Update
Contact: Daniel Soltero, Program Manager, dsoltero@wrcog.us, (951) 405-6738
Date: September 15, 2022

Requested Action(s):

1. Receive and file.

Purpose:

The purpose of this item is to inform the Committee regarding an upcoming Second Amendment to the agreement with Yunex, LLC, for streetlight operations & maintenance services.

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

At the direction of the Executive Committee, WRCOG developed a Regional Streetlight Program that assisted 10 member agencies and a Community Service District to purchase streetlights, previously owned and operated by Southern California Edison (SCE), within their jurisdictional boundaries. Once the streetlights were purchased by the member agency, the lamps were retrofitted to light-emitting diode (LED) technology to provide more economical operations (i.e., lower maintenance costs and reduced energy use). Local control of the streetlight system provides agencies with opportunities for future revenue generation such as digital-ready networks and telecommunications and information technology strategies. In order to identify and elaborate on these new opportunities, WRCOG developed a Smart Streetlights Implementation Plan and Broadband Assessment that could be applicable to all WRCOG member agencies.

In October 2017, WRCOG entered into a contract agreement with Siemens Industry, Inc., Intelligent Traffic Systems, for regional streetlight retrofit and ongoing operations & maintenance services in an amount not to exceed \$5,913,073 over a five-year contract period. In November 2019, WRCOG executed a First Amendment to the Professional Services Agreement to allow for CPI adjustments to pricing and to transfer the assignment of the Agreement to Siemens due to a corporate restructuring resulting in the unit "Intelligent Traffic Systems" being moved to Siemens Mobility. In October 2021, WRCOG transferred the agreement to Yunex, LLC, due to the worldwide carve out of the unit "Intelligent Traffic Systems" from Siemens Mobility. In each of these instances, the participating members have executed an identical amendment or transfer letter respective to their Appendix to the Agreement.

Second Amendment to the Amended & Restated Professional Services Agreement (PSA) and Appendices

The Regional Streetlight Program oversees a contract with Yunex, formerly Siemens, to provide participating members with streetlight retrofit and operations & maintenance (O&M) services. The Agreement with Yunex expires on December 1, 2022.

Currently, Yunex provides streetlight O&M services to nine participating agencies, including the Cities of Eastvale, Hemet, Lake Elsinore, Menifee, Murrieta, Perris, San Jacinto, and Wildomar, as well as the Jurupa Community Services District. In March 2022, staff met with representatives from each individual participating agency to solicit feedback regarding the contractor's customer service, response times, overall performance of the streetlight O&M services, and the potential for a contract extension. Additionally, staff held a streetlight O&M workshop in July 2022 to provide the participating agencies a summary of the individual discussions, and provide an opportunity for a roundtable discussion on the subject matter. The nine agencies noted a high level of satisfaction with the service provided by Yunex and supported an extension of the existing contract. Having received this feedback from the participating agencies, and recognizing that an optional term is allowed and outlined in the Agreement, staff is requesting authorization of a Second Amendment to the Amended & Restated Professional Services Agreement and Appendices with Yunex, authorizing a one-year extension of the term to December 1, 2023.

On a concurrent schedule, staff will be coordinating with the agencies that have expressed interest in a contract extension to process the Second Amendment for that agency's Appendix to the Agreement with WRCOG and Yunex. If City Council or Board approval is required, staff will coordinate with the agency's staff to seek approval from its City Council or Board at an upcoming regular meeting.

Prior Action(s):

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

Fiscal Impact:

Costs to WRCOG associated with this amendment include staff time and legal costs, which are budgeted for under the approved Streetlight Program budget (110-67-2026). The participating agencies receiving this service are responsible for streetlight retrofit, operation & maintenance costs arising from the contract.

Attachment(s):

None.



Western Riverside Council of Governments Technical Advisory Committee

Staff Report

Subject: ICMA Activities Update

Contact: A.J. Wilson, California Senior Advisor, International City / County Management Association, ajwcm@aol.com, (760) 723-8623

Date: September 15, 2022

Requested Action(s):

1. Receive and file.

Purpose:

The purpose of this item is to provide an update by staff from the International City / County Management Association (ICMA).

WRCOG 2022-2027 Strategic Plan Goal:

Goal #1- Serve as an advocate at the regional, state, and federal level for the Western Riverside region.

Background:

ICMA is the world's leading association of professional city and county managers and other employees who serve local governments. ICMA's vision is to be the leading association of local government professionals dedicated to creating and supporting thriving communities throughout the world. ICMA does this by working with more than 11,000 members to identify and speed the adoption of leading local government practices in order to improve the lives of residents. ICMA offers membership, professional development programs, research, publications, data and information, technical assistance, and training to thousands of city, town, and county chief administrative officers, their staffs, and other organizations throughout the world.

ICMA

ICMA Annual Conference: The 2021 ICMA Annual Conference will be held Saturday, September 17 – Wednesday, September 21, 2022, in Columbus, Ohio. It will have in-person attendance sessions but will also be available in a virtual annual conference format; if you did not have the opportunity to participate in person you still have an opportunity to share the sessions in the ongoing virtual conference that will remain available through the end of the year. The virtual registration will include the main session and many of the important working sessions. I suggest that you have your organization explore utilizing the learning tool. You already have access if you registered for the in-person conference. However, if you have not registered and only seek utilization of the virtual sessions, virtual registration is still available by going to the ICMA website at <https://icma.org/>.

California City Manager Completes Year of Service as President of ICMA: Troy Brown, City Manager of Moorpark, served as President of ICMA throughout 2021-2022. Mr. Brown assumed the position of President at the annual Conference in Portland, Oregon, and then served as immediate Past President in 2022. ICMA continues to be led by California City Managers which fortunately ensures that our professional challenges are always on the ICMA agenda.

CAL-ICMA Confidential Support for Managers: For a whole set of obvious reasons there have been a number of City Managers and Manager's families confronting crisis situations recently. To provide personal and professional support a program is being developed an ongoing responsibility of CAL ICMA under the leadership of Chair Kurt Wilson working with the new CAL CITIES "Manager Support Initiative." (Note the description below.)

City Managers Department – CALCITIES

The Annual Business Meeting of California City Managers Department was held on the morning of September 8, 2022, at the CALCITIES Annual Meeting in Long Beach. At that session, John Gillison of Rancho Cucamonga completed his service as Chair of the City Managers Department and will continue in leadership as Immediate Past Chair. Scheduled to become Chair is Eric Figueroa of the City of Martinez.

The 2022-2023 Annual Conference will be in the City of Carlsbad February 8 – February 10, 2023. The annual City Manager's Department meeting is being planned as an in-person conference. The opportunity for early registration will be held in early 2023 and be limited to City Managers to insure that you are able to make hotel reservations. I urge you to watch for the early registration period on the CALCITIES website and register if you plan to attend.

Manager Support Initiative: A special working group of the City Managers Department has spent time during the last year developing an institutional support system for City Managers in California. The Department's Executive Committee formally established a special working group to implement this effort which became clearly needed during the two years of the pandemic and the carryover of serious pressures on City Managers and their families. CAL-ICMA, CCMF, and the CALCITIES City Managers Department are in partnership on this effort. The City Manager Area Groups working with the groups Senior Advisor will be the local contact point. If you become aware of such stresses for your fellow City Managers please give me a call and I will see that confidential professional support or informal support is made available.

Prior Action(s):

None.

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: Local Housing Activities Assistance Program Activities Update
Contact: Suzanne Peterson, Senior Analyst, speterson@wrcog.us, (951) 405-6706
Date: September 15, 2022

Requested Action(s):

1. Receive and file.

Purpose:

The purpose of this item is to provide an overview and status update on the local housing activities assistance program that WRCOG is providing through the Regional Early Action Planning (REAP) grant program.

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:

Regional Early Action Planning (REAP)

The SCAG Regional Early Action Planning (REAP) 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 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 \$1.7M through the Subregional Partnership Program to provide assistance to the subregion's local jurisdictions. It is important to note that the County of Riverside was allocated a separate amount for this assistance to accelerate housing production, so WRCOG's assistance is not intended to include the County. WRCOG proposed projects to utilize the allocated funding, which was approved by this Committee in late 2020. WRCOG later entered into a Memorandum of Understanding (MOU) with SCAG in March 2021, that includes approval of the proposed projects. This MOU was approved by WRCOG's Executive Committee on March 1, 2021.

Direct Technical Assistance to Member Agencies

One of the approved REAP projects is to provide a contract planning consultant bench that WRCOG member agencies may utilize. The purpose of this REAP project is to provide member agencies with

technical assistance aimed to help facilitate local housing production during the planning phase. This technical assistance was made available to WRCOG member agencies beginning in May 2021. To date, WRCOG has provided assistance on items such as reviewing a draft Housing Element update for the City of Perris, drafting Development Case Studies as part of the Housing Element update process for all jurisdictions to utilize, and SB 35 and SB 330 application review for the City of Riverside.

In order to provide additional technical assistance to facilitate housing production during the planning phase, WRCOG developed a list of tasks for this project and it was provided to the Planning Directors Committee at its December 9, 2021, meeting for input. This initiative includes a list of specific tasks related to implementing recent California housing legislation, including bills about Accessory Dwelling Units, Density Bonus law, Surplus Lands disposition, zoning law, and development streamlining, as well as staff augmentation to assist with housing-related local actions. The activities were identified through feedback sought by member agency staff on its top priorities to help advance their respective housing goals. Member agencies are able to select project(s) from that list they would like to undertake by completing a request form. Additionally, member agencies are able to request assistance on items not specified on the list. These special requests require additional coordination and vetting through SCAG. The request form is attached to this Staff Report (Attachment 1) and includes a summary for each activity in the appendix.

Agreement Between WRCOG and Requesting Member Agency

Since this Program involves WRCOG providing direct technical assistance to member agencies, WRCOG will enter into an agreement with each requesting agency. The primary reason for preparing a formal agreement is to clearly set out the roles and responsibilities for various parties including WRCOG, the member agency, and the Consultant. While WRCOG has provided direct assistance to its member agencies previously, the use of a formal agreement creates more structure and also provides a basis for future agreements which are tied to other funding sources.

The agreement addresses items such as terms of the types of services to be offered and insurance, as well as general provisions, including an indemnification clause and cooperation. The language in the agreement includes much of the standard language found in a WRCOG Professional Services Agreement in order to ensure terms and provisions are agreed upon. The agreement template was provided to the Executive Committee at its February 7, 2022 meeting. The agreement template is attached to this Staff Report (Attachment 2).

Status of Local Housing Activities Assistance

The assistance provided to requesting member agencies varies based on each request submitted. For each request received, WRCOG and consultant staff assesses a variety of factors to determine the time and budget required to satisfy the request. In many cases, this means only the top priority project can move forward, but in some cases, assistance may be able to be provided to more than one requested activity. The amount and type(s) of assistance provided fits into a budget range which is dictated by the overall REAP budget. To date, WRCOG has received a total of five requests for assistance; four of those have executed agreements between WRCOG and the requesting agency, and of those, consultant work has been initiated for three agencies. Other member agencies have expressed interest but have not submitted a formal request and therefore are not included in this update. The following provides a status of the agreement between WRCOG and the Member Agency, the Task Order between WRCOG and the Consultant, and a summary of the requested assistance being provided.

- City of Riverside
 - Agreement status: Executed
 - Task Order status: Executed
 - Summary of assistance: Entitlement application review assistance for housing development applications and assistance with California Department of Housing and Community Development's (HCD) Prohousing Designation review, application and support.
- City of Murrieta
 - Agreement status: Executed
 - Task Order status: Executed
 - Summary of assistance: Review and assistance with two specific areas of the municipal code that include an update to the hillside development ordinance and the development / drafting of an electric vehicle charging station ordinance; additionally, assistance includes Senate Bill (SB) 330 and SB 35 preliminary applications review and recommended amendments.
- City of Temecula
 - Agreement status: Executed
 - Task Order status: Executed
 - Summary of assistance: A full review of the City's municipal code, summary of recommended updates, and assistance with drafting updates to the municipal code.
- City of Hemet
 - Agreement status: Executed
 - Task Order status: In progress
 - Summary of assistance: A full review of the City's municipal code, summary of recommended updates, and assistance with drafting updates to the municipal code.
- City of Calimesa
 - Agreement status: In progress
 - Task Order status: In progress
 - Summary of assistance: The development of an in-lieu fee for incorporation into the City's existing inclusionary housing ordinance. This assistance includes industry interviews with housing developers, financial feasibility analysis and report, and the ordinance amendment to the municipal code.

Prior Action(s):

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

February 7, 2022: The Executive Committee approved the use of the Member Agency REAP Funding Assistance Agreement template, substantially as to form, and authorized the Executive Director, subject to legal counsel review, to execute the Agreement with a member agency to receive direct technical assistance through SCAG's REAP Subregional Partnership Program.

December 9, 2021: The Planning Directors Committee received and filed.

March 1, 2021: The Executive Committee authorized the Executive Director to execute an MOU,

substantially as to form, with SCAG for the REAP Subregional Partnership Program.

Fiscal Impact:

Transportation and Planning Department activities are included in the Agency's adopted Fiscal Year 2022/2023 Budget under the Transportation and Planning Department under Fund 110. The assistance provided through this program is covered by REAP funding that has already been approved by SCAG and any costs associated with this effort will be reimbursed by SCAG

Attachment(s):

[Attachment 1 - Housing Activities Assistance Request Form](#)

[Attachment 2 - WRCOG Member Agency Agreement Template](#)

Attachment

Housing Activities Assistance
Jurisdiction Request Form



Jurisdiction Request Form

WRCOG REAP - Housing Activities Assistance

Spring 2022

Final

Introduction

The Western Riverside Council of Governments (WRCOG) is soliciting requests for its Regional Early Action Planning (REAP) jurisdiction support program. WRCOG has received REAP grant funds to support jurisdictions in carrying out activities that facilitate local housing production. Jurisdictions may request support through this program by completing this Request Form.

Program Overview

The Housing Activities Assistance program provides WRCOG jurisdictions with housing-related support through a list of eligible activities. Eligible activities were identified through feedback sought by jurisdiction staff on their top priorities to help advance their respective housing goals. WRCOG has retained specialized consultants to provide jurisdiction support and will administer their contracts.

Eligible Activities

Jurisdictions may request support with up to three (3) activities listed below and summarized in the Appendix; WRCOG will use information collected with this Request Form to assess the best way to meet jurisdiction needs. Activities need not start immediately, and due to REAP grant funding conditions, all activities must be completed by June 30, 2023. WRCOG will work to accommodate first choice activities and ideal timelines as much as possible. Final activity selection and timing may differ from those requested by a jurisdiction in this form.

A description of each potential eligible activity, listed below, can be found on Page 8, Appendix: Activity Summaries:

Legislation Implementation Activities

- Accessory Dwelling Unit (ADU) Ordinance
- Senate Bill (SB) 35/330 Applications Review
- Senate Bill (SB) 35/330 Applications Development
- Senate Bill (SB) 35 Promotion and Resources
- Municipal Code Updates
- Density Bonus Law User Guide
- Municipal Code Revision: Density Bonus Law
- Surplus Land Act Implementation Assistance
- Senate Bill (SB) 9 User Guide
- Development Application Approvals and Timelines Guide
- Senate Bill (SB) 10 Ordinance

Assistance Activities

- Development Application Review
- Accessory Dwelling Unit (ADU) FAQ and Construction Process User Guide
- Transit Priority Area (TPA) Mapping and FAQ Document

- Development Impact Fee (DIF) Structure Review
- Prohousing Designation
- Community Engagement

Submission Requirements

To be eligible for housing-related support through this program, jurisdictions are encouraged to submit this completed Request Form ASAP. Please note that funding for this assistance is not unlimited and subject to availability based on requests from other jurisdictions. The request form shall be submitted to Suzanne Peterson via email at speterson@wrcog.us. The table below summarizes key program dates. All questions about this program may also be directed to Suzanne Peterson via email.

Item	Date
Request Form released	February 2022
Earliest activities begin	March 2022
Latest activities conclude	6/30/2023

Request Form

1. Applicant Information

Jurisdiction:

Primary contact

Name:

Title:

Email:

Phone number:

Role on the project:

Secondary contact

Name:

Title:

Email:

Phone number:

Role on the project:

3. Activity 1 Information

Activity title (from list on page 1):

Preferred start date:

Latest date by which the activity must be completed (all activities must be completed by June 30, 2023):

Factors or requirements (for example, Council direction, state law) driving the timeline:

Optional: Brief (a few sentences) description of the activity if request is modified or different than the proposed scope found in the Appendix below:

General Plan/6th Cycle Housing Element goal(s) this activity helps advance, if applicable:

5. Optional: Activity 2 Information

Activity title (from list on page 1):

Preferred start date:

Latest date by which the activity must be completed (all activities must be completed by June 30, 2023):

Factors or requirements (for example, Council direction, state law) driving the timeline:

Optional: Brief (a few sentences) description of the activity if request is modified or different than the proposed scope found in the Appendix below:

General Plan/6th Cycle Housing Element goal(s) this activity helps advance, if applicable:

7. Optional: Activity 3 Information

Activity title (from list on page 1):

Preferred start date:

Latest date by which the activity must be completed (all activities must be completed by June 30, 2023):

Factors or requirements (for example, Council direction, state law) driving the timeline:

Optional: Brief (a few sentences) description of the activity if request is modified or different than the proposed scope found in the Appendix below:

General Plan/6th Cycle Housing Element goal(s) this activity helps advance, if applicable:

9. Activity Prioritization

If you have selected more than one activity, please rank your selected activities on a scale of 1-3, with 1 being the highest priority activity and 3 being the lowest priority activity:

Rank 1:

Rank 2:

Rank 3:

10. Optional: Additional Information

Is there anything else related to your selected activities that you would like to share?

Appendix: Activity Summaries

Below are brief activity scopes and estimated timeframes for completion. Please note, these timeframes are estimates based on assumed activity components and are subject to change.

- Accessory Dwelling Unit (ADU) Ordinance
 - Create or update an ADU Ordinance to be incorporated into a jurisdiction's municipal code. This ordinance would comply with all state legislation, including but not limited to lot and building size requirements, setback requirements, development standards, permitting processes and timelines, allowed zones, etc. The ordinance would also identify sections of the jurisdiction's municipal code which must be repealed or amended to comply with ADU legislation and/or remain consistent with the ADU ordinance.
 - Estimated timeframe: 3 months
- Senate Bill (SB) 35/330 Applications Review
 - Review preliminary applications or full applications based on HCD templates and existing jurisdiction-specific documents. Preliminary applications will be consistent with requirements of SB 330 and will be designed to be used for projects seeking streamlined ministerial approval pursuant to SB 35. Full applications will be consistent with SB 35 and jurisdictions' objective policies and procedures.
 - Estimated timeframe: 2 months
- Senate Bill (SB) 35/330 Applications Development
 - Develop preliminary applications or full applications based on HCD templates and existing jurisdiction-specific documents. Preliminary applications will be consistent with requirements of SB 330 and will be designed to be used for projects seeking streamlined ministerial approval pursuant to SB 35. Full applications will be consistent with SB 35 and jurisdictions' objective policies and procedures.
 - Estimated timeframe: 3 months
- Senate Bill (SB) 35 Promotion and Resources
 - Assist with SB 35 implementation and promotion at the local jurisdiction level through developing both public- and City staff-facing resources. Resources can include creating the SB 35-mandated list of local submittal requirements for residential development applications, creating an SB 35 webpage on a jurisdiction's website, and creating a user guide for SB 35 streamlining.
 - Estimated timeframe: 4 months
- Municipal Code Updates
 - Identify and/or address updates to a jurisdiction's municipal code necessitated by recent state housing legislation. This project involves reviewing existing municipal code language, including the jurisdiction's draft or adopted 6th Cycle Housing Element for legally necessitated programs related to municipal code updates to create a matrix of specific sections that require both updates and conformance amendments and the justification for amendment. If a municipal code amendment is required by recent state housing legislation but not identified as a program in

- the housing element, this amendment will be included in the matrix. An optional task entails writing the language of the amendments.
- Estimated timeframe: 10 months
 - Density Bonus Law User Guide
 - Creating a Density Bonus Law user guide for public and/or City staff use. The user guide will serve as a resource for projects using state Density Bonus incentives for constructing affordable housing units and will make clear what opportunities and commitments are involved. The user guide will be based on adopted Density Bonus law as of December 31, 2021.
 - Estimated timeframe: 4 months
 - Municipal Code Revision: Density Bonus Law
 - Revise the jurisdiction's municipal code to incorporate recent state Density Bonus Law updates and reaffirm the jurisdiction's codified commitment to facilitating affordable housing development. This project involves adding direct language of California's density bonus program into the municipal code in place of references to Government Code sections, as well as revising the municipal code to ensure no items are out of date or out of compliance with current Density Bonus Law.
 - Estimated timeframe: 3 months
 - Surplus Land Act Implementation Assistance
 - Provide implementation assistance for activities related to the Surplus Land Act, with particular focus on changes to Government Code section 54222 enacted by Assembly Bills (AB) 1255 and 1486. Available assistance includes creating a surplus lands disposition user guide; helping provide the legally required noticing for surplus land disposition; and inventorying a jurisdiction's surplus land for the annual HCD submittal.
 - Estimated timeframe: 6 months
 - Senate Bill (SB) 9 User Guide
 - Creating a SB 9 user guide for public and/or City staff use. The user guide will serve as a resource for projects using SB 9 for lot split or to develop two units on a parcel zoned as single-family residential. The guide will make clear what opportunities and commitments are involved, as well as the bill's interaction with related legislation and municipal code specifications, such as objective design standards and existing zoning. The user guide will be based on the adopted bill as of December 31, 2021.
 - Estimated timeframe: 4 months
 - Development Application Approvals and Timelines Guide
 - Create a guide to serve as an informational resource for City staff and/or the public about state-mandated residential development application approval stipulations and timelines. This guide will provide information for the following key focus areas: which projects are eligible for streamlined ministerial approval pursuant to state legislation, state-mandated reasons for why a jurisdiction may not disprove a development application processed ministerially, state-mandated

- timelines for jurisdictions to approve a development application and any new requirements or standards jurisdictions are prohibited from imposing on a development while the application is being processed, and state-mandated development application expiration timelines.
- Estimated timeframe: 4 months
- Senate Bill (SB) 10 Ordinance
 - Create a jurisdiction's SB 10 ordinance, including the map of parcels subject to the ordinance. This ordinance would, consistent with SB 10, allow for any parcel to be zoned for up to 10 dwelling units per acre if it is located in a transit-rich area or an urban infill site.
 - Estimated timeframe: 6 months

Assistance Activities

- Development Application Review
 - Assist jurisdiction staff in reviewing residential development applications. These development applications may be processed through ministerial or discretionary review. The consultant will serve in an assistance role to assist with and carry out activities with which jurisdiction staff would benefit from extra staff capacity.
 - Estimated timeframe: 6 months
- Accessory Dwelling Unit (ADU) FAQ and Construction Process User Guide
 - Create an FAQ document and construction process user guide for ADUs. This document will respond to recent state ADU legislation as well as the jurisdiction's municipal code to create a resource that property owners can use to assist them in understanding the opportunities, considerations, and processes involved in constructing an ADU/JADU. An optional task involves holding office hours for community members to engage directly with consultant and/or jurisdiction staff about ADU construction; the consultant will facilitate a learning process so that jurisdiction staff are well equipped to continue the office hours program after the project concludes.
 - Estimated timeframe: 6 months
- Transit Priority Area (TPA) Mapping and FAQ Document
 - Create city-wide maps and geospatial files of TPAs that both developers and jurisdiction staff can use to facilitate housing development in areas with transit accessibility. To support using these maps in context, the consultant will create an FAQ document with information about opportunities, incentives, and development streamlining that are possible through state legislation when developing housing in TPAs.
 - Estimated timeframe: 4 months
- Development Impact Fee (DIF) Structure Review
 - Cities charge development impact fees (DIF) for the development of amenities and infrastructure and are necessary to continue to administer existing programs and support other development services to ensure the health, safety, and welfare

- of the community. However, DIF can be a barrier to development and home prices. This project involves revising the current fee structure to change the unit of measurement for DIF from number of units to square footage to encourage the production of additional housing units. Additionally, an impact fee nexus study will be prepared in accordance with AB 602 to justify the increase or development of fees and establish transparency and accountability standards.
- Estimated timeframe: 6 months
 - Prohousing Designation
 - Assist a jurisdiction obtain HCD's Prohousing designation through the Prohousing Designation Program. Obtaining this designation can yield additional points or other preference in the scoring of a jurisdiction's applications for competitive housing and infrastructure programs.
 - Estimated timeframe: 3 months
 - Community Engagement
 - This project entails meaningfully and purposefully engaging with community members and stakeholders to add value and address community needs related to the projects in this workplan. Each form of outreach and engagement in this project's tasks may be used separately or may be combined with others for more comprehensive engagement. Jurisdictions will select which engagement form(s) to use.
 - Estimated timeframe: 12 months

Attachment

WRCOG Member Agency On-Call Professional Services Agreement Template

**WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
REGIONAL EARLY ACTION PLANNING ('REAP') LOCAL STAFF ASSISTANCE
PROGRAM AGREEMENT**

1. Parties and Date.

This Agreement is made and entered into this _____ day of _____, 2022, by and between the Western Riverside Council of Governments, a California public agency ("WRCOG") and [INSERT MEMBER AGENCY NAME] ("Member Agency"), [INSERT TYPE OF AGENCY], whose address is [INSERT ADDRESS AND CONTACT INFO]. WRCOG and Member Agency are sometimes individually referred to as "Party" and collectively as "Parties."

2. Recitals.

2.1 Member Agency.

The Member Agency desires to participate the Regional Early Action Planning ('REAP') Local Staff Assistance Program and made possible through WRCOG's REAP GRANT (the "Program") in order to receive certain on-call professional services as provided by WRCOG via its chosen consultant pursuant to the terms and conditions set forth in this Agreement and in the task order(s) to be issued pursuant to this Agreement and executed by the parties ("Task Order").

3. Terms.

3.1 Scope of Services and Term. Member Agency has requested WRCOG to provide certain professional service ("Services") offered under the Program

3.1.1 Term. The term of this Agreement shall be from [INSERT DATE] to [INSERT DATE], unless earlier terminated as provided herein.

3.1.2 Services. The Services to be provided under this agreement shall be set forth in Task Orders approved by WRCOG and the Member Agency. The Task Order shall include a description of the Services, the requested schedule for the Services, the Consultant assigned to perform the Services ("the Consultant"), the expected product and the maximum budget for the Services provided under the Task Order. The maximum cost of Consultant's work provided to the Member Agency shall not exceed the maximum budget set forth in the Task Order without the written approval from WRCOG.

3.2 Insurance. WRCOG shall require the Consultant to procure and maintain, at its own expense, for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees or subcontractors. Consultant shall also require its subcontractors to

procure and maintain the same insurance for the duration of the Agreement. Such insurance shall give both WRCOG and the Member Agency insured status.

3.3 General Provisions.

3.3.1 Termination of Agreement.

(a) Grounds for Termination. WRCOG or the Member Agency may terminate the whole or any part of this Agreement at any time and without cause by giving written notice of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination.

3.3.2 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Member Agency: [INSERT MEMBER AGENCY INFO]

WRCOG: Western Riverside Council of Governments
3390 University Ave., Suite 200
Riverside, CA 9501
Attn: Kurt Wilson
Phone: 951-405-6701

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the Party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.3.3 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.3.4 Attorney's Fees. If either Party commences an action against the other Party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.3.5 Indemnification. WRCOG's agreement with the Consultant shall require the Consultant to defend, indemnify and hold the Member Agency, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to the Services provided by the Consultant under the Program.

3.3.6 Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both Parties.

3.3.7 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Riverside County.

3.3.8 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.3.9 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties.

3.3.10 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of WRCOG. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.3.11 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to the Member Agency include all personnel, employees, agents, and subcontractors of Consultant, except as otherwise specified in this Agreement. All references to WRCOG include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.3.12 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.3.13 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.3.14 No Third Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

3.3.15 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.3.16 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.3.17 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE
TO
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AGREEMENT FOR ON-CALL PLANNING SERVICES**

IN WITNESS WHEREOF, the Parties hereby have made and executed this Agreement as of the date first written above.

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

[INSERT MEMBER AGENCY]

By: _____
Kurt Wilson
Executive Director

By: _____
[INSERT NAME]
[INSERT POSITION]

APPROVED AS TO FORM:

By: _____
General Counsel
Best Best & Krieger LLP



Western Riverside Council of Governments Technical Advisory Committee

Staff Report

Subject: 4th Quarter Draft Budget Amendment for Fiscal Year 2021/2022
Contact: Andrew Ruiz, Chief Financial Officer, aruiz@wrcog.us, (951) 405-6740
Date: September 15, 2022

Requested Action(s):

1. Recommend that the Executive Committee approve the 4th Quarter draft Budget Amendment for Fiscal Year 2021/2022.
-

Purpose:

The purpose of this item is to request approval of WRCOG's 4th Quarter draft Budget Amendment for Fiscal Year (FY) 2021/2022.

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

The budget document is a prospective spending plan that predicts and constrains spending for the upcoming year. Each budget category is comprised of component parts or subcategories known as line items. Changes in those subcategories or line items often materialize throughout the year and those adjustments are reflected in a budget amendment. In this case, changes are reflected in several individual programs that include offsetting line items (i.e., reduced expenditures in one line item offset by increased expenditures in another line item within the same program). For this budget amendment, in all cases, the increases in expenditure line items are offset by increased revenue, a reduction in other expense categories, or both. The net change for the budget amendments listed below is a net revenue increase of \$29M.

For the FY 2021/2022 4th Quarter budget amendment in the Administration Program, expenses exceeded their initially budgeted amount by approximately \$92,000, primarily in consulting labor (\$61,000) and legal (\$12,000). The additional consulting costs were due to fiscal and administrative / personnel matters that required input from various consulting firms. These additional expenditures are being offset by a decrease in other budgeted line items with available budget, making the Program whole.

In the Fellowship Program, expenses exceeded their initially budgeted amount by approximately \$9,000, primarily in labor (\$9,000). There were additional Fellows added to the Program from what was originally budgeted. These additional expenditures will be offset by the additional revenue received for the additional Fellows and a decrease in other budgeted line items with available budget, making the

Program whole.

In the TUMF Program, expenses exceeded their initially budgeted amount by approximately \$56,000, primarily in legal (\$55,000). The additional legal costs were due to numerous Public Records Act requests – approximately 12. Additionally, revenues exceeded their budgeted amount by approximately \$29M. There was significantly more activity than originally anticipated for the Program. The increased expenditures are being offset by a decrease in other budgeted line items with available budget. There will be a net increase in revenue of \$29M to the Program.

In the Local Transportation Fund (LTF) Program, expenses exceeded their initial budgeted amount by approximately \$7,000, primarily in Seminars (\$3,000) and travel-related expenses. When the Program's budget was originally drafted, some categories were held below historic levels based on COVID-19 impacts as they were understood at the time. Additionally, revenues exceeded their budgeted amount by approximately \$116,000. These additional expenditures are being offset by a decrease in other budgeted line items with available budget. There will be a net increase in revenue of \$116,000 to the Program.

In the Streetlights Program, expenses exceeded their initially budgeted amount by \$3,000, primarily in subscriptions (\$1,500). A subscription to ERSI was purchased due to the GIS-related work done in the Streetlight Program. These additional expenditures are being offset by a decrease in other budgeted line items with available budget.

In the Inland Regional Energy Network (I-REN) Program, expenses exceeded their budgeted amount by approximately \$23,000, primarily due to legal expenses (\$20,000). As there are several agreements being written for the REN between its partners and administrator, there were more legal costs than originally anticipated. Additionally, while the REN has launched, the Program has not incurred as much in revenues and expenses as originally anticipated, so a reduction in budgeted revenue and expenditures of approximately \$4.2M is being reflected for the current period. This does not change the total amounts of revenues and corresponding expenditures that have been authorized by the California Public Utilities Commission but it does change the pace at which those revenues and expenditures occur. These funds will be programmed into a later period, as the REN has a six-year period to expend funds.

In the California First PACE Program, expenses exceeded their initially budgeted amount by \$540. The Program also had revenues exceed their budgeted amount by \$1,305. There was originally no budgeted revenues or expenditures anticipate for the Program; however, there was minor activity. The revenues will offset the expenditures.

In the PACE Funding PACE Program, the level of revenues and expenditures are dependent on the size and number of completed transactions within the fiscal period. There is no way to accurately estimate the value of those transactions at the time the budget is prepared. As a result, the Program is set up to make adjustments for revenues and expenditures as transactions are completed. For this period, expenses exceeded their initially budgeted amount by approximately \$7,000. The Program also had revenues exceed their budgeted amount by approximately \$20,000. There were originally no budgeted revenues or expenditures anticipated for the Program; however, there was minor activity. The additional revenues will offset the expenditures.

In the Greenworks Commercial PACE Program, expenses exceeded their initially budgeted amount by

approximately \$26,000 in consulting labor. There was additional activity in the Program from what was originally anticipated. Additionally, revenues exceeded their budgeted amount by approximately \$134,000 due to additional commercial projects being completed from what was originally anticipated. These additional expenditures will be offset by the additional revenue received and a decrease in other budgeted line items with available budget.

In the Clean Fund Commercial PACE Program, expenses exceeded their initially budgeted amount by approximately \$8,000. Additionally, revenues exceeded their budgeted amount by approximately \$87,000. There was originally no budgeted revenues or expenditures anticipated for the Program; however, there was one commercial project that was completed for Clean Fund.

In the California Resiliency Challenge (CRC) Program, expenses exceeded their initially budgeted amount by \$880, primarily due to travel-related expenses due to an event that was held related to the Program. These additional expenditures are being offset by a decrease in other budgeted line items with available budget.

In the HERO Program, expenses exceeded their initially budgeted amount by approximately \$60,000, primarily due to additional bank fees (\$37,000), recording fees (\$10,000) and software (\$10,000). The additional bank fees are due to a lockbox used by the Program for prepayments / payoffs that saw a substantial increase in bank fees. Recording fees saw an increase due to increased recording as the Program records every time a payoff occurs in its respective county. Software increased due to the need for a software solution to support the Program's call center. These additional expenditures are being offset by a decrease in other budgeted line items with available budget.

In the Clean Cities Program, expenses exceeded their initially budgeted amount by approximately \$34,000, primarily due to additional consulting costs (\$33,000). Additionally, revenues exceeded their budgeted amount by approximately \$13,000. The increased consulting time was due to additional support needed to carry out the Program's activities as one of the Program's staff moved to another position. The increased expenditures are being offset by a decrease in other budgeted line items with available budget as well as the additional revenues.

In the Solid Waste Program, expenses exceeded their initially budgeted amount by approximately \$9,000, primarily due to additional consulting costs (\$9,000). Additionally, revenues exceeded their budgeted amount by approximately \$45,000. The increased revenues are primarily due to an additional grant received called Love Your Neighborhood. These additional expenditures are being offset by a decrease in other budgeted line items with available budget.

In the Household Hazardous Waste Program, expenses exceeded their initially budgeted amount by \$1,632, primarily due to additional supplies purchased for the Program (\$1,600). Additionally, revenues exceeded their budgeted amount by \$20,000. The increased expenditures are being offset by a decrease in other budgeted line items with available budget as well as the additional revenues.

In the Used Oil Program, expenses exceeded their initially budgeted amount by approximately \$69,000, primarily due to event support (\$68,000). The Program shifted its budget from advertising and other line items to purchase additional materials and items related to supporting the Used Oil events. These additional expenditures are being offset by a decrease in other budgeted line items with available budget. The primary cause for the overage of budget was due to a difference in accounting codes between event support and advertising.

Overall for Q4 of FY 2021/2022, no Program will see a net increase in budgeted expenditures and there will be a net increase in budgeted revenues of approximately \$29M. This is primarily due to the TUMF Program as there was significantly more development activity than originally anticipated. Previously, all amendments were brought forward for approval through WRCOG's committees, but for the FY 2022/2023 budget, the Budget Resolution now gives the Executive Director the authority to approve budget amendments as long as they are of a technical nature and are consistent with the intent of the Executive Committee. These amendments will be disclosed to WRCOG's committees as a part of a mid-year budget update.

Prior Action(s):

August 25, 2022: The Finance Directors Committee recommended that the Executive Committee approve the 4th Quarter Budget Amendment for Fiscal Year 2021/2022.

Fiscal Impact:

For the 4th Quarter of FY 2021/2022, there will be no net increase in expenditures and a net increase of \$29,247,025 in revenues.

Attachment(s):

[Attachment 1 - FY 2021/2022 Q4 Budget Amendment](#)



Western Riverside Council of Governments
Q4 Budget Amendment
For the Year Ending June 30, 2022

Description	Actual	Budget	Variance	Amendment
Administration				
Legal	\$162,497	\$150,000	(\$12,497)	(\$12,497)
Commissioners Per Diem	\$56,150	\$55,000	(\$1,150)	(\$1,150)
Parking Cost	\$24,377	\$20,000	(\$4,377)	(\$4,377)
Program/Office Supplies	\$18,704	\$12,000	(\$6,704)	(\$6,704)
Other Household Expenses	\$1,799	\$1,500	(\$299)	(\$299)
Seminars/Conferences	\$3,263	\$3,000	(\$263)	(\$263)
Travel - Mileage Reimbursement	\$2,127	\$1,000	(\$1,127)	(\$1,127)
Travel - Ground Transportation	\$816	\$500	(\$316)	(\$316)
Travel - Airfare	\$1,992	\$500	(\$1,492)	(\$1,492)
Lodging	\$860	\$500	(\$360)	(\$360)
Training	\$6,955	\$5,000	(\$1,955)	(\$1,955)
Consulting Labor	\$261,512	\$200,000	(\$61,512)	(\$61,512)
Parking Validations	\$4,034	\$10,000	\$5,966	\$5,966
Event Support	\$25,792	\$45,000	\$19,208	\$19,208
Rent/Lease Equipment	\$9,693	\$15,000	\$5,307	\$3,093
Membership Dues	\$11,174	\$30,000	\$18,826	\$18,826
Computer Hardware	\$5,402	\$15,000	\$9,598	\$9,598
Communications - Computer Services	\$31,733	\$50,000	\$18,267	\$18,267
Communications - Web Site	\$1,322	\$8,000	\$6,678	\$6,678
Equipment Maintenance - General	\$5,083	\$8,000	\$2,917	\$2,917
Staff Education Reimbursement	\$0	\$7,500	\$7,500	\$7,500
			Net Increase	<u>\$0</u>



Western Riverside Council of Governments
Q4 Budget Amendment
For the Year Ending June 30, 2022

Description	Actual	Budget	Variance	Amendment
Fellowship				
Salaries	\$189,164	\$180,049	(\$9,115)	(\$9,115)
Legal	\$541	\$100	(\$441)	(\$441)
Training	\$35	\$0	(\$35)	(\$35)
Fellowship Revenue	\$104,515	\$100,000	(\$4,515)	\$4,515
Parking Validations	\$0	\$1,000	\$1,000	\$1,000
Event Support	\$0	\$1,000	\$1,000	\$1,000
General Supplies	\$124	\$500	\$376	\$376
Meeting Support Services	\$0	\$250	\$250	\$250
Postage	\$0	\$100	\$100	\$100
Seminars/Conferences	\$10	\$150	\$140	\$140
Travel - Mileage Reimbursement	\$322	\$1,500	\$1,178	\$1,178
Travel - Ground Transportation	\$0	\$150	\$150	\$150
Meals	\$0	\$350	\$350	\$350
Consulting Labor	\$0	\$532	\$532	\$532
Net Increase				<u>\$0</u>



Western Riverside Council of Governments
Q4 Budget Amendment
For the Year Ending June 30, 2022

Description	Actual	Budget	Variance	Amendment
TUMF				
TUMF Commercial	\$919,105	\$4,800,000	\$3,880,895	(\$3,880,895)
TUMF Retail	\$4,390,472	\$4,800,000	\$409,528	(\$409,528)
TUMF Industrial	\$12,705,240	\$7,680,000	(\$5,025,240)	\$5,025,240
TUMF Single Family	\$49,646,385	\$19,200,000	(\$30,446,385)	\$30,446,385
TUMF Multi Family	\$6,218,406	\$9,600,000	\$3,381,594	(\$3,381,594)
		Net Revenue Increase		<u>\$27,799,607</u>
TUMF Admin				
TUMF Commerical - Admin Fee	\$38,296	\$200,000	\$161,704	(\$161,704)
TUMF Retail - Admin Fee	\$182,936	\$200,000	\$17,064	(\$17,064)
TUMF Industrial - Admin Fee	\$529,385	\$320,000	(\$209,385)	\$209,385
TUMF Single Family - Admin Fee	\$2,068,599	\$800,000	(\$1,268,599)	\$1,268,599
TUMF Multi-Family - Admin	\$259,100	\$400,000	\$140,900	(\$140,900)
General Legal Services	\$105,847	\$50,000	(\$55,847)	(\$55,847)
Subscriptions/Publications	\$2,338	\$1,500	(\$838)	(\$838)
Communications - Cellular Phones	\$3,020	\$3,000	(\$20)	(\$20)
Consulting Labor	\$311,316	\$459,279	\$147,963	\$56,705
		Net Revenue Increase		<u>\$1,158,317</u>



**Western Riverside Council of Governments
Q4 Budget Amendment
For the Year Ending June 30, 2022**

Description	Actual	Budget	Variance	Amendment
Local Transportation Fund				
LTF Revenue	\$866,250	\$750,000	(\$116,250)	\$116,250
Membership Dues	\$2,234	\$0	(\$2,234)	(\$2,234)
Seminars/Conferences	\$4,124	\$1,000	(\$3,124)	(\$3,124)
Travel - Airfare	\$336	\$0	(\$336)	(\$336)
Lodging	\$2,167	\$750	(\$1,417)	(\$1,417)
Consulting Labor	\$199,958	\$283,598	\$83,640	\$7,111
		Net Revenue Increase		<u>\$116,250</u>



Western Riverside Council of Governments
Q4 Budget Amendment
For the Year Ending June 30, 2022

Description	Actual	Budget	Variance	Amendment
Streetlights				
Staff Recognition	\$50	\$0	(\$50)	(\$50)
Event Support	\$0	\$2,000	\$2,000	\$1,959
Program/Office Supplies	\$0	\$500	\$500	\$500
Subscriptions/Publications	\$1,556	\$0	(\$1,556)	(\$1,556)
Meeting&Support	\$0	\$1,000	\$1,000	\$1,000
Communications - Cellular Phones	\$405	\$0	(\$405)	(\$405)
Lodging	\$205	\$0	(\$205)	(\$205)
Training	\$375	\$0	(\$375)	(\$375)
Consulting Labor	\$71,762	\$70,894	(\$868)	(\$868)
			Net Increase	<u>\$0</u>



Western Riverside Council of Governments
Q4 Budget Amendment
For the Year Ending June 30, 2022

Description	Actual	Budget	Variance	Amendment
Regional Energy Network				
Regional Energy Network Revenue	\$769,092	\$5,051,019	\$4,281,927	(\$4,281,927)
Salaries & Wages - Fulltime	\$155,375	\$236,499	\$81,124	\$83,638
Fringe Benefits	\$48,947	\$79,346	\$30,399	\$33,075
Overhead Allocation	\$161,118	\$424,860	\$263,742	\$263,742
General Legal Services	\$22,379	\$2,500	(\$19,879)	(\$19,879)
Communications - Cellular Phones	\$455	\$0	(\$455)	(\$455)
Seminars/Conferences	\$110	\$0	(\$110)	(\$110)
Supplies/Materials	\$0	\$300,128	\$300,128	\$300,128
Direct Costs	\$0	\$750,000	\$750,000	\$750,000
Consulting Labor	\$17,948	\$2,636,265	\$2,618,317	\$2,514,278
Membership Dues	\$2,625	\$0	(\$2,625)	(\$2,625)
Staffing Reimbursement	\$360,135	\$720,270	\$360,135	\$360,135
			Net Increase	<u>\$0</u>



Western Riverside Council of Governments
Q4 Budget Amendment
For the Year Ending June 30, 2022

Description	Actual	Budget	Variance	Amendment
California First				
CA First Residential Revenue	\$833	\$0	(\$833)	\$833
CA First Res Recording Rev	\$472	\$0	(\$472)	\$472
PACE Residential Recording	\$335	\$0	(\$335)	(\$335)
Consulting Labor	\$195	\$0	(\$195)	(\$195)
			Net Revenue Increase	\$775
PACE Funding				
PACE Recording Revenue	\$20,864	\$0	(\$20,864)	\$20,864
Recording Fee-PACE	\$6,456	\$0	(\$6,456)	(\$6,456)
Consulting Labor-PACE	\$665	\$0	(\$665)	(\$665)
			Net Revenue Increase	\$13,744
Greenworks				
Commercial PACE HERO Revenue	\$334,077	\$200,000	(\$134,077)	\$134,077
Consulting Labor	\$51,600	\$25,000	(\$26,600)	(\$26,600)
Salaries & Wages -Greenworks Lending	\$38,912	\$58,661	\$19,749	\$19,749
Fringe Benefits	\$11,434	\$15,715	\$4,281	\$4,281
Recording Fee	\$289	\$5,000	\$4,711	\$2,570
			Net Revenue Increase	\$134,077
Twain				
PACE Commercial Sponsor Revenue	\$0	\$200,000	\$200,000	(\$200,000)
Salaries	\$23,803	\$58,661	\$34,858	\$34,858
Benefits	\$6,999	\$15,715	\$8,716	\$8,716
General Legal Services	\$4,845	\$8,000	\$3,155	\$3,155
Recording Fee	\$0	\$5,000	\$5,000	\$5,000
Consulting Labor	\$1,300	\$21,509	\$20,209	\$20,209
			Net Revenue Decrease	(\$128,062)
Clean Fund				
PACE Commercial Sponsor Revenue	\$87,224	\$0	(\$87,224)	\$87,224
General Legal Services	\$3,395	\$0	(\$3,395)	(\$3,395)
Consulting Labor	\$5,500	\$0	(\$5,500)	(\$5,500)
			Net Revenue Increase	\$78,329



Western Riverside Council of Governments
Q4 Budget Amendment
For the Year Ending June 30, 2022

Description	Actual	Budget	Variance	Amendment
California Resiliency Challenge				
Travel - Airfare	\$408	\$0	(\$408)	(\$408)
Lodging	\$279	\$0	(\$279)	(\$279)
Travel - Ground Transportation	\$193	\$0	(\$193)	(\$193)
Consulting Labor	\$68,504	\$100,000	\$31,496	\$880
			Net Increase	<u>\$0</u>



Western Riverside Council of Governments
Q4 Budget Amendment
For the Year Ending June 30, 2022

Description	Actual	Budget	Variance	Amendment
HERO				
Bank Fee	\$52,381	\$15,000	(\$37,381)	(\$37,381)
Computer Software	\$11,832	\$2,000	(\$9,832)	(\$9,832)
Subscriptions/Publications	\$679	\$500	(\$179)	(\$179)
Cellular Phone	\$1,964	\$1,000	(\$964)	(\$964)
Recording Fee	\$10,295	\$0	(\$10,295)	(\$10,295)
Seminar/Conferences	\$0	\$2,500	\$2,500	\$2,500
Travel - Airfare	\$0	\$2,500	\$2,500	\$2,500
Lodging	\$0	\$1,500	\$1,500	\$1,500
Statewide Other Incidentals	\$0	\$2,000	\$2,000	\$2,000
Training	\$3,120	\$2,000	(\$1,120)	(\$1,120)
Supplies/Materials	\$0	\$1,500	\$1,500	\$1,500
CA HERO Direct Exp	\$93,066	\$145,266	\$52,200	\$49,770
Net Increase				<u>\$0</u>



Western Riverside Council of Governments
Q4 Budget Amendment
For the Year Ending June 30, 2022

Description	Actual	Budget	Variance	Amendment
Clean Cities				
Clean Cities Revenues	\$253,765	\$240,000	(\$13,765)	\$13,765
Salaries	\$66,783	\$92,634	\$25,851	\$9,830
Benefits	\$20,078	\$30,222	\$10,144	\$10,144
Parking Validations	\$47	\$500	\$453	\$453
Event Support	\$0	\$5,000	\$5,000	\$5,000
Program/Office Supplies	\$0	\$500	\$500	\$500
Meeting Support Services	\$0	\$500	\$500	\$500
Postage	\$0	\$500	\$500	\$500
Travel - Mileage Reimbursement	\$38	\$500	\$462	\$462
Travel - Ground Transportation	\$0	\$100	\$100	\$100
Lodging	\$925	\$0	(\$925)	(\$925)
Meals	\$0	\$500	\$500	\$500
Other Incidentals	\$0	\$500	\$500	\$500
Supplies/Materials	\$0	\$1,500	\$1,500	\$1,500
Consulting Labor	\$80,782	\$47,044	(\$33,738)	(\$33,738)
Net Revenue Increase				<u>\$9,090</u>



Western Riverside Council of Governments
Q4 Budget Amendment
For the Year Ending June 30, 2022

Description	Actual	Budget	Variance	Amendment
Solid Waste				
Solid Waste Revenue	\$123,157	\$112,970	(\$10,187)	\$10,187
Love Your Neighborhood Revenue	\$35,000	\$0	(\$35,000)	\$35,000
Legal	\$2,974	\$2,500	(\$474)	(\$474)
Event Support	\$2,852	\$15,000	\$12,148	\$9,494
Consulting	\$34,387	\$25,367	(\$9,020)	(\$9,020)
Net Revenue Increase				<u>\$45,187</u>



**Western Riverside Council of Governments
Q4 Budget Amendment
For the Year Ending June 30, 2022**

Description	Actual	Budget	Variance	Amendment
HHW Grant				
Household Hazardous Waste Revenue	\$60,000	\$40,000	(\$20,000)	\$20,000
Salaries	\$8,342	\$8,852	\$510	\$510
Benefits	\$2,525	\$3,358	\$833	\$833
Travel - Mileage Reimbursement	\$18	\$0	(\$18)	(\$18)
Supplies/Materials	\$29,405	\$27,790	(\$1,615)	(\$1,615)
		Net Revenue Increase		<u>\$19,711</u>



Western Riverside Council of Governments
Q4 Budget Amendment
For the Year Ending June 30, 2022

Description	Actual	Budget	Variance	Amendment
Used Oil				
Salaries	\$47,452	\$65,433	\$17,981	\$17,981
Benefits	\$14,376	\$19,677	\$5,301	\$5,301
Overhead Allocation	\$15,122	\$16,802	\$1,680	\$1,680
General Legal Services	\$0	\$500	\$500	\$500
Parking Validations	\$0	\$250	\$250	\$250
Event Support	\$83,780	\$15,000	(\$68,780)	(\$68,780)
Program/Office Supplies	\$0	\$500	\$500	\$500
Membership Dues	\$0	\$500	\$500	\$500
Meeting Support Services	\$0	\$1,000	\$1,000	\$1,000
Storage	\$3,164	\$3,500	\$336	\$336
Printing Services	\$0	\$1,000	\$1,000	\$1,000
Communications - Cellular Phones	\$279	\$0	(\$279)	(\$279)
Insurance	\$0	\$1,000	\$1,000	\$1,000
Seminars/Conferences	\$0	\$500	\$500	\$500
Travel - Mileage Reimbursement	\$43	\$500	\$457	\$457
Travel - Ground Transportation	\$0	\$250	\$250	\$250
Meals	\$0	\$500	\$500	\$500
Supplies/Materials	\$0	\$1,000	\$1,000	\$1,000
Advertising	\$0	\$40,110	\$40,110	\$36,305
			Net Increase	<u>\$0</u>



Western Riverside Council of Governments Technical Advisory Committee

Staff Report

Subject: Grant Writing Assistance Program Activities Update
Contact: Christopher Tzeng, Program Manager, ctzeng@wrcog.us, (951) 405-6711
Date: September 15, 2022

Requested Action(s):

1. Receive and file.
-

Purpose:

The purpose of this item is to provide an update on the WRCOG Grant Writing Assistance Program.

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:

WRCOG commenced its Grant Writing Assistance Program to assist member agencies in grant writing assistance on an as-needed basis as funding is available. The goal of this Program is to strengthen the subregion's overall competitiveness for statewide funding and to provide needed supplemental support to jurisdictions prevented from seeking grant funds due to limited capacity and/or resources. The Program Guidelines were approved by the Executive Committee in September 2017.

Based on the volume of requests, staff requested additional funding for the Program to enable more assistance to member agencies. The Executive Committee approved an additional \$500,000 in funding to this Program in December 2017 for a total of \$700,000. The Executive Committee approved changes to the Grant Writing Assistance Program Guidelines at its April 4, 2022, meeting. For Fiscal Year 2022/2023, WRCOG has incorporated the Grant Writing Assistance Program as part of its Local Transportation Fund (LTF) Work Plan. LTF funds, which were established in state law by the Transportation Development Act (TDA), are allocated to WRCOG from RCTC under the Transportation Development Act (TDA) for planning purposes.

To date, approximately \$660,000 has been utilized on the following tasks, which are described in further detail below:

- Direct grant assistance for applications
- Advisory services to WRCOG member agencies
- Grant opportunity tables sent to member agencies on a bi-weekly basis
- Producing grant program fact sheets

Program Benefits

Direct Grant Assistance: The Program has provided direct grant assistance on over 45 grant applications with over 20 applications being awarded funding that has assisted jurisdictions within Western Riverside County and WRCOG attain over \$70M in grant funding. The largest portion of this grant funding was a partnership with the City of Riverside for the grant application development of an Affordable Housing and Sustainable Communities Program and Transformative Climate Communities grants that will provide over \$47M to housing projects and multi-modal transportation improvements, among other improvements. The next largest portion of grant funding attained is through the Active Transportation Program (ATP). The WRCOG Grant Writing Assistance Program has helped attain \$17M in ATP funding for jurisdictions in Western Riverside County.

List of Projects Funded through Program:

Member Agency	Project	Award Amount
Banning	Advanced metering infrastructure project	\$300,000
Banning	Omar / Ramsey Intersection Improvements and Sidewalk	\$376,650
Banning	Ramsey Street Pedestrian Safety Improvements	\$250,000
Banning	Downtown Revitalization Plan	\$297,461
County	SR-74 / Winchester Land Use and Transportation Study	\$133,000
County	March ARB Joint Land Use Study	\$630,000
County	Hemet area Safe Routes to School Program	\$348,000
County	San Jacinto area Safe Routes to School Program	\$600,000
Eastvale	Construction of North / South bicycle network gap closure	\$6.5M
Eastvale	Southwest Eastvale Safe Routes to School Access Project	\$1.4M
Jurupa Valley	Safe Routes to School Project	\$2.9M
Lake Elsinore	Citywide Active Transportation Plan	\$175,000
Lake Elsinore	Homeless Services HEAP Grant	\$1.5M
Perris	Construction of Perris Valley Storm Drain Channel Trail	\$1.9M
Riverside	Mission Heritage Development (Affordable Housing and Sustainable Communities Grant)	\$16.8M
Riverside	Entrada Development (Transformative Climate Communities)	\$31.2M
Temecula	Construction of Santa Gertrudis Creek Trail Phase II	\$1.5M
Wildomar	Construction of Bundy Canyon Active Transportation Project	\$1.5M
WRCOG	Climate Action Plan	\$344,900
WRCOG	Resilient IE - Climate Adaptation Toolkit	\$683,431

WRCOG	Resilient IE Phase II - Transportation Project Risk Assessments	\$409,894
WRCOG	Household Hazardous Waste	\$60,000

Assistance in 2022: During calendar year 2022, the Program assisted the Cities of Riverside and Temecula with ATP Cycle VI grant applications that were submitted in June 2022. The Program engaged with additional jurisdictions about an ATP application but it was ultimately decided that an application for the next cycle was more appropriate. In addition, the Program is in the process of assisting the City of San Jacinto with an active transportation Highway Safety Improvement Plan (HSIP) grant application that is due in September 2022.

New Assistance Opportunity: The Program has focused on opportunities in areas in which WRCOG provides assistance to its member agencies since its inception. However, the Program is also able to assist with housing-related grant programs in the interim. WRCOG has allocated funding through SCAG's Regional Early Action Planning (REAP) Grant Program to further housing planning in the subregion to assist member agencies with submitting applications to housing-related grant programs. These grant programs can also be for infrastructure programs that will help with the construction of housing. Examples of housing-related grant programs include the Affordable Housing and Sustainable Communities Program, Equitable Community Revitalization Grant, Infill Infrastructure Grant (IIG), Multifamily Housing Program, and Permanent Local Housing Allocation (PLHA).

Advisory Services: In addition to direct assistance, the Program has provided advisory services to member agencies. This has provided member agencies the ability to discuss potential projects or ideas in order to align with the Grant Program that fits best. This service also enables member agencies to learn more about grant programs and the requirements that need to be met in order to attain and exhaust grant funding. Grant funding includes certain reporting requirements so it is also a benefit for member agencies to understand the requirements prior to submitting an application. This has been an aspect of the Program not quantifiable but has proved beneficial in ensuring the efficient use of a jurisdiction's resources.

Grant Opportunity Tables and Grant Program Fact Sheets: A table that summarizes current grant opportunities and upcoming opportunities is disseminated to members of WRCOG's Technical Advisory, Planning Directors, and Public Works Committees, as well as other member agency staff on a bi-weekly basis. The table includes a synopsis of the grant program, the deadline for submittals, the level of effort needed to develop an application, success rate for each opportunity, and other notes, including the number of applications awarded in relation to the number of applications submitted, if known. This table is updated constantly as grant opportunities are made available on a daily basis. In addition, fact sheets are produced for newer grant programs and larger grant programs that may be of interest to member agencies.

Lessons Learned: Since the inception of this Program, there have been lessons learned with grant programs and applying for grant funding and WRCOG has tried to communicate with staff from member agencies. The first is that grant programs that have dedicated funding allocated for multiple years are cyclical and typically have a Notice of Funding Availability around the same time of year. For example, the Caltrans Sustainable Transportation Planning grant program typically has its Call-for-Projects in the fall. This is subject to change based on other factors, such as legislative changes and changes in administration. This cyclical element for grant programs is important to note so agencies may plan

ahead.

The Executive Committee approved changes to the Grant Writing Assistance Program Guidelines at its April 4, 2022, meeting. These changes were proposed based on lessons learned and to streamline Program activities in order to ensure fiscal sustainability of the Program. The second lesson learned is that the Program should be selective in how it provides assistance. Grant programs are multi-faceted and have stringent criteria that applications must meet. The grant programs that are popular are also highly competitive. For example, attaining grant funding through the statewide Active Transportation Program has become increasingly difficult. Applications needed to have a score of 92 out of 100 points in order to be awarded funding through initial phase. Since WRCOG must ensure fiscal sustainability of the Program, the Program Guidelines were revised in order to be more selective with Program assistance.

Lastly, grant applications take time to develop and typically either falls on staff or consultants to complete. Some applications are simple but many are very complex and take time to develop. It may take a big commitment from staff or the consultant to successfully submit the grant application. It is important that due diligence and understanding all the facets of the grant program must be done to ensure resources are utilized efficiently.

Prior Action(s):

April 4, 2022: The Executive Committee approved the revisions to the Grant Writing Assistance Program Guidelines.

Fiscal Impact:

Transportation and Planning Department activities are included in the Agency's adopted Fiscal Year 2022/2023 Budget under the Transportation Department. The various elements of the Grant Writing Program have different funding sources. Any transportation related grants are funded by prior-year agency carry-over funds and the Local Transportation Funds (LTF), which is provided by RCTC to WRCOG for Transportation Planning purposes. Any support for housing related grant applications is provided through the SCAG REAP program.

Attachment(s):

[Attachment 1 - Grant Writing Assistance Program Guidelines](#)



WRCOG Grant Writing Assistance Program Guidelines 2.0

Program Overview: The WRCOG Grant Writing Assistance Program (Program), launched in September 2017, is designed to assist members in preparing proposals for grant opportunities. To provide a Program that best assists WRCOG members, WRCOG staff convened a Focus Group of member jurisdiction staff to provide feedback on Program specifics and develop Program Guidelines, which were approved by the WRCOG Executive Committee on September 11, 2017. The subsequent Guidelines 2.0 have been presented to the WRCOG Planning Directors Committee and Public Works Committee iteratively to ensure the Program continues to benefit WRCOG member jurisdictions.

Grant Writing Consultants: WRCOG released a Request for Proposals (RFP) in December 2021 for consultants to serve on a “bench” to provide grant writing assistance to WRCOG member jurisdictions. The bench of consultants is available to members on a first-come, first-served basis when funding opportunities for the selected grants become available. The consultants will assist members with the grant application process only, not with subsequent award management or project implementation. The following consultants were selected to assist our member jurisdictions with grant preparation:

- Alta Planning + Design
- Blais & Associates
- Cambridge Systematics
- KTUA
- National Community Renaissance

Program Contact:

Christopher Tzeng

Program Manager, Transportation

Phone: (951) 405-6711

Email: ctzeng@wrcog.us

Website: <http://www.wrcog.us/266/Grant-Writing-Assistance>

Program Guidelines: The Guidelines define the parameters of the Program, including the following items:

1. Eligible grants;
2. Eligible activities;
3. Expectation of member jurisdictions accepting assistance;
4. Linkage to other WRCOG programs;
5. Screening process; and
6. Process to request grant writing assistance.

#1 - Eligible grants: The Program focuses on a few select grant opportunities. Eligible grants are as follows:

- Active Transportation Program (<https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/active-transportation-program>)
- Caltrans Sustainable Transportation Planning Grant Program (Transportation Planning Grants & Adaptation Planning Grants) (<https://dot.ca.gov/programs/transportation-planning/regional-planning/sustainable-transportation-planning-grants>)
- Housing related grant programs, for example:
 - Affordable Housing and Sustainable Communities Program (<https://sgc.ca.gov/programs/ahsc/>)
 - Transformative Climate Communities Program
 - Infill Infrastructure Program
 - Permanent Local Housing Allocations (PLHA)
 - Transit Oriented Development Housing Program
 - Mobilehome Park Rehabilitation & Resident Ownership Program (MPRROP)
 - Multifamily Housing Program
- Clean Cities related grants (<https://cleancities.energy.gov/>)
- New planning grant opportunities

Some of the grants identified in the “housing related grant programs” section are new additions to the Program and are highlighted in **yellow**. WRCOG is receiving REAP funds through SCAG with the goal of assisting local jurisdictions increase housing production and planning. WRCOG has received approval from SCAG to allocate some of the REAP funds to assist jurisdictions develop grant applications in these identified housing related grant programs to achieve this goal. All of the programs identified in the housing related grant programs will be funded through REAP funds that must be utilized by June 30, 2023.

To maintain flexibility with the Program, “new planning grant opportunities” are included so that other grant opportunities related to planning may be considered. This category enables members to request assistance if any grant opportunities that focus on planning grants become available – such as those that help fund General Plans, Specific Plans, or Community Plans.

*Ineligible Grants: The Program is **not** intended to assist infrastructure grant opportunities, i.e., TIGER, HSIP, FASTLANE, etc.*

Assistance with Clean Cities grants is available for WRCOG Clean Cities Coalition members only. Assistance is available for grant opportunities related to Clean Cities activities, such as electric vehicle charging stations and city / county fleet purchasing. Funding for assistance with these grants will be allocated from Coalition funds. WRCOG administers the Coalition on behalf

of participating member jurisdictions which pay specific Coalition dues. This Program can increase the Coalition's effectiveness by assisting Coalition members attain grant funding.

#2 - Eligible activities and assistance limitations: The Program will streamline the activities it provides assistance to member jurisdictions in order to ensure a fiscally supportable Program. WRCOG staff conducted an evaluation on necessary changes to enable a sustainable Program. This evaluation looked at if the Program can sustain the different components of the Program, how the Program has been utilized, where efficiencies can be created and the process in which assistance has been provided to member jurisdictions.

WRCOG will be implementing the parameters listed below for the Program based on the evaluation and input from WRCOG Committees:

- Jurisdictions will be permitted direct assistance developing grant applications on one (1) application per grant program per cycle.
 - e.g., Jurisdictions will be provided direct assistance developing a grant application for ATP Cycle VI on one (1) submittal.
- Jurisdictions will be limited to receiving direct assistance on grant application development for three (3) grant applications every two-years.
- The Program will provide direct assistance on a grant application resubmittal once. Further resubmittals will not be provided Program assistance.

#3 - Expectation of member jurisdiction accepting assistance: WRCOG member jurisdictions must submit formal request using the Application for Grant Writing Assistance (<http://wrcog.us/DocumentCenter/View/2119>) form to WRCOG. WRCOG will only authorize a consultant to provide assistance if it is determined the project will be competitive based on the initial input provided by the requestor (see Screening Process – section #5).

In order for the Program to run effectively and utilize funds efficiently, the member jurisdiction accepting grant writing assistance must agree to the following:

- Dedicate sufficient resources:
 - Obtain all necessary material on the information checklist provided by the consultant
 - Attend kick-off meeting to ensure consultant has needed information to prepare grant application
 - Respond to inquiries from the consultant in a timely manner
- Be the responsible party for grant submittal, including signatory on application and actual submittal of the application

It is expected that once the member jurisdiction is awarded the assistance for a grant application, and the consultant is selected to assist, all parties will participate in a kick-off meeting to discuss the proposal and share necessary information to begin work on the grant application. The consultant will prepare the grant application and all necessary exhibits, tables, etc., for review by the member jurisdiction staff. The member jurisdiction will then provide comments to be addressed by the consultant, and the consultant will then revise the application based on comments provided. Finally, the consultant will provide the member jurisdiction staff with a final draft for review and submittal.

If the member jurisdiction does not actually submit the grant application, the member jurisdiction will be required to reimburse WRCOG the costs for assistance.

#4 - Process to request grant writing assistance:

1. Member jurisdiction submits an application, formally requesting grant writing assistance with a specific grant. WRCOG will leave it to the discretion of the member jurisdiction how this request is made, whether it is through the elected body, WRCOG representative, or other party to act on behalf of the City. WRCOG will assume that if it receives a request for assistance from a member jurisdiction representative, that representative is authorized to act on behalf of the member jurisdiction.
2. WRCOG staff and its grant writing professionals will review the applications within seven calendar days and determine whether the request meets the criteria, as noted below.
3. If the Application meets the criteria set in these Guidelines, WRCOG will work with the applicant to select a proper consultant from the list of pre-approved consultants.
4. Kick-off meeting will be held with jurisdiction and consultant.

#5 - Screening process: In order to ensure funds for the Program are utilized effectively and efficiently, an Application must be submitted to WRCOG for review. The application has been updated to ensure a sustainable Program moving forward.

Required information to initiate request assistance

- To initiate assistance, member jurisdictions are required to submit an application that will include a project description/parameters to WRCOG.
 - The Program will not provide services to develop a project or conduct research on how a proposed project will score.
- The project description will be reviewed by grant writing professionals. WRCOG will determine if application development assistance will be provided based on the professional judgement of its grant writing professionals and application development schedule.
- Furthermore, a preliminary scoring criterion for the ATP will be utilized to determine if assistance will be provided by WRCOG. The criterion will be assessed by grant writing professionals. Member jurisdictions will need to provide the following:
 - Proposed project's Disadvantaged Community (DAC) score
 - Project description
 - Accident data
 - Status of outreach conducted

The criteria set in these Guidelines, serve as basic standards for proposals to be evaluated. The selection of proposals for grant writing assistance will be at the discretion of WRCOG based on available funding, and WRCOG reserves the right to decide which proposals receive grant writing assistance.

Nothing in this Program will be construed as limiting member jurisdictions from hiring other consultants to prepare grants on their behalf.



Western Riverside Council of Governments Technical Advisory Committee

Staff Report

Subject: Environmental Department Activities Update
Contact: Olivia Sanchez, Program Manager, osanchez@wrcog.us, (951) 405-6721
Date: September 15, 2022

Requested Action(s):

1. Receive and file.

Purpose:

The purpose of this item is to provide program activity updates from the three programs housed in the Environmental Department (Solid Waste and Recycling, Used Oil Recycling / HHW and Love Your Neighborhood Programs).

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

WRCOG's Environmental Department assists 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; 3) the Love Your Neighborhood region-wide initiative 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 all jurisdictions to implement techniques that promote resident and business recycling and organic recycling. To regionally address the measures, WRCOG formed the Solid Waste Committee (SWC), comprised of participating WRCOG member jurisdictions.

Solid Waste Committee: On August 17, 2022, the SWC received a legislative update on signed assembly and senate bills that effect solid waste, packaging, California beverage container refund value programs, hazardous waste, polyfluorinated alkyl substances, and energy conservation. There were 4,442 bills introduced into the Legislature; 135 are making their way through the Assembly and Senate. Bills to watch include solid waste grants and local jurisdiction assistance. The SWC also received a presentation from MSW Consultants on the Organic Capacity Planning project; several WRCOG

member cities utilized the services of the consultant to determine the amount of available capacity for organics and edible food recovery. MSW determined that overall, Riverside County needed 66,314 tons of organics capacity and 21,211 tons of edible food capacity. MSW will work with those cities that had a shortfall to submit the required implementation plan to CalRecycle within 120 days of receiving notification from the County.

Used Oil & Household Hazardous Wastes

Virtual Used Oil Exchange Events: WRCOG has continued to engage the public on used motor oil recycling, with safety and health in mind, through virtual exchanges. Digital campaigns are utilized to educate the public on where to properly recycle their used oil and exchange used oil filters for up to two free new filters per participant. Members of the public participate via Facebook by clicking an advertisement that opens an online survey to complete; participants receive a voucher upon completion. The voucher provides the date, time, and instructions for participation, and must be presented at the participating auto store to complete the filter exchange. Exchanges are available on scheduled Saturdays and Sundays during available store hours to minimize pedestrian traffic and lines. Staff corresponds with each auto part store before the event confirming safety measures and procedures are in place.

Staff conducted regular Certified Collection Center (CCC) survey visits, which concluded that some CCCs were turning people away due to full used oil tanks. WRCOG staff utilized funds through the CalRecycle Household Hazardous Waste grant to procure used oil tanks to expand capacity for ten stores in the region across various member cities. These included the Cities of Banning, Corona, Eastvale, Hemet, Jurupa Valley, Lake Elsinore, Menifee, Moreno Valley, Perris, and Riverside. The addition of these used oil tanks doubled the capacity from a total of 1,850 gallons to 3,700 gallons at these participating stores.

The following is a list of completed virtual Used Oil and Filter Exchange Events from July 1, 2022, to present.

Date	City	Store	Participants	Filters
7/9/2022	Perris	AutoZone, 401 E 4th St.	180	39
7/16/2022	Riverside	AutoZone, 1947 University Ave.	157	124
7/30/2022	Lake Elsinore	AutoZone, 30870 Riverside Dr.	91	30
8/20/2022	Temecula	AutoZone, 31837 S Hwy 79 #A	111	114
8/27/2022	Banning	AutoZone, 3453A W Ramsey St.	TBD	38

The following is a list of future Used Oil and Filter Exchange Events for the calendar year:

Date	City	Store
9/10/2022	Jurupa Valley	O'Reilly's, 8702 Limonite Ct.
9/24/2022	Murrieta	O'Reilly's, 40951 California Oaks Rd.
10/1/2022	Norco	O'Reilly's, 1050 Hamner Ave.
10/22/2022	San Jacinto	O'Reilly's, 1350 S. San Jacinto Ave.
11/5/2022	Hemet	AutoZone, 3100 E Florida Ave.
11/12/2022	Eastvale	AutoZone, 14288 Schleisman
11/19/2022	Riverside	AutoZone, 1947 University Ave.

11/26/2022	Banning	AutoZone, 3453A Ramsey St.
12/3/2022	Calimesa	AutoZone, 1095 Calimesa Blvd.

Love Your Neighborhood

The Love Your Neighborhood initiative was brought to WRCOG as a collaboration effort from the Riverside County Flood Control & Water Conservation District. The initiative supports marketing and awareness on illegal disposal and littering, using online platforms. Program goals include quantifiable results tracking litter removal, increased pollution prevention, meeting objectives with the MS4 Permits, and complying with California mandates related to solid waste, recycling, and household hazardous waste, which aligns with WRCOG's Energy and Environmental Programs. The Love Your Neighborhood website is still in draft phase and the contract was extended until December 31, 2022.

Prior Action(s):

May 12, 2021: The Administration & Finance Committee received and filed.

Fiscal Impact:

Activities related to these programs are included in the adopted Fiscal Year 2022/2023 Budget under Fund 110 and Fund 140 as part of the Energy & Environment Department under the Solid Waste and Recycling Program.

Attachment(s):

None.