



Western Riverside Council of Governments Administration & Finance Committee

AGENDA

Wednesday, May 13, 2026
12:00 PM

Western Riverside Council of Governments
1955 Chicago Avenue, Suite 200
Riverside, CA 92507

Members of the public are welcome to participate remotely from any location. Committee member participation is limited to locations that are listed on the published agenda.

[Public Zoom Link](#)

Meeting ID: 885 9108 4157
Passcode: 376173
Dial in: 669 444 9171 U.S.

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Administration & Finance Committee meeting, please contact WRCOG at (951) 405-6706. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting. In compliance with Government Code Section 54957.5, agenda materials distributed within 72 hours prior to the meeting which are public records relating to an open session agenda item will be available for inspection by members of the public prior to the meeting at 1955 Chicago Avenue, Suite 200, Riverside, CA, 92507.

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. To ensure distribution to Committee members prior to the meeting, please submit comments no later than two hours before the meeting is scheduled to begin. Public comments will also be accepted in person and via Zoom during the meeting.

Any member of the public requiring a reasonable accommodation to participate in this meeting in light

of this announcement shall contact Lucy Felix at least 72 hours prior to the meeting at (951) 405-6706 or lfelix@wrcog.us. Later requests will be accommodated to the extent feasible.

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

1. CALL TO ORDER (Brenda Dennstedt, Chair)

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC COMMENTS

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

5. CONSENT CALENDAR

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

A. Action Minutes from the March 11, 2026, Administration & Finance Committee Meeting

Requested Action(s): 1. Approve the Action Minutes from the March 11, 2026, Administration & Finance Committee meeting.

6. REPORTS / DISCUSSION

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

A. Nominations for Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair Positions for Fiscal Year 2026/2027

Requested Action(s): 1. Nominate Executive Committee members to serve as WRCOG Chair, Vice-Chair, and 2nd Vice-Chair for Fiscal Year 2026/2027, for consideration of approval by the Executive Committee at its June 1, 2026, meeting.

B. Annual C-PACE Program Bond Capacity Review

Requested Action(s): 1. Recommend that the Executive Committee authorize the Executive Director to approve an increase of \$200M in bond capacity for the Greenworks / Nuveen Green Capital Commercial PACE Program to a total of \$780M in bonding capacity through Fiscal Year 2026/2027.
2. Recommend that the Executive Committee adopt Resolution Number 02-26; A Resolution of the Executive Committee of the Western Riverside Council of Governments increasing the maximum bond authorization for Greenworks PACE Program and making certain required disclosures.

C. Fiscal Year 2026/2027 Agency Budget

Requested Action(s):

1. Recommend that the Executive Committee approve and recommend that the General Assembly adopt Resolution Number 03-26; A Resolution of the General Assembly of the Western Riverside Council of Governments adopting the Fiscal Year 2026/2027 Agency Budget.

D. Updated Personnel Policies Related to Employee Leave Benefits; Electronic Communication, Internet, Email, and Mobile Devices; and Employee Expense and Reimbursement

Requested Action(s):

1. Recommend that the Executive Committee approve the following updated policies:
 - Employee Leave Benefits - Other Statutory Leaves
 - Electronic Communication, Internet, Email, and Mobile Devices
 - Overtime and Management Leave
 - Training, Travel, Per Diem, Reimbursable Expenses, Credit Cards

7. REPORT FROM THE COMMITTEE CHAIR

Brenda Dennstedt, Western Water

8. REPORT FROM THE INTERIM EXECUTIVE DIRECTOR

Chris Gray

9. ITEMS FOR FUTURE AGENDAS

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

10. GENERAL ANNOUNCEMENTS

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

11. NEXT MEETING

The next Administration & Finance Committee meeting is scheduled for Wednesday, June 10, 2026, at 12:00 p.m., in WRCOG's office at 1955 Chicago Avenue, Riverside.

12. ADJOURNMENT

Administration & Finance Committee

Action Minutes

1. CALL TO ORDER

The meeting of the WRCOG Administration & Finance Committee was called to order by Chair Brenda Dennstedt at 12:01 p.m., on March 11, 2026, in WRCOG's office.

2. PLEDGE OF ALLEGIANCE

Committee member Kevin Bash led the Committee members and guests in the Pledge of Allegiance.

3. ROLL CALL

- City of Beaumont - Mike Lara
- City of Corona - Jacque Casillas*
- City of Eastvale - Christian Dinco
- City of Jurupa Valley - Chris Barajas
- City of Menifee - Bob Karwin
- City of Norco - Kevin Bash
- County of Riverside, Dist. 2 - Karen Spiegel
- County of Riverside, Dist. 3 - Chuck Washington
- Western Water - Brenda Dennstedt (Chair)

*Arrived after roll call.

Absent:

- City of Lake Elsinore
- City of Riverside

4. PUBLIC COMMENTS

There were no public comments.

5. CONSENT CALENDAR

RESULT:	APPROVED AS RECOMMENDED
MOVER:	Jurupa Valley
SECONDER:	Norco
AYES:	Beaumont, Corona, Eastvale, Jurupa Valley, Menifee, Norco, Dist. 2, Dist. 3, Western Water

A. Action Minutes from the February 11, 2026, Administration & Finance Committee Meeting

Action:

1. Approved the Action Minutes from the February 11, 2026, Administration & Finance Committee meeting.

6. REPORTS / DISCUSSION

A. 2026 General Assembly Community Service Awards Nominations

Action:

1. Nominated Mary Carnes and Monica Lyons for the individual award, and Eastvale Chinese American Association and the Rotary of Murrieta for the group award for the 2026 Awards for Outstanding Community Service to the Executive Committee for final approval.

RESULT:	APPROVED AS RECOMMENDED
MOVER:	Corona
SECONDER:	Western Water
AYES:	Beaumont, Corona, Eastvale, Jurupa Valley, Menifee, Norco, Dist. 2, Dist. 3, Western Water

B. Review of Updated Personnel Policies Related to WRCOG Employee Leave Benefits

Action:

1. Recommended that the Executive Committee approve the following updated personnel policy:
 - A. X.1 Employee Leave Benefits: Paid Time Off Policy

RESULT:	APPROVED WITH REVISIONS
MOVER:	Jurupa Valley
SECONDER:	Eastvale
AYES:	Beaumont, Corona, Eastvale, Jurupa Valley, Dist. 2, Dist. 3, Western Water
NAYS:	Menifee and Norco opposed Policy A

Action:

1. Recommended that the Executive Committee approve the following updated personnel policies:
 - B. X.2 Employee Leave Benefits: Holidays
 - C. X.3 Employee Leave Benefits: Family Medical Leave and Pregnancy Disability
 - D. X.5 Employee Leave Benefits: Military Leave
 - E. X.6 Employee Leave Benefits: Catastrophic Voluntary Time Bank Program

RESULT:	APPROVED AS RECOMMENDED
MOVER:	Norco
SECONDER:	Jurupa Valley
AYES:	Beaumont, Corona, Eastvale, Jurupa Valley, Menifee, Norco, Dist. 2, Dist. 3, Western Water

7. REPORT FROM THE COMMITTEE CHAIR

Chair Dennstedt thanked staff for putting together a successful Women's Day Event.

8. REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR

Deputy Executive Director Chris Gray reminded the Committee to RSVP for any Committees they are a part of so we may establish quorum.

9. ITEMS FOR FUTURE AGENDAS

Committee member Spiegel noted that the next RCTC meeting will occur on the same day as the next scheduled WRCOG Administration & Finance Committee meeting, and suggested that staff check quorum.

10. GENERAL ANNOUNCEMENTS

There were no general announcements.

11. NEXT MEETING

The next Administration & Finance Committee meeting is scheduled for Wednesday, April 8, 2026, at 12:00 p.m., in WRCOG's office at 1955 Chicago Avenue, Riverside.

12. ADJOURNMENT

The meeting was adjourned at 1:22 p.m.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Nominations for Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair Positions for Fiscal Year 2026/2027

Contact: Chris Gray, Interim Executive Director, cgray@wrcog.us, (951) 405-6710

Date: May 13, 2026

Recommended Action(s):

1. Nominate Executive Committee members to serve as WRCOG Chair, Vice-Chair, and 2nd Vice-Chair for Fiscal Year 2026/2027, for consideration of approval by the Executive Committee at its June 1, 2026, meeting.

Summary:

One key function of the Administration & Finance Committee is to recommend leadership positions to the Executive Committee for the following fiscal year. A list of nominated individuals is being presented for discussion and recommendation.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item to provide information regarding leadership positions for Fiscal Year 2026/2027. This item supports WRCOG's 2022-2027 Strategic Plan Goal #4 (Communicate proactively about the role and activities of the Council of Governments).

Discussion:

Background

WRCOG's Bylaws (updated January 2026) indicate that there are three elected positions for WRCOG leadership: Chair, Vice-Chair, and 2nd Vice-Chair. As per the Bylaws, there are several requirements, including:

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

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

Present Situation

The Administration & Finance Committee acts as the nominating Committee for leadership positions on the Executive Committee. The nomination period for these positions was open from March 19, 2026, to April 8, 2026. The following individuals were either nominated or expressed self interest in a leadership position:

Member	Jurisdiction	Position	Nominated By
Jacque Casillas	City of Corona	Chair	Brenda Dennstedt Brian Tisdale Lori Stone
Mike Lara	City of Beaumont	Vice-Chair	Brenda Dennstedt Brian Tisdale Lori Stone
Chuck Conder	City of Riverside	2nd Vice-Chair	Brenda Dennstedt Brian Tisdale Lori Stone
Mark Terry	City of Canyon Lake	2nd Vice-Chair	Mike Lara
Christian Dinco	City of Eastvale	2nd Vice-Chair	Self

Attachment 1 to this staff report includes comments by nominators. Nominations can also be made at the meeting by members of the Committee.

The Administration & Finance Committee serves as the nominating committee and makes recommendations to the Executive Committee. These nominations will be considered at the May 4, 2026, Executive Committee meeting. Final approval of these positions will be considered at the General Assembly meeting on June 18, 2026.

Prior Action(s):

None.

Financial Summary:

The action itself does not make any financial transactions; however, meeting stipends are allocated in the Fiscal Year 2026/2027 Agency Budget.

Attachment(s):

[Attachment 1 - Leadership nominations comments from Brenda Dennstedt.pdf](#)

[Attachment 2 - Leadership nomination comment from Christian Dinco.pdf](#)

Attachment

Leadership nominations comments
by Brenda Dennstedt

I respectfully request the consideration of the Admin & Finance committee and hereby formally nominate the following individuals the position of WRCOG Chair, 1st Vice Chair and 2nd Vice Chair:

Mayor Jacque Casillas – Chair

Councilmember Mike Lara – 1st Vice Chair

Councilmember Chuck Conder – 2nd Vice Chair

Chair

Mayor Casillas has demonstrated exceptional leadership, integrity, and a steadfast commitment to serving the community. Through her experience, vision, and ability to bring people together, she has earned the respect and confidence of colleagues and constituents alike.

As Chair, Mayor Casillas will provide strong guidance, foster collaboration, and ensure that our work continues to move forward effectively and responsibly. I am confident that she will serve in this role with distinction.

1st Vice Chair

Councilman Lara has demonstrated strong leadership, sound judgment, and a deep commitment to the work of this body. His ability to collaborate effectively, address complex issues, and support the goals of the WRCOG makes him exceptionally well-suited for this role.

As First Vice Chair, Councilman Lara will provide dependable leadership, assist in guiding our efforts, and help ensure continuity in advancing our priorities. I am confident he will serve with professionalism and dedication.

2nd Vice Chair

Councilman Conder has consistently demonstrated strong leadership, dedication to public service, and a collaborative spirit that benefits both the council and the community. His experience, thoughtful decision-making, and commitment to advancing our shared goals make him well-qualified for this role.

I am confident that he will serve effectively as Second Vice Chair and continue to contribute positively to the leadership of this body.

Thank you for your consideration.

Respectfully submitted,

Brenda Dennstedt

Attachment

Leadership nomination comment by
Christian Dinco

From: [Christian Dinco](#)
To: [Chris Gray](#), [Janis L. Leonard](#)
Subject: Re: Nominations are now being accepted for FY 2026/2027 leadership positions on WRCOG's Executive Committee
Date: Sunday, March 29, 2026 4:01:38 PM
Attachments: [image001.png](#)
[Outlook-mbsoftco.png](#)

I am interested in the 2nd Vice-Chair position. With 6 years on WRCOG I believe it is the right time to move into this leadership position and contribute to the COG's success in an expanded role.

Thank you,



Christian Dinco | City Council Member - District 2
CITY OF EASTVALE | T: 951.361.0900
12363 Limonite Avenue | Suite 910 | Eastvale, CA 91752
cdinco@eastvaleca.gov | eastvaleca.gov

Connect with us on social media:
[Facebook](#) | [Twitter](#) | [Instagram](#) | [LinkedIn](#) | [YouTube](#)

Community ~ Pride ~ Prosperity

Please note that email correspondence with the City of Eastvale, along with attachments, may be subject to the California Public Records Act, and therefore may be subject to disclosure unless otherwise exempt.

From: Chris Gray <cgray@wrcog.us>
Sent: Thursday, March 19, 2026 4:49 PM
To: Janis L. Leonard <jleonard@wrcog.us>
Cc: Chris Gray <cgray@wrcog.us>
Subject: Nominations are now being accepted for FY 2026/2027 leadership positions on WRCOG's Executive Committee

Good afternoon, WRCOG Executive Committee members and alternates,

Nominations are now being accepted for FY 2026/2027 leadership positions on WRCOG's Executive Committee (Chair, Vice-Chair, and 2nd Vice-Chair). While all positions are open based on the formal rules, it is notable that tradition has been for existing roles to elevate (2nd Vice-Chair to Vice Chair, Vice-Chair to Chair) leaving new members of the leadership team most likely to join in the 2nd Vice-Chair role. Nominations are not restricted based on prior service.

Selection Process: Candidates may submit an optional Statement of Candidacy that will be shared with the Administration & Finance (A&F) and Executive Committees to provide more information about relevant qualifications, accomplishments, and interest. The names and optional Statements of Candidacy received no later than March 30, 2026, will be incorporated in the A&F Committee agenda materials for the item, although the A&F Committee retains the option to consider any candidate until the vote has concluded. The A&F is scheduled to meet on Wednesday, April 8, 2026, to review the slate of candidates and provide a recommendation to the Executive Committee for consideration. The Executive Committee is scheduled to meet on May 4, 2026, and will forward its recommendation to the WRCOG General Assembly for consideration and final selection on June 18, 2026.

If you are interested in serving in one of these positions for the next fiscal year, or if you wish to nominate a member of the Executive Committee to serve in one of these positions, please inform Janis Leonard (jleonard@wrcog.us), cc'd herein, no later than March 30, 2026. Applications received after that date may not be included in the published A&F Committee agenda but will still be eligible for consideration.

The following individuals currently serve in WRCOG's leadership positions:

Executive Committee Chair: Brenda Dennstedt, Western Water
Executive Committee Vice-Chair: Jacque Casillas, City of Corona
Executive Committee 2nd Vice-Chair: Mike Lara, City of Beaumont

The duties and obligations for each position can be found in the WRCOG JPA and Bylaws (excerpts below). In addition to those, officers generally meet regularly with the Executive Director.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Annual C-PACE Program Bond Capacity Review

Contact: Casey Dailey, Director of Energy & Environmental Programs, cdailey@wrcog.us, (951) 405-6720

Date: May 13, 2026

Recommended Action(s):

1. Recommend that the Executive Committee authorize the Executive Director to approve an increase of \$200M in bond capacity for the Greenworks / Nuveen Green Capital Commercial PACE Program to a total of \$780M in bonding capacity through Fiscal Year 2026/2027.
2. Recommend that the Executive Committee adopt Resolution Number 02-26; A Resolution of the Executive Committee of the Western Riverside Council of Governments increasing the maximum bond authorization for Greenworks PACE Program and making certain required disclosures.

Summary:

WRCOG's Commercial PACE (C-PACE) Program provides commercial property owners with financing for energy, water, seismic, and electric vehicle charging upgrades, repaid through property tax assessments. WRCOG issues limited obligation bonds for these improvements. In December 2024, the Executive Committee requested an annual C-PACE bond capacity review. Staff recommends increasing bonding capacity by \$200M, bringing the total to \$780M, to support anticipated Fiscal Year 2026/2027 projects.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item is to provide an update on C-PACE activities and review C-PACE Program bond capacity. This effort aligns with WRCOG's 2022-2027 Strategic Plan Goal #5 (To develop projects and programs that improve infrastructure and sustainable development in the subregion).

Discussion:

Background

Property Assessed Clean Energy (PACE) Programs are authorized by several states to offer property-based financing assistance to residential and/or commercial property owners seeking to implement energy saving, renewable energy, water conservation, new construction, electric vehicle charging stations, and seismic strengthening improvements. For both residential and commercial projects, improvements installed utilizing PACE financing are secured by placing a lien on the underlying property

and are paid back through a line-item charge on the secured property tax bill. In 2008, following the adoption of Assembly Bill (AB) 811, the State of California began authorizing PACE financing and is currently one of 40 states to authorize this type of financing for commercial projects, and one of only three states offering the Program for residential projects. WRCOG began offering PACE financing for local residential and commercial projects in 2011.

In 2014, the WRCOG Program offerings expanded beyond the WRCOG boundaries to include much of the state - 382 of the 482 cities and 47 of the 58 counties in California. This was accomplished by enrolling the extra-territorial jurisdictions as Associate Members of WRCOG. The Residential Program was closed to new participants in 2021 at the direction of the Executive Committee; however, the C-PACE Program and the Associate Member designations remain active.

The C-PACE Program operates in partnership with external vendors, or providers, who provide design and administrative services to the Program, which include setting and adhering to processes and procedures to review the eligibility of potential improvements, marketing the program, approving property owner applications, providing origination services related to financing eligible C-PACE improvements, and development of a standard set of materials documenting the legal requirements of the transaction. WRCOG currently works with two Commercial providers Nuveen Green Capital (formerly Greenworks Lending) and PACE Loan Group, LLC (PLG).

In 2024, the Executive Committee gave direction to staff to open the Program to additional C-PACE providers and WRCOG launched it's online Direct Capital Provider (DCP) portal platform.

What is C-PACE?

The C-PACE Program operates within the state of California and was enacted from AB 811. The PACE Program concept and purpose of the Program is to provide a financing option to property owners for eligible energy efficiency, renewable energy, and water conservation upgrades. Beyond this general framework, however, C-PACE can support financing eligible projects within new construction, can provide a 36-month retroactive look-back financing for eligible products, and can provide financing for seismic and fire-hardening improvements. C-PACE projects are more closely aligned with local government economic development efforts by offering competitive financing to businesses seeking to develop or expand new commercial facilities within its jurisdictions.

Additionally, the C-PACE financing closing process operates in the following important ways:

1. **Lender consent** - existing lienholders are required to acknowledge and consent to C-PACE financing. This requires acknowledgement of senior lien holder position prior to finance closing.
2. **Enhanced underwriting standards** - C-PACE works with businesses and corporations, and as such, the underwriting process includes businesses and PACE legal counsels and typically takes a longer process. Typical underwriting processes include the legal review of multiple projects, financing, and legal documents which, in many cases, can take up to a few months.
3. **More sophisticated borrowers** - C-PACE is a business transaction on both sides of the deal. Borrowers are typically commercial real estate owners or developers with legal counsel to review loan and bond documents. As a result of this, C-PACE transactions typically take weeks, if not months, to complete.

What is WRCOG's Role?

WRCOG's primary role is the issuance of limited obligation bonds for projects that meet strict requirements established in Program Reports. These bonds are distinct from general obligation bonds in several ways but most notably is the absence of risk to the WRCOG Treasury (and the Treasuries of WRCOG member agencies) in the event of a default in the assessment or project collapse.

WRCOG Issuance of Bonds

WRCOG's issuance of bonds are consistent with the Program Agreement. WRCOG is obligated to issue bonds if a strict set of conditions established by the WRCOG Executive Committee within WRCOG's Program Reports are met. It must also conform to maximum bond indebtedness limits, or bonding capacity.

Increasing the bonding capacity does not directly authorize the issuance of new bonds. WRCOG issues bonds in accordance with the Program Administration Agreement after reviews are conducted by legal counsel, bond counsel, and WRCOG financial advisors, to ensure they have deemed to meet adopted standards and requirements prior to execution.

Present Situation

C-PACE Program Provider Project Updates with Maximum Bond Authorization and Capacity:

Nuveen Green Capital (NGC): In Fiscal Year (FY) 2024/2025, the C-PACE Program financed three projects for a total amount of \$48M and covered two retroactive energy efficiency projects, and one new construction project:

1. A retrofit of a newly constructed project, KTM North America Headquarters in the City of Murrieta, covering building envelope, lighting, HVAC, plumbing, installation, windows/doors, seismic, solar and storm.
2. A retrofit, 87 unit, senior living facility project, "The Seville," in the City of San Clemente, covering building envelope, plumbing, lighting, windows, doors, and HVAC.
3. A new construction, Miles Chemical, in the City of Madera, covering lighting, seismic, storm resiliency, and fire hardening.

In FY 2025/2026, the C-PACE Program financed two projects for a total amount of \$72.6M and covered one new construction energy efficiency project and one retroactive project:

1. A ground up new construction, 118 unit condominium hotel Rockspring Residence & Lodge, in the City of Mammoth Lakes, covering HVAC, plumbing, electrical and lighting, elevators, building envelope, seismic, and eligible soft cost.
2. A retrofit project with Santoshi Corporation in the City of South El Monte, covering solar.

On January 8, 2018, WRCOG and Greenworks entered into a C-PACE Program Administration Agreement which was executed by Greenworks and WRCOG with assistance from WRCOG's Bond Counsel, Best Best & Krieger (BB&K). The term of this Agreement commenced on January 8, 2018, and terminated on December 31, 2019, and automatically extended for an additional year at the end of each succeeding year. The purpose of this Agreement is for Greenworks to provide Program Administration services and to furnish financing necessary to provide labor, materials, tools, equipment, services, and

incidental and customary work necessary to fully and adequately implement the provision of the Program Administration services.

The Executive Committee authorized Greenworks Lending to serve as a C-PACE Program administrator for the Programs (the "Greenworks Program") and the issuance of bonds for the Greenworks Programs (via adopted Resolution Number 02-18). Resolution Number 02-18 originally authorized the issuance of one or more series of limited obligation improvement bonds for the Greenworks Program in the maximum aggregate principal amount not to exceed \$150M.

On August 5, 2019, the Executive Committee authorized Greenworks to serve as a C-PACE Program administrator for the Programs (the "Greenworks Program") and the issuance of bonds for the Greenworks Programs via adopted Resolution Number 27-19, which authorized the increase of the maximum aggregate principal amount of Greenworks Program bonds to \$200M.

On December 2, 2024, the Executive Committee adopted Resolution Number 30-24, approving WRCOG and NGC (formerly Greenworks) to enter into a Second Amendment to the Administration Agreement for the Greenworks C-PACE Program increasing the maximum bonded indebtedness for such Program to \$500M. The Second Amendment was executed by WRCOG and Greenworks and became effective, binding, valid, and enforceable as of the time of such acceptance.

On December 16, 2025, staff met with NGC for the annual review of the upcoming year and to discuss the project pipeline to best estimate the bond capacity needs through FY 2026/2027. Currently, NGC anticipates there are up to 30 projects estimated to close within the 18-month pipeline, with a total PACE-financed amount of \$397M.

NGC has a current bond capacity limit of \$580M. NGC has utilized \$296M of available bonding capacity, leaving a remaining balance of \$284M. Based on the discussions with NGC and the upcoming year's outlook, staff is requesting an increase of \$200M in total bonding capacity for NGC to achieve sufficient capacity for the issuance of limited obligation bonds for conforming C-PACE projects through FY 2026/2027. With the proposed increase, NGC will have a new bonding capacity of \$780M.

PACE Loan Group (PLG): PACE Loan Group is a leading national direct C-PACE lender in Minneapolis, Minnesota and currently has an office in California. PLG is a member of the Board of Directors for PACE Nation and C-PACE Alliance. PLG is authorized to finance C-PACE projects in 40 states.

On December 1, 2025, WRCOG and PLG entered into a C-PACE Program Administration Agreement which was executed by PLG and WRCOG with assistance from WRCOG's Bond Counsel, BB&K. The term of this Agreement commenced on January 1, 2026, and shall terminate on December 31, 2026, and automatically extends for an additional year at the end of each succeeding year. The purpose of this Agreement is for PLG to provide Program Administration services and to furnish financing necessary to provide labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately implement the provision of the Program Administration services.

The Executive Committee adopted Resolution Number 25-25 authorizing PLG to administer and finance eligible improvements to be installed on commercial properties located within the boundaries of both the WRCOG Energy Efficiency and Water Conservation Program for Western Riverside County and the California HERO Program. Resolution Number 25-25 originally authorized the issuance of one or more

series of limited obligation improvement bonds for the PLG C-PACE Programs in the maximum aggregate principal amount not to exceed \$300M.

To date, the newly authorized provider has closed zero C-PACE projects. As such, there are no requests from PLG to increase its current \$300M bond capacity.

Direct Capital Providers (DCP) Program: On March 4, 2024, the Executive Committee authorized the expansion of WRCOG's C-PACE Program to create a pathway to partner directly with investment and commercial banks and other financial institutions in which there would be no Program Administrators or Program Administration Agreements needed. The benefits analyzed of this partnership include:

- Working with capital providers subject to federal banking regulations and audited by the federal government.
- Typically, with capital providers, PACE financing constitutes only a small portion of its portfolio and, as such, there is a diversification of capital provider's investments / assets.
- Capital providers with a commercial lending platform could offer PACE as an additional lending option for projects. As such, banks would conduct their own due diligence of projects and would have established underwriting criteria.
- With no Program Administrator for these projects, interest rates and fees would be lower, as the financing is directly placed with the capital provider.
- Potentially, the capital provider could also serve as the fiscal agent / trustee and thereby reduce the costs of financing as well.
- Increased minimum project size leads to more sophisticated property owners.

At the same meeting, the Executive Committee adopted a resolution authorizing a maximum bonding capacity for the Direct Capital Provider Program of \$500M.

To date, two C-PACE projects, Miles Chemical and Santoshi with Citizens Business Bank, closed in the total financed amount of \$4.5M. Staff is not requesting any increase in the maximum existing bonding capacity for the DCP Program at this time.

Attachment #2 to this staff report shows the number of completed projects and the respective amounts of C-PACE financing by fiscal year since FY 2013/2014.

Prior Action(s):

March 19, 2026: The Technical Advisory Committee 1) recommended that the Executive Committee authorize the Executive Director to approve an increase of \$200M in bond capacity for the Greenworks / Nuveen Green Capital Commercial PACE Program to a total of \$780M in bonding capacity through Fiscal Year 2026/2027, and 2) adopt Resolution Number 02-26; A Resolution of the Executive Committee of the Western Riverside Council of Governments increasing the maximum bond authorization for Greenworks PACE Program and making certain required disclosures.

March 12, 2026: The Finance Directors Committee 1) recommended that the Executive Committee authorize the Executive Director to approve an increase of \$200M in bond capacity for the Greenworks / Nuveen Green Capital Commercial PACE Program to a total of \$780M in bonding capacity through Fiscal Year 2026/2027, and 2) adopt Resolution Number 02-26; A Resolution of the Executive Committee of the Western Riverside Council of Governments increasing the maximum bond

authorization for Greenworks PACE Program and making certain required disclosures.

April 7, 2025: The Executive Committee 1) authorized the Executive Director to approve an increase of \$80M in bond capacity for the Greenworks / Nuveen Green Capital Commercial PACE Program to a total of \$580M in bonding capacity through Fiscal Year 2025/2026, and 2) Adopted Resolution Number 02-25; A Resolution of the Executive Committee of the Western Riverside Council of Governments increasing the maximum bond authorization for Greenworks PACE Program and making certain required disclosures.

December 2, 2024: The Executive Committee adopted Resolution Number 30-24; A Resolution of the Executive Committee of the Western Riverside Council of Governments approving the form of a Second Amendment to the Administration Agreement for Greenworks Commercial PACE Program, increasing the maximum bonded indebtedness for such Program and approving other actions in connection thereto.

Financial Summary:

PACE Program Activities are included in the Agency's adopted FY 2025/2026 Budget under the Energy & Environmental Department (Fund 110). If the total bond authorization is increased, the additional bond capacity could enable the completion of more projects, which would generate increased revenue for the Program. While WRCOG acts as the bond issuer, it does not carry the liability for the bonds on its financial statements, as these are considered a fiduciary activity of the Agency, and is reported as a custodial fund in accordance with GASB 84.

Attachment(s):

[Attachment 1 - Resolution Number 02-26; Authorizing an Increase in Maximum Bond Authorization for the Greenworks Program 2026-2027.pdf](#)

[Attachment 2 - C-PACE Closed Projects by Fiscal Year.pdf](#)

Attachment

Resolution Number 02-26 A
Resolution of the Executive
Committee of the Western Riverside
Council of Governments Increasing
Maximum Bond Authorization for
Greenworks PACE Program and
making certain required disclosures

RESOLUTION NUMBER 02-26

A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS INCREASING MAXIMUM BOND AUTHORIZATION FOR GREENWORKS PACE PROGRAM AND MAKING CERTAIN REQUIRED DISCLOSURES

WHEREAS, the Executive Committee of the Western Riverside Council of Governments (“WRCOG”) has established the Energy Efficiency and Water Conservation Program for Western Riverside County (commonly referred to as the “WRCOG Program”) and its statewide Property Assessed Clean Energy Program (the “California Program,” collectively with the WRCOG Program, the “Programs”) for the purpose financing the installation of certain authorized improvements (“Authorized Improvements”) on residential and commercial properties located within the program area of each of the Programs (collectively the “Program Areas” each individually a “Program Area”); and

WHEREAS, by adoption of the Resolution Numbers 08-11 and 03-12, of the Executive Committee, as amended, the Executive Committee provided that one or more series of improvement bonds would be issued under the Improvement Bond Act of 1915, Division 10 of the Streets and Highways Code of California (the “1915 Act”) or other financing relationships would be entered; and

WHEREAS, Resolution Number 08-13 of the Executive Committee initially authorized the Programs to issue bonded indebtedness to finance Authorized Improvements within the Program Area for both residential and commercial parcels in one or more series of bonds pursuant to Chapter 29 and the 1915 Act; and

WHEREAS, Resolution Number 02-18 of the Executive Committee authorized Greenworks Lending LLC to serve as a commercial program administrator for the Programs (the “Greenworks Program”) and the issuance of bonds for the Greenworks Program; and

WHEREAS, Resolution Number 08-13 was subsequently amended by Resolution Number 24-13, 22-14, 26-14, 39-15, 04-17, 10-17, 43-17, 02-18, 46-18, 05-19, 27-19, 30-24 and 02-25; which collectively authorized the issuance of one or more series of bonds to finance the Authorized Improvements and provided a maximum amount of aggregate principal amount of bonds that maybe issued for the Greenworks Program; and

WHEREAS, the current maximum amount of aggregate principal amount of bonded indebtedness that maybe issued pursuant to the Greenworks Program is \$580,000,000; and

WHEREAS, the Greenworks Program is anticipated to finance Authorized Improvements in excess of such amount and an increase in the maximum amount of aggregate principal amount of bonds that maybe issued for the Greenworks Program is required; and

WHEREAS, Section 5852.1 of the Government Code of the State of California provides that WRCOG obtain from an underwriter, financial advisor or private lender and disclose, in a meeting open to the public, prior to authorization of the issuance of the bonds, good faith estimates of: (a) the true interest cost of the bonds, (b) the finance charge of the bonds, meaning the sum of all fees and charges paid to third parties, (c) the amount of proceeds of the bonds received less the finance charge described above and any reserves or capitalized interest paid or funded with proceeds of the bonds and (d) the sum total of all debt service payments on the bonds calculated to the final maturity of the bonds plus the fees and charges paid to third parties not paid with the proceeds of the bonds; and

WHEREAS, WRCOG desires to increase the aggregate maximum amount of indebtedness authorization for the Greenworks Programs and make the disclosures required pursuant to Section 5852.1;

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

Section 1. Authorizing Resolutions. The resolutions listed in the recitals above are hereby collectively referred to herein as the “Authorizing Resolutions.”

Section 2. Authorization of the Issuance of the Bonds. The Executive Committee hereby authorizes the issuance of one or more series of bonds of the Greenworks Program under and pursuant to the Chapter 29, the 1915 Act, the Resolutions cited in the recitals and this Resolution in the following maximum aggregate principal amount:

- a. Greenworks Program bonds (the “Bonds”) secured by assessments levied on participating commercial parcels located in the Program Areas: \$780,000,000.

Such amount is the aggregate amount since the inception of the Greenworks Program.

Section 3. Good Faith Estimate. The good faith estimates set forth herein are provided with respect to the Bonds in accordance with California Government Code Section 5852.1. Such good faith estimates have been provided to the WRCOG by the Municipal Advisor in consultation with the Underwriter.

Principal Amount. The Municipal Advisor has informed the WRCOG that, based on the financing plan and current market conditions, its good faith estimate of the aggregate principal amount of the Bonds to be sold is \$780,000,000 (the “Estimated Principal Amount”), which excludes approximately \$0 (of net premium estimated to be generated based on current market conditions. Net premium is generated when, on a net aggregate basis for a single issuance of bonds, the price paid for such bonds is higher than the face value of the bonds.

True Interest Cost of the Bonds. The Municipal Advisor has informed WRCOG that, assuming that the Estimated Principal Amount of the Bonds is sold, and based on market interest rates prevailing at the time of preparation of such estimate, its good faith estimate of the true interest cost of the Bonds, which means the rate necessary to discount the amounts payable on the respective principal and interest payment dates to the purchase price received for the Bonds, is 8.278%.

Finance Charge of the Bonds. The Municipal Advisor has informed the WRCOG that, assuming that the Estimated Principal Amount of the Bonds is sold, and based on market interest rates prevailing at the time of preparation of such estimate, its good faith estimate of the finance charge for the Bonds, which means the sum of all fees and charges paid to third parties (or costs associated with the Bonds), is \$17,100,000.

Amount of Proceeds to be Received. The Municipal Advisor has informed WRCOG that, assuming that the Estimated Principal Amount of the Bonds is sold, and based on market interest rates prevailing at the time of preparation of such estimate, its good faith estimate of the amount of proceeds expected to be received by WRCOG, for the sale of the Bonds, less the finance charge of the Bonds, as estimated above, and any reserves or capitalized interest paid or funded with proceeds of the Bonds, is \$762,900,000.

Total Payment Amount. The Municipal Advisor has informed WRCOG that, assuming that the Estimated Principal Amount of the Bonds is sold, and based on market interest rates prevailing at the time of preparation of such estimate, its good faith estimate of the total payment amount, which means the sum total of all debt service payments on the Bonds, plus the finance charge for the Bonds, as described above, not paid with the proceeds of the Bonds, calculated to the final maturity of the Bonds, is \$1,559,422,667 (excluding any offsets from reserves or capitalized interest).

The foregoing estimates constitute good faith estimates only. The actual principal amount of the Bonds issued and sold, the true interest cost thereof, the finance charges thereof, the amount of proceeds received therefrom and total payment amount with respect thereto may differ from such good faith estimates due to (a) the actual date of the sale of the Bonds being different than the date assumed for purposes of such estimates, (b) the actual principal amount of Bonds sold being different from the Estimated Principal Amount, (c) the actual amortization of the Bonds being different than the amortization assumed for purposes of such estimates, (d) the actual market interest rates at the time of sale of the Bonds being different than those estimated for purposes of such estimates, (e) other market conditions, or (f) alterations in the financing plan or finance charges, or a combination of such factors. The actual date of sale of the Bonds and the actual principal amount of Bonds sold will be determined by WRCOG, based on the timing of the need for proceeds of the Bonds and other factors. The actual interest rates borne by the Bonds will depend on market interest rates at the time of sale thereof. The actual amortization of the Bonds will also depend, in part, on market interest rates at the time of sale thereof. Market interest rates are affected by economic and other factors beyond the control of the WRCOG.

Section 4. No Obligation of WRCOG, its Regular Members or Associate Members. Pursuant to Streets and Highways Code Section 8769, this Executive Committee does hereby determine that WRCOG will not obligate itself to advance funds from the WRCOG treasury to cure any deficiency in the redemption fund established pursuant to any master indenture entered into in connection with the Bonds. The Executive Committee further declares and determines that no Regular Member or Associate Member shall be obligated to advance funds from the treasury of such Regular Member or Associate Member to cure any such deficiency in such redemption funds.

Section 5. Conditions of Approval. The approvals, authorization and direction given by this Resolution are conditioned upon the satisfaction of the requirements of the requirements set forth in the Authorizing Resolutions without the further approval or action of the Executive Committee.

Section 6. Official Actions. The Executive Director or his delegate is hereby authorized and directed, for and in the name and on behalf of WRCOG, to do any and all things and take any and all actions, including execution and delivery of any and all assignments, certificates, requisitions, agreements, notices, consents, instruments of conveyance, warrants and other documents, which they, or any of them, may deem necessary or advisable in order to consummate the issuance and sale of the Bonds and any of the other transactions contemplated by the documents approved pursuant to this Resolution. All actions heretofore taken by the officers and agents of WRCOG with respect to the sale and issuance of the Bonds are hereby approved, confirmed and ratified.

Section 7. Effective Date. This Resolution shall take effect upon the date of its adoption.

PASSED AND ADOPTED by the Executive Committee of Western Riverside Council of Governments on May 4, 2026.

Brenda Dennstedt, Chair
WRCOG Executive Committee

Chris Gray, Secretary
WRCOG Executive Committee

Approved as to form:

Best Best & Krieger LLP
WRCOG Bond Counsel

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

Attachment

C-PACE Closed Projects by Fiscal Year

C-PACE Projects by Fiscal Year

Fiscal Year	Completed Projects	Amount of C-PACE Financing
2013/2014	3	\$113,087.92
2014/2015	10	\$933,297.99
2015/2016	16	\$2,879,643.86
2016/2017	11	\$4,447,169.33
2017/2018	3	\$2,063,986.21
2018/2019	9	\$6,247,153.44
2019/2020	8	\$54,991,988.25
2020/2021	11	\$81,115,090.22
2021/2022	11	\$67,767,734.02
2022/2023	3	\$15,347,209.00
2023/2024	3	\$38,841,960.70
2024/2025	3	\$48,153,805.56
2025/2026	2	\$72,614,000.00
TOTAL	93	\$395,516,126.50



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Fiscal Year 2026/2027 Agency Budget
Contact: Andrew Ruiz, Chief Financial Officer, aruiz@wrcog.us, (951) 405-6741
Date: May 13, 2026

Recommended Action(s):

1. Recommend that the Executive Committee approve and recommend that the General Assembly adopt Resolution Number 03-26; A Resolution of the General Assembly of the Western Riverside Council of Governments adopting the Fiscal Year 2026/2027 Agency Budget.

Summary:

As part of the Fiscal Year 2026/2027 budget development process, staff is presenting key priorities and policy considerations for input. These priorities are intended to guide preparation of the proposed budget and ensure alignment with the Agency's Strategic Plan while maintaining fiscal stability, supporting key programs, strengthening organizational capacity, and promoting responsible management of Agency resources.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item is to provide information regarding the Fiscal Year 2026/2027 budget. This effort aligns with WRCOG's 2022-2027 Strategic Plan Goal #3 (Ensure fiscal solvency and stability of the Western Riverside Council of Governments).

Discussion:

Budget Development Priorities and Assumptions

As staff began to develop the Fiscal Year (FY) 2026/2027 budget, several priorities were identified to guide the process and ensure alignment with the Agency's Strategic Plan. These priorities focus on maintaining fiscal stability, supporting key programs, strengthening organizational capacity, and ensuring responsible management of Agency resources.

1. I-REN Program Implementation (Strategic Plan Goal #6): The Inland Regional Energy Network (I-REN) remains a major programmatic priority for the Agency. Budget development will focus on ensuring the program has sufficient staffing and administrative support to successfully implement program activities and meet all regulatory and reporting requirements.

This includes filling currently authorized positions and evaluating whether existing Energy & Environment Department staff resources should be reassigned to support I-REN operations where appropriate. Staff will also develop internal guidance identifying allowable expenditures under California Public Utilities Commission (CPUC) requirements to ensure compliance and maximize reimbursement of eligible costs during the program's final billing year. From a budgetary standpoint, I-REN's budgeted revenues are anticipated to increase by approximately 40% from \$11M in FY 2025/2026 to over \$15M in FY 2026/2027.

2. TUMF Revenue Monitoring and Expenditure Management (Strategic Plan Goals #3 & #5): Recent development trends have resulted in lower-than-anticipated Transportation Uniform Mitigation Fee (TUMF) revenues. Given this uncertainty, staff will take a conservative approach in preparing the FY 2026/2027 TUMF budget.

TUMF expenditures will generally be held constant while staff continues to monitor collections during the third and fourth quarters of FY 2025/2026. Should revenues fall below projected levels, the Local Transportation Fund (LTF) fund balance may be used on a temporary basis to address any short-term shortfalls while maintaining program commitments. Staff anticipates TUMF collections to stay consistent with the FY 2025/2026 amended amount, \$48M, for FY 2026/2027.

3. Succession Planning and Organizational Structure (Strategic Plan Goal #7): To support long-term organizational continuity and leadership development, staff will incorporate succession planning into the Agency's organizational structure through the creation of Deputy Director positions within several program areas, including I-REN, Energy & Environment, Fiscal, and Transportation & Planning.

These classifications are intended to create a clear leadership pathway within the organization rather than expand staffing levels. The Deputy Director roles will not represent new positions; instead, they will provide an opportunity for existing managers to be promoted into the classification when appropriate.

As part of the initial implementation of this structure, staff anticipates promoting one existing manager into a Deputy Director role. Establishing this classification also provides flexibility for future promotions in other departments or programs as organizational needs evolve.

Any promotion into a Deputy Director role will be contingent upon a completed performance evaluation, a defined action plan outlining responsibilities and expectations, and confirmation that sufficient departmental funding is available to support any associated compensation adjustments. Final decisions regarding timing and placement of these roles will remain at the discretion of the Executive Director.

4. Building Operations, Occupancy, and Long-Term Maintenance: Following the Agency's recent acquisition of its office building, the FY 2026/2027 budget will incorporate strategies to ensure the facility is efficiently utilized, properly maintained, and financially sustainable over the long-term.

Construction planning of the second floor tenant improvement space is currently underway, and staff anticipates relocating Agency operations to that space during the next fiscal year. Once the relocation occurs, the first floor space currently occupied by the Agency will be occupied by a new tenant who recently executed a seven-year lease with WRCOG. Once second floor construction is complete, staff will evaluate improvements to an additional unfinished area on the first floor in order to further maximize occupancy and long-term rental potential within the building.

Rental costs associated with the building will be incorporated into the Agency's overhead structure and allocated to programs based on their proportional use of the facility. These allocations may be adjusted over time as tenant occupancy, space utilization, and operating costs evolve. Additionally, staff will work toward establishing a dedicated building maintenance reserve. The long-term goal is to maintain a reserve balance approximately equal to one year of building operating expenses in order to provide adequate resources for maintenance, repairs, and capital improvements.

The budget for next year anticipates approximately \$652k in revenues, against \$556k in expenditures, which also includes \$200k in capital improvements.

5. Program Financial Sustainability (Strategic Plan Goal #3): A key principle guiding development of the FY 2026/2027 budget is ensuring that each program remains financially sustainable. Programs will be expected to generate sufficient revenue to support program staffing and a proportional share of organizational overhead.

Overhead will continue to be calculated using the Agency's current methodology until a formal cost allocation plan is completed. These overhead allocations will be assessed at the beginning of the fiscal year to provide clarity regarding program cost responsibilities.

As part of this effort, the Clean Cities Program will be administratively reassigned to the Transportation & Planning Department to better align program functions. No additional program realignments are anticipated until completion of the organizational and financial review currently being conducted by an outside consulting firm. Staff anticipates this work will be finalized during the current fiscal year and will include a defined scope of work and specific recommendations.

6. Strengthening Long-Term Financial Planning (Strategic Plan Goal #3): The FY 2026/2027 budget will also incorporate several financial planning considerations intended to support the Agency's long-term fiscal sustainability. These include continuing contributions toward the Agency's Other Post-Employment Benefits liability and budgeting for the potential implementation of a classification and compensation study. Budget assumptions will include a contingency to accommodate potential salary adjustments that may result from such a study.

If resources are available, staff will also evaluate opportunities to increase discretionary contributions toward the Agency's California Public Employees' Retirement System unfunded liability. In addition, staff will evaluate the feasibility of establishing an employer match for the Agency's Section 457 retirement plan and creating an incentive pay policy, subject to available funding and policy considerations.

7. Communication and Outreach: Finally, the FY 2026/2027 budget will evaluate opportunities to enhance the Agency's communication and outreach efforts in order to more effectively highlight program accomplishments and regional impacts.

This may include providing a modest increase in funding for outreach and external relations activities. Additionally, if sufficient funding is available, particularly through the I-REN Program, staff may evaluate the potential addition of a communications position to support program visibility, stakeholder engagement, and public reporting.

Prior Action(s):

March 19, 2026: The Technical Advisory Committee received and filed.

March 12, 2026: The Finance Directors Committee received and filed.

Financial Summary:

The draft FY 2026/2027 budget projects total revenues of approximately \$26.4M and total expenditures of approximately \$25.9M. For comparison, the amended FY 2025/2026 budget reflected \$22.8M in revenues and \$24.1M in expenditures. This represents an approximate 16% increase in revenues and an 8% increase in expenditures.

The change is primarily attributable to anticipated growth in I-REN Program activity, estimated at over \$4M, offset in part by the conclusion of the REAP 2.0 (~\$1.5M) and ICARP (~\$250K) grants in FY 2025/2026.

Attachment(s):

[Attachment 1 - Draft Fiscal Year 2026/2027 Budget.pdf](#)

Attachment

Fiscal Year 2026/2027
DRAFT Budget

Program	Fiscal Year 2025/2026	Fiscal Year 2026/2027	Difference	Reason
Transportation and Planning Programs				
TUMF Revenues	\$ 1,970,000	\$ 1,970,000	\$ 0	Anticipating TUMF (development activity) will remain flat as a conservative approach.
TUMF Expenditures	\$ 1,916,697	\$ 1,962,791	\$ 46,094	
TUMF Project Management Revenues	\$ 112,381	\$ 272,000	\$ 159,619	FY 25/26 was only a partial year of activity. FY 26/27 is its first full year.
TUMF Project Management Expenditures	\$ 112,381	\$ 269,735	\$ 157,354	
Clean Cities Revenues	\$ 1,127,789	\$ 1,049,995	\$ (77,794)	Program transitioning to T&P. Receiving one-time support from LTF. Continuation of CARB grant, which accounts for
Clean Cities Expenditures	\$ 1,203,928	\$ 941,243	\$ (262,685)	
Local Transportation Fund Revenues	\$ 1,221,000	\$ 1,533,517	\$ 312,517	Revenues remain mostly consistent, but plan to tap into its fund balance to fund major project (RivCOM)
Local Transportation Fund Expenditures	\$ 1,221,000	\$ 1,533,517	\$ 312,517	
REAP 2.0 Revenues	\$ 1,549,704	\$ -	\$ (1,549,704)	Grant finalized in FY 25/26
REAP 2.0 Expenditures	\$ 1,549,704	\$ -	\$ (1,549,704)	
RivTAM Revenues	\$ 10,000	\$ 10,000	\$ -	No major changes, activity remains mostly flat into FY 26/27
RivTAM Expenditures	\$ 9,230	\$ 8,436	\$ (794)	

Administration Programs				
Administration Revenues	\$ 1,844,881	\$ 2,225,934	\$ 381,053	Restarting OPEB contributions (\$400k). Everything else is mostly stable or returns to 'normal' after one-time costs in FY 25/26.
Administration Expenditures	\$ 1,833,998	\$ 2,077,771	\$ 243,773	
Building Revenues	\$ 437,655	\$ 652,079	\$ 214,424	2nd floor construction costs (~\$1.2M) conclude in FY 25/26. Minor capital improvements in FY 26/27. New tenant (revenue) in FY 26/27 on first floor
Building Expenditures	\$ 1,769,460	\$ 564,407	\$ (1,205,053)	
Fellowship Revenues	\$ 80,000	\$ 206,221	\$ 126,221	Assumed more Fellows due to recent increase in interest/activity in the Program.
Fellowship Expenditures	\$ 80,000	\$ 206,221	\$ 126,221	
Fiscal Revenues	\$ 635,770	\$ 719,310	\$ 83,540	Increase in salaries due to contracts analyst position's first full year / decrease in software due to Tyler implementation.
Fiscal Expenditures	\$ 635,770	\$ 719,310	\$ 83,540	
Executive Revenues	\$ 659,517	\$ 801,204	\$ 141,687	Increase due to shifting government relations staff from LTF to Executive.
Executive Expenditures	\$ 659,517	\$ 803,804	\$ 144,287	

	FY 25/26	FY 26/27	Difference	% Difference
Total Revenues	\$ 22,801,881	\$ 26,409,713	\$ 3,607,832	16%
Total Expenditures	\$ 24,062,782	\$ 25,913,396	\$ 1,850,614	8%

Fiscal Year 2026/2027 Draft Budget Summary

Program	Fiscal Year 2025/2026	Fiscal Year 2026/2027	Difference	Reason
Energy and Environmental Programs				
Solid Waste Revenues	\$ 494,572	\$ 241,458	\$ (253,114)	No longer performing Food Waste Recovery efforts (SB 1383)
Solid Waste Expenditures	\$ 494,521	\$ 216,953	\$ (277,568)	
Gas Company Revenues	\$ 49,615	\$ 154,456	\$ 104,841	FY 25/26 was only a partial year of activity. FY 26/27 is its first full year.
Gas Company Expenditures	\$ 49,615	\$ 154,456	\$ 104,841	
ICARP Revenues	\$ 251,612	\$ -	\$ (251,612)	Grant finalized in FY 25/26
ICARP Expenditures	\$ 251,612	\$ -	\$ (251,612)	
Streetlights Revenues	\$ 136,751	\$ 139,772	\$ 3,021	Revenues increased due to annual escalator. Expenditures increased due to staff shifting back from ICARP.
Streetlights Expenditures	\$ 101,306	\$ 127,298	\$ 25,992	
Used Oil Revenues	\$ 213,480	\$ 212,476	\$ (1,004)	Amounts determined by CalRecycle.
Used Oil Expenditures	\$ 213,480	\$ 212,476	\$ (1,004)	
I-REN Revenues	\$ 11,028,787	\$ 15,302,427	\$ 4,273,640	Program anticipates a continued increase in activity.
I-REN Expenditures	\$ 11,028,787	\$ 15,302,427	\$ 4,273,640	
PACE Commercial Revenues	\$ 369,117	\$ 286,964	\$ (82,153)	Staff time shifting to I-REN. Revenues are based on expenditure amount.
PACE Commercial Expenditures	\$ 369,117	\$ 286,964	\$ (82,153)	
HERO Revenues	\$ 609,250	\$ 631,900	\$ 22,650	Refined delinquency assumptions
HERO Expenditures	\$ 562,659	\$ 525,588	\$ (37,071)	



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Updated Personnel Policies Related to Employee Leave Benefits; Electronic Communication, Internet, Email, and Mobile Devices; and Employee Expense and Reimbursement

Contact: Chris Gray, Interim Executive Director, cgray@wrcog.us, (951) 405-6710

Date: May 13, 2026

Recommended Action(s):

1. Recommend that the Executive Committee approve the following updated policies:
 - Employee Leave Benefits - Other Statutory Leaves
 - Electronic Communication, Internet, Email, and Mobile Devices
 - Overtime and Management Leave
 - Training, Travel, Per Diem, Reimbursable Expenses, Credit Cards

Summary:

This item addresses additional updated personnel policies related to statutory leave provisions and clarifies procedures for overtime and management leave, and expense reimbursements. The Electronic Communication, Internet, Email, and Mobile Devices Policy establishes standards for security, appropriate use, and device management in alignment with current operational needs. Each policy revision is designed to reflect recent legal requirements and to provide clear, consistent guidance for employees and supervisors. Collectively, these updates support effective administration and compliance across all areas of personnel management.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

This item aligns with WRCOG's 2022-2027 Strategic Plan Goal #7 (Provide a safe, inclusive environment that values employees) by advancing comprehensive updates to personnel policies that address statutory leaves, electronic device and computer usage, overtime and management leave, and expense and travel reimbursement. These policy enhancements are intended to foster a workplace culture of integrity, accountability, and respect, and to ensure that all employees are supported through clear, equitable, and current administrative practices. The recommended action directly contributes to a positive organizational climate and reinforces WRCOG's commitment to employee well-being and operational excellence.

Discussion:

Background

WRCOG staff are currently engaged in a comprehensive review and update of Agency personnel policies and procedures since the last update in August 2021. The elements of this process include:

- Initial review by our on-call HR Consultant (MRG)
- Staff review of the policies
- BBK labor counsel review of the policies
- Review of the updated policies by the Policy Ad Hoc Committee. This Ad Hoc Committee consists of the following members:
 - Mike Lara (City of Beaumont)
 - Brian Tisdale (City of Lake Elsinore)
 - Bob Karwin (City of Menifee)
 - Christian Dinco (City of Eastvale)
 - Mark Terry (City of Canyon Lake)

An initial set of various employee leave policies was brought to the Executive Committee on April 6, 2026. These included a Paid Time Off Policy, Holidays Policy, Family Medical Leave and Pregnancy Disability Policy, Military Leave Policy, and a Catastrophic Voluntary Time Bank Program Policy.

There are approximately 80 policies which require some type of review and update. As part of this process, these policies were prioritized using a variety of criteria such as legal compliance, fiscal impact, and other criteria. The set of policies addressed in this staff report represent the majority of the remaining high priority policies that require updating or revision.

Present Situation

The updated personnel policies introduce several substantive changes in the areas of statutory leaves, electronic device and computer usage, overtime and management leave, and expense and travel reimbursement. Each of these areas is addressed below to provide additional context regarding the scope and intent of the revisions.

Other Statutory Leaves

The revised policies expand and clarify the Agency's approach to statutory leaves beyond those previously addressed, such as family and medical leave. The updates incorporate requirements for disability leaves, bereavement leave, kin care, jury duty, and military service leave, ensuring alignment with applicable federal and state statutes, including the Americans with Disabilities Act, the Fair Employment and Housing Act, and the Uniformed Services Employment and Reemployment Rights Act. The policies specify eligibility, documentation, and reinstatement rights, and provide guidance on the coordination of paid and unpaid leave, as well as benefit continuation during periods of approved absence. These provisions are designed to ensure that employees are afforded all protections required by law while supporting operational continuity.

Electronic Devices and Computer Usage

The Agency's electronic device and computer usage policy has been updated to address evolving technology practices and security risks. The policy establishes that all electronic systems, devices, and

data remain the property of the Agency and are to be used primarily for legitimate business purposes. Employees are required to adhere to standards for appropriate use, including restrictions on personal use, installation of unauthorized software, and the handling of confidential information. The policy clarifies that employees have no expectation of privacy in the use of Agency systems, and that the Agency reserves the right to monitor, access, and disclose information as necessary to protect its interests or comply with legal obligations. The Device Management Agreement, which employees must sign, further outlines responsibilities for safeguarding equipment, reporting incidents, and returning devices upon separation or request. These measures are intended to mitigate cybersecurity threats and ensure compliance with best practices for data protection.

Overtime and Management Leave

The overtime and management leave provisions have been revised to reinforce compliance with the Fair Labor Standards Act and to clarify the distinction between exempt and non-exempt employees. Non-exempt employees are eligible for overtime compensation at one and one-half times the regular rate for hours worked in excess of 40 per workweek, subject to prior supervisory approval. The policy limits the accrual of compensatory time off and establishes procedures for its use and payout. For exempt employees, the management leave policy provides a defined annual accrual of administrative leave in recognition of additional work hours that are not eligible for overtime. The policy sets maximum accrual limits and outlines the process for requesting and using management leave. These updates are intended to ensure equitable treatment, operational efficiency, and adherence to legal requirements.

Expense and Travel Reimbursement

The expense and travel reimbursement policy has been updated to clarify eligible expenses, documentation standards, and approval processes. Employees are required to submit original receipts and complete expense reimbursement forms for all travel, lodging, meals, and other business-related expenditures. Claims must be submitted within specified timelines and are subject to supervisory review. The policy emphasizes that only reasonable and necessary expenses directly related to Agency business will be reimbursed, and that exceptions require executive approval. Failure to comply with these requirements may result in disciplinary action. A key change to these policies is the centralization of travel bookings with the Administration Department instead of each employee making those arrangements themselves. These provisions are designed to promote fiscal accountability, transparency, and compliance with applicable regulations.

Collectively, these policy updates reflect current legal mandates and operational best practice and are structured to support both employee rights and the Agency's administrative integrity.

Prior Action(s):

April 6, 2026: The Executive Committee approved updated personnel policies related to the following WRCOG Employee Leave Benefits:

- Employee Leave Benefits: Paid Time Off Policy
- Employee Leave Benefits: Holidays
- Employee Leave Benefits: Family Medical and Pregnancy Disability
- Employee Leave Benefits: Military Leave
- Employee Leave Benefits: Catastrophic Voluntary Time Bank Program

Financial Summary:

The proposed personnel policy updates are not anticipated to result in a material impact to WRCOG's adopted budget. The transition to a standardized meals per diem for travel is expected to be generally cost-neutral when compared to historical meal reimbursement practices, while also reducing administrative processing time and associated staff costs.

Revisions to the management leave policy convert a portion of leave benefits from an accrued liability with cash value to a use-it-or-lose-it structure. This change is expected to reduce the Agency's long-term leave payout liability and improve budget predictability related to employee separation costs.

Any minor administrative costs associated with implementation are expected to be absorbed within the Agency's existing Fiscal Year 2025/2026 budget.

Attachment(s):

[Attachment 1 - Employee Benefits: Other Statutory Leaves Policy.pdf](#)

[Attachment 2 - Electronic Communication, Internet, Email Usage and Mobile Devices Policy.pdf](#)

[Attachment 3 - Overtime and Management Leave Policy.pdf](#)

[Attachment 4 - Training, Travel, Per Diem, Business Reimbursable Expense, and Use of Credit Cards Policy.pdf](#)

Attachment

XX.04 - EMPLOYEE BENEFITS:
OTHER STATUTORY LEAVES



Western Riverside Council of Governments XX.04 - EMPLOYEE BENEFITS: OTHER STATUTORY LEAVES

1. PURPOSE

The purpose of this Policy is to provide information regarding statutorily-authorized leaves of absences for reasons including bereavement, voting, jury duty and court appearances, school activities related leave, time off for victims of violent crimes or domestic abuse, bone marrow and organ donation, and reproductive loss event.

2. POLICY

A. Bereavement Leave

Bereavement leave WRCOG grants paid time off to employees in the event of the death of the employee's spouse, child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law, registered domestic partner, aunt, uncle, niece, nephew or first cousins. An employee with such a death in the family may take up to five scheduled work days of paid time off annually. Time can be taken intermittently, provided it is concluded within three (3) months of the date of death. The Executive Director must approve the use of sick leave for other family member not named in the preceding or as defined by Kin Care provisions, and for additional unpaid time off. Employees are expected to notify their supervisors of the need for time off at the earliest opportunity so that the supervisor can try to arrange coverage for the employee's absence. In addition, WRCOG may require verification of the need for the leave.

B. Kin Care

Employees may use up to one-half of their yearly paid PTO leave accrual to attend to a family member with an illness or for the preventative care of a family member. For purposes of this policy, "family member" includes an employee's child, parent or guardian, spouse, registered domestic partner, grandchild, grandparent, and sibling. Leave for this purpose may not be taken until leave has actually accrued.

Please note that employees can use the entire amount of paid PTO leave accrued pursuant to the sick leave policies located in the California Paid Sick Leave to care for defined family members. Please contact Human Resources if you have any questions.

C. Jury Duty and Witness Leave

WRCOG will provide employees with time off to serve, as required by law, on a jury or grand jury if the employee provides reasonable advance notice. WRCOG will also provide employees with time off to appear in court or other judicial proceedings as a witness to comply with a valid subpoena or other court order. All employees will be granted an unlimited paid leave of absence. Employees are required to provide reasonable advance notice of the need for jury and/or witness leave. Employees also are expected to report to work each day or portion of a day they are not performing jury or witness duty.

D. Exception for Non-Work-Related Lawsuits

An employee subpoenaed to appear in court in a matter unrelated to assigned job duties or because of civil or administrative proceedings that the employee initiated does not receive compensation for time spent related to those proceedings. An employee may request to receive time off without pay or may use accrued PTO for time spent related to those proceedings. The time spent on these proceedings is not considered work time.

E. Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-wide election during the time the polls are open, the employee may request time off to vote. If possible, employees should make their request at least two days in advance of the election. Up to two hours of paid time off will be provided, at the beginning or end of the employee's regular shift, whichever will allow the freest time for voting and the least time off of work.

F. School Conference Involving Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor or the Human Resources office as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

G. School Activities Leave

WRCOG allows employees to take up to 40 hours of leave each year to participate in a child's school or childcare related activities, such as teacher conferences, to enroll or re-enroll the child(ren) in school or with a licensed childcare provider. Time off for these reasons shall not exceed eight hours in any calendar month. Employees may also take time off to address a school or childcare emergency. There is no 8-hour per calendar month limit when taking leave for school or childcare emergencies. To be eligible to take a leave of absence under this policy, the employee must be a parent, legal guardian, grandparent, stepparent, foster parent, or person standing in loco parentis to a child of the age to attend kindergarten through grade 12 or of the age to attend a licensed childcare provider. Employees must first use available PTO time and take any remaining time off as unpaid.

WRCOG may require the employee to provide documentation from the school as verification that the employee participated in school activities on a specific date and a particular time. If both parents, guardians, or grandparents having custody work for WRCOG, only the first parent requesting will be entitled to leave under this provision.

H. Bone Marrow and Organ Donation Leave

Employees who have worked at least 90 days may be eligible to take up to five (5) business days of paid leave to undergo a medical procedure to donate bone marrow in any one-year period. A leave of absence for the purpose of bone marrow donation will be provided with pay; however, if an employee has earned and unused PTO available, the employee is required to first use up to five (5) days of PTO for a bone marrow donation. Leaves taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

Employees may also be eligible to take up to 30 business days of paid leave, and up to an additional 30 business days of unpaid leave for organ donation in any one-year period. A leave of absence for the purpose of organ donation will be provided with pay. However, if an employee has earned and unused PTO available, the employee is required to first use up to two (2) weeks of PTO for organ donation. Leaves taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

In order to receive a leave of absence pursuant to this policy, the employee must provide written verification to Human Resources to confirm that the employee is a bone marrow/organ donor and that there is a medical necessity for the donation of the bone marrow/organ. To the extent possible, employees must provide reasonable advance written notice of their need for leave under this policy.

When possible, employees should consult with their supervisor to schedule the leave so that it does not unduly disrupt WRCOG operations.

During the period of time the employee is granted such leave; WRCOG will maintain the same level of coverage of benefits the employee had prior to taking leave. Upon expiration of the leave, an employee will generally be reinstated to their position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

I. Crime Victims Leave for Judicial Proceedings

An employee may be entitled to leave if the employee, or the employee's immediate family member, is a victim of a serious or violent felony, or a felony related to theft or embezzlement. Such leave may be taken to attend legal and court proceedings related to the crime. For purposes of this policy, "immediate family member" means spouse,

registered domestic partner, child, child of registered domestic partner, stepchild, sibling, stepbrother, stepsister, parent, and stepparent.

The employee must provide WRCOG with a copy of the notice of each scheduled proceeding that is provided to the victim, unless advance notice is not feasible. When advance notice is not feasible, the employee must be prepared to provide WRCOG with certification of the judicial proceeding from the proper authority within a reasonable time following the leave. The documentation may be from the court or government agency setting up the hearing, the district attorney or prosecuting attorney's office, or the victim/witness office that is advocating on behalf of the victim.

Crime victims' leave is unpaid; however, employees may use accrued but unused PTO for this purpose. No employee who is absent from work pursuant to this provision will be discharged or otherwise discriminated against in compensation or other terms, conditions, or privileges of employment, because of such absence.

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

J. Domestic Violence, Sexual Assault, Stalking, or Crime Leave and Accommodation

An employee may be entitled to a reasonable amount of leave, no more than twelve weeks in any 12-month period, if the employee is a victim of domestic violence, sexual assault, stalking, crime or abuse to seek any relief, including but not limited to, a temporary restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child. This includes:

- To seek medical attention for injuries caused by domestic violence, sexual assault, stalking, crime, or abuse;
- To obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence, sexual assault, stalking, crime, or abuse;
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, stalking, crime, or abuse;
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, stalking, crime, or abuse, including temporary or permanent relocation;
- To obtain or attempt to obtain relief from the court, including but not limited to a temporary restraining order, a restraining order, or other court-ordered relief to help ensure the health, safety or welfare of the victim or his/her child;
- To provide care for a family member recovering from injuries caused by the qualifying act of violence;
- To relocate or engage in the process of securing a new residence due to the qualifying act of violence, including, but not limited to, securing temporary or permanent housing

or enrolling children in a new school or childcare. Leave for this reason is limited to a total of five (5) days; or

- If an employee is subpoenaed or ordered by a court to appear as a witness in a judicial proceeding related to a crime against the employee or another person, they will be charged with a court.

If the employee's family member is a victim who is not deceased as a result of crime, and the employee is not a victim, the employee's leave is limited to no more than 10 (ten) days.

Except in cases of imminent danger to the health or safety of the employee, or unless impractical, WRCOG requires reasonable advance notice and certification of the leave when feasible. If time off is taken due to an emergency, the employee must, within 15 days of the absence, provide WRCOG with certification of the need for the leave.

Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim;
- A court order protecting or separating the employee from the perpetrator of the crime or abuse, or other evidence from the court or prosecuting attorney that the employee appeared in court;
- Documentation from a licensed medical professional, domestic violence, sexual assault or stalking victim advocate, health-care provider, or counselor that the employee was undergoing treatment or receiving services for physical or mental injuries or abuse resulting in victimization from the crime or abuse; or
- Any other form of documentation that reasonably verifies that the crime or abuse occurred, including but not limited to, a written statement signed by the employee, or an individual acting on the employee's behalf, certifying that the absence is for an authorized reason as provided in this policy.

For purposes of this policy, "crime" is defined as a crime or public offense as defined by state law, and regardless of whether anyone has been arrested for, prosecuted for, or convicted of, committing the crime. Under this policy and in accordance with state law, an employee is considered a "victim" when the employee's circumstances place him/her into one of the following categories:

- A victim of stalking, domestic violence, or sexual assault;
- A victim of a crime that caused physical injury, or that caused mental injury and a threat of physical injury; or
- A person whose immediate family member is deceased as the direct result of a crime.

An "immediate family member" includes an employee's child (regardless of age), child of domestic partner, parent, stepparent, or legal guardian of an employee or an employee's spouse or domestic partner, spouse, domestic partner, sibling (including stepsibling), or

any other individual whose close association with the employee is the equivalent of a family relationship as described above.

This leave is unpaid; however, employees may use accrued but unused PTO for this purpose.

WRCOG will also provide a reasonable accommodation for an employee who is a victim of domestic violence, sexual assault, stalking, crime, or abuse, and who has disclosed that status to WRCOG, if the employee requests an accommodation for his or her safety while at work. WRCOG will engage, in good faith, in a timely and interactive process with the employee to determine an effective reasonable accommodation.

WRCOG prohibits discrimination, discharge, or retaliation against an employee for taking time off or requesting an accommodation under this policy or based on the employee's status as a victim of domestic violence, sexual assault, stalking, crime, and/or abuse.

K. Reproductive Loss Event

All employees who have been employed by WRCOG for at least 30 days are entitled to an unpaid leave of absence up to five (5) days in total following a reproductive loss event. Such leave must be taken within three (3) months of the reproductive loss event. If an employee experiences more than one reproductive loss event within a 12-month period, WRCOG will grant the employee a cumulative total of up to of 20 (twenty) unpaid days of leave; subject to the limitation that each unpaid leave of absence shall not exceed five (5) days.

A reproductive loss event is defined as: failed adoption, failed surrogacy, miscarriage, stillbirth, or unsuccessful assisted reproduction. If the employee would have been recognized as a parent if the aforementioned events were successful, the employee would be covered under this definition. This includes the employee, the employee's current spouse, or domestic partner, or another individual if the person would have been a parent of a child as a result of the event.

The days of reproductive leave do not need to be taken consecutively, however, the eligible employee must complete the reproductive loss leave within three (3) months of the reproductive loss event, or, if prior to or immediately following the reproductive loss event, the employee is on, or chooses to go on leave under California's pregnancy disability law, the California Family Rights Act, or any other leave provided by state or federal law, then the employee may complete the reproductive loss leave within three (3) months of the end of the other leave, at which time any remaining unused reproductive loss leave will expire.

The leave of absence following a reproductive loss event is unpaid, though an employee may elect to utilize any accrued and available PTO or compensatory time off that is otherwise available to the employee.

Any information provided related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

3. APPLICABILITY

This Policy applies to all regular, temporary, and part-time employees.

4. PROCEDURES & RESPONSIBILITY (IF APPLICABLE)

Employees are responsible for informing their manager at least two (2) days before Election Day if requesting time off to vote and must present a voter's receipt upon return to work.

Employees are responsible for providing their supervisor with a copy of their jury duty summons and Certification of Jury Service at the conclusion of jury service.

Employees who receive jury service payment from the court are responsible for repaying WRCOG for the amount paid for service only, minus the mileage portion of the check.

Employees are required to provide reasonable advance notice when taking any of the leaves of absence described in this policy unless a different timeline is specified within the statutory leave provision.

5. DISSEMINATION OF POLICY

All employees shall receive a copy of this Policy when they are hired. The Policy may be updated from time to time and redistributed with a form for the employee to sign and return acknowledging that the employee has received, read, and understands this policy.

6. REFERENCES

- a. California Government Code Section 12945.7 — Bereavement Leave
- b. California Election Code Section 14000.
- c. California Government Code Section 68096.1. (Subpoena To Attend A civil Action or Proceeding as a Witness in Litigation)
- d. California Labor Code 246.5 - Healthy Workplaces, Healthy Families Act
- e. California Labor Code Section 230.7 - School Activities related to Education Code 48900.1
- f. California Labor Code Section 280.8.-- Employer Health Coverage Information Obligations
- g. California Labor Code Section 1510 – Bone Marrow & Organ Donation
- h. California Labor Code Section 230, et. seq. - Domestic Violence, Sexual Assault, Stalking, or Crime Leave and Accommodation
- i. California Government Code Section 12945.6. - Reproductive Loss Leave

7. ACTION

This policy is effective on _____.

Draft version: V1.0: 12/19/2025; V2.0: 1/12/2026; V3.0: 1/28/2026

DRAFT

Attachment

X.X ELECTRONIC COMMUNICATION, INTERNET, EMAIL USAGE AND MOBILE DEVICES POLICY



Western Riverside Council of Governments

X.X ELECTRONIC COMMUNICATION, INTERNET, EMAIL USAGE AND MOBILE DEVICES POLICY

1. PURPOSE

The purpose of this Electronic Communication, Internet, Email Usage, and Mobile Devices Policy is to ensure WRCOG meets its legal obligations with regard to, and to protect computer and information technology systems security, including but not limited to, electronic and voice mail systems, cell phones, text messaging, and internet connections, to provide an efficient and effective means of internal and external communications and information gathering related to WRCOG's business operations, and to address access to and the disclosure of information from such electronic systems and devices.

WRCOG computers, electronic and voice mail systems, mobile devices, text messaging, internet connection and other electronic communication systems and devices are provided to employees as business tools. These systems must be used in a professional manner for legitimate business purposes only and, at all times, remain the property of WRCOG.

2. POLICY

A. Access and Disclosure

Because all electronic systems and devices remain the property of WRCOG and are for official WRCOG use only, records, files, transmissions, messages, passwords, and other products or contents of these systems and devices are not confidential and shall be accessible by authorized WRCOG staff at all times. Therefore, employees can have no expectation of privacy in any documents or other materials they write, receive, store, or send in the use of these systems or devices.

Passwords and login credentials do not confer any right of privacy upon any employee of WRCOG. Thus, even though employees may maintain passwords or be provided with login credentials for accessing electronic systems and devices, employees must not expect that any information maintained on electronic systems and devices, including electronic mail and voicemail messages, is private.

WRCOG administrative management reserves the right to access and disclose all products and contents of these systems and devices for any purpose, at any time, and without notice. WRCOG reserves the right to monitor use of these systems and devices to prevent abuse, enforce other policies, for purposes of legal proceedings, to access information, or for any other business purpose. Access may be necessary at the very least because of situations indicating impropriety, violation of WRCOG policy, legal requirements, suspected criminal activities, breach of system security, to locate

substantive information, or to monitor employee performance and conduct, among other things. Authorized employees in WRCOG’s IT department may override any applicable passwords or codes to inspect, investigate, or search an employee’s files and messages. All passwords must be made available upon request. The contents of these systems and devices may be disclosed within or outside of WRCOG without employee permission. WRCOG has unlimited access to protect the security of these systems and devices, and/or WRCOG's property rights.

B. Personal Use

Incidental and occasional personal use of WRCOG-owned electronic systems and devices covered by this Policy is permitted within WRCOG, but such use will be treated no differently from official use. There is no expectation of privacy with respect to such personal use, as such use is subject to the same access and review rights of any other use of these systems and devices.

C. WRCOG-Owned Equipment Agreement and Acknowledgement Form

Employees who are provided and assigned WRCOG-owned equipment must complete and submit the WRCOG-Owned Equipment Agreement and Acknowledgement Form upon being issued WRCOG-owned equipment. WRCOG-owned equipment includes, but is not limited to:

<ul style="list-style-type: none"> • Smartphones • Other mobile/cellular devices • Tablets • E-readers • Portable Media Devices 	<ul style="list-style-type: none"> • Laptop/Notebook/Ultrabook Computers • Docking Station/s • Wearable Computing Devices • Any other mobile device capable of storing WRCOG data and connecting to a network
--	---

D. Use of Electronic Media

WRCOG uses various forms of electronic communication including, but not limited to, computers, e-mail, devices, and the Internet. All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of WRCOG and are to be used only for WRCOG business and not for any personal use, except as noted above. The following restrictions and provisions should be observed in the use of electronic media:

- Employees are prohibited from using electronic communication and media in any manner that is discriminatory, harassing, or obscene, or constitutes defamation, copyright or trademark infringement, misappropriation of agency secrets, or any other purpose that is illegal, contrary to WRCOG administrative management policy, or not in the best interest of WRCOG.

- Employees who violate this Policy will be subject to discipline and/or immediate termination.
- Employees are prohibited from installing personal software on WRCOG computer systems, unless approved in writing by the IT Administrator.
- All electronic information created by any employee using any means of electronic communication is the property of WRCOG and remains the property of WRCOG. Personal passwords may be used for purposes of security, but the use of a personal password does not affect WRCOG's ownership of and unfettered access to electronic information.
- WRCOG has the right to override all personal passwords if necessary for any reason.
- WRCOG reserves the right to access and review electronic files, messages, mail, and other digital archives, and to monitor the use of electronic communications as necessary to ensure that no misuse or violation of WRCOG policy or any law occurs.
- Employees are prohibited from accessing the electronic communications of other employees or third parties unless directed to do so by WRCOG management.
- Employees are prohibited from installing or using anonymous e-mail transmission programs or encryption of e-mail communications.
- Employees who use devices on which information may be received and/or stored, including but not limited to, cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with this Policy and any other confidential communication policy established by WRCOG.
- Access to the Internet, websites, and other types of WRCOG-paid computer access is to be used for WRCOG-related business only, except as noted above. The Executive Director, in their sole discretion, may provide for any exceptions to this Policy.
- Information about WRCOG, its member agencies or services, or other types of information that will appear in the electronic media about WRCOG must be approved by the Executive Director before the information is placed on an electronic information resource that is accessible to others.
- Questions about access to electronic communications or issues relating to security should be addressed to the Chief Financial Officer.

E. Employee Guidelines for the Use of E-Mail or Electronic Messages

The following are general guidelines for reference when using e-mail:

- WRCOG's electronic mail system is for official WRCOG business. WRCOG's electronic mail system is not to be used for any inappropriate purposes, including, but not limited to, the following:
 1. To send "chain" or similar type "letters."
 2. To send documents in violation of copyright laws.
 3. To knowingly open mail not directed to you.
 4. For personal or social purposes other than occasional, incidental use.
 5. To send messages in violation of WRCOG security policies.
- Avoid "carbon copying" individuals who have NO direct involvement or "need to know." Likewise, "e-mail all" should only be used on very rare occasions when every person on the system has a direct need to know. E-mail communications should only be disclosed to authorized employees.
- Avoid "forwarding" e-mail to a third party unless necessary (see "carbon copying"). When forwarding, explain the reason for the forwarding action and edit out any potentially inappropriate content. If in doubt about the appropriateness of forwarding a given piece of mail, check with the originator for guidance.
- When sending an e-mail requiring "action," be sure to indicate which "TO" addressee(s) is/are to take the action.
- Do not say anything in an e-mail message that could prove embarrassing or compromising to you or others. E-mail is not a "private" system (see WRCOG policy regarding access and disclosure).
- Refrain from engaging in potentially contentious exchanges through e-mail.
- Remember that you are solely responsible for the management of your mailbox and its associated folders. E-mail documents will remain in a folder until you "delete" or "trash" them, and even after they are sent to "trash," they still exist in your "wastebasket." E-mail that you wish to maintain for longer periods should be moved to and stored in specified folders and/or converted to hard copy.
- Use common sense in determining when to use e-mail, in so far as what you say and to whom you send the e-mail.
- Language which is insulting, offensive, disrespectful, demeaning, or sexually suggestive will not be tolerated. Harassment and/or discrimination of any form, sexual or ethnic slurs, and obscenities, or any representation of obscenities, and anonymous communications are strictly prohibited. Sending a carbon copy of offensive e-mail

4 | ELECTRONIC COMMUNICATION, INTERNET, EMAIL USAGE AND MOBILE DEVICES POLICY

messages to a separate party is likewise inappropriate and will not be tolerated. Failure to comply with any of the stated e-mail directives will result in corrective action up to and including termination consistent with WRCOG policies and procedures.

It is important to understand that electronic communications are the property of WRCOG, are subject to complete access and review by WRCOG officials, may be subpoenaed by a court of law, and are not subject to a right of privacy. Please note that nothing in this section infringes on your right to complain of harassment, discrimination, or retaliation, as outlined within this Policy.

F. Prohibited Use of Mobile Phone or Messaging Devices While Driving

- In the interest of the safety of our employees and other drivers, WRCOG employees are prohibited from using cell phones, unless using a hands-free device, and from sending/receiving/viewing texts message and e-mails while driving on WRCOG business and/or WRCOG time.
- Employees whose job requires that they keep their cell phone turned on while driving must use a hands-free device, or, if no hands-free device is available, safely pull off the road before conducting WRCOG business. Under no circumstances should employees initiate or answer phone calls while operating a motor vehicle while driving on WRCOG business unless the employee is utilizing a hands-free device.

G. Agency Provided Mobile Devices

WRCOG will provide certain employees with mobile devices for purposes of performing essential company business. For purpose of satisfying the requirements of IRS Notice 2011-72, which establishes criteria for the exclusion from income of the costs and value associated with an employee's use of employer-owned mobile phones as a working condition fringe benefit (as defined under Internal Revenue Code §132(d)), WRCOG hereby establishes the following policy for the usage of WRCOG-owned mobile devices.

1. Acquisition and Assignment of Mobile Devices

The purchase and assignment of mobile phones by WRCOG for an employee shall be limited to those employees who have a business need. Such need shall be determined by the nature of the employee's job duties and whether the employee is required to be accessible by mobile device regardless of the time of day, day of week, or geographical location. The purchase of mobile devices shall be subject to approval by the Executive Director and will be processed by the Fiscal Department.

2. Responsibility

The CFO shall oversee the use of all WRCOG mobile devices. The CFO shall assign

each mobile device to one specific employee and shall monitor the use and return of the mobile devices. The CFO shall also ensure that all employees assigned a WRCOG mobile device have read and signed an agreement which acknowledges that they have read and understand this Policy prior to issuance.

3. Use of Agency-Owned Mobile Phones

- a. Business Purposes: WRCOG will provide eligible employees with a mobile phone, subject to the terms and conditions stated herein. Only the employee shall be permitted to use the mobile device assigned to them. Employees may use their assigned WRCOG-owned mobile device to occasionally make and receive personal calls; however, the employee's usage of the mobile device will be primarily for business purposes.
- b. Compliance with WRCOG Rules: Employees are prohibited from using their WRCOG-issued mobile phone in any manner that constitutes a violation of this policy, including but not limited to, the policies against harassment, discrimination, and retaliation.
- c. No Privacy: Employees have no right of privacy on their mobile phones. Cellular transmissions are not secure, and employees shall exercise discretion in relaying confidential information. WRCOG reserves the right to monitor the use of all WRCOG mobile devices.
- d. Theft or Vandalism: Reasonable precautions should be made to prevent theft and vandalism of any WRCOG mobile device. If a mobile device is lost, stolen, or vandalized due to an employee's failure to use reasonable precautions, the employee may be subject to discipline up to and including termination. Employees should immediately report theft, vandalism, or loss of a WRCOG-issued mobile phone to the CFO.
- e. Safety: Employees shall limit the use of mobile devices while operating an automobile and ensure that any such is in compliance with applicable laws and this Policy.
- f. Responsibility for Payment and Service Plan: All mobile devices issued by WRCOG and the corresponding number assigned to each mobile phone shall be covered under WRCOG's service plan. WRCOG shall have the right to enter into a contract with one or more service providers for the purposes of obtaining mobile phone coverage that is appropriate for business purposes. WRCOG has the right to replace or alter the terms of its contracts at any time.

WRCOG shall be responsible for payment of the charges attributable to the phones and for costs related to the purpose or replacement of a phone, if any.

- g. Excessive Personal Use: WRCOG shall routinely review the monthly statements for an employee's WRCOG-issued mobile phone for purposes of identifying excessive personal use. The responsibility for additional charges and fees not included in the basic service agreement (e.g., roaming charges, overage charges, etc.) shall be determined by WRCOG on a case-by-case basis if such charges are excessive and not attributable to a legitimate business purpose, as allowed by law. Employees who engage in excessive personal use may be subject to discipline up to and including termination.
- h. Cessation of Employee Usage: Change in Status: WRCOG may terminate an employee's use of a WRCOG mobile device and require the return of the mobile device at any time for any reason upon written or verbal notice to the employee. In addition, an employee will be required to immediately return the WRCOG mobile device upon the occurrence of any of the following events:
- A change of job status or duties with WRCOG wherein the new position does not necessitate the use of a WRCOG mobile device.
 - Termination of employment or retirement from WRCOG.
 - Specified damage to or the total destruction of the WRCOG mobile device.
- i. Return of Agency Property: Following notification by WRCOG of the termination of the employee's use of a mobile device, the employee must return the mobile device to the CFO or their designee in the same condition in which it was delivered, excepting only ordinary wear and tear, immediately.
- j. Failure to Comply with Policy: If an employee fails to comply with the responsibilities and obligations under this Policy, WRCOG will have the right to take possession of the phone and terminate the phone number assigned to the employee without prior notice to the employee. Failure to comply with this policy may result in corrective action, up to and including discipline, consistent with WRCOG policies and procedures.
- k. Amendment; Termination of Policy: WRCOG reserves the right to amend this Policy at any time if deemed necessary or appropriate to conform to federal or state tax requirements. WRCOG may discontinue or terminate this Policy at any time.
- H. Use of Personal Mobile Devices for WRCOG Business

The following guidelines provide for the limited use of an employee's personal cellphone for business purposes while protecting employee privacy, ensuring compliance with applicable laws, and clarifying reimbursement and liability responsibilities.

This applies to all employees who use, or may be required to use, a personal cellphone to conduct WRCOG business, including but not limited to calls, text messages, emails, applications, photographs, or access to employer systems.

1. Voluntary Use: Use of a personal cellphone for business purposes is voluntary unless otherwise authorized or required by WRCOG. Employees who do not wish to use a personal cellphone for business purposes should notify their supervisor so alternative arrangements may be arranged, when operationally feasible.

2. Acceptable Business Use: Employees may use personal mobile devices for legitimate business purposes, including:

- Work-related voice calls or text messages
- Email communication
- Access to approved business applications or systems
- Emergency communications

All such use must be limited, reasonable, and directly related to official job duties and responsibilities, and must first be approved by the Executive Director or their designee.

3. Reimbursement: Employees who are required or authorized to use their personal cellphone for business purposes may be eligible for reimbursement in accordance with applicable law, including California Labor Code section 2802, and Employer reimbursement procedures. Reimbursement may be provided through:

- A monthly stipend or allowance of \$25 will be provided and paid to eligible employees on a quarterly basis.
- Submission of documented actual expenses attributable to business use.

Reimbursement will not be provided for personal use, upgrades, accessories, penalties, or overages unrelated to business necessity.

4. Privacy and Records: WRCOG does not seek access to an employee's personal cellphone. However, business-related communications, records, or data created, sent, or received on a personal cellphone may be subject to:

- Public records requests;
- Litigation holds;
- Audits or investigations, as required by law.

Employees are required to fully cooperate in the production of business-related information maintained on personal devices when legally required. WRCOG will make reasonable efforts, to the extent permitted by law, to protect employees' personal information, and the personal device will be promptly returned once all work-related data has been appropriately secured or removed.

5. Safety, Security and Data Protection: Employees using personal cellphones for business purposes must:

- Protect the device with reasonable security measures (e.g., password, PIN, biometric lock);
- Promptly report loss, theft, or compromise of the device;
- Comply with employer cybersecurity and data protection requirements;
- Immediately remove employer data upon separation or at the Employer's request, when feasible.

WRCOG may require the use of approved applications or security controls for access to certain systems.

The use of mobile devices that operate with a dual SIM (Subscriber Identify Module) card are strictly prohibited.

Employees who use personal cellphones/mobile devices for business purposes must fully comply with this Policy, and must not use their device for business purposes in a manner that violates safety laws or creates unsafe conditions, including the use of handheld devices while driving except as permitted by law.

6. No Expectation of Employer Liability: WRCOG is not responsible for:

- Damage, loss, or theft of an employee's personal cellphone;
- Personal data loss or service interruptions;
- Personal expenses beyond authorized reimbursement.

7. Failure to Comply with Policy: Failure to comply with this policy may result in corrective action, up to and including discipline, consistent with WRCOG policies and procedures.

4. APPLICABILITY

This Policy applies to all regular, temporary, and part-time employees, as well as volunteers, contractors, interns, and appointed officials.

This policy may be modified or revoked at any time to ensure compliance with legal, operational, or organizational needs.

5. DISSEMINATION OF POLICY

All employees shall receive a copy of this Policy when they are hired. The Policy may be updated from time to time and redistributed with a form for the employee to sign and return acknowledging that the employee has received, read, and understands this Policy.

6. ACTION

This policy is effective _____.

Draft: V1: 2/2/2026, V2: 2/3/2026, V3: 2/16/2026

DRAFT



AGENCY-OWNED EQUIPMENT AGREEMENT AND ACKNOWLEDGEMENT FORM

This Agreement and Acknowledgement Form define standards, procedures, and restrictions for all authorized users with business uses for electronic devices and equipment issued by the Western Riverside Council of Governments (WRCOG).

This Agreement aims to protect the integrity of the confidential business data that resides within WRCOG's technology infrastructure, including internal and external cloud services. This Agreement applies to all WRCOG employees, including full and part-time staff, Fellows, Interns, and other agents who use any Agency-owned electronic device to access, store, or backup data.

This Agreement applies, but is not limited to, all devices and accompanying media, text messaging, voice mail systems that fit the following classifications:

<ul style="list-style-type: none"> • Smartphones • Other mobile/cellular devices • Tablets • E-readers • Portable Media Devices 	<ul style="list-style-type: none"> • Laptop/Notebook/Ultrabook Computers • Wearable Computing Devices • Any other mobile device capable of storing Agency data and connecting to a network
--	---

Authorized User Name: _____

I, _____, acknowledge receipt and accept responsibility for the terms of this Agreement based on the following equipment assigned to me as part of my employment/engagement with WRCOG.

WORKPLACE EQUIPMENT (w/ serial no.)	HOME OFFICE EQUIPMENT (w/ serial no.)
Laptop:	
Desktop:	Monitor:
Docking Station:	Docking Station:
Mobile Device Model & Number:	

The parties hereto agree as follows:

A. Responsibilities

All electronic communications, including all software, databases, hardware, and digital files, remain the sole property of WRCOG and are to be used only for WRCOG business and not for personal use. Authorized employees in WRCOG's IT department may override any applicable passwords or codes to inspect, investigate, or search an employee's electronic device files and messages.

B. Duties and Obligations of Employee

1. Employee will immediately report to the Fiscal Department any incident or suspected incidents of unauthorized data access, data loss, and/or disclosure of company resources, databases, networks, etc.
2. Employee will make no modifications to the hardware or software that change the nature of the device in a significant way.
3. Employee will not install any applications that are not approved by WRCOG IT.
4. Employee will maintain and use a separate device, including Apple ID for personal uses.
5. Employee will not use mobile devices that operate with a dual SIM (Subscriber Identity Module).
6. Employee shall fully cooperate in producing business-related records maintained on personal devices when legally required. The organization will make reasonable efforts, to the extent permitted by law, to safeguard employees' personal information.

C. Cessation of Employee Usage

WRCOG may terminate an employee's use of WRCOG systems and demand the return of equipment, including cellular phones, at any time for any reason upon written or verbal notice to the employee. In addition, an employee will be required to immediately return electronic equipment upon the occurrence of any of the following events:

1. Change of job status or duties with WRCOG
2. Termination of employment or retirement from WRCOG
3. Upon request by WRCOG for business reasons

D. Return of Agency-owned Property

Following notification by WRCOG of the termination of the employee's use of equipment,

the employee must return the equipment in the same condition in which it was delivered, excepting only ordinary wear and tear.

E. Failure to Comply with Policy.

If employee fails to comply with the responsibilities and obligations under this Agreement, WRCOG will have the right to take possession of the equipment and terminate access without prior notice to the employee. Failure to comply with this Agreement may result in corrective action up to and including termination consistent with all applicable WRCOG policies and procedures.

For:

WRCOG

Date

Authorized User, Title

Date

DRAFT

Attachment

X.X OVERTIME AND
MANAGEMENT LEAVE



Western Riverside Council of Governments

X.X OVERTIME AND MANAGEMENT LEAVE

1. PURPOSE

The purpose of this Policy is to define and provide guidance on overtime requirements of WRCOG consistent with the Fair Labor Standards Act (FLSA). This Policy also defines and establishes Management Leave for exempt employees.

2. POLICY

A. Fair Labor Standards Act (FLSA)

All positions in the Agency will be classified as either exempt or non-exempt in compliance with FLSA and for pay administration purposes. This policy shall be interpreted and applied to be consistent with the federal FLSA and its supporting regulations.

It is the policy of WRCOG to avoid overtime work whenever possible. Overtime work is to be used only to supply essential member services or perform necessary duties during emergencies or where performance of overtime work by employees is more economical than adding new employees by creation of a new regular or temporary position. All overtime work must be previously authorized by the employee's immediate supervisor.

B. Overtime Pay

1. Employees defined as non-exempt by FLSA regulations are eligible to earn overtime.
2. Non-exempt/overtime-eligible employees are not permitted to work except as authorized and approved in advance by their immediate supervisor.
2. Overtime is defined as only actual hours worked in determining whether an employee has exceeded 40 hours in a workweek.
3. Overtime will be compensated at one and one-half (1.5) times the FLSA regular rate of pay.

C. Management Leave

1. Exempt employees as defined by FLSA regulations are not eligible to earn overtime pay.

2. In recognition of the need for exempt employees to occasionally work extended or irregular hours to meet operational needs, WRCOG provides for Management Leave (formerly known as Administrative Leave).
3. Exempt employees will be credited 40 hours of Management Leave during the pay period which includes the beginning of each fiscal year. No additional management leave will be accrued.
4. Management Leave is intended to provide reasonable time off for exempt employees who are required to work hours in excess of their normal work schedule. Granting, scheduling, and use of Management Leave shall be at the discretion of exempt employees' immediate supervisor in consideration of workload demands and operational needs.
5. Management Leave is a discretionary benefit provided to eligible employees and is therefore not considered earned compensation, wages, or hours worked. Management Leave has no cash value.
6. Management Leave must be used within the fiscal year in which it is granted and shall not be carried over, cashed out, or paid upon separation from employment.
7. Any unused Management Leave remaining at the end of the fiscal year shall be forfeited.

3. APPLICABILITY

This Policy applies to all regular, temporary, and part-time employees, as well as Interns and Fellow students.

4. DEFINITIONS

A. Exempt Employees.

Certain employees may be designated as "Exempt" from certain provisions of FLSA. Exempt positions are designated as Professional, Administrative, or Executive Management. These designations shall conform to the guidelines and criteria set forth in the FLSA pertaining thereto. Employees designated as Exempt are entitled to all benefits provided to general employees, excluding overtime payment.

Exempt employees will generally receive their full salaries for any week in which the employees perform work, unless deductions are otherwise authorized by law.

It is WRCOG's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that Exempt employees are paid properly and that no improper deductions are made, Exempt employees must review their pay stubs promptly to identify and report all errors.

B. Non-Exempt Employees

All employees other than those that are designated as Exempt will be considered “Non-Exempt” and will be entitled to overtime pay. WRCOG provides compensation for all overtime hours worked by non-Exempt employees in accordance with federal law. Only actual hours worked (i.e., not vacation time, sick leave, holidays) will be considered in determining whether a non-Exempt employee is entitled to overtime for any particular workweek.

5. DISSEMINATION OF POLICY

All employees shall receive a copy of this Policy when they are hired. The Policy may be updated from time to time and redistributed with a form for the employee to sign and return acknowledging that the employee has received, read, and understood this policy.

6. REFERENCE

- Fair Labor Standards Act (FLSA), 29 C.F.R. Part 541

7. ACTION

This policy is effective _____.

Draft: V1: 2/3/2026; V2: 2/4/2026; V3: 2/14/2026

Attachment

X.X TRAINING, TRAVEL, PER
DIEM, BUSINESS REIMBURSABLE
EXPENSE, AND USE OF CREDIT
CARDS POLICY



Western Riverside Council of Governments

X.X TRAINING, TRAVEL, PER DIEM, BUSINESS REIMBURSABLE EXPENSE, AND USE OF CREDIT CARDS POLICY

1. PURPOSE

The purpose of this policy is to establish uniform guidelines and procedures for providing per diem allowances and reimbursing employees for necessary and actual expenses incurred while conducting official business on behalf of the Western Riverside Council of Governments (WRCOG). This policy ensures the appropriate use of agency funds, provides accountability for related expenditures, supports efficient approval processes, and ensures adherence to IRS regulations.

2. POLICY

Participation in professional conferences, training sessions, meetings, and other WRCOG business activities is essential to keeping employees informed about evolving laws and practices. It also strengthens the agency's capacity to enhance existing services and implement new ones for the benefit of the region. Therefore, WRCOG will reimburse employees or make direct payments on their behalf for eligible expenses incurred while on approved and authorized business travel.

Allowable travel expenses include transportation, lodging, meals, and other necessary costs directly related to business purposes. Personal expenses, including those for family members, and alcoholic beverages are not eligible for reimbursement.

In cases where the necessity of an expense is unclear, WRCOG will determine whether the expense is appropriate and may allow, modify, or deny the reimbursement request.

As a best practice, departments are encouraged to submit anticipated training and travel requests during the annual budget development process. This supports effective planning, ensures proper budget allocation, and aligns professional development with WRCOG's strategic priorities.

3. PROCEDURE

A. Guidelines:

1. WRCOG places importance on activities that support the agency's Strategic Plan, advance regional initiatives, promote professional development, or contribute to employee job enrichment. These opportunities may include, but are not limited to, conferences, workshops, meetings, and training that enhance knowledge, collaboration, and effectiveness in furthering WRCOG's mission and goals.

2. All WRCOG employees, including full-time, part-time, interns, fellows, and commissioners are eligible to attend such activities, subject to the guidelines of this policy.

B. Local Travel:

1. Local travel refers to work-related trips within a 50-mile radius of WRCOG's office that do not require overnight accommodation.
2. Only automobiles and metro/train travel are authorized unless otherwise approved in advance.
3. Meals or lodging for local travel are not reimbursable unless the duration or nature of the event justifies it (e.g., a full-day training, early-morning, or late-evening event).

C. Overnight Travel

1. Overnight travel is defined as any work-related trip that requires the employee to be away from their primary work location or residence for more than one day and includes an overnight stay.
2. All overnight, out-of-state, and international travel must be pre-approved.

D. Air Travel

1. Airfare may be booked through the Administrative Services Department or directly by the employee.
2. Employees should book economy or main cabin unless business justification is provided and approved for an upgraded fare. Flights should be booked as early as possible to secure the best available rates.
3. In-flight upgrades and personal expenses (e.g., in-flight movies) are not reimbursable unless specifically authorized.
4. Wi-Fi expenses may be reimbursed if deemed necessary for official business and charged at standard rates.

E. Eligible Expenses for Reimbursement

Employees should make reasonable, customary, and cost-effective choices when booking travel. This includes selecting standard hotels with government rates over luxury accommodations, choosing economy airfare instead of upgrades, and renting

mid-size or compact vehicles unless a larger vehicle is necessary for business purposes. The following expenses are eligible for reimbursement:

1. Mileage reimbursement for the use of a personal vehicle, based on the IRS-approved and published rate.
2. Lodging at a reasonable and safe facility.
3. Meals and incidentals, in accordance with WRCOG's Per Diem Policy.
4. Ground transportation (e.g., taxi, ride-share, shuttle, rental car, parking, tolls).
5. Conference or event registration fees, training materials, memberships, or professional subscriptions.

F. Documentation Required

1. A completed Mileage/Expense Reimbursement Form must be submitted. Employees must submit reimbursements requests for each month separately. Expenses incurred in one month may not be included with expenses from another month (e.g. January and February expenses cannot be combined in one Expense Reimbursement Form).
2. Itemized receipts for all expenses (excluding per diem-based meals and incidentals) must be included with the Mileage/Expense Reimbursement Form. Requests for reimbursement of meal expenses must document the names of all attendees and the detailed business purpose of the meeting.
3. Expense Reporting Deadlines: All expenses must be submitted in accordance with the timelines outlined below to maintain fiscal integrity and ensure compliance with funding and reporting requirements.
4. Expenses incurred using an agency credit card must be submitted within 30 days of the transaction date. Untimely submissions may result in disciplinary action up to and including termination consistent with WRCOG Policies and Procedures.
5. Requests for reimbursement of out-of-pocket expenses must be submitted within 60 days of the expenditure date. Untimely submissions may result in disciplinary action up to and including termination consistent with WRCOG Policies and Procedures.
6. For grant-funded expenditures, the terms and conditions of the applicable grant shall govern as to allowable reimbursements and expense reporting deadlines. Where grant requirements impose stricter deadlines or documentation standards, those requirements shall prevail over this policy.
7. Employees must attach a copy of the conference or event brochure when requesting approval to attend conferences, seminars, or out-of-town training.

G. Per Diem

1. Per diem is a daily allowance for meals and incidental expenses (M&IE) while on travel status. Per diem amounts shall not exceed the federal General Service Administration (GSA) rates for the destination.
2. Per diem can be requested in advance, no less than 14 calendar days before travel.
3. Per diem will be calculated based on the first and last day of travel in accordance with the GSA guidelines. Full-day rates apply to all other travel days.

H. Rates and Reimbursement:

Per diem rates are determined using the GSA-established limits for the destination city. Published rates can be found at: (www.gsa.gov/travel/plan-book/per-diem-rates).

I. Incidentals:

Incidentals are included in the GSA M&IE rate and cover minor expenses such as tips for service personnel.

J. Event Registration, Cancellations, and Refunds

When an employee registers for a conference, training, meeting, or other event using agency funds (including an agency credit card or reimbursement), the employee is expected to attend as planned.

If the employee is unable to attend due to unforeseen circumstances, the employee must make a good-faith effort to find a substitute for WRCOG attendee or cancel the registration and obtain a refund or credit, consistent with the event organizer's policies.

If a refund or credit is available but not pursued in a timely manner, the employee may be subject to discipline.

If no refund is available, the agency will evaluate the circumstances on a case-by-case basis to determine whether the expense is allowable or whether the employee may be responsible for some or all of the cost (as allowed by law).

Repeated instances of late cancellations, failure to pursue refunds, or avoidable non-attendance may result in the loss or limitation of the employee's privilege to register for events using agency funds or an agency-issued credit card.

K. Credit Card Use

1. Card Issuance and Eligibility

- Credit cards may be issued only when a legitimate business need is demonstrated.
- Authorization for issuance must be approved in writing by the Executive Director and the Chief Financial Officer.
- Credit limits shall be set at the lowest level necessary to meet operational needs.
- Cards are issued to specific individuals and may not be shared.

2. Permitted Uses

WRCOG-issued credit cards may be used solely for official agency business, including but not limited to:

- Approved travel expenses (lodging, transportation, meals consistent with policy)
- Conference and training registrations (Requests to attend conferences, seminars, or out-of-town training must be accompanied by a copy of the event brochure as part of the approval process.)
- Business-related supplies or services not practicable through standard purchasing methods
- Emergency or time-sensitive purchases for business and operational needs.
- All purchases must serve a public purpose and comply with agency procurement rules.

3. Prohibited Uses

The following uses of WRCOG-issued credit cards are strictly prohibited:

- Personal purchases of any kind
- Cash advances or cash-equivalent transactions including gift cards)
- Purchase of alcoholic beverages, unless specifically approved and allowed by law
- Split transactions to avoid purchase limits
- Purchases that circumvent procurement or bidding requirements
- Any purchase that creates a conflict of interest or the appearance of impropriety

4. Documentation and Receipts

- Original, itemized receipts must be submitted for all transactions.
- Missing receipts must be documented with a written explanation and are subject to additional review and approval.
- Documentation must clearly identify:
 - Date of purchase
 - Vendor name

- Description of items or services
- Business purpose

5. Review, Reconciliation, and Approval

- Cardholders are fully responsible for reconciling statements monthly and submitting them by established deadlines.
- Supervisors shall review and approve all transactions to verify:
 - Business necessity
 - Compliance with policy
 - Adequate documentation
- The Fiscal Department shall conduct independent oversight and periodic audits of credit card activity.
- Employees who fail to properly use assigned credit cards or violate this policy may be subject to corrective action up to and including termination consistent with WRCOG Policies and Procedures.

4. APPLICABILITY

This policy applies to all regular, temporary, and part-time employees, as well as interns, fellows, and other authorized representatives conducting official WRCOG business

5. DISSEMINATION OF POLICY

All employees shall receive a copy of this policy when they are hired. The policy may be updated from time to time and redistributed with a form for the employee to sign and return acknowledging that the employee has received, read, and understands this policy.

ACTION

This policy is effective on _____.

Draft: V1: 1/28/2026, V2: 2/16/2026, V3: 3/23/2026