



Western Riverside Council of Governments Administration & Finance Committee

AGENDA

Wednesday, September 14, 2022
12:00 PM

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

[Join Zoom Meeting](#)

Meeting ID: 890 1425 1277

Passcode: 664505

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

SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT

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

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

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

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

1. CALL TO ORDER (Crystal Ruiz, Chair)
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL

4. PUBLIC COMMENTS

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

5. CONSENT CALENDAR

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

A. Summary Minutes from the July 13, 2022, Administration & Finance Committee Meeting

Requested Action(s): 1. Approve the Summary Minutes from the July 13, 2022, Administration & Finance Committee meeting.

B. Approval of Amendment No. 1 to the Professional Services Agreement with AECOM for the Western Riverside County Energy Resilience Plan

Requested Action(s): 1. Recommend that the Executive Committee approve Amendment No. 1 to the Professional Services Agreement with AECOM authorizing an increase to the contract amount and extra work related to the Western Riverside County Energy Resilience Plan.

C. Finance Department Activities Update

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

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

Requested Action(s): 1. Provide a recommendation to the Executive Committee regarding the request for early developer reimbursement for TUMF improvements related to the Cajalco Road Project in the amount of \$3,355,000.

B. PACE Programs Activities Update: Adoption of Unclaimed Refund Policy and Procedure

Requested Action(s): 1. Recommend that the Executive Committee adopt Resolution Number 21-22; A Resolution of the Executive Committee of the Western Riverside Council of Governments adopting an Unclaimed Refund Check Policy and Procedure.

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

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

D. Environmental Department Activities Update

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

7. REPORT FROM THE COMMITTEE CHAIR

Crystal Ruiz, City of San Jacinto

8. REPORT FROM THE EXECUTIVE DIRECTOR

Dr. Kurt Wilson

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, October 12, 2022, at 12:00 p.m., on the Zoom platform with the option for Committee members to attend in-person.

12. ADJOURNMENT

Administration & Finance Committee

Minutes

1. CALL TO ORDER

The meeting of the WRCOG Administration & Finance Committee was called to order by Chair Crystal Ruiz at 12:00 p.m., on July 13, 2022, on the Zoom platform.

Chair Ruiz recognized new Administration & Finance Committee members Jacque Casillas and Christian Dinco.

2. PLEDGE OF ALLEGIANCE

Committee member Ben Benoit led members and guests in the Pledge of Allegiance.

3. ROLL CALL

- City of Corona - Jacque Casillas
- City of Eastvale - Christian Dinco
- City of Jurupa Valley - Chris Barajas*
- City of Lake Elsinore - Brian Tisdale
- City of Norco - Kevin Bash
- City of Perris - Rita Rogers
- City of San Jacinto - Crystal Ruiz (Chair)
- City of Wildomar - Ben Benoit
- County of Riverside, District 2 - Karen Spiegel
- County of Riverside, District 3 - Chuck Washington
- Western Municipal Water District - Brenda Dennstedt

*Arrived after Roll Call

4. PUBLIC COMMENTS

There were no public comments.

5. CONSENT CALENDAR – (Wildomar / District 2) 11 yes; 0 no; 0 abstention. Items 5.A and 5.B were approved.

A. Summary Minutes from the June 8, 2022, Administration & Finance Committee Meeting

Action:

1. Approved the Summary Minutes from the June 8, 2022, Administration & Finance Committee meeting.

B. Finance Department Activities Update

Action:

1. Received and filed.

6. REPORTS / DISCUSSION

A. PACE Programs Activities Update: Adoption of Unclaimed Refund Policy and Procedure

After presentation and discussion, this item was tabled for a future meeting to give staff time to determine 1) what the state would do with any unclaimed refunds; and 2) the costs should WRCOG develop and maintain its own portal and securing it against spam and ransom ware, as well as redundancy, archiving, and retention.

Actions:

1. This item was tabled for a future meeting.

B. Fiscal Year 2021/2022 TUMF Collection Update

Chris Gray, WRCOG Deputy Executive Director, reported that the TUMF Program is in its third best year in the history of the Program. While revenues were anticipated to be approximately \$60M, staff now anticipates a fiscal year collection of between \$70M and \$75M once all pending payments are processed.

There is significant development activity in the Cities of Beaumont and Hemet, at levels not experienced before. The City of Norco recently submitted its largest payment to WRCOG in the history of the Program. In general, there has been a huge uptick in Industrial revenue collected by the Program; however, single-family revenue is still the main contributor.

Action:

1. Received and filed.

7. REPORT FROM THE EXECUTIVE DIRECTOR

Dr. Wilson welcomed the new Committee members. Staff will be doing a better job engaging with Committee members by adjusting meeting agendas for urgent items to be higher on the agenda.

8. ITEMS FOR FUTURE AGENDAS

There were no requests for items for future agendas.

9. GENERAL ANNOUNCEMENTS

There were no general announcements.

10. CLOSED SESSION

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6
Agency designated representatives: Chair and General Counsel
Unrepresented employee: Executive Director

There were no reportable actions.

12. NEXT MEETING

The Administration & Finance Committee is DARK in the month of August. The next Administration & Finance Committee meeting is scheduled for Wednesday, September 14, 2022, at 12:00 p.m., on the Zoom platform with the option for Committee members to attend in person.

13. ADJOURNMENT

The meeting of the Administration & Finance Committee adjourned at 1:32 p.m.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Approval of Amendment No. 1 to the Professional Services Agreement with AECOM for the Western Riverside County Energy Resilience Plan

Contact: Daniel Soltero, Program Manager, dsoltero@wrcog.us, (951) 405-6738

Date: September 14, 2022

Requested Action(s):

1. Recommend that the Executive Committee approve Amendment No. 1 to the Professional Services Agreement with AECOM authorizing an increase to the contract amount and extra work related to the Western Riverside County Energy Resilience Plan.

Purpose:

The purpose of this item is to request approval of Amendment No. 1 to the Professional Services Agreement with AECOM for the development of the Western Riverside County Energy Resilience Plan.

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

In November 2019, the Bay Area Council announced the California Resilience Challenge (CRC), a statewide effort led by businesses and a diverse range of partners that provides grants for local governments to build climate resiliency and to support a shared vision for a resilient California in the face of increasing climate threats.

On February 3, 2020, the WRCOG Executive Committee adopted a resolution authorizing WRCOG's submittal of a proposal to the CRC 2020 Grant Program to develop a Western Riverside County Energy Resiliency Plan to address local energy resiliency against power outage impacts on the subregion's power supply for critical facilities maintained and operated by member agencies.

In April 2020, the Bay Area Council, through the CRC, awarded WRCOG a \$200,000 grant to develop the Plan to build resiliency against power shutoffs and/or power issues at subregional critical facilities by developing a blueprint for energy resiliency technologies, projects, and strategies for member agencies.

On December 9, 2020 the Administration & Finance Committee authorized the Executive Director to award a contract to AECOM for the development of the Energy Resilience Plan and to execute a Professional Services Agreement between WRCOG and AECOM.

On February 8, 2021, WRCOG entered into an agreement with AECOM to develop the Western

Amendment No. 1 to the Professional Services Agreement

The purpose of the Western Riverside County Energy Resiliency Plan is to assess subregional critical facilities and identify the feasibility of implementing future microgrids and/or other energy resilience solutions to maintain power supply during outages. To determine if microgrids or other energy resiliency solutions are viable, an in-depth technical feasibility study was conducted at three critical facilities across the subregion.

Staff are requesting approval of an Amendment No. 1 to the Professional Services Agreement with AECOM to increase the contract amount and authorize extra work for development of the Western Riverside County Energy Resilience Plan. The extra work is an energy resilience study on a fourth facility, Fire Station 17 in the City of Jurupa Valley, which is due to switching the facilities undergoing the analysis after the consultant had already started on the initial selection of facilities. This extra work was not initially anticipated; however, it is required in order to complete the analysis portion and to meet the goals and intent of the Plan.

As part of the Plan, the consultant conducted an energy resilience analysis on three facilities in the subregion. A prioritization method was developed to rank and select the facilities, which identified Fire Station 16 in the City of Jurupa Valley. In November 2021, WRCOG staff convened a meeting with the Plan's Advisory Group, which consists of representatives from the Cities of Banning, Jurupa Valley, Moreno Valley, Riverside, and Temecula to seek feedback on which of the highest ranked facilities would be selected for the technical study. At the conclusion of the meeting, the parties had selected the Beaumont Wastewater Treatment Plant, Fire Station 16 in Jurupa Valley, and the City of Menifee's Kay Cenicerros Senior Center. Between December 2021 and April 2022, staff and the consultant received various data from the facility managers and started the analysis portion of the Plan, which includes reviewing energy and building data, site plans, a call to confirm the findings, and developing resilience solutions to maintain power at the facility.

In regard to the analysis of Fire Station 16, Jurupa Valley City staff designated the CAL FIRE Facilities Manager as the primary contact for the analysis since CAL FIRE and the County of Riverside Fire Department jointly operate the facility. On May 18, 2022, staff and the consultant met with the CAL FIRE Facilities Manager for Jurupa Valley Fire Station 16 to discuss and confirm our understanding of the data and the building's use, operations, and condition. During the meeting, CAL FIRE staff expressed that Fire Station 16 is an old building, small, and not suitable for a resilience center or energy system upgrades that may be identified through the Plan. Instead, the Facilities Manager directed WRCOG staff and the consultant to Fire Station 17, which is still in the City of Jurupa Valley, but is much larger, newer, and more suitable building for the goals and intent of the Plan. Staff agree that continuing with Fire Station 16 would not meet the intent and goals of the Plan, and that pivoting to Fire Station 17 would be appropriate.

By then the consultant had already spent significant time and its budget on analyzing Fire Station 16; pivoting to Fire Station 17 would force the consultant to do extra work on a fourth facility. In order to streamline the workflow, the consultant had setup and ran an analysis model and drafted the report for the first fire station. The remaining work was to calibrate the analysis model outputs based on the confirmation call with the facility manager. This work will have to be re-done for the new facility, Fire Station 17, which the consultant has agreed to complete for an additional \$3,500. Notably, the quoted

\$3,500 for the extra work is less than the \$5,000 option to analyze a fourth facility as outlined in the original Professional Services Agreement. As such, staff are requesting Amendment No. 1 to increase the contract amount to compensate the extra work.

Prior Action(s):

December 9, 2020: The Administration & Finance Committee authorized the Executive Director to award the contract to AECOM for the development of the Western Riverside County Energy Resilience Plan and to execute the Professional Services Agreement between WRCOG and AECOM.

February 3, 2020: The Executive Committee adopted Resolution Number 01-20; A Resolution of the Executive Committee of the Western Riverside Council of Governments authorizing submittal of a proposal to the California Resilience Challenge 2020 Grant Program.

Fiscal Impact:

The extra work authorized under Amendment No. 1 will cost \$3,500; subsequently the contract amount for Contract 2021-67-2225-013 will be increased to \$143,200. The California Resilience Challenge budget (110-67-2225) is being amended to cover the cost of the revised contract amount by reducing Salaries & Benefits (60001 and 61000, respectively), increasing Legal (65101) and Consulting Labor (85101) line items. This budget is funded by the California Resilience Challenge grant which was awarded to WRCOG in 2020.

Attachment(s):

[Attachment 1 - First Amendment to the Professional Services Agreement between WRCOG and AECOM](#)

**FIRST AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
AECOM TECHNICAL SERVICES, INC.**

1. PARTIES AND DATE.

This First Amendment is made and entered into this 14th day of September 2022, by and between the Western Riverside Council of Governments, a California public agency (“WRCOG”), and AECOM Technical Services, Inc., (“Consultant”). WRCOG and Consultant are sometimes individually referred to as “Party” and collectively as “Parties.”

2. RECITALS.

2.1 Master Agreement.

WRCOG and Consultant have entered into that certain Professional Services Agreement dated February 8, 2021 (“Master Agreement”).

2.2 First Amendment.

WRCOG and Consultant desire to enter into this First Amendment for the purposes of increasing the compensation and authorizing extra work.

3. TERMS.

3.1 Extra Work.

The Services, as that term is defined in the Master Agreement, is amended to include a microgrid/energy resilience analysis and concept design for a fourth facility. The Services for the fourth facility shall be in accordance with the requirements set forth in the Master Agreement, and as detailed in Exhibit “A” thereto.

3.2 Compensation.

The maximum compensation for Services performed under this First Amendment shall not exceed Three thousand five hundred dollars (\$3,500) without written approval of WRCOG’s Executive Director.

The total not-to-exceed-value of the Master Agreement, as amended by this First Amendment, shall not exceed One hundred forty-three thousand two hundred dollars (\$143,200).

3.3 Continuation of Existing Provisions.

Except as amended by this First Amendment, all provisions of the Master Agreement, including without limitation the indemnity and insurance provisions, shall remain in full force and effect and shall govern the actions of the Parties under this First Amendment.

3.4 Counterparts.

This First Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute one instrument.

3.5 Electronic Delivery of Amendment; Electronic Signatures.

A manually signed copy of this First Amendment which is transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this First Amendment for all purposes. This First Amendment may be signed using an electronic signature.

[Signatures on the following page]

**SIGNATURE PAGE TO
FIRST AMENDMENT TO
AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
AECOM TECHNICAL SERVICES INC.**

IN WITNESS WHEREOF, the Parties hereto have made and executed this First Amendment as of the date first written above.


WRCOG

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

By: _____
Kurt Wilson
Executive Director

CONSULTANT

AECOM TECHNICAL SERVICES, INC.

By: 
Name: Charlene Dekker
Title: Vice President

Approved to Form:

By: 
Haviva Shane for Steven C. DeBaun
General Counsel



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Finance Department Activities Update
Contact: Andrew Ruiz, Chief Financial Officer, aruiz@wrcog.us, (951) 405-6740
Date: September 14, 2022

Requested Action(s):

1. Receive and file.

Purpose:

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

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

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

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

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

Financial Report Summary Through June 2022

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

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

Fiscal Year 2021/2022 has now ended and staff are beginning to work on closing the Agency's books. WRCOG will be utilizing the services of the audit firm Van Lant and Fankhanel (VLF) to conduct its financial audit. During FY 2021/2022, an RFP was released for financial auditing services as a

Government Finance Officers Association (GFOA) best practice, as WRCOG has utilized auditing firm Rogers, Anderson, Malody and Scott for the past five years. WRCOG ended up selecting a new audit firm (VLF) to conduct its audits based on the results of the RFP.

In July 2022, VLF conducted the first phase of the audit, known as the interim audit, which involves preliminary audit work that is conducted prior to the books being fully closed. The interim audit tasks are conducted in order to gain an understanding of the Agency's processes during the year and to compress the period needed to complete the final audit after the books have been closed. The interim audit has now been completed and the final audit is scheduled for October 2022.

Prior Action(s):

August 25, 2022: The Finance Directors Committee received and filed.

Fiscal Impact:

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

Attachment(s):

[Attachment 1 - June Budget to Actuals](#)



Western Riverside Council of Governments

Budget to Actuals

For Month Ending June 30, 2022

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



Western Riverside Council of Governments

Budget to Actuals

For Month Ending June 30, 2022

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



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

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

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

Date: September 14, 2022

Requested Action(s):

1. Provide a recommendation to the Executive Committee regarding the request for early developer reimbursement for TUMF improvements related to the Cajalco Road Project in the amount of \$3,355,000.

Purpose:

The purpose of this item is to receive direction regarding a request for early reimbursement for TUMF improvements.

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

WRCOG's TUMF Program is a regional fee program designed to provide transportation and transit infrastructure that mitigates the impact of new growth in Western Riverside County. Funds from TUMF are distributed based on an allocation codified in various MOUs between WRCOG, the Riverside County Transportation Commission (RCTC), the Riverside Conservation Agency (RCA), and the Riverside Transportation Agency (RTA). 46% of TUMF collections are retained by WRCOG and allocated to the five TUMF Zones based on the collections within that Zone. Another 46% of TUMF funds are provided to RCTC on a monthly basis for their use in funding regional TUMF projects per the TUMF Administrative Plan. 1.47% of all TUMF funds are allocated to RCA for the purchase of land in support of the Multi-Species Habitat Conservation Plan (MSHCP). 3% of TUMF funds are allocated to RTA for regional transit projects. The remaining 4% of TUMF funds collected go towards WRCOG for Program Administrative Expenses.

The TUMF Administrative Plan allows for three options for new development projects in the WRCOG subregion in order to meet TUMF obligations. The first option is the payment of TUMF fees. The second option is participation in a funding or financing district which directly constructs TUMF improvements. The final option is the construction by the developer of a TUMF improvement for which the developer is entitled to receive credit against its TUMF obligation. In some instances, a developer constructs an improvement which provides credit in excess of its TUMF obligation, which then entitles the developer to

receive a reimbursement from the TUMF Program.

This process is governed by the Developer Credit / Reimbursement Agreement, which sets forth the amount of potential credit, the TUMF obligation, and the process by which developers receive credit and potentially reimbursement from the TUMF Program.

In 2018, the City of Corona, a developer (Arrantine Hills, LLP), and WRCOG entered into an agreement to implement the I-15 / Cajalco Interchange Project, which also included improvements to Cajalco Road adjacent to the Interchange. At the time of the agreement, the Bedford Communities Project was approved for approximately 1,600 dwelling units and 80,000 square feet of commercial / retail uses. As part of this agreement, the Developer worked with the City to complete both the Interchange (I-15 / Cajalco Road) and improvements to Cajalco Road on either side of the Interchange. The total value of the improvements are \$47.6M with the Interchange accounting for \$44.3M and the roadway improvements accounting for the remaining \$3.3M. The Interchange and roadway improvements were completed in 2021. The buildout of the project has an estimated TUMF obligation of approximately \$15M - \$20M, which means that the Developer is due a reimbursement of approximately \$25M - \$30M. The amount of reimbursement can not be definitively determined at this time as the actual TUMF obligation is based on the actual number of units and the fee due at the time of permit issuance.

What complicates this reimbursement is that a portion of the reimbursement will be made by WRCOG through Zone funds and the remainder through TUMF funds controlled by RCTC, which receives 46% of all TUMF funds collected and uses those funds to implement Regional TUMF Projects. The I-15 / Cajalco Interchange is a Regional TUMF Project, which means that RCTC is responsible for funding this Project through Regional TUMF funds. The local street improvements on Cajalco Road are considered part of the WRCOG-administered Zone Program.

Concurrent with the transportation improvements, the Developer has proceeded constructing initial phases of the Project. To date, the City has issued approximately \$3M in TUMF credits against a total obligation of \$47.6M, which means that over \$44M of TUMF credit remains.

Earlier in 2022, the Developer requested that the City provide an early reimbursement of a portion of the total amount it is due. City staff brought this item to City Council at its March 2, 2022, meeting. The Corona City Council provided direction to staff to request that WRCOG provide a reimbursement of \$3,355,000 to the Developer. This amount corresponds to the reimbursement amount associated with the Cajalco Street improvements. It is staff's understanding that the Developer has requested this reimbursement to assist with the financing of the project and for other related reasons.

Normally, WRCOG staff processes Developer credit and reimbursement requests in accordance with the TUMF Administrative Plan. What is unique about this reimbursement request is that it has been WRCOG's policy to only provide Developer reimbursement only after the completion of both the Development Project (TUMF obligation) and the Transportation Project (TUMF credit). This policy is memorialized in the TUMF Administrative Plan (Chapter 4 - Developer TUMF Credits).

The primary reason for this policy is that it ensures the overall fiscal stability of the TUMF Program by limiting instances in which WRCOG would reimburse a developer for its TUMF credit and then have to assess additional TUMF on a project, which then requires the payment of additional fees. Paying the reimbursement only after the completion of all project elements also simplifies the accounting of each project's TUMF obligation and ensures that there is only one reconciliation of a project's TUMF

obligation.

An example of a previous denial is the case of the Sycamore Creek Development. This project is a community of approximately 2,000 homes and a neighborhood commercial center in unincorporated Riverside County between the Cities of Corona and Lake Elsinore along I-15. In 2013, the Developer completed improvements to the I-15 / Indian Truck Trail interchange at a cost of \$6.4M. In 2017, the Developer estimated that it was due a reimbursement of \$1.9M based on its anticipated project buildout.

Consistent with WRCOG's policy, WRCOG denied this reimbursement request for a variety of reasons. The primary reason was that staff was unsure about the number of additional units the project would build out. There were 200 entitled units which had not been built at that time and the exact amount of reimbursement could not be determined at that time of the request. In this case, the developer was asking for an early payout of all funds due to them based on their anticipated development and the projected fee levels. In this particular instance, the developer's credit was finalized but their TUMF obligation was not.

In 2020, WRCOG did process a reimbursement to a developer in the amount of \$1.7M, which was the final reimbursement calculation based on the build-out of the project. It should be noted that the actual reimbursement amount is less than the amount of the initial request based on a final reconciliation of the project TUMF credits and TUMF obligation. If WRCOG had paid out the initial reimbursement request, it would have overpaid the reimbursement amount.

There are several factors which could cause this request to be viewed from a different perspective. First, the reimbursement request is for a portion of the total reimbursement. Staff estimates that the reimbursement request corresponds to less than 20% of the total future reimbursement so this reimbursement is a partial reimbursement request instead of a full reimbursement. Given the magnitude of the projected reimbursement, a partial reimbursement at this time is not likely to create a situation whereby the Developer must return some or all of the reimbursement to WRCOG. Staff estimates that if this early reimbursement request is provided, then the remaining reimbursement will be in excess of \$20M. Second, any reimbursement would be paid out of the Zone balances currently held by WRCOG. As of July 2022, the Northwest Zone Balance is \$25M and there are sufficient available funds within the Northwest Zone to provide this reimbursement. For reference, the Northwest Zone includes the Cities of Corona, Eastvale, Jurupa Valley, Norco, and Riverside, and the County of Riverside. Third, the reimbursement request is tied to one of the largest TUMF projects completed in the 20-year history of the TUMF Program. The I-15 / Cajalco Road interchange was a needed regional infrastructure project and it is likely that the Interchange would not have been built when it was but for the contribution provided by the Developer. The Project is an example of an effective public / private partnership between the City of Corona, the Developer, WRCOG, RCTC, and other parties. Finally, this reimbursement request is solely for TUMF Zone funds, which are administered by WRCOG. The remaining reimbursement amount will be the responsibility of RCTC and any reimbursement will be paid through the RCTC Regional Program.

The WRCOG Public Works Committee heard this item on August 11, 2022. The WRCOG Technical Advisory (TAC) Committee heard this item on August 18, 2022. The Public Works Committee directed staff to convene a Northwest Zone Meeting Technical Advisory Committee meeting (Public Works Directors from Corona, Eastvale, Jurupa Valley, Norco, City of Riverside, and Riverside County) to discuss this matter in further detail and take no action at this time. The WRCOG TAC recommended

denial of this reimbursement request rather than have further discussions on this item. Staff is asking the Administration & Finance Committee to provide a final recommendation to the Executive Committee.

It is staff's intent to request that the Executive Committee, if it so desires, to make an exception to the WRCOG policy of not providing early reimbursement rather than amending the TUMF Administrative Plan. The reason for this approach is that this request can be viewed as a unique set of circumstances requiring a one-time exception to be made rather than an amendment to the Administrative Plan.

If approved by the Executive Committee, staff would program this reimbursement through the Northwest Zone Technical Advisory Committee and the Northwest Zone Executive Committee to determine the yearly reimbursement amount.

Prior Action(s):

August 18, 2022: The Technical Advisory Committee recommended denial of the reimbursement request.

August 11, 2022: The Public Works Committee requested that no action be taken at this time and directed staff to convene a meeting of the TUMF Northwest Zone to discuss the reimbursement request and to develop a comprehensive policy relating to early reimbursements for consideration by the PWC.

February 5, 2018: The Executive Committee approved a Memorandum of Understanding with the City of Corona and the Riverside County Transportation Commission regarding a TUMF Improvement and Credit / Reimbursement Agreement for the Cajalco Road / I-15 Interchange Project.

Fiscal Impact:

Reimbursement of these funds would come from TUMF funds, specifically the Northwest Zone. The current balance of these funds is \$25M. The reimbursement request is for \$3,355,000. Any reimbursement would be paid out of the TUMF Fund 220 and would be programmed and approved by the Northwest Zone Technical Advisory Committee, the Northwest Zone Executive Committee, and the WRCOG Executive Committee.

Attachment(s):

None.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: PACE Programs Activities Update: Adoption of Unclaimed Refund Policy and Procedure

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

Date: September 14, 2022

Requested Action(s):

1. Recommend that the Executive Committee adopt Resolution Number 21-22; A Resolution of the Executive Committee of the Western Riverside Council of Governments adopting an Unclaimed Refund Check Policy and Procedure.

Purpose:

The purpose of this item is to recommend the adoption of Resolution Number 21-22, which will create an Unclaimed Refund Check Policy and Procedure for the WRCOG PACE Programs.

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

WRCOG's PACE Programs provide financing to property owners to implement energy saving, renewable energy, water conservation, and seismic strengthening improvements. 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. The Program was initiated in December 2011 and was expanded in 2014 to allow jurisdictions throughout the state to join and allow property owners in these jurisdictions to participate.

Unclaimed Refunds

In 2012, WRCOG began issuing bonds to finance residential PACE home improvements. PACE assessments are paid as a secured assessment line item on the property tax bill, which is paid twice a year. When a property owner makes a prepayment or pays off the assessment prior to paying their property tax bill, and if the county in which the assessment was levied cannot make a correction to remove or adjust the PACE amount, it results in an over payment of the PACE assessment. When this occurs, the property owners are owed a refund for the difference. The refunds are issued by WRCOG after the counties disburse the funds collected through the property tax payments. A majority of refunds are processed in February after the first property tax installment is paid and then again in June after the

second property tax installment is paid.

Refund process:

1. WRCOG receives the refund list for the property owners that overpaid their PACE assessment on their property tax bill.
2. WRCOG processes the refunds.
3. WRCOG mails out the refunds to each property owner on the list.
 - a. In some instances, before a check is returned to WRCOG as undeliverable, a Post Office may attempt to deliver the check more than once if the address is not clear, if there is no forwarding address, or if the property owner requests to have the check held.
 - b. In cases where the property owners notify WRCOG that their refund was not received (lost mail, not delivered, stolen, etc.), WRCOG will re-issue the refund and mail it back out. Sometimes, the property owners opt to pick up the check at WRCOG's office.
 - c. If the refund check was not received after the second time it was mailed out, WRCOG will re-issue the check and send it via certified mail.

After attempting to deliver the refund checks multiple times, some refunds are returned to WRCOG or remain unclaimed, where they reside in a WRCOG pass-through account. In 2020, staff began working with Bond Counsel to identify what to do with these funds or if they could be moved elsewhere. At that time, it was identified by WRCOG's Bond Counsel that:

"Any individual item of less than fifteen dollars (\$15), which is unclaimed for a period of one (1) year, may be transferred to WRCOG's PACE Reserve Account in accordance with California Government Code Section 50055. Items fifteen dollars (\$15) and over, unclaimed for more than three (3) years, will be processed in accordance with California Government Code Sections 50050-500256 and may become the property of WRCOG at anytime after the three-year period."

In 2020, there were no unclaimed refunds that met the three-year requirement. Since there was nothing that could be done with the funds, the funds were left in the pass-through account to keep separate from Agency funds. However, by June 2022, staff identified that 175 refunds have been unclaimed for over three years. All current unclaimed refunds are from residential assessments. The total amount of these refunds is \$238,889.93. By December 2022, it is estimated that there will be 290 unclaimed refunds, totaling an estimated amount of \$398,119.

WRCOG's Bond Counsel identified that WRCOG has two options at the time a refund goes unclaimed for three years:

1. WRCOG can develop an Unclaimed Refund Check Policy and Procedure in order to claim the aged refunds.
2. WRCOG would remit all unclaimed funds to the state in which then the state will exercise its right to take ownership of the unclaimed assets.

In accordance with State law, the Policy (Attachment 1) requires that notice must be given as follows:

1. Annually, for all refunds that have been deemed as unclaimed for three years or more, WRCOG must publish a notice of the unclaimed refund checks in a newspaper of general circulation;
2. The notice must be published once a week for two consecutive weeks;

3. The notice must state the amount of money that is unclaimed;
4. The notice must state where the money is being held;
5. A statement announcing that the money will become property of WRCOG after 45 days of the first publication; and
6. There must be a contact number and/or website where to submit the inquiry or claim.

If a property owner wants to claim the funds, they must file a claim with WRCOG. The property owner must include their name, phone number, address, proof of identity, amount of the claim, the grounds on which the claim is founded, and any other information required by WRCOG. The claim must be made before the date the unclaimed refund check funds become property of WRCOG. After the claim has been received by WRCOG, it will be up to WRCOG to determine if the claim is accepted or rejected. If the claim is accepted, WRCOG will issue a new refund check and send it to the claimant. If the claim is rejected, the claimant can file in court to serve WRCOG with a verified complaint. This must be done within 30 days from the date the rejection notice was received.

If there are no claims received, the unclaimed refund money becomes property of WRCOG. The Executive Committee would be required to adopt a resolution to formally transfer the unclaimed funds to the General Fund. The resolution will include a list of all the property owners or entities having unclaimed refund checks. Adoption of the resolution allows WRCOG to then transfer the unclaimed funds to its General Fund.

Staff Follow-up Responses to July 13, 2022, Administration & Finance Committee Questions

On July 13, 2022, this item was presented to the Administration & Finance Committee and a number of questions were raised prior to the Committee taking action. These questions included:

Question: How many unclaimed refunds are there per jurisdiction?

Response: Please see table below for the WRCOG sub-region. Additionally, Attachments 2 and 3 provide additional information regarding three-year aged, and older, unclaimed refund by county.

City	Number of Refunds	Refund Amount
Banning	2	\$2,371.76
Beaumont	5	\$6,387.37
Calimesa	1	\$2,089.14
Canyon Lake	3	\$3,714.20
Corona	7	\$9,743.90
Eastvale	0	\$0.00
Hemet	4	\$7,304.04
Jurupa Valley	1	\$760.66
Lake Elsinore	4	\$3,846.22
Menifee	2	\$1,327.26
Moreno Valley	19	\$19,919.91
Murrieta	7	\$8,707.33
Norco	3	\$5,523.80
Perris	1	\$1,471.43
Riverside	16	\$20,606.19
San Jacinto	6	\$6,644.21

Temecula	11	\$9,603.55
Unincorporated	21	\$24,604.52
Wildomar	6	\$7,124.21
Grand Total	119	\$141,749.70

Question: How often are refunds mailed out?

Response: WRCOG receives, processes, and distributes refunds on a monthly basis.

Question: If WRCOG sent all PACE unclaimed refunds to the State, what does the State do with any unclaimed refunds?

Response: Within one year after the State has received the escheated property, the State Controller is required to publish a notice of the property in order for the owners to possibly claim the property. In accordance to Section 1501 of the Civil Procedure, property received by the State under the Unclaimed Property Law will not permanently escheat to the State. It is the intent of the California Legislature that property owners be reunited with their property.

At the end of each month, if the Controller deems it advisable, the Controller will transfer the money in the "Abandoned Property Account" that exceeds \$50,000 to the General Fund. According to the California State Controller website, there is, currently, no time limit for claiming property.

Question: Can refunds letters be translated to Spanish?

Response: Yes. In August 2022, WRCOG contracted a professional translator and had all variations of the refund letters translated to Spanish. Starting in September, when refunds are processed, any correspondence will be provided in both English and Spanish.

Question: What would be the cost should WRCOG develop and maintain its own online portal for unclaimed refunds?

Response: A portal on WRCOG's website can be created and updated by staff and cost is limited to minimal staff time. WRCOG was able to create a search tool that that could be embedded to the WRCOG website. The property owner is presented with a search box they can use to enter their name or assessment ID and click "submit." Results are displayed if a match is found. All private data is removed, results would only show name, amount, and assessment ID.

Options to Proceed and Next Steps:

Administration & Finance Committee is being asked to make a recommendation to the Executive Committee. Two options are presented for consideration:

1. Escheat unclaimed refunds to the State
 - o Send funds to the State
 - o State notices property owners
2. Implement WRCOG Unclaimed Refunds Policy and Procedure
 - o Implement unclaimed refund online portal on WRCOG website
 - o Implement public notice process
 - o Develop claim form
 - Property owner submits claim form and proof of identity (copy of driver's license, social security card, etc.)

- Claim is received by WRCOG, verified of its validity, and refund is issued.

Prior Action(s):

July 13, 2022: The Administration & Finance Committee tabled this item for further discussion at a future meeting.

Fiscal Impact:

Any individual item of \$15.00 or less, which is unclaimed for a period of one year, may be transferred to WRCOG's PACE Reserve Account under WRCOG's General Fund. Items \$15.00 and over, unclaimed for more than three years, may become the property of WRCOG and also transferred to WRCOG's PACE Reserve Account. As of June 2022, there is \$238,889.93 in unclaimed refunds that would be subject to this new Policy. If any funds are transferred to the PACE Reserve Account, the change will be reflected in a future budget amendment.

In the event the Executive Committee directs staff to develop and maintain a portal on the WRCOG website, costs will be limited to staff time as there is no authorized budget for the development, implementation, and maintenance of a new customer facing portal in FY 2022/2023.

Attachment(s):

[Attachment 1 - Resolution Number 21-22 Unclaimed Refund](#)

[Attachment 2 - Unclaimed Refunds WRCOG subregion](#)

[Attachment 3 - Unclaimed Refunds All Counties](#)

Attachment

Resolution Number 21-22; A
Resolution of the Executive
Committee of the Western Riverside
Council of Governments adopting an
Unclaimed Refund Check Policy and
Procedure

RESOLUTION NUMBER 21-22

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF THE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
ADOPTING AN UNCLAIMED REFUND CHECK POLICY AND PROCEDURE**

WHEREAS, 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 PACE Program”) and the California HERO Program (the “CA HERO Program,” collectively with the WRCOG PACE Program, the “Programs”) for the purpose financing the installation of authorized improvements (“Eligible Improvements”) on commercial and residential properties (“Commercial Properties”) located within the program area of the Programs (the “Program Area”) as authorized under and defined by the Program; and

WHEREAS, on occasion, WRCOG occasionally issues refund checks related to the WRCOG PACE Program; and

WHEREAS, on occasion, taxpayers fail to cash or otherwise collect the refund checks issued (Unclaimed Refund Checks); and

WHEREAS, California Government Code Section 50055 allows for Unclaimed Refund Checks of less than fifteen dollars, which are unclaimed for a period of one year, to be transferred to WRCOG’s PACE Reserve Account. Unclaimed Refund Checks fifteen dollars and over, unclaimed for more than three years, may also become the property of WRCOG at any time after the three-year period, under California Government Code Sections 50050-50056; and

WHEREAS, WRCOG has created a new policy entitled “Unclaimed Refund Check Policy and Procedure” (“Policy”), attached hereto as Exhibit “A”, in order to address the process for transferring Unclaimed Refund Checks to WRCOG’s PACE Reserve Account; and

WHEREAS, the proposed Policy has been submitted to the WRCOG Executive Committee for consideration and action.

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

Section 1. Authorization to Adopt Policy. The Executive Committee hereby adopts the Unclaimed Refund Check Policy and Procedure.

Section 2. Effective Date. This Resolution shall take effect upon the date of its adoption.

PASSED AND ADOPTED at a Meeting of the Executive Committee of the Western Riverside Council of Governments held September 12, 2022.

Crystal Ruiz, Chair
WRCOG Executive Committee

Dr. Kurt Wilson, Secretary
WRCOG Executive Committee

Approved as to form:

Best Best & Krieger, LLP
Bond Counsel

AYES: _____ NAYS: _____ ABSENT: _____ ABSTAIN: _____

EXHIBIT "A"

Unclaimed Refund Checks Policy and Procedure

UNCLAIMED REFUND CHECK POLICY AND PROCEDURE

Purpose

The purpose of this Policy is to provide guidance on the handling of unclaimed refunds in compliance with California Government Code.

Policy

Any individual item of less than fifteen dollars, which is unclaimed for a period of one year, may be transferred to WRCOG's PACE Reserve Account in accordance with California Government Code Section 50055. Items fifteen dollars and over, unclaimed for more than three years, will be processed in accordance with California Government Code Sections 50050-50056 and may become the property of WRCOG at any time after the three-year period. The Finance Department is responsible for complying with this Policy.

Definitions

Refund Check – unclaimed refund checks that were issued as a part of the California HERO or other WRCOG programs that remain uncashed for a period of more than six months from the date the check was issued.

Procedure

- A. Refund Checks under fifteen dollars:
 - 1. On a monthly basis, all Refund Checks under fifteen dollars, unclaimed for a period of one year or more, will be identified by the Finance Department.
 - 2. A Refund Check report will be created by the Finance Department to reverse each check to WRCOG to be distributed to WRCOG's PACE Reserve Account.

- B. Refund Checks fifteen dollars and over:
 - 1. On an annual basis, all checks fifteen dollars and over, unclaimed for more than three years, will be identified by the Finance Department.
 - 2. A notice will be published once a week for two consecutive weeks in a local newspaper of general circulation.
 - 3. The notice will contain the following information:
 - a. The amount of money;
 - b. The fund where the money is being held;
 - c. Statement announcing that the money shall become the property of WRCOG on a date that is forty-five days after the first publication of the notice;
 - d. Payee name and check amount;
 - e. A contact number or website address to make an inquiry or claim.

4. If the payee, their heir, beneficiary, or duly appointed representative claim ownership of the money before it becomes property of WRCOG, a written claim must be filed with WRCOG. Any claim must be filed before the date that the money becomes the property of WRCOG. Proof substantiating the claim will need to be in a writing, which consists of:
 - a. Claimant's name, address, and telephone number;
 - b. Proof of identity (driver's license, social security card, or birth certificate);
 - c. The amount of the claim; and
 - d. The grounds on which the claim is founded.
5. WRCOG will determine whether to accept or reject the claim and will provide notice to the claimant of the decision. If the claim is accepted, the money may be released to the claimant. If the claim is rejected, the claimant will have thirty days from the date the notice is received to file in court and serve WRCOG with a verified complaint. Therefore, WRCOG shall withhold the release of the portion of the unclaimed money until the time passes to file an action in court. If a court action is filed, WRCOG shall withhold the release of the portion of the unclaimed money until a final decision is rendered by the court.
6. Proof of publication of the notice published once a week for two consecutive weeks in a local newspaper of general circulation is to be retained for period of up to seven years as verification that the notice was placed in the publication and ran for two consecutive weeks.
7. Upon close of business on the forty-fifth day after the publication of the first notice in a local newspaper of general circulation, the unclaimed check amounts will revert to WRCOG, except as otherwise provided in paragraph B(5).
8. After the money reverts to WRCOG, the Executive Committee may authorize its transfer to the PACE Reserve Account.

RELATED DOCUMENTS

Government Code Sections 50050 through 50056.

Attachment

WRCOG Subregion Unclaimed
Refunds (Older than 3 years as of
December 2021)

**WRCOG Subregion Unclaimed Refunds
(Older than 3 years as of December 2021)**

City	Sum of Number of Refunds	Refund Amount
Banning	2	\$2,371.76
Beaumont	5	\$6,387.37
Calimesa	1	\$2,089.14
Canyon Lake	3	\$3,714.20
Corona	7	\$9,743.90
Eastvale	0	\$0.00
Hemet	4	\$7,304.04
Jurupa Valley	1	\$760.66
Lake Elsinore	4	\$3,846.22
Menifee	2	\$1,327.26
Moreno Valley	19	\$19,919.91
Murrieta	7	\$8,707.33
Norco	3	\$5,523.80
Perris	1	\$1,471.43
Riverside	16	\$20,606.19
San Jacinto	6	\$6,644.21
Temecula	11	\$9,603.55
Unincorporated	21	\$24,604.52
Wildomar	6	\$7,124.21
Grand Total	119	\$141,749.70

Attachment

Unclaimed Refunds - All Counties
(Older than 3 years as of December
2021)

**Unclaimed Refunds - All Counties
(Older than 3 years as of December 2021)**

County	Count of Number of Refunds	Sum of Refund Amount
Alameda	2	\$2,454.19
Contra Costa	2	\$293.13
Fresno	5	\$4,559.27
Imperial	9	\$8,857.82
Kern	29	\$39,185.90
Kings	1	\$1,073.16
Los Angeles	8	\$14,425.93
Madera	2	\$3,460.24
Merced	7	\$7,578.47
Napa	1	\$3,052.34
Riverside	135	\$170,564.46
Sacramento	9	\$16,057.21
San Diego	9	\$23,372.41
San Francisco	1	\$2,365.44
San Joaquin	21	\$25,154.25
San Mateo	1	\$731.54
Santa Clara	1	\$239.97
Solano	8	\$12,761.09
Sonoma	2	\$1,078.01
Stanislaus	2	\$2,167.98
Sutter	1	\$729.02
Tulare	15	\$14,595.19
Ventura	20	\$36,351.49
Yolo	1	\$2,274.60
Grand Total	292	\$393,383.11



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: 4th Quarter Draft Budget Amendment for Fiscal Year 2021/2022
Contact: Andrew Ruiz, Chief Financial Officer, aruiz@wrcog.us, (951) 405-6740
Date: September 14, 2022

Requested Action(s):

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

Purpose:

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

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

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

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

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

Program whole.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Prior Action(s):

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

Fiscal Impact:

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

Attachment(s):

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



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

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



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Environmental Department Activities Update
Contact: Olivia Sanchez, Program Manager, osanchez@wrcog.us, (951) 405-6721
Date: September 14, 2022

Requested Action(s):

1. Receive and file.

Purpose:

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

WRCOG 2022-2027 Strategic Plan Goal:

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

Background:

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

Solid Waste and Recycling

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

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

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

Used Oil & Household Hazardous Wastes

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

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

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

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

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

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

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

Love Your Neighborhood

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

Prior Action(s):

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

Fiscal Impact:

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

Attachment(s):

None.