



# Western Riverside Council of Governments Administration & Finance Committee

## SPECIAL MEETING AGENDA

Thursday, November 12, 2020  
12:00 p.m.

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

**WRCOG's OFFICE IS CURRENTLY CLOSED TO THE PUBLIC DUE TO COVID-19  
AND STAFF ARE WORKING REMOTELY**

**Members of the public are encouraged to participate in this meeting via Zoom  
(see meeting information below)**

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### **SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT**

Due to the state and local State of Emergency resulting from the threat of Novel Coronavirus (COVID-19), Governor Newsom has issued Executive Order N-29-20 (issued March 17, 2020) in which Section 3 supersedes Paragraph 11 of Executive Order N-25-20 (issued on March 12, 2020). This new order states that WRCOG does not need to make a physical location available for members of the public to observe a public meeting and offer public comment. The Order allows WRCOG to hold Committee meetings via teleconferencing and allows for members of the public to observe and address the meeting telephonically or electronically.

**To follow the Order issued by the Governor, the Administration & Finance Committee meeting scheduled for Thursday, November 12, 2020 at 12:00 p.m. will be held via video and teleconference and any members of the public can attend electronically.** Members of the public may send public comments by emailing [snelson@wrcog.us](mailto:snelson@wrcog.us), or calling (951) 405-6703 before or during the meeting, prior to the close of public comment.

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact Suzy Nelson prior to 12:00 p.m. on November 9, 2020, at (951) 405-6703 or at [snelson@wrcog.us](mailto:snelson@wrcog.us).

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

**1. CALL TO ORDER (Kevin Bash, Chair)**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. PUBLIC COMMENTS**

At this time members of the public can address the Administration & Finance Committee regarding any items 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 October 14, 2020, Administration & Finance Committee Meeting are Available for Consideration. P. 1**

**Requested Action:** 1. *Approve the Summary Minutes from the October 14, 2020, Administration & Finance Committee meeting.*

**B. Finance Department Activities Update P. 7**

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

**6. REPORTS / DISCUSSION**

**A. GIS and Transportation Modeling Services Bureau Initiative P. 9**

**Requested Action:** 1. *Recommend that the Executive Committee approve the proposed guidelines for the new GIS and Transportation Modeling Services Bureau.*

**B. PACE Programs Activities Update P. 11**

**Requested Action:** 1. *Request that the Executive Committee direct staff to work with legal counsel and Residential PACE Program providers to discontinue both the statewide and regional residential Programs.*

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

**8. ITEMS FOR FUTURE AGENDAS Members**

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

**9. GENERAL ANNOUNCEMENTS**

*Members*

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

**10. NEXT MEETING:** The next Administration & Finance Committee meeting is scheduled for Wednesday, December 9, 2020, at 12:00 p.m., on the Zoom platform.

**11. ADJOURNMENT**

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**1. CALL TO ORDER**

The meeting of the Administration & Finance Committee was called to order at 12:02 p.m. by Chair Kevin Bash on the Zoom virtual platform.

**2. ROLL CALL**

**Members present:**

Mike Lara, City of Beaumont  
Brian Tisdale, City of Lake Elsinore  
Kelly Seyarto, City of Murrieta  
Kevin Bash, City of Norco (Chair)  
Rita Rogers, City of Perris  
Rusty Bailey, City of Riverside  
Crystal Ruiz, City of San Jacinto  
Ben Benoit, City of Wildomar  
Karen Spiegel, County of Riverside, District 2 (12:20 p.m. arrival)  
Chuck Washington, County of Riverside District 3

**3. PUBLIC COMMENTS**

There were no public comments.

**4. CONSENT CALENDAR** – (Riverside / Wildomar) 9 yes; 0 no; 0 abstention. Items 4.A through 4.D were approved. Representatives from the County of Riverside District 2 and the Western Municipal Water District were not present.

**A. Summary Minutes from the September 9, 2020, Administration & Finance Committee Meeting are Available for Consideration.**

**Action:** 1. *Approved the Summary Minutes from the September 9, 2020, Administration & Finance Committee meeting.*

**B. Finance Department Activities Update**

**Action:** 1. *Received and filed.*

**C. Single Signature Authority Report**

**Action:** 1. *Received and filed.*

**D. Clean Mobility Options Voucher for Community Transportation Needs Assessment**

**Action:** 1. *Recommended that the Executive Committee adopt Resolution Number 28-20; A Resolution of the Executive Committee of the Western Riverside Council of Governments accepting a Community Transportation Needs Assessment Voucher.*

## **5. REPORTS / DISCUSSION**

### **A. 2021 General Assembly Options**

Rachel Singer, WRCOG Staff Analyst, reported that staff are currently evaluating the options for a 2021 event. The three options include in-person indoors; in-person outdoors; and virtual.

An in-person indoors event would allow for 800 to 1,000 attendees.

An in-person outdoors event would also accommodate 800 to 1,000 attendees.

The last option is a virtual event and would be the most flexible with COVID-19 guidelines.

Staff are reaching out to past sponsors to gauge interest and are participating in virtual events to gauge their effectiveness. Staff are also monitoring county guidelines to determine impacts to the event.

**Action:** 1. *Received and filed.*

### **B. Proposed Project List for SCAG Regional Early Action Program (REAP) Subregional Partnership Program**

Christopher Tzeng, WRCOG Program Manager, reported that Assembly Bill 101 has created two grant funding opportunities; Local Early Action Program and Regional Early Action Planning (REAP). The funding is intended to increase housing planning and accelerate housing production.

SCAG is making \$23.7M available to support subregional partnership programs to align regional resources with Regional Housing Needs Assessment (RHNA) allocations. WRCOG is eligible to receive \$1.678M in funding through the REAP Subregional Partnership Program.

WRCOG has identified a list of projects to submit to SCAG which will assist its member jurisdiction in meeting their Housing Element and RHNA requirements.

WRCOG is currently developing a Subregional Climate Action Plan update; 14 member jurisdictions are participating in the update. WRCOG is proposing to utilize REAP funding to perform a programmatic Environmental Impact Report.

WRCOG is also proposing to utilize REAP funds to assist on regionally significant projects – the establishment of a Housing Trust Fund and an Economic Development Corporation (EDC). Staff has proposed to SCAG establishing a Housing Trust Fund for Western Riverside County and believes utilizing REAP funding will help increase housing production. WRCOG believes that establishing an EDC will help build homes in the subregion.

WRCOG believes an EDC has the ability to bring to Western Riverside County the types of high paying jobs that will enable the already entitled units to be built. Along with the inability to build homes, the lack of high paying jobs is a root cause of many underlying issues in the region that SCAG and others are interested in addressing, such as traffic congestion and air quality.

SCAG staff does not see the direct connection between housing and quality job creation. WRCOG staff has prepared a draft letter requesting the use of REAP funds to operate an EDC. Staff are requesting members of the Committee to review and sign the letter.

**Action:** 1. *Received and filed.*

### **C. Update on Exploring the Formation of a Western Riverside County Economic Development Corporation**

Elisa Laurel, WRCOG Program Manager, reported that household incomes have fallen since 2012. A recent study suggests that approximately 190,000 residents commute daily outside of Western Riverside County to work in surrounding counties. Many people shopped online at the onset of COVID-19, and a recent survey indicates that they will continue to do so even after the pandemic ends. Western Riverside County's economy is largely dependent upon retail, hospitality, and industrial employment.

Staff interviewed staff of WRCOG member agencies, met with four Chambers of Commerce, discussed this topic with 10 regional stakeholders, and held meetings with 14 existing Economic Development Corporations (EDCs) across the country.

An EDC would serve as a long-term strategic organization that would complement and enhance many of the current local efforts underway by cities and the county. Of note is there no one entity is currently marketing or branding the WRCOG subregion on a national or global scale; branding is critical to attract businesses. Nor is there a commonly known single point of contact.

Best practice lessons learned thus far include the successful formation of an EDC often launched as a public-private partnership, and the governance model provides the organization to operate like a business. Successful EDCs develop a brand identity for a region, market the region, and serve as a front door for potential economic development leads.

Next steps include the convening of a Steering Committee comprised of local elected officials, Agency staff, Chambers of Commerce representatives, non-profit(s) and private industry representatives. This item will be presented to WRCOG's Technical Advisory Committee at its meeting tomorrow with a request to appoint between three and five of its members or representatives to the Steering Committee, and then to the Executive Committee at its November meeting with a request to appoint three to six of its members.

Committee member Mike Lara indicated that the proposed EDC might be duplicative of existing activities, such as County of Riverside EDA, there is now a COVID-19 EDC, and most cities have its own economic development efforts. He also inquired about EDC funding.

Mrs. Laurel responded that the EDC would serve as the umbrella for the subregion and is intended to complement existing activities. She indicated that, through the discovery phase, staff has not heard from those interviewed that any entity is functioning as an EDC for the subregion. WRCOG is attempting to obtain funding to seed the effort.

Chris Gray, WRCOG Director of Transportation & Planning, added that WRCOG has been paying for efforts under this matter so far, which includes staff time and a small consulting contract. Other EDCs have indicated that its efforts are not duplicative of local agencies economic development efforts. EDCs are developing strategies and branding and positioning for the region. EDCs are not responding to requests for a retailer to locate in a city. EDCs are involved at a higher level when, for example, a manufacturer wants to come to some region or even the state. The intent would be for the EDC to be led and funded in the long-term through private industries.

**Action:**           1.       *Received and filed.*

#### **D. Potential New Members to WRCOG**

Chris Gray, WRCOG Director of Transportation & Planning, reported that the Morongo Band of Mission Indians decided not to renew its annual Memorandum of Understanding with WRCOG.

To aid in determining appropriate sectors to bring into WRCOG, staff refers to the Economic Development and Sustainability Framework document adopted by the Executive Committee in 2012. The Eastern and Western Municipal Water Districts are connected to the Water component of the

Framework, and the Riverside County Office of Education is connected to the Education component of the Framework. Having these agencies as members has been very beneficial to WRCOG.

Staff is seeking input on the options of replacing Morongo on the Executive Committee. The first option is to not replace Morongo, and the second option would add a limited number of new members.

Health is a sector in the Framework in which WRCOG has no member representative. Additionally, there is no higher education representative; this sector is critical as it is linked to economic development. There are a number of public and private universities and community colleges in the WRCOG subregion. These entities are very large employers.

Mr. Gray indicated that staff will return with additional information on specific entities for consideration.

**Action:** 1. *Received and filed.*

## **E. Appointment of WRCOG Representatives to Various Committees**

Rick Bishop, WRCOG Executive Director, reported that WRCOG makes a number of appointments to various state, regional, and local entities. All of the appointments are set to expire the end of this year. Elected officials of WRCOG's member jurisdictions were notified of the available appointments.

The Executive Committee has taken action to prioritize its members first due to report out requirements.

**Action:** 1. *The Administration & Finance recommended that the Executive Committee appoint the following slate of individuals:*

- 1) *Appoint Brian Tisdale (Lake Elsinore) as the primary and Micheal Goodland (Jurupa Valley) as the alternate representative to the California Association of Councils of Governments for a term commencing January 1, 2021, and ending December 31, 2022.*
- 2) *Appoint Jordan Ehrenkranz (Canyon Lake) and Linda Krupa (Hemet) as primary 1 and 2 respectively, and Larry Smith (Calimesa) as the alternate representative to the Riverside County Solid Waste Advisory Council / Local Task Force for a term commencing January 1, 2021, and ending December 31, 2022.*
- 3) *Appoint Ted Hoffman (Norco) to the Santa Ana Watershed Project Authority's One Water One Watershed Steering Committee for a term commencing January 1, 2021, and ending December 31, 2022.*
- 4) *Appoint Crystal Ruiz (San Jacinto) as the primary and Colleen Wallace (Banning) as the alternate representative to the San Diego Association of Governments' Borders Committee for a term commencing January 1, 2021, and ending December 31, 2022.*
- 5) *Appoint six representatives to SCAG Policy Committees for a term commencing January 1, 2021, and ending December 31, 2022:*
  1. *Micheal Goodland (Jurupa Valley): Community, Economic, and Human Development (CEHD)*
  2. *Crystal Ruiz (San Jacinto): Transportation*
  3. *Linda Krupa (Hemet): Transportation*
  4. *Jordan Ehrenkranz (Canyon Lake): Energy & Environment*
  5. *Victoria Baca (Moreno Valley): Energy & Environment*
  6. *Christi White (Murrieta): CEHD*

*(Perris / Wildomar) 9 yes; 0 no; 0 abstention. Item 5.D was approved. Representatives from the County of Riverside District 2 and the Western Municipal Water District were not present. The City of Riverside stepped away from the meeting.*

## **6. REPORT FROM THE EXECUTIVE DIRECTOR**

Rick Bishop reported that the next Future Forward webinar series is scheduled for October 29, 2020. The focus of discussion will be on the future of the office. COGcast recordings continue.

## **7. ITEMS FOR FUTURE AGENDAS**

There were no items for future agendas.

## **8. GENERAL ANNOUNCEMENTS**

There were no general announcements.

**10. NEXT MEETING:**     **The Administration & Finance Committee meeting scheduled for Wednesday, November 11, 2020, is adjourned to Thursday, November 12, 2020, at 12:00 p.m., on the Zoom platform.**

**11. ADJOURNMENT:**     **The meeting of the Administration & Finance Committee adjourned at 1:12 p.m.**

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# Western Riverside Council of Governments Administration & Finance Committee

## Staff Report

**Subject:** Finance Department Activities Update

**Contact:** Andrew Ruiz, Chief Financial Officer, [aruiz@wrcog.us](mailto:aruiz@wrcog.us), (951) 405-6740

**Date:** November 12, 2020

*The purpose of this item is to provide an update on the Agency audit for Fiscal Year 2019/2020.*

### **Requested Action:**

1. Receive and file.

### **Fiscal Year 2019/2020 Agency Audit**

WRCOG's annual Agency Interim Audit was completed on June 19, 2020. WRCOG utilizes the services of the audit firm Rogers, Anderson, Malody, and Scott, Inc. (RAMS) to conduct its financial audit. The first visit is known as the "interim" audit, which involves preliminary audit work that is conducted prior to fiscal year end. The interim audit tasks are conducted in order to compress the period needed to complete the final audit after fiscal year end. In November 2020, RAMS will return to finish its second round, which is known as "fieldwork." It is anticipated that the final audit will be presented to this Committee in January 2021.

### **Prior Actions:**

November 2, 2020: The Executive Committee received and filed.

October 15, 2020: The Technical Advisory Committee received and filed.

October 14, 2020: The Administration & Finance Committee received and filed.

### **Fiscal Impact:**

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

### **Attachment:**

None.

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# Western Riverside Council of Governments Administration & Finance Committee

## Staff Report

**Subject:** GIS and Transportation Modeling Services Bureau Initiative

**Contact:** Cameron Brown, Program Manager, [cbrown@wrcog.us](mailto:cbrown@wrcog.us), (951) 405-6712

**Date:** November 12, 2020

*The purpose of this item is to present information on a new WRCOG initiative to provide Geographic Information System (GIS) and Transportation Modeling services to member agencies.*

### **Requested Action:**

1. Recommend that the Executive Committee approve the proposed guidelines for the new GIS and Transportation Modeling Services Bureau.

*WRCOG provides a variety of services through its programs to its member agencies such as the Transportation Uniform Mitigation Fee Program, Grant Writing Program, Active Transportation Program, Climate Change / Adaptation, and the Public Service Fellowship Program. WRCOG is currently developing a program to provide GIS and Transportation Modeling services to member agencies.*

### **Background**

Earlier in 2020, WRCOG engaged in a comprehensive Agency-wide visioning session to explore new initiatives. One initiative identified for future investigation included implementing a regional GIS / Traffic Modeling Services Bureau.

This initiative was developed based on input from member agencies as well as through a review of services offered by other agencies.

The concept of a GIS / Traffic Modeling Services Bureau is based on three items of input:

- Feedback from the WRCOG Planning Directors Committee, particularly for assistance with GIS.
- Requests from consultants and other stakeholders for assistance with travel modeling, particularly as it relates to Vehicle Miles Traveled (VMT) estimates.
- Discussions with other regional agencies such as the San Diego Association of Governments and the San Bernardino County Transportation Authority, which currently offer these services.

### **Examples of GIS and Transportation Modeling Requests**

#### **GIS / Mapping**

- Community Development (Land Use, Zoning, Specific Plan) maps
- Crime maps
- GIS Applications – tracking graffiti, vector control, road maintenance
- Visualization mapping for city meetings

## Transportation Modeling

- Traffic flow maps
- VMT mapping
- Land use scenarios

## **Proposed Guidelines for New Initiative**

The proposed work plan for the GIS / Traffic Modeling Services Bureau includes outreach with members of the Public Works and Planning Directors Committees to identify specific areas of assistance related to GIS and Traffic Modeling that would help member agencies.

For discussion, WRCOG is proposing the following guidelines:

- GIS / Traffic Modeling services will be provided free of charge to WRCOG member agencies unless the request(s) require more than four hours of staff time or other resources to complete.
- Requests that involve more than four hours to complete or go beyond normal work parameters for WRCOG staff will require a service fee, which will be calculated based on WRCOG's cost to provide the service.
- WRCOG will manage all GIS / Traffic Modeling requests which may require on-call planning consultants for completion.
- WRCOG staff will prioritize requests on a first come-first served basis.
- WRCOG will provide an online request form via its website to complete requests.
- WRCOG will fulfill requests as quickly as possible, generally within two to three business days. For requests that may take more effort, the requestor will be provided with an expected schedule before work has begun.
- Requests from non-member agency stakeholders (such as consultants) will be treated in a similar way except that all of these requests will be assessed a service fee.

## **Next Steps**

WRCOG will be implementing guidelines, focusing on initial outreach, and preparing its systems to handle GIS / Traffic Modeling requests. Staff will be reaching out to members of the Planning Directors and Public Works Committees to apprise each jurisdiction of the new service opportunities.

## **Prior Actions:**

October 5, 2020: The Planning Directors Committee recommended approval of the proposed guidelines.

October 5, 2020: The Public Workers Committee recommended approval of the proposed guidelines.

## **Fiscal Impact:**

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

## **Attachment:**

None.



# Western Riverside Council of Governments Administration & Finance Committee

## Staff Report

**Subject:** PACE Programs Activities Update

**Contact:** Casey Dailey, Director of Energy & Environmental Programs, [cdailey@wrcoq.us](mailto:cdailey@wrcoq.us),  
(951) 405-6720

**Date:** November 12, 2020

*The purpose of this item is to provide an update and request direction regarding whether to continue the Residential PACE Program.*

### **Requested Action:**

1. Request that the Executive Committee direct staff to work with legal counsel and Residential PACE Program providers to discontinue both the statewide and regional residential Programs.

*WRCOG's PACE Programs provide financing to property owners to implement energy saving, renewable energy, water conservation, and seismic strengthening improvements to their homes and businesses. Financing for these improvements is paid back through a lien placed on the property tax bill. The Program was initiated in December 2011 and was expanded in 2014 to allow jurisdictions throughout the state to join WRCOG's Program and allow property owners in these jurisdictions to participate. WRCOG currently offers HERO, CaliforniaFIRST, PACE Funding, and Ygrene as residential PACE providers and Greenworks, CleanFund, and Twain as commercial PACE providers.*

### **Background**

In recent years, Renovate America introduced a new competing product to HERO, Benji, to support its businesses. On September 23, 2020, Renovate America notified WRCOG that it is shifting the focus of the company away from HERO to Benji. While the HERO product is only utilized in three states, Benji has expanded to 46 states. Effective October 16, 2020, Renovate America discontinued accepting new HERO applications and will be winding down its HERO Program completely in the coming months. With Renovate America exiting WRCOG's PACE Program, there will no longer be a statewide Residential PACE (R-PACE) provider under WRCOG's umbrella, unless the Executive Committee elects to continue with another provider.

The exit of Renovate America from PACE presents WRCOG with a number of options and decisions to make related to the future of the residential aspect of the Program. As has been previously reported, over the past four years there has been a marked decline in the volume of residential PACE assessments. Simultaneously, there has also been a marked increase in the number of recorded payoffs of existing PACE assessments each year. The table below presents the changes in PACE Program activities since Fiscal Year 2016/2017.

HERO Projects by Fiscal Year			Payoffs by Fiscal Year
Fiscal Year	Completed Projects	Percentage Decrease from Prior Year	Payoffs
2016/2017	23,560	-	6,591
2017/2018	13,537	43%	11,042
2018/2019	3,775	72%	10,449
2019/2020	1,601	58%	10,120

In concert with the changing nature of new PACE assessments versus existing PACE payoffs, staff has shifted from processing, recording, and signing off on new assessments to the ongoing administration of the remaining bank of over 40,000 assessments. Based on this shifting workload, WRCOG has commensurately adjusted staffing to respond to work needs and is positioned to absorb this reduction in revenue from new assessments relying on payoff fees and annual administrative costs to cover these staffing costs. Based on the average number of PACE payoffs and the number of existing assessments, staff anticipates the total number of existing assessments could be less than 10,000 by Fiscal Year 2023/2024.

**Should WRCOG continue as a bond issuer for residential PACE?**

WRCOG currently works with three other R-PACE providers in addition to Renovate America: PACE Funding Group (PFG), Renew Financial, and Ygrene. Each of these providers have access to WRCOG’s subregion only. In order to continue the residential statewide Program, the WRCOG Executive Committee would need to authorize one or more of these providers to be given access to WRCOG’s statewide footprint. Should the Executive Committee decide to expand the CA HERO footprint to include these additional R-PACE providers, not all of them would have access to the entire footprint due to existing contractual limitations they might have with other bond issuers in California.

While continuing the subregional and statewide R-PACE Programs is an option, considering the significant decline in new R-PACE assessments in the past few years as noted above, staff believes it prudent to discontinue the R-PACE Program and focus its staff resources to administration of the remaining existing residential assessments. This recommendation is for R-PACE only and does not include the commercial PACE Program.

**Prior Action:**

None.

**Fiscal Impact:**

Unknown.

**Attachment:**

None.