



Western Riverside Council of Governments Administration & Finance Committee

AGENDA

**Wednesday, March 8, 2017
12:00 p.m.**

**County of Riverside
Administrative Center
4080 Lemon Street
5th Floor, Conference Room C
Riverside, CA 92501**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Administration & Finance Committee meeting, please contact WRCOG at (951) 955-8320. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting. In compliance with Government Code Section 54957.5, agenda materials distributed within 72 hours prior to the meeting which are public records relating to an open session agenda item will be available for inspection by members of the public prior to the meeting at 4080 Lemon Street, 3rd Floor, Riverside, CA, 92501.

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

1. CALL TO ORDER (Ben Benoit, Chair)

2. 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.

3. CONSENT CALENDAR

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

- A. **Summary Minutes from the February 8, 2017, Administration & Finance Committee meeting are available for consideration.** **P. 1**
- Requested Action:** 1. *Approve Summary Minutes from the February 8, 2017, Administration & Finance Committee meeting.*
- B. **Finance Department Activities Update** **P. 9**
- Requested Action:** 1. *Receive and file.*
- C. **Financial Report Summary through January 2017** **P. 11**
- Requested Action:** 1. *Receive and file.*
- D. **Community Choice Aggregation Program Activities Update** **P. 17**
- Requested Action:** 1. *Receive and file.*
- E. **Update to Records Retention Schedule: Emails** **P. 21**
- Requested Action:** 1. *Receive and file.*
- F. **CEQA Ad Hoc Committee Update** **P. 67**
- Requested Actions:** 1. *Direct staff to work with its partner agencies to support the proposed updates to CEQA legislation as recommended by the CEQA Ad Hoc Committee.*
2. *Direct staff to provide a summary of any CEQA reform / modernization efforts at the conclusion of the Legislative Session.*
3. *Disband the CEQA Modernization Ad Hoc Committee.*
- G. **Approval of Professional Services and Contractor Agreement with WSP Parsons Brinkerhoff, Inc. to provide TUMF Program technical support** **P. 69**
- Requested Action:** 1. *Recommend the WRCOG Executive Committee approve the Tenth Amendment to the Professional Services Agreement between the Western Riverside Council of Governments and WSP Parsons Brinckerhoff, Inc., to provide TUMF Program technical support in an amount not to exceed \$79,824 for the fiscal year and \$1,916,437 in total.*
- H. **Option to Develop a Subregional Sustainable Communities Strategy as part of SCAG's Regional Transportation Plan** **P.79**
- Requested Action:** 1. *Recommend to the Executive Committee that WRCOG elect not to pursue development of a Subregional Sustainable Communities Strategy for the 2020 Regional Transportation Cycle and direct the Executive Director to transmit notification of this decision to SCAG.*

4. REPORTS/DISCUSSION

- A. WRCOG appointment of a representative to a SCAG Policy Committee P. 81

Requested Action: 1. Review the list of interested candidates and forward a recommendation to the Executive Committee to fill a vacancy in WRCOG's appointments to SCAG Policy Committees.

- B. Transportation Uniform Mitigation (TUMF) Program Activities Update P. 87

Requested Action: 1. Receive and file.

- C. 26th Annual General Assembly & Leadership Address P. 91

Requested Action: 1. Discuss and provide direction.

5. ITEMS FOR FUTURE AGENDAS *Members*

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

6. GENERAL ANNOUNCEMENTS *Members*

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

7. **NEXT MEETING:** The next Administration & Finance Committee meeting is scheduled for Wednesday, April 12, 2017, at 12:00 p.m., in the County of Riverside Administrative Center, 5th Floor, Conference Room C.

8. ADJOURNMENT

Page Intentionally Left Blank

1. CALL TO ORDER

The meeting of the Administration & Finance Committee (Committee) was called to order at 12:04 p.m. by Chair Ben Benoit, at the County of Riverside Administrative Center, 5th Floor, Conference Room C.

Members present:

Debbie Franklin, City of Banning
Eugene Montanez, City of Corona
Bonnie Wright, City of Hemet
Laura Roughton, City of Jurupa Valley
Brian Tisdale, City of Lake Elsinore
Ben Benoit, City of Wildomar (Chair)
Chuck Washington, County of Riverside District 3
Marion Ashley, County of Riverside District 5
Brenda Dennstedt, Western Municipal Water District

Staff present:

Steve DeBaun, Legal Counsel, Best Best & Krieger
Rick Bishop, Executive Director
Barbara Spoonhour, Director of Energy and Environmental Programs
Jennifer Ward, Director of Government Relations
Christopher Gray, Director of Transportation
Tyler Masters, Program Manager
Michael Wasgatt, Program Manager
Andrew Ruiz, Program Manager
Daniel Ramirez-Cornejo, Staff Analyst
Andrea Howard, Staff Analyst
Janis Leonard, Executive Assistant

Guests present:

Robert Kleinhenz, UCR Center for Forecasting
Rick Smith, UCR Center for Forecasting
Rob Moran, Riverside County Economic Development Agency
Tricia Almiron, County of Riverside District 1
Clint Lorimore, Building Industry Associations

2. PUBLIC COMMENTS

There were no public comments.

3. CONSENT CALENDAR – (Ashley/Tisdale) 9 yes; 0 no; 0 abstention. Items 3.A through 3.E were approved by a unanimous vote of those members present. The Cities of Murrieta and Temecula were not present.

A. Summary Minutes from the January 11, 2017, Administration & Finance Committee meeting are available for consideration.

Action: 1. Approved Summary Minutes of the January 11, 2017, Administration & Finance Committee meeting.

B. Finance Department Activities Update

Action: 1. *Received report.*

C. Financial Report Summary through December 2016

Action: 1. *Received report.*

D. PACE Program Activities Update

Action: 1. *Authorized travel for the Chair, Vice-Chair, and WRCOG staff to Washington, D.C., to meet with legislators and federal department and agencies regarding PACE Programs.*

E. WRCOG 2017/2018 Legislative Platform

Action: 1. *Received the draft 2017/2018 Legislative Platform and will provide feedback to staff by Thursday, February 23, 2017.*

4. REPORTS/DISCUSSION

A. Community Choice Aggregation Program Activities Update

Barbara Spoonhour reported that a number of options exist in creating a Community Choice Aggregation (CCA) Program, including the creation of a Joint Powers Agency (JPA) to providing administration and oversight. The WRCOG subregion could be part of a one-county CCA, a two-county CCA (Riverside and San Bernardino), or a Western Riverside-area CCA. Alternatively, individual jurisdictions in Western Riverside County could form their own CCA.

Ms. Spoonhour summarized some of the potential benefits and constraints of CCAs at these various geographic levels, including scenarios where staffing support from the respective COG's would and would not be included. Benefits of a two-county CCA with COG staffing is involved include economies of scale, the highest cost savings to the consumer, and lower implementation costs. Constraints include a potentially bulky governance structure and determination of which agency will have which responsibilities.

Benefits of a two-county CCA without COG staffing include the same economies of scale and savings to the consumer. Constraints include starting a CCA from scratch and determining which jurisdiction will take the lead, possible higher implementation costs, and a potentially bulky governance structure.

Benefits of a one-county CCA with a COG involved include economies of scale, although it would be less than the two-county scenario, consumer savings, lower implementation costs, and greater local control when compared to a two-county model. Constraints include determination of which agency will have which responsibilities,

Benefits of a one-county CCA with a COG not involved include economies of scale but lower than the two-county model, consumer savings but at a lower rate than the two-county model, and greater local control when compared to a two-county model. Constraints include potential high implementation costs.

If a CCA were to be pursued for Western Riverside County-only, with WRCOG staff support, WRCOG would have two means to implement this scenario. WRCOG could either amend its existing JPA, or create a new JPA. Benefits include economies of scale but lower than a one- or two-county model, consumer savings but lower than the one- or two-county model, more local control, the Governing Board would be the Executive Committee, lower implementation costs, and this model would not create another layer of governance. Each member jurisdiction would have the option to join or not join the

CCA. Constraints include the perception of mission creep by WRCOG.

A separate JPA for Western Riverside County would still achieve economies of scale but lower than a one- or two-county model, consumer savings but at a lower rate than the one or two-county model, and more local control than a one or two-county model. Constraints include potentially higher implementation costs, and this model could be viewed as being duplicative of WRCOG, appearing to create another layer of bureaucracy.

A Request for Proposals (RFP) will be released later this month in order to better determine CCA implementation costs from a third-part perspective. Staff will then begin working on JPA development and presentations to member jurisdictions. Phase I of a CCA can potentially launch in November 2017 if schedule milestones are achieved.

Committee member Laura Roughton indicated that of all the options presented, she has concerns with the two-County scenario, has questions on the one-county with WRCOG and CVAG involvement, prefers COG involvement than not having COG involvement at all, and prefers the one-COG option unless the two-county option is proven to be substantially more beneficial.

Committee member Roughton asked when all of this information will be presented to member jurisdictions. This Committee has been hearing on this item for quite some time, but the City Councils have not, and may have many questions. Committee member Roughton asked who is educating the consumer?

Committee member Chuck Washington indicated that prior to receiving responses on the RFP, staff may not have enough information to provide to City Councils, and this Committee is expected to choose a power supply and data management vendor in April. That two-month window may not provide enough time to address all the questions and concerns raised by Committee member Roughton.

Committee member Washington added that he prefers the one-county option, and that the CCA should be county-wide with two COGs providing staff support.

Ms. Spoonhour responded that the selection of the power supply and data management vendor coincides with filing an implementation plan with the California Public Utilities Commission. In order to do so, the CCA must be created and a JPA structure must be in place. The proposed timeline is very flexible.

Steve DeBaun added that each jurisdiction must take affirmative action before it can join the CCA.

Committee member Roughton indicated that staff is completing all this work, then depending on each City Council, there may only be 50% participation.

Committee member Washington indicated that there has to be enough time to make presentations to, and receive buy-in from, member jurisdictions.

Ms. Spoonhour indicated that one of the requirements in the implementation of a CCA is that the CCA sends out notification twice to the consumers letting them know that they can opt out of the CCA and remain with Southern California Edison (SCE). This could include workshops.

Committee member Eugene Montanez indicated that his first preference is a two-county CCA. The cities will need time to receive presentations and understand the program.

Committee member Brian Tisdale indicated that he likes the idea of the single county model and the COG running the CCA, and asked Rick Bishop if this is something WRCOG wants to take on.

Mr. Bishop responded that ultimately it is based upon what the elected officials want. What it comes

down to is if the elected officials believe there are some efficiencies in having an existing organization run a program that is likely to have many of the same members, or if a separate entity is better. WRCOG is prepared to administer a CCA if directed to do so.

Committee member Tisdale asked, for that for those cities not participating because they have their own power, how will that impact the program? The City of San Jacinto has indicated that it will be preparing its own CCA, what is the benefit of that city doing a single CCA?

Ms. Spoonhour responded that that feasibility study already took into account those jurisdictions which have and provide their own power, as well as the unincorporated areas of the County. Research indicates that there would still be cost savings to the consumer. The City of San Jacinto joined a JPA with the City of Lancaster (which already has an operational CCA) in 2008 in a solar initiative. That JPA is still active, and Lancaster has offered its services to San Jacinto to piggy back on Lancaster's contracts for power purchase and data management.

Committee member Brenda Dennstedt indicated that a CCA will play into the water district's rate structures, and asked what the consumer outreach will entail. City Councils need input from their constituents before they can make unilateral decisions.

Ms. Spoonhour responded that the governance structure will guide the outreach. Constituents will be informed that they will have the choice to opt out of the CCA and remain with SCE. Direct access customers will be recommended to remain in their current contracts.

Mr. Bishop added that phase one of the outreach is to provide information to the residents. WRCOG did this before with its TUMF Program. Most likely, approximately 90% of the consumers will be part of the CCA. Every year, the CCA will provide its customers a bill comparison on their energy costs by being part of the CCA versus had they remained with SCE. Every year, the consumer will have the ability to opt back to SCE for their energy.

Committee member Dennstedt asked if there will be any push back from SCE.

Ms. Spoonhour responded that the CPUC has adopted legislation which prohibits the utilities from doing so.

Committee member Montanez indicated that if the County is willing to do what the City of Lancaster is doing, by letting cities piggy back off its program, this would eliminate another bureaucracy.

Ms. Spoonhour responded that is an option if the County creates a JPA; however, the County seems to be moving forward under its Enterprise Fund.

Committee member Bonnie Wright indicted that there are a lot of unknowns. The more jurisdictions on board, the better. If there is a large number of participants in the beginning, do the benefits decrease should the number of participants decrease?

Ms. Spoonhour responded that a CCA can be disbanded in the event all of its customers went back to SCE. Other CCAs which have been in existence for several years have not experienced that. The CPUC requires the CCA to provide the CUPS and SCE a one-year notice that it is planning to disband, and the CCA has to plan on how to transfer customers back to SCE.

Committee member Roughton indicated that there will be questions about reliability and volatility.

Mr. Bishop indicated that CCAs are already in place, and WRCOG can heavily draw on the experiences of those CCAs.

Committee member Debbie Franklin indicated that because the customers will receive a bill from SCE, they will be confused if they receive another bill from the CCA.

Ms. Spoonhour indicated customers will continue receiving an SCE bill. One part of the SCE bill lists generation charges, which will be the CCA charges, and the other part lists distribution charges, which are SCE charges.

Chairman Benoit indicated that at a minimum, the governance structure should be both COGs in the County, and wants to leave the door open for both Riverside and San Bernardino Counties to join in the future. Chairman Benoit asked how to set up meeting structures with both COGs to have these discussions.

Mr. DeBaun responded that there could be a joint meeting of the two COGs to determine a potential governance structure.

Committee member Washington indicated that in order to obtain CVAG's buy-in, a structure must be created which will allow CVAG to feel that its region will be well represented.

Christopher Gray indicated that CVAG does not have a Committee similar to this one; however, CVAG has created Ad Hoc Committees in the past.

Mr. DeBaun indicated that from a Brown Act perspective, it would be better to create an Ad Hoc Committee.

- Actions:**
1. *Directed staff to move forward with the one County, two-COG model, leaving the door open for additional participants in the future.*
 2. *Directed staff to convene an Ad Hoc Committee consisting of Committee members Brian Tisdale, Laura Roughton, Bonnie Wright, and Ben Benoit.*

(Washington/Benoit) 8 yes; 0 no; 1 abstention. Item 4.A was approved by a unanimous vote of those members present. The Cities of Murrieta and Temecula were not present. The City of Banning abstained.

B. Draft Subregional Economic Development Initiative

Andrea Howard reported that economic development is an ongoing priority for member jurisdictions. There is \$250,000 in carry over revenues which has been dedicated to this endeavor. Staff conducted met with subregional stakeholders as well as staff from the Riverside County Economic Development Agency (EDA) and the University of California, Riverside (UCR). One challenge in addressing economic development is the lack of data, or gaps within.

Dr. Robert Kleinhenz reported that UCR has over 40 years of experience in economic research and forecasting economic development. UCR can provide economic development support by providing a variety of data which can show an environmental scan on the landscape of the regional economy and individual cities. Benchmarks should be set when embarking upon an economic development strategy, as well as a list of targets to achieve. UCR receives its information, both public and confidential, from various agencies, such as the Employment Development Department (EDD). UCR can pull information on demographics and real estate, the make-up by industry, the number of establishments, job counts, relative concentration, etc., all at the city level, in a way that UCR has not been able to do in the past.

Committee member Eugene Montanez asked what the cost for this information is, and what the timeframe is to receive it.

Dr. Kleinhenz responded that the cost depends upon the product. The easiest way is to prepare a report, which will summarize the information at the city-level, as well as the WRCOG subregion. The report would include comparisons with respect to the region and would depend upon available data and the appropriate point of reference. The data by itself is only half the story. A product of this type in its simplest form would be between \$20k and \$30k, but when confidential data is added, that brings the cost upwards of \$50k.

Committee member Montanez indicated that while the City may not have the confidential information, it already has a lot of the other statistical information.

Rick Smith indicated that UCR pulls that confidential employment data from the EDD and works with the cities.

Rob Moran indicated that the EDA will be supplying the confidential information to UCR under a master partnership agreement, which will produce many regional and subregional reports, so it might make sense for EDA to work with WRCOG and UCR collectively either under the master agreement or under independent agreements. EDA will be contributing economic development funds from the Workforce Development System.

Dr. Kleinhenz indicated that it would take approximately three months to prepare a report. UCR has worked with other agencies, and after going through the process, it was suggested to create a data portal in which information can be posted on a website and updated on a recurring basis. There are mapping opportunities to help understand what makes the local economy tick, and where.

Committee member Debbie Franklin asked how the demographic information ties into SCAG's information, and how quick can UCR's information reflect changes in a community's makeup?

Dr. Kleinhenz responded that it is inevitable that there will be some overlap in data with SCAG, but SCAG does not have access to the confidential data. In terms of the demographics, everyone is drawing data fundamentally from the Census Bureau and the State Department of Finance. UCR receives quarterly data feeds from the EDD which are used to track changes.

Chairman Benoit asked if UCR's data could inform any particular city that a set number of its residents travel outside that area for employment and for which employer.

Dr. Kleinhenz responded that the commuting information is obtained from the Census Bureau and would show the number of residents that travel outside the area, but not to which employers.

Christopher Gray indicated that there are data sources available to determine that information. Staff would appreciate direction from this Committee on the preparation of proposals with UCR and EDA, with low, medium, and high levels of consultation.

Committee member Montanez suggested asking interested economic development staff from member jurisdictions to attend meetings in order to talk about the parameters.

Mr. Gray suggested WRCOG set a meeting with UCR and EDA and local staff, to obtain information on the data they would like to see.

Action: 1. *Directed staff to set a meeting with UCR and EDA and local staff, to obtain information on the data they would like to see.*

(Montanez/Roughton) 8 yes; 0 no; 0 abstention. Item 4.B was approved by a unanimous vote of those members present. The Cities of Murrieta and Temecula, and the County of Riverside District 3 were not present.

C. Transportation Uniform Mitigation (TUMF) Program Activities Update

Christopher Gray reported that at a recent RCTC meeting, Supervisor Kevin Jeffries indicated that RCTC should operate and manage WRCOG's TUMF Program. At a subsequent meeting, RCTC staff was directed to study the pros and cons of moving the Program to RCTC. Staff is always open to comments and discussions to improve the Program. Perhaps the best place to begin programmatic discussions is with the Technical Advisory Committee.

Committee member Eugene Montanez suggested having discussions with the Technical Advisory

Committee (TAC) regarding potential changes to the TUMF Program, but to not take any action until after the Nexus Study is adopted. Having said that, any discussions could cause confusion and false hope.

Committee member Debbie Franklin indicated that should would like the TAC's weigh-in because they may have input which could aid in the discussion occurring amongst the elected officials.

Rick Bishop added that RCTC has a grouping of Public Works Directors, but not City Managers. All of the Public Works Directors, City Managers, and virtually all of the elected officials who were around during the creation of the TUMF Program, are no longer here.

Committee member Montanez suggested presenting information from any TAC discussions to the Executive Committee, but then the Executive Committee should recommend that staff not explore any changes until after the Nexus Study is adopted.

- Actions:**
1. *Directed staff to initiate discussions with the Technical Advisory Committee regarding potential changes to the TUMF Program, but not take any action until after the Nexus Study is adopted.*
 2. *Directed staff to continue work on the current 2017 TUMF Nexus Study and release the Study for public review.*

(Montanez/Tisdale) 6 yes; 0 no; 0 abstention. Item 4.C was approved by a unanimous vote of those members present. The Cities of Murrieta and Temecula, the County of Riverside Districts 3 and 5, and the Western Municipal Water District were not present.

D. CEQA Ad Hoc Committee Update

Due to time constraints, this item was postponed to the March meeting.

- Action:**
1. *Postponed this item to the March meeting.*

E. 26th Annual General Assembly & Leadership Address

Jennifer Ward distributed a list of potential speakers for review, and indicated that over the next couple of months staff will be asking for nominees for the Community Service Awards.

- Action:**
1. *Received report.*

(Ashley/Wright) 7 yes; 0 no; 0 abstention. Item 4.E was approved by a unanimous vote of those members present. The Cities of Lake Elsinore and Temecula and the County of Riverside District 3 were not present.

5. ITEMS FOR FUTURE AGENDAS

There were no items requested for future agendas.

6. GENERAL ANNOUNCEMENTS

There were no general announcements.

- 7. NEXT MEETING:** **The next Administration & Finance Committee meeting is scheduled for Wednesday, March 8, 2017, at 12:00 p.m., in the Riverside County Administrative Center, 5th Floor, Conference Room C.**

- 8. ADJOURNMENT:** **The meeting of the Administration & Finance Committee adjourned at 1:39 p.m.**

Page Intentionally Left Blank



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Finance Department Activities Update

Contact: Ernie Reyna, Chief Financial Officer, reyna@wrcog.coq.ca.us, (951) 955-8432

Date: March 8, 2017

The purpose of this item is to provide an update on the WRCOG audit of Fiscal Year 2015/2016, which resulted in a final Comprehensive Annual Financial Report issued on January 31, 2017. This report also provides an update on the next upcoming Agency budget amendment report, an update on the annual TUMF Audit for 2015/2016, and the RFP process of selecting financial auditors.

Requested Action:

1. Receive and file.
-

Financial Audit

Financial auditors from Vavrinek, Trine, Day, & Co (VTD) have completed the financials of the Comprehensive Annual Financial Report (CAFR). The CAFR was issued with a report date of January 31, 2017, and it is anticipated that the Finance Directors' Committee will receive a report on the audit and financial statements at its March 23, 2017, meeting. The Administration & Finance Committee will receive the report at its April 12, 2017, meeting, and the Executive Committee will receive the report at its May 1, 2017, meeting.

Budget Amendment

March 31, 2017, will mark the end of the third quarter of Fiscal Year 2016/2017, and it is anticipated the Administration & Finance Committee will be presented with a budget amendment at its April 12, 2017, meeting. The Technical Advisory Committee will also consider the amendment report at its April 20, 2017, meeting. The Executive Committee will consider the amendment report at its May 1, 2017, meeting.

Annual TUMF Audit for Fiscal Year 2015/2016

Staff has completed the TUMF audits of each jurisdiction and the final reports were issued the final week of February of 2017. The TUMF audits allow staff to ensure that member agencies are correctly calculating and remitting TUMF funds in compliance with the TUMF Program.

Request-for-Proposal of New Auditors

WRCOG staff has utilized the services of VTD for financial auditing services for the past five years. WRCOG has released a Request for Proposals (RFP) for future auditing services. RFPs from consultants are due to WRCOG by March 9, 2017. Staff will be forming an audit committee and interviewing the top candidates. It is anticipated that staff will be present the recommended audit firm to the Administration & Finance Committee at its April 12, 2017, meeting and to the Executive Committee on May 1, 2017.

Prior Actions:

February 16, 2017: The Technical Advisory Committee received report.

February 8, 2017: The Administration & Finance Committee received report.

Fiscal Impact:

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

Attachment:

None.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Financial Report Summary through January 2017

Contact: Ernie Reyna, Chief Financial Officer, reyna@wrcog.coq.ca.us, (951) 955-8432

Date: March 8, 2017

The purpose of this item is to provide a monthly summary of WRCOG's financial statements in the form of combined Agency revenues and costs.

Requested Action:

1. Receive and file.
-

Attached for Committee review is the Financial Report Summary through January 2017.

Prior Actions:

February 16, 2017: The Technical Advisory Committee received report.
February 8, 2017: The Administration & Finance Committee received report.

Fiscal Impact:

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

Attachment:

1. Financial Report Summary – January 2017.

Page Intentionally Left Blank

Item 3.C

Financial Report Summary through
January 2017

Attachment 1

Financial Report Summary – January
2017

Page Intentionally Left Blank

Western Riverside Council of Governments
Monthly Budget to Actuals
For the Month Ending January 31, 2017

		Approved 6/30/2017 Budget	Thru 1/31/2017 Actual	Remaining 6/30/2017 Budget
Revenues				
40001	Member Dues	309,410	306,410	3,000
42004	General Assembly	300,000	5,000	295,000
40601	WRCOG HERO	1,963,735	833,683	1,130,052
40602	SCE Phase II	57,000		57,000
40603	CA HERO	7,615,461	4,216,360	3,399,101
40605	The Gas Company Partnership	62,000	41,031	20,969
40606	SCE WRELP	4,692	77,698	(73,006)
40607	WRCOG HERO Commercial	27,500	12,067	15,433
40609	SCE Phase III	10,643	10,634	9
40611	WRCOG HERO Recording Revenue	335,555	187,150	148,405
40612	CA HERO Recording Revenue	1,301,300	848,580	452,720
40614	Active Transportation	200,000	50,254	149,746
41201	Solid Waste	107,915	98,415	9,500
41401	Used Oil Opportunity Grants	290,227	264,320	25,907
41402	Air Quality-Clean Cities	228,000	161,750	66,250
40616	CCA Revenue	247,950	98,032	149,918
40617	Energy Admin Revenue	31,678	30,000	1,678
41701	LTF	701,300	701,250	50
43001	Commercial/Service - Admin (4%)	37,074	31,554	5,520
43002	Retail - Admin (4%)	142,224	53,533	88,691
43003	Industrial - Admin (4%)	128,446	97,671	30,775
43004	Residential/Multi/Single - Admin (4%)	1,067,271	421,795	645,476
43005	Multi-Family - Admin (4%)	224,983	58,994	165,989
43001	Commercial/Service	889,786	757,572	132,214
43002	Retail	3,413,375	1,284,794	2,128,581
43003	Industrial	3,082,710	2,344,105	738,605
43004	Residential/Multi/Single	25,614,514	10,122,809	15,491,705
43005	Multi-Family	5,399,595	1,415,859	3,983,736
	Total Revenues	61,237,078	24,531,679	36,506,089
Expenditures				
	Wages and Benefits			
60001	Wages & Salaries	1,981,159	1,326,794	654,365
61000	Fringe Benefits	578,219	765,725	(187,506)
	Total Wages and Benefits	2,619,378	2,092,519	526,859
	General Operations			
63000	Overhead Allocation	1,520,636	906,895	613,741
65101	General Legal Services	450,949	417,812	33,137
65401	Audit Fees	25,000	15,300	9,700
65505	Bank Fees	25,500	113,979	(88,479)
65507	Commissioners Per Diem	46,950	30,750	16,200
73001	Office Lease	145,000	90,826	54,174
73003	WRCOG Auto Fuels Expense	678	353	325
73004	WRCOG Auto Maint Expense	33	33	0
73101	Special Mail Svcs	1,500	1,028	472
73102	Parking Validations	3,755	3,115	640
73104	Staff Recognition	1,200	632	568
73107	Event Support	185,980	73,487	112,494
73108	General Supplies	21,021	9,749	11,272
73109	Computer Supplies	8,937	4,617	4,320

Western Riverside Council of Governments
Monthly Budget to Actuals
For the Month Ending January 31, 2017

		Approved 6/30/2017 Budget	Thru 1/31/2017 Actual	Remaining 6/30/2017 Budget
73110	Computer Software	13,705	24,222	(10,517)
73111	Rent/Lease Equipment	25,000	21,066	3,934
73113	Membership Dues	21,364	17,071	4,293
73114	Subscriptions/Publications	8,539	16,621	(8,082)
73115	Meeting Support/Services	14,809	5,109	9,700
73116	Postage	5,708	1,992	3,716
73117	Other Household Expenditures	2,523	3,101	(578)
73118	COG Partnership Agreement	40,000	17,772	22,228
73122	Computer Hardware	4,000	337	3,663
73126	EV Charging Equipment	49,605	49,605	0
73201	Communications-Regular	2,000	489	1,511
73203	Communications-Long Distance	1,200	133	1,067
73204	Communications-Cellular	11,802	6,715	5,087
73206	Communications-Comp Sv	18,271	42,558	(24,287)
73209	Communications-Web Site	15,600	1,174	14,426
73301	Equipment Maintenance - General	7,070	10,565	(3,495)
73302	Equipment Maintenance - Computers	8,151	14,264	(6,113)
73405	Insurance - General/Business Liason	73,220	73,020	200
73407	WRCOG Auto Insurance	1,570	1,570	-
73502	County RCIT	2,500	545	1,955
73506	CA HERO Recording Fee	1,636,855	883,065	753,790
73601	Seminars/Conferences	23,035	9,749	13,287
73605	General Assembly	300,000	2,125	297,875
73611	Travel - Mileage Reimbursement	21,920	9,831	12,089
73612	Travel - Ground Transportation	8,779	2,355	6,424
73613	Travel - Airfare	22,837	8,456	14,381
73620	Lodging	19,016	5,413	13,603
73630	Meals	10,633	5,186	5,447
73640	Other Incidentals	14,888	7,176	7,712
73650	Training	12,200	40	12,160
73703	Supplies/Materials	41,851	300	41,551
73706	Radio & TV Ads	44,853	41,133	3,720
XXXXX	TUMF Projects	38,399,980	20,908,433	17,491,547
85101	Consulting Labor	3,497,028	1,583,764	1,913,264
85102	Consulting Expenses	245,000	3,613	241,387
85180	BEYOND Expenditures	2,023,000	230,208	1,792,792
90101	Computer Equipment/Software	31,500	21,227	10,273
97005	Benefits Transfer Out	-	(339,003)	339,003
97001	Operating Transfer Out	(1,518,136)	(906,895)	(611,241)
Total General Operations		56,198,774	24,452,681	31,746,093
Total Expenditures		58,818,152	26,545,200	32,272,952



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Community Choice Aggregation Program Activities Update

Contact: Barbara Spoonhour, Director of Energy and Environmental Programs,
spoonhour@wrcog.cog.ca.us, (951) 955-8313

Date: March 8, 2017

The purpose of this item is to provide the Committee with an update on efforts to examine the feasibility of a Community Choice Aggregation Program for either the Western Riverside subregion, Riverside County, or two Counties (Riverside and San Bernardino).

Requested Action:

1. Receive and file.

Community Choice Aggregation (CCA) allows cities and counties to aggregate their buying power to secure electrical energy supply contracts on a region-wide basis. In California, CCA (Assembly Bill 117) was chaptered in September 2002 and allows for local jurisdictions to form a CCA for this purpose. Several local jurisdictions throughout California are pursuing formation of CCAs as a way to lower energy costs and/or provide "greener" energy supply. WRCOG's Executive Committee has directed staff to pursue the feasibility of Community Choice Aggregation for Western Riverside County. WRCOG, the San Bernardino Associated Governments (SANBAG), now known as San Bernardino Council of Governments (SBCOG), and Coachella Valley Association of Governments (CVAG) have funded a joint, two-county feasibility study in response to the Executive Committee's direction; the study has recently been completed.

CCA Activities Update

In January 2016, staff received direction from the Executive Committee to pursue a Feasibility Study for the potential formation of a CCA Program. To achieve economies of scale and resource efficiencies, San Bernardino Associated Governments, now known as San Bernardino Council of Governments (SBCOG), and the Coachella Valley Association of Governments (CVAG) joined WRCOG's effort to have a multi-county study completed. To complete the Feasibility Study, WRCOG entered into an agreement with BKi.

On February 6, 2017, the Executive Committee accepted the final draft of the Study and directed staff to release a Request for Proposals (RFP) for CCA Contract Services. The Study concluded that the development and implementation of a CCA at a number of geographic scales and with a number of conservative assumptions will yield savings to CCA participants (residential and business consumers of electricity).

On February 8, 2017, the Administration & Finance Committee received a presentation on various governance structures and was in agreement to move forward with a single county CCA for Riverside County that involves CVAG and WRCOG providing some level of staff support, but will keep the door open so that jurisdictions within San Bernardino County could participate if desired, and all interests can come together on an appropriate governance structure. (More detail on the governance structures that were examined is provided below.) The Committee also created an Ad Hoc Committee comprised of the WRCOG Chair, Mayor Pro Tem Ben Benoit; Councilmember Brian Tisdale; Councilmember Bonnie Wright; and Councilmember Laura

Roughton, to work with WRCOG staff, legal counsel, and perhaps a similar CVAG Ad Hoc Committee (if formed by CVAG) to evolve this potential governance structure further.

On February 16, 2017, the Technical Advisory Committee received a presentation on the actions taken by the Administration & Finance Committee regarding the various governance structures available to a CCA.

On February 27, 2017, CVAG's staff will be providing a presentation to its Executive Committee to finalize the Feasibility Study and to request that staff work with the Chair of its Energy & Environment Committee to form an Ad Hoc Working Group or Committee to evaluate CCA options. WRCOG staff will provide a verbal update as to the outcome of CVAG's Executive Committee meeting.

The governance structure will outline who is going to make the decisions for the CCA; it is not necessarily related to a CCA's operational structure, which will involve operations (i.e., internal staff, consultants, or a combination of the two). To assist with the development of the operational structure, staff will be releasing an RFP on behalf of WRCOG, CVAG, and SBCOG to gain input and proposals from the private sector regarding costs associated with operating a CCA. The RFP will include a Scope of Services for a comprehensive list of tasks necessary for successful implementation of a CCA. Proposers will be asked to address how they will work with each geographical area (WRCOG, CVAG, and SBCOG, and in one- and two-county combined scenarios to meet the needs of ongoing CCA operations after launch, and how the Proposer's approach would be economically and operationally advantageous to each entity.

Next Steps: The following are steps that need to occur before a CCA can be operational. These steps could take anywhere from 8 to 12 months to complete and include:

1. Release RFP for CCA implementation assistance
2. Develop JPA agreement
3. Outreach to the communities and jurisdictions on JPA agreement
4. CCA Governing Board adopt Resolution of Intent and File Implementation Plan with CPUC
5. Select power supply and data management vendor
6. File Notice of Intent with SCE
7. Arrange financing of start-up costs
8. SCE data testing
9. Opt-out notice – 1 and 2
10. Launch phase 1
11. Opt-out notices – 3 and 4

The Business of Local Energy Symposium

On May 5, 2017, the Center for Climate Protection along with the partnership between the Local Government Commission and the Local Government Sustainable Energy Coalition will be hosting its third Business of Clean Energy Symposium at the Hyatt Regency in Long Beach (200 S Pine Ave, Long Beach, CA 90802) (Attachment 1).

At this event, attendees will learn about California's goal to accelerate its shift to a clean energy economy. Topics of discussion at this event will include Community Choice Energy Programs, energy policy, regulations, markets, upcoming technology in the field of energy efficiency. This event is highly recommended for government officials, businesses, and community leaders. Important Community Choice Energy Topics will include:

1. What makes a successful Community Choice Energy (CCE) Program.
2. Starting a Community Choice program: Procurement, risk assessment, financing, community outreach, operations.
3. Different governance and business models for developing CCEs.
4. Policy and regulatory trends that will affect local energy efforts.
5. How to design a program that is an economic development driver, including new business opportunities.
6. Opportunities and challenges of developing distributed energy resources.

7. Reducing emissions and serving customers better through innovative private partnerships.
8. What local energy and efficiency programs are most effective.

Further information about the Business of Local Energy Symposium can be found on the website at <https://climateprotection.org/our-work/symposium-2017/>.

Prior Action:

February 8, 2017: The Administration & Finance Committee 1) directed staff to pursue a One-County scenario, leaving the door open for future inclusion for the Counties of Riverside and San Bernardino; and 2) convened an Ad Hoc Committee consisting of Chairman Benoit, Councilmember Brian Tisdale, Councilmember Bonnie Wright, and Councilmember Laura Roughton to work with WRCOG staff, legal counsel, and CVAG staff to develop a governance structure outline that will be discussed at a future meeting.

Fiscal Impact:

WRCOG's portion for Phase 1 is estimated to be \$130,000 to cover the costs of the CCA Feasibility Study, SCE data request, and WRCOG staffing. The costs for this will come from existing carryover funds and will be reflected in an upcoming Quarterly Budget Amendment.

Attachment:

None.

Page Intentionally Left Blank



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Update to Records Retention Schedule: Emails

Contact: Janis Leonard, Executive Assistant, leonard@wrcog.cog.ca.us, (951) 955-8320

Date: March 8, 2017

The purpose of this item is to update WRCOG's Records Retention Schedule, adding a Category of Record with regard to Agency emails, and to approve other administrative updates in order to keep WRCOG compliant with current law.

Requested Action:

1. Receive and file.

The current policy provides the Executive Director (and his designee) ongoing authority to update the Schedule as needed to stay in compliance with state and federal laws and to make administrative changes as needed, and gives the Executive Director (and his designee) ongoing authority to dispose of duplicate records when the originals are being maintained in WRCOG files or databases.

The Schedule has been updated to reflect current law.

Prior Action:

None.

Fiscal Impact:

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

Attachment:

1. Redlined WRCOG Records Retention Schedule.

Page Intentionally Left Blank

Item 3.E

Update to Records Retention
Schedule: Emails

Attachment 1

Redlined WRCOG Records
Retention Schedule

Page Intentionally Left Blank

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accident/Illness Reports	Administration	Not a record Exempt from public record disclosure; For Employee Medical Records & Employee Exposure Records regarding exposure to toxic substances or harmful physical agents --includes Material Safety Data Sheets (MSDS) Does NOT include: <u>records of health insurance claims maintained separate from employer's records;</u> first aid records of one-time treatments for minor injuries; records of employees who worked less than one (1) year if records are given to employee upon termination	GC 6254(c) 8 CCR 3204(d)(1)(A)(B)	Length of employment plus 30 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accidents/Damage to WRCOG Property	Administration	Risk management administration	GC-34090 CCP 337.15	10 years
Accounting Records – General Ledger	Finance	General Ledger	GC-34090 CCP 337 Sec. of State Local Gov't. Records Mgmt: Retention Guidelines	Until audited + 4 years <u>Published articles show 4 – 7 years retention as typical.</u> Sec. of State Guidelines recommends permanent retention [May be revised at a later time by Sec. of State or County officials]
Accounting Records – Permanent Books of Accounts	Finance	Records showing items of gross income, receipts and disbursement (including inventories, per IRS regulations)	26 CFR 1.6001-1(c) & (e)	Permanent

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Accounts Payable	Finance	Journals, statements, asset inventories, account postings with supporting documents, vouchers; investments, invoices and back-up documents, purchase orders, travel expense reimbursements , petty cash, postage, PERS reports, check requests, etc. <u>Expense reimbursements to employees & officers; travel expense reimbursements or travel compensation</u>	CCP 337 26 CFR 31.6001-1(e) (2); Sec. of State Local Gov't. Records Mgmt. Guidelines recommendation <u>GC 60201(d)(12)</u>	Until audited + 4 years <u>7 years after date of payment</u>
Accounts Receivable	Finance	Receipts for deposited checks, coins, currency; checks received, reports, investments, receipt books, cash -receipts, cash register tapes, payments for fees, permits, etc.; invoices issued by WRCOG	CCP 337 26 CFR 31.6001-1(e) (2); Sec. of State Local Gov't Records Mgmt. Guidelines recommendation	Until audited + 4 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Affidavits of Publication / Posting	Administration	Legal notices for public hearings, publication of ordinances, etc.	GC 26202 , 34090	2 years
<u>Agency Report of Public Official Appointments (FPPC Form 806)</u>	<u>Administration</u>	<u>Report of additional compensation received by agency officials when appointing themselves to committees, boards or commissions of other public agencies, special districts, joint powers agencies or joint powers authorities. Current report must be posted on the agency's website.</u>	FPPC Reg. 18702.5(b)(3); GC 34090	<u>Recommended retention: Keep a paper copy of report for 2 years after removal from the agency's website</u>
<u>Agenda / Agenda Packets</u>	<u>Administration</u>	<u>Original agendas / special meeting notices / certificates of posting, etc. - Board of Directors meetings</u>	GC 34090; <u>Sec. of State Local Gov't Records Mgmt. Guidelines</u>	<u>Current + 2 years</u>

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Agenda / Agenda Packets	Administration	Documentation received, created and/or submitted to Board of Directors. Agendas and agenda packets can be imaged immediately for permanent retention, if desired.	GC 34090 Sec. of State Local Gov't Records Mgmt. Guidelines GC 26202, 34090.5	Current + 2 years
Agenda reports (staff reports)		Original agenda reports can be imaged immediately for permanent retention, if desired.	GC 26205,	

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Agreements (see also Contracts)	Administration	Original contracts/ and agreements and back-up materials, including leases, and settlement <u>license agreements, service/maintenance contracts, etc.</u> <u>Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property; may include records of retention releases, retention withheld, change orders, etc.</u>	CCP 337 CCP 337.2 <u>CCP 343</u>	4 years after termination/ completion <u>10 years after termination/completion</u>
Agreement (Joint Powers Agreement)	Administration	Original Joint Powers Agreement	GC 60201(d)(1)	Permanent
Annexations / Reorganizations	Development	Notices, Resolutions, Certificates of Completion	GC 34090 GC 60201(d)(1)	Permanent

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
<u>Annual Financial Report</u>	<u>Finance</u>	<u>May include independent auditor analysis</u>	<u>GC 34090</u> <u>Sec. of State Local Gov't Records Mgmt. Guidelines</u>	<u>Until audited + 7 years</u>
Appraisals	Development	For real property owned by WRCOG – Not a public record until real estate transaction is complete	GC 26202, 34090 GC 6254(h)	2 years
<u>Articles of Incorporation</u>	<u>Administration</u>		<u>GC 34090</u> <u>GC 60201</u>	<u>Permanent</u>

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Audit Reports	Finance	Internal and/or external reports; financial services; independent auditor analysis	GC 34090 <u>60201</u> , CCP 337, <u>343</u> Sec. of State Local Gov't Records Mgmt. Guidelines	Current + 4 years Sec. of State Guidelines recommend permanent retention [may be revised at a later time]
Audit Hearing or Review	Finance	Documentation created and or received in connection with an audit hearing or review	GC 34090	2 years
Bank Account Reconciliations	Finance	Bank statements, receipts, certificates of deposit, etc.	26 CFR 31.6001-1(e)(2)	4 years (Sec. of State Guidelines – recommended retention: until audited + 5 years)
Bids, Successful	Development	Includes plan and specifications; notices/affidavits.	GC 34090 CCP 337, 337.1	4 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Bids, Unsuccessful	Development	Unsuccessful bid packages only	GC 34090 GC 60201	2 years
Bonds	Finance	Authorization/public hearing records/prospectus/proposals/certificates/notices (transcripts)/registers/statements.	CCP 336a , 337.5	Cancellation Upon cancellation, redemption or maturity + 10 years
Bonds – Paid/Cancelled	Finance	Paid or cancelled bonds; warrant certificates; interest coupons	GC 34090 GC 53924 CCP 337.5	2-10 years
Bonds – Unsold/Unused	Finance	Unsold/unused bonds	GC 34090 GC 43900 et seq.	2 years (specific requirements for disposal of unused bonds)
Bonds - Final	Finance	Final bond documentation; monthly statement of transactions; supporting documents	CCP 337.5	Upon cancellation, redemption, or maturity + 10 years
Bonds, Development	Finance	Housing; Industrial Development	CCP 337.5	Upon cancellation, redemption, or maturity + 10 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Bonds, Surety	Finance	Documentation created and/or received in connection with the performance of work/services for the District	CCP 337	4 years
Brochures/ Publications	Administration	Includes new newsletters prepared by WRCOG; marketing and promotional materials; may wish to retain selected documents permanently only for historic value.	GC 34090	2 years
Budget, Annual	Finance	Annual operating budget approved by WRCOG	GC 34090 Sec. of State Local Gov't. Records Mgmt. Guidelines	Until audited + 2 years Sec. of State recommends permanent retention.

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Cal-OSHA	Administration	Log of work related injuries & illnesses (Form 300), Personnel Logs, Supplementary Record, Annual Summary (Federal & State-Cal OSHA) Form 300A, Incident reports (Form 301)	LC 6410; 8 CCR 1430714300.33	5 years
California State Tax Records	Finance	Forms filed annually; quarterly and year-end reports	R&TC 19530 R&TC 19704	6 years
Capital Improvements, Construction	Public Works	Records on planning, design, construction, conversion or modification of WRCOG-owned facilities, structures and systems	GC 34090; H&S 19850; Sec. of State Local Gov't. Records Mgmt. Guidelines	Permanent

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Checks – WRCOG-issued	Finance	WRCOG checks paid – expense reimbursement to employees; payments to independent contractors, etc. Includes check copies; canceled or voided checks; electronic versions of checks	GC 60201(d)(12) CCP 337	7 years after date of payment
		WRCOG checks paid to vendors; other WRCOG payments. Includes check copies; canceled or voided checks; electronic versions of checks.	Sec. of State Local Gov't. Records Mgmt. Guidelines; CCP 337; 26 CFR 31.6001-1(e)(2)	Until audited + 4 years
Citizen Feedback	Administration	General correspondence.	GC 34090	2 years
Claims Filed Against WRCOG	Administration	Paid/Denied	GC 60201(d)(4); GC 34090	Until settled + 2 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Complaints/ <u>Requests</u> <u>Miscellaneous</u>	Administration	<u>Various files</u> <u>Miscellaneous complaints</u> , not related to specific lawsuits involving WRCOG and not otherwise specifically covered by the retention schedule.	GC 34090	2 years
Comprehensive Annual Financial Reports (CAFR)	Finance	May include independent auditor analysis; <u>Finance</u>	GC 34090 <u>Sec. of State-Local Gov't Records Mgmt. Guidelines</u> <u>CCP 337</u>	<u>Completed + 2</u> <u>Until audited + 4</u> years <u>Recommended: 7 years after audit</u>
Conflict of Interest Code	Administration	Conflict of Interest Code – required under Political Reform Act; must be reviewed by <u>July-October</u> 1st of every even-numbered year and amended <u>within 90 days of review</u> - if necessary	GC 87300 et seq.	Permanent

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
<u>Contracts (see also Agreements)</u>	Administration	Original contracts and agreements and back-up materials, including leases and settlement agreements	CCP 337 CCP 337.2	4 years after termination/completion
		Original contracts/agreements regarding the development of real property, design, specifications, surveying, planning, supervision, testing, or observation of construction or improvement to real property.	CCP 337.15	10 years after termination/completion
Correspondence	Administration	General correspondence, including letters and e-mail; Various files, not otherwise specifically covered by the retention schedule.	GC 34090	2 years
<u>Credit Cards, WRCOG-owned</u>	<u>Finance</u>	<u>Credit card bills or statements, and other records related to use of WRCOG-owned credit cards</u>	<u>GC 60201(d)(12)</u>	<u>7 years after date of payment</u>

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
Deeds, Real Property (<u>Grant Deeds</u>)	Development	File with recorded documents; originals may not be destroyed.	GC 34090 GC 60201(d)	Permanent
Deferred Compensation Reports	Finance	Finance - pension/retirement funds	29 CFR 516.5 29 CFR 1627.3	3 years
Demographic/ Statistical Data	Administration		GC 34090	Current + 2 years
DMV Driver Information/ <u>Driver's Records Reports (DMV Pulls-Notice System)</u>	Administration	<u>Motor vehicle pulls – Personnel-- Not aExempt from public recorddisclosure.</u>	GC 34090 GC 6254(c) <u>VC 1808.1(c)</u> Sec. of State Local Gov't. Records Mgmt. Guidelines	<u>Until superseded (should receive new report every 12 months)2 years</u> Sec. of State recommends until termination + 7 years
Easements, Real Property	Development	File with recorded documents; originals may not be destroyed.	GC <u>60201(d)(8)34090</u>	Permanent

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Type of Record	Category	Description or Example of Record	Legal Authority	Minimum Legal Retention Period
<u>EEOC Records</u> (<u>Equal Employment Opportunity Commission</u>)	<u>Human Resources</u>	<u>Records, reports showing compliance with federal equal employment requirements (EEO-4 Reports, etc.)</u>	<u>29 CFR 1602.30</u>	<u>3 years</u>
<u>Emails – Official WRCOG Records</u>	<u>Administration</u>	<u>Emails that are created or received in connection with official WRCOG business; show how a WRCOG policy was created or how a decision was made by WRCOG staff; begins, authorizes, or completes an item/transaction of official WRCOG business; documents significant official decisions/commitments reached verbally and not otherwise documented in WRCOG files; etc.</u>	<u>GC 6252(e)</u>	<u>2 years. To be preserved by either: (a) printing email and placing printed copy in appropriate file; or (b) electronically moving the email out of WRCOG's email system and storing it on a network drive.</u>
<u>Emails – Not Official WRCOG Records</u>	<u>Personal</u>	<u>Personal messages and announcements not related to official WRCOG business; emails transmitting duplicate documents distributed for convenience or</u>	<u>GC 6254(a)</u>	<u>None. To be deleted from WRCOG personnel inboxes on a daily basis. If required for work, WRCOG personnel are to either print and file the</u>

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

		<u>reference; messages containing no substantive information that merely assist the flow of work; and emails containing drafts, notes, interagency or intra-agency memos that are NOT retained in the ordinary course of business.</u>		<u>email or create a PDF version and store in electronic folder on WRCOG's network drive.</u>
<u>Employee Benefits</u>	<u>Administration</u>	<u>Benefit plans (including "cafeteria" and other plans); health insurance programs; records regarding COBRA – extension of benefits for separated employees, insurance policies (health, vision, dental, deferred compensation, etc.)</u>	<u>29 USC 1027</u> <u>28 CCR 1300.85.1</u> <u>11 CCR 560</u> <u>29 CFR 1627.3(b)(2)</u>	<u>For life of plan/policy + 6 years</u>
Employee Files	Administration	<u>Personnel - files – Exempt from disclosure</u> <u>Not a public record.</u>	GC 12946 GC 6254(c)	While current + 2 years
Employee Information, General	Administration	Name, address, date of birth, occupation	GC 12946 29 CFR 1627.3(a) LC 1174	3 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&T	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Employee Information, Payment <u>Payroll</u>	Administration	Rate of pay and weekly compensation earned	GC 60201 <u>29 CFR 1627.3(a)</u>	7 years
<u>Employee Information - CEIR</u>	<u>Administration</u>	<u>Personnel--California Employer Information Report (for employers of 100 or more employees)</u>	<u>2 CCR 11013(a), (c)(2)</u> <u>GC 12946</u>	<u>2 years</u>
Employee Information --& Applicant Identification Records	Administration	Personnel--Data regarding race, sex, national origin of <u>non-hired applicants & employees</u> <u>[Employee data must be kept separate from personnel files]</u>	2 CCR <u>110137287(b), (c)(2), (c)(3)</u>	Current + 2 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Administration			
Employee, Medical & Exposure Records (toxic substances or harmful physical agents)	Medical records are part of personnel file --not a public record. Includes medical records made or maintained by a physician, nurse, or other health care personnel, or technician pertaining to employees exposed to toxic substances or harmful physical agents. Does not include first-aid records of one-time treatment made on-site by a non-physician or observation of minor scratches, cuts, burns, splinters, etc., which do not involve medical treatment, loss of consciousness, restriction of work or motion, or transfer to another job. (For employees of less than 1 year, no need to retain medical records regarding exposure to toxic substances/harmful physical agents if they are returned to employee upon termination)	GC 6254(c) 29 CFR 1910.1020 8 CCR 3204 (d)(1)(A)(B)	Length of employment + 30 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Employee, Non-safety	Administration	Non-safety employee records may include: Release Authorizations; Certifications; Reassignments; outside employment; commendations, disciplinary actions; terminations; Oaths-of Office ; evaluations-pre-employee medicals; fingerprints; identification cards (ID's)	29 CFR 1627.3 GC 12946	Length of employment + 3 years
Employee Programs	Administration	Includes EAP and Recognition	GC 34090 GC 12946	Current + 2 years
Employee, Recruitment	Administration	Alternate lists/logs, ethnicity disclosures, examination materials, examination answer sheets, job bulletins	GC 12946 GC 34090 29 CFR 1602.31 29 CFR 1627.3	Current + 2 years
Employee, Reports	Administration	Employee statistics, benefit activity, liability loss	GC 34090	Current + 2 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Employee Rights - General	Administration		GC 12946 29 CFR 1602.14	Length of employment + 2 years
Employment Applications - Not Hired	Administration	Applications submitted for existing or anticipated job openings, including any records pertaining to failure or refusal to hire applicant	GC 34090 GC 12946 <u>29 CFR</u> <u>1627.3(b)(1)(i)</u>	2 years
Employment Eligibility Verification (I-9 Forms)	Administration	Federal Immigration and Nationality Act; Immigration Reform/Control Act 1986	8 USC 1324a (b)(3) Pub. Law 99-603	3 years after date of hire, or 1 year after date of termination, whichever is later
<u>Employment - Personnel (by name)</u>	<u>Administration</u>	<u>Paperwork documenting internal and external training</u>	<u>GC 12946</u>	<u>Length of employment + 2 years</u>

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&T	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Employment - Surveys and Studies	Administration	Includes classification, wage rates	GC 12946 GC 34090 29 CFR 516.6(a)(2)	2 years
Employment - Training Records, Non-Safety	Administration	Volunteer program training - class training materials, internships	GC 34090 GC 12946	Length of employment + 2 years
Employment — Personnel (by name)	Administration	Paperwork documenting internal and external training	GC 34090 GC 12946	Length of employment + 2 years
Employment - Vehicle Mileage Reimbursement Rates	Administration	Annual mileage reimbursement rates	GC 60201(d)(10)34090	Until superseded
Environmental Quality Air Quality (AQMD)	Development	Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative	CCP 338(k); GC 34090	3 years
<u>Environmental Quality Asbestos</u>	<u>Development</u>	<u>Documents, abatement projects, public buildings</u>	<u>GC 34090</u>	<u>Permanent</u>

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Environmental Quality California Environmental Quality Act (CEQA)	Development	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations	GC 34090 CEQA Guidelines	Permanent
Environmental Quality Congestion Management	Development	Ride sharing, trip management	GC 34090	Completion + 2 years
Environmental Quality Environmental Review	Development	Correspondence, consultants, issues, conservation	GC 34090	Completion + 2 years
<u>Environmental Quality Pest Control</u>	<u>Development</u>	<u>Pesticide applications, inspections and sampling documents</u>	<u>GC 34090</u>	<u>Completion + 2 years</u>
<u>Environmental Quality Soil</u>	<u>Development</u>	<u>Analysis, construction recommendations</u>	<u>GC 34090</u>	<u>Completion + 2 years</u>
<u>Environmental Quality Soil Reports</u>	<u>Development</u>	<u>Final Reports</u>	<u>GC 34090</u>	<u>Permanent</u>

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

ERISA Records <u>(Employee Retirement Income Security Act)</u>	Administration	Employee Retirement Income Security Act of 1974 - plan reports, certified information filed, <u>records of benefits due.</u>	29 USC 1027	6 years <u>after date filed</u>
ERISA Records	Administration	Employee Retirement Income Security Act of 1974 ---records of benefits due	29 USC 1059	Indefinitely
<u>Ethics Training Records</u>	<u>Administration</u>	<u>Records required to be kept.</u> <u>Records must show dates that local officials and designated staff satisfied the training requirements and the entity that provided the training</u>	<u>GC 53235.2</u>	<u>5 years after receipt of training</u>
Family and Medical Leave Act (Federal)	Administration	Records of leave taken, WRCOG policies relating to leave, notices, communications relating to taking leave	29 CFR 825.500 GC 12946	While employed +3 years (Federal) or 2 years (State)

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Federal Tax Records	Finance	May include <u>as attachments copies of Forms 1095-C, 1096, 1099, W-4 and W-2</u>	<u>29 USC 436</u> 26 CFR 31.6001.1-4 26 CFR 31.6001-1(e)(2) 29 CFR 516.5-516.6	<u>5-Current + years after file date</u>
Fixed Assets Inventory	Finance	Reflects purchase date, cost, account number	GC 34090 <u>CCP 337, 343</u>	Until audited + <u>2-4</u> years
Fixed Assets Surplus Property	Finance	Auction; disposal – Listing of property; sealed bid sales of equipment	GC 34090 <u>CCP 337, 343</u>	Until audited + 4 years
Fixed Assets Vehicle Ownership & Title	Finance	Title transfers when vehicle is sold.	VC 9900 et. seq. <u>GC 60201(d)(10)</u>	Until sold
<u>Forms</u>	<u>Administration</u>	<u>Administrative – blank</u>		<u>Until superseded</u>

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

20323.00005\7080937.3
20323.00005\7080937.4

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Fund Transfers	Finance	Internal; bank transfers & wires	CCP 337; 26 CFR <u>41.6001-1(e)(2)GC</u> 34090	Until audited + <u>2-4</u> years
General Ledgers	Finance	All annual financial summaries--all agencies	GC 34090 CCP 337 Sec. of State Local Gov't Records Mgmt. Guidelines	Until audited + 4 years Sec. of State Guidelines recommends permanent retention [May be revised at a later time]
<u>Gift to Agency Report (FPPC Form 801/802)</u>	<u>Administration</u>	<u>Tickets/Passes --- FPPC form showing payment or donation made to the agency or to an agency official and which can be accepted as being made to the agency</u>	<u>2 CCR 18944; 18944.1, 18950.1</u>	<u>Must be posted on the agency website for 4 years</u>
Gifts/Bequests	Finance	Receipts or other documentation	GC 34090	Until completed + 2 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&T	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Grants - <u>Successful</u> Community Development Block Grant (CDBG); Urban Development; other Federal and State grants	Development	Grants documents and all supporting documents: applications, reports, contracts, project files, proposals, statements, sub-recipient dockets, environmental review, grant documents , inventory, consolidated plan, etc.	GC 34090 24 CFR 570.502 24 CFR 85.42	Until completed + 4 years
<u>Grants – Unsuccessful</u>	<u>Development</u>	<u>Applications; Documents showing rejection or denial of application</u>	<u>GC 34090</u>	<u>2 years</u>
Information Systems - Internet	Administration	Management, policies and supporting documentation	GC 26202, 34090	Until superseded + 2 years
Information Systems – Inventory	Administration	Hardware/software inventory logs; systems manuals	GC 26202, 34090	Until superseded + 2 years
Insurance	Finance	Personnel related	GC 34090	Current + 2 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Insurance, Joint Powers Agreement	Finance	Accreditation, MOU, agreements and agendas	GC 34090 <u>Sec of State Guidelines</u>	Current + 2 years <u>Sec. of State recommends permanent retention</u>
Insurance Certificates, WRCOG	Finance	Liability, performance bonds, employee bonds, property; Insurance certificates filed separately from contracts, includes insurance filed by licensees.	GC 34090 <u>Sec of State Guidelines</u>	Current + 2 years <u>Sec. of State recommends permanent retention</u>
Insurance, Liability/Property	Finance	May include liability, property, Certificates of Participation, deferred, use of facilities	GC 34090 <u>Sec of State Guidelines</u>	Current + 2 years <u>Sec. of State recommends permanent retention</u>
Insurance, Risk Management Reports	Finance	Federal OSHA Forms; Loss Analysis Report; Safety Reports; Actuarial Studies	29 CFR 1904.44 GC 34090	5 years (Federal) 2 years (State)

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Investment Reports, Transactions	Finance	Summary of transactions, inventory and earnings report	GC 34090 CCP 337 <u>Sec of State Guidelines</u>	Until audited + 4 years Permanent retention recommended in Sec. of State Local Gov't. Records Retention Guidelines <u>Permanent</u>
<u>Invoices</u>	<u>Finance</u>	<u>Invoices from vendors and back-up documents</u>	<u>CCP 337</u> <u>26 CFR 31.6001- 1(e)(2); Sec. of State</u> <u>Local Gov't Records</u> <u>Mgmt. Guidelines</u> <u>recommendation</u>	<u>Until audited + 4 years</u>
<u>Job Descriptions</u>	<u>Human Resources</u>	<u>Descriptions of duties, qualifications, responsibilities for each position/classification/job title</u>	<u>29 CFR 1627.3</u>	<u>While current + 3 years</u>

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

<u>Lease Agreement</u>	<u>Administration</u>	<u>Property or equipment</u>	<u>CCP 337</u> <u>CCP 337.2</u> <u>CCP 343</u>	<u>Until terminated + 4 years</u>
Legal Notices/Affidavits of Publication	Administration	<u>Notices of public hearings, proof of publication of notices</u>	GC 34090	2 years
Legal Opinions	Administration	Confidential – not for public disclosure (attorney-client privilege)	GC 34090	Until superseded + 2 years
Litigation	Administration	Case files	GC 34090	Until settled or adjudicated + 2 years
Maintenance Manuals	Administration	Equipment service/maintenance	GC 34090	Current + 2 years
Maintenance/Repair Records	Administration	Equipment	GC 34090	2 years
Minutes	Administration	General Assembly and Executive Committee - Minutes of meetings. <u>Documents may be imaged immediately.</u>	GC 34090, 60201	Permanent

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Notices – Public Meetings	Administration	Special Meetings	GC 34090	2 years
OSHA	Administration	<u>OSHA 300 Log, privacy case list,</u> <u>OSHA 300A annual summary,</u> <u>OSHA 301 incident report</u> <u>forms</u> <u>OSHA Log-200,</u> <u>Supplementary Record, Annual</u> <u>Summary (Federal & State-Cal-</u> <u>OSHA)</u>	LC 6410; 8 CCR 14307 <u>14300.33</u> 29 CFR 1904.2- 1904.633	5 years
OSHA (Accident/Illness Reports)	Administration	Personnel - Employee Exposure Records & Employee Medical Records <u>regarding exposure to toxic</u> <u>substances</u> <u>Exempt from disclosure</u> <u>Not a public record</u>	LC 6410; 8 CCR 14307; 8 CCR. 3204-(d)(1)(A) ; GC 6254(c)	Duration of employment plus 30 years
Payroll - Federal/State Reports	Finance	Annual W-2's, W-4's, Form 1099s, etc.; quarterly and year-end reports	GC 60201	7 years
Payroll Deduction/Authorizations	Finance	Finance	29 CFR 516.6(c) GC 60201	While Current + 7 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

<u>Payroll records</u>	<u>Finance</u>	<u>Records that specify compensation paid to employees, officers</u>	<u>GC 60201(d)(12)</u>	<u>7 years after date of payment</u>
<u>Payroll records -employee information</u>	<u>Finance</u>	<u>Records showing employee information/data – names, addresses, etc.</u>	<u>29 CFR 516.5</u> <u>LC 1174(d)</u>	<u>3 years from date of last entry</u>
<u>Payroll records, terminated employees</u>	<u>Finance</u>	<u>Finance files</u>	<u>29 CFR 516.5</u> <u>GC 60201</u>	<u>7 years from date of last entry</u>
Payroll, registers	Finance	<u>Payroll registers, payroll reports</u> Finance	29 CFR 516.5(a) LC 1174(d) GC 60201 Sec. of State Local Gov't Records Mgmt. Guidelines	7 years <u>from date of last payment</u> <u>Sec of State recommends Permanent retention</u>
<u>Payroll records, terminated employees</u>	<u>Finance</u>	<u>Finance files</u>	29 CFR 516.5 GC 60201	<u>7 years from date of last entry</u>

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Payroll, time cards/sheets	Finance	Employee	29 C.F.R. 516.6; Labor Code § 1174; Sec. of State Local Gov't. Records Mgmt. Guidelines	2-3 years Sec. of State Guidelines recommendation - Until audited + 6 years
Payroll - Wage Rates / Job Classifications	Finance	Employee records	<u>LC 1197.5(d)</u> <u>LC 1174(d)</u> <u>GC 6020412946</u> <u>29 CFR 516.6</u> <u>29 CFR 1602.4</u> <u>29 CFR 1627.3</u>	While current + 7-3 years
PERS - Employee Benefits	<u>Administration</u> <u>Human Resources</u>	Retirement Plan – annual reports required to be filed under ERISA PERS Employee benefit plan – original documents or copies	29 USC 1027 <u>29 CFR 1627.3(b)(2)</u> <u>GC 34090</u>	6 years <u>Current + 2 years</u>
Personnel Policies -- Rules and Regulations	<u>Human Resources</u>	Including employee handbooks, employee manuals, and other policies/procedures	<u>29 CFR 516.6</u> <u>29 CFR 1627.3(a)</u>	<u>Current + 3 years</u>

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Personnel Records	Administration <u>Human Resources</u>	Other records (not payroll) <u>containing name, address, date of birth, occupation, etc., including job applications, resumes, records relating to promotion, demotion, transfer, lay-off, termination; results of employment tests, etc.</u>	<u>GC 12946</u> 29 CFR 1627.3	3-Current + 2 years
Personnel Rules and Regulations	Administration	Including employee handbook	GC 34090	Current + 2 years
Petitions	Administration	Submitted to legislative bodies	GC 34090	Current + 2 years
Policies, Procedures - Administrative	Administration	All policies and procedures, directives rendered by the General Assembly, Executive Committee or other committee not assigned a resolution number; includes procedure manuals; does NOT include personnel or employee related policies/procedures	GC 34090	Current + 2 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Policies, Non-administrative Board	Administration	Original policies adopted by the General Assembly, Executive Committee or other committee.	GC 34090	Current + 2 years
Political Support/Opposition, Requests & Responses	Administration	Related to legislation.	GC 34090	2 years
Press Releases	Administration	Related to WRCOG actions/activities.	GC 34090	2 years
Property, Abandonment	Development	Buildings, condemnation, demolition	GC 34090	Permanent
Property Acquisition/Disposition	Development	WRCOG owned. Supporting documents regarding sale, purchase, exchange, lease or rental of property by WRCOG	CCP 337.15	10 years
Public Records Request	Administration	Requests from the public to inspect or copy public documents	GC 34090 <u>GC 60201(d)(5)</u>	2 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

<u>Public Records Request – Responsive Records WITHHELD</u>	<u>Administration</u>	<u>Records responsive to a request from the public to inspect or copy public documents which were withheld under privilege or protection from the requester</u>	<u>GC 34090</u> <u>GC 60201(d)(5)</u>	<u>2 years after the request has been denied in writing (and longer if the documents are required to be retained longer under the retention schedule)</u>
Purchasing RFQ's, RFP's	Finance	Requests for Qualifications; Requests for Proposals regarding goods and services	GC 34090	Current + 2 years
Purchasing, Requisitions, Purchase Orders	Finance	Original Documents	GC 34090 CCP 337	Until audited + 4 years
Recordings –audio (e.g. for preparation of meeting minutes)	Administration	General Assembly/Executive Committee -recordings of public meetings – <u>made for preparation of meeting minutes whatever purpose ant the request of the local agency</u>	GC 54953.5(b) 34090 64 Ops. Atty. Gen 317	Until no longer required for preparation of minutes (after minutes are approved) <u>Minimum of 30 days</u>

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&T	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

<u>Recordings - routine video monitoring, telephone, and radio communications</u>	<u>Administration</u>	<u>Routine daily recording of telephone communications & radio communications; recordings of routine video monitoring, monitoring systems, or building security systems</u>	<u>GC 53160, 53161</u>	<u>Videos - 1 year; Phone & Radio communications - 100 days (destruction must be approved by legislative body and with written consent of agency attorney). If recordings relate to a claim or pending litigation, they must be preserved until the matter is resolved. If another record of the video recording is kept (written minutes or audio recording), video needs to be kept for only 90 days after the recorded event.</u>
<u>Recordings, videotaped or digitally recorded— meetings of legislative bodies</u>	<u>Administration</u>	<u>Videotapes or digital recordings of public meetings made by or at the direction of WRCOG (e.g., General Assembly meetings; Executive Committee meetings)</u>	<u>GC 54953.5</u>	<u>Minimum 30 days</u>

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Recordings, videotaped or digitally recorded – <u>other events (Duplicate – See Description or Example of Record)</u>	Administration	Other than videotapes or digital recordings of public meetings; Considered duplicate records if another record of the same event is kept (i.e., written minutes <u>or audio recording</u>)	GC 34090 <u>53161</u> 785 Ops. Cal. Atty. Gen. 256 (2002) <u>GC 34090.7</u>	<u>Minimum 90 days after event is recorded; if another record of the same event is kept (e.g., written minutes)</u>
Records Management Disposition/ <u>Destruction</u> Certification	Administration	Documentation of final disposition/ <u>destruction</u> of records	GC 34090, <u>60201(d)(10)</u>	Permanent
Records Retention Schedules	Administration		GC 34090	Current + 2 years
Recruitments and Selection	Administration	Records relating to hiring, promotion, selection for training	29 CFR 1627.3	3 years
Resolutions	Administration	Vital records – may be imaged immediately:-	GC 60201 GC 34090	Permanent

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Returned Checks	Finance	Finance <u>Adjustments</u> -NSF, <u>etc.</u> (not District checks)	GC 34090 <u>CCP 337, 343</u>	<u>2-Until audited + 4 years after audit</u>
Salary/ <u>Compensation Studies</u> Surveys	Finance <u>Human Resources</u>	<u>Surveys</u> Studies or surveys of other agencies regarding wages, salaries and other compensation or benefits	GC 34090	<u>While current + 2 years</u>
State Controller	Finance	Annual reports.	GC 34090	2 years
<u>State Tax Records</u>	<u>Finance</u>	<u>Forms filed annually; quarterly and year-end reports</u>	<u>R&TC 19530</u> <u>R&TC 19704</u>	<u>6 years</u>
Statements of Economic Interest (SEI) – Form 700 (copies – elected officials)	Administration	Copies of <u>original</u> Form 700s of elected officials forwarded to FPPC	GC 81009(f), (g)	4 years (can image after 2 years)
Statements of Economic Interest (SEI) – Form 700 (originals – non-elected)	Administration	Original Form 700s of designated employees	GC 81009(e), (g)	7 years (can image after 2 years)
Stop Payments	Finance	Finance - bank statements	GC 34090	2 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Studies, various	Administration	Studies prepared at direction of WRCOG	GC 26202, 34090	Current + 2 years
Taxes, Special	Finance	Special tax levied by a local agency on a per parcel basis	CCP 338	Until audited + 3 years
Unemployment Insurance Records	Finance	<u>Records relating to unemployment insurance – claims, payments, correspondence, etc.</u>	<u>26 USC HRC-3301-3311</u>	<u>While current + 4 years</u>
Wage Garnishment	Finance	Wage or salary garnishment ordered <u>by legal authority</u>	CCP 337	Active until garnishment is satisfied; then retain until audited + 4 years
Warrant Register/Check Register	Finance	Record of checks issued; approved by legislative body (copy is normally retained as part of agenda packet information)	GC 34090	Until audited + 2 years

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

**RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS**

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

Workers Compensation Files	Finance	Work-injury claims (including denied claims); claim files, reports, etc.	8 CCR 10102 8 CCR 15400.2	Until the latest of the following dates: settled # 5 years from date of injury; or 1 year from date compensation was last provided; or when all compensation due has been paid.
----------------------------	---------	--	---	--

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code

RECORDS RETENTION SCHEDULE
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS

Destruction of any WRCOG record shall be administered by the Executive Director, or his designee, unless otherwise required by law.

NOTE: RECEIPT OF CLAIMS FILED AGAINST WRCOG, SERVICE OF SUMMONS/COMPLAINTS, SERVICE OF SUBPOENAS, ISSUANCE OF LITIGATION HOLDS, RECEIPT OF COMPLAINTS, RECEIPT OF PUBLIC RECORDS ACT REQUESTS, AUDITS OR INVESTIGATIONS SUSPEND NORMAL RETENTION PERIODS. RETENTION RESUMES AFTER SETTLEMENT, RESOLUTION OR COMPLETION OF ANY SUCH MATTER.

Legal Authority Abbreviations

CCP	Code of Civil Procedure (California)	GC	Government Code (California)	LC	Labor Code (California)
CCR	California Code of Regulations	H&S	Health & Safety Code	PC	Penal Code (California)
CFR	Code of Federal Regulations	IRC	Internal Revenue Code	R&TC	Revenue & Taxation Code (California)
EC	Elections Code (California)	IRS	Internal Revenue Service	USC	United States Code



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: CEQA Ad Hoc Committee Update

Contact: Christopher Gray, Director of Transportation, gray@wrcog.coq.ca.us, (951) 955-8304

Date: March 8, 2017

The purpose of this item is to update Committee members on discussions of the WRCOG CEQA Ad Hoc Committee and request that the Committee consider several recommendations that were discussed in the Ad Hoc Committee.

Requested Actions:

1. Direct staff to work with its partner agencies to support the proposed updates to CEQA legislation as recommended by the CEQA Ad Hoc Committee.
 2. Direct staff to provide a summary of any CEQA reform / modernization efforts at the conclusion of the Legislative Session.
 3. Disband the CEQA Modernization Ad Hoc Committee.
-

At the request and approval of the Executive Committee, WRCOG convened an Ad Hoc Committee to discuss the topic of CEQA modernization. The Ad Hoc Committee has requested WRCOG and its Committee structure to discuss the recommendations the Committee has made.

CEQA Ad Hoc Committee Summary

The Executive Committee requested and approved the formation of an Ad Hoc Committee to discuss the topic of CEQA modernization. The Executive Committee approved the following members to serve on the Ad Hoc Committee: Kevin Bash (City of Norco), Randon Lane (City of Murrieta), Mike Naggar (City of Temecula), and David Slawson (Eastern Municipal Water District). In addition, staff from SCAG, the Riverside County Transportation Commission (RCTC), City of Murrieta, and Best, Best & Krieger (BB&K) participated in the meetings.

The first meeting of the Ad Hoc Committee occurred in October 2016. At this first meeting, there was a general consensus that CEQA modernization is an issue to continue to track. There was also consensus that taking on CEQA reform in its entirety is not feasible, so it would be more strategic to focus on one key CEQA issue. At that point, WRCOG agreed to continue to monitor the events locally, regionally, and state-wide.

The second meeting occurred in December 2016. This meeting focused on WRCOG's partner agencies (RCTC and SCAG) CEQA-related legislative activities in the past, present, and future. After the presentations, the discussion focused on possible next steps for WRCOG to explore. It was agreed that anything the Ad Hoc Committee explores must focus on a minor tweak on the CEQA modernization issue, and there was general agreement the focus should be on a procedural aspect of CEQA and CEQA challenges. After this discussion, WRCOG requested BB&K to research and present on two-to-three items the Ad Hoc Committee could consider moving forward at the next meeting.

The third meeting occurred in January 2017. This meeting resulted in three distinct recommendations by the Ad Hoc Committee:

1. Recommend WRCOG staff to work with partner agencies (CALCOG, RCTC, SCAG, etc.) to support CEQA-related modernization issues as it relates to the following:
 - a. Petitioners in challenges brought forth who are unincorporated groups must disclose the names and cities of residence of their current membership. In addition, upon written request, all petitioners must disclose to the requesting party the source(s) of any funding for the litigation.
 - b. In the event a petitioner is determined to be a prevailing party and can otherwise satisfy requirements for recovery of reasonable attorney's fees, the petitioner shall be limited to recovering not more than its actual attorney's fees and costs.
 - c. If a public agency prepares the record of proceedings (identified in Section 21167.6) concurrently with the completion of the public agency's administrative process and certifies that record of proceedings within five days of project approval, then any petition must be heard within six months of filing of the CEQA action.
2. Staff or appropriate partner agency will report at the end of this legislative session on any CEQA modernization legislation brought forth.
3. Disband the Ad Hoc Committee.

There are two main reasons to disband the CEQA Ad Hoc Committee. First, the Committee has completed its initial assignment in that it has identified potential CEQA reform / modernization language. Second, it would be more efficient to work collaboratively with other partner agencies such as RCTC who have full-time lobbying staff, lobbyists, and other resources that WRCOG lacks.

Prior Action:

February 8, 2017: The Administration & Finance Committee 1) recommended that WRCOG work with its partner agencies to support the proposed updates to CEQA legislation as recommended by the CEQA Ad Hoc Committee; 2) directed staff to provide a summary of any CEQA reform / modernization efforts at the conclusion of the Legislative Session; and 3) recommend that the CEQA Modernization Ad Hoc Committee be disbanded.

Fiscal Impact:

Transportation related activities are included in the Agency's adopted Fiscal Year 2016/2017 Budget under the Transportation Department.

Attachment:

None.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Approval of Professional Services and Contractor Agreement with WSP Parsons Brinkerhoff, Inc. to provide TUMF Program technical support

Contact: Ernie Reyna, Chief Financial Officer, reyna@wrcog.coq.ca.us, (951) 955-8432

Date: March 8, 2017

Requested Action:

1. Recommend the Executive Committee approve the Tenth Amendment to the Professional Services Agreement between the Western Riverside Council of Governments and WSP Parsons Brinckerhoff, Inc., to provide TUMF Program technical support in an amount not to exceed \$79,824 for the fiscal year and \$1,916,437 in total.

WRCOG administers a number of Consulting Agreements to assist staff in delivering essential elements of the Agency's various programs. WRCOG's contract approval process depends on the amount of the contract; contracts in amounts not exceeding \$50,000 can be approved by the Executive Director, contracts over \$50,000 and up to \$100,000 are approved by the WRCOG Administration & Finance Committee (A&F), and contracts over \$100,000 are reviewed by the A&F and approved by the WRCOG Executive Committee. The following Professional Services Agreement and Contract are associated with a total Agency Budget for Fiscal Year 2016/201.

WSP Parsons Brinckerhoff, Inc., will continue to provide TUMF Program technical assistance services including the development and preparation of the TUMF Nexus Study update and provide general Program liaison. In particular, the consultant will provide the following assistance:

- Support WRCOG staff to prepare GIS exhibits of the TUMF network to be incorporated into the Draft TUMF Nexus Study;
- Submit a Draft TUMF Nexus Study document in Word and Adobe Acrobat PDF format for review and comment from WRCOG staff and PWC members;
- Incorporate comments and changes received during the review period into a final document to be submitted to WRCOG in Microsoft Word and Adobe Acrobat PDF for committee acceptance; and
- Support WRCOG staff with the preparation of presentation materials and technical memoranda summarizing the results of the TUMF Nexus Study update to support committee and stakeholder outreach efforts.

The Tenth Amendment contract of Parsons Brinckerhoff shall not exceed \$79,824 for the fiscal year and \$1,916,437 in total. The Tenth Amendment is included as Attachment 1 to the Staff Report.

Prior WRCOG Action:

June 24, 2016: The Executive Committee approved the Ninth Amendment to the Professional Services Agreement between the Western Riverside Council of Governments and Parsons Brinckerhoff, Inc., to provide TUMF Program technical support in an amount not to exceed \$165,936 for the fiscal year and \$1,836,613 in total.

WRCOG Fiscal Impact:

TUMF activities are included in the Agency's adopted Fiscal Year 2016/2017 Budget under the Transportation Department.

Attachment:

1. Tenth Amendment to the Professional Services Agreement between the Western Riverside Council of Governments and Parsons Brinckerhoff, Inc.

Item 3.G

Approval of Professional Services
and Contractor Agreement with WSP
Parsons Brinkerhoff, Inc. to provide
TUMF Program technical support

Attachment 1

Tenth Amendment to the
Professional Services Agreement
between the Western Riverside
Council of Governments and Parsons
Brinckerhoff, Inc.

Page Intentionally Left Blank

**TENTH AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
WSP PARSONS BRINCKERHOFF, INC.**

1. PARTIES AND DATE.

This Tenth Amendment is made and entered into as of the 6th day of March, 2017, by and between the Western Riverside Council of Governments, a public agency with its principal place of business at Riverside County Administrative Center, Annex MS 1032, 4080 Lemon Street 3rd Floor, Riverside, California 92501-3679 ("WRCOG") and WSP Parsons Brinckerhoff, Inc. ("Consultant"), a New York Corporation, whose address is 451 E. Vanderbilt Way, Suite 200, San Bernardino, California 92408, Telephone (909) 888-1106, Fax (909) 889-1884, E-mail hendersond@pbworld.com, Federal Tax Identification Number 11-1531569. 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 July 1, 2008 ("Master Agreement").

2.2 First Amendment.

WRCOG and Consultant have entered into that certain First Amendment to the Master Agreement dated July 1, 2009 for the purpose of extending the term of the Master Agreement, providing a new Scope of Services and providing additional compensation for the continued performance of the Services, as that term is defined in the Master Agreement.

2.3 Second Amendment.

WRCOG and Consultant have entered into that certain Second Amendment to the Master Agreement dated July 1, 2010 for the purpose of extending the term of the Master Agreement, providing a new Scope of Services and providing additional compensation for the continued performance of the Services.

2.4 Third Amendment.

WRCOG and Consultant have entered into that certain Third Amendment to the Master Agreement dated July 1, 2011 for the purpose of extending the term of the Master Agreement, providing a new Scope of Services and providing additional compensation for the continued performance of the Services.

2.5 Fourth Amendment.

WRCOG and Consultant have entered into that certain Fourth Amendment to the Master Agreement dated July 1, 2012 for the purpose of revising all references to Consultant's former name (PB Americas, Inc.), extending the term of the Master Agreement, providing a new Scope of Services and providing additional compensation for the continued performance of the Services.

2.6 Fifth Amendment.

WRCOG and Consultant have entered into that certain Fifth Amendment to the Master Agreement dated July 1, 2013 for the purpose of extending the term of the Master Agreement, providing a new Scope of Services and providing additional compensation for the continued performance of the Services.

2.7 Sixth Amendment.

WRCOG and Consultant have entered into that certain Sixth Amendment to the Master Agreement dated July 1, 2014 for the purpose of extending the term of the Master Agreement, providing a new Scope of Services and providing additional compensation for the continued performance of the Services.

2.8 Seventh Amendment.

WRCOG and Consultant have entered into that certain Seventh Amendment to the Master Agreement dated July 1, 2015 for the purpose of extending the term of the Master Agreement, providing a new Scope of Services and providing additional compensation for the continued performance of the Services.

2.9 Eighth Amendment.

WRCOG and Consultant have entered into that certain Eighth Amendment to the Master Agreement dated March 15, 2016 for the purpose of providing a new Scope of Services and providing additional compensation for the continued performance of the Services.

2.10 Ninth Amendment.

WRCOG and Consultant have entered into that certain Ninth Amendment to the Master Agreement dated July 1, 2016, for the purpose of providing a new Scope of Services and providing additional compensation for the continued performance of the Services.

2.11 Tenth Amendment.

WRCOG and Consultant desire to enter into this Tenth Amendment for the purpose of extending the term of the Master Agreement, providing a new Scope of Services, and providing additional compensation for the continued performance of the Services.

3. TERMS.

3.1 Term.

The term of the Master Agreement shall be amended to extend the term from January 1, 2017 to June 1, 2017 (the "Tenth Extended Term"), unless earlier terminated as provided in the Master Agreement.

3.2 Scope of Services.

The Services, as that term is defined in the Master Agreement, shall be amended such that Consultant shall provide those services set forth in Exhibit "A" attached hereto and incorporated herein by reference for the Tenth Extended Term.

3.3 Compensation.

Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Tenth Amendment at the rates set forth in Exhibit "B" attached to this Tenth Amendment and incorporated herein by reference. The total compensation for Services performed under this Tenth Amendment shall not exceed Seventy-Nine Thousand, Eight Hundred and Twenty-Four Dollars (\$79,824) without written approval of WRCOG's Executive Director. The total compensation for Services rendered under the Master Agreement, the First Amendment, the Second Amendment, the Third Amendment, the Fourth Amendment, the Fifth Amendment, the Sixth Amendment, the Seventh Amendment, the Eighth Amendment, the Ninth Amendment, and this Tenth Amendment shall not exceed the maximum amount of One Million Nine Hundred Sixteen Thousand, Four Hundred and Thirty-Seven Dollars (\$1,916,437).

3.4 Continuation of Existing Provisions.

Except as amended by this Tenth Amendment, all provisions of the Master Agreement, as previously amended, 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 Tenth Amendment.

3.5 Counterparts.

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

[Signatures on the following page]

SIGNATURE PAGE TO
TENTH AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
WSP PARSONS BRINCKERHOFF, INC.

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

WRCOG

CONSULTANT

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

PARSONS BRINCKERHOFF, INC.

By: _____
Rick Bishop
Executive Director

By: _____

Approved to Form:

By: _____
Steven C. DeBaun
General Counsel

EXHIBIT "A"
Scope of Services for Tenth Amendment

WSP|Parsons Brinckerhoff
WRCOG TUMF Program Management Services
Key Work Tasks for Period from January 1, 2017 to June 30, 2017

General Program Liaison

- Participate in Public Works Directors Committee (PWC) meetings and provide additional support via email, telephone and other correspondence with WRCOG staff and participating agency staff as needed to address technical issues relating to TUMF.
- Advise WRCOG staff, as needed, to support the implementation of the TUMF program and accomplish necessary technical revision to the fee program.

1.

TUMF Nexus Update

- Support WRCOG staff to prepare GIS exhibits of the TUMF network to be incorporated into the draft Nexus Study document.
- Submit a draft TUMF Nexus Study document in Word and Adobe Acrobat PDF format for review and comment from WRCOG staff and PWC members.
- Incorporate comments and changes received during the review period into a final document to be submitted to WRCOG in Microsoft Word and Adobe Acrobat PDF for committee acceptance.
- Support WRCOG staff with the preparation of presentation materials and technical memoranda summarizing the results of the 2016 Nexus Update to support committee and stakeholder outreach efforts.
- Support WRCOG staff for the presentation of the results of the 2016 Nexus Update to the WRCOG City Managers Technical Advisory Committee and the WRCOG Executive Committee to accomplish adoption of the Nexus Update.
- Participate in a series of up to four (4) targeted workshop meetings to present the TUMF 2016 Nexus Study results to various participating jurisdictions and other stakeholders as determined by WRCOG staff.

Exhibit "B"
Compensation for Tenth Amendment

Task Level Budget - WRCOG TUMF Implementation Services (FY 16-17)

Period of Performance: January 1, 2017 to June 30, 2017

WSP | Parsons Brinckerhoff (WSP | PB)

Revised: February 7, 2017

Direct Labor Rate	\$103.34	\$41.29	\$94.93	\$66.30	\$42.67	\$41.21		
Staff Name	Darren Henderson	Kyra Tao	Don Hubbard	Billy Park	Scott Pitera	Trinette Smerko	Total Hours	Total Cost
Project Administration	18	0	0	0	0	18	36	\$2,602
Progress Reports/Invoices	18					18	36	\$2,602
TUMF Nexus Update	108	76	24	8	12	0	228	\$17,619
Preparation of GIS Exhibits	2	28			12		42	\$1,875
Complete Draft Nexus Documentation	16	8					24	\$1,984
Incorporate Review Comments for Final Nexus Document	24	24	4	8			60	\$4,381
Prepare Presentation Materials	18	16	4				38	\$2,900
WRCOG TAC and EC Meetings for Presentation of Results	16						16	\$1,653
Workshops/Meetings for Presentation of Results	32		16				48	\$4,826
General Program Liaison	40	8	4	0	0	0	52	\$4,843
PWC Meetings	16						16	\$1,653
General Support	24	8	4				36	\$3,190
Total Hours	166	84	28	8	12	18	316	
Total Labor								\$25,064
Fringe + Overhead (156.7)								\$39,275
Facilities Cost of Capital (FCC) (0.4%)								\$100
Labor + Fringe + Overhead + FCC								\$64,439
Fee (10% of L+F+O)								\$6,434
Direct Costs								
Other Direct Costs								\$8,951
TOTAL CONTRACT COST								\$79,824

Exhibit B



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Option to Develop a Subregional Sustainable Communities Strategy as part of SCAG's Regional Transportation Plan

Contact: Jennifer Ward, Director of Government Relations, ward@wrcog.cog.ca.us, (951) 955-0186

Date: March 8, 2017

The purpose of this item is to recommend that WRCOG not pursue development of a Subregional Sustainable Communities Strategy for the 2020 Regional Transportation Plan cycle as allowed under Senate Bill 375, and instead participate in the Regional SCS developed by the Southern California Association of Governments.

Requested Action:

1. Recommend to the Executive Committee that WRCOG elect not to pursue development of a Subregional Sustainable Communities Strategy for the 2020 Regional Transportation Plan cycle and direct the Executive Director to transmit notification of this decision to SCAG.
-

As the designated Metropolitan Planning Organization (MPO) for Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura Counties, the Southern California Association of Governments (SCAG) is mandated by the federal government to develop a multimodal long-range transportation plan that provides a 20-year vision for investing in our transportation system, and update it at least once every four years. The Regional Transportation Plan / Sustainable Communities Strategy (RTP/SCS) addresses all modes of the transportation systems and reflects research and policy initiatives from each mode: active transportation, aviation and airport ground access, corridor planning, goods movement, high-speed rail, intelligent transportation systems, safety and security, transit, and transportation finance.

2020 RTP/SCS Planning Cycle

The most recently adopted RTP/SCS was for the 2016 planning cycle. In preparation for the 2020 RTP/SCS cycle, SCAG is seeking confirmation from each of its subregional partners (i.e., local councils of governments and associations of governments) to determine whether the subregional entity will develop and submit to SCAG an independent Subregional SCS, as allowable by law. For the past two RTP/SCS cycles (since the passage of SB 375), WRCOG has elected not pursue development of a Subregional SCS, due to the significant financial, time, and staff resource burdens this process entails. In the 2012 cycle, only two subregional entities developed a Subregional SCS, and none pursued this option in 2016.

Based on WRCOG's successful working relationship with SCAG, and due to the burdensome cost challenges development of a Subregional SCS presents, WRCOG staff recommend that the Agency does not pursue a Subregional SCS, and instead partner with SCAG and participate in the Regional 2020 RTP/SCS process. Subsequent to action by this Committee, WRCOG staff will transmit a letter to SCAG staff formally notifying SCAG of WRCOG's decision.

Prior Action:

None.

Fiscal Impact:

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

Attachment:

None.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: WRCOG appointment of a representative to a SCAG Policy Committee

Contact: Rick Bishop, Executive Director, bishop@wrcog.coq.ca.us, (951) 955-8303

Date: March 8, 2017

The purpose of this item is to present a list of candidates interested in serving on one of SCAG's Policy Committees and request that this Committee forward a recommended candidate to the Executive Committee for consideration.

Requested Action:

1. Review the list of interested candidates and forward a recommendation to the Executive Committee to fill a vacancy in WRCOG's appointments to SCAG Policy Committees.

WRCOG is responsible for appointing six elected officials to any of SCAG's Policy Committees. SCAG has recently added a Regional Council position for a representative from the South Coast Air Quality Management District, and the District has appointed Mayor Pro Tem Ben Benoit as its Regional Council representative to SCAG. Since Mayor Pro Tem Benoit is one of the six WRCOG appointees to SCAG's Policy Committees, a vacancy now exists.

On February 21, 2017, WRCOG's Executive Director notified elected officials representing jurisdictions in the WRCOG subregion of the opportunity to serve on one of SCAG's three Policy Committees, soliciting correspondence from those elected officials who are interested in serving (see Attachment 1). This appointment will run through December 2018.

Current WRCOG appointees are as follows:

<u>Name</u>	<u>SCAG Policy Committee</u>
Debbie Franklin (Banning)	Community, Economic and Human Development Committee
Jordan Ehrenkranz (Canyon Lake)	Energy and Environment Committee
Bonnie Wright (Hemet)	Energy and Environment Committee
Mike Gardner (Riverside)	Energy and Environment Committee
Linda Krupa (Hemet)	Transportation Committee

Elected officials interested in filling the vacancy, as well as their Policy Committee preference (1 = highest preference, 3 = lowest preference) are listed below. WRCOG can appoint a representative to any SCAG Policy Committee it wishes. Per WRCOG policy, the Executive Committee is to give priority in making its appointments to members of the Executive Committee.

SCAG Policy Committee Interest				
Member Jurisdiction	Interested Member	CEHD	Energy and Environment	Transportation
City of Calimesa	Councilmember Linda Molina	-	-	1
City of Eastvale	Mayor Joe Tessari	-	2	1
City of Eastvale	Councilmember Adam Rush	2	-	1
City of Jurupa Valley	Mayor Pro Tem Micheal Goodland	1	-	-
City of San Jacinto	Mayor Crystal Ruiz	2	3	1

Prior Action:

- December 5, 2016: The Executive Committee made the following appointments:
- Debbie Franklin (Banning): Community, Economic and Human Development
 - Jordan Ehrenkranz (Canyon Lake): Energy and Environment
 - Bonnie Wright (Hemet): Energy and Environment
 - Randon Lane (Murrieta): Transportation
 - Ben Benoit (Wildomar): Transportation
 - Linda Krupa (Hemet): Transportation

Fiscal Impact:

None; SCAG provides a stipend of \$120 per meeting for its Policy Committee representatives.

Attachment:

1. February 21, 2017 correspondence from WRCOG Executive Director notifying elected officials of Policy Committee vacancy.

Item 4.A

WRCOG appointment of a
representative to a SCAG Policy
Committee

Attachment 1

February 21, 2017 correspondence
from WRCOG Executive Director
notifying elected officials of Policy
Committee vacancy

Page Intentionally Left Blank

From: [Bishop, Rick](#)
Cc: [Leonard, Janis](#)
Subject: One opportunity to serve on SCAG Policy Committee
Date: Tuesday, February 21, 2017 1:57:48 PM
Attachments: [image002.png](#)
[image004.png](#)

The purpose of this correspondence is to notify elected officials representing jurisdictions in the WRCOG Subregion of an opportunity to serve on one of SCAG's three Policy Committees, and to solicit correspondence from those elected officials who are interested in serving.

WRCOG is responsible for appointing six elected officials to any of the Southern California Association of Governments' (SCAG) Policy Committees (*summary descriptions provided below*). **Currently only five of the positions are filled, thus this notice of opportunity to fill one position.** This appointment will run through December 2018.

Current WRCOG appointees are as follows:

<u>Name</u>	<u>SCAG Policy Committee</u>
Debbie Franklin (Banning)	CEHD Committee
Jordan Ehrenkranz (Canyon Lake)	Energy and Environment Committee
Bonnie Wright (Hemet)	Energy and Environment Committee
Mike Gardner (Riverside)	Energy and Environment Committee
Linda Krupa (Hemet)	Transportation Committee

If you are interested in serving on any of the SCAG Policy Committees (summary descriptions of the Policy Committees are below), ***please respond no later than Wednesday, March 1 (responding to this email is fine, or you can call me at 951-258-5047).*** In your response, please indicate which Policy Committee(s) you are interested in serving on, along with a preferred order (for example, if the only Policy Committee you are interested in serving on is Transportation, please indicate that information. If you are willing to serve on any of the three Policy Committees please indicate that information and also provide a ranking of your Policy Committee preferences). WRCOG's Executive Committee can appoint its representatives to any Policy Committee it wishes.

Process / Timeline for Selection:

- March 1: Deadline for individuals to express interest in serving as a WRCOG appointee to SCAG (notify Rick Bishop at bishop@wrcog.cog.ca.us or by phone at 951-258-5047).
- March 8: WRCOG Administration & Finance Committee considers candidates, provides recommendations to Executive Committee for consideration.
- April 3: WRCOG Executive Committee appoints representatives to SCAG Policy Committees.
- April 6: First SCAG Policy Committee meetings for WRCOG appointees to attend (meetings are generally scheduled for first Thursday of each month in Los Angeles 10:00 a.m. and last for 1 ½ to 2 hours).

Summary Description of SCAG Policy Committees

Transportation Committee: The role of the Transportation Committee is to study problems, programs and other matters which pertain to the regional issues of mobility, air quality, transportation control measures and communications, and make recommendations on such matters to the Regional Council. Major programs that are under the purview of Transportation Committee are Regional Transportation Plan (RTP), Regional Transportation Improvement Program (RTIP), Aviation, Highway, Transportation Finance and Transportation Conformity.

Energy and Environment Committee: The Energy & Environment Committee considers environmental and energy issues of regional significance, including but not limited to air quality, water quality, solid and hazardous waste, habitat preservation, environmental justice, and environmental impact analysis.

Community, Economic and Human Development Committee: The role of the Community, Economic and Human Development Committee is to study problems, programs and other matters which pertain to the regional issues of community, economic and human development and growth. This committee reviews projects, plans and programs of regional significance for consistency and conformity with applicable regional plans. The CEHD Committee has oversight of the Growth Visioning and Growth Forecasting processes, as well as the Regional Housing Needs Assessment, the Intergovernmental Review effort and the monitoring and analysis of the Regional Economy.

Stipends, etc.

1. \$120 stipend for SCAG-sponsored meetings (up to 4 meetings per month).
2. Lodging reimbursement not to exceed \$150 + taxes with travel requirement 75 miles or more (one-way) to attend SCAG meeting at SCAG Office in Los Angeles – must make own travel arrangements and submit receipts to SCAG. The SCAG President is authorized to approve higher lodging costs if government rate not available and reservation is made two weeks in advance.

Please do not hesitate to contact me if you have any questions. For more information about SCAG, please go to www.scag.ca.gov.

Regards, Rick

Rick Bishop
Executive Director
Western Riverside Council of Governments
4080 Lemon Street
3rd Floor, MS 1032
Riverside, CA 92501-3609
Phone: (951) 955-8303
Mobile: (951) 258-5047
Fax: (951) 787-7991

"Respect Local Control...Provide Regional Perspective"





Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Transportation Uniform Mitigation Fee (TUMF) Program Activities Update

Contact: Christopher Gray, Director of Transportation, gray@wrcog.cog.ca.us, (951) 955-8304

Date: March 8, 2017

The purpose of this item is to provide Committee members with an update on the progress of the TUMF Nexus Study Update.

Requested Action:

1. Receive and file.
-

WRCOG's Transportation Uniform Mitigation Fee (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. Each of WRCOG's member jurisdictions and the March JPA participates in the Program through an adopted ordinance, collects fees from new development, and remits the fees to WRCOG. WRCOG, as administrator of the TUMF Program, allocates TUMF to the Riverside County Transportation Commission (RCTC), groupings of jurisdictions – referred to as TUMF Zones – based on the amounts of fees collected in these groups, and the Riverside Transit Agency (RTA). The TUMF Nexus Study is intended to satisfy the requirements of California Government Code Chapter 5 Section 66000-66008 (also known as the California Mitigation Fee Act) which governs imposing development impact fees in California. The Study establishes a nexus or reasonable relationship between the development impact fee's use and the type of project for which the fee is required. The TUMF Program is a development impact fee and is subject to the California Mitigation Fee Act (AB 1600, Govt. Code § 6600), which mandates that a Nexus Study be prepared to demonstrate a reasonable and rational relationship between the fee and the proposed improvements for which the fee is used. AB 1600 also requires the regular review and update of the Program and Nexus Study to ensure the validity of the Program. The last TUMF Program Update was completed in October 2009.

TUMF Nexus Study Update

Draft TUMF Nexus Study: WRCOG staff and the TUMF consultant have finalized the comprehensive update and prepared the draft TUMF Nexus Study, which is now available for review and comment for a 45-day period (http://www.wrcog.cog.ca.us/uploads/media_items/tumfnexusstudy-170228-draft.original.pdf). Staff requests that all comments be submitted in writing to the WRCOG office and/or via e-mail to Christopher Gray at gray@wrcog.cog.ca.us by April 14, 2017. To accompany the draft TUMF Nexus Study, staff has prepared a cover memo detailing key components of the Nexus Study that have been revised and updated since the delay in the finalizing the study in 2015. The memo, included as Attachment 1, also addresses comments that WRCOG received in 2015 regarding the Program and implementation of the Nexus Study.

Key aspects of the Nexus Study include the following:

Growth forecast: In April 2016, SCAG approved the 2016-2040 Regional Transportation Plan / Sustainable Communities Strategy; updated growth projections confirms that updated demographic data indicates that the

subregion will add more than 650,000 people, 250,000 households and 400,000 jobs. Current projections estimate the population is projected to grow from a level of approximately 1.77 million in 2012 to a future level of approximately 2.43 million by the year 2040. The projected growth in households include 173,000 single-family units and 77,000 multi-family units, representing a 48% increase in households between the 2012 base year and 2040 horizon year. By employment sector, the TUMF land use categories are projected to increase by the following amounts:

- Industrial – 81,000 employees;
- Retail – 36,000 employees; and
- Service – 275,000 employees.

The growth in employment of all TUMF land use categories represents an 87% increase in employees between 2012 and 2040. WRCOG staff requested that University of California, Riverside (UCR), staff review the growth projections for the subregion. UCR concurred with the level of projected growth based on available sources.

TUMF Network: The balance of the unfunded TUMF system improvement needs is \$3.14 billion, which is the maximum value attributable to the mitigation of the cumulative regional transportation impacts of future new development in the WRCOG region, and will be captured through the TUMF Program. This figure accounts for obligated funding and unfunded existing need. The TUMF Network cost was reduced by \$210 million in obligated funding, which included State and Federal funding secured by member jurisdictions for the implementation of TUMF facilities. Additionally, an amount of \$510 million in TUMF Network costs was removed due to existing need. As the Program is based on transportation improvements necessary to accommodate future growth, TUMF cannot fund facilities on the TUMF system which currently experience congestion and operate at unacceptable levels of service. Through the process of updating the Nexus Study, staff has consulted with member jurisdictions and stakeholders to ensure that all facilities included in the Program meet the criteria for inclusion. The minimum criteria for inclusion in the TUMF Network includes:

- At least 4 travel lanes
- Carries at least 20,000 vehicles per day by the year 2040
- Roadway is projected to operate at a volume to capacity ratio of 0.91 or worse by the year 2040

Similarly to the arterials, staff coordinated with the Riverside Transit Agency to review transit facilities against criteria developed for the transit component of the Program.

Unit cost assumptions: As part of the Nexus Study update, WRCOG developed a new set of unit costs with the latest available construction cost, labor cost, and land acquisition cost values. The unit cost assumptions are based on recent project costs and reflect recent data from Caltrans, RCTC, and local agencies as summarized by the Nexus Study Consultant. The TUMF Program uses a series of average costs to determine the costs of specific improvements to the TUMF Network, such as interchanges and bridges. Increases in unit costs since adoption of the 2009 Nexus Study are approximately 30%, on average. If the Nexus Study were updated by simply applying the changes in the cost factors, then it would result in an across the board increase in fees of 30%.

Application of fee to residential and non-residential developments: to calculate the fair share proportionality of future traffic impacts associated with residential and non-residential developments, the Nexus Study aggregates, by trip purpose, the growth in peak period Vehicle Miles Traveled (VMT) between the base and horizon years. The split between residential and non-residential developments is 71% and 29%, respectively, meaning that 71% (\$2.23 billion) will be assigned to future residential development and 29% (\$910.3 million) will be assigned to future non-residential development;

Proposed TUMF schedule: the TUMF Nexus Study indicates the maximum “fair share” fee for each of the various use types defined in the TUMF Program, which is shown below:

Land Use Type	Current Fee	Proposed TUMF Schedule
Single-Family Residential	\$8,873	\$9,985
Multi-Family Residential	\$6,231	\$6,503
Industrial	\$1.73	\$1.88
Retail	\$10.49	\$13.05
Service	\$4.19	\$4.84

Though the TUMF Nexus Study indicates the maximum fee that is assigned to each land use category, the Executive Committee has the option of adopting either the maximum fee, adopting a fee less than the maximum, or phasing-in the fee over a designated period. In September 2016, the Executive Committee convened an Ad Hoc Committee with the ultimate goal of selecting a preferred option for implementation of the TUMF Nexus Study. The Ad Hoc Committee has recommended that the WRCOG Committee structure consider a 2-year freeze and subsequent 2-year phase-in for the proposed maximum retail fee, plus a 2-year single-family residential phase-in option for implementation.

Staff has begun presenting the key components, along with the proposed fee schedule, from the Nexus Study to the WRCOG Committee structure. Additionally, staff is available to meet individually with member jurisdictions and stakeholders regarding the Program update upon request.

Prior Actions:

February 16, 2017: The Technical Advisory Committee approved the Administration & Finance Committee recommendation to defer taking action on any potential changes to the TUMF Program until after adoption of the TUMF Nexus Study.

February 9, 2017: The Public Works Committee received report.

Fiscal Impact:

TUMF activities are included in the Agency's adopted Fiscal Year 2016/2017 Budget under the Transportation Department.

Attachment:

None.

Page Intentionally Left Blank



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: 26th Annual General Assembly & Leadership Address

Contact: Jennifer Ward, Director of Government Relations, ward@wrcog.cog.ca.us, (951) 955-0186

Date: March 8, 2017

The purpose of this item is to begin discussions with the Committee regarding planning for the 26th Annual General Assembly & Leadership Address.

Requested Action:

1. Discuss and provide direction.

WRCOG's 26th Annual General Assembly & Leadership Address is currently scheduled for Thursday, June 22, 2017, at the Morongo Casino, Resort & Spa. Staff will provide a verbal update and initiate discussions with Committee members regarding planning for the event, including potential keynote speaker options.

Prior Action:

February 8, 2017: The Administration & Finance Committee received report.

Fiscal Impact:

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

Attachment:

None.