



# Western Riverside Council of Governments Administration & Finance Committee

## AGENDA

**Wednesday, December 9, 2020  
12:00 p.m.**

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

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

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

**Join Zoom Meeting  
[Click Here](#)**

**Meeting ID: 845 4068 0865  
Password: 926402**

**Dial by your location  
+1 669 900 9128 U.S. (San Jose)  
+1 253 215 8782 U.S. (Tacoma)**

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

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

**To follow the Order issued by the Governor, the Administration & Finance Committee meeting scheduled for Thursday, December 9, 2020 at 12:00 p.m. will be held via video and teleconference and any members of the public can attend electronically.** Members of the public may send public comments by emailing [snelson@wrcog.us](mailto:snelson@wrcog.us), or calling (951) 405-6703 before or during the meeting, prior to the close of public comment.

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact Suzy Nelson prior to 12:00 p.m. on December 7, 2020, at (951) 405-6703 or at [snelson@wrcog.us](mailto:snelson@wrcog.us).

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

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

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. PUBLIC COMMENTS**

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

**5. CONSENT CALENDAR**

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

**A. Summary Minutes from the October 14, 2020, Administration & Finance Committee Meeting are Available for Consideration. P. 1**

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

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

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

**C. Approval of Administration & Finance Committee 2021 Meeting Schedule P. 13**

**Requested Action:** 1. *Approve the schedule of Administration & Finance Committee meetings for 2021.*

**6. REPORTS / DISCUSSION**

**A. Regional Housing Trust Initiative P. 15**

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

**B. Western Riverside County Energy Resiliency Plan Activities Update P. 19**

**Requested Action:** 1. *Recommend that the Administration and Finance Committee authorize the Executive Director to award the contract to AECOM for the development of the Western Riverside County Energy Resiliency Plan and to execute the Professional Services Agreement between WRCOG and AECOM.*

**Requested Action:** 1. *Recommend that the Executive Committee appoint one representative to a SCAG Policy Committee for a term commencing January 1, 2021, through December 31, 2022.*

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

8. **ITEMS FOR FUTURE AGENDAS** *Members*

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

9. **GENERAL ANNOUNCEMENTS** *Members*

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

10. **NEXT MEETING:** **The next Administration & Finance Committee meeting is scheduled for Wednesday, January 13, 2021, at 12:00 p.m., on the Zoom platform.**

11. **ADJOURNMENT**

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**1. CALL TO ORDER**

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

**2. ROLL CALL**

**Members present:**

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

**3. PUBLIC COMMENTS**

There were no public comments.

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

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

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

**B. Finance Department Activities Update**

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

**C. Single Signature Authority Report**

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

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

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

## **5. REPORTS / DISCUSSION**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

There were no items for future agendas.

## **8. GENERAL ANNOUNCEMENTS**

There were no general announcements.

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

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

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# Western Riverside Council of Governments Administration & Finance Committee

## Staff Report

**Subject:** Finance Department Activities Update

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

**Date:** December 9, 2020

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

### **Requested Action:**

1. Receive and file.

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

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

### **Financial Report Summary Through September 2020**

The Agency Financial Report summary through September 2020, a monthly overview of WRCOG's financial statements in the form of combined Agency revenues and costs, is provided as Attachment 1.

### **Prior Action:**

November 19, 2020: The Technical Advisory Committee received and filed.

### **Fiscal Impact:**

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

### **Attachment:**

1. Financial Report summary through September 2020.

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# Item 5.B

Finance Department Activities  
Update

# Attachment 1

Financial Report summary through  
September 2020

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**Western Riverside Council of Governments  
Annual Budget  
For the Month Ending September 30, 2020**

**Total Agency Budget**

	<b>Approved Budget 6/30/2021</b>	<b>Thru Actual 9/30/2020</b>	<b>Remaining Budget 6/30/2021</b>
<b>Revenues and Transfers in</b>			
Member Dues	311,410	294,410	17,000
Operating Transfer In	2,208,432	552,108	1,656,324
Clean Cities	175,000	128,000	47,000
Solid Waste	112,970	112,970	-
Used Oil	376,396	376,396	-
WRCOG HERO	136,290	18,732	117,558
PACE Residential	78,000	26,158	51,842
PACE Commercial	200,000	40,750	159,250
CA HERO	1,464,730	104,821	1,359,909
Commercial/Svcs - Admin Portion	41,137	48,228	(7,092)
Retail - Admin Portion	89,632	25,051	64,582
Industrial - Admin Portion	236,729	963	235,767
Single Family Residential - Admin Portion	652,270	350,080	302,190
Multi Family - Admin Portion	267,415	78,288	189,128
Commerical/Service	987,281	1,157,478	(170,198)
Retail	2,151,178	601,220	1,549,958
Industrial	5,681,507	23,103	5,658,404
Single Family Residential	15,654,486	8,401,930	7,252,556
Multi-Family	6,417,964	1,878,901	4,539,063
LTF Revenue	676,500	676,500	-
<b>Total Revenues and Transfers in</b>	<b>\$ 40,539,536</b>	<b>\$ 14,896,087</b>	<b>\$ 25,643,450</b>
<b>Expenses</b>			
Salaries	2,053,769	389,577	1,664,192
Benefits	1,027,040	256,760	770,280
Overhead	1,443,294	360,824	1,082,471
Legal	285,600	39,968	245,632
Advertising Media	65,667	17,000	48,667
Bank Fees	33,885	1,695	32,190
Coffee and Supplies	3,000	464	2,536
Commissioner Per Diem	62,500	10,500	52,000
Communications - Cellular Phones	13,500	834	12,666
Communications - Computer Services	53,000	4,791	48,209
Communications - Regular Phone	16,000	5,799	10,201
Computer Hardware	10,000	2,315	7,685
Consulting Labor	2,268,780	353,660	1,915,120
Event Support	165,736	4,968	160,768
Office Lease	390,000	101,939	288,061
OPEB Repayment	110,526	110,526	-
Postage	5,350	609	4,741
Recording Fee	173,525	22,544	150,981
Supplies/Materials	75,478	2,120	73,358
Training	10,000	1,000	9,000
TUMF Project Reimbursement	30,892,416	5,452,536	25,439,880
<b>Total Expenses</b>	<b>\$ 40,468,538</b>	<b>\$ 7,140,429</b>	<b>\$ 33,328,110</b>

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# Western Riverside Council of Governments Administration & Finance Committee

## Staff Report

**Subject:** Approval of Administration & Finance Committee 2021 Meeting Schedule

**Contact:** Janis L. Leonard, Administrative Services Manager, [jleonard@wrcoq.us](mailto:jleonard@wrcoq.us), (951) 405-6702

**Date:** December 9, 2020

*The purpose of this item is to provide and obtain approval of a meeting schedule for 2021.*

**Requested Action:**

1. Approve the Schedule of Administration & Finance Committee meetings for 2021.

Below are the proposed 2021 meeting dates for the Administration & Finance Committee. All meeting dates are proposed for the second Wednesday of the month and are scheduled to begin at 12:00 p.m., virtually. As it stands all meetings will be virtually until further notice.

	Day	Time	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Administration & Finance Committee	2nd Wed.	12:00 p.m.	13	10	10	14	12	9	14	DARK	8	13	10	8

**Prior Action:**

None.

**Fiscal Impact:**

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

**Attachment:**

None.

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# Western Riverside Council of Governments Administration & Finance Committee

## Staff Report

**Subject:** Regional Housing Trust Initiative

**Contact:** Ivana Medina, Staff Analyst, [imedina@wrcog.us](mailto:imedina@wrcog.us), (951) 405-6753

**Date:** December 9, 2020

*The purpose of this item is to provide information regarding a new Regional Housing Trust initiative and seek input from Committee members.*

### **Requested Action:**

1. Receive and file.

*WRCOG staff held a visioning session on June 18, 2020, to re-visit Agency goals and accomplishments and discuss new initiatives, some suggested by member agency staff, for potential WRCOG involvement. One idea that was introduced was a Regional Housing Trust. New potential ideas were screened through a filtering process by way of a series of questions, after which the Executive Committee would be able to more easily determine whether a proposed idea is, 1) already being adequately addressed and, if not, 2) should be undertaken by WRCOG or by another entity. The framework provides a baseline analysis regarding whether it is in the best interests of WRCOG's members to commit to taking on an issue. The Regional Housing Trust matter was presented to the Administration & Finance Committee on July 8, 2020, where Committee members encouraged WRCOG staff to further research and develop a conceptual work plan. The following is a summary of a white paper that was developed by WRCOG's On-Call Bench Consultant that discusses the development of a proposed regional housing trust in the WRCOG subregion.*

### **Background**

The State of California faces a significant housing supply and affordability crisis spurred by high land costs, rising construction costs, and limited financing options. These challenges have become significant issues in Western Riverside County and are compounded by the interrelated impacts on housing supply, homelessness, and economy at the local and subregional scale. Housing trusts in California have become increasingly popular in recent years as local jurisdictions and regional agencies across the state seek solutions to the statewide housing crisis. Housing trust models are common and have existed since the 1970s; there are currently 48 local and regional housing trusts in California. Neighboring housing trusts include:

- Anaheim Housing Trust – established in 2005
- Orange County Finance Trust – established in 2019
- Orange County Housing Trust – established in 2010
- San Diego Housing Trust – established in 1990
- San Gabriel Valley Regional Housing Trust – established in 2020

### **What are Housing Trusts?**

Housing trust funds (or housing trusts), often established by elected government bodies, provide a dedicated source or sources of revenue for a wide variety of housing activities. A housing trust can provide a mechanism

for local agencies to make ongoing investments in affordable housing using both direct revenues and leveraged matching funds available from state and federal sources, available exclusively for housing trust programs. Local and regional housing trusts in California generally share the following three characteristics:

1. Receive ongoing revenues, rather than being dependent on annual appropriations from general funds or similar sources.
2. Funds are primarily designated to support affordable housing, rather than market rate housing or other community goals – state and federal matching funds, as well as most dedicated tax revenues or fees, are exclusively available to support affordable housing.
3. Benefit from funding sources not restricted to housing activities, rather than relying exclusively on dedicated housing funds, and may benefit from the flexibility of offsetting public fund allocations with revenue captured from the private sector.

Housing trusts provide a dedicated source of revenues for a variety of housing activities such as:

- New construction of affordable housing
- Preservation or rehabilitation of existing affordable housing
- Land acquisition for development of affordable housing
- Homeless housing services
- Pre-development activities
- Gap financing loans
- Down payment assistance for developers or eligible first-time home buyers

### **Housing Trust Administration, Programming, and Funding**

Of the various housing trusts reviewed, the recommended structure at this time is a nonprofit / Joint Powers Agreement variation model. This type of structure will allow maximum stability and access to more funding opportunities. The companion non-profit arm can raise funds rather than solely rely on public money. A Board of Directors, comprised of jurisdictional representatives, elected officials, and other stakeholders, would oversee the allocation of funds.

Trusts are typically funded by a variety of sources. Some of the most common forms of revenue sources for housing trusts include dedicated fees (such as commercial linkage fees or housing impact fees) implemented by jurisdictions to support the development of housing, redevelopment tax increment set-aside funds, discretionary local revenues, grant and charitable contribution funds, loan repayments and commercial development loans, and state-funded local housing trust funds.

### **Jurisdictional Member Outreach**

WRCOG provided a briefing to members of the Technical Advisory Committee (TAC) in September and as of this writing has met with a majority of WRCOG's member jurisdictions. These meetings included WRCOG staff and representatives of the member jurisdiction, which often included the City Manager or an Assistant City Manager, the Planning or Community Development Director, and other staff. The responses from WRCOG's member jurisdictions have generally been positive and supportive of this effort.

### **Next Steps**

WRCOG has applied for and intends to utilize Southern California Association of Governments' (SCAG) Regional Early Action Planning (REAP) grant funding for the next phase of work related to the Regional Housing Trust. These funds will pay for the preparation of Joint Powers Agreement (JPA) documents and the Administrative Plan as well as other governance documents. WRCOG will also seek state authorization for the Housing Trust, which will provide additional funding for the Housing Trust. A steering committee will be convened in February 2021 to provide input on the JPA, Administrative Plan, and other governance documents. Once these documents are complete, WRCOG will then meet with each WRCOG member jurisdiction to determine its interest in joining the Regional Housing Trust.

**Prior Actions:**

August 13, 2020: The Planning Directors Committee Received and filed.

September 17, 2020: The Technical Advisory Committee Received and filed.

**Fiscal Impact:**

WRCOG Staff time for this preliminary research is included in the Transportation & Planning Department Budget for FY 20/21. Funding for the establishment of a Housing Trust will be provided by the SCAG REAP Program.

**Attachment:**

None.

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# Western Riverside Council of Governments Administration & Finance Committee

## Staff Report

**Subject:** Western Riverside County Energy Resiliency Plan Activities Update

**Contact:** Daniel Soltero, Senior Analyst, 951-405-6738, [dsoltero@wrcog.us](mailto:dsoltero@wrcog.us)

**Date:** December 9, 2020

*The purpose of this item is to provide a status update and request action regarding the Request for Proposal (RFP) for consultant support for development of the Western Riverside County Energy Resiliency Plan.*

### **Requested Action:**

1. Recommend that the Administration & Finance Committee authorize the Executive Director to award the contract to AECOM for the development of the Western Riverside County Energy Resiliency Plan and to execute the Professional Services Agreement between WRCOG and AECOM.

### **Background**

In November 2019, the Bay Area Council announced the California Resilience Challenge (CRC), a statewide effort led by businesses and a diverse range of partners to build local climate resiliency and to support a shared vision for a resilient California in the face of increasing climate threats. The CRC is led by the Bay Area Council, a business-sponsored public policy advocacy organization, with a grant fund of \$2M. As part of this grant process, the CRC released an RFP in December 2019, soliciting diverse and replicable climate change resiliency projects that stemmed across California that would be funded by grants. For more information on the CRC, please visit the website at <https://resilientcal.org/>.

On February 3, 2020, the Executive Committee adopted a resolution authorizing WRCOG's submittal of a proposal to the CRC 2020 Grant Program. WRCOG's bid proposed the development of a Western Riverside County Energy Resiliency Plan to address the climate change impacts such as wildfires, extreme heat, and power shutoffs of the region's power supply for critical facilities maintained and operated by member jurisdictions. The proposed Plan will build resilience against power shutoffs at critical facilities by developing a blueprint for energy resiliency technologies, projects, and strategies for member jurisdictions.

In April 2020, the Bay Area Council, through the CRC, awarded WRCOG a \$200,000 grant to develop the Plan. As part of the award process, staff participated in a Resilience Challenge Virtual Release event on June 19, 2020, to present WRCOG's proposal to develop the Plan. Additionally, awarded entities from across California also presented their winning projects which was followed by a discussion on the future of climate resiliency.

### **Importance of Energy Resiliency for Western Riverside County**

As de-energization and power outages become more common in California, it is important to note that many of WRCOG's member jurisdictions are already impacted by one or more of the eligible climate change impacts (wildfires, extreme heat, drought, flooding). In 2018, extreme heat, coupled with drought, created high fire-risk conditions which led investor-owned utilities to shut off power to thousands of customers across the state in an attempt, known as Public Safety Power Shutoffs (PSPS), to lower the risk of starting a wildfire. Moreover, on August 14 and 15, 2020, the California Independent System Operator (CAISO) was forced to institute rotating

power outages in California in the midst of a heat storm due to a number of factors including the demand for electricity that exceeded the existing electricity resource planning targets.

There are many civic facilities in Western Riverside County that provide critical services, such as Cool Centers, during heat waves, and evacuation centers during wildfires events, that may not be resilient to power outages. One facility in particular is the Janet Goeske Senior Center in the City of Riverside. This senior center does not have a backup power source and when there is a power outage, it relies on buses to transport visitors and staff to cooling centers that have not been affected. These events and situations are considered as primary reasons to develop an energy resiliency plan for the subregion.

Furthermore, Community Choice Aggregators (CCA) are uniquely positioned to rapidly advance local energy resilience initiatives such as microgrids to keep critical facilities online, and locally sited distributed energy resources like solar and energy storage to help prevent future wildfires and grid outages. CCAs are in fact already supporting local resiliency projects and are actively advocating for policies that accelerate the development of mitigating resources, such as utilization of the Self-Generation Incentive Program to promote installation of solar and energy storage systems. As such, Western Community Energy (WCE) and WRCOG are in a unique position to utilize the Plan to identify and propose projects in the subregion.

### **RFP – Western Riverside County Energy Resiliency Plan**

On September 1, 2020, staff released an RFP to solicit qualified consultants to assist WRCOG with the development of the Plan, in an amount not to exceed, \$140,000. Two addendums were issued on the RFP: the first on September 23, 2020, to extend the schedule of events, and the second on September 30, 2020, to revise the scope of work by removing the vulnerability assessment since that was conducted through WRCOG's *Resilient IE* toolkit.

On October 21, 2020, the RFP closed, and staff received a total of two bid proposals. An evaluation team was convened consisting of staff from WRCOG, WCE, and UC Riverside (UCR) Center for Environmental Research and Technology (CE-CERT). The evaluation team was assigned with evaluating bid proposals and interviewing the bidders in November 2020. Additionally, the evaluation team will transition into the project team once the work commences. The results from the evaluation team identified AECOM as the most responsive towards to the RFP and received the overall highest score in the evaluation process.

AECOM's bid proposes to assist WRCOG in the development of the Plan through a collaborative approach to identify regional critical facilities and/or assets, develop an energy resiliency strategy list and framework for with a technical feasibility analysis, develop a financial feasibility and funding report, and presentation of the draft and final plans to WRCOG, its member jurisdictions, and the Bay Area Council. Additionally, AECOM has partnered with Raimi + Associates (R+A) to lead the stakeholder engagement tasks of the RFP given its experience of working with the WRCOG geography and most recently on the WRCOG 2020 Climate Action Plan. Together, AECOM and R+A, will coordinate with WRCOG's member jurisdictions, the project team, and stakeholders to identify critical facilities in each member agency that have assets and/or services to be considered for improved resilience to power outages.

Next, the energy resiliency strategies for critical facilities will be evaluated by one technical and one financial feasibility analysis in providing backup power during an outage. This will be informed by a detailed and in-depth microgrid analysis at three selected facilities in the WRCOG subregion. Recognizing that there are multiple sites and facilities that will have similar resiliency strategies or solutions, the three selected facilities will act as a proxy for other critical facilities in the subregion. In order to do this, the facilities will be selected based on their criticality and repeatability across the region. The results from the detailed site analysis will be extrapolated and normalized according to facility criteria, which will then provide a central reference framework for scaling and replicating a list of energy resiliency strategies and solutions to other critical facilities in each WRCOG member jurisdiction. AECOM will also identify a long-term, aspirational energy resiliency vision for the subregion which will discuss the types and potential phasing and prioritization of strategy implementation.

Furthermore, the proposed bid will develop a business plan which will include grant funding opportunities, financing options, and other funding measures to support implementation of the identified projects and strategies. WRCOG staff will conduct outreach to member jurisdictions throughout the Plan development



process to provide updates. Additionally, member jurisdictions and its staff are encouraged to engage in developing the Plan to help ensure continued success. In developing the Plan, WRCOG will collaborate with its member jurisdictions, WCE, UCR CE-CERT, and community stakeholders, including local utility providers. The Plan can also be included as a component within WRCOG's existing efforts to develop a Regional Climate Adaption and/or Resiliency Template General Plan Element which will incorporate adaptation and resiliency strategies for battling the climate challenges.

**Next Steps**

Staff is requesting that the Administration & Finance Committee authorize the Executive Director to negotiate and execute a Professional Services Agreement between WRCOG and AECOM for the development of the Western Riverside County Energy Resiliency Plan.

Additionally, staff will coordinate with UCR CE-CERT to develop a Scope of Work that will outline CE-CERT's participation and tasks in assisting WRCOG with the development of the Plan. Since receipt of the grant award, UCR CE-CERT staff have been involved in the RFP development and review process, as well as in the evaluation of the bid proposals. Approximately \$40,000 of the grant proceeds have been set aside to compensate UCR CE-CERT staff for their participation and assistance in developing the Plan.

**Prior Action:**

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

**Fiscal Impact:**

All costs associated with this item will be paid from proceeds received through the California Resilience Challenge grant.

**Attachment:**

None.

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# Western Riverside Council of Governments Administration & Finance Committee

## Staff Report

**Subject:** Appointment of one WRCOG Representative to a SCAG Policy Committee

**Contact:** Rick Bishop, Executive Director, [rbshop@wrcog.us](mailto:rbshop@wrcog.us), (951) 405-6701

**Date:** December 9, 2020

*The purpose of this item is to provide a listing of elected officials who have expressed interest in serving on a SCAG Policy Committee, and to request that the Administration & Finance Committee provide a recommendation for an appointment to the Executive Committee for consideration.*

### **Requested Action:**

1. Recommend that the Executive Committee appoint one representative to a SCAG Policy Committee for a term commencing January 1, 2021, through December 31, 2022.

WRCOG's Executive Committee appoints a number of elected officials to represent the Agency and/or the subregion's interests on a number of committees. These include the following:

- California Association of Councils of Governments (CALCOG) (one appointment plus an alternate)
- Riverside County Solid Waste Advisory Council / Local Task Force (two appointments plus two alternates)
- SAWPA's One Water One Watershed (OWOW) Steering Committee (one appointment)
- San Diego Association of Governments' (SANDAG) Borders Committee (one appointment plus an alternate)
- Southern California Association of Governments (SCAG) Policy Committees (six appointments)

Per policy, all WRCOG appointees to committees serve for a two-year term. Current terms for WRCOG appointees expire on December 31, 2020.

Due to the recent election, one of the members appointed by the Executive Committee to a SCAG Policy Committee was not successful his bid for reelection; therefore, this appointment needs to be made.

WRCOG has notified the elected officials who initially expressed interest in a SCAG Policy Committee of the opportunity to serve. A listing of individuals who have expressed interest in serving as a WRCOG appointee will be presented at the meeting for consideration

Staff requests that the Administration & Finance Committee review the listing and forward an appointment recommendation to the Executive Committee for consideration. Agency policy is that priority in selection be given to elected officials who serve on WRCOG as Executive Committee members or alternates.

### **Prior Action:**

None.

**Fiscal Impact:**

None; stipends for attendance at SCAG meetings are provided by SCAG.

**Attachment:**

None.