



Western Riverside Council of Governments Administration & Finance Committee

SPECIAL MEETING REVISED AGENDA

**Note Adjusted
Start Time**

**Wednesday, May 12, 2021
11:30 a.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
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**Meeting ID: 875 4104 3680
Password: 459561**

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SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT

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

To follow the Order issued by the Governor, the Administration & Finance Committee meeting scheduled for Thursday, May 12, 2021, at 11:30 a.m. will be held by 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, 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 11:30 a.m. on May 10, 2021, at (951) 405-6703 or at 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 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 April 14, 2021, Administration & Finance Committee Meeting P. 1

Requested Action: 1. *Approve the Summary Minutes from the April 14, 2021, Administration & Finance Committee meeting.*

B. Finance Department Activities Update P. 5

Requested Action: 1. *Receive and file.*

C. Environmental Department Activities Update P. 11

Requested Action: 1. *Receive and file.*

D. Amendments to the PSAs for On-Call Planning Services P. 15

Requested Actions: 1. *Approve the Third Amendment to the Professional Services Agreement between WRCOG and WSP USA, Inc., for support to WRCOG in its update of the WRCOG Sustainability Framework, transportation planning, grant writing services, and WRCOG staff support activities to increase the total not to exceed amount from \$150,000 to \$350,000, extending the term of the Agreement through June 30, 2022.*

2. *Approve the Fourth Amendment to the Professional Services Agreement between WRCOG and Blais & Associates for support to WRCOG grant writing services assistance to increase the total not to exceed amount from \$350,000 to \$500,000, extending the term of the Agreement through June 30, 2022.*

3. *Approve the Fourth Amendment to the Professional Services Agreement between WRCOG and Fehr & Peers for support to WRCOG on transportation planning services to increase the total not to exceed amount from \$250,000 to \$325,000, extending the term of the Agreement through June 30, 2022.*
4. *Approve the Fourth Amendment to the Professional Services Agreement between WRCOG and National Community Renaissance of California for support to WRCOG staff in planning and housing-related activities to increase the total not to exceed amount from \$200,000 to \$275,000, extending the term of the Agreement through June 30, 2022.*
5. *Approve the Third Amendment to the Professional Services Agreement between WRCOG and PlaceWorks, Inc., for support to WRCOG in its economic and demographic forecasting services and general staff support activities to increase the total not to exceed amount from \$250,000 to \$450,000, extending the term of the Agreement through June 30, 2022.*

E. 2020-2021 CTNA Activities Update

P. 49

Requested Action: 1. *Receive and file.*

F. Preliminary Draft Fiscal Year 2021/2022 Agency Budget

P. 51

Requested Action: 1. *Recommend that the Executive Committee adopt Resolution Number 03-21; A Resolution of the Executive Committee of the Western Riverside Council of Governments adopting the Fiscal Year 2021/2022 Agency Budget.*

6. REPORTS / DISCUSSION

A. Nominations for WRCOG Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair Positions for Fiscal Year 2021/2022

P. 67

Requested Action: 1. *Provide recommendations to the Executive Committee for leadership positions of Chair, Vice-Chair, and 2nd Vice-Chair for Fiscal Year 2021/2022, to be considered and selected by the Executive Committee on June 7, 2021.*

7. REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR **Chris Gray**

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. CLOSED SESSION

PUBLIC EMPLOYEE APPOINTMENT pursuant to Section 54957
Title: Executive Director.

- 11. NEXT MEETING:** The next Administration & Finance Committee meeting is scheduled for Wednesday, June 9, 2021, at 12:00 p.m., on the Zoom platform. Committee members will have the option of attending this meeting in-person.

12. ADJOURNMENT

1. CALL TO ORDER

The meeting of the Administration & Finance Committee was called to order at 12:00 p.m. by Chair Kevin Bash on the Zoom virtual platform.

2. PLEDGE OF ALLEGIANCE

Committee member Brenda Dennstedt led members and guests in the Pledge of Allegiance.

3. ROLL CALL

Members present:

Mike Lara, City of Beaumont
Chris Barajas, City of Jurupa Valley
Brian Tisdale, City of Lake Elsinore
Victoria Baca, City of Moreno Valley
Kevin Bash, City of Norco (Chair)
Rita Rogers, City of Perris
Crystal Ruiz, City of San Jacinto
Ben Benoit, City of Wildomar
Karen Spiegel, County of Riverside, District 2
Chuck Washington, County of Riverside, District 3
Brenda Dennstedt, Western Municipal Water District (WMWD)

4. PUBLIC COMMENTS

There were no public comments.

5. CONSENT CALENDAR – (Wildomar / WMWD) 11 yes; 0 no; 0 abstention. Items 5.A through 5.F were approved.

A. Summary Minutes from the March 10, 2021, Administration & Finance Committee Meeting

Action: 1. *Approved the Summary Minutes from the March 10, 2021, 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. Amendment to the WRCOG / WCE Management Services Agreement

Action: 1. *Recommended that the Executive Committee approve a First Amendment to the Management Services Agreement between WRCOG and WCE.*

E. Approval of a PSA with David Wright Consultant, LLC for General Management Services

Action: 1. *Authorized the Executive Director to enter into a Professional Services Agreement between Western Riverside Council of Governments and David H. Wright Consultant, LLC, for General Management Services, not to exceed \$200,000, through December 31, 2021.*

F. Approval of a PSA with HBT Energy Management, LLC, for Electrical Power Resource Management Services

Action: 1. *Authorized the Executive Director to enter into a Professional Services Agreement between Western Riverside Council of Governments and HBT Energy Management, LLC, for Electrical Power Resources Management Services, not to exceed \$200,000, through December 31, 2021.*

6. REPORTS / DISCUSSION

A. I-REN Activities Update

Casey Dailey, WRCOG Director of Energy & Environmental Programs, reported that the Inland Regional Energy Network (I-REN) is a collaborative effort being led by WRCOG in partnership with the Coachella Valley Association of Governments (CVAG) and the San Bernardino Council of Governments (SBCOG).

RENs are California Public Utilities Commission (CPUC) approved entities led by local governments to provide energy efficiency program. Three RENs currently exist in the state of California.

I-REN would offer three programs: Public Sector, Workforce Education and Training, and Codes and Standards. WRCOG submitted the final Business Plan to the CPUC in February 2021. Staff estimates a review with potential approval of the Plan by end of the 2021 calendar year.

CVAG, SBCOG, and WRCOG are continuing their outreach to gather supplemental letters from additional agencies. These letters will be provided to the CPUC staff at a future meeting to update them on I-REN's vision for the region.

Both Riverside and San Bernardino Counties are including the I-REN as an element of their respective comprehensive Economic Development Strategy. If the CPUC approves the I-REN it is anticipated that a launch will occur in 2022.

Committee members expressed concern in WRCOG's reach and number of programs it is operating and requested an agenda item to review what WRCOG is doing as an organization as well as its mission statement.

Chris Gray, WRCOG Deputy Executive Director, responded that staff are in the process of updating WRCOG's Economic Development & Sustainability Framework, which guides the Agency in the types of programs it creates. Staff are currently seeking input from Executive Committee members on the update of the Framework and will schedule a review of programs with this Committee in the near future.

Action: 1. *Received and filed.*

B. A Look Forward for Fiscal Year 2021/2022

In the interest of time this item was not heard.

Action: 1. None.

C. WRCOG's Fiscal Year 2019/2020 Financial Audit

Andrew Ruiz, WRCOG Chief Financial Officer, introduced Terry Shea, Partner at Rogers, Anderson, Malody, and Scott (RAMS), to provide a report on WRCOG's Financial Audit.

Mr. Shea indicated that RAMS audited WRCOG's Financial Statements in conformity with U.S. Generally Accepted Auditing Standards. RAMS issued an unmodified opinion on the Fiscal Year 2019/2020 CAFR, which is the highest form of assurance an auditing firm can provide to its client and means that the Agency's financials are both in good form and the accounting practices are solid.

Mr. Ruiz added that WRCOG received the distinguished "Certificate of Achievement for Excellence in Financial Report" from the Government Finance Officers Association.

Action: 1. Received and filed.

D. 2021 General Assembly & Leadership Address Activities Update

Rachel Singer, WRCOG Program Manager, reported that the 30th Annual General Assembly & Leadership Address is scheduled for Thursday, June 24, 2021, from 4:00 to 5:00 p.m. The event will be hosted virtually, and the theme is Celebrating Resilience. A video mini-series will feature notable achievements throughout the subregion over the past year and the featured speaker is Daymond John, Founder / CEO of FUBU, Presidential Ambassador for Global Entrepreneurship, and star of ABC's Shark Tank.

Prior Outstanding Community Service Awards have been presented to various individuals, government entities, and non-profits. This year's awards will be presented at the June 7, 2021, Executive Committee meeting. The following nominees were submitted for discussion:

- Gurdwara Sahib Riverside (Sikh Temple in Jurupa Valley)
- The Jurupa District Lions Club
- For The People Task Force
- Council member Bridgette Moore, City of Wildomar
- Gerald Chase and the Cloverlane Foundation
- Veterans Paying it Forward
- Menifee Interfaith and Community Service Council
- Riverside Transit Agency
- Grant Yates

Nominees will be forwarded for approval by the Executive Committee at its May 3, 2021, meeting.

Actions: 1. Forwarded the following government agency to the Executive Committee for approval: Riverside Transit Agency.

(District 2 / Moreno Valley) 11 yes; 0 no; 0 abstention. Item 6.D.1 was approved.

2. Forwarded the following individual nominee to the Executive Committee for approval: Grant Yates.

(Perris / Lake Elsinore) 11 yes; 0 no; 0 abstention. Item 6.D.2 was approved.

3. Forwarded the following non-profit to the Executive Committee for

approval: Gurdwara Sahib Sikh Temple Riverside.

(Jurupa Valley / Lake Elsinore) 11 yes; 0 no; 0 abstention. Item 6.D.3 was approved.

4. *Forwarded the following non-profit to the Executive Committee for approval: For the People Taskforce.*

(District 2 / Jurupa Valley) 11 yes; 0 no; 0 abstention. Item 6.D.4 was approved.

E. WRCOG Investment Policy Update

In the interest of time this item was not heard.

Action: 1. None.

7. REPORT FROM THE DEPUTY EXECUTIVE DIRECTOR

Chris Gray reported that the May meeting will be a hybrid meeting and will allow for in-person attendance for Committee members only and online for guests.

Approximately 10 Executive Committee members have volunteered to participate in meetings to discuss the WRCOG Economic Development and Sustainability Framework update.

8. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

9. GENERAL ANNOUNCEMENTS

There were no general announcements.

10. CLOSED SESSION

There were no reportable actions.

10. NEXT MEETING: The next Administration & Finance Committee meeting is scheduled for Wednesday, May 12, 2021, at 12:00 p.m., on the Zoom platform. Committee members will have the option of attending this meeting in-person.

11. ADJOURNMENT: The meeting of the Administration & Finance Committee adjourned from Closed Session at 1:43 p.m.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Finance Department Activities Update

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

Date: May 12, 2021

The purpose of this item is to provide an update on the Agency Budget for Fiscal Year 2021/2022 and financials through March 2021.

Requested Action:

1. Receive and file.

Fiscal Year 2021/2022 Agency Budget Development Process

Staff is nearly finished with the development of the Fiscal Year 2021/2022 Agency Budget and presentations to the various WRCOG committees began in April with the Finance Directors Committee. The Executive Committee will review and consider approving the final draft Budget during its June meeting.

Financial Report Summary Through March 2021

The Agency Financial Report summary through March 2021, a monthly overview of WRCOG's financial statements in the form of combined Agency revenues and costs, is provided as Attachment 1.

Prior Action:

April 29, 2021: The Finance Directors 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 March 2021.

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Item 5.B

Finance Department Activities
Update

Attachment 1

Financial Report summary through
March 2021

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Western Riverside Council of Governments
Budget to Actuals
For the Month Ending March 31, 2021

	Approved Budget 6/30/2021	Thru Actual 3/31/2021	Remaining Budget 6/30/2021
Revenues and Transfers in			
Member Dues	311,410	286,640	24,770
Interest Revenue - Other	25,000	9,729	15,271
Operating Transfer In	2,208,432	1,656,324	552,108
Clean Cities	175,000	151,000	24,000
Solid Waste	112,970	112,970	-
Used Oil	376,396	376,396	-
Gas Company Revenue	108,400	83,667	24,733
Regional Streetlights Revenue	201,915	201,915	-
WRCOG HERO	136,290	58,530	77,760
PACE Residential	78,000	41,348	36,652
PACE Commercial	200,000	180,904	19,096
CA HERO	1,464,730	1,122,288	342,442
Commercial/Svcs - Admin Portion	41,137	53,934	(12,797)
Retail - Admin Portion	89,632	47,536	42,096
Industrial - Admin Portion	236,729	57,249	179,480
Single Family Residential - Admin Portion	652,270	946,582	(294,312)
Multi Family - Admin Portion	267,415	159,673	107,742
Commerical/Service	987,281	1,348,350	(361,069)
Retail	2,151,178	1,188,400	962,778
Industrial	5,681,507	1,431,226	4,250,281
Single Family Residential	15,654,486	23,664,550	(8,010,064)
Multi-Family	6,417,964	3,991,837	2,426,127
LTF Revenue	676,500	676,500	-
Grant Revenue	125,000	100,000	25,000
Adaptation Grant Revenue	409,894	101,277	308,617
Local Jurisdiction Match	100,000	90,000	10,000
Total Revenues and Transfers in	\$ 40,539,536	\$ 38,138,826	\$ 2,400,711
Expenses			
Salaries	2,053,769	1,445,517	608,252
Benefits	1,027,040	743,193	283,847
Overhead	1,443,294	1,082,471	360,824
Legal	285,600	460,373	(174,773)
Advertising Media	65,667	57,600	8,067
Audit Svcs - Professional Fees	35,000	27,825	7,175
Auto Fuels Expense	1,500	305	1,195
Auto Maintenance Expense	500	516	(16)
Bank Fees	33,885	1,880	32,005
Coffee and Supplies	3,000	2,533	467
COG HERO Share Expenses	5,000	760	4,240
Commissioner Per Diem	62,500	28,050	34,450
Communications - Web Site	8,000	12,144	(4,144)
Communications - Cellular Phones	13,500	9,381	4,119

Communications - Computer Services	53,000	27,404	25,596
Communications - Regular Phone	16,000	18,120	(2,120)
Computer Equipment/Supplies	13,000	2,835	10,165
Computer Hardware	10,000	7,813	2,187
Computer Software	80,500	24,519	55,981
Consulting Labor	2,268,780	1,117,717	1,151,063
Equipment Maintenance - General	8,000	1,250	6,750
Event Support	165,736	50,233	115,503
General Assembly Expenses	300,000	5,373	294,627
Insurance - Gen/Busi Liab/Auto	115,500	85,643	29,857
Meals	7,900	551	7,349
Meeting Support Services	9,250	305	8,945
Membership Dues	32,750	21,884	10,866
Office Lease	390,000	323,768	66,232
OPEB Repayment	110,526	110,526	-
Other Expenses	9,750	990	8,760
Parking Cost	20,000	19,282	718
Parking Validations	15,827	2,743	13,084
Postage	5,350	1,345	4,005
Printing Services	5,000	1,830	3,170
Program/Office Supplies	14,700	12,516	2,184
Recording Fee	173,525	69,397	104,128
Rent/Lease Equipment	20,000	7,038	12,962
Seminar/Conferences	10,650	457	10,193
Staff Recognition	1,000	675	325
Storage	9,500	5,170	4,330
Subscriptions/Publications	4,250	438	3,812
Supplies/Materials	75,478	13,340	62,138
Training	10,000	1,075	8,925
Travel - Mileage Reimbursement	11,250	358	10,892
TUMF Project Reimbursement	30,892,416	12,407,593	18,484,823
Total Expenses	\$ 40,468,538	\$ 18,214,735	\$ 22,253,803



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Environmental Department Activities Update

Contact: Kyle Rodriguez, Senior Analyst, krodriguez@wrcog.us, (951) 405-6721

Date: May 12, 2021

The purpose of this item is to provide program activity updates from the three programs housed in the Environmental Department.

Requested Action:

1. Receive and file.
-

Background

WRCOG's Environmental Department assists member agencies with addressing state mandates requiring education and outreach programs to reduce greenhouse gas (GHG) emissions. This Department houses three programs to meet California's goals: 1) the Solid Waste and Recycling Program, which assists in developing strategies to Reduce Short-Lived Climate Pollutants; 2) a Clean Cities Coalition which aims to cut petroleum use in the transportation sector through the integration of advanced alternative technologies including zero-emission vehicles (ZEV); and 3) a regional Used Oil Recycling Program, designed to promote the proper recycling and disposal of used motor oil, filters, and other household hazardous wastes (HHW).

Solid Waste and Recycling

The waste diversion goals set by California under legislation (AB 341, AB 1826, AB 827, and SB 1383,) require member agencies to implement techniques that promote resident and business recycling and organic recycling. To regionally address the measures, WRCOG formed the Solid Waste Committee (SWC) which consists of WRCOG member agencies, its partners, and the California Department of Resources Recycling and Recovery (CalRecycle).

Solid Waste Committee: On May 19, 2021, the Committee will meet virtually to receive legislative updates on SB 1383 and SB 619, as amended, Laird. Organic waste: reduction regulations. SB 619 would delay the effective date of SB 1383 regulations from January 1, 2022, until January 1, 2023. The Bill will prevent CalRecycle from assessing penalties against a local jurisdiction if the jurisdiction has made a "reasonable effort" to comply with the regulations. The qualifications for "reasonable effort" are not outlined in the Bill and would be determined by CalRecycle. The amended Bill has now been re-referred to the Committee on Environmental Quality.

Love your Neighborhood: The Pollution Prevention Initiative was brought to WRCOG as a collaboration effort from the Riverside County Flood Control & Water Conservation District. The program will support marketing and awareness on illegal disposal and littering, using online platforms. Program goals include quantifiable results tracking litter removal, increased pollution prevention, meeting objectives with the MS4 Permits, and complying with California mandates related to solid waste, recycling, and household hazardous waste, which align with WRCOG's Energy & Environmental Programs. The Riverside County Flood Control & Water

Conservation District approached WRCOG on program details, outlining a timeline and tasks listed below. This Program will encourage cleanup efforts in the subregion that will bring a sense of community and responsibility to keep neighborhoods clean and beautiful. Online methods will be developed for quantifiable waste diversion tonnages after cleanups which will be used for reporting in the future. WRCOG and Riverside County Flood Control will conduct informational meetings with member agencies to encourage participation and support for this Program.

Clean Cities Coalition

The Western Riverside County Clean Cities Coalition brings together local government and private industries to expand the use of alternatives to petroleum fuel, thereby reducing GHG emissions under state goals of AB 32.

Community Transportation Needs Assessment: In 2020, WRCOG was awarded a Community Transportation Needs Assessment (CTNA) voucher by the California Air Resources Board Clean Mobility Options Voucher Pilot Program (CMO). The CTNA seek to identify the unmet community mobility needs of low-income and disadvantaged communities and develop sustainable solutions in partnership with its residents. WRCOG has partnered with the zero-emission carshare company, EViaShare, and WRCOG staff will be seeking input from community members in three cities: Corona, Moreno Valley, and San Jacinto, as well as neighboring California Native American Tribes such as the Morongo Band of Mission Indians, Pechanga Band of Luiseño Indians, and Soboba Band of Luiseño Indians. CMO is part of California Climate Investments (CCI), a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities.

SoCal AltCar Live: The Coalition held its third virtual AltCar Live on April 21, 2021. The mission of SoCal AltCar is structured for legislators, municipalities, fleet managers, sustainability directors, and members of the public, to increase awareness and knowledge of alternative fuel vehicles (AFV). The event hosted two panel sessions with a virtual networking session in the morning and afternoon. Panel one, Agency Updates, was moderated by the Southern California Association of Governments (SCAG), and included speakers from the Governor's Office of Business and Economic Development and the California Energy Commission (CEC). The second panel highlighted the region's best practices and case studies, moderated by the University of California, Riverside's Center for Environmental Research and Technology (CE-CERT), City of Riverside Public Utilities, SCE, and StratosFuel. For Earth Day, the Coalition partnered with Plug-in America and demonstrated virtual field trips, ride and drives, and other vehicle demonstrations.

The Coalition held two previous AltCar Live sessions in June and October 2020. The AltCar series featured agency updates from the California Air Resources Board, South Coast Air Quality Management District, California Energy Commission, and more, with extended questions and answers from participants.

Used Oil & Household Hazardous Wastes

Virtual Used Oil Exchange Events: In light of COVID-19, WRCOG has developed a new process to engage the public on motor oil recycling with safety and health in mind. Digital campaigns are being utilized to educate the public on where to properly recycle their used oil and exchange old filters for free new ones. Members of the public participate via Facebook by clicking an advertisement that will open an online survey, at which time participants will receive a voucher upon completion. The voucher will provide the date, time, and instructions for participation, and must be presented at the auto store to complete the filter exchange. Exchanges will be available on Saturdays and Sundays during available store hours to minimize pedestrian traffic and lines. Staff corresponds with each auto parts store before events confirming safety measures and procedures are in place.

The following is a list of “completed” virtual Used Oil & Filter Exchange Events:

Date	Event	Location	Oil Filters
2/6/21 – 2/7/21	Oil & Filter Event	Lake Elsinore	70
2/20/21 – 2/21/21	Oil & Filter Event	Menifee	34
2/27/21 – 2/28/21	Oil & Filter Event	Murrieta	50
3/6/21 – 3/7/21	Oil & Filter Event	Riverside	131
3/13/21 – 3/14/21	Oil & Filter Event	Banning	63
3/20/21 – 3/21/21	Oil & Filter Event	Corona	33
3/27/21 – 3/28/21	Oil & Filter Event	Jurupa Valley	70
4/3/21 – 4/4/21	Oil & Filter Event	Perris	44
4/17/21 – 4/18/21	Oil & Filter Event	San Jacinto	27
5/1/21 – 5/2/21	Oil & Filter Event	Temecula	N/A

The following is a list of “upcoming” virtual Used Oil & Filter Exchange Events:

Date	Event	Location
5/15/21 – 5/16/21	Oil & Filter Event	Riverside
5/29/21 – 5/30/21	Oil & Filter Event	Calimesa
6/5/21 – 6/6/21	Oil & Filter Event	Norco
6/12/21 – 6/13/21	Oil & Filter Event	Eastvale

Prior Action:

March 1, 2021: The Executive Committee received and filed.

Fiscal Impact:

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

Attachment:

None.

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Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Amendments to the PSAs for On-Call Planning Services

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

Date: May 12, 2021

The purpose of this item is to request approvals of Amendments to existing Professional Services Agreements (PSA) for On-Call Planning Services with the following firms: WSP USA, Inc., Blais & Associates (B&A), Fehr & Peers (F&P), National Community Renaissance of California (National CORE), and PlaceWorks, Inc.

Requested Actions:

1. Approve the Third Amendment to the Professional Services Agreement between WRCOG and WSP USA, Inc., for support to WRCOG in its update of the WRCOG Sustainability Framework, transportation planning, grant writing services, and WRCOG staff support activities to increase the total not to exceed amount from \$150,000 to \$350,000, extending the term of the Agreement through June 30, 2022.
2. Approve the Fourth Amendment to the Professional Services Agreement between WRCOG and Blais & Associates for support to WRCOG grant writing services assistance to increase the total not to exceed amount from \$350,000 to \$500,000, extending the term of the Agreement through June 30, 2022.
3. Approve the Fourth Amendment to the Professional Services Agreement between WRCOG and Fehr & Peers for support to WRCOG on transportation planning services to increase the total not to exceed amount from \$250,000 to \$325,000, extending the term of the Agreement through June 30, 2022.
4. Approve the Fourth Amendment to the Professional Services Agreement between WRCOG and National Community Renaissance of California for support to WRCOG staff in planning and housing-related activities to increase the total not to exceed amount from \$200,000 to \$275,000, extending the term of the Agreement through June 30, 2022.
5. Approve the Third Amendment to the Professional Services Agreement between WRCOG and PlaceWorks, Inc., for support to WRCOG in its economic and demographic forecasting services and general staff support activities to increase the total not to exceed amount from \$250,000 to \$450,000, extending the term of the Agreement through June 30, 2022.

On-Call Planning Services Background

In July 2017, the Administration & Finance Committee received a report on the selection of 14 qualified consulting firms / teams for WRCOG On-Call Planning activities. Shortly after, WRCOG executed PSAs with the qualified firms / teams.

The need for WRCOG On-Call Planning activities is evident as WRCOG continues to receive requests from member agencies for assistance on a variety of disciplines related to jurisdictions' planning efforts. WRCOG identified disciplines to provide direct assistance to its member agencies and has utilized some of the qualified firms / teams for On-Call Planning activities.

Per WRCOG's policy, the Executive Director has single signature authority for contracts up to \$100,000. Contracts between \$100,001 and \$200,000 are to be approved by the Administration & Finance Committee, and Contracts amounting to larger than \$200,000 are to be approved by the Executive Committee.

On-Call Planning Professional Services – Third Amendment to WSP Agreement

WRCOG entered into a PSA for On-Call Planning Professional Services with WSP in July 2017. This Agreement incorporated duties in Transportation Planning, Grant Writing Assistance, Economic and Demographic Forecasting, and WRCOG Staff Support the Transportation Planning, TUMF Program, and Active Transportation disciplines. WSP has provided WRCOG continued support and advisory services on the TUMF Program and updates. WSP is also providing assistance to WRCOG on the update of the Economic Development and Sustainability Framework.

In June 2019, the Administration & Finance Committee approved the First Amendment to the PSA to increase the not to exceed dollar amount from \$50,000 to \$150,000. In May 2020, the Administration & Finance Committee approved the Second Amendment to the PSA to extend the term of the Agreement through June 30, 2021. In order to allow WSP to continue providing transportation planning assistance and Sustainability Framework assistance to WRCOG and its member agencies on an as needed basis, the contract amount is amended to increase the not to exceed amount to \$350,000 and extend the term of the Agreement through June 30, 2022.

On-Call Planning Professional Services – Fourth Amendment to B&A Agreement

WRCOG entered into a PSA for On-Call Planning Professional Services with B&A in July 2017. This Agreement incorporated duties in the Grant Writing Assistance disciplines. In December 2017, the Executive Committee approved an expansion of the Grant Writing Assistance Program, triggering a need to increase but not to exceed the budget of B&A in order for the firm to continue providing assistance. As the Grant Writing Assistance Program has expanded, B&A has provided grant writing assistance to a number of WRCOG member agencies, and will continue with this assistance, especially in the area of Active Transportation. B&A has also provided advisory services to member agencies in pursuit of grant opportunities and finding the right fit.

In April 2018, the Administration & Finance Committee approved the First Amendment to the PSA to increase the not to exceed dollar amount from \$50,000 to \$100,000. In June 2019, the Administration & Finance Committee approved the Second Amendment to the PSA to increase the not to exceed dollar amount from \$100,000 to \$200,000. In June 2020, the Executive Committee approved the Third Amendment to the PSA to increase the not to exceed dollar amount from \$200,000 to \$350,000. In order to allow B&A to continue providing on-call assistance as it relates to active transportation, transportation, planning, and housing disciplines, the contract amount is amended to increase the not to exceed amount to \$500,000 and extend the term of the Agreement through June 30, 2022. WRCOG has received REAP grant funding through SCAG to assist member agencies in developing applications for housing-specific grant funding. This REAP funding will supplement some of WRCOG's Grant Writing Assistance Program.

On-Call Planning Professional Services – Fourth Amendment to F&P Agreement

WRCOG entered into a PSA for On-Call Planning Professional Services with F&P in July 2017. This Agreement incorporated duties in the Transportation Planning, TUMF Program, and Active Transportation disciplines. F&P has assisted WRCOG in a review of the communications strategy for the TUMF Program, implementing an interactive user interface of the TUMF Network online, and providing transportation planning assistance related to the "Move I-15 Through Temecula Valley Regional Task Force" by conducting traffic pattern analysis along the I-15 corridor. F&P has provided continued assistance to WRCOG and its member jurisdictions in Senate Bill (SB) 743 implementation assistance.

In April 2018, the Administration & Finance Committee approved the First Amendment to the PSA to increase the not to exceed dollar amount from \$50,000 to \$100,000. In June 2019, the Administration & Finance Committee approved the Second Amendment to the PSA to increase the not to exceed dollar amount from

\$100,000 to \$200,000. In June 2020, the Executive Committee approved the Third Amendment to the PSA to increase the not to exceed dollar amount from \$200,000 to \$250,000. In order to allow F&P to continue to provide transportation planning assistance and SB 743 implementation assistance to WRCOG member agencies on an as needed basis, the contract amount is amended to increase the not to exceed amount to \$325,000 and extend the term of the Agreement through June 30, 2022.

On-Call Planning Professional Services – Fourth Amendment to National CORE Agreement

WRCOG entered into a PSA for On-Call Planning Professional Services with National CORE in July 2017. This Agreement incorporated duties in the WRCOG staff support and Grant Writing assistance disciplines. National CORE has assisted WRCOG in the Experience Phase I study, grant writing support, CAPtivate 2.0—Subregional Climate Action Plan update, Resilient IE—Regional Climate Adaptation Toolkit, and Planning Directors Committee support.

In February 2019, the First Amendment to the PSA was executed under the Executive Director's Single Signature Authority and increased the not to exceed dollar amount from \$50,000 to \$100,000. In June 2019, the Administration & Finance Committee approved the Second Amendment to the PSA to increase the not to exceed dollar amount from \$100,000 to \$200,000. In June 2020, the Executive Committee approved the Third Amendment to the PSA to extend the term of the Agreement through June 30, 2020. Based on WRCOG staff time and grant funding received, and to allow National CORE to continue to assist WRCOG in the following tasks: Experience Phase II Implementation, CAPtivate 2.0—Subregional Climate Action Plan update, Resilient IE—Regional Climate Adaptation Toolkit, Grant Writing Support, and Planning Directors Committee support, the contract amount is amended to increase the not to exceed amount to \$275,000 and the term of the Agreement is being extended through June 30, 2022.

On-Call Planning Professional Services – Third Amendment to PlaceWorks, Inc., Agreement

WRCOG entered into a PSA for On-Call Planning Professional Services with PlaceWorks in July 2017. This Agreement incorporated duties in the Staff Support and Economic and Demographic Forecasting disciplines. PlaceWorks has provided technical services to WRCOG throughout Fiscal Year 2020/2021 to develop socio-economic data for all of Riverside County, specifically for the development of the County-wide transportation analysis model, RIVCOM. PlaceWorks also assisted some WRCOG member jurisdictions in reviewing data and providing feedback for the SCAG Regional Transportation Plan / Sustainable Communities Strategy socio-economic data review. Lastly, PlaceWorks has also provided WRCOG staff support assistance with content, topics, and presentations for Committee meetings.

In June 2019, the Administration & Finance Committee approved the First Amendment to the PSA to increase the not to exceed dollar amount from \$50,000 to \$150,000. In June 2020, the Executive Committee approved the Second Amendment to the PSA to increase the not to exceed dollar amount from \$150,000 to \$250,000. In order to allow PlaceWorks to continue providing assistance as it relates to technical services in socio-economic data development and refinement and project management of projects and studies WRCOG will be undertaking, the contract amount is amended to increase the not to exceed amount to \$450,000 and extend the term of the Agreement through June 30, 2022.

Prior Actions:

June 1, 2020: The Executive Committee approved 1) the Third Amendment to the Professional Services Agreement between WRCOG and Blais & Associates for support to WRCOG grant writing services assistance to increase the total not to exceed amount from \$200,000 to \$350,000, extending the term of the Agreement through June 30, 2021; 2) the Third Amendment to the Professional Services Agreement between WRCOG and Fehr & Peers for support to WRCOG on transportation planning services to increase the total not to exceed amount from \$200,000 to \$250,000, extending the term of the Agreement through June 30, 2021; 3) the Third Amendment to the Professional Services Agreement between WRCOG and National Community Renaissance of California for

support to WRCOG staff in planning and housing-related activities, extending the term of the Agreement through June 30, 2021; and 4) the Second Amendment to the Professional Services Agreement between WRCOG and PlaceWorks, Inc., for support to WRCOG in its economic and demographic forecasting services and general staff support activities to increase the total not to exceed amount from \$150,000 to \$250,000, extending the term of the Agreement through June 30, 2021.

May 13, 2020:

The Administration & Finance approved the Second Amendment to the Professional Services Agreement between WRCOG and WSP USA, Inc., for support to WRCOG in its Transportation Planning, Grant Writing Assistance, Economic and Demographic Forecasting, and general WRCOG staff support activities to extend the term of the Agreement through June 30, 2021.

Fiscal Impact:

Expenditures for On-Call Planning Services are included in the Fiscal Year 2020/2021 and 2021/2022 Agency Budgets under the Transportation Department.

Attachments:

1. Third Amendment to the Professional Services Agreement between WRCOG and WSP USA, Inc.
2. Fourth Amendment to the Professional Services Agreement between WRCOG and Blais & Associates.
3. Fourth Amendment to the Professional Services Agreement between WRCOG and Fehr & Peers.
4. Fourth Amendment to the Professional Services Agreement between WRCOG and National Community Renaissance of California.
5. Third Amendment to the Professional Services Agreement between WRCOG and PlaceWorks, Inc.

Item 5.D

Amendments to the PSAs for On-Call
Planning Services and the
Subregional Climate Action Plan

Attachment 1

Third Amendment to the Professional
Services Agreement between WRCOG
and WSP USA, Inc.

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**THIRD AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
WSP USA, INC.**

1. PARTIES AND DATE.

This Third Amendment is made and entered into this 7th day of June, 2021, by and between the Western Riverside Council of Governments, a California public agency ("WRCOG") and WSP USA Inc. ("Consultant"), a New York Corporation ("Consultant"). WRCOG and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Master Agreement.

WRCOG and Consultant have entered into that certain Professional Services Agreement dated July 15, 2017 ("Master Agreement").

2.2 First Amendment.

WRCOG and Consultant entered into a First Amendment for the purposes of providing additional compensation for on-call planning services as it pertains to Transportation Planning, Grant Writing Assistance, Economic and Demographic Forecasting, and WRCOG Staff Support, and extending the term of the Master Agreement.

2.3 Second Amendment.

WRCOG and Consultant entered into a Second Amendment for the purposes of extending the term of the Master Agreement.

2.4 Third Amendment.

WRCOG and Consultant desire to enter into this Third Amendment for the purposes of providing additional compensation for on-call planning services as it pertains to assisting with the WRCOG Sustainability Framework, Transportation Planning, Grant Writing Assistance, Economic and Demographic Forecasting, and WRCOG Staff Support ("Services"), and extending the term of the Master Agreement.

3. TERMS.

3.1 Additional Compensation.

The maximum compensation for Services performed under this Third Amendment shall not exceed Two-Hundred Thousand Dollars (\$200,000) without written approval of WRCOG's Executive Director. Work shall be performed in manner that is consistent with the Scope of Services and Compensation set forth in Exhibits "A" and "B", respectively, to the Master

Agreement. The Services shall be more particularly described in the individual Task Order issued by WRCOG or its designee. No Services shall be performed unless authorized by a fully executed Task Order.

The total not-to-exceed-value of the Master Agreement, the First Amendment, the Second Amendment and this Third Amendment shall be increased from One-Hundred Fifty Thousand Dollars (\$150,000) to Three-Hundred Fifty Thousand Dollars (\$350,000).

3.2 Term.

The term of the Master Agreement shall be amended to extend the term to June 30, 2022, (the "Third Extended Term"), unless earlier terminated as provided in the Master Agreement.

3.3 Continuation of Existing Provisions.

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

3.4 Counterparts.

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

3.5 Electronic Delivery of Amendment; Electronic Signatures.

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

[Signatures on the following page]

SIGNATURE PAGE TO
THIRD AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
WSP USA, INC.

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

WRCOG

CONSULTANT

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

WSP USA, INC.

By: _____
Rick Bishop
Executive Director

By: _____
Jason Majzoub
Area Manager

Approved to Form:

By: _____
Steven C. DeBaun
General Counsel

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Item 5.D

Amendments to the PSAs for On-Call
Planning Services and the
Subregional Climate Action Plan

Attachment 2

Fourth Amendment to the Professional
Services Agreement between WRCOG
and Blais & Associates

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**FOURTH AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
BLAIS & ASSOCIATES, INC.**

1. PARTIES AND DATE.

This Fourth Amendment is made and entered into this 7th day of June, 2021, by and between the Western Riverside Council of Governments, a California public agency ("WRCOG"), and Blais and Associates, Inc., a Texas S-Corporation ("Consultant"). WRCOG and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Master Agreement.

WRCOG and Consultant have entered into that certain Professional Services Agreement dated July 31, 2017 ("Master Agreement").

2.2 First Amendment.

WRCOG and Consultant entered into a First Amendment of the Master Agreement for the purpose of providing additional compensation for grant writing assistance.

2.3 Second Amendment.

WRCOG and Consultant entered into a Second Amendment for the purposes of providing additional compensation for on-call planning services as it pertains to grant writing assistance and extending the term of the Master Agreement.

2.4 Third Amendment.

WRCOG and Consultant entered into a Third Amendment for the purposes of providing additional compensation for on-call planning services as it pertains to grant writing assistance and extending the term of the Master Agreement.

2.5 Fourth Amendment.

WRCOG and Consultant desire to enter into this Fourth Amendment for the purposes of providing additional compensation for on-call planning services as it pertains to grant writing assistance ("Services") and extending the term of the Master Agreement.

3. TERMS.

3.1 Additional Compensation.

The maximum compensation for Services performed under this Fourth Amendment shall not exceed One-Hundred Fifty Thousand Dollars (\$150,000) without written approval of WRCOG's Executive Director. Work shall be performed in a manner that is consistent with the Scope of Services and Compensation set forth in Exhibits "A" and "B", respectively, to the Master Agreement. The Services shall be more particularly described in the individual Task Order issued by WRCOG or its designee. No Services shall be performed unless authorized by a fully executed Task Order.

The total not-to-exceed-value of the Master Agreement, the First Amendment, the Second Amendment, the Third Amendment and this Fourth Amendment shall be increased from Three-Hundred Fifty Thousand Dollars (\$350,000) to Five-Hundred Thousand Dollars (\$500,000).

3.2 Term.

The term of the Master Agreement shall be amended to extend the term to June 30, 2022, (the "Third Extended Term"), unless earlier terminated as provided in the Master Agreement.

3.3 Continuation of Existing Provisions.

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

3.4 Counterparts.

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

3.5 Electronic Delivery of Amendment; Electronic Signatures.

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

[Signatures on the following page]

SIGNATURE PAGE TO
FOURTH AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
BLAIS & ASSOCIATES, INC.

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

WRCOG

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

CONSULTANT

BLAIS & ASSOCIATES, INC.

By: _____
Rick Bishop
Executive Director

By: _____
Neil Blais
President

Approved to Form:

By: _____
Steven C. DeBaun
General Counsel

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Item 5.D

Amendments to the PSAs for On-Call
Planning Services and the
Subregional Climate Action Plan

Attachment 3

Amendment to the Professional Services
Agreement between WRCOG and Fehr
& Peers

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**FOURTH AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
FEHR AND PEERS**

1. PARTIES AND DATE.

This Fourth Amendment is made and entered into this 7th day of June, 2021, by and between the Western Riverside Council of Governments, a California public agency ("WRCOG"), and Fehr and Peers, a California Sub Chapter S-Corporation ("Consultant"). WRCOG and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Master Agreement.

WRCOG and Consultant have entered into that certain Professional Services Agreement dated July 30, 2017 ("Master Agreement").

2.2 First Amendment.

WRCOG and Consultant entered into a First Amendment of the Master Agreement for the purpose of providing additional transportation planning services as it relates to the WRCOG TUMF Program and responding to requests and questions on the TUMF Program from WRCOG member jurisdictions.

2.3 Second Amendment.

WRCOG and Consultant entered into a Second Amendment for the purposes of providing additional compensation for On-Call Planning services as it pertains to transportation planning services as it relates to the WRCOG TUMF Program ("Services") and extending the term of the Master Agreement.

2.4 Third Amendment.

WRCOG and Consultant entered into a Third Amendment for the purposes of providing additional compensation for On-Call Planning services as it pertains to transportation planning services as it relates to the WRCOG TUMF Program and providing assistance to local jurisdictions as it pertains to implementation of Senate Bill 743 and extending the term of the Master Agreement.

2.5 Fourth Amendment.

WRCOG and Consultant desire to enter into this Fourth Amendment for the purposes of providing additional compensation for Services, and extending the term of the Master Agreement.

3. TERMS.

3.1 Additional Compensation.

The maximum compensation for Services performed under this Fourth Amendment shall not exceed Seventy-Five Thousand Dollars (\$75,000) without written approval of WRCOG's Executive Director. Work shall be performed in manner that is consistent with the Scope of Services and Compensation set forth in Exhibits "A" and "B", respectively, to the Master Agreement. The Services shall be more particularly described in the individual Task Order issued by WRCOG or its designee. No Services shall be performed unless authorized by a fully executed Task Order.

The total not-to-exceed-value of the Master Agreement, the First Amendment, Second Amendment, Third Amendment and this Fourth Amendment shall be increased from Two-Hundred Fifty Thousand Dollars (\$250,000) to Three-Hundred Twenty-Five Thousand Dollars (\$325,000).

3.2 Term.

The term of the Master Agreement shall be amended to extend the term to June 30, 2022, (the "Third Extended Term"), unless earlier terminated as provided in the Master Agreement.

3.3 Continuation of Existing Provisions.

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

3.4 Counterparts.

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

3.5 Electronic Delivery of Amendment; Electronic Signatures.

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

[Signatures on the following page]

SIGNATURE PAGE TO
FOURTH AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
FEHR AND PEERS

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

WRCOG

CONSULTANT

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

FEHR AND PEERS

By: _____
Rick Bishop
Executive Director

By: _____
Jason Pack
Principal

Approved to Form:

By: _____
Steven C. DeBaun
General Counsel

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Item 5.D

Amendments to the PSAs for On-Call
Planning Services and the
Subregional Climate Action Plan

Attachment 4

Fourth Amendment to the Professional
Services Agreement between WRCOG
and National Community Renaissance of
California

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**FOURTH AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
NATIONAL COMMUNITY RENAISSANCE OF CALIFORNIA**

1. PARTIES AND DATE.

This Fourth Amendment is made and entered into this 7th day of June, 2021, by and between the Western Riverside Council of Governments, a California public agency ("WRCOG"), and National Community Renaissance of California, a 501(c)(3) not-for-profit public benefit corporation ("Consultant"). WRCOG and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Master Agreement.

WRCOG and Consultant have entered into that certain Professional Services Agreement dated July 1, 2017 ("Master Agreement").

2.2 First Amendment.

WRCOG and Consultant entered into a First Amendment for the purpose of modifying the Scope of Services as defined in the Master Agreement, for Experience Phase II Implementation, CAPtivate 2.0—Subregional Climate Action Plan update, Resilient IE—Regional Climate Adaptation Toolkit, Grant Writing Support, and Planning Directors Committee Support, and providing additional compensation for the performance of the existing and additional services.

2.3 Second Amendment.

WRCOG and Consultant entered into a Second Amendment for the purposes of providing additional compensation for on-call planning services as it pertains to services for CAPtivate 2.0—Subregional Climate Action Plan update, Resilient IE—Regional Climate Adaptation Toolkit, and Planning Directors Committee Support ("Services"), and extending the term of the Master Agreement.

2.4 Third Amendment.

WRCOG and Consultant desire to enter into a Third Amendment for the purposes of extending the term of the Master Agreement.

2.5 Fourth Amendment.

WRCOG and Consultant desire to enter into this Fourth Amendment for the purposes of providing additional compensation for Services, and extending the term of the Master Agreement.

3. TERMS.

3.1 Additional Compensation.

The maximum compensation for Services performed under this Fourth Amendment shall not exceed Seven-Five Thousand Dollars (\$75,000) without written approval of WRCOG's Executive Director. Work shall be performed in manner that is consistent with the Scope of Services and Compensation set forth in Exhibits "A" and "B", respectively, to the Master Agreement. The Services shall be more particularly described in the individual Task Order issued by WRCOG or its designee. No Services shall be performed unless authorized by a fully executed Task Order.

The total not-to-exceed-value of the Master Agreement, the First Amendment, the Second Amendment, the Third Amendment and this Fourth Amendment shall be increased from Two-Hundred Thousand Dollars (\$200,000) to Two-Hundred Seventy-Five Thousand Dollars (\$275,000).

3.2 Term.

The term of the Master Agreement shall be amended to extend the term to June 30, 2022, (the "Third Extended Term"), unless earlier terminated as provided in the Master Agreement.

3.3 Continuation of Existing Provisions.

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

3.4 Counterparts.

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

3.5 Electronic Delivery of Amendment; Electronic Signatures.

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

[Signatures on the following page]

SIGNATURE PAGE TO
FOURTH AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
NATIONAL COMMUNITY RENAISSANCE OF CALIFORNIA

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

WRCOG

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

By: _____
Rick Bishop
Executive Director

CONSULTANT

NATIONAL COMMUNITY RENAISSANCE
OF CALIFORNIA

By: _____
Alexa Washburn
Vice President of Policy & Planning

Approved to Form:

By: _____
Steven C. DeBaun
General Counsel

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Item 5.D

Amendments to the PSAs for On-Call
Planning Services and the
Subregional Climate Action Plan

Attachment 5

Third Amendment to the Professional
Services Agreement between WRCOG
and PlaceWorks, Inc.

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**THIRD AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
PLACEWORKS, INC.**

1. PARTIES AND DATE.

This Third Amendment is made and entered into this 7th day of June, 2021, by and between the Western Riverside Council of Governments, a California public agency ("WRCOG") and PlaceWorks, Inc., a California S-Corporation ("Consultant"). WRCOG and Consultant are sometimes individually referred to as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Master Agreement.

WRCOG and Consultant have entered into that certain Professional Services Agreement dated July 24, 2017 ("Master Agreement").

2.2 First Amendment.

WRCOG and Consultant entered into a First Amendment for the purposes of providing additional compensation for on-call planning services as it pertains to WRCOG Staff Support and Economic and Demographic Forecasting ("Services"), and extending the term of the Master Agreement.

2.3 Second Amendment.

WRCOG and Consultant entered into a Second Amendment for the purposes of providing additional compensation for Services, and extending the term of the Master Agreement.

2.4 Third Amendment.

WRCOG and Consultant desire to enter into this Third Amendment for the purposes of providing additional compensation for Services, and extending the term of the Master Agreement.

3. TERMS.

3.1 Additional Compensation.

The maximum compensation for Services performed under this Third Amendment shall not exceed Two-Hundred Thousand Dollars (\$200,000) without written approval of WRCOG's Executive Director. Work shall be performed in manner that is consistent with the Scope of Services and Compensation set forth in Exhibits "A" and "B", respectively, to the Master Agreement. The Services shall be more particularly described in the individual Task Order

issued by WRCOG or its designee. No Services shall be performed unless authorized by a fully executed Task Order.

The total not-to-exceed-value of the Master Agreement, the First Amendment, the Second Amendment and this Third Amendment shall be increased from Two-Hundred Fifty Thousand Dollars (\$250,000) to Four-Hundred Fifty Thousand Dollars (\$450,000).

3.2 Term.

The term of the Master Agreement shall be amended to extend the term to June 30, 2022, (the "Third Extended Term"), unless earlier terminated as provided in the Master Agreement.

3.3 Continuation of Existing Provisions.

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

3.4 Counterparts.

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

3.5 Electronic Delivery of Amendment; Electronic Signatures.

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

[Signatures on the following page]

SIGNATURE PAGE TO
THIRD AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
AND
PLACEWORKS, INC.

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

WRCOG

WESTERN RIVERSIDE COUNCIL
OF GOVERNMENTS

By: _____
Rick Bishop
Executive Director

CONSULTANT

PLACEWORKS, INC.,
a California S-Corporation

By: _____
Karen Gulley
Principal

Approved to Form:

By: _____
Steven C. DeBaun
General Counsel

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Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: 2020-2021 CTNA Activities Update

Contact: Kyle Rodriguez, Senior Analyst, krodriguez@wrcog.us, (951) 405-6721

Date: May 12, 2021

The purpose of this item is to provide an update on the Clean Cities Coalition's Community Transportation Needs Assessment (CTNA) Voucher awarded by the California Air Resources Board Clean Mobility Options Voucher Pilot Program.

Requested Action:

1. Receive and file.

Background

The Western Riverside County Clean Cities Coalition seeks to integrate advanced technology with alternative fuels and infrastructure in transportation. The California Air Resources Board, on behalf of California Climate Resources, in cooperation with the Program Administrator team of The Local Government Commission, CALSTART, Inc., Shared-Use Mobility Center, and Grid Alternatives, will seek to ensure that all Californians benefit equitably from advances in clean transportation, especially those who live in the areas of California most severely impacted by air pollution. In 2020, WRCOG was awarded a CTNA voucher by the California Air Resources Board Clean Mobility Options Voucher Pilot Program (CMO).

Community Transportation Needs Assessment

The CTNA seeks to identify unmet community mobility needs of low-income and disadvantaged communities and develop sustainable solutions in partnership with its residents. WRCOG has partnered with the zero-emission carshare, EViaShare, to conduct the CTNA. EViaShare will be seeking input from community members through July in three cities: Corona, Moreno Valley, and San Jacinto, as well as neighboring California Native American Tribes such as the Morongo Band of Mission Indians, Pechanga Band of Luiseño Indians, and Soboba Band of Luiseño Indians. CMO is part of California Climate Investments (CCI), a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities.

Communities and neighborhoods within this proposed assessment are suburban, less urbanized, less densely populated, and therefore lack robust public transit options often associated with major urban communities. The assessment will be conducted through a community organizing approach. A stakeholder group will be formed to include residents, affordable housing developers, environmental justice advocates, academics, and business owners. The group will develop a survey tool and a community outreach strategy that includes digital and social media, workshops (virtual), phone surveys, and one-on-one interviews. Communications will be multi-lingual and culturally relevant. The first Community Workshop was held on April 28, 2021, via Zoom, and included discussion on the CTNA, mobility options, EViaShare, a question-and-answer segment, community discussion, and concluding remarks on the survey.

The CTNA Voucher will describe how many people were engaged in the Community Engagement Plan, and will include general demographics (age, race, etc.). The assessment will illustrate underlying causes in transportation within the project area, and potential solutions through community carshare.

CTNA Vouchers, or needs assessments, are nine months in duration and have substantial impacts – CTNA vouchers help identify and understand unmet mobility needs of communities and develop solutions in collaboration with residents to best address those needs. CTNA Vouchers are a response to the California Air Resources Board SB 350 Barriers Report process and the Greenlining Institute's Mobility Equity Framework which emphasized that resident engagement is critical in ensuring mobility services respond to community needs, to create proposed mobility services. Thus, all CMO applications require a needs assessment.

Prior Action:

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

Fiscal Impact:

California Air Resources Board has awarded WRCOG's Clean Cities Coalition a 2020 Community Transportation Needs Assessment Voucher under the Clean Mobility Options Voucher Pilot Program with an approved budget of \$48,600.

Attachment:

None.



Western Riverside Council of Governments

Administration & Finance Committee

Staff Report

Subject: Preliminary Draft Fiscal Year 2021/2022 Agency Budget

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

Date: May 12, 2021

The purpose of this item is to present the Agency's preliminary draft Budget for Fiscal Year (FY) 2021/2022 and seek input from Committee members.

Requested Action:

1. Recommend that the Executive Committee adopt Resolution Number 03-21; A Resolution of the Executive Committee of the Western Riverside Council of Governments adopting the Fiscal Year 2021/2022 Agency Budget.

WRCOG's annual Budget is adopted every June by its General Assembly. Due to COVID-19, this year's General Assembly will be held virtually and the Executive Committee will be asked at its June 7, 2021, meeting to act on behalf of the General Assembly to adopt the Agency Budget. Before adoption, the draft Budget is vetted through WRCOG's committees for comment and direction. The Budget is assembled by the Agency Departments: Administration, Energy, Environmental, and Transportation & Planning. The General Fund is comprised of the Administration, Energy, and Environmental Departments, while TUMF is part of the Special Revenue Fund. Each Department contains its own programs and has its own source of funds.

Budget Review and Adoption Schedule

The preliminary draft Budget for FY 2021/2022 will be presented according to the following schedule:

- April 29, 2021: Finance Directors Committee
- May 3, 2021: Executive Committee
- May 12, 2021: **Administration & Finance Committee**
- May 20, 2021: Technical Advisory Committee
- June 7, 2021: Final approval and adoption by the Executive Committee on behalf of the General Assembly

FY 2021/2022 Budget

Administration

The Administration Department budgeted expenditures include salaries and benefits of Administration employees, including the Executive Director and staff in the Government Relations, Administrative Services, and Fiscal divisions. The majority of the revenues for the Administration Program is generated from member dues. The Administration Program also includes WRCOG's lease, audit, bank, legal, IT, and consulting fees. Expenditures have historically exceeded revenues in this Program so the Agency charges overhead to the remaining departments to balance the Budget. The overhead is determined during the creation of the Budget

and is simply the amount necessary to have revenues equal expenditures. Departments will show the amount of overhead they are paying in the General Operations line item. The amount provided by the various departments will then be transferred out to the Administration Program to balance its Budget. Total revenues and transfers in for the Administration Department equal \$2,554,140 against \$2,554,140 in expenditures.

Energy

The Energy Department includes the following Programs: PACE Administration; PACE Commercial; Streetlights; WREP Partnership; California Resiliency Challenge; and Regional Energy Network.

As previously noted, one major change in Fiscal Year 2020/2021 was related to WRCOG's Residential PACE (R-PACE) Programs. WRCOG's partner in the residential HERO Program, Renovate America, terminated its HERO product and subsequently filed for Chapter 11 Bankruptcy at the end of December 2020, ending the Program. Additionally, at the December 2020 WRCOG Executive Committee meeting, staff was directed to terminate the remaining R-PACE administration agreements with the two other companies that have partnered with WRCOG, Renew Financial and PACE Funding Group (PFG). The overall impact to the Agency's Budget is nominal since the number of new residential assessments has significantly decreased over the past several years. Additionally, many of the staff working on the PACE Program are funded through sources such as maintenance fees on existing assessments and other related revenue sources. Even though the Program will no longer be collecting revenues for new projects, WRCOG is still obligated to service these assessments throughout their remaining life and therefore will continue to collect revenues related to administrative functions, including customer support.

The Regional Streetlight Program will continue in FY 2021/2022 through the Operations and Maintenance fees built into the purchasing of streetlights.

The Western Riverside Energy Partnership (WREP) will continue to focus on supporting municipal facilities with energy efficiency retrofits and provide sustainable best practices to the community. Only SoCalGas will continue to support the Partnership on its energy initiatives for the calendar year as Southern California Edison has dropped out of the Partnership. Staff have been working on the next evolution of the WREP over the past year into what is now being called the Inland Regional Energy Network, or I-REN.

The Energy Department was approved for a multi-year Climate Resiliency Grant in FY 2019/2020 that will continue to be funded into next fiscal year. WRCOG is developing a Regional Energy Resiliency Plan addressing the climate change impacts such as wildfires, extreme heat, and resulting public safety power shutoffs on the region's power supply.

A REN, or Regional Energy Network, would be a scaled-up version of WRCOG's WREP Program, which means it would be able to offer energy efficiency programs, such as energy upgrades for local government buildings, financing mechanisms for energy upgrades, and workforce development programs. These funds are allocated from the California Public Utilities Commission (CPUC) and are from ratepayer charges. It is anticipated that CPUC approval to form WRCOG's I-REN will occur later this year with funding available in the latter half of FY 2021/2022.

Total budgeted Energy Departmental revenues equal \$2,891,372 against \$2,670,880 in expenditures.

Environment

The Environmental Department includes the Solid Waste, Clean Cities, and Used Oil Programs, which receive local, federal, and state funding to provide services to WRCOG's member agencies. The Used Oil Program will have its revenues reduced by over 50%. These revenues are based on the gas tax given that fewer drove their vehicles during the COVID-19 pandemic, so there is a smaller allocation. Other Environmental Department revenues remain relatively unchanged. The Household Hazardous Waste grant will also continue in FY 2021/2022.

Total budgeted Environmental Department revenues equal \$560,993 against \$560,993 in expenditures.

Transportation and Planning

The Transportation & Planning Department include the following Programs: Transportation Uniform Mitigation Fee (TUMF); Local Transportation Funding (LTF), RIVTAM, analyses for Smart Climate, and Regional Early Action Planning (REAP). The Planning Department will continue to administer the Fellowship and Grant Writing Programs with previously allocated carryover funds from excess PACE revenues. The Planning department also oversees the General Assembly function.

The majority of revenues received in the Transportation Department come from the TUMF Program, which WRCOG anticipates receiving approximately \$48M in revenues from development impact fees in FY 2021/2022, which is approximately a 50% increase in revenues from the FY 2020/2021 adopted Budget; however, staff will be amending the TUMF Budget for the FY 2020/2021 4th quarter which will increase budgeted revenues close to what is anticipated in FY 2021/2022. As previously noted, one major change in the FY 2020/2021 Budget was an increase in anticipated TUMF revenues. While TUMF revenue was forecasted to decrease, there has instead been a significant increase in TUMF collections, specifically in the single-family land-use type. While the Budget forecasted approximately \$32M in revenue, WRCOG has so far collected \$38M for the first part of the fiscal year.

The REAP Program provides funding for regional planning efforts to support housing. WRCOG was awarded nearly \$1.7M from the Southern California Association of Governments for this Program. These funds will be used to fund studies, such as WRCOG's effort to develop a comprehensive mapping and visualization tool for housing projects. This funding will also be allocated to evaluate a proposed Housing Trust Fund, which will fully reimburse WRCOG for all costs related to this effort.

The Fellowship Program is being stretched out with the local match WRCOG was able to work out with its member agencies and staff anticipates having another round next year. As far as the Grant Writing Program, there is some anticipated carryover that will be programmed into next year's Budget.

Total budgeted Transportation & Planning revenues equal \$51,163,000 against \$51,143,948 in expenses.

Summary

Total Agency revenue for FY 2021/2022 is projected to be \$57,169,505 against total Agency expenditures of \$56,945,706. This represents a total increase of approximately 40% in WRCOG's Budget compared to FY 2020/2021; however, staff anticipate the total increase to be actually less than 10% after the 4th quarter Budget amendment.

While the economy appears to be improving, programs have still been conservatively budgeted for. There could still be delayed repercussions from COVID-19 that could show itself in the coming years. Additionally, staff continue to not only look at short-term budgetary impacts, but also long-term financial obligations, such as its pension obligations to CalPERS. Throughout the fiscal year, staff will closely monitor any financial changes and make the necessary adjustments to ensure the Budget remains balanced.

Prior Actions:

May 3, 2021: The Executive Committee received and filed.

April 29, 2021: The Finance Directors Committee recommended that the Executive Committee adopt Resolution Number 03-21; A Resolution of the Executive Committee of the Western Riverside Council of Governments adopting the Fiscal Year 2021/2022 Agency Budget.

Fiscal Impact:

All known and expected revenues and expenditures impacting the Agency have been budgeted for Fiscal Year 2021/2022 but will be continually updated throughout the Budget process.

Attachments:

1. Preliminary draft summary Agency Budget for Fiscal Year 2021/2022.
2. Resolution Number 03-21; A Resolution of the Executive Committee of the Western Riverside Council of Governments adopting the Fiscal Year 2021/2022 Agency Budget.

Item 5.F

Preliminary Draft Fiscal Year
2021/2022 Agency Budget

Attachment 1

Preliminary draft summary Agency
Budget for Fiscal Year 2021/2022

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Western Riverside Council of Governments

FY 21/22 Draft Budget

For Fiscal Year Ending June 30, 2022

	Actual Thru 2/28/21	Budget 6/30/2021	Proposed 6/30/2022
Total Agency Budget			
Revenues			
Member Dues	286,640	311,410	286,640
Interest Revenue - Other	8,105	25,000	17,500
Overhead Transfer In	1,472,288	2,208,432	2,000,000
TUMF Commercial	1,129,919	987,281	4,800,000
TUMF Retail	1,140,863	2,151,178	4,800,000
TUMF Industrial	1,373,977	5,681,507	7,680,000
TUMF Single Family	22,717,967	15,654,486	19,200,000
TUMF Multi Family	3,832,164	6,417,964	9,600,000
TUMF Commerical - Admin Fee	47,080	41,137	200,000
TUMF Retail - Admin Fee	47,536	89,632	200,000
TUMF Industrial - Admin Fee	57,249	236,729	320,000
TUMF Single Family - Admin Fee	946,582	652,270	800,000
TUMF Multi-Family - Admin	159,673	267,415	400,000
Fund Balance Carryover	150,000	830,000	650,000
Grant Revenue	101,277	669,894	1,663,000
LTF Revenue	676,500	676,500	750,000
RIVTAM	-	50,000	50,000
General Assembly Revenue	-	300,000	300,000
Fellowship Revenue	90,000	100,000	100,000
HERO Admin Revenue	838,745	1,024,250	2,000,000
Clean Cities Revenue	151,000	250,000	240,000
Solid Waste Revenue	112,970	112,970	112,970
Used Oil Grants	376,396	376,396	168,023
Grant Revenue	100,000	185,000	115,000
Gas Co. Prtnrshp Revenue	83,666	108,400	108,400
Regional Streetlights Revenue	201,915	201,915	207,972
PACE Commercial Sponsor Revenue	180,904	200,000	400,000
Total Revenues	\$ 36,796,849	\$ 40,463,036	\$ 57,169,505

Expenses			
Salaries & Wages - Fulltime	1,290,095	2,053,769	2,549,820
Fringe Benefits	691,712	1,016,193	1,266,331
Fellowship Salaries & Wages	78,787	180,049	180,049
Overhead Allocation	834,148	1,427,293	1,694,407
General Legal Services	375,911	285,600	643,100
Audit Svcs - Professional Fees	22,700	35,000	35,000
Bank Fees	1,880	33,885	33,885
Commissioners Per Diem	24,150	62,500	57,500
Parking Cost	14,997	20,000	20,000
Office Lease	249,443	390,000	350,000
Fuel Expense	247	1,500	1,500
General Assembly Expense	5,667	300,000	300,000
Vehicle Maintenance	516	500	500
Parking Validations	2,520	15,827	15,450
Staff Recognition	-	1,000	1,000
Coffee and Supplies	2,263	3,000	3,000
General Supplies	462	3,000	3,500
Event Support	26,094	166,237	95,737
Meeting Support Services	123	9,250	5,250
Program/Office Supplies	9,504	14,700	13,700
Misc. Office Equipment	-	1,000	1,000
Supplies/Materials	-	24,750	45,750



Western Riverside Council of Governments

FY 21/22 Draft Budget

For Fiscal Year Ending June 30, 2022

	Actual Thru 2/28/21	Budget 6/30/2021	Proposed 6/30/2022
Total Agency Budget			
Computer Equipment/Supplies	2,660	2,000	2,000
Computer Software	24,304	80,500	102,000
Rent/Lease Equipment	5,163	20,000	15,000
Membership Dues	9,366	32,750	31,750
Subscriptions/Publications	239	4,250	4,250
Postage	1,116	5,350	5,350
Other Household Expenses	55	3,250	3,250
Storage	4,641	9,500	5,000
Recording Fee	55,100	184,800	10,000
Printing Services	1,830	5,000	4,000
Computer Hardware	2,952	10,000	16,500
Communications - Regular Phone	18,194	16,000	16,000
Computer Supplies	145	2,500	3,500
Communications - Cellular Phones	7,032	13,500	13,500
Communications - Computer Services	27,601	53,000	53,000
Communications - Web Site	12,144	8,000	8,000
Equipment Maintenance	1,250	10,500	10,500
Equipment Maintenance-Computer	-	21,000	11,000
Insurance - Errors & Omissions	-	15,000	15,000
Insurance - Gen/Busi Liab/Auto	36,606	100,500	99,500
WRCOG Auto Insurance	-	4,500	4,500
TUMF Project Reimbursement	12,407,593	30,892,416	46,080,000
Seminars/Conferences	232	9,650	9,650
Travel - Mileage Reimbursement	310	10,750	9,500
Travel - Ground Transportation	-	2,300	2,300
Travel - Airfare	-	4,250	4,250
Lodging	-	3,050	3,800
Advertising Media	57,600	65,667	39,791
Meals	392	7,300	7,400
Other Incidentals	496	6,500	5,000
Training	1,075	10,000	7,500
OPEB Repayment	-	110,526	110,526
Staff Education Reimbursement	-	7,500	7,500
Consulting Labor	929,416	2,305,885	2,908,411
Total Expenses	\$ 17,258,574	\$ 40,468,538	\$ 56,945,706



Western Riverside Council of Governments

FY 21/22 Draft Budget - Administration

As of February 28, 2021

	Actual Thru 2/28/21	Budget 6/30/2021	Proposed 6/30/2022
Revenues			
Member Dues	286,640	311,410	286,640
Interest Revenue - Other	8,105	25,000	17,500
Fund Balance Carryover	-	100,000	250,000
Overhead Transfer In	1,472,288	2,208,432	2,000,000
Total Revenues	\$1,767,033	\$2,644,842	\$2,554,140
Expenses			
Salaries & Wages - Fulltime	417,582	535,629	650,341
Fringe Benefits	449,625	570,265	641,095
General Legal Services	35,293	75,000	75,000
Audit Svcs - Professional Fees	22,700	35,000	35,000
Bank Fees	230	2,385	2,385
Commissioners Per Diem	24,150	60,000	55,000
Parking Cost	14,997	20,000	20,000
Office Lease	249,443	390,000	350,000
WRCOG Auto Fuels Expenses	247	1,500	1,500
WRCOG Auto Maintenance Expense	516	500	500
Parking Validations	2,520	10,000	10,000
Staff Recognition	-	1,000	1,000
Coffee and Supplies	2,263	3,000	3,000
Event Support	5,408	45,000	45,000
Program/Office Supplies	9,504	12,000	12,000
Computer Equipment/Supplies	2,660	2,000	2,000
Computer Software	15,675	20,000	20,000
Rent/Lease Equipment	5,163	20,000	15,000
Membership Dues	8,141	30,000	30,000
Subscription/Publications	239	2,000	2,000
Postage	292	1,500	1,500
Other Household Exp	55	1,500	1,500
Storage	-	1,500	1,500
Printing Services	1,830	1,000	1,000
Computer Hardware	2,952	8,500	15,000
Communications - Regular Phone	18,194	16,000	16,000
Communications - Cellular Phones	4,111	7,500	7,500
Communications - Computer Services	27,601	50,000	50,000
Communications - Web Site	-	8,000	8,000
Equipment Maintenance - General	1,250	8,000	8,000
Equipment Maintenance - Comp/Software	-	20,000	10,000
Insurance - Errors & Omissions	-	15,000	15,000
Insurance - Gen/Busi Liab/Auto	31,043	92,000	92,000
WRCOG Auto Insurance	-	4,500	4,500
Seminars/Conferences	192	3,000	3,000
Travel - Mileage Reimbursement	-	1,000	1,000
Travel - Ground Transportation	-	500	500
Travel - Airfare	-	500	500
Lodging	-	500	500
Meals	63	2,500	2,500
Other Incidentals	-	2,000	2,000
Training	1,075	7,500	5,000
OPEB Repayment	-	110,526	110,526
Staff Education Reimbursement	-	7,500	7,500
Consulting Labor	98,528	200,000	218,793
Total Expenses	\$1,701,397	2,644,842	\$2,554,140



Western Riverside Council of Governments
FY 21/22 Draft Budget - Transportation and Planning
For Fiscal Year Ending June 30, 2022

	Actual Thru 2/28/21	Budget 6/30/2021	Proposed 6/30/2022
Revenues			
TUMF Commercial	1,129,919	987,281	4,800,000
TUMF Retail	1,140,863	2,151,178	4,800,000
TUMF Industrial	1,373,977	5,681,507	7,680,000
TUMF Single Family	22,717,967	15,654,486	19,200,000
TUMF Multi Family	3,832,164	6,417,964	9,600,000
TUMF Commerical - Admin Fee	47,080	41,137	200,000
TUMF Retail - Admin Fee	47,536	89,632	200,000
TUMF Industrial - Admin Fee	57,249	236,729	320,000
TUMF Single Family - Admin Fee	946,582	652,270	800,000
TUMF Multi-Family - Admin	159,673	267,415	400,000
Fund Balance Carryover	150,000	640,000	300,000
Grant Revenue	101,277	669,894	1,663,000
LTF Revenue	676,500	676,500	750,000
RIVTAM	-	50,000	50,000
General Assembly Revenue	-	300,000	300,000
Fellowship Revenue	90,000	100,000	100,000
Total Revenues	\$ 32,642,147	\$ 34,615,993	\$ 51,163,000
Expenses			
Salaries & Wages - Fulltime	558,975	677,813	1,012,848
Fellowship Salaries & Wages	78,787	180,049	180,049
Fringe Benefits	129,378	232,466	319,133
Overhead Allocation	381,160	729,629	838,656
General Legal Services	21,298	52,600	52,600
Bank Fees	-	15,000	15,000
Parking Validations	-	3,000	3,000
Event Support	275	4,500	4,500
General Supplies	129	1,500	2,500
Computer Supplies	44	1,000	1,000
Computer Software	504	58,500	80,000
Membership Dues	625	250	250
Subscriptions/Publications	-	1,500	1,500
Meeting Support Services	-	250	250
POSTAGE	26	650	650
Other Household Expenses	-	250	250
Printing Services	-	2,000	2,000
Cellular Phone	1,574	4,000	4,000
Equipment Maintenance	-	2,500	2,500
Insurance - Gen/Busi Liab/Auto	2,144	3,000	3,000
Seminar/Conferences	40	1,650	2,650
Travel - Mileage Reimbursement	310	4,000	4,000
Travel - Ground Transportation	-	550	550
Travel-AirFare	-	750	750
Lodging	-	800	1,550
Meals	329	1,000	1,600
Other Incidentals	496	500	500
Outside Consultants	688,401	1,304,723	2,228,662
Project Reimbursement	12,407,593	30,892,416	46,080,000
General Assembly Expenses	5,667	300,000	300,000
Total Expenses	\$ 14,277,756	\$ 34,476,845	\$ 51,143,947



Western Riverside Council of Governments
FY 21/22 Draft Budget - Energy and Environment
For Fiscal Year Ending June 30, 2022

	Actual Thru 2/28/21	Budget 6/30/2021	Proposed 6/30/2022
Revenues			
HERO Admin Revenue	838,745	1,024,250	2,000,000
Clean Cities Revenue	151,000	250,000	240,000
Solid Waste Revenue	112,970	112,970	112,970
Fund Balance Carryover	-	265,000	100,000
Used Oil Grants	376,396	376,396	168,023
Grant Revenue	100,000	185,000	115,000
Gas Co. Prtnrshp Revenue	83,666	108,400	108,400
Regional Streetlights Revenue	201,915	201,915	207,972
PACE Commercial Sponsor Revenue	180,904	200,000	400,000
Total Revenues	\$ 2,387,669	\$ 3,377,201	\$ 3,452,365
Expenses			
Salaries & Wages - Fulltime	313,538	587,647	846,331
Fringe Benefit	112,709	213,462	294,678
Overhead Allocation	452,988	697,664	850,751
Legal	319,320	157,000	515,500
Bank Fees	1,650	16,500	16,500
Commissioners Per Diem	-	2,500	2,500
Parking Validations	-	2,827	2,450
Statewide - Event Support	20,411	116,737	46,761
General Supplies	332	1,500	1,000
Computer Supplies	101	1,500	2,500
Computer Software	8,126	2,000	2,000
NWCC- Membership Dues	600	2,500	1,500
Program/Office Supplies	-	2,700	1,700
Subscriptions/Publications	-	750	750
Meeting Support Services	123	9,000	5,000
Postage	797	3,200	3,200
Other Expenses	-	1,500	1,500
Computer/Hardware	-	1,500	1,500
Misc. Office Equipment	-	1,000	1,000
Cellular Phone	1,347	2,000	2,000
Communications Computer Servic	-	3,000	3,000
Equipmebt Maintenance-Computer	-	1,000	1,000
Insurance - Gen/Busi Liab/Auto	3,419	5,500	4,500
Recording Fee	55,100	184,800	10,000
Seminar/Conferences	-	5,000	4,000
Storage	4,641	8,000	3,500
Printing Services	-	2,000	1,000
Travel - Mileage Reimbursement	-	5,750	4,500
Travel - Ground Transportatoin	-	1,250	1,250
Travel - Airfare	-	3,000	3,000
Lodging	-	1,750	1,750
Meals	-	3,800	3,300
Statewide Other Incidentals	-	4,000	2,500
Training	-	2,500	2,500
Supplies/Materials	-	24,750	45,750
Advertising Media	57,600	65,667	39,791
Consulting	142,487	801,162	460,956
Total Expenses	\$ 1,508,262	\$ 3,242,173	\$ 3,191,418

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Item 5.F

Preliminary Draft Fiscal Year
2021/2022 Agency Budget

Attachment 2

Resolution Number 03-21; A Resolution
of the Executive Committee of the
Western Riverside Council of
Governments adopting the Fiscal Year
2021/2022 Agency Budget

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RESOLUTION NUMBER 03-21

**RESOLUTION OF THE EXECUTIVE COMMITTEE
OF THE WESTERN RIVERSIDE COUNCIL OF GOVERNMENTS
ADOPTING THE FISCAL YEAR 2021/2022 AGENCY BUDGET**

WHEREAS, the Western Riverside Council of Governments ("WRCOG") operates on a fiscal year basis, beginning on July 1 of each year and continuing until June 30 of the succeeding year; and

WHEREAS, Article III, Section 3.3 of the WRCOG Joint Powers of Agreement states that prior to July 1 of each year, the General Assembly of WRCOG shall adopt a final budget for the expenditures of WRCOG during the following year; and

WHEREAS, Article III, Section 6, Subdivision (A) of the WRCOG By-Laws states that the Executive Committee of WRCOG shall prepare and recommend to the General Assembly a yearly budget for funds and distribution and to determine the estimated share of contributions from each member agency; and

WHEREAS, on June 7, 2020, the Executive Director presented a proposed budget for Fiscal Year 2021/2022 to the Executive Committee, and the Executive Committee recommended the proposed budget for Fiscal Year 2021/2022 to the General Assembly; and

WHEREAS, due to COVID-19, the 2021 General Assembly has been cancelled and the Executive Committee is authorized to and will act on behalf of the General Assembly at its June 7, 2021, meeting; and

WHEREAS, the Executive Committee has reviewed and approved the adoption of the WRCOG Fiscal Year 2021/2022 Agency Budget.

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee, acting on behalf of the General Assembly, as follows:

Section 1. The above recitals are incorporated herein by this reference.

Section 2. The Executive Committee hereby approves and adopts the WRCOG Fiscal Year 2021/2022 Agency Budget.

PASSED AND ADOPTED by the Executive Committee of the Western Riverside Council of Governments on June 7, 2021.

Kevin Bash, Chair
WRCOG Executive Committee

Rick Bishop, Secretary
WRCOG Executive Committee

Approved as to form:

Steven DeBaun
WRCOG Legal Counsel

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



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Nominations for WRCOG Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair Positions for Fiscal Year 2021/2022

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

Date: May 12, 2021

The purpose of this item is to request nominations for leadership positions on the Executive Committee for Fiscal Year (FY) 2021/2022.

Requested Action:

1. Provide recommendations to the Executive Committee for leadership positions of Chair, Vice-Chair, and 2nd Vice-Chair for Fiscal Year 2021/2022, to be considered and selected by the Executive Committee on June 7, 2021.

The Administration & Finance Committee acts as the nominating Committee for WRCOG's leadership positions on the Executive Committee. The recommendations from this Committee for the positions of Executive Committee Chair, Vice-Chair, and 2nd Vice-Chair for FY 2021/2022 will be forwarded to the Executive Committee for consideration and selection at its meeting of June 7, 2021.

Elected officials from WRCOG's member agencies were notified of the opportunity to nominate individuals for the WRCOG leadership positions on April 21, 2021; the deadline to nominate individuals is May 10, 2021. Staff will present the nominations received during the Administration & Finance Committee meeting for consideration and ask to make recommendations to the Executive Committee.

Prior Action:

None.

Fiscal Impact:

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

Attachment:

None.

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