



Western Riverside Council of Governments Administration & Finance Committee

REVISED AGENDA

**Wednesday, September 10, 2025
12:00 PM**

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

Members of the public are welcome to participate remotely from any location. Committee member participation is limited to locations that are listed on the published agenda.

[Public Zoom Link](#)

**Meeting ID: 818 9911 7431
Passcode: 039326
Dial in: 669 444 9171 U.S.**

In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Administration & Finance Committee meeting, please contact WRCOG at (951) 405-6706. Notification of at least 48 hours prior to meeting time will assist staff in assuring that reasonable arrangements can be made to provide accessibility at the meeting. In compliance with Government Code Section 54957.5, agenda materials distributed within 72 hours prior to the meeting which are public records relating to an open session agenda item will be available for inspection by members of the public prior to the meeting at 3390 University Avenue, Suite 200, Riverside, CA, 92501.

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

Any member of the public requiring a reasonable accommodation to participate in this meeting in light of this announcement shall contact Lucy Felix at least 72 hours prior to the meeting at (951) 405-6706 or lfelix@wrcog.us. Later requests will be accommodated to the extent feasible.

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

1. CALL TO ORDER (Brenda Dennstedt, Chair)

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC COMMENTS

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

5. CONSENT CALENDAR

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

A. Action Minutes from the May 14, 2025, Administration & Finance Committee Meeting

Requested Action(s): 1. Approve the Action Minutes from the May 14, 2025, Administration & Finance Committee meeting.

B. Approval of Administration & Finance Committee Meeting Schedule for 2026

Requested Action(s): 1. Approve the schedule of Administration & Finance Committee meetings for 2026.

6. REPORTS / DISCUSSION

Members of the public will have an opportunity to speak on agenda items at the time the item is called for discussion.

A. WRCOG Fellowship Program Activities Update: Round 10

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

7. REPORT FROM THE COMMITTEE CHAIR

Brenda Dennstedt, Western Water

8. REPORT FROM THE EXECUTIVE DIRECTOR

Dr. Kurt Wilson

9. ITEMS FOR FUTURE AGENDAS

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

10. GENERAL ANNOUNCEMENTS

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

11. NEXT MEETING

The next Administration & Finance Committee meeting is scheduled for Wednesday, October 8, 2025, at 12:00 p.m., in WRCOG's office at 3390 University Avenue, Suite 200, Riverside.

12. CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

- Property: 3390 University Avenue, Suite 200, Riverside, CA
- Agency negotiator: Executive Director or designee
- Negotiating party: Citrus Tower, LLC
- Owner: Michelle Rubin

13. ADJOURNMENT

Administration & Finance Committee

Action Minutes

1. CALL TO ORDER

The meeting of the WRCOG Administration & Finance Committee was called to order by Vice-Chair Jacque Casillas at 12:00 p.m., on May 14, 2025, in WRCOG's office.

2. PLEDGE OF ALLEGIANCE

Committee member Jacque Casillas led the Committee members and guests in the Pledge of Allegiance.

3. ROLL CALL

- City of Beaumont - Mike Lara
- City of Corona - Jacque Casillas (Vice-Chair)
- City of Eastvale - Christian Dinco
- City of Jurupa Valley - Chris Barajas
- City of Lake Elsinore - Brian Tisdale
- City of Norco - Kevin Bash
- City of San Jacinto - Crystal Ruiz
- City of Wildomar - Joseph Morabito
- County, District 2 - Karen Spiegel
- County, District 3 - Chuck Washington
- Western Water - Brenda Dennstedt (Chair)

4. PUBLIC COMMENTS

There were no public comments.

5. CLOSED SESSION

There were no reportable actions.

6. CONSENT CALENDAR

RESULT:	APPROVED AS RECOMMENDED
MOVER:	San Jacinto
SECONDER:	Corona
AYES:	Beaumont, Corona, Eastvale, Jurupa Valley, Lake Elsinore, Norco, San Jacinto, Wildomar, District 2, District 3, Western Water

A. Action Minutes from the April 9, 2025, Administration & Finance Committee Meeting

Action:

1. Approved the Action Minutes from the April 9, 2025, Administration & Finance Committee meeting.

7. REPORTS / DISCUSSION

A. Appointment of One WRCOG Representative to a SCAG Policy Committee

RESULT:	APPROVED AS RECOMMENDED
MOVER:	San Jacinto
SECDNER:	Beaumont
AYES:	Beaumont, Corona, Eastvale, Jurupa Valley, Lake Elsinore, Norco, San Jacinto, Wildomar, District 2, District 3, Western Water

Action:

1. Recommended that the Executive Committee appoint Valerie Vandever, City of San Jacinto, to SCAG's Community, Economic & Human Development Policy Committee.

B. TUMF Administrative Plan and Credit/Reimbursement Manual Update

RESULT:	APPROVED AS RECOMMENDED
MOVER:	Lake Elsinore
SECONDER:	District 2
AYES:	Beaumont, Corona, Eastvale, Jurupa Valley, Lake Elsinore, Norco, San Jacinto, Wildomar, District 2, District 3. The Water District does not vote on TUMF matters.

Action:

1. Recommended that the Executive Committee approve the updated TUMF Administrative Plan and Credit/Reimbursement Manual.

8. REPORT FROM THE COMMITTEE CHAIR

Chair Dennstedt reported that WRCOG is still looking to collect challenge coins from Committee members' jurisdictions, which will be used for a shadow box that will be gifted to the key note speaker, Admiral William McRaven, at the June 12, 2025, General Assembly event.

9. REPORT FROM THE EXECUTIVE DIRECTOR

Dr. Kurt Wilson reported that it was the day of the release of the May Revise. Dr. Wilson emphasized focusing on the revenue side, which shows a downgraded forecast, due to uncertainties involving state / federal dynamics and potential recession risks.

California's budget is heavily reliant on personal income tax, particularly from the wealthiest residents. The May Revise is important because it follows the April 15 tax filing deadline, but this year's picture is unclear due to delays caused by disasters like fires, which deferred tax payments. The State is assuming \$3B in deferred personal income tax, but it's uncertain if that number is accurate. If the number is off, there could be budget issues later in the year, particularly around mid-to-late October

when collections are finalized. Lastly, Committee members were advised to to monitor the budget closely before the holidays.

10. ITEMS FOR FUTURE AGENDAS

There were no items for future agendas.

11. GENERAL ANNOUNCEMENTS

Committee member Chuck Washington reported that the All-America City Award is presented annually to communities that effectively address local issues through civic engagement, collaboration, and innovation. Typically, winners include major cities and notable small towns. However, this year's list included an unusual finalist, WRCOG. Its inclusion is potentially historic, as it's rare for a COG to be recognized. The award acknowledges the collaborative efforts of the entire organization, with each member agency sharing in the achievement.

Committee member Chris Barajas of Jurupa Valley shared that the night rodeos will take place on June 6 - 7, 2025, in the City of Jurupa Valley. Different cultural events are being incorporated into the event prior to the rodeo.

Committee member Mike Lara reported that the City of Beaumont will be hosting the Cherry Festival May 29 - 31, 2025, and that there will be a parade that Saturday the May 31, 2025.

12. NEXT MEETING

The next Administration & Finance Committee meeting is scheduled for Wednesday, August 13, 2025, at 12:00 p.m., in WRCOG's office.

13. ADJOURNMENT

The meeting was adjourned at 1:03 p.m.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: Approval of Administration & Finance Committee Meeting Schedule for 2026
Contact: Chris Gray, Deputy Executive Director, cgray@wrcog.us, (951) 405-6710
Date: September 10, 2025

Recommended Action(s):

1. Approve the schedule of Administration & Finance Committee meetings for 2026.

Summary:

All Administration & Finance Committee meeting dates are proposed for the 2nd Wednesday, monthly, at 12:00 p.m.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item is to approve the schedule of Administration & Finance Committee meetings for 2026. This aligns with WRCOG's 2022-2027 Strategic Plan Goal #4 (Communicate proactively about the role and activities of the Council of Governments).

Discussion:

Following are the proposed 2025 meeting dates for the Administration & Finance Committee.

Committee	Day	Time	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Administration & Finance	2nd Wed.	12:00 p.m.	DARK	11	11	8	13	10	DARK	12	9	14	DARK	9

Prior Action(s):

None.

Financial Summary:

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

Attachment(s):

None.



Western Riverside Council of Governments Administration & Finance Committee

Staff Report

Subject: WRCOG Fellowship Program Activities Update: Round 10
Contact: Bonnie Woodrome, Manager of Communications and External Affairs,
bwoodrome@wrcog.us, (951) 405-6752
Date: September 10, 2025

Recommended Action(s):

1. Receive and file.

Summary:

WRCOG is preparing to launch the 10th round of its Public Service Fellowship Program, which connects college students and recent graduates with hands-on experience in the public sector. Since its inception in 2016, the Program has provided opportunities for 110 students to gain experience in fields such as planning, finance, IT, and administration. The Program helps develop a pipeline of talent for local government.

Purpose / WRCOG 2022-2027 Strategic Plan Goal:

The purpose of this item is to provide information on the 10th round of the Fellowship Program. This item aligns with WRCOG's 2022-2027 Strategic Plan Goal #6 (Develop and implement programs that support resilience for our region) and Goal #7 (Provide a safe, inclusive environment that values employees).

Discussion:

Background

The WRCOG Fellowship Program was created to cultivate the next generation of public service professionals by placing locally trained students in WRCOG member agencies. The Program provides meaningful, paid work experience and supports regional workforce development by encouraging students to stay and grow their careers in the subregion. Fellows have collectively contributed over 100,000 hours to western Riverside County through nine program cycles.

Approximately 85% of Fellow alumni are now employed across the region, while others have pursued graduate degrees or careers in related fields. WRCOG manages Program administration, while host agencies supervise and mentor Fellows during their placements.

Present Situation

WRCOG is preparing for its 10th round. The Program structure and logistics are as follows:

- **Work Hours:** Fellows work up to 960 hours per cycle, with a weekly cap of 30 hours.
- **Training:** WRCOG provides professional development and career readiness sessions throughout the Program.
- **Oversight:** WRCOG handles recruitment, onboarding, and administrative support; host agencies provide day-to-day supervision.

The cost structure for this round is based on two funding models: a 50/50 cost-share model and a full-cost model. An agency's eligibility for each model is determined by its participation in previous rounds of the Fellowship Program. The following outlines which WRCOG member agencies qualify for each funding model for the upcoming round.

- **50/50 Cost-Share Model (\$10,000 agency / \$10,000 WRCOG)**

Eligible jurisdictions:

- City of Banning
- City of Beaumont
- City of Calimesa
- City of Eastvale
- City of Murrieta
- City of Norco
- Riverside County District 1
- Western Water

- **Full Cost Model (\$20,000 paid by agency)**

Eligible jurisdictions:

- City of Canyon Lake
- City of Corona
- City of Hemet
- City of Jurupa Valley
- City of Lake Elsinore
- City of Menifee
- City of Moreno Valley
- City of Perris
- City of Riverside
- City of San Jacinto
- City of Temecula
- County Executive Office
- Riverside County Districts 2, 3, and 5
- Eastern Municipal Water District
- Western Water

WRCOG invoices host agencies upon Fellow placement. If a Fellow exits early, WRCOG provides a prorated reimbursement for unused hours.

Round 9 Recap

Nine Fellows participated in the Fiscal Year 2024/2025 cycle and were placed with:

- City of Beaumont
- City of Lake Elsinore
- City of Menifee
- County of Riverside District 5
- Eastern Municipal Water District
- Western Water (x2)
- WRCOG (x2)

Fellows engaged in professional development sessions and tours which focused on career development and public sector insights. Member agencies reported positive experiences, and many expressed interest in participating again. Staff will continue outreach to member agencies to refine and strengthen the upcoming round.

Prior Action(s):

None.

Financial Summary:

Fellowship-related activities are included under the Fellowship Program (4700) in the General Fund (110). The Fellowship Program was originally funded with carryover revenues from the PACE Program and has not received additional funding since then, and there is approximately \$200k left to fund the Program.

Attachment(s):

None.