



Western Riverside Council of Governments Administration & Finance Committee

SPECIAL MEETING 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
[Click Here](#)**

**Meeting ID: 875 4104 3680
Password: 459561**

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

SPECIAL NOTICE – COVID-19 RELATED PROCEDURES IN EFFECT

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

To follow the Order issued by the Governor, the Administration & Finance Committee meeting scheduled for Thursday, 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

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Requested Action: 1. *Receive and file.*

6. REPORTS / DISCUSSION

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

P. 51

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.*

B. Preliminary Draft Fiscal Year 2021/2022 Agency Budget

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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.*

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