

DATE: Thursday, September 24th, 2020

TIME: 6:00 p.m.

LOCATION: Dial-in Info: (541) 682-1094 Participant Code: 026-719-43#

CONTACT: Brenda Wilson, 541-682-4395, bwilson@lcog.org

1. Agenda: September 24, 2020

Documents:

[BD AGENDA.PDF](#)

2. Item 8a Memo: Executive Committee Report

Documents:

[8A MEMO EXEC COMM REPORT.PDF](#)

3. Item 8b Memo: Advisory Council Report

Documents:

[8B ADVISORY COUNCIL REPORT.PDF](#)

4. Item 8c Memo: Quarterly Financials

Documents:

[8C MEMO QRTLTY FINANCIALS.PDF](#)

5. Item 8c Attachment: Quarterly Financials

Documents:

[8C ATTACH A QRTLTY FINANCIALS.PDF](#)

6. Item 8d Memo: LGPS

Documents:

[8D MEMO LGPS.PDF](#)

7. Complete Packet

Documents:

[COMPLETE PACKET.PDF](#)



BOARD MEETING AGENDA

Date: Thursday, September 24, 2020

Time: 6:00 p.m. – Virtual Meeting

Call-in Information: Dial-in Info: (541) 682-1094

Participant Code: 026-719-43#

* denotes packet attachment

6:00 Call to Order

Call Regular Meeting to Order

1. Welcome & Introductions
2. Requests for Additions to the Agenda *[to be considered under Business Items]*

Public Comment

3. Comments from the Public

Presentations

4. a. Regional Broadband

Business Items

5. Consent Agenda *[Board members may request an item be removed from the Consent Agenda to discuss separately under Item 6]*
 - a.* June 25, 2020 Minutes – Approve
6. Items Removed from Consent Agenda

Reports

8. a.* Executive Committee Report
- b.* Advisory Council Reports
- c.* Financial Report
- d.* LGPS Update

Wrap Up

9. Call for Future Agenda Items; Emerging Issues.

Public Comment is limited to 3 minutes. The Board has the right to ask disruptive attendees to leave the meeting. The Board may choose not to respond to comments and lack of response does not indicate support or disagreement. Location is wheelchair accessible. American Sign Language interpretation is available with 48 hours notice.

859 Willamette Street, Suite 500, Eugene, OR 97401 Phone (541) 682-4283. TTY (541) 682-4567. Fax (541) 682-4099



**Agenda Item Number
8 a.
Report of the Executive Committee**

Date: September 24, 2020

Presenter: Brenda Wilson

Action Recommended: None. Information Only

September 8, 2020 MEETING NOTES:

Members present remotely were: Board Chair Mary Walston, Sonya Carlson, Tom Cotter, Sherry Duerst-Higgins, Greg James, Vickie Kennedy, Chris Pryor, and LCOG Executive Director Brenda Wilson. Absent: Vice-Chair Heather Buch, Richard Zettervall.

Policy / Action Items

1. Plan for Annual Appreciation Dinner – Brenda noted that now was the time to start planning for the annual dinner which would normally take place in February, but with everything happening and the status of LCC’s Center for Meeting and Learning unknown, a different approach was warranted. The Executive Committee agreed that recognizing outstanding performance in the region was important. Brenda suggested a virtual event where highlight of outstanding work could be shown and awards could be given virtually. Brenda will bring back more details once those are known.

1. Draft September Board Meeting Agenda – Brenda added an update on LGPS; the Committee unanimously approved the Draft Board Agenda.

Information Items

1. Quarterly Financials – Brenda referred to the memo and went over the numbers, reminding the Committee the numbers were a snapshot on June 30, 2020, and that final audited numbers would be presented later in the year.
2. Park Place Building Update – Brenda noted when Fiscal Year 20 started in June of 2019, the projections for the Park Place Building (PPB) were positive, both for revenues and expenses with excess revenues going into the Capital Improvement Contingency account. With the Covid-19 Pandemic, those projections were adjusted for FY20 and the projections for FY21 will also need to be adjusted. Once we know what the final end-of-year revenues for the PPB for FY20, The PPB Preservation and Maintenance Strategy will be updated and brought back for discussion.

Brenda discussed the rental properties. LCOG leases out space in its Park Place Building. Current annual rent roll totals \$598,368, not including LCOG's annual occupancy costs, which are currently \$398,150. Currently, there are four vacant spaces in the Park Place Building; one of which WIXII will occupy. The rental income for these spaces is estimated to be about \$71,000, annually. Earlier this year, the Executive Committee approved the deferment of rent for four tenants: Bao Bao House (Ji Li), Shred, Public SCC, and Locus Marketing. Currently, two tenants are behind on rent by two months: Bao Bao House and Public SCC; one tenant is behind one month: Microtech. LCOG will work with the Property Manager and these tenants to find a reasonable accommodation or solution.

Brenda provided an update on the Capital Contingency Account, started in 2014 with funds leftover from the sale of the Schaefers and Springfield Buildings, as well as the refinancing of the Park Place Building and excess revenues. The only amounts taken out of this Account have been for the elevator replacement project (see below). The Account will have \$670,966 once FY20 budgeted for transfers occur. Rental income has been exceeding expenses, and excess amounts go into the Contingency Account, however, with the vacancies and the Pandemic, excess funds may be lower than budgeted. We will know by how much once the final numbers for FY20 are in.

Brenda also provided an update on the Elevators. In June 2019, the Board approved the Preservation and Maintenance Strategy developed by staff which called for the replacement of the elevators as the first Capital Project. The project

was budgeted at \$660,000 and completed in July with a total cost of \$570,796. This project was paid for out of the Contingency Account.

3. Executive Session - The Executive Committee held an executive session pursuant to ORS 192.660.



Agenda Item Number 8 b. Advisory Council Reports

Date: September 24, 2020

Presenter: Brenda Wilson

Action Recommended: None. Information Only

Metropolitan Policy Committee (MPC)

July 9, 2020

- Received public input on greenhouse gas (GHG) emissions planning.
- Received a report on the update of the MPO's Intelligent Transportation System (ITS) Plan.
- Unanimously approved a letter of support for a City of Springfield grant application for funding for Safe Routes to School (SRTS) projects.

Metropolitan Policy Committee (MPC)

August 6, 2020

- Heard a staff presentation, and held a public hearing, on proposed modifications to the language governing amendments to the MPO's Metropolitan Transportation Improvement Program (MTIP).
- Unanimously agreed to the Oregon Department of Transportation (ODOT) *Coordination Process with MPOs in Setting, Monitoring, and Reporting State Performance Measure Targets*.
- Heard a presentation by ODOT staff, and held a discussion, on the Oregon Transportation Commission's (OTC) FY2024-2027 State Transportation Improvement Program (STIP) funding allocation.
- Received a presentation on the results of the MPO's Travel Barriers Survey.

Metropolitan Policy Committee (MPC)

September 3, 2020

- Unanimously elected Springfield Councilor Joe Pishioneri as MPC Chair.
- Unanimously appointed Springfield Councilor Sean VanGordon and Lane Transit District (LTD) Board Member Carl Yeh as representatives to the Oregon MPO Consortium (OMPOC).
- Heard a presentation and held a discussion on the 2045 Regional Transportation Plan (RTP) Federal Requirements.
- Heard an update on the Regional Transportation Options Transition.
- Heard a presentation on the staff response to public comments on greenhouse gas emissions and discussed how the MPO may move forward with planning around this issue.

Lane Economic Committee (LEC)

August 10, 2020

- Eric Lind, Capital Access Team Advisor for the Lane Small Business Development Center (SBDC), provided an overview on government COVID-19 relief programs for small businesses. Questions centered around the perceived need for additional funding relief for businesses forced to close during the pandemic. Mr. Lind said that additional funding and grants were likely, but the timing was unknown.
- Lynn Meyer, Director of Lending at Community Lending Works (CLW), gave an overview on CLW's role during the pandemic. Mr. Meyer reported that CLW began helping businesses with pandemic relief early on. CLW launched an emergency loan program. They received 100 applications in the first 15 minutes providing funding to 19 businesses in Lane County for a total of \$400,000. Since then the loan program has spread throughout the state, with over 90 loans totaling \$1.3 million. Mr. Meyer said that there may be as many as 6 rounds of grants to small businesses with round 3 coming up.
- Howard Schussler, LCOG GS Director, facilitated a roundtable discussion on COVID-19 impacts. Discussion began with the state of the tourism industry and hotel occupancy which is 35% of normal. Lack of affordable housing is an issue and people may soon have a problem with making their rent payment. Ms. Fifield, City of Eugene, noted that the secondary dwelling unit discussions are still going, some required costs have been removed, and state changes have affected local laws and codes. This will all help open more secondary dwelling units which will increase availability.

Senior & Disability Service Advocacy

July 21, 2020

- Discussed that S&DS had closed all its offices in Lane County except for in Eugene and Florence. Everyone was working remotely or via the phone. Adult Protective Services (APS) was meeting people in person in emergency situations. Senior Meal Service expanded so that S&DS could provide meals for everyone on their waitlist
- Committee requested to advocate on issue of wheel chair accessibility, Durable Medical Equipment, and power wheelchair repair. Staff had reached out to Pacific Source and Trillium with questions on the repair and insurance process. They asked about the process each went through and hoped to figure out where the slowdown was happening. They had received a response from Pacific Source but were waiting for Trillium.

Disability Services Advisory Council (DSAC)

July 17, 2020

- Recapped the APS webinar that took place in June. The focus of the webinar was on scam fraud, specifically during COVID-19. S&DS had ten community members attend the webinar, which was recorded.
- Shared that the S&DS office had entered phase one of their reopening. They had a few people in the building and were open daily to the public from 10am – 12pm. APS was the only unit performing in-person contact, but that is only in emergency situations

Senior Services Advisory Council (SSAC)

July 17, 2020

- Discussed office and Senior Meals to the Cottage Grove Community Center. The building was looking to expand, so they would have enough space. S&DS would use reception hall as temporary space while the expansion was being built. The community library and senior center were also inside the same building.



**Agenda Item Number
8 c.
Fourth Quarter Financial Summary**

Date: September 24, 2020

Presenter: Brenda Wilson

Action Recommended: None. Information Only

Background:

The attached report compares LCOG's total resources to total requirements for the fourth quarter of FY20. Please note that not all LCOG's revenues and expenses occur in a monthly or quarterly cycle. LCOG's financials are prepared on a modified cash basis methodology with receivables and payables included.

Highlights from the Quarterly Report:

For the fourth quarter ended June 30, 2020:

All Funds: LCOG had \$51,361,959 in Resources (or 115% of the budgeted Resources of \$44,666,031 and \$38,128,917 in Requirements (or 96% of the budgeted Requirements of \$39,775,598). Note that the Resources include Beginning Reserve amounts (\$8,576,117 budgeted Beginning Reserves), but the \$4,890,443 in budgeted Ending Reserves is not included in the Net Requirements amount.

General Fund: The General Fund had \$1,100,157 in Resources (or 169% of the budgeted Resources of \$768,732) and \$395,818 in Requirements (or 90% of the budgeted Requirements of \$440,247). Note that the Resources include Beginning Reserve amounts (\$480,588 in budgeted Beginning Reserves), but the \$328,485 in budgeted Ending Reserves is not included in the Net Requirements amount.

Government Services Fund: This Fund had \$10,988,913 in Resources (or 104% of the budgeted Resources of \$10,546,097) and \$9,022,370 in Requirements (or 97% of the budgeted Requirements of \$9,303,296). Note that the Resources include Beginning Reserve amounts (\$1,413,004 in budgeted Beginning Reserves), but the \$1,242,801 in budgeted Ending Reserves is not included in the Net Requirements amount.

Senior and Disability Services Fund: This Fund had \$34,233,049 in Resources (or 117% of the budgeted Resources of \$29,223,914) and \$27,140,480 in Requirements (or 99% of the budgeted Requirements of \$27,305,180). Note that the Resources include Beginning Reserve amounts (\$4,281,632 in budgeted Beginning Reserves), but the \$1,918,734 in budgeted Ending Reserves is not included in the Net Requirements amount.

Enterprise Fund: This Fund had \$5,039,840 in Resources (or 122% of the budgeted Resources of \$4,116,288) and \$1,758,080 in Requirements (or 74% of the budgeted Requirements of \$2,365,875). Note that the Resources include Beginning Reserve amounts (\$2,400,893 in budgeted Beginning Reserves), but the \$1,750,413 in budgeted Ending Reserves is not included in the Net Requirements amount.

At 06/30/2020: Net Total Performance: All Resources over All Requirements.

All Funds: Overall, LCOG is at \$ 13,233,042 Net Resources Over Requirements, which is an increase to fund balance of \$3,863,441 compared to the end of the last quarter of FY19 of \$9,369,601.

Attachments: Statement: All Organization Units
Statement: General Fund
Statement: Government Services
Statement: Senior and Disability Services
Statement: Enterprise Fund
Chart 1: Resources and Requirements

**LANE COUNCIL OF GOVERNMENTS
ALL ORGANIZATIONAL UNITS
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2020**

| | Adopted Budget | Actual | Over / Under | Percent of Budget |
|---------------------------------|----------------------|----------------------|-----------------------|----------------------|
| Resources: | | | | |
| Federal & State | \$ 23,983,147 | \$ 27,399,389 | \$ 3,416,242 | 114% |
| Local Sources* | 7,132,693 | 8,790,541 | 1,657,848 | 123% |
| Member Dues | 232,000 | 231,119 | (881) | 100% |
| Transfers In | 4,742,074 | 4,140,882 | (601,192) | 87% |
| Beginning Reserves | 8,576,117 | 10,800,028 | 2,223,911 | 126% |
| Total Resources | <u>\$ 44,666,031</u> | <u>\$ 51,361,959</u> | <u>\$ 6,695,928</u> | <u>115%</u> |
| Requirements: | | | | |
| Personal Services** | \$ 23,125,243 | \$ 22,838,551 | \$ (286,692) | 99% |
| Materials and Services** | 8,452,428 | 8,277,961 | (174,467) | 98% |
| Capital Outlay | 786,000 | 476,341 | (309,659) | 61% |
| Loans Made | 350,000 | 250,000 | (100,000) | 71% |
| Services by Other Organizations | 1,846,826 | 1,830,951 | (15,875) | 99% |
| Debt Service | 473,027 | 277,264 | (195,763) | 59% |
| Transfers Out | 4,742,074 | 4,177,849 | (564,225) | 88% |
| Total Requirements | <u>\$ 39,775,598</u> | <u>\$ 38,128,917</u> | <u>\$ (1,646,681)</u> | <u>96%</u> |
| Net Resources Over Requirements | <u>\$ 4,890,433</u> | <u>\$ 13,233,042</u> | <u>\$ 8,342,609</u> | <u>271%</u> |
| Total | <u>\$ 44,666,031</u> | <u>\$ 51,361,959</u> | | |

*Includes rental income and indirect charges.

** At the All Organization level, Support Services costs are indirect charges which consist of General Fund Personal Services and Materials and Services expenses. In this statement we are reporting these costs in the line item Personal Services and Materials and Services for transparency purposes and not as "Support Services" costs.

**LANE COUNCIL OF GOVERNMENTS
GENERAL FUND
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2020**

| | <u>Adopted Budget</u> | <u>Actual</u> | <u>Over / Under</u> | <u>Percent of Budget</u> |
|--|---------------------------|---------------------|---------------------|------------------------------|
| Resources: | | | | |
| Federal & State | \$ - | \$ - | \$ - | |
| Local Sources | 56,144 | 55,345 | (799) | 99% |
| Member Dues | 232,000 | 231,119 | (881) | 100% |
| Transfers In | - | - | 0 | |
| Beginning Reserves | 480,588 | 813,693 | 333,105 | 169% |
| Total Resources | \$ 768,732 | \$ 1,100,157 | \$ 331,425 | 143% |
| Requirements: | | | | |
| Personal Services | \$ 237,222 | \$ 254,721 | \$ 17,499 | 107% |
| Materials and Services | 172,025 | 140,107 | (31,918) (a) | 81% |
| Capital Outlay | - | - | 0 | |
| Loans Made | - | - | - | |
| Services by Other Organizations | - | - | - | |
| Debt Service | - | - | - | |
| Transfers Out | \$ 31,000 | \$ 990 | \$ (30,010) | 3% |
| Total Requirements | 440,247 | 395,818 | (44,429) | 90% |
| Net Resources Over Requirements | \$ 328,485 | \$ 704,339 | \$ 375,854 | 214% |
| Total | \$ 768,732 | \$ 1,100,157 | | |

(a) Health insurance pre-paymant of \$138,750 until expense allocated to other funds.

Note: This statement includes LCOG Operating and Member Support Services subfunds.

**LANE COUNCIL OF GOVERNMENTS
GOVERNMENT SERVICES
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2020**

| | <u>Adopted Budget</u> | <u>Actual</u> | <u>Over / Under</u> | <u>Percent of Budget</u> |
|---------------------------------|---------------------------|---------------------|---------------------|------------------------------|
| Resources: | | | | |
| Federal & State | \$ 3,506,703 | \$ 1,987,210 | \$ (1,519,493) (a) | 57% |
| Local Sources* | 3,889,470 | 5,562,985 | 1,673,515 | 143% |
| Member Dues | - | - | | |
| Transfers In | 1,736,920 | 1,266,953 | (469,967) (a) | 73% |
| Beginning Reserves | 1,413,004 | 2,171,765 | 758,761 | 154% |
| Total Resources | <u>10,546,097</u> | <u>10,988,913</u> | <u>\$ 442,816</u> | 104% |
| Requirements: | | | | |
| Personal Services** | \$ 3,335,406 | \$ 3,335,026 | \$ (380) | 100% |
| Materials and Services** | 3,200,076 | 3,240,817 | 40,741 | 101% |
| Capital Outlay | 1,000 | 22,101 | 21,101 | 2210% |
| Loans Made | - | - | - | |
| Services by Other Organizations | 246,160 | 336,067 | 89,907 | 137% |
| Debt Service | - | - | - | |
| Transfers Out | 1,731,631 | 1,299,361 | (432,270) (a) | 75% |
| Support Services | 789,023 | 788,998 | (25) | 100% |
| Total Requirements | <u>9,303,296</u> | <u>9,022,370</u> | <u>\$ (280,926)</u> | 97% |
| Net Resources Over Requirements | <u>\$ 1,242,801</u> | <u>\$ 1,966,543</u> | <u>\$ 723,742</u> | 158% |
| Total | <u>\$ 10,546,097</u> | <u>10,988,913</u> | | |

Included in statement are Government Services - Administration, Planning, Transportation; Telecommunications

(a) Timing of quarter end entries.

**LANE COUNCIL OF GOVERNMENTS
SENIOR AND DISABILITY SERVICES
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2020**

| | Adopted Budget | Actual | Over / Under | Percent of Budget |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|
| Resources: | | | | |
| Federal & State | \$ 20,476,444 | \$ 25,412,179 | \$ 4,935,735 | 124% |
| Local Sources* | 1,525,122 | 1,444,610 | (80,512) | 95% |
| Member Dues | - | - | | |
| Transfers In | 2,940,716 | 2,828,738 | (111,978) (a) | 96% |
| Beginning Reserves | 4,281,632 | 4,547,522 | 265,890 | 106% |
| Total Resources | <u>29,223,914</u> | <u>34,233,049</u> | <u>\$ 5,009,135</u> | 117% |
| Requirements: | | | | |
| Personal Services** | \$ 17,726,219 | \$ 17,473,864 | \$ (252,355) | 99% |
| Materials and Services** | 3,191,927 | 3,223,105 | 31,178 | 101% |
| Capital Outlay | 95,000 | 50,288 | (44,712) | 53% |
| Loans Made | - | - | 0 | |
| Services by Other Organizations | 1,250,666 | 1,494,884 | 244,218 | 120% |
| Debt Service | - | - | 0 | |
| Transfers Out | 2,940,716 | 2,828,738 | (111,978) (a) | 96% |
| Support Services | 2,100,652 | 2,069,601 | (31,051) | 99% |
| Total Requirements | <u>27,305,180</u> | <u>27,140,480</u> | <u>\$ (164,700)</u> | 99% |
| Net Resources Over Requirements | <u>\$ 1,918,734</u> | <u>\$ 7,092,569</u> | <u>\$ 5,173,835</u> | 370% |
| Total | 29,223,914 | 34,233,049 | | |

Included in statement are Senior & Disabled Services - Title XIX Medicaid, Title III OAA, OPI activities, local grants and contracts.

(a) Timing of entries

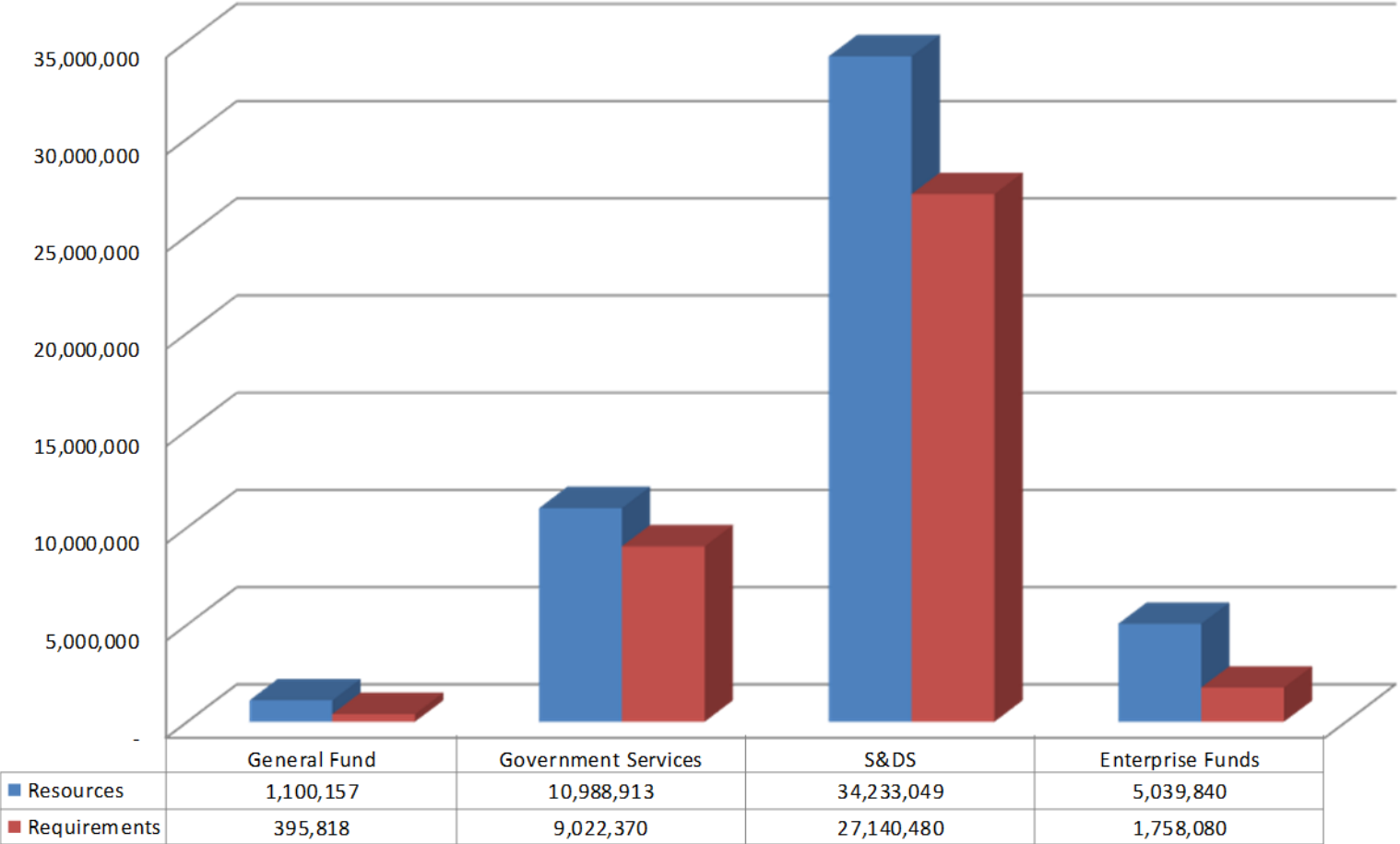
**LANE COUNCIL OF GOVERNMENTS
ENTERPRISE FUNDS
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2020**

| | <u>Adopted Budget</u> | <u>Actual</u> | <u>Over / Under</u> | <u>Percent of Budget</u> |
|---------------------------------|---------------------------|---------------------|---------------------|------------------------------|
| Resources: | | | | |
| Federal & State | \$ - | \$ - | \$ - | |
| Local Sources* | 1,661,957 | 1,727,601 | 65,644 (a) | 104% |
| Member Dues | - | - | - | |
| Transfers In | 53,438 | 45,191 | (8,247) (a) | 85% |
| Beginning Reserves | 2,400,893 | 3,267,048 | 866,155 | 136% |
| Total Resources | <u>4,116,288</u> | <u>5,039,840</u> | <u>\$ 923,552</u> | 122% |
| Requirements: | | | | |
| Personal Services** | \$ 184,899 | \$ 176,590 | \$ (8,309) | 96% |
| Materials and Services** | 589,240 | 560,333 | (28,907) | 95% |
| Capital Outlay | 690,000 | 403,952 | (286,048) | 59% |
| Loans Made | 350,000 | 250,000 | (100,000) | 71% |
| Services by Other Organizations | - | - | 0 | |
| Debt Service | 473,027 | 277,264 | (195,763) | 59% |
| Transfers Out | 37,527 | 48,760 | 11,233 (a) | 130% |
| Support Services | 41,182 | 41,181 | (1) | 100% |
| Total Requirements | <u>2,365,875</u> | <u>1,758,080</u> | <u>\$ (607,795)</u> | 74% |
| Net Resources Over Requirements | <u>\$ 1,750,413</u> | <u>\$ 3,281,760</u> | <u>\$ 1,531,347</u> | 187% |

Included in statement are Building Management Program, Economic Development Program, Loans Program, and Minutes Recorder Program.

(a) Timing of quarter end entries.

FY20: 4th Quarter YTD Current Resources and Requirements





**Agenda Item Number
8 d.
Local Government Personnel Services (LGPS)**

Date: September 24, 2020

Presenter: Brenda Wilson

Action Recommended: None. Information Only

Background:

The Local Government Personnel Institute (LGPI) was founded in 1971 as a joint venture between the League of Oregon Cities (LEAGUE) and the Association of Oregon Counties(AOC). LGPI offered Human Resources and Labor Relations assistance to cities, counties, and special districts throughout Oregon. LGPI members - Cities, counties, special districts, councils of government, community colleges, and other local governments - paid dues and received no-cost technical assistance, and a discounted rate on LGPI consulting services, including Labor Relations representation, HR assistance, pre-employment background checks, training, and so much more.

In February, the LEAGUE Executive Director recommended to his Board they shut-down LGPI by June 30, 2020. At that time, the LGPI's membership included 89 cities, 11 counties and 17 special districts. LCOG took over LGPI on July 1 and changed the name to Local Government Personnel Services (LGPS) to keep the name similar, but to also create a new service program.

To staff LGPS, we brought on LGPI's Labor Attorney, Pierre Robert. Pierre had built a reputation as a knowledgeable bargaining negotiator and LGPI had several contracts with members for beyond June 30 for negotiation services. LCOG also created a pool of labor and HR specialists we can call upon as requests for services came in. As of September 17, three months after taking over the program, LCOG's membership includes 55 cities, 7 counties and 4 special districts with membership revenues totaling \$63,778.

Current LGPS Projects:

Human Resources

| Agency | Project | Comments |
|---------------------------------|-------------------------|--|
| City of St Helens | FLSA Review | |
| City of Sandy | Class & Comp | Small project, nearly complete |
| Sandy Fire | Class & Comp | Small project, nearly complete |
| City of Coos Bay | Salary review | Two new classifications |
| City of Coos Bay | Personnel investigation | |
| Springfield Utility Board (SUB) | Class & Comp Study | Large project – through end of fiscal year - \$50K |
| City of Dallas | Salary study | In scoping now |
| Rogue Community College | Class & Comp Study | Proposal/Interview - \$50K |
| Keiser Fire | Civil Service Official | As needed |
| Numerous as requested | Background checks | Ongoing – around \$150/each |

Labor and Employment Relations

| Client | Project | Services | Status |
|---------------------|----------------------|--|---|
| City of Turner | Successor Bargaining | Serve as spokesperson of and legal advisor to City's bargaining team | Employees voted against ratification; union now considering City's counter offers. Once ratified by both parties, integrate agreed changes into final agreement for signing. |
| City of Lafayette | Successor Bargaining | Serve as spokesperson of and legal advisor to City's bargaining team | Both parties have ratified the tentative agreement; integrated the agreed changes into a new CBA for signing last week. |
| City of Port Orford | Successor Bargaining | Serve as spokesperson of and legal advisor to City's bargaining team | Bargaining started late on June 25; have had 5 bargaining sessions. Lots to get through still; anticipate 4-6 more sessions, then more to get TA ratified and new CBA signed. |
| City of Port Orford | Grievance | Advise and advocate for City to resolve grievance | Bargaining a resolution to the grievance has now been rolled into successor bargaining. Timelines of grievance have been stayed by mutual agreement pending outcome thereof. |
| City of Eugene | LR Training | Deliver half-day training to City's supervisors/managers. | Late March training was cancelled due to pandemic. Awaiting re-scheduling which City says it wants. |
| City of Astoria | LR Training | Deliver half-day training to City's supervisors/managers. | Unclear whether City will move ahead with this. I'll contact it to learn. |

Anticipated LR Project Work

| Client | Project | Services | Why Anticipated? | Anticipated Start |
|-----------------------|----------------------|---|---|------------------------|
| Clackamas River Water | Successor Bargaining | Lead spokesperson and legal advisor to bargaining team. | Performed same services in prior cycle(s) | February or March 2021 |
| City of Coquille | Successor Bargaining | Lead spokesperson and legal advisor to bargaining team. | Performed same services in prior cycle(s) | January 2021 |
| City of Cornelius | Successor Bargaining | Lead spokesperson and legal advisor to bargaining team. | Performed same services in prior cycle(s) | January 2021 |

| | | | | |
|-----------------------------------|----------------------|---|---|------------------------|
| Gilliam County | Successor Bargaining | Lead spokesperson and legal advisor to bargaining team. | Performed same services in prior cycle(s) | January 2021 |
| Harney County | Successor Bargaining | Advise behind the scenes during bargaining. | Performed same services in prior cycle(s) | February or March 2021 |
| City of Toledo | Successor Bargaining | Lead spokesperson and legal advisor to bargaining team. | Performed same services in prior cycle(s) | January 2021 |
| Willamalane Parks & Rec. District | Successor Bargaining | Lead spokesperson and legal advisor to bargaining team. | Performed same services in prior cycle(s) | January 2021 |



BOARD MEETING AGENDA

Date: Thursday, September 24, 2020

Time: 6:00 p.m. – Virtual Meeting

Call-in Information: Dial-in Info: (541) 682-1094

Participant Code: 026-719-43#

* denotes packet attachment

6:00 Call to Order

Call Regular Meeting to Order

1. Welcome & Introductions
2. Requests for Additions to the Agenda *[to be considered under Business Items]*

Public Comment

3. Comments from the Public

Presentations

4. a. Regional Broadband

Business Items

5. Consent Agenda *[Board members may request an item be removed from the Consent Agenda to discuss separately under Item 6]*
 - a.* June 25, 2020 Minutes – Approve
6. Items Removed from Consent Agenda

Reports

8. a.* Executive Committee Report
- b.* Advisory Council Reports
- c.* Financial Report
- d.* LGPS Update

Wrap Up

9. Call for Future Agenda Items; Emerging Issues.

Public Comment is limited to 3 minutes. The Board has the right to ask disruptive attendees to leave the meeting. The Board may choose not to respond to comments and lack of response does not indicate support or disagreement. Location is wheelchair accessible. American Sign Language interpretation is available with 48 hours notice.

859 Willamette Street, Suite 500, Eugene, OR 97401 Phone (541) 682-4283. TTY (541) 682-4567. Fax (541) 682-4099

LANE COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS
Lane Council of Governments
LCOG, 859 Willamette Street, Suite 500, Eugene
The meeting was held via teleconference

June 25, 2020
6:00 p.m.

VOTING MEMBERS

Present

Bd. Member Mary Walston, Chair (School District 4J)
Bd. Member Heather Buch, Vice-Chair (Lane County)
Bd. Member Greg James (Willamalane)
Bd. Member Sherry Durst-Higgins (Lane ESD)
Bd. Member Sonya Carlson (EWEB)
Councilor Richard Zettervall (City of Creswell)
Councilor Chris Pryor (City of Eugene)
Mayor Jeff Gowing (City of Cottage Grove)
Mayor Mark Crenshaw (City of Junction City)
Bd. Member Todd Mann (School District 19)
Bd. Member Vickie Kennedy (Heceta Water PUD)

Mayor Don Bennett (City of Lowell)
Councilor Tom Cotter (City of Veneta)
Bd. Member Alan Laisure (School District 52)
Bd. Member Alan Baas (School District 45J)
Bd. Member Lisa Fragala (Lane Community College)
Bd. Member Susy Lacer (Siuslaw Library District)
Bd. Member Patti Chappel (Emerald People's Utility District)

Absent

Representative City of Coburg
Representative City of Dunes City
Representative City of Oakridge
Representative City of Westfir
Representative Siuslaw Valley Fire District
Representative Port of Siuslaw
Representative Fern Ridge Library District
Representative School District 40

Representative River Road Parks & Rec. District
Representative Lane Library District
Representative Western Lane Ambulance District
Representative School District 68
Representative Junction City RFPD
Representative City of Springfield
Representative Rainbow Water and Fire District

OTHERS

Don Nordin, Lane Transit District (Non-voting member)
Brenda Wilson, LCOG Executive Director
Keina Wolf, LCOG Fiscal Unit Manager
Beth Bridges, Minutes Recorder

CALL MEETING TO ORDER

1. Welcome & Introductions

Chair Mary Walston called the meeting of the Lane Council of Governments (LCOG) Board to order at 6:12 p.m. LCOG Executive Director Brenda Wilson named the voting and non-voting members participating in the meeting via teleconference (Ms. Walston and Ms. Wilson attended in person).

2. Requests for Additions to the Agenda

No requests were made.

3. Public Comment

No one wished to provide public comment to the Board.

BUSINESS ITEMS

4. FY21 Budget, Brenda Wilson

Ms. Wilson gave a Powerpoint presentation entitled *FY21 Proposed Budget*. She noted the Proposed FY21 Budget had been approved by the Budget Committee and the Executive Committee recommended adoption by the Board. Overall, the FY21 Proposed Budget was a 16.8% increase over the FY20 Adopted Budget but only a .8% increase over the FY20 Revised Budget. The reason the increase over the FY20 Adopted Budget was so large was because of Senior and Disabled Services' (S&DS) biennial allocation from the state was not known when the budget was adopted.

Turning to resources, Ms. Wilson reviewed the changes by revenue type. The majority of LCOG's resources were from state and federal revenue. The FY21 increase was primarily in S&DS. Local revenues were mainly from contracts for Government Services. She discussed transfers among funds, illustrating the accounting of receiving the S&DS state allocation in one fund and then distributing resources to various programs, e.g., meals on wheels, respite care.

Focusing on requirements, Ms. Wilson emphasized the changes mirrored the changes in revenues. She reviewed Personal Services, Materials and Supplies, and Capital Outlays. The majority of LCOG's expenses were Personal Services (salaries and benefits). Ms. Wilson discussed the budget assumptions behind cost increases, including Cost of Living Adjustment (COLA), merit increases, and increases in various types of insurance. There was no increase in the PERS rate. Personal Services costs increased about 18% from FY20 due to the aforementioned factors. The state needed to rebalance their budget but exactly how allocations would be affected was unknown at this time. In other areas, there was an increase of 5.13 FTE (Metro Television staff, Planning staff, Transportation planner, and telecom network manager/cybersecurity.). Ms. Wilson outlined the decrease in Materials and Supplies. A key factor was the completion of the telecom project in FY20. There was an increase in S&DS for computers for newly hired employees and in Reserves for Covid-19 crises response. Another large decrease was in Capital Outlay. She highlighted the increase in Services of Others because of phase 2 for the Willamette Internet Exchange (WIX) and transit contracts for Link Lane. Ms. Wilson noted Ending Reserves are expected to increase by 58%, primarily due to the S&DS biennial allocation and the Capital Contingency Fund. Indirect Services increased 19% because of the additional FTE added in S&DS in FY20 and a reallocation of costs for the Government Services Manager and a fiscal person because they supported central services.

Ms. Wilson listed other factors that impacted the proposed budget, including the change in service

delivery for the Senior Meals program, anticipated rent increases, respite support for care givers, and Covid-19 responses. She reviewed the Board policy for the Operations Contingency and recommended the Capital Contingency be used to replace the HVAC system. Ms. Wilson said Covid-19 had an impact on the Park Place Building Fund because some tenants were unable to pay their rent. She had negotiated with tenants some temporary measures, e.g., they applied their security deposits against their rent.

Ms. Walston opened the public hearing on the Fiscal Year 20-21 Budget at 6:36 p.m. No one wished to provide public comment. Ms. Walston closed the public hearing at 6:37 p.m.

Greg James moved approval of Resolution 2020-03, Adopting the Fiscal Year 20-21 Budget. Mark Crenshaw seconded. The motion passed unanimously.

Ms. Walston thanked Mr. James, Sherry Durst-Higgins, and Heather Buch for their work on the Budget Committee.

5. Public Contracting Rules

Ms. Walston called to order the LCOG Executive Committee in their role as the Local Contract Review Board

Ms. Wilson said the state legislature had amended local contracting rules at the last session. LCOG used the Local Government Law Group's Revised Model Rules as it provided more flexibility. Ms. Wilson reviewed the five major changes described in the agenda packet. She noted the exemptions had not changed but also needed to be re-adopted as part of the motion.

Ms. Walston opened the public hearing on public contracting rules at 6:40 p.m. No one wished to provide public comment. Ms. Walston closed the public hearing at 6:41 p.m.

Sonya Carlson moved Resolution 2020-04, Joint Resolution of the Board of Directors and Local Contract Review Board Opting out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for the Lane Council of Governments. Ms. Durst-Higgins seconded. The motion passed unanimously.

Ms. Walston closed the Local Contract Review Board and the Board meeting continued.

6. Consent Agenda

a. Minutes of April 23, 2020

b. Executive Director's Annual Review

Ms. Wilson noted the last name was spelled incorrectly for LCOG Board Member Lisa Fragala.

Mr. James moved approval of the consent agenda as corrected. Chris Pryor seconded. The motion passed unanimously.

7. REPORTS

a. Executive Committee Report

Ms. Wilson reviewed the report included in the agenda packet, starting with changes at the Park Place Building. Moon Shadow was now renting month-to-month. Four other tenants had agreed to amend their leases to apply their security deposit to their monthly rent and extend their leases for two months. Ms.

Wilson also gave updates on the move of the Local Government Personnel Institute (LGPI) to LCOG, the receipt of \$1 million from the Federal Economic Development Agency for use in a revolving small business loan program for rural Lane County, the continuing work on an indoor track for Springfield, the upcoming meeting of the Cascades West Economic Development District, the colocation of the South Lane S&DS office and the Senior Meals site in Cottage Grove, and the grants awarded to the Senior Meals program which enabled them to expand the service and add a new route in Springfield.

When Commissioner Buch asked if the business loan grant was public information, Ms. Wilson said yes. She offered to send Board members an information sheet on the program.

b. Advisory Council Reports

Ms. Wilson referred to the report in the agenda packet. She referenced the predominance of Covid-19 discussions.

LATE BUSINESS ITEM

9. Link Lane Transportation Growth Management Grant Application

Ms. Wilson said LCOG wanted to apply for a Transportation Growth Management (TGM) grant in order to undertake a stakeholder and community engagement process to understand and prioritize existing transit gaps within and beyond Lane County and develop an implementation plan to address identified gaps. Ms. Wilson noted the application required a vote of support by the Board.

When Don Nordin asked about South Lane Wheels, Ms. Wilson assured him the purpose was not to contradict or duplicate existing services. The TGM grant was to identify service gaps and also work towards a more seamless transit system (including a possible shared fare system).

Mr. Nordin stressed there needed to be better transit services for the senior and disabled populations. He emphasized research demonstrated public transportation services were not a vector for spreading the Covid virus. He recommended others read the *Fear of Public Transit got ahead of the Evidence* article in the June 14, 2020 *Atlantic* magazine.

Patti Chappel moved in support of LCOG's submission of the TGM grant application to develop a transit development plan for Link Lane. Richard Zettervall seconded. The motion passed unanimously.

WRAP UP

10. Call for future agenda items, emerging issues

Mr. James asked for an update/demonstration on the revised Regional Land Information Database (RLID). He also described the cautious and careful re-opening of facilities and activities at Willamalane. Responding to a question about requiring masks for children if in an enclosed public space, Mr. James explained Willamalane staff complied with all state regulations. At their summer camps, children either wore masks or engaged in activities that respected social distancing.

Alan Baas complimented the work of South Lane School District's new superintendent. They were attending a lot of Zoom meetings, trying to envision school in the fall. Thinking of future agenda items, Mr. Baas suggested exploring ways to improve intergovernmental communication and learning about the new Cottage Grove Community Health Center.

Todd Mann shared families of Springfield Public Schools' graduating seniors were very appreciative of

the individual ceremonies staged. The School Board and staff were working on their re-opening plan for the fall but it had not been resolved. He noted social distancing among children was a challenge.

Commissioner Buch said Lane County's cluster of new Covid-19 cases was tied to young adults not adhering to guidelines. Public Health staff continued to emphasize masks, social distancing, and personal hygiene. She was concerned if new cases continued to climb, the Board may need to implement a county-wide mask requirement. Commissioner Buch also referenced the Black Lives Matter resolution recently passed by the Board of County Commissioners.

Mr. Nordin reported LTD's ridership had increased slightly. They still limited the number of passengers per bus and required them to wear masks. He referenced his earlier stated information that public transit was not a vector for the disease. Mr. Nordin was concerned people would now opt to use single occupancy vehicles, which would increase greenhouse gas emissions.

Councilor Pryor described the current situation as one of outrage, anger, and passion. He said the City Council wanted to figure out how to improve things, but "defunding police" would not solve the problem. Councilor Pryor shared the Police Chief and the President of the Police Union were open to change. He noted Eugene had in place checks and balances for the Police, including the Civilian Review Board and the Police Commission.

Ms. Chappel relayed that EPUD was doing great. There were concerns about the revenue impact from Covid but she was confident utility companies would keep the lights on! Ms. Chappel said they were working on succession planning to respond to recent retirements. Their 2021 strategic plan was almost completed. Ms. Chappel described the hybrid hot water heater in Veneta and said the Short Mountain Landfill Generator had produced half a billion kilowatt-hours of electricity since coming online.

Mayor Zettervall described the Fourth of July home and community pride contests (e.g., most patriotic house, sidewalk chalk displays) Creswell was conducting in lieu of their traditional celebration. Local businesses had donated all the prizes. The city had also established a \$36,000 emergency loan fund for small businesses affected by Covid. Mayor Zettervall said the Creswell City Council was tackling equity issues in future work sessions. He anticipated they would pass a resolution similar to Lane County's.

Sonya Carlson reported that EWEB continued work on upriver projects (in Leaburg and Walterville) and replacing water storage facilities in the South Hills. She felt most staff had adjusted to the new norms and some of the changes may be made permanently. The Board and EWEB management were working to not change rates. One strategy was to refinance debt to save money. Speaking to future agenda items, Ms. Carlson suggested working with the Justice Equity Diversity and Inclusion (JEDI) movement.

Lisa Fragala said LCC was moving forward after passage of the bond measure. They were hiring a bond manager and recruiting for the bond citizen oversight committee. At the last Board meeting, they had passed a resolution declaring the second Monday of every October as Indigenous People Day. Their resolution in support of Black Lives Matter included many concrete action items. Ms. Fragala said the biggest challenge now is the Covid 19 (re-opening plan, economic impact). There were many issues, including mandating masks on campus and discussing furlough days and program reductions.

Alan Laisure said the Bethel School District was also working on how their schools would operate come September. Their plans needed to be submitted to the State for approval. Depending on how the State

rebalanced its budget, the District may need to address budget reductions. Prior to the pandemic, the District was working on capital bond. He highlighted their graduation ceremonies went nicely.

Ms. Durst-Higgins relayed Lane ESD was working to assist the sixteen school districts they served in Lane County.

Ms. Walston echoed other school districts' concerns regarding how to open up school. She noted the directives from the State changed frequently. The Board was addressing many issues, including: eliminating School Resource Officers in schools; looking at ways ensure inclusion; discussing religious holidays; passing next year's budget; hiring a permanent Superintendent; and overseeing major capital construction projects (North Eugene High School, Edison Elementary School).

Ms. Walston announced the next LCOG Board meeting was scheduled for September 24, 2020. Whether the meeting would be held via teleconference or in person was yet to be determined. She thanked everyone for their service to Lane County and adjourned the meeting at 7:42 p.m.



**Agenda Item Number
8 a.
Report of the Executive Committee**

Date: September 24, 2020

Presenter: Brenda Wilson

Action Recommended: None. Information Only

September 8, 2020 MEETING NOTES:

Members present remotely were: Board Chair Mary Walston, Sonya Carlson, Tom Cotter, Sherry Duerst-Higgins, Greg James, Vickie Kennedy, Chris Pryor, and LCOG Executive Director Brenda Wilson. Absent: Vice-Chair Heather Buch, Richard Zettervall.

Policy / Action Items

1. Plan for Annual Appreciation Dinner – Brenda noted that now was the time to start planning for the annual dinner which would normally take place in February, but with everything happening and the status of LCC’s Center for Meeting and Learning unknown, a different approach was warranted. The Executive Committee agreed that recognizing outstanding performance in the region was important. Brenda suggested a virtual event where highlight of outstanding work could be shown and awards could be given virtually. Brenda will bring back more details once those are known.

1. Draft September Board Meeting Agenda – Brenda added an update on LGPS; the Committee unanimously approved the Draft Board Agenda.

Information Items

1. Quarterly Financials – Brenda referred to the memo and went over the numbers, reminding the Committee the numbers were a snapshot on June 30, 2020, and that final audited numbers would be presented later in the year.
2. Park Place Building Update – Brenda noted when Fiscal Year 20 started in June of 2019, the projections for the Park Place Building (PPB) were positive, both for revenues and expenses with excess revenues going into the Capital Improvement Contingency account. With the Covid-19 Pandemic, those projections were adjusted for FY20 and the projections for FY21 will also need to be adjusted. Once we know what the final end-of-year revenues for the PPB for FY20, The PPB Preservation and Maintenance Strategy will be updated and brought back for discussion.

Brenda discussed the rental properties. LCOG leases out space in its Park Place Building. Current annual rent roll totals \$598,368, not including LCOG's annual occupancy costs, which are currently \$398,150. Currently, there are four vacant spaces in the Park Place Building; one of which WIXII will occupy. The rental income for these spaces is estimated to be about \$71,000, annually. Earlier this year, the Executive Committee approved the deferment of rent for four tenants: Bao Bao House (Ji Li), Shred, Public SCC, and Locus Marketing. Currently, two tenants are behind on rent by two months: Bao Bao House and Public SCC; one tenant is behind one month: Microtech. LCOG will work with the Property Manager and these tenants to find a reasonable accommodation or solution.

Brenda provided an update on the Capital Contingency Account, started in 2014 with funds leftover from the sale of the Schaefers and Springfield Buildings, as well as the refinancing of the Park Place Building and excess revenues. The only amounts taken out of this Account have been for the elevator replacement project (see below). The Account will have \$670,966 once FY20 budgeted for transfers occur. Rental income has been exceeding expenses, and excess amounts go into the Contingency Account, however, with the vacancies and the Pandemic, excess funds may be lower than budgeted. We will know by how much once the final numbers for FY20 are in.

Brenda also provided an update on the Elevators. In June 2019, the Board approved the Preservation and Maintenance Strategy developed by staff which called for the replacement of the elevators as the first Capital Project. The project

was budgeted at \$660,000 and completed in July with a total cost of \$570,796. This project was paid for out of the Contingency Account.

3. Executive Session - The Executive Committee held an executive session pursuant to ORS 192.660.



Agenda Item Number 8 b. Advisory Council Reports

Date: September 24, 2020

Presenter: Brenda Wilson

Action Recommended: None. Information Only

Metropolitan Policy Committee (MPC)

July 9, 2020

- Received public input on greenhouse gas (GHG) emissions planning.
- Received a report on the update of the MPO's Intelligent Transportation System (ITS) Plan.
- Unanimously approved a letter of support for a City of Springfield grant application for funding for Safe Routes to School (SRTS) projects.

Metropolitan Policy Committee (MPC)

August 6, 2020

- Heard a staff presentation, and held a public hearing, on proposed modifications to the language governing amendments to the MPO's Metropolitan Transportation Improvement Program (MTIP).
- Unanimously agreed to the Oregon Department of Transportation (ODOT) *Coordination Process with MPOs in Setting, Monitoring, and Reporting State Performance Measure Targets*.
- Heard a presentation by ODOT staff, and held a discussion, on the Oregon Transportation Commission's (OTC) FY2024-2027 State Transportation Improvement Program (STIP) funding allocation.
- Received a presentation on the results of the MPO's Travel Barriers Survey.

Metropolitan Policy Committee (MPC)

September 3, 2020

- Unanimously elected Springfield Councilor Joe Pishioneri as MPC Chair.
- Unanimously appointed Springfield Councilor Sean VanGordon and Lane Transit District (LTD) Board Member Carl Yeh as representatives to the Oregon MPO Consortium (OMPOC).
- Heard a presentation and held a discussion on the 2045 Regional Transportation Plan (RTP) Federal Requirements.
- Heard an update on the Regional Transportation Options Transition.
- Heard a presentation on the staff response to public comments on greenhouse gas emissions and discussed how the MPO may move forward with planning around this issue.

Lane Economic Committee (LEC)

August 10, 2020

- Eric Lind, Capital Access Team Advisor for the Lane Small Business Development Center (SBDC), provided an overview on government COVID-19 relief programs for small businesses. Questions centered around the perceived need for additional funding relief for businesses forced to close during the pandemic. Mr. Lind said that additional funding and grants were likely, but the timing was unknown.
- Lynn Meyer, Director of Lending at Community Lending Works (CLW), gave an overview on CLW's role during the pandemic. Mr. Meyer reported that CLW began helping businesses with pandemic relief early on. CLW launched an emergency loan program. They received 100 applications in the first 15 minutes providing funding to 19 businesses in Lane County for a total of \$400,000. Since then the loan program has spread throughout the state, with over 90 loans totaling \$1.3 million. Mr. Meyer said that there may be as many as 6 rounds of grants to small businesses with round 3 coming up.
- Howard Schussler, LCOG GS Director, facilitated a roundtable discussion on COVID-19 impacts. Discussion began with the state of the tourism industry and hotel occupancy which is 35% of normal. Lack of affordable housing is an issue and people may soon have a problem with making their rent payment. Ms. Fifield, City of Eugene, noted that the secondary dwelling unit discussions are still going, some required costs have been removed, and state changes have affected local laws and codes. This will all help open more secondary dwelling units which will increase availability.

Senior & Disability Service Advocacy

July 21, 2020

- Discussed that S&DS had closed all its offices in Lane County except for in Eugene and Florence. Everyone was working remotely or via the phone. Adult Protective Services (APS) was meeting people in person in emergency situations. Senior Meal Service expanded so that S&DS could provide meals for everyone on their waitlist
- Committee requested to advocate on issue of wheel chair accessibility, Durable Medical Equipment, and power wheelchair repair. Staff had reached out to Pacific Source and Trillium with questions on the repair and insurance process. They asked about the process each went through and hoped to figure out where the slowdown was happening. They had received a response from Pacific Source but were waiting for Trillium.

Disability Services Advisory Council (DSAC)

July 17, 2020

- Recapped the APS webinar that took place in June. The focus of the webinar was on scam fraud, specifically during COVID-19. S&DS had ten community members attend the webinar, which was recorded.
- Shared that the S&DS office had entered phase one of their reopening. They had a few people in the building and were open daily to the public from 10am – 12pm. APS was the only unit performing in-person contact, but that is only in emergency situations

Senior Services Advisory Council (SSAC)

July 17, 2020

- Discussed office and Senior Meals to the Cottage Grove Community Center. The building was looking to expand, so they would have enough space. S&DS would use reception hall as temporary space while the expansion was being built. The community library and senior center were also inside the same building.



**Agenda Item Number
8 c.
Fourth Quarter Financial Summary**

Date: September 24, 2020

Presenter: Brenda Wilson

Action Recommended: None. Information Only

Background:

The attached report compares LCOG's total resources to total requirements for the fourth quarter of FY20. Please note that not all LCOG's revenues and expenses occur in a monthly or quarterly cycle. LCOG's financials are prepared on a modified cash basis methodology with receivables and payables included.

Highlights from the Quarterly Report:

For the fourth quarter ended June 30, 2020:

All Funds: LCOG had \$51,361,959 in Resources (or 115% of the budgeted Resources of \$44,666,031 and \$38,128,917 in Requirements (or 96% of the budgeted Requirements of \$39,775,598). Note that the Resources include Beginning Reserve amounts (\$8,576,117 budgeted Beginning Reserves), but the \$4,890,443 in budgeted Ending Reserves is not included in the Net Requirements amount.

General Fund: The General Fund had \$1,100,157 in Resources (or 169% of the budgeted Resources of \$768,732) and \$395,818 in Requirements (or 90% of the budgeted Requirements of \$440,247). Note that the Resources include Beginning Reserve amounts (\$480,588 in budgeted Beginning Reserves), but the \$328,485 in budgeted Ending Reserves is not included in the Net Requirements amount.

Government Services Fund: This Fund had \$10,988,913 in Resources (or 104% of the budgeted Resources of \$10,546,097) and \$9,022,370 in Requirements (or 97% of the budgeted Requirements of \$9,303,296). Note that the Resources include Beginning Reserve amounts (\$1,413,004 in budgeted Beginning Reserves), but the \$1,242,801 in budgeted Ending Reserves is not included in the Net Requirements amount.

Senior and Disability Services Fund: This Fund had \$34,233,049 in Resources (or 117% of the budgeted Resources of \$29,223,914) and \$27,140,480 in Requirements (or 99% of the budgeted Requirements of \$27,305,180). Note that the Resources include Beginning Reserve amounts (\$4,281,632 in budgeted Beginning Reserves), but the \$1,918,734 in budgeted Ending Reserves is not included in the Net Requirements amount.

Enterprise Fund: This Fund had \$5,039,840 in Resources (or 122% of the budgeted Resources of \$4,116,288) and \$1,758,080 in Requirements (or 74% of the budgeted Requirements of \$2,365,875). Note that the Resources include Beginning Reserve amounts (\$2,400,893 in budgeted Beginning Reserves), but the \$1,750,413 in budgeted Ending Reserves is not included in the Net Requirements amount.

At 06/30/2020: Net Total Performance: All Resources over All Requirements.

All Funds: Overall, LCOG is at \$ 13,233,042 Net Resources Over Requirements, which is an increase to fund balance of \$3,863,441 compared to the end of the last quarter of FY19 of \$9,369,601.

Attachments: Statement: All Organization Units
Statement: General Fund
Statement: Government Services
Statement: Senior and Disability Services
Statement: Enterprise Fund
Chart 1: Resources and Requirements

**LANE COUNCIL OF GOVERNMENTS
ALL ORGANIZATIONAL UNITS
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2020**

| | Adopted Budget | Actual | Over / Under | Percent of Budget |
|---------------------------------|----------------------|----------------------|-----------------------|----------------------|
| Resources: | | | | |
| Federal & State | \$ 23,983,147 | \$ 27,399,389 | \$ 3,416,242 | 114% |
| Local Sources* | 7,132,693 | 8,790,541 | 1,657,848 | 123% |
| Member Dues | 232,000 | 231,119 | (881) | 100% |
| Transfers In | 4,742,074 | 4,140,882 | (601,192) | 87% |
| Beginning Reserves | 8,576,117 | 10,800,028 | 2,223,911 | 126% |
| Total Resources | <u>\$ 44,666,031</u> | <u>\$ 51,361,959</u> | <u>\$ 6,695,928</u> | <u>115%</u> |
| Requirements: | | | | |
| Personal Services** | \$ 23,125,243 | \$ 22,838,551 | \$ (286,692) | 99% |
| Materials and Services** | 8,452,428 | 8,277,961 | (174,467) | 98% |
| Capital Outlay | 786,000 | 476,341 | (309,659) | 61% |
| Loans Made | 350,000 | 250,000 | (100,000) | 71% |
| Services by Other Organizations | 1,846,826 | 1,830,951 | (15,875) | 99% |
| Debt Service | 473,027 | 277,264 | (195,763) | 59% |
| Transfers Out | 4,742,074 | 4,177,849 | (564,225) | 88% |
| Total Requirements | <u>\$ 39,775,598</u> | <u>\$ 38,128,917</u> | <u>\$ (1,646,681)</u> | <u>96%</u> |
| Net Resources Over Requirements | <u>\$ 4,890,433</u> | <u>\$ 13,233,042</u> | <u>\$ 8,342,609</u> | <u>271%</u> |
| Total | <u>\$ 44,666,031</u> | <u>\$ 51,361,959</u> | | |

*Includes rental income and indirect charges.

** At the All Organization level, Support Services costs are indirect charges which consist of General Fund Personal Services and Materials and Services expenses. In this statement we are reporting these costs in the line item Personal Services and Materials and Services for transparency purposes and not as "Support Services" costs.

**LANE COUNCIL OF GOVERNMENTS
GENERAL FUND
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2020**

| | <u>Adopted Budget</u> | <u>Actual</u> | <u>Over / Under</u> | <u>Percent of Budget</u> |
|--|---------------------------|---------------------|---------------------|------------------------------|
| Resources: | | | | |
| Federal & State | \$ - | \$ - | \$ - | |
| Local Sources | 56,144 | 55,345 | (799) | 99% |
| Member Dues | 232,000 | 231,119 | (881) | 100% |
| Transfers In | - | - | 0 | |
| Beginning Reserves | 480,588 | 813,693 | 333,105 | 169% |
| Total Resources | \$ 768,732 | \$ 1,100,157 | \$ 331,425 | 143% |
| Requirements: | | | | |
| Personal Services | \$ 237,222 | \$ 254,721 | \$ 17,499 | 107% |
| Materials and Services | 172,025 | 140,107 | (31,918) (a) | 81% |
| Capital Outlay | - | - | 0 | |
| Loans Made | - | - | - | |
| Services by Other Organizations | - | - | - | |
| Debt Service | - | - | - | |
| Transfers Out | \$ 31,000 | \$ 990 | \$ (30,010) | 3% |
| Total Requirements | 440,247 | 395,818 | (44,429) | 90% |
| Net Resources Over Requirements | \$ 328,485 | \$ 704,339 | \$ 375,854 | 214% |
| Total | \$ 768,732 | \$ 1,100,157 | | |

(a) Health insurance pre-paymant of \$138,750 until expense allocated to other funds.

Note: This statement includes LCOG Operating and Member Support Services subfunds.

**LANE COUNCIL OF GOVERNMENTS
GOVERNMENT SERVICES
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2020**

| | <u>Adopted Budget</u> | <u>Actual</u> | <u>Over / Under</u> | <u>Percent of Budget</u> |
|---------------------------------|---------------------------|---------------------|---------------------|------------------------------|
| Resources: | | | | |
| Federal & State | \$ 3,506,703 | \$ 1,987,210 | \$ (1,519,493) (a) | 57% |
| Local Sources* | 3,889,470 | 5,562,985 | 1,673,515 | 143% |
| Member Dues | - | - | | |
| Transfers In | 1,736,920 | 1,266,953 | (469,967) (a) | 73% |
| Beginning Reserves | 1,413,004 | 2,171,765 | 758,761 | 154% |
| Total Resources | <u>10,546,097</u> | <u>10,988,913</u> | <u>\$ 442,816</u> | 104% |
| Requirements: | | | | |
| Personal Services** | \$ 3,335,406 | \$ 3,335,026 | \$ (380) | 100% |
| Materials and Services** | 3,200,076 | 3,240,817 | 40,741 | 101% |
| Capital Outlay | 1,000 | 22,101 | 21,101 | 2210% |
| Loans Made | - | - | - | |
| Services by Other Organizations | 246,160 | 336,067 | 89,907 | 137% |
| Debt Service | - | - | - | |
| Transfers Out | 1,731,631 | 1,299,361 | (432,270) (a) | 75% |
| Support Services | 789,023 | 788,998 | (25) | 100% |
| Total Requirements | <u>9,303,296</u> | <u>9,022,370</u> | <u>\$ (280,926)</u> | 97% |
| Net Resources Over Requirements | <u>\$ 1,242,801</u> | <u>\$ 1,966,543</u> | <u>\$ 723,742</u> | 158% |
| Total | <u>\$ 10,546,097</u> | <u>10,988,913</u> | | |

Included in statement are Government Services - Administration, Planning, Transportation; Telecommunications

(a) Timing of quarter end entries.

**LANE COUNCIL OF GOVERNMENTS
SENIOR AND DISABILITY SERVICES
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2020**

| | Adopted Budget | Actual | Over / Under | Percent of Budget |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|
| Resources: | | | | |
| Federal & State | \$ 20,476,444 | \$ 25,412,179 | \$ 4,935,735 | 124% |
| Local Sources* | 1,525,122 | 1,444,610 | (80,512) | 95% |
| Member Dues | - | - | | |
| Transfers In | 2,940,716 | 2,828,738 | (111,978) (a) | 96% |
| Beginning Reserves | 4,281,632 | 4,547,522 | 265,890 | 106% |
| Total Resources | <u>29,223,914</u> | <u>34,233,049</u> | <u>\$ 5,009,135</u> | 117% |
| Requirements: | | | | |
| Personal Services** | \$ 17,726,219 | \$ 17,473,864 | \$ (252,355) | 99% |
| Materials and Services** | 3,191,927 | 3,223,105 | 31,178 | 101% |
| Capital Outlay | 95,000 | 50,288 | (44,712) | 53% |
| Loans Made | - | - | 0 | |
| Services by Other Organizations | 1,250,666 | 1,494,884 | 244,218 | 120% |
| Debt Service | - | - | 0 | |
| Transfers Out | 2,940,716 | 2,828,738 | (111,978) (a) | 96% |
| Support Services | 2,100,652 | 2,069,601 | (31,051) | 99% |
| Total Requirements | <u>27,305,180</u> | <u>27,140,480</u> | <u>\$ (164,700)</u> | 99% |
| Net Resources Over Requirements | <u>\$ 1,918,734</u> | <u>\$ 7,092,569</u> | <u>\$ 5,173,835</u> | 370% |
| Total | 29,223,914 | 34,233,049 | | |

Included in statement are Senior & Disabled Services - Title XIX Medicaid, Title III OAA, OPI activities, local grants and contracts.

(a) Timing of entries

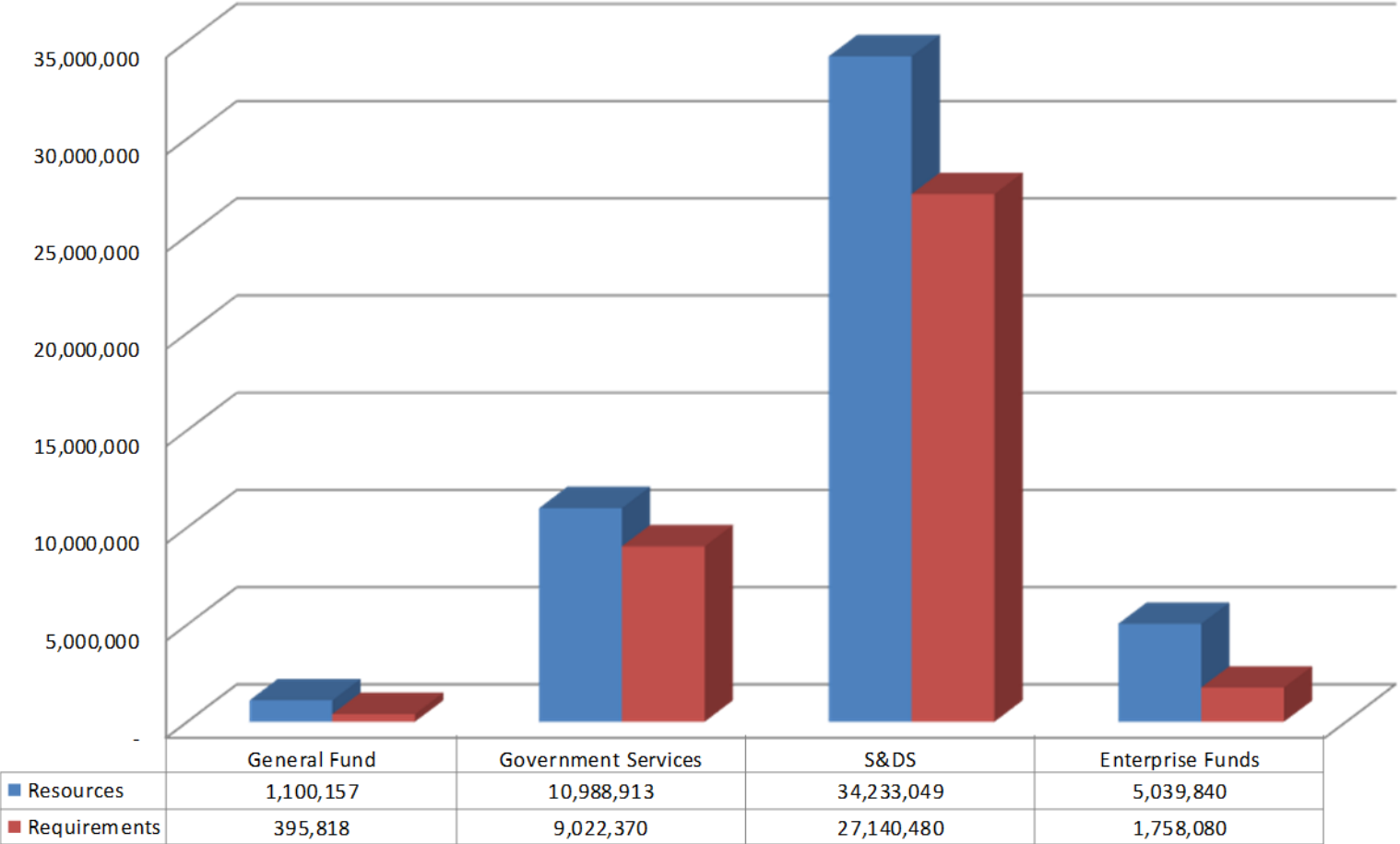
**LANE COUNCIL OF GOVERNMENTS
ENTERPRISE FUNDS
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2020**

| | <u>Adopted Budget</u> | <u>Actual</u> | <u>Over / Under</u> | <u>Percent of Budget</u> |
|---------------------------------|---------------------------|---------------------|---------------------|------------------------------|
| Resources: | | | | |
| Federal & State | \$ - | \$ - | \$ - | |
| Local Sources* | 1,661,957 | 1,727,601 | 65,644 (a) | 104% |
| Member Dues | - | - | - | |
| Transfers In | 53,438 | 45,191 | (8,247) (a) | 85% |
| Beginning Reserves | 2,400,893 | 3,267,048 | 866,155 | 136% |
| Total Resources | <u>4,116,288</u> | <u>5,039,840</u> | <u>\$ 923,552</u> | 122% |
| Requirements: | | | | |
| Personal Services** | \$ 184,899 | \$ 176,590 | \$ (8,309) | 96% |
| Materials and Services** | 589,240 | 560,333 | (28,907) | 95% |
| Capital Outlay | 690,000 | 403,952 | (286,048) | 59% |
| Loans Made | 350,000 | 250,000 | (100,000) | 71% |
| Services by Other Organizations | - | - | 0 | |
| Debt Service | 473,027 | 277,264 | (195,763) | 59% |
| Transfers Out | 37,527 | 48,760 | 11,233 (a) | 130% |
| Support Services | 41,182 | 41,181 | (1) | 100% |
| Total Requirements | <u>2,365,875</u> | <u>1,758,080</u> | <u>\$ (607,795)</u> | 74% |
| Net Resources Over Requirements | <u>\$ 1,750,413</u> | <u>\$ 3,281,760</u> | <u>\$ 1,531,347</u> | 187% |

Included in statement are Building Management Program, Economic Development Program, Loans Program, and Minutes Recorder Program.

(a) Timing of quarter end entries.

FY20: 4th Quarter YTD Current Resources and Requirements





**Agenda Item Number
8 d.
Local Government Personnel Services (LGPS)**

Date: September 24, 2020

Presenter: Brenda Wilson

Action Recommended: None. Information Only

Background:

The Local Government Personnel Institute (LGPI) was founded in 1971 as a joint venture between the League of Oregon Cities (LEAGUE) and the Association of Oregon Counties (AOC). LGPI offered Human Resources and Labor Relations assistance to cities, counties, and special districts throughout Oregon. LGPI members - Cities, counties, special districts, councils of government, community colleges, and other local governments - paid dues and received no-cost technical assistance, and a discounted rate on LGPI consulting services, including Labor Relations representation, HR assistance, pre-employment background checks, training, and so much more.

In February, the LEAGUE Executive Director recommended to his Board they shut-down LGPI by June 30, 2020. At that time, the LGPI's membership included 89 cities, 11 counties and 17 special districts. LCOG took over LGPI on July 1 and changed the name to Local Government Personnel Services (LGPS) to keep the name similar, but to also create a new service program.

To staff LGPS, we brought on LGPI's Labor Attorney, Pierre Robert. Pierre had built a reputation as a knowledgeable bargaining negotiator and LGPI had several contracts with members for beyond June 30 for negotiation services. LCOG also created a pool of labor and HR specialists we can call upon as requests for services came in. As of September 17, three months after taking over the program, LCOG's membership includes 55 cities, 7 counties and 4 special districts with membership revenues totaling \$63,778.

Current LGPS Projects:

Human Resources

| Agency | Project | Comments |
|---------------------------------|-------------------------|--|
| City of St Helens | FLSA Review | |
| City of Sandy | Class & Comp | Small project, nearly complete |
| Sandy Fire | Class & Comp | Small project, nearly complete |
| City of Coos Bay | Salary review | Two new classifications |
| City of Coos Bay | Personnel investigation | |
| Springfield Utility Board (SUB) | Class & Comp Study | Large project – through end of fiscal year - \$50K |
| City of Dallas | Salary study | In scoping now |
| Rogue Community College | Class & Comp Study | Proposal/Interview - \$50K |
| Keiser Fire | Civil Service Official | As needed |
| Numerous as requested | Background checks | Ongoing – around \$150/each |

Labor and Employment Relations

| Client | Project | Services | Status |
|---------------------|----------------------|--|---|
| City of Turner | Successor Bargaining | Serve as spokesperson of and legal advisor to City's bargaining team | Employees voted against ratification; union now considering City's counter offers. Once ratified by both parties, integrate agreed changes into final agreement for signing. |
| City of Lafayette | Successor Bargaining | Serve as spokesperson of and legal advisor to City's bargaining team | Both parties have ratified the tentative agreement; integrated the agreed changes into a new CBA for signing last week. |
| City of Port Orford | Successor Bargaining | Serve as spokesperson of and legal advisor to City's bargaining team | Bargaining started late on June 25; have had 5 bargaining sessions. Lots to get through still; anticipate 4-6 more sessions, then more to get TA ratified and new CBA signed. |
| City of Port Orford | Grievance | Advise and advocate for City to resolve grievance | Bargaining a resolution to the grievance has now been rolled into successor bargaining. Timelines of grievance have been stayed by mutual agreement pending outcome thereof. |
| City of Eugene | LR Training | Deliver half-day training to City's supervisors/managers. | Late March training was cancelled due to pandemic. Awaiting re-scheduling which City says it wants. |
| City of Astoria | LR Training | Deliver half-day training to City's supervisors/managers. | Unclear whether City will move ahead with this. I'll contact it to learn. |

Anticipated LR Project Work

| Client | Project | Services | Why Anticipated? | Anticipated Start |
|-----------------------|----------------------|---|---|------------------------|
| Clackamas River Water | Successor Bargaining | Lead spokesperson and legal advisor to bargaining team. | Performed same services in prior cycle(s) | February or March 2021 |
| City of Coquille | Successor Bargaining | Lead spokesperson and legal advisor to bargaining team. | Performed same services in prior cycle(s) | January 2021 |
| City of Cornelius | Successor Bargaining | Lead spokesperson and legal advisor to bargaining team. | Performed same services in prior cycle(s) | January 2021 |

| | | | | |
|-----------------------------------|----------------------|---|---|------------------------|
| Gilliam County | Successor Bargaining | Lead spokesperson and legal advisor to bargaining team. | Performed same services in prior cycle(s) | January 2021 |
| Harney County | Successor Bargaining | Advise behind the scenes during bargaining. | Performed same services in prior cycle(s) | February or March 2021 |
| City of Toledo | Successor Bargaining | Lead spokesperson and legal advisor to bargaining team. | Performed same services in prior cycle(s) | January 2021 |
| Willamalane Parks & Rec. District | Successor Bargaining | Lead spokesperson and legal advisor to bargaining team. | Performed same services in prior cycle(s) | January 2021 |