

LCOG Executive Committee Meeting

DATE: Tuesday, November 12th

TIME: 6:15 p.m.

LOCATION: Lane Council of Governments, Park Place Building, 5th floor, 859 Willamette St., Suite 500, Eugene, OR 97401

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

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1. Agenda: November 12, 2019

Documents:

[EC\\_AGENDA\\_NOV.PDF](#)

2. Item 2 Attachment: Draft Board Agenda December 2019

Documents:

[DRAFT BD AGENDA\\_DEC\\_2019.PDF](#)

3. Item 3 Memo: Member Dues

Documents:

[3 MEMO MEMBER DUES.PDF](#)

4. Item 3 Attachment: FY21 Dues Schedule

Documents:

[3 ATTACH FY21 DUES SCHEDULE.PDF](#)

5. Item 4 Memo: Budget Assumptions And Process

Documents:

[4 MEMO BUDGET ASSUMP AND PROCESS.PDF](#)

6. Item 4 Attachment A: FY20 Budget Assumptions

Documents:

[4 ATTACH A FY20BUDGET ASSUMP.PDF](#)

7. Item 4 Attachment B: FY20 R And FY21 A Budget Process

Documents:

[4 ATTACH B FY20 R AND FY21 A BUDGET PROCESS.PDF](#)

8. Item 5 Memo: Executive Committee Appointments

Documents:

[5 MEMO EXECUTIVE COMM APPOINT.PDF](#)

9. Complete Packet

Documents:

[COMPLETE PACKET.PDF](#)



## EXECUTIVE COMMITTEE MEETING AGENDA FOR NOVEMBER

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**Date:** Tuesday, November 13, 2018

**Time:** **6:15 p.m.** (*Note late start time to allow for Audit Committee meeting beforehand*)

**Location:** Lane Council of Governments, 859 Willamette Street, Ste 500, Eugene OR 97401

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\* Denotes Packet Attachment

### Information Items

1. Draft Financial Statements (will be available at the meeting)

### Policy / Action Items

- 2.\* Draft December Board Meeting Agenda - Approve
- 3.\* FY21 LCOG Dues Rates - Recommend Adoption to Board
- 4.\* FY21 Budget Assumptions and Process - Recommend Adoption to Board
- 5.\* Appointment of 5 Executive Committee members

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.

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



# BOARD MEETING AGENDA

**Date: Thursday, December 12, 2019**

**Time: 6:00 p.m.**

**Location: LCOG**

**\* 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.\* FY19 Financial Statements – Audit Report, Accept

### **Business Items**

5. Consent Agenda *[Board members may request an item be removed from the Consent Agenda to discuss separately under Item 6]*
  - a.\* October 10, 2019 Minutes – Approve
6. Items Removed from Consent Agenda
- 7.\* FY21 Member Dues – Adopt
- 8.\* FY21 Budget Assumptions and Process – Adopt
- 9\* Ratification and Election of Executive Committee members

### **Reports**

10. a.\* Executive Committee Report
- b.\* Advisory Council Reports
- c.\* Financial Reports

### **Wrap Up**

11. Call for Future Agenda Items; Emerging Issues.

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November 12, 2019

**To:** Executive Committee  
**From:** Brenda Wilson  
**Subject:** FY21 Member Dues Rates

**Action Recommended:** Recommend FY21 Member Dues Rates to LCOG Board

**Background:**

At the end of each calendar year, the LCOG Board is asked to adopt new member rates for the next fiscal year. For all but Special Districts, the dues amount is calculated on population, enrollment numbers, or customer numbers. Then, as soon as certified population and school enrollment figures are in hand, those figures are used to generate the dues amounts.

Currently, the LCOG Member Dues structure has a \$500 minimum and provides:

- Representation on the LCOG Board of Directors.
- Subscription to the Regional Land Inventory Database, valued at \$850.
- 12 hours of LCOG professional staff time each fiscal year valued at approximately \$1,200. Note that this staff time does not include direct service contracts that LCOG has with our members.

For Special Districts, the Dues structure includes 2 levels of membership with a minimum \$500 base amount for Level 1 and a \$1,000 minimum base amount for Level 2. For level 2, members receive the items listed above; for Level 1, members received all but the 12 hours of staff time.

The base rates last year were: 0.23 for the County; 0.414 for cities; 0.113 for school districts and utilities. These rates were “re-set” in 2014 and eliminated the reduction that had been in place for several years. And while the new rates reflected an increase, most members’ dues amounts are now less than the amounts were before the revision.

I recommend keeping this structure and the base rates the same for FY21. Note that for all but Special Districts, the dues amount is calculated on population, enrollment numbers, or customer numbers and we will not have these updated numbers until after the beginning of the year. At that time, we will update the numbers and calculate the actual Dues amounts. In the meantime, I have updated the Dues Schedule to include a 1% increase in the “population” numbers.

**Recommended Action:** Recommend Board Adopt the FY21 Member Dues Rates, keeping the base rates the same as last Fiscal Year.

Attachment: FY21 Dues Schedule

**FY19  
LCOG MEMBER DUES  
JULY 2018 - JUNE 2019**

**JURISDICTION**

	FY20 MEMBER DUES RATES				PROPOSED FY21 MEMBER DUES RATES			
	19- 20 BASE*	19- 20 RATE	19- 20 Dues - Level 1	19- 20 Dues - Level 2	20-21 BASE*	20-21 RATE	20-21 Dues - Level 1	20-21 Dues - Level 2
<b>Lane County</b>	375,120	0.23		\$ 86,278	378,871	0.23		\$ 87,140
<b>Cities</b>								
Eugene	169,695	0.4		\$ 70,254	171,392	0.4		\$ 70,956
Springfield	60,865	0.4		\$ 25,198	61,262	0.4		\$ 25,362
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Junction City	6,125	0.4		\$ 2,536	6,136	0.4		\$ 2,540
Creswell	5,455	0.4		\$ 2,258	5,464	0.4		\$ 2,262
Veneta	4,790	0.4		\$ 1,983	4,833	0.4		\$ 2,001
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Westfir	260	0.4	\$ 500	\$ 1,000	258	0.4	\$ 500	\$ 1,000
<b>School Districts</b>								
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<b>Utilities</b>								
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Heceta			\$ 500	\$ 1,000			\$ 500	\$ 1,000
Rainbow Water			\$ 500	\$ 1,000			\$ 500	\$ 1,000
<b>Special Districts</b>								
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Lane ESD			\$ 500	\$ 1,000			\$ 500	\$ 1,000
Western Lane Amb			\$ 500	\$ 1,000			\$ 500	\$ 1,000
Willamalane			\$ 500	\$ 1,000			\$ 500	\$ 1,000
River Road Park Dist			\$ 500	\$ 1,000			\$ 500	\$ 1,000
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Siulaw Valley F&R			\$ 500	\$ 1,000			\$ 500	\$ 1,000
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Siuslaw Library Dist			\$ 500	\$ 1,000			\$ 500	\$ 1,000
Junction City RFPD			\$ 500	\$ 1,000			\$ 500	\$ 1,000
Rainbow Water Dist			\$ 500	\$ 1,000			\$ 500	\$ 1,000

**TOTAL**

**10,500 235,823**

**9,500 237,438**



November 12, 2019

**To:** Executive Committee

**From:** Brenda Wilson

**Subject:** FY21 Budget Assumptions and Process

**Action Recommended:** Recommend Adoption of Assumptions and Process to Board.

**Background:**

Under this item, the Committee is asked to review the proposed Assumptions that, when approved by the Board, will guide the development of the agency's budget for FY21. The Assumptions have been prepared by management based on information currently known.

The Committee will also be asked to review the proposed Budget Process and make a recommendation to the Board.

**Recommended Action:** Recommend Board Adopt the FY21 Budget Assumptions and Process.

Attachments: A. FY21 Budget Assumptions  
B. FY21 Budget Process



**LANE COUNCIL OF GOVERNMENTS  
FY21 BUDGET ASSUMPTIONS**

**OVERALL GUIDING PRINCIPLES FOR THE FY21 BUDGET**

- LCOG will continue to stabilize the General Fund.
- LCOG will continue to build reserves that are consistent with reserve policies adopted by the Board.
- LCOG will continue to stabilize Indirect rates, while making sure the rates accurately reflect actual internal costs and are in line with *OMB Circular A87*.
- To the maximum extent possible, all direct programs and contracts will be self-supporting. LCOG General Fund dollars will only be used to support programs and contracts when required as match or to provide temporary support to a program or to support a strategic initiative that has received prior approval from the Executive Director.
- LCOG will continue to balance its budget and will continue to ensure a stable budget, consistent with Board adopted policies.

**FY21 BUDGET ASSUMPTIONS – as of 11/2019**

**1. Member Dues:**

In May 2014, the Board adopted a new two-tier Member Dues structure: Level One has a minimum \$500 Member Dues amount; Level Two a \$1,000 Member Dues amount and provides the member with 12 hours of staff time. Dues are calculated on a base rate. The current base rates are: 0.23 for the County; 0.414 for cities; 0.113 for school districts and utilities. The annual dues amount is calculated using population, enrollment, and service customers, as applicable. Special Districts are either \$500 or \$1,000, depending on Level chosen. The total dues amount is estimated to be about \$228,000 and will be adjusted accordingly once we have final numbers.

I recommend we keep the FY21 base rates and structure the same because the new dues structure is serving LCOG's members well. The rates will be presented to the Board for final approval at the December Board Meeting.

**2. Employee Compensation:**

The current Employees Association (EA) contract, which expires on December 31, 2020, provides for a salary increase on July 1, 2020, based on the five-year average CPI-U, which we estimate will be about 2.0%. Last year the COLA was 2.2%.

The current SEIU contract expires on June 30, 2022, provides for a salary increase on July 1, 2020, based on the five-year average CPI-U, with a 2.0% minimum and a 3.10 maximum. We will build the budget on a 2.0% COLA.

**LANE COUNCIL OF GOVERNMENTS  
FY21 BUDGET ASSUMPTIONS**

LCOG will complete a Salary Survey for EA employees no later than December 31, 2019, per the current Collective Bargaining Agreement. Salaries will be adjusted per the results of the survey. Salaries will be adjusted per the results of the survey in the second half of FY21. Any increase will be used to build the FY21 budget. No salary survey for SEIU is due in this budget cycle.

In FY20, merit increases are expected to increase total compensation for LCOG employees. Employees are eligible for 3.5% annual merit increases; however, about a quarter of LCOG employees will be at the top step of their salary range, which means that they will not be eligible for merit increases. Employees who are in the EA at the top step of their salary range receive an annual top step bonus of \$350; and SEIU employees will receive \$500. (about 60 employees)

The Executive Director's compensation is set by the LCOG Board under a contract. The current contract expires June 30, 2021 and will be re-evaluated in the spring of 2020. The budget will be built based on the contract provisions in the current contract.

**3. PERS:**

PERS adopted the 2019-21 rates, which became effective July 1, 2019, and are as follows:

- Tier 1 / Tier 2: 25.48% or a 4.02% increase up from 21.46%.
- OPSRP: 18.77% or a 4.66% increase up from 14.11%.

**4. Health Insurance:**

A joint labor-management insurance committee was established to identify health insurance options for the agency and to make recommendations to the Executive Director. Last year, the committee recommended that LCOG renew our current Regence plan for calendar year 2020 and provide Kaiser Permanente as a second option for employees.

The Regence plan provides an employer-paid contribution into a Health Reimbursement Account (HRA) at \$150 per month for employee-only coverage, and \$200 per month for employee-plus coverage. The Kaiser plan does not include an HRA. After Open Enrollment, only 12 employees signed up for Kaiser.

We expect health Insurance premiums to increase by about 5.0% on January 1, 2020. The cost of health care for the second half of FY21 is currently unknown and CIS is scheduled to make changes to our high deductible plan. For this reason, we will estimate the costs for the second half of FY21 at an increase of 4%. Should health insurance costs increase beyond what is assumed, LCOG will present the increase as part of its Revised FY21 Budget for Board approval in the spring of

**LANE COUNCIL OF GOVERNMENTS  
FY21 BUDGET ASSUMPTIONS**

2020. Both EA and SEIU Employees pay 5.0% cost-share for health insurance premiums.

We expect dental insurance premiums will increase for Willamette on January 1, 2020 of 3.5%; and no increase for Met Life

**5. Other Insurance:**

General Liability Insurance: For FY21, we expect premiums to increase by 5% to 7%. These increases are based on employment practices and auto liability claims. The higher deductible plan we switched to two years ago saves us on the premium.

Property Liability Insurance: For FY21, we expect premiums to increase by 12% to 15% based on reinsurance rates and national disaster claims (fires and hurricanes).

Workers' Compensation Insurance: We will not know our FY21 rates until spring of 2019, but our carrier expects no increase.

Life and Long-Term Disability rates are expected to remain the same as in FY21.

**6. Contingency Accounts:**

Operations Contingency Account: Board policy requires the Operations Contingency Account to be funded at a level reflecting one quarterly mortgage payment and two month's salary.\* For FY20 these amounts were \$191,615 and \$79,146, respectively, totaling \$270,791. I recommended, however, to fund the Operations Contingency Account at \$287,000. While we will not know the total amount for FY21 until we build the Proposed Budget, it will be less than \$287,000 and I recommend we fund the Account at \$287,000.

\*The two month's salary is of non-federal, non-state, and non-grant supported personnel.

Capital Contingency Account: While there is no funding level requirement for this Account, all excess revenues from the Park Place Building have been placed in this Account. I recommend that practice continue.

**7. Equipment and Training:**

LCOG will provide effective workspace, equipment and training to enable employees to be productive and effective.

**8. Government Services:**

We will continue to stabilize our billing rates, making sure our rates cover our costs and keep us competitive and affordable. We will also continue to ensure our billing invoices are transparent and standardized.

**LANE COUNCIL OF GOVERNMENTS  
FY21 BUDGET ASSUMPTIONS**

**9. Senior and Disability Services:**

LCOG will continue to find efficiencies in Senior and Disability Services to address the large workload while continuing to provide services at levels required and expected.

S&DS has two primary sources of funding. First, as a Type B Transfer agency, S&DS has a contract with Oregon's Department of Human Services to provide Medicaid and Food Stamp services to seniors and people with disabilities in Lane County. Second, as an Area Agency on Aging, S&DS receives funding through the Older Americans Act (OAA).

In the 2019 Legislative Session, additional funds for staffing across the state was provided. As a result, we are able to increase staffing levels in FY20 and FY21. We will not know what our funding allocation will be until fall of 2020, but we expect (hope) that this funding increase trend continues as our caseload continues to rise.

Given the uncertainty, we will budget FY21 with only a slight increase reflecting the funds we will receive in FY20. Should the allocation change significantly, we will adjust accordingly.

**10. Enterprise Services:**

We will continue to strategize how to grow the Business Loan Program into a more sustainable program; and we will continue to stabilize our Minutes Recorder Program billing rates, making sure our rates cover our costs and keep us affordable.

We will include an updated maintenance and preservation schedule for the Park Place Building in the FY21 budget, given the elevator upgrade was less than expected.

**FY20 REVISED AND FY21 ADOPTED**  
**LCOG BUDGET PROCESS**  
**DRAFT – FINAL BUDGET COMMITTEE DATES\* NOT YET SET FOR 2020**

<u>DATE</u>	<u>TASK</u>
3/31/20*	Budget Committee reviews draft FY20 Revised Budget
4/14/20*	Executive Committee and Budget Committee review Revised FY20 Budget; Recommend adoption of Revised FY20 Budget to LCOG Board
4/23/20	Public Hearing on Budget/Adoption of FY20 Revised Budget by Board
5/19/20*	Budget Committee reviews draft FY21 Proposed Budget
5/26/20*	Budget Committee reviews draft FY21 Proposed Budget
6/9/20*	Budget Committee approves FY21 Budget; Executive Committee - Reviews and Recommends FY21 Budget to LCOG Board
6/25/20	Public Hearing on Budget/Adoption of FY21 Budget by Board



November 12, 2019

**To:** Executive Committee

**From:** Brenda Wilson, Executive Director

**Subject:** Appointment of Executive Committee Members

**Action Recommended:** Recommend Board Ratify Members

**Background:**

The LCOG Bylaws call for the incoming Chair to appoint up to five Board Members to the Executive Committee to be ratified by the Board. The Board is also responsible for electing two additional members.

2020 Chair Walston is appointing the following Board member representatives to the Executive Committee:

City of Eugene

City of Veneta

Lane ESD

Willamalane Park and Recreation District

Heceta Water PUD (meets required coastal representative requirement)

**Recommended Action:**

Recommend the LCOG Board ratify the LCOG Board members representing the above jurisdictions as Executive Committee members for 2020.



## EXECUTIVE COMMITTEE MEETING AGENDA FOR NOVEMBER

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**Contact:** Brenda Wilson, (541) 682-4395

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### Information Items

1. Draft Financial Statements (will be available at the meeting)

### Policy / Action Items

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# BOARD MEETING AGENDA

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**Location: LCOG**

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

### **Public Comment**

3. Comments from the Public

### **Presentations**

4. a.\* FY19 Financial Statements – Audit Report, Accept

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5. Consent Agenda *[Board members may request an item be removed from the Consent Agenda to discuss separately under Item 6]*
  - a.\* October 10, 2019 Minutes – Approve
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- 8.\* FY21 Budget Assumptions and Process – Adopt
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November 12, 2019

**To:** Executive Committee  
**From:** Brenda Wilson  
**Subject:** FY21 Member Dues Rates

**Action Recommended:** Recommend FY21 Member Dues Rates to LCOG Board

**Background:**

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**Recommended Action:** Recommend Board Adopt the FY21 Member Dues Rates, keeping the base rates the same as last Fiscal Year.

Attachment: FY21 Dues Schedule

**FY19  
LCOG MEMBER DUES  
JULY 2018 - JUNE 2019**

**JURISDICTION**

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**TOTAL**

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**9,500 237,438**



November 12, 2019

**To:** Executive Committee

**From:** Brenda Wilson

**Subject:** FY21 Budget Assumptions and Process

**Action Recommended:** Recommend Adoption of Assumptions and Process to Board.

**Background:**

Under this item, the Committee is asked to review the proposed Assumptions that, when approved by the Board, will guide the development of the agency's budget for FY21. The Assumptions have been prepared by management based on information currently known.

The Committee will also be asked to review the proposed Budget Process and make a recommendation to the Board.

**Recommended Action:** Recommend Board Adopt the FY21 Budget Assumptions and Process.

Attachments: A. FY21 Budget Assumptions  
B. FY21 Budget Process

**LANE COUNCIL OF GOVERNMENTS  
FY21 BUDGET ASSUMPTIONS**

**OVERALL GUIDING PRINCIPLES FOR THE FY21 BUDGET**

- LCOG will continue to stabilize the General Fund.
- LCOG will continue to build reserves that are consistent with reserve policies adopted by the Board.
- LCOG will continue to stabilize Indirect rates, while making sure the rates accurately reflect actual internal costs and are in line with *OMB Circular A87*.
- To the maximum extent possible, all direct programs and contracts will be self-supporting. LCOG General Fund dollars will only be used to support programs and contracts when required as match or to provide temporary support to a program or to support a strategic initiative that has received prior approval from the Executive Director.
- LCOG will continue to balance its budget and will continue to ensure a stable budget, consistent with Board adopted policies.

**FY21 BUDGET ASSUMPTIONS – as of 11/2019**

**1. Member Dues:**

In May 2014, the Board adopted a new two-tier Member Dues structure: Level One has a minimum \$500 Member Dues amount; Level Two a \$1,000 Member Dues amount and provides the member with 12 hours of staff time. Dues are calculated on a base rate. The current base rates are: 0.23 for the County; 0.414 for cities; 0.113 for school districts and utilities. The annual dues amount is calculated using population, enrollment, and service customers, as applicable. Special Districts are either \$500 or \$1,000, depending on Level chosen. The total dues amount is estimated to be about \$228,000 and will be adjusted accordingly once we have final numbers.

I recommend we keep the FY21 base rates and structure the same because the new dues structure is serving LCOG's members well. The rates will be presented to the Board for final approval at the December Board Meeting.

**2. Employee Compensation:**

The current Employees Association (EA) contract, which expires on December 31, 2020, provides for a salary increase on July 1, 2020, based on the five-year average CPI-U, which we estimate will be about 2.0%. Last year the COLA was 2.2%.

The current SEIU contract expires on June 30, 2022, provides for a salary increase on July 1, 2020, based on the five-year average CPI-U, with a 2.0% minimum and a 3.10 maximum. We will build the budget on a 2.0% COLA.

**LANE COUNCIL OF GOVERNMENTS  
FY21 BUDGET ASSUMPTIONS**

LCOG will complete a Salary Survey for EA employees no later than December 31, 2019, per the current Collective Bargaining Agreement. Salaries will be adjusted per the results of the survey. Salaries will be adjusted per the results of the survey in the second half of FY21. Any increase will be used to build the FY21 budget. No salary survey for SEIU is due in this budget cycle.

In FY20, merit increases are expected to increase total compensation for LCOG employees. Employees are eligible for 3.5% annual merit increases; however, about a quarter of LCOG employees will be at the top step of their salary range, which means that they will not be eligible for merit increases. Employees who are in the EA at the top step of their salary range receive an annual top step bonus of \$350; and SEIU employees will receive \$500. (about 60 employees)

The Executive Director's compensation is set by the LCOG Board under a contract. The current contract expires June 30, 2021 and will be re-evaluated in the spring of 2020. The budget will be built based on the contract provisions in the current contract.

**3. PERS:**

PERS adopted the 2019-21 rates, which became effective July 1, 2019, and are as follows:

- Tier 1 / Tier 2: 25.48% or a 4.02% increase up from 21.46%.
- OPSRP: 18.77% or a 4.66% increase up from 14.11%.

**4. Health Insurance:**

A joint labor-management insurance committee was established to identify health insurance options for the agency and to make recommendations to the Executive Director. Last year, the committee recommended that LCOG renew our current Regence plan for calendar year 2020 and provide Kaiser Permanente as a second option for employees.

The Regence plan provides an employer-paid contribution into a Health Reimbursement Account (HRA) at \$150 per month for employee-only coverage, and \$200 per month for employee-plus coverage. The Kaiser plan does not include an HRA. After Open Enrollment, only 12 employees signed up for Kaiser.

We expect health Insurance premiums to increase by about 5.0% on January 1, 2020. The cost of health care for the second half of FY21 is currently unknown and CIS is scheduled to make changes to our high deductible plan. For this reason, we will estimate the costs for the second half of FY21 at an increase of 4%. Should health insurance costs increase beyond what is assumed, LCOG will present the increase as part of its Revised FY21 Budget for Board approval in the spring of

**LANE COUNCIL OF GOVERNMENTS  
FY21 BUDGET ASSUMPTIONS**

2020. Both EA and SEIU Employees pay 5.0% cost-share for health insurance premiums.

We expect dental insurance premiums will increase for Willamette on January 1, 2020 of 3.5%; and no increase for Met Life

**5. Other Insurance:**

General Liability Insurance: For FY21, we expect premiums to increase by 5% to 7%. These increases are based on employment practices and auto liability claims. The higher deductible plan we switched to two years ago saves us on the premium.

Property Liability Insurance: For FY21, we expect premiums to increase by 12% to 15% based on reinsurance rates and national disaster claims (fires and hurricanes).

Workers' Compensation Insurance: We will not know our FY21 rates until spring of 2019, but our carrier expects no increase.

Life and Long-Term Disability rates are expected to remain the same as in FY21.

**6. Contingency Accounts:**

Operations Contingency Account: Board policy requires the Operations Contingency Account to be funded at a level reflecting one quarterly mortgage payment and two month's salary.\* For FY20 these amounts were \$191,615 and \$79,146, respectively, totaling \$270,791. I recommended, however, to fund the Operations Contingency Account at \$287,000. While we will not know the total amount for FY21 until we build the Proposed Budget, it will be less than \$287,000 and I recommend we fund the Account at \$287,000.

\*The two month's salary is of non-federal, non-state, and non-grant supported personnel.

Capital Contingency Account: While there is no funding level requirement for this Account, all excess revenues from the Park Place Building have been placed in this Account. I recommend that practice continue.

**7. Equipment and Training:**

LCOG will provide effective workspace, equipment and training to enable employees to be productive and effective.

**8. Government Services:**

We will continue to stabilize our billing rates, making sure our rates cover our costs and keep us competitive and affordable. We will also continue to ensure our billing invoices are transparent and standardized.

**LANE COUNCIL OF GOVERNMENTS  
FY21 BUDGET ASSUMPTIONS**

**9. Senior and Disability Services:**

LCOG will continue to find efficiencies in Senior and Disability Services to address the large workload while continuing to provide services at levels required and expected.

S&DS has two primary sources of funding. First, as a Type B Transfer agency, S&DS has a contract with Oregon's Department of Human Services to provide Medicaid and Food Stamp services to seniors and people with disabilities in Lane County. Second, as an Area Agency on Aging, S&DS receives funding through the Older Americans Act (OAA).

In the 2019 Legislative Session, additional funds for staffing across the state was provided. As a result, we are able to increase staffing levels in FY20 and FY21. We will not know what our funding allocation will be until fall of 2020, but we expect (hope) that this funding increase trend continues as our caseload continues to rise.

Given the uncertainty, we will budget FY21 with only a slight increase reflecting the funds we will receive in FY20. Should the allocation change significantly, we will adjust accordingly.

**10. Enterprise Services:**

We will continue to strategize how to grow the Business Loan Program into a more sustainable program; and we will continue to stabilize our Minutes Recorder Program billing rates, making sure our rates cover our costs and keep us affordable.

We will include an updated maintenance and preservation schedule for the Park Place Building in the FY21 budget, given the elevator upgrade was less than expected.



**FY20 REVISED AND FY21 ADOPTED**  
**LCOG BUDGET PROCESS**  
**DRAFT – FINAL BUDGET COMMITTEE DATES\* NOT YET SET FOR 2020**

<u>DATE</u>	<u>TASK</u>
3/31/20*	Budget Committee reviews draft FY20 Revised Budget
4/14/20*	Executive Committee and Budget Committee review Revised FY20 Budget; Recommend adoption of Revised FY20 Budget to LCOG Board
4/23/20	Public Hearing on Budget/Adoption of FY20 Revised Budget by Board
5/19/20*	Budget Committee reviews draft FY21 Proposed Budget
5/26/20*	Budget Committee reviews draft FY21 Proposed Budget
6/9/20*	Budget Committee approves FY21 Budget; Executive Committee - Reviews and Recommends FY21 Budget to LCOG Board
6/25/20	Public Hearing on Budget/Adoption of FY21 Budget by Board



November 12, 2019

**To:** Executive Committee

**From:** Brenda Wilson, Executive Director

**Subject:** Appointment of Executive Committee Members

**Action Recommended:** Recommend Board Ratify Members

**Background:**

The LCOG Bylaws call for the incoming Chair to appoint up to five Board Members to the Executive Committee to be ratified by the Board. The Board is also responsible for electing two additional members.

2020 Chair Walston is appointing the following Board member representatives to the Executive Committee:

City of Eugene

City of Veneta

Lane ESD

Willamalane Park and Recreation District

Heceta Water PUD (meets required coastal representative requirement)

**Recommended Action:**

Recommend the LCOG Board ratify the LCOG Board members representing the above jurisdictions as Executive Committee members for 2020.