

Agenda Item Number 4.

Report of the Executive Committee

Presenter: George Kloepfel

Action Recommended: None. Information Only

Meeting Notes:

Meeting of March 13, 2008

The LCOG Executive Committee was called to order at 5:30 on Thursday, March 13 by Board Chair Greg James in the LCOG Main Office in Eugene. Members present were:

LCOG Board Chair, Greg James, Willamalane
SD 19 Director, Al King
Coburg Mayor Judy Volta
Florence Mayor Phil Brubaker (via phone)
Oakridge Mayor Don Hampton

Staff members attending included Bob Swank, Byron Vanderpool, Jamon Kent, Ann Mortenson, and George Kloepfel. The Committee considered:

Agenda Items for April LCOG Board of Directors Meeting

Kloepfel distributed a listing of the topics expected to be on the April 24 Board meeting agenda. He noted that it was expected that the Budget Committee would recommend adoption of a Revised Budget for FY 2007-08 and that a representative of the Oregon Toxics Alliance had been invited to provide a 10-minute report on benzene containment and reduction. Other items that were anticipated included the 3rd quarter Financial Report and confirmation by the Board of an appointment by the Chair to the Executive Committee.

Regional Issues Priorities

Kloeppel noted that the Board had developed a listing of “regional issues” at the February 28 meeting. A summary of the items (included in the pre-meeting mailing) was discussed. Kloeppel asserted that it was important to “nail down” any special discussion topic that the Committee wanted to have before the Board in April, so that arrangements could be made. The summary contained 18 items, and it was noted that some fell into a broad “quality of life” category while others dealt with more specific public sector programs. It was suggested that the County’s fiscal circumstance, with the likely loss of timber money from the federal government, was a regional issue that had impacts on nearly all local governments in the region. It was agreed that Commission Chair Faye Stewart be invited to provide a report on the County’s plans and that the LCOG Board consider what might be done regionally to diminish negative impacts. For the “special discussion topic” in April, the Committee considered two alternatives; one a focus on transportation funding, and the other a discussion of social services to the “most vulnerable.” It was decided to ask the staff to plan on utilizing a facilitator in an exploration of the County’s anticipated cutbacks with particular consideration of intergovernmental implications and possible mitigation opportunities. It was also agreed to begin the development of a legislative issues analysis in anticipation of a meeting of the Board and the legislative delegation in September.

Executive Committee Vacancy

Greg James noted that, with the resignation of Patrick Lanning from EWEB, another appointed member would be needed on the Executive Committee. The counsel of the Committee members present was sought and provided. James is expected to make one or more contacts over the next few weeks and to submit his appointment to the Board in April for ratification.

Park Place Building Report

Bob Swank reported that, after an open procurement process, a construction manager-general contractor (CMGC) was expected to be selected on March 14 for the renovation work. He further noted that with a high likelihood of a replacement tenant for all or a portion of the COG’s leased space in the Wells Fargo Building, a move to the Park Place was possible by the end of August.

Staff Organization

Kloepfel announced that Andrea Riner would assume her new responsibilities as Transportation Program Manager on April 1. He indicated that Riner was well qualified for the task. He said that by filling this vacancy some reorganization in the Government Services Division was possible. He called the Committee's attention to the revised organization chart (included in the pre-meeting mailing).

Regional Population Forecast

The Committee was informed that the background material, methodology, public comments and UGB Forecasts had been conveyed to the Board of Commissioners. It was further reported that a County Planning Department staff member had been given the assignment to process the forecasts and to develop a recommendation for the consideration of the Board of Commissioners. Swank noted that COG staff had offered to respond to questions that County staff might have about the process and methodology that LCOG had used.

Property Tax Collection

Kloepfel shared the skeleton of an idea that had emerged at the recent planning meeting of the Oregon COG directors. The views of the Committee were solicited. The suggestion had been made to seek modifications in the property tax collection process and, specifically, to allow and encourage the "auto-draft" payment of property taxes on a monthly basis. It was noted that monthly payments into escrow accounts to meet tax obligations was commonplace for mortgaged property, but direct payment to the county on a monthly basis was not typical. It was observed that such an approach might be well-received by the tax payers. After some discussion, Kloepfel was encouraged to consult with Anette Spickard.

Meeting of April 10, 2008

The LCOG Executive Committee was called to order at 6:30 (following Budget Committee meeting) on Thursday, April 10 by Board Chair Greg James in the LCOG Main Office in Eugene. Members present were:

LCOG Board Chair, Greg James, Willamalane
LCOG Vice Chair, Chris Pryor, Eugene
Lane County Commissioner Faye Stewart

Coburg Mayor Judy Volta
Florence Mayor Phil Brubaker
LCC Director Susie Johnston
Oakridge Mayor Don Hampton

Staff members attending included Bob Swank, Byron Vanderpool, Kay Metzger, Jamon Kent, Ann Mortenson, and George Kloepfel. The Committee considered:

Agenda for April LCOG Board of Directors Meeting

A draft agenda for the April 24 meeting of the Board of Directors was distributed and discussed. Regarding the “Information Items,” the Committee requested that the order be changed to advance the Oregon Toxics Alliance item to the top and to put Commissioner Stewart’s presentation regarding the County’s budget strategies at the bottom (to lead into the major discussion topic for the evening).

Lane County Finance

Kloepfel reported that Ray Naff of the Governor’s Office would be meeting with the Mayor’s Roundtable group at 6:00 and might be able to stay for the County finance discussion. He indicated that County Commission Chair Faye Stewart had agreed to provide an overview and Cottage Grove City Manager, Richard Meyers, would facilitate a discussion by the Board regarding possible intergovernmental strategies, legislative strategies and finance options.

Executive Committee Vacancy

Greg James announced that he had appointed Commissioner Faye Stewart to fill the Committee vacancy created by the resignation of Patrick Lanning. A confirmation of that appointment was scheduled for the April 24 Consent Agenda. Commissioner Stewart was welcomed to the Committee and thanked for his willingness to serve.

Renovations to Park Place Building, “CM/GC” Contract

Previously distributed background material was reviewed by Associate Director Bob Swank. It was noted that the utilization of a construction manager/general contractor (CM/GC) contract for the renovation of the recently purchased Park Place Building was recommended. Findings for an exception to competitive

bidding requirements, covering eight areas, were reviewed. Under the law, a public hearing was necessary to allow comments on the Findings.

Greg James opened the public hearing. There being no one wishing to be heard, he closed the hearing.

The Committee was asked to adopt the Findings as presented to justify an exemption from competitive bidding requirements. It was moved by Phil Brubaker, seconded by Don Hampton, that the Findings be adopted. Motion carried unanimously.

Based upon the adopted Findings, the Committee was encouraged to approve the agency's entering into a CM/GC contract with a selected contractor, recognizing that such a contract would be an approved exemption from bidding requirements. Bob Swank noted that an RFP had been published to provide a screening committee with proposals from contractors. Susie Johnston declared a potential conflict of interest based upon a family member's employment with a firm that might respond to the LCOG RFP. It was moved by Chris Pryor, seconded by Judy Volta, to approve entering into a CM/GC contract. Motion carried unanimously.

FY 2007-08 Revised Budget

The LCOG Budget Committee had met immediately prior to the Executive Committee meeting and had recommended the adoption by the Board of the Revised Budget for FY 2007-08. The proposal was distributed and discussed. Kloepfel explained that the substantial increase in the Budget—over the original adopted in June—was accounted for by the refinance of the agency owned office building in Springfield and the financing and purchase of the Park Place Building in Eugene.

Area Plan on Aging and Disability Services

S&DS Director Kay Metzger presented the Area Plan update for 2008-09, noting that it had been developed by staff and processed extensively by the Advisory Councils (SSAC and DSAC). Chris Pryor declared a potential conflict of interest, noting that he was an employee of the American Red Cross with whom LCOG contracts for Meals on Wheels. Metzger called the attention of the Committee to the Plan Budget (page 10 of the Summary) and reviewed the proposed changes in the allocations for Older Americans Act (federal) and Oregon Project Independence (state) funding. Those services, along with Medicaid-supported

services, totaled \$9.78 million for the coming year. Metzger called the attention of the Committee to the Plan Objectives for 2008-09 on page 14 of the Summary. The six listed objectives formed the policy foundation for the recommended funding decisions. The Area Plan update was scheduled for final action by the LCOG Board of Directors on April 24. It was moved by Chris Pryor, seconded by Susie Johnston, that the Area Plan for 2008-09 be recommended to the Board for adoption. Motion carried unanimously.

Park Place Building Report

Associate Director Bob Swank reported that the City of Eugene, Public Works Department, would be renting the Wells Fargo Building space currently occupied by LCOG beginning September 1. Based upon the Committee's action to approve a CM/GC contract for renovation work, he projected that the staff presently located in the Wells Fargo Bank Building would move to the Park Place Building Labor Day Weekend. He shared the floor plans for the 4th and 5th floors of the Park Place Building with the Committee.

Third Quarter Financial Report

George Kloeppe shared the quarterly report that was scheduled for presentation to the Board on April 24. He indicated that, both from a cash-flow and budget management perspective, the agency was in a good fiscal position at the end of the first nine months of the year.

Economic Stimulus Payments

S&DS Director Kay Metzger described the efforts being made by her staff to inform citizens of the actions needed to qualify for the federal Economic Stimulus payments. The Committee asked that Kay provide Board members on April 24 with information that would be useful to constituents.

Mobility Management Partnership with LTD

S&DS Director Kay Metzger provided a report on a new program by which, under contract with Lane Transit District, assessments are being conducted by LCOG for citizens in need of various levels of transit/mobility support. This effort has been referred to as "transportation case management." The objective is to assure that the "right" kind and level of transportation service is available.

FY 2008-09 Work Program and Budget

At its meeting immediately prior to the Executive Committee, the Budget Committee received the staff-proposed Budget and Work Program for the fiscal year that will begin in July. Copies of the proposal were also distributed to the Executive Committee. A formal recommendation from the Budget Committee is expected to be made at that group's May 8 meeting, with Board action scheduled in June. Kloepfel noted that the total anticipated budget level for the coming year will be down from the Revised Budget—only because the real estate transactions incorporated in the latter yielded a “spike.” He also called the attention of the Committee to the revisions in the organizational chart by which divisions of Administrative & Business Services and Government Services will be used to provide efficient management and better explain the services of the organization.

State Ethics Law Changes

George Kloepfel raised the issue of the 2007 changes to the state ethics statute. He indicated that support of Board members and policy officials from member governments (meals, hotel accommodations, etc.) appeared to be exempt from the measure's “gift” limitations. However, he noted that he was seeking a legal opinion regarding LCOG's obligation to report such expenditures to the policy officials. The possibility of a training session was discussed. The Committee's informal view was that too much of the new statute was likely to be changed to warrant a training at this time.