



BOARD MEETING AGENDA

Date: Thursday, April 25, 2019

Time: 6:00 p.m. – LCOG, 859 Willamette Street, STE 500, Eugene OR 97401

* denotes packet attachment

6:00 Call to Order

1. Welcome & Introductions
2. Requests for Additions to the Agenda

Public Comment*

3. Comments from the Public

Presentation

4. GS Presentation on Technology

Action Items

- 5.* FY19 Revised Budget – **Public Hearing** and Approve
6. Consent Agenda [*Board members may request an item be removed from the Consent Agenda to discuss separately under Item 6*]
 - a.* February 28, 2019 Minutes – Approve
 - b.* Food Service Contracts for Senior Meals - Approve
7. Items removed from the Consent Agenda

Information Items

- 8.* Quarterly Financials

Reports

9.
 - a.* Executive Committee Report
 - b.* Advisory Council Reports

* 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 5.

Fiscal Year 2019 Revised Budget

Date: April 25, 2019

Presenter: Brenda Wilson

Action Recommended: Approve FY19 Revised Budget

Background:

Because of the nature of LCOG's business, a revised budget is required each year to reflect the organization's actuals. The attached document captures the changes in both available revenue and expenditure requirements, which have changed since the FY2019 Budget was adopted by the Board of Directors in June 2018.

The FY19 *Revised Budget* is formatted so that it clearly presents all changes to the FY19 *Adopted Budget* to show changes to revenues, expenses, and FTE in each fund. We have also included a detailed explanation for every change in the Financial Section of the proposed *Revised Budget* document. The budget changes being recommended are outlined in the Executive Director's Budget Message beginning on pg. 1 of the FY19 *Revised Budget* document. We will once again balance our budget.

On March 26, the proposed FY19 *Revised Budget* was considered by the Budget Committee, consisting of three LCOG Board members and three citizen members. The Budget Committee continues to provide excellent guidance on how to present the Revised Budget numbers. The proposed FY19 *Revised Budget* was also reviewed and considered by the Executive Committee on April 9. Both committees unanimously approved the proposed FY19 *Revised Budget* and recommended Board adoption.

Suggested Motion: Move to Approve the FY19 Revised Budget.



**Proposed FY19 Revised Budget
Lane Council of Governments**

**859 Willamette Street, Suite 500
Eugene OR 97401**

**Brenda Wilson, Executive Director
Howard Schussler, Government Services Division Director
Emily Farrell, Senior and Disability Services Division Director**

Prepared by:

Finance and Budget Team

David Joyal

David Phillips

Keina Wolf

Laura Campbell

Nicole Weikel

Sondra Marks

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MEMBER GOVERNMENTS

Bethel School District #52
Lane Library District
City of Coburg
City of Cottage Grove
City of Creswell
City of Dunes City
City of Eugene
City of Florence
City of Junction City
City of Lowell
City of Oakridge
City of Springfield

City of Veneta
City of Westfir
Creswell School District #40
Emerald People's Utility District
Eugene School District #4J
Eugene Water & Electric Board
Fern Ridge Library District
Heceta Water People's Utility District
Junction City RFPD
Lane Community College
Lane County
Lane Education Service District

Lane Transit District
McKenzie School District #68
Port of Siuslaw
Rainbow Water District
River Road Park & Recreation District
Siuslaw Library District
Siuslaw Valley Fire District
South Lane School District #45J3
Springfield School District #19
Western Lane Ambulance District
Willamalane Park & Recreation District

WHAT WE DO

Lane Council of Governments (LCOG) is an independent public agency that is established and supported by its member agencies to coordinate and provide high-quality public services within Lane County, Oregon. The governing body of LCOG is its Board of Directors, comprised of local elected and appointed officials designated to represent member governments and agencies. Our members represent 34 local governments and agencies varying from Lane County to twelve cities, six school districts, one education district, one college, two parks and recreation organizations, three library districts, three utilities, a transit district, two fire districts, ambulance district, and a port.

LCOG is one of the oldest regional councils in the nation, first organized in 1945 under the name Central Lane County Planning Commission. It was reorganized in 1971 under an intergovernmental agreement pursuant to Oregon Revised Statutes Chapter 190 and the name was changed to Lane Council of Governments. LCOG is an independent public agency that is established and supported by its member agencies to coordinate and provide high-quality public services within Lane County, Oregon. LCOG does not act under the direction and control of any single governmental entity and has the following characteristics:

- It is governed by a board of directors consisting of one appointed director from each of its 34-member organizations.
- It is a legally separate entity.
- It is fiscally independent of all member organizations and all other local government entities.
- It is vested with all the powers, rights, and duties relating to those functions and activities that are vested by law in each separate party to the intergovernmental agreement.

LCOG is located in Lane County, Oregon, the fourth most populous county in Oregon. LCOG's region is the entire Lane County area. Lane County's population is 374,748. The size of Lane County is approximately 4,554 square miles.

**LANE COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS**

For the Fiscal Year Ended June 30, 2019

(#) Executive Committee Member; (*) Budget Committee Member (^) Audit Committee Member

Bethel School District 52
Alan Laisure

City of Coburg
Ray Smith

City of Cottage Grove
Jeff Gowing

City of Creswell
Richard Zettervall (#)

City of Dunes City
Robert Forsythe

City of Eugene
Chris Pryor (#) (*)

City of Florence
Susy Lacer

City of Junction City
Mike Crenshaw

City of Lowell
Don Bennett

City of Oakridge
Kathy Holston

City of Springfield
Leonard Stoehr

City of Veneta
Tom Cotter (#)

City of Westfir
Matt Meske

Creswell School District 40
Mike Anderson

Emerald Peoples Utility District
Brandon Jordan

Eugene School District 4J
Mary Walston (#) (^)

Vice-Chair of the Board of Directors

Eugene Water & Electric Board
Sonya Carlson

Non-Voting Member: Lane Transit District
Carl Yeh

Fern Ridge Library District
Steve Brock

Heceta Water District
Vickie Kennedy (#)

Junction City Rural Fire Protection District
Don Lighty

Lane Community College
Matt Keating (#)

Lane County
Heather Buch (#) (*)

Lane Education Service District
Sherry Duerst-Higgins (#) (*) (^)
Chair of the Board of Directors

Lane Library District
Vacant

McKenzie School District 68
Vacant

Port of Siuslaw
Vacant

Rainbow Water District
James (Jim) McLaughlin

River Road Park & Recreation District
Wayne Helikson

Siuslaw Library District
Susy Lacer

Siuslaw Valley Fire & Rescue District
Jim Langborg

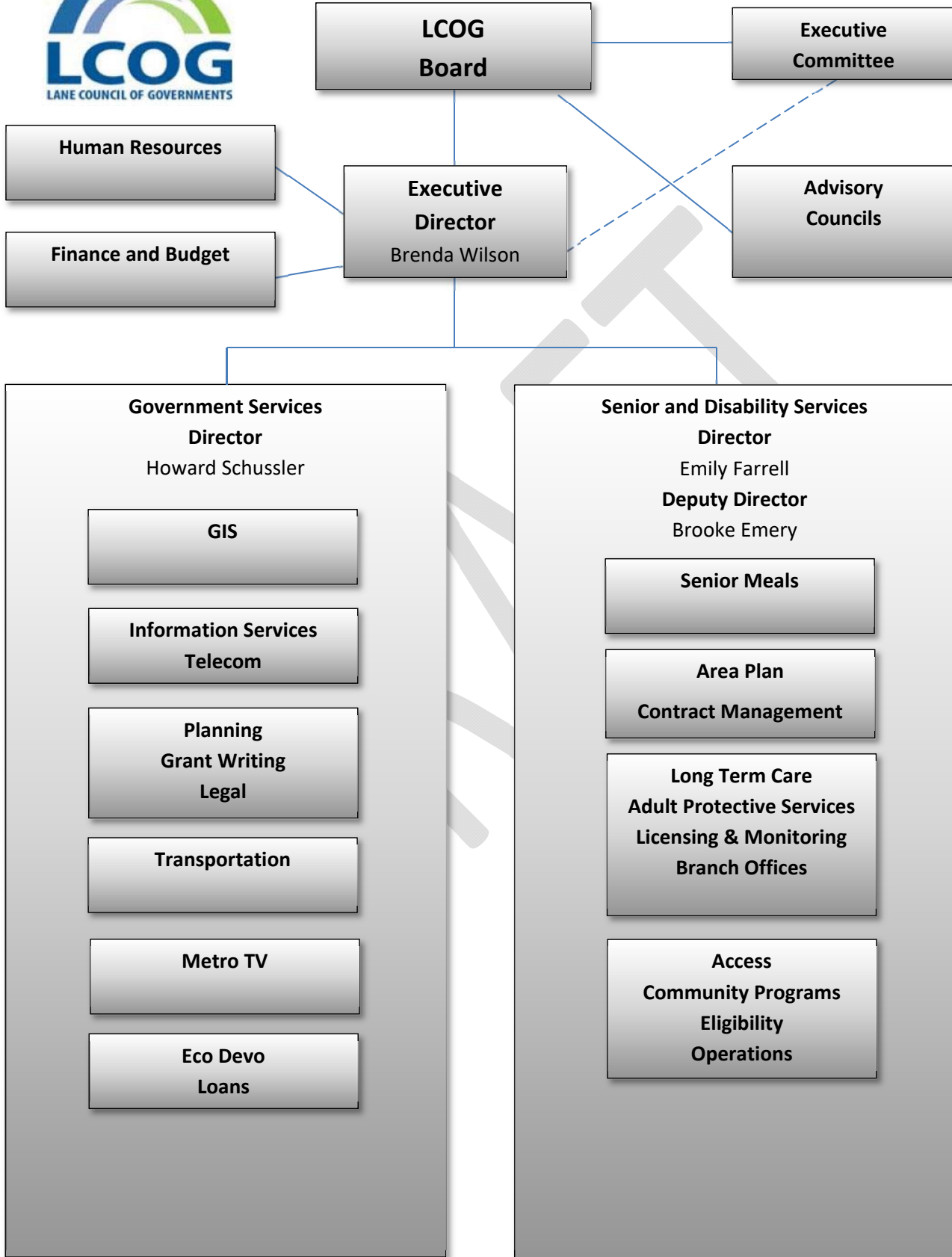
South Lane School District 45J
Alan Baas

Springfield School District 19
Zach Bessett

Western Lane Ambulance District
Bob Sneddon

Willamalane Park & Recreation District
Greg James (#) (^)

Non-Board Members of the Budget Committee:
Jessica Mumme, Joy Olgay, Robin Zygaitis



INTRODUCTORY SECTION



Budget Message from the Executive Director FY19 Revised Budget

March 2019

Members of the LCOG Budget Committee and Board of Directors:

I am pleased to present LCOG's proposed FY19 *Revised Budget* for the LCOG Budget Committee and Board of Director's consideration. This *Revised Budget* is a recommended amendment to the budget that was originally adopted by the Board of Directors in June 2018. LCOG develops a *Revised Budget* each fiscal year to adjust to changes which have occurred during the first eight months of the year.

BACKGROUND

Our *Revised Budget* is meant to clearly present changes to show changes to revenues, expenses, and FTE in each fund for the balance of the fiscal year. We have included a detailed explanation for every change in the Financial Section of the proposed *Revised Budget* document.

This fiscal year LCOG is experiencing continued stabilization of its budget, reflecting the smart, and sometimes difficult, decisions made in recent years. As part of LCOG's commitment to the region, LCOG is continuing to evaluate how to keep costs low while continuing to ensure that our programs and activities are effective and efficient in providing excellent public services to the people of our region.

HIGHLIGHTS OF THE REVISIONS TO THE FY19 ADOPTED BUDGET

This proposed *Revised Budget* captures changes in the revenue and expenditure picture of LCOG since the adoption of the FY19 *Adopted Budget*, which is project and contract based. LCOG's budget is normally quite dynamic, so management must adjust staff assignments and work throughout the year as contractual relationships end and new ones are established.

LCOG operates out of three reporting fund types: (1) General Fund; (2) Special Revenue Fund; and (3) Enterprise Fund. The General Fund serves as the primary reporting fund for current operating functions and consists of three managerial funds. The Special Revenue Fund serves as the primary reporting fund for LCOG's two divisions: Government Services and Senior and Disability Services, and has 64 individual managerial funds. The Enterprise Fund accounts for operations that are financed and operated in a manner similar to private business enterprises – where the intent is for the costs of providing goods or services to be financed or recovered primarily through user charges. The direct service areas accounted for in the enterprise fund are: Business Loan Program, Economic Development, Building Management, and Minutes Recorder.

This is a summary of the key changes in the proposed FY19 *Revised Budget*:

Resources – Revenues

REVENUES	Federal and State	Local	Member Dues	Transfers In	Beginning Fund Balance	Total Budget
FY19 Revised	\$ 23,763,336	\$ 7,294,564	\$ 232,278	\$ 4,677,311	\$ 9,498,825	\$ 45,466,314
FY19 Adopted	\$ 23,761,174	\$ 7,386,125	\$ 214,700	\$ 3,988,956	\$ 8,236,836	\$ 43,587,791
Dollar Change	\$ 2,162	\$ (91,561)	\$ 17,578	\$ 688,355	\$ 1,261,989	\$ 1,878,523
Percent Change	0.0%	-1.2%	8.2%	17.3%	15.3%	4.3%

LCOG’s proposed Revised Budget reflects an increase of \$1,878,523 – from \$43,587,791 net Adopted Budget to a net \$45,466,314 proposed Revised Budget. This is a 4.3% increase over the Adopted Budget and represents an expected and reasonable change.

As shown on page 6, All Funds Schedule of Budgeted Resources and Requirements table, Federal and State revenues were increased by a net \$2,162 as the net result of decreased funding and contracts awarded for Government Services (\$190,580); and a net increase in Senior and Disability Services of \$192,742, primarily due to increased OAA funding. Local revenue (minus Member Dues) is decreased by a net (\$91,561), with a majority of the decrease due to reduced Telecom revenue in Government Services; however, with increased revenues in Senior and Disability Services primarily due to fundraising and Enterprise Funds primarily due to increased revenue in Minutes Recording and leases in the Park Place Building Fund.

Transfers In are increased a net \$688,355, with the majority of that increase due to transfer from the Tel Ops Fund to the Tel Project Fund to complete the Telecom System Replacement project. Transfers In also includes a transfer from the Enterprise Fund to the General Fund and transfers in Senior and Disability Services to correct formulas funding and maximize match.

The beginning Reserve revenues are increased by a net \$1,261,989, to reflect actuals being greater than what we projected the beginning balance would be in the FY19 adopted budget due primarily to not spending funds in FY17 for the Telecom System Replacement project.

The General Fund share of the total budget revenue change is a net \$124,114 overall increase from the Adopted Budget. This is an expected and reasonable change and is primarily due to higher than expected Member Dues and a transfer from the Minutes Recording Program of higher than anticipated revenues.

Requirements – Expenditures

EXPENDITURES	Personal Services	Materials and Services	Capital Outlay	Services by Others	Debt Service	Transfers Out	Ending Reserves	Total Budget
FY19 Revised	\$ 20,956,549	\$ 7,265,365	\$ 625,200	\$ 2,854,822	\$ 544,326	\$ 4,677,311	\$ 8,542,741	\$ 45,466,314
FY19 Adopted	\$ 21,087,974	\$ 6,755,536	\$ 282,267	\$ 2,898,817	\$ 484,326	\$ 3,988,956	\$ 8,089,915	\$ 43,587,791
Dollar Change	\$ (131,425)	\$ 509,829	\$ 342,933	\$ (43,995)	\$ 60,000	\$ 688,355	\$ 452,826	\$ 1,878,523
Percent Change	-0.6%	7.5%	121.5%	-1.5%	12.4%	17.3%	5.6%	4.3%

The proposed Revised Budget reflects a net increase of \$1,878,523 in expenditures, and matches the increase in revenues.

As shown on page 6, All Funds Schedule of Budgeted Resources and Requirements table, operating expenditures were increased as follows:

Personal Services were decreased by a net of \$131,425; Government Services was decreased by a net of (\$224,293). This is primarily a reflection of moving staff from General Planning to contracts and a reduction of leave time. Senior and Disability Services was increased a net of \$166,096, due to an unanticipated grant and charging staff time to other funds in order to spend down state allocations. Personnel Services costs in the Enterprise Fund decreased by a minor amount, to balance to actual expenditures.

Materials and Services was increased by a net of \$509,829, consisting in part of a net increase of \$91,510 in the General Fund for LCOG's share of the GISCPA and hiring a consultant for network architect work associated with the Telecom System Replacement project; a net decrease in Government Services of (\$216,476) see details beginning on page ; and a net increase in Senior and Disability Services of \$77,032 due primarily to Senior Meals costs.

Capital Outlay was increased in Government Services by \$347,233 due to the Telecom System Replacement project costs; Senior and Disability Services was decreased by a minor amount.

Services by Other Organizations declined mainly in the Enterprise Fund, due to fewer new loans in the Business Loan Program. Senior and Disability Services also decreased, primarily due to a reduction in needed services.

Debt Service was increased, to correct a USDA payment that crossed Fiscal Years.

Transfers Out are detailed in the table on page 35. This shows the aggregate transfers, not the changes between the *Adopted* and *Revised* budgets. Transfers Out are increased a net \$688,355, with the majority of that increase due to transfer from the Tel Ops Fund to the Tel Project Fund to complete the Telecom System Replacement project; and also includes a transfer from the Enterprise Fund to the General Fund and transfers in Senior and Disability Services to correct formulas funding and maximize match.

Ending Fund Balance/Contingencies and Reserves

As shown on page 6, All Funds Schedule of Budgeted Resources and Requirements table, the Ending Reserves amount of \$8,089,915 reflects a net increase of \$452,826.

Ending Reserves were adjusted only marginally in the General Fund. Most of the change occurred in Government Services, \$838,489, for the Telecom System Replacement project. Senior and Disability Services had a significant net increase of \$1,100,725, due to unanticipated increases in funding in Type B funding. Enterprise Funds increased 157,485; this was expected, typically when the volume or new business loans slows, reserves increase. The Park Place Building Ending Fund Balance increased 116,557 due to higher than anticipated lease revenues.

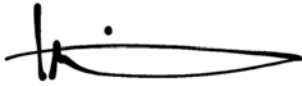
CONCLUSION

I believe the Lane Council of Governments continues to be a valuable resource for its members and the communities of Lane County. LCOG continues to focus efforts to run the organization efficiently, to provide high-

value service, and continue to be a valuable resource to its members and the communities we serve. We are in a healthy financial condition and are able to strategically plan for the future of the organization.

A special word of thanks to the LCOG Board, our members, and the Budget Committee for their tremendous support and direction throughout the year. I am also grateful for our dedicated staff who work hard and always provide high-quality services to the region. LCOG continues to operate with a clear plan of maintaining fiscal strength and stability. This *Revised Budget* will enable LCOG to continue to meet the continuous challenges that greet us every day.

Respectfully submitted,



Brendalee S. Wilson
Executive Director

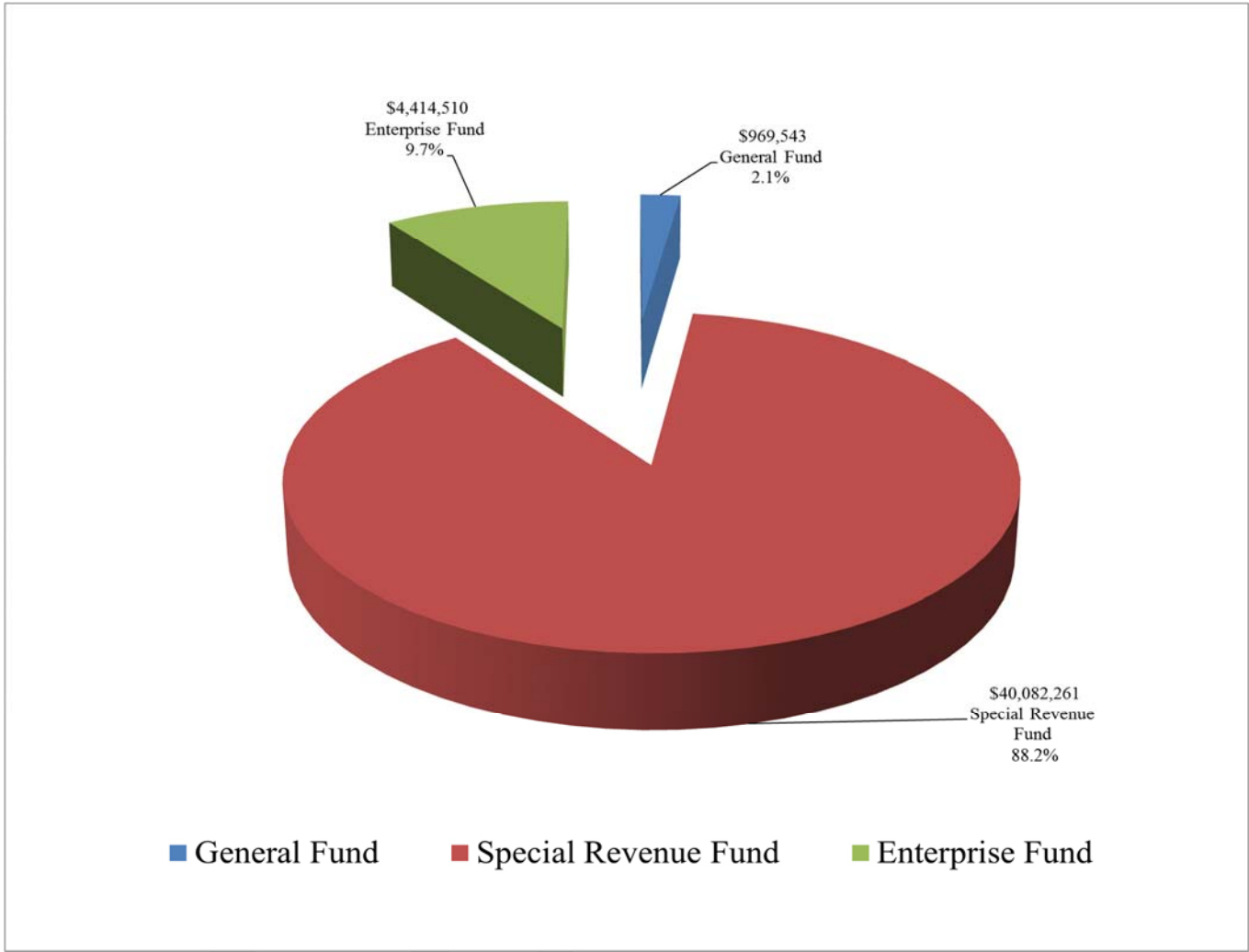
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FINANCIAL SECTION



**TOTAL BY FUND
FY19 REVISED BUDGET
For the Fiscal Year Ending June 30, 2019**



	General Fund	Special Revenue Fund	Enterprise Fund	Total
Resources	\$ 969,543	\$ 40,082,261	\$ 4,414,510	45,466,314
Requirements	\$ 969,543	\$ 40,082,261	\$ 4,414,510	45,466,314
Percentage of Total	2.1%	88.2%	9.7%	100.0%

Gross Budget Requirements:	\$ 42,773,250
Internal Charges:	\$ 2,693,064
Total FY19 Revised budget	<u>\$ 45,466,314</u>

ALL FUNDS
SCHEDULE OF BUDGETED RESOURCES AND REQUIREMENTS
FY19 ADOPTED VERSUS FY19 REVISED

	FY19 Adopted	FY19 Revised	Difference
Resources:			
Federal and State Revenue	\$ 23,761,174	\$ 23,763,336	\$ 2,162
Local Revenue	\$ 7,600,825	\$ 7,526,842	\$ (73,983) (a)
Transfers In	\$ 3,988,956	\$ 4,677,311	\$ 688,355 (b)
Beginning Reserves	\$ 8,236,836	\$ 9,498,825	\$ 1,261,989
Total Resources	\$ 43,587,791	\$ 45,466,314	\$ 1,878,523
Requirements:			
Personal Services	\$ 21,087,974 *	\$ 20,956,549 *	\$ (131,425)
Materials and Services	\$ 6,755,536 *	\$ 7,265,365 *	\$ 509,829 (c)
Capital Outlay	\$ 282,267	\$ 625,200	\$ 342,933 (d)
Services by Other Organizations	\$ 2,898,817	\$ 2,854,822	\$ (43,995) (e)
Debt Service	\$ 484,326	\$ 544,326	\$ 60,000
Transfers Out	\$ 3,988,956	\$ 4,677,311	\$ 688,355 (b)
Ending Reserves	\$ 8,089,915	\$ 8,542,741	\$ 452,826
Total Requirements	\$ 43,587,791	\$ 45,466,314	\$ 1,878,523
Total FTE	221.16	218.29	(2.87)

This statement includes the sum of: the General Fund (page 10); the Special Revenue Fund (page 13); and the Enterprise Fund (page 26).

*This statement also includes Indirect/Overhead (Administrative Services), see below:

Personal Services	\$1,540,297	\$1,467,380	(\$72,917)
Materials and Services	\$1,143,090	\$1,225,684	\$82,594
Total Indirect/Overhead (Cost/Recovery)	\$2,683,387	\$2,693,064	\$9,677

(a) Includes reduced Telecom Revenue.

(b) Includes Telecom System Replacement Project; excess Minutes Recorder Revenue.

(c) Includes GISCPA; Domain Migration; UrbanSim; Meals, Pass Thru.

(d) Telecom System Replacement Project.

(e) Fewer Loans Disbursed.

ALL FUNDS
SUMMARY OF BUDGET CHANGES - BY LEGAL LEVEL
For the Fiscal Year Ending June 30, 2019

FY19 CHANGES TO ADOPTED BUDGET - ALL FUNDS

Revenues	Changes Made	Expenditures	Changes Made	FTE
Beginning Balances	\$43,587,791	Beginning Balances	\$ 43,587,791	221.16
Beginning Reserves	\$ 1,261,989	Personal Services	\$ (131,425) (a)	(2.87)
Federal and State Revenue	\$ 2,162	Materials & Services	\$ 509,829 (a)	
Local Revenue	\$ (73,983)	Capital Outlay	\$ 342,933	
Transfers In	\$ 688,355	Services by Other Organizations	\$ (43,995)	
		Debt Service	\$ 60,000	
		Transfers Out	\$ 688,355	
		Ending Reserves	\$ 452,826	
Change	\$ 1,878,523		\$ 1,878,523	(2.87)
REVISED BUDGET	\$45,466,314		\$ 45,466,314	218.29

(a) Includes Support Services; see Page 8 and 9 for details.

ALL FUNDS - FY19 ADOPTED VERSUS FY19 REVISED

	FY19 Adopted Budget	FY19 Revised Budget	Change
By Fund:			
General Fund	\$ 845,429	\$ 969,543	\$ 124,114
Special Revenue Fund	\$ 38,655,067	\$ 40,082,261	\$ 1,427,194
Enterprise Fund	\$ 4,087,295	\$ 4,414,510	\$ 327,215
Total:	\$ 43,587,791	\$ 45,466,314	\$ 1,878,523

Details to the changes noted here are detailed on the following pages by service area.

REVISED BUDGET CHANGES BY FUND

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GENERAL FUND

GENERAL FUND
SCHEDULE OF BUDGETED RESOURCES AND REQUIREMENTS
For the Fiscal Year Ending June 30, 2019

	FY19 Adopted Budget	FY19 Revised Budget	Change
Resources:			
Federal and State Revenue	\$ -	\$ -	\$ -
Local Revenue	\$ 290,195	\$ 360,969	\$ 70,774
Transfers In	\$ 44,961	\$ 140,942	\$ 95,981 (a)
Beginning Reserves	\$ 510,273	\$ 467,632	\$ (42,641) (b)
	<u>\$ 845,429</u>	<u>\$ 969,543</u>	<u>\$ 124,114</u>
Requirements:			
Personal Services	\$ 277,275	\$ 277,275	\$ -
Materials and Services	\$ 107,970	\$ 199,480	\$ 91,510 (c)
Capital Outlay	\$ 500	\$ -	\$ (500)
Transfers Out	\$ 12,200	\$ 12,200	\$ -
Ending Reserves (contingencies)	\$ 447,484	\$ 480,588	\$ 33,104 (d)
	<u>\$ 845,429</u>	<u>\$ 969,543</u>	<u>\$ 124,114</u>

Included in this statement are: LCOG Operating and Executive activities and Member Support services; excluded are administrative services that are recovered by internal charges (\$2,693,064).

- (a) Transfer of excess revenue from Enterprise Fund - Minutes Recorder Program.
- (b) Interfund loans to balance funds; Adjust for increase in Personal Services.
- (c) Includes Pass Thru for payment to Business Loans; LCOG share of GISCPA.
- (d) Includes Operational Contingency Account.

GENERAL FUND
SUMMARY OF BUDGET CHANGES BY LEGAL LEVEL
For the Fiscal Year Ending June 30, 2019

LCOG OPERATING

Revenues	Changes Made	Expenditures	Changes Made	FTE
Beginning Balances	\$ 845,429	Beginning Balances	\$ 845,429	1.25
Beginning Reserves	\$ (42,641)	Materials and Services	\$ 91,510	
Local Revenue	\$ 70,774	Capital Outlay	\$ (500)	
Transfers In	\$ 95,981	Ending Reserves (Contingencies)	\$ 33,104	
Change	\$ 124,114		\$ 124,114	-
Revised Budget	\$ 969,543		\$ 969,543	1.25

INDIRECT SUPPORT SERVICES

Revenues	Changes Made	Expenditures	Changes Made	FTE
Beginning Balances	\$ 2,683,387	Beginning Balances	\$ 2,683,387	12.52
Indirect Charges Revenue	\$ 9,677	Personal Services	\$ (72,917)	(1.00)
		Materials and Services	\$ 82,594	
Change	\$ 9,677		\$ 9,677	(1.00)
Revised Budget	\$ 2,693,064		\$ 2,693,064	11.52

Details to the changes noted here are detailed on the following pages.

GENERAL FUND
SUMMARY OF BUDGET CHANGES – DETAIL BY LINE ITEM
For Fiscal Year Ending June 30, 2019

Beginning Balance	\$834,429	\$834,429		\$0	1.25	
General Fund 102	Revenue Change	Expense Change	Category	Net Change	FTE Change	
	(\$42,641)		Beginning Reserves	(\$42,641)		DECR - To reflect actuals
	\$17,578		Local Revenue - Member Dues	\$17,578		INCR - To reflect actuals
	\$53,196		Local Revenue - Misc Income	\$53,196		INCR - To reflect actuals
	\$95,981		Transfers In	\$95,981		INCR - To reflect actual excess revenue in Enterprise Fund
		\$91,510	Materials & Services	(\$91,510)		INCR - To reflect LCOG's share of CPA
		(\$500)	Capital Outlay	\$500		DECR - Not needed
	\$33,104	Ending Reserves - Contingencies	(\$33,104)		INCR - To reflect actuals	
Net Change	\$124,114	\$124,114		\$0	-	
Ending Balance	\$958,543	\$958,543		\$0	1.25	

Beginning Balance	\$11,000	\$11,000		\$0	0.00	
Member Support Services 104	Revenue Change	Expense Change	Category	Net Change	FTE Change	
	\$0		Transfer In	\$0		
		\$0	Materials & Services	\$0		
Net Change	\$0	\$0		\$0	-	
Ending Balance	\$11,000	\$11,000		\$0	0.00	

GENERAL FUND SUMMARY

BEGINNING BALANCE	\$845,429	\$845,429		\$0	1.25
TOTAL CHANGES	\$124,114	\$124,114		\$0	-
REVISED BUDGET	\$969,543	\$969,543		\$0	1.25

Beginning Balance	\$2,683,387	\$2,683,387			12.52	May need to reduce Rev by Metro TV \$10,927
Indirect 103	Revenue Change	Expense Change	Category	Net Change	FTE Change	
	\$9,677		Indirect Charges Revenue	\$9,677		DECR - Metro TV occupancy cost refund
		(\$72,917)	Personal Services	\$72,917	(1.00)	DECR - Did not Hire Network Architect as planned
		\$82,594	Materials & Services	(\$82,594)		INCR - Hired consultant for Network
	Net Change	\$9,677	\$9,677		\$0	(1.00)
Ending Balance	\$2,693,064	\$2,693,064		\$0	11.52	

INDIRECT SUPPORT SERVICES SUMMARY

BEGINNING BALANCE	\$2,683,387	\$2,683,387		\$0	11.01
TOTAL CHANGES	\$9,677	\$9,677		\$0	(1.00)
REVISED BUDGET	\$2,693,064	\$2,693,064		\$0	10.01

Note: Beginning Balances are total balances for the fund type; changes are the total changes made to the funds represented on this document

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SPECIAL REVENUE FUND

SPECIAL REVENUE FUND
SCHEDULE OF BUDGETED RESOURCES AND REQUIREMENTS
For the Fiscal Year Ending June 30, 2019

	FY19 Special Revenue Adopted Budget	Government Services Revised	Senior & Disability Services Revised	FY19 Special Revenue Revised Budget	Change
Resources:					
Beginning Reserves	\$ 4,998,521	\$ 2,097,985	\$ 3,933,014	\$ 6,030,999	\$ 1,032,478
Federal and State Revenue	\$ 23,761,174	\$ 2,368,289	\$ 21,395,047	\$ 23,763,336	\$ 2,162
Local Revenue	\$ 5,983,201	\$ 4,382,293	\$ 1,401,687	\$ 5,783,980	\$ (199,221)
Transfers In	\$ 3,912,171	\$ 1,991,245	\$ 2,512,701	\$ 4,503,946	\$ 591,775
Total resources	<u>\$ 38,655,067</u>	<u>\$ 10,839,812</u>	<u>\$ 29,242,449</u>	<u>\$ 40,082,261</u>	<u>\$ 1,427,194</u>
Requirements:					
Personal Services	\$ 19,102,295	\$ 3,122,004	\$ 15,922,094	\$ 19,044,098	\$ (58,197)
Support Services	\$ 2,630,841	\$ 796,517	\$ 1,844,001	\$ 2,640,518	\$ 9,677
Materials and Services	\$ 4,954,000	\$ 2,221,432	\$ 3,026,076	\$ 5,247,508	\$ 293,508
Capital Outlay	\$ 251,767	\$ 564,000	\$ 31,200	\$ 595,200	\$ 343,433
Services by Other Organizations	\$ 2,398,817	\$ 725,300	\$ 1,658,121	\$ 2,383,421	\$ (15,396)
Transfers Out	\$ 3,918,324	\$ 1,997,556	\$ 2,512,701	\$ 4,510,257	\$ 591,933
Ending Reserves	\$ 5,399,023	\$ 1,413,004	\$ 4,248,256	\$ 5,661,260	\$ 262,237
Total Requirements	<u>\$ 38,655,067</u>	<u>\$ 10,839,812</u>	<u>\$ 29,242,449</u>	<u>\$ 40,082,261</u>	<u>\$ 1,427,194</u>

Included in this statement are: Government Services and Senior and Disability Services activities.

SPECIAL REVENUE FUND
SUMMARY OF BUDGET CHANGES – BY LEGAL LEVEL
For the Fiscal Year Ending June 30, 2019

SPECIAL REVENUE FUND - SUMMARY OF BUDGET CHANGES BY LEGAL LEVEL

Revenues	Changes Made	Expenditures	Changes Made	FTE
Beginning Balances	\$ 38,655,067	Beginning Balances	\$ 38,655,067	206.27
Beginning Reserves	\$ 1,032,478	Personal Services	\$ (58,197)	(1.87)
Federal and State Revenue	\$ 2,162	Support Services	\$ 9,677	
Local Revenue	\$ (199,221)	Materials and Services	\$ 293,508	
Transfers In	\$ 591,775	Capital Outlay	\$ 343,433	
		Services by Other Organizations	\$ (15,396)	
		Transfers Out	\$ 591,933	
		Ending Reserves	\$ 262,237	
Change	\$ 1,427,194		\$ 1,427,194	(1.87)
Revised Budget	\$ 40,082,261		\$ 40,082,261	204.40

ALL SPECIAL REVENUE FUNDS - FY19 ADOPTED VERSUS FY19 REVISED

	FY19 Adopted Budget	FY19 Revised Budget	Change	FTE	Change in FTE
By Service Area:					
Government Services	\$ 11,023,271	\$ 10,839,812	\$ (183,459)	26.82	(2.09)
Senior and Disability Services	\$ 27,631,796	\$ 29,242,449	\$ 1,610,653	177.58	0.22
Total:	\$ 38,655,067	\$ 40,082,261	\$ 1,427,194	204.4	(1.87)

Details to the changes noted here are detailed on the following pages, by service area.

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GOVERNMENT SERVICES

SPECIAL REVENUE FUND – GOVERNMENT SERVICES
SUMMARY OF BUDGET CHANGES - BY LEGAL LEVEL
For the Fiscal Year Ending June 30, 2019

SPECIAL REVENUE FUND - GOVERNMENT SERVICES

Revenues	Changes Made	Expenditures	Changes Made	FTE
Beginning Balances	\$ 11,023,271	Beginning Balances	\$ 11,023,271	28.91
Beginning Reserves	\$ (34,309)	Personal Services	\$ (224,293)	(2.09)
Federal and State Revenue	\$ (190,580)	Support Services	\$ (10,927)	
Local Revenue	\$ (281,953)	Materials and Services	\$ 216,476	
Transfers In	\$ 323,383	Capital Outlay	\$ 347,233	
		Services by Other Organizations	\$ 3,000	
		Transfers Out	\$ 323,541	
		Ending Reserves	\$ (838,489)	
Change	\$ (183,459)		\$ (183,459)	(2.09)
Revised Budget	\$ 10,839,812		\$ 10,839,812	26.82

Details to the changes noted here are detailed on the following pages.

SPECIAL REVENUE FUND – GOVERNMENT SERVICES
SUMMARY OF BUDGET CHANGES – DETAIL BY LINE ITEM
For the Fiscal Year Ending June 30, 2019

Beginning Balance	\$925,993	\$925,993			4.88	
Government Srv Admin	Revenue Change	Expense Change	Category	Net Change	FTE Change	
201	(\$42,989)		Beginning Reserves	(\$42,989)		DECR - Budget Estimate High
	(\$93,907)		Transfers In	(\$93,907)		DECR - To Reflect Actuals
		(\$13,274)	Personal Services	\$13,274	(0.18)	DECR - To Reflect Actuals
		\$1,222	Support Services	(\$1,222)		INCR - To Reflect Actuals
		(\$2,653)	Materials and Services	\$2,653		DECR - To Reflect Actuals
		(\$122,192)	Ending Reserves	\$122,192		DECR - To Reflect Actuals; Winter Storms
Net Change	(\$136,897)	(\$136,897)		\$0	(0.18)	
Ending Balance	\$789,097	\$789,097		\$0	4.70	
Beginning Balance	\$377,933	\$377,933			1.32	
Community Safety	Revenue Change	Expense Change	Category	Net Change	FTE Change	
204	(\$5,992)		Beginning Reserves	(\$5,992)		DECR - Budget Estimate High
	\$113,168		Federal	\$113,168		INCR - New Contracts
		(\$23,127)	Personal Services	\$23,127		DECR - To Reflect Actuals
		\$1,222	Support Services	(\$1,222)	(0.18)	INCR - New Contracts
		\$152,500	Materials and Services	(\$152,500)		INCR - Pass Thru of Grant Funds to Sponsors Org.
		(\$11,107)	Transfers Out	\$11,107		DECR - To Reflect Actuals
		(\$12,311)	Ending Reserves	\$12,311		DECR - To Reflect Actuals
Net Change	\$107,176	\$107,176		\$0	(0.18)	
Ending Balance	\$485,109	\$485,109		\$0	1.14	
Beginning Balance	\$291,559	\$291,559			1.60	
General Planning	Revenue Change	Expense Change	Category	Net Change	FTE Change	
205	(\$291,559)		Revenue - Local	(\$291,559)		DECR - Transfer to Other funds
		(\$158,515)	Personal Services	\$158,515	(1.60)	DECR - Transfer to Other funds
		(\$36,655)	Support Services	\$36,655		DECR - Transfer to Other funds
		(\$96,389)	Transfers Out	\$96,389		DECR - Should Always End with \$0
Net Change	(\$291,559)	(\$291,559)		\$0	(1.60)	
Ending Balance	\$0	\$0		\$0	-	
Beginning Balance	\$968,940	\$968,940			3.62	
GIS CPA	Revenue Change	Expense Change	Category	Net Change	FTE Change	
206	\$39,229		Beginning Reserves	\$39,229		INCR - Budget Estimate Low
	\$45,850		Revenue - Local	\$45,850		INCR - To Reflect Actuals
		(\$53,273)	Personal Services	\$53,273	(0.44)	DECR - To Reflect actuals
		\$1,222	Support Services	(\$1,222)		INCR - To Reflect Actuals
		\$104,460	Materials and Services	(\$104,460)		INCR - Increase in Costs; Domain Migration Project
		(\$26,346)	Transfers Out	\$26,346		DECR - To Reflect actuals
		\$59,017	Ending Reserves	(\$59,017)		INCR - To Reflect Actuals
Net Change	\$85,079	\$85,079		\$0	(0.44)	
Ending Balance	\$1,054,019	\$1,054,019		\$0	3.18	
Beginning Balance	366,708.33	366,708.33			1.72	
GIS Other	Revenue Change	Expense Change	Category	Net Change	FTE Change	
207	\$21,195		Beginning Reserves	\$21,195		INCR - Budget Estimate Low
	\$20,000		Revenue - Local	\$20,000		INCR - New Contracts
		(\$7,105)	Personal Services	\$7,105		DECR - To Reflect Actuals
		\$1,222	Support Services	(\$1,222)	(0.02)	INCR - To Reflect Actuals
		\$11,500	Materials and Services	(\$11,500)		INCR - Equipment and Software
		(\$1,145)	Transfers Out	\$1,145		DECR - To Reflect Actuals
		\$36,723	Ending Reserves	(\$36,723)		INCR - To Reflect Actuals
Net Change	\$41,195	\$41,195		\$0	(0.02)	
Ending Balance	407,902.95	407,902.95		\$0	1.70	

SPECIAL REVENUE FUND – GOVERNMENT SERVICES, Continued
SUMMARY OF BUDGET CHANGES – DETAIL BY LINE ITEM
For the Fiscal Year Ending June 30, 2019

Beginning Balance	176,419.65	176,419.65			0.586	
Hearings/Land Use Laws	Revenue Change	Expense Change	Category	Net Change	FTE Change	
208	\$842		Beginning Reserves	\$842		INCR - Budget Estimate Low
	(\$16,000)		Revenue - Local	(\$16,000)		DECR - To Reflect Actuals
		(\$9,741)	Personal Services	\$9,741	0.066	DECR - Staffing Change at Lower Rates
		\$1,222	Support Services	(\$1,222)		INCR - To Reflect Actuals
		(\$3,824)	Transfers Out	\$3,824		DECR - To Reflect Actuals
		(\$2,814)	Ending Reserves	\$2,814		DECR - To Reflect Actuals
Net Change	(\$15,158)	(\$15,158)		\$0	0.066	
Ending Balance	161,261.78	161,261.78		\$0	0.653	
Beginning Balance	\$94,611.26	\$94,611.26		\$0	0.31	
Natural Resource Plan.	Revenue Change	Expense Change	Category	Net Change	FTE Change	
210	(\$14,611)		Beginning Reserves	(\$14,611)		DECR - Budget Estimate High
		\$6,646	Personal Services	(\$6,646)	0.05	INCR - To Reflect Actuals
		\$3,263	Transfers Out	(\$3,263)		INCR - Staff Training Conference
		(\$24,521)	Ending Reserves	\$24,521		DECR - To Reflect Actuals
Net Change	(\$14,611)	(\$14,611)		\$0	0.05	
Ending Balance	\$80,000.00	\$80,000.00		\$0	0.36	
Beginning Balance	\$138,800	\$138,800			0.60	
OEM/MSAG	Revenue Change	Expense Change	Category	Net Change	FTE Change	
211	(\$2,222)		Beginning Reserves	(\$2,222)		DECR - Budget Estimate High
	(\$3,068)		Revenue - Local	(\$3,068)		DECR - New Contracts
		\$1,556	Personal Services	(\$1,556)	0.02	INCR - New Contracts
		\$1,222	Support Services	(\$1,222)		INCR - To Reflect Actuals
		\$1,000	Materials and Services	(\$1,000)		INCR - To Reflect Actuals
		(\$9,068)	Ending Reserves	\$9,068		DECR - To Reflect Actuals
Net Change	(\$5,290)	(\$5,290)		\$0	0.02	
Ending Balance	\$133,510	\$133,510		\$0	0.62	
Beginning Balance	\$10,360	\$10,360			0.05	
Publications/Information	Revenue Change	Expense Change	Category	Net Change	FTE Change	
212	\$1,857		Beginning Reserves	\$1,857		INCR - Budget Estimate Low
	(\$1,906)		Revenue - Local	(\$1,906)		DECR - To Reflect Actuals
		(\$41)	Materials and Services	\$41	0.00	DECR - To Reflect Actuals
		(\$8)	Ending Reserves	\$8		DECR - To Reflect Actuals
Net Change	(\$49)	(\$49)		\$0	0.00	
Ending Balance	\$10,311	\$10,311		\$0	0.05	
Beginning Balance	\$218,353	\$218,353			0.71	
RTS Other	Revenue Change	Expense Change	Category	Net Change	FTE Change	
214	\$3,906		Beginning Reserves	\$3,906		INCR - Budget Estimate Low
	\$68,669		Revenue - Local	\$68,669		INCR - New Contracts
		\$43,145	Personal Services	(\$43,145)	0.41	INCR - To Reflect Actuals
		\$1,222	Support Services	(\$1,222)		INCR - Pass Through for New Contract
		\$16,200	Materials and Services	(\$16,200)		INCR - To Correct for Actuals
		\$24,446	Transfers Out	(\$24,446)		INCR - To Correct for Actuals
		(\$12,437)	Ending Reserves	\$12,437		DECR - To Reflect Actuals
Net Change	\$72,575	\$72,575		(\$0)	0.41	
Ending Balance	\$290,929	\$290,929		(\$0)	1.12	

SPECIAL REVENUE FUND – GOVERNMENT SERVICES, Continued
SUMMARY OF BUDGET CHANGES – DETAIL BY LINE ITEM
For the Fiscal Year Ending June 30, 2019

Beginning Balance	\$52,868	\$52,868			0.03	
Tax Collections	Revenue Change	Expense Change	Category	Net Change	FTE Change	
218	\$5,021		Beginning Reserves	\$5,021		INCR - Budget Estimate Low
		\$1,222	Support Services	(\$1,222)	0.00	INCR - To Reflect Actuals
		\$3,799	Ending Reserves	(\$3,799)		INCR - To Reflect Actuals
Net Change	\$5,021	\$5,021		\$0	0.00	
Ending Balance	\$57,889	\$57,889		\$0	0.03	
Beginning Balance	\$1,292,037	\$1,292,037			4.86	
Transportation Operations	Revenue Change	Expense Change	Category	Net Change	FTE Change	
219	(\$10,000)		Beginning Reserves	(\$10,000)		INCR - Budget Estimate Low
		(\$20,504)	Personal Services	\$20,504	(0.18)	DECR - To Reflect Actuals
		\$4,073	Support Services	(\$4,073)		INCR - To Reflect Actuals
		\$14,371	Materials and Services	(\$14,371)		INCR - To Reflect Actuals for Travel, pass thru
		(\$7,940)	Transfers Out	\$7,940		DECR - To Reflect Actuals
Net Change	(\$10,000)	(\$10,000)		(\$0)	(0.18)	
Ending Balance	\$1,282,037	\$1,282,037		(\$0)	4.68	
Beginning Balance	\$520,000	\$520,000			1.35	
Transportation Projects	Revenue Change	Expense Change	Category	Net Change	FTE Change	
220	\$94,185		Revenue - Local	\$94,185		INCR - Budget Estimate Low
	\$49,170		Revenue - State	\$49,170		INCR - New Contracts
		\$19,803	Personal Services	(\$19,803)	0.16	INCR - To Reflect Actuals
		\$4,073	Support Services	(\$4,073)		INCR - To Reflect Actuals
		\$113,000	Materials and Services	(\$113,000)		INCR - UrbanSim Modeling Project Consultant
		(\$14,825)	Capital Outlay	\$14,825		DECR - To Reflect Actuals
		\$21,304	Transfers Out	(\$21,304)		INCR - To Reflect Actuals
Net Change	\$143,355	\$143,355		(\$0)	0.16	
Ending Balance	\$663,355	\$663,355		(\$0)	1.51	
Beginning Balance	\$1,056,031	\$1,056,031			0.65	
Trans. Services Admin	Revenue Change	Expense Change	Category	Net Change	FTE Change	
221	(\$205,109)		Beginning Reserves	(\$205,109)		DECR - Budget Estimate High
	\$2,710		Local Sources	\$2,710		INCR - To Reflect Actuals
	\$2,196		Transfers In	\$2,196	0.02	INCR - To Reflect Actuals
		\$2,576	Personal Services	(\$2,576)		INCR - To Reflect Actuals
		\$4,073	Support Services	(\$4,073)		INCR - To Reflect Actuals
		\$41,019	Materials and Services	(\$41,019)		INCR - Domain Migration; Software
		(\$247,872)	Ending Reserves	\$247,872		DECR - To Reflect Actuals
Net Change	(\$200,203)	(\$200,203)		\$0	0.02	
Ending Balance	\$855,828	\$855,828		\$0	0.67	
Beginning Balance	\$282,120	\$282,120			1.11	
Urban Regional Planning	Revenue Change	Expense Change	Category	Net Change	FTE Change	
222	(\$20,300)		Beginning Reserves	(\$20,300)		DECR - Budget Estimate High
	(\$7,918)		Federal	(\$7,918)		DECR - To Reflect Actuals
	(\$21,300)		Local Sources	(\$21,300)		DECR - To Reflect Actuals
		(\$2,758)	Personal Services	\$2,758	(0.02)	DECR - To Reflect Actuals
		\$1,222	Support Services	(\$1,222)		INCR - To reflect Actuals
		\$21,000	Materials and Services	(\$21,000)		INCR - Pass Thru for Lowell Engineering
		(\$1,597)	Transfers Out	\$1,597		DECR - New Contracts
		(\$67,385)	Ending Reserves	\$67,385		DECR - To Reflect Actuals
Net Change	(\$49,518)	(\$49,518)		\$0	(0.02)	
Ending Balance	\$232,602	\$232,602		\$0	1.09	

SPECIAL REVENUE FUND – GOVERNMENT SERVICES, Continued
SUMMARY OF BUDGET CHANGES – DETAIL BY LINE ITEM
For the Fiscal Year Ending June 30, 2019

Beginning Balance	\$15,076	\$15,076			-	
LIDAR	Revenue Change	Expense Change	Category	Net Change	FTE Change	
224	(\$130)		Beginning Reserves	(\$130)		DECR - Budget Estimate High
			Ending Reserves	\$130		DECR - To Reflect Actuals
Net Change	(\$130)	(\$130)		\$0	-	
Ending Balance	\$14,946	\$14,946		\$0	-	

Beginning Balance	\$400,839	\$400,839			2.19	
Metro TV	Revenue Change	Expense Change	Category	Net Change	FTE Change	
235	(\$13,982)		Beginning Reserves	(\$13,982)		DECR - Budget Estimate High
			Personal Services	\$24,122	(0.25)	DECR - To Reflect Actuals
		(\$9,705)	Support Services	\$9,705		DECR - To Reflect Actuals
		(\$289)	Transfers Out	\$289		DECR - To Correct for Actuals
			Ending Reserves	(\$20,134)		INCR - To Reflect Actuals
Net Change	(\$13,982)	(\$13,982)		\$0	(0.25)	
Ending Balance	\$386,857	\$386,857		\$0	1.94	

Beginning Balance	\$388,444	\$388,444			0.19	
PAN	Revenue Change	Expense Change	Category	Net Change	FTE Change	
242	\$35,760		Beginning Reserves	\$35,760		INCR - Budget Estimate Low
		(\$1,016)	Personal Services	\$1,016	(0.00)	DECR - To Reflect Actuals
			Support Services	\$3,055		INCR - New Contracts
			Materials and Services	(\$2,000)		INCR - To Reflect Actuals
		(\$399)	Transfers Out	\$399		DECR - To Reflect Actuals
			Ending Reserves	(\$32,120)		INCR - To Reflect Actuals
Net Change	\$35,760	\$35,760		\$0	(0.00)	
Ending Balance	\$424,204	\$424,204		\$0	0.19	

Beginning Balance	\$644,040	\$644,040			2.40	
Telecomm Mgmt	Revenue Change	Expense Change	Category	Net Change	FTE Change	
243	(\$106,488)		Beginning Reserves	(\$106,488)		DECR - Budget Estimate High
	(\$70,623)		Revenue - Local	(\$70,623)	0.08	DECR - Reduced Tele Operations Revenue
	\$12,653		Transfers In	\$12,653		INCR - Transfer from Other Funds
		\$6,997	Personal Services	(\$6,997)		INCR - To Reflect Actuals
		\$3,055	Support Services	(\$3,055)		INCR - To Reflect Actuals
		\$6,030	Materials and Services	(\$6,030)		INCR - To Reflect Actuals
		\$9,508	Transfers Out	(\$9,508)		INCR - To Reflect Actuals
		(\$190,046)	Ending Reserves	\$190,046		DECR - To Reflect Actuals
Net Change	(\$164,458)	(\$164,458)		\$0	0.08	
Ending Balance	\$479,582	\$479,582		\$0	2.48	

Beginning Balance	\$1,040,826	\$1,040,826			0.22	
Tele Operations	Revenue Change	Expense Change	Category	Net Change	FTE Change	
244	\$632,820		Beginning Reserves	\$632,820		INCR - Telecom System Replacement Project
	(\$70,792)		Revenue - Local	(\$70,792)		DECR - Telecom Revenue Reduced
		(\$828)	Personal Services	\$828	(0.07)	DECR - To Reflect Actuals
		\$3,055	Support Services	(\$3,055)		INCR - Transfer from Other funds
		\$20,026	Materials and Services	(\$20,026)		INCR - Pass Thru
		\$3,000	Services by Other Organizations	(\$3,000)		INCR - Telecom System Replacement Project
		\$587,464	Transfers Out	(\$587,464)		INCR - To Cover Staff in Fund 243
		(\$50,689)	Ending Reserves	\$50,689		DECR - To Reflect Actuals
Net Change	\$562,027	\$562,027		\$0	(0.07)	
Ending Balance	\$1,602,853	\$1,602,853		\$0	0.15	

SPECIAL REVENUE FUND – GOVERNMENT SERVICES, Continued
SUMMARY OF BUDGET CHANGES – DETAIL BY LINE ITEM
For the Fiscal Year Ending June 30, 2019

Beginning Balance	\$220,942	\$220,942			-	
Tele Projects	Revenue Change	Expense Change	Category	Net Change	FTE Change	
246	(\$40,320)		Local Sources	(\$40,320)		DECR - Budget Estimate High
	\$402,442		Transfers In	\$402,442		INCR - Telecom System Replacement Project
		\$64	Materials and Services	(\$64)		INCR - To Reflect Actuals
		\$362,058	Capital Outlay	(\$362,058)		INCR - Telecom System Replacement Project
Net Change	\$362,122	\$362,122		\$0	-	
Ending Balance	\$583,064	\$583,064		\$0	-	

Beginning Balance	\$473,241	\$473,241			-	
Tele Reserve	Revenue Change	Expense Change	Category	Net Change	FTE Change	
247	(\$425,528)		Beginning Reserves	(\$425,528)		DECR - Telecom System Replacement Project
		(\$176,300)	Transfers Out	\$176,300		DECR - Not Needed
		(\$249,229)	Ending Reserves	\$249,229		DECR - Telecom System Replacement Project
Net Change	(\$425,528)	(\$425,528)		\$0	-	
Ending Balance	\$47,713	\$47,713		\$0	-	

Beginning Balance	\$1,066,732	\$1,066,732			0.51	
WIX	Revenue Change	Expense Change	Category	Net Change	FTE Change	
248	\$72,412		Beginning Reserves	\$72,412		INCR - Budget Estimate Low
	(\$345,000)		Revenue - Federal	(\$345,000)		DECR - To Reflect Actuals - Grant
	\$2,200		Revenue - Local	\$2,200		INCR - To Reflect Actuals
		\$9,245	Personal Services	(\$9,245)	0.05	INCR - To Reflect Actuals
		\$3,055	Support Services	(\$3,055)		INCR - To Reflect Actuals
		(\$284,000)	Materials and Services	\$284,000		DECR - Delay of WIX2 Project Until FY20
		\$2,892	Transfers Out	(\$2,892)		INCR - To Reflect Actuals
		(\$1,581)	Ending Reserves	\$1,581		DECR - To Reflect Actuals
Net Change	(\$270,388)	(\$270,388)		\$0	0.05	
Ending Balance	\$796,343	\$796,343		\$0	0.56	

TOTAL SPECIAL REVENUE - GOVERNMENT SERVICES - ALL SERVICES SUMMARY

BEGINNING BALANCE	\$11,023,271	\$11,023,271		\$0	28.91
TOTAL CHANGES - ALL	(\$183,459)	(\$183,459)		(\$0)	(2.09)
REVISED BUDGET	\$10,839,812	\$10,839,812		(\$0)	26.82

Note: Beginning Balances are total balances for the fund type; changes are the total changes made to the funds represented on this document

* Funds restricted for use within that program only

SENIOR AND DISABILITY SERVICES

SPECIAL REVENUE FUND – SENIOR AND DISABILITY SERVICES
SUMMARY OF BUDGET CHANGES - BY LEGAL LEVEL
For the Fiscal Year Ending June 30, 2019

SPECIAL REVENUE FUND - SENIOR AND DISABILITY SERVICES

Revenues	Changes Made	Expenditures	Changes Made	FTE
Beginning Balances	\$ 27,631,796	Beginning Balances	\$ 27,631,796	177.36
Beginning Reserves	\$ 1,066,787	Personal Services	\$ 166,096	0.22
Federal and State Revenue	\$ 192,742	Support Services	\$ 20,604	
Local Revenue	\$ 82,732	Materials and Services	\$ 77,032	
Transfers In	\$ 268,392	Capital Outlay	\$ (3,800)	
		Services by Other Organizations	\$ (18,396)	
		Transfers Out	\$ 268,392	
		Ending Reserves	\$ 1,100,725	
Change	\$ 1,610,653		\$ 1,610,653	0.22
Revised Budget	\$ 29,242,449		\$ 29,242,449	177.58

Details to the changes noted here are detailed on the following pages.

SPECIAL REVENUE FUND – SENIOR AND DISABILITY SERVICES
SUMMARY OF BUDGET CHANGES – DETAIL BY LINE ITEM
For the Fiscal Year Ending June 30, 2019

Beginning Balance	\$194,396	\$194,396			0.00	
Florence Transportation	Revenue Change	Expense Change	Category	Net Change	FTE Change	
263	\$1,637		Beginning Reserves	\$1,637		INCR - Budget Estimate Low
	(\$742)		Revenue - Local	(\$742)		DECR - Budget Estimate High
		\$1,000	Materials & Services	(\$1,000)		INCR - Need for Additional Transportation for Clients
		(\$105)	Ending Reserves	\$105		DECR - Balance Fund
Net Change	\$895	\$895		\$0	0.00	
Ending Balance	\$195,291	\$195,291		\$0	0.00	
Beginning Balance	\$230,166	\$230,166			0.00	
Miscellaneous Support	Revenue Change	Expense Change	Category	Net Change	FTE Change	
264	(\$23,776)		Beginning Reserves	(\$23,776)		DECR - Budget Estimate High
	(\$8,500)		Revenue - Local	(\$8,500)		DECR - Budget Estimate High - LSSC grant payments previously coded here
		(\$32,276)	Ending Reserves	\$32,276		INCR - Balance Fund
Net Change	(\$32,276)	(\$32,276)		\$0	0.00	
Ending Balance	\$197,890	\$197,890		\$0	0.00	
Beginning Balance	\$603,041	\$603,041			6.09	
Senior Connections	Revenue Change	Expense Change	Category	Net Change	FTE Change	
267	\$1,417		Beginning Reserves	\$1,417		INCR - Budget Estimate Low
	\$126,742		Transfers In	\$126,742		INCR - Increased OAA allocation & transfer of \$65,900 from congregate meals to III-B
		\$107,802	Personal Services	(\$107,802)		INCR - Budget Estimate Low due to erroneous FTE
		\$12,582	Support Services	(\$12,582)		INCR - Budget Estimate Low
		\$7,775	Materials & Services	(\$7,775)		INCR - Balance Fund
Net Change	\$128,159	\$128,159		\$0	0.00	
Ending Balance	\$731,200	\$731,200		\$0	6.09	
Beginning Balance	\$1,660,754	\$1,660,754			9.65	
Senior Meals	Revenue Change	Expense Change	Category	Net Change	FTE Change	
268	\$13,248		Revenue - Local	\$13,248		INCR - Program Income higher than anticipated
	\$12,718		Transfers In	\$12,718		INCR - OAA Allocation Increase
		(\$10,867)	Personal Services	\$10,867	(0.87)	DECR - Budget Estimate for Fringe High
		\$46,487	Materials & Services	(\$46,487)		INCR - Hot Meals, Rent, Equipment
		(\$9,654)	Ending Reserves	\$9,654		DECR - Balance Fund
Net Change	\$25,966	\$25,966		\$0	(0.87)	
Ending Balance	\$1,686,720	\$1,686,720		\$0	8.78	
Beginning Balance	950,014	950,014			0.25	
Senior Meals Fundraising	Revenue Change	Expense Change	Category	Net Change	FTE Change	
269	\$81,151		Beginning Reserves	\$81,151		INCR - Budget Estimate Low
	\$15,548		Revenue - Local	\$15,548		INCR - Higher Donations than Anticipated
		\$1,342	Personal Services	(\$1,342)		INCR - Budget Estimate Low / FTE Adjustment
		\$158	Support Services	(\$158)		INCR - Budget Estimate Low
		\$7,100	Materials & Services	(\$7,100)		INCR - Budget Estimate Low - Holiday Mail Project
		(\$93,519)	Transfers Out	\$93,519		DECR - Reduced Projected Transfer to Sr. Meals
		\$181,618	Ending Reserves	(\$181,618)		INCR - Balance Fund
Net Change	\$96,699	\$96,699		\$0	0.00	
Ending Balance	1,046,713	1,046,713		\$0	0.25	
Beginning Balance	21,387	21,387			0.00	
Senior Connections Fundraising	Revenue Change	Expense Change	Category	Net Change	FTE Change	
270	\$34,122		Beginning Reserves	\$34,122		INCR - Budget Estimate Low
	\$6,794		Local Revenue	\$6,794		INCR - Donations and Interest
		\$40,916	Ending Reserves	(\$40,916)		INCR - Balance Fund
Net Change	\$40,916	\$40,916		\$0	0.00	
Ending Balance	62,303	62,303		\$0	0.00	

SPECIAL REVENUE FUND – S&DS, Continued
SUMMARY OF BUDGET CHANGES – DETAIL BY LINE ITEM
For the Fiscal Year Ending June 30, 2019

Beginning Balance		\$166,120	\$166,120		\$0	1.50	
Money Management	271	Revenue Change	Expense Change	Category	Net Change	FTE Change	
		\$7,535		Beginning Reserves	\$7,535		INCR - Budget Estimate Low
			(\$3,794)	Personal Services	\$3,794	(0.20)	DECOR - Budget Estimate High
			(\$1,698)	Support Services	\$1,698		DECOR - Budget Estimate High
			\$2,325	Materials & Services	(\$2,325)		INCR - Budget Estimate Low / Vlogistics Mngmt Software
			\$10,702	Ending Reserves	(\$10,702)		INCR - Balance Fund
	Net Change	\$7,535	\$7,535		\$0	(0.20)	
	Ending Balance	\$173,655	\$173,655		\$0	1.30	
Beginning Balance		\$108,773	\$108,773			1.00	
Living Well	272	Revenue Change	Expense Change	Category	Net Change	FTE Change	
		(\$824)		Beginning Reserves	(\$824)		DECOR - Budget Estimate High
		\$1		Revenue - State	\$1		INCR - Budget Rounding Error
			(\$13,538)	Personal Services	\$13,538	(0.50)	DECOR - Budget Estimate Low / FTE Split w/285
			(\$1,554)	Support Services	\$1,554		DECOR - Budget Estimate Low
			\$10,000	Services by Other Organizations	(\$10,000)		INCR - Additional Training for Caregivers
			\$3,045	Materials & Services	(\$3,045)		INCR - Addus Training Needed
			\$1,224	Transfers Out	(\$1,224)		INCR - Budget Estimate Low
	Net Change	(\$823)	(\$823)		\$0	(0.50)	
	Ending Balance	\$107,950	\$107,950		\$0	0.50	
Beginning Balance		\$536,770	\$536,770			0.00	
Meal Prep	273	Revenue Change	Expense Change	Category	Net Change	FTE Change	
		\$31,613		Beginning Reserves	\$31,613		INCR - Budget Estimate Low
		\$26,586		Revenue - Local	\$26,586		INCR - Budget Estimate Low
			\$20,650	Materials & Services	(\$20,650)		INCR - Additional Frozen Meals
			(\$5,000)	Capital Outlay	\$5,000		DECOR - Budget Estimate High
			\$42,549	Ending Reserves	(\$42,549)		INCR - Balance Fund
	Net Change	\$58,199	\$58,199		\$0	0.00	
	Ending Balance	\$594,969	\$594,969		\$0	0.00	
Beginning Balance		\$252,965	\$252,965			3.00	
NWD-Options Counseling	274	Revenue Change	Expense Change	Category	Net Change	FTE Change	
		(\$45,039)		Beginning Reserves	(\$45,039)		DECOR - Budget Estimate High
			(\$58,623)	Revenue - Federal	(\$58,623)		DECOR - Change of NWD Reimbursement Formula
			\$101,005	Transfers In	\$101,005		INCR - Additional Funding to Cover Decreased Fed Funding
			(\$27,261)	Personal Services	\$27,261	(1.00)	DECOR - Staffing Change
			(\$3,104)	Support Services	\$3,104		DECOR - Staffing Change
			\$27,708	Materials & Services	(\$27,708)		INCR - Unanticipated Unemployment Costs
	Net Change	(\$2,657)	(\$2,657)		\$0	(1.00)	
	Ending Balance	\$250,308	\$250,308		\$0	2.00	
Beginning Balance		\$101,276	\$101,276			0.93	
Mental Health/Pearls	275	Revenue Change	Expense Change	Category	Net Change	FTE Change	
		(\$4,302)		Beginning Reserves	(\$4,302)		DECOR - Budget Estimate High
			(\$81,214)	Federal - Revenue	(\$81,214)		DECOR - Funding Reduced and Reallocated by State
			(\$75,800)	Personal Services	\$75,800		DECOR - Change in Staff Allocation Between Funds
			(\$8,369)	Support Services	\$8,369		DECOR - Change in Staff Allocation Between Funds
			(\$1,347)	Materials & Services	\$1,347		DECOR - Training and Travel
	Net Change	(\$85,516)	(\$85,516)		\$0	0.00	
	Ending Balance	\$15,760	\$15,760		\$0	0.93	
Beginning Balance		\$206,400	\$206,400			1.90	
Transporation Assessments	277	Revenue Change	Expense Change	Category	Net Change	FTE Change	
		\$50,809		Revenue - Local	\$50,809		INCR - LTD Grant Higher than Budget
			\$47,089	Personal Services	(\$47,089)		INCR - Balance to Increased Revenue
			\$2,781	Support Services	(\$2,781)		INCR - Balance to Increased Revenue
			\$939	Materials & Services	(\$939)		INCR - Budget Estimate Low
	Net Change	\$50,809	\$50,809		\$0	0.00	
	Ending Balance	\$257,209	\$257,209		\$0	1.90	

LANE COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS
Lane Council of Governments
LCOG, 859 Willamette Street, Suite 500, Eugene

February 28, 2019
6:00 p.m.

VOTING MEMBERS

Present

Bd. Member Sherry Durst-Higgins, Chair (Lane ESD)
Bd. Member Mary Walston, Vice-Chair (School District 4J)
Bd. Member Sonya Carlson (EWEB via teleconference)
Bd. Member Heather Buch (Lane County)
Bd. Member Naomi Raven (School District 19)
Bd. Member Alan Laisure (School District 52)
Bd. Member Matt Keating (Lane Community College)
Bd. Member Jim McLaughlin (Rainbow Water and Fire District)

Bd. Member Susy Lacer (Siuslaw Library District, City of Florence via teleconference)
Bd. Member Vickie Kennedy (Heceta Water PUD) (via teleconference)
Bd. Member Brandon Jordon (EPUD)
Mayor Jeff Gowling (City of Cottage Grove)
Councilor Richard Zettervall (City of Creswell) (via teleconference)
Councilor Chris Pryor (City of Eugene)
Mayor Don Bennett (City of Lowell)
Mayor Mark Crenshaw (City of Junction City) (via teleconference)
Councilor Tom Cotter (City of Veneta)

Absent

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

Representative School District 68
Representative School District 45J3
Representative River Road Parks & Rec. District
Representative Lane Library District
Representative Western Lane Ambulance District
Representative Junction City RFPD
Representative Willamalane

NON-VOTING MEMBERS

Present

Bd. Member Don Nordin (Lane Transit District (LTD))

OTHERS

Brenda Wilson, LCOG Executive Director
Howard Schussler, LCOG Government Services Division Director
Emily Farrell, S&DS Director
Brooke Emery, S&DS Deputy Director
Kate Scott, S&DS Community Program Analyst & OAA Contract Manager
Ellen Currier, LCOG Transportation Planner
Drew Pfefferle, Safe Lane Transportation Coalition Coordinator

CALL MEETING TO ORDER

1. Welcome & Introductions

Sherry Durst-Higgins called the meeting of the Lane Council of Governments (LCOG) Board to order at 6:00 p.m. Those present introduced themselves.

2. Requests for Additions to the Agenda

No additions to the agenda were requested.

3. Public Comment

No one wished to provide public comment to the Board.

PRESENTATION

4. Senior and Disability Services Annual (FY18) Information Report

Kate Scott, Senior and Disability Services (S&DS) Community Program Analyst & OAA Contract Manager, reviewed the *Fiscal Year 2017-2018, Senior and Disability Services, Information & Assistance* report previously distributed to the Board. She highlighted: the important contributions made by volunteers; the addition of a staff person to address the volume of calls received at the Aging and Disability Resource Connection (ADRC); the over 5,000 hours providing respite for family care givers; the almost a quarter of a million meals provided by the Meals on Wheels and Café 60 programs; an increase in the number of people served by Oregon Project Independence; two new health promotion programs, “Walk with Ease” and “Powerful Tools for Caregivers”; two new community partners, Lane Senior Support Coalition and the Senior Companion Program through Lane Community College; the 18,000+ (point in time) case load for Eligibility Services; the 4,300+ people assisted through the in-home and community-based care programs, resulting in a cost avoidance savings of almost \$6 million; and the increased referrals to Adult Protection Services. Ms. Farrell noted the last pages of the report showed a three-year comparison of program activity indicators.

When Mr. Laisure asked how S&DS services had been impacted by the winter storm, S&DS Deputy Director Brooke Emery explained the offices were closed but staff worked directly with the most vulnerable clients. She noted the conditions in Oakridge had been especially challenging.

Ms. Walston asked how the estimated savings for people not in nursing homes (page 9) was calculated and what happened to complaints to Adult Protection Services that were not substantiated (page 10).

Ms. Scott responded S&DS staff used the current average rate for a year at an assistive living facility, multiplied by the number of people not needing (or no longer needing) that level of care.

Ms. Wilson explained the triage approach used by Adult Protection Services call center staff. Once investigated, if a situation met the legal standard of abuse the case was referred to law enforcement. If it was not substantiated, there was no further action from Adult Protection Services. Ms. Emery added they often referred those reported or their families to S&DS’ other services to help improve their situation.

Mr. Keating observed about fifty percent of the general population owned pets and he assumed the rate was similar for seniors. He asked if there were community organizations S&DS staff worked with to help vulnerable seniors care for their pets.

Ms. Scott replied Food for Lane County piloted a pet food program in 2018 in conjunction with the Meals on Wheels program. S&DS staff were considering a similar program in Springfield and Monroe. She shared at times seniors fed their pets before themselves. If volunteers suspected this was happening, they contacted Lane Senior Support Coalition for assistance. Ms. Scott added the Lane Alliance for Independent Living also provided training for people needing support animals.

5a. Annual Report of the MPO

Ellen Currier, LCOG Planner, discussed the *Annual Report to the LCOG Board of Directors from the Central Lane Metropolitan Planning Organization (MPO), February 2019* contained in the agenda packet. She started with an overview of the MPO, stressing it's a collaboration among local jurisdictions to determine how federal funds are allocated. The Metropolitan Transportation Improvement Plan guided funding decisions for federal and state funds. In 2018, the MPO obligated \$55 million to fund a variety of projects, e.g., road preservation, transportation safety planning, bicycle and pedestrian facilities, and transit planning and facilities.

Ms. Currier said the MPO used performance-based project planning to ensure funds expended resulted in the desired outcomes. Over the past year, MPO staff worked with Oregon Department of Transportation (ODOT) staff to adopt state performance measures. In addition, in 2019, MPO staff developed a robust data portal. Ms. Currier noted the MPO followed all Federal Title VI requirements and reports.

Ms. Currier highlighted the Safe Lane Transportation Coalition. Established in 2017, the Coalition focused on the regional coordination of safety efforts, provided opportunities for education and outreach, and brought more resources into the region to address transportation safety. Funding from ODOT had enabled the MPO to hire a full-time coordinator for the Coalition.

5b. Safe Lane Coalition Presentation

Ms. Currier introduced Drew Pfefferle, Safe Lane Transportation Coalition Coordinator. Mr. Pfefferle gave a Powerpoint presentation entitled, *Safe Lane Transportation Coalition*. He reviewed the current membership. Mr. Pfefferle detailed projects completed in 2018, including the Incomplete Streets campaign (lawn signs to raise awareness in motorists that the street has no safe options for pedestrians or bicyclists), sandwich boards to discourage distracted driving in school zones, outreach and education activities at the Lane County Fair, teen driving program for students in rural areas, the Get a Ride campaign to discourage driving while intoxicated, the Oregon Friendly Driver interactive training program, and outreach efforts at the University of Oregon, including a Walking Bicycling Pledge. Mr. Pfefferle also described projects envisioned for 2019 (a traffic safety assistance request form, marijuana driving impairment prevention, and increased volunteer opportunities).

Ms. Currier stressed the Coalition served all of Lane County, not just the metropolitan area. The projects selected and locations targeted were data-driven decisions.

When Ms. Durst-Higgins asked about the impact of marijuana use on one's driving abilities, Mr. Pfefferle responded marijuana impaired driving. The specific effects varied among people. Too often people dismissed the effects of marijuana because they were not the same as alcohol.

Ms. Currier added law enforcement agencies needed more people trained in recognizing the effects of marijuana impairment.

Mr. Pryor asked about the use of cameras at intersections to photograph drivers running red lights. He opined installation of the cameras would do a lot to slow down traffic and prevent or lessen the severity of accidents. Mr. Pryor requested the Safe Lane Transportation Coalition advocate for red light cameras.

Ms. Currier noted the cameras were currently allowable under the law. The Coalition had earlier reviewed automated enforcement tools. At the time, there had been some hesitancy among those in the enforcement community regarding their implementation. She offered to raise the topic again.

Mr. Keating said another safety tool used in other Oregon communities was the installation of LED lights around stop signs to improve their visibility in bad weather. He shared another area of concern regarding traffic safety was the potential influx of rental scooters.

When Ms. Walston asked for the data on distracted driving in school zones and the availability of the sandwich board signs developed, Ms. Currier explained the difficulties of collecting accurate data regarding distracted driving. It was usually self-reported after an accident or traffic stop.

Ms. Currier said the school zone poster PDF files were available online. Only half had been translated into Spanish. She noted another challenge was funding for additional sandwich boards.

Responding to Mr. Keating's question about phone apps that stopped transmissions when the car was moving, Mr. Pfefferle pointed him to their website (<https://safelanecoalition.org/distracted-driving>) which had a list of available apps.

Mr. Laisure shared his employer, Pape Company, had an app on all company phones that disabled the phones when motion was detected. It demonstrated an employer could help combat distracted driving.

Ms. Buch observed most of her district in Lane County was rural. She thought speed and driver impairment contributed to most accidents. Ms. Buch advocated for counties to have control over setting speed limits, not the state. She asked if any of the Coalition's programs focused on rural areas.

Mr. Pfefferle referred to an upcoming safety event in Junction City. Ms. Currier added the Coalition had purchased speed feedback signs that the Lane County Sheriff deployed. She suggested Ms. Buch contact Becky Taylor in Lane County were there a specific corridor she was interested in targeting.

Ms. Wilson said the statewide Oregon Metropolitan Policy Organization Consortium (OMPOC) had adopted as one of their legislative priorities for local jurisdictions to have the power to regulate speed limits. She offered to provide an update to the Board, including the relevant bill numbers.

Ms. Currier added local control of speed limits was also a legislative priority for the League of Oregon Cities. She was hopeful the statute would change.

Mr. Zettervall said the City of Creswell had secured grant funding for three flashing stop signs and two mobile speed feedback signs. He offered to help other rural communities apply for similar grants.

ACTION ITEMS

6. Consent Agenda (Approve November 29, 2018 Minutes, Appoint Lane Economic Committee members (Karen Hyatt, Paul Berger, Greg Ervin, Anne Fifield, Mike Eyster, Courtney Griesel, and Sarah Means), Appoint Budget Committee (appoint Sherry Duerst-Higgins, Chris Pryor, and Heather Buch, and re-appoint Jessica Mumme), Appoint Audit Committee members (Sherry Duerst-Higgins, Greg James, and Mary Walston), and Ratify Replacement Executive Committee Member Heather Buch.)

Mr. Pryor moved, seconded by Mr. Cotter, to accept the Consent Agenda as presented. The motion carried unanimously.

7. Items removed from the Consent Agenda

No items were removed from the Consent Agenda.

INFORMATION ITEMS

8. Real Estate Update

Ms. Wilson noted the Park Place Building was LCOG's largest asset. It was important the building be preserved and maintained. One of the items identified in need of immediate replacement by the EMG assessment were the elevators (estimated cost \$600,000 to \$700,000). Funds were available from the building's capital contingency account. Other identified needs, e.g., the HVAC system, balcony coating, and storefront window glazing, were not yet funded. Ms. Wilson intended to develop a five- to ten-year strategy to prioritize the preservation and maintenance needs and propose a funding strategy.

Mr. Pryor noted that at the Executive Committee, the question came up regarding the Park Place Building's seismic resiliency. He assured the Board it was well-designed and was an asset for downtown in the event of a major earthquake.

Ms. Wilson explained the building was now fully occupied. She encouraged people to visit the recently opened Veg Salad Craft. The last store front was being prepared for a boutique clothing store.

When Mr. Cotter asked if existing businesses were assessed to help pay for the improvements, Ms. Wilson replied such an assessment was not part of the current lease agreements. She anticipated rental revenue in excess of annual costs of approximately \$200,000 a year. Ms. Wilson's long-term maintenance and enhancement strategy for the building relied on those net rental revenues.

Responding to Ms. Durst-Higgins question regarding Park Place Building rents, Ms. Wilson noted there were some long-term leases (e.g., the federal public defender) that were below the current market rate. She had also reduced the occupancy rate paid by LCOG in the proposed 2020 budget in order to maintain a stable indirect rate.

Mr. Cotter suggested a facility major maintenance/enhancement surcharge be included in future leases.

REPORTS

9. Ms. Wilson provided the following reports to the LCOG Board of Directors. Copies were distributed

in the agenda packet.

a. Executive Committee Report

Ms. Wilson reviewed the summary of the January 8, 2019 and February 12, 2019 Executive Committee meetings. She highlighted the LCOG grant application to the Statewide Transportation Improvement Fund (STIF) Intercommunity Discretionary Grant Program for a two-year pilot program for transit service between Eugene and Florence and a two-year extension of transit service between Yachats and Florence. The Coos County Area Transit (CCAT) agency was also submitting a grant application for service between Coos Bay and Florence. Ms. Wilson stressed the active participation in the project by the Confederated Tribes. She explained why LCOG had taken on the role of the Public Transit Service Provider (PTSP) for rural Lane County.

Ms. Wilson also discussed the Cascade West Economic Development District in which LCOG participated and its recently completed five-year Comprehensive Economic Development Strategy. Representatives from Lane County agencies had six seats on the District's Board. The Executive Committee had appointed six of its members to serve on the Board.

b. Advisory Council Reports

Ms. Wilson referenced the report in the agenda packet. She discussed the Elevate Lane County presentation at the November Lane Economic Committee (LEC) meeting. Ms. Wilson invited the presenter, Heidi Larwick, to share some of the students' Science, Technology, Engineering and Math (STEM) projects as part of the "meet and greet" portion of the upcoming LCOG recognition event.

Ms. Wilson said the annual award dinner was still scheduled for Saturday, March 9, 2019 at LCC. The keynote speaker was Carmen Urbina, Deputy Director of the Oregon Department of Education. She reviewed the award winners, listed in the Executive Committee Report. Ms. Wilson observed LCC was currently closed due to the winter storm. She planned to check with them regarding the venue on Friday.

Mr. Keating wondered if it was possible to add a fund-raising "ask" for a community non-profit who assisted in the storm, e.g., the Egan Warming Center, Food for Lane County. Consensus was to pursue the idea.

Ms. Wilson noted she had distributed a copy of the *LCOG Board Calendar*, outlining future business items and an *LCOG Board and Executive Committee Meeting Schedule*, showing upcoming Executive Committee and Board meetings. She announced the next meeting of the LCOG Board of Directors was scheduled for April 25, 2019. She was looking for a site host for the meeting.

WRAP UP

10. Ms. Durst-Higgins requested Board members share how the recent winter storm affected their jurisdiction and them personally.

- Mr. Zettervall briefly lost power, although others in Creswell lost power for over two days. The City of Creswell had minor damage to the public works building and the central park area. Many trees were damaged. He noted it was a wake-up call for improved emergency preparedness.
- Ms. Carlson shared where she worked in Creswell was constrained because their internet and cell services were down. She emphasized the importance of addressing communication systems as part of emergency preparedness. Reporting on the effect on EWEB, Ms. Carlson said over

14,000 people were without power initially and they had called in additional service crews to help restore services. She described how the utility triaged repairs when restoring power.

- Ms. Kennedy said Florence was not hit by the storm but because the mountain roads were closed, they did not get mail or the newspaper. They had a bit of snow one day but it melted quickly.
- Ms. Lacer echoed Ms. Kennedy's statements about "life on the temperate coast".
- Mr. Crenshaw observed the emergency preparedness measures taken in Junction City after a smaller storm in the late 1990's positioned the city to address the effects of the recent storm. Personally, he had been trapped between downed trees while going to a job site.
- Mr. Keating said a lot of trees fell on the road to the LCC campus. The campus itself had issues with snow, standing water, and loss of internet services and was still closed. He worked for KLCC and although it was able to transmit, he was not able to meet with clients.
- Mr. Pryor shoveled a lot of snow. He relayed that Eugene's Public Works staff described the storm as one of the worst snow emergencies they've responded to. Crews had not plowed the priority three streets. Mr. Pryor thought more severe weather was in everyone's future and the Budget Committee needed to think about contingency funds to address the storms.
- Mr. Schussler said the snow damaged the roof of the Springfield Egan Warming Center location and they were looking for another space.
- Mr. Laisure hoped the Bethel school district was able to open tomorrow. There was a lot of snow removal that still needed to happen on the campuses and side streets. He also referred to the tragedy that occurred at Cascade Middle School and noted the importance of incident planning.
- Mr. Nordin observed the snow storm was a major challenge for LTD. The EmX buses were hard hit because the snow covered up their sensor guidance systems. Mr. Nordin wondered how the recently implemented electric buses performed in the storm conditions.
- Mr. Gowing said a tree had fallen on his house and broken an eave. He also described the irony of struggling to transport a ballet company from Cottage Grove to Eugene, only to find the Hult Center closed upon their arrival.
- Mr. Jordon said the Emerald People's Utility District had about 5,000 customers without power out of 20,000 residential customers. He was thankful for the assistance provided by other public utility companies. When asked what specific cities were affected, Mr. Jordon said EPUD served parts of Creswell, Cottage Grove, Coburg, and Marcola.
- Mr. Cotter said power, internet, and cable was lost in Veneta during the storm and for several days thereafter. Most businesses were closed. Tree damage was also prevalent.
- Mr. McLaughlin relayed the Rainbow Water and Fire District didn't suffer a major impact but their people were deployed to help in Marcola. Personally, his orchard suffered major damage.
- Ms. Raven announced Springfield Schools were closed through the week. Thurston High School had incurred major damage. Staff was conducting safety checks of all the facilities. She referenced a video on Facebook in which the decision to call a snow day was explained. At home, her children were pleased to be able to sled a lot.
- Ms. Buch said Lane County's Emergency Management Division has been very active. On Tuesday the Board of County Commissioners declared a state of emergency. She stressed the importance of agencies documenting expenditures associated with the storm in order to get reimbursement from the Federal Emergency Management Agency (FEMA). Ms. Buch encouraged people to use the County's winter storm emergency line if they needed immediate assistance (e.g., food, medicine, fuel).
- Ms. Walston announced 4J Schools would be open on Friday. She opined parents enjoyed the first two snow days, but were then ready for school to resume. The School Board needed to determine how to adjust the school schedule to make up the snow days. Ms. Walston referred to

the renewal of the local operating levy referred to the May ballot. Personally, her furnace had broken and she bemoaned not getting mail for a week.

- Ms. Wilson said LCOG's policy was to follow the closure decisions of the local school district. They have a list of the 100 most vulnerable consumers and made advanced food deliveries for Meals on Wheels clients. The Café 60s were open and serving soup and bread since the central kitchen was closed. She noted some S&DS staff had come into the office to ensure payments were made to home care workers. On a personal note, she was saddened by the damage to her garden.
- Ms. Durst-Higgins relayed ESD staff served local school districts and therefore had been closed all week. She described her experiences at her rural home. She had decided to get a generator.
- Ms. Durst-Higgins gave an update from Alan Baas, School District 45J3. The impact of the storm had been severe. Some of the outlying schools would not have power for another two weeks. Back-up generators for school kitchens were inadequate to keep the food from spoiling.

Ms. Durst-Higgins adjourned the meeting at 8:20 p.m.

(Transcribed from an audio file by Beth Bridges)



**Agenda Item Number
6 b.
Food Service Contacts**

Date: April 25, 2019
Presenter: Brenda Wilson
Action Recommended: Approve Contracts

Background:

LCOG is a partner in an interagency consortium with NorthWest Senior & Disability Services (NWSDS) and Oregon Cascades West Council of Governments (OCWCOG) to procure food service for the meal sites and home delivered meal programs in a seven county area: Lane, Linn, Benton, Lincoln, Marion, Polk and Yamhill. NWSDS is the lead agency in the food service procurement consortium. The three agencies developed a common set of service specifications based on program needs and Community Services and Supports Unit (Formerly the State Unit on Aging) Program Standards for Older Americans Act Congregate and Home Delivered Meals.

As lead agency, NWSDS coordinated the Request for Proposal (RFP) Legal Notice and Letter of Intent to Apply process. The RFP process was competitive with four companies submitting Letters of Intent to Apply by the September 28, 2018 deadline. Meals on Wheels People, Trinity Food Services, GA Foods and Bateman Community Living all received the RFP specifications released by NWSDS on October 12, 2018.

Three of the companies, Trinity Food Services, GA Foods and Bateman Community Living attended the Proposers Conference in Salem on November 8, 2018. All toured the production kitchens located in Salem, Eugene and Newport. By attending

the Proposers conference all were eligible to submit proposals by the January 10, 2019 deadline.

During this process several representatives complimented the Consortium about the clear and comprehensive specifications which helped them understand the scope of work.

The Food Production and Delivery RFP deadline for Proposals to be submitted was 4:00 PM on January 10, 2019. Bateman Community Living submitted the only proposal. Trinity Food Services and GA Foods notified NWSDS that they had considered the specifications and determined that this was not within their capacity. The process then continued as a Sole Source Provider Negotiation with Bateman Community Living.

Selection Committee - Each agency of the Consortium had identified four committee members, a total of twelve members for the Interagency Food Service Selection Committee. The committee would have reviewed the proposals and voted to recommend the successful contractor. Nutrition staff would not have a vote in this process but would be available for technical assistance. Due to the Sole Source Negotiation, the Interagency Food Service Selection Committee was not needed to review proposals and recommend a contractor. The consortium Nutrition Staff began the review process of the Proposal.

Review of the Proposal - Upon initial review of the proposal from Bateman, the consortium identified discussion items and scheduled a meeting with Bateman leadership to review areas of their proposal. Bateman provided the documents the Consortium requested in a Follow-Up Request document. The materials provided did meet the specifications.

Bateman provided further clarification regarding the facility investment or cost sharing partnership funds and to be used for capital improvements in our facilities (kitchens) and equipment (food service delivery truck/s). The Nutrition Managers prepared a fund distribution proposal outlining possible options for the AAA Directors to review and discuss.

The NWSDS Consortium Nutrition Managers have thoroughly reviewed the proposal from Bateman Community Living, as well as the S&DS Division Director and the LCOG Executive Director. The consortium has determined the Proposal has met the requirements of the Request for Proposal and supports NWSDS entering into a contract with Bateman Community Living beginning July 1, 2019.

METHOD OF SERVICE PROVISION:

The Food Service Provider (Bateman) operates the Consortium kitchens located in Salem, Newport and Eugene. LCOG leases and equips the Eugene kitchen and sub-leases it to the Food Service Provider. The Eugene kitchen produces meals for all 11 Lane County sites operated by S&DS' Senior Meals Program plus the meals for Eugene Meals on Wheels operated by FOOD for Lane County. The Food Service Provider plans the menu; hires, trains and supervises all kitchen staff; purchases raw food; prepares it according to specifications based on standardized recipes; delivers it in our trucks to the meal sites where it is served or packaged for home delivery by our staff and volunteers; and maintains our kitchen equipment and trucks.

This agreement updates the Volume Based Variable Rate scale adopted for FY 18 and FY 19. Payments are based on a volume based unit rate scale for Hot Meals and a volume based unit rate scale for Frozen Meals. The per unit meal rate scale is calculated on the following anticipated service levels. Hot meals 430,000 and Frozen Meals 138,000.

The per unit meal rate is adjusted and a reconciliation is made at the end of the year to reflect the total year end volume of meals purchased. The actual volume of meals purchased is reviewed monthly by the Consortium and the Provider and is discussed quarterly to forecast any year-end price adjustments. The year-end adjustment is calculated and agreed to by both the Consortium and the Provider.

Volume Based Hot Meal Rate Chart – The Proposer has submitted the following updated chart breaking out per meal rates for the following volume price increments; in 5,000 hot meal increments, starting with 385,000, ending with 500,000 or more hot meals for July 1, 2019 – June 30, 2020.

Volume Based Frozen Meal Rate Chart – The Proposer submitted the following updated chart breaking out per frozen meal rates for the following volume price increments; in 2,500 frozen meal increments, starting with 100,000, ending with 152,499 frozen meals for July 1, 2019 – June 30, 2020.

HOT MEALS

From	To	
500,000	Over	\$4.50
495,000	499999	\$4.53
490,000	494999	\$4.56
485,000	489999	\$4.59
480,000	484999	\$4.62
475,000	479999	\$4.65
470,000	474999	\$4.68
465,000	469999	\$4.71
460,000	464999	\$4.74
455,000	459999	\$4.77
450,000	454999	\$4.80
445,000	449999	\$4.83
440,000	444999	\$4.87
435,000	439999	\$4.92
430,000	434999	\$4.95
425,000	429999	\$4.99
420,000	424999	\$5.03
415,000	419999	\$5.07
410,000	414,999	\$5.11
405,000	409,999	\$5.15
400,000	404,999	\$5.19
395,000	399,999	\$5.23
390,000	394,999	\$5.27
385,000	389,999	\$5.31

FROZEN MEALS

From	To	
150,000	152,499	\$4.38
147,500	149,999	\$4.39
145,000	147,499	\$4.40
142,500	144,999	\$4.41
140,000	142,499	\$4.42
137,500	139,999	\$4.43
135,000	137,499	\$4.47
132,500	134999	\$4.51
130,000	132499	\$4.55
127,500	129999	\$4.61
125,000	127499	\$4.68
122,500	124999	\$4.74
120,000	122499	\$4.81
117,500	119999	\$4.87
115,000	117499	\$4.94
112,500	114999	\$5.01
110,000	112499	\$5.08
107,500	109999	\$5.16
105,000	107499	\$5.25
102,500	104999	\$5.33
100,000	102499	\$5.42

STAFF COMMENTS:

1. This contract uses a volume based rate scale. The proposed base unit cost for fresh meals is \$4.95 for hot meals (an increase of .06 cents per hot meal) and \$4.43 for frozen meals (an increase of .01 cent per frozen meal). Prior to this, there had

not been a rate increase for 2 years. In FY 18 and FY 19 the base unit cost for fresh meals was \$4.89 for hot meals and \$4.42 for frozen meals.

2. The actual purchase volume of meals and year-end purchase projections are reviewed monthly and are discussed quarterly to forecast any year-end price adjustments. This payment method is in use in several Oregon senior meal programs. It eliminates the need for mid-year contract amendments and minimizes risk and loss for both the Consortium and the Food Service provider.

3. Bateman continues to manage food cost increases by engaging in national food contracts with producers and suppliers which are continually reviewed and updated. They are able to pool the volume of their various contracts which allows them to negotiate large volume contracts to give all their customers a lower price. Because of this purchasing power, they can reach different regional markets for competitive prices. Bateman consistently tracks the food inflation across the various menu items we use and incorporates that data in the menu planning.

4. This is a food service production and delivery contract which includes delivering the food from the Central Kitchens to the service locations. This budget is based on gas prices no higher than \$3.25 per gallon in Salem and Eugene and \$3.50 per gallon in Newport. Variations in the actual cost of gas will be handled as a credit or charge on the monthly billing. Bateman will credit the agencies if the cost of gas is lower. The Consortium partners will pay the difference between the budgeted price and the actual price if the monthly average cost of gas is higher than these figures.

5. Bateman does not charge a profit in this contract. They discounted \$.10 on the hot meal rate and \$.09 of the frozen meal rate because we pre-pay 80% of the average monthly bill.

RECOMMENDATION:

The Senior Services Advisory Committee (SSAC) reviewed the contracts and provisions and made a recommended the LCOG Executive Committee; who at the April 9, 2019 Executive Committee meeting, voted unanimously to recommend:

- 1) LCOG contract with NorthWest Senior & Disability Services, as the lead agency in the Food Service Consortium, and;
- 2) NorthWest Senior & Disability Services contracts with Bateman Community Living for the provision of food service for FY 2020 using the volume based rate scales as noted above.

Suggested Action:

Approve the contract with NorthWest Senior & Disability Services; and approve the contract between NorthWest Senior & Disability Services and Bateman.



Agenda Item Number 4. Quarterly Financial Report

Date: April 25, 2019

Presenter: Brenda Wilson

Action Recommended: None. Information Only.

Background:

The attached report compares LCOG's total resources to total requirements for the third quarter of FY19. 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 third quarter ended March 31, 2019:

All Funds: LCOG had \$34,255,135 in Resources (or 79% of the budgeted Resources of \$43,576,791) and \$23,826,513 in Requirements (or 70% of the budgeted Requirements of \$33,888,126). Note that the Resources include Beginning Reserve amounts (\$8,236,836 in budgeted Beginning Reserves), but the \$9,688,665 in budgeted Ending Reserves is not included in the Net Requirements amount.

General Fund: The General Fund had \$780,716 in Resources (or 94% of the budgeted Resources of \$834,429) and \$292,494 in Requirements (or 76% of the budgeted Requirements of \$386,945). Note that the Resources

include Beginning Reserve amounts (\$510,273 in budgeted Beginning Reserves), but the \$447,484 in budgeted Ending Reserves is not included in the Net Requirements amount.

Government Services Fund: This Fund had \$6,842,904 in Resources (or 62% of the budgeted Resources of \$11,023,271) and \$5,187,222 in Requirements (or 59% of the budgeted Requirements of \$8,771,779). Note that the Resources include Beginning Reserve amounts (\$2,132,294 in budgeted Beginning Reserves), but the \$2,251,492 in budgeted Ending Reserves is not included in the Net Requirements amount.

Senior and Disability Services Fund: This Fund had \$22,669,180 in Resources (or 82% of the budgeted Resources of \$27,631,796) and \$16,966,606 in Requirements (or 69% of the budgeted Requirements of \$24,484,265). Note that the Resources include Beginning Reserve amounts (\$2,866,227 in budgeted Beginning Reserves), but the \$3,147,531 in budgeted Ending Reserves is not included in the Net Requirements amount.

Enterprise Fund: This Fund had \$3,930,898 in Resources (or 96% of the budgeted Resources of \$4,087,295) and \$1,354,621 in Requirements (or 73% of the budgeted Requirements of \$1,843,887). Note that the Resources include Beginning Reserve amounts (\$2,728,042 in budgeted Beginning Reserves), but the \$2,243,408 in budgeted Ending Reserves is not included in the Net Requirements amount.

At 3/31/2019: Net Total Performance: All Resources over All Requirements.

All Funds: Overall, LCOG is at \$ 10,428,622 Net Resources Over Requirements, which is a net increase to fund balance of \$113,104 compared to the end of last quarter of FY18 of \$10,315,518.

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 March 31, 2019**

	<u>Adopted Budget</u>	<u>Actual</u>	<u>Over / Under</u>	<u>Percent of Budget</u>
Resources:				
Federal & State	\$ 23,761,174	\$ 17,254,687	\$ (6,506,487)	73%
Local Sources*	7,386,125	5,197,423	(2,188,702)	70%
Member Dues	214,700	232,278	17,578	108%
Transfers In	3,977,956	1,982,034	(1,995,922)	50%
Beginning Reserves	8,236,836	9,588,713	1,351,877	116%
Total Resources	<u>\$ 43,576,791</u>	<u>\$ 34,255,135</u>	<u>\$ (9,321,656)</u>	<u>79%</u>
Requirements:				
Personal Services**	\$ 19,783,711	\$ 15,020,102	\$ (4,763,609)	76%
Materials and Services**	6,451,249	4,220,672	(2,230,577)	65%
Capital Outlay	282,267	580,794	298,527	206%
Loans Made	500,000	338,687	(161,313)	68%
Services by Other Organizations	2,398,817	1,172,032	(1,226,785)	49%
Debt Service	484,326	512,192	27,866	106%
Transfers Out	3,987,756	1,982,034	(2,005,722)	50%
Total Requirements	<u>\$ 33,888,126</u>	<u>\$ 23,826,513</u>	<u>\$ (10,061,613)</u>	<u>70%</u>
Net Resources Over Requirements	<u>\$ 9,688,665</u>	<u>\$ 10,428,622</u>	<u>\$ 739,957</u>	<u>108%</u>
Total	<u>\$ 43,576,791</u>	<u>\$ 34,255,135</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 March 31, 2019**

	<u>Adopted Budget</u>	<u>Actual</u>	<u>Over / Under</u>	<u>Percent of Budget</u>
Resources:				
Federal & State	\$ -	\$ -	\$ -	
Local Sources	75,495	80,806	5,311	107%
Member Dues	214,700	232,278	17,578	108%
Transfers In	33,961	-	(33,961)	0%
Beginning Reserves	510,273	467,632	(42,641)	92%
Total Resources	<u>\$ 834,429</u>	<u>\$ 780,716</u>	<u>\$ (53,713)</u>	<u>94%</u>
Requirements:				
Personal Services	\$ 273,875	\$ 184,357	\$ (89,518)	67%
Materials and Services	101,570	107,299	5,729	106%
Capital Outlay	500	-	(500)	0%
Loans Made	-	-	-	
Services by Other Organizations	-	-	-	
Debt Service	-	-	-	
Transfers Out	\$ 11,000	\$ 838	\$ (10,162)	8%
Total Requirements	<u>386,945</u>	<u>292,494</u>	<u>(94,451)</u>	<u>76%</u>
Net Resources Over Requirements	<u>\$ 447,484</u>	<u>\$ 488,222</u>	<u>\$ 40,738</u>	<u>109%</u>
Total	<u>\$ 834,429</u>	<u>\$ 780,716</u>		

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 March 31, 2019**

	<u>Adopted Budget</u>	<u>Actual</u>	<u>Over / Under</u>	<u>Percent of Budget</u>
Resources:				
Federal & State	\$ 2,558,869	\$ 1,161,651	\$ (1,397,218) (a)	45%
Local Sources*	4,664,246	3,149,461	(1,514,785)	68%
Member Dues	-	-		
Transfers In	1,667,862	433,806	(1,234,056)	26%
Beginning Reserves	2,132,294	2,097,986	(34,308)	98%
Total Resources	<u>11,023,271</u>	<u>6,842,904</u>	<u>\$ (4,180,367)</u>	62%
Requirements:				
Personal Services**	\$ 3,346,297	\$ 2,246,764	\$ (1,099,533)	67%
Materials and Services**	2,004,956	1,146,555	(858,401)	57%
Capital Outlay	216,767	566,571	349,804	261%
Loans Made	-	-	-	
Services by Other Organizations	722,300	409,757	(312,543)	57%
Debt Service	-	-	-	
Transfers Out	1,674,015	432,180	(1,241,835)	26%
Support Services	807,444	385,395	(422,049)	48%
Total Requirements	<u>8,771,779</u>	<u>5,187,222</u>	<u>\$ (3,584,557)</u>	59%
Net Resources Over Requirements	<u>\$ 2,251,492</u>	<u>\$ 1,655,682</u>	<u>\$ (595,810)</u>	74%
Total	<u>\$ 11,023,271</u>	<u>6,842,904</u>		

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

(a) Timing of billings.

**LANE COUNCIL OF GOVERNMENTS
 SENIOR AND DISABILITY SERVICES
 SCHEDULE OF RESOURCES AND REQUIREMENTS
 BUDGET AND ACTUAL
 For the Quarter Ended March 31, 2019**

	Adopted Budget	Actual	Over / Under	Percent of Budget
Resources:				
Federal & State	\$ 21,202,305	\$ 16,093,036	\$ (5,109,269)	76%
Local Sources*	1,318,955	1,053,117	(265,838)	80%
Member Dues	-	-		
Transfers In	2,244,309	1,531,472	(712,837)	68%
Beginning Reserves	2,866,227	3,991,555	1,125,328	139%
Total Resources	<u>27,631,796</u>	<u>22,669,180</u>	<u>\$ (4,962,616)</u>	82%
Requirements:				
Personal Services**	\$ 15,755,998	\$ 11,445,980	\$ (4,310,018)	73%
Materials and Services**	2,949,044	1,895,178	(1,053,866)	64%
Capital Outlay	35,000	7,057	(27,943)	20%
Loans Made	-	-	0	
Services by Other Organizations	1,676,517	762,275	(914,242) (a)	45%
Debt Service	-	-	0	
Transfers Out	2,244,309	1,531,472	(712,837)	68%
Support Services	1,823,397	1,324,644	(498,753)	73%
Total Requirements	<u>24,484,265</u>	<u>16,966,606</u>	<u>\$ (7,517,659)</u>	69%
Net Resources Over Requirements	<u>\$ 3,147,531</u>	<u>\$ 5,702,574</u>	<u>\$ 2,555,043</u>	181%
Total	<u>27,631,796</u>	<u>22,669,180</u>		

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

(a) Timing for invoices received.

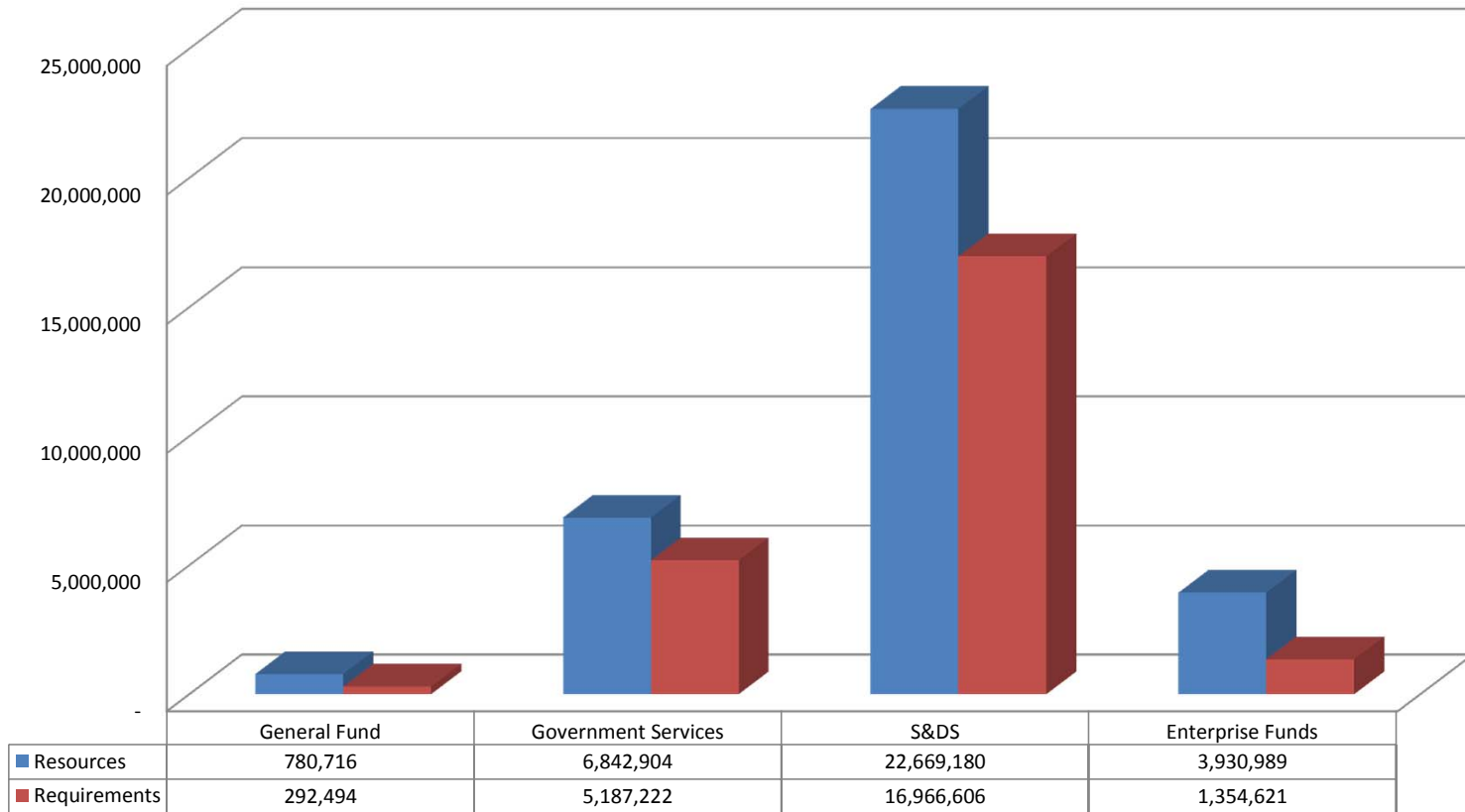
**LANE COUNCIL OF GOVERNMENTS
ENTERPRISE FUNDS
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended March 31, 2019**

	Adopted Budget	Actual	Over / Under	Percent of Budget
Resources:				
Federal & State	\$ -	\$ -	\$ -	
Local Sources*	1,327,429	914,039	(413,390)	69%
Member Dues	-	-	-	
Transfers In	31,824	16,756	(15,068)	53%
Beginning Reserves	2,728,042	3,000,194	272,152	110%
Total Resources	<u>4,087,295</u>	<u>3,930,989</u>	<u>\$ (156,306)</u>	96%
Requirements:				
Personal Services**	\$ 168,107	\$ 119,574	\$ (48,533)	71%
Materials and Services**	550,476	333,184	(217,292)	61%
Capital Outlay	30,000	7,166	(22,834)	24%
Loans Made	500,000	338,687	(161,313)	68%
Services by Other Organizations	-	-	0	
Debt Service	484,326	512,192	27,866	106%
Transfers Out	58,432	17,544	(40,888)	30%
Support Services	52,546	26,274	(26,272) (a)	50%
Total Requirements	<u>1,843,887</u>	<u>1,354,621</u>	<u>\$ (489,266)</u>	73%
Net Resources Over Requirements	<u>\$ 2,243,408</u>	<u>\$ 2,576,368</u>	<u>\$ 332,960</u>	115%

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

(a) Timing of quarter end entires.

FY18: 3rd Quarter YTD Current Resources and Requirements





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

Date: April 25, 2019

Presenter: Brenda Wilson

Action Recommended: None. Information Only

April 9, 2019 MEETING NOTES:

The LCOG Executive Committee was called to order by Board Chair Sherry Duerst-Higgins. Members present were: Vice-Chair Mary Walston, Heather Buch, Tom Cotter, Greg James, Chris Pryor, and Richard Zettervall. Absent: Vickie Kenney, Matt Keating (note that Vickie had attempted to join the meeting, but LCOG had technical difficulties. Also in attendance: Linda Warner of Creswell, LCOG SDS Division Director Emily Farrell, LCOG SDS Deputy Division Director Brooke Emery, and LCOG SDS Senior Meals Program Manager Heather Demsky.

POLICY / ACTION ITEMS:

1. Food Service Contracts for Senior Meals - LCOG SDS Senior Meals Program Manager Heather Demsky referred the Committee to the memo. Heather explained why there was only one response to the RFP. Greg James asked if the one response was still scored and recommended that in the future even if only one response was received. In response to a question from Tom Cotter, Heather explained that local staff were hired when at all possible. The Executive Committee unanimously agreed to recommend the LCOG Board approve the contracts; 7:0.
2. Proposed FY19 Revised Budget – Brenda summarized the FY19 Proposed Revised Budget and turned the discussion over to Chris Pryor, LCOG Budget Committee Chair. Councilor Pryor commented on the improved format and information, and highlighted the Transfer Table, noting the transparency it provided. He relayed the

Budget Committee unanimously accepted the FY19 Revised Budget. The Executive Committee unanimously agreed to recommend the LCOG Board adopt the FY19 Revised Budget; 7:0.

3. Executive Director Annual Evaluation and Contract – the Committee reviewed a memo which outlined the past evaluations. LCOG is implementing a new Annual Evaluation form and the Committee agreed that this should be used for Brenda’s 2018-2019 evaluation and be sent to Board members and LCOG Management staff, with additional questions for member representatives. The Chair and Vice-Chair will review the additional questions. Brenda will also complete a self-evaluation in a narrative format.

Brenda’s current two-year contract comes to the end of a two-year term on June 30, 2019. While the contract contains an automatic renewal clause, which renewed on April 1, either party may terminate the contract at any time. The Committee discussed compensation. Brenda requested no change in current salary, except the same COLA given to LCOG management and an increase of \$2,500 in the current lump-sum provision of the contract; and support to apply for a leadership course out-of-state. Vice-Chair Walston asked if the monthly cell phone stipend covered Brenda’s costs and suggested it be increased by \$100 a month. The Executive Committee unanimously agreed to the proposal, contingent upon a satisfactory evaluation; 7:0.

4. Appreciation Dinner Review and Feedback – the Committee discussed the event and had good comments overall – liking the desserts on the table, the two buffet lines, the pace of the event, and the length of the event. Brenda asked about a theme for next year focusing on the Food and Beverage industry in Lane County, Everyone agreed.

Standing Items:

5. April Board Agenda - the Committee reviewed the Draft Board Agenda for April. The only change was to remove the Executive Director report as a monthly newsletter was now being sent out.



**Agenda Item Number
9 b.
Advisory Council Reports**

Date: February 28, 2019

Presenter: Brenda Wilson

Action Recommended: None. Information Only

Metropolitan Policy Committee (MPC)

February 7, 2019

- Heard comments from the audience regarding a recent pedestrian fatality on Hunsaker Lane in Eugene, and the need for safety improvements in that corridor.
- Elected Mayor Vinis as MPC Chair and Mayor Lundberg as MPC Vice-Chair for 2019.
- Appointed Councilor Pishioneri and Kate Reid as representatives to the Oregon MPO Consortium (OMPOC).
- Approved an amendment to the Metropolitan Transportation Improvement Program (MTIP) regarding funding for City of Springfield projects.

Metropolitan Policy Committee (MPC)

March 7, 2019

- Approved a letter of support for Sid Leiken's appointment to the Oregon Transportation Commission (OTC).
- Approved a letter of support for Karmen Fore's appointment to the OTC.
- Update on the Lane County area applications for Statewide Transportation Improvement Fund (STIF) grant funding. MPC indicated via unanimous consent that they supported all of the applications.

Metropolitan Policy Committee (MPC)

April 4, 2019

- Staff update on the development of possible safety improvements, and potential funding, for the Beaver/Hunsaker corridor.
- Staff presentation on an upcoming Walkability Institute.
- Staff presentation on the City of Eugene Franklin Boulevard Transformation project.

Lane Economic Committee (LEC)

March 25, 2019

- Presentation on Cottage Grove Renaissance from Len Blackstone, a commercial realtor with Windermere and Cottage Grove Booster; and Faye Stewart, Director of Public Works and Economic Development for the City of Cottage Grove. Downtown incentives offered by Cottage Grove include a 25% tax credit on new apartments and on redevelopment of historic buildings. The City of Cottage Grove is responsive to developers and contractors with a goal of a 5-day turnaround for permits for residential plans.
- Presentation on **5G and Small Cell Clusters** by Howard Schussler, LCOG Government Services Director. Public interest in 5G includes the following:
 - wanting faster speeds, pay less
 - wanting greater capacity to do more and carry heavy traffic
 - wanting to be connected everywhere at all times

Some public concerns include:

- a data gap in research on health risks
- FCC limits local government actions
- it takes billions of dollars to set up a 5G network per carrier, because it requires 10 times the amount of infrastructure already in place

Local government interests include:

- local governments are expected to represent the health, fiscal, aesthetic interests of their residents but are limited in doing this
- there are costs to local governments for anything using public infrastructure, and allowable fees may not cover costs

Senior & Disability Service Joint Council

March 15, 2019

- Discussed this year's O4AD Advocacy Day at the Capitol, which will be held on May 9.
- S&DS Division Director, Emily Farrell, provided an update on current legislative priorities and changes, as well as impact on the Division.
- Tom Mulhern with Catholic Community Services provided an overview and update on the services provided by Catholic Community Services.
- S&DS Program Analyst, Kate Scott provided an update on the Area Plan and current Procurement and Monitoring Committee proposals / recommendations.

Disability Services Advisory Council (DSAC)

March 15, 2019

- Lisa Strader, from ODOT provided an update on the ADA transportation settlement.
- S&DS Program Analyst, Kate Scott provided an update on the "Better Together Grant," and facilitated discussion on whether the Council would be interested in pursuing the opportunity.

Senior Services Advisory Council (SSAC)

March 15, 2019

- S&DS Senior Meals Program Manager, Heather Demsky provided an update on the Senior Meals Food Service RFP.
- S&DS Program Analyst, Kate Scott provided an update on the Senior Law RFP.

Senior Meals Advisory Committee

March 6th, 2019

- The Committee reviewed the FY 20 Application Summary for the Food Service proposal process.
- The Committee reviewed YTD meal counts for all sites and the entire Food Service Consortium; also reviewed meal count projections for the remainder of FY19 in relation to the volume based rate scale.
- The Committee reviewed Café 60 and MOW Site Monitoring documents and the process for monitoring meal sites.