



NAME OF MEETING: Lane Council of Governments Budget Committee

DATE OF MEETING: March 26, 2019

TO: Brenda Wilson

RECORDED BY: Beth Bridges

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ROUTING INFORMATION

3/31/19 bb Draft to Staff

(Date & Initials)

Brenda,

I highlighted a paragraph on the last page for your review/correction. I'm not totally clear on the explanation about the transfer.

Beth

MINUTES
Lane Council of Governments
Budget Committee Meeting

March 26, 2019 – 6:00 p.m.

Lane Council of Governments – Park Place Building
Buford Room, Fifth Floor
859 Willamette, Suite 500
Eugene, Oregon

Present: Chris Pryor, Chair; Joy Olgay, Secretary; Heather Buch, Sherry Duerst-Higgins, Jessica Mumme, Robin Zygaitis (via teleconference), *members*; David Joyal, Brenda Wilson, *staff*.

Provided at the table were copies of the documents distributed to committee members:

- Meeting agenda
- Minutes of the May 22, 2018 meeting of the Budget Committee
- Lane Council of Governments *FY19 PROPOSED REVISED BUDGET*

1. Call to Order and Approval of May 22, 2018 Meeting Minutes

LCOG Board Chair Sherry Duerst-Higgins called the LCOG Budget Committee meeting to order at 6:00 p.m. She directed committee members' attention to the May 22, 2018 draft minutes.

Chris Pryor moved, seconded by Joy Olgay, to approve the minutes of the May 22, 2018 meeting of the Budget Committee as submitted. The motion was adopted unanimously, 6:0.

2. Election of Budget Committee Officers

Ms. Duerst-Higgins nominated Chris Pryor to be Chair of the LCOG Budget Committee. Mr. Pryor accepted the nomination. The motion was adopted unanimously, 6:0.

Mr. Pryor nominated Ms. Olgay to serve as Secretary of the Budget Committee. Jessica Mumme seconded the nomination. The motion was adopted unanimously, 6:0.

3. Budget Background and Trends

Lane Council of Governments (LCOG) Executive Director Brenda Wilson gave a Powerpoint presentation entitled *FY19 Revised Budget*. She emphasized due to changes in Government Services' contracts and state allocations to Senior and Disability Services (S&DS), LCOG always prepared a revised budget. For FY19, the difference between the revised and the adopted budget was an overall increase of \$1,878,523 (4.3%). Requirements had been adjusted to balance Revenues.

Ms. Wilson reviewed the changes for each of LCOG's funds: Special Revenue Funds (S&DS and Government Services), General Fund, and Enterprise Fund (Business Loans, Economic

Development, Building Management, and Minutes Recorder programs). Under revenue, she highlighted the increase in federal Older America funds, the delay in grant funding for the second phase of the Willamette Internet Exchange (WIX) program, and higher rental income as the Park Place building was completely leased. Discussing requirements, Ms. Wilson pointed out the impact of the Geographic Information System (GIS) domain migration, the elevator replacement costs, the final phase of the telecomm project, the winter storm, and the newly established Rural Lane County Transit service. She recognized Budget Manager David Joyal's work in clarifying requirements for S&DS matching funds.

Ms. Wilson noted LCOG's Full Time Equivalent (FTE) number was slightly down due to retirements and turnover. She anticipated it would increase in FY20. When Ms. Buch asked why the increase in FTE from FY16 to FY19, Ms. Wilson explained that was primarily in S&DS as a result of improved state and federal revenue.

4. Proposed Fiscal Year 2018-2019 Revised Budget

Ms. Wilson walked through the *Proposed FY19 Revised Budget* document. The following edits (additions, corrections, deletions) were discussed:

- (Page i), What We Do: Deleted the sentence in the second paragraph that begins "The governing body of LCOG is" as it repeated information in the first paragraph.
- (Page ii), Board of Directors: Added Budget Committee designation to Chris Pryor; removed committee designations from Vickie Kennedy; and removed Executive Committee member annotation from Alan Baas.
- (Page 1-3), Budget Message: Per Ms. Olgay's suggestion, revised the text to be more narrative and highlight only the most significant changes. When Ms. Wilson also suggested adding a summary table to the Budget Message, Budget Committee members concurred. An example was made available.
- (Page 5), All Funds, Schedule of Budgeted Resources and Requirements: Ms. Wilson distributed a revised page, showing the Indirect/Overhead (Cost/Recovery) broken down between Personal Services and Materials and Services. Ms. Wilson explained the shift among them was due to their inability to hire a Network Architect as staff. Instead they used the resources for a contractor. She also corrected the typo in footnote (b) Includes Telecomm Replacwment **Replacement** Project.
- (Page 7), General Fund, Schedule of Budgeted Resources and Requirements: Ms. Wilson added a footnote for Requirements/Ending Reserves: **(d) Includes Board Policy for contingencies.**
- (Page 9), General Fund, Detail by Line Item: Spelled out CPA acronym (Cooperative Project Agreement) for new Geographic Information System.
- (Page 11), Special Revenue Fund, Summary of Budget Changes. Consistently denoted a decrease by parenthesis (not a minus symbol).
- (Page 13), Special Revenue Fund, Government Services, Detail by Line Item: Clarified explanation: INCR – Pass Thru **from grant** to Sponsors, **Inc.**
- (Page 15), Special Revenue Fund, Government Services, Detail by Line Item (Continued): Reworded two explanations: (Under Transportation Projects) INCR UrbanSim **Consultant** pass thru; and (Under Urban Regional Planning) INCR – Pass Thru ~~contract-services~~ **to Lowell.**
- (Page 17), Special Revenue Fund, Government Services, Detail by Line Item (Continued): Under WIX, revised explanation: DECR – Delay of ~~WIX2 until FY20~~ **Building of the WIX2 project.** Ms. Wilson explained WIX2 was to be installed on the second floor of the Park Place Building.

- (Page 18), Special Revenue Fund, S&DS, Summary of Budget Changes: Amended Ending Reserves-Designated. Ms. Wilson explained only S&DS reserves obtained through fund-raising efforts were designated.
- (Page 19), Special Revenue Fund, S&DS, Detail by Line Item: Changed Senior Meals Fundraising explanation: DECR – Reduced Projected-Xfer-**Transfer** to Sr. Meals.
- Ms. Olgay noticed inconsistency. The same project was called Telecomm, Telecomm replacement project, or Telephone System replacement. She suggested the same term be used throughout the document.

When Ms. Olgay asked if the S&DS Transfer was sustainable, Ms. Wilson said no. It was a one-time action required to balance the account after Mr. Joyal had straightened out the matching funds formula. She referred Ms. Olgay to the Internal Transfers page for specific information on the transfers.

Budget Committee members praised Ms. Wilson on the readability and transparency of the budget document. They were very complimentary regarding the color-coded Internal Transfers page (page 35). Ms. Olgay observed the Budget Committee staff had done a great job.

Ms. Mumme moved, seconded by Ms. Durst-Higgins, to approve the FY19 PROPOSED REVISED BUDGET as corrected and forward it to the LCOG Board of Directors for their approval. The motion was adopted unanimously, 6:0.

Ms. Wilson said the LCOG Executive Committee would have the opportunity to review the revised Budget Message prior to the *FY19 Proposed Revised Budget* being forwarded to the LCOG Board.

5. Public Input

No members of the public attended the meeting to provide their input.

6. Adjournment

Mr. Pryor adjourned the meeting at 6:49 p.m. Ms. Wilson reminded Budget Committee members of upcoming meetings. She later communicated to Committee members the FY20 Proposed Budget was scheduled for discussion on May 21, 2019 and May 29, 2019 and adoption on June 11, 2019.

(Recorded by Beth Bridges, LCOG)