

Executive Committee Meeting

DATE: Tuesday, September 11, 2018

TIME: 5:30 p.m.

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

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

1. Agenda: Sept. 11, 2018

Documents:

[EC AGENDA SEPT.PDF](#)

2. Bd Agenda Sept

Documents:

[BD AGENDA SEPT.PDF](#)

3. Item 3 Cover Memo: CWEDD Articles And Bylaws

Documents:

[3 MEMO_CWEDD ARTICLES AND BYLAWS.PDF](#)

4. Item 3 Attachment A: CWEDD Articles Of Agreement

Documents:

[3 ATTACH A CWEDD ARTICLES OF AGREEMENT.PDF](#)

5. Item 3 Attachment B: CWEDD Bylaws

Documents:

[3 ATTACH B CWEDD BYLAWS.PDF](#)

6. 4th Qtr FY18 Financials

Documents:

[4TH QTR FY18 FINANCIALS.PDF](#)

7. Item 5 Cover Memo: LCOG Operations Update

Documents:

[5 MEMO OPER UPDATE.PDF](#)



EXECUTIVE COMMITTEE MEETING AGENDA FOR SEPTEMBER

Date: Tuesday, September 11, 2018
Time: 5:30 p.m.
Location: Lane Council of Governments
Park Place Building, 859 Willamette, Eugene - 5th Floor
Contact: Brenda Wilson, (541) 682-4395

* Denotes Packet Attachment

Policy / Action Items

- 1.* Draft September Board Meeting Agenda - Approve
2. Plan for Annual Appreciation Dinner – Provide Direction
- 3.* CWEDD Bylaws - Approve

Informational Items

- 4.* Quarterly Financials
- 5.* LCOG Operations – Update
6. Nominations for Chair and Vice-Chair - Timing



BOARD MEETING AGENDA

Date: Thursday, September 27, 2018

Time: 6:00 p.m.

Location: Call-in number:

Lane Community College – Downtown Center, 101 W. 10th Ave / Eugene, OR 97401 / Room 113-114

* denotes packet attachment

6:00 Call to Order

Call Regular Meeting to Order

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

Public Comment

3. Comments from the Public

PRESENTATION

4. Shake Alert

Business Items

- 5.* Consent Agenda *[Board members may request an item be removed from the Consent Agenda to discuss separately under Item 6]*
 - a.* June 28, 2018 Minutes – Approve
6. Items removed from the Consent Agenda
- 7.* Nominations and Voting for Chair and Vice-Chair

Reports

8.
 - a.* Executive Committee Report
 - b.* Advisory Council Reports
 - c.* Report from the Executive Director (will be emailed to you on the Tuesday before the meeting)

Wrap Up

9. Call for Future Agenda Items; Emerging Issues.

Public Comment is limited to 3 minutes. The Board has the right to ask disruptive attendees to leave the meeting. The Board may choose not to respond to comments and lack of response does not indicate support or disagreement. Location is wheelchair accessible.

American Sign Language interpretation is available with 48 hours notice.

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



September 11, 2018

To: Executive Committee

From: Brenda Wilson

Subject: Cascades West Economic Development District (CWEDD)
Articles of Agreement and Bylaws

Action Recommended: Approve Articles of Agreement and Bylaws

Background:

Cascades West Economic Development District (CWEDD) is a partnership between Oregon Cascades West Council of Governments and Lane Council of Governments. The CWEDD is designated by the U.S. Department of Commerce Economic Development Administration (EDA) to work on economic development efforts in the four-county region.

The primary focus of CWEDD is the preparation and implementation of the Comprehensive Economic Development Strategy (CEDS). The CEDS undergoes a major review and update every five years.

The CWEDD is governed by a board of 20 members. LCOG has selected six members from its Executive Committee to be members of the CWEDD board. In addition, the chair and the vice chair of the Lane Economic Committee are designated by CWEDD Bylaws to serve on the board.

Bylaws & Articles of Agreement:

The CWEDD Board Bylaws have not been revisited since their development in 1987. In May 2018, a sub-committee made up of CWEDD

Board members and Oregon Cascades West Council of Governments (OCWCOG) staff met to review and update the CWEDD Board Bylaws and Articles of Agreement. In June 2018, the CWEDD Board reviewed and approved the sub-committee's recommendations.

Overview of updates:

- OCWCOG name change;
- Electronic meeting considerations;
- Language referring to the *Comprehensive Economic Development Strategy (CEDS)* and committees related to the *CEDS*;
- Name reference to the "District Board" (Board);
- Change of date of annual meeting; and
- Fixing capitalization inconsistencies and providing for use of gender-neutral words.

Proposed Motion: Approve the Cascades West Economic Development District (CWEDD) Articles of Agreement and Bylaws

Attachments: A. CWEDD Articles of Agreement
 B. CWEDD Bylaws

ARTICLES OF AGREEMENT

CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT

ARTICLE I. NAME

The name of this organization shall be Cascades West Economic Development District, ~~hereinafter~~hereinafter referred to as the District.

ARTICLE II. AUTHORIZATION

The authorization for the establishment of this agreement is set forth in state enabling legislation (ORS 190.003 to 190.110) and by agreement between its parties.

ARTICLE III. PURPOSE

(A) Purpose

This agreement is entered into by Oregon ~~District 4~~Cascades West Council of Governments, hereinafter "~~OD4COGOCWCOG~~," and Lane Council of Governments, ~~hereinafter~~hereinafter "LCOG," for the purpose of allowing Benton, Linn, Lincoln, and Lane Counties to benefit from the services of an Economic Development District Organization recognized by the federal Economic Development Administration, an agency of the U.S. Department of Commerce.

(B) Duties

1. To assist in the preparation and adoption of an ~~Overall-Comprehensive~~ Economic Development ~~Program-Strategy~~ for the District and expand upon and update the ~~OEDP Strategy~~ document thereafter.
2. To prepare and execute such programs of research and services as may be necessary and advisable to carrying out its purposes.
3. To contract with persons or firms or other units and levels of government to carry out the purposes of the Economic Development District.
4. To prepare periodic reports as may be required by the bylaws of the Economic Development District or federal or State legislation or regulations pertaining thereto.
5. To purchase, receive, lease, take by gift or bequest, or otherwise acquire, own, hold, improve, and use real or personal property, or any interest therein, wherever situated within the District.

6. To incur expenses as necessary and permitted by law to carry out its functions.
7. To receive grants, gifts, contributions, and donations which may be made to it for its use and purposes.
8. To publish reports and studies in connection with its work which may be of benefit to its members or other agencies or programs within or outside the District.
9. To prepare an annual report on the economic development activities of the District since its previous report.

ARTICLE IV. DISTRICT ~~GOVERNING~~ BOARD AND ~~ECONOMIC STRATEGIC~~ COMMITTEES

(A) The District shall be governed by a Board of twenty (20) members. Six (6) members shall be the members of the Oregon ~~District 4~~Cascades West Council of Governments Executive Board, six (6) members shall be members of the Lane Council of Governments Executive Committee, and eight (8) members shall be representatives of ~~e~~Economic Committees~~interests~~. These eight (8) representatives shall be representatives consist of two residents of each District County who are not elected officials, ~~and who are members of Economic Committees.~~

(B) ~~The E~~eight representatives of ~~Economic Committees on the Board~~ shall be appointed to the Board by the Councils of Governments which are parties to this agreement in any manner which those Councils may provide. It is the intent that the appointee represents the economic interest of the county.

~~(C) The Economic Committees may be established on a county or multi-county basis, and are established by the respective Councils of Governments. The District Board shall have no appointing powers for these Committees.~~

~~(D)~~(C) The members of the Comprehensive District Board shall also serve as the Overall Economic Development ~~Program Strategy~~ Committee for the District shall be appointed by the Councils of Governments which are parties to this agreement in any manner which those Councils may provide. Federal requirements and an equal membership between the two Council of Governments areas will be considered in making appointments to this Committee.

ARTICLE V. STAFF

The Oregon ~~District 4~~Cascades West Council of Governments provides the primary staff to the District Board, and serves as the lead administrative unit of the District.

ARTICLE VI. BYLAWS

Bylaws for the Economic Development District Governing Board shall be adopted by the Councils of Governments which are parties to this agreement. The Economic Development District shall not prescribe its own bylaws.

ARTICLE VII. AMENDMENTS

Amendments to this agreement may be made by agreement of the parties.

ARTICLE VIII. TERMINATION

This agreement may be terminated upon mutual agreement at any time by either party provided that a 30 days written notice has been given to the other party and at least 30 days before the next District Board meeting.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in the names of the respective agencies by resolution adopted by the governing bodies, signed by the Chief Executive, as appropriate, duly attested to by the respective clerk, recorder, or secretary.

OREGON ~~DISTRICT 4~~CASCADES WEST
COUNCIL OF GOVERNMENTS

LANE COUNCIL OF GOVERNMENTS

Date Date

CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT GOVERNING BOARD

BYLAWS

I. PURPOSE AND DUTIES

The purpose of the Cascades West Economic Development District Governing Board (District Board) is to serve as the governing body of the Cascades West Economic Development District (District), which is an Economic Development District Organization recognized by the federal U.S. Department of Commerce Economic Development Administration. Purpose and duties of the District are enumerated in its Articles of Agreement.

II. MEMBERSHIP, TERMS, VACANCIES, AND REMOVAL

(A) The District shall be governed by a District Board of twenty (20) members, appointed as specified in the District's Articles of Agreement.

~~The District Board shall also serve as the Overall Economic Development Program Committee for the District.~~

(B) Each District Board member serving as a representative of the Lane Council of Governments (LCOG) Executive Committee or the Oregon ~~District 4~~Cascades West Council of Governments (OCWCOG) Executive Board shall serve on the Cascades West Economic Development District Governing Board as long as his their Council of Governments term lasts. Each District Board member who is a county-representative ~~from an Economic Committee shall serve a one year term provided that his term on the Governing Board shall not exceed his term on the Economic Committee. A member may serve more than one term be reaffirmed or reappointed, annually.~~

~~(C) Any vacancy on the Governing Board shall be filled by the Council of Governments which originally appointed that position.~~

~~(D)~~(C) Board members who represent Economic Committees County District Board Members are subject to removal if they miss two (2) consecutive District Board meetings. In such an event, the Council of Governments which originally appointed the representative may remove ~~him~~that member from the District Board. The district Governing Board may request the removal, but shall not have the power of removal.

~~(E)~~(D) In order to be eligible for various types of federal Economic Development Administration assistance, including public works and loan guarantee programs, areas must actively participate in the Economic Development District's planning

process. County government participation provides for inclusion of its incorporated area. Active participation is defined as ~~either of the following being a member of the Council of Governments:~~

- ~~(1) — A jurisdiction's membership in the Lane Council of Governments or the Oregon District 4 Council of Governments.~~
- ~~(2) — Membership of a local representative on an economic committee advisory to either Council of Governments.~~

III. ORGANIZATIONAL PROCEDURES

- (A) The District ~~B~~board shall meet at least once a year, ~~in May~~. At least one (1) ~~weeks-month~~ notice shall be given to the membership for a regular meeting. Regular meetings shall be held in Benton, Lincoln, Lane, or Linn Counties.
- ~~(B)~~ Additional meetings in person, or electronically, may be called by the Chair with the concurrence of two (2) additional members, or by a majority of the full membership of the District Board.
- ~~(B)~~~~(C)~~ Meetings may be held by telephone or other means of electronic communication, and the District Board members may participate in any meeting by telephone or other means of electronic communication with advance notice of 48 hours given to staff. Such telephonic or electronic participation may only occur if the meeting is called to order at allocation where all District Board members and any member of the general public can attend, understand, and either hear or read the comments of all members participating in the meeting.
- ~~(C)~~~~(D)~~ Each member shall be entitled to one vote on matters before the District Board.
- ~~(E)~~ A quorum shall consist of a simple majority of the membership of the District Board.
- ~~(D)~~~~(F)~~ Except as otherwise provided in these Bylaws, a simple majority of the members present and voting shall be sufficient to decide a question before the District Board.
- ~~(E)~~ ~~A quorum shall consist of a simple majority of the membership of the Board.~~
- ~~(F)~~~~(G)~~ Unless otherwise specified, Roberts Rules of Order Revised shall govern the proceedings of the meetings of the Board.

IV. OFFICERS

- ~~(A)~~ The officers of the District Board shall consist of a Chair and Vice-Chair elected from among the representatives and by the duly appointed representatives on the

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District Board for one-year terms ~~starting on July 1~~ after March 1st. Officers may be re-elected for up to three consecutive terms.

~~(A)~~(B) A vacancy in the office of Chair of the District shall be filled by the Vice-Chair for the unexpired term. In such an event, a new Vice-Chair shall be elected, at the next regular or special meeting of the District Board and they shall serve the balance of their term of that office.

~~(B)~~(C) Duties of the Chair:— The Chair shall have general supervisory and direction powers of the District, shall preside at all District meetings, and shall be a non-voting ex-officio member of all committees of the District. The Chair is the sole official spokesperson of the governing body on all matters of policy and position, unless this responsibility is delegated in writing or electronically, to another member of the governing body, or a member of a board or committee appointed by the governing body.

~~(C)~~(D) Duties of the Vice-Chair:— In the absence of the Chair, the Vice-Chair shall execute all the powers of the Chair.

~~A vacancy in the office of Chair of the District shall be filled by the Vice-Chair for the unexpired term. In such even, a new Vice-Chair shall be elected, at the next regular or special meeting of the district Board and he shall serve the balance of their term of that office.~~

The Chair and Vice-Chair shall not be residents of the same ~~State Administrative District~~Council of Governments Region.

V. ELECTION OF OFFICERS

(A) An annual organizational meeting shall be held by the ~~D~~istrict Board no later than June 30th of each year during which officers for the coming year will be elected at that meeting.

~~(B)~~—The Chair shall appoint a nominating committee to propose a slate of officers for the coming year.

~~(C)~~(B) Nominations may be made from the floor and candidates receiving a simple majority vote of those members present at the annual organizational meeting shall be declared elected.

VI. COMMITTEES OF THE DISTRICT BOARD

(A) A Comprehensive Economic Development Strategy Committee for the District will be appointed by the Boards of the Councils of Governments. Federal requirements and balancing membership between the two Council of Governments areas will be considered in appointing the Strategy Committee.

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~~(A)~~(B) In order to carry out work of the District Board, committees may be created by a majority vote of the ~~membership~~ District Board. The purpose and scope of activity of each committee shall be outlined in writing.

~~(B)~~(C) The Chair may appoint committee chairs and members.

~~(C) — The Economic Committees from which the membership of the Governing Board is selected shall not be appointed by the Governing Board.~~

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VII. STAFF AND FINANCES

(A) The ~~Oregon District 4 Council of Governments~~OCWCOG shall provide staff and administrative services for the Cascades West Economic Development District. The Executive Director of ~~OD4COG-OCWCOG~~ shall be the Executive Director of the Cascades West Economic Development District.

(B) At the direction of the District Board, ~~t~~The Executive Director is empowered to pursue and enter into such contracts, grants, and agreements as to carry out the planning functions of the district consistent with the adopted ~~OEDP~~Comprehensive Economic Development Strategy (CEDS).

(C) The District shall be funded by grants, gifts, contracts, and contributions. All revenue shall be deposited with the ~~OD4COG-OCWCOG~~ for use in conducting the Cascades West Economic Development District work program. Cascades West Economic Development District funds so deposited shall be accounted for in a manner that maintains this identify separate from other revenues of ~~OD4COGOCWCOG~~; however, they shall be integrated into the ~~OD4COG OCWCOG~~ normal accounting system and audited as a part of the ~~OD4COG's OCWCOG's~~ annual audit. OCWCOG will provide an annual account summary.

(D) Expenditures shall be authorized, approved and completed as if they were ~~OD4COG-OCWCOG~~ expenditures. The Cascades West Economic Development District shall be assessed its share of ~~OD4COG-OCWCOG~~ indirect costs in the same manner as other programs of ~~OD4COGOCWCOG~~.

VIII. AMENDMENTS

Amendments to these Bylaws shall be adopted by the Councils of Governments which are parties to the Articles of Agreement establishing the Cascades West Economic Development District. The District ~~Governing~~ Board shall not amend its own bylaws, but may propose amendments for the consideration of the Councils of Governments.

IN WITNESS WHEREOF, the parties hereto have caused these Bylaws to be adopted by motion of their respective governing bodies, signed by the Chief Executive Officer and duly attested to by the respective clerk, recorder, or secretary.

OREGON ~~DISTRICT 4~~CASCADES WEST LANE COUNCIL OF COUNCIL OF
~~-COUNCIL OF GOVERNMENTS~~ GOVERNMENTS LANE COUNCIL OF
COUNCIL OF GOVERNMENTS GOVERNMENTS

Date

Date

ATTEST:



Date: September 11, 2018
To: Executive Committee
From: Brenda Wilson
Subject: Quarterly Financials – Year End FY18

Action Recommended: None. Information Only.

Background:

The attached report compares LCOG's total resources to total requirements for the fourth quarter of FY18. 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 June 30, 2018:

All Funds: LCOG had \$43,320,035 in Resources (or 94% of the budgeted Resources of \$45,949,205) and \$33,000,517 in Requirements (or 90% of the budgeted Requirements of \$36,786,669). Note that the Resources include Beginning Reserve amounts (\$8,598,642 in budgeted Beginning Reserves), but the \$9,162,536 in budgeted Ending Reserves is not included in the Net Requirements amount.

General Fund: The General Fund had \$1,363,855 in Resources (or 102% of the budgeted Resources of \$1,339,195) and \$860,816 in Requirements (or 104% of the budgeted Requirements of \$824,976). Note that the

Resources include Beginning Reserve amounts (\$1,016,195 in budgeted Beginning Reserves), but the \$514,219 in budgeted Ending Reserves is not included in the Net Requirements amount.

Government Services Fund: This Fund had \$11,099,047 in Resources (or 83% of the budgeted Resources of \$13,305,385) and \$8,294,370 in Requirements (or 71% of the budgeted Requirements of \$11,633,419). Note that the Resources include Beginning Reserve amounts (\$2,601,120 in budgeted Beginning Reserves), but the \$1,671,966 in budgeted Ending Reserves is not included in the Net Requirements amount.

Senior and Disability Services Fund: This Fund had \$26,090,648 in Resources (or 99% of the budgeted Resources of \$26,320,719) and \$22,039,101 in Requirements (or 94% of the budgeted Requirements of \$23,431,980). Note that the Resources include Beginning Reserve amounts (\$2,324,597 in budgeted Beginning Reserves), but the \$2,888,739 in budgeted Ending Reserves is not included in the Net Requirements amount.

Enterprise Fund: This Fund had \$4,704,858 in Resources (or 94% of the budgeted Resources of \$4,983,906) and \$1,779,948 in Requirements (or 80% of the budgeted Requirements of \$2,218,415). Note that the Resources include Beginning Reserve amounts (\$2,656,730 in budgeted Beginning Reserves), but the \$2,765,491 in budgeted Ending Reserves is not included in the Net Requirements amount.

At 6/30/18: Net Total Performance: All Resources over All Requirements.

All Funds: Overall, LCOG is at \$ 10,315,518 Net Resources Over Requirements, which is a net increase to fund balance of \$360,740 compared to the end of last quarter (3/31/18) of \$9,954,778.

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

**LANE COUNCIL OF GOVERNMENTS
ALL ORGANIZATIONAL UNITS
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2018**

	<u>Revised Budget</u>	<u>Actual</u>	<u>Over / Under</u>	<u>Percent of Budget</u>
Resources:				
Federal & State	\$ 23,293,146	\$ 21,998,154	\$ (1,294,992)	94%
Local Sources*	8,532,032	7,469,806	(1,062,226)	88%
Member Dues	215,700	215,700	0	100%
Transfers In	5,309,685	4,975,331	(334,354)	94%
Beginning Reserves	8,598,642	8,661,044	62,402	101%
Total Resources	\$ 45,949,205	\$ 43,320,035	\$ (2,629,170)	94%
Requirements:				
Personal Services**	\$ 19,783,711	\$ 19,434,968	\$ (348,743)	98%
Materials and Services**	6,451,249	5,855,253	(595,996)	91%
Capital Outlay	2,075,407	136,496	(1,938,911)	7%
Loans Made	700,000	460,000	(240,000)	66%
Services by Other Organizations	1,975,237	1,733,251	(241,986)	88%
Debt Service	484,326	409,219	(75,107)	84%
Transfers Out	5,316,739	4,975,330	(341,409)	94%
Total Requirements	\$ 36,786,669	\$ 33,004,517	\$ (3,782,152)	90%
Net Resources Over Requirements	\$ 9,162,536	\$ 10,315,518	\$ 1,152,982	113%
Total	\$ 45,949,205	\$ 43,320,035		

*Includes rental income and indirect charges.

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

**LANE COUNCIL OF GOVERNMENTS
GENERAL FUND
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2018**

	Revised Budget	Actual	Over / Under	Percent of Budget
Resources:				
Federal & State	\$ -	\$ -	\$ -	
Local Sources	95,300	119,960	24,660 (a)	126%
Member Dues	215,700	215,700	0	100%
Transfers In	12,000	12,000	0	100%
Beginning Reserves	1,016,195	1,016,195	0	100%
Total Resources	<u>\$ 1,339,195</u>	<u>\$ 1,363,855</u>	<u>\$ 24,660</u>	<u>102%</u>
Requirements:				
Personal Services	\$ 253,631	\$ 270,142	\$ 16,511 (b)	107%
Materials and Services	135,179	155,650	20,471 (c)	115%
Capital Outlay	33,000	29,584	(3,416)	90%
Loans Made	-	-	-	
Services by Other Organizations	-	-	-	
Debt Service	-	-	-	
Transfers Out	<u>\$ 403,166</u>	<u>\$ 405,440</u>	<u>\$ 2,274 (d)</u>	<u>101%</u>
Total Requirements	<u>824,976</u>	<u>860,816</u>	<u>35,840</u>	<u>104%</u>
Net Resources Over Requirements	<u>\$ 514,219</u>	<u>\$ 503,039</u>	<u>\$ (11,180)</u>	<u>98%</u>
Total	<u>\$ 1,339,195</u>	<u>\$ 1,363,855</u>		

(a) Increased miscellaneous income; Pass Thru Revenue.

(b) Budgeted amount did not take into consideration compensation increases.

(c) Did not budget for Pass Thru expenses.

(d) Interfund Transfer to Enterprise was more than anticipated.

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

**LANE COUNCIL OF GOVERNMENTS
GOVERNMENT SERVICES
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2018**

	<u>Revised Budget</u>	<u>Actual</u>	<u>Over / Under</u>	<u>Percent of Budget</u>
Resources:				
Federal & State	\$ 2,893,145	\$ 1,763,386	\$ (1,129,759) (a)	61%
Local Sources*	5,273,310	4,464,929	(808,381) (b)	85%
Member Dues	-	-		
Transfers In	2,537,810	2,268,840	(268,970)	89%
Beginning Reserves	<u>2,601,120</u>	<u>2,601,892</u>	<u>772</u>	100%
Total Resources	13,305,385	11,099,047	\$ (2,206,338)	83%
Requirements:				
Personal Services**	\$ 3,331,262	\$ 3,142,206	\$ (189,056)	94%
Materials and Services**	2,369,304	1,535,254	(834,050)	65%
Capital Outlay	1,937,407	14,825	(1,922,582) (c)	1%
Loans Made	-	-	-	
Services by Other Organizations	684,000	619,253	(64,747)	91%
Debt Service	-	-	-	
Transfers Out	2,547,194	2,277,162	(270,032) (d)	89%
Support Services	<u>764,252</u>	<u>705,670</u>	<u>(58,582)</u>	92%
Total Requirements	11,633,419	8,294,370	\$ (3,339,049)	71%
Net Resources Over Requirements	<u>\$ 1,671,966</u>	<u>\$ 2,804,677</u>	<u>\$ 1,132,711</u>	168%
Total	\$ 13,305,385	11,099,047		

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

(a) Primarily due to EDA Grant and Transportation Revenue not realized.

(b) Telecom Revenue reduced due to County pulling out of replacement project.

(c) Timing of Capital Outlay for Telephone Replacement Project and EDA Grant project delayed.

(d) Telecom Project timing.

**LANE COUNCIL OF GOVERNMENTS
 SENIOR AND DISABILITY SERVICES
 SCHEDULE OF RESOURCES AND REQUIREMENTS
 BUDGET AND ACTUAL
 For the Quarter Ended June 30, 2018**

	<u>Revised Budget</u>	<u>Actual</u>	<u>Over / Under</u>	<u>Percent of Budget</u>
Resources:				
Federal & State	\$ 20,369,001	\$ 20,203,768	\$ (165,233) (a)	99%
Local Sources*	1,353,887	1,351,639	(2,248)	100%
Member Dues	-	-		
Transfers In	2,273,234	2,210,644	(62,590)	97%
Beginning Reserves	2,324,597	2,324,597	0	100%
Total Resources	<u>26,320,719</u>	<u>26,090,648</u>	<u>\$ (230,071)</u>	99%
Requirements:				
Personal Services**	\$ 15,209,928	\$ 14,488,705	\$ (721,223)	95%
Materials and Services**	3,004,781	2,662,912	(341,869)	89%
Capital Outlay	35,000	21,969	(13,031)	63%
Loans Made	-	-	0	
Services by Other Organizations	1,291,237	1,113,998	(177,239)	86%
Debt Service	-	-	0	
Transfers Out	2,273,234	2,210,644	(62,590)	97%
Support Services	1,617,800	1,540,873	(76,927)	95%
Total Requirements	<u>23,431,980</u>	<u>22,039,101</u>	<u>\$ (1,392,879)</u>	94%
Net Resources Over Requirements	<u>\$ 2,888,739</u>	<u>\$ 4,051,547</u>	<u>\$ 1,162,808</u>	140%
Total	<u>26,320,719</u>	<u>26,090,648</u>		

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

(a) Did not invoice as much in OPI and OPI pilot as anticipated.

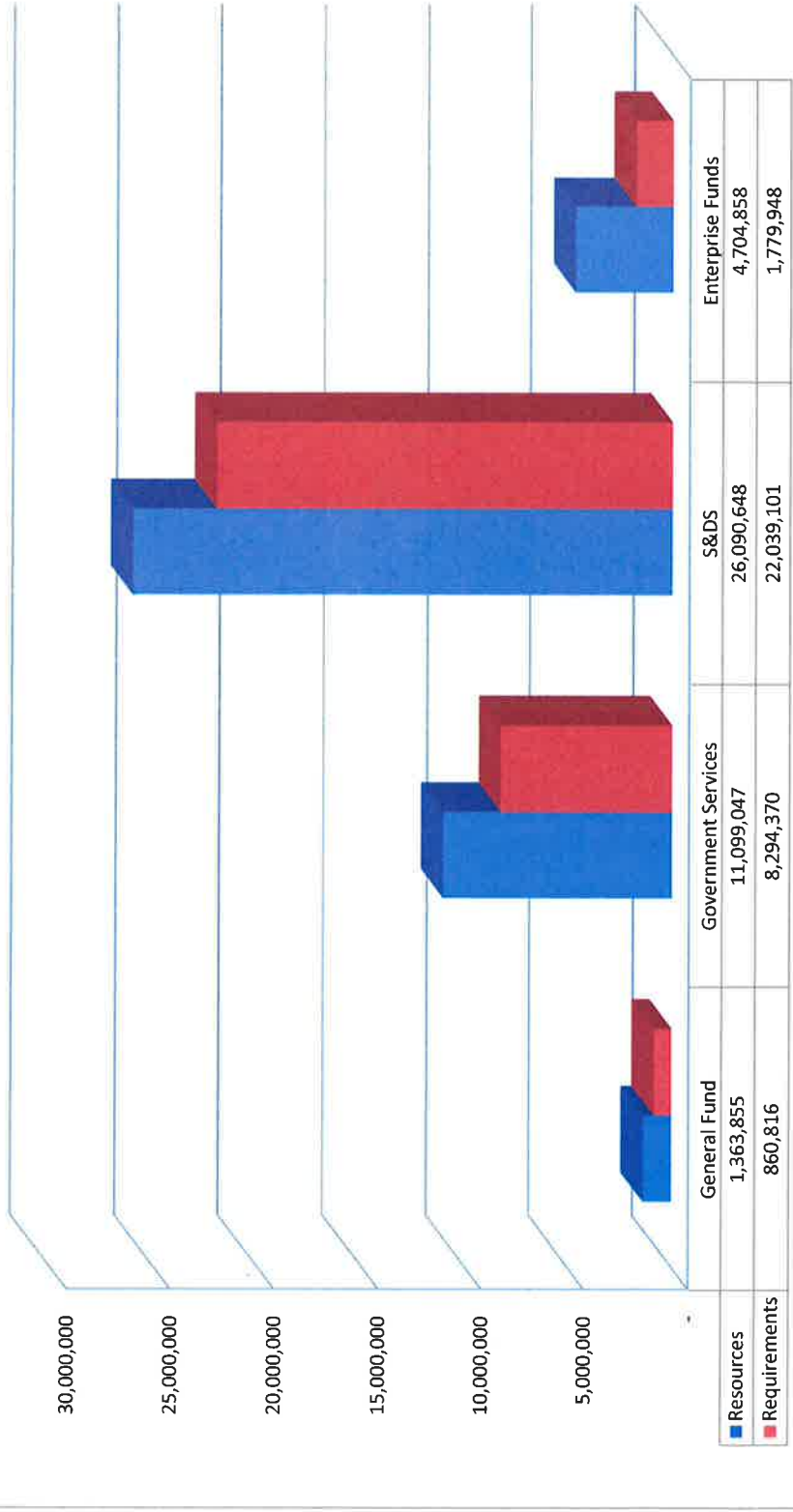
**LANE COUNCIL OF GOVERNMENTS
ENTERPRISE FUNDS
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2018**

	<u>Revised Budget</u>	<u>Actual</u>	<u>Over / Under</u>	<u>Percent of Budget</u>
Resources:				
Federal & State	\$ 31,000	\$ 31,000	\$ -	100%
Local Sources*	1,809,535	1,533,278	(276,257)	85%
Member Dues	-	-	-	
Transfers In	486,641	483,847	(2,794)	99%
Beginning Reserves	2,656,730	2,656,733	3	100%
Total Resources	<u>4,983,906</u>	<u>4,704,858</u>	<u>\$ (279,048)</u>	94%
Requirements:				
Personal Services**	\$ 219,949	\$ 206,397	\$ (13,552)	94%
Materials and Services**	589,712	495,767	(93,945) (a)	84%
Capital Outlay	70,000	70,118	118 (b)	100%
Loans Made	700,000	460,000	(240,000)	66%
Services by Other Organizations	-	-	0	
Debt Service	484,326	409,219	(75,107) (c)	84%
Transfers Out	93,145	82,084	(11,061)	88%
Support Services	61,283	56,363	(4,920)	92%
Total Requirements	<u>2,218,415</u>	<u>1,779,948</u>	<u>\$ (438,467)</u>	80%
Net Resources Over Requirements	<u>\$ 2,765,491</u>	<u>\$ 2,924,910</u>	<u>\$ 159,419</u>	106%

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

- (a) Building Maintenance lower than expected.
- (b) Timing of projects.
- (c) Timing of Debt Service payments.

FY18: 3rd Quarter YTD Current Resources and Requirements





September 12, 2017

To: Executive Committee
From: Brenda Wilson
Subject: LCOG Operations – Update

Action Recommended: None. Information Only

Park Place Building

When I took over the agency in 2012, one major issue was the amount of LCOG’s long-term real estate debt. At Fiscal Year End 2012, LCOG had seven loans on three buildings, totaling \$13.854 million. The total expenses for the buildings exceeded the revenue by \$160,000 a fiscal year.

LCOG sold the Schaefer’s and Springfield buildings for \$3 million and \$2.4 million respectively. The proceeds from those sales paid off six loans and started a Capital Contingency Account. In 2016, LCOG refinanced the one remaining loan on the Park Place Building. Some of the funds from the refinancing were used for tenant improvements and funding the Operations Contingency Account. These actions brought LCOG’s total long term real estate debt down to \$6.6 million, a reduction of over \$7.5 million in just 3 years.

Leases – LCOG leases out space in its Park Place Building. Current rent roll as of today is \$619,781, not including LCOG occupancy costs. Currently, there is only one vacant space in the Park Place Building, a small (303 sq. ft.) space on the third floor. The rental income for this space is estimated to be about \$4,500 annually.

The rent rolls for the previous five years are:

2017 - \$585,164
2016 - \$552,044
2015 - \$573,917
2014 - \$564,559
2013 - \$527,916

Capital Contingency Account - The Capital Contingency Account is currently funded at \$550,000. No funds have been removed from this Contingency Account since its establishment with all repairs and maintenance coming out of regular budgeted maintenance funds.

Preservation and Maintenance - Last year, per the Board's approval, some maintenance and preservation actions were taken: modernization of the lobby and the elevators; painting a renumbering the entrances of the lobby; resurfacing of the third floor deck; replacing the keycard system; and repairing windows in a tenant space. The Board approved up to \$100,000 for these items, including the cost of a building analysis to develop a long-term strategy for the preservation and maintenance of the building.

The total cost for the items listed above was about \$57,000; the building assessment will come in at about \$12,000, for a total of about \$70,000 which is well under budget. Once the building analysis is completed, I will ring a recommended strategy for the preservation and maintenance of the Park Place Building to the Executive Committee and the Board.

Senior and Disability Services Division Director Recruitment

Jody Cline, the current S&DS Division Director, has decided to retire, effective December 31, 2018. We are working with an outside recruiter, Ross Schultz, to conduct a nation-wide search for this very important position. The position is open until filled, with first review on September 18. The recruiter will make a first cut and forward those to us. Interviews will take place October 9, 10 and 11. Chris Pryor has agreed to sit on the stakeholder and partner panel and will report back to the Executive Committee on Tuesday, October 23 for final input by the Executive Committee before an offer is made. A copy of the recruitment can be found here: <http://www.lcog.org/DocumentCenter/View/6314/Job-Flyer-SDS-Division-Director>

Telecom Replacement Project

LCOG staff have been working around the clock to get our new phone system up and running. The initial plan was for LCOG to use the shared system's reserves in the amount of \$860,000 for its share of the \$2.4 million project, with the County paying for a majority of its share of the project. Late last year, after the County informed LCOG they would be leaving the shared system, LCOG had to redesign the new phone system which included setting up a network to house the new phone system. Prior to that, LCOG rented network space from the County. With the County out of the project, LCOG's estimated cost is now \$1.2 million, which has used up the Telecom Reserves.

New phones are in place and mapped and LCOG expects to flip the switch to its new phone system by the end of October. The vendor will be on-site in the next few weeks to train staff on use of the new system. Because LCOG had to set up our network, we need a Network Architect to manage our new network. That position is currently out for recruitment for a second time; the first time we could not meet the compensation demands of the stop candidate.

As previously reported, last Fiscal Year, the County had not signed the Telecom IGA, but continued to use the shared Telecom system and management services. While the County finally paid their past-due phone bill, they have refused to pay their management fees, which total \$166,000 for FY18. The County's Board of Commissioners has recently approved the signing of a new IGA that covers Telecom management services and phone bill charges through December 31, 2018. The manufacturer of the current system has stated they will no longer support the system after December 31. The County has been made aware of this fact and has been put on notice that the system is failing and may not be operational beyond 2018.

The County has also demanded a proportionate share of the Telecom Reserves, claiming they deposited those funds with LCOG. There is no record of any deposit being made with LCOG and no agreement to set aside any part of the management, maintenance, or operational fees charged to the County to fund the Telecom Reserve. Negotiations on these and other matters are continuing.

GIS Strategic Planning Initiative

LCOG is the principal service provider to the regional partnership, which include the City of Eugene, City of Springfield, Eugene Water and Electric Board (EWEB), Lane County, and Lane Council of Governments (LCOG). LCOG administers the GIS Cooperative Project Agreement (CPA), a regional collaboration which pools funding, staffing, and creates an annual work program. LCOG's GIS Program Manager is responsible for managing the CPA and coordinating regional GIS services including the Regional Land Information Database (RLID). The GIS Coordinators Committee, made up of GIS leads from the five Partners, oversees subcommittees and regularly reports to a Steering Committee.

Last year, LCOG embarked on a GIS strategic planning initiative to examine, define, and restructure the long-standing multi-jurisdictional Cooperative Project Agreement (CPA) among partner agencies. To accomplish this, LCOG issued an RFP for a consultant to walk the partners through this process. GTG Consultants, a national Architectural and Engineering consulting firm with a highly regarded professional reputation, was chosen after a rigorous process conducted by partner representatives.

The first step in this process has been to document and describe the regional LCOG GIS ecosystem. This report will identify stakeholders in the strategic planning process, describe Partner Agency structure, goals and objectives as detailed in strategic plans and other documentation, and detail the databases of the Regional GIS Ecosystem, including partner and other regional agencies. The next step will be to evaluate the technology being used for the partnership and individual agencies, identify the current and future needs of the partners, and to explore how the partnership should be funded and governed into the future.