

Executive Committee Meeting

DATE: Tuesday, September 8, 2020

TIME: 5:30 p.m.

LOCATION: Join the conference call: Dial-in Info: (541) 682-1094, Participant Code: 330-100-38

CONTACT: Brenda Wilson, 541-682-4283, bwilson@lcog.org

1. Agenda: September 8, 2020

Documents:

[EC AGENDA SEPT.PDF](#)

2. Item 1: Draft Board Agenda For September

Documents:

[1 DRAFT BD AGENDA.PDF](#)

3. Item 3 Memo: Quarterly Financials

Documents:

[3 MEMO QRTLTY FINANCIALS.PDF](#)

4. Item 3 Attachment: Quarterly Financials

5. Item 4 Memo: Park Place Building

Documents:

[4 MEMO PARK PLACE BUILDING.PDF](#)

6. Item 4 Attachment A: Park Place Building

Documents:

[4 ATTACH A PPB.PDF](#)

7. Complete Packet

Documents:

[COMPLETE PACKET.PDF](#)



EXECUTIVE COMMITTEE MEETING AGENDA FOR SEPTEMBER

Date: Tuesday, September 8, 2020
Time: 5:30 p.m.
Location: Virtual – Join GoToMeeting [here](#)
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Participant Code: 330-100-38

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

Informational Items

- 3.* Quarterly Financials
- 4.* Park Place Building Update

Executive Session

The Executive Committee will hold an executive session pursuant to ORS 192.660. All matters discussed during this executive session are confidential and shall not be discussed by any representative of the news media without authorization by the Executive Committee.

Executive sessions are not open to the public.



BOARD MEETING AGENDA

Date: Thursday, September 24, 2020

Time: 6:00 p.m.

Location: Virtual – Details TBD

* denotes packet attachment

6:00 Call to Order

Call Regular Meeting to Order

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

Public Comment

3. Comments from the Public

Presentations

4. a. Regional Broadband

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 25, 2020 Minutes – Approve
6. Items Removed from Consent Agenda

Reports

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

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



Agenda Item Number 3. Quarterly Financial Report

Date: September 8, 2020

Presenter: Brenda Wilson

Action Recommended: None. Information Only.

Background:

The attached report compares LCOG's total resources to total requirements for the fourth quarter of FY20. 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 fourth quarter ended June 30, 2020:

All Funds: LCOG had \$51,361,959 in Resources (or 115% of the budgeted Resources of \$44,666,031 and \$38,128,917 in Requirements (or 96% of the budgeted Requirements of \$39,775,598). Note that the Resources include Beginning Reserve amounts (\$8,576,117 budgeted Beginning Reserves), but the \$4,890,443 in budgeted Ending Reserves is not included in the Net Requirements amount.

General Fund: The General Fund had \$1,100,157 in Resources (or 169% of the budgeted Resources of \$768,732) and \$395,818 in Requirements (or 90% of the budgeted Requirements of \$440,247). Note that the Resources

include Beginning Reserve amounts (\$480,588 in budgeted Beginning Reserves), but the \$328,485 in budgeted Ending Reserves is not included in the Net Requirements amount.

Government Services Fund: This Fund had \$10,988,913 in Resources (or 104% of the budgeted Resources of \$10,546,097) and \$9,022,370 in Requirements (or 97% of the budgeted Requirements of \$9,303,296). Note that the Resources include Beginning Reserve amounts (\$1,413,004 in budgeted Beginning Reserves), but the \$1,242,801 in budgeted Ending Reserves is not included in the Net Requirements amount.

Senior and Disability Services Fund: This Fund had \$34,233,049 in Resources (or 117% of the budgeted Resources of \$29,223,914) and \$27,140,480 in Requirements (or 99% of the budgeted Requirements of \$27,305,180). Note that the Resources include Beginning Reserve amounts (\$4,281,632 in budgeted Beginning Reserves), but the \$1,918,734 in budgeted Ending Reserves is not included in the Net Requirements amount.

Enterprise Fund: This Fund had \$5,039,840 in Resources (or 122% of the budgeted Resources of \$4,116,288) and \$1,758,080 in Requirements (or 74% of the budgeted Requirements of \$2,365,875). Note that the Resources include Beginning Reserve amounts (\$2,400,893 in budgeted Beginning Reserves), but the \$1,750,413 in budgeted Ending Reserves is not included in the Net Requirements amount.

At 06/30/2020: Net Total Performance: All Resources over All Requirements.

All Funds: Overall, LCOG is at \$ 13,233,042 Net Resources Over Requirements, which is an increase to fund balance of \$3,863,441 compared to the end of the last quarter of FY19 of \$9,369,601.

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



September 8, 2020

To: Executive Committee
From: Brenda Wilson
Subject: Park Place Building – Update

Action Recommended: None. Information Only.

Background:

When Fiscal Year 20 started in June of 2019, the projections for the Park Place Building (PPB) were positive, both for revenues and expenses with excess revenues going into the Capital Improvement Contingency account. With the Covid-19 Pandemic, those projections were adjusted for FY20 and the projections for FY21 will also need to be adjusted.

It had been my intent to revise the Preservation and Maintenance Strategy and bring a recommendation to the Board this month. With the necessary adjustments, I want the final PPB numbers for FY20 before revising the Strategy and once we have those numbers, I will bring that item back for discussion.

Rental Properties – LCOG leases out space in its Park Place Building. Current annual rent roll totals \$598,368, not including LCOG’s annual occupancy costs, which are currently \$398,150. Currently, there are four vacant spaces in the Park Place Building; one of which WIXII will occupy. The rental income for these spaces is estimated to be about \$71,000, annually.

Earlier this year, The Executive Committee approved the deferment of rent for four tenants: Bao Bao House (Ji Li), Shred, Public SCC, and Locus

Marketing. Currently, two tenants are behind on rent by two months: Bao Bao House and Public SCC; one tenant is behind one month: Microtech. We will work with the Property Manager and these tenants to find a reasonable accommodation or solution.

Capital Contingency Account - The Capital Contingency Account, started in 2014 with funds leftover from the sale of the Schaefers and Springfield Buildings, as well as the refinancing of the Park Place Building and excess revenues. The only amounts taken out of this Account have been for the elevator replacement project (see below). The Account will have \$670,966 once FY20 budgeted for transfers occur.

Rental income has been exceeding expenses, and excess amounts go into the Contingency Account, however, with the vacancies and the Pandemic, excess funds may be lower than budgeted. We will know by how much once the final numbers for FY20 are in.

Elevators - In June 2019, the Board approved the Preservation and Maintenance Strategy developed by staff which called for the replacement of the elevators as the first Capital Project. The project was completed in July and the total cost was \$570,796. This project was paid for out of the Contingency Account.

	Tenant	Sq Ft	Annual Rent	Per Sq Ft	Expiration	Comments	Deferred Rent
Garden Level							
843 Willamette Street	Vacant	2,309	-	-	7/31/2020	TERMINATED LEASE 6/30/20	
	LCOG - WIX	673	\$ 6,057.00	0.75	None		
	LCOG	1,502	-	-	None		
		4,484					
1st Floor							
833 Willamette	Vacant	2,032	-	-	9/30/2019		
858 West Park Street	MicroTech	2,158	\$ 37,628.04	1.45	12/31/2020		
860 West Park Street	Pacific Real Estate Services	644	-	-	10/31/2020	See 2nd floor notes	
868 West Park Street	Ji Li	1,407	\$ 24,188.52	1.43	12/31/2022	Deferred May and June Rent	\$4,031.42
857 Willamette Street	Vacant	644	-	-	12/31/2019	TERMINATED LEASE 1/31/20	
861 Willamette Street	Shred	1,570	\$ 28,164.84	1.49	9/30/2023	Deferred May and June Rent	\$4,694.14
873 Willamette Street	Public SCC	2,085	\$ 37,004.52	1.48	3/31/2024	Deferred March through May Rent	\$9,251.13
		10,540					
2nd Floor							
Suite 200	Federal Public Defender	5,187	\$131,222.76	2.11	5/31/2025		
Suite 240	Justus McCann	911	\$ 17,160.00	1.57	2/28/2023		
Suite 250	Emerald Broadband	2,330	\$ 41,940.00	1.50	9/30/2024		
Suite 260	S. Michaela Kerns PC	889	\$ 16,482.00	1.54	8/31/2022	Rent increased 9/1/20	
Suite 270	Pacific Real Estate Services	1,338	\$ 27,589.44	1.16	10/31/2020	Lease includes 1st and 2nd	
Suite 280	Vacant - Future WIXII	1,331			vacant		
		11,986					
3rd Floor							
Suite 300	GMA Architects	2,060	\$ 35,374.32	1.43	8/31/2020		
Suite 320	Alliance Learning	5,965	\$108,085.80	1.51	2/28/2022		
Suite 330	Willamette Valley Psychiatric	1,463	\$ 26,531.76	1.51	6/30/2021		
Suite 335	Willamette Valley Psychiatric	120	-	-			
Suite 350	Vacant	303	-	-	vacant	In negotiation for Locus Marketing to occupy	
Suite 360	Locus Marketing	655	\$ 12,216.00	1.55	9/30/2022	Deferred May and June Rent	\$2,036.00
		10,566					
4th Floor							
Suite 400	Lane Council of Governments	7991	\$183,153.96	1.91	None		
Suite 400b	CIS	518	\$ 17,220.00	2.77	6/30/2021		
Suite 410	Moonshadow	3,478	\$ 37,560.00	0.90	5/31/2020	Month to Month as of June 1, 2020	
		11,987					
5th Floor							
Suite 500	Lane Council of Governments	9,116	\$208,938.96	1.91	None		
Subtotal		54,195	\$996,517.92				\$20,012.69



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- 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, 2020**

	Adopted Budget	Actual	Over / Under	Percent of Budget
Resources:				
Federal & State	\$ 23,983,147	\$ 27,399,389	\$ 3,416,242	114%
Local Sources*	7,132,693	8,790,541	1,657,848	123%
Member Dues	232,000	231,119	(881)	100%
Transfers In	4,742,074	4,140,882	(601,192)	87%
Beginning Reserves	8,576,117	10,800,028	2,223,911	126%
Total Resources	<u>\$ 44,666,031</u>	<u>\$ 51,361,959</u>	<u>\$ 6,695,928</u>	<u>115%</u>
Requirements:				
Personal Services**	\$ 23,125,243	\$ 22,838,551	\$ (286,692)	99%
Materials and Services**	8,452,428	8,277,961	(174,467)	98%
Capital Outlay	786,000	476,341	(309,659)	61%
Loans Made	350,000	250,000	(100,000)	71%
Services by Other Organizations	1,846,826	1,830,951	(15,875)	99%
Debt Service	473,027	277,264	(195,763)	59%
Transfers Out	4,742,074	4,177,849	(564,225)	88%
Total Requirements	<u>\$ 39,775,598</u>	<u>\$ 38,128,917</u>	<u>\$ (1,646,681)</u>	<u>96%</u>
Net Resources Over Requirements	<u>\$ 4,890,433</u>	<u>\$ 13,233,042</u>	<u>\$ 8,342,609</u>	<u>271%</u>
Total	<u>\$ 44,666,031</u>	<u>\$ 51,361,959</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 June 30, 2020**

	<u>Adopted Budget</u>	<u>Actual</u>	<u>Over / Under</u>	<u>Percent of Budget</u>
Resources:				
Federal & State	\$ -	\$ -	\$ -	
Local Sources	56,144	55,345	(799)	99%
Member Dues	232,000	231,119	(881)	100%
Transfers In	-	-	0	
Beginning Reserves	480,588	813,693	333,105	169%
Total Resources	<u>\$ 768,732</u>	<u>\$ 1,100,157</u>	<u>\$ 331,425</u>	<u>143%</u>
Requirements:				
Personal Services	\$ 237,222	\$ 254,721	\$ 17,499	107%
Materials and Services	172,025	140,107	(31,918) (a)	81%
Capital Outlay	-	-	0	
Loans Made	-	-	-	
Services by Other Organizations	-	-	-	
Debt Service	-	-	-	
Transfers Out	<u>\$ 31,000</u>	<u>\$ 990</u>	<u>\$ (30,010)</u>	<u>3%</u>
Total Requirements	<u>440,247</u>	<u>395,818</u>	<u>(44,429)</u>	<u>90%</u>
Net Resources Over Requirements	<u>\$ 328,485</u>	<u>\$ 704,339</u>	<u>\$ 375,854</u>	<u>214%</u>
Total	<u>\$ 768,732</u>	<u>\$ 1,100,157</u>		

(a) Health insurance pre-paymant of \$138,750 until expense allocated to other funds.

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, 2020**

	<u>Adopted Budget</u>	<u>Actual</u>	<u>Over / Under</u>	<u>Percent of Budget</u>
Resources:				
Federal & State	\$ 3,506,703	\$ 1,987,210	\$ (1,519,493) (a)	57%
Local Sources*	3,889,470	5,562,985	1,673,515	143%
Member Dues	-	-		
Transfers In	1,736,920	1,266,953	(469,967) (a)	73%
Beginning Reserves	1,413,004	2,171,765	758,761	154%
Total Resources	<u>10,546,097</u>	<u>10,988,913</u>	<u>\$ 442,816</u>	104%
Requirements:				
Personal Services**	\$ 3,335,406	\$ 3,335,026	\$ (380)	100%
Materials and Services**	3,200,076	3,240,817	40,741	101%
Capital Outlay	1,000	22,101	21,101	2210%
Loans Made	-	-	-	
Services by Other Organizations	246,160	336,067	89,907	137%
Debt Service	-	-	-	
Transfers Out	1,731,631	1,299,361	(432,270) (a)	75%
Support Services	789,023	788,998	(25)	100%
Total Requirements	<u>9,303,296</u>	<u>9,022,370</u>	<u>\$ (280,926)</u>	97%
Net Resources Over Requirements	<u>\$ 1,242,801</u>	<u>\$ 1,966,543</u>	<u>\$ 723,742</u>	158%
Total	<u>\$ 10,546,097</u>	<u>10,988,913</u>		

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

(a) Timing of quarter end entries.

**LANE COUNCIL OF GOVERNMENTS
SENIOR AND DISABILITY SERVICES
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2020**

	Adopted Budget	Actual	Over / Under	Percent of Budget
Resources:				
Federal & State	\$ 20,476,444	\$ 25,412,179	\$ 4,935,735	124%
Local Sources*	1,525,122	1,444,610	(80,512)	95%
Member Dues	-	-		
Transfers In	2,940,716	2,828,738	(111,978) (a)	96%
Beginning Reserves	4,281,632	4,547,522	265,890	106%
Total Resources	<u>29,223,914</u>	<u>34,233,049</u>	<u>\$ 5,009,135</u>	117%
Requirements:				
Personal Services**	\$ 17,726,219	\$ 17,473,864	\$ (252,355)	99%
Materials and Services**	3,191,927	3,223,105	31,178	101%
Capital Outlay	95,000	50,288	(44,712)	53%
Loans Made	-	-	0	
Services by Other Organizations	1,250,666	1,494,884	244,218	120%
Debt Service	-	-	0	
Transfers Out	2,940,716	2,828,738	(111,978) (a)	96%
Support Services	2,100,652	2,069,601	(31,051)	99%
Total Requirements	<u>27,305,180</u>	<u>27,140,480</u>	<u>\$ (164,700)</u>	99%
Net Resources Over Requirements	<u>\$ 1,918,734</u>	<u>\$ 7,092,569</u>	<u>\$ 5,173,835</u>	370%
Total	29,223,914	34,233,049		

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

(a) Timing of entries

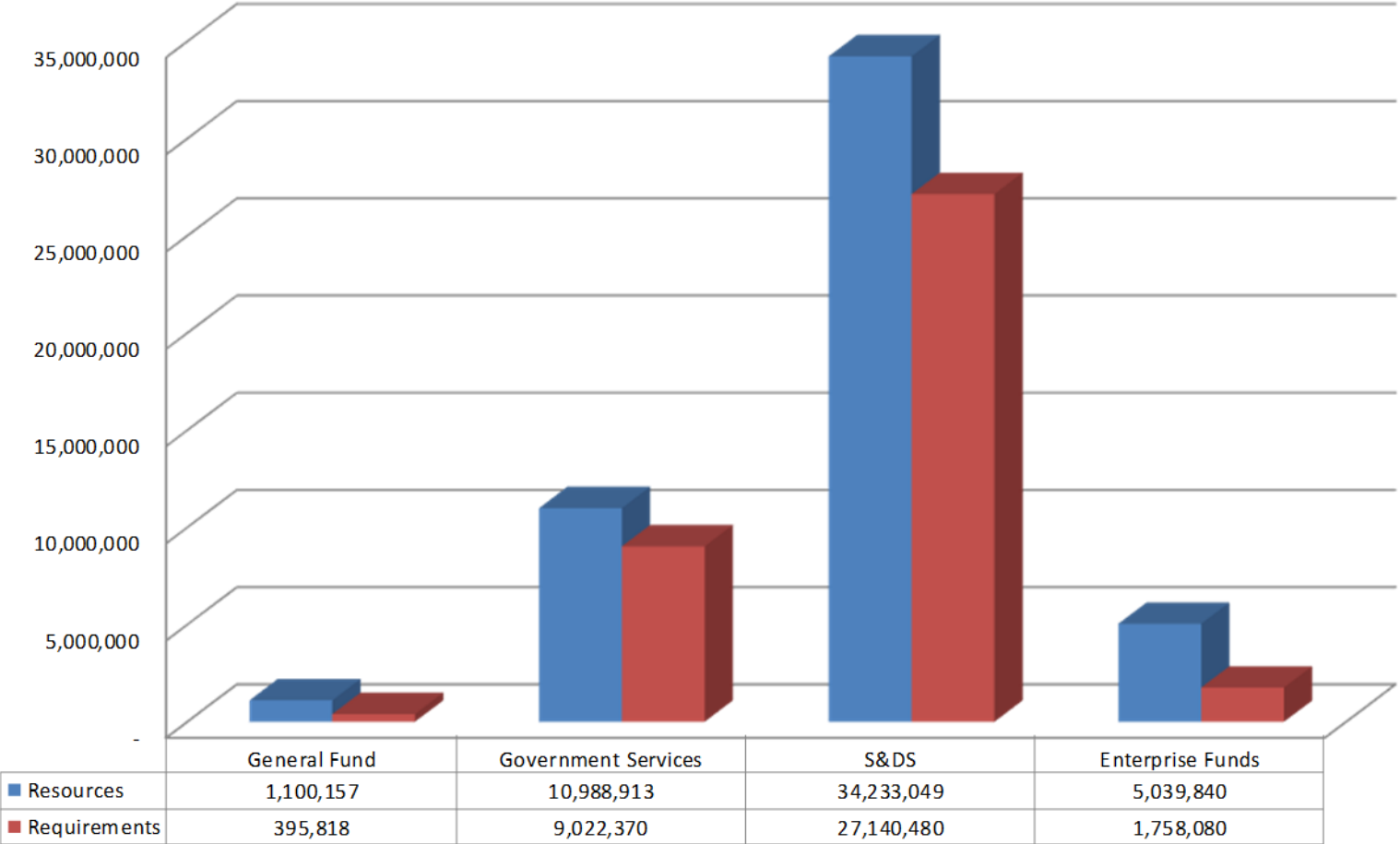
**LANE COUNCIL OF GOVERNMENTS
ENTERPRISE FUNDS
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Quarter Ended June 30, 2020**

	<u>Adopted Budget</u>	<u>Actual</u>	<u>Over / Under</u>	<u>Percent of Budget</u>
Resources:				
Federal & State	\$ -	\$ -	\$ -	
Local Sources*	1,661,957	1,727,601	65,644 (a)	104%
Member Dues	-	-	-	
Transfers In	53,438	45,191	(8,247) (a)	85%
Beginning Reserves	2,400,893	3,267,048	866,155	136%
Total Resources	<u>4,116,288</u>	<u>5,039,840</u>	<u>\$ 923,552</u>	122%
Requirements:				
Personal Services**	\$ 184,899	\$ 176,590	\$ (8,309)	96%
Materials and Services**	589,240	560,333	(28,907)	95%
Capital Outlay	690,000	403,952	(286,048)	59%
Loans Made	350,000	250,000	(100,000)	71%
Services by Other Organizations	-	-	0	
Debt Service	473,027	277,264	(195,763)	59%
Transfers Out	37,527	48,760	11,233 (a)	130%
Support Services	41,182	41,181	(1)	100%
Total Requirements	<u>2,365,875</u>	<u>1,758,080</u>	<u>\$ (607,795)</u>	74%
Net Resources Over Requirements	<u>\$ 1,750,413</u>	<u>\$ 3,281,760</u>	<u>\$ 1,531,347</u>	187%

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

(a) Timing of quarter end entries.

FY20: 4th Quarter YTD Current Resources and Requirements





September 8, 2020

To: Executive Committee
From: Brenda Wilson
Subject: Park Place Building – Update

Action Recommended: None. Information Only.

Background:

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Capital Contingency Account - The Capital Contingency Account, started in 2014 with funds leftover from the sale of the Schaefers and Springfield Buildings, as well as the refinancing of the Park Place Building and excess revenues. The only amounts taken out of this Account have been for the elevator replacement project (see below). The Account will have \$670,966 once FY20 budgeted for transfers occur.

Rental income has been exceeding expenses, and excess amounts go into the Contingency Account, however, with the vacancies and the Pandemic, excess funds may be lower than budgeted. We will know by how much once the final numbers for FY20 are in.

Elevators - In June 2019, the Board approved the Preservation and Maintenance Strategy developed by staff which called for the replacement of the elevators as the first Capital Project. The project was completed in July and the total cost was \$570,796. This project was paid for out of the Contingency Account.

	Tenant	Sq Ft	Annual Rent	Per Sq Ft	Expiration	Comments	Deferred Rent
Garden Level							
843 Willamette Street	Vacant	2,309	-	-	7/31/2020	TERMINATED LEASE 6/30/20	
	LCOG - WIX	673	\$ 6,057.00	0.75	None		
	LCOG	1,502	-	-	None		
		4,484					
1st Floor							
833 Willamette	Vacant	2,032	-	-	9/30/2019		
858 West Park Street	MicroTech	2,158	\$ 37,628.04	1.45	12/31/2020		
860 West Park Street	Pacific Real Estate Services	644	-	-	10/31/2020	See 2nd floor notes	
868 West Park Street	Ji Li	1,407	\$ 24,188.52	1.43	12/31/2022	Deferred May and June Rent	\$4,031.42
857 Willamette Street	Vacant	644	-	-	12/31/2019	TERMINATED LEASE 1/31/20	
861 Willamette Street	Shred	1,570	\$ 28,164.84	1.49	9/30/2023	Deferred May and June Rent	\$4,694.14
873 Willamette Street	Public SCC	2,085	\$ 37,004.52	1.48	3/31/2024	Deferred March through May Rent	\$9,251.13
		10,540					
2nd Floor							
Suite 200	Federal Public Defender	5,187	\$131,222.76	2.11	5/31/2025		
Suite 240	Justus McCann	911	\$ 17,160.00	1.57	2/28/2023		
Suite 250	Emerald Broadband	2,330	\$ 41,940.00	1.50	9/30/2024		
Suite 260	S. Michaela Kerns PC	889	\$ 16,482.00	1.54	8/31/2022	Rent increased 9/1/20	
Suite 270	Pacific Real Estate Services	1,338	\$ 27,589.44	1.16	10/31/2020	Lease includes 1st and 2nd	
Suite 280	Vacant - Future WIXII	1,331			vacant		
		11,986					
3rd Floor							
Suite 300	GMA Architects	2,060	\$ 35,374.32	1.43	8/31/2020		
Suite 320	Alliance Learning	5,965	\$108,085.80	1.51	2/28/2022		
Suite 330	Willamette Valley Psychiatric	1,463	\$ 26,531.76	1.51	6/30/2021		
Suite 335	Willamette Valley Psychiatric	120	-	-			
Suite 350	Vacant	303	-	-	vacant	In negotiation for Locus Marketing to occupy	
Suite 360	Locus Marketing	655	\$ 12,216.00	1.55	9/30/2022	Deferred May and June Rent	\$2,036.00
		10,566					
4th Floor							
Suite 400	Lane Council of Governments	7991	\$183,153.96	1.91	None		
Suite 400b	CIS	518	\$ 17,220.00	2.77	6/30/2021		
Suite 410	Moonshadow	3,478	\$ 37,560.00	0.90	5/31/2020	Month to Month as of June 1, 2020	
		11,987					
5th Floor							
Suite 500	Lane Council of Governments	9,116	\$208,938.96	1.91	None		
Subtotal		54,195	\$996,517.92				\$20,012.69