



# Finance Committee Meeting Agenda Packet

**January 17, 2019, 1:00 pm**

Cascades West Center  
1400 Queen Avenue, SE  
2nd Floor, Large Conference Room  
Albany, OR 97322

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*Meeting locations are wheelchair accessible. If you need special assistance, please contact Oregon Cascades West Council of Governments at 541-967-8720, forty-eight (48) hours prior to the meeting.*

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
FINANCE COMMITTEE AGENDA  
January 17, 2019  
1:00 pm**

Cascades West Center  
1400 Queen Avenue SE  
Albany, OR 97322

***An Executive Session may be called as deemed necessary by the Chair, pursuant to ORS 192.660.***

**1. Minutes of Previous Meetings (Treasurer Claire Hall)**  
(1:00 – 1:05 pm)

Review of the December 6, 2018 Finance Committee minutes (Page 4).

**ACTION: Motion to approve the minutes of the December 6, 2018 Finance Committee meeting.**

**2. Financial Report (Finance Director Sue Forty)**  
(1:05 – 1:15 pm)

Finance Director Sue Forty will review the Financial Report and respond to questions (Page 7).

**ACTION: Information only.**

**3. 2019 Member Dues (Executive Director Fred Abousleman)**  
(1:15 – 1:30 pm)

The Finance Director will present the 2019 OCWCOG membership dues (Page 13).

**ACTION: Motion to accept 2019 membership dues, as presented.**

**4. Other Business**  
(1:30 – 1:35 pm)

**5. Adjournment**  
(1:35 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
FINANCE COMMITTEE MINUTES  
December 6, 2018**

**MEMBERS:** Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Mayor Biff Traber, Corvallis; Councilor Dann Cutter, Waldport; and Councilor Bob Elliott, Lebanon.

**STAFF:** Executive Director Fred Abousleman; Deputy Director Rachael Maddock-Hughes; Finance Director Sue Forty; Community and Economic Development (CED) Director Phil Warnock; Senior and Disability Services (SDS) Director Randi Moore; Community Services Program (CSP) Director Jennifer Moore; Interim Human Resources Manager Lydia George; and Communications Consultant Lindsey Riley.

The Oregon Cascades West Council of Governments' (OCWCOG) Finance Committee Meeting was called to order by Mayor Sharon Konopa on December 6, 2018 at 1:10 pm at the Cascades West Center in Albany.

**1. Minutes of Previous Meetings**

Finance Director Sue Forty noted a correction to the September 20, 2018 Finance Committee meeting minutes. In the fifth paragraph, in Item #2 discussing the Financial Report, Mayor Konopa had commented on an increase in revenue in *Loan Packaging Fees*. Finance Director Forty noted that this increase was due to CED-Lending Loan Officer Sandra Easdale taking over the servicing of loans from Stantion, however these loans were incorrectly identified as Urban Renewal packaged loans. They are in fact Lincoln City loans. Additionally, the notes reflected that CED-Lending Loan Officer Easdale was taking over the servicing of loans in Sweet Home, when in fact Lending Staff was looking into this possibility.

Councilor Bob Elliott motions to accept the September 20, 2018 Finance Committee meeting minutes, with the two above changes. Mayor Biff Traber seconded. Motion was passed unanimously

**2. Financial Report**

Councilor Dann Cutter asked if there were any huge and/or minor concerns? Finance Director Forty said that there were none. Grants are currently being written, so that is on track. A lot of electronic equipment is being replaced, but that is not a permanent trend.

Councilor Cutter asked if there were any concerns over outstanding member dues. Finance Directory Forty noted that there are four agencies that have not paid their dues yet, the largest of which is Linn County. She commented that second notices are going out. The other three members who have not paid are very small – less than \$600 each. Linn County is approximately \$13,000.

Executive Director Abousleman noted that he would like to see a few more projects in the pipeline and he is working with Staff on this. He is anticipating PERS (Public Employees Retirement System) liability two years from now and trying to have more longer term projects.

Commissioner Anne Schuster asked about the coordinated projects line item. Finance Director Forty replied that these are CED-Transportation projects. For these projects, there is always a catch-up payment mid-year; at mid-year, these funders make OCWCOG whole.

Commissioner Schuster asked about Title XIX. Finance Director Forty replied that this is 1/24 of a payment that has been received. The dollar amount also includes sequestration dollars that haven't been used yet.

Finance Director Forty went on to detail that the *Oregon Project Independence (OPI)* number is a 1/12 payment, which is reimbursement based. OPI will be a revamped program for OCWCOG, as several individuals are working out of class, so dollars are being used more quickly than anticipated. For this program, no money can be carried over and all money has to be spent.

**3. Approval of Proposal Salary Range for New Assistant Veterans Services Officer**

Interim Human Resources Manager Lydia George presented Finance Committee with new proposal salary scale for an Assistant Veterans Services Officer. This position would require that the Assistant Veterans Services Officer would be accredited, just as a Veterans Service Officer carries an accreditation.

The salary scale presented within the Finance Committee packet is consist with the OCWCOG's Pay and Comp Policy.

Mayor Traber asked if this position was currently staffed. Community Services Program (CSP) Director Jen Moore replied that the position is currently staffed, but the individual is not accredited. Interim Human Resources Manager George commented that this position will be slightly higher than the current position in the organization because of the accreditation, which will come with a salary increase. She also noted that the Union did not disagree with the salary range.

Councilor Elliott asked what the salary increase was, though Interim Human Resources Manager George did not bring this information with her. Deputy Director Rachael Maddock-Hughes commented that the Assistant Veterans Services Officer position does not compare to any existing position at OCWCOG.

CSP Director Moore noted that existing Staff would not fit into this new position, so would need to be recruited. She also commented that this position has already been budgeted into the Benton County budget, which was confirmed by Commissioner Schuster.

Mayor Traber asked what 5% of the high-end means (referenced on the document provided to the Finance Committee)? Interim Human Resources Manager George noted that OCWCOG goes by the average of salaries, once the comp studies are complete, taking into OCWCOG's pay scale as that with the most weight.

Councilor Cutter motioned to approve to move the proposal for the salary range for the new Assistant Veterans Services Officer forward to the Board for it's consideration. Commissioner Schuster seconded. Motion passed unanimously.

4. **Approval of the 2019 Finance Committee Meeting Schedule**

Commissioner Schuster approved the 2019 Finance Committee meeting schedule. Councilor Cutter seconded. Motion was passed unanimously.

5. **Other Business**

No other business.

6. **Adjournment**

Adjourned at 1:51.

*Minutes recorded by Lindsey Riley.*



1400 Queen Ave SE • Suite 201 • Albany, OR 97322  
 (541) 967-8720 • FAX (541) 967-6123

**M E M O R A N D U M**

**DATE:** January 17, 2019  
**TO:** OCWCOG Finance Committee  
**FROM:** Sue Forty, Finance Director  
**RE: OCWCOG Financial Update**

Please accept the following snapshot, and Consolidated Revenue and Expense Statement, for period ending November 30, 2018 with notes to pertinent items. We strive to make the following financial information consistent, accessible, and transparent.

**Snapshot by Major Line Item**

	<b>FY2019 Budget</b>	<b>November YTD</b>	<b>Percentage YTD</b>	<b>Prior Year YTD</b>
Dues	296,303.00	237,643.54	80.20%	99.29%
Contracts	2,337,560.00	619,048.35	26.48%	19.15%
Grants	265,169.00	56,931.16	21.47%	33.22%
Donations	282,000.00	46,784.87	16.59%	41.64%
State Revenue	1,865,511.00	283,501.10	15.20%	24.25%
Federal Revenue	13,128,129.00	3,444,550.68	26.24%	34.45%
Coordinated Care	7,379,243.00	2,417,573.73	32.76%	30.25%
<b>Total Income (all line items)</b>	<b>39,844,322.46</b>	<b>8,654,883.73</b>	<b>21.72%</b>	<b>24.60%</b>
<b>Total Payroll Expense</b>	<b>14,397,620.00</b>	<b>5,346,252.75</b>	<b>37.13%</b>	<b>34.03%</b>
Contract Expense	8,957,393.00	4,002,263.55	44.68%	41.24%
Indirect Expense	2,162,294.00	895,254.15	41.40%	41.67%
Maintenance & Repair	128,650.00	42,583.37	33.10%	28.91%
Supplies	132,180.00	47,616.32	36.02%	39.13%
Telephone	152,108.00	65,760.87	43.23%	30.46%
Travel / Training	364,686.00	117,262.83	32.15%	37.93%
<b>Total Expense (all line items)</b>	<b>39,844,322.46</b>	<b>11,486,078.04</b>	<b>28.83%</b>	<b>28.96%</b>
<b>Net Gain / (Loss)</b>		<b>(2,831,194.31)</b>		

## **Fiscal Year (FY) FY2018 - 2019 Financial Narrative (Revenue)**

- a. Net/Gain (Loss) FY2018-2019 Budget, OCWCOG has a balanced budget. Net Gain/Loss reflects a loss because Beginning Balance numbers are not currently recorded. We will record these numbers in the financial system once the annual audit is complete.
- b. All member regular dues have not been received as of November 30th, remaining balance was received in December 2018.
- c. Contract revenue is low. Vacant positions and mid-year project start dates have directly reflected reimbursement based contracts. Supplemental budget increased this by over \$300k, funding to be received over next three years.
- d. The supplemental budget was approved in July 2018, and is reflected in this report. Total Revenue and Total Expenses have been updated, and will no longer match the Adopted Budget document FY2018-2019.
- e. Grant revenue is low. It is grant writing season and Staff are working on several requests.
- f. Donations revenue is low. The year-end direct solicitation mailing for *Meals on Wheels* will post in December 2018.
- g. State revenue contract percentages are low due to the programs being reimbursement based and are billed in the month after the expense is incurred. OPI Contact revenue is down due to .875 FTE Case Management vacancy. We have not grown the case load due to these vacancies. These positions are being actively recruited.
- h. Federal revenue contract percentages are low due to the programs being reimbursement based and are billed in the month after the expense is incurred. OAA Contact revenue is down due to .875 FTE Case Management vacancy. We have not grown the case load due to these vacancies. These positions are being actively recruited.

## **FY2018-2019 Financial Narrative (Personnel and Material & Supplies)**

- a. Personnel Expense is down slightly. All critical vacant positions are filled as soon as possible. The organization is reviewing all positions when vacant to ensure funding is utilized in the most equitable way. As of November 30, 2018, there were 11 vacant positions that are being actively recruited.
- b. Contract expense is on budget.
- c. Indirect expenses are on budget. Indirect rates are charged to all program areas based on the number of Staff employed in each program, and are used to fund General Administration, Human Resources, Finance, and Technology Services.
- d. Maintenance and Repair expenses are low. Budgeted projects being scheduled.
- e. The organization continues to monitor the implementation of the centralized purchasing program. Supply costs are slightly below budget.
- f. Telephone and Travel are on budget. Training is a little low and will pick up as vacancies are filled and Staff seek additional training opportunities.

If you need additional information or clarification, please contact Finance Director Forty or Finance Manager Janet Cline.

# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

For Period Ended November 30, 2018

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 41.67%

Acct No	Description	Budget	YTD Bal	YTD %	
000710	Beg Bal-Restricted for Grants	\$ 1,746.00	\$ -	0.00%	Beginning Balances will be populated after annual audit is complete.
000725	Beg Bal-Restrict for Contracts	\$ 1,719,599.00	\$ -	0.00%	
000735	Beg Bal-Restricted Reconcile	\$ 1,532,985.00	\$ -	0.00%	
000740	Beg Bal-Restricted for Other	\$ 2,541,186.46	\$ -	0.00%	
000745	Beg Bal-Restrict Reserve	\$ 2,230,000.00	\$ -	0.00%	
000750	Beg Bal-Unrestricted	\$ 2,583,432.00	\$ -	0.00%	
000801	Dues	\$ 296,303.00	\$ 237,643.54	80.20%	Remaining balance of dues were received in December 2018.
000802	Fees For Service	\$ 84,000.00	\$ 36,167.91	43.06%	
000803	Internal Transfer	\$ 2,153,610.00	\$ 896,525.97	41.63%	
000804	Miscellaneous Revenue	\$ 3,500.00	\$ 1,726.62	49.33%	
000805	Contract Revenue	\$ 2,337,560.00	\$ 619,048.35	26.48%	This budget line was increased by over \$300,000 based on the approved supplemental budget and will be used over the next three years.
000806	Grant Revenue	\$ 265,169.00	\$ 56,931.16	21.68%	It is grant writing season, Staff are working on several requests.
000807	Donations	\$ 282,000.00	\$ 46,784.87	16.59%	<i>Meals on Wheels</i> year-end solicitation revenue will start being realized in December 2018.
000808	Interest Revenue	\$ 232,211.00	\$ 135,983.26	58.56%	
000809	Transfers In	\$ 103,671.00	\$ 24,583.30	23.71%	The majority of transfers are done at year-end.
000812	Sponsorship	\$ 25,000.00	\$ 13,166.00	52.66%	
000819	Special Event Revenue	\$ -	\$ 16,544.94	0.00%	This account was created for special event expense.
000820	Program Meals Revenue	\$ 153,804.00	\$ 70,773.00	46.02%	
000822	Loan Packaging Fees	\$ 15,000.00	\$ 2,400.00	16.00%	Limited loans so far this year.
000823	Program Income	\$ 657,153.00	\$ 270,502.50	41.16%	
000824	Match	\$ 114,465.00	\$ 28,320.15	24.74%	Approved supplemental budget for <i>RSVP</i> matching funds, will be used for new award for <i>Senior Companions</i> next fiscal year.
000826	Borrowers Fees	\$ 1,500.00	\$ 439.64	29.31%	Limited loan activity.
000828	Service Fees	\$ 5,550.00	\$ 2,994.22	53.95%	
000829	Program Administration	\$ 132,055.00	\$ 48,722.79	36.90%	
000840	Veterans	\$ 105,166.00	\$ -	0.00%	2 quarterly payments have been received and will post in January 2019.
000841	Oregon Project Independence	\$ 1,120,978.00	\$ 186,772.53	16.66%	<i>OPI</i> is a reimbursement based program, revenue is low due to staff vacancy that is being recruited.
000843	ODOT	\$ 639,367.00	\$ 96,728.57	15.13%	AAMPO & CAMPO had some staffing vacancies, revenue is reimbursement based
000846	Coordinated Care	\$ 7,379,243.00	\$ 2,417,573.73	32.76%	
000860	Economic Development Admin	\$ 75,000.00	\$ 18,750.00	25.00%	This is a quarterly payment, and 2nd quarter not yet posted.
000862	Older Americans Act	\$ 1,150,854.00	\$ 344,993.00	29.98%	This is reimbursement based, and is low due to agency vacancies.
000863	Title XIX	\$ 10,645,542.00	\$ 2,876,361.68	27.02%	
000864	Federal Senior Meals	\$ 388,072.00	\$ 133,254.72	34.34%	
000865	USDA	\$ 111,280.00	\$ 37,245.00	33.47%	
000867	Federal Match	\$ 497,381.00	\$ 28,555.28	5.74%	Program Match - Veterans match billed quarterly, Title XIX billed at year-end.
000868	Environmental Protection Agency	\$ 200,000.00	\$ -	0.00%	Revenue of \$18,782 was recorded as contract revenue. Will reallocate in December.
000869	Siletz Revenue	\$ 5,000.00	\$ 5,391.00	107.82%	Additional Tribal meals being served, budget adjustment may be needed.
000870	Federal Contracts	\$ 55,000.00	\$ -	0.00%	
	<b>REVENUE</b>	<b>\$ 39,844,382.46</b>	<b>\$ 8,654,883.73</b>	<b>21.72%</b>	

000410	Leave Benefits	\$	492,088.00	\$	208,303.53	42.33%	
000420	Fringe Benefits	\$	804,599.00	\$	598,712.89	74.41%	One-time benefit payment for insurance differential.
000421	Insurance Benefits	\$	2,724,808.00	\$	854,805.29	31.37%	
000425	PERS Benefits	\$	1,746,252.00	\$	372,149.04	21.31%	
000430	PERS Reserve	\$	92,039.00	\$	31,062.83	33.75%	
0001ED	Executive Director	\$	135,316.00	\$	59,513.61	43.98%	
0004DD	Deputy Director	\$	91,123.00	\$	44,925.19	49.30%	
0004PD	Program Director	\$	294,835.00	\$	125,703.82	42.64%	
0004SD	Services Director	\$	71,753.00	\$	32,678.61	45.54%	
0010PM	Program Manager	\$	66,278.00	\$	42,240.66	63.73%	Retired staff returned, working limited hours until program vacancies are filled.
0013PS	Program Supervisor	\$	610,808.00	\$	245,852.08	40.25%	
0016LO	Loan Officer	\$	71,603.00	\$	25,274.35	35.30%	
0019CA	Clerical Assistant	\$	32,342.00	\$	-	0.00%	Vacant position - being recruited.
0019PM	Personnel Manager	\$	90,194.00	\$	29,199.95	32.37%	
0019TM	Technology Services Manager	\$	82,845.00	\$	35,237.53	42.53%	
0046CM	Case Manager	\$	1,915,810.00	\$	723,784.97	37.78%	
0053CC	Contracts Coordinator	\$	83,266.00	\$	25,419.33	30.53%	
0055CS	Clerical Supervisor	\$	51,347.00	\$	22,983.85	44.76%	
0060AS	Accounting Specialist	\$	52,303.00	\$	19,935.07	38.11%	
0064ES	Eligibility Specialist	\$	1,024,702.00	\$	396,101.19	38.66%	
0064MM	Money Management Coord	\$	-	\$	8,547.84	0.00%	
0067EA	Executive Assistant	\$	50,028.00	\$	21,847.66	43.67%	
0070AC	Accounting Clerk II	\$	38,510.00	\$	17,283.96	44.88%	
0076AA	Administrative Assistant	\$	406,804.00	\$	119,573.47	29.39%	
0085CS	Clerical Specialist	\$	285,716.00	\$	99,884.26	34.96%	
0085WS	Workstation Support Specialist	\$	51,141.00	\$	21,906.33	42.84%	
013CDP	CED Planner II	\$	193,302.00	\$	24,545.78	12.70%	
013MDR	MPO Director	\$	-	\$	2,427.42	0.00%	
013TSM	Transportation Manager	\$	79,207.00	\$	-	0.00%	Vacant position - being recruited.
025NSS	Network Support Specialist	\$	77,178.00	\$	31,642.23	41.00%	
031CDP	CED Planner	\$	185,896.00	\$	69,869.94	37.59%	
034APS	Adult Protective Services Spec	\$	402,982.00	\$	170,827.93	42.39%	
037DTC	Diversion & Transition Coord	\$	189,222.00	\$	76,396.25	40.37%	
037LCM	Lead Case Manager	\$	271,626.00	\$	94,116.93	34.65%	
045ISS	Information Support Specialist	\$	64,774.00	\$	27,147.85	41.91%	
052ALO	Assistant Loan Officer	\$	28,015.00	\$	-	0.00%	Vacant position.
055SMS	Senior Meals Supervisor	\$	58,228.00	\$	20,858.43	35.82%	
055VSO	Veterans Service Officer	\$	49,510.00	\$	-	0.00%	Vacant position - being recruited.
060FMC	Facility Maint. Coordinator	\$	42,713.00	\$	20,451.73	47.88%	
061LES	Lead Eligibility Specialist	\$	31,987.00	\$	18,531.03	57.93%	STEPS coordinator hired at higher level than budgeted.
064ADR	ADRC Specialist	\$	226,610.00	\$	91,304.82	40.29%	
064ALW	License & Monitoring Spec	\$	73,480.00	\$	32,289.58	43.94%	
067CEA	Confidential Executive Assist	\$	91,940.00	\$	52,308.51	56.89%	
075LTB	Lead Trans Brokerage Spec.	\$	44,589.00	\$	17,562.14	39.39%	
075TBS	Transportation Brokerage Spec.	\$	415,042.00	\$	159,027.79	38.32%	
076IHA	In Home Assistant	\$	153,297.00	\$	81,331.08	53.05%	

082SMC	Senior Meals Coordinator	\$	44,389.00	\$	36,924.61	83.18%
090RSM	Relief Site Manager	\$	18,917.00	\$	7,428.31	39.27%
099EXH	Extra Hire	\$	93,426.00	\$	45,851.44	49.08%
88MSM3	Meal Site Manager 3	\$	194,780.00	\$	82,481.64	42.35%
	<b>PERSONNEL</b>	<b>\$</b>	<b>14,397,620.00</b>	<b>\$</b>	<b>5,346,252.75</b>	<b>37.13%</b>
000504	Advertising	\$	19,850.00	\$	2,060.60	10.38%
000506	Auto Expense	\$	12,500.00	\$	4,366.81	34.93%
000510	Bank Charges	\$	17,700.00	\$	5,478.04	30.95%
000513	Board/Comm/Meeting Expense	\$	41,050.00	\$	8,165.14	19.89%
000516	Computer Maintenance	\$	132,970.00	\$	93,626.57	<b>70.41%</b>
000521	Contract Administration	\$	2,500.00	\$	932.00	37.28%
000522	Contract Expense	\$	8,958,393.00	\$	4,002,263.55	44.68%
000523	Admin Contract Expense	\$	500,000.00	\$	157,018.26	31.40%
000525	Copying	\$	79,170.00	\$	25,780.95	32.56%
000531	Dues and Memberships	\$	46,975.00	\$	27,736.72	<b>59.05%</b>
000532	Equipment Expense	\$	3,800.00	\$	-	0.00%
000533	Finance Indirect	\$	508,384.00	\$	210,486.25	41.40%
000534	Indirect Expense	\$	1,007,183.00	\$	417,003.75	41.40%
000535	Furniture & Fixtures	\$	17,400.00	\$	7,884.38	45.31%
000537	Insurance	\$	64,977.00	\$	58,603.97	<b>90.19%</b>
000540	Interest Expense	\$	17,620.00	\$	8,731.69	<b>49.56%</b>
000541	Loan Legal Expense	\$	2,000.00	\$	-	0.00%
000542	Legal Services	\$	16,650.00	\$	5,084.00	30.53%
000543	Licenses and Fees	\$	72,925.00	\$	37,183.85	<b>52.84%</b>
000546	Loan Fees	\$	1,000.00	\$	735.71	<b>73.57%</b>
000549	Maintenance and Repair	\$	128,650.00	\$	42,583.37	33.10%
000550	Marketing Expense	\$	5,650.00	\$	247.28	4.38%
000551	Taxes	\$	3,500.00	\$	-	0.00%
000553	Loan Admin Exp	\$	132,155.00	\$	48,722.79	36.87%
000555	Postage	\$	63,100.00	\$	22,991.47	36.44%
000558	Printing	\$	12,955.00	\$	2,648.12	20.44%
000561	Rent	\$	656,745.00	\$	279,886.35	42.62%
000564	Resource Reserve	\$	351,081.00	\$	14,277.64	4.07%
000567	Supplies	\$	132,180.00	\$	47,616.32	36.02%
000568	Stipend	\$	145,584.00	\$	34,629.41	23.79%
000570	Technology Indirect	\$	646,727.00	\$	267,764.15	41.40%
000573	Telephone	\$	152,108.00	\$	65,760.87	43.23%
000575	Special Event Expense	\$	-	\$	13,047.33	0.00%
000576	Training	\$	118,086.00	\$	35,174.95	29.79%
000577	Volunteer Recognition	\$	27,750.00	\$	7,163.97	25.82%
000578	Meal Delivery Travel	\$	98,750.00	\$	25,140.81	25.46%
000579	Travel	\$	147,850.00	\$	56,947.07	38.52%
000580	Transfers Out	\$	70,000.00	\$	10,000.00	14.29%
000582	Utilities	\$	70,000.00	\$	26,423.35	37.75%

Employee working out of class to cover critical work.

#### Expenses year-to-date over budget

Financial software one-time payment paid at beginning of FY2018-2019 and contracted equipment for member cities billed out by Tech.

Some annual dues are in and memberships paid at the beginning of the Fiscal Year.

One-time payment at the beginning of the Fiscal Year.  
USDA RDF loan payments.

Annual service agreements and Technology software agreements paid at beginning of FY2018-2019.  
Refunded excess loan payoff to borrower.

Match for all programs.

Special event expenditure (*CelebrateLBL* and *Tapas and Treasurers*).

000583	Operating Contingency	\$	4,265,591.46	\$	-	0.00%	
000584	Janitorial	\$	53,692.00	\$	29,823.13	55.54%	New janitorial staff hired at price higher than budgeted amount.
000585	Unappropriated EFB for future	\$	5,479,491.00	\$	-	0.00%	
	<b>MATERIALS AND SUPPLIES</b>	<b>\$</b>	<b>24,284,692.46</b>	<b>\$</b>	<b>6,103,990.62</b>	<b>25.14%</b>	
000595	Capital Purchase	\$	7,000.00	\$	10,678.00	152.54%	Replace two Heat Pumps, 50% down payment.
000596	Leasehold Improvement	\$	1,091,737.00	\$	20,000.00	1.83%	
	<b>CAPITAL OUTLAY</b>	<b>\$</b>	<b>1,098,737.00</b>	<b>\$</b>	<b>30,678.00</b>	<b>2.79%</b>	
000598	Principal Payment	\$	43,333.00	\$	-	0.00%	
000599	Interest Expense	\$	20,000.00	\$	5,156.67	25.78%	
	<b>DEBT SERVICES</b>	<b>\$</b>	<b>63,333.00</b>	<b>\$</b>	<b>5,156.67</b>	<b>8.14%</b>	
	<b>EXPENSES</b>	<b>\$</b>	<b>39,844,382.46</b>	<b>\$</b>	<b>11,486,078.04</b>	<b>28.83%</b>	
	<b>NET GAIN/(LOSS)</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>(2,831,194.31)</b>		



1400 Queen Ave SE • Suite 201 • Albany, OR 97322  
(541) 967-8720 • FAX (541) 967-6123

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## MEMORANDUM

**DATE:** January 17, 2019  
**TO:** OCWCOG Board of Directors  
**FROM:** Fred Abousleman, Executive Director  
**RE:** **OCWCOG Member Dues for Fiscal Year (FY) 2019-2020**

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Member dues are used to match Federal and State dollars to fund your community programs, projects, and services. For example, your dues match, as required by State law, our Medicaid transfer dollars, and allow us to determine eligibility and provide support to Medicaid clients. Your dues are also used to match, as required by Federal law, funding for our Economic Development District which allows us to access Federal money for economic development and develop a five-year *Comprehensive Economic Development Strategy* for our Region. For every \$1 in dues, OCWCOG leverages over \$100 in Federal, State, and other funds internally, and millions more in access to development, lending, and other direct community impacts for member jurisdictions. Therefore, while member dues are a very small portion of the OCWCOG budget, about 1%, they are very important.

Dues are assessed for three areas: General Dues; Community Development; and, Transportation. General Dues are distributed based by program size and FTE, therefore, the majority of these dues are applied toward match for the Senior and Disability Services program. Community Development dues are assessed for the services that are provided by the OCWCOG's Community and Economic Development program, and the Transportation dues provide the OCWCOG's Community and Economic Development staff increased capacity to work on transportation programs.

At each January Board meeting, a dues rate is set for the next Fiscal Year. Dues are adjusted annually based upon the current population estimate for each jurisdiction and the Portland Consumer Price Index (CPI-U).

Attached is a table adjusting dues for FY2019-2020, based upon the Portland CPI-U for the first half of 2016 (4.4%) and July 2017 population estimates. The 2017 population estimates are used because that is the most recent Portland State Population Data Center publication that includes detail for cities that straddle two counties, which impacts the City of Albany, and Linn and Benton County population estimates. The adjustments would increase total dues by \$16,122.43.

**ACTION:** **Motion to recommend to the Board approval of Member Dues for FY2019-2020.**

**DRAFT OCWCOG FY2020 DUES**

	FY2019 Dues	Pop Estimate 7/1/2017*	FY2020 DUES					TOTAL FY2020	CHANGE FROM
			General Dues	CD Dues	Trans Dues	TOTAL DUES	Special Projects	DUES	FY2019
<b>Benton County</b>									
Adair Village	1,171.04	850	\$680.85	\$227.80	\$250.00	<b>\$1,158.65</b>	\$57.93	<b>\$1,216.58</b>	\$45.54
Corvallis	65,074.24	58,735	\$47,046.74	\$15,740.98	\$2,334.91	<b>\$65,122.63</b>	\$3,256.13	<b>\$68,378.76</b>	\$3,304.52
Monroe	929.12	620	\$496.62	\$166.16	\$250.00	<b>\$912.78</b>	\$45.64	<b>\$958.42</b>	\$29.30
Philomath	5,278.31	4,710	\$3,772.71	\$1,262.28	\$250.00	<b>\$5,284.99</b>	\$264.25	<b>\$5,549.24</b>	\$270.93
N. Albany **	0.00	7,720							
Unincorporated	21,751.72	19,940	\$15,971.94	\$5,343.92	\$957.81	<b>\$22,273.67</b>	\$1,113.68	<b>\$23,387.35</b>	\$1,635.63
<b>Lincoln County</b>									
Depoe Bay	1,810.79	1,440	\$1,153.44	\$385.92	\$250.00	<b>\$1,789.36</b>	\$89.47	<b>\$1,878.83</b>	\$68.04
Lincoln City	9,709.67	8,665	\$6,940.67	\$2,322.22	\$557.58	<b>\$9,820.47</b>	\$491.02	<b>\$10,311.49</b>	\$601.82
Newport	11,607.06	10,215	\$8,182.22	\$2,737.62	\$612.60	<b>\$11,532.44</b>	\$576.62	<b>\$12,109.06</b>	\$502.00
Port of Newport ***	3,589.40	10,800		\$2,894.40	\$633.37	<b>\$3,527.77</b>	\$176.39	<b>\$3,704.16</b>	\$114.75
Siletz	1,590.37	1,235	\$989.24	\$330.98	\$250.00	<b>\$1,570.22</b>	\$78.51	<b>\$1,648.73</b>	\$58.35
Siletz Tribes	525.00		\$250.00	\$250.00	\$250.00	<b>\$750.00</b>	\$37.50	<b>\$787.50</b>	\$262.50
Toledo	4,014.95	3,485	\$2,791.49	\$933.98	\$250.00	<b>\$3,975.47</b>	\$198.77	<b>\$4,174.24</b>	\$159.29
Waldport	2,498.92	2,095	\$1,678.10	\$561.46	\$250.00	<b>\$2,489.56</b>	\$124.48	<b>\$2,614.03</b>	\$115.12
Yachats	1,058.15	740	\$592.74	\$198.32	\$250.00	<b>\$1,041.06</b>	\$52.05	<b>\$1,093.11</b>	\$34.96
Unincorporated	22,596.93	20,085	\$16,088.09	\$5,382.78	\$962.96	<b>\$22,433.82</b>	\$1,121.69	<b>\$23,555.51</b>	\$958.58
<b>Linn County</b>									
Albany	58,727.12	52,710	\$42,220.71	\$14,126.28	\$2,121.04	<b>\$58,468.03</b>	\$2,923.40	<b>\$61,391.44</b>	\$2,664.32
Brownsville	2,090.34	1,705	\$1,365.71	\$456.94	\$250.00	<b>\$2,072.65</b>	\$103.63	<b>\$2,176.28</b>	\$85.94
Halsey	1,246.31	925	\$740.93	\$247.90	\$250.00	<b>\$1,238.83</b>	\$61.94	<b>\$1,300.77</b>	\$54.46
Harrisburg	4,186.98	3,655	\$2,927.66	\$979.54	\$250.00	<b>\$4,157.20</b>	\$207.86	<b>\$4,365.05</b>	\$178.07
Lebanon	18,534.62	16,720	\$13,392.72	\$4,480.96	\$843.51	<b>\$18,717.19</b>	\$935.86	<b>\$19,653.05</b>	\$1,118.43
Millersburg	2,122.60	1,835	\$1,469.84	\$491.78	\$250.00	<b>\$2,211.62</b>	\$110.58	<b>\$2,322.20</b>	\$199.60
Scio	1,219.43	905	\$724.91	\$242.54	\$250.00	<b>\$1,217.45</b>	\$60.87	<b>\$1,278.32</b>	\$58.89
Sweet Home	10,383.27	9,090	\$7,281.09	\$2,436.12	\$572.67	<b>\$10,289.88</b>	\$514.49	<b>\$10,804.37</b>	\$421.10
Tangent	1,558.12	1,235	\$989.24	\$330.98	\$250.00	<b>\$1,570.22</b>	\$78.51	<b>\$1,648.73</b>	\$90.61
Unincorporated	43,028.23	39,540	\$31,671.54	\$10,596.72	\$1,653.55	<b>\$43,921.81</b>	\$2,196.09	<b>\$46,117.90</b>	\$3,089.68
<b>TOTAL</b>	<b>296,302.68</b>	<b>279,655</b>	<b>\$209,419.14</b>	<b>\$73,128.58</b>	<b>\$15,000.00</b>	<b>\$297,547.72</b>	<b>\$14,877.39</b>	<b>\$312,425.10</b>	<b>\$16,122.43</b>

\*population estimates from PSU 2017 Report

\*\*Included in City of Albany population estimate

\*\*\* Port of Newport population estimate from Port's webpage

FY2020 General dues rate: FY2019 rate of .767 x Portland CPI-U of 4.4% = .801

FY2020 CD dues rate: FY2019 rate of .257 x Portland CPI-U of 4.4% = .268

Special Regional Projects assessed at 5% of total population

## *Notes*



Cascades West Center  
1400 Queen Avenue, SE Suite 201  
Albany, OR 97322  
541.967.8720