
Lane Council of Governments
2007-2008

*Work Program
and Budget*

Proposed

April 2007

Board of Directors - 2007
Lane Council of Governments

<i>Name</i>		<i>Jurisdiction</i>
Faye Stewart		Lane County
Judy Volta		City of Coburg
Gary Williams		City of Cottage Grove
Ron Petitti		City of Creswell
John Scott		City of Dunes City
Chris Pryor		City of Eugene
Phil Brubaker		City of Florence
Dwight Coon		City of Junction City
Warren Weathers		City of Lowell
Don Hampton		City of Oakridge
Joe Pishioneri		City of Springfield
Darrell Carman		City of Veneta
Diana Tonkin		City of Westfir
Eric Forrest		School District 4J
Al King		School District 19
Alan Laisure		School District 52
(vacant)		School District 68
Sherry Duerst-Higgins		Lane ESD
Susie Johnston		Lane Community College
(vacant)		Port of Siuslaw
Patti Chappel		EPUD
Patrick Lanning	Chair	EWEB
Bob Sneddon		Western Lane Amb. Dist.
Greg James	Vice-Chair	Willamalane Park Dist.
Keyte Hladky		Fern Ridge Library
Carol Campbell		Lane Library District
Mike Dubick		Lane Transit District

LCOG Executive Committee

Patrick Lanning	Chair	EWEB
Greg James	Vice-Chair	Willamalane Park Dist.
Gary Williams		City of Cottage Grove
Susie Johnston		Lane Community College
Don Hampton		City of Oakridge
Phil Brubaker		City of Florence
Alan Laisure		School District 52
Judy Volta		City of Coburg

LCOG Budget Committee

Phil Brubaker	Susie Johnston
Ric Ingham	Wayne Lottinville
Greg James	John Sullivan

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Executive Director's Budget Message

Members of the LCOG Budget Committee and Board of Directors:

I am pleased to offer this proposed *Work Program and Budget* for the fiscal year that will begin July 1, 2007. The document, presented for policy-level consideration, represents management's best current assessment of the obligations and financial capability of the Lane Council of Governments for the year that lies ahead. While this proposal describes a fiscal contraction (16 percent) from the *Revised Budget for fiscal year 2006-07*, in a broader context it should be viewed as a hold-the-line or maintenance-of-effort plan. The reductions from the budget of the year just ending are primarily attributed to the LTD Bus Pass Program coming to an end and a non-recurring spike in the FY 2006-07 budget stemming from the agency's refinance of the Schaefers Building. In aggregate, this proposal reflects a reduction of \$986,195, or approximately 3.5 percent from the agency's original FY 2006-07 budget, adopted a year ago. But the 2006-07 *Revised Budget*, to which this proposal is compared on the following pages, included the Bus Pass Program and the Schaefers Building refinance—hence creating the appearance of a much more substantial cutback for the coming year. This proposal is constrained by many of the same economic and political forces which are impacting other components of the public sector in Oregon. Unknowns will likely continue to exist well into the new fiscal year. Nevertheless, I believe that this proposed *Work Program and Budget*—service areas and corresponding resources allocated to cost centers—constitutes a responsible action plan for fiscal year 2007-2008.

Following a format that that we have used for four years, the pages that follow integrate narrative and numeric representations of the agency's fiscal and programmatic plan for the coming year. On page 9, the adopting resolution, to be acted upon by the LCOG Board of Directors on June 28, is displayed. Pages 12 to 14 show the overall budget, reflected as both a "Budget Summary" and disaggregated by Fund Type. Then, beginning on page 17, for each of LCOG's five major service areas, a narrative describing the work to be performed is followed by the budgetary detail for that service area. Staffing projections are shown, both at the service level and at the program level.

As noted above, the numeric comparisons with the previous year are based upon the fiscal year 2006-07 *Revised Budget*, approved by the LCOG Board of Directors in April. That budget amendment increased the agency's total annual authorization by over \$4.1 million. As can be seen most clearly on the Budget Summary on page 12, this proposal reverses that increase by \$5,089,043. Overall, balanced revenues and expenditures are shown at \$26,291,267. Because LCOG's work is grant- and contract-based, its budgets are dynamic, and drawing conclusions from comparisons over time can be tricky. But, for perspective, five budget years back, the fiscal year 2002-03 *Revised Budget* stood at \$26,158,313—only \$132,954 lower than this proposal.

Budget data are reflected by Fund Type on pages 13 and 14. There are three types of funds used within LCOG's accounting system. The first is the General Fund, which is based primarily upon the agency's member dues, interest earnings, and undesignated reserves. This fund might be thought of as the organization's flexible resource. A second fund type is the Special Revenue Fund. Here, all of the grant- and contract-supported work that LCOG does is captured. In reality a series of special accounts, the Special Revenue Fund provides little operational flexibility. Under the commitments that we have made to granting agencies and clients, LCOG must utilize Special Revenue Fund resources only for

the purposes specified in the supporting grants and contracts. Finally, on page 14, the Governmental and Proprietary Fund, the third fund type, is shown. The resources and requirements reflected here are associated with the operation of agency-owned real estate and the business assistance loan program. These are sometimes thought of as enterprise activities.

Beginning on page 17, the same information is portrayed in yet another way—by Service Area with work program narrative included. In order, the service areas categorized are: Board of Directors & Executive Management, Planning Services, Technology Services, Senior & Disabled Services, and Administrative Services. For each of these Service Areas, and hence for the budget as a whole, the revenue streams that support LCOG's activities and services are highly dependent upon factors beyond our control. Because this council of governments is financially dependent upon the funding priorities of the federal and state governments and expenditure decisions of our members, a true financial picture of the fiscal year requires time to come into focus. However, as in the past, LCOG will continue to adjust its administration of resources, as external decisions are made.

In December, 2006, the LCOG Board of Directors adopted 12 “Budget Assumptions” (see Budget Notes, page 44), which reinforce and augment standing objectives of the organization. Those assumptions have served as the philosophical basis for the development of this proposal. As with any “labor-intensive” organization, costs directly bearing upon personnel have a substantial impact upon the overall budget and, ultimately, upon the agency's ability to carry out its mission. Health insurance and retirement plan costs are substantial for all employers, including LCOG. However, our positive claims experience during the past two years has yielded an expected premium cost increase for FY 2007-08 under 10 percent, lower than the industry standard. Also, the cost for LCOG's employer contribution for our staff's participation in the State Public Employees Retirement System (PERS) will decrease slightly from the year just ending, with a modest rate increase for staff covered under the new OPSRP program. A two percent cost-of-living adjustment (COLA) to employee salaries has been assumed in this proposal. It should be noted, however, that the precise magnitude of the agency's cost increases for salaries and health insurance remain subject to the collective bargaining process that is still underway with one of LCOG's two employee bargaining units. LCOG has always adjusted the size of its professional staff to match the levels of work that it has been asked to accomplish. This proposed *Work Program and Budget* anticipates a reduction to LCOG's staff of 2.91 FTE positions—1.7 percent. As proposed, the estimated professional staff complement will be 165.83 FTE in fiscal year 2007-08, as compared to 168.74 FTE for the year that will end on June 30.

Calling attention to the *Work Program and Budget* description of activities and resource allocation by service area, beginning on page 17, it is noteworthy that three out of four of LCOG's direct service areas will all experience a reduction from the FY 2006-07 *Revised Budget* levels. The agency's Senior and Disabled Services division will experience a modest increase under this proposal, and it is hoped that the 2007 Legislature will appropriate additional resources for this chronically under-funded service. The reductions reflected in this proposal are primarily attributable to uncertainty about likely revenues from the state and federal governments, and reduced designated reserves to begin the year.

As LCOG Board members are aware, this agency's work and fiscal capability are largely based on contracts and grants which emerge over time. As a result, there is always greater variability in LCOG's budgeting process than may be present for local government units that rely upon a tax base for their support. I believe that there is justification for optimism for the year ahead. But at the same time, we must establish the budget for fiscal year 2007-08 in a responsible and conservative fashion. For all of the agency's work groups and divisions, resources will be limited to support important and demanding work. As in years past, however, the Lane Council of Governments remains a stable, high-quality organization that is well managed and fiscally solvent.

I believe that this *Work Program and Budget* sets a responsible course for the organization, as we approach the start of a new fiscal year. When approved by the Budget Committee and the Board of Directors, it will direct and empower the staff to address important programs and services. I commend this document to you for review and consideration.

Let me end by expressing my appreciation for the hard work of the LCOG staff. The region is well served by the professionals who are making their careers at LCOG. With the help and support of the Board of Directors, the Executive Committee and our member agencies, LCOG's management and staff will continue to accomplish the agency's mission. Member governments and the region as a whole can expect a productive year for your council of governments.

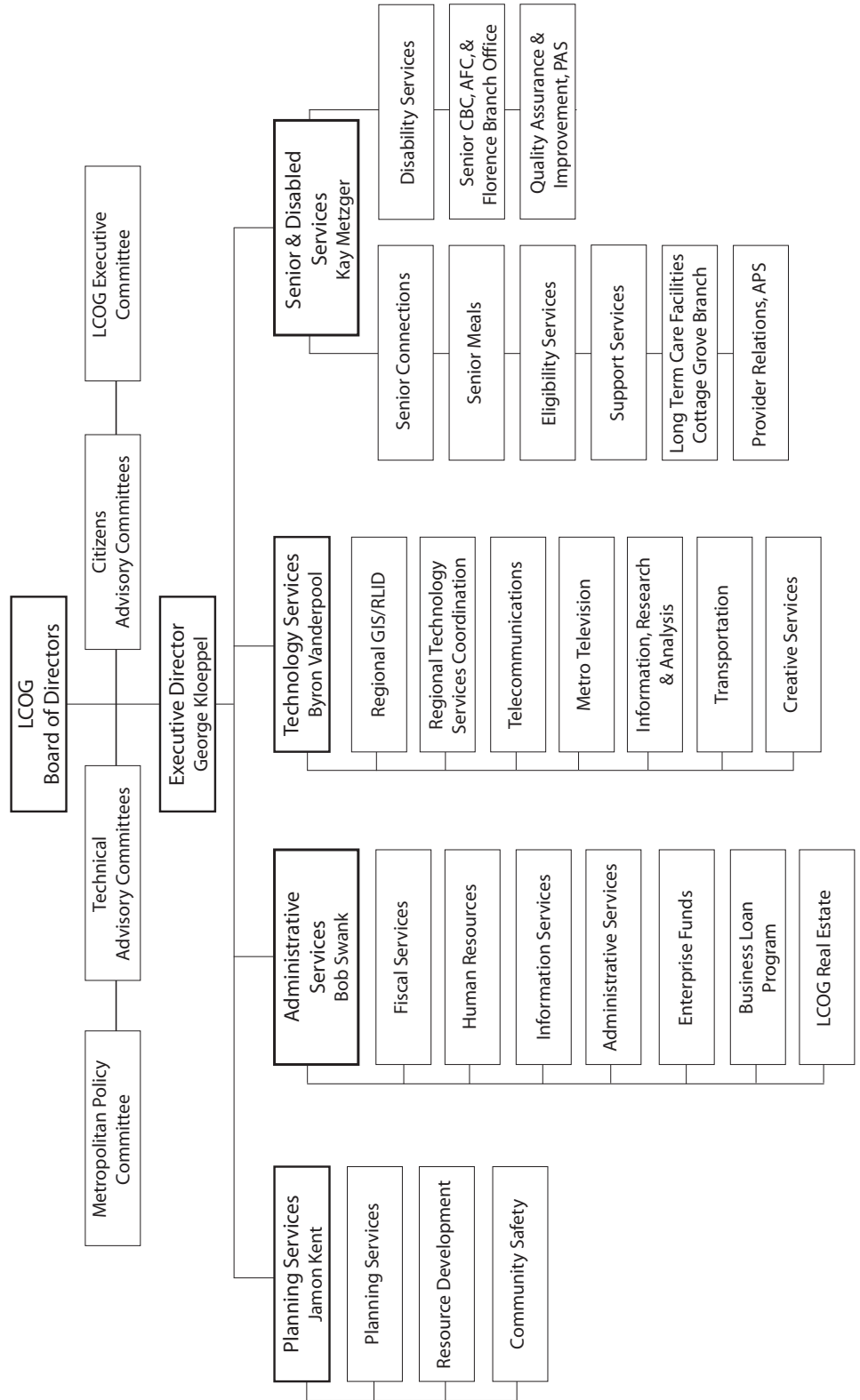
Respectfully submitted,



George Kloepfel
Executive Director



Lane Council of Governments



Lane Council of Governments
2007-2008
Budget Summary

RESOLUTION 2007-3

Adopting the FY 2007-2008 Budget

WHEREAS, it is necessary for the Lane Council of Governments, hereinafter called LCOG, to adopt a revenue and expenditure Budget for fiscal year 2007-2008, and

WHEREAS, the LCOG Budget Committee and Executive Director have determined that certain expenditures will be necessary in order to effectively address the obligations of the Work Program, and

WHEREAS, it has also been determined by the Budget Committee and Executive Director that certain revenues can be expected to accrue to LCOG in fiscal year 2007-2008,

NOW, THEREFORE, BE IT RESOLVED:

1. That the LCOG Board of Directors hereby adopts the attached Budget for fiscal year 2007-2008, and
2. That the following amounts are hereby appropriated for the purposes specified for the fiscal year beginning July 1, 2007:

<i>Personal Services</i>	<i>\$12,499,394</i>
<i>Materials and Services</i>	<i>4,187,611</i>
<i>Services by Other Organizations</i>	<i>2,872,708</i>
<i>Capital Outlay</i>	<i>60,837</i>
<i>Reserves--Undesignated</i>	<i>2,313,746</i>
<i>Reserves--Designated</i>	<i>3,740,975</i>
<i>Debt Service</i>	<i><u>615,995</u></i>
<i>Total Appropriation</i>	<i>\$26,291,267</i>

PASSED AND APPROVED THIS 28th DAY OF JUNE, 2007, BY THE BOARD OF DIRECTORS OF THE LANE COUNCIL OF GOVERNMENTS.

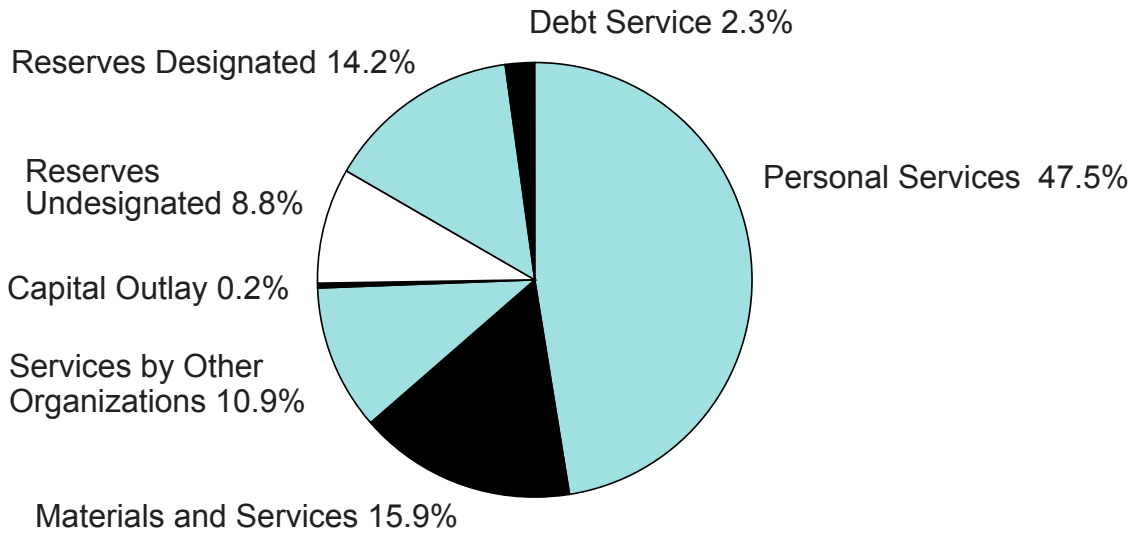
ATTEST:

George Kloeppel
Executive Director
Lane Council of Governments

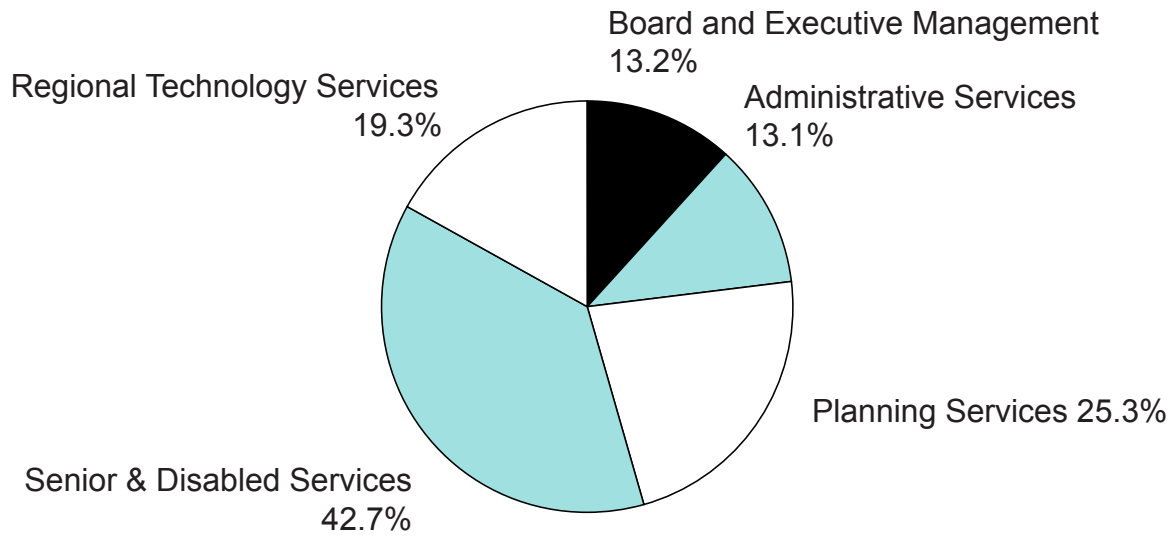
Patrick Lanning, Chair
Lane Council of Governments
Board of Directors

**Lane Council of Governments
2007-2008 Budget**

Requirements by Type

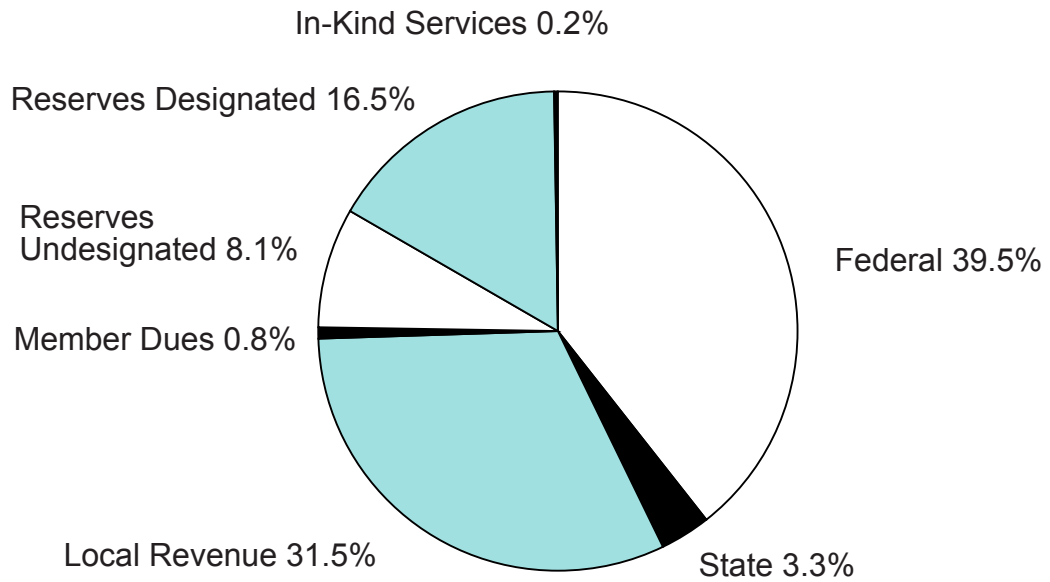


Requirements by Service



**Lane Council of Governments
2007-2008 Budget**

Revenues by Source



**Lane Council of Governments
2007-2008 Budget**

BUDGET SUMMARY

	ADOPTED 2006-07	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08	DIFFERENCE
<u>TOTAL RESOURCES</u>	31,380,310	26,291,267	0	0	-5,089,043
FEDERAL	10,838,796	10,378,165			-460,631
STATE	911,792	874,456			-37,336
LOCAL REVENUE	14,816,943	8,283,437			-6,533,506
IN-KIND SERVICES	50,253	50,681			428
MEMBER DUES	210,517	219,011			8,494
RESERVES-UNDESIGNATED	70,009	2,138,447			2,068,438
RESERVES-DESIGNATED	4,482,000	4,347,070			-134,930
<u>TOTAL REQUIREMENTS</u>	31,380,310	26,291,267	0	0	-5,089,043
BY EXPENSE TYPE					
PERSONAL SERVICES	12,060,935	12,499,394			438,459
MATERIALS & SERVICES	8,106,907	4,187,612			-3,919,295
SERVICES BY OTHER ORGANIZATIONS	2,849,198	2,872,708			23,510
CAPITAL OUTLAY	137,901	60,837			-77,064
RESERVES-UNDESIGNATED	2,140,447	2,313,746			173,299
RESERVES-DESIGNATED	4,387,768	3,740,975			-646,793
DEBT SERVICE	1,697,154	615,995			-1,081,159
BY SERVICE					
BOARD AND EXECUTIVE MGMT	4,400,256	3,461,614			-938,642
PLANNING SERVICES	10,911,757	6,643,841			-4,267,916
TECHNOLOGY SERVICES	5,205,475	5,078,229			-127,246
SENIOR & DISABLED SVCS	10,971,298	11,234,065			262,767
ADMINISTRATIVE SERVICES	3,255,549	3,438,352			182,803

**Lane Council of Governments
2007-2008 Budget**

BY FUND TYPE

	ADOPTED 2006-07	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08	DIFFERENCE
<u>GENERAL FUND</u>					
<u>RESOURCES</u>	2,573,014	2,812,753	0	0	239,739
STATE	0	0			0
LOCAL REVENUE	216,756	416,284			199,528
MEMBER DUES	210,517	219,011			8,494
RESERVES-UNDESIGNATED	70,009	2,138,447			2,068,438
TRANSFERS	2,075,732	39,011			-2,036,721
<u>REQUIREMENTS</u>	2,573,014	2,812,753	0	0	239,739
PERSONAL SERVICES	115,594	124,640			9,046
INDIRECT CHARGES	83,434	78,950			-4,484
MATERIALS & SERVICES	26,500	26,500			0
CAPITAL OUTLAY	20,000	35,000			15,000
RESERVES-UNDESIGNATED	2,140,447	2,313,746			173,299
DEBT SERVICE	90,403	90,403			0
TRANSFERS	96,636	143,514			46,878
<u>SPECIAL REVENUE FUND</u>					
<u>RESOURCES</u>	24,017,790	20,252,671	0	0	-3,765,119
FEDERAL	10,338,796	10,378,165			39,369
STATE	786,792	874,456			87,664
LOCAL REVENUE	10,066,863	6,207,092			-3,859,771
IN-KIND SERVICES	50,253	50,681			428
RESERVES-UNDESIGNATED	0	0			0
RESERVES-DESIGNATED	2,698,894	2,620,295			-78,599
TRANSFERS	76,192	121,982			45,790
<u>REQUIREMENTS</u>	24,017,790	20,252,671	0	0	-3,765,119
PERSONAL SERVICES	9,809,052	10,169,462			360,410
INDIRECT CHARGES	3,048,006	3,216,066			168,060
MATERIALS & SERVICES	6,294,137	2,237,933			-4,056,204
SERVICES BY OTHER ORGANIZATIONS	2,149,198	2,072,708			-76,490
CAPITAL OUTLAY	28,621	25,837			-2,784
RESERVES-UNDESIGNATED	0	0			0
RESERVES-DESIGNATED	2,660,993	2,530,665			-130,328
TRANSFERS	27,783	0			-27,783

**Lane Council of Governments
2007-2008 Budget**

BY FUND TYPE

	ADOPTED 2006-07	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08	DIFFERENCE
<u>GOVERNMENTAL AND PROPRIETARY FUND</u>					
<u>RESOURCES</u>	6,961,874	3,408,368	0	0	-3,553,506
FEDERAL	500,000	0			-500,000
STATE	125,000	0			-125,000
LOCAL REVENUE	4,533,324	1,660,061			-2,873,263
RESERVES-DESIGNATED	1,783,106	1,726,775			-56,331
TRANSFERS	20,444	21,532			1,088
<u>REQUIREMENTS</u>	6,961,874	3,408,368	0	0	-3,553,506
PERSONAL SERVICES	248,954	268,863			19,909
INDIRECT CHARGES	124,109	143,337			19,228
MATERIALS & SERVICES	418,056	421,255			3,199
SERVICES BY OTHER ORG.	700,000	800,000			100,000
CAPITAL OUTLAY	89,280	0			-89,280
RESERVES-DESIGNATED	1,726,775	1,210,310			-516,465
DEBT SERVICE	1,606,751	525,592			-1,081,159
TRANSFERS	2,047,949	39,011			-2,047,949

Lane Council of Governments
2007-2008
Work Program

Lane Council of Governments

Fiscal Year 2007-2008 Work Program

The Lane Council of Governments is dedicated to serving the public interest and enhancing the quality of life for the citizens of Lane County. It provides and facilitates efficient and effective government services through cooperative planning, program development, analysis, and service delivery. Policy direction is provided to the work of the agency by a 27-member Board of Directors.

I. Board of Directors and Executive Management

Total Division Budget: \$3,461,614 (\$4,400,256 in FY 07)
Salary and Benefit Allocation: \$139,998 (\$118,617 in FY 07)
FTE: .87 (.72 in FY 07)

(See Page 19 for Budget Detail)

Providing, in consultation with member jurisdictions, organizational support, professional counsel and policy recommendations to the Lane Council of Governments' Board of Directors, Executive Committee, Budget Committee, and related policy-level bodies; preparing and presenting for Committee and Board consideration periodic progress reports and a proposed annual Work Program and Budget; and providing agency-wide budgetary and personnel management and direction toward the completion of approved Work Program tasks. Financing for the tasks described in this section is provided through the agency's General Fund, which is supported in part by the dues paid by member agencies and Enterprise Fund retained earnings. Building management is supported through the resources generated by the Enterprise Fund. Support provided to the Southern Willamette Services Corporation is funded through a contract with the corporation.

IA Agency Administration

Program Budget: \$2,812,753
Salary and Benefit Allocation: \$124,640
FTE: .78

General Administration

Executive support to the internal flow of agency projects and activities includes the maintenance of communications and the provision of appropriate facilities and equipment; the initiation and refinement of new services; and coordination with state-wide, multi-state, and national associations of similar organizations. In addition, the maintenance of General Fund reserves and the acquisition of some capital equipment are reflected in the budget for this program activity.

Public Information

Recognizing that much of LCOG's work is interactive with the broad community, staff members gather, analyze, and disburse information; facilitate the participation of interested persons in agency

activities; and communicate policy positions and information to local, state, and federal decision makers. Examples of activities in this area include the issuance of news releases; the provision of support to the conduct of public meetings, hearings, and forums; the maintenance of LCOG and related websites, and the delivery of public presentations related to the agency's services and programs.

Board of Directors and Executive Committee Support

Staff members provide information, recommendations, and other support services to the Executive Committee, Budget Committee, and the LCOG Board of Directors; meetings of these policy groups are facilitated.

I B Facilities Management

Program Budget: \$709,404

Salary and Benefit Allocation: \$15,358

FTE: .1

Staff provides property management for LCOG-owned and leased real estate.

- Schaefers Building
- Washington Mutual Building in Springfield
- Wells Fargo Building

Other facilities: Cottage Grove, Florence, Central Kitchen

I C Member Services

Program Budget: \$20,000

Salary and Benefit Allocation: \$13,061

FTE: .25

Unfunded member services

Under the agency's Service Policy each member government is entitled to receive upon request and without charge a certain level of professional service—usually in the areas of planning, program development, mapping/geographic information, or grant preparation.

**Lane Council of Governments
2007-2008 Budget**

BY SERVICE

	ADOPTED		PROPOSED	APPROVED	ADOPTED	DIFFERENCE		
	2006-07		2007-08	2007-08	2007-08			
I. BOARD OF DIRECTORS AND EXECUTIVE MANAGEMENT								
RESOURCES		4,400,256	3,461,614	0	0	-938,642		
FEDERAL		12,579	0			-12,579		
STATE		0	0			0		
LOCAL REVENUE		3,740,927	1,104,156			-2,636,771		
MEMBER DUES		210,517	219,011			8,494		
RESERVES-UNDESIGNATED		70,009	2,138,447			2,068,438		
RESERVES-DESIGNATED		338,441	0			-338,441		
TRANSFERS		27,783	0			-27,783		
REQUIREMENTS		4,400,256	3,461,614	0	0	-938,642		
	RANGE	FTE	FTE					
PERSONAL SERVICES		0.72	118,617	0.87	139,998	0	21,381	
EXECUTIVE DIRECTOR		0.70	115,594	0.77	124,640	0	9,046	
ASSOCIATE DIRECTOR	39	0.02	3,023	0.10	15,358		12,335	
OTHER			0				0	
INDIRECT CHARGES			85,541		84,171		-1,370	
MATERIALS & SERVICES			365,025		337,755	0	0	-27,270
BOARD TRAVEL			7,000		5,000			-2,000
BUILDING & GROUNDS			1,727		2,900			1,173
BUILDING MAINTENANCE			64,536		73,064			8,528
CONTRACT SERVICES			18,206		2,000			-16,206
INSURANCE			18,613		19,100			487
JANITORIAL			47,275		66,528			19,253
LEGAL			3,000		0			-3,000
LIBRARY MATERIALS			32,886					-32,886
MEETING SUPPORT			3,500		3,500			0
MEMBERSHIPS			957		1,914			957
MISCELLANEOUS			14,681		15,645			964
OFFICE SUPPLIES			1,979		0			-1,979
PROPERTY MANAGEMENT			65,091		18,000			-47,091
PROPERTY TAXES			0		13,500			13,500
REPAIRS			6,507		7,500			993
TENANT PARKING			1,356		25,356			24,000
TRAVEL			6,000		6,000			0
UTILITIES			71,711		77,748			6,037
CAPITAL OUTLAY			109,280		35,000	0	0	-74,280
CAPITAL EXPENSE			109,280		35,000			-74,280
RESERVES-UNDESIGNATED			2,138,447		2,316,854			178,407
RESERVES-DESIGNATED			0		0			0
DEBT SERVICE			1,507,154		425,995	0	0	-1,081,159
DEBT PRINCIPAL			1,317,742		181,374			-1,136,368
DEBT INTEREST			189,412		244,621			55,209
TRANSFERS			76,192		121,841	0	0	45,649
PLANNING SERVICES			76,192		31,684			-44,508
SENIOR AND DISABLED SERVICE			0		90,157			90,157

II. Planning Services

Total Division Budget: \$6,643,841 (\$10,911,757 in FY 07)
Salary and Benefit Allocation: \$2,416,018 (\$2,349,477 in FY 07)
FTE: 28.66 (28.51 in FY 07)

(See Pages 24-25 for Budget Detail)

Staff provides cost-effective services to the member agencies of LCOG. Primarily funded through intergovernmental agreements with the governmental units receiving assistance, services are also supported by federal- and state-funded grants and programs.

LCOG staff supports activities and services that are multi-jurisdictional in character and relatively freestanding, to the end that economies of scale are captured and efficiencies realized.

Planning and technical expertise is available in the areas of intergovernmental relations, state-wide land use planning, transportation, community safety, economic analysis, resource development, and , land use law, natural resources, public infrastructure finance, local government financial issues, geographic information system, and information analysis.

II A Community Safety

Program Budget: \$286,163
Salary and Benefit Allocation: \$129,885
FTE: 1.29

LCOG's Community Safety program provides regional planning, coordination of services and resources among and between agencies, resource development for partner and community agencies, and evaluation and administration of existing and grant-funded programs. LCOG provides analytical support to the Public Safety Coordinating Council (PSCC) through a contract with Lane County.

LCOG provides staff support and coordination to Lane County 9-1-1 service providers and administers the 9-1-1 Emergency Communications Account. LCOG staff have developed computer mapping tools and the Master Street Address Guide (MSAG) to support 9-1-1 call routing and computer-aided dispatch of emergency service providers throughout Lane County. LCOG also provides management and staff support to the Community Emergency Notification System (CENS) used to alert Lane County Residents to hazardous situations in their areas.

II B Business Finance

Program Budget: \$2,698,505
Salary and Benefit Allocation: \$253,505
FTE: 2.82

LCOG operates a public loan program to finance business facilities and community development projects throughout Lane County. LCOG operates a \$4.3 million revolving loan fund for business in rural areas and a new \$.8 million revolving loan fund for the metro area. Through a contract with Cascades West COG, LCOG also provides public loan packaging services for a wide range of public finance programs throughout the county.

II C Information, Research and Analysis

Program Budget: \$436,975

Salary and Benefit Allocation: \$298,349

FTE: 3.68

LCOG staff provides special planning and research services throughout the year. Contracts for services are negotiated with member agencies for specific products, which range from computer programming and data development to economic and demographic analyses.

A major work task for the next several years will be working with the US Census Bureau in preparation for the 2010 census.

Staff also provides direct geographic information systems (GIS) services under contract with member agencies, including standard and custom maps, geographic analysis, and training other staff in the use of GIS data and software.

II D Transportation and Public Infrastructure

Program Budget: \$1,303,890

Salary and Benefit Allocation: \$576,052

FTE: 6.26

LCOG is the designated Metropolitan Planning Organization for transportation planning in the Eugene-Springfield metropolitan area. In 2002, the Central Lane Metropolitan Area was declared a Transportation Management Area (TMA) as the metro area's population exceeded 200,000. The City of Coburg joined the Cities of Eugene and Springfield in the Census Bureau's designated Urbanized Area. The program is funded by the federal government (Federal Highway Administration-FHWA and Federal Transit Administration-FTA) and the Oregon Department of Transportation and involves a cooperative planning effort with the cities of Eugene, Springfield and Coburg, Lane County, Lane Transit District, and the State of Oregon. The program coordinates a comprehensive transportation plan and produces a Transportation Improvement Program, among other responsibilities. In 2003, the LCOG Board delegated responsibility for carrying out the duties of the MPO to the Metropolitan Policy Committee. In 2004, the MPC appointed a twelve-member Citizens Advisory Committee to improve citizen involvement in the transportation planning process. Work activities for the MPO are carried out by the Metropolitan Policy Committee and the staff-level Transportation Planning Committee. State grants are used to analyze transportation and growth management issues in the metro area.

Under contracts with the State of Oregon Department of Transportation, LCOG performs transportation analyses and planning for certain State highway corridors that lie within Lane County.

Under contracts with individual municipalities or through State grants, LCOG performs transportation-related planning work and prepares transportation system plans for the consideration of municipal policy bodies.

A variety of projects that provide infrastructure finance-related analyses to local governments will be conducted. Updates or development of system development charges will be completed in Coburg, Junction City and other cities. Work will continue for Eugene and Springfield.

II E Community and Regional Planning

Program Budget: \$1,389,472

Salary and Benefit Allocation: \$827,204

FTE: 8.75

LCOG staff participates in the development and implementation of state planning policy. By offering expertise concerning local and regional planning issues and programs, state-wide or regional policy may be improved.

In September 2007, LCOG will again sponsor the Oregon Planning Institute, a conference for Oregon planners. The conference concentrates on providing practical skills to chief executives and their planning staffs.

Metropolitan and Regional Planning

LCOG provides coordination and direct planning assistance to the cities of Eugene and Springfield and to Lane County. Funded through an annual agreement among the participating jurisdictions, other local governments, and state grants, the principal products relate to the *Eugene-Springfield Metropolitan Area General Plan (Metro Plan)*.

Contract Services

In addition to metropolitan area land use planning, LCOG provides contract planning assistance to the cities of Creswell, Coburg, Dunes City, Lowell, Oakridge, and Westfir. LCOG also provides “overflow” and specialized planning services to all twelve cities and Lane County.

Legal Services

LCOG provides land use planners/attorneys who serve as hearings officials for land use and other quasi-judicial issues. Lane County, the Eugene Public Works Department, the City of Springfield, and the Lane Regional Air Pollution Authority (LRAPA) contract for this service, as do a number of smaller cities. The service is tailored for the needs of each jurisdiction.

LCOG provides city attorney services to Dunes City and the City of Coburg.

LCOG has contracted with Lane County and several cities throughout western Oregon to provide staff services to assist with cable franchise administration.

Economic Development

LCOG coordinates and provides staff support to the activities of the Lane Economic Committee, which represents both public and private sectors and the geographic regions of Lane County. The program is supported by LCOG dues, state contracts (OECDD), federal funds (EDA), and others. Staff manages Lane County's portion of the four-county Cascades West Economic Development District, which also includes Linn, Benton, and Lincoln counties. LCOG works jointly with Cascades West COG in Albany in the development of periodic updates of the Comprehensive Economic Development Strategy, strategic planning, and special project development in Lane County cities with special emphasis on small communities. Staff provides coordination and an information resource for other economic development efforts in Lane County, including the State's

Regional/Rural Investment programs and the cooperative Federal-State Needs and Issues Inventory Process for rural and urban community and economic development projects.

Natural Resources Planning

LCOG provides planning and technical services related to a wide array of natural resource topics. From comprehensive planning components to special studies and environmental analyses, staff provides expertise to local government member agencies and state agencies.

Significant metropolitan area projects include the continued implementation of the City of Eugene's Comprehensive Stormwater Management Program and service as Wetland Manager for the West Eugene Wetland area, and new efforts in parks planning and wetlands education. It is anticipated that some work will be performed for Springfield and other cities.

LCOG is providing assistance under grants from the Oregon Department of Environmental Quality (DEQ) in the areas of groundwater protection and non-point source pollution mitigation.

Boundary Commission

LCOG provides staff and overhead support services to the Local Government Boundary Commission, a State agency created and guided by State statute; staff members consult with citizens and local government units regarding the legal requirements associated with boundary changes and service extensions. When applications for change are received, established legal processes are followed, leading to final disposition by the gubernatorially appointed Commission.

II F Creative Services

Program Budget: \$248,751

Salary and Benefit Allocation: \$242,739

FTE: 1.92

Creative Services produces a variety of high-quality documents and presentations. The staff designs, edits, prints, and assembles documents and prepares reproducible graphics, slides, charts, illustrations, newsletters, internet sites, and presentations for LCOG and other agencies. Close coordination of the Creative Services and Planning staffs provide the opportunity for advanced visioning, design and presentation of planning projects in downtown revitalization, natural resources and transportation.

II G Resource Development

Program Budget: \$64,267

Salary and Benefit Allocation: \$51,445

FTE: .46

Staff seeks and develops new resource opportunities for LCOG and member agencies. Grant identification, writing and submission are the primary activities.

**Lane Council of Governments
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BY SERVICE

II. PLANNING SERVICES

		ADOPTED 2006-07			PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08	DIFFERENCE
RESOURCES		10,911,757			6,643,841	0	0	-4,267,916
FEDERAL		2,086,196			1,552,868			-533,328
STATE		287,273			147,928			-139,345
LOCAL REVENUE		6,945,923			3,110,850			-3,835,073
IN-KIND SERVICES		0			0			0
RESERVES-DESIGNATED		1,555,774			1,796,011			240,237
TRANSFERS		36,591			36,184			-407
REQUIREMENTS		10,911,757			6,643,841	0	0	-4,267,916
	RANGE	FTE		FTE				
PERSONAL SERVICES		28.51	2,349,477	28.66	2,416,018	0	0	66,541
	DIRECTOR--PS	37	24,259	0.32	40,809			16,550
	PROGRAM MANAGER	31	284,588	3.80	273,620			-10,968
	PRINCIPAL	28	639,336	6.55	661,522			22,186
	SENIOR/MANAGER	25	825,710	9.23	871,865			46,155
	ASSOCIATE	21	320,057	4.65	360,535			40,478
	ASSISTANT	17	226,242	4.02	202,430			-23,812
	PROGRAM ANALYST	14	1,511	0.09	5,237			3,726
	PROGRAM TECHNICIAN	10	0	0.00	0			0
	OTHER	0.32	27,774	0.00	0			-27,774
INDIRECT CHARGES			1,142,413		1,265,991			123,578
MATERIALS & SERVICES			4,665,374		703,921	0	0	-3,961,453
	ADVERTISING		3,630		2,700			-930
	AUDIT		95		0			-95
	COMPUTER SUPPLIES		9,393		0			-9,393
	CONFERENCE EXPENSE		27,148		26,766			-382
	CONTRACT SERVICES		4,349,556		467,939			-3,881,617
	CWFS LOAN SERVICING EXP		75,000		85,000			10,000
	LEGAL		10,000		10,000			0
	MEMBERSHIPS		2,000		2,000			0
	MISCELLANEOUS		87,103		27,522			-59,581
	POSTAGE		1,780		1,100			-680
	PRODUCTION		11,430		9,601			-1,829
	SOFTWARE SUPPORT		7,750		0			-7,750
	TRAVEL		80,489		71,293			-9,196
SERVICES BY OTHER ORGANIZATIONS			700,000		800,000	0	0	100,000
	COMMUNITY SERVICE		0		0			0
	LOAN PROGRAM EXPENSE		700,000		800,000			100,000
CAPITAL OUTLAY			0		0	0	0	0
RESERVES-DESIGNATED			1,836,710		1,267,911			-568,799
DEBT SERVICE			190,000		190,000	0	0	0
	DEBT INTEREST		40,000		40,000			0
	DEBT PRINCIPAL		150,000		150,000			0
TRANSFERS			27,783		0	0	0	-27,783
	GENERAL FUND		27,783					-27,783

III. Technology Services

Total Division Budget: \$5,078,229 (\$5,205,475 in FY 07)
Salary and Benefit Allocation: \$1,195,985 (\$1,243,881 in FY 07)
FTE: 14.5 (15.02 in FY 07)

(See Page 27 for Budget Detail)

The region recognizes efficiency and cost savings through sharing the planning and operation of a number of technology services. LCOG staff provides services that range from coordination to analysis to daily operation. The services include information services, geographic information services, telecommunications, and the operation of a Governmental channel for the metropolitan cable television system. These services are funded through intergovernmental agreements with the governments using each service.

III A Telecommunications Consortium Coordination

Program Budget: \$3,870,168
Salary and Benefit Allocation: \$338,743
FTE: 3.88

LCOG has contracted with eight local governments to provide telecommunications systems management and services for the shared telephone system. This program now includes the development and coordination of a local and wide area fiber optic system for data communications. Shared management through LCOG improves compatibility and minimizes overall telecommunications costs for participating agencies.

III B Metro Television

Program Budget: \$324,970
Salary and Benefit Allocation: \$214,646
FTE: 2.46

LCOG has contracted with Lane County and the cities of Eugene and Springfield to provide staff services necessary to operate the Governmental channel of the metropolitan cable system and coordinate the Public and Educational channels. Metro Television also provides special programming, training and public service video services to member agencies.

III C Regional Land Information Database Services/GIS

Program Budget: \$822,091
Salary and Benefit Allocation: \$455,718
FTE: 5.54

LCOG has coordinated and maintained the regional geographic information system for over 30 years. This county-wide project, through which a comprehensive computerized geographic information system is developed and maintained, is funded through an annual Cooperative Project

Agreement among the cities of Eugene and Springfield, Lane County, LCOG and the Eugene Water & Electric Board. The system has migrated to a client-server computing environment, which supports an extensive integrated database of land record information created by local governments, so it has been labeled the Regional Land Information Database (RLID). In addition, LCOG develops and maintains GIS information to support the new AIRS Computer Aided Dispatch System (CAD), providing emergency service dispatchers with vital visual information to assist in emergency response.

III D Regional Technology Services Coordination

Program Budget: \$280,461

Salary and Benefit Allocation: \$186,878

FTE: 1.87

LCOG provides strategic planning and coordination services for four regional information services. The services include the Regional Information System (RIS), a multi-jurisdictional computing consortium; the RLID/GIS system; the regional telecommunications system; and the Area Information Records System (AIRS), the regional public safety information consortium.

Lane Council of Governments 2007-2008 Budget

BY SERVICE

III. TECHNOLOGY SERVICES

		ADOPTED 2006-07		PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08	DIFFERENCE	
RESOURCES		5,205,475		5,078,229	0	0	-127,246	
FEDERAL		5,240		0			-5,240	
STATE		600		0			-600	
LOCAL REVENUE		3,254,612		3,149,732			-104,880	
IN-KIND SERVICES		0		0			0	
RESERVES-UNDESIGNATED		0		0			0	
RESERVES-DESIGNATED		1,900,922		1,928,497			27,575	
TRANSFERS		44,101		0			-44,101	
REQUIREMENTS		5,205,475		5,078,229	0	0	-127,246	
	FTE		FTE					
PERSONAL SERVICES		15.02	1,243,881	14.50	1,195,985	0	0	-47,896
DIRECTOR	37	0.72	92,909	0.55	72,565			-20,344
PROGRAM MANAGER	31	2.20	249,620	2.13	240,710			-8,910
SENIOR MANAGER	28	2.83	243,006	2.18	207,922			-35,084
SENIOR SPECIALIST	25	1.30	86,172	0.87	75,633			-10,539
ASSOCIATE	21	0.80	71,650	0.62	46,804			-24,846
SPECIALIST	18	1.00	79,911	1.00	81,054			1,143
ASSISTANT	17	1.30	77,005	2.14	122,579			45,574
PROGRAM TECHNICIAN	14	2.87	196,805	2.84	199,875			3,070
PROGRAM TECHNICIAN	10	1.00	64,835	1.00	65,047			212
ADMINISTRATIVE ASST	8	0.50	35,400	0.50	37,229			1,829
OTHER		0.50	46,568	1	46,567			-1
INDIRECT CHARGES			415,608		404,747			-10,861
MATERIALS & SERVICES			262,580		229,816	0	0	-32,764
COMPUTER SUPPLIES			68,300		34,000			-34,300
CONTRACT SERVICES			129,073		95,089			-33,984
EQUIPMENT MAINTENANCE			0		36,300			36,300
LEGAL			7,600		8,500			900
MEMBERSHIPS			0		0			0
MISCELLANEOUS			7,001		1,306			-5,695
PRODUCTION			316		0			-316
RENT			9,560		9,560			0
RIS USE			9,543		10,020			477
SOFTWARE SUPPORT			16,000		22,000			6,000
TAPE SALES EXPENSE			200		200			0
TELEPHONE			3,150		3,150			0
TRAVEL			11,837		9,691			-2,146
SERVICES BY OTHER ORGANIZATIONS			1,326,288		1,241,088	0	0	-85,200
TELEPHONE OPERATIONS			1,326,288		1,241,088			-85,200
CAPITAL OUTLAY			28,621		25,837			-2,784
RESERVES-DESIGNATED			1,928,497		1,980,756			52,259
TRANSFERS			0		0	0	0	0
GENERAL FUND			0		0			0

IV. Senior & Disabled Services

Total Division Budget: \$11,234,065 (\$10,971,298 in FY 07)
Salary and Benefit Allocation: \$6,810,964 (\$6,461,625 in FY 07)
FTE: 100.83 (103.49 in FY 07)

(See Pages 31-32 for Budget Detail)

The mission of Senior & Disabled Services is to advocate for seniors and persons with disabilities and to provide to them quality services and information that promote dignity, independence, and choice. S&DS staff plan, coordinate, deliver, and advocate for social and health services for persons 60 years of age and over and for persons with disabilities who are in need of information and services. Federal, state, and local resources, including participants' fees and donations and the proceeds of fundraising activities and private-pay services, are used to provide services to individuals and families.

IV A Area Agency on Aging and Disability Services Plan Administration

Program Budget: \$177,955
Salary and Benefit Allocation: \$126,270
FTE: 1.08

Under the authority of the Board of Directors, LCOG staff, with assistance and guidance from the Advisory Councils on Senior Services and Disability Services, are responsible for determining the needs of older persons and adults with disabilities; planning and coordinating a service delivery system designed to meet their needs to the fullest extent possible; advocating on behalf of persons within the agency's client population; managing and administering the resources available, including executing and monitoring contracts with community agencies; assessing the outcomes of the overall program; and publicizing the availability of Division services within Lane County. Each year, an Area Plan on Aging and Disability Services for Lane County, describing LCOG's plans for fostering the development of a comprehensive and coordinated system for services for older and disabled persons, is developed. Regarding special initiatives in 2007-08, S&DS Advisory Council members identified six activities for priority consideration. These include: disaster preparedness planning for vulnerable populations, completion of the 2008-12 Area Plan on Aging and Disabilities for Lane County, pursuing activities designed to generate additional non-public sources of support for services, outreaching to minority senior citizens, public education activities regarding long term care financing, and collaboration with other organizations towards common objectives that benefit seniors and people with disabilities. Administrative activities are supported by the Older Americans Act, Oregon Project Independence, and Title XIX (Medicaid).

IV B Long-Term Care and Financial Services

Program Budget: \$7,495,349
Salary and Benefit Allocation: \$5,724,848
FTE: 83.63

Under contract to the Oregon's Department of Human Services, LCOG administers the State's long-term care, protective services, and financial assistance programs for older persons (65+) and adults

with disabilities (18-64 years) in Lane County. Customers are served out of three offices located in Eugene, Cottage Grove, and Florence.

Long Term Care and Public Assistance Programs

Senior & Disabled Services (S&DS) personnel are responsible for the provision of Medicaid-funded case management and long-term care services to frail or impaired lower income seniors and adults with disabilities, including: eligibility determination; needs assessment; case plan development, implementation, and monitoring; crisis and risk intervention services; abuse investigation; protective services; pre-nursing home admission screening; and services directed at moving persons no longer in need of nursing home care to less-restrictive living environments. S&DS also provides financial services to lower income seniors and adults with disabilities, including medical assistance, enrolling persons in the Oregon Health Plan, and food stamps via the Oregon Trail (Electronic Benefit Transfer) card. These services are supported by federal and State sources.

Elder Abuse Prevention

The Elder Abuse Prevention program works to increase public awareness of issues pertaining to elder and adult abuse; increase public knowledge about the agencies in Lane County that provide services to elders and adults who are abused; disseminate information among agencies involved in providing services to abused elders and adults; and provide training on elder/adult abuse issues to the staffs of these agencies. Elder Abuse Prevention activities are funded with resources from the Older Americans Act.

IV C Senior Connections

Program Budget: \$1,558,705

Salary and Benefit Allocation: \$536,026

FTE: 6.29

LCOG's Senior Connections Program provides an access point in each community for seniors and their families in need of assistance. S&DS' Senior Connections offices are located in Eugene (for both Eugene and Springfield), Oakridge, Veneta, Junction City, Cottage Grove, Creswell, and Florence. Services may include: provision of information; consultation and guidance appropriate to an individual's needs and circumstances; referral or direct linkage to specific resources; case management; and family caregiver support services. Information, consultation, and referral services are available to all older persons and their caregivers. Case management services are targeted to older individuals who are not eligible for Title XIX or Oregon Project Independence (OPI) services, but who need help due to health, functional, or situational problems that place them at risk of needing nursing home care within one year. Senior Connections staff also recruit, train, place, and support volunteers who provide direct in-home services such as housekeeping, grocery shopping, running errands, money management, meal preparation, and transportation. In addition, Senior Connections staff provide assistance to unpaid family caregivers, including Respite Care and Caregiver Training. Because public revenue is not adequate to meet the needs of Lane County seniors, the Senior Connections Program will continue its effort to develop effective fund raising campaigns. Senior Connections services are supported by federal and local sources, including the Older Americans Act, Medicaid, the Low Income Energy Assistance Program, -Lane County's Human Services Program and, the United Way of Lane County.

IV D Group Meals and Meals on Wheels

Program Budget: \$2,425,855

Salary and Benefit Allocation: \$400,202

FTE: 7.6

The Senior Meals Program provides publicly subsidized meals to persons 60 years and over and their spouses in community dining rooms, and delivers Meals on Wheels to homebound people age 60 and over as well as to disabled adults receiving either OPI or Title XIX-funded, in-home services. As circumstances dictate, the Program also provides meals on a private-pay basis to members of both populations. Both the Group Meals and Meals on Wheels components of the program provide nutritious meals which offer 1/3 of the RDA. All participants have an opportunity to choose between two entrees each serving day. Most meals are prepared in LCOG's Central Kitchen, located in Eugene (some frozen meals are prepared elsewhere), and are transported to sites throughout the county in specially built vans. Most program participants are not charged for meals. These individuals are encouraged to donate to help cover the cost of each meal. Some recipients who are not eligible for the subsidized meal are charged for the full cost of service under a private pay program that operates in tandem to the publicly financed program.

The Group Meals component serves approximately 62,822 meals each year to program participants in 12 group dining facilities throughout the county. All meals are served at mid-day, with the number of serving days per site varying from a minimum of one per month to a maximum of five per week.

The Meals on Wheels component provides meals to persons who are homebound by reason of illness or disability. Most meals are delivered hot to recipients. Additional meal options include frozen meals (for those recipients with the equipment, knowledge, and stamina to make effective use of them) and *blizzard meals* (shelf-stable meals provided to clients for those days when weather conditions preclude delivery of a hot meal). Approximately 164,000 meals are provided each year to Meals on Wheels clients. S&DS delivers 88,000 of these meals; the Lane County Chapter of the American Red Cross, under contract to LCOG, delivers the remainder. Each agency serves different parts of the Eugene/Springfield metropolitan area; LCOG's Meals on Wheels Program delivers all of the meals throughout the balance of the county. The number of publicly subsidized meals is capped at the number that can be funded with readily available funds, and a separate, parallel private pay Meals on Wheels program is available for those on the waiting list for publicly subsidized meals or who are not eligible for the subsidized meals. Each year, the Senior Meals Program actively solicits private donations to supplement public sources of funds for these services. This year, the funds needed from private donations will total 26% of the S&DS Senior Meals Program operating budget. Some fund raising is done in conjunction with the American Red Cross; other fund raising is done by the Program directly. The Senior Meals Program is funded by a variety of sources, including the Older Americans Act, the U.S. Department of Agriculture, Medicaid, Lane County's Human Services Program, the United Way, participants' donations and fees, and community fundraising.

Lane Council of Governments 2007-2008 Budget

BY SERVICE

			ADOPTED 2006-07		PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08	DIFFERENCE
IV. SENIOR & DISABLED SERVICES								
RESOURCES			10,971,298		11,234,065	0	0	262,767
			8,734,781		8,825,297			90,516
			623,919		726,528			102,609
			875,482		918,699			43,217
			50,253		50,681			428
			686,863		622,562			-64,301
			0		90,298			90,298
REQUIREMENTS			10,971,298		11,234,065	0	0	262,767
	RANGE	FTE		FTE				
PERSONAL SERVICES		103.49	6,461,625	100.83	6,810,964	0	0	349,339
DIRECTOR-S&DS	37	1.00	104,772	1.00	109,536			4,764
PROGRAM MANAGER	31	1.00	97,092	1.00	94,572			-2,520
MANAGER	25	1.02	93,819	1.00	93,036			-783
PROGRAM SUPERVISOR	21	7.90	611,334	7.80	630,735			19,401
SDS SPECIALIST	19	1.00	81,156	1.00	82,344			1,188
PREADMISSION SCREENER	18	2.00	147,264	2.00	149,640			2,376
CASEMANAGER	13-16	40.70	2,583,532	41.00	2,684,382			100,850
HUMAN SERVICES SPECIALIST	8-10	31.21	1,641,017	29.20	1,745,103			104,086
ADMINISTRATIVE ASST III	5-6	8.06	418,159	11.00	573,096			154,937
ADMINISTRATIVE ASST II	3	3.50	176,790	0.00	0			-176,790
SENIOR MEALS SITE COORD	.15	5.20	208,696	5.23	217,630			8,934
KITCHEN ASSISTANT		0.90	17,304	0.60	15,520			-1,784
OTHER		0.00	280,690		415,370			134,680
INDIRECT CHARGES			1,611,987		1,680,477			68,490
MATERIALS & SERVICES			1,447,714		1,414,196	0	0	-33,518
BUILDING AND GROUNDS			9,500		10,200			700
COMPUTER SUPPLIES			64,848		26,600			-38,248
CONTRACT SERVICES			60,536		11,000			-49,536
EQUIPMENT MAINTENANCE			5,000		8,000			3,000
FROZEN MEALS			95,653		100,063			4,410
FUNDRAISING EXPENSE			39,170		44,002			4,832
FURNITURE			35,240		10,000			-25,240
INSURANCE			1,000		1,000			0
LEGAL			2,000		2,000			0
MEALS			623,938		702,717			78,779
MEMBERSHIPS			25,811		25,000			-811
MISCELLANEOUS			25,980		22,933			-3,047
NUTRITION ADMINISTRATION			2,400		2,400			0
NUTRITION SUPPLIES			54,013		58,813			4,800

**Lane Council of Governments
2007-2008 Budget**

BY SERVICE

	ADOPTED 2006-07	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08	DIFFERENCE
IV. SENIOR & DISABLED SERVICES (continued)					
MATERIALS & SERVICES (continued)					
OFFICE SUPPLIES	6,324	2,000			-4,324
POSTAGE	10,000	8,000			-2,000
PRODUCTION	29,500	27,000			-2,500
PROFESSIONAL TRAINING	10,000	5,000			-5,000
RENT	29,040	29,112			72
RENT-OTHER	98,944	115,944			17,000
RIS-NETWORK	5,600	2,000			-3,600
SPACE COSTS	3,000	3,000			0
TELEPHONE	9,600	10,000			400
TRAINING	2,100	2,100			0
TRAVEL	128,202	113,449			-14,753
TRAVEL-VOLUNTEER	16,963	16,563			-400
UNEMPLOYMENT	33,452	35,000			1,548
UTILITIES	5,900	5,300			-600
VEHICLE MAINTENANCE	14,000	15,000			1,000
SERVICES BY OTHER ORGANIZATIONS	822,910	831,620	0	0	8,710
SENIOR SERVICES	772,657	780,939			8,282
COMMUNITY SERVICE	50,253	50,681			428
CAPITAL OUTLAY	0	0	0	0	0
RESERVES-DESIGNATED	622,562	492,308			-130,254
TRANSFERS	4,500	4,500	0	0	0
PLANNING SERVICES	4,500	4,500			0

V. Administrative Services

Total Division Budget: \$3,438,352 (\$3,255,549 in FY 07)
Salary and Benefit Allocation: \$1,936,429 (\$1,887,335 in FY 07)
FTE: 20.97 (21.0 in FY 07)

(See Page 35 for Budget Detail)

Administrative Services provides traditional management functions necessary for the efficient operation of the organization and provides support services to the agency. Financial support for the tasks described in this section is provided by indirect charges to funded agency programs and, in limited circumstances, by special service charges.

V A General Administration

Program Budget: \$233,805
Salary and Benefit Allocation: \$233,805
FTE: 1.6

Staff members provide the coordination and management of agency wide functions necessary for the efficient operation of the agency.

V B Human Resources Administration

Program Budget: \$171,835
Salary and Benefit Allocation: \$171,835
FTE: 1.8

The management of the agency's staff includes the development, refinement, and administration of procedures; recruitment; collective bargaining; the management of the classification compensation and employee evaluation systems; health insurance and benefits management; and the provision of professional growth resources to staff members.

V C Fiscal and Budget Administration

Program Budget: \$436,897
Salary and Benefit Allocation: \$436,897
FTE: 4.8

The management of LCOG's financial systems includes budgeting, accounting, payroll administration, reporting, cash management, insurance, investment oversight, fiscal records maintenance, property management, analyses, and audit support.

VD Information Services

Program Budget: \$603,627

Salary and Benefit Allocation: \$603,627

FTE: 6.9

Agency IS staff develops and implements plans and programs for enhanced use of information technologies; and staff members maintain and support the hardware, software, and telecommunications necessary for the efficient operation of the agency's Information Services equipment, local area network, and internet presence. LCOG's Executive Director participates as a member of the Regional Executive Group (REG) in establishing policy for shared regional technology services; the Associate Director serves as a member of the Regional Information Officers (RIO) group.

Lane Council of Governments 2007-2008 Budget

BY SERVICE

		ADOPTED 2006-07	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08	DIFFERENCE
V. ADMINISTRATIVE SERVICES						
RESOURCES		3,255,549	3,438,352	0	0	182,803
INDIRECT CHARGES		3,255,549	3,438,352			182,803
REQUIREMENTS		3,255,549	3,438,352	0	0	182,803
	RANGE	FTE	FTE			
PERSONAL SERVICES						
		21.00	1,887,335	20.97	1,936,429	0
			47,766	0.25	40,468	-7,298
	39	0.93	141,183	0.90	137,906	-3,277
	37	0.06	7,742	0.15	20,270	12,528
	31	2.79	353,222	2.78	350,461	-2,761
	28	3.40	328,981	3.22	324,431	-4,550
	25	3.61	308,678	3.57	313,950	5,272
	20	5.87	468,190	6.00	499,458	31,268
	17	0.00	0	0.10	7,913	7,913
	14	2.04	119,968	2.00	126,168	6,200
	10	0.00	0	0.00	0	0
	8	2.00	111,605	2.00	115,404	3,799
MATERIALS & SERVICES						
			1,368,214		1,501,923	0
			3,000		3,000	0
			30,000		29,400	-600
			3,000		3,000	0
			120,000		145,027	25,027
			20,000		20,000	0
			10,000		12,500	2,500
			65,440		65,440	0
			5,300		5,022	-278
			2,500		2,500	0
			3,000		3,500	500
			64,960		66,449	1,489
			19,500		19,500	0
			45,238		150,000	104,762
			32,400		34,000	1,600
			2,000		2,000	0
			24,000		24,000	0
			1,002		1,000	-2
			215,500		215,000	-500
			32,000		30,000	-2,000
			10,000		10,000	0
			5,000		5,000	0
			50,000		50,000	0
			8,000		8,000	0
			17,000		12,000	-5,000
			9,004		9,269	265
			280,651		294,583	13,932
			173,719		168,733	-4,986
			100,000		100,000	0
			16,000		13,000	-3,000
			0		0	0

Lane Council of Governments
2007-2008
Appendices

**LANE COUNCIL OF GOVERNMENTS
2007-2008 BUDGET**

	ADOPTED 2006-07	PROPOSED 2007-08	APPROVED 2007-08	ADOPTED 2007-08	DIFFERENCE
<u>FIDUCIARY FUNDS</u>					
<u>RESOURCES</u>	2,116,000	2,242,319	0	0	126,319
BEGINNING FUND BALANCE	360,000	408,000			48,000
INTEREST	6,000	20,000			14,000
STATE	70,000	15,000			-55,000
LOCAL JURISDICTIONS	1,680,000	1,799,319			119,319
<u>REQUIREMENTS</u>	2,116,000	2,242,319	0	0	126,319
FIBER SOUTH EXPENSE	80,000	35,000			-45,000
PSAP EXPENSE	1,628,000	1,725,000			97,000
UNAPPROPRIATED FUND BALANCE	408,000	482,319			74,319

**AGENCY PERSONAL SERVICES
FY06/07**

CLASSIFICATION	RANGE	FTE		SALARY AND FRINGE	
		FY06/07	FY07/08	FY06/07	FY07/08
Executive Director		1.00	1.00	164,252	165,108
Associate Director	39	1.00	1.00	149,391	153,264
Director	37	1.97	2.00	230,415	243,180
Program Manager	31	9.10	9.71	996,158	959,363
Principal/Senior Manager	28	13.70	11.95	1,263,119	1,193,875
Manager/Senior	25	14.00	14.67	1,269,621	1,354,484
Program Supervisor	21	8.00	7.80	612,289	630,735
Associate	21	8.62	11.27	664,485	906,797
S&DS Specialist	19	1.00	1.00	81,384	82,344
Specialist	18	1.00	1.00	80,048	81,054
Preadmission Screener	18	3.00	2.00	217,808	149,640
Assistant	17	8.77	6.26	556,268	332,922
Casemanager	13-16	43.40	41.00	2,834,530	2,684,382
Analyst	14	3.93	4.93	261,095	331,280
Technician	10	2.00	1.00	118,638	65,047
Human Services Specialist	8-10	25.45	29.20	1,463,128	1,745,103
Admin Assistant IV	8	2.50	2.50	147,323	152,633
Admin Assistant III	5-6	8.90	11.00	468,660	573,096
Admin Assistant II	3	4.50	0.00	210,834	0
Senior Meals Coordinator	.15	5.00	5.23	205,976	217,630
Kitchen Assistant		1.00	0.60	29,887	15,520
Other		0.30	0.00	24,955	461,937
TOTALS		168.14	165.12	12,050,264	12,499,394

**LANE COUNCIL OF GOVERNMENTS
FY07-08 MEMBER DUES SCHEDULE**

JURISDICTION	FY06-07 BASE*	FY06-07 RATE	FY06-07 DUES	FY07-08 BASE*	FY07-08 RATE	FY07-08 DUES
Lane County	336,085	0.248	\$ 83,349	339,740	0.255	\$ 86,634
Cities						
Eugene	146,160	0.448	\$ 65,480	148,595	0.461	\$ 68,502
Springfield	55,860	0.448	\$ 25,025	57,065	0.461	\$ 26,307
Cottage Grove	9,110	0.448	\$ 4,081	9,275	0.461	\$ 4,276
Florence	8,185	0.448	\$ 3,667	8,270	0.461	\$ 3,812
Junction City	4,945	0.448	\$ 2,215	4,965	0.461	\$ 2,289
Creswell	4,525	0.448	\$ 2,027	4,520	0.461	\$ 2,084
Veneta	3,955	0.448	\$ 1,772	4,240	0.461	\$ 1,955
Oakridge	3,680	0.448	\$ 1,649	3,700	0.461	\$ 1,706
Dunes City	1,330	0.448	\$ 596	1,345	0.461	\$ 620
Coburg	1,070	0.448	\$ 479	1,075	0.461	\$ 496
Lowell	920	0.448	\$ 412	955	0.461	\$ 440
Westfir	330	0.448	\$ 148	335	0.461	\$ 154
School Districts						
School Dist. 4J	17,266	0.112	\$ 1,934	16,775	0.115	\$ 1,929
School Dist. 19	10,986	0.112	\$ 1,230	10,967	0.115	\$ 1,261
School Dist. 52	5,808	0.112	\$ 650	5,582	0.115	\$ 642
School Dist. 68	269	0.112	\$ 30	254	0.115	\$ 29
LCC	10,174	0.112	\$ 1,139	10,738	0.115	\$ 1,235
Utilities						
EWEB	84,013	0.112	\$ 9,409	84,137	0.115	\$ 9,676
EPUD	18,653	0.112	\$ 2,089	19,115	0.115	\$ 2,198
Special Districts						
Port of Siuslaw			\$ 448			\$ 461
Lane ESD			\$ 448			\$ 461
Western Lane Ambulance			\$ 448			\$ 461
Willamalane			\$ 448			\$ 461
Fern Ridge Library District			\$ 448			\$ 461
Siuslaw Library District			\$ 448			\$ 0
Lane Library District			\$ 448			\$ 461
TOTAL			\$210,517			\$219,011

* City/County Base: July, 2005 Certified Population from Population Research Center, PSU.;
July, 2006 Certified Population from Population Research Center, PSU.

School District Base: October 06-07 Annual District ADM
October 06-07 Enrollment figures from School Districts

Utility Base: EPUD - Total Service Accounts
EWEB - Annual Average Electric and Steam Service Accounts

Budget Glossary

General

Service: An LCOG organizational unit that is also called a Division. The Services include: Board and Executive, Planning Services (PS), Technology Services (TS), Senior & Disabled Services (S&DS), and Administration.

Fund: Separate accounting entities that are used to conform to Government Accounting Standards. LCOG has three funds:

General Fund: The General Fund accounts for the operations that are not accounted for in any other fund.

Special Revenue Fund: The Special Revenue Fund accounts for revenues from specific sources that include federal grants, state grants, and various contracts. These funds are restricted or designated to finance specific activities.

Governmental and Proprietary Fund: This fund accounts for the agency enterprise funds, which includes the two agency-owned buildings and the business finance program.

Resources

Federal Revenue: Revenue from federal grants and contracts. Transportation, S&DS Long-Term Care and Financial Services, and Business Financing are major programs funded by federal resources.

State Revenue: Revenue from state grants and contracts.

Local Revenue: Revenue from local contracts, interest, donations, sales of products and all revenue that is not federal or state.

In-Kind Service: Service by other governments that can be used as matching funds on LCOG contracts that require local matching dollars.

Member Dues: The total amount of dues anticipated from member agencies for fiscal year 2007-08. Member Dues Schedule is shown on page 47.

Reserves-Undesignated: Resources that have been carried forward from the prior fiscal year that can be used for any purpose.

Reserves-Designated: Resources that have been carried forward from the prior fiscal year that can only be used for a specific contract or purpose.

Transfers: Transfers describe the process of internally moving resources from one LCOG Division or Program to another. Transfers are displayed as a resource for the Program receiving the resources and as a requirement for the Program providing the resources.

Requirements

Personal Services: Salary and benefit costs for staff are expressed under the line item heading of *Personal Services*. Additional information about salary and benefits costs can be found in the Budget Notes section.

Indirect Charges: Indirect, or *overhead*, costs of the agency are met through an *Indirect Cost Allocation Plan*, which provides for *direct* programs and services to bear a fair share of those normal operating expenses that cannot be reasonably attributed to a specific program or contract. Indirect charges pay for Administrative Services expenses, which include personal services and materials and services. Additional information about Indirect Cost Allocation can be found in the Budget Notes section of this document.

Materials and Services: Materials and Services include most expenses other than salaries, from rent to telephones to travel.

Services By Other Organizations: Services by Other Organizations accounts for dollars that LCOG receives and then *passes through* to other organizations that provide a specified service.

Capital Outlay: A capital purchase is the acquisition of a tangible item that has a value greater than \$5,000. These items are placed on LCOG's inventory and treated as assets on the balance sheet.

Reserves-Undesignated: Resources that will be carried forward into the next fiscal year that can be used for *any* purpose.

Reserves-Designated: Resources that will be carried forward into the next fiscal year that can only be used for a *specific* contract or purpose.

Debt Service: Payments for principal and interest to amortize loans. Such loans are usually for real estate acquisition or improvement and the business finance program.

Transfers: Transfers describe the process of internally moving resources from one LCOG Division or Program to another. Transfers are displayed as a resource for the Program receiving the resources and as a requirement for the Program providing the resources.

Budget Notes

Indirect Cost Allocation: Indirect, or *overhead*, costs of the agency are met through an *Indirect Cost Allocation Plan*, developed in conformance with Federal Management Circular A-87. The Plan provides for *direct* programs and services to bear a fair share of those normal operating expenses which, in and of themselves, cannot easily be tied to specific grant- or contract-funded activity. Examples include office rent and supplies and support services staff, such as those working in areas of administration, fiscal, and human resources. The work activities that are supported in this way are specified under Section II of the work program; the budgetary allocation for *Administrative Services* is set forth on page 35. LCOG's *Indirect Cost Allocation Plan* for fiscal year 2007-08 calls for five separate charge rates, dependent upon the location of the direct service work performed. Programs operating out of the agency's Wells Fargo Building location will bear a rate of 53.3122 percent of direct personal services costs, Schaefers Building programs will incur an indirect charge of 26.4426 percent, programs working in Other S&DS (outstationed) locations will be assessed at the rate of 16.1485 percent, the indirect rate for programs in Other TS will be 14.3618 percent and the Senior Meals program rate will be 18.5024 percent. Copies of the agency's *Indirect Cost Allocation Plan* may be obtained at LCOG's main office.

Member Dues Schedule: The 2007-08 Member Dues Schedule is shown on page 40. The rates for the Schedule for this fiscal year were approved by the Board of Directors on December 14, 2006. The Dues Schedule reflects rates that were adjusted upward by a 3.0 percent inflation factor for fiscal year 2007-08.

Budget Assumptions: As noted in the Executive Director's Budget Message (pages 1-4), the LCOG Board in December 2006, adopted a budget process and *budget assumptions*, which were used by management and the Budget Committee in the formulation of this document.

1. The CPI for the prior year is 3.8% (August 2006 CPI-U for U.S.).
2. Health insurance is expected to increase 10%. Each 10% increase in insurance costs results in a 1% increase in total compensation, so health insurance is expected to increase total compensation by 1%.
3. A cost of living adjustment to the salary schedule of 2.0% will be budgeted.
 - a. LCOG SEIU will increase 2% for FY07/08.
 - b. The State SEIU will receive 2% in December, 2006 .
 - c. The estimated City of Eugene increase is 3.0%.
 - d. Lane County is 0% but picking up employee PERS contributions.
4. The LCOG employer PERS rate will be 10.93%, and the OPSRP rate will be 13.72%. The PERS rate is 1.94% lower than last year while the OPSRP rate is 4.14% higher.

5. Specific details of compensation and health insurance will be determined through negotiations with the LCOG Employees' Association. The total increase in compensation will be limited to 3% of salary.
6. Merit increases are expected to increase total compensation. Most employees are eligible for 3.5% annual merit increase. Fourty percent of employees are at the top step of their salary range, which means that they are not eligible for merit increases.
7. LCOG compensation, including salaries and benefits, will be comparable to similar positions in the same job market. This is required to attract and retain diverse, quality employees.
8. LCOG will provide adequate work space, equipment, and training to enable employees to be productive and effective. New space will increase rent expense significantly.
9. The agency will continue to build a General Fund reserve with the goal that the reserve exceeds two months of payroll cost.
10. To the maximum extent possible, all programs or contracts will be self-supporting. LCOG General Fund dollars will only be used when required as match or to provide temporary support to a program or to support a strategic initiative.
11. New programs or program reductions will be individually presented to the Board.
12. S&DS, as a local transfer agency, has a significant funding equity issue compared to State-operated S&DS offices. In the past, additional resources have been required to maintain adequate staffing levels in the program.

Personal Services—Salary and Benefits: Throughout the budget section of this *Work Program and Budget*, staffing costs are expressed under the line-item heading of *Personal Services*. The dollar amounts shown include both salary and fringe benefit expense. Where appropriations are expressed *by organizational unit* personal services costs are desegregated to the job classification level, and full-time-equivalent (FTE) authorizations are shown. The term *FTE* represents a commitment of 2,080 hours of work within the fiscal year—or the commitment of one employee working *full-time* (40 hours per week) for 12 months. However, because many employees of the organization are employed for less than full-time work, the number of employees at any given time within the year, and certainly the total number of staff employed during the year, will be greater that the FTE shown.

While the ratio of fringe benefit cost to salary differs from one employee to another (and for an individual employee, it changes during the course of the fiscal period), the projected fringe benefit expense for fiscal year 2007-08 is 51.68 percent of salary. The anticipated breakdown of fringe benefit costs as a percentage of salary is as follows:

Type	Total LCOG Monthly Average	Percent	Average Employee Monthly
FICA \$48,754	7.65	281	
Retirement (Employer)	66,853	10.93	408
Retirement (Employee)	36,550	6.00	224
Health Care	149,813	23.99	859
Life Insurance	2,790	0.44	16
FSA Administration	256	0.04	2
Disability	3,427	0.54	20
Worker's Comp.	2,820	0.44	16
Deferred Comp.	<u>11,763</u>	<u>1.93</u>	<u>72</u>
Total Fringe	\$322,786	51.68	1,899
Total Monthly Salary	\$624,50	0	3,674

Costs related to holiday, sick, and vacation leave are also noteworthy. Leave costs are charged to each program as they are accrued and credited to the specific leave fund. When an employee utilizes leave, the associated salary and benefit expense is charged to the leave fund from which the leave time was taken. Holiday and sick leave accrue based on expected use, while vacation leave is based on the amount earned by each employee.