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**FY24**

**PROPOSED BUDGET**

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**Lane Council of Governments  
859 Willamette Street, Suite 500  
Eugene, OR 97401**

**Brenda Wilson, Executive Director  
Stephanie Sheelar, Senior and Disability Services Division Director  
Michael Wisth, Government Services Division Director**

**Prepared by:**

**Finance and Budget Team**

**Dana Benner  
Laura Campbell  
Stacy Cornelious  
David Grabicki  
David Joyal  
Jessica Mumme  
Keina Wolf**

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## **BUDGET TIMELINE**

### **For the Fiscal Year Ending June 30, 2024**

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The FY24 Budget process, review and approval timeline is as follows:

- |          |  |
|----------|--|
| 12/13/22 | LCOG Executive Committee establishes FY24 budget assumptions.<br>LCOG Executive Committee Reviews FY24 Proposed member dues rates. |
| 1/26/23  | LCOG Board adopts FY24 Budget Process and Assumptions.<br>LCOG Board approves FY24 member dues rates based on proposed schedule.   |
| 2/23/23  | LCOG Board appoints Budget Committee members.  |
| 5/26/23  | FY24 Proposed Budget document is delivered to LCOG Budget Committee.   |
| 6/6/23   | LCOG Budget Committee Meeting to review, deliberate, and recommend FY24 Proposed Budget to the LCOG Board.                         |
| 6/13/23  | Executive Committee meeting to review, deliberate, and recommend FY24 Proposed Budget to the LCOG Board.                           |
| 6/22/23  | Public Hearing on Budget; Adoption of FY24 Proposed Budget by LCOG Board.  |

#### **Budget Meetings**

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LCOG Budget Committee meetings are held at the Lane Council of Governments, 859 Willamette Street Suite 500, Eugene, OR 97401. A virtual attendance option was provided.

#### **Contact Information**

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Lane Council of Governments  
[www.lcog.org](http://www.lcog.org)  
Finance Unit  
(541) 682-3494  
Email: [kwolf@lcog.org](mailto:kwolf@lcog.org)

**READERS GUIDE**

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# READERS GUIDE TO THE FY24 BUDGET

## For the Fiscal Year Ending June 30, 2024

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The proposed annual operating budget is a guidebook for achieving the goals set by LCOG's Board, members, committees, and LCOG management. The annual budget is based on a fiscal year which runs from July 1, 2023 to June 30, 2024.

### The Budget Document

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The budget document is arranged in separate sections. They are:

- Readers Guide
- Introduction
- Budget Message
- Financial
- Supplemental Information

This section, the **Readers Guide**, provides the reader with a description of each major section of the budget plan to facilitate the overall review of the document. A description of LCOG's annual budget process and timeline, and a list of scheduled meetings regarding the budget review and approval process is also provided.

The **Introduction** section provides a profile of LCOG, mission statement, a list of member governments, and a brief description of LCOG services. What follows is an organization chart which provides a view of how LCOG's services are organized, a list of LCOG Board of Directors, Executive Committee members, and Budget Committee members.

The **Budget Message** section includes the Budget Message, which is a letter to the members of the Budget Committee and the Board of Directors from the LCOG Executive Director. The budget message from the Executive Director outlines the overall direction and key goals used in developing the budget. The message highlights major service changes, organization changes, or budgetary changes that are part of the proposed budget.

The **Financial** section consists of information and schedules which detail revenues and expenditures across the organization as a whole. The Board of Directors of LCOG has elected to adopt its budget on the basis of organizational service units. As a result, the Financial Section of this document presents fund statements based on LCOG's four organizational service units and the three major reporting fund groups: General Fund (Administrative Services), Special Revenue Fund (Government Services and Senior and Disability Services), and Enterprise Fund (Business Services).

The **Supplemental Information** section provides additional reference information: Budget Assumptions used to develop this budget, information on the Indirect rate, a glossary of terms used in this document, and goals and accomplishments for each of the major work program areas.

### LCOG Budget Process

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Pursuant to the Oregon Revised Statutes 294.900 to 294.930, LCOG is required to follow certain procedures related to the adoption of a budget. The annual budget serves as the foundation for LCOG's financial planning and control. The budget process begins in December with the LCOG management and staff identifying projects for the subsequent fiscal year as well as estimating grant projects not expected to be completed by the end of the current fiscal year.

Over the course of several months, LCOG management and staff, the Board of Directors, Budget Committee, and others are involved in defining the goals and objectives, as well as the projects, to be included in the Work Program.

# INTRODUCTION

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# INTRODUCTION

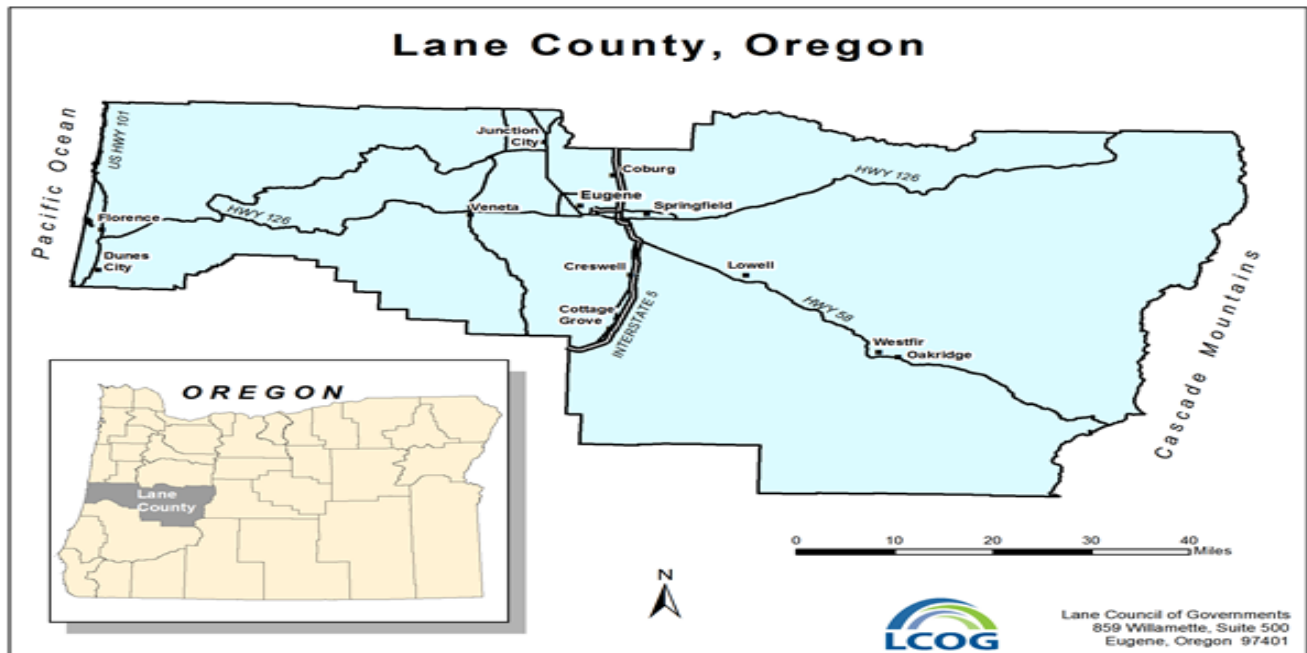
For the Fiscal Year Ending June 30, 2024

## Profile of Lane Council of Governments (LCOG)

Councils of Governments (COGs) serve as regional planning, coordination, program development, and service delivery organizations in local communities across the nation. Local issues often cross jurisdictional boundaries and can be most effectively addressed by communities working together within a regional forum.

COGs differ in size and range of activities from one region to another, but their common purpose and function is solving area-wide problems. COGs are designed to help the public sector operate more efficiently and effectively through the pooling of resources so that communities accomplish more than they could individually.

LCOG is located in Lane County, Oregon, the fourth most populous county in Oregon. LCOG's region is the entire Lane County area. Lane County's population is 383,958. The size of Lane County is approximately 4,554 square miles.



If a separate state, Lane County would be the size of Connecticut with a population half the size of Vermont. The LCOG region is also the state's third largest Metropolitan Statistical Area (MSA) and the 145th largest MSA in the country.

The governing body of LCOG is its Board of Directors, comprised of local elected and appointed officials designated to represent member governments and agencies. LCOG is one of the oldest councils of governments in the nation. LCOG was first organized in 1945 under the name Central Lane County Planning Commission and had only six members.



## INTRODUCTION, Continued

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LCOG was reorganized in 1971 under an intergovernmental agreement pursuant to Oregon Revised Statutes Chapter 190 and the name was changed to Lane Council of Governments. It does not act under the direction and control of any single governmental entity and has the following characteristics:

- It is governed by a board of directors consisting of one appointed director from each of its 35 member organizations.
- It is a legally separate entity.
- It is fiscally independent of all member organizations and all other local government entities.
- It is vested with all the powers, rights, and duties relating to those functions and activities that are vested by law in each separate party to the intergovernmental agreement.

### Our Membership

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Our members represent 35 local governments and agencies including Lane County, twelve cities, six school districts, one education district, one college, two parks and recreation organizations, three library districts, four utilities, a transit district, two fire districts, an ambulance district, and a port.

#### Member Governments

Bethel School District #52  
City of Coburg  
City of Cottage Grove  
City of Creswell  
City of Dunes City  
City of Eugene  
City of Florence  
City of Junction City  
City of Lowell  
City of Oakridge  
City of Springfield  
City of Veneta

City of Westfir  
Creswell School District  
Emerald People's Utility District  
Eugene 4j School District  
Eugene Water & Electric Board  
Fern Ridge Library District  
Heceta Water People's Utility District  
Junction City RFPD  
Lane Community College  
Lane County  
Lane Education Service District  
Lane Library District

Lane Transit District  
McKenzie School District  
Port of Siuslaw  
Rainbow Water District  
River Road Park & Rec District  
Siuslaw Library District  
Siuslaw Valley Fire District  
South Lane School District  
Springfield School District  
Western Lane Ambulance Dist.  
Willamalane Park & Rec District

### Our Mission

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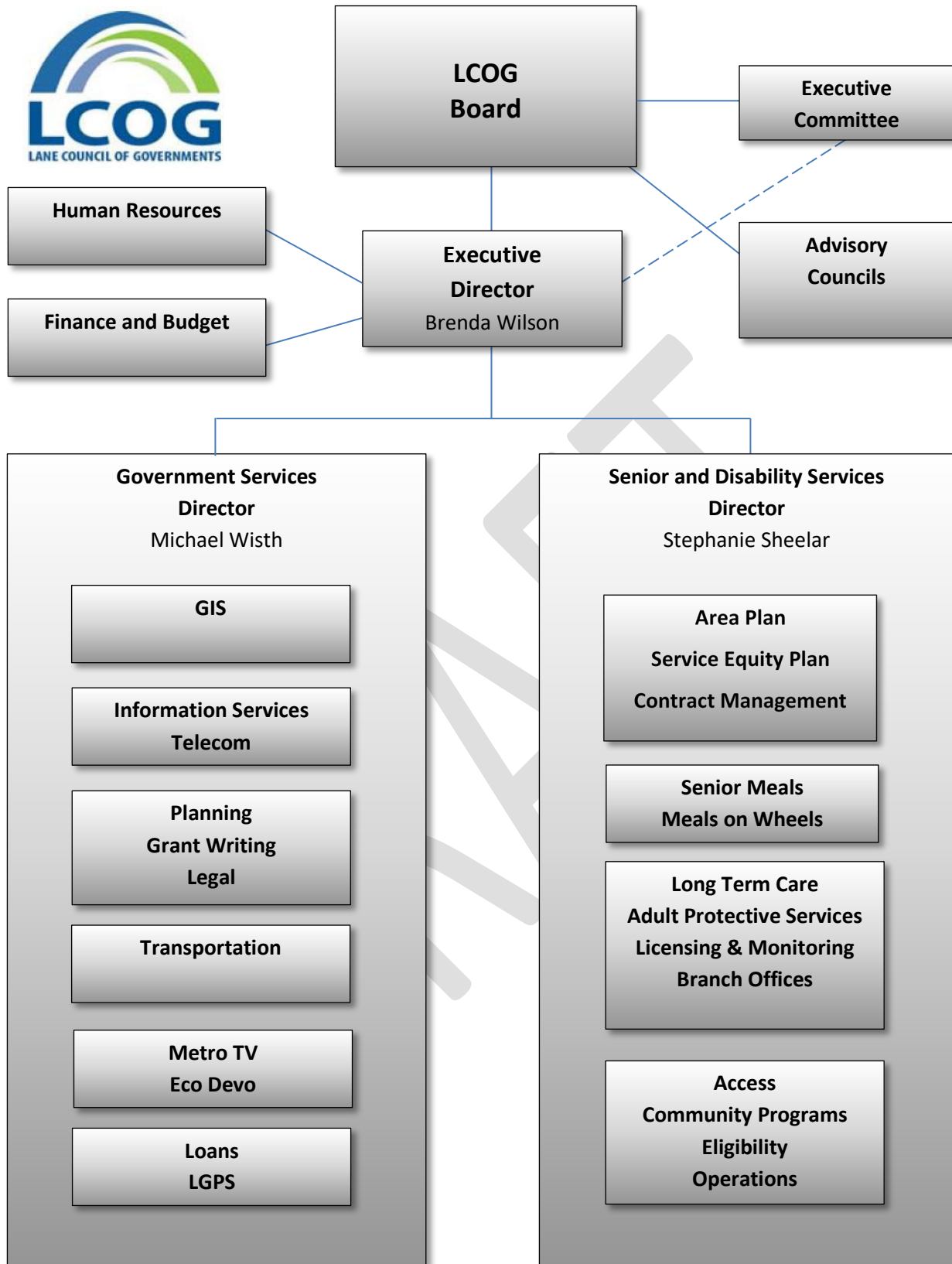
LCOG's mission is to: Coordinate, Connect & Enhance: Providing a wide range of services to the public and public agencies consistently and without bias.

Together with our member governments, we seek to create more accessible, sustainable, prosperous, and livable communities.

### LCOG Services

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LCOG services are offered over four broad areas: Administration, Government Services, Senior and Disability Services, and Business Services. LCOG employs over 330 people and is the designated comprehensive planning and review agency for a number of federal and state programs. LCOG also serves as the fiscal agent for various federal and state programs carried out by member entities and serves as a coordinating agency for local government long-range planning activities.



# BOARD OF DIRECTORS

## For the Fiscal Year Ending June 30, 2023

(#) Executive Committee Member; (\*) Budget Committee Member (^) Audit Committee Member

Bethel School District 52  
Rich Cunningham (#)

City of Coburg  
Nancy Bell (#) (\*)

City of Cottage Grove  
Candace Solesbee

City of Creswell  
Dave Stram

City of Dunes City  
Sheldon Meyer

City of Eugene  
Randy Groves (#)

City of Florence  
Robert Ward

City of Junction City  
Kenneth Wells

City of Lowell  
Don Bennett

City of Oakridge  
Bryan Cutchen (#)

City of Springfield  
Cory Rodley (^)

City of Veneta  
Robbie McCoy

City of Westfir  
D'Lynn Williams

Creswell School District 40  
Lacey Risdal

Emerald People's Utility District  
Patti Chappel (#)

Eugene School District 4J  
Laural O'Rourke

Eugene Water & Electric Board  
Sonya Carlson (#) (\*) (^)  
Vice-Chair of the Board of Directors

Fern Ridge Library District  
Steve Recca (^)

Heceta Water District  
Carl Neville

Junction City Rural Fire Protection District  
Don Lighty

Lane Community College  
Mike Eyster

Lane County  
Heather Buch (#)  
Chair of the Board of Directors

Lane Education Service District  
Sherry Duerst-Higgins (#) (\*)

Lane Library District  
Vacant

McKenzie School District 68  
Alyssa Brownlee

Port of Siuslaw  
Robert Ward

Rainbow Water District  
James "Jim" McLaughlin

River Road Park & Recreation District  
Curt Kendall

Siuslaw Library District  
Donna Oshel (#)

Siuslaw Valley Fire & Rescue District  
Jim Palisi

South Lane School District 45J  
Sherry Duerst-Higgins (#) (\*)

Springfield School District 19  
Jonathan Light

Western Lane Ambulance District  
Jim Palisi

Willamalane Park & Recreation District  
Greg James (#) (^)

Non-Voting Member: Lane Transit District  
Pete Knox

Non-Board Members of the Budget Committee:  
Kerry O'Conner, Brenda Holt, Steve Wheeler

# BUDGET MESSAGE

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**EXECUTIVE DIRECTOR'S BUDGET MESSAGE**  
**For the Fiscal Year Ending June 30, 2024**

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**Members of the LCOG Board of Directors, Budget Committee, regional partners, valued employees, and citizens:**

This FY24 *Proposed Budget* represents my tenth year presenting the budget as your Executive Director. This proposed budget totals \$78,728,264 which is \$4,930,945 more than the FY23 *Adopted Budget*, and \$481,141 more than the FY23 *Revised Budget*.

This proposed budget represents management's best current assessment of the obligations and financial capability of LCOG for the year that lies ahead. This year will be one of transition as we continue to evolve to meet the needs of the region by being innovative in stabilizing our costs, our rates, and our budget, while continuing to maintain a high level of service to the region. The proposed budget is a creative, yet responsible and balanced plan for our region to recover and thrive while addressing the underlying inequities laid bare by the COVID-19 pandemic.

Among other critical investments, this budget reinforces our commitment to quality services to our Senior and Disability services consumers, enhances Government Services programming, and makes sure our employees are supported and have the training and equipment needed to provide high level services.

Oregon's recent economic forecast indicates Oregon's economy is expanding, recovering from the pandemic faster than expected. While the upcoming year ahead is expected to present us with challenges, we expect opportunities for growth and expansion of services, with LCOG stronger and more resilient.

**SUMMARY OF THE BUDGET**

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As the LCOG Board is aware, unlike many government agencies, LCOG does not receive all of its revenues at the beginning of each year. LCOG's work and fiscal capability, and therefore funding, are largely based on grants and contracts which emerge over time, so there is always greater variability in LCOG's budgeting process than may be present for local government units that rely upon a tax base.

The LCOG FY24 *Proposed Budget* is developed strategically, using the best information available beginning with the Budget Assumptions (see Supplemental Information Section on page 30) adopted by the LCOG Board in each year before the budget is prepared. Combined with known and expected revenues, a Work Program is created with a goal of keeping costs down, stabilizing rates, and providing outstanding services to the region.

Wherever possible, we have strived to stabilize expenses, budgeting conservatively. The FY24 *Proposed Budget* represents a continuation of this strategy, even as we recover from the pandemic, we are continuing to build back our services and staffing in a way that creates more equitable and accessible systems and services for our employees and the public. This budget reflects an increase in spending levels in critical areas for the Agency, particularly to address community needs and strengthen central services that support frontline services. In Finance and Human Resources, you will see investments in staffing to improve our financial and employee support processes, as well as funding to maintain the park Place Building and continued investment in a regional Broadband Strategy.

**EXECUTIVE DIRECTOR’S BUDGET MESSAGE, Continued**

**Revenues**

The revenues in the FY24 *Proposed Budget* reflect an overall net increase of 6.7%, or \$4,930,945 more than FY23 *Adopted Budget* revenues. The following table compares FY24 *Proposed Revenues* to FY23 *Adopted Revenues* by source of revenue.

REVENUES	State	Local	In	Reserves	Budget	Indirect
FY24 Proposed	\$ 40,275,782	\$ 8,532,758	\$ 6,159,230	\$ 23,760,494	<b>\$ 78,728,264</b>	\$ 5,371,559
FY23 Adopted	\$ 40,523,220	\$ 8,817,730	\$ 5,834,146	\$ 18,622,223	<b>\$ 73,797,319</b>	<u>\$ 4,281,315</u>
Dollar Change	\$ (247,438)	\$ (284,972)	\$ 325,084	\$ 5,138,271	\$ 4,930,945	\$ 1,090,244
Percent Change	-0.6%	-3.2%	5.6%	27.6%	6.7%	25.5%

Federal and State Revenues are projected to decrease by a net \$247,438 over the FY23 *Adopted Budget* including a \$978,689 decrease in Government Services primarily due to decreases in Transportation funding; in Senior and Disability Services, a net increase of \$1,006,251 is primarily due to the funding of the new OPI-M program. Finally, a \$275,000 reduction in Business Loans is due to the remainder of the federal Economic Development Agency (EDA) Grant loan funds was received in FY23.

Local Revenues are expected to decrease by a net \$284,972, or 3.2% compared to the FY23 *Adopted Budget*. The net increase includes a net increase of \$22,700 in the General Fund due to an anticipated carryover of Indirect Funds due to decreased expenses in FY23. The decrease also includes a \$689,282 net decrease in Government Services primarily due to the one-time \$838,000 for a Regional Broadband Strategy that was received in FY23. Other decreases are due to conservatively estimating local contracts. In Senior and Disability Services, we expect a net increase of \$335,540 due to anticipated increases in Senior Meal funds and a \$70,000 Trio Consortium investment. In Enterprise Funds we expect a net increase of \$46,070 due primarily to anticipated increases in rent and occupancy.

Transfers In are internal interfund transfers and match Transfers Out. While the net increase of \$325,084 amount is 5.6% more than in the FY23 *Adopted Budget*, the FY24 increase in Transfers In over the FY23 *Revised Budget* is only \$179,446. There is a slight decrease in Government Services of a net \$44,029 due to reduced transportation funding. We expect a net increase of \$373,299 in Senior and Disability Services which includes transfers from Title XIX – Type B Funds to programs like Senior Connections and Senior Meals will be needed to keep up with increased demand for services and increased use of Senior Meals Fundraising dollars to cover meals are also expected to be needed; and a net decrease of \$4,186 in the Business Loan Funds to the Business Administration Fund because of a reduction of contract services costs.

We expect Beginning Reserves to be 27.6% higher than FY23, due to expected increases of Ending Fund Balances at the close of FY22, including an increase of \$132,665 in the General Fund due to excess Indirect revenue collected in FY23 and \$40,000 for the Technology Reserve; in Government Services Beginning Reserves are \$2,910,424 higher than FY23 due to timing of project contracts, including transportation, and the Broadband project being new and having a large carry-forward.. The increase in Senior and Disability Services of \$1,554,707 is due to FY23 COVID-19 emergency funding being carried over, more Senior Meals fundraising dollars in FY23 than expected, and difficulty hiring and retaining staff over the past two years. Enterprise Funds is increased by a net \$540,475 due primarily to a delay of the HVAC replacement project in the Park Place Building Fund.

## EXECUTIVE DIRECTOR’S BUDGET MESSAGE, Continued

### Expenditures

The FY24 *Proposed Budget* reflects an expenditure increase of a net 6.7% or \$4,930,945. This increase matches the increase in revenues as noted previously. The following table provides a comparison between the FY24 *Proposed Budget* and the FY23 *Adopted Budget* by expense type:

EXPENDITURES	Personal Services	Materials & Services	Capital Outlay	Services by Others	Debt Service	Transfers Out	Ending Reserves	Total Budget
FY24 Proposed	\$ 36,913,084	\$ 12,671,984	\$ 767,500	\$ 3,484,345	\$ 438,754	\$ 6,159,230	\$ 18,293,367	\$ 78,728,264
FY23 Adopted	\$ 33,165,395	\$ 11,897,011	\$ 730,000	\$ 3,951,850	\$ 438,754	\$ 5,834,146	\$ 17,780,163	\$ 73,797,319
Dollar Change	\$ 3,747,689	\$ 774,973	\$ 37,500	\$ (467,505)	\$ -	\$ 325,084	\$ 513,204	\$ 4,930,945
Percent Change	11.3%	6.5%	5.1%	-11.8%	0.0%	5.6%	2.9%	6.7%

Personal Services is LCOG’s largest expenditure, with the overall net increase for FY24 proposed at \$3,747,689 or a 11.3% net increase over the FY23 *Adopted Budget*. While this increase represents expected increases in salary and benefits, the majority of the increase - \$2,647,604 – is attributed to Senior and Disability Services due to difficulties in hiring and retention over the past two years and the need to increase staff to meet growing demand. There is a proposed increase in the General Fund of \$17,047 due to moving Member Support Services expenses to the General Fund as well as expected increased costs in Personal Services. In Government Services, a proposed increase of \$284,822 includes expected increases and the filling of the GIS Program Manager vacancy. Enterprise Funds includes a net increase of \$78,449 due to an increased need for the Government Services Division Director to manage the HVAC replacement project in the Building Fund. Indirect is proposed to increase \$1,090,244 which represents expected increases in compensation and benefits and normal expected increases in Material and Services expenses as well as the addition of a Human Resources Analyst, a Fiscal Assistant, and an Information Services Analyst.

We are proposing a 6.5% net increase in Materials and Services of \$774,973. In Government Services, a proposed net decrease of \$71,944 comes from a reduction of transportation expenses due to projects being completed. The net increase in Senior and Disability Services of \$440,367 is primarily due to an increase in meals and training, travel, and computer supplies for new employees.

The 5.1% net increase of \$37,500 in Capital Outlay includes \$650,000 as a placeholder for the replacement of the HVAC System in the Park Place Building and \$50,000 for general maintenance in the building.

The 11.8% decrease in Services by Others of \$467,505 includes a net decrease of \$11,756 in Government Service due to normal reduction in anticipated contractor service needs. In Senior and Disability Services, a net increase of \$127,315 is primarily due to an increase in personal and home care services needs. It also includes a net decrease of \$583,064 in Enterprise Funds representing an anticipated decrease in business loans.

There is no change in Debt Service.

Transfers Out always equal Transfers In and is explained under the Revenue Section, above.

The 2.9% increase in Ending Reserves of \$513,204 is due in part to higher-than-expected Beginning Fund balances (explained under the Revenue Section, above); and includes an increase in Ending Fund Balance in the General Fund of \$151,231 representing the excess Indirect and additional funds added to the Technology Reserve. In Government Services, we expect a \$904,812 increase due to timing of projects and expected transportation and WIX funding being carried over that cannot be spent in one year.

## EXECUTIVE DIRECTOR'S BUDGET MESSAGE, Continued

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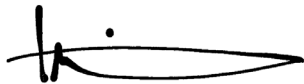
In Senior and Disability Services, we expect a net increase of \$1,275,119 due to the need to use Senior Meals fundraising dollars and Title XIX – Type B Funds to cover expenses; and in Enterprise Funds there is an expected increase of \$872,690 over the FY23 *Adopted Budget* and \$100,000 over the FY23 *Revised Budget* in the Capital Contingency Reserve. We do, however, expect to use some of those funds for the HVAC replacement and I will be requesting approval from the Board in FY24.

Once again, LCOG has continued to stabilize internal operating costs to maintain reasonable Indirect Rates. While some costs for Central Services have increased, such as Personal Costs and some Materials and Services costs, we have continued to manage these costs responsibly. Indirect rates will increase in FY24 because of the addition of need staff to support our growing FTE. For more information on Indirect costs, see page 37 in the Supplemental Information Section.

I believe this FY24 *Proposed Budget* sets a responsible course for the organization, representing a continued high level of fiscal responsibility. I expect LCOG to continue to make progress on a number of fronts in FY24 to better serve our members, partners, and the citizens of Lane County. LCOG remains financially healthy, with strong reserves and committed staff who will continue to assist LCOG members and partners survive the ongoing impacts of the pandemic.

It is with deep appreciation and respect for the LCOG employees, the LCOG Board Members, our Budget Committee members, our regional partners and their staff, and members of the public who work with LCOG to make our region stronger. I could not be more proud or more appreciative to be a part of this organization. LCOG has proven to be resilient and flexible, while continuing to make significant investments focused on supporting the people and priorities of our region.

To a great year ahead!



Brendalee S. Wilson  
Executive Director



## FINANCIAL SECTION

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## ALL FUNDS

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## LCOG'S FUNDING BREAKDOWN

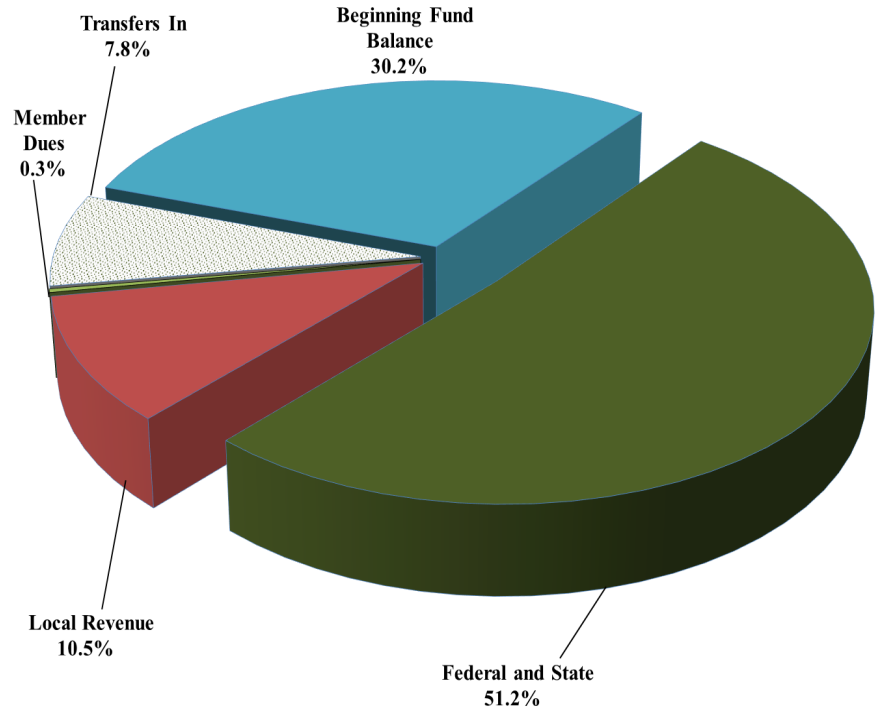
### For the Fiscal Year Ending June 30, 2024

#### Revenues

Current revenues are all revenues available for LCOG operations during the fiscal year, and come from three primary sources: Federal, State, and Local Revenues; Internal Transfers; and Beginning Reserves. The principal sources of current revenues are grant and contract funds. Current revenues percentages per service area: General Fund: 1.35%; Special Revenue Fund: 90.21%; Enterprise Fund: 8.5%.

**FY24 Proposed Resources:**  
**\$78,728,264**

**Federal and State \$40,275,782**  
**Local Revenue \$8,303,758**  
**Member Dues \$229,000**  
**Transfers In \$6,159,230**  
**Beginning Fund Balance \$23,760,494**



Federal and State – 51.2%

Revenue from federal and/or state grants and contracts and includes Transportation, S&DS Long-Term Care, and Business Financing.

Local Revenue – 10.5%

Revenue from local contracts, interest, donations, and sales of products.

Local Revenue, Member Dues – 0.3%

Dues paid by 34 of LCOG's 35 members (LTD does not pay dues).

Internal Transfers – 7.8%

Internal Transfers appear as both a resource to the receiving fund and a requirement for the transferring fund in the budget.

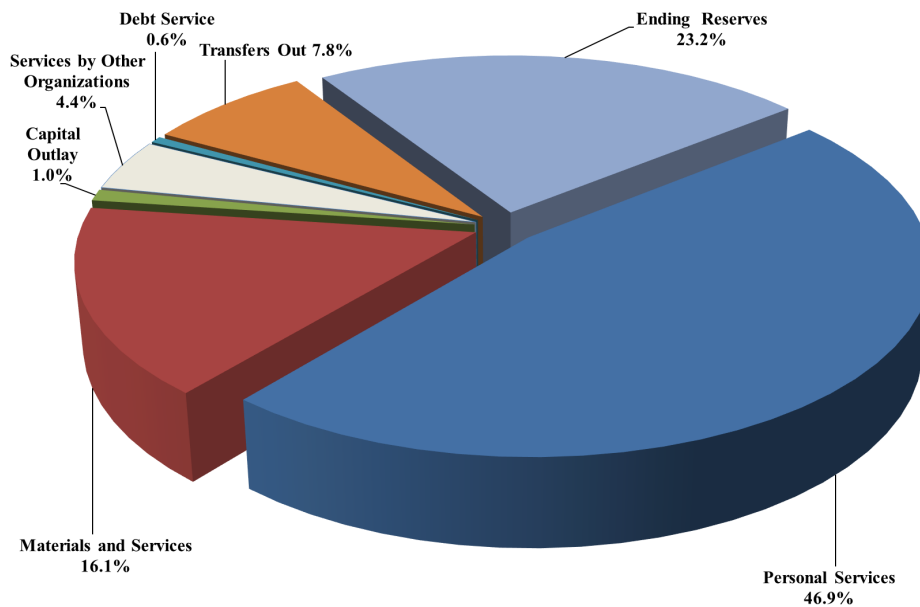
Beginning Reserves – 30.2%

Beginning Fund Balance consists of resources carried forward from previous fiscal years, including grant funds and reserves for specific purposes (e.g., loans, contingency accounts, contract funds).

## LCOG'S FUNDING BREAKDOWN, Continued

### Expenditures

Current expenditures consist of amounts to be paid out in the current fiscal year by categories defined in budget law. This includes payments for operations, debt service, and services.



**FY24 Proposed Requirements:  
\$78,728,264**

**Personal Services \$36,913,084**  
**Materials and Services \$12,671,984**  
**Capital Outlay \$767,500**  
**Services by Other Organizations \$3,484,345**  
**Debt Service \$438,754**  
**Transfers Out \$6,159,230**  
**Ending Reserves \$18,293,367**

Personal Services – 46.9%

Employee related costs such as compensation, pension, and healthcare costs.

Materials and Services – 16.1%

Includes services, materials, supplies, and other charges ranging from telephones to travel.

Capital Outlay – 1.0%

These funds provide for major capital improvements.

Services by Other Organizations – 4.4%

Funds paid to other organizations for services or business loans made.

Debt Service – 0.6%

Debt service provides payments on loans.

Transfers Out – 7.8%

Internal Transfers appear as both a requirement for the transferring fund and a resource to the receiving fund in the budget.

Ending Reserves – 23.2%

These are resources that are not spent during the year but carried over to subsequent year(s). They include reserves, monies for cash flow purposes, and LCOG's Contingency Accounts.

**ALL ORGANIZATIONAL FUNDS  
SCHEDULE OF RESOURCES AND REQUIREMENTS  
BUDGET COMPARED TO BUDGET AND ACTUAL  
For the Fiscal Year Ending June 30, 2024**

FTE	259.38	297.47	300.77	308.52	308.62
	FY21 Actual	FY22 Actual	FY23 Adopted	FY23 Revised	FY24 Proposed
<b>Resources:</b>					
Federal and State	\$ 28,250,498	\$ 30,399,590	\$ 40,523,220	\$ 40,735,740	\$ 40,275,782
Local Revenue	\$ 9,482,423	\$ 7,445,952	\$ 8,590,730	\$ 8,448,166	\$ 8,303,758
Local Revenue - Member Dues	\$ 232,977	\$ 223,928	\$ 227,000	\$ 227,000	\$ 229,000
Transfers In	\$ 4,048,451	\$ 4,976,355	\$ 5,834,146	\$ 5,979,784	\$ 6,159,230
Beginning Reserves	\$ 12,039,164	\$ 12,711,242	\$ 18,622,223	\$ 22,856,433	\$ 23,760,494
<b>Total Resources</b>	<b>\$ 54,053,513</b>	<b>\$ 55,757,067</b>	<b>\$ 73,797,319</b>	<b>\$ 78,247,123</b>	<b>\$ 78,728,264</b>
<b>Requirements:</b>					
Personal Services*	\$ 22,854,644	\$ 28,198,368	\$33,165,395	\$33,395,210	\$36,913,084
Materials and Services*	\$ 3,506,678	\$ 8,935,989	\$11,897,011	\$8,961,869	\$12,671,984
Capital Outlay	\$ 5,719,535	\$ 189,000	\$730,000	\$730,000	\$767,500
Services by Other Organizations	\$ 4,389,776	\$ 1,892,875	\$3,951,850	\$5,797,322	\$3,484,345
Debt Service	\$ 481,499	\$ 481,507	\$438,754	\$438,754	\$438,754
Transfers Out	\$ 4,048,450	\$ 4,976,355	\$5,834,146	\$5,979,784	\$6,159,230
Ending Reserves	\$ 13,052,931	\$ 11,082,973	\$17,780,163	\$22,944,184	\$18,293,367
<b>Total Requirements</b>	<b>\$ 54,053,513</b>	<b>\$ 55,757,067</b>	<b>\$73,797,319</b>	<b>\$78,247,123</b>	<b>\$78,728,264</b>
<p>This schedule includes total service budgets for the three reporting funds: General Fund (page 15), Special Revenue Fund (page 17), and Enterprise Fund (page 24). These reporting funds are for Administration (General Fund), Government Services and Senior and Disability Services (Special Revenue Fund), and Business Services (Enterprise Fund).</p>					
<b>Totals By Services:</b>					
Administration	\$ 795,280	\$ 918,257	\$ 904,300	\$ 1,079,259	\$ 1,059,665
Government Services	\$ 11,234,130	\$ 10,132,019	\$ 19,072,951	\$ 16,204,323	\$ 20,271,375
Senior and Disability Services	\$ 37,213,441	\$ 40,511,523	\$ 47,478,056	\$ 53,613,149	\$ 50,747,853
Business Services	\$ 4,810,662	\$ 4,195,268	\$ 6,342,012	\$ 7,350,392	\$ 6,649,371
<b>Total All Services</b>	<b>\$ 54,053,513</b>	<b>\$ 55,757,067</b>	<b>\$ 73,797,319</b>	<b>\$ 78,247,123</b>	<b>\$ 78,728,264</b>
Indirect (Overhead)	\$ 3,151,397	\$ 3,674,551	\$ 4,281,315	\$ 3,920,373	\$ 5,371,559

\*This statement removes the duplicative activities for Indirect/Overhead (Administrative Services) as Indirect expenses also appear as Support Services charges in the receiving subfund. For accuracy we are reporting the origin of those charges in Personal Services and Materials and Services. For more detail, see the Indirect Charges statement in the Supplemental Information Section of this document (page 37).

**ALL ORGANIZATIONAL FUNDS  
FY24 PROPOSED BUDGET COMPARED TO  
FY23 ADOPTED AND REVISED BUDGETS  
SCHEDULE OF RESOURCES AND REQUIREMENTS  
For the Fiscal Year Ending June 30, 2024**

	FY23 Adopted	FY23 Revised	FY24 Proposed	FY23 Revised vs. FY24 Proposed Difference
<b>Resources:</b>				
Federal and State	\$ 40,523,220	\$ 40,735,740	\$ 40,275,782	\$ (459,958)
Local Revenue	\$ 8,590,730	\$ 8,448,166	\$ 8,303,758	\$ (144,408)
Local Revenue - Member Dues	\$ 227,000	\$ 227,000	\$ 229,000	\$ 2,000
Transfers In	\$ 5,834,146	\$ 5,979,784	\$ 6,159,230	\$ 179,446
Beginning Reserves	\$ 18,622,223	\$ 22,856,433	\$ 23,760,494	\$ 904,061
<b>Total Resources</b>	<b><u>\$ 73,797,319</u></b>	<b><u>\$ 78,247,123</u></b>	<b><u>\$ 78,728,264</u></b>	<b><u>\$ 481,141</u></b>
<b>Requirements:</b>				
Personal Services*	\$ 33,165,395	\$ 33,395,210	\$ 36,913,084	\$ 3,517,874
Materials and Services*	\$ 11,897,011	\$ 8,961,869	\$ 12,671,984	\$ 3,710,115
Capital Outlay	\$ 730,000	\$ 730,000	\$ 767,500	\$ 37,500
Services by Other Organizations	\$ 3,951,850	\$ 5,797,322	\$ 3,484,345	\$ (2,312,977)
Debt Service	\$ 438,754	\$ 438,754	\$ 438,754	\$ -
Transfers Out	\$ 5,834,146	\$ 5,979,784	\$ 6,159,230	\$ 179,446
Reserves	\$ 17,780,163	\$ 22,944,184	\$ 18,293,367	\$ (4,650,817)
<b>Total Requirements</b>	<b><u>\$ 73,797,319</u></b>	<b><u>\$ 78,247,123</u></b>	<b><u>\$ 78,728,264</u></b>	<b><u>\$ 481,141</u></b>
<b>FTE by Service Area:</b>				
Administration	20.27	21.27	23.82	2.55
Government Services	31.12	31.12	32.07	0.95
Senior and Disability Services	248.18	254.68	250.88	(3.80)
Business Services	1.20	1.45	1.45	-
<b>Total FTE</b>	<b><u>300.77</u></b>	<b><u>308.52</u></b>	<b><u>308.22</u></b>	<b><u>(0.30)</u></b>

\*This statement removes the duplicative activities for Indirect (Overhead) Services as Indirect expenses also appear expenses also appear as internal Support Services charges in the receiving fund. For accuracy we are reporting expenses we are reporting expenses based on the origin of those charges (Personal Services and Materials and Services).

Indirect (Overhead)	<u>\$ 4,281,315</u>	<u>\$ 4,308,685</u>	<u>\$ 5,371,559</u>	<u>\$ 1,062,874</u>
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## GENERAL FUND

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**GENERAL FUND – ADMINISTRATION SERVICES  
WORK PROGRAM BUDGET  
For the Fiscal Year Ending June 30, 2024**

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**Budget for Funds in this Service Area**

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<b>General Fund</b>		<b>\$904,300</b>	
	<b>Total:</b>	<b>\$904,300</b>	
<b>Total FTE:</b>			
<b>General Fund</b>		<b>0.40</b>	<b>FTE</b>
	<b>Total:</b>	<b>0.40</b>	<b>FTE</b>

**Service Areas funded by General Fund: LCOG Operating**

\*For information on Indirect, please see information beginning on page 37.

**LCOG OPERATING**

Service Budget: \$128,251  
 Service Funds: General Fund - LCOG Operating  
 FTE: 0.40 (Executive Director)

**Description**

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. LCOG’s Executive Director provides organizational support, professional counsel, and policy recommendations to the Lane Council of Governments’ Board of Directors, Executive Committee, Budget Committee, and Audit Committee, and to LCOG’s members.

For FY24, we propose to move the expenses in the Member Support Services Fund to the LCOG Operating Fund to provide for easier tracking and more transparency. LCOG Members pay annual membership dues. Level 2 members receive 12 hours of member services each year. Expense is incurred when members request services, and the cost of services depends on the specific service requested. At the time of budget development there is no way to identify what services will be requested or which staff will be needed to provide the services. In that FTE/staff are already budgeted in the FTE's home fund, no FTE are associated with this fund.



**GENERAL FUND – SUMMARY**  
**SCHEDULE OF RESOURCES AND REQUIREMENTS**  
**BUDGET AND ACTUAL**  
**For the Fiscal Year Ending June 30, 2024**

	FY21 Actual	FY22 Actual	FY23 Adopted	FY23 Revised	FY24 Proposed
<b>Resources:</b>					
Local Revenue - Member dues	\$ 232,977	\$ 221,645	\$ 227,000	\$ 227,000	\$ 229,000
Local Revenue - Other Sources	\$ 91,855	\$2,102,680	\$ 48,300	\$ 109,027	\$ 4,000
Local Revenue - Overhead Carryforward	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Transfers In - from Direct Subfunds	\$ 34,244	\$ 30,000	\$ 12,000	\$ 12,000	\$ 12,000 (a)
Beginning Reserves	\$ 436,204	\$ 765,912	\$ 617,000	\$ 731,232	\$ 749,665
<b>Total Resources</b>	<b><u>\$ 795,280</u></b>	<b><u>\$3,120,237</u></b>	<b><u>\$ 904,300</u></b>	<b><u>\$ 1,079,259</u></b>	<b><u>\$ 1,059,665</u></b>
<b>Requirements:</b>					
Personal Services	\$ 260,027	\$ 114,445	\$ 111,204	\$ 111,204	\$ 128,251 (b)
Materials and Services	\$ 152,013	\$1,422,923	\$ 73,580	\$ 66,080	\$ 76,800 (b)
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ 4,943	\$ 28,637	\$ 108,774	\$ 152,310	\$ 92,641 (c)
Ending Reserves - Contingencies	\$ 378,297	\$1,554,232	\$ 610,742	\$ 749,665	\$ 761,973 (d)
<b>Total Requirements</b>	<b><u>\$ 795,280</u></b>	<b><u>\$3,120,237</u></b>	<b><u>\$ 904,300</u></b>	<b><u>\$ 1,079,259</u></b>	<b><u>\$ 1,059,665</u></b>

(a) Excess revenue from Minutes recording Fund and payback of FY22 loan to Business Services.

(b) Includes Member Support Services estimates.

(c) Includes LCOG contribution to LGDC.

(d) Includes special reserves.

This Schedule excludes Indirect. For details to Indirect, see the Supplemental Information Section on page 37.

**SPECIAL REVENUE FUND**

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**SPECIAL REVENUE SUMMARY**  
**SCHEDULE OF RESOURCES AND REQUIREMENTS**  
**BUDGET AND ACTUAL**  
**For the Fiscal Year Ending June 30, 2024**

FTE	235.64	243.37	279.30	285.80	282.95
	FY21	FY22	FY23	FY23	FY24
	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Revised</u>	<u>Proposed</u>
<b>Resources:</b>					
Federal and State	\$ 27,735,498	\$ 33,303,886	\$ 40,248,220	\$ 40,460,740	\$ 40,275,782
Local Revenue	\$ 7,508,972	\$ 6,384,947	\$ 7,045,483	\$ 6,871,567	\$ 6,691,741
Transfers In	\$ 3,939,716	\$ 4,381,453	\$ 5,565,371	\$ 5,708,695	\$ 5,894,641
Beginning Reserves	\$ 9,263,385	\$ 9,800,639	\$ 13,691,933	\$ 16,776,470	\$ 18,157,064
<b>Total Resources</b>	<u>\$ 48,447,571</u>	<u>\$ 53,870,925</u>	<u>\$ 66,551,007</u>	<u>\$ 69,817,472</u>	<u>\$ 71,019,228</u>
<b>Requirements:</b>					
Personal Services	\$ 22,417,937	\$ 24,700,727	\$ 30,061,623	\$ 30,162,587	\$ 32,994,049
Support Services	\$ 3,459,834	\$ 3,604,287	\$ 4,238,020	\$ 4,265,390	\$ 5,310,712
Materials and Services	\$ 5,036,470	\$ 5,355,720	\$ 9,817,401	\$ 6,871,956	\$ 10,185,824
Capital Outlay	\$ -	\$ 218,037	\$ 60,000	\$ 60,000	\$ 67,500
Services by Other Organizations	\$ 3,817,776	\$ 2,974,258	\$ 3,058,850	\$ 4,904,322	\$ 3,174,409
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ 3,937,977	\$ 4,320,388	\$ 5,440,072	\$ 5,541,424	\$ 5,782,000
Ending reserves	\$ 9,777,577	\$ 12,697,508	\$ 13,875,041	\$ 18,011,793	\$ 13,504,734
<b>Total Requirements</b>	<u>\$ 48,447,571</u>	<u>\$ 53,870,925</u>	<u>\$ 66,551,007</u>	<u>\$ 69,817,472</u>	<u>\$ 71,019,228</u>
<b>Total By Service Area:</b>					
Government Services	\$11,234,130	\$8,464,733	\$19,072,951	\$16,204,323	\$20,271,375
Senior and Disability Services	<u>\$37,213,441</u>	<u>\$45,406,192</u>	<u>\$47,478,056</u>	<u>\$53,613,149</u>	<u>\$50,747,853</u>
<b>Total Special Revenue Fund</b>	<u>\$48,447,571</u>	<u>\$53,870,925</u>	<u>\$66,551,007</u>	<u>\$69,817,472</u>	<u>\$71,019,228</u>

This Schedule includes Government Services (page 18) and Senior and Disability Services (page 21).

# GOVERNMENT SERVICES

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**SPECIAL REVENUE FUND – GS WORK PROGRAM BUDGET, Continued**

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**Description**

Metro TV operates Comcast Channel 21, a 24/7 cable channel in the Eugene/Springfield Metro area and provides live meeting coverage and replay, as well as other programs highlighting local government services and other items of interest. This Program also streams meetings live over the internet, and offer archived meetings for viewing on demand. Metro TV is an internationally award-winning video production service.

**SPECIAL REVENUE FUND DETAIL – GOVERNMENT SERVICES**  
**SCHEDULE OF RESOURCES AND REQUIREMENTS**  
**BUDGET AND ACTUAL**  
**For the Fiscal Year Ending June 30, 2024**

FTE	29.82	32.37	31.12	31.12	32.07
	FY21 Actual	FY22 Actual	FY23 Adopted	FY23 Revised	FY24 Proposed
<b>Resources:</b>					
Federal and State	\$ 2,588,058	\$ 927,619	\$ 9,227,289	\$ 5,635,970	\$ 8,248,600 (a)
Local Revenue	\$ 6,182,218	\$ 4,941,600	\$ 5,751,368	\$ 5,361,848	\$ 5,062,086 (b)
Transfers In	\$ 897,542	\$ 905,675	\$ 1,504,066	\$ 1,450,391	\$ 1,460,037
Beginning Reserves	\$ 1,566,312	\$ 1,689,839	\$ 2,590,228	\$ 3,756,114	\$ 5,500,652 (c)
<b>Total Resources</b>	<b><u>\$ 11,234,130</u></b>	<b><u>\$ 8,464,733</u></b>	<b><u>\$ 19,072,951</u></b>	<b><u>\$ 16,204,323</u></b>	<b><u>\$ 20,271,375</u></b>
<b>Requirements:</b>					
Personal Services	\$ 3,496,742	\$ 3,751,894	\$ 4,279,959	\$ 4,165,055	\$ 4,564,781 (d)
Support Services	\$ 1,083,288	\$ 976,481	\$ 968,906	\$ 968,906	\$ 1,085,267 (e)
Materials and Services	\$ 1,460,192	\$ 1,550,463	\$ 6,075,864	\$ 2,562,363	\$ 6,003,920 (f)
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ 7,500 (g)
Services by Other Organizations	\$ 2,631,327	\$ 1,666,746	\$ 1,662,731	\$ 1,832,881	\$ 1,650,975 (h)
Transfers Out	\$ 895,803	\$ 844,610	\$ 1,378,767	\$ 1,283,120	\$ 1,347,396 (i)
Ending Reserves	\$ 1,666,778	\$ (325,461)	\$ 4,706,724	\$ 5,391,998	\$ 5,611,536 (j)
<b>Total Requirements</b>	<b><u>\$ 11,234,130</u></b>	<b><u>\$ 8,464,733</u></b>	<b><u>\$ 19,072,951</u></b>	<b><u>\$ 16,204,323</u></b>	<b><u>\$ 20,271,375</u></b>

Notes:

- (a) Net decrease primarily in Transportation funding.
- (b) Net decrease due primarily to one-time funding of \$838,000 in FY23 for the Regional Broadband Strategy project.
- (c) Timing of projects and the Regional Broadband Strategy project having a large carry-over.
- (d) GIS Program Manager vacancy and normal increases.
- (e) Normal Indirect increases (for more information see Indirect on page 37)
- (f) Reduction primarily due to decreased Transportation expenses.
- (g) Battery replacement for the WIX.
- (h) Normal reduction in anticipated contractor service needs.
- (i) Less transportation funding, so less administration transfers needed.
- (j) Increase due to timing of projects and expected transportation and WIX funding being carried over.

**SENIOR AND DISABILITY SERVICES**

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**SPECIAL REVENUE FUND – S&DS WORK PROGRAM BUDGET**  
**For the Fiscal Year Ending June 30, 2024**

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**Budget for Funds in this Service Area**

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Special Revenue Fund - S&DS Administration	\$1,622,231
Special Revenue Fund - Medicaid and SNAP - Title XIX	\$37,458,473
Special Revenue Fund - Older Americans Act, Other Funding - Title III	\$11,667,149
<b>Total:</b>	<b>\$50,747,853</b>

**Total FTE:**

S&DS Administration	3.25	FTE
Medicaid and SNAP - Title XIX	213.28	FTE
Older Americans Act, Other Funding - Title III	34.35	FTE
<b>Total:</b>	<b>250.88</b>	<b>FTE</b>

**Service Areas funded by this Special Revenue Fund:** S&DS Administration  
 Medicaid and SNAP - Title XIX  
 Older Americans Act, Other - Title III

LCOG’s Senior and Disability Services (S&DS) is the designated Area Agency on Aging and Disability Services (AAA) in Lane County. S&DS has three full-service offices located in Cottage grove, Eugene and Florence. Additional small outstations provide limited services in Junction City, Oakridge, and Veneta. Federal, state, and local resources, including participants’ fees, donations, proceeds of fundraising activities, private pay services and grant awards, are used to provide services to individuals and families.

The mission S&DS is to “*advocate for older adults 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 physical disabilities (18 to 64 years).

**S&DS ADMINISTRATION**

Service Budget: \$1,622,231  
 Service Funds: Special Revenue Funds  
 FTE: 3.25

**Description**

S&DS Administration provides direct support services to all areas of the division. Services provided include: contract management, administrative services, and the Division Director. Costs are recovered through allocation of expenses for services provided to other funds within S&DS operations.

**MEDICAID AND SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP, formerly Food Stamps) – TITLE XIX**

Service Budget: \$37,458,473  
 Service Funds: Special Revenue Funds  
 FTE: 213.28

## **SPECIAL REVENUE FUND – S&DS WORK PROGRAM BUDGET, Continued**

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### **Description**

Under contract with the Oregon Department of Human Services, S&DS administers the State's long-term care, medical assistance / SNAP programs for people age 65 and older and adults with physical disabilities (18 to 64 years) in Lane County. Specifically, Medicaid and SNAP – Title XIX services includes the following program areas: Adult Protective Services, Case Management, Eligibility Determination, Screening and Referral, Home Care Worker Program, Licensing and Monitoring of Adult Foster Homes, and Quality Assurance.

Specific descriptions of the programs within this service area can be found in the Glossary starting on page 41.

### **OLDER AMERICANS ACT, OTHER GRANTS AND STATE FUNDING – TITLE III**

Service Budget: \$11,667,149  
Service Funds: Special Revenue Funds  
FTE: 34.35

### **Description**

The federal Older Americans Act is the foundation of our country's older adult aging network known as Title III. Under contract with the state, local service providers, utilizing other local and state funding, provide a wide range of critical outreach services, hunger relief, and energy assistance programs for older adults.

Specifically, Older Americans Act, Other Grants and State Funding - Title III services include the following program areas: Family Caregiver Support, Senior Meals, Living Well, Options Counseling, Oregon Project Independence, Senior Connections, Transportation Coordination, and Oregon Money Management.

Specific descriptions of the programs within this service area can be found in the Glossary starting on page 41.

**SPECIAL REVENUE FUND DETAIL – S&DS SERVICES**  
**SCHEDULE OF RESOURCES AND REQUIREMENTS**  
**BUDGET AND ACTUAL**  
**For the Fiscal Year Ending June 30, 2024**

FTE	205.82	243.00	248.18	279.30	250.88
	FY21 Actual	FY22 Actual	FY23 Adopted	FY23 Revised	FY24 Proposed
<b>Resources:</b>					
Federal and State	\$25,147,440	\$ 32,376,267	\$ 31,020,931	\$ 34,824,770	\$ 32,027,182 (a)
Local Revenues	\$ 1,326,754	\$ 1,443,347	\$ 1,294,115	\$ 1,509,719	\$ 1,629,655 (b)
Transfers In	\$ 3,042,174	\$ 3,475,778	\$ 4,061,305	\$ 4,258,304	\$ 4,434,604 (c)
Beginning Reserves	\$ 7,697,073	\$ 8,110,800	\$ 11,101,705	\$ 13,020,356	\$ 12,656,412 (d)
<b>Total Resources</b>	<b><u>\$37,213,441</u></b>	<b><u>\$ 45,406,192</u></b>	<b><u>\$ 47,478,056</u></b>	<b><u>\$ 53,613,149</u></b>	<b><u>\$ 50,747,853</u></b>
<b>Requirements:</b>					
Personal Services	\$18,921,195	\$ 20,948,833	\$ 25,781,664	\$ 25,997,532	\$ 28,429,268 (e)
Support Services	\$ 2,376,546	\$ 2,627,806	\$ 3,269,114	\$ 3,296,484	\$ 4,225,445 (f)
Materials and Services	\$ 3,576,278	\$ 3,805,257	\$ 3,741,537	\$ 4,309,593	\$ 4,181,904 (g)
Capital Outlay		\$ 218,037	\$ 60,000	\$ 60,000	\$ 60,000 (h)
Services by Other Organizations	\$ 1,186,449	\$ 1,307,512	\$ 1,396,119	\$ 3,071,441	\$ 1,523,434 (i)
Transfers Out	\$ 3,042,174	\$ 3,475,778	\$ 4,061,305	\$ 4,258,304	\$ 4,434,604 (c)
Ending Reserves	\$ 8,110,799	\$ 13,022,969	\$ 9,168,317	\$ 12,619,795	\$ 7,893,198 (j)
<b>Total Requirements</b>	<b><u>\$37,213,441</u></b>	<b><u>\$ 45,406,192</u></b>	<b><u>\$ 47,478,056</u></b>	<b><u>\$ 53,613,149</u></b>	<b><u>\$ 50,747,853</u></b>

Notes:

- (a) Primarily due to the funding of the new OPI-M program.
- (b) Includes \$70,000 Trio Consortium investment; increased Senior Meal funds.
- (c) Medicaid Funds needed in programs like Senior Connections and Senior Meals to keep up with increased demand for services and Senior Meals Fundraising dollars needed for meals.
- (d) FY23 COVID-19 emergency funds carried over, more Senior Meals fundraising dollars in FY23 than expected, and difficulty hiring and retaining staff over the past two years.
- (e) Increasing hiring to meet service level expectations.
- (f) Normal increase in Indirect (for information on Indirect, see page 37).
- (g) Increase in meals and training, travel, and computer supplies for new employees.
- (h) Placeholder for kitchen equipment.
- (i) Increase in personal and home care services needs.
- (j) Includes increased need to use Senior Meals fundraising dollars and Medicaid Funds.

**ENTERPRISE FUND**

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## **ENTERPRISE FUND - BUSINESS SERVICES WORK PROGRAM BUDGET, Continued**

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### **MINUTES RECORDING SERVICES**

Service Budget:     \$74,840  
Service Funds:     Enterprise Fund - Minutes Recording  
FTE:                 0.10 FTE

#### **Description**

Minutes Recording Services are provided to member agencies. A majority of the service costs for this program are provided through contracted labor. Costs are recovered through fees for service.

**ENTERPRISE FUND – SUMMARY**  
**SCHEDULE OF RESOURCES AND REQUIREMENTS**  
**BUDGET AND ACTUAL**  
**For the Fiscal Year Ending June 30, 2024**

FTE	1.05	2.90	1.20	1.45	1.45
	FY21	FY22	FY23	FY23	FY24
	Actual	Actual	Adopted	Revised	Proposed
<b>Resources:</b>					
Federal and State	\$ 515,000	\$ 250,000	\$ 275,000	\$ 275,000	\$ -
Local Revenue	\$ 1,881,596	\$ 1,904,078	\$ 1,496,947	\$ 1,467,572	\$ 1,543,017
Transfers In	\$ 74,491	\$ 101,400	\$ 256,775	\$ 259,089	\$ 252,589
Beginning Reserves	\$ 2,339,575	\$ 4,653,365	\$ 4,313,290	\$ 5,348,731	\$ 4,853,765
<b>Total Resources</b>	<b>\$ 4,810,662</b>	<b>\$ 6,908,843</b>	<b>\$ 6,342,012</b>	<b>\$ 7,350,392</b>	<b>\$ 6,649,371</b>
<b>Requirements:</b>					
Personal Services	\$ 176,680	\$ 180,427	\$ 216,538	\$ 309,622	\$ 294,987
Support Services	\$ 46,844	\$ 70,264	\$ 51,692	\$ 51,692	\$ 60,847
Materials and Services	\$ 531,052	\$ 523,958	\$ 492,348	\$ 518,548	\$ 533,598
Capital Outlay	\$ -	\$ 5,354	\$ 670,000	\$ 670,000	\$ 700,000
Services by Other Organiz	\$ 572,000	\$ 399,750	\$ 893,000	\$ 893,000	\$ 309,936
Debt Service	\$ 481,499	\$ 481,921	\$ 438,754	\$ 438,754	\$ 438,754
Transfers Out	\$ 105,530	\$ 134,189	\$ 285,300	\$ 286,050	\$ 284,589
Ending Reserves	\$ 2,897,057	\$ 5,112,980	\$ 3,294,380	\$ 4,182,726	\$ 4,026,660
<b>Total Requirements</b>	<b>\$ 4,810,662</b>	<b>\$ 6,908,843</b>	<b>\$ 6,342,012</b>	<b>\$ 7,350,392</b>	<b>\$ 6,649,371</b>

Included in this Schedule are Business Loans and Business Services Administration (page 27), Building Management (page 28), and Minutes Recording Services (page 29).

Business Loans Program/Business Administration	\$ 2,509,768	\$ 4,232,776	\$ 4,173,628	\$ 4,244,501	\$ 3,364,592
Economic Development	\$ 27,305	\$ 49,479	\$ -	\$ -	\$ -
Building Management	\$ 2,155,276	\$ 2,553,757	\$ 2,098,895	\$ 3,031,051	\$ 3,209,939
Minutes Recording	\$ 118,313	\$ 72,831	\$ 69,489	\$ 74,840	\$ 74,840
<b>Total: Enterprise Fund</b>	<b>\$ 4,810,662</b>	<b>\$ 6,908,843</b>	<b>\$ 6,342,012</b>	<b>\$ 7,350,392</b>	<b>\$ 6,649,371</b>

**BUSINESS LOAN PROGRAM  
BUILDING MANAGEMENT PROGRAM  
MINUTES RECORDING**

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**ENTERPRISE FUND DETAIL – BUSINESS LOAN PROGRAM**  
**SCHEDULE OF RESOURCES AND REQUIREMENTS**  
**BUDGET AND ACTUAL**  
**For the Fiscal Year Ending June 30, 2024**

FTE	0.93	1.70	1.00	1.00	1.00
	FY21 Actual	FY22 Actual	FY23 Adopted	FY23 Revised	FY24 Proposed
<b>Resources:</b>					
Federal and State	\$ 515,000	\$ 250,000	\$ 275,000	\$ 275,000	\$ - (a)
Local Revenue	\$ 1,881,596	\$ 985,487	\$ 429,560	\$ 415,185	\$ 381,060 (b)
Transfers In	\$ 74,491	\$ 101,400	\$ 256,775	\$ 259,089	\$ 252,589 (c)
Beginning Reserves	<u>\$ 2,339,575</u>	<u>\$ 2,782,619</u>	<u>\$ 3,212,293</u>	<u>\$ 3,295,227</u>	<u>\$ 2,730,943</u>
<b>Total Resources</b>	<u>\$ 4,810,662</u>	<u>\$ 4,119,506</u>	<u>\$ 4,173,628</u>	<u>\$ 4,244,501</u>	<u>\$ 3,364,592</u>
<b>Requirements:</b>					
Personal Services	\$ 176,680	\$ 162,792	\$ 187,225	\$ 187,225	\$ 199,834
Support Services	\$ 46,844	\$ 62,466	\$ 44,691	\$ 44,691	\$ 53,290
Materials and Services	\$ 531,052	\$ 7,387	\$ 5,130	\$ 8,930	\$ 9,909
Services by Other Organizations	\$ 572,000	\$ 399,750	\$ 893,000	\$ 893,000	\$ 261,436 (d)
Debt Service	\$ 481,499	\$ 122,172	\$ 122,172	\$ 122,172	\$ 122,171 (e)
Transfers Out	\$ 105,530	\$ 96,500	\$ 258,775	\$ 258,775	\$ 254,589 (c)
Ending Reserves	<u>\$ 2,897,057</u>	<u>\$ 3,268,439</u>	<u>\$ 2,662,635</u>	<u>\$ 2,729,708</u>	<u>\$ 2,463,363</u>
<b>Total Requirements</b>	<u>\$ 4,810,662</u>	<u>\$ 4,119,506</u>	<u>\$ 4,173,628</u>	<u>\$ 4,244,501</u>	<u>\$ 3,364,592</u>

This Schedule includes Business Services Administration Fund (BSA).

**Notes:**

- (a) Remainder of the federal Economic Development Agency (EDA) Grant loan funds received in FY23.
- (b) Expected revenue from loans and processing fees.
- (c) Clarifying where administration support funds are from.
- (d) Anticipated loans.
- (e) Interest on loan funds.

**ENTERPRISE FUND DETAIL – BUILDING MANAGEMENT PROGRAM**  
**SCHEDULE OF RESOURCES AND REQUIREMENTS**  
**BUDGET AND ACTUAL**  
**For the Fiscal Year Ending June 30, 2024**

FTE	0.03	0.05	0.10	0.35	0.35
	FY21 Actual	FY22 Actual	FY23 Adopted	FY23 Revised	FY24 Proposed
<b>Resources:</b>					
Local Revenue - Rental Income	\$ 555,967	\$ 425,162	\$ 479,067	\$ 464,067	\$ 570,000
Local Revenue - Occupancy	\$ 398,083	\$ 404,481	\$ 538,320	\$ 538,320	\$ 541,957 (a)
Local Revenue - Interest Earned	\$ 278	\$ 104	\$ -	\$ -	\$ -
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -
Beginning Reserves	<u>\$ 870,682</u>	<u>\$ 1,820,415</u>	<u>\$ 1,081,508</u>	<u>\$ 2,028,664</u>	<u>\$ 2,097,982</u>
<b>Total Resources</b>	<u><u>\$ 1,825,010</u></u>	<u><u>\$ 2,650,162</u></u>	<u><u>\$ 2,098,895</u></u>	<u><u>\$ 3,031,051</u></u>	<u><u>\$3,209,939</u></u>
<b>Requirements:</b>					
Personal Services	\$ 9,006	\$ 2,971	\$ 18,613	\$ 111,697	\$ 84,452 (b)
Support Services	\$ 2,060	\$ 2,593	\$ 4,447	\$ 4,447	\$ 5,003
Materials and Services	\$ 468,827	\$ 480,919	\$ 445,418	\$ 463,818	\$ 526,190
Capital Outlay	\$ -	\$ 5,354	\$ 670,000	\$ 670,000	\$ 700,000 (c)
Debt Service	\$ 197,983	\$ 359,749	\$ 316,582	\$ 316,582	\$ 316,583 (d)
Transfers Out	\$ 2,219	\$ 1,715	\$ 16,525	\$ 17,275	\$ 20,000 (e)
Ending Reserves	<u>\$ 1,144,915</u>	<u>\$ 1,796,861</u>	<u>\$ 627,310</u>	<u>\$ 1,447,232</u>	<u>\$ 1,557,711 (f)</u>
<b>Total Requirements</b>	<u><u>\$ 1,825,010</u></u>	<u><u>\$ 2,650,162</u></u>	<u><u>\$ 2,098,895</u></u>	<u><u>\$ 3,031,051</u></u>	<u><u>\$ 3,209,939</u></u>

(a) Increased Occupancy includes S&DS and expanded Government Services space LCOG pays to occupy space in Park Place Building.

(b) Government Services Director's time to manage building and HVAC Upgrade project.

(c) Includes \$650,000 for HVAC replacement and \$50,000 for regular maintenance.

(d) Annual mortgage payment for Park Place Building.

(e) To cover Government Services Administration Expenses.

(f) Includes \$1,500,000 Capital Contingency Account.

**ENTERPRISE FUND DETAIL – MINUTES RECORDING SERVICES**  
**SCHEDULE OF RESOURCES AND REQUIREMENTS**  
**BUDGET AND ACTUAL**  
**For the Fiscal Year Ending June 30, 2024**

	<u>FY21</u> <u>Actual</u>	<u>FY22</u> <u>Actual</u>	<u>FY23</u> <u>Adopted</u>	<u>FY23</u> <u>Revised</u>	<u>FY24</u> <u>Proposed</u>
<b>Resources:</b>					
Local Revenues	\$ 77,126	\$ 56,344	\$ 50,000	\$ 50,000	\$ 50,000
Beginning Reserves	<u>\$ 41,187</u>	<u>\$ 38,427</u>	<u>\$ 19,489</u>	<u>\$ 24,840</u>	<u>\$ 24,840</u>
<b>Total Resources</b>	<u><u>\$ 118,313</u></u>	<u><u>\$ 94,771</u></u>	<u><u>\$ 69,489</u></u>	<u><u>\$ 74,840</u></u>	<u><u>\$ 74,840</u></u>
<b>Requirements:</b>					
Personal Services	\$ 4,355	\$ 4,969	\$ 10,700	\$ 10,700	\$ 10,700
Support Services	\$ 1,100	\$ 1,000	\$ 2,554	\$ 2,554	\$ 2,554
Materials and Services	\$ 44,431	\$ 33,962	\$ 41,800	\$ 45,800	\$ 46,000 (a)
Transfers Out	\$ 30,000	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000 (b)
Ending Reserves	<u>\$ 38,427</u>	<u>\$ 24,840</u>	<u>\$ 4,435</u>	<u>\$ 5,786</u>	<u>\$ 5,586</u>
<b>Total Requirements</b>	<u><u>\$ 118,313</u></u>	<u><u>\$ 94,771</u></u>	<u><u>\$ 69,489</u></u>	<u><u>\$ 74,840</u></u>	<u><u>\$ 74,840</u></u>

- (a) Contract Services increased expense - minutes recorders are contractors, not employees.  
(b) Excess revenue is transferred to General Fund.

## **SUPPLEMENTAL INFORMATION**

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## **FY24 BUDGET ASSUMPTIONS**

### **For the Fiscal Year Ending June 30, 2024**

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**NOTE: The Board adopted these Assumptions in January 2022. Any changes to what was assumed are included in the Proposed Budget.**

#### **Overall Guiding Principles for the FY24 Budget**

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- LCOG will continue to take all actions to ensure the safety of its staff and the public we serve against any threats from COVID-19.
  - LCOG will continue to take all actions to ensure the safety of its staff and the public we serve against any threats from the continuing COVID-19 Pandemic.
  - LCOG will continue to stabilize the General Fund.
  - LCOG will continue to build reserves that are consistent with reserve policies adopted by the Board.
  - LCOG will continue to stabilize Indirect rates, while making sure the rates accurately reflect actual internal costs and are in line with OMB Circular A87.
  - To the maximum extent possible, all direct programs and contracts will be self-supporting. LCOG General Fund dollars will only be used to support programs and contracts when required as match or to provide temporary support to a program or to support a strategic initiative that has received prior approval from the Executive Director.
  - LCOG will continue to balance its budget and will continue to ensure a stable budget, consistent with Board adopted policies.
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#### **1. Member Dues:**

LCOG has a two-tier Member Dues structure: Level One has a minimum \$500 Member Dues amount; Level Two a \$1,000 Member Dues amount and provides the member with 12 hours of staff time. Dues are calculated on a base rate. The annual dues amount is calculated using population, enrollment, and service customers, as applicable. Special Districts are either \$510 or \$1,020, depending on Level chosen. The total dues amount is estimated to be about \$238,220 – an increase of about \$1,968 over last year due to population changes but will be adjusted accordingly once we have final numbers.

I recommend we keep the FY24 rate structure the same because the new dues structure is serving LCOG's members well and there is so much uncertainty right now. The Exec Committee will take this action up under another agenda item before approval at the January 2023 Board meeting.

#### **2. Employee Compensation:**

The current Employees Association (EA) Collective Bargaining Agreement (CBA) expires on December 31, 2023. The current SEIU CBA expires on June 30, 2026.

Both CBAs currently provide for a COLA on July 1, 2022, based on the five-year average CPI-W.

For the CPI-W West, Size Class B/C Average of the five prior years, with 58 of the 60 months reported, the 5-year average is 4.11%. While we are still waiting on December 2022, using October 2022 (8.1%), the 5-year average looks like it will be 4.11%. Accordingly, while we do not know the COLA for FY23, we will build the budget on a 4.11% COLA.

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## **Budget Assumptions, Continued**

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LCOG is in the process of completing a Salary Survey for some EA employees, per the current Collective Bargaining Agreement. Salaries will be adjusted per the results of the survey. Any increase will be used to build the FY24 budget.

In FY24, merit increases are expected to increase total compensation for LCOG employees. Employees who are performing satisfactorily are eligible for 3.5% annual merit increases; employees who are at the top step of their salary range currently receive an annual top step bonus of \$500 if they are performing satisfactorily. We will build the budget assuming satisfactory performance by all employees.

The Executive Director's compensation is set by the LCOG Board under a contract. The current contract has been extended to June 30, 2025, and compensation is being recommended to the Board by the Executive Committee. The FY24 budget will be built based on the contract provisions in the contract.

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### **3. PERS:**

PERS issues rates every two years and the 2023-25 rates, which apply to FY24, are as follows:

- Tier 1 / Tier 2: 26.71% or an increase of 1.31% over 2021-23.
- OPSRP: 22.50% or an increase of 1.72% over 2021-23.

Because of increases in salary, the contribution amount required by LCOG to be remitted to PERS will increase and we will budget for that amount once we know what our total salary expense will be for FY24.

### **4. Health Insurance:**

LCOG has two health plans for employees to choose from: the Regence plan is a high-deductible plan and requires an employer-paid contribution into a Health Reimbursement Account (HRA). The Kaiser plan, which is a co-pay plan, does not include an HRA.

Our health Insurance premiums are expected to increase by approximately 5% for Regence and Kaiser on January 1, 2023. The cost of health care for the second half of FY24 is currently unknown. For this reason, we will estimate the costs for the second half of FY24 at an increase of 5%. Should health insurance costs increase beyond what is assumed, LCOG will present the increase as part of its Revised FY24 Budget for Board approval in the spring of 2023. Both EA and SEIU Employees pay 5.0% cost-share for health insurance premiums. Our dental insurance premiums are also expected to increase by 5%.

### **5. Other Insurance:**

General Liability Insurance: For FY24, we expect premiums to increase by 17.7%. These increases are based on employment practices and auto liability claims. The higher deductible plan we switched to three years ago saves us on the premium, but these are steep increases. We will budget for a 18% increase which is about \$13,000. Property Liability Insurance: For FY24, we expect premiums to increase by 18.1%. We will budget for a 18.1% increase which is about \$3,000.

Workers' Compensation Insurance: We will not know our FY24 rates until spring of 2023, but our carrier expects a 4% increase. We will budget for a 4% increase which is about \$3,000.

Life and Long-Term Disability rates are expected to remain the same as in FY23.

## Budget Assumptions, Continued

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### 6. Contingency Accounts:

Operations Contingency Account: Board policy requires the Operations Contingency Account to be funded at a level reflecting one quarterly mortgage payment and two month's salary.\* For FY23 these amounts were \$234,314 and \$79,146, respectively, totaling \$313,460. While we will not know the total amount for FY24 until we build the Proposed Budget, I intend on discussing the Reserve Policies with the Board during the Budget process.

\*The two month's salary is of non-federal, non-state, and non-grant supported personnel.

Capital Contingency Account: While there is no funding level requirement for this Account, all excess revenues from the Park Place Building have been placed in this Account. I recommend that practice continue. Currently, there is \$627,310 in the Capital Contingency Account.

### 7. Equipment and Training:

LCOG will provide effective workspace, equipment, and training to enable employees to be productive and effective, especially since we expect the majority of our employees to continue to work remotely.

### 8. Government Services:

We will continue to stabilize our billing rates, making sure our rates cover our costs and keep us competitive and affordable. We will also continue to ensure our billing invoices are transparent and standardized.

### 9. Senior and Disability Services:

Following long term emergencies and system changes at the State level, LCOG will continue to find efficiencies in Senior and Disability Services (S&DS) to address the large workload while continuing to provide services at levels required and expected.

S&DS has two primary sources of funding. First, as a Type B Transfer agency, S&DS has a contract with Oregon's Department of Human Services to provide Medicaid and Food Stamp services to seniors and people with disabilities in Lane County. Second, as an Area Agency on Aging, S&DS receives funding through the Older Americans Act (OAA).

In the 2022–23 biennium, funding for Senior and Disability Services was increased over the previous biennium with additional funding due to the ongoing Pandemic. We will not know what our funding allocation will be until fall of 2023, but we expect (hope) that this funding increase trend continues as our caseload continues to rise.

Given the uncertainty, we will budget FY24 at the same level as FY23. Should the allocation change significantly, we will adjust accordingly in the Revised Budget.

### 10. Enterprise Services:

We will continue to strategize how to grow the Business Loan Program into a more sustainable program and we will continue to stabilize our Minutes Recorder Program billing rates, making sure our rates cover our costs and keep us affordable. While the Local Government Personal Services Program is not currently an Enterprise Fund, as we continue to market and grow the Program into a sustainable and valuable service, the plan is to move it to the Enterprise Fund in the future so it can be run as a business.

**GOALS FOR FY24**  
**BY ORGANIZATIONAL SERVICE UNIT**  
**For the Fiscal Year Ending June 30, 2024**

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Each year LCOG sets a high-level set of goals and priorities to help shape its activities for the next year. The goals are not meant to be a comprehensive list of all activities, but rather to articulate priority activities for the agency in FY24.

**EXECUTIVE MANAGEMENT**

- Keep LCOG nimble and continually look for innovative and enterprising ways to support member agencies and the citizens they serve in this dynamic change centric environment.
- Continue to look for ways that LCOG could broker cost points for members.
- Continue integrating and building upon equity and diversion work.
- Complete Eugene/Springfield Fire Discussion.
- Continue management training.
- Continue to revise telework policies for future work model.
- Strengthen LCOG’s partnerships with members.

**ADMINISTRATION AND FISCAL**

- Work towards our 6th Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for the fiscal year ending June 30, 2023.
- Continue to cross-train staff to provide complete coverage of critical functions.
- Continue to maintain and ensure internal control compliance over general ledger, cash management, and employee compensation.
- Provide key support to the Executive Director during the budget process.
- Provide quarterly fund financial reports to Board and Executive Committee.

**HUMAN RESOURCES**

- Revise Personnel Policies and Procedures to adapt to new working conditions resulting from the pandemic.
- Support management and staff in the new workplace that includes in-person, telework, and hybrid models, especially given the enormous growth in the number of employees.
- Increase training program, in particular for newly-appointed managers and staff in general.
- Continue to reduce Workers’ Compensation claims, as we continue to adjust to CIS/SAIF joint coverage.
- Continue to monitor health care costs and potential savings resulting from plan changes, while still providing options that are good for the agency and for employees.
- Finalize updating all Government Services and Administrative Services Position Descriptions at the agency.
- Plan and hold annual benefits and health fair for employees.
- Implement new Collective Bargaining Agreements with the Employees Association, which represents employees at Government Services and Administrative Services (the current CBA expires December 31, 2023).
- Continue to provide HR Technical Assistance to Local Government Personnel Services (LGPS) as that program grows.
- Plan for a non-represented classification and compensation study.
- Begin preparations for Paid Leave Oregon for family and medical leave, which starts in late 2023.



## GOALS, Continued

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### INFORMATION SERVICES

- Design and publish an LCOG 3 to 5-year Strategic Infrastructure Technology Plan to outline the roadmap for maintaining and supporting LCOG's expanding datacenter infrastructure. The program's goal is to maximize features and functionality in the most cost-effective and future-proof way.
- Develop Cybersecurity Strategic Plans preparing the agency to take advantage of expected regional, state and federal grant funding opportunities.
- Finalize planning and implement the next generation of LCOG's Phone System/Communications Platform.

### GOVERNMENT SERVICES – PLANNING, TRANSPORTATION, AND METRO TV

- Add new members to the telecom consortium and shared telecom system, reducing costs for all participating agencies, increasing purchasing power, and modernizing and stabilizing public telecom throughout the region
- With the expansion of the Interconnection Facility at Park Place complete, work with regional strategic partners to successfully deploy the new resources; begin by rebranding and adding tenants to the new "Interconnection Facility at Park Place" (formerly "The WIX").
- Work with regional partner to develop a "Dig Once" policy for future broadband infrastructure expansion.
- Refine the business systems for managing the Interconnection Facility at Park Place, Middle Mile, and PAN to ensure the greatest confidence, efficiency and return on investment for participating partners.
- Finalize the Broadband Regional Strategy, including the development of "shovel ready" projects to leverage potential federal and state infrastructure funding; facilitate multi-County Broadband Feasibility Study projects and convene steering committee for development of broadly supported next steps around fiber and broadband.
- Implement RLID version 4.
- Continue pursuing opportunities for broadcasting Metro TV over the air and expand support for members' use of streaming meetings and events.
- Continue to work towards collaboration with regional education institutions on reestablishing a vibrant regional Educational PEG channel.
- Continue to expand current and long-range planning services to meet the growing demand of member and non-member communities in need of assistance.
- Continue expanding the Safe Lane Coalition program through branding, public outreach, and funding small enforcement and education programs across Lane County. Raise awareness of safety issues on our transportation network to reduce fatal and severe crashes.
- Implement new South Lane County Metro Shuttle transit service.
- Work with regional partners on the development of other needed transit service and routes.
- Continue work on the long-range Transit Development Plan (TDP) for Link Lane service in Lane County
- Complete update of the Central Lane MPO's Public Involvement Plan.
- Develop new activity-based transportation system model.
- Further develop and refine strategies for increasing legal services/attorney capacity to meet the growing need in small agencies for general legal services and specific land use and hearings official services for agencies of all sizes.
- Continue the work of the Diversity, Equity, Inclusion & Belonging Committee to define actionable objectives both within and outside of LCOG.

## **GOALS, Continued**

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### **SENIOR AND DISABILITY SERVICES**

- Focus on employee engagement through a formal committee and through ongoing collaboration in order to ensure S&DS remains an employer of choice in the community.
- Improve communication and collaboration with internal and external partners.
- Improve access to services and customer satisfaction, especially for our marginalized and under-represented consumers.
- Increase employee engagement and retention and stabilize staffing levels.
- Continue efforts to increase and improve diversity inclusion and belonging.
- Work with Program Managers to identify program needs.

### **BUSINESS SERVICES**

- Continue to work with our partners in Unity Lending to market and expand the Business Loan Program.
- Seek opportunities to focus small business loans to help small businesses to recover from the pandemic and create new jobs.
- Coordinate with the Cascades West Council of Governments and the Lane Economic Committee to implement the Comprehensive Economic Development Strategy (CEDS).

# TRANSFERS

## For the Fiscal Year Ending June 30, 2024

TRANSFERS OUT		Amount
<b>General Fund</b>		
<b>From LCOG Operating - To:</b>		
102	201 Government Services Admin	\$ 1,500
102	206 LGDC	\$ 91,141
<b>Total General Fund - Transfer Out:</b>		<b>\$ 92,641</b>
<b>Special Revenue Funds</b>		
<b>From Special Revenue Fund Government Services - To:</b>		
204	201 Government Services Admin	\$ 26,014
206	201 Government Services Admin	\$ 195,661
207	201 Government Services Admin	\$ 60,619
208	201 Government Services Admin	\$ 26,165
211	201 Government Services Admin	\$ 20,607
212	201 Government Services Admin	\$ 2,108
214	201 Government Services Admin	\$ 22,359
217	201 Government Services Admin	\$ 18,500
218	201 Government Services Admin	\$ 1,351
219	201 Government Services Admin	\$ 62,407
220	201 Government Services Admin	\$ 13,141
221	201 Government Services Admin	\$ 1,321
222	201 Government Services Admin	\$ 87,879
228	201 Government Services Admin	\$ 4,500
229	201 Government Services Admin	\$ 582
235	201 Government Services Admin	\$ 335
242	201 Government Services Admin	\$ 17,576
243	201 Government Services Admin	\$ 8,902
244	201 Government Services Admin	\$ 11,672
248	201 Government Services Admin	\$ 39,068
250	201 Government Services Admin	\$ 2,250
204	221 Transportation Services Admin	\$ 6,584
219	221 Transportation Services Admin	\$ 531,019
220	221 Transportation Services Admin	\$ 164,303
229	221 Transportation Services Admin	\$ 22,473
<b>Total Special Revenue Funds (Govt Svcs) - Transfers Out:</b>		<b>\$ 1,347,396</b>
<b>From Special Revenue Fund Senior and Disability Services - To:</b>		
282	267 Senior Connections	\$ 344,893
296	267 Senior Connections	\$ 655,652
269	268 Senior Meals	\$ 935,610
273	268 Senior Meals	\$ 15,022
283	268 Senior Meals	\$ 416,633
284	268 Senior Meals	\$ 274,314
288	268 Senior Meals	\$ 89,865
289	268 Senior Meals	\$ 25,125
293	268 Senior Meals	\$ 55,000
294	268 Senior Meals	\$ 15,000
279	269 Senior Meals Fundraising	\$ 121,121
296	271 Money Management	\$ 15,638
282	281 Title III - Area Plan Admin	\$ 49,455
283	281 Title III - Area Plan Admin	\$ 46,293
284	281 Title III - Area Plan Admin	\$ 40,590
286	281 Title III - Area Plan Admin	\$ 29,304
293	281 Title III - Area Plan Admin	\$ 98,532
294	281 Title III - Area Plan Admin	\$ 41,114
296	281 Title III - Area Plan Admin	\$ 1,165,443
<b>Total Special Revenue Funds (S&amp;DS) - Transfers Out:</b>		<b>\$ 4,434,604</b>
<b>Enterprise Funds</b>		
<b>From Enterprise Fund Business Loans - To:</b>		
302	391 Business Services Admin	\$ 55,050
303	391 Business Services Admin	\$ 95,879
304	391 Business Services Admin	\$ 564
306	391 Business Services Admin	\$ 13,050
308	391 Business Services Admin	\$ 42,441
309	391 Business Services Admin	\$ 45,605
<b>From Enterprise Fund Park Place Building - To:</b>		
321	201 Government Services Admin	\$ 20,000
<b>From Enterprise Fund Minutes Recorder - To:</b>		
332	102 LCOG Operating	\$ 10,000
<b>From Enterprise Fund Business Services Administration - To:</b>		
391	102 LCOG Operating	\$ 2,000
<b>Total Enterprise Funds - Transfers Out:</b>		<b>\$ 284,589</b>
<b>TOTAL TRANSFER OUT ACTIVITY</b>		<b>\$ 6,159,230</b>

TRANSFERS IN		Amount
<b>General Fund</b>		
<b>To General Fund - From:</b>		
102	332 Minutes Recorder	\$ 10,000
102	391 Business Services Administration	\$ 2,000
<b>Total General Fund - Transfers In:</b>		<b>\$ 12,000</b>
<b>Special Revenue Funds</b>		
<b>To Special Revenue Fund Government Services Admin - From:</b>		
201	102 LCOG Operating	\$ 1,500
201	204 Community Safety	\$ 26,014
201	206 LGDC	\$ 195,661
201	207 GIS Other	\$ 60,619
201	208 Hearing Official	\$ 26,165
201	211 OR Emergency Mgmt & State Police	\$ 20,607
201	212 Publications/Information (Lane Info Center)	\$ 2,108
201	214 RTS Other	\$ 22,359
201	217 Special Projects	\$ 18,500
201	218 Tax Collections	\$ 1,351
201	219 Transportation Operations	\$ 62,407
201	220 Transportation Projects	\$ 13,141
201	221 Transportation Services Administration	\$ 1,321
201	222 Urban Regional Planning	\$ 87,879
201	228 Local Government Personnel	\$ 4,500
201	229 Transit	\$ 582
201	235 Metro TV	\$ 335
201	242 Public Area Network (PAN)	\$ 17,576
201	243 Telecommunications Operations	\$ 8,902
201	244 Telecommunications Management	\$ 11,672
201	248 MMWIX	\$ 39,068
201	250 Economic Development	\$ 2,250
201	321 Park Place Building	\$ 20,000
<b>To Special Revenue Fund LGDC - From:</b>		
206	102 LCOG Operating	\$ 91,141
<b>To Special Revenue Fund Transportation Services Admin - From:</b>		
221	204 Community Safety	\$ 6,584
221	219 Transportation Operations	\$ 531,019
221	220 Transportation Projects	\$ 164,303
221	229 Transportation - Transit	\$ 22,473
<b>Total Special Revenue Funds (Govt Svcs) - Transfers In:</b>		<b>\$ 1,460,037</b>
<b>To Special Revenue Fund S&amp;DS, Senior Connections - From:</b>		
267	282 Title III-B	\$ 344,893
267	296 Title XIX-Type B Funds	\$ 655,652
<b>To Special Revenue Fund S&amp;DS, Senior Meals - From:</b>		
268	269 Senior Meals Fundraising	\$ 935,610
268	273 Meal Prep	\$ 15,022
268	283 Title III-C-1	\$ 416,633
268	284 Title III-C-2	\$ 274,314
268	288 Title III-USDA/NSIP	\$ 89,865
268	289 Intergovernment Human Svcs	\$ 25,125
268	293 Title III-Oregon Project	\$ 55,000
268	294 Title III-OPI Pilot	\$ 15,000
<b>To Special Revenue Fund S&amp;DS, Senior Meals Fundraising - From:</b>		
269	279 MOW Combined Fundraising	\$ 121,121
<b>To Special Revenue Fund S&amp;DS Money Management - From:</b>		
271	296 Title XIX - Type B Funds	\$ 15,638
<b>To Special Revenue Fund S&amp;DS Title III Area Plan Admin - From:</b>		
281	282 Title III-B	\$ 49,455
281	283 Title III-C1	\$ 46,293
281	284 Title III-C2	\$ 40,590
281	286 Title III-E	\$ 29,304
281	293 OPI	\$ 98,532
281	294 OPI Pilot	\$ 41,114
281	296 Title XIX - Type B Funds	\$ 1,165,443
<b>Total Special Revenue Funds (S&amp;DS) - Transfers In:</b>		<b>\$ 4,434,604</b>
<b>Enterprise Funds</b>		
<b>To Enterprise Fund Business Services Administration - From:</b>		
391	302 BS - EDA	\$ 55,050
391	303 BS - IRP/RBDF	\$ 95,879
391	304 BS - RIB	\$ 564
391	306 BS - SBA 504	\$ 13,050
391	308 BS - EDA 2	\$ 42,441
391	309 BS - EDA 3	\$ 45,605
<b>Total Enterprise Funds - Transfers In:</b>		<b>\$ 252,589</b>
<b>TOTAL TRANSFER IN ACTIVITY</b>		<b>\$ 6,159,230</b>

## INDIRECT FUND – CENTRAL SERVICES

### WORK PROGRAM BUDGET For the Fiscal Year Ending June 30, 2024

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#### Budget for Funds in this Service Area

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<b>Indirect Fund – Central Services</b>		<u>\$5,371,559</u>	
	<b>Total:</b>	<u>\$5,371,559</u>	
<b>Total FTE:</b>			
<b>Central Services</b>		<u>23.82</u>	<b>FTE</b>
	<b>Total:</b>	<u>23.82</u>	<b>FTE</b>

**Service Areas funded by Central Services:**

- Administration Management**
- Administration Support**
- Finance and Budget**
- Human Resources**
- Information Services**
- Building Services**

#### CENTRAL SERVICES

Service Budget: \$5,371,559 (\$3,495,797 Personal Services; \$1,875,762 Materials and Supplies)  
Service Funds: General Fund - Indirect Support Services  
FTE: 23.82 FTE

#### Description

Central Services provides functions necessary for the efficient operation of the organization and provides support services to the agency ranging from maintaining LCOG’s computer system to preparing the annual budget. Funding for the tasks described in this section is provided by indirect charges to benefitting programs.

The following sections make up Central Services: Administration Management; Administrative Support; Finance and Budget; Human Resources; Information Services (IS); and Building Services.

Specific descriptions of the above services within Central Services are as follows. Each area’s share of the Personal Services budget is shown; the Materials and Services’ budget serves all areas of the organization, and therefore, is not broken out by service area.

#### Administration Management

Personal Service Budget: \$220,822 of the total \$3,495,797 Personal Services budget  
Service Funds: General Fund - Indirect - Central Services  
FTE: 0.85 FTE of the total 23.82 FTE

Administration Management provides coordination of agency-wide support functions necessary for the efficient operation of the agency. This service area covers .60 FTE of the Executive Director, who provides day-to-day management of LCOG’s resources, programs, facilities, and workforce; and .25 of the Government Services Division Director who oversees resources, programs, facilities, and workforce that support the agency, like Information Services.

## **INDIRECT FUND - CENTRAL SERVICES WORK PROGRAM BUDGET, Continued**

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### **Administrative Support**

Personal Service Budget: \$78,612 of the total \$3,495,797 Personal Services budget  
Service Funds: General Fund - Indirect - Central Services  
FTE: 1.0 FTE of the total 23.82 FTE

Administration Support provides support which includes: LCOG Board, Executive Committee, and committees designated by the Board, Reception, and support to Administration and Government Services service areas.

### **Finance and Budget**

Personal Service Budget: \$926,869 of the total \$3,495,797 Personal Services budget  
Service Funds: General Fund - Indirect - Central Services  
FTE: 7.1 FTE of the total 23.82 FTE

Finance and Budget provides financial reporting, financial analysis, fiscal controls, and oversight to LCOG operations. Services provided to the organization include accounting, payroll, cash management, investment oversight, grants management, account disbursements, and preparation of the Revised and Adopted budgets, as well as overseeing the annual audit and preparation of the annual financial statements.

### **Human Resources**

Personal Service Budget: \$776,376 of the total \$3,495,797 Personal Services budget  
Service Funds: General Fund - Indirect - Central Services  
FTE: 4.8 FTE of the total 23.82 FTE

Human Resources oversees the development, refinement, and administration of staff 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.

### **Information Services**

Personal Service Budget: \$1,229,402 of the total \$3,495,797 Personal Services budget  
Service Funds: General Fund - Indirect - Central Services  
FTE: 8.07 FTE of the total 23.82 FTE

Information Services (IS) develops and implements a variety of information technology solutions to maintain and support the hardware, software and network infrastructure necessary for optimal operation of the agency's computing environment. This service area only includes IS staff who serve the entire organization and does not include IS staff directly assigned to a grant, contract, or billable project.

### **Building Services**

Personal Service Budget: \$193,716 of the total \$3,495,797 Personal Services budget  
Service Funds: General Fund - Indirect - Central Services  
FTE: 2.0 FTE of the total 23.82 FTE

Building Services provides support which includes: Maintenance, building, and office support to Administration, Government Services and Senior and Disability Services service areas.

**INDIRECT SUMMARY  
SCHEDULE OF RESOURCES AND REQUIREMENTS  
BUDGET AND ACTUAL  
For the Fiscal Year Ending June 30, 2024**

	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Adopted</u>	<u>FY23 Revised</u>	<u>FY24 Proposed</u>
<b>Resources:</b>					
Support Services	\$ 3,507,487	\$ 3,674,551	\$ 4,281,315	\$ 4,308,685	\$ 5,371,559
Local Revenue - Overhead Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Local Revenue - Administrative Fees	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Resources</b>	<u>\$ 3,507,487</u>	<u>\$ 3,674,551</u>	<u>\$ 4,281,315</u>	<u>\$ 4,308,685</u>	<u>\$ 5,371,559</u>
<b>Requirements:</b>					
Personal Services	\$ 1,919,758	\$ 2,351,698	\$ 2,776,030	\$ 2,803,400	\$ 3,495,797 (c)
Materials and Services	<u>\$ 1,231,639</u>	<u>\$ 1,322,853</u>	<u>\$ 1,505,285</u>	<u>\$ 1,505,285</u>	<u>\$ 1,875,762</u>
<b>Total Requirements</b>	<u>\$ 3,151,397</u>	<u>\$ 3,674,551</u>	<u>\$ 4,281,315</u>	<u>\$ 4,308,685</u>	<u>\$ 5,371,559</u>
Over / Under Recovery	\$ 356,090 (b)				

Resources are internal charges to direct funds: costs appear as Support Services expense in the direct fund. The basis for the expense is the total Personal Services and Materials and Services noted above. While LCOG has continued to reduce Indirect rates by reducing and revising internal operating costs, some costs have continued to rise, including personal costs, liability insurance, and other operational costs.

Notes:

- (a) Over-recovery of funds due to increased staffing were transferred to General Fund and used to cover COVID expenses.
- (b) Normal increases, and moving 1 FTE Information Services (IS) staff to Indirect, Adding 1 FTE IS staff, and .95 FTE Human Resources/Fiscal Services.
- (c) Normal increases.

**SCHEDULE OF RESTRICTED RESERVE AMOUNTS**  
**For the Fiscal Year Ending June 30, 2024**

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	FY22 Adopted Budget	FY23 Adopted Budget	FY23 Revised Budget	FY24 Proposed Budget	
General Fund	\$ 341,418	\$ 313,460	\$ 313,460	\$ 328,445	(a)
Government Services	\$ 17,713	\$ 17,713	\$ 17,713	\$ 17,713	(b)
S&DS - Florence Transportation	\$ 136,370	\$ 129,427	\$ 133,236	\$ 128,236	(c)
S&DS - Senior Meals Fundraising	\$ 1,398,838	\$ 1,280,006	\$ 1,532,938	\$ 924,762	(d)
Enterprise Funds	<u>\$ 675,500</u>	<u>\$ 627,310</u>	<u>\$ 1,400,000</u>	<u>\$ 1,500,000</u>	(e)
Total Reserves	<u>\$ 2,569,839</u>	<u>\$ 2,367,916</u>	<u>\$ 3,397,347</u>	<u>\$ 2,899,156</u>	

(a) Operations Contingency Account - amount set by formula.

(b) Telecom Reserve.

(c) Florence Transportation Reserve used for expenses for transportation costs for consumers in Florence.

(d) Fundraising dollars for Senior Meals expenses.

(e) Capital Contingency reserve for the Park Place Building. Excess revenue from Park Place Building is placed in this reserve.

## GLOSSARY

### For the Fiscal Year Ending June 30, 2024

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**AAA:** See *Area Agency on Aging*.

**ADRC:** See *Aging & Disability Resource Connection*.

**Adult Foster Homes:** Single family residences that offer care in a homelike setting in a manner that encourages maximum independence, choice and the right to make decisions. A wide variety of residents are served in adult foster homes, from those needing only room, board and minimal personal assistance to those residents needing full personal care. In Oregon adult foster homes are inspected and licensed.

**Adult Protective Services Program (APS):** The Oregon Department of Human Services (DHS) contracts with S&DS to investigate allegations of abuse or neglect of older adults and persons with a physical disability, both in the home and in licensed care facilities. S&DS coordinates with local law enforcement and the judicial system regarding matters of a criminal nature. S&DS also works closely with other social service agencies to provide crisis and risk intervention.

**Aging & Disability Resource Connection (ADRC):** The Aging and Disability Resource Connection (ADRC), is a free service that offers the public a single source for information and assistance on issues affecting older people, people with disabilities, and their caregivers, regardless of their income.

**American Rescue Plan:** A \$1.9 trillion economic stimulus bill signed into law on March 11, 2021 and builds upon many of the measures in the CARES Act from March 2020.

**APS:** See *Adult Protective Services Program*.

**Area Agency on Aging (AAA):** LCOG is the designated Area Agency on Aging and Disability Services (AAA) in Lane County. Within LCOG, AAA operational responsibilities and services for older adults and adults with disabilities rests with Senior & Disability Services (S&DS) Division. As the AAA in Lane County, S&DS administers and supports community-based care services, advocates for older adults and adults with disabilities, develops community-based long-term care services and administers funds from sources such as the Older Americans Act, to implement services. In addition, S&DS is also contracted by the State of Oregon, Department of Human Services (DHS) to administer Medicaid eligibility and Adult Protective Services. S&DS coordinates services with other local agencies to help provide a wide range of quality options for consumers.

**Area Plan on Aging:** In accordance with federal and state policy, Senior and Disability Services (S&DS) is required to help create and maintain a service delivery system to meet the needs of older adults and adults with disabilities in Lane County. To document its work toward this goal, S&DS is required by the State of Oregon Department of Human Services to develop an Area Plan on Aging and Disability Services. The Area Plan is a multi-year document, with annual updates.

**Beginning Fund Balance:** Net resources (cash and non-cash) available in a fund at the beginning of a fiscal year, carried over from the prior fiscal year. Beginning balances are either designated balances or undesignated balances. Designated balances are revenues carried over from the prior year for a specific purpose and are not available for general expenditure. Undesignated balances are revenue carried over from the prior year that is available for any expenditure requirement.



## GLOSSARY, Continued

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**Broadband Services Program:** This program includes the PAN and MMWIX. This program develops and coordinates a local, wide area fiber optic system for data communications. LCOG has taken a lead role in the development of fiber optic networks in Lane County for the purpose of economic development, especially in downtown Eugene. LCOG continues operations of the Milo Mecham Willamette Internet Exchange (MMWIX) a local peering point for public and private telecommunications systems and providers. The MMWIX is becoming the premier local carrier exchange and peering point for improved broadband services in a four county area. LCOG provides staff support for the Regional Fiber Consortium, a regional member agency that provides broadband improvement opportunities in Lane, Douglas, Coos and Klamath counties.

**BSA:** See *Business Services Administration*.

**Budget:** A plan for receiving and spending money in a fiscal year. The budget is the financial plan for LCOG's allocation of resources to provide services, accomplish LCOG's objectives, and perform activities.

**Budget Calendar:** The schedule of key dates and major events in the budget process.

**Budget Committee:** The LCOG Budget Committee sits as a special committee under Oregon Budget Law to review the Executive Director's proposed budget and to adopt the budget for the following fiscal year.

**Building Management Program:** The enterprise managerial fund that tracks the activity of the building owned by LCOG – Park Place Building - and includes oversight and management of the building. LCOG also occupies space in the Park Place Building and pays an occupancy fee.

**Business Services Administration (BSA):** Costs that are not billable directly to projects and clients are reported in BSA. These funds are restricted for use in the Building Loans and Economic Development Service areas. Costs include holiday pay, leaves, administrative meetings, training time, and a reserve that cannot be assigned directly to a contract or service agreement.

**Capital Contingency Account:** Reserve account in the Building Management fund for Capital Outlay Projects in the Park Place Building.

**Capital Outlay:** Costs for purchases that are tangible in nature are recorded initially as capital outlay. A capital purchase is the acquisition of a tangible item that has a useful life of greater than one year and a value greater than \$5,000. These items are placed on LCOG's inventory and treated as assets on the balance sheet.

**Capital Project:** A capital project is any physical asset acquired, constructed, or financed by LCOG with a total capital cost of \$5,000 or more and a useful life of over one year. It can include facilities, other infrastructure, major equipment, and parts. It can include renewal and replacement projects as well as new acquisitions and construction projects. Acquisition or construction of a capital project may be staged over several years.

**CARES Act:** See *Coronavirus Aid, Relief, and Economic Security Act*.

**Cascades West Economic Development District:** Four county district, which includes Lane, Linn, Benton, and Lincoln counties, and assists in the development of periodic updates of the Comprehensive Economic Development Strategy (CEDs).

**Case Management:** A collaborative process of assessment, planning, facilitation, care coordination, evaluation and advocacy for options and services to meet an individual's and family's comprehensive health needs. Case management services are available through Medicaid, Oregon Project Independence and the Aging and Disability Resource Connection / Senior Connections.

## GLOSSARY, Continued

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**Caselle:** LCOG's fiscal system.

**CEDS:** See *Comprehensive Economic Development Strategy*.

**Central Services:** Services provided internally to LCOG departments by another LCOG department or departments. These are primarily business services, such as finance and budget, accounting, information services, human resources, and legal services.

**CEP:** See *Client-Employed Provider Program*.

**Client-Employed Provider Program (CEP):** Program for Medicaid eligible, seniors and persons with disabilities that require assistance. As implied by the name, the individuals receiving care act as the employer of the care provider.

**COG:** Council of Governments.

**COLA:** Cost of Living Adjustment.

**Comprehensive Economic Development Strategy (CEDS):** Strategy that guides regionally significant economic development projects and activities in the District over a five year period.

**Community Safety Program:** This program provides analytical and staff support to the Public Safety Coordinating Council (PSCC) through a contract with Lane County. Staff work with partners to develop and write grant applications, administer grant-funded projects, and leverage other resources.

**Contingency:** A major expenditure category that includes appropriations set aside for unforeseen expenses. The Board must approve, by resolution, any transfers from a contingency account to an expenditure account.

**Contract:** An agreement in writing between two parties where there is an exchange of goods or services. A contract is enforceable by law.

**Coronavirus Aid, Relief, and Economic Security Act (CARES):** A \$2.2 trillion economic stimulus bill signed into law on March 27, 2020, in response to the economic fallout of the COVID-19 pandemic in the United States.

**CPI:** Consumer Price Index.

**Debt Service:** Payments for principal and interest to amortize loans.

**Department:** A functional program unit of LCOG.

**Department of Human Services (DHS):** The Oregon Department of Human Services, a state agency, which LCOG contracts with to provide Senior and Disability services.

**DHS:** See *Department of Human Services*.

**Direct Costs:** The amount of charges to a department or Division for specific services provided by another department.

**Division:** A functional set of programs in LCOG. LCOG has two Divisions: Government Services and Senior and Disability Services.

## GLOSSARY, Continued

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**EA:** See *Employees Association*.

**Economic Development Association (EDA):** Federal agency that provides grants and technical assistance to economically distressed communities in order to generate new employment, help retain existing jobs and stimulate industrial and commercial growth through a variety of investment programs

**EDA:** See *Economic Development Association*.

**EDA Revolving Loan Fund:** Loan fund with matching funds from Lane County with goal of spurring economic development in rural Lane County.

**Eligibility Determination/Screening and Referral Program:** Each month, through the Aging and Disability Resource Connection Navigators, S&DS staff receive inquiries about Medicaid and/or SNAP. Most requests are received via telephone. S&DS staff determine the most appropriate program for the individual and make referrals to other community resources that may be of help to the inquirer. Additionally, S&DS staff determine initial program eligibility and re-certifications for each program as required.

**Employees Association (EA):** One of two collective bargaining units in LCOG. The EA represents non-supervisory employees primarily in the Government Services and Administrative Services areas of LCOG in such employment matters as, but not limited to, the following: wages, hours, fringe benefits, vacation benefits, grievance procedures, terms, and other working conditions.

**Ending Reserve:** Unspent and unobligated net resources at the end of a fiscal year, usually generated by cash reserves and under-spending of appropriations.

**Enterprise Fund:** Enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises – where the intent is for the costs of providing goods or services to be financed or recovered primarily through user charges. An enterprise program is managed much like a business in that it is self-supporting in nature.

**Enterprise Revenues:** Revenues earned through the sale of LCOG goods or services, including loans, space and occupancy rentals, and minutes recording services.

**Eugene Water and Electric Board:** Founded in 1911, EWEB is Oregon's largest customer-owned utility and provides water and electricity to the Eugene community, as well as parts of east Springfield and the McKenzie River valley area.

**EWEB:** See *Eugene Water and Electric Board*.

**Expenditure:** The actual outlay of, or obligation to pay, cash.

**Family Caregiver Support:** A senior Connections program which provides assistance to unpaid family caregivers, including information and assistance, Options Counseling, respite care, and caregiver support. S&DS contracts with several local agencies to provide both in-home and day facility respite care.

**Federal and State Revenue:** Revenue from federal and/or state grants and contracts including Transportation, S&DS Long-Term Care, and Business Financing.

## GLOSSARY, Continued

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**Fiscal Year:** LCOG's annual budget and accounting period, from July 1 through June 30.

**Fringe Benefits:** Non-salary employee benefits provided in accordance with state and federal law, union contracts, and/or LCOG policy. Such benefits for regular employees include pension plans (including PERS and Social Security); medical, dental, vision and life insurance; vacation, holiday, and sick leave; workers' compensation and unemployment insurance.

**Full-time Equivalent (FTE):** The ratio of time expended in any position to that of a full-time position. One person working full-time for one year is one FTE.

**FTE:** See *Full-time Equivalent*.

**Fund:** A legal separate set of books for each fund using generally accepted accounting principles and are in compliance with Government Accounting Standards. LCOG has three reporting funds (General Fund, Special Revenue Fund, and Enterprise Fund). Within the reporting funds are 66 managerial funds – 3 general subfunds, 52 special revenue subfunds, and 11 enterprise subfunds. See also *General Fund, Special Revenue Fund, and Enterprise Fund*.

**Fund Balance:** The difference between a fund's assets and its liabilities.

**FY:** Fiscal Year.

**GS:** See *Government Services*.

**General Fund:** The General Fund serves as the primary reporting vehicle for current operating functions. The General Fund accounts for the general cost of the organization doing business which cannot be paid for by other, more restrictive, funding sources, such as General Administration, Human Resources, Fiscal Services, Information Technology, and Special Projects. The General Fund has three managerial subfunds: LCOG Board, Indirect, and Member Support Services. LCOG Board accounts for the activities for the Board of Directors and Executive Management of LCOG. The Indirect subfund is similar to an internal service fund where the costs of the expenditures are recovered through direct charging the benefitting funds. Charges supporting the expenditure recovery are based on a federally approved Indirect Cost Allocation Plan. Member Support Services subfund tracks the services and costs LCOG provides to its member agencies as part of the member's support hours included in their member dues. Funding for Member Support Services comes from a transfer from the LCOG Operating Fund (provided by member dues revenue).

**Geographic Information Systems (GIS) and Data Services Program:** LCOG's Geographic Information Systems (GIS) and Data Services use the latest GIS development tools and database technology as well as the best available data to provide clients with professional custom maps, web applications, data extracts, analytical models, spatial analysis including demographic and census data reporting, staff technical assistance, and training. LCOG staff 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. In addition, LCOG develops and maintains GIS data to support state and local agency computer aided dispatch (CAD), safety radio systems, and public safety systems providing E 9-1-1 with vital address, routing, and jurisdictional boundaries information for emergency response.

**GFOA:** See *Government Finance Officers Association*.

**GIS:** See *Geographical Information System*.

## GLOSSARY, Continued

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**Government Services Division:** One of the two Divisions of LCOG containing Transportation, Planning, GIS, Metro TV, Legal Services, Telecommunications, and Grant Writing.

**Government Finance Officers Association (GFOA):** A professional association of approximately 19,000 state, provincial, and local government finance officers in the United States and Canada.

**Grant:** A contribution of assets by one entity to another. Grants are generally designated for a specific expenditure or project.

**Grant Writing and Resource Development Program:** Staff seeks and develops new resource opportunities for LCOG and member agencies. Grant identification, writing, and submission as well as grant administration are the primary activities.

**ICAP:** See *Indirect Cost Allocation Plan*.

**IGA:** See *Intergovernmental Agreement*.

**Indirect Charges:** Indirect costs are costs that cannot be charged as direct costs to a program. LCOG prepares an annual Indirect Cost Allocation Plan (ICAP) and submits the proposal to ODOT for approval. The Plan provides for direct programs and services to share in the general, non-direct operating expenses for LCOG. Indirect charges pay for Administrative Services expenses.

**Indirect Cost Allocation Plan (ICAP):** A document prepared each fiscal year that identifies costs for central services and assigns them to operating units based on the best estimate of use or benefit received. The plan is used in preparing the annual budget to determine the amount of Internal Transfers for the Central Service funds. After adoption of the budget, the plan is sent to ODOT for approval.

**Indirect Costs:** The central overhead costs (i.e., payroll, accounts payable, human resources, legal counsel) necessary for the operation of a department or execution of a grant and not directly attributable to a specific function or grant. These costs are computed and charged to the appropriate department or grant based on the Indirect Cost Allocation Plan (ICAP).

**Information Services (IS):** Information Services includes staff that serve the entire organization and does not include IS staff directly assigned to a grant, contract or other billable projects.

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

**Intergovernmental Agreement (IGA):** A signed agreement between two or more units of government, often approved by governing bodies, that provides for the exchange of goods or services between the governments.

**Internal Transfer:** Also called Interfund Transfer. An amount of money distributed from one fund to finance activities in another fund. The most common types of internal transfers are for central services, payment for specific services performed, or for general financial support.

**IS:** See *Information Services*.

**Lane Economic Committee:** An advisory committee to the LCOG Board, they meet monthly to discuss the direction and scope of LCOG's economic development program.

## GLOSSARY, Continued

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**Lane Geographic Data Consortium (LGDC):** Local governments in Lane County have cooperated in developing geospatial data and technology for more than 40 years. The Cooperative Project Partnership share a need for consistent data across their respective jurisdictions and the desire to minimize redundancy and costs where possible through shared data, systems, and collaboration. The Partner Agencies include the Cities of Eugene and Springfield, Lane County, EWEB, and LCOG.

**Lane Transit District (LTD):** A public agency that provides public transportation in Lane County, Oregon. The transit district serves the Eugene and Springfield metropolitan areas, including the neighboring cities of Coburg, Junction City, Creswell, Cottage Grove, Veneta, and Lowell. All buses are wheelchair accessible and equipped with bike racks. RideSource is a curb-to-curb service for riders with disabilities meeting certain eligibility requirements.

**LEC:** See *Lane Economic Committee*.

**Legal Services Program:** LCOG attorneys serve as hearings officials for land use, animal regulation, and other quasi-judicial issues. LCOG also provides city attorney services and assistance with cable franchise administration. In addition, LCOG provides ordinance development and ordinance administration assistance to several cities throughout Oregon for telecommunications business licensing fees. Staff has specialized skills and experience in the development and revision of land use code.

**LGDC:** See *Lane Geographic Data Consortium*.

**LGPI:** See *Local Government Personnel Institute*.

**Licensing and Monitoring:** Adult foster homes in Oregon are inspected and licensed for as long as the licensee stays in business. If there is a complaint about the care provided to the residents, or condition of the facility itself, staff from the Oregon DHS, APD, or the AAA office will investigate.

**Living Well Program:** An evidence-based practice that helps people with chronic conditions effectively manage their lifestyle to maintain health and independence. Using a combination of Older Americans Act funds, state grant funds, and local support from trillium, S&DS coordinates and trains volunteers to lead the workshops in accordance with the standards of practice set by Stanford University.

**Line Item:** An individual object of expenditure.

**Link Lane:** LCOG's transit service currently running from Eugene to Florence and Florence to Yachats with two trips each way every day.

**Local Government Personnel Institute (LGPI):** Human Resources Program LCOG will take over in FY21 from the League of Oregon Cities and Association of Counties.

**Local Revenue:** Revenue from local contracts, interest, donations, sales of products, and other revenue that is not federal or state. Local revenue also includes Member Dues.

**Long Term Care Services:** Provides assistance to seniors and adults with disabilities with activities of daily living including assisting the consumer with employing a Home Care Worker and the Case Manager coordinating other services and supports.

**LTD:** See *Lane Transit District*.

**Materials and Services:** A major expenditure category that includes contractual and other services, materials, supplies, and other expenses ranging from office supplies to telephones to travel.



## GLOSSARY, Continued

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**Meals on Wheels:** Program where volunteers deliver lunches and safety checks for home-bound older individuals.

**Medicaid:** See *Title XIX*.

**Metropolitan Planning Organization (MPO):** Federal highway and transit statutes require the designation of MPOs, which have responsibility for planning, programming, and coordination of federal highway and transit investments. ODOT provides financial assistance to assist MPOs with required planning activities. MPOs assure that projects financed with FTA funds within the urbanized areas are included in the Metropolitan Transportation Improvement Program. LCOG is the Eugene/Springfield metropolitan area's federally designated MPO.

**Metro TV:** LCOG's video production program that provides services for our members as well as 24-hour programming on Comcast channel 21. Metro TV cablecasts and encodes for the internet, regularly scheduled meetings of some council and committee meetings. Metro TV also produces special shows, special programming, training, and provides award-winning video production services.

**Milo Mecham Willamette Internet Exchange (MMWIX):** The fiber-optic hub located in the Park Place building owned and operated by LCOG.

**MMWIX:** See *Milo Mecham Willamette Internet Exchange*.

**MPO:** See *Metropolitan Planning Organization*.

**OAA:** Older Americans Act; See *Title III*.

**ODOT:** See *Oregon Department of Transportation*.

**OMB Circular A87:** U S Office of Management and Budget guidance for Indirect Costs for state and local, and Indian Tribal governments.

**Older Americans Act (OAA):** See *Title III*.

**Operations Contingency Reserve:** Reserve set by Board policy requiring the account to be funded at a level reflecting one quarterly mortgage payment and two month's salary of non-federal, non-state, and non-grant supported personnel.

**OPI:** See *Oregon Project Independence Program*.

**OPI – M:** See *Oregon Project Independence – Medicaid Program*.

**Options Counseling:** Services provided though ADRC to all seniors and people with disabilities (18 and over) to help them plan for their long-term care needs by connecting people to community resources and setting up action plans to address individual's needs. Services also include volunteers who provide direct in-home services such as minor housekeeping, grocery shopping, running errands, money management, meal preparation, and transportation.

**Oregon Department of Transportation (ODOT):** A department of the Oregon state government responsible for systems and transportation. ODOT also serves as LCOG's agency for the purposes of approving the ICAP.

**Oregon Money Management Program:** Provides free assistance to adults, age 18 and over, with personal money management tasks through specially trained and certified volunteers. Program services are personalized, confidential and safe.

## GLOSSARY, Continued

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**Oregon Project Independence Program (OPI):** Oregon Project Independence is a State-funded program directed towards helping people remain in their own home for as long as possible. The intent is to offer a lower cost alternative to more costly funded programs such as Medicaid, delaying or preventing the need for public assistance. Recipients currently include people over the age of 60 who need some assistance with daily activities, such as bathing, dressing or walking. In 2005, the Oregon State Legislature approved expanding services to people between the ages of 18 and 59 with a physical disability.

**Oregon Project Independence Program - Medicaid (OPI - M):** Aging and People with Disabilities (APD) has requested an 1115 Demonstration Waiver which will allow Oregon to expand OPI by using federal match through the 1115 Demonstration Waiver. This program would be called Oregon Project Independence – Medicaid (OPI-M). The original OPI program, with state-only funding, would continue at a smaller scale to serve consumers who would not be eligible for Medicaid-funded services. These remaining state funds would continue to satisfy Oregon’s requirements under the Older Americans Act.

**PAN:** See *Public Agency Network*.

**Pandemic:** The world-wide occurrence of the COVID-19 virus.

**Park Place Building:** Building located at 859 Willamette Street, Eugene, Oregon, and owned by LCOG. It houses LCOG’s Government Services Division and Administrative Services unit. The building also has leased space.

**Pass-through:** Resources given by one government or organization to another with a requirement that it be given to a third government or organization.

**PEARLS:** An evidence-based program for older adults with mild depression. Sessions are offered in the person’s home.

**PEG:** See *Public, Educational, Government Grant*.

**PERS:** See *Public Employees Retirement System*.

**Personal Services:** Salary and fringe costs for staff.

**Position:** A budgeted authorization for employment, which can be full-time or part-time. One position may be budgeted as any fraction of an FTE but cannot be budgeted in excess of one FTE.

**Program:** Defined as either a group of related projects managed in a coordinated way, or a distinct set of offerings targeted at a specific audience to yield a specific outcome (such as the Regional Lane Information Database (RLID) program). Multiple programs can roll up to a budget program. Programs are based upon outcomes of offerings, target audience, and delivery method, and do not have a defined life.

**Project:** A temporary endeavor to create a unique work product, service or result.

**PSCC:** See *Public Safety Coordinating Council*.

**Public Agency Network (PAN):** This consortium is a partnership between participating public entities to dramatically improve the bandwidth for all agencies, through agreements to share certain fiber optic assets and transmission facilities.



## GLOSSARY, Continued

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**Public, Educational, Government Grant (PEG):** Funding for capital improvements to the PEG channels. Under the current cable franchise agreement that Eugene, Springfield and Lane County have with Comcast, Comcast provides an annual payment for distribution to PEG broadcast channels.

**Public Employees Retirement System (PERS):** The retirement benefit package offered by most public jurisdictions in the state.

**Quality Assurance:** A program for the systematic monitoring and evaluation of the various aspects of a project, service, or facility to ensure that standards of quality are being met.

**Region:** The area inside LCOG's boundary which is Lane County.

**Regional Fiber Consortium:** A public entity whose members include cities, counties, or other public entities allowed under the statute and whose purpose is to improve broadband opportunities for all residents, businesses, and governments in the four-county area of Coos, Douglas, Klamath, and Lane Counties.

**Regional Land Information Database (RLID):** LCOG's computerized mapping system, which has the capability to apply demographic, topographic, land-use, infrastructure, and other data and information in map form.

**Regional Land Information Database (RLID) Services Program:** LCOG has coordinated and maintained the regional geographic information system for over 35 years and RLID since 1999. This county-wide project, through which a shared multi-agency Geographic Information System (GIS) is developed and maintained, is partially funded through an annual Cooperative Project Agreement among the Cities of Eugene and Springfield, Lane County, LCOG, and EWEB. The RLID system supports an extensive integrated database of shared land records created by local governments and tools for analyzing, mapping, and reporting the information.

**Regional Technology Services Program:** LCOG provides information systems services for numerous agencies for regional information services including computer support, network services, network security, web services, data base development and maintenance, the RLID/GIS system and a regional telecommunications system.

**Requirements:** Total budgeted expenditures (including contingency) plus the amount of unappropriated balance.

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

**Reserves-Undesignated:** Resources that will be carried over from the prior year that is available for any expenditure requirement.

**Resources:** The total of all resources that can be used to offset requirements. Resources are current revenues and carried over revenues (Beginning Fund Balance) in a fund.

**Revenue:** Assets earned or received by a LCOG fund during a fiscal year.

**Revised Budget:** A change to an adopted budget that is undertaken during the fiscal year a budget is in effect, as defined by Oregon local budget law. A revised or supplemental budget is required to create a new fund or appropriation category or to increase appropriation authority.

**RLID:** See *Regional Land Information Database*.

**RTP:** See *Regional Transportation Plan*.

## GLOSSARY, Continued

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**S&DS:** See *Senior and Disability Services*.

**Schaefer's Building:** Building located at 1015 Willamette Street, Eugene, Oregon. LCOG leases the space to house the S&DS Division.

**SEIU:** See *Service Employees International Union*.

**Senior and Disability Services (S&DS):** Under contract with the Oregon Department of Human Services (DHS), S&DS administers the State's long-term care, medical assistance / SNAP (Formally Food Stamps) programs, and protective services for people age 65 and older and adults with physical disabilities (18 to 64 years) in Lane County. Additionally, S&DS licenses and monitors adult foster homes that serve older adults and people with physical disabilities in Lane County.

**Senior Connections:** This program provides an access point in several Lane County communities for older adults and their families with questions about available resources. S&DS Senior Connections offices are located in Creswell, Cottage Grove, Eugene, Florence, Junction City, Oakridge, and Veneta.

**Senior Meals Program:** The Senior Meals Program consists of two components: Group Dining (Café 60) and Meals on Wheels. Group dining occurs at one of eleven sites and Meals on Wheels are delivered meals. S&DS contracts with Food for Lane County to deliver a portion of the meals within the Eugene metropolitan area. S&DS' Meals on Wheels Program delivers all of the meals in Springfield and throughout the rest of the county. Most program participants are not charged for meals but are encouraged to donate what they can to help cover the cost of each meal. Some participants who are not eligible for a subsidized meal are charged for the full cost of service under a private pay program that operates in tandem with the publicly financed program. The number of 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 subsidized meals or who are not eligible for the subsidized meals. The Senior Meals Program is funded by a variety of sources, including the Older Americans Act, the U.S. Department of Agriculture, Medicaid, Oregon Project Independence, Lane County's Human Services Program, participants' donations for meals, and community fundraising. Each year, the Meals Program actively solicits charitable private donations to supplement public sources of funds for these services. Some fundraising is done in conjunction with Food for Lane County, other fundraising is done by the Senior Meals Program directly.

**Service:** An LCOG organizational unit that is designed to specifically deliver a service. The service is part of the Division but its focus is on service deliverables to our customers. The services include: Board and Executive, Administration, Government Services (GS), Senior & Disability Services (S&DS), and Enterprise Funds.

**Services by Other Organizations:** Services by Other Organizations accounts for monies that LCOG receives and then passes through to other organizations that provide a specified service (Government Services and Senior & Disability Services) or business loans made (Business Loans Program).

**Service Employees International Union (SEIU):** One of two collective bargaining units in LCOG. SEIU Local 503 represents non-supervisory employees in the S&DS Division of LCOG in such employment matters as, but not limited to, the following: wages, hours, fringe benefits, vacation benefits, grievance procedures, terms, and other working conditions.

**SNAP:** See *Supplemental Nutrition Assistance Program*.

## GLOSSARY, Continued

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**Special Revenue Fund:** Resources are restricted to expenditures for specific purposes, generally in support of the department or Division that manages the fund. For LCOG these funds account for revenues from specific sources that include federal grants, state grants, and various local grants and contracts revenue. The direct service areas that are accounted for in the special revenue funds are: Government Services and Senior and Disability Services. LCOG's Special Revenue Fund has 48 managerial funds.

**STIF:** See *Statewide Transportation Improvement Fund*.

**Statewide Transportation Improvement Fund (STIF):** This statewide fund provides a dedicated source of funding to expand public transportation by funding transit projects.

**Supplemental Nutrition Assistance Program (SNAP):** A federal program that provides nutrition benefits to supplement the food budget of needy families so they can purchase healthy food and move towards self-sufficiency.

**Telecommunications Program:** This program includes the Management, Planning, Operations, Projects, and Reserve. LCOG operates and maintains a regional telephone system consortium, providing basic and advanced telephone services to participating members.

**Telly Award:** Award honoring the best in TV and Cable, Digital and Streaming, and Non-Broadcast Productions. On average, the Telly Awards receives over 13,000 entries yearly from all 50 states and 5 continents.

**Title III:** The Older Americans Act (OAA), originally enacted in 1965, supports a range of home and community-based services, such as meals-on-wheels and other nutrition programs, in-home services, transportation, legal services, elder abuse prevention, and caregivers' support.

**Title XIX:** The federal Medicaid program, established in 1965 as Title XIX of the Social Security Act, which is administered by the states to provide funds to low-asset individuals and their service providers for health care services.

**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.

**Transportation Coordination Program:** S&DS contracts with Lane Transit District's RideSource program to provide eligibility assessments for para-transit riders. Para-transit is defined as an alternative mode of flexible passenger transportation that does not follow fixed routes or schedules. Additionally, RideSource has contracted with the Senior Connections program to provide transportation assessments and coordination for Medicaid recipients. These services are key components of the comprehensive human services transportation plan for Lane County.

**Transportation Program:** LCOG coordinates regional transportation planning as the designated Metropolitan Planning Organization (MPO) for the Eugene-Springfield metropolitan area. The MPO program is a cooperative planning effort with the cities of Eugene, Springfield and Coburg, Lane County, Lane Transit District, and the Oregon Department of Transportation. In addition to supporting the functions of the MPO and LaneACT, LCOG Transportation staff provides transportation analyses and planning for certain State highway corridors within Lane County under contracts with ODOT and provides transportation planning assistance and develops transportation system plans for municipalities under contracts with local jurisdictions.

**Trio Consortium:** Senior Meals consortium made up of NorthWest S&DS, LCOG S&DS, and Oregon Cascades West COG and together we contract with Trio as our food service provider.

## **GLOSSARY, Continued**

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**Urban and Regional Planning Program:** LCOG provides contract planning assistance to cities throughout the region as well as “overflow” and specialized planning services.

**USDA:** See *US Department of Agriculture*.

**US Department of Agriculture:** The U.S. federal executive department responsible for developing and executing federal laws related to farming, forestry and food. USDA provides leadership on food, agriculture, natural resources, rural development, nutrition, public policy and effective management.