



BOARD MEETING AGENDA

Date: Thursday, April 25, 2024

Time: 6:00 p.m. – LCOG, 859 Willamette Street, STE 500, Eugene, OR 97401

Virtual Link:

<https://us06web.zoom.us/j/84171499847?pwd=2p3UR3zTUaBitTnN2HZigYRQcL4Bkg.OL5QWVKJOhYLf6wx>

Passcode: 418897

One tap mobile: +12532158782,,84171499847#,,,,*418897# US

Telephone: +1 253 215 8782; Webinar ID: 84171499847; Passcode: 418897

This will be a hybrid meeting at LCOG, 859 Willamette St, Suite 500, Eugene, OR 97401 and Zoom.

* denotes packet attachment

6:00 Call to Order

1. Welcome & Introductions
2. Requests for Additions to the Agenda

Public Comment

3. Comments from the Public

Action Items

4. Consent Agenda *[Board members may request an item be removed from the Consent Agenda to discuss separately under Item 6]*
 - a.* February 22, 2024 Minutes, Approve
5. Items removed from the Consent Agenda
- 6.* FY24 Revised Budget – **Public Hearing** and Adopt
- 7.* Selection of Food Contractor Vendor - Approve

Reports

8.
 - a.* ADRC Secret Shopper Results
 - b.* Executive Committee Report
 - c.* Advisory Committee Report

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

American Sign Language interpretation is available with 48 hours notice.

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

LANE COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS
Lane Council of Governments
LCOG, 859 Willamette Street, Suite 500, Eugene
The meeting was held via teleconference.

February 22, 2024
6:00 p.m.

VOTING MEMBERS

Present

Bd. Member Sonya Carlson, Chair, Eugene Water and Electric Board (EWEB)
Bd. Member Greg James, Vice-Chair, Willamalane Park & Recreation District
Bd. Member Heather Buch, Lane County
Bd. Member Mike Eyster, Lane Community College (LCC)
Bd. Member Sherry Duerst-Higgins, Lane Education Service District (ESD) and School District 45J3

Mayor Rob Ward, City of Florence
Councilor Kori Rodley, City of Springfield
Councilor Robbie McCoy, City of Veneta
Bd. Member Ken Kohl, School District 19
Bd. Member Donna Oshel, Siuslaw Public Library District
Bd. Member Patti Chappel, Emerald People's Utility District
Keith Stanton, Siuslaw Valley Fire and Rescue

Absent

Representative City of Coburg
Representative City of Cottage Grove
Representative City of Creswell
Representative City of Dunes City
Representative City of Eugene
Representative City of Lowell
Representative City of Junction City
Representative City of Oakridge
Representative City of Westfir
Representative Heceta Water PUD
Representative
Representative Western Lane Ambulance District

Representative Rainbow Water and Fire District
Representative School District 40
Representative School District 4J
Representative School District 52
Representative School District 68
Representative Lane Library District
Representative Fern Ridge Library
Representative Junction City RFPD
Representative Port of Siuslaw
Representative River Road Parks & Rec. District

OTHERS

Pete Knox, Lane Transit District (LTD), Non-voting member
Brenda Moore, LCOG Executive Director
David Joyal, LCOG Senior Financial Analyst
Paul Thompkins, LCOG Transportation Program Manager
Gatlin Hawkins, Isler CPA
Beth Bridges, Minutes Recorder

CALL MEETING TO ORDER

1. Welcome & Introductions

Chair Sonya Carlson called the meeting of the Lane Council of Governments (LCOG) Board of Directors to order at 6:07 p.m.

2. Requests for Additions to the Agenda

No requests were made.

3. Public Comment

No one wished to address the Board.

PRESENTATIONS

4. FY23 Financial Statements

LCOG Executive Director Brenda Moore introduced Gatlin Hawkins, Isler CPA. Mr. Hawkins explained the financial statements on the funds and the budget-to-actuals statements were completed. Other components of the audit were still in progress. He described the audit process and its goals. Mr. Hawkins observed they had found no issues and anticipated the audit would be clean. He also discussed their review of LCOG's compliance with state laws on investments, the budget process, and procurements as well as federal rules and regulations regarding grant awards. They did not find any issues of noncompliance. Mr. Hawkins reviewed the General Fund, Grants and Contracts Fund, and the Enterprise Fund. Turning to the budget portion, Mr. Hawkins reviewed the Schedule of Revenues, Expenditures, and Changes in Fund Balance, Budget and Actual (Budgetary Basis) information. He noted Oregon required some additional information on the loan funds. He described LCOG's finances, overall, as "looking healthy". Mr. Hawkins detailed the audit work remaining. He anticipated they would meet the extended deadline.

Ms. Chappel asked why grant reporting requirements had become more complicated. Mr. Hawkins replied the Governmental Accounting Standards Board changes were intended to allow investors to compare municipal and corporate bonds.

When Ms. Carlson asked what happened if Isler CPA staff were unable to meet the extended deadline, Mr. Hawkins explained it was possible to ask for another extension from the Government Finance Officers Association (GFOA) and the State of Oregon. He said the GFOA only granted extensions one month at a time. The State could withhold revenue if the audit was not filed within eighteen months from the original deadline. He expressed confidence the audit would not be delayed that long.

Mr. James moved to accept the FY23 Financial Statements and audit. Ms. Chappel seconded. The chair asked if anyone was opposed to the motion or wished to abstain. Hearing none, she declared the motion passed unanimously (13:0:0).

5. Metropolitan Planning Organization (MPO) Annual Report

Ms. Moore recounted when the LCOG Board of Directors had delegated MPO policy decision responsibility to the Metropolitan Policy Committee (MPC) in 2002. The MPC was comprised of government agencies within the MPO boundary (Lane County, the cities of Eugene, Springfield, and Coburg, Lane Transit District, and the Oregon Department of Transportation (ODOT)). She introduced Mr. Thompson, LCOG Transportation Program Manager.

Mr. Thompson gave a Powerpoint presentation entitled: *Annual Report from the Metropolitan Policy Committee (MPC) on its Performance of Metropolitan Planning Organization (MPO) Policy Board Duties*. He referenced the agenda item summary memo and attachments in the agenda packet, noting Attachment One was the formal report. Mr. Thompson explained every four years the MPO underwent a Department of Transportation's Transportation Management Area Planning Certification Review. In

2023, the review resulted in re-certification with two minor corrective actions: update the Congestion Management Plan and update the Public Participation Plan. He noted work on updating both plans had begun. Mr. Thompson discussed another key responsibility of the MPO, distributing federal transportation funds allocated to the metro area (\$38 million in 2023). He described the variety of federal fund sources and listed some of the local projects and programs funded. Mr. Thompson highlighted the decennial Statewide Household Activity Survey. He reviewed other major MPO activities in 2023, including the data portal expansion (www.thempo.org) and the decennial boundary and demographics review. Turning to other components of LCOG's Transportation Program, Mr. Thompson spoke about LinkLane rural transit service and transportation planning and management consulting services.

Mr. James asked who were the MPC officers for 2024 and who had been appointed to the Oregon MPO Consortium (OMPOC). Mr. Thompson responded Lane County Commissioner David Loveall was MPO Chair and Eugene Councilor Randy Groves was MPO Vice Chair. The MPC appointees to OMPOC were Springfield Councilor Steve Moe and LTD Board member Susan Cox.

Responding to Mr. Thompson's remark that the demographics review had resulted in the Salem MPO edging out the Central Lane MPO as the second largest in the state, Ms. Carlson asked why. Mr. Thompson explained the Salem area population was growing at a faster rate. Ms. Carlson then asked how long the Statewide Household Activity Survey would be open. Later in the meeting, Mr. Thompson posted in the Zoom chat that the survey had closed.

ACTION ITEMS

6. Consent Agenda

a. Minutes of January 25, 2024

Mike Eyster moved to adopt the Consent Agenda. Robbie McCoy provided the second. The chair asked if anyone was opposed to the motion or wished to abstain. Hearing none, she declared the motion passed unanimously (13:0:0).

7. Appoint Audit Committee Members

Ms. Moore described the duties, membership, and timing of the Audit Committee. She said Vice Chair James had volunteered to serve. Ken Kohl and Councilor Kori Rodley volunteered at the meeting.

Ms. Chappel moved to appoint Mr. James, Mr. Kohl, and Councilor Rodley to the Audit Committee. Mr. Eyster seconded the motion. The chair asked if anyone was opposed to the motion or wished to abstain. Hearing none, she declared the motion passed unanimously (13:0:0).

8. Appoint Budget Committee Members

Ms. Moore reviewed the membership, duties, and timing of the Budget Committee. She noted Sherry Duerst-Higgins had volunteered to serve on the Committee. Rob Ward and Ms. Chappel volunteered at the meeting.

Mr. James moved to appoint Ms. Duerst-Higgins, Mayor Ward, and Ms. Chappel to the Budget Committee. Keith Stanton seconded the motion. The chair asked if anyone was opposed to the motion or wished to abstain. Hearing none, she declared the motion passed unanimously (13:0:0).

9. Appoint Cascades West Economic Development District (CWEDD) Board Members

Ms. Moore discussed the four-county economic development district and its board. Lane County had

eight seats on CWEDD. Six of the eight were members of the LCOG Board. Ms. Moore explained there was also an Executive Committee, and a Lane County representative was slated to serve as Vice-Chair. Ms. Moore announced three LCOG Board members had volunteered to continue as CWEDD Board members: Ms. Duerst-Higgins, Mr. James, and Councilor Groves.

Mr. James commended Heather Buch's work as chair for the last three years. He described why he found attending the CWEDD meetings beneficial and encouraged others to join. Others concurred.

Ms. Chappel, Pete Knox, and Rob Ward volunteered to serve on the CWEDD Board.

Mr. James moved to appoint Ms. Duerst-Higgins, Mr. James, Councilor Groves, Ms. Chappel, Mr. Knox, and Mayor Ward to the CWEDD. Ms. Chappel seconded. The chair asked if anyone was opposed to the motion or wished to abstain. Hearing none, she declared the motion passed unanimously (13:0:0).

10. Appoint Lane Economic Committee (LEC) Member

Ms. Moore described the LEC and discussed the reasons to reappoint Mark Bodie.

Mr. Eyster moved to reappoint Mark Bodie to the Lane Economic Committee. Councilor McCoy provided the second. The chair asked if anyone was opposed to the motion or wished to abstain. Hearing none, she declared the motion passed unanimously (13:0:0).

INFORMATION ITEMS

11. Annual Awards

Ms. Moore announced the Annual Member Appreciation event was scheduled for Friday, March 8, 2024, at the Cottage Grove Armory. As they had done the prior year, the event was also a fundraiser for the Senior Meals program. She highlighted one thing unique to the 2024 event was its menu was developed by a chef from Trio Community Meals (the vendor who designs the Senior Meal programs' menus). Ms. Moore listed the award categories and the person(s) selected by the LCOG Executive Committee as the recipient. She encouraged people to attend the event, noting tickets were available via their website.

REPORTS

12. Advisory Council Reports

Ms. Moore referenced the *Advisory Council Reports* in the agenda packet. She highlighted the \$158,000 innovation grant received by the HIV Alliance for outreach services by a peer support specialist and a Senior and Disability Services (S&DS) staff person. LCOG was also awarded a grant to purchase a vehicle to enable S&DS staff to conduct eligibility intake services at the rural residents' homes.

13. Roundtable

Ms. Chappell relayed EPUD staff had estimated they experienced at least a \$10 million hit from the ice storm. Ms. Carlson added EWEB staff had projected their loss at \$8 million.

Commissioner Buch said Lane County staff had estimated \$45 million in damages for the region. She said Lane County was exploring options to set up an emergency contingency fund to help agencies with cash flow issues experienced as they awaited FEMA reimbursements.

WRAP UP

Chair Carlson adjourned the February LCOG Board of Directors meeting at 7:28 p.m.



Agenda Item Number 6. FY23 Revised Budget

Date: April 25, 2024

Presenter: Brenda Moore

Action Recommended: Adopt Revised Budget

Background: As in the past, a revision to the current year's adopted Budget is recommended. The attached document captures the changes in both available revenue and expenditure requirements, which have come to light since the FY 2023-2024 Budget was adopted by the Board of Directors last June.

The changes being recommended are outlined in the Budget Message from the Executive Director beginning on pg. 1 of the Revised Budget document. This year, while the Revised Budget reflects an overall increase, the increase is small at only 2.4% higher than the Budget the Board Adopted in June of 2023.

This proposed *Revised Budget* went to the LCOG Budget Committee on April 11, 2024 and they voted unanimously to recommend the LCOG Board adopt the *FY24 Revised Budget* as presented.

Suggested Action:

**Open a Public Hearing.
Motion to Adopt the *FY24 Revised Budget*.**

Attachments: FY24 Revised Budget



**FY24 Proposed Revised Budget
Lane Council of Governments**

859 Willamette Street, Suite 500
Eugene OR 97401

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

Prepared by:

Finance and Budget Team

Laura Campbell
Laura Cozad
Annie Dever-Fike
David Grabicki
David Joyal
Kathy Savelich

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MEMBER GOVERNMENTS

Bethel School District #52
Lane Library District
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 #40
Emerald People's Utility District
Eugene School District #4J
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 Transit District
McKenzie School District #68
Port of Siuslaw
Rainbow Water District
River Road Park & Recreation District
Siuslaw Library District
Siuslaw Valley Fire District
South Lane School District #45J3
Springfield School District #19
Western Lane Ambulance District
Willamalane Park & Recreation District

WHAT WE DO

Lane Council of Governments (LCOG) is an independent public agency that is established and supported by its member agencies to coordinate and provide high-quality public services within Lane County, Oregon. The governing body of LCOG is its Board of Directors, comprised of local elected and appointed officials designated to represent member governments and agencies. Our members represent 35 local governments and agencies varying from Lane County to 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, ambulance district, and a port.

LCOG is one of the oldest regional councils in the nation, first organized in 1945 under the name Central Lane County Planning Commission. It 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. LCOG 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.

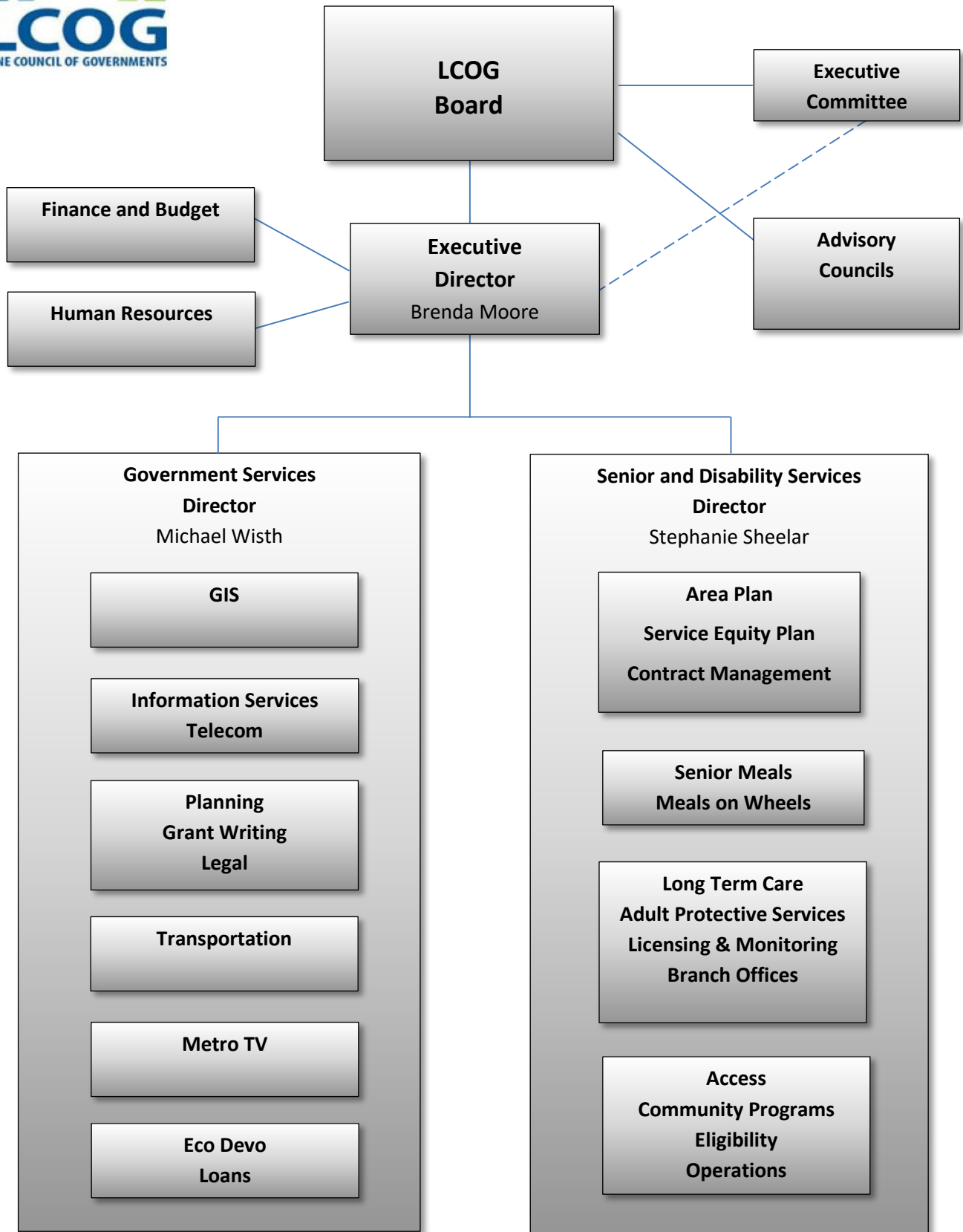
LCOG is located in Lane County, Oregon, the fourth most populous county in Oregon. LCOG's region is the entire Lane County area. Lane County's population is 383,958. The size of Lane County is approximately 4,554 square miles.

**LANE COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS**

For the Fiscal Year Ended June 30, 2024

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

Bethel School District 52 Rich Cunningham	Heceta Water District Carl Neville
City of Coburg Nancy Bell	Junction City Rural Fire Protection District Don Lighty
City of Cottage Grove Candace Solesbee	Lane Community College Mike Eyster
City of Creswell Dave Stram	Lane County Heather Buch
City of Dunes City Vacant	Lane Education Service District Sherry Duerst-Higgins (#) (*)
City of Eugene Randy Groves (#)	Lane Library District Vacant
City of Florence Robert Ward (*)	McKenzie School District 68 Alyssa Brownlee
City of Junction City Kenneth Wells	Port of Siuslaw Vacant
City of Lowell Don Bennett	Rainbow Water District James “Jim” McLaughlin
City of Oakridge Bryan Cutchen	River Road Park & Recreation District Curt Kendall
City of Springfield Kori Rodley (#) (^)	Siuslaw Library District Donna Oshel (#)
City of Veneta Robbie McCoy (#)	Siuslaw Valley Fire & Rescue District Keith Stanton
City of Westfir D’Lynn Williams	South Lane School District 45J Sherry Duerst-Higgins (#) (*)
Creswell School District 40 Lacey Risdal	Springfield School District 19 Ken Kohl (^)
Emerald People’s Utility District Patti Chappel (*)	Western Lane Ambulance District Linda Stent
Eugene School District 4J Jenny Jonak (#)	Willamalane Park & Recreation District Greg James (#) (^) Vice-Chair of the Board of Directors
Eugene Water & Electric Board Sonya Carlson (#) Chair of the Board of Directors	Non-Voting Member: Lane Transit District Pete Knox
Fern Ridge Library District Steve Recca	Non-Board Members of the Budget Committee: Brenda Holt, Steve Wheeler, Stacy Koos (*)



I N T R O D U C T O R Y S E C T I O N



Budget Message from the Executive Director FY24 Revised Budget

March 2024

Members of the LCOG Budget Committee and Board of Directors:

Once again, it is my privilege to present for your consideration and approval the proposed FY24 Revised Budget. This Revised Budget is a recommended amendment to the budget that was originally adopted by the Board of Directors in June 2023. LCOG develops a Revised Budget each fiscal year to adjust to changes which have occurred during the first part of the fiscal year. This proposed Revised Budget reflects operating plans and financial projections for the balance of the fiscal year.

BACKGROUND

Our revised budget presentation format is meant to clearly present changes to the FY24 Adopted Budget to show changes to revenues, expenses, and FTE in each fund. We have also included a detailed explanation for every change in the Financial Section of the proposed Revised Budget document. In addition, we continue to present trend data for comparison. This information is essential for determining and establishing the overall spending level of the organization. In short, understanding past revenue and expenditure trends, and ensuring revenue and expenditure changes are accurate and documented, is key in the overall financial management of the organization.

Still recovering from the global pandemic, LCOG is continuing to stabilize its budget. The smart, and sometimes difficult decisions made in recent years helped the agency through this difficult time and allowed LCOG to continue to reduce costs and find efficiencies.

HIGHLIGHTS OF THE REVISIONS TO THE FY24 ADOPTED BUDGET

This proposed Revised Budget captures changes in the revenue and expenditure picture of LCOG, which is project and contract based. LCOG's budget is normally quite dynamic, so management must adjust staff assignments and work throughout the year as contractual relationships end and new ones are established.

LCOG operates out of three reporting fund types: (1) General Fund; (2) Special Revenue Fund; and (3) Enterprise Fund. The General Fund serves as the primary reporting fund for current operating functions and consists of two managerial funds. The Special Revenue Fund serves as the primary reporting fund for LCOG's two divisions: Government Services and Senior and Disability Services and has 54 individual managerial funds. The Enterprise Fund accounts 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. The direct service areas accounted for in the enterprise fund are: Business Loan Program, Building Management, and Minutes Recorder. LCOG's Enterprise Fund consists of 10 managerial funds.

This is a summary of the key changes in the proposed FY24 Revised Budget:

Resources - Revenues

REVENUES	Federal and State	Local	Member Dues	Transfers In	Beginning Fund Balance	Total Budget
FY24 Revised	\$ 40,485,740	\$ 8,719,543	\$ 231,061	\$ 6,226,639	\$ 24,928,902	\$ 80,591,885
FY24 Adopted	\$ 40,275,782	\$ 8,303,758	\$ 229,000	\$ 6,159,230	\$ 23,760,494	\$ 78,728,264
Dollar Change	\$ 209,958	\$ 415,785	\$ 2,061	\$ 67,409	\$ 1,168,408	\$ 1,863,621
Percent Change	0.5%	5.0%	0.9%	1.1%	4.9%	2.4%

LCOG’s proposed Revised Budget reflects an increase of \$1,863,621 – from \$78,728,264 in the Adopted Budget to \$80,591,885 in the Proposed Revised Budget. This is a 2.4% increase over the Adopted Budget, representing a small and expected change and is summarized below.

As shown on page 6 in the All Funds Schedule of Budgeted Resources and Requirements table, Federal and State revenues are expected to increase by a net \$209,958. Government Services is being increased by a net \$37,835, primarily because of increased Transportation funding to manage the regional Secure Routes to School program; and Senior and Disability Services is increased by a net \$172,123, which is partly due to additional LIHEAP funding and Sequestration funding. We expect no change in Enterprise Funds.

Local revenue is expected to increase by a net \$417,846, which includes a net increase of \$67,023 in the General Fund due to a special contract and more Level 2 Member Dues than anticipated. Government Services includes a decrease of \$130,245 due primarily to less contracts than expected in GIS and Urban Planning; a net increase in Senior and Disability Services of \$526,912 is primarily due to a Trillium Grant and additional funding for a Hospital Intake position and Food 4 Lane County ordering more meals than anticipated; and a net decrease of \$45,844 in the Enterprise Fund due primarily to lower principal and interest on loans.

Transfers In is expected to increase by a net \$67,409. Senior and Disability Services is expected to have a net \$28,087 decrease primarily due to a reduction of the Transfer from Senior Meals Fundraising in the amount of \$312,074 because Transfers from other appropriate funds were possible. Transfers In are expected to increase by a net \$92,496 in Government Services due primarily to a \$125,000 loan from the Transportation Administration (TSA) Fund to the Government Services Administration (GSA) Fund. In FY25, we will work on a long-term funding strategy for the GSA, including the paying back of the loan to the TSA; and I am proposing no change in the Enterprise Funds.

The Beginning Reserve revenues are increased by a net \$1,168,408, to reflect actuals being greater than what we projected the beginning balance would be in the FY24 Adopted Budget due primarily to an increase in Senior and Disability Services of \$1,758,877 due to larger carryover in most funds because of difficulties filling positions and less expenditures in Materials and Services. There is a net decrease in Beginning Reserves of \$736,091 in Government Services due primarily to reduced Federal Funding of over \$760,000 in Transportation Funds in FY23 that we received in FY24; an overall net increase of \$168,335 in the Enterprise Funds due primarily to a net increase in the Building Fund of \$228,829.00 because of reduced expenses, the HVAC project not commencing and fewer loans disbursed in FY23; and a net decrease of \$22,713 in the General Fund due to lower FY23 Carryover from Indirect.

Requirements - Expenditures

EXPENDITURES	Personal Services*	Materials and Services*	Capital Outlay	Services by Others	Debt Service	Transfers Out	Ending Reserves	Total Budget
FY24 Revised	\$ 36,721,869	\$ 13,252,289	\$ 767,500	\$ 3,843,777	\$ 438,754	\$ 6,226,639	\$ 19,341,057	\$ 80,591,885
FY24 Adopted	\$ 36,913,084	\$ 12,671,984	\$ 767,500	\$ 3,484,345	\$ 438,754	\$ 6,159,230	\$ 18,293,367	\$ 78,728,264
Dollar Change	\$ (191,215)	\$ 580,305	\$ -	\$ 359,432	\$ -	\$ 67,409	\$ 1,047,690	\$ 1,863,621
Percent Change	-0.5%	4.6%	0.0%	10.3%	0.0%	1.1%	5.7%	2.4%

*This statement also includes Indirect/Overhead (Support Services).

The proposed Revised Budget reflects a net increase of \$1,863,621 in expenditures and matches the increase in revenues.

As shown on page 6, All Funds Schedule of Budgeted Resources and Requirements table, operating expenditures were increased as follows:

Personal Services are expected to decrease by a net of \$191,215¹, even with an increase of 1.40 FTE. Senior and Disability Services is expected to decrease minimally by a net \$101,835 due to adjusting budgeting to actuals. Government Services is expected to decrease by a net \$86,680 due a longer-than-expected vacant Program Manager position. Enterprise Funds includes a net increase of \$7,300 due to hiring Minutes Recorder staff to replace contractors. There is no expected change in the General Fund.

Materials and Services is expected to increase by a net of \$580,305². For Government Services, there is an expected net increase of \$514,459 due primarily to a \$350,000 expense for the Regional Secure Routes to Schools program. In Senior and Disability Services, we expect a slight net increase of \$48,078 due to an increased need for frozen meals and meal deliveries, building maintenance increases, rent, and respite needs. Enterprise Funds is expected to have a net decrease in Materials and Services costs of \$20,112 due primarily to reduced expenses in the Building Fund. The General Fund is expected to have an increase by a net \$46,700 primarily due to a Pass-thru expense due to a refund of an overpayment to the Oregon Department of Transportation.

We expect no changes in Capital Outlay.

Services by Other Organizations is expected to increase by a net \$359,432. Senior and Disability Services makes up \$181,688 of this net change due primarily to the new OPI-M program funding and the increased rates for Home Care Workers. Government Services is increasing by a net \$76,000, with a \$105,000 increase for the consultant fee to for the Transportation Improvement Plan platform.

We expect no changes in Debt Service.

Transfers Out are detailed in the table on page 22. This shows the aggregate transfers, not the changes between the Adopted and Revised budgets. Transfers are expected to increase by a net \$67,409, with a net decrease of \$28,087

¹ The overall net change includes Indirect/Overhead (Support Services), but the individual fund changes do not to prevent double counting of those amounts.

² See footnote 1.

expected in Senior and Disability Services matching the reasons for Transfers In due to more State funding and less of a requirement for Senior Meals Fundraising funds for program expenses. Government Services is increased by a net \$91,321 due primarily to the \$125,000 loan from the TSA to the GSA. We expect no Change in the Enterprise Funds. The General Fund is expected to increase by \$4,175, due to a necessary loan to the Government Services Emergency Management Fund to make sure that Fund balances at year end because while expenses have increased, funding has remained the same for several years.

Note that Indirect Revenue and Expenditures are not included in the overall Statement for All Organizational Funds as this would be duplicative. Over the past several fiscal years, LCOG has been restructuring and reorganizing to maximize services to members. This effort has resulted in a cumulative reduction in overhead costs totaling more than \$1 million from FY13 to FY17. 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. For more information, see pages 18 and 19.

Ending Fund Balance/Contingencies and Reserves

As shown on page 6, All Funds Schedule of Budgeted Resources and Requirements table, the Ending Reserves amount of \$19,341,057 reflects an expected net increase of \$1,047,690.

Ending Reserves were adjusted in the General Fund with a slight net decrease of \$6,565 due to a small Indirect Carryover from FY23 and the need to re-fund our \$15,000 Deductible Reserve due having to use it for the flooding in the Park Place Building during the February 2024 ice storm. Government Services is expected to increase by a net of \$1,328,105 primarily due to reduced expenses in the Broadband fund, Telecom Operations, and the Interconnect Site at Park Place (aka WIX). Enterprise Funds is expected to increase by \$33,539 due to lower Personal Services costs in the Loan Funds. Most of the change is expected to occur in Senior and Disability Services which is expecting a net increase of \$2,348,821 due to more Senior Meals fundraising dollars than expected, and an increase in Medicaid and state funding not known when the FY24 Budget was created. For information on reserves, see Schedule on page 21.

CONCLUSION

I believe the Lane Council of Governments continues to be a valuable resource for its members and the communities of Lane County. Despite the challenges of the last two years, LCOG continues to focus efforts to run the organization efficiently, to provide high-value service, and continue to be a valuable resource to its members and the communities we serve.

I continue to be grateful for the guidance and support of the LCOG Board and members, and the Budget Committee. And I am truly honored to be a part of an organization with bright, talented and dedicated employees who work hard every day to provide high quality services to the region.

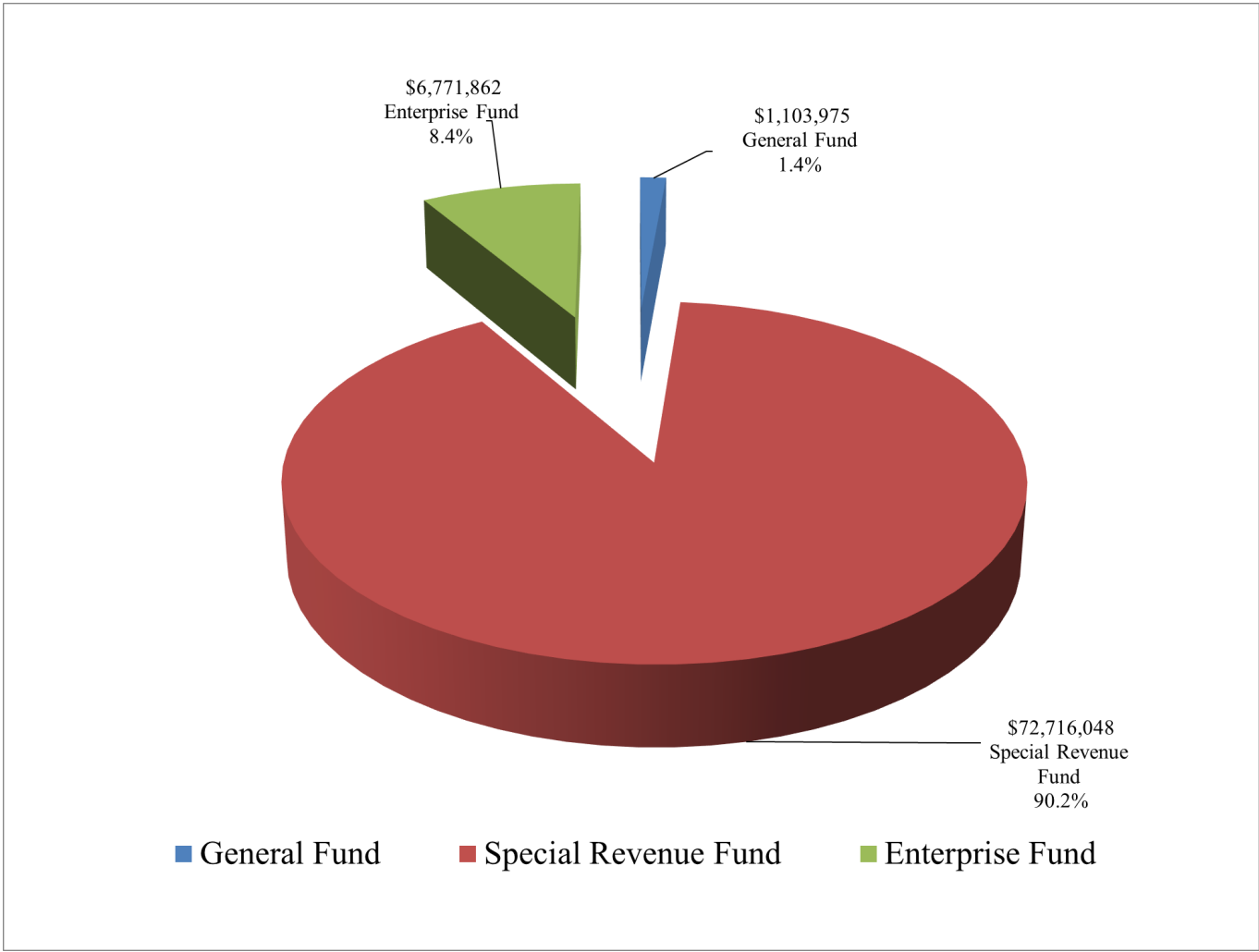
Respectfully submitted,



Brendalee S. Moore
Executive Director

F I N A N C I A L S E C T I O N

TOTAL BY FUND
FY24 REVISED BUDGET
For the Fiscal Year Ending June 30, 2024



	General Fund	Special Revenue Fund	Enterprise Fund	Total
Resources	\$ 1,103,975	\$ 72,716,048	\$ 6,771,862	\$ 80,591,885
Requirements	\$ 1,103,975	\$ 72,713,048	\$ 6,771,862	\$ 80,591,885
Percentage of Total	1.4%	90.2%	8.4%	100.0%

Gross Budget Requirements:	\$ 75,239,146
Internal Charges:	\$ 5,352,739
Total FY24 Revised Budget	\$ 80,591,885

ALL FUNDS
SCHEDULE OF BUDGETED RESOURCES AND REQUIREMENTS
FY24 ADOPTED VERSUS FY24 REVISED

	FY24 Adopted	FY24 Revised	Difference
Resources:			
Federal and State Revenue	\$ 40,275,782	\$ 40,485,740	\$ 209,958
Local Revenue	\$ 8,303,758	\$ 8,719,543	\$ 415,785
Local Revenue - Member Dues	\$ 229,000	\$ 231,061	\$ 2,061
Transfers In	\$ 6,159,230	\$ 6,226,639	\$ 67,409
Beginning Reserves	\$ 23,760,494	\$ 24,928,902	\$ 1,168,408
Total Resources:	\$ 78,728,264	\$ 80,591,885	\$ 1,863,621 (a)
Requirements:			
Personal Services	\$ 36,913,084 *	\$ 36,721,869 *	\$ (191,215)
Materials and Services	\$ 12,671,984 *	\$ 13,252,289 *	\$ 580,305
Capital Outlay	\$ 767,500	\$ 767,500	\$ -
Services by Other Organizations	\$ 3,484,345	\$ 3,843,777	\$ 359,432
Debt Service	\$ 438,754	\$ 438,754	\$ -
Transfers Out	\$ 6,159,230	\$ 6,226,639	\$ 67,409
Ending Reserves	\$ 18,293,367	\$ 19,341,057	\$ 1,047,690
Total Requirements:	\$ 78,728,264	\$ 80,591,885	\$ 1,863,621 (a)
Total FTE:	308.62	310.02	1.40

This statement includes the sum of: the General Fund (page 8); the Special Revenue Fund (page 11); and the Enterprise Fund (page 15).

*This statement also includes Indirect/Overhead (Support Services), see below:

Personal Services	\$ 3,495,797	\$ 3,485,797	\$ (10,000)
Materials and Services	\$ 1,875,762	\$ 1,866,942	\$ (8,820)
Total Indirect/Overhead (Cost/Recovery)	\$ 5,371,559	\$ 5,352,739	\$ (18,820)

(a) For details on changes, see individual funds.

ALL FUNDS
SUMMARY OF BUDGET CHANGES - BY LEGAL LEVEL
For the Fiscal Year Ending June 30, 2024

FY24 CHANGES TO ADOPTED BUDGET - ALL FUNDS

Revenues	Changes Made	Expenditures	Changes Made	FTE
Adopted Budget	\$78,728,264	Adopted Budget	\$ 78,728,264	308.62
Beginning Reserves	\$ 1,168,408	Personal Services	\$ (191,215) (a)	1.40
Federal and State Revenue	\$ 209,958	Materials & Services	\$ 580,305 (a)	
Local Revenue	\$ 417,846	Services by Other Organizations	\$ 359,432	
Transfers In	\$ 67,409	Transfers Out	\$ 67,409	
		Ending Reserves - Designated	\$ 1,047,690	
Change	\$ 1,863,621		\$ 1,863,621	1.40
REVISED BUDGET	\$80,591,885		\$ 80,591,885	310.02

(a) Includes Support Services (Indirect); see Page 18 and 19 for details.

ALL FUNDS – FY24 ADOPTED VERSUS FY24 REVISED

	FY24 Adopted Budget	FY24 Revised Budget	Change
By Fund:			
General Fund	\$ 1,059,665	\$ 1,103,975	\$ 44,310
Special Revenue Fund	\$ 71,019,228	\$ 72,716,048	\$ 1,696,820
Enterprise Fund	\$ 6,649,371	\$ 6,771,862	\$ 122,491
Total:	\$ 78,728,264	\$ 80,591,885	\$ 1,863,621

Details to the changes noted here are detailed on the following pages by service area.

REVISED BUDGET CHANGES BY FUND

GENERAL FUND

GENERAL FUND
SCHEDULE OF BUDGETED RESOURCES AND REQUIREMENTS
For the Fiscal Year Ending June 30, 2024

	FY24 Adopted Budget	FY24 Revised Budget	Change
	<u> </u>	<u> </u>	<u> </u>
Resources:			
Federal and State Revenue	\$ -	\$ -	\$ -
Local Revenue	\$ 69,000	\$ 133,962	\$ 64,962
Dues	\$ 229,000	\$ 231,061	\$ 2,061
Transfers In	\$ 12,000	\$ 12,000	\$ -
Beginning Reserves	\$ 749,665	\$ 726,952	\$ (22,713)
	<u>\$1,059,665</u>	<u>\$ 1,103,975</u>	<u>\$ 44,310</u>
Requirements:			
Personal Services	\$ 128,251	\$ 128,251	\$ -
Materials and Services	\$ 76,800	\$ 123,500	\$ 46,700
Capital Outlay	\$ -	\$ -	\$ -
Transfers Out	\$ 92,641	\$ 96,816	\$ 4,175
Ending Reserves (contingencies)	\$ 761,973	\$ 755,408	\$ (6,565)
	<u>\$1,059,665</u>	<u>\$ 1,103,975</u>	<u>\$ 44,310</u>

Included in this statement are: LCOG Operating activities and Member Support services; excluded are administrative services that are recovered by internal Indirect charges, see pages 18 and 19.

GENERAL FUND
SUMMARY OF BUDGET CHANGES BY LEGAL LEVEL
For the Fiscal Year Ending June 30, 2024

LCOG OPERATING

Revenues	Changes Made	Expenditures	Changes Made	FTE
Adopted Budget	\$ 1,059,665	Adopted Budget	\$ 1,059,665	0.40
Beginning Reserves	\$ (22,713)	Materials and Services	\$ 46,700	
Local Revenue	\$ 67,023	Transfers Out	\$ 4,175	
		Ending Reserves (Contingencies)	\$ (6,565)	
Change	\$ 44,310		\$ 44,310	-
Revised Budget	\$ 1,103,975		\$ 1,103,975	0.40

SPECIAL REVENUE FUND

SPECIAL REVENUE FUND
SCHEDULE OF BUDGETED RESOURCES AND REQUIREMENTS
For the Fiscal Year Ending June 30, 2024

	FY24 Special Revenue Adopted Budget	Government Services Revised	Senior & Disability Services Revised	FY24 Special Revenue Revised Budget	Change
Resources:					
Federal and State Revenue	\$ 40,275,782	\$ 8,286,435	\$ 32,199,305	\$ 40,485,740	\$ 209,958
Local Revenue	\$ 6,691,741	\$ 4,931,841	\$ 2,156,567	\$ 7,088,408	\$ 396,667
Transfers In	\$ 5,894,641	\$ 1,555,533	\$ 4,406,517	\$ 5,962,050	\$ 67,409
Beginning Reserves	\$ 18,157,064	\$ 4,764,561	\$ 14,415,289	\$ 19,179,850	\$ 1,022,786
Total Resources:	<u>\$ 71,019,228</u>	<u>\$ 19,538,370</u>	<u>\$ 53,177,678</u>	<u>\$ 72,716,048</u>	<u>\$ 1,696,820</u>
Requirements:					
Personal Services	\$ 32,994,049	\$ 4,478,101	\$ 28,327,433	\$ 32,805,534	\$ (188,515)
Support Services	\$ 5,310,712	\$ 1,085,267	\$ 4,206,625	\$ 5,291,892	\$ (18,820)
Materials and Services	\$ 10,185,824	\$ 6,518,379	\$ 4,229,982	\$ 10,748,361	\$ 562,537
Capital Outlay	\$ 67,500	\$ 7,500	\$ 60,000	\$ 67,500	\$ -
Services by Other Organizations	\$ 3,174,409	\$ 1,726,975	\$ 1,705,102	\$ 3,432,077	\$ 257,668
Transfers Out	\$ 5,782,000	\$ 1,438,717	\$ 4,406,517	\$ 5,845,234	\$ 63,234
Ending Reserves	\$ 13,504,734	\$ 4,283,431	\$ 10,242,019	\$ 14,525,450	\$ 1,020,716
Total Requirements:	<u>\$ 71,019,228</u>	<u>\$ 19,538,370</u>	<u>\$ 53,177,678</u>	<u>\$ 72,716,048</u>	<u>\$ 1,696,820</u>

Included in this statement are: Government Services and Senior and Disability Services activities.

SPECIAL REVENUE FUND
SUMMARY OF BUDGET CHANGES – BY LEGAL LEVEL
For the Fiscal Year Ending June 30, 2024

Revenues	Changes Made	Expenditures	Changes Made	FTE
Adopted Budget	\$71,019,228	Adopted Budget	\$ 71,019,228	282.95
Beginning Reserves	\$ 1,022,786	Personal Services	\$ (198,515)	1.00
Federal and State Revenue	\$ 209,958	Materials & Services	\$ 553,717	
Local Revenue	\$ 396,667	Services by Other Organizations	\$ 257,668	
Transfers In	\$ 67,409	Transfers Out	\$ 63,234	
		Ending Reserves - Designated	\$ 1,020,716	
Change	\$ 1,696,820		\$ 1,696,820	1.00
REVISED BUDGET	\$72,716,048		\$ 72,716,048	283.95

ALL SPECIAL REVENUE FUNDS – FY24 ADOPTED VERSUS FY24 REVISED

	FY24 Adopted Budget	FY24 Revised Budget	Change	FTE	Change in FTE
By Service Area:					
Government Services	\$ 20,271,375	\$ 19,538,370	\$ (733,005)	33.07	1.00
Senior & Disability Services	\$ 50,747,853	\$ 53,177,678	\$ 2,429,825	250.88	0.00
Total:	\$ 71,019,228	\$ 72,716,048	\$ 1,696,820	283.95	1.00

GOVERNMENT SERVICES

SPECIAL REVENUE FUND – GOVERNMENT SERVICES
SUMMARY OF BUDGET CHANGES - BY LEGAL LEVEL
For the Fiscal Year Ending June 30, 2024

SPECIAL REVENUE FUND - GOVERNMENT SERVICES

Revenues	Changes Made	Expenditures	Changes Made	FTE
Adopted Budget	\$ 20,271,375	Adopted Budget	\$ 20,271,375	31.12
Beginning Reserves	\$ (736,091)	Personal Services	\$ (86,680)	1.00
Federal and State Revenue	\$ 37,835	Materials and Services	\$ 514,459	
Local Revenue	\$ (130,245)	Services by Other Organizations	\$ 76,000	
Transfers In	\$ 95,496	Transfers Out	\$ 91,321	
		Ending Reserves - Designated	\$ (1,328,105)	
Change	\$ (733,005)		\$ (733,005)	1.00
Revised Budget	\$ 19,538,370		\$ 19,538,370	32.12

SENIOR AND DISABILITY SERVICES

SPECIAL REVENUE FUND – SENIOR AND DISABILITY SERVICES
SUMMARY OF BUDGET CHANGES - BY LEGAL LEVEL
For the Fiscal Year Ending June 30, 2024

SPECIAL REVENUE FUND - SENIOR AND DISABILITY SERVICES

Revenues	Changes Made	Expenditures	Changes Made	FTE
Adopted Budget	\$ 50,747,853	Adopted Budget	\$ 50,747,853	250.88
Beginning Reserves	\$ 1,758,877	Personal Services	\$ (101,835)	
Federal and State Revenue	\$ 172,123	Support Services	\$ (18,820)	
Local Revenue	\$ 526,912	Materials and Services	\$ 48,078	
Transfers In	\$ (28,087)	Capital Outlay	\$ -	
		Services by Other Organizations	\$ 181,668	
		Transfers Out	\$ (28,087)	
		Ending Reserves	\$ 2,348,821	
Change	\$ 2,429,825		\$ 2,429,825	-
Revised Budget	\$ 53,177,678		\$ 53,177,678	250.88

ENTERPRISE FUND

ENTERPRISE FUND
SCHEDULE OF BUDGETED RESOURCES AND REQUIREMENTS
FY24 REVISED BUDGET
For the Fiscal Year Ending June 30, 2024

	FY24 Adopted Budget	FY24 Revised Budget	Change
Resources:			
Federal and State Revenue	\$ -	\$ -	\$ -
Local Revenue	\$ 1,543,017	\$ 1,497,173	\$ (45,844)
Transfers In	\$ 252,589	\$ 252,589	\$ -
Beginning Reserves	\$ 4,853,765	\$ 5,022,100	\$ 168,335
Total Resources:	<u>\$ 6,649,371</u>	<u>\$ 6,771,862</u>	<u>\$ 122,491</u>
Requirements:			
Personal Services	\$ 294,987	\$ 302,287	\$ 7,300
Support Services	\$ 60,847	\$ 60,847	\$ -
Materials and Services	\$ 533,598	\$ 513,486	\$ (20,112)
Capital Outlay	\$ 700,000	\$ 700,000	\$ -
Services by Other Organizations	\$ 309,936	\$ 411,700	\$ 101,764
Debt Service	\$ 438,754	\$ 438,754	\$ -
Transfers Out	\$ 284,589	\$ 284,589	\$ -
Ending Reserves	<u>\$ 4,026,660</u>	<u>\$ 4,060,199</u>	<u>\$ 33,539</u>
Total Requirements:	<u>\$ 6,649,371</u>	<u>\$ 6,771,862</u>	<u>\$ 122,491</u>

Included in this statement are Business Loans, Building Management, and Minutes Recorder program funds.

ENTERPRISE FUND
SUMMARY OF BUDGET CHANGES – BY LEGAL LEVEL
For the Fiscal Year Ending June 30, 2024

ENTERPRISE FUND - SUMMARY

Revenues	Changes Made	Expenditures	Changes Made	FTE
Beginning Balances	\$ 6,649,371	Beginning Balances	\$ 6,649,371	1.450
Beginning Reserves	\$ 168,335	Personal Services	\$ 7,300	0.400
Local Revenue	\$ (45,844)	Materials and Services	\$ (20,112)	
		Services by Other Organizations	\$ 101,764	
		Ending Reserves	\$ 33,539	
Change	\$ 122,491		\$ 122,491	0.400
Revised Budget	\$ 6,771,862		\$ 6,771,862	1.850

ALL ENTERPRISE FUNDS – FY24 ADOPTED VERSUS FY24 REVISED

	FY24 Adopted Budget	FY24 Revised Budget	Change	FTE	Change in FTE
By Service Area:					
Business Loans Program/Business Administration	\$ 3,364,592	\$ 3,252,903	\$ (111,689)	1.000	0.000
Building Management	\$ 3,209,939	\$ 3,438,768	\$ 228,829	0.350	0.000
Minutes Recorder	\$ 74,840	\$ 80,191	\$ 5,351	0.500	0.400
Total:	\$ 6,649,371	\$ 6,771,862	\$ 122,491	1.850	0.400

Changes noted here are detailed on the following pages, by service area.

BUSINESS LOAN PROGRAM
ECONOMIC DEVELOPMENT PROGRAM
BUILDING MANAGEMENT PROGRAM
MINUTES RECORDER PROGRAM

ENTERPRISE FUND
SUMMARY OF BUDGET CHANGES – BY PROGRAM AND BY LEGAL LEVEL
For the Fiscal Year Ending June 30, 2024

ENTERPRISE FUND - BUSINESS LOANS/BUSINESS SERVICES ADMINISTRATION

Revenues	Changes Made	Expenditures	Changes Made	FTE
Adopted Budget	\$ 3,364,592	Adopted Budget	\$ 3,364,592	1.000
Beginning Reserves	\$ (65,845)	Materials and Services	\$ (3,500)	
Local Revenue	\$ (45,844)	Services by Others	\$ 111,064	
		Ending Reserves	\$ (219,253)	
Change	\$ (111,689)		\$ (111,689)	-
Revised Budget	\$ 3,252,903		\$ 3,252,903	1.000

ENTERPRISE FUND - BUILDING MANAGEMENT

Revenues	Changes Made	Expenditures	Changes Made	FTE
Adopted Budget	\$ 3,209,939	Adopted Budget	\$ 3,209,939	0.350
Beginning Reserves	\$ 228,829	Materials and Services	\$ (16,612)	
		Services by Others	\$ (1,500)	
		Ending Reserves	\$ 246,941	
Change	\$ 228,829		\$ 228,829	0.250
Revised Budget	\$ 3,438,768		\$ 3,438,768	0.600

ENTERPRISE FUND - MINUTES RECORDING SERVICES

Revenues	Changes Made	Expenditures	Changes Made	FTE
Adopted Budget	\$ 74,840	Adopted Budget	\$ 74,840	0.100
Beginning Reserves	\$ 5,351	Personal Services	\$ (7,300)	0.400
		Materials and Services	\$ 7,800	
		Ending Reserves	\$ (5,851)	
Change	\$ 5,351		\$ (5,351)	0.400
Revised Budget	\$ 80,191		\$ 80,191	0.500

INDIRECT

INDIRECT FUND
SCHEDULE OF BUDGETED RESOURCES AND REQUIREMENTS
For the Fiscal Year Ending June 30, 2024

FTE:	15.72	19.20	19.87	23.82	23.82
	FY21	FY22	FY23	FY24	FY24
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Adopted</u>	<u>Revised</u>
Resources:					
Support Services	\$ 3,507,487	\$ 3,674,551	\$ 4,274,023	\$ 5,371,559	\$ 5,352,739
Local Revenue - Overhead Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Local Revenue - Administrative Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Total Resources:	<u>\$ 3,507,487</u>	<u>\$ 3,674,551</u>	<u>\$ 4,274,023</u>	<u>\$ 5,371,559</u>	<u>\$ 5,352,739</u>
Requirements:					
Personal Services	\$ 1,919,758	\$ 2,625,962	\$ 2,741,368	\$ 3,495,797	\$ 3,485,797
Materials and Services	<u>\$ 1,231,639</u>	<u>\$ 1,322,853</u>	<u>\$ 1,505,285</u>	<u>\$ 1,875,762</u>	<u>\$ 1,866,942</u>
Total Requirements:	<u>\$ 3,151,397</u>	<u>\$ 3,948,815</u>	<u>\$ 4,246,653</u>	<u>\$ 5,371,559</u>	<u>\$ 5,352,739</u>
Over / Under Recovery:	\$ 356,090 (a)	\$ (274,264) (b)	\$ 34,662 (c)		

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.

- (a) Over-recovery of funds due to increased staffing were used for capital expenditures - wiring and cameras in Schaefer's Building; COVID-19 emergency response; Capital Contingency Reserve.
- (b) Over-recovery of funds due to increased staffing were transferred to General Fund and used to cover COVID expenses.
- (c) Over-recovery of funds due to decreased expenses.

INDIRECT FUND
SUMMARY OF BUDGET CHANGES BY LEGAL LEVEL
For the Fiscal Year Ending June 30, 2024

INDIRECT SUPPORT SERVICES

Revenues	Changes Made	Expenditures	Changes Made	FTE
Adopted Budget	\$ 5,371,559	Adopted Budget	\$ 5,371,559	23.82
Indirect Charges Revenue	\$ (18,820)	Personal Services	\$ (10,000)	
		Materials and Services	\$ (8,820)	
Change	\$ (18,820)		\$ (18,820)	-
Revised Budget	\$ 5,352,739		\$ 5,352,739	23.82

Details to the changes noted here are detailed on the following pages.

S U P P L E M E N T A L S E C T I O N

COMPARATIVE ANALYSIS
ACTUALS FOR THE YEARS FY21 TO FY23 AND
FY24 ADOPTED AND REVISED BUDGET
RESOURCES AND REQUIREMENTS
For the Fiscal Year Ending June 30, 2023

	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Revised
Resources:					
Federal and State Revenue	\$ 28,250,498	\$ 33,553,886	\$ 37,386,508	\$ 40,275,782	\$ 40,485,740
Local Revenue	\$ 9,482,423	\$ 10,401,808	\$ 8,342,429	\$ 8,303,758	\$ 8,719,543
Local Revenue - Member Dues	\$ 232,977	\$ 221,645	\$ 230,219	\$ 229,000	\$ 231,061
Transfers In	\$ 4,048,451	\$ 4,862,870	\$ 6,402,825	\$ 6,159,230	\$ 6,226,639
Beginning Reserves	\$ 12,039,164	\$ 13,052,932	\$ 17,732,853	\$ 23,760,494	\$ 24,928,902
Total Resources:	\$ 54,053,513	\$ 62,093,141	\$ 70,094,834	\$ 78,728,264	\$ 80,591,885
Requirements:					
Personal Services**	\$ 22,854,644	\$ 27,444,413	\$ 31,171,790	\$ 36,913,084	\$ 36,721,869
Materials and Services**	\$ 3,506,678	\$ 10,087,947	\$ 8,268,182	\$ 12,671,984	\$ 13,252,289
Capital Outlay	\$ 5,719,535	\$ 223,391	\$ 27,484	\$ 767,500	\$ 767,500
Services by Other Organizations	\$ 4,389,776	\$ 1,788,680	\$ 3,783,701	\$ 3,484,345	\$ 3,843,777
Debt Service	\$ 481,499	\$ 461,784	\$ 305,680	\$ 438,754	\$ 438,754
Transfers Out	\$ 4,048,450	\$ 4,506,780	\$ 6,417,098	\$ 6,159,230	\$ 6,226,639
Ending Reserves	\$ 13,052,931	\$ 17,580,146	\$ 20,120,899	\$ 18,293,367	\$ 19,341,057
Total Requirements:	\$ 54,053,513	\$ 62,093,141	\$ 70,094,834	\$ 78,728,264	\$ 80,591,885
FTE:	259.38	297.47	300.77	308.62	310.02

*This statement also includes Indirect/Overhead (Support Services). Indirect expenses also appear as internal support services charges in the receiving subfund. For accuracy we are reporting expenses based on the origin of those charges (Personal Services and Materials and Services).

** Note that the ending reserves/fund balance of one year does not equal the Beginning Reserves balance of the following year. This is due to timing differences (actual values are not known until after audit which is later than budget approval for the new fiscal year).

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

	FY23 Adopted Budget	FY23 Revised Budget	FY24 Adopted Budget	FY24 Revised Budget	FY24 Change	
General Fund	\$ 313,460	\$ 313,460	\$ 328,445	\$ 328,445	\$ -	(a)
Government Services	\$ 17,713	\$ 17,713	\$ 17,713	\$ 17,713	\$ -	(b)
S&DS - Florence Transportation	\$ 129,427	\$ 133,236	\$ 128,236	\$ 129,338	\$ 1,102	(c)
S&DS - Senior Meals Fundraising	\$ 1,280,006	\$ 1,532,938	\$ 924,762	\$ 1,235,435	\$ 310,673	(d)
Enterprise Funds	<u>\$ 627,310</u>	<u>\$ 1,400,000</u>	<u>\$ 1,500,000</u>	<u>\$ 1,750,000</u>	<u>\$ 250,000</u>	(e)
Total Reserves	<u>\$2,367,916</u>	<u>\$3,397,347</u>	<u>\$2,899,156</u>	<u>\$3,460,931</u>	<u>\$ 561,775</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.

INTERNAL TRANSFERS

TRANSFERS OUT			Amount	TRANSFERS IN			Amount	
General Fund				General Fund				
From LCOG Operating - To:				To General Fund - From:				
102	201 Government Services Admin	\$	1,500	102	332 Minutes Recorder	\$	10,000	
102	211 Oregon Emergency Management	\$	4,175	102	391 Business Services Administration	\$	2,000	
102	206 LGDC	\$	91,141	Total General Fund - Transfers In:			\$ 12,000	
Total General Fund - Transfers Out			\$ 96,816	Special Revenue Funds				
Special Revenue Funds				To Special Revenue Fund Government Services Admin - From:				
From Special Revenue Fund Government Services - To:				To Special Revenue Fund LGDC - From:				
204	201 Government Services Admin	\$	32,257	206	102 LCOG Operating	\$	91,141	
206	201 Government Services Admin	\$	195,661	To Special Revenue Fund OR Emergency Management - From:				
207	201 Government Services Admin	\$	30,310	211	102 LCOG Operating	\$	4,175	
208	201 Government Services Admin	\$	26,165	To Special Revenue Fund Transportation Services Admin - From:				
211	201 Government Services Admin	\$	20,607	221	204 Community Safety	\$	6,584	
212	201 Government Services Admin	\$	2,108	221	219 Transportation Operations	\$	531,019	
214	201 Government Services Admin	\$	22,359	220	220 Transportation Projects	\$	164,303	
217	201 Government Services Admin	\$	18,500	229	221 Transportation Services Admin	\$	12,908	
218	201 Government Services Admin	\$	1,351	Total Transfers Out:			\$ 1,438,717	
219	201 Government Services Admin	\$	62,407	From Special Revenue Fund Senior and Disability Services - To:				
220	201 Government Services Admin	\$	13,141	282	267 Senior Connections	\$	361,351	
221	201 Government Services Admin	\$	126,273	296	267 Senior Connections	\$	669,813	
222	201 Government Services Admin	\$	87,879	269	268 Senior Meals	\$	623,536	
228	201 Government Services Admin	\$	4,500	273	268 Senior Meals	\$	78,189	
229	201 Government Services Admin	\$	582	283	268 Senior Meals	\$	439,361	
235	201 Government Services Admin	\$	335	284	268 Senior Meals	\$	396,539	
242	201 Government Services Admin	\$	17,576	288	268 Senior Meals	\$	103,161	
243	201 Government Services Admin	\$	8,902	289	268 Senior Meals	\$	25,125	
244	201 Government Services Admin	\$	11,672	293	268 Senior Meals	\$	90,000	
248	201 Government Services Admin	\$	39,068	294	268 Senior Meals	\$	15,000	
250	201 Government Services Admin	\$	2,250	279	269 Senior Meals Fundraising	\$	99,764	
204	221 Transportation Services Admin	\$	6,584	296	271 Money Management	\$	19,732	
219	221 Transportation Services Admin	\$	531,019	282	281 Title III - Area Plan Admin	\$	51,283	
220	221 Transportation Services Admin	\$	164,303	283	281 Title III - Area Plan Admin	\$	48,818	
229	221 Transportation Services Admin	\$	12,908	284	281 Title III - Area Plan Admin	\$	50,582	
Total Transfers Out:			\$ 1,438,717	286	281 Title III - Area Plan Admin	\$	26,329	
From Special Revenue Fund Senior and Disability Services - To:				293	281 Title III - Area Plan Admin	\$	65,999	
282	267 Senior Connections	\$	361,351	294	281 Title III - Area Plan Admin	\$	24,614	
296	267 Senior Connections	\$	669,813	295	281 Title III - Area Plan Admin	\$	105,976	
269	268 Senior Meals	\$	623,536	296	281 Title III - Area Plan Admin	\$	1,111,345	
273	268 Senior Meals	\$	78,189	Total Transfers Out:			\$ 4,406,517	
283	268 Senior Meals	\$	439,361	Enterprise Funds				
284	268 Senior Meals	\$	396,539	From Enterprise Fund Business Loans - To:				
288	268 Senior Meals	\$	103,161	302	391 Business Services Admin	\$	55,050	
289	268 Senior Meals	\$	25,125	303	391 Business Services Admin	\$	95,879	
293	268 Senior Meals	\$	90,000	304	391 Business Services Admin	\$	564	
294	268 Senior Meals	\$	15,000	306	391 Business Services Admin	\$	13,050	
279	269 Senior Meals Fundraising	\$	99,764	308	391 Business Services Admin	\$	42,441	
296	271 Money Management	\$	19,732	309	391 Business Services Admin	\$	45,605	
282	281 Title III - Area Plan Admin	\$	51,283	From Enterprise Fund Park Place Building - To:				
283	281 Title III - Area Plan Admin	\$	48,818	321	201 Government Services Admin	\$	20,000	
284	281 Title III - Area Plan Admin	\$	50,582	From Enterprise Fund Minutes Recorder - To:				
286	281 Title III - Area Plan Admin	\$	26,329	332	102 LCOG Operating	\$	10,000	
293	281 Title III - Area Plan Admin	\$	65,999	From Enterprise Fund Business Services Administration - To:				
294	281 Title III - Area Plan Admin	\$	24,614	391	102 LCOG Operating	\$	2,000	
295	281 Title III - Area Plan Admin	\$	105,976	Total Transfers Out:			\$ 284,589	
296	281 Title III - Area Plan Admin	\$	1,111,345	TOTAL TRANSFER OUT ACTIVITY				\$ 6,226,639
Enterprise Funds				Enterprise Funds				
From Enterprise Fund Business Loans - To:				To Enterprise Fund Business Services Administration - From:				
302	391 Business Services Admin	\$	55,050	391	302 BS - EDA	\$	55,050	
303	391 Business Services Admin	\$	95,879	391	303 BS - IRP/RBDF	\$	95,879	
304	391 Business Services Admin	\$	564	391	304 BS - RIB	\$	564	
306	391 Business Services Admin	\$	13,050	391	306 BS - SBA 504	\$	13,050	
308	391 Business Services Admin	\$	42,441	391	308 BS - EDA 2	\$	42,441	
309	391 Business Services Admin	\$	45,605	391	309 BS - EDA 3	\$	45,605	
Total Transfers Out:			\$ 284,589	Total Transfers In:			\$ 252,589	
TOTAL TRANSFER OUT ACTIVITY				TOTAL TRANSFER IN ACTIVITY				
			\$ 6,226,639				\$ 6,226,639	

*This table reflects the *FY24 Revised Budget* transfer amounts and not the net difference from the *FY24 Adopted Budget*.

BUDGET NOTES AND DEFINITIONS For the Fiscal Year Ending June 30, 2024

LCOG operates out of three reporting fund types: (1) General Fund; (2) Special Revenue Fund and (3) Enterprise Fund.

General Fund

The General Fund serves as the primary reporting vehicle for current operating functions. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund. The General Fund accounts for the general cost of the organization doing business which cannot be paid for by other, more restrictive, funding sources. The LCOG General Fund accounts for central service operations of LCOG including 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 benefiting 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 we provide member agencies as part of the member's free support hours. Funding for Member Support Services comes from a transfer from the LCOG Operating Fund (provided by member dues revenue).

Special Revenue Fund

The Special Revenue Fund has 66 managerial funds. Special Revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The term "proceeds of specific revenue sources" establishes that one or more specific restricted or committed revenues should be the foundation for a special revenue 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.

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. LCOG's Enterprise Fund consists of 10 managerial funds. The direct service areas accounted for in the enterprise fund are: Business Loan Program; Building Management; and Minutes Recorder.

The Building Management program has one 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. Park Place Building also includes leased space.

Lastly, LCOG's Minutes Recorder managerial fund is funded by charges for services.

BUDGET NOTES AND DEFINITIONS, Continued

SERVICE DEFINITIONS

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), Enterprise Funds.

Fund: A legal separate set of books for each fund using generally accepted accounting principles and are in compliance Government Accounting Standards. LCOG has three reporting funds (General Fund; Special Revenue Fund; and Enterprise Fund). Within the reporting funds are 66 managerial funds – 2 general funds, 54 special revenue subfunds, and 10 enterprise subfunds.

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. Currently the categories are:

Beginning Reserves: Beginning reserve 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.

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

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

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

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

BUDGET NOTES AND DEFINITIONS, Continued

Requirements: The total of all expenditures of a fund. Currently the categories are:

Personal Services: Salary and fringe costs for staff are expressed under the line item heading of Personal Services.

Support Services: Indirect charges/costs are costs that cannot be charged as direct costs to a program. LCOG prepares an annual Indirect Cost Allocation Plan and submits the proposal to the federal cognizant agency (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. Additional information about Indirect Cost Allocation Plan can be found in the Supplemental Section of this document.

Materials and Services: Materials and Services include a wide variety of expenses ranging from office supplies to telephones to travel.

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.

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 (Loans Program).

Debt Service: Payments for principal and interest to amortize loans. Currently loans are the existing building program loan (Park Place Building).

Transfers Out: 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.

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



Agenda Item Number

7.

S&DS Food Production & Delivery Contractor Selection

Date: April 25, 2024

Presenter: Brenda Moore

Action Recommended: Approve Selection of Contractor for Food Service & Delivery

BACKGROUND: LCOG is a partner in an interagency consortium with NorthWest Senior & Disability Services and Oregon Cascades West Council of Governments to procure food service and delivery for the congregate meal sites and home delivered meal programs in a seven-county area. The three agencies developed a common set of service specifications based on program needs and Community Services and Supports Unit (Formerly the State Unit on Aging) Program Standards for Older Americans Act Congregate and Home Delivered Meals. The consortium released a Request for Proposal in December of 2023 as our current contract terminates June 30, 2024. We received on proposal from TRIO Community Meals, our current contractor.

PROGRAM OVERVIEW: The Food Service Provider (TRIO) operates the Consortium kitchens located in Salem, Newport and Eugene. LCOG leases and equips the Eugene kitchen and sub-leases it to the Food Service Provider. The Eugene kitchen produces meals for all 9 Lane County sites operated by S&DS' Senior Meals Program in addition to the Eugene Meals on Wheels Contractor, FOOD for Lane County. The Food Service Provider plans the menu; hires, trains, and supervises all kitchen staff; purchases raw food; prepares it according to specifications based on standardized recipes; delivers food in LCOG vehicles to the sites where the meals are served or packaged for home delivery by our staff and volunteers; and maintains our kitchen equipment.

BUDGET: This contract is funded through Older Americans Act, Medicaid, State Plan Personal Care, Oregon Project Independence, grants, and fundraising dollars. This contract is based on a unit rate scale which is determined by the total number of meals served by the Consortium per day in a month. Based on the volume of meals the consortium is projecting to serve in FY25, the rates in the FY25 contract with the Food service Provider are below:

FROZEN			HOT		
Daily Scale (Montly)			Daily Scale (Montly)		
From	To	Price	From	To	Price
1,280	and above	5.49	1,280	and above	5.17
1,260	1,279	5.51	1,260	1,279	5.19
1,240	1,259	5.53	1,240	1,259	2.21
1,220	1,239	5.55	1,220	1,239	5.23
1,200	1,219	5.57	1,200	1,219	5.25
1,180	1,199	5.59	1,180	1,199	5.27
1,160	1,179	5.61	1,160	1,179	5.29
1,140	1,159	5.63	1,140	1,159	5.31
1,120	1,139	5.65	1,120	1,139	5.33
1,100	1,119	5.67	1,100	1,119	5.35
1,080	1,099	5.69	1,080	1,099	5.37
1,060	1,079	5.71	1,060	1,079	5.39
1,040	1,059	4.73	1,040	1,059	5.41
1,020	1,039	5.75	1,020	1,039	5.43
1,000	1,019	5.77	1,000	1,019	5.45
980	999	5.79	980	999	5.47
960	979	5.81	960	979	5.49
940	959	5.83	940	959	5.51
920	939	5.85	920	939	5.53
900	919	5.87	900	919	5.55
880	899	5.89	880	899	5.57
860	879	5.91	860	879	5.59
840	859	5.93	840	859	5.61

RECOMMENDATION:

S&DS, the Procurement & Monitoring Committee, the Senior Services Advisory Council, and Disability Services Advisory Council recommends the selection of TRIO Community Meals as the contractor for Food Service and Delivery through the consortium contract with the option of amending the contract period of performance for up to an additional four (4) years, with NWSDS as the lead agency in the Food Service Consortium and NWSDS contract with TRIO for the provision of food services for FY25 (July 1, 2024 – June 30, 2025) using the scales attached to determine the monthly meal rate.

Suggested Action: Motion to Select Trio as the Contractor for Food Service and Delivery through the consortium contract with the specifications listed above.



Agenda Item Number

8a.

Aging & Disability Resource Connection (ADRC) Secret Shopper Results Fall/Winter 2023

Date: April 25, 2024

Presenter: Stephanie Sheelar

Action Recommended: None. Information Only.

Background: One goal of the Lane Council of Governments Senior & Disability Services' (LCOG S&DS) Area Plan for the ADRC is to administer high quality and accurate information and assistance, and to provide consumers with a person-centered, holistic service approach when contacting the ADRC. To ensure the LCOG S&DS ADRC meets this goal, the LCOG S&DS Advisory Council members conducted a secret shopper survey from October 17, 2023, through December 15, 2023.

Prior to the launch of the survey, seven Advisory Council members were provided training on the intent of the project, as well as steps to completing the survey. Each volunteer was provided with 3-4 scenarios that contained a name, reference, phone number, zip code, age, gender, pronouns, sexual orientation, race, resource need, and consumer concern. The intent of these scenarios was to provide a suggested context for the call. Advisory Council members called to interact with ADRC Specialist staff and then completed a survey including a review of the specialist's customer service and the resources they were provided.

Results

Of the 21 scenarios with surveys disbursed to volunteers, 14 were returned to the Contracts Manager. Of the 14 survey responses received, 13 provided complete information.

The 14 surveys:

- 3 (3 total calls) answered on first call attempt (21%)

- 10 (20 total calls) answered on second call attempt (71%)
- 1 (2 total calls) scenarios never reached an ADRC specialist (8%)

The 13 complete surveys:

- 10 (77%) of 13 scenario calls were answered “Aging and Disability Resource Connection.”
- 13 (100%) of 13 scenarios, the specialist asked how they could be of help.
- 4 (31%) of 13 scenarios, the specialist provided their name to the caller.
- 12 (92%) of 13 scenarios, the secret shopper’s concerns/requests were clearly acknowledged.
- 7 (54%) of 13 scenarios, the ADRC specialist paraphrased the request for services for clarification/confirmation.
- 1 of 13 calls placed on hold.
- 13 (100%) of 13 calls, the specialist used a tone appropriate to the nature of the request.
- 13 (100%) of 13 calls, the specialist provided a referral appropriate to the scenario.
- 11 (85%) of 13 calls, the specialist provided all pertinent information about the referral.
- 5 (38%) of 13 calls, the specialist asked for geographic region/zip code.
- 4 (31%) of 13 calls, the specialist asked for demographic data.
- 0 (0%) of 13 calls, the specialist offered an appointment.
- 8 (62%) of 13 calls, the specialist offered further assistance.
- 12 (92%) of 13 calls, the specialists closed the call in a friendly manner.
- 8 (57%) of 13 calls, the call was logged in GetCare by the ADRC Specialist

Information provided to LCOG S&DS by the Advisory Council members who participated in this process revealed the following feedback regarding low participation in the secret shopper project:

- Scenarios were returned, as volunteers felt uncomfortable pretending to be someone else or did not have the understanding of the pronouns provided on the scenario.
- The time commitment for those with day jobs.

- Being put on hold by the ADRC for a long period of time (4+minutes) and then the call being dropped.
- Unplanned family emergencies during the monitoring period.
- Additional meetings to review the secret shopper call project produced the following recommendations:
- It would be nice to have more volunteers for this project to be able to be able to conduct more scenarios with the ADRC to get a larger pool of information.
- Provide additional information to the volunteers on the Race, Ethnicity, Age, Language, and Demographic data (REALD) in the scenarios.
- Provide additional training to ADRC Specialists on the Race, Ethnicity, Age, Language, and Demographic data (REALD). Gathering REALD data information is a requirement by ODHS.
- Easier to call when calling about somebody else – it may make others more comfortable to switch this scenario around. Offer opportunity to personalize scenarios.
- Now that we have piloted this process, during the next secret shopper survey, at the end of the call we find it beneficial to have volunteers disclose that it was a shopper call.
- Regular check ins with secret shopper volunteers, not only through email.
- In one scenario, the ADRC Specialist provided a website as a resource. The volunteer expressed concern that not everyone owns a computer. ADRC Specialists should be mindful of technology barriers and provide alternate accessibility methods.
- In one scenario, the ADRC Specialist directed the caller to “look near the elevator of the facility” for an Ombudsman poster and did not provide alternate resources. If the name of a facility was not given, how does the ADRC Specialist know there is an elevator or where

the poster is located? ADRC Specialists should be mindful not to make assumptions about callers' environments.

The ADRC Unit Manager and the Program Manager reviewed this data and feedback and have implemented changes that have focused on increasing the consistency of the work of this Unit as well as the customer service provided during a call. This has resulted in changes to call expectations and additional trainings for the ADRC Unit around the State requirements for narration and call basics.



**Agenda Item Number
8b.
Advisory Council Reports**

Date: April 25, 2024

Presenter: Brenda Moore

Action Recommended: None. Information Only

**Metropolitan Policy Committee (MPC)
February 1, 2024**

- Elected Commissioner Loveall as the 2024 MPC Chair, Mayor Vinis as the Vice Chair, and Councilor Moe as an MPC representative to the Oregon MPO Consortium (OMPOC).
- Heard an update from staff on the Safe Routes to School (SRTS) programs in the metropolitan area.
- Unanimously approved a letter of support for Lane County's 30th Avenue Active Transportation Corridor Plan RAISE grant application for construction of safety and connectivity improvements along the corridor.
- Unanimously approved a letter of support for Lane Transit District's ATTAIN grant application for a pilot project to develop and implement a user app for mobility-on-demand services available to high school students within the Bethel School District boundaries.
- Heard a staff and consultant presentation on Lane Transit District's System Review Update. The presentation highlighted that public outreach activities and data analysis to date identified the following top priorities:
 - Community - bus stop improvements, increased frequency, restoration of EmX service
 - Riders - more frequency on Saturdays, Sundays and weekdays
- Heard a staff update on the MPO's implementation of the electronic Transportation Improvement Program (eTIP).
- Heard updates from ODOT on recovery and mitigation from the recent ice storm and on the upcoming construction season.

Metropolitan Policy Committee (MPC)

March 7, 2024

- Elected LTD Board member Susan Cox as the MPC's second representative to OMPOC.
- Heard a staff presentation, conducted a public hearing, and provided feedback on project proposals for federal MPO redistribution funding.
- Heard a staff report on the Climate Friendly Equitable Communities (CFEC) work to implement the existing Central Lane Scenario Plan (CLSP) developed in 2015 by the Central Lane MPO, and jointly develop regional performance measures and targets to measure and track progress towards implementation of the preferred scenario and meeting the region's Greenhouse Gas (GHG) reduction target.
- Heard a staff report on Lane County broadband planning and the development of a strategic plan.

Metropolitan Policy Committee (MPC)

April 4, 2024

- Unanimously approved programming federal redistribution funding for four projects:
 - \$262,531 - 8th Ave Streetscape and Bikeway (City of Eugene)
 - \$262,531 - River Rd at Irving Rd/Hunsaker Ln Safety Improvements (City of Eugene)
 - \$300,000 - Gilham Rd: Ayers Rd to Mirror Pond Wy Sidewalk/Safety (Lane County)
 - \$224,325 - Alternative Fuel Mini Street Sweeper Purchase (City of Springfield)
- Heard a staff presentation, conducted a public hearing, and provided feedback on the MPO's draft FY25 work program.
- Heard a staff presentation, conducted a public hearing, and provided feedback on the MPO's draft of a new Public Participation Plan.
- Heard a detailed staff report regarding the ongoing work on the update of the MPO's long-range Regional Transportation Plan (RTP).
- Heard a staff report on the Climate Friendly Equitable Communities (CFEC) work.

Lane Economic Committee (LEC)

February 12, 2024

- Jacob Callister, Principal Planner of LCOG, presented an update on Lane County Regional Broadband. He talked about the Goals, Tactics to Achieve the Goals

and work being done in the region on Broadband. Also spoke about the Broadband Equity, Access, and Deployment (BEAD) Program.

- How the CWEDD's Comprehensive Economic Development Strategy (CEDS) 2020-2025 identified:
 - The COVID Pandemic highlighted the need for access to high-speed internet, particularly in rural areas.
 - A lack of broadband made remote work and education difficult during the pandemic.
 - A lack of internet access contributed to increased disparities in prosperity in the Cascades West region and beyond.
 - Infrastructure Resilience was listed as a priority.
- LCOG and Broadband:
 - LCOG staffed and administered the Regional Fiber Consortium (RFC) and staffed the Public Agency Network (PAN).
 - LCOG owned and operated an interconnection facility called Park Place Interconnect. This facility consisted of 23 leasable cabinets that provided a space where internet providers, carriers, could interconnect.
 - LCOG was involved with broadband planning and mapping and provided support for state and federal programs.
- What Regional planning dollars were utilized for:
 - Phase One
 - Baseline Characterization
 - FCC Mapping (Characterize Broadband Landscapes)
 - Funding Strategy
 - Project Identification and Funding Alignment
 - Phase Two
 - Funding Response (Partner ID, App Preparation)
 - Regional Coordination
 - Asset Management, Mapping and Documentation, Dig Once
- Sandra Easdale, Loan Program Manager of LCOG, presented on Lending Programs offered to business throughout Lane County and Statewide.
 - LCOG receives funds from Economic Development Administration (EDA) and U.S. Department of Agriculture (USDA).
 - Funds from U.S. Small Business Administration (SBA)
 - She also highlighted businesses that have utilized funds and the partners LCOG works with to complete financing needs.

Lane Economic Committee (LEC)

March 10, 2024 – No Meeting

Lane Economic Committee (LEC)

April 10, 2024

- Cindy Perry, Director for Lane Workforce Partnership talked about the Local Workforce Development Board Local Plan:
 - The Workforce Innovation and Opportunity Act (WIOA) requires each local Workforce Development Board to complete a Local Plan every four years.
 - Local Plans should align with the vision, mission, and imperatives of the Oregon Workforce and Talent Development Board (WTDB) which are:
 - Vision:
 - Equitable Prosperity for All Oregonians
 - Mission:
 - Advance Oregon through education, training, jobs and careers by empowering people and employers.
 - Imperatives:
 - An inclusive workforce system that advances equitable prosperity.
 - Clear understanding of and improved use and impact of the workforce system.
 - The WTDB is embraced by the Governor as an accountable convener, empowered facilitator, and informed advisor.
 - Strategic and close alignment between education, economic development, and workforce development, including public and private partners.
- Justin Peterson, CED Planner for OCWCOG, gave an update on the Comprehensive Economic Development Strategy (CEDs):
 - Talked about the upcoming CWEDD meeting on May 9th.
 - Review scope of work for CEDs
 - Collecting Data.
 - Spot Analysis
 - Surveys
 - Best practice of implementing CEDs document
 - Possible matrix tracking efforts.
 - Regional meeting in the fall

Senior & Disability Services – Disability Services Advisory Council (DSAC)

March 15, 2024

- Heard report on the upcoming 2025-2029 Area Plan Development process. The first step is seeking community input on the Community Needs Assessment that will be released on March 18th. Focus Groups will take place throughout the months of May and June through Lane County to gather additional information from the community. The final 2025-2029 Area Plan is due to the State on March 14, 2024.
- Heard Report that the ADRC received 1,008 calls in January and 1,186 calls in February. The Oregon Money Management program has served 139 consumers to date. Oregon Law Center has served 403 consumers for a collective 2,197 hours fiscal year to date. The Family Caregiver Respite program has provided 1,317 traditional respite hours fiscal year to date.

Senior & Disability Services – Senior Services Advisory Council (SSAC)

March 15, 2024

- Heard report on the ADRC Secret Shopper Results. Advisory Council volunteers participated in monitoring our ADRC process consumers experience whenever they call the ADRC. Results are shown in the attached document on the greeting, call experience, appropriateness of referral, required questions asked by the ADRC Specialist, etc. The report also shows the recommendations and action steps for the ADRC Unit and for this ADRC Secret Shopper process the next time it occurs.
- Senior Meals - MOW/Café 60. 29,028 meals have been served at Café 60 locations and Meals on Wheels has served 71,198 meals this fiscal year.
- Heard Report on the Older Adult Legal Services RFP process that was released in January. Oregon Law Center was the proposal received for this service. Both Advisory Councils recommended accepting their proposal and entering into a contract for FY25. S&DS Division Director & LCOG Executive Director agreed on this recommendation and an award letter was provided to Oregon Law Center.

Senior & Disability Services – DSAC & SSAC Joint Advisory Council Meeting

March 15, 2024

- Staff presentation on the entire S&DS FY23 Annual Report. To highlight: 263 volunteers provided 22,980 service hours, ADRC completed 7,470 calls, Senior Connections processed 669 Energy Assistance Applications, Senior Meals Program raised \$363,169 dollars through fundraising efforts, 1,896 people

received Meals on Wheels, 230,069 MOW delivered, 59,155 Café 60 meals provided, OPI 60+ served 287 people, 4 Health Promotion sessions were provided, OPI Pilot served 45 people, Eligibility processed 192,283 SNAP & Medical applications, 4,391 were Medicaid case managed, and APS investigated 3,063 cases.



**Agenda Item Number
8c.
Report of the Executive Committee**

Date: April 25, 2024

Presenter: Brenda Moore

Action Recommended: None. Information Only

March 12, 2024 MEETING NOTES:

Members present remotely were: Board Chair Sonya Carlson, Vice-Chair Greg James, Sherry Duerst-Higgins, Robbie McCoy, and Kori Rodley; LCOG Executive Director Brenda Moore.

Policy / Action Items:

1. Budget Committee Appointment. Brenda referred to the memo which outlined LCOG's Bylaws' requirement for at least a six-person Budget Committee comprised of both Board members and citizen members.

We published a notice for a new member and we received one application, from Stacy Koos. Stacy is a Senior Vice President at Summit Bank and has been a resident in Lane County for 4.5 years. They hold a Master's degree in business administration with 28 years in banking with the majority of career in commercial lending and finance. They have community volunteer experience including experience with finance committees, treasurer roles and board of director positions in healthcare, community social services organizations and economic development and business civic groups.

In response to our questions about the reason for their interest in our budget committee, they stated: I believe in LCOG's mission and understand how important the role the organization plays within the four service areas. My interest to serve on the budget committee is to help support those efforts by understanding funding sources

and assist as appropriate with fiduciary decisions that will benefit the community as a whole. Greg James motioned; Sheery Duerst-Higgins seconded, to appoint Stacy Koos to the Budget Committee. The vote was unanimous.

2. Executive Director's Annual Evaluation. Brenda reminded the Committee that her three-year contract was not up for renewal this year. The Committee gave direction to follow the same process as last year with LCOG's Managers and the Board receiving the survey. Brenda mentioned that there had been turnover in Administration and some issues and recommended Administration staff also receive a survey. LCOG HR will conduct a survey, Brenda will draft a self-evaluation and provide that to the Board Members before they fill out their surveys. Results of the survey and Brenda's self-evaluation will be presented to the Exec Committee in June before going to the Board at its June meeting. Greg James motioned that the process be the same with the inclusion of the administrative staff; Robbie McCoy seconded. The vote was unanimous.

Information items:

3. Annual Dinner Report and Feedback. Brenda mentioned we made just under \$3,000 from the silent auction which was great considering businesses were still recovering from the ice storm. Sonya Carlson mentioned that promoting how many meals donations could purchase would be great. Greg James mentioned not letting people know about the "orchid stickers" before the Chair can make closing remarks. Because people got very excited Members mentioned the food was delicious, but need more non-alcoholic drinks and have water at the tables instead of bottle water. The Eagan Warming Center representatives were mentioned and everyone appreciated hearing about why they volunteered.

Sherry Duerst-Higgins stated that the price (\$40) needs to be increased to cover the expenses – at least \$50. Kori Rodley agreed; she also mentioned that she heard people would like coffee. She also asked about how this is promoted to get the word out. Greg noted we should try to get it out to Managers and not just Board members. Brenda agreed and noted they needed to strike a balance between getting people there and the size of the venue. Sherry Duerst-Higgins stated she liked the timing of the event – early March. Sonya Carlson asked if we could get the nominations earlier. Brenda mentioned that its hard to get nominations and we need to think of ways to get more. Sherry Duerst-Higgins mentioned having a dessert dash as an idea and that the Executive Committee could get the desserts and mention that 100% goes to Senior Meals. Greg James mentioned he liked the QR codes on the tables and using it in more locations. Greg also mentioned his conversations with the food service company

and how proud they were about their food – which is the same company that provides the food service for Senior Meals.

Sherry Duerst-Higgins mentioned having a big auction item – like a trip – to get people excited. The Committee liked that idea. The committee talked about the pros and cons of a live auction. They decided to start with a dessert dash as the live auction and see how that goes. Sherry also mentioned that they could get bottles of wine and place on each table to include in the increase price.

The Committee also talked about the venue and if we should stay at the Armory or look for a place on the coast. And if it should be on Friday or Saturday and Brenda responded that people seemed to like Friday best so it didn't interfere with the weekend. Brenda said she would bring this topic back to the Exec Committee later in the year.