



FY25

ADOPTED

BUDGET

FOR THE FISCAL YEAR

JULY 1, 2024 – JUNE 30, 2025

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

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For the Fiscal Year Ending June 30, 2025

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BUDGET TIMELINE

For the Fiscal Year Ending June 30, 2025

The FY25 Budget process, review and approval timeline is as follows:

- 12/21/23 LCOG Board approves FY25 member dues rates based on proposed schedule.
- 2/22/24 LCOG Board appoints Budget Committee members.
- 5/20/24 FY25 Proposed Budget document is delivered to LCOG Budget Committee.
- 6/5/24 LCOG Budget Committee Meeting to review, deliberate, and recommend FY25 Proposed Budget to the LCOG Board.
- 6/11/24 Executive Committee meeting to review, deliberate, and recommend FY25 Proposed Budget to the LCOG Board.
- 6/27/24 Public Hearing on Budget; Adoption of FY25 Proposed Budget by LCOG Board.

Budget Meetings

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

Lane Council of Governments
www.lcog.org
Finance Unit
(541) 682-4417
Email: dgrabicki@lcog.org

READERS GUIDE

READERS GUIDE TO THE FY25 BUDGET

For the Fiscal Year Ending June 30, 2025

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, 2024 to June 30, 2025.

The Budget Document

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

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

INTRODUCTION

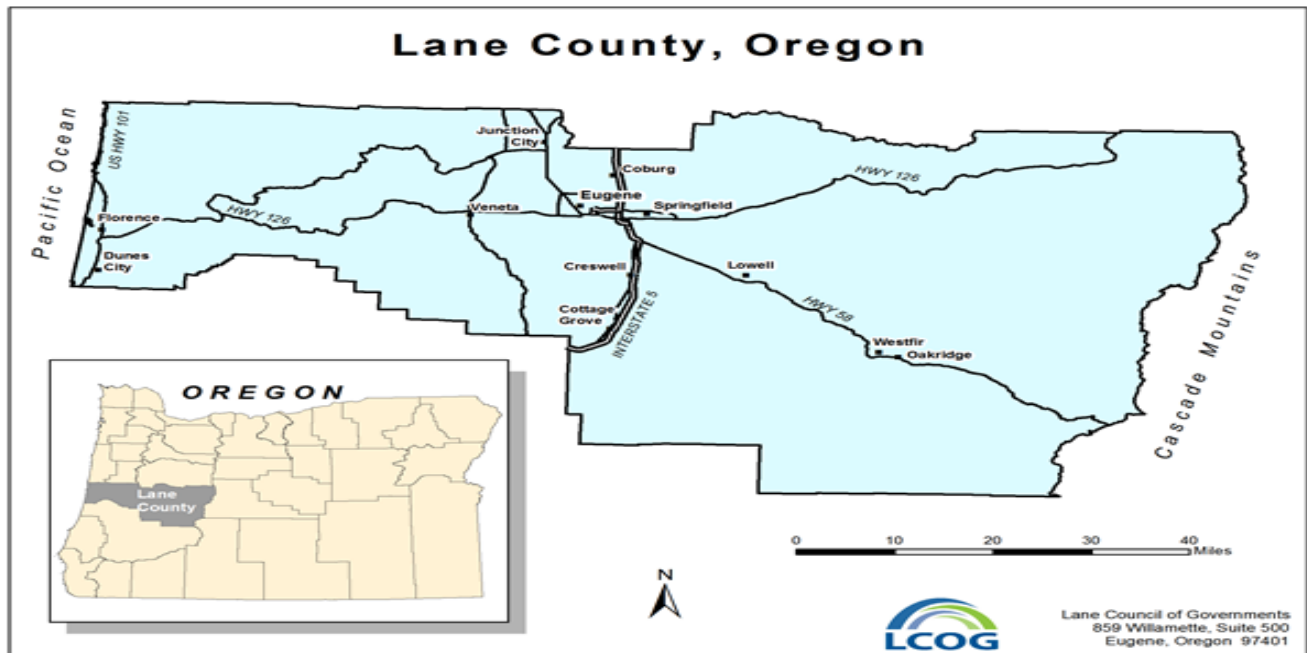
For the Fiscal Year Ending June 30, 2025

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 384,374. 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 110th 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

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

Our members represent 34 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, 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
Soth Lane School District
Springfield School District
Western Lane Fire & EMS Auth.
Willamalane Park & Rec District

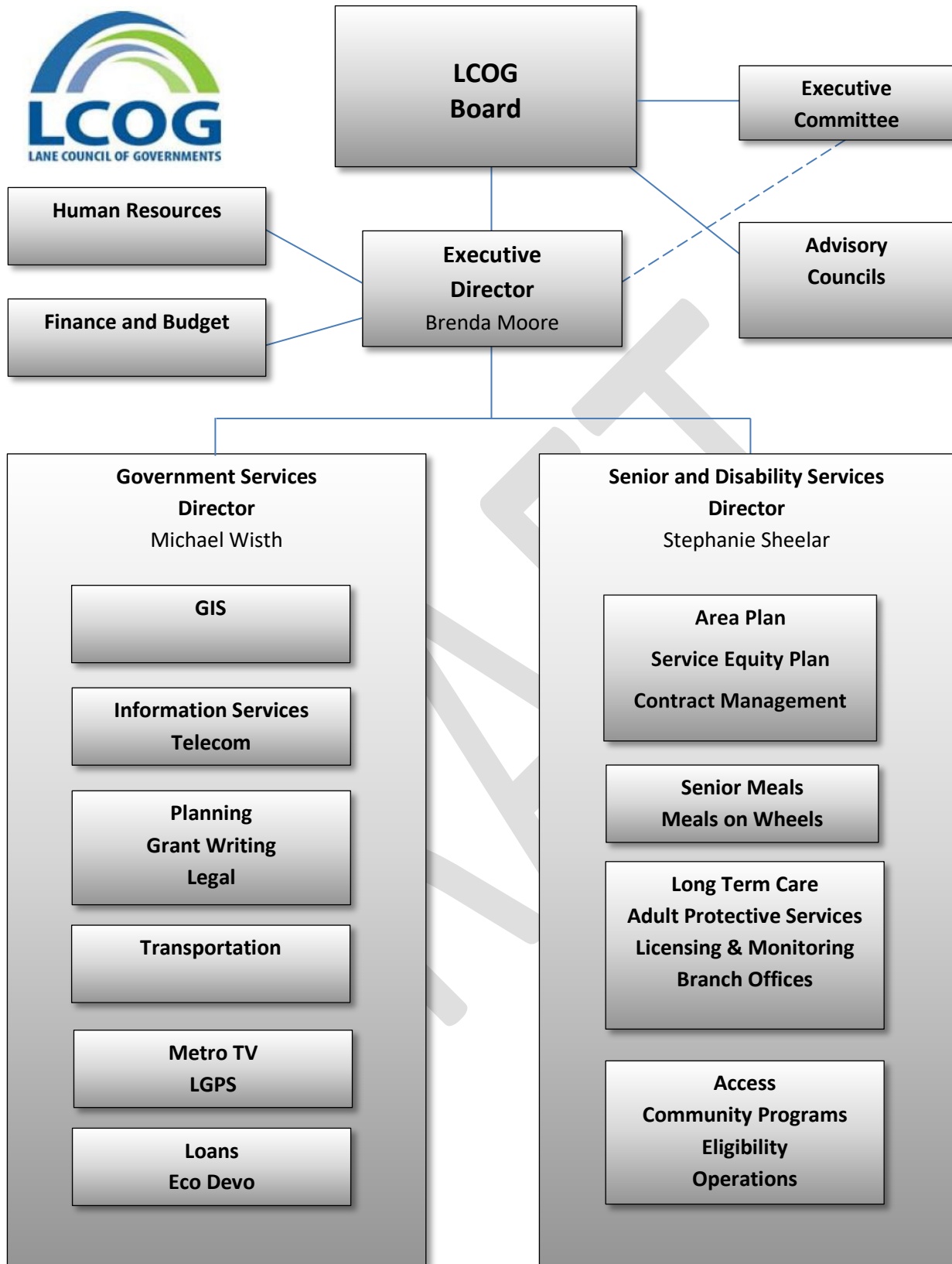
Our Mission

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

LCOG services are offered over four broad areas: Administration, Government Services, Senior and Disability Services, and Business Services. LCOG employs over 350 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

As of June 30, 2024

(#) 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
Edward McGuire

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
Kory 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
Jenny Jonak (#)

Eugene Water & Electric Board
Sonya Carlson (#) (^)
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

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 (#)

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

Springfield School District 19
Jonathan Light

Western Lane Fire and EMS Authority
Jim Palisi

Willamalane Park & Recreation District
Greg James (#) (^)
Vice-Chair of the Board of Directors

Non-Voting Member: Lane Transit District
Pete Knox

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

BUDGET MESSAGE

EXECUTIVE DIRECTOR'S BUDGET MESSAGE
For the Fiscal Year Ending June 30, 2025

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

I am pleased to submit LCOG's FY25 *Proposed Budget* for the LCOG Budget Committee and Board's consideration. This budget represents my 12th Annual budget as your Executive Director. This proposed budget totals \$85,396,430 which is \$6,668,166 more than the FY24 *Adopted Budget*, and \$4,804,545 more than the FY24 *Revised Budget*.

Each fiscal year begins with a review of the previous year's budget cycle to determine areas of success and areas of concern. 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 strategic planning 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 thrive while addressing some of the areas of our organization that need new strategies.

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. While our region has mostly recovered from the Pandemic, many challenges exist and LCOG leadership is taking time for reflection and assessment. This budget supports slowing growth in some areas while strategically investing in others – like staff capacity for critical technology projects. This budget looks to the future and all the exciting work we're doing with optimism but also with mindfulness in the face of an unknown economic future, which presents a challenge in the short term.

Oregon's recent economic forecast indicates Oregon's economy has recovered from the pandemic, but slower population growth has shrunk the labor pool, making hiring and retention a challenge in the past year with that challenge continuing into the near future. 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 than ever.

SUMMARY OF THE BUDGET

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 FY25 *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 strive to stabilize expenses and budget conservatively. The FY25 *Proposed Budget* represents a continuation of this strategy, even as we find new ways to deliver services and assist the region in addressing issues. 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.

REVENUES

The revenues in the FY25 *Proposed Budget* reflect an overall net increase of 8.5%, or \$6,667,966 more than FY24 *Adopted Budget* revenues. The following table compares FY25 *Proposed Revenues* to FY24 *Adopted Revenues* by source of revenue.

REVENUES	Federal and State	Local	Transfers In	Beginning Reserves	Total Budget	Indirect
FY25 Proposed	\$ 50,797,632	\$ 8,111,546	\$ 6,242,462	\$ 20,244,790	\$ 85,396,430	\$ 5,359,514
FY24 Adopted	\$ 40,275,782	\$ 8,532,758	\$ 6,159,230	\$ 23,760,494	\$ 78,728,264	<u>\$ 4,281,315</u>
Dollar Change	\$ 10,521,850	\$ (421,212)	\$ 83,232	\$ (3,515,704)	\$ 6,668,166	\$ 1,078,199
Percent Change	26.1%	-4.9%	1.4%	-14.8%	8.5%	25.2%

Federal and State Revenues are projected to increase by a net \$10,521,850, or 26.1% over the FY24 *Adopted Budget* including a net \$6,620,067 increase in Government Services primarily due to increases in Transportation funding. In Senior and Disability Services, a net increase of \$3,901,783 is primarily due to the funding of the new OPI-M program and increases in Medicaid, Senior Meals, and OAA funding. There are no Federal and State Revenues in the Enterprise Funds in FY24 or FY25.

Local Revenues are expected to decrease by a net \$421,212, or 4.9% compared to the FY24 *Adopted Budget*. The net decrease includes a net decrease of \$7,800 in the General Fund due to a lower anticipated Carryover of Indirect Funds due to more accurate prediction of Indirect costs and anticipated reduction of expenses in FY24. The decrease also includes a \$475,057 net decrease in Government Services primarily due to conservatively estimating local contracts. In Senior and Disability Services, we expect a net increase of \$80,054 due to anticipated increases in Senior Meal funds as well as a Trillium grant and Hospital Intake funding. In Enterprise Funds we expect a net decrease due primarily to anticipated vacancies in the Park Place building, offset by increased Revenues in the Minutes Recording program.

Transfers In are internal interfund transfers and match Transfers Out. The net decrease of \$83,232 amount is 1.4% less than in the FY24 *Adopted Budget*. Although there is an overall net decrease, the General Fund is expected to see an increase of \$37,713 due to increased profit in Minutes Recording, and the transfer of \$17,713 from the Telecom Reserve to the Technology Reserve. The Telecom Reserve funds are left over from the replacement of the Telecom System in 2016. There is a net increase in Government Services of a net \$119,736 due to increased funding to the Transportation Administrative Fund from other Transportation Funds. We expect a net decrease of \$72,415 in Senior and Disability Services which includes a reduction in the need for Senior Meals Fundraising dollars due to direct increased funding for Senior Meals. This net decrease is offset by funding from OPI-M available to fund other programs. In Business Loans we expect a net decrease of \$1,802 in the Business Administration Fund to the Business Loan Funds because of a reduction of contract services costs.

We expect Beginning Reserves to be 14.8% lower than FY24, due to expected decreases of Ending Fund Balances at the close of FY23, including a net \$13,463 decrease in the General Fund due to the transfer of the \$15,545 ConnectLane funds to Travel Lane County so they can continue that project. In Government Services Beginning Reserves are a net \$1,052,921 lower than FY24 due to timing of project contracts, including transportation. The decrease in Senior and Disability Services of \$2,378,317 is due primarily to an expected decrease in Senior Meals fundraising, which we hope to reverse, and the expected increase in rent.

Enterprise Funds is increased by a net \$71,003 due primarily to a delay of the HVAC replacement project in the Park Place Building Fund and decreased spending, although there is an expected decrease in Business Loans of \$486,833 due to an expected increase in loans.

EXPENDITURES

The FY25 *Proposed Budget* reflects an expenditure increase of a net 8.5% or \$6,668,166, which matches the increase in revenues. The following table provides a comparison between the FY25 *Proposed Budget* and the FY24 *Adopted Budget* by expense type:

EXPENDITURES	Personal Services	Materials & Services	Capital Outlay	Services by Others	Debt Service	Transfers Out	Ending Reserves	Total Budget
FY25 Proposed	\$ 40,328,366	\$ 10,025,463	\$ 237,891	\$ 3,126,719	\$ 438,755	\$ 6,242,462	\$ 24,996,774	\$ 85,396,430
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	\$ 3,415,282	\$ (2,646,521)	\$ (529,609)	\$ (357,626)	\$ 1	\$ 83,232	\$ 6,703,407	\$ 6,668,166
Percent Change	9.3%	-20.9%	-69.0%	-10.3%	0.0%	1.4%	36.6%	8.5%

Personal Services is LCOG’s largest expenditure, with the overall net increase for FY25 proposed at \$3,415,282 or a 9.3% net increase over the FY24 *Adopted Budget*. While this increase represents expected increases in salary and benefits, the majority of the increase - \$2,813,671 – 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 coupled with increased funding, primarily in Medicaid and OPI. There is a small proposed net decrease in the General Fund of \$638 due to the expectation of the Eugene/Springfield Fire project concluding. In Government Services, a proposed increase of net \$566,348 includes expected increases, the need for new Transportation staff, and the filling of the GIS Program Manager and LGPS Program Manager vacancies. Enterprise Funds includes a net decrease of \$8,019 due to expected increases in Personal Services as well as an increased need for the Government Services Division Director to manage the HVAC replacement project in the Building Fund. Indirect is proposed to increase \$43,920 which represents expected increases in compensation and benefits.

We are proposing a 20.9% net decrease in Materials and Services of \$2,646,521. Despite this decrease, the General Fund is expected to see a net \$12,273 increase due to reductions in meeting support and the need to account for a \$14,273 negative balance in the Indirect Fund at the end of FY23 that we were not aware of until we received the FY23 Financial Statements in January. In Government Services, a proposed net decrease of \$2,664,645 comes primarily from a reduction of transportation expenses due to projects being completed. The net increase in Senior and Disability Services of \$90,692 is primarily due increases in travel and computer supplies due to new staff, expected increases in rent and building maintenance. Additionally, we anticipated an increase in frozen meals and respite services. The increase in frozen meals is in anticipation of providing meals to OPI-M clients and increasing meals to Title XIX clients. The additional revenue to pay for these meals will come as direct reimbursement from the state via increased Title XIX nutrition claims and OPI-M reimbursement. This funding is in addition to our overall contract with the state. The Enterprise Funds expect to have a net decrease of \$28,876 primarily due to reduced costs in the Building fund. Indirect is proposed to have a net decrease \$55,965 because of network and data systems updates being completed.

The 69.0% net decrease of \$529,609 in Capital Outlay includes the \$650,000 that was previously budgeted as a placeholder for the replacement of the HVAC System in the Park Place Building, resulting in Enterprise Funds seeing a net \$557,109 decrease. We will release an updated RFP this Fiscal Year and once we know the price tag, we will come back to the Board for spending authority for that project and include that change in the FY25 *Revised Budget*. There is a \$7,500 decrease in Government Services because no WIX battery is due for replacement this FY. The decrease is offset by a net \$35,000 increase in Senior and Disability Services due to a \$40,000 budgeted amount for a new oven in the Central Kitchen and any other possible equipment needs in the Meal Prep Fund.

EXECUTIVE DIRECTOR’S BUDGET MESSAGE, Continued

The 10.3% decrease in Services by Others of \$357,626 includes a net decrease of \$164,864 in Government Service primarily due to a reduction in anticipated contractor service needs for the Broadband project. In Senior and Disability Services, a net decrease of \$183,326 is primarily due to a reduced need for temporary help and so many unknowns around the new state program, OPI-M. We will hopefully restore these funds in the FY25 Revised Budget. It also includes a net decrease of \$9,436 in Enterprise Funds representing an anticipated decrease in business loans.

There is a correction of a typo in the FY24 Budget for Debt Service in the amount of \$1.00.

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

The 36.6% increase in Ending Reserves of \$6,703,407 includes a small increase in Ending Fund Balance in the General Fund of \$580 even with a recommended change to the Operational Reserve formula to remove the two-month reserve for non-grant and non-contract funded staff salaries, but leaving these funds in the General Fund. I am proposing using part of the Ending Fund Balance to fund a pilot project for 15th Night and the ECC. In Government Services, we expect a net \$7,318,448 increase due to timing of projects and expected transportation funding being carried over that cannot be spent in one year.

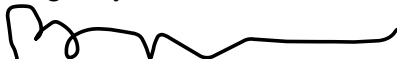
In Senior and Disability Services, we expect a net decrease of \$1,117,657 due primarily to the use of more Medicaid funds available for the hiring of staff to meet increasing demand; and in Enterprise Funds there is an expected net increase of \$502,036 over the FY24 *Adopted Budget* even with an anticipated increase of \$1 million in the Capital Contingency Reserve because of over-estimating the FY24 Beginning Reserves (carry-over). We do, however, expect to use most of those funds for the HVAC replacement and I will be requesting approval from the Board in FY25.

Once again, LCOG has continued to stabilize internal operating costs to maintain reasonable Indirect Rates. While Personal Costs for Central Services are expected to see a small increase of approximately \$44,000, we have continued to manage Material and Services costs responsibly, resulting in a decrease of Indirect rates for Government services and Senior and Disability Services due to some costs – like reduced telephone expenses after replacing the telephone system, even with increase in overall Personal Services costs. For more information on Indirect costs, see page 37 in the Supplemental Information Section.

I believe this FY25 *Proposed Budget* sets a responsible course for the organization, and represents a continued high level of fiscal responsibility. I expect LCOG to make further progress on a number of fronts in FY25 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 into the future. LCOG leadership will continue to closely monitor the economic environment of the region, important economic and financial indicators, and overall health of the Agency

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. Moore
Executive Director

FINANCIAL SECTION

DRAFT

ALL FUNDS

LCOG'S FUNDING BREAKDOWN

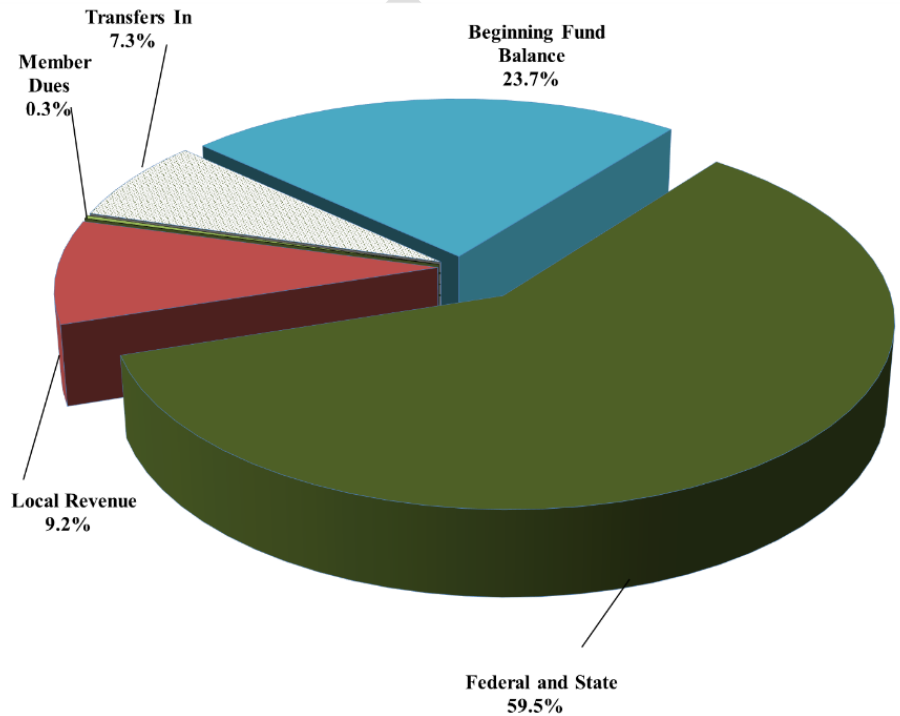
For the Fiscal Year Ending June 30, 2025

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: 1.26%; Special Revenue Fund: 91.04%; Enterprise Fund: 7.69%.

**FY25 Proposed Resources:
\$85,396,430**

**Federal and State \$50,797,632
Local Revenue \$7,875,546
Member Dues \$236,000
Transfers In \$6,242,462
Beginning Fund Balance
\$20,244,790**



Federal and State – 59.5%
Revenue from federal and/or state grants and contracts and includes Transportation, S&DS Long-Term Care, and Business Financing.

Local Revenue – 9.2%
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).

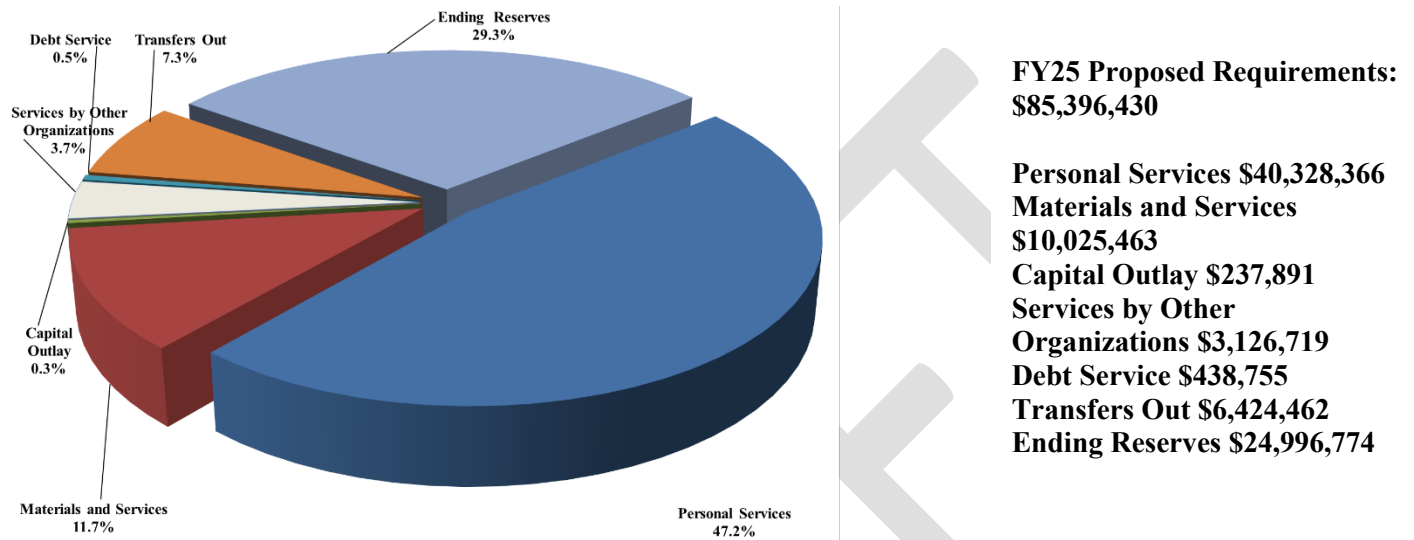
Internal Transfers – 7.3%
Internal Transfers appear as both a resource to the receiving fund and a requirement for the transferring fund in the budget.

Beginning Reserves – 23.7%
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.



Personal Services – 47.2%

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

Materials and Services – 11.7%

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

Capital Outlay – 0.3%

These funds provide for major capital improvements.

Services by Other Organizations – 3.7%

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

Debt Service – 0.5%

Debt service provides payments on loans.

Transfers Out – 7.3%

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

Ending Reserves – 29.3%

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, 2025**

FTE	297.47	300.77	308.22	310.02	347.79
	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Revised	FY25 Proposed
Resources:					
Federal and State	\$ 30,399,590	\$ 37,386,508	\$ 40,275,782	\$ 40,485,740	\$ 50,797,632
Local Revenue	\$ 7,445,952	\$ 8,342,429	\$ 8,303,758	\$ 8,719,543	\$ 7,875,546
Local Revenue - Member Dues	\$ 223,928	\$ 230,219	\$ 229,000	\$ 231,061	\$ 236,000
Transfers In	\$ 4,976,355	\$ 6,402,825	\$ 6,159,230	\$ 6,226,639	\$ 6,242,462
Beginning Reserves	\$ 12,711,242	\$ 17,732,853	\$ 23,760,494	\$ 24,928,902	\$ 20,244,790
Total Resources	\$ 55,757,067	\$ 70,094,834	\$ 78,728,264	\$ 80,591,885	\$ 85,396,430
Requirements:					
Personal Services*	\$ 28,198,368	\$ 31,171,790	\$ 36,913,084	\$ 36,721,869	\$40,328,366
Materials and Services*	\$ 8,935,989	\$ 8,268,182	\$ 12,671,984	\$ 13,252,289	\$10,025,463
Capital Outlay	\$ 189,000	\$ 27,484	\$ 767,500	\$ 767,500	\$237,891
Services by Other Organizations	\$ 1,892,875	\$ 3,783,701	\$ 3,484,345	\$ 3,843,777	\$3,126,719
Debt Service	\$ 481,507	\$ 305,680	\$ 438,754	\$ 438,754	\$438,755
Transfers Out	\$ 4,976,355	\$ 6,417,098	\$ 6,159,230	\$ 6,226,639	\$ 6,242,462
Ending Reserves	\$ 11,082,973	\$ 20,120,899	\$ 18,293,367	\$ 19,341,057	\$24,996,774
Total Requirements	\$ 55,757,067	\$ 70,094,834	\$ 78,728,264	\$ 80,591,885	\$85,396,430

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).

Totals By Services:					
Administration	\$ 918,257	\$ 2,015,434	\$ 1,059,665	\$ 1,103,975	\$ 1,076,115
Government Services	\$ 10,132,019	\$ 10,920,812	\$ 20,271,375	\$ 19,538,370	\$ 25,483,200
Senior and Disability Services	\$ 40,511,523	\$ 51,171,089	\$ 50,747,853	\$ 53,177,678	\$ 52,278,958
Business Services	\$ 4,195,268	\$ 5,987,499	\$ 6,649,371	\$ 6,771,862	\$ 6,558,157
Total All Services	\$ 55,757,067	\$ 70,094,834	\$ 78,728,264	\$ 80,591,885	\$ 85,396,430
Indirect (Overhead)	\$ 3,948,815	\$ 4,246,653	\$ 5,371,559	\$ 5,352,739	\$ 5,359,514

*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
FY25 PROPOSED BUDGET COMPARED TO
FY24 ADOPTED AND REVISED BUDGETS
SCHEDULE OF RESOURCES AND REQUIREMENTS
For the Fiscal Year Ending June 30, 2025**

	<u>FY24 Adopted</u>	<u>FY24 Revised</u>	<u>FY25 Proposed</u>	<u>FY24 Revised vs. FY25 Proposed Difference</u>
Resources:				
Federal and State	\$ 40,275,782	\$ 40,485,740	\$ 50,797,632	\$ 10,311,892
Local Revenue	\$ 8,303,758	\$ 8,719,543	\$ 7,875,546	\$ (843,997)
Local Revenue - Member Dues	\$ 229,000	\$ 231,061	\$ 236,000	\$ 4,939
Transfers In	\$ 6,159,230	\$ 6,226,639	\$ 6,075,725	\$ (150,914)
Beginning Reserves	\$ 23,760,494	\$ 24,928,902	\$ 20,244,790	\$ (4,684,112)
Total Resources	<u>\$ 78,728,264</u>	<u>\$ 80,591,885</u>	<u>\$ 85,229,693</u>	<u>\$ 4,637,808</u>
Requirements:				
Personal Services*	\$ 36,913,084	\$ 36,721,869	\$ 40,328,366	\$ 3,606,497
Materials and Services*	\$ 12,671,984	\$ 13,252,289	\$ 10,025,463	\$ (3,226,826)
Capital Outlay	\$ 767,500	\$ 767,500	\$ 237,891	\$ (529,609)
Services by Other Organizations	\$ 3,484,345	\$ 3,843,777	\$ 3,126,719	\$ (717,058)
Debt Service	\$ 438,754	\$ 438,754	\$ 438,755	\$ 1
Transfers Out	\$ 6,159,230	\$ 6,226,639	\$ 6,238,540	\$ 11,901
Reserves	\$ 18,293,367	\$ 19,341,057	\$ 24,833,959	\$ 5,492,902
Total Requirements	<u>\$ 78,728,264</u>	<u>\$ 80,591,885</u>	<u>\$ 85,229,693</u>	<u>\$ 4,637,808</u>
FTE by Service Area:				
Administration	23.82	24.22	25.92	1.70
Government Services	32.07	33.07	32.77	(0.30)
Senior and Disability Services	250.88	250.88	287.60	36.72
Business Services	1.45	1.85	1.50	(0.35)
Total FTE	<u>308.22</u>	<u>310.02</u>	<u>347.79</u>	<u>37.77</u>

*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)	\$ 5,371,559	\$ 5,352,739	\$ 5,359,514	\$ 6,775
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GENERAL FUND

**GENERAL FUND – ADMINISTRATION SERVICES
WORK PROGRAM BUDGET
For the Fiscal Year Ending June 30, 2025**

Budget for Funds in this Service Area

General Fund		\$1,076,115	
	Total:	\$1,076,115	
Total FTE:			
General Fund		0.40	FTE
	Total:	0.40	FTE
General Fund		\$904,300	
	Total:	\$904,300	
Total FTE:			
General Fund		0.40	FT E
	Total:	0.40	FT E

Service Areas funded by General Fund: LCOG Operating

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

LCOG OPERATING

Service Budget: \$127,613
 Service Funds: General Fund - LCOG Operating
 FTE: 0.40 FTE (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.

Member Services are a part of the General Fund, paid for by LCOG membership dues. Level 2 members receive 12 hours of LCOG staff time each year. Expenses are incurred when members request services, and the cost of services depends on what the member agency requests. As there is no way to identify what services will be requested or which staff will be needed to provide the services, no specific FTE are budgeted within this fund; rather, an estimate is budgeted to cover those FTE.

GENERAL FUND – SUMMARY
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Fiscal Year Ending June 30, 2025

FTE	1.00	0.40	0.40	0.40	0.40
	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Revised	FY25 Adopted
Resources:					
Local Revenue - Member dues	\$ 221,645	\$ 230,219	\$ 229,000	\$ 231,061	\$ 236,000
Local Revenue - Other Sources	\$ 2,102,680	\$ 101,721	\$ 4,000	\$ 99,300	\$ 39,927 (a)
Local Revenue - Overhead Carryforward	\$ -	\$ -	\$ 65,000	\$ 34,662	\$ 14,273 (b)
Transfers In - from Direct Subfunds	\$ 30,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 49,713 (c)
Beginning Reserves	<u>\$ 765,912</u>	<u>\$ 1,671,494</u>	<u>\$ 749,665</u>	<u>\$ 726,952</u>	<u>\$ 736,202</u>
Total Resources	<u>\$ 3,120,237</u>	<u>\$ 2,015,434</u>	<u>\$ 1,059,665</u>	<u>\$ 1,103,975</u>	<u>\$ 1,076,115</u>
Requirements:					
Personal Services	\$ 114,445	\$ 106,612	\$ 128,251	\$ 128,251	\$ 127,613
Materials and Services	\$ 1,422,923	\$ 83,165	\$ 76,800	\$ 123,500	\$ 89,073
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ 28,637	\$ 1,064,043	\$ 92,641	\$ 96,816	\$ 96,876
Ending Reserves - Contingencies	<u>\$ 1,554,232</u>	<u>\$ 761,614</u>	<u>\$ 761,973</u>	<u>\$ 755,408</u>	<u>\$ 762,553 (c)</u>
Total Requirements	<u>\$ 3,120,237</u>	<u>\$ 2,015,434</u>	<u>\$ 1,059,665</u>	<u>\$ 1,103,975</u>	<u>\$ 1,076,115</u>

- (a) Continuation of the ESF project and expected refund of Workers Compensation premium.
- (b) Excess Indirect amount not spent in previous Fiscal Year.
- (c) Excess revenue from Minutes Recording Fund and payback of FY22 loan to Business Services.

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

SPECIAL REVENUE FUND

DRAFT

SPECIAL REVENUE SUMMARY
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Fiscal Year Ending June 30, 2025

FTE	243.37	279.30	285.80	282.95	320.37
	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Revised	FY25 Proposed
Resources:					
Federal and State	\$ 33,303,886	\$ 40,181,891	\$ 40,275,782	\$ 40,485,740	\$ 50,797,632
Local Revenue	\$ 6,384,947	\$ 6,157,085	\$ 6,691,741	\$ 7,088,408	\$ 6,296,738
Transfers In	\$ 4,381,453	\$ 6,126,020	\$ 5,894,641	\$ 5,962,050	\$ 5,941,962
Beginning Reserves	\$ 9,800,639	\$ 15,613,197	\$ 18,157,064	\$ 19,179,850	\$ 14,725,826
Total Resources	\$ 53,870,925	\$ 68,078,193	\$ 71,019,228	\$ 72,716,048	\$ 77,762,158
Requirements:					
Personal Services	\$ 24,700,727	\$ 28,264,734	\$ 32,994,049	\$ 32,805,534	\$ 36,374,068
Support Services	\$ 3,604,287	\$ 4,238,727	\$ 5,310,712	\$ 5,291,892	\$ 5,314,876
Materials and Services	\$ 5,355,720	\$ 9,997,266	\$ 10,185,824	\$ 10,748,361	\$ 7,611,871
Capital Outlay	\$ 218,037	\$ -	\$ 67,500	\$ 67,500	\$ 95,000
Services by Other Organizations	\$ 2,974,258	\$ 3,402,124	\$ 3,174,409	\$ 3,432,077	\$ 2,826,219
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers Out	\$ 4,320,388	\$ 5,170,253	\$ 5,782,000	\$ 5,845,234	\$ 5,834,599
Ending reserves	\$ 12,697,508	\$ 17,005,089	\$ 13,504,734	\$ 14,525,450	\$ 19,705,525
Total Requirements	\$ 53,870,925	\$ 68,078,193	\$ 71,019,228	\$ 72,716,048	\$ 77,762,158

This schedule includes Government Services (page 21) and Senior and Disability Services (page 24).

Total By Service Area:					
Government Services	\$8,464,733	\$16,907,104	\$20,271,375	\$19,538,370	\$25,483,200
Senior and Disability Services	<u>\$45,406,192</u>	<u>\$51,171,089</u>	<u>\$50,747,853</u>	<u>\$53,177,678</u>	<u>\$52,278,958</u>
Total Special Revenue Fund	<u>\$53,870,925</u>	<u>\$68,078,193</u>	<u>\$71,019,228</u>	<u>\$72,716,048</u>	<u>\$77,762,158</u>

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

GOVERNMENT SERVICES

**SPECIAL REVENUE FUND - GOVERNMENT SERVICES
WORK PROGRAM BUDGET**

For the Fiscal Year Ending June 30, 2025

Budget for Funds in this Service Area

Special Revenue Fund - Planning	\$12,787,459
Special Revenue Fund - Transportation	\$12,695,741
Total:	\$25,483,200

Total FTE:

Government Services Planning	20.72	FTE
Government Services Transportation	12.05	FTE
Total:	32.77	FTE

Service Areas funded by Special Revenue Fund: Planning and Transportation

LCOG's Government Services (GS) provides Planning, Transportation, and other services to member and public agencies, tribal governments, and the public. Services are funded through intergovernmental agreements, contracts, and federal and state-funded grants and programs.

PLANNING SERVICES

Personal Services Budget:	\$3,389,674
Service Funds:	Special Revenue Funds
FTE:	20.72 FTE

Description

Planning, operational, and technical expertise is available in the following program areas: Planning, Grant Writing, Community Safety, Legal Services, Geographic Information Systems (GIS), Regional Land Information Database Services (RLID), Telecommunications such as: PAN (Public Area Network), Regional Fiber, and the Interconnect Site at Park Place (WIX & WIX II), Economic Development, Regional Technology Services, Local Government Personnel Services (LGPS), and Metro TV. In addition, costs that are not billable directly to projects and clients are reported in the Government Services Administration Fund. These costs cannot be assigned directly to a contract or service agreement and include holiday pay, leaves, administrative meetings, and training time.

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

TRANSPORTATION

Personal Services Budget:	\$1,741,455
Service Funds:	Special Revenue Funds
FTE:	12.05 FTE

Description

LCOG is the Metropolitan Planning Organization (MPO) for the central Lane County area that includes the Eugene-Springfield metropolitan area and Coburg. The MPO is the lead agency for regional transportation planning

and distributing federal transportation dollars for the Central Lane County area.

Besides the MPO, LCOG provides a wide range of services to assist local, state, and federal governments as well as non-profit organizations in transportation planning services. The following program areas are current transportation projects:

Link Lane - Link Lane provides bus routes that connect communities within and beyond Lane County. The service is provided in partnership with the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians and is funded by Oregon's Statewide Transportation Improvement Fund.

Safe Lane Coalition- The coalition is a collaborative group of individuals, organizations, and governmental agencies that are working to reduce fatalities and severe injuries from crashes in Lane County.

Lane County Safe Routes to School -Safe Routes to School (SRTS) programs aim to create safe, healthy, convenient, and fun opportunities for children to use active transportation for the school commute. This program is a collaboration between LCOG, Lane County, Lane Education Service District, and the Oregon Department of Transportation.

Regional Transportation Options - LCOG works with partner agencies to implement programs that influence travel behavior for the purpose of reducing or redistributing the demand on roads as well as to implement strategies that improve the efficiency of the existing transportation system and works to provide a wide variety of mobility options including biking walking, scooting, taking transit, and telecommuting.

SPECIAL REVENUE FUND DETAIL – GOVERNMENT SERVICES
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Fiscal Year Ending June 30, 2025

FTE	32.37	31.12	31.12	32.07	32.77
	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Revised	FY25 Proposed
Resources:					
Federal and State	\$ 927,619	\$ 7,305,113	\$ 8,248,600	\$ 8,286,435	\$ 14,868,667 (a)
Local Revenue	\$ 4,941,600	\$ 4,712,635	\$ 5,062,086	\$ 4,931,841	\$ 4,587,029 (b)
Transfers In	\$ 905,675	\$ 2,299,128	\$ 1,460,037	\$ 1,555,533	\$ 1,579,773
Beginning Reserves	\$ 1,689,839	\$ 2,590,228	\$ 5,500,652	\$ 4,764,561	\$ 4,447,731 (c)
Total Resources	\$ 8,464,733	\$ 16,907,104	\$ 20,271,375	\$ 19,538,370	\$ 25,483,200
Requirements:					
Personal Services	\$ 3,751,894	\$ 4,003,955	\$ 4,564,781	\$ 4,478,101	\$ 5,131,129 (d)
Support Services	\$ 976,481	\$ 968,906	\$ 1,085,267	\$ 1,085,267	\$ 1,124,291 (e)
Materials and Service	\$ 1,550,463	\$ 6,075,864	\$ 6,003,920	\$ 6,518,379	\$ 3,339,275 (f)
Capital Outlay	\$ -	\$ -	\$ 7,500	\$ 7,500 (g)	\$ -
Services by Other Or	\$ 1,666,746	\$ 1,894,695	\$ 1,650,975	\$ 1,726,975	\$ 1,486,111 (h)
Transfers Out	\$ 844,610	\$ 1,343,361	\$ 1,347,396	\$ 1,438,717	\$ 1,472,410 (i)
Ending Reserves	\$ (325,461)	\$ 2,620,323	\$ 5,611,536	\$ 4,283,431	\$ 12,929,984 (j)
Total Requirement	\$ 8,464,733	\$ 16,907,104	\$ 20,271,375	\$ 19,538,370	\$ 25,483,200

Notes:

- (a) Net increase primarily in Transportation funding.
- (b) Budgeting conservatively; will adjust in the FY25 *Revised Budget*.
- (c) Timing of projects and some Funds having lower carry-overs.
- (d) GIS and LGPS Program Manager vacancies, transportation staff, and normal increases.
- (e) Indirect decreases due to reduced costs (for more information see Indirect on page 40).
- (f) Reduction primarily due to decreased Transportation expenses.
- (g) Battery replacement for the WIX.
- (h) Reduction in contractor service needs for Broadband project.
- (i) Less transportation funding transfers to administration needed.
- (j) Increase due to timing of projects and expected transportation funding being carried over.

SENIOR AND DISABILITY SERVICES

SPECIAL REVENUE FUND – S&DS WORK PROGRAM BUDGET
For the Fiscal Year Ending June 30, 2025

Budget for Funds in this Service Area

Special Revenue Fund - S&DS Administration	\$1,624,558
Special Revenue Fund - Medicaid and SNAP - Title XIX	\$38,994,157
Special Revenue Fund - Older Americans Act, Other Funding - Title III	\$11,660,243
Total:	\$52,278,958

Total FTE:

S&DS Administration	4.25	FTE
Medicaid and SNAP - Title XIX	246.00	FTE
Older Americans Act, Other Funding - Title III	37.35	FTE
Total:	287.60	FTE

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 of 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

Personal Services Budget: \$650,620
 Service Funds: Special Revenue Funds
 FTE: 4.25 FTE

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

Personal Services Budget: \$26,886,257
 Service Funds: Special Revenue Funds
 FTE: 246.00 FTE

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

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

Personal Services Budget: \$3,706,062
Service Funds: Special Revenue Funds
FTE: 37.35 FTE

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, 2025

FTE	243.00	248.18	279.30	250.88	287.60
	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Revised	FY25 Proposed
Resources:					
Federal and State	\$ 32,376,267	\$ 32,876,778	\$ 32,027,182	\$ 32,199,305	\$35,928,965 (a)
Local Revenues	\$ 1,443,347	\$ 1,444,450	\$ 1,629,655	\$ 2,156,567	\$ 1,709,709 (b)
Transfers In	\$ 3,475,778	\$ 3,826,892	\$ 4,434,604	\$ 4,406,517	\$ 4,362,189 (c)
Beginning Reserves	\$ 8,110,800	\$ 13,022,969	\$ 12,656,412	\$ 14,415,289	\$10,278,095 (d)
Total Resources	\$ 45,406,192	\$ 51,171,089	\$ 50,747,853	\$ 53,177,678	\$52,278,958
Requirements:					
Personal Services	\$ 20,948,833	\$ 24,260,779	\$ 28,429,268	\$ 28,327,433	\$31,242,939 (e)
Support Services	\$ 2,627,806	\$ 3,269,821	\$ 4,225,445	\$ 4,206,625	\$ 4,190,585 (f)
Materials and Services	\$ 3,805,257	\$ 3,921,402	\$ 4,181,904	\$ 4,229,982	\$ 4,272,596 (g)
Capital Outlay	\$ 218,037	\$ -	\$ 60,000	\$ 60,000	\$ 95,000 (h)
Services by Other Organ	\$ 1,307,512	\$ 1,507,429	\$ 1,523,434	\$ 1,705,102	\$ 1,340,108 (i)
Transfers Out	\$ 3,475,778	\$ 3,826,892	\$ 4,434,604	\$ 4,406,517	\$ 4,362,189 (c)
Ending Reserves	\$ 13,022,969	\$ 14,384,766	\$ 7,893,198	\$ 10,242,019	\$ 6,775,541 (d)
Total Requirements	\$ 45,406,192	\$ 51,171,089	\$ 50,747,853	\$ 53,177,678	\$52,278,958

Notes:

- (a) Primarily due to the funding of the new OPI-M program and increases in Medicaid, Senior Meals, and OAA funding.
- (b) Includes funding for Hospital Intake and a Trilium grant.
- (c) Primarily due to a reduction in the need for Senior Meals Fundraising dollars due to direct increased funding for Senior Meals.
- (d) Primarily due to filing of vacancies, an expected decrease in Senior Meals fundraising, and the expected increases in M&S.
- (e) Increasing hiring to meet service level expectations.
- (f) Reduced Indirect costs. (for information on Indirect, see page 40).
- (g) Increase in frozen meals, travel, and computer supplies for new employees.
- (h) Budget for purchase of new oven at Central Kitchen and placeholder for other equipment.
- (i) Reduced personal and home care services until more information is known about new OPI-M program.

ENTERPRISE FUND

**ENTERPRISE FUND - BUSINESS SERVICES
WORK PROGRAM BUDGET
For the Fiscal Year Ending June 30, 2025**

Budget for Funds in this Service Area

Enterprise Fund - Business Loans/Business Services Administration	\$2,873,757
Enterprise Fund - Building Management	\$3,580,400
Enterprise Fund - Minutes Recording Services	\$104,000
Total:	\$6,558,157

Total FTE:

Business Loans/Business Services Administration	1.00	FTE
Building Management	0.35	FTE
Minutes Recording Services	0.15	FTE
Total:	1.50	FTE

BUSINESS LOANS AND BUSINESS SERVICES ADMINISTRATION (BSA)

Personal Services Budget: \$186,721
 Service Funds: Enterprise Fund – Business Loans
 FTE: 1.00 FTE

Description

The Business Loan Program provides business financing opportunities for businesses in Lane County. For reporting purposes, the BSA fund sits in the Business Loan Program.

BUILDING MANAGEMENT

Personal Services Budget: \$87,147
 Service Funds: Enterprise Fund - Building Management
 FTE: 0.35 FTE

Description

Staff provides internal property management for the LCOG Park Place Building. Costs for FTE and expenses (including debt service) for building management are charged against the rent revenue collected on the building.

ENTERPRISE FUND - BUSINESS SERVICES WORK PROGRAM BUDGET, Continued

MINUTES RECORDING SERVICES

Personal Services Budget: \$13,100
Service Funds: Enterprise Fund - Minutes Recording
FTE: 0.15 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, 2025**

FTE	2.90	1.20	1.45	1.45	1.50
	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Revised	FY25 Proposed
Resources:					
Federal and State	\$ 250,000	\$ 275,000	\$ -	\$ -	\$ -
Local Revenue	\$ 1,904,078	\$ 2,083,622	\$ 1,543,017	\$ 1,497,173	\$ 1,524,608
Transfers In	\$ 101,400	\$ 264,805	\$ 252,589	\$ 252,589	\$ 250,787
Beginning Reserves	\$ 4,653,365	\$ 3,364,072	\$ 4,853,765	\$ 5,022,100	\$ 4,782,762
Total Resources	\$ 6,908,843	\$ 5,987,499	\$ 6,649,371	\$ 6,771,862	\$ 6,558,157
Requirements:					
Personal Services	\$ 180,427	\$ 217,508	\$ 294,987	\$ 302,287	\$ 286,968
Support Services	\$ 70,264	\$ 51,692	\$ 60,847	\$ 60,847	\$ 44,638
Materials and Services	\$ 523,958	\$ 654,840	\$ 533,598	\$ 513,486	\$ 504,722
Capital Outlay	\$ 5,354	\$ 27,484	\$ 700,000	\$ 700,000	\$ 142,891
Services by Other Organizations -	\$ 399,750	\$ 280,058	\$ 309,936	\$ 411,700	\$ 300,500
Debt Service	\$ 481,921	\$ 305,680	\$ 438,754	\$ 438,754	\$ 438,755
Transfers Out	\$ 134,189	\$ 287,999	\$ 284,589	\$ 284,589	\$ 310,987
Ending Reserves	\$ 5,112,980	\$ 4,162,238	\$ 4,026,660	\$ 4,060,199	\$ 4,528,696
Total Requirements	\$ 6,908,843	\$ 5,987,499	\$ 6,649,371	\$ 6,771,862	\$ 6,558,157

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	\$ 4,232,776	\$ 2,774,193	\$ 3,364,592	\$ 3,252,903	\$ 2,873,757
Economic Development	\$ 49,479 (a)	\$ -	\$ -	\$ -	\$ -
Building Management	\$ 2,553,757	\$ 3,116,871	\$ 3,209,939	\$ 3,438,768	\$ 3,580,400
Minutes Recording	\$ 72,831	\$ 96,435	\$ 74,840	\$ 80,191	\$ 104,000
Total: Enterprise Fund	\$ 6,908,843	\$ 5,987,499	\$ 6,649,371	\$ 6,771,862	\$ 6,558,157

(a) Economic Development was transferred to Government Services in FY23.

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

**ENTERPRISE FUND DETAIL – BUSINESS LOAN PROGRAM
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Fiscal Year Ending June 30, 2025**

FTE	1.70	1.00	1.00	1.00	1.00
	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Revised	FY25 Proposed
Resources:					
Federal and State	\$ 250,000	\$ 275,000	\$ -	\$ -	\$ - (a)
Local Revenue	\$ 985,487	\$ 244,779	\$ 381,060	\$ 335,216	\$ 378,860 (b)
Transfers In	\$ 101,400	\$ 264,805	\$ 252,589	\$ 252,589	\$ 250,787 (c)
Beginning Reserves	\$ 2,782,619	\$ 1,989,609	\$ 2,730,943	\$ 2,665,098	\$ 2,244,110
Total Resources	\$ 4,119,506	\$ 2,774,193	\$ 3,364,592	\$ 3,252,903	\$ 2,873,757
Requirements:					
Personal Services	\$ 162,792	\$ 158,118	\$ 199,834	\$ 199,834	\$ 186,721 (d)
Support Services	\$ 62,466	\$ 44,691	\$ 53,290	\$ 53,290	\$ 40,257
Materials and Services	\$ 7,387	\$ 7,837	\$ 9,909	\$ 6,409	\$ 5,280
Services by Other Organizations	\$ 399,750	\$ 280,058	\$ 261,436	\$ 372,500	\$ 252,500 (e)
Debt Service	\$ 122,172	\$ 5,969	\$ 122,171	\$ 122,171	\$ 122,172 (f)
Transfers Out	\$ 96,500	\$ 258,775	\$ 254,589	\$ 254,589	\$ 251,057 (c)
Ending Reserves	\$ 3,268,439	\$ 2,018,745	\$ 2,463,363	\$ 2,244,110	\$ 2,015,770
Total Requirements	\$ 4,119,506	\$ 2,774,193	\$ 3,364,592	\$ 3,252,903	\$ 2,873,757

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 that administration support funds are from loan funds.
- (d) No longer employing a part-time Loan Officer.
- (e) Anticipated loans.
- (f) 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, 2025**

FTE	0.05	0.10	0.35	0.35	0.35
	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Revised	FY25 Proposed
Resources:					
Local Revenue - Rental Income	\$ 425,162	\$ 484,230	\$ 570,000	\$ 570,000	\$ 525,578
Local Revenue - Occupancy	\$ 404,481	\$ 603,956	\$ 541,957	\$ 541,957	\$ 550,170 (a)
Local Revenue - Interest Earned	\$ 104	\$ 21	\$ -	\$ -	\$ -
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -
Beginning Reserves	<u>\$ 1,820,415</u>	<u>\$ 2,028,664</u>	<u>\$ 2,097,982</u>	<u>\$ 2,326,811</u>	<u>\$ 2,504,652 (b)</u>
Total Resources	<u>\$ 2,650,162</u>	<u>\$ 3,116,871</u>	<u>\$ 3,209,939</u>	<u>\$ 3,438,768</u>	<u>\$ 3,580,400</u>
Requirements:					
Personal Services	\$ 2,971	\$ 48,936	\$ 84,452	\$ 84,452	\$ 87,147 (c)
Support Services	\$ 2,593	\$ 4,447	\$ 5,003	\$ 5,003	\$ 2,337 (d)
Materials and Services	\$ 480,919	\$ 601,119	\$ 526,190	\$ 508,078	\$ 501,442
Capital Outlay	\$ 5,354	\$ 27,484	\$ 700,000	\$ 700,000	\$ 142,891 (e)
Debt Service	\$ 359,749	\$ 299,711	\$ 316,583	\$ 316,583	\$ 316,583
Transfers Out	\$ 1,715	\$ 19,224	\$ 20,000	\$ 20,000	\$ 30,000
Ending Reserves	<u>\$ 1,796,861</u>	<u>\$ 2,115,950</u>	<u>\$ 1,557,711</u>	<u>\$ 1,804,652</u>	<u>\$ 2,500,000 (f)</u>
Total Requirements	<u>\$ 2,650,162</u>	<u>\$ 3,116,871</u>	<u>\$ 3,209,939</u>	<u>\$ 3,438,768</u>	<u>\$ 3,580,400</u>

Notes:

- (a) Increased Occupancy due to expanded Government Services space; LCOG pays to occupy space in Park Place Building.
- (b) Increased due to delay of HVAC project so more Carry-Over.
- (c) Government Services Director's time to manage building and HVAC Upgrade project.
- (d) Reducing Indirect for FY25.
- (e) Removed \$650,000 for HVAC replacement, but will budget in FY25 Revised Budget once we know the cost.
- (f) Reserve for Capital Projects which requires Board approval to spend.

ENTERPRISE FUND DETAIL – MINUTES RECORDING SERVICES
SCHEDULE OF RESOURCES AND REQUIREMENTS
BUDGET AND ACTUAL
For the Fiscal Year Ending June 30, 2025

	0.04	0.10	0.10	0.70	0.15
	FY22 Actual	FY23 Actual	FY24 Adopted	FY24 Revised	FY25 Adopted
Resources:					
Local Revenues	\$ 56,344	\$ 71,595	\$ 50,000	\$ 50,000	\$ 70,000 (a)
Beginning Reserves	<u>\$ 38,427</u>	<u>\$ 24,840</u>	<u>\$ 24,840</u>	<u>\$ 30,191</u>	<u>\$ 34,000</u>
Total Resources	<u>\$ 94,771</u>	<u>\$ 96,435</u>	<u>\$ 74,840</u>	<u>\$ 80,191</u>	<u>\$ 104,000</u>
Requirements:					
Personal Services	\$ 4,969	\$ 10,454	\$ 10,700	\$ 18,000	\$ 13,100 (b)
Support Services	\$ 1,000	\$ 2,554	\$ 2,554	\$ 2,554	\$ 2,044
Materials and Services	\$ 33,962	\$ 45,884	\$ 46,000	\$ 38,200	\$ 46,000 (c)
Transfers Out	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 30,000 (d)
Ending Reserves	<u>\$ 24,840</u>	<u>\$ 27,543</u>	<u>\$ 5,586</u>	<u>\$ 11,437</u>	<u>\$ 12,856</u>
Total Requirements	<u>\$ 94,771</u>	<u>\$ 96,435</u>	<u>\$ 74,840</u>	<u>\$ 80,191</u>	<u>\$ 104,000</u>

Notes:

- (a) New contracts for Services.
- (b) Need for more hands-on management of the Program.
- (c) Increased contracts for services requires more contractor work.
- (d) Excess revenue is transferred to General Fund.

SUPPLEMENTAL INFORMATION

FY25 BUDGET ASSUMPTIONS

For the Fiscal Year Ending June 30, 2025

Overall Guiding Principles for the FY25 Budget

- LCOG will continue to stabilize the General Fund.
 - LCOG will continue to build reserves that are consistent with reserve policies adopted by the Board, but also allocating funds where they can be most helpful.
 - 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.
-

1. Member Dues:

LCOG has a two-tier Member Dues structure: Level One has a minimum \$500 Member Dues amount; Level Two has 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 \$236,000— an increase of about \$4,939 over last year due to population changes but will be adjusted accordingly once we have final numbers.

The Board adopted the same rate structure for FY25 as FY24 because the new dues structure is serving LCOG's members well and there is so much uncertainty right now.

2. Employee Compensation:

The current Employees Association (EA) Collective Bargaining Agreement (CBA) expires on December 31, 2025. The current SEIU CBA expires on June 30, 2026.

Both CBAs currently provide for a COLA on July 1, 2024, based on the five-year average CPI-W. For the CPI-W West, Size Class B/C Average of the five prior years is 4.51%.

EA employees will also receive a 1.5% Market Adjustment on July 1, 2024. The GS Managers have agreed to the same Market Adjustment. We will also be looking at GS Manager range and class because of compression that exists due to no change in the range for GS Managers since I have been the Executive Director.

Employees who are not at the top step of their salary range and performing satisfactorily are eligible for 3.5% annual merit increase. EA employees that are at the top step of their range will receive a \$800 annual bonus for the first five years at top step; then \$1,000 thereafter. For SEIU employees that are at the top step of their range will receive a \$500 annual bonus for the first five years at top step; then \$800 thereafter. Managers receive the same bonus.

Budget Assumptions, Continued

The Executive Director's compensation is set by the LCOG Board under a contract. The current contract does not expire until June 30, 2025. The FY25 budget is built based on the contract provisions in the contract.

3. PERS:

PERS issues rates every two years and the 2023-25 rates, which apply to FY25, 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 have budgeted for that amount for FY25.

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 9.4% for Regence and 8.5% for Kaiser on January 1, 2025. 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 FY25, we expect premiums to increase by 2.4%. This is an expected nominal increase. The higher deductible plan we switched to three years ago saves us on the premium, which helps. We have budgeted for a 2.4% increase which is about \$3,000. Property Liability Insurance: For FY25, we expect premiums to also increase by 16.5% and have budgeted for a 16.5% increase which is about \$4,000.

Workers' Compensation Insurance: We will not know our FY25 rates until later this year, but our carrier expects a 5% increase. We will budget for a 5% increase which is about a net \$4,500 (minus the anticipated refund like we had in FY24).

Life and Long-Term Disability rates are expected to remain the same as in FY24.

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 of non-federal, non-state, and non-grant supported personnel. For FY24 these amounts were \$234,314 and \$79,146, respectively, totaling \$313,460. This account has never been used so in the FY25 Budget I have set aside the quarterly mortgage payment, but will recommend removing the employee portion and will recommend setting those funds aside for projects.

Capital Contingency Account: While there is no funding level requirement for this Account, all excess revenues from the Park Place Building are placed in this Account. I recommend that practice continue. The FY25 budget proposes \$2,500,000 or an additional \$1 million; there is currently \$1,500,000 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 2023–25 biennium, funding for Senior and Disability Services was increased slightly over the previous biennium with additional funding for the new OPI-M program, which is still in flux. Given the uncertainty, we will budget FY25 at the same level as FY24, with normal increases for Personal Services and Materials and Services. 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.

GOALS FOR FY25

For the Fiscal Year Ending June 30, 2025

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 FY25.

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.
- Work with partners to spend the Planning funds from HB3395 / SB 1501 to prepare for opportunities for housing planning.
- Continue work with the Governor’s Cybersecurity Commission to develop statewide Strategic Plans and take advantage of expected state and federal grant funding opportunities.
- Continue to revise telework policies for future work model.
- Strengthen LCOG’s partnerships with members.

ADMINISTRATION AND FISCAL

- Work towards our 7th Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting for the fiscal year ending June 30, 2024.
- Cross-train staff to provide complete coverage of critical functions.
- Review internal control compliance over general ledger, cash management, and employee compensation.
- Create key support to the Executive Director during the budget process.
- Develop Pilot Program for providing fiscal services for non-profits.

HUMAN RESOURCES

- Continue to revise Personnel Policies and Procedures to adapt to new laws and requirements.
- 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 strengthen our safety focus, reducing Workers’ Compensation claims and resulting in refunds from SAIF.
- 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.
- Grow HR Technical Assistance from Local Government Personnel Services (LGPS).
- Plan for a non-represented classification and compensation study.

GOALS, Continued

INFORMATION SERVICES

- Collaborate with local and state partners on sharing staff and information to enhance the region's cybersecurity posture.
- Create new opportunities for government public interest software initiatives to address community needs and improve service delivery.
- Expand volume licensing discount agreements, thereby reducing costs and increasing accessibility to members for essential software tools and platforms.

GOVERNMENT SERVICES – PLANNING, TRANSPORTATION, AND METRO TV

- Finalize Phase One of the EPA Wetland Program Development Grant dedicated to the Wetland Assessment for Planners in Oregon (WAPO).
- Complete the City of Springfield's Natural Resources Study Update.
- Secure several comprehensive planning project contracts this year, directly with agencies or through DLCD programs.
- Continue to provide excellent and competitive current planning services to our members and other jurisdictions.
- Commence with, and actively support, the ARPA Capital Projects (BDP) broadband deployment with Douglas Fast Net and execute a similar strategy for public leverage with the BEAD program.
- Complete the Broadband Regional Strategy, including stakeholder work sessions and clear tactics, roles, timelines and funding to realize the Strategy.
- Work with City of Springfield and the Springfield Utility Board to complete an assessment and likely execution of the initial phases of the construction of a Springfield Interconnection Facility.
- Continue to provide excellent colocation service through the Park Place Interconnect and fully investigate and commence with small scale capacity expanding plans.
- Implement RLID version 4.
- Expand the Metro TV portfolio in both broadcast, creative projects and studio space rental.
- Engage MPC, Technical Advisory Committee, public, and staff in development of MPO's new long-range Regional Transportation Plan (RTP) and Congestion Management Process (CMP) Initiate work on Resilient Lane transportation system resiliency planning.
- Initiate data collection and other work on Active Transportation Plan
- Continue implementation of eTIP platform
- Develop new activity-based transportation system model.
- Continue to expand regional Unity Lending opportunities and grow the portfolio of LCOG's business loan program.

GOALS, Continued

SENIOR AND DISABILITY SERVICES

- Collaborate with PacificSource in developing PACE (Program for All Inclusive Care for the Elderly)
- Expand our eligibility outreach throughout the county focusing on area such as rural areas and to community partner locations through our new Rural Eligibility Mobile Office.
- Hold a community event to identify gaps in services and potential opportunities for collaboration with other organizations to mitigate these gaps.
- Gather information from the community to create our upcoming Area Plan.
- Look for additional revenue sources that will help maintain and/or increase programs to better serve seniors and people with disabilities.

BUSINESS SERVICES

- Continue to work with our partners in Unity Lending to market and expand the Business Loan Program to seek opportunities to focus small business loans to help small businesses and create new jobs.
- Coordinate with the Cascades West Council of Governments and the Lane Economic Committee to update the Comprehensive Economic Development Strategy (CEDS).
- Restructure the minutes recording Program to better serve member needs.

DRAFT

TRANSFERS

TRANSFERS OUT		Amount
General Fund		
From LCOG Operating - To:		
102	201 Government Services Admin	\$ 3,000
102	206 LGDC	\$ 93,876
Total General Fund - Transfers Out		\$ 96,876
Special Revenue Funds		
From Special Revenue Fund Government Services - To:		
247	102 LCOG Operating	\$ 17,713
204	201 Government Services Admin	\$ 35,000
206	201 Government Services Admin	\$ 212,000
207	201 Government Services Admin	\$ 50,000
208	201 Government Services Admin	\$ 26,437
211	201 Government Services Admin	\$ 13,071
212	201 Government Services Admin	\$ 2,300
214	201 Government Services Admin	\$ 31,050
217	201 Government Services Admin	\$ 27,000
218	201 Government Services Admin	\$ 1,352
219	201 Government Services Admin	\$ 68,000
220	201 Government Services Admin	\$ 16,434
221	201 Government Services Admin	\$ 1,575
222	201 Government Services Admin	\$ 95,000
228	201 Government Services Admin	\$ 5,500
229	201 Government Services Admin	\$ 700
235	201 Government Services Admin	\$ 450
242	201 Government Services Admin	\$ 24,525
243	201 Government Services Admin	\$ 12,011
244	201 Government Services Admin	\$ 12,000
248	201 Government Services Admin	\$ 47,816
250	201 Government Services Admin	\$ 2,750
204	221 Transportation Services Admin	\$ 7,000
219	221 Transportation Services Admin	\$ 545,225
220	221 Transportation Services Admin	\$ 187,701
229	221 Transportation Services Admin	\$ 28,000
250	391 Business Services Admin	\$ 1,800
Total Transfers Out:		\$ 1,472,410
From Special Revenue Fund Senior and Disability Services - To:		
282	267 Senior Connections	\$ 377,985
296	267 Senior Connections	\$ 652,545
269	268 Senior Meals	\$ 529,366
283	268 Senior Meals	\$ 462,437
284	268 Senior Meals	\$ 434,331
288	268 Senior Meals	\$ 108,621
289	268 Senior Meals	\$ 25,125
293	268 Senior Meals	\$ 25,000
294	268 Senior Meals	\$ 7,500
279	269 Senior Meals Fundraising	\$ 82,269
296	271 Money Management	\$ 25,782
269	273 Central Kitchen	\$ 7,670
282	281 Title III - Area Plan Admin	\$ 53,132
283	281 Title III - Area Plan Admin	\$ 51,382
284	281 Title III - Area Plan Admin	\$ 52,320
286	281 Title III - Area Plan Admin	\$ 27,404
293	281 Title III - Area Plan Admin	\$ 98,532
294	281 Title III - Area Plan Admin	\$ 41,114
295	281 Title III - Area Plan Admin	\$ 105,976
296	281 Title III - Area Plan Admin	\$ 1,193,698
Total Transfers Out:		\$ 4,362,189
Enterprise Funds		
From Enterprise Fund Business Loans - To:		
302	391 Business Services Admin	\$ 58,050
303	391 Business Services Admin	\$ 99,801
304	391 Business Services Admin	\$ 700
306	391 Business Services Admin	\$ 7,082
308	391 Business Services Admin	\$ 30,404
309	391 Business Services Admin	\$ 52,950
From Enterprise Fund Park Place Building - To:		
321	201 Government Services Admin	\$ 30,000
From Enterprise Fund Minutes Recorder - To:		
332	102 LCOG Operating	\$ 30,000
From Enterprise Fund Business Services Administration - To:		
391	102 LCOG Operating	\$ 2,000
Total Transfers Out:		\$ 310,987
TOTAL TRANSFER OUT ACTIVITY		\$ 6,242,462

TRANSFERS IN		Amount
General Fund		
To General Fund - From:		
102	332 Minutes Recorder	\$ 30,000
102	247 Telecom Reserve	\$ 17,713
102	391 Business Services Administration	\$ 2,000
Total General Fund - Transfers In:		\$ 49,713
Special Revenue Funds		
To Special Revenue Fund Government Services Admin - From:		
201	102 LCOG Operating	\$ 3,000
201	204 Community Safety	\$ 35,000
201	206 LGDC	\$ 212,000
201	207 GIS Other	\$ 50,000
201	208 Hearing Official	\$ 26,437
201	211 OR Emergency Mgmt & State Police	\$ 13,071
201	212 Publications/Information (Lane Info Center)	\$ 2,300
201	214 RTS Other	\$ 31,050
201	217 Special Projects	\$ 27,000
201	218 Tax Collections	\$ 1,352
201	219 Transportation Operations	\$ 68,000
201	220 Transportation Projects	\$ 16,434
201	221 Transportation Services Administration	\$ 1,575
201	222 Urban Regional Planning	\$ 95,000
201	228 Local Government Personnel	\$ 5,500
201	229 Transit	\$ 700
201	235 Metro TV	\$ 450
201	242 Public Area Network (PAN)	\$ 24,525
201	243 Telecommunications Operations	\$ 12,011
201	244 Telecommunications Management	\$ 12,000
201	248 MMWIX	\$ 47,816
201	250 Economic Development	\$ 2,750
201	321 Park Place Building	\$ 30,000
To Special Revenue Fund LGDC - From:		
206	102 LCOG Operating	\$ 93,876
To Special Revenue Fund Transportation Services Admin - From:		
221	204 Community Safety	\$ 7,000
221	219 Transportation Operations	\$ 545,225
221	220 Transportation Projects	\$ 187,701
221	229 Transportation - Transit	\$ 28,000
Total Transfers In:		\$ 1,579,773
To Special Revenue Fund S&DS, Senior Connections - From:		
267	282 Title III-B	\$ 377,985
267	296 Title XIX-Type B Funds	\$ 652,545
To Special Revenue Fund S&DS, Senior Meals - From:		
268	269 Senior Meals Fundraising	\$ 529,366
268	283 Title III-C-1	\$ 462,437
268	284 Title III-C-2	\$ 434,331
268	288 Title III-USDA/NSIP	\$ 108,621
268	289 Intergovernment Human Svcs	\$ 25,125
268	293 Title III-Oregon Project	\$ 25,000
268	294 Title III-OPI Pilot	\$ 7,500
To Special Revenue Fund S&DS, Senior Meals Fundraising - From:		
269	279 MOW Combined Fundraising	\$ 82,269
To Special Revenue Fund S&DS Money Management - From:		
271	296 Title XIX - Type B Funds	\$ 25,782
To Special Revenue Fund S&DS Central Kitchen - From:		
273	269 Senior Meals Fundraising	\$ 7,670
To Special Revenue Fund S&DS Title III Area Plan Admin - From:		
281	282 Title III-B	\$ 53,132
281	283 Title III-C1	\$ 51,382
281	284 Title III-C2	\$ 52,320
281	286 Title III-E	\$ 27,404
281	293 OPI	\$ 98,532
281	294 OPI Pilot	\$ 41,114
281	295 OPI-M	\$ 105,976
281	296 Title XIX - Type B Funds	\$ 1,193,698
Total Transfers In:		\$ 4,362,189
Enterprise Funds		
To Enterprise Fund Business Services Administration - From:		
391	250 Economic Development	\$ 1,800
391	302 BS - EDA	\$ 58,050
391	303 BS - IRP/RBDF	\$ 99,801
391	304 BS - RIB	\$ 700
391	306 BS - SBA 504	\$ 7,082
391	308 BS - EDA 2	\$ 30,404
391	309 BS - EDA 3	\$ 52,950
Total Transfers In:		\$ 250,787
TOTAL TRANSFER IN ACTIVITY		\$ 6,242,462

**INDIRECT FUND – CENTRAL SERVICES
WORK PROGRAM BUDGET
For the Fiscal Year Ending June 30, 2025**

Budget for Funds in this Service Area

Indirect Fund – Central Services		\$5,359,514	
	Total:	\$5,359,514	
Total FTE:			
Central Services		25.92	FTE
	Total:	25.92	FTE

Service Areas funded by Central Services:

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

CENTRAL SERVICES

Personal Services Budget: \$3,539,717
 Service Funds: General Fund - Indirect Support Services
 FTE: 25.92 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 Services Budget: \$220,822 of the total \$3,539,717 Personal Services budget
 Service Funds: General Fund - Indirect - Central Services
 FTE: 1.0 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 .40 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

Administrative Support

Personal Services Budget: \$78,612 of the total \$3,539,717 Personal Services budget
Service Funds: General Fund - Indirect - Central Services
FTE: 1.9 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 Services Budget: \$758,725 of the total \$3,539,717 Personal Services budget
Service Funds: General Fund - Indirect - Central Services
FTE: 6.75 FTE of the total 25.52 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 Services Budget: \$736,289 of the total \$3,539,717 Personal Services budget
Service Funds: General Fund - Indirect - Central Services
FTE: 5.0 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 Services Budget: \$1,360,853 of the total \$3,539,717 Personal Services budget
Service Funds: General Fund - Indirect - Central Services
FTE: 9.27 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: \$211,185 of the total \$3,539,717 Personal Services budget
Service Funds: General Fund - Indirect - Central Services
FTE: 2.0 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, 2025

FTE	18.8	19.87	20.87	23.82	25.92
	<u>FY22 Actual</u>	<u>FY23 Actual</u>	<u>FY24 Adopted</u>	<u>FY24 Revised</u>	<u>FY25 Proposed</u>
Resources:					
Support Services	\$ 3,674,551	\$ 4,274,023	\$ 5,371,559	\$ 5,352,739	\$ 5,359,514
Local Revenue - Overhead Adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Local Revenue - Administrative Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Total Resources	<u>\$ 3,674,551</u>	<u>\$ 4,274,023</u>	<u>\$ 5,371,559</u>	<u>\$ 5,352,739</u>	<u>\$ 5,359,514</u>
Requirements:					
Personal Services	\$ 2,351,698	\$ 2,741,368	\$ 3,495,797	\$ 3,485,797	\$ 3,539,717 (b)
Materials and Services	<u>\$ 1,322,853</u>	<u>\$ 1,505,285</u>	<u>\$ 1,875,762</u>	<u>\$ 1,866,942</u>	<u>\$ 1,819,797 (c)</u>
Total Requirements	<u>\$ 3,674,551</u>	<u>\$ 4,246,653</u>	<u>\$ 5,371,559</u>	<u>\$ 5,352,739</u>	<u>\$ 5,359,514</u>
Over / Under Recovery		\$ 34,662 (a)			

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 1.3 FTE Information Services (IS) staff to Indirect and .4 FTE staff from LGPS to HR.
- (c) Normal increases.

SCHEDULE OF RESTRICTED RESERVE AMOUNTS
For the Fiscal Year Ending June 30, 2025

	FY23 Adopted Budget	FY24 Adopted Budget	FY24 Revised Budget	FY25 Proposed Budget	
General Fund	\$ 313,460	\$ 328,445	\$ 328,445	\$ 117,000	(a)
General Fund - Tech Reserve	\$ 80,000	\$ 120,000	\$ 120,000	\$ 177,713	(b)
Government Services	\$ 17,713	\$ 17,713	\$ 17,713	\$ -	(c)
S&DS - Florence Transportation	\$ 129,427	\$ 128,236	\$ 129,338	\$ 124,338	(d)
S&DS - Senior Meals Fundraising	\$ 1,280,006	\$ 924,762	\$ 1,235,435	\$ 945,514	(e)
Enterprise Funds	<u>\$ 627,310</u>	<u>\$ 1,500,000</u>	<u>\$ 1,750,000</u>	<u>\$ 2,500,000</u>	(f)
Total Reserves	<u>\$ 2,447,916</u>	<u>\$ 3,019,156</u>	<u>\$ 3,580,931</u>	<u>\$ 3,864,565</u>	

Notes:

- (a) Operations Contingency Account - amount set by formula.
- (b) Technology Reserve.
- (c) Telecom Reserve.
- (d) Florence Transportation Reserve used for expenses for transportation costs for consumers in Florence.
- (e) Fundraising dollars for Senior Meals expenses.
- (f) 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, 2025

AAA: See *Area Agency on Aging*.

ADRC: See *Aging & Disability Resource Connection*.

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.

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.

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.

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.

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.

EA: See *Employees Association*.

eTIP: An online database which is the official record of federal transportation funding and regionally significant state or locally funded projects. The database is a tool which contains all of the details about approved TIP projects, a record of TIP amendments, and search tools for locating projects geographically and by project or funding type. Programming and implementing agencies utilize this database to manage project implementation. *See also TIP*.

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.

GLOSSARY, Continued

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.

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*.

GLOSSARY, Continued

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*.

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.

GLOSSARY, Continued

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.

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*.

GLOSSARY, Continued

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.

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.

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.

Local Government Personnel Institute (LGPI): Human Resources Program LCOG took over this Program from the League of Oregon Cities and Association of Counties in 2020.

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.

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.

GLOSSARY, Continued

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 through 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.

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.

GLOSSARY, Continued

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.

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.

GLOSSARY, Continued

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 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*.

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*.

GLOSSARY, Continued

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*.

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.

TIP: *See Transportation Improvement Program.*

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 Improvement Program: A four-year plan that implements the long-range Regional Transportation Plan's goals and identifies the specific transportation and transit projects for which the region will allocate its federal, state, and local funds.

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.

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.

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