
Lane Council of Governments
2012-2013

*Work Program
and Budget*

Adopted

June 2012

Board of Directors - 2012
Lane Council of Governments

<i>Name</i>		<i>Jurisdiction</i>
Judy Volta		City of Coburg
Gary Williams		City of Cottage Grove
Bob Hooker		City of Creswell
Rebecca Ruede		City of Dunes City
Chris Pryor	Chair	City of Eugene
Phil Brubaker		City of Florence
Dave Brunscheon		City of Junction City
Bill George		City of Lowell
Don Hampton		City of Oakridge
Christine Lundberg		City of Springfield
Sharon Hobart		City of Veneta
Neal Choiniere		City of Westfir
Penny Jordan		EPUD
Rich Cunningham		EWEB
Steve Recca		Fern Ridge Library
Sherry Duerst-Higgins		Lane ESD
Tony McCown		Lane Community College
Faye Stewart		Lane County
Bill McCoy		Lane Library District
Mike Dubick		Lane Transit District
(vacant)		Port of Siuslaw
Wayne Helikson		River Road Park and Recreation Dist.
Mary Walston		School District 4J
Al King		School District 19
Alan Laisure		School District 52
(vacant)		School District 68
(vacant)		Siuslaw Rural Fire Protection District No. 1
Bob Sneddon		Western Lane Amb. Dist.
Greg James		Willamalane Park Dist.

LCOG Executive Committee

Chris Pryor	Chair	City of Eugene
Rich Cunningham		EWEB
Phil Brubaker		City of Florence
Sherry Duerst-Higgins		Lane Education District
Al King	Vice-Chair	School District 19
Tony McCown		Lane Community College
Bob Hooker		Creswell
Greg James		Willamalane

LCOG Budget Committee

Mike Galvin	Sherry Duerst-Higgins
Joann Ernst	Al King
Tony McCown	Mark Shrives

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Executive Director's Budget Message

Members of the LCOG Budget Committee and Board of Directors:

I am pleased to present the proposed Work Program and Budget for the fiscal year that will begin July 1, 2012. The document, presented for policy-level consideration, represents management's best current assessment of the obligations and financial capability of the Lane Council of Governments for the year that lies ahead.

As is always the case at the beginning of a budget year, this proposal has been developed with the understanding that changes will be required as a result of presently unknown factors. Although we all want to believe that the direction of global, national and regional economies provides some cause for long-term optimism, the revenue elements of this proposed Budget have been based upon moderate to conservative estimates. This proposal describes a reduction (9.3 percent) from the Revised Budget for fiscal year 2011-12. The reduction from the budget of the year just ending can be attributed to lower "local revenue," less overhead carry forward, reduced revenue from the State, and lower "designated reserves" to begin the year. In aggregate, a reduction of \$3,330,349 is proposed. As recommended, the total budget authorization for fiscal year 2012-13 would be \$31,965,186. This recommendation is approximately 6 percent down from the original adopted budget for the year just ending. This proposal is very much affected and constrained by the same economic uncertainties that are impacting other components of the public sector in Oregon. As in years past, the agency's financial plan will continue to evolve well into the new fiscal year. Nevertheless, I believe that this proposed Work Program & Budget—service areas and corresponding resources allocated to cost centers—constitutes a responsible initial action plan for fiscal year 2012-2013.

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

The numeric comparisons with the previous year are based upon the fiscal year 2011-12 Revised Budget, approved by the LCOG Board of Directors in April. That budget amendment captured the changes in both agency revenue and program obligations that occurred during the first nine months of the fiscal year. As can be seen most clearly on the Budget Summary on page 12, this proposal would result in a decrease from the Revised Budget of \$3,330,349. Overall, balanced revenues and expenditures are projected at \$31,988,862. Because LCOG's work is grant- and contract-based, its budgets are dynamic, and drawing conclusions from comparisons over time is always tricky. But, for perspective, ten budget years back, the fiscal year 2002-03 Revised Budget stood at \$26,158,313—18 percent lower than this proposal. While there have been budgetary "peaks and valleys" over the years, an averaged increase of slightly less than two percent per year over that period is fairly consistent with the experience of LCOG's member governments.

Budget data are reflected by Fund Type on pages 13-14. There are three types of funds used within LCOG's accounting system. The first is the General Fund, which is based primarily upon the agency's member dues, interest earnings, and undesignated reserves. This fund might be thought of as the organization's flexible resource. A second fund type is the Special Revenue Fund—84 percent of the total proposed budget. Here, all of the grant- and contract-supported work that LCOG does is captured. In reality a series of special accounts, the Special Revenue Fund provides little operational flexibility. Under the commitments that we have made to granting agencies and clients, LCOG must utilize Special Revenue Fund resources only for the purposes specified in the supporting grants and contracts. Finally, on page 14, the Governmental and Proprietary Fund, the third fund type, is shown. The resources and requirements reflected here are associated with the operation of agency-owned real estate, LCOG's Minutes Recording service and the business assistance loan program. These are referred to as enterprise activities.

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

On December 8, 2011, the LCOG Board of Directors adopted "Budget Assumptions" (see Budget Notes, page 45), which reinforce and augment standing objectives of the organization. Those assumptions have served as the philosophical basis for the development of this proposal. As with any "labor-intensive" organization, costs directly bearing upon personnel have a substantial impact upon the overall budget and, ultimately, upon the agency's ability to carry out its mission. Health insurance and retirement plan costs are substantial for all employers, including LCOG. Our claims experience has yielded an expected premium cost increase for FY 2012-13 of approximately 10 percent, lower than the industry standard. Each ten percent increase in premium costs results in a 1.25 percent rise in total compensation, and our goal this year has been to limit the compensation cost change to zero percent. The cost for LCOG's employer contribution for our staff's participation in the State Public Employees Retirement System (PERS) will remain unchanged in the coming year. This budget proposal anticipates a zero percent cost-of-living adjustment (COLA) to employee salaries, as set forth in the Board's Budget Assumptions. It should be noted, however, that, as with other public sector employers, present-day economic circumstances may well result in a re-visitation of the COLA issue by LCOG's two employee bargaining units. LCOG has always adjusted the size of its professional staff to match the levels of work that it has been asked to accomplish. This proposed *Work Program and Budget* anticipates a decrease to LCOG's staff of 6.91 FTE positions—3.8 percent. As proposed, the estimated professional staff complement will be 174.38 FTE in fiscal year 2012-13, as compared to 181.29 FTE authorized in the *Revised FY 2011-12 Budget*.

This agency's work and fiscal capability are largely based on contracts and grants which emerge over time. As a result, there is always greater variability in LCOG's budgeting process than may be present for local government units that rely upon a tax base for their support. Dependent of course

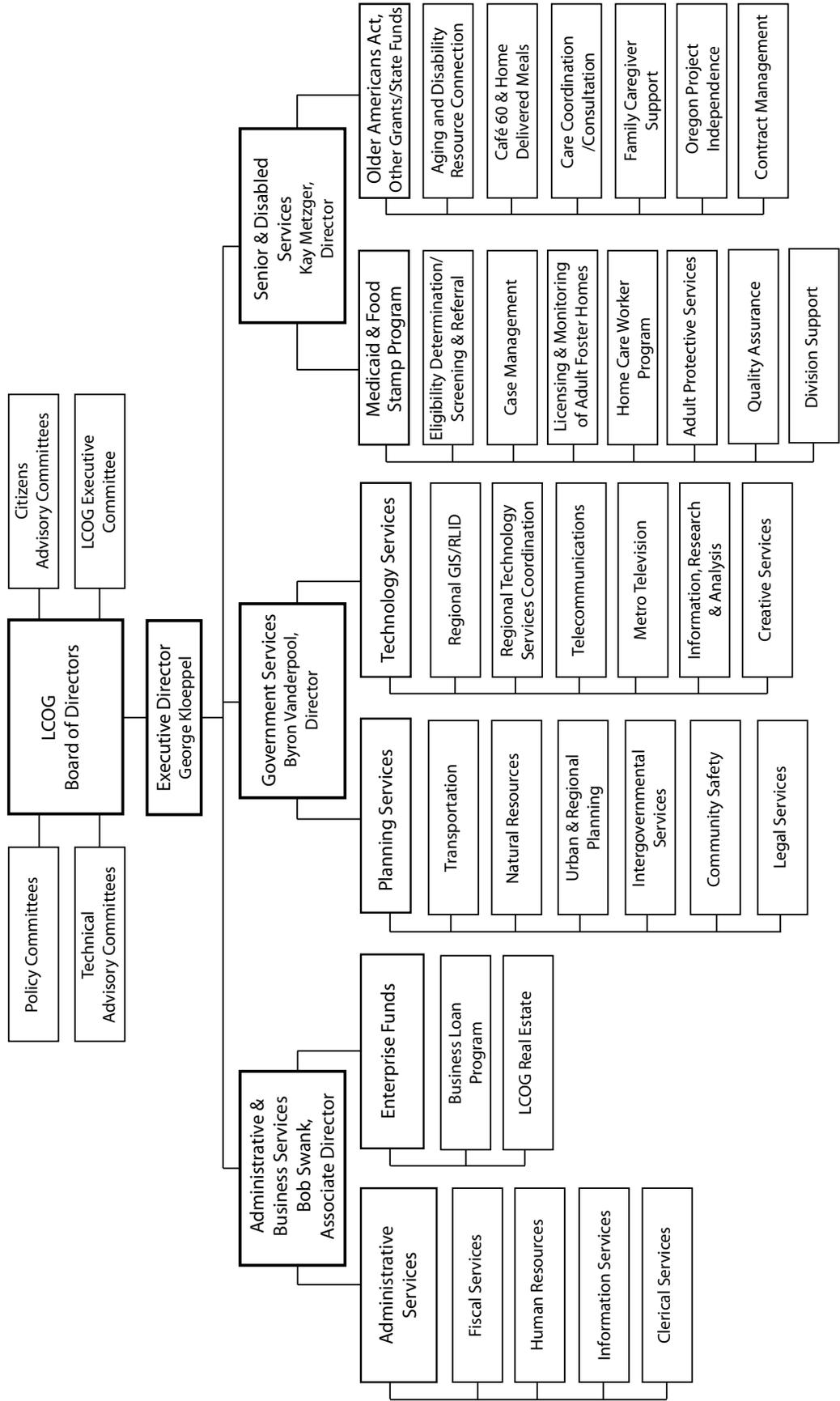
on the national economy and the fiscal circumstances of our member governments, I believe that a good and productive year can be anticipated in FY 2012-13. At the same time, we must establish the budget for the year in a responsible and conservative fashion. For all of the agency's work groups and divisions, resources will be limited to support important and demanding work. As in years past, however, the Lane Council of Governments will remain a well-managed, high-quality organization that is fiscally solvent.

I believe that this Work Program and Budget sets a responsible course for the organization. When approved by the Budget Committee and the Board of Directors, it will direct and empower the staff to address important programs and services. With the help and support of the Board of Directors, the Executive Committee and our member agencies, LCOG's management and staff will continue to accomplish the agency's mission. I commend this document to you for review and consideration.

Respectfully submitted,

A handwritten signature in cursive script that reads "George Kloeppe".

George Kloeppe
Executive Director



Lane Council of Governments
2012-2013
Budget Summary

RESOLUTION 2012-4

Adopting the FY 2012-2013 Budget

WHEREAS, it is necessary for the Lane Council of Governments, hereinafter called LCOG, to adopt a revenue and expenditure Budget for fiscal year 2012-2013, and

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

WHEREAS, it has also been determined by the Budget Committee and Executive Director that certain revenues can be expected to accrue to LCOG in fiscal year 2012-2013,

NOW, THEREFORE, BE IT RESOLVED:

1. That the LCOG Board of Directors hereby adopts the attached Budget for fiscal year 2012-2013, and
2. That the following amounts are hereby appropriated for the purposes specified for the fiscal year beginning July 1, 2012:

<i>Personal Services</i>	\$14,876,644
<i>Materials and Services</i>	9,004,044
<i>Services by Other Organizations</i>	2,203,412
<i>Capital Outlay</i>	173,000
<i>Reserves--Undesignated</i>	97,314
<i>Reserves--Designated</i>	4,451,918
<i>Debt Service</i>	1,158,854
<i>Total Appropriation</i>	\$31,965,186

PASSED AND APPROVED THIS 28th DAY OF JUNE, 2012, BY THE BOARD OF DIRECTORS OF THE LANE COUNCIL OF GOVERNMENTS.

ATTEST:



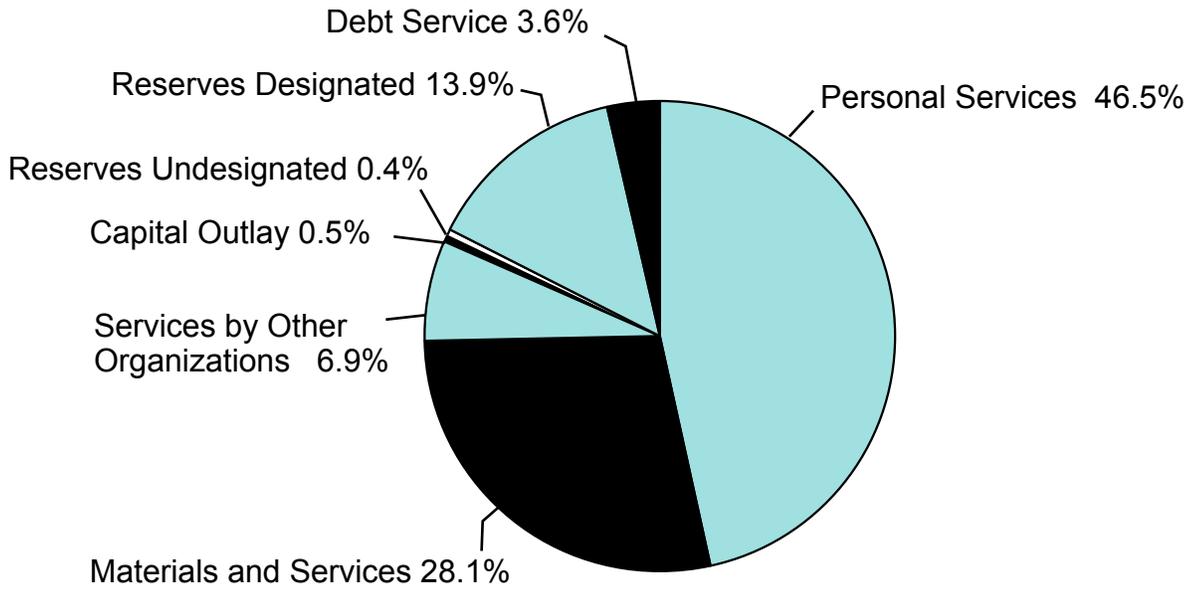
George Kloeppe
Executive Director
Lane Council of Governments



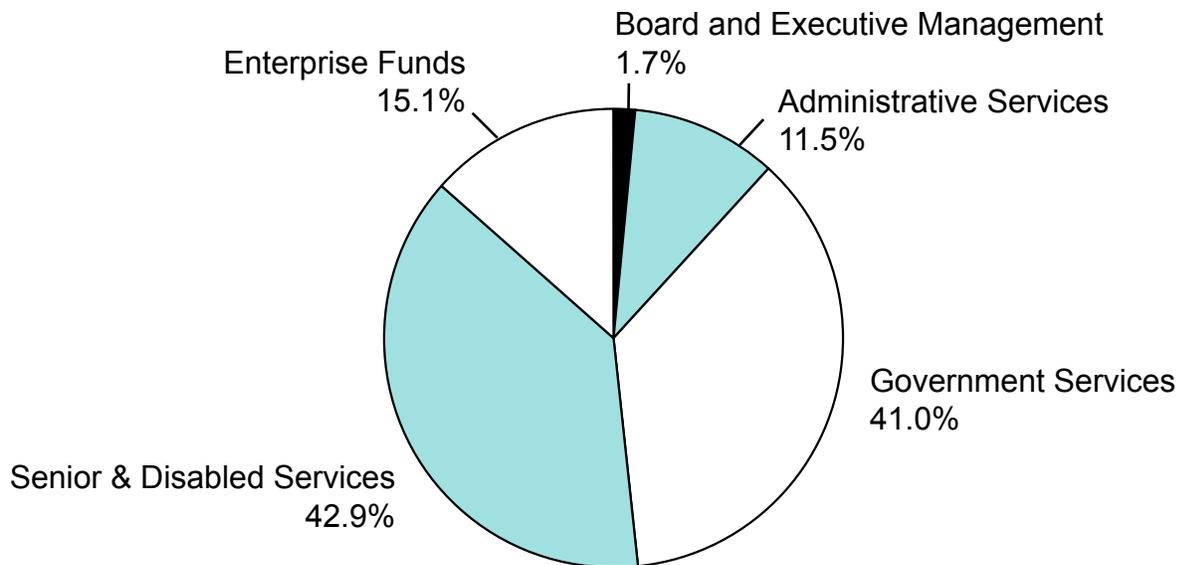
Chris Pryor, Chair
Lane Council of Governments
Board of Directors

**Lane Council of Governments
2012-2013 Budget**

Requirements by Type

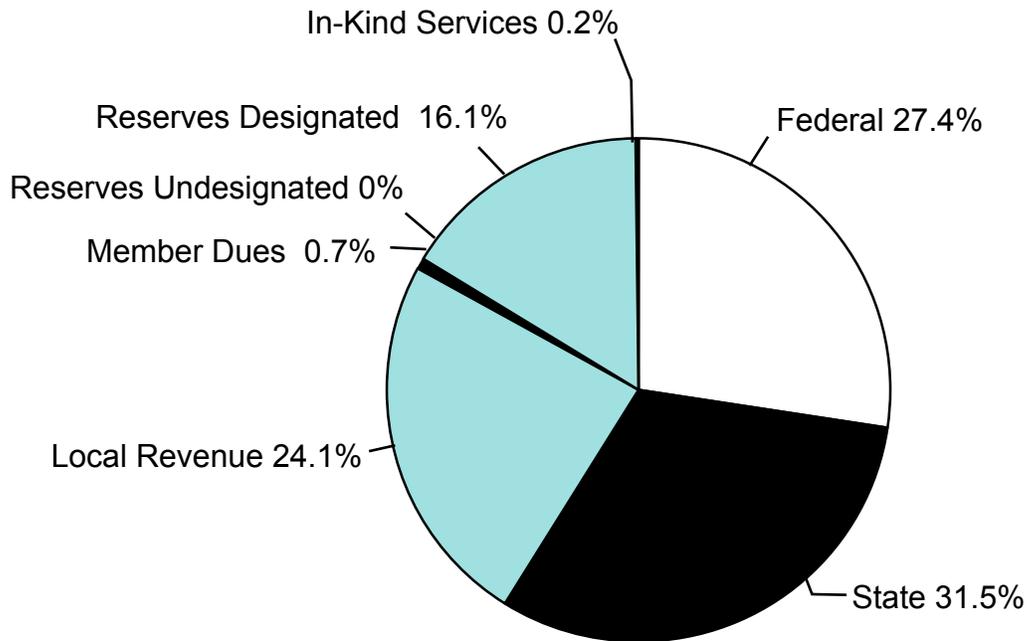


Requirements by Service



**Lane Council of Governments
2012-2013 Budget**

Revenues by Source



**Lane Council of Governments
2012-2013 Budget**

BUDGET SUMMARY

	ADOPTED 2011-12	PROPOSED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	DIFFERENCE
<u>TOTAL RESOURCES</u>	35,295,535	31,965,186	31,965,186	31,965,186	-3,330,349
FEDERAL	9,408,821	8,761,231	8,761,231	8,761,231	-647,590
STATE	9,784,975	10,069,671	10,069,671	10,069,671	284,696
LOCAL REVENUE	9,522,065	7,711,694	7,711,694	7,711,694	-1,810,371
IN-KIND SERVICES	77,398	77,398	77,398	77,398	0
MEMBER DUES	233,580	195,881	195,881	195,881	-37,699
RESERVES-UNDESIGNATED	129,328	8,202	8,202	8,202	-121,126
RESERVES-DESIGNATED	6,139,368	5,141,109	5,141,109	5,141,109	-998,259
<u>TOTAL REQUIREMENTS</u>	35,295,535	31,965,186	31,965,186	31,965,186	-3,330,349
BY EXPENSE TYPE					
PERSONAL SERVICES	15,472,703	14,876,644	14,876,644	14,876,644	-596,059
MATERIALS & SERVICES	10,061,442	9,004,044	9,004,044	9,004,044	-1,057,398
SERVICES BY OTHER ORGANIZATIONS	2,776,153	2,203,412	2,203,412	2,203,412	-572,741
CAPITAL OUTLAY	590,102	173,000	173,000	173,000	-417,102
RESERVES-UNDESIGNATED	8,202	97,314	97,314	97,314	89,112
RESERVES-DESIGNATED	5,255,039	4,451,918	4,451,918	4,451,918	-803,121
DEBT SERVICE	1,131,894	1,158,854	1,158,854	1,158,854	26,960
BY SERVICE					
BOARD AND EXECUTIVE MGMT	718,558	519,584	519,584	519,584	-198,974
GOVERNMENT SERVICES	14,763,690	13,107,889	13,107,889	13,107,889	-1,655,801
SENIOR & DISABLED SVCS	14,077,116	13,712,852	13,712,852	13,712,852	-364,264
ENTERPRISE FUNDS	6,064,708	4,828,777	4,828,777	4,828,777	-1,235,931
ADMINISTRATIVE SERVICES	3,898,887	3,683,828	3,683,828	3,683,828	-215,059

Lane Council of Governments 2012-2013 Budget

BY FUND TYPE

	ADOPTED 2011-12	PROPOSED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	DIFFERENCE
<u>GENERAL FUND</u>					
<u>RESOURCES</u>	718,558	519,584	519,584	519,584	-198,974
STATE	0	0	0	0	0
LOCAL REVENUE	164,469	173,766	173,766	173,766	9,297
MEMBER DUES	233,580	195,881	195,881	195,881	-37,699
RESERVES-UNDESIGNATED	129,328	8,202	8,202	8,202	-121,126
TRANSFERS	191,181	141,735	141,735	141,735	-49,446
<u>REQUIREMENTS</u>	718,558	519,584	519,584	519,584	-198,974
PERSONAL SERVICES	62,334	44,880	44,880	44,880	-17,454
INDIRECT CHARGES	259,225	52,862	52,862	52,862	-206,363
MATERIALS & SERVICES	14,500	14,500	14,500	14,500	0
CAPITAL OUTLAY	9,325	30,000	30,000	30,000	20,675
RESERVES-UNDESIGNATED	8,202	97,314	97,314	97,314	89,112
DEBT SERVICE	231,116	221,347	221,347	221,347	-9,769
TRANSFERS	133,856	58,681	58,681	58,681	-75,175
<u>SPECIAL REVENUE FUND</u>					
<u>RESOURCES</u>	28,837,306	26,817,241	26,817,241	26,817,241	-2,020,065
FEDERAL	9,408,821	8,761,231	8,761,231	8,761,231	-647,590
STATE	9,784,975	10,069,671	10,069,671	10,069,671	284,696
LOCAL REVENUE	6,296,438	4,851,476	4,851,476	4,851,476	-1,444,962
IN-KIND SERVICES	77,398	77,398	77,398	77,398	0
RESERVES-UNDESIGNATED	0	0	0	0	0
RESERVES-DESIGNATED	3,238,836	3,032,705	3,032,705	3,032,705	-206,131
TRANSFERS	30,838	24,760	24,760	24,760	-6,078
<u>REQUIREMENTS</u>	28,837,306	26,817,241	26,817,241	26,817,241	-2,020,065
PERSONAL SERVICES	12,744,412	12,379,321	12,379,321	12,379,321	-365,091
INDIRECT CHARGES	3,487,260	3,465,984	3,465,984	3,465,984	-21,276
MATERIALS & SERVICES	7,610,209	6,589,522	6,589,522	6,589,522	-1,020,687
SERVICES BY OTHER ORGANIZATIONS	2,052,599	1,703,412	1,703,412	1,703,412	-349,187
CAPITAL OUTLAY	162,777	143,000	143,000	143,000	-19,777
RESERVES-UNDESIGNATED	0	0	0	0	0
RESERVES-DESIGNATED	2,780,049	2,536,002	2,536,002	2,536,002	-244,047
TRANSFERS	0	0	0	0	0

**Lane Council of Governments
2012-2013 Budget**

BY FUND TYPE

	ADOPTED 2011-12	PROPOSED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	DIFFERENCE
<u>GOVERNMENTAL AND PROPRIETARY FUND</u>					
<u>RESOURCES</u>	6,064,708	4,828,777	4,828,777	4,828,777	-1,235,931
FEDERAL	0	0	0	0	0
STATE	0	0	0	0	0
LOCAL REVENUE	3,061,158	2,686,452	2,686,452	2,686,452	-374,706
RESERVES-DESIGNATED	2,900,532	2,108,404	2,108,404	2,108,404	-792,128
TRANSFERS	103,018	33,921	33,921	33,921	-69,097
<u>REQUIREMENTS</u>	6,064,708	4,828,777	4,828,777	4,828,777	-1,235,931
PERSONAL SERVICES	282,606	287,412	287,412	287,412	4,806
INDIRECT CHARGES	147,850	164,982	164,982	164,982	17,132
MATERIALS & SERVICES	925,749	881,225	881,225	881,225	-44,524
SERVICES BY OTHER ORG.	723,554	500,000	500,000	500,000	-223,554
CAPITAL OUTLAY	418,000	0	0	0	-418,000
RESERVES-DESIGNATED	2,474,990	1,915,916	1,915,916	1,915,916	-559,074
DEBT SERVICE	900,778	937,507	937,507	937,507	36,729
TRANSFERS	191,181	141,735	141,735	141,735	-49,446

Lane Council of Governments
2012-2013
Work Program

Lane Council of Governments

Fiscal Year 2012-2013 Work Program

The Lane Council of Governments is dedicated to serving the public interest and enhancing the quality of life for the citizens of Lane County. It provides and facilitates efficient and effective government services through cooperative planning, program development, analysis, and service delivery. Policy direction is provided to the work of the agency by a 29-member Board of Directors.

I. Board of Directors and Executive Management

Total Division Budget: \$519,584 (\$838,960 in FY 12)

Salary and Benefit Allocation: \$44,880 (\$58,038 in FY 12)

FTE: .25 (.4 in FY 12)

(See Page 19 for Budget Detail)

The Executive Management Team provides organizational support, professional counsel and policy recommendations to the Lane Council of Governments' Board of Directors, Executive Committee, Budget Committee, and related policy-level bodies. The Team prepares and presents periodic progress reports and a proposed annual Work Program and Budget for Committee and Board consideration, and provides agency-wide budgetary and personnel management and direction toward the completion of approved Work Program tasks. Financing for the tasks described in this section is provided through the agency's General Fund, which is supported in part by the dues paid by member agencies.

I A Agency Administration

Program Budget: \$519,584

Salary and Benefit Allocation: \$44,880

FTE: .25

General Administration

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

Public Information

Recognizing that much of LCOG's work is interactive with the broad community, staff members gather, analyze, and disburse information; facilitate the participation of interested persons in agency activities; and communicate policy positions and information to local, state, and federal decision makers. Examples of activities in this area include the development and maintenance of a communications plan, the issuance of news releases, the publication of reports and a newsletter; the provision of support to the conduct of public meetings, hearings, and forums; the maintenance of LCOG websites; and the delivery of public presentations related to the agency's services and programs.

Board of Directors and Executive Committee Support

Staff provides information, recommendations, and other support services to the Executive Committee, Budget Committee, and the LCOG Board of Directors.

Facilities Management

Staff provides property management for LCOG-leased real estate.

- Cottage Grove S&DS office
- Florence S&DS office
- Central Kitchen

I B Member Services

Program Budget: \$20,000

Salary and Benefit Allocation: \$0

FTE: 0.0

Unfunded member services

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

Lane Council of Governments 2012-2013 Budget

BY SERVICE

I. BOARD OF DIRECTORS AND EXECUTIVE MANAGEMENT

	ADOPTED 2011-12		PROPOSED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	DIFFERENCE		
RESOURCES		718,558	519,584	519,584	519,584	-198,974		
FEDERAL		0	0	0	0	0		
STATE		0	0	0	0	0		
LOCAL REVENUE		164,469	173,766	173,766	173,766	9,297		
MEMBER DUES		233,580	195,881	195,881	195,881	-37,699		
RESERVES-UNDESIGNATED		129,328	8,202	8,202	8,202	-121,126		
RESERVES-DESIGNATED		0	0	0	0	0		
TRANSFERS		191,181	141,735	141,735	141,735	-49,446		
REQUIREMENTS		718,558	519,584	519,584	519,584	-198,974		
	RANGE	FTE	FTE					
PERSONAL SERVICES		0.41	62,334	0.25	44,880	44,880	44,880	-17,454
EXECUTIVE DIRECTOR		0.41	62,334	0.25	44,880	44,880	44,880	-17,454
INDIRECT CHARGES			259,225		52,862	52,862	52,862	-206,363
MATERIALS & SERVICES			14,500		14,500	14,500	14,500	0
BOARD TRAVEL			5,000		5,000	5,000	5,000	0
CONTRACT SERVICES			0		0	0	0	0
LEAVE EXPENSE			0		0	0	0	0
LOAN COSTS			0		0	0	0	0
MEETING SUPPORT			3,500		3,500	3,500	3,500	0
MISCELLANEOUS			0		0	0	0	0
TRAVEL			6,000		6,000	6,000	6,000	0
CAPITAL OUTLAY			9,325		30,000	30,000	30,000	20,675
CAPITAL EXPENSE			9,325		30,000	30,000	30,000	20,675
RESERVES-UNDESIGNATED			8,202		97,314	97,314	97,314	89,112
RESERVES-DESIGNATED			0		0	0	0	0
DEBT SERVICE			231,116		221,347	221,347	221,347	-9,769
DEBT PRINCIPAL			86,442		90,716	90,716	90,716	4,274
DEBT INTEREST			144,674		130,631	130,631	130,631	-14,043
TRANSFERS			133,856		58,681	58,681	58,681	-75,175
GOVERNMENT SERVICES			30,838		24,760	24,760	24,760	-6,078
SENIOR AND DISABLED SERVICE			0		0	0	0	0
ENTERPRISE FUNDS			103,018		33,921	33,921	33,921	-69,097

II. Government Services

Total Division Budget: \$13,107,889 (\$13,926,622 in FY 12)
Salary and Benefit Allocation: \$3,278,032 (\$3,855,332 in FY 12)
FTE: 32.19 (37.35 in FY 12)

(See Pages 20-24 for Budget Detail)

Staff provides cost-effective Planning and Technology Services to the member agencies of LCOG, other government agencies, and the public. These services are primarily funded through intergovernmental agreements, contracts, and federal- and state-funded grants and programs.

PLANNING SERVICES

Planning, operational, and technical expertise is available in the areas of intergovernmental relations, urban and regional planning, transportation, community safety, resource development, legal services, public infrastructure finance, and natural resources.

II A Community Safety

Program Budget: \$211,417
Salary and Benefit Allocation: \$107,330
FTE: 1.31

LCOG's Community Safety program provides analytical and staff support to the Public Safety Coordinating Council (PSCC) through a contract with Lane County. Community Safety staff work with partners to develop and write grant applications, administer grant-funded projects, and leverage other resources. LCOG provides staff support and coordination to Lane County 9 1 1 service providers and administers the 9 1 1 Emergency Communications Account. LCOG staff have developed computer mapping tools and the Master Street Address Guide (MSAG) to support 9-1-1 call routing and computer-aided dispatch of emergency service providers throughout Lane County. LCOG provides management and staff support to the Community Emergency Notification System (CENS) used to alert Lane County Residents to hazardous situations in their areas.

II B Transportation and Public Infrastructure

Program Budget: \$2,436,078
Salary and Benefit Allocation: \$987,373
FTE: 9.37

LCOG coordinates regional transportation planning as the designated Metropolitan Planning Organization (MPO) in 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 Oregon Department of Transportation. Funding is provided by the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), and the Oregon Department of Transportation (ODOT).

Key MPO products include the Regional Transportation Plan, a 20-year long range vision for the area's multi-modal transportation system, adopted every 4 years, and the Metropolitan Transportation Improvement Program, adopted biannually. The development of these products and activities within seven core program areas are described in the MPO's Unified Planning Work Program (UPWP). The UPWP is developed and adopted every two years, with mid-biennium reviews. UPWP Program

areas include: Long Range Planning; Programming and Implementation; Public Participation; Air Quality Conformity; Transportation System Modeling and Data Maintenance; Transportation Options; and Intergovernmental Coordination.

Work activities for the MPO are carried out at the policy-level by the Metropolitan Policy Committee (MPC) and at the staff-level by the Transportation Planning Committee. The fifteen-member Citizens Advisory Committee provides recommendations to the MPC on core MPO products and advocates for improved citizen involvement in the transportation planning process.

In 2010, the Oregon Transportation Commission (OTC) chartered the Lane Area Commission on Transportation (LaneACT). LaneACT is a 31 member body which meets monthly to discuss regional transportation issues and provide guidance to ODOT and the OTC. LCOG provides staff support to LaneACT under contract with ODOT.

In addition to supporting the functions of the Central Lane MPO and LaneACT, LCOG Transportation staff provide transportation analyses and planning for certain State highway corridors within Lane County under contracts with ODOT. LCOG provides transportation planning assistance and develops transportation system plans for municipalities under contracts with local jurisdictions.

II C Urban and Regional Planning

Program Budget: \$4,965,484

Salary and Benefit Allocation: \$536,872

FTE: 5.78

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

In September 2013, LCOG will again sponsor the Oregon Planning Institute, a conference for Oregon planners. The conference concentrates on providing practical skills to chief executives and their planning staffs.

Metropolitan and Regional Planning

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

Contract Services

In addition to metropolitan area land use planning, LCOG provides contract planning assistance to the cities of Creswell, Coburg, Junction City, Westfir, Canyonville, Drain, Yoncalla and Oakland. LCOG also provides “overflow” and specialized planning services to twelve cities in Lane County.

Economic Development

LCOG coordinates and provides staff support to the activities of the Lane Economic Committee, which represents both public and private sectors and the geographic regions of Lane County. The program is supported by LCOG dues, state contracts (Oregon Business Development Department), federal funds (Economic Development Administration), and others. Staff manages Lane County's portion of the four-county Cascades West Economic Development District, which also includes Linn, Benton, and Lincoln counties. LCOG works jointly with Cascades West COG in Albany in

the development of periodic updates of the Comprehensive Economic Development Strategy, strategic planning, and special project development in Lane County cities with special emphasis on small communities. Staff provides coordination and an information resource for other economic development efforts in Lane County.

Natural Resources Planning

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

Significant metropolitan area projects include the continued implementation of the City of Eugene's Comprehensive Stormwater Management Program and service as Wetland Manager for the West Eugene Wetland area, continuation of Rivers to Ridges parks and open space project, and new efforts in parks planning and wetlands education. Stormwater planning is performed for Springfield and other cities.

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

II E Development Services

Program Budget: \$0

Salary and Benefit Allocation: \$0

FTE: 0.0

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.

II F Legal Services

Program Budget: \$71,619

Salary and Benefit Allocation: \$45,056

FTE: .5

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

LCOG provides city attorney services to the Cities of Coburg and Canyonville.

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

Technology Services

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

II G Telecommunications

Program Budget: \$3,530,669

Salary and Benefit Allocation: \$344,115

FTE: 3.57

LCOG has contracted with eight local governments to provide telecommunications systems management and services for the shared telephone system. This program now includes the development and coordination of a local and wide area fiber optic system for data communications. Shared management through LCOG improves compatibility and minimizes overall telecommunications costs for participating agencies. Planning, development and project management services are also provided to several regional public service and safety radio systems.

Having successfully obtained an \$8.3M Broadband Technology Opportunities Program grant from the U.S. Department of Commerce, LCOG became the lead agency in a multi-year project to provide fiber optic connections to over 200 anchor institutions in Lane, Douglas and Klamath counties.

II H Metro Television

Program Budget: \$302,965

Salary and Benefit Allocation: \$204,271

FTE: 1.75

LCOG has contracted with Lane County and the cities of Eugene and Springfield to provide staff services necessary to operate the Governmental channel of the metropolitan cable system and coordinate the Public and Educational channels. Metro Television cablecasts and encodes for the internet, regularly scheduled meetings of Lane County, the City of Eugene, and the Metropolitan Policy Committee. Several special shows are produced for and the City of Eugene each month. Metro Television also provides special programming, training and public service video services to member agencies.

II I Regional Land Information Database Services/GIS

Program Budget: \$1,015,774

Salary and Benefit Allocation: \$473,928

FTE: 4.93

LCOG has coordinated and maintained the regional geographic information system for over 35 years. This county-wide project, through which a comprehensive computerized geographic information system is developed and maintained, is partially funded through an annual Cooperative Project Agreement among the cities of Eugene and Springfield, Lane County, LCOG and the Eugene Water & Electric Board. The Regional Land Information Database (RLID) system supports an extensive integrated database of shared land records created by local governments and tools for analyzing, mapping, and reporting the information. In addition, LCOG develops and maintains Geographic Information System (GIS) data to support the Area Information Records System (AIRS) Computer Aided Dispatch System (CAD), providing emergency service dispatchers with vital address, routing, and jurisdictional boundaries information for emergency response.

II J Regional Technology Services Coordination

Program Budget: \$94,480

Salary and Benefit Allocation: \$61,888

FTE: .47

LCOG provides strategic planning and coordination services for a number of regional information services including the RLID/GIS system; the regional telecommunications system; regional public service and safety radio systems; and the Area Information Records System.

II K Information, Research and Analysis

Program Budget: \$370,057

Salary and Benefit Allocation: \$258,463

FTE: 2.93

LCOG staff provides specialized technical and research services. Contracts for services are negotiated for specific products, which range from computer programming and data development to economic and demographic analyses and reporting.

An important work task for the next several years will be analyzing results from the US 2010 Census.

Staff provides direct GIS services under contract, including standard and custom mapping and reporting, custom database and applications development, geographic analysis, modeling, technical assistance, training, and project support for LCOG's partners and member agencies.

II L Creative Services

Program Budget: \$306,294

Salary and Benefit Allocation: \$276,780

FTE: 2.36

The Creative Services team develops and reproduces a wide variety of high-quality digital and print material for federal, state, and local agencies, member agencies, LCOG staff, and other clients. Close coordination of the Creative Services and Planning staffs provide the opportunity for advanced visioning, design and presentation of planning projects in downtown revitalization, natural resources and transportation.

The CS team offers its professional services at competitive prices to member agencies and others, on request. The team tailors the process to ensure cost effectiveness and a high-quality product for any budget. Our cost-efficient and streamlined relationships with local and regional vendors, and wide range of in-house staff expertise allow us to pass our savings onto member agencies.

Graphic Design: Logo design and project identity

Full-Color Reports and Documents:

Photographic manipulation and imaging, brochures and publications, poster, signs, and flyer design.

Presentation Graphics:

Workshop and conference displays, slide presentation development and design, workshop diagrams and presentation materials.

Internet and Electronic Media:

Website design and maintenance, electronic document creation and scanning, database creation and management

Writing, Editing and Proofreading

Site Planning Graphics and Analysis

Cartography: Diagrammatic, Thematic, and Location Mapping

III. Senior & Disabled Services

Total Division Budget: \$13,712,852 (\$14,846,600 in FY 12)
Salary and Benefit Allocation: \$9,101,289 (\$9,654,179 in FY 12)
FTE: 118.6 (127.78 in FY 12)

(See Pages 30-31 for Budget Detail)

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

III A Medicaid and Food Stamps

Program Budget: \$10,039,336
Salary and Benefit Allocation: \$7,674,028
FTE: 101.67

Under contract to the Oregon's Department of Human Services, LCOG administers the State's long-term care, medical assistance / food stamp programs, and protective services for older persons (65+) and adults with disabilities (18-64 years) in Lane County. Additionally, S&DS licenses and monitors adult foster homes that serve seniors and people with physical disabilities in Lane County. Customers are served out of three offices located in Eugene, Cottage Grove, and Florence.

Eligibility Determination / Screening & Referral

Each month, S&DS staff receive more than 450 inquiries about Medicaid and/or Food Stamps. Most requests are received via telephone. S&DS staff knowledgeable about the Medicaid and Food Stamp programs determines 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 does the annual re-certifications for each program as required. S&DS staff determines eligibility for such programs as the Oregon Health Plan, reimbursement of one's Medicare premium, and Food Stamps via the Oregon Trail (Electronic Benefit Transfer) card. These services are supported by federal and State sources.

Case Management

Senior & Disabled Services (S&DS) personnel are responsible for the provision of Medicaid-funded case management and long-term care services to frail or impaired lower income seniors and adults with disabilities, including: eligibility determination; needs assessment; case plan development, implementation, and monitoring; pre-nursing home admission screening; and services directed at moving persons no longer in need of nursing home care to less-restrictive living environments.

Licensing and Monitoring of Adult Foster Homes

S&DS licenses and monitors private residences certified to care for up to five individuals within the home. Adult Foster Homes offer an alternative to the larger facilities, providing a more home-like environment to those who need assistance with daily activities.

Home Care Worker Program

S&DS staff process applications for those interested in providing in-home care to seniors and people with disabilities receiving Medicaid assistance. The application process includes a criminal record check and orientation. Additionally, S&DS staff processes the vouchers (time sheets) of Home Care Workers that have provided in-home care to a Medicaid recipient, as authorized by the S&DS Case Manager through a comprehensive assessment and care plan. Once the voucher information is entered, the State of Oregon issues the paycheck.

Adult Protective Services

The Oregon Department of Human Services contracts with S&DS to investigate allegations of abuse or neglect of seniors 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.

Quality Assurance

S&DS staff carefully evaluates the delivery of the Medicaid and Food Stamp programs for accuracy of benefit calculation, efficiency, and quality customer service. Quality assurance activities include regular auditing of case files, receipt of consumer input, and process review.

Division Support

Program operations are effectively managed through administrative assistance such as front desk and phone reception, receipting, issuance of the Oregon Trail Card, processing of mail, and other support activities.

III B Older Americans Act, Other Grants and State Funding

Program Budget: \$3,673,516

Salary and Benefit Allocation: \$1,427,261

FTE: 16.93

Information and Assistance

LCOG's Senior Connections Program provides an access point in each community for seniors and their families in need of assistance. S&DS' Senior Connections offices are located in Eugene (for both Eugene and Springfield), Oakridge, Veneta, Junction City, Cottage Grove, Creswell, and Florence. Services may include: provision of information; guidance appropriate to an individual's needs and circumstances; and referral or direct linkage to specific resources. Information, consultation, and referral services are available to all older persons and their caregivers.

Group Dining and Home Delivered Meals

The Senior Meals Program provides publicly subsidized meals to persons 60 years and over and their spouses in community dining rooms, and delivers Meals on Wheels to homebound people age 60 and over as well as to disabled adults receiving either Oregon Project Independence or Medicaid-funded, in-home services. As circumstances dictate, the Program also provides meals on a private-pay basis to members of both populations. Both the Group Meals and Meals on Wheels components of the program provide nutritious meals which offer 1/3 of the RDA. Most program participants are

not charged for meals. These individuals are encouraged to donate to help cover the cost of each meal. Some recipients who are not eligible for the subsidized meal are charged for the full cost of service under a private pay program that operates in tandem to the publicly financed program.

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

The Meals on Wheels component provides meals to persons who are homebound by reason of illness or disability. Most meals are delivered hot to recipients. Additional meal options include frozen meals (for those recipients with the equipment, knowledge, and stamina to make effective use of them) and blizzard meals (shelf-stable meals provided to clients for those days when weather conditions preclude delivery of a hot meal). S&DS contracts with the Lane County Chapter of the American Red Cross to deliver a portion of the meals within the Eugene/Springfield metropolitan area; LCOG's Meals on Wheels Program delivers all of the meals throughout the balance of the county. The number of publicly subsidized meals is capped at the number that can be funded with readily available funds, and a separate, parallel private pay Meals on Wheels program is available for those on the waiting list for publicly subsidized meals or who are not eligible for the subsidized meals. Each year, the Senior Meals Program actively solicits private donations to supplement public sources of funds for these services. This year, the funds needed from private donations will total approximately 20% of the S&DS Senior Meals Program operating budget. Some fund raising is done in conjunction with the American Red Cross; other fund raising is done by the Program directly. The Senior Meals Program is funded by a variety of sources, including the Older Americans Act, the U.S. Department of Agriculture, Medicaid, Lane County's Human Services Program, the United Way, participants' donations and fees, and community fundraising.

Care Coordination / Consultation

The LCOG Senior Connections Coordinators are available to offer case management services targeted to older individuals who are not eligible for Medicaid or Oregon Project Independence (OPI) services, but who need help due to health, functional, or situational problems that place them at risk of needing nursing home care within one year. Senior Connections staff also recruit, train, place, and support volunteers who provide direct in-home services such as housekeeping, grocery shopping, running errands, money management, meal preparation, and transportation. Because public revenue is not adequate to meet the needs of Lane County seniors, the Senior Connections Program will continue its effort to develop effective fund raising campaigns and special grants. Senior Connections services are supported by federal and local sources, including the Older Americans Act, the Low Income Energy Assistance Program, Lane County's Human Services Program, and the United Way of Lane County.

Family Caregiver Support

A special program through Senior Connections, the Family Caregiver Support Program provides assistance to unpaid family caregivers, including information and assistance, care consultation, respite care and caregiver training. LCOG contracts with several local agencies to deliver both in-home and day facility respite care.

Oregon Project Independence

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 publicly funded programs, delaying or preventing the need for public assistance such as Medicaid. 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 the services to people between the ages of 18 – 64 with a physical disability. However, due to lack of statewide funding, the program expansion has not yet been implemented.

Transportation Coordination

Senior & Disabled Services contracts with RideSource to provide eligibility assessments for para-transit riders. 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.

Real Choices Systems Change Grant

In partnership with the State of Oregon's State Unit on Aging, Senior & Disabled Services will receive grant funding during FY2010-11 to pilot the first Aging and Disability Resource Center in Oregon. Additionally, S&DS is part of a Care Transitions Task Force to pilot improved discharge planning processes that focus on consumer direction and early intervention strategies to improve patient health outcomes.

Contract Management

The delivery of a comprehensive and coordinated array of services requires diverse skills and expertise. To create a quality system of care, LCOG Senior & Disabled Services contracts with over ten local agencies to provide services such as senior law, meals and meal delivery, money management, volunteer recruitment, respite care, support groups, family caregiver training, and in-home care.

Lane Council of Governments 2012-2013 Budget

BY SERVICE

III. SENIOR & DISABLED SERVICES			ADOPTED 2011-12		PROPOSED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	DIFFERENCE
RESOURCES			14,077,115		13,712,852	13,712,852	13,712,852	-364,263
			2,524,942		2,373,347	2,373,347	2,373,347	-151,595
			9,556,683		9,829,671	9,829,671	9,829,671	272,988
			948,865		541,823	541,823	541,823	-407,042
			77,398		77,398	77,398	77,398	0
			969,227		890,613	890,613	890,613	-78,614
			0		0	0	0	0
REQUIREMENTS			14,154,514		13,712,852	13,712,852	13,712,852	-441,662
	RANGE	FTE		FTE				
PERSONAL SERVICES		121.66	9,210,716	118.60	9,101,289	9,101,289	9,101,289	-109,427
DIRECTOR-S&DS	37	0.94	125,058	1.00	135,288	135,288	135,288	10,230
PROGRAM MANAGER	31	0.94	120,772	1.00	127,260	127,260	127,260	6,488
MANAGER	25	0.93	95,079	1.00	101,868	101,868	101,868	6,789
PROGRAM SUPERVISOR	22	9.52	900,223	10.04	945,041	945,041	945,041	44,818
SDS SPECIALIST	20	1.00	71,736	1.00	78,576	78,576	78,576	6,840
PREADMISSION SCREENER	18	2.00	173,160	2.00	169,584	169,584	169,584	-3,576
CASEMANAGER	13-16	59.60	4,582,828	56.05	4,360,004	4,360,004	4,360,004	-222,824
HUMAN SERVICES SPECIALIST	8-10	28.80	1,943,000	29.00	1,917,252	1,917,252	1,917,252	-25,748
ADMINISTRATIVE ASST III	5-6	12.56	769,320	12.50	774,936	774,936	774,936	5,616
SENIOR MEALS SITE COORD	.15	4.77	210,673	4.66	209,600	209,600	209,600	-1,073
KITCHEN ASSISTANT		0.60	15,896	0.35	9,343	9,343	9,343	-6,553
OTHER			202,971		272,537	272,537	272,537	69,566
INDIRECT CHARGES			1,910,196		1,870,149	1,870,149	1,870,149	-40,047
MATERIALS & SERVICES			1,684,230		1,361,275	1,361,275	1,361,275	-322,955
BUILDING AND GROUNDS			11,500		11,500	11,500	11,500	0
COMPUTER SUPPLIES			24,674		51,500	51,500	51,500	26,826
CONFERENCE EXPENSE			0		0	0	0	0
CONTRACT SERVICES			18,249		20,052	20,052	20,052	1,803
EQUIPMENT MAINTENANCE			8,000		0	0	0	-8,000
FROZEN MEALS			168,556		174,547	174,547	174,547	5,991
FUNDRAISING EXPENSE			47,427		41,340	41,340	41,340	-6,087
FURNITURE			5,000		15,000	15,000	15,000	10,000
INSURANCE			1,000		1,000	1,000	1,000	0
LEGAL			10,000		10,000	10,000	10,000	0
MEALS			832,161		525,205	525,205	525,205	-306,956
MEMBERSHIPS			31,600		31,900	31,900	31,900	300
MISCELLANEOUS			23,733		23,715	23,715	23,715	-18
NUTRITION ADMINISTRATION			2,400		2,400	2,400	2,400	0
NUTRITION SUPPLIES			61,674		40,765	40,765	40,765	-20,909

Lane Council of Governments 2012-2013 Budget

BY SERVICE

	ADOPTED 2011-12	PROPOSED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	DIFFERENCE
III. SENIOR & DISABLED SERVICES (continued)					
MATERIALS & SERVICES (continued)					
OCCUPANCY COSTS/PARK	32,904	31,326	31,326	31,326	-1,578
OFFICE SUPPLIES	3,604	5,500	5,500	5,500	1,896
POSTAGE	29,000	29,000	29,000	29,000	0
PRODUCTION	15,500	18,000	18,000	18,000	2,500
PROFESSIONAL TRAINING	4,000	5,500	5,500	5,500	1,500
RENT	32,052	0	0	0	-32,052
RENT-OTHER	99,333	99,333	99,333	99,333	0
RIS-NETWORK	2,435	2,508	2,508	2,508	73
SPACE COSTS	3,095	5,500	5,500	5,500	2,405
TELEPHONE	15,100	16,600	16,600	16,600	1,500
TRAINING	2,100	2,100	2,100	2,100	0
TRAVEL	143,200	151,421	151,421	151,421	8,221
TRAVEL-VOLUNTEER	17,063	16,563	16,563	16,563	-500
UNEMPLOYMENT	23,370	25,000	25,000	25,000	1,630
UTILITIES	8,500	4,000	4,000	4,000	-4,500
VEHICLE MAINTENANCE	7,000	0	0	0	-7,000
SERVICES BY OTHER ORGANIZATIONS	703,135	708,212	708,212	708,212	5,077
SENIOR SERVICES	625,737	630,814	630,814	630,814	5,077
COMMUNITY SERVICE	77,398	77,398	77,398	77,398	0
CAPITAL OUTLAY	25,000	0	0	0	-25,000
RESERVES-DESIGNATED	617,737	668,427	668,427	668,427	50,690
TRANSFERS	3,500	3,500	3,500	3,500	0
LCOG BOARD	0	0	0	0	0
PLANNING SERVICES	3,500	3,500	3,500	3,500	0

Business Services & Real Property

IV. Enterprise Funds

Total Division Budget: \$4,828,777 (\$4,746,793 in FY 12)
Salary and Benefit Allocation: \$287,412 (\$332,843 in FY 12)
FTE: 2.28 (3.23 in FY 12)

(See Page 33 for Budget Detail)

The Enterprise Funds comprise the proprietary funds in the “By Fund Type” section of the LCOG Budget. These funds are used to account for the ongoing operation and activities that are similar to those found in the private sector. The measurement focus is upon the determination of net income.

IV A Business Finance

Program Budget: \$3,037,000
Salary and Benefit Allocation: \$230,558
FTE: 1.78

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

IV B Facilities Management

Program Budget: \$1,724,977
Salary and Benefit Allocation: \$40,298
FTE: .24

Staff provides property management for LCOG-owned real estate.

- Schaefers Building
- Springfield Building
- Park Place Building

IV C Minutes Recording

Program Budget: \$ 66,800
Salary and Benefit Allocation: \$16,556
FTE: 0.26

The Minutes Recording program was transferred to LCOG from the City of Eugene on September 1, 2010. The program provides minutes recording services currently to 6 member agencies.

Lane Council of Governments 2012-2013 Budget

BY SERVICE

IV. ENTERPRISE FUNDS		ADOPTED 2011-12	PROPOSED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	DIFFERENCE	
RESOURCES		6,064,708	4,828,777	4,828,777	4,828,777	-1,235,931	
FEDERAL		0	0	0	0	0	
STATE		0	0	0	0	0	
LOCAL REVENUE		3,061,158	2,686,452	2,686,452	2,686,452	-374,706	
RESERVES-DESIGNATED		2,900,532	2,108,404	2,108,404	2,108,404	-792,128	
TRANSFERS		103,018	33,921	33,921	33,921	-69,097	
REQUIREMENTS		6,064,708	4,828,777	4,828,777	4,828,777	-1,235,931	
	RANGE		FTE			FTE	
PERSONAL SERVICES			2.33	282,606	287,412	287,412	4,806
ASSOCIATE DIRECTOR	39	0.20		33,548	40,298	40,298	6,750
PROGRAM MANAGER	31	0.79		100,209	99,942	99,942	-267
PRINCIPAL	28	1.00		130,728	130,616	130,616	-112
SENIOR	25	0.05		4,908	9,110	9,110	4,202
OTHER		0.29		13,213	7,446	7,446	-5,767
INDIRECT CHARGES				147,850	164,982	164,982	17,132
MATERIALS & SERVICES				925,749	881,225	881,225	-44,524
BUILDING & GROUNDS				0	0	0	0
BUILDING MAINTENANCE				88,900	97,000	97,000	8,100
CONTRACT SERVICES				194,200	198,000	198,000	3,800
INSURANCE				20,452	21,100	21,100	648
JANITORIAL				131,300	127,000	127,000	-4,300
LEASE FEES				22,311	20,000	20,000	-2,311
LOAN FEES				50,678	0	0	-50,678
MEMBERSHIPS				3,600	5,000	5,000	1,400
MISCELLANEOUS				10,651	5,175	5,175	-5,476
PROPERTY MANAGEMENT				54,800	54,600	54,600	-200
PROPERTY TAXES				60,483	60,000	60,000	-483
REPAIRS				45,000	30,000	30,000	-15,000
TENANT PARKING				34,025	34,200	34,200	175
TRAVEL				5,199	5,150	5,150	-49
UTILITIES				204,150	224,000	224,000	19,850
SERVICES BY OTHER ORGANIZATIONS				723,554	500,000	500,000	-223,554
CAPITAL OUTLAY				418,000	0	0	-418,000
CAPITAL EXPENSE				418,000	0	0	-418,000
RESERVES-DESIGNATED				2,474,990	1,915,916	1,915,916	-559,074
DEBT SERVICE				900,778	937,507	937,507	36,729
DEBT PRINCIPAL				458,752	493,675	493,675	34,923
DEBT INTEREST				442,026	443,832	443,832	1,806
TRANSFERS				191,181	141,735	141,735	-49,446
LCOG BOARD				191,181	141,735	141,735	-49,446

V. Administrative Services

Total Division Budget: \$3,836,755 (\$4,000,883 in FY 12)
Salary and Benefit Allocation: \$2,317,958 (\$2,381,123 in FY 12)
FTE: 21.2 (21.4 in FY 12)

(See Page 36 for Budget Detail)

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

V A General Administration

Program Budget: \$282,075
Salary and Benefit Allocation: \$282,075
FTE: 1.8

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

V B Human Resources Administration

Program Budget: \$218,453
Salary and Benefit Allocation: \$218,453
FTE: 2.0

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

V C Fiscal and Budget Administration

Program Budget: \$490,369
Salary and Benefit Allocation: \$490,369
FTE: 4.8

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

V D Information Services

Program Budget: \$774,732
Salary and Benefit Allocation: \$774,732
FTE: 6.9

Agency IS staff develops and implements plans and programs for enhanced use of information technologies; and maintains and supports the hardware, software, and telecommunications necessary

for the efficient operation of the agency's Information Services equipment, local area network, and internet presence. LCOG's Associate Director serves as a member of the Regional Information Officers (RIO) group.

V E Clerical Services

Program Budget: \$230,913

Salary and Benefit Allocation: \$230,913

FTE: 3.0

Clerical services are provided to LCOG activities. These services include reception, mail operations, fleet management, and support to the LCOG Board, Executive Committee, and committees designated by the Board.

Lane Council of Governments 2012-2013 Budget

BY SERVICE

V. <u>ADMINISTRATIVE SERVICES</u>		ADOPTED 2011-12	PROPOSED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	DIFFERENCE		
RESOURCES		3,908,841	3,683,828	3,683,828	3,683,828	-225,013		
INDIRECT CHARGES		3,908,841	3,683,828	3,683,828	3,683,828	-225,013		
REQUIREMENTS		3,898,887	3,683,828	3,683,828	3,683,828	-215,059		
	RANGE	FTE	FTE					
PERSONAL SERVICES		22.29	2,383,351	21.04	2,165,031	2,165,031	2,165,031	-218,320
EXECUTIVE DIRECTOR		0.59	89,051	0.75	131,120	131,120	131,120	42,069
ASSOCIATE DIRECTOR	39	0.80	135,031	0.75	121,698	121,698	121,698	-13,333
DIRECTOR-PS/TS	37	0.25	40,465	0.20	29,257	29,257	29,257	-11,208
PROGRAM MANAGER	31	4.01	495,715	3.83	335,562	335,562	335,562	-160,153
SENIOR MANAGER	28	3.22	371,412	3.21	376,166	376,166	376,166	4,754
MANAGER	25	5.97	612,768	5.63	572,263	572,263	572,263	-40,505
ASSOCIATE	21	4.96	480,828	4.68	451,773	451,773	451,773	-29,055
ADMINISTRATIVE ASST	8	2.49	158,081	1.99	147,192	147,192	147,192	-10,889
MATERIALS & SERVICES			1,515,536		1,518,797	1,518,797	1,518,797	3,261
ADVERTISING			1,000		1,000	1,000	1,000	0
AUDIT			26,000		27,050	27,050	27,050	1,050
BANK FEES			6,000		6,000	6,000	6,000	0
BUILDING & GROUNDS			4,000		4,000	4,000	4,000	0
COMPUTER SUPPLIES			83,294		100,000	100,000	100,000	16,706
CONTRACT SERVICES			52,000		40,000	40,000	40,000	-12,000
COPYING			25,000		30,000	30,000	30,000	5,000
DEPRECIATION-LAN			9,619		9,805	9,805	9,805	186
EQUIPMENT MAINTENANCE			225		225	225	225	0
FURNITURE			3,000		5,000	5,000	5,000	2,000
GIS CPA			74,063		74,063	74,063	74,063	0
GIS MAINTENANCE			14,000		14,000	14,000	14,000	0
INDIRECT CARRYFORWARD			110,609		129,861	129,861	129,861	19,252
INSURANCE			25,925		26,000	26,000	26,000	75
LEGAL			3,000		3,000	3,000	3,000	0
MEMBERSHIPS			20,000		20,000	20,000	20,000	0
MISCELLANEOUS			2,000		2,000	2,000	2,000	0
OCCUPANCY COSTS/PARK PLACE			432,065		442,405	442,405	442,405	10,340
OCCUPANCY COSTS/SCHAEFERS			206,057		188,885	188,885	188,885	-17,172
OFFICE SUPPLIES			35,000		30,000	30,000	30,000	-5,000
PAPER			13,000		13,000	13,000	13,000	0
PLOTTER SUPPLIES			2,000		2,000	2,000	2,000	0
POSTAGE			45,000		45,000	45,000	45,000	0
PRINTING			6,000		5,000	5,000	5,000	-1,000
PROFESSIONAL TRAINING			10,000		10,000	10,000	10,000	0
REGIONAL TECH SERVICES			10,030		10,030	10,030	10,030	0
RIS USE			196,649		195,473	195,473	195,473	-1,176
TELEPHONE			90,000		75,000	75,000	75,000	-15,000
TRAVEL			10,000		10,000	10,000	10,000	0
UNEMPLOYMENT			0		0	0	0	0

Lane Council of Governments
2012-2013
Appendices

**Lane Council of Governments
2012-2013 Budget**

	ADOPTED 2011-12	PROPOSED 2012-13	APPROVED 2012-13	ADOPTED 2012-13	DIFFERENCE
<u>FIDUCIARY FUNDS</u>					
<u>RESOURCES</u>	3,066,138	3,030,491	3,030,491	3,030,491	-35,647
BEGINNING FUND BALANCE	599,000	599,000	599,000	599,000	0
INTEREST	0	0	0	0	0
STATE	0	0	0	0	0
LOCAL JURISDICTIONS	2,467,138	2,431,491	2,431,491	2,431,491	-35,647
<u>REQUIREMENTS</u>	3,030,491	3,030,491	3,030,491	3,030,491	0
PSAP EXPENSE	1,766,224	1,766,224	1,766,224	1,766,224	0
UNAPPROPRIATED FUND BALANCE	599,000	599,000	599,000	599,000	0
CASCADES WEST FINANCIAL SERVICES	665,267	665,267	665,267	665,267	0

**AGENCY PERSONAL SERVICES
FY12/13**

CLASSIFICATION	RANGE	FTE			SALARY AND FRINGE		
		FY11/12 Adopted	FY11/12 Revised	FY12/13 Proposed	FY11/12 Adopted	FY11/12 Revised	FY12/13 Proposed
Executive Director		1.00	1.00	1.00	184,997	151,385	176,000
Associate Director	39	1.00	1.00	1.00	168,297	168,579	161,996
Director	37	2.00	1.94	1.75	293,964	284,027	243,911
Program Manager	31	9.37	10.94	10.62	1,343,247	1,411,595	1,223,568
Principal/Senior Manager	28	9.10	8.85	7.85	1,083,034	1,053,340	921,101
Manager/Senior	25	16.10	15.71	15.68	1,717,027	1,633,800	1,625,795
Program Supervisor	22	10.00	9.52	10.04	955,596	900,223	945,041
Associate	21	10.70	10.12	9.55	1,024,077	957,182	931,517
Specialist	20	1.00	1.00	1.00	71,736	71,736	78,576
Preadmission Screener	18	2.00	2.00	2.00	173,160	173,160	169,584
Assistant	17	4.85	4.60	3.87	409,235	379,114	323,170
Casemanager	13-16	63.54	59.60	56.05	4,878,833	4,582,828	4,360,004
Analyst	14	3.80	3.44	3.30	321,296	285,869	276,994
Human Services Specialist	10	27.38	27.09	26.91	1,819,847	1,821,613	1,776,285
Admin Assistant IV	8	5.50	5.43	5.50	374,496	366,808	373,184
Admin Assistant III	4-6	12.57	13.61	13.00	769,932	799,947	791,448
Senior Meals Coordinator	.15	4.79	4.77	4.66	236,664	210,673	209,600
Kitchen Assistant	.1	0.87	0.60	0.35	23,670	15,896	9,343
Contract Employees		0.97	0.07	0.25	685	1,957	6,990
Other		0.00	0.00	0.00	0	0	0
TOTALS		186.54	181.29	174.38	15,849,793	15,269,732	14,604,107

**LANE COUNCIL OF GOVERNMENTS
FY12-13 MEMBER DUES SCHEDULE**

JURISDICTION	FY11-12 BASE*	FY11-12 RATE	FY11-12 DUES	FY12-13 BASE*	FY12-13 RATE	FY12-13 DUES	FY12-13 RATE	FY12-13 DUES
Lane County	348,550	0.260	\$ 90,623	353,155	0.217	\$ 76,635		
Cities							16.5% Reduction	
Eugene	157,845	0.47	\$ 74,187	157,110	0.47	\$ 73,842	0.392	\$ 61,629
Springfield	58,575	0.47	\$ 27,530	59,695	0.47	\$ 28,057	0.392	\$ 23,417
Cottage Grove	9,495	0.47	\$ 4,463	9,745	0.47	\$ 4,580	0.392	\$ 3,823
Florence	9,590	0.47	\$ 4,507	8,470	0.47	\$ 3,981	0.392	\$ 3,323
Junction City	5,670	0.47	\$ 2,665	5,445	0.47	\$ 2,559	0.392	\$ 2,136
Veneta	5,035	0.47	\$ 2,366	4,610	0.47	\$ 2,167	0.392	\$ 1,808
Creswell	4,845	0.47	\$ 2,277	5,015	0.47	\$ 2,357	0.392	\$ 1,967
Oakridge	3,765	0.47	\$ 1,770	3,205	0.47	\$ 1,506	0.392	\$ 1,257
Dunes City	1,370	0.47	\$ 644	1,305	0.47	\$ 613	0.392	\$ 512
Coburg	1,085	0.47	\$ 510	1,045	0.47	\$ 491	0.392	\$ 410
Lowell	1,040	0.47	\$ 489	1,045	0.47	\$ 491	0.392	\$ 410
Westfir	340	0.47	\$ 160	255	0.47	\$ 120	0.392	\$ 100
School Districts								
School Dist. 4J	16,377	0.117	\$ 1,916	16,907	0.117	\$ 1,978	0.098	\$ 1,651
School Dist. 19	10,196	0.117	\$ 1,193	10,796	0.117	\$ 1,263	0.098	\$ 1,054
School Dist. 52	5,525	0.117	\$ 646	5,725	0.117	\$ 670	0.098	\$ 559
School Dist. 68	198	0.117	\$ 23	205	0.117	\$ 24	0.098	\$ 20
LCC	14,958	0.117	\$ 1,750	15,423	0.117	\$ 1,804	0.098	\$ 1,506
Utilities								
EWEB	88,246	0.117	\$ 10,325	87,357	0.117	\$ 10,221	0.098	\$ 8,530
EPUD	20,687	0.117	\$ 2,420	20,436	0.117	\$ 2,391	0.098	\$ 1,996
Special Districts								
Port of Siuslaw			\$ 470			\$ 470		\$ 392
Lane ESD			\$ 470			\$ 470		\$ 392
Western Lane Ambulance			\$ 470			\$ 470		\$ 392
Willamalane			\$ 470			\$ 470		\$ 392
River Road Park District			\$ 470			\$ 470		\$ 392
Fern Ridge Library District			\$ 470			\$ 470		\$ 392
Siulaw Valley Fire & Rescue			\$ 470			\$ 470		\$ 392
Lane Library District			\$ 470			\$ 470		\$ 392
TOTAL			\$234,224			\$219,510		\$195,881

* City/County Base: July, 2011 Certified Population from Population Research Center, PSU.

School District Base: October 11-12 Annual District ADM from Oregon Department of Education

LCC Base: <http://www.lanec.edu/research/ir/enrollment.htm>

Utility Base: EPUD - Total Service Accounts

EWEB - Annual Average Electric and Steam Service Accounts

**Lane Council of Governments
2012-2013 Budget**

Budget Glossary

General

Service: An LCOG organizational unit that is also called a Division. The Services include: Board and Executive, Government Services (GS), Senior & Disabled Services (S&DS), Enterprise Funds and Administration.

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

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

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

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

Resources

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

State Revenue: Revenue from state grants and contracts.

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

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

Member Dues: The total amount of dues anticipated from member agencies for fiscal year 2012-13. Member Dues Schedule is shown on page 47.

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

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

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

Requirements

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

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

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

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

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

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

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

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

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

Budget Notes

Indirect Cost Allocation: Indirect, or *overhead*, costs of the agency are met through an *Indirect Cost Allocation Plan*, developed in conformance with Federal Management Circular A-87. The Plan provides for *direct* programs and services to bear a fair share of those normal operating expenses which, in and of themselves, cannot easily be tied to specific grant- or contract-funded activity. Examples include office rent and supplies and support services staff, such as those working in areas of administration, fiscal, and human resources. The work activities that are supported in this way are specified under Section II of the work program; the budgetary allocation for *Administrative Services* is set forth on page 35. LCOG's *Indirect Cost Allocation Plan* for fiscal year 2012-13 calls for five separate charge rates, dependent upon the location of the direct service work performed. Programs operating out of the agency's Park Place Building location will bear a rate of 57.4024 percent of direct personal services costs, Schaefers Building programs will incur an indirect charge of 21.0351 percent, programs working in Other S&DS (outstationed) locations will be assessed at the rate of 17.4211 percent, the indirect rate for programs in Other GS will be 15.9880 percent and the Senior Meals program rate will be 18.0368 percent. Copies of the agency's *Indirect Cost Allocation Plan* may be obtained at LCOG's main office.

Member Dues Schedule: The 2012-13 Member Dues Schedule is shown on page 41. The rates for the Schedule for this fiscal year were approved by the Board of Directors on December 8, 2011. Due to the challenging economic times the Dues Schedule was not adjusted upward by an inflation factor for fiscal year 2012-13. They were still increased by population, students and customer counts.

Budget Assumptions: As noted in the Executive Director's Budget Message (pages 1-4), the LCOG Board in December 2011, adopted a budget process and budget *assumptions*, which were used by management and the Budget Committee in the formulation of this document.

1. The CPI for the prior year is 3.77% (August Annual Average 2011 CPI-U for U.S.). Due to the state of the economy the percentage used to compute the dues rate increase is 0.0%.
2. Health insurance is expected to increase 10%. Each 10% increase in insurance costs results in a 1.25% increase in total compensation. The goal

this year is to limit the increase to 0.0% based on plan adjustments and/or employee participation in premiums.

3. A cost of living adjustment to the salary schedule of 0.0% will be budgeted.
 - a. The State SEIU will receive 1.5% in December, 2011 and 1.45% in January, 2013.
 - b. The estimated City of Eugene increase is 0.0 to 4.0%.
 - c. Lane County is estimated at ?%
 - d. LCOG SEIU is ?%
4. The current LCOG employer PERS rate is 12.52%, and the OPSRP rate is 11.24%. The rates will not change until July 1, 2013.
5. Specific details of compensation and health insurance will be determined through negotiations with the LCOG bargaining units.
6. Merit increases are expected to increase total compensation. Most employees are eligible for 3.5% annual merit increase. However, about 50% of employees are at the top step of their salary range, which means that they are not eligible for merit increases.
7. LCOG compensation, including salaries and benefits, will be comparable to similar positions in the same job market. This is required to attract and retain diverse, quality employees.
8. LCOG will provide adequate work space, equipment, and training to enable employees to be productive and effective.
9. The agency will continue to build a General Fund reserve with the goal that the reserve exceeds two months of payroll cost.
10. To the maximum extent possible, all programs or contracts will be self-supporting. LCOG General Fund dollars will only be used when required as match or to provide temporary support to a program or to support a strategic initiative.
11. New programs or program reductions will be individually presented to the Board.

12. S&DS, as a local transfer agency, has a significant funding equity issue compared to State-operated S&DS offices. In the past, additional resources have been required to maintain adequate staffing levels in the program.

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

While the ratio of fringe benefit cost to salary differs from one employee to another (and for an individual employee, it changes during the course of the fiscal year), the projected fringe benefit expense for fiscal year 2012-13 is 58.6 percent of salary. The anticipated breakdown of fringe benefit costs as a percentage of salary is as follows:

Type	Total LCOG		Average Employee
	Monthly Average	Percent	Monthly
FICA	\$57,052	7.61	328
Retirement (Employer)	90,645	12.07	520
Retirement (Employee)	44,973	6.00	258
Health Care	219,427	29.62	1,261
Life Insurance	3,168	0.42	18
FSA Administration	0.0	0.00	0
Disability	4,055	0.54	23
Worker's Comp	1,487	0.20	9
Deferred Comp	<u>18,922</u>	<u>2.52</u>	<u>109</u>
Total Fringe	\$439,628	58.61	2,527
Total Monthly Salary	\$750,038		4,311

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