



Budget Committee Meeting Packet

March 21, 2024
1:00 pm - 1:30 pm

Attend In Person:

Cascades West Albany Center

1400 Queen Avenue SE, Albany, OR 97322

Or Attend Virtually:

[Click to Join Teams Meeting](#)

**Next Budget Committee Meeting:
April 18, 2024 at 1:00 pm**

The meeting locations are wheelchair accessible. If you need special assistance, please contact Oregon Cascades West Council of Governments at 541-967-8720 or adminGA@ocwcog.org, forty-eight (48) hours prior to the meeting.



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

BUDGET COMMITTEE AGENDA

March 21, 2024

1:00 pm – 1:30 pm

Cascades West Albany Center
1400 Queen Avenue SE
Albany, OR 97322

Join Teams Meeting

An Executive Session may be called as deemed necessary by the Chair, pursuant to ORS 192.660.

NOTE: Please contact Angelykah Light at 541.405.8420 or alight@ocwcog.org, no later than noon on Wednesday, March 20, 2024, to confirm your attendance.

1. **Welcome and Introductions** (*Chair, Commissioner Pat Malone*)
(1:00 – 1:05 pm)

2. **Public Comment** (*Chair, Commissioner Pat Malone*)
(1:05 – 1:10 pm)

Floor will be open to the public for comment.

3. **Consent Calendar** (*Chair, Commissioner Pat Malone*)
(1:10 – 1:15 pm)

Review of the July 20, 2023 Budget Committee minutes. (Page 3)

ACTION: Motion to approve Consent Calendar items.

4. **Discuss FY 2024-25 Budget Process** (*Finance Director Marit Nelson*)
(1:15 pm – 1:25 pm)

FY 2025 Budget Build
process

5. **Other Business** (*Chair, Commissioner Pat Malone*)
(1:25 – 1:30 pm)

6. **Adjournment** (*Chair, Commissioner Pat Malone*)
(1:30 pm)



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OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

BUDGET COMMITTEE MINUTES

July 20, 2023

Hybrid Technologies Via Teams and the Albany ABC Conference Room

Attendees: **CHAIR:** Commissioner Pat Malone, Benton County; Commissioner Sherrie Sprenger, Linn County; Jesse Oakley, TBAC; Jan Molnar-Fitzgerald, DSAC and Mayor Alex Johnson II, Albany.

Absent: Commissioner Claire Hall, Lincoln County; Mayor Chas Jones, Philomath; Mitzi Naucler, SSAC and Mayor Dean Sawyer, Newport.

Staff: Executive Director Ryan Vogt; Finance Director Marit Nelson; Technology Services (TS) Director Jason Sele; HR Manager Ryan Schulze; Communications Officer Meg Walker; Finance Director Marit Nelson; and Executive Assistant Leah Snodgrass

Public: There were no members of the public in attendance.

1. **Welcome and Introductions**

The Oregon Cascades West Council of Governments' (OCWCOG) Budget Committee meeting was called to order by Chair Commissioner Pat Malone at 1:06 pm via Teams Video and Audio Conferencing, and in-person attendees. The Meeting attendees took turns introducing themselves.

2. **Public Comment**

There were no public comments.

3. **Consent Calendar**

Commissioner Sprenger moved to approve the consent calendar including the meeting minutes from the May 18, 2023, Budget Committee Meeting Page (3). Jesse Oakley (TBAC) seconded the motion. With no objections, the minutes were voted upon and approved.

4. Presentation and discussion of FY2023-24 Supplemental Budget

Finance Director Nelson reference the Full Board meeting held in June where it was decided to allow Executive Director Vogt with assistance of a small committee, to investigate land and negotiate a price with intention to open an additional OCWCOG building in Corvallis. Finance Director Nelson gave an update on the provisions offered by the location as well as the current progress in land purchase. August 13, 2023, is the date to finalize the purchase decision after collecting information of the land and property inspection. August 25 is the projected closing date. Due to the current land purchasing progress, some alterations needed to be made to the fiscal year budget for the current year.

Finance Director Nelson stated the Fiscal year budget for 2023 is currently amid closing. Some fund balances and moving of funds are expected. The projections for the revenue side would increase for the fiscal year of \$188,580. Including some rental income for office renting to CSC. Finance Director Nelson added we are expecting an increase in materials and services, building maintenance, insurance and janitorial for upkeep of the new office location. Additions needed to maintain the new office would require increasing building improvements and capitol improvements. We would like to decrease operation contingencies.

Finance Director Nelson stated we are expecting an overall increase in appropriation changes of \$2,302,150.00.

Once Finance Director Nelson was finished, Chair Malone asked the committee if they had any questions.

Chair Malone added he thinks it's a great location, decently new building, and is pleased to have a nice Corvallis location close to downtown. Chair Malone expressed he was glad the buying process appeared to be going well.

Finance Director Nelson assured Chair Malone we are looking thoroughly to make sure we have all the information before purchase.

Chair Malone asked if the purchase price had been decided with the inclusion of minor fixed to the building and the property.

Finance Director Nelson Informed Chair Malone the identified issues are minimal- most will be addressed by the seller before purchase.

Executive Director Vogt stated the office building on the property appears to be great. There is a residential home attached to the property that is from 1919 that has some difficulties with being

in code due to age. Some things may be worth deeper inspection. But the house was not the reason land was to be purchased.

Mayor Johnson arrived at this time.

With No further questions, Chair Malone requested a Movement.

Commissioner Sprenger moved to approve sending the supplemental budget to the Board of Directors for their review, approval and adoption. Mayor Johnson seconded the motion. With no objections, the motion passed.

5. Other Business

No other business was discussed.

6. Adjournment

Chair Commissioner Pat Malone adjourned the Budget Committee meeting at 1:20 pm.

The next regularly scheduled OCWCOG Budget Committee Meeting is January 18th, 2024, at 1:00pm.

Meeting minutes taken by Angelykah Light.

	FY 2024 Dues	Pop Estimate 12/15/2023*	General Dues	CED Dues	Trans Dues	TOTAL DUES	Special Projects	TOTAL FY 2025 DUES	FROM FY 23-24
Benton County									
Adair Village	\$2,008.26	1,496	\$1,457.61	\$489.84	\$300.00	\$2,247.45	\$112.37	\$2,359.82	\$351.56
Corvallis	\$78,698.47	61,669	\$60,086.39	\$20,192.39	\$4,583.50	\$84,862.28	\$4,243.11	\$89,105.40	\$10,406.93
Monroe	\$1,201.51	763	\$743.42	\$249.83	\$300.00	\$1,293.25	\$64.66	\$1,357.91	\$156.40
Philomath	\$7,756.78	5,823	\$5,673.56	\$1,906.64	\$704.46	\$8,284.66	\$414.23	\$8,698.90	\$942.11
N. Albany **		9,178			\$0.00				
Unincorporated	\$25,673.91	20,426	\$19,901.81	\$6,688.12	\$1,718.78	\$28,308.71	\$1,415.44	\$29,724.15	\$4,050.24
Lincoln County									
Depoe Bay	\$2,252.65	1,569	\$1,528.73	\$513.74	\$300.00	\$2,342.48	\$117.12	\$2,459.60	\$206.95
Lincoln City	\$13,667.60	10,372	\$10,105.82	\$3,396.12	\$1,020.43	\$14,522.38	\$726.12	\$15,248.50	\$1,580.90
Newport	\$14,486.75	11,083	\$10,798.58	\$3,628.93	\$1,069.82	\$15,497.32	\$774.87	\$16,272.19	\$1,785.44
Port of Newport ***	\$4,466.76	10,800		\$3,536.26	\$1,050.16	\$4,586.43	\$229.32	\$4,815.75	\$348.98
Siletz	\$1,854.89	1,242	\$1,210.13	\$406.67	\$300.00	\$1,916.80	\$95.84	\$2,012.64	\$157.75
Siletz Tribe	\$550.00	-	\$250.00	\$0.00	\$300.00	\$550.00	\$27.50	\$577.50	\$27.50
Toledo	\$4,851.20	3,622	\$3,529.05	\$1,185.96	\$300.00	\$5,015.01	\$250.75	\$5,265.76	\$414.55
Waldport	\$3,228.98	2,350	\$2,289.69	\$769.46	\$300.00	\$3,359.16	\$167.96	\$3,527.11	\$298.13
Yachats	\$1,624.21	1,006	\$980.18	\$329.40	\$300.00	\$1,609.58	\$80.48	\$1,690.06	\$65.85
Unincorporated	\$12,866.92	9,886	\$9,632.30	\$3,236.99	\$86.68	\$13,855.96	\$692.80	\$14,548.76	\$1,681.84
Linn County									
Albany	\$75,912.56	57,997	\$56,508.62	\$18,900.00	\$4,328.44	\$79,827.13	\$3,991.36	\$83,818.49	\$7,905.92
Brownsville	\$2,558.14	1,846	\$1,798.63	\$600.00	\$300.00	\$2,703.07	\$135.15	\$2,838.22	\$280.07
Halsey	\$1,487.05	952	\$927.57	\$300.00	\$300.00	\$1,539.28	\$76.96	\$1,616.25	\$129.19
Harrisburg	\$4,851.20	3,660	\$3,566.07	\$1,183.40	\$300.00	\$5,064.47	\$253.22	\$5,317.70	\$466.49
Lebanon	\$26,235.84	20,337	\$19,815.09	\$5,589.98	\$1,712.60	\$28,186.67	\$1,409.33	\$29,596.00	\$3,360.16
Millersburg	\$4,217.78	3,206	\$3,123.72	\$1,049.75	\$300.00	\$4,473.47	\$223.67	\$4,697.14	\$479.37
Sodaville	\$746.39	357	\$347.84	\$116.89	\$300.00	\$764.73	\$38.24	\$802.97	\$56.58
Scio	\$1,183.31	949	\$924.65	\$310.73	\$300.00	\$1,535.38	\$76.77	\$1,612.15	\$428.84
Sweet Home	\$13,618.80	10,028	\$9,770.65	\$3,283.49	\$996.54	\$14,050.68	\$702.53	\$14,753.21	\$1,134.42
Tangent	\$1,824.96	1,218	\$1,186.74	\$398.81	\$300.00	\$1,885.55	\$94.28	\$1,979.83	\$154.87
Unincorporated	\$39,649.58	29,205	\$28,455.69	\$9,562.70	\$2,328.58	\$40,346.97	\$2,017.35	\$42,364.32	\$2,714.74
TOTAL	347,474.55	281,040	\$254,612.54	\$89,016.33	\$25,000.00	\$368,628.87	\$18,431.44	\$387,060.31	\$39,585.77

*population estimates from PSU 2023 Report

**Included in City of Albany population estimate, should not be included in Benton Co total

*** Port of Newport population estimate from Port's webpage and is not included in the unincorporated

FY 25 General dues rate: FY24 rate of .933273 x Seattle CPI-U of 4.4%

FY 25 CD dues rate: FY24 rate of .313632 x Seattle CPI-U 4.4%

Special Regional Projects assessed at 5% of total due

	General Dues	CED Dues	
Prior year	0.933273	0.313632	31,244
New CPI%	4.40%	4.40%	
Prior Yr * New %	0.041064012	0.013799808	
TOTAL	0.974	0.327	

Special Dues	5%
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11.39%



MEMORANDUM

DATE: March 21, 2024
TO: OCWCOG Budget Committee
FROM: Marit Nelson, Finance Director
RE: **FY 2025 Budget Build**

As we enter into another budget season for fiscal year 2024-25, we wanted to share with you the steps we are taking in order to build a budget that will assist in meeting our goals in the coming year. Using the strategic plan as a guide and taking local demographics and economic indicators into consideration, we try to capture as much data as we can to enable us to have a realistic and executable document. We have already started discussing opportunities and working towards a final product.

One of our biggest challenges in the current fiscal year has been finding a consistent reporting format that captures our budget year to date actuals. In July, we implemented a new finance system and at that time, created a brand new chart of accounts. This structure aligns with Community Service Consortium and changes the way we view our funds and departments from our previous chart. Because of this, we have had to untangle complicated and inclusive budgets built in the previous chart. It is currently more time consuming but as we work our way through and become more comfortable with the new chart and new system, I am hopeful that we will find those efficiencies.

We have begun gathering the data for dues calculation. Based on the December CPI, the increase this year will be 4.4%. This is the lowest CPI since 2020 so it feels like we are getting back into “regular” inflation. Last fiscal year because CPI was quite high, we did a one-time adjustment to Special Dues. This year, we will reinstate the calculation to enable the agency to take part in special projects assigned by the Board of Directors. Please see the draft calculation sheet included for your information.

Additionally, we have negotiated two lease agreements in the current fiscal year affecting the next several fiscal years. The State of Oregon Vocational Rehabilitation services leases office space in our Albany building and Community Services Consortium leases space in our newly acquired Corvallis site. These revenues help us to create our facilities budgets and affect our calculations for internal service rent fees. This budget includes costs for Facilities Maintenance staff, capital improvements and standard building and equipment (HVAC, Elevator, etc.) maintenance.

Personnel projection worksheets have been created utilizing staffing as of February 2024. Program managers and directors have been assessing this information and making adjustments for next year. Assumptions that we are making as an agency regarding personnel include:

- 4% COLA as agreed by the collective bargaining agreement,
- 3.5% increase in health insurance plans as limited by OEBC
- Static PERS rate (biennium rates 2024-2025)
- 223.5 FTE currently being considered

These calculations provide the base structure for the rest of the budgeting process. Over the course of the next two months, we will be adjusting and finalizing values to ultimately present to the Budget Committee in May.

FY 2023-24 and FY 2024-25 Comparators:

FY 2023-24 Amended Budget Total Revenue:		\$65,539,807
FY 2024-25 (Draft) Projected Revenue:		Not yet calculated
FY 2023-24 Amended Budget Total Personnel:		\$22,270,532
Salaries		\$13,769,180
Benefits		\$ 8,501,352
Total FTE Budgeted:	205	
FY 2024-25 Projected Personnel Total:		\$26,647,538
Salaries		\$16,279,622
Benefits		\$10,367,916
Current Proposed FTE:	223	

There are additional inflationary factors we must consider while drafting the FY 2024-25 budget. Costs associated with materials and services continue to fluctuate. Additionally, the normal cost increase factors for capital projects will be assessed to reflect safety improvements first, product availability and contractor scheduling.

Thank you very much for your time and experience in your role. Feedback and input are appreciated. Please let me know if you have any questions.