

Central Oregon Intergovernmental Council (COIC)



Annual Budget FY 2019-2020

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INTRODUCTORY INFORMATION

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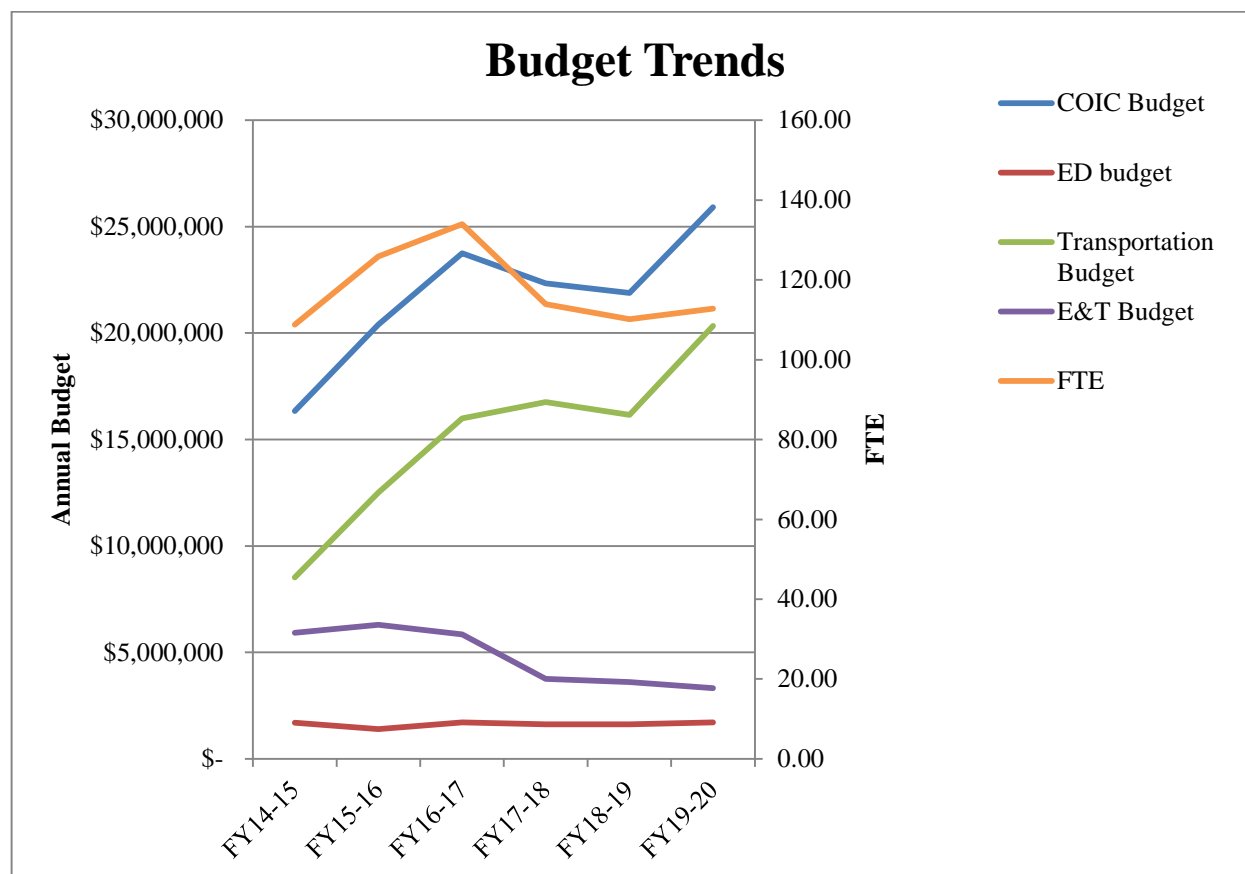
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Central Oregon Intergovernmental Council 2019-2020 Budget Summary

The proposed 2019-2020 budget is balanced, and represents a total budgeted resource increase of 18%, which includes Fund Balance. COIC is proposing a \$25.9 million budget for 2019-2020. Following is a summary of the budget; the full budget document can be found on the COIC web site: <http://coic2.org/about/coic-board/>

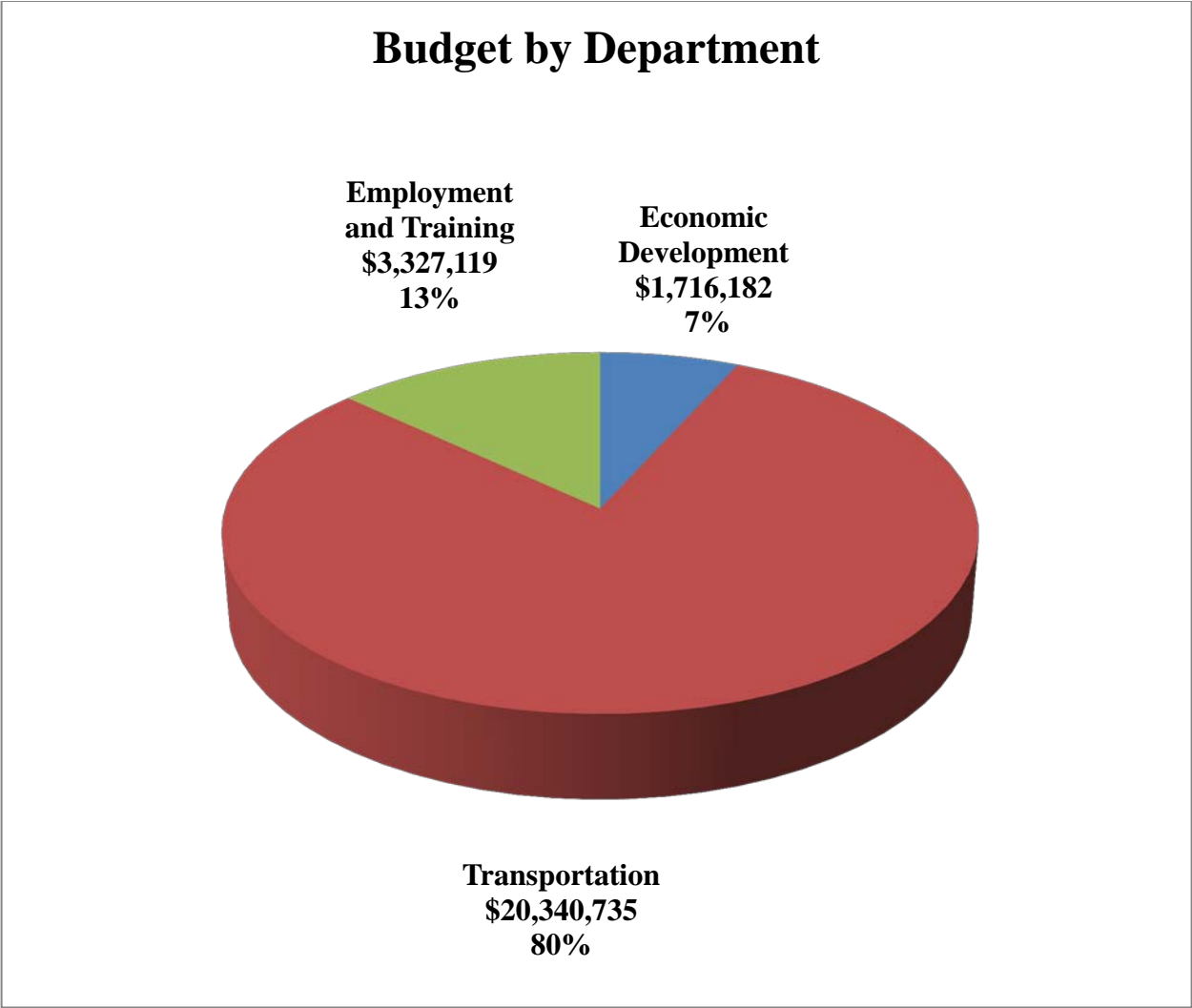
1. Budget Trends

The COIC budget had been trending downwards over the past two years, however for fiscal year 2019-2020, COIC's total budgeted resources are expected to increase by 18%, which includes fund balance. While the Employment and Training Department's total budgeted resources are expected to decrease by 8%, due to a decrease in Department of Human Services (DHS) funding, the Economic Development Department's total budgeted resources are expected to increase by 5%, even with the projected changes to occur with the Public Lending Department in fiscal year 2019-2020 (see page 2-1). The majority of the total budgeted resources increase is attributable to the Transportation Department which is expecting a 26% increase in fiscal year 2019-2020 mainly due to receiving State Transportation Improvement Funds.



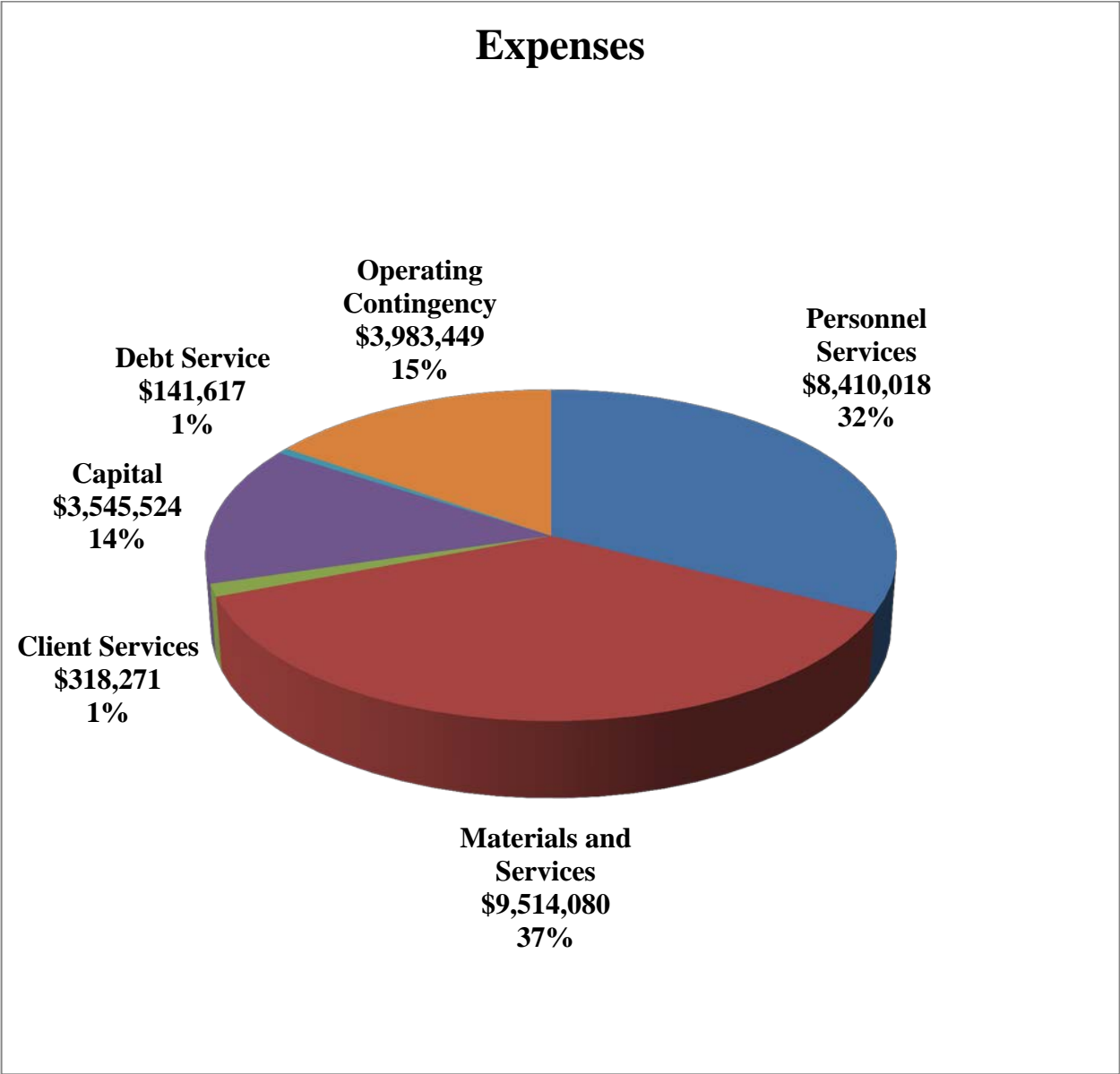
2. Budgets by Department

The following table provides detail on the percentage of budgeted resources per department. The Transportation Department makes up 80% of COIC’s total general fund budget. This percentage has increased slightly year over year. The Economic Development Department’s percentage of COIC’s total general fund budget has stayed the same as the 2018-2019 budget, while the Employment and Training Department’s budget has decreased from 17% in fiscal year 2018-2019 to 13% in fiscal year 2019-2020.

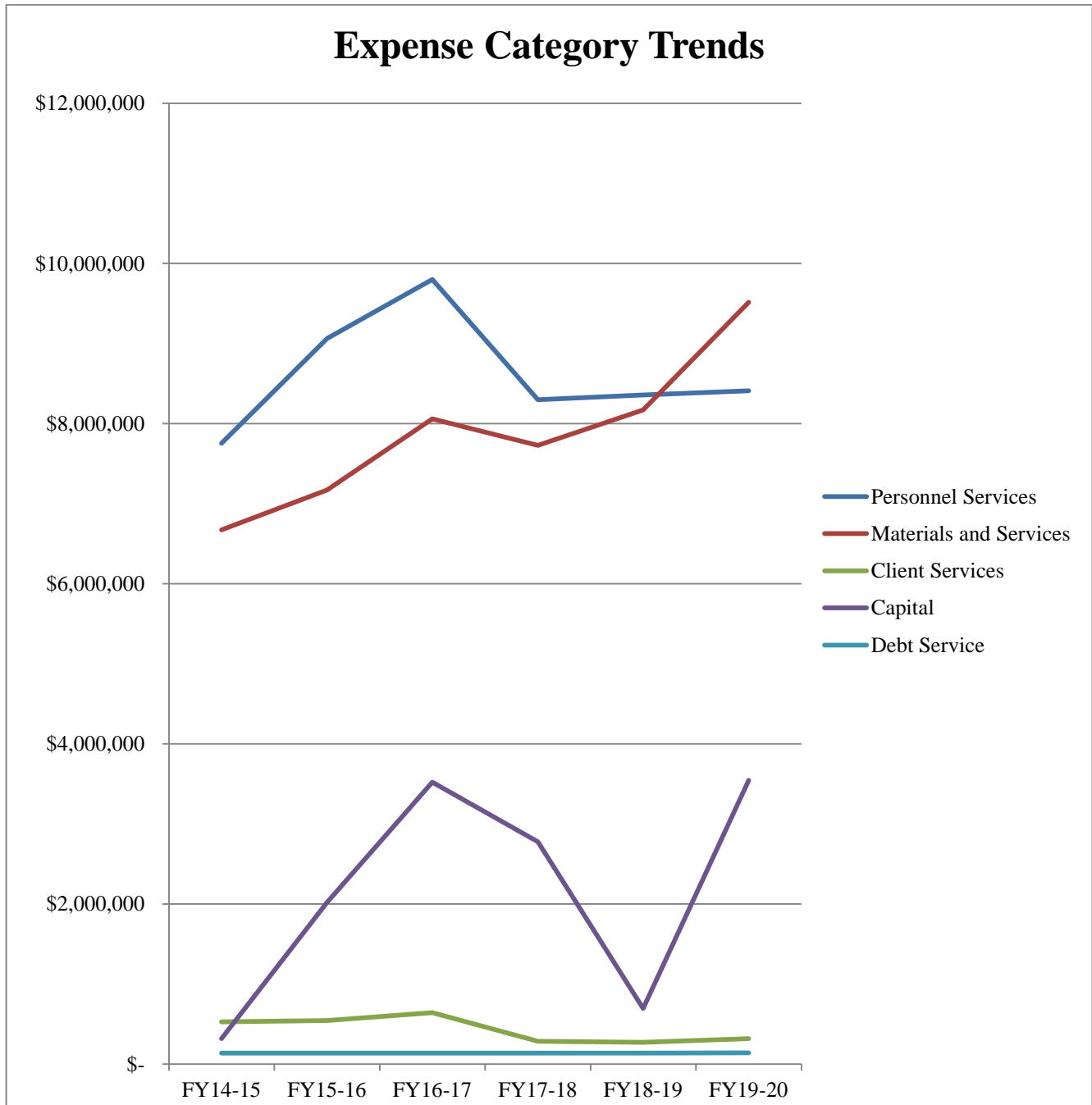


3. Expenses

Categories for expenses within the 2019-2020 budget can be found in the table below.

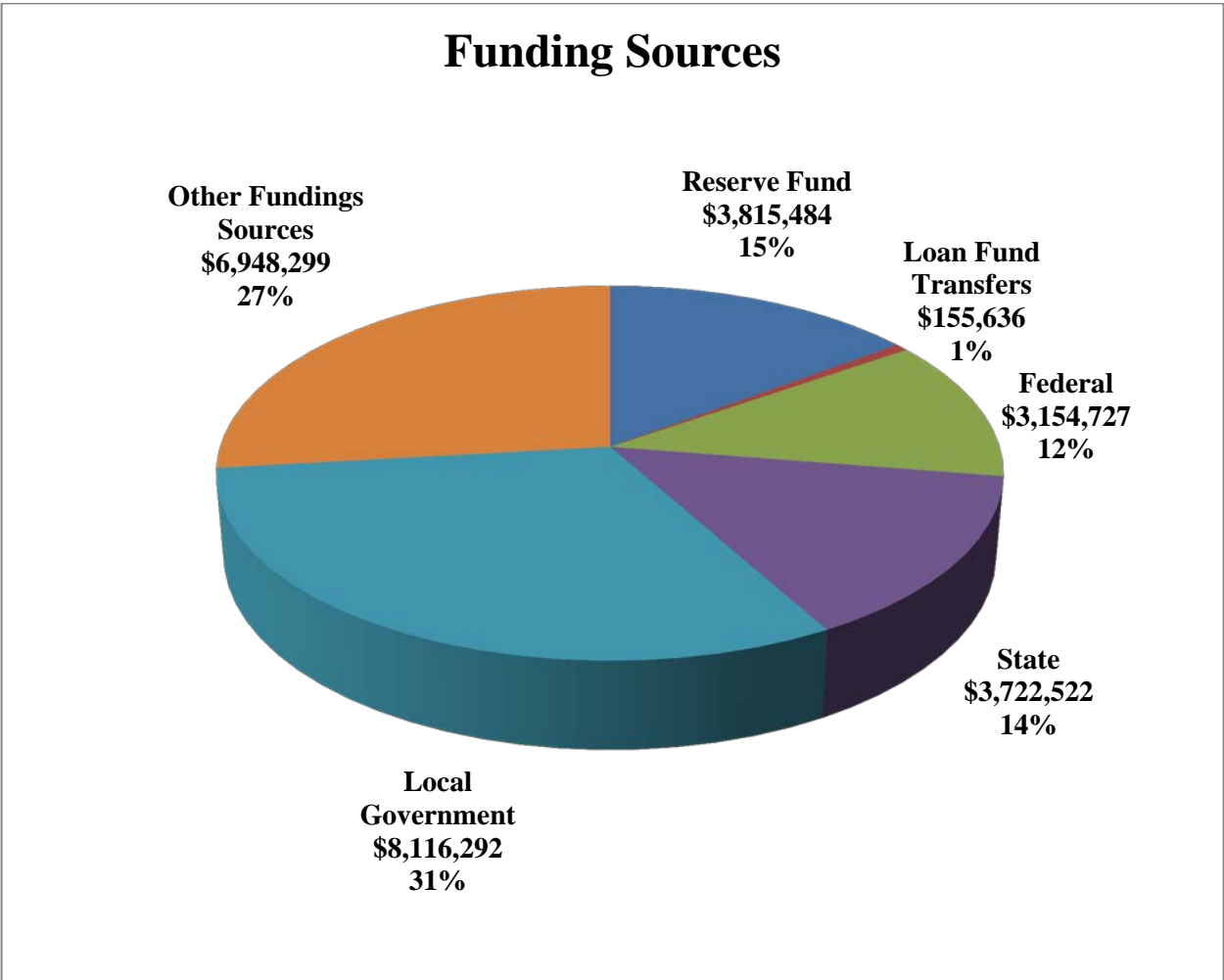


In analyzing trends, total personnel services are expected to increase from prior year by 1%, or \$52,000. Total materials and services are expected to increase by 16%, or \$1.4 million, with the majority of this increase attributable to the Transportation Department. Total client service training dollars is expected to increase by 17%, however, the dollar change is only \$46,000. Total capital outlay is expected to increase by 410%, or \$2.8 million, due to State Transportation Improvement Funds. Total debt service remains consistent year over year.



4. Funding Sources

COIC has traditionally had a very diverse funding portfolio. The proposed 2019-2020 budget remains consistent.



BUDGET MESSAGE PROGRAM YEAR 2019-2020

Resources

COIC is projecting an 18% increase in total budgeted resources, which includes Fund Balance. The majority of this budgeted resources increase is due to new revenue resources from the State Transportation Improvement Funds, included in the Transportation Department's budget.

The Employment and Training Department is projecting an 8% decrease in total budgeted resources. This budgeted decrease is mainly attributable to projected funding cuts from the Department of Human Services (DHS), due to program changes. DHS revenue funding is projected to decrease by 50%. This change will affect COIC's Adult Employment and Training Department only. COIC's Youth Employment and Training Department's revenue sources are projected to have a slight increase of 5%.

The Economic Development Department is projecting a 5% increase in total budgeted resources, attributable to the Community Economic Development Department. The Community Economic Development Department is projecting a 34% increase in revenue, mainly due to an increase in State and Local Government revenue sources, while the Public Lending Department is projecting a 55% decrease in revenue. This decrease in revenue is due to personnel retirements and the phasing out of the Oregon Business Development Corporation service contract.

The Transportation Department is projecting a 26% increase in total budgeted resources. The Cascades East Transit Department is projecting a 53% increase in revenue, mainly due to the new State Transportation Improvement Funds. The Cascades East Ride Center Department is projecting a 6% increase in revenue, mainly due to ride brokerage services provided for the Oregon Department of Human Services.

Wages

COIC has included a 2% COLA increase in this year's personnel costs for represented and non-represented groups. The 2% COLA increase for represented groups is contractually required. Overall staffing is budgeted to increase from 110.14 full time employees to 112.76 full time employees, with the entire increase occurring in the Transportation Department. Also included in the budget is a 2% merit increase for both the represented and non-represented groups. The increase for the represented group is contractually required. The 2% merit for the non-represented group assumes that only two-thirds of the non-represented staff will receive merits for the year since merit steps are 3% apart.

Benefits

Medical/Dental Insurance

COIC has been regarded as a department of Deschutes County for insurance benefits since COIC's formation in the early 1970's. Deschutes County is self-insured. An employee benefits advisory committee meets monthly to review the plan and make recommendations to the Commissioners on the management of the plan. COIC has one representative on this advisory committee. The County offers two levels of coverage: 1) a standard plan for full-time employees and 2) a high deductible plan for part-time employees.

In fiscal year 2015-2016, COIC instituted a change in the structure of cost-sharing between COIC and its employees. Prior to FY 2015-2016, there was a fixed cost to the employee and any increase in premium charge was absorbed by COIC unless a new fixed employee cost was set. In fiscal year 2015-2016, COIC moved to a percentage cost-share of 92%/8%, where COIC paid 92% of the total premium and the employee paid 8%. This arrangement started with the represented group and was expanded to include the non-represented group as well. Under the union contract, the represented group moved to a 90%/10% split on January 1, 2016, and COIC made the same changes to the non-represented group.

COIC is projecting a 5% decrease in premium costs for both the Standard and High Deductible Plans in FY 2019-2020. The Standard Plan with Dental is projected to cost \$1,620 per employee. The High Deductible Plan is projected to cost \$1,049 per employee. This projected savings will be shared with employees and the employer.

PERS

COIC participates in the state-administered retirement fund. The employer rate effective July 1, 2019 through June 30, 2021 is 17.92% for PERS General Service (Tier 1 & 2) and 12.38% for OPSRP General Service. This is an increase from the previous rate. The increase for PERS General Service is 7% from prior year, while the increase in the OPSRP General Service is 13%.

In 2015, COIC's board approved participation in the State's local government rate pool, which we believed would lead to a large reduction in PERS costs from those forecasted if COIC had not joined the pool. The State of Oregon was able to offer projections for the 2017-2019 biennium for COIC both in and out of the pool. If COIC did not join the pool, rates would have jumped to 22.71% for Tier 1/Tier 2 and 17.16% for OPSRP (from 19.84% and 14.47%, respectively for 2015-2017). In the pool, our rates were projected to be 17.83% for Tier 1/Tier 2 and 12.43% for OPSRP; however our actual rates per the pool ended up even lower than projected in previous years.

The reason for the large change in rates is due to COIC having what is called a "Transition Surplus". Once joining a rate pool, the organization takes on the demographics, actuarial accrued liability (AAL), and all other characteristics of the pool at large, rather than the individual organizations'. This leads to greater stability of rates and a lower risk overall. If the organization's status is worse than the pool's, then the organization must pay in extra funds over 20 years to bring its status in line with the pool's.

If the organization is in better shape than the pool, as was the case with COIC, then the organization pays in less over 20 years to bring its condition in line with the pool's. Despite the trade-offs, COIC's management and board felt that joining the pool and enjoying significant cost savings over the next 20 years was the prudent decision.

While COIC should expect our PERS rates to increase in the future, management's hope was that the increase would be less significant in future years by joining the pool versus not joining the pool, allowing COIC to manage PERS expense for future years without incurring large swings in rates.

Workers Compensation

COIC is budgeting less for Workers Compensation costs in FY 2019-2020 than the previous year due to unfavorable prior years dropping off our experience this year, and having fewer workman's compensation claims in fiscal year 2018-2019 than in previous years. Both lead to a significantly lower experience modification rating for COIC.

Materials and Services

Legal Services

COIC's use of legal services is budgeted to increase in fiscal year 2019-2020 by 80% or \$45,000, when compared to previous fiscal year 2018-2019. The majority of this increase is expected to occur in the Transportation Department. As the Cascades East Transit Department continues to grow with the new State Transportation Improvement Funds, new and expanded transportation services will be added and new contracts will be created. Management is expecting to retain more legal services than previously needed to assist in this expansion effort. Also, as the Cascade East Ride Center (Medicaid Brokerage) Department continues to partner with Pacific Source on newly state-mandated requirements, management is expecting to retain more legal services in reviewing contracts, and other legal matters that may occur with these requirements.

Contracting

Overall contracting expense is projected to increase by 19%, or \$1.1 million, in fiscal year 2019-2020 as compared to fiscal year 2018-2019. One of the two departments contributing to the majority of this increase is the Community Economic Development Department, which is expecting a 218%, or \$267,000, increase in contracting expense due to a newly grant-funded project in Warm Springs, funded in part by Oregon Business Development Department, to renovate a historical building and create a community entrepreneur co-working space. This project is expected to create new jobs and small businesses for the Warm Springs Tribe, while also creating a location for community members and tourists to enjoy together along Highway 26.

The other department contributing to the increase in contracting expense is the Transportation Department, which is expecting an overall increase of 15%, or \$842,000. The Cascade East Transit Department is expecting an increase of 26%, or \$438,000, as compared to the previous budget year due to new and expanded transportation services being added in fiscal year 2019-2020 funded by the State Transportation Improvement Funds. The Cascades East Ride Center is expecting an increase in contracting expenses by 10%, or \$404,000. This increase is expected due to newly mandated changes being passed down from the State of Oregon to the Cascades East Ride Center Department. Management is currently working with Pacific Source to determine how best to implement the new changes which are expected to be put in place midway through the 2019-2020 fiscal year.

Fuel Expense

Fuel Expense is expected to increase by 16%, or \$75,000. The increase is due to new transportation services being added in fiscal year 2019-2020 funded by the State Transportation Improvement Funds.

Capital Outlay

Capital Outlay is expected to increase by 410%, or \$2.8 million, in 2019-2020 as compared to 2018-2019. Most of the budgeted capital expenditures relate to the Cascade East Transit Department's budget. Among the capital items slated for purchase are:

- 2 medium size buses for community connector (carried over from 2018-2019 budget)
- ADA audio and visual bus stop equipment for 17 vehicles (carried over from 2018-2019 budget)
- Automated passenger counters for 17 vehicles (carried over from 2018-2019 budget)
- New radio systems for dispatch and rural CET buses (carried over from 2018-2019 budget)
- Real time signage for winter mountain service
- Bus stop improvements and shelters throughout the tri-county area
- Hawthorne Station Intermodal Center renovations
- Purchase of 11 new buses to support the transportation services expansion, funded by the State Transportation Improvement Funds
- New domain controller for the IT department

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL**

BUDGET ASSUMPTIONS AND TRENDS

	Actual Budget 2018-2019	Proposed Budget 2019-2020
PERSONNEL SERVICES		
Full Time Equivalent (FTE)	FTE	FTE
<u>Employment & Training</u>		
Adult	13.96	9.83
Youth	14.88	13.68
TOTAL EMPLOYMENT & TRAINING	<u>28.84</u>	<u>23.51</u>
<u>Economic Development</u>		
Community Development	6.24	4.90
Public Lending	2.28	0.84
TOTAL ECONOMIC DEVELOPMENT	<u>8.52</u>	<u>5.74</u>
<u>Transportation</u>		
Cascades East Ride Center	18.48	20.22
Cascades East Transit	54.3	63.29
TOTAL TRANSPORTATION	<u>72.78</u>	<u>83.51</u>
Total FTE	<u><u>110.14</u></u>	<u><u>112.76</u></u>
COLA		
Represented	0.00%	2.00%
Non- Represented	3.00%	2.00%
Merit Increase	2.00%	2.00%
Medical Insurance Cost Per Employee (monthly)		
Standard Plan	\$1,705	\$1,620
% Increase		-5.0%
High Deductible Plan	\$1,104	\$1,049
% Increase		-5.0%
Public Employee Retirement System (PERS)		
PERS	16.78%	17.92%
OPSRP	10.97%	12.38%
Workers Compensation Rate	1.40%	1.10%
Unemployment Insurance		
Rate	2.60%	2.70%
Limit	\$39,300	\$40,600

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL

Elected Members:

City -- Bend, Culver, La Pine, Madras, Metolius, Prineville, Redmond, and Sisters

County -- Crook, Deschutes, and Jefferson

Confederated Tribes of Warm Springs

Non-Elected Members:

There are five appointed private sector members generally representative of the following: timber and wood products, agribusiness and agriculture, unemployed and under employed, business and industry, and recreation and tourism.

Board of Directors:

Bruce Abernethy, City of Bend

Patti Adair, Deschutes County

Bartt Brick, City of Madras

Connie Briese, City of La Pine

Jerry Brummer, Crook County

Andy Byrd, City of Culver

John Chavez, City of Metolius

Nancy Connolly, City of Sisters

Wayne Fording, Jefferson County

Brigitte McConville, Confederated Tribes of Warm Springs

Gail Merritt, City of Prineville

Jay Patrick, City of Redmond

Katy Brooks, Deschutes County Appointed – Business and Industry

Katie Condit, Deschutes County Appointed – Unemployed and Under Employed

Tim Deboodt, Crook County Appointed – Timber and Wood Products

Vacant, Deschutes County Appointed – Recreation and Tourism

Vacant, Jefferson County Appointed – Agribusiness and Agriculture

Officers:

Chair – Jerry Brummer, Crook County

Vice-Chair – Bruce Abernethy, City of Bend

Finance Committee Chair – Bartt Brick, City of Madras

Secretary – Tammy Baney

Treasurer – Michelle Williams

Executive Director – Tammy Baney

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL 2019-2020 BUDGET COMMITTEE

Council Members:

Jefferson County Commissioner	Wayne Fording
Crook County Commissioner	Jerry Brummer
Deschutes County Commissioner	Patti Adair

Non-Council Members: Expiration Dates

John Boylen – 3 year term	12/19
Joe Krenowicz - 3 year term	12/20
Jamie Kendellen – 3 year term	12/21

Budget Officer:

Michelle Williams, Fiscal Services Manager
michellew@coic.org
541-504-3303

COIC BUDGET CALENDAR
(FY 2019 - 20)

<u>EVENTS</u>	<u>DATE</u>	<u>TIME</u>
1. Approve COIC Budget Calendar	March 7	
2. Appoint Budget Officer / Budget Committee	March 7	
3. Prepare Proposed Budget (Budget Officer)	May 17	
4. Publish Notice of Budget Committee Meeting *	May 23-29	
Publish Notice of Budget Hearing **	May 23-29	
5. Budget Committee Meeting Proposed Budget and Budget Message Work Session / Public Comment Budget Approval (if completed)	June 6	3:30 pm
6. Budget Hearing (COIC BOARD) (if completed and approved by Budget Committee) Public Comment Adopt Budget and Make Appropriations	June 6	5:30 pm
7. Publish Notice of Budget Committee Meeting *	June 6-12	
Publish Notice of Budget Hearing ** (if needed)	June 6-12	
8. Budget Committee Meeting (if needed) Work Session / Public Comment Budget Approval	June 20	3:30 pm
9. Budget Hearing (if needed) Special Board Meeting (COIC BOARD) Public Comment Adopt Budget and Make Appropriations	June 20	5:30 pm
10. File Budget with Oregon Department of Revenue	July 12	

* Publish not less than 8 – nor more than 14 days prior to scheduled Budget Committee Meeting date.

** Publish not less than 8 – nor more than 14 days prior to scheduled Budget Hearing date.

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
RESOURCES BUDGET**

ACTUAL BUDGET FY 16 - 17	ACTUAL BUDGET FY 17 - 18	APPROVED BUDGET FY 18 - 19		PROPOSED BUDGET FY 19 - 20
1,508,597	3,825,774	3,948,680	Beginning Fund Balance	3,815,484
			Transfers from Other Funds	
15,621	-	-	Round 1 Revolving Loan Funds	-
31,522	-	-	Round 2 Revolving Loan Funds	-
41,042	-	-	Round 3 Revolving Loan Funds	-
-	107,000	107,744	Revolving Loan Fund	51,900
2,818	3,100	2,500	Local Job Creation Fund	3,950
236,108	182,000	175,206	Oregon Business Development Corp.	66,883
67,828	63,000	62,953	USDA IRP Revolving Loan Funds	32,903
394,939	355,100	348,403	TOTAL: Transfers from Other Funds	155,636
			Grants/Contracts With Other Agencies	
			State of Oregon	
2,739,545	1,993,542	1,914,963	Dept Human Services	1,678,757
2,697,672	1,929,000	1,763,841	Dept of Transportation	1,692,765
-	-	-	Dept of Land Conservation & Development	50,000
200,000	738,000	-	Oregon Business Development Department	250,000
7,000	-	56,500	Dept of Forestry	51,000
-	34,080	70,288	Dept of Community Colleges & Workforce Dev.	-
10,200	-	-	Oregon Youth Conservation Corp.	-
5,654,417	4,694,622	3,805,592	TOTAL: State of Oregon	3,722,522
			County & Local Government	
766,031	433,839	435,460	Deschutes County	3,716,721
185,513	117,000	82,605	Jefferson County	404,379
175,432	108,000	132,300	Crook County	242,799
1,802,935	2,092,000	1,322,838	City of Bend	1,425,179
-	-	-	Confederated Tribes of the Warm Springs	391,976
863,886	811,000	737,685	Other Local Government	610,239
-	30,000	20,000	COCC	-
-	-	148,036	Title 1/ JDEP	155,000
1,450,000	1,211,728	1,051,881	School Districts	1,170,000
5,243,797	4,803,567	3,930,805	TOTAL: County & Local Govt	8,116,292
			Federal Government	
75,000	123,000	115,500	Economic Development Administration	80,000
258,300	242,452	34,591	US Dept of Agriculture	50,000
22,500	6,500	-	USDA AGORA	-
2,075,661	2,033,188	1,352,786	US Dept of Transportation	1,685,475
-	24,000	-	Oregon Youth Conservation Corp.	-
-	-	-	Western Federal Lands Highway Divisor	40,000
2,189,074	1,438,000	1,297,826	Workforce Investment and Opportunity Act	1,299,252
4,620,535	3,867,140	2,800,703	TOTAL: Federal Govt	3,154,727
			Other Grants & Contracts	
3,999,911	4,834,000	4,862,880	Pacific Source	5,019,421
-	-	41,828	Oregon Community Foundatior	20,000
-	-	65,720	Discover Your Forest	-
178,000	-	93,511	Meyer Memorial Trust	76,700
16,408	-	15,000	Ford Family Foundation	60,000
60,000	-	60,000	Central Oregon Council On Aging	-
77,528	-	65,000	COFS Foundation	74,454
6,760	-	-	High Desert Food & Farm Alliance	5,000
10,000	-	5,652	Nature Conservancy	-
1,110	-	601	LLI Governance	-
-	-	44,000	CO Health Council	2,000
15,000	583,000	85,104	Foundations/Non-Profits	-
4,364,717	5,417,000	5,339,296	TOTAL: Other Grants & Contracts	5,257,575
19,883,466	18,782,329	15,876,396	TOTAL: Grants/Contracts With Other Agencies	20,251,115
			Other Revenue	
219,874	177,000	90,000	Misc. Job Training Income/Projects	100,000
191,914	190,000	188,185	Rental Income	185,942
852,278	716,000	710,278	Bus Fares	679,857
-	-	-	Grant Preparation & Management	-
35,353	2,000	91,584	Misc. Transportation Income	9,276
639,675	789,000	604,176	Charges for Services	667,685
1,939,094	1,874,000	1,684,223	TOTAL: Other Revenue	1,642,760
			Investment Revenue	
16,700	32,000	30,654	Interest on Investments	47,964
16,700	32,000	30,654	TOTAL: Investment Revenue	47,964
22,234,199	21,043,429	17,939,676	TOTAL REVENUE	22,097,476
23,742,796	24,869,203	21,888,356	TOTAL RESOURCES	25,912,960

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL**

ACTUAL BUDGET FY 16-17	ACTUAL BUDGET FY 17-18	APPROVED BUDGET FY 18-19		EXPENDITURES BUDGET	PROPOSED BUDGET FY 19 - 20
114,450	135,000	1.00	130,813	Personnel Services	
44,724	47,439	1.00	44,717	Executive Director	1.00 125,424
				Executive Assistant	1.00 45,614
88,269	77,000	1.00	78,410	Administrative Support	
-	61,897	1.00	65,671	Fiscal Services Manager	1.00 87,822
-	55,414	1.00	57,065	Fiscal Services Admin - CED & Loans & CERC	1.00 69,002
-	57,562	1.00	60,089	Fiscal Services Admin - Transportation	1.00 61,714
70,906	6,714		-	Fiscal Services Admin - Adult & Youth	1.00 63,149
47,444	46,800	1.00	39,728	Accounting Coordinator	1.00 -
40,154	42,561	1.00	38,569	Accounting Technician -AR/AP	1.00 41,746
71,775	78,413	1.00	83,601	Payroll Specialist	1.00 42,994
61,752	66,200	1.00	69,300	Human Resources Manager	1.00 87,822
32,317	-	1.00	31,361	Human Resources Coordinator	1.00 74,855
-	-	1.00	38,985	Human Resources Assistant	1.00 32,960
56,660	61,200	1.00	63,756	Accounting Clerk - CERC Billing	1.00 41,361
50,338	56,053	1.00	54,999	IT Manager	1.00 66,993
				Network Administrator	1.00 57,782
106,626	98,000	1.00	99,326	Dept Managers	
-	-	1.00	67,637	Transportation Manager	1.00 104,370
103,968	109,500	1.00	110,200	CERC Brokerage Manager	1.00 71,074
185,518	193,000	3.00	252,290	Loan Manager	0.33 36,871
81,599	87,500	1.00	91,728	Employment & Training Managers	2.92 250,070
-	86,400		-	Economic Development Manager	1.00 96,745
				Training Program Manager - E&T	-
60,113	68,700	1.00	72,173	Program Managers & Program Staff	
-	52,254	1.00	53,815	CET Operations Manager	1.00 75,804
-	94,878	2.00	102,161	CET Dispatch and Call Supervisor	1.00 54,887
79,252	84,400	1.00	84,433	Field Supervisors	2.00 103,147
55,021	60,104	2.00	120,179	Loan Officer	0.33 28,980
64,584	79,654		-	Senior Transit Planner	1.00 63,149
170,128	115,153	1.00	67,637	Program Planner - E&T	-
364,415	160,713	2.00	118,553	Program Administrator-CED	1.00 71,074
46,476	-	1.00	51,156	Program Administrators-CERC	2.00 122,803
42,153	43,413	1.00	44,717	Employment Counselor/Adult Records Coordinator	1.00 52,999
141,824	-		-	Program Coordinator-CED	1.00 46,987
-	63,766	1.00	63,756	Participant Records Coordinator - E&T	1.00 42,157
-	40,300	1.00	42,147	Outreach and Engagement Coordinator	1.00 69,002
169,359	37,481	1.00	40,144	Transportation Planning & Outreach Specialists	2.00 85,987
129,325	143,000	2.00	70,649	Program Assistant-E&T	-
32,317	33,000	2.00	79,493	Program Assistant-CERC/CET	1.00 36,017
156,666	-		-	Program Assistant-CED	1.00 41,746
-	106,000	2.00	89,851	Operations Assistant - Transit	-
-	-	1.40	48,118	Quality Assurance Lead	1.00 46,987
-	-		-	Market Attendants	2.15 74,866
-	-		-	Safety, Security & Trainer	0.75 37,384
-	-		-	Ambassador/Travel Trainer	0.75 35,240
68,027	77,200	1.00	35,325	Vehicle Mechanic	1.00 36,731
904,328	462,654	8.20	440,138	Employment Counselors-Adult	5.60 306,011
262,199	185,093	3.00	150,003	Employment Counselors-Youth	3.00 159,794
125,007	113,000	2.00	124,463	Classroom Instructor-Leads	2.00 129,992
366,520	343,766	6.00	304,429	Classroom Instructors	5.00 253,606
11,772	4,825		-	Summer Crew Leaders	-
25,784	-		-	Loan Servicing Clerk	-
27,870	28,704	1.00	30,454	Clerical Receptionist-E & T	-
-	-	6.00	217,861	Dispatchers	6.00 226,113
809,322	603,000	14.50	486,878	Customer Service Representatives	17.75 607,407
564,713	775,000	21.44	763,291	Drivers	26.42 951,601
88,099	91,940	3.60	126,513	Maintenance	4.75 167,099
5,921,774	5,234,652	110.14	5,306,582	***SUB-TOTAL***	112.76 5,385,935
2,268,122	1,675,823		1,800,326	Payroll Expense	
28,456	23,434		24,610	Medical/Dental Insurance	1,715,554
902,749	622,327		637,162	Life Insurance/LTD	24,772
437,468	378,321		390,104	Public Employees Retirement	705,594
114,936	75,000		91,562	F. I. C. A.	396,076
127,287	113,934		107,237	Workers Compensation	64,850
				Unemployment Insurance	117,237
3,879,018	2,888,838		3,051,001	***SUB-TOTAL***	3,024,083
9,800,792	8,123,490		8,357,583	TOTAL PERSONNEL SERVICES	8,410,018

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
EXPENDITURES BUDGET**

ACTUAL BUDGET FY 16-17	ACTUAL BUDGET FY 17-18	APPROVED BUDGET FY 18-19		PROPOSED BUDGET FY 19 - 20
			Materials and Services	
489,343	461,776	408,335	Rent	422,839
131,766	130,259	134,725	Telephone	138,558
256,756	175,000	154,415	Utilities/Janitorial	182,369
			Supplies/Printing	
276,294	125,000	126,389	General Supplies	166,896
34,629	22,309	20,547	Printing	9,704
4,198	3,000	-	School District Crews	3,006
161,344	28,000	25,862	Furnishings & Equipment	38,293
15,279	14,840	17,652	Postage	22,629
3,578	2,497	2,211	Subscriptions	1,858
190,528	273,000	179,401	Fees/Dues	217,642
5,027	8,024	6,855	Advertising	6,340
7,935	8,479	9,237	Office Equipment Lease Exp	9,549
			Repair and Maintenance	
10,757	10,435	135	Office Equipment	316
319,124	250,010	226,820	Vehicles	240,451
31,546	55,006	24,193	Other	27,990
122,617	170,112	150,291	Insurance	119,982
			Services	
20,368	61,000	55,489	Legal	99,993
36,640	24,000	25,560	Auditing	23,753
48,757	49,000	44,875	Security	50,139
			Consulting	
62,575	-	-	Computer Network	-
4,897	21,802	3,314	Telephone Systems	1,123
4,975,283	5,860,000	5,852,464	Contracting	6,983,817
233,022	151,000	57,175	Pass Through	71,030
133	-	-	Other	-
			Training/Travel	
104,678	66,000	71,960	Operational Travel	60,201
8,404	15,500	28,023	Staff Training/Education	33,645
12,453	14,000	13,772	Travel/Employee Bus Pass	12,926
32,701	10,000	7,092	Crew Travel	7,029
368,451	500,000	482,052	Fuel Expense	557,481
5,032	3,201	3,507	Drug testing	3,354
			Cost of Goods Sold	
84,486	51,744	38,562	Hawthorne Market	1,167
8,058,601	8,564,995	8,170,913	***SUB-TOTAL***	9,514,080
			Client Job Training/Services	
-	-	-	Participant/Work Experience	318,271
521,179	350,000	195,018	Workforce Innovation and Opportunity Act	-
-	-	39,899	GED Fees	-
47,200	-	-	School District Crews	-
76,000	19,793	6,637	Department of Human Services	-
-	19,250	30,950	Back to Work Oregon	-
644,379	389,043	272,504	***SUB-TOTAL***	318,271
			TOTAL MATERIALS AND SERVICES	9,832,352
			Capital Outlay	
-	-	-	Equipment	5,000
87,000	75,000	359,500	Computers & Software	1,294,558
1,489,814	800,000	-	Furnishings & Equipment	-
310,000	277,051	-	Real Property	194,850
1,635,000	1,650,530	336,116	Property Improvements	2,051,116
3,521,814	2,802,581	695,616	TOTAL CAPITAL OUTLAY	3,545,524
			Debt Services	
98,210	100,000	99,000	Debt Principal	109,000
41,714	40,000	39,500	Debt Interest	32,617
139,924	140,000	138,500	TOTAL DEBT SERVICE	141,617
			TOTAL GENERAL FUND EXPENDITURES	21,929,511
			Transfers, Contingency & Fund Balance	
1,577,287	4,849,094	3,738,896	Operating Contingency	3,372,932
-	-	514,344	Ending Fund Balance	610,517
1,577,287	4,849,094	4,253,240	TOTAL TRANSFERS, CONTINGENCY & Fund Balance	3,983,449
23,742,796	24,869,203	21,888,356	TOTAL GENERAL FUND REQUIREMENTS	25,912,960

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
RESOURCES BUDGET**

	PROPOSED BUDGET FY 19 - 20				
	TOTAL GENERAL FUND	EMPLOYMENT & TRAINING	ECONOMIC DEVELOPMENT	TRANSPORTATION	BUILDING FUNDS
Beginning Fund Balance	3,815,484	280,570	468,549	2,723,384	342,981
Transfers from Other Funds					
Round 1 Revolving Loan Funds	-	-	-	-	-
Round 2 Revolving Loan Funds	-	-	-	-	-
Round 3 Revolving Loan Funds	-	-	-	-	-
Revolving Loan Fund	51,900	-	51,900	-	-
Local Job Creation Fund	3,950	-	3,950	-	-
Oregon Business Development Corp.	66,883	-	66,883	-	-
USDA IRP Revolving Loan Funds	32,903	-	32,903	-	-
TOTAL: Transfers from Other Funds	155,636	-	155,636	-	-
Grants/Contracts With Other Agencies					
State of Oregon					
Dept Human Services	1,678,757	322,297	-	1,356,460	-
Dept of Transportation	1,692,765	-	36,838	1,655,927	-
Dept of Land Conservation & Development	50,000	-	50,000	-	-
Oregon Business Development Department	250,000	-	250,000	-	-
Dept of Forestry	51,000	-	51,000	-	-
Dept of Community Colleges & Workforce Dev.	-	-	-	-	-
Oregon Youth Conservation Corp	-	-	-	-	-
TOTAL: State of Oregon	3,722,522	322,297	387,838	3,012,386	-
County & Local Government					
Deschutes County	3,716,721	-	70,500	3,646,221	-
Jefferson County	404,379	-	66,402	337,977	-
Crook County	242,799	-	23,762	219,037	-
City of Bend	1,425,179	-	49,000	1,376,179	-
Confederated Tribes of the Warm Springs	391,976	-	-	391,976	-
Other Local Government	610,239	-	119,741	490,498	-
COCC	-	-	-	-	-
Title 1/ JDEP	155,000	155,000	-	-	-
School Districts	1,170,000	1,170,000	-	-	-
TOTAL: County & Local Govt	8,116,292	1,325,000	329,405	6,461,887	-
Federal Government					
Economic Development Administrator	80,000	-	80,000	-	-
US Dept of Agriculture	50,000	-	50,000	-	-
USDA AGORA	-	-	-	-	-
US Dept of Transportation	1,685,475	-	-	1,685,475	-
Oregon Youth Conservation Corp.	-	-	-	-	-
Western Federal Lands Highway Divisor	40,000	-	-	40,000	-
Workforce Investment and Opportunity Act	1,299,252	1,299,252	-	-	-
TOTAL: Federal Govt	3,154,727	1,299,252	130,000	1,725,475	-
Other Grants & Contracts					
Pacific Source	5,019,421	-	-	5,019,421	-
Oregon Community Foundator	20,000	-	20,000	-	-
Discover Your Forest	-	-	-	-	-
Meyer Memorial Trust	76,700	-	76,700	-	-
Ford Family Foundator	60,000	-	60,000	-	-
Central Oregon Council On Aging	-	-	-	-	-
COFS Foundation	74,454	-	74,454	-	-
High Desert Food & Farm Alliance	5,000	-	5,000	-	-
Nature Conservancy	-	-	-	-	-
LLI Governance	-	-	-	-	-
CO Health Council	2,000	-	2,000	-	-
Foundations/Non-Profits	-	-	-	-	-
TOTAL: Other Grants & Contracts	5,257,575	-	238,154	5,019,421	-
TOTAL: Grants/Contracts With Other Agencies	20,251,115	2,946,549	1,085,397	16,219,169	-
Other Revenue					
Misc. Job Training Income/Projects	100,000	100,000	-	-	-
Rental Income	185,942	-	-	-	185,942
Bus Fares	679,857	-	-	679,857	-
Grant Preparation & Management	-	-	-	-	-
Misc. Transportation Income	9,276	-	-	9,276	-
Charges for Services	667,685	-	-	667,685	-
TOTAL: Other Revenue	1,642,760	100,000	-	1,356,818	185,942
Investment Revenue					
Interest on Investments	47,964	-	6,600	41,364	-
TOTAL: Investment Revenue	47,964	-	6,600	41,364	-
TOTAL REVENUE	22,097,476	3,046,549	1,247,633	17,617,351	185,942
TOTAL RESOURCES	25,912,960	3,327,119	1,716,182	20,340,735	528,923

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
EXPENDITURES BUDGET**

	PROPOSED BUDGET FY 19 - 20	EMPLOYMENT & TRAINING	ECONOMIC DEVELOPMENT	TRANSPORTATION	BUILDING FUNDS	
Personnel Services						
Executive Director	1.00	125,424	26,150	6,385	92,889	-
Executive Assistant	1.00	45,614	9,510	2,322	33,782	-
Administrative Support						
Fiscal Services Manager	1.00	87,822	18,310	4,471	65,041	-
Fiscal Services Admin - CED & Loans & CERC	1.00	69,002	3,595	35,384	30,023	-
Fiscal Services Admin - Transportation	1.00	61,714	-	-	61,714	-
Fiscal Services Admin - Adult & Youth	1.00	63,149	50,652	808	11,689	-
Accounting Coordinator		-	-	-	-	-
Accounting Technician -AR/AP	1.00	41,746	8,704	2,125	30,917	-
Payroll Specialist	1.00	42,994	8,964	2,189	31,841	-
Human Resources Manager	1.00	87,822	18,310	4,471	65,041	-
Human Resources Coordinator	1.00	74,855	15,607	3,811	55,438	-
Human Resources Assistant	1.00	32,960	6,872	1,678	24,410	-
Accounting Clerk - CERC Billing	1.00	41,361	-	-	41,361	-
IT Manager	1.00	66,993	15,636	4,716	46,640	-
Network Administrator	1.00	57,782	13,486	4,068	40,228	-
Dept Managers						
Transportation Manager	1.00	104,370	-	-	104,370	-
CERC Brokerage Manager	1.00	71,074	-	-	71,074	-
Loan Manager	0.33	36,871	-	36,871	-	-
Employment & Training Managers	2.92	250,070	250,070	-	-	-
Economic Development Manager	1.00	96,745	-	96,745	-	-
Training Program Manager - E&T		-	-	-	-	-
Program Managers & Program Staff						
CET Operations Manager	1.00	75,804	-	-	75,804	-
CET Dispatch and Call Supervisor	1.00	54,887	-	-	54,887	-
Field Supervisors	2.00	103,147	-	-	103,147	-
Loan Officer	0.33	28,980	-	28,980	-	-
Senior Transit Planner	1.00	63,149	-	-	63,149	-
Program Planner - E&T		-	-	-	-	-
Program Administrator-CED	1.00	71,074	-	71,074	-	-
Program Administrators-CERC	2.00	122,803	-	-	122,803	-
Employment Counselor/Adult Records Coordinator	1.00	52,999	52,999	-	-	-
Program Coordinator-CED	1.00	46,987	-	46,987	-	-
Participant Records Coordinator - E&T	1.00	42,157	42,157	-	-	-
Outreach and Engagement Coordinator	1.00	69,002	-	-	69,002	-
Transportation Planning & Outreach Specialists	2.00	85,987	-	-	85,987	-
Program Assistant-E&T		-	-	-	-	-
Program Assistant-CERC/CET	1.00	36,017	-	-	36,017	-
Program Assistant-CED	1.00	41,746	-	41,746	-	-
Operations Assistant - Transit		-	-	-	-	-
Quality Assurance Lead	1.00	46,987	-	-	46,987	-
Market Attendants	2.15	74,866	-	-	74,866	-
Safety, Security & Trainer	0.75	37,384	-	-	37,384	-
Ambassador/Travel Trainer	0.75	35,240	-	-	35,240	-
Vehicle Mechanic	1.00	36,731	-	-	36,731	-
Employment Counselors-Adult	5.60	306,011	306,011	-	-	-
Employment Counselors-Youth	3.00	159,794	159,794	-	-	-
Classroom Instructor-Leads	2.00	129,992	129,992	-	-	-
Classroom Instructors	5.00	253,606	253,606	-	-	-
Summer Crew Leaders		-	-	-	-	-
Loan Servicing Clerk		-	-	-	-	-
Clerical Receptionist-E & T		-	-	-	-	-
Dispatchers	6.00	226,113	-	-	226,113	-
Customer Service Representatives	17.75	607,407	-	-	607,407	-
Drivers	26.42	951,601	-	-	951,601	-
Maintenance	4.75	167,099	-	-	167,099	-
SUB-TOTAL	112.76	5,385,935	1,390,425	394,830	3,600,680	-
Payroll Expense						
Medical/Dental Insurance		1,715,554	401,790	100,438	1,213,326	-
Life Insurance/LTD		24,772	6,557	1,880	16,335	-
Public Employees Retirement		705,594	200,828	56,097	448,670	-
F. I. C. A.		396,076	102,193	29,117	264,765	-
Workers Compensation		64,850	11,580	890	52,380	-
Unemployment Insurance		117,237	27,420	7,717	82,100	-
SUB-TOTAL		3,024,083	750,368	196,138	2,077,576	-
TOTAL PERSONNEL SERVICES		8,410,018	2,140,793	590,968	5,678,257	-

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
EXPENDITURES BUDGET**

	PROPOSED BUDGET FY 19 - 20	EMPLOYMENT & TRAINING	ECONOMIC DEVELOPMENT	TRANSPORTATION	BUILDING FUNDS
Materials and Services					
Rent	422,839	233,030	37,960	151,850	-
Telephone	138,558	37,331	4,804	96,423	-
Utilities/Janitorial	182,369	60,088	10,339	111,943	-
Supplies/Printing					
General Supplies	166,896	28,171	13,356	125,369	-
Printing	9,704	2,637	281	6,786	-
School District Crews	3,006	3,006	-	-	-
Furnishings & Equipment	38,293	17,212	1,320	19,761	-
Postage	22,629	748	506	21,375	-
Subscriptions	1,858	1,651	30	177	-
Fees/Dues	217,642	61,394	9,612	146,635	-
Advertising	6,340	1,953	346	4,041	-
Office Equipment Lease Exp	9,549	6,134	466	2,949	-
Repair and Maintenance					
Office Equipment	316	316	-	-	-
Vehicles	240,451	3,239	-	237,213	-
Other	27,990	2,998	3,257	21,735	-
Insurance	119,982	15,343	6,437	98,203	-
Services					
Legal	99,993	13,710	6,661	79,622	-
Auditing	23,753	4,795	1,923	17,034	-
Security	50,139	1,472	6,883	41,784	-
Consulting					
Computer Network	-	-	-	-	-
Telephone Systems	1,123	-	150	973	-
Contracting	6,983,817	35,040	389,637	6,559,139	-
Pass Through	71,030	-	71,030	-	-
Other	-	-	-	-	-
Training/Travel					
Operational Travel	60,201	35,501	11,877	12,823	-
Staff Training/Education	33,645	11,446	1,335	20,863	-
Travel/Employee Bus Pass	12,926	2,194	818	9,913	-
Crew Travel	7,029	7,029	-	-	-
Fuel Expense	557,481	-	-	557,481	-
Drug testing	3,354	-	-	3,354	-
Cost of Goods Sold					
Hawthorne Market	1,167	-	-	1,167	-
SUB-TOTAL	9,514,080	586,439	579,029	8,348,613	-
Client Job Training/Services					
Participant/Work Experience	318,271	318,271	-	-	-
Workforce Innovation and Opportunity Act	-	-	-	-	-
GED Fees	-	-	-	-	-
School District Crews	-	-	-	-	-
Department of Human Services	-	-	-	-	-
Back to Work Oregon	-	-	-	-	-
SUB-TOTAL	318,271	318,271	-	-	-
TOTAL MATERIALS AND SERVICES	9,832,352	904,710	579,029	8,348,613	-
Capital Outlay					
Equipment	5,000	1,042	255	3,703	-
Computers & Software	1,294,558	-	-	1,294,558	-
Furnishings & Equipment	-	-	-	-	-
Real Property	194,850	-	-	194,850	-
Property Improvements	2,051,116	-	-	2,051,116	-
Vehicles	-	-	-	-	-
TOTAL CAPITAL OUTLAY	3,545,524	1,042	255	3,544,227	-
Debt Services					
Debt Principal	109,000	-	-	-	109,000
Debt Interest	32,617	-	-	-	32,617
TOTAL DEBT SERVICE	141,617	-	-	-	141,617
TOTAL GENERAL FUND EXPENDITURES	21,929,511	3,046,546	1,170,252	17,571,096	141,617
Transfers, Contingency & Fund Balance					
Operating Contingency	3,372,932	280,574	181,023	2,769,639	141,696
Ending Fund Balance	610,517	-	364,907	-	245,610
TOTAL TRANSFERS, CONTINGENCY & Fund Balance	3,983,449	280,574	545,930	2,769,639	387,306
TOTAL GENERAL FUND REQUIREMENTS	25,912,960	3,327,119	1,716,182	20,340,735	528,923

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

**CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
SPECIAL FUND REVOLVING LOANS
ECONOMIC DEVELOPMENT ADMINISTRATION RLF**

**FISCAL YEAR
2019 - 2020**

ACTUAL BUDGET FY 16 - 17 Income Statement	ACTUAL BUDGET FY 17 - 18 Income Statement	APPROVED BUDGET FY 18 - 19 Income Statement		PROPOSED BUDGET FY 19 - 20 Income Statement
			REVENUES	
			<u>Interest</u>	
2,662	5,800	5,800	Invested Earnings	12,000
114,266	111,000	109,000	Loan Repayment	77,117
5,597	4,500	3,100	Fees/Penalties	1,000
122,525	121,300	117,900	Total Revenues	90,117
122,525	121,300	117,900	TOTAL EDA FUND RESOURCES	90,117
			EXPENDITURES	
88,185	108,000	107,744	Charges for Services	61,211
88,185	108,000	107,744	TOTAL EDA FUND REQUIREMENTS	61,211

ACTUAL BUDGET FY 16 - 17 Balance Sheet	ACTUAL BUDGET FY 17 - 18 Balance Sheet	APPROVED BUDGET FY 18 - 19 Balance Sheet		PROPOSED BUDGET FY 19 - 20 Balance Sheet
			ASSETS	
428,099	329,144	264,444	Beginning Cash Balance	805,000
34,340	13,300	10,156	Budgeted Net Profit	28,906
120,951	122,000	119,000	Budgeted Notes Receivable Principal Payments	98,179
(288,000)	(200,000)	(200,000)	Budgeted New Notes Receivable	(200,000)
295,390	264,444	193,600	Budgeted Ending Cash	732,085
1,540,121	1,577,105	1,719,805	Beginning Note Receivable Balance	1,225,000
(120,951)	(122,000)	(119,000)	Budgeted Note Receivable Principal Payments	(98,179)
288,000	200,000	200,000	Budgeted New Note Receivables	200,000
1,707,170	1,655,105	1,800,805	Budgeted Ending Notes Receivable Balance	1,326,821
2,002,560	1,919,549	1,994,405	TOTAL EDA ENDING ASSETS	2,058,906
			LIABILITIES	
-	-	-	Budgeted Ending Notes Payable Balance	-
-	-	-	TOTAL EDA ENDING LIABILITIES	-
			FUND BALANCE	
295,390	264,444	193,600	Budgeted Cash Available for Loans	732,085
1,707,170	1,655,105	1,800,805	Budgeted Other Net Assets	1,326,821
2,002,560	1,919,549	1,994,405	TOTAL EDA ENDING FUND BALANCE	2,058,906

Note Receivable Balances for FY 16-17 and 17-18 were not presented in the original approved budgets, however, are being shown here for comparison purposes.

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
SPECIAL FUND REVOLVING LOANS
USDA INTERMEDIARY RELENDING PROGRAM

FISCAL YEAR
2019 - 2020

ACTUAL BUDGET FY 16 - 17 Income Statement	ACTUAL BUDGET FY 17 - 18 Income Statement	APPROVED BUDGET FY 18 - 19 Income Statement		PROPOSED BUDGET FY 19 - 20 Income Statement
			REVENUES	
			<u>Interest</u>	
2,120	1,000	1,100	Invested Earnings	120
90,277	67,000	67,000	Loan Repayment	70,946
4,244	600	600	Fees/Penalties	750
96,641	68,600	68,700	Total Revenues	71,816
96,641	68,600	68,700	TOTAL IRP FUND RESOURCES	71,816
			EXPENDITURES	
11,883	11,000	11,000	Interest on COIC Long-term Debt	8,689
67,828	62,000	62,953	Charges for Services	37,974
79,711	73,000	73,953	TOTAL IRP FUND REQUIREMENTS	46,663

ACTUAL BUDGET FY 16 - 17 Balance Sheet	ACTUAL BUDGET FY 17 - 18 Balance Sheet	APPROVED BUDGET FY 18 - 19 Balance Sheet		PROPOSED BUDGET FY 19 - 20 Balance Sheet
702,493	662,677	705,777	ASSETS	
16,930	(4,400)	(5,253)	Beginning Cash Balance	520,000
62,525	146,000	166,000	Budgeted Net Profit	25,153
(250,000)	-	(200,000)	Budgeted Notes Receivable Principal Payments	51,962
(97,299)	(98,500)	(99,000)	Budgeted New Notes Receivable	(200,000)
434,649	705,777	567,524	Budgeted LTD Payments	(100,155)
			Budgeted Ending Cash	296,960
1,238,069	1,224,465	1,035,548	Beginning Note Receivable Balance	1,130,000
(62,525)	(146,000)	(166,000)	Budgeted Note Receivable Principal Payments	(51,962)
250,000	-	200,000	Budgeted New Note Receivables	200,000
1,425,544	1,078,465	1,069,548	Budgeted Ending Notes Receivable Balance	1,278,038
1,860,193	1,784,242	1,637,072	TOTAL IRP ENDING ASSETS	1,574,998
			LIABILITIES	
1,194,706	1,097,592	999,276	Budgeted Beginning Notes Payable Balance	900,186
(97,299)	(98,500)	(99,000)	Budgeted Notes Payable Principal Payments	(100,155)
1,097,407	999,092	900,276	Budgeted Ending Notes Payable Balance	800,031
1,097,407	999,092	900,276	TOTAL IRP ENDING LIABILITIES	800,031
			FUND BALANCE	
434,649	705,777	567,524	Budgeted Cash Available for Loans	296,960
328,137	79,373	169,272	Budgeted Other Net Assets	478,007
762,786	785,150	736,796	TOTAL IRP ENDING FUND BALANCE	774,967

Note Receivable and Payable Balances for FY 16-17 and 17-18 were not presented in the original approved budgets, however, are being shown here for comparison purposes.

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

**CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
SPECIAL FUND REVOLVING LOANS
LOCAL JOB CREATION**

**FISCAL YEAR
2019 - 2020**

ACTUAL BUDGET	ACTUAL BUDGET	APPROVED BUDGET		PROPOSED BUDGET
FY 16 - 17 Income Statement	FY 17 - 18 Income Statement	FY 18 - 19 Income Statement		FY 19 - 20 Income Statement
			REVENUES	
			<u>Interest</u>	
292	1,100	292	Invested Earnings	1,800
2,526	2,100	2,526	Loan Repayment	1,087
-	-	-	Fees/Penalties	-
2,818	3,200	2,818	Total Revenues	2,887
2,818	3,200	2,818	TOTAL LJC FUND RESOURCES	2,887
			EXPENDITURES	
2,818	3,100	2,500	Charges for Services	2,887
2,818	3,100	2,500	TOTAL LJC FUND REQUIREMENTS	2,887

ACTUAL BUDGET	ACTUAL BUDGET	APPROVED BUDGET		PROPOSED BUDGET
FY 16 - 17 Balance Sheet	FY 17 - 18 Balance Sheet	FY 18 - 19 Balance Sheet		FY 19 - 20 Balance Sheet
			ASSETS	
45,897	57,223	45,897	Beginning Cash Balance	80,200
-	100	318	Budgeted Net Profit	-
11,326	12,000	11,326	Budgeted Notes Receivable Principal Payments	12,765
-	-	-	Budgeted New Notes Receivable	-
57,223	69,323	57,541	Budgeted Ending Cash	92,965
68,276	56,950	67,958	Beginning Note Receivable Balance	33,973
(11,326)	(12,000)	(11,326)	Budgeted Note Receivable Principal Payments	(12,765)
-	-	-	Budgeted New Note Receivables	-
56,950	44,950	56,632	Budgeted Ending Notes Receivable Balance	21,208
114,173	114,273	114,173	TOTAL LJC ENDING ASSETS	114,173
			LIABILITIES	
-	-	-	Budgeted Ending Notes Payable Balance	-
-	-	-	TOTAL LJC ENDING LIABILITIES	-
			FUND BALANCE	
57,223	69,323	57,541	Budgeted Cash Available for Loans	92,965
56,950	44,950	56,632	Budgeted Other Net Assets	21,208
114,173	114,273	114,173	TOTAL LJC ENDING FUND BALANCE	114,173

Note Receivable Balances for FY 16-17 and 17-18 were not presented in the original approved budgets, however, are being shown here for comparison purposes.

**CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
SPECIAL FUND BUILDING FUNDS
HAWTHORNE BUILDING**

**FISCAL YEAR
2019 - 2020**

ACTUAL BUDGET FY 16 - 17	ACTUAL BUDGET FY 17 - 18	APPROVED BUDGET FY 18 - 19		PROPOSED BUDGET FY 19 - 20
129,300	159,254	195,119	Beginning Fund Balance	213,964
			RESOURCES	
91,478	97,815	96,000	Rental Income	93,960
220,778	257,069	291,119	TOTAL RESOURCES	307,924
			REQUIREMENTS	
10,042	9,255	8,500	Interest Payment	3,421
52,406	55,066	55,000	Principal Payment	60,000
158,330	192,733	63,500	Operating Contingency	63,500
-	-	164,119	Ending Fund Balance	181,003
220,778	257,054	291,119	TOTAL REQUIREMENTS	307,924

**CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
SPECIAL FUND BUILDING FUNDS
ANTLER - BEAR CREEK BUILDINGS**

**FISCAL YEAR
2019 - 2020**

ACTUAL BUDGET FY 16 - 17	APPROVED BUDGET FY 17 - 18	APPROVED BUDGET FY 18 - 19		PROPOSED BUDGET FY 19 - 20
185,951	104,126	118,043	Beginning Fund Balance	129,017
			RESOURCES	
94,458	92,185	92,185	Rental Income	91,982
280,409	196,311	210,228	TOTAL RESOURCES	220,999
			REQUIREMENTS	
31,672	30,745	31,000	Interest Payment	29,196
45,804	44,934	44,000	Principal Payment	49,000
202,933	299,678	75,000	Operating Contingency	78,196
-	-	60,228	Ending Fund Balance	64,607
280,409	375,357	210,228	TOTAL REQUIREMENTS	220,999

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
EMPLOYMENT & TRAINING RESOURCES**

ACTUAL BUDGET FY 16-17	ACTUAL BUDGET FY 17-18	APPROVED BUDGET FY 18-19
310,943	274,645	274,645
1,671,251	703,506	648,892
10,200	24,000	-
-	34,080	70,288
1,450,000	1,211,728	1,051,881
-	-	148,036
-	30,000	20,000
3,131,451	2,003,314	1,939,097
1,275,330	954,374	897,105
913,744	483,626	400,721
2,189,074	1,438,000	1,297,826
219,874	177,000	90,000
219,874	177,000	90,000
2,540	2,540	4,832
2,540	2,540	4,832
5,542,939	3,620,854	3,331,755
5,853,882	3,895,499	3,606,400

Beginning Fund Balance

Grants/Contracts With Other Agencies

State of Oregon

Dept of Human Resources
Oregon Youth & Conservation Corp
Dept of Community Colleges & Workforce Dev.

County & Local Governments

School Districts
Title 1/JDEP
COCC

TOTAL: Grants/Contracts With Other Agencies

Federal Government

Workforce Investment and Opportunity Act

Youth and Adult 1B
Dislocated Worker

TOTAL: Federal Government

Other Revenue

Miscellaneous Income/Projects

TOTAL: Other Revenue

Investment Revenue

Interest on Investments

TOTAL: Investment Revenue

TOTAL REVENUE

TOTAL RESOURCES

2019-2020 PROPOSED BUDGET		
TOTAL	ADULT	YOUTH
280,570	211,697	68,873
322,297	292,297	30,000
-	-	-
-	-	-
1,170,000	-	1,170,000
155,000	-	155,000
-	-	-
1,647,297	292,297	1,355,000
888,686	363,226	525,460
410,566	410,566	-
1,299,252	773,792	525,460
100,000	-	100,000
100,000	-	100,000
-	-	-
-	-	-
3,046,549	1,066,089	1,980,460
3,327,119	1,277,786	2,049,333

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
EMPLOYMENT & TRAINING EXPENDITURES
FISCAL YEAR 2019-2020**

		TOTAL EMPLOYMENT & TRAINING	ADULT PROGRAMS	YOUTH PROGRAMS
<u>PERSONNEL SERVICES</u>	Total FTE			
Executive Director	0.21	26,150	10,935	15,215
Executive Assistant	0.21	9,510	3,977	5,533
<i>Administrative Support</i>				
Fiscal Services Manager	0.21	18,310	7,657	10,653
Fiscal Services Admin- CED & Loans & CERC	0.05	3,595	1,504	2,091
Fiscal Services Admin - Adult & Youth	0.80	50,652	23,479	27,173
Accounting Technician - AR/AP	0.21	8,704	3,640	5,064
Payroll Specialist	0.21	8,964	3,748	5,215
Human Resources Manager	0.21	18,310	7,657	10,653
Human Resource Coordinator	0.21	15,607	6,526	9,080
Human Resources Assistant	0.21	6,872	2,874	3,998
IT Manager	0.23	15,636	9,037	6,599
Network Administrator	0.23	13,486	4,906	8,581
<i>Program Staff</i>				
Employment & Training Managers	2.92	250,070	80,342	169,728
Employment Counselor / Adult Records Coordinator	1.00	52,999	52,999	-
Participant Records Coordinator - Adult	1.00	42,157	42,157	-
Employment Counselor-Adult	5.60	306,011	306,011	-
Employment Counselor-Youth	3.00	159,794	-	159,794
Classroom Instructor	5.00	253,606	-	253,606
Classroom Instructor-Leads	2.00	129,992	-	129,992
SUB-TOTAL	23.51	1,390,425	567,449	822,976
Payroll Expense				
Medical/Dental Insurance		401,790	162,468	239,323
Life Insurance		6,557	2,691	3,865
Public Employees Retirement		200,828	78,871	121,956
F. I. C. A.		102,193	41,705	60,488
Workers Compensation		11,580	1,253	10,327
Unemployment Insurance		27,420	12,079	15,341
SUB-TOTAL		750,368	299,067	451,301
TOTAL PERSONNEL SERVICES		2,140,793	866,517	1,274,276

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
EMPLOYMENT & TRAINING EXPENDITURES
FISCAL YEAR 2019-2020**

	TOTAL EMPLOYMENT & TRAINING	ADULT PROGRAMS	YOUTH PROGRAMS
<u>MATERIALS AND SERVICES</u>			
Rent	233,030	38,451	194,579
Telephone	37,331	14,981	22,351
Utilities/Janitorial	60,088	5,510	54,578
<i>Supplies/Printing</i>			
General Supplies	28,171	9,532	18,639
Printing	2,637	1,235	1,402
School District/Crews	3,006	-	3,006
Furnishings & Equipment	17,212	558	16,653
Postage	748	313	435
Subscriptions	1,651	944	707
Fees/Dues	61,394	8,104	53,290
Advertising	1,953	237	1,716
Office Equipment Lease Exp	6,134	4,157	1,977
<i>Repair and Maintenance</i>			
Office Equipment	316	316	-
Vehicles	3,239	-	3,239
Other	2,998	484	2,514
Insurance	15,343	5,528	9,815
<i>Services</i>			
Legal	13,710	5,733	7,977
Auditing	4,795	2,005	2,790
Security Services	1,472	360	1,112
<i>Consulting</i>			
Computer Network	-	-	-
Telephone Systems	-	-	-
Contracting	35,040	148	34,892
Drug Testing	-	-	-
<i>Training/Travel</i>			
Operational Travel	35,501	24,933	10,569
Staff Training/Education	11,446	1,869	9,577
Travel/Employee Bus Pass	2,194	1,207	987
Crew Travel	7,029	-	7,029
SUB-TOTAL	586,439	126,607	459,832
Client Services			
Participant/Work Experience	318,271	72,530	245,741
SUB-TOTAL	318,271	72,530	245,741
<u>TOTAL MATERIALS AND SERVICES</u>	904,710	199,137	705,574
CAPITAL OUTLAY			
Computer	1,042	436	607
TOTAL CAPITAL OUTLAY	1,042	436	607
<u>TOTAL GENERAL FUND EXPENDITURES</u>	3,046,546	1,066,089	1,980,457
<u>Transfers, Contingency & Fund Balance</u>			
Operating Contingency	280,574	211,697	68,876
<u>TOTAL TRANSFERS, CONTINGENCY & FUND BALANCE</u>			
<u>TOTAL GENERAL FUND REQUIREMENTS</u>	3,327,119	1,277,786	2,049,333

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
ECONOMIC DEVELOPMENT RESOURCES**

ACTUAL BUDGET FY 16-17	ACTUAL BUDGET FY 17-18	APPROVED BUDGET FY 18-19
446,133	454,905	459,831
15,621	-	-
31,522	-	-
41,042	-	-
-	107,000	107,744
2,818	3,100	2,500
236,108	182,000	175,206
67,828	63,000	62,953
394,939	355,100	348,403
75,204	32,538	50,600
-	-	-
7,000	-	56,500
82,204	32,538	107,100
15,823	-	-
27,513	21,182	17,605
-	-	-
5,432	10,500	55,300
61,306	35,000	39,000
14,346	30,534	29,500
124,420	97,216	141,405
75,000	123,000	115,500
258,300	242,452	34,591
22,500	6,500	-
-	-	-
-	-	-
355,800	371,952	150,091
-	-	-
-	-	41,828
-	-	65,720
178,000	184,000	93,511
16,408	11,203	15,000
15,000	-	-
6,760	16,900	-
10,000	-	5,652
-	242,706	85,104
1,110	1,226	601
-	-	-
-	-	44,000
77,528	66,965	65,000
304,806	523,000	416,416
867,230	1,024,706	815,012
3,086	3,300	5,500
3,086	3,300	5,500
1,265,255	1,383,106	1,168,915
1,711,388	1,838,011	1,628,746

Beginning Fund Balance
Transfers from Other Funds
Round 1 Revolving Loan Funds
Round 2 Revolving Loan Funds
Round 3 Revolving Loan Funds
EDA Revolving Loan Fund
Local Job Creation Fund
Oregon Business Development
USDA IRP Revolving Loan Funds
TOTAL: Transfers from Other Funds
Grants/Contracts With Other Agencies
State of Oregon
Oregon Dept of Transportation
Oregon Dept of Land Conservation & Dev
Oregon Business Development Dept.
Oregon Dept of Forestry
TOTAL: State of Oregon
County & Local Government
Deschutes County
Jefferson County
Klamath County
Crook County
City of Bend
Other Local Government
TOTAL: County & Local Government
Federal Government
Economic Development Administration
US Department of Agriculture
MCEDD Agora
Federal Emergency Management Administration
US Department of Interior
TOTAL: Federal Government
Other Grants & Contracts
The Oregon Consortium:Workforce Investment Act
Oregon Community Foundation
Discover Your Forest
Meyer Memorial Trust
Ford Family Foundation
Harburton Foundation
High Desert Food & Farm Alliance
Nature Conservancy
Misc Non-Profits
LLI
PAC
CO Health Council
COFSF Foundation
TOTAL: Other Grants & Contracts
TOTAL: Grants/Contracts With Other Agencies
Investment Revenue
Interest on Investments
TOTAL: Investment Revenue
TOTAL REVENUE
TOTAL RESOURCES

2019-2020 PROPOSED BUDGET		
TOTAL	COMMUNITY DEVELOPMENT	PUBLIC LENDING
468,549	59,726	408,823
-	-	-
-	-	-
-	-	-
51,900	-	51,900
3,950	-	3,950
66,883	-	66,883
32,903	-	32,903
155,636	-	155,636
36,838	36,838	-
50,000	50,000	-
250,000	250,000	-
51,000	51,000	-
387,838	387,838	-
70,500	70,500	-
66,402	66,402	-
-	-	-
23,762	23,762	-
49,000	49,000	-
119,741	119,741	-
329,405	329,405	-
80,000	80,000	-
50,000	50,000	-
-	-	-
-	-	-
-	-	-
130,000	130,000	-
-	-	-
20,000	20,000	-
-	-	-
76,700	76,700	-
60,000	60,000	-
-	-	-
5,000	5,000	-
-	-	-
-	-	-
-	-	-
2,000	2,000	-
74,454	74,454	-
238,154	238,154	-
1,085,397	1,085,397	-
6,600	600	6,000
6,600	600	6,000
1,247,633	1,085,997	161,636
1,716,182	1,145,723	570,459

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL**

ECONOMIC DEVELOPMENT EXPENDITURES
FISCAL YEAR 2019-2020

		TOTAL ECONOMIC DEVELOPMENT EXPENDITURES	COMMUNITY DEVELOPMENT EXPENDITURES	PUBLIC LENDING EXPENDITURES
<u>Personnel Services</u>	<u>Total FTE</u>			
Executive Director	0.05	6,385	5,456	929
Executive Assistant	0.05	2,322	1,984	338
<i>Administrative Support</i>				
Fiscal Services Manager	0.05	4,471	3,820	651
Fiscal Services Admin- CED & Loans & CERC	0.51	35,384	28,353	7,031
Fiscal Services Admin - Adult & Youth	0.01	808	688	120
Accounting Technician - AR/AP	0.05	2,125	1,816	309
Payroll Specialist	0.05	2,189	1,870	319
Human Resources Manager	0.05	4,471	3,820	651
Human Resource Coordinator	0.05	3,811	3,256	555
Human Resources Assistant	0.05	1,678	1,434	244
IT Manager	0.07	4,716	4,515	201
Network Administrator	0.07	4,068	3,895	173
<i>Program Staff</i>				
Loan Manager	0.33	36,871	-	36,871
Loan Officer	0.33	28,980	-	28,980
Economic Development Manager	1.00	96,745	96,745	-
Program Administrator - CED	1.00	71,074	71,074	-
Program Coordinator - CED	1.00	46,987	46,987	-
Program Assistant - CED	1.00	41,746	41,746	-
SUB-TOTAL	5.74	394,830	317,457	77,373
<i>Payroll Expense</i>				
Medical/Dental Insurance		100,438	85,815	14,623
Life Insurance		1,880	1,499	381
Public Employees Retirement		56,097	43,125	12,972
F. I. C. A.		29,117	23,334	5,783
Workers Compensation		890	711	179
Unemployment Insurance		7,717	5,715	2,002
SUB-TOTAL		196,138	160,199	35,940
TOTAL PERSONNEL SERVICES		590,968	477,656	113,312

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL**

ECONOMIC DEVELOPMENT EXPENDITURES
FISCAL YEAR 2019-2020

	TOTAL ECONOMIC DEVELOPMENT EXPENDITURES	COMMUNITY DEVELOPMENT EXPENDITURES	PUBLIC LENDING EXPENDITURES
<u>Materials and Services</u>			
Rent	37,960	21,802	16,157
Telephone	4,804	3,065	1,739
Utilities/Janitorial	10,339	6,129	4,210
<u>Supplies/Printing</u>			
General Supplies	13,356	8,926	4,429
Printing	281	225	56
Furnishings & Equipment	1,320	1,249	72
Postage	506	362	144
Subscriptions	30	20	9
Fees/Dues	9,612	5,425	4,187
Advertising	346	268	78
Office Equipment Lease Exp	466	319	147
<u>Repair and Maintenance</u>			
Office Equipment	-	-	-
Vehicles	-	-	-
Other	3,257	2,021	1,235
Insurance	6,437	4,438	1,998
<u>Services</u>			
Legal	6,661	2,950	3,710
Auditing	1,923	1,390	533
Security Services	6,883	3,530	3,354
<u>Consulting</u>			
Computer Network	-	-	-
Telephone Systems	150	150	-
Contracting	389,637	389,574	63
Other	-	-	-
Pass Through	71,030	71,030	-
<u>Training/Travel</u>			
Operational	11,877	11,699	178
Travel/Employee Bus Pass	818	270	548
Staff Training/Education	1,335	1,205	131
<u>TOTAL MATERIALS AND SERVICES</u>	579,029	536,049	42,979
<u>Capital Outlay</u>			
Computer	255	217	37
Computer Software	-	-	-
Furnishings & Equipment	-	-	-
Real Property	-	-	-
Property Improvements	-	-	-
Vehicles	-	-	-
Leasehold Improvements	-	-	-
<u>TOTAL CAPITAL OUTLAY</u>	255	217	37
<u>TOTAL GENERAL FUND EXPENDITURES</u>	1,170,252	1,013,922	156,329
<u>Transfers, Contingency & Fund Balance</u>			
Operating Contingency	181,023	131,801	49,223
Ending Fund Balance	364,907	-	364,907
<u>TOTAL TRANSFERS, CONTINGENCY & FUND BALANCE</u>	545,930	131,801	414,130
<u>TOTAL GENERAL FUND REQUIREMENTS</u>	1,716,182	1,145,723	570,459

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL

TRANSPORTATION RESOURCES

ACTUAL BUDGET FY 16-17	ACTUAL BUDGET FY 17-18	APPROVED BUDGET FY 18-19
751,521	2,832,843	2,901,042
1,068,294	1,290,036	1,266,071
200,000	738,000	-
2,622,468	1,929,000	1,713,241
3,890,762	3,957,036	2,979,312
750,208	433,839	435,460
158,000	95,818	65,000
170,000	97,500	77,000
1,741,629	2,057,000	1,283,838
-	-	-
849,540	780,466	708,185
3,669,377	3,464,623	2,569,483
2,075,661	2,033,188	1,352,786
-	-	-
2,075,661	2,033,188	1,352,786
3,999,911	4,834,000	4,862,880
60,000	60,000	60,000
13,695,711	14,348,847	11,824,461
35,353	2,000	91,584
852,278	716,000	710,278
639,675	789,000	604,176
1,527,306	1,507,000	1,406,038
11,074	26,160	20,322
11,074	26,160	20,322
15,234,091	15,882,007	13,250,821
15,985,612	18,714,850	16,151,863

<u>Beginning Fund Balance</u>
<u>Grants/Contracts With Other Agencies</u>
<u>State of Oregon</u>
Oregon Department of Human Services
Oregon Business Development Department
Oregon Dept of Transportation
<u>TOTAL: State of Oregon</u>
<u>County & Local Government</u>
Deschutes County
Jefferson County
Crook County
City of Bend
Confederated Tribes of the Warm Springs
Other Local Government
<u>TOTAL: County & Local Government</u>
<u>Federal Government</u>
US Department of Transportation
Western Federal Lands Highway Division
<u>TOTAL: Federal Government</u>
<u>Other Grants & Contracts</u>
Pacific Source
Central Oregon Council On Aging (COCOAA)
<u>TOTAL: Other Grants & Contracts</u>
<u>Other Revenue</u>
Misc Transportation
Bus Fares
Charges for Services
<u>TOTAL: Other Revenue</u>
<u>Investment Revenue</u>
Interest on Investments
<u>TOTAL: Investment Revenue</u>
<u>TOTAL REVENUE</u>
<u>TOTAL RESOURCES</u>

2019-2020 PROPOSED BUDGET TRANSPORTATION ACTIVITIES	CERC	CASCADES EAST TRANSIT
2,723,384	192,580	2,530,804
1,356,460	1,230,983	125,477
-	-	-
1,655,927	-	1,655,927
3,012,386	1,230,983	1,781,404
3,646,221	-	3,646,221
337,977	-	337,977
219,037	-	219,037
1,376,179	-	1,376,179
391,976	-	391,976
490,498	-	490,498
6,461,887	-	6,461,887
1,685,475	-	1,685,475
40,000	-	40,000
1,725,475	-	1,725,475
5,019,421	4,778,625	240,796
-	-	-
16,219,169	6,009,607	10,209,562
9,276	-	9,276
679,857	-	679,857
667,685	5,496	662,189
1,356,818	5,496	1,351,322
41,364	1,371	39,993
41,364	1,371	39,993
17,617,351	6,016,474	11,600,877
20,340,735	6,209,054	14,131,681

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL**

**TRANSPORTATION EXPENDITURES
FISCAL YEAR 2019-2020**

		TRANSPORTATION EXPENDITURES	CERC	CASCADES EAST TRANSIT
<u>Personnel Services</u>	<u>Total FTE</u>			
Executive Director	0.74	92,889	22,489	70,400
Executive Assistant	0.74	33,782	8,179	25,603
<u>Administrative Support</u>				
Fiscal Services Manager	0.74	65,041	15,747	49,294
Fiscal Services Admin - CED & Loans & CERC	0.44	30,023	20,342	9,681
Fiscal Services Admin - Transportation	1.00	61,714	-	61,714
Fiscal Services Admin - Adult & Youth	0.19	11,689	2,829	8,860
Human Resources Manager	0.74	65,041	15,747	49,294
Human Resource Coordinator	0.74	55,438	13,422	42,016
Accounting Tech - AR/AP	0.74	30,917	7,485	23,432
Payroll Specialist	0.74	31,841	7,709	24,132
Human Resource Assistant	0.74	24,410	5,910	18,500
Accounting Clerk - CERC Billing	1.00	41,361	41,361	-
IT Manager	0.70	46,640	18,202	28,438
Network Administrator	0.70	40,228	15,699	24,529
<u>Program Staff</u>				
Transportation Manager	1.00	104,370	-	104,370
CERC Brokerage Manager	1.00	71,074	71,074	-
CET Operations Manager	1.00	75,804	-	75,804
Senior Transit Planner	1.00	63,149	-	63,149
Program Administrator- CERC	2.00	122,803	122,803	-
Program Assistant - CERC/CET	1.00	36,017	32,416	3,602
Quality Assurance Lead	1.00	46,987	-	46,987
Market Attendant	2.15	74,866	-	74,866
Vehicle Mechanic	1.00	36,731	-	36,731
Outreach and Engagement Coordinator	1.00	69,002	-	69,002
Field Supervisors	2.00	103,147	-	103,147
CET Dispatch and Call Supervisor	1.00	54,887	-	54,887
Transit Planning & Outreach Specialists	2.00	85,987	-	85,987
Safety, Security & Trainer	0.75	37,384	-	37,384
Ambassador/Travel Trainer	0.75	35,240	-	35,240
Customer Service Representatives	17.75	607,407	444,865	162,542
Dispatcher	6.00	226,113	-	226,113
Drivers	26.42	951,601	-	951,601
Vehicle Maintenance	4.75	167,099	-	167,099
SUB-TOTAL	83.51	3,600,680	866,276	2,734,404
<u>Payroll Expense</u>				
Medical/Dental Insurance		1,213,326	341,367	871,959
Life Insurance		16,335	4,169	12,166
Public Employees Retirement		448,670	111,392	337,277
F. I. C. A.		264,765	63,763	201,002
Workers Compensation		52,380	1,399	50,981
Unemployment Insurance		82,100	19,802	62,298
SUB-TOTAL		2,077,576	541,893	1,535,683
TOTAL PERSONNEL SERVICES		5,678,257	1,408,170	4,270,087

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

**CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL**

**TRANSPORTATION EXPENDITURES
FISCAL YEAR 2019-2020**

	TRANSPORTATION EXPENDITURES	CERC	CASCADES EAST TRANSIT
<u>Materials and Services</u>			
Rent	151,850	23,396	128,454
Telephone	96,423	11,910	84,512
Utilities/Janitorial	111,943	7,587	104,355
<u>Supplies/Printing</u>			
General Supplies	125,369	23,487	101,882
Printing	6,786	935	5,851
Furnishings & Equipment	19,761	8,148	11,613
Postage	21,375	16,597	4,778
Subscriptions	177	43	134
Fees/Dues	146,635	12,294	134,342
Advertising	4,041	488	3,553
Office Equipment Lease Exp	2,949	697	2,252
<u>Repair and Maintenance</u>			
Office Equipment	-	-	-
Vehicles	237,213	-	237,213
Other	21,735	1,665	20,071
Insurance	98,203	12,079	86,123
<u>Services</u>			
Legal	79,622	15,111	64,512
Auditing	17,034	4,124	12,910
Security	41,784	881	40,903
<u>Consulting</u>			
Telephone Systems	973	510	463
Contracting	6,559,139	4,461,165	2,097,974
<u>Training/Travel</u>			
Operational	12,823	678	12,145
Staff Training/Education	20,863	3,395	17,469
Travel/Employee Bus Pass	9,913	2,220	7,693
Fuel Expense	557,481		557,481
Drug Testing	3,354		3,354
<u>Cost of Goods Sold</u>			
Hawthorne Market	1,167		1,167
<u>TOTAL MATERIALS AND SERVICES</u>	8,348,613	4,607,407	3,741,205
<u>Capital Outlay</u>			
Computer	3,703	897	2,806
Furnishings & Equipment	1,294,558	-	1,294,558
Property Improvements	194,850	-	194,850
Vehicles	2,051,116	-	2,051,116
<u>TOTAL CAPITAL OUTLAY</u>	3,544,227	897	3,543,330
<u>TOTAL GENERAL FUND EXPENDITURES</u>	17,571,096	6,016,474	11,554,623
<u>Transfers & Contingency</u>			
Operating Contingency	2,769,639	192,581	2,577,059
<u>TOTAL TRANSFERS & CONTINGENCY</u>	2,769,639	192,581	2,577,059
<u>TOTAL GENERAL FUND REQUIREMENTS</u>	20,340,735	6,209,054	14,131,681

CAPITAL BUDGET DETAILS

This COIC proposed budget includes:

<u>Item Description</u>	<u>Funding Source</u>	<u>Grant Amount</u>	<u>Match Rate</u>	<u>Match</u>	<u>Total Outlay</u>
<u>Recurring Capital Expenditures</u>					
Two (2) medium size, heavy duty category B buses for community connector service	ODOT 5339 Capital Grant (Bus & Bus Facilities)	\$285,699	15.00%	\$50,417	\$336,116
<u>Nonrecurring Capital Expenditures</u>					
Real-time signage for winter mountain service	FTA Transit in the Parks 5320	\$34,316	0.00%	-	\$34,316
Bus stop improvements for ADA accessible bus stops in Bend	FTA 5307	\$8,000	20.00%	\$ 2,000	\$10,000
Four passenger shelters for fixed route bus stops in Bend	FTA 5307	\$31,800	10.27%	\$ 3,640	\$35,440
ADA audio & visual (LED sign) and bus stop announcement equipment for 17 Bend fixed route vehicles	ODOT 5339 Capital Grant (Bus & Bus Facilities)	\$108,800	20.00%	\$27,200	\$136,000
Automated passenger counter equipment for 17 Bend fixed route vehicles	ODOT 5339 Capital Grant (Bus & Bus Facilities)	\$61,200	20.00%	\$15,300	\$76,500
New radio system for dispatch & rural Cascades East Transit buses	ODOT 5310 Capital Grant (Enhanced Mobility)	\$117,600	20.00%	\$29,400	\$147,000
Enhanced Community Connector bus stops	FTA 5307	\$224,596	10.27%	\$25,706	\$250,302
Hawthorne Station Intermodal Center renovations	ODOT 5311(f)/STIF	\$99,880	20.00%	\$24,970	\$124,850

Note: Amounts are presented in whole dollars. Due to rounding total amounts may vary.

<p>Nine new bus purchases to support transportation expansion, due to STIF funding and planning. Two large Gillig buses and 7 medium buses.</p>	<p>STIF</p>	<p>\$1,715,000</p>	<p>0.00%</p>	<p>-</p>	<p>\$1,715,000</p>
<p>Bus Stop shelters, pads and signage, related to STIF funding</p>	<p>STIF</p>	<p>\$675,000</p>	<p>0.00%</p>	<p>\$0</p>	<p>\$675,000</p>
<p>Domain Controller for COIC IT Department</p>	<p>Admin Budget Allocated to Departments</p>	<p>\$0</p>	<p>100.00%</p>	<p>\$5,000</p>	<p>\$5,000</p>
<p>Total:</p>		<p>\$3,361,891</p>	<p>5%</p>	<p>\$183,633</p>	<p>\$3,545,524</p>

**LOAN CLOSURE HISTORY
&
LOAN CLOSURE PROJECTED**

<u>Loan Fund</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Actual</u>	<u>2011-2012 Actual</u>	<u>2012-2013 Actual</u>	<u>2013-2014 Actual</u>	<u>2014-2015 Actual</u>	<u>2015-2016 Actual</u>	<u>2016-2017 Actual</u>	<u>2017-2018 Actual</u>	<u>Approved 2018-2019 Budget</u>	<u>Proposed 2019-2020 Budget</u>
Deschutes Co.	-	-	-	-	-	-	-	-	-	-	-
Jefferson Co.	-	50,000	-	100,000	-	-	-	-	-	-	-
Klamath Co.	-	-	-	-	-	-	-	-	-	-	-
COIC #1	150,000	63,000	50,750	-	175,000	30,000	-	102,500	-	-	-
COIC #2	250,000	-	-	50,000	209,366	60,000	200,000	-	-	-	-
COIC #3	250,000	140,000	-	175,000	171,132	120,868	150,000	225,000	-	-	-
COIC EDA RLF	-	-	-	-	-	-	-	-	170,000	200,000	200,000
COIC Local	-	-	114,000	-	-	-	-	-	-	-	-
Regional Strategies RLF	-	-	-	-	-	-	-	-	-	-	-
Intermediary Loan Program	500,000	-	-	-	391,030	200,000	147,500	-	-	200,000	200,000
Total Principal	1,150,000	253,000	164,750	325,000	946,528	410,868	497,500	327,500	170,000	400,000	400,000
1.5% Packaging Fee	17,250	3,795	2,471	4,875	14,198	6,163	7,463	4,913	2,550	6,000	6,000

**STATEMENT OF HISTORY
COIC REVOLVING LOAN FUND
September 1984 – April 2019**

COIC was awarded \$300,000 in Department of Commerce, Economic Development Administration funds in 1984 to establish a revolving loan fund. In 1987, the Department of Commerce increased the funding by \$450,000, and then again in 1990, by \$600,000 for a total amount of \$1,350,000. The following conditions were required by EDA:

- 1) Participation to include Crook, Deschutes, Jefferson, Lake, Harney and Klamath Counties.
- 2) Local match at \$25,000 per county or \$100,000 for the first loan fund, then \$45,000 per county or \$225,000 for the second loan fund and \$200,000 for the third loan fund of which State Regional Strategies provided \$150,000, Harney County provided \$25,000, and COIC provided \$25,000.

In fiscal year 2016-17, the COIC board, with approval from the EDA, combined the three rounds of funding into one loan fund.

Since the establishment of this fund, \$4,479,832 in program income has been earned with \$2,752,817, or 61.4%, utilized for fund administration.

The budget reflects an anticipated charge for services of 67.9%. COIC administration charges for services are limited to actual expenditures.

**STATEMENT OF HISTORY
USDA RURAL DEVELOPMENT
INTERMEDIARY RELENDING PROGRAM**

COIC successfully obtained the USDA Rural Development relending program. In 1996, a commitment was made to COIC for \$2,000,000. In 1999, an additional commitment was made to COIC of \$572,000. Participation includes Deschutes, Crook, Jefferson, Harney, Klamath, Lake, Wasco, and Sherman Counties. These are funds borrowed from USDA, upon which COIC pays an annual interest rate of 1% on borrowed funds; principal repayments began in 2001. The first principal payment was made in March, 2001. As of April 30, 2019, \$1,671,814 had been repaid of the \$2,572,000 borrowed, leaving a note payable balance of \$900,186.

COIC was required to establish a loan loss reserve significant enough to secure funds to be borrowed from USDA. The Local Job Creation fund balance was committed to the IRP fund for that reserve. The amount transferred, as of June 30, 1999, was \$136,218.27. In 1999, USDA informed COIC that the loan loss reserve commitment had been met and it became unnecessary to transfer any additional funds.

Since establishment of this fund, \$2,820,524 in program income has been earned with \$1,520,428, or 53.9%, being utilized for fund administration. Cumulative interest expense on funds lent for the period ended April 30, 2019 was \$377,016.

The budget reflects an anticipated charge for services of 52.9%. COIC administration charges for services are limited to actual expenditures.

STATEMENT OF HISTORY
COIC REVOLVING LOAN FUND LOCAL JOB CREATION
January 1986 – April 2019

COIC established a locally funded revolving loan fund in 1986 in anticipation of serving businesses unable to meet more stringent federal requirements. The initial amount was \$250,000.

Participation has been based upon case-by-case council decisions. To afford maximum flexibility and utilization, no limitations have been established. COIC dedicated \$25,000 from this portfolio to match RLF Round 3 recapitalization.

Since establishment of this fund, \$288,322 in program income has been earned with \$262,931, or 91.2% being utilized for fund administration.

The budget reflects an anticipated charge for services of 100% of program income.

During 1997, the board reserved the portfolio balance of this fund to establish a loan loss reserve required to acquire funds from the USDA intermediary relending program. The cash balance held in this fund was transferred to the IRP fund and all principal payments made against the outstanding note receivable in this fund were transferred as they were received. After transferring \$136,218.27 to the IRP fund, COIC was notified that our commitment to the USDA relending program was met, and in 1999, the Board resolved to leave the remaining funds in the Local Job Creation fund.

During 2010-11, the board approved a loan to the Intermodal Center from Local Job Creations funds in the amount of \$114,000. Interest rate on the loan is 4%

RESERVE FUNDS 2019 - 2020 Proposed Budget

This statement is included in this section of COIC's budget document as part of the board oversight of the reserve funds. The actual balance of the reserve funds going into next fiscal year will not be known until we officially close out the year, so we have shown the estimated activity and the "preliminary balance" as of the date of the Budget Committee meeting.

The preliminary balance of the reserve fund is calculated to be \$3,815,484. All of the increase (decrease) in reserves for fiscal year 2018-2019 is projected to come from the Transportation Department, the Economic Development Department (Loan Program), and the Building Fund. Even though COIC has managed to increase its reserve fund throughout the years, these funds are committed funds and belong to and can only be used by the departments that generate them.

The Transportation Department's reserve fund balance is committed for such projects as service expansion for the Bend and Rural service areas, capital outlay, and potential retirement of long term debt. The Transportation Department's reserve balance is also necessary to cover the period between expenditure and reimbursement, with that cycle being approximately five to six months. Most of the transportation funding sources are reimbursement grants or contracts. COIC's Transportation Department also makes large capital purchases that must be paid for up front and then reimbursed. Therefore, it is necessary that at all times the Transportation Department have at least six months of cash flow reserves available for operations. Six months of operation expenses for the Transportation Department based on the 2019-2020 budget is \$8,785,548, leaving a deficit in necessary operating contingency of \$6,015,909.

For the Economic Development Department's break down of operating contingency and fund balance, see page 6-3 of the budget. Of the programs contained in the Economic Development Department, the Community Development Activities program is projected to have \$131,801 in operating contingency, however, it should have \$337,974. Therefore, that program is \$206,173 short of achieving its operating contingency goals. The Public Lending Activities program has an operating contingency of \$49,223 and additional fund balance of \$364,907; therefore, this program exceeds its operating contingency goals by \$362,020. The majority of the Economic Development Department's grants and contracts are expense reimbursement grants and contracts, and the billing cycle for this department is about four months. Therefore, it is necessary for the Economic Development Department to have four months of cash reserves available to cover operating expenditures at all times. Four months of operating expenditures based on the 2019-2020 budget in total is \$390,084. Total projected operating contingency at year end for the Economic Development Department is \$545,930, leaving an excess of \$155,846; however, all the necessary excess relates to the Loan Department, as mentioned above.

The Employment and Training Department's billing cycle is about two months, and most of that department's grants and contracts are expense reimbursement contracts, therefore, it is necessary for the Employment and Training Department to have two months of operating contingency reserves on hand at all times to cover operating costs. Based on the 2019-2020 budget, the necessary operating contingency needed on hand is \$507,758, leaving a deficit in necessary operating contingency of \$227,184.

**CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
RESERVE FUNDS**

**FISCAL YEAR
2019 - 2020**

	Employment & Training	Economic Development	Transportation	Building Fund
Fund Balance 6/30/2017	274,645	454,905	2,832,843	263,380
Fiscal Year 17/18 Activity	5,925	7,644	90,541	33,601
Fund Balance 6/30/2018	280,570	462,549	2,923,384	296,981
Fiscal Year 18-19 Activity (estimated)	-	6,000	(200,000)	46,000
Fund Balance 6/30/2019 (estimated)	280,570	468,549	2,723,384	342,981
Fiscal Year 19-20 Activity (estimated)	4	77,381	46,255	44,325
Fund Balance 6/30/2020 (estimated)	280,574	545,930	2,769,639	387,306
Necessary operating contingency by department	507,758	390,084	8,785,548	141,696
Excess or (Deficiency) in operating contingency	(227,184)	155,846	(6,015,909)	245,610
Percent of Necessary Operating Contingency	55%	140%	32%	273%