ANNUAL BUDGET FY 21-22

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL (COIC)

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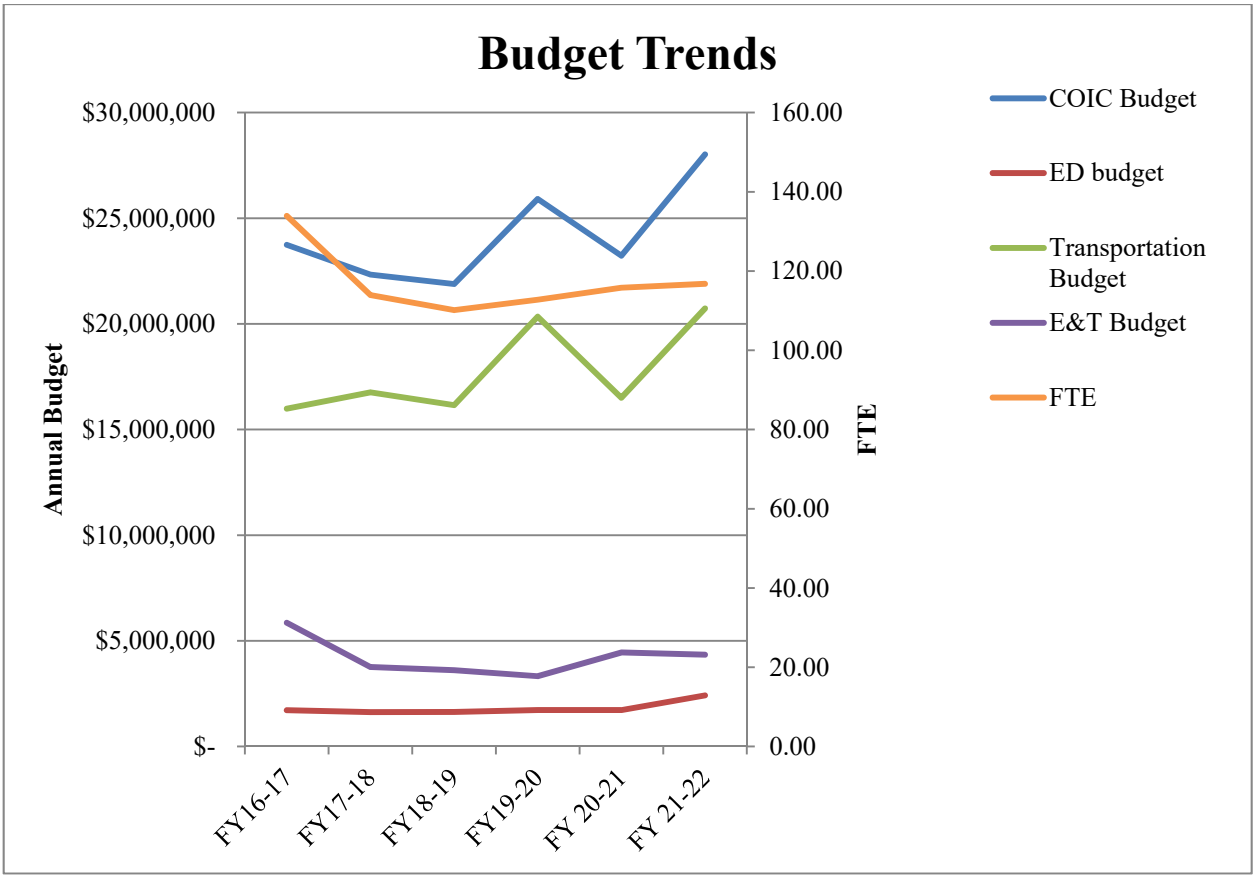
The proposed 2021-2022 budget is balanced, and represents a total budgeted resource increase of 21%, which includes Fund Balance. COIC is proposing a $28 million dollar budget for 2021-2022. Following is a summary of the budget; the full budget document can be found on the COIC web site: https://www.coic.org/coic-financials/

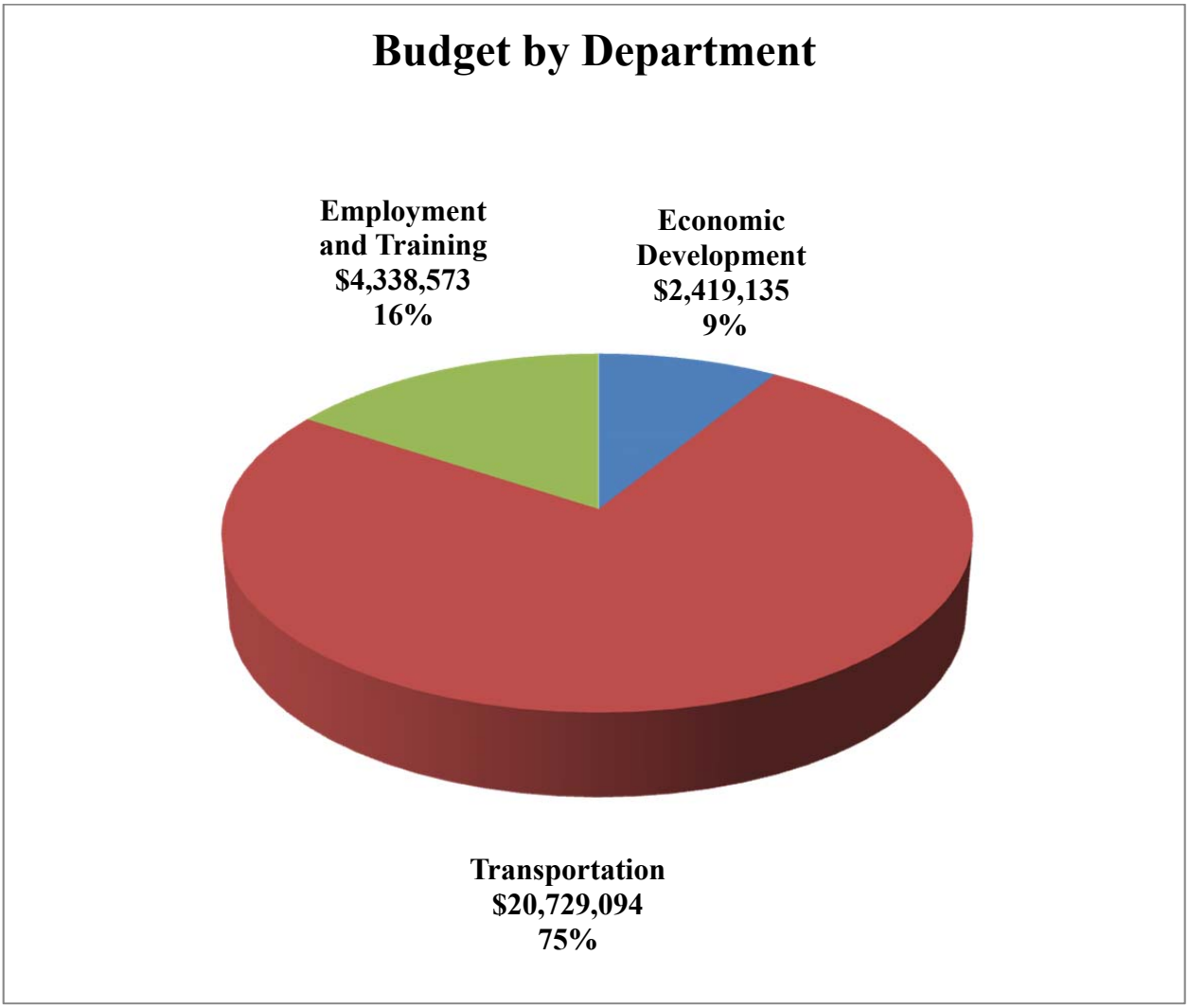
1. Budget Trends

COIC's budget has been constrained over the past few years, however during fiscal year 2020-2021 COIC saw significant growth in our budgeted resources and services provided to our communities. This trend is expected to continue in the 2021-2022 budget which demonstrates COIC's ability to be instrumental in our region with pandemic mitigation and recovery efforts. For fiscal year 2021-2022, COIC is expected to continue to assist our communities with education and workforce investment and recovery through the Employment and Training department. We will also continue to support our region with community economic development opportunities and small business loans through our Economic Development department. COIC is also planning on continuing to expand our region's access to transportation, which will help in the region's efforts to recovery from the COVID-19 pandemic and help build a better, stronger region.



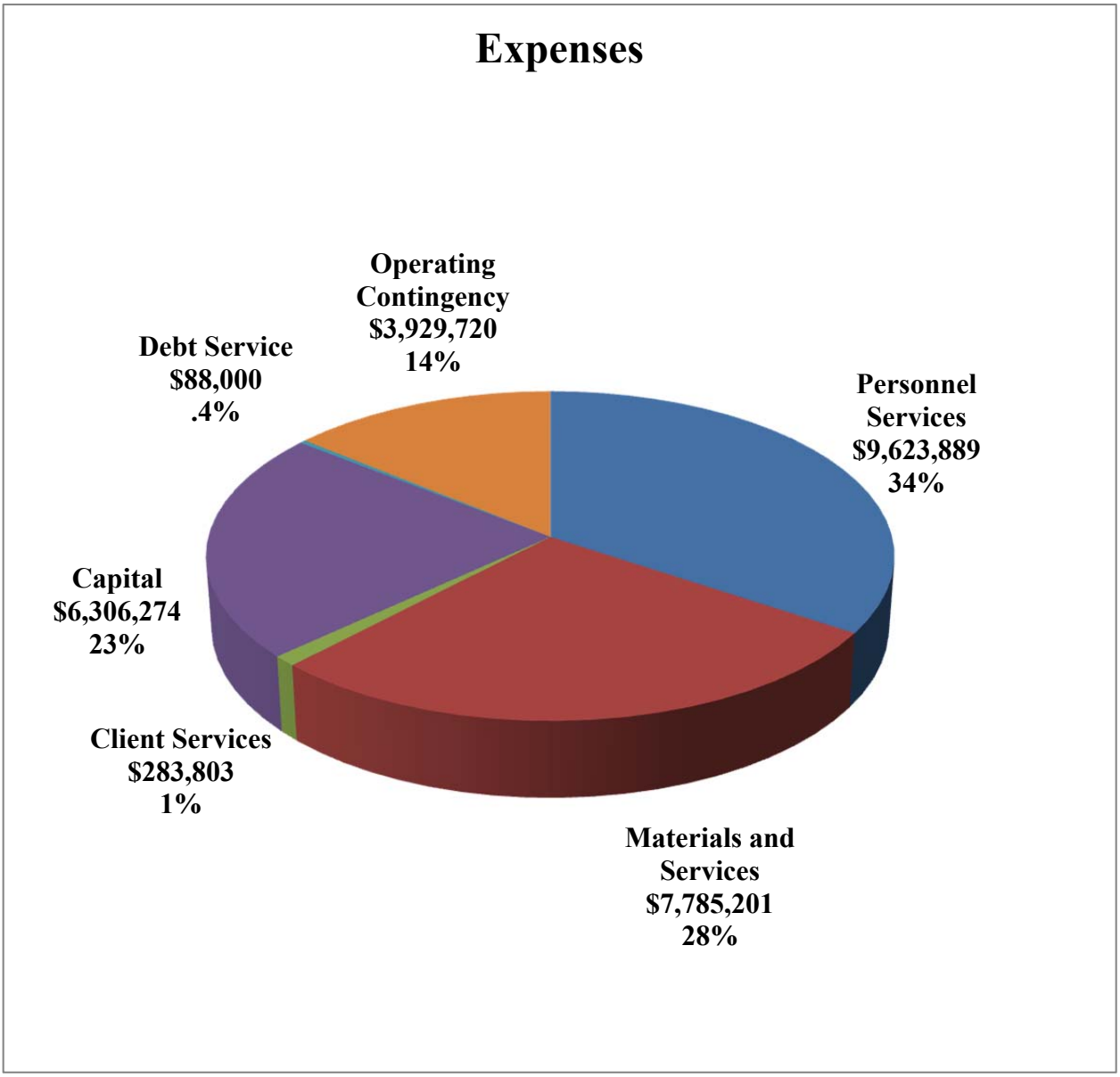
2. Budgets by Department

The following table provides detail on the percentage of the budgeted resources per department. The Transportation Department makes up 75% of COIC's total general fund budget. This percentage has increased slightly for fiscal year 2021-2022. The Economic Development Department's percentage of COIC's total general fund budget has increased from 8% in fiscal year 2020-2021 to 9% in fiscal year 2021-2022. The Employment and Training Department has decreased slightly from 20% in 2020-2021 to 16% in 2021-2022, this is mainly due to the Covid-19 pandemic and slight delays in staffing expansion efforts related to the Oregon Youth Challenge Program, which are projected to get back on track within the next two years.

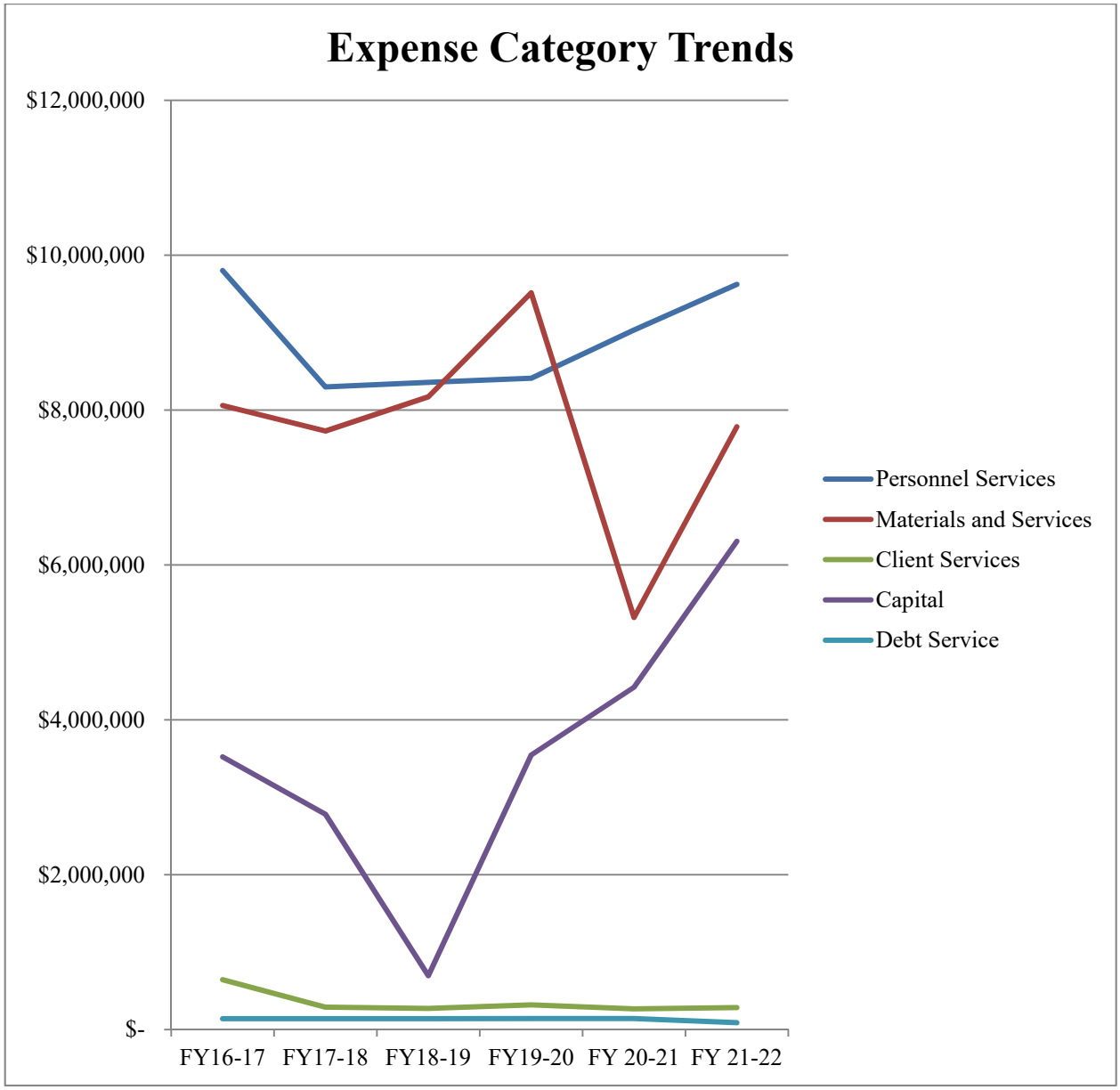


3. Expenses

Categories for expenses within the 2021-2022 budget can be found in the table below.

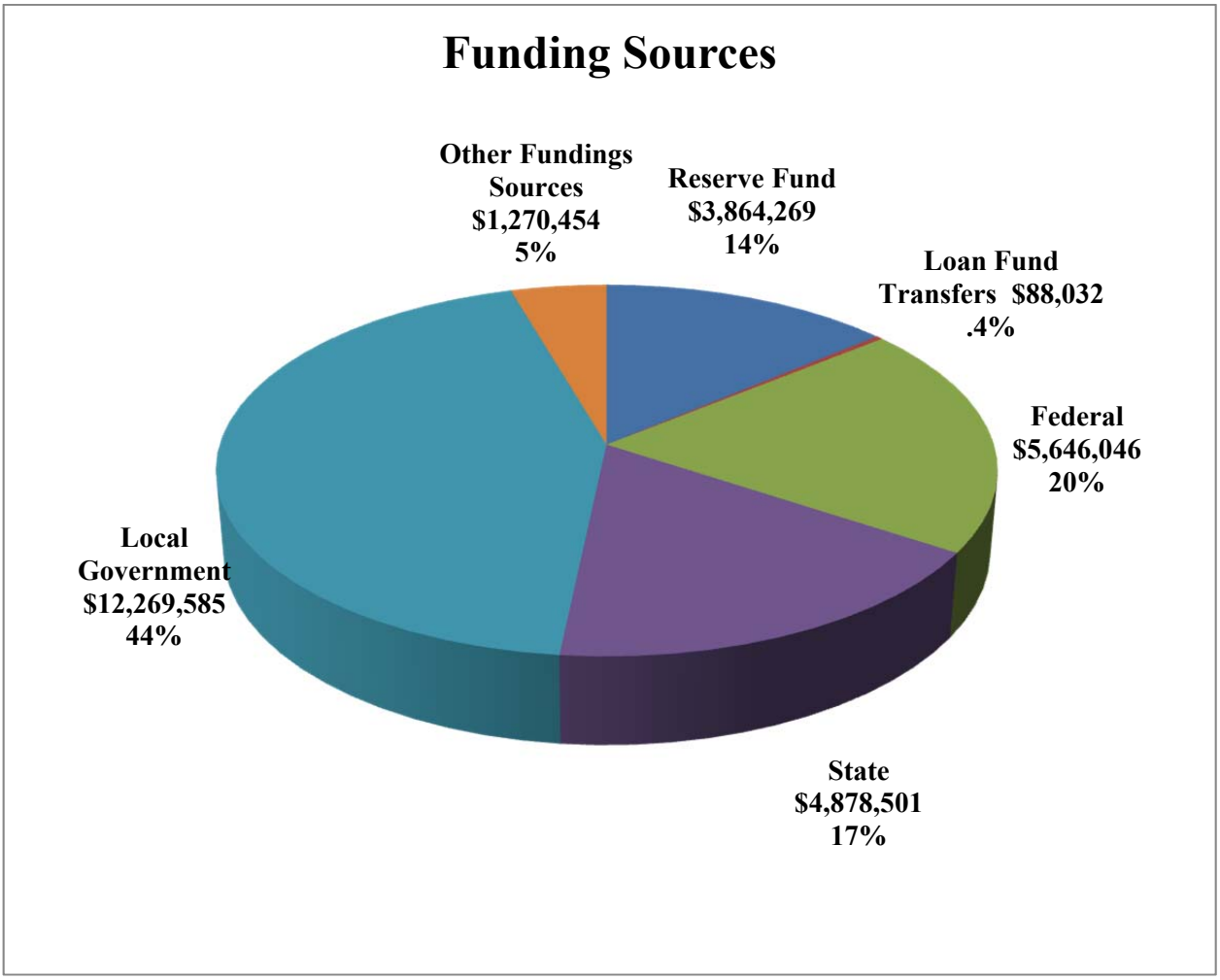


In analyzing trends, total personnel services are expected to increase from prior year by 7%, or $590,000. Total materials and services are expected to increase by 44%, or $2.4 million, with most of the increase related to the Transportation department's contract for the Bend transportation services. The Economic Development department is also budgeting an increase in contracting and pass-through. Total client service training dollars is expected to increase by 7%, or $17,000. Total capital outlay is expected to increase by 43%, or $1.8 million dollars. This is due to some capital projects that may not be purchased in fiscal year 2020-2021 and potentially being deferred to 2021-2022, and the continued transportation expansion efforts for our region funded mainly by the State Transit Improvement Tax.



4. Funding Sources

COIC has traditionally had a very diverse funding portfolio. The proposed 2021-2022 budget remains consistent with a slight increase in local government funding.



BUDGET MESSAGE
PROGRAM YEAR 2021-2022

Resources

COIC is projecting a 21% increase in total budgeted resources, which includes Fund Balance. Some of the reasons for this budgeted increase is due to COIC's Transportation department planning on continuing expansion efforts for the region's transportation system, which includes more access points, new routes and increased services. The Economic Development department is also expecting to continue the expansion of services that were offered during the 2020-2021 fiscal year, which includes a continued support for our region in assisting with COVID-19 economic recovery efforts. The Employment and Training Department is projected to remain about the same as the previous budgeted fiscal year. While the programs that make up the Employment and Training department have changed slightly in their staffing, overall the department is expected to be consistent from the 2020-2021 budget period to the 2021-2022 budget period.

Wages

COIC has included a 2% COLA increase in this year's personnel expenses for represented and non-represented groups. The 2% COLA increase for represented groups is contractually required, per the collective bargaining agreement (CBA). Overall staffing is budgeted to increase from 115.80 full time employees to 116.78 full time employees, with the majority of the increase occurring in the Community Economic Development department and the Transportation department. The Employment and Training department is expecting an overall budgeted decrease in FTE of 3.39 when compared to last fiscal year's budget. The reason for this decrease is due to COVID-19, and staffing expansion efforts being delayed for the Oregon Youth Challenge program, which COIC provides the teaching staff for as a contracted service. These expansion efforts are beginning to ramp back up again and are expected to be at pre-COVID levels within the next two years.

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 per the CBA. 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.

COIC

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 premium costs to increase by 2% when compared to last years budgeted cost for both the Standard and High Deductible Plans. The Standard Plan with Dental is projected to cost $1,657 per employee. The High Deductible Plan is projected to cost $1,074 per employee.

PERS

COIC participates in the state-administered retirement fund. In 2015 COIC's board approved participation in the State's local government rate pool, which at the time was believed to lead to a large reduction in PERS costs for COIC compared to not joining the pool. For the 2017-2019 biennium, the State of Oregon offered rate projections for COIC both in the pool and out of the pool. The overall percentage increase in PERS cost for that time period projected would have been a 27% increase for PERS members and a 38% increase for OPSRP members, if COIC had not joined the pool.

The employer rate effective July 1, 2021 through June 30, 2023 is 16.34% for PERS General Service (Tier 1 & 2) and 13.66% for OPSRP General Service. This is an increase from the previous rate for the OPSRP members, but a decrease for the PERS members. Most of COIC's employees are classified as OPSRP members; therefore COIC is expecting our PERS contributions to increase from the previous years fiscal budget by approximately $100,000 or 14%.

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 expecting our Workers Compensation rates to be the same as last year.

COIC

Materials and Services

Fees & Dues

Due to COVID-19, COIC was required to upgrade not only its internet bandwidth, but also needed to subscribe to a few different software platforms to help facilitate ease of working remotely. While some of these changes did occur in 2020-2021, some will continue to occur in 2021-2022. Some of the items that have been purchased or will be purchased are: an HRIS system for the HR department, potential Office 365 and Cloud storage for all departments, Odysseyware GED learning module software for the Employment and Training department. The Transportation department is also currently exploring options related to purchasing a new asset tracking and management software. With this purchase it may require additional fees to migrate and populate the data. These expenses have also been included in fees & dues budget.

Repairs & Maint- other

Due to COVID-19, COIC has needed to make small improvements to our facilities to accommodate the requirements of social distancing and proper protocols. Some of these changes have required more permanent changes, which COIC continues to make, mainly at our Bear Creek location for the Transportation department. Also COIC is in the middle of remodeling the transportation side of Hawthorne Station, and will continue to improve that space during the 2021-2022 budget period.

Insurance

With the transportation expansion efforts increasing for our region, COIC is expecting our insurance costs to increase as well. This is mainly due to added transportation fleet that will serve the regions new routes, more access points and more frequent trips.

Legal Services

COIC is expecting legal service expenses to increase in 2021-2022, due to the expiration of the CBA at the end of December 2021, and the need to renegotiate with the union.

Auditing

COIC is currently in the process of contracting with a new auditing firm, and does expect our auditing costs to increase from what was previously budgeted in past years. Some of this budgeted increase also allows for unexpected fees that may result from the audit process and COIC's new firm not having access to the prior auditor.

Security

COIC continues to make improvements to Hawthorne Station with transportation expansion efforts, which also includes increasing the security for that location.

Contracting

Overall contracting expense is expected to increase by $1.9 million or 75%. The main reason behind this increase is the Transportation department and contracting for the Bend transportation service contractor. The Community Economic Development department is also expecting an increase in contracting for 2021-2022, due to increased needs in the community related to economic recovery efforts.

Pass-through

Pass-through expenditures are expected to increase by $71,000 or 29%. The reason for this is the Community Economic Development department's role in the regions continued efforts related to economic recovery. In 2020-2021, the COIC Community Economic Development department did co-lead a few different rounds of small business grant programs to assist small businesses with funding during the onset of the COVID-19 pandemic. These rounds were funded by the State of Oregon through the Oregon Business Development Department and Deschutes, Crook and Jefferson Counties. While COIC hasn't included any of these potential small business grant program rounds in the 2021-2022 budget, there is a chance that more of these could occur for our region and COIC would potentially need to adopt a supplemental budget to reflect these potential changes.

Capital Outlay

Capital Outlay is expected to increase by 43%, or $1.9 million. All of the budgeted capital expenditures are related to the Transportation department's budget. While some of the capital outlay that was budgeted for 2020-2021 may be deferred to 2021-2022, the department has also included planned capital expenditures for the continued expansion efforts related to our region's transportation services. Please see page 8-1 and 8-2 for further details.

Debt Service

COIC is expecting our debt service to decrease for the 2021-2022 budget year. The main reason behind this is the Hawthorne Station note payable to the Local Job Creation Fund will be paid off by December 2021.

Even though COIC's debt service is expected to decrease in fiscal year 2021-2022, we do expect an increase in future years starting around fiscal year 2022-2023 due to the note payable to the City of Bend for the Bear Creek facility. COIC's deferral period for annual note payments expires at the end of June 2022, and beginning July 2022 COIC is expected to make annual payments on the note through July 2042.

CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL

BUDGET ASSUMPTIONS AND TRENDS

	Adopted Budget 2020-2021	Proposed Budget 2021-2022
PERSONNEL SERVICES		
Full Time Equivalent (FTE)	FTE	FTE
Employment & Training		
Adult	10.80	11.73
Youth	26.91	22.58
TOTAL EMPLOYMENT & TRAINING	37.70	34.31
Economic Development		
Community Development	5.75	8.15
Public Lending	0.38	1.26
TOTAL ECONOMIC DEVELOPMENT	6.14	9.41
Transportation		
Cascades East Transit	71.96	73.06
TOTAL TRANSPORTATION	71.96	73.06
Total FTE	115.80	116.78
COLA		
Represented	2.00%	2.00%
Non- Represented	2.00%	2.00%
Merit Increase	2.00%	2.00%
Medical Insurance Cost Per Employee (monthly)		
Standard Plan	$1,620	$1,657
% Increase		2%
High Deductible Plan	$1,049	$1,074
% Increase		2%
Public Employee Retirement System (PERS)		
PERS	17.92%	16.34%
OPSRP	12.38%	13.66%
Workers Compensation Rate	1.10%	1.10%
Unemployment Insurance		
Rate	2.70%	2.90%
Limit	$40,600	$43,800

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 Warms 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:

Anthony Broadman, City of Bend
Patti Adair, Deschutes County
Bartt Brick, City of Madras
Vacant, City of La Pine
Jerry Brummer, Crook County
Gretchen Schlie, City of Culver
Jennifer Letz, City of Sisters
Wayne Fording, Jefferson County
Denise Keeton, City of Metolius
Brigette McConville, Confederated Tribes of Warm Springs
Gail Merritt, City of Prineville
Jay Patrick, City of Redmond

Katy Brooks, Deschutes County Appointed – Business and Industry
Ron Osmundson, Deschutes County Appointed – Unemployed and Under Employed
Tim Deboodt, Crook County Appointed – Timber and Wood Products
James Lewis, Deschutes County Appointed – Recreation and Tourism
Phil Fine, Jefferson County Appointed – Agribusiness and Agriculture

Officers:

Chair – Bartt Brick, City of Madras
Vice-Chair – Anthony Broadman, City of Bend
Finance Committee Chair – Bartt Brick, City of Madras
Secretary – Hannah Bullock
Treasurer – Michelle Williams
Executive Director – Tammy Baney

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
2021-2022 BUDGET COMMITTEE

Council Members:

City of Madras Councilor	Bartt Brick (Chair)
City of Bend Councilor	Anthony Broadman (Vice Chair)
Jefferson County Commissioner	Wayne Fording
Crook County Commissioner	Jerry Brummer
Deschutes County Commissioner	Patti Adair

Non-Council Members:	Expiration Dates
Jamie Kendellen – 3 year term	12/21
John Boylen – 3 year term	12/22
Joe Krenowicz - 3 year term	12/23
Vacant	
Vacant	

Budget Officer:

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

COIC BUDGET CALENDAR

(FY '2021- '2022)

EVENTS		DATE	TIME
1.	Approve COIC Budget Calendar	February 4	
2.	Appoint Budget Officer / Budget Committee	March 4	
3.	Prepare Proposed Budget (Budget Officer)	April 29	
4.	Publish Notice of Budget Committee Meeting *	April 22-28	
5.	Budget Committee Meeting Proposed Budget and Budget Message Work Session / Public Comment Budget Approval (**if completed**)	May 6	11:00 am - 1:30 pm
6.	Publish Notice of Budget Committee Meeting * (**if needed**)	May 6-12	
7.	Budget Committee Meeting (**if needed**) Work Session / Public Comment Budget Approval	May 20	11:00 am - 1:30 pm
8.	Publish Notice of Budget Hearing *	May 20-26	
9.	Budget Hearing (COIC BOARD) (**if completed and approved by Budget Committee**) Public Comment Adopt Budget and Make Appropriations	June 3	5:30 pm
10.	Publish Notice of Budget Hearing * (**if needed**)	June 3-9	
11.	Budget Hearing (**if needed**) **Special Board Meeting** (COIC BOARD) Public Comment Adopt Budget and Make Appropriations	June 17	5:30 pm
12.	File Budget with Oregon Department of Revenue	July 9	

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

CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
RESOURCES BUDGET

ADOPTED BUDGET FY 18 - 19	ADOPTED BUDGET FY 19 - 20	APPROVED BUDGET FY 20 - 21		PROPOSED BUDGET FY 21 - 22 TOTAL GENERAL FUND
3,985,402	**3,864,269**	**3,864,269**	**Beginning Fund Balance**	**3,864,269**
			Transfers from Other Funds	
107,744	51,900	63,234	EDA Revolving Loan Fund	37,357
2,500	3,950	2,400	Local Job Creation Fund	15,640
175,206	66,883	75,000	Oregon Business Development Corp.	-
62,953	32,903	34,587	USDA IRP Revolving Loan Funds	35,036
348,403	**155,636**	**175,221**	**TOTAL: Transfers from Other Funds**	**88,032**
			Grants/Contracts With Other Agencies	
			State of Oregon	
1,955,202	1,678,757	384,954	Dept Human Services	400,636
1,763,841	2,030,265	3,906,543	Dept of Transportation	4,317,495
-	50,000.00	-	Dept of Land Conservation & Development	-
-	250,000	247,717	Oregon Business Development Department	121,370
56,500	51,000	42,500	Dept of Forestry	39,000
70,288	-	-	Dept of Community Colleges & Workforce Dev.	-
3,845,831	4,060,022	4,581,715	***TOTAL: State of Oregon***	4,878,501
			County & Local Government	
435,460	3,316,721	3,889,136	Deschutes County	6,749,882
82,605	404,379	201,359	Jefferson County	233,797
132,300	242,799	114,070	Crook County	218,800
1,322,838	1,425,179	1,423,228	City of Bend	1,449,290
-	187,000	190,988	Confederated Tribes of the Warm Springs	270,000
737,685	815,215	632,291	Other Local Government	1,289,073
20,000	-	-	COCC	-
148,036	155,000	189,504	Title 1/ JDEP	189,504
1,051,881	1,170,000	2,149,803	School Districts	1,869,239
3,930,805	7,716,293	8,790,380	***TOTAL: County & Local Govt***	12,269,585
			Federal Government	
115,500	80,000	100,000	Economic Development Administration	383,093
34,591	50,000	54,586	US Dept of Agriculture	-
1,541,786	2,147,975	3,334,348	US Dept of Transportation	3,835,328
-	40,000	4,598.00	Western Federal Lands Highway Division	-
1,484,471	1,299,252	1,301,038	Workforce Investment and Opportunity Act	1,427,625
3,176,348	3,617,227	4,794,570	***TOTAL: Federal Govt***	5,646,046
			Other Grants & Contracts	
5,226,962	5,019,421	120,398	Pacific Source	-
41,828	20,000	-	Oregon Community Foundation	-
65,720	-	-	Discover Your Forest	-
93,511	76,700	85,848	Meyer Memorial Trust	94,320
15,000	60,000	108,133	Ford Family Foundation	113,676
60,000	-	-	Central Oregon Council On Aging	-
65,000	74,454	47,175	COFS Foundation	-
-	5,000	-	High Desert Food & Farm Alliance	-
5,652	-	-	Nature Conservancy	-
601	-	-	LLI Governance	-
44,000	2,000	-	CO Health Council	-
85,104	-	-	Foundations/Non-Profits	-
5,703,378	5,257,575	361,554	***TOTAL: Other Grants & Contracts***	207,996
16,656,362	**20,651,117**	**18,528,219**	**TOTAL: Grants/Contracts With Other Agencies**	**23,002,128**
			Other Revenue	
90,000	100,000	220,741	Misc. Job Training Income/Projects	169,959
188,185	185,942	185,942	Rental Income	153,452
710,278	679,857	-	Bus Fares	100,000
91,584	9,276	144	Misc. Transportation Income	-
604,176	667,685	208,281	Charges for Services	616,109
1,684,223	**1,642,760**	**615,108**	**TOTAL: Other Revenue**	**1,039,520**
			Investment Revenue	
30,654	47,964	46,709	Interest on Investments	22,938
30,654	**47,964**	**46,709**	**TOTAL: Investment Revenue**	**22,938**
18,719,642	22,497,477	19,365,257	**TOTAL REVENUE**	24,152,618
22,705,044	**26,361,746**	**23,229,526**	**TOTAL RESOURCES**	**28,016,887**

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

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL EXPENDITURES BUDGET

ADOPTED BUDGET FY 18- 19	ADOPTED BUDGET FY 19 - 20	ADOPTED BUDGET FY 20 - 21			PROPOSED BUDGET FY 21 - 22	
				Personnel Services		
130,813	125,424	1.00	132,500	Executive Director	1.00	137,742
44,717	45,614	1.00	46,525	Executive Assistant	1.00	60,129
				Administrative Support		
-	87,822	0.75	70,939	General Legal Counsel	0.75	55,893
78,410	69,002	1.00	91,828	Deputy Director	1.00	108,426
65,671	61,714	1.00	72,496	Fiscal Services Admin - CED & Loans	1.00	76,165
57,065	63,149	1.00	62,949	Fiscal Services Admin - Transportation	2.00	131,801
60,089	-	1.00	72,496	Fiscal Services Admin - Adult & Youth	1.00	76,165
39,728	41,746	1.00	42,994	Accounting Technician -AR/AP	1.00	45,153
38,569	42,994	1.00	46,525	Payroll Specialist	1.00	55,024
83,601	87,822	1.00	91,828	Human Resources Manager	1.00	93,675
69,300	74,855	1.00	76,315	Human Resources Coordinator	1.00	80,097
31,361	32,960	1.00	33,609	Human Resources Assistant	1.00	37,465
38,985	41,361		-	Accounting Clerk - CERC Billing		-
63,756	66,993	1.00	75,080	IT Manager	1.00	76,577
54,999	57,782	1.00	55,561	Network Administrator	1.00	58,369
				Dept Managers		
99,326	104,370	1.00	91,828	Transportation Director	1.00	99,378
67,637	71,074		-	CERC Brokerage Manager	-	-
110,200	36,871		-	Loan Manager	-	-
252,290	250,070	3.00	242,337	Employment & Training Managers	3.00	252,770
91,728	96,745	1.00	101,587	Economic Development Director	1.00	106,667
				Program Managers & Program Staff		
72,173	75,804	1.00	77,314	CET Operations Manager	1.00	81,207
53,815	54,887	1.00	55,973	CET Dispatch and Call Supervisor	1.00	62,338
102,161	103,147	2.00	106,716	Field Supervisors	2.00	112,108
84,433	28,980		-	Loan Officer	1.00	73,944
120,179	63,149	1.00	64,409	Senior Transit Planner		-
67,637	71,074	2.00	130,641	Program Administrator-CED	2.00	140,363
118,553	122,803		-	Program Administrators-CERC	-	-
51,156	52,999	1.00	54,762	Employment Counselor/Adult Records Coordinator		-
44,717	46,987	1.00	46,525	Planners-CED	2.00	110,236
-	42,157	1.00	44,267	Participant Records Coordinator - E&T		-
63,756	69,002	1.00	70,387	Outreach and Engagement Coordinator	1.00	71,785
42,147	85,987	2.00	87,709	Transportation Planning & Outreach Specialists	2.00	93,787
40,144	-		-	Program Assistant-E&T	-	-
70,649	36,017	1.00	38,988	Program Assistant-CET		-
79,493	41,746	1.00	42,582	Program Assistant-CED	1.00	44,735
-	-		-	Labor Standards Monitoring Assistant	1.00	40,934
-	-		-	Fiscal Services Assistant	1.00	38,588
89,851	46,987	2.00	98,717	Quality Assurance Lead	1.00	51,867
48,118	74,866	2.50	88,678	Station Attendants	1.50	58,114
-	37,384		-	Safety, Security & Trainer	-	-
-	35,240		-	Ambassador/Travel Trainer	-	-
35,325	36,731	2.00	73,519	Vehicle Mechanic	2.00	80,320
440,138	306,011	6.30	347,081	Employment Counselors-Adult	9.13	500,749
150,003	159,794	3.00	162,115	Employment Counselors-Youth	3.50	197,205
124,463	129,992	3.00	204,348	Classroom Instructor-Leads	3.00	206,669
264,429	253,606	15.00	738,841	Classroom Instructors	10.50	537,052
-	-	1.00	32,685	Classroom Assistant	1.00	36,384
30,454	-		-	Clerical Receptionist-E & T	-	-
217,861	226,113	6.00	223,360	Dispatchers	6.00	247,124
486,878	607,407	5.00	181,188	Customer Service Representatives	6.00	229,105
763,291	951,601	31	1,151,135	Drivers	33.20	1,321,834
-	-	0.25	7,723	Ride the River Assistant/Loader	0.20	6,680
126,512	167,099	5.00	179,407	Maintenance	5.00	194,973
5,266,582	5,385,935	115.80	5,716,469	***SUB-TOTAL***	116.78	6,089,596
				Payroll Expense		
1,500,326	1,715,554		1,947,490	Medical/Dental Insurance		2,039,146
24,610	24,772		26,915	Life Insurance/LTD		28,670
637,162	705,594		724,689	Public Employees Retirement		824,956
390,104	396,076		420,490	F. I. C. A.		447,937
91,562	64,850		77,049	Workers Compensation		55,690
107,238	117,237		120,920	Unemployment Insurance		137,895
2,751,001	3,024,083		3,317,552	***SUB-TOTAL***		3,534,293
8,017,583	**8,410,018**		**9,034,021**	**TOTAL PERSONNEL SERVICES**		**9,623,889**

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

CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
EXPENDITURES BUDGET

ADOPTED BUDGET FY 18- 19	ADOPTED BUDGET FY 19 - 20	ADOPTED BUDGET FY 20 - 21		PROPOSED BUDGET FY 21 - 22
			Materials and Services	
408,335	422,839	386,686	Rent	457,149
134,725	138,558	168,192	Telephone	144,365
154,415	182,369	171,504	Utilities/Janitorial	170,025
			Supplies/Printing	
126,389	266,896	150,884	General Supplies	145,568
20,547	9,704	9,180	Printing	5,212
25,862	38,293	68,860	Furnishings & Equipment	51,369
17,652	22,629	4,408	Postage	5,591
2,211	1,858	6,845	Subscriptions	4,034
179,401	217,642	74,447	Fees/Dues	74,446
-	-	155,000	Software	282,790
6,855	6,340	5,233	Advertising	2,180
9,237	9,549	24,755	Office Equipment Lease Exp	35,027
			Repair and Maintenance	
135	316	598	Office Equipment	292
226,820	240,451	238,480	Vehicles	288,457
24,193	27,990	14,528	Other	48,813
150,291	119,982	125,586	Insurance	206,642
			Services	
55,489	99,993	24,272	Legal	96,072
25,560	23,753	26,631	Auditing	46,050
44,875	50,139	80,928	Security	108,721
			Consulting	
3,314	1,123	21,416	Telephone Systems	-
7,109,026	7,283,817	2,650,770	Contracting	4,633,942
91,401	71,030	247,000	Pass Through	317,927
			Training/Travel	
71,960	60,201	67,291	Operational Travel	42,892
28,023	33,645	35,168	Staff Training/Education	40,395
13,772	12,926	9,612	Travel/Employee Bus Pass	10,645
7,092	7,029	-	Crew Travel	-
482,052	557,481	549,613	Fuel Expense	563,796
3,507	3,354	3,783	Drug testing	2,801
			Cost of Goods Sold	
38,562	1,167	-	Hawthorne Market	-
9,461,702	9,914,081	5,321,669	***SUB-TOTAL***	7,785,201
			Client Job Training/Services	
-	318,272	266,300	Participant/Work Experience	283,803
355,800	-	-	Workforce Innovation and Opportunity Act	-
60,750	-	-	GED Fees	-
600	-	-	Department of Human Services	-
41,999	-	-	Back to Work Oregon	-
459,149	318,272	266,300	***SUB-TOTAL***	283,803
9,920,851	**10,232,352**	**5,587,969**	**TOTAL MATERIALS AND SERVICES**	**8,069,005**
			Capital Outlay	
			Equipment	
-	5,000	44,333	Computers & Software	995,664
359,500	1,294,558	302,000	Furnishings & Equipment	-
-	-	-	Real Property	2,000,000
-	194,850	800,152	Property Improvements	1,025,302
336,116	2,051,116	3,274,000	Vehicles	2,285,308
695,616	**3,545,524**	**4,420,485**	**TOTAL CAPITAL OUTLAY**	**6,306,274**
			Debt Services	
105,000	109,000	109,000	Debt Principal	64,000
39,500	32,617	32,617	Debt Interest	24,000
144,500	**141,617**	**141,617**	**TOTAL DEBT SERVICE**	**88,000**
18,778,550	**22,329,511**	**19,184,092**	**TOTAL GENERAL FUND EXPENDITURES**	**24,087,168**
			Transfers, Contingency & Fund Balance	
3,412,150	3,412,718	3,401,265	Operating Contingency	3,209,743
514,344	619,517	644,169	Ending Fund Balance	719,977
3,926,494	**4,032,235**	**4,045,434**	**TOTAL TRANSFERS, CONTINGENCY & Fund Balance**	**3,929,720**
22,705,044	**26,361,746**	**23,229,526**	**TOTAL GENERAL FUND REQUIREMENTS**	**28,016,887**

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

CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
RESOURCES BUDGET

	PROPOSED BUDGET FY 21 - 22 TOTAL GENERAL FUND	EMPLOYMENT & TRAINING	ECONOMIC DEVELOPMENT	TRANSPORTATION	BUILDING FUNDS
Beginning Fund Balance	**3,864,269**	**287,023**	**470,371**	**2,730,242**	**376,633**
Transfers from Other Funds					
EDA Revolving Loan Fund	37,357	-	37,357	-	-
Local Job Creation Fund	15,640	-	15,640	-	-
Oregon Business Development Corp.	-	-	-	-	-
USDA IRP Revolving Loan Funds	35,036	-	35,036	-	-
TOTAL: Transfers from Other Funds	**88,032**	**-**	**88,032**	**-**	**-**
Grants/Contracts With Other Agencies					
State of Oregon					
Dept Human Services	400,636	394,523	-	6,113	-
Dept of Transportation	4,317,495	-	25,000	4,292,495	-
Dept of Land Conservation & Development	-	-	-	-	-
Oregon Business Development Department	121,370	-	121,370	-	-
Dept of Forestry	39,000	-	39,000	-	-
Dept of Community Colleges & Workforce Dev.	-	-	-	-	-
TOTAL: State of Oregon	4,878,501	394,523	185,370	4,298,608	-
County & Local Government					
Deschutes County	6,749,882	-	185,438	6,564,444	-
Jefferson County	233,797	-	28,497	205,300	-
Crook County	218,800	-	3,500	215,300	-
City of Bend	1,449,290	-	66,000	1,383,290	-
Confederated Tribes of the Warm Springs	270,000		-	270,000	
Other Local Government	1,289,073	-	798,779	490,294	-
COCC	-	-	-	-	-
Title 1/ JDEP	189,504	189,504	-	-	-
School Districts	1,869,239	1,869,239	-	-	-
TOTAL: County & Local Govt	12,269,585	2,058,743	1,082,214	9,128,628	-
Federal Government					
Economic Development Administration	383,093	-	383,093	-	-
US Dept of Agriculture	-	-	-	-	-
US Dept of Transportation	3,835,328	-	-	3,835,328	-
Western Federal Lands Highway Division	-	-	-	-	-
Workforce Investment and Opportunity Act	1,427,625	1,427,625	-	-	-
TOTAL: Federal Govt	5,646,046	1,427,625	383,093	3,835,328	-
Other Grants & Contracts					
Pacific Source	-	-	-	-	-
Oregon Community Foundation	-	-	-	-	-
Discover Your Forest	-	-	-	-	-
Meyer Memorial Trust	94,320	-	94,320	-	-
Ford Family Foundation	113,676	-	113,676	-	-
Central Oregon Council On Aging	-	-	-	-	-
COFS Foundation	-	-	-	-	-
High Desert Food & Farm Alliance	-	-	-	-	-
Nature Conservancy	-	-	-	-	-
LLI Governance	-	-	-	-	-
CO Health Council	-	-	-	-	-
Foundations/Non-Profits	-	-	-	-	-
TOTAL: Other Grants & Contracts	207,996	-	207,996	-	-
TOTAL: Grants/Contracts With Other Agencies	**23,002,128**	**3,880,891**	**1,858,673**	**17,262,564**	**-**
Other Revenue					
Misc. Job Training Income/Projects	169,959	169,959	-	-	-
Rental Income	153,452	-	-	-	153,452
Bus Fares	100,000	-	-	100,000	-
Misc. Transportation Income	-	-	-	-	-
Charges for Services	616,109	-	-	616,109	-
TOTAL: Other Revenue	**1,039,520**	**169,959**	**-**	**716,109**	**153,452**
Investment Revenue					
Interest on Investments	22,938	700	2,058	20,180	-
TOTAL: Investment Revenue	**22,938**	**700**	**2,058**	**20,180**	**-**
TOTAL REVENUE	24,152,618	4,051,550	1,948,764	17,998,852	153,452
TOTAL RESOURCES	**28,016,887**	**4,338,573**	**2,419,135**	**20,729,094**	**530,085**

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

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
EXPENDITURES BUDGET

		PROPOSED BUDGET FY 21 - 22		EMPLOYMENT & TRAINING	ECONOMIC DEVELOPMENT	TRANSPORTATION	BUILDING FUNDS
Personnel Services							
Executive Director		1.00	137,742	40,474	11,094	86,173	-
Executive Assistant		1.00	60,129	17,668	4,843	37,617	-
Administrative Support							
General Legal Counsel		0.75	55,893	16,424	4,502	34,968	
Deputy Director		1.00	108,426	31,860	8,733	67,833	-
Fiscal Services Admin - CED & Loans		1.00	76,165	11,189	41,152	23,825	-
Fiscal Services Admin - Transportation		2.00	131,801	-	-	131,801	-
Fiscal Services Admin - Adult & Youth		1.00	76,165	70,781	617	4,768	-
Accounting Technician -AR/AP		1.00	45,153	13,268	3,637	28,248	-
Payroll Specialist		1.00	55,024	16,168	4,432	34,424	-
Human Resources Manager		1.00	93,675	27,526	7,545	58,604	-
Human Resources Coordinator		1.00	80,097	23,536	6,451	50,110	-
Human Resources Assistant		1.00	37,465	11,009	3,018	23,439	-
Accounting Clerk - CERC Billing			-	-	-	-	-
IT Manager		1.00	76,577	14,864	4,755	56,958	-
Network Administrator		1.00	58,369	20,248	5,271	32,850	-
Dept Managers							
Transportation Director		1.00	99,378	-	-	99,378	-
CERC Brokerage Manager		-	-	-	-	-	-
Loan Manager		-	-	-	-	-	-
Employment & Training Managers		3.00	252,770	252,770	-	-	-
Economic Development Director		1.00	106,667	-	106,667	-	-
Program Managers & Program Staff							
CET Operations Manager		1.00	81,207	-	-	81,207	-
CET Dispatch and Call Supervisor		1.00	62,338	-	-	62,338	-
Field Supervisors		2.00	112,108	-	-	112,108	-
Loan Officer		1.00	73,944	-	73,944	-	-
Senior Transit Planner			-	-	-	-	-
Program Administrator-CED		2.00	140,363	-	140,363	-	-
Program Administrators-CERC		-	-	-	-	-	-
Employment Counselor/Adult Records Coordinator			-	-	-	-	-
Planners-CED		2.00	110,236	-	110,236	-	-
Participant Records Coordinator - E&T			-	-	-	-	-
Outreach and Engagement Coordinator		1.00	71,785	-	-	71,785	-
Transportation Planning & Outreach Specialists		2.00	93,787	-	-	93,787	-
Program Assistant-E&T		-	-	-	-	-	-
Program Assistant-CET			-	-	-	-	-
Program Assistant-CED		1.00	44,735	-	44,735	-	-
Labor Standards Monitoring Assistant		1.00	40,934	-	20,467	20,467	-
Fiscal Services Assistant		1.00	38,588	-	19,294	19,294	-
Quality Assurance Lead		1.00	51,867	-	-	51,867	-
Station Attendants		1.50	58,114	-	-	58,114	-
Safety, Security & Trainer		-	-	-	-	-	-
Ambassador/Travel Trainer		-	-	-	-	-	-
Vehicle Mechanic		2.00	80,320	-	-	80,320	-
Employment Counselors-Adult		9.13	500,749	500,749	-	-	-
Employment Counselors-Youth		3.50	197,205	197,205	-	-	-
Classroom Instructor-Leads		3.00	206,669	206,669	-	-	-
Classroom Instructors		10.50	537,052	537,052	-	-	-
Classroom Assistant		1.00	36,384	36,384	-	-	-
Clerical Receptionist-E & T		-	-	-	-	-	-
Dispatchers		6.00	247,124	-	-	247,124	-
Customer Service Representatives		6.00	229,105	-	-	229,105	-
Drivers		33.20	1,321,834	-	-	1,321,834	-
Ride the River Assistant/Loader		0.20	6,680	-	-	6,680	
Maintenance		5.00	194,973	-	-	194,973	-
	SUB-TOTAL	116.78	6,089,596	2,045,843	621,755	3,421,999	-
Payroll Expense							
Medical/Dental Insurance			2,039,146	613,692	168,179	1,257,274	-
Life Insurance/LTD			28,670	9,630	2,936	16,104	-
Public Employees Retirement			824,956	285,916	84,596	454,444	-
F. I. C. A.			447,937	150,487	45,735	251,714	-
Workers Compensation			55,690	8,301	1,259	46,130	-
Unemployment Insurance			137,895	44,641	12,465	80,789	-
	SUB-TOTAL		3,534,293	1,112,667	315,169	2,106,457	-
	TOTAL PERSONNEL SERVICES		**9,623,889**	**3,158,510**	**936,924**	**5,528,455**	**-**

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

CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
EXPENDITURES BUDGET

	PROPOSED BUDGET FY 21 - 22	EMPLOYMENT & TRAINING	ECONOMIC DEVELOPMENT	TRANSPORTATION	BUILDING FUNDS
Materials and Services					
Rent	457,149	234,284	45,438	177,427	-
Telephone	144,365	35,940	5,860	102,566	-
Utilities/Janitorial	170,025	51,712	9,272	109,041	-
Supplies/Printing					
General Supplies	145,568	39,722	11,496	94,349	-
Printing	5,212	1,769	79	3,363	-
Furnishings & Equipment	51,369	9,515	20,901	20,953	-
Postage	5,591	1,131	417	4,042	-
Subscriptions	4,034	884	2,236	913	-
Fees/Dues	74,446	12,547	2,607	59,292	-
Software	282,790	67,515	17,015	198,260	-
Advertising	2,180	230	99	1,851	-
Office Equipment Lease Exp	35,027	6,624	648	27,755	-
Repair and Maintenance					
Office Equipment	292	150	110	32	-
Vehicles	288,457	8,000	-	280,457	-
Other	48,813	568	121	48,124	-
Insurance	206,642	24,791	12,248	169,604	-
Services					
Legal	96,072	2,937	6,883	86,252	-
Auditing	46,050	13,637	3,697	28,716	-
Security	108,721	1,860	4,309	102,553	-
Consulting					
Telephone Systems	-	-	-	-	-
Contracting	4,633,942	40,291	541,979	4,051,672	-
Pass Through	317,927	225	317,702	-	-
Training/Travel					
Operational Travel	42,892	32,078	5,008	5,807	-
Staff Training/Education	40,395	21,171	3,137	16,086	-
Travel/Employee Bus Pass	10,645	1,656	580	8,409	-
Crew Travel	-	-	-	-	-
Fuel Expense	563,796	-	-	563,796	-
Drug testing	2,801	-	-	2,801	-
Cost of Goods Sold					
Hawthorne Market	-	-	-	-	-
SUB-TOTAL	7,785,201	609,236	1,011,842	6,164,123	-
Client Job Training/Services					
Participant/Work Experience	283,803	283,803	-	-	-
Workforce Innovation and Opportunity Act	-	-	-	-	-
GED Fees	-	-	-	-	-
Department of Human Services	-	-	-	-	-
Back to Work Oregon	-	-	-	-	-
SUB-TOTAL	283,803	283,803	-	-	-
TOTAL MATERIALS AND SERVICES	**8,069,005**	**893,040**	**1,011,842**	**6,164,123**	**-**
Capital Outlay					
Equipment					
Computers & Software	995,664	-	-	995,664	-
Furnishings & Equipment	-	-	-	-	-
Real Property	2,000,000	-	-	2,000,000	-
Property Improvements	1,025,302	-	-	1,025,302	-
Vehicles	2,285,308	-	-	2,285,308	-
TOTAL CAPITAL OUTLAY	**6,306,274**	**-**	**-**	**6,306,274**	**-**
Debt Services					
Debt Principal	64,000	-	-	-	64,000
Debt Interest	24,000	-	-	-	24,000
TOTAL DEBT SERVICE	**88,000**	**-**	**-**	**-**	**88,000**
TOTAL GENERAL FUND EXPENDITURES	**24,087,168**	**4,051,550**	**1,948,766**	**17,998,852**	**88,000**
Transfers, Contingency & Fund Balance					
Operating Contingency	3,209,743	287,024	104,477	2,730,242	88,000
Ending Fund Balance	719,977	-	365,892	-	354,085
TOTAL TRANSFERS, CONTINGENCY & Fund Balance	**3,929,720**	**287,024**	**470,369**	**2,730,242**	**442,085**
TOTAL GENERAL FUND REQUIREMENTS	**28,016,887**	**4,338,573**	**2,419,135**	**20,729,094**	**530,085**

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
2021 - 2022

APPROVED BUDGET FY 18 - 19	APPROVED BUDGET FY 19 - 20	ADOPTED BUDGET FY 20 - 21		PROPOSED BUDGET FY 21 - 22
264,444	815,856	603,210	Beginning Cash	987,599
			RESOURCES	
			EDA CARES Act	1,584,442
375,000	149,883	99,335	Loan Principal Repayment	96,000
14,000	21,280	19,800	Investment Earnings	6,000
109,000	66,521	77,928	Loan Repayment Interest	60,000
3,100	881	250	Fees/Penalties	250
765,544	1,054,421	800,523	**TOTAL EDA FUND RESOURCES**	2,734,291
			REQUIREMENTS	
200,000	375,000	500,000	Business Loans	2,000,000
107,744	76,211	76,000	Charges for Services	129,680
457,800	603,210	224,523	Operating Contingency (Cash Available for Loans)	604,611
765,544	1,054,421	800,523	**TOTAL EDA FUND REQUIREMENTS**	2,734,291

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

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

FISCAL YEAR
2021 - 2022

APPROVED BUDGET FY 18 - 19	APPROVED BUDGET FY 19 - 20	ADOPTED BUDGET FY 20 - 21		PROPOSED BUDGET FY 21 - 22
705,777	623,106	61,684	Beginning Cash	863,567
			RESOURCES	
252,000	38,236	39,857	Loan Principal Repayment	43,200
1,100	120	125	Investment Earnings	125
78,000	70,946	65,892	Loan Repayment Interest	42,000
1,500	750	750	Fees/Penalties	250
1,038,377	733,158	168,308	**TOTAL IRP FUND RESOURCES**	949,142
			REQUIREMENTS	
350,000	500,000	-	Business Loans	400,000
111,000	113,500	110,000	Debt Service	109,182
62,953	57,974	35,000	Charges for Services	34,252
514,424	61,684	23,308	Operating Contingency (Available for Loans)	405,708
1,038,377	733,158	168,308	**TOTAL IRP FUND REQUIREMENTS**	949,142

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
2021 - 2022

APPROVED BUDGET FY 18 - 19	APPROVED BUDGET FY 19 - 20	ADOPTED BUDGET FY 20 - 21		PROPOSED BUDGET FY 21 - 22
45,897	81,287	92,701	Beginning Cash	214,519
			RESOURCES	
12,230	12,765	12,765	Loan Principal Repayment	13,800
2,000	2,059	2,000	Investment Earnings	1,000
2,526	1,090	1,000	Loan Repayment Interest	500
-	325,500	-	Other Local Revenue	-
62,653	422,701	108,466	**TOTAL LJC FUND RESOURCES**	229,819
			REQUIREMENTS	
-	305,000	75,000	Business Loans	50,000
4,000	25,000	3,000	Charges for Services	12,452
58,653	92,701	30,466	Operating Contingency (Available for Loans)	167,367
62,653	422,701	108,466	**TOTAL LJC FUND REQUIREMENTS**	229,819

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

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
SPECIAL FUND BUILDING FUNDS
HAWTHORNE BUILDING

FISCAL YEAR
2021 - 2022

APPROVED BUDGET FY 18 - 19	APPROVED BUDGET FY 19 - 20	APPROVED BUDGET FY 20 - 21		PROPOSED BUDGET FY 21 - 22
200,881	238,616	238,352	**Beginning Fund Balance**	238,352
			RESOURCES	
96,000	93,960	93,960	Rental Income	67,452
296,881	332,576	332,312	**TOTAL RESOURCES**	305,804
			REQUIREMENTS	
8,500	3,421	3,421	Interest Payment	1,000
55,000	60,000	60,000	Principal Payment	8,000
63,500	63,500	63,500	Operating Contingency	9,000
169,881	181,003	205,391	Ending Fund Balance	287,804
296,881	307,924	332,312	**TOTAL REQUIREMENTS**	305,804

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

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

FISCAL YEAR
2021 - 2022

APPROVED BUDGET FY 18 - 19	APPROVED BUDGET FY 19 - 20	APPROVED BUDGET FY 20 - 21		PROPOSED BUDGET FY 21 - 22
118,017	129,017	138,281	**Beginning Fund Balance**	138,281
			RESOURCES	
92,185	91,982	91,982	Rental Income	86,000
210,202	220,999	230,263	**TOTAL RESOURCES**	224,281
			REQUIREMENTS	
31,000	29,196	29,196	Interest Payment	23,000
44,000	49,000	49,000	Principal Payment	56,000
75,000	78,196	78,196	Operating Contingency	79,000
60,202	64,607	73,871	Ending Fund Balance	66,281
210,202	220,999	230,263	**TOTAL REQUIREMENTS**	224,281

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

CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL

EMPLOYMENT & TRAINING RESOURCES

ADOPTED BUDGET FY 18 - 19	ADOPTED BUDGET FY 19 - 20	ADOPTED BUDGET FY 20 - 21		2021-2022 PROPOSED BUDGET TOTAL	ADULT	YOUTH
280,570	287,023	287,023	**Beginning Fund Balance**	287,023	217,117	69,906
			Grants/Contracts With Other Agencies			
			State of Oregon			
648,892	322,297	296,809	Dept of Human Resources	394,523	394,523	-
70,288	-	-	Dept of Community Colleges & Workforce Dev.	-		-
			County & Local Governments			
1,051,881	1,170,000	2,149,803	School Districts	1,869,239		1,869,239
148,036	155,000	189,504	Title 1/JDEP	189,504		189,504
20,000	-	-	COCC	-		-
1,939,097	**1,647,297**	**2,636,116**	**TOTAL: Grants/Contracts With Other Agencies**	**2,453,266**	**394,523**	**2,058,743**
			Federal Government			
			Workforce Investment and Opportunity Act			
1,083,750	888,686	953,038	Youth and Adult 1B	1,014,825	443,700	571,125
400,721	410,566	348,000	Dislocated Worker	412,800	412,800	-
1,484,471	**1,299,252**	**1,301,038**	**TOTAL: Federal Government**	**1,427,625**	**856,500**	**571,125**
			Other Revenue			
90,000	100,000	220,741	Miscellaneous Income/Projects	169,959	69,859	100,100
90,000	**100,000**	**220,741**	**TOTAL: Other Revenue**	**169,959**	**69,859**	**100,100**
			Investment Revenue			
4,832	-	700	Interest on Investments	700	-	700
4,832	**-**	**700**	**TOTAL: Investment Revenue**	**700**	**-**	**700**
3,518,400	**3,046,549**	**4,158,595**	**TOTAL REVENUE**	**4,051,550**	**1,320,882**	**2,730,668**
3,798,970	**3,333,572**	**4,445,618**	**TOTAL RESOURCES**	**4,338,573**	**1,537,999**	**2,800,574**

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

CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL

EMPLOYMENT & TRAINING EXPENDITURES
FISCAL YEAR 2021-2022

		TOTAL EMPLOYMENT & TRAINING	ADULT PROGRAMS	YOUTH PROGRAMS
PERSONNEL SERVICES	Total FTE			
Executive Director	0.29	40,474	13,835	26,639
Executive Assistant	0.29	17,668	6,040	11,629
Administrative Support				
General Counsel	0.22	16,424	5,614	10,810
Deputy Director	0.29	31,860	10,891	20,969
Fiscal Services Admin- CED & Loans	0.15	11,189	3,824	7,365
Fiscal Services Admin - Adult & Youth	0.93	70,781	31,228	39,553
Accounting Technician - AR/AP	0.29	13,268	4,535	8,732
Payroll Specialist	0.29	16,168	5,527	10,642
Human Resources Manager	0.29	27,526	9,409	18,116
Human Resource Coordinator	0.29	23,536	8,045	15,490
Human Resources Assistant	0.29	11,009	3,763	7,246
IT Manager	0.19	14,864	8,814	6,050
Network Administrator	0.35	20,248	8,767	11,481
Program Staff				
Employment & Training Managers	3.00	252,770	78,437	174,333
Employment Counselor-Adult	9.13	500,749	500,749	-
Employment Counselor-Youth	3.50	197,205	-	197,205
Classroom Instructor	10.50	537,052	-	537,052
Classroom Assistant	1.00	36,384	-	36,384
Classroom Instructor-Leads	3.00	206,669	-	206,669
*****SUB-TOTAL*****	34.31	2,045,843	699,478	1,346,365
Payroll Expense				
Medical/Dental Insurance		613,692	209,872	403,820
Life Insurance		9,630	3,301	6,329
Public Employees Retirement		285,916	97,614	188,302
F. I. C. A.		150,487	51,452	99,035
Workers Compensation		8,301	1,257	7,044
Unemployment Insurance		44,641	15,474	29,167
*****SUB-TOTAL*****		1,112,667	378,970	733,697
TOTAL PERSONNEL SERVICES		3,158,510	1,078,448	2,080,062

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

CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL

EMPLOYMENT & TRAINING EXPENDITURES
FISCAL YEAR 2021-2022

	TOTAL EMPLOYMENT & TRAINING	ADULT PROGRAMS	YOUTH PROGRAMS
MATERIALS AND SERVICES			
Rent	234,284	28,684	205,600
Telephone	35,940	11,995	23,945
Utilities/Janitorial	51,712	4,138	47,573
Supplies/Printing			
General Supplies	39,722	6,491	33,232
Printing	1,769	669	1,100
Furnishings & Equipment	9,515	2,561	6,954
Postage	1,131	441	690
Subscriptions	884	256	629
Fees/Dues	12,547	9,916	2,630
Software	67,515	3,376	64,139
Advertising	230	51	179
Office Equipment Lease Exp	6,624	3,299	3,325
Repair and Maintenance			
Office Equipment	150	150	-
Vehicles	8,000	-	8,000
Other	568	59	509
Insurance	24,791	7,930	16,861
Services			
Legal	2,937	1,004	1,933
Auditing	13,637	4,760	8,877
Security Services	1,860	460	1,400
Consulting			
Contracting	40,291	348	39,943
Drug Testing	225	-	225
Training/Travel			
Operational Travel	32,078	13,893	18,185
Staff Training/Education	21,171	4,262	16,909
Travel/Employee Bus Pass	1,656	490	1,166
	609,236	105,234	504,003
Client Services			
Participant/Work Experience	283,803	137,200	146,603
	283,803	137,200	146,603
TOTAL MATERIALS AND SERVICES	893,040	242,434	650,606
TOTAL GENERAL FUND EXPENDITURES	4,051,550	1,320,882	2,730,668
Transfers, Contingency & Fund Balance			
Operating Contingency	287,024	217,117	69,906
TOTAL TRANSFERS, CONTINGENCY & FUND BALANCE			
TOTAL GENERAL FUND REQUIREMENTS	4,338,573	1,537,999	2,800,574

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

CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL

ECONOMIC DEVELOPMENT RESOURCES

ADOPTED BUDGET FY 18 - 19	ADOPTED BUDGET FY 19 - 20	ADOPTED BUDGET FY 20 - 21		2021-2022 PROPOSED BUDGET TOTAL	COMMUNITY DEVELOPMENT	PUBLIC LENDING
462,549	470,371	470,371	**Beginning Fund Balance**	470,371	60,383	409,988
			Transfers from Other Funds			
107,744	51,900	63,234	EDA Revolving Loan Fund	37,357	-	37,357
2,500	3,950	2,400	Local Job Creation Fund	15,640	-	15,640
175,206	66,883	75,000	Oregon Business Development	-	-	-
62,953	32,903	34,587	USDA IRP Revolving Loan Funds	35,036	-	35,036
348,403	**155,636**	**175,221**	**TOTAL: Transfers from Other Funds**	**88,032**	**-**	**88,032**
			Grants/Contracts With Other Agencies			
			State of Oregon			
50,600	36,838	40,500	Oregon Dept of Transportation	25,000	25,000	-
-	50,000	-	Oregon Dept of Land Conservation & Dev	-	-	
-	250,000	247,717	Oregon Business Development Dept.	121,370	121,370	-
56,500	51,000	42,500	Oregon Dept of Forestry	39,000	39,000	-
107,100	387,838	330,717	***TOTAL: State of Oregon***	185,370	185,370	-
			County & Local Government			
-	70,500	62,300	Deschutes County	185,438	185,438	-
17,605	66,402	106,719	Jefferson County	28,497	28,497	-
55,300	23,762	8,722	Crook County	3,500	3,500	-
39,000	49,000	36,000	City of Bend	66,000	66,000	-
29,500	119,741	132,184	Other Local Government	798,779	798,779	-
141,405	329,405	345,925	***TOTAL: County & Local Government***	1,082,214	1,082,214	-
			Federal Government			
115,500	80,000	100,000	Economic Development Administration	383,093	296,300	86,793
34,591	50,000	54,586	US Department of Agriculture	-	-	-
150,091	130,000	154,586	***TOTAL: Federal Government***	383,093	296,300	86,793
			Other Grants & Contracts			
41,828	20,000	-	Oregon Community Foundation	-	-	-
65,720	-	-	Discover Your Forest	-	-	-
93,511	76,700	85,848	Meyer Memorial Trust	94,320	94,320	-
15,000	60,000	108,133	Ford Family Foundation	113,676	113,676	-
-	5,000	-	High Desert Food & Farm Alliance	-	-	-
5,652	-	-	Nature Conservancy	-	-	-
85,104	-	-	Misc Non-Profits	-	-	-
601	-	-	LLI	-	-	-
44,000	2,000	-	CO Health Council	-	-	-
65,000	74,454	47,175	COFSF Foundation	-	-	-
416,416	238,154	241,156	***TOTAL: Other Grants & Contracts***	207,996	207,996	-
815,012	**1,085,397**	**1,072,384**	**TOTAL: Grants/Contracts With Other Agencies**	**1,858,673**	**1,771,880**	**86,793**
			Investment Revenue			
5,500	6,600	2,550	Interest on Investments	2,058	500	1,558
5,500	**6,600**	**2,550**	**TOTAL: Investment Revenue**	**2,058**	**500**	**1,558**
1,168,915	**1,247,633**	**1,250,155**	**TOTAL REVENUE**	**1,948,764**	**1,772,380**	**176,384**
1,631,464	**1,718,004**	**1,720,526**	**TOTAL RESOURCES**	**2,419,135**	**1,832,763**	**586,372**

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

CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL

ECONOMIC DEVELOPMENT EXPENDITURES
FISCAL YEAR 2021-2022

	Total FTE	TOTAL ECONOMIC DEVELOPMENT EXPENDITURES	COMMUNITY DEVELOPMENT EXPENDITURES	PUBLIC LENDING EXPENDITURES
Personnel Services				
Executive Director	0.08	11,094	9,611	1,484
Executive Assistant	0.08	4,843	4,195	648
Administrative Support				
General Counsel	0.06	4,502	3,900	602
Deputy Director	0.08	8,733	7,565	1,168
Fiscal Services Admin- CED & Loans	0.54	41,152	33,124	8,028
Fiscal Services Admin - Adult & Youth	0.01	617	533	84
Accounting Technician - AR/AP	0.08	3,637	3,150	486
Payroll Specialist	0.08	4,432	3,839	593
Human Resources Manager	0.08	7,545	6,536	1,009
Human Resource Coordinator	0.08	6,451	5,589	863
Human Resources Assistant	0.08	3,018	2,614	404
IT Manager	0.06	4,755	4,633	123
Network Administrator	0.09	5,271	4,956	315
Program Staff				
Economic Development Director	1.00	106,667	101,333	5,333
Program Administrator - CED	2.00	140,363	140,363	-
Loan Officer	1.00	73,944	-	73,944
Program Coordinator - CED	2.00	110,236	110,236	-
Labor Standards Monitoring Assistant	0.50	20,467	20,467	-
Fiscal Services Assistant	0.50	19,294	19,294	-
Program Assistant II - CED	1.00	44,735	44,735	-
SUB-TOTAL	9.41	621,755	526,673	95,082
Payroll Expense				
Medical/Dental Insurance		168,179	145,690	22,489
Life Insurance		2,936	2,492	444
Public Employees Retirement		84,596	71,946	12,650
F. I. C. A.		45,735	38,741	6,994
Workers Compensation		1,259	1,088	171
Unemployment Insurance		12,465	10,765	1,700
SUB-TOTAL		315,169	270,721	44,448
TOTAL PERSONNEL SERVICES		936,924	797,394	139,530

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

CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL

ECONOMIC DEVELOPMENT EXPENDITURES
FISCAL YEAR 2021-2022

	TOTAL ECONOMIC DEVELOPMENT EXPENDITURES	COMMUNITY DEVELOPMENT EXPENDITURES	PUBLIC LENDING EXPENDITURES
Materials and Services			
Rent	45,438	28,196	17,242
Telephone	5,860	5,094	766
Utilities/Janitorial	9,272	8,674	598
Supplies/Printing			
General Supplies	11,496	11,067	429
Printing	79	62	17
Furnishings & Equipment	20,901	20,077	824
Postage	417	359	59
Subscriptions	2,236	2,208	29
Fees/Dues	2,607	640	1,967
Software	17,015	12,761	4,254
Advertising	99	94	5
Office Equipment Lease Exp	648	602	46
Repair and Maintenance			
Office Equipment	110	-	110
Other	121	92	29
Insurance	12,248	9,348	2,900
Services			
Legal	6,883	1,225	5,658
Auditing	3,697	3,203	494
Security Services	4,309	3,660	649
Consulting			
Contracting	541,979	541,892	87
Pass Through	317,702	317,702	-
Training/Travel			
Operational	5,008	5,004	4
Travel/Employee Bus Pass	580	526	54
Staff Training/Education	3,137	2,502	636
TOTAL MATERIALS AND SERVICES	1,011,842	974,986	36,855
TOTAL GENERAL FUND EXPENDITURES	1,948,766	1,772,380	176,384
Transfers, Contingency & Fund Balance			
Operating Contingency	104,477	60,383	44,095
Ending Fund Balance	365,892	-	365,892
TOTAL TRANSFERS, CONTINGENCY & FUND BALANCE	470,369	60,383	409,987
TOTAL GENERAL FUND REQUIREMENTS	2,419,135	1,832,763	586,372

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

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL

TRANSPORTATION RESOURCES

APPROVED BUDGET FY 18 - 19	APPROVED BUDGET FY 19 - 20	APPROVED BUDGET FY 20 - 21		2021 - 2022 PROPOSED BUDGET TRANSPORTATION ACTIVITIES
2,730,805	2,730,242	2,730,242	**Beginning Fund Balance**	2,730,242
			Grants/Contracts With Other Agencies	
			State of Oregon	
1,306,310	1,356,460	88,145	Oregon Department of Human Services	6,113
1,713,241	1,993,427	3,866,043	Oregon Dept of Transportation	4,292,495
3,019,551	3,349,887	3,954,188	**TOTAL: State of Oregon**	4,298,608
			County & Local Government	
435,460	3,246,221	3,826,836	Deschutes County	6,564,444
65,000	337,977	94,640	Jefferson County	205,300
77,000	219,037	105,348	Crook County	215,300
1,283,838	1,376,179	1,387,228	City of Bend	1,383,290
-	187,000	190,988	Confederated Tribes of the Warm Springs	270,000
708,185	695,474	500,107	Other Local Government	490,294
2,569,483	6,061,888	6,105,148	**TOTAL: County & Local Government**	9,128,628
			Federal Government	
1,541,786	2,147,975	3,334,348	US Department of Transportation	3,835,328
-	40,000	4,598	Western Federal Lands Highway Division	-
1,541,786	2,187,975	3,338,946	**TOTAL: Federal Government**	3,835,328
			Other Grants & Contracts	
5,226,962	5,019,421	120,398	Pacific Source	-
60,000	-	-	Central Oregon Council On Aging (COCOA)	-
12,417,782	**16,619,171**	**13,518,681**	**TOTAL: Other Grants & Contracts**	**17,262,564**
			Other Revenue	
91,584	9,276	144	Misc Transportation	-
710,278	679,857	-	Bus Fares	100,000
604,176	667,685	208,281	Charges for Services	616,109
1,406,038	**1,356,818**	**208,425**	**TOTAL: Other Revenue**	**716,109**
			Investment Revenue	
20,322	41,362	43,459	Interest on Investments	20,180
20,322	**41,360**	**43,459**	**TOTAL: Investment Revenue**	**20,180**
13,844,142	**18,017,351**	**13,770,564**	**TOTAL REVENUE**	**17,998,852**
16,574,947	**20,747,593**	**16,500,806**	**TOTAL RESOURCES**	**20,729,094**

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

CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL

TRANSPORTATION EXPENDITURES
FISCAL YEAR 2021-2022

	Total FTE	2021 - 2022 PROPOSED BUDGET TRANSPORTATION ACTIVITIES
Personnel Services		
Executive Director	0.63	86,173
Executive Assistant	0.63	37,617
Administrative Support		
General Legal Counsel	0.47	34,968
Fiscal Services Manager	0.63	67,833
Fiscal Services Admin - CED & Loans	0.31	23,825
Fiscal Services Admin - Transportation	2.00	131,801
Fiscal Services Admin - Adult & Youth	0.06	4,768
Human Resources Manager	0.63	58,604
Human Resource Coordinator	0.63	50,110
Accounting Tech - AR/AP	0.63	28,248
Payroll Specialist	0.63	34,424
Human Resource Assistant	0.63	23,439
IT Manager	0.74	56,958
Network Administrator	0.56	32,850
Program Staff		
Transportation Director	1.00	99,378
CET Operations Manager	1.00	81,207
Quality Assurance Lead	1.00	51,867
Station Attendant	1.50	58,114
Vehicle Mechanic	2.00	80,320
Outreach and Engagement Coordinator	1.00	71,785
Field Supervisors	2.00	112,108
CET Dispatch and Call Supervisor	1.00	62,338
Transit Planning & Outreach Specialists	2.00	93,787
Labor Standards Monitoring Assistant	0.50	20,467
Fiscal Services Assistant	0.50	19,294
Customer Service Representatives	6.00	229,105
Dispatcher	6.00	247,124
Drivers	33.20	1,321,834
Ride the River Assistant/Loader	0.20	6,680
Vehicle Maintenance	5.00	194,973
SUB-TOTAL	73.06	3,421,999
Medical/Dental Insurance		1,257,274
Life Insurance		16,104
Public Employees Retirement		454,444
F. I. C. A.		251,714
Workers Compensation		46,130
Unemployment Insurance		80,789
SUB-TOTAL		2,106,457
TOTAL PERSONNEL SERVICES		5,528,455

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

CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL

TRANSPORTATION EXPENDITURES
FISCAL YEAR 2021-2022

	2021 - 2022 PROPOSED BUDGET TRANSPORTATION ACTIVITIES
Materials and Services	
Rent	177,427
Telephone	102,566
Utilities/Janitorial	109,041
Supplies/Printing	
General Supplies	94,349
Printing	3,363
Furnishings & Equipment	20,953
Postage	4,042
Subscriptions	913
Fees/Dues	59,292
Software	198,260
Advertising	1,851
Office Equipment Lease Exp	27,755
Repair and Maintenance	
Office Equipment	32
Vehicles	280,457
Other	48,124
Insurance	169,604
Services	
Legal	86,252
Auditing	28,716
Security	102,553
Consulting	
Contracting	4,051,672
Training/Travel	
Operational	5,807
Staff Training/Education	16,086
Travel/Employee Bus Pass	8,409
Fuel Expense	563,796
Drug Testing	2,801
TOTAL MATERIALS AND SERVICES	6,164,123
Capital Outlay	
Computer	995,664
Real Property	2,000,000
Property Improvements	1,025,302
Vehicles	2,285,308
TOTAL CAPITAL OUTLAY	6,306,274
TOTAL GENERAL FUND EXPENDITURES	17,998,852
Transfers & Contingency	
Operating Contingency	2,730,242
TOTAL TRANSFERS & CONTINGENCY	2,730,242
TOTAL GENERAL FUND REQUIREMENTS	20,729,094

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

CAPITAL BUDGET DETAILS

This COIC proposed budget includes:

Item Description	Funding Source	Grant Amount	Match Rate	Match	Total Outlay
Recurring Capital Expenditures					
Eleven (11) replacement demand response vehicles	ODOT 5339 Capital Grant (Bus & Bus Facilities)	$1,176,400	15.00%	$207,600	$1,384,000
Nonrecurring Capital Expenditures					
Bend Mobility Hub	ODOT and Deschutes County STIF	$1,625,000	20.00%	375,000.00	$2,000,000
One (1) new buses to support STF funded transportation service expansion	CTWS STIF	$175,000	0.00%	$ -	$175,000
Transit Asset Management Software & Hardware	Discretionary ODOT 5310 Grant (Enhanced Mobility)	$31,480	20.00%	$ 7,870	$39,350
Enhanced Community Connector bus stops	FTA 5307	$224,596	10.27%	$25,706	$250,302
Hawthorne Station Intermodal Center renovations	ODOT 5339/STIF	$300,000	20.00%	$50,000	$350,000

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

Item Description	Funding Source	Grant Amount	Match Rate	Match	Total Outlay
Six (6) new bus purchases to support transportation expansion, due to STIF funding and planning.	Deschutes County STIF	$726,308	0.00%	-	$726,308
Bus Stop shelters, pads and signage, related to STIF funding and expansion in Redmond and Bend	Deschutes County STIF	$425,000	0.00%	$0	$425,000
CAD AVL ITS System	Deschutes County STIF	$956,314	0.00%	$0	$956,314
	Total:	**$5,640,098**	**11%**	**$666,176**	**$6,306,274**

LOAN CLOSURE HISTORY
&
LOAN CLOSURE PROJECTED

Loan Fund	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Actual	2015-2016 Actual	2016-2017 Actual	2017-2018 Actual	2018-2019 Actual	2019-2020 Actual	Approved 2020-2021 Budget	Proposed 2021-2022 Budget
Deschutes Co.											
Jefferson Co.		100,000									
Klamath Co.											
COIC #1	50,750		175,000	30,000	-	102,500					
COIC #2		50,000	209,366	60,000	200,000	-					
COIC #3		175,000	171,132	120,868	150,000	225,000					
COIC EDA RLF							170,000		168,000	500,000	2,000,000
COIC Local	114,000								100,000	75,000	50,000
Regional Strategies RLF											
Intermediary Loan Program		-	391,030	200,000	147,500			350,000		-	400,000
Total Principal	164,750	325,000	946,528	410,868	497,500	327,500	170,000	350,000	268,000	575,000	2,450,000

COIC REVOLVING LOAN FUND
September 1984 – March 2021

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, $4,630,796 in program income has been earned with $2,840,606, or 61.3%, utilized for fund administration.

In fiscal year 2020/2021, due to the COVID-19 pandemic and recovery efforts, the Economic Development Administration provided COIC with additional access to EDA Cares Revolving Loan Funds in the amount of $2,050,000, which is projected to be loaned out over the next few years. These resources are on an expense reimbursement basis.

The budget reflects an anticipated charge for services of 86%. 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 March 31, 2021, $1,873,176 had been repaid of the $2,572,000 borrowed, leaving a note payable balance of $698,824.

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, $2,941,872 in program income has been earned with $1,581,786, 53.8%, being utilized for fund administration. Cumulative interest expense on funds lent for the period ended March 31, 2021 was $393,891.

The budget reflects an anticipated charge for services of 80.8%. COIC administration charges for services are limited to actual expenditures.

STATEMENT OF HISTORY
COIC REVOLVING LOAN FUND LOCAL JOB CREATION
January 1986 – March 2021

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, $310,786 in program income has been earned with $285,374, or 91.8% being utilized for fund administration.

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 Fiscal Year 2010-11, the board approved a loan to the Intermodal Center from Local Job Creations funds in the amount of $114,000. The interest rate on the loan is 4% and it will be paid in full in December 2021.

Due to the COVID-19 pandemic and recovery efforts in our region, COIC has used this fund to accept less restricted resources from other local organizations to be able to provide emergency loans to small businesses. During fiscal year 2019-2020, both Deschutes County and Jefferson County contributed local non restricted funds to be able to stand up an emergency small business loan program for businesses negatively affected by COVID-19. COIC not only included the counties' funding for the small business loans, but also used the Local Job Creation funds. All together $268,000 of small business loans were made, of which this fund helped with $100,000 of them.

COIC will continue to use this fund in the near future for small business loans related to the COVID-19 pandemic recovery.

RESERVE FUNDS
2021 - 2022 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 and audit fiscal years 2019/2020 and 2020/2021. Therefore, 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 $3,864,269, which is COIC's audited fund balance as of June 30, 2019. COIC is not expecting an increase in fund balance or reserves for fiscal years 2019-2020 or 2020-2021 and instead projects that all excess funds from 2019-2020 and 2020-2021 will be deferred to 2021-2022. Even though COIC has managed to increase its reserve funds throughout the years, these funds are committed funds that belong to and can only be used by the departments that generate them.

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 2021-2022 budget, the necessary operating contingency needed on hand is $675,258, leaving a deficit in necessary operating contingency of $388,235.

For the Economic Development Department, which includes the Loan Department, the expenditures occur monthly, however the billing for these departments vary depending on the funding source. The Economic Development Department receives some cash grants up front, while others are expense reimbursement grants that can only be billed quarterly, therefore the Economic Development Department is projected to have $470,371 in ending fund balance. However to cover the cash flow period of three months it should have $649,589 therefore, this program is $179,218 short of its operating contingency goal. Please note that included in the $470,371 is the operating contingency and fund balance related to the loan program. Combining both departments overstates the reserves of the Community Economic Development department. On page 6-3, you will notice that the loan department needs and has $45,095 in operating contingency and $365,892 in projected fund balance, while the Community Economic Development Department only has $60,383 in operating contingency. Since each department's ending fund balance is restricted to that department, the Community Economic Development Department is prohibited to use the Loan Department's reserves for its purposes. Therefore, based on the cash flow cycle above, just for the Community Economic Development Departments contingency needs are $443,095; however they only have $60,383 leaving a deficit of $382,712.

The Transportation Department's reserve balance is 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 2021-2022 budget is $8,999,426, leaving a deficit in necessary operating contingency of $6,269,184.

This section really shows the importance of COIC's reserves to meet operating cash flow needs.

CENTRAL OREGON INTERGOVERNMENTAL COUNCIL
RESERVE FUNDS

FISCAL YEAR
2021 - 2022

	Employment & Training	Economic Development	Transportation	Building Fund
Fund Balance 6/30/2019	287,023	470,371	2,730,242	376,633
Fiscal Year 19/20 Activity (estimated)	-	-	-	-
Fund Balance 6/30/2020 (estimated)	287,023	470,371	2,730,242	376,633
Fiscal Year 20-21 Activity (estimated)	-	-	-	-
Fund Balance 6/30/2021(estimated)	287,023	470,371	2,730,242	376,633
Fiscal Year 21-22 Activity (estimated)	-	-	-	65,451
Fund Balance 6/30/2022 (estimated)	287,023	470,371	2,730,242	442,084
Necessary operating contingency by department	675,258	649,589	8,999,426	88,000
Excess or (Deficency) in operating contingency	(388,235)	(179,218)	(6,269,184)	354,084
Percent of Necessary Operating Contingeny	43%	72%	30%	502%