

Coos County Area Transportation District (CCATD)  
Budget Committee

**AGENDA**

South Coast Business Employment Corporation  
93781 Newport Lane, Coos Bay, OR 97420  
April 19, 2020 8:00 a.m.

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**BUDGET COMMITTEE MEETING**

This meeting will be accessible to the public via zoom.

<https://us02web.zoom.us/j/88056330697>

Or Dial: +1 346 248 7799 or +1 929 205 6099; Meeting ID: 880 5633 0697

1. CALL TO ORDER
2. ROLL CALL
3. ELECTION OF OFFICERS
  - a. Chairperson
  - b. Secretary
4. BUDGET MESSAGE
5. COMMENTS FROM PUBLIC\*

Per Public Notice, in an effort to reduce the spread of coronavirus COVID-19, these meetings will be held virtually and there will not be in-person public comment. Time is scheduled for individuals to provide comment via zoom or dial-in on the proposed budget. Comments are limited to 2-3 minutes.

6. DISCUSSION OF THE PROPOSED BUDGET

If the Budget Committee has completed their review of the proposed budget, they will take action to approve the proposed budget for FY2021.

If the Budget Committee has not completed their review, they will meet again on May 3, 2020 at 8:00AM to continue their discussion and review of the proposed budget until they are ready to take action.

7. ACTION

Motion: To approve the proposed budget for the 2021-2022 fiscal year.

8. ADJOURN



**To:** Coos County Area Transportation District Budget Committee  
**From:** David Hope, General Manager & Melissa Metz, Budget Officer  
**Date:** April 14, 2021  
**Subject:** FISCAL YEAR 2021-2022 BUDGET MESSAGE

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In accordance with Oregon law, as set forth in Chapter 294.305 to 294.565 of the Oregon revised statutes, the District has prepared and hereby presents its budget for the 2021/2022 fiscal year.

The District's proposed budget focuses on recovering from the global COVID-19 pandemic while continuing to keep riders and employees safe. The agency's proposed day-to-day operating budget for FY 2022 is just short of \$1.6 million. In addition, we plan to dedicate another \$900 thousand for capital improvements, some of which will replace older transit vehicles and others to improve our transit fare collection service.

Priorities for the coming year include formally adopting deviated fixed-route service in Coos Bay / North Bend for the convenience of the riders as they return, continuing to supply riders and staff with masks and hand sanitizer, maintaining high-level cleaning and sanitizing of buses and trains, and sustaining our fare equity efforts through the Low-Income Fare Program, discounted fares for seniors, college students, high school students and other programs.

This year's budget was designed to support our vision of *a fully funded, efficient, effective, and safe public transportation system operating in a balanced transportation network*. The District accomplishes our vision through our mission of *meeting the needs of Coos County's public transit passengers through advocacy, education, and the directly operated provision of public transportation service within Coos County and the surrounding area*.

If our Mission is "what we do" every day and our Vision is "how we do it" our brand promise is the "why we do it." At CCAT, we believe public transportation provides people with mobility and access to employment, community resources, medical care, and recreational opportunities in communities. All of our actions, words, and behaviors reflect our brand promise:

*CCAT is headed in your direction.*

## **Overcoming the COVID-19 pandemic**

Throughout the COVID-19 pandemic, we've kept buses moving, providing critical options to the essential workers and to those needing essential services to survive. We will be ready for increasing ridership as the region recovers and everyday life returns. Our FY2022 budget provides nearly \$1.6 million more than we estimate spending in our current year budget and sets the District, the region and our riders up for a return to pre-pandemic outlooks.

Despite a drop in fare revenue and payroll tax revenue, the District has been able to avoid layoffs due to the pandemic in large part to budget-cutting efforts and federal stimulus funds. The District received \$520 thousand in CARES Act funding. The funding has, and will be, used to respond to and recover from the pandemic.

## **Fiscal Year 2021-22 in Review**

The FY 2021-22 budget includes total revenue of \$3.3 million, up 54% from the \$2.1 million annualized budget for public transportation last year. It does include \$641k in deferred revenue from the Statewide Transportation Improvement Fund (STIF) and \$308.5K in discretionary STIF which as of this writing is unsecured. The budget also includes total operating requirements of \$1.6M million, which is essentially flat compared to the annualized budget for public transportation last year.

Overall staffing is budgeted at a 1.5 decrease compared to last year's annualized budget; however, when we compare Personnel services against the projected year end actuals for the current year it is up 5%. Personnel include wages, payroll taxes, paid leave, insurance benefits and retirement benefits. Regular wages were increased at .50 cents an hour to keep up with the minimum wage increase, while the 6% employer paid retirement and life insurance have not proposed changes.

Materials and Services in the Proposed Budget are expected to increase by \$22,175, about 3% to approximately \$835 thousand. The current year being the first full year of operations as a district, we are in a better position to project actual expenses on some of our line items. We also have two larger contracted projects related to the Coordinated Plan update and the Super Stop which is driving our Other Contract Services up \$93K compared to the current year.

The FY 2021-22 Budget provides for 19,013 revenue hours and 270 staff training hours. The service enhancement for FY 2021-22 include: 1) Restored Dial-A-Ride in Coquille during the mid-day hours; 2) Reduced fares for high school and college students; and 3) Implementation of an electronic fare system.

## **Capital Project Fund**

The District leverages federal and state funding with local sources to maintain and expand our capital assets. The FY 2021-22 budget provides for the following major projects totaling \$901,750:

- \$785,736 for six (6) Low Floor Light Duty Cutaway Buses
- \$96,014 for Electronic Fare System
- \$20,000 for one (1) Super Stop Shelter

## **Summary**

The FY 2021-212 Budget will provide the resources to level up transit services in Coos County consistent with our values of *convenient, consistent and safe*.

We would like to thank the Board of Directors, Budget Committee, and District staff for the commitment they have made to the constituents of the county in continuing to improve services and being responsive to the regional needs as we move together on the cusp of a new era.

## **\*Other Notes on the form LB-30, pg 5-8**

Column A is historical information for comparative information only from Coos County Area Transit when public transportation was provisioned as a Special Service District under the county.

Column B is historical information for comparative information only and represents the first 6 months from Coos County Area Transit and the second 6 months from Coos County Area Transportation District. This provides a second annualized comparison when making reasonable and necessary assumptions on the operating budget for 2021-2022.

Column C is the first annualized adopted operating budget for Coos County Area Transportation District.

**FINANCIAL SUMMARY - RESOURCES**

<b>TOTAL OF ALL FUNDS</b>	Actual Amount 2019-2020	Adopted Budget This Year 2020-2021	Proposed Budget Next Year 2021-2022
Beginning Fund Balance/Net Working Capital	794,675	579,742	946,812
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	807,091	91,784	48,256
Federal, State & all Other Grants, Gifts, Allocations & Donations	13,719	2,040,892	3,233,770
All Other Resources Except Current Year Property Taxes	15,583	9,200	18,000
<b>Total Resources</b>	<b>1,631,068</b>	<b>2,721,618</b>	<b>4,246,838</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	271,123	772,858	760,893
Materials and Services	357,639	813,022	835,197
Capital Outlay	289,196	398,125	901,750
Contingencies		100,000	100,000
Unappropriated Ending Balance and Reserved for Future Expenditure	713,110	637,613	1,648,998
<b>Total Requirements</b>	<b>1,631,068</b>	<b>2,721,618</b>	<b>4,246,838</b>

**FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM \***

<b>Name of Organizational Unit or Program</b>			
<b>FTE for that unit or program</b>			
Not Allocated to Organizational Unit or Program	271,123	772,858	760,893
FTE	13	19	20
<b>Total Requirements</b>	<b>271,123</b>	<b>772,858</b>	<b>760,893</b>
<b>Total FTE</b>	<b>13</b>	<b>19</b>	<b>20</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

On April 16th 2019 the County entered a final Order (19-04-025L) approving the formation of the non-taxing Transportation District. The first operating budget for the Coos County Area Transportation District was for the period of January 1, 2020 thru June 30, 2020.

	A	B	C	D		E	F	G	H	
	Historical Data CCAT/CCATD				RESOURCES/REQUIREMENTS FOR: <u>Coos County Area Transit</u>	YTD ACTUAL 2/28/2021	PROJECTED YEAR END	PROPOSED 2021-2022	INCREASE DECREASE	
	Actual		ADOPTED	CHANGES TO						
	CCAT 2018-19*	CCAT/CCATD 2019-20*	BUDGET 2020-21	BUDGET 2020-21						
1					1	RESOURCES				1
2	313,284	547,530	579,742		2	Beginning Working Capital	744,355	744,355	946,812	2
3					3	Grants				3
4	301,558	391,605	339,657		4	5310 Disc. & Purch Svs.	104,763	318,693	364,817	25,160
5	397,412	214,134	214,766		5	5311 PM and Admin	99,339	265,398	236,243	21,477
6		46,286	105,883		6	5311 CARES	56,344	203,480	317,012	211,129
7			139,983		7	5339 Super Stop			111,986	-27,997
						5304 Statewide Planning			60,000	60,000
8	154,247	151,820	151,582		8	STF	113,865	151,820	148,331	-3,251
9	15,840		207,021		9	STP Disc. Bus Replacement			207,021	0
10	94,707	29,942			10	Oregon Dept Veteran Affairs	1,980	3,960		0
11	56,228	534,146	882,000		11	STIF Disc. & Formula	148,246	676,492	1,788,360	906,360
12					12	Coquille Tribe FTA Pass Thru	60,451	100,451		0
13	82,530	35,197	27,000		13	Fares	14,320	24,487	47,256	20,256
14	18,039	23,166	64,784		14	Contracts	279	477	1,000	-63,784
15	30,408	26,733	8,000		15	Local Funds	12,500	12,500	8,000	0
16	2,708	13,602	1,200		16	Miscellaneous	5,752	9,836	10,000	8,800
17	<b>1,153,677</b>	<b>1,466,631</b>	<b>2,141,876</b>		17	<b>TOTAL REVENUE</b>	<b>617,839</b>	<b>1,767,594</b>	<b>3,300,026</b>	1,158,150
18	<b>1,466,961</b>	<b>2,014,161</b>	<b>2,721,618</b>	-	18	<b>TOTAL RESOURCES</b>	<b>1,362,194</b>	<b>2,511,949</b>	<b>4,246,838</b>	

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	Actual		ADOPTED	CHANGES TO							
	CCAT 2018-19*	CCAT/CCATD 2019-20*	BUDGET 2020-21	BUDGET 2020-21							
19					19	PERSONAL SERVICES				19	
20	60,112	53,851	70,590		20	Transit General Manager	41,206	70,639	71,679	1,089	20
21	41,772	18,948	48,928		21	Road Supervisor	25,174	43,155	44,195	-4,733	21
22	32,409	23,439	33,138		22	Dispatcher	20,661	35,419	36,442	3,304	22
23	295,800	307,223	451,375		23	Drivers	258,678	443,448	458,525	7,150	23
24	8,103	11,875	12,279		24	Maintenance	12,782	21,912	24,024	11,745	24
25					25	SCBEC Other Personnel					25
26					26	<b>Payroll Expenses</b>					26
27	30,720	14,869	36,979		27	Retirement	13,538	23,208	38,092	1,113	27
28	12,555	7,499	34,519		28	Insurance	6,550	11,229	12,514	-22,005	28
29	30,005	32,059	47,148		29	F.I.C.A	27,715	47,511	49,075	1,927	29
30	7,633	6,141	11,710		30	Unemployment Insurance	6,844	11,733	12,951	1,241	30
31	10,076	11,027	26,193		31	Workers Compensation	7,149	12,255	13,396	-12,798	31
32	<b>529,185</b>	<b>486,929</b>	<b>772,858</b>	<b>0</b>	32	<b>TOTAL PERSONNEL SERVICES</b>	<b>420,297</b>	<b>720,509</b>	<b>760,893</b>	<b>-11,965</b>	32
33	<b>16.00</b>	<b>13.00</b>	<b>19.00</b>		33	<b>Total Full-Time Equivalent</b>		<b>19.00</b>	<b>20.00</b>		33

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	Actual		ADOPTED BUDGET 2020-21	CHANGES TO BUDGET 2020-21							
	CCAT 2018-19*	CCAT/CCATD 2019-20*									
34					34	<b>MATERIALS AND SERVICES</b>				34	
35	10,015	5,370	6,000		35	Facilities Maintenance	1,927	2,891	5,000	-1,000	35
36	6,915	11,067	8,037		36	Telecommunications	5,864	8,796	9,500	1,463	36
37	5,253	3,421	5,253		37	Utilities	3,217	4,826	5,250	-3	37
38					38	<b>Supplies/Printing</b>					38
39	14,549	18,479	12,700		39	General Supplies	7,903	11,855	13,000	300	39
40	4,082	2,730	5,000		40	Printing	2,064	3,096	5,000	0	40
41					41	<b>Contracted Services</b>					41
42	90,798	99,788	132,000		42	SCBEC Accounting/HR	61,666	92,499	100,000	-32,000	42
43		88,366	53,539		43	SCBEC Staffing Services	40,482	60,723	62,241	8,702	43
44	12,575	5,000	7,500		44	Audit	5,000	7,500	25,000	17,500	44
45		16,935	38,170		45	Legal	3,140	4,710	5,500	-32,670	45
46	29,786	43,358	38,950		46	Insurance	16,432	24,648	43,358	4,408	46
47	5,940	4,417	28,400		47	Outreach/Marketing	8,548	12,822	15,000	-13,400	47
48	2,939	2,670	4,694		48	Memberships	904	1,356	4,700	6	48
49	3,596	25,497	20,146		49	Subscriptions	8,365	12,548	15,000	-5,146	49
50	808	640	750		50	Postage	346	519	750	0	50
51		40,429	8,000		51	Elections		8,000	8,000	0	51
52	4,859	41,540	157,979		52	Other	37,644	56,466	251,466	93,487	52
53	1,120	5,617	12,000		53	Travel, Conferences, Mtg Expense	237	356	6,000	-6,000	53
54		5,891	4,500		54	Employee Testing/BG Check	2,498	3,747	4,500	0	54
55	6,451	5,485	8,340		55	Purchased Transportation	359	539	750	-7,590	55
56	81,736	86,893	103,364		56	Vehicle Maintenance & Repairs	51,240	76,860	134,482	31,118	56
57	103,445	81,395	142,000		57	Fuel/Oil	53,070	79,605	105,000	-37,000	57
58	7,607	8,772	8,500		58	Tires	3,950	5,925	8,500	0	58
59	23,882		7,200		59	Shelters/Signage		0	7,200	0	59
60	<b>416,356</b>	<b>603,757</b>	<b>813,022</b>	<b>0</b>	60	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>314,856</b>	<b>480,284</b>	<b>835,197</b>	<b>22,175</b>	60



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	Actual		ADOPTED	CHANGES TO						
	CCAT 2018-19*	CCAT/CCATD 2019-20*	BUDGET 2020-21	BUDGET 2020-21						
61					61	CAPITAL OUTLAY				61
62	225,231	185,970	378,125		62		174,000	785,736	407,611	62
63		103,226			63		87,335			63
64			20,000		64			20,000	0	64
65					65		35,000			65
66					66			96,014	96,014	66
67	225,231	289,196	398,125	0	67	0	296,335	901,750	503,625	67
68	1,170,772	1,379,882	1,984,005		68	735,153	1,497,128	2,497,840	513,835	68
69			100,000		69	0	0	100,000		69
70			68,000		70	0	68,000			70
71	296,189	634,279	569,613		71	627,041	946,821	1,648,998		71
72	1,466,961	2,014,161	2,721,618	0	72	1,362,194	2,443,949	4,246,838		72