



**To:** Coos County Area Transportation District Budget Committee

**From:** Melissa Metz, Budget Officer

**Date:** March 20, 2023

**Subject:** FISCAL YEAR 2023-2024 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 2023/2024 fiscal year.

The District's proposed budget focuses on public education and engagement while continuing to provision convenient, consistent and safe transportation. The agency's proposed day-to-day operating budget for FY 2024 is \$1.9 million. In addition, we plan to dedicate another \$820 thousand for capital improvements, some of which will replace older transit vehicles which we had hoped to receive in this fiscal year along with enhancements to transit stops and the office building.

Priorities for the coming year include:

- Provisioning fixed route service on Saturdays in Coos Bay, North Bend and Charleston.
- Implementing a community engagement strategy including travel training videos, pocket schedules, a new interactive website, and new rider's guide.

This year's budget was designed to support our vision of *linking people, jobs and communities, conveniently, consistently and safely.*

All of our actions, words, and behaviors reflect our brand promise:

*CCATD is headed in your direction.*

### **Fiscal Year 2023-24 in Review**

The FY 2023-24 budget includes total revenue of \$2.97 million, down 4% from the \$3.1 million budget for public transportation last year. This is primarily due to several non-renewable discretionary grants and CARES funding streams sunseting. The budget also includes total operating requirements of \$1.9M million, which is up 2% compared to the annualized budget last year.

Overall staffing is budgeted for one FTE increase compared to last year’s annualized budget with a 17% increase overall. We are up 2 full time equivalents compared to last year and the cost per staff person is up 6.5%. Significant efforts have been made to ensure a competitive wage is presented so that we can attract, train and retain CDL drivers with passenger endorsement for the safety of our passengers. Personnel services include wages, payroll taxes, paid leave, the health benefit stipends enacted in January 2022 and 6% retirement benefits. Staff wages will be adjusted for cost of living to keep up with inflation.

Materials and Services in the Proposed Budget are expected to decrease by \$100K compared to last year’s budget. This is due to several one-time projects getting completed. Fuel was estimated with an increase of 14% for the new Saturday service.

The FY 2023-24 Budget provides for 20,878 revenue hours compared to 18,738 projected current year.

**Capital Project Fund**

The District leverages federal and state funding with local sources to maintain and expand our capital assets. The FY 2023-24 budget provides for the following major projects totaling \$820,000:

- \$600,000 for five (5) Extended Vans and a Utility Pick Up
- \$20,000 building improvements
- \$200,000 (1) Super Stop Shelter & Stop/Signage enhancements

**Summary**

The FY 2023-2024 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.

**Salary Ranges**

Position	Total FTE	Minimum Hrly	Maximum Hrly
Maintenance	.5	\$16.55	\$19.00
Driver I, Non-CDL	5.5	\$17.00	\$20.68
Scheduler	1	\$17.00	\$20.68
Dispatcher	1	\$19.00	\$23.11
Driver II, CDL	10	\$19.00	\$23.11
Training & Safety Officer	1	\$21.28	\$25.85
Shift Leads	2	\$30.00	\$37.50

	Historical Data CCATD				RESOURCES/REQUIREMENTS FOR: <u>Coos County Area</u> <u>Transportation District</u>					
Actual		ADOPTED BUDGET 2022-23	CHANGES TO BUDGET 2022-23	YTD ACTUAL 2/28/2023		PROJECTED YEAR END	PROPOSED 2023-24	INCREASE DECREASE		
CCATD 2020-21	CCATD 2021-22									
1					1	RESOURCES				1
2	744,355	1,208,895	1,240,507		2	Beginning Working Capital	2,051,735	2,051,735	1,968,941	2
3				-	3	Grants				3
4	273,881	195,450	249,407	93,886.00	4	5310 Disc. & Purch Svs.	118,788	343,293	270,081	20,674
5	151,531	133,899	236,243	292,459.00	5	5311 PM and Admin	425,865	562,344	255,081	18,838
6	82,281	196,391	104,000		6	5311 CARES/Vans35358	126,144	136,144	294,897	190,897
7		804	61,986	75,000.00	7	5339 SuperStop/Maint. Veh	2,234	136,945	137,800	75,814
8		22,375	5,000		8	5304 Statewide Planning	16,343	37,625	0	-5,000
9	98,807		148,331		9	STF	111,249	148,332	125,000	-23,331
10			207,021		10	STP Disc. Bus Replacement	-	272,044	0	-207,021
11	1,980	2,218	25,000	-	11	Oregon Dept Veteran Affairs	18,491	25,000	25,000	0
12	369,876	693,673	1,538,392		12	STIF Disc. & Formula	518,871	1,014,776	1,788,584	250,192
13	135,811	56,168		-	13	Coquille Tribe FTA Pass Thru				0
14	32,287	55,424	48,960		14	Fares	43,944	75,333	70,000	21,040
15	6,822	4,182	8,000		15	Local Funds	-	10,000	10,000	2,000
16	2,421	37,657	11,000		16	Miscellaneous	567	1,200	1,000	-10,000
17	<b>1,155,697</b>	<b>1,398,241</b>	<b>2,643,340</b>	<b>461,345.00</b>	17	<b>TOTAL REVENUE</b>	<b>1,382,496</b>	<b>2,763,036</b>	<b>2,977,443</b>	<b>334,103</b>
18	<b>1,900,052</b>	<b>2,607,136</b>	<b>3,883,847</b>		18	<b>TOTAL RESOURCES</b>	<b>3,434,231</b>	<b>4,814,771</b>	<b>4,946,384</b>	<b>1,062,537</b>
19					19	PERSONAL SERVICES				19
20	58,476	13,797	0		20	Transit General Manager	0	0	0	0
21			57,410		21	Transit Planner & Compliance	41,665	68,354	69,360	11,950
22	39,147	34,924	45,300		22	Road Supervisor	8,945			0
23		22,424			23	Transit Special Projects	34,401	44,001	37,500	37,500
24				19,000	24	Training & Safety Officer	18,813	37,626	57,681	57,681
25	35,958	35,049	37,353	20,000	25	Dispatcher	30,398	54,398	83,619	46,266
26	404,747	413,113	525,934	20,000	26	Drivers	370,421	555,632	612,566	86,632
27	9,127	4,873	14,560		27	Maintenance	4,376	4,376	0	-14,560
28				0	28	<b>Payroll Expenses</b>				
29	21,219	20,123	40,833		29	Retirement	13,531	20,297	43,036	2,203
30	9,885	17,029	49,138		30	Insurance	16,459	27,659	49,574	436
31	42,106	46,018	52,403		31	F.I.C.A	39,236	58,854	66,276	13,873
32	10,671	10,996	12,347		32	Unemployment Insurance	11,797	17,696	21,705	9,358
33	14,347	14,184	17,014		33	Workers Compensation	10,299	15,449	21,518	4,504
34	<b>645,683</b>	<b>632,529</b>	<b>852,292</b>	<b>59,000</b>	34	<b>TOTAL PERSONNEL SERVICES</b>	<b>600,341</b>	<b>904,340</b>	<b>1,062,835</b>	<b>255,842</b>
35	<b>18.13</b>	<b>16.30</b>	<b>20.00</b>		35	<b>Total Full-Time Equivalent</b>	<b>17.89</b>	<b>19.00</b>	<b>21.00</b>	
36					36	MATERIALS AND SERVICES				36
37	2,741	2,061	5,000		37	Facilities Maintenance	2,556	3,834	5,000	0
38	9,799	13,178	15,600		38	Telecommunications	8,971	13,457	15,600	0
39		2,285			39	Office Equipment	7,889	7,889	2,000	2,000
40	4,570	4,898	5,250		40	Utilities	3,657	5,486	5,500	250

	A	B	C	D		E	F	G	H		
	Historical Data CCATD				RESOURCES/REQUIREMENTS FOR: <u>Coos County Area</u> <u>Transportation District</u>	YTD ACTUAL 2/28/2023	PROJECTED YEAR END	PROPOSED 2023-24	INCREASE DECREASE		
	Actual		ADOPTED BUDGET 2022-23	CHANGES TO BUDGET 2022-23							
	CCATD 2020-21	CCATD 2021-22									
41					41	<b>Supplies/Printing</b>				41	
42	9,317	7,797	13,000		42	General Supplies	12,350	18,525	18,550	5,550	42
43	2,814	1,682	5,000		43	Printing	1,783	2,675	5,000	0	43
44					44	<b>Contracted Services</b>					44
45	96,997	98,469	100,000		45	SCBEC Accounting/HR	52,825	79,238	85,000	-15,000	45
46	61,345	66,192	65,200		46	SCBEC Staffing Services	35,123	45,593	18,757	-46,443	46
47		49,564	60,000	15,000	47	SCBEC GM Services	60,161	80,215	82,220	22,220	47
48	7,000	7,500	8,000		48	Audit	6,100	8,000	23,100	15,100	48
49	5,320	10,179	12,000		49	Legal	3,397	5,096	12,000	0	49
50	26,666	32,333	43,000		50	Insurance	22,448	33,672	43,000	0	50
51	11,542	9,102	15,000	22,000	51	Outreach/Marketing	34,390	51,585	52,000	37,000	51
52	879	2,117	6,250		52	Memberships	1,920	4,320	5,000	-1,250	52
53	15,922	15,347	18,020		53	Subscriptions	15,150	22,726	23,000	4,980	53
54	607	231	750		54	Postage	277	416	610	-140	54
55	11,418	5,760	6,000		55	Elections	3,840	5,760	6,000	0	55
56	68,772	109,557	201,466		56	Other	74,080	211,120	98,110	-103,356	56
57	936	6,558	6,000		57	Travel, Training, Mtg Expense	16,658	19,989	25,000	19,000	57
58	2,858	95	4,500		58	Employee Testing/BG Check	3,724	5,586	6,000	1,500	58
59	394	178	750		59	Purchased Transportation	0	40	750	0	59
60	84,029	114,041	92,282	30,000	60	Vehicle Maintenance & Repairs	105,892	127,070	100,782	8,500	60
61	89,568	134,013	145,744	33,000	61	Fuel/Oil	118,890	178,335	203,301	57,557	61
62	7,389	13,034	8,500		62	Tires	3,595	4,793	8,500	0	62
63		1,100	8,000		63	Shelters/Signage	3,839	5,759	8,000	0	63
64	<b>520,883</b>	<b>707,271</b>	<b>845,312</b>	<b>100,000</b>	64	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>599,515</b>	<b>941,177</b>	<b>852,780</b>	<b>7,468</b>	64
65					65	<b>CAPITAL OUTLAY</b>					65
66		52,728	785,736		66	Rolling Stock	126,144	649,968	600,000	-185,736	66
67		7,656	20,000		67	Building Improvements & furniture		8,000	20,000	0	67
68					68	Transit Mgmt System					68
69			40,000	302,345	69	Super Stop Shelter & Other Signage		342,345	200,000	160,000	69
70					70	Disinfecting Equipment					70
71					71	Electronic Fair System				0	71
72	<b>0</b>	<b>60,384</b>	<b>845,736</b>	<b>302,345</b>	72	<b>TOTAL CAPITAL OUTLAY</b>	<b>126,144</b>	<b>1,000,313</b>	<b>820,000</b>	<b>-25,736</b>	72
73	<b>1,166,566</b>	<b>1,400,184</b>	<b>2,543,340</b>		73	<b>TOTAL EXPENDITURES</b>	<b>1,326,000</b>	<b>2,845,829</b>	<b>2,735,615</b>	<b>192,275</b>	73
74			<b>100,000</b>		74	<b>CONTINGENCY</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	74
75			<b>68,000</b>		75	<b>Reserved Future Requirements</b>	<b>0</b>	<b>68,000</b>		<b>-68,000</b>	75
76	<b>733,486</b>	<b>1,206,952</b>	<b>1,172,507</b>		76	<b>Ending Working Capital</b>	<b>2,108,231</b>	<b>1,900,941</b>	<b>2,110,770</b>	<b>938,263</b>	76
77	<b>1,900,052</b>	<b>2,607,136</b>	<b>3,883,847</b>	<b>0</b>	77	<b>TOTAL REQUIREMENTS</b>	<b>3,434,231</b>	<b>4,746,771</b>	<b>4,946,384</b>	<b>1,062,537</b>	77