

Coos County Area Transportation District (CCATD)
Budget Committee

AGENDA

2810 Ocean Blvd, Coos Bay OR 97420 97420
May 2, 2022 at 9:00 a.m.

BUDGET COMMITTEE MEETING

This meeting will be accessible to the public at CCATD at 2810 Ocean Blvd and via zoom. <https://us02web.zoom.us/j/805477406>
Or Dial: +1 346 248 7799 or +1 929 205 6099; Meeting ID: 805 477 406

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ELECTION OF OFFICERS**
 - a. **Chairperson**
 - b. **Secretary**

4. **BUDGET MESSAGE**

5. **COMMENTS FROM PUBLIC** - Comments are limited to 2-3 minutes.

6. **DISCUSSION OF THE PROPOSED BUDGET**

The purpose of this meeting is to receive the budget message and to receive comment from the public on the budget. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting in person or online and discuss the proposed services with the Budget Committee.

The Budget Committee will discuss the budget for the fiscal year July 1, 2022 to June 30, 2023

7. **ACTION**

Motion: To approve the proposed budget for the 2022-2023 fiscal year.

8. **ADJOURN**



To: Coos County Area Transportation District Budget Committee

From: Melissa Metz, Budget Officer

Date: April 28, 2022

Subject: FISCAL YEAR 2022-2023 BUDGET MESSAGE

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 2022/2023 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 2023 is \$1.8 million. In addition, we plan to dedicate another \$846 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:

- Formally adopting a commingled fixed-route service in Coos Bay / North Bend where paratransit may be accommodated as a deviation up to ¼ mile from the route.
- Provisioning fixed route coverage in Coos Bay / North Bend along Hwy 101 and earlier hours of service to support employment.
- Instituting a free ride program for High School students who present a current high school ID card.
- Recasting the Roseburg Route to an advanced reservation service on Tuesdays and Wednesdays. This would be a curb-to-curb service starting in the service area of Coos Bay / North Bend and deviating up to ¾ mile along the route ending in a defined service area in Roseburg with the parameters of departure from CB/NB no earlier than 7:30AM and returning to CB/NB no later than 4:30PM.
- Recasting the Florence route from three times a day at four days a week to two times a day at 6 days a week.
- Implementing a community engagement strategy including travel training videos, pocket schedules, a new interactive website, and new rider's guide.
- Implementing \$4.00 premium fares for same day Dial-A-Ride service and non-medical will calls.
- Reinstating Dial-A-Ride in Coquille/Myrtle Point.

- Piloting non-emergency medical demand response service on Saturdays in Coos Bay / North Bend.

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 2022-23 in Review

The FY 2022-23 budget includes total revenue of \$2.75 million, down 17% from the \$3.3 million budget for public transportation last year. This is primarily due to several non-renewable discretionary grants and CARES funding streams sunsetting. The budget also includes total operating requirements of \$1.8M million, which is up 13% compared to the annualized budget last year.

Overall staffing is budgeted for one FTE increase compared to last year's annualized budget with a 25% increase overall. 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, new health benefit stipends enacted in January 2022 and 6% retirement benefits. Regular wages were increased for competitiveness and cost of living to keep up with inflation. A review of hourly rates was conducted of other rural service transit districts in the establishment of the salary ranges (see proposed salary ranges on the last page) As long as, the district has COVID discretionary funds to support hazard pay of \$2/hr the district will continue the practice. Once the discretionary funds are exhausted, the \$2/hr will be added to their regular hourly compensation rate.

Materials and Services in the Proposed Budget are expected to increase by \$10K compared to last year's budget. Fuel was estimated with an increase of 16% plus additional usage for the increased services proposed. We have several larger contracted projects related to the Coordinated Plan update, the Super Stop, the website redesign, and installation of new signage represented under the Other line item which are fluid between the end of this fiscal year and the proposed budget of next fiscal year.

The FY 2022-23 Budget provides for 20,653 revenue hours compared to 19,013 last year.

Capital Project Fund

The District leverages federal and state funding with local sources to maintain and expand our capital assets. The FY 2022-23 budget provides for the following major projects totaling \$845,736:

- \$785,736 for five (5) Low Floor Light Duty Cutaway Buses and a Van
- \$20,000 building improvements
- \$20,000 for one (1) Super Stop Shelter
- \$20,000 for Stops & Signage enhancements

Summary

The FY 2022-2023 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

Column A 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 an annualized comparison when making reasonable and necessary assumptions on the operating budget for 2022-2023.

Salary Ranges*

*Hazard pay in the amount of \$2/hr is in addition to the wage notated below until such time as the COVID discretionary funding is exhausted at which point the additional \$2/hr will be institutionalized into the base hourly rate.

| Position | Total FTE | Minimum Hrly | Maximum Hrly |
|----------------------|-----------|--------------|--------------|
| Maintenance | 1 | \$14.55 +\$2 | \$17.00 +\$2 |
| Driver I, Non-CDL | 9 | \$15.00 +\$2 | \$17.45 +\$2 |
| Driver II, CDL | 7 | \$17.00 +\$2 | \$23.10 +\$2 |
| Scheduler | 1 | \$17.00 +\$2 | \$23.10 +\$2 |
| Road Supervisor | 1 | \$18.28 +\$2 | \$24.38 +\$2 |
| Planner & Compliance | 1 | \$30.00 | \$37.50 |

| | A | B | C | D | | E | F | G | H | |
|----|----------------------------|------------------|------------------------------|---------------------------------|--|-----------------------------------|-----------------------|---------------------|----------------------|----------------|
| | Historical Data CCAT/CCATD | | | | RESOURCES/REQUIREMENTS FOR: <u>Coos County Area Transit</u> | YTD ACTUAL 2/28/2022 | PROJECTED YEAR END | PROPOSED 2022-23 | INCREASE DECREASE | |
| | Actual | | ADOPTED BUDGET 2021-22 | CHANGES TO BUDGET 2021-22 | | | | | | |
| | CCAT/CCATD 2019-20* | CCATD 2020-21 | | | | | | | | |
| 1 | | | | | 1 | RESOURCES | | | | 1 |
| 2 | 547,530 | 744,355 | 946,812 | | 2 | Beginning Working Capital | 1,208,895 | 1,208,895 | 1,240,507 | 2 |
| 3 | | | | | 3 | Grants | | | | 3 |
| 4 | 391,605 | 273,881 | 364,817 | | 4 | 5310 Disc. & Purch Svs. | 140,614 | 300,000 | 249,407 | -115,410 |
| 5 | 214,134 | 151,531 | 236,243 | | 5 | 5311 PM and Admin | 35,696 | 150,000 | 236,243 | 0 |
| 6 | 46,286 | 82,281 | 317,012 | | 6 | 5311 CARES | 110,851 | 317,012 | 104,000 | -213,012 |
| 7 | | | 111,986 | | 7 | 5339 Super Stop | | 50,000 | 61,986 | -50,000 |
| 8 | | | 60,000 | | 8 | 5304 Statewide Planning | | 55,000 | 5,000 | -55,000 |
| 9 | 151,820 | 98,807 | 148,331 | | 9 | STF | | 25,000 | 148,331 | 0 |
| 10 | | | 207,021 | | 10 | STP Disc. Bus Replacement | | | 207,021 | 0 |
| 11 | 29,942 | 1,980 | | | 11 | Oregon Dept Veteran Affairs | 2,218 | 2,218 | 25,000 | 25,000 |
| 12 | 534,146 | 369,876 | 1,788,360 | | 12 | STIF Disc. & Formula | 249,103 | 639,206 | 1,640,958 | -147,402 |
| 13 | | 135,811 | | | 13 | Coquille Tribe FTA Pass Thru | | | | 0 |
| 14 | 35,197 | 32,287 | 47,256 | | 14 | Fares | 27,968 | 48,000 | 48,960 | 1,704 |
| 15 | 26,733 | 6,822 | 8,000 | | 15 | Local Funds | 4,182 | 6,000 | 8,000 | 0 |
| 16 | 36,768 | 2,421 | 11,000 | | 16 | Miscellaneous | 5,944 | 9,000 | 11,000 | 0 |
| 17 | 1,466,631 | 1,155,697 | 3,300,026 | | 17 | TOTAL REVENUE | 576,576 | 1,601,436 | 2,745,906 | -554,120 |
| 18 | 2,014,161 | 1,900,052 | 4,246,838 | - | 18 | TOTAL RESOURCES | 1,785,471 | 2,810,331 | 3,986,413 | -260,425 |
| 19 | | | | | 19 | PERSONAL SERVICES | | | | 19 |
| 20 | 53,851 | 58,476 | 71,679 | | 20 | Transit General Manager | 13,798 | 13,798 | 0 | -71,679 |
| 21 | | | | | 21 | Transit Planner & Compliance | 5,063 | 18,227 | 57,410 | |
| 22 | 18,948 | 39,147 | 44,195 | | 22 | Road Supervisor | 25,131 | 43,082 | 48,996 | 0 |
| 23 | 23,439 | 35,958 | 36,442 | | 23 | Scheduler | 18,502 | 31,718 | 45,904 | 9,462 |
| 24 | 307,223 | 404,747 | 458,525 | | 24 | Drivers | 265,659 | 455,415 | 595,112 | 136,587 |
| 25 | 11,875 | 9,127 | 24,024 | | 25 | Maintenance | 6,114 | 10,481 | 20,919 | -3,105 |
| 26 | | | | | 26 | Payroll Expenses | | | | |
| 27 | 14,869 | 21,219 | 38,092 | | 27 | Retirement | 12,470 | 21,377 | 46,100 | 8,009 |
| 28 | 7,499 | 9,885 | 12,514 | | 28 | Insurance | 7,413 | 17,433 | 49,138 | 36,624 |
| 29 | 32,059 | 42,106 | 49,075 | | 29 | F.I.C.A | 25,768 | 44,174 | 59,393 | 10,318 |
| 30 | 6,141 | 10,671 | 12,951 | | 30 | Unemployment Insurance | 5,928 | 10,162 | 15,674 | 2,723 |
| 31 | 11,027 | 14,347 | 13,396 | | 31 | Workers Compensation | 6,653 | 11,405 | 16,212 | 2,816 |
| 32 | 486,930 | 645,683 | 760,893 | 0 | 32 | TOTAL PERSONNEL SERVICES | 392,499 | 677,272 | 954,858 | 131,754 |
| 33 | 12.00 | 18.00 | 19.00 | | 33 | Total Full-Time Equivalent | 16.30 | 16.50 | 20.00 | |

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| | Actual | | ADOPTED BUDGET 2021-22 | CHANGES TO BUDGET 2021-22 | | | | | | |
| | CCAT/CCATD 2019-20* | CCATD 2020-21 | | | | | | | | |
| 34 | | | | | 34 | MATERIALS AND SERVICES | | | | 34 |
| 35 | 5,370 | 2,741 | 5,000 | | 35 | Facilities Maintenance | 2,118 | 3,177 | 5,000 | 0 |
| 36 | 11,067 | 9,799 | 9,500 | | 36 | Telecommunications | 10,118 | 15,177 | 15,600 | 6,100 |
| 37 | 3,421 | 4,570 | 5,250 | | 37 | Utilities | 2,758 | 4,137 | 5,250 | 0 |
| 38 | | | | | 38 | Supplies/Printing | | | | |
| 39 | 18,479 | 9,317 | 13,000 | | 39 | General Supplies | 4,266 | 6,399 | 13,000 | 0 |
| 40 | 2,730 | 2,814 | 5,000 | | 40 | Printing | 1,093 | 1,640 | 5,000 | 0 |
| 41 | | | | | 41 | Contracted Services | | | | |
| 42 | 99,788 | 96,997 | 100,000 | | 42 | SCBEC Accounting/HR | 66,166 | 95,519 | 100,000 | 0 |
| 43 | 88,366 | 61,345 | 62,241 | | 43 | SCBEC Staffing Services | 42,287 | 63,431 | 65,200 | 2,959 |
| 44 | | | | 45,300 | 44 | SCBEC GM Services | 21,330 | 44,210 | 60,000 | 60,000 |
| 45 | 5,000 | 7,000 | 25,000 | | 45 | Audit | 7,500 | 7,500 | 8,000 | -17,000 |
| 46 | 16,935 | 5,320 | 5,500 | | 46 | Legal | 6,839 | 10,259 | 12,000 | 6,500 |
| 47 | 43,358 | 26,666 | 43,358 | | 47 | Insurance | 22,161 | 33,242 | 43,000 | -358 |
| 48 | 4,417 | 11,542 | 15,000 | | 48 | Outreach/Marketing | 3,102 | 4,653 | 15,000 | 0 |
| 49 | 2,670 | 879 | 4,700 | | 49 | Memberships | 1,775 | 2,663 | 6,250 | 1,550 |
| 50 | 25,497 | 15,922 | 15,000 | | 50 | Subscriptions | 9,295 | 13,943 | 18,020 | 3,020 |
| 51 | 640 | 607 | 750 | | 51 | Postage | 186 | 279 | 750 | 0 |
| 52 | 40,429 | 11,418 | 8,000 | | 52 | Elections | 3,840 | 5,760 | 6,000 | -2,000 |
| 53 | 41,540 | 68,772 | 251,466 | -5,646 | 53 | Other | 45,429 | 68,144 | 201,466 | -50,000 |
| 54 | 5,617 | 936 | 6,000 | | 54 | Travel, Conferences, Mtg Expense | 2,457 | 3,686 | 6,000 | 0 |
| 55 | 5,891 | 2,858 | 4,500 | | 55 | Employee Testing/BG Check | 2,644 | 3,966 | 4,500 | 0 |
| 56 | 5,485 | 394 | 750 | | 56 | Purchased Transportation | 178 | 267 | 750 | 0 |
| 57 | 86,893 | 84,029 | 134,482 | | 57 | Vehicle Maintenance & Repairs | 57,536 | 86,304 | 92,282 | -42,200 |
| 58 | 81,395 | 89,568 | 105,000 | | 58 | Fuel/Oil | 79,583 | 119,375 | 145,744 | 40,744 |
| 59 | 8,772 | 7,389 | 8,500 | | 59 | Tires | 8,817 | 13,226 | 8,500 | 0 |
| 60 | | | 7,200 | | 60 | Shelters/Signage | 500 | 750 | 8,000 | 800 |
| 61 | 603,757 | 520,883 | 835,197 | 39,654 | 61 | TOTAL MATERIALS & SERVICES | 401,978 | 607,702 | 845,312 | 10,115 |

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| | CCAT/CCATD 2019-20* | CCATD 2020-21 | | | | | | | | | |
| 62 | | | | | 62 | CAPITAL OUTLAY | | | | 62 | |
| 63 | 185,970 | | 785,736 | | 63 | Vehicle Replacement | 14,850 | 138,850 | 785,736 | 0 | 63 |
| 64 | | | | | 64 | Building Improvements | 5,800 | 8,000 | 20,000 | 20,000 | 64 |
| 65 | 103,226 | | | | 65 | Transit Mgmt System | | | | 0 | 65 |
| 66 | | | 20,000 | | 66 | Super Stop & Stop Enhancements | | | 40,000 | 20,000 | 66 |
| 67 | | | | 70,000 | 67 | Disinfecting Equipment | 37,878 | 70,000 | | 0 | 67 |
| 68 | | | 96,014 | -70,000 | 68 | Electronic Fair System | | | 0 | -96,014 | 68 |
| 69 | 185,970 | 0 | 901,750 | 0 | 69 | TOTAL CAPITAL OUTLAY | 58,528 | 216,850 | 845,736 | -96,014 | 69 |
| 70 | 1,276,657 | 1,166,566 | 2,497,840 | | 70 | TOTAL EXPENDITURES | 853,005 | 1,501,824 | 2,645,906 | 45,855 | 70 |
| 71 | | | 100,000 | | 71 | CONTINGENCY | 0 | 0 | 100,000 | 0 | 71 |
| 72 | | | 68,000 | | 72 | Reserved Future Requirements | 0 | 68,000 | | -68,000 | 72 |
| 73 | 737,504 | 733,486 | 1,580,998 | | 73 | Ending Working Capital | 932,466 | 1,240,507 | 1,240,507 | -340,491 | 73 |
| 74 | 2,014,161 | 1,900,052 | 4,246,838 | 39,654 | 74 | TOTAL REQUIREMENTS | 1,785,471 | 2,742,331 | 3,986,413 | -260,425 | 74 |