

Coos County Area Transportation District (CCATD)
Budget Committee

AGENDA

South Coast Business Employment Corporation
93781 Newport Lane, Coos Bay, OR 97420
April 27, 2020 8:00 a.m.

BUDGET COMMITTEE MEETING

This meeting will be accessible to the public via zoom. <https://zoom.us/j/97063045039>
Or Dial: +1 346 248 7799 or +1 929 205 6099; Webinar ID: 970 6304 5039

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

Per Public Notice, in an effort to reduce the spread of coronavirus COVID-19 and in compliance with the Governor's Stay Home, Save Lives Executive Order, 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. For written comments in advance of a Budget Committee meeting, an email may be sent to the Budget Committee at info@scbec.org or mailed to the attention of CCATD Budget Committee – Public Comment, PO Box 1118, Coos Bay, OR 97420. All comments become a part of the Budget Committee meeting record.

7. 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 11, 2020 at 9:30AM to continue their discussion and review of the proposed budget until they are ready to take action.

8. ACTION

I move that the Budget Committee approve the proposed budget for the 2020-2021 fiscal year.

9. ADJOURN



MEMO

To: Coos County Area Transportation District Budget Committee

From: David Hope, General Manager & Melissa Metz, Budget Officer

Date: April 20, 2020

Subject: FISCAL YEAR 2020-2021 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 2020/2021 fiscal year.

It is important with the introduction of new service that the District capitalize on this opportunity as we will have new customers using transit services. In preparation for this community changing opportunity the District focused on linking people, jobs and communities *conveniently, consistently and safely.*

This year's budget was designed to support our mission of *meeting the needs of Coos County's public transit passengers through advocacy, education, and the directly operated or brokered provision of public transportation service within Coos County and the surrounding area.* If our Mission is "what we do" every day and our Values are "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

Fiscal Year 2020-21 in Review

The FY 2020-21 budget includes total revenue of \$2.1 million, down 2.5% from the budget that was adopted by Coos County last year due to the uncertainty of the Statewide Transportation Improvement Fund payroll tax and commitment by the Federal Government to keep Public Transit whole. It also includes total operating requirements of \$1.9M million, down 9% from the budget that was adopted by Coos County last year for two reasons: 1) The Governor's Reopening Oregon Framework and the continued health concerns for high risk populations will result in some services having a slow restart; and 2) Operational expenses were estimated in the FY19-20 budget on the high end due to many unknowns in the new District configuration at the time of budget building.

Staffing of the District is comprised of two line items Personnel services and SCBEC Staffing Services. In January 2020, the Operations Manager moved from SCBEC Staffing Services to the District being the employer of record. Overall staffing is budgeted at a 1% increase compared to last year's annualized budget; however, when we compare Personnel services alone in the FY 2020-21 against the prior year it is up 17%. Personnel and SCBEC Staffing services include wages, payroll taxes, paid leave, insurance benefits and retirement benefits. Regular wages, retirement at 6% and benefits are all flat funded.

Materials and Services in the Proposed Budget are expected to decrease by \$108,877, about 12% to approximately \$813 thousand. In the prior year, there were many unknowns with the planned roll over to a transportation district so there was much flexibility built into this line item.

The FY 2020-21 Budget provides for 19,013 revenue hours and 270 staff training hours. The service enhancements for FY 2020-21 include: 1) Continuity of service through the noon hour; 2) More frequent trips to Charleston; and 3) Enhanced connectivity to Bandon, Florence and Roseburg once the travel restrictions are lifted.

Capital Project Fund

The District leverages federal and state funding with local sources to maintain and expand our capital assets. The FY 2020-21 budget provides for the following major projects:

- \$300,125 for two (2) Light Duty Cutaway Buses
- \$78,000 for one (1) Transit Van
- \$20,000 for one (1) Super Stop Shelter

Summary

The FY 2020-21 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.

	Historical Data CCAT				RESOURCES/REQUIREMENTS FOR: <u>Coos County Area Transit</u>	YTD ACTUAL 2/28/2020	PROJECTED YEAR END	PROPOSED 2020-2021	F-C INCREASE DECREASE
	Actual		ADOPTED BUDGET 2019-20	CHANGES TO BUDGET 2019-20					
	ACTUAL 2017-2018	ACTUAL 2018-19							
1					1				1
2	182,878	313,284	523,000		2	547,530	579,742	56,742	2
3					3				3
4	343,404	301,558	401,407		4	183,014	339,657	-61,750	4
5	201,372	397,412	214,766		5	100,698	214,766		5
6	154,244	154,247	151,582		6	113,865	151,582		6
7	166,078	15,840			7		207,021	207,021	7
8	1,243	94,707			8	29,942			8
9		56,228	1,260,000		9	171,278	882,000	-378,000	9
10	68,054	82,530	77,500		10	29,187	27,000	-50,500	10
11	13,352	18,039	78,000		11	19,480	64,784	-13,216	11
12	17,500	30,408	8,000		12	25,031	8,000	0	12
13	2,994	2,708	1,200		13	9,479	1,200	0	13
14	968,241	1,153,677	2,192,455		14	681,974	2,141,876	-50,579	14
15	1,151,119	1,466,961	2,715,455	-	15	1,229,504	2,721,618	6,163	15

A B C D E F G

16											16	
17	61,303	60,112	66,000			PERSONAL SERVICES		29,308	55,072	70,590	17	4,590
18		41,772				Transit General Manager		5,877	17,629	48,928	18	48,928
19	52,778	32,409	37,781			Operations Manager		13,139	19,709	33,138	19	-4,643
20	239,958	295,800	426,543			Dispatcher		202,756	278,790	451,375	20	24,832
21	8,268	8,103	8,793			Drivers		8,186	12,279	12,279	21	3,486
22	3,604					Maintenance					22	
23						SCBEC Other Personnel					23	
24	26,239	30,720	32,347			Payroll Expenses		9,664	15,339	36,979	24	4,632
25	8,898	12,555	14,556			Retirement		2,515	8,915	34,519	25	19,963
26	25,413	30,005	41,242			Insurance		19,865	29,336	47,148	26	5,905
27	5,847	7,633	10,243			F.I.C.A		3,634	7,286	11,710	27	1,467
28	8,427	10,076	22,912			Unemployment Insurance		10,237	16,298	26,193	28	3,281
29	440,735	529,185	660,418	0		Workers Compensation		305,181	460,652	772,858	29	112,440
30	14,00	16,00	19,00			TOTAL PERSONNEL SERVICES			13,00	19,00	30	
31						Total Full-Time Equivalent					31	
32	3,833	10,015	14,040			MATERIALS AND SERVICES		781	1,172	6,000	32	-8,040
33	5,743	6,915	7,600			Facilities Maintenance		5,103	7,655	8,037	33	437
34	3,741	5,253	3,300			Telecommunications		2,195	3,293	5,253	34	1,953
35						Utilities					35	0
36	4,226	14,549	5,500			Supplies/Printing		8,403	12,605	12,700	36	7,200
37	4,455	4,082	5,884			General Supplies		1,822	2,733	5,000	37	-884
38						Printing					38	0
39	71,591	90,798	132,000			Contracted Services		67,332	100,998	132,000	39	0
40			152,277			SCBEC Accounting/HR		69,344	104,016	53,539	40	-98,738
41	10,390	12,575	13,000			SCBEC Staffing Services		3,500	5,250	7,500	41	-5,500
42			50,000			Audit		6,940	10,410	38,170	42	-11,830
43	33,111	29,786	36,745			Legal		22,263	33,395	38,950	43	2,205
44	1,774	5,940	28,400			Insurance		2,635	3,953	28,400	44	0
45	4,332	2,939	4,332			Outreach/Marketing		1,819	2,729	4,694	45	362
46	3,937	3,596	80,665			Memberships		21,596	32,394	20,146	46	-60,519
47	542	808	750			Subscriptions		422	633	750	47	0
48						Postage		40,429	60,644	8,000	48	8,000
49	15,414	4,859	79,986			Elections		1,346	2,019	157,979	49	77,993
						Other						

	A	B	C	D	E	F	G
50	2,479	1,120	6,046	6,480	9,720	12,000	5,954
51	1,186		4,500	3,342	5,013	4,500	0
52	5,367	6,451	8,340	3,876	5,814	8,340	0
53	46,812	81,736	84,028	51,067	76,601	103,364	19,336
54	82,440	103,445	182,306	63,203	94,805	142,000	-40,306
55	7,171	7,607	8,500	7,404	11,106	8,500	0
56	494	23,882	13,700		5,000	7,200	-6,500
57	309,038	416,356	921,899	391,302	591,954	813,022	-108,877
58							
59	174,419	225,231	510,437	180,607	354,607	378,125	-132,312
60			87,335		87,335		-87,335
61						20,000	20,000
62	174,419	225,231	597,772	180,607	441,942	398,125	-199,647
63	1,106,920		2,180,089	877,090	1,494,548	1,984,005	-196,084
64			407,318	0	0	100,000	-307,318
65			128,048	0	0	68,000	-60,048
66	156,986			352,414	579,742	569,613	569,613
67	1,081,177	1,170,772	2,715,455	1,229,504	2,074,290	2,721,618	6,163