

Coos County Area Transportation District
(CCATD) Budget Committee

AGENDA

800 N Bayshore, Coos Bay OR 97420
April 14, 2025 at 9:30 a.m.

BUDGET COMMITTEE MEETING

This meeting will be accessible to the public at CCATD at South Coast Business, 800 N Bayshore, Coos Bay and via zoom. <https://zoom.us/j/667827645> Or
Dial: +1 346 248 7799; Webinar ID: 667 827 645

- 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, 2025 to June 30, 2026

- 7. ACTION**

Motion: To approve the proposed budget for the 2025-2026 fiscal year.

- 8. ADJOURN**



To: Coos County Area Transportation District Budget Committee

From: Melissa Metz, Budget Officer

Date: April 3, 2025

Subject: FISCAL YEAR 2025-2026 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 2025/2026 fiscal year.

The District's proposed budget focuses on continued efforts to improve the quality of public transportation services across Coos County while continuing to keep riders and employees safe. The agency's proposed day-to-day operating budget for FY 2025 is \$2.1 million. In addition, we plan to dedicate another \$2.6 million in capital investments to site a transit center/mobility hub, as well as replace an older transit vehicle as new stock becomes available.

Priorities for the coming year include:

- Planning and siting a Transit Center/Mobility Hub
- Increasing participation in Coquille/Myrtle Point and Bandon microtransit service characterized as tech-enabled shared on demand transportation.
- Implementing a community engagement strategy including travel training videos, pocket schedules, website enhancements, and a 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:

CCAT is going your direction.

Fiscal Year 2025-26 in Review

The FY 2025-26 budget includes total revenue of \$4.6 million, up 58% from the \$2.9 million projected revenue for public transportation in the current year. This is primarily due to several anticipated non-renewable capital grants to fund the siting of a Transit Center and Mobility Hub. The budget also includes total operating requirements of \$2.1M million, which is up 5% compared to the annualized budget last year.

Overall staffing is budgeted for 17.5 FTEs with an 8% increase average per person compared to our projected year end for the current year at 18.5 FTE that accounts for increases in the health stipend and wages. Significant efforts continue 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, taxable health benefit stipend and 6% retirement benefits. Based on the Pacific CPI-W, staff recommends creating a 2.0% salary pool based on current 2024-25 salaries to allocate across staff for inflation, merit and equity.

Materials and Services in the Proposed Budget are expected to increase by 5% compared to last year's budget.

- Telecommunications include Computerworks IT Support and DFN.
- Dispatch Communications includes Verizon for the tablets, Day Wireless for the radios, Passio for the Computer-Aided Dispatch/Automatic Vehicle Location (CAD/AVL). The District is in the process of rolling from the Verizon state contract to the ATT state contract for better tablet connectivity on the buses.
- The General Manager has taken a leadership role on hydrogen infrastructure and the siting of the Transit Center/Mobility Hub which has resulted in an increase in FTE to just shy of .75 FTE year-round.

Capital Project Fund

The District leverages federal and state funding with local sources to maintain and expand our capital assets. The FY 2025-26 budget provides for the following major projects totaling \$2.6M:

- \$154,000 for one (1) Light Duty Cutaway Bus
- \$2,522,766 for one (1) Transit Center and Mobility Hub

Summary

The FY 2025-2026 Budget will provide the resources to level up transit services in Coos County consistent with our values of *convenience, consistent, and safe*.

The FY 2025-2026 Budget has a slight decrease in revenue miles and hours compared to the current fiscal year but with the District's travel training and public engagement efforts the District is estimating a 2% increase in ridership.

	Year Ending 6/30/2026	Year Ending 6/30/2025	Year Ending 6/30/2024	Year Ending 06/30/2023
	Planned	Projected	Actual	Actual
Revenue Miles	286,252	296,577	324,968	285,755
Revenue Hours	17,511	19,333	21,125	18,902
Trips	73,856	72,408	72,145	56,991

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	Training Hrly	Minimum Hrly	Maximum Hrly
Maintenance	1	\$16.05	\$16.55	\$19.19
Driver I, Non-CDL	4	\$18.18	\$18.68	\$21.65
Driver II, CDL	9.5	\$20.50	\$21.00	\$24.34
Dispatch/ADA Coord.	1	\$22.00	\$22.50	\$25.50
Comm./Trvl Trainer	1	\$25.00	\$25.50	\$28.00
Road Supervisor	1	\$28.63	\$29.13	\$39.14

	A	B	C	D		E	F	G	H	
	Historical Data CCATD				RESOURCES/REQUIREMENTS FOR: <u>Coos County Area</u> <u>Transportation District</u>					
	Actual		ADOPTED BUDGET 2024-25	CHANGES TO BUDGET 2024-25		YTD ACTUAL 2/28/2025	PROJECTED YEAR END	PROPOSED 2025-26	INCREASE DECREASE	
	CCATD 2022-23	CCATD 2023-24								
1					1	RESOURCES				1
2	2,051,735	1,617,161	1,836,988		2	Beginning Working Capital	2,178,720	2,178,720	2,363,371	2
3					3	Grants				3
4	342,438	215,312	270,081		4	5310 Purch Svs. & PM & MM	93,733	187,466	279,379	4
5	533,527	141,628	255,081		5	5311 Admin/OP/PM	57,231	114,462	284,905	5
6	176,291	339,283	473,714		6	5311 CARES/Vans35358	109,533	438,131	0	6
7	139,181	53,952	1,664,866		7	5339 Capital		-	1,633,888	7
8	37,625	-	-		8	5304 Statewide Planning		-	-	8
10	672	271,372	0		10	STP Disc. Bus Replacement		-	0	10
11	32,000	48,473	48,505		11	Oregon Dept Veteran Affairs	35,327	35,327	48,505	11
12	1,004,525	1,857,185	1,788,584		12	STIF Disc. & Formula	902,140	1,805,000	2,157,253	12
13	-	17,500	17,000		13	Coquille Tribe FTA Pass Thru		17,500	0	13
14	67,571	81,497	80,000		14	Fares	55,028	94,334	85,000	14
15	3,500	3,500	10,000		15	Local Funds	40,000	40,000	10,000	15
16	68,514	90,084	59,000		16	Miscellaneous	68,567	142,043	102,851	16
17	2,405,844	3,119,786	4,666,831		17	TOTAL REVENUE	1,361,559	2,874,263	4,601,780	17
18	4,457,579	4,736,947	6,503,819		18	TOTAL RESOURCES	3,540,279	5,052,983	6,965,151	18
19					19	PERSONAL SERVICES				19
21	73,079	87,415	91,144		21	Transit Operations Manager	56,891	85,337	89,177	21
22		34,542	64,381		22	Communications Officer/Travel Trnr	35,480	56,768	60,174	22
23	39,956		0		23	Transit Special Projects	0	0	0	23
25	639,354	683,228	718,327		25	Dispatch/Drivers	425,398	680,637	683,287	25
26	0	13,158	51,794		26	Maintenance	18,489	29,582	32,836	26
27					27	Payroll Expenses				27
28	104,588	108,369	136,637		28	Retirement	71,358	142,716	138,476	28
29	26,904	57,051	49,809		29	Insurance	61,304	98,086	105,264	29
31	18,143	17,873	18,143		31	Unemployment Insurance	13,342	21,347	24,233	31
32	13,770	15,951	17,272		32	Workers Compensation	8,606	13,770	17,272	32
33	915,794	1,017,587	1,147,507		33	TOTAL PERSONNEL SERVICES	690,868	1,128,243	1,150,719	33
34	14.19	15.16	19.00		34	Total Full-Time Equivalent		18.53	17.50	34
35					35	MATERIALS AND SERVICES				35
36	3,525	12	5,000		36	Facilities Maintenance	1,976	2,964	5,000	36
37	13,437	14,483	27,654		37	Telecommunications	1,988	6,068	12,607	37
38	8,986	1,129	2,608		38	Office Equipment	558	1,837	2,608	38
39	5,720	7,168	6,582		39	Utilities	4,560	6,840	7,168	39
40					40	Supplies/Printing				40
41	15,238	13,673	18,550		41	General Supplies	6,878	10,317	18,550	41
42	2,647	3,305	5,000		42	Printing	1,995	2,993	5,000	42
43					43	Contracted Services				43
44	80,198	108,308	106,537		44	SCBEC Accounting/HR	58,409	97,614	99,072	44

	A	B	C	D		E	F	G	H	
	Historical Data CCATD				RESOURCES/REQUIREMENTS FOR:					
	Actual		ADOPTED BUDGET 2024-25	CHANGES TO BUDGET 2024-25		<u>Coos County Area</u> <u>Transportation District</u>				
	CCATD 2022-23	CCATD 2023-24				YTD ACTUAL 2/28/2025	PROJECTED YEAR END	PROPOSED 2025-26	INCREASE DECREASE	
45	42,807	7,064	0		45	SCBEC Staffing Services	0	0	0	45
46	84,697	102,779	102,012		46	SCBEC GM Services	76,963	115,445	118,908	46
47	7,800	22,957	23,625		47	Audit	26,550	26,550	27,347	47
48	6,102	8,447	12,000		48	Legal	9,435	14,153	14,577	48
49	35,097	43,150	44,682		49	Insurance	29,759	44,639	47,317	49
50	49,615	15,958	52,000		50	Outreach/Marketing	21,722	32,583	52,000	50
51	16,392	8,164	8,000		51	Memberships	7,744	10,144	8,000	51
52	22,813	19,516	23,000		52	Subscriptions	15,969	23,954	23,000	52
53	684	508	610		53	Postage	168	252	610	53
54	9,078		6,000		54	Elections		9,000	9,000	54
55	250,580	44,196	34,222		55	Other	34,019	51,029	98,110	55
56	13,267	9,864	18,000		56	Travel, Training, Mtg Expense	4,872	7,308	18,000	56
57	5,410	8,079	6,000		57	Employee Testing/BG Check	2,615	3,923	6,000	57
58	119		750		58	Purchased Transportation		0	750	58
59		54,745	63,888		59	Dispatch System	111,734	155,734	87,323	59
60	132,749	46,368	100,782		60	Vehicle Maintenance & Repairs	55,647	83,471	100,782	60
61	173,741	190,454	203,301		61	Fuel/Oil	98,774	169,327	177,882	61
62	8,437	11,883	13,000		62	Tires	6,421	9,632	13,000	62
63	3,869		8,000		63	Shelters/Signage		0	8,000	63
64	993,008	742,210	891,803	0	64	TOTAL MATERIALS & SERVICES	578,756	885,772	960,610	64
65					65	CAPITAL OUTLAY				65
66	148,616	948,926	600,000		66	Rolling Stock	235,597	575,597	154,000	66
67			20,000		67	Building Improvements & furniture			-20,000	67
68					68	Transit Mgmt System				68
69	225,144	155,385	2,015,254		69	Super Stop Shelter & Transit Center		0	2,522,776	69
70	373,760	1,104,311	2,635,254	0	70	TOTAL CAPITAL OUTLAY	235,597	575,597	2,676,776	70
71	2,282,561	2,864,108	4,674,564		71	TOTAL EXPENDITURES	1,505,221	2,589,612	4,788,105	71
72			100,000		72	CONTINGENCY	0	0	100,000	72
73			0		73	Reserved Future Requirements	0	0	0	73
74	2,175,018	1,872,840	1,729,255		74	Ending Working Capital	2,035,058	2,463,371	2,077,046	74
75	4,457,579	4,736,947	6,503,819		75	TOTAL REQUIREMENTS	3,540,279	5,052,983	6,965,151	75