

Coos County Area Transportation District  
(CCATD) Budget Committee

**AGENDA**

800 N Bayshore, Coos Bay OR 97420  
April 8, 2024 at 9:30 a.m.

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**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, 2024 to June 30, 2025

**7. ACTION**

Motion: To approve the proposed budget for the 2023-2024 fiscal year.

**8. ADJOURN**



**To:** Coos County Area Transportation District Budget Committee  
**From:** Melissa Metz, Budget Officer  
**Date:** March 30, 2024  
**Subject:** FISCAL YEAR 2024-2025 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 2024/2025 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 2024 is \$2.0 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 older transit vehicles as new stock becomes available.

Priorities for the coming year include:

- Planning and siting a Transit Center/Mobility Hub
- Recasting the Coquille/Myrtle Point to a microtransit service characterized as tech-enabled shared on demand transportation.
- Recasting Bandon to a 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.
- Continue to evaluate the fixed commingled transit service on Saturdays in the Bay Area.

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 2024-25 in Review**

The FY 2024-25 budget includes total revenue of \$4.6 million, up 58% from the \$2.9 million budget for public transportation last 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 \$2M million, which is up 5% compared to the annualized budget last year.

Overall staffing is budgeted for 19 FTEs with an 8% increase compared to last year's budget. 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 3.5% salary pool 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 includes Computerworks IT Support, DFN and Verizon. The District plans to roll from the Verizon state contract to the ATT state contract over the summer for better tablet connectivity on the buses.
- The South Coast Business Accounting and Human Resource team has taken on several more duties in the last fiscal year (est. 1,322 cum. hrs at YE) including the DOT Drug & Alcohol Program, reference checks and on-boarding due to the departure of the Special Projects Specialist in June of last year. The contract for Acctg/HR is estimated at \$106K which includes a 3% COLI.
- The South Coast Business General Manager is estimated at 1,088 billable hrs by year end. The contract for General Manager services is estimated at \$102K which includes a 3% COLI.

## **Capital Project Fund**

The District leverages federal and state funding with local sources to maintain and expand our capital assets. The FY 2024-25 budget provides for the following major projects totaling \$845,736:

- \$600,000 for two (2) Low Floor Light Duty Cutaway Buses
- \$20,000 building improvements
- \$2,015,254 for one (1) Transit Center and Mobility Hub

## Summary

The FY 2024-2025 Budget will provide the resources to level up transit services in Coos County consistent with our values of *convenient, consistent, and safe*.

The FY 2024-2025 Budget maintains the same revenue miles and hours as the current fiscal year but with the District’s travel training and public engagement efforts the District estimating a 10% increase in ridership.

	Year Ending 6/30/2025	Year Ending 6/30/2024	Year Ending 06/30/2023
	Estimated	Projected	Actual
Revenue Miles	380,910.00	380,910.00	285,755.54
Revenue Hours	20,958.00	20,958.00	18,902.50
Trips	77,660.00	70,600.00	56,991.00

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	1	\$16.55	\$21.20
Driver I, Non-CDL	7	\$17.00	\$20.34
Driver II, CDL	7	\$19.00	\$24.27
Scheduler	1	\$19.00	\$24.27
Trainer & Safety Officer	1	\$23.00	\$28.54
Communications	1	\$21.63	\$31.67
Operations Supervisor	1	\$26.28	\$38.46

	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 2/29/2024	PROJECTED YEAR END	PROPOSED 2024-25	INCREASE DECREASE
	Actual		ADOPTED BUDGET 2023-24	CHANGES TO BUDGET 2023-24					
	CCATD 2021-22	CCATD 2022-23							
1					1	RESOURCES			
2	1,208,895	1,794,574	1,968,941		2	Beginning Working Capital	1,821,014	1,821,014	1,864,822
3					3	Grants			
4	195,450	342,438	270,081		4	5310 Purch Svs. & PM & MM	113,807	227,614	270,081
5	133,899	533,527	255,081		5	5311 Admin/OP/PM	128,553	257,106	255,081
6	196,391	176,291	294,897	378,628.00	6	5311 CARES/Vans35358	-	357,696	473,714
7	804	139,181	137,800		7	5339 SuperStop/Transit Center	53,272	53,272	1,664,866
8	22,375	37,625	0		8	5304 Statewide Planning	-	-	-
9			125,000		9	STF	26,340	26,340	0
10		672	0	271,372.00	10	STP Disc. Bus Replacement	271,372	271,372	0
11	2,218	32,000	25,000		11	Oregon Dept Veteran Affairs	19,288	43,540	48,505
12	693,673	966,131	1,788,585		12	STIF Disc. & Formula	1,205,147	1,805,000	1,788,584
13	56,168	-			13	Coquille Tribe FTA Pass Thru		17,000	17,000
14	55,424	67,571	70,000		14	Fares	53,294	79,940	80,000
15	4,182	-	10,000		15	Local Funds	-	10,000	10,000
16	37,657	7,127	1,000		16	Miscellaneous	63,930	63,930	59,000
17	<b>1,398,241</b>	<b>2,302,562</b>	<b>2,977,444</b>	<b>650,000.00</b>	17	<b>TOTAL REVENUE</b>	<b>1,935,004</b>	<b>3,212,811</b>	<b>4,666,831</b>
18	<b>2,607,136</b>	<b>4,097,136</b>	<b>4,946,385</b>		18	<b>TOTAL RESOURCES</b>	<b>3,756,018</b>	<b>5,033,825</b>	<b>6,531,653</b>
19					19	PERSONAL SERVICES			
20	13,797				20	Transit General Manager	0	0	0
21	34,924	73,079	69,360		21	Operations Supervisor	58,708	88,062	91,144
22			0		22	Communications Officer/Travel Trner	15,551	36,286	64,381
23	22,424	39,956	37,500		23	Transit Special Projects	2,988	2,988	0
24			57,681		24	Training & Safety Officer	35,235	52,853	57,681
25	448,162	639,354	696,185		25	Dispatch/Drivers	393,409	590,114	660,645
26	4,873	0	0		26	Maintenance	9,512	22,527	51,794
27					27	<b>Payroll Expenses</b>			
28	20,123	24,228	43,036		28	Retirement	34,226	51,339	61,469
29	17,029	26,904	49,574		29	Insurance	27,734	41,601	49,809
30	46,018	80,360	66,276		30	F.I.C.A	41,854	62,781	75,168
31	10,996	18,143	21,705		31	Unemployment Insurance	10,102	15,153	18,143
32	14,184	13,770	21,518		32	Workers Compensation	9,617	14,426	17,272
33	<b>632,529</b>	<b>915,793</b>	<b>1,062,835</b>		33	<b>TOTAL PERSONNEL SERVICES</b>	<b>638,936</b>	<b>978,128</b>	<b>1,147,507</b>
34	<b>16.30</b>	<b>19.00</b>	<b>21.00</b>		34	<b>Total Full-Time Equivalent</b>		<b>18.00</b>	<b>19.00</b>
35	38,805.48	48,199.63	50,611.19		35	MATERIALS AND SERVICES		54,340.46	60,395.11
36	2,061	3,525	5,000		36	Facilities Maintenance	0	0	5,000
37	13,178	13,437	15,600		37	Telecommunications	17,899	26,849	27,654
38	2,285	8,986	2,000		38	Office Equipment	1,072	2,608	2,608
39	4,898	5,720	5,500		39	Utilities	4,388	6,582	6,582
40					40	<b>Supplies/Printing</b>			

	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 2/29/2024	PROJECTED YEAR END	PROPOSED 2024-25	INCREASE DECREASE		
	Actual		ADOPTED BUDGET 2023-24	CHANGES TO BUDGET 2023-24							
	CCATD 2021-22	CCATD 2022-23									
41	7,797	15,238	18,550		41	General Supplies	9,513	14,270	18,550	0	41
42	1,682	2,647	5,000		42	Printing	1,388	2,082	5,000	0	42
43					43	<b>Contracted Services</b>					43
44	98,469	80,198	85,000		44	SCBEC Accounting/HR	68,956	103,434	106,537	21,537	44
45	66,192	42,807	18,757		45	SCBEC Staffing Services	7,064	7,064	0	-18,757	45
46	49,564	84,697	82,220		46	SCBEC GM Services	66,027	99,041	102,012	19,792	46
47	7,500	7,800	23,100		47	Audit	6,052	23,100	23,625	525	47
48	10,179	6,102	12,000		48	Legal	5,852	8,778	12,000	0	48
49	32,333	35,097	43,000		49	Insurance	28,102	42,153	44,682	1,682	49
50	9,102	49,615	52,000		50	Outreach/Marketing	10,447	15,671	52,000	0	50
51	2,117	16,392	5,000		51	Memberships	5,339	7,739	8,000	3,000	51
52	15,347	22,813	23,000		52	Subscriptions	14,185	21,278	23,000	0	52
53	231	684	610		53	Postage	180	270	610	0	53
54	5,760	9,078	6,000		54	Elections	3,840	5,760	6,000	0	54
55	109,557	250,580	98,110		55	Other	36,117	98,176	98,110	0	55
56	6,558	13,267	25,000		56	Travel, Training, Mtg Expense	11,183	16,775	18,000	-7,000	56
57	95	5,410	6,000		57	Employee Testing/BG Check	2,834	4,251	6,000	0	57
58	178	119	750		58	Purchased Transportation	0	0	750	0	58
59	114,041	132,749	100,782		59	Vehicle Maintenance & Repairs	26,613	39,920	100,782	0	59
60	134,013	173,741	203,301		60	Fuel/Oil	126,215	189,323	203,301	0	60
61	13,034	8,437	8,500		61	Tires	9,430	14,145	13,000	4,500	61
62	1,100	3,869	8,000		62	Shelters/Signage	0	0	8,000	0	62
63	<b>707,271</b>	<b>993,008</b>	<b>852,780</b>	<b>0</b>	63	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>462,696</b>	<b>749,265</b>	<b>891,803</b>	<b>40,415</b>	63
64					64	<b>CAPITAL OUTLAY</b>					64
65	52,728	148,616	600,000	650,000	65	Rolling Stock	946,226	1,286,226	600,000	0	65
66	7,656		20,000		66	Building Improvements & furniture			20,000	0	66
67					67	Transit Mgmt System					67
68		225,144	200,000		68	Super Stop Shelter & Transit Center	155,384	155,384	2,015,254	1,815,254	68
69	<b>60,384</b>	<b>373,760</b>	<b>820,000</b>	<b>650,000</b>	69	<b>TOTAL CAPITAL OUTLAY</b>	<b>1,101,610</b>	<b>1,441,610</b>	<b>2,635,254</b>	<b>1,815,254</b>	69
70	<b>1,400,184</b>	<b>2,282,561</b>	<b>2,735,615</b>		70	<b>TOTAL EXPENDITURES</b>	<b>2,203,242</b>	<b>3,169,003</b>	<b>4,674,564</b>	<b>1,938,949</b>	70
71			<b>100,000</b>		71	<b>CONTINGENCY</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>0</b>	71
72			<b>0</b>		72	<b>Reserved Future Requirements</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	72
73	<b>1,206,952</b>	<b>1,814,575</b>	<b>2,110,770</b>		73	<b>Ending Working Capital</b>	<b>1,552,776</b>	<b>1,864,822</b>	<b>1,757,089</b>	<b>-353,681</b>	73
74	<b>2,607,136</b>	<b>4,097,136</b>	<b>4,946,385</b>		74	<b>TOTAL REQUIREMENTS</b>	<b>3,756,018</b>	<b>5,033,825</b>	<b>6,531,653</b>	<b>1,585,268</b>	74

	NOTES
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12	Base \$1,184,184; Deferred Rev 540,000 Transit Cntr; \$48,400 Flor; \$16,000 Rose;
13	Support for Flor
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16	Interest and Program Income
17	
18	
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20	
21	1 FTE
22	1 FTE
23	
24	1 FTE
25	15 FTE
26	1 FTE
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28	SEP IRA - 6% and social security
29	Life insurance for all and Health Insurance subsidy for FT staff
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37	computerworks, DFN, Verizon
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	NOTES
41	includes uniforms, office equip
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44	Managing D&A Program; More hands on with hiring, screening and onboarding
45	Moved to CCAT as employer of record
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47	CLA
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51	SDAO, OTA(\$2,400), CTAA, Bay Area Chamber
52	MS \$1306, ADP \$4,375; Adobe \$539; Acctg Software \$13,217 - grants/billings/purchasing module
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55	Fire, bank, Crow Clay, shredding, KIM, ecolane, Gov Ethics, Mast Bro, Maya, Daywireless
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57	Worksafe, BGC, Medical
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62	Refurbish
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