

## **Tillamook County Transportation District Budget Message FY 2022-2023**

### **Background**

This past year Tillamook County Transportation District's (TCTD) ability to deliver reliable public transportation services were adversely affected by the COVID-19 pandemic. Also, due to the pandemic, TCTD was not immune to experiencing the nation-wide driver shortage. The driver shortage resulted in the District suspending about 15% of its fixed route public transportation services in September to align the service hours with the available driver hours. TCTD then negotiated a driver hiring bonus and retention plan with the employee's labor union to be competitive recruiting new drivers and retaining existing drivers. This plan resulted in TCTD successfully recruiting 10 new drivers, which enabled the District to stabilize and reinstate most services. TCTD will fund the "Employee Hiring and Retention Bonus Plan" with its CARES Act funding grant to pay the additional wages and benefits through June 2023. Also, last year TCTD established a more comprehensive vehicle maintenance plan and hired a mechanic to repair vehicles onsite and reduce outside vendor expenses.

In January 2021 the TCTD Board of Directors adopted the FY 2021-2023 STIF Plan. TCTD has been focused on implementing these service improvements and has successfully purchased buses and vans as outlined in the Plan. The approved service improvement priorities include carrying forward projects funded in the FY 2019-2021 STIF Plan. The newer service improvement projects included: 1) Implementing new service to the Port of Tillamook Bay (POTB); 2) Additional evening service on the Tillamook Town Loop; 3) Expanded dial-a-ride services in South County; 4) Increasing the number of Route 5 (Tillamook to Portland) from two trips per day to three trips; and 5) Purchasing new dial-a-ride buses and vans. In the Fall of 2022 TCTD will implement the Fare Reduction Program that reduces fare to youth under 18 years of age.

TCTD's proposed FY 2022-23 Budget includes grant funding to update the District's finance and vehicle replacement plans and provides grant funding to update the TCTD "Coordinated Human Services Public Transportation Plan" and FY 2023-2025 STIF Plan. Below is the TCTD Plans that have been adopted by the Board of Directors:

- Long Range Transit Development Plan – August 2016
- Coordinated Human Services Public Transportation Plan – October 2016
- Intercity Transportation Service Enhancement Plan – October 2018
- NWOTA Management Plan – November 2016

- TCTD Strategic Plan Goals – December 2019
- FY 2021-23 STIF Plan – January 2021

### **Budget Overview**

The TCTD FY 2021-22 Budget consists of the following nine funds: 1) General Fund; 2) Property Management; 4) Capital Reserve; 5) Vehicle Purchase Reserve; 6) Bus Wash Maintenance Reserve; 7) Special Transportation Fund; 8) Northwest Oregon Transit Alliance; 9) NW Rides Brokerage; and 10) STIF Formula Fund. This past year the Board of Directors authorized continuation of the Property Management and Vehicle Purchase Reserve Funds. The District's assigned funds are designed to achieve transparency by providing a tool to assist the District as it pursues its current and future operational goals.

### **General Fund**

The General Fund is used to account for the District's administration and operational fiscal activities except those activities required to be accounted for in another fund. The General Fund Requirements were categorized by Organizational Units FY 2014-15 to increase transparency and aid in a better understanding of the budget document. The Organizational Units are TCTD Administration, TCTD Operations, and TCTD Maintenance. Expenses not allocated to Organizational Units have been included in the Unallocated Requirements listed on page 6B. These include grant funded projects, capital purchases, transfers made to other funds, the contingency, and unappropriated ending fund balance.

The proposed General Fund FY 2022-23 Budget is \$7,949,858 and reflects the necessary resources to administer the District's administrative and operational functions. The Department 001: administrative budget is \$880,000; Department 002: operations budget is \$2,770,308; Department 003 – maintenance budget is \$927,000; and Department 000 – unallocated is \$3,372,550.

In October 2020 TCTD and the Amalgamated Transit Union (ATU) successfully negotiated a new Collective Bargaining Agreement (CBA) that allowed the District to plan for reasonable increased labor costs while implementing new scheduling and rest break policies that resulted in the District being able to operate more efficiently. This past year the District and Union were able to successfully implement the new meal and rest break policy, which has resulted in more effective and efficient services. The District's operations and maintenance budgets reflects planned higher driver and dispatcher wages outlined in the new CBA as well as the 2.7% healthcare insurance premium increase. This past year TCTD has also absorbed significant increases in casualty and loss insurance premiums resulting from the property damage of catastrophic weather events across the Country.

This next year TCTD will use grant funding to invest in the expansion of customer service days and hours of service to manage the operations and improve customer service. The District has grant funding to renovate the Transit Center, the Dispatching Center, and the kitchen on the westside of the Administrative Building. Other capital expenses include the purchases of 4 intercity buses; 1 dial-a-ride van; a major bus stop facility at Champion Park Apartments; and construction of an additional bus stop facility in Pacific City.

#### **Property Management Fund**

The Property Management Fund is an Enterprise Fund created in 2002 by the Board of Directors to manage the lease income, operating expenses, and debt service for the real property located at 3600 Third Street in Tillamook, Oregon. This past year the Board reviewed and reauthorized this fund. This Fund's FY 2022-23 Budget is \$113,000.

The Property Management Fund receives about \$24,000 in rental income from Tillamook Family Counseling Center (TFCC) to occupy Suite C. The District and TFCC will enter the fourth year of their negotiated 5-year lease. TFCC has an option to extend their lease for an additional 5-years. This year the lease will generate \$19,200 and contribute up to \$6,500 to the building operating expenses.

CareOregon contracts with TCTD to operate the NW Rides Medicaid non-emergency medical transportation brokerage that is located Suite B. NW Rides contributes \$530 per month to the Property Management Fund for rent and its portion of the building operating expenses.

#### **Capital Reserve Fund**

The Capital Reserve Fund was formed in 2004 by the Board of Directors and represents the District's commitment to having a "rainy day" fund for emergencies and to provide matching money for future capital projects. This fund's FY 2022-23 beginning balance is \$945,000. Over the next year the fund is projected to earn \$5,000 in interest. The addition of the earned interest and transfer will result in the Capital Reserve Fund ending the next fiscal year with a balance of \$950,000.

#### **Vehicle Purchase Reserve Fund**

The Vehicle Purchase Reserve Fund was established by the Board of Directors in 2012 to track monies received from the sale of vehicles to be used towards the purchase of replacement vehicles. This past year the TCTD Board of Directors reviewed the fund and authorized continuation of this fund. This Fund's FY 2022-23 Budget is \$31,835 that will result from the sale of surplus vehicles.

### **Bus Wash Maintenance Reserve Fund**

The Bus Wash Maintenance Reserve Fund was created by the Board of Directors to set aside \$35,000 to pay for short and long-term maintenance of the bus washing facility in lieu of purchasing a maintenance contract. The District Board of Directors reviewed and approved this fund for continuance in 2017.

### **Special Transportation Fund**

The Special Transportation Fund (STF) was created by the Board of Directors in 2014 to meet the STF accounting requirements specified by Oregon Administrative Rule to receive and disburse Special Transportation Fund and State Transportation Operating (STO) monies in a separate governmental fund. The Fund will receive \$67,700 in STF monies in FY 2022-2023. These monies will be dispersed to support the Marie Mills Center Inc. transportation operations and to support TCTD public transportation services.

### **Northwest Oregon Transit Alliance Fund**

The Northwest Oregon Transit Alliance (NWOTA) Fund was established in 2013 to receive and disperse resources associated with the partnership of the following five transit agencies: Lincoln County Transit, Sunset Empire Transportation District, Columbia County Rider, and Benton Area Transit. TCTD is the designated NWOTA Fiscal Agent and is responsible for accounting for the partner contributions and grants. The FY 2022-2023 NWOTA Budget is \$918,044. NWOTA resources will be directed to partner's marketing activities, the NW Connector website, and a \$618,035 Section 5311 grant to construct 3 bus stop facilities in Warrenton, Pacific City and Waldport.

### **NW Rides Fund**

The NW Rides Fund was established by the TCTD Board of Directors in July 2018 to manage and account for the Medicaid non-emergency medical transportation brokerage financial transactions. The NW Rides brokerage coordinates non-emergency medical transportation throughout Tillamook, Clatsop, and Columbia counties. The planned FY 2022-23 budget is \$4,775,000 to fund the Brokerage's call center operations and purchased transportation from the various transportation providers throughout the three-counties region.

### **STIF FUND**

In 2017 the Oregon Legislature established the Statewide Transportation Improvement Fund (STIF) to expand public transportation services throughout Oregon. STIF Formula Funds are distributed to Qualified Entities (QE) based on payroll taxes collected from employees within their respective jurisdictional boundaries. TCTD is the designated Qualified Entity for Tillamook County that must allocate and account for these funds. The TCTD Board of Directors established the STIF

Fund in 2019 to receive and transfer monies from the STIF Formula, STIF Intercommunity and STIF Discretionary programs. The FY 2022-23 beginning balance is \$750,000 and expects to receive \$371,262 in STIF Formula monies. The STIF Formula monies will be used to fund service enhancements in the TCTD STIF FY 2021-23 Plan. TCTD plans to transfer \$700,000 to the General Fund to purchase buses, fund operations, fund low-income bus pass programs, use as local matching funds for the purchase buses and vans.

### **Conclusion**

TCTD's mission "Connect the community through sustainable transit services" continues being the District's highest priority. Accomplishing this mission requires TCTD to focus resources on services generating the highest return on investments, which is necessary for the District to compete for the statewide ODOT competitive grants. TCTD also promotes a customer service-oriented culture throughout the organization through its comprehensive driver and customer service training programs.

Finally, the District is also committed to collaborating with local and regional partners to fulfill its mission. For example, TCTD partners with Tillamook County, Tillamook Bay Community College, CARE Inc., and supports local communities in the development of their transportation system plans. This past year TCTD partnered with Amtrak, Ride Connection, the Oregon Department of Transportation (ODOT), Washington County and the cities of Banks and North Plains to develop an operations plan to add a third trip to Portland. Next, the District continues partnering with the Northwest Oregon Transit Alliance (NWOTA) members, the Confederated Tribes of the Siletz Indians (CTSI), the Confederated Tribes of Grand Ronde (CTRG), and Salem-Keizer Transit for the continued development of the Coastal Connector service. Finally, the District partners with Care Oregon and the Columbia Pacific Community Care Organization to ensure Tillamook County residents have non-emergency medical transportation to medical services throughout NW Oregon.

Respectfully Submitted,



Tabatha Welch,  
Budget Officer/Financial Supervisor

Tillamook County Transportation District

LB-20 General Fund: Resources

<b>RESOURCES</b>			
1	Working Capital	\$ 1,175,000	Available networking capital
2	Fares	\$ 200,000	Bus, Dial-A-Ride and Third Party Fares
3	Contract Revenue	\$ 955,000	NWRides 445K, LCT 28K, TBCC 1650, Ride Connection 5000, Tribes GR 320K, Tribes Sletz 90K
4	Past years Property Tax	\$ 25,000	This source of funding is typically based upon the past 4-year's performance, which is approx. 7%. However due to COVID we are being conservative with a lower projection
5	State Timber Revenue	\$ 325,000	County Treasurer estimates 389K State Timber Revenue; TCTD budgets more conservatively to match historical results
6	Mass Transit State Payroll Tax	\$ 85,000	State pays in lieu of Payroll Tax on State Payrolls and is adjusted to recent year-over-year amounts received
7	Capital Grants	\$ 884,293	Grant 34225 310k for 1 bus, 1 van & 1 shelter. Grant 34242 185k for 1 bus. Shop lift. Grants 35116 & 35117 352k 2 buses
8	Grants FTA 5311	\$ 1,053,035	NWOTA shelters grant 35084. Operations & Mobility mngmnt/planning grant 34998
9	Grants - FTA 5311 COVID	\$ 690,000	CARES 5311 grants
10	Grants - FTA 5311 (f)	\$ 441,000	Operations Grants for both Salem and Portland
11	Grants - 5310	\$ 151,429	Grant 35193 Mobility Management. TVC renovation project.
12	Grants - 5305	\$ 35,438	Grant 35137 Planning
13	Special Bus Operation (SBO)	\$ 1,000	Transit services other than fixed route or dial-a-ride
14	Miscellaneous Income	\$ 85,000	SDIS Longevity credit, Rebates, Sunset Ecolane and Accident reimb. from ins.
15	Sale of Assets - Income	\$ 10,000	Sale of TCTD vehicles or other assets
16	Interest Income	\$ 6,500	LGP interest rate is variable and estimated to be approximately .50%
17	Advertising Income		Income from advertising on buses
18	Transferred from STF Fund	\$ 50,039	STF Grant Revenue
19	Transfer from NWOTA	\$ 3,000	NWOTA administration
20	Transfer from STIF	\$ 700,000	STIF Grant Revenue for match
21			
22	Current Year Property Tax	\$ 1,074,124	Per County Tax Assessor - computed based on 3% growth and 5% tax nonpayment
23			
24		\$ 7,949,858	<b>Total Resources</b>

**RESOURCES**  
General Fund

		Historical Data				REQUIREMENTS DESCRIPTION	Tillemook County Transportation District		
		Actual		Adopted Budget	GL		Budget for 2022-2023		
	Second Preceding	First Preceding	This Year	ACCT	#	Proposed By	Approved By	Adopted By	
	2019-2020	2020-2021	2021-2022				Budget Officer	Budget Committee	Governing Body
1	1,060,830	1,440,275	1,718,460	3500	Working Capital	1,175,000			1
					<b>Beginning Fund Balance</b>				
					<b>OTHER RESOURCES</b>				
2	262,674	205,559	200,000	4000	Fares	200,000			2
3	846,637	918,844	750,000	4020	Contract Revenue	955,000			3
4	39,952	46,930	25,000	4110	Past Years Property Tax	25,000			4
5	314,271	268,302	325,000	4120	State Timber Revenue	325,000			5
6	121,057	122,176	85,000	4130	Mass Transit State Payroll Tax	85,000			6
7	724,960	230,324	1,009,536	4210	Capital Grants	884,293			7
8	493,062	781,155	1,280,466	4220	Grants - FTA 5311	1,053,035			8
9		67,288		4221	Grants - 5311 COVID	690,000			9
10	153,805	146,174	768,000	4240	Grants - 5311 (f)	441,000			10
11	46,043	149,449	188,527	4245	Grants - 5310	151,429			11
12			36,000	4246	Grants - 5305	35,438			12
13	1,959		1,500	4300	Special Bus Operation (SBO)	1,000			13
14	14,239	49,148	10,500	4400	Miscellaneous Income	85,000			14
15	-		10,000	4410	Sale of Assets - Income	10,000			15
16	20,070	8,162	17,500	4510	Interest Income	6,500			16
17	-		1,000	4520	Advertising Income	-			17
18	94,632	46,784	46,439	4916	Transfer from STF Fund	50,039			18
19	3,000	3,000	3,000	4917	Transfer from NWOTA	3,000			19
20	181,859	332,790	722,000	4918	Transfer from STIF Fund	700,000			20
21	4,379,050	4,816,361	7,197,928		<b>Total resources, except taxes to be levied</b>	6,875,734			21
22			1,031,380	4100	Property Taxes estimated to be received	1,074,124			22
23	993,102	1,032,016			Taxes collected in year levied				23
24	\$5,372,152	\$5,848,377	\$8,229,308		<b>TOTAL RESOURCES</b>	\$ 7,949,858	\$ -	\$ -	24

Tillamook County Transportation District

LB-30A TCTD Administration - General Fund

<b>PERSONNEL SERVICES</b>			
1	Payroll Administration	\$ 330,000	General Mgr., Finance Supervisor, .5 Office Assistant, Admin Assistant
2	Payroll Expense	\$ 65,000	Employer Taxes
3	Payroll Healthcare	\$ 63,000	Employee healthcare
4	Payroll Retirement	\$ 22,500	Employer paid retirement
5	Payroll Veba	\$ 6,000	Employer paid Veba contribution
6	Worker's Compensation Insurance	\$ 500	Workers Comp
7		<b>\$ 487,000</b>	<b>Total Personnel Services</b>
<b>MATERIALS and SERVICES</b>			
9	Professional Services	\$ 100,000	ADP payroll 12k, legal, consulting, accounting, auditors, etc.
10	Planning	\$ -	*Moved to unallocated
11	Dues & Subscriptions	\$ 12,000	OTA, CTAA, SDAO, Chamber(s) of Commerce
12	Office Equipment R&R	\$ 4,000	Copier/Scanner/Fax Machine Lease
13	Computer R&R	\$ 40,000	Maintenance of server and computers
14	Fees & Licenses	\$ 10,000	Annual software maintenance and licensing and fees
15	Insurance	\$ 55,000	Agency liability insurance
16	Office Expenses	\$ 15,000	Office supplies such as paper, pens, water cooler, coffee, binders, etc.
17	Board Expenses	\$ 13,000	Board expenses: stipends, meeting supplies, meeting notices
18	Operational Expenses	\$ 20,000	Employee recognition, holiday banquet, kitchen supplies, staff/committee meals/meetings
19	Marketing & Planning	\$ 70,000	Advertising, job postings, design services, web site updates, county fair, tickets, vouchers, route guides, public outreach
20	Telephone	\$ 15,000	Phone/Internet service, conference phone fees, internet and mobile devices
21	Travel & Training	\$ 12,000	Admin training, travel, mileage, parking, meals, conferences
22	Postage	\$ 2,000	Postage
23	Transit Center Lease	\$ -	
24	Transit Center Maintenance	\$ 25,000	Transit Center maintenance and lawn care
25	Property Maint & Repair	\$ -	Moved to Property Management Enterprise Fund
26		<b>\$ 393,000</b>	<b>Total Materials &amp; Services</b>
28	<b>Total Administrative</b>	<b>\$ 880,000</b>	<b>Total Administration Requirements</b>



REQUIREMENTS SUMMARY  
BY FUND, ORGANIZATIONAL UNIT OR PROGRAM  
TCTD Administration - General Fund  
Fund 01 Department 001

	Historical Data				GL	REQUIREMENTS DESCRIPTION	Tillamook County Transportation District			
	Actual		Adopted Budget				Budget for 2022-2023			
	Second Preceding 2019-2020	First Preceding 2020-2021	This Year 2021-2022	ACCT #			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1	147,617	198,342	285,000	5010	PERSONNEL SERVICES	330,000				1
2	31,722	44,366	45,000	5050	Payroll: Administration	65,000				2
3	17,265	33,598	60,000	5051	Payroll Expense	63,000				3
4	12,977	13,530	17,500	5052	Payroll Healthcare	22,500				4
5	4,537	3,234	3,500	5053	Payroll Retirement	6,000				5
6	200	200	500	5055	Payroll Vebsa	500				6
7	\$ 214,318	\$ 293,269	\$ 411,500		Worker's Compensation Insurance	487,000	\$	-	\$	7
8	3	3	4		TOTAL PERSONNEL SERVICES	3.5				8
					TOTAL Full-Time Equivalent (FTE)					
					MATERIALS AND SERVICES					
9	146,929	145,942	95,000	5100	Professional Services	100,000				9
10	35,961	43,840	130,000	5103	Planning					10
11	7,968	8,088	8,500	5120	Dues & Subscription	12,000				11
12	2,714	2,714	4,000	5140	Office Equipment R & R	4,000				12
13	24,628	20,064	30,000	5145	Computer R & M	40,000				13
14	10,352	6,903	12,000	5150	Fees & License	10,000				14
15	24,286	38,598	40,000	5160	Insurance	55,000				15
16	17,068	15,572	15,000	5170	Office Expenses	15,000				16
17	12,669	17,984	13,000	5175	Board Expenses	13,000				17
18	14,499	9,232	17,000	5180	Operational Expenses	20,000				18
19	25,252	28,142	30,000	5190	Marketing & Planning	70,000				19
20	11,981	16,805	15,000	5210	Telephone Expense	15,000				20
21	14,602	2,767	12,000	5220	Travel & Training	12,000				21
22	1,512	2,128	2,000	5260	Postage	2,000				22
23		9,129		5266	Member Mileage Reimbursement - Vets					23
24	8,400	8,400	-	5280	Transit Center Lease					24
25	17,334	17,995	18,000	5285	Transit Center Maint.	25,000				25
26	1,700	123,383		5340	Property Maint. & Repair		0			26
27	\$ 377,855	\$ 517,687	\$ 441,500		TOTAL MATERIALS AND SERVICES	\$ 393,000	\$	-	\$	27
28	\$ 592,173	\$ 810,956	\$ 853,000		TOTAL REQUIREMENTS	\$ 880,000	\$	-	\$	28

Tillamook County Transportation District

LB-30A TCTD Operations - General Fund

<b>PERSONNEL SERVICES</b>			
1	Payroll Administration	\$ 160,000	Operations Superintendent and Coordinator
2	Payroll Dispatch	\$ 175,000	2.0 FTE Dispatchers plus coverage at Transit Center
3	Payroll Drivers	\$ 1,650,000	Budget for 19 FT, 14 PT, and Extra Board
4	Payroll Expense	\$ 120,000	Employer taxes
5	Payroll Healthcare	\$ 400,000	Employee healthcare
6	Payroll Retirement	\$ 70,000	Employer paid retirement
7	Payroll Veba	\$ 35,000	Employer paid Veba contributions
8	Worker's Compensation Insurance	\$ 45,000	Workers Comp
9		<b>\$ 2,655,000</b>	<b>Total Personnel Services</b>
<b>MATERIALS and SERVICES</b>			
11	Professional Services	\$ -	Transit Ace Maintenance & Ecolane Support
12	Computer R & M	\$ 7,500	Computer Repair & Maintenance
13	Fees & Licenses	\$ 15,000	Swiftly App annual license & maintenance fees
14	Operational Expenses	\$ 50,000	Safety equipment, driver training equipment, uniforms, shop mats, employee physicals/background checks, employee and volunteer appreciation program
15	Drug & Alcohol Administration	\$ 2,500	Drug & alcohol testing and administration for safety-sensitive personnel
16	Telephone Expense	\$ 7,000	Internet service & tablet data plan
17	Travel & Training	\$ 30,000	Conferences, workshops, training events. Ecolane training.
18	Management Labor Recreation Fund	\$ 3,308	TCTD & ATU Labor and Management Fund
19			
20		<b>\$ 115,308</b>	<b>Total Materials &amp; Services</b>
21		<b>\$ 2,770,308</b>	<b>Total Operations Requirements</b>

**REQUIREMENTS SUMMARY**  
**BY FUND, ORGANIZATIONAL UNIT OR PROGRAM**  
 TCTD Operations - General Fund  
 Fund 01, Department 002

	Historical Data				GL	REQUIREMENTS DESCRIPTION	Tillamook County Transportation District			
	Actual			Adopted Budget			Budget for 2022-2023			
	Second Preceding 2019-2020	First Preceding 2020-2021	This Year 2021-2022				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1	112,022	125,688	150,000	5010	PERSONNEL SERVICES	160,000				1
2	92,605	101,193	175,000	5020	Payroll Admin: Operations Superintendent & Coordinator	175,000				2
3	971,943	998,333	1,500,000	5030	Payroll Dispatch	1,650,000				3
4	68,098	88,870	85,000	5050	Payroll Drivers	120,000				4
5	311,860	317,418	425,000	5051	Payroll Expense	400,000				5
6	47,297	51,492	60,000	5052	Payroll Healthcare	70,000				6
7	55,791	30,406	40,000	5053	Payroll Retirement	35,000				7
8	29,842	38,436	45,000	5055	Payroll Veba	45,000				8
9	<b>\$ 1,689,458</b>	<b>\$ 1,751,837</b>	<b>\$ 2,480,000</b>		Worker's Compensation Insurance					8
10	<b>26.1</b>	<b>26.7</b>	<b>28.5</b>		TOTAL PERSONNEL SERVICES	<b>\$ 2,655,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	9
					Total Full-Time Equivalent (FTE)	<b>29.5</b>				8
					MATERIALS AND SERVICES					
11	6,100	3,600	5,000	5100	Professional Services					11
12	7,780	5,418	7,500	5145	Computer R & M	7,500				12
13	12,600	14,660	15,500	5150	Fees & License	15,000				13
14	34,335	31,388	40,000	5180	Operational Expenses	50,000				14
15	1,985	1,475	2,500	5185	Drug & Alcohol Administration	2,500				15
16	3,719	649	4,000	5210	Telephone Expense	7,000				16
17	4,175	5,807	6,500	5220	Travel & Training	30,000				17
18	1,659		4,708	5270	Management / Labor Recreation Fund	3,308				18
19										19
20	<b>\$ 72,353</b>	<b>\$ 62,997</b>	<b>\$ 85,708</b>		TOTAL MATERIALS AND SERVICES	<b>\$ 115,308</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	20
21	<b>\$ 1,761,811</b>	<b>\$ 1,814,834</b>	<b>\$ 2,565,708</b>		TOTAL REQUIREMENTS	<b>\$ 2,770,308</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	21

Tillamook County Transportation District  
 LB-30A TCTD Maintenance - General Fund

<b>PERSONNEL SERVICES</b>			
1	Payroll Maintenance	\$ 154,000	1 FTE Service Tech & 1 FTE Mechanic & 1 FT Lot Attendant
2	Payroll Expense	\$ 10,000	Employer taxes
3	Payroll Healthcare	\$ 75,000	Employee healthcare
4	Payroll Retirement	\$ 5,000	Employer paid retirement
5	Payroll Veba	\$ 7,500	Employer paid Veba contributions
6	Worker's Compensation Insurance	\$ 1,500	Workers Comp
7		<b>\$ 253,000</b>	<b>Total Personnel Services</b>
<b>MATERIALS and SERVICES</b>			
9	Computer R & M	\$ 2,000	Shop computers, laptops, printer and network equipment
10	Fees & Licenses	\$ 5,000	Software maintenance & license fees
11	Insurance	\$ 100,000	Fleet: buses, vans and shop truck insurance
12	Operational Expenses	\$ 2,500	Uniforms
13	Telephone Expenses	\$ 500	Mobile device reimbursement
14	Travel & Training	\$ 5,000	Training, travel, mileage, parking, meals, conferences
15	Vehicle Expense	\$ 125,000	Maintenance on TCTD fleet
16	Diesel & Gasoline Fuel Expense	\$ 400,000	Fuel for TCTD buses, vans and shop truck
17	Propane Fuel Expense	\$ 30,000	Propane for TCTD buses
18	Operations & Facility Maintenance	\$ 4,000	Electricity and maintenance for all shelters, bus barns, bus maintenance facility
19		<b>\$ 674,000</b>	<b>Total Materials &amp; Services</b>
21		<b>\$ 927,000</b>	<b>Total Maintenance Requirements</b>

**REQUIREMENTS SUMMARY**  
**BY FUND, ORGANIZATIONAL UNIT OR PROGRAM**  
 TCTD Maintenance - General Fund  
 Fund 01 Department 003

	Historical Data				GL	REQUIREMENTS DESCRIPTION	Tillamook County Transportation District				
	Actual		Adopted Budget				Budget for 2022-2023				
	Second Preceding 2019-2020	First Preceding 2020-2021	This Year 2021-2022	#			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
1	51,329	69,867	75,000	5040	PERSONNEL SERVICES	154,000				1	
2	3,487	5,237	5,000	5050	Payroll: Maintenance: Service Tech/Lot Attendant	10,000				2	
3	4,263	16,806	20,000	5051	Payroll Expense	75,000				3	
4	2,932	3,788	3,000	5052	Payroll Healthcare	5,000				4	
5	5,416	5,499	6,000	5053	Payroll Retirement	7,500				5	
6	935	1,177	1,500	5055	Payroll Veba	1,500				6	
7	<b>68,362</b>	<b>102,376</b>	<b>110,500</b>		Worker's Compensation Insurance	<b>253,000</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	7
8	<b>2</b>	<b>1.75</b>	<b>2</b>		TOTAL PERSONNEL SERVICES	<b>3.00</b>					8
					Total Full-Time Equivalent (FTE)						
					MATERIALS AND SERVICES						
9	1,770	2,355	2,000	5145	Computer Repair & Maintenance	2,000					9
10	1,798	6,363	5,000	5150	Fees & License	5,000					10
11	65,106	61,196	80,000	5160	Insurance	100,000					11
12	1,626	666	2,500	5180	Operational Expense	2,500					12
13	420		420	5210	Telephone Expense	500					13
14	750		1,000	5220	Travel & Training	5,000					14
15	325,211	266,684	250,000	5240	Vehicle Expense	125,000					15
16	233,314	219,096	330,000	5245	Diesel & Gasoline Fuel Expense	400,000					16
17					Propane Fuel Expense	30,000					17
18	2,729	3,293	4,000	5346	Operations & Facility Maintenance	4,000					18
19	<b>632,724</b>	<b>559,652</b>	<b>674,920</b>		TOTAL MATERIALS AND SERVICES	<b>674,000</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	19
21	<b>701,086</b>	<b>662,028</b>	<b>785,420</b>		TOTAL REQUIREMENTS	<b>927,000</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	21

Tillamook County Transportation District

LB-30B Requirements not allocated - General Fund

<b>MATERIALS &amp; SERVICES</b>		
1	Planning	\$ 100,000
2	General Operating Contingency	\$ -
3	COVID Expense	\$ 690,000
4		\$ 690,000
5		
<b>DEBT SERVICES</b>		
5	OTIB Transit Center Loan	\$ 6,500
6		\$ 6,500
<b>CAPITAL OUTLAY</b>		
7	Bus Replacement	\$ 850,000
8	Van Replacement	\$ 95,000
9	Computer Upgrade	\$ 10,000
10	Fuel Cell Triangulation Point	\$ 6,000
11	Bus Stop Signage & Shelters	\$ 125,000
12	Other Capital Projects	\$ 307,292
13		\$ 1,393,292
<b>TRANSFERS</b>		
14	Transfer to Capital Reserve	\$ -
15	Transfer to Property Management Fund	\$ 29,000
16	Transfer to Vehicle Purchase Reserve Fund	\$ 10,000
17	Transfer to NWOTA Fund	\$ 667,923
18		\$ 706,923
19	Total Requirements Not Allocated to a Department	\$ 2,796,715
20	Total Admin, Ops, Maint, Volunteer Depts	\$ 4,577,308
21	Unappropriated Ending Fund Balance	\$ 575,835
22		\$ 7,949,858

	Contingency	
	Hiring & Retention. General Operations	
	<b>Total Materials and Services</b>	
	Transit Center Loan Payments	
	<b>Total Debt Services</b>	
	4 Buses	
	1 Van	
	Computers and related equipment	
	Purchase new battery fuel cell for Triangulation Point radio tower.	
	Champion Park Apartments Bus Shelter	
	TVC renovation project. Dispatch area upgrade. Shop lift repair and purchase new shop lift.	
	<b>Total Capital Outlay</b>	
	Transfer to Reserves	
	Transfer to cover expenditures in PM Fund	
	Current year budgeted sale of assets transferred to vehicle reserve	
	TCTD NWOTA partner contribution, 618035 grant revenue for shelters project	
	<b>Total Transfers</b>	
	Capital Outlay, Transfers, Operating Contingency	
	<b>Department Totals</b>	
	To fund expenditures from July to November that may exceed income streams and cash on hand until property tax payments arrive	
	<b>Total Requirements</b>	

**REQUIREMENTS SUMMARY**  
Requirements not allocated - General Fund  
Fund 01 Department 000

	Historical Data			Adopted Budget This Year 2021-2022	GL ACCT #	REQUIREMENTS DESCRIPTION	Tillamook County Transportation District Budget for 2022-2023						
	Actual Second Preceding 2019-2020	First Preceding 2020-2021					Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
\$1					5103	MATERIALS and SERVICES							
2			300,000		5290	General Operating Contingency							
3			50,000		5291	COVID Expense							
4	\$ -	\$ -	\$ 350,000			TOTAL MATERIAL and SERVICES	\$ 690,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5			36.5			TOTAL Full-Time Equivalent (FTE)	36.5						
						DEBT SERVICES NOT ALLOCATED							
5			4,800		5337	OTIB Transit Center Loan 0071	6,500						
6	\$ -	\$ -	\$ 4,800			TOTAL DEBT SERVICES	\$ 6,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						CAPITAL OUTLAY NOT ALLOCATED							
7	792,319	387,093	940,000		6000	Bus Replacement/Addition	850,000						
8	-	75,226	390,000		6010	Van Replacement/Addition	95,000						
9	779	97	5,000		6020	Computer Upgrade	10,000						
10	-		6,000		6021	Fuel Cell Triangulation Point	6,000						
11	14,341	8,376	200,000		6040	Bus Stop Signage & Shelters	125,000						
12	57,370	282,788	735,099		6050	Other Capital Projects	307,292						
13	\$ 864,809	\$ 753,561	\$ 2,276,099			TOTAL CAPITAL OUTLAY	\$ 1,393,292	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
						INTERFUND TRANSFERS							
14	-		400,000		9100	Transfer to Capital Reserve							
15		135,050	75,000		9110	Transfer to Property Management	29,000						
16	-		10,000		9150	Transfer to Vehicle Reserve	10,000						
17	12,000	12,000	234,188		9160	Transfer to NWOTA	667,923						
18	\$ 12,000	\$ 147,050	\$ 719,188			TOTAL TRANSFERS	\$ 706,923	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
19	876,809	900,631	3,350,087			Total Requirements Not Allocated to a Department	2,796,715						
20	3,055,067	3,287,818	4,204,128			Total Admin, Ops and Maint. departments (LB-30A)	4,577,308						
21	\$ 1,440,275	\$ 1,659,928	\$ 675,093		9180	Unappropriated Ending Fund Balance	\$ 575,835						
22	\$ 5,372,151	\$ 5,848,377	\$ 8,229,308			TOTAL REQUIREMENTS	\$ 7,949,858	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Tillamook County Transportation District

LB-11 Property Management - Enterprise fund

<b>RESOURCES</b>			
1	Working Capital	\$ 45,000	Available networking capital, 75K will be transferred from general fund
2	Misc. Income	\$ -	
3	OTIB - Loan Proceeds	\$ -	
4	PUD - Loan Proceeds	\$ -	
5	Lease Income	\$ 24,000	FY 2021-2022 rental income from Suites B and C
6	Lease Operational Expense Income	\$ 15,000	FY 2021-2022 operating expense income from Suites B and C
7	Transferred from General Fund	\$ 29,000	Transfer from General Fund
8	<b>Total Resources</b>	<b>\$ 113,000</b>	<b>Total Property Management Resources</b>
<b>MATERIALS &amp; SERVICES</b>			
9	Professional Services	\$ -	Legal, consulting
10	Property Operating Expenses	\$ 26,000	Office utility bills including: electricity, water, sewer, etc.
11	Flex Lease: Fees	\$ -	
12	Property Maintenance/Repair	\$ 30,000	TCTD 3rd St. Office Maintenance, Lawn Maintenance
13		<b>\$ 56,000</b>	<b>Total Materials &amp; Services</b>
<b>DEBT SERVICE</b>			
14	Flex Lease - Principal	\$ -	
15	Flex Lease - Interest	\$ -	
16	PUD - Loan Expense	\$ -	PUD loan payments for lighting project
17	OTIB Debt Service (Facility Repair)	\$ 32,000	Facility Repair Loan OTIB #0061 2017-2033
18		<b>\$ 32,000</b>	<b>Total Debt Service</b>
<b>CAPITAL OUTLAY</b>			
19	Building Repair & Renovation	\$ 25,000	Facility Repair. Gutters & Downspouts
20	Admin. Expenses - Renovation	\$ -	
21		<b>\$ 25,000</b>	<b>Total Capital Outlay</b>
22	Reserve for Future Expenditures		Future expenditures
23	Unappropriated Ending Fund Balance		
24		<b>\$ 113,000</b>	<b>Total Requirements</b>



PROPERTY MANAGEMENT FUND  
RESOURCES AND REQUIREMENTS

Enterprise Fund  
Fund 02, Department 000

This reserve fund reviewed and  
reauthorized by Resolution. NO 22-06  
02/17/22.  
New Review Date of 2032.

		Actual				Tillamook County Transportation District		Budget for 2022-2023		
		Actual	First Preceding	Adopted	GL			Proposed By	Approved By	Adopted By
		2019-2020	2020-2021	Budget This	ACCT			Budget Officer	Budget Committee	Governing Body
				2021-2022	#					
	Actual									
	Second Preceding									
	2019-2020									
1	162,994		47,740	30,000	3500	Working Capital		45,000		
2	-				4400	Misc. Income - PUD Project rebates				
3	-				4515	OTIB - Loan Proceeds				
4	-				4516	PUD - Loan Proceeds				
5	22,800		20,300	24,000	4900	Lease Income		24,000		
6	8,530		10,371	10,000	4910	Lease Operational Expense Income		15,000		
7	-		135,050	75,000	4911	Transferred from General Fund		29,000		
8	194,324		213,461	139,000		TOTAL RESOURCES		113,000		
						MATERIALS & SERVICES				
9	5,385		7,500	5100	5100	Professional Services				
10	21,272		22,784	26,000	5300	Property Operating Expenses		26,000		
11	220				5330	Flex Lease - Fees				
12	23,270		31,839	25,000	5340	Property Maintenance/Repair Expenses		30,000		
13	50,147		54,623	58,500		TOTAL MATERIALS & SERVICES		56,000		
						DEBT SERVICE				
14	55,000		55,110		5310	Flex Lease - Principal				
15	3,025		6,050		5320	Flex Lease - Interest				
16	7,231		7,231	7,500	5325	PUD Loan Expense				
17	29,334		23,286	30,000	5338	OTIB Debt Service loan 0061		32,000		
18	94,590		91,677	37,500		TOTAL DEBT SERVICE		32,000		
						CAPITAL OUTLAY				
19	490		29,659	30,000	5350	Building Repair & Renovation		25,000		
20	1,357				5351	Admin. Expenses - Renovation				
21	1,847		29,659	30,000		TOTAL CAPITAL OUTLAY		25,000		
22						Reserve for Future Expenditures				
23	47,740		37,501	13,000	9180	Unappropriated Ending Fund Balance				
24	194,324		213,461	139,000		TOTAL REQUIREMENTS		113,000		

Tillamook County Transportation District

LB-11 Capital Reserve Fund

<b>RESOURCES</b>			
1	Working Capital	\$	945,000
2	Transferred from General Fund	\$	-
3	Interest Income	\$	5,000
4	Transferred from Vehicle Purchase Reserve	\$	-
5			
6		\$	950,000
<b>REQUIREMENTS</b>			<b>Total Resources</b>
7	Transfer to Property Management Fund	\$	-
8	Transfer to General Fund	\$	-
9	Reserved for Future Expenditures	\$	950,000
10		\$	950,000
			<b>Total Requirements</b>

The unappropriated ending fund balance from last year.

Reserved to purchase future buses and capital equipment

**RESOURCES AND REQUIREMENTS  
CAPITAL RESERVE FUND  
Fund 04, Department 000**

This reserve fund reviewed and  
reauthorized by Resolution, NO 14-10  
on 04/17/14. Review in Year 2024.

				Tillamook County Transportation District				
				Budget for 2022-2023				
	Actual	Actual	Adopted	GL	Description	Proposed By	Approved By	Adopted By
	Second Preceding 2019-2020	First Preceding 2020-2021	Budget This 2021-2022	ACCT #	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
					<b>RESOURCES</b>			
1	517,377	530,965	636,835	3500	Working Capital	945,000		
2		-	400,000	4911	Transferred from General Fund			
3	13,588	6,549	15,000	4510	Interest Income	5,000		
4			-	4915	Transferred from vehicle purchase reserve			
5								
6	<b>\$ 530,965</b>	<b>\$ 537,514</b>	<b>\$ 1,051,835</b>		<b>TOTAL RESOURCES</b>	<b>\$ 950,000</b>	<b>\$ -</b>	<b>\$ -</b>
					<b>REQUIREMENTS</b>			
7				9110	Transfer to Property Management Fund			
8				9130	Transfer to General Fund			
9	530,965	537,514	1,051,835	9175	Reserved For Future Expenditures	950,000		
10	<b>\$ 530,965</b>	<b>\$ 537,514</b>	<b>\$ 1,051,835</b>		<b>TOTAL REQUIREMENTS</b>	<b>\$ 950,000</b>	<b>\$ -</b>	<b>\$ -</b>

Tillamook County Transportation District

LB-11 Vehicle Purchase Reserve

<b>RESOURCES</b>			
1	Working Capital	\$ 21,835	This money is in the LGIP earning interest
2	Transferred from General Fund	\$ 10,000	Gain on Sale of Assets set aside for future vehicle purchases.
3			
4		\$ 31,835	<b>Total Resources</b>
<b>REQUIREMENTS</b>			
5	Transfer to General Fund	\$ -	
6	Transfer to Capital Reserve	\$ -	
7	Reserved for Future Expenditures	\$ 31,835	Match used for Future Vehicle Purchases.
8		\$ 31,835	<b>Total Requirements</b>

**RESOURCES AND REQUIREMENTS**  
**VEHICLE PURCHASE RESERVE**  
Fund 05, Department 000

This reserve fund reviewed and  
authorized by Resolution NO 22-05  
02/17/22.  
Review in Year 2032.

		Actual		Adopted	GL	Description	Tillamook County Transportation District Budget for 2022-2023		
	Actual	Actual	Budget This	ACCT	Resources and Requirements	Proposed By	Approved By	Adopted By	
	Second Preceding	First Preceding	2021-2022	#		Budget Officer	Budget Committee	Governing Body	
	2019-2020	2020-2021							
					<b>RESOURCES</b>				
1	21,835	21,835	-	3500	Working Capital	21,835			1
2	-	-	10,000	4911	Transferred from General Fund	10,000			2
3									3
4	<b>\$ 21,835</b>	<b>\$ 21,835</b>	<b>\$ 10,000</b>		<b>TOTAL RESOURCES</b>	<b>\$ 31,835</b>	<b>\$ -</b>	<b>\$ -</b>	<b>4</b>
					<b>REQUIREMENTS</b>				
5		\$ -	-	9100	Transfer to General Fund				5
6				9130	Transfer to Capital Reserve	\$ -	\$ -	\$ -	6
7	\$ 21,835	\$ 21,835	\$ 10,000	9175	Reserved For Future Expenditures	\$ 31,835			7
8	<b>\$ 21,835</b>	<b>\$ 21,835</b>	<b>\$ 10,000</b>		<b>TOTAL REQUIREMENTS</b>	<b>\$ 31,835</b>	<b>\$ -</b>	<b>\$ -</b>	<b>8</b>

Tillamook County Transportation District

LB-11 Bus Wash Maintenance Reserve

<b>RESOURCES</b>			
1	Working Capital	\$ 35,000	This money is in the LGIP earning interest
2	Transferred from General Fund	\$ -	
3	Transferred from Capital Reserve	\$ -	
4			
5		\$ 35,000	<b>Total Resources</b>
<b>REQUIREMENTS</b>			
6	Transfer to General Fund	\$ -	
8	Reserve for Future Expenditures	\$ 35,000	To be used towards bus wash maintenance and repair
9		\$ 35,000	<b>Total Requirements</b>

**FORM  
LB-11**

**RESOURCES AND REQUIREMENTS  
BUS WASH MAINTENANCE RESERVE  
Fund 06, Department 000**

This reserve fund must be reviewed no more than 10 years after establishment.  
Review in Year 2027.

FUTURE MAINTENANCE OF BUS WASH SYSTEM				Tillamook County Transportation District Budget for 2022-2023					
	Actual	Actual	Adopted	GL	Description	Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding <b>2019-2020</b>	First Preceding <b>2020-2021</b>	Budget This <b>2021-2022</b>	ACCT #	<b>Resources and Requirements</b>				
					<b>RESOURCES</b>				
1	35,000	35,000	35,000	3500	Working Capital	35,000			1
2	-		-	4971	Transferred from General Fund	-			2
3	-			4974	Transferred from Capital Reserve				3
4									4
5	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>		<b>TOTAL RESOURCES</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	5
					<b>REQUIREMENTS</b>				
6	-	\$ -	-	9730	Transfer to General Fund	-			6
7	\$ 35,000	\$ 35,000	\$ 35,000	9175	Reserved For Future Expenditures	\$ 35,000			7
8	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>		<b>TOTAL REQUIREMENTS</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	8

Tillamook County Transportation District

LB-10 Special Transportation Fund

<b>RESOURCES</b>				
1	Working Capital	\$ -		The unappropriated ending fund balance from last year.
2	Grants - STF	\$ 67,700		Revenue from Special Transportation Fund
3	Grants - STF Discretionary	\$ -		
4				
5		\$ 67,700		<b>Total Resources</b>
<b>SPECIAL PAYMENTS</b>				
6	Payment to STF Recipient: CARE	\$ -		
7	Payments to STF Recipient: Marie Mills	\$ 17,661		Marie Mills Center transportation program operations support
8				
9		\$ 17,661		<b>Total Special Payments</b>
<b>TRANSFERS</b>				
10	Transfer to General Fund	\$ 50,039		TCTD transit operations support
11	Transfer to NWOTA			
12		\$ 50,039		<b>Total Transfers</b>
13	Unappropriated Ending Fund Balance	\$ 67,700		<b>Total Requirements</b>
14				



**SPECIAL FUND  
RESOURCES AND REQUIREMENTS**  
Special Transportation Fund  
Fund 07, Department 000

<p>This reserve fund must be reviewed no more than 10 years after establishment. Review in year 2024</p>
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	Actual			Adopted	GL	DESCRIPTION	Tillamook County Transportation District		
	Second Preceding	First Preceding	Budget This				Proposed By	Approved By	Adopted By
	2019-2020	2020-2021	2021-2022	ACCT #	<b>RESOURCES AND REQUIREMENTS</b>	Budget Officer	Budget Committee	Governing Body	
					<b>RESOURCES</b>				
1	47,848	67,700		3500	Working Capital	-			1
2	67,700		67,700	4230	Grants - STF	67,700			2
3				4231	Grants -STF Discretionary	-			3
4									4
5	\$ 115,548	\$ 67,700	\$ 67,700		<b>TOTAL RESOURCES</b>	\$ 67,700	\$ -	\$ -	5
					<b>SPECIAL PAYMENTS</b>				
6	20,916	20,916	-	5200	STF Payments to Recipients: CARE	-			6
7	-	-	17,661	5200	STF Payments to Recipients: Marie Mills	17,661			7
8									8
9	\$ 20,916	\$ 20,916	\$ 17,661		<b>TOTAL SPECIAL PAYMENTS</b>	17,661	-	-	9
					<b>TRANSFERS</b>				
10	94,632	46,784	50,039	9130	Transfer to General Fund	50,039			10
11				9160	Transfer to NWOA				11
12	\$ 94,632	\$ 46,784	\$ 50,039		<b>TOTAL TRANSFERS</b>	50,039	-	-	12
13				9180	Unappropriated Ending Fund Balance	-			13
14	\$ 115,548	\$ 67,700	\$ 67,700		<b>TOTAL REQUIREMENTS</b>	\$ 67,700	\$ -	\$ -	14

Tillamook County Transportation District

LB-10 Northwest Oregon Transit Alliance - Special Fund

<b>Line</b>		<b>RESOURCES</b>			
1	Working Capital		80,000	Networking capital	
2	NWOTA Partner Revenue - Benton County		12,000	Administration, joint marketing, planning and signage	
3	NWOTA Partner Revenue - Columbia County Rider		12,000	Administration, joint marketing, planning and signage	
4	NWOTA Partner Revenue - Lincoln County Transit		73,808	Administration, joint marketing, planning and Bus stop project	
5	NWOTA Partner Revenue - Sunset Empire Trans. Dist.		72,313	Administration, joint marketing, planning and Bus stop project	
6	Miscellaneous Income		-		
7	Transfer From GF - TCTD Partner Revenue		667,923	TCTD Partner contribution, Bus stop project, Grant Revenue	
8	Transfer from STF Fund				
9	Transfer from STIF Fund				
10				Grant Revenue	
			<b>\$ 918,044</b>	<b>Total Resources</b>	
<b>MATERIALS &amp; SERVICES</b>					
11	Professional Services		5,000		
12	Administrative Support		25,000	Administrative support Col-Pac	
13	Website Maintenance		46,000	Maintenance of NWOTA website - Trillium	
14	Marketing		40,000	Annual marketing campaign	
15	Website Re-Design		-		
16	Transit Access Project				
17	Travel & Training				
18					
			<b>\$ 116,000</b>	<b>Total Materials &amp; Services</b>	
<b>CAPITAL</b>					
19	Bus Stop Signage/Shelters		767,544	NWOTA shelters project	
20	Other Capital Projects		-		
21			<b>\$ 767,544</b>	<b>Total Capital</b>	
<b>TRANSFERS</b>					
22	Transfer to General Fund		3,000	TCTD Administration	
23			<b>\$ 3,000</b>	<b>Total Transfers</b>	
24	Reserve for Future Expenditures				
25	Unappropriated Ending Fund Balance		\$ 31,500		
26			<b>\$ 918,044</b>	<b>Total Requirements</b>	

**NWOTA  
SPECIAL FUND  
RESOURCES AND REQUIREMENTS**  
Fiscal Agent - TCTD  
Fund 08, Department 000

RES #14-13. This special fund must be reviewed no more than 10 years after establishment. Review in Year 2024

	Actual			GL	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2022-2023				
	Second Preceding 2019-2020	First Preceding 2020-2021	Adopted Budget This 2021-2022			Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
1	100,541	24,425	65,000	3500	Working Capital	80,000				1
2	12,000	42,000	12,000	4225	NWOTA Partner Revenue - Benton County	12,000				2
3	12,000		12,000	4225	NWOTA Partner Revenue - Columbia County Rider	12,000				3
4	12,000		70,308	4225	NWOTA Partner Revenue - Lincoln County Transit	73,808				4
5	12,000		68,813	4225	NWOTA Partner Revenue - Sunset Empire Trans. Dist.	72,313				5
6	-			4400	Miscellaneous Income					6
7	12,000	12,000	234,188	4911	Transfer from GF-TCTD Partner contribution	667,923				7
8	-			4916	Transfer from STF Fund					8
9	-	126,794	618,035	4918	Transfer from STIF - Grant Revenue					9
10	160,541	205,219	1,080,344		<b>TOTAL RESOURCES</b>	918,044				10
					<b>MATERIALS and SERVICES</b>					
11	2,736	227	5,250	5100	Professional Services (Carol Richardson)	5,000				11
12	18,554	22,574	25,000	5101	Administrative Support	25,000				12
13	6,500	6,500	50,350	5102	Website Maintenance - Trillium	46,000				13
14	37,441	8,468	40,000	5190	Marketing	40,000				14
15	67,885	78,468	-	5191	Website Re-Design					15
16	-	2,488		5196	Transit Access Project					16
17				5220	Travel & Training					17
18	133,116	118,726	120,600		<b>TOTAL MATERIALS and SERVICES</b>	116,000				18
					<b>CAPITAL</b>					
19	-		767,544	6040	Bus Stop Signage/Shelters	767,544				19
20			187,800	6050	Other Capital Projects					20
21	-		955,344		<b>TOTAL CAPITAL</b>	767,544				21
					<b>TRANSFERS</b>					
22	3,000	3,000	3,000	9130	Transfer to GF-TCTD Administration	3,000				22
23	3,000	3,000	3,000		<b>TOTAL TRANSFERS</b>	3,000				23
24				9175	Reserve for Future Expenditures					24
25	24,425	83,493	1,400	9180	Unappropriated Ending Fund Balance	31,500				25
26	160,541	205,219	1,080,344		<b>TOTAL REQUIREMENTS</b>	918,044				26

Tillamook County Transportation District  
 LB-10 NW RIDES - Special fund

Line	RESOURCES		
1	Working Capital	475,000	Networking capital - 350k in Capital Reserve Account earning interest
2	NWR Startup		
3	NWR Revenue	4,300,000	Operations revenue from Care Oregon
4	NWR Reserve		
5	Grants - COVID		
6	Interest Income		
7		<b>\$ 4,775,000</b>	<b>Total Resources</b>
<b>PERSONNEL SERVICES</b>			
8	Payroll: Admin	378,000	7 FTE 1 brokerage manager, 1 supervisor, 1 dispatcher, 4 customer
9	Payroll: Indirect	15,000	.5 Office Assistant
10	Payroll Expense	30,000	Employer taxes
11	Payroll Healthcare	125,000	Employee healthcare
12	Payroll Retirement	20,000	Employer paid retirement
13	Payroll: Veba	13,650	Employer paid Veba contributions
14	Workers Comp	500	Workers Comp
15		<b>582,150</b>	<b>Total Personnel Services</b>
<b>MATERIALS &amp; SERVICES</b>			
16	Professional Services	10,000	ADP, legal, consulting, accounting, auditors, etc.
17	Dues & Subscriptions	-	
18	Office Equipment R&R	2,500	Copier/scanner/fax machine lease
19	Computer R&M	15,000	Maintenance of server and computers
20	Fees & License	131,550	Annual software license and fees/Ecolane. Gainshare due to CCO
21	Insurance	8,000	Cyber Security Policy
22	Office Expenses	5,000	Office supplies such as paper, pens, water, coffee, binders, etc.
23	Operational Expenses	1,500	Employee recognition, holiday banquet, kitchen supplies, meetings
24	Telephone Expense	20,000	Brokerage telephone and internet service
25	Travel & Training	1,500	Training, travel, mileage, parking, meals, conferences
26	Postage	1,000	Postage
27	Purchased Transportation	3,210,000	Payments to private and public NEMT transportation providers
28	Member Mileage Reimbursement	154,000	Member mileage reimbursement
29	Volunteer Mileage Reimburse	275,000	Volunteer mileage and travel reimbursement
30	Office Rent	4,800	Office space
31	Property Operating Expense	3,000	Brokerage portion of facility operating expenses
32		<b>3,842,850</b>	<b>Total Materials and Services</b>
<b>CAPITAL PURCHASES</b>			
34	Ecolane Investment	-	
35	Other Capital	-	<b>Total Capital Purchases</b>
36			
37	Reserve for Future Expenditures	350,000	Funds in LGIP reserves
38	Unappropriated Ending Fund Balance		
39		<b>\$ 4,775,000</b>	<b>Total Requirements</b>

NW RIDES  
SPECIAL FUND  
RESOURCES AND REQUIREMENTS  
Fund 09, Department 000

RES #14-13: This special fund must be reviewed no more than 10 years after establishment. Review in Year 2028

	Actual		Actual		Adopted		GL	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2022-2023			
	Second Preceding 2019-2020	First Preceding 2020-2021	Budget This 2021-2022	ACCT #	Proposed by Budget Officer	Approved By Budget Committee			Adopted By Governing Body			
1	(124,262)	248,046	450,000	3500			Working Capital (+Reserves)	475,000				1
2	-			4025			NWR Startup					2
3	4,442,282	3,833,912	4,000,000	4026			NWR Revenue	4,300,000				3
4		238,048	1,000	4027			NWR Reserve					4
5		14,434	-	4221			Grants - COVID					5
6		100	400	4510			Interest Income					6
7	\$ 4,318,020	\$ 4,334,541	\$ 4,451,400				TOTAL RESOURCES	\$ 4,775,000	\$ -	\$ -		7
							Total Full-Time Equivalent (FTE)	7.5				
							PERSONNEL SERVICES					
8	252,841	257,381	350,000	5010			Payroll: Administration	378,000				8
9	21,997	8,221	10,000	5041			Payroll: Indirect	15,000				9
10	18,946	19,927	22,000	5050			Payroll Expense	30,000				10
11	97,163	99,410	140,000	5051			Payroll Healthcare	125,000				11
12	12,691	14,844	16,500	5052			Payroll Retirement	20,000				12
13	14,483	10,725	13,000	5053			Payroll Veba	13,650				13
14	206	318	500	5055			Workers Comp	500				14
15	\$ 418,327	\$ 410,825	\$ 552,000				TOTAL PERSONNEL SERVICES	\$ 582,150	\$ -	\$ -		15
							MATERIALS and SERVICES					
16	7,499	11,451	10,000	5100			Professional Services	10,000				16
17			-	5120			Dues & Subscriptions					17
18	3,262	2,714	2,500	5140			Office Equipment R&R	2,500				18
19	14,580	17,299	15,000	5145			Computer R&M	15,000				19
20	10,525	248,223	163,000	5150			Fees & License	131,550				20
21			-	5160			Insurance - Cyber Security	8,000				21
22	4,293	4,617	5,000	5170			Office Expenses	5,000				22
23	827	568	1,500	5180			Operational Expenses	1,500				23
24	18,012	21,449	20,000	5210			Telephone Expense	20,000				24
25	1,571	183	1,500	5220			Travel & Training	1,500				25
26	625	400	1,000	5260			Postage	1,000				26
27	3,022,896	2,779,472	3,000,000	5265			Purchased Transportation	3,210,000				27
28	206,362	111,886	180,000	5266			Member Mileage Reimbursement	154,000				28
29	330,954	269,395	260,000	5267			Volunteer Mileage Reimburse	275,000				29
30	4,800	4,800	4,800	5281			Office Rent	4,800				30
31	1,187	3,507	3,000	5300			Property Operating Expense	3,000				31
32	\$ 3,627,393	\$ 3,475,962	\$ 3,667,300				TOTAL MATERIALS AND SERVICES	\$ 3,842,850	\$ -	\$ -		32
							CAPITAL					
34	16,000		25,000	6022			Ecoliane Investment - Tablet Licenses	-				34
35	8,254			6050			other capital					35
36	\$ 24,254	\$ -	\$ 25,000				TOTAL CAPITAL	\$ -	\$ -	\$ -		36
37				9175			Reserve for Future Expenditures	350,000				37
38	248,046	447,754	207,100	9180			Unappropriated Ending Fund Balance					38
39	\$ 4,318,020	\$ 4,334,541	\$ 4,451,400				TOTAL REQUIREMENTS	\$ 4,775,000	\$ -	\$ -		39

Tillamook County Transportation District

LB-10 Statewide Transit Improvement Fund

<b>RESOURCES</b>				
1	Working Capital	\$ 750,000	Beginning Balance	
2	STIF Formula	\$ 371,262	STIF formula grant revenue	
3	STIF Intercommunity	\$ -		
4	STIF Discretionary			
5		<b>\$ 1,121,262</b>	<b>Total Resources</b>	
<b>SPECIAL PAYMENTS</b>				
6	STIF Payments to Recipients : CARE	\$ 6,000	CARE discount bus pass program for low income families	
7				
8				
9		<b>\$ 6,000</b>	<b>Total Special Payments</b>	
<b>TRANSFERS</b>				
10	Transfer to General Fund	\$ 700,000	TCTD transit operations support and capital local matching funds	
11	Transfer to NWOTA			
12		<b>\$ 700,000</b>	<b>Total Transfers</b>	
13	Reserve for future Expenditure	\$ 300,000		
14	Unappropriated Ending Fund Balance	\$ 115,262		
15		<b>\$ 1,121,262</b>	<b>Total Requirements</b>	

**SPECIAL REVENUE FUND  
RESOURCES AND REQUIREMENTS**

STIF FUND  
Fund 10, Department 000

This special revenue fund must be reviewed no more than 10 years after establishment. Review in year 2029

	2020 audit		2021 audit		GL	DESCRIPTION	Tillamook County Transportation District			
	Actual	Actual	Adopted	Adopted			Budget for 2022-2023		Adopted By	Governing Body
	Second Preceding	First Preceding	Budget This	Budget This	ACCT	RESOURCES AND REQUIREMENTS	Proposed By	Approved By		
	2019-2020	2020-2021	2021-2022	2021-2022	#	RESOURCES	Budget Officer	Budget Committee		
1	164,842	469,110	490,000	490,000	3500	Working Capital	750,000			1
2	309,837	373,296	352,308	352,308	4135	STIF Formula -grant 35047	371,262			2
3	116,192	258,735	-	-	4136	STIF Intercommunity				3
4	65,098	81,249	888,035	888,035	4137	STIF Discretionary				4
5	\$ 655,969	\$ 1,182,390	\$ 1,730,343	\$ 1,730,343		TOTAL RESOURCES	\$ 1,121,262	\$ -	\$ -	5
						Special Payments				
6	5,000	5,000	6,000	6,000	5201	STIF Payments to Recipients: CARE	6,000			6
7										7
8										8
9	\$ 5,000	\$ 5,000	\$ 6,000	\$ 6,000		Total Special Payments	\$ 6,000	-	-	9
						TRANSFERS				
10	181,859	332,790	722,000	722,000	9130	Transfer to General Fund	700,000			10
11		126,794	618,035	618,035	9160	Transfer to NWOTA				11
12	\$ 181,859	\$ 459,584	\$ 1,340,035	\$ 1,340,035		TOTAL TRANSFERS	\$ 700,000	-	-	12
13	\$ -		\$ 200,000	\$ 200,000	9175	Reserve for future Expenditure	\$ 300,000			##
14	469,110	717,806	184,308	184,308	9180	Unappropriated Ending Fund Balance	115,262			14
15	\$ 655,969	\$ 1,182,390	\$ 1,730,343	\$ 1,730,343		TOTAL REQUIREMENTS	\$ 1,121,262	\$ -	\$ -	15