



Dial-A-Ride
A Service of Tillamook County Transportation District



Tillamook County Transportation District
Fiscal Year 2023-24
ANNUAL BUDGET



Tillamook County Transportation District

"Connecting the community through sustainable transit services"

AGENDA

TCTD Budget Committee FY 2023-2024

Thursday, May 11, 2023 at 6:00 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public comments and/or concerns
5. Election of TCTD Budget Committee Chair for FY 2023-2024
6. Reading of the Budget Officer's message by Budget Officer
7. Line-by-line discussion of the FY 2023-2024 budget by fund
8. Motion for approval of the TCTD FY 2023-2024 budget as presented or amended
9. Committee member comments
10. Adjournment

Tillamook County Transportation District Budget Message FY 2023-2024

Introduction

The Tillamook County Transportation District is committed to continued coordination and collaboration with local and regional partners to fulfill its mission. TCTD partners with the County of Tillamook, 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 roundtrip to Portland. The District continues to partner with and support the Northwest Oregon Transit Alliance (NWOTA) members, the Confederated Tribes of the Siletz Indians (CTSI), the Confederated Tribes of Grand Ronde (CTGR), 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.

TCTD's proposed FY 2023-24 Budget includes grant funding to update the District's finance and vehicle replacement plans and provides grant funding to update the TCTD "Coordinated Public Transit-Human Services Transportation Plan" and FY 2023-2025 STIF Plan. Below are the TCTD plans that have been adopted by the Board of Directors:

- Long Range Transit Development Plan – August 2016 (updating to begin in FY23-24)
- Coordinated Public Transit-Human Services Transportation Plan – October 2016 (update in progress, scheduled for completion in December 2023)
- Intercity Transportation Service Enhancement Plan – October 2018
- NWOTA Management Plan – November 2016
- TCTD Strategic Plan Goals – December 2019
- FY 2023-24 STIF Plan – January 2023

Budget Overview

The TCTD FY 2023-24 Budget totals \$17,999,846. It is comprised of the resources and requirements of the following funds: 1) General Fund; 2) Property Management; 3) Capital Reserve; 4) Vehicle Purchase Reserve; 5) Bus Wash Maintenance Reserve; 6) Special Transportation Fund (this fund will merge with the STIF Fund this year); 7) Northwest Oregon Transit Alliance; 8) NW Rides Brokerage; and 9) STIF Program Fund (to include STIF Formula, Discretionary, Intercommunity

Discretionary and STF). 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 Organization Units have been included in the Unallocated Requirements listed on page 5B. These include grant funded projects, capital purchases, transfers made to other funds, the contingency, and unappropriated ending fund balance.

The proposed General Fund FY 2023-24 Budget resources total \$8,993,365 and reflects the necessary resources to administer the District's administrative and operational functions. The requirements of the General Fund are as follows: Department 001: administrative budget is \$883,952; Department 002: operations budget is \$2,449,257; Department 003 – maintenance budget is \$940,066 and Department 000 – unallocated is \$4,292,763.

In September 2020, the 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 current CBA expires on June 30, 2023. The District will likely negotiate a successor CBA in the next fiscal year. The District's operations and maintenance budgets reflect planned higher driver and dispatcher wages as an outcome of a new CBA. The healthcare insurance premium remains flat for this next fiscal year. There is an estimated 21% increase in casualty and loss insurance premiums. Workers' compensation is estimated to increase by 21%. Payroll liability will increase 1% of gross wages due to the addition of the Paid Leave Act of Oregon.

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 west side of the Administrative Building. Other capital expenses include the purchases of 4 intercity buses; 3 dial-a-ride vans; and construction of an additional bus stop facility in Hebo.

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 2023-24 Budget is \$109,911.

The Property Management Fund receives approximately \$36,000 in rental income from Tillamook Family Counseling Center (TFCC) to occupy Suite C and NW Rides to occupy Suite B.

The District and TFCC will be concluding the fifth year of a five-year lease, and the TFCC has an option to extend their lease for an additional 18-months. This year the lease will generate \$20,400 and contribute approximately \$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 2023-24 beginning balance is \$857,000. Over the next year the fund is projected to earn \$25,000 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 \$882,000.

The District will use a portion of the Capital Reserve Fund to add security fencing around the electrical panel and upgrade the bus stop signage at the Transit Center.

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 \$37,225 that will result from the sale of surplus vehicles. This money can be used to as local match for vehicle purchases.

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. In FY 22-23, the District spent \$11,860 to replace the computer interface, replace wash brushes and recalibrate the entire system.

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. This Fund will be merged with the STIF Fund and will sunset in 2024.

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 2023-2024 NWOTA Budget is \$1,620,592. NWOTA resources will be directed to partner's marketing activities, the NW Connector website. This Fund has a major capital project for bus stop signage and shelters that accounts for \$1,368,976 in grants.

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 2023-24 budget is \$4,913,397 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 2023-24 beginning balance is \$513,826 and expects to receive \$906,390 in STIF Formula monies. The STIF Formula monies will be used to fund continuation of service enhancements in the TCTD STIF FY 2023-25 Plan. TCTD plans to transfer \$769,284 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.

The Fund will receive \$17,661 in STF monies in FY 2023-2024. These monies will be dispersed to support transportation operations for the Marie Mills Center Inc. and to support TCTD public transportation services.

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). This service began on 9/1/2021.
- 2) Additional evening service on the Tillamook Town Loop. This service began on 9/1/2021.
- 3) Expanded dial-a-ride services in South County. This service began on 7/1/2021.
- 4) Increasing the number of Route 5 (Tillamook to Portland) from two trips per day to three trips. This service began a third Route 5 trip on January 22, 2023.
- 5) Purchasing new dial-a-ride buses and vans. Since 7/1/2021, the District has received (1) dial-a-ride bus and (3) dial-a-ride vans. There is (1) dial-a-ride van still awaiting delivery.
- 6) In January 2023 TCTD implemented the Fare Reduction Program that reduced fare to youth under 18 years of age.

In January 2023, the TCTD Board of Directors approved the FY 2023-2025 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 previous FY 2021-2023 STIF Plan. The FY 2023—2025 service improvement projects include:

- 1) Continuation of service to the Port of Tillamook Bay (POTB). This service began on 9/1/2021.
- 2) Continuation of evening service on the Tillamook Town Loop. This service began on 9/1/2021.
- 3) Continuation of the expanded dial-a-ride services in South County. This service began on 7/1/2021.
- 4) Continuation of the addition to Route 5 (Tillamook to Portland) from two trips per day to three trips. This service began a third Route 5 trip on January 22, 2023.
- 5) Purchase the remaining (1) dial-a-ride van from the STIF Plan FY21-23.
- 6) Continuation of the Fare Reduction Program that reduced fare to youth under 18 years of age.
- 7) Finalize the Coordinated Public Transit-Human Services Transportation Plan.

Conclusion

TCTD's mission, "*Connecting the community through sustainable transit services,*" continues to be a high priority to the District. Accomplishing this mission requires TCTD to not only provide effective and efficient transportation services to the

community, but also to focus available resources toward services that generate the highest return on investments, which is important for the District to compete for statewide ODOT competitive grants. TCTD also promotes a customer service-oriented culture throughout the organization through its comprehensive driver and customer service training programs.

This proposed Tillamook County Transportation District FY 2023-2024 budget represents the results of a significant effort by our management team, which, including me, are fairly new to their roles and responsibilities. I am very proud of the level of internal coordination that was conducted and believe that this budget accurately reflects what we believe are our projected resources and we have identified a conservative plan for how those revenues will be expensed.

We do intend to respond to several grant opportunities that will become available in the coming months, and if successful, these new funds will lessen the burden on our other resources. If necessary, we will amend the approved FY 2023-2024 budget to accommodate these revisions. We at the District look forward to this next fiscal year, to creating new relationships and enhancing our existing partnerships, and to continuing to fulfill our mission to connect the community and provide needed transportation options to Tillamook County and beyond.

Respectfully Submitted,



Brian Vitulli,
General Manager/Budget Officer

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Tillamook County Transportation District

LB-20 General Fund: Resources

RESOURCES			
1	Working Capital	\$ 1,023,275	Cash on hand held in LGIP Reserve earning interest
2	Fares	\$ 235,000	Bus, Dial-A-Ride and Third Party Fares
3	Contract Revenue	\$ 936,327	NWRides 464K, LCT 28K, TBCC 1650, Ride Connection 5k, Tribes GR 320K, Tribes Siletz 90k, Pacific City Shuttle 25k
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%.
5	State Timber Revenue	\$ 368,245	County Treasurer estimates \$409,162.00 State Timber Revenue; TCTD budgets more conservatively (reduced by 10%)
6	Mass Transit State Payroll Tax	\$ 93,500	State pays in lieu of Payroll Tax on State Payrolls and is adjusted to recent year-over-year amounts received
7	Capital Grants	\$ 1,385,235	Grant 34225 246k 1 bus & 1 van. Grant 34242 188k for 1 bus. Grants 35116 & 35117 352k 2 buses. Grant 35325 296k 1 bus & 2 vans. Grant 35193 83k shop lift
8	Grants FTA 5311	\$ 1,825,255	NWOTA shelters grant 35084 \$595k and Rural Formula
9	Grants - FTA 5311 COVID	\$ -	
10	Grants - FTA 5311 (f)	\$ 847,481	Operations Grants for both Salem and Portland
11	Grants - 5310	\$ 169,575	Grant 35193 Admint and TVC renovation project, ship lift. PM for Marie Mills and TCTD
12	Grants - 5305/3504	\$ 28,566	Grant 35137 Coordinated Human Services Transportation Plan update
13	Special Bus Operation (SBO)	\$ 1,058	Transit services other than fixed route or dial-a-ride
14	Miscellaneous Income	\$ 88,401	SDIS Longevity credit, Rebates, Sunset Ecolane and 75K TLT Grant (TC reno)
15	Sale of Assets - Income	\$ 3,000	Sale of TCTD vehicles or other assets
16	Interest Income	\$ 25,000	LGIP interest rate is variable and estimated to be approximately
18	Transferred from STF Fund		STF Grant Revenue
19	Transfer from NWOTA	\$ 3,000	NWOTA administration as Fiscal Agent
20	Transfer from STIF	\$ 769,284	STIF Grant Revenue
21			
22	Current Year Property Tax	\$ 1,166,163	Per County Tax Assessor - computed based on 3% growth and 5% tax nonpayment
23			
24		\$ 8,993,365	Total Resources

FORM
LB-20

RESOURCES
General Fund

	Historical Data				REQUIREMENTS DESCRIPTION	Tillamook County Transportation District			
	Actual		Adopted Budget	GL		Budget for 2023-2024			
	Second Preceding	First Preceding	This Year	ACCT		Proposed By	Approved By	Adopted By	
	2020-2021	2021-2022	2022-2023	#		Budget Officer	Budget Committee	Governing Body	
					Beginning Fund Balance				
1	1,440,275	2,910,295	1,175,000	3500	Working Capital	1,023,275			1
					OTHER RESOURCES				
2	205,559	205,616	200,000	4000	Fares	235,000			2
3	918,844	924,075	955,000	4020	Contract Revenue	936,327			3
4	46,930	49,691	25,000	4110	Past Years Property Tax	25,000			4
5	268,302	162,790	325,000	4120	State Timber Revenue	368,245			5
6	122,176	99,558	85,000	4130	Mass Transit State Payroll Tax	93,500			6
7	230,324	434,989	884,293	4210	Capital Grants	1,385,235			7
8	781,155	987,181	1,053,035	4220	Grants - FTA 5311	1,825,255			8
9	67,288		690,000	4221	Grants -5311 COVID	-			9
10	146,174	333,286	441,000	4240	Grants - 5311 (f)	847,481			10
11	149,449	101,550	151,429	4245	Grants - 5310	169,575			11
12		5,481	35,438	4246	Grants - 5305	28,566			12
13		-	1,000	4300	Special Bus Operation (SBO)	1,058			13
14	49,148	114,781	85,000	4400	Miscellaneous Income	88,401			14
15		6,500	10,000	4410	Sale of Assets - Income	3,000			15
16	8,162	13,480	6,500	4510	Interest Income	25,000			16
18	46,784	50,039	50,039	4916	Transfer from STF Fund	-			18
19	3,000	3,000	3,000	4917	Transfer from NWOTA	3,000			19
20	332,790	292,840	700,000	4918	Transfer from STIF Fund	769,284			20
21	\$ 4,816,361	\$ 6,695,152	\$ 6,875,734		Total resources, except taxes to be levied	\$ 7,827,202	\$ -	\$ -	21
22			1,074,124	4100	Property Taxes estimated to be received	1,166,163			22
23	1,032,016	1,049,201			Taxes collected in year levied				23
24	\$5,848,377	\$6,695,152	\$ 7,949,858		TOTAL RESOURCES	\$ 8,993,365	\$ -	\$ -	24

Tillamook County Transportation District

LB-30A TCTD Administration - General Fund

PERSONNEL SERVICES			
1	Payroll Administration	\$ 346,396	General Manager, Finance Supervisor, Office Assistant, Admin Assistant, CSR for TVC
2	Payroll Expense	\$ 54,241	Employer Taxes
3	Payroll Healthcare	\$ 63,444	Employee healthcare
4	Payroll Retirement	\$ 20,000	Employer paid retirement
5	Payroll Veba	\$ 4,500	Employer paid Veba contribution
6	Worker's Compensation Insurance	\$ 500	Workers Comp
7		\$ 489,081	Total Personnel Services
MATERIALS and SERVICES			
8	Professional Services	\$ 107,000	ADP payroll, legal, consulting, accounting, auditors
9	Planning	\$ 28,566	Balance Forward Coordinated Human Services Transportation Plan update
10	Dues & Subscriptions	\$ 10,740	OTA, CTAA, SDAO, Chamber(s) of Commerce, NTI, APTA
11	Office Equipment R&R	\$ 3,700	Copier/Scanner/Fax Machine Lease
12	Computer R&R	\$ 16,275	Maintenance of server and computers
13	Fees & Licenses	\$ 10,473	Annual software maintenance and licensing and fees
14	Insurance	\$ 49,883	Agency liability insurance
15	Office Expenses	\$ 10,250	Office supplies, water cooler, kitchen supplies
16	Board Expenses	\$ 17,845	Board expenses: stipends, meeting supplies, meeting notices, trainings
17	Operational Expenses	\$ 12,838	Employee recognition, holiday banquet, kitchen supplies, staff/committee meals/meetings
18	Marketing & Planning	\$ 83,685	Advertising, job postings, design services, web site updates, county fair, tickets, vouchers, route guides, public outreach
19	Telephone	\$ 10,000	Phone/internet service, conference phone fees, internet and mobile devices
20	Travel & Training	\$ 12,000	Admin training, travel, mileage, parking, meals, conferences
21	Postage	\$ 1,268	Postage
22	Member Mileage Reimbursement	\$ -	Veterans Grant
23	Transit Center Lease	\$ -	Own building, this will sunset
24	Transit Center Maintenance	\$ 20,348	Transit Center maintenance and lawn care (garbage, water, sewer, lawn)
25	Property Maint & Repair	\$ -	Moved to Property Management Enterprise Fund
26		\$ 394,871	Total Materials & Services
27	Total Administrative	\$ 883,952	Total Administration Requirements

**FORM
LB-30A**

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

	Historical Data				REQUIREMENTS DESCRIPTION	Tillamook County Transportation District			
	Actual		Adopted Budget	GL		Budget for 2023-2024			
	Second Preceding	First Preceding	This Year	ACCT		Proposed By	Approved By	Adopted By	
	2020-2021	2021-2022	2022-2023	#		Budget Officer	Budget Committee	Governing Body	
					PERSONNEL SERVICES				
1	198,342	257,101	330,000	5010	Payroll: Administration	346,396			1
2	44,366	48,527	65,000	5050	Payroll Expense	54,241			2
3	33,598	51,905	63,000	5051	Payroll Healthcare	63,444			3
4	13,530	23,079	22,500	5052	Payroll Retirement	20,000			4
5	3,234	3,976	6,000	5053	Payroll Veba	4,500			5
6	200	200	500	5055	Worker's Compensation Insurance	500			6
7	\$ 293,269	\$ 384,788	\$ 487,000		TOTAL PERSONNEL SERVICES	\$ 489,081	\$ -	\$ -	7
	3	3.5	3.5		Total Full-Time Equivalent (FTE)	4.5			
					MATERIALS AND SERVICES				
8	145,942	179,799	100,000	5100	Professional Services	107,000			8
9	43,840	26,082		5103	Planning	28,566			9
10	8,088	7,463	12,000	5120	Dues & Subscription	10,740			10
11	2,714	2,523	4,000	5140	Office Equipment R & R	3,700			11
12	20,064	34,243	40,000	5145	Computer R & M	16,275			12
13	6,903	2,985	10,000	5150	Fees & License	10,473			13
14	38,598	40,000	55,000	5160	Insurance	49,883			14
15	15,572	19,356	15,000	5170	Office Expenses	10,250			15
16	17,984	10,084	13,000	5175	Board Expenses	17,845			16
17	9,232	12,499	20,000	5180	Operational Expenses	12,838			17
18	28,142	20,063	70,000	5190	Marketing & Planning	83,685			18
19	16,805	10,838	15,000	5210	Telephone Expense	10,000			19
20	2,767	9,667	12,000	5220	Travel & Training	12,000			20
21	2,128	2,099	2,000	5260	Postage	1,268			21
22	9,129	5,000		5266	Member Mileage Reimbursement - Vets	-			22
23	8,400	1,400		5280	Transit Center Lease	-			23
24	17,995	18,262	25,000	5285	Transit Center Maint.	20,348			24
25	123,383			5340	Property Maint. & Repair				25
26	\$ 517,687	\$ 402,363	\$ 393,000		TOTAL MATERIALS AND SERVICES	\$ 394,871	\$ -	\$ -	26
27	\$ 810,956	\$ 787,151	\$ 880,000		TOTAL REQUIREMENTS	\$ 883,952	\$ -	\$ -	27

Tillamook County Transportation District

LB-30A TCTD Operations - General Fund

	PERSONNEL SERVICES		
1	Payroll Administration	\$ 172,000	Operations Superintendent and Coordinator
2	Payroll Dispatch	\$ 173,000	3.0 FTE Dispatchers
3	Payroll Drivers	\$ 1,374,779	Budget for 18 FT, 14 PT, and Extra Board drivers. Adding 5 Extra Board drivers
4	Payroll Expense	\$ 108,666	Employer taxes
5	Payroll Healthcare	\$ 409,176	Employee healthcare
6	Payroll Retirement	\$ 62,033	Employer paid retirement
7	Payroll Veba	\$ 32,000	Employer paid Veba contributions
8	Worker's Compensation Insurance	\$ 30,000	Workers Comp
9		\$ 2,361,654	Total Personnel Services
	MATERIALS and SERVICES		
10	Professional Services	\$ 17,500	Ecolane Support and training. Legal service for CBA
11	Computer R & M	\$ 6,645	Computer Repair & Maintenance
12	Fees & Licenses	\$ 10,000	Swiftly App annual license & maintenance fees, Ecolane annual license fees, Samsara 5G
13	Operational Expenses	\$ 24,500	Safety equipment, driver training equipment, uniforms, shop mats, employee physicals/background checks, employee appreciation program
14	Drug & Alcohol Administration	\$ 1,500	Drug & alcohol testing and administration for safety-sensitive personnel
15	Telephone Expense	\$ 5,573	Radio internet service, tablet data plan, mobile devices
16	Office Lease	\$ 12,900	Office lease for Salem 70X
17	Travel & Training	\$ 5,000	Conferences, workshops, training events.
18	Management Labor Recreation Fund	\$ 3,985	TCTD & ATU Labor and Management Fund
19			
20		\$ 87,603	Total Materials & Services
21		\$ 2,449,257	Total Operations Requirements

**FORM
LB-30A**

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

	Historical Data				REQUIREMENTS DESCRIPTION	Tillamook County Transportation District			
	Actual		Adopted Budget	GL		Budget for 2023-2024			
	First Preceding	First Preceding	This Year	ACCT		Proposed By	Approved By	Adopted By	
	2020-2021	2021-2022	2022-2023	#		Budget Officer	Budget Committee	Governing Body	
					PERSONNEL SERVICES				
1	125,688	134,591	160,000	5010	Payroll Admin:Operations Superintendent & Coordinator	172,000			1
2	101,193	98,647	175,000	5020	Payroll Dispatch	173,000			2
3	998,333	1,012,954	1,650,000	5030	Payroll Drivers	1,374,779			3
4	88,870	91,863	120,000	5050	Payroll Expense	108,666			4
5	317,418	317,140	400,000	5051	Payroll Healthcare	409,176			5
6	51,492	48,617	70,000	5052	Payroll Retirement	62,033			6
7	30,406	26,507	35,000	5053	Payroll Veba	32,000			7
8	38,436	28,284	45,000	5055	Worker's Compensation Insurance	30,000			8
9	\$ 1,751,837	\$ 1,758,603	\$ 2,655,000		TOTAL PERSONNEL SERVICES	\$ 2,361,654	\$ -	\$ -	9
	26.7	28.5	29.5		Total Full-Time Equivalent (FTE)	34.5			
					MATERIALS AND SERVICES				
10	3,600	-		5100	Professional Services	17,500			10
11	5,418	6,857	7,500	5145	Computer R & M	6,645			11
12	14,660	14,040	15,000	5150	Fees & License	10,000			12
13	31,388	45,708	50,000	5180	Operational Expenses	24,500			13
14	1,475	2,240	2,500	5185	Drug & Alcohol Administration	1,500			14
15	649	5,315	7,000	5210	Telephone Expense	5,573			15
16				5281	Office Lease	12,900			16
17	5,807	3,977	30,000	5220	Travel & Training	5,000			17
18		3,500	3,308	5270	Management / Labor Recreation Fund	3,985			18
19									19
20	\$ 62,997	\$ 81,637	\$ 115,308		TOTAL MATERIALS AND SERVICES	\$ 87,603	\$ -	\$ -	20
21	\$ 1,814,834	\$ 1,840,240	\$ 2,770,308		TOTAL REQUIREMENTS	\$ 2,449,257	\$ -	\$ -	21

Tillamook County Transportation District

LB-30A TCTD Maintenance - General Fund

PERSONNEL SERVICES			
1	Payroll Maintenance	\$ 172,500	2 FTE Mechanic & 1 FT Lot Attendant
2	Payroll Expense	\$ 9,600	Employer taxes
3	Payroll Healthcare	\$ 72,000	Employee healthcare
4	Payroll Retirement	\$ 7,500	Employer paid retirement
5	Payroll Veba	\$ 5,800	Employer paid Veba contributions
6	Worker's Compensation Insurance	\$ 1,500	Workers Comp
7		\$ 268,900	Total Personnel Services
MATERIALS and SERVICES			
9	Computer R & M	\$ 1,607	Shop computers, laptops, printer and network equipment
10	Fees & Licenses	\$ 2,000	Software maintenance & license fees
11	Insurance	\$ 95,059	Fleet: buses, vans and shop truck insurance
12	Operational Expenses	\$ 6,500	Uniforms, towels, tools, bus wash supplies
13	Telephone Expenses	\$ 600	Mobile service for shop truck
14	Travel & Training	\$ 5,000	Training, travel, mileage, parking, meals, conferences, certifications
15	Vehicle Expense	\$ 150,000	Maintenance on TCTD fleet
16	Diesel & Gasoline Fuel Expense	\$ 376,200	Fuel for TCTD fleet
17	Propane Fuel Expense	\$ 30,000	Propane for TCTD fleet
18	Operations & Facility Maintenance	\$ 4,200	Electricity and maintenance for all shelters, bus barns, bus maintenance facility
19		\$ 671,166	Total Materials & Services
21		\$ 940,066	Total Maintenance Requirements

**FORM
LB-30A**

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

	Historical Data				REQUIREMENTS DESCRIPTION	Tillamook County Transportation District			
	Actual		Adopted Budget	GL		Budget for 2023-2024			
	Second Preceding	First Preceding	This Year	ACCT		Proposed By	Approved By	Adopted By	
	2020-2021	2021-2022	2022-2023	#		Budget Officer	Budget Committee	Governing Body	
					PERSONNEL SERVICES				
1	69,867	71,514	154,000	5040	Payroll: Maintenance: Service Tech/Lot Attendant	172,500			1
2	5,237	5,044	10,000	5050	Payroll Expense	9,600			2
3	16,806	32,265	75,000	5051	Payroll Healthcare	72,000			3
4	3,788	3,076	5,000	5052	Payroll Retirement	7,500			4
5	5,499	2,916	7,500	5053	Payroll Veba	5,800			5
6	1,177	1,183	1,500	5055	Worker's Compensation Insurance	1,500			6
7	\$ 102,376	\$ 115,998	\$ 253,000		TOTAL PERSONNEL SERVICES	\$ 268,900	\$ -	\$ -	7
	1.75	2	3		Total Full-Time Equivalent (FTE)	3			
					MATERIALS AND SERVICES				
8	2,355	1,714	2,000	5145	Computer Repair & Maintenance	1,607			8
9	6,363	3,412	5,000	5150	Fees & License	2,000			9
10	61,196	96,150	100,000	5160	Insurance	95,059			10
11	666	1,325	2,500	5180	Operational Expense	6,500			11
12		0	500	5210	Telephone Expense	600			12
13		217	5,000	5220	Travel & Training	5,000			13
14	266,684	156,830	125,000	5240	Vehicle Expense	150,000			14
15	219,096	362,156	400,000	5245	Diesel & Gasoline Fuel Expense	376,200			15
16			30,000	5247	Propane Fuel Expense	30,000			16
17	3,293	897	4,000	5346	Operations & Facility Maintenance	4,200			17
18	\$ 559,652	\$ 622,701	\$ 674,000		TOTAL MATERIALS AND SERVICES	\$ 671,166	\$ -	\$ -	18
19	\$ 662,028	\$ 738,699	\$ 927,000		TOTAL REQUIREMENTS	\$ 940,066	\$ -	\$ -	19

Tillamook County Transportation District

LB-30B Requirements not allocated - General Fund

MATERIALS & SERVICES		
1	Planning	Grant funded planning projects. Coordinated Plan, STIF plan.
2	General Operating Contingency	Contingency
3	COVID Expense	\$ - Hiring & Retention. General Operations. This fund expires 6/30/2023
4		\$ - Total Materials and Services
5		
DEBT SERVICES		
5	OTIB Transit Center Loan	\$ - Transit Center Loan Payments (0061 & 0071)
6		\$ - Total Debt Services
CAPITAL OUTLAY		
7	Bus Replacement	\$ 638,649 4 Buses
8	Van Replacement	\$ 179,460 3 Van
9	Computer Upgrade	Computers and related equipment
10	Fuel Cell Triangulation Point	Purchase new battery fuel cell for Triangulation Point radio tower.
11	Bus Stop Signage & Shelters	\$ 1,368,976 NWOTA Partner Bus Stop Improvement Project
12	Other Capital Projects	\$ 148,548 TVC renovation project. Dispatch area upgrade. Purchase new shop lift.
13		\$ 2,335,633 Total Capital Outlay
TRANSFERS		
14	Transfer to Capital Reserve	\$ 156,913 Transfer to Reserves from STIF
15	Transfer to Property Management Fund	Transfer to cover expenditures in PM Fund
16	Transfer to Vehicle Purchase Reserve Fund	\$ 3,000 Current year budgeted sale of assets transferred to vehicle reserve
17	Transfer to NWOTA Fund	\$ 1,208,976 TCTD NWOTA partner contribution, 618035 grant revenue for shelters project
18		\$ 1,368,889 Total Transfers
19	Total Requirements Not Allocated to a Department	\$ 4,292,763 Capital Outlay, Transfers, Operating Contingency
20	Total Admin, Ops, Maint Depts	\$ 4,273,275 Department Totals
21	Unappropriated Ending Fund Balance	\$ 427,327 To fund expenditures from July to November that may exceed income streams and cash on hand until property tax payments arrive. 10% of department totals
22		\$ 8,993,365 Total Requirements

**FORM
LB-30B**

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

	Historical Data				REQUIREMENTS DESCRIPTION	Tillamook County Transportation District			
	Actual		Adopted Budget	GL		Budget for 2023-2024			
	Second Preceding	First Preceding	This Year	ACCT		Budget Officer	Approved By	Adopted By	
	2020-2021	2021-2022	2022-2023	#			Budget Committee	Governing Body	
					MATERIALS and SERVICES				
1			\$ 100,000	5103	Planning	-			1
2		300,000		5290	General Operating Contingency	-			2
3		288,279	690,000	5291	COVID Expense	-			3
4	\$ -	\$ 588,279	\$ 790,000		TOTAL MATERIAL and SERVICES	\$ -		\$ -	4
5		36.5			Total Full-Time Equivalent (FTE)	42.0			5
					DEBT SERVICES NOT ALLOCATED				
5		4,800	6,500	5337	OTIB Transit Center Loan 0071	-			5
6	\$ -	\$ 4,800	\$ 6,500		TOTAL DEBT SERVICES	\$ -	\$ -	\$ -	6
					CAPITAL OUTLAY NOT ALLOCATED				
7	387,093	940,000	850,000	6000	Bus Replacement/Addition	638,649			7
8	75,226	390,000	95,000	6010	Van Replacement/Addition	179,460			8
9	97	5,000	10,000	6020	Computer Upgrade	-			9
10		6,000	6,000	6021	Fuel Cell Triangulation Point	-			10
11	8,376	200,000	125,000	6040	Bus Stop Signage & Shelters	1,368,976			11
12	282,788	735,099	307,292	6050	Other Capital Projects	148,548			12
13	\$ 753,581	\$ 2,276,099	\$ 1,393,292		TOTAL CAPITAL OUTLAY	\$ 2,335,633	\$ -	\$ -	13
					INTERFUND TRANSFERS				
14		400,000		9100	Transfer to Capital Reserve from STIF	156,913			14
15	135,050	75,000	29,000	9110	Transfer to Property Management				15
16		6,500	6,500	9150	Transfer to Vehicle Reserve	3,000			16
17	12,000	166,129	667,923	9160	Transfer to NWOTA	1,208,976			17
18	\$ 147,050	\$ 647,629	\$ 703,423		TOTAL TRANSFERS	\$ 1,368,889	\$ -	\$ -	18
19	900,631	3,350,087	2,896,715		Total Requirements Not Allocated to a Department	4,292,763			19
20	3,287,818	4,204,128	4,577,308		Total Admin, Ops and Maint. departments (LB-30A)	4,273,275			20
21	\$ 1,659,928	\$ 675,093	\$ 475,835	9180	Unappropriated Ending Fund Balance	427,327			21
22	\$ 5,848,377	\$ 8,229,308	\$ 7,949,858		TOTAL REQUIREMENTS	\$ 8,993,365	\$ -	\$ -	22

Tillamook County Transportation District

LB-11 Property Management - Enterprise fund

RESOURCES			
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	\$ 36,000	Rental income from Suites B and C
6	Lease Operational Expense Income	\$ 15,000	Operating expense income from Suites B and C
7	Transferred from General Fund	\$ 13,911	Transfer from General Fund
8	Total Resources	\$ 109,911	Total Property Management Resources
MATERIALS & SERVICES			
9	Professional Services	\$ 2,000	Legal, consulting & lease renewals
10	Property Operating Expenses	\$ 28,600	Office utility bills including: electricity, water, sewer, etc.
11	Flex Lease: Fees		
12	Property Maintenance/Repair	\$ 35,192	TCTD 3rd St. Office Maintenance, Lawn Maintenance
13		\$ 65,792	Total Materials & Services
DEBT SERVICE			
14	Flex Lease - Principal	\$ -	
15	Flex Lease - Interest	\$ -	
16	PUD -Loan Expense	\$ 6,850	PUD loan payments for lighting project assessed on monthly billing
17	OTIB Debt Service (Facility Repair)	\$ 26,310	Facility Repair Loan OTIB #0061 2017-2033
	OTIB Debt Service (TVC Purchase)	\$ 10,959	Facility Repair Loan OTIB #0071 2021-2032
18		\$ 44,119	Total Debt Service
CAPITAL OUTLAY			
19	Building Repair & Renovation		Facility Repair. Gutters & Downspouts
20	Admin. Expenses - Renovation	\$ -	
21		\$ -	Total Capital Outlay
22	Reserve for Future Expenditures		Future expenditures
23	Unappropriated Ending Fund Balance		
24		\$ 109,911	Total Requirements

FORM
LB-11

**PROPERTY MANAGEMENT FUND
RESOURCES AND REQUIREMENTS**

Enterprise Fund
Fund 02, Department 000

This reserve fund reviewed and
reauthorized by Resolution #22-06
New Review Date of 2032

Historical Data					Tillamook County Transportation District				
	Actual	Actual	Adopted	GL	Description	Budget for 2023-2024			
	Second Preceding	First Preceding	Budget This	ACCT	Resources and Requirements	Proposed By	Approved By	Adopted By	
	2020-2021	2021-2022	2022-2023	#		Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	47,740	30,000	45,000	3500	Working Capital	45,000			1
2				4400	Misc. Income - PUD Project rebates				2
3				4515	OTIB - Loan Proceeds				3
4				4516	PUD - Loan Proceeds				4
5	20,300	22,400	24,000	4900	Lease Income	36,000			5
6	10,371	13,448	15,000	4910	Lease Operational Expense Income	15,000			6
7	135,050	75,000	29,000	4911	Transferred from General Fund	13,911			7
8	\$ 213,461	\$ 140,848	\$ 113,000		TOTAL RESOURCES	\$ 109,911	\$ -	\$ -	8
					MATERIALS & SERVICES				
9		7,500		5100	Professional Services	2,000			9
10	22,784	21,483	26,000	5300	Property Operating Expenses	28,600			10
11		-		5330	Flex Lease - Fees				11
12	31,839	34,793	30,000	5340	Property Maintenance/Repair Expenses	35,192			12
13	\$ 54,623	\$ 63,776	\$ 56,000		TOTAL MATERIALS & SERVICES	\$ 65,792	\$ -	\$ -	13
					DEBT SERVICE				
14	55,110	-	-	5310	Flex Lease - Principal	-			14
15	6,050	-	-	5320	Flex Lease - Interest	-			15
16	7,231	9,897		5325	PUD Loan Expense	6,850			16
17				5337	OTIB Debt Service loan 0071	10,959			17
18	23,286	26,810	32,000	5338	OTIB Debt Service loan 0061	26,310			18
19	\$ 91,677	\$ 36,707	\$ 32,000		TOTAL DEBT SERVICE	\$ 44,119	\$ -	\$ -	19
					CAPITAL OUTLAY				
20	29,659	5,736	25,000	5350	Building Repair & Renovation	-			20
21				5351	Admin. Expenses - Renovation				21
22	\$ 29,659	\$ 5,736	\$ 25,000		TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	22
23		-		9175	Reserve for Future Expenditures				23
24	37,501	13,000	-	9180	Unappropriated Ending Fund Balance				24
25	\$ 213,461	\$ 119,219	\$ 113,000		TOTAL REQUIREMENTS	\$ 109,911	\$ -	\$ -	25

Tillamook County Transportation District

LB-11 Capital Reserve Fund

RESOURCES			
1	Working Capital	\$ 857,000	The unappropriated ending fund balance from last year.
2	Transferred from General Fund		
3	Interest Income	\$ 25,000	
4	Transferred from Vehicle Purchase Reserve	\$ -	
5			
6		\$ 882,000	Total Resources
REQUIREMENTS			
7	Transfer to Property Management Fund	\$ -	
8	Transfer to General Fund	\$ -	
9	Reserved for Future Expenditures	\$ 882,000	Reserved to purchase future buses and capital equipment
10		\$ 882,000	Total Requirements

**FORM
LB-11**

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

This reserve fund reviewed and reauthorized by Resolution #14-10 Review in Year 2024.

	Historical Data				Description	Tillamook County Transportation District			
	Actual	Actual	Adopted	GL		Budget for 2023-2024			
	Second Preceding	First Preceding	Budget This	ACCT		Proposed By	Approved By	Adopted By	
	2020-2021	2021-2022	2022-2023	#	Resources and Requirements	Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	530,965	636,835	945,000	3500	Working Capital	857,000			1
2	-	400,000		4911	Transferred from General Fund				2
3	6,549	13,480	5,000	4510	Interest Income	25,000			3
4		-		4915	Transferred from vehicle purchase reserve				4
5									5
6	\$ 537,514	\$ 1,050,315	\$ 950,000		TOTAL RESOURCES	\$ 882,000	\$ -	\$ -	6
					REQUIREMENTS				
7				9110	Transfer to Property Management Fund				7
8				9130	Transfer to General Fund				8
9	537,514	1,051,835	950,000	9175	Reserved For Future Expenditures	882,000			9
10	\$ 537,514	\$ 1,051,835	\$ 950,000		TOTAL REQUIREMENTS	\$ 882,000	\$ -	\$ -	10

Tillamook County Transportation District

LB-11 Vehicle Purchase Reserve

RESOURCES			
1	Working Capital	\$ 34,225	This money is in the LGIP earning interest
2	Transferred from General Fund	\$ 3,000	Gain on Sale of Assets set aside for future vehicle purchases.
3			
4		\$ 37,225	Total Resources
REQUIREMENTS			
5	Transfer to General Fund	\$ -	
6	Transfer to Capital Reserve	\$ -	
7	Reserved for Future Expenditures	\$ 37,225	Match used for Future Vehicle Purchases.
8		\$ 37,225	Total Requirements

**FORM
LB-11**

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

This reserve fund reviewed and reauthorized by Resolution #22-05 Review in Year <u>2032</u> .

	Historical Data				Description	Tillamook County Transportation District			
	Actual	Actual	Adopted	GL		Budget for 2023-2024			
	Second Preceding	First Preceding	Budget This	ACCT		Proposed By	Approved By	Adopted By	
	2020-2021	2021-2022	2022-2023	#	Resources and Requirements	Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	21,835	-	21,835	3500	Working Capital	34,225			1
2	-	6,500	10,000	4911	Transferred from General Fund	3,000			2
3									3
4	\$ 21,835	\$ 6,500	\$ 31,835		TOTAL RESOURCES	\$ 37,225	\$ -	\$ -	4
					REQUIREMENTS				
5		-		9100	Transfer to General Fund				5
6			-	9130	Transfer to Capital Reserve	-	-	-	6
7	21,835	20,000	31,835	9175	Reserved For Future Expenditures	37,225			7
8	\$ 21,835	\$ 20,000	\$ 31,835		TOTAL REQUIREMENTS	\$ 37,225	\$ -	\$ -	8

Tillamook County Transportation District

LB-11 Bus Wash Maintenance Reserve

RESOURCES			
1	Working Capital	\$ 23,140	This money is in the LGIP earning interest
2	Transferred from General Fund	\$ -	
3	Transferred from Capital Reserve	\$ -	
4			
5		\$ 23,140	Total Resources
REQUIREMENTS			
6	Transfer to General Fund	\$ -	
7	Reserve for Future Expenditures	\$ 23,140	To be used towards bus wash maintenance and repair
8		\$ 23,140	Total Requirements

**FORM
LB-11**

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

This reserve fund reviewed and reauthorized by Resolution #12-09 Review in Year 2032.

Historical Data					Tillamook County Transportation District			
Actual	Actual	Adopted	GL	Description	Budget for 2023-2024			
Second Preceding	First Preceding	Budget This	ACCT	Resources and Requirements	Proposed By	Approved By	Adopted By	
2020-2021	2021-2022	2022-2023	#		Budget Officer	Budget Committee	Governing Body	
RESOURCES								
1	35,000	35,000	35,000	3500 Working Capital	23,140			1
2	-		-	4911 Transferred from General Fund				2
3	-			4914 Transferred from Capital Reserve				3
4								4
5	\$ 35,000	\$ 35,000	\$ 35,000	TOTAL RESOURCES	\$ 23,140	\$ -	\$ -	5
REQUIREMENTS								
6	-	-	-	9130 Transfer to General Fund	-			6
7	35,000	35,000	35,000	9175 Reserved For Future Expenditures	23,140			7
8	\$ 35,000	\$ 35,000	\$ 35,000	TOTAL REQUIREMENTS	\$ 23,140	\$ -	\$ -	8

Tillamook County Transportation District

LB-10 Special Transportation Fund

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

**FORM
LB-10**

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

This Fund is merging with STIF. This Fund can sunset in the next review Review in Year 2024.

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Tillamook County Transportation District			
	Actual	Actual	Adopted	GL		Budget for 2023-2024			
	Second Preceding	First Preceding	Budget This	ACCT		Proposed By	Approved By	Adopted By	
	2020-2021	2021-2022	2022-2023	#		Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	47,848	67,700		3500	Working Capital	-			1
2	67,700		67,700	4230	Grants - STF				2
3				4231	Grants -STF Discretionary	-			3
4									4
5	\$ 115,548	\$ 67,700	\$ 67,700		TOTAL RESOURCES	\$ -	\$ -	\$ -	5
					SPECIAL PAYMENTS				
6	20,916	20,916	-	5200	STF Payments to Recipients: CARE	-			6
7	-	-	17,661	5200	STF Payments to Recipients: Marie Mills				7
8									8
9	\$ 20,916	\$ 20,916	\$ 17,661		TOTAL SPECIAL PAYMENTS	\$ -	\$ -	\$ -	9
					TRANSFERS				
10	94,632	46,784	50,039	9130	Transfer to General Fund				10
11				9160	Transfer to NWOTA				11
12	\$ 94,632	\$ 46,784	\$ 50,039		TOTAL TRANSFERS	\$ -	\$ -	\$ -	12
13				9180	Unappropriated Ending Fund Balance	-			13
14	\$ 115,548	\$ 67,700	\$ 67,700		TOTAL REQUIREMENTS	\$ -	\$ -	\$ -	14

Tillamook County Transportation District

LB-10 Northwest Oregon Transit Alliance - Special Fund

Line	RESOURCES		
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.	-	Administration, joint marketing, planning and Bus stop project
6	NWOTA Partner Revenue - Tillamook County Trans. Dist.	73,808	Administration, joint marketing, planning and Bus stop project
7	Miscellaneous Income	-	
8	Transfer From GF - TCTD Partner Revenue	1,208,976	TCTD Partner contribution, Bus stop project, Grant Revenue
9	Transfer from STF Fund		
10	Transfer from STIF Fund	160,000	Grant Revenue
11		\$ 1,620,592	Total Resources
	MATERIALS & SERVICES		
12	Professional Services	5,000	
13	Administrative Support	25,000	Administrative support Col-Pac
14	Website Maintenance	15,000	NWOTA website - Trillium hosting/support, Interactive maps, Google Alerts
15	Marketing	40,000	Annual marketing campaign
16	Website Re-Design	-	
17	Transit Access Project	-	
18	Travel & Training	10,000	Conferences
19		\$ 95,000	Total Materials & Services
	CAPITAL		
20	Bus Stop Signage/Shelters/Planning	1,368,976	NWOTA shelters project
21	Other Capital Projects	-	
22		\$ 1,368,976	Total Capital
	TRANSFERS		
23	Transfer to General Fund	3,000	TCTD Administration
24		\$ 3,000	Total Transfers
25	Reserve for Future Expenditures		
26	Unappropriated Ending Fund Balance	\$ 153,616	
27		\$ 1,620,592	Total Requirements

FORM
LB-10

**NWOTA
SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Fiscal Agent - TCTD
Fund 08, Department 000

This fund was established by Resolution #14-13 Review in Year 2024.

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Tillamook County Transportation District			
	Actual	Actual	Adopted	GL		Budget for 2023-2024			
	Second Preceding	First Preceding	Budget This	ACCT		Proposed by	Approved By	Adopted By	
	2020-2021	2021-2022	2022-2023	#		Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	24,425	65,000	80,000	3500	Working Capital	80,000			1
2	42,000	12,000	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		70,308	73,808	4225	NWOTA Partner Revenue - Lincoln County Transit	73,808			4
5		68,813	72,313	4225	NWOTA Partner Revenue - Sunset Empire Trans. Dist.	-			5
6				4225	NWOTA Partner Revenue - Tillamook County Trans. Dist.	73,808			6
7				4400	Miscellaneous Income				7
8	12,000	166,129	667,923	4911	Transfer from GF-TCTD Partner contribution	1,208,976			8
9				4916	Transfer from STF Fund				9
10	126,794	618,035		4918	Transfer from STIF - Grant Revenue	160,000			10
11	\$ 205,219	\$ 1,012,285	\$ 918,044		TOTAL RESOURCES	\$ 1,620,592	\$ -	\$ -	11
					MATERIALS and SERVICES				
12	227	5,250	5,000	5100	Professional Services	5,000			12
13	22,574	25,000	25,000	5101	Administrative Support	25,000			13
14	6,500	50,350	46,000	5102	Website Maintenance - Trillium	15,000			14
15	8,468	40,000	40,000	5190	Marketing	40,000			15
16	78,468	-		5191	Website Re-Design				16
17	2,488			5196	Transit Access Project				17
18	-	-		5220	Travel & Training	10,000			18
19	\$ 118,726	\$ 120,600	\$ 116,000		TOTAL MATERIALS and SERVICES	\$ 95,000	\$ -	\$ -	19
					CAPITAL				
20		767,544	767,544	6040	Bus Stop Signage/Shelters/Planning	1,368,976			20
21		187,800	-	6050	Other Capital Projects				21
22	\$ -	\$ 955,344	\$ 767,544		TOTAL CAPITAL	\$ 1,368,976	\$ -	\$ -	22
					TRANSFERS				
23	3,000	3,000	3,000	9130	Transfer to GF-TCTD Administration	3,000			23
24	\$ 3,000	\$ 3,000	\$ 3,000		TOTAL TRANSFERS	\$ 3,000	\$ -	\$ -	24
25			-	9175	Reserve for Future Expenditures	-			25
26	83,493	1,400	31,500	9180	Unappropriated Ending Fund Balance	153,616			26
27	\$ 205,219	\$ 1,080,344	\$ 918,044		TOTAL REQUIREMENTS	\$ 1,620,592	\$ -	\$ -	27

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

Line	RESOURCES		
1	Working Capital	100,000	Networking capital
2	NWR Revenue	4,487,597	Operations revenue from Care Oregon
3	NWR Reserve	325,000	296k in Capital Reserve Account
4	Grants - COVID		
5	Interest Income	800	interest from NWR Reserve
6		\$ 4,913,397	Total Resources
	PERSONNEL SERVICES		
7	Payroll: Admin	392,781	8 FTE 1 manager, 1 supervisor, 1 dispatcher, 4 csr, 1 compliance. Add 1 billing clerk
8	Payroll: Indirect	21,255	Admin support 10% wages Finance Supervisor and Office Specialist
9	Payroll Expense	35,935	Employer taxes
10	Payroll Healthcare	104,202	Employee healthcare
11	Payroll Retirement	31,562	Employer paid retirement
12	Payroll: Veba	14,805	Employer paid Veba contributions
13	Workers Comp	500	Workers Comp
14		601,040	Total Personnel Services
	MATERIALS & SERVICES		
15	Professional Services	5,000	ADP, legal, consulting, accounting, auditors, etc.
16	Office Equipment R&R	2,700	Copier/scanner/fax machine lease
17	Computer R&M	21,217	Maintenance of server and computers
18	Fees & License	53,000	Annual software license and fees/Ecolane. Gainshare due to CCO
19	Insurance	6,167	Cyber Security Policy
20	Office Expenses	5,000	Office supplies such as paper, pens, water, coffee, binders, etc.
21	Operational Expenses	1,500	Employee recognition, holiday banquet, kitchen supplies, meetings
22	Telephone Expense	19,300	Brokerage telephone and internet service
23	Travel & Training	1,500	Training, travel, mileage, parking, meals, conferences
24	Postage	500	Postage
25	Purchased Transportation	3,590,828	Payments to private and public NEMT transportation providers
26	Member Mileage Reimbursement	159,725	Member mileage reimbursement
27	Volunteer Mileage Reimburse	126,263	Volunteer mileage and travel reimbursement
28	Office Rent	4,800	Office space
29	Property Operating Expense	3,000	Brokerage portion of facility operating expenses
30		4,000,500	Total Materials and Services
	CAPITAL PURCHASES		
31	Ecolane Investment	-	Tablet Licenses for Volunteers
32	Other Capital		
33		-	Total Capital Purchases
34	Reserve for Future Expenditures	311,857	Funds in LGIP reserves
35	Unappropriated Ending Fund Balance		
36		\$ 4,913,397	Total Requirements

FORM
LB-10

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

This fund was established by Resolution #14-13 Review in Year 2024.

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Tillamook County Transportation District			
	Actual	Actual	Adopted	GL		Budget for 2023-2024			
	Second Preceding	First Preceding	Budget This	ACCT		Proposed by	Approved By	Adopted By	
	2020-2021	2021-2022	2022-2023	#		Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	248,046	450,000	475,000	3500	Working Capital	100,000		-	1
2	3,833,912	4,000,000	4,300,000	4026	NWR Revenue	4,487,597			2
3	238,048	1,000		4027	NWR Reserve	325,000			3
4	14,434	-		4221	Grants - COVID	-			4
5	100	400		4510	Interest Income	800			5
6	\$ 4,334,541	\$ 4,451,400	\$ 4,775,000		TOTAL RESOURCES	\$ 4,913,397	\$ -	\$ -	6
			7.5		Total Full-Time Equivalent (FTE)	9.0	8.0	\$ 8	
					PERSONNEL SERVICES				
7	257,381	350,000	378,000	5010	Payroll: Administration	392,781			7
8	8,221	10,000	15,000	5041	Payroll: Indirect	21,255			8
9	19,927	22,000	30,000	5050	Payroll Expense	35,935			9
10	99,410	140,000	125,000	5051	Payroll Healthcare	104,202			10
11	14,844	16,500	20,000	5052	Payroll Retirement	31,562			11
12	10,725	13,000	13,650	5053	Payroll Veba	14,805			12
13	318	500	500	5055	Workers Comp	500			13
14	\$ 410,825	\$ 552,000	\$ 582,150		TOTAL PERSONNEL SERVICES	\$ 601,040	\$ -	\$ -	14
					MATERIALS and SERVICES				
15	11,451	10,000	10,000	5100	Professional Services	5,000			15
16	2,714	2,500	2,500	5140	Office Equipment R&R	2,700			16
17	17,299	15,000	15,000	5145	Computer R&M	21,217			17
18	248,223	163,000	131,550	5150	Fees & License	53,000			18
19		-	8,000	5160	Insurance - Cyber Security	6,167			19
20	4,617	5,000	5,000	5170	Office Expenses	5,000			20
21	568	1,500	1,500	5180	Operational Expenses	1,500			21
22	21,449	20,000	20,000	5210	Telephone Expense	19,300			22
23	183	1,500	1,500	5220	Travel & Training	1,500			23
24	400	1,000	1,000	5260	Postage	500			24
25	2,779,472	3,000,000	3,210,000	5265	Purchased Transportation	3,590,828			25
26	111,886	180,000	154,000	5266	Member Mileage Reimbursement	159,725			26
27	269,395	260,000	275,000	5267	Volunteer Mileage Reimburse	126,263			27
28	4,800	4,800	4,800	5281	Office Rent	4,800			28
29	3,507	3,000	3,000	5300	Poperty Operating Expense	3,000			29
30	\$ 3,475,962	\$ 3,667,300	\$ 3,842,850		TOTAL MATERIALS AND SERVICES	\$ 4,000,500	\$ -	\$ -	30
					CAPITAL				
31		25,000	-	6022	Ecolane Investment - Tablet Licenses for Volunteers	-			31
32				6050	other capital				32
33	\$ -	\$ 25,000	\$ -		TOTAL CAPITAL	\$ -	\$ -	\$ -	33
34			350,000	9175	Reserve for Future Expenditures	311,857			34
35	447,754	207,100		9180	Unappropriated Ending Fund Balance				35
36	\$ 4,334,541	\$ 4,451,400	\$ 4,775,000		TOTAL REQUIREMENTS	\$ 4,913,397	\$ -	\$ -	36

Tillamook County Transportation District

LB-10 Statewide Transit Improvement Fund

RESOURCES			
1	Working Capital	\$ 513,826	Beginning Balance
2	STIF Formula	\$ 304,342	STIF formula grant revenue
3	STIF Intercommunity	\$ 140,000	STIF Intercommunity
4	STIF Discretionary	\$ 462,048	STIF Discretionary
5		\$ 1,420,216	Total Resources
SPECIAL PAYMENTS			
6	STIF Payments to Sub-Recipients: CARE	\$ 22,200	CARE discount bus pass program for low income families
7	STIF Payments to Sub-Recipients: Marie Mills	\$ 43,392	Marie Mills operations & discounted bus pass programs for disabled
8	STF Payments to Sub-Recipient: Marie Mills	\$ 17,661	Marie Mills STF payments for discounted bus pass program for disabled
9		\$ 83,253	Total Special Payments
TRANSFERS			
10	Transfer to General Fund	\$ 769,284	TCTD transit operations support and capital local matching funds
11	Transfer to NWOTA		Transfer to NWOTA
12		\$ 769,284	Total Transfers
13	Reserve for future Expenditure	\$ 513,826	
14	Unappropriated Ending Fund Balance	\$ 53,853	
15		\$ 1,420,216	Total Requirements

**SPECIAL REVENUE FUND
RESOURCES AND REQUIREMENTS**

STIF FUND

Fund 10, Department 000

This fund was established by Resolution #18-24 Review in Year 2029.

**FORM
LB-10**

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Tillamook County Transportation District			
	Actual	Actual	Adopted	GL		Budget for 2023-2024			
	Second Preceding	First Preceding	Budget This	ACCT		Proposed By	Approved By	Adopted By	
	2020-2021	2021-2022	2022-2023	#		Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	469,110	490,000	750,000	3500	Working Capital	513,826			1
2	373,296	352,308	371,262	4135	STIF Formula	304,342			2
3	258,735	-		4136	STIF Intercommunity	140,000			3
4	81,249	888,035		4137	STIF Discretionary	462,048			4
5	\$ 1,182,390	\$ 1,730,343	\$ 1,121,262		TOTAL RESOURCES	\$ 1,420,216	\$ -	\$ -	5
					Special Payments				
6	5,000	6,000	6,000	5201	STIF Payments to Recipients: CARE	44,400			6
7				5201	STIF Payments to Recipients: Marie Mills	21,192			7
8				5200	STF Payments to Sub-Recipients: Marie Mills	17,661			8
9	\$ 5,000	\$ 6,000	\$ 6,000		Total Special Payments	\$ 83,253	\$ -	\$ -	9
					TRANSFERS				
10	332,790	722,000	700,000	9130	Transfer to General Fund	769,284			10
11	126,794	618,035		9160	Transfer to NWOTA				11
12	\$ 459,584	\$ 1,340,035	\$ 700,000		TOTAL TRANSFERS	\$ 769,284	\$ -	\$ -	12
13		200,000	300,000	9175	Reserve for future Expenditure	513,826			13
14	717,806	184,308	115,262	9180	Unappropriated Ending Fund Balance	53,853			14
15	\$ 1,182,390	\$ 1,730,343	\$ 1,121,262		TOTAL REQUIREMENTS	\$ 1,420,216	\$ -	\$ -	15

Tillamook County Transportation District

Motion of the TCTD Budget Committee to approve the FY 2023-2024 Tillamook County Transportation District budget and send it to the Tillamook County Transportation District Board of Directors for a public Budget Hearing.

Motion of the TCTD Budget Committee recommending Board approval of the FY 2023-2024 budget in the amount of \$17,999,846.00

Motion of the TCTD Budget Committee recommending board approval of receipt of taxes for FY 2023-2024 at the current rate of \$0.20 per \$1,000 (\$1,166,163) of assessed value for operating purposes in the General Fund.

Total of Funds by Page	
Resources	\$8,993,365.00
PM	\$109,911.00
CR	\$882,000.00
VR	\$37,225.00
BW	\$23,140.00
NWOTA	\$1,620,592.00
NWR	\$4,913,397.00
STIF	\$1,420,216.00
Total	\$17,999,846.00