



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



Tillamook County Transportation District
Fiscal Year 2024-25
ANNUAL BUDGET

Tillamook County Transportation District Budget Message FY 2024-2025

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 enhanced its partnership with Amtrak and the Oregon Department of Transportation (ODOT) and continues to partner with and support the Northwest Oregon Transit Alliance (NWOTA) members. 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 2024-25 Budget includes grant funding to update the District's finance and vehicle replacement plans and continue the administration of the 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 (update in FY24-25 contingent on funding)
- Coordinated Public Transit-Human Services Transportation Plan – March 2024
- Intercity Transportation Service Enhancement Plan – October 2018
- NWOTA Management Plan – November 2016
- TCTD Strategic Plan Goals – December 2019
- FY 2023-25 STIF Plan – January 2023

Budget Overview

The TCTD FY 2024-25 Budget totals \$18,898,434.00. 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 merged with the STIF Fund in 2022 and will be discontinued this year); 7) Northwest Oregon Transit Alliance; 8) NW Rides Brokerage; and 9) STIF Program Fund (to include STIF Formula, Discretionary, Intercommunity Discretionary and STIF). 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 2024-25 Budget resources total \$8,196,968.00 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 \$997,443.00; Department 002: Operations budget is \$2,608,490.00; Department 003: Maintenance budget is \$1,100,654.00 and Department 000: Unallocated is \$3,490,381.00.

In March 2024, the TCTD and the Amalgamated Transit Union (ATU) successfully negotiated a new 5-year Collective Bargaining Agreement (CBA) that allowed the District to plan for reasonable increased labor costs. The current CBA expires on June 30, 2028. The District's operations and maintenance budgets reflect higher driver and dispatcher wages, and a healthcare insurance premium increase of 7% for this next fiscal year. There is an estimated 15-20% increase in casualty and loss insurance premiums. Workers' compensation is estimated to increase by 2%. Payroll liability includes a 1% of gross wages contribution to the Paid Leave Act of Oregon benefit. The District received an FTA 5311 COVID Recovery grant to assist in the costs of wages and operations in this fiscal year.

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. Other capital expenses include the purchases of seven (7) buses and three (3) dial-a-ride vans.

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 2024-25 budget is \$106,251.

The Property Management Fund will receive approximately \$18,000 in rental income from Tillamook Family Counseling Center (TFCC) to occupy Suite C through December 2024.

CareOregon contracts with TCTD to operate the NW Rides Medicaid non-emergency medical transportation (NEMT) brokerage that is located Suite B. NW Rides will contribute \$530 per month to the Property Management Fund for rent and

its portion of the building operating expenses through December 2024. Beginning in January 2025, NW Rides will occupy Suite C and contribute approximately \$18,000 in rental income for the remainder of the fiscal year.

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 2024-25 beginning balance is \$1,310,637.00. Over the next year the fund is projected to earn \$25,000 in interest and use an estimated \$254,962 in grant match funds. The addition of the earned interest and transfer will result in the Capital Reserve Fund ending the next fiscal year with a balance of \$1,055,675.

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 2024-25 budget is \$40,225 that will result from the sale of surplus vehicles. This money can be used as a 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. This Funds FY 24-25 budget is \$23,140.

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 2024-2025 NWOTA Budget is \$1,552,545.00. NWOTA resources will be directed to partners' marketing activities and the NW Connector website. This Fund has a major capital project for bus stop signage and shelters which accounts for \$1,118,035.00 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 2024-25 budget is \$6,686,915.00 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 2024-25 beginning balance is \$170,310.00 and expects to receive \$811,444.00 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 \$609,284.00 to the General Fund to purchase buses, fund operations, fund low-income bus pass programs, and use as local matching funds for the purchase of buses and vans.

The Fund will receive \$46,053 in STIF monies in FY 2024-2025 to support transportation operations for the Marie Mills Center Inc. and CARE and to support public transportation services.

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 fares to youth under 18 years of age.

7) Finalize the Coordinated Public Transit-Human Services Transportation Plan (Completed March 2024).

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 2024-2025 budget represents the results of a significant effort by our management team. 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 2024-2025 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 fulfilling 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	\$ 1,160,290	Cash on hand held in LGIP Reserve earning interest
2	Fares	\$ 246,750	Bus, Dial-A-Ride and Third Party Fares
3	Contract Revenue	\$ 339,123	NWRides, Lincoln County Transit Route Extension to LC, Ride Connection
4	Past years Property Tax	\$ 12,156	This source of funding is typically based upon the past 4-year's performance, which is approx. 7%.
5	State Timber Revenue	\$ 213,662	County Treasurer estimates \$237,402 State Timber Revenue; TCTD budgets more conservatively (reduced by 10%)
6	Mass Transit State Payroll Tax	\$ 119,800	State pays in lieu of Payroll Tax on State Payrolls and is adjusted to recent year-over-year amounts received
7	Capital Grants	\$ 1,798,000	Grant 34225 1 bus. Grant 34242 for 1 bus. Grant 35328 2 buses and bus shelter. Grant 35436 3 buses.
8	Grants FTA 5311	\$ 1,801,035	NWOTA shelters grant 35084, Grant 35325 3 vans. Grant 35435 PM/Ops
9	Grants - FTA 5311 COVID	\$ 226,925	Covid Relief Grant
10	Grants - FTA 5311 (f)	\$ 360,000	NWOTA shelters grant 35606
11	Grants - 5310	\$ 104,262	Preventative Maintenance for Marie Mills and TCTD
12	Grants - 5305 (Planning) & 5302 (RVHT)	\$ 84,395	Future planning grants and RVHT Grant 35652
13	Special Bus Operation (SBO)	\$ 500	Transit services other than fixed route or dial-a-ride
14	Miscellaneous Income	\$ 13,401	SDIS Longevity credit, Rebates, Sunset Ecolane
15	Sale of Assets - Income	\$ 3,000	Sale of TCTD vehicles or other assets
16	Interest Income	\$ 42,000	LGIP interest rate is variable and estimated to be approximately
17	Transferred from STF Fund		STF Grant Revenue
18	Transfer from NWOTA	\$ 3,000	NWOTA administration as Fiscal Agent
19	Transfer from STIF	\$ 453,044	STIF Grant Revenue
20		\$ 6,981,343	
21	Current Year Property Tax	\$ 1,215,625	Per County Tax Assessor - computed based on 3% growth and 5% tax nonpayment
22	Taxes collected in year levied		Obsolete
23		\$ 8,196,968	Total Resources

RESOURCES
General Fund

FORM
LB-20

	Historical Data			Adopted Budget This Year 2023-2024	GL ACCT #	REQUIREMENTS DESCRIPTION	Tillamook County Transportation District Budget for 2024-2025			
	Actual		Beginning Fund Balance				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding 2021-2022	First Preceding 2022-2023								
1	1,023,275	1,023,275	1,023,275	3500	Working Capital	1,160,290			1	
2	205,616	238,974	235,000	4000	OTHER RESOURCES					
3	924,075	992,057	936,327	4020	Fares	246,750			2	
4	49,691	32,631	25,000	4110	Contract Revenue	339,123			3	
5	162,790	227,702	368,245	4120	Past Years Property Tax	12,156			4	
6	99,558	127,437	93,500	4130	State Timber Revenue	213,662			5	
7	434,989	-	1,385,235	4210	Mass Transit State Payroll Tax	119,800			6	
8	987,181	319,066	1,825,255	4220	Capital Grants	1,798,000			7	
9			-	4221	Grants - FTA 5311	1,801,035			8	
10	333,286	160,356	847,481	4240	Grants -5311 COVID	226,925			9	
11	101,550	-	169,575	4245	Grants - 5311 (f)	360,000			10	
12	5,481	1,953	28,566	4246	Grants - 5310	104,262			11	
13	-	847	1,058	4300	Grants - 5305 (Planning) & 5302 (RVHT)	84,395			12	
14	114,781	17,057	88,401	4400	Special Bus Operation (SBO)	500			13	
15	6,500	2,390	3,000	4410	Miscellaneous Income	13,401			14	
16	6,907	31,007	25,000	4510	Sale of Assets - Income	3,000			15	
17	50,039	-	-	4916	Interest Income	42,000			16	
18	3,000	-	3,000	4917	Transfer from STF Fund	-			17	
19	292,840	-	769,284	4918	Transfer from NWOTA	3,000			18	
20	4,801,559	3,174,742	7,827,202		Transfer from STIF Fund	453,044			19	
21		1,130,144	1,166,163	4100	Total resources, except taxes to be levied	\$ 6,981,343	\$	-	\$	20
22	1,049,201				Property Taxes estimated to be received	1,215,625				21
23	4,801,559	4,304,886	8,993,365		Taxes collected in year levied					22
					TOTAL RESOURCES	\$ 8,196,968	\$	-	\$	23

Tillamook County Transportation District

LB-30A TCTD Administration - General Fund

PERSONNEL SERVICES			
1	Payroll Administration	\$ 361,984	General Manager, Finance Supervisor, Office Assistant, Admin Assistant, CSR for TC
2	Payroll Expense	\$ 56,953	Employer Taxes
3	Payroll Healthcare	\$ 68,520	Employee healthcare
4	Payroll Retirement	\$ 21,000	Employer paid retirement
5	Payroll Veba	\$ 4,725	Employer paid Veba contribution
6	Worker's Compensation Insurance	\$ 525	Workers Comp
7		\$ 513,707	Total Personnel Services
MATERIALS and SERVICES			
8	Professional Services	\$ 112,350	ADP payroll, legal, consulting, accounting, auditors
9	Planning	\$ 50,000	Future planning and surveys for TDP and grant opportunities
10	Dues & Subscriptions	\$ 18,515	OTA, CTAA, SDAO, Chamber(s) of Commerce, NTI, APTA
11	Office Equipment R&R	\$ 3,885	Copier/Scanner/Fax Machine Lease
12	Computer R&R	\$ 17,089	Maintenance of server and computers
13	Fees & Licenses	\$ 10,997	Annual software maintenance and licensing and fees
14	Insurance	\$ 59,860	Agency liability insurance
15	Office Expenses	\$ 10,763	Office supplies, water cooler, kitchen supplies
16	Board Expenses	\$ 18,737	Board expenses: stipends, meeting supplies, meeting notices, trainings
17	Operational Expenses	\$ 13,480	Employee recognition, holiday banquet, kitchen supplies, staff/committee meals/meetings
18	Marketing & Planning	\$ 87,869	Advertising, job postings, design services, web site updates, county fair, tickets, vouchers, route guides, public outreach
19	Telephone	\$ 10,500	Phone/internet service, conference phone fees, internet and mobile devices
20	Travel & Training	\$ 12,600	Admin training, travel, mileage, parking, meals, conferences
21	Postage	\$ 1,331	Postage
22	Member Mileage Reimbursement - Vets	\$ 34,395	RVHT Veterans Grant
23	Transit Center Lease		Obsolete
24	Transit Center Maintenance	\$ 21,365	Transit Center maintenance and lawn care (garbage, water, sewer, lawn)
25		\$ 483,736	Total Materials & Services
26	Total Administrative	\$ 997,443	Total Administration Requirements

**FORM
LB-30A**

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

	Historical Data				Adopted Budget This Year 2023-2024	GL ACCT #	REQUIREMENTS DESCRIPTION	Tillamook County Transportation District Budget for 2024-2025			
	Second Preceding 2021-2022	First Preceding 2022-2023	Proposed By Budget Officer	Approved By Budget Committee				Adopted By Governing Body			
	Actual										
1	257,101	292,038	329,076	5010	Payroll: Administration	361,984			1		
2	48,527	64,177	54,241	5050	Payroll Expense	56,953			2		
3	52,156	59,791	63,444	5051	Payroll Healthcare	68,520			3		
4	23,079	9,075	20,000	5052	Payroll Retirement	21,000			4		
5	3,976	2,912	4,500	5053	Payroll Yeba	4,725			5		
6	200	176	500	5055	Worker's Compensation Insurance	525			6		
7	\$ 385,039	\$ 428,169	\$ 471,761		TOTAL PERSONNEL SERVICES	\$ 513,707	\$ -	\$ -	7		
	3.5	3.5	4.25		Total Full-Time Equivalent (FTE)	4.25					
					MATERIALS AND SERVICES						
8	174,799	144,968	107,000	5100	Professional Services	112,350			8		
9	26,082	-	28,566	5103	Planning	50,000			9		
10	7,463	21,271	10,740	5120	Dues & Subscription	18,515			10		
11	2,523	2,153	3,700	5140	Office Equipment R & R	3,885			11		
12	34,243	23,671	16,275	5145	Computer R & M	17,089			12		
13	2,985	10,839	10,473	5150	Fees & License	10,997			13		
14	40,000	41,397	49,883	5160	Insurance	59,860			14		
15	19,356	15,836	10,250	5170	Office Expenses	10,763			15		
16	10,084	36,018	17,845	5175	Board Expenses	18,737			16		
17	12,499	12,392	12,838	5180	Operational Expenses	13,480			17		
18	20,063	24,430	83,685	5190	Marketing & Planning	87,869			18		
19	10,838	10,962	10,000	5210	Telephone Expense	10,500			19		
20	9,667	10,521	12,000	5220	Travel & Training	12,600			20		
21	2,099	1,310	1,268	5260	Postage	1,331			21		
22	5,000	18,000	-	5266	Member Mileage Reimbursement - Vets	34,395			22		
23	1,400	-	-	5280	Transit Center Lease	-			23		
24	18,262	15,812	20,348	5285	Transit Center Maint.	21,365			24		
25	\$ 397,363	\$ 389,580	\$ 394,871		TOTAL MATERIALS AND SERVICES	\$ 483,736	\$ -	\$ -	25		
26	\$ 782,402	\$ 817,749	\$ 866,632		TOTAL REQUIREMENTS	\$ 997,443	\$ -	\$ -	26		

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

FORM
LB-30A

	Historical Data			Adopted Budget This Year 2023-2024	GL ACCT #	REQUIREMENTS DESCRIPTION	Tillamook County Transportation District Budget for 2024-2025		
	Actual	Second Preceding 2021-2022	First Preceding 2022-2023				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
						PERSONNEL SERVICES			
1	71,514	114,389	163,875	5040	Payroll: Maintenance: Mechanics & Lot Attendant	181,901			1
2	5,044	9,751	9,600	5050	Payroll Expense	10,080			2
3	33,256	59,360	72,000	5051	Payroll Healthcare	77,760			3
4	3,076	6,855	7,500	5052	Payroll Retirement	7,875			4
5	2,916	3,886	5,800	5053	Payroll Veba	6,090			5
6	1,183	991	1,500	5055	Worker's Compensation Insurance	1,575			6
7	\$ 116,989	\$ 195,232	\$ 260,275		TOTAL PERSONNEL SERVICES	\$ 285,281	\$ -	\$ -	7
	2	3	3		Total Full-Time Equivalent (FTE)	3	3	3	
					MATERIALS AND SERVICES				
8	1,714	1,571	1,607	5145	Computer Repair & Maintenance	1,687			8
9	3,412	0	2,000	5150	Fees & License	2,100			9
10	81,051	92,108	95,059	5160	Insurance	114,070			10
11	1,325	11,468	6,500	5180	Operational Expense	6,825			11
12	0	0	600	5210	Telephone Expense	1,020			12
13	217	148	5,000	5220	Travel & Training	5,250			13
14	156,830	251,083	150,000	5240	Vehicle Expense	225,000			14
15	362,156	385,948	376,200	5245	Diesel & Gasoline Fuel Expense	395,010			15
16		10,864	30,000	5247	Propane Fuel Expense	60,000			16
17	897	16,350	4,200	5346	Operations & Facility Maintenance	4,410			17
18	\$ 607,602	\$ 769,540	\$ 671,166		TOTAL MATERIALS AND SERVICES	\$ 815,372	\$ -	\$ -	18
19	\$ 724,591	\$ 964,772	\$ 931,441		TOTAL REQUIREMENTS	\$ 1,100,654	\$ -	\$ -	19

Tillamook County Transportation District

LB-30A TCTD Operations - General Fund

	PERSONNEL SERVICES		
1	Payroll Administration	\$ 179,740	Operations Superintendent and Coordinator
2	Payroll Dispatch	\$ 182,429	3.0 FTE Dispatchers
3	Payroll Drivers	\$ 1,449,704	Authorized for 18 FT, 14 PT, and Extra Board drivers.
4	Payroll Expense	\$ 114,099	Employer taxes
5	Payroll Healthcare	\$ 441,910	Employee healthcare
6	Payroll Retirement	\$ 65,135	Employer paid retirement
7	Payroll Veba	\$ 33,600	Employer paid Veba contributions
8	Worker's Compensation Insurance	\$ 31,500	Workers Comp
9		\$ 2,498,117	Total Personnel Services
	MATERIALS and SERVICES		
10	Professional Services	\$ 18,375	Ecolane Support and training. Legal services for ATU matters.
11	Computer R & M	\$ 6,977	Computer Repair & Maintenance
12	Fees & Licenses	\$ 10,500	Swiftly App annual license & maintenance fees, Ecolane annual license fees, Samsara 5G Safety equipment, driver training equipment, uniforms, shop mats, employee physicals/background checks, employee appreciation program
13	Operational Expenses	\$ 40,725	Drug & alcohol testing and administration for safety-sensitive personnel
14	Drug & Alcohol Administration	\$ 1,575	2-way Radio service, tablet data plan, mobile devices
15	Telephone Expense	\$ 22,852	Obsolete
16	Office Lease		Conferences, workshops, training events.
17	Travel & Training	\$ 5,250	TCTD & ATU Labor and Management Fund
18	Management Labor Recreation Fund	\$ 4,119	Total Materials & Services
19		\$ 110,373	
20		\$ 2,608,490	Total Operations Requirements

**FORM
LB-30A**

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

	Historical Data				Adopted Budget This Year 2023-2024	GL ACCT #	REQUIREMENTS DESCRIPTION	Tillamook County Transportation District Budget for 2024-2025		
	Actual		Approved By Budget Committee	Adopted By Governing Body						
	First Preceding 2021-2022	First Preceding 2022-2023						Proposed By Budget Officer		
						PERSONNEL SERVICES				
1	134,591	149,855	163,400	5070		Payroll Admin:Operations Superintendent & Coordinator	179,740			1
2	98,647	108,319	164,350	5020		Payroll Dispatch	182,429			2
3	1,012,954	1,272,420	1,306,040	5030		Payroll Drivers	1,449,704			3
4	91,863	103,752	108,666	5050		Payroll Expense	114,099			4
5	317,140	371,252	409,176	5051		Payroll Healthcare	441,910			5
6	48,617	63,207	62,033	5052		Payroll Retirement	65,135			6
7	26,507	30,339	32,000	5053		Payroll Vebs	33,600			7
8	28,284	17,813	30,000	5055		Worker's Compensation Insurance	31,500			8
9	\$ 1,758,603	\$ 2,116,957	\$ 2,275,665			TOTAL PERSONNEL SERVICES	\$ 2,498,117	\$ -	\$ -	9
	28.5	29.5	34.5			Total Full-Time Equivalent (FTE)	32.5			
						MATERIALS AND SERVICES				
10	-	7,500	17,500	5100		Professional Services	18,375			10
11	6,857	6,456	6,645	5145		Computer R & M	6,977			11
12	14,040	4,882	10,000	5150		Fees & License	10,500			12
13	45,708	42,686	24,500	5180		Operational Expenses	40,725			13
14	2,240	2,315	1,500	5185		Drug & Alcohol Administration	1,575			14
15	5,315	5,436	5,573	5210		Telephone Expense	22,852			15
16		3,225	12,900	5281		Office Lease	-			16
17	3,977	4,226	5,000	5220		Travel & Training	5,250			17
18	3,500	1,323	3,985	5270		Management / Labor Recreation Fund	4,119			18
19	\$ 81,637	\$ 78,049	\$ 87,603			TOTAL MATERIALS AND SERVICES	\$ 110,373	\$ -	\$ -	19
20	\$ 1,840,240	\$ 2,195,006	\$ 2,363,268			TOTAL REQUIREMENTS	\$ 2,608,490	\$ -	\$ -	20

Tillamook County Transportation District

LB-30A TCTD Maintenance - General Fund

PERSONNEL SERVICES			
1	Payroll Maintenance	\$ 181,901	2 FTE Mechanic & 1 FT Lot Attendant
2	Payroll Expense	\$ 10,080	Employer taxes
3	Payroll Healthcare	\$ 77,760	Employee healthcare
4	Payroll Retirement	\$ 7,875	Employer paid retirement
5	Payroll Veba	\$ 6,090	Employer paid Veba contributions
6	Worker's Compensation Insurance	\$ 1,575	Workers Comp
7		\$ 285,281	Total Personnel Services
MATERIALS and SERVICES			
8	Computer R & M	\$ 1,687	Shop computers, laptops, printer and network equipment
9	Fees & Licenses	\$ 2,100	Software maintenance & license fees
10	Insurance	\$ 114,070	Fleet: buses, vans and shop truck insurance
11	Operational Expenses	\$ 6,825	Uniforms, towels, tools, bus wash supplies
12	Telephone Expenses	\$ 1,020	Mobile service for shop truck. Mobile device stipend for Mechanics
13	Travel & Training	\$ 5,250	Training, travel, mileage, parking, meals, conferences, certifications
14	Vehicle Expense	\$ 225,000	Maintenance on TCTD fleet
15	Diesel & Gasoline Fuel Expense	\$ 395,010	Fuel for TCTD fleet
16	Propane Fuel Expense	\$ 60,000	Propane for TCTD fleet
17	Operations & Facility Maintenance	\$ 4,410	Electricity and maintenance for all shelters, bus barns, bus maintenance facility
18		\$ 815,372	Total Materials & Services
19		\$ 1,100,654	Total Maintenance Requirements

Tillamook County Transportation District

LB-30B Requirements not allocated - General Fund

	MATERIALS & SERVICES		
1	Planning	\$ 50,000	Grant funded planning projects.
2	General Operating Contingency	\$ 100,000	Contingency
3	COVID Expense	\$ 226,925	Covid Relief Funds
4		\$ 376,925	Total Materials and Services
	DEBT SERVICES		
5	OTIB Transit Center Loan	\$ -	Transit Center Loan Payments (0061 & 0071)
6		\$ -	Total Debt Services
	CAPITAL OUTLAY		
7	Bus Replacement	\$ 1,690,000	7 Buses
8	Van Replacement	\$ 292,000	3 Van
9	Computer Upgrade		Obsolete
10	Fuel Cell Triangulation Point		Obsolete
11	Bus Stop Signage & Shelters	\$ 958,035	NWOTA Partner Bus Stop Improvement Project
12	Other Capital Projects	\$ 160,000	NWOTA Partner Bus Stop Improvement Project
13		\$ 3,100,035	Total Capital Outlay
	TRANSFERS		
14	Transfer to Capital Reserve	\$ -	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		\$ 1,211,976	Total Transfers
19	Total Requirements Not Allocated to a Department	\$ 3,019,722	Capital Outlay, Transfers, Operating Contingency
20	Total Admin, Ops, Maint Depts	\$ 4,706,587	Department Totals
21	Unappropriated Ending Fund Balance	\$ 470,659	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 plus 5% contingency
22		\$ 8,196,968	Total Requirements

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

FORM LB-30B

	Historical Data			Adopted Budget This Year 2023-2024	GL ACCT #	REQUIREMENTS DESCRIPTION	Tillamook County Transportation District Budget for 2024-2025				
	Actual						Approved By Budget Committee	Adopted By Governing Body			
	Second Preceding 2021-2022	First Preceding 2022-2023									
1		\$ -		-	5103	MATERIALS and SERVICES				1	
2	300,000			-	5290	Planning - TDP, Survey, Grant planning		50,000	-	-	2
3	288,279	5,861		-	5291	General Operating Contingency		100,000	-	-	3
4	588,279	5,861	\$	-		COVID Expense		226,925	-	-	4
	36.5		\$	42.0		TOTAL MATERIAL and SERVICES		376,925	\$	-	4
						Total Full-Time Equivalent (FTE)		42.0		42.0	
						DEBT SERVICES NOT ALLOCATED					
5				-	5337	OTIB Transit Center Loan 0071		-	-	-	5
6			\$	-		TOTAL DEBT SERVICES		\$	-	\$	6
						CAPITAL OUTLAY NOT ALLOCATED					
7	95,616	3,115		638,649	6000	Bus Replacement/Addition		1,690,000			7
8	283,071			179,460	6010	Van Replacement/Addition		292,000			8
9		709		-	6020	Computer Upgrade					9
10				-	6021	Fuel Cell Triangulation Point					10
11	152,940	91		1,368,976	6040	Bus Stop Signage & Shelters		958,035			11
12	450,878	101,841		148,548	6050	Other Capital Projects		160,000			12
13	982,505	105,756	\$	2,335,633		TOTAL CAPITAL OUTLAY		\$ 3,100,035	\$	-	13
						INTERFUND TRANSFERS					
14	400,000			156,913	9100	Transfer to Capital Reserve from STIF					14
15	75,000				9110	Transfer to Property Management					15
16	6,500			3,000	9150	Transfer to Vehicle Reserve		3,000			16
17	155,731			1,208,976	9160	Transfer to NWOTA		1,118,035			17
18	637,231		\$	1,368,889		TOTAL TRANSFERS		\$ 1,121,035	\$	-	18
19	3,350,087	2,896,715		4,292,763		Total Requirements Not Allocated to a Department		3,019,722			19
20	4,204,128	3,977,527		4,161,341		Total Admin, Ops and Maint. departments (LB-30A)		4,706,587			20
21	675,093	475,835	\$	539,261	9180	Unappropriated Ending Fund Balance		470,659	\$	-	21
22	8,229,308	7,350,077	\$	8,993,365		TOTAL REQUIREMENTS		\$ 8,196,988	\$	-	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	Lease Income	\$ 36,000	Rental income from Suites B and C
3	Lease Operational Expense Income	\$ 13,000	Operating expense income from Suites B and C
4	Transferred from General Fund	\$ 12,251	Transfer from General Fund
5	Total Resources	\$ 106,251	Total Property Management Resources
MATERIALS & SERVICES			
6	Professional Services	\$ 2,000	Legal, consulting & lease renewals
7	Property Operating Expenses	\$ 30,030	Office utility bills including: electricity, water, sewer, etc.
8	Property Maintenance/Repair	\$ 36,952	TCTD 3rd St. Office Maintenance, Lawn Maintenance
9		\$ 68,982	Total Materials & Services
DEBT SERVICE			
10	PUD Load Expense		Obsolete
11	OTIB Debt Service (TVC Purchase)	\$ 10,959	Facility Repair Loan OTIB #0071 2021-2032
12	OTIB Debt Service (Facility Repair)	\$ 26,310	Facility Repair Loan OTIB #0061 2017-2033
13		\$ 37,269	Total Debt Service
CAPITAL OUTLAY			
14	Building Repair & Renovation		Facility Repair. Gutters & Downspouts
15	Admin. Expenses - Renovation	\$ -	
16		\$ -	Total Capital Outlay
17	Reserve for Future Expenditures		Future expenditures
18	Unappropriated Ending Fund Balance		
19		\$ 106,251	Total Requirements

**PROPERTY MANAGEMENT FUND
RESOURCES AND REQUIREMENTS**

Enterprise Fund

Fund 02, Department 000

**FORM
LB-11**

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

Historical Data				Adopted Budget This 2023-2024	GL ACCT #	Description Resources and Requirements	Tillamook County Transportation District Budget for 2024-2025		
Actual Second Preceding 2021-2022	Actual First Preceding 2022-2023	Actual 2022-2023	Proposed By Budget Officer				Approved By Budget Committed	Adopted By Governing Body	
						RESOURCES			
						Working Capital	45,000		
						Lease Income	36,000		
						Lease Operational Expense Income	13,000		
						Transferred from General Fund	12,251		
						TOTAL RESOURCES	\$ 106,251	\$ -	\$ -
						MATERIALS & SERVICES			
						Professional Services	2,000		
						Property Operating Expenses	30,030		
						Property Maintenance/Repair Expenses	36,952		
						TOTAL MATERIALS & SERVICES	\$ 68,982	\$ -	\$ -
						DEBT SERVICE			
						PUD Loan Expense			
						OTIB Debt Service loan 0071	10,959		
						OTIB Debt Service loan 0061	26,310		
						TOTAL DEBT SERVICE	\$ 37,269	\$ -	\$ -
						CAPITAL OUTLAY			
						Building Repair & Renovation	-		
						Admin. Expenses - Renovation			
						TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -
						Reserve for Future Expenditures			
						Unappropriated Ending Fund Balance			
						TOTAL REQUIREMENTS	\$ 106,251	\$ -	\$ -

Tillamook County Transportation District

LB-11 Capital Reserve Fund

	RESOURCES			
1	Working Capital	\$	1,285,637	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		\$	1,310,637	Total Resources
	REQUIREMENTS			
7	Transfer to Property Management Fund	\$	-	
8	Transfer to General Fund	\$	254,962	
9	Reserved for Future Expenditures	\$	1,055,675	Reserved to purchase future buses and capital equipment
10		\$	1,310,637	Total Requirements

RESOURCES AND REQUIREMENTS
CAPITAL RESERVE FUND
Fund 04, Department 000

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

FORM
LB-11

Historical Data				GL	Description	Tillamook County Transportation District		
Actual	Actual	Adopted	Budget for 2024-2025					
Second Preceding	First Preceding	Budget This	Resources and Requirements	Proposed By	Approved By	Adopted By		
2021-2022	2022-2023	2023-2024		Budget Officer	Budget Committee	Governing Body		
			RESOURCES					
1	857,000	857,000	Working Capital	3500	1,285,637		1	
2	400,000		Transferred from General Fund	4911			2	
3	6,573	25,000	Interest Income	4510	25,000		3	
4	-		Transferred from vehicle purchase reserve	4915			4	
5							5	
6	\$ 1,263,573	\$ 882,000	TOTAL RESOURCES		\$ 1,310,637	\$ -	6	\$ -
			REQUIREMENTS					
7			Transfer to Property Management Fund	9130			7	
8			Transfer to General Fund-Grant Match	9165	254,962		8	
9	1,263,573	882,000	Reserved For Future Expenditures	9175	1,055,675		9	
10	\$ 1,263,573	\$ 882,000	TOTAL REQUIREMENTS		\$ 1,310,637	\$ -	10	\$ -

Tillamook County Transportation District

LB-11 Vehicle Purchase Reserve

RESOURCES			
1	Working Capital	\$ 37,225	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		\$ 40,225	Total Resources
REQUIREMENTS			
5	Transfer to General Fund	\$ -	
6	Transfer to Capital Reserve	\$ -	
7	Reserved for Future Expenditures	\$ 40,225	Match used for Future Vehicle Purchases.
8		\$ 40,225	Total Requirements

RESOURCES AND REQUIREMENTS
VEHICLE PURCHASE RESERVE
Fund 05, Department 000

FORM
LB-11

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

		Historical Data						Tillamook County Transportation District			
		Actual	Actual	Adopted	GL	Description		Budget for 2024-2025			
		Second Preceding	First Preceding	Budget This	ACCT	Resources and Requirements		Proposed By	Approved By	Adopted By	
		2021-2022	2022-2023	2023-2024	#			Budget Officer	Budget Committee	Governing Body	
						RESOURCES					
1		37,225	37,225	34,225	3500	Working Capital		37,225			1
2			-	3,000	4911	Transferred from General Fund		3,000			2
3											3
4	\$	37,225	37,225	\$ 37,225		TOTAL RESOURCES		\$ 40,225	\$ -	\$ -	4
						REQUIREMENTS					
5		-			9100	Transfer to General Fund					5
6			-	-	9130	Transfer to Capital Reserve		-	-	-	6
7		37,225	37,225	37,225	9175	Reserved For Future Expenditures		40,225			7
8	\$	37,225	37,225	\$ 37,225		TOTAL REQUIREMENTS		\$ 40,225	\$ -	\$ -	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	Proposed By	Approved By	Adopted By
Second Preceding	First Preceding	Budget This	ACCT	Resources and Requirements	Budget Officer	Budget Committee	Governing Body
2021-2022	2022-2023	2023-2024	#	RESOURCES			
				Working Capital	23,140		
23,140	23,140	23,140	3500				1
	-		4911	Transferred from General Fund			2
			4914	Transferred from Capital Reserve			3
							4
5 \$	23,140 \$	23,140 \$		TOTAL RESOURCES	\$ 23,140	\$ -	5 \$ -
				REQUIREMENTS			
6	-	-	9130	Transfer to General Fund			6 -
7	23,140	23,140	9175	Reserved For Future Expenditures	23,140		7
8 \$	23,140 \$	23,140 \$		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	\$	-	Total Requirements
14				

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

**FORM
LB-10**

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

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

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	15,000	Administration, joint marketing, planning and signage
3	NWOTA Partner Revenue - Columbia County Rider	15,000	Administration, joint marketing, planning and signage
4	NWOTA Partner Revenue - Lincoln County Transit	154,755	Administration, joint marketing, planning and Bus stop project
5	NWOTA Partner Revenue - Sunset Empire Trans. Dist.	15,000	Administration, joint marketing, planning and signage
6	NWOTA Partner Revenue - Tillamook County Trans. Dist.	154,755	Administration, joint marketing, planning and Bus stop project
7	Miscellaneous Income	-	
8	Transfer From GF Grant Revenue	958,035	Bus stop projects
9	Transfer from STF Fund		
10	Transfer from STIF Fund	160,000	Grant #35607 Waldport, PC shelter and planning
11		\$ 1,552,545	Total Resources
	MATERIALS & SERVICES		
12	Professional Services	5,000	
13	Administrative Support	25,000	Administrative support Col-Pac
14	Website Maintenance	40,000	NWOTA website - Trillium hosting/support, Interactive maps, Google Alerts
15	Marketing	5,000	Annual marketing reserve (\$1k per partner)
16	Travel & Training	-	Conferences
17		\$ 75,000	Total Materials & Services
	CAPITAL		
18	Bus Stop Signage/Shelters/Planning	958,035	Grant #35084 (\$598,035) and #35606 (\$360k)
19	Other Capital Projects-STIF grant	160,000	Grant #35607 Waldport, PC shelter and planning
20		\$ 1,118,035	Total Capital
	TRANSFERS		
21	Transfer to General Fund	3,000	TCTD Administration
22		\$ 3,000	Total Transfers
23	Reserve for Future Expenditures		
24	Unappropriated Ending Fund Balance	\$ 356,510	
25		\$ 1,552,545	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				Tillamook County Transportation District			
Actual Second Preceding 2021-2022	Actual First Preceding 2022-2023	Adopted Budget This 2023-2024	GL ACCT #	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2024-2025		Adopted By Governing Body
					Proposed by Budget Officer	Approved By Budget Committee	
				RESOURCES			
				Working Capital	80,000	80,000	1
				NWOTA Partner Revenue - Benton County	12,000	15,000	2
				NWOTA Partner Revenue - Columbia County Rider	12,000	15,000	3
				NWOTA Partner Revenue - Lincoln County Transit	12,000	154,755	4
				NWOTA Partner Revenue - Sunset Empire Trans. Dist.	12,000	15,000	5
				NWOTA Partner Revenue - Tillamook County Trans. Dist.	73,808	154,755	6
				Miscellaneous Income			7
				Transfer from GF - Grant Revenue		958,035	8
				Transfer from STF Fund			9
				Transfer from STIF - Grant Revenue	160,000	160,000	10
				TOTAL RESOURCES	\$ 294,129	\$ 1,552,545	\$ -
				MATERIALS and SERVICES			
				Professional Services	475	5,000	12
				Administrative Support	16,680	25,000	13
				Website Maintenance	18,892	40,000	14
				Marketing	4,209	5,000	15
				Travel & Training	184		16
				TOTAL MATERIALS and SERVICES	\$ 40,440	\$ 75,000	\$ -
				CAPITAL			
				Bus Stop Signage/Shelters/Planning		958,035	20
				Other Capital Projects		160,000	21
				TOTAL CAPITAL	\$ -	\$ 1,118,035	\$ -
				TRANSFERS			
				Transfer to GF-TCTD Administration		3,000	21
				TOTAL TRANSFERS	\$ -	\$ 3,000	\$ -
				Reserve for Future Expenditures			25
				Unappropriated Ending Fund Balance	165,616	356,510	24
				TOTAL REQUIREMENTS	\$ 294,129	\$ 1,552,545	\$ -

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

Line	RESOURCES		
1	Working Capital	1,000,000	Networking capital - CPCCO investment
2	NWR Revenue	5,248,675	Operations revenue from Care Oregon
3	NWR Reserve	424,000	296k in Capital Reserve Account
4	Interest Income	14,240	interest from NWR Reserve
5		\$ 6,686,915	Total Resources
PERSONNEL SERVICES			
6	Payroll: Admin	432,059	9 FTE: 1 manager, 1 supervisor, 1 dispatcher, 4 csr, 1 compliance, 1 Office
7	Payroll: Indirect	23,381	Admin support 10% wages Finance Supervisor and Office Specialist
8	Payroll Expense	39,529	Employer taxes
9	Payroll Healthcare	112,538	Employee healthcare
10	Payroll Retirement	34,718	Employer paid retirement
11	Payroll: Veba	16,286	Employer paid Veba contributions
12	Workers Comp	525	Workers Comp
13		659,036	Total Personnel Services
MATERIALS & SERVICES			
14	Professional Services	5,250	ADP, legal, consulting, accounting, auditors, etc.
15	Office Equipment R&R	30,000	Copier/scanner/fax machine lease
16	Computer R&M	22,278	Maintenance of server and computers
17	Fees & License	65,000	Annual software license and fees/Ecolane. Gainshare due to CCO
18	Insurance	6,547	Cyber Security Policy
19	Office Expenses	7,000	Office supplies such as paper, pens, water, coffee, binders, etc.
20	Operational Expenses	7,500	Employee recognition, holiday banquet, kitchen supplies, meetings
21	Telephone Expense	22,250	Brokerage telephone and internet service
22	Travel & Training	1,575	Training, travel, mileage, parking, meals, conferences
23	Postage	525	Postage
24	Purchased Transportation	4,000,000	Payments to private and public NEMT transportation providers
25	Member Mileage Reimbursement	420,000	Member mileage reimbursement
26	Volunteer Mileage Reimburse	600,000	Volunteer mileage and travel reimbursement
27	Office Rent	15,000	Office space
28	Property Operating Expense	3,150	Brokerage portion of facility operating expenses
29		5,206,075	Total Materials and Services
CAPITAL PURCHASES			
30	Ecolane Investment	100,000	Quality Improvement Program - Tablets, signage
31	Other Capital		
32		100,000	Total Capital Purchases
33	Reserve for Future Expenditures	424,000	Funds in LGIP reserves
34	Unappropriated Ending Fund Balance	297,805	
35		\$ 6,686,915	Total Requirements

**FORM
LB-10**

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

This fund was established by
Resolution #18-14
Review in Year 2028.

Historical Data				Tillamook County Transportation District			
Actual 2021-2022	Actual First Preceding 2022-2023	Adopted Budget This 2023-2024	GL ACCT #	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2024-2025		
					Proposed by Budget Officer	Approved By Budget Committee	Adopted By Governing Body
				RESOURCES			
				Working Capital	1,000,000		1
				NWR Revenue	5,248,675		2
				NWR Reserve	424,000		3
				Interest Income	14,240		4
				TOTAL RESOURCES	\$ 6,686,915	\$ -	5
				Total Full-Time Equivalent (FTE)	9.0	9.0	9.0
				PERSONNEL SERVICES			
				Payroll: Administration	432,059		6
				Payroll: Indirect	23,381		7
				Payroll Expense	39,529		8
				Payroll Healthcare	112,538		9
				Payroll Retirement	34,718		10
				Payroll Yeba	16,286		11
				Workers Comp	525		12
				TOTAL PERSONNEL SERVICES	\$ 659,035	\$ -	13
				MATERIALS and SERVICES			
				Professional Services	5,250		14
				Office Equipment R&R	30,000		15
				Computer R&M	22,278		16
				Fees & License	65,000		17
				Insurance - Cyber Security	6,547		18
				Office Expenses	7,000		19
				Operational Expenses	7,500		20
				Telephone Expense	22,250		21
				Travel & Training	1,575		22
				Postage	525		23
				Purchased Transportation	4,000,000		24
				Member Mileage Reimbursement	420,000		25
				Volunteer Mileage Reimburse	600,000		26
				Office Rent	15,000		27
				Property Operating Expense	3,150		28
				TOTAL MATERIALS AND SERVICES	\$ 5,205,075	\$ -	29
				CAPITAL			
				Quality Improvement Program - tablets, signage other capital	100,000		30
				TOTAL CAPITAL	\$ 100,000	\$ -	31
				Reserve for Future Expenditures	424,000		32
				Unappropriated Ending Fund Balance	297,805		33
				TOTAL REQUIREMENTS	\$ 6,686,915	\$ -	34
							35

Tillamook County Transportation District

LB-10 Statewide Transit Improvement Fund

RESOURCES			
1	Working Capital	\$ 170,310	Beginning Balance
2	STIF Formula (Population)	\$ 78,696	STIF formula grant revenue
3	STIF Formula (Payroll)	\$ 374,348	STIF formula grant revenue
4	STIF Intercommunity	\$ 358,400	STIF Intercommunity
5	STIF Discretionary	\$ -	STIF Discretionary
6		\$ 981,754	Total Resources
SPECIAL PAYMENTS			
7	STIF Payments to Sub-Recipients: CARE	\$ 7,200	CARE (20) monthly discount bus passes for low income families
8	STIF Payments to Sub-Recipients: Marie Mills	\$ 17,661	Marie Mills operations & discounted bus pass programs for disabled
9	STF Payments to Sub-Recipient: Marie Mills	\$ 21,192	Marie Mills STF payments for discounted bus pass program for disabled
10		\$ 46,053	Total Special Payments
TRANSFERS			
11	Transfer to General Fund	\$ 609,284	TCTD transit operations support and capital local matching funds
12	Transfer to NWOTA	\$ 160,000	Transfer to NWOTA
13		\$ 769,284	Total Transfers
14	Reserve for future Expenditure	\$ 88,465	
15	Unappropriated Ending Fund Balance	\$ 77,952	
16		\$ 981,754	Total Requirements

**SPECIAL REVENUE FUND
RESOURCES AND REQUIREMENTS**

STIF FUND

Fund 10, Department 000

**FORM
LB-10**

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

	Historical Data				DESCRIPTION RESOURCES AND REQUIREMENTS	Tillamook County Transportation District		
	Actual Second Preceding 2021-2022	Actual First Preceding 2022-2023	Adopted Budget This 2023-2024	GL ACCT #		Budget for 2024-2025		
						Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
					RESOURCES			
1	513,826	750,000	513,826	3500	Working Capital	170,310		1
2	389,981	333,589	304,342	4135	STIF Formula (Population)	78,696		2
3				4135	STIF Formula (Payroll)	374,348		3
4	-		140,000	4136	STIF Intercommunity	358,400		4
5	14,526		462,048	4137	STIF Discretionary	-		5
6	\$ 918,333	\$ 1,083,589	\$ 1,420,216		TOTAL RESOURCES	\$ 981,754	\$ -	\$ -
					Special Payments			
7	6,000	6,000	7,200	5201	STIF Payments to Recipients: CARE	7,200		7
8			17,661	5201	STIF Payments to Recipients: Marie Mills	17,661		8
9			21,192	5200	STF Payments to Sub-Recipients: Marie Mills	21,192		9
10	\$ 6,000	\$ 6,000	\$ 46,053		Total Special Payments	\$ 46,053	\$ -	\$ -
					TRANSFERS			
11	292,840		769,284	9130	Transfer to General Fund	609,284		11
12	10,398			9160	Transfer to NWOTA	160,000		12
13	\$ 303,238	\$ -	\$ 769,284		TOTAL TRANSFERS	\$ 769,284	\$ -	\$ -
					RESERVE FOR FUTURE EXPENDITURE			
14	200,000	300,000	513,826	9175	Reserve for future Expenditure	88,465		14
15	409,095	777,589	91,053	9180	Unappropriated Ending Fund Balance	77,952		15
16	\$ 918,333	\$ 1,083,589	\$ 1,420,216		TOTAL REQUIREMENTS	\$ 981,754	\$ -	\$ -

Tillamook County Transportation District

Motion of the TCTD Budget Committee to approve the FY 2024-2025 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 2024-2025 budget in the amount of \$18,011,846.00

Motion of the TCTD Budget Committee recommending board approval of receipt of taxes for FY 2024-2025 at the current rate of \$0.20 per \$1,000 (\$1,215,625) of assessed value for operating purposes in the General Fund.

Total of Funds by Page	
Resources	\$8,196,968.00
PM	\$106,251.00
CR	\$1,310,637.00
VR	\$40,225.00
BW	\$23,140.00
NWOTA	\$1,552,545.00
NWR	\$6,686,915.00
STIF	\$981,754.00
Total	\$18,898,435.00