



Coos Bay Rail Line, Inc. Annual Budget FY 2021/2022



JOHN BURNS
President



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COOS BAY RAIL LINE, INC. BUDGET MESSAGE

This budget message is intended to explain the budget document for Coos Bay Rail Line, Inc. (CBRL), a wholly owned subsidiary of the Oregon International Port of Coos Bay (Port). The basis of this budget reflects the railroad's proposed operating plan.

CBRL's strategic emphasis will be to continue developing innovative solutions that add value for customers, stakeholders, and employees, while striving to be the Pacific Northwest's safest, most reliable railroad. CBRL supports the Port's economic development mission by providing local and regional businesses with safe, direct, efficient, and cost-effective rail access to the national rail network and global markets. Sustaining the economic growth and development of rural Lane, Douglas and Coos Counties is made possible because of the essential infrastructure of the Port's rail line and the operations of Coos Bay Rail Line, Inc.

The operation of the Railroad is supported by revenues generated through its customer base in the form of carloads, demurrage, and American Association of Railroads car repair. CBRL is estimating car volumes of 8,200 for the upcoming fiscal year. Current optimal capacity on the line is 10,500 cars per year. With the perceived volume, revenues from carloads are expected to be \$4.2 million for the fiscal year. Demurrage is projected to be \$40,000 and Other Revenue is anticipated to be \$605,000. Total Revenue is anticipated to be \$4,865,335.

CBRL's strategic goals for fiscal year 2021/22 are:

1. Provide reliable, safe and efficient rail service and operations to customers with interchanges with UPRR and PNWR.
2. Deliver railroad operations on plan and on budget.
3. Maintain CBRL trackage to protect existing operations.
4. Comply with all Federal, State, local and Port rules and regulations.
5. Implement required training needs for all CBRL staff including on track safety, Railroad Operating Rules, Employee in Charge (EIC), Conductor/Engineer certification (if required), as well as boom, crane, welding, signal, forklift, and more.
6. Demonstrate a commitment to customer service by providing timely service and communications.



CBRL's priority to provide safe and reliable rail service will balance crews, locomotives and resources with customer demand to maximize service and growth opportunities, and reduce dwell on equipment. Focused inspections will reduce risk and exposure to interruption of service. Providing the necessary training for employees to meet expectations will enhance their abilities. Development of consistent CBRL policies, procedures, and practices will ensure safe, reliable and compliant operations of the rail line.

Prioritized actions planned for FY 2021/22 include switching review of all jobs/crews for ride quality and operations review. This will include operational testing, as well as training, qualifying and recertifying Engineers/Conductors as needed. Car repair and locomotive maintenance, along with quarterly hi-rail evaluations of territory to review maintenance activity and plan work activities will be prioritized. Business opportunities will be developed with customers by holding quarterly meetings to discuss service and new opportunities. Staff will continue to work to optimize the fleet of locomotives, hi-rails, and other vehicles to cost-effectively manage operational requirements.

CBRL is budgeting for 21 employees (FTEs) in the following departments:

- (2) Administration: General Manager, Trainmaster/Office Administrator
- (6) Maintenance of Way: Track Maintenance Supervisor, (2) Track Inspectors, (2) Track Laborers, Signalman/Assistant Trainmaster
- (10) Transportation: (10) Conductors/Engineers
- (3) Mechanical: Locomotive Electrician, (2) Carmen

The Port of Coos Bay's budget provides resources and expenditures for rehabilitation of the rail line infrastructure. As owner and operator, the Port has been able to better tie capital improvement with maintenance on the rail line. Significant progress has been made on bridge and tunnel rehabilitation projects as well as routine maintenance activities to bring the rail line up to a state of good repair.



RESOURCES

CBRL

(Fund)

Coos Bay Rail Line, Inc.

(Name of Municipal Corporation)

Historical Data				RESOURCE DESCRIPTION	Budget for Next Year 2021/22			
Actual		Adopted Budget This Year Year 2020/21	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2018/19	First Preceding Year 2019/20							
1			1	Net working capital (accrual basis)	-	-	-	1
2			2	Previously levied taxes estimated to be received	-	-	-	2
3			3	Property Taxes - Current Year	-	-	-	3
4			4	Interest	-	-	-	4
5			5	Transferred IN, from other funds	-	-	-	5
6	-	-	6	OTHER RESOURCES	-	-	-	6
7			7	Administration				7
8	2,161,942	2,504,482	2,787,745	8 Carloads CBRL	4,220,335	4,220,335	4,220,335	8
9	36,650	52,850	36,000	9 Demurrage	40,000	40,000	40,000	9
10	1,168,414	467,783	1,000	10 Other	-	-	-	10
11		-	-	11 Bad Debt Expense	-	-	-	11
12		-	-		-	-	-	12
13			13	Maintenance of Way				13
14			14	Other	-			14
15			15					15
16			16	Mechanical				16
17			17	Car Repair	605,000	605,000	605,000	17
18			18					18
19			19	Taxes estimated to be received	-	-	-	19
20	-	-	20	Taxes collected in year levied				20
21	3,367,006	3,025,115	3,280,901	21 TOTAL RESOURCES	4,865,335	4,865,335	4,865,335	21

150-504-020 (rev 10-16)

*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year

REQUIREMENTS SUMMARY

NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

CBRL Fund

(name of fund)

FORM

LB-30

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2021/22					
Actual		Adopted Budget This Year 2020/21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2018/19	First Preceding Year 2019/20								
1	3,247,063	3,162,746	3,280,901	1	Total Requirements for ALL Org.Units/Progams within fund	4,865,335	4,865,335	4,865,335	1
2			-	2	Reserved for future expenditure	-	-	-	2
3				3	Ending balance (prior years)				3
4				4	UNAPPROPRIATED ENDING FUND BALANCE	0	0	0	4
5	3,247,063	3,162,746	3,280,901	5	TOTAL REQUIREMENTS	4,865,335	4,865,335	4,865,335	5

150-504-030 (Rev 10-16)

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

CBRL Fund

(name of fund)

FORM

LB-30

Historical Data				REQUIREMENTS FOR: <u>Administration</u>	Budget For Next Year 2021/22			
Actual		Adopted Budget This Year 2020/21			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018/19	First Preceding Year 2019/20							
1			1	PERSONNEL SERVICES			1	
2	52,091	125,219	128,627	2	150,781	150,781	150,781	2
3		-	-	3	-	-	-	3
4	137	(60)	-	4	-	-	-	4
5	3,856	9,182	9,840	5	11,535	11,535	11,535	5
6	7,055	15,720	16,850	6	19,752	19,752	19,752	6
7	9,463	22,826	26,093	7	29,944	29,944	29,944	7
8	1,987	(551)	906	8	1,293	1,293	1,293	8
9	107	324	324	9	324	324	324	9
10			-	10	-	-	-	10
11			-	11	-	-	-	11
12	\$ 74,695	\$ 172,660	\$ 182,640	12	\$ 213,629	\$ 213,629	\$ 213,629	12
13	1.00	2.00	2.00	13	2.00	2.00	2.00	13
14				14	MATERIALS AND SERVICES			14
15	11,221		-	15	2,500	2,500	2,500	15
16	3,013	1,750	700	16	2,650	2,650	2,650	16
17	3,156	3,804	3,500	17	3,432	3,432	3,432	17
18	55	282	-	18	-	-	-	18
19	815	68	-	19	68	68	68	19
20	149	240	240	20	240	240	240	20
21	6,181	12,048	1,850	21	12,660	12,660	12,660	21
22	3,325	7,338	10,200	22	8,880	8,880	8,880	22
23	689	746	792	23	840	840	840	23
24	409	1,660	2,000	24	2,200	2,200	2,200	24
25	571	1,362	1,550	25	1,600	1,600	1,600	25
26	23,104	6,666	3,135	26	4,740	4,740	4,740	26
27	426	994	1,320	27	926	926	926	27
28	3,338	4,075	3,100	28	3,400	3,400	3,400	28
29	145,496	300	10,000	29	300	300	300	29
30	-	420	-	30	1,500	1,500	1,500	30
31	680	596	-	31	14,070	14,070	14,070	31
32	87,316	136,449	134,157	32	142,238	142,238	142,238	32
33	1,566		-	33	-	-	-	33
34	33,870	88,285	4,210	34	2,040	2,040	2,040	34
35	5,681	2,395	2,215	35	2,700	2,700	2,700	35
36	25,081	41,416	224,000	36	338,400	338,400	338,400	36
37	10,713	7,870	8,312	37	8,550	8,550	8,550	37
38		1,395	6,504	38	11,000	11,000	11,000	38
39	492,986	253,144	278,775	39	1,179,435	1,179,435	1,179,435	39

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

CBRL Fund

(name of fund)

FORM

LB-30

Historical Data				REQUIREMENTS FOR: <u>Administration</u>				Budget For Next Year 2021/22			
Actual		Adopted Budget						Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018/19	First Preceding Year 2019/20	This Year 2020/21									
40	505	692	300	40	Miscellaneous Merchant & Banking Fees	300	300	300	40		
41			134	41	Contingency	-	-	-	41		
42	\$ 860,346	\$ 573,995	\$ 696,994	42	TOTAL MATERIALS AND SERVICES	\$ 1,744,668	\$ 1,744,668	\$ 1,744,668	42		
43				43	CAPITAL OUTLAY				43		
44				44	Capital Outlays				44		
45	\$ -	\$ -	\$ -	45	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	45		
46	\$ 935,042	\$ 746,655	\$ 879,634	46	Administration Total	\$ 1,958,297	\$ 1,958,297	\$ 1,958,297	46		

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

CBRL Fund

(name of fund)

FORM

LB-30

#	Historical Data			#	REQUIREMENTS FOR: <u>Maintenance of Way</u>	Budget For Next Year 2021/22			#
	Actual		Adopted Budget This Year 2020/21			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018/19	First Preceding Year 2019/20							
1				1	PERSONNEL SERVICES				1
2	167,813	300,737	293,864	2	Salaries	264,515	264,515	264,515	2
3	38,692	51,034	25,206	3	Overtime & Relief	33,828	33,828	33,828	3
4	543	(201)	-	4	FICA - Payroll Taxes	-	-	-	4
5	15,606	26,608	24,409	5	Rail Road Retirement Tier I	22,823	22,823	22,823	5
6	29,782	45,427	41,798	6	Rail Road Retirement Tier II	39,083	39,083	39,083	6
7	29,712	51,332	72,335	7	Health Insurance	92,538	92,538	92,538	7
8	6,857	(1,719)	2,717	8	Unemployment Insurance	3,878	3,878	3,878	8
9	561	972	972	9	Term Life & Long Term Disability Insurance	972	972	972	9
10	\$ 289,565	\$ 474,188	\$ 461,302	10	TOTAL PERSONNEL SERVICES	\$ 457,637	\$ 457,637	\$ 457,637	10
11	6.00	7.00	6.00	11	Total Full-Time Equivalent (FTE)	6.00	6.00	6.00	11
12				12	MATERIALS AND SERVICES				12
13	2,061	343	-	13	Office Supplies & Misc	-	-	-	13
14	10,093	15,546	26,910	14	Utilities	24,700	24,700	24,700	14
15	1,880		-	15	Professional Services	75,000	75,000	75,000	15
16	24,045	13,027	8,375	16	Operational Supplies	32,250	32,250	32,250	16
17	16,060	67,295	10,000	17	Equipment Rental	5,000	5,000	5,000	17
18	-		-	18	Vehicle Lease / Rental	-	-	-	18
19	22,747	35,998	32,000	19	Fuel	36,700	36,700	36,700	19
20	3,537	16,551	-	20	Repairs & Maintenance - Equipment	-	-	-	20
21	1,712	12,488	14,420	21	Repairs & Maintenance - Vehicles	39,450	39,450	39,450	21
22	7,727	5,963	-	22	Repairs & Maintenance - Bridges	3,000	3,000	3,000	22
23	14,952	20,049	15,500	23	Repairs & Maintenance - Signal	33,000	33,000	33,000	23
24	570,716	98,972	136,180	24	Repairs & Maintenance - Track & Tunnel	126,500	126,500	126,500	24
25	3,575	60,541	-	25	Repairs & Maintenance - Train Cars	-	-	-	25
25	145	35,202	35,000	26	Vegetation Control	55,000	55,000	55,000	25
26	-	714	-	27	Communications	-	-	-	26
27	116,984			28	Insurance Claims	-	-	-	27
28	\$ 796,234	\$ 382,690	\$ 278,385	29	TOTAL MATERIALS AND SERVICES	\$ 430,600	\$ 430,600	\$ 430,600	28
29				30	CAPITAL OUTLAY				29
30				31					30
31	\$ -	\$ -	\$ -	32	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	31
32	\$ 1,085,800	\$ 856,878	\$ 739,687	33	Maintenance of Way Total	\$ 888,237	\$ 888,237	\$ 888,237	32

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

CBRL Fund

(name of fund)

	Historical Data			REQUIREMENTS FOR: <u>Transportation</u>	Budget For Next Year 2021/22			
	Actual		Adopted Budget This Year 2020/21		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018/19	First Preceding Year 2019/20						
1				1 PERSONNEL SERVICES				1
2	279,760	398,524	391,937	2 Salaries	482,158	482,158	482,158	2
3	52,683	80,853	54,462	3 Overtime & Relief	64,846	64,846	64,846	3
4	936	(359)		4 FICA - Payroll Taxes		-	-	4
5	25,004	36,166	34,150	5 Rail Road Retirement Tier I	41,846	41,846	41,846	5
6	47,522	61,784	58,478	6 Rail Road Retirement Tier II	71,658	71,658	71,658	6
7	75,996	94,108	128,189	7 Health Insurance	133,516	133,516	133,516	7
8	11,054	(3,751)	3,622	8 Unemployment Insurance	6,464	6,464	6,464	8
9	866	1,364	1,296	9 Term Life & Long Term Disability Insurance	1,620	1,620	1,620	9
10			-	10 Allocations				10
11	\$ 493,821	\$ 668,690	\$ 672,135	11 TOTAL PERSONNEL SERVICES	\$ 802,107	\$ 802,107	\$ 802,107	11
12	9.00	8.00	9.00	12 Total Full-Time Equivalent (FTE)	10.00	10.00	10.00	12
13				13 MATERIALS AND SERVICES				13
13	175		-	13 Training	-	-	-	13
14	289	1,129	-	14 Travel & Entertainment	-	-	-	14
15	411	504	-	15 Office Expenses	-	-	-	15
16	331		-	16 Memberships	-	-	-	16
17	27,066	3,510	1,500	17 Garbage/Hazardous Material Disposal	-	-	-	17
18	22,031	25,291	34,825	18 Operation Supplies	4,500	4,500	4,500	18
19	80,412	71,600	-	19 Equipment Rental	-	-	-	19
20	402,745	412,436	471,760	20 Fuel	512,000	512,000	512,000	20
21	7,372	531	-	21 Repairs & Maintenance-Equipment	-	-	-	21
22	221	3,144	700	22 Repairs & Maintenance-Vehicles	-	-	-	22
23	123,441	147,937	-	23 Repair & Maintenance-Locomotive	-	-	-	23
24	42,616	8,855	-	24 Repair & Maintenance-Train Cars	-	-	-	24
25	25,292	74	-	25 Communications	9,150	9,150	9,150	25
26	360,818	215,511	-	26 Other	-	-	-	26
27	\$ 732,400	\$ 890,523	\$ 508,785	27 TOTAL MATERIALS AND SERVICES	\$ 525,650	\$ 525,650	\$ 525,650	27
28				28 CAPITAL OUTLAY				28
29				29				29
30	\$ -	\$ -	\$ -	30 TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	30
31	\$ 1,226,221	\$ 1,559,213	\$ 1,180,920	31 Transportation Total	\$ 1,327,757	\$ 1,327,757	\$ 1,327,757	31

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM

LB-30

CBRL Fund

(name of fund)

Historical Data				REQUIREMENTS FOR: Mechanical	Budget For Next Year 2021/22				
Actual		Adopted Budget This Year 2020/21	Proposed By Budget Officer		Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2018/19	First Preceding Year 2019/20								
1			1	PERSONNEL SERVICES			1		
2		95,769	2	Salaries	136,921	136,921	136,921	2	
3		10,330	3	Overtime & Relief	14,741	14,741	14,741	3	
4		-	4	FICA - Payroll Taxes	-	-	-	4	
5		8,117	5	Rail Road Retirement Tier I	11,602	11,602	11,602	5	
6		13,899	6	Rail Road Retirement Tier II	19,868	19,868	19,868	6	
7		19,426	7	Health Insurance	35,387	35,387	35,387	7	
8		906	8	Unemployment Insurance	1,939	1,939	1,939	8	
9		324	9	Term Life & Long Term Disability Insurance	486	486	486	9	
10			10	Allocations				10	
11	\$ -	\$ -	\$ 148,771	11	TOTAL PERSONNEL SERVICES	\$ 220,944	\$ 220,944	\$ 220,944	11
12		2.00	12	Total Full-Time Equivalent (FTE)	3.00	3.00	3.00	12	
13			13	MATERIALS AND SERVICES			13		
13		-	13	Training	-	-	-	13	
14		-	14	Travel & Entertainment	-	-	-	14	
15		-	15	Office Expenses	-	-	-	15	
16		-	16	Memberships	-	-	-	16	
17		18,050	17	Garbage/Hazardous Material Disposal	15,000	15,000	15,000	17	
18			18	Contracting/Consulting Services	3,000	3,000	3,000	18	
19		7,850	19	Operation Supplies	16,750	16,750	16,750	19	
20		5,000	20	Equipment Rental	1,200	1,200	1,200	20	
21		20,100	21	Fuel	20,200	20,200	20,200	21	
22			22	Repairs & Maintenance	1,000	1,000	1,000	22	
23		2,440	23	Repairs & Maintenance-Vehicles	13,150	13,150	13,150	23	
24		125,000	24	Repair & Maintenance-Locomotive	228,800	228,800	228,800	24	
25		153,450	25	Repair & Maintenance-Train Cars	171,000	171,000	171,000	25	
26			26	Communications				26	
27		-	27	Other				27	
28	\$ -	\$ -	\$ 331,890	28	TOTAL MATERIALS AND SERVICES	\$ 470,100	\$ 470,100	\$ 470,100	28
29			29	CAPITAL OUTLAY			29		
30			30					30	
31	\$ -	\$ -	\$ -	31	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	31
32	\$ -	\$ -	\$ 480,661	32	Mechanical Total	\$ 691,044	\$ 691,044	\$ 691,044	32