



**Sunset Empire Transportation District  
BUDGET COMMITTEE ZOOM MEETING**

**AGENDA**

**May 17, 2021**

**9:00 AM**

<https://us02web.zoom.us/j/84203959772>

**1-877-853-5247**

**AGENDA:**

1. CALL TO ORDER
2. ROLL CALL
3. ELECTION OF BUDGET COMMITTEE CHAIR
4. ELECTION OF BUDGET COMMITTEE SECRETARY
5. APPROVAL OF MAY 16, 2020 MINUTES
6. BUDGET OFFICER PRESENTATION OF BUDGET MESSAGE AND BUDGET
7. DISCUSSION OF FUND BUDGETS
  - a. General Fund
  - b. Special Transportation Fund (STF)
  - c. Statewide Transportation Improvement Fund (STIF) Formula
  - d. Statewide Transportation Improvement Fund (STIF) Discretionary
  - e. Capital Reserve Fund
  - f. RideCare Fund
8. PUBLIC COMMENT
9. APPROVAL OF BUDGET
10. ADJOURNMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST

MAY

2021

AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACT	ACTUAL
ACCTS	ACCOUNTS
ADA	AMERICANS WITH DISABILITIES ACT
ADS	ADVERTISEMENTS
AP	ACCOUNTS PAYABLE
APTA	AMERICAN PUBLIC TRANSPORTATION ASSOCIATION
AR	ACCOUNTS RECEIVABLE
ASC	ASTORIA SENIOR CENTER
BG	BACKGROUND
BLDGING	BUILDING
BOC	BOARD OF COMMISSIONERS
BS	BALANCE SHEET
BUS REG FEE	BUS REGISTRATION FEE
CARES ACT	CORONAVIRUS, AID, RELIEF, AND ECONOMIC SECURITY ACT
CCC	CLATSOP COMMUNITY COLLEGE
CCCHD	CLATSOP CARE CENTER HEALTH DISTRICT
CCO	COORDINATED CARE ORGANIZATION
CK	CHECK
COMP	COMPUTER
CONF	CONFERENCE
CPCCO	COLUMBIA PACIFIC COORDINATED CARE ORGANIZATION
CRRSAA	CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT
CRS	CLATSOP REHABILITATION SERVICES
CSR	CUSTOMER SERVICE REPRESENTATIVE
CTAA	COMMUNITY TRANSPORTATION ASSOCIATION OF AMERICA
CTE	CENTER FOR TRANSPORTATION AND THE ENVIRONMENT
DAV	DISABLED AMERICAN VETERANS
DHS	DEPARTMENT OF HUMAN SERVICES
DIST	DISTRICT
DLSM	DRIVE LESS SAVE MORE
DMAP	DIVISION OF MEDICAL ASSISTANCE PROGRAM
DOJ	DEPARTMENT OF JUSTICE
DOT	DEPARTMENT OF TRANSPORTATION
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES
IGA	INTERGOVERNMENTAL AGREEMENT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST

MAY

2021

INS	INTEGRATED NETWORK SYSTEM
IT	INFORMATION TECHNOLOGY
KTH	KEY TRANSIT HUBS
LCC	LOWER COLUMBIA CONNECTOR
LGIP	LOCAL GOVERNMENT INVESTMENT POOL
LGPI	LOCAL GOVERNMENT PERSONNEL INSTITUTE
LRCTP	LONG RANGE COMPREHENSIVE TRANSPORTATION PLAN
MAINT	MAINTENANCE
MBRC	MILES BETWEEN ROAD CALLS
MISC	MISCELLANEOUS
MM	MOBILITY MANAGEMENT
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NEMT	NON-EMERGENT MEDICAL TRANSPORTATION
NHMP	NATURAL HAZARDS MITIGATION PLAN
NRTAP	NATIONAL RURAL TRANSIT ASSISTANCE PROGRAM
NTI	NATIONAL TRANSIT INSTITUTE
NWACT	NORTHWEST AREA COMMISSION ON TRANSPORTATION
NWOTA	NORTHWEST OREGON TRANSIT ALLIANCE
OAR	OREGON ADMINISTRATIVE RULES
ODOT	OREGON DEPARTMENT OF TRANSPORTATION
OHA	OREGON HEALTH AUTHORITY
OHP	OREGON HEALTH PLAN
OrCPP	OREGON COOPERATIVE PROCUREMENT PROGRAM
ORS	OREGON REVISED STATUTES
OPTC	OREGON PUBLIC TRANSPORTATION CONFERENCE
OPTIS	OREGON PUBLIC TRANSIT INFORMATION SYSTEM
OPTP	OREGON PUBLIC TRANSPORTATION PLAN
OR	OREGON
OTA	OREGON TRANSIT ASSOCIATION
OTC	OREGON TRANSPORTATION COMMISSION
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PCA	PERSONAL CARE ATTENDANT
PM	PREVENTATIVE MAINTENANCE
PTAC	PUBLIC TRANSPORTATION ADVISORY COMMITTEE
PTD	PUBLIC TRANSIT DIVISION
PTSP	PUBLIC TRANSPORTATION SERVICE PROVIDER
QE	QUALIFIED ENTITY
QTR	QUARTER
RAC	RULES ADVISORY COMMITTEE
RC	RIDECARE

SUNSET EMPIRE TRANSPORTATION DISTRICT  
COMMONLY USED ACRONYM LIST

MAY  
2021

REHAB	REHABILITATION
RFP	REQUEST FOR PROPOSALS
RFQ	REQUEST FOR QUOTES
RIBTC	RURAL AND INTERCITY BUS TRANSPORTATION CONFERENCE
SDAO	SPECIAL DISTRICTS ASSOCIATION OF OREGON
SDIS	SPECIAL DISTRICTS INSURANCE SERVICES
SETD	SUNSET EMPIRE TRANSPORTATION DISTRICT
SETD GF	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SETD GEN	SUNSET EMPIRE TRANSPORTATION DISTRICT GENERAL FUND
SIP	SERVICE IMPROVEMENT PROGRAM
SSP/0401	ACCOUNT FROM OREGON DEPARTMENT OF HUMAN SERVICES
STF	SPECIAL TRANSPORTATION FUND
STIF	STATEWIDE TRANSPORTATION IMPROVEMENT FUND
STIP	STATEWIDE TRANSPORTATION IMPROVEMENT PROGRAM
STN	STATEWIDE TRANSPORTATION NETWORK
STP	SURFACE TRANSPORTATION PROGRAM
TAC	TECHNICAL ADVISORY COMMITTEE
TAC	TRANSPORTATION ADVISORY COMMITTEE (STF/5310/STIF)
TCTD	TILLAMOOK COUNTY TRANSPORTATION DISTRICT
TECH	TECHNOLOGY
TGM	TRANSPORTATION AND GROWTH MANAGEMENT
TO	TRANSPORTATION OPTIONS
TPJCC	TONGUE POINT JOB CORPS CENTER
TRB	TRANSPORTATION RESEARCH BOARD
TSP	TRANSPORTATION SYSTEMS PLAN
VETP	VETERANS ENHANCED TRANSPORTATION PROGRAM
YTD	YEAR TO DATE
ZEB	ZERO EMISSION BUS
ZEP	ZERO EMISSION PROPULSION
ZEBRA	ZERO EMISSION BUS RESOURCE ALLIANCE

## **BUDGET COMMITTEE FISCAL YEAR 2022**

### *Citizen Members*

Tita Montero

Jeff Frane

John Lansing

Christine Lolich

Mary Ann Brandon

Melinda Ward

### *SETD Board Members*

Rebecca Reed

Debbie Boothe-Schmidt

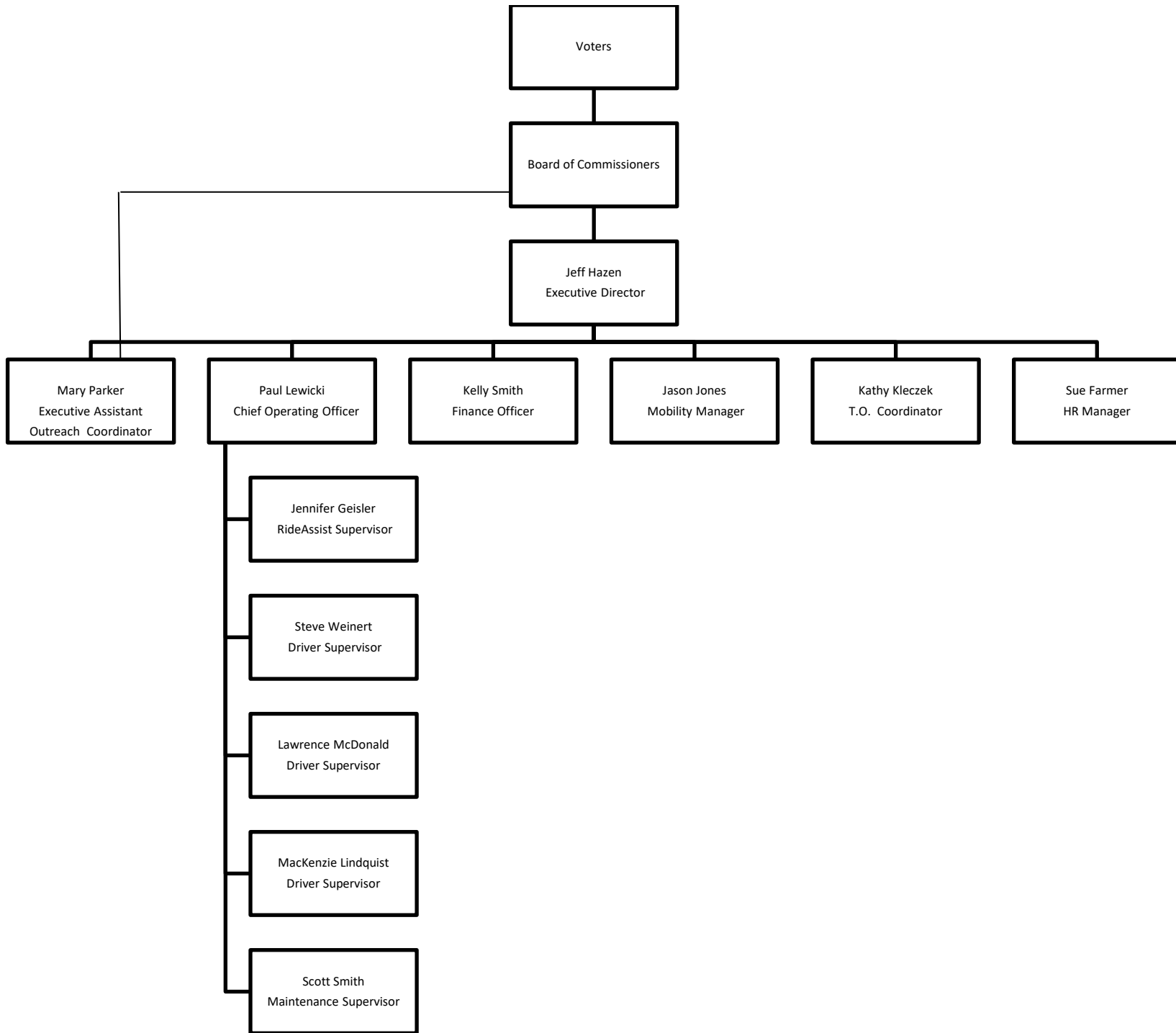
Diana Nino

Pamela Alegria

Tracy MacDonald

Tamara Taylor

Charles Withers



Date: May 8, 2021

To: Budget Committee

From: Jeff Hazen

Re: Agenda Item 3 Election of Budget Committee Chair

The Budget Committee's first order of business is to elect a Budget Committee Chair. Traditionally, this seat is held by a citizen representative committee member.

Staff is recommending that a motion be made to elect a Budget Committee Chair.

Date: May 8, 2021

To: Budget Committee

From: Jeff Hazen

Re: Agenda Item 4 Election of Budget Committee Secretary

The Budget Committee needs to elect a Budget Committee Secretary. The role of Secretary is to sign the approved minutes of the Budget Committee. They may also fill in as Chair in the event of an absence of the Chair.

Staff is recommending that a motion be made to elect a Budget Committee Secretary.





**SUNSET EMPIRE TRANSPORTATIO DISTRICT  
DRAFT BUDGET COMMITTEE MEETING MINUTES  
MAY 16, 2020  
9:00 AM**

1. CALL TO ORDER- Chair Debbie Boothe-Schmidt called the Zoom virtual meeting to order at 9:04 AM.

**ROLL CALL:**

Budget Committee- Debbie Boothe-Schmidt, Tracy MacDonald, Tamara Taylor, Pamela Alegria, Charles Withers, Tita Montero, Christine Lolich, Jeff Frane, MaryAnn Brandon, and John Lansing. Diana Nino joined the meeting at 10:35 am. Kevin Widener, Melinda Ward and Larry Taylor excused.

Staff Present- Executive Director Jeff Hazen, Finance Officer Tracy Lofstrom, Operations Paul Lewicki, Transportation Options Specialist Kathy Kleczek, Executive Assistant Mary Parker

2. ELECTION OF 2020-2021 BUDGET COMMITTEE OFFICERS-

**BUDGET COMMITTEE CHAIR**

Commissioner Alegria nominated Tita Montero for Budget Committee Chair

John Lansing seconded the nomination

Tita accepted the nomination

**BUDGET COMMITTEE SECRETARY**

Board Chair Debbie Boothe-Schmidt nominated Mary Ann Brandon as Budget Committee Secretary

Mary Anne accepted the nomination

3. APPROVAL OF MAY 15, 2019 BUDGET MEETING MINUTES

Commissioner Alegria stated that it is difficult to approve Budget minutes from a year ago and requested that the Budget Committee meet to approve the minutes from this meeting within a couple weeks. Executive Director Hazen said a meeting for that purpose would not be allowed under Oregon budget law. Hazen said that the minutes from this meeting would be completed and sent out within a couple of weeks. Mary Parker added that the Budget minutes being approved today were completed and included in the Budget Hearing meeting pack in June 2019. Commissioner Alegria stated that she had 2 corrections; contractor was misspelled on page 4 and building misspelled on page 5.

Commissioner Alegria moved to approve the May 15, 2019 Budget Committee Meeting Minutes as amended.

Jeff Frane seconded the motion

Motion passed unanimously

4. BUDGET OFFICER PRESENTATION- Budget Officer Jeff Hazen reviewed the Budget Message presented for fiscal year 2020-2021. Hazen updated the committee on what SETD is currently doing to protect riders and staff during the Covid 19 pandemic including the hiring of 14 Sani-techs that began working on March 19<sup>th</sup>. The Sani-techs are riding on each bus route all day and routinely disinfecting touch points and assisting with the required 6-foot rider/driver distancing. Hazen said he knows of no other transit service in the country that has gone to this extent. The decision to hire the Sani-techs was based on keeping buses as safe as possible and to employ some of the local service workers that had lost their jobs. Ridership had gone down 30% to 60% for the first

month but it is up a this week. In February the District had rolled out some of our planned Service Improvements with several new routes and ridership had greatly increased until the Covid 19 effects hit. The District has kept all routes going. The Seaside Transit Office and Astoria Transit Center were closed to protect staff and because the Board approved going fare free for April and May so there was no need to sell tickets at either location. Customer Service Representatives were put on administrative leave, which will be paid for by the CARES Act. The CARES Act is paying for the Sani-techs, sanitation supplies, hourly employees that are still working and are receiving an extra \$2 an hour and will be repaying the District for all lost fare revenue. Hazen reported that the the new guidelines that just came out from the Oregon Health Authority reducing spacing from 6 feet to 3 feet but all riders are required to have some type of face coverings to ride the bus which we can provide. Tita Montero asked what is the plan if someone does not have a mask is given a mask but refuses to wear the mask. Hazen said they can refuse to wear a mask and indicate they have a condition which causes their inability to wear a mask. If they do not have a medical condition and refuse to wear a mask they will not be allowed to ride the bus. Hazen said there is a tremendous amount of money out there for transit services and can apply for 3 more times, so we are processing what we want to ask for. We are currently using this money for Operations instead of 5311 funds because reimbursement of 5311 is at 50% and the CARES Act is at 100%. This has helped with our ending fund balance.

General Fund- Hazen reported that the budget for next year is balanced. There has been a large increase in fund transfers most from the STIF funds for services we have expanded this year and what we plan for next year. There is also a large increase to the 5399 Bus and Bus Facilities grant. The District is purchasing 8 new buses with 3 arriving next week. Timber revenue has dramatically decreased and revenues for this year have not come in as projected. Jeff Frane asked if Hazen knew what the production time would be for the buses. Hazen said production is beginning to ramp up so about 9 to 11 months.

Personel Costs- Represented employees are receiving a step increase of 2% on July 1<sup>st</sup> so we have matched that for the non represented employees as well. Medical benefit costs are increasing this year by 15%. We are obligated to pay full time employee's premiums for represented employees and will mirror that with all other employees. This means that we will be going from a \$950 a month premium subsidy to \$1060 and only covers the employee. This will increase the amount an employee will have to pay for their spouse and family. We are keeping the same plan, but employees will see an increase in their deductible go from \$3,500 to \$5,000.

In Materials and Services- We have budgeted \$135,000 in Computer Information Technology Services. This line item covers the costs of our IT monitoring contractor along with the cost of the various software programs we use including the new accounting program that will be going live in July.

The Small Equipment/tools line has gone down by \$14,000 because we purchased several more computers this year due to Windows 7 no longer being supported by Microsoft which increased vulnerability to our system. There were also 5 new lap tops purchased to allow staff to work from home.

Fuel costs continue to decrease dramatically. Current prices are at a level that haven't been seen in years.

Professional Services remains at \$54,000 because we are just now kicking off our update to our Coordinated Human Services Transportation Plan.

Telecommunications has been increased for the Wi-Fi project on buses which Hazen said is being worked on and will roll out this year.

The Capital Outlay line provides funding for 8 buses. We also have included funds to purchase new bus shelters and signage. The \$5339 Grants cover the majority of the cost of four of the buses and STIF provides the matching funds for these grants.

The E-Fare system also is funded by the STIF Discretionary grant with local match coming from the Capital Reserve. We have kept a new HVAC system in this budget since we will not be purchasing one this year but most likely will next year.

We are continuing with the design and construction of a Mobility Lab that will be used for travel training and evaluation of Paratransit applicants.

Hazen said one of the most exciting things that happened this year was when we paid off the last of our debt. Hazen said a framed copy of the final check to US Bank is in his office. This was a huge milestone and put a lid on the negative past that we had for the last 10 years. We celebrated at a Board meeting and now have that behind us so now we can go forward 100%.

The STF fund will continue to fund part of the Route 15 and Route 101B. This will likely be the last year of STF. There are plans to consolidate the STF fund with the STIF fund as directed by the Legislature.

The STIF Formula Fund will be funding Service Improvements that began this year and other improvement slated for next year. As mentioned this is the fund that will be paying for the update to our Coordinated Human Service Transportation Plan.

The STIF Statewide Discretionary Transit Network Program Fund will provide funding to continue to operate the Lower Columbia Connector Route from Astoria to Portland. We will be providing this service the entire length of the route, three times a day. We will also be purchasing a new electronic fare system with these funds. Hazen said we are seeing ridership increase and now have a contract with Amtrak to sell Connector passes.

Commissioner Alegria asked about the total resources are listed on page 10 as \$6,537,712 but under General Fund in the Budget under resources are listed as \$6,599,132. Hazen thanked Commissioner Alegria and said he forgot to change the total resources in the Budget Message, but it is correct in the Budget Statement.

Hazen also said that the Timber Revenue is down 19% this year so we went very conservative for next year.

Commissioner Withers asked what the expectations are for the Lower Columbia Connector in the next 90 days. Hazen said as with all SETD routes, we have no plans on cutting any service at this time.

Jeff Frane said he remembered a discussion last year about the effect of a large increase in cruise ship service this year and you were moving towards more service and more operators to accommodate this. Hazen said that Covid really changed that and that he is not expecting any cruise ships now or in the fall. Hazen said it is a "wait and see" and it does not make sense to make any changes until things open up and we can look at that. Jeff Frane said he wondered if not having the cruise ships would release any funds but will wait and see what it looks like in fares.

Commissioner Alegria said she wanted to give a plug for the Columbia Connector and not give up on it.

The Capital Reserve Fund will provide match money for the E-Fare system and HVAC system. The General Fund is also transferring \$50,000 to this fund.

Executive Director Hazen reported that Commissioner Alegria had sent him several questions on May 14<sup>th</sup> which he presented with answers to the Budget Committee and have been added to the meeting minutes with answers in blue.

**Overall question:** What does “Second Proceeding Year” and “First Proceeding Year” mean. It does not make sense; it is confusing. Perhaps rename or eliminate these descriptions. We have used the Oregon Department of Revenue’s local budget forms many years. We can remove those words.

**Resources General Fund p.13**

**#3-Previous Taxes:** What/where is the \$27,000 from? Does this mean not yet received? Previous Taxes are taxes that are collected from previous tax years.

**#5-Transferred In:** What specific amounts comprise/total \$1,669,717?

STF	\$140,725
STIF Formula	\$1,043,228
STIF STD Discretionary	\$436,764
Capital Reserve	\$49,000
Total	\$1,669,717

**#7-State Mass Transit:** How is it calculated: a specific percentage of salaries? Why is this amount higher than previous years? It is a percentage of salaries of State employees that live within the District’s boundaries. Our income this year is now projected to come in at over \$79,000. The first three quarters of the year are ahead of budget by \$7,300.

**#10-Fares: \$250,000-**Is this too high? Middle of March decline 34%-61%. Prior to COVID-19, we were running an increase in fares of 43%, February showing a 54% increase due to expanded service. For the current year, we budgeted \$290,000. We believe that the \$250,000 is a very conservative number. If not for COVID-19, we likely would have seen a budget north of \$350,000.

**#12-STF Funds:** Why is this zero when your budget message states that ...”STF funds will continue to fund part of Rte. 15 and Rte. 101B”. STF has a separate fund. This line will drop off in two years.

**#17-Transportation Options:** Why is the amount the same \$86,577 as adopted in 2019-2020? The current agreement with ODOT is a set amount for a three year period, this being the last year of the agreement.

**#30-Taxes** estimated to be received \$1,000,000-Why higher than previous years when many businesses are closed, some may not survive, and new construction may decline? Used the Department of Revenue’s local budgeting guidance. Construction has not declined during the COVID-19 pandemic.

**Requirements Summary p.17**

**Requirements Descriptions**

**# 9-Total Debt Service:** What is this? Why Year to Date higher than adopted budget? This will not be the final number. In July of 2019, a debt payment was made for the month of June in Fiscal year 2019. The auditors will have us do a journal entry to attribute the payment to Fiscal year 2019.

**Item 21 Operating Contingency:** \$169,000 is less than last year and this coming year has more economic uncertainty. Fuel prices are low this year, but what happens when fuel increase. We are confident in this number. Budget for the current year is \$190,000 and we will not be utilizing it. Fuel prices were much higher in the first half of the current year and we were still running significantly under budget. History from the previous two years show us averaging \$176,000 per year. We feel that the budgeted amount of \$250,000 gives us sufficient protection for any potential price increases.

5. DISCUSSION OF FUND BUDGETS- Executive Director Hazen reviewed the Resources and Requirements for each of the funds listed.
  - i. General Fund- Total Resources \$6,599,132 Total Requirements \$6,599,132

5 Minute break was called Chair Tita Montero at 10:27 AM

*Budget Committee Meeting called back to order at 10:35 AM*

- ii. STF Fund- Total Resources \$140,725 Total Requirements \$140,725
- iii. STIF Formula Fund- Total Resources \$1,382,701 Total Requirements \$1,382,701
- iv. STIF Discretionary Fund- Total Resources \$436,764 Total Requirements \$436,764
- v. Capital Reserve Fund- Total Resources \$183,455 Total Requirements \$183,455

6. PUBLIC COMMENT- None

7. APPROVE BUDGET- Budget Committee Chair Tita Montero asked if there were any questions from the committee.

Commissioner Alegria asked if the District has accommodations for cyber security if we are hacked. Hazen said that is part of insurance and part of what our IT service does.

Commissioner Nino asked considering everything that is going on with workers not paying taxes for the fund we receive and others losing their jobs, how much could we be off on the proposed budget if this continues? Executive Director Hazen said there is no way of knowing but we did the best estimates we could. Commissioner Nino asked what if we go over budget. Executive Director Hazen said we would have to do a Supplemental Budget which is very likely that we will be doing.

Jeff Frane moved that the Budget Committee of Sunset Empire Transportation District approve the Budget for the 2020-2021 Fiscal Year in the amount of \$8,742,777.

Commissioner MacDonald seconded the motion

Discussion- None

Motion passed unanimously

Commissioner Tamara Taylor moved that the Budget Committee of Sunset Empire Transportation District approve and recommend that the SETD Board of Commissioners adopt property taxes for the 2020-2021 fiscal year at the rate of 16.2 cents per \$1000 of assessed value for the permanent tax levy.

Jeff Frane seconded the motion

Discussion- Commissioner Withers said he had been muted and was unable to be heard during the vote.

Commissioner Alegria asked where the 8 million was in our packet. Hazen said it is the total of all the funds combined and was not in packet in case there were changes made during the meeting.

Motion passed unanimously

Budget Committee Chair Tita Montero said we have done a really good job and that is because we were presented with a good budget. This was the shortest budget meeting I have been on for several years. Very few questions and very clean presentation of the Budget. Tita said she wanted to commend Executive Director Hazen and the staff for that.

Commissioner Alegria said thank you for the hard work

Jeff Frane said he was very impressed by how clean the Budget process was this time. The first time I participated it was pretty much a nightmare. It is great to see in spite of everything going on that the District is healthy. It is good to see things moving forward and improving.

Chair Boothe-Schmidt said she agreed with Jeff Frane and added it has been a privilege to work with Executive Director Hazen.

Meeting was adjourned at 11:25 AM

Mary Parker, Recording Secretary

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Budget Secretary \_\_\_\_\_ Date \_\_\_\_\_

DRAFT



SUNSET EMPIRE TRANSPORTATION DISTRICT  
900 Marine Drive Astoria, Oregon 97103

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## Budget Message

### Fiscal Year 2021-2022

Dear Budget Committee Members:

Needless to say, this passed year has been an interesting one. In last year's budget message, I spoke how the year was going to be full of opportunities even though we didn't know what they would be because of Covid-19. The year was full of challenges, but I'm pleased to report that our entire team of employees rose to the occasion and did what was necessary to keep our system going, in a safe manner. Many restrictions were put in place by the Federal and State governments to ensure that our employees and riders would be protected while riding in our vehicles. The restrictions are still in place and it is unknown when things will ease up and we can get back to some sort of normalcy.

The first fund that will be discussed is the General Fund. We continue to see an increase in revenue from additional grant opportunities. Fares have been budgeted much more conservatively this year; the amount is equal to what I believe we will end up with this year. State Timber Revenue has been coming in very strong this year and is projected to show a growth next year. The amount budgeted is less than what we have received so far this year. The grants we receive are very strong for the budget. We are able to add services such as increased frequency on our Route 101 and funding for our vaccination transportation program with some of the grants and we will be able to continue to have a strong disinfecting program. It is one of the new norms that has come out of the pandemic.

We are proposing to add 5 positions next year, all of them as drivers. With the expansion of service, we continue to need to hire drivers in order to cover all of the shifts. All employees represented and unrepresented will be receiving a 2% cost-of-living increase on July 1<sup>st</sup>. They will also continue to receive step increases on their anniversary of employment. Something new we have included in this budget, is longevity pay that is equal to what our represented employees receive. The cost is minimal, and it is helpful in our efforts to improve our retention of employees. Health care costs continue to rise, and we will be increasing the subsidy that the

District provides to our employees. It was \$1,060 this year and will be increased to \$1,140. Another enhancement that we are making for this year, is added life insurance. Currently, non-represented employees receive a \$10,000 life insurance policy. We are going to increase that to \$20,000 and also provide it to our represented employees even though they did not seek it in our bargaining sessions a couple of years ago. This will also be the first year that all employees can purchase additional life insurance for themselves AND their spouses. This has been made available to us by Special Districts Insurance Services and we are thrilled to be able to offer this as another benefit!

Materials and Services are budget with an increase under 10%. Fuel prices are still an unknown so we have budgeted the same amount as the current fiscal year even though we will end up spending just under \$200,000 this year. The Legal Counsel line is higher due to us entering into negotiations for a new collective bargaining agreement that we will be negotiating. The Professional Services line has increased due to getting a grant that will be used to develop a marketing plan over the next couple of years.

We weren't able to take delivery of all of the buses that we had in the current budget due to manufacturers being shut down for a time and the shortage of parts. The proposed budget has carried over the purchases of the buses that we won't receive by the end of the current fiscal year. We will be purchasing two Driver Supervisor cars in order for them to be out in the field more and responding to calls for assistance. We are members of the State of Oregon's cooperative purchasing program and are able to use this program to take advantage of all of the State contracts for procurement. We intend to take advantage of the great pricing offered through these contracts to purchase two electric cars for the supervisors. We have also included funding for a radio repeater upgrade. Our equipment on the tower in Washington is aging and we also need to improve the coverage of our signal. We experience dead zones in Warrenton, Hammond and Cannon Beach. This upgrade including an additional tower location will improve our radio coverage for our drivers. We intend to purchase a set of portable post lifts that will enable us to lift our larger buses for maintenance. Also included in the capital outlay is funds for our match on the construction of the new stop on Highway 101 at Ensign Lane in Warrenton.

Our Special Transportation Fund (STF) will be used as operating assistance for our fixed route and paratransit service. It will also be used to support our vaccination transportation program.

Our formula Statewide Transportation Improvement Fund (STIF) will be used to continue the service we added last year. It will also fund the additional Seaside route that is projected to begin in February of 2022.



The STIF Discretionary Fund will provide funding to continuing the Lower Columbia Connector Route on Highway 30 from Astoria to Portland. It also provides funding for the purchase of a new bus for this route.

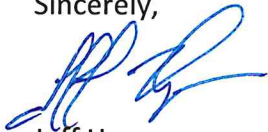
The Capital Reserve fund will provide some of the money needed for some of the equipment we intend to purchase.

The RideCare Fund is no longer an active fund. This will be the last year that it will be included in the budget.

The information contained in the proposed budget represents the District's best estimates of resources and expenditures. These were obtained through the use of professional judgement, budget history, Oregon Local Budget law and generally accepted accounting practices.

We look forward to answering questions from the committee on the proposed budget for FY 2021-2022.

Sincerely,



Jeff Hazen

Budget Officer

## Sunset Empire Transportation District Mission Statement

*“Sunset Empire Transportation District is dedicated to providing safe, reliable, relevant and sustainable transportation services to Clatsop County with professionalism, integrity and courtesy”*

### 2021-2023 SETD Priorities

#### Priority One

- Benchmark and track services
  - Ridership Increases & Decreases from previous year
    - Services to underserved areas of Clatsop County
    - Expansion of routes/frequency planned prior to pandemic
  - On-time performance/service reliability
    - Schedule adjustments
      - Congestion
      - Construction
    - Summer schedules
    - Reliability for workforce transportation
    - Use of technology to improve service
  - Fleet reliability
  
- Update SETD Emergency Plan
  - SETD Emergency Operation Plan
    - Backup communications
    - Access to fuel
  - Strategic plan to integrate with Clatsop County Emergency Plan
    - Disaster planning
  
- Employee Recruitment/Retention
  - Diversity of staff
  - Robust recruitment platform
  - Increase applicant pool
  - Track turnover rate
  - Training for advancement
  
- Facility Investment
  - Protecting investment
    - Plan for moving Operations facility out of tsunami inundation zone
  - Added space for fleet expansion and conversion to alternative fuels
  - Bus shelter amenities/access
    - Lighting
    - Accessibility

### **Priority One (Continued)**

- Locations to advance multimodal integration
- Flag-stop evaluation/signage
- Cleanliness of buses, shelters and facilities

### **Priority Two**

- Outreach/Marketing
  - Marketing plan
  - Refresh branding/signage
  - Outreach and Materials available in Spanish
  - Lower Columbia Connector marketing plan
  - Information availability in appropriate locations
  - Website enhancements
  - Story telling with outreach and website
  - Reduce miles traveled by cars

### **Priority Three**

- Travel Training Center
  - Plan for integrating with relocated operations facility

RESOURCES  
General Fund

Sunset Empire Transportation District

	Historical Data			Year To Date	RESOURCE DESCRIPTION	Budget for Next Year 2021-2022			
	Actual		Adopted Budget This Year Year 2020-2021			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020							
1	\$351,418	\$458,634	\$966,691		1 Available cash on hand* (cash basis) or	\$800,000			1
2					2 Net working capital (accrual basis)				2
3	\$10,937	\$24,245	\$27,000	\$22,120	3 Previously levied taxes estimated to be received	\$25,000			3
4	\$9,671	\$12,389	\$2,000	\$4,143	4 Interest	\$2,000			4
5					5 OTHER RESOURCES				5
6	\$266,026	\$222,342	\$250,000	\$131,229	7 Fares	\$175,000			6
7	\$83,742	\$61,065	\$60,000	\$83,632	8 IGA Contracted Services	\$85,000			7
8	\$10,728	\$8,450	\$10,500	\$7,866	9 Rentals	\$10,500			8
9	\$11,365	\$9,196	\$12,000	\$2,207	10 Commissions/Proceeds	\$5,000			9
10	\$164,920	\$240,052	\$160,000	\$207,062	11 State Timber Revenue	\$200,000			10
11	\$48,973	\$89,560	\$75,000	\$74,350	12 State Mass Transit Payroll Distribution	\$80,000			11
12	\$0	\$0	\$0	\$0	13 Training Scholarships (Jennifer 5k Jeff 3k Jason 3k)	\$11,000			12
13		\$6,703	\$150	\$15,562	13 Other	\$150			13
14	\$93,398	\$0	\$0	\$0	14 ODOT (STF) State Funds	\$0			14
15	\$0	\$0	\$0	\$0	15 ODOT - \$5304 Marketing Plan	\$60,000			15
16	\$142,565	\$92,406	\$138,976	\$105,464	16 ODOT - \$5310 Mobility Mgmt/Preventative Maint.	\$139,443			16
17	\$12,000	\$12,000	\$0	\$3,000	17 ODOT - \$5310 Preventative Maint. Discretionary	\$0			17
18	\$570,553	\$523,359	\$501,221	\$381,713	18 ODOT - \$5311 Operations	\$551,344			18
19	\$0	\$0	\$0	\$13,312	19 ODOT - \$5311 CARES Act Needs Based 34415/34737	\$305,000			19
20	\$0	\$498,734	\$400,000	\$0	20 ODOT - \$5311 CARES Act Formula	\$507,445			20
21	\$0	\$430,147	\$0	\$0	21 ODOT - \$5311 Special Transportation Program	\$0			21
22	\$0	\$174,250	\$1,239,300	\$171,813	22 ODOT - \$5339 Bus & Bus Facilities 34220	\$1,065,050			22
23	\$70,971	\$57,783	\$86,577	\$64,933	23 ODOT - Transportation Options	\$97,775			23
24	\$2,750	\$0	\$0	\$2,500	24 SDAO Safety Grant	\$0			24
25	\$0	\$93,864	\$140,725	\$70,398	25 Transferred IN from STF Fund	\$132,970			25
26	\$0	\$886,701	\$1,043,228	\$512,255	26 Transferred IN from STIF Formula Fund	\$742,662			26
27	\$0	\$183,344	\$436,764	\$168,359	27 Transferred IN from STIF Discretionary/STN Fund	\$552,000			27
28	\$0	\$17,000	\$49,000	\$0	28 Transferred IN from Capital Reserve Fund	\$134,455			28
29	\$1,850,017	\$4,102,224	\$5,599,132	\$2,041,918	29 Total resources, except taxes to be levied	\$5,681,794	\$0	\$0	29
30			\$1,000,000	\$1,025,163	30 Taxes estimated to be received	\$1,080,000			30
31	\$990,372				31 Taxes collected in year levied				31
32	\$2,840,389	\$4,102,224	\$6,599,132		32 TOTAL RESOURCES	\$6,761,794	\$0	\$0	32

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

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**General Fund**

**Sunset Empire Transportation District**

1	Historical Data			Current Year to Date	REQUIREMENTS FOR: <u>(Name of Org. Unit or Program &amp; Activity)</u>	Budget For Next Year 2021-2022			1
	Actual		Adopted Budget This Year 2020-2021			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020							
2	\$1,543,631	\$1,865,022	\$1,949,061	\$1,494,838	2	Salaries & Wages	\$2,324,694		2
3	\$163,108	\$211,809	\$256,000	\$211,461	3	Payroll Expenses	\$330,050		3
4	\$373,295	\$379,843	\$688,871	\$459,667	4	Employee Benefits	\$753,000		4
5	<b>\$2,080,034</b>	<b>\$2,456,674</b>	<b>\$2,893,932</b>	<b>\$2,165,966</b>	5	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$3,407,744</b>	<b>\$0</b>	<b>\$0</b>
6	<b>34</b>	<b>44</b>	<b>45</b>		6	<b>Total Full-Time Equivalent (FTE)</b>	<b>50</b>		
7					7	<b>MATERIALS AND SERVICES</b>			
8	\$6,402	\$6,048	\$10,000	\$3,495	8	Provider Services	\$10,000		8
9	\$7,863	\$12,000	\$35,000	\$7,570	9	Audit	\$22,000		9
10	\$1,545	\$1,115	\$1,500	\$1,525	10	Advertising	\$1,500		10
11	\$1,662	\$1,490	\$2,000	\$759	11	Bank Fees	\$2,000		11
12	\$47,637	\$60,577	\$40,000	\$34,995	12	Building Grounds and Maintenance	\$50,000		12
13	\$6,400	\$13,656	\$15,000	\$10,530	13	Building Lease	\$15,000		13
14	\$193,137	\$146,667	\$135,000	\$143,057	14	Computer Information Technology Services	\$150,000		14
15	\$20,870	\$24,891	\$35,000	\$8,323	15	Conferences, Training, and Travel	\$35,000		15
16	\$3,151	\$4,831	\$5,000	\$7,395	16	Drug and Alcohol Testing/Background Checks	\$10,000		16
17	\$13,380	\$10,650	\$15,000	\$24,121	17	Dues, Subscriptions and Fees	\$25,000		17
18	\$12,000	\$12,000	\$12,000	\$9,000	18	IGA Dues and Fees	\$12,000		18
19	\$14,192	\$54,125	\$30,000	\$236	19	Small Equipment/Tools	\$30,000		19
20	\$2,573	\$2,256	\$2,700	\$1,758	20	Equipment Lease	\$2,700		20
21	\$6,740	\$6,863	\$30,000	\$5,793	21	Outreach	\$30,000		21
22	\$4,555	\$5,021	\$8,000	\$4,058	22	Employee Recognition	\$10,000		22
23	\$9,623	\$0	\$8,000	\$0	23	Election Fees	\$0		23
24	\$177,918	\$169,914	\$250,000	\$144,248	24	Fuel	\$250,000		24
25	\$53,751	\$43,460	\$70,000	\$52,914	25	Insurance (Property, Vehicle, Liability, Cyber)	\$82,000		25
26	\$2,096	\$512	\$1,000	\$122	26	Legal Ads	\$1,000		26
27	\$75,513	\$10,613	\$8,000	\$3,814	27	Legal Counsel	\$60,000		27
28	\$17,923	\$5,000	\$15,000	\$4,146	28	Uninsured Loss	\$15,000		28
29	\$3,041	\$1,363	\$2,000	\$974	29	Meeting Expense	\$1,500		29
30	\$12,251	\$16,488	\$18,000	\$9,905	30	Office Supplies	\$18,000		30
31	\$7,885	\$7,448	\$500	\$1,228	31	Payroll Processing Fee	\$0		31
32	\$8,195	\$9,909	\$10,000	\$3,458	32	Printing	\$10,000		32
33	\$26,337	\$30,281	\$54,000	\$18,362	33	Professional Services	\$75,000		33
34	\$2,211	\$986	\$2,500	\$3,284	34	Taxes/Licenses	\$4,000		34
35	\$43,510	\$52,742	\$60,000	\$34,582	35	Telecommunications/Internet	\$60,000		35
36	\$5,063	\$8,266	\$10,000	\$2,800	36	Uniforms	\$10,000		36
37	\$27,138	\$27,634	\$35,000	\$20,812	37	Utilities	\$35,000		37
38	\$144,554	\$149,238	\$180,000	\$116,844	38	Vehicle Maintenance and Repair	\$180,000		38
39		\$2,542	\$9,000	\$2,184	39	Shop Supplies	\$9,000		39
40	<b>\$959,116</b>	<b>\$898,586</b>	<b>\$1,109,200</b>	<b>\$682,292</b>	40	<b>TOTAL MATERIALS AND SERVICES</b>	<b>\$1,215,700</b>	<b>\$0</b>	<b>\$0</b>

41				41	CAPITAL OUTLAY				41	
42			\$201,127	42	2 x Class C Buses	\$616,000			42	
					2 x Class D Buses	\$293,000				
					2 x Supervisor Vehicles	\$58,000				
					New Signage	\$21,000				
					New Repeater Equipment and Location	\$50,000				
					Post Lifts for Fleet Maintenance	\$40,000				
					Bus Stop Construction Hwy 101 & Ensign (match)	\$55,350				
					HVAC	\$40,000				
43	\$0	\$630,874	\$1,683,000	\$201,127	43	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$1,173,350</b>	<b>\$0</b>	<b>\$0</b>	43
44	\$3,039,150	\$3,986,134	\$5,686,132	\$3,049,385	44	<b>ORGANIZATIONAL UNIT / ACTIVITY TOTAL</b>	<b>\$5,796,794</b>	<b>\$0</b>	<b>\$0</b>	44

150-504-030 (Rev 11-18)

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

**NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM  
General Fund**

**Sunset Empire Transportation District**

1	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2021-2022			1	
	Actual		Adopted Budget This Year 2020-2021		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		2
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020							
1				PERSONNEL SERVICES NOT ALLOCATED				1	
2								2	
3								3	
4	0	0	0	<b>TOTAL PERSONNEL SERVICES</b>	0	0	0	<b>4</b>	
5				<b>Total Full-Time Equivalent (FTE)</b>				<b>5</b>	
6				MATERIALS AND SERVICES NOT ALLOCATED				6	
7								7	
8								8	
9	0	0	0	<b>TOTAL MATERIALS AND SERVICES</b>	0	0	0	<b>9</b>	
10				CAPITAL OUTLAY NOT ALLOCATED				10	
11								11	
12								12	
13	0	0	0	<b>TOTAL CAPITAL OUTLAY</b>	0	0	0	<b>13</b>	
14				DEBT SERVICE				14	
15	118,293							15	
16								16	
17	118,293	0	0	<b>TOTAL DEBT SERVICE</b>	0	0	0	<b>17</b>	
18				SPECIAL PAYMENTS				18	
19								19	
20								20	
21	0	0	0	<b>TOTAL SPECIAL PAYMENTS</b>	0	0	0	<b>21</b>	
22				INTERFUND TRANSFERS				22	
23				To Capital Reserve Fund	50,000			23	
24								24	
25								25	
26								26	
27								27	
28	0	0	0	<b>TOTAL INTERFUND TRANSFERS</b>	50,000	0	0	<b>28</b>	
29				<b>OPERATING CONTINGENCY</b>	165,000			<b>29</b>	
30				<b>RESERVED FOR FUTURE EXPENDITURE</b>	0			<b>30</b>	
31				<b>UNAPPROPRIATED ENDING BALANCE</b>	750,000			<b>31</b>	
32	118,293	0	0	<b>Total Requirements NOT ALLOCATED</b>	965,000	0	0	<b>32</b>	
33				Total Requirements for ALL Org.Units/Programs within fu	5,796,794			33	
34				Ending balance (prior years)				34	
35	118,293	0	0	<b>TOTAL REQUIREMENTS</b>	6,761,794	0	0	<b>35</b>	

**SPECIAL FUND**  
**RESOURCES AND REQUIREMENTS**  
**Special Transportation Fund**

Sunset Empire Transportation District

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021 - 2022							
Actual		Adopted Budget Year 2020 - 2021		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body					
Second Preceding Year 2018 - 2019	First Preceding Year 2019 - 2020										
1			1	RESOURCES			1				
2	\$66,664	\$11,005	2	Cash on hand * (cash basis), or	\$40,000		2				
3			3	Working Capital (accrual basis)			3				
4			4	Previously levied taxes estimated to be received			4				
5			5	Interest			5				
6			6	Transferred IN, from other funds			6				
7	\$93,242	\$93,864	7	ODOT-STF Formula Grant	\$92,935		7				
8	\$159,906	\$104,869	8	Total Resources, except taxes to be levied	\$132,935	\$0	\$0				
9			9	Taxes estimated to be received			9				
10			10	Taxes collected in year levied			10				
11	<b>\$159,906</b>	<b>\$104,869</b>	<b>\$140,725</b>	<b>TOTAL RESOURCES</b>	<b>\$132,935</b>	<b>\$0</b>	<b>\$0</b>				
12			12	REQUIREMENTS **			12				
				Org Unit or Prog & Activity	Object Classification	Detail					
13			13				13				
14	\$69,205	\$27,921	\$51,725	14	STF	Transfer	Wages	14			
15	\$24,000	\$11,966	\$26,000	15	STF	Transfer	Benefits/Taxes	15			
16	\$6,402	\$3,000	\$13,000	16	STF	Transfer	Non Profit Assist/Outreach/Vet	\$10,000	16		
17	\$45,000	\$13,960	\$20,000	17	STF	Transfer	Operations Assistance	\$62,898	17		
18	\$0	\$10,000	\$30,000	18	STF	Transfer	Capital Expense		18		
					STF	Transfer	Operations Assistance	\$30,037			
19		\$38,022		19			Ending balance (prior years)		19		
20				20			<b>UNAPPROPRIATED ENDING FUND BALANCE</b>	\$30,000	20		
21	<b>\$144,607</b>	<b>\$104,869</b>	<b>\$140,725</b>	21			<b>TOTAL REQUIREMENTS</b>	<b>\$132,935</b>	<b>\$0</b>	<b>\$0</b>	21

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

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.



				<b>SPECIAL FUND</b>						
<b>FORM</b>				<b>RESOURCES AND REQUIREMENTS</b>						
<b>LB-10</b>				<b>Statewide Transportation Improvement Fund Formula</b>			<b>Sunset Empire Transportation District</b>			
		Historical Data		<b>DESCRIPTION RESOURCES AND REQUIREMENTS</b>			Budget for Next Year 2021 - 2022			
		Actual					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018 - 2019	First Preceding Year 2019 - 2020	Adopted Budget Year 2020 - 2021								
1				1	<b>RESOURCES</b>					1
2		\$0	\$746,701	2	Cash on hand * (cash basis)			\$873,134		2
3			\$5,000	3	Interest			\$2,500		3
4		\$886,701	\$631,000	4	ODOT - STIF Formula Fund Distribution			\$656,787		4
5	\$0	\$886,701	\$1,382,701	5	Total Resources, except taxes to be levied			\$1,532,421	\$0	\$0
6	<b>\$0</b>	<b>\$886,701</b>	<b>\$1,382,701</b>	6	<b>TOTAL RESOURCES</b>			<b>\$1,532,421</b>	<b>\$0</b>	<b>\$0</b>
7				7	<b>REQUIREMENTS **</b>					7
8				8	Org Unit or Prog & Activity	Object Classification	Detail			8
9		\$49,233	\$278,700	9	STIF	Transfer	Capital Match	\$264,300		9
10		\$3,142	\$25,000	10	STIF	Transfer	Coordinated Plan			10
11		\$73,175	\$739,528	11	STIF	Transfer	Operations for Expanded Service	\$458,362		11
12		\$675		12	STIF	Transfer	Student Transportation	\$5,000		12
13				13	STIF	Transfer	Public Engage (MKT) Plan Match	\$15,000		13
14				14	STIF	Transfer	Capital Reserve	\$789,759		14
15				15						15
16				16						16
17				17						17
18				18						18
19				19						19
20				20						20
21				21						21
22		\$760,476		22	Ending balance (prior years)					22
23			\$339,473	23	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			\$0		23
24				24	<b>TOTAL REQUIREMENTS</b>			<b>\$1,532,421</b>	<b>\$0</b>	<b>\$0</b>
				*The balance of cash, cash equivalents and investments in the fund at the beginning of the budget year						
150-504-010 (Rev. 10-16)				**List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.						

**SPECIAL FUND**

**FORM  
LB-10**

**RESOURCES AND REQUIREMENTS**

**Statewide Transportation Improvement Fund STN (Discretionary)**

**Sunset Empire Transportation District**

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021 - 2022					
Actual		Adopted Budget Year 2020 - 2021		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2018 - 2019	First Preceding Year 2019 - 2020								
1			1	RESOURCES			1		
2			2	Cash on hand * (cash basis)	\$0		2		
3	\$450,000	\$436,764	3	ODOT - STIF Discretionary Program Grant	\$552,000		3		
4	\$0	\$450,000	4	Total Resources, except taxes to be levied	\$552,000	\$0	\$0		
5	<b>\$0</b>	<b>\$450,000</b>	5	<b>TOTAL RESOURCES</b>	<b>\$552,000</b>	<b>\$0</b>	<b>\$0</b>		
6			6	REQUIREMENTS **			6		
7			7	Org Unit or Prog & Activity	Object Classification	Detail	7		
8		\$216,000	8	STIF	Transfer	Operations	\$232,000		
9		\$234,000	9	STIF	Transfer	Capital	\$320,000		
10			10	Ending balance (prior years)					
11		\$0	11	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			\$0		
12	<b>\$0</b>	<b>\$450,000</b>	12	<b>TOTAL REQUIREMENTS</b>			<b>\$552,000</b>	<b>\$0</b>	<b>\$0</b>

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

150-504-010 (Rev. 10-16)

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**FORM**

**LB-11**

This fund is authorized and established by resolution / ordinance number  
2016-2 on (date) June 30, 2016 for the following specified purpose:

Building and Equipment

**RESERVE FUND  
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be continued or abolished.

Date can not be more than 10 years after establishment.

Review Year: 2026

**Capital Reserve Fund**

**Sunset Empire Transportation District**

1	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2021 - 2022			1	
	Actual		Adopted Budget Year 2020 - 2021		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		2
	Second Preceding Year 2018 - 2019	First Preceding Year 2019 - 2020							
2	\$87,614	\$89,201	\$133,455	2	Cash on hand * (cash basis), or	\$134,455		2	
3	\$1,407			3	Interest			3	
4		\$50,000	\$50,000	4	Transferred IN, from other funds	\$839,759		4	
5	\$89,021	\$139,201	\$183,455	5	Total Resources, except taxes to be levied	\$974,214	\$0	\$0	
6				6	Taxes estimated to be received			6	
7				7	Taxes collected in year levied			7	
8	<b>\$89,021</b>	<b>\$139,201</b>	<b>\$183,455</b>	8	<b>TOTAL RESOURCES</b>	<b>\$974,214</b>	<b>\$0</b>	<b>\$0</b>	
9				9	<b>REQUIREMENTS **</b>			9	
10				10	Org. Unit or Prog. & Activity	Object Classification	Detail	10	
11		\$26,000	\$9,000	11	General Fund	Transfer	E-Fare Match	11	
12			\$40,000	12	General Fund	Transfer	Equipment	12	
13	\$89,201	\$113,201		13	Ending balance (prior years)			13	
14			\$134,455	14	<b>UNAPPROPRIATED ENDING FUND BALANCE</b>			14	
15	<b>\$89,201</b>	<b>\$139,201</b>	<b>\$183,455</b>	15	<b>TOTAL REQUIREMENTS</b>			<b>\$0</b>	

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

150-504-011 (Rev 10-16)

\*\*List requirements by organizational unit or program, activity, object classification, then expenditure detail. If the requirement is "not allocated", then list by object classification and expenditure detail.

**RESOURCES**  
**RideCare Fund**

**Sunset Empire Transportation District**

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2021-2022			
	Actual		Adopted Budget This Year Year 2020-2021		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020						
1	-\$129,442			1 Available cash on hand* (cash basis) or				1
2				2 Net working capital (accrual basis)				2
3	\$533,547			3 Charges for Services				3
4	\$6,607			4 Interest				4
5	\$15,891			5 Transferred IN, from other funds				5
6	\$426,603	\$0	\$0	6 Total resources, except taxes to be levied	\$0	\$0	\$0	6
7				7 Taxes estimated to be received				7
8				8 Taxes collected in year levied				8
<b>9</b>	<b>\$426,603</b>	<b>\$0</b>	<b>\$0</b>	<b>9 TOTAL RESOURCES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>9</b>

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

**REQUIREMENTS SUMMARY**

**FORM  
LB-30**

NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

**RideCare Fund**

**Sunset Empire Transportation District**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2021-2022			
	Actual		Adopted Budget This Year 2020-2021		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2018-2019	First Preceding Year 2019-2020						
1				1 PERSONNEL SERVICES NOT ALLOCATED				1
2	\$74,727	\$0	\$0	2 TOTAL PERSONNEL SERVICES	\$0	\$0	\$0	2
3				3 Total Full-Time Equivalent (FTE)				3
4				4 MATERIALS AND SERVICES NOT ALLOCATED				4
5	\$334,332	\$0	\$0	5 TOTAL MATERIALS AND SERVICES	\$0	\$0	\$0	5
6				6 CAPITAL OUTLAY NOT ALLOCATED				6
7	\$0	\$0	\$0	7 TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	7
8				8 DEBT SERVICE				8
9	\$14,006	\$0	\$0	9 TOTAL DEBT SERVICE	\$0	\$0	\$0	9
10				10 SPECIAL PAYMENTS				10
11	\$0	\$0	\$0	11 TOTAL SPECIAL PAYMENTS	\$0	\$0	\$0	11
12				12 INTERFUND TRANSFERS				12
13	\$0	\$0	\$0	13 TOTAL INTERFUND TRANSFERS	\$0	\$0	\$0	13
14				14 OPERATING CONTINGENCY				14
15				15 RESERVED FOR FUTURE EXPENDITURE				15
16				16 UNAPPROPRIATED ENDING BALANCE				16
17	\$423,065	\$0	\$0	17 Total Requirements NOT ALLOCATED	\$0	\$0	\$0	17
18				18 Total Requirements for ALL Org.Units/Programs within fund	\$0			18
19	\$3,538			19 Ending balance (prior years)				19
20	\$426,603	\$0	\$0	20 TOTAL REQUIREMENTS	\$0	\$0	\$0	20