



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

AGENDA

WEDNESDAY MAY 24, 2023

10:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. ELECTION OF BUDGET COMMITTEE CHAIR
5. ELECTION OF BUDGET COMMITTEE SECRETARY
6. APPROVAL OF MAY 19, 2022, BUDGET COMMITTEE MEETING MINUTES
7. BUDGET OFFICER PRESENTATION OF BUDGET MESSAGE AND BUDGET
8. DISCUSSION OF FUNDS
 - 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. General Fund Resources
9. PUBLIC COMMENT
10. APPROVAL OF BUDGET
11. ADJOURNMENT

ZOOM LOG IN FOR MEETING

<https://us02web.zoom.us/j/87554139617?pwd=cytZd2N3SIJPcXJodIFzNUN1a1RBUT09>

Meeting ID: 875 5413 9617

Passcode: 067825

A white bus with a large scenic advertisement on its side. The advertisement depicts a coastal harbor scene with fishing boats, a suspension bridge, and a harbor. The bus has "ROUTE 10" written on the top window and "503-861-7433" and "ridehebus.org" on the side. The text "Sunset Empire Transportation District Budget Committee" is overlaid on the image.

**Sunset Empire Transportation District
Budget Committee**

May 2023

NORTHWEST CONNECTOR

- **Five agency alliance to provide seamless connections between the Willamette Valley and the Oregon coast.**
 - **Columbia County Rider**
 - **Sunset Empire Transportation District**
 - **Tillamook County Transportation District**
 - **Lincoln County Transit**
 - **Benton County Public Transportation Services**

RIDE ASSIST PARATRANSIT

- **Providers of fixed route bus service are required to provide complementary para-transit service for those people who cannot ride our fixed route buses.**
- **It's a curb-to-curb service meaning we pick them up at their residence and take them to where they need to go.**
- **Service is available within $\frac{3}{4}$ of a mile of our bus route.**
- **Service is provided during the same times as fixed route.**
- **Para-transit users must go through an application process to determine their eligibility.**
- **Eligibility can be time specific based on condition.**
- **User pays twice the fare that a fixed route rider pays.**

RIDE ASSIST DIAL-A-RIDE

- **Curb to curb service available on certain days to general public in limited underserved areas.**
 - **Jeffers Garden/Miles Crossing**
 - **John Day, Svenson, and Knappa**
 - **One way fare 0-10 miles \$8.00**
 - **One way fare 11-20 miles \$12.00**

**RIDE ASSIST
NON EMERGENT
MEDICAL
TRANSPORTATION**

- **Contracted by NW Rides to provide NEMT service in Clatsop County**
- **This service is provided to Columbia Pacific Coordinated Care Organization's eligible members.**

MOBILITY MANAGEMENT

- **Provides support for various classes of riders**
 - **Eligibility review of para-transit users**
 - **Travel training**
 - **Trip planning**
 - **Coordination of transportation**
 - **Monitors the compliance of Title VI program (civil rights)**

PUBLIC TRANSIT FUNDING

- **10+ separate federal and state funding sources**
- **FTA—Programs may have narrow purpose, nearly all require local match, strict requirements**
- **State—Flex FHWA discretionary funds, state general fund, cig. tax, lottery proceeds, ID cards**
- **Local Sources—Payroll tax, purchased service, fare box, local general fund, social services, volunteer labor**

**§5310 ENHANCED
MOBILITY FOR
SENIORS AND
INDIVIDUALS WITH
DISABILITIES**

- **Oregon legislature supplements FTA funds with transfer from FHWA STP funds**
- **STP funds**
 - **Allocated by formula based on population**
 - **Discretionary at local/lead agency level**
 - **Examples of eligible activities include capital vehicles, facilities, maintenance, purchased service**
- **FTA funds**
 - **Allocated through ODOT discretionary process in 2017-19 biennium**
 - **Eligible activities include capital and operations**

§5311 FORMULA GRANTS FOR RURAL AREAS

- **Purpose**
- **Supports public transportation services in rural areas with populations of less than 50,000**
- **Examples of eligible activities**
- **Capital vehicles, equip. ,facilities, and maintenance**
- **Operations**
- **Planning**

OREGON SPECIAL TRANSPORTATION FUND (STF)

Purpose

- **Maintain, expand, or develop transportation services for seniors and people with disabilities.**
- **Examples of eligible activities**
- **Any capital, operating, or administrative public transportation project.**
- **Can be used as local match for other federal funds**
- **Funding process**
- **Funds allocated by formula and discretionary**

STATEWIDE TRANSPORTATION IMPROVEMENT FUND

- **Purpose**
- **Expand and improve public transportation services**
- **Examples of eligible activities**
- **Any capital, operating, or administrative public transportation project.**
- **Can be used to meet local match requirements for other federal funds.**
- **Funding process**
- **Funds allocated by formula and discretionary**
- **Qualified entities solicit, prioritize projects and submit plans to ODOT.**

OTHER USDOT AND STATE FUNDING SOURCES/PROGRAMS

- **§5304 Statewide Planning—Transit master plans**
- **§5339 Bus and Bus Facilities—Buses, facilities, amenities, preventative maintenance for rural and small urban**
- **Statewide planning projects—Oregon Public Transportation Plan, local transportation coordinated plans, system development plans, safety and asset management plans**
- **FHWA projects—Transportation options rideshare and information outreach; STIP Enhance, Fix-it; planning**

LOCAL AND OTHER FUNDING SOURCES

- **Property taxes**
- **State mass transit payroll distribution**
 - **Based on the wages of State employees in District**
- **State timber revenue**
 - **Based on proceeds from the harvest of timber in the Clatsop State Forest**
- **Rentals**
 - **Parking spaces**
 - **Electric vehicle charging station**
 - **Billboard**
- **Intergovernmental agreements (IGA) contracted service**
 - **City of Cannon Beach**
 - **Tongue Point Job Corps**
- **Other grants**
- **Commissions/proceeds**
- **Fares**
- **Non-Emergent medical transportation (NW rides)**

BUDGET

- **What is a budget?**
 - A budget is a financial plan containing estimates of revenues and expenditures for a single fiscal year or biennial budget period.
 - It is based on estimates of revenues & expenditures and other requirements.
 - Budgeting allows a local government to evaluate its needs in light of the revenue sources available to meet those needs. A complete budget justifies the imposition of property taxes and the making of the appropriations that give the government its authority to spend public money.

Types of funds

- **General Fund**
 - For general operations with no restrictions on how resources are used.
- **Special Revenue Fund**
 - Dedicated to specific purpose grants.
- **Reserve Fund**
 - Used to accumulate money for financing the cost of a service, project, property, or equipment.

Resources vs requirements

- **Resources**
 - Cash on hand and anticipated receipts
- **Requirements**
 - Expenditures going out, other budget transactions, or money being held for future use

FORM											
LB-20						RESOURCES					
						(Fund)				(Name of Municipal Corporation)	
						RESOURCE DESCRIPTION				Budget for Next Year _____	
		Historical Data		Year to Date							
		Actual		Current Year							
		Second Preceding Year 20 -	First Preceding Year 20 -	Adopted Budget This Year Year 20 -	2018-2019			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1						1	Available cash on hand* (cash basis) or				1
2						2	Net working capital (accrual basis)				2
3						3	Previously levied taxes estimated to be received				3
4						4	Interest				4
5						5	Transferred IN, from other funds				5
6						6	OTHER RESOURCES				6
7						7					7
8						8					8
9						9					9
10						10					10
11						11					11
12						12					12
13						13					13
14						14					14
15						15					15
16						16					16
17						17					17
18						18					18
19						19					19
20						20					20
21						21					21
22						22					22
23						23					23
24						24					24
25						25					25
26						26					26
27						27					27
28						28					28
29	0	0	0			29	Total resources, except taxes to be levied	0	0	0	29
30						30	Taxes estimated to be received				30
31						31	Taxes collected in year levied				31
32	0	0	0			32	TOTAL RESOURCES	0	0	0	32

Requirements Summary
ALLOCATED to an organizational unit or program & activity.

Clear Form

(Fund)

(Name of Municipal Corporation)

Historical data			Requirements for _____ (Name of program or organizational unit)	Budget for next year 20__-__			
Actual		Adopted budget this year year 20__-__		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
Second preceding year 20__-__	First preceding year 20__-__						
1			1	Personnel services			1
2			2				2
3			3				3
4			4				4
5			5				5
6			6				6
7			7				7
8			8	Total personnel services			8
9			9	Total full-time equivalent (FTE)			9
10			10	Materials and services			10
11			11				11
12			12				12
13			13				13
14			14				14
15			15				15
16			16				16
17			17				17
18			18				18
19			19				19
20			20				20
21			21				21
22			22				22
23			23				23
24			24				24
25			25				25
26			26				26
27			27	Total materials and services			27
28			28	Capital outlay			28
29			29				29
30			30				30
31			31				31
32			32				32
33			33				33
34			34	Total capital outlay			34
35			35	Organizational unit / Activity total			35

REQUIREMENTS SUMMARY									
FORM		NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM							
LB-30						(name of fund)	(name of Municipal Corporation)		
Historical Data				Year to Date Current year 2018-2019	REQUIREMENTS DESCRIPTION	Budget For Next Year 20__-__			
Actual		Adopted Budget				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 20__-__	First Preceding Year 20__-__	This Year 20__-__							
1					1 PERSONNEL SERVICES NOT ALLOCATED				1
2					2				2
3					3				3
4	0	0	0		4 TOTAL PERSONNEL SERVICES	0	0	0	4
5					5 Total Full-Time Equivalent (FTE)				5
6					6 MATERIALS AND SERVICES NOT ALLOCATED				6
7					7				7
8					8				8
9	0	0	0		9 TOTAL MATERIALS AND SERVICES	0	0	0	9
10					10 CAPITAL OUTLAY NOT ALLOCATED				10
11					11				11
12					12				12
13	0	0	0		13 TOTAL CAPITAL OUTLAY	0	0	0	13
14					14 DEBT SERVICE				14
15					15				15
16					16				16
17	0	0	0		17 TOTAL DEBT SERVICE	0	0	0	17
18					18 SPECIAL PAYMENTS				18
19					19				19
20					20				20
21	0	0	0		21 TOTAL SPECIAL PAYMENTS	0	0	0	21
22					22 INTERFUND TRANSFERS				22
23					23				23
24					24				24
25					25				25
26					26				26
27					27				27
28	0	0	0		28 TOTAL INTERFUND TRANSFERS	0	0	0	28
29					29 OPERATING CONTINGENCY				29
30					30 RESERVED FOR FUTURE EXPENDITURE				30
31					31 UNAPPROPRIATED ENDING BALANCE				31
32	0	0	0		32 Total Requirements NOT ALLOCATED	0	0	0	32
33					33 Total Requirements for ALL Org.Units/Programs within fu	0			33
34					34 Ending balance (prior years)				34
35	0	0	0		35 TOTAL REQUIREMENTS	0	0	0	35

Budget Resources

- **Beginning cash or net working capital**
- **Fares, rental income**
- **Grants, gifts, donations, commissions, proceeds**
- **Interfund transfers**
- **Interest earned on deposits**
- **State Mass Transit Payroll Distribution**
- **State Timber Revenue**
- **IGA Contracted Service**



Other

- **Operating Contingency**
 - An amount reasonably expected to be spent on unidentified operating expenses.
- **Reserved for Future Expenditure**
 - An amount plans to save for future spending.
- **Unappropriated Ending Fund Balance**
 - Amount set aside in the budget to be carried over to the next year's budget to cover costs prior to resources being available.

Budget committee meeting process

- **All meetings subject to Public Meetings Law**
- **Presiding officer must be elected at first meeting**
- **Quorum is required to conduct business**
- **Majority of committee is required to take action**
- **Committee may request and receive additional information from district officials**

What the Budget Committee Does

- **Receives the budget document**
- **Hears the budget message**
- **Hears and considers public comment**
- **Discusses and revises budget if needed**
- **Approves the budget**
- **Approves the property taxes**

Adoption of budget

- **Governing Body Holds Budget Hearing**
 - After the hearing, the governing body can change the budget estimates and tax levy approved by the budget committee.
 - However, if they want to :
 - Increase tax by any amount, *Or*
 - Increase expenditures in any fund by 10% or more
(or \$5,000 – whichever is greater),
The must republish the amended budget summary and hold another budget hearing.

Changes to budget after adoption

- A budget is a plan based on estimates;
- The budget provides the foundation for appropriations;
- Appropriations are authority to spend public money,
- Appropriations are limitations on expenditures

Changes to budget after adoption

- **Actions Possible after Adoption**
 - **Budget law provides several legal ways to adjust your budget after adoption if your needs change, including:**
 - Appropriation Transfer
 - Supplemental budget
 - Expenditures outside of budget law
 - Other fiscal tools
 - Interfund loans
 - Eliminate unnecessary fund
 - Emergency authorizations

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2023

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
ARP	AMERICAN RESCUE PLAN
ASC	ASTORIA SENIOR CENTER
ATU	AMALGAMATED TRANSIT UNION
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
CBA	COLLECTIVE BARGAINING AGREEMENT
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
ELA	EMERGING LEADERS' ACADEMY
EQUIP	EQUIPMENT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FTA	FEDERAL TRANSIT ADMINISTRATION
GF	GENERAL FUND
HR	HUMAN RESOURCES

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2023

IGA	INTERGOVERNMENTAL AGREEMENT
IJA	INFRASTRUCTURE INVESTMENT AND JOBS ACT
INFO	INFORMATION
INT	INTEREST
IS	INCOME STATEMENT
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
MASA	MEDICAL AIR SERVICES ASSOCIATION
MBRC	MILES BETWEEN ROAD CALLS
MISC	MISCELLANEOUS
MM	MOBILITY MANAGEMENT
MOS	MONTH
MOU	MEMORANDUM OF UNDERSTANDING
NADTC	NATIONAL AGING AND DISABILITY TRANSPORTATION CENTER
NCTMN	NORTH COAST TOURISM MANAGEMENT NETWORK
NEMT	NON-EMERGENCY 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
OTP	OREGON TRANSPORTATION PLAN
P&L	PROFIT AND LOSS
PARA	PARA-TRANSIT
PCA	PERSONAL CARE ATTENDANT

SUNSET EMPIRE TRANSPORTATION DISTRICT
COMMONLY USED ACRONYM LIST

APRIL

2023

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
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
SUN	SMALL URBAN NETWORK
SWIP	SIDEWALK IMPROVEMENT 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 2024

Citizen Members

Tita Montero

Clarke Powers

John Lansing

Christine Lolich

Mary Ann Brandon

Melinda Ward

Paul Putkey

SETD Board Members

Guillermo Romero

Rebecca Reed

Debbie Boothe-Schmidt

Diana Nino

Pamela Alegria

Tracy MacDonald

Charles Withers



**Sunset Empire Transportation District
Draft Budget Committee Meeting Minutes
Fiscal Year 2023
May 18, 2022
9:00 AM**

1. CALL TO ORDER – Chair Debbie Boothe-Schmidt called the meeting to order at 9:02 AM.
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL: Present: Chair Boothe-Schmidt, Vice Chair Tracy MacDonald, Secretary/Treasurer Diana Nino, Commissioner Pamela Alegria, Commissioner Rebecca Read, Commissioner Guillermo Romero and Commissioner Charles Withers.

Budget Committee Citizen Members- Tita Montero, Clarke Powers, John Lansing, Christine Lolich, Mary Ann Brandon, Melinda Ward, and Paul Putkey

4. SELECTION OF BUDGET COMMITTEE CHAIR- John Lansing nominated Chair Debbie Boothe-Schmidt as Budget Committee Chair. Chair accepted the nomination.
5. SELECTION OF BUDGET COMMITTEE SECRETARY- Tracy MacDonald nominated

Paul Putkey moved to close nominations
John Lansing seconded the motion

6. APPROVAL OF THE MAY 16, 2021, BUDGET MEETING MINUTES-
Commissioner Withers moved to approve the minutes
Commissioner Nino seconded the motion
Discussion- None

Name	Boothe-Schmidt	MacDonald	Nino	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x	x	x	
Nay								

Name	Montero	Powers	Lansing	Lolich	Brandon	Ward	Putkey	
Aye	x	Abstained	x	x	x	x	Abstained	
Nay								

12-Aye
2 Abstained
Motion passed.

7. BUDGET OFFICER PRESENTATION OF BUDGET MESSAGE- Budget Officer Jeff Hazen read the Budget Message which summarized the district’s challenges in the past year including driver shortages that have had and currently have affected service. Hazen reported that the district has currently negotiated a new Collective Bargaining Agreement (CBA) with the Amalgamated Transit Union (ATU) that substantially increased top wages by 15% for drivers, the second step by 12% and the other three steps were increased by 10%. There were other incentives introduced to attract more applications and retain drivers long term. Hazen said service cuts have affected ridership which is currently down by 8% and may go up to 10% by the end of the fiscal year. Budget Officer Hazen explained the budget reflects supporting 50 full time employees and the pay increases were put into effect on May 1st. Hazen that the increase in fuel costs has been accounted for in this budget. Supply chain issues are continuing which has affected our receipt of buses we have on order. Hazen also explained that the

Special Transportation Fund will be used as operating assistance for fixed route and paratransit. The Statewide Transportation Improvement Fund will fund the services that were cut in September and also continue services funded by STF. The STIF Discretionary Fund will provide funding to continue the Lower Columbia Connector Route and anticipate receipt of the 2 buses funded by this grant. The Capital Reserve fund will be used for to purchase needed equipment. Budget Officer Hazen reported that the proposed budget represents the district's best estimates of the resources and expenditures that were obtained through the use of professional judgement, budget history, Oregon Local Budget law and generally accepted accounting practices

8. DISCUSSION OF FUND BUDGETS- Budget Officer Hazen discussed each of the Funding Resources and the Funding Requirements presented in the budget and explained how each was compiled.

- a. General Fund-** Resources include Special Transportation (STF), Statewide Transportation Improvement (STIF), Statewide Transportation Improvement Fund Discretionary, the Capital Reserve Fund and estimated Taxes to be received. Requirements included Personnel Services, Materials and Services and Capital Outlay.

Total Resources- \$6,641,737
 Material and Services- \$1,302,200
 Total Capital Outlay- \$1,332,000
 Total Requirements Not Allocated- \$925,000
Total Requirements- \$6,641,737

- b. Special Transportation Fund-** Resources include ODOT-STF Formula Grant

Total Resources- \$92,932
Total Requirements- \$92,932
 Resources include cash on hand and ODOT-STIF Formula Grant
Total Resources- \$724,824
Total Requirements \$724,824

- c. Special Transportation Fund Discretionary**

Resources include 2 new buses
 Total Resources-\$520,000
 Total Requirements-\$520,000

- d. Capital Reserve Fund**

Resources include HVAC system, the new Repeater and match money for bus grants
 Total Resources-\$889,759
 Total Requirements \$889,759

9. PUBLIC COMMENT- None

10. APPROVAL OF BUDGET-

Paul Putkey moved that the Budget Committee of Sunset Empire Transportation District approve the budget of 2022-2023 fiscal year in the amount of \$6,641,737.

Commissioner Nino seconded the motion

Discussion-None

Name	Boothe-Schmidt	MacDonald	Nino	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x	x	x	
Nay								

Name	Montero	Powers	Lansing	Lolich	Brandon	Ward	Putkey	
Aye	x	x	x	x	x	x	x	
Nay								

14-Aye

0-Nay

Motion passed unanimously

Commissioner MacDonald moved that the Budget Committee of Sunset Empire Transportation District approve and recommend that the SETD Board of Commissioners adopt property taxes for the 2022-2023 fiscal year at the rate of 16.2 cents (0.1620) per \$1000 of assessed value for the permanent tax levy.

Commissioner Alegria seconded the motion

Discussion- None

Name	Boothe-Schmidt	MacDonald	Nino	Alegria	Withers	Read	Romero	
Aye	x	x	x	x	x	x	x	
Nay								

Name	Montero	Powers	Lansing	Lolich	Brandon	Ward	Putkey	
Aye	x	x	x	x	x	x	x	
Nay								

14-Aye

0-Nay

Motion passed unanimously

- Comments- Chair Boothe-Schmidt thanked the Budget Committee for their serving on the committee and for being prepared for the meeting. Commissioner Read commented she would like, later, to gather feedback about the hybrid meeting process and their effectiveness or not, since we have had a couple of opportunities with the hybrid meetings. Chair Boothe Schmidt said she agreed and asked the Budget Committee if they would give feedback about the Budget Meeting process to Executive Director Hazen. Executive Director Hazen said he would send out a poll to the committee for evaluation. John Lansing complemented the Executive Director and the Budget Committee on how smooth the Budget process went, and he also complemented Executive Director Hazen's leadership at SETD and said the community really appreciates what you are doing. Tita Montero said, while hybrid meetings can provide more challenges the law passed in January requires that public meetings of this type continue to be conducted so that the public can listen and participate.

Meeting was adjourned 10:20 AM

Mary Parker, Recording Secretary

Secretary/Treasurer _____

Diana Nino

Date _____

Dear Budget Committee Members:

Although the District enjoyed encouraging performance numbers during the first three quarters of Fiscal Year 23, on April 29th, we were forced to suspend service due to lack of cash. The leadership team and the Board were unaware of this grave financial crisis until the special Board meeting held on April 18. It was during that Board meeting that the Executive Director made the recommendation to suspend service beginning the following day, April 19. That recommendation was not adopted by the Board which favored a greater effort be made by staff to secure financing to carry the District through the end of the fiscal year, and into the next fiscal year.

At the time when it became apparent that funds had been exhausted, ODOT suspended reimbursements and other payments to SETD pending an audit. These funds included 5311 monies amounting to \$153,000, and other reimbursements for a total of \$259,000.

On May 3, Executive Director Jeff Hazen resigned his position.

On May 5, the Board installed Paul Lewicki as the Interim Executive Director to serve until the Board can identify and hire a new Executive Director.

With support from the Oregon Transportation Commission (OTC), Oregon DOT, Public Transportation Division (PTD), and the Oregon Transportation Infrastructure Bank (OTIB), a loan in the amount of \$505,000 was proposed to and accepted by the Board. The loan came with the possibility of a second \$500,000 loan in June based on our service plan going forward and our use of the funds from the initial loan. It also came with conditions of specific reporting requirements such as a core business plan through June 30, 2023, copies of bi-weekly statements of every bank and Local Government Investment Program (LGIP) account, copies of monthly income statements, balance sheets and statement of cash flow, copy of the year-to-date general ledger detail report, copies of monthly accounts receivable and accounts payable, a narrative report of the month's service levels and routes, and a plan for service level and route plans for upcoming month routes.

Early on, an expectation of ODOT was communicated to the District that Paratransit services must be restarted by May 8th. This was accomplished and included the recall of two furloughed drivers and the Paratransit Supervisor, who also functions as the dispatcher for the Paratransit service.

Further, weekday fixed route service was restarted on May 15th. This service provides modified Route 101 service, Monday through Friday, from 5:50 am to 8:00 pm. This service includes two loops on each of two shifts which include service to Emerald Heights on each loop, and Cannon Beach on the 2nd and 3rd loops. This provides service to those who live in North County and work in South County or vice versa.

On May 20th we are restarting the Pacific Connector for service between the Astoria Transit Center and Cannon Beach. This service includes five loops and provides service from 8:10 am to 9:07 pm. This schedule is designed to best interface with the connector service from Tillamook County Transportation District (TCTD) which terminates in Cannon Beach. These restarted services required recalling two more furloughed fixed route drivers to cover the AM and PM shifts on the weekend as well as covering one shift each of weekday service.

It is expected that we will bring back the next driver in seniority who is able to drive Paratransit as well as fixed routes and will provide a flexible resource to cover short vacancies as soon as funding is identified and available.

It is this service level that staff expect to use for budgetary purposes for the entire fiscal year 2024 as financial resource levels for the year at this point are not certain.

Our 5310, 5311 and STIF grants are being rewritten to better support the District's recovery through the upcoming biennium.

It is by design and with the support of ODOT Public Transportation Division that we submit this budget, recognizing that it is based on uncertain funding numbers, and that following a forensic audit by ODOT, and dependent upon it's findings, funding availability will be identified and quantified. This is expected to permit the development and submittal of a supplemental budget reflecting potential additional services for the remainder of fiscal year 24.

RESOURCES
General Fund
(Fund)

Sunset Empire Transportation District

	Historical Data				Year to Date Actuals Year 2022-2023	RESOURCE DESCRIPTION	Budget for Next Year 2023-2024			
	Actual		Adopted Budget This Year Year 2022-2023	Proposed By Budget Officer			Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022								
1	\$0	\$0	\$900,000	\$493,260	1	Available cash on hand* (cash basis) or	\$300,000			1
2					2	Net working capital (accrual basis)				2
3	\$28,617	\$21,401	\$25,000	\$25,156	3	Previously levied taxes estimated to be received	\$25,000			3
4	\$5,466	\$1,957	\$2,000	\$4,766	4	Interest	\$4,000			4
5	\$0	\$0	\$0	\$0	5	Transferred in from other funds	\$0			5
6					6	OTHER RESOURCES				6
7	\$245,099	\$201,732	\$250,000	\$171,573	7	Fares	\$50,000			7
8	\$59,164	\$81,288	\$105,000	\$0	8	IGA Contracted Services	\$0			8
9	\$10,409	\$10,242	\$10,500	\$7,288	9	Rentals	\$10,500			9
10	\$2,597	\$2,897	\$5,000	\$1,929	10	Commissions/Proceeds	\$2,000			10
11	\$249,209	\$231,075	\$210,000	\$213,609	11	State Timber Revenue	\$200,000			11
12	\$101,110	\$116,399	\$90,000	\$91,397	12	State Mass Transit Payroll Distribution	\$0			12
13	\$0	\$0	\$11,000	\$0	13	Training Scholarships	\$0			13
14	\$22,138	\$46,477	\$25,000	\$4,867	14	Other	\$7,500			14
15	\$0	\$0	\$60,000	\$0	15	ODOT - \$5304 Marketing Plan	\$0			15
16	\$121,442	\$69,223	\$139,443	\$87,900	16	ODOT - \$5310 Mobility Mgmt/Preventive Maint	\$161,594			16
17	\$3,000	\$0	\$0	\$0	17	ODOT - \$5310 Preventive Maint. Discretionary	\$0	\$0	\$0	17
18	\$516,608	\$562,825	\$551,344	\$209,765	18	ODOT - \$5311 Operations	\$350,000			18
19	\$13,312	\$133,946	\$501,054	\$129,021	19	ODOT - \$5311 Operations CARES Act Needs Based	\$0			19
20	\$0	\$0	\$0	\$0	20	ODOT - \$5311 Cares Act Formula	\$0			20
21	\$0	\$0	\$0	\$0	21	ODOT - \$5311(f) Intercity (LCC)	\$0			21
22	\$171,813	\$620,835	\$1,056,215	\$0	22	ODOT - \$5339 Bus and Bus Facilities	\$612,000			22
23	\$67,161	\$75,269	\$97,775	\$86,154	23	ODOT - Transportation Options	\$116,477			23
24	\$0	\$0	\$20,000	\$0	24	ODOT - RVHT Rural Veterans	\$0			24
25	\$0	\$0	\$5,000	\$0	25	SDAO Safety Grant	\$0			25
26	\$93,863	\$92,932	\$92,932	\$69,699	26	Transferred in from STF Fund	\$0			26
27	\$701,917	\$784,288	\$724,824	\$346,131	27	Transferred in from STIF Formula Fund	\$1,200,000			27
28	\$217,766	\$191,503	\$520,000	\$125,504	28	Transferred in from STIF Discretionary/STN Fund	\$0			28
29	\$0	\$0	\$106,650	\$0	29	Transferred in from Capital Reserve Fund	\$0			29
30	\$2,630,691	\$3,244,288	\$5,508,737	\$2,068,019	30	Total resources, except taxes to be levied	\$3,039,071	\$0	\$0	30
31	\$1,056,857.31	\$1,105,377	\$1,133,000	\$1,075,022	31	Taxes estimated to be received	\$1,000,000			31
32					32	Taxes collected in year levied				32
33	\$3,687,548	\$4,349,665	\$6,641,737	\$3,143,041	33	TOTAL RESOURCES	\$4,039,071	\$0	\$0	33

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

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
Special Transportation Fund (STF)
(Fund)**

**Sunset Empire Transportation District
(Name of Municipal Corporation)**

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 - 2024			
Actual		Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022						
1			1	RESOURCES			1
2	46862	40000	2	Cash on hand * (cash basis), or			2
3	93863	92935	3	ODOT - STF Formual Grant			3
4			4	Previously levied taxes estimated to be received			4
5			5	Interest			5
6			6	Transferred IN, from other funds			6
7			7				7
8			8				8
9			9				9
10	140725	132935	10	Total Resources, except taxes to be levied			10
11			11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	140725	132935	13	TOTAL RESOURCES			13
14			14	REQUIREMENTS **			14
15			15	Org Unit or Prog & Activity	Object Classification	Detail	15
16	51725	0	16	STF	Transfer	Wages	16
17	26000	0	17	STF	Transfer	Benefits/Taxes	17
18	13000	10000	18	STF	Transfer	Non Profit Assist/Outreach/Vet	18
19	20000	62898	19	STF	Transfer	Operations Assistance	19
20	30000	0	20	STF	Transfer	Capital	20
21	0	30037	21	STF	Transfer	Operations Assistance	21
22			22				22
23			23				23
24			24				24
25			25				25
26			26				26
27			27				27
28			28				28
29			29	Ending balance (prior years)			29
30		30000	30	UNAPPROPRIATED ENDING FUND BALANCE			30
31	140725	102935	31	TOTAL REQUIREMENTS			31

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

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
Statewide Transportation Improvement Fund (STIF)
(Fund)**

**Sunset Empire Transportation District
(Name of Municipal Corporation)**

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 - 2024					
Actual		Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022								
1			1	RESOURCES			1		
2			2	Cash on hand * (cash basis), or	\$ -			2	
3			3	Interest	\$ -			3	
4	1382701	1532421	4	ODOT - STIF Formula Fund Distribution	\$ 1,200,000.00			4	
5	1382701	1532421	5	Total Resources, except taxes to be levied	\$ 1,200,000.00	0	0	5	
6			6	Taxes collected in year levied				6	
7	1382701	1532421	7	TOTAL RESOURCES	\$ 1,200,000.00	0	0	7	
8			8	REQUIREMENTS **			8		
9			9	Org Unit or Prog & Activity	Object Classification	Detail		9	
10	764528	463352	10	STIF	Transfer	District Operations	\$ 750,000.00	10	
11	278700	279300	11	STIF	Transfer	Match	\$ 125,000.00	11	
12		789759	12	STIF	Transfer	Capital Reserve	\$ -	12	
13			13					13	
14			14					14	
15			15					15	
16			16					16	
17			17					17	
18			18					18	
19			19					19	
20			20					20	
21			21					21	
22			22					22	
23			23	Ending balance (prior years)				23	
24	339473		24	UNAPPROPRIATED ENDING FUND BALANCE			\$ 325,000.00	24	
25	1382701	1532411	25	TOTAL REQUIREMENTS			\$ 1,200,000.00	0	25

*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.

**FORM
LB-10**

**SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Statewide Transportation Improvement Fund Discretionary (STIF)
(Fund)

Sunset Empire Transportation District
(Name of Municipal Corporation)

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 - 2024			
Actual		Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022						
1			1	RESOURCES			1
2		0	2	Cash on hand * (cash basis), or			2
3	436764	552000	3	ODOT - STIF Discretionary Program Grant			3
4			4				4
5			5				5
6			6				6
7			7				7
8			8				8
9			9				9
10	436764	552000	10	Total Resources, except taxes to be levied			10
11			11	Taxes estimated to be received			11
12			12	Taxes collected in year levied			12
13	436764	552000	13	TOTAL RESOURCES			13
14			14	REQUIREMENTS **			14
15			15	Org Unit or Prog & Activity	Object Classification	Detail	15
16	355764	232000	16	STIF	Transfer	Operations	16
17	81000	320000	17	STIF	Transfer	Capital	17
18			18				18
19			19				19
20			20				20
21			21				21
22			22				22
23			23				23
24			24				24
25			25				25
26			26				26
27			27				27
28			28				28
29			29	Ending balance (prior years)			29
30			30	UNAPPROPRIATED ENDING FUND BALANCE			30
31	436764	552000	31	TOTAL REQUIREMENTS			31

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

**FORM
LB-11**

This fund is authorized and established by resolution / ordinance number 2016-2 on 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
(Fund)**

**Sunset Empire Transportation District
(Name of Municipal Corporation)**

Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 - 2024			
Actual		Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022						
1			1	RESOURCES			1
2	133455	134455	2	Cash on hand * (cash basis), or			2
3			3	Working Capital (accrual basis)			3
4			4	Previously levied taxes estimated to be received			4
5			5	Interest			5
6	50000	839759	6	Transferred IN, from other funds			6
7			7				7
8			8				8
9			9				9
10	183455	974214	10	Total Resources, except taxes to be levied			0
11			11	Taxes estimated to be received			0
12			12	Taxes collected in year levied			0
13	183455	974214	13	TOTAL RESOURCES			0
14			14	REQUIREMENTS **			0
15			15	Org. Unit or Prog. & Activity	Object Classification	Detail	
16	9000		16	General Fund	Transfer	E-Fare Match	0
17	40000	134455	17	General Fund	Transfer	Equipment	
18			18				
19			19				
20			20				
21			21	Ending balance (prior years)			
22	134455	839759	22	UNAPPROPRIATED ENDING FUND BALANCE			
23	183455	974214	23	TOTAL REQUIREMENTS			0

*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.

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

**FORM
LB-30**

General Fund

Sunset Empire Transportation District

Historical Data					REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-2024		
Actual		Adopted Budget		Year to Date Actuals Year 2022-2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2020-2021	First Preceding Year 2021-2022	This Year 2022-2023						
1					1 PERSONNEL SERVICES			1
2	\$2,076,666	\$2,174,609	\$2,125,871	\$1,529,338	2 Salaries & Wages	\$750,000		2
3	\$239,931	\$296,352	\$333,600	\$222,400	3 Payroll Expenses	\$175,000		3
4	\$618,159	\$551,467	\$623,066	\$415,360	4 Employee Benefits	\$275,000		4
5	\$2,934,755	\$3,022,428	\$3,082,537	\$2,167,098	5 TOTAL PERSONNEL SERVICES	\$1,200,000	\$0	\$0
6					6 Total Full-Time Equivalent (FTE)	18		
7					7 MATERIALS AND SERVICES			7
8	\$4,200	\$4,288	\$10,000	\$3,599	8 Provider Services	\$0		8
9	\$17,570	\$26,000	\$25,000	\$14,000	9 Audit	\$30,000		9
10	\$1,682	\$4,039	\$1,500	\$2,035	10 Advertising	\$1,000		10
11	\$1,044	\$1	\$2,000	\$1,569	11 Bank Fees	\$2,000		11
12	\$74,542	\$42,360	\$50,000	\$23,816	12 Building Grounds and Maintenance	\$30,000		12
13	\$13,944	\$13,768	\$15,000	\$8,478	13 Building Lease	\$0		13
14	\$163,789	\$105,342	\$135,000	\$87,895	14 Computer Information Technology Services	\$110,000		14
15	\$10,463	\$38,162	\$30,000	\$26,813	15 Conferences, Training, and Travel	\$5,000		15
16	\$10,629	\$19,591	\$10,000	\$2,100	16 Drug and Alcohol Testing/Background Checks	\$2,000		16
17	\$15,701	\$14,630	\$15,000	\$10,508	17 Dues, Subscriptions and Fees	\$24,000		17
18	\$12,000	\$12,000	\$15,500	\$0	18 IGA Dues and Fees	\$12,000		18
19	\$28,164	\$32,923	\$20,000	\$4,400	19 Comp/Furniture/Small tools	\$5,000		19
20	\$2,847	\$2,282	\$2,700	\$1,524	20 Equipment Lease	\$5,000		20
21	\$2,279	\$8,046	\$30,000	\$19,375	21 Outreach	\$5,000		21
22	\$4,204	\$8,608	\$10,000	\$7,500	22 Employee Recognition	\$5,000		22
23	\$7,842	\$0	\$5,000	\$0	23 Election Fees	\$0		23
24	\$213,278	\$327,557	\$475,000	\$247,928	24 Fuel	\$30,000		24
25	\$70,954	\$87,572	\$87,000	\$49,401	25 Insurance	\$98,000		25
26	\$701	\$614	\$1,000	\$0	26 Legal Ads	\$1,000		26
27	\$4,014	\$14,524	\$5,000	\$16,887	27 Legal Counsel	\$5,000		27
28	\$4,146	\$11,330	\$15,000	\$18,398	28 Uninsured Loss	\$10,000		28
29	\$1,098	\$1,265	\$1,500	\$1,441	29 Meeting Expense	\$0		29
30	\$0	\$0	\$0	\$0	30 ODOT Loan Payment	\$309,170		30
31	\$13,971	\$15,261	\$15,000	\$9,567	31 Office Supplies	\$8,000		31
32	\$1,228	\$0	\$0	\$0	32 Payroll Processing Fee	\$0		32
33	\$4,786	\$6,021	\$10,000	\$4,700	33 Printing	\$5,000		33
34	\$18,362	\$1,021	\$77,000	\$13,290	34 Professional Services	\$2,000		34
35	\$3,805	\$2,060	\$4,000	\$993	35 Taxes/Licenses	\$1,000		35
36	\$46,182	\$38,421	\$35,000	\$24,043	36 Telecommunications/Internet	\$26,000		36
37	\$5,105	\$6,551	\$12,000	\$6,000	37 Uniforms	\$2,500		37
38	\$28,508	\$30,956	\$35,000	\$22,163	38 Utilities	\$28,000		38
39	\$159,391	\$158,420	\$150,000	\$87,316	39 Vehicle Maintenance and Repair	\$30,000		39
40	\$3,511	\$9,383	\$3,000	\$7,169	40 Shop Supplies	\$3,000		40
41	\$949,944	\$1,042,995	\$1,302,200		41 TOTAL MATERIALS AND SERVICES	\$794,670	\$0	\$0
42					42 CAPITAL OUTLAY			42
43					43 2 X Class A Remanufactured	\$720,000		43
44					44 Bus Stop Construction Hwy 101 & Ensign (Match)	\$0		44
45					45 Prior Year Capital Expenses	\$0		45
46	\$201,127	\$751,717			46 CAPITAL OUTLAY TOTAL	\$720,000	\$0	\$0
47	\$201,127	\$751,717	\$0	\$0				47
48	\$4,085,826	\$4,817,140	\$4,384,737			\$2,714,670	\$0	\$0

FORM
LB-30

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General Fund
(name of fund)

Sunset Empire Transportation District
(name of Municipal Corporation)

1	Historical Data			Year to Date Actuals Year 2022-2023	REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-2024			1
	Actual		Adopted Budget This Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022							
2				2	PERSONNEL SERVICES NOT ALLOCATED				2
3				3					3
4	0	0	0	4	TOTAL PERSONNEL SERVICES	0	0	0	4
5				5	Total Full-Time Equivalent (FTE)				5
6				6	MATERIALS AND SERVICES NOT ALLOCATED				6
7				7					7
8				8					8
9	0	0	0	9	TOTAL MATERIALS AND SERVICES	0	0	0	9
10				10	CAPITAL OUTLAY NOT ALLOCATED				10
11				11					11
12				12					12
13	0	0	0	13	TOTAL CAPITAL OUTLAY	0	0	0	13
14				14	DEBT SERVICE				14
15				15					15
16				16					16
17	0	0	0	17	TOTAL DEBT SERVICE	0	0	0	17
18				18	SPECIAL PAYMENTS				18
19				19					19
20				20					20
21	0	0	0	21	TOTAL SPECIAL PAYMENTS	0	0	0	21
22				22	INTERFUND TRANSFERS				22
23	50,000	50,000	50,000	23	To Capital Reserve Fund	0			23
24				24					24
25				25					25
26				26					26
27				27					27
28	50,000	50,000	50,000	28	TOTAL INTERFUND TRANSFERS	0	0	0	28
29				29	OPERATING CONTINGENCY	640,000			29
30				30	RESERVED FOR FUTURE EXPENDITURE	345,415			30
31				31	UNAPPROPRIATED ENDING BALANCE	338,986			31
32	50,000	50,000	50,000	32	Total Requirements NOT ALLOCATED	1,324,401	0	0	32
33				33	Total Requirements for ALL Org.Units/Programs within fund	2,714,670			33
34				34	Ending balance (prior years)				34
35	50,000	50,000	50,000	35	TOTAL REQUIREMENTS	4,039,071	0	0	35