



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

AGENDA

FRIDAY JUNE 16, 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. APPROVAL OF MAY 24th and JUNE 7th BUDGET COMMITTEE MEETING MINUTES (Not in pack)
5. BUDGET OFFICER UPDATE
6. DISCUSSION OF FUNDS
 - a. General Fund Resources
 - b. General Fund Requirements 1.,2.,3.
 - c. Special Transportation Fund (STF)
 - d. Statewide Transportation Improvement Fund (STIF) Formula
 - e. Statewide Transportation Improvement Fund (STIF) Discretionary
 - f. Capital Reserve Fund
7. PUBLIC COMMENT
8. APPROVAL OF BUDGET
9. ADJOURNMENT

ZOOM LOG IN FOR MEETING

<https://us02web.zoom.us/j/5148435264>

Meeting ID: 514 843 5264

One tap mobile

+12532050468,,5148435264# US

+12532158782,,5148435264# US (Tacoma)

RESOURCES
General Fund

(Fund)

Sunset Empire Transportation District

	Historical Data				RESOURCE DESCRIPTION	Budget for Next Year 2023-2024				
	Actual		Adopted Budget			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2020-2021	First Preceding Year 2021-2022	This Year Year 2022-2023	Year to Date Actuals Year 2022-2023						
1	\$873,013	\$900,000	\$900,000	\$53,461	1 Available cash on hand* (cash basis) or	\$0			1	
2					2 Net working capital (accrual basis)				2	
3	\$28,617	\$25,000	\$25,000	\$16,299	3 Previously levied taxes estimated to be received	\$25,000			3	
4	\$5,102	\$2,000	\$2,000	\$5,008	4 Interest	\$4,000			4	
5					5 OTHER RESOURCES				5	
6	\$187,003	\$175,000	\$250,000	\$246,430	6 Fares	\$50,000			6	
7	\$118,185	\$85,000	\$105,000	\$0	7 IGA Contracted Services	\$0			7	
8	\$10,146	\$10,500	\$10,500	\$8,866	8 Rentals	\$10,500			8	
9	\$2,836	\$5,000	\$5,000	\$2,253	9 Commissions/Proceeds	\$2,000			9	
10	\$249,058	\$200,000	\$210,000	\$234,269	10 State Timber Revenue	\$250,000			10	
11	\$101,110	\$90,000	\$90,000	\$120,377	11 State Mass Transit Payroll Distribution	\$90,000			11	
12	\$0	\$11,000	\$11,000	\$0	12 Training Scholarships	\$0			12	
13	\$22,138	\$150	\$25,000	\$11,998	13 Other	\$7,500			13	
14	\$0	\$60,000	\$60,000	\$0	14 ODOT - \$5304 Marketing Plan	\$0			14	
15	\$121,442	\$139,443	\$139,443	\$114,202	15 ODOT - \$5310 Mobility Mgmt/Preventive Maint	\$161,594			15	
16	\$3,000	\$0	\$0	\$0	16 ODOT - \$5310 Preventive Maint. Discretionary	\$0			16	
17	\$516,608	\$551,344	\$551,344	\$724,979	17 ODOT - \$5311 Operations	\$775,022			17	
18	\$13,312	\$635,000	\$501,054	\$207,237	18 ODOT - \$5311 Operations CARES Act Needs Based	\$0			18	
19	\$0	\$507,445	\$0	\$0	19 ODOT - \$5311 Cares Act Formula	\$0			19	
20	\$171,813	\$1,065,050	\$1,056,215	\$0	20 ODOT - \$5339 Bus and Bus Facilities	\$0			20	
21	\$67,161	\$97,775	\$97,775	\$80,281	21 ODOT - Transportation Options	\$0			21	
22	\$0	\$20,000	\$40,000	\$0	22 ODOT - RVHT Rural Veterans	\$0			22	
23	\$0	\$0	\$5,000	\$0	23 SDAO Safety Grant	\$0			23	
24	\$140,725	\$102,935	\$92,932	\$69,699	24 STF Fund	\$0			24	
25	\$701,917	\$742,662	\$724,824	\$346,131	25 STF Formula Fund	\$876,192			25	
26	\$217,766	\$552,000	\$520,000	\$191,948	26 STF Discretionary/STN Fund	\$0			26	
27	\$30,320	\$134,455	\$106,650	\$0	27 Capital Reserve Fund	\$0			27	
28	\$3,581,272	\$6,111,759	\$5,528,737	\$2,433,439	28 Total resources, except taxes to be levied	\$2,251,808		\$0	28	
29	\$1,056,857	\$1,080,000	\$1,133,000	\$1,105,849	29 Taxes estimated to be received	\$1,000,000			29	
30					30 Taxes collected in year levied				30	
31	\$4,638,129	\$7,191,759	\$6,661,737	\$3,539,288	31 TOTAL RESOURCES	\$3,251,808		\$0	\$0	31

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

FORM LB-30

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
General Fund

Sunset Empire Transportation District

	Historical Data			Adopted Budget This Year 2022-2023	Year to Date Actuals Year 2022-2023	REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-2024		
	Actual Second Preceding Year 2020-2021	First Preceding Year 2021-2022					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1						PERSONNEL SERVICES			
2	\$2,076,666	\$2,060,659	\$2,133,871	\$1,988,144	2	Salaries & Wages	\$1,300,000		1
3	\$291,038	\$330,050	\$333,600	\$287,160	3	Payroll Expenses	\$216,720		2
4	\$618,159	\$753,000	\$623,066	\$534,421	4	Employee Benefits	\$301,000		3
5	\$2,985,863	\$3,143,709	\$3,090,537	\$2,809,725	5	TOTAL PERSONNEL SERVICES	\$1,817,720		4
6	45	50	50		6	Total Full-Time Equivalent (FTE)	15		5
7					7	MATERIALS AND SERVICES			6
8	\$4,200	\$30,000	\$20,000	\$4,058	8	Provider Services	\$0		7
9	\$17,570	\$22,000	\$25,000	\$14,000	9	Audit	\$40,000		8
10	\$1,682	\$1,500	\$1,500	\$2,215	10	Advertising	\$2,000		9
11	\$1,043	\$2,000	\$2,000	\$1,970	11	Bank Fees	\$2,000		10
12	\$74,462	\$50,000	\$50,000	\$30,620	12	Building Grounds and Maintenance	\$35,000		11
13	\$13,944	\$15,000	\$15,000	\$10,494	13	Building Lease	\$2,000		12
14	\$163,527	\$162,000	\$135,000	\$105,469	14	Computer Information Technology Services	\$110,000		13
15	\$9,526	\$35,000	\$30,000	\$33,859	15	Conferences, Training, and Travel	\$5,000		14
16	\$9,638	\$10,000	\$10,000	\$6,962	16	Drug and Alcohol Testing/Background Checks	\$3,000		15
17	\$15,611	\$25,000	\$15,000	\$25,124	17	Dues and Subscriptions	\$24,000		16
18	\$12,000	\$12,000	\$15,500	\$9,000	18	IGA Dues and Fees	\$12,000		17
19	\$28,078	\$32,300	\$20,000	\$8,920	19	Comp/Furniture/Small tools	\$7,500		18
20	\$2,847	\$2,700	\$2,700	\$2,365	20	Equipment Lease	\$5,000		19
21	\$2,463	\$30,000	\$30,000	\$19,820	21	Outreach	\$10,000		20
22	\$4,915	\$10,000	\$10,000	\$7,921	22	Employee Recognition	\$5,000		21
23	\$7,842	\$0	\$5,000	\$0	23	Election Fees	\$0		22
24	\$213,278	\$325,000	\$477,000	\$302,043	24	Fuel	\$100,000		23
25	\$70,954	\$82,000	\$87,000	\$71,135	25	Insurance	\$105,000		24
26	\$701	\$1,000	\$1,000	\$0	26	Legal Ads	\$1,000		25
27	\$4,014	\$60,000	\$5,000	\$22,476	27	Legal Counsel	\$20,000		26
28	\$4,146	\$15,000	\$15,000	\$23,398	28	Uninsured Loss	\$15,000		27
29	\$1,098	\$1,500	\$1,500	\$1,486	29	Meeting Expense	\$500		28
30	\$13,419	\$18,000	\$15,000	\$11,616	30	Office Supplies	\$9,000		29
31	\$1,228	\$0	\$0	\$0	31	Payroll Processing Fee	\$0		30
32	\$4,602	\$10,000	\$10,000	\$4,996	32	Printing	\$6,500		31
33	\$18,362	\$86,000	\$77,000	\$15,184	33	Professional Services	\$50,000		32
34	\$3,805	\$4,000	\$4,000	\$1,518	34	Taxes/Licenses/Fees/Interest	\$2,000		33
35	\$46,182	\$60,000	\$35,000	\$30,248	35	Telecommunications/Internet	\$26,000		34
36	\$5,105	\$10,000	\$12,000	\$9,160	36	Uniforms	\$3,500		35
37	\$28,508	\$35,000	\$35,000	\$28,592	37	Utilities	\$28,000		36
38	\$144,856	\$215,000	\$150,000	\$104,215	38	Vehicle Maintenance and Repair	\$75,000		37
39	\$3,367	\$9,000	\$3,000	\$7,935	39	Shop Supplies	\$5,000		38
40	\$932,973	\$1,371,000	\$1,314,200	\$916,797	40	TOTAL MATERIALS AND SERVICES	\$709,000		39
									40

**FORM
LB-30**

**REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
General Fund**

Sunset Empire Transportation District

	Historical Data			Adopted Budget This Year 2022-2023	Year to Date Actuals Year 2022-2023	REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-2024						
	Actual		First Preceding Year 2021-2022				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body				
	Second Preceding Year 2020-2021												
41						CAPITAL OUTLAY							
42	\$201,127	\$616,000	\$400,000	\$0	42	2X Class B Buses	\$0				42		
43	\$0	\$293,000	\$0	\$0	43	2 X Class D Buses	\$0						
44	\$0	\$674,000	\$720,000	\$0	44	2X Class A Buses Remanufactured	\$0				43		
45	\$0	\$58,000	\$29,000	\$0	45	Supervisor Vehicle	\$0				44		
46	\$0	\$21,000	\$21,000	\$0	46	New Signage	\$0				45		
47	\$0	\$50,000	\$50,000	\$0	47	New Repeater Equipment & Location	\$0				46		
48	\$0	\$40,000	\$0	\$0	48	Post Lifts for Fleet Maintenance	\$0						
49	\$0	\$55,350	\$60,000	\$0	48	Bus Stop Construction Hwy 101 & Ensign (match)	\$0				47		
50	\$0	\$40,000	\$40,000	\$0	49	HVAC	\$0				48		
51	\$0	\$12,000	\$12,000	\$0	50	Servers	\$0				49		
52	\$201,127	\$1,859,350	\$1,332,000	\$0	51	CAPITAL OUTLAY TOTAL	\$0				\$0	50	
53	\$4,119,963	\$6,374,059	\$5,736,737	\$0	52	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	\$2,526,720				\$0	\$0	51

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

General Fund
(name of fund)

Sunset Empire Transportation District
(name of Municipal Corporation)

	Historical Data			Year to Date Actuals Year 2022-2023	REQUIREMENTS DESCRIPTION	Budget For Next Year 2023-2024			
	Actual Second Preceding Year 2020-2021	First Preceding Year 2021-2022	Adopted Budget This Year 2022-2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1					1 PERSONNEL SERVICES NOT ALLOCATED				1
2					2				2
3					3				3
4	0	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	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	0	13 TOTAL CAPITAL OUTLAY	0	0	0	13
14					14 DEBT SERVICE				14
15	0	0	0	0	15 ODOT Loan	310,000			15
16					16				16
17	0	0	0	0	17 TOTAL DEBT SERVICE	310,000	0	0	17
18					18 SPECIAL PAYMENTS				18
19					19				19
20					20				20
21	0	0	0	0	21 TOTAL SPECIAL PAYMENTS	0	0	0	21
22					22 INTERFUND TRANSFERS				22
23	50,000	50,000	50,000	0	23 To Capital Reserve Fund	0	0	0	23
24					24				24
25					25				25
26					26				26
27					27				27
28	50,000	50,000	50,000	0	28 TOTAL INTERFUND TRANSFERS	0	0	0	28
29		17,700	125,000	0	29 OPERATING CONTINGENCY	415,088			29
30		0	0	0	30 RESERVED FOR FUTURE EXPENDITURE	0			30
31	50,000	750,000	750,000	0	31 UNAPPROPRIATED ENDING BALANCE	0			31
32	50,000	50,000	50,000	0	32 Total Requirements NOT ALLOCATED	725,088	0	0	32
33					33 Total Requirements for ALL Org-Units/Programs within fund	2,526,720			33
34					34 Ending balance (prior years)				34
35	50,000	50,000	5,786,737	0	35 TOTAL REQUIREMENTS	3,251,808	0	0	35

**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 Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022	Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1				RESOURCES			
2	46862	40000	0	2 Cash on hand * (cash basis), or	0		
3	93863	92935	92932	3 ODOT - STF Formual Grant	0		
4	0	0	0	4 Previously levied taxes estimated to be received	0		
5	0	0	0	5 Interest	0		
6	0	0	0	6 Transferred IN, from other funds	0		
7				7			
8				8			
9				9			
10	140725	132935	92932	10 Total Resources, except taxes to be levied	0	0	0
11				11 Taxes estimated to be received			
12				12 Taxes collected in year levied			
13	140725	132935	92932	TOTAL RESOURCES	0	0	0
14				14 REQUIREMENTS **			
15				15 Org Unit or Prog & Activity			
16	51725	0	0	16 STF	0		
17	26000	0	0	17 STF	0		
18	13000	10000	5000	18 STF	0		
19	20000	62898	87932	19 STF	0		
20	30000	0	0	20 STF	0		
21	0	30037	0	21 STF	0		
22				22			
23				23			
24				24			
25				25			
26				26			
27				27			
28				28			
29				29	Ending balance (prior years)		
30	0	30000	0	30 UNAPPROPRIATED ENDING FUND BALANCE	0		
31	140725	132935	92932	TOTAL REQUIREMENTS	0	0	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.

**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 Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022	Adopted Budget Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1			RESOURCES			
2	746701	873134	2 Cash on hand * (cash basis), or	0		
3	5000	2500	3 Interest	0		
4	631000	656787	4 ODOT - STIF Formula Fund Distribution	876192		
5	1382701	1532421	5 Total Resources, except taxes to be levied	876192	0	0
6			6 Taxes collected in year levied			
7	1382701	1532421	TOTAL RESOURCES	876192	0	0
8			REQUIREMENTS **			
9			9 Org Unit or Prog & Activity			
10	0	0	10 STIF	111434		
11	278700	264300	11 STIF	455590		
12	0	789759	12 STIF	0		
13	0	0	13 STIF	309168		
14	0	5000	14 STIF	0		
15	0	15000	15 STIF	0		
16	25000	0	16 STIF	0		
17	739528	458362	17 STIF	0		
18			18			
19			19			
20			20			
21			21			
22			22			
23			23	Ending balance (prior years)		
24	339473	0	24	UNAPPROPRIATED ENDING FUND BALANCE	0	
25	1382701	1532421	25	TOTAL REQUIREMENTS	876192	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.

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	First Preceding Year 2021 - 2022	Adopted Budget Year 2022 - 2023			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
1					1	RESOURCES			1
2	0	0	0	0	2	Cash on hand * (cash basis), or	0		2
3	436764	552000	520000	520000	3	ODOT - STIF Discretionary Program Grant	0		3
4					4				4
5					5				5
6					6				6
7					7				7
8					8				8
9					9				9
10	436764	552000	520000	520000	10	Total Resources, except taxes to be levied	0	0	10
11					11	Taxes estimated to be received			11
12					12	Taxes collected in year levied			12
13	436764	552000	520000	520000	13	TOTAL RESOURCES	0	0	13
14					14	REQUIREMENTS **			14
15					15	Org Unit or Prog & Activity			15
16	355764	232000	200000	200000	16	STIF	0		16
17	81000	320000	320000	320000	17	STIF	0		17
18					18	Transfer			18
19					19	Operations			19
20					20	Capital			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	520000	520000	31	TOTAL REQUIREMENTS	0	0	31

*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-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**

Capital Reserve Fund
(Fund)

Sunset Empire Transportation District
(Name of Municipal Corporation)

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

Actual		Historical Data		Adopted Budget		DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2023 - 2024			
Second Preceding Year 2020 - 2021	First Preceding Year 2021 - 2022	Year 2022 - 2023	Year 2022 - 2023	Year 2022 - 2023	Year 2022 - 2023		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
1						1				1
2	133455	134455		839759		2	0			2
3						3				3
4						4				4
5						5				5
6	50000			50000		6	0			6
7						7				7
8						8				8
9						9				9
10	183455			889759		10	0			10
11						11				11
12						12				12
13	183455	974214		889759		13	0	0	0	13
14						14				14
15						15				15
16	9000	0		0		16	0			16
17	40000	134455		106650		17	0			17
18						18				18
19						19				19
20						20				20
21						21				21
22	134455	839759		783109		22	0			22
23	183455	974214		889759		23	0	0	0	23

*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.