



**Sunset Empire Transportation District
FY 2023 SUPPLEMENTAL BUDGET HEARING**

AGENDA

THURSDAY JUNE 29, 2023

9:00 AM

Astoria Transit Center, 900 Marine Drive Astoria, OR

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. BUDGET OFFICER-Discussion of changes made to 2023 Budget Funds.
5. APPROVAL OF SUPPLMENTAL BUDGET FY 2023
6. PUBLIC COMMENT- *(The public will have the opportunity to address the Board directly. Each person commenting is limited to 3 minutes. Public comments will not be accepted through the Zoom chat room. Raise your hand and you will be called on during public comment only.)*
7. 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)

Date: June 29, 2023

To: Board of Commissioners

From: Kelly Smith

This Supplemental Budget is to add the 2 ODOT Loan funds which total \$735,000 to the SETD FY 2023 Budget. SETD received the first loan of \$505,000 on 05/08/2023 and a second loan of \$230,000 on 06/22/2023.

RESOURCES
General Fund

Sunset Empire Transportation District

	Historical Data			Year To Date	RESOURCE DESCRIPTION	Budget for Next Year 2022-2023				
	Actual		Adopted Budget This Year Year 2021-2022			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	Supplemental Budget	
	Second Preceding Year 2019-2020	First Preceding Year 2020-2021								
1	\$458,634	\$873,013	\$900,000	\$900,000	1 Available cash on hand* (cash basis) or	\$900,000	\$900,000	\$900,000	\$900,000	1
2					2 Net working capital (accrual basis)					2
3	\$24,245	\$28,617	\$25,000	\$18,224	3 Previously levied taxes estimated to be received	\$25,000	\$25,000	\$25,000	\$25,000	3
4	\$12,389	\$5,102	\$2,000	\$1,374	4 Interest	\$2,000	\$2,000	\$2,000	\$2,000	4
5					5 OTHER RESOURCES					5
6	\$222,342	\$187,003	\$175,000	\$148,337	6 Fares	\$250,000	\$250,000	\$250,000	\$250,000	6
7	\$61,065	\$118,185	\$85,000	\$65,403	7 IGA Contracted Services	\$105,000	\$105,000	\$105,000	\$105,000	7
8	\$8,450	\$10,146	\$10,500	\$7,945	8 Rentals	\$10,500	\$10,500	\$10,500	\$10,500	8
9	\$9,196	\$2,836	\$5,000	\$2,058	9 Commissions/Proceeds	\$5,000	\$5,000	\$5,000	\$5,000	9
10	\$240,052	\$249,058	\$200,000	\$192,415	10 State Timber Revenue	\$210,000	\$210,000	\$210,000	\$210,000	10
11	\$89,560	\$101,110	\$90,000	\$88,738	11 State Mass Transit Payroll Distribution	\$90,000	\$90,000	\$90,000	\$90,000	11
12	\$0	\$0	\$11,000	\$0	12 Training Scholarships (Jennifer 5k Jeff 3k Jason 3k)	\$11,000	\$11,000	\$11,000	\$11,000	12
13	\$6,703	\$22,138	\$150	\$41,226	13 Other	\$25,000	\$25,000	\$25,000	\$25,000	13
14	\$0	\$0	\$60,000	\$0	14 ODOT - \$5304 Marketing Plan	\$60,000	\$60,000	\$60,000	\$60,000	14
15	\$92,406	\$121,442	\$139,443	\$50,676	15 ODOT - \$5310 Mobility Mgmt/Preventative Maint.	\$139,443	\$139,443	\$139,443	\$139,443	15
16	\$12,000	\$3,000	\$0	\$0	16 ODOT - \$5310 Preventative Maint. Discretionary	\$0	\$0	\$0	\$0	16
17	\$523,359	\$516,608	\$551,344	\$320,049	17 ODOT - \$5311 Operations	\$551,344	\$551,344	\$551,344	\$551,344	17
18	\$0	\$13,312	\$635,000	\$133,946	18 ODOT - \$5311 CARES Act Needs Based 34415/34737	\$501,054	\$501,054	\$501,054	\$501,054	18
19	\$498,734	\$0	\$507,445	\$242,776	19 ODOT - \$5311 CARES Act Formula	\$0	\$0	\$0	\$0	19
20	\$430,147	\$0	\$0	\$0	20 ODOT - \$5311 Special Transportation Program	\$0	\$0	\$0	\$0	20
21	\$0	\$0	\$0	\$0	21 OTIB - ODOT Loan	\$0	\$0	\$0	\$735,000	21
22	\$174,250	\$171,813	\$1,065,050	\$620,835	22 ODOT - \$5339 Bus & Bus Facilities 34220	\$1,056,215	\$1,056,215	\$1,056,215	\$1,056,215	22
23	\$57,783	\$67,161	\$97,775	\$56,952	23 ODOT - Transportation Options	\$97,775	\$97,775	\$97,775	\$97,775	23
24			\$20,000	\$0	24 ODOT - RVHT Rural Veterans	\$20,000	\$20,000	\$40,000	\$40,000	24
25	\$1	\$0	\$0	\$0	25 SDAO Safety Grant	\$5,000	\$5,000	\$5,000	\$5,000	25
26	\$93,864	\$140,725	\$102,935	\$69,699	26 Transferred IN from STF Fund	\$92,932	\$92,932	\$92,932	\$92,932	26
27	\$886,701	\$701,917	\$742,662	\$597,648	27 Transferred IN from STIF Formula Fund	\$724,824	\$724,824	\$724,824	\$724,824	27
28	\$183,344	\$217,766	\$552,000	\$140,181	28 Transferred IN from STIF Discretionary/STN Fund	\$520,000	\$520,000	\$520,000	\$520,000	28
29	\$17,000	\$30,320	\$134,455	\$51,589	29 Transferred IN from Capital Reserve Fund	\$106,650	\$106,650	\$106,650	\$106,650	29
30	\$4,102,225	\$3,581,272	\$6,111,759	\$3,750,071	30 Total resources, except taxes to be levied	\$5,508,737	\$5,508,737	\$5,528,737	\$6,263,737	30
31		\$1,056,857	\$1,080,000	\$1,081,815	31 Taxes estimated to be received	\$1,133,000	\$1,133,000	\$1,133,000	\$1,133,000	31
32					32 Taxes collected in year levied					32
33	\$4,102,225	\$4,638,129	\$7,191,759	\$4,831,886	33 TOTAL RESOURCES	\$6,641,737	\$6,641,737	\$6,661,737	\$7,396,737	33

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

1	Historical Data			Current Year to Date	REQUIREMENTS DESCRIPTION	Budget For Next Year 2022 - 2023			Supplemental Budget	1	
	Actual		Adopted Budget This Year 2021-2022			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body			
	Second Preceding Year 2019-2020	First Preceding Year 2020-2021									
1					1	PERSONNEL SERVICES					1
2	\$1,865,022	\$2,076,666	\$2,060,659	\$1,583,217	2	Salaries & Wages	\$2,125,871	\$2,125,871	\$2,133,871	\$2,639,785	2
3	\$211,809	\$291,038	\$330,050	\$224,182	3	Payroll Expenses	\$333,600	\$333,600	\$333,600	\$400,166	3
4	\$379,843	\$618,159	\$753,000	\$391,231	4	Employee Benefits	\$623,066	\$623,066	\$623,066	\$700,086	4
5	\$2,456,674	\$2,985,863	\$3,143,709	\$2,198,630	5	TOTAL PERSONNEL SERVICES	\$3,082,537	\$3,082,537	\$3,090,537	\$3,740,037	5
6	44	45	50		6	Total Full-Time Equivalent (FTE)	50	50	50	50	6
7					7	MATERIALS AND SERVICES					7
8	\$6,048	\$4,200	\$30,000	\$3,221	8	Provider Services	\$10,000	\$10,000	\$20,000	\$20,000	8
9	\$12,000	\$17,570	\$22,000	\$26,000	9	Audit	\$25,000	\$25,000	\$25,000	\$25,000	9
10	\$1,115	\$1,682	\$1,500	\$426	10	Advertising	\$1,500	\$1,500	\$1,500	\$1,500	10
11	\$1,490	\$1,043	\$2,000	\$1,382	11	Bank Fees	\$2,000	\$2,000	\$2,000	\$2,000	11
12	\$60,577	\$74,462	\$50,000	\$36,598	12	Building Grounds and Maintenance	\$50,000	\$50,000	\$50,000	\$50,000	12
13	\$13,656	\$13,944	\$15,000	\$10,270	13	Building Lease	\$15,000	\$15,000	\$15,000	\$15,000	13
14	\$146,667	\$163,527	\$162,000	\$113,004	14	Computer Information Technology Services	\$135,000	\$135,000	\$135,000	\$150,000	14
15	\$24,891	\$9,526	\$35,000	\$21,881	15	Conferences, Training, and Travel	\$30,000	\$30,000	\$30,000	\$40,000	15
16	\$4,831	\$9,638	\$10,000	\$7,320	16	Drug and Alcohol Testing/Background Checks	\$10,000	\$10,000	\$10,000	\$10,000	16
17	\$10,650	\$15,611	\$25,000	\$14,081	17	Dues, Subscriptions and Fees	\$15,000	\$15,000	\$15,000	\$30,000	17
18	\$12,000	\$12,000	\$12,000	\$9,000	18	IGA Dues and Fees	\$15,500	\$15,500	\$15,500	\$15,500	18
19	\$54,125	\$28,078	\$32,300	\$855	19	Small Equipment/Tools	\$20,000	\$20,000	\$20,000	\$20,000	19
20	\$2,256	\$2,847	\$2,700	\$1,718	20	Equipment Lease	\$2,700	\$2,700	\$2,700	\$2,700	20
21	\$6,863	\$2,463	\$30,000	\$5,464	21	Outreach	\$30,000	\$30,000	\$30,000	\$30,000	21
22	\$5,021	\$4,915	\$10,000	\$10,003	22	Employee Recognition	\$10,000	\$10,000	\$10,000	\$10,000	22
23	\$0	\$7,842	\$0	\$0	23	Election Fees	\$5,000	\$5,000	\$5,000	\$5,000	23
24	\$169,914	\$213,278	\$325,000	\$219,463	24	Fuel	\$475,000	\$475,000	\$477,000	\$477,000	24
25	\$43,460	\$70,954	\$82,000	\$65,838	25	Insurance (Property, Vehicle, Liability, Cyber)	\$87,000	\$87,000	\$87,000	\$87,000	25
26	\$512	\$701	\$1,000	\$0	26	Legal Ads	\$1,000	\$1,000	\$1,000	\$1,500	26
27	\$10,613	\$4,014	\$60,000	\$10,938	27	Legal Counsel	\$5,000	\$5,000	\$5,000	\$25,000	27
28	\$5,000	\$4,146	\$15,000	\$11,330	28	Uninsured Loss	\$15,000	\$15,000	\$15,000	\$27,000	28
29	\$1,363	\$1,098	\$1,500	\$788	29	Meeting Expense	\$1,500	\$1,500	\$1,500	\$1,500	29
30	\$16,488	\$13,419	\$18,000	\$10,173	30	Office Supplies	\$15,000	\$15,000	\$15,000	\$15,000	30
31	\$7,448	\$1,228	\$0	\$0	31	Payroll Processing Fee	\$0	\$0	\$0	\$0	31
32	\$9,909	\$4,602	\$10,000	\$4,392	32	Printing	\$10,000	\$10,000	\$10,000	\$10,000	32
33	\$30,281	\$18,362	\$86,000	\$1,021	33	Professional Services	\$77,000	\$77,000	\$77,000	\$77,000	33
34	\$986	\$3,805	\$4,000	\$1,659	34	Taxes/Licenses	\$4,000	\$4,000	\$4,000	\$4,000	34
35	\$52,742	\$46,182	\$60,000	\$28,320	35	Telecommunications/Internet	\$35,000	\$35,000	\$35,000	\$38,000	35
36	\$8,266	\$5,105	\$10,000	\$5,030	36	Uniforms	\$12,000	\$12,000	\$12,000	\$12,000	36
37	\$27,634	\$28,508	\$35,000	\$23,028	37	Utilities	\$35,000	\$35,000	\$35,000	\$38,000	37
38	\$149,238	\$144,856	\$215,000	\$124,792	38	Vehicle Maintenance and Repair	\$150,000	\$150,000	\$150,000	\$150,000	38
39	\$2,542	\$3,367	\$9,000	\$4,763	39	Shop Supplies	\$3,000	\$3,000	\$3,000	\$10,000	39
40	\$898,586	\$932,973	\$1,371,000	\$772,758	40	TOTAL MATERIALS AND SERVICES	\$1,302,200	\$1,302,200	\$1,314,200	\$1,399,700	40

41				41	CAPITAL OUTLAY					41
42		\$201,127	\$616,000	42	2 X Class B Buses	\$400,000	\$400,000	\$400,000	\$400,000	42
43			\$293,000	43					\$0	43
44			\$674,000	44	2 x Class A Buses Remanufactured	\$720,000	\$720,000	\$720,000	\$720,000	44
45			\$58,000	45	Supervisor Vehicle	\$29,000	\$29,000	\$29,000	\$29,000	45
46			\$21,000	46	New Signage	\$21,000	\$21,000	\$21,000	\$21,000	46
47			\$50,000	47	New Repeater Equipment and Location	\$50,000	\$50,000	\$50,000	\$50,000	47
48			\$40,000	48	Post Lifts for Fleet Maintenance	\$0	\$0	\$0	\$0	48
49			\$55,350	49	Bus Stop Construction Hwy 101 & Ensign (match)	\$60,000	\$60,000	\$60,000	\$60,000	49
50			\$40,000	50	HVAC	\$40,000	\$40,000	\$40,000	\$40,000	50
51			\$12,000	51	Servers	\$12,000	\$12,000	\$12,000	\$12,000	51
52	\$630,874	\$201,127	\$1,859,350	\$0	TOTAL CAPITAL OUTLAY	\$1,332,000	\$1,332,000	\$1,332,000	\$1,332,000	52
53	\$3,986,134	\$4,119,963	\$6,374,059	\$2,971,388	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	\$5,716,737	\$5,716,737	\$5,736,737	\$6,471,737	53

150-504-030 (Rev 11-18)

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)

Historical Data			REQUIREMENTS DESCRIPTION	Budget For Next Year 2022 - 2023			Supplemental Budget
Actual		Adopted Budget This Year 2021 - 2022		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2018-2019	First Preceding Year 2020 - 2021						
1			1 PERSONNEL SERVICES NOT ALLOCATED				1
2			2				2
3			3				3
4	\$0	\$0	4 TOTAL PERSONNEL SERVICES	\$0	\$0	\$0	\$0
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	9 TOTAL MATERIALS AND SERVICES	\$0	\$0	\$0	\$0
10			10 CAPITAL OUTLAY NOT ALLOCATED				10
11			11				11
12			12				12
13	\$0	\$0	13 TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0
14			14 DEBT SERVICE				14
15	\$0		15				15
16			16				16
17	\$0	\$0	17 TOTAL DEBT SERVICE	\$0	\$0	\$0	\$0
18			18 SPECIAL PAYMENTS				18
19			19				19
20			20				20
21	\$0	\$0	21 TOTAL SPECIAL PAYMENTS	\$0	\$0	\$0	\$0
22			22 INTERFUND TRANSFERS				22
23	\$50,000	\$50,000	23 To Capital Reserve Fund	\$50,000	\$50,000	\$50,000	\$50,000
24			24				24
25			25				25
26			26				26
27			27				27
28	\$50,000	\$50,000	28 TOTAL INTERFUND TRANSFERS	\$50,000	\$50,000	\$50,000	\$50,000
29		\$17,700	29 OPERATING CONTINGENCY	\$125,000	\$125,000	\$125,000	\$125,000
30			30 RESERVED FOR FUTURE EXPENDITURE	\$0	\$0	\$0	\$0
31		\$750,000	31 UNAPPROPRIATED ENDING BALANCE	\$750,000	\$750,000	\$750,000	\$750,000
32	\$50,000	\$50,000	32 Total Requirements NOT ALLOCATED	\$925,000	\$925,000	\$925,000	\$925,000
33		\$6,374,059	33 Total Requirements for ALL Org.Units/Programs within fu	\$5,716,737	\$5,716,737	\$5,736,737	\$6,471,737
34			34 Ending balance (prior years)				
35	\$50,000	\$50,000	35 TOTAL REQUIREMENTS	\$6,641,737	\$6,641,737	\$6,661,737	\$7,396,737



Sunset Empire Transportation District
Board of Commissioners
RESOLUTION 2023-02

The Board of Commissioners of the Sunset Empire Transportation District, Astoria Oregon, resolves to authorize adjustments to the 2022-2023 annual budget. The required adjustments are due to the district receiving 2 loans from the Oregon Transportation Infrastructure Bank totaling \$ 735,000.

Be it resolved that pursuant to the desire of the Board of Commissioners of the Sunset Empire Transportation District the submitted Supplemental Budget has been adopted and all public notifications made.

MOTION OF ADOPTION

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

Aye__
Nay__
Excused__

PASSED BY A MAJORITY OF THE BOARD OF COMMISSIONERS WITH A QUORUM IN ATTENDANCE THIS 29th DAY OF JUNE 2023.

SUNSET EMPIRE TRANSPORTATION DISTRICT, CLATSOP COUNTY, OREGON

By _____

Title: Debbie Boothe-Schmidt, Board Chair

ATTEST:

By _____

Title: Diana Nino, Secretary/Treasurer