



**SUNSET EMPIRE TRANSPORTATION DISTRICT**  
**900 Marine Drive Astoria, Oregon 97103**

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March 28, 2024

Budget Committee & Board Members,

Attached you will find a copy of the Sunset Empire Transportation District's (SETD) FY 2025 draft budget. Please understand that this is simply a draft and is being provided to you at this time so that SETD can finalize the requests made upon us by ODOT that were discussed at the February 2024 Board Meeting. While this document is a great start to our FY25 budget, I do expect to have changes to this draft budget which will be provided to you before the May 2, 2024, Budget Meeting.

It is very important that you do not discuss the draft budget with other Budget Committee members prior to the first Budget Committee meeting on May 2, 2024.

Please contact me with any questions you may have and thank you for your understanding.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kelly Smith', is written over a blue circular stamp.

Kelly Smith  
Finance Officer  
Sunset Empire Transportation District  
503-861-5363

**DRAFT**  
**RESOURCES**  
**General Fund**

(Fund)

**Sunset Empire Transportation District**

	Historical Data			Year to Date Actuals Year 2023-2024	RESOURCE DESCRIPTION	Budget for Next Year 2024-2025				
	Actual		Adopted Budget This Year Year 2023-2024			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023								
1	\$574,984	\$82,298	\$0	\$1,087,017	1	Available cash on hand* (cash basis) or	\$765,226		1	
2					2	Net working capital (accrual basis)			2	
3	\$21,401	\$18,116	\$25,000	\$14,634	3	Previously levied taxes estimated to be received	\$18,500		3	
4	\$1,957	\$5,624	\$4,000	\$21,141	4	Interest	\$10,000		4	
5					5	OTHER RESOURCES			5	
6	\$201,732	\$205,818	\$50,000	\$49,132	6	Fares	\$60,000		6	
7	\$81,288	\$52,811	\$0	\$1,135	7	IGA Contracted Services	\$0		7	
8	\$10,242	\$10,434	\$10,500	\$6,853	8	Rentals	\$10,500		8	
9	\$2,897	\$2,574	\$2,000	\$3,503	9	Commissions/Proceeds	\$2,000		9	
10	\$229,136	\$291,543	\$250,000	\$179,922	10	State Timber Revenue	\$165,000		10	
11	\$116,399	\$120,377	\$90,000	\$94,541	11	State Mass Transit Payroll Distribution	\$115,000		11	
12	\$48,416	\$12,728	\$7,500	\$11,613	12	Other	\$2,500		12	
13	\$0	\$0	\$0	\$0	13	ODOT - \$5304 Marketing Plan	\$0		13	
14	\$69,223	\$163,283	\$161,594	\$4,679	14	ODOT - \$5310 Mobility Mgmt/Preventive Maint	\$161,594		14	
15	\$0	\$0	\$0	\$0	15	ODOT - \$5310 Preventive Maint. Discretionary	\$0		15	
16	\$938,413	\$1,152,772	\$775,022	\$217,009	16	ODOT - \$5311 Operations	\$775,022		16	
17	\$178,154	\$244,435	\$0	\$0	17	ODOT - \$5311 Operations CARES Act Needs Based	\$0		17	
18	\$0	\$0	\$0	\$0	18	ODOT - \$5311 Cares Act Formula	\$0		18	
19	\$620,835	\$0	\$0	\$0	19	ODOT - \$5339 Bus and Bus Facilities	\$720,000		19	
20	\$99,962	\$101,334	\$0	\$0	20	ODOT - Transportation Options	\$0		20	
21	\$92,932	\$92,935	\$0	\$0	21	STF Fund	\$0		21	
22	\$784,288	\$346,131	\$876,192	\$1,045,926	22	STIF Formula Fund	\$706,458		22	
23	\$191,503	\$248,495	\$0	\$0	23	STIF Discretionary/STN Fund	\$0		23	
24	\$0	\$0	\$1,010,000	\$275,000	24	ODOT Loan Disbursement	\$0		24	
25	\$0	\$0	\$0	\$0	25	Capital Reserve Fund	\$0		25	
26	\$4,263,761	\$3,151,708	\$3,261,808	\$3,012,105	26	Total resources, except taxes to be levied	\$3,511,800		26	
27	\$1,105,377	\$1,128,092	\$1,000,000	\$1,142,172	27	Taxes estimated to be received	\$1,300,000		27	
28					28	Taxes collected in year levied			28	
29	\$5,369,139	\$4,279,801	\$4,261,808	\$4,154,277	29	TOTAL RESOURCES	\$4,811,800	\$0	\$0	29

DRAFT

FORM  
LB-30

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

Sunset Empire Transportation District

	Historical Data			Year to Date Actuals Year 2023-2024	REQUIREMENTS DESCRIPTION	Budget For Next Year 2024-2025			
	Actual		Adopted Budget This Year Year 2023-2024			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023							
40				40	CAPITAL OUTLAY				40
41		\$0	\$0	\$0	41	2X Class B Buses	\$0		41
42	\$0	\$0	\$0	\$0	42	2 x Class D Buses	\$0		42
43	\$673,502	\$0	\$0	\$0	43	2X Class A Buses Remanufactured	\$0		43
44	\$44,442	\$0	\$0	\$0	44	Bus Shelters	\$0		44
45	\$0	\$28,366	\$0	\$0	45	Sidewalks	\$0		45
46	\$0	\$0	\$0	\$0	46	New Repeater Equipment & Location	\$0		46
47	\$0	\$0	\$0	\$0	47	Post Lifts for Fleet Maintenance	\$0		47
48	\$0		\$0	\$0	48	Bus Stop Construction Hwy 101 & Ensign (match)	\$0		48
49	\$0	\$0	\$0	\$0	49	HVAC	\$0		49
50	\$33,773		\$0	\$0	50	Servers	\$0		50
51				\$0	51	4 Class D Buses	\$720,000		51
52	\$0	\$0	\$0	\$0	52	Match for 4 Class D Buses	\$108,000		52
53	\$751,717	\$28,366	\$0	\$0	53	CAPITAL OUTLAY TOTAL	\$828,000	\$0	\$0
54	\$4,827,312	\$4,083,133	\$2,526,720	\$1,436,492	54	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	\$3,612,800	\$0	\$0

DRAFT

# REQUIREMENTS SUMMARY

FORM

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM &amp; ACTIVITY

LB-30

General Fund

Sunset Empire Transportation District

	Historical Data			Year to Date Actuals Year 2023-2024	REQUIREMENTS DESCRIPTION	Budget For Next Year 2024-2025			
	Actual		Adopted Budget This Year Year 2023-2024			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023							
1					1	PERSONNEL SERVICES			1
2	\$2,184,621	\$2,140,710	\$1,300,000	\$731,165	2	Salaries & Wages	\$1,600,000		2
3	\$296,352	\$298,451	\$216,720	\$86,301	3	Payroll Expenses	\$125,000		3
4	\$551,467	\$579,331	\$301,000	\$189,023	4	Employee Benefits	\$245,000		4
5	\$3,032,440	\$3,018,493	\$1,817,720	\$1,006,489	5	TOTAL PERSONNEL SERVICES	\$1,970,000	\$0	\$0
6			15		6	Total Full-Time Equivalent (FTE)	26		6
7					7	MATERIALS AND SERVICES			7
8	\$4,288	\$4,058	\$0	\$0	8	Provider Services	\$0		8
9	\$26,000	\$14,000	\$40,000	\$29,000	9	Audit	\$30,000		9
10	\$4,039	\$2,623	\$2,000	\$0	10	Advertising	\$2,000		10
11	\$1,951	\$2,127	\$2,000	\$764	11	Bank Fees	\$2,000		11
12	\$47,967	\$33,105	\$35,000	\$18,845	12	Building Grounds and Maintenance	\$50,000		12
13	\$13,768	\$12,510	\$2,000	\$1,106	13	Building Lease	\$1,700		13
14	\$105,342	\$115,340	\$110,000	\$68,162	14	Computer Information Technology Services	\$112,000		14
15	\$38,162	\$32,202	\$5,000	\$1,664	15	Conferences, Training, and Travel	\$25,000		15
16	\$10,501	\$7,422	\$3,000	\$4,484	16	Drug and Alcohol Testing/Background Checks	\$5,000		16
17	\$14,790	\$35,170	\$24,000	\$13,526	17	Dues and Subscriptions	\$24,000		17
18	\$12,000	\$9,000	\$12,000	\$9,000	18	IGA Dues and Fees	\$12,000		18
19	\$34,455	\$17,650	\$7,500	\$460	19	Comp/Furniture/Small tools	\$20,000		19
20	\$2,282	\$2,768	\$5,000	\$1,614	20	Equipment Lease	\$2,800		20
21	\$8,046	\$20,320	\$10,000	\$1,767	21	Outreach	\$30,000		21
22	\$8,608	\$8,348	\$5,000	\$1,548	22	Employee Recognition	\$10,000		22
23	\$0	\$8,492	\$0	\$0	23	Election Fees	\$9,000		23
24	\$327,557	\$311,330	\$100,000	\$67,069	24	Fuel	\$107,500		24
25	\$87,572	\$94,485	\$105,000	\$48,006	25	Insurance	\$115,000		25
26	\$614	\$1,773	\$1,000	\$242	26	Legal Ads	\$1,000		26
27	\$14,524	\$23,076	\$20,000	\$13,405	27	Legal Counsel	\$20,000		27
28	\$11,330	\$28,398	\$15,000	\$9,325	28	Uninsured Loss	\$15,000		28
29	\$1,265	\$1,650	\$500	\$531	29	Meeting Expense	\$1,300		29
30	\$15,261	\$13,489	\$9,000	\$4,811	30	Office Supplies	\$12,000		30
31	\$6,021	\$5,521	\$6,500	\$3,058	31	Printing	\$20,000		31
32	\$1,021	\$36,686	\$50,000	\$47,617	32	Professional Services	\$10,000		32
33	\$2,060	\$2,032	\$2,000	\$647	33	Taxes/Licenses/Fees/Interest	\$2,000		33
34	\$38,421	\$35,739	\$26,000	\$21,555	34	Telecommunications/Internet	\$30,000		34
35	\$6,551	\$9,160	\$3,500	\$867	35	Uniforms	\$5,000		35
36	\$30,956	\$33,277	\$28,000	\$20,770	36	Utilities	\$33,000		36
37	\$158,420	\$106,023	\$75,000	\$39,922	37	Vehicle Maintenance and Repair	\$100,000		37
38	\$9,383	\$8,501	\$5,000	\$237	38	Shop Supplies	\$7,500		38
39	\$1,043,155	\$1,036,275	\$709,000	\$430,003	39	TOTAL MATERIALS AND SERVICES	\$814,800	\$0	\$0

150-504-030 (Rev 11-18)

FORM  
LB-30

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

Sunset Empire Transportation District

	Historical Data			Year to Date Actuals Year 2023-2024	REQUIREMENTS DESCRIPTION	Budget For Next Year 2024-2025			
	Actual		Adopted Budget This Year Year 2023-2024			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023							
1					1	PERSONNEL SERVICES NOT ALLOCATED			1
2					2				2
3					3				3
4	0	0	0	0	4	TOTAL PERSONNEL SERVICES			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			9
10					10	CAPITAL OUTLAY NOT ALLOCATED			10
11					11				11
12					12				12
13	0	0	0	0	13	TOTAL CAPITAL OUTLAY			13
14					14	DEBT SERVICE			14
15	0	0	310,000	173,240	15	ODOT Loan			15
16					16				16
17	0	0	310,000	173,240	17	TOTAL DEBT SERVICE			17
18					18	SPECIAL PAYMENTS			18
19					19				19
20					20				20
21	0	0	0	0	21	TOTAL SPECIAL PAYMENTS			21
22					22	INTERFUND TRANSFERS			22
23				0	23	To Capital Reserve Fund			23
24					24				24
25					25				25
26					26				26
27					27				27
28	0	0	0	0	28	TOTAL INTERFUND TRANSFERS			28
29			415,088	415,088	29	OPERATING CONTINGENCY			29
30		0	0	0	30	RESERVED FOR FUTURE EXPENDITURE			30
31			0	0	31	UNAPPROPRIATED ENDING BALANCE			31
32	0	0	415,088	588,328	32	Total Requirements NOT ALLOCATED			32
33	4,827,312	4,083,133	2,526,720	1,436,492	33	Total Requirements for ALL Org.Units/Programs within fund			33
34					34	Ending balance (prior years)			34
35	4,827,312	4,083,133	2,941,808	2,024,820	35	TOTAL REQUIREMENTS			35

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

Sunset Empire Transportation District

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS				Budget for Next Year 2024 - 2025			
	Actual		Adopted Budget This Year Year 2023-2024					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023									
1				1	RESOURCES						1
2	40000	0	0	2	Cash on hand * (cash basis), or			0			2
3	92935	92932	0	3	ODOT - STF Formual Grant			0			3
4	0	0	0	4	Previously levied taxes estimated to be received			0			4
5	0	0	0	5	Interest			0			5
6	0	0	0	6	Transferred IN, from other funds			0			6
7				7							7
8				8							8
9				9							9
10	132935	92932	0	10	Total Resources, except taxes to be levied			0			10
11				11	Taxes estimated to be received						11
12				12	Taxes collected in year levied						12
13	132935	92932	0	13	TOTAL RESOURCES			0			13
14				14	REQUIREMENTS **						14
15				15	Org Unit or Prog & Activity	Object Classification	Detail				15
16	0	0	0	16	STF	Transfer	Wages	0			16
17	0	0	0	17	STF	Transfer	Benefits/Taxes	0			17
18	10000	5000	0	18	STF	Transfer	Non Profit Assist/Outreach/Vet	0			18
19	62898	87932	0	19	STF	Transfer	Operations Assistance	0			19
20	0	0	0	20	STF	Transfer	Capital	0			20
21	30037	0	0	21	STF	Transfer	Operations Assistance	0			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	0	0	30	UNAPPROPRIATED ENDING FUND BALANCE			0			30
31	102935	92932	0	31	TOTAL REQUIREMENTS			0	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.

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

Sunset Empire Transportation District

	Historical Data			DESCRIPTION  RESOURCES AND REQUIREMENTS				Budget for Next Year 2024 - 2025			
	Actual		Adopted Budget This Year Year 2023-2024					Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023									
1				1	RESOURCES						1
2	873134	50372	0	2	Cash on hand * (cash basis), or			275000			2
3	2500	0	0	3	Interest			0			3
4	656787	674452	876192	4	ODOT - STIF Formula Fund Distribution			706458			4
5	1532421	724824	876192	5	Total Resources, except taxes to be levied			981458			5
6				6	Taxes collected in year levied						6
7	1532421	724824	876192	7	TOTAL RESOURCES			981458	0	0	7
8				8	REQUIREMENTS **						8
9				9	Org Unit or Prog & Activity	Object Classification	Detail				9
10	0	0	111434	10	STIF	Transfer	District Operations	212371			10
11	264300	188000	455590	11	STIF	Transfer	Match	184087			11
12	789759	0	0	12	STIF	Transfer	Capital Reserve	0			12
13	0	0	309168	13	STIF	Transfer	ODOT Loan Principle/Int	310000			13
14	5000	5000	0	14	STIF	Transfer	Student Transportation	0			14
15	15000	15000	0	15	STIF	Transfer	Public Engage (MKT) Plan Match	0			15
16	0	0	0	16	STIF	Transfer	Coordinated Plan	0			16
17	458362	516824	0	17	STIF	Transfer	Operations for Expanded Service	0			17
18				18							18
19				19							19
20				20							20
21				21							21
22				22							22
23				23	Ending balance (prior years)						23
24	0	0	0	24	UNAPPROPRIATED ENDING FUND BALANCE			275000	0	0	24
25	1532421	724824	876192	25	TOTAL REQUIREMENTS			981458	0	0	25

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

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

Building and Equipment

DRAFT  
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

	Historical Data				DESCRIPTION  RESOURCES AND REQUIREMENTS	Budget for Next Year 2024 - 2025				
	Actual		Adopted Budget This Year Year 2023-2024			Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023								
1				1	RESOURCES				1	
2	134455	839759	0	2	Cash on hand * (cash basis), or	0			2	
3	0	0	0	3		0			3	
4	0	0	0	4		0			4	
5	0	0	0	5		0			5	
6	839759	50000	0	6	Transferred IN, from other funds	100000			6	
7	0	0	0	7		0			7	
8	0	0	0	8		0			8	
9	0	0	0	9		0			9	
10	974214	889759	0	10	Total Resources, except taxes to be levied	100000			10	
11				11	Taxes estimated to be received				11	
12				12	Taxes collected in year levied				12	
13	974214	889759	0	13	TOTAL RESOURCES	100000	0	0	13	
14				14	REQUIREMENTS **				14	
15	0	0	0	15	Org. Unit or Prog. & Activity	Object Classification	Detail	0		15
16	0	0	0	16	General Fund	Transfer	E-Fare Match	0		16
17	134455	0	0	17	General Fund	Transfer	Equipment	0		17
18	0	889759	0	18	General Fund	Transfer	Operations	0		18
19	0	0	0	19				0		19
20	0	0	0	20				0		20
21				21	Ending balance (prior years)					21
22	839759	0	0	22	UNAPPROPRIATED ENDING FUND BALANCE		100000			22
23	974214	889759	0	23	TOTAL REQUIREMENTS		100000	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.



**SPECIAL FUND DRAFT**  
**RESOURCES AND REQUIREMENTS**

Statewide Transportation Improvement Fund Discretionary (STIF)

Sunset Empire Transportation District

	Historical Data			DESCRIPTION  RESOURCES AND REQUIREMENTS			Budget for Next Year 2024 - 2025				
	Actual		Adopted Budget This Year Year 2023-2024				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
	Second Preceding Year 2021-2022	First Preceding Year 2022-2023									
1				1	RESOURCES					1	
2	0	0	0	2	Cash on hand * (cash basis), or		0			2	
3	552000	520000	0	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	552000	520000	0	10	Total Resources, except taxes to be levied		0			10	
11				11	Taxes estimated to be received					11	
12				12	Taxes collected in year levied					12	
13	552000	520000	0	13	TOTAL RESOURCES		0	0	0	13	
14				14	REQUIREMENTS **					14	
15				15	Org Unit or Prog & Activity	Object Classification	Detail				15
16	232000	520000	0	16	STIF	Transfer	Operations	0			16
17	320000		0	17	STIF	Transfer	Capital	0			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	552000	520000	0	31	TOTAL REQUIREMENTS		0	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.

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