

Sunset Empire Transportation District Budget Committee Training

APRIL 24, 2025



AGENDA

- **Introductions**
- **Current Services**
- **Funding**
- **Budget format**



MISSION STATEMENT

- **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.”*

CURRENT SERVICES

- **Fixed route bus service**
- **Ride Assist service**
 - **Paratransit service**
 - **Dial-a-ride service**
- **Mobility Management**

FIXED ROUTE BUS

- **4 Weekday routes**
 - **Route 10 Astoria route – 6 loops per day**
 - **Route 15 Warrenton route – 8 loops per day**
 - **Route 20 Cannon Beach route – 6 loops per day**
 - **Route 101 Astoria-Seaside – 8 loops per day**
- **1 Weekend route**
 - **Pacific Connector – Astoria-Cannon Beach - 5 loops per day**



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 an origin to destination 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.
- 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**



MOBILITY MANAGEMENT

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





PUBLIC TRANSIT FUNDING

- **Federal, State, and Local funding sources**
- **Federal—Programs may have narrow purpose, nearly all require local match, strict requirements**
- **State—Payroll transit tax, state general fund**
- **Local Sources— Property tax, fare box, local general fund, social services, volunteer labor**

+
•
○ §5310
ENHANCED
MOBILITY FOR
SENIORS AND
INDIVIDUALS
WITH
DISABILITIES

- **Federal Funds**
 - **Allocated through ODOT discretionary process in each biennium**
 - **Eligible activities include capital and operations**

+

•

○

§5311 FORMULA GRANTS FOR RURAL AREAS

- **Supports public transportation services in rural areas with populations of less than 50,000**
- **Capital vehicles, equipment ,facilities, and maintenance**
- **Operations**
- **Planning**

+

•

○

STATEWIDE TRANSPORTATION IMPROVEMENT FUND (STIF)

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



OTHER USDOT STATE FUNDING SOURCES AND PROGRAMS

- **§5304 Statewide Planning—Transit master plans, Marketing plans**
- **§5339 Bus and Bus Facilities—Buses, facilities, amenities, preventative maintenance for rural and small urban**

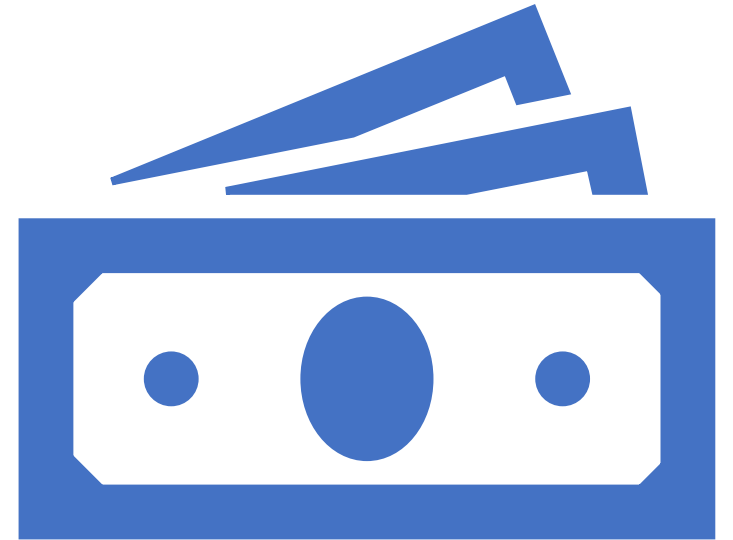
LOCAL AND OTHER FUNDING SOURCES

- Property taxes
- State mass transit payroll distribution
 - Based on the wages of employees in the District
- State timber revenue
 - Based on proceeds from the harvest of timber in the Clatsop State Forest
- Rentals
 - Parking spaces
 - Billboard
- Other grants
- Commissions/proceeds
 - Electric vehicle charging station
 - Vending machines
- Fares



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.

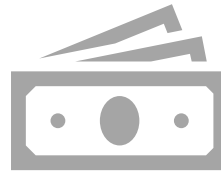


Types of funds



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)			
	Historical Data			Year to Date Current Year 2018-2019	RESOURCE DESCRIPTION	Budget for Next Year _____			
	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 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

150-504-020 (rev 10-16)

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

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			Approved By	Adopted By		
Second Preceding Year 20__-__	First Preceding Year 20__-__	This Year 20__-__	Budget Officer			Budget Committee	Governing Body		
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**
- **Interest earned on deposits**
- **State Mass Transit Payroll Distribution**
- **State Timber Revenue**
- **Property Taxes**
- **Previous Years Property Taxes**

Budget Requirements

Statutory Minimum Standard

- **General Fund**
 - **Administration** **\$5,000,000**

Greater detail allowed

- **General Fund**
 - **Administration**
 - **Personnel Service** **\$2,000,000**
 - **Materials & Services** **\$2,000,000**
 - **Capital Outlay** **\$1,000,000**

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**



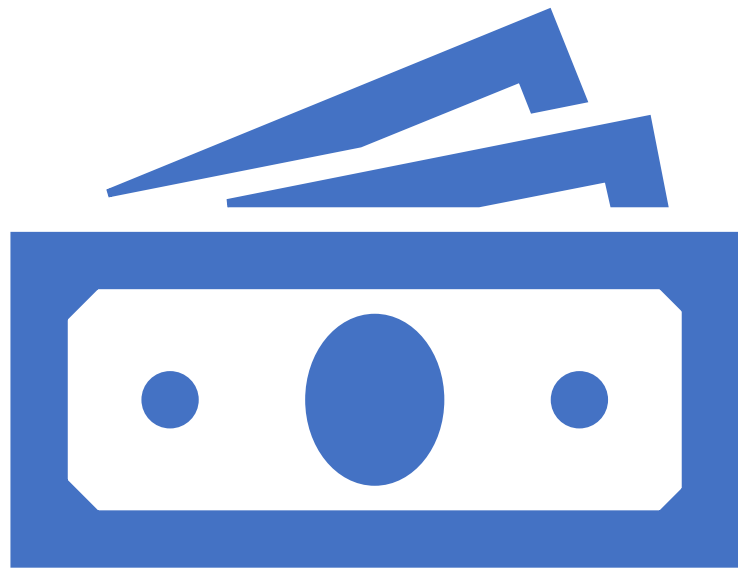
**Quorum is required to
conduct business**



**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 tax rate**

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),
They must republish the amended budget summary and hold another budget hearing.





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

Oregon Local Budget Resources

- Local Budgeting Manual
 - https://www.oregon.gov/dor/forms/FormsPubs/local-budgeting-manual_504-420.pdf
- Local Budget Training
 - Proposing the Budget
<https://www.oregon.gov/dor/programs/property/Documents/Basic%20Budget%20Law%202024%20-%20Proposing%20the%20budget.pdf>
 - Approving and Adopting the Budget
<https://www.oregon.gov/dor/programs/property/Documents/Basic%20Budget%20Law%202024%20-%20Approving%20and%20adopting%20the%20budget.pdf>
 - Changes after Budget Adoption
<https://www.oregon.gov/dor/programs/property/Documents/Basic%20Budget%20Law%202024%20-%20Changes%20after%20budget%20adoption.pdf>