



# Sunset Empire Transportation District BUDGET COMMITTEE TRAINING

April 16, 2026 | 12-2 p.m.

**Meeting location:** Astoria Transit Center, 900 Marine Drive, Astoria, OR 97103

**Meeting link:** <https://bit.ly/3Q07xBA> | **Meeting ID:** 294 427 016 640 42 | **Passcode:** RU26Hx7L

**Dial in by phone:** 1-872-333-9477 | **Phone conference ID:** 745 289 852#

## Agenda

|                             |                                  | Action                     | Responsible                |
|-----------------------------|----------------------------------|----------------------------|----------------------------|
| <b>Item 1</b><br>12 p.m.    | <b>Call to Order</b>             |                            |                            |
| <b>Item 2</b><br>12:01 p.m. | <b>Budget Committee Training</b> | Information/<br>Discussion | Executive Director<br>Carr |
| <b>Item 3</b>               | <b>Adjournment</b>               |                            |                            |

Times are approximate guidelines and may change.

*This meeting location is accessible to people with disabilities. Upon request, SETD will make reasonable accommodation, including assistive listening devices, sign language interpreters, large print materials, or other auxiliary aids. Please contact Sara Schilling at (503) 861-5370 or [sara@ridethebus.org](mailto:sara@ridethebus.org) at least 48 hours before the meeting to request accommodation.*



## Sunset Empire Transportation District BUDGET COMMITTEE

### Item 2 Budget Committee Training

**Date:** April 16, 2026

**Summary:** David Carr, Sunset Empire Transportation District's executive director and budget officer, will present an overview of the district's services and operations, and he'll share information about the budget process.

**Attachments:**

- Budget Committee training presentation



# SETD Budget Committee Training

April 16, 2026



# Agenda

- 1** Introductions

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- 2** Current services

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- 3** Funding

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- 4** Budget format

# 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

**1** Fixed route bus service

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**2** Ride Assist service  
(Paratransit/Dial-A-Ride)

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**3** Mobility management

# Fixed Route Bus

## Four weekday routes

- Route 10 Astoria | 6 loops per day
- Route 15 Warrenton | 8 loops per day
- Route 20 Cannon Beach | 6 loops per day
- Route 101 Astoria-Seaside | 8 loops per day

## One weekend route:

- Pacific Connector – Astoria-Cannon Beach | 5 loops per day



# Paratransit

- Fixed route providers must offer complementary paratransit service for those who can't ride fixed route buses.
- It's an origin-to-destination service, meaning users are picked up at home and taken to their destination.
- Service is available within  $\frac{3}{4}$  of a mile of our bus route.
- Service is provided during the same times as fixed route service.
- Paratransit users must go through an application process to determine their eligibility.
- User pays twice the fare that a fixed route rider pays.



# Dial-A-Ride

Curb-to-curb service is available on certain days to the general public in limited, underserved areas:

- Jeffers Garden/Miles Crossing
- John Day, Svensen and Knappa
- One-way fare 0–10 miles is \$8
- One-way fare 11–20 miles is \$12



# Mobility Management

Provides support for various classes of riders

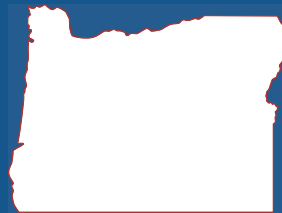
- Eligibility review of paratransit users
- Travel training and training videos
- Trip planning
- Coordination of transportation
- Monitors the compliance of the Title VI program (civil rights)



# Public Transit Funding



**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

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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

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Capital vehicles, equipment, facilities and maintenance

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Operations

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Planning

# Statewide Transportation Improvement Fund (STIF)

Expand and improve public transportation services

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Any capital, operating or administrative public transportation project

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Can be used to meet local match requirements for federal funds

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Funds allocated by formula and discretionary

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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

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§5339 Bus and Bus Facilities - buses,  
facilities, amenities, preventative  
maintenance for rural and small urban

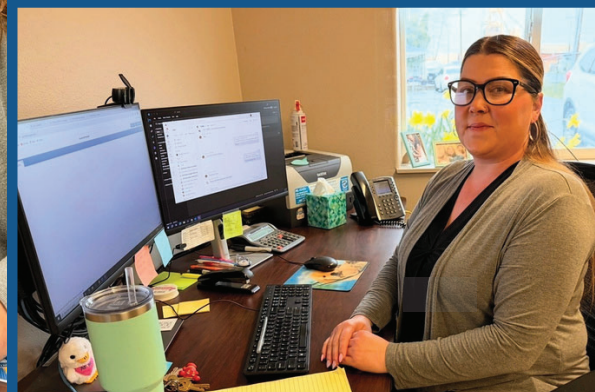
# Local and Other Funding Sources

- 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 Clatsop State Forest*)
- Rentals (*parking spaces and 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 and 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 piece of 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) |    |
|       |   |                                |   |   |  |                           |  |          |          | Budget for Next Year _____      |    |
|       |   | Historical Data                |   |   |  | RESOURCE DESCRIPTION      |  |          |          | Proposed By<br>Budget Officer   |    |
|       |   | Actual                         |   | Adopted Budget<br>This Year<br>Year 20__- |  | Year to Date              |  |          |          | Approved By<br>Budget Committee |    |
|       |   | Second Preceding<br>Year 20__- |   | First Preceding<br>Year 20__-             |  | Current Year<br>2018-2019 |  |          |          | Adopted By<br>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                         | <b>OTHER RESOURCES</b>                           |          |          |                                 | 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                        | <b>TOTAL RESOURCES</b>                           | <b>0</b> | <b>0</b> | <b>0</b>                        | 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

Saved to M: Drive

Clear Form

**Form  
OR-LB-30**

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

\_\_\_\_\_

(Fund)

\_\_\_\_\_

(Name of Municipal Corporation)

| Historical data                  |                                 |   | Requirements for _____<br>(Name of program or organizational unit) | Budget for next year 20__-__                |                                 |                              |
|----------------------------------|---------------------------------|---|--|---|---------------------------------|------------------------------|
| Actual                           |                                 | Adopted budget<br>this year<br>year 20__-__ |  | Proposed by<br>Budget Officer               | Approved by<br>Budget Committee | Adopted by<br>Governing Body |
| Second preceding<br>year 20__-__ | First preceding<br>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  | <b>Total personnel services</b>             |                                 | 8                            |
| 9                                |                                 |   | 9  | <b>Total full-time equivalent (FTE)</b>     |                                 | 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   | <b>Total materials and services</b>         |                                 | 27                           |
| 28                               |                                 |   | 28   | Capital outlay                              |                                 | 28                           |
| 29                               |                                 |   | 29   |   |                                 | 29                           |
| 30                               |                                 |   | 30   |   |                                 | 30                           |
| 31                               |                                 |   | 31   |   |                                 | 31                           |
| 32                               |                                 |   | 32   |   |                                 | 32                           |
| 33                               |                                 |   | 33   |   |                                 | 33                           |
| 34                               |                                 |   | 34   | <b>Total capital outlay</b>                 |                                 | 34                           |
| 35                               |                                 |   | 35   | <b>Organizational unit / Activity total</b> |                                 | 35                           |

| REQUIREMENTS SUMMARY |                 |  |              |                          |   |                                 |            |   |    |
|----------------------|-----------------|--|--------------|--------------------------|---|---------------------------------|------------|---|----|
| FORM                 |                 | NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM |              |                          |   |                                 |            |   |    |
| LB-30                |                 | (name of fund)                                     |              |                          |   | (name of Municipal Corporation) |            |   |    |
| Historical Data      |                 |  |              | REQUIREMENTS DESCRIPTION | Budget For Next Year 20__-                              |                                 |            |   |    |
| Actual               |                 | Adopted Budget                                     | Year to Date |                          | Proposed By   | Approved By                     | Adopted By |   |    |
| Second Preceding     | First Preceding | This Year  | Current year |                          |   |                                 |            |   |    |
| Year 20__-           | Year 20__-      | 20__-  | 2018-2019    | 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 |

150-504-030 (Rev 11-18)

# 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 year's property taxes

# Budget Requirements

## Statutory minimum standard

- General Fund
  - Administration - \$5M

## Greater detail allowed

- General Fund
  - Administration
    - Personnel service - \$2M
    - Materials/services - \$2M
    - Capital outlay - \$1M

# Other

## **Operating Contingency**

- An amount reasonably expected to be spent on unidentified operating expenses.

## **Reserved for Future Expenditure**

- An amount planned 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

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Presiding officer must be elected at first meeting

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Quorum is required to conduct business

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Majority of committee is required to take action

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Committee may request and receive additional information from district officials

# What the Budget Committee Does

Receives the budget document

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Hears the budget message

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Hears and considers public comment

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Discusses and revises the budget if  
needed

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Makes a budget recommendation



# Adoption of the Budget

## Governing body holds budget hearing

After the hearing, the governing body can change the budget estimates and tax levy.

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

Check out the Oregon Department of Revenue's Local Budgeting Manual for more information.

*Link: <https://bit.ly/4tyuURg>*

